



**SOUTH TEXAS
COLLEGE**

Board of Trustees

Regular Board Meeting

Tuesday, April 23, 2024
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, April 23, 2024 @ 5:30 p.m.
Ann Richards Administration Building Board Room
Pecan Campus, McAllen, Texas 78501**

AGENDA

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

COVID-19 Public Health / Attendance Measures

Due to COVID-19 and Social Distancing recommendations, members of the public are encouraged to watch the live broadcast of the meeting at:

<https://admin.southtexascollege.edu/president/agendas/live.html>.

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- Tuesday, May 14, 2024
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 - 5:00 p.m. – Finance, Audit, and Human Resources Committee

- Tuesday, May 28, 2024
 - 5:30 p.m. – Regular Board Meeting

B. Other Announcements:

- South Texas College will celebrate over 4,000 Bachelor Program Graduates on Thursday, April 25, 2024 from 6:00 – 8:30 p.m. at the Student Union Building, 2nd Floor.
- The Spring 2024 Commencement Ceremonies will be held on Friday and Saturday, May 3 – 4, 2024 at Bert Ogden Arena in Edinburg, TX.
- South Texas College will be closed Monday, May 27, 2024 in observance of Memorial Day.

Presentations

A. Presentation on Commencement Ceremonies

Dr. Matthew Hebbard, Vice President for Student Affairs and Enrollment Management, will present the agenda for the May 2024 Graduation Ceremonies to the Board of Trustees.

Certificates and degrees will be conferred graduates of the Spring 2024 semester, with graduation ceremonies on Friday, May 3 and Saturday, May 4, 2024 at the Bert Ogden Arena in Edinburg, Texas as follows:

Friday, May 3, 2024

9:00 a.m. *Dual Credit Graduates from:*

- *PSJA ISD*
- *Valley View ISD*
- *Vanguard Academy*

12:30 p.m. *Dual Credit Graduates from:*

- *Edcouch-Elsa ISD*
- *Edinburg CISD*
- *McAllen ISD*
- *Mission CISD*
- *Rio Grande City CISD*
- *Roma ISD*
- *Weslaco ISD*

4:30 p.m. *Dual Credit Graduates from:*

- *Donna ISD*
- *Hidalgo ISD*
- *La Joya ISD*
- *La Villa ISD*
- *Mercedes ISD*
- *Monte Alto ISD*
- *Sharyland ISD*
- *Progreso ISD*
- *South Texas ISD*

Saturday, May 4, 2024

9:30 a.m. *Graduates from the Divisions of:*

- *Business, Public Safety, & Technology*
- *Nursing & Allied Health*

1:30 p.m. *Graduates from the Divisions of:*

- *Liberal Arts*
- *Social & Behavioral Sciences*
- *Bachelor's Degree Programs*
- *Math, Science, and Information Technology*

No action is required from the Board of Trustees.

Approval of Board Meeting Minutes

The following Board Meeting Minutes are submitted for approval:

- 1) March 26, 2024 Regular Board Meeting

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

The Board of Trustees of South Texas College approves and adopts the Minutes for the March 26, 2024 Regular Board Meeting as presented.

Approval Recommended:

Dr. Ricardo J. Solis
President

**SOUTH TEXAS COLLEGE
BOARD OF TRUSTEES REGULAR MEETING
Tuesday, March 26, 2024 @ 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, March 26, 2024 in the Ann Richards Administration Building Board Room at the Pecan Campus in McAllen, Texas. The meeting commenced at 5:31 p.m. with Ms. Rose Benavidez presiding.

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

Members absent: Mr. Rene Guajardo and Mr. Danny Guzman

Also present: Dr. Ricardo J. Solis, Mrs. Mary Elizondo, Dr. Anahid Petrosian, Mr. Matthew Hebbard, Dr. Rodney Rodriguez, Dr. Rebecca De Leon, Dr. Jesus Campos, Dr. Brett Mr. Rick De La Garza, Mr. George McCaleb, Chief Ruben Suarez, Mrs. Myriam Lopez, Dr. Zachary Suarez, Mr. Tony Matamoros, Mrs. Carla Rodriguez, Mr. Lucio Gonzalez, Mr. Joel Jason Rodriguez, Mr. Robert Cuellar, Mr. Sam Saldana, Mr. Martin Villarreal, Ms. Lynda Lopez, Mr. Adam McGrath, Ms. Jennifer Solis, Ms. Rosangela Mancillas, Dr. Mehrzad Mahmoudian Geller, Ms. Erika Guerra, Mr. Albert Farias, Ms. Myra De La Garza, Mr. Aaron Guajardo, Mr. Daniel Cather, Ms. Alina Cantu, Mr. Javier Villalobos, Mr. Andres Vela, Mrs. Kelly Salazar, Mr. Eric Ramirez, Ms. Erica Zamora, Mr. Claudio Leon, Commissioner Eddie Cantu, Ms. Olivia Gomez, Ms. Emily Upshaw, and Mr. Andrew Fish

Determination of a Quorum

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

Invocation

Mr. Matthew Hebbard, Vice President for Student Affairs and Enrollment Management, said the invocation.

Mission Moment

Commissioner Eddie Cantu, Hidalgo County Commissioner for Precinct #2, presented a brief video and spoke on behalf of local charity Christian's Manor.

Christian's Manor provides affordable, high-quality housing for single-parent families struggling with or on the brink of homelessness, with a focus on empowering them toward independence and prosperity. Eligible families commit to pursuing higher education, often through enrollment at South Texas College.

Commissioner Cantu's video spotlighted a determined young woman navigating the rigorous associate degree nursing program at South Texas College while facing housing instability. Despite living in her car for a period, she persevered, eventually finding stability and support through Christian's Manor.

Beyond housing, Christian's Manor offers comprehensive support services, including case management and partnerships with organizations like VIDA and STC. These resources ensure that families have their basic needs met, allowing them to concentrate on their educational goals and ultimately transform their lives.

The South Texas College Board of Trustees expressed gratitude to Commissioner Cantu and Christian's Manor for this impactful program and for sharing such a compelling story. College administration affirmed South Texas College's ongoing collaboration with Christian's Manor to expand access to services for all eligible participants, including those who may not yet qualify for housing but can still benefit from support from the College and its partners.

Public Comments

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

Update by the College President

Dr. Ricardo J. Solis, College President, provided an update including the following items:

- Dr. Solis welcomed the Faculty Senate representatives in attendance at the Board Meeting
- Dr. Solis introduced Mrs. Myra De La Garza, Coordinator for External Affairs and Engagement
- Dr. Solis called on Dr. Rodney Rodriguez, who announced that his division had been reorganized as the Division for Institutional Advancement and External Affairs, with a focus on public relations, fundraising, and advocacy for the College.
- Dr. Solis provided a brief update on the College's outstanding Workforce Summit, which took place on Friday, March 8, 2024, and brought together stakeholders from local employers, economic developers, and others to hear from Texas Workforce Commissioners, the Texas Commissioner for Higher Education, and local leaders, who discussed the strategies and alignment of higher education, workforce development, and supporting regional prosperity.

Presentations

A. Presentation on the Valley Promise Program

Mr. Matthew Hebbard, Vice President for Student Affairs and Enrollment Management, and Dr. Rodney Rodriguez, Vice President for Institutional Advancement and Economic Development, presented on the Valley Promise Program.

This presentation outlined the program details, which will provide last-dollar support to provide students with a tuition-free pathway towards an associate degree.

Leadership was looking forward to the Valley Promise Kickoff, scheduled for Thursday, April 4, 2024 @ 1:30 p.m. at the Pecan Campus Student Union Building, where South Texas College would be joined by philanthropic supporters and other partners to formally announce this transformational program.

B. Presentation on Creative Services Team Recognition by the American Advertising Federation

The creative services team had a second successful year at the American Advertising Federation awards bringing home 14 Addies, two more than last year. Addies included two Gold and a Best of Show with the College's rebranding and the new logo taking top honors. The AAF judges are made up of a team of state and national advertising leaders.

Mrs. Lynda Lopez, Executive Director for Public Relations & Marketing, provided details on these wins.

C. Report on ACCT Parliamentary Procedures Webinar

On Tuesday, March 19, 2024, Dr. Alejo Salinas, Jr., Vice Chair, attended a webinar presented by the Association of Community College Trustees and focused on parliamentary procedures for community college governing board.

Dr. Salinas was invited to share a report on this webinar for his fellow trustees.

No action was required from the Board of Trustees.

Approval of Board Meeting Minutes

The following Board Meeting Minutes were submitted for approval:

- 1) February 27, 2024 Regular Board Meeting

Upon a motion by Dr. Alejo Salinas, Jr. and a second by Mrs. Victoria Cantu, the Board of Trustees of South Texas College approved and adopted the Minutes for the February 27, 2024 Regular Board Meeting as presented. The motion carried.

Report of New Grants Awards

Mrs. Carla M. Rodriguez, Executive Director of the Office of Sponsored Initiatives, reported the following listing of grants recently accepted by the College.

These grants were approved and accepted by the College President, in compliance with Board Policy 5510: Grants, and were reported here for the Board's information and feedback to administration.

- **National Science Foundation (NSF), Hispanic Serving Institute (HSI) Subaward with University of Texas Rio Grande Valley (UTRGV), Family Centered Innovations project in the amount of \$93,317**

This subaward is awarded to the Mathematics Department to contribute to UTRGV's Family-Centered Theory of Change project, focusing on students from Hispanic and minority backgrounds. The project will guide and assess transformational impacts on teaching and learning, emphasizing curricula, assessment, and pedagogical practices to enhance student success. Professional development will be developed for Mathematics faculty, family-centered class projects will be integrated into Math courses, and community outreach projects will aim to improve the quality of undergraduate education. The funding period is October 1, 2023 to September 30, 2027.

This award aligns with Strategic Direction #1, Lead Community Engagement, by strengthening partnerships with local stakeholders to align educational opportunities with community and workforce needs.

- **Additional Funds:**
 - **WE CAN Texas Program Enhancement Grant Program, Educate Texas, in the amount of \$17,892**

Additional funds were awarded to the Architectural & Engineering Design Technology department to continue development of a work-based learning credit-bearing pathway for Surveyors under the newly approved Certificate and Associate of Applied Science in Surveying and Geospatial Technology. The proposed Surveyor Pathway will identify age parameters, employer liability issues, and working conditions for students, and serve as the starting point for students as they move towards a Registered Professional Land Surveyor (RPLS) licensure. Costs associated include speaker fees, fees for sponsors and exhibition fees. The funding period is January 1, 2024 to August 31, 2024.

WE CAN TX aims to increase the number of students who earn postsecondary credentials and are working in high-demand industries that pay a livable wage, with a vision of ensuring equitable outcomes for first-generation, low-income students of color across Texas and meeting the talent and workforce demands of businesses.

This award aligns with Strategic Direction #3, Create Educational Opportunities for Students, and Strategic Direction #4, Foster Student Success, by providing students with opportunities in career and technical education, and providing

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extensive support structures that promote persistence, educational attainment, academic achievement, personal and professional growth.

No action was requested.

Review and Action as Necessary on Quarterly Investment Report for Quarter Ending November 30, 2023

A report on the College's Quarterly Investment Report for the Quarter November 30, 2023, was presented. The Board was asked to approve the Investment Report.

Purpose and Justification – Ms. Emily Upshaw from Valley View Consulting, L.L.C. presented the status of the College's Quarterly Investment Report for the Quarter Ended November 30, 2023 and provided a further update at the meeting. Ms. Upshaw presented an overview of the investments, the annual interest earnings, the quarterly interest earnings, and the economic overview.

The report provided a brief review and update of the College's Quarterly Investment Report for the Quarter Ended November 30, 2023 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.

Enclosed Documents – A copy of the Quarterly Investment Report for the Quarter Ended November 30, 2023 was provided in the packet for the Board's information and review.

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

Upon a motion by Mr. Paul R. Rodriguez and a second by Dr. Alejo Salinas, Jr., the Board of Trustees of South Texas College approved and authorized the Quarterly Investment Report for the Quarter Ended November 30, 2023, as presented. The motion carried.

Chair Rose Benavidez asked Dr. Alejo Salinas, Jr., Vice Chairman, to preside over the following two items on the posted agenda:

Discussion and Action as Necessary on Approval of Certification of Unopposed Candidate for Trustee, South Texas College for District #1

The deadline to apply for a place on the ballot for the places of South Texas College Board of Trustees District 1, District 2, or District 6 passed on Friday, February 16th, 2024 at 5:00 p.m., as established by the May 4, 2024 Election Law Calendar created by the Texas Secretary of State.

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In District 1, only one candidate filed for a place on the ballot. This single candidate, Rosario "Rose" Benavidez, would run unopposed. Therefore, the Board was asked to approve the attached Certification of Unopposed Status for this ballot for the District 1 election.

Legal Counsel reviewed the Certification of Unopposed Candidates for Trustee as allowed by Texas Election Code.

As per Texas Election Code §2.052, the Board shall declare the unopposed candidate(s) elected, Texas Election Code requires that they first accept these Certifications (pursuant to), and then may issue an Order declaring the unopposed candidate elected (pursuant to Texas Election Code §2.053) as provided for in the next agenda item.

Upon a motion by Mr. Paul R. Rodriguez and a second by Mrs. Victoria Cantu, the Board of Trustees of South Texas College approved and authorized the Certification of Unopposed Candidate for Trustee, South Texas College for District #1 as presented. The motion carried with unanimous approval.

Discussion and Action as Necessary on Approval of Order Declaring Unopposed Candidate for STC Trustee District #1 Elected

The deadline to apply for a place on the ballot for the places of South Texas College Board of Trustees District 1, District 2, or District 6 passed on Friday, February 16th, 2024 at 5:00 p.m., as established by the May 4, 2024 Election Law Calendar created by the Texas Secretary of State.

Once Certification(s) of Unopposed Status are approved by the Board, the Board may then approve an Order declaring unopposed candidate(s) elected.

Legal Counsel reviewed the following Order Declaring Unopposed Candidate Elected, anticipating Board approval of the Certification of Unopposed Status for Ms. Rosario "Rose" Benavidez in Single-Member District #1.

This order also states that the election for Single-Member District #1 shall not be held. A copy of this Order shall be provided to the Starr County Elections Administrator to be posted at each Election Day polling place which would have been used if the elections were to be held.

Upon a motion by Mrs. Victoria Cantu and a second by Mrs. Dalinda Gonzalez-Alcantar, the Board of Trustees of South Texas College approves and authorizes the Order Declaring Unopposed Candidate Elected for District #1 as presented. The motion carried with unanimous approval.

Ms. Rose Benavidez, Board Chair, resumed presiding over the remainder of the meeting.

Mr. Paul R. Rodriguez reviewed the items presented at the March 6, 2024 Finance, Audit, and Human Resources Committee meeting.

He presented the following item out of the posted agenda order, out of consideration for a guest in attendance for one of the consent agenda items:

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 request any 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 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 City of Alton Tax Resale Private Bid and Resolution #2024-012 Authorizing Tax Resale Private Bid
- b. Approval of Purchases, Renewals, and Interlocal Agreement

Purchases and Renewals - Instructional Items

- 1) Mechanical Drive System and Electric Motor Control System (Purchase) - **Grant Funded**
- 2) Electromechanical Maintenance Cell Kit (Purchase) – **Grant Funded**

Purchases and Renewals - Non-Instructional Items

- 3) Network Equipment Replacements (Purchase)
- 4) Public Safety Equipment for Police Units (Purchase)
- 5) Building Moving Services II (Renewal)
- 6) Insurance Risk Management Consultant Services (Renewal)

Purchases and Renewals - Technology Items

- 7) Computers, Laptops, Tablets, Keyboards, and Monitors (Purchase)

Interlocal Agreement

- 8) Facility Rental Agreement (Rental)

- c. Approval to Reestablish the Valley Metro Purple Line Transportation Route for FY 2024 – 2025
- d. Approval of Proposed Revisions to Tuition and Fees Schedules for FY 2024 – 2025
- e. Approval to Adopt New Instruction Policies and Retire Current Policies
 - A-1. Adopt EDA (Local) Instructional Resources – Instructional Material
 - A-2. Retire Policy #3236: Guidelines for Adoption and Ordering of Textbooks
 - B-1. Adopt EE (Local) Curriculum Development
 - B-2. Retire Policy #3100: Educational Program Development
 - C-1. Adopt EFB (Local) Curriculum Design – Degrees and Certificates
 - C-2. Retire Policy #3340: Degree, Certificate, and Award Designations
 - D-1. Adopt EGAA (Local) Grading and Credit – Credit by Examination
 - E-1. Adopt EGAB (Local) Grading and Credit - Examinations
- f. Approval to Adopt New Personnel Policies and Retire Current Policies
 - A-1. Adopt DC (Local) Employment Practices
 - A-2. Retire Policy #4110: Filling of Vacancies
 - A-3. Retire Policy # 4112: Self-Reporting of Criminal Conduct
 - A-4. Retire Policy # 4113: Employment of Applicants in Security Sensitive Positions
 - A-5. Retire Policy # 4114: Authorization to Conduct Background Checks
 - A-6. Retire Policy #4115: Personnel Appointments
 - A-7. Retire Policy #4120: Orientation of Employees
 - B-1. Adopt DHC (Local) Employee Standards of Conduct – Employee Solicitations
 - B-2. Retire Policy # 4810: Solicitation of Employees

After publication of the Board packet, administration recommended removal of the proposed retirement of policy #4115: Personnel Appointments, from the Board’s consideration. This was requested to provide administration additional time to ensure necessary elements were properly captured in new policies and/or procedures.

Upon a motion by Mr. Paul R. Rodriguez and a second by Dr. Alejo Salinas, Jr., the Board of Trustees of South Texas College approve and authorize items a - f of the Finance, Audit, and Human Resources Committee Consent Agenda as presented, except for the proposed retirement of Policy #4115: Personnel Appointments under f) A-6. The motion carried.

Consent Agenda:

**a. Approval of City of Alton Tax Resale Private Bid and Resolution #2024-012
Authorizing Tax Resale Private Bid**

Purpose and Justification – Administration recommended Board approval of a City of Alton Tax Resale Private Bid and Resolution #2024-012 authorizing the Tax Resale Bid of one (1) property as requested for consideration and possible action by the law office of Linebarger Goggan Blair & Sampson, LLP.

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

Background - On July 31, 2023, Linebarger Goggan Blair & Sampson, LLP received a Private Bid from the City of Alton for one (1) property located within Hidalgo County, and it is presented for consideration.

Linebarger Goggan Blair & Sampson, LLP is submitting for the Board of Trustees' consideration the analysis of the bid received. The total amount the College will receive for this property is \$3,158.04.

In accordance with Texas Tax Code Sec. 34.05(i), any private bid received must have the approval of all taxing entities. As of the publication of the Committee packet, the private bid is pending approval by Hidalgo County Drainage District No.1, the City of Alton, South Texas Independent School District, United Irrigation District, and the Mission Consolidated Independent School District.

Enclosed Documents – The Resolution, a list of the bid, the legal description of the property, as well as the amount of the bid, the South Texas College amount, and the Analysis of the Bid Received were provided in the packet for the Board's information and review.

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

The Committee recommended Board approval of the City of Alton Tax Resale Private Bid and Resolution #2024-012 Authorizing the Tax Resale Bid as presented.

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

Consent Agenda:

b. Approval of Purchases, Renewals, and Interlocal Agreement

Purpose and Justification – Administration requested the Committee recommend Board approval of the following purchases, renewals, and interlocal agreement at a total cost of \$577,111.96.

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

The Committee recommended Board approval of the purchases, renewals, and interlocal agreement at a total cost of \$577,111.96, as listed below:

A. Purchases and Renewals - Instructional Items

- 1) **Mechanical Drive System and Electric Motor Control System (Purchase) - Grant Funded:** purchase mechanical drive system and an electronic motor control system from **Technical Laboratory Systems, Inc** (Tech-Labs) (Katy, TX), The Interlocal Purchasing System (TIPS) approved vendor, at a total amount of \$69,215.00;
- 2) **Electromechanical Maintenance Cell Kit (Purchase) – Grant Funded:** purchase electromechanical maintenance cell kit from **Lab Resources Inc** (Tomball, TX), a Choice Partners approved vendor, at a total amount of \$78,035.00;

B. Purchases and Renewals - Non-Instructional Items

- 3) Network Equipment Replacements (Purchase):** purchase of a network equipment replacement from **Netsync Network Solutions** (Houston, TX), a State of Texas Department of Information Resources (DIR) approved vendor, at a total cost of \$194,720.48.
- 4) Public Safety Equipment for Police Units (Purchase):** purchase public safety equipment for police units from **South Texas Communications** (McAllen, TX), a Texas Association of School Boards (TASB) Buyboard approved vendor, for an estimated total amount of \$51,315.24;
- 5) Building Moving Services II (Renewal):** renew the building moving services - II contract with **Zuniga’s House Mover, LLC** (San Juan, TX), for the period beginning June 1, 2024 through May 31, 2025, at an estimated total amount of \$50,000.00;
- 6) Insurance Risk Management Consultant Services (Renewal):** renew the insurance risk management consultant services contract with **Acrisure, LLC/dba Carlisle Insurance** (Corpus Christi, TX), for the period beginning June 1, 2024 through May 31, 2025, an estimated total amount of \$25,000.00;

C. Purchases and Renewals - Technology Items

- 7) Computers, Laptops, Tablets, Keyboards, and Monitors (Purchase):** purchase of computers, laptops, tablets, keyboards, and monitors as follows:

Vendor	Purchasing Cooperative	Amount
Dell Marketing, LP. (Dallas, TX)	State of Texas Department of Information Resources (DIR)	\$83,052.65
Apple, Inc. (Dallas, TX)	Choice Partners Cooperative	\$4,152.00
	Total Amount	\$87,204.65

D. Interlocal Agreement

- 8) Facility Rental Agreement (Rental):** facility rental agreement with the **City of McAllen** (McAllen, TX), through an interlocal agreement, for the rental of the McAllen Convention Center for September 26 and 27, 2024, at an estimated total amount of \$10,810.80.

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

Consent Agenda:

c. Approval to Reestablish the Valley Metro Purple Line Transportation Route for FY 2024 – 2025

Purpose and Justification – Administration recommended Board approval to reestablish the Valley Metro Purple Line transportation route with the LRGVDC for FY 2024 – 2025 due to increased requests for service.

The Purple Line Route connects the STC Mid-Valley Campus to the STC Nursing campus. This has been suspended by the LRGVDC since October 2020 due to low ridership during the pandemic and lack of bus drivers.

In Fall 2023, the College began receiving an increased number of requests for transportation to and from the STC Mid-Valley Campus to the McAllen Campuses. There

have been requests from students, parents, and faculty/staff on behalf of their students for a transportation solution to connect the Mid-Valley and McAllen campuses.

The College has been in communication with Valley Metro Transit, who confirmed they are able to operate the route for FY 2024 - 2025. In November 2023, Valley Metro Transit provided an estimated annual budget of \$171,288 to operate the Purple Line Route for the fiscal year. The total cost to the College is \$71,130. The anticipated costs are as follows:

FY 2024 - 2025	Amount
Total Operating Cost for Services – Purple Line	\$171,288
Contributions:	
State/Federal Operating	\$(100,158)
City of Weslaco	TBD
Economic Development Corporation of Weslaco	TBD
Total Net Cost to STC	\$71,130
STC Payment to LRGVDC – Purple Line (Mid-Valley)	\$71,130
Total Net Cost to South Texas College	\$71,130

For FY 2024, the total net cost was \$327,869. The projected total for FY 2025 including the Purple Line will total \$398,999.

Previously, when the Purple Line Route was in service, the City of Weslaco and the Economic Development Corporation of Weslaco would contribute funds to the College for the operating cost of the route. The College has reached out to both entities to receive guidance on the process of requesting funding for the Purple Line Route pending feedback from the Board of Trustees. The Vice President of Institutional Advancement and Economic Development has been notified.

Enclosed Documents - The presentation on anticipated costs was include in the packet for the Board’s information and review.

Mary Elizondo, Vice President for Finance and Administrative Services, Ruben Suarez, South Texas College Chief of Police for the Department of Public Safety, and Alina O. Cantu, Public Safety and Transportation Services Manager, attended the Committee Meeting to respond to questions.

The Committee recommended Board approval to reestablish the Valley Metro Purple Line transportation route for FY 2024 – 2025 as presented.

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

Consent Agenda:

d. Approval of Proposed Revisions to Tuition and Fees Schedules for FY 2024 – 2025

Purpose and Justification – Administration recommended Board approval on proposed revisions to the Tuition and Fees Schedules for FY 2024 – 2025 for credit students, dual credit students sponsored by partnering school districts, dual credit students - non-sponsored, non-credit students, Regional Center for Public Safety Excellence (RCPSE), child development center students, testing, employee, and non-employee/non-student.

The tuition and fees schedules have been separated into nine (9) separate schedules in order to assist the students in easily determining the tuition and fees associated with the type of programs in which they are enrolled.

The proposed revisions to the tuition and fees schedules include the following:

1. Credit Students Tuition and Fees

- Increase Tuition per credit hour to incorporate the Student Activity Fee for:
 - ⇒ Resident Tuition-In-District Hidalgo & Starr Counties Per Credit Hour:
 - In-District per credit hour
 - ⇒ Resident Tuition-Out Of District-Other Texas Counties Per Credit Hour:
 - Out-of-District per credit hour
 - ⇒ Out-Of-State/International Flat Tuition Rate Per Credit Hour:
 - Out-of-state /International Flat Tuition per credit hour
- Revision to Mandatory Fees
 - ⇒ Deletion of Student Activity Fee per credit hour
- Revisions to the Program Specific Fees
 - ⇒ Revision of Information Technology and Other Course Fees, Certification (per course):
 - For the following courses: CPMT was revised from 1166 to 1447
 - ⇒ Addition of the following Programs
 - Architectural & Engineering Design Technology Program Fees
 - Automotive Technology Program Fees
 - Construction Supervision Program Fees
 - Electrician Program Fees
 - HVAC-R Program Fees
- Deletion of Bachelor Degrees Tuition and Fees per Term for In District, Out-of-District, and Out-of-State. This degree courses will be charged the regular tuition depending on residency.
 - ⇒ Computer and Information Technologies
 - ⇒ Medical and Health Services Management
 - ⇒ Organizational Leadership
 - ⇒ Operations Management

2. Dual Credit Students Sponsored by Partnering School Districts Tuition and Fees

- No proposed revisions

- 3. Dual Credit Students - Non-Sponsored Tuition and Fees**
 - No proposed revisions
- 4. Non-Credit Students Tuition and Fees**
 - No proposed revisions
- 5. Regional Center for Public Safety Excellence (RCPSE) Tuition and Fees**
 - Addition to the Fees of a Two-Story Residential Fire Training Structure
- 6. Child Development Center Students Tuition and Fees**
 - Revision of the Tuition fee per week from 0 – 17 months and 18 months – 12 years to 0 - 12 years
 - Increase tuition for the 18 months – 12 years
- 7. Testing Fees**
 - No proposed revisions
- 8. Employee Fees**
 - Child Development Center Fees
 - ⇒ Revision of the Tuition fee per week from 0 – 17 months and 18 months – 12 years to 0 - 12 years
 - ⇒ Increase tuition for the 18 months – 12 years
- 9. Non-Employees/Non-Student Fees**
 - Child Development Center Fees
 - ⇒ Revision of the Tuition fee per week from 0 – 17 months and 18 months – 12 years to 0 - 12 years
 - ⇒ Increase tuition for the 18 months – 12 years

Reviewers - The proposed revisions to the Schedules were reviewed by staff and the President's Cabinet.

Enclosed Documents - The nine (9) proposed Schedules were included in the packet for the Board's information and review. The proposed revisions were highlighted in yellow on the Schedules.

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

The Committee recommended Board approval of the revisions as proposed.

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

Consent Agenda:

e. Approval to Adopt New Instruction Policies and Retire Current Policies

Purpose and Justification – Administration recommended Board approval to adopt new Instruction Policies and retire current policies to align with the Texas Association of School Boards (TASB) policy manual.

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This would align the policies with the comprehensive, current, and legally sound policy manual, to strengthen the policies' language, and to transition policies to standardized format. In addition to the policy, internal procedures were currently in place and would continue to be enhanced.

The adoption of new and/or retired policies were as follows:

Adopt New Policy	Retired Policy(ies)	Retired Policy Content Transition
A-1. EDA (Local) Instructional Resources – Instructional Material	A-2. Policy #3236: Guidelines for Adoption and Ordering of Textbooks	All of the content from the retired policy is included in the new local policy.
B-1. EE (Local) Curriculum Development	B-2. Policy #3100: Educational Program Development	All of the content from the retired policy is included in the new local policy.
C-1. EFB (Local) Curriculum Design – Degrees and Certificates	C-2. Policy #3340: Degree, Certificate, and Award Designations	Some of the content from the retired policy is included in both the new local policy and a procedure, handbook, manual, etc.
D-1. EGAA (Local) Grading and Credit – Credit by Examination	N/A	N/A
E-1. EGAB (Local) Grading and Credit - Examinations	N/A	N/A

Background – On March 31, 2020, the Board of Trustees approved an interlocal agreement with TASB for Policy Management Service. Throughout FY 2022, FY 2023, and FY 2024, current College board policies would be reviewed, retired, and transitioned into the TASB formatted policies. TASB would then provide a comprehensive, current, and legally sound Policy Manual.

Reviewers – The new and retired policies were reviewed by staff, administrators, TASB staff, STC Legal Counsel, the Faculty Senate, the Vice President and Provost for Academic Affairs, and the Vice President for Student Affairs and Enrollment Management.

Enclosed Documents – The new and or retired policies were provided in the packet for the Board's information and review.

Dr. Anahid Petrosian, Vice President and Provost for Academic Affairs, Dr. Brett Millan, Associate Vice President for Academic Success and Advancement, Matthew Hebbard, Vice President for Student Affairs and Enrollment Management, and Cynthia Blanco,

Director of Student Records and Registrar, attended the Committee Meeting to address questions.

The Committee recommended Board approval to adopt new Instruction Policies and retire current policies as presented, and which supersedes any previously adopted Board policy.

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

Consent Agenda:

f. Approval to Adopt New Personnel Policies and Retire Current Policies

Purpose and Justification – Administration recommended Board approval to adopt new Business and Support Services Policies and retire current policies to align with the Texas Association of School Boards (TASB) policy manual.

This would align the policies with the comprehensive, current, and legally sound policy manual, to strengthen the policies’ language, and to transition policies to standardized format. In addition to the policy, internal procedures were currently in place and would continue to be enhanced.

The adoption of new and/or retired policies were as follows:

Adopt New Policy	Retired Policy(ies)	Retired Policy Content Transition
A-1. DC (Local) Employment Practices	A-2. Policy #4110: Filling of Vacancies A-3. Policy # 4112: Self-Reporting of Criminal Conduct A-4. Policy # 4113: Employment of Applicants in Security Sensitive Positions A-5. Policy # 4114: Authorization to Conduct Background Checks A-6. Policy #4115: Personnel Appointments A-7. Policy #4120: Orientation of Employees	All of the content from the retired policy is included in a procedure, handbook, and/or manual, etc.
B-1. DHC (Local) Employee Standards of Conduct – Employee Solicitations	B-2. Policy # 4810: Solicitation of Employees	All of the content from the retired policy is included in the new local policy.

Background – On March 31, 2020, the Board of Trustees approved an interlocal agreement with TASB for Policy Management Service. Throughout FY 2022, FY 2023, and FY 2024, current College board policies would be reviewed, retired, and transitioned into the TASB formatted policies. TASB would then provide a comprehensive, current, and legally sound Policy Manual.

Reviewers – The new and retired policies were reviewed by staff, administrators, TASB staff, STC Legal Counsel, and the Vice President for Finance and Administrative Services.

Enclosed Documents – The new and or retired policies were provided in the packet for the Board’s information and review.

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

The Committee recommended Board approval to adopt new Personnel Policies and retire current policies as presented, and which supersedes any previously adopted Board policy.

After publication of the Board packet, administration recommended removal of the proposed retirement of policy #4115: Personnel Appointments, from the Board’s consideration. This was requested to provide administration additional time to ensure necessary elements were properly captured in new policies and/or procedures.

This item was approved by the Board as part of consent agenda action, except that item A-6 for the proposed retirement of Policy #4115: Personnel Appointments, was not include.

Mr. Rodriguez resumed his presentation of the Finance, Audit, and Human Resources Items in accordance with the posted agenda order, as follows.

Review of Presentations Delivered to Finance, Audit, and Human Resources Committee

The following presentations were delivered to the Finance, Audit, and Human Resources Committee and were recapped for the benefit of the full Board of Trustees:

a. Presentation on Employee Benefits and Associated Costs, Bereavement Leave, Personal Time Off (PTO), and Impact on Unrestricted Fund Balance

Purpose and Justification – At the October 17, 2023 Finance, Audit, and Human Resources Committee meeting, a Committee Board Member requested information related to Employee Benefits and Associated Costs, Bereavement Leave, Personal Time Off (PTO) Leave, Impact and Impact on Unrestricted Fund Balance, a matrix of total cost of benefits, and the sustainability of the benefits.

On March 5, 2024, Administration provided an update on the requested information, which was included in a presentation.

Background – The presentations, analysis, and reports were as follows:

- Presentation on Employee Benefits and Associated Costs, Bereavement Leave, Personal Time Off (PTO), and Impact on Unrestricted Fund Balance: Exhibit A
- Long-Term Impact of Unexpended Plant Fund Transfers and ERP Project on Unrestricted Fund Balance: Exhibit B

Management was continually benchmarking the College's benefits to other institutions to remain competitive in the current environment, and identified other benefits that may be presented in the future.

Enclosed Documents – The Exhibits were provided in the packet for the Committee's information and review.

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

b. Update on The College's Enterprise Resource Planning (ERP) System

Purpose and Justification – At the September 12, 2023, Public Hearing and Special Board Meeting, the Board of Trustees approved the purchase of Workday.

Mary Elizondo, Vice President for Finance and Administrative Services, and Christian Heneghan, Project and Change Manager from Peak Performance, attended the March 5, 2024 Finance, Audit, and Human Resources Committee Meeting to provide an update and respond to question.

The Committee deferred the update and discussion to the March 26, 2024 Regular Board Meeting.

Enclosed Documents - A Workday ERP Implementation Status Report presentation was included in the packet for the Board's information and review.

At the March 26, 2024 Regular Board Meeting, VP Mary Elizondo and Mr. Christian Heneghan presented the update on the College's Enterprise Resource Planning System.

No action is requested.

Review and Action as Necessary to Adopt New Business and Support Services Policy

Purpose and Justification – Administration recommended Board approval to adopt the new Business and Support Services Policy to align with the Texas Association of School Boards (TASB) policy manual.

This would align the policies with the comprehensive, current, and legally sound policy manual, to strengthen the policies’ language, and to transition policies to standardized format. In addition to the policy, internal procedures were currently in place and would continue to be enhanced.

The adoption of the new policy is as follows:

Adopt New Policy
A-1. CAL (Local) Appropriations and Revenue Sources – Sale, Trade, or Lease of College-Owned Property

Background – On March 31, 2020, the Board of Trustees approved an interlocal agreement with TASB for Policy Management Service. Throughout FY 2022, FY 2023, and FY 2024, current College board policies would be reviewed, retired, and transitioned into the TASB formatted policies. TASB would then provide a comprehensive, current, and legally sound Policy Manual.

Reviewers – The new policy was reviewed by staff, administrators, TASB staff, STC Legal Counsel, and the Vice President for Finance and Administrative Services.

Enclosed Documents – The new policy was included in the packet for the Board’s information and review.

Mary G. Elizondo, Vice President for Finance and Administrative Services, and George McCaleb, Director of Facilities, Operations, and Maintenance, attended the Committee Meeting to address questions.

At the March 5, 2024 Committee meeting, Mr. Paul R. Rodriguez noted that the proposed Policy title referenced “Sale, trade, or lease...” but the policy itself only addressed the issue of leasing.

Mr. Rodriguez also noted that the policy authorized the College President to negotiate leases, but did not specify whether the College President also had authority to execute the negotiated lease, or whether the negotiated lease would need to be presented to the Board of Trustees for approval.

Administration agreed to review these concerns with TASB and provide clarification and/or revisions for the Board’s consideration.

TASB confirmed that the title of policies could not be changed, as they correspond to legal framework documentation and the policy management system utilized by TASB to monitor and update policies to comply with changes to statute. They did agree that the proposed policy could be modified to authorize negotiation of “sale, trade or lease” of property to fully conform with the title, at the College’s discretion.

They also responded that the College could, at the discretion of the Board, authorize the College President to execute negotiated transactions or present those negotiations for Board approval. Administration revised the policy to reflect that the negotiated terms would be reported to the Board for approval at the next regular Board meeting.

The revised proposed Policy CAL(Local) was included in the packet for the Board’s review and consideration.

This policy was presented without a recommendation from the Committee.

Upon a motion by Mr. Paul R. Rodriguez and a second by Mrs. Victoria Cantu, the Board of Trustees of South Texas College approved and authorized adoption of the new Business and Support Services Policy as presented, which supersedes any previously adopted Board policy. The motion carried.

Discussion and Action as Necessary to Purchase an Online Test Proctoring Software Agreement

Purpose and Justification - Administration recommended that the Board approve the purchase of an online test proctoring software agreement from Honorlock, Inc. (Boca Raton, FL), an OMNIA Partners purchasing cooperative approved vendor, for a period beginning April 1, 2024, through August 31, 2027, at an estimated total amount of \$812,313.33.

Background – Distance Learning requested to purchase online proctoring software that uses Artificial Intelligence (AI) to analyze test-taker behavior to detect suspicious activity; the system brings in a human proctor to review in real-time when suspicious activity is identified. The Southern Association of Colleges and Schools Commission of Colleges (SACSCOC) and the US Department of Education require all institutions to have a strategy for the verification of student identity, which must include password protection and a variety of other methods aligning with best practices, to ensure the work submitted was completed by the student who is enrolled.

The following would use the software:

- Bachelor’s Degree Programs
- Business, Public Safety, and Technology Programs
- Continuing Education and Workforce Development Department
- Dual Credit Programs
- Liberal Arts Programs

- Math, Science, and Information Technology Programs
- Nursing and Allied Health Programs
- Social and Behavioral Sciences Programs

Period	Amount
April 1, 2024 – June 30, 2024	\$0.00 (Pilot – free of charge)
July 1, 2024 – August 31, 2024	\$34,833.33
September 1, 2024 – August 31, 2025	\$209,000.00
September 1, 2025 – August 31, 2026	\$258,240.00
September 1, 2026 – August 31, 2027	\$310,240.00
Grand Total	\$812,313.33

Funds for this expenditure were budgeted in the Digital Learning budget for FY 2023 - 2024 and Digital Learning and Academic Affairs for FY 2024 – 2025, FY 2025 - 2026, and FY 2026 - 2027, pending Board approval of the budget.

Mrs. Mary Elizondo, Vice President for Finance and Administrative Services; Dr. Anahid Petrosian, Vice President and Provost for Academic Affairs; Dr. Brett J. Millan, Associate VP of Academic Success & Advancement, and Deyadira Leal, Interim Director of Purchasing, attended the Board Meeting to address questions.

This item was not available at the time of the March 5, 2024 Finance, Audit, and Human Resources Committee meeting, and is presented without a committee recommendation.

Upon a motion by Mr. Paul R. Rodriguez and a second by Mrs. Victoria Cantu, the Board of Trustees of South Texas College approved and authorized the purchase of an online test proctoring software agreement from Honorlock, Inc. (Boca Raton, FL), an OMNIA Partners purchasing cooperative approved vendor, for a period beginning April 1, 2024, through August 31, 2027, at an estimated total amount of \$812,313.33, subject to verification that contract allowed an annual review by College administration to determine the continuation of the contract for another year. The motion carried.

Discussion and Action as Necessary to Add New Position in Accordance with Policy DEA (Local)

Purpose and Justification – Administration recommended to add a New Position in accordance with Policy DEA (Local) Compensation and Benefits: Compensation Plan.

Policy DEA (Local) was approved on January 30, 2024, which requires the Board to review and approve requests for new (non-existing) position(s) not previously approved by the Board within the Employee Pay Plan and Staffing Plan.

The following table outlines the placement of the Director – Video Production and Content Strategy position within the College’s Pay Plan for FY 2023 – 2024 and rationale for this request.

New Critical Non-Faculty Position for FY 2023 - 2024					
Department Name	Organization	Position Title	Classification	Pay Grade	Salary Range
Public Relations and Marketing	120000	Director - Video Production and Content Strategy	Executive Administrative Professional	8	\$80,855 - \$121,283
<p>Rationale: This new role will allow the college to enhance institutional video content capabilities, improve brand consistency, and strategically leverage video as a powerful marketing and communication tool.</p>					

Background - If approved, the Employee Pay Plan and Staffing Plan would be revised to include this new position.

Funding Source – The total salary budget for the Staffing Plan for FY 2023 – 2024 would remain the same.

Reviewers – The President, Vice President for Finance and Administrative Services, Executive Director of Human Resources of Talent Development, and Executive Director of Public Relations and Marketing reviewed and recommended the request to add this new position to the College’s Employee Pay Plan and Staffing Plan.

Enclosed – Board Policy DEA (Local) was included in the packet for the Board’s information and review.

Dr. Ricardo J. Solis, President, Mary Elizondo, Vice President for Finance and Administrative Services, Dr. Zachary Suarez, Executive Director of Human Resources and Talent Development, and Lynda Lopez, Executive Director of Public Relations and Marketing attended the Board meeting to address any questions.

This item was not available for review by the Finance, Audit, and Human Resources Committee, and was presented without a committee recommendation.

Upon a motion by Mr. Paul R. Rodriguez and a second by Mrs. Victoria Cantu, the Board of Trustees of South Texas College approved and authorized adding the new position in accordance with Policy DEA (Local). The motion carried.

Review and Discussion on Contracting Electric Power Services

Purpose and Justification – Contracting electric power services was presented for review and feedback on the preferred procurement method option for electric power services since a method must be selected to secure a contract prior to the end of the existing contract.

Background – The College’s current contract for electric power services with Cavallo Energy Texas through the General Land Office was entered into on June 1, 2019, and would expire on May 31, 2024.

Feedback from Board of Trustees - October 31, 2023

On October 31, 2023, in anticipation of the upcoming expiration of May 31, 2024, for the existing electric power services contract, Administration presented options for Contracting Electric Power Services to the Board of Trustees at their regular Board Meeting. The options included the following:

1. Advertising a Request for Proposal (RFP) (consultant required)
2. Entering into an agreement with the Texas Association of School Boards. (TASB) (no consultant required)

After reviewing the options, the Board of Trustees selected option 1, issuance of an RFP, as the preferred procurement method for securing electric power services and issued an agreement with an energy consultant.

Actions on RFP Option Selected by Board of Trustees

The following actions were taken by the College since October 31, 2023:

- In November 2023, the College contacted ReSolved Energy Consulting, the previously utilized consultants, for their services on the Electric Power Services RFP. ReSolved Energy Consulting provided a quote of \$8,900 for their services, and the Purchasing Department began the contractual review with Administration.
- In December 2023, Administration was advised to use a different consultant (Valiant Energy Sources, LLC), and contact information was provided. The Purchasing Department contacted the new consultant for an agreement, which was reviewed internally. Once both sides agreed to the revised agreement, it was signed, and a purchase order was issued to the consultant.
- In January 2024, a draft RFP was issued to Valiant Energy Sources, LLC for their review. The revised RFP was then finalized by Valiant Energy Sources and STC.
- In February 2024, the Electric Power Services RFP was advertised and the RFP was sent to twenty (25) Retail Energy Providers.
- In March 2024, a bid opening was conducted and four (4) proposals were received and attempts to provide them to Valiant Energy Sources, LLC for their review and analysis have been made.
- In March 2024, Administration was advised to include Energy Brokerage Services in the existing consultant’s agreement. Administration reviewed state procurement laws with Legal Counsel, who advised that the additional brokerage services could not be added to the existing agreement due to the dollar amount the consultant

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would receive and because these services should be bid out or obtained from a Board approved purchasing cooperative.

The packet included Appendix A, which provided the history of the procurement method used by the College, the energy providers, and associated consultant, if any, for the period of April 1, 2002 through May 31, 2024, including the actions taken by the College for the new contract. Appendix A was provided for the Board's information and review.

Mary Elizondo, Vice President for Finance and Administrative Services, George McCaleb, Director of Operations and Maintenance, and Deyadira Leal, Interim Director of Purchasing, attended the Board Meeting to address questions.

Information for this item was not available at the time of the March 5, 2024 Finance, Audit, and Human Resources Committee meeting and was presented to the Board without a Committee recommendation.

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

Discussion and Action as Necessary on Options for Contracting Electric Power Services

Purpose and Justification – Administration provided options for contracting electric power services since a procurement method must be selected to secure a contract for the electric power services prior to the end of the existing contract.

The College's current contract for electric power services with Cavallo Energy Texas through the General Land Office was entered into on June 1, 2019, and would expire on May 31, 2024.

Background - In anticipation of the upcoming expiration on May 31, 2024, of the existing electric power services contract, one of the following procurement method options listed below must be selected.

1. Request for Proposals (RFP) – (Current Method)
 - Electric Power Services Request for Proposals (RFP) were received on March 7, 2024; Four (4) proposals received were received.
 - **Next Step** - After the energy consultant's review and evaluation of the proposals, a best and final pricing will be presented for approval at the April 23, 2024 Board of Trustees meeting.

2. Energy Broker Services - Interlocal Agreement and/or State Cooperative
 - Options
 - ⇒ The Texas Association of School Boards (TASB) has an energy cooperative that the College can participate in through an interlocal agreement.

- ⇒ The OMNIA Partners Group and Cooperative Purchasing has a cooperative contract with Tradition Energy that meets all of the state procurement requirements.
- **Next Steps –**
 - ⇒ The Interlocal Agreement and/or State Cooperative will be presented for approval at the April 23, 2024 Board of Trustees meeting.
 - ⇒ Best and Final Kwh pricing will be presented for approval at the May 28, 2024 Board of Trustees meeting

3. Energy Brokerage Services - Request for Proposals (RFP)

- Option A – The Energy Brokerage Consultant will provide all procurement requirements in obtaining Kwh pricing and evaluation of proposals
- Option B – The Energy Brokerage Consultant will work with the College in reviewing and evaluating a college-issued RFP
- Options A and B include the following:
 - ⇒ A consultant for energy brokerage services would be contracted to prepare the RFP, the analysis, and evaluate the proposal rates, associated fees, and taxes, and to review the final service agreement.
 - ⇒ These services typically do not charge upfront fees but rather include their fees within the Kwh unit price for the term of the electricity contract.
- **Next Steps –**
 - ⇒ Consultant Energy Brokerage Services RFP will be presented for approval at the May 28, 2024 Board of Trustees meeting (Option A)
 - ⇒ Kwh Best and Final Pricing will be presented for approval at the June 25, 2024 Board of Trustees meeting (Option A)
 - ⇒ Electric Power Services RFP will be advertised on June 18, 2024 (Option B)
 - ⇒ Kwh Best and Final Pricing will be presented for approval at the July 23, 2024 Board of Trustees meeting (Option B)

The Electric Power Services Options Timeline is as follows:

Electric Power Services Options Timeline	
Current Electric Power Services RFP	
Kwh Best and Final Pricing - Board Approval	April 23, 2024
Energy Brokerage Services - Interlocal Agreement and/or State Contract/ Cooperative	
Interlocal Agreement Board - Approval	April 23, 2024
Kwh Best and Final Pricing - Board Approval	May 28, 2024
Energy Brokerage Services - Request for Proposals (RFP)	
Option A	
Energy Brokerage Services RFP Advertisement	April 18, 2024
Energy Brokerage Services RFP Bid Opening	May 2, 2024
Energy Brokerage Services - Board Approval	May 28, 2024

Kwh Best and Final Pricing - Board Approval	June 25, 2024
Option B	
Electric Power Services RFP Advertised	June 18, 2024
Open RFPs	July 2, 2024
Kwh Best and Final Pricing - Board Approval	July 23, 2024

Mary Elizondo, Vice President for Finance and Administrative Services, George McCaleb, Director of Facilities Operations and Maintenance, and Deyadira Leal, Interim Director of Purchasing, attended the meeting to address any questions

Upon a motion by Mr. Paul R. Rodriguez and a second by Mrs. Victoria Cantu, the Board of Trustees of South Texas College approved and authorized Option 3, instructing administration to issue an RFP for the engagement of brokerage services to assist in contracting electric power services for the College. The motion carried.

Discussion and Action as Necessary on Rejection of Request for Proposal (RFP) for Electric Power Services

Purpose and Justification – Administration recommended that the board reject the request for proposals (RFP) for electric power services if another option was approved for these services.

Background – The Electric Power Services Request for Proposals (RFP) were received on March 7, 2024 and four (4) proposals were received.

Mary Elizondo, Vice President for Finance and Administrative Services, George McCaleb, Director of Facilities Operations and Maintenance, and Deyadira Leal, Interim Director of Purchasing, attended the meeting to address any questions

Information for this item was not available at the time of the March 5, 2024 Finance, Audit, and Human Resources Committee meeting and is presented to the Board without a Committee recommendation.

Upon a motion by Mr. Paul R. Rodriguez and a second by Mrs. Victoria Cantu, the Board of Trustees of South Texas College approved and authorized rejection of the request for proposals (RFP) for Electric Power Services. The motion carried.

Review of Presentations Delivered to the Facilities Committee

a. Review and Update on Five Year Plan for the Unexpended Plant Fund Budget

An update on the planned budget projections for five (5) years of the Unexpended Plant Fund budget was provided at the Committee meeting.

Background

Administration and College staff develop plans for funding future and ongoing projects beyond the current fiscal year. The budget includes proposed funding and budget transfers from other funds needed to meet the College's long-term construction plans.

This item was presented for the Committee's information only. No action is requested from the Board.

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

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

- a. Approval to Contract Civil Engineering Services for the Technology Campus Resurfacing of Parking Lot #2 & Regrading Swales
- b. Approval of Schematic Design of the Pecan Campus Cooper Center for Performing Arts Building L Expansion and Renovations for the Music and Dance Programs Phase II
- c. Approval of Additional Scope and Schematic Design for the Pecan Campus Cooper Center for Performing Arts Building L Expansion and Renovations for the Music and Dance Programs Phase I
- d. Approval of Interior Color Selection for the Starr County Campus Workforce Center Automotive Lab Building Q Expansion
- e. Approval of Proposed Change Order for Regional Center for Public Safety Excellence Two-Story Residential Fire Training Structure
- f. Approval of Substantial Completion of the Regional Center for Public Safety Excellence Skills Pad and EVOC Lighting
- g. Approval of Final Completion of the Starr County Campus Workforce Center Building D Welding Lab Expansion

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 – g of the Facilities Committee Consent Agenda as presented. The motion carried.

Consent Agenda:

a. Approval to Contract Civil Engineering Services for the Technology Campus Resurfacing of Parking Lot #2 & Regrading Swales

Administration recommended Board approval to contract civil engineering services for the Technology Campus Resurfacing of Parking Lot #2 & Regrading Swales project.

Purpose

Civil engineering services were necessary for design and construction administration services for this project. The design scope of work included, but was not limited to, design, analysis, preparation of plans and specifications, permit applications, construction administration, and inspection of the project.

Scheduling Priority

This project was requested by Administration, and has been reviewed by the Facilities Operations & Maintenance and Facilities Planning & Construction Departments, and Administration. It was scheduled as a non-educational routine improvement.

Background

The existing Parking Lot 2 and existing drainage swales were constructed in 2004. The parking lot is in need of resurfacing and the swales needs to be regraded to allow for proper drainage flow.

The proposed scope of work is summarized as follows:

- Asphalt resurfacing and restriping of existing 147 parking spaces in the parking lot
- Regrading of the existing drainage swale along Military Highway.

Request for Qualifications (RFQ) - The solicitation process was as follows:

Advertised RFQ	January 24, 2024 and January 31, 2024
RFQ Responses Due	February 8, 2024
RFQ Issued To	Thirty-two (32) Vendors
Responses Received From	Six (6) Vendors
Responses Reviewed By	Facilities Operations & Maintenance, Facilities Planning & Construction, and Purchasing Departments

Highest Ranked Vendor

Based on the evaluations of the qualifications, **Perez Consulting Engineers, LLC.** was the highest ranked firm.

The total project estimated cost, including construction, design, and miscellaneous, is \$395,000 and is itemized in the table below:

Technology Campus Resurfacing Parking Lot 2 & Regrading Existing Swales Total Estimated Project Budget	
Budget Item	Estimated Costs
Construction	\$350,000
Design	35,000
Miscellaneous	10,000
Total Estimated Project Budget	\$395,000

Funding Source

Funds for the Technology Campus Resurfacing of Parking Lot #2 & Regrading Swales Project 2024-010R were budgeted in the Renewals & Replacements Fund for available use in FY 2023-2024.

Estimated Project Timeline

The project design phase was projected to last until June 2024, with construction to commence in July 2024 and Substantial Completion in October 2024.

Enclosed Documents

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

The Committee recommended Board approval to contract civil engineering services with Perez Consulting Engineers, LLC. for the Technology Campus Resurfacing of Parking Lot #2 & Regrading Swales project as presented.

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

Consent Agenda:

b. Approval of Schematic Design of the Pecan Campus Cooper Center for Performing Arts Building L Expansion and Renovations for the Music and Dance Programs Phase II

Administration recommended Board approval of schematic design prepared by Brown Reynolds Watford Architects (BRW) of the Pecan Campus Cooper Center for Performing Arts Building L Expansion and Renovations for the Music & Dance Programs Phase II project.

Purpose

Schematic design was the first phase of basic design services provided by the project design team and approval of this phase was necessary to establish the basis on which the project design team is given authorization to proceed with design development and construction document phases.

Once schematic design was approved, BRW would proceed to prepare all necessary design development drawings and specifications in preparation for the construction documents phase using College design standards as well as all applicable codes and ordinances.

Construction documents would then be issued for solicitation of construction proposals. Once received, construction proposals would be evaluated and submitted to the Board of Trustees with a recommendation to award a construction contract.

Background

On June 28, 2022, the Board of Trustees approved contracting architectural services with BRW for this project. On October 31, 2023, the Board approved a schematic design of Phase I of the project, which did not include the percussion area.

Administration identified available funds to cover the cost of the percussion area being included, and requested that it be added to the scope of the project. College staff designated the proposed percussion expansion as Phase II of the project due to its size and scope. On February 27, 2024, the Board approved amending the contract with BRW and a budget increase to include the percussion area in the project scope. The architect has worked with College staff to develop a schematic design that meets the needs of the Music department for a percussion area.

The scope of Phase II consists of the construction of an expansion and renovation to the Pecan Campus Cooper Center for Performing Arts Building L for the Music and Dance Programs for an additional 4,775 square feet for percussion instruction and includes the following spaces.

- **Phase II Percussion Area 4,775 sq.ft.**
 - Large Percussion Rehearsal Room, Small Percussion Rehearsal Room, Drum Line Room, Music Storage, Faculty Percussion Studio, Mechanical Room

The estimated total construction cost of Phase II of the project was \$2,750,000.

The expansions of Phase I (8,600 sq. ft.) and Phase II (4,775 sq. ft.) combine for a total of 13,375 sq. ft.

The revised project budget, including both Phase I and Phase II, is shown in the following table:

Pecan Campus Cooper Center for Performing Arts Building L Expansion and Renovations for the Music and Dance Programs				
Total Project Budget				
Budget Item	Original Project Budget	Phase I Project Budget	Phase II Percussion Area Budget	Total
Construction	\$3,360,000	\$4,800,000	\$2,750,000	\$7,550,000
Design (acoustical, civil engineering, landscape)	336,000	480,000	275,000	755,000
Miscellaneous	100,800	144,000	68,750	212,750
FFE	285,600	408,000	203,125	611,125
Technology	285,600	408,000	203,125	611,125
Total Project Budget	\$4,368,000	6,240,000	\$3,500,000	\$9,740,000

The total revised project budget was \$9,740,000, which includes funds for construction, design, miscellaneous, furniture, fixtures, and equipment (FFE), and technology costs.

Funding Source

Funds for Phase II of the Pecan Campus Cooper Center for Performing Arts Building L Expansion and Renovations for the Music and Dance Programs Project 2022-043C were available in the Unexpended Construction Plant Fund for use in FY 2023 – 2024.

Reviewers

The schematic design was reviewed by College staff from the Academic Affairs Division, Facilities Planning & Construction, Administration, and Coordinated Operations Council.

Estimated Project Timeline

The project design phase was projected to last until August 2024, with construction to commence in November 2024 and Substantial Completion in December 2025.

Enclosed Documents

BRW developed a schematic presentation describing the proposed design. Enclosed were drawings of the site plans, a floor plan, interior and exterior views, and a fact sheet.

Presenters

Representatives from BRW attended the Facilities Committee meeting to present the schematic design of the project.

The Committee recommended Board approval of the proposed schematic design of the Pecan Campus Cooper Center for Performing Arts Building L Expansion and Renovations for the Music & Dance Programs Phase II project as presented.

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

Consent Agenda:

c. Approval of Additional Scope and Schematic Design for the Pecan Campus Cooper Center for Performing Arts Building L Expansion and Renovations for the Music and Dance Programs Phase I

Administration recommended Board approval of the proposed changes to the scope of the Pecan Campus Cooper Center for Performing Arts Building L Expansion and Renovations for the Music & Dance Programs Phase I project.

Purpose and Justification

Administration proposed a revision of the scope of the project due to reevaluated needs of the Music department going forward. Approval of the proposed changes to the scope were necessary for the architect to redesign the plans and specifications for the proposed revised scope.

Background

On June 28, 2022, the Board of Trustees approved contracting architectural services with Brown Reynolds Watford Architects (BRW) for this project. On October 31, 2023, the Board approved a schematic design of Phase I of the project.

College staff and Administration reevaluated the needs of the expansion and recommended that a larger rehearsal space would be beneficial to the Music department and meet long-term needs for potential growth.

Additionally, the College was notified of interest from external organizations, such as the Valley Symphony Orchestra, to utilize the newly expanded music facilities. Potential additional funding from external sources could be available, should the rehearsal space be suitable for a wide range of musical activities.

It was proposed that the Large Rehearsal Classroom be expanded to provide more rehearsal space. The room would increase from 2,300 sq. ft. to 3,252 sq. ft. The overall Phase I expansion would increase from 8,600 sq. ft. to 9,750 sq. ft. The estimated construction cost of the additional scope is \$805,000, which would increase the total construction cost of Phase I to \$5,605,000.

Below is the additional scope proposed by College staff and Administration:

- **Square Feet of Additional Scope**
 - Original Phase I Expansion 8,600 sf
 - Increase of Phase I Expansion 1,150 sf
 - **Total Square Feet** **9,750 sf**

Pecan Campus Cooper Center for Performing Arts Building L Expansion and Renovations for the Music and Dance Programs Phase I Project Budget			
Budget Item	Original Phase I Project Budget	Phase I Additional Scope Project Budget	Total
Construction	\$4,800,000	\$805,000	\$5,605,000
Design (acoustical, civil engineering, landscape)	480,000	60,375	540,375
Miscellaneous	144,000	24,150	168,150
FFE	408,000	68,425	476,425
Technology	408,000	68,425	476,425
Total Project Budget	\$6,240,000	\$1,026,375	\$7,266,375

The total combined project budget for Phase I, including the additional scope, and the Phase II Percussion Area, proposed in a separate item in the agenda, is \$10,766,375.

Pecan Campus Cooper Center for Performing Arts Building L Expansion and Renovations for the Music and Dance Programs Phase I and Phase II Total Project Budget			
Budget Item	Phase I Including Additional Scope Project Budget	Phase II Percussion Area Project Budget	Total
Construction	\$5,605,000	\$2,750,000	\$8,355,000

Design (acoustical, civil engineering, landscape)	540,375	275,000	815,375
Miscellaneous	168,150	68,750	236,900
FFE	476,425	203,125	679,550
Technology	476,425	203,125	679,550
Total Project Budget	\$7,266,375	\$3,500,000	\$10,766,375

Funding Source

Funds for the Pecan Campus Cooper Center for Performing Arts Building L Expansion and Renovations for the Music and Dance Programs Project 2022-043C were available in the Unexpended Construction Plant Fund for use in FY 2023 – 2024.

Reviewers

The proposed scope changes were reviewed by Administration and College staff.

Enclosed Documents

The architect developed a presentation of the additional scope for the Board’s review and information.

Presenters

Representatives from BRW Architects attended the Facilities Committee meeting to present and respond to any questions.

The Committee recommended Board approval of the proposed additional scope of the Pecan Campus Cooper Center for Performing Arts Building L Expansion and Renovations for the Music & Dance Programs Phase I project as presented.

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

Consent Agenda:

d. Approval of Interior Color Selection for the Starr County Campus Workforce Center Automotive Lab Building Q Expansion

Administration recommended Board approval of the interior color selection for the Starr County Campus Workforce Center Automotive Lab Building Q Expansion project.

Background

On October 26, 2021, the Board approved contracting architectural services with Able City, LLC. On January 31, 2023, the Board approved contracting construction services with Triun, LLC. Able City, LLC. prepared color boards for review by the Facilities Committee.

Enclosed Documents

The packet included the color board presentation by Able City, LLC.

Presenters

Representatives from Able City, LLC. attended the Facilities Committee meeting to provide and present the recommended color boards.

The Committee recommended Board approval of the interior color selections for the Starr County Campus Workforce Center Automotive Lab Building Q Expansion project as presented.

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

Consent Agenda:

e. Approval of Proposed Change Order for Regional Center for Public Safety Excellence Two-Story Residential Fire Training Structure

Administration recommended Board approval of a proposed change order with 5 Star GC Construction, LLC. for the Regional Center for Public Safety Excellence Two-Story Residential Fire Training Structure project.

Purpose and Justification.

The purpose of this change was to request authorization to begin work on the proposed modifications to the construction scope. Modifications to the scope and the completion date were required due to necessary changes in scope and necessary delays.

Scheduling Priority

This project was requested by the Regional Center for Public Safety Excellence staff. It was reviewed by the Facilities Planning & Construction department, Administration, the Coordinated Operations Council, the Facilities Committee, and the Board of Trustees. This project was scheduled as an educational space improvement to provide a two-story structure for instruction and training in fire science in a residential setting using fire training elements and live fire props.

Background

On February 14, 2023, the Board approved contracting construction services with 5 Star GC Construction, LLC. A change order to the construction contract was needed to include a concrete pad for propane tanks to supply fuel to the live fire props. The change order would also add days to the substantial completion schedule due to time needed to approve the change order and to perform the work.

Below is a description of the proposed change order item.

Regional Center for Public Safety Excellence Two-Story Residential Fire Training Structure			
Proposed Change Order No.	Item Description and Justification	Cost	Days
3	<ul style="list-style-type: none"> Concrete pad - 20' wide x 25' long x 6" thick to support two (2) 2,000 gallon propane tanks 	\$11,971.50	55 days
Proposed Change Order No. 3 Total Amount		\$11,971.50	55 days

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

Regional Center for Public Safety Excellence Two-Story Residential Fire Training Structure Construction Budget with Change Order Proposal	
Construction Contract Amount	\$2,479,662.50
Change Order No. 3 Amount	11,971.50
Revised Construction Contract Amount	\$2,491,634.00

Revised Substantial Completion Date

Below is the revised substantial completion schedule authorized by this change order.

Substantial Completion date	March 7, 2024
Change Order #3 Extension	55 Days
Revised Substantial Completion Date	May 1, 2024

Funding Source

Funds for the for the Regional Center for Public Safety Excellence Two-Story Residential Fire Training Structure Project 2022-015C were budgeted in the Unexpended Plant Fund for use in Fiscal Year 2023 – 2024.

Enclosed Documents

The proposed change order #3 was enclosed.

The Committee recommended Board approval of the proposed change order with 5 Star GC Construction, LLC. for scope modifications in the amount of \$11,971.50 and an additional fifty-five (55) days for the for the Regional Center for Public Safety Excellence Two-Story Residential Fire Training Structure project as presented.

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

Consent Agenda:

f. Approval of Substantial Completion of the Regional Center for Public Safety Excellence Skills Pad and EVOC Lighting

Administration recommended Board approval of substantial completion of the Regional Center for Public Safety Excellence Skills Pad and Emergency Vehicle Operator Course (EVOC) Lighting project.

Project	Completion Recommended	Date Received
1. Regional Center for Public Safety Excellence Skills Pad and EVOC Lighting Project 2022-010C Engineer: DBR Engineering Consultants, Inc. Contractor: Metro Electric, Inc.	Substantial Completion Recommended	February 22, 2024

This project was requested by the Regional Center for Public Safety Excellence staff. It was reviewed by the Facilities Planning & Construction department, Administration, the Coordinated Operations Council, the Facilities Committee, and the Board of Trustees. This project was scheduled as an educational space improvement to provide lighting for night time training courses at the Skills Pad and EVOC training areas.

College staff and the Engineer visited the site and developed a construction punch list on February 22, 2024. A Certificate of Substantial Completion was issued. Substantial Completion was accomplished within the time allowed in the Owner/Contractor agreement for this project by Metro Electric, Inc. The original cost approved for this project was \$331,731.

The following table summarizes the current budget status:

Regional Center for Public Safety Excellence Skills Pad and EVOC Lighting					
Construction Budget	Approved Proposal Amount	Net Total Change Orders	Current Project Cost	Previous Amount Paid	Remaining Balance
\$294,000.00	\$331,731.00	\$0	\$331,731.00	\$301,220.86	\$30,510.14

Enclosed Documents

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

The Committee recommended Board approval of substantial completion of the Regional Center for Public Safety Excellence Skills Pad and EVOC Lighting project as presented.

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

Consent Agenda:

g. Approval of Final Completion of the Starr County Campus Workforce Center Building D Welding Lab Expansion

Administration recommended Board approval of final completion and release of final payment for the Starr County Campus Workforce Center Building D Welding Lab Expansion project.

Project	Completion Recommended	Date Received
1. Starr County Campus Workforce Center Building D Welding Lab Expansion Project 2022-006C Architect: Gignac & Associates, LLP Contractor: Kimber 1985	Final Completion Recommended	February 5, 2024

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 was scheduled as an educational space improvement to provide more welding stations for the existing Welding Lab.

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 by Kimber 1985. The original cost approved for this project was \$1,070,000.

The following table summarizes the current budget status:

Starr County Campus Workforce Center Building D Welding Lab Expansion					
Construction Budget	Approved Proposal Amount	Net Total Change Orders	Current Project Cost	Previous Amount Paid	Remaining Balance
\$355,200.00	\$1,070,000.00	(\$30,271.00)	\$1,039,729.00	\$987,742.55	\$51,986.45

Enclosed Documents

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

The Committee recommended Board approval of final completion and release of final payment of \$51,986.45 to Kimber 1985 for the Starr County Campus Workforce Center Building D Welding Lab Expansion project as presented.

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

Review and Action as Necessary on the Evaluation Process to Contract Architectural Services for the District Office Building Renovation

Administration requested approval of action as necessary on the evaluation process to contract architectural services for the District Office Building Renovation project.

Purpose

Architectural services were necessary for design and construction administration services for this project. The design scope of work included, but was not limited to, design, analysis, preparation of plans and specifications, permit applications, construction administration, and inspection of the project.

Background

The project consisted of the renovation of the newly acquired facility on Vermont and McColl in McAllen, adjacent to the Nursing & Allied Health Campus. The proposed scope of work is summarized as follows:

- Design and renovation of the existing facility for use as a District Office including instructional spaces
- 22,950 s.f.

Selection of Most Highly-Qualified Firm

The Board of Trustees approved soliciting architectural services for this project on July 25, 2023. College staff evaluated the submissions from the architectural firms in Rounds 1 and 2 of the evaluation process.

On January 30, 2024, Dr. Ricardo J. Solis, College President, recommended that the Board of Trustees invite the top three ranked architectural firms for a Round 3 evaluation. Based upon that recommendation, the Board approved proceeding to Round 3 of the evaluation process to allow the top three ranked architectural firms to present their vision and concept for the project to the Board based on the-evaluation criteria detailed below, pending Board approval of the procedure outlined.

The top three ranked architectural firms were, in alphabetical, unranked order:

- Brown Reynolds Watford Architects
- goERO International, LLC./ dba ERO Architects
- Nassri - Warren Group Architects, Inc./dba The Warren Group Architects, Inc.

Round 3 Evaluation Process

Dr. Solis instructed administration to propose a Round 3 evaluation process to help the Board determine best value among the invited firms.

On March 5, 2024, the Facilities Committee reviewed and revised the evaluation process developed by administration, and recommended Board approval of the following process:

Proposed Round 3 Evaluation Process

The revised Round 3 evaluation procedure for the Board's consideration is as follows:

- Invite each firm to present at a future date as determined by the Board of Trustees for presentations to the Board.
- Each firm will be provided the preliminary conceptual design previously completed by an architectural firm as the basis for their understanding of the overall project.
- The presentation will include:
 - Site Layout
 - Floor Layout
 - Exterior Views
 - Interior Views
 - Responses to the Evaluation Criteria listed below

Evaluation Criteria

1. How will your design support the space programming needs to meet the usage of this space, including flow of traffic, dynamic furniture options, and storage? **(0 – 20 points)**
2. What technological considerations will you undertake to support the needs of the Board, administration, staff, and public guests? **(0 – 20 points)**
3. What design elements will ensure the space delivers a strong, positive impact on visitors? **(0 – 20 points)**

4. What steps will your firm undertake to contain costs and deliver the project within the proposed budget? **(0 – 20 points)**
5. What examples can you provide of comparable projects designed by your team? **(0 – 20 points)**

Scoring Rubric

- Each trustee will score the presentations according to the following rubric:
 - a. 20 points: Excellent
 - b. 15 points: Good
 - c. 10 points: Fair
 - d. 5 points: Poor
 - e. 0 points: Not addressed

All evaluation documentation, including notes and evaluation sheets, would be archived with the Purchasing Department, and subject to Texas Public Information Act requests.

The Committee deferred deliberation on this item for the Board's review and action.

Scheduling of Presentations

The Board was asked for guidance on the timeline to provide architects to prepare for their presentations. The development of a competitive presentation would require coordination with College staff for site access as well as an investment of time and resources to meet the Board's expectations as outlined above.

Architects would have a limited timeframe, from March 26th to the April 23rd Board Meeting, to develop the presentation, which may affect the extent of detail that will be provided.

Each of the three firms invited to participate in the Round 3 Evaluation Process would be invited to the March 26, 2024 Regular Board Meeting to provide an opportunity for any clarifications on this process.

The Committee recommended Board approval of the evaluation process for architectural services for the District Office Building Renovation project as presented.

At the March 26, 2024 Regular Board Meeting, the Board decided on the following options:

- Presentations would be made at a Board Work Session some time to be scheduled in or about May, 2024;
- Each firm would be provided approximately 30 minutes, to include a 15 minutes presentation and an additional 15 minutes for discussion, questions, and responses.
- Trustees' individual completed evaluation forms would be provided to the Vice President for Finance and Administrative Services, to be processed by the College's Purchasing Department at the conclusion of the Board Work Session for the collation of evaluation scores.

- The Evaluation Criteria and Scoring Rubric identified above would be used for this Round 3 process.
- Round 3 evaluation scores provided by the trustees would be tabulated and added to the Round 2 evaluation scores, for a final score to be used in the determination of the most highly qualified firm.

Upon a motion by Dr. Alejo Salinas, Jr. and a second by Mr. Paul R. Rodriguez, the Board of Trustees of South Texas College approved and authorized the evaluation process for architectural services for the District Office Building Renovation project as outlined. The motion carried.

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

The Facilities Planning and Construction staff provided a design and construction update. This update 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 committee.

No action was taken.

Approval of Financial Reports for January 2024

Administration recommended Board approval of the financial reports for the month of January 2024.

The following financial reports have been provided under separate cover:

- 1) Quarterly Investment Report and Money Market Accounts for January 2024.
- 2) Summary of Revenues for January 2024.
- 3) Summary of State Appropriations Revenue for January 2024.
- 4) Summary of Property Tax Revenue for January 2024.
- 5) Summary of Expenditures by Classification for January 2024.
- 6) Summary of Expenditures by Function for January 2024.
- 7) Summary of Auxiliary Fund Revenues and Expenditures for January 2024.
- 8) Summary of Grant Revenues and Expenditures for January 2024.
- 9) Foundation Financial Activity for January 2024.

Mrs. Mary Elizondo, Vice President for Finance and Administrative Services, was available to respond to questions posed by the Board.

Upon a motion by Mr. Paul R. Rodriguez and a second by Dr. Alejo Salinas, Jr., the Board of Trustees of South Texas College approved and authorized the submitted financial reports for the month of January 2024. The motion carried.

Review and Approval of Checks and Purchasing Reports for February 2024

Administration recommended Board approval of the checks for release for the month of February 2024.

The checks presented for Board approval and the purchasing reports presented for review by the Board have been provided under separate cover.

- 10) Release of Checks for \$25,000.00 - \$125,000.00
Released Prior to Board Approval for February 2024.
- 11) Release of Checks for \$125,000.00 and Above
Board of Trustees Approval Required for February 2024.
- 12) Release of Checks for \$125,000.00 and Above
Released Prior to Board Approval for February 2024.
- 13) Release of Construction Fund Checks for February 2024.
- 14) Summary of Purchase Orders (Purchasing) for February 2024.
- 15) Summary of Bid Solicitations (Purchasing) for February 2024

The Check Register for February 2024 was provided under separate cover.

Mrs. Mary Elizondo, Vice President for Finance and Administrative Services, was available to respond to questions posed by the Board.

Upon a motion by Mr. Paul R. Rodriguez and a second by Dr. Alejo Salinas, Jr., the Board of Trustees of South Texas College approved and authorized the submitted checks for the month of February 2024. The motion carried.

Announcements

A. Next Meetings:

- Tuesday, April 9, 2024
 - 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, April 23, 2024
 - 5:30 p.m. – Regular Board Meeting

B. Other Announcements:

- South Texas College will be closed Thursday, March 28 – Sunday, March 31 for Semester Break.
- South Texas College will celebrate over 4,000 Bachelor Program Graduates on Thursday, April 25, 2024 from 6:00 – 8:30 p.m. at the Student Union Building, 2nd Floor.
- The Spring 2024 Commencement Ceremonies will be held on Friday and Saturday, May 3 – 4, 2024 at Bert Ogden Arena in Edinburg, TX

Adjournment

There being no further business to discuss, the Regular Meeting of the South Texas College Board of Trustees adjourned at 7:31 p.m.

I certify the foregoing are the true and correct minutes of the Tuesday, March 26, 2024 Regular Board Meeting of the South Texas College Board of Trustees.

X _____

Mrs. Victoria Cantú

Board Secretary

Report of New Grants Awards

Mrs. Carla M. Rodriguez, Executive Director of the Office of Sponsored Initiatives, has reported the following listing of grants recently accepted by the College.

These grants have been approved and accepted by the College President, in compliance with Board Policy 5510: Grants, and are reported here for the Board's information and feedback to administration.

- **Texas Workforce Commission, Skills for Small Business Fund Grant in the amount of \$89,250**

South Texas College's Continuing Education and Workforce Development program will provide training for employees of small businesses, less than 100 employees, to upgrade employment skills. Courses such as computers skills, safety, CPR, business communication skills, business writing and customer service will be offered. In addition, \$10,000 of the funds have been set aside to provide training specifically for employees of childcare centers. The funding period is from March 26, 2024 to April 30, 2025. This grant aligns to Strategic Goal #3, Create Educational Opportunities for Students, by providing training that will help employees increase their economic and social mobility.

- **South Texas College Foundation, to South Texas College for the Valley Promise Program in the amount of \$500,000**

Through funds awarded to the South Texas College Foundation by the Rio South Texas Education and Community Development Foundation, STC will provide students last-dollar scholarships to cover tuition and general use fees for up to 30 credit hours per year, for up to two years or completion of an Associate's degree. The funding period is from January 1, 2024 to December 31, 2025. This grant aligns to South Texas College's 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.

No action is requested.

Review of Presentations Delivered to Finance, Audit, and Human Resources Committee

The following presentations were delivered to the Finance, Audit, and Human Resources Committee on Tuesday, April 9, 2024:

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

Purpose and Justification - A report on the Mission Economic Development Authority (MEDA) Scholarship Fund Trust was presented to provide the status of the MEDA Scholarship Fund Trust, including the annual obligated amount of distribution and the activity of the trust and the distribution of MEDA scholarship funds to the students.

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

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

There are instances, however, where the distributed amount can be higher than that of the required amount by the agreement. Per IRS regulations, **private foundations are required to annually distribute a minimum amount of return on investment which is based on 5% of the 12-month average fair market value of the assets from the previous tax fiscal year or otherwise be subject to penalties.** The College will, therefore, receive the higher of the amount required to be distributed per the agreement or the distributable amount mandated by the IRS.

According to the MEDA Scholarship Fund Trust Annual Account Statement (January 1, 2023 – December 31, 2023), provided by Edward Jones Trust Company, the distribution to the College on June 13, 2023, was the IRS minimum required amount since it was higher than the amount calculated under the agreement.

MEDA Scholarship Fund Trust

The table below is a recap of the market value activity for the period of January 1, 2023 through December 31, 2023.

Market Value-January 1, 2023	\$3,585,726.66
Cash & Security Transfers	(868.00)
Contributions	171.93
Income & Capital Gain Distributions	108,282.08
Fees	(33,461.72)
Withdrawals (payments to STC) ⁽¹⁾	(205,924.00)
Withdrawals (other disbursements) ⁽²⁾	(824.00)
Realized Gain/Loss	70,472.37
Cost Adjustments	-
Change in market value	347,748.92
Market Value-December 31, 2023	\$3,871,324.24

(1) The amount received from Edward Jones on June 13, 2023, was \$205,924.00, which is \$26,637.67 greater than the calculated amount under the trust agreement (YE 12/31/22 Fair Market Value of \$3,585,726.66 x 5% = \$179,286.33). The distributed amount is in compliance with the IRS minimum required distribution.

(2) Estimated fiduciary federal income tax payment.

The distributions paid to the College have been as follows:

Distributions Received by South Texas College	
Month/Year	Amount
June 2013	\$160,784.54
June 2014	185,937.10
July 2015	187,900.18
May 2016	173,937.78
June 2017	180,511.68
May 2018	193,928.47
May 2019	174,239.09
May 2020	198,719.57
May 2021	211,984.14
June 2022	224,976.44
June 2023	205,924.00
Total Distributions Received	\$2,098,842.99

Fees of the Trust are as follows:

Expense Type:	Year to Date 12/31/23
Fee-applied to Principal Cash	(16,427.95)
Fee-applied to Income Cash	(16,428.00)
Administrative Expenses	(600.61)
Tax Relief Service Fee (MEDTRONIC PLC)	(5.16)
Total Other Disbursements	\$ (33,461.72)

Reviewers – The Vice President for Finance and Administrative Services, Business Office Staff, and Student Financial Services Staff reviewed the information presented.

Mary Elizondo, Vice President for Finance and Administrative Services, and Juan Miguel Galvan, Director of Student Financial Services, attended the Committee Meeting to address any questions.

b. Review and Discussion of FY 2024 – 2025 Budget Development

Purpose and Justification – As part of the budget planning process, the College evaluates the revenue and expenditure budget considerations influencing the preparation of the FY 2024 – 2025 budget.

The budget planning process is an integral part of strategic planning that is preceded by sound planning and effectively aligns the budget with the College’s programs and activities. The revenue and expenditure budget development considerations affect the projected available resources, determine the planned expenditures, and directly impact the budget allocations for the FY 2024 – 2025 budget.

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

Enclosed Documents – A PowerPoint Presentation follows in the packet for the trustee’s review and information.

Mary Elizondo, Vice President for Finance and Administrative Services, presented the FY 2024 – 2025 Budget Development for the Committee's review and discussion.

These Committee presentations are included in the Board packet for the trustees' information and any comments for administration.

No action is requested.



FY 2024 – 2025

Budget Development Unrestricted Fund

Mary Elizondo, MBA, CPA, CFE, CGMA
Vice President for Finance and Administrative Services

April 23, 2024

FY 2024 – 2025 | Budget Cycle Timeline

	September-December	January	February	March	April	May	June	July	August	
Integrated Budget Planning Process	Environmental Scan/Analysis, Strategic Planning, Risk Assessment, Multi-Year Comprehensive Operation Plan, Departmental IE Plans, Long-Range Financial Plan, Budget Planning (Prioritize/Reallocate, Outcomes/Decision Making/Continuous Planning, Fiscal Year Strategic Investment Priorities)									
Budget Planning and Development	Revenue Projections		Revenue and Expenditure Projections							
		Instructions, Guidelines, and Alert Notice								
			Department Requests - Operating		Department Requests - Staffing					
Budget Development Review					Budget Development Review					
					Preliminary Review by Finance, Audit, and Human Resources Committee					
Preliminary Budget Review					Department and Cabinet Review					
					Preliminary Review by Finance, Audit, and Human Resources Committee					
Budget Approval							Construction Budget Approval	Staffing Plan Approval	Hearing Publication	
							Staffing Requests Approval		Budget Proposal	
									Budget Hearing	
									Budget Approval	

FY 2024 – 2025 | Budget Objectives



Produce a Balanced Budget

Total Revenue Equal Total Expenditures



Maintain Benchmarks

Instruction Function – Approximately 50% of Total Expenditures Budgeted
Salaries and Benefits – Approximately 75% or Lower of Total Expenditures Budgeted
(Excluding Transfers and Reserves)



Allocate Resources Based on Strategic Planning

Capital Improvement Plan
Allocation of FAST Funding



Maintain Financial Responsibility, Sustainability, and Controls

3

FY 2024 – 2025 | Key Priorities

- Salaries and Benefits
 - Continue TASB Compensation Review
 - Focus on Deans, Administrators, Managers, Accountants, Information Technology, Educational Technology, Bus Drivers, Adjunct Faculty, Associate Degree Nursing Faculty, Faculty-Master Level
- Analysis of Sufficiency of Operating and Travel by Department
- New Technology Expenditures Pool-Zero Based Budgeting
- 5-Year Capital Improvement Plan
- Budgeting for Designations (ERP, CIP)
- Identify efficiencies to reduce expenses but maintain expense budgets at a level to account for rising costs

4

FY 2024 – 2025 | Budget Guidelines

- Keep the total budget for Fiscal Year 2025 at the same level as the total budget for Fiscal Year 2024.
- Budget reallocations within an organization’s operating, technology, and travel budget are allowed. Budget reallocations between organizations for operating, technology, and travel are also allowed. Any net increases to budgets as requested by the Financial Manager must be approved by the appropriate Dean and Vice President or President; if the Financial Manager reports directly to the President.
- Technology and Capital expenditures follow the zero-based budget methodology.

5

State Appropriations Revenue – Formula Funding Model Change



6

State Appropriations Revenue – State Performance Measures

- Credentials of Value – Number of credentials of value awarded which includes degrees, certificates, and other credentials/licenses/awards from credit and non-credit programs
- Credentials of Value Awarded in High-Demand Fields – Additional weight applied to number of credentials of value awarded in high-demand occupations
- Transfer Success – Number of students who earn at least 15 SCH or the equivalent and transfer to a four-year university
- Dual Credit – Number of students who complete a sequence of at least 15 SCH or the equivalent for dual credit courses that apply toward academic and workforce program requirement at the collegiate level

7

FY 2024 – 2025 | Revenue Budget Considerations

State Appropriation Revenue

- Outcomes Based Formula Funding (HB8)
 - Projection: Same Level as FY 2023 – 2024
- FAST Funding (HB8)
 - Financial Aid for Swift Transfer (FAST)
 - Funding to institutions to offer dual credit courses to educationally disadvantaged students at zero cost
- Projection: Same Level as FY 2023 – 2024
- Approximately 26% of total revenues

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FY 2024 – 2025 | Revenue Budget Considerations

Tuition and Fee Revenue

- Student Enrollment Projections
- Approved Simplified Tuition Rates Approved by Board in March
- Projection: Flat, remain at FY 2023 – 2024 Level
- Approximately 29% of total revenues

9

FY 2024 – 2025 | Revenue Budget Considerations

Property Tax Revenue

- Property Tax Assessed Valuation and Collections
- Certified Values Determined in July
- Projection: Increase from FY 2023 – 2024 Level
- Approximately 33% of total revenues

Other Revenues and Carryover Allocations

- Fund Balance Carryover Allocations for Plant Fund Transfer, ERP System
- Projection: Increase from FY 2023 – 2024 Level
- Approximately 12% of total revenues

10

FY 2024 – 2025 | Expenditure Budget Considerations

Salary and Benefit Expenditures

- TASB Scenarios for Annual Faculty and Staff Salary Increase
- TASB Review of Positions
 - Deans, Administrators, Managers, Accountants, Information Technology, Educational Technology, Bus Drivers, Adjunct Faculty, Associate Degree Nursing Faculty, Faculty-Master Level
- New Positions and Salary Adjustments/Position Reclassifications Proposed by College
- Reinstatement of Frozen Positions
- Projection: Increase from FY 2023 – 2024 Level
- Approximately 75% of expenditures

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FY 2024 – 2025 | Expenditure Budget Considerations

Operating Expenditures

- Reduced by Technology Expenditures (New Category)
- Analysis of Sufficient Funding
- Department Requests – Decrease
- Projection: Decrease from FY 2023 – 2024 Level (Due to Technology Expenditures)
- Approximately 17% of expenditures

12

FY 2024 – 2025 | Expenditure Budget Considerations

Technology Expenditures

- Technology expenditures will be budgeted and tracked using new account codes.
- In previous fiscal years, technology expenditures were included in operating expenditures.
- Due to the new Technology account codes, departments requested a technology budget, as needed, and reduced their operating budget to offset the technology budget request.
- All expenditures considered “Technology” will be funded and tracked using the new account codes.
 - Computer Supplies, Computer Equipment, Software, Software Licenses, Data Hosting Services, Technology Contracted/Consultant Services
- Projection: Increase from FY 2023 – 2024 Level
- Approximately 5% of expenditures

13

FY 2024 – 2025 | Expenditure Budget Considerations

Travel Expenditures

- Analysis of Sufficient Funding
- Department Requests – Increase
- Projection: Increase from FY 2023 – 2024 Level
- Approximately 1% of expenditures

14

FY 2024 – 2025 | Expenditure Budget Considerations

Capital Expenditures

- Department Needs for Next Fiscal Year
- Projection: Decrease from FY 2023 – 2024 Level
- Approximately 2% of expenditures

Fund Balance Carryover Expenditures

- ERP Costs funded from Carryover Fund Allocations
- Unexpended Plant Fund Transfers
- Projection: Increase from FY 2023 – 2024 Level

15



Thank You
Questions?

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

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

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

Any trustee may request any item 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 Award of Proposals, Purchases, Renewals, and Interlocal Agreement

Award of Proposals

- 1) Audio Video Production Services (Award)
- 2) Technology Campus Building B Analog to Digital Audio Visual Upgrade (Award) – **Grant Funded**

Purchases and Renewals - Instructional Items

- 3) Training Manikins (Purchase) – **Grant Funded**
- 4) Subscription Training and Equipment Partnership Lease Agreement (Renewal)

Purchases and Renewals - Non-Instructional Items

- 5) Internet Managed Services Agreement (Purchase)
- 6) Network Equipment, Licenses and Accessories (Purchase)
- 7) Server Hardware Equipment (Purchase) – **Grant Funded**
- 8) Furniture (Purchase)

Purchases and Renewals - Technology Item

- 9) Computers, Laptops, Tablets, and Monitors (Purchase)

Interlocal Agreement

- 10) Facility Usage Agreement (Lease/Purchase)

b. Review and Recommend Action to Renew the Hidalgo County Agreement for Tax Assessment Collection

- c. Review and Recommend Action to Adopt New Business and Support Services Policies and Retire Current Policy
 - A-1. Adopt CAK (Local) Appropriations and Revenue Sources – Investments
 - A-2. Retire Policy #5120: Investment Policy
 - B-1. Adopt CU (Local) Research

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 - c of the Finance, Audit, and Human Resources Committee Consent Agenda as presented.

Approval Recommended:

Dr. Ricardo J. Solis
President

Consent Agenda:

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

Purpose and Justification – Administration recommends Board approval of the following award of proposals, purchases, renewals, and interlocal agreement at a total cost of \$2,156,301.80.

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

Award of Proposals

1) Audio Video Production Services (Award)

Award the proposal for audio video production services to **First Born Productions** (Los Fresnos, TX), at an estimated \$77,000.00.

Purpose and Justification – Audio Video Production Services are requested to support various events, including commencement ceremonies, summits for dual credit programs, the fall convocation, and any other events that may require audio video support. The services will encompass setup, operation, and teardown of audio video equipment, ensuring smooth and professional execution of these important occasions.

Background – The project timeline and information are as follows:

Advertised RFP	February 14, 2024 and February 21, 2024
RFP Responses Due	March 7, 2024
RFP Issued To	Five (5) Vendors
Responses Received From	Two (2) Vendors
Responses Reviewed By	Admission & Records, Educational Technologies, and the Purchasing Department
Highest Ranked Vendor	First Born Productions

Funds for this expenditure are budgeted in the Fall Convocation, Graduation, and the National Summit for Dual Credit Programs budget for FY 2023 – 2024 and FY 2024 – 2025, pending Board approval of the budget.

2) Technology Campus Building B Analog to Digital AudioVisual Upgrade (Purchase) – Grant Funded

Award the proposal for the Technology Campus Building B analog to digital audiovisual upgrade to **Telepro Communications** (Mission, TX), at a total amount of \$256,856.64.

Purpose and Justification – Educational Technologies is requesting the purchase and installation of audiovisual equipment for the ongoing yearly initiative to upgrade outdated analog audio visual equipment. This project will upgrade twenty (20) classroom spaces at the Technology Campus Building B to the College’s digital audiovisual standard that supports the digital video signals provided by modern computing and presentation devices. The upgrade also includes sharper and higher resolution projected images and

improved sound quality for instructor and student presentations. This upgrade will improve faculty instruction and student success by enabling the expanded use of podiums, projectors, electric wide-screens, laptops, tablets, and other digital equipment. This project does not require any new construction or renovation of the existing building, only the replacement of outdated analog audio visual equipment.

Background – The project timeline and information are as follows:

Advertised RFP	February 7, 2024 and February 14, 2024
RFP Responses Due	February 22, 2024
RFP Issued To	Twenty-One (21) Vendors
Responses Received From	Two (2) Vendors
Responses Reviewed By	Educational Technologies, Information Technology, and the Purchasing Department
Highest Ranked Vendor	Telepro Communications

Funds for this expenditure are budgeted in the Department of Commerce National Telecommunications and Information Administration (NTIA) year two funds of a two-year grant awarded to STC for FY 2023 – 2024 and FY 2024 - 2025.

Purchases and Renewals - Instructional Items

3) Training Manikins (Purchase) – Grant Funded

Purchase training manikins from **Laerdal Medical Corporation** (Wappingers Falls, NY), a Texas Association of School Boards – Buyboard approved vendor, at a total amount of \$244,020.24.

Purpose and Justification – The Division of Nursing and Allied Health’s Associate Degree of Nursing and Respiratory Program is requesting to purchase four (4) manikins for student instruction at the Nursing and Allied Health Campus. It will provide students with the opportunity to perform realistic assessments on the patient manikin and will allow them to practice realistic scenarios, which will help students learn concepts and skills. The students will perform patient treatments in an advanced simulated clinic environment.

Funds for this expenditure are budgeted in the Health Professionals Program Hidalgo County grant budget for FY 2023 – 2024.

4) Subscription Training and Equipment Partnership Lease Agreement (Renewal)

Renew the subscription training and equipment partnership lease agreement with **VirTra, Inc.** (Chandler, AZ), sole source vendor, originally signed on May 1, 2023 for the lease renewal period beginning November 16, 2024 through November 15, 2025, at a total amount of \$63,793.11. Also, approve to delete the lease simulator (N00040585) and re-instate the 2017 firearm simulator (N00032514) in the College’s inventory and general ledger.

Purpose and Justification – The Regional Center for Public Safety Excellence is requesting to renew this subscription training and equipment partnership lease agreement to continue providing firearm training to our students and the community.

The Board approved as follows:

Term: April 25, 2023 – one year with two (2) one-year annual renewals.				
Year	Description	Lease Period	Board Approved	Amount
1	Subscription Training & Equipment Partnership Agreement Approved – delete asset and re-instate trade-in asset	11/16/23 – 11/15/24	4/25/23	\$75,063.11
2	Subscription Training & Equipment Partnership Agreement Approved - leased	11/16/24 – 11/15/25	4/23/24	\$63,793.11

Funds for this expenditure are budgeted in the Regional Center for Public Safety Excellence budget for FY 2024 – 2025, pending Board approval of the budget.

Purchases and Renewals – Non – Instructional Items

5) Internet Managed Services Agreement (Purchase)

Purchase internet managed services agreement – Tyler Junior College with Spectrum Enterprise through the **Texas Department of Information Resources (DIR)** (Austin, TX), for the period beginning May 1, 2024 through April 30, 2025, at an estimated total monthly amount of \$5,873.28 and an estimated total annual amount of \$70,479.36.

Purpose and Justification – Information Technology is requesting to acquire internet and managed services, including hardware equipment such as routers and firewalls at Tyler Junior College (TJC). These services are essential to support the College’s assets at the disaster recovery location.

This request is crucial in ensuring business continuity in the event of unforeseen circumstances, such as fire, power outages, or inclement weather, that render the Pecan Campus datacenter inaccessible. The TJC location will serve as a backup, providing access to critical services, including Banner data, backups, and other applications necessary to support students, faculty, and staff.

Funds for this expenditure are budgeted in the Systems and Networking budget for FY 2023 – 2024 and FY 2024 – 2025, pending Board approval of the budget.

6) Network Equipment, Licenses and Accessories (Purchase)

Purchase network equipment, licenses, and accessories for the period beginning April 1, 2024 through August 31, 2024, at an estimated total amount of \$150,000.00, with the following purchasing cooperative approved vendor.

Vendor	Purchasing Cooperative	Amount
Netsync Network Solutions (Houston, TX)	State of Texas Department of Information Resources (DIR)	\$150,000.00
	Total Amount	\$150,000.00

Purpose and Justification – The request is made for the purchase of network equipment, licenses, and accessories districtwide to support various needs. These include classroom instruction, office operations, connectivity between surveillance cameras and servers, data closet to support systems, and converting analog systems to digital for classrooms.

The network equipment, licenses, and accessories are purchased for the day-to-day operation required by different departments and programs. The following departments and programs have requested these items.

Information Technology, Information Services and Planning, Renewals and Replacements and Security Surveillance.

Funds for this expenditure are budgeted in the requesting department's budgets for FY 2023 – 2024.

7) Server Hardware Equipment (Purchase) – Grant Funded

Purchase server hardware equipment from **Netsync Network Solutions** (Houston, TX), a State of Texas Department of Information Resources (DIR) approved vendor, at a total cost of \$399,707.36.

Purpose and Justification – Information Technology is requesting to purchase four (4) servers with storage for the Virtual Desktop Infrastructure (VDI) environment. These servers are essential to enhancing the performance and capacity of virtual desktops, which are critical for students, faculty, and staff to access STC resources. The servers are needed to increase the performance, capacity, and number of concurrent student connections. They support virtual desktops deployed to various locations, such as the Pecan welcome center, call centers, podiums, and computer labs district-wide. Additionally, the virtual desktops support staff working from home who require access to STC resources.

Funds for this expenditure are budgeted in the National Telecommunications and Information Administration (NTIA) grant budget for FY 2024 – 2025, pending Board approval of the budget.

8) Furniture (Purchase)

Purchase of furniture as follows:

Vendor	Purchasing Cooperative	Amount
Gateway Printing and Office Supply, Inc (Edinburg, TX)	OMNIA Partners, Sourcewell, and TIPS	\$57,224.39
	Furniture Total	\$57,224.39

The purchases can be summarized as follows:

Mid Valley Campus
• 2 Tables for the Learning Commons and Open Labs
Pecan Campus
• 24 Chairs and 6 Tables for the Information Technolgy Program

Nursing Allied Health
<ul style="list-style-type: none"> • 1 Table for the Learning Commons and Open Labs
Pecan Campus Library
<ul style="list-style-type: none"> • 16 Tables, 27 Chairs, and 12 Stools for After Hours Café
Shah Center
<ul style="list-style-type: none"> • 1 Heavy Duty Shelve for Cosmetology Program

Funds for these expenditures are budgeted in the requesting department budgets for FY 2023 – 2024 as follows: Learning Commons and Open Labs, IT Program, After Hours Café, and Cosmetology.

Purchases and Renewals - Technology Item

9) Computers, Laptops, Tablets, and Monitors (Purchase)

Purchase of computers, laptops, tablets, and monitors as follows:

Vendor	Purchasing Cooperative	Amount
Dell Marketing, LP. (Dallas, TX)	State of Texas Department of Information Resources (DIR)	\$828,101.75
Apple, Inc. (Dallas, TX)	Choice Partners Cooperative	\$6,393.95
	Total Amount	\$834,495.70

Information Technology has evaluated all the purchase requests for computers, laptops, tablets, and monitors and does not have refurbished systems available for new hires. Instructional and/or business needs must be clearly identified/justified for any equipment outside standard configuration or, if not replacing, existing office systems. (Ex. mobile devices)

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

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

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

The purchases can be summarized as follows:

Student Computers	
2	Educational Technology Maintenance and Replacement
25	Cybersecurity Program
333	Technology Support
Faculty Computers	
2	World Language Department
2	Child Development
158	Technology Support

1	Art Program
1	Bachelor of Applied Science in Organizational Leadership
Staff Computers	
1	Student Assessment Center
1	Engineering Program
2	Construction Accounts – Unexpended – Pecan Building P Conference Room
159	Technology Support
2	Medical Health Service Management
2	Bachelor of Applied Science in Organizational Leadership
Student Laptops	
25	Library Public Services
18	Physics Program
12	Engineering Program
5	Counseling and Student Access Services
Faculty Laptops	
6	Political Science Program
34	Division of Nursing and Allied Health
Staff Laptops	
1	Human Resources
1	Safety and Security
1	Technology Campus
2	Business Office
1	Centers for Learning Excellence
Staff Tablet	
1	Dance Program
Student Monitors	
10	Learning Commons and Open Labs
100	Technology Support

Funds for these expenditures are budgeted in the requesting department budgets for FY 2023 - 2024 as follows: Educational Technology Maintenance and Replacement, Cybersecurity, Technology Support, World Language Department, Child Development, Art, Bachelor of Applied Science in Organizational Leadership, Student Assessment Center, Engineering, Construction Accounts – Unexpended, Medical Health Service Management, Library Public Services, Physics, Counseling and Student Access Services, Political Science, Division of Nursing and Allied Health, Human Services, Safety and Security, Technology Campus, Business Office, Centers for Learning Excellence, Dance, and Learning Commons and Open Labs.

Interlocal Agreement

10) Facility Usage Agreement (Lease/Purchase)

Lease/purchase a facility usage agreement with the **City of Mission / Mission Event Center** (Mission, TX), through an interlocal agreement for May 10, 2024, at a total amount of \$2,725.00

Purpose and Justification – The Office of the President will host the South Texas College Graduation Staff Appreciation Luncheon, an annual event designed to express appreciation for the staff who contributed to the coordination and facilitation of a successful graduation ceremony.

Funds for this expenditure are budgeted in the Internal Events – President budget for FY 2023 -2024.

The Committee recommend for Board approval the award of proposals, purchases, renewals, and interlocal agreement at a total cost of \$2,156,301.80, as listed below:

Award of Proposals

- 1) **Audio Video Production Services (Award):** award the proposal for audio video production services to **First Born Productions** (Los Fresnos, TX), at a total estimated amount of \$77,000.00;
- 2) **Technology Campus Building B Analog to Digital AudioVisual Upgrade (Award) – Grant Funded:** award the proposal for the Technology Campus Building B analog to digital audiovisual upgrade to **Telepro Communications** (Mission, TX), at a total amount of \$256,856.64;

Purchases and Renewals - Instructional Items

- 3) **Training Manikins (Purchase) – Grant Funded:** purchase training manikins from **Laerdal Medical Corporation** (Wappingers Falls, NY), a Texas Association of School Boards – Buyboard approved vendor, at a total amount of \$244,020.24;
- 4) **Subscription Training and Equipment Partnership Lease Agreement (Renewal)** - renew the subscription training and equipment partnership lease agreement with **VirTra, Inc.** (Chandler, AZ), sole source vendor, for the period beginning November 16, 2024 through November 15, 2025, at a total amount of \$63,793.11. Also, approve to delete the lease simulator (N00040585) and re-instate the 2017 firearm simulator (N00032514) in the College's inventory and general ledger;

Purchases and Renewals – Non-Instructional Items

- 5) **Internet Managed Services Agreement (Purchase):** purchase internet managed services agreement – Tyler Junior College with Spectrum Enterprise through the **Texas Department of Information Resources (DIR)** (Austin, TX), for the period beginning May 1, 2024 through April 30, 2025, at an estimated total monthly amount of \$5,873.28 and an estimated total annual of \$70,479.36;
- 6) **Network Equipment, Licenses and Accessories (Purchase):** purchase network equipment, licenses, and accessories for the period beginning April 1, 2024 through August 31, 2024, at an estimated total amount of \$150,000.00, with the following purchasing cooperative approved vendor:

Vendor	Purchasing Cooperative	Amount
Netsync Network Solutions (Houston, TX)	State of Texas Department of Information Resources (DIR)	\$150,000.00
	Total Amount	\$150,000.00

- 7) **Server Hardware Equipment (Purchase) – Grant Funded:** purchase server hardware equipment from **Netsync Network Solutions** (Houston, TX), a State of Texas Department of Information Resources (DIR) approved vendor, at a total cost of \$399,707.36;
- 8) **Furniture (Purchase):** purchase furniture as follows:

Vendor	Purchasing Cooperative	Amount
Gateway Printing and Office Supply, Inc (Edinburg, TX)	OMNIA Partners, Sourcewell, TIPS	\$57,224.39
	Furniture Total	\$57,224.39

Purchases and Renewals - Technology Items

- 9) **Computers, Laptops, Tablets, and Monitors (Purchase):** purchase of computers, laptops, tablets, and monitors as follows:

Vendor	Purchasing Cooperative	Amount
Dell Marketing, LP. (Dallas, TX)	State of Texas Department of Information Resources (DIR)	\$828,101.75
Apple, Inc. (Dallas, TX)	Choice Partners Cooperative	\$6,393.95
	Total Amount	\$834,495.70

Interlocal Agreement

- 11) **Facility Usage Agreement (Lease/Purchase):** lease/purchase a facility usage agreement with the **City of Mission / Mission Event Center** (Mission, TX), through an interlocal agreement, for May 10, 2024, at a total amount of \$2,725.00.

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

The Board of Trustees of South Texas College approves and authorizes the award of proposals, purchases, renewals, and interlocal agreement at a total cost of \$2,156,301.80, as listed.

Approval Recommended:

Dr. Ricardo J. Solis
President

Consent Agenda:

b. Approval to Renew the Hidalgo County Agreement for Tax Assessment Collection

Purpose and Justification – Administration recommends Board approval on the renewal of the Hidalgo County Agreement for Tax Assessment and Collection for current and delinquent taxes collected from September 1, 2024 through August 31, 2025.

The Hidalgo County Agreement for Tax Assessment and Collection must be approved by the College by June 1, 2024. Approval of the tax assessment and collection fee is needed in order for the Hidalgo County Tax Assessor to assess and collect taxes levied.

Texas Property Tax Code, Sec. 6.27 (c) Compensation for Assessment and Collection, indicates that the assessor or collector is entitled to a reasonable fee, not to exceed actual costs incurred, for which it assesses and collects taxes. The Inter-Local Cooperation Agreement requires the County, after reviewing actual collection costs, to submit a proposed fee to the College, which may include a cost increase of no more than 5% per year, prior to May 1st. The College will then have until June 1st to accept the recommended fee.

Background – Mr. Pablo Villarreal, Jr., RTA for Hidalgo County, has advised the College that the annual fee for tax year 2024 will remain at the tax year 2023 amount of \$108,372.00. The monthly collection fee of approximately \$9,031.00 is reduced from taxes collected during the month, and the remaining funds are wired to the South Texas College’s bank depository account.

Below is a summary of fees charged by Hidalgo County each year for the periods of Fiscal Year 2014 – 2015 to Fiscal Year 2024 - 2025.

History of Fees for Hidalgo County Tax Assessment and Collection			
Fiscal Year	Fee	Increase over Previous Year	Total Tax Levy
2024 – 2025	\$108,372.00	0%	Not Available
2023 – 2024	\$108,372.00	0%	\$83,552,787.83
2022 – 2023	\$108,372.00	5%	\$75,375,088.72
2021 - 2022	\$103,212.00	0%	\$71,315,412.72
2020 – 2021	\$103,212.00	0%	\$66,982,283.00
2019 – 2020	\$103,212.00	0%	\$64,711,985.97
2018 - 2019	\$103,212.00	0%	\$63,236,679.08
2017 – 2018	\$103,212.00	5%	\$62,624,834.26
2016 – 2017	\$98,304.00	0%	\$59,701,217.59
2015 – 2016	\$98,304.00	0%	\$56,408,070.41

History of Fees for Hidalgo County Tax Assessment and Collection			
Fiscal Year	Fee	Increase over Previous Year	Total Tax Levy
2014 – 2015	\$98,304.00	5%	\$52,781,657.49

Funding Source – The annual collection fee is reduced monthly from taxes collected during the month. Funds for these expenditures will be budgeted in the Hidalgo Appraisal/Collection Fee budget for Fiscal Year 2024 – 2025, pending Board approval of the budget.

Enclosed Documents – Clause VI, Consideration of the Hidalgo County Collection of Taxes Inter-Local Cooperation Amended Agreement for Tax Assessment and Collection Contract follows in the packet for the Board’s review and information.

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

The Committee recommended Board approval of the renewal of the Hidalgo County Agreement for Tax Assessment and Collection for current and delinquent taxes collected at an annual fee of \$108,372.00 from September 1, 2024 through August 31, 2025 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 renewal of the Hidalgo County Agreement for Tax Assessment and Collection for current and delinquent taxes collected at an annual fee of \$108,372.00 from September 1, 2024 through August 31, 2025 as presented.

Approval Recommended:

Dr. Ricardo J. Solis
President

Office of Tax Assessor-Collector

COUNTY of HIDALGO

Pablo "Paul" Villarreal, Jr. PCC.



March 21, 2024

Dr. Ricardo J. Solis, President
South Texas College
P.O. Box 9701
McAllen, TX. 78502

P.O. Box 178
Edinburg, Texas 78540-0178
Ph. (956) 318-2157
Fax (956) 318-2733
www.hidalgocountytax.org

Dear Mr. Solis:

As per Clause VI, consideration of our Collection of Taxes Contract be advised that the fee for the taxable year 2024 will remain at **\$108,372**. Effective September 1, 2024.

Please sign, date and return this letter to us as soon as possible.

Sincerely,

Pablo (Paul) Villarreal, Jr. PCC
Hidalgo County Tax Assessor-Collector

XC: Hon. Richard F. Cortez
Hidalgo County Judge

Ms. Letty Chavez
Hidalgo County Auditor

Accepted & Agreed:

By: _____
Signature

_____ Title _____ Date



Consent Agenda:

c. Approval to Adopt New Business and Support Services Policies and Retire Current Policy

Purpose and Justification – Administration recommends Board approval to adopt new Business and Support Services Policies and retire current policy to align with the Texas Association of School Boards (TASB) policy manual.

This will align the policies with the comprehensive, current, and legally sound policy manual, to strengthen the policies’ language, and to transition policies to standardized format. In addition to the policy, internal procedures are currently in place and will continue to be enhanced.

The adoption of new and/or retired policies are as follows:

Adopt New Policy	Comparable/Retired Policy(ies)	Retired Policy Content Transition
A-1. CAK (Local) Appropriations and Revenue Sources – Investments	A-2. Policy #5120: Investment Policy	Some of the content from the retired policy is included in the new local policy.
B-1. CU (Local) Research	N/A	N/A

Background – On March 31, 2020, the Board of Trustees approved an interlocal agreement with TASB for Policy Management Service. Throughout FY 2022, FY 2023, and FY 2024, 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, STC Legal Counsel, the Chief Information Security Officer, the Vice President for Finance and Administrative Services, and Valley View Consulting, LLC (Investment Advisor).

Enclosed Documents – The new and retired policies follow in the packet for the Board’s information and review.

Mary G. Elizondo, Vice President for Finance and Administrative Services, Myriam Lopez, Comptroller, Luis Gonzalez, Chief Information Security Officer, and Ms. Emily Upshaw, from Valley View Consulting, LLC., attended the Committee Meeting to address questions.

The Committee recommended Board approval to adopt the new Business and Support Services Policies and retire current policy as presented, which supersedes any previously adopted Board policy.

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 adoption of the new Business and Support Services Policies and retirement of a current policy as presented, which supersedes any previously adopted Board policy.

Approval Recommended:

**Dr. Ricardo J. Solis
President**

The College District shall invest all available funds in conformance with these legal and administrative guidelines, including Government Code 2256 – the Public Funds Investment Act (PFIA).

Investment Authority

The vice president for finance and administrative services, the comptroller, and one of the College District's elected officials, that are selected by the Board shall serve as the investment officers of the College District and shall invest College District funds as directed by the Board and in accordance with the College District's written investment policy and generally accepted accounting procedures.

The Board's Finance and Human Resources Committee shall be the Investment Committee. The Investment Committee shall review the investment portfolio's status and performance, determine and implement appropriate portfolio adjustments, review brokers/dealers and independent training sources, oversee the College District's investment advisor, monitor compliance with the Investment Policy and Investment Strategy Statement, and perform other duties as necessary to manage the College District's funds.

**Approved
Investment
Instruments**

From those investments authorized by law and described further in CAK(LEGAL) under Authorized Investments, the Board shall permit investment of College District funds, including bond proceeds and pledged revenue to the extent allowed by law, in only the following investment types, consistent with the strategies and maturities defined in this policy:

1. Obligations of, or guaranteed by, governmental entities as permitted by Government Code 2256.009.
2. Certificates of deposit and share certificates, and other financial institution deposits, as permitted by Government Code 2256.010.
3. No-load money market mutual funds (MMMFs) as permitted by Government Code 2256.014.
4. Public funds investment pools (LGIPs) as permitted by Government Code 2256.016.

Existing Investments

The College District is not required to liquidate investments that were authorized investments at the time of the purchase.

**Prohibited
Investments**

In accordance with Texas state law, the following are not authorized investments:

1. Obligations whose payment represents the coupon payments on the outstanding principal balance of the underlying mortgage-backed security collateral and pays no principal;

2. Obligations whose payment represents the principal stream of cash flow from the underlying mortgage-backed security collateral and bears no interest;
3. Collateralized mortgage obligations that have a stated final maturity date of greater than 10 years; and
4. Collateralized mortgage obligations the interest rate of which is determined by an index that adjusts opposite to the changes in a market index.

Safety

The primary goal of the investment program is to ensure safety of principal, to maintain liquidity, and to maximize financial returns within current market conditions in accordance with this policy. Investments shall be made in a manner that ensures the preservation of capital in the overall portfolio.

The College District shall seek to control the risk of loss due to failure of an investment issuer by monitoring the ratings of portfolio positions to ensure compliance with the rating requirements imposed by the PFIA.

The purchase of individual securities shall be executed by "delivery versus payment" (DVP). By doing so, College District funds shall not be released until the College District has received the securities purchased.

**Investment
Management**

In accordance with Government Code 2256.005(b)(3), the quality and capability of investment management for College District funds shall be in accordance with the standard of care, investment training, and other requirements set forth in Government Code Chapter 2256.

Training

Each member of the Board and the investment officers shall attend at least one training session, relating to the person's responsibilities under the Act within six months after taking office or assuming duties. The Coordinating Board shall provide the training.

The investment officers shall accumulate not less than five hours of instruction within the first twelve months after taking office or assuming duties. The investment officer shall prepare a report on any changes in the Act and deliver the report to the Board of not later than the 180th day after the last day of each regular session of the legislature.

To ensure qualified and capable investment management, the investment officers shall receive investment training not less than once each state fiscal biennium and accumulate not less than five hours of instruction relating to investment responsibilities that addresses investment controls, security risks, strategy risks, market

risks, diversification of investment portfolio and compliance with the Act. The investment training shall be provided by the following approved training sources: the Coordinating Board, the Government Finance Officers Association of Texas, the Government Treasurers' Organization of Texas, the Texas Municipal League, Texas Association of Community College Business Officers, Councils of Government, or the University of North Texas Center for Public Management.

Liquidity and Maturity

The College District's investment portfolio shall have sufficient liquidity to meet anticipated cash flow requirements. Liquidity shall be achieved by investing in securities with active secondary markets and by maintaining minimum balances in financial institution deposits, eligible MMMFs, and LGIPs.

An investment may be liquidated to meet unanticipated cash requirements, to re-deploy cash into other investments expected to outperform current holdings, or to otherwise adjust the portfolio.

Diversity

The investment portfolio shall be diversified in terms of investment instruments, maturity scheduling, and financial institutions to reduce risk of loss resulting from overconcentration of assets in a specific class of investments, specific maturity, or specific issuer.

Monitoring Market Prices

The investment officers shall monitor the investment portfolio and shall keep the Board informed of significant changes in the market value of the College District's investment portfolio. Information sources may include financial/investment publications and electronic media, available software for tracking investments, depository banks, commercial or investment banks, financial advisers, and representatives/advisers of investment pools or money market funds. Monitoring shall be done at least quarterly, as required by law, and more often as economic conditions warrant by using appropriate reports, indices, or benchmarks for the type of investment.

Monitoring Rating Changes

In accordance with Government Code 2256.005(b), the investment officers shall develop a procedure to monitor changes in investment ratings and to liquidate investments that do not maintain satisfactory ratings.

Collateralization

Consistent with the requirements of state law, the College District requires all banks, savings banks, and credit union deposits to be federally insured or collateralized with eligible obligations. Financial institutions serving as College District depositories shall be required to sign an agreement with the College District in compliance with federal regulations. The agreement shall require compliance with the PFIA and this investment policy, establish an independent custodian for all pledged collateral, define the eligible collateral and

the College District's rights to the collateral in case of default, bankruptcy, or closing, and establish a perfected security interest in compliance with federal and state regulations. The agreement shall:

- Be in writing;
- Be executed by the depository and the College District contemporaneously with the acquisition of the asset;
- Be approved by resolution of the Board or the designated committee of the depository and a copy of the meeting minutes or resolution reference shall be delivered to the College District; and
- Be part of the depository's "official record" continuously since its execution.

Allowable Collateral For financial institution deposits, the eligible types of collateralization of deposits are defined by the "Public Funds Collateral Act" (Chapter 2257, Texas Government Code). The eligibility of specific issues may at times be restricted or prohibited, at the sole discretion of the College District.

Collateral Levels For financial institution deposits, the market value of securities pledged as collateral for deposits shall at all times be equal to or greater than 102% of the par value of the deposit plus accrued interest, less the amount insured by the FDIC or the National Credit Union Share Insurance Fund or their successors. The depository shall be liable for monitoring and maintaining the collateral and collateral margins at all times. Letters of credit shall at all times be equal to or greater than 100% of the total value of the deposits plus anticipated interest income, less the applicable level of FDIC insurance. A deposit-specific letter of credit shall expire not less than two business days after the anticipated deposit withdrawal.

Monitoring Collateral Adequacy For financial institution deposits, the College District requires monthly reports with market values of pledged securities for all financial institutions with which the College District has collateralized deposits. The bank shall be responsible and liable for monitoring and maintaining the collateral and collateral margins on a daily basis and for reporting these activities monthly. The College District shall regularly monitor the adequacy of collateral.

Additional Collateral If the market value of the securities pledged as collateral for a deposit fall below 102%, or 100% for letters of credit, of the par value of the deposit plus accrued interest, less FDIC or National Credit Union Share Insurance, the institution shall be notified by the College District and shall be required to pledge additional collateral no later than the end of the next succeeding business day.

Collateral
Substitution

Collateralized deposits often require substitution of securities. Any financial institution requesting substitution must contact the investment officers for approval and settlement. The substituted security's value will be calculated, and substitution approved if the substitution maintains a pledged value equal to or greater than the required security level. An investment officer must provide written notification of the decision to the bank or the safekeeping agent holding the security prior to any security release. Substitution is allowable for all transactions, but should be limited, if possible, to minimize potential administrative problems and transfer expense. The investment officers may limit substitution and assess appropriate fees if substitution becomes excessive or abusive.

Funds / Strategies

Investments of the following fund categories shall be consistent with this policy and in accordance with the applicable strategy defined below. All strategies described below for the investment of a particular fund should be based on an understanding of the suitability of an investment to the financial requirements of the College District and consider preservation and safety of principal, liquidity, marketability of an investment if the need arises to liquidate before maturity, diversification of the investment portfolio, and yield.

Operating Funds

Investment strategies for operating funds (including any commingled pools containing operating funds) shall have as their primary objectives preservation and safety of principal, investment liquidity, and maturity sufficient to meet anticipated cash flow requirements. The dollar weighted average maturity shall be less than 365 days and the maximum allowable maturity shall be two years for any investment type.

Debt Service Funds

Investment strategies for debt service funds shall have as their primary objective sufficient investment liquidity to timely meet debt service payment obligations in accordance with provisions in the bond documents. Investments purchased shall not have a stated final maturity date that exceeds the next unfunded debt service payment date.

Capital Project
Funds

Investment strategies for capital project funds shall have as their primary objective sufficient investment liquidity to timely meet capital project obligations. The stated final maturity dates of investment held should not exceed the estimated project completion date.

**Safekeeping and
Custody**

The College District shall retain clearly marked receipts providing proof of the College District's ownership or pledge. The College District may delegate, however, to an investment pool the authority to hold legal title as custodian of investments purchased with College District funds by the investment pool.

Safekeeping Agreement	The College District shall contract with a third-party financial institution for the safekeeping of securities owned by the College District as part of its investment portfolio.
Custody of Collateral	All collateral securing financial institution deposits shall be held by an independent, third-party financial institution approved by the College District, a Federal Home Loan Bank, or the Federal Reserve Bank.
Broker / Dealers	<p>Securities shall only be purchased from those institutions included on the College District's list of broker/dealers reviewed and approved by the Board at least annually.</p> <p>Representatives of brokers/dealers shall be registered with the Texas State Securities Board and must have membership in the Securities Investor Protection Corporation (SIPC) and be in good standing with the Financial Industry Regulatory Authority (FINRA).</p>
Competitive Bidding	<p>The College District shall require competitive bidding for all individual certificate of deposit and security purchases except for those transactions with financial institution money market accounts, MMMFs, and LGIPs, which are deemed to be made at prevailing market rates, and for government securities purchased at issue through a dealer at auction price. Rather than relying solely on yield, investment in financial institution deposits, MMMFs, and LGIPs shall be based on criteria determined by the investment officers, including adherence to SEC guidelines for MMMFs when appropriate. Bids/offers may be solicited either orally, in writing, electronically, or in any combination of those methods.</p> <p>At least three bidders shall be contacted in all transactions involving individual securities. For those situations where it may be impractical or unreasonable to receive three bids for a transaction due to a rapidly changing market environment or to secondary market availability, documentation of a competitive market survey of comparable securities or an explanation of the specific circumstance must be included with the transaction quote/bid sheet. All bids received shall be documented and filed for auditing purposes.</p>
Interest Rate Risk	To reduce exposure to changes in interest rates that could adversely affect the value of investments, the College District shall use final and weighted-average-maturity limits and diversification.
Internal Controls	A system of internal controls shall be established and documented in writing and must include specific procedures designating who has authority to withdraw funds. Also, they shall be designed to protect against losses of public funds arising from fraud, employee error, misrepresentation by third parties, unanticipated changes in financial markets, or imprudent actions by employees and officers

of the College District. Controls deemed most important shall include:

1. Separation of transaction authority from accounting and recordkeeping and electronic transfer of funds.
2. Avoidance of collusion.
3. Custodial safekeeping.
4. Clear delegation of authority.
5. Written confirmation of telephone transactions.
6. Documentation of quotations and bids, evaluations, transactions, and rationale.
7. Avoidance of bearer-form securities.

These controls shall be reviewed by the College District's independent auditing firm.

Portfolio Report

In addition to the quarterly report required by law and signed by the College District's investment officers, a comprehensive report on the investment program and activity shall be presented annually to the Board and may be included in the fiscal year end quarterly report. "Weighted average yield to maturity" shall be the standard on which investment performance is calculated.

Annual Review

The Board shall review this investment policy and investment strategies not less than annually and shall document its review in writing, which shall include whether any changes were made to either the investment policy or investment strategies.

Annual Audit

In conjunction with the annual financial audit, the College District shall perform a compliance audit of management controls on investments and adherence to the College District's established investment policies.

If the College District invests in other than money market mutual funds, investment pools or accounts offered by its depository bank in the form of certificates of deposit, or money market accounts or similar accounts, the reports prepared by the investment officers must be formally reviewed at least annually by an independent auditor, and the result of the review shall be reported to the Board by the auditor.

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Date Approved by Board	As Amended by Board Minute Order Dated October 18, 2022	

PREFACE

It is the policy of South Texas College that, giving due regard to the safety and risk of investment, all available funds shall be invested in conformance with State and Federal Regulations, applicable Tax Exempt Bond Issue requirements, adopted Investment Policy and adopted Investment Strategy Statement.

Effective cash management is recognized as essential to good fiscal management. Aggressive cash management and effective investment strategy development will be pursued to take advantage of interest earnings as viable and material revenue to all South Texas College funds. The South Texas College investment portfolio shall conform to the strict requirements of the Act and this Policy.

Investments shall be made with the primary objectives of:

Preservation of capital and safety of South Texas College funds,
Maintenance of sufficient liquidity,
Maximization of return within acceptable risk constraints, and
Diversification of investments.

I. PURPOSE

A. Formal Adoption

This Investment Policy (hereinafter “Investment Policy” or “Policy”) is adopted by South Texas College (hereinafter “South Texas College” or the “College”) in accordance with Chapter 2256, Texas Government Code, the Public Funds Investment Act (hereinafter the “Act,” “Public Funds Investment Act,” or “PFIA”) and shall be interpreted at all times to comply with the Act.

B. Scope

This Investment Policy applies to all financial assets of South Texas College and includes the following funds or fund types: Unrestricted, Auxiliary, Restricted, Loan, Endowment, Agency, Funds for Renewal and Replacement, Unexpended Plant Funds, Funds for Retirement of Indebtedness, and any other funds which have been contractually delegated to South Texas College for management purposes.

This Policy establishes guidelines for:

- 1) Designation of Investment Officers and Investment Committee to invest South Texas College funds,
- 2) Authorized investments, and
- 3) Review and oversight of investments.

In addition to this Policy, bond funds (as defined by the Internal Revenue Service) shall be managed in accordance with their issuing documentation and all applicable State and Federal Laws.

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C. Review and Amendment

This Policy shall be reviewed annually by the Board of Trustees. Amendments must be adopted by the Board of Trustees.

D. Investment Strategy

In conjunction with the annual Policy review, the Board of Trustees shall review the separate written investment strategy for each of South Texas College's funds. The investment strategy must describe the investment objectives for each fund according to the following priorities:

- 1) understanding of the suitability of the investment to the financial requirements of South Texas College,
- 2) preservation and safety of principal,
- 3) liquidity,
- 4) marketability of the investment if the need arises to liquidate the investment prior to maturity,
- 5) diversification of the investment portfolio, and
- 6) yield.

II. INVESTMENT OBJECTIVES

A. Safety of Principal

The primary objective of all investment activity is the preservation of capital and the safety of principal in the overall portfolio. Each investment transaction shall seek to ensure first that capital losses are minimized, whether they result from securities investments defaults or erosion of market value.

The objective will be to mitigate credit and interest rate risk.

- **Credit Risk:** In accordance with State law and the College's Investment Policy, the College limits its exposure to credit risk (the risk that the issuer of a debt security will not pay its par value upon maturity) by limiting its investments to only those authorized in Section III.A in accordance with the PFIA. In Section III.E.1, the College's Investment Policy seeks to further minimize its concentration of credit risk by establishing maximum investment percentages of classes of investments and a diversification strategy for the total College portfolio.
- **Interest Rate Risk:** In accordance with its Investment Policy, the College limits its exposure to interest rate risk by utilizing investments whose maturities will not exceed the anticipated cash flow requirements for the funds. College policy states that investments of all fund types, except for Unexpended Plant Funds and Funds for Retirement of Indebtedness, are limited to a weighted average maturity of 365 days for all investments, with a maximum allowable maturity of two years for any investment type. The investment maturities of Unexpended Plant Funds and of Funds for Retirement of Indebtedness are generally limited to the anticipated cash flow requirements of the funds.

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B. Maintenance of Adequate Liquidity

The investment portfolio will remain sufficiently liquid to meet the cash flow requirements that might be reasonably anticipated. Liquidity shall be achieved by matching investment maturity with forecasted cash flow requirements, investing in securities with active secondary markets, and maintaining appropriate portfolio diversification.

C. Market Rate of Return (Yield)

The College's investment portfolio shall be designed with the objective of attaining a market rate of return throughout budgetary and economic cycles, consistent with the College's investment risk constraints and the cash flow needs projected. Return on investment is of secondary importance compared to the safety and liquidity objectives described above. The core of investments is limited to relatively low risk investments in anticipation of earning a fair return relative to the risk being assumed. Weighted Average Yield to Maturity shall be the standard for calculating portfolio rate of return.

III. INVESTMENT POLICIES

A. Authorized Investments

South Texas College restricts its investments to the following eligible securities, as authorized by the Act.

- 1) Obligations, including letters of credit, of the United States or its agencies and instrumentalities, including the Federal Home Loan Banks.
- 2) Direct obligations of the State of Texas, or its agencies and instrumentalities.
- 3) Other obligations, the principal and interest of which are unconditionally guaranteed or insured by, or backed by the full faith and credit of, the State of Texas or the United States or their respective agencies and instrumentalities, including obligations that are fully guaranteed or insured by the Federal Deposit Insurance Corporation or by the explicit full faith and credit of the United States.
- 4) Obligations of states, agencies, counties, cities, and other political subdivisions of any State rated as to investment quality by a nationally recognized investment rating firm not less than "A" or its equivalent.
- 5) Financial institution deposits issued by a depository institution that has its main office or branch in Texas and is:
 - a) guaranteed or insured by the Federal Deposit Insurance Corporation (FDIC) or its successors or the National Credit Union Share Insurance Fund or its successor,
 - b) secured by obligations that are described by the Public Funds Collateral Act (Chapter 2257, Texas Government Code), including mortgage backed securities directly issued by a federal agency or instrumentality that have a market value of not less than 102% of the principal amount plus accrued interest of the deposit less the applicable level of FDIC insurance, or by Letters of Credit issued by the Federal Home Loan Bank with a value of 100% of the principal amount plus accrued interest of the deposit less the applicable level of FDIC insurance, or
 - c) secured in any other manner and amount provided by law for deposits of the College,
 - d) issued in a manner consistent with the Act that distributes the deposit among multiple financial institutions to effectively provide FDIC insurance for the entire deposit,
 - e) governed by a Depository Agreement, as described in Section E.4 herein, that complies with Federal and State Regulation, and
 - f) solicited for bid orally, in writing, electronically, or any combination of those methods, unless acquired exclusively from the South Texas College depository.

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- 6) No-load government money market mutual funds registered with and regulated by the Securities and Exchange Commission whose investment objectives seek to maintain a stable \$1.0000 net asset value and that comply with the requirements of State law.
- 7) Eligible investment pools organized and operating in compliance with the Act that have been authorized by the Board of Trustees by rule, order, ordinance, or resolution and whose investment philosophy and strategy is consistent with this Policy and South Texas College's ongoing investment strategy. A public funds investment pool must be continuously rated no lower than AAA or AAA-m or at an equivalent rating by at least one nationally recognized rating service.

To the extent the bonds or other obligations of the College or a municipal bond insurance policy further limits the types of investments the College makes with funds pledged to the payment of those bonds or obligations, the provisions thereof shall govern.

B. Existing Investments

The College is not required to liquidate investments that were authorized investments at the time of the purchase.

C. Prohibited Investment

In accordance with Texas state law, the following are not authorized investments:

- 1) Obligations whose payment represents the coupon payments on the outstanding principal balance of the underlying mortgage-backed security collateral and pays no principal,
- 2) Obligations whose payment represents the principal stream of cash flow from the underlying mortgage-backed security collateral and bears no interest,
- 3) Collateralized mortgage obligations that have a stated final maturity date of greater than 10 years, and
- 4) Collateralized mortgage obligations the interest rate of which is determined by an index that adjusts opposite to the changes in a market index.

D. Credit Rating Review and Effect of Loss of Required Rating

The College will seek to control the risk of loss due to failure of an investment issuer by monitoring the ratings of portfolio positions to ensure compliance with the rating requirements imposed by the Act. Not less than quarterly, the Investment Officers will obtain, from a reliable source, the current credit rating for each held investment that has a PFIA-required minimum rating. Any authorized investment that requires a minimum rating does not qualify during the period the investment does not have the minimum rating. All prudent measures will be taken to liquidate an investment that is downgraded to less than the required minimum rating.

E. Protection of Principal

South Texas College shall seek to control the risk of loss due to the failure of an investment issuer or grantor. Such risk shall be limited by utilizing only the least-risk types of investments as defined in the Act and the Policy, by qualifying the broker, dealer, and financial institution with whom the College will transact, by collateralization as required by law, and through portfolio diversification by maturity and type.

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The purchase of individual securities shall be executed on “delivery versus payment” (DVP) terms through the South Texas College Safekeeping Agent. By so doing, South Texas College’s funds are not released until South Texas College has received, through the Safekeeping Agent, the securities purchased.

1. Diversification by Investment Type

Diversification by investment type shall be maintained by ensuring an active and efficient secondary market in portfolio securities and by opportunity risks associated with specific security types.

Diversification by investment type shall be established by the following maximum percentages of investment type to the total South Texas College investment portfolio at the time of each investment transaction:

- a. U.S. Treasury Bills/Notes/Bonds 100%
- b. U.S. Agencies and Instrumentalities 100%
- c. States, Counties, Cities, and Other 25%
- d. Financial Institution Deposits 100%
- e. Government Money Market Mutual Funds 25%
- f. Eligible Investment Pools 50%

Bond proceeds may be invested in a single security or investment if the Investment Committee determines that such an investment is necessary to comply with Federal arbitrage restrictions or to facilitate arbitrage record-keeping and calculations.

2. Diversification by Investment Maturity

To minimize risk of loss due to interest rate fluctuations, investment maturities will not exceed the anticipated cash flow requirements of the funds. Maturity guidelines by fund are as follows: (Investment transactions made prior to the adoption of this Policy are not subject to these guidelines).

a) Unrestricted, Auxiliary, Restricted, Loan, Endowment, Agency and Plant Renewal and Replacement Funds

The weighted average days to maturity for the portfolio of these funds shall be less than 365 days and the maximum allowable maturity shall be two years for any investment type.

b) Unexpended Plant Funds

The investment maturity of Unexpended Plant Funds, allocable to a bond issue, shall generally be limited to the anticipated cash flow requirements or the “Temporary Period,” as defined by the U.S. Tax Code and the regulations thereunder. During the Temporary Period, bond proceeds may be invested at an unrestricted yield. After the expiration of the Temporary Period, bond proceeds subject to yield restriction shall be invested consistent with the yield restrictions under the U.S. Tax Code and the regulations thereunder.

The weighted average days to maturity for the Unexpended Plant Funds not allocable to a bond issue shall be less than 365 days and the maximum allowable maturity shall be two years for any investment type.

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c) Funds for Retirement of Indebtedness

Funds, along with other available monies, shall be invested to ensure adequate funding for debt service payment. The Investment Officers shall ensure that the investments mature on dates such that the available monies and the anticipated receipts from investments will be sufficient to pay, when due, the principal, interest and call premiums, if any, of the outstanding obligations.

South Texas College's funds that are considered "bond proceeds" for arbitrage purposes will be invested using a more conservative approach than the standard investment strategy when arbitrage rebate rules require rebate of excess earnings. All earnings in excess of the allowable arbitrage earnings ("rebate liability") will be segregated and made available for any necessary payments to the U.S. Treasury.

3. South Texas College Liquidity

Liquidity shall be achieved by investing in securities with active secondary markets and by maintaining minimum balances in financial institution deposits, eligible money market mutual funds and eligible investment pools.

A security may be liquidated to meet unanticipated cash requirements, to redeploy cash into other investments expected to outperform current holdings, or to otherwise adjust the portfolio.

4. Depository Agreements

Consistent with the requirements of State law, South Texas College requires all bank deposits to be federally insured or collateralized with eligible securities. Financial institutions serving as South Texas College's Depositories will be required to sign a Depository Agreement (hereinafter "Agreement") with South Texas College and South Texas College's safekeeping agent.

The safekeeping portion of the Agreement shall define South Texas College's rights to the collateral in case of default, bankruptcy, or closing and shall establish a perfected security interest in compliance with Federal and State regulations, including:

- the Agreement must be in writing,
- the Agreement has to be executed by the Depository and South Texas College contemporaneously with the acquisition of the asset,
- the Agreement must be executed in compliance with the Financial Institutions Reform, Recovery, and Enforcement Act of 1989 (FIRREA) and approved by the Board of Directors or the loan committee of the Depository and a copy of the meeting minutes must be delivered to South Texas College,
- the Agreement must be part of the Depository's "official record" continuously since its execution, and
- the Agreement states the securities and collateral will be held in South Texas College's name as evidenced by safekeeping receipts of the institution with which the securities are deposited.

a) Allowable Collateral

Eligible securities for collateralization of deposits are defined by the Public Funds Collateral Act, Chapter 2257, Texas Government Code, as amended, and those that meet the constraints of this Policy.

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b) Collateral Levels

The market value of the principal portion of securities that are pledged as collateral must be equal to or greater than 102%, or 100% for Letters of Credit issued by a Federal Home Loan Bank, of par value of the time and demand deposits plus accrued interest, less the applicable level of FDIC insurance.

c) Monitoring Collateral Adequacy

South Texas College shall require monthly reports with market values of pledged securities from all financial institutions with which South Texas College has collateralized deposits. The bank shall be responsible and liable for monitoring and maintaining the collateral and collateral margins on a daily basis and for reporting these activities monthly. The Investment Officers will monitor adequacy of collateralization levels to verify market values and total collateral positions.

d) Additional Collateral

If the market value of the securities pledged as collateral for a deposit falls below 102%, or 100% for Letters of Credit issued by a Federal Home Loan Bank, of par value of time and demand deposits plus accrued interest, less the applicable level of FDIC insurance, the institution holding the deposit will be notified by the Investment Officers and will be required to pledge additional allowable collateral as defined above no later than the end of the next succeeding business day.

e) Security Substitution

Collateralized deposits often require substitution of securities. Any financial institution requesting substitution must contact the Investment Officers for approval and settlement. The substituted security's value will be calculated and substitution approved if the substitution maintains a pledged value equal to or greater than the required security level. An Investment Officer must provide written notification of the decision to the bank or the safekeeping agent holding the security prior to any security release. Substitution is allowable for all transactions, but should be limited, if possible, to minimize potential administrative problems and transfer expense. The Investment Officers may limit substitution and assess appropriate fees if substitution becomes excessive or abusive.

5. Safekeeping

a) Safekeeping Agreement

South Texas College shall contract with a bank or banks for the safekeeping and custody of securities either owned by South Texas College as a part of its investment portfolio or as part of its depository agreements or held as collateral to secure time and demand deposits. Securities and collateral will be held in an account in South Texas College's name as evidenced by safekeeping receipts of the institution with which the securities are deposited.

b) Safekeeping of Deposit Collateral

All collateral securing bank and savings and loan deposits must be held by a third-party banking institution acceptable to and under contract with South Texas College or by the Federal Reserve Bank.

MANUAL OF POLICY

Title	Investment Policy	5120
Legal Authority	Approval of the Board of Trustees	Page 8 of 12

6. Competitive Bidding

The College will require at least three competitive offers or bids for all individual security purchases and sales (excluding those transactions with financial institution deposits, eligible money market mutual funds, and eligible investment pools) and require any investment advisor to do the same. Rather than relying solely on yield, investments in financial institution deposits, eligible money market mutual funds, and eligible investment pools shall be based on criteria determined by the Investment Officers.

F. Investment Advisors and Investment Providers

Investment Advisors shall adhere to the spirit, philosophy, and terms of this Policy and shall invest within the same "Standard of Care." Investment Providers shall adhere to the spirit and philosophy of this Policy and shall avoid recommending or suggesting transactions outside that "Standard of Care."

Selection of Investment Advisors and Investment Providers will be performed by the Board of Trustees. The Board of Trustees may contract with an investment management firm registered under the Investment Advisers Act of 1940 or with the State Securities Board to provide for the investment and management of public funds under its control. The contract period will be for a maximum of two years, and a renewal or extension of the contract must be made by the Board of Trustees by order, ordinance, or resolution. The criteria to evaluate Investment Advisors and Investor Providers include the following:

- a) Adherence to South Texas College's policies and strategies,
- b) Investment performance and transaction pricing within accepted risk constraints,
- c) Responsiveness to South Texas College's requests for services, information and open communication,
- d) Understanding of the inherent fiduciary responsibility of investing public funds, and
- e) Similarity in philosophy and strategy with South Texas College's objectives.

Selected Investment Advisors and Investment Providers shall provide timely transaction confirmations and monthly activity reports.

Business organizations eligible to transact investment business with South Texas College shall be presented a written copy of this Investment Policy. Local Government Investment Pools and discretionary investment management firms seeking to transact investment business shall execute a written instrument substantially to the effect that the qualified representative has:

- 1) received and thoroughly reviewed this Investment Policy, and
- 2) acknowledged that the organization has implemented reasonable procedures and controls in an effort to preclude investment transactions conducted between South Texas College and the organization that are not authorized by the College's Investment Policy, except to the extent that this authorization is dependent on an analysis of the makeup of the College's entire portfolio or requires an interpretation of subjective investment standards, or relates to investment transactions that are not made through accounts or other contractual arrangements over which the business organization has accepted discretionary investment authority .

South Texas College shall not enter into an investment transaction with a Local Government Investment Pool or discretionary investment advisor prior to receiving the written instrument described above.

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The Board of Trustees of South Texas College shall, at least annually, review, revise, and adopt a list of qualified Investment Providers (brokers/dealers/banks/pools) that are authorized to engage in investment transactions with the College.

G. Responsibility and Controls

1. Authority to Invest

South Texas College's "Investment Officers" are the Vice President for Finance and Administrative Services, the Comptroller, and one of South Texas College's elected officials (selected by the Board of Trustees). The Investment Officers are authorized to deposit, withdraw, invest, transfer, execute documentation, and otherwise manage South Texas College's funds according to this Policy. The Investment Officers may authorize one Investment Officer to deposit, withdraw, or transfer funds out of or into financial institutions, an investment pool or money market mutual fund to meet daily operating needs of South Texas College.

The Board of Trustees' Finance and Human Resources Committee shall be the Investment Committee. The Investment Committee shall review the investment portfolio's status and performance, determine and implement appropriate portfolio adjustments, review brokers/dealers/banks/pools and independent training sources, oversee South Texas College's Investment Advisor, monitor compliance with the Investment Policy and Investment Strategy Statement, and perform other duties as necessary to manage South Texas College's funds.

Each member of the Board of Trustees and the Investment Officers shall attend at least one training session, relating to the person's responsibilities under the Act within six months after taking office or assuming duties. The Texas Higher Education Coordinating Board shall provide the training.

The Investment Officers shall accumulate not less than 5 hours of instruction within the first twelve months after taking office or assuming duties. The Investment Officer shall prepare a report on any changes in the Act and deliver the report to the Board of Trustees not later than the 180th day after the last day of each regular session of the legislature.

To ensure qualified and capable investment management, the Investment Officers shall receive investment training not less than once each state fiscal biennium and accumulate not less than 5 hours of instruction relating to investment responsibilities that addresses investment controls, security risks, strategy risks, market risks, diversification of investment portfolio and compliance with the Act. The investment training shall be provided by the following approved training sources: the Texas Higher Education Coordinating Board, the Government Finance Officers Association of Texas, the Government Treasurers' Organization of Texas, the Texas Municipal League, Texas Association of Community College Business Officers or the University of North Texas Center for Public Management.

2. Prudent Investment Management

The Investment Officers shall perform their duties in accordance with the adopted Investment Policy and internal procedures. In determining whether an Investment Officer has exercised prudence with respect to an investment decision, the investment of all funds over which the Investment Officer had responsibility, rather than the prudence of a single investment, shall be considered. Investment Officers acting in good faith and in accordance with these policies and procedures shall be relieved of personal liability.

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3. Standard of Care

The standard of care used by the College shall be the “prudent person rule” and shall be applied in the context of managing the overall portfolio within the applicable legal constraints. The Act states:

“Investments shall be made with judgment and care, under prevailing circumstances, that a person of prudence, discretion, and intelligence would exercise in the management of the person’s own affairs, not for speculation, but for investment, considering the probable safety of capital and the probable income to be derived.”

4. Standard of Ethics and Conflicts of Interest

The Investment Officers shall act as custodians of the public trust avoiding any transaction which might involve a conflict of interest, the appearance of a conflict of interest, or any activity which might otherwise discourage public confidence. Investment Officers shall refrain from personal business activity that could conflict with proper execution of the investment program, or which could impair their ability to make impartial investment decisions. If the Investment Officer has a personal business relationship with a business organization offering to engage in an investment transaction with South Texas College, the Investment Officer shall file a statement disclosing that personal business interest. If the Investment Officer is related within the second degree by affinity or consanguinity, as determined under Chapter 573 of the Texas Government Code, to an individual seeking to sell an investment to South Texas College, the Investment Officer shall file a statement disclosing that relationship as stated in the Act. This disclosure statement must be filed with the Texas Ethics Commission and the Board of Trustees. An Investment Officer has a personal business relationship with a business organization if:

- a) the Investment Officer owns 10 percent or more of the voting stock or shares of the business organization or owns \$5,000 or more of the fair market value of the business organization,
- b) funds received by the Investment Officer from the business organization exceed 10 percent of the Investment Officer’s gross income for the previous year, or
- c) the Investment Officer has acquired from the business organization during the previous year investments with a book value of \$2,500 or more for the personal account of the Investment Officer.

5. Establishment of Internal Controls

South Texas College’s Investment Officers will maintain a system of internal controls over the investment activities of South Texas College.

6. Reporting

Investment performance will be monitored and evaluated by the Investment Officers. The Investment Officers shall submit an investment report to the Board of Trustees and the President quarterly. This investment report shall:

- 1) describe in detail the investment position of South Texas College,
- 2) be prepared jointly by all Investment Officers of the College,
- 3) be signed by each Investment Officer of the College,
- 4) contain a summary statement of each pooled fund group that states the:
 - a. beginning market value for the reporting period,
 - b. ending market value for the period, and

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- c. fully accrued interest for the reporting period,
- 5) state the book value and market value of each separately invested asset at the end of the reporting period by the type of asset and fund type invested,
- 6) state the maturity date of each separately invested asset that has a maturity date,
- 7) state the account or fund or pooled group fund in the College for which each individual investment was acquired,
- 8) provide the credit rating for each separately invested asset that has a required minimum rating, and
- 9) state the compliance of the investment portfolio of the College as it relates to:
 - a) the investment strategy expressed in the College's Investment Policy, and
 - b) relevant provisions of the Act.

7. Methods used to Monitor the Market Price of Acquired Investments

The methods/sources to be used to monitor the market price of investments that have been acquired with public funds shall be from sources deemed reliable by an Investment Advisor, including safekeeping agent, brokers/dealers, the Wall Street Journal, Bloomberg, or other market pricing services.

8. Investment Transactions must be Settled on a Delivery Versus Payment Basis

Investment transactions will be settled on a delivery versus payment (DVP) basis with the exception of financial institution deposits, investment pool funds and mutual funds.

9. Review by Independent Auditor

In conjunction with its annual financial audit, the auditor shall perform a compliance audit of management controls on investments and adherence to the College's established Investment Policy.

If the College invests in other than money market mutual funds, investment pools or accounts offered by its depository bank in the form of certificates of deposit, or money market accounts or similar accounts, the reports prepared by the Investment Officers must be formally reviewed at least annually by an independent auditor, and the result of the review shall be reported to the Board of Trustees by the auditor.

10. Investment Policy Adoption

The Investment Policy and Investment Strategy Statement shall be reviewed annually by the Investment Committee and any modifications made thereto must be approved by the Board of Trustees. The Board of Trustees shall review the Investment Policy and Investment Strategy Statement not less than annually. The Board shall adopt a written instrument by rule, order, ordinance, or resolution stating that it has reviewed the Investment Policy and Investment Strategy Statement and that the written instrument so adopted shall record any changes made to either the Investment Policy or Investment Strategy Statement.

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IV. HISTORY

Origination Date Approved by Board	October 12, 1995
Date Amended and Approved by Board	August 8, 1996 December 11, 1997 October 15, 1998 October 17, 2002 October 16, 2003 October 21, 2004 November 17, 2005 October 19, 2006 February 15, 2007 October 18, 2007 October 13, 2008 June 25, 2009 November 23, 2009 October 25, 2010 October 27, 2011 October 30, 2012 October 28, 2013 October 28, 2014 October 27, 2015 October 25, 2016 October 24, 2017 October 30, 2018 October 29, 2019 October 27, 2020 October 26, 2021 October 18, 2022

RETIRED

INVESTMENT STRATEGY STATEMENT

PAGE 1

PREFACE

It is the policy of South Texas College that, giving due regard to the safety and risk of investment, all available funds shall be invested in conformance with State and Federal Regulations, applicable Bond Resolution requirements, adopted Investment Policy and adopted Investment Strategy Statement.

In accordance with the Act, South Texas College's investment strategies shall address the following priorities (in order of importance):

- * Understanding of the suitability of the investment to the financial requirements of South Texas College,
- * Preservation and safety of principal,
- * Liquidity,
- * Marketability of the investment if the need arises to liquidate the investment prior to maturity,
- * Diversification of the investment portfolio, and
- * Yield

Effective investment strategy development coordinates the primary objectives of South Texas College's Investment Policy and cash management procedures to enhance interest earnings and reduce investment risk. Aggressive cash management will increase the available "investment period" and subsequently interest earnings. Maturity selections shall be based on cash flow and market conditions to take advantage of various interest rate cycles. South Texas College's portfolio shall be designed and managed in a manner responsive to the public trust and consistent with the Investment Policy.

Each major fund type has varying cash flow requirements and liquidity needs. Therefore, specific strategies shall be implemented considering the fund's unique requirements. South Texas College's funds shall be analyzed and invested according to the following fund types:

- a) Unrestricted,
- b) Auxiliary,
- c) Restricted,
- d) Loan,
- e) Endowment,
- f) Agency,
- g) Funds for Renewal and Replacement,
- h) Unexpended Plant Funds, and
- i) Funds for Retirement of Indebtedness

INVESTMENT STRATEGY

To minimize risk of loss due to interest rate fluctuations, investment maturities will not exceed the anticipated cash flow requirements of the fund. Investment guidelines for all fund-types are as follows:

A. Funds

South Texas College's funds include:

- Unrestricted Fund
- Auxiliary Fund
- Restricted Fund
- Loan Fund
- Endowment Fund
- Agency Fund
- Funds for Renewal and Replacement

INVESTMENT STRATEGY STATEMENT

PAGE 2

Unexpended Plant Funds
Funds for Retirement of Indebtedness

Suitability: Any investment eligible in the Investment Policy is suitable for all fund types.

Safety of Principal: All investments shall be of high quality with no perceived default risk. Market price fluctuations will occur, however by managing the weighted average days to maturity for all fund types, except for Unexpended Plant Funds and Funds for Retirement of Indebtedness, to less than 365 days for all investments and restricting the maximum allowable maturity to two years for any investment type, the price volatility of the overall portfolio will be minimized. Unexpended Plant Funds investments should be as per Section III.E.2.b and Funds for Retirement of Indebtedness investments should be as per Section III.E.2.c.

Marketability: Securities with active and efficient secondary markets are necessary in the event of an unanticipated cash requirement. Historical market “spreads” between the bid and offer prices of a particular security-type of less than ten basis points shall define an efficient secondary market. Unexpended Plant Funds investment should be as per Section III.E.2.b and Funds for Retirement of Indebtedness investment should be as per Section III.E.2.c.

Liquidity: All fund types, except for Unexpended Plant Funds and Funds for Retirement of Indebtedness require short-term liquidity. Short-term investment pools, bank deposits, and eligible money market mutual funds shall provide daily liquidity and may be utilized as a competitive yield alternative to fixed maturity investments.

Diversification: Investment maturities shall be staggered throughout the budget cycle to provide cash flow based on the anticipated operating needs of South Texas College. Market cycle risk will be reduced by diversifying the appropriate maturity structure out over two years.

Yield: Attaining a competitive market yield for comparable security-types and portfolio restrictions is the desired objective. The yield of a rolling three-month Treasury bill portfolio shall be the minimum yield objective.

REMOVED

Research Security

The College District shall promote the security of the College District's academic research so as to achieve the highest level of compliance with applicable ethical, legal, regulatory, contractual, and College District standards and requirements for securing and protecting the College District's research portfolios.

Research Security
Officer

The chief information security officer shall serve as the research security officer (RSO) and shall be responsible for administering the College District's research security program consistent with law, this policy, and associated administrative procedures. The RSO shall maintain classified information, maintain controlled unclassified information, conduct foreign influence reporting, maintain the export control program, and coordinate the National Security Presidential Memorandum 33 (NSPM-33) requirements. The RSO shall also be the point of contact for communication with federal and state agencies on research security matters.

The RSO shall attend the annual academic security and counter exploitation program seminar offered by Texas A&M University.

Research Security
Program

The RSO shall develop, administer, and annually review and approve a research security program designed in accordance with law and applicable standards to address the security of College District research against unauthorized disclosure or foreign interference. The program shall include procedures for risk assessment and mitigation, research security awareness education for employees when hired and periodically thereafter, and advising College District employees and officials on research security practices.

Discussion and Action as Necessary on Proposed Engagement of Graduation Alliance, Inc.

Administration recommends Board authorization for the College President to negotiate and execute an engagement agreement with Graduation Alliance, Inc., for an amount not to exceed \$150,000.00, for enrollment optimization services to support the College's Fall 2024 enrollment efforts.

Description of Services

Graduation Alliance, Inc., enhances support for colleges and universities by engaging targeted groups of potential students through various outreach methods. These include individuals who previously attended but paused their studies, as well as other identified cohorts like those who initiated enrollment but didn't proceed to course registration.

Utilizing phone calls, text messages, and emails, Graduation Alliance, Inc., connects with these prospects to remind and motivate them regarding crucial steps in the enrollment process. Graduation Alliance, Inc., has the resources in place to make repeated outreach attempts at various strategic times and days, to make successful contact with as many of the identified students as possible.

Past Performance

In preparation for the Spring 2024 semester, the College collaborated with Graduation Alliance, focusing on 500 potential students at a cost of \$15,213. The College supplied a list of former students who had paused their studies without completing their program and were not actively seeking re-enrollment for Spring 2024.

Break-Even Estimate

Considering an average enrollment of 8 credit hours per semester, the College projected that if the enrollment optimization efforts resulted in 12 additional enrolled students, STC would break even on tuition and fees of \$15,360 to cover the costs of these services. This calculation excludes potential state appropriations funding, which could be earned based on successful completion of benchmark funding metrics by these students.

Actual Performance

From December 2023 to January 2024, Graduation Alliance, Inc., successfully contacted over one-third of the 500 potential students.

Results	Number of Students	Estimated Tuition & Fees Revenue
Confirmed Enrollment	18	\$23,040
In Process of Enrollment	48	\$61,440
Intends to Enroll	3	\$3,840
No Intention to Enroll	110	
		\$88,320

With 18 students confirmed for enrollment in Spring 2024, the College has already realized a 150% return on its investment with Graduation Alliance, Inc. for the Spring 2024 semester. The College anticipates a potential 580% return on investment should the additional 51 students complete enrollment based on this outreach campaign.

This return on investment is calculated solely on estimated tuition and fees, without factoring in potential increases in state appropriations funding.

Furthermore, this is purely an estimate of revenue vs. expenditure, and does not account for the tremendous value of this investment in helping students get back on track to complete their academic and workforce goals at South Texas College.

Proposed Expanded Engagement

Administration now proposed providing Graduation Alliance, Inc., a listing of up to 5,000 potential students. Graduation Alliance, Inc., would provide the same enrollment optimization services at a cost of \$30 per student, for a total not to exceed \$150,000.

The break-even point, based on tuition and fees, would be an enrollment of at least 118 students.

Graduation Alliance, Inc., anticipates great success with the proposed campaign targeting 5,000 potential students.

Dr. Matthew Hebbard, Vice President for Student Affairs and Enrollment Management, will be available to respond to questions.

This item was not presented to the Committee, and is provided here without a committee recommendation.

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

The Board of Trustees of South Texas College approves and authorizes the College President to negotiate and execute an engagement agreement with Graduation Alliance, Inc., for an amount not to exceed \$150,000.00, for enrollment optimization services to support the College's Fall 2024 enrollment efforts.

Approval Recommended:

Dr. Ricardo J. Solis
President

Discussion and Action as Necessary to Add New Position in Accordance with Policy DEA (Local)

Purpose and Justification – Administration recommends adding a New Position in accordance with Policy DEA (Local) Compensation and Benefits: Compensation Plan.

Policy DEA (Local) was approved on January 30, 2024, which requires the Board to review and approve requests for new (non-existing) position(s) not previously approved by the Board within the Employee Pay Plan and Staffing Plan.

The following table outlines the placement of the new proposed position of Executive Director-Fundraising and External Affairs within the College’s Pay Plan for FY 2023 – 2024 and rationale for this request.

New Critical Non-Faculty Position for FY 2023 - 2024					
Department Name	Organization	Position Title	Classification	Pay Grade	Salary Range
Institutional Advancement and External Affairs	100004	Executive Director-Fundraising and External Affairs	Executive Administrative Professional	10	\$100,351 - \$150,526
<p>Rationale: This position will provide strategic oversight of the Foundation and External Affairs departments. This role will assure collaboration in leveraging solicitations and stewardship of philanthropic partnerships for South Texas College. This position will replace position 701340, Associate Vice President for External Affairs.</p>					

Background - If approved, the Employee Pay Plan and Staffing Plan, Board approved on September 26, 2023, will be revised to include this new position.

Funding Source – The total salary budget for the Staffing Plan for FY 2023 – 2024 will not be impacted and will remain the same.

Reviewers – The President, Vice President for Finance and Administrative Services, Executive Director of Human Resources of Talent Development, and Vice President for Institutional Advancement and Economic Development have reviewed and recommend the request to add this new position to the College’s Employee Pay Plan and Staffing Plan.

Enclosed – Board Policy DEA (Local) 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, Dr. Zachary Suarez, Executive Director of Human Resources and Talent Development, and Dr. Rodney Rodriguez, Vice President for Institutional Advancement and Economic Development will attend the Board meeting to address any questions.

This item was not available for the Committee meeting, and is presented without a committee recommendation.

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

The Board of Trustees of South Texas College approves and authorizes adding the new position in accordance with Policy DEA (Local).

Approval Recommended:

**Dr. Ricardo J. Solis
President**

COMPENSATION AND BENEFITS
COMPENSATION PLAN

DEA
(LOCAL)

The College President shall recommend an annual compensation plan for all College District employees. [See also DEAA] The compensation plan may include wage and salary structures, stipends, benefits, and incentives. The recommended plan shall support College District goals for hiring and retaining highly qualified employees. The Board shall review and approve the compensation plan to be used by the College District. The Board shall also determine the total compensation package for the College President. [See BF series]

Pay Administration

The College President shall implement the compensation plan and establish procedures for plan administration consistent with the budget. The College President or designee shall classify each job title within the compensation plan based on the qualifications, duties, and market value of the position.

Pay Increases

The College President shall recommend to the Board an amount for employee pay increases as part of the annual budget. The College President or designee shall determine pay adjustments for individual employees, within the approved budget following established procedures.

*Mid-Year Pay
Increases*

Contract
Employees

A contract employee's pay may be increased after performance on the contract has begun only if authorized by the compensation plan of the College District or there is a change in the employee's job assignment or duties during the term of the contract that warrants additional compensation. Any such changes in pay that do not conform with the compensation plan shall require Board approval. [See DEA(LEGAL) for provisions on pay increases and public hearing requirements]

Noncontract
Employees

The College President or designee may grant a pay increase to a noncontract employee after duties have begun because of a change in the employee's job assignment that warrants additional compensation or to address pay parity. The College President shall report any such pay increases to the Board at the next regular meeting.

Pay During Closing

The Board delegates to the College President the authority to close the worksite at any College District campus due to conditions that make travel to or habitation of the worksite a risk to employee health and safety, and to pay employees during this emergency closure whether or not the workdays are scheduled to be made up at a later date. An emergency closure is a closure induced by conditions such as, but is not limited to, inclement weather or natural disasters. During an emergency closure, employees who have the ability to work or who are working remotely will be required to do so.

COMPENSATION AND BENEFITS
COMPENSATION PLAN

DEA
(LOCAL)

**Gifts, Grants, and
Donations for Salary
Supplements**

The College District may accept gifts, grants, donations, or other considerations designated to be used as a salary supplement for an employee in accordance with Government Code 659.0201.

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

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

- a. Approval to Proceed with Solicitation of Architectural Services for the Following Projects:
 1. Pecan Campus Student Services Building K Cashiers Renovation
 2. Pecan Campus Operations Support Center Building Z
- b. Approval of Water Tower Logo Replacement at the McColl and Vermont Location
- c. Approval of Preliminary Design of the Pecan West Continuing Education Building A
- d. Approval to Contract Construction Services for the District Wide Flooring Replacements Phase III at Mid Valley Campus
- e. Approval of Proposed Change Order for the Starr County Campus Workforce Center Building Q Automotive Lab Expansion and HVAC-R Outdoor Covered Area
- f. Approval of Substantial and Final Completion of the Pecan Campus Ann Richards Administration Building A Additional Parking Lot #19
- g. Approval of Final Completion of the Technology Campus Truck Driving Range Expansion
- h. Approval of Final Completion of the Regional Center for Public Safety Excellence Skills Pad & EVOC Lighting

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 – h of the Facilities Committee Consent Agenda as presented.

Approval Recommended:

Dr. Ricardo J. Solis
President

Consent Agenda:

a. Approval to Proceed with Solicitation of Architectural Services for the Following Projects

Administration recommends approval of authorization to proceed with solicitation of architectural services for the following projects included on the 5-Year Capital Improvement Budget Plan:

1. Pecan Campus Student Services Building K Cashiers Renovation
2. Pecan Campus Operations Support Center Building Z

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

These projects were requested by Administration, and have been reviewed by the Facilities Operations & Maintenance and Facilities Planning & Construction Departments, Coordinated Operations Council and Administration. These projects are scheduled as educational and non-educational improvements.

Background

Pecan Campus Student Services Building K Cashiers Renovation

The project consists of renovating the existing Cashiers Area on the first floor of the Student Services Building K and the second floor of the existing Accounts Receivable Area on the second floor of the Student Services Building K.

The proposed scope of work is summarized as follows:

- Renovation of the Cashiers Area at 1st Floor – 4,720 sq. ft.
- Renovation of the Accounts Receivable Area at 2nd Floor -1508 sq. ft.
- Total Renovation Space 6228 sq. ft.
 - Spaces:
 - Staff Offices
 - Cubicle Spaces
 - Conference Room
 - Cashier Work Stations
 - Payment Lab
 - Break Room

The total project estimated cost, including construction, design, miscellaneous, FFE, and technology, is \$2,615,760 and is itemized in the table below:

Pecan Campus Student Services Building K Cashiers Renovation Total Estimated Project Budget	
Budget Item	Estimated Costs
Construction	\$2,055,240
Design	186,840
Miscellaneous	56,052
FFE	158,814
Technology	158,814
Total Estimated Project Budget	\$2,615,760

Pecan Campus Operations Support Center Building Z

The project consists of constructing a new warehouse to be used as a support center for the Facilities Operations & Maintenance department.

The proposed scope of work is summarized as follows:

- Construction of an operations support facility
- 10,000 sq. ft.
 - Spaces:
 - Maintenance Warehouse
 - Custodial Warehouse
 - Mailroom and Copy Center
 - Storage
 - Offices
 - Restrooms and Support Spaces

The total project estimated cost, including construction, design, miscellaneous, FFE, and technology, is \$5,000,000 and is itemized in the table below:

Pecan Campus Operations Support Center Building Z Total Estimated Project Budget	
Budget Item	Estimated Costs
Construction	\$4,000,000
Design	400,000
Miscellaneous	120,000
FFE	240,000
Technology	240,000
Total Estimated Project Budget	\$5,000,000

Funding Source

Funds for these are available in the Unexpended Construction Plant Fund for use in FY 2023 – 2024.

Estimated Project Timeline

Pecan Campus Student Services Building K Cashiers Renovation

The project design phase is projected to last until January 2025, with construction to commence in May 2025 and Substantial Completion in October 2025.

Pecan Campus Operations Support Center Building Z

The project design phase is projected to last until July 2025, with construction to commence in November 2025 and Substantial Completion in October 2026.

Enclosed Documents

Following in the packet are presentations of the projects and site plans of the areas for the Board's review and information.

The Committee recommended Board approval to proceed with the solicitation of architectural services for the projects as presented.

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

The Board of Trustees of South Texas College approves and authorizes proceeding with the solicitation of architectural services for the projects as presented.

Approval Recommended:

Dr. Ricardo J. Solis
President



Pecan Campus Building K Cashiers Renovation 2021-001C



**SOUTH TEXAS
COLLEGE**

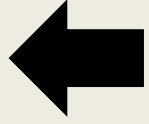


SOUTH TEXAS
COLLEGE

Project Site



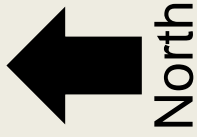
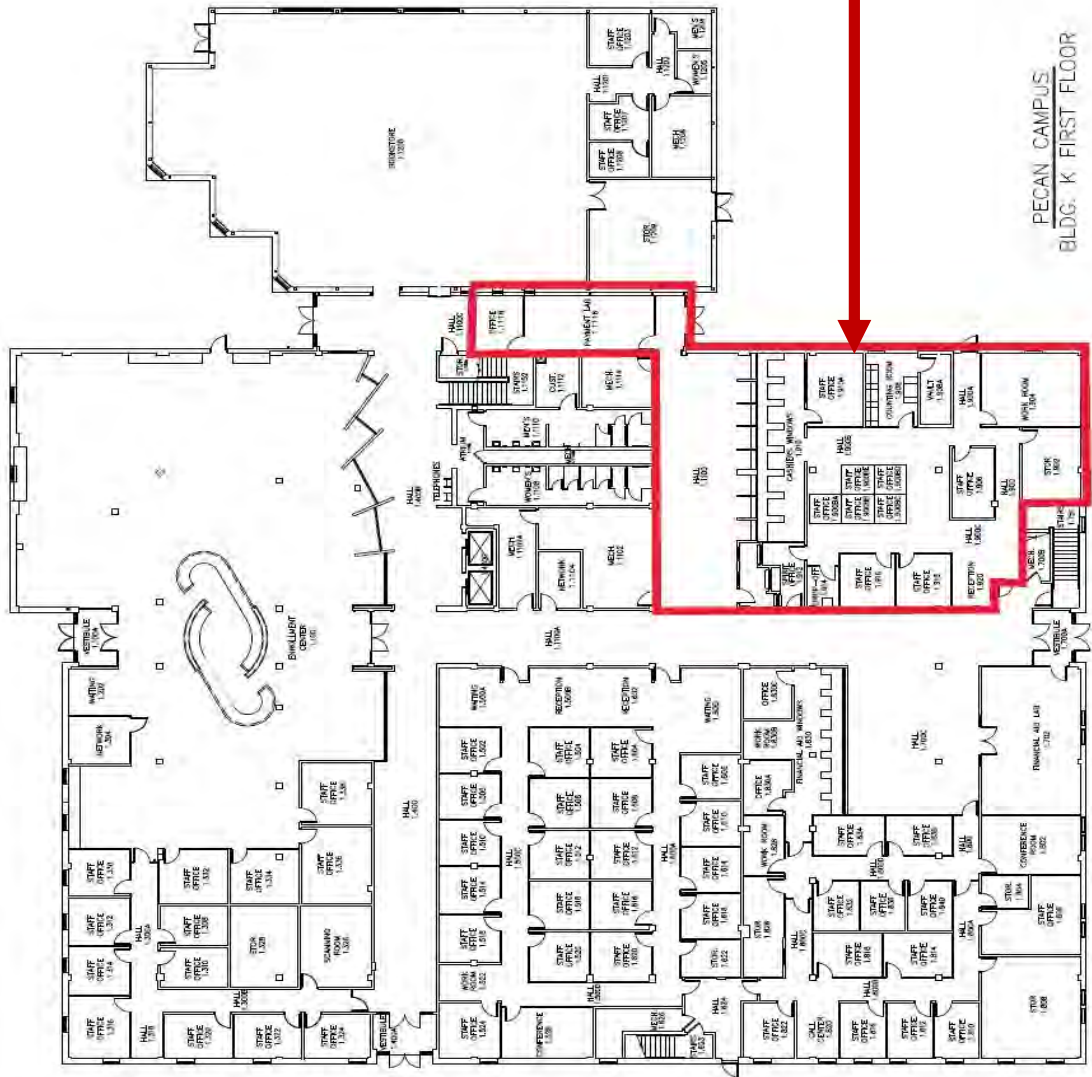
BUILDING K



North

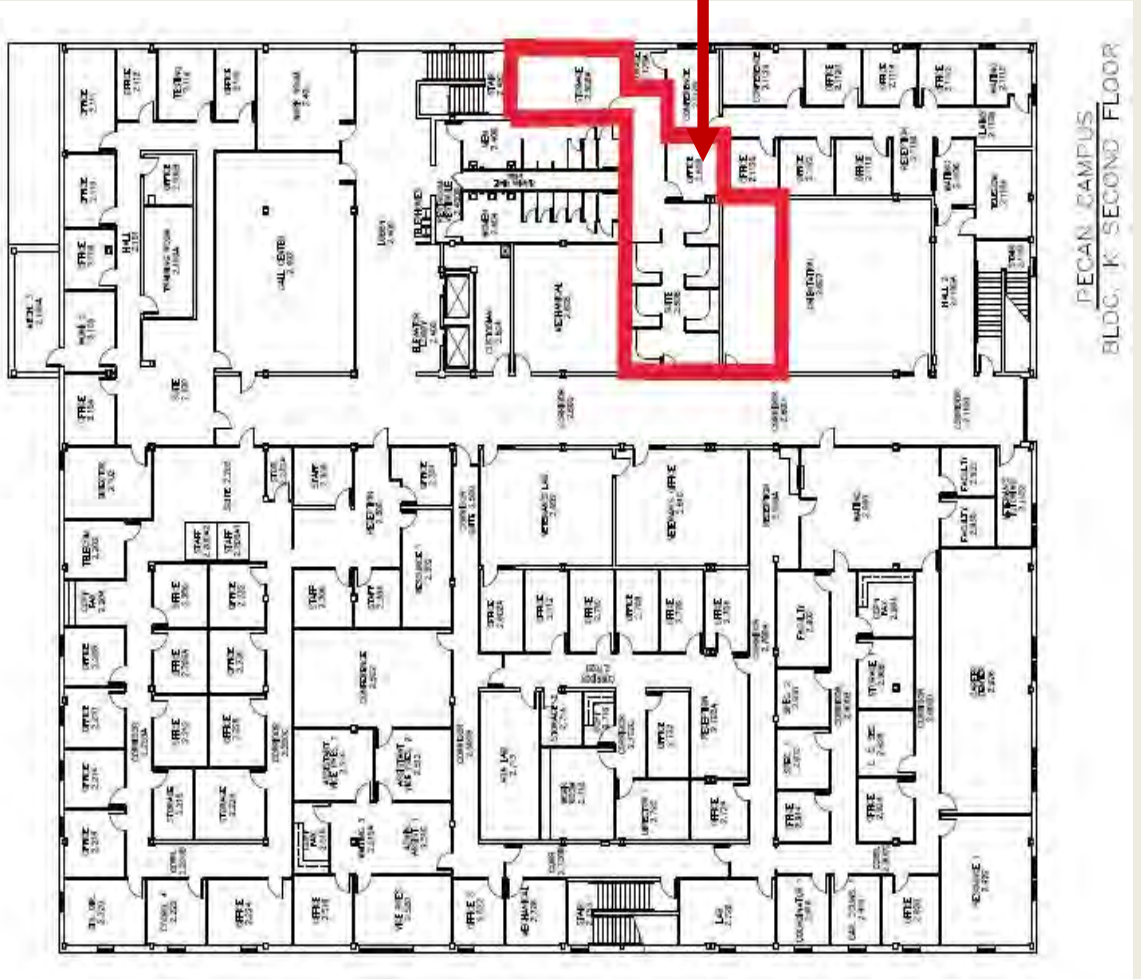


Proposed Renovation Location



**1st FLOOR
CASHIER AREA**

Proposed Renovation Location



Proposed Scope and Budget



Requested By

Norma Jimenez

Scope of Work

1. Design and Construction of a 4,720 SF existing Cashiers space on the first floor of Building K
2. Design and Construction of a 1,508 SF existing space and additional space in room 2.802 on the second floor of Building K.
3. Scope of work includes the following:
 1. 19 Staff Offices
 2. 1 Conference Room
 3. 1 Break Room / Lunch Room
 4. Reducing Cashier Space from 8 to 6 stations
 5. Queuing area with chairs for students
 6. Call center with individual spaces for staff
 7. Two offices in Payment lab and two work stations

Estimated Total Project Budget

Construction	\$ 2,055,240
Design	186,840
Miscellaneous	56,052
FFE	158,814
Tech	158,814
Total Project Budget	\$2,615,760



**SOUTH TEXAS
COLLEGE**

Pecan Campus Operations Support Center CIP 2024 – 004C



SOUTH TEXAS COLLEGE

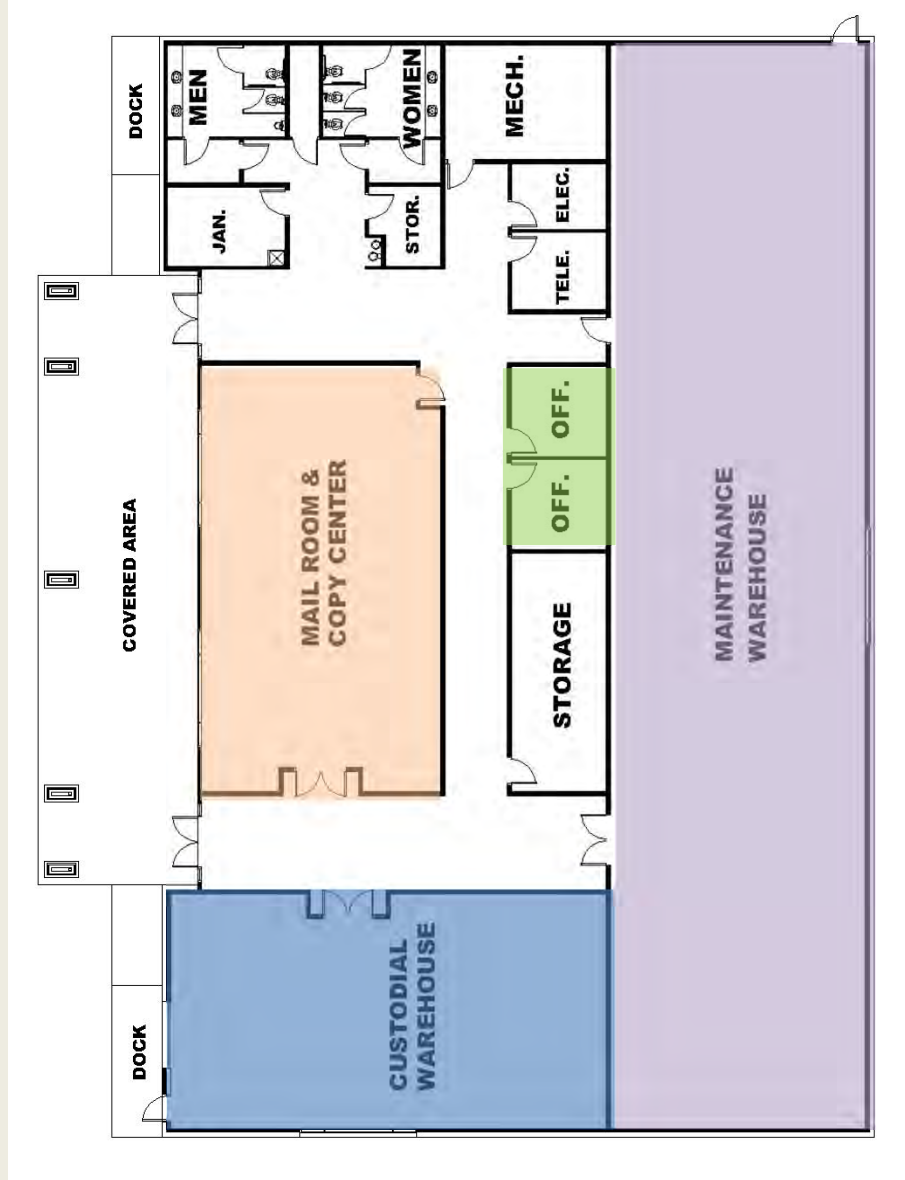
Project Site




PROJECT LOCATION

North

Conceptual Floor Plan



North 

Operations Support Center Building Z

10,000 s.f.

Proposed Scope and Budget



Scope of Work

New 10,000 s.f. facility for Maintenance Warehouse, Custodial and Mailroom to service the entire South Texas College.

Estimated Total Project Budget

Construction	\$4,000,000
Design	400,000
Miscellaneous	120,000
FFE	240,000
<u>Technology</u>	<u>240,000</u>
Total Project Budget	\$5,000,000

Consent Agenda:

b. Approval of Water Tower Logo Replacement at the McColl and Vermont Location

Administration recommends approval to fund the replacement of the College logo on the water tower at McColl Road and Vermont Avenue.

Purpose

Signage and items that display the College logo should be updated with the new College logo.

Scheduling Priority

This project was requested by College Administration, and has been reviewed by the Public Relations and Administration. It is scheduled as a non-educational routine improvement.

Background

The new South Texas College logo was unveiled on September 29, 2023. Since that time, College staff has been replacing displays of the old logo in a gradual process. Some of the most prominent displays of the College logo are on the water towers in the region, which should reflect the current branding and iconography of the College.

The City of McAllen will contract the work to repaint the water tower with the current College logo, and the College will fund the project. The estimated cost of the repainting could range between \$80,000 and \$100,000, but final costs would not be known until the City of McAllen bids out the project.

The College’s current budget for construction is \$80,000 and is itemized in the table below:

Water Tower Logo Replacement at the McColl and Vermont Location Total Estimated Project Budget	
Budget Item	Project Budget
Construction	\$80,000
Total Estimated Project Budget	\$80,000

Additional funding may be needed and will be available depending on actual bids received by the City of McAllen.

Funding Source

Funds for the Water Tower Logo Replacement at the McColl and Vermont Location Project 2022-035R are budgeted in the Renewals & Replacements Fund for available use in FY 2023-2024.

Estimated Project Timeline

The project design and bidding phases are projected to last until July 2024, with construction to commence in August 2024 and Substantial Completion in January 2025.

Enclosed Documents

A presentation of the proposed project is enclosed for the Board's review and information.

The Committee recommended Board approval of funding the replacement of the College logo on the water tower at McColl Road and Vermont Avenue 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 funding the replacement of the College logo on the water tower at McColl Road and Vermont Avenue as presented.

Approval Recommended:

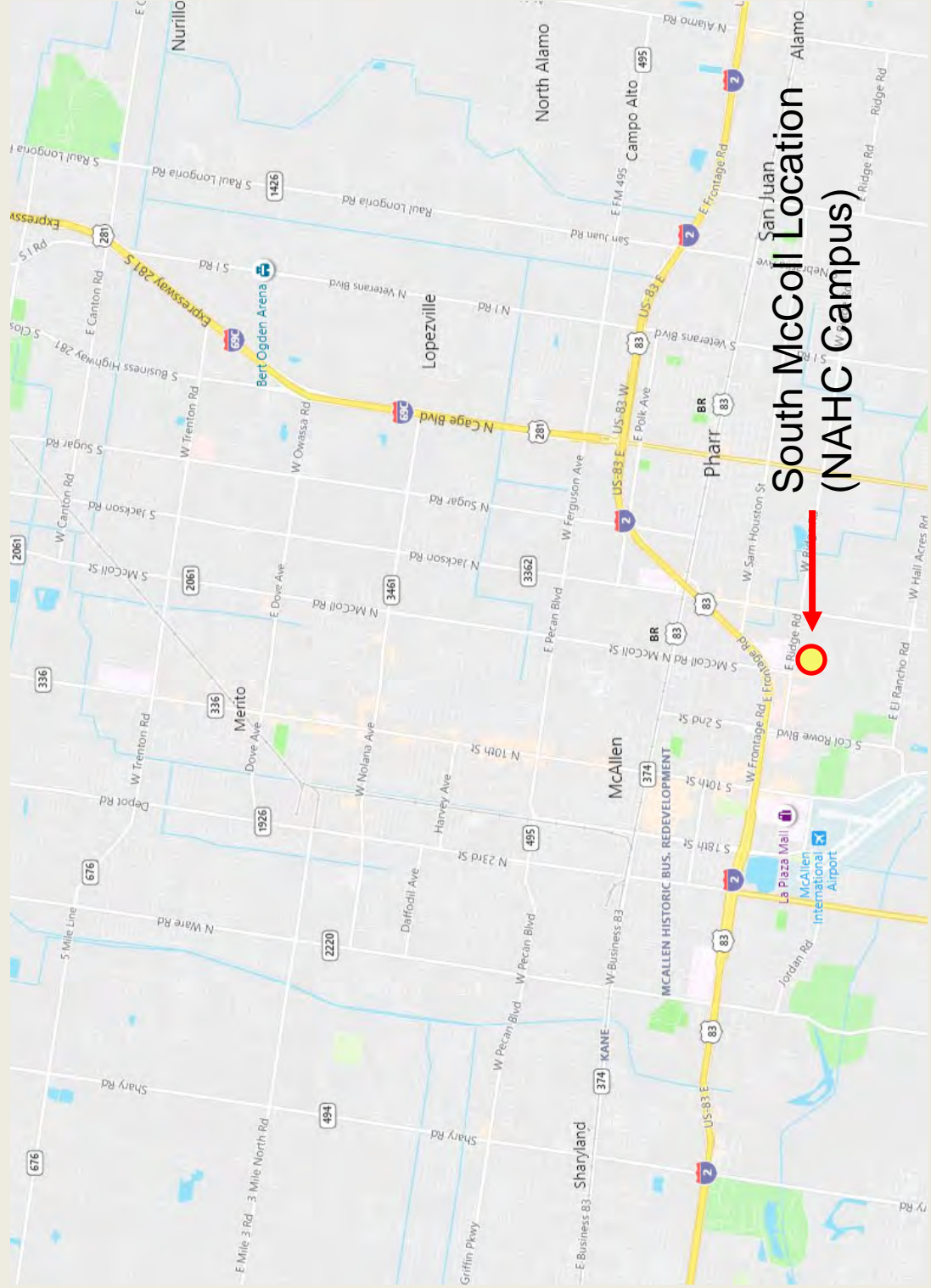
Dr. Ricardo J. Solis
President



**SOUTH TEXAS
COLLEGE**

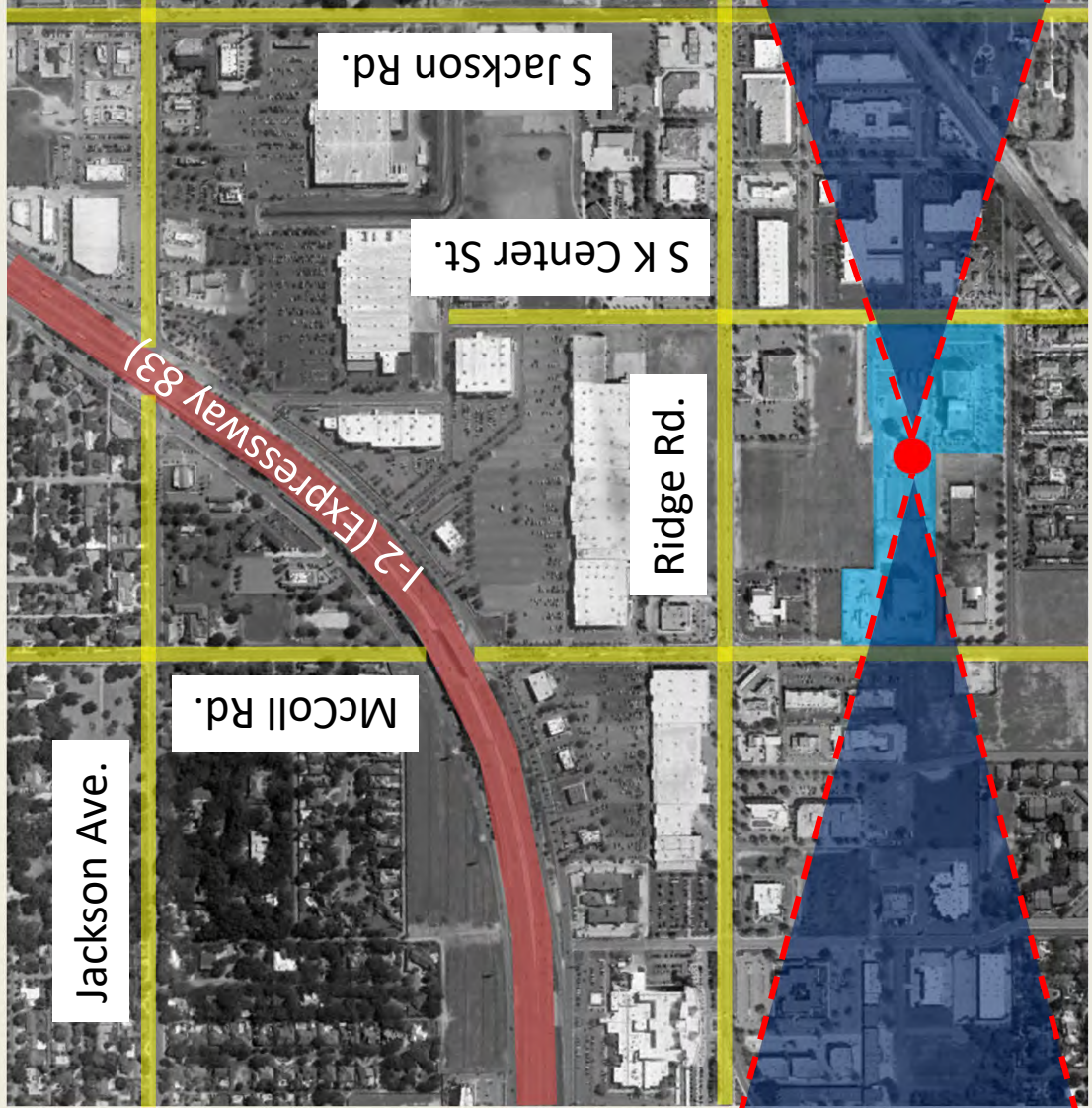
**City of McAllen Water Tower
College Logo Replacement**

Water Tower Locations



NURSING AND ALLIED HEALTH CAMPUS MCCOLL RD. WATER TOWER LOCATION (Phase I)

NAHC S McColl Existing Views



Existing
West
View



Existing
East
View



NAHC S McColl Proposed Artwork



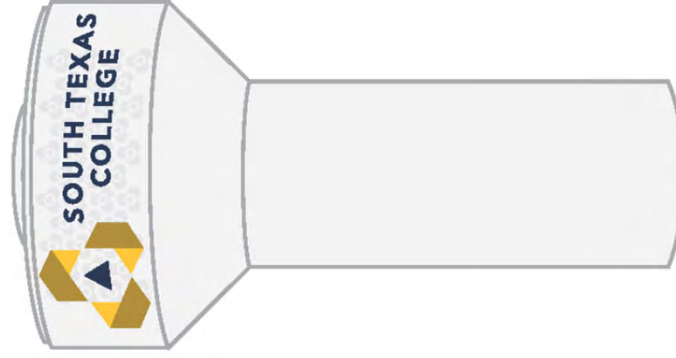
STC WATER TOWER - EAST AND WEST SIDE LOCATIONS - LOGO



West View



East View



Renderings provided by South Texas College Public Relations Department

McColl Rd. Water Tower Location



Nursing and Allied Health Campus (McCull Rd.) Water Tower Location

- The repainting of the water tower to add the College's logo would require painting the horizontal face of the water tower to accept the new College logo.
- The cost of the repainting could range from \$80k - \$100k and final costs would be known when the work is bid out.
- Estimated time for the repainting work would be 4 to 6 months.
- The City of McAllen will bid the project, select the contractor, and oversee the water tower repainting. The College would reimburse the City.
- The College would have to pay for 100% of the work.
- The City would need the College's logo in order to bid the work. (rendering of the proposed logo and location)
- The City would begin to prepare an MOU with the College to outline the responsibilities of the project.
- The City has been informed that College has adopted a new logo.
- did mention that South Texas College submitted a letter of intent to the City of McAllen requesting the water tower logos to be repainted.

Consent Agenda:

c. Approval of Preliminary Design of the Pecan West Continuing Education Building A

Administration recommends approval of the preliminary design of the Pecan West Continuing Education Building A project.

Purpose

The preliminary design will provide a basis and general plan with which the design team may proceed with the schematic design phase.

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

On December 6, 2023, the Board of Trustees approved contracting architectural services with ERO Architects. A preliminary design, including an overall site layout, building program, space program, project schedule, and budget information, is included in the architect' scope for the project.

The project consists of the construction of new building on the Pecan West property for the Continuing Education program, and the preliminary design of the site layout.

- Space Program for the Continuing Education Building:
 - Classrooms, Courtyard, Lobby, Testing Center, Administrative Spaces, Mechanical and Electrical Rooms
 - Total Square Feet = 21,469

The architect has included a probable cost of construction as part of the presentation per the table below:

Pecan West Continuing Education Building A Total Project Budget and Architect's Estimated Cost			
Budget Item	Current Budget Amount	Budget Amount Based on ERO Estimate	Variance
Construction	\$7,150,325	\$7,515,000	(\$364,175)
Design	715,033	751,500	(36,467)
Miscellaneous	166,535	187,875	(21,340)
FFE	491,706	638,775	(147,069)
Technology	564,084	638,775	(74,691)
Total Project Budget	\$9,087,683	\$9,731,925	(\$644,242)

However, Administration and College staff have proposed increasing the square footage of the building by 2,031, for a total area of 23,500 sq. ft., to accommodate more staff offices and classroom spaces, which would increase the total project budget.

The total current project budget is \$9,087,683, and the total proposed budget is \$10,651,375. The amounts are itemized in the table below:

Pecan West Continuing Education Building A Current Project Budget and Proposed Project Budget			
Budget Item	Current Budget Amount	Proposed Budget Amount Based on 23,500 at \$350/sq. ft.	Variance
Construction	\$7,150,325	\$8,225,000	(\$1,074,675)
Design	715,033	822,500	(107,467)
Miscellaneous	166,535	205,625	(39,090)
FFE	491,706	699,125	(207,419)
Technology	564,084	699,125	(135,041)
Total Project Budget	\$9,087,683	\$10,651,375	(\$1,563,692)

Funding Source

Funds for the Pecan West Continuing Education Building A Project 2021-002C are budgeted in the Unexpended Construction Plant Fund in FY 2023-2024. The project will require a future transfer of funds from the Unrestricted Fund Balance if the proposed increase in scope is approved as presented.

Estimated Project Timeline

The project design phase is projected to last until December 2024, with construction to commence in April 2025 and Substantial Completion in March 2026.

Enclosed Documents

A presentation of the preliminary design is enclosed.

At the April 9, 2024 Facilities Committee meeting, the Committee reviewed the proposed project scope and an alternative proposal to increase the total square footage to 23,500. This increase would better support the current and future needs of the Continuing Education team, which provides critical short-term, non-credit training programs. The increased square footage would require an estimated budget of \$10,651,375, which would exceed the planned budget by \$1,563,692.

The Committee recommended Board approval of the preliminary design of the Pecan West Continuing Education Building A project as presented, including the proposed total square footage of 23,500 and increased project budget of \$10,651,375.

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 preliminary design of the Pecan West Continuing Education Building A project as presented, including the proposed total square footage of 23,500 and increased project budget of \$10,651,375.

Approval Recommended:

Dr. Ricardo J. Solis
President

PECAN WEST
CONTINUING EDUCATION & TESTING
CENTER BUILDING

PHASE I: PRELIMINARY DESIGN

APRIL 09, 2024

TABLE OF CONTENTS



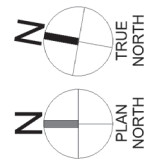
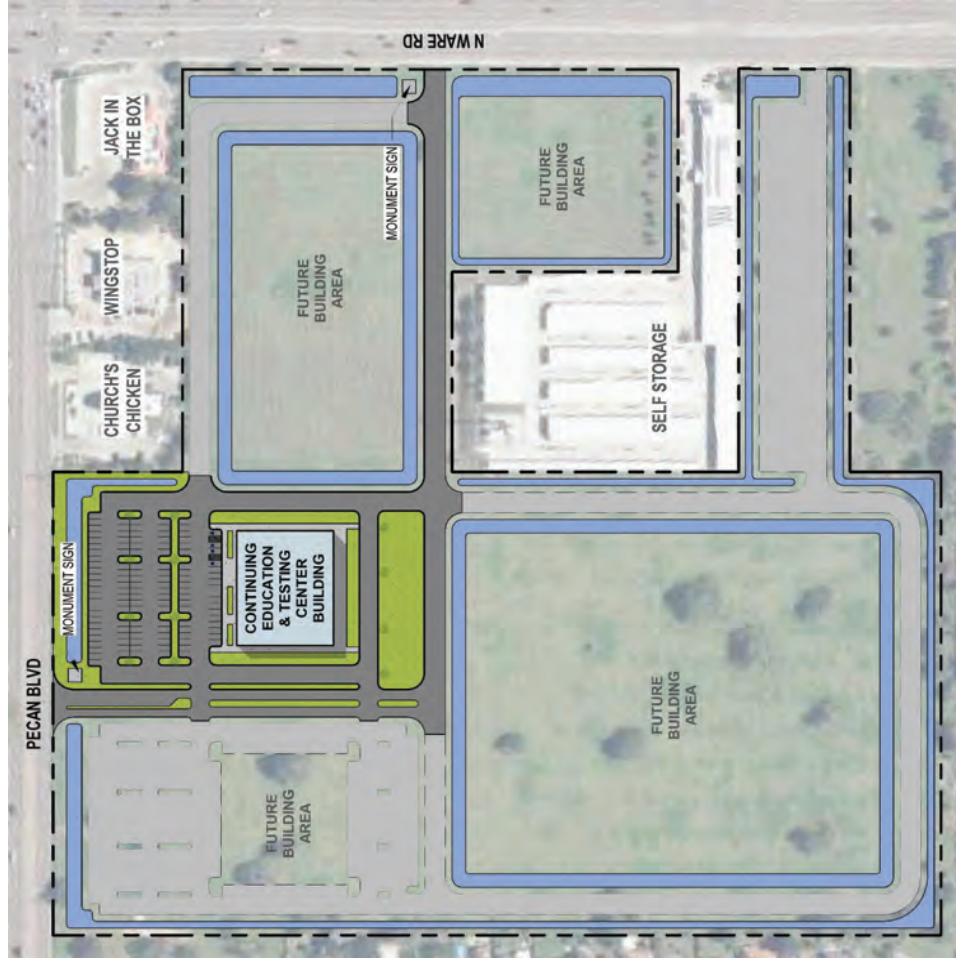
- Location Map
- Conceptual Site Plan
- Building Test Fit
- Program Space Summary and Diagram
- Proposed Exterior Views
- Project Schedule
- Budget Verification

LOCATION MAP

ERO ARCHITECTS



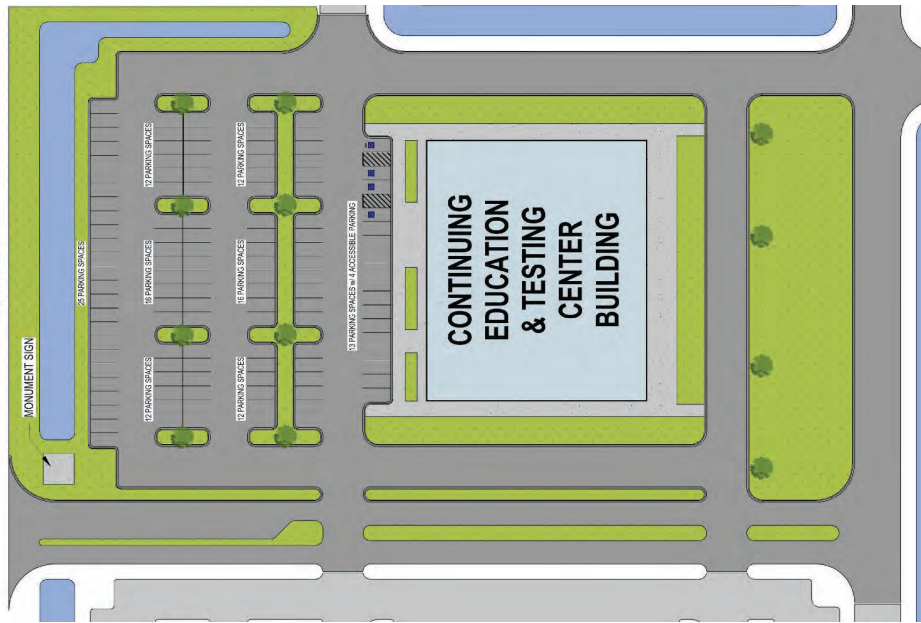
CONCEPTUAL SITE PLAN



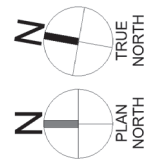
BUILDING TEST FIT



PECAN BLVD



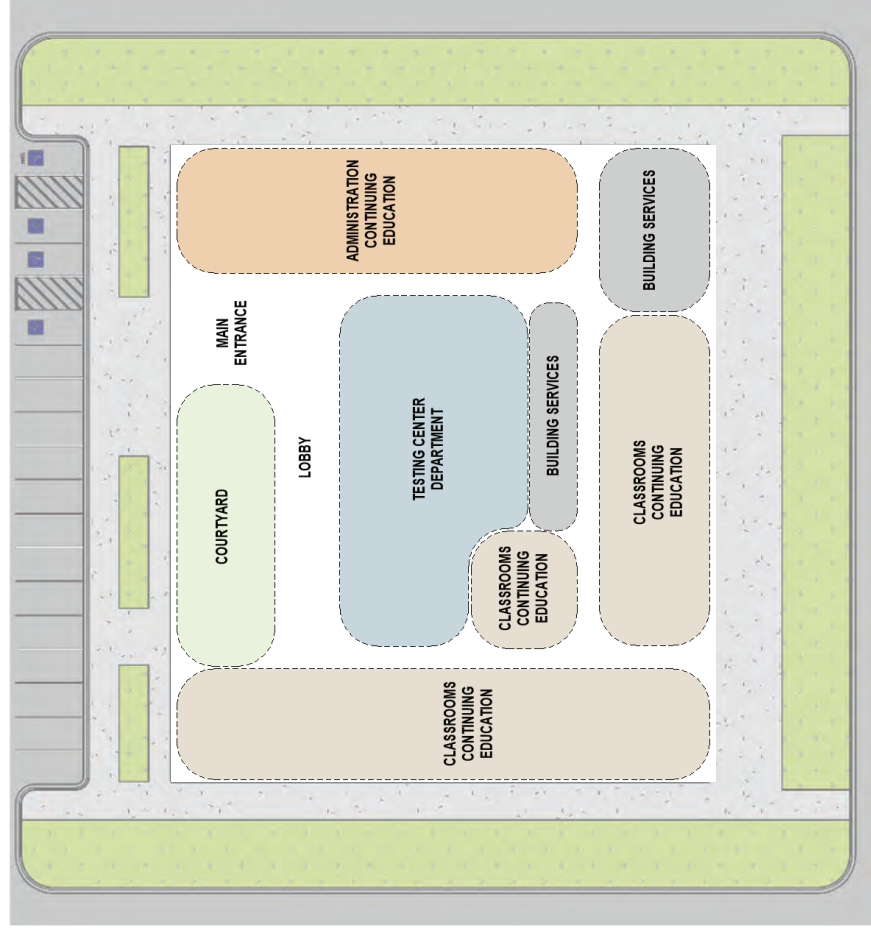
- 97 REQUIRED PARKING
- 122 PROPOSED PARKING
- 4 ADA REQUIRED PARKING
- 4 ADA PARKING PROVIDED



PROGRAM SPACE SUMMARY AND DIAGRAM



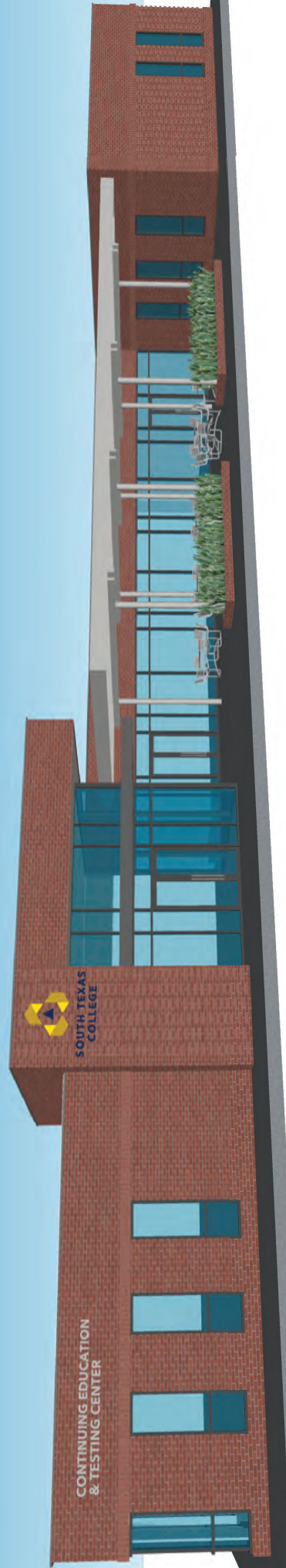
Name/Space	Total SF	Comments
1. Classrooms Continuing Education	7,500 SF	Continuing Education Department
2. Administration Continuing Education	2,938 SF	Continuing Education Department
3. Testing Center Department	4,068 SF	Testing Department
4. Student Support	5,568 SF	This includes the Main entrance, Lobby, Student open seating, and building circulation.
5. Building Services	1,395 SF	This includes MDF, Janitor's closet, Restrooms, Electrical room, Mechanical room, and Riser room.
Total SF	21,469 SF	



© 2024 ERO Architects. Images and calculations are for preliminary design presentation purposes and may not represent final designs. 6

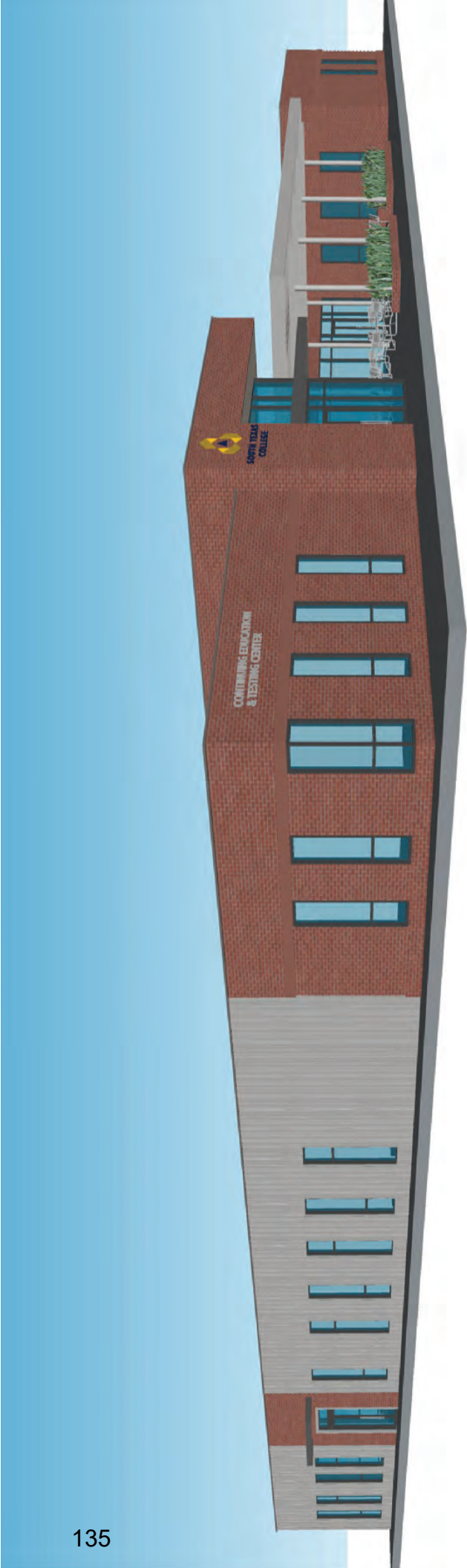
NORTH PROPOSED EXTERIOR VIEW

ERO
ARCHITECTS



NORTH-EAST PROPOSED EXTERIOR VIEW

ERO
ARCHITECTS



NORTH-WEST PROPOSED EXTERIOR VIEW

ERO
ARCHITECTS



PROJECT SCHEDULE



Timeline	Description
Feb – April	Preliminary Design
April – June	Schematic Design
June – December	Design Development & Construction Drawings
January 2025 – February 2025	Bidding and Negotiation
12 months	Construction

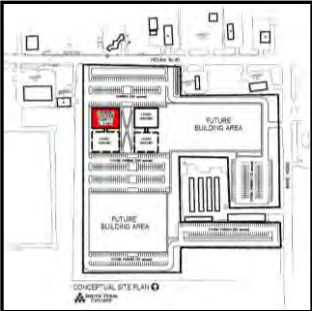
The illustrated timeline will most likely vary or alter due to Owner review and approval delays, procurement and contract schedules, weather delays, and any unforeseen conditions.

BUDGET VERIFICATION



Budget	Probable Cost of Construction	Over Budget
\$7,150,325	\$7,515,000	\$364,175

Project Fact Sheet
4/1/2024

Project Name: Pecan West - Continuing Education Building and Testing Center Addition		Project No.: 2021-002C						
Funding Source(s): Unexpended Plant Fund								
		FY 21-22		FY 22-23				
		FY 21-22		FY 22-23				
	Total	Project Budget	Actual Expenditures	Variance of Project Budget vs. Actual Expenditures	Project Budget	Actual Expenditures	Variance of Project Budget vs. Actual Expenditures	
Construction:	\$ 7,150,325.00	\$ -	\$ -	\$ -	\$ 480,630.00	\$ -	\$ 480,630.00	
Design:	715,033.00	355,500.00	-	355,500.00	42,660.00	-	42,660.00	
Miscellaneous:	166,535.00	42,660.00	-	42,660.00	-	1,019.91	(1,019.91)	
FFE:	491,706.00	-	-	-	-	-	-	
Technology:	564,084.00	-	-	-	-	-	-	
Total:	\$ 9,087,683.00	\$ 398,160.00	\$ -	\$ 398,160.00	\$ 523,290.00	\$ 1,019.91	\$ 522,270.09	
		FY 23-24		FY 24-25				
		Project Budget	Actual Expenditures	Variance of Project Budget vs. Actual Expenditures	Project Budget	Actual Expenditures	Variance of Project Budget vs. Actual Expenditures	
Construction:		\$ 1,138,100.00	\$ -	\$ 1,138,100.00	\$ 1,962,652.00	\$ -	\$ 1,962,652.00	
Design:		157,550.00	-	157,550.00	254,219.00	-	254,219.00	
Miscellaneous:		75,500.00	498.51	75,001.49	74,750.20	-	74,750.20	
FFE:		-	-	-	216,126.00	-	216,126.00	
Technology:		-	-	-	226,251.40	-	226,251.40	
Total:		\$ 1,371,150.00	\$ 498.51	\$ 1,370,651.49	\$ 2,733,998.60	\$ -	\$ 2,733,998.60	
							Total Actual Expenditures To Date	
							\$ 1,518.42	
Project Team				Board Status				
Approval to Solicit Architect/Engineer:	7/25/2023				Vendor	Contract Amount	Actual Expenditures	Variance
Architect/Engineer:	goERO International, LLC		TBD		goERO International, LLC (Site Design)	\$ 22,500.00	\$ -	\$ 22,500.00
Contractor:	TBD				goERO International, LLC	\$ 421,154.14	\$ -	\$ 421,154.14
					TBD	\$ -	\$ -	\$ -
					Board Approval of Schematic Design			
					Substantial Completion	TBD		
					Board Acceptance	TBD		
STC FPC Project Manager:	David Valdez				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 24,500 square foot facility to provide classrooms, a testing center, 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	
7/25/2023	12/6/2023	4/23/2024	1/28/2025	2/11/2025	01/27/2026	02/24/2026	3/24/2026	
Project Calendar of Expenditures by Fiscal Year								
Fiscal Year	Construction	Design	Miscellaneous	FFE	Tech	Project Total		
2021-22	-	-	-	-	-	\$ -		
2022-23	-	-	1,019.91	-	-	\$ 1,019.91		
2023-24	-	-	498.51	-	-	\$ 498.51		
2024-25	-	-	-	-	-	\$ -		
Project Total	\$ -	\$ -	\$ 1,518.42	\$ -	\$ -	\$ 1,518.42		
Current Agenda Item								
04/09/24 Facilities Committee Meeting - Review and Recommend Action on Preliminary Design of the Pecan West Continuing Education Building A								
								

FPC Project Manager David Valdez FPC Asst. Director Rita Cella FPC Director RMA

Consent Agenda:

d. Approval to Contract Construction Services for the District Wide Flooring Replacements Phase III at Mid Valley Campus

Administration recommends approval to contract construction services for the District Wide Flooring Replacements Phase III at Mid Valley Campus project. The procurement of a contractor will provide for construction services necessary for the project.

Scheduling Priority

This project is part of the Deferred Maintenance plan developed by the Facilities Operations & Maintenance (FOM) and Facilities Planning & Construction (FPC) departments. The project has been reviewed by the FPC and FOM departments, the President’s Cabinet, and the Coordinated Operations Council, the Facilities Committee, and the Board of Trustees. This project is scheduled as the third phase of a routine improvement to replace flooring in buildings district wide as necessary.

Background

On June 22, 2021, the Board approved the priority schedule for the District Wide Flooring Replacements. The third phase includes the following locations:

District Wide Flooring Replacements Phase III		
Campus	Buildings	Floor / Sq. Ft.
Mid Valley Campus	Building G • Carpet and LVT Replacement • Logo Replacement	61,531 sq. ft.
Mid Valley Campus	Building F • LVT Replacement	5,820 sq. ft.
Phase III Total		67,351 sq. ft.

The flooring in these buildings has been in place between 19 and 20 years and has considerable wear. The scope of work will include the replacement of carpet and the installation of luxury vinyl tile (LVT) to replace vinyl composition tile (VCT) in the buildings as listed above.

Request for Proposals (RFP) - The solicitation process was as follows:

Advertised RFP	March 6, 2024 and March 13, 2024
RFP Responses Due	March 26, 2024
RFP Issued To	Thirty-four (34) Vendors
Responses Received From	Eight (8) Vendors – One (1) withdrew
Responses Reviewed By	Facilities Operations & Maintenance, Facilities Planning & Construction, and Purchasing departments
Highest Ranked Vendor(s)	<ul style="list-style-type: none"> • Terra Fuerte Construction, LLC. • W.E. Imhoff & Co., Inc. dba Intertech Flooring

Proposed Contractors

College staff reviewed and evaluated the competitive sealed proposals and recommend the contractor(s) as listed below:

Campus	Highest Ranked Contractor	Highest Ranked Proposal Bids
Mid Valley Campus: Building G	Terra Fuerte Construction, LLC.	\$360,800
Mid Valley Campus: Building F	W.E. Imhoff & Co. Inc./ dba Intertech Flooring	44,384
Total Amount		\$405,184

Funding Source

Funds for the District Wide Flooring Replacements Phase III Project 2024-012R are budgeted in the FY 2023-2024 Renewals & Replacements Fund in the amount of \$500,000 for construction. Additional funds are available in the FY 2023-2024 Renewals & Replacements Fund as necessary.

District Wide Flooring Replacements Phase III Construction Budget and Variance	
Item	Amount
Construction Budget	\$500,000
Total Bid Proposals Amount	405,184
Variance	\$94,816

Enclosed Documents

Site plans of the projects are enclosed. The evaluation team members completed evaluations for the firms and prepared the enclosed scoring and ranking summary.

The Committee recommended Board approval to contract construction services with Terra Fuerte Construction, LLC. in the amount of \$360,800 for the Mid Valley Campus North Academic Building G and with W.E. Imhoff & Co. Inc./ dba Intertech Flooring in the amount of \$44,384 for the Mid Valley Campus Student Union Building F for the District Wide Flooring Replacements Phase III 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 Terra Fuerte Construction, LLC. in the amount of \$360,800 for the Mid Valley Campus North Academic Building G and with W.E. Imhoff & Co. Inc./ dba Intertech Flooring in the amount of \$44,384 for the Mid Valley Campus Student Union Building F for the District Wide Flooring Replacements Phase III as presented.

Approval Recommended:

Dr. Ricardo J. Solis
President



District Wide Flooring Replacement

Phase III - Mid Valley Campus Student Union Building F and North Academic Building G

RFP – 23-24-1041

Mid Valley Campus North Academic Building G and Student Union Building F Project Site



PROJECT
SITE LOCATION

District Wide Flooring Replacement Phase III



Requested By
Renewals and Replacements Fund

Scope of Work

- Replace existing VCT Flooring with New LVT Flooring in both the Student Union Building F and North Academic Building G
- Replace existing Carpet with New Carpet Tile and Broadloom Carpet in the North Academic Building G.

Estimated Total Project Budget

Construction	\$ 500,000	FY2334
Miscellaneous	4,000	
Total Project Budget	\$ 504,000	

**SOUTH TEXAS COLLEGE
DISTRICT WIDE FLOORING REPLACEMENT - MID VALLEY CAMPUS NORTH ACADEMIC BUILDING G & STUDENT UNION BUILDING F
PROJECT NO. 23-24-1041**

NAME	AJ3 Construction, LLC. 2900 N Texas Blvd Ste 201	AZTECA Designs and Construction	Calidad Construction, LLC.	W.E. Imhoff & Co, Inc./ dba Intertech Flooring 1301 Business Park Dr Ste D	Ontiveros Floor Covering LLC.	River Line Contracting, LLC.	Terra Fuerte Construction, LLC.
ADDRESS	2900 N Texas Blvd Ste 201	20956 Somerset Rd	7512 N 17th St	1301 Business Park Dr Ste D	1211 S Alamo Rd	3700 N 10th St Ste 300A	P O Box 5657
CITY/STATE/ZIP	Weslaco, TX 78599	Somerset, TX 78069	McAllen, TX 78504	Mission, TX 78572	Alamo, TX 78516	McAllen, TX 78501	McAllen, TX 78502
PHONE	956-447-2000	210-375-1900	956-460-3614	956-584-3592	956-961-4631	956-358-4041	956-844-6146
FAX	956-447-2003			956-584-2149	956-461-4632		
CONTACT	Arturo Gonzalez, Jr.	Cecilia Castellano	Arturo Garza	Vicente Garza	Gregory Ontiveros	Roberto J. Quintanilla	Rolando Leal
#	Description	Proposed	Proposed	Proposed	Proposed	Proposed	Proposed
1	Mid Valley Campus North Academic Building G	\$ 403,104.69 10 Working Days	\$ 500,000.00 30 Working Days	\$ 523,713.46 10 Working Days	\$ 388,266.00 5 Working Days	\$ 347,000.00 10 Working Days	\$ 360,800.00
2	Begin Work Within						
3	Completion of Work Within						
TOTAL PROJECT AMOUNT		\$ 403,104.69	\$ 500,000.00	\$ 523,713.46	\$ 383,166.00	\$ 347,000.00	\$ 360,800.00
TOTAL EVALUATION POINTS		81.14	77.43	72.82	88.25	90.30	91.68
RANKING		5	6	7	3	2	1
4	Mid Valley Campus Building Student Union Building F	\$ 53,487.80 10 Working Days	\$ 180,000.00 30 Working Days	\$ 72,400.00 10 Working Days	\$ 44,384.00 5 Working Days	\$ 73,000.00 10 Working Days	\$ 49,200.00
5	Begin Work Within						
6	Completion of Work Within						
TOTAL PROJECT AMOUNT		\$ 53,487.80	\$ 180,000.00	\$ 72,400.00	\$ 47,900.00	\$ 73,000.00	\$ 49,200.00
TOTAL EVALUATION POINTS		79.74	57.30	70.59	89.20	72.66	89
RANKING		4	7	6	2	5	3

The Interim Director of Purchasing has reviewed all the responses and evaluations completed.
Note: The College included in the RFP a required project timeline beginning May 20, 2024, with a completion date no later than August 2, 2024.

**SOUTH TEXAS COLLEGE
DISTRICT WIDE FLOORING REPLACEMENT FOR MID VALLEY CAMPUS NORTH ACADEMIC BUILDING G & STUDENT UNION BUILDING F - BUILDING G
PROJECT NO. 23-24-1041
EVALUATION SUMMARY**

VENDOR	A13 Construction, LLC. 2900 N Texas Blvd Ste 201	AZTECA Designs and Construction 20956 Somerset Rd Somerset, TX 78069	Calidad Construction, LLC. 7512 N 17th St McAllen, TX 78504	W.E. Imhoff & Co, Inc./ dba Intertech Flooring 1301 Business Park Dr Ste D Mission, TX 78572	Ontveros Floor Covering, LLC. 1211 S Alamo Rd Alamo, TX 78516	River Line Contracting, LLC. 3700 N 10th St Ste 300A McAllen, TX 78501	Terra Fuerte Construction, LLC. P O Box 5657 McAllen, TX 78502
CITY/STATE/ZIP	Weslaco, TX 78599	210-375-1900	956-460-3614	956-584-3592	956-461-4631	956-358-4041	956-844-6146
PHONE	956-447-2000			956-584-2149	956-461-4632		
FAX	956-447-2003						
CONTACT	Aruro Gonzalez, Jr.	Cecilia Castellano	Arturo Garza	Vicente Garza	Gregory Ontveros	Roberto J. Quintanilla	Rolando Leal
1 The Respondent's price proposal. (up to 45 points) -a. Refer to RFP Section 7, Pricing and Delivery Schedule.	38.74	31.23	29.82	40.22	40.75	45	43.28
	38.74	31.23	29.82	40.22	40.75	45	43.28
	38.74	31.23	29.82	40.22	40.75	45	43.28
	38.74	31.23	29.82	40.22	40.75	45	43.28
	6	8	7	8	8	9	9
2 The Respondent's experience and reputation. (up to 10 points) -a. Provide total number of current company employees. -b. Provide dollar amounts for each project constructed in the past twenty four months. -c. Provide number of years your company has been in business. -d. Are there currently or in the past five year, any judgments, claims, arbitration proceedings, claim on bonds or suits pending or outstanding against your organization or its officers? -e. Provide a customer reference list of no less than five (5) organizations from whom your organization has previously provided services of equal type and scope within the past five (5) years as requested in the RFP. Reference list is to include company name, contact person, telephone number and description of the project. References will be contacted as part of this evaluation.	8	9	8	9	9	9	9
	7	8	7	9	9	8	8
	7.2	8	7.4	8.6	8.6	8.2	8.6
	8	8	8	9	9	8	9
	7	7	7	8	8	7	8
3 The quality of the Respondent's goods or services. (up to 10 points) -a. Describe your company's quality control program. -b. Explain the methods used to maintain quality control in the construction project. -c. Describe the company's process for addressing warranty claims. -d. Describe the experience of key personnel responsible for maintaining quality control. -e. Provide examples of past STC construction projects or other similar projects. (all respondents will receive a minimum of 3 points for item (e) unless it is determined that past performance bond is poor). Reference for similar projects will be contacted and responses will be considered as part of this evaluation.	5	8.5	7	8	8.5	8.5	9
	8	9	6	9	9	8	9
	7	8	7	9	8	8	8
	8	8	8	9	8	8	9
	7	7	7	8	8	7	8
4 The Respondent's safety record. (up to 5 points) -a. Provide copy of your company's safety program or describe how job site safety is managed. Include safety policies which employees must be in compliance with. -b. What is your company's Experience Modifier Rate (EMR) for the three (3) most recent annual insurance-year ratings? -c. Have you had any OSHA fines within the last three (3) years? If yes, provide details.	4	5	4	4.5	4	3	4
	4	5	3	4	5	4	4
	3	4	3	4	4.5	3	4
	4	4	4	4	4	4	5
	3	4	3	3	4	2	4

**SOUTH TEXAS COLLEGE
DISTRICT WIDE FLOORING REPLACEMENT FOR MID VALLEY CAMPUS NORTH ACADEMIC BUILDING G & STUDENT UNION BUILDING F - BUILDING G
PROJECT NO. 23-24-1041
EVALUATION SUMMARY**

VENDOR	A13 Construction, LLC. 2900 N Texas Blvd Ste 201 Weslaco, TX 78599	AZTECA Designs and Construction 20956 Sommerset Rd Sommerset, TX 78069	Calidad Construction, LLC. 7512 N 17th St McAllen, TX 78504	W.E. Imhoff & Co, Inc./ dba Intertech Flooring 1301 Business Park Dr Ste D Mission, TX 78572	Ontveros Floor Covering, LLC. 1211 S Alamo Rd Alamo, TX 78516	River Line Contracting, LLC. 3700 N 10th St Ste 300A McAllen, TX 78501	Terra Fuerte Construction, LLC. P O Box 5657 McAllen, TX 78502	
ADDRESS	956-447-2000	210-375-1900	956-460-3614	956-584-3592	956-961-4631	956-358-4041	956-844-6146	
CITY/STATE/ZIP	Weslaco, TX 78599	Sommerset, TX 78069	McAllen, TX 78504	Mission, TX 78572	Alamo, TX 78516	McAllen, TX 78501	McAllen, TX 78502	
PHONE	956-447-2000	210-375-1900	956-460-3614	956-584-3592	956-961-4631	956-358-4041	956-844-6146	
FAX	956-447-2003			956-584-2149	956-461-4632			
CONTACT	Arturo Gonzalez, Jr.	Cecilia Castellano	Arturo Garza	Vicente Garza	Gregory Ontveros	Roberto J. Quintanilla	Rolando Leal	
5	The Respondent's proposed personnel. (up to 8 points) a. Provide resumes of the Respondent's team that will be directly involved in the project. b. The resumes must include experience in similar projects, number of years with the firm and the project. c. Describe the project assignment and the percent of time each team will be involved in the project. d. Provide list of member(s) on your staff, directly involved in managing the project, who are Certified Construction Manager through the Construction Management Association of America (CMAA) or similar. e. Within 24 hours after the proposal delivery date and time, provide a list of key subcontractors to be used including a list of five projects recently completed by each subcontractor.	7 6 7 6 7	7 7 6 7 7	7 6 7 7 7	7 7 7 7 7	7 7 6 7 7	7 7 7 7 6	7 7 7 7 7
6	The Respondent's financial capability in relation to the size and scope of the project. (up to 8 points) -a. Attach a letter of intent from a surety company indicating your company's ability to bond for the entire construction cost of the project and total bonding limitation. -b. Is your company currently in default on any loan agreement or financing agreement with any bank, financial institution or other entity? If yes, provide details and prospects for resolution. -c. Provide a list and description of all construction projects currently under contract including total cost and start and end dates. -d. Attach a Dunn and Bradstreet Analysis or current financial statements, preferably audited.	6 6 5 6 5	6.5 7 6 7 5	7 8 7 8 6	7 7 7 7 5	7 7 6.2 7 5	7 7 6 7 5	7 7 6 7 5
7	The Respondent's organization and approach to the project. (up to 6 points) -a. Provide a statement of the project approach. -b. Submit a work schedule with key dates and milestones. -c. Do you anticipate difficulties in serving STC and how do you plan to manage these? What assistance will you require from STC?	4 5 4 4 5	4.5 5 5 5 5	5 5 4 5 5	5 5 4.8 5 5	5 5 5.1 5 5	5 5 4 5 5	5 5 4.8 5 5
8	The Respondent's time frame for completing the project. (up to 7 points) -a. Refer to RFP Section 7, Pricing and Delivery Schedule.	7 7 7 7 7	7 7 7 7 7	7 7 7 7 7	7 7 7 7 7	7 7 7 7 7	7 7 7 7 7	7 7 7 7 7
9	The impact on the ability of the district to comply with laws and rules relating to historically underutilized businesses. (up to 1 point)	1 1 1 1 1	0 0 0 0 0	0 0 0 0 0	0 0 0 0 0	0 0 0 0 0	0 0 0 0 0	0 0 0 0 0
TOTAL EVALUATION POINTS		81.14	72.82	87.12	88.25	90.30	91.68	91.68
RANKING		5	7	4	3	2	1	1

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

**SOUTH TEXAS COLLEGE
DISTRICT WIDE FLOORING REPLACEMENT FOR MID VALLEY CAMPUS NORTH ACADEMIC BUILDING G & STUDENT UNION BUILDING F - BUILDING F
PROJECT NO. 23-24-1041
EVALUATION SUMMARY**

VENDOR	AJS Construction, LLC. 2900 N Texas Blvd Ste 201 Weslaco, TX 78599	AZTECA Designs and Construction	Calidad Construction, LLC.	W.E. Imhoff & Co. Inc./ dba Interesh Flooring 1301 Business Park Dr Ste D Mission, TX 78572	Ontiveros Floor Covering, LLC.	River Line Contracting, LLC. 3700 N 10th St Ste 300A McAllen, TX 78501	Terra Fuerte Construction, LLC. P O Box 5657 McAllen, TX 78502
ADDRESS	2900 N Texas Blvd Ste 201 Weslaco, TX 78599	20956 Somerset Rd Somerset, TX 78069	7512 N 17th St McAllen, TX 78504	1301 Business Park Dr Ste D Mission, TX 78572	1211 S Alamo Rd Alamo, TX 78516	3700 N 10th St Ste 300A McAllen, TX 78501	P O Box 5657 McAllen, TX 78502
CITY/STATE/ZIP	Weslaco, TX 78599	Somerset, TX 78069	McAllen, TX 78504	Mission, TX 78572	Alamo, TX 78516	McAllen, TX 78501	McAllen, TX 78502
PHONE	956-447-2000	210-375-1900	956-460-3614	956-584-3592	956-961-4631	956-358-4041	956-844-6146
FAX	956-447-2003			956-584-2149	956-461-4632		
CONTACT	Arturo Gonzalez, Jr.	Cecilia Castellano	Arturo Garza	Vicente Garza	Gregory Ontiveros	Roberto J. Quintanilla	Rolando Leal
1	37.34 37.34 37.34 37.34 37.34	11.10 11.10 11.10 11.10 11.10	27.59 27.59 27.59 27.59 27.59	45 45 45 45 45	41.70 41.70 41.70 41.70 41.70	27.36 27.36 27.36 27.36 27.36	40.60 40.60 40.60 40.60 40.60
	6 8 7 8 7	8 9 8 8 7	7 8 7 8 7	8 9 9 9 8	8 9 9 9 8	9 9 8 8 7	9 9 8 9 8
	5 8 7 8 7	8.5 9 8 8 7	7 6 7 8 7	8 9 9 9 8	8.5 9 8 8 8	8.5 8 8 8 7	9 9 8 9 8
	4 4 3 4 3	5 5 4 4 4	4 3 3 4 3	4.5 4 4 4 3	4 5 4.5 4 4	3 4 3 3.2 2	4 4 4 5 4
	7 6 7 6 7	7 6 7 7 7	7 7 6 7 7	7 6 7 7 7	7 7 7 7 7	7 7 6 7 7	7 7 7 7 6



**SOUTH TEXAS COLLEGE
DISTRICT WIDE FLOORING REPLACEMENT FOR MID VALLEY CAMPUS NORTH ACADEMIC BUILDING G & STUDENT UNION BUILDING F - BUILDING F
PROJECT NO. 23-24-1041
EVALUATION SUMMARY**

VENDOR	AJS Construction, LLC. 2900 N Texas Blvd Ste 201 Weslaco, TX 78599	AZTECA Designs and Construction	Calidad Construction, LLC.	W.E. Imhoff & Co. Inc./ dba Interesh Flooring 1301 Business Park Dr Ste D Mission, TX 78572	Onitveros Floor Covering, LLC.	River Line Contracting, LLC.	Terra Fuerte Construction, LLC.	
ADDRESS	20956 Somerset Rd Somerset, TX 78069	7512 N 17th St McAllen, TX 78504	1211 S Alamo Rd Alamo, TX 78516	3700 N 10th St Ste 300A McAllen, TX 78501				
CITY/STATE/ZIP	210-375-1900	956-460-3614	956-584-3592	956-961-4631				
PHONE	956-447-2000		956-584-2149	956-461-4632				
FAX	956-447-2003							
CONTACT	Arturo Gonzalez, Jr.	Cecilia Castellano	Arturo Garza	Vicente Garza	Gregory Onitveros	Roberto J. Quintanilla	Rolando Leal	
6 The Respondent's financial capability in relation to the size and scope of the project. (up to 8 points) -a. Attach a letter of intent from a surety company indicating your company's ability to bond for the entire construction cost of the project and total bonding limitation. -b. Is your company currently in default on any loan agreement or financing agreement with any bank, financial institution or other entity? If yes, provide details and prospects for resolution. -c. Provide a list and description of all construction projects currently under contract including total cost and start and end dates. -d. Attach a Dunn and Bradstreet Analysis or current financial statements, preferably audited.	6	6.5	6.5	7	7	7	7	
	6	8	7	8	7	7	7	
	5	6	6.9	7	6.5	7	7.2	6.4
	6	7		7	5	7	8	8
	5	7		5	5	5	6	6
	4	5		4.5	5.5	5	5	5
	5	5		5	5	5	5	5
	4	5	5	5	4.9	5	4	4.8
	4	5		5	5	5	5	5
	5	5		5	5	5	5	5
7 The Respondent's organization and approach to the project. (up to 6 points) -a. Provide a statement of the project approach. -b. Submit a work schedule with key dates and milestones. -c. Do you anticipate difficulties in serving STC and how do you plan to manage these? What assistance will you require from STC?	7	7	7	7	7	7	7	
	7	7		7	7	7	7	
	7	7	7	7	7	7	7	
	7	7		7	7	7	7	
	7	7		7	7	7	7	
	1	0		0	1	1	1	
	1	0		0	1	1	1	
	1	0	0	0	1	1	1	
	1	0		0	1	1	1	
	1	0		0	1	1	1	
8 The Respondent's time frame for completing the project. (up to 7 points) -a. Refer to RFP Section 7. Pricing and Delivery Schedule.	7	7	7	7	7	7	7	
	7	7		7	7	7	7	
	7	7	7	7	7	7	7	
	7	7		7	7	7	7	
	7	7		7	7	7	7	
	1	0		0	1	1	1	
	1	0		0	1	1	1	
	1	0	0	0	1	1	1	
	1	0		0	1	1	1	
	1	0		0	1	1	1	
TOTAL EVALUATION POINTS	79.74	57.30	70.59	91.90	89.20	72.66	89	
RANKING	4	7	6	1	2	5	3	

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



Project Fact Sheet
4/1/2024

Diaz Flooring		District Wide - Flooring Replacement Phase III				Project No.		2024-012R	
Funding Source(s):		Renewals & Replacements Fund							
		FY 23-24							
		Total		FY 23-24		Variance of			
		Project Budget		Actual		Project Budget			
		Expenditures		Expenditures		vs. Actual			
		Expenditures		Expenditures		Expenditures			
Construction:		\$ 500,000.00	\$ -	\$ -	\$ 500,000.00				
Design		-	-	-	-				
Miscellaneous:		4,000.00	-	-	4,000.00				
FFE:		-	-	-	-				
Technology:		-	-	-	-				
Total:		\$ 504,000.00	\$ -	\$ -	\$ 504,000.00				
Project Team		Board Status							
Approval to Solicit :	2/14/2024	Board Approval of Schematic Design		NA	Location	Vendor	Contract Amount	Actual Expenditures	Variance
Architect/Engineer:	N/A				MVC Bldg. G				\$ -
Contractor:					MVC Bldg. F				\$ -
Contractor:									
		Substantial Completion		TBD	Board Acceptance		TBD		
STC FPC Project Manager:	Samuel Saldana	Final Completion		TBD	Board Acceptance		TBD		
Project Description		Project Scope							
Replacing various flooring material district wide due to flooring reaching their life expectancy. Request for Proposals or Request for Quotes are issued depending on the estimated construction cost.		Every fiscal year, different facilities are scheduled to have the flooring replaced. Maintenance developed a flooring priority schedule determining which flooring material needs to be replaced. Average six flooring replacements per fiscal year.							
Projected Timeline									
Board Approval to Solicit Architect/Engineer	Board Approval of Architect/Engineer	Board Approval of Schematic Design	Board Approval of Contractor	Construction Start Date	Board Approval of Substantial Completion Date	Board Approval of Final Completion Date	FFE Completion of Move In		
N/A	N/A	N/A	4/23/2024	5/20/2024	8/12/2024	9/24/2024	N/A		
Project Calendar of Expenditures by Fiscal Year									
Fiscal Year	Construction	Design	Miscellaneous	FFE	Tech	Project Total			
2023-24	-	-	-	-	-	-	-	-	-
Project Total	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Current Agenda Item									
04/09/2024 Facilities Committee Meeting: Review and Recommend Action on Contracting Construction Services for the District Wide Flooring Replacements Phase III at Mid-Valley Campus									
		Mid-Valley Campus							

FPC Project Manager SPS

FPC Asst. Director Rita G...

FPC Director RMA

Consent Agenda:

e. Approval of Proposed Change Order for the Starr County Campus Workforce Center Building Q Automotive Lab Expansion and HVAC-R Outdoor Covered Area
Administration recommends approval of a proposed change order with Triun, LLC. for the Starr County Campus Workforce Center Building Q Automotive Lab Expansion and HVAC-R Outdoor Covered Area project.

Purpose and Justification

The purpose of this change order is to request authorization to approve the contractor's general conditions due to the delays from unforeseen conditions discovered on site.

Scheduling Priority

This project has been requested by College management and the Academic Division of Business, Public Safety, & Technology. It has been reviewed by the Facilities Planning & Construction department, the President's Cabinet, the Coordinated Operations Council, the Facilities Committee, the Education & Workforce Development Committee, and the Board of Trustees. This project is scheduled as an educational space improvement to provide more accommodations for automotive instruction.

Background

On January 31, 2023, the Board approved contracting construction services with Triun, LLC. A change order to the construction contract is needed to pay for the contractor's general conditions for management of the site while the design team was developing drawings for making changes to the construction documents due to the unforeseen underground existing utility conditions. The change order would also add days to the substantial completion schedule due to these delays.

The projects contain a combined Contingency Allowance of \$30,612.87. Change orders that increase the construction costs are able to be deducted from the Contingency Allowances. The proposed change order amount of \$23,800.26 will be applied to the Contingency Allowances amount of \$30,612.87, leaving a remaining Contingency Allowance balance of \$6,812.61.

The contract cost will not be affected by this change order because the associated cost increases are within the contingency allowance in the project budgets.

Below is a description of the proposed change order item.

Starr County Campus Workforce Center Building Q Automotive Lab Expansion and HVAC-R Outdoor Covered Area		
Proposed Change Order No.	Item Description and Justification	Cost
4	<u>Contingency Allowance</u> <ul style="list-style-type: none"> • Increases to cost, deducted from Contingency Allowance <ul style="list-style-type: none"> ○ General Conditions: Daily costs for on-site supervision, project management, and temporary facilities during the delay 	 \$30,612.87 (23,800.26)
	<u>Remaining Contingency Allowance, to remain in construction budget</u>	\$6,812.61
Net Effect of Proposed Change Order No. 4 to Contract Amount		\$0.00

In addition, due to these delays an additional one hundred forty-one (141) days will be added to the contract. The new substantial completion date would be August 9, 2024, and would allow the College to take possession of the facilities in time for the beginning of the Fall semester.

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

Starr County Campus Workforce Center Building Q Automotive Lab Expansion and HVAC-R Outdoor Covered Area Construction Budget with Change Order Proposal	
Construction Contract Amount	\$2,768,000.00
Net Effect of Change Order No. 4 to Contract Amount	0.00
Revised Construction Contract Amount	\$2,768,000.00

Revised Substantial Completion Date

Below is the revised substantial completion schedule authorized by this change order.

Substantial Completion date	March 21, 2024
Change Order #4 Extension	141 Days
Revised Substantial Completion Date	August 9, 2024

Funding Source

Funds for the for the Starr County Campus Workforce Center Building Q Automotive Lab Expansion and HVAC-R Outdoor Covered Area Project 2022-005C are budgeted in the Unexpended Plant Fund for use in Fiscal Year 2023 – 2024.

Enclosed Documents

The proposed change order #4 is enclosed.

At the April 9, 2024 Facilities Committee Meeting, Ms. Rose Benavidez asked administration to look into the possibility of engaging services to identify the actual locations of existing infrastructure at the Starr County Campus to avoid similar future project delays.

Administration has verified that testing services can be procured to have professional surveys done to locate buried infrastructure. Due to the costs and time associated with such work, administration recommends that these services be engaged as needed for specific projects, at the start of project design, and that the costs could be included within the testing services that are part of the design budget for any project.

The Committee recommended Board approval of the proposed change order with Triun, LLC. in the amount of \$23,800.26 and an additional one hundred forty-one (141) days for the for the Starr County Campus Workforce Center Building Q Automotive Lab Expansion and HVAC-R Outdoor Covered Area projects as presented.

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

The Board of Trustees of South Texas College approves and authorizes the proposed change order with Triun, LLC. in the amount of \$23,800.26 and an additional one hundred forty-one (141) days for the for the Starr County Campus Workforce Center Building Q Automotive Lab Expansion and HVAC-R Outdoor Covered Area projects as presented.

Approval Recommended:

Dr. Ricardo J. Solis
President



AIA® Document G701® – 2017

Change Order

PROJECT: <i>(Name and address)</i> Rebid of STC Starr County Campus- Automotive Lab Expansion & HVAC- R Outdoor Covered Area Addition Rio Grande City, TX	CONTRACT INFORMATION: Contract For: General Construction Date: February 23, 2023	CHANGE ORDER INFORMATION: Change Order Number: 004 Date: March 5, 2024
OWNER: <i>(Name and address)</i> South Texas College 3200 W. Pecan Blvd. McAllen, TX 78501	ARCHITECT: <i>(Name and address)</i> Able City, LLC 110 Broadway Street, Suite 250 San Antonio, TX 78205	CONTRACTOR: <i>(Name and address)</i> Triun, LLC 7800 West IH-10, Suite 803 San Antonio, Texas 78230

THE CONTRACT IS CHANGED AS FOLLOWS:

(Insert a detailed description of the change and, if applicable, attach or reference specific exhibits. Also include agreed upon adjustments attributable to executed Construction Change Directives.)

a) Automotive Lab Allowance – Previous Remaining Balance \$ 15,472.12

b) Proposed Change Order Request #06, revision no. 02 dated 02/20/2024.

Description: costs of the general conditions associated with the Civil Work Delay in Change Order #01 and underground plumbing bedding delay, and request for extension of construction time.

b.1 Underground site utilities – General Conditions - \$ 15,472.12

b.2 Additional days requested per this change order request 141 calendar days

c) Automotive Lab Allowance – Current Remaining Balance \$ 0.00

d) HVAC Lab Allowance – Previous Remaining Balance \$ 15,140.75

e) Underground Site Utilities - General Conditions - \$ 8,328.14

f) HVAC Lab Allowance – Remaining Balance \$ 6,812.61

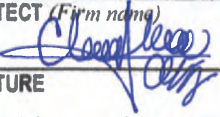
The original Contract Sum was	\$ 2,768,000.00
The net change by previously authorized Change Orders	\$ 0.00
The Contract Sum prior to this Change Order was	\$ 2,768,000.00
The Contract Sum will be unchanged by this Change Order in the amount of	\$ 0.00
The new Contract Sum including this Change Order will be	\$ 2,768,000.00

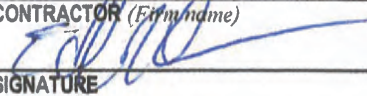
The Contract Time will be increased by one hundred and forty-one (141) days.

The new date of Substantial Completion will be August 9th, 2024

NOTE: This Change Order does not include adjustments to the Contract Sum or Guaranteed Maximum Price, or the Contract Time, that have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.

NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONTRACTOR AND OWNER.

Able City, LLC
ARCHITECT (Firm name)

SIGNATURE
Claudio A Leon, Project Architect
PRINTED NAME AND TITLE
03/06/2024
DATE

Triun, LLC
CONTRACTOR (Firm name)

SIGNATURE
Edward R. De La Garza, PE,
President/CEO
PRINTED NAME AND TITLE
3/6/24
DATE

South Texas College
OWNER (Firm name)

SIGNATURE
Dr. Ricardo J. Solis,, President
PRINTED NAME AND TITLE

DATE

Project Name: Starr County Campus - Building Q Automotive Lab Expansion		Project No.: 2022-005C	
Funding Source(s): Unexpended Plant Fund			
	Original Project Budget	*Revised Project Budget	FY 21-22
			FY 21-22
			Variance of Project Budget vs. Actual Expenditures
			FY 22-23
			Variance of Project Budget vs. Actual Expenditures
Construction:	\$ 820,000.00	\$ 2,330,000.00	\$ 172,000.00 \$ - \$ 172,000.00
Design	82,000.00	86,000.00	65,600.00 64,872.47 727.53
Miscellaneous:	20,500.00	20,500.00	5,500.00 1,272.32 4,227.68
FFE:	45,100.00	45,100.00	- - -
Technology:	69,700.00	69,700.00	- - -
Total:	\$ 1,037,300.00	\$ 2,551,300.00	\$ 243,100.00 \$ 66,144.79 \$ 176,955.21

*Revised Project Budget based on the Construction cost amount.

	FY 23-24				
	Project Budget	FY 23-24 Actual Expenditures	Variance of Project Budget vs. Actual Expenditures		Total Actual Expenditures To Date
Construction:	\$ 1,700,000.00	\$ 149,033.52	\$ 1,550,966.48		\$ 397,508.02
Design:	30,000.00	5,487.00	24,513.00		77,426.63
Miscellaneous:	12,000.00	1,168.89	10,831.11		6,617.54
FFE:	45,100.00	-	45,100.00		-
Technology:	69,700.00	-	69,700.00		-
Total:	\$ 1,856,800.00	\$ 155,689.41	\$ 1,701,110.59		\$ 481,552.19

Approval to Solicit Architect/Engineer:	7/27/2021						
Architect/Engineer:	Able City Architects	Board Approval of Schematic Design	2/22/2022	Vendor	Contract Amount	Actual Expenditures	Variance
Contractor:	Triun	Board Approval of Revised Schematic Elevation	4/26/2022	Able City Architects	\$ 71,352.14	\$ 77,426.63	\$ (6,074.49)
				Triun	\$ 2,330,000.00	\$ 397,508.02	\$ 1,932,491.98
STC FPC Project Manager:	Martin Villarreal	Substantial Completion	TBD	Board Acceptance	TBD		
		Final Completion	TBD	Board Acceptance	TBD		

Project Description	Project Scope
Expansion of the Automotive Lab by providing a new facility .	Design and Construction of Automotive Lab Expansion including 2 bays, storage, wash station, eyewash, mechanical room, electrical room, custodial room, and covered walkway connecting to Building D. 3,272 sqft.

Projected Timeline							
Board Approval to Solicit Architect/Engineer	Board Approval of Architect/Engineer	Board Approval of Schematic Design	Board Approval of Contractor	Construction Start Date	Board Approval of Substantial Completion Date	Board Approval of Final Completion Date	FFE Completion of Move In
7/27/2021	10/26/2021	2/22/2022	1/31/2023	4/11/2023	9/24/2024	10/22/2024	8/12/2024

Fiscal Year	Construction	Design	Miscellaneous	FFE	Tech	Project Total
2021-22	\$ -	\$ 64,872.47	\$ 1,272.32	\$ -	\$ -	\$ 66,144.79
2022-23	248,474.50	7,067.16	4,176.33	-	-	259,717.99
2023-24	149,033.52	5,487.00	1,168.89	-	-	155,689.41
Project Total	\$ 397,508.02	\$ 77,426.63	\$ 6,617.54	\$ -	\$ -	\$ 481,552.19

Current Agenda Item

04/09/24 Facilities Committee Meeting: Review and Recommend Action on Proposed Change Order for Starr County Campus Workforce Center Building Q Automotive Lab Expansion.



FPC Project Manager *Martin Villarreal*

FPC Asst. Director *Rita G...*

FPC Director *RDA*

Consent Agenda:

f. Approval of Substantial and Final Completion of the Pecan Campus Ann Richards Administration Building A Additional Parking Lot #19

Administration recommends approval of substantial completion of the Pecan Campus Ann Richards Administration Building A Additional Parking Lot #19 project.

Project		Completion Recommended	Date Received
1.	Pecan Campus Ann Richards Administration Building A Additional Parking Lot #19 Project 2023-015C	Substantial Completion Recommended	March 1, 2024
	Architect: R. Gutierrez Engineering Corporation Contractor: GST Construction, LLC	Final Completion Recommended	April 2, 2024

This project was requested by Administration, and has been reviewed by the Facilities Operations & Maintenance and Facilities Planning & Construction Departments, and Administration. This project was scheduled as a non-educational improvement to provide additional parking needed for Pecan Campus Building A.

College staff visited the site and developed a construction punch list on March 1, 2024. A Certificate of Substantial Completion has been issued. Final Completion, including punch list items, was accomplished as required in the Owner/Contractor agreement for this project. It is recommended that substantial and final completion and release of final payment for this project with GST Construction, LLC be approved. The original total cost approved for this project was \$237,292.

The following table summarizes the current budget status:

Pecan Campus Ann Richards Administration Building A Additional Parking Lot #19					
Construction Budget	Approved Proposal Amount	Net Total Change Orders	Current Project Cost	Previous Amount Paid	Remaining Balance
\$130,000.00	\$237,292.00	\$18,280.00	\$255,572.00	\$217,119.65	\$38,452.35

Enclosed Documents

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

The Committee recommended Board approval of substantial and final completion and release of final payment in the amount of \$38,452.35 to GST Construction, LLC for the Pecan Campus Ann Richards Administration Building A Additional Parking Lot #19 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 substantial and final completion and release of final payment in the amount of \$38,452.35 to GST Construction, LLC for the Pecan Campus Ann Richards Administration Building A Additional Parking Lot #19 project as presented.

Approval Recommended:

**Dr. Ricardo J. Solis
President**

Pecan Campus Ann Richards Administration Building A
Additional Parking Lot #19




Pecan Campus Ann Richards Administration Building A
Additional Parking Lot #19



Certificate of Substantial Completion

PROJECT: STC PECAN CAMPU ANN RICHARDS ADMINISTRATION BUILDING A ADDITIONAL PARKING LOT
PROJECT NUMBER: 22-23-1061
OWNER: SOUTH TEXAS COLLEGE
CONTRACTOR: GST CONSTRUCTION, INC.

The Work performed under this Contract has been reviewed and found, to the Engineer's best knowledge, information and belief, to be substantially complete. Substantial Completion is the stage in the progress of the Work when the Work or designated portion is sufficiently complete in accordance with the Contract Documents so that the owner can occupy or utilize the Work for its intended use. The date of Substantial Completion of the Project or portion designated above is the date of issuance established by this Certificate, which is also the date of commencement of applicable warranties required by the Contract Documents, except as stated below: Construction time is stopped at the day of Issuance.

Ramiro Gutierrez, P.E.  04/02/2024
 Engineer By: Date of Issuance

A list of items to be completed or corrected is attached hereto. The failure to include any items on such list does not alter the responsibility of the Contractor to complete all Work in accordance with the Contract Documents. Unless otherwise agreed to in writing, the date of commencement of warranties for items on the attached list will be the date of issuance of the final Certificate of Payment or the date of final payment.

The Contractor will complete or correct the Work on the list of items attached hereto and complete the work by April 29, 2024.

GST Constructin, Inc. _____
 Contractor By Date

The Owner accepts the Work or designated portion as substantially complete and will assume full possession thereof, in accordance with the contract documents.

SOUTH TEXAS COLLEGE _____
 Owner By: Date

April 3, 2024

Mr. Ricardo de la Garza
Director of Facilities, Planning, & Construction
South Texas College
3200 W. Pecan Blvd
McAllen, Tx 78501

Subject: Construction Completion – STC Pecan Campus Ann Richards Admin Bldg A Add'l
Parking Lot & Technology Campus Truck Driving Range Expansion

Dear Mr. de la Garza,

This letter is to serve as written notice that GST Construction, Inc., has completed construction of the above-referenced project in general conformance with the contract documents. It is our understanding that all punch list items have been addressed. Therefore, we recommend the release of final payment upon submission of all close out documents. Please do not hesitate to call me at my office at 956-782-2557 or on my cell phone at 956-227-2154 if you have any questions or need additional information.

Sincerely,



Ramiro Gutierrez, P.E.
President

cc RGEC Files
David Valdez, South Texas College



Project Fact Sheet
4/1/2024

Project Name: Pecan Campus - Ann Richards Administration Building A Additional Parking Lot 19		Project No. 2023-015C					
Funding Source(s): Unexpended Plant Fund							
		FY 22-23		FY 23-24			
	Total		FY 22-23	Variance of Project	FY 23-24	Variance of	
	Project Budget	Project Budget	Actual Expenditures	Budget vs. Actual	Actual	Project Budget	Total Actual
				Expenditures	Expenditures	vs. Actual	Expenditures To
Construction:	\$ 130,000.00	\$ 130,000.00	\$ -	\$ 130,000.00	\$ 26,000.00	\$ 217,119.65	\$ 217,119.65
Design	20,000.00	20,000.00	10,263.12	9,736.88	4,000.00	7,135.10	17,398.22
Miscellaneous:	50,000.00	50,000.00	7,728.40	42,271.60	41,500.00	6.52	41,493.48
FFE:	-	-	-	-	-	-	-
Technology:	-	-	-	-	-	-	-
Total:	\$ 200,000.00	\$ 200,000.00	\$ 17,991.52	\$ 182,008.48	\$ 71,500.00	\$ 224,261.27	\$ (152,761.27)

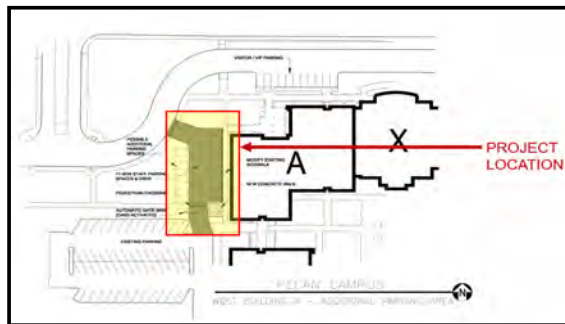
Project Team		Board Status			
Approval to Solicit	9/27/2022				
Architect/Engineer:	R. Gutierrez Engineering Corporation				
Architect/Engineer:	Corporation	Board Approval of Schematic Design	3/28/2023		
Contractor:	GST Construction, LLC	Substantial Completion	3/1/2024	Board Acceptance	TBD
STC FPC Project Manager:	David Valdez	Final Completion	4/2/2024	Board Acceptance	TBD

Project Description	Project Scope
Construction of a new parking lot on the West side of the Pecan Campus Ann Richards Administration Building A.	Construction of a new parking lot of approximately 5,600 square feet on the West side of the Pecan Campus Ann Richards Administration Building A.

Projected Timeline							
Board Approval to Solicit Architect/Engineer	Board Approval of Architect/Engineer	Board Approval of Schematic Design	Board Approval of Contractor	Construction Start Date	Board Approval of Substantial Completion Date	Board Approval of Final Completion Date	FFE Completion of Move In
9/27/2022	11/29/2022	3/28/2023	7/25/2023	9/10/2023	4/23/2024	4/23/2024	N/A

Fiscal Year	Construction	Design	Miscellaneous	FFE	Tech	Project Total
2022-23	-	10,263.12	7,728.40	-	-	\$ 17,991.52
2023-24	217,119.65	7,135.10	6.52	-	-	\$ 224,261.27
Project Total	\$ 217,119.65	\$ 17,398.22	\$ 7,734.92	\$ -	\$ -	\$ 242,252.79

Current Agenda Item
04/09/24 Facilities Committee Meeting - Review and Recommend Action on Substantial and Final Completion of the Pecan Campus Ann Richards Administration Building A Additional Parking Lot 19



FPC Project Manager David A. Valdez

FPC Asst. Director

Rita Geller

FPC Director

RMA

Consent Agenda:

g. Approval of Final Completion of the Technology Campus Truck Driving Range Expansion

Administration recommends approval of final completion and release of final payment for the Technology Campus Truck Driving Range Expansion project.

	Project	Completion Recommended	Date Received
1.	Technology Campus Truck Driving Range Expansion Project 2023-001C Engineer: R. Gutierrez Engineering Corporation Contractor: GST Construction, LLC	Final Completion Recommended	April 2, 2024

The Technology Campus Truck Driving Range Expansion project was requested by the Continuing, Professional, and Workforce Education Department, and has been reviewed by the Facilities Operations & Maintenance, Purchasing, and Facilities Planning & Construction Departments, Coordinated Operations Council, and Administration. This project was scheduled as an educational improvement to expand the truck driving skills pad.

Final Completion, including punch list items, was accomplished as required in the Owner/Contractor agreement for this project. It is recommended that final completion and release of final payment for this project with by GST Construction, LLC. The original cost approved for this project was \$55,744.

The following table summarizes the current budget status:

Technology Campus Truck Driving Range Expansion					
Construction Budget	Approved Proposal Amount	Net Total Change Orders	Current Project Cost	Previous Amount Paid	Remaining Balance
\$28,350.00	\$55,744.00	(\$3,589.00)	\$52,155.00	\$49,547.25	\$2,607.75

Enclosed Documents

A copy of the Final Completion Letter and photos are enclosed for the Board's review and information.

The Committee recommended Board approval of final completion and release of final payment of \$2,607.75 to GST Construction, LLC for the Technology Campus Truck Driving Range 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 final completion and release of final payment of \$2,607.75 to GST Construction, LLC for the Technology Campus Truck Driving Range Expansion project as presented.

Approval Recommended:

**Dr. Ricardo J. Solis
President**

Technology Campus Truck Driving Range Expansion



Technology Campus Truck Driving Range Expansion



April 3, 2024

Mr. Ricardo de la Garza
Director of Facilities, Planning, & Construction
South Texas College
3200 W. Pecan Blvd
McAllen, Tx 78501

Subject: Construction Completion – STC Pecan Campus Ann Richards Admin Bldg A Add'l
Parking Lot & Technology Campus Truck Driving Range Expansion

Dear Mr. de la Garza,

This letter is to serve as written notice that GST Construction, Inc., has completed construction of the above-referenced project in general conformance with the contract documents. It is our understanding that all punch list items have been addressed. Therefore, we recommend the release of final payment upon submission of all close out documents. Please do not hesitate to call me at my office at 956-782-2557 or on my cell phone at 956-227-2154 if you have any questions or need additional information.

Sincerely,



Ramiro Gutierrez, P.E.
President

cc RGEC Files
David Valdez, South Texas College



Project Fact Sheet
4/1/2024

Project Name: Technology Campus - Truck Driving Range Expansion		Project No.: 2023-001C						
Funding Source(s): Unexpended Plant Fund								
		FY 22-23		FY 23-24				
	Total		FY 22-23	Variance of Project		FY 23-24	Variance of	
	Project Budget	Project Budget	Actual Expenditures	Budget vs. Actual		Actual	Project Budget	Total Actual
				Expenditures			vs. Actual	Expenditures To
Construction:	\$ 28,350.00	\$ 28,350.00	\$ -	\$ 28,350.00	\$ 30,000.00	\$ 49,547.25	\$ (19,547.25)	\$ 49,547.25
Design	10,000.00	10,000.00	5,844.14	4,155.86	1,500.00	-	1,500.00	5,844.14
Miscellaneous:	3,000.00	3,000.00	591.07	2,408.93	6,000.00	6.52	5,993.48	597.59
FFE:	-	-	-	-	-	-	-	-
Technology:	-	-	-	-	-	-	-	-
Total:	\$ 41,350.00	\$ 41,350.00	\$ 6,435.21	\$ 34,914.79	\$ 37,500.00	\$ 49,553.77	\$ (12,053.77)	\$ 55,988.98

Project Team		Board Status			
Approval to Solicit					
Architect/Engineer:	9/27/2022 R. Gutierrez Engineering Corporation				
Architect/Engineer:		Board Approval of Schematic Design	N/A		
Contractor:	GST Construction, LLC				
		Substantial Completion	11/28/2023	Board Acceptance	11/28/2023
STC FPC Project Manager:	David Valdez	Final Completion	4/2/2024	Board Acceptance	TBD

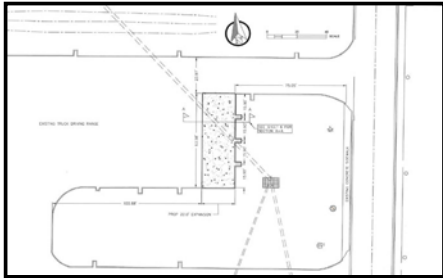
Project Description	Project Scope
Expanding the existing skills pad to 19 feet by 88.5 feet to meet DPS requirements.	Expand the existing 19,560 square feet driving skills pad by 1,800 square feet. An expansion of approximately 19 feet.

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
9/27/2022	11/29/2022	N/A	7/25/2023	9/10/2023	11/28/2023	4/27/2024	N/A

Fiscal Year	Construction	Design	Miscellaneous	FFE	Tech	Project Total
2022-23	\$ -	\$ 5,844.14	\$ 591.07	\$ -	\$ -	\$ 6,435.21
2023-24	49,547.25	-	6.52	-	-	\$ 49,553.77
Project Total	\$ -	\$ 5,844.14	\$ 591.07	\$ -	\$ -	\$ 55,988.98

Current Agenda Item

04/09/24 Facilities Committee Meeting - Review and Recommend Action on Final Completion of the Technology Campus Truck Driving Range Expansion



FPC Project Manager David A. Valdez

FPC Asst. Director Rita Geller

FPC Director RADA

Consent Agenda:

h. Approval of Final Completion of the Regional Center for Public Safety Excellence Skills Pad & EVOC Lighting

Administration recommends approval of final completion and release of final payment for the Regional Center for Public Safety Excellence Skills Pad and Emergency Vehicle Operator Course (EVOC) Lighting project.

Project	Completion Recommended	Date Received
1. Regional Center for Public Safety Excellence Skills Pad and EVOC Lighting Project 2022-010C Engineer: DBR Engineering Consultants, Inc. Contractor: Metro Electric, Inc.	Final Completion Recommended	April 1, 2024

This project was requested by the Regional Center for Public Safety Excellence staff. It has been reviewed by the Facilities Planning & Construction department, Administration, the Coordinated Operations Council, the Facilities Committee, and the Board of Trustees. This project was scheduled as an educational space improvement to provide lighting for night time training courses at the Skills Pad and EVOC training areas.

Final Completion, including punch list items, was accomplished as required in the Owner/Contractor agreement for this project. It is recommended that final completion and release of final payment for this project with by Metro Electric, Inc. The original cost approved for this project was \$331,731.

The following table summarizes the current budget status:

Regional Center for Public Safety Excellence Skills Pad and EVOC Lighting					
Construction Budget	Approved Proposal Amount	Net Total Change Orders	Current Project Cost	Previous Amount Paid	Remaining Balance
\$294,000.00	\$331,731.00	\$0	\$331,731.00	\$315,144.05	\$16,586.55

Enclosed Documents

A copy of the Final Completion Letter and photos are enclosed for the Board's review and information.

The Committee recommended Board approval of final completion and release of final payment of \$16,586.55 to Metro Electric, Inc. for the Regional Center for Public Safety Excellence Skills Pad and EVOC Lighting 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 final completion and release of final payment of \$16,586.55 to Metro Electric, Inc. for the Regional Center for Public Safety Excellence Skills Pad and EVOC Lighting project as presented.

Approval Recommended:

**Dr. Ricardo J. Solis
President**

Regional Center for Public Safety Excellence Skills Pad and EVOC Lighting



Regional Center for Public Safety Excellence Skills Pad and EVOC Lighting



April 1, 2024

Mr. Ricardo De La Garza
Director – Facilities Planning and Construction
South Texas College
3200 W. Pecan Blvd.
McAllen, Tx 78501

Re: Final Completion for RCPSE Skills Pad and EVOG Lighting

Mr. De La Garza,

Pursuant to the Substantial Completion, DBR team confirmed that all punch list items have been completed by Metro Electric, Inc. As such, the project is complete per the plans and specifications within the 30 days allocated by the Substantial Completion of March 23, 2024. Close Out documents have not been delivered to the South Texas College.

We recommend release of final payment to Metro Electric, Inc., for the above referenced project once completion and delivery of close out documents to South Texas College

If you have any questions, please do not hesitate to call me.

Sincerely,



Hugo H. Avila, P.E.
Principal | Associate

Project Name: Regional Center for Public Safety Excellence - Skills Pad and EVOC Lighting				Project No.: 2022-010C																	
Funding Source(s): Unexpended Plant Fund																					
	FY 21-22				FY 22-23			FY 23-24													
	*Revised Total Project Budget	FY 21-22 Actual	Variance of Project Budget vs. Actual	FY 21-22 Actual Expenditures	FY 22-23 Actual Expenditures	Variance of Project Budget vs. Actual	FY 23-24 Actual Expenditures	Variance of Project Budget vs. Actual	Total Actual Expenditures To Date												
Construction:	\$ 331,731.00	\$ 280,000.00	\$ 280,000.00	\$ 294,000.00	\$ 301,220.86	\$ (7,220.86)	\$ 320,397.00	\$ 13,923.59	\$ 306,473.41												
Design:	\$ 28,000.00	\$ 28,000.00	\$ 14,700.00	\$ 3,920.00	\$ 4,695.38	\$ (775.38)	\$ 22,212.00	\$ -	\$ 22,212.00												
Miscellaneous:	\$ 20,000.00	\$ 20,000.00	\$ 998.74	\$ 16,000.00	\$ 2,297.01	\$ 13,702.99	\$ 4,486.00	\$ -	\$ 4,486.00												
FFE:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -												
Technology:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -												
Total:	\$ 379,731.00	\$ 328,000.00	\$ 15,698.74	\$ 313,920.00	\$ 308,213.25	\$ 5,706.75	\$ 347,095.00	\$ 13,923.59	\$ 333,171.41												
<small>*Revised Project Budget based on the Construction cost amount.</small>																					
Project Team				Board Status																	
Approval to Solicit Architect/Engineer: 9/28/2021 Architect/Engineer: DBR Engineering Contractor: Metro Electric Inc.				Board Approval of Schematic Design: N/A Substantial Completion: 2/22/2024 Board Acceptance: TBD Final Completion: TBD Board Acceptance: TBD				<table border="1"> <thead> <tr> <th>Vendor</th> <th>Contract Amount</th> <th>Actual Expenditures</th> <th>Variance</th> </tr> </thead> <tbody> <tr> <td>DBR Engineering</td> <td>\$ 19,600.00</td> <td>\$ 19,395.38</td> <td>\$ 204.62</td> </tr> <tr> <td>Metro Electric Inc.</td> <td>\$ 331,731.00</td> <td>\$ 301,220.86</td> <td>\$ 30,510.14</td> </tr> </tbody> </table>		Vendor	Contract Amount	Actual Expenditures	Variance	DBR Engineering	\$ 19,600.00	\$ 19,395.38	\$ 204.62	Metro Electric Inc.	\$ 331,731.00	\$ 301,220.86	\$ 30,510.14
Vendor	Contract Amount	Actual Expenditures	Variance																		
DBR Engineering	\$ 19,600.00	\$ 19,395.38	\$ 204.62																		
Metro Electric Inc.	\$ 331,731.00	\$ 301,220.86	\$ 30,510.14																		
STC FPC Project Manager: Samuel Saldana																					
Project Description				Project Scope																	
Add lighting at the Skills Pad and EVOC training area.				Provide lighting for night training at the Skills Pad and EVOC training 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														
9/28/2021	1/25/2022	N/A	10/18/2022	11/15/2022	3/26/2024	04/23/2024	N/A														
Project Calendar of Expenditures by Fiscal Year																					
Fiscal Year	Construction	Design	Miscellaneous	FFE	Technology	Project Total															
2021-22	\$ -	\$ 14,700.00	\$ 998.74	\$ -	\$ -	15,698.74															
2022-23	\$ 301,220.86	\$ 4,695.38	\$ 2,297.01	\$ -	\$ -	308,213.25															
2023-24	\$ -	\$ -	\$ -	\$ -	\$ -	-															
Project Total	\$ 301,220.86	\$ 19,395.38	\$ 3,295.75	\$ -	\$ -	323,911.99															
Current Agenda Item																					
04/09/2024 Facilities Committee Meeting: Review and Recommend Action on Final Completion of the Regional Center for Public Safety Excellence Skills Pad and EVOC Lighting																					

FPC Project Manager: SPF

FPC Asst. Director: Rita C. [Signature]

FPC Director: R. [Signature]

Review and Recommend Action on Approval to Proceed with Solicitation of Architectural Services for the Pecan Plaza East Building B Cosmetology Renovation Project

Administration recommends approval of authorization to proceed with solicitation of architectural services for the Pecan Plaza East Building B Cosmetology Renovation project included on the 5-Year Capital Improvement Budget Plan.

Justification

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

Scheduling Priority

This project was requested by Administration, and has been reviewed by the Facilities Operations & Maintenance and Facilities Planning & Construction Departments, Coordinated Operations Council and Administration. This project is scheduled as an educational program capital improvement.

Background

The project consists of creating a permanent area for the new Cosmetology program in Pecan Plaza East Building B. Currently, the College is leasing instructional space from the Pharr-San Juan-Alamo Independent School District (PSJA ISD) for the Cosmetology program. The space is shared with the PSJA ISD High School Cosmetology Program. The College is in the process of relocating the Cosmetology program to the leased space at the Shah Eye Center facility and will vacate the PSJA ISD facility.

Prior to leasing the PSJA ISD facility, the College had explored multiple options trying to find a location that would meet the needs of the program. The College toured three properties: a former proprietary business school, a beauty school, and a former cafeteria. The visited locations did not have enough square footage needed for the program and had parking issues.

At one point, there were plans to possibly vacate Pecan Plaza Buildings B & C and sell the property, but after further discussions Administration found that repurposing and renovating the buildings for College use would be more cost efficient and provide easier student access to other College services.

The current plans for the Pecan Plaza Building C and Building B are as follows:

Pecan Plaza Building C

- Building C will be vacated by the Continuing Education Department, Testing Department, and the Music Department once the Pecan West Continuing Education Building is built and the renovations at the Pecan Campus Cooper Center for Performing Arts Building L are completed.
- Once vacated, the building is planned for use as a storage space for the College, to alleviate the current storage deficit for departments with storage space needs district-wide. In addition, this would allow for relocating the off-site storage being leased by the College to the space and saving on leasing fees.

Pecan Plaza Building B - Renovations

Cosmetology Program

- The Cosmetology program has experienced an increased demand for enrollment.
- The proposed space in Building B is approximately 10,000 sq. ft., which is nearly double the amount of space at the leased Shah Eye Center facility, and would allow for a sizeable cosmetology training space and future program growth.
- The College would have full control of the Cosmetology space and not retain the risk of a non-renewal of the lease at the Shah Eye Center or an increase in the lease costs.
- The use of the Pecan Plaza building would avoid the costs of leasing a space and would provide a permanent storefront space for the program.

Other Functions

- The Police Department will remain in Building B since vacating the Police Department from the existing space and building a new facility would be too costly.
- The parking along Pecan Boulevard has remained in good condition since the College resurfaced it and performed drainage improvements. Keeping the existing buildings would avoid the cost of building new parking lots.
- As shown on the proposed layout, the Security Department would be relocated to the space adjacent to the Police Department, with access provided between the spaces, thereby increasing communication between the Police and Security Departments.
- The Folklorico Dance Program would remain in place and be expanded.
- The Cosmetology Program would occupy the remainder of the building. It would be well-situated to provide direct access to the public with the use of its Pecan Boulevard storefront and ample parking.
- The Security and Folklorico Dance Renovations would begin once the New Kinesiology Building is constructed.
- The Cosmetology Renovations would begin after both the new Kinesiology Building and the new Continuing Education Building are constructed.

The proposed scope of work is summarized as follows:

- Relocating the Security department
- Expanding the Folklorico space
- Renovation to accommodate cosmetology classrooms and training – 9,916 sq. ft.

The total project estimated cost, including professional design services and construction services, is \$6,664,135 and is itemized in the table below:

Pecan Plaza East Building B Cosmetology Renovation Total Estimated Project Budget	
Budget Item	Estimated Costs
Construction	\$5,146,050
Design	514,605
Miscellaneous	128,652
FFE	437,414
Technology	437,414
Total Estimated Project Budget	\$6,664,135

Funding Source

Funds for the project are available in the Unexpended Construction Plant Fund for use in FY 2023 – 2024.

Estimated Project Timeline

The project design phase is projected to last until March 2025, with construction to commence in November 2025 (4 months added prior to Solicitation of Proposal for Construction Services for Asbestos Abatement of Building) and Substantial Completion in June 2026.

Enclosed Documents

Following in the packet are a presentation of the project and site plans of the area for the Board’s review and information.

The Committee recommended Board approval to proceed with the solicitation of architectural services for the Pecan Plaza East Building B Cosmetology Renovation project as presented.

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

The Board of Trustees of South Texas College approves and authorizes proceeding with the solicitation of architectural services for the Pecan Plaza East Building B Cosmetology Renovation project as presented.

Approval Recommended:

Dr. Ricardo J. Solis
President

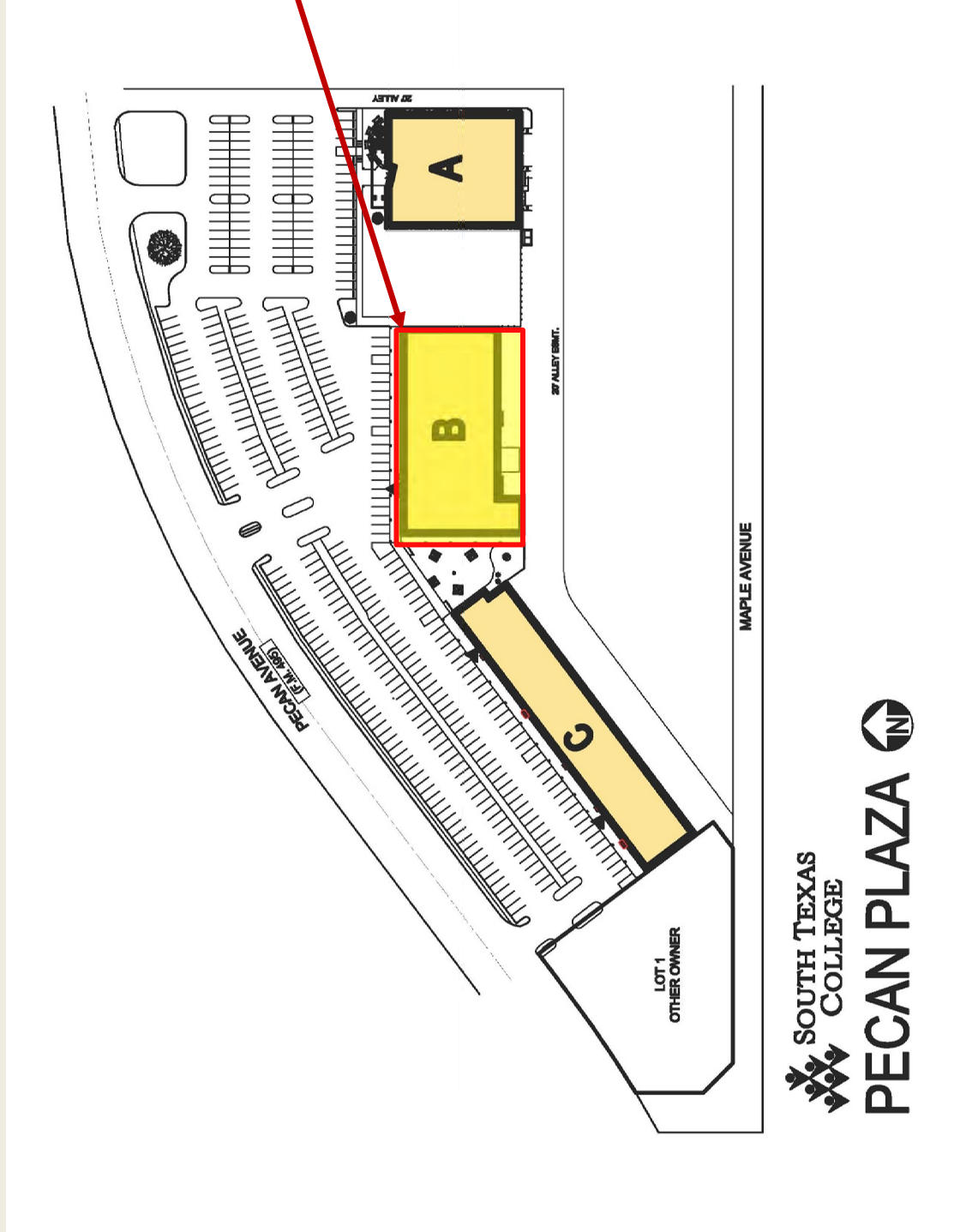


Pecan Plaza
Building B Renovation for Cosmetology Program,
Folklorico Dance Studio,
and Security Department



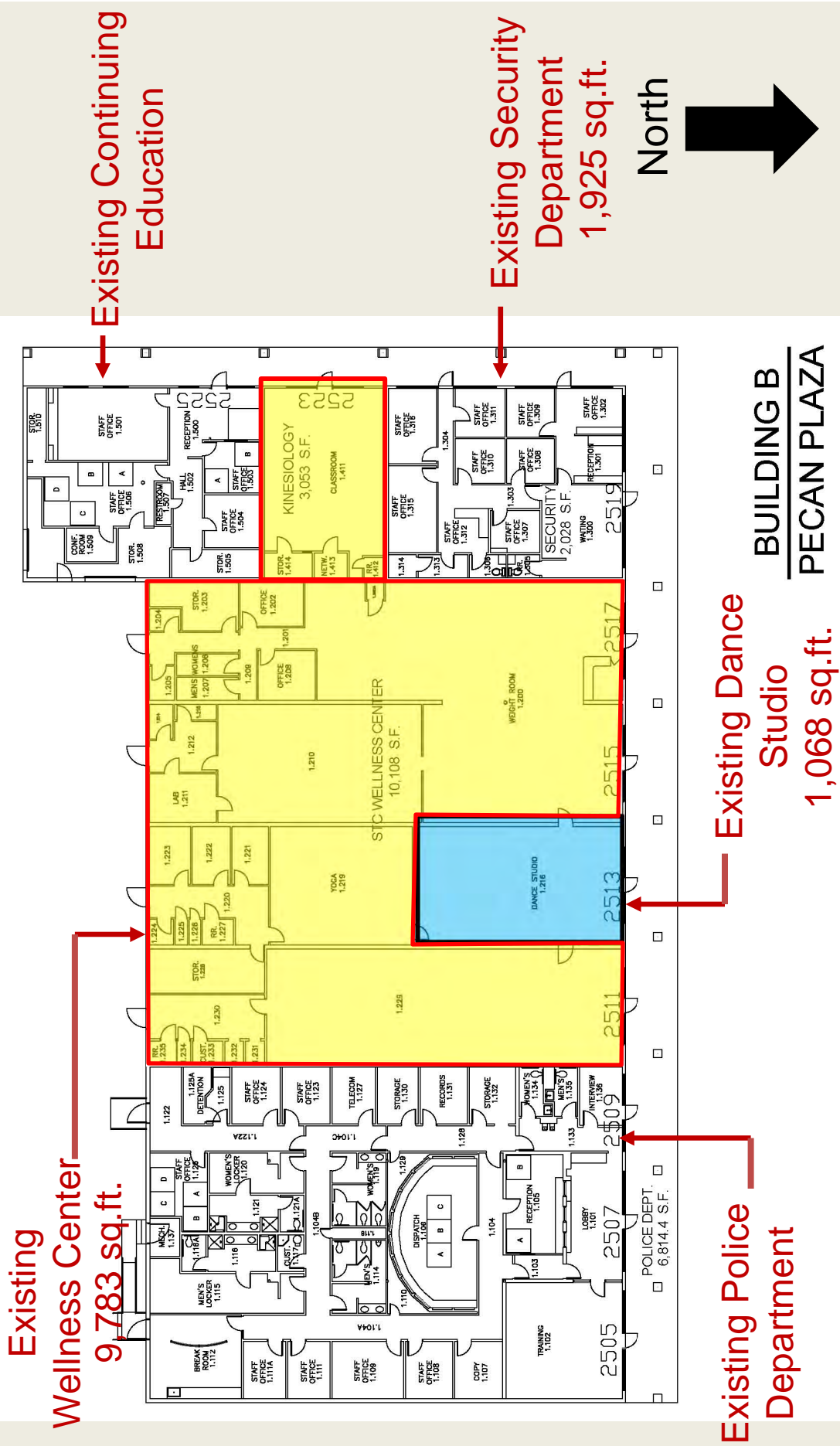
**SOUTH TEXAS
COLLEGE**

**Building B Renovation for Cosmetology Program, Folklorico Dance Studio, and Security Department
Proposed Site**

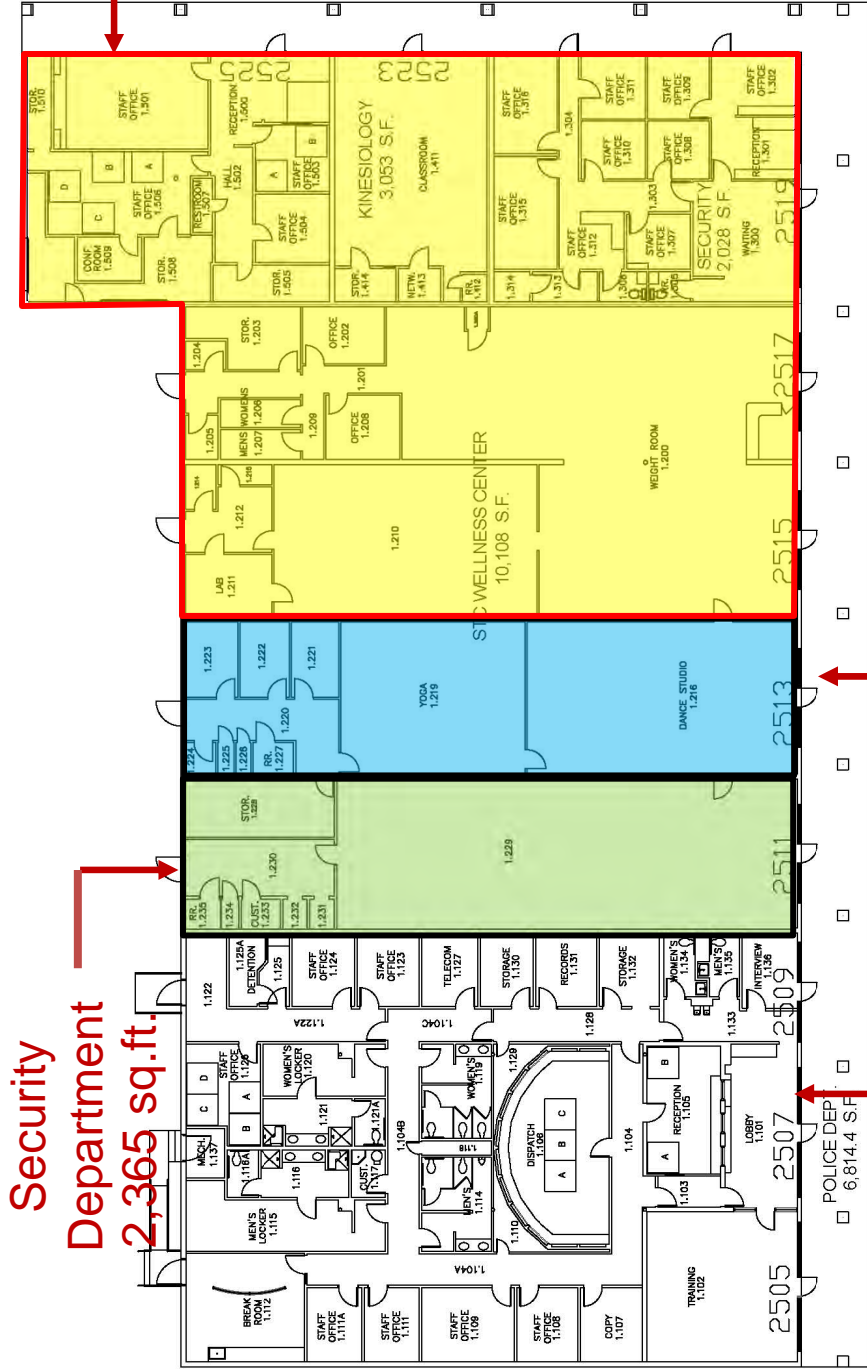


Building B Renovation for Cosmetology Program, Folklorico Dance Studio, and Security Department

Existing Wellness Center and Dance Studio Location



Building B Renovation for Cosmetology Program, Folklorico Dance Studio, and Security Department Proposed Location



Security Department
2,365 sq.ft.

Cosmetology
9,916 sq.ft.

Folklorico Dance Studio
2,422 sq.ft.

Existing Police Department

Folklorico Dance Studio BUILDING B
2,422 sq.ft. PECAN PLAZA



**Pecan Plaza Building B Renovation for Cosmetology Program,
Folklorico Dance Studio, and Security Department
Cosmetology Proposed Scope & Budget**



Requested By

Cosmetology and Dance Departments

Scope of Work

Design and Renovation of existing Kinesiology space to accommodate the proposed Cosmetology program and Security Department and existing dance studio, restrooms, and storage.

Total Square Feet Area = Cosmetology 9,916 sq.ft., Security 2,365 sq.ft., and Dance 2,422 sq.ft.,

Estimated Construction Cost per Square Foot = \$350/sq.ft.

Estimated Total Project Budget

Construction	\$ 5,146,050
Design	514,605
Miscellaneous	128,652
FFE	437,414
<u>Technology</u>	<u>437,414</u>
Total Project Budget	\$ 6,664,135

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

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

**FY 2023 - 2024 Capital Improvement Projects
Project Milestone with Board Approved Dates**

#	Projects	FPC Project Managers	Architect/ Engineer	Schematic Designs Board Approved	Contractor	Start / NTP Date	Substantial Completion Date	Final Completion
Pecan Campus								
1	New Continuing Education Bldg and Testing Center	DV	12/6/2024	4/23/2024	10/22/2024	11/25/2024	9/23/2025	10/28/2025
2	Pecan West Parking & Site Improvements	DV	1/31/2023	N/A	6/25/2024	7/8/2024	4/22/2025	5/27/2025
3	North Academic Humanities Bldg P Renovation for Administrative and Support Services Office	DV	Abel City, LLC 5/26/22	1/31/2023	Holchemont LTD 6/27/2023	7/26/2023	2/27/2024	5/26/2024
4	Pecan Campus Kinesiology Bldg Q Phase I	SS	Boultinghouse Simpson Gates Architects 6/28/22	6/27/2023	5/28/2024	7/15/2024	5/26/2025	6/10/2025
5	Cooper Center for Performing Arts Bldg L Expansion and Renovations for the Music and Dance Programs	MV	Brown Reynolds Watford Architects 6/28/22	10/31/2023	9/24/2024	11/6/2024	12/6/2025	1/6/2026
6	Ann Richards Administration Bldg A Additional Parking Lot	DV	R. Gutierrez Engineering Corporation 11/29/2022	3/28/2023	GST Construcion 7/25/2023	9/10/2023	4/23/2024	4/23/2024
7	Business and Science Bldg G Engineering Lab Renovation	TBD	-	-	-	-	-	-
8	Student Services Building K Renovation	SS	-	-	-	-	-	-
9	Operations Support Center Building Z	RC	-	-	-	-	-	-

**FY 2023 - 2024 Capital Improvement Projects
Project Milestone with Board Approved Dates**

#	Projects	FPC Project Managers	Architect/ Engineer	Schematic Designs Board Approved	Contractor	Start / NTP Date	Substantial Completion Date	Final Completion
Pecan Plaza								
10	Human Resources Building A Renovation	DV	-	-	-	-	-	-
11	East Building B Renovation for Cosmetology	MV	-	-	-	-	-	-
Mid-Valley Campus								
12	Workforce Center Building D Welding Expansion	MV	PBK Architects 10/26/21	6/28/2022	Holchemont LTD 1/31/2023	4/10/2023	6/25/2024	7/23/2024
13	Workforce Building M Automotive Expansion	MV	PBK Architects 10/26/21	6/28/2022	Holchemont LTD 1/31/2023	4/10/2023	6/25/2024	7/23/2024
14	North Academic Building C HVAC-R Classroom and Outdoor Covered Area	MV	PBK Architects 10/26/21	6/28/2022	Holchemont LTD 1/31/2023	4/10/2023	6/25/2024	7/23/2024
15	Student Union Building F Financial Aid Renovation	TBD	-	-	-	-	-	-
Technology Campus								
11	Welding Lab Expansion Bldg	SS	EGV Architects 2/22/22	8/23/2022	Kimber 1985 7/25/2023	9/13/2023	9/23/2024	10/27/2024
12	Truck Driving Range Expansion	DV	R. Gutierrez Engineering Corporation 11/29/2022	N/A	GST Construction 7/25/2023	9/10/2023	11/28/2023	4/23/2024
13	Exterior Solar Panel Structure	SS	Sames Inc. 9/28/21	6/28/2022	Rio United 2/14/2023	4/14/2023	8/22/2023	9/26/2023
14	Institute for Advanced Manufacturing Bldg E Collaboration Lab Renovation	TBD	-	-	-	-	-	-

**FY 2023 - 2024 Capital Improvement Projects
Project Milestone with Board Approved Dates**

#	Projects	FPC Project Managers	Architect/Engineer	Schematic Designs Board Approved	Contractor	Start / NTP Date	Substantial Completion Date	Final Completion
Nursing & Allied Health Campus								
15	East Building A Renovation of Radiology Lab to Multipurpose Skills Lab	TBD	-	-	-	-	-	-
16	East Building A Breakroom and Offices Expansion Renovation	TBD	-	-	-	-	-	-
17	Systems Offices Building E Renovation	DV	1/30/2024 2/27/2024 3/26/2024 5/28/2024	7/23/2024	1/28/2025	2/25/2025	1/27/2026	2/24/2026
Starr County Campus								
18	Workforce Center Bldg D Welding Expansion	MV	Gignac Associates 12/10/19	11/23/2021	Kimber 1985 8/23/2022	10/27/2022	9/26/2023	3/26/2024
19	Workforce Bldg Q Automotive Expansion	MV	Abel City Architects 10/26/2021	2/22/2022	Trium Construction 1/31/23	4/12/2023	8/27/2024	9/24/2024
20	North Academic Bldg C HVAC-R Classroom and Outdoor Area	MV	Abel City Architects 10/26/2021	2/22/2022	Trium Construction 1/31/23	4/12/2023	8/27/2024	9/24/2024

**FY 2023 - 2024 Capital Improvement Projects
Project Milestone with Board Approved Dates**

#	Projects	FPC Project Managers	Architect/Engineer	Schematic Designs Board Approved	Contractor	Start / NTP Date	Substantial Completion Date	Final Completion
Regional Center for Public Safety Excellence								
21	Canopy for Safety Training Vehicles	DV	Gignac Associates 7/27/21	1/25/2022	5 Star GC Construction 9/27/2022	10/24/2022	9/26/2023	1/30/2024
22	Canopies for Students/Instructors	DV	Gignac Associates 7/27/21	1/25/2022	5 Star GC Construction 9/27/2022	10/24/2022	9/26/2023	1/30/2024
23	Flammable Liquid and Fire Training Area	DV	Gignac Associates 7/27/21	1/25/2022	5 Star GC Construction 9/27/2022	10/24/2022	9/26/2023	1/30/2024
24	Skills Pad and EVOC Lighting	SS	DBR Engineering 1/25/22	N/A	Metro Electric, Inc. 10/18/22	11/15/2022	3/26/2024	4/23/2024
25	Perimeter Fencing	DV	N/A	TBD	TBD	TBD	TBD	TBD
26	Two-Story Residential Fire Training Structure	SS	Martinez Architects 1/25/22	6/28/2022	5 Star GC Construction 2/14/2023	4/26/2023	5/28/2024	6/25/2024
27	Parking Lot #1 for Additional Spaces	DV	2/27/2024	N/A	6/25/2024	7/15/2024	10/22/2024	11/26/2024

Red text signifies projected dates

**South Texas College
Monthly Construction Report
Fiscal Year 2023-2024
As of March 31, 2024**

Total Project Budget Summary	FY24 Unexpended Plant Fund	FY24 Renewal & Replacement Plant Fund
Total Construction Project Budget	\$ 32,144,604.00	\$ 11,290,040.00
Budget Amendment		
Previously Approve Projects	17,651,643.55	3,241,455.67
Proposed Projects for the Month of March 2024	13,340,505.59	395,000.00
Total Project Budget Balance	\$ 1,152,454.86	\$ 7,653,584.33

Project Reference Number	Project Name	Total Project Budget/Actual*	
		CIP Fund	R&R Fund
Board Approved on September 26, 2023			
*2022-006C	Starr County Campus - Substantial completion of the Workforce Center Building D Welding Lab Expansion	\$ 221,924.55	
*2019-016C	Regional Center for Public Safety Excellence - Substantial completion of the Canopy for Safety Training Vehicle	132,476.01	
*2019-017C	Regional Center for Public Safety Excellence - Substantial completion of the Canopies for Students and Instructors	39,994.07	
*2019-020C	Regional Center for Public Safety Excellence - Substantial completion of the Flammable Liquid and Gas (F.L.A.G.) Fire Training Area	102,305.02	
*2022-008C	Technology Campus - Substantial and Final Completion of the Exterior Solar Panel Structure	210,000.00	
*2022-017R	Pecan Campus - Substantial Completion of the Resurfacing of East Drive Project		280,876.17
*2023-019R	Pecan Campus - Substantial and Final Completion of the Wide Flooring Replacement Phase II for Student Services Building K		189,749.00
*2023-019R	Nursing and Allied Health Campus - Substantial and Final Completion of the District Wide Flooring Replacement Phase II for East Building A		227,686.00
Total Board Approval on September 26, 2023		\$ 706,699.65	\$ 698,311.17
Board Approved on October 31, 2023			
	Solicitation of Engineering Services for the following project		
	1- Technology Campus Resurfacing Parking Lot 2 & Regrading Existing Swales	\$ 395,000.00	
	2- Regional Center for Public Safety Excellence Parking Lot 1 Additional Spaces	330,700.00	
	3- District Wide HVAC Replacements Phase 1 at Mid Valley Campus	2,550,000.00	

Total Project Budget Summary		FY24 Unexpended Plant Fund	FY24 Renewal & Replacement Plant Fund
*2022-043C	Pecan Campus - Cooper Center for Performing Arts Building L Expansion and Renovations - Schematic Design and Solicitation of Construction Services for the Music & Dance Programs	4,800,000.00	
*2022-005C	Starr County Campus - Change Order for the Workforce Center Building D Automotive Lab Expansion - from contingency allowance (amount not included on month total)	61,825.84	
Total Board Approval on October 31, 2023		\$ 8,137,525.84	\$ -
Board Approved on November 28, 2023			
*2023-001C	Technology Campus - Substantial Completion of the Truck Driving Range Expansion	55,744.00	
*2022-017R	Pecan Campus - Final Completion of the Resurfacing of East Drive	289,069.92	
Total Board Approval on November 30, 2023		\$ 344,813.92	\$ -
Board Approved on December 6, 2023			
No projects were presented			
Total Board Approval on December 6, 2023		\$ -	\$ -
Board Approved on January 30, 2024			
*2021-002C	Pecan West Continuing Education Building A - Architectural Design Fee Proposal for ERO Architects - Estimated Project Budget \$9,087,683	\$ 443,654.14	
*2019-016C, 2019-017C, and 2019-020C	Regional Center for Public Safety Excellence - Final Completion of the Canopy for Safety Training Vehicles, Canopy for Students and Instructors, and Flammable Liquid and Gas (F.L.A.G.) Fire Training Area	\$ 1,659,250.00	
	District Offices - Contracting Architectural Services for the Building Renovation. Estimated Project Budgeted \$ \$5,000,000	\$ 400,000.00	
Total Board Approval on January 30, 2024		\$ 2,502,904.14	\$ -
Board Approved on February 27, 2024			
*2024-008C	Regional Center for Public Safety Excellence - Contract for Civil Engineering Services for Parking Lot 1 Additional Spaces	\$ 330,700.00	
*2023-013R	Mid Valley Campus - Contract for Mechanical, Electrical, and Plumbing (MEP) Engineering Services for HVAC Replacements Phase 1		\$ 2,530,000.00
*2022-038R	Mid Valley Campus - Change Order for South Academic Building H Repair & Renovations of Damaged Roof and Interior Areas Phase 1 (Construction cost \$666,000 - Revised Contract \$679,114.50)		\$ 13,144.50
	District Offices - Contracting Architectural Services for the Building Renovation		

Total Project Budget Summary		FY24 Unexpended Plant Fund	FY24 Renewal & Replacement Plant Fund
*2022-043C	Pecan Campus - Cooper Center for Performing Arts Building L - Amending the contract with brown Reynolds Watford Architects and Budget Increase for the Music and Dance Programs	\$ 4,940,000.00	
*2022-041C	Pecan Campus - Substantial Completion of the North Academic Humanities Building P Renovation for Administrative and Support Services Office	\$ 689,000.00	
*2022-038R	Mid Valley Campus - Substantial Completion of the South Academic Building H Repair & Renovations of Damaged Roof and Interior Areas Phase 1		\$ 666,000.00
Total Board Approval on February 29, 2024		\$ 5,959,700.00	\$ 2,543,144.50
Board Approved on March 26, 2024			
*2024-010R	Technology Campus - Resurfacing of Parking Lot #2 & Regrading		\$ 395,000.00
2022-043C	District Offices - Contracting Architectural Services for the Building Renovation Pecan Campus - Cooper Center for Performing Arts Building L - Expansion and Renovation for the Music and Dance Programs Phase II	\$ 3,500,000.00	
2022-043C	Pecan Campus - Cooper Center for Performing Arts Building L - Expansion and Renovation for the Music and Dance Programs Phase I (total cost projected)	\$ 7,266,375.00	
2022-015C	Regional Center for Public Safety Excellence - Two-Story Residential Fire Training Structure	\$ 2,491,634.00	
*2022-010C	Regional Center for Public Safety Excellence - Skills Pad and EVOG Lighting - Substantial Completion - (Construction Budget \$294,000 and Cost \$331,731)	\$ 30,510.14	
*2022-006C	Starr Campus - Workforce Center Building D Welding Lab Expansion - Final Completion - Construction Budget \$355,200 and Cost \$1,039,729)	\$ 51,986.45	
Total Board Approval on March 31, 2024		\$ 13,340,505.59	\$ 395,000.00
Total FY 24 Board Approved Projects		\$ 30,992,149.14	\$ 3,636,455.67

* The amounts reported under the Total Project Budget/Actual column reflects the construction cost

South Texas College
 Unexpended Plant Fund - Capital Improvement Projects (CIP)
 Project Status
 FY 2023 - 2024

#	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	FY2024 Budget	Priority Status	Upcoming Board Meeting Item	Architect/Engineering Firm	Contractor	
Pecan Campus																				
1	Library Building F Space Modifications	DV					●					\$ 1,135,000	\$ 87,322	\$ 1,047,678	\$ 450,000	Low	N/A	N/A	N/A	N/A
2	North Academic Humanities Building P Renovations for Administrative and Support Services Office	DV							●			\$ 879,510	\$ 714,827	\$ 164,683	\$ 802,840	Low	May 2024	Approval of Final Completion	Able City, LLC	Holchemont
3	Pecan Campus Kinesiology Building Phase I	SS			●							\$ 6,177,150	\$ 121,509	\$ 6,055,641	\$ 1,186,000	High	May 2024	Approval of Construction Services	Boultinghouse Simpson Gates Architects	TBD
4	Cooper Center for Performing Arts Building L Expansion and Renovations for the Music and Dance Programs	MV			●							\$ 5,698,000	\$ 145,646	\$ 5,552,354	\$ 1,405,000	High	September 2024	Approval of Construction Services	BRW Architects	TBD
5	Business and Science Building G Engineering Lab Renovation	TBD	●									\$ 500,000	\$ -	\$ 500,000	\$ 500,000	Low	TBD	TBD	TBD	TBD
6	Ann Richards Administration Building A Additional Parking Lot	DV							●			\$ 200,000	\$ 224,261	\$ (24,261)	\$ 71,500	High	April 2024	Approval of Substantial & Final Completion	R. Gutierrez Engineers	GST Construction
7	Student Services Building K Renovations	TBD	●									\$ 1,050,000	\$ -	\$ 1,050,000	\$ 26,200	Low	TBD	TBD	TBD	TBD
8	North Academic Humanities Building P Renovations for Accounts Receivable and Grant	TBD	●									\$ 94,500	\$ -	\$ 94,500	\$ 94,500	Low	TBD	TBD	TBD	TBD
9	Operations Support Center Building Z	TBD	●									\$ 5,000,000	\$ -	\$ 5,000,000	\$ 158,400	Low	TBD	TBD	TBD	TBD
Pecan Campus Subtotal												\$ 20,734,160	\$ 1,293,565	\$ 19,440,595	\$ 4,694,440					
Pecan West																				
10	Pecan West Continuing Education Building A & Testing Center Addition	DV			●							\$ 9,087,683	\$ 1,518	\$ 9,086,165	\$ 1,371,150	High	April 2024	Approval of Preliminary Design	ERO Architects	TBD
11	Pecan West Continuing Education Parking & Site Improvements	DV		●								\$ 1,875,000	\$ 25,289	\$ 1,849,711	\$ 628,225	High	N/A	N/A	Perez Consulting Engineers	TBD
Pecan West Subtotal												\$ 10,962,683	\$ 26,807	\$ 10,935,876	\$ 1,999,375					
Pecan Plaza																				
12	Human Resources Building A Renovation	DV		●								\$ 550,000	\$ -	\$ 550,000	\$ 550,000	Low	TBD	TBD	TBD	TBD
13	East Building B Renovation for Cosmetology	TBD	●									\$ 6,664,135	\$ -	\$ 6,664,135	\$ 272,000	Low	TBD	TBD	TBD	TBD
Pecan Plaza Subtotal												\$ 7,214,135	\$ -	\$ 7,214,135	\$ 822,000					

South Texas College
 Unexpended Plant Fund - Capital Improvement Projects (CIP)
 Project Status
 FY 2023 - 2024

#	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	FY2024 Budget	Priority Status	Upcoming Board Meeting Item	Architect/Engineering Firm	Contractor	
Mid-Valley Campus																				
14	Workforce Center Building D Welding Expansion	MV					●					\$ 1,539,755	\$ 888,066	\$ 651,689	\$ 898,700	High	June 2024	Approval of Substantial Completion	PBK Architects	Holchemont
15	Workforce Center Building M Automotive Lab Expansion	MV					●					\$ 2,648,275	\$ 1,553,713	\$ 1,094,562	\$ 1,451,500	High	June 2024	Approval of Substantial Completion	PBK Architects	Holchemont
16	Workforce Center Building D HVAC-R Classroom and Outdoor Covered Area	MV					●					\$ 1,235,430	\$ 745,264	\$ 490,166	\$ 691,200	High	June 2024	Approval of Substantial Completion	PBK Architects	Holchemont
17	Child Development Center Portable PB L-2 Renovation	DV					●					\$ 305,000	\$ 92,167	\$ 212,833	\$ 305,000	High	TBD	TBD	Perez Consulting Engineers/MEP Solutions Engineers	Calidad Construction/Terra Fuerte
18	Student Union Building F Financial Aid Renovation	TBD	●									\$ 89,000	\$ -	\$ 89,000	\$ 89,000	Low	TBD	TBD	TBD	TBD
Mid-Valley Subtotal												\$ 5,817,460	\$ 3,279,210	\$ 2,538,250	\$ 3,435,400					
Technology Campus																				
19	Exterior Solar Panels Structure	SS							●			\$ 224,900	\$ 235,995	\$ (11,095)	\$ 61,200	High	N/A	Complete	SAMES, Inc	Rio United Builders
20	Welding Lab Expansion Building F	SS					●					\$ 3,108,000	\$ 807,880	\$ 2,300,120	\$ 2,576,680	High	September 2024	Approval of Substantial Completion	EGV Architects	Kimber 1985
21	Truck Driving Range Expansion	DV							●			\$ 41,350	\$ 55,989	\$ (14,639)	\$ 37,500	High	April 2024	Approval of Final Completion	R. Gutierrez Engineers	GST Construction
22	Institute for Advanced Manufacturing Building E Collaboration Lab Renovation	TBD	●									\$ 285,000	\$ -	\$ 285,000	\$ 285,000	Low	TBD	TBD	TBD	TBD
Technology Campus Subtotal												\$ 3,659,250	\$ 1,099,865	\$ 2,559,385	\$ 2,960,380					
Dr. Ramiro R. Casso Nursing & Allied Health Campus																				
23	East Building A Renovation of Radiology Lab to Multipurpose Skills Lab	TBD	●									\$ 163,296	\$ -	\$ 163,296	\$ 161,640	Low	TBD	TBD	TBD	O&M
24	East Building A Breakroom and Offices Expansion Renovation	TBD	●									\$ 147,950	\$ -	\$ 147,950	\$ 142,450	Low	TBD	TBD	TBD	O&M
25	Systems Offices Building E Dental Assistant Lab Renovation	TBD	●									\$ 561,500	\$ -	\$ 561,500	\$ 561,500	Low	TBD	TBD	TBD	TBD
26	Systems Offices Building E Renovation	TBD		●								\$ 5,000,000	\$ 499	\$ 4,999,501	\$ 2,755,000	High	May 2024	Approval of Architectural Services	TBD	TBD
Nursing and Allied Health Campus Subtotal												\$ 5,872,746	\$ 499	\$ 5,872,247	\$ 3,620,590					

South Texas College
 Unexpended Plant Fund - Capital Improvement Projects (CIP)
 Project Status
 FY 2023 - 2024

#	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	FY2024 Budget	Priority Status	Upcoming Board Meeting Item	Architect/Engineering Firm	Contractor	
Starr County Campus																				
27	Workforce Center Building D Welding Expansion	MV									●	\$ 1,295,520	\$ 1,050,335	\$ 245,185	\$ 54,500	High	March 2024	Approval of Final Completion	Gignac & Associates, LLP	Kimber 1985
28	Workforce Building Q Automotive Expansion	MV					●					\$ 2,551,300	\$ 481,552	\$ 2,069,748	\$ 1,856,800	High	September 2024	Approval of Substantial Completion	Able City, LLC	Triun Construction
29	North Academic Building C HVAC-R Classroom and Outdoor Covered Area	MV					●					\$ 514,628	\$ 121,788	\$ 392,840	\$ 390,000	High	September 2024	Approval of Substantial Completion	Able City, LLC	Triun Construction
Starr County Campus Subtotal												\$ 4,361,448	\$ 1,653,675	\$ 2,707,773	\$ 2,301,300					
Regional Center for Public Safety Excellence																				
30	Canopy for Safety Training Vehicles	DV									●	\$ 801,060	\$ 767,593	\$ 33,467	\$ 41,910	High	January 2024	Approval of Final Completion	Gignac & Associates, LLP	5 Star Construction
31	Canopy for Students/Instructors	DV									●	\$ 595,048	\$ 549,306	\$ 45,742	\$ 30,470	High	January 2024	Approval of Final Completion	Gignac & Associates, LLP	5 Star Construction
32	Fire Training Area	DV									●	\$ 489,242	\$ 430,391	\$ 58,851	\$ 19,030	High	January 2024	Approval of Final Completion	Gignac & Associates, LLP	5 Star Construction
33	Perimeter Fencing	DV	●									\$ 193,000	\$ -	\$ 193,000	\$ 193,000	Low	TBD	TBD	TBD	TBD
34	Skills Pad and EVOG Lighting	SS						●				\$ 379,731	\$ 337,826	\$ 41,905	\$ 44,200	High	April 2024	Approval of Final Completion	DBR	Metro Electric
35	Two-Story Residential Fire Training Structure	SS					●					\$ 2,796,250	\$ 1,641,148	\$ 1,155,102	\$ 2,078,000	Medium	May 2024	Approval of Substantial Completion	Martinez Architects	5 Star Construction
36	Parking Lot #1 for Additional Spaces	DV			●							\$ 330,700	\$ -	\$ 330,700	\$ 330,700	High	June 2024	Approval of Construction Services	Perez Consulting Engineers	TBD
Regional Center for Public Safety Excellence Subtotal												\$ 5,585,031	\$ 3,726,263	\$ 1,858,768	\$ 2,737,310					
District Wide																				
32	Fence Enclosures	MV	●									\$ 35,000	\$ -	\$ 35,000	\$ 35,000	Low	N/A		N/A	TBD
33	Outdoor Furniture	AR		●								\$ 25,000	\$ -	\$ 25,000	\$ 25,000	Low	N/A		N/A	TBD
34	Land	N/A										\$ 3,000,000	\$ 550	\$ 2,999,450	\$ 3,000,000	N/A	N/A		N/A	N/A
35	Renovation and Contingencies	N/A										\$ 948,750	\$ -	\$ 948,750	\$ 948,750	N/A	N/A		N/A	TBD
36	Campus Master Plan	N/A	●									\$ 375,000	\$ -	\$ 375,000	\$ 375,000	Low	N/A		N/A	TBD
36	Facility Signage	DV	●									\$ 150,000	\$ 48,380	\$ 101,620	\$ 150,000	Low	N/A		N/A	TBD
37	Removal of Existing Trees	TBD	●									\$ 25,900	\$ -	\$ 25,900	\$ 25,900	Low	N/A		N/A	TBD
38	Project Cost Control Reserve	N/A	●									\$ 5,014,159	\$ -	\$ 5,014,159	\$ 5,014,159	High	N/A		N/A	N/A
District Wide Subtotal												\$ 9,573,809	\$ 48,930	\$ 9,524,879	\$ 9,573,809					
Totals			12	3	6	0	8	1	0	0	4	\$ 73,780,722	\$ 11,128,813	\$ 62,651,909	\$ 32,144,604					

South Texas College
Renewal and Replacement Projects
Project Status
FY 2023 - 2024

#	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	FY2024 Budget	Priority Status	Upcoming Board Meeting Item	Architect/Engineering Firm	Contractor	
Pecan Campus																				
1	Reseeding and Regrading of Athletic Fields	DV			●							\$ 50,000	\$ -	\$ 50,000	\$ 50,000	Low	TBD	TBD	TBD	TBD
2	Resurfacing of East Drive	SS									●	\$ 187,000	\$ 331,049	\$ (144,049)	\$ 187,000	High	November 2023	Approval of Final Completion	Perez Consulting Engineers	5-Star Construction
3	South Academic Building J Generator Replacement	SS					●					\$ 344,100	\$ 100,336	\$ 243,764	\$ 344,100	High	May 2024	Approval of Substantial Completion	DBR	Metro Electric
4	Library Building F Exterior Building Envelope Repairs	TBD	●									\$ 125,000	\$ -	\$ 125,000	\$ 125,000	High	TBD	TBD	TBD	TBD
5	Stucco Repainting Phase II	TBD			●							\$ 503,000	\$ -	\$ 503,000	\$ 503,000	Low	June 2024	Approval of Construction Services	N/A	TBD
6	Art Building B Analog to Digital Replacement	TBD	●									\$ 197,000	\$ -	\$ 197,000	\$ 197,000	Low	TBD	TBD	TBD	TBD
7	Cooper Center for Performing Arts Building L Analog to Digital Replacement	TBD	●									\$ 84,500	\$ -	\$ 84,500	\$ 84,500	Low	TBD	TBD	TBD	TBD
Pecan Campus Subtotal												\$ 1,490,600	\$ 431,385	\$ 1,059,215	\$ 1,490,600					
Mid Valley Campus																				
8	South Academic Building H Repair & Renovations of Damaged Roof and Interior Areas	DV						●				\$ 1,730,000	\$ 697,649	\$ 1,032,351	\$ 1,730,000	Low	May 2024	Approval of Final Completion	Milnet Architectural Services	Holchemont
9	Stucco Repainting Phase II	TBD			●							\$ 203,000	\$ -	\$ 203,000	\$ 203,000	Low	June 2024	Approval of Construction Services	N/A	TBD
Mid Valley Campus Subtotal												\$ 1,933,000	\$ 697,649	\$ 1,235,351	\$ 1,933,000					
Dr. Ramiro R. Casso Nursing & Allied Health Campus																				
10	NAH East Building A Westside Window Waterproofing Repairs	RC	●									\$ 90,000	\$ -	\$ 90,000	\$ 90,000	Low	TBD	TBD	TBD	TBD
11	NAH East Building A Westside Elevators Repairs	RC/O&M		●								\$ 250,000	\$ -	\$ 250,000	\$ 250,000	Medium	TBD	TBD	N/A	Oracle Elevator
12	NAH East Building A Generator Replacements	SS					●					\$ 422,000	\$ 211,377	\$ 210,623	\$ 218,600	Low	May 2024	Approval of Substantial Completion	DBR	Metro Electric
Nursing and Allied Health Campus Subtotal												\$ 762,000	\$ 211,377	\$ 550,623	\$ 558,600					
Technology Campus																				
13	Advanced Technical Careers Bldg. B Atrium Repainting	RC			●							\$ 60,000	\$ -	\$ 60,000	\$ 59,999	Low	TBD	TBD	TBD	TBD
14	Resurfacing of Parking Lot #2 & Regrading of Existing Swales	SS		●								\$ 395,000	\$ -	\$ 395,000	\$ 395,000	Low	March 2024	Approval of Engineering Services	TBD	TBD
Technology Campus Subtotal												\$ 455,000	\$ -	\$ 455,000	\$ 454,999					

South Texas College
Renewal and Replacement Projects
Project Status
FY 2023 - 2024

#	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	FY2024 Budget	Priority Status	Upcoming Board Meeting Item	Architect/Engineering Firm	Contractor	
Starr County Campus																				
15	Stucco Repainting Phase II	SS			●							\$ 253,000	\$ -	\$ 253,000	\$ 253,000	High	June 2024	Approval of Construction Services	N/A	TBD
16	General Academic Building E Data Cabling Infrastructure Replacement	RC	●									\$ 138,500	\$ -	\$ 138,500	\$ 138,500	High	TBD	TBD	TBD	TBD
Starr County Campus Subtotal												\$ 391,500	\$ -	\$ 391,500	\$ 391,500					
District Wide																				
17	Renewals & Replacements	N/A										\$ 151,000	\$ -	\$ 151,000	\$ 151,000	N/A	N/A		N/A	N/A
18	Fire Alarm Panel Replacement/Upgrade	RC/O&M		●								\$ 102,500	\$ -	\$ 102,500	\$ 102,500	Low	N/A		N/A	TBD
19	Interior LED Lighting Replacements	RC/O&M		●								\$ 110,000	\$ -	\$ 110,000	\$ 110,000	Low	N/A		N/A	TBD
20	Ext. Walkway LED Lighting Replacements	RC/O&M		●								\$ 50,000	\$ 5,610	\$ 44,390	\$ 50,000	Low	N/A		N/A	TBD
21	Building Automation Systems Replacements	RC/O&M		●								\$ 76,500	\$ 298	\$ 76,202	\$ 76,500	Low	N/A		N/A	TBD
22	Flooring Replacements	SS							●			\$ 504,000	\$ -	\$ 504,000	\$ 504,000	Medium	April 2024	Approval of Construction Services	N/A	TBD
23	HVAC Replacements	MV		●								\$ 3,050,000	\$ 566	\$ 3,049,434	\$ 3,050,000	Low	August 2024	Approval of Construction Services	N/A	TBD
24	Exterior Lighting Replacements	RC/O&M		●								\$ 279,000	\$ -	\$ 279,000	\$ 279,000	Low	N/A		N/A	TBD
25	Signage Replacement	DV	●									\$ 250,000	\$ 1,085	\$ 248,915	\$ 250,000	N/A	TBD		N/A	TBD
26	Water Tower Logo Replacements	DV	●									\$ 80,000	\$ -	\$ 80,000	\$ 80,000	N/A	TBD		N/A	TBD
27	Outdoor Furniture Replacements	TBD	●									\$ 25,000	\$ -	\$ 25,000	\$ 25,000	N/A	TBD		N/A	TBD
28	Project Cost Control Reserve	N/A	●									\$ 1,768,340	\$ -	\$ 1,768,340	\$ 1,768,340	N/A	TBD		N/A	TBD
District Wide Subtotal												\$ 6,446,340	\$ 7,559	\$ 6,438,781	\$ 6,446,340					
Totals		0	2	8	3	0	1	0	1	0	0	\$ 11,478,440	\$ 1,347,969	\$ 10,130,471	\$ 11,275,039					

Outstanding Issues - Action Plan
March 5, 2024 Facilities Committee Meeting
as of February 28 2024

#	Description of Issues	Responsible Parties	Status	Due Date	Comments/Notes	Resolution / Action Item
<i>Pecan Campus</i>						
1	Pecan Campus North Academic Humanities Building P - Water Infiltration (Warranty Item since 2018)	D. Wilson Construction	Pending	5/31/2023 6/5/2023 7/11/2023 8/8/2023 10/11/2023 11/17/2023 1/10/2024 2/6/2024 2/28/2024 4/2/2024	<p>2/28/2018: First warranty request was issued to Contractor.</p> <p>5/8/2023: Meeting with D. Wilson, PBK Architects, BEAM Professionals, Amtech, and College staff to discuss the status of the water infiltration issues and request a Plan of Action from D. Wilson on how they plan to remediate the issues.</p> <p>5/15/2023: Meeting with D. Wilson, PBK Architects, BEAM Professionals, Amtech, Old Castle, and College staff to follow up with the status of Plan of Action from D. Wilson and path forward. D. Wilson stated that Plan of Action would be forwarded to College by 5/16/2023 but was not received by the College.</p> <p>5/18/2023: Report from Spring Break work and a proposed Plan of Action from D. Wilson has been received.</p> <p>6/5/2023: D. Wilson has been testing the windows and brick walls to verify locations of water infiltrations.</p> <p>7/5/2023: D. Wilson has continued the same testing.</p> <p>8/2/2023: D. Wilson has completed the testing of all windows and brick walls and have stated that all window leaks have been repaired and addressed.</p> <p>9/7/2023: BEAM Professionals has provided a draft report of their observations of the repair work performed by D. Wilson and have noted additional pending issues. D. Wilson has not provided documentation regarding the repair work as requested from BEAM.</p> <p>10/11/2023: BEAM Professionals has provided a draft report of their observations of the repair work performed by D. Wilson and have noted additional pending issues. D. Wilson has not provided documentation regarding the repair work as requested from BEAM.</p> <p>11/6/2023: Meeting held with project team on October 26, 2023 and it was discussed that D. Wilson would provide: 1) letter to the College that all items are completed, 2) D. Wilson to provide a mock-up of the repair regarding the brick ledge weep holes, 3) D. Wilson to provide a list of all remaining deficient items.</p> <p>1/10/2024: 1) D. Wilson has not provided Items 1 & 3 as noted on 11/6/2024. 2) D. Wilson has scheduled with the Design Team and the Owner to provide a mock-up of the repair for the brick ledge weep holes on January 12, 2024.</p> <p>2/6/2024: D. Wilson performed a mock-up of their proposed brick ledge weep holes on January 12, 2024. The work was reviewed by Design Team and they met with College staff to discuss results. College staff provided photos of water infiltration noted on November 13, 2023. BEAM is in the process of documenting the water intrusion vs. previously noted leaks to see if water is still entering from previous repairs done by D. Wilson.</p> <p>2/28/2024: BEAM Professionals provided a draft request letter to the College for review and to be used by College to forward to D. Wilson to respond to letter.</p> <p>4/2/2024: College Staff & Administration met with Legal Counsel, BEAM Professionals, and PBK Architects to review draft of request letter for final editing.</p>	<p>5/18/2023: Plan of Action from D. Wilson to be reviewed by all team members for approval.</p> <p>6/5/2023: D. Wilson to continue water testing of all windows and will remove brick at one window head to further inspect possible water infiltration.</p> <p>7/5/2023: D. Wilson to provide update on results of water testing of all window possible water infiltrations.</p> <p>8/2/2023: BEAM Professionals has requested that D. Wilson provide in writing that all window leaks and water infiltrations have been repaired and addressed. Still Pending.</p> <p>9/7/2023: The College has met with BEAM Professionals and were provided with a preliminary observation report of the existing conditions and pending issues. College staff will schedule a meeting to coordinate our next steps as required.</p> <p>10/11/2023: The College is coordinating a meeting to be held with the Contractor and Architect to discuss the next steps as required.</p> <p>11/6/2023: Pending confirmation from Contractor that all items have been completed; pending brick weep hole mock-up by Contractor; pending list of any pending deficient items from Contractor.</p> <p>1/10/2024: Pending confirmation from Contractor that all items are completed and pending list of deficient items; brick weep hole mock-up scheduled for Friday, January 12, 2024.</p> <p>2/6/2024: Pending report and letter from BEAM Professionals on recommendation on how to proceed forward.</p> <p>4/2/2024: College Staff will forward request letter to D. Wilson Construction when ready and will await response from contractor.</p>

Mid Valley Campus

2	Mid Valley Campus South Academic Building H - Repair of Roof Damage and Interior Areas (Insurance Claim)	Hartford Insurance, Public Adjuster	Pending	<p>5/31/2023 6/5/2023 7/11/2023 8/8/2023 10/11/2023 11/17/2023 1/10/2024 2/6/2024 2/28/2024 4/2/2024</p>	<p>5/4/2023: Public Adjuster met on site with Hartford Insurance to perform a final walk through of building to verify damages listed by Public Adjuster. Hartford to provide a response in 2 to 4 weeks. 5/17/2023: Construction documents (roof only) have been completed by the Architect and the College has begun the solicitation for construction services. 5/18/2023: Pending response from Public Adjuster on status of final insurance settlement. 6/5/2023: Pending response from Public Adjuster on status of final insurance settlement. Solicitation of Construction Services for the roof replacement are in progress. 7/5/2023: Pending response from Public Adjuster on status of final insurance settlement. Construction services for roof replacement awarded to contractor at June Board Meeting. 8/2/2023: Pending response from Public Adjuster on status of final insurance settlement. Contractor for roof replacement will be issued a NTP upon finalization of contracts. 9/7/2023: Pending response from Public Adjuster on status of final insurance settlement. Contractor for roof replacement has been issued a NTP to start construction. Architect is preparing construction documents for the repair work on the interior the building. 10/11/2023: Pending response from Public Adjuster on status of final insurance settlement. Construction of the roof replacement is in progress. Architect is preparing construction documents for the repair work on the interior the building. 11/6/2023: Pending response from Public Adjuster on status of final insurance settlement. Construction of the roof replacement is in progress. Architect is preparing construction documents for the repair work on the interior the building. 1/10/2024: Pending response from Public Adjuster on status of final insurance settlement. Construction of the roof replacement is in progress. Architect is preparing construction documents for the repair work on the interior the building. 2/6/2024: Pending response from Public Adjuster on status of final insurance settlement. Construction of the roof replacement is at Substantial Completion. Architect is preparing construction documents for the repair work on the interior the building. 2/27/2024: Pending response from Public Adjuster on status of final insurance settlement. Construction of the roof replacement is at Substantial Completion. Architect is preparing construction documents for the repair work on the interior the building 4/2/2024: Pending response from Public Adjuster on status of final insurance settlement. Construction of the roof replacement is at Substantial Completion. Architect is preparing construction documents for the repair work on the interior the building</p>	<p>5/18/2023: Awaiting final settlement from Hartford Insurance and recommendation from Public Adjuster. 6/5/2023: Awaiting final settlement from Hartford Insurance and recommendation from Public Adjuster. Award of construction services for roof replacement scheduled for June Board Meeting. 7/5/2023: Awaiting final settlement from Hartford Insurance and recommendation from Public Adjuster. Roof replacement to begin in July. 8/2/2023: Awaiting final settlement from Hartford Insurance and recommendation from Public Adjuster. Roof replacement to begin in August. 9/7/2023: Still awaiting the same final settlement and recommendation. Roof replacement has begun. 9/7/2023: Still awaiting the same final settlement and recommendation. Roof replacement is in progress. 11/6/2023: Still awaiting the same final settlement and recommendation. Roof replacement is in progress. 1/10/2024: Still awaiting the same final settlement and recommendation. Roof replacement is in progress; construction documents for interior work by Architect in progress. 2/6/2024: Still awaiting the same final settlement and recommendation. Roof replacement is at Substantial Completion; construction documents for interior work by Architect in progress. 2/28/2024: Still awaiting the same final settlement and recommendation. Roof replacement is at Substantial Completion; construction documents for interior work by Architect in progress. 4/2/2024: Still awaiting the same final settlement and recommendation. Roof replacement is at Substantial Completion; construction documents for interior work by Architect in progress</p>
3	Mid Valley Campus Workforce Center Building D - Automotive, Welding, and HVAC-R Labs	Holchemont, Ltd.	Pending	2/6//2024	<p>2/6/2024: Construction work is in progress. There have been various delays due to incorrect information on As-Built drawings regarding existing underground utilities and infrastructure. In addition, the design team has required sufficient time to provide design solutions to the issues. The contractor has provided Change Proposals for Contractor's General Conditions and are currently being reviewed by the Design Team and Owner. There have been delays caused by the Contractor coordination and delays in material. The project team is working to resolve the change order to benefit both parties. 2/28/2024: The project team is working to resolve the change order that is fair to the Contractor and Owner. 4/2/2024: The project team is working to resolve the change order that is fair to the Contractor and Owner.</p>	<p>2/6/2024: The construction of the project is nearing Substantial Completion in possibly March with the exception of material delays. The Project Team is working on a change order that is fair to the Contractor and Owner. 2/28/2024: The Project Team is working on a change order that is fair to the Contractor and Owner. 4/2/2024: The Project Team is working on a change order that is fair to the Contractor and Owner.</p>

Nursing and Allied Health Campus

4	Nursing Allied Health Campus West Building B NAH West & Simulation Center - Wall/Floor Cracks and Water Infiltration	D. Wilson Construction	Pending	<p>Up to 5/2/2023: College staff has been meeting with D. Wilson and ERO Architects to investigate the wall/ floor cracks on the 1st floor and water infiltration on the 3rd floor that have showed up in the last couple of years. Some repairs have been done but additional cracks have arisen.</p> <p>5/18/2023: Meeting with Contractor and Architect on site to review water infiltration. Pending moisture study from Contractor as requested by Architect .</p> <p>6/5/2023: Pending moisture study from Contractor as requested by Architect. Contractor to remove metal panels to further investigate possible location of water intrusion.</p> <p>7/5/2023: Pending moisture study from Contractor as requested by Architect. Contractor to remove metal panels to further investigate possible location of water intrusion.</p> <p>9/7/2023: Pending moisture study from Contractor as requested by Architect. Contractor has determined the location of water intrusion above the 3rd Floor. The College will repair the irrigation leak on southwest corner of the building at grade. Wall cracks on interior gypsum board walls.</p> <p>5/31/2023 9/7/2023: Pending moisture study from Contractor as requested by Architect. Contractor will be conducting an additional moisture reading this week. Contractor has determined the location of water intrusion above 3rd Floor and will be conducting the repairs next week.</p> <p>7/11/2023 10/11/2023 11/17/2023 College repaired the irrigation leak on southwest corner of the building at grade.</p> <p>1/10/2024 11/6/2023: Contractor has provided moisture test results to the Architect; Architect has requested meeting with Owner and Contractor to review moisture test results and discuss next steps; Owner has not received formal notification from Contractor that water infiltration repairs on third have been completed.</p> <p>2/6/2024 1/10/2024: Meeting with Owner, Architect and Contractor to review moisture test results and discuss next steps has not be scheduled by Architect; Owner has not received formal notification from Contractor that water infiltration repairs on third have been completed.</p> <p>2/28//2024 2/6/2024: Meeting with Owner, Architect and Contractor to review moisture test results was done. A report from the Architect regarding recommendations and next steps is pending.</p> <p>4/2/2024 2/28/2024: Meeting with Owner, Architect and Contractor to review moisture test results was done. A report from the Architect regarding recommendations and next steps is pending.</p> <p>4/2/2024: Contractor has forwarded latest moisture tests to Architect and Owner. A report from the Architect regarding recommendations and next steps is pending.</p>	<p>5/18/2023: Awaiting results from investigative moisture study and site observations. Pending direction from Architect to Contractor for resolving cracks and water infiltration.</p> <p>6/5/2023: Pending moisture study and removal of metal panels by Contractor.</p> <p>7/5/2023: Pending moisture study and removal of metal panels by Contractor.</p> <p>9/7/2023: Pending moisture study and repair of water intrusion on 3rd Floor by Contractor.</p> <p>10/11/2023: Pending moisture study from Contractor and will be forwarded to Architect to aid in resolving interior wall cracks of gypsum board walls.</p> <p>11/6/2023: Pending meeting with architect and contractor to discuss next steps.</p> <p>1/10/2024: Pending meeting with architect and contractor to discuss next steps.</p> <p>2/6/2024: A report from the Architect regarding recommendations and next steps is pending</p> <p>2/28/2024: Architect's letter will be shared with College Administration for review and direction on next step.</p> <p>4/2/2024: Architect will need to provide direction on next step based on most recent moisture tests provided by Contractor.</p>
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Starr County Campus

5	Starr County Campus Workforce Center Building D - Automotive Lab and HVAC-R Lab	Triun	Pending	2/6/2024 2/28/2024 4/2/2024	<p>2/6/2024: Construction work is in progress. There have been various delays due to incorrect information on As-Built drawings regarding existing underground utilities and infrastructure. In addition, the design team has required sufficient time to provide design solutions to the issues. The contractor has provided a Change Proposal for Contractor's General Conditions and is currently being reviewed by the Design Team and Owner. There have been delays caused by the Contractor's coordination of product submittals and installation of construction materials.</p> <p>2/28/2024: The project team is working to resolve the change order that is fair to the Contractor and Owner.</p> <p>2/28/2024: The project team is working to resolve the change order that is fair to the Contractor and Owner.</p> <p>2/28/2024: The project team has worked together to provide a change order that is fair to the Contractor and Owner. It will be presented to the Facilities Committee at the April committee meeting.</p>	<p>2/6/2024: The construction of the project is in progress and the Contractor's revised schedule has Substantial Completion scheduled for August. The Project Team is working on a change order that is fair to the Contractor and Owner.</p> <p>2/28/2024: The project team is working to resolve the change order that is fair to the Contractor and Owner.</p> <p>4/2/2024: The project team has developed a change order that is fair to the Contractor and Owner and will be presented at the April Facilities Committee Meeting.</p>
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Approval of Financial Reports for February 2024

Administration recommends Board approval of the financial reports for the month of February 2024.

The following financial reports have been provided under separate cover:

- 1) Quarterly Investment Report and Money Market Accounts for February 2024.
- 2) Summary of Revenues for February 2024.
- 3) Summary of State Appropriations Revenue for February 2024.
- 4) Summary of Property Tax Revenue for February 2024.
- 5) Summary of Expenditures by Classification for February 2024.
- 6) Summary of Expenditures by Function for February 2024.
- 7) Summary of Auxiliary Fund Revenues and Expenditures for February 2024.
- 8) Summary of Grant Revenues and Expenditures for February 2024.
- 9) Foundation Financial Activity for February 2024.

Mrs. Mary Elizondo, Vice President for Finance and Administrative Services, will respond to questions posed by the Board.

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 financial reports for the month of February 2024.

Approval Recommended:

Dr. Ricardo J. Solis
President

Review and Approval of Checks and Purchasing Reports for March 2024

Administration recommends Board approval of the checks for release for the month of March 2024.

The checks presented for Board approval and the purchasing reports presented for review by the Board have been provided under separate cover.

- 10) Release of Checks for \$25,000.00 - \$125,000.00
Released Prior to Board Approval for March 2024.
- 11) Release of Checks for \$125,000.00 and Above
Board of Trustees Approval Required for March 2024.
- 12) Release of Checks for \$125,000.00 and Above
Released Prior to Board Approval for March 2024.
- 13) Release of Construction Fund Checks for March 2024.
- 14) Summary of Purchase Orders (Purchasing) for March 2024.
- 15) Summary of Bid Solicitations (Purchasing) for March 2024

The Check Register for March 2024 has also been provided under separate cover.

Mrs. Mary Elizondo, Vice President for Finance and Administrative Services, will respond to questions posed by the Board.

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 the month of March 2024.

Approval Recommended:

Dr. Ricardo J. Solis
President

**Discussion and Action as Necessary Regarding Pecan Campus North
Academic Humanities Building P Water Infiltration (Texas
Government Code 551.071, Consultations with Attorney)**

Administration will review the Pecan Campus North Academic Humanities Building P, water Infiltration issue with the Board of Trustees and legal counsel will discuss the options regarding the matter 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 recommended by legal counsel regarding the Pecan Campus North Academic Humanities Building P water infiltration.

Approval Recommended:

**Dr. Ricardo J. Solis
President**

**Discussion and Action as Necessary Regarding Outstanding
Receivables (Texas Government Code 551.071, Consultations with
Attorney)**

The South Texas College Institute for Advanced Manufacturing completed a training services agreement with a client company in McAllen, Texas on March 18, 2021.

The College completed the training agreement in full compliance with the contract terms, meeting each of the client's deliverables.

To date, there is an outstanding balance on this contract although collection efforts have been made by College staff.

Administration will provide an update in executive session for discussion with legal counsel and the Board of Trustees regarding next steps to resolve the outstanding receivables.

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 recommended by legal counsel regarding the outstanding receivables.

Approval Recommended:

**Dr. Ricardo J. Solis
President**

Discussion and Action as Necessary to Authorize College President to Negotiate and Execute Lease Agreement at Technology Campus (Texas Government Code 551.072, Deliberations about Real Property)

South Texas College has been approached by the McAllen Economic Development Corporation about a potential opportunity to support local economic development strategies, which would include the lease of available facilities at the College's Technology Campus in McAllen, Texas, to a company considering operations in the Rio Grande Valley.

Administration will provide an update in executive session for discussion with the Board of Trustees, and will request authorization for the College President to lead the negotiations and execution of a lease agreement for the facilities at the Technology Campus.

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

The Board of Trustees of South Texas College approves and authorizes action as necessary regarding the proposed lease agreement for facilities at the Technology Campus.

Approval Recommended:

**Dr. Ricardo J. Solis
President**

Discussion and Action as Necessary to Authorize College President to Negotiate Lease or Sale of Land at West Pecan Campus (Texas Government Code 551. 072, Deliberations about Real Property)

South Texas College has been approached by a private entity regarding the potential lease of purchase of undeveloped land that is part of the College's West Pecan Campus, south of the southwest corner of Pecan Blvd. and Ware Rd.

Administration will provide an update in executive session for discussion with the Board of Trustees, and will request authorization for the College President to lead the negotiations and execution of a lease agreement for the currently undeveloped land at the West Pecan Campus.

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

The Board of Trustees of South Texas College approves and authorizes action as necessary regarding the proposed lease or sale of undeveloped land at the West Pecan Campus.

Approval Recommended:

**Dr. Ricardo J. Solis
President**

**Review and Discussion of College President's Contract (Texas
Government Code 551.074, Personnel Matters)**

Administration will review and discussed potential amendment terms for the President's Contract in executive session.

This item will be presented for the Board's information and feedback, and no formal action will be requested at this time.

Announcements

A. Next Meetings:

- Tuesday, May 14, 2024
 - 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, May 28, 2024
 - 5:30 p.m. – Regular Board Meeting

B. Other Announcements:

- South Texas College will celebrate over 4,000 Bachelor Program Graduates on Thursday, April 25, 2024 from 6:00 – 8:30 p.m. at the Student Union Building, 2nd Floor.
- The Spring 2024 Commencement Ceremonies will be held on Friday and Saturday, May 3 – 4, 2024 at Bert Ogden Arena in Edinburg, TX.
- South Texas College will be closed Monday, May 27, 2024 in observance of Memorial Day.