



**SOUTH TEXAS  
COLLEGE**

# **Board of Trustees**

## **Regular Board Meeting**

**Tuesday, May 28, 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, May 28, 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>.

- I. Call Meeting to Order**
- II. Determination of Quorum**
- III. Invocation**
- IV. Mission Moment**
- V. Public Comments**
- VI. Consideration of New Items**
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  - 2. Welcome to Returning and Newly Elected Trustees ..... 9
    - Ms. Rose Benavidez representing District #1,
    - Mrs. Victoria Cantu representing District #2, and
    - Mr. David De Los Rios representing District #6
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    - b. Facilities Committee
    - c. Finance, Audit, and Human Resources Committee

- 6. Deliberation and Action as Necessary on Self-Assessment of the Board of Trustees ..... 21
- 7. Deliberation and Action as Necessary on Assessment of the College President ..... 22
- 8. Review and Action as Necessary on Quarterly Investment Report for Quarter Ending February 29, 2024..... 23 - 32

**VII. Update by the College President**

**VIII. Presentations**

- A. Presentation of the Delinquent Tax Collection Report for the Period Ending February 29, 2024..... 33 - 37

**IX. Consideration and Action on Consent Agenda**

- A. Approval of Board Meeting Minutes ..... 38
  - 1. April 23, 2024 Regular Board Meeting ..... 39 - 72
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**X. Consideration and Action on Committee Items**

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  - a. Status Report on the 2019 – 2025 Strategic Plan
- 2. Review and Action as Necessary on Consent Agenda Items from the Education and Workforce Development Committee ..... 80
  - a. Approval of Proposed Memorandum of Understanding with the National Alliance of Concurrent Enrollment Partnerships ..... 81
  - b. Approval of Proposed Interlocal Agreement for P-Tech Campus Agreement with Idea Public Schools ..... 82
- 3. Review and Action as Necessary on Proposed Interlocal Agreement and ISD Partnership Support for Dual Credit Programs ..... 83 - 85

**B. Finance, Audit, and Human Resources Committee Items**

- 1. Review of Presentations Prepared for Finance, Audit, and Human Resources Committee ..... 86 - 91
  - a. Update on Change Order for Contract with Precision Task Group (PTG) / Workday

- b. Review and Discussion of Preliminary Summaries of Unrestricted Projected Revenues and Expenditures for FY 2024 - 2025 with Comparison to FY 2023 – 2024 Amended Budget
- 2. Review and Action as Necessary on Consent Agenda Items from the Finance, Audit, and Human Resources Committee ..... 92 - 93
  - a. Approval of Award of Proposals, Purchases, Renewals, and Interlocal Agreement ..... 94 - 111

**Award of Proposals**

- 1) Medical Office Skills Training (Award)
- 2) Purchase of LED Lamps (Award)
- 3) Purchase of Welding Equipment (Award)
- 4) Small Business Skills Training (Award)
- 5) Trailer for Flammable Liquid and Gas Firefighter Training (Award)

**Purchases and Renewals - Instructional Items**

- 6) Adult Stimulator Manikin (Purchase)
- 7) Powered Ambulance Cot (Purchase)
- 8) Welding Gases, Metal, and Supplies (Purchase)
- 9) Nursing and Allied Health Equipment and Supplies (Renewal)

**Purchases and Renewals - Non-Instructional Items**

- 10) Furniture (Purchase)
- 11) Parts and Supplies (Purchase)
- 12) Campus Dining and Food Trucks – II (Renewal)
- 13) Campus Dining and Food Trucks – II (Renewal)
- 14) Ground Maintenance (Renewal)

**Purchases and Renewals - Technology Items**

- 15) Computers, Laptops, Tablets, Monitors, Servers, and Printers (Purchase)
- 16) Server Hardware Equipment (Purchase) – **Grant Funded**
- 17) Servers (Purchase)
- 18) Software Subscription (Purchase)
- 19) Datacenter Switches and Server Maintenance (Renewal)
- 20) Network Cabling and Equipment Installation Services (Renewal)
- 21) Network Software Maintenance (Renewal)
- 22) VMware Maintenance (Renewal)
- 23) Web Application Firewall Software/Cloud Subscription Agreement (Renewal)

**Interlocal Agreement**

- 24) Institutional Membership (Purchase)
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- g. Approval to Revise Proposed Projects for Internal Auditor for FY 2023 – 2024..... 154 - 156
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  - A-2. Retire Policy #5700: Official Travel of Employees
- j. Approval to Adopt New Local Governance Policy BG (Local) Administrative Organization ..... 164 - 166
- k. Approval to Adopt New Business and Support Services Policies and Retire Current Policies ..... 167 - 199
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  - A-2. Retire Policy #5510: Grants
  - B-1. Adopt CAIA (Local) Ad Valorem Taxes – Exemptions and Payments
  - B-2. Retire Policy #5425: Ad Valorem Taxes
  - C-1. Adopt CAIC (Local) Ad Valorem Taxes – Selection and Duties of Chief Tax Officials
  - D-1. Adopt CAM (Local) Appropriations and Revenue Sources – Grants, Funds, Donations From Private Sources
  - D-2. Retire Policy #5125: Establishment and Management of Endowment Funds
  - D-3. Retire Policy #5910: Acceptance of Gifts and Bequests
  - E-1. Adopt CB (Local) Depository of Funds
  - F-1. Adopt CD (Local) Accounting
  - F-2. Retire Policy #5410: Accounting
  - G-1. Adopt CDA (Local) Accounting – Financial Reports and Statements
  - G-2. Retire Policy #5330: Budget and Financial Reporting
  - H-1. Adopt CDC (Local) Accounting – Audits
  - H-2. Retire Policy #5450: External Audits
  - H-3. Retire Policy #5460: Internal Audit Function
  - I-1. Adopt CFE (Local) Purchasing and Acquisition – Vendor Relations
  - J-1. Adopt CIA (Local) Equipment and Supplies Management – Records Management
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  - B-2. Retire Policy #3322: Student Financial Aid - Satisfactory Academic Progress (SAP)
  - C-1. Adopt FFAC (Local) Wellness and Health Services – Communicable Diseases
  - C-2. Retire Policy #3680: Students With or Who Have Been Exposed to Communicable Diseases
  - C-3. Retire Policy # 3690: Bacterial Meningitis Vaccine Requirement
  - D-1. Adopt FFE (Local) Student Welfare – Freedom from Bullying
  - E-1. Adopt FL (Local) Student Rights and Responsibilities
  - E-2. Retire Policy #3610: Academic Advising of Students
  - E-3. Retire Policy #3615: Student Orientation Program
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  - E-6. Retire Policy #3681: Participation in Clinical, Simulation, or Laboratory
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A.	Next Meetings:	
•	<u>Thursday, June 6, 2024</u>	
➤	11:00 a.m. – Board Work Session	
•	<u>Tuesday, June 11, 2024</u>	
➤	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	
•	<u>Tuesday, June 25, 2024</u>	
➤	5:30 p.m. – Regular Board Meeting	
B.	Other Announcements:	
•	South Texas College will be closed Wednesday, June 19, 2024 in observance of Juneteenth.	

## **Recognition of Outgoing Trustee**

South Texas College extends its appreciation to Mr. Rene Guajardo, outgoing trustee, for his leadership of and service to the College, students, and communities.

### **Mr. Rene Guajardo Representing District #6**

Mr. Rene Guajardo was elected to the Board of Trustees for South Texas College in May 2018 to represent Single-Member District #6.

Mr. Guajardo has also served as the Chair of the Finance, Audit, and Human Resources Committee.

Mr. Guajardo is recognized for his dedicated support of the College's Mission. His fiscal stewardship and supportive of college initiatives has helped the College maintain conservative fiscal policies that ensured funding for periods of growth, while providing resiliency and security during periods of unprecedented challenge.

Thank you, Mr. Guajardo.



## **Welcome to Returning and Newly Elected Trustees**

South Texas College was scheduled to hold an election for Trustees representing Single-Member District #1, Single-Member District #2, and Single-Member District #6 on May 4, 2024.

### **Ms. Rose Benavidez, Representing District #1**

Ms. Rose Benavidez was an unopposed incumbent candidate for the election for Single-Member District #1, and was declared elected by the Board of Trustees on March 26, 2024. Single-Member District #1 encompasses the entirety of Starr County.

Ms. Benavidez has served on the South Texas College Board of Trustees since her first election in November 2009. Ms. Benavidez has served as Chair and Vice Chair of the Board, and serves as a member of the Facilities Committee.

### **Mrs. Victoria Cantu, Representing District #2**

Mrs. Victoria Cantu was re-elected on May 4, 2024, to serve for six years as the Trustee for Single-Member District #2, which encompasses La Joya, Western Mission, Palmview, Sullivan City, Penitas and West Alton.

Mrs. Victoria Cantu has served on the South Texas College Board of Trustees since her first election in May 2018. Mrs Cantu has served as Secretary of the Board of Trustees, as well as serving as a Chair of the Education and Workforce Development Committee.

### **Mr. David De Los Rios, Representing District #6**

Mr. David De Los Rios was elected on May 4, 2024, to serve for six years as the Trustee for Single-Member District #6, which encompasses Donna, South Alamo, South San Juan, Southeast Pharr, South Weslaco and Progreso.

This is Mr. De Los Rios' first term serving on the South Texas College Board of Trustees.

## **Recognition of Outgoing Board Officers for 2020 - 2024**

In appreciation for their leadership and support of South Texas College, the students, faculty, staff and administration would like to recognize and extend our sincere appreciation to the outgoing Board Officers who have completed their terms as officers of the Board.

The outgoing Board Officers are:

Ms. Rose Benavidez, Chair  
Dr. Alejo Salinas, Jr., Vice Chairman  
Mrs. Victoria Cantu, Secretary

The College sincerely thanks the outgoing Board Officers, who provided steadfast leadership and guidance through unprecedented challenges to campus safety and security, operations, instructional paradigms, enrollment, and personnel management.

Their service and dedication to making STC a world-class higher education institution and their commitment to providing each student with high expectations for success is appreciated and applauded.

Dr. Solis wishes to recognize and thank each Board Officer for their last three-and-a-half years of service.

## **Election of Board Officers**

The Board approved Policy Manual calls for the election of officers to be held at the first regular meeting of the Board of Trustees following the May trustee election in even numbered years or at any other time when necessary to fill a vacancy.

Texas Education Code Sec. 130.082 (d) includes the requirement: "Officers of the board shall be elected at the first regular meeting of the board following the regular election of members of the board in even-numbered years, or at any time thereafter in order to fill a vacancy."

Policy BCA – Board Internal Organization: Board Officers and Officials outlines the regulations that govern the manner in which each officer will be elected and describes the responsibilities for the given offices. This policy is included in the packet for your information.

The local policy outlines the following Board Officers:

### **Chairman**

A Chairman of the Board, who shall be a member of the Board, and who shall:

- a. Preside at the meetings of the Board; and
- b. Perform such other duties and functions as may, from time to time, be assigned by the Board.

### **Vice Chairman**

A Vice Chairman, who shall be a member of the Board, and who shall:

- a. Preside at meetings of the Board during the absence of the Chairman; and
- b. Perform such other duties and functions as may, from time to time, be assigned by the Board.

### **Secretary**

A Secretary who may, but does not have to, be a member of the Board and who shall:

- a. Be the official custodian of the minutes, books, records and seal of the Board; and
- b. Perform such other duties and functions as may, from time to time, be assigned by the Board.

The packet also includes a Board Officers Election Guide, outlining the process under Robert's Rules of Orders, the Board's established parliamentary procedures.

The outgoing Board Officers from May 2018 to November 2020 are:

1. Mr. Paul R. Rodriguez has served as Chairman,
2. Ms. Rose Benavidez as Vice Chairman, and
3. Mr. Roy de León as Secretary.

It is necessary to elect new officers for the positions of Chair, Vice Chair, and Secretary, to serve through May 2022. The Board may elect each office separately or elect a slate of officers at one time.

<b>Election of Officers</b>	Officers of the board shall be elected at the first regular meeting of the board following the regular election of members of the board in even-numbered years, or at any time thereafter in order to fill a vacancy.
President	The board shall elect one of its members as president of the board.
Secretary	The board shall elect a secretary of the board who may or may not be a member of the board.
Other Officers	The board shall be authorized to elect any other officers as deemed necessary or advisable.  <i>Education Code 130.082(d)</i>

**Board Officers**

The Board shall elect the following officers, who shall have the following duties:

1. A Chairman of the Board, who shall be a member of the Board, and who shall:
  - a. Preside at the meetings of the Board; and
  - b. Perform such other duties and functions as may, from time to time, be assigned by the Board;
2. A Vice Chairman, who shall be a member of the Board, and who shall:
  - a. Preside at meetings of the Board during the absence of the Chairman; and
  - b. Perform such other duties and functions as may, from time to time, be assigned by the Board;
3. A Secretary, who may, but does not have to, be a member of the Board and who shall:
  - a. Be the official custodian of the minutes, books, records, and seal of the Board; and
  - b. Perform such other duties and functions as may, from time to time, be assigned by the Board; and
4. Any other officers, as deemed necessary or advisable, who shall have the duties and responsibilities assigned by the Board.

Each officer, after election, maintains all rights and responsibilities of all Trustees, if a member of the Board, including the right to vote.

**Eligibility for Office**

No officer shall succeed themselves. An officer shall be entitled to hold another office after completing a term or terms in one office. An officer shall also be entitled to be elected to an office that the officer has held previously but which the officer did not hold in the immediately preceding term.

**Election of Officers**

Officers of the Board shall be elected at the first regular meeting of the Board after the May election in even-numbered years or at any other time when necessary to fill a vacancy. In addition to the required post-election organization, the Board may also organize at any other times.

## Board Officer Election Guide

### Election of Officers

- Per Board Policy BCA, The Board reorganizes following May elections.
- The Board Officers are:
  - Chairman
  - Vice Chair
  - Secretary
- No Officer shall succeed himself or herself in an Office.

### Call for Nominations

- Chair Calls for Nominations.
- Trustees can nominate individual officers or a slate.

### Nominations – for Slate or Individual Officers

- Nominations do not require a second.
- Chair repeats each nomination as it is made.

### Close Nominations

- **Is there a motion that nominations be ceased?**
- **Is there a second?**
- **Is there any discussion?**
- **Call for the Question.**

### Voice Vote – Individual Nominations

- Repeat each Nomination in Order by which it was made.
  - All those in favor of [Name] for [Office] say “Aye”.
  - All opposed, same sign.
- Continue until election of each Office is successfully filled.
- Chair may vote to break ties.

### Voice Vote – Slate Nominations

- Repeat the full Slate Nomination in Order by which it was made.
  - All those in favor of the slate as announced say “Aye”.
  - All opposed, same sign.
- Chair may vote to break ties.

### Announce Election Results

- **It is hereby declared by acclamation:**
  - \_\_\_\_\_ is elected as Chairman,
  - \_\_\_\_\_ is elected as Vice Chair, and
  - \_\_\_\_\_ is elected as Secretary.
- **Motion carries.**
- **Pass the gavel to the newly elected Chairman.**

South Texas College Board Policy Manual, Policy BD(Local) *Board Meetings - Rules of Order*

“The Board shall observe the parliamentary procedures as found in Robert’s Rules of Order, Newly Revised, except as otherwise provided in Board procedural rules or by law. Procedural rules may be suspended at any Board meeting by majority vote of the members present.

The failure to strictly follow Robert’s Rules of Order, Newly Revised shall not act to invalidate any action of the Board for which a quorum was present otherwise held in accordance with the law.”

## **Request for Consideration of Appointment as Board Committee Chair and Committee Member**

Input from Board members on their Committee preferences for appointment and service as a Committee Chair and Committee Members is requested.

Policy BCB(Local) – Board Internal Organization: Board Committees designates the three (3) committees of the Board:

1. Education and Workforce Development
2. Finance, Audit, and Human Resources
3. Facilities

The Chairman may, from time to time as deemed necessary, create committees to advise the Board and facilitate the efficient operation of the Board. Their membership is to be established by action of the Chairman. A committee that includes one or more Trustees in attendance is subject to the Open Meetings Act when it meets to discuss public business or policy.

A list of the current Committee members and appointed Chairs is included for the Board's information. The membership and appointment of Committee Chairs is established by action of the Board Chairman.

It is recommended that the newly elected Board Chair request input from Board members on their Committee preferences and desire to serve as a Committee Chair and/or Member.

Committee appointments are made by the Chair of the Board, and an agenda item will be included at the June 2024 Regular Board Meeting to provide the Chair the opportunity to make/revise appointments as necessary.





**SOUTH TEXAS  
COLLEGE**

**BOARD OF TRUSTEES  
COMMITTEE MEMBERSHIP  
2022 - 2024**

**EDUCATION AND WORKFORCE DEVELOPMENT COMMITTEE**

Mrs. Victoria Cantu - Chairwoman  
Mrs. Dalinda Gonzalez-Alcantar  
Mr. Danny Guzman

**FACILITIES COMMITTEE**

Dr. Alejo Salinas, Jr. - Chairman  
Ms. Rose Benavidez  
Mr. Paul R. Rodriguez

**FINANCE AND HUMAN RESOURCES COMMITTEE**

Mr. Rene Guajardo – Chairman (outgoing trustee)  
Dr. Alejo Salinas, Jr.  
Mr. Paul R. Rodriguez

**Membership Established by the Board Chair: 06/28/2022**

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

**Board Committees**

Authority of Board  
Committees

Committees may be created by the Chairman of the Board to advise the Board and facilitate the efficient operation of the Board.

The Board is not bound by the action of a Board committee or any of its individual members.

Education and  
Workforce  
Development

The Education and Workforce Development committee supports the Board in its obligation to provide oversight for the academic, workforce training, and economic development programs of the College District. The committee's specific roles shall include reviewing and recommending action as necessary to the Board regarding:

1. New academic and workforce programs for submittal to the Coordinating Board;
2. Development of technical training programs to offer competitive, quality training to help promote the region's value to the global economy;
3. Development of policies in the areas of academic affairs, student services, admissions requirements, academic advising, counseling, and instruction support services;
4. Curricular and teaching innovation and the use of technology for program development and other educational initiatives;
5. Quality and effectiveness of all instructional programs and monitoring their continued improvement;
6. Inter-institutional cooperation with four-year institutions, public school districts, and workforce partners; and
7. Development of economic development opportunities to expand the College District's capacity and impact on regional economic prosperity.

Finance, Audit, and  
Human Resources

The Finance, Audit, and Human Resources committee supports the Board in its fiduciary responsibilities and in overseeing the investment and expenditure of public and grant funds to support the mission of the College District. The committee's specific roles shall include reviewing and recommending action as necessary to the Board regarding:

BOARD INTERNAL ORGANIZATION  
BOARD COMMITTEES

BCB  
(LOCAL)

1. Budgetary and fiscal matters of the College District within the applicable state laws and rules and regulations of the Coordinating Board;
2. Annual budget, staffing plan, and salary pay plan documents, including all substantive changes to those documents from preceding fiscal years;
3. Establishment of tuition and fee requirements;
4. Award of contracts, grants, and bids for the College District;
5. Activities relating to foundations, grants, and endowments in perpetuity;
6. Financial condition and stability of the College District;
7. Development of personnel policies and procedures as necessary regarding employee compensation and benefits, adherence to equal employment opportunity regulations and, grievance and due process regulation;
8. Selection of the independent external auditor of the annual financial statements of the College District and the external auditor process and reports; and
9. System of internal controls and the internal audit process and reports.

Facilities

The Facilities committee supports the Board in its oversight of facilities expansion and maintenance and advises the Board on matters related to design, construction, and occupancy of the College District's facilities. The committee's specific roles shall include reviewing and recommending action as necessary to the Board regarding:

1. Current and long-term facilities' needs of the College District at all campuses and developing plans to meet projected needs;
2. Development of the facilities master plan for the College District;
3. Capital improvement projects for the College District;
4. Development and adherence to facilities design guidelines and standards for projects College District-wide;
5. Selection of design professionals, engineering, and construction services firms;

BOARD INTERNAL ORGANIZATION  
BOARD COMMITTEES

BCB  
(LOCAL)

6. Priorities for the renovation of existing space or addition of new space;
7. Acquisition of real property;
8. Naming of College District buildings and other facilities; and
9. Project status against contractual arrangements.

Additional  
Committees

Additional committees may be created by the Chairman of the Board as necessary or desirable. All committees shall consist of a maximum of three Board members.

Quorum

A quorum is not necessary to conduct committee business.

## **Deliberation and Action as Necessary on Self-Assessment of the Board of Trustees**

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

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

The previous self-assessment of the Board of Trustees was conducted in August 2023.

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

The Board is asked to take action as necessary regarding the self-assessment.

**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 self-assessment of the Board of Trustees.

**Approval Recommended:**

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

## **Deliberation and Action as Necessary on Assessment of the College President**

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

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

The previous assessment of the College President was conducted in August 2023.

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

The Board is asked to take action as necessary regarding the assessment of the College President.

**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 assessment of the College President and any required specific instructions regarding the questions, format, method, and time frame as appropriate.

**Approval Recommended:**

**Dr. Ricardo J. Solis**  
President

## **Review and Action as Necessary on Quarterly Investment Report for Quarter Ending February 29, 2024**

A report on the College's Quarterly Investment Report for the Quarter February 29, 2024, is being presented. The Board is asked to approve the Investment Report as presented.

Purpose and Justification – Ms. Emily Upshaw from Valley View Consulting, L.L.C. will present on the status of the College's Quarterly Investment Report for the Quarter Ended February 29, 2024 and provide a further update at the meeting. Ms. Upshaw will present an overview of the investments, the annual interest earnings, the quarterly interest earnings, and the economic overview.

The report being presented will provide a brief review and update of the College's Quarterly Investment Report for the Quarter Ended February 29, 2024 to the College's Board of Trustees.

Background – The Texas Public Funds Information Act (PFIA) and the College's Policy CAK Appropriations and Revenue Sources: Investments requires an Investment Report to be prepared and submitted to the Board of Trustees and the President on a quarterly basis.

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

Enclosed Documents – A copy of the Quarterly Investment Report for the Quarter Ended February 29, 2024 follows 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, will be present at the Board Meeting to address any questions.

***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 Quarterly Investment Report for the Quarter Ended February 29, 2024, as presented.

**Approval Recommended:**

**Dr. Ricardo J. Solis  
President**



# SOUTH TEXAS COLLEGE

## QUARTERLY INVESTMENT REPORT

For the Quarter Ended

February 29, 2024

Prepared by

Valley View Consulting, L.L.C.

The investment portfolio of the South Texas College is in compliance with the Public Funds Investment Act and the South Texas College Investment Policy.

Maria G. Elizondo, Vice President for Finance & Administrative Services	Date
Myriam Lopez, Comptroller	Date
Paul R. Rodriguez, Board of Trustees, Designated Investment Officer	Date

**Disclaimer:** These reports were compiled using information provided by the South Texas College. No procedures were performed to test the accuracy or completeness of this information. The market values included in these reports were obtained by Valley View Consulting, L.L.C. from sources believed to be accurate and represent proprietary valuation. Due to market fluctuations these levels are not necessarily reflective of current liquidation values. Yield calculations are not determined using standard performance formulas, are not representative of total return yields and do not account for investment adviser fees.

### Summary

#### Quarter End Results by Investment Category:

Asset Type	November 30, 2023		February 29, 2024		
	Book Value	Market Value	Book Value	Market Value	Ave. Yield
DDA/MMA/NOW	\$ 109,739,815.07	\$ 109,739,815.07	\$ 130,292,323.37	\$ 130,292,323.37	4.63%
Pools	1,723,250.20	1,723,250.20	1,746,325.29	1,746,325.29	5.33%
CD/Security	269,267,527.61	268,151,973.61	320,038,766.62	319,197,472.86	4.47%
<b>Totals</b>	<b>\$ 380,730,592.88</b>	<b>\$ 379,615,038.88</b>	<b>\$ 452,077,415.28</b>	<b>\$ 451,236,121.52</b>	4.52%

**Current Quarter Portfolio Performance (1)**  
Average Quarterly Yield 4.52%

Rolling Three Month Treasury 5.44%  
Rolling Six Month Treasury 5.39%  
TexPool 5.33%

**Year-to-Date Portfolio Performance (2)**  
Average Quarter End Yield 4.46%

Rolling Three Month Treasury 5.50%  
Rolling Six Month Treasury 5.44%  
TexPool 5.35%

#### INTEREST EARNINGS

	PRIOR YEAR	CURRENT YEAR
Quarterly Interest Earned	\$2,458,727.89 (Unaudited)	\$4,520,457.77 (Unaudited)
Accrued Interest-End of Quarter	\$1,002,072.99 (Unaudited)	\$1,306,218.31 (Unaudited)
Fiscal YTD Interest Earned	\$4,090,288.46 (Unaudited)	\$8,567,174.38 (Unaudited)

(1) **Current Quarter Portfolio Performance** - yields based on adjusted book value, realized and unrealized gains/losses and investment advisory fees are not considered. The yield for the reporting month is used for bank, pool, and money market balances. □

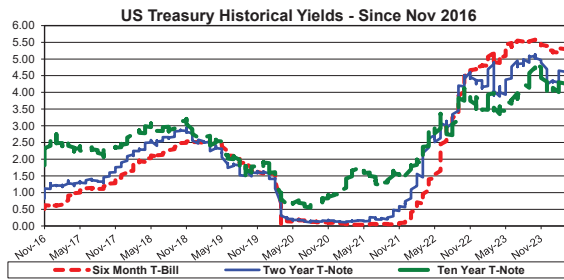
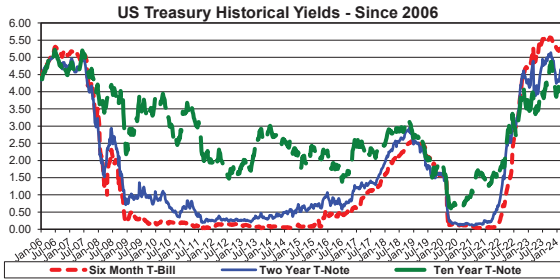
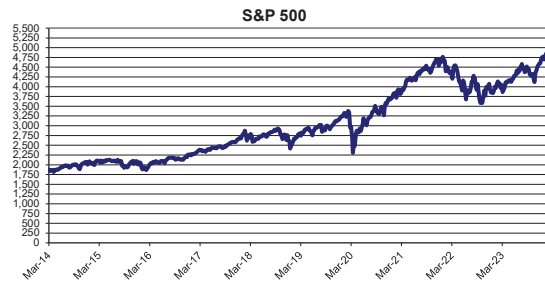
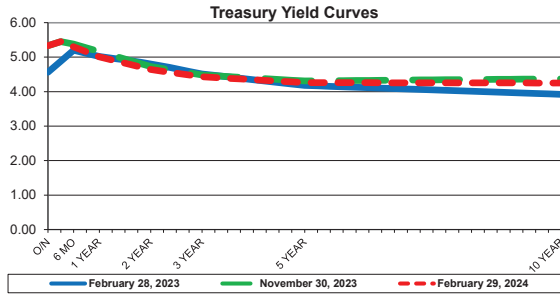
(2) **Fiscal Year-to-Date Performance** - yields calculated using quarter end report yields and adjusted book values and does not reflect a total return analysis or account for advisory fees.



Economic Overview

2/29/2024

The Federal Open Market Committee (FOMC) maintained the Fed Funds target range 5.25% - 5.50% (Effective Fed Funds are trading +/-5.33%). All expectations are for reduced future rates, but any actions will be "data-dependent." Second Estimate Fourth Quarter 2023 GDP posted 3.2% (a slight downward revision). The S&P 500 Stock Index reached another new high closing over 5,100. The yield curve remains inverted. Crude Oil drifted higher at +/\$80 per barrel. Inflation continued to decline but still remained above the FOMC 2% target (Core PCE +/-2.8% and Core CPI +/-3.9%). Reduced global economic outlooks and ongoing/expanding military conflicts increase uncertainty.



Valley View Consulting, L.L.C.

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Investment Holdings  
February 29, 2024

Description	Rating	Coupon/Discount	Maturity Date	Settlement Date	Original Face\ Par Value	Book Value	Market Price	Market Value	Life (Days)	Yield
American Nat'l Bank & Trust MMA		5.51%	03/01/24	02/29/24	\$ 12,798,013.14	\$ 12,798,013.14	1.00	\$ 12,798,013.14	1	5.51%
PNC Bank MMA - Operating		3.87%	03/01/24	02/29/24	60,281,495.93	60,281,495.93	1.00	60,281,495.93	1	3.87%
PNC Bank MMA - Operating #2		2.79%	03/01/24	02/29/24	38,016.48	38,016.48	1.00	38,016.48	1	2.79%
PNC Bank MMA - Payroll		3.24%	03/01/24	02/29/24	1,186.54	1,186.54	1.00	1,186.54	1	3.24%
PNC Bank MMA - Payroll #2		2.78%	03/01/24	02/29/24	17,436.08	17,436.08	1.00	17,436.08	1	2.78%
PNC Bank MMA - Student		2.84%	03/01/24	02/29/24	612,445.44	612,445.44	1.00	612,445.44	1	2.84%
PNC Bank MMA - Student #2		2.78%	03/01/24	02/29/24	25,054.46	25,054.46	1.00	25,054.46	1	2.78%
PNC Bank - Federal Draw Down		2.90%	03/01/24	02/29/24	1,561.43	1,561.43	1.00	1,561.43	1	2.90%
PNC Bank MMA		3.29%	03/01/24	02/29/24	6,019,211.38	6,019,211.38	1.00	6,019,211.38	1	3.29%
PNC Bank MMA - I&S Bond 96,02,03, 04,07,10,14,15		2.79%	03/01/24	02/29/24	25,054.18	25,054.18	1.00	25,054.18	1	2.79%
PNC Bank - Construction E&G Transfer		2.79%	03/01/24	02/29/24	25,054.48	25,054.48	1.00	25,054.48	1	2.79%
PNC Bank - Construction E&G Transfer		2.99%	03/01/24	02/29/24	1,561,652.23	1,561,652.23	1.00	1,561,652.23	1	2.99%
Veritex Bank MMA		5.33%	03/01/24	02/29/24	3,949,379.30	3,949,379.30	1.00	3,949,379.30	1	5.33%
NexBank MMA		5.60%	03/01/24	02/29/24	44,936,762.30	44,936,762.30	1.00	44,936,762.30	1	5.60%
TexPool LGIP	AAAm	5.33%	03/01/24	02/29/24	1,746,325.29	1,746,325.29	1.00	1,746,325.29	1	5.33%
FAMCA		2.33%	03/24/24	04/05/22	10,000,000.00	10,000,000.00	99.77	9,976,665.10	24	2.33%
Texas Capital Bank CD		4.90%	03/31/24	01/31/23	5,271,102.54	5,271,102.54	100.00	5,271,102.54	31	4.90%
East West Bank CD		5.78%	04/05/24	10/10/23	3,197,689.46	3,197,689.46	100.00	3,197,689.46	36	5.95%
East West Bank CD		5.78%	04/05/24	10/10/23	3,962,620.66	3,962,620.66	100.00	3,962,620.66	36	5.95%
East West Bank CD		4.50%	04/26/24	04/25/23	5,213,343.47	5,213,343.47	100.00	5,213,343.47	57	4.59%
FAMCA		2.38%	04/29/24	04/05/22	10,000,000.00	10,000,000.00	99.51	9,950,860.50	60	2.38%
FFCB	Aaa/AA+	2.63%	05/03/24	06/01/22	9,249,000.00	9,249,866.52	99.52	9,204,403.36	64	2.57%
Independent Financial CD		4.99%	05/27/24	02/27/23	7,355,735.68	7,355,735.68	100.00	7,355,735.68	88	4.99%
Independent Financial CD		5.50%	05/28/24	11/30/23	1,690,784.40	1,690,784.40	100.00	1,690,784.40	89	5.64%
US Treasury	Aaa/AA+	2.50%	05/31/24	06/01/22	3,000,000.00	2,999,556.94	99.30	2,978,906.25	92	2.56%
FHLB	Aaa/AA+	2.88%	06/14/24	06/01/22	12,500,000.00	12,509,956.32	99.28	12,409,433.63	106	2.59%
East West Bank CD		5.71%	07/08/24	10/10/23	7,158,347.02	7,158,347.02	100.00	7,158,347.02	130	5.88%
FFCB	Aaa/AA+	3.15%	07/15/24	07/15/22	15,000,000.00	15,000,931.71	99.19	14,878,495.35	137	3.13%
East West Bank CD		5.34%	07/16/24	01/16/24	4,128,235.72	4,128,235.72	100.00	4,128,235.72	138	5.48%
East West Bank CD		5.29%	07/31/24	02/02/24	6,024,396.19	6,024,396.19	100.00	6,024,396.19	153	5.43%
FFCB	Aaa/AA+	3.38%	08/26/24	09/08/22	15,000,000.00	14,987,994.60	99.06	14,859,107.85	179	3.54%
FFCB	Aaa/AA+	3.50%	09/13/24	09/13/22	3,168,000.00	3,166,643.22	99.07	3,138,528.10	197	3.58%
FAMCA		4.84%	09/24/24	11/15/22	10,000,000.00	10,000,000.00	99.70	9,969,765.90	208	4.84%
Bank OZK CD		5.41%	09/25/24	07/25/23	2,064,755.69	2,064,755.69	100.00	2,064,755.69	209	5.41%
FHLB	Aaa/AA+	4.50%	10/03/24	11/09/22	10,000,000.00	9,981,754.06	99.56	9,956,270.20	217	4.83%
East West Bank CD		5.64%	10/07/24	10/10/23	6,134,043.72	6,134,043.72	100.00	6,134,043.72	221	5.80%
Texas Capital Bank CD		4.82%	10/31/24	01/31/23	5,266,572.02	5,266,572.02	100.00	5,266,572.02	245	4.82%
Veritex Bank CD		5.46%	11/18/24	07/20/23	15,489,125.09	15,489,125.09	100.00	15,489,125.09	263	5.46%
Texas Capital Bank CD		4.75%	12/02/24	01/31/23	15,787,832.95	15,787,832.95	100.00	15,787,832.95	277	4.75%
BOK Financial CDARS		5.35%	12/05/24	12/07/23	2,361,157.12	2,361,157.12	100.00	2,361,157.12	280	5.50%
American Nat'l Bank & Trust CD		4.50%	02/02/25	02/03/23	15,689,096.33	15,689,096.33	100.00	15,689,096.33	339	4.50%
Bank OZK CD		5.37%	03/05/25	10/10/23	8,146,076.21	8,146,076.21	100.00	8,146,076.21	370	5.52%
Veritex Bank CD		5.17%	03/24/25	07/17/23	7,215,976.36	7,215,976.36	100.00	7,215,976.36	389	5.17%
American Nat'l Bank & Trust CD		4.92%	04/25/25	04/26/23	15,575,594.38	15,575,594.38	100.00	15,575,594.38	421	5.04%

South Texas College

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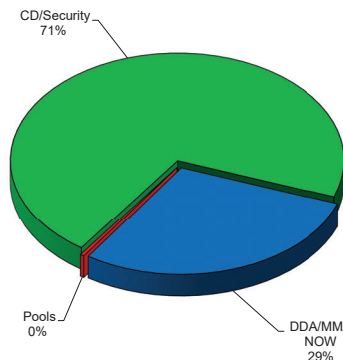
**Investment Holdings**  
**February 29, 2024**

Description	Rating	Coupon/ Discount	Maturity Date	Settlement Date	Original Face/ Par Value	Book Value	Market Price	Market Value	Life (Days)	Yield
Bank OZK CD		5.37%	05/07/25	10/10/23	10,182,595.26	10,182,595.26	100.00	10,182,595.26	433	5.52%
US Treasury	Aaa/AA+	2.75%	05/15/25	01/12/24	5,000,000.00	4,894,139.43	97.46	4,873,046.90	441	4.57%
American Nat'l Bank & Trust CD		5.10%	05/29/25	11/30/23	9,116,431.72	9,116,431.72	100.00	9,116,431.72	455	5.23%
American Nat'l Bank & Trust CD		5.10%	06/05/25	12/07/23	6,071,680.15	6,071,680.15	100.00	6,071,680.15	462	5.23%
FAMCA		4.54%	07/16/25	01/16/24	15,000,000.00	15,000,000.00	99.58	14,937,723.75	503	4.54%
American Nat'l Bank & Trust CD		4.60%	08/07/25	02/08/24	10,027,762.63	10,027,762.63	100.00	10,027,762.63	525	4.71%
American Nat'l Bank & Trust CD		4.60%	08/14/25	02/15/24	5,009,460.30	5,009,460.30	100.00	5,009,460.30	532	4.71%
FHLMC		0.38%	09/23/25	02/02/24	15,000,000.00	14,111,992.45	93.38	14,007,246.00	572	4.33%
US Treasury	Aaa/AA+	4.25%	10/15/25	02/02/24	10,000,000.00	9,995,516.30	99.17	9,916,796.90	594	4.28%
						<b>\$ 453,096,063.73</b>		<b>\$ 452,077,415.28</b>		
								<b>\$ 451,236,121.52</b>	<b>198</b>	<b>4.52%</b>
									(1)	(2)

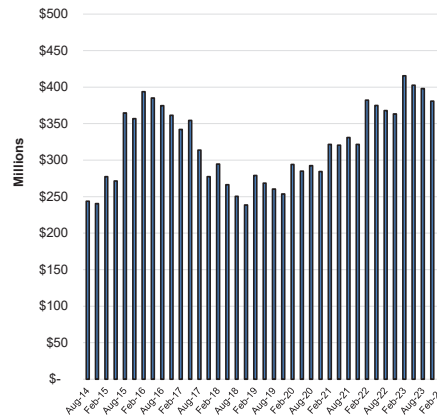
(1) **Weighted average life** - Pools, Money Market Funds, and Bank Deposits are assumed to have a one day maturity.

(2) **Weighted average yield to maturity** - The weighted average yield to maturity is based on Adjusted Book Value, adviser fees and realized and unrealized gains/losses are not considered. The pool and mutual fund yields are the average for the last month of the quarter. Bank deposit yields are estimated from the monthly allocated earnings.

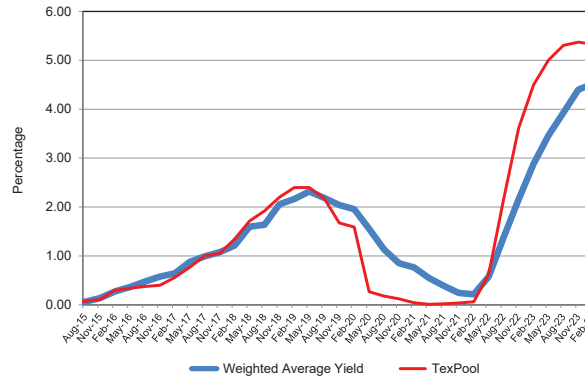
**Portfolio Composition**



**Quarter-End Book Value**



**Total Portfolio Performance**



**Book & Market Value Comparison**

Issuer/Description	Yield	Maturity Date	Book Value 11/30/23	Increases	Decreases	Book Value 02/29/24	Market Value 11/30/23	Change in Market Value	Market Value 02/29/24
American Nat'l Bank & Trust MMA	5.51%	03/01/24	\$ 18,616,584.47	\$ -	\$ (5,818,571.33)	\$ 12,798,013.14	\$ 18,616,584.47	\$ (5,818,571.33)	\$ 12,798,013.14
PNC Bank MMA - Operating	3.87%	03/01/24	28,561,753.57	31,719,742.36	-	60,281,495.93	28,561,753.57	31,719,742.36	60,281,495.93
PNC Bank MMA - Operating #2	2.79%	03/01/24	25,426.51	12,589.97	-	38,016.48	25,426.51	12,589.97	38,016.48
PNC Bank MMA - Payroll	3.24%	03/01/24	1,708.75	-	(522.21)	1,186.54	1,708.75	(522.21)	1,186.54
PNC Bank MMA - Payroll #2	2.78%	03/01/24	17,854.68	-	(418.60)	17,436.08	17,854.68	(418.60)	17,436.08
PNC Bank MMA - Student	2.84%	03/01/24	565,770.97	46,674.47	-	612,445.44	565,770.97	46,674.47	612,445.44
PNC Bank MMA - Student #2	2.78%	03/01/24	25,056.73	-	(2.27)	25,054.46	25,056.73	(2.27)	25,054.46
PNC Bank - Federal Draw Down	2.90%	03/01/24	1,106.79	454.64	-	1,561.43	1,106.79	454.64	1,561.43
PNC Bank MMA	3.29%	03/01/24	6,982,867.47	-	(963,656.09)	6,019,211.38	6,982,867.47	(963,656.09)	6,019,211.38
PNC Bank MMA - I&S Bond 96,02,03, 04,07,10,14,15	2.79%	03/01/24	25,056.21	-	(2.03)	25,054.18	25,056.21	(2.03)	25,054.18
PNC Bank - Construction E&G Transfer	2.79%	03/01/24	25,056.51	-	(2.03)	25,054.48	25,056.51	(2.03)	25,054.48
PNC Bank - Construction E&G Transfer	2.99%	03/01/24	6,680,431.73	-	(5,118,779.50)	1,561,652.23	6,680,431.73	(5,118,779.50)	1,561,652.23
Vertex Bank MMA	5.33%	03/01/24	3,897,359.63	52,019.67	-	3,949,379.30	3,897,359.63	52,019.67	3,949,379.30
NexBank MMA	5.60%	03/01/24	44,313,781.05	622,981.25	-	44,936,762.30	44,313,781.05	622,981.25	44,936,762.30
TexPool LGIP	5.33%	03/01/24	1,723,250.20	23,075.09	-	1,746,325.29	1,723,250.20	23,075.09	1,746,325.29
FHLB	2.11%	12/08/23	10,000,300.40	-	(10,000,300.40)	-	9,993,820.70	(9,993,820.70)	-
East West Bank CD	5.22%	01/26/24	5,155,044.72	-	(5,155,044.72)	-	5,155,044.72	(5,155,044.72)	-
US Treasury	2.29%	02/15/24	10,009,528.40	-	(10,009,528.40)	-	9,946,875.00	(9,946,875.00)	-
Independent Financial CD	4.95%	02/27/24	5,187,410.09	-	(5,187,410.09)	-	5,187,410.09	(5,187,410.09)	-
FAMCA	2.33%	03/24/24	10,000,000.00	-	-	10,000,000.00	9,903,049.70	73,615.40	9,976,665.10
Texas Capital Bank CD	4.90%	03/31/24	5,207,104.25	63,998.29	-	5,271,102.54	5,207,104.25	63,998.29	5,271,102.54
East West Bank CD	5.95%	04/05/24	3,151,943.45	45,746.01	-	3,197,689.46	3,151,943.45	45,746.01	3,197,689.46
East West Bank CD	5.95%	04/05/24	3,905,931.58	56,689.08	-	3,962,620.66	3,905,931.58	56,689.08	3,962,620.66
East West Bank CD	4.59%	04/26/24	5,149,789.90	63,553.57	-	5,213,343.47	5,149,789.90	63,553.57	5,213,343.47
FAMCA	2.38%	04/29/24	10,000,000.00	-	-	10,000,000.00	9,881,248.60	69,611.90	9,950,860.50
FFCB	2.57%	05/03/24	9,251,071.52	-	(1,205.00)	9,249,866.52	9,145,881.33	58,522.03	9,204,403.36
Independent Financial CD	4.99%	05/27/24	7,264,520.60	91,215.08	-	7,355,735.68	7,264,520.60	91,215.08	7,355,735.68
Independent Financial CD	5.64%	05/28/24	-	1,690,784.40	-	1,690,784.40	-	1,690,784.40	1,690,784.40
US Treasury	2.56%	05/31/24	2,999,118.69	438.25	-	2,999,556.94	2,957,929.68	20,976.57	2,978,906.25
FHLB	2.59%	06/14/24	12,518,395.50	-	(8,439.18)	12,509,956.32	12,335,055.38	74,378.25	12,409,433.63
East West Bank CD	5.88%	07/08/24	7,057,171.33	101,175.69	-	7,158,347.02	7,057,171.33	101,175.69	7,158,347.02
FFCB	3.13%	07/15/24	15,001,541.44	-	(609.73)	15,000,931.71	14,800,435.65	78,059.70	14,878,495.35
East West Bank CD	5.48%	07/16/24	-	4,128,235.72	-	4,128,235.72	-	4,128,235.72	4,128,235.72
East West Bank CD	5.43%	07/31/24	-	6,024,396.19	-	6,024,396.19	-	6,024,396.19	6,024,396.19
FFCB	3.54%	08/26/24	14,981,957.99	6,036.61	-	14,987,994.60	14,800,861.95	58,245.90	14,859,107.85
FFCB	3.58%	09/13/24	3,166,020.78	622.44	-	3,166,643.22	3,125,881.63	12,646.47	3,138,528.10
FAMCA	4.84%	09/24/24	10,000,000.00	-	-	10,000,000.00	9,959,065.50	10,700.40	9,969,765.90
Bank OZK CD	5.41%	09/25/24	2,036,793.52	27,962.17	-	2,064,755.69	2,036,793.52	27,962.17	2,064,755.69
FHLB	4.83%	10/03/24	9,974,165.80	7,588.26	-	9,981,754.06	9,936,441.40	19,636.80	9,956,078.20
East West Bank CD	5.80%	10/07/24	6,048,400.85	85,642.87	-	6,134,043.72	6,048,400.85	85,642.87	6,134,043.72
Texas Capital Bank CD	4.82%	10/31/24	5,203,666.52	62,905.50	-	5,266,572.02	5,203,666.52	62,905.50	5,266,572.02
Vertex Bank CD	5.46%	11/18/24	15,277,901.79	211,223.30	-	15,489,125.09	15,277,901.79	211,223.30	15,489,125.09
Texas Capital Bank CD	4.75%	12/02/24	15,601,981.03	185,851.92	-	15,787,832.95	15,601,981.03	185,851.92	15,787,832.95
BOK Financial CDARS	5.50%	12/05/24	-	2,361,157.12	-	2,361,157.12	-	2,361,157.12	2,361,157.12
American Nat'l Bank & Trust CD	4.50%	02/02/25	15,512,480.55	176,615.78	-	15,689,096.33	15,512,480.55	176,615.78	15,689,096.33
Bank OZK CD	5.52%	03/05/25	8,036,567.20	109,509.01	-	8,146,076.21	8,036,567.20	109,509.01	8,146,076.21
Vertex Bank CD	5.17%	03/24/25	7,122,754.38	93,221.98	-	7,215,976.36	7,122,754.38	93,221.98	7,215,976.36
American Nat'l Bank & Trust CD	5.04%	04/25/25	15,400,256.33	175,338.05	-	15,575,594.38	15,400,256.33	175,338.05	15,575,594.38
Bank OZK CD	5.52%	05/07/25	10,045,709.00	136,886.26	-	10,182,595.26	10,045,709.00	136,886.26	10,182,595.26
US Treasury	4.57%	05/15/25	-	4,894,139.43	-	4,894,139.43	-	4,873,046.90	4,873,046.90
South Texas College					Valley View Consulting, L.L.C.				6

**Book & Market Value Comparison**

Issuer/Description	Yield	Maturity Date	Book Value 11/30/23	Increases	Decreases	Book Value 02/29/24	Market Value 11/30/23	Change in Market Value	Market Value 02/29/24
American Nat'l Bank & Trust CD	5.23%	05/29/25	9,000,000.00	116,431.72	-	9,116,431.72	9,000,000.00	116,431.72	9,116,431.72
American Nat'l Bank & Trust CD	5.23%	06/05/25	-	6,071,680.15	-	6,071,680.15	-	6,071,680.15	6,071,680.15
FAMCA	4.54%	07/16/25	-	15,000,000.00	-	15,000,000.00	-	14,937,723.75	14,937,723.75
American Nat'l Bank & Trust CD	4.71%	08/07/25	-	10,027,762.63	-	10,027,762.63	-	10,027,762.63	10,027,762.63
American Nat'l Bank & Trust CD	4.71%	08/14/25	-	5,009,460.30	-	5,009,460.30	-	5,009,460.30	5,009,460.30
FHLMC	4.33%	09/23/25	-	14,111,992.45	-	14,111,992.45	-	14,007,246.00	14,007,246.00
US Treasury	4.28%	10/15/25	-	9,995,516.30	-	9,995,516.30	-	9,916,796.90	9,916,796.90
<b>TOTALS / AVERAGE</b>	<b>4.52%</b>		<b>\$ 380,730,592.88</b>	<b>\$ 113,611,313.98</b>	<b>\$ (42,264,491.58)</b>	<b>\$ 452,077,415.28</b>	<b>\$ 379,615,038.88</b>	<b>\$ 71,621,082.64</b>	<b>\$ 451,236,121.52</b>

**Allocation  
February 29, 2024  
Book Value**

	Total	Operating	Operating Construction	Endowment	Interest & Sinking
American Nat'l Bank & Trust MMA	\$ 12,798,013.14	\$ -	\$ 12,798,013.14	\$ -	\$ -
PNC Bank MMA - Operating	60,281,495.93	60,281,495.93	-	-	-
PNC Bank MMA - Operating #2	38,016.48	38,016.48	-	-	-
PNC Bank MMA - Payroll	1,186.54	1,186.54	-	-	-
PNC Bank MMA - Payroll #2	17,436.08	17,436.08	-	-	-
PNC Bank MMA - Student	612,445.44	612,445.44	-	-	-
PNC Bank MMA - Student #2	25,054.46	25,054.46	-	-	-
PNC Bank - Federal Draw Down	1,561.43	1,561.43	-	-	-
PNC Bank MMA	6,019,211.38	-	-	-	6,019,211.38
PNC Bank MMA - I&S Bond 96,02,03, 04,07,10,14,15	25,054.18	-	-	-	25,054.18
PNC Bank - Construction E&G Transfer	25,054.48	-	25,054.48	-	-
PNC Bank - Construction E&G Transfer	1,561,652.23	-	1,561,652.23	-	-
Veritex Bank MMA	3,949,379.30	-	3,949,379.30	-	-
NexBank MMA	44,936,762.30	32,919,027.52	10,791,120.65	-	1,226,614.13
TexPool LGIP	1,746,325.29	-	1,064,488.52	-	681,836.77
03/24/24-FAMCA	10,000,000.00	10,000,000.00	-	-	-
03/31/24-Texas Capital Bank CD	5,271,102.54	5,271,102.54	-	-	-
04/05/24-East West Bank CD	3,197,689.46	-	3,197,689.46	-	-
04/05/24-East West Bank CD	3,962,620.66	-	3,962,620.66	-	-
04/26/24-East West Bank CD	5,213,343.47	5,213,343.47	-	-	-
04/29/24-FAMCA	10,000,000.00	10,000,000.00	-	-	-
05/03/24-FFCB	9,249,866.52	9,249,866.52	-	-	-
05/27/24-Independent Financial CD	7,355,735.68	7,355,735.68	-	-	-
05/28/24-Independent Financial CD	1,690,784.40	1,690,784.40	-	-	-
05/31/24-US Treasury	2,999,556.94	2,999,556.94	-	-	-
06/14/24-FHLB	12,509,956.32	12,509,956.32	-	-	-
07/08/24-East West Bank CD	7,158,347.02	-	7,158,347.02	-	-
07/15/24-FFCB	15,000,931.71	15,000,931.71	-	-	-
07/16/24-East West Bank CD	4,128,235.72	101,816.53	-	-	4,026,419.19
07/31/24-East West Bank CD	6,024,396.19	-	-	-	6,024,396.19
08/26/24-FFCB	14,987,994.60	14,987,994.60	-	-	-
09/13/24-FFCB	3,166,643.22	3,166,643.22	-	-	-
09/24/24-FAMCA	10,000,000.00	10,000,000.00	-	-	-
09/25/24-Bank OZK CD	2,064,755.69	2,064,755.69	-	-	-
10/03/24-FHLB	9,981,754.06	9,981,754.06	-	-	-
10/07/24-East West Bank CD	6,134,043.72	-	6,134,043.72	-	-

South Texas College

Valley View Consulting, L.L.C.

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**Allocation  
February 29, 2024  
Book Value**

	Total	Operating	Operating Construction	Endowment	Interest & Sinking
10/31/24-Texas Capital Bank CD	5,266,572.02	5,266,572.02	-	-	-
11/18/24-Veritex Bank CD	15,489,125.09	15,489,125.09	-	-	-
12/02/24-Texas Capital Bank CD	15,787,832.95	15,787,832.95	-	-	-
12/05/24-BOK Financial CDARS	2,361,157.12	-	2,025,092.95	336,064.17	-
02/02/25-American Nat'l Bank & Trust CD	15,689,096.33	15,689,096.33	-	-	-
03/05/25-Bank OZK CD	8,146,076.21	8,146,076.21	-	-	-
03/24/25-Veritex Bank CD	7,215,976.36	7,215,976.36	-	-	-
04/25/25-American Nat'l Bank & Trust CD	15,575,594.38	15,575,594.38	-	-	-
05/07/25-Bank OZK CD	10,182,595.26	10,182,595.26	-	-	-
05/15/25-US Treasury	4,894,139.43	4,894,139.43	-	-	-
05/29/25-American Nat'l Bank & Trust CD	9,116,431.72	9,116,431.72	-	-	-
06/05/25-American Nat'l Bank & Trust CD	6,071,680.15	6,071,680.15	-	-	-
07/16/25-FAMCA	15,000,000.00	15,000,000.00	-	-	-
08/07/25-American Nat'l Bank & Trust CD	10,027,762.63	10,027,762.63	-	-	-
08/14/25-American Nat'l Bank & Trust CD	5,009,460.30	5,009,460.30	-	-	-
09/23/25-FHLMC	14,111,992.45	14,111,992.45	-	-	-
10/15/25-US Treasury	9,995,516.30	9,995,516.30	-	-	-
<b>Totals</b>	<b>\$ 452,077,415.28</b>	<b>\$ 381,070,317.14</b>	<b>\$ 52,667,502.13</b>	<b>\$ 336,064.17</b>	<b>\$ 18,003,531.84</b>

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**Allocation**  
**February 29, 2024**  
**Market Value**

	Total	Operating	Operating Construction	Endowment	Interest & Sinking
American Nat'l Bank & Trust MMA	\$ 12,798,013.14	\$ -	\$ 12,798,013.14	\$ -	\$ -
PNC Bank MMA - Operating	60,281,495.93	60,281,495.93	-	-	-
PNC Bank MMA - Operating #2	38,016.48	38,016.48	-	-	-
PNC Bank MMA - Payroll	1,186.54	1,186.54	-	-	-
PNC Bank MMA - Payroll #2	17,436.08	17,436.08	-	-	-
PNC Bank MMA - Student	612,445.44	612,445.44	-	-	-
PNC Bank MMA - Student #2	25,054.46	25,054.46	-	-	-
PNC Bank - Federal Draw Down	1,561.43	1,561.43	-	-	-
PNC Bank MMA	6,019,211.38	-	-	-	6,019,211.38
PNC Bank MMA - I&S Bond 96,02,03, 04,07,10,14,15	25,054.18	-	-	-	25,054.18
PNC Bank - Construction E&G Transfer	25,054.48	-	25,054.48	-	-
PNC Bank - Construction E&G Transfer	1,561,652.23	-	1,561,652.23	-	-
Veritex Bank MMA	3,949,379.30	-	3,949,379.30	-	-
NexBank MMA	44,936,762.30	32,919,027.52	10,791,120.65	-	1,226,614.13
TexPool LGIP	1,746,325.29	-	1,064,488.52	-	681,836.77
03/24/24-FAMCA	9,976,665.10	9,976,665.10	-	-	-
03/31/24-Texas Capital Bank CD	5,271,102.54	5,271,102.54	-	-	-
04/05/24-East West Bank CD	3,197,689.46	-	3,197,689.46	-	-
04/05/24-East West Bank CD	3,962,620.66	-	3,962,620.66	-	-
04/26/24-East West Bank CD	5,213,343.47	5,213,343.47	-	-	-
04/29/24-FAMCA	9,950,860.50	9,950,860.50	-	-	-
05/03/24-FFCB	9,204,403.36	9,204,403.36	-	-	-
05/27/24-Independent Financial CD	7,355,735.68	7,355,735.68	-	-	-
05/28/24-Independent Financial CD	1,690,784.40	1,690,784.40	-	-	-
05/31/24-US Treasury	2,978,906.25	2,978,906.25	-	-	-
06/14/24-FHLB	12,409,433.63	12,409,433.63	-	-	-
07/08/24-East West Bank CD	7,158,347.02	-	7,158,347.02	-	-
07/15/24-FFCB	14,878,495.35	14,878,495.35	-	-	-
07/16/24-East West Bank CD	4,128,235.72	101,816.53	-	-	4,026,419.19
07/31/24-East West Bank CD	6,024,396.19	-	-	-	6,024,396.19
08/26/24-FFCB	14,859,107.85	14,859,107.85	-	-	-
09/13/24-FFCB	3,138,528.10	3,138,528.10	-	-	-
09/24/24-FAMCA	9,969,765.90	9,969,765.90	-	-	-
09/25/24-Bank OZK CD	2,064,755.69	2,064,755.69	-	-	-
10/03/24-FHLB	9,956,078.20	9,956,078.20	-	-	-
10/07/24-East West Bank CD	6,134,043.72	-	6,134,043.72	-	-

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**Allocation**  
**February 29, 2024**  
**Market Value**

	Total	Operating	Operating Construction	Endowment	Interest & Sinking
10/31/24-Texas Capital Bank CD	5,266,572.02	5,266,572.02	-	-	-
11/18/24-Veritex Bank CD	15,489,125.09	15,489,125.09	-	-	-
12/02/24-Texas Capital Bank CD	15,787,832.95	15,787,832.95	-	-	-
12/05/24-BOK Financial CDARS	2,361,157.12	-	2,025,092.95	336,064.17	-
02/02/25-American Nat'l Bank & Trust CD	15,689,096.33	15,689,096.33	-	-	-
03/05/25-Bank OZK CD	8,146,076.21	8,146,076.21	-	-	-
03/24/25-Veritex Bank CD	7,215,976.36	7,215,976.36	-	-	-
04/25/25-American Nat'l Bank & Trust CD	15,575,594.38	15,575,594.38	-	-	-
05/07/25-Bank OZK CD	10,182,595.26	10,182,595.26	-	-	-
05/15/25-US Treasury	4,873,046.90	4,873,046.90	-	-	-
05/29/25-American Nat'l Bank & Trust CD	9,116,431.72	9,116,431.72	-	-	-
06/05/25-American Nat'l Bank & Trust CD	6,071,680.15	6,071,680.15	-	-	-
07/16/25-FAMCA	14,937,723.75	14,937,723.75	-	-	-
08/07/25-American Nat'l Bank & Trust CD	10,027,762.63	10,027,762.63	-	-	-
08/14/25-American Nat'l Bank & Trust CD	5,009,460.30	5,009,460.30	-	-	-
09/23/25-FHLMC	14,007,246.00	14,007,246.00	-	-	-
10/15/25-US Treasury	9,916,796.90	9,916,796.90	-	-	-

**Totals \$ 451,236,121.52 \$ 380,229,023.38 \$ 52,667,502.13 \$ 336,064.17 \$ 18,003,531.84**

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**Allocation**  
**November 30, 2023**  
**Book Value**

	Total	Operating	Operating Construction	Endowment	Interest & Sinking
American Nat'l Bank & Trust MMA	\$ 18,616,584.47	\$ -	\$ 18,616,584.47	\$ -	\$ -
PNC Bank MMA - Operating	28,561,753.57	28,561,753.57	-	-	-
PNC Bank MMA - Operating #2	25,426.51	25,426.51	-	-	-
PNC Bank MMA - Payroll	1,708.75	1,708.75	-	-	-
PNC Bank MMA - Payroll #2	17,854.68	17,854.68	-	-	-
PNC Bank MMA - Student	565,770.97	565,770.97	-	-	-
PNC Bank MMA - Student #2	25,056.73	25,056.73	-	-	-
PNC Bank - Federal Draw Down	1,106.79	1,106.79	-	-	-
PNC Bank MMA	6,982,867.47	-	-	-	6,982,867.47
PNC Bank MMA - I&S Bond 96,02,03, 04,07,10,14,15	25,056.21	-	-	-	25,056.21
PNC Bank - Construction E&G Transfer	25,056.51	-	25,056.51	-	-
PNC Bank - Construction E&G Transfer	6,680,431.73	-	6,680,431.73	-	-
Veritex Bank MMA	3,897,359.63	-	3,897,359.63	-	-
NexBank MMA	44,313,781.05	32,462,654.05	10,641,517.84	-	1,209,609.16
TexPool LGIP	1,723,250.20	-	1,050,422.91	-	672,827.29
12/08/23-FHLB	10,000,300.40	10,000,300.40	-	-	-
01/26/24-East West Bank CD	5,155,044.72	5,155,044.72	-	-	-
02/15/24-US Treasury	10,009,528.40	10,009,528.40	-	-	-
02/27/24-Independent Financial CD	5,187,410.09	5,187,410.09	-	-	-
03/24/24-FAMCA	10,000,000.00	10,000,000.00	-	-	-
03/31/24-Texas Capital Bank CD	5,207,104.25	5,207,104.25	-	-	-
04/05/24-East West Bank CD	3,151,943.45	-	3,151,943.45	-	-
04/05/24-East West Bank CD	3,905,931.58	-	3,905,931.58	-	-
04/26/24-East West Bank CD	5,149,789.90	5,149,789.90	-	-	-
04/29/24-FAMCA	10,000,000.00	10,000,000.00	-	-	-
05/03/24-FFCB	9,251,071.52	9,251,071.52	-	-	-
05/27/24-Independent Financial CD	7,264,520.60	7,264,520.60	-	-	-
05/31/24-US Treasury	2,999,118.69	2,999,118.69	-	-	-
06/14/24-FHLB	12,518,395.50	12,518,395.50	-	-	-
07/08/24-East West Bank CD	7,057,171.33	-	7,057,171.33	-	-
07/15/24-FFCB	15,001,541.44	15,001,541.44	-	-	-
08/26/24-FFCB	14,981,957.99	14,981,957.99	-	-	-
09/13/24-FFCB	3,166,020.78	3,166,020.78	-	-	-
09/24/24-FAMCA	10,000,000.00	10,000,000.00	-	-	-
09/25/24-Bank OZK CD	2,036,793.52	2,036,793.52	-	-	-

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**Allocation**  
**November 30, 2023**  
**Book Value**

	Total	Operating	Operating Construction	Endowment	Interest & Sinking
10/03/24-FHLB	9,974,165.80	9,974,165.80	-	-	-
10/07/24-East West Bank CD	6,048,400.85	-	6,048,400.85	-	-
10/31/24-Texas Capital Bank CD	5,203,666.52	5,203,666.52	-	-	-
11/18/24-Veritex Bank CD	15,277,901.79	15,277,901.79	-	-	-
12/02/24-Texas Capital Bank CD	15,601,981.03	15,601,981.03	-	-	-
02/02/25-American Nat'l Bank & Trust CD	15,512,480.55	15,512,480.55	-	-	-
03/05/25-Bank OZK CD	8,036,567.20	8,036,567.20	-	-	-
03/24/25-Veritex Bank CD	7,122,754.38	7,122,754.38	-	-	-
04/25/25-American Nat'l Bank & Trust CD	15,400,256.33	15,400,256.33	-	-	-
05/07/25-Bank OZK CD	10,045,709.00	10,045,709.00	-	-	-
05/29/25-American Nat'l Bank & Trust CD	9,000,000.00	9,000,000.00	-	-	-
<b>Totals</b>	<b>\$ 380,730,592.88</b>	<b>\$ 310,765,412.45</b>	<b>\$ 61,074,820.30</b>	<b>\$ -</b>	<b>\$ 8,890,360.13</b>

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**Allocation**  
**November 30, 2023**  
**Market Value**

	<b>Total</b>	<b>Operating</b>	<b>Operating Construction</b>	<b>Endowment</b>	<b>Interest &amp; Sinking</b>
American Nat'l Bank & Trust MMA	\$ 18,616,584.47	\$ -	\$ 18,616,584.47	\$ -	\$ -
PNC Bank MMA - Operating	28,561,753.57	28,561,753.57	-	-	-
PNC Bank MMA - Operating #2	25,426.51	25,426.51	-	-	-
PNC Bank MMA - Payroll	1,708.75	1,708.75	-	-	-
PNC Bank MMA - Payroll #2	17,854.68	17,854.68	-	-	-
PNC Bank MMA - Student	565,770.97	565,770.97	-	-	-
PNC Bank MMA - Student #2	25,056.73	25,056.73	-	-	-
PNC Bank - Federal Draw Down	1,106.79	1,106.79	-	-	-
PNC Bank MMA	6,982,867.47	-	-	-	6,982,867.47
PNC Bank MMA - I&S Bond 96,02,03, 04,07,10,14,15	25,056.21	-	-	-	25,056.21
PNC Bank - Construction E&G Transfer	25,056.51	-	25,056.51	-	-
PNC Bank - Construction E&G Transfer	6,680,431.73	-	6,680,431.73	-	-
Veritex Bank MMA	3,897,359.63	-	3,897,359.63	-	-
NexBank MMA	44,313,781.05	32,462,654.05	10,641,517.84	-	1,209,609.16
TexPool LGIP	1,723,250.20	-	1,050,422.91	-	672,827.29
12/08/23-FHLB	9,993,820.70	9,993,820.70	-	-	-
01/26/24-East West Bank CD	5,155,044.72	5,155,044.72	-	-	-
02/15/24-US Treasury	9,946,875.00	9,946,875.00	-	-	-
02/27/24-Independent Financial CD	5,187,410.09	5,187,410.09	-	-	-
03/24/24-FAMCA	9,903,049.70	9,903,049.70	-	-	-
03/31/24-Texas Capital Bank CD	5,207,104.25	5,207,104.25	-	-	-
04/05/24-East West Bank CD	3,151,943.45	-	3,151,943.45	-	-
04/05/24-East West Bank CD	3,905,931.58	-	3,905,931.58	-	-
04/26/24-East West Bank CD	5,149,789.90	5,149,789.90	-	-	-
04/29/24-FAMCA	9,881,248.60	9,881,248.60	-	-	-
05/03/24-FFCB	9,145,881.33	9,145,881.33	-	-	-
05/27/24-Independent Financial CD	7,264,520.60	7,264,520.60	-	-	-
05/31/24-US Treasury	2,957,929.68	2,957,929.68	-	-	-
06/14/24-FHLB	12,335,055.38	12,335,055.38	-	-	-
07/08/24-East West Bank CD	7,057,171.33	-	7,057,171.33	-	-
07/15/24-FFCB	14,800,435.65	14,800,435.65	-	-	-
08/26/24-FFCB	14,800,861.95	14,800,861.95	-	-	-
09/13/24-FFCB	3,125,881.63	3,125,881.63	-	-	-
09/24/24-FAMCA	9,959,065.50	9,959,065.50	-	-	-
09/25/24-Bank OZK CD	2,036,793.52	2,036,793.52	-	-	-

South Texas College

Valley View Consulting, L.L.C.

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**Allocation**  
**November 30, 2023**  
**Market Value**

	<b>Total</b>	<b>Operating</b>	<b>Operating Construction</b>	<b>Endowment</b>	<b>Interest &amp; Sinking</b>
10/03/24-FHLB	9,936,441.40	9,936,441.40	-	-	-
10/07/24-East West Bank CD	6,048,400.85	-	6,048,400.85	-	-
10/31/24-Texas Capital Bank CD	5,203,666.52	5,203,666.52	-	-	-
11/18/24-Veritex Bank CD	15,277,901.79	15,277,901.79	-	-	-
12/02/24-Texas Capital Bank CD	15,601,981.03	15,601,981.03	-	-	-
02/02/25-American Nat'l Bank & Trust CD	15,512,480.55	15,512,480.55	-	-	-
03/05/25-Bank OZK CD	8,036,567.20	8,036,567.20	-	-	-
03/24/25-Veritex Bank CD	7,122,754.38	7,122,754.38	-	-	-
04/25/25-American Nat'l Bank & Trust CD	15,400,256.33	15,400,256.33	-	-	-
05/07/25-Bank OZK CD	10,045,709.00	10,045,709.00	-	-	-
05/29/25-American Nat'l Bank & Trust CD	9,000,000.00	9,000,000.00	-	-	-
<b>Totals</b>	<b>\$ 379,615,038.88</b>	<b>\$ 309,649,858.45</b>	<b>\$ 61,074,820.30</b>	<b>\$ -</b>	<b>\$ 8,890,360.13</b>

South Texas College

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**Investment Policy Compliance  
February 29, 2024**

<b>Authorized Investments</b>	<b>Maximum %</b>	<b>Actual Market Value</b>	<b>% of Portfolio</b>	<b>Status</b>
U.S. Treasury Bills/Notes/Bonds	100%	\$ 17,768,750	3.9%	Pass
U.S. Agencies and Instrumentalities States, Counties, Cities and Other	100%	123,288,308	27.3%	Pass
Financial Institution Deposits	25%	–	0.0%	N/A
Government Money Market Mutual Funds	100%	308,432,738	68.4%	Pass
Eligible Investment Pools	25%	–	0.0%	N/A
	50%	1,746,325	0.4%	Pass
<b>Total</b>		<b>\$ 451,236,121.52</b>	<b>100.0%</b>	



## **Presentations**

### **A. Presentation of the Delinquent Tax Collection Report for the Period Ending February 29, 2024**

Ms. Kelly R. Salazar from Linebarger Goggan Blair & Sampson, LLP, will provide the Board with the Delinquent Tax Collection Report for the period of December 1, 2023 through February 29, 2024.

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

No action is required from the Board of Trustees.

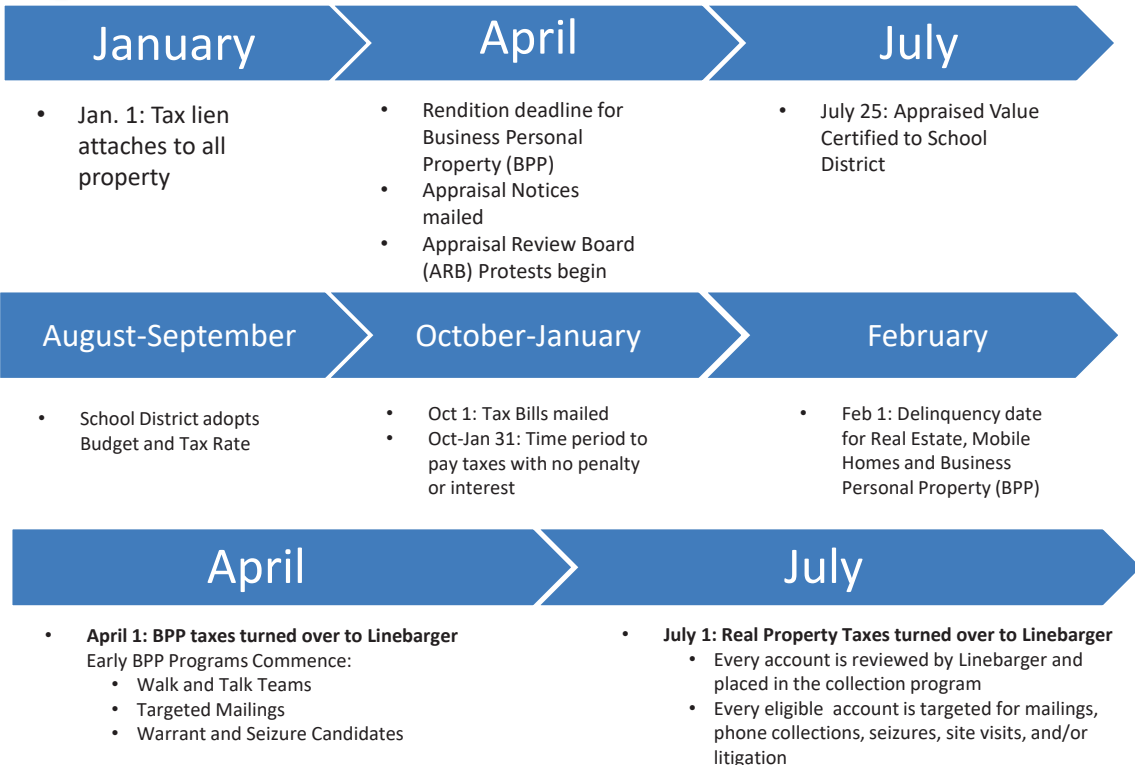


# SOUTH TEXAS COLLEGE

## Delinquent Tax Collection Report December 01, 2023 – February 29, 2024



### Important Tax Cycle Dates





## Collection Activities - Hidalgo County

December 01, 2023 – February 29, 2024

318 Lawsuits Filed—\$207,463

184 Lawsuits Disposed—\$192,679

1,164 Payoff Request

12,491 Incoming/Outgoing Calls

14,947 Statements Mailed

82 Payment Agreements

Year To Date  
Linebarger collected

**\$1,929,390**

in base, penalty & interest  
in Hidalgo County

3



## Collection Activities - Starr County

December 01, 2023 – February 29, 2024

63 Lawsuits Filed - \$60,757

54 Lawsuits Disposed - \$59,427

35 Payoff Request

1,540 Incoming/Outgoing Calls

19,730 Statements Mailed

37 Payment Agreements

Year To Date  
Linebarger collected

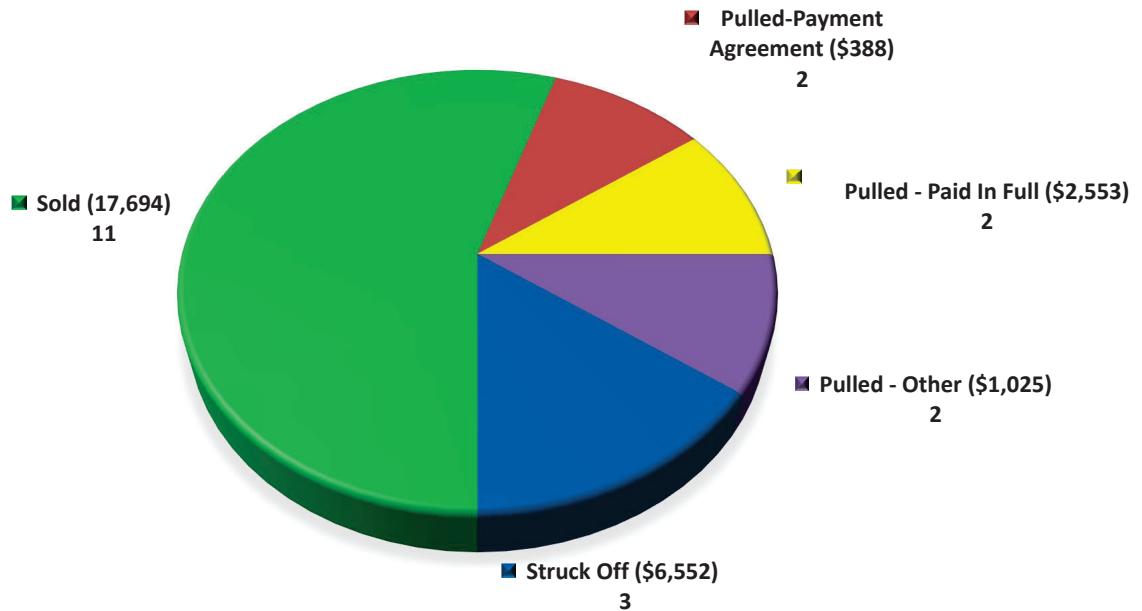
**\$397,185**

in base, penalty & interest  
in Starr County

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## Tax Sale Results - Hidalgo County

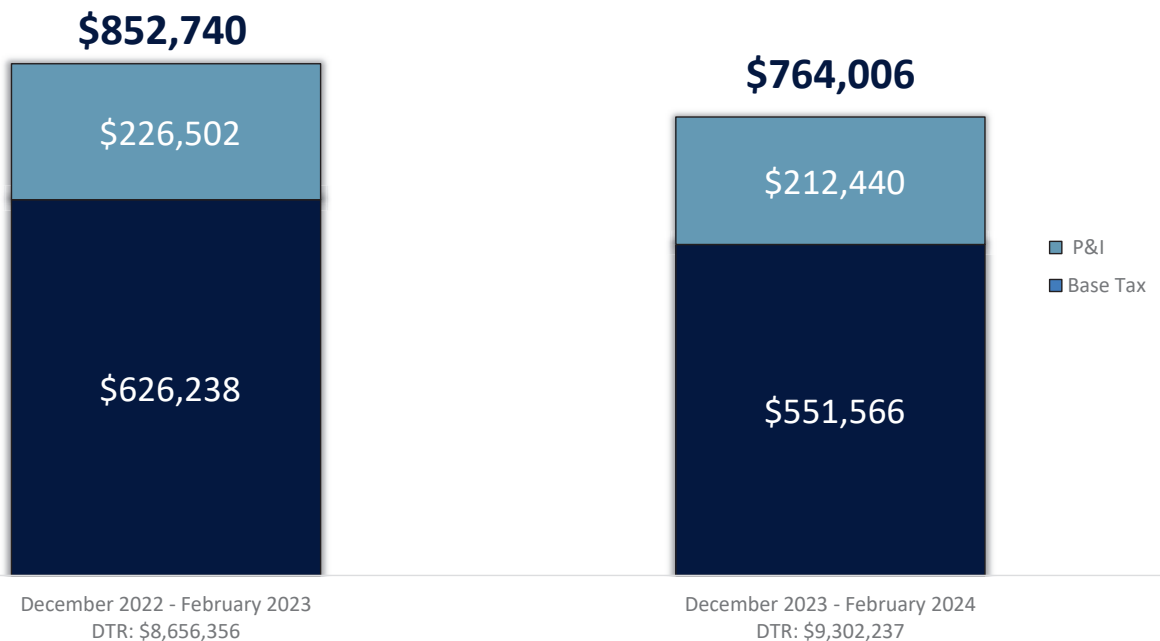
December 01, 2023 – February 29, 2024



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## Collection Comparison – Hidalgo County

2<sup>nd</sup> Quarter: December 01, 2023 – February 29, 2024

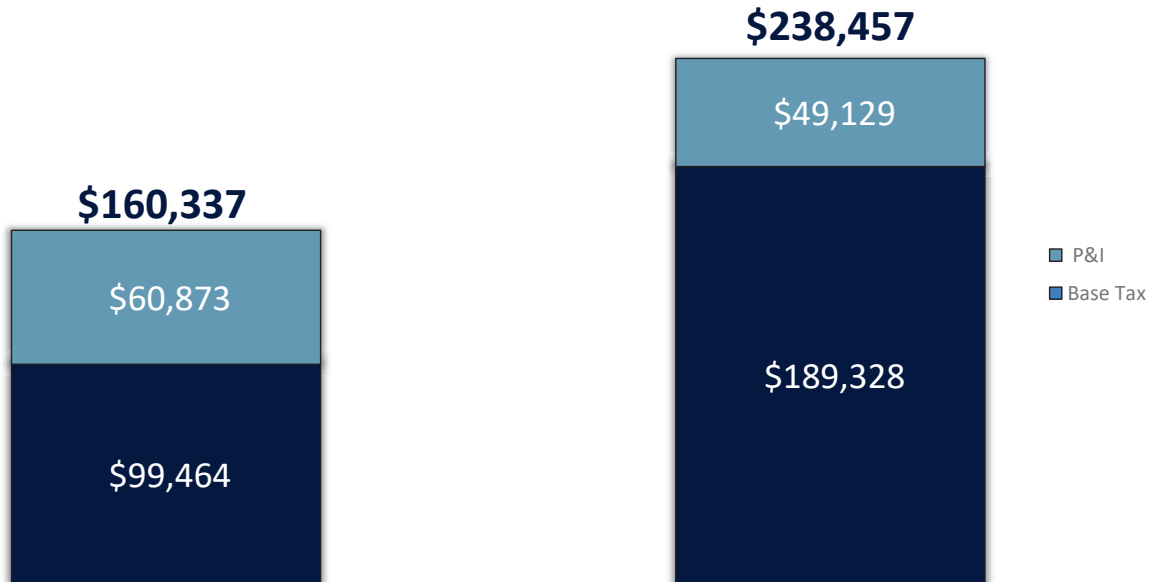


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# Collection Comparison – Starr County

2<sup>nd</sup> Quarter: December 01, 2023 – February 29, 2024



December 2022 - February 2023  
DTR: \$4,251,864

December 2023 - February 2024  
DTR: \$4,136,855

Source: Starr County Tax Office Data

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**SOUTH TEXAS  
COLLEGE**

**THANK YOU**



**LINEBARGER**  
ATTORNEYS AT LAW

## **Approval of Board Meeting Minutes**

The following Board Meeting Minutes are submitted for approval:

- 1) April 23, 2024 Regular Board Meeting
- 2) May 1, 2024 Board Work Session
- 3) May 14, 2024 Special Board Meeting

The Chair is asked to call for revisions to the Minutes, if any are necessary.

If no revisions are suggested, the Chair is asked to adopt the Minutes as presented.

If any trustee has revisions to suggest, the Chair is asked to call for a motion to approve the Minutes with the suggested revision.

**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**

**Minutes**

**Call Meeting to Order:**

The Regular Board Meeting of the South Texas College Board of Trustees was held on Tuesday, April 23, 2024 in the Ann Richards Administration Building Board Room at the Pecan Campus in McAllen, Texas. The meeting commenced at 5:36 p.m. with Ms. Rose Benavidez presiding.

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

Members absent: Mr. Danny Guzman

Also present: Dr. Ricardo J. Solis, Mrs. Mary Elizondo, Dr. Anahid Petrosian, Mr. Matthew Hebbard, Dr. Rodney Rodriguez, Dr. Jesus Campos, Dr. Brett Millán, Mr. Rick De La Garza, Mr. George McCaleb, Ms. Deyadira Leal, Mrs. Myriam Lopez, Dr. Ali Esmaeili, Dr. Christopher Nelson, Dr. Rachel Sale, Dr. Zachary Suarez, Ms. Alicia Correa, Mr. Tony Matamoros, Mrs. Carla Rodriguez, Ms. Olivia De La Rosa, Dr. Carlos Margo, Mr. Leonel Garcia, Dr. Larry Barroso, Mr. Lucio Gonzalez, Mr. David Valdez, Ms. Lynda Lopez, Mr. Ken Lyons, Ms. Amanda Sotelo, Ms. Myra De La Garza, Ms. Barbara Guajardo, Mr. Jose Vela, Mr. Robert Barrera, Ms. Brenda Moreno, Mr. Cristobal Benavidez, Mr. Javier Flores, Mr. Daniel Montez, Mr. Javier Villalobos, Mr. Robert Tijerina, Mr. Brian Godinez, Ms. Yesenia Sandoval, and Mr. Andrew Fish

**Determination of a Quorum**

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

**Invocation**

Dr. Larry Barroso, Director of College Connections & Admissions for Traditional Students, said the invocation.

**Mission Moment**

Dr. Larry Barroso introduced the Mission Moment for April 2024, which aligned with national Work Study Appreciation Month. Dr. Barroso noted that the College employed approximately 108 work studies across the district. These work studies are students

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*Regular Board Meeting Minutes*

employed by the College as part-time employees, allowing them to earn an income while developing valuable work experiences.

Dr. Barroso introduced Mr. Javier Flores, a work study within Dr. Barroso' team, who serves as an outstanding ambassador for the College. Mr. Flores spoke briefly on his experiences as a Work Study, a student leader, and his aspirations.

## 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 a brief update, including a recent meeting with the Chancellor of the Autonomous University of Tamaulipas to discuss partnership opportunities.

## Presentations

### A. Presentation on Commencement Ceremonies

Dr. Matthew Hebbard, Vice President for Student Affairs and Enrollment Management, presented 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 was required from the Board of Trustees.

**Approval of Board Meeting Minutes**

The following Board Meeting Minutes were submitted for approval:

- 1) March 26, 2024 Regular Board Meeting

Chair Benavidez called for any corrections or comments on the Minutes as written.

With no corrections provided, Chair Benavidez adopted the Minutes as written.

**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.

- **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 was 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**

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**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.

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

(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:

<b>Distributions Received by South Texas College</b>	
<b>Month/Year</b>	<b>Amount</b>
June 2013	\$160,784.54
June 2014	185,937.10
July 2015	187,900.18
May 2016	173,937.78

<b>Distributions Received by South Texas College</b>	
<b>Month/Year</b>	<b>Amount</b>
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
<b>Total Distributions Received</b>	<b>\$2,098,842.99</b>

Fees of the Trust are as follows:

<b>Expense Type:</b>	<b>Year to Date 12/31/23</b>
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)
<b>Total Other Disbursements</b>	<b>\$ (33,461.72)</b>

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 were included in the Board packet for the trustees’ information and any comments for administration.

No action was requested.

### **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 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 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

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

### **Consent Agenda:**

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

Purpose and Justification – Administration recommended 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 reviewed each item, including the procurement procedures and evaluation of all responses, and recommended approval as follows:

The Committee recommended Board approval of 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;

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- 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 reinstate 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
<b>Netsync Network Solutions</b> (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
<b>Gateway Printing and Office Supply, Inc</b> (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:

<b>Vendor</b>	<b>Purchasing Cooperative</b>	<b>Amount</b>
<b>Dell Marketing, LP.</b> (Dallas, TX)	State of Texas Department of Information Resources (DIR)	\$828,101.75
<b>Apple, Inc.</b> (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.

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

**Consent Agenda:**

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

Purpose and Justification – Administration recommended Board approval of 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 was 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 would 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.



<b>History of Fees for Hidalgo County Tax Assessment and Collection</b>			
<b>Fiscal Year</b>	<b>Fee</b>	<b>Increase over Previous Year</b>	<b>Total Tax Levy</b>
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
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.

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

**Consent Agenda:**

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

Purpose and Justification – Administration recommended 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 were 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 were included 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.

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

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

Administration proposed a recommendation of 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.

Prior to the April 23, 2024 Regular Board Meeting, administration further reviewed the proposal, and determined that additional consideration should be provided before Board action.

The Board was asked to defer action on this item, and no action was taken.

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

Purpose and Justification – Administration recommended 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.

<b>New Critical Non-Faculty Position for FY 2023 - 2024</b>					
<b>Department Name</b>	<b>Organization</b>	<b>Position Title</b>	<b>Classification</b>	<b>Pay Grade</b>	<b>Salary Range</b>
Institutional Advancement and External Affairs	100004	Executive Director-Fundraising and External Affairs	Executive Administrative Professional	10	\$100,351 - \$150,526
<p><b>Rationale:</b> 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, would be revised to include this new position.

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

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Institutional Advancement and Economic Development 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 Dr. Rodney Rodriguez, Vice President for Institutional Advancement and Economic Development attended the Board meeting to address any questions.

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

At the April 23, 2024 Regular Board Meeting, Mr. Paul R. Rodriguez asked about the long term status of the position, noting that positions directly supporting the South Texas College Foundation were currently funded by the College but would at some point be transferred to that separate institution.

Dr. Rodriguez responded to the question, and offered to share an organization chart showing how the proposed Executive Director for Fundraising and External Affairs would fit into his division.

Dr. Alejo Salinas noted that the rationale provided in the packet was not sufficient to explain the strategic value of the position. He advised that new positions should be presented first to the Finance, Audit, and Human Resources Committee for deliberation, and a job description should be provided to that Committee for each proposed new position.

Upon a motion by Mr. Rene Guajardo and a second by Mrs. Dalinda Gonzalez-Alcantar, 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 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 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 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

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

#### **Consent Agenda:**

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

Administration recommended 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 1<sup>st</sup> Floor – 4,720 sq. ft.
- Renovation of the Accounts Receivable Area at 2<sup>nd</sup> 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:

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

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:

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

**Funding Source**

Funds for these were 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 was 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 was projected to last until July 2025, with construction to commence in November 2025 and Substantial Completion in October 2026.

**Enclosed Documents**

The packet included 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.

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

**Consent Agenda:**

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

Administration recommended 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 was 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 had 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 would 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 was \$80,000 and was itemized in the table below:

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

Additional funding may be needed and would 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 were budgeted in the Renewals & Replacements Fund for available use in FY 2023-2024.

**Estimated Project Timeline**

The project design and bidding phases were 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 was 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.

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

**Consent Agenda:**

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

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



**Purpose**

The preliminary design would 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 was reviewed by the Facilities Operations & Maintenance, Purchasing, and Facilities Planning & Construction departments, Administration, and the Coordinated Operations Council. This project was scheduled as an educational improvement to 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, was included in the architect' scope for the project.

The project consisted 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 included a probable cost of construction as part of the presentation per the table below:

<b>Pecan West Continuing Education Building A Total Project Budget and Architect's Estimated Cost</b>			
<b>Budget Item</b>	<b>Current Budget Amount</b>	<b>Budget Amount Based on ERO Estimate</b>	<b>Variance</b>
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)
<b>Total Project Budget</b>	<b>\$9,087,683</b>	<b>\$9,731,925</b>	<b>(\$644,242)</b>

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:

<b>Pecan West Continuing Education Building A Current Project Budget and Proposed Project Budget</b>			
<b>Budget Item</b>	<b>Current Budget Amount</b>	<b>Proposed Budget Amount Based on 23,500 at \$350/sq. ft.</b>	<b>Variance</b>
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)
<b>Total Project Budget</b>	<b>\$9,087,683</b>	<b>\$10,651,375</b>	<b>(\$1,563,692)</b>

**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 would 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 was 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 was included in the packet.

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.

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

**Consent Agenda:**

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

Administration recommended 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 was part of the Deferred Maintenance plan developed by the Facilities Operations & Maintenance (FOM) and Facilities Planning & Construction (FPC) departments. The project was 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 was 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:

<b>District Wide Flooring Replacements Phase III</b>		
<b>Campus</b>	<b>Buildings</b>	<b>Floor / Sq. Ft.</b>
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.
<b>Phase III Total</b>		<b>67,351 sq. ft.</b>

The flooring in these buildings had been in place between 19 and 20 years and had considerable wear. The scope of work would 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"> <li>• Terra Fuerte Construction, LLC.</li> <li>• W.E. Imhoff &amp; Co., Inc. dba Intertech Flooring</li> </ul>

**Proposed Contractors**

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

<b>Campus</b>	<b>Highest Ranked Contractor</b>	<b>Highest Ranked Proposal Bids</b>
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
<b>Total Amount</b>		<b>\$405,184</b>

### Funding Source

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

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

### Enclosed Documents

Site plans of the projects were included in the packet. 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.

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

### 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 recommended 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 was to request authorization to approve the contractor's general conditions due to the delays from unforeseen conditions discovered on site.

### Scheduling Priority

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

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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 contained a combined Contingency Allowance of \$30,612.87. Change orders that increase the construction costs were able to be deducted from the Contingency Allowances. The proposed change order amount of \$23,800.26 would be applied to the Contingency Allowances amount of \$30,612.87, leaving a remaining Contingency Allowance balance of \$6,812.61.

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

Below is a description of the proposed change order item.

<b>Starr County Campus Workforce Center Building Q Automotive Lab Expansion and HVAC-R Outdoor Covered Area</b>		
<b>Proposed Change Order No.</b>	<b>Item Description and Justification</b>	<b>Cost</b>
4	<u>Contingency Allowance</u>	\$30,612.87
	<ul style="list-style-type: none"> <li>• Increases to cost, deducted from Contingency Allowance                             <ul style="list-style-type: none"> <li>○ General Conditions: Daily costs for on-site supervision, project management, and temporary facilities during the delay</li> </ul> </li> </ul>	(23,800.26)
	<u>Remaining Contingency Allowance, to remain in construction budget</u>	\$6,812.61
<b>Net Effect of Proposed Change Order No. 4 to Contract Amount</b>		<b>\$0.00</b>

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.

<b>Starr County Campus Workforce Center Building Q Automotive Lab Expansion and HVAC-R Outdoor Covered Area Construction Budget with Change Order Proposal</b>	
Construction Contract Amount	\$2,768,000.00
Net Effect of Change Order No. 4 to Contract Amount	0.00
<b>Revised Construction Contract Amount</b>	<b>\$2,768,000.00</b>

**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 were budgeted in the Unexpended Plant Fund for use in Fiscal Year 2023 – 2024.

**Enclosed Documents**

The proposed change order #4 was included in the packet.

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 verified that testing services could be procured to have professional surveys done to locate buried infrastructure. Due to the costs and time associated with such work, administration recommended 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.

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

**Consent Agenda:**

**f. Approval of Substantial and Final Completion of the Pecan Campus Ann Richards Administration Building A Additional Parking Lot #19**

Administration recommended 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 were 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

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

**Consent Agenda:**

**g. Approval of Final Completion of the Technology Campus Truck Driving Range Expansion**

Administration recommended approval of final completion and release of final payment for the Technology Campus Truck Driving Range Expansion project.

Project		Completion Recommendation	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 was 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 were 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.

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

**Consent Agenda:**

**h. Approval of Final Completion of the Regional Center for Public Safety Excellence Skills Pad & EVOC Lighting**

Administration recommended 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 was 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 were 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.

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

**Review and Recommend Action on Approval to Proceed with Solicitation of Architectural Services for the Pecan Plaza East Building B Cosmetology Renovation Project**

Administration recommended 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 was necessary to procure a design team to prepare all necessary design development drawings and specifications in preparation for construction. Once the statements of qualifications were received, an evaluation team would evaluate the responses using the currently approved procurement process and propose an architect to the Facilities Committee 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 was scheduled as an educational program capital improvement.

### **Background**

The project consisted of creating a permanent area for the new Cosmetology program in Pecan Plaza East Building B. Currently, the College was leasing instructional space from the Pharr-San Juan-Alamo Independent School District (PSJA ISD) for the Cosmetology program. The space was shared with the PSJA ISD High School Cosmetology Program. The College was in the process of relocating the Cosmetology program to the leased space at the Shah Eye Center facility and would 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 were 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.

04/23/2024

- 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, was \$6,664,135 and was itemized in the table below:

<b>Pecan Plaza East Building B Cosmetology Renovation Total Estimated Project Budget</b>	
<b>Budget Item</b>	<b>Estimated Costs</b>
Construction	\$5,146,050
Design	514,605
Miscellaneous	128,652
FFE	437,414
Technology	437,414
<b>Total Estimated Project Budget</b>	<b>\$6,664,135</b>

**Funding Source**

Funds for the project were available in the Unexpended Construction Plant Fund for use in FY 2023 – 2024.

### **Estimated Project Timeline**

The project design phase was 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 were 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.

Upon a motion by Dr. Alejo Salinas, Jr. and a second by Mr. Rene Guajardo, the Board of Trustees of South Texas College approved and authorized proceeding with the solicitation of architectural services for the Pecan Plaza East Building B Cosmetology Renovation project as presented. The motion carried.

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

The Facilities Planning and Construction staff provided a design and construction update. This update 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 February 2024**

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

The following financial reports were 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, 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.

### **Review and Approval of Checks and Purchasing Reports for March 2024**

Administration recommended 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 were 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 was also 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 Mr. Rene Guajardo, the Board of Trustees of South Texas College approved and authorized the submitted checks for the month of March 2024. The motion carried.

### **Executive Session:**

The South Texas College Board of Trustees convened into Executive Session at 6:36 p.m. in accordance with Chapter 551 of the Texas Government Code for the specific purpose provided in:

- A. Discussion and Action as Necessary Regarding Pecan Campus North Academic Humanities Building P Water Infiltration (Texas Government Code 551.071, Consultations with Attorney)
- B. Discussion and Action as Necessary Regarding Outstanding Receivables (Texas Government Code 551.071, Consultations with Attorney)
- C. 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)
- D. 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)
- E. Review and Discussion of College President's Contract (Texas Government Code 551.074, Personnel Matters)

### **Open Session:**

The South Texas College Board of Trustees returned to Open Session at 7:42 p.m. No action was taken in Executive Session.

### **Discussion and Action as Necessary Regarding Pecan Campus North Academic Humanities Building P Water Infiltration (Texas Government Code 551.071, Consultations with Attorney)**

Administration reviewed the Pecan Campus North Academic Humanities Building P, water Infiltration issue with the Board of Trustees and legal counsel discussed the options regarding the matter in executive session.

Upon a motion by Dr. Alejo Salinas, Jr. and a second by Mr. Paul R. Rodriguez, the Board of Trustees of South Texas College approves and authorizes administration to proceed as directed in executive session regarding the Pecan Campus North Academic Humanities Building P water infiltration issue. The motion carried.

### **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 was an outstanding balance on this contract although collection efforts have been made by College staff.

Administration provided an update in executive session for discussion with legal counsel and the Board of Trustees regarding next steps to resolve the outstanding receivables.

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 legal counsel to proceed as directed in executive session. The motion carried.

**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 was 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 provided an update in executive session for discussion with the Board of Trustees, and requested authorization for the College President to lead the negotiations and execution of a lease agreement for the facilities at the Technology Campus.

Upon a motion by Mrs. Dalinda Gonzalez-Alcantar and a second by Mr. Paul R. Rodriguez, the Board of Trustees of South Texas College approved and authorized the College President to negotiate the terms of the proposed lease agreement, to be presented to the Board of Trustees for approval. The motion carried.

**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 was 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 provided an update in executive session for discussion with the Board of Trustees, and requested 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.

No action was taken.

**Review and Discussion of College President's Contract (Texas Government Code 551.074, Personnel Matters)**

Administration reviewed and discussed potential amendment terms for the President's Contract in executive session.

This item was presented for the Board's information and feedback, and no formal action was requested.

## 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, 2<sup>nd</sup> 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.

## Adjournment

There being no further business to discuss, the Regular Meeting of the South Texas College Board of Trustees adjourned at 7:46 p.m.

I certify the foregoing are the true and correct minutes of the Tuesday, April 23, 2024 Regular Board Meeting of the South Texas College Board of Trustees.

X \_\_\_\_\_

Mrs. Victoria Cantú

Board Secretary



**SOUTH TEXAS COLLEGE  
BOARD OF TRUSTEES WORK SESSION  
Wednesday, May 1, 2024 @ 10:30 a.m.  
Ann Richards Administration Building A  
Conference Room A 142  
Pecan Campus, McAllen, Texas 78501**

**Minutes**

**Call Meeting to Order:**

The Board Work Session of the South Texas College Board of Trustees was held on Wednesday, May 1, 2024 in the Ann Richards Administration Building A Conference Room A 142 at the Pecan Campus in McAllen, Texas. The meeting commenced at 10:41 a.m. with Ms. Rose Benavidez presiding.

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

Members absent: None

Also present: Dr. Ricardo J. Solis, Mrs. Mary Elizondo, Mr. Matthew Hebbard, Dr. Anahid Petrosian, Dr. Rodney Rodriguez, Mr. Rick De La Garza, Mrs. Lynda Lopez and Mr. Andrew Fish.

**Determination of a Quorum**

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

**Review and Evaluation of Design Presentations for District Office  
Renovation Project**

The Board of Trustees conducted presentations and Q&A sessions according to the following schedule:

- 10:45 a.m. – BRW Architects
- 11:30 a.m. – ERO Architects
- 12:00 p.m. – Lunch Break
- 1:00 p.m. – The Warren Group Architects

Following the presentations and Q&A sessions, the trustee independently completed their individual evaluations of the presenting firms, and submitted the documentation to

administration. The results would be compiled and reported to the Board of Trustees for the selection of the most highly qualified firm for this project.

No formal action by the Board of Trustees was taken at this Board Work Session.

### **Adjournment**

There being no further business to discuss, the Board Work Session of the South Texas College Board of Trustees adjourned at 1:52 p.m.

I certify the foregoing are the true and correct minutes of the Wednesday, May 1, 2024 Board Work Session of the South Texas College Board of Trustees.

X \_\_\_\_\_

Mrs. Victoria Cantú

Board Secretary

**SOUTH TEXAS COLLEGE  
BOARD OF TRUSTEES  
Special Board Meeting  
Tuesday, May 14, 2024 @ 5:00 p.m.  
Ann Richards Administration Building Board Room  
Pecan Campus, McAllen, Texas 78501**

**Minutes**

**Call Meeting to Order:**

The Special Board Meeting of the South Texas College Board of Trustees was held on Tuesday, May 14, 2024 in the Ann Richards Administration Building Board Room at the Pecan Campus in McAllen, Texas. The meeting commenced at 5:01 p.m. with Ms. Rose Benavidez presiding.

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

Members absent: Mr. Rene Guajardo

Also present: Dr. Ricardo J. Solis, Mrs. Mary Elizondo, Dr. Rodney Rodriguez, Mr. Rick De La Garza, Mr. George McCaleb, Mrs. Sara Lozano, Mr. Frank Jason Gutierrez, Chief Ruben Suarez, Mr. Sam Saldana, Mr. Martin Villarreal, Mr. David Valdez, Ms. Lynda Lopez, Ms. Deyadira Leal, Mr. Billy Langley, Ms. Myra De La Garza, Ms. Shannon Perales, and Mr. Andrew Fish.

**Determination of a Quorum**

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

**Public Comments**

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

**Approval of Order 2024-014 Canvassing the Election Returns of the  
May 4, 2024 South Texas College Board of Trustees Election for  
Single-Member District Two (2) and Single-Member District Six (6) as  
Certified by Elections Officer and Hidalgo County Elections  
Administrator, Hilda Salinas**

Administration recommended approval of Order 2024-014 canvassing the election returns of the May 4, 2024 South Texas College Board of Trustees Election for Single-

Member District Two (2) and Single-Member District Six (6), as certified by Elections Officer and Hidalgo County Elections Administrator, Yvonne Ramón.

It was necessary for the Board of Trustees to canvass the returns for the May 4, 2024 South Texas College Board of Trustees Election for Single-Member District Two (2) and Single-Member District Six (6).

In order to canvass election returns, the Texas Election Code § 67.004 a) states, “Two members of the authority constitute a quorum for purposes of canvassing an election.”

The Hidalgo County Elections Department informed staff that the Canvass Reports are expected to be delivered by 3:00 p.m. on Tuesday, May 14, 2024.

The Canvass Reports were provided prior to the meeting, and hard copies were distributed to the Trustees for their review. The reports indicated the following election results:

**Board of Trustees District Two (2):**

- That there were cast at said election **5,137** legal and valid ballots.
- That Roberto Zamora, Jr. received **2,540** votes.
- That Vicky Cantú received **2,597** votes.

**Board of Trustees District Six (6):**

- That there were cast at said election **3,189** legal and valid ballots.
- That David De Los Rios received **1,613** votes.
- That Rene Guajardo received **1,576** votes.

Upon a motion by Dr. Alejo Salinas, Jr. and a second by Mr. Danny Guzman, the Board of Trustees of South Texas College approved and authorized Order 2024-014 canvassing the election returns of the May 4, 2024 South Texas College Board of Trustees Election for Single-Member District Two (2) and Single-Member District Six (6) as certified by Elections Officer and Hidalgo County Elections Administrator, Hilda Salinas, as presented. The motion carried.

**Approval of Order to Certify May 4, 2024 Election Returns**

Approval of the Order to Certify the May 4, 2024 Election Returns for South Texas College Board of Trustees for Single-Member District Two (2) and Single-Member District Six (6) as required by Section 67.016 of the Texas Election Code was requested.

The intent of this certification of the election results is to verify the election of the officials (Trustees). The elected Trustees were required to have a form filed for certification of election and the form was to be completed by the Chairman of the Board of Trustees.

Upon a motion by Dr. Alejo Salinas, Jr. and a second by Mr. Paul R. Rodriguez, the Board of Trustees of South Texas College authorized and adopted the Order certifying the

election results for the South Texas College Trustee Election held on May 4, 2024 as presented. The motion carried.

### **Discussion and Action as Necessary to Award Contract for Energy Broker Services**

Purpose and Justification – Administration recommended Board approval to award the contract for energy broker services.

The procurement of energy broker services is required as the existing electric power service contract is set to expire on May 31, 2024. The energy broker will assist in procuring the energy services by preparing and issuing a request for proposal and proper evaluation of such proposals

Background Timeline –

- 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.
- After reviewing the options, the Board of Trustees selected the issuance of an RFP.
- An agreement with an energy consultant was developed to engage Resolved Energy Consulting LLC; however, staff was later advised to engage with Valiant Energy Resources LLC.
- At the March 26, 2024 Board meeting the Board of Trustees rejected the RFP for electric power services.
- Following a thorough review of available options, the Board opted for Option 3A, which involves soliciting Energy Brokerage Services, through a Request for Proposals (RFP). Under this option, the Energy Brokerage Consultant will oversee all procurement processes necessary for obtaining Kwh pricing and evaluating proposals.
- Mr. Bill Starnes, Partner and Senior Management Consultant at ReSolved Energy Consulting LLC, was engaged to conduct a thorough review of all the energy broker proposals. Mr. Starnes will furnish a comprehensive summary of his findings and will be available to provide clarification and address any inquiries regarding the proposals.

The RFP for Energy Broker Services timeline and information are as follows:

Advertised RFP	April 17, 2024 and April 24, 2024
RFP Responses Due	May 2, 2024
RFP Issued To	Sixty-nine (69) Vendors
Responses Received From	Fourteen (14) Vendors, Seven (7) vendors did not provide references; therefore, not considered.
Responses Reviewed By	Facilities Operations Maintenance, Facilities Planning & Construction and the Purchasing Department

The evaluations were not available at the time of packet publication. The information was presented at the Special Board Meeting of May 14, 2024 for review and recommendation.

Funding Source - The funds for this expenditure were budgeted in the Utilities budget for FY 2023 – 2024 and FY 2024 – 2025, pending Board approval of the budget.

Mr. Bill Starnes, Partner and Senior Management Consultant at ReSolved Energy Consulting LLC, attended via Zoom to address any questions. Mary Elizondo, Vice President for Finance and Administrative Services, George McCaleb, Director of Facilities Operation & Maintenance, and Deyadira Leal, Interim Director of Purchasing, also attended the 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 approves and authorizes awarding contract for energy broker services to the highest ranked respondent, RexCal Energy, LLC/ dba Prism Energy Solutions, based upon the consultations recommendation. The motion carried, with Mrs. Victoria Cantu voting in opposition.

### **Adjournment**

There being no further business to discuss, the Special Meeting of the South Texas College Board of Trustees adjourned at 6:03 p.m.

I certify the foregoing are the true and correct minutes of the Tuesday, May 14, 2024 Special Board Meeting of the South Texas College Board of Trustees.

X \_\_\_\_\_

Mrs. Victoria Cantú

Board Secretary

## **Review of Presentation Delivered to Education and Workforce Development Committee**

The following presentation was delivered to the Education and Workforce Development Committee on Tuesday, May 14, 2024:

### **a. Status Report on the 2019 – 2025 Strategic Plan**

Dr. Fernando Chapa, Dean of Institutional Research, Effectiveness, and Strategic Planning, provided a status report on the 2019 – 2025 Strategic Plan. Strategic Planning is required as part of the College's ongoing accreditation by the Southern Association of Colleges and Schools – Commission on Colleges (SACSCOC).

Strategic planning is a crucial step for institutions of higher education. This process helps stakeholders focus on long-term goals, and outline specific initiatives that can align operational plans to those strategic goals. This also helps leadership develop budgets carefully aligned to the College's long-term goals.

As the College approaches the end of the 2019 – 2025 Strategic Plan and undertakes preparation for the next cycle, Dr. Chapa provided the Board with an overview of the five Strategic Goals of the current plan, including a highlight of the major directions identified for each goal and specific initiatives that supported those directions.

The Strategic Goals for the current plan cycle were:

1. Lead Community Engagement
2. Promote Academic Integrity and Excellence
3. Create Educational Opportunities for Students
4. Foster Student Success
5. Cultivate Institutional Excellence

Dr. Chapa shared data tracked by the College to help gauge successes and challenges in meeting established goals, and to help ensure accurate, timely data informs the planning cycle for the next strategic planning period.

Administration coordinated a Board Work Session, tentatively scheduled in the first week of June 2024, that would include a discussion of the ongoing planning for the 2026 – 2032 Strategic Planning cycle.

No action is requested.

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

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

Administration 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 Education and Workforce Development Committee recommended Board action on the following items as presented:

- a. Approval of Proposed Memorandum of Understanding with the National Alliance of Concurrent Enrollment Partnerships
- b. Approval of Proposed Interlocal Agreement for P-Tech Campus Agreement with Idea Public Schools

**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 - b of the Education and Workforce Development Committee Consent Agenda as presented.

**Approval Recommended:**

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



**Consent Agenda:**

**a. Approval of Proposed Memorandum of Understanding with the National Alliance of Concurrent Enrollment Partnerships**

In February 2024, South Texas College partnered once again with the National Alliance of Concurrent Enrollment Partnerships (NACEP) to host the third annual Summit for Dual Credit Programs.

The three-day summit included fantastic keynote speakers and breakout sessions representing concurrent enrollment partnerships, from the higher education perspective as well as other stakeholders including K-12 school districts, from institutions across the nation. Over 270 participants attended from 32 states, bringing with them valuable insights and lessons learned from delivering dual credit courses to students from diverse regional and socio-economic backgrounds.

Dr. Rebecca De Leon, Associate Vice President for Dual Credit Programs & School District Partnerships, provided the Committee with an update on the third annual summit, including revenues and expenditures and lessons learned to provide an even better summit next year.

Dr. De Leon discussed the proposed the Memorandum of Understanding (MOU) with NACEP to partner on the fourth annual Summit for Dual Credit Programs, which would again be hosted at the South Padre Island Convention Center, from February 16 – 18, 2025.

The Board's authorization to finish negotiations and execute the proposed MOU will be necessary to support another highly successful summit, which will further highlight South Texas College's role as a national leader in the concurrent enrollment environment and allow the College to learn with and from fellow colleges and invested stakeholders from across the nation.

The Committee recommended Board approval of the proposed Memorandum of Understanding with the National Alliance of Concurrent Education Partnerships 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 Memorandum of Understanding with the National Alliance of Concurrent Education Partnerships as presented.

**Approval Recommended:**

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

**Consent Agenda:**

**b. Approval of Proposed Interlocal Agreement for P-Tech Campus Agreement with Idea Public Schools**

Administration recommends Board approval of an Interlocal Agreement with IDEA Public Schools to serve as the Institution of Higher Education partner for their designated San Juan P-TECH Campus.

The P-TECH designation stands for “Pathways in Technology Early College High School” and includes a clear focus on career and work-based education programs. The IDEA San Juan Campus provides students a pathway toward a degree in Computer Science.

While South Texas College normally enters into an Interlocal Agreement with the school district to provide dual credit opportunities across the district, this agreement would be the first agreement between South Texas College and IDEA Public Schools, and would be limited specifically to the campus in San Juan. This agreement will not create or imply any partnership for dual credit programs at other campuses of IDEA Public Schools.

This special agreement has been written to comply with all prevailing laws and rules, including those established by the State of Texas, the Texas Higher Education Coordinating Board, and the Texas Education Agency, for statewide dual credit goals.

Once executed, this agreement will specify partnership terms to foster the College’s high level of quality and service to the campus and participating students. The terms of the agreement assist in clear communication and responses to any concerns that may arise in compliance or administrative matters.

The Committee recommended Board approval of the Interlocal Agreement with IDEA Public Schools to serve as the Institution of Higher Education partner for their designated San Juan P-TECH 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 the Interlocal Agreement with IDEA Public Schools to serve as the Institution of Higher Education partner for their designated San Juan P-TECH Campus.

**Approval Recommended:**

**Dr. Ricardo J. Solis  
President**

## **Review and Action as Necessary on Proposed Interlocal Agreement and ISD Partnership Support for Dual Credit Programs**

Administration recommends Board approval of the Interlocal Agreement and ISD Partnership Support for Dual Credit Programs partnerships for academic year 2024 - 2025. These agreements cover a variety of partnerships with school districts within the College's service area of Hidalgo and Starr counties.

### **Background**

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

### **Proposed Interlocal Agreement**

Administration recommends the approval and adoption of the proposed Interlocal Agreement for academic year 2024 – 2025 by the South Texas College Board of Trustees, as well as the governing board of each partnering district.

The agreement assists in the communication of and response to any compliance concerns with administration of partnering districts and the College.

Administration asks the South Texas College Board of Trustees to approve the form and content of the agreement for academic year 2024 – 2025, which will then be sent to each partnering district for review and approval by the governing boards.

### **Changes for FY 2024 – 2025**

There are no substantive changes proposed for the interlocal agreement template that were approved by the Board of Trustees for FY 2023 – 2024, and they are submitted with only minor revisions.

### **Proposed ISD Partnership Support Options**

The community college funding changes from the passage of HB 8 in the 88<sup>th</sup> Texas Legislature included the Financial Aid for Swift Transfer (FAST) funding, which provides tuition for eligible dual credit students, paid directly to the institution of higher education providing dual credit course.

With South Texas College's history of waiving tuition and fees for in-district dual credit students of partnering school districts, this FAST funding has provided a new revenue stream to support dual credit programs. These funds will help cover expenses incurred by the College that have previously not been recouped, such as student support and learning support services provided by the College at no cost to the districts. Administration has also identified an opportunity to utilize FAST funding to strategically support partnering districts' dual credit program costs through a proposed ISD Partnership Support option.

Administration reviewed several strategies to address the following district expenses incurred by partnering school districts in support of their Dual Credit participation, and has proposed ISD Partnership Support options as a way to support districts based upon their participation with STC for Dual Credit Programs.

### **ISD Partnership Support Options**

Administration has focused on strategies that would utilize approximately \$1,000,000 from the College's FAST Funding. The strategies will be included in the balanced budget presented for the Board's consideration for the Fiscal Year.

Administration has reviewed the significant cost factors that districts absorb to offer dual credit courses to their students. These costs include:

- The flat per-credit hour fee charged by STC to partnering districts when STC provides faculty to teach on-site at a high school site, and which is based on cost-recovery of the College's expenses for providing faculty.
- Textbook costs, including access code costs, paid by partnering districts to textbook publishers, for texts designated by STC for college level coursework.

### **Recommend District Support Option**

For this first year, STC will focus on a cost offset of the fees charged to partnering districts when they require assignment of an STC faculty member to teach their dual credit courses. This flat fee is based on a cost-recovery model, and is necessary to keep the dual credit programs affordable.

By leveraging approximately \$1,000,000 of the FAST funding, STC can offer an offset of \$1,000 per faculty assigned to teach at a district, giving the districts over 20% in net reduction to costs paid to the College.

Upon Board approval of the proposal, Administration will communicate with partnering districts to help them prepare their budgets and course scheduling.

After the first year of implementation, administration will review the methodology and its impact on partnerships and student achievement to develop a recommendation for the next fiscal year, as long as FAST Funding continues to support dual credit programs success.

### **Additional District Support Strategies**

In addition to cost offsets for the district partners, the College will utilize FAST funding to bolster student support and learning support services provided to district students, and will fund the development and access of Open Education Resources (OER) which will help reduce or eliminate textbook costs for all STC students.

The Committee recommended Board approval of the proposed Interlocal Agreement for Dual Credit Program partnerships for academic year 2024 - 2025, for In-District school districts.

The proposed ISD Partnership Support Allocation was not yet ready for review with the Committee on May 14, 2024, and is included for the Board's consideration without a committee recommendation.

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

The Board of Trustees of South Texas College approves and authorizes the proposed Interlocal Agreement and proposed ISD Partnership Support option for Dual Credit Program partnerships for academic year 2024 - 2025, for In-District school districts.

**Approval Recommended:**

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

## 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. Update on Change Order for Contract with Precision Task Group (PTG) / Workday**

Purpose and Justification – The Board of Trustees approved on September 21, 2023, the purchase of Workday through PTG from the State of Texas Department of Information Resources (DIR) cooperative contract for the period beginning September 15, 2023, through September 14, 2033, and at this time, an update is being presented.

Background – The original Statement of Work was for a grand total amount of \$42,934,469.59. There has been a reduction in Advisory Services Fee by \$813,925, a reduction of \$105,321 for a modification on the Scope of Work, and a reduction in Software Subscription Fees of \$3,227,108 for a total reduction of \$4,146,354, bringing the grand total down to \$38,788,115.59

Of the three Change Orders to the PTG contract, one occurred in February, and two will be effective in May 2024. These are reflected below:

Summary of the contract Change Order:

Date	Description	Original Budget	Reduction Amount	Revised Budget
February 2024	Advisory Services Hours Reduction for Finance/HCM (Exhibit 1)	\$5,420,800	(\$813,925)	\$4,606,875
May 2024	Statement of Work Modification – Addition and Reduction of Services (Exhibit 2)	N/A	(105,321)	(105,321)
May 2024	State of Texas approved Colleges to use Commercial Cloud, reducing Subscription Fees (Exhibit 3)	14,896,565	(3,227,108)	11,669,457
Total Cost Reduction to Contract		\$20,317,365	(\$4,146,354)	\$16,171,011

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

Mary Elizondo, Vice President for Finance and Administrative Services, and Christian Heneghan, Project and Change Manager, with Peak Performance, attended the Committee Meeting to address questions.

### Exhibit 1

On February 2024, a Modification of Statement of Work was signed in order to reduce the total Advisory Services Hours for HCM and Finance from 9,976 to 5,325. This reduced the total Advisory Service costs from \$1,745,800 to \$931,875.

<b>Original Advisory Services per Fiscal Year</b>	<b>Original Budget</b>	<b>Revised Budget</b>	<b>Decrease</b>
FY 2024	\$1,309,350	\$698,906.25	\$610,443.75
FY 2025	436,450	232,968.75	203,481.25
Total FY 2024-2025	\$1,745,800	\$931,875.00	\$813,925.00

## Exhibit 2

In May 2024, a Modification of Statement of Work was signed to incorporate additional services and to reduce services in the Scope of Work, resulting in a reduction of \$105,321 detailed below:

WGC Breakdown	Cost
Uplift Initial Cost	\$218,953
Actuals to Date	3,752
Additional Build	46,905
Reporting Build	11,070
<b>WGC Uplift Reduction</b>	<b>\$157,226</b>

Scope	Add or Remove	Cost
WGC Uplift	Remove	( <b>\$157,226</b> )
Position Budgets	Add	11,600
Certifications	Add	12,307
Pay Period Schedules – Move to Semi Monthly	Add	28,715
Endowments	Remove	( <b>40,714</b> )
3 New Custom Fields	Add	9,230
4 New Security Groups	Add	12,307
Customer Invoice Custom Report – Option 1	Add	18,460
<b>Total Change</b>		<b>(<b>\$105,321</b>)</b>



### Exhibit 3

In January 2024, The State of Texas approved PTG’s application for Texas Colleges to use Workday’s Commercial Cloud, allowing South Texas College to use Workday’s Commercial Cloud instead of Workday’s Government Cloud. On May 2024, a Modification of Statement of Work was received for the migration to the Workday Commercial Cloud, for a total reduction of \$3,227,108 to the Subscription Fee detailed below:

Payment #	Payment Due Date	Original Budget	Revised Budget	Net Decrease
1	September 21, 2023	\$912,434.00	\$912,434.00	\$0.00
2	September 21, 2024	923,807.00	710,622.00	213,185.00
3	September 21, 2025	1,545,005.00	1,188,465.00	356,540.00
4	September 21, 2026	1,569,030.00	1,206,946.00	362,084.00
5	September 21, 2027	1,593,535.00	1,225,796.00	367,739.00
6	September 21, 2028	1,618,531.00	1,245,024.00	373,507.00
7	September 21, 2029	1,644,027.00	1,264,636.00	379,391.00
8	September 21, 2030	1,670,029.00	1,284,637.00	385,392.00
9	September 21, 2031	1,696,556.00	1,305,043.00	391,513.00
10	September 21, 2032	1,723,611.00	1,325,854.00	397,757.00
	<b>Total</b>	<b>\$14,896,565.00</b>	<b>\$11,669,457.00</b>	<b>\$3,227,108.00</b>

**b. Review and Discussion of Preliminary Summaries of Unrestricted Projected Revenues and Expenditures for FY 2024 - 2025 with Comparison to FY 2023 – 2024 Amended Budget**

The Preliminary Summaries of Unrestricted Projected Revenues and Expenditures for FY 2024 - 2025 with Comparison to the FY 2023 - 2024 amended budget for the Board's information and review will be presented.

This is a preliminary plan for the next fiscal year that includes the following assumptions for both exhibits:

**Revenues:**

- State appropriations revenue is based on the formula funding received in FY 2023 – 2024 and the projected Financial Aid for Swift Transfer (FAST) funding for FY 2023 – 2024.
- Tuition and Fees revenue for FY 2024 - 2025 is based on projected enrollment of 16,412 traditional students, a flat increase from Fall 2023, and 10,270 dual enrollment tuition free students for Fall 2024. The tuition revenue projection is also based on the simplified tuition rate (STR) approved by the Board on March 26, 2024. The simplified tuition rates incorporate the Student Activity Fee into the In-District, Out-of-District, and Out of State tuition rates per semester credit hour.
- M&O Property Tax revenue and Other Revenues for FY 2024 - 2025 are based on projections and trend analysis.
- Carryover Allocations (fund balance) are based on the needs of the College. The College proposes to fund initiatives from fund balance in order to support the goals and objectives for FY 2024 – 2025. The use of funds from fund balance will still allow the College to comply with the Unrestricted Fund Balance requirement since the College will exceed the minimum number of months in reserve threshold.

**Expenditures, Transfers and Reserves:**

- The Salary and Benefits expenditure budgets for FY 2024 - 2025 reflect an estimated proposed annual salary increase for faculty and non-faculty.

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

- The Operating, Travel, and Capital Outlay, and Transfers and Reserves expenditure budgets for FY 2024 – 2025 are based on the proposed requests from the College's departments in support of the initiatives for the upcoming fiscal year.

The Preliminary Summaries of Unrestricted Projected Revenues and Expenditures for FY 2024 - 2025 with Comparison to the FY 2023 – 2024 Amended Budget and the Preliminary Unrestricted Fund Budget Summaries for FY 2024 – 2025 will be presented at the Committee Meeting for the Committee’s review and information. In order to balance the unrestricted fund budget, the College will continue to monitor trends, update projections and adjust revenues and expenditures as needed.

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

Mary Elizondo, Vice President for Finance and Administrative Services, will present the Preliminary Summaries of Unrestricted Projected Budget for FY 2024 – 2025 for the Board’s review and discussion.

No action is requested.

## **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 at a total cost of \$3,943,470.51
- b. Approval of Revised Appraisal District Allocated Cost Payments for the 2024 Assessment Fees for Hidalgo County
- c. Approval of Vacation Payout for WorkDay ERP Implementation Primary Leads and Co-Leads for FY 2024
- d. Approval of Jurisdictional and Interagency Support Memorandum of Understanding (MOU) Between South Texas College Police Department and the City of Mission Police Department
- e. Approval of Proposed Annual Salary Increases for Faculty and Non-Faculty Personnel for FY 2024 – 2025
- f. Approval to Implement a Semi-Monthly Payroll for All Employees Effective January 2025
- g. Approval to Revise Proposed Projects for Internal Auditor for FY 2023 – 2024
- h. Approval to Revise Policy DAA: Employment Objectives – Equal Employment Opportunity
- i. Approval to Adopt New Personnel Policy and Retire Current Policy
- j. Approval to Adopt New Local Governance Policy BG (Local) Administrative Organization

- k. Approval to Adopt New Business and Support Services Policies and Retire Current Policies
- l. Approval to Adopt New Students Policies and Retire Current Policies
- m. Approval to Retire Five (5) Current Policies

**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 - m 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 at a total cost of \$3,943,470.51**

Purpose and Justification – Administration recommends Board approval on the following award of proposals, purchases, renewals, and an interlocal agreement at a total cost of \$3,943,470.51.

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

**Award of Proposals**

**1) Medical Office Skills Training (Award)**

Award the proposal for the medical office skills training to **Assistex, Inc./ dba Practice Management Institute** (San Antonio, TX) for the period beginning July 1, 2024 through June 30, 2025, with two one-year options to renew, at no charge to the College. As per the agreement, the training fee will be paid by the student or employee participating in the program directly to South Texas College. Subsequently, the College will remit the payment to Practice Management Institute, deducting a 30% commission that the College retains.

Purpose and Justification – The Office of Continuing Education and Workforce Development is requesting a contract for medical office skill training that will allow the College to expand training for medical office staff in areas such as managing front office staff, billing and coding, record retention, and anything else that will help make a medical office more efficient. Office of Continuing Education and Workforce Development does not have the trainers to provide this type of training, so this contract will allow the department to meet this need and expand its customer base.

Background – The project timeline and information are as follows:

Advertised RFP	March 27, 2024 and April 3, 2024
RFP Responses Due	April 17, 2024
RFP Issued To	Twenty (20) Vendors
Responses Received From	One (1) Vendor
Responses Reviewed By	Office of Continuing Education and Workforce Development, and the Purchasing Department
Highest Ranked Vendor	Assistex, Inc./ dba Practice Management Institute

The College has solicited bids for Medical Office Skills training since fiscal year 2017 - 2018 and Practice Management Institute has been the awarded vendor in the past.

**2) Purchase of LED Lamps (Award)**

Award the proposal for the purchase of LED lamps to **Lexine, Inc.** (McAllen, TX), at a total amount of \$53,909.71 for Option B – Lithonia LED.

Purpose and Justification – The Facilities Operations and Maintenance is requesting the purchase of LED lamp retrofit kits to replace fluorescent lamps located at Pecan Campus Building K. As part of one of the 2024 projects, Facilities Operations and Maintenance would like to continue replacing fluorescent lamps with LED retrofit lamps at the Pecan

Campus. This will be the fifth phase of several, which will help reduce energy consumption, improve maintenance since LED lights are designed to have long lives, and improve safety since LED lamps do not contain any harmful chemicals, such as mercury, and are safer for the environment.

Background – The project timeline and information are as follows:

Advertised RFP	April 10, 2024 and April 17, 2024
RFP Responses Due	April 25, 2024
RFP Issued To	Eight (8) Vendors
Responses Received From	Two (2) Vendors, of which one (1) vendor did not submit the required forms; therefore, not considered.
Responses Reviewed By	Facilities Operations & Maintenance and the Purchasing Department
Highest Ranked Vendor	Lexine, Inc.

Funds for this expenditure are budgeted in the District Wide Interior LED Light Upgrade budget for FY 2023 – 2024.

### 3) Purchase of Welding Equipment (Award)

Award the proposal for the purchase of welding equipment to **Linde Gas and Equipment, Inc.** (Pharr, TX), at a total amount of \$682,621.00.

Purpose and Justification – The Welding Program in the Division of Business, Public Safety, and Technology is requesting to purchase one hundred nineteen (119) welding machines and twenty (20) cutting machines for student instruction. This equipment will be used in the welding programs to train students at the Mid-Valley Campus in Weslaco, Starr County Campus in Rio Grande City, and the Technology Campus in McAllen.

Background – The project timeline and information are as follows:

Advertised RFP	April 17, 2024 and April 24, 2024
RFP Responses Due	May 2, 2024
RFP Issued To	Nine (9) Vendors
Responses Received From	Six (6) Vendors
Responses Reviewed By	Welding and the Purchasing Department
Highest Ranked Vendor	Linde Gas and Equipment, Inc.

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

### 4) Small Business Skills Training (Award)

Award the proposal for small business skills training to **Leadership Empowerment Group, LLC.** (Mercedes, TX), for the period beginning July 1, 2024 through June 30, 2025, with two one-year options to renew, at no charge to the College. As per the agreement, the training fee will be paid by the student or employee participating in the program directly to South Texas College. Subsequently, the College will remit the payment to Practice Management Institute, deducting a 30% commission that the College retains.

Purpose and Justification – The Office of Continuing Education and Workforce Development and the Center for Advanced Training and Apprenticeships are requesting a contract for small business skills training that will allow the College to supplement in-house training to recruit new businesses, expand its services, and provide small businesses with training such as managing a business, communication skills, and handling difficult customers. It includes some of the following programs: Executive Leadership Academy, Workforce Training, Industry Specific Training, Conflict Management, Organizational Skills, Business Etiquette, Customer Service, and Communication Skills.

Background – The project timeline and information are as follows:

Advertised RFP	March 27, 2024 and April 3, 2024
RFP Responses Due	April 17, 2024
RFP Issued To	Twenty (20) Vendors
Responses Received From	Three (3) Vendors, of which one (1) vendor submitted incorrect information; therefore, not considered.
Responses Reviewed By	Office of Continuing Education and Workforce Development, and the Purchasing Department
Highest Ranked Vendor	Leadership Empowerment Group, LLC

The College has solicited bids for Small Business Skills since fiscal year 2017 - 2018 and Leadership Empowerment Group, LLC. has been one of the awarded vendors in the past.

**5) Trailer for Flammable Liquid and Gas Firefighter Training (Award)**

Award the proposal for the purchase of a trailer for flammable liquid and gas firefighter training to **Fireblast Global, Inc.** (Murrieta, CA), at a total amount of \$67,395.00.

Purpose and Justification – The Regional Center for Public Safety Excellence is requesting the purchase of a transporter enclosed mobile 24-foot trailer for flammable liquid and gas firefighter training. This trailer will allow for the transport of the liquid propane gas fire props currently used by the Regional Center for Public Safety Excellence and Fire Academy for offsite training. The vehicle will be used by the fire programs housed at the Regional Center for Public Safety Excellence to include professional continuing education and fire academies for both onsite and offsite college events throughout the college district.

Background – The project timeline and information are as follows:

Advertised RFP	April 17, 2024 and April 24, 2024
RFP Responses Due	May 2, 2024
RFP Issued To	Four (4) Vendors
Responses Received From	One (1) Vendor
Responses Reviewed By	Fire Science and the Purchasing Department
Highest Ranked Vendor	Fireblast Global, Inc



### **Purchases and Renewals (Instructional)**

#### **6) Adult and Pediatric Simulator Manikins (Purchase)**

Purchase adult and pediatric simulator manikins from **Gaumard Scientific Co. Inc.** (Miami, FL), a Choice Partners Cooperative approved vendor, at a total amount of \$105,974.10.

Purpose and Justification — The Simulation Lab within the Division of Nursing and Allied Health is requesting the purchase of three (3) manikins, an adult simulator manikin, and two (2) pediatric simulator manikins, to enhance student instruction in the Emergency Medical Services Program. These manikins are specifically designed to simulate physiologic scenarios, aiding students at various proficiency levels in developing the specialized skills required for effective communication, diagnosis, and treatment of adult and pediatric patients across diverse clinical settings. The manikins will provide students with hands-on experience in emergency interventions, real patient support techniques, identification of lung and heart sounds, as well as treatment interventions.

Funds for this expenditure are budgeted in the Emergency Medical Services budget for FY 2023 – 2024.

#### **7) Powered Ambulance Cot (Purchase)**

Purchase a powered ambulance cot from **Stryker Sales LLC** (Kalamazoo, IL), a Sourcewell Purchasing Cooperative approved vendor, at a total amount of \$64,402.68.

Purpose and Justification – The Emergency Medical Service Program in the Division of Nursing and Allied Health is requesting a purchase of a powered ambulance cot and load/unload system. This system will allow students to load and unload simulated patients safely as the device is powered via the ambulance electrical system and facilitates the loading and unloading of the ambulance stretcher reducing the spinal load of the Emergency Medical Services Program students when performing practice medical and trauma care scenarios with a designated ambulance.

This system is necessary for student preparation and interaction. This equipment has become prevalent in the Emergency Medical Services Industry, greatly minimizing the risks associated with manually lifting ambulance stretchers.

Funds for this expenditure are budgeted in the Emergency Medical Services budget for FY 2023 – 2024.

#### **8) Welding Gases, Metal, and Supplies (Purchase)**

Purchase of welding, gases, metal, and supplies for the period beginning May 29, 2024 through September 30, 2024, at an additional estimated total amount of \$200,000.00 from the Board approved vendors.

On September 26, 2023, the Board of Trustees awarded the welding, gases, metal, and supplies contract in the amount of \$175,000.

The vendors are as follows:

<b>Vendor (City/State)</b>	<b>Vendor (City/State)</b>
<b>Airgas USA, LLC.</b> (McAllen, TX)	<b>CV Industrial Hardware, LLC.</b> (Mission, TX)
<b>Linde Gas and Equipment, Inc.</b> (Pharr, TX)	<b>Matheson Tri-Gas</b> (San Benito, TX)
<b>Triple-S Steel Supply, LLC. /dba Alamo Iron Works</b> (San Antonio, TX)	

Purpose and Justification – The Welding Program and Continuing Professional and Workforce Education are requesting the purchase of additional welding gases, metal, and supplies. The purchases will include various gases, metals, and classroom/lab supplies used by students for hands-on instruction in welding classes throughout the College district. The proposal award to each vendor will be based on the items they provide, pricing, and item availability (delivery timeline).

Funds for this expenditure are budgeted in the Welding Program and Continuing Education budgets for FY 2023 - 2024 and FY 2024 – 2025, pending Board approval of the budget.

**9) Nursing and Allied Health Equipment and Supplies (Renewal)**

Renew the Nursing and Allied Health equipment and supplies contracts for the period beginning August 1, 2024 through July 31, 2025, with two one-year options to renew, at an estimated total amount of \$200,000.00, which is based on prior year expenditures.

The vendors are as follows:

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

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

Several vendors are needed due to the various needs by the programs and vendor availability of supplies, discount pricing, estimated delivery, and durability of the products.

Background – The Board awarded the contracts for nursing and allied health equipment and supplies as follows:

<b>Term: June 28, 2022 – one year with two (2) one-year annual renewals</b>			
Award	Board Meeting Date	Original Term	Renewal Term
Original	6/28/22	8/01/22 – 7/31/23	
1 <sup>st</sup> Renewal	5/23/23		8/01/23 – 7/31/24
<b>Final Renewal</b>	5/28/24		8/01/24 – 7/31/25

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

Funds for this expenditure are budgeted in the Vocational Nursing, Associate Degree Nursing, Patient Care Assistant, Respiratory Therapy, Medical Assistant Technology, Pharmacy Technology, and Emergency Medical Technician programs budgets for FY 2023 – 2024 and FY 2024 – 2025, pending Board approval of the budget.

**Purchases and Renewals (Non-Instructional)**

**10)Furniture (Purchase)**

Purchase furniture from OMNIA Partners, Sourcewell, and The Interlocal Purchasing System (TIPS), purchasing cooperatives, at an estimated total amount of \$155,183.11.

#	Vendor (City/State)	Amount
A	Computer Comforts, Inc. (Kemah, TX)	\$ 30,319.30
B	Gateway Printing and Office Supply, Inc. (Edinburg, TX)	118,008.81
C	JMJS, Inc. / The Exceptional Home Center (Smock, PA/ McAllen, TX)	6,855.00
<b>Furniture Total</b>		<b>\$155,183.11</b>

The purchases can be summarized as follows:

<b>Mid Valley Campus</b>
➤ 13 Chairs and 3 Stools for the Financial Aid Department
<b>Nursing and Allied Health Campus</b>
➤ 7 Printer Stands for the Diagnostic Sonography Program
<b>Pecan Campus</b>
➤ 8 Power Lift Tables, 6 Cabinets, 1 Instructor Table for the Educational Technologies Department
➤ 2 Faculty/Staff Desks and 1 Vertical File for the Educational Technologies Department
➤ 2 Faculty/Staff Chairs for the Office of Public Relations and Marketing
➤ 1 Faculty/Staff Desk, 1 Round Table, and 3 Faculty/Staff Chairs for the Dual Credit Programs
➤ 3 Storage Cabinets for the Office of the Vice President of Finance and Administrative Services
➤ 5 Faculty/Staff Desks, 6 Bookcases, 2 Vertical Files, 12 Faculty/Staff Chairs, 10 Guest Chairs, 1 Round Table for the Academic and Career Tech Pathways Department

➤ 3 Faculty/Staff Desks, 9 Guest Chairs, 5 Faculty/Staff Chairs, and 4 Bookcases for the for the Office of the Vice President Academic Success & Advancement
➤ 3 Faculty/Staff Chairs for the Biology Program
➤ 11 Conference Chairs for the Office of the President
➤ 3 Desk Cabinets for the Department of Public Safety
➤ 1 Round table, 4 Chairs, 1 Faculty Staff Desk, and 1 Bookcase for Educational Technologies Department
<b>Starr County Campus</b>
➤ 40 Computer Lab Chairs for Heating, Ventilation, Air Conditioning, and Refrigeration Program
<b>Technology Campus</b>
➤ 6 Vertical Files, 3 Bookcases, 3 Faculty/Staff Desks and Chairs, and 3 Guest Chairs for the Welding Program

Fund for these expenditures are budgeted in the requesting department budgets for FY 2023 - 2024 as follows: Biology, Department of Public Safety, Diagnostic Sonograph, District Wide Renovations & Contingencies, Dual Credit Programs, Education Tech Maintenance & Replacement, Educational Technologies, Mid Valley Campus Student Union Building F Financial Aid Renovation - FFE, New Furniture, Pecan Art Building. B Analog to Digital Replacement - FFE, Pecan Cooper Center Performing Arts Building - FFE, Pecan North Academic Building P VPFAS, ARC, IE – FFE, and Technology Welding Lab Building F – FFE.

**11)Parts and Supplies (Purchase)**

Purchase parts and supplies from **Johnson Supply** (Houston,TX/Pharr, TX), a Texas Association of School Boards – Buyboard approved vendor, for the period beginning September 1, 2023 through August 31, 2024, at an estimated total amount of \$100,000.00.

Purpose and Justification – The Facilities Operations and Maintenance is requesting heating, air conditioning, and refrigeration (HVACR) parts and supplies, which will be purchased for the day-to-day operation of the College as needed.

Funds for this expenditure are budgeted in the Facilities Maintenance budget for FY 2023 – 2024.

**12)Campus Dining and Food Trucks – II (Renewal)**

Renew the campus dining and food trucks – II contract with **Cornerstone Catering** (Mission, TX), for the period beginning July 25, 2024 through July 24, 2025, with 0% commission.

Purpose and Justification – The Vice President for Finance and Administrative Services and the Purchasing Department are requesting to renew the campus dining and food truck services for the Nursing and Allied Health Campus. The dining service provides a wide range of food options available for faculty, staff, and students throughout their time on campus. These options are available Monday through Friday and encompass a selection of tacos, sandwiches, salads, burgers, desserts, fruits, and various other culinary offerings.

Background – The Board awarded the contract for the Campus Dining and Food Trucks – II as follows:

<b>Term: January 22, 2022 – one year with two (2) one-year annual renewals.</b>			
Award	Board Meeting Date	Original Term	Renewal Term
Original	1/22/22	2/01/22 – 1/31/23	
Modified		7/25/22 – 7/24/23	
1 <sup>st</sup> Renewal	5/23/23		7/25/23 – 7/24/24
<b>Final Renewal</b>	5/28/24		7/25/24 – 7/24/25

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

**13) Campus Dining and Food Trucks – II (Renewal)**

Renew the campus dining and food trucks – II contract with **Zaycor Management Company (Steak n Shake)** (Brownsville, TX), for the period beginning August 1, 2024 through July 31, 2025, with 0% commission.

Purpose and Justification – The Vice President for Finance and Administrative Services and the Purchasing Department are requesting to renew the campus dining and food truck services for the Nursing and Allied Health Campus. The dining service provides a wide range of food options available for faculty, staff, and students throughout their time on campus. These options are available Monday through Friday and encompass a selection of burgers, franks, melts, sandwiches, fries, and various other items.

Background – The Board awarded the contract for the Campus Dining and Food Trucks – II as follows:

<b>Term: January 22, 2022 – one year with two (2) one-year annual renewals.</b>			
Award	Board Meeting Date	Original Term	Renewal Term
Original	1/22/22	2/01/22 – 1/31/23	
Modified		8/01/22 – 7/31/23	
1 <sup>st</sup> Renewal	5/23/23		8/01/23 – 7/31/24
<b>Final Renewal</b>	5/28/24		8/01/24 – 7/31/25

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

**14) Ground Maintenance (Renewal)**

Renew the ground maintenance contract with **Brightview Landscape Services Inc.** (Corpus Christi, TX), for the period beginning July 26, 2024 through July 25, 2025, with two one-year options to renew, at an estimated total amount of \$690,373.82.

The services are as follows:

#	Services	Amount	
1	Mowing, Tree Trimming, Shredding Services, and Irrigation Inspections.	Estimated	\$ 470,373.82
2	Various Plants, Replacement Plants, and Landscaping, as needed.	Not Exceeding	150,000.00
3	Sprinkler System Repairs, as needed.	Not Exceeding	70,000.00

Purpose and Justification – The Facilities Operations and Maintenance is requesting ground maintenance services for all South Texas College campuses. The grounds maintenance contract includes the following services: mowing, shredding of grass, tree trimming, flower beds, plants and plant replacements, and landscaping areas with crushed granite for the Pecan, Nursing and Allied Health, Technology, Starr County, and Mid Valley campuses and the Regional Center for Public Safety Excellence.

Background – The Board awarded the contract for Ground Maintenance as follows:

<b>Term: July 25, 2023 – one year with two (2) one-year annual renewals</b>			
Award	Board Meeting Date	Original Term	Renewal Term
Original	7/25/23	7/26/23 – 7/25/24	
<b>First Renewal</b>	5/28/24		7/26/24 – 7/25/25

**Purchases and Renewals (Technology Items)**

**15)Computers, Laptops, Tablets, Monitors, Server, and Printers (Purchase)**

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

Vendor	Purchasing Cooperative	Amount
<b>Dell Marketing, LP.</b> (Dallas, TX)	State of Texas Department of Information Resources (DIR)	\$ 185,784.14
<b>Apple, Inc.</b> (Dallas, TX)	Choice Partners Cooperative	9,735.95
<b>B&amp;H Foto &amp; Electronics</b> (New York, NY)	E&I Cooperative Services	18,002.93
<b>CRC Computer Repair Center</b> (McAllen, TX)	State of Texas Department of Information Resources (DIR)	16,002.00
<b>Total Amount</b>		<b>\$ 229,525.02</b>

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

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

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

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

The purchases can be summarized as follows:

<b>Student Computers</b>	
1	Academic Advancement
35	Learning Commons and Open Labs

<b>Faculty Computers</b>	
1	Operations Management - OPMG
1	Bachelor of Applied Science in Organizational Leadership
4	Education
<b>Staff Computers</b>	
5	Learning Commons and Open Labs
9	Campus Police
1	Information Services and Planning
1	Equipment-New Faculty/Programs (Academic Affairs)
1	Operations Management - OPMG
1	Adjunct Faculty Pecan Campus (Academic Affairs)
2	Student Rights and Responsibilities
1	Behavioral Intervention Team
1	Learning Outcomes
<b>Student Laptops</b>	
8	Carl Perkins Grant Compliance (Advanced Manufacturing Technology)
8	Carl Perkins Grant Compliance (Architectural and Engineering Design Technology)
<b>Faculty Laptops</b>	
10	Political Science Program
3	Office Administration
1	Bachelor's of Nursing
<b>Staff Laptops</b>	
1	Educational Technologies
2	University Relations
1	Dual Credit Academies
1	Digital Learning
1	Public Relations and Marketing
2	Division of Social and Behavioral Sciences
2	Student Rights and Responsibilities
2	Behavioral Intervention Team
6	Human Resources
1	Bachelor's of Nursing
1	Accountability, Risk, and Records Management
2	College Connections
1	Library Programming and Community Services
<b>Student Tablets</b>	
2	Academic Advancement
1	Physics Program
<b>Staff Tablets</b>	
1	Learning Outcomes

<b>Student Monitors</b>	
8	Educational Technology Maintenance and Replacement
<b>Student Servers</b>	
1	Carl Perkins Grant Compliance (Cybersecurity Program)
<b>Student Printers</b>	
7	Learning Commons and Open Labs

Funds for these expenditures are budgeted in the requesting department budgets for FY 2023 - 2024 as follows: Academic Advancement, Learning Commons and Open Labs, Operations Management – OPMG, Bachelor of Applied Science in Organizational Leadership, Education, Campus Police, Information Services, and Planning, Equipment-New Faculty/Programs, Adjunct Faculty Pecan Campus, Student Rights and Responsibilities, Behavioral Intervention Team, Learning Outcomes, Carl Perkins Grant Compliance, Political Science, Office Administration, Bachelor’s of Nursing, Educational Technologies, University Relations, Dual Credit Academies, Digital Learning, Public Relations and Marketing, Division of Social and Behavioral Sciences, Student Rights and Responsibilities, Human Resources, Bachelor’s of Nursing, Accountability, Risk, and Records Management, College Connections, Library Programming and Community Services, Academic Advancement, Physics, and Educational Technology Maintenance and Replacement.

**16)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 amount of \$182,040.02.

Purpose and Justification—The Information Technology Department is requesting to purchase ten (10) Uninterrupted Power Supplies (UPS) and two (2) servers with storage for the Virtual Desktop Infrastructure (VDI) environment. The servers will improve the performance and capacity of virtual desktops and host the virtual desktop infrastructure (VDI) to support students, faculty, and staff in accessing STC resources.

The Information Technology Department needs these servers in order to increase performance, capacity, and number of concurrent student connections. The servers support virtual desktops deployed to the Pecan welcome center, call centers, podiums, and computer labs district-wide. In addition, the virtual desktops support staff working from home that need to have access to STC resources. The UPS are used to prevent data loss on network devices due to power outages, power surges, and electric spikes.

Funds for this expenditure are budgeted in the National Telecommunications and Information Administration (NTIA) Grant and Systems and Networking budgets for FY 2023 – 2024

**17)Servers (Purchase)**

Purchase servers from **Dell Marketing, LP.** (Dallas, TX), a State of Texas Department of Information Resources (DIR) approved vendor, at an estimated total amount of \$213,535.94.



Purpose and Justification— The Information Technology Department is requesting to purchase sixteen (16) servers to replace existing devices, that have reached their end of life and are no longer supported by the vendor. The servers provide support to the STC Police Department’s surveillance system, Share folders, and Oracle databases. The servers will be used to support the STC Police Department’s surveillance system, application, and storage demands for video archiving and monitoring. In addition, the shared folders are utilized district-wide by different departments for archiving purposes.

Funds for this expenditure are budgeted in the Systems and Networking budget for FY 2023 - 2024.

**18) Software Subscription (Purchase)**

Purchase a software subscription from **SHI Government Solutions** (Austin, TX), an Interlocal Purchasing System (TIPS) approved vendor, for the period beginning June 1, 2024 through August 31, 2025, at a total amount of \$119,054.00, with two (2) annual payments of \$35,016.00 in FY 2023 – 2024 and \$84,038.00 in FY 2024 - 2025.

Purpose and Justification—The Information Technology Department is requesting to purchase a subscription to a modern integration tool for connecting and sharing data between the Banner ERP system and Workday. As the college transitions from the Banner ERP system to Workday, data in both systems needs to be kept up-to-date. The software will provide an efficient way to connect the two systems and automate the sharing of data between them until the Workday implementation is completed.

Funds for this expenditure are budgeted in the Information Technology Department, and Project Management, Risk, and Security Budget for FY 2023 - 2024 and FY 2024 – 2025, pending Board approval of the budget.

**19) Datacenter Switches and Server Maintenance (Renewal)**

Renew the maintenance agreement for the datacenter switches and server equipment from **SHI Government Solutions** (Austin, TX), The Interlocal Purchasing System (TIPS) approved vendor, for the period beginning April 15, 2024 through April 14, 2025, at a total amount of \$66,111.15.

Purpose and Justification— The Information Technology Department is requesting the renewal of the maintenance agreement for the datacenter switches and server. This agreement supports and maintains the College’s switches and the server used for testing applications and system upgrades. It also includes twenty-four (24) hour, year-round support.

Funds for this expenditure are budgeted in the Systems and Networking budget for FY 2023 - 2024.

**20) Network Cabling and Equipment Installation Services (Renewal)**

Renew the contract for network cabling and equipment installation services for the period beginning July 26, 2024 through July 25, 2025, at an estimated total amount of \$60,000.00, which is based on prior year expenditures.

The vendors are as follows:

Primary	<b>Telepro Communications</b> (Mission, TX)
Secondary	<b>BridgeNet Communications</b> (Donna, TX)

Purpose and Justification – The Information Technology Department and the Office of Public Safety are requesting network cabling and equipment installation services for the internet connections and the installation of surveillance cameras district-wide on an as-needed basis. Several vendors are needed due to the various needs of the departments and vendor availability of supplies, pricing, installation service availability, and product/service warranty.

The network cabling and equipment installation services will be used across South Texas College’s various campuses on an as-needed basis. These services are needed for the installation of data cabling in renovated areas and additional lines in existing classrooms and offices. It will also include the installation and connection of new or replacement surveillance cameras throughout the College district.

Background – The Board awarded the contract for Network Cabling and Equipment Installations Services as follows:

<b>Term: June 27, 2023 – one year with two (2) one-year annual renewals</b>			
Award	Board Meeting Date	Original Term	Renewal Term
Original	6/27/23	7/26/23 – 7/25/24	
<b>First Renewal</b>	5/28/24		7/26/24 – 7/25/25

Funds for this expenditure are budgeted in the various requesting department budgets for FY 2023 – 2024 and FY 2024 – 2025, pending Board approval of the budget.

**21) Network Software Maintenance (Renewal)**

Renew the network software maintenance agreement with **Netsync Network Solutions** (Houston, TX), a State of Texas Department of Information Resources (DIR) approved vendor, for the period beginning May 28, 2024 through May 27, 2027, at a total amount of \$261,324.00, with three (3) annual payments of \$87,108.00.

Purpose and Justification - The Information Technology Department is requesting to renew the network software maintenance agreement for the College network software. The network software maintenance agreement will provide online phone support and software upgrades for all Cisco Systems. It will also cover troubleshooting support, upgrades, and security patches. The network software is critical to the network infrastructure, which provides faculty, staff, and students connectivity to the Internet and intranet applications and services such as call centers and virtual phones.

Funding source – Funds for this expenditure are in the Systems and Networking budget for FY 2023 – 2024, FY 2024 – 2025, and FY 2025 – 2026, pending Board approval of the budget.

## **22)VMware Maintenance (Renewal)**

Renew the VMware maintenance agreement with **Netsync Network Solutions** (Houston, TX), a State of Texas Department of Information Resources (DIR) approved vendor, for the period beginning May 1, 2024 through May 1, 2027, at a total amount of \$408,479.76, with three (3) annual payments of \$132,159.96 in FY 2023 - 2024, \$136,119.96 in FY 2024 - 2025, and \$140,199.84 in FY 2025 - 2026.

Purpose and Justification – The Information Technology Department is requesting to renew the VMware maintenance agreement for the college’s virtual server infrastructure. This three (3) year Enterprise License Agree (ELA) agreement will deliver professional support services for critical systems such as Banner, Jagnet, and virtual computers throughout the district.

The maintenance agreement offers 24-hour, year-round technical support for the college’s virtual servers. This agreement will provide professional support to the virtual servers supporting applications such as Banner and Jagnet. The agreement will also provide support to virtual desktops deployed at the Pecan, Weslaco, and Starr County campus welcome centers, call centers, classroom computers, and computer labs district-wide.

Funds for this expenditure are in the Systems and Networking budget for FY 2023 – 2024, FY 2024 – 2025, and FY 2025 – 2026, pending Board approval of the budget.

## **23)Web Application Firewall Software/Cloud Subscription Agreement (Renewal)**

Renew the web application firewall software/cloud subscription agreement with **Kudelski Security, Inc.** (Phoenix, AZ), a State of Texas Department of Information Resources (DIR) approved vendor, for the period beginning July 7, 2024 through July 6, 2025, at a total amount of \$52,651.20.

Purpose and Justification – The Information Security Department is requesting to renew the annual web application firewall software/cloud subscription that protects all of the College’s public-facing applications and services from web application attacks. The web application firewall analyzes and inspects requests coming into the applications and prevents attacks such as denial-of-service, cross-site scripting, structured query language injections, and cookie poisoning, among others.

Funds for this expenditure are budgeted in The Information Security Department budget for FY 2023 – 2024.

## **Interlocal Agreement**

### **24)Institutional Membership (Purchase)**

Purchase an institutional membership from **The University of Texas at Austin** (Austin, TX), for The Survey of Entering Student Engagement, a product and service of the Center of Community College Student Engagement, through an interlocal agreement, for the period beginning January 1, 2024 through December 31, 2024, at a total amount of \$30,890.00.

Purpose and Justification – The Research and Analytical Services Department is requesting the purchase of an institutional membership for The Survey of Entering Student Engagement, a product and service of the Center of Community College Student

Engagement. The Survey of Entering Student Engagement, a product and service of the Center of Community College Survey of Student Engagement, helps community colleges discover why some entering students persist and succeed and others do not by narrowing the focus on early student experiences.

Funds for this expenditure are budgeted in the Research and Analytical Services budget for FY 2023 - 2024.

The Committee recommended Board approval of the award of proposals, purchases, renewals, and an interlocal agreement at a total cost of \$3,943,470.51, as listed below:

**Award of Proposals**

- 1) **Medical Office Skills Training (Award):** award the proposal for the medical office skills training to **Assistex, Inc./ dba Practice Management Institute** (San Antonio, TX) for the period beginning July 1, 2024 through June 30, 2025, with two one-year options to renew, at no charge to the College. As per the agreement, the training fee will be paid by the student or employee participating in the program directly to South Texas College. Subsequently, the College will remit the payment to Practice Management Institute, deducting a 30% commission that the College retains;
- 2) **Purchase of LED Lamps (Award):** award the proposal for the purchase of LED lamps to **Lexine, Inc.** (McAllen, TX), at a total amount of \$53,909.71 for Option B – Lithonia LED;
- 3) **Purchase of Welding Equipment (Award):** award the proposal for the purchase of welding equipment to **Linde Gas and Equipment, Inc.** (Pharr, TX), at a total amount of \$682,621.00;
- 4) **Small Business Skills Training (Award):** award the proposal for small business skills training to **Leadership Empowerment Group, LLC.** (Mercedes, TX), for the period beginning July 1, 2024 through June 30, 2025, with two one-year options to renew at no charge to the College. As per the agreement, the training fee will be paid by the student or employee participating in the program directly to South Texas College. Subsequently, the College will remit the payment to Leadership Empowerment Group, LLC., deducting a 30% commission that the College retains;
- 5) **Trailer for Flammable Liquid and Gas Firefighter Training (Award):** award the proposal for the purchase of a trailer for flammable liquid and gas firefighter training to **Fireblast Global, Inc.** (Murrieta, CA), at a total amount of \$67,395.00;

**Purchases and Renewals – (Instructional Items)**

- 6) **Adult and Pediatric Stimulator Manikins (Purchase):** purchase adult and pediatric simulator manikins from **Gaumard Scientific Co. Inc.** (Miami, FL), a Choice Partners Cooperative approved vendor, at a total amount of \$105,974.10;
- 7) **Powered Ambulance Cot (Purchase):** purchase a powered ambulance cot from **Stryker Sales LLC** (Kalamazoo, IL), a Sourcewell Purchasing Cooperative approved vendor, at a total amount of \$64,402.68;
- 8) **Welding Gases, Metal, and Supplies (Purchase):** purchase of welding, gases, metal, and supplies for the period beginning May 29, 2024 through September 30, 2024, at an additional estimated total amount of \$200,000.00 from the Board approved vendors. The vendors are as follows:

Vendor (City/State)	Vendor (City/State)
<b>Airgas USA, LLC.</b> (McAllen, TX)	<b>CV Industrial Hardware, LLC.</b> (Mission, TX)
<b>Linde Gas and Equipment, Inc.</b> (Pharr, TX)	<b>Matheson Tri-Gas</b> (San Benito, TX)

<b>Triple-S Steel Supply, LLC. /dba Alamo Iron Works</b> (San Antonio, TX)	
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- 9) **Nursing and Allied Health Equipment and Supplies (Renewal):** renew the Nursing and Allied Health equipment and supplies contracts for the period beginning August 1, 2024 through July 31, 2025, with two one-year options to renew, at an estimated total amount of \$200,000.00, which is based on prior year expenditures. The vendors are as follows:

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

**Purchases and Renewals – (Non-Instructional Items)**

- 10) **Furniture (Purchase):** purchase furniture from OMNIA Partners, Sourcewell, and The Interlocal Purchasing System (TIPS), purchasing cooperatives, at an estimated total amount of \$155,183.11;

#	Vendor (City/State)	Amount
A	Computer Comforts, Inc. (Kemah, TX)	\$ 30,319.30
B	Gateway Printing and Office Supply, Inc. (Edinburg, TX)	118,008.81
C	JMJS, Inc. / The Exceptional Home Center (Smock, PA/ McAllen, TX)	6,855.00
<b>Furniture Total</b>		<b>\$ 155,183.11</b>

- 11) **Parts and Supplies (Purchase):** purchase parts and supplies from **Johnson Supply** (Houston, TX/Pharr, TX), a Texas Association of School Boards – Buyboard approved vendor, for the period beginning September 1, 2023 through August 31, 2024, at an estimated total amount of \$100,000.00;
- 12) **Campus Dining and Food Trucks – II (Renewal):** renew the campus dining and food trucks – II contract with **Cornerstone Catering** (Mission, TX) for the period beginning July 25, 2024 through July 24, 2025, with 0% commission;
- 13) **Campus Dining and Food Trucks – II (Renewal):** renew the campus dining and food trucks – II contract with **Zaycor Management Company (Steak n Shake)**, (Brownsville, TX) for the period beginning August 1, 2024 through July 31, 2025, with 0% commission;
- 14) **Ground Maintenance (Renewal):** renew the ground maintenance contract with **Brightview Landscape Services Inc.** (Corpus Christi, TX), for the period beginning July 26, 2024 through July 25, 2025, with two one-year options to renew, at an estimated total amount of \$690,373.82;

**Purchases and Renewals (Technology Items)**

- 15) **Computers, Laptops, Tablets, Monitors, Server, and Printers (Purchase):** purchase of computers, laptops, tablets, monitors, server, and printers as follows:

Vendor	Purchasing Cooperative	Amount
<b>Dell Marketing, LP.</b> (Dallas, TX)	State of Texas Department of Information Resources (DIR)	\$ 185,784.14
<b>Apple, Inc.</b> (Dallas, TX)	Choice Partners Cooperative	9,735.95
<b>B&amp;H Foto &amp; Electronics</b> (New York, NY)	E&I Cooperative Services	18,002.93
<b>CRC Computer Repair Center</b> (McAllen, TX)	State of Texas Department of Information Resources (DIR)	16,002.00
<b>Total Amount</b>		<b>\$ 229,525.02</b>

- 16) 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 amount of \$182,040.02;
- 17) Servers (Purchase):** purchase servers from **Dell Marketing, LP.** (Dallas, TX), a State of Texas Department of Information Resources (DIR) approved vendor, at an estimated total amount of \$213,535.94;
- 18) Software Subscription (Purchase):** purchase software subscription from **SHI Government Solutions** (Austin, TX), an Interlocal Purchasing System (TIPS) approved vendor, for the period beginning June 1, 2024 through August 31, 2025, at a total amount of \$119,054.00, with two (2) annual payments of \$35,016.00 in FY 2023 – 2024 and \$84,038.00 in FY 2024 – 2025;
- 19) Datacenter Switches and Server Maintenance (Renewal):** renew the maintenance agreement for the datacenter switches and server equipment from **SHI Government Solutions** (Austin, TX), The Interlocal Purchasing System (TIPS) approved vendor, for the period beginning April 15, 2024 through April 14, 2025, at a total amount of \$66,111.15;
- 20) Network Cabling and Equipment Installation Services (Renewal):** renew the contract for network cabling and equipment installation services for the period beginning July 26, 2024 through July 25, 2025, at an estimated total amount of \$60,000.00, which is based on prior year expenditures. The vendors are as follows:

Primary	<b>Telepro Communications</b> (Mission, TX)
Secondary	<b>BridgeNet Communications</b> (Donna, TX)

- 21) Network Software Maintenance (Renewal):** renew the network software maintenance agreement with **Netsync Network Solutions** (Houston, TX), a State of Texas Department of Information Resources (DIR) approved vendor, for the period beginning May 28, 2024 through May 27, 2027, at a total amount of \$261,324.00 with three (3) annual payments of \$87,108.00;
- 22) VMware Maintenance (Renewal):** renew the VMware maintenance agreement with **Netsync Network Solutions** (Houston, TX), a State of Texas Department of Information Resources (DIR) approved vendor, for the period beginning May 1, 2024 through May 1, 2027, at a total amount of \$408,479.76, with three (3) annual payments of \$132,159.96 in FY 2023 - 2024, \$136,119.96 in FY 2024 - 2025, and \$140,199.84 in FY 2025 – 2026;
- 23) Web Application Firewall Software/Cloud Subscription Agreement (Renewal):** renew the web application firewall software/cloud subscription agreement with **Kudelski Security, Inc.** (Phoenix, AZ), a State of Texas Department of Information Resources (DIR) approved vendor, for the period beginning July 7, 2024 through July 6, 2025, at a total amount of \$52,651.20;

**Interlocal Agreement**

**24) Institutional Membership (Purchase):** purchase an institutional membership from **The University of Texas at Austin** (Austin, TX), for The Survey of Entering Student Engagement, a product and service of the Center of Community College Student Engagement, **through** an interlocal agreement, for the period beginning January 1, 2024 through December 31, 2024, at a total amount of \$30,890.00.

***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 Committee recommended Board approval of the award of proposals, purchases, renewals, and an interlocal agreement at a total cost of \$3,943,470.51 as presented.

**Approval Recommended:**

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

**Consent Agenda:**

**b. Approval of Revised Appraisal District Allocated Cost Payments for the 2024 Assessment Fees for Hidalgo County**

Purpose and Justification – Administration recommends Board approval for the revised 2024 Assessment Fees for Hidalgo County Appraisal District according to the revised allocated cost schedule.

Background – On December 6, 2023, the Board of Trustees approved the Hidalgo County Appraisal District allocated cost payments for \$901,789, as required in the Texas Property Tax Code, Chapter 6, Section 6.06 (e).

On April 23, 2024, Hidalgo County Appraisal District informed the College that the allocated cost for the 2024 assessment fees will be increased due to the cost associated with the Hidalgo County Appraisal District Board of Directors Election on May 4, 2024. The Appraisal District is considered a sole source, and the College and other taxing entities are required to use their services to determine the assessed valuation of properties.

The revised allocated cost for the 2024 assessment fees provided by the Hidalgo County Appraisal District will increase the allocated cost by \$61,527 as follows:

<b>Fiscal Year 2023 - 2024 Hidalgo County Assessment Fees</b>	
	Allocated Cost for Assessment Fees
Assessment Fees Approved on December 12, 2023	\$901,789
Revised Allocated Cost for Assessment Fee	963,316
<b>Assessment Fees Increase/(Decrease)</b>	<b>\$61,527</b>

At the time of publication, the Hidalgo County Appraisal District was pending final approval of the assessment fee increase. A revised invoice will be provided to the College upon final approval. The payment is due by July 10, 2024.

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

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

The Committee recommended Board approval of the revised 2024 Assessment Fees for Hidalgo County Appraisal District according to the revised allocated cost schedule, contingent upon receipt of an invoice, 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 revised 2024 Assessment Fees for Hidalgo County Appraisal District according to the revised allocated cost schedule, contingent upon receipt of an invoice, as presented.

**Approval Recommended:**

**Dr. Ricardo J. Solis  
President**

# HIDALGO COUNTY APPRAISAL DISTRICT

Albert D. Cardenas Chairman  
Joe D. Olivarez Vice-Chairman  
Amador Requenez Secretary  
Richard A. Garza Member  
Eddy Betancourt Member



Pablo "Paul" Villarreal, Jr. Member  
Place 1  
Place 2  
Place 3  
Rolando Garza, Chief Appraiser

PO Box 208  
Edinburg, TX 78540-0208  
(956) 381-8466 (956) 565-2461  
[www.hidalgoad.org](http://www.hidalgoad.org)

April 23, 2024

## TAXING ENTITIES AND PRESIDING OFFICERS HIDALGO COUNTY

In accordance with section 6.06(c) of the Texas Property Tax Code, the Board of Directors of the Hidalgo County Appraisal District (HCAD) is notifying you of its intent to amend HCAD's 2024 Budget.

The proposed budget amendment covers the Board of Directors Election on May 4, 2024. The cost of the election is \$840,000.00. Our 2024 Amended Budget will affect the entities' assessment fees for the 3<sup>rd</sup> and 4<sup>th</sup> quarters. We are providing a copy of the 2024 budget with its proposed amendment, a copy of the election cost (itemized), and a spreadsheet with the new quarterly assessment fees.

If you have any questions, please do not hesitate to contact me at (956) 381-8466.

Thank you,

A handwritten signature in black ink, appearing to read "Amador Requenez".

Amador Requenez  
Secretary of Board of Directors

**HIDALGO COUNTY APPRAISAL DISTRICT  
2024 AMENDED BUDGET**

<b>BUDGET EXPENDITURES:</b>	<b>2022 EXPENDITURES</b>	<b>2023 BUDGET</b>	<b>2024 AMENDED BUDGET</b>	<b>Percentage from 2023 to 2024</b>
Payroll	\$ 5,388,687.34	\$ 5,870,048.00	\$ 6,219,927.00	6.0%
Employee Benefits	\$ 1,607,544.41	\$ 1,748,000.00	\$ 1,850,000.00	5.8%
Operating Expenditures	\$ 2,676,665.56	\$ 3,553,150.00	\$ 4,736,550.00	33.3%
Capital Expenditures	\$ 54,709.59	\$ 325,000.00	\$ 345,000.00	6.2%
<b>GRAND TOTALS</b>	<b>\$ 9,727,606.90</b>	<b>\$ 11,496,198.00</b>	<b>\$ 13,151,477.00</b>	<b>14.4%</b>



## 2024 Hidalgo County Elections Contract Estimate

EXHIBIT A

PLEASE NOTE THAT THIS TOOL IS FOR ESTIMATION PURPOSES ONLY.  
PRICES ARE SUBJECT TO CHANGE AS DETERMINED BY FINAL INVOICE.

ELECTION: Hidalgo County Appraisal District Board of Directors Place 2 & 3		DATE: May 4, 2024			
<b>6.01</b>	<b>Coding Services for HART</b>	Price	Quantity	Total	
A	Base Charge: Ballot Coding	\$475.00	1	\$475.00	
B	Ballot Audio Files	\$10.00	12	\$120.00	
C	Election Media per Polling Location(s)	\$100.00	68	\$6,800.00	
D	Verity Controller(s)	\$465.00	68	\$31,620.00	
D	Verity Touch Duo Machine(s)	\$447.00	360	\$160,920.00	
D	Verity Scan and Ballot Box	\$610.00	68	\$41,480.00	
D	Verity Duo Go Carrier (Curbside Voters)	\$150.00	136	\$20,400.00	
E	Delivery/ Pick-up Fee (includes Mileage)	\$1,100.00	1	\$1,100.00	
<b>Total iVotronic Coding Charges</b>				<b>\$262,915.00</b>	
<b>6.02</b>	<b>Electronic Poll Book (VoteSafe)</b>	Price	Quantity	Total	
A	Voter Registration Database Access (Per Day)	\$100.00	9	\$900.00	
B	EV/ ED Laptop Rental (includes Bar Code Scanner/ Brother Printer)	\$150.00	136	\$20,400.00	
C	Printer Labels (per vote)	\$0.03	864340	\$25,930.20	
D	Username/Password - Per Polling Location	\$20.00	68	\$1,360.00	
<b>Total Electronic Poll Book Charges</b>				<b>\$48,590.20</b>	
<b>6.03</b>	<b>Supplies</b>	Price	Quantity	Total	
	Early Voting Combination Forms	\$0.55	9000	\$4,950.00	
	Election Day Combination Forms	\$0.55	9000	\$4,950.00	
	Election Judge Kit for Early Voting	\$50.00	30	\$1,500.00	
	Election Judge Kit for Election Day	\$50.00	38	\$1,900.00	
	Verity Access Thermal Code paper (per vote)	\$0.10	432170	\$43,217.00	
	EV/ ED Thermal Ballot paper (per vote)	\$0.40	432170	\$172,868.00	
	I VOTED stickers (per vote)	\$0.01	432170	\$4,321.70	
	Polling Location Map(s)	\$17.00	68	\$1,156.00	
	100 Sample ballots provided. Additional Copies of Sample Ballots @ \$0.20 each.	\$0.20	1000	\$200.00	
	Covid PPE's per location	\$0.00	1	\$0.00	
<b>Total Supplies Charges</b>				<b>\$235,062.70</b>	
<b>6.04</b>	<b>Mail &amp; Ballot Service</b>	Price	Quantity	Total	
	Mail-in-Paper Ballots	\$0.40	1000	\$400.00	
	Mail-in-Ballots Kit(s) per request	\$2.00	1000	\$2,000.00	
	Postage Mail-in-Ballots (per request)	\$0.73	1000	\$730.00	
	Correspondence Postage	\$0.58	38	\$22.04	
<b>Total Mail &amp; Ballot Service Charges</b>				<b>\$3,152.04</b>	
<b>6.05</b>	<b>Advertisements/Notices</b>	Price	Quantity	Total	
	The Monitor newspaper	\$1,800.00	1	\$1,800.00	
	Local newspaper		0	\$0.00	
<b>Total Advertisement/Notice Charges</b>				<b>\$1,800.00</b>	
<b>6.07</b>	<b>*Payroll for Training and Election Poll Workers</b>	Price	Total		
	Payroll for Early Voting Employees	\$171,000.00	\$171,000.00		
	Payroll for Election Day Employees	\$30,400.00	\$30,400.00		
<b>Total Payroll Charges</b>			<b>\$201,400.00</b>		
	<b>Payroll for Staff Overtime</b>	Price	Total		
	Payroll for Early Voting and Election Day Staff Employees	\$5,500.00	\$5,500.00		
<b>Total Payroll Charges</b>			<b>\$5,500.00</b>		
<b>6.08</b>	<b>Payroll for Ballot Board</b>	Price	Quantity	Total	
	Ballot Board	\$850.00	1	\$850.00	
<b>Total Ballot Board Charges</b>				<b>\$850.00</b>	
<b>6.10</b>	<b>Insurance</b>	Hourly rate	Hours wk	%	Total
	Liability insurance for Early Voting Supervisors ( 30 ) (hourly rate X hrs worked X .0021)	\$ 14.00	3360	0.0021	\$98.78
	Liability insurance for Early Voting Alternate/Clerks ( 90 ) (hourly rate X hrs worked X .0021)	\$ 12.00	10080	0.0021	\$254.02
	Liability insurance for Election Day Presiding Judges ( 38 ) (hourly rate X hrs worked X .0021)	\$ 14.00	589	0.0021	\$17.32
	Liability insurance for Election Day Alternate/Clerks ( 114 ) (hourly rate X hrs worked X .0021)	\$ 12.00	1767	0.0021	\$44.53
<b>Total Insurance Charges</b>					<b>\$414.65</b>
<b>6.11</b>	<b>Cell Phones</b>	Price	Quantity	Total	
	Verizon Wireless phone (subject to change with out notice)	\$45.00	68	\$3,060.00	
<b>Total Cell Phone Charges</b>				<b>\$3,060.00</b>	
<b>6.12</b>				<b>Subtotal</b>	
				<b>\$762,744.59</b>	
				<b>Administrative Fees (10%)</b>	
				<b>\$76,274.46</b>	
<b>ESTIMATED GRAND TOTAL</b>				<b>\$839,019.05</b>	

OFFICIAL ENTITY ASSESSMENT (AMENDED)

ENTITY:	2023	2023	2024	Amended	Total for	Amended
	Tax Levied	Percent	Official Assessment	2024		1st and 2nd Quarter
			Official Assessment	Official Assessment	Quarterly Amount for 1st and 2nd Quarter	Quarterly Amount for 3rd and 4th Quarters
Hidalgo County	\$ 301,903,688.00	26.47%	\$ 3,258,458.00	\$ 3,480,780.00	\$ 814,614.50	\$ 1,629,229.00
Drainage Dist.#1	\$ 60,619,813.39	5.31%	\$ 654,273.00	\$ 698,912.00	\$ 163,568.25	\$ 327,136.50
Entity Totals	\$ 362,523,501.39	27.57%	\$ 3,912,731.00	\$ 4,179,692.00	\$ 978,182.75	\$ 1,956,365.50
<b>Fire Districts:</b>						
EMS District #1	\$ 262,476.24	0.02%	\$ 2,833.00	\$ 3,026.00	\$ 708.25	\$ 1,416.50
EMS District #2	\$ 454,234.02	0.04%	\$ 4,902.00	\$ 5,237.00	\$ 1,225.50	\$ 2,451.00
EMS District #3	\$ 509,566.11	0.04%	\$ 5,500.00	\$ 5,875.00	\$ 1,375.00	\$ 2,750.00
EMS District #4	\$ 319,163.06	0.03%	\$ 3,445.00	\$ 3,680.00	\$ 861.25	\$ 1,722.50
Entity Totals	\$ 1,545,439.43	0.14%	\$ 16,680.00	\$ 17,818.00	\$ 4,170.00	\$ 8,340.00
<b>Irrigation Districts:</b>						
Donna #1	\$ 715,476.00	0.063%	\$ 7,722.00	\$ 8,249.00	\$ 1,930.50	\$ 3,861.00
Delta Lake	\$ 753,256.36	0.066%	\$ 8,130.00	\$ 8,685.00	\$ 2,032.50	\$ 4,065.00
Kennedy Co GCD	\$ 1,278.40	0.00011%	\$ 14.00	\$ 14.00	\$ 3.50	\$ 7.00
Brush Country GCD	\$ 343.00	0.00003%	\$ 4.00	\$ 4.00	\$ 1.00	\$ 2.00
Red Sands GCD	\$ 78,735.91	0.007%	\$ 849.00	\$ 907.00	\$ 212.25	\$ 424.50
Entity Totals	\$ 1,549,089.67	0.1358%	\$ 16,719.00	\$ 17,859.00	\$ 4,179.75	\$ 8,359.50
						\$ 4,749.75

OFFICIAL ENTITY ASSESSMENT (AMENDED)

Amended  
2024  
Official Assessment

2023  
Tax Levied

2023  
Percent

2024  
Official Assessment

Amended  
2024  
Official Assessment

Quarterly Amount  
for 1st and 2nd Quarter

Quarterly Amount  
for 3rd and 4th Quarters

Total for  
1st and 2nd Quarter

ENTITY:	2023 Tax Levied	2023 Percent	2024 Official Assessment	Amended 2024 Official Assessment	Quarterly Amount for 1st and 2nd Quarter	Quarterly Amount for 3rd and 4th Quarters	Total for 1st and 2nd Quarter
<u>Cities:</u>							
Alamo	\$ 5,798,228.19	0.51%	\$ 62,580.00	\$ 66,850.00	\$ 15,645.00	\$ 31,290.00	\$ 17,780.00
Alton	\$ 3,671,867.55	0.32%	\$ 39,631.00	\$ 42,335.00	\$ 9,907.75	\$ 19,815.50	\$ 11,259.75
Donna	\$ 6,866,862.23	0.60%	\$ 74,114.00	\$ 79,171.00	\$ 18,528.50	\$ 37,057.00	\$ 21,057.00
Edcouch	\$ 717,755.08	0.06%	\$ 7,746.00	\$ 8,275.00	\$ 1,936.50	\$ 3,873.00	\$ 2,201.00
Edinburg	\$ 42,919,133.76	3.76%	\$ 463,228.00	\$ 494,834.00	\$ 115,807.00	\$ 231,614.00	\$ 131,610.00
Elsa	\$ 2,123,067.64	0.19%	\$ 22,914.00	\$ 24,478.00	\$ 5,728.50	\$ 11,457.00	\$ 6,510.50
Granjeno	\$ 32,308.02	0.00%	\$ 348.00	\$ 372.00	\$ 87.00	\$ 174.00	\$ 99.00
Hidalgo	\$ 3,355,112.36	0.29%	\$ 36,212.00	\$ 38,682.00	\$ 9,053.00	\$ 18,106.00	\$ 10,288.00
La Joya	\$ 1,339,280.47	0.12%	\$ 14,455.00	\$ 15,441.00	\$ 3,613.75	\$ 7,227.50	\$ 4,106.75
La Villa	\$ 738,371.63	0.06%	\$ 7,969.00	\$ 8,513.00	\$ 1,992.25	\$ 3,984.50	\$ 2,264.25
McAllen	\$ 62,158,794.08	5.45%	\$ 670,882.00	\$ 716,656.00	\$ 167,720.50	\$ 335,441.00	\$ 190,607.50
Mercedes	\$ 6,761,148.43	0.59%	\$ 72,974.00	\$ 77,953.00	\$ 18,243.50	\$ 36,487.00	\$ 20,733.00
Mission	\$ 32,462,336.25	2.85%	\$ 350,367.00	\$ 374,272.00	\$ 87,591.75	\$ 175,183.50	\$ 99,544.25
Palmview	\$ 4,205,943.94	0.37%	\$ 45,395.00	\$ 48,492.00	\$ 11,348.75	\$ 22,697.50	\$ 12,897.25
Penitas	\$ 1,904,344.97	0.17%	\$ 20,554.00	\$ 21,956.00	\$ 5,138.50	\$ 10,277.00	\$ 5,839.50
Progreso	\$ 1,164,505.40	0.10%	\$ 12,569.00	\$ 13,426.00	\$ 3,142.25	\$ 6,284.50	\$ 3,570.75
Pharr	\$ 34,450,268.12	3.02%	\$ 371,823.00	\$ 397,192.00	\$ 92,955.75	\$ 185,911.50	\$ 105,640.25
San Juan	\$ 11,550,566.23	1.01%	\$ 124,666.00	\$ 133,172.00	\$ 31,166.50	\$ 62,333.00	\$ 35,419.50
Sullivan City	\$ 791,148.84	0.07%	\$ 8,539.00	\$ 9,122.00	\$ 2,134.75	\$ 4,269.50	\$ 2,426.25
Weslaco	\$ 18,366,021.86	1.61%	\$ 198,225.00	\$ 211,749.00	\$ 49,556.25	\$ 99,112.50	\$ 56,318.25
Entity Totals	\$ 241,377,065.05	21.16%	\$ 2,605,191.00	\$ 2,782,941.00	\$ 651,297.75	\$ 1,302,595.50	\$ 740,172.75

Schools:	2023 Tax Levied	2023 Percent	2024 Official Assessment	Amended 2024 Official Assessment	Quarterly Amount for 1st and 2nd Quarter	Quarterly Amount for 3rd and 4th Quarters	Total for 1st and 2nd Quarter
Donna	\$ 22,865,614.55	2.00%	\$ 246,790.00	\$ 263,628.00	\$ 61,697.50	\$ 123,395.00	\$ 70,116.50
Edcouch-Elsa	\$ 5,269,806.96	0.46%	\$ 56,878.00	\$ 60,759.00	\$ 14,219.50	\$ 28,439.00	\$ 16,160.00
Edinburg	\$ 78,035,448.53	6.84%	\$ 842,239.00	\$ 899,704.00	\$ 210,559.75	\$ 421,119.50	\$ 239,292.25
Hidalgo	\$ 8,696,498.63	0.76%	\$ 93,861.00	\$ 100,266.00	\$ 23,465.25	\$ 46,930.50	\$ 26,667.75
La Joya	\$ 32,969,208.52	2.89%	\$ 355,837.00	\$ 380,116.00	\$ 88,959.25	\$ 177,918.50	\$ 101,098.75
La Villa	\$ 1,657,030.08	0.15%	\$ 17,885.00	\$ 19,105.00	\$ 4,471.25	\$ 8,942.50	\$ 5,081.25
Lyford	\$ 190,106.15	0.02%	\$ 2,052.00	\$ 2,192.00	\$ 513.00	\$ 1,026.00	\$ 583.00
McAllen	\$ 86,308,387.07	7.57%	\$ 931,528.00	\$ 995,086.00	\$ 232,882.00	\$ 465,764.00	\$ 264,661.00
Mercedes	\$ 7,709,539.40	0.68%	\$ 83,210.00	\$ 88,887.00	\$ 20,802.50	\$ 41,605.00	\$ 23,641.00
Mission	\$ 30,925,838.17	2.71%	\$ 333,784.00	\$ 356,558.00	\$ 83,446.00	\$ 166,892.00	\$ 94,833.00
Monte Alto	\$ 2,319,190.18	0.20%	\$ 25,032.00	\$ 26,740.00	\$ 6,258.00	\$ 12,516.00	\$ 7,112.00
PSJA	\$ 62,430,424.31	5.47%	\$ 673,815.00	\$ 719,788.00	\$ 168,453.75	\$ 336,907.50	\$ 191,440.25
Progreso	\$ 3,250,071.86	0.28%	\$ 35,078.00	\$ 37,471.00	\$ 8,769.50	\$ 17,539.00	\$ 9,966.00
Sharyland	\$ 39,797,048.10	3.49%	\$ 429,531.00	\$ 458,838.00	\$ 107,382.75	\$ 214,765.50	\$ 122,036.25
So Tx College	\$ 83,552,783.33	7.32%	\$ 901,789.00	\$ 963,316.00	\$ 225,447.25	\$ 450,894.50	\$ 256,210.75
South Texas ISD	\$ 27,090,743.40	2.37%	\$ 292,391.00	\$ 312,341.00	\$ 73,097.75	\$ 146,195.50	\$ 83,072.75
Valley View	\$ 10,651,522.96	0.93%	\$ 114,962.00	\$ 122,806.00	\$ 28,740.50	\$ 57,481.00	\$ 32,662.50
Weslaco	\$ 29,972,406.60	2.63%	\$ 323,494.00	\$ 345,566.00	\$ 80,873.50	\$ 161,747.00	\$ 91,909.50
Entity Total	\$ 533,691,668.80	46.79%	\$ 5,760,156.00	\$ 6,153,167.00	\$ 1,440,039.00	\$ 2,880,078.00	\$ 1,636,544.50
GRAND TOTALS	\$ 1,140,686,764.34	100%	\$ 12,311,477.00	\$ 13,151,477.00			
BUDGET TOTAL		\$	\$ 12,311,477.00	\$ 13,151,477.00			

**Consent Agenda:**

**c. Approval of Vacation Payout for WorkDay ERP Implementation Primary Leads and Co-Leads for FY 2024**

Purpose and Justification – Administration recommends Board approval of a vacation payout for WorkDay ERP implementation primary leads and co-leads for FY 2024. Employees working on the ERP Implementation during FY 2024 are not able to utilize vacation since they need to be available for constant participation to meet the extreme demands of the ERP Implementation.

The WorkDay ERP (Enterprise Resource Planning) Implementation Project commenced in October 2023 and will continue through January 2025. The project's success is contingent on meeting all the due dates set by WorkDay. The vacation payout aims to mitigate risk and ensure the successful implementation of the ERP system.

Background - Per Board Policy, DEC - Compensation and Benefits: Leaves and Absences, any unused hours in excess of 96 hours will be forfeited at the end of the fiscal year. Due to this cap, Leads and Co-Leads risk losing earned vacation hours since they cannot be out of the office. The project's success may be compromised if Leads and Co-Leads are out of the office due to vacation.

Leads and co-leads are directors, managers, and other key employees in the Finance and Human Capital Management areas who are overseeing the WorkDay ERP implementation project.

Below are the FY 2024 estimated number of employees and estimated costs related to this Vacation Leave Payout for Leads and Co-Leads during ERP Implementation in the Finance and Human Capital Management Areas:

Finance Employees:	18
Human Capital Employees:	19
Project Coordinator – all areas:	1
<b>Total Number of Eligible Employees</b>	<b>38</b>
Vacation Payout Salary (The number of hours would be paid ranging from 10-120 based on the employee's eligible hours exceeding the 96-hour policy threshold)	\$115,307.00
Vacation Payout Benefit	\$27,674.00
<b>Total Salary and Benefits Expense (estimated)</b>	<b>\$142,981.00</b>

The Vacation Payout for Leads and Co-Leads will be paid on September 13, 2024, the final payroll for FY 2024.

Funding – The funding source for the FY 2024 payment will be salary savings. The total salary budget will not be impacted.

Reviewers – The Vice President for Finance and Administrative Services, Cabinet, and the Comptroller have reviewed the presented information.

Mary Elizondo, Vice President for Finance and Administrative Services, and Myriam Lopez, Comptroller, attended the Committee meeting to address questions.

The Committee recommended Board approval of a vacation payout for WorkDay ERP implementation primary leads and co-leads for FY 2024 as presented.

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

The Board of Trustees of South Texas College approves and authorizes a vacation payout for WorkDay ERP implementation primary leads and co-leads for FY 2024 as presented.

**Approval Recommended:**

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



**Consent Agenda:**

**d. Approval of Jurisdictional and Interagency Support Memorandum of Understanding (MOU) Between South Texas College Police Department and the City of Mission Police Department**

Purpose and Justification – Administration recommends Board approval on Jurisdictional and Interagency Support Memorandum of Understanding (MOU) between the South Texas College Police Department and the City of Mission Police Department.

The College is leasing property in the city of Mission for cosmetology classes. The property is named the South Texas College Cosmetology Center, and classes began in April 2024. The College does not currently have an MOU with the City of Mission.

Background - The South Texas College Police Department currently has an MOU with the following:

<b>Police Department</b>	<b>Campus/Center Serviced</b>	<b>Initial Board Approved</b>
McAllen	Pecan Campus, Nursing and Allied Health Campus, Technology Campus	October 2012
Pharr	Regional Center for Public Safety Excellence	May 2017
Weslaco	Mid Valley Campus	November 2015
Rio Grande City	Starr County Campus	November 2015

The MOUs with the McAllen, Pharr, Weslaco, and Rio Grande City Police Departments were all renewed in October 2023.

The MOU outlines the jurisdiction of each Police Department, cooperation protocols, and identifies which Police Department is responsible for responding to incidents in geographical locations within the respective City.

Funding Source - No funds are required for the MOUs with each City Police Department.

Reviewers – The MOU was reviewed by the Vice President for Finance and Administrative Services, the Chief of Police for Department of Public Safety, the Contract Manager, the College’s Legal Counsel, and Cesar Torres, Chief of Police for the City of Mission Police Department.

Enclosed Documents - The MOU for the City of Mission follows in the packet for the Board’s information and review.

Mary Elizondo, Vice President for Finance and Administrative Services, and Ruben Suarez, Chief of Police for the Department of Public Safety, attended the Committee meeting to address any questions.

The Committee recommended Board approval of the Jurisdictional and Interagency Support Memorandum of Understanding (MOU) between the South Texas College Police Department and the City of Mission Police Department 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 Jurisdictional and Interagency Support Memorandum of Understanding (MOU) between the South Texas College Police Department and the City of Mission Police Department as presented.

**Approval Recommended:**

**Dr. Ricardo J. Solis  
President**

JURISDICTIONAL AND INTERAGENCY SUPPORT  
MEMORANDUM OF UNDERSTANDING

SOUTH TEXAS COLLEGE POLICE DEPARTMENT  
AND MISSION POLICE DEPARTMENT

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WHEREAS, The Texas Education Code, Section 51.203 confers on commissioned peace officers of state institutions of higher education, jurisdiction in all the counties in which property is owned, leased, rented, or otherwise under the control of the Institution, and

WHEREAS, The Texas Local Government Code confers on commissioned peace officers of the City of Mission, jurisdiction within the city limits and for certain purposes throughout the county.

BE IT THEREFORE AGREED AS FOLLOWS: That the South Texas College Police Department (STCPD) and the Mission Police Department (MPD) shall abide by the following articles:

ARTICLE 1:

STCPD will assume primary jurisdiction within property owned, operated, rented or leased by South Texas College within the City of Mission (STC jurisdiction site), and MPD shall retain concurrent jurisdiction. In the absence of STCPD, MPD shall have primary jurisdiction.

ARTICLE 2:

MPD will retain primary jurisdiction within the City of Mission outside of property owned, operated, rented or leased by South Texas College.

ARTICLE 3:

STCPD may exercise police powers outside of STC property as required by and/or authorized by law. MPD may exercise police powers within STC property located within the City of Mission as required and/or authorized by law and as further set forth herein below.

ARTICLE 4:

The department exercising primary jurisdiction will have on scene incident command.

ARTICLE 5:

Follow-up investigations will be conducted by the department having primary jurisdiction of the incident.

ARTICLE 6:

Federal Clery Act Compliance





A. Pursuant to the Federal Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, postsecondary schools are required to disclose statistics for certain crimes that occurred on campus and on public property within and immediately adjacent to school-owned buildings and property.

B. STCPD is required to disclose statistics that are reported to the department as well as to local and state law enforcement agencies.

C. The STCPD will provide subscription to the STC Emergency Alert System, for the MPD Chief of Police and his designees to ensure timely sharing of information regarding public safety alerts.

ARTICLE 7:

It is expressly understood and agreed that, in the execution of this agreement, no party waives, nor shall be deemed hereby to waive, an immunity or defense that would otherwise be available to it against claims arising in the exercise of governmental powers and functions.

_____	_____		
Dr. Ricardo J. Solis President South Texas College	Date	Norie Gonzalez Garza Mayor City of Mission	Date
_____	_____		
Ruben Suarez Chief of Police South Texas College Police Department	Date	Cesar Torres Chief of Police Mission Police Department	Date

**Consent Agenda:**

**e. Approval of Proposed Annual Salary Increases for Faculty and Non-Faculty Personnel for FY 2024 – 2025**

Purpose and Justification – Administration recommends Board approval of the proposed annual salary increases for faculty and non-faculty personnel for FY 2024 – 2025 as reviewed by the Texas Association of School Boards (TASB).

After the Board approved an agreement with TASB for a compensation study on October 26, 2021, the College undergoes a TASB maintenance review on an annual basis in order to ensure that the College’s Employee Compensation Plan continues to align with industry practices and standards and to maintain internally equitable and externally competitive salaries. A 3% General Pay Increase (GPI) and a 4% GPI were approved and applied in FY 2023 and FY 2024, respectively, based on market median analysis.

The FY 2024 TASB Job Market Comparison for Faculty, Executive Administrative Professional, Administrative Technical Support, Technology, and Operations Support are shown in Exhibit A. A comparison of the annual percentage increase between South Texas College and nine peer colleges is shown in Exhibit B. TASB Summary of Cost Estimates at 7% GPI are shown in Exhibit C. Following Exhibit C is TASB’s presentation on STC’s Pay Systems Maintenance, including peer market research and analysis.

Based on a 7% GPI and other adjustments the proposed preliminary salary increases for FY 2024 - 2025 are as follows:

- Faculty salary increase of \$3,241,629
- Non-faculty salary increase of \$4,859,900

TASB provided the cost model as follows:

<b>7% GPI and Other Adjustments Cost Model</b>			
<b>Pay Group</b>	<b>GPI</b>	<b>Adjustments</b>	<b>Estimated Total Increase</b>
Faculty	\$2,720,897	\$520,732	\$3,241,629
Executive Administrative Professional	1,897,146	419,697	2,316,843
Technology	319,329	76,270	395,599
Administrative Technical Support	1,423,992	0	1,423,992
Operations Support	719,701	3,765	723,466
<b>Total</b>	<b>\$7,081,065</b>	<b>\$1,020,464</b>	<b>\$8,101,529</b>
Benefits			2,025,382
<b>Total Cost</b>			<b>\$10,126,911</b>

The proposed annual salary increases for FY 2024 - 2025 are subject to the availability of funding and Board approval of the final budget. Additional modifications including

reductions may be necessary prior to final approval by the Board and based on revised revenue projections, funding availability, and Board approval of the final budget.

Enclosed Documents – The Exhibits and TASB’s presentation follow in the packet for the Board’s review and information.

Dr. Ricardo J. Solis, President, and Mary Elizondo, Vice President for Finance and Administrative Services, attended the Committee meeting to address any questions. Luz Cadena, TASB Senior Human Resources and Compensation Consultant, will also present on the TASB Salary increases and will be available via Zoom to address any questions.

The Committee recommended Board approval of proposed annual salary increases at 7% GPI for faculty and non-faculty personnel for FY 2024 – 2025 as reviewed by the Texas Association of School Boards (TASB) and as presented.

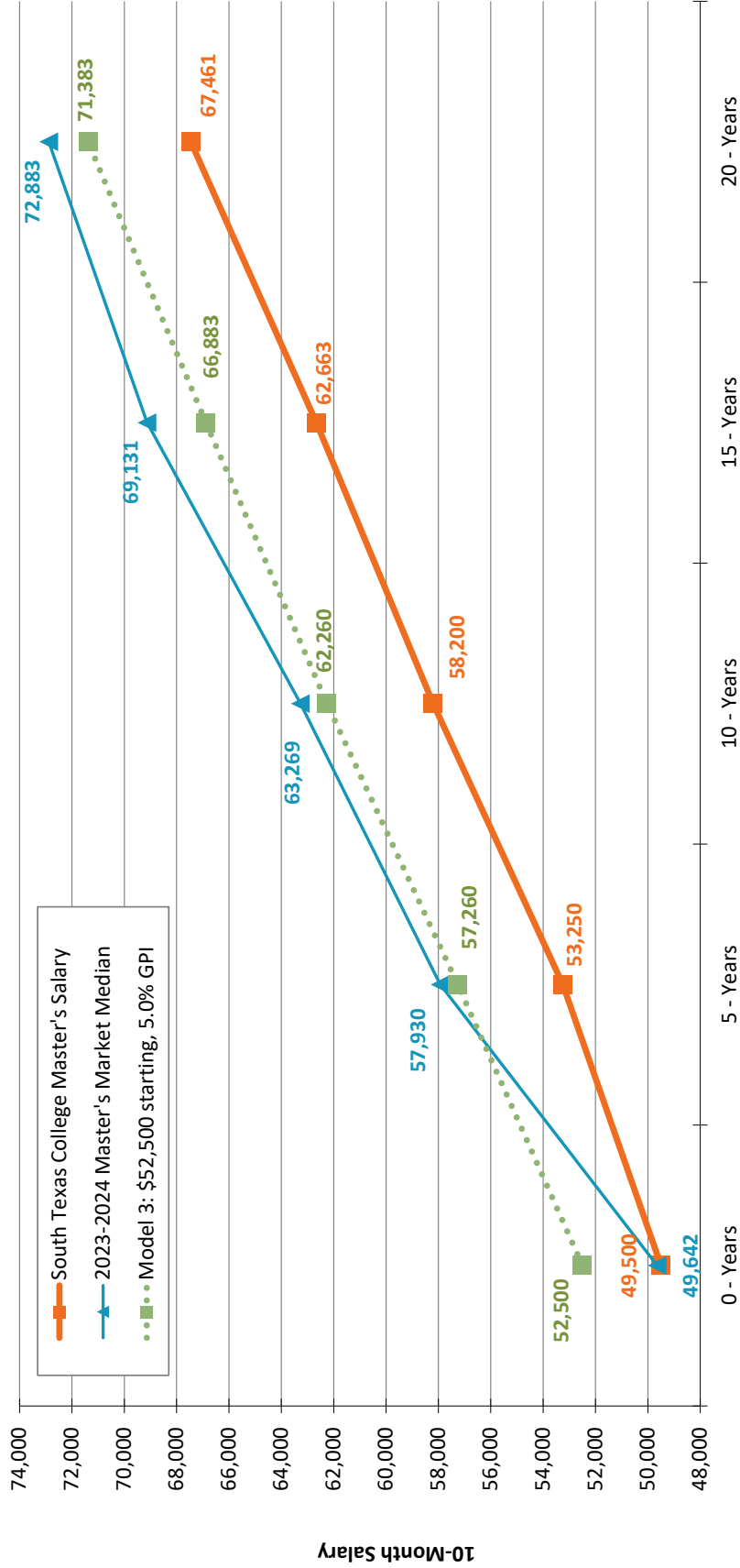
***It is recommended that the Board of Trustees of South Texas College approve and authorize the following Minute Order proposed for consideration:***

The Board of Trustees of South Texas College approves and authorizes the proposed annual salary increases of 7% general pay increases and other adjustments for faculty and non-faculty personnel for FY 2024 – 2025 as prepared by the Texas Association of School Boards (TASB) and as presented.

**Approval Recommended:**

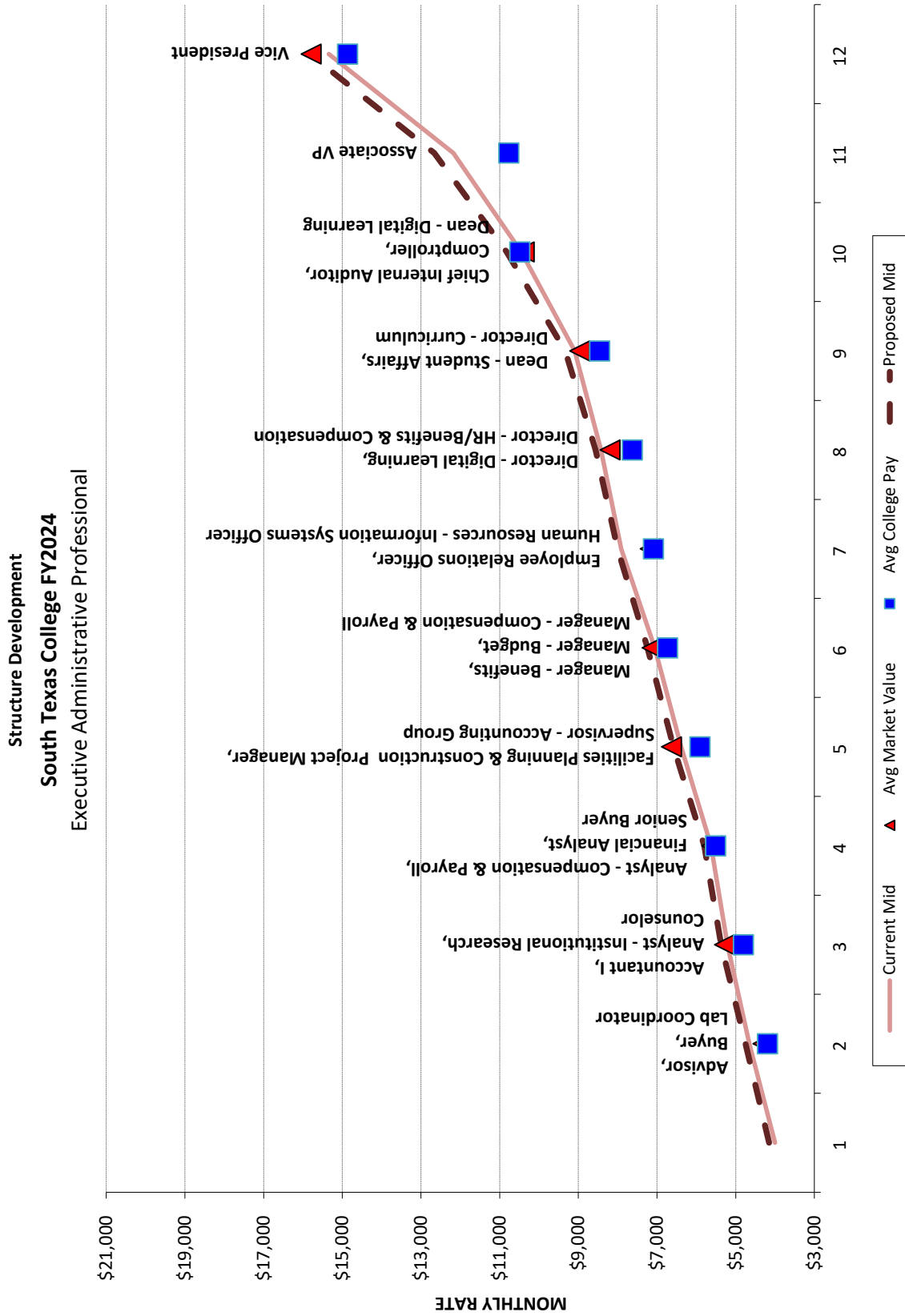
**Dr. Ricardo J. Solis  
President**

Faculty Salary Plan 2023-2024 Market Comparison  
 Model 3: \$52,500 starting, 5.0% GPI



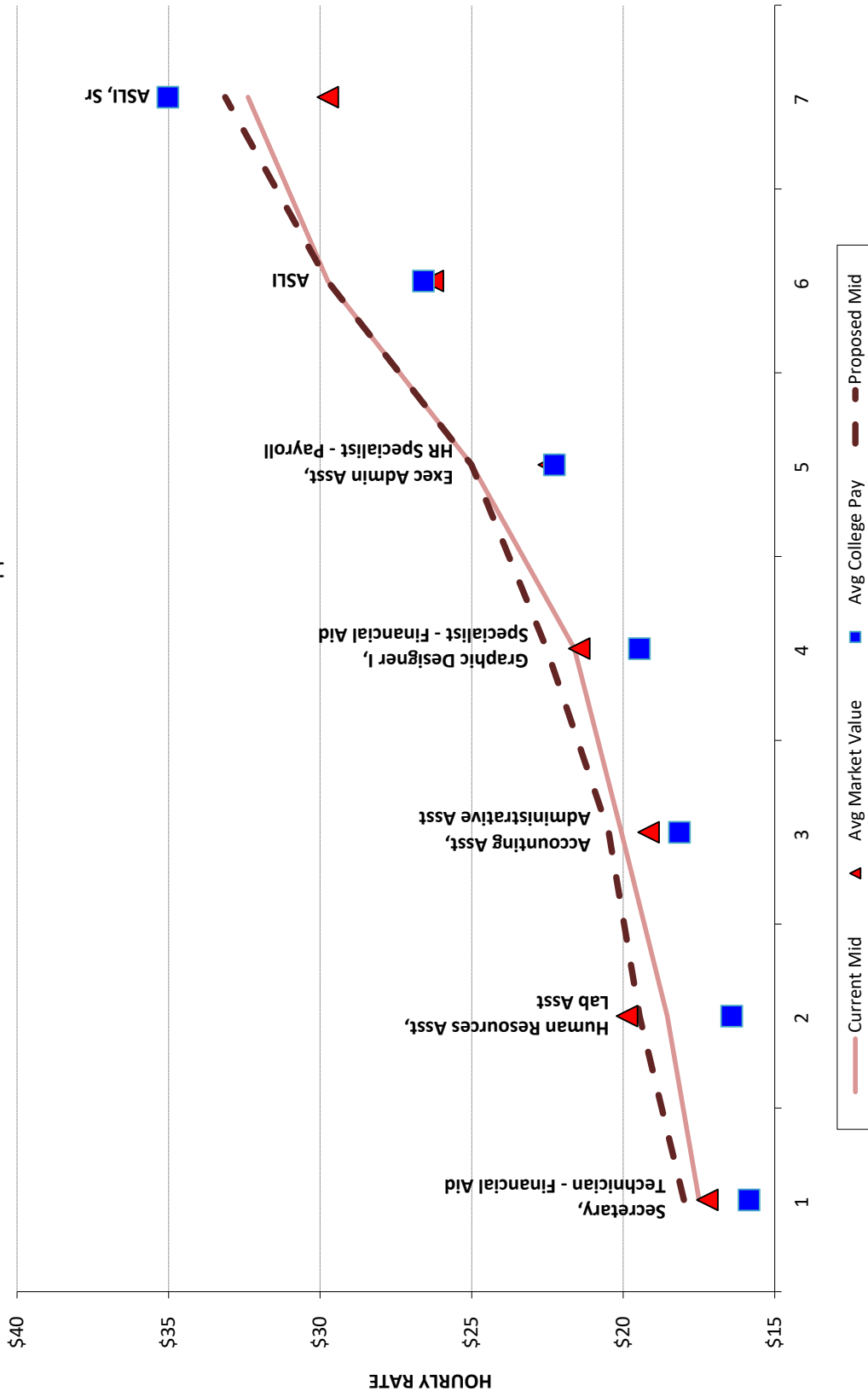
Experience

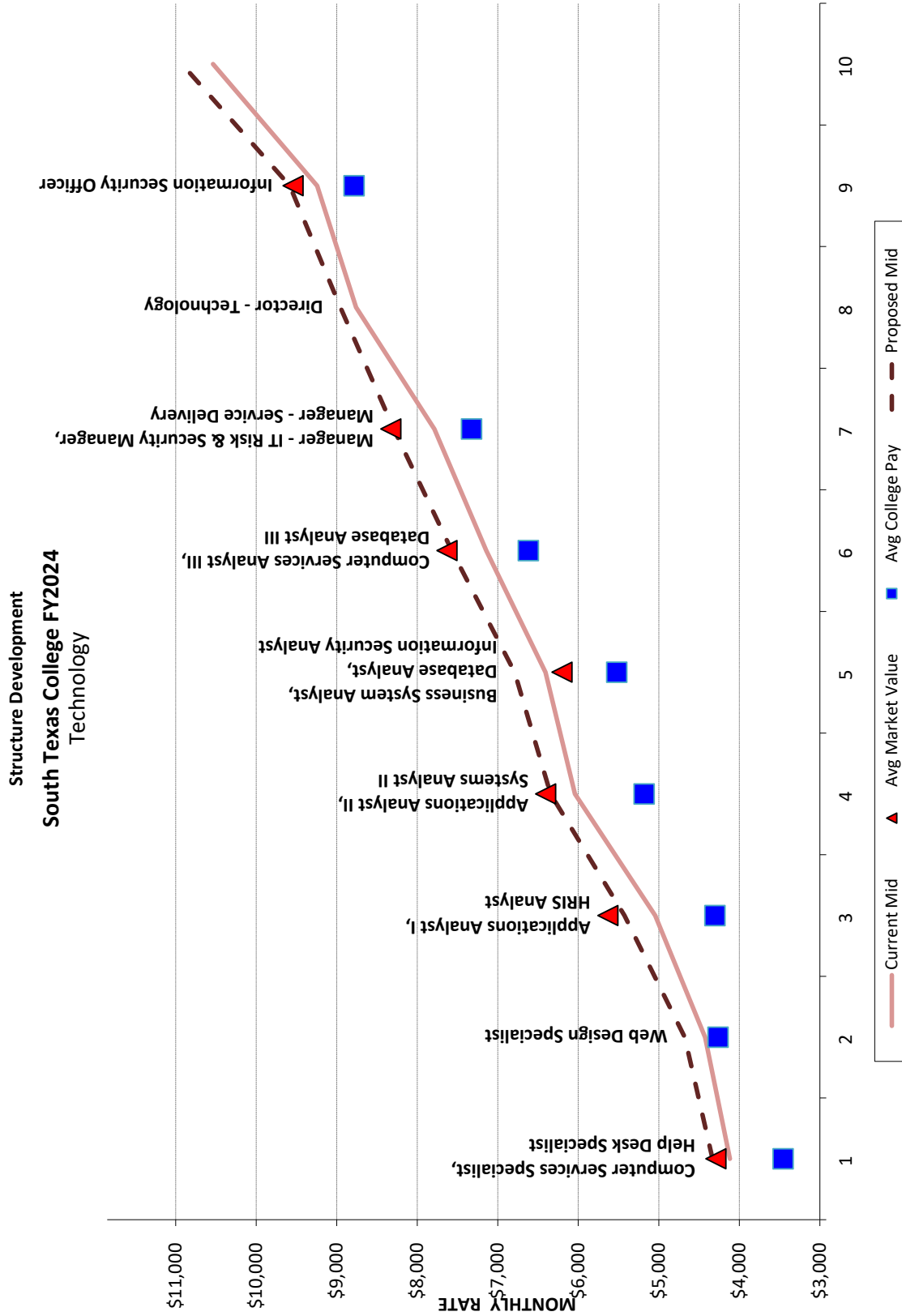
	0-Year Salary	5-Year Salary	10-Year Salary	15-Year Salary	20-Year Salary	Highest Salary on Schedule
South Texas College Master's Degree Salary	\$49,500	\$53,250	\$58,200	\$62,663	\$67,461	\$67,461
2023-2024 Master's Market Median	\$49,642	\$57,930	\$63,269	\$69,131	\$72,883	\$0
% Difference from Market	100%	92%	92%	91%	93%	
Difference from Market	(\$142)	(\$4,680)	(\$5,069)	(\$6,468)	(\$5,422)	\$67,461
South Texas College Master's Proposed Salary	\$52,500	\$57,260	\$62,260	\$66,883	\$71,383	\$71,383
% Proposed Difference from Market	106%	99%	98%	97%	98%	

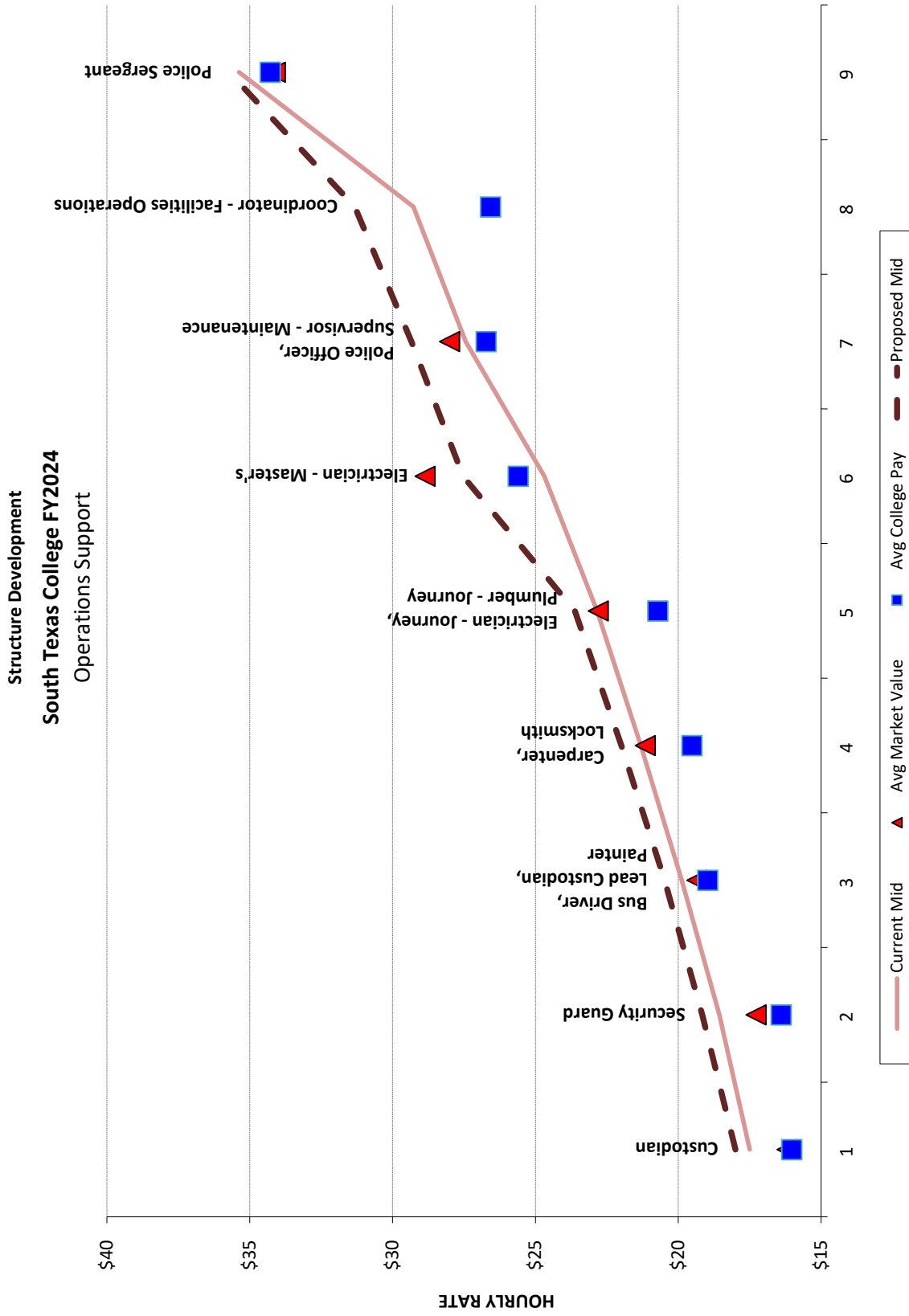




Structure Development  
 South Texas College FY2024  
 Administrative Technical Support







## Annual Salary Percentage Increase STC and Peer Colleges Comparison

STC FY 24 vs Peer Colleges FY 23	
Number of Colleges	Annual Salary Percentage Increase
1	7.50%
2	6.00%
1	5.00%
1	4.30%
1	4.00%
Total	6
Average	5.47%
STC	4.00%

STC FY 23 vs Peer Colleges FY 22	
Number of Colleges	Annual Salary Percentage Increase
1	5.70%
4	5.00%
1	4.00%
Total	6
Average	4.95%
STC	3.00%

STC FY 22 vs Peer Colleges FY 21	
Number of Colleges	Annual Salary Percentage Increase
1	4.50%
2	4.00%
1	3.80%
1	3.00%
2	2.00%
Total	7
Average	3.33%
STC	0.00%

## South Texas College

Summary of Cost Estimates, 2024-2025

Model 2

7% GPI

Weighted Exp

	Total Staff	Count of Increases	Cost Increase	Percent of Current Costs	2023-2024 Current Costs
<b>Faculty</b>					
<b>\$53,000 starting salary - Master's</b>	<b>552</b>		<b>\$3,241,629</b>		<b>\$35,682,289</b>
<sup>1b</sup> 7.0% general pay increase (\$4,760 - Master's)		552	\$2,720,897	7.6%	
Adjustments to years 2-20		426	\$520,732	1.5%	
<b>Executive Administrative Professional</b>	<b>360</b>		<b>\$2,316,843</b>		<b>\$24,154,165</b>
<sup>1b</sup> General pay increase - 7.0% of pay range midpoint		360	\$1,897,146	7.9%	
Adjustments - 1.0% above pay range minimum		3	\$3,316	0.0%	
Adjustments - placement scale		153	\$416,381	1.7%	
<b>Technology</b>	<b>63</b>		<b>\$395,599</b>		<b>\$3,809,341</b>
<sup>1b</sup> General pay increase - 7.0% of pay range midpoint		63	\$319,329	8.4%	
Adjustments - 1.0% above pay range minimum		5	\$2,226	0.1%	
Adjustments - placement scale		39	\$74,044	1.9%	
<b>Administrative Technical Support</b>	<b>457</b>		<b>\$1,423,992</b>		<b>\$17,834,499</b>
<sup>1b</sup> General pay increase - 7.0% of pay range midpoint		457	\$1,423,992	8.0%	
<b>Operations Support</b>	<b>228</b>		<b>\$723,466</b>		<b>\$9,125,189</b>
<sup>1b</sup> General pay increase - 7.0% of pay range midpoint		228	\$719,701	7.9%	
Adjustments - placement scale		16	\$3,765	0.0%	
<b>Subtotal - General Pay Increase</b>	<b>1,660</b>	<b>1,660</b>	<b>\$7,081,065</b>	<b>7.8%</b>	
<b>Subtotal - Implementation/Equity Adjustments</b>		<b>642</b>	<b>\$1,020,464</b>	<b>1.1%</b>	
<b>Total Cost Estimate</b>			<b>\$8,101,529</b>	<b>8.9%</b>	<b>\$90,605,483</b>

**Footnotes:**<sup>1b</sup> Pay increases were applied to all employees, including those at or above the maximum rate.

# South Texas College

## Pay Systems Maintenance

Luz Cadena  
May 13, 2024



HR Services

*This information is provided for educational purposes only to facilitate a general understanding of the law or other regulatory matter. This information is neither an exhaustive treatment on the subject nor is this intended to substitute for the advice of an attorney or other professional advisor. Consult with your attorney or professional advisor to apply these principles to specific fact situations*

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## Market Peers

District	ESC Region	Student Enrollment	Number of FTE
South Texas College	01	26,682	2,197

District	ESC Region	Student Enrollment	Number of FTE	Exempt & Nonexempt	Faculty
1 Austin Community College	13	38,462			**
2 Collin College	10	37,776	3,266	X	X
3 Dallas College	10	69,089			**
4 Del Mar College	02	9,725	1,251	X	X
5 Edinburg CISD	01	33,911	4,820	X	
6 El Paso County Community College	19	24,356	1,027	X	X
7 Hidalgo ISD	01	2,975	517	X	
8 Houston Community College	04	48,355	5,563	X	X
9 La Joya ISD	01	24,804	4,018	X	
10 Laredo College	01	10,227	888	X	X
11 Lone Star College System	04	88,809	9,624	X	X
12 McAllen ISD	01	20,081	3,429	X	
13 Mission CISD	01	14,502	2,264	X	
14 Pharr-San Juan-Alamo ISD	01	29,404	4,692	X	
15 Rio Grande City Grulla ISD	01	9,644	1,917	**	
16 Roma ISD	01	5,977	1,082	**	
17 San Jacinto College	04	30,146	1,930	X	X
18 Sharyland ISD	01	9,669	1,365	X	
19 Tarrant County College	11	44,990	4,959	X	X
20 Texas Southmost College	01	8,197	315	X	X
21 Weslaco ISD	01	16,491	2,221	**	

\*\* College or district did not participate in salary survey. For colleges, faculty schedules collected from the college.



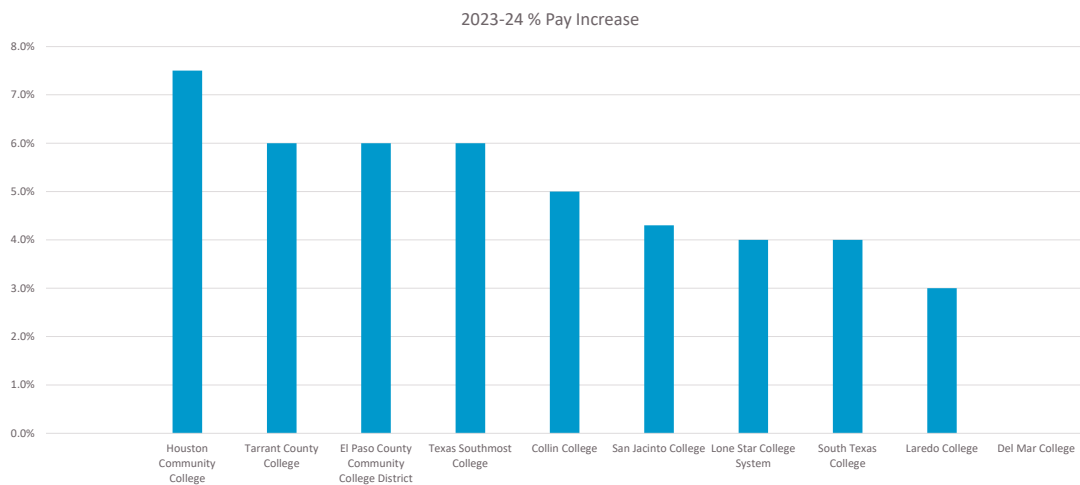
## Other Metro Area Market Sources

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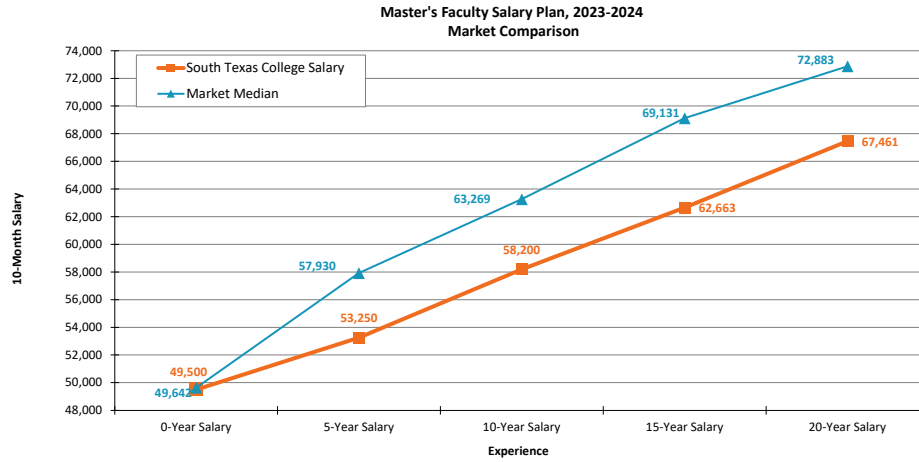
- Economic Research Institute
- CompAnalyst

## Percent Pay Increase by Peers 2023-24

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# Faculty Market Graph – Master’s Degree



# Master’s Degree – Market Comparison

College	Student Enrollment	Number of Faculty	0-Year Salary	5-Year Salary	10-Year Salary	15-Year Salary	20-Year Salary
1 Tarrant County College	44,990	281	\$63,364	\$65,294	\$67,226	\$69,158	\$71,590
2 Austin Community College**	32,997		\$58,059	\$61,509	\$66,368	\$71,745	\$77,590
3 Collin College	37,776	184	\$57,814	\$59,259	\$60,704	\$63,668	\$67,240
4 Del Mar College	9,725	107	\$53,560	\$64,385	\$69,467	\$74,655	\$86,596
5 Laredo College	10,227	79	\$49,750	\$58,540	\$63,668	\$69,104	\$79,275
6 San Jacinto College	30,146	212	\$49,533	\$57,319	\$63,269	\$70,630	\$79,275
7 Lone Star College System	88,809	468	\$46,800	\$51,671	\$55,926	\$61,748	\$68,175
8 Houston Community College	48,355	408	\$46,798	\$50,655	\$55,926	\$61,748	\$68,175
9 El Paso County Community College District	24,356	139	\$45,502	\$49,254	\$54,378	\$60,038	\$66,289
10 Texas Southmost College	8,197	60	\$41,690	\$47,168	\$52,847	\$58,062	\$66,289
<b>South Texas College</b>	<b>26,682</b>	<b>245</b>	<b>\$49,500</b>	<b>\$53,250</b>	<b>\$58,200</b>	<b>\$62,663</b>	<b>\$67,461</b>
25th Percentile			\$46,799	\$50,909	\$55,926	\$61,321	\$67,474
<b>Median</b>			<b>\$49,642</b>	<b>\$57,930</b>	<b>\$63,269</b>	<b>\$69,131</b>	<b>\$72,883</b>
75th Percentile			\$56,751	\$60,947	\$66,368	\$70,909	\$78,854
<b>Comparison to Median</b>			<b>100%</b>	<b>92%</b>	<b>92%</b>	<b>91%</b>	<b>93%</b>
<i>Dollar Difference</i>			<i>(\$142)</i>	<i>(\$4,680)</i>	<i>(\$5,069)</i>	<i>(\$6,468)</i>	<i>(\$5,422)</i>

\*\* College did not participate in survey. Faculty schedules collected from the college.



## Doctorate Degree – Market Comparison

College	Student Enrollment	Number of Faculty	0-Year Salary	5-Year Salary	10-Year Salary	15-Year Salary	20-Year Salary
1 Tarrant County College	44,990	136	\$69,801	\$71,734	\$73,665	\$75,597	
2 Collin College	37,776	201	\$67,513	\$69,200	\$70,888		
3 Del Mar College	9,725	87	\$64,311	\$73,106	\$83,309	\$88,823	\$93,121
4 Austin Community College**	32,997		\$63,558	\$67,602	\$73,087	\$79,048	\$85,528
5 San Jacinto College	30,146	154	\$56,872	\$67,077	\$74,292	\$80,971	\$92,959
6 Laredo College	10,227	35	\$56,218	\$58,540	\$63,668	\$69,104	\$75,981
7 Houston Community College	48,355	323	\$52,594	\$56,930	\$62,856	\$69,398	\$76,621
8 El Paso County Community College	24,356	64	\$52,331	\$56,643	\$62,537	\$69,050	\$76,235
9 Lone Star College System	88,809	303	\$52,000	\$57,412			
10 Texas Southmost College	8,197	20	\$46,754	\$52,898	\$59,266	\$65,114	
<b>South Texas College</b>	<b>26,682</b>	<b>148</b>	<b>\$56,430</b>	<b>\$60,705</b>	<b>\$66,348</b>	<b>\$71,436</b>	<b>\$76,906</b>
25th Percentile			\$52,397	\$57,051	\$62,856	\$69,091	\$76,332
<b>Median</b>			<b>\$56,545</b>	<b>\$62,809</b>	<b>\$70,888</b>	<b>\$72,498</b>	<b>\$81,075</b>
75th Percentile			\$64,123	\$68,801	\$73,665	\$79,529	\$91,101
<b>Comparison to Median Dollar Difference</b>			<b>100%</b> (\$115)	<b>97%</b> (\$2,104)	<b>94%</b> (\$4,540)	<b>99%</b> (\$1,062)	<b>95%</b> (\$4,169)

\*\* College did not participate in survey. Faculty schedules collected from the college.

## Other Pay Groups – Market Salaries 2023-24

Pay Group	Employee Pay to Market	Pay Grade Midpoint to Market	Pay Grade Minimum to Market	Number of Benchmarks
Administration	97%	102%	--	24
Professional	93%	103%	--	28
Technology	90%	99%	--	14
Administrative/Tech Support	94%	106%	100%	21
Operations Support	95%	101%	105%	13

## Recommendation 1

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Implement pay structure adjustments to align with market

- Strong starting salaries
  - Entry rates increased to \$15.50 for classified staff
  - Bus driver starting rate increased to \$17.00 from \$16.00 per hour
- Midpoints aligned with market
- Administrator jobs reclassified based on market value and level of skill, effort, and scope of

## Recommendation 2

---

Adopt a general pay increase (GPI) to improve market position

- Model – 3.5% for all staff
  - Equates to \$2,380 increase to continuing faculty with master's degree, \$51,500 starting salary
- Model – 4% for all staff
  - Equates to \$2,720 increase to continuing faculty with master's degree, \$51,650 starting salary

## Recommendation 2 – Continued

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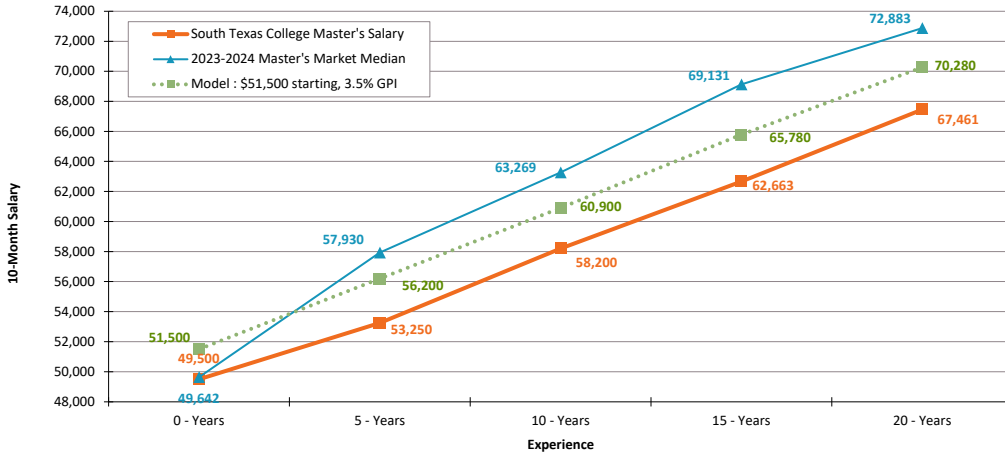
- Model – 5% for all staff
  - \$3,400 increase to continuing faculty with master’s degree, \$52,500 starting salary
- Model – 6% for all staff
  - \$4,100 increase to continuing faculty with master’s degree, \$52,500 starting salary
- Model – 7% for all staff
  - \$4,760 increase to continuing faculty with master’s degree, \$53,000 starting salary

## Recommendation 2 – Continued

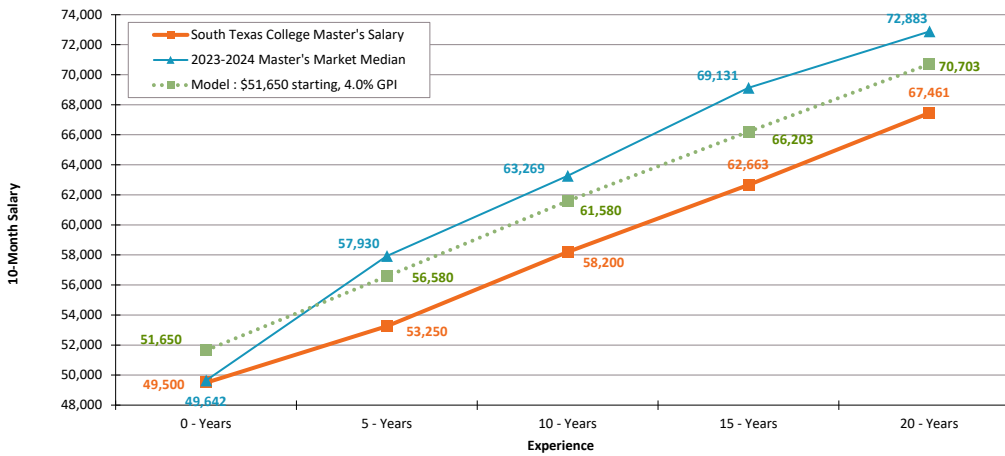
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- Pay increase for faculty with associates, certificate, bachelor’s and doctorate calculated as a weighted factor based on master’s degree increase
- Pay increase calculated as a percentage of employee’s pay grade midpoint or base pay whichever is higher

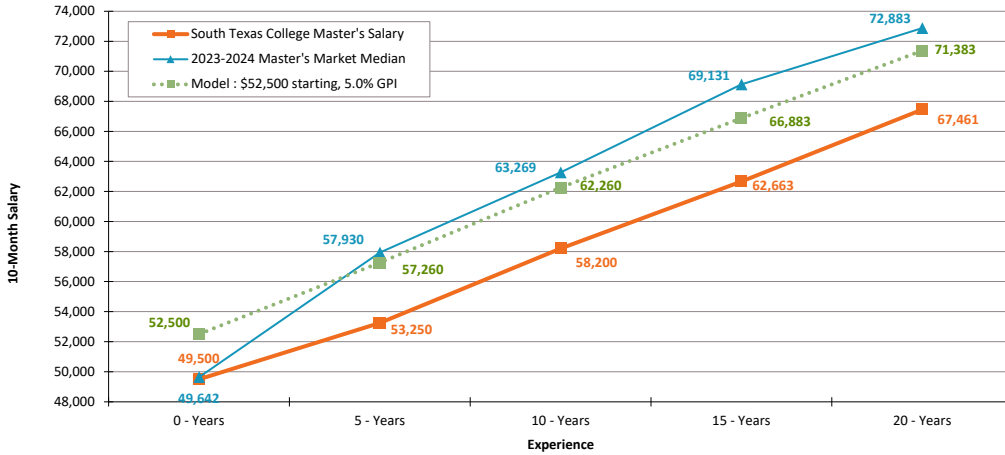
# Faculty Model – 3.5% GPI



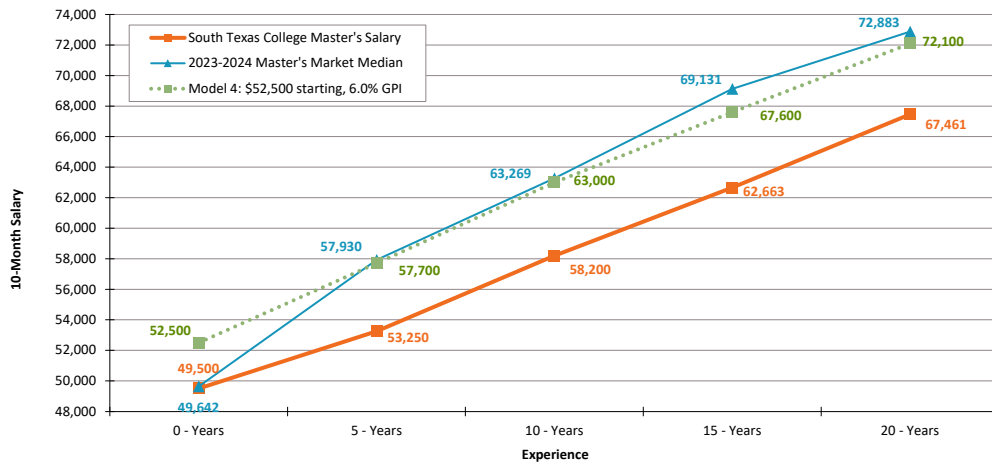
# Faculty Model – 4% GPI



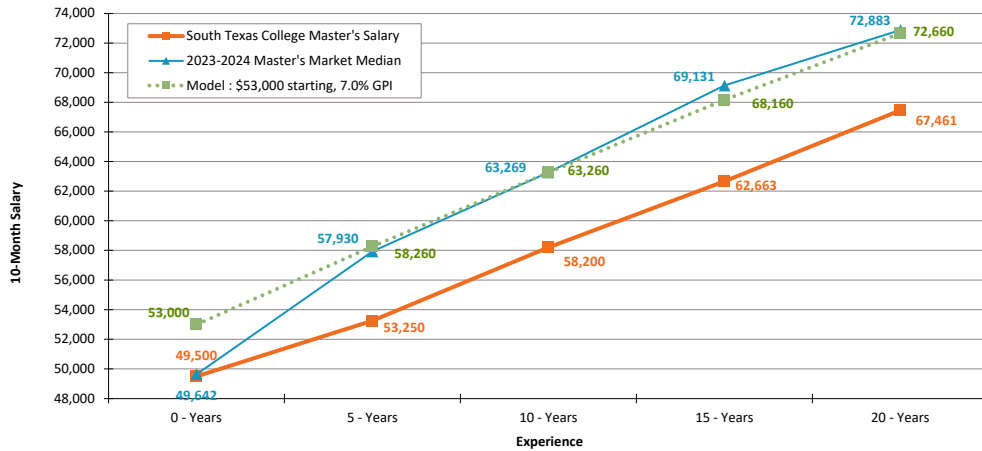
# Faculty Model – 5% GPI



# Faculty Models – 6% GPI



## Faculty Model – 7% GPI



## Recommendation 3

Provide adjustments to address market differences and maintain equity

- Increase pay to 1 percent above minimum
- Placement scale adjustments
  - Spread pay through the range equitably to midpoint based on weighted job experience

## Cost – Model (3.5%)

3.5% GPI		Model	
Pay Group	General Pay Increase	Adjustments	Estimated Total Increase
Faculty	\$1,360,449	\$536,434	\$1,896,883
Executive Administrative Professional	\$955,228	\$1,100,127	\$2,055,355
Technology	\$159,915	\$202,434	\$362,349
Administrative Technical Support	\$713,795	\$137,770	\$851,565
Operations Support	\$360,693	\$95,597	\$456,290
<b>Total</b>	<b>\$3,550,080</b>	<b>\$2,072,362</b>	<b>\$5,622,442</b>
<b>% of Current Costs</b>	<b>3.9%</b>	<b>2.3%</b>	<b>6.2%</b>

## Cost – Model (4.0%)

4% GPI		Model	
Pay Group	General Pay Increase	Adjustments	Estimated Total Increase
Faculty	\$1,554,797	\$632,185	\$2,186,982
Executive Administrative Professional	\$1,091,691	\$1,006,270	\$2,097,961
Technology	\$182,608	\$182,122	\$364,730
Administrative Technical Support	\$813,621	\$97,031	\$910,652
Operations Support	\$411,507	\$74,214	\$485,721
<b>Total</b>	<b>\$4,054,224</b>	<b>\$1,991,822</b>	<b>\$6,046,046</b>
<b>% of Current Costs</b>	<b>4.5%</b>	<b>2.2%</b>	<b>6.7%</b>

## Cost – Model (5.0%)

5% GPI		Model	
Pay Group	General Pay Increase	Adjustments	Estimated Total Increase
Faculty	\$1,943,498	\$632,237	\$2,575,735
Executive Administrative Professional	\$1,364,615	\$831,714	\$2,196,329
Technology	\$228,057	\$143,242	\$371,299
Administrative Technical Support	\$1,017,046	\$40,144	\$1,057,190
Operations Support	\$511,867	\$49,941	\$561,808
<b>Total</b>	<b>\$5,065,083</b>	<b>\$1,697,278</b>	<b>\$6,762,361</b>
<b>% of Current Costs</b>	<b>5.6%</b>	<b>1.9%</b>	<b>7.5%</b>

## Cost – Model (6.0%)

6% GPI		Model	
Pay Group	General Pay Increase	Adjustments	Estimated Total Increase
Faculty	\$2,340,965	\$610,877	\$2,951,842
Executive Administrative Professional	\$1,626,140	\$545,801	\$2,171,941
Technology	\$273,880	\$106,836	\$380,716
Administrative Technical Support	\$1,220,483	\$624	\$1,221,107
Operations Support	\$617,698	\$16,370	\$634,068
<b>Total</b>	<b>\$6,079,166</b>	<b>\$1,280,508</b>	<b>\$7,359,674</b>
<b>% of Current Costs</b>	<b>6.7%</b>	<b>1.4%</b>	<b>8.1%</b>



## Cost – Model (7.0%)

7% GPI		Model	
Pay Group	General Pay Increase	Adjustments	Estimated Total Increase
Faculty	\$2,720,897	\$520,732	\$3,241,629
Executive Administrative Professional	\$1,897,146	\$419,697	\$2,316,843
Technology	\$319,329	\$76,270	\$395,599
Administrative Technical Support	\$1,423,992	\$0	\$1,423,992
Operations Support	\$719,701	\$3,765	\$723,466
<b>Total</b>	<b>\$7,081,065</b>	<b>\$1,020,464</b>	<b>\$8,101,529</b>
<b>% of Current Costs</b>	<b>7.8%</b>	<b>1.1%</b>	<b>8.9%</b>

Luz Cadena, Senior HR & Compensation Consultant

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**Consent Agenda:**

**f. Approval to Implement a Semi-Monthly Payroll for All Employees Effective January 2025 and Provide a One-Time Gap Bridging Retention Payment Supporting the Transition**

Administration recommends Board approval to implement a Semi-Monthly Payroll for all employees effective January 2025.

Purpose and Justification – Administration recommends implementation of a Semi-Monthly Pay Cycle for all employees of the College, effective January 1, 2025, to fully utilize the capabilities of our new ERP (Enterprise Resource Planning) system, WorkDay.

This change will ensure consistency for all employees and enhance our payroll management efficiency, providing a more efficient, streamlined, and accurate process. All College employees will transition from a monthly pay schedule to a semi-monthly pay schedule.

Background – Currently, all full-time employees, both staff and faculty and part-time faculty, receive pay monthly. Transitioning from a monthly to a semi-monthly pay frequency offers several benefits for the employees and the College as follows:

- **Increased Frequency of Pay:** Employees receive paychecks more frequently, which can help them better manage their finances and budget effectively.
- **Aligns with industry standards:** Following a semi-monthly pay schedule, among many organizations, is often considered best practice.
- **Actual hours will be paid:** Full-time employees are currently paid based on an estimated number of hours worked on a monthly basis; moving to semi-monthly payroll will allow employees to get paid on actual hours worked. Current manual processes and calculations will be eliminated.
- **Overtime Pay for Non-Exempt Employees:** Non-Exempt Employees will be compensated for overtime hours closer to the time they were worked rather than waiting for overtime pay the following month.
- **Increased efficiency:** The number of payrolls will be reduced from 3 to 2 every month. Instead of two types of payroll schedules, all College employees, staff, and faculty, full-time and part-time, will be paid semi-monthly.

The proposed date of implementation of the semi-monthly payroll for all employees of January 2025 will align with the implementation of the new ERP system as scheduled.

**One-Time Gap Bridging Retention Payment Supporting the Transition**

As discussed at the May 14, 2024 Finance, Audit, and Human Resources Committee meeting, the transition to the semi-monthly pay plan will potentially place some employees in a temporary hardship during the month of January 2025.

This potential, one-time hardship would be due to the long stretch between the final payroll disbursement of 2024 for the month of December 18, and the first payroll disbursement, of two-weeks pay for the first two-week period in January 2025, on January 31, 2025.

After January 31, 2025, employees will receive their paychecks on a semi-monthly basis with no gaps.

Administration proposes a one-time Gap Bridging Retention Payment per each full-time employee, equal to two-weeks' lag time resulting in the conversion from a monthly payroll to a semi-monthly payroll to be paid out on Tuesday, December 31, 2024.

The anticipated cost for this Gap Bridging Retention Payment is estimated at approximately \$4,000,000, and funding will be included in the balanced budget to be presented to the Board of Trustees in August 2024.

A transition plan is being developed to communicate the key changes and timelines to employees in addition to mitigate the impact of the change in pay the first month.

Reviewers – The Vice President for Finance and Administrative Services, Cabinet, and the Comptroller have reviewed the presented information.

Mary Elizondo, Vice President for Finance and Administrative Services, and Myriam Lopez, Comptroller, attended the Committee meeting to address questions.

Enclosed Documents – The Semi-Monthly payroll PowerPoint presentation follows in the packet for the Board's information and review.

While the Committee was not asked to provide a formal recommendation for Board action, the Committee members and all other trustees present at the meeting advised administration to propose the implementation of a Semi-Monthly Payroll for all employees, effective January 2025 and the proposed one-time Gap Bridging Retention Payment supporting the transition for Board approval on May 28, 2025.

***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 implementation of a Semi-Monthly Payroll for all employees, effective January 2025 and the proposed one-time Gap Bridging Retention Payment supporting the transition.

**Approval Recommended:**

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



## Semimonthly Payroll

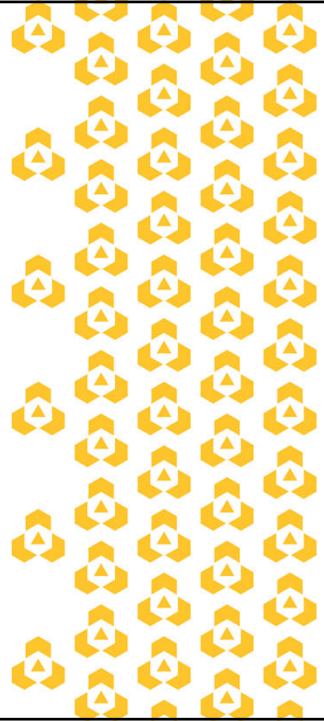
### What is happening?

- South Texas College is implementing Semimonthly Payroll for all employees
- Effective date is January 2025
  - Dependent on moving to the new ERP system as scheduled



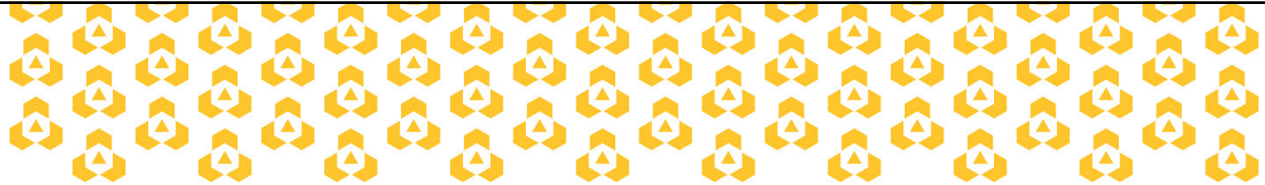
## What is Semimonthly Payroll?

- Provides 2 paychecks per month
  - 15<sup>th</sup> (earlier if weekend or holiday)
  - Last business day of the month – equivalent to our current monthly pay date
- Employees will receive a total of 24 payroll payments per year
- Currently, South Texas College pays part-time staff on a Semimonthly Pay Schedule



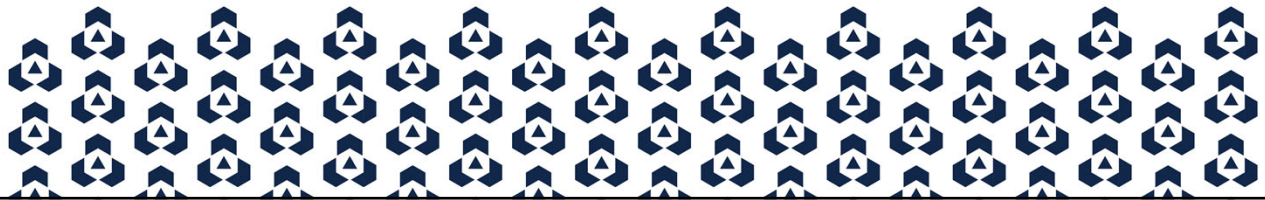
## Why are we making this change?

- Utilize new ERP system and maximize functionality
- Employees will get paid more frequently
  - Non-exempt employees will be compensated for overtime hours in closer proximity to the time they were worked
  - Any corrections will be processed in the next immediate pay cycle
  - Non-exempt employees will get paid for actual hours worked rather than estimated hours
- Standardize pay practices for all employees of the College
- Utilize best practices for payroll processing
- More efficient and effective payroll processing and reporting



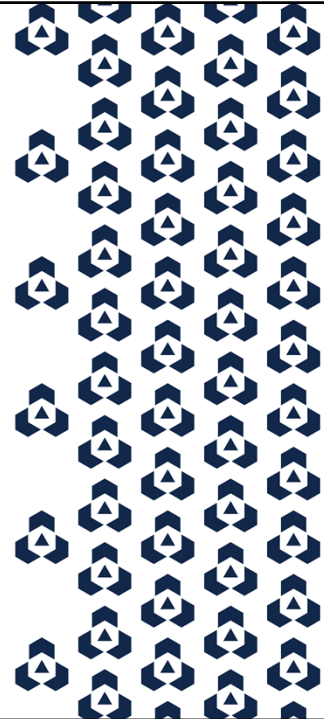
## What is the difference in pay cycles?

	Monthly Pay Cycle	Semimonthly Pay Cycle
Pay Cycle	1 <sup>st</sup> to last day of the month	1 <sup>st</sup> to 15 <sup>th</sup> and 16 <sup>th</sup> to the last day of the month
Paychecks per year	12	24
Pay Date	Last business day of the month	15 <sup>th</sup> (if weekend or holiday, the pay date will be the preceding business day) and the last business day of the month



## How will this affect my pay?

- The change in pay frequency will not change what is earned and paid
- Semimonthly pay is issued in arrears (lag pay) instead of the current estimated/average time
- There will be a gap in pay date as we transition
  - More information coming soon
- The final monthly paycheck will be December 18, 2024
- The first semimonthly paycheck will be January 31, 2025 (pay period of 1/1/25 – 1/15/25)
  - About half of your monthly paycheck amount



### MONTHLY PAYROLL CALENDAR Fiscal Year 2025

September 2024						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29						

October 2024						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

November 2024						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

December 2024						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

January 2025						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

February 2025						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

March 2025						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

April 2025						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

May 2025						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

June 2025						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

July 2025						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

August 2025						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

### SEMI-MONTHLY PAYROLL CALENDAR Fiscal Year 2025

September 2024			September 2024			September 2024		
SR	Payroll Period	Check Date	SR	Payroll Period	Check Date	SR	Payroll Period	Check Date
SR 17	August 16-31	September 13	SR 17	August 16-31	September 13	SR 17	August 16-31	September 13
SR 18	September 1-15	September 30	SR 18	September 1-15	September 30	SR 18	September 1-15	September 30
SR 19	September 16-30	October 15	SR 19	September 16-30	October 15	SR 19	September 16-30	October 15
SR 20	October 1-15	October 31	SR 20	October 1-15	October 31	SR 20	October 1-15	October 31
SR 21	October 16-31	November 15	SR 21	October 16-31	November 15	SR 21	October 16-31	November 15
SR 22	November 1-15	November 27	SR 22	November 1-15	November 27	SR 22	November 1-15	November 27
SR 23	November 16-30	December 13	SR 23	November 16-30	December 13	SR 23	November 16-30	December 13
SR 24	December 1-15	December 20	SR 24	December 1-15	December 20	SR 24	December 1-15	December 20
SR 1	December 16-31	January 15	SR 1	December 16-31	January 15	SR 1	December 16-31	January 15
SR 2	January 1-15	January 31	SR 2	January 1-15	January 31	SR 2	January 1-15	January 31
SR 3	January 16-31	February 14	SR 3	January 16-31	February 14	SR 3	January 16-31	February 14
SR 4	February 1-15	February 28	SR 4	February 1-15	February 28	SR 4	February 1-15	February 28
SR 5	February 16-28	March 14	SR 5	February 16-28	March 14	SR 5	February 16-28	March 14
SR 6	March 1-15	March 31	SR 6	March 1-15	March 31	SR 6	March 1-15	March 31
SR 7	March 16-31	April 15	SR 7	March 16-31	April 15	SR 7	March 16-31	April 15
SR 8	April 1-15	April 30	SR 8	April 1-15	April 30	SR 8	April 1-15	April 30
SR 9	April 16-30	May 15	SR 9	April 16-30	May 15	SR 9	April 16-30	May 15
SR 10	May 1-15	May 30	SR 10	May 1-15	May 30	SR 10	May 1-15	May 30
SR 11	May 16-31	June 13	SR 11	May 16-31	June 13	SR 11	May 16-31	June 13
SR 12	June 1-15	June 30	SR 12	June 1-15	June 30	SR 12	June 1-15	June 30
SR 13	June 16-30	July 15	SR 13	June 16-30	July 15	SR 13	June 16-30	July 15
SR 14	July 1-15	July 31	SR 14	July 1-15	July 31	SR 14	July 1-15	July 31
SR 15	July 16-31	August 18	SR 15	July 16-31	August 18	SR 15	July 16-31	August 18
SR 16	August 1-15	August 29	SR 16	August 1-15	August 29	SR 16	August 1-15	August 29

■ Timecards Due (Previous week will be closed)

■ Pay Date

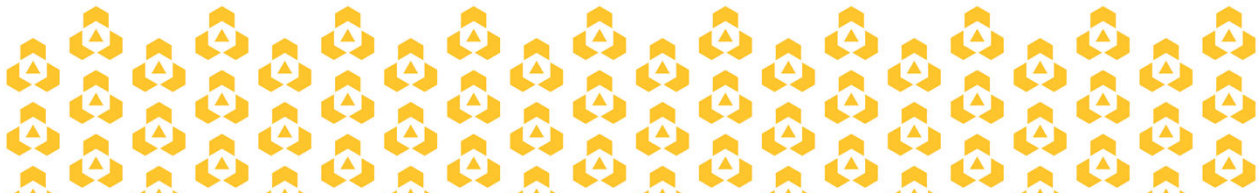
■ College Closed

■ College-Wide Professional Dev. Day

■ College Closed

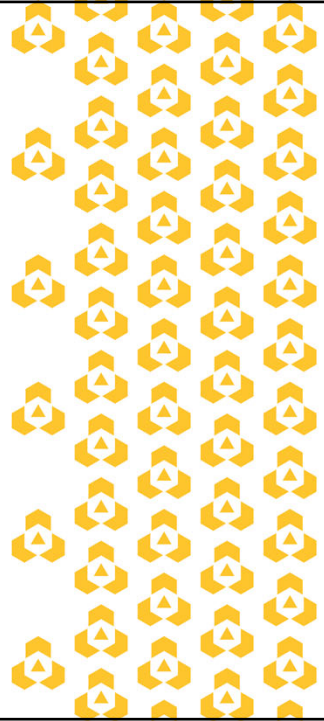
## How will benefits and deductions change for Semimonthly Payroll?

- Vacations and Sick accruals will be earned at the end of the month, no change
- Flat dollar deductions will be taken out over the 24 pay dates. Examples of this type of deduction include the following:
  - Medical insurance
  - Vision
  - Dental
  - Annuity Contributions
- Percentage-based deductions will be taken out over every paycheck. Examples of this type of deduction include the following:
  - Payroll Taxes
  - TRS, ORP



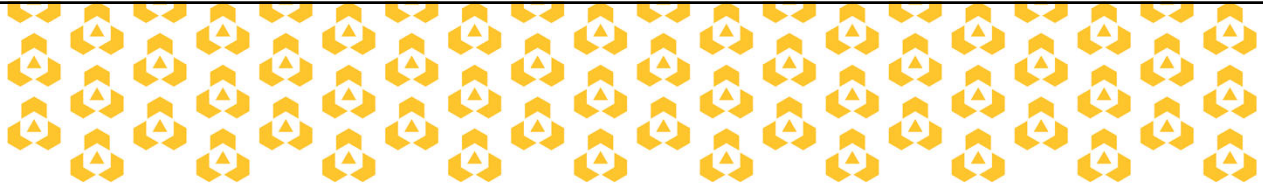
## What can I do to prepare?

- Change in pay date frequency means change in cash flow – plan ahead for the cash flow impact from the transition
- Start reviewing your monthly expenses and the timing of your payments
- Determine changes needed to payment due dates
- Review your current federal withholding exemptions to make necessary changes with the new pay frequency
- If you receive your payroll in multiple accounts, determine if changes will be needed



## How can I stay updated?

- Website will be coming with additional information and resources
  - FAQ's
  - Financial Planning
  - General Updates
  - Presentations
- College Wide Alert Notices
- "The Spotlight!" ERP Monthly Notices
- Stay tuned...







**Consent Agenda:**

**g. Approval to Revise Proposed Projects for Internal Auditor for FY 2023 – 2024**

Purpose and Justification – Administration recommends Board approval to revise the Proposed Projects for the Internal Auditor for FY 2023 – 2024 since an additional project is proposed to be added based on new Management and Board interest related to compliance with Senate Bill 17.

Revisions to the Board approved list of projects for the Internal Auditor are necessary to include a new engagement as priorities change during a fiscal year and to address new risks presented to the College as they become apparent.

The **Audit Charter** states “The Internal Auditor will review and adjust the plan, as necessary, in response to changes in the College’s risks, operations, programs, systems, and internal controls. Any significant deviation from the approved internal audit plan will be communicated to senior management and the Board.”

The proposed new engagement for FY 2023 – 2024 is as follows:

1. Senate Bill 17 Compliance Audit

Background – The Board of Trustees approved the Proposed Projects for the Internal Auditor for FY 2023 – 2024 on August 22, 2023.

The following list includes the revised project list for the Internal Auditor for FY 2023 – 2024:

Revised Projects for Internal Auditor for FY 2023 – 2024

1. Fraud Survey
2. Financial Aid – Federal Awards
3. Banner Computer System Security and Access
4. Faculty Overloads
5. HR Processes – Employee Hiring
6. Environmental Health & Safety
7. Account Reconciliations
8. Fixed Assets
9. Student Organization Funds Handling
10. Senate Bill 17
11. Quality Assurance Review – External QAR

Enclosed Documents – The revised Projects, including the current status, for the Internal Auditor for FY 2023 – 2024 follow in the packet for the Board’s review and information.

Khalil Abdullah, Chief Internal Auditor, attended the Committee Meeting to address questions.

The Committee recommended Board approval to revise the Proposed Projects for the Internal Auditor for FY 2023 – 2024 as presented.

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

The Board of Trustees of South Texas College approves and authorizes revising the Proposed Projects for the Internal Auditor for FY 2023 – 2024 as presented.

**Approval Recommended:**

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

## FY 2023 - 2024 - Audit Plan Status

<b>Consulting Engagements and Special Projects</b>		<b>Status</b>	<b>Date</b>	<b>Status Description</b>
1	Fraud Survey	Issued to Mgmt.	10/3/2023	Report summarizing survey results was issued to management - No further action required.

<b>Audits</b>				
		<b>Status</b>	<b>Date</b>	<b>Status Description</b>
2	Financial Aid - Federal Awards	Accepted by the Board	11/28/2023	Audit report was presented to the FA&HR Committee on 11/14/2023 and subsequently accepted by the Board on 11/28/2023
3	IT Business Continuity and Disaster Recovery	In Process - Fieldwork	-	
4	Faculty Overloads	In Process - Fieldwork	-	
5	Student Organization Funds Handling	Draft Report w. Mgmt.	-	
6	HR Processes - Employee Hiring	-	-	
7	Environmental Health & Safety	-	-	
8	Account Reconciliations	-	-	
9	Fixed Assets	-	-	
10	Senate Bill 17	Proposed New Project	-	
11	Quality Assurance and Improvement Program - External Assessment	-	-	Request for Board interest sent on 1/26/2024

**Consent Agenda:**

**h. Approval to Revise Policy DAA: Employment Objectives – Equal Employment Opportunity**

Purpose and Justification – Administration recommends Board approval to revise Policy DAA (Local) Employment Objectives – Equal Employment Opportunity to align with the Texas Association of School Boards (TASB) policy manual.

The revised policy is as follows:

Revised Policy
A-1. DAA (Local) Employment Objectives – Equal Employment Opportunity

Background – The College adopted Policy DAA on January 31, 2023. TASB provides a comprehensive, current, and legally sound policy manual and recommends revisions to Policy DAA.

The new policy language addresses Senate Bill 17, which prohibits diversity, equity, and inclusion initiatives for employees, with limited exceptions.

Reviewers – The revisions have been reviewed by staff, administrators, TASB staff, and the Vice President for Finance and Administrative Services.

Enclosed Documents – The revised local policy follows in the packet for the Board's information and review.

Mary G. Elizondo, Vice President for Finance and Administrative Services, and Dr. Zachary Suarez, Executive Director of Human Resources and Talent Development, attended the Committee Meeting to address questions.

The Committee recommended Board approval to revise Policy DAA (Local) Employment Objectives – Equal Employment Opportunity as presented, and 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 revising Policy DAA (Local) Employment Objectives – Equal Employment Opportunity as presented, and which supersedes any previously adopted Board policy.

**Approval Recommended:**

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

**Equal Employment  
Opportunity  
Statement**

~~The College District is an equal education and equal employment opportunity/affirmative action employer.~~ The College District does not discriminate or tolerate discrimination against any employee, applicant for employment, student, or applicant for admission on the basis of race, color, national origin, ethnicity, religion, age, sex, sexual orientation, gender, gender identity, gender expression, pregnancy, parental status, disabilities, genetic information, veteran status, or any other protected category under applicable local, state, or federal law. Conduct that excludes participation, denies benefits, or subjects others to discrimination is prohibited. The College District complies with all applicable policies and state and federal legislation in order to combat discrimination.

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**Note:** For complaints of discrimination, harassment, and retaliation targeting employees on the basis of a protected characteristic, see DIAA and DIAB.

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**Diversity, Equity,  
and Inclusion  
Initiatives**

Except as required by federal law, the College District shall not:

1. Compel, require, induce, or solicit any person to provide a diversity, equity, and inclusion statement or give preferential consideration to any person based on the provision of a diversity, equity, and inclusion statement;
2. Give preference on the basis of race, sex, color, ethnicity, or national origin to a participant in any College District function; or
3. Require as a condition of enrolling at the College District or performing any College District function any person to participate in diversity, equity, and inclusion training that references race, color, ethnicity, gender identity, or sexual orientation, unless it was developed by an attorney and approved in writing by the College District's general counsel and the Coordinating Board for the sole purpose of ensuring compliance with any applicable court order or state or federal law.

**Exceptions**

Nothing in this section may be construed to limit or prohibit the College District or a College District employee from, for purposes of applying for a grant or complying with the terms of accreditation by an accrediting agency, submitting to the grantor or accrediting agency a statement that:

1. Highlights the College District's work in supporting first-generation college students, low-income students, or underserved student populations; or

2. Certifies compliance with state and federal antidiscrimination laws.

The prohibitions do not apply to:

1. Submitting a statement as part of a grant application or to comply with the terms of accreditation that highlights the College District's work in supporting first-generation college students, low-income students, or underserved student populations, or that certifies compliance with state and federal antidiscrimination laws;
2. Academic course instruction;
3. Scholarly research or a creative work by College District employees or students;
4. An activity of a student organization registered with or recognized by the College District;
5. Guest speakers or performers on short-term engagements;
6. A policy, practice, procedure, program, or activity to enhance student academic achievement or postgraduate outcomes that is designed and implemented without regard to race, sex, color, or ethnicity;
7. Data collection; or
8. Student recruitment or admissions.

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**Note:** For related information on diversity, equity, and inclusion initiatives, see BG for diversity, equity, and inclusion offices, CFE for contractor discipline, DH for employee discipline, and FA for students.

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**Consent Agenda:**

**i. Approval to Adopt New Personnel Policy and Retire Current Policy**

Purpose and Justification – Administration recommends Board approval to adopt the new Personnel Policy and retire the 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 the new and/or retired policies are as follows:

Adopt New Policy	Retired Policy(ies)	Retired Policy Content Transition
A-1. DEE (Local) Compensation and Benefits – Expense Reimbursement	A-2. Policy #5700: Official Travel of Employees	Some of the content from the retired policy is included in both the new local policy and a procedure, handbook, manual, etc.

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, and the Vice President for Finance and Administrative Services.

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

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

The Committee recommended Board approval to adopt the new Personnel Policy and retire current policy as presented, and 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 Personnel Policy and retirement of current policy as presented, and which supersedes any previously adopted Board policy.

**Approval Recommended:**

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

COMPENSATION AND BENEFITS  
EXPENSE REIMBURSEMENT

DEE  
(LOCAL)

**Prior Approval  
Required**

An employee shall be reimbursed for reasonable, allowable expenses incurred in carrying out College District business only with the prior approval of the employee's supervisor and in accordance with administrative regulations.

**Documentation  
Required**

For any allowable expense incurred, the employee shall submit a statement, with receipts to the extent feasible, documenting actual expenses.

Exception

Expenses for meals associated with authorized overnight travel not related to a state or federal grant shall be paid to employees on a per diem basis. No receipts shall be required for expenses paid on a per diem basis.

**MANUAL OF POLICY**

<b>Title</b>	<b>Official Travel of Employees</b>	<b>5700</b>
<b>Legal Authority</b>	<b>Approval of the Board of Trustees</b>	
<b>Date Approved by Board</b>	<b>Board Minute Order dated November 9, 1995</b>	

The College maintains employee travel procedures that are in compliance with the State of Texas Travel Allowance Guide, the travel regulations published in the State Appropriations Travel Section, and State Management Program administered by the Travel and Transportation Division of the General Services Commission.

The Business Office publishes a Travel Manual outlining general travel provisions. Copies of the document are available in each department or may be requested from the Business Office.

RETIRED

**Consent Agenda:**

**j. Approval to Adopt New Local Governance Policy BG (Local) Administrative Organization**

Purpose and Justification – Administration recommends Board approval to adopt new Local Governance 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 the new policy is as follows:

Adopt New Policy
A-1. BG (Local) Administrative Organization

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, and the Vice President for Finance and Administrative Services.

Enclosed Documents – The new policy follows in the packet for the Board's information and review.

Andrew Fish, Board Relations Officer, attended the Committee Meeting to address questions.

The Committee recommended Board approval to adopt new Local Governance policy as presented, and 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 new Local Governance policy as presented, and which supersedes any previously adopted Board policy.

**Approval Recommended:**

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

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**Note:** For related information on diversity, equity, and inclusion initiatives, see CFE for contractor discipline, DAA for employees, DH for employee discipline, and FA for students.

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**Diversity, Equity,  
and Inclusion Office**

Except as required by federal law, the College District shall not:

1. Establish or maintain a diversity, equity, and inclusion office; or
2. Hire or assign an employee or contract with a third party to perform the duties of a diversity, equity, and inclusion office.

"Diversity, equity, and inclusion office" means an office, division, or other unit of the College District established for the purpose of:

1. Influencing hiring or employment practices at the College District with respect to race, sex, color, or ethnicity, other than through the use of color-blind and sex-neutral hiring processes in accordance with any applicable state and federal antidiscrimination laws;
2. Promoting differential treatment of or providing special benefits to individuals on the basis of race, color, or ethnicity;
3. Promoting policies or procedures designed or implemented in reference to race, color, or ethnicity, other than policies or procedures approved in writing by the College District's general counsel and the Coordinating Board for the sole purpose of ensuring compliance with any applicable court order or state or federal law; or
4. Conducting trainings, programs, or activities designed or implemented in reference to race, color, ethnicity, gender identity, or sexual orientation, other than trainings, programs, or activities developed by an attorney and approved in writing by the College District's general counsel and the Coordinating Board for the sole purpose of ensuring compliance with any applicable court order or state or federal law.

Exceptions

Nothing in this section may be construed to limit or prohibit the College District or a College District employee from, for purposes of applying for a grant or complying with the terms of accreditation by an accrediting agency, submitting to the grantor or accrediting agency a statement that:

1. Highlights the College District's work in supporting first-generation college students, low-income students, or underserved student populations; or

ADMINISTRATIVE ORGANIZATION

BG  
(LOCAL)

2. Certifies compliance with state and federal antidiscrimination laws.

The prohibitions do not apply to:

1. Academic course instruction;
2. Scholarly research or a creative work by College District employees or students;
3. An activity of a student organization registered with or recognized by the College District;
4. Guest speakers or performers on short-term engagements;
5. A policy, practice, procedure, program, or activity to enhance student academic achievement or postgraduate outcomes that is designed and implemented without regard to race, sex, color, or ethnicity;
6. Data collection; or
7. Student recruitment or admissions.

**Consent Agenda:**

**k. Approval to Adopt New Business and Support Services Policies and Retire Current Policies**

Purpose and Justification – Administration recommends Board approval to adopt the new Business and Support Services Policies and retire current policies 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. CAA (Local) Appropriations and Revenue Sources – State and Federal Revenue Sources	A-2. Policy #5510: Grants	Some of the content from the retired policy is included in the new local policy.
B-1. CAIA (Local) Ad Valorem Taxes – Exemptions and Payments	B-2. Policy #5425: Ad Valorem Taxes	Some of the content from the retired policy is included in the new local policy.
C-1. CAIC (Local) Ad Valorem Taxes – Selection and Duties of Chief Tax Officials	N/A	N/A
D-1. CAM (Local) Appropriations and Revenue Sources – Grants, Funds, Donations From Private Sources	D-2. Policy #5125: Establishment and Management of Endowment Funds D-3. Policy #5910: Acceptance of Gifts and Bequests	Some of the content from the retired policy is included in both the new local policy and a procedure, handbook, manual, etc.
E-1. CB (Local) Depository of Funds	N/A	N/A
F-1. CD (Local) Accounting	F-2. Policy #5410: Accounting	Some of the content from the retired policy is included in both the new local policy and a procedure, handbook, manual, etc.
G-1. CDA (Local) Accounting – Financial Reports and Statements	G-2. Policy #5330: Budget and	All of the content from the retired policy is included in the new local policy.

Adopt New Policy	Comparable/Retired Policy(ies)	Retired Policy Content Transition
	Financial Reporting	
H-1. CDC (Local) Accounting - Audits	H-2. Policy #5450: External Audits H-3. Policy #5460: Internal Audit Function	All of the content from the retired policy is included in the new local policy.
I-1. CFE (Local) Purchasing and Acquisition – Vendor Relations	N/A	N/A
J-1. CIA (Local) Equipment and Supplies Management – Records Management	J-2. Policy #2500: Records Management	Some of the content from the retired policy is included in both the new local policy and a procedure, handbook, manual, etc.
K-1. CR (Local) Technology Resources	K-2. Policy #4714: Acceptable Use of Information Resources	Some 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 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, Chief Information Security Officer, Assistant Chief Information Officer for Infrastructure and Software Development, and the Vice President for Finance and Administrative Services.

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, Deyadira Leal, Interim Director of Purchasing, Luis Gonzalez, Chief Information Security Officer, and Jose L. Gonzalez, Assistant Chief Information Officer for Infrastructure and Software Development attended the Committee Meeting to address questions.

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

**Approval Recommended:**

**Dr. Ricardo J. Solis  
President**

**Grants and Awards**

The College President shall be authorized to:

1. Apply, on behalf of the Board, for any and all federal and state grants and awards as deemed appropriate for the College District's operations;
2. Approve commitment of College District funds for matching, cost sharing, cooperative, or jointly funded projects up to the amounts specifically allowed under the College District budget approved by the Board; and
3. Approve grant and award amendments as necessary.

The College District shall comply with all requirements for state and federal grants and awards imposed by law, the awarding agency, or an applicable pass-through entity. The College President shall develop and enforce financial management systems, internal control procedures, procurement procedures, and other administrative procedures as needed to provide reasonable assurance that the College District is complying with requirements for state and federal grants and awards.

[See CAAA, CAAB]

**Federal Awards**

Conflict of Interest

Each employee, Board member, or agent of the College District who is engaged in the selection, award, or administration of a contract supported by a federal grant or award, and who has a potential conflict of interest as defined at 2 C.F.R. 200.318, shall disclose to the College District in writing any conflict that meets the disclosure threshold in Local Government Code Chapter 176. [See CAAB]

In addition, each employee, Board member, or agent of the College District shall comply with any other conflict of interest requirements imposed by the granting agency or a pass-through entity.

For purposes of this policy, "immediate family member" has the same meaning as "family member" as described in Local Government Code Chapter 176. [See BBFA]

For purposes of this policy, "partner" shall have the same meaning as defined in Business Organizations Code Chapter 1, Subchapter A.

An employee, Board member, or agent of the College District who is required to disclose a conflict in accordance with the provisions above shall not participate in the selection, award, or administration of a contract supported by a federal grant or award.

Gifts and Gratuities

Employees, Board members, and agents of the College District shall not solicit any gratuities, favors, or items from a contractor or

a party to a subcontract for a federal grant or award and shall not accept:

1. Any single item with a value at or above \$50; or
2. Items from a single contractor or subcontractor that have an aggregate monetary value exceeding \$100 in a 12-month period.

[See BBFA, BBFB, CAAB, and DBD. In the event of a violation of these requirements, see CDE and DH.]

MANUAL OF POLICY

<b>Title</b>	<b>Grants</b>	<b>5510</b>
<b>Legal Authority</b>	<b>Approval of the Board of Trustees</b>	
<b>Date Approved by Board</b>	<b>Board Minute Order dated November 9, 1995 As Amended by Board Minute Order dated November 19, 1998 As Amended by Board Minute Order dated April 24, 2003 As Amended by Board Minute Order dated March 28, 2023</b>	

The President of the College District shall be authorized to:

1. Apply, on behalf of the Board, for any and all federal, state, local and private grants as deemed appropriate for the College District's operations;
2. Approve commitment of College District funds for matching, cost sharing, cooperative, or jointly funded projects up to the amounts specifically allowed under the College District budget approved by the Board; and
3. Accept and approve grant agreements and award amendments as necessary.

The College District shall comply with all requirements for federal, state, local and private grant awards imposed by law, the awarding agency, or an applicable pass-through entity.

RETIRED

AD VALOREM TAXES  
EXEMPTIONS AND PAYMENTS

CAIA  
(LOCAL)

**No Discounts or  
Split Payments**

Discount or split payment options shall not be provided for the payment of property taxes in the College District.

**MANUAL OF POLICY**

<b>Title</b>	<b>Ad Valorem Taxes</b>	<b>5425</b>
<b>Legal Authority</b>	<b>Approval of the Board of Trustees</b>	<b>Page 1 of 1</b>
<b>Date Approved by Board</b>	<b>Board Minute Order dated November 9, 1995 As Amended by Board Minute Order dated February 20, 2003 As Amended by Board Minute Order dated October 27, 2016</b>	

By September 30 of each calendar year, the Board shall adopt a tax rate for the current tax year that reflects the two components, namely, debt service and maintenance and operations, and shall notify the assessor of the tax rate adopted. The two components shall be approved separately.

The Board may not impose property taxes in any year until it has adopted a tax rate for that year, and the annual tax rate must be set by resolution, or order, depending on the method prescribed by law for adoption of a law by the Board. The vote setting the tax rate must be separate from the vote adopting the budget. The budget shall be adopted before the adoption of the tax rate.

The Board shall not adopt a tax rate that exceeds the voter approved tax rate for maintenance and operation.

The Board may grant tax exemptions and adopt tax ceilings (freeze) as permitted by law. The tax exemptions shall be set by ordinance, resolution, or order, as approved by the Board. Properties that qualify for a tax exemption shall be determined by the Tax Appraisal District.

The College may enter tax abatement agreements by adopted resolution of the Board, based on established guidelines and criteria for those agreements. The College shall not enter into a tax abatement agreement unless it expressly finds that the agreement meets its guidelines and criteria.

REPEALED

AD VALOREM TAXES  
SELECTION AND DUTIES OF CHIEF TAX OFFICIALS

CAIC  
(LOCAL)

The College District shall have its taxes assessed by the Hidalgo County Appraisal District and collected by the Hidalgo County Tax Assessor & Collector for property located in Hidalgo County.

The College District shall have its taxes assessed by the Starr County Appraisal District and collected by the Starr County Tax Assessor & Collector for property located in Starr County.

<b>Unsolicited Gifts</b>	The Board delegates to the College President the authority to accept unsolicited gifts on behalf of the College District.
Conditional Gift Exception	Any gift with a cost or market value of \$100,000 or more, any gift that the potential donor has expressly made conditional upon the College District's use for a specified purpose, or any gift of real property shall require Board approval. The College President shall make recommendations to the Board regarding the acceptance of the gift.
Criteria for Acceptance	<p>The College District shall not accept any gift that would violate or conflict with policies of or actions by the Board or with federal or state law. The College District shall not accept gifts that discriminate against any person on the grounds of sex, gender, race, color, religion, national origin, age, or disability.</p> <p>Before the College President accepts a gift or recommends acceptance of a gift to the Board, as applicable, the College President shall consider whether the gift:</p> <ol style="list-style-type: none"><li>1. Has a purpose consistent with the College District's educational philosophy, goals, and objectives;</li><li>2. Places any restrictions on a campus or College District program;</li><li>3. Would support a program that the Board may be unable or unwilling to continue when the donation of funds is exhausted;</li><li>4. Would result in ancillary or ongoing costs for the College District;</li><li>5. Requires employment of additional personnel;</li><li>6. Requires or implies the endorsement of a specific business or product [see GE for advertising opportunities];</li><li>7. Would result in inequitable funding, equipment, or resources among College District schools or programs;</li><li>8. Obligates the College District or a campus to engage in specific actions; or</li><li>9. Affects the physical structure of a building or would require extensive maintenance on the part of the College District.</li></ol>
Upon Acceptance	Once accepted, a gift becomes the sole property of the College District.
<b>Solicitations</b>	An employee who solicits gifts on behalf of the College District or to use in the fulfillment of his or her professional responsibilities



shall comply with relevant state and federal law and College District policy and regulations, including those addressing the use of names or images of the College District, campuses, employees, or students.

All donations solicited on behalf of the College District, including solicitations in the name of the College District or a campus, or donations solicited using College District or campus resources, become the sole property of the College District for use consistent with the terms of the solicitation.

**Certificate of Recognition**

Any bequests, gifts, or donations made by a donor totaling at least \$10,000 within the calendar year shall be acknowledged with a certificate of recognition.

## MANUAL OF POLICY

<b>Title</b>	<b>Establishment and Management of Endowment Funds</b>	<b>5125</b>
<b>Legal Authority</b>	<b>Approval of the Board of Trustees</b>	
<b>Date Approved by Board</b>	<b>Board Minute Order dated November 9, 1995 As Amended by Board Minute Order dated November 19, 1998</b>	

It is the policy of South Texas College to encourage the establishment of endowment funds through the acceptance of gifts and grants specified for that purpose. The proceeds from the endowment funds will be used to award scholarships or grants to deserving students in accordance with the instructions of the endowment fund grantor.

Upon approval and acceptance of a gift to establish an endowment fund, the negotiable instrument (check, stocks, bonds) along with the document which conveys the negotiable instrument and details of the terms of the gift will be forwarded to the Vice President of Finance and Administrative Services for action. Upon receipt, the Vice President of Finance and Administrative Services will invest the cash proceeds in accordance with the College investment policy.

An account in the endowment fund Group will be established to record all income and expenditures with the corpus carried to the general ledger investment account.

The President will notify the Vice President of Finance and Administrative Services of the selection of students for scholarship or grant awards from the proceeds of endowment accounts indicating the student's name, amount of award, date required and the endowment fund source. The Vice President of Finance Administrative Services will either withdraw funds from the endowment investment account, dependent on interest dates, or authorize the College to make the award from locally available funds to be reimbursed at the next interest maturity date of the investment. The College will make the award using the assigned agency or restricted fund group account for the scholarship.

The term endowment fund as used throughout these guidelines is used as meaning endowment, term endowment or quasi-endowment interchangeably.

## MANUAL OF POLICY

<b>Title</b>	<b>Acceptance of Gifts and Bequests</b>	<b>5910</b>
<b>Legal Authority</b>	<b>Approval of the Board of Trustees</b>	<b>Page 1 of 1</b>
<b>Date Approved by Board</b>	<b>Board Minute Order dated November 9, 1995 As Amended by Board Minute Order dated November 19, 1998 As Amended by Board Minute Order dated July 26, 2016</b>	

The College may accept gifts and bequests of land; facilities; items of personal property such as books, equipment, training aids, money, stocks and bonds which may be converted into money, materials, or other items of value which may aid in the accomplishment of the mission of the College. Items received must have a current or foreseeable future use. The operation and maintenance cost for the gifts must be within current budgeted funds.

The donor of gifts or bequests must specify the use for which the gift or bequest is intended. Proposed gifts of property and tangible personal property must be evaluated to determine whether the costs to the College associated with receiving the gift can be accommodated prudently. Such evaluations might include the possible cost of transportation to the College, storage costs while making adequate campus space available, cost of maintenance, repair and insurance and cost of disposal. If the gift or bequest may be used at the discretion of the College for general purposes the donor should so state.

The President may accept money or negotiable instruments for the establishment of endowment, agency, loan or scholarship funds. A letter of conveyance from the donor must be obtained stating the purpose for which the donation is to be used and in the case of money or negotiable instruments state how the principal and/or income from the funds will be used. If unrestricted, it should be so stated. A copy of the donation agreement or letter will be forwarded to and be retained on file by the Comptroller. Where money or negotiable instruments are donated, notification of such funds will be forwarded to the Comptroller for investment and administration. A permanent reference file of all such agreements and conveyances will be maintained in the designated office.

Legal and ethical requirements prohibit the College from appraising gifts. This protects both the donor and the College. Such appraisals are to be conducted by certified, independent appraisers, and the cost shall be the donor's responsibility, except as agreed upon by the College Department. All appraisals of real and personal property contributed to the College shall be done in accordance with Internal Revenue Service rules and regulations.

### **Acceptance Approvals will be made as follows:**

Gifts of land or facilities, and all other donations valued over \$100,000 require approval by the Board of Trustees;

Gifts of money, negotiable instruments, books, materials or major items of equipment or material (valued up to and including \$100,000) require approval by the President.

The College does not provide legal, accounting, tax, or other such advice to donors. Each donor is ultimately responsible for ensuring their proposed gift meets and furthers their charitable, financial, and estate planning goals. As such, each donor is encouraged to meet with a professional advisor before making any gift to the College.

<b>Allowable Collateral</b>	Eligible securities for collateralization of deposits are those defined as “eligible securities” by the Public Funds Collateral Act.
Monitoring Collateral Adequacy	The College District shall require monthly reports with market values of pledged securities from all financial institutions with which the College District has collateralized deposits. The investment officers shall monitor adequacy of collateralization levels to verify market values and total collateral positions.
Release of Pledged Securities	The investment officer or designee must approve in writing the release or substitution of any securities pledged to the College District that are being held by any organization.

**Abandoned Property**

Property presumed abandoned under Property Code Chapter 72 or Chapter 75 and valued at \$100 or less shall be handled in accordance with Property Code Chapter 76.

**Unclaimed Money Fund**

The College District shall maintain an unclaimed money fund for the deposit of credit balances, each less than \$25 and presumed abandoned.

The College District shall maintain a public database indicating ownership of the unclaimed credit balances, and the College President, or designee shall adopt procedures for owners to make and receive payments of claims against the fund.

The College District shall use the balance of the unclaimed money fund in accordance with Education Code 51.011.

## MANUAL OF POLICY

<b>Title</b>	<b>Accounting</b>	<b>5410</b>
<b>Legal Authority</b>	<b>Approval of the Board of Trustees</b>	
<b>Date Approved by Board</b>	<b>Board Minute Order dated November 9, 1995 As Amended by Board Minute Order dated November 19, 1998</b>	

The accounts of the College shall be maintained in accordance with the approved financial reporting system. Monthly financial reports shall be submitted to the Board, for formal approval at each regular meeting of the Board, outlining the progress of the budget to that date and reporting on the status of all College funds and College accounts. These financial and budget progress reports shall indicate all receipts and their sources for the period, expenditures and their classification for the period, and the various fund balances at the beginning and the end of the period.

RETIRED

Periodic financial reports shall be submitted to the Board outlining the progress of the budget to that date and reporting on the status of all College District funds and College District accounts. These financial and budget progress reports shall indicate all receipts and their sources for the period, expenditures and their classification for the period, and the various fund balances at the beginning and the end of the period.

**MANUAL OF POLICY**

<b>Title</b>	<b>Budget and Financial Reporting</b>	<b>5330</b>
<b>Legal Authority</b>	<b>Texas Education Code and Other Statutory Provisions Regulating Higher Education Approval of Board of Trustees</b>	
<b>Date Approved by Board</b>	<b>Board Minute Order dated November 9, 1995 As Amended by Board Minute Order dated November 19, 1998 As Amended by Board Minute Order dated November 29, 2022</b>	

The College's financial reporting system and system of accounts shall conform to the standards required by State regulatory agencies. Monthly reports shall be prepared and submitted to the Board and to departments and budget managers within the College for their review and information.

Monthly reports shall be prepared and submitted to the Board for formal approval at each regular meeting of the Board.

The annual financial statement prepared by external auditors shall also be prepared and presented to the Board and distributed to other agencies as required.

RETIRED



The Board shall select an auditing firm for a designated period through a Request for Qualifications (RFQ) and an engagement letter that outlines the Board's expectations for the annual audit and ensures that the audit firm follows the guidelines and standards of the American Institute of Certified Public Accountants (AICPA) and the Governmental Accounting Standards Board (GASB).

The annual audit of all funds shall be made to determine:

1. The adequacy of the Board's fiscal policies;
2. The execution of those fiscal policies; and
3. A check and review of the College District's fiscal actions for the preceding year.

A comprehensive audit report of all funds and accounts of the College District, including a management letter, shall be submitted annually to the Board. A copy of the independent audit shall become a part of the Board's official minutes and shall be available to the public for inspection during regular office hours.

Periodically, the College President shall submit reports to the Board evaluating the work of the College District's auditor.

### **Internal Audits**

The College District shall maintain an Internal Audit Function. The objective of Internal Audit is to provide an independent review and appraisal of accounting, financial, and operations of any activity as a service to the Board. Internal Audit shall have full, free, and unrestricted access to any of the College District's records, property, and personnel relevant to any subject under review. Internal Audit findings shall be reported to the Board. The Internal Audit Function will conform with the International Standards for the Professional Practice of Internal Auditing as promulgated by the Institute of Internal Auditors.

#### **Evaluation of Internal Auditor**

The South Texas College Board of Trustees shall meet in executive session to conduct a performance appraisal of the Internal Auditor annually. In reviewing the performance, the Board provides feedback to the Internal Auditor on observed strengths and any areas needing improvement for the upcoming academic year.

The performance appraisal will be retained at the Office of the President upon completion.

## MANUAL OF POLICY

<b>Title</b>	<b>External Audits</b>	<b>5450</b>
<b>Legal Authority</b>	<b>Approval by the Board of Trustees</b>	
<b>Date Approved by Board</b>	<b>Board Minute Order dated November 9, 1995 As Amended by Board Minute Order dated November 19, 1998 As Amended by Board Minute Order dated January 15, 2009</b>	

The accounts of the College shall be audited in accordance with Education Code 61.065.

An independent financial audit report, prepared by a certified public accountant, for the fiscal year ending August 31 shall be submitted to the Board of Trustees for approval and filed with the Coordinating Board on or prior to January 1 following the close of the fiscal year for which the audit was made. Copies of the audit shall be submitted to the Coordinating Board and other appropriate governmental agencies in accordance with applicable laws and guidelines.

All College accounts shall be subject to internal audit as deemed appropriate. The objective of internal accounting control is to provide reasonable assurances as to the safeguarding of assets against loss from unauthorized use or disposition and to evaluate the reliability of financial records for preparing financial statements and maintaining accountability for assets. Findings of such internal and external audits shall be reported to the President, the Finance & Human Resources Committee of the Board, and the Board of Trustees.

The College's external auditor shall be engaged by the Board to conduct the annual financial audit and to perform such other services as may be deemed appropriate by the Board. The Comptroller shall be the primary liaison with the external audit firm and, with the Internal Auditor, shall constitute the formal contact point between the College and the external auditor.

Procurement of external audit services shall be based on demonstrated competence and qualifications according to the requirements of Chapter 2254 of the Texas Government Code (Professional and Consulting Services). Proposals shall be submitted in writing and according to any guidelines specified in the solicitation document provided to each firm. The staff shall conduct an analysis of each proposal and provide the Board, through the Finance & Human Resources Committee of the Board, a report summarizing the proposals received. The Board shall appoint the external auditor at a regular meeting before the end of the last year of the current auditor's engagement.

The term of each engagement shall be set by the Board at the time of appointment of the external auditor and shall be for a period of one year, with four one year renewals, effective the following September 1. However, the auditor selected shall not be prohibited from initiating necessary planning or interim work and shall be allowed to do so as soon as is required to facilitate rendering a timely opinion on the financial statements. The Board may terminate this engagement at any time.

## MANUAL OF POLICY

<b>Title</b>	<b>Internal Audit Function</b>	<b>5460</b>
<b>Legal Authority</b>	<b>Approval of the Board of Trustees</b>	<b>Page 1 of 1</b>
<b>Date Approved by Board</b>	<b>Board Minute Order dated November 9, 1995 As Amended by Board Minute Order dated December 17, 1998 As Amended by Board Minute Order dated July 26, 2016</b>	

It is the policy of the College to maintain an internal audit function to review and appraise business activities, integrity of records, and effectiveness of operations of the College in accordance with the Institute of Internal Auditors International Standards for the Professional Practice of Internal Auditing. Technical competence of the internal audit staff will be maintained by appropriate continuing education. The internal audit function has full, free, and unrestricted access to any of the College's records (manual or electronic), property, and personnel relevant to any subject under review and is to exercise prudence in the use of these resources.

Internal audit function provides an independent review and appraisal of accounting, financial and other operations of any activity as a service to management. The objective of internal auditing is to assist the administration in the effective discharge of their responsibilities by furnishing objective analyses, appraisals, recommendations, and pertinent comments concerning the activities reviewed.

The scope of internal auditing will be defined by the Internal Audit Charter.

The Internal Audit Charter shall be reviewed and approved by the Board of Trustees on an annual basis.

The results of internal audit reviews shall be reported to the Vice President of Finance and Administrative Services, to the President, to the Board of Trustees' Finance, Audit, and Human Resources Committee and when appropriate, to other College offices administratively concerned with the internal audit function activity reviewed. A report of activities will be provided to the Board of Trustees' Finance, Audit, and Human Resources Committee. A summary of the report shall be submitted to all other Board members. The report shall include:

- 1) Internal audit findings;
- 2) Internal audit recommendations;
- 3) Management responses; and
- 4) Dates of implementation of audit recommendation(s);

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

The College will conform with International Standards for the Professional Practice of Internal Auditing, including the Definition of Internal Auditing, and the Code of Ethics as promulgated and periodically revised by the Institute of Internal Auditors.

PURCHASING AND ACQUISITION  
VENDOR RELATIONS

CFE  
(LOCAL)

**Diversity, Equity,  
and Inclusion  
Initiatives**

The College President or designee shall develop procedures addressing the discipline, up to and including termination, of a College District contractor who violates Education Code 51.3525(b)(1).  
[See BG, DAA, and FA]

The College President shall oversee the performance of records management functions prescribed by state and federal law:

- Records administrator, as prescribed by Local Government Code 176.001 and 176.0065. [See BBFA, CIA, and CFE]
- Officer for public information, as prescribed by Government Code 552.201–.205. [See GCB]
- Public information coordinator, as prescribed by Government Code 552.012. [See BBD]

**Local Government  
Records Act**

The term “local government record” shall pertain to all items identified as such by the Local Government Records Act.

Local Government  
Record

Records  
Management  
Officer

The vice president for finance and administrative services shall serve as and perform the duties of the College District’s records management officer, as prescribed by Local Government Code 203.023, and shall administer the College District’s records management program pertaining to local government records in compliance with the Local Government Records Act.

*Notification*

The records management officer shall file the officer’s name with the Texas State Library and Archives Commission (TSLAC) within 30 days of assuming the position.

Records

The records management officer shall develop procedures for the management of records, including electronic, that comply with the College District’s records control schedules and meet the minimum components required by law.

The procedures shall:

1. Specify the objectives of the records management program;
2. Identify the responsibilities of employees who create, receive, or maintain records;
3. Ensure the maintenance of records until the expiration of the applicable retention period and final disposition; and
4. Ensure that records that must be protected from unauthorized use or disclosure are appropriately protected as required by law, regulation, or other applicable requirements.

Records Control  
Schedules

The records management officer shall file with the TSLAC a written certification that the College District has adopted records retention schedules issued by the TSLAC as provided by law.

**Records Destruction Practices**

All local government records shall be considered College District property, and any unauthorized destruction or removal shall be prohibited. The College District shall follow its records control schedules, records management program, and all applicable laws regarding records destruction. However, the College District shall preserve records, including electronically stored information, and suspend routine record destruction practices where appropriate and in accordance with procedures developed by the records management officer. Such procedures shall describe the circumstances under which local government records scheduled for destruction must be retained. Notification shall be given to appropriate staff when routine record destruction practices must be suspended and when they may be resumed.

**Training**

The records management officer shall receive appropriate training regarding the Local Government Records Act and shall ensure that custodians of records, as defined by law, and other applicable College District staff are trained on the College District's records management program, including this policy and corresponding procedures.

## MANUAL OF POLICY

<b>Title</b>	<b>Records Management</b>	<b>2500</b>
<b>Legal Authority</b>	<b>Approval of the Board of Trustees</b>	<b>Page 1 of 5</b>
<b>Date Approved by Board</b>	<b>Board Minutes Order Dated November 9, 1995 As Amended by Board Minute Order Dated November 24, 2020</b>	

### **I. Purpose**

South Texas College is committed to the management and disposition of College records in accordance with the Government Codes, Texas Public Information Act Chapter 552, and Chapter 441, Subchapter J, Preservation and Management of Local Government Records, and the Texas Local Government Records Act Chapters 201-205.

### **II. Policy**

It is the policy of South Texas College to retain, allow public access to and dispose of College records in accordance with the Government Codes, Texas Public Information Act, Chapter 552, and Chapter 441, Subchapter J, Preservation and Management of Local Government Records, and the Texas Local Government Records Act Chapters 201-205.

#### **1. College Records Declared Public Property**

College records, as hereafter defined, shall be created, stored, and disposed of in accordance with the provisions of the Texas Local Government Records Act, Texas Government Code, Chapter 552, this Records Management Policy and College's Records Management Program and in no other manner.

All College records are declared to be the property of South Texas College. No employee shall have, by virtue of status or position, a personal or property right to such records even though said employee may have authored or compiled them. The unauthorized destruction, removal from files, or use of such records is prohibited.

#### **2. Records Management Program**

- a. The Records Management Officer shall develop and maintain a Records Management Program for South Texas College. The Program contains policy and procedures designed to promote cost-effective and efficient recordkeeping, to adequately protect and properly preserve College records. The Program contains policy and procedures designed to enable the Records Management Officer to carry out the duties prescribed by state law and this policy effectively.
- b. The Records Management Program is binding on all departments of South Texas College including, but not limited to, creation, preservation, storage, and destruction of records.
- c. State law relating to the duties, other responsibilities, or recordkeeping requirements of local government records do not exempt a department or the records in the department's care from the application of this policy and may not be used by the department as a basis for refusal to participate in the Records Management Program of South Texas College.

#### **3. Designation of Records Management Officer**

The Vice President for Finance and Administrative Services, and the successive holders of said office, is designated to serve as the Records Management Officer for the College. As provided by state law each successive holder of the office shall file his or her name with the director and librarian of the

## MANUAL OF POLICY

<b>Title</b>	<b>Records Management</b>	<b>2500</b>
<b>Legal Authority</b>	<b>Approval of the Board of Trustees</b>	<b>Page 2 of 5</b>
<b>Date Approved by Board</b>	<b>Board Minutes Order Dated November 9, 1995 As Amended by Board Minute Order Dated November 24, 2020</b>	

Texas State Library and Archives Commission within thirty (30) days of the initial designation or appointment to the office.

#### **4. Authority of the Records Management Officer**

The Records Management Program shall be administered under the direction of the Records Management Officer subject to the supervision and control of the President of South Texas College. The Records Management Officer, with the advice and consent of the President of South Texas College, is authorized to take such steps and institute such rules, procedures, and regulations as may be necessary to implement the Records Management Program in accordance with the Texas Local Government Records Act. In addition, the Records Management Officer is authorized to modify and amend the Records Management Program as may be necessary or desirable to comply with the terms and provisions of the Texas Local Government Records Act and the rules, regulations, and procedures established by the State officers or agencies authorized by law to administer the Texas Local Government Records Act.

#### **5. Duties and Responsibilities of Records Management Officer**

In addition to other duties assigned in the policy, the Records Management Officer shall:

- a. Establish and develop policies and procedures for the Records Management Program.
- b. Identify and take adequate steps to preserve and protect records.
- c. Disseminate to the Board of Trustees, Record Coordinators, Record Custodians, and College Community information concerning state laws and Texas Local Government Records Act relating to local government records.
- d. Monitor records retention schedules and administrative rules issued by the Texas State Library and Archives Commission to determine if the Records Management Program and the College's records are in compliance with the Texas Local Government Records Act.
- e. Verify that the maintenance, preservation, destruction, or other disposition of South Texas College records is carried out in accordance with this policy and procedures of the Records Management Program and the requirements of the Texas Local Government Records Act.
- f. Conducts periodic evaluation of the Records Management Program for accountability and program improvements.

#### **6. Duties and Responsibilities of Record Custodians**

College employees are responsible for the proper management of the records in their custody and will serve as Record Custodians and shall have the primary responsibility and accountability for the following duties in support of this policy:



## MANUAL OF POLICY

<b>Title</b>	<b>Records Management</b>	<b>2500</b>
<b>Legal Authority</b>	<b>Approval of the Board of Trustees</b>	<b>Page 3 of 5</b>
<b>Date Approved by Board</b>	<b>Board Minutes Order Dated November 9, 1995 As Amended by Board Minute Order Dated November 24, 2020</b>	

- a. Assist the Records Management Officer in carrying out the rules and procedures of the Records Management Program and the Texas Local Government Records Act.
- b. Adequately document the transaction of College business and the services, programs, and duties for which the departments are responsible.
- c. Maintain and protect records pertaining to the department's official activities and confirm that records are accessible for the retention period.

### **7. Duties and Responsibilities of Record Coordinators**

College departments will designate a Record Coordinator. The Record Coordinator shall be accountable for, but not limited to, the following duties in support of this policy:

- a. Provide guidance to departmental personnel in all records management related issues.
- b. Maintain and protect records pertaining to the department's official activities and confirm that records are accessible for the retention period.
- c. Serve as the primary source for information pertaining to college records produced, received, and maintained by the department.
- d. Maintain a record inventory by identifying and recording the location of the records throughout the department.
- e. Assist in the maintenance and preservation of the department's records.

### **8. Records Retention Schedules and Records Control Schedules**

- a. The Records Management Officer, Record Coordinators, and Records Custodians will adhere to the records retention schedules and records control schedules.
- b. At the discretion of the Records Management Officer, the records control schedule will list and provide retention periods for records that are not listed on a record retention schedules.
- c. Records shall be monitored as needed by the Records Management Officer, Records Coordinators, and the Record Custodians on a regular basis to verify compliance with records retention schedules issued by the Texas State Library and Archives Commission and that it continues to reflect the recordkeeping procedures and needs of the department and the Records Management Program of South Texas College.
- d. The Records Management Officer and Record Custodian shall review the records retention and control schedules of the College and prepare amendments to the schedules as needed to reflect new records created or received by the College or revisions to retention periods established in a records retention schedule issued by the Commission.



MANUAL OF POLICY

Title **Records Management** 2500

Legal Authority **Approval of the Board of Trustees** Page 5 of 5

Date Approved by Board **Board Minutes Order Dated November 9, 1995  
As Amended by Board Minute Order Dated November 24, 2020**

- f. Record Coordinator – The department employee who is designated to assist the Record Custodian and responsible for the department’s records management related matters.
- g. Record Custodian – A Record Custodian is an employee that creates, receives or is in regular contact with a record.
- h. Records Management - The application of management techniques to the creation, use, maintenance, retention, preservation, and disposal of records for the purposes of reducing the costs and improving the efficiency of recordkeeping. The term includes the development of records control schedules, the management of filing and information retrieval systems, the protection of essential and permanent records, the economical and space-effective storage of inactive records, the control over the creation and distribution of forms, reports, and correspondence, and the management of micrographics and electronic and other records storage systems.
- i. Records Management Officer - The person designated as the Records Management Officer in accordance with this policy is the Vice President for Finance and Administrative Services.
- j. Records Management Program - The Program contains policy and procedures designed to promote cost-effective and efficient recordkeeping, to adequately protect and properly preserve College records.
- k. Retention Period - The minimum time that must pass after the creation, recording, or receipt of a record, or the fulfillment of certain actions associated with a record before it is eligible for destruction.
- l. Records Retention Schedule - Is a document issued by the Texas State Library and Archives Commission under authority of Subchapter J, Chapter 441, Government Code, establishing minimum mandatory retention schedules for local government records.

**IV. History**

Origination Date Approved by Board	November 9, 1995
Dates Reviewed and Approved by Board	November 18, 2004 November 24, 2020

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**Note:** For Board member use of College District technology resources, see BBI.

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For purposes of this policy, “technology resources” means electronic communication systems and electronic equipment.

**Availability of Access**

Access to the College District’s technology resources, including the Internet, shall be made available to students and employees primarily for instructional and administrative purposes and in accordance with administrative regulations.

Limited Personal Use

Limited personal use of the College District’s technology resources shall be permitted if the use:

1. Imposes no tangible cost on the College District;
2. Does not unduly burden the College District’s technology resources; and
3. Has no adverse effect on an employee’s job performance or on a student’s academic performance.

Use by Members of the Public

Access to the College District’s technology resources, including the Internet, shall be made available to members of the public, in accordance with administrative regulations. Such use shall be permitted so long as the use:

1. Imposes no tangible cost on the College District; and
2. Does not unduly burden the College District’s technology resources.

**Acceptable Use**

The College President, or designee, shall develop and implement administrative regulations, guidelines, and user agreements consistent with the purposes and mission of the College District and with law and policy.

Access to the College District’s technology resources is a privilege, not a right. All users shall be required to acknowledge receipt and understanding of all administrative regulations governing use of the College District’s technology resources and shall agree in writing to allow monitoring of their use and to comply with such regulations and guidelines. Noncompliance may result in suspension of access or termination of privileges and other disciplinary action consistent with College District policies. [See DH, FL series, and FM series] Violations of law may result in criminal prosecution as well as disciplinary action by the College District.

The unauthorized or unlicensed use, duplication, or copying of computer software or documentation is contrary to College District policy and is a violation of the law. [See CT]

**Monitored Use**

College District’s technology resources by students, employees, and members of the public shall not be considered private. Designated College District staff shall be authorized to monitor the College District’s technology resources at any time to ensure appropriate use.

**Disclaimer of Liability**

The College District shall not be liable for users’ inappropriate use of the College District’s technology resources, violations of copyright restrictions or other laws, users’ mistakes or negligence, and costs incurred by users. The College District shall not be responsible for ensuring the availability of the College District’s technology resources or the accuracy, appropriateness, or usability of any information found on the Internet.

**Record Retention**

A College District employee shall retain electronic records, whether created or maintained using the College District’s technology resources, in accordance with the College District’s record management program. [See CIA]

**Access by Individuals with Disabilities**

The College President, or designee, shall develop procedures to ensure that individuals with disabilities have access to the College District’s electronic and information resources similar to individuals without disabilities.

**Drones**

The flying of drones over or from sites on College District property or as part of the College District’s academic or research program is permitted only in accordance with law and College District regulations.

**Electronic Mail and Messaging Application System**

The College District recognizes electronic mail ("email") and messaging applications as an official means of communication and information delivery.

College District employees, including student employees, must use their official College District email and messaging account when conducting College District business. No College District employee may transmit any College District business communication, or otherwise conduct College District business, through the use of a private email and messaging accounts.





**Consent Agenda:**

**I. Approval to Adopt New Students Policies and Retire Current Policies**

Purpose and Justification – Administration recommends Board approval to adopt the new Students Policies and retire current policies 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. FA (Local) Equal Educational Opportunity	N/A	N/A
B-1. FEA (Local) Financing Education – Financial Aid and Scholarships	B-2. Policy #3322: Student Financial Aid - Satisfactory Academic Progress (SAP)	All of the content from the retired policy is included in either a procedure, handbook, manual, etc.
C-1. FFAC (Local) Wellness and Health Services – Communicable Diseases	C-2. Policy #3680: Students With or Who Have Been Exposed to Communicable Diseases  C-3. Policy # 3690: Bacterial Meningitis Vaccine Requirement	Some of the content from the retired policy is included in both the new local policy and a procedure, handbook, manual, etc.
D-1. FFE (Local) Student Welfare – Freedom from Bullying	N/A	N/A
E-1. FL (Local) Student Rights and Responsibilities	E-2. Policy #3610: Academic Advising of Students  E-3. Policy #3615: Student Orientation Program  E-4. Policy #3635: Student Representation on Campus Committees  E-5. Policy #3642: Use of Real Life Nude Models	All of the content from the retired policy is included in either a procedure, handbook, manual, etc.



Adopt New Policy	Comparable/Retired Policy(ies)	Retired Policy Content Transition
	E-6. Policy #3681: Participation in Clinical, Simulation, or Laboratory  E-7. Policy #5560: Student Financial Accounting Operating Standards	
F-1. FM (Local) Discipline and Penalties	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, and the Vice President for Student Affairs and Enrollment Management.

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

Matthew S. Hebbard, Vice President for Student Affairs and Enrollment Management, Maria Alonso, Director for Student Rights and Responsibilities, Juan Miguel Galvan, Director for Students Financial Services, and Santa Pena, Director for Counseling and Student Access Services, attended the Committee Meeting to address questions.

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

**Approval Recommended:**

**Dr. Ricardo J. Solis  
 President**

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**Note:** For complaints of discrimination, harassment, and retaliation on the basis of a protected characteristic, see FFDA and FFDB.

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**Diversity, Equity,  
and Inclusion  
Initiatives**

Except as required by federal law, the College District shall not:

1. Compel, require, induce, or solicit any person to provide a diversity, equity, and inclusion statement or give preferential consideration to any person based on the provision of a diversity, equity, and inclusion statement;
2. Give preference on the basis of race, sex, color, ethnicity, or national origin to a participant in any College District function; or
3. Require as a condition of enrolling at the College District or performing any College District function any person to participate in diversity, equity, and inclusion training that references race, color, ethnicity, gender identity, or sexual orientation, unless it was developed by an attorney and approved in writing by the College District's general counsel and the Coordinating Board for the sole purpose of ensuring compliance with any applicable court order or state or federal law.

Exceptions

The prohibitions do not apply to:

1. Academic course instruction;
2. Scholarly research or a creative work by College District employees or students;
3. An activity of a student organization registered with or recognized by the College District;
4. Guest speakers or performers on short-term engagements;
5. A policy, practice, procedure, program, or activity to enhance student academic achievement or postgraduate outcomes that is designed and implemented without regard to race, sex, color, or ethnicity;
6. Data collection; or
7. Student recruitment or admissions.

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**Note:** For related information on diversity, equity, and inclusion initiatives, see BG for diversity, equity, and inclusion offices, CFE for contractor discipline, DAA for employees, and DH for employee discipline.

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The College District shall offer a comprehensive program of financial aid to eligible College District students. Information regarding available financial aid programs, program requirements, student eligibility, application procedures, and other relevant information shall be published in the College District catalog or other College District publications as appropriate.

## MANUAL OF POLICY

<b>Title</b>	<b>Student Financial Aid - Satisfactory Academic Progress (SAP)</b>	<b>3322</b>
<b>Legal Authority</b>	<b>Approval of the Board of Trustees</b>	<b>Page 1 of 1</b>
<b>Date Approved by Board</b>	<b>Board Minute Order Dated January 31, 2017</b>	

Federal regulations require the College monitor Satisfactory Academic Progress (SAP) of all students in order to determine financial aid eligibility. These regulations require the evaluation of both quantitative (67% course completion rate) and qualitative (maintaining at least a 2.0 cumulative GPA), as well as completion of a degree or certificate within 150% of normal time frame. SAP standards are the same for all students, including dual credit students. All periods of enrollment, whether the student did or did not receive aid will be included in the measurement of SAP

In order to be eligible for either Federal or State financial aid, all students, including dual credit students, are required to maintain Satisfactory Academic Progress (SAP).

The full Financial Aid - Satisfactory Academic Policy and Procedures can be found at this link: [http://studentservices.southtexascollege.edu/finaid/pdf/satisfactory\\_academic\\_progress.pdf](http://studentservices.southtexascollege.edu/finaid/pdf/satisfactory_academic_progress.pdf)

RETIRED

Communicable diseases include, but are not limited to, measles, influenza, viral hepatitis-A (infectious hepatitis), viral hepatitis-B (serum hepatitis), human immunodeficiency virus (HIV), AIDS, AIDS-Related Complex (ARC), leprosy, and tuberculosis.

For the purposes of this policy, the term "HIV infection" shall include AIDS, ARC, and a positive test for the antibody to HIV.

**Basis for Action**

The College District's decisions involving persons who have communicable diseases shall be based on current and well-informed medical judgments concerning the diseases, the risks of transmitting the illnesses to others, the symptoms and special circumstances of each individual who has a communicable disease, and a careful weighing of the identified risks and the available alternatives for responding to a student with a communicable disease.

**Nondiscrimination**

The College District shall not discriminate in enrollment against any student solely on the ground that the student has a communicable disease. A member of the student body of the College District shall not be denied access to a College District facility, program, function, or campus activity solely on the grounds that the student has a communicable disease. The College District reserves the right to exclude a person with a communicable disease from College District facilities, programs, functions, and campus activities if the College District makes a medically based determination that the restriction is necessary for the welfare of the person who has the communicable disease and/or the welfare of the other members of the College District community.

**Privacy**

The College District shall comply with all pertinent statutes and regulations that protect the privacy of persons in the College District community who have a communicable disease. The College District shall ensure that procedural safeguards sufficient to maintain the strictest confidence about persons who have HIV infection are in effect throughout the College District.

**Education Program  
About HIV Infection**

The College District shall develop and maintain a comprehensive education program about HIV infection for members of the College District community. The program shall address current medical opinions about the nature of HIV infection and its symptoms, methods of transmission, types of behavior that increase the risk of transmission of the disease, and preventive measures for avoiding infection.

**Publication**

The College District's policy on HIV infection shall be made available to students by including it in the student handbook or other appropriate publications.

## MANUAL OF POLICY

<b>Title</b>	<b>Students With or Who Have Been Exposed to Communicable Diseases</b>	<b>3680</b>
<b>Legal Authority</b>	<b>Approval of the Board of Trustees</b>	<b>Page 1 of 2</b>
<b>Date Approved by Board</b>	<b>As Amended by Board Minute Order Dated June 23, 2020</b>	

### **I. Purpose**

The purpose of this policy is to allow the College to establish guidelines and confidentiality procedures relating to students with communicable diseases, including students who have been exposed to communicable diseases. Strict confidentiality procedures will be followed at all times. The medical history or records of any student are considered confidential information and may, therefore, not be released without the individual's written consent except as otherwise provided by law.

### **II. Policy**

Communicable disease means an illness due to an infectious agent or its toxic products that arises through transmission of that agent or its products from a reservoir to a susceptible host and as further defined in the Communicable Disease Prevention and Control Act, Article 4419b-1, V.A.T.S. Communicable diseases include, but are not limited to, rubella (measles), mumps, rubella (German measles), influenza, infectious mononucleosis, chicken pox, viral hepatitis-A, viral hepatitis-B, human immunodeficiency virus (HIV infection), AIDS, AIDS-Related Complex, sexually transmitted diseases, coronaviruses, and infectious meningitis. In this policy, HIV infection includes AIDS, AIDS-Related Complex, and a positive test for the antibody to human immunodeficiency virus. In this policy, coronaviruses include SARS, COVID-19, and other related viruses as determined by Center for Disease Control and Prevention (CDC).

#### **Non Discrimination**

The College shall not discriminate against any student solely on the ground that the student has, or suspected to have been exposed to, a communicable disease. In the case of a confirmed or suspected exposure, reasonable accommodations in accordance with applicable law and local health department recommendations will be made to allow enrollment to continue, while restrictions as described below might be imposed.

#### **Restricted Access**

If the College makes a determination, based on established procedure, that any restriction is necessary, the College reserves the right to prohibit any student or other person with a communicable disease from College facilities, programs, functions and/or campus activities. Such restrictions would be considered only for the welfare of the person who has the communicable disease and/or the welfare of the other members of the College community. Restrictions would be implemented on a case-by-case basis, and implemented for a time and manner in accordance with recommendations from the local health department.

Students who have been prohibited under the provisions of this policy and who continue to access restricted College facilities, programs, functions and/or campus activities will be subject to disciplinary procedures under the Student Code of Conduct as published in the Student Handbook.

Students who are experiencing coronavirus symptoms, or who have been exposed to someone with coronavirus must notify the Office of Counseling and Student Disability Services and follow CDC

**MANUAL OF POLICY**

<b>Title</b>	<b>Students With or Who Have Been Exposed to Communicable Diseases</b>	<b>3680</b>
<b>Legal Authority</b>	<b>Approval of the Board of Trustees</b>	<b>Page 2 of 2</b>

guidelines to self-isolate or stay home. Students are also strongly encouraged to seek appropriate medical advice from a medical professional or the local County health department to determine if they should be tested, and the next steps if confirmed positive for coronavirus. Students who fail to report symptoms or exposure will be subject to disciplinary procedures under the Student Code of Conduct as published in the Student Handbook.

The Director of Counseling or designee shall report to the local health department a student who has or is suspected of having a communicable disease as mandated by the Texas Health and Safety Code, Chapter 81, Communicable Diseases.

Faculty members or staff members who have been informed by students of exposure to coronavirus or who present symptoms of will notify the Office of Human Resources immediately. The Office of Human Resources will then notify the appropriate departments as deemed necessary.

**III. History**

Origination Date Approved by Board:  
November 9, 1995

Date Amended and Approved by Board:  
May 26, 2020  
June 23, 2020

RETIRED





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**Note:** This policy addresses bullying targeting College District students. For provisions regarding discrimination and harassment targeting College District students, see FFDA and FFDB.

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**Bullying Prohibited**

The College District prohibits bullying as defined by this policy. Retaliation against anyone involved in the complaint process is a violation of College District policy and is prohibited.

**Definitions**

Bullying

Bullying occurs when a student or group of students engages in written or verbal expression, expression through electronic means, or physical conduct that occurs on College District property, at a College District-sponsored or College District-related activity, or in a vehicle operated by the College District and that:

1. Has the effect or will have the effect of physically harming a student, damaging a student's property, or placing a student in reasonable fear of harm to the student's person or of damage to the student's property; or
2. Is so sufficiently severe, persistent, and pervasive that the action or threat limits or denies a student's ability to participate in or benefit from the College District's educational program.

*Examples*

Bullying of a student may include hazing, threats, taunting, teasing, confinement, assault, demands for money, destruction of property, theft of valued possessions, name-calling, rumor spreading, or ostracism.

**Retaliation**

The College District prohibits retaliation by a student or College District employee against any person who in good faith makes a report of bullying, serves as a witness, or participates in an investigation.

Examples

Examples of retaliation may include threats, rumor spreading, ostracism, assault, destruction of property, unjustified punishments, or unwarranted grade reductions. Unlawful retaliation does not include petty slights or annoyances.

**False Claim**

A student who intentionally makes a false claim, offers false statements, or refuses to cooperate with a College District investigation regarding bullying or retaliation as defined by this policy shall be subject to appropriate disciplinary action.

**Timely Reporting**

Reports of bullying or retaliation shall be made as soon as possible after the alleged act or knowledge of the alleged act. A failure to immediately report may impair the College District's ability to investigate and address the prohibited conduct.

**Reporting  
Procedures**

Student Report

To obtain assistance and intervention, any student who believes that the student has experienced bullying or believes that another student has experienced bullying should immediately report the alleged acts to an instructor, counselor, administrator, or other College District employee.

Employee Report

Any College District employee who suspects or receives notice that a student or group of students has or may have experienced bullying or retaliation shall immediately notify the dean of students.

**Report Format**

A report may be made orally or in writing. The dean of students or designee shall reduce any oral reports to written form.

**Prohibited Conduct**

The dean of students or designee shall determine whether the allegations in the report, if proven, would constitute prohibited conduct as defined by policy FFDA or FFDB, including harassment or discrimination on the basis of race, color, religion, sex, gender, national origin, disability, or age. If so, the College District shall proceed under policy FFDA or FFDB, as appropriate, instead. If the allegations could constitute both prohibited conduct and bullying, the investigation under FFDA or FFDB, as appropriate, shall include a determination on each type of conduct.

**Investigation of the  
Report**

The dean of students or designee shall conduct an appropriate investigation based on the allegations in the report. The dean of students or designee shall promptly take interim action calculated to prevent bullying or retaliation, as defined by this policy, during the course of an investigation, if appropriate.

**Concluding the  
Investigation**

Absent extenuating circumstances, the investigation should be completed within ten College District business days from the date of the initial report alleging bullying or retaliation, as defined by this policy; however, the dean of students or designee shall take additional time if necessary to complete a thorough investigation.

The dean of students or designee shall prepare a final, written report of the investigation. The report shall include a determination of whether bullying or retaliation, as defined by this policy, occurred. A copy of the report shall be sent to the College President or designee.

**College District  
Action**

If the results of an investigation indicate that bullying or retaliation as defined by this policy occurred, the College District shall promptly respond by taking appropriate disciplinary or corrective action reasonably calculated to address the conduct.

Corrective Action

Examples of corrective action may include:

- Implementing a training program for the individuals involved in the complaint;

- Implementing a comprehensive education program for the College District community;
- Conducting follow-up inquiries to determine if any new incidents or any instances of retaliation have occurred;
- Involving students in efforts to identify problems and improve the College District climate;
- Increasing staff monitoring of areas where bullying or retaliation has occurred; and
- Reaffirming the College District's policy against bullying and retaliation.

**Improper Conduct**

If the investigation reveals improper conduct that did not rise to the level of bullying or retaliation as defined by this policy, the College District may take disciplinary or any other appropriate corrective action.

**Confidentiality**

To the greatest extent possible, the College District shall respect the privacy of the complainant, persons against whom a report is filed, and witnesses. Limited disclosures may be necessary in order to conduct a thorough investigation.

**Appeal**

A student who is dissatisfied with the outcome of the investigation may appeal through FLD(LOCAL), beginning at the appropriate level.

**Records Retention**

Retention of records shall be in accordance with the College District's records retention procedures. [See CIA]

**Access to Policy and Procedures**

Information regarding this policy and accompanying procedures shall annually be made available to College District employees and students and shall be published on the College District's website. Copies of the policy and procedures shall be readily available at the College District's administrative offices.

<b>Student Handbook</b>	The College President or designee shall develop student handbooks with information on rights, responsibilities, services, resources, extracurricular activities, and other information required by policy or that students need to be successful during the academic year. The College President or designee shall ensure that no student handbook information is in conflict with policy. In case of conflict between a Board policy and provisions of student handbooks, policy shall prevail.
Board Action	Student handbooks are subject to Board review but shall not be adopted by the Board.
Distribution	Student handbooks shall be made available on the College District's website at the beginning of the academic year; a hard copy shall be provided upon request. Amendments to the handbook shall be communicated promptly to students.

**MANUAL OF POLICY**

<b>Title</b>	<b>Academic Advising of Students</b>	<b>3610</b>
<b>Legal Authority</b>	<b>Approval of the Board of Trustees</b>	
<b>Date Approved by Board</b>	<b>Board Minute Order dated November 9, 1995 As Amended by Board Minute Order dated May 6, 2004 As Amended by Board Minute Order dated July 28, 2005</b>	

To facilitate student development, a systematic, effective program of academic advising is conducted for all students. The President in coordination with the Vice-President for Student Affairs and Enrollment Management and the Dean of Student Support Services is authorized to develop and implement that process.

**RETIRED**

**MANUAL OF POLICY**

<b>Title</b>	<b>Student Orientation Program</b>	<b>3615</b>
<b>Legal Authority</b>	<b>Approval of the Board of Trustees</b>	
<b>Date Approved by Board</b>	<b>Board Minute Order dated November 9, 1995 Board Minute Order dated July 28, 2005</b>	

South Texas College shall provide a comprehensive orientation program for full-time and part-time students. The orientation program is designed to facilitate student success, reduce student barriers and increase student retention and graduation rates. The orientation addresses registration, navigation and financial aid, and includes personal and academic growth opportunities for new students. In order to meet the needs of the college's working students, orientation will be offered at each campus in the morning, the afternoon, the evening and on the weekend. The program attendance, agenda, and student evaluations will be evaluated annually to ensure a quality program is being delivered to new students.

**RETIRED**

## MANUAL OF POLICY

<b>Title</b>	<b>Student Representation on College Committees</b>	<b>3635</b>
<b>Legal Authority</b>	<b>Approval of the Board of Trustees</b>	
<b>Date Approved by Board</b>	<b>Board Minute Order dated November 9, 1995 As Amended by Board Minute Order dated July 28, 2005</b>	

It is the policy of the College to give students an opportunity to participate in the decision-making process by encouraging them to serve on various college committees. The opportunity for students to provide input via these committees affords the College the means to look at problems and find solutions from a different perspective. The intent is to develop a sense of responsibility and community among the student body and to facilitate communication between the students and the college administration, faculty and staff.

Student government may provide student representatives to serve on committees. Student representatives serve on committees for the duration of one year or until they leave or graduate, whichever comes first. Student representatives must be and remain in good standing in order to serve on committees. Alternate student representatives may be selected to replace those who graduate, leave, or fail to remain in good standing.

RETIRED

## MANUAL OF POLICY

<b>Title</b>	<b>Use of Real Life Nude Models</b>	<b>Policy# 3642</b>
<b>Legal Authority</b>	<b>Approval by the Board of Trustees</b>	
<b>Date Approved by Board</b>	<b>Board Minute Order Dated August 22, 2011</b>	

The College is committed to providing academic programs and courses of the highest quality and that promote academic integrity and scholarship.

South Texas College authorizes the use of real life nude models for students who are enrolled in specific sophomore level academic transfer courses as required in advanced art classes for completion of the Associate of Arts in Fine Arts.

The President, in coordination with the Chief Academic Officer and the Dean for Liberal Arts and Social Sciences are authorized to develop and implement appropriate procedures for the use of real life nude models for specified advanced art classes.

The procedures are to provide a consistent format for the requested use of live nude models and to provide the standards of conduct for the faculty and students.

Students participating in these select advanced art classes with real life nude models must be a minimum of 18 years of age and be enrolled in sophomore level courses other than dual enrollment.





## MANUAL OF POLICY

<b>Title</b>	<b>Student Financial Accounting Operating Standards</b>	<b>5560</b>
<b>Legal Authority</b>	<b>Approval of the Board of Trustees</b>	<b>Page 1 of 2</b>
<b>Date Approved by Board</b>	<b>Board Minute Order dated November 9, 1995 As Amended by Board Minute Order dated November 19, 1998</b>	

It is the policy of the College to maintain uniformity of documents, procedures, schedules and standards in all student financial accounting processes so as to provide effective and efficient delivery of student accounting services.

### **Standards for Documents and Schedules**

The College will use the following "operational procedures" data collection documents, data input documents, and data disbursement/reporting documents for all aspects of student financial accounting which are common and defined. Documents may be paper documents or terminal screen formats. The specifications for all documents are found in:

a.) System Student Accounting Users Guides - Document formatting any additional documents used by the College shall be developed on the basis that they do not interrupt or alter the uniformity of student accounting and that they are unique to our college. Furthermore, these documents and their use shall be defined in flow charts and procedures for the College with copies maintained in the office of the Comptroller.

The uniform documents for student accounting are:

- 1.) Registration Data Permit
- 2.) Change of Grade Form
- 3.) Student Statistical Information Form
- 4.) Request to Prevent Disclosure of Directory Information
- 5.) Student Health Services Form
- 6.) Provisional Enrollment Agreement
- 7.) Add-Drop Form
- 8.) CB-00 1
- 9.) CB-007A
- 10.) Count Reports:
  - a.) Major/Alpha Roster
  - b.) Count by Major for Quarters
  - c.) Race/Sex Count by Major
  - d.) Race/Sex County by Semester within Credit Hrs. within Major and First Semester and less than six credit hours
  - e.) County by County Code
  - f.) Class Reporter (Instructor/Course) (TEA/Instructor/Course)  
(Departmental/Instructor/Course)
  - g.) Count by State or County of Residence
  - h.) Credit Hours Report
  - i.) Age "Distribution"



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**Note:** For procedures related to student discipline, see FMA.

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**Penalties for Student Misconduct**

A student shall be subject to discipline for violations of College District policies and procedures, including the rules outlining expectations for student conduct [see FLB]. If a student commits an infraction or engages in misconduct, the College District may impose one or more of the following penalties:

1. Reprimand - A verbal or written warning to the student following a rule violation. Repetition of such misconduct may result in more severe disciplinary action.
2. Restitution - Reimbursement for damage to or misappropriation of property. Reimbursement may take the form of appropriate service to repair or otherwise compensate for damage.
3. Scholastic penalties - The assignment of a failing grade on an assignment or examination or in a course by an instructor based on scholastic dishonesty; including cheating, collusion, and plagiarism; committed by a student. The instructor shall submit a written report of the incident and of the planned action to the instructor's dean.
4. Conditional Probation - The placing of a student on notice that continued infraction of regulations may result in suspension or expulsion from the College District. Conditional probation may include restrictions on a student's rights and privileges or specified community service. The probation may be for a specified length of time or for an indefinite period according to the relative severity of the infraction or misconduct. Failure to fulfill the terms of the probation may lead to suspension or expulsion.
5. Suspension - Forced withdrawal from the College District for either a definite period of time or until stated conditions have been met. Normally, suspension shall extend through a minimum of one regular long semester (with summer sessions not counting in the one semester minimum time lapse). However, suspension may exceed the one semester minimum.
6. Expulsion - Permanent forced withdrawal from the College District. A student receiving disciplinary expulsion shall have the action noted in the student's permanent record.

Suspended or  
Expelled Students

No former student who has been suspended or expelled from the College District for disciplinary reasons shall be permitted on the campus or other facilities of the College District, initiated into an honorary or service organization, or permitted to receive credit for

academic work done in residence or by correspondence or extension during the period of suspension or expulsion without the prior written approval of the College President or a designated representative.

**Disciplinary Record**

The College District shall maintain for every student alleged or determined to have committed misconduct at the College District, a disciplinary record that shall reflect the charge, the disposition of the charge, the sanction assessed, if any, and any other pertinent information. The disciplinary record shall be separate from the student's academic record and shall be treated as confidential; the contents shall not be revealed except on request of the student or in accordance with applicable state or federal laws.

The disciplinary record shall be maintained permanently in the event that a student is expelled or subject to an extended suspension. In all other cases, the disciplinary record shall be maintained in accordance with the College District's record retention schedule.

**Publication**

Information regarding student discipline described in College District policies and accompanying procedures shall be published in the student handbook.

**Consent Agenda:**

**m. Approval to Retire Five (5) Current Policies**

Purpose and Justification – Administration recommends Board approval to retire five (5) current policies in accordance with the new South Texas College/TASB Policy Manual.

The retired policies are as follows:

1	Policy #	1900	Delineation of Information to be Included on Building Plaques for New, Expanded, and Renovated Buildings
2	Policy #	3021	Student Recruitment and Institutional Integrity
3	Policy #	5470	Identity Theft Program
4	Policy #	6105	Naming of College Facilities
5	Policy #	6900	Master Planning

Based on internal operations and functions, content from the retired policies may transition to a procedure, handbook, or operations manual as deemed appropriate by College staff.

Background – On March 31, 2020, the Board of Trustees approved an interlocal agreement with TASB for Policy Management Service. 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 retired policies have been reviewed by staff and administrators.

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

Mary G. Elizondo, Vice President for Finance and Administrative Services, Matthew S. Hebbard, Vice President for Student Affairs and Enrollment Management, and the Policy Owners, attended the Committee Meeting to address questions.

The Committee recommended Board approval to retire five (5) current policies as listed, presented, and that 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 retirement of five (5) current policies as listed, presented, and that supersedes any previously adopted Board policy.

**Approval Recommended:**

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

## MANUAL OF POLICY

<b>Title</b>	<b>Delineation of Information to be Included on Building Plaques for New, Expanded, and Renovated Buildings</b>	<b>1900</b>
<b>Legal Authority</b>	<b>Approval of the Board of Trustees</b>	<b>Page 1 of 1</b>
<b>Date Approved by Board</b>	<b>Board Minute Order Dated October 26, 2000 As Amended by Minute Order dated July 25, 2017</b>	

Building plaques shall be installed in a prominent location near a primary point of entry for all new, expanded, or renovated buildings.

The Board members serving at the time of the project's inception will be included on the building plaque, at the time the building construction, expansion, or major renovation project is completed. Any Board members elected, or appointed, following the beginning of a new construction, expansion, or major renovation project but prior to completion, will be recognized as Trustee-Elect.

A major renovation or expansion shall be any construction project that adds substantial square footage to the functional space of an existing facility or provides for the significant functional change of an existing facility.

The delineation of information to be included on building plaques is listed below:

- 1) Name of Building and Campus or Center
- 2) Names of Board members involved in approval of construction or renovation of building;
- 3) Names to be listed alphabetically;
- 4) No titles to be included on plaque;
- 5) Names of Trustees not involved in approval of construction or renovation of building shall be acknowledged under legend: Trustees Elect
- 6) President's Name is listed after Trustees;
- 7) Architectural firm is listed after President's name;
- 8) Contractor is listed after Architectural firm's name;
- 9) Year of Completion

The building plaques shall be cast in bronze and shall measure 14 inches in width by 20 inches in height.

## MANUAL OF POLICY

<b>Title</b>	<b>Student Recruitment and Institutional Integrity</b>	<b>3021</b>
<b>Legal Authority</b>	<b>Approval of the Board of Trustees</b>	
<b>Date Approved by Board</b>	<b>Board Minute Order dated November 9, 1995</b>	

South Texas College establishes the following principles to guide student recruitment and institutional integrity:

1. We recognize the legitimate interest of the College in clearly defining its mission and services and in identifying the people it serves and those it might serve in the future.
2. We recognize also the inseparable relationship among adequate enrollment, fiscal solvency and institutional survival.
3. We acknowledge that possible solutions to the problem of declining enrollment should be carefully considered and implemented only when consistent with behavior which is ethical and appropriate for higher education.
4. We know that lowering academic standards or relaxing degree requirements for the purpose of increasing enrollment is not in the best interests of the public, or the College.
5. We believe that the College should refrain from engaging in undignified competitive practices in recruiting students which jeopardize the credibility of South Texas College.
6. We ask each faculty and staff member to support the commitment to offer the highest quality education to our students.



**MANUAL OF POLICY**

<b>Title</b>	<b>Identity Theft Program</b>	<b>5470</b>
<b>Legal Authority</b>	<b>Approval of the Board of Trustees</b>	
<b>Date Approved by Board</b>	<b>Board Minute Order dated October 13, 2008</b>	

It is the policy of the College to protect students, employees, contractors and other appropriate individuals from damages related to the loss or misuse of sensitive information. The College maintains guidelines regarding identity theft protection in compliance with the Red Flag Rules promulgated by the Federal Trade Commission.

RETIRED

## MANUAL OF POLICY

<b>Title</b>	<b>Naming of College Facilities</b>	<b>6105</b>
<b>Legal Authority</b>	<b>Approval of the Board of Trustees</b>	
<b>Date Approved by Board</b>	<b>Board Minute Order dated February 15, 2001</b>	

This policy covers the naming of buildings, wings of buildings and facilities such as areas or rooms within buildings, plazas/courtyards, recreational fields, and the like on STC campuses and centers.

Nominations may be received by the College President or any member of the Board. The authority to name buildings, rooms, special areas, and/or other College facilities is reserved solely for the Board and shall conform to one of the following criteria:

1. The name may indicate the function of the building/facility.
2. The name may honor an employee or former employee of the College who has served the College and has made exceptional contributions to the College. The individual must have won the respect of fellow staff members for outstanding performance beyond ordinary duties.
3. The name may honor a substantial benefactor of the College as recommended by administration.
4. The name may honor any member or members of the community whom the Board recognizes as having provided exceptional, financial or non-financial support for the advancement of the College.
5. The name may honor any member or former member of the Board who has served a minimum of 12 years (two full terms)

It should be recognized that buildings and other facilities may undergo significant renovation or even demolition over the course of time. It is STC policy that even though the physical space may no longer exist, recognition for the individual recognized in that space will continue in perpetuity.

The President's Office will maintain a log of all named spaces and plaques to ensure that plaques that must be removed because of renovation will be displayed in another appropriate place of honor as recommended by the Administration and approved by the Board.

## MANUAL OF POLICY

<b>Title</b>	<b>Master Planning</b>	<b>6900</b>
<b>Legal Authority</b>	<b>Approval of the Board of Trustees</b>	
<b>Date Approved by Board</b>	<b>Board Minute Order dated November 9, 1995</b>	

The President shall develop, in document form, for review and approval by the Board of Trustees, a College Strategic Master Plan which encompasses the needs of the entire institution with specific attention given to educational, financial, and physical development planning. The College Strategic Master Plan will be based upon current determinations of community needs and responsible utilization of fiscal, physical, and human resources.

RETIRED

## **Review and Action as Necessary on Renewal of the Starr County Agreement for Tax Assessment Collection**

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

The Starr 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 Starr 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. Texas Education Code, Sec. 130.121 (c) Tax Assessment and Collection, indicates that the governing board of a joint county junior college district shall be authorized to have the taxable property in its district assessed or its taxes collected, in whole or in part, by the tax assessors or tax collectors, respectively, of any county, city, taxing district, or other governmental subdivision in which all or any part of the joint county junior college district is located. The tax assessors or tax collectors of a governmental subdivision, on the request of the governing board of a joint county junior college district, shall assess and collect the taxes of the joint county junior college district in the manner prescribed in the Property Tax Code. Tax assessors and tax collectors shall receive compensation in an amount agreed on between the appropriate parties, but not to exceed two percent of the ad valorem taxes assessed.

Background – On March 25, 2024, Ms. Maria Ameida Salinas, Tax Assessor-Collector for Starr County, advised the College that the annual fee for tax year 2024 will remain at 3.5% of the College's total tax collections. The annual fee for Fiscal Year 2025 is estimated to be \$174,734.82, based on 3.5% of the College's total estimated tax collections for the period of September 1, 2024 through August 31, 2025. The monthly collection fee of approximately \$14,561.23 will be reduced from taxes collected during the month, and the remaining funds are remitted by a check to South Texas College.

A summary of the Starr County collection fees for the past ten years is shown in Exhibit A.

At the April 9, 2024, Finance, Audit, and Human Resources Meeting, the Committee reviewed the information presented and requested for staff to discuss the possibility of reviewing and reducing the tax collection fee with the Starr County Tax Assessor/Collector Office.

On April 17, 2024, Ms. Myriam Lopez, Comptroller met with Ms. Ameida Salinas, Starr County Tax Assessor/Collector and Starr County Judge Eloy Vera, to discuss the collection fee and redemption fee for taxable year 2024. Judge Vera asked the College to calculate and provide a revised redemption rate, that, when added to a 2% tax collection fee, would result at a total fee of \$150,000.

This item was not presented at the April 23, 2024 Board Meeting.

A revised collection fee and/or the redemption fee have not been provided by the Starr County Tax Assessor/Collector to the College at the time of packet publication. Revised rates, if any, will be presented at the Committee Meeting or the Board meeting, along with the original rates provided and shown on Exhibit A, for approval.

The collection fee per the Texas Property Tax Code section must be approved by the College's Board of Trustees before June 1, 2024. As per Section I.1 and Section VI.1 of the Inter-Local Cooperation Agreement between South Texas College and Starr County, the College is required to submit a written notice to the Tax Assessor/Collector indicating its intent to renew the agreement by June 1<sup>st</sup> of each calendar year.

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

Enclosed Documents – Exhibit A and the Clause VI, Consideration of the Starr County Collection of Taxes Inter-Local Cooperation Agreement for Tax Assessment and Collection Contract follow 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.

On May 14, 2024, the Committee recommended Board approval to renew the Starr County Agreement for Tax Assessment and Collection for current and delinquent taxes of the College's total tax collection from September 1, 2024 through August 31, 2025 at a cost not to exceed \$150,000.

As of the publication of the Board packet, administration is still waiting on confirmation from the Starr County Tax Assessor/Collector that services will be provided within the \$150,000 fee structure as recommended by the Committee.

An update will be provided at the Board meeting.

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

The Board of Trustees of South Texas College approves and authorizes XX as presented.

**Approval Recommended:**

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

## Exhibit A

Fees charged by Starr County each year for the periods of Fiscal Year 2014 – 2015 to Fiscal Year 2021 – 2023 and the estimated fee for Fiscal Year 2023 – 2024 and Fiscal Year 2024 – 2025, based on a rate of 3.5% of total tax collections are as follows:

<b>History of Fees for Starr County Tax Assessment and Collection</b>				
<b>Fiscal Year</b>	<b>Fee</b>	<b>Increase over Previous Year</b>	<b>% of Tax Collection</b>	<b>Total Tax Levy</b>
2024 – 2025	\$174,734.82***	6.92%	3.5%	Not Available
2023 – 2024	\$163,418.15**	1.16%	3.5%	\$4,833,955.92
2022 – 2023	\$161,545.49	(2.36%)	3.5%	\$4,515,974.35
2021 – 2022	\$165,449.37	8.60%	3.5%	\$4,418,023.95
2020 – 2021	\$152,346.31	6.76%	3.5%	\$4,108,455.73
2019 – 2020	\$142,693.53	(3.50%)	3.5%	\$4,010,125.41
2018 – 2019	\$147,863.11	0.001%	3.5%	\$4,058,100.49
2017 – 2018	\$147,862.05*	68.24%	3.5%	\$3,933,751.72
2016 – 2017	\$87,886.00	0%	N/A	\$3,494,095.10
2015 – 2016	\$87,886.00	0%	N/A	\$3,871,198.83
2014 – 2015	\$87,886.00	0%	N/A	\$3,352,380.96

\*In Fiscal Year 2018, Starr County changed the annual fee from a flat rate to 3.5% of all current and delinquent base taxes collected. Prior to Fiscal Year 2018, Starr County assessed a flat rate fee of \$87,886.00

\*\*Estimated Fee Amount to be paid by August 31, 2024

\*\*\*Estimated Fee Amount to be approved on April 23, 2024 Board Meeting

COUNTY OF



STARR

AMEIDA SALINAS

Tax Assessor-Collector

STARR COUNTY

RIO GRANDE CITY, TEXAS 78582

COUNTY COURT HOUSE

# STARR COUNTY

RIO GRANDE CITY, TEXAS 78582

March 25<sup>th</sup>, 2024

Dr. Ricardo J. Solis, President

South Texas College  
3201 W. Pecan Blvd  
McAllen, Texas 78501

Dear Dr. Solis:

As per Clause VI, Consideration of our Collection of Taxes Contract, be advised that the fee for tax year 2024 will be 3.5% of all current and delinquent base taxes collected from September 1, 2024 through August 31, 2025 as per Commissioner's Court approval on March 25<sup>th</sup>, 2024.

If you need additional information, please contact me at your earliest convenience.

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

Sincerely,

Ma. Ameida Salinas, TAC  
Starr County Tax Assessor/Collector



COUNTY OF STARR  
MA. AMEIDA SALINAS  
TAX ASSESSOR-COLLECTOR

ACCEPTED & AGREED

By: \_\_\_\_\_  
South Texas College

Date: \_\_\_\_\_

## **Discussion and Action as Necessary on Contract for Electric Power Services**

Purpose and Justification – Administration recommends Board approval to award a contract for electric power services as provided by the contracted energy broker services vendor, RexCal Energy, LLC./ dba Prism Energy Solutions.

The current electric power services contract is expiring on May 31, 2024, so it is necessary to select an energy provider to avoid continuing the services based on a month-to-month rate.

Background - On May 14, 2024, the Board of Trustees awarded a contract to RexCal Energy, LLC./ dba Prism Energy Solutions for energy broker services. The Board of Trustees requested that the electric power pricing be presented at the May 28, 2024 Board meeting.

Pricing with executable rates for different term periods from various providers will be provided by RexCal Energy, LLC./ dba Prisma Energy Solutions no later than 5:00 p.m. on Tuesday, May 28, 2024, and will be presented at the Board meeting. These rates will be valid for a period of twenty-four (24) hours.

If the Board approves a specific rate and term, it is requested that the President be authorized to sign an agreement to secure the selected rate and term.

Mary Elizondo, Vice President for Finance and Administrative Services, George McCaleb, Director of Operations and Maintenance, and Deyadira Leal, Associate Director of Purchasing, will be present at the meeting to address any questions.

Funding Source - The funds for this expenditure are budgeted in the Utilities budget for FY 2023 – 2024 and FY 2024 – 2025, pending Board approval of the budget.

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

The Board of Trustees of South Texas College approves and authorizes a contract for electric power services for the selected rate and term as presented.

**Approval Recommended:**

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



## **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 of Interior Color Selection for Technology Campus Welding Lab Expansion Building F
- b. Rejection of Construction Services Proposals for the Pecan Campus Kinesiology Building S
- c. Approval of Final Completion on the Pecan Campus North Academic Humanities Building P Renovation for Administrative and Support Services Office
- d. Approval of Final Completion of the Mid Valley Campus South Academic Building H Repair & Renovations of Damaged Roof and Interior Areas Phase I

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

The Board of Trustees of South Texas College approve and authorize items a – d of the Facilities Committee Consent Agenda as presented.

**Approval Recommended:**

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

**Consent Agenda:**

**a. Approval of Interior Color Selection for Technology Campus Welding Lab Expansion Building F**

Administration recommends Board approval of the interior color selection for the Technology Campus Welding Lab Expansion Building F project.

**Background**

On August 23, 2022, the Board approved contracting architectural services with EGV Architects, Inc. On July 25, 2023, the Board approved contracting construction services with Kimber 1985, LLC.

EGV Architects, Inc. have prepared color boards for review by the Facilities Committee.

**Enclosed Documents**

Enclosed is the color board presentation by EGV Architects, Inc.

**Presenters**

Representatives from EGV Architects, Inc. 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 Technology Campus Welding Lab Expansion Building F project as presented.

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

The Board of Trustees of South Texas College approves and authorizes the interior color selections for the Technology Campus Welding Lab Expansion Building F project as presented.

**Approval Recommended:**

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

# **SOUTH TEXAS COLLEGE**

**TECHNOLOGY CAMPUS**

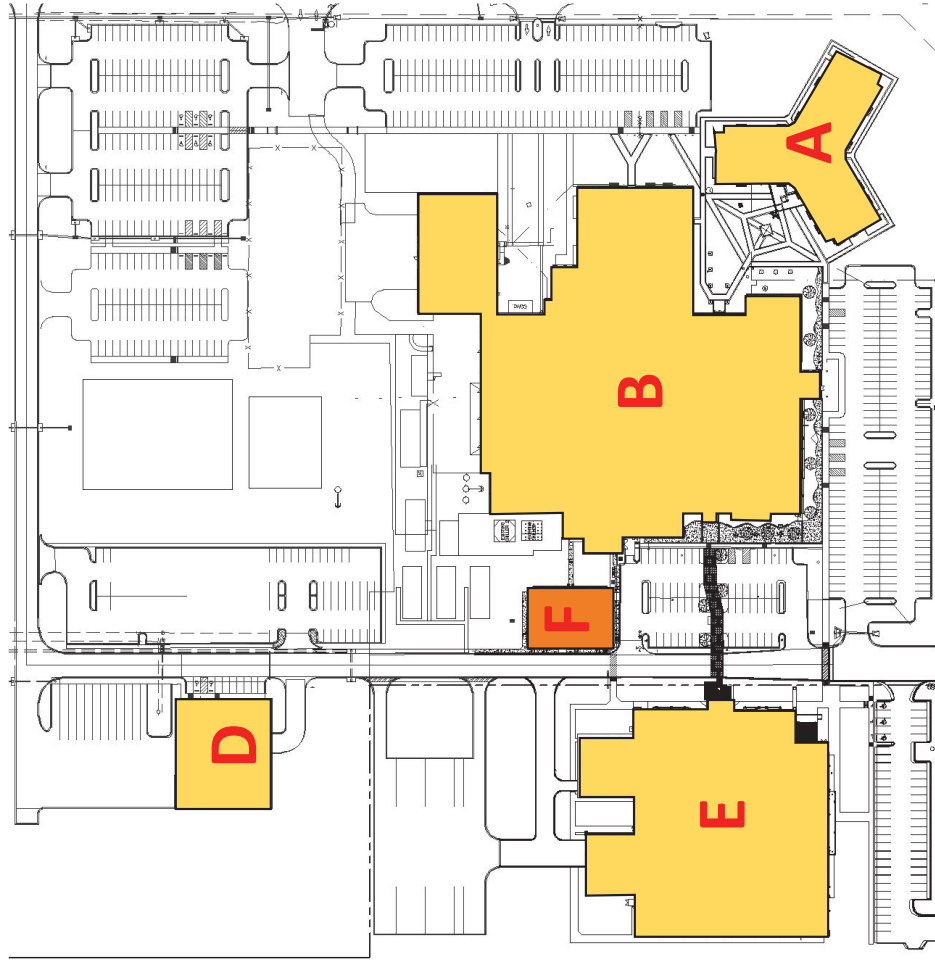
**WELDING LAB BUILDING F**

## **COLOR BOARD PRESENTATION**



**SOUTH TEXAS  
COLLEGE**













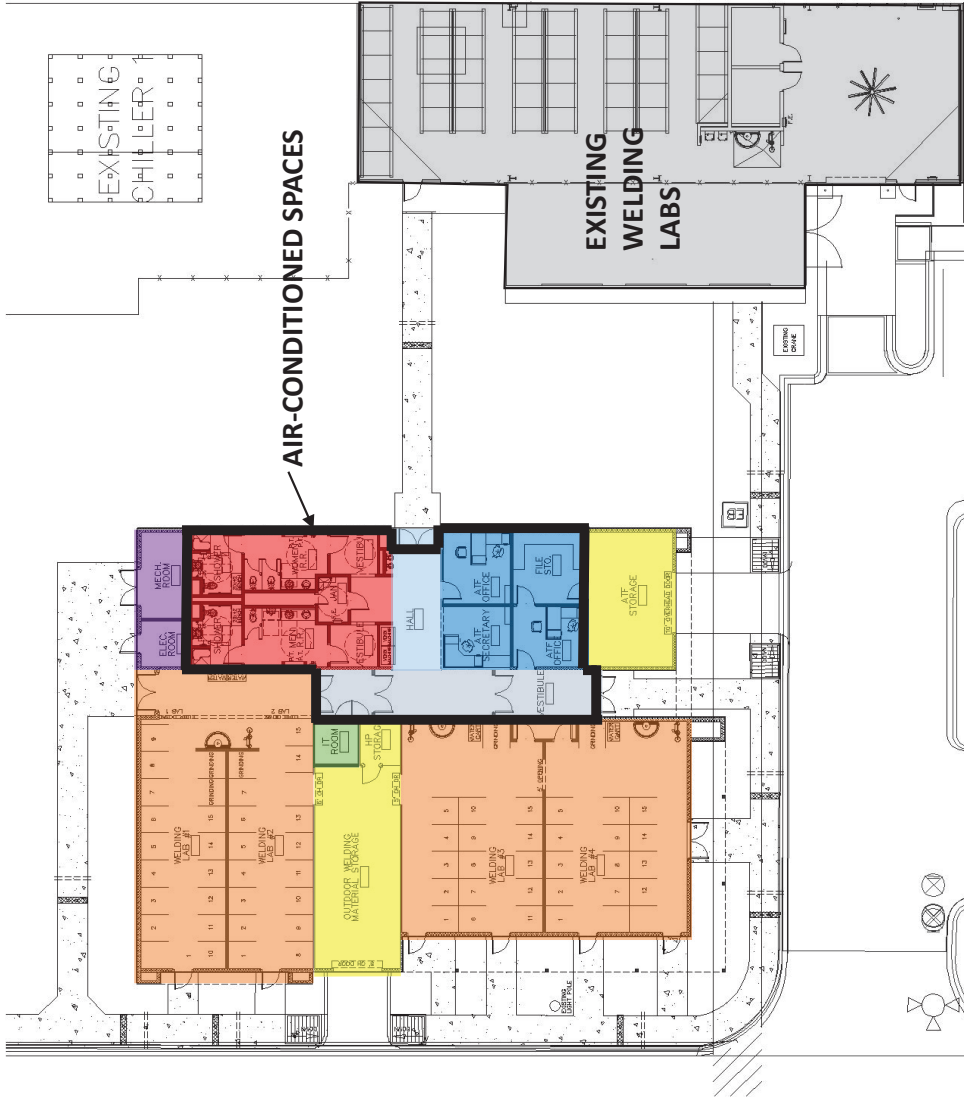
LEGEND	
<b>A</b>	EMERGING TECHNOLOGIES
<b>B</b>	ADVANCED TECHNICAL CAREERS
<b>D</b>	SHIPPING AND RECEIVING
<b>E</b>	INSTITUTE FOR ADVANCED MANUFACTURING
<b>F</b>	PROPOSED WELDING LAB



OVERALL SITE PLAN

LEGEND	
	PROPOSED WELDING LABS
	PROPOSED RESTROOMS (A/C)
	PROPOSED OFFICES (A/C)
	PROPOSED MEP ROOMS
	PROPOSED STORAGE
	PROPOSED IT ROOM
	PROPOSED HALL (A/C)
	AIR CONDITIONED SPACES

**BUILDING SQUARE FEET 6,413**



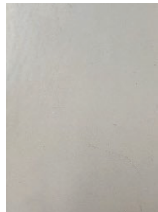
**PROPOSED FLOOR PLAN**

# WELDING LAB COLOR BOARD

CORRUGATED WALL PANELS  
CHARCOAL GRAY



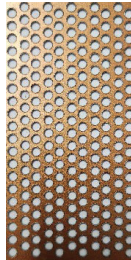
ASH GRAY



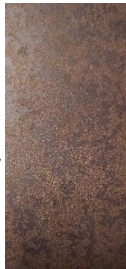
OVERHEAD DOORS  
GRAY



PERFORATED CORRUGATED METAL  
COPPER PENNY



ACCENT WALL PANELS  
ANTIQUE RUSTIC



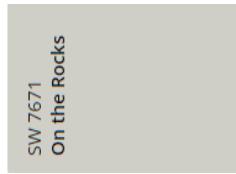
LVT BY MANNINGTON  
GROOVE - FLANNEL C146



WALL BASE BY ROPPE  
193 BLACK BROWN



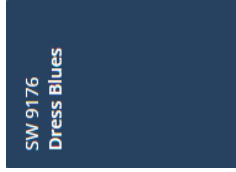
WALL FIELD COLOR  
SW7671 ON THE ROCKS



ACCENTS  
SW7069 IRON ORE  
(DOOR & WINDOW FRAMES)



ACCENT WALLS  
SW9176 DRESS BLUES



CERAMIC TILE BY DALTILE  
WALLS: WHITE PF02



FLOORS: DOVE GREY PF04



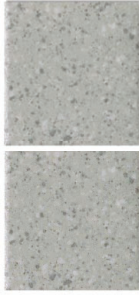
GROUT BY MAPEI  
WALL GROUT  
5001 ALABASTER



FLOOR GROUT  
5002 PEWTER



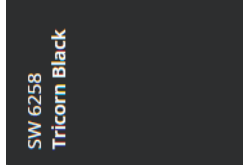
SHOWER FLOOR MOSAIC TILE BY DALTILE  
D200 DESERT GRAY SPECKLE



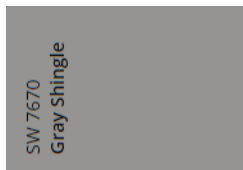
THRESHOLD BY MAPEI  
M701 CARRARA WHITE



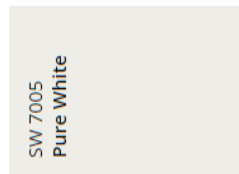
SW6258 TRICORN BLACK  
WELDING BOOTHS



SW7670 GRAY SHINGLE  
(HOLLOW METAL DOORS)



CEILINGS  
SW7005 PURE WHITE



SOLID SURFACE BY WILSONART  
FRENCH BLUE MELANGE 9024 ML



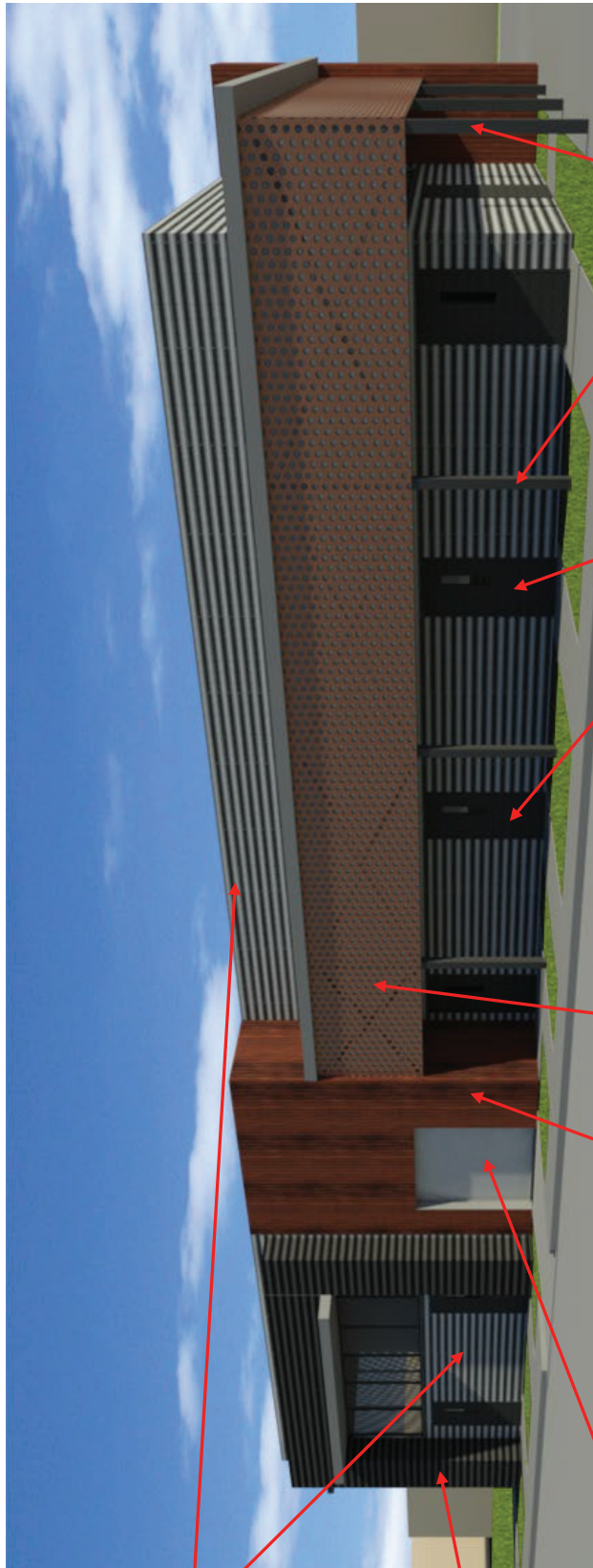
TOILET PARTITIONS  
BY ACCURATE PARTITIONS  
PAISLEY



WOOD DOORS BY VT INDUSTRIES  
BIRCH-NATURAL FINISH

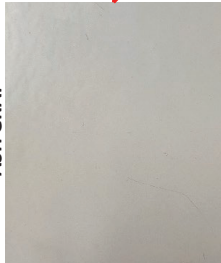


# WEST VIEW

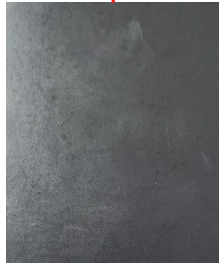


CORRUGATED WALL PANELS

ASH GRAY



CHARCOAL GRAY



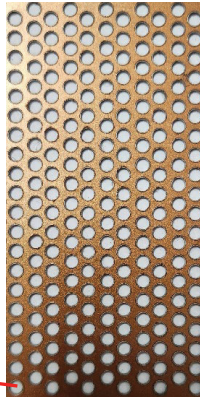
OVERHEAD DOORS  
GRAY



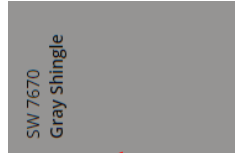
ACCENT WALL PANELS  
ANTIQUÉ RUSTIC



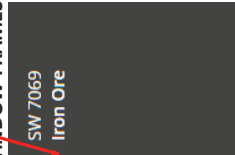
PERFORATED CORRUGATED METAL  
COPPER PENNY



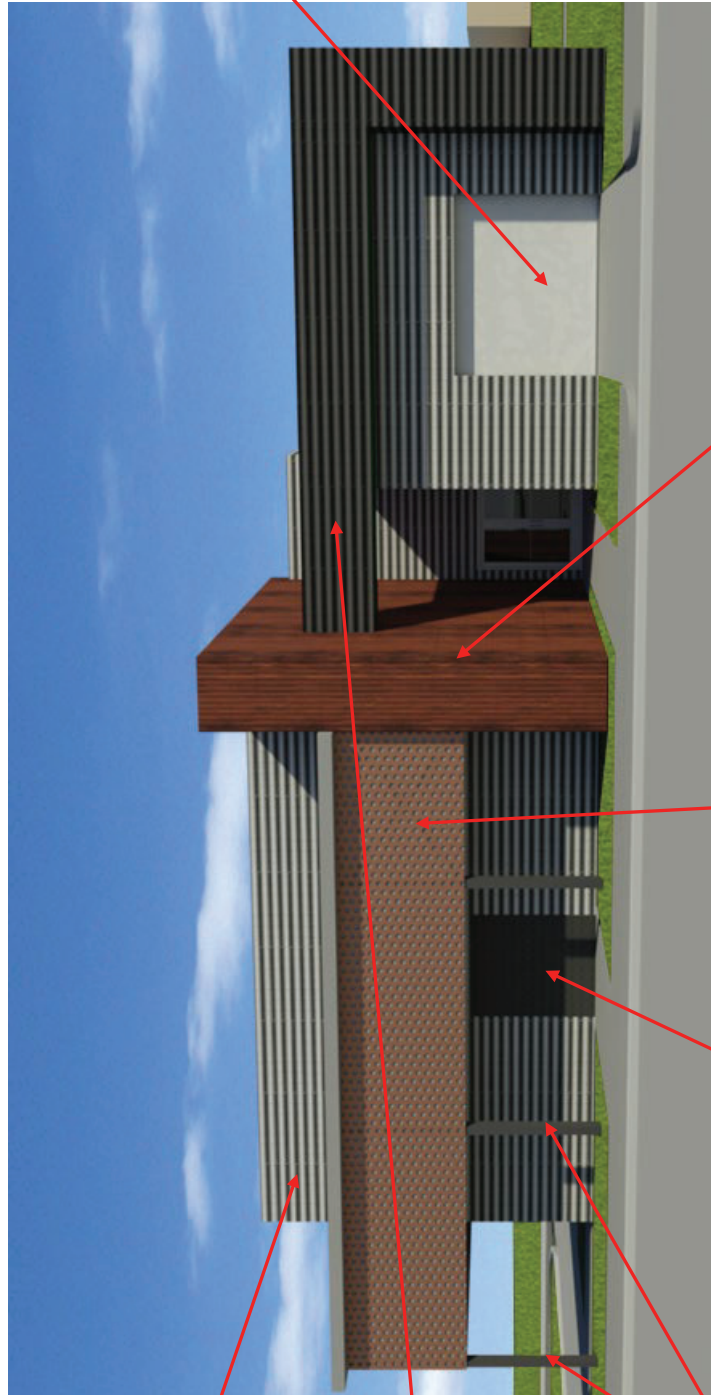
SW7670 GRAY SHINGLE  
(HOLLOW METAL DOORS)



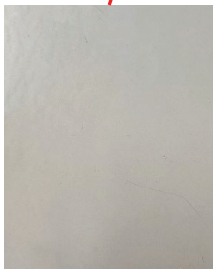
SW7069 IRON ORE  
(COLUMNS, DOOR &  
WINDOW FRAMES)



# SOUTH VIEW



CORRUGATED WALL PANELS  
ASH GRAY



CHARCOAL GRAY



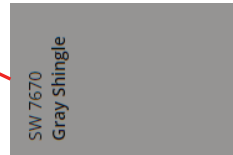
OVERHEAD DOORS  
GRAY



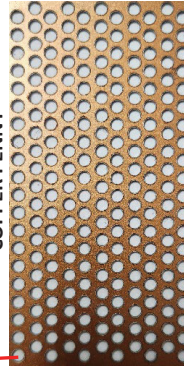
SW7069 IRON ORE  
(COLUMNS, DOOR &  
WINDOW FRAMES)



SW7670 GRAY SHINGLE  
(HOLLOW METAL DOORS)



PERFORATED CORRUGATED METAL  
COPPER PENNY



ACCENT WALL PANELS  
ANTIQUUE RUSTIC





# HALLWAY

PAINT BY SHERWIN WILLIAMS  
FIELD COLOR FOR ALL WALLS

SW 7671  
On the Rocks

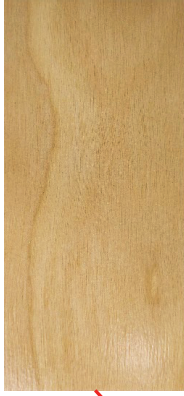
ACCENT COLOR

SW 9176  
Dress Blues

ACCENT FOR DOOR  
& WINDOW FRAMES

SW 7069  
Iron Ore

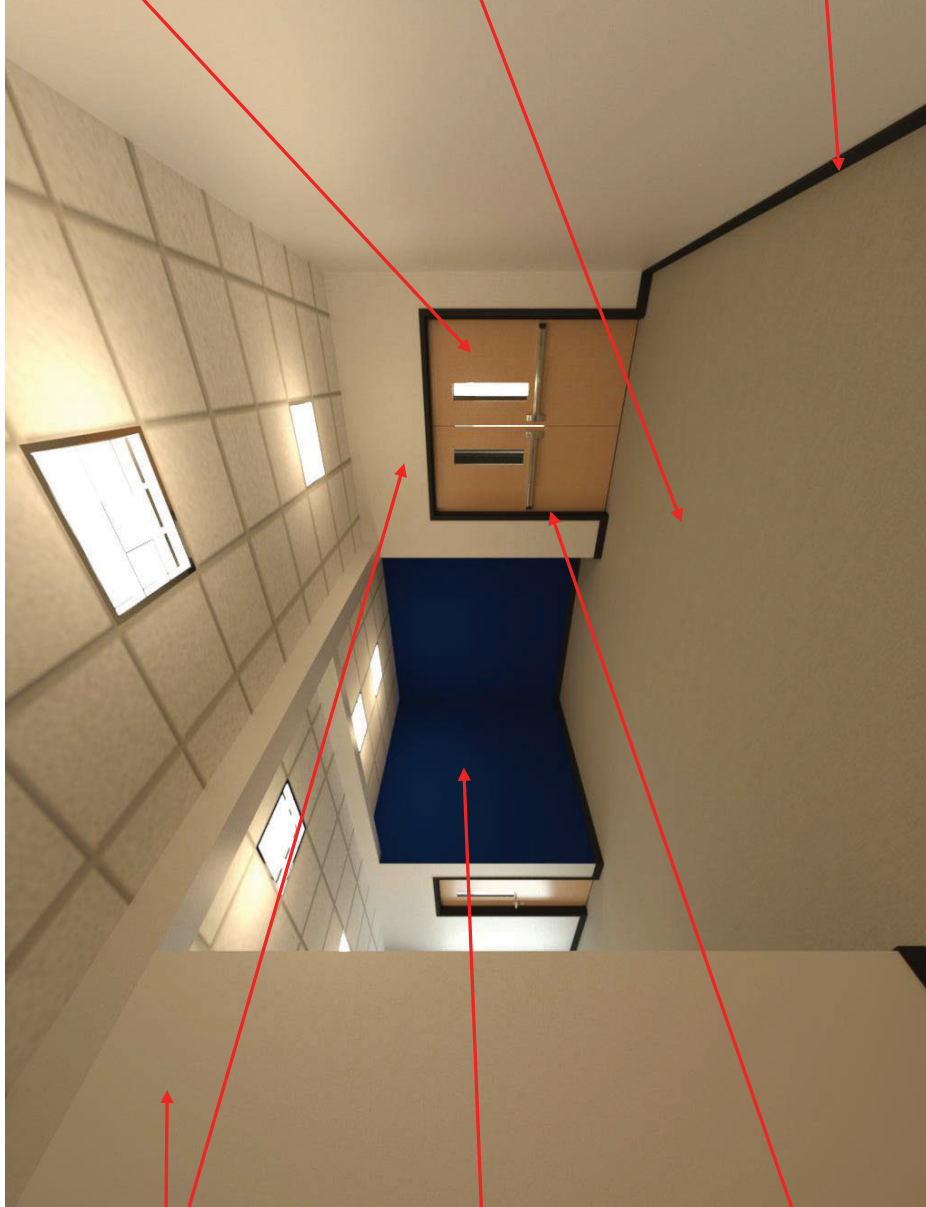
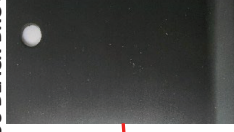
WOOD DOORS BY VT INDUSTRIES  
BIRCH-NATURAL FINISH



LVT BY MANNINGTON  
GROOVE - FLANNEL C146

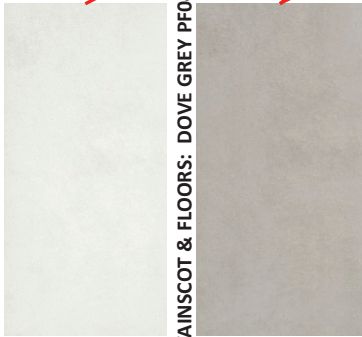


WALL BASE BY ROPPE  
193 BLACK BROWN



# RESTROOM

CERAMIC TILE BY DALTILE  
WALLS: WHITE PF02

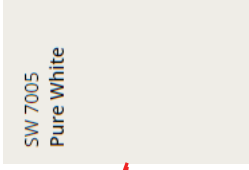


WAINSCOT & FLOORS: DOVE GREY PF04



PAINT BY SHERWIN WILLIAMS  
WALL & CEILING COLOR

SW 7005  
Pure White

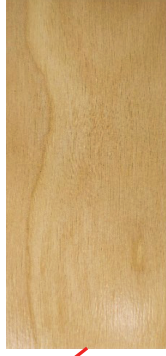


ACCENT FOR DOOR  
& WINDOW FRAMES

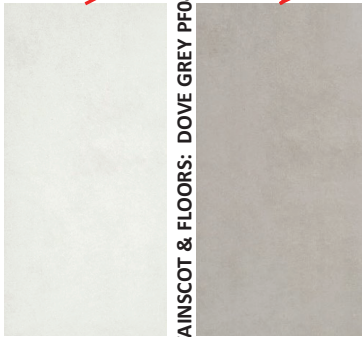
SW 7069  
Iron Ore



WOOD DOORS BY VT INDUSTRIES  
BIRCH-NATURAL FINISH

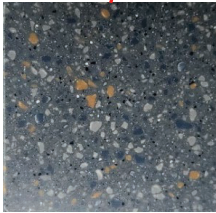


CERAMIC TILE BY DALTILE  
WALLS: WHITE PF02



WAINSCOT & FLOORS: DOVE GREY PF04

SOLID SURFACE BY WILSONART  
FRENCH BLUE MELANGE 9024 ML



TOILET PARTITIONS  
BY ACCURATE PARTITIONS  
PAISLEY



**Consent Agenda:**

**b. Rejection of Construction Services Proposals for the Pecan Campus  
Kinesiology Building S**

Administration recommends Board rejection of the construction services proposals for the Pecan Campus Kinesiology Building S project.

**Purpose**

The rejection of the construction services proposals will allow for proposals to be submitted by contractors and/or subcontractors at a later date for the project.

**Scheduling Priority**

This project was requested by Administration to vacate the College's facilities located at the Pecan Plaza property. It has been reviewed by the Kinesiology, Facilities Operations & Maintenance, and Facilities Planning & Construction Departments, Administration, the Coordinated Operations Council, the Facilities Committee, and the Board of Trustees. This project is scheduled as an educational space improvement to construct a facility for Kinesiology program instruction.

**Background**

On June 27, 2023, the Board approved the schematic design of the project as prepared by Boultinghouse Simpson Gates Architects (BSG).

After evaluating the construction proposals, Administration recommends Board rejection of all of the proposals. College staff and the architect will review the construction documents and make modifications to the scope of work as necessary in an effort to reduce costs of the project. A new solicitation for construction services will be issued as necessary.

The construction budget for the project is \$5,075,000, and the bid proposals ranged between \$2,084,000 and \$3,190,000 over the budget.

The Committee recommended Board rejection of the construction services proposals and resoliciting at a later date with scope modifications for the Pecan Campus Kinesiology Building S 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 rejection of the construction services proposals and resoliciting at a later date with scope modifications for the Pecan Campus Kinesiology Building S project as presented.

**Approval Recommended:**

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

**Consent Agenda:**

**c. Approval of Final Completion on the Pecan Campus North Academic Humanities Building P Renovation for Administrative and Support Services Office**

Administration recommends Board approval of final completion and release of final payment for the Pecan Campus North Academic Humanities Building P Renovation for Administrative and Support Services Offices project.

	<b>Project</b>	<b>Completion Recommendation</b>	<b>Date Received</b>
1.	Pecan Campus North Academic Humanities Building P Renovation for Administrative and Support Services Offices Project 2022-041C  Architect: Able City, LLC. Contractor: Holchemont, Ltd.	Final Completion Recommended	May 8, 2024

This project was requested by Administration, and has been reviewed by the Facilities Operations & Maintenance, Purchasing, and Facilities Planning & Construction Departments, and Administration. This project was scheduled as a non-educational improvement to renovate areas of Pecan Campus North Academic Humanities Building P to convert classroom spaces to office spaces.

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 Holchemont, Ltd. The original cost approved for this project was \$689,000.

The following table summarizes the current budget status:

Pecan Campus North Academic Humanities Building P Renovation for Administrative and Support Services Offices					
Construction Budget	Approved Proposal Amount	Net Total Change Orders	Current Project Cost	Previous Amount Paid	Remaining Balance
\$630,000.00	\$689,000.00	\$0	\$689,000.00	\$654,550.00	\$34,450.00

**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 \$34,450.00 to Holchemont, Ltd. for the Pecan Campus North Academic Humanities Building P Renovation for Administrative and Support Services Offices 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 \$34,450.00 to Holchemont, Ltd. for the Pecan Campus North Academic Humanities Building P Renovation for Administrative and Support Services Offices project as presented.

**Approval Recommended:**

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

Pecan Campus North Academic Humanities Building P  
Administration and Support Services Renovation





ARCHITECTURE. URBANISM. CITY MAKING

May 8, 2024

South Texas College  
3201 W Pecan Blvd.  
McAllen, TX 78501

**Attn:** Ricardo De La Garza  
Director, Facilities, Planning, and Construction

**Re:** Letter of Final Acceptance Recommendation for the Pecan Campus N. Academic & Humanities Bldg. P Renovation

Dear Mr. de la Garza,

This letter is to serve as written notice that Holchemont Ltd., 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. If you have any questions, please feel free to contact our office.

Respectfully,

A handwritten signature in blue ink, appearing to read "Claudio Leon".

Claudio A. Leon, AIA  
Project Architect  
Able City, LLC

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ARCHITECTURE. URBANISM. CITY MAKING

Able City, LLC | 200 S. 10th St. Ste 907 McAllen, TX 78501 | T 956-790-0442

1 of 1



**Project Fact Sheet**  
**5/9/2024**

**Project Name:** Pecan Campus - North Academic Humanities Building P Renovations for the Accountability, Risk, and Compliance Department, and Office of Institutional Equity **Project No.** 2022-041C

**Funding Source(s):** Unexpended Plant Fund

	Original Project Budget	* Revised Project Budget	FY 21-22			FY 22-23		
			Project Budget	Actual Expenditures	Variance of Project Budget vs. Actual Expenditures	Project Budget	Actual Expenditures	Variance of Project Budget vs. Actual Expenditures
Construction:	\$ 790,100.00	\$ 689,000.00	\$ -	\$ -	\$ -	\$ 630,000.00	\$ 139,152.00	\$ 490,848.00
Design	79,010.00	45,510.00	11,900.00	-	11,900.00	71,100.00	37,658.25	33,441.75
Miscellaneous:	5,000.00	5,000.00	2,500.00	456.12	2,043.88	4,500.00	2,671.12	1,828.88
FFE:	110,000.00	90,000.00	-	-	-	110,000.00	-	110,000.00
Technology:	50,000.00	50,000.00	-	-	-	50,000.00	-	50,000.00
<b>Total:</b>	<b>\$ 1,034,110.00</b>	<b>\$ 879,510.00</b>	<b>\$ 14,400.00</b>	<b>\$ 456.12</b>	<b>\$ 13,943.88</b>	<b>\$ 865,600.00</b>	<b>\$ 179,481.37</b>	<b>\$ 686,118.63</b>

\* Revised budget based on construction amount.

	FY 23-24			Total Actual Expenditures To Date
	Project Budget	Actual Expenditures	Variance of Project Budget vs. Actual Expenditures	
Construction:	\$ 630,000.00	\$ 515,398.00	\$ 114,602.00	\$ 656,229.96
Other Construction Costs:		\$ 1,679.96	\$ (1,679.96)	
Design	11,340.00	8,929.44	2,410.56	46,587.69
Miscellaneous:	1,500.00	-	1,500.00	3,127.24
FFE:	110,000.00	16,544.99	93,455.01	16,544.99
Technology:	50,000.00	625.94	49,374.06	625.94
<b>Total:</b>	<b>\$ 802,840.00</b>	<b>\$ 543,178.33</b>	<b>\$ 259,661.67</b>	<b>\$ 723,115.82</b>

Project Team		Board Status					
<b>Approval to Solicit Architect/Engineer:</b>	3/29/2022	<b>Board Approval of Schematic Design</b>	1/31/2023	<b>Vendor</b>	<b>Contract Amount</b>	<b>Actual Expenditures</b>	<b>Variance</b>
<b>Architect/Engineer:</b>	Able City Architects		Able City Architects	\$ 45,169.20	\$ 46,587.69	\$ (1,418.49)	
<b>Contractor:</b>	Holchemont, Ltd.	<b>Substantial Completion</b>	1/8/2024	<b>Board Acceptance</b>	2/27/2024		
<b>STC FPC Project Manager:</b>	David Valdez	<b>Final Completion</b>	2/27/2024	<b>Board Acceptance</b>	TBD		

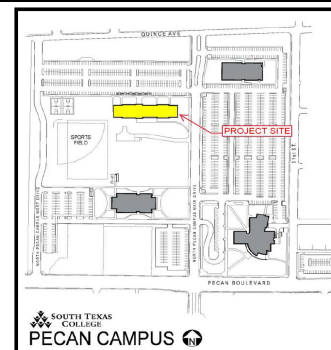
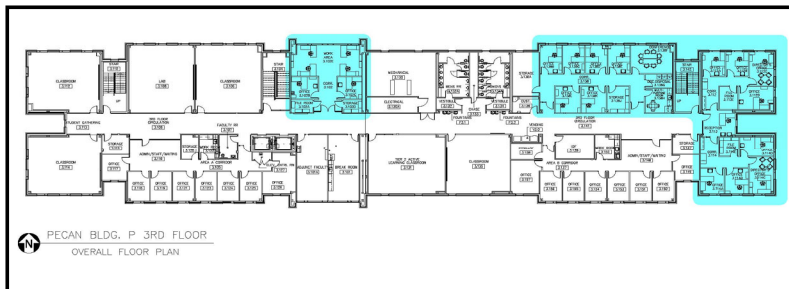
Project Description	Project Scope
Renovation of approximately 4,550 square feet of the Pecan Campus North Academic Humanities Building P for the Accountability, Risk, and Compliance Department, and Office of Institutional Equity.	Renovate existing instructional spaces on the third floor of the Pecan Campus North Academic Humanities Building P for administrative offices.

Projected Timeline							
Board Approval to Solicit Architect/Engineer	Board Approval of Architect/Engineer	Board Approval of Schematic Design	Board Approval of Contractor	Construction Start Date	Board Approval of Substantial Completion Date	Board Approval of Final Completion Date	FFE Completion of Move In
3/29/2022	6/26/2022	1/31/2023	6/27/2023	7/25/2023	2/27/2024	5/28/2024	1/26/2024

Fiscal Year	Construction	Design	Miscellaneous	FFE	Tech	Project Total
2021-22	-	-	456.12	-	-	\$ 456.12
2022-23	139,152.00	37,658.25	2,671.12	-	-	\$ 179,481.37
2023-24	517,077.96	8,929.44	-	16,544.99	625.94	\$ 543,178.33
<b>Project Total</b>	<b>\$ 656,229.96</b>	<b>\$ 46,587.69</b>	<b>\$ 3,127.24</b>	<b>\$ 16,544.99</b>	<b>\$ 16,544.99</b>	<b>\$ 723,115.82</b>

**Current Agenda Item**

**05/14/2024 Facilities Committee Meeting:** Review and Recommend Action on Final Completion of the Pecan Campus North Academic Humanities Building P Renovation for Administrative and Support Services Offices



FPC Project Manager *David A. Valdez*

FPC Asst. Director *Rita C. Galle*

FPC Director *RMA*



**Consent Agenda:**

**d. Approval of Final Completion of the Mid Valley Campus South Academic Building H Repair & Renovations of Damaged Roof and Interior Areas Phase I**

Administration recommends Board approval of final completion and release of final payment for the Mid Valley Campus South Academic Building H Repair & Renovations of Damaged Roof and Interior Areas Phase I project.

	<b>Project</b>	<b>Completion Recommendation</b>	<b>Date Received</b>
1.	Mid Valley Campus South Academic Building H Repair and Renovations of Damaged Roof and Interior Areas Project 2022-038R  Architect: Milnet Architectural Services, PLLC. Contractor: Holchemont, Ltd.	Final Completion Recommended	May 8, 2024

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

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 Holchemont, Ltd. The original cost approved for this project was \$666,000.

The following table summarizes the current budget status:

Mid Valley Campus South Academic Building H Repair & Renovations of Damaged Roof and Interior Areas Phase I					
Construction Budget	Approved Proposal Amount	Net Total Change Orders	Current Project Cost	Previous Amount Paid	Remaining Balance
\$630,000.00	\$666,000.00	\$13,144.50	\$679,144.50	\$642,812.27	\$36,332.23

**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 \$36,332.23 to Holchemont, Ltd. for the Mid Valley Campus South Academic Building H Repair & Renovations of Damaged Roof and Interior Areas Phase I project as presented.

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

The Board of Trustees of South Texas College approves and authorizes final completion and release of final payment of \$36,332.23 to Holchemont, Ltd. for the Mid Valley Campus South Academic Building H Repair & Renovations of Damaged Roof and Interior Areas Phase I project as presented.

**Approval Recommended:**

**Dr. Ricardo J. Solis  
President**

# Mid Valley Campus South Academic Building H Repair & Renovations of Damaged Roof and Interior Areas Phase I



Mid Valley Campus South Academic Building H  
Repair & Renovations of Damaged Roof and Interior Areas Phase I





MILNET ARCHITECTURAL SERVICES, PLLC.  
608 SOUTH 12<sup>TH</sup> ST.  
McALLEN, TEXAS 78501

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May 8, 2024

Mr. Ricardo de la Garza  
Director of Facilities Planning and Construction  
3201 W. Pecan  
McAllen, TX 78501

Re: STC – MV Campus Bldg. H - Reroofing

Mr. Ricardo de la Garza,

This letter is to serve as written notice that Holchemont Ltd., 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. If you have any questions, please feel to contact our office.

Sincerely,

Rodolfo R. Molina, Jr., AIA  
President  
Milnet Architectural Services, PLLC

cc: Michael Montalvo, Holchemont Ltd.



**Project Fact Sheet**  
**5/2/2024**

<b>Project Name:</b> MVC - South Academic Building H Repair and Renovations		<b>Project No.:</b> 2022-038R				
<b>Funding Source(s):</b> Renewals and Replacment Fund						
		<b>FY21-22</b>		<b>FY22-23</b>		
	<b>Original Project Budget</b>	<b>Revised Project Budget</b>	<b>FY 21-22 Actual Expenditures</b>	<b>Variance of Project Budget vs. Actual Expenditures</b>	<b>FY 22-23 Actual Expenditures</b>	<b>Variance of Project Budget vs. Actual Expenditures</b>
Construction:*	\$ 600,000.00	\$ 630,000.00	\$ -	\$ -	\$ 630,000.00	\$ 595,496.00
Design:*	60,000.00	60,000.00	-	-	40,163.00	63,083.27 (22,920.27)
Miscellaneous:	12,000.00	12,000.00	-	456.12 (456.12)	25,000.00	27,071.35 (2,071.35)
FFE:	158,700.00	158,700.00	-	-	-	-
Technology:	125,000.00	125,000.00	-	-	-	-
<b>Total:</b>	<b>\$ 955,700.00</b>	<b>\$ 985,700.00</b>	<b>\$ -</b>	<b>\$ 456.12</b>	<b>\$ 695,163.00</b>	<b>\$ 124,658.62</b>

Funds will be used from the insurance claim and savings from other projects. \*Amount for Phase I Roof Replacement only Construction Cost is \$666,000.

		<b>FY23-24</b>		
		<b>FY 23-24 Actual Expenditures</b>	<b>Variance of Project Budget vs. Actual Expenditures</b>	<b>Total Actual Expenditures To Date</b>
Construction:*		\$ 1,305,000.00	\$ 608,308.27	\$ 642,812.27
Design:*		130,000.00	23,287.21	86,370.48
Miscellaneous:		10,000.00	-	27,527.47
FFE:		160,000.00	-	-
Technology:		125,000.00	-	-
<b>Total:</b>		<b>\$ 1,730,000.00</b>	<b>\$ 631,595.48</b>	<b>\$ 756,710.22</b>

<b>Project Team</b>		<b>Board Status</b>					
<b>Approval to Solicit Architect/Engineer:</b>	10/26/2021	<b>Board Approval of Schematic Design</b>	N/A	<b>Vendor</b>	<b>Contract Amount</b>	<b>Actual Expenditures</b>	<b>Variance</b>
<b>Architect/Engineer:</b>	Milnet Architectural Services			Milnet Architectural Services	\$56,332	86,370.48	(\$30,038.48)
<b>Contractor:</b>	Holchemont, Ltd.			Holchemont, Ltd. (Phase I - Roof Replacement)	\$ 679,144.50	\$ 642,812.27	\$ 36,332.23
<b>STC FPC Project Manager:</b>	David Valdez	<b>Substantial Completion</b>	1/18/2024	<b>Board Acceptance</b>	2/27/2024		
		<b>Final Completion</b>	2/28/2024	<b>Board Acceptance</b>	TBD		

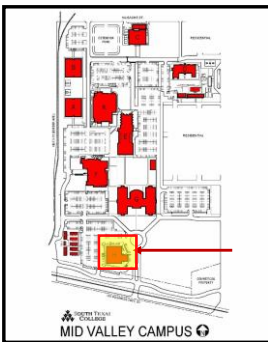
<b>Project Description</b>	<b>Project Scope</b>
Repair the existing roof and renovate the interior due to a recent heavy rain storm damage. Renovate approximately 6.720 square feet of interior space.	Repair the roof membrane with a new Garland roof membrane. Demolish the interior gypsum board walls, flooring, ceiling, and lighting fixtures and renovate the damaged areas with new materials to match existing.

<b>Projected Timeline</b>							
Board Approval to Solicit Architect/Engineer	Board Approval of Architect/Engineer	Board Approval of Schematic Design	Board Approval of Contractor	Construction Start Date	Board Approval of Substantial Completion Date	Board Approval of Final Completion Date	FFE Completion of Move In
10/26/2021	3/29/2022	TBD	6/27/2023	7/15/2023	02/27/2024	5/28/2024	N/A

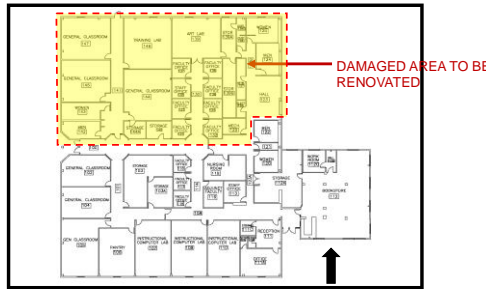
<b>Project Calendar of Expenditures by Fiscal Year</b>							
Fiscal Year	Construction	Design	Miscellaneous	FFE	Tech	Project Total	
2021-22	\$ -	\$ -	\$ 456.12	\$ -	\$ -	\$ -	\$ 456.12
2022-23	\$ 34,504.00	\$ 63,083.27	\$ 27,071.35	\$ -	\$ -	\$ -	\$ 124,658.62
2023-24	\$ 608,308.27	\$ 23,287.21	\$ -	\$ -	\$ -	\$ -	\$ 631,595.48
<b>Project Total</b>	<b>\$ 642,812.27</b>	<b>\$ 86,370.48</b>	<b>\$ 27,527.47</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 756,710.22</b>

**Current Agenda Item**

**05/14/2024 Facilities Committee Meeting:** Review and Recommend Action on Final Completion of the Mid Valley Campus South Academic Building H Repair & Renovations of Damaged Roof and Interior Areas Phase I



PROJECT LOCATION



North



FPC Project Manager David Valdez FPC Asst. Director Rita Geller FPC Director RDA

## Review and Recommend Action on Contracting Architectural Services for the District Office Building Renovation

Approval to contract architectural services for the District Office Building Renovation project will be requested at the Board meeting.

### Purpose

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

### Scheduling Priority

This project was requested by Administration. It has been reviewed by the Facilities Operations & Maintenance, Purchasing, and Facilities Planning & Construction departments, and Administration. This project is scheduled as a non-educational improvement to renovate the new District Office facility.

### Background

The project consists of the renovation of the recently 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
- The project scope will be modified based on the discussions from the Board Work Session on June 6, 2024.
- 22,950 s.f.

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, the Board of Trustees approved proceeding to Round 3 of the evaluation process. On March 26, 2024, the Board approved requesting for the highest ranked three (3) firms to provide presentations for Round 3 evaluation.

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

Advertised RFQ	October 25, 2023 and November 1, 2023
RFQ Responses Due	November 9, 2023
RFQ Issued To	Fifty-one (51) Vendors
Responses Received From	Nine (9) Vendors
Responses Reviewed By	<b>Rounds 1 and 2:</b> Institutional Research, Effectiveness, and Strategic Planning, Office of Sponsored Initiatives, Facilities Operations & Maintenance, Facilities Planning & Construction, and Purchasing Departments <b>Round 3:</b> Board of Trustees

The top three ranked architectural firms gave presentations to the Board of Trustees on May 1, 2024. The Board of Trustees evaluated the three presentations and provided their evaluation scores to the Purchasing Department to be tabulated and added to the Round 2 evaluation scores.

**Highest Ranked Vendor**

Based on the scoring of all three rounds of the evaluation process, **goERO International, LLC./ dba ERO Architects** is the highest ranked vendor.

The total project budget is \$5,000,000 which includes costs for construction, design, miscellaneous, furniture, fixtures, and equipment (FFE), and technology.

<b>District Office Building Renovation Total Estimated Project Budget</b>	
<b>Budget Item</b>	<b>Estimated Costs</b>
Construction	\$4,000,000
Design	400,000
Miscellaneous	120,000
FFE	240,000
Technology	240,000
<b>Total Estimated Project Budget</b>	<b>\$5,000,000</b>

**Funding Source**

Funds for the District Office Building Renovation Project 2023-020C are budgeted in the Unexpended Construction Plant Fund for available use in FY 2023-2024.

**Estimated Project Timeline**

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

**Enclosed Documents**

Enclosed is a presentation of the project, and a scoring and ranking summary of the evaluations undertaken by the evaluation team and the Board of Trustees.

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

The Board of Trustees of South Texas College approves and authorizes contracting architectural services with **goERO International, LLC./ dba ERO Architects** for the District Office Building Renovation project as presented.

**Approval Recommended:**

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



**SOUTH TEXAS COLLEGE  
 ARCHITECTURAL SERVICES FOR DISTRICT OFFICE RENOVATION  
 PROJECT NO. 23-24-1025  
 EVALUATION SUMMARY**

<b>VENDOR</b>	Brown Reynolds Watford Architects	goERO International, LLC./ dba ERO Architects	Nassri - Warren Group Architects, Inc./dba The Warren Group Architects, Inc.
<b>ADDRESS</b>	3535 Travis St Ste 250	135 Paseo Del Prado Ste 33	804 S Main St
<b>CITY/STATE/ZIP</b>	Dallas, TX 75204	Edinburg, TX 78539	McAllen, TX 78501
<b>PHONE</b>	214-528-8704	956-655-4655	956-994-1900
<b>CONTACT</b>	Craig Reynolds	Eli R. Ochoa	Laura Nassri Warren
<b>Evaluation Points for Round 2</b>			
<b>TOTAL EVALUATION POINTS</b>	566.00	565.94	560.94
<b>RANKING</b>	1	2	3

<b>Evaluation Points for Round 3</b>			
<b>TOTAL EVALUATION POINTS</b>	70.29	88.43	83.00
<b>RANKING</b>	3	1	2

<b>Total Evaluation Points for Rounds 2 and 3</b>			
<b>TOTAL EVALUATION POINTS</b>	636.29	654.37	643.94
<b>RANKING</b>	3	1	2

**SOUTH TEXAS COLLEGE  
ARCHITECTURAL SERVICES FOR DISTRICT OFFICE RENOVATION  
PROJECT NO. 23-24-1025  
EVALUATION SUMMARY**

<b>VENDOR</b>	Brown Reynolds Watford Architects	goERO International, LLC./ dba ERO Architects	Nassri - Warren Group Architects, Inc./dba The Warren Group Architects, Inc.				
<b>ADDRESS</b>	3535 Travis St Ste 250	135 Paseo Del Prado Ste 33	804 S Main St				
<b>CITY/STATE/ZIP</b>	Dallas, TX 75204	Edinburg, TX 78539	McAllen, TX 78501				
<b>PHONE</b>	214-528-8704	956-655-4655	956-994-1900				
<b>CONTACT</b>	Craig Reynolds	Eli R. Ochoa	Laura Nassri Warren				
<b>Evaluation Points for Round 3</b>							
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? (up to 20 points)	15	13	18	17.86	17	17.57
		5		17		20	
		15		17		18	
		12		15		20	
		18		20		18	
		16		20		18	
		10		18		12	
		<hr/>					
2	What technical considerations will you undertake to support the needs of the Board, administration, staff, and public guests? (up to 20 points)	15	12.86	14	16.43	15	15.29
		5		18		10	
		15		16		15	
		15		15		17	
		15		18		20	
		17		15		18	
		8		19		12	
		<hr/>					
3	What design elements will ensure the space delivers a strong, positive impact on visitors? (up to 20 points)	15	13.43	16	18.14	16	16.14
		5		18		15	
		15		20		15	
		15		15		18	
		15		18		20	
		17		20		19	
		12		20		10	
		<hr/>					
4	What steps will your firm undertake to contain costs and deliver the project within the proposed budget? (up to 20 points)	16	13.86	18	18	18	17.14
		5		18		15	
		18		16		15	
		14		15		20	
		15		20		20	
		17		20		18	
		12		19		14	
		<hr/>					
5	What examples can you provide of comparable projects designed by your team? (up to 20 points)	18	17.14	18	18	18	16.86
		20		18		20	
		20		18		15	
		20		15		20	
		15		18		18	
		17		20		19	
		10		19		8	
		<hr/>					
<b>TOTAL EVALUATION POINTS</b>	70.29	88.43	83.00				
<b>RANKING</b>	3	1	2				

**Project Fact Sheet  
5/2/2024**

<b>Project Name:</b> Nursing & Allied Health Campus - District Office Building E Renovation		<b>Project No.</b> 2023-020C	
<b>Funding Source(s):</b> Unexpended Plant Fund			
	<b>* Total Project Budget</b>	<b>FY 22-23 Project Budget</b>	<b>FY 22-23 Actual Expenditures</b>
Construction:	\$ 4,000,000.00	\$ -	\$ -
Design:	400,000.00	\$ -	\$ -
Miscellaneous:	120,000.00		
FFE:	240,000.00		
Technology:	240,000.00		
<b>Total:</b>	<b>\$ 5,000,000.00</b>	<b>\$ -</b>	<b>\$ -</b>

		<b>Variance of Project Budget vs. Actual Expenditures</b>	<b>FY 23-24 Project Budget</b>	<b>FY 23-24 Actual Expenditures</b>	<b>Variance of Project Budget vs. Actual Expenditures</b>	<b>Total Actual Expenditures To Date</b>
			2,500,000.00	250,000.00		\$ -
			5,000.00	498.51		498.51
			-	-	-	-
			-	-	-	-
			<b>\$ 2,755,000.00</b>	<b>\$ 498.51</b>	<b>\$ -</b>	<b>\$ 498.51</b>

\* Pending Architect's Probable Cost for Construction

<b>Project Team</b>		<b>Board Status</b>			
<b>Approval to Solicit Architect/Engineer:</b>	7/25/2023				
<b>Architect/Engineer:</b>	TBD	<b>Board Approval of Schematic Design</b>	TBD	<b>Vendor</b>	TBD
<b>Contractor:</b>	TBD	<b>Substantial Completion</b>	TBD	<b>Contract Amount</b>	TBD
<b>STC FPC Project Manager:</b>	David Valdez	<b>Final Completion</b>	TBD	<b>Actual Expenditures</b>	TBD
				<b>Variance</b>	TBD
				TBD	TBD
				\$ -	\$ -
				\$ -	\$ -

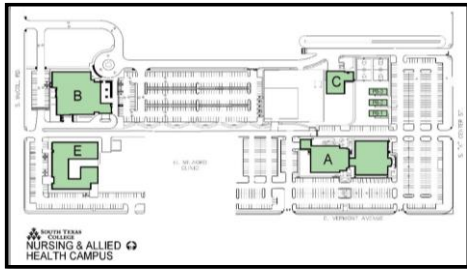
<b>Project Description</b>	<b>Project Scope</b>
Design and renovation of an existing facility for the District Office.	Design and renovate the existing 22,950 square foot facility to provide administration office space to serve the entire district for South Texas College.

<b>Projected Timeline</b>							
Board Approval to Solicit Architect/Engineer	Board Approval of Architect/Engineer	Board Approval of Schematic Design	Board Approval of Contractor	Construction Start Date	Board Approval of Substantial Completion Date	Board Approval of Final Completion Date	FFE Completion of Move In
7/25/2023	5/14/2024	7/23/2024	12/17/2024	1/13/2025	12/16/2025	1/27/2026	1/27/2026

<b>Project Calendar of Expenditures by Fiscal Year</b>							
<b>Fiscal Year</b>	<b>Construction</b>	<b>Design</b>	<b>Miscellaneous</b>	<b>FFE</b>	<b>Tech</b>	<b>Project Total</b>	
2022-23	-	-	-	-	-	\$ -	
2023-24	-	-	498.51	-	-	\$ 498.51	
<b>Project Total</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 498.51</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 498.51</b>	

**Current Agenda Item**

**05/14/2024 Special Board Meeting:** Review and Recommend Action on Contracting Architectural Services for the District Offices Building E Renovation.



FPC Project Manager David A. Valdez

FPC Asst. Director Rita Cella

FPC Director RMA

## **Update on Activities Related to Emergency Repairs at Pecan Campus Physical Plant Building E Cooling Towers**

Mr. George McCaleb, Director of Facilities Operations and Maintenance, will provide an update on the status of emergency repairs at the Pecan Campus Physical Plant Building E Cooling Towers.

Emergency repairs were necessary as a result of the several leaks to the underground cooling piping system, which led to the loss of air condition cooling for the entire Pecan Campus from Friday, May 17, 2024 through Monday, May 20, 2024.

Administration engaged Texas Chiller Systems, Board Approved Vendor and available through The Interlocal Purchasing System (TIPS), to inspect and conduct emergency repairs to the leaks as per Board Policy CF (Local) Purchasing and Acquisition:

### Disaster Exception

Notwithstanding any other provision of the Education Code, in the event of a catastrophe, emergency, or natural disaster affecting a college district, the board of trustees of the district may delegate to the college chief executive officer or designated person the authority to contract for the replacement, construction, or repair of college district equipment or facilities under Education Code Chapter 44, Subchapter B, if emergency replacement, construction, or repair is necessary for the health and safety of district students and staff. *Education Code 44.0312(c)*

The underground piping system was installed in early 2016 as part of the expansion of the Physical Plant at the Pecan Campus.

### **Next Steps**

Administration will continue to work with Texas Chiller Systems on the following items:

- Assess the damaged piping system
- Provide a temporary above ground piping system from the chillers to the cooling towers to have continuous cooling for the Pecan Campus
- Once the temporary above ground piping system is operational, continued efforts to investigate further damage and provide a permanent fix.

Mary Elizondo, Vice President for Finance and Administrative Services, and George McCaleb, Director of Facilities Operations and Maintenance, will be present at the Board Meeting to address questions.

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

## **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
<b>Pecan Campus</b>								
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	2/25/2025	4/1/2025	1/27/2026	2/24/2026
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	5/28/2024
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	5/27/2025	6/24/2025
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	10/29/2024	12/4/2024	1/27/2026	2/24/2026
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
<b>Pecan Plaza</b>								
10	Human Resources Building A Renovation	DV	-	-	-	-	-	-
11	East Building B Renovation for Cosmetology	MV	6/25/2024	10/29/2024	4/22/2025	6/4/2025	5/26/2026	6/23/2026
<b>Mid-Valley Campus</b>								
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	-	-	-	-	-	-
<b>Technology Campus</b>								
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
<b>Nursing &amp; Allied Health Campus</b>								
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
<b>Starr County Campus</b>								
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
<b>Regional Center for Public Safety Excellence</b>								
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	7/23/2024	8/5/2024	11/26/2024	12/10/2024

Red text signifies projected dates

**South Texas College**  
**Construction Projects Presented to Board of Trustees Report**  
**Fiscal Year 2023-2024**  
**As of April 30, 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		
Prior to FY 2024 Approved Projects	\$ 18,266,086.64	\$ 3,907,455.67
Previously Approved Projects for FY 2024	\$ 3,280,700.00	\$ 395,000.00
Proposed Projects for the Month of April 2024	\$ 15,901,233.65	\$ 485,184.00
<b>Total Project Estimated Budget Balance</b>	<b>\$ (5,303,416.29)</b>	<b>\$ 6,502,400.33</b>

Project Reference Number	Project Name	Total Project Budget/Actual*	
		CIP Fund	R&R Fund
<b>Board Approved on September 26, 2023</b>			
*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
<b>Total Board Approval on September 26, 2023</b>		<b>\$ 706,699.65</b>	<b>\$ 698,311.17</b>
<b>Board Approved on October 31, 2023</b>			
2024	Solicitation of Engineering Services for the following project		
*2024-010R	1- Technology Campus Resurfacing Parking Lot 2 & Regrading Existing Swales		
*2024-008C	2- Regional Center for Public Safety Excellence Parking Lot 1 Additional Spaces	\$ -	
2024	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	
<b>Total Board Approval on October 31, 2023</b>		<b>\$ 7,411,825.84</b>	<b>\$ -</b>
<b>Board Approved on November 28, 2023</b>			
*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	
<b>Total Board Approval on November 30, 2023</b>		<b>\$ 344,813.92</b>	<b>\$ -</b>
<b>Board Approved on December 6, 2023</b>			
<b>No projects were presented</b>			
<b>Total Board Approval on December 6, 2023</b>		<b>\$ -</b>	<b>\$ -</b>
<b>Board Approved on January 30, 2024</b>			
*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	
2024	District Offices - Contracting Architectural Services for the Building Renovation. Estimated Project Budgeted \$ \$5,000,000	\$ 400,000.00	
<b>Total Board Approval on January 30, 2024</b>		<b>\$ 2,502,904.14</b>	<b>\$ -</b>
<b>Board Approved on February 27, 2024</b>			
*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
2024	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
<b>Total Board Approval on February 29, 2024</b>		<b>\$ 5,959,700.00</b>	<b>\$ 3,209,144.50</b>
<b>Board Approved on March 26, 2024</b>			
*2024-010R	Technology Campus - Resurfacing of Parking Lot #2 & Regrading Swales (Project Cost)		\$ 395,000.00
2022-043C	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 \$7,266,377 increased by \$1,026,375)	\$ 1,026,375.00	
2022-015C	Regional Center for Public Safety Excellence - Two-Story Residential Fire Training Structure (Project Cost \$2,479,662.50 increased by 11,971.50)	\$ 11,971.50	
*2022-010C	Regional Center for Public Safety Excellence - Skills Pad and EVOC 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	
<b>Total Board Approval on March 31, 2024</b>		<b>\$ 4,620,843.09</b>	<b>\$ 395,000.00</b>
<b>Board Approved on April 23, 2024</b>			
2021-001C	Pecan Campus - Solicitation for Architectural Serices for the Building K Cashiers Renovation	\$ 2,615,760.00	
2024-004C	Pecan Campus - Solicitation for Architectural Serices for the Building Z Operations Support Center	\$ 5,000,000.00	
2022-035R	McColl and Vermont Water Tower Logo Replacement		\$ 80,000.00
2021-002C	Pecan West Continuing Education - Preliminary Design Building A (Update budget \$10,651,375 from \$9,087,683)	\$ 1,563,692.00	
2024-012R	Mid Valley Campus - Construction Services for the District Wide Flooring Replacement Phase III - Building G		\$ 360,800.00

Total Project Budget Summary		FY24 Unexpended Plant Fund	FY24 Renewal & Replacement Plant Fund
2024-012R	Mid Valley Campus - Construction Services for the District Wide Flooring Replacement Phase III - Building F		\$ 44,384.00
2022-005C	Starr Campus - Workforce Center Building Q for Automotive Lab Expansion and HVAC-R Outdoor Coverage Area Reduce contingency expense (Project cost \$2,768,000)	\$ -	
2023-015C	Pecan Campus - Substantial and Final Completion of Ann Richards Administration Building A Additional Parking Lot #19 (Project Cost \$255,572.00 and paid \$217,119.65 Remaining Balance \$38,452.35)	38,452.35	
2023-001C	Technology Campus - Final Completion for Truck Driving Range Expansion (Project cost \$52,155 paid \$49,547.25 Remaining balance \$2,607.75)	\$ 2,607.75	
2022-010C	Regional Center for Public Safety Excellence - Final Completion for Skill Pad & EVOC Lighting (Project cost \$331,731.00 paid \$315,114.05)	\$ 16,586.55	
2024	Pecan Plaza - East Building B Renovaton for Cosmetology	\$ 6,664,135.00	
<b>Total Board Approval on April 30, 2024</b>		<b>\$ 15,901,233.65</b>	<b>\$ 485,184.00</b>
<b>Total FY 24 Board Approved Projects</b>		<b>\$ 37,448,020.29</b>	<b>\$ 4,302,455.67</b>

\* The Projects were presented to the Board of Trustees in prior months. The first four digits identify the budgeted fiscal year.

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	
<b>Pecan Campus</b>																				
1	Library Building F Space Modifications	DV					•					\$ 1,135,000	\$ 175,649	\$ 959,351	\$ 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	\$ 726,951	\$ 152,559	\$ 802,840	Low	May 2024	Approval of Final Completion	Able City, LLC	Holchemont
3	Pecan Campus Kinesiology Building Phase I	SS			•							\$ 6,177,150	\$ 253,962	\$ 5,923,188	\$ 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	\$ 170,846	\$ 5,527,154	\$ 1,405,000	High	October 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	\$ 274,290	\$ (74,290)	\$ 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
<b>Pecan Campus Subtotal</b>												<b>\$ 20,734,160</b>	<b>\$ 1,601,699</b>	<b>\$ 19,132,461</b>	<b>\$ 4,694,440</b>					
<b>Pecan West</b>																				
10	Pecan West Continuing Education Building A & Testing Center Addition	DV			•							\$ 9,087,683	\$ 12,768	\$ 9,074,915	\$ 1,371,150	High	June 2024	Approval of Schematic 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
<b>Pecan West Subtotal</b>												<b>\$ 10,962,683</b>	<b>\$ 38,057</b>	<b>\$ 10,924,626</b>	<b>\$ 1,999,375</b>					
<b>Pecan Plaza</b>																				
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
<b>Pecan Plaza Subtotal</b>												<b>\$ 7,214,135</b>	<b>\$ -</b>	<b>\$ 7,214,135</b>	<b>\$ 822,000</b>					

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	
<b>Mid-Valley Campus</b>																				
14	Workforce Center Building D Welding Expansion	MV					●					\$ 1,539,755	\$ 1,061,121	\$ 478,634	\$ 898,700	High	June 2024	Approval of Substantial Completion	PBK Architects	Holchemont
15	Workforce Center Building M Automotive Lab Expansion	MV					●					\$ 2,648,275	\$ 1,803,251	\$ 845,024	\$ 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	\$ 922,346	\$ 313,084	\$ 691,200	High	June 2024	Approval of Substantial Completion	PBK Architects	Holchemont
17	Child Development Center Portable PB L-2 Renovation	DV					●					\$ 305,000	\$ 96,032	\$ 208,968	\$ 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
<b>Mid-Valley Subtotal</b>												\$ 5,817,460	\$ 3,882,750	\$ 1,934,710	\$ 3,435,400					
<b>Technology Campus</b>																				
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	\$ 1,447,786	\$ 1,660,214	\$ 2,576,680	High	September 2024	Approval of Substantial Completion	EGV Architects	Kimber 1985
21	Truck Driving Range Expansion	DV									●	\$ 41,350	\$ 61,326	\$ (19,976)	\$ 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
<b>Technology Campus Subtotal</b>												\$ 3,659,250	\$ 1,745,107	\$ 1,914,143	\$ 2,960,380					
<b>Dr. Ramiro R. Casso Nursing &amp; Allied Health Campus</b>																				
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
<b>Nursing and Allied Health Campus Subtotal</b>												\$ 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	
<b>Starr County Campus</b>																				
27	Workforce Center Building D Welding Expansion	MV									●	\$ 1,295,520	\$ 1,103,179	\$ 192,341	\$ 54,500	High	March 2024	Approval of Final Completion	Gignac & Associates, LLP	Kimber 1985
28	Workforce Building Q Automotive Expansion	MV					●					\$ 2,551,300	\$ 669,215	\$ 1,882,085	\$ 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	\$ 149,732	\$ 364,896	\$ 390,000	High	September 2024	Approval of Substantial Completion	Able City, LLC	Triun Construction
<b>Starr County Campus Subtotal</b>												<b>\$ 4,361,448</b>	<b>\$ 1,922,126</b>	<b>\$ 2,439,322</b>	<b>\$ 2,301,300</b>					
<b>Regional Center for Public Safety Excellence</b>																				
30	Canopy for Safety Training Vehicles	DV									●	\$ 801,060	\$ 769,671	\$ 31,389	\$ 41,910	High	January 2024	Approval of Final Completion	Gignac & Associates, LLP	5 Star Construction
31	Canopy for Students/Instructors	DV									●	\$ 595,048	\$ 553,621	\$ 41,427	\$ 30,470	High	January 2024	Approval of Final Completion	Gignac & Associates, LLP	5 Star Construction
32	Fire Training Area	DV									●	\$ 489,242	\$ 428,675	\$ 60,567	\$ 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	\$ 338,662	\$ 41,069	\$ 44,200	High	April 2024	Approval of Final Completion	DBR	Metro Electric
35	Two-Story Residential Fire Training Structure	SS					●					\$ 2,796,250	\$ 2,095,565	\$ 700,685	\$ 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	July 2024	Approval of Construction Services	Perez Consulting Engineers	TBD
<b>Regional Center for Public Safety Excellence Subtotal</b>												<b>\$ 5,585,031</b>	<b>\$ 4,186,195</b>	<b>\$ 1,398,836</b>	<b>\$ 2,737,310</b>					
<b>District Wide</b>																				
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
<b>District Wide Subtotal</b>												<b>\$ 9,573,809</b>	<b>\$ 48,930</b>	<b>\$ 9,524,879</b>	<b>\$ 9,573,809</b>					
<b>Totals</b>			<b>12</b>	<b>3</b>	<b>6</b>	<b>0</b>	<b>8</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>6</b>	<b>\$ 73,780,722</b>	<b>\$ 13,425,362</b>	<b>\$ 60,355,360</b>	<b>\$ 32,144,604</b>					



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	
<b>Pecan Campus</b>																				
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
<b>Pecan Campus Subtotal</b>												<b>\$ 1,490,600</b>	<b>\$ 431,385</b>	<b>\$ 1,059,215</b>	<b>\$ 1,490,600</b>					
<b>Mid Valley Campus</b>																				
8	South Academic Building H Repair & Renovations of Damaged Roof and Interior Areas	DV							●			\$ 1,730,000	\$ 733,423	\$ 996,577	\$ 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
<b>Mid Valley Campus Subtotal</b>												<b>\$ 1,933,000</b>	<b>\$ 733,423</b>	<b>\$ 1,199,577</b>	<b>\$ 1,933,000</b>					
<b>Dr. Ramiro R. Casso Nursing &amp; Allied Health Campus</b>																				
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
<b>Nursing and Allied Health Campus Subtotal</b>												<b>\$ 762,000</b>	<b>\$ 211,377</b>	<b>\$ 550,623</b>	<b>\$ 558,600</b>					
<b>Technology Campus</b>																				
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
<b>Technology Campus Subtotal</b>												<b>\$ 455,000</b>	<b>\$ -</b>	<b>\$ 455,000</b>	<b>\$ 454,999</b>					

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	
<b>Starr County Campus</b>																				
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
<b>Starr County Campus Subtotal</b>												<b>\$ 391,500</b>	<b>\$ -</b>	<b>\$ 391,500</b>	<b>\$ 391,500</b>					
<b>District Wide</b>																				
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	\$ 11,219	\$ 38,781	\$ 50,000	Low	N/A		N/A	TBD
21	Building Automation Systems Replacements	RC/O&M		●								\$ 76,500	\$ 3,599	\$ 72,901	\$ 76,500	Low	N/A		N/A	TBD
22	Flooring Replacements	SS							●			\$ 504,000	\$ 433	\$ 503,567	\$ 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	\$ 5,970	\$ 19,030	\$ 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
<b>District Wide Subtotal</b>												<b>\$ 6,446,340</b>	<b>\$ 22,872</b>	<b>\$ 6,423,468</b>	<b>\$ 6,446,340</b>					
<b>Totals</b>		<b>0</b>	<b>2</b>	<b>8</b>	<b>3</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>\$ 11,478,440</b>	<b>\$ 1,399,057</b>	<b>\$ 10,079,383</b>	<b>\$ 11,275,039</b>					

**Outstanding Issues - Action Plan**  
**May 14, 2024 Facilities Committee Meeting**  
*as of May 9, 2024*

#	Description of Issues	Responsible Parties	Status	Due Date	Comments/Notes	Resolution / Action Item
<b>Pecan Campus</b>						
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 5/9/2024	<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 &amp; 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 1/12/24. 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 &amp; Administration met with Legal Counsel, BEAM Professionals, and PBK Architects to review draft of request letter for final editing.</p> <p>4/2/2024: College Staff &amp; Administration met with Legal Counsel and discussed additional editing requested by the Board of Trustees. Administration to provide letter to Board Member for 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> <p>5/9/2024: Administration to forward letter for editing by Board Member.</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>5/4/2023: 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.</p> <p>5/17/2023: Construction documents (roof only) have been completed by the Architect and the College has begun the solicitation for construction services.</p> <p>5/18/2023: Pending response from Public Adjuster on status of final insurance settlement.</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>5/31/2023</p> <p>6/5/2023</p> <p>7/11/2023</p> <p>8/8/2023</p> <p>10/11/2023</p> <p>11/17/2023</p> <p>1/10/2024</p> <p>2/6/2024</p> <p>2/28/2024</p> <p>4/2/2024</p> <p>5/9/2024</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>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>5/3/2024: Attended meeting with Public Adjuster and College Staff to review budget estimates and scope.</p> <p>5/7/2024: Attended meeting with Legal Counsel and College Staff to review concerns from Public Adjuster regarding Architect's scope of work needed to repair the roof and interior damages.</p>	<p>5/18/2023: Awaiting final settlement from Hartford Insurance and recommendation from Public Adjuster.</p> <p>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.</p> <p>7/5/2023: Awaiting final settlement from Hartford Insurance and recommendation from Public Adjuster. Roof replacement to begin in July.</p> <p>8/2/2023: Awaiting final settlement from Hartford Insurance and recommendation from Public Adjuster. Roof replacement to begin in August.</p> <p>9/7/2023: Still awaiting the same final settlement and recommendation. Roof replacement has begun.</p> <p>9/7/2023: Still awaiting the same final settlement and recommendation. Roof replacement is in progress.</p> <p>11/6/2023: Still awaiting the same final settlement and recommendation. Roof replacement is in progress.</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>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> <p>5/9/2024: Meeting to be coordinated by Architect to discuss code requirements regarding project scope repair work with the City of Weslaco Building Department.</p>
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3	Mid Valley Campus Workforce Center Building D - Automotive, Welding, and HVAC-R Labs	Holchemont, Ltd.	Pending	2/6//2024 5/9/2024	<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.</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 is working to resolve the change order that is fair to the Contractor and Owner.</p> <p>5/9/2024: 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.</p> <p>2/28/2024: The Project Team is working on a change order that is fair to the Contractor and Owner.</p> <p>4/2/2024: The Project Team is working on a change order that is fair to the Contractor and Owner.</p> <p>5/9/2024: The Architect and Owner are pending to meet with the Contractor to discuss a change order that is fair to the Contractor and Owner.</p>
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**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	5/31/2023 7/11/2023 10/11/2023 11/17/2023 1/10/2024 2/6/2024 2/28//2024 4/2/2024 5/9/2024	<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 1sr 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>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. College repaired the irrigation leak on southwest corner of the building at grade.</p> <p>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>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>2/6/2024: 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>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>4/12/2024: Contractor, Architect, and College Staff have met on site to review status of cracks and water infiltration issues.</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> <p>5/9/2024: Architect and Contractor will have testing lab company to perform boring samples below kitchen floor to test existing soil conditions.</p>
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***Starr County Campus***

5	Starr County Campus Workforce Center Building D - Automotive Lab and HVAC-R Lab	Triun	Pending	<p>2/6/2024 2/28/2024 4/2/2024 5/9/2024</p>	<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>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>4/2/2024: 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>5/9/2024: The change order was approved by the Board on April 23, 2024.</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> <p>5/9/2024: Item has been resolved.</p>
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## **Approval of Financial Reports for March 2024**

Administration recommends Board approval of the financial reports for the month of March 2024.

The following financial reports have been provided under separate cover:

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

**Approval Recommended:**

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

## **Review and Approval of Checks and Purchasing Reports for April 2024**

Administration recommends Board approval of the checks for release for the month of April 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 April 2024.
- 11) Release of Checks for \$125,000.00 and Above  
Board of Trustees Approval Required for April 2024.
- 12) Release of Checks for \$125,000.00 and Above  
Released Prior to Board Approval for April 2024.
- 13) Release of Construction Fund Checks for April 2024.
- 14) Summary of Purchase Orders (Purchasing) for April 2024.
- 15) Summary of Bid Solicitations (Purchasing) for April 2024

The Check Register for April 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 April 2024.

**Approval Recommended:**

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



## **Review and Action as Necessary on Status of Litigation Related to the Pecan Campus Sand Volleyball Courts Project**

Legal Counsel will provide an update on mediation status and potential next steps related to ongoing litigation related to the Pecan Campus Sand Volleyball Courts project.

**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 action as recommended by legal counsel.

**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:

- Thursday, June 6, 2024
  - 11:00 a.m. – Board Work Session
  
- Tuesday, June 11, 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, June 25, 2024
  - 5:30 p.m. – Regular Board Meeting

### B. Other Announcements:

- South Texas College will be closed Wednesday, June 19, 2024 in observance of Juneteenth.