



**SOUTH TEXAS
COLLEGE**

Board of Trustees

Regular Board Meeting

Tuesday, June 25, 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, June 25, 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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- VII. Update by the College President**

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Award of Proposals

- 1) Childcare Services (Award) – **Grant Funded**
- 2) Cosmetology Supplies and Equipment (Award)
- 3) Temporary Personnel Services (Award)

Purchases and Renewals - Instructional Items

- 4) Admission Assessment Exams (Purchase)
- 5) Library Database Services (Purchase)
- 6) Software and Educational Supplies (Purchase) – **Grant Funded**
- 7) Testing Materials (Purchase)
- 8) Books and Educational Materials (Renewal) – **Grant Funded**
- 9) Books and Educational Materials II (Renewal) – **Grant Funded**
- 10) Library Materials (Renewal)
- 11) Library Serials (Renewal)

Purchases and Renewals - Non-Instructional Items

- 12)Furniture (Purchase)
- 13)Campus and Dining Food Trucks – II (Renewal)
- 14)Campus and Dining Food Trucks – II (Renewal)
- 15)Collection Agency Services (Renewal)
- 16)General Purpose Printing (Renewal)
- 17)Maintenance and Repair Parts, Materials, and Supplies (Renewal)
- 18)Mass Notification System Agreement (Renewal)

Purchases and Renewals - Technology Items

- 19)Computers, Laptops, Tablets, and Printers (Purchase)
- 20)Course Development Services (Purchase)

Interlocal Agreement

- 21)Professional Development Services Agreement (Renewal)

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A.	Next Meetings:	
•	<u>Tuesday, July 9, 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, July 23, 2024</u>	
➤	5:30 p.m. – Regular Board Meeting	
B.	Other Announcements:	
•	South Texas College will be closed Thursday, July 4, 2024 in observance of Independence Day.	

Consideration and Adoption of Proposed Revision to Policy BCA (Local) Board Internal Organization – Board Officers and Officials

Administration recommends adoption of the proposed revision to Policy BCA (Local) – Board Internal Organization – Board Officers and Officials.

The current version of Policy BCA (Local) includes a provision from the original Board Policy #1100, adopted in September 1995, that prohibits any Board Officer from being re-elected to the same office for consecutive terms.

While Texas Education Code 130.082(d) and Policy BCA require the election of officers, it is important to note that the role of Secretary is distinct. The law and policy explicitly state that the Secretary may, but is not required to, be a member of the Board. Furthermore, the law does not prohibit the election of an officer to consecutive terms.

Although the administration recommends that a trustee be elected to serve as Secretary, it is reasonable to exempt the Secretary position from the restriction on consecutive terms.

Therefore, the administration recommends revising the policy to allow the Board the option to re-elect the current Secretary to serve consecutive terms in the same role.

The proposed revision to Policy BCA (Local) Board Internal Organization – Board Officers and Officials is included in the packet for the Trustees' review.

The proposed revision has been reviewed by TASB and by Legal Counsel, who have expressed no concerns.

Mr. Andrew Fish, Board Relations Officer, will be available at the meeting to respond to 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 adopts the proposed revision to Policy BCA (Local) Board Internal Organization – Board Officers and Officials, as presented, and which supersedes any previously adopted Board policy.

Approval Recommended:

Dr. Ricardo J. Solis
President

BOARD INTERNAL ORGANIZATION
BOARD OFFICERS AND OFFICIALS

BCA
(LOCAL)

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, except Secretary, shall be eligible to 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.

DATE ISSUED:

ADOPTED:

1 of 1

BCA(LOCAL)-X

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.

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.

It is necessary to elect new officers for the positions of Chair, Vice Chair, and Secretary, to serve through May 2026. The Board may elect each office separately or elect a slate of officers at one time.

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 July 2024 Regular Board Meeting to provide the Chair the opportunity to make/revise appointments as necessary.

Report of New Grants Awards

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

These grants have been approved and accepted by the College President, in compliance with Policy CAA (L) Appropriations and Revenue Sources – State and Federal Revenue Sources, and are reported here for the Board’s information and feedback to administration.

- **Texas Workforce Commission, Adult Education and Literacy Service Provider, in the amount of \$1,000,000**

These funds will allow the Continuing Education and Workforce Development (CEWD) department to provide participants with low literacy skills the skills and credentials to be able to find employment.

CEWD will provide In-person, Remote, and Distance Learning instruction to those who either lack a high school diploma to be able to find employment or who may have their high school diploma or GED but who may not have the skills needed for employment.

The funding period is July 2024 to July 2026.

This grant aligns with Strategic Goal #1, Lead Community Engagement, by aligning educational opportunities with community and workforce needs.

- **The Texas Higher Education Coordinating Board, Carl D. Perkins Basic Grant, Additional Funds in the amount of \$544,120**

The purpose of the Carl D. Perkins Basic Grant is to improve graduation, retention, access, quality, and to provide for the expansion of Career and Technical Education (CTE) programs. Funds will be used for instructional equipment, instructional supplements, professional development, CTE personnel, datahub software, and other program activities in the Divisions of Academic Affairs, Student Affairs and Enrollment Management, Information Services, Planning, Performance, and Strategic Initiatives, and in Institutional Advancement and Economic Development. With this reallocation of \$544,120, and an original allocation of \$2,222,167, STC’s Perkins Basic Grant award for this funding period is a grand total to \$2,766,287.

The funding period is September 1, 2023 to August 31, 2024.

This grant aligns with Strategic Goal #4, Foster Student Success, providing students with accessible pathways and effective support structures that promote persistence, educational attainment, academic achievement, personal and professional growth and aligns with the Strengthening Career and Technical Education for the 21st Century Act.

- **Texas Mutual Insurance Company, Workforce Development and Safety Training Grant in the amount of \$100,000**

These funds will allow the Continuing Education and Workforce Development (CEWD) department and the Center for Advanced Training and Apprenticeships (CATA) to expand training initiatives and offer free workplace safety and life-saving skills courses to local

businesses and their employees. Trainings will be structured to improve workplace safety and enhance emergency responses by empowering individuals to respond effectively in medical emergencies.

The funding period is June 1, 2024 to December 31, 2024.

The award aligns with Strategic Goal #1, Lead Community Engagement, by aligning educational opportunities with community and workforce needs.

- **Texas Workforce Commission, Explore STEM! for Students with Disabilities in the amount of \$60,000**

This grant was awarded to the Center for Advanced Training and Apprenticeships (CATA) to provide STEM-based summer camps for students ages 14-22. Explore STEM camps are designed to provide students with disabilities the opportunity to learn about STEM occupations through virtual and hands on modalities. Students would be instructed both through the Microsoft Teams online platform and in person while providing students an Instructional Coach for hands-on lead activities as needed. This grant allowed the CATA an opportunity to work with students with disabilities, enhance their learning experience through interactive learning, and encourage students to persist in STEM-related studies.

The funding period is from June 2024 through December 31, 2024.

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

- **Educate Texas/RGV Focus, subaward with Region One Education Service Center (ESC), in the amount of \$50,000**

This subaward will strengthen and align K-12 to postsecondary healthcare & education pathway offerings across Region One ESC. STC will build and scale dual enrollment pathway options and provide summer camps, and training for STEM students.

The funding period is June 2024 to December 2025.

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

- **Department of Education, Perkins Innovation and Modernization Grant, subaward with Region One Education Service Center (ESC), in the amount of \$41,666.65**

South Texas College will partner with Region One ESC to build capacity for nine local education agencies to foster Career and Technical Education (CTE). STC will provide Advanced Placement and early college dual enrollment, college and career institutes, college learning and visits, counseling and internships, job shadowing, cybermentoring, academic and career advising, mentoring, and dual concurrent enrollment support.

The funding period is June 2024 to June 2029.

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

- **Texas Pioneer agreement with Science Mill in the amount of \$20,000**

These funds will be used for STEM summer camps at Rio Grande City Consolidated Independent School District hosted by Science Mill, an interactive science learning exhibit based in Johnson City, Texas.

The funding period is June 1, 2024 to December 31, 2024.

This grant aligns to Strategic Goal #1, Lead Community Engagement, by providing high school students the opportunity to engage in Science, Technology, Engineering and Math (STEM) learning camps that encourage them to pursue higher education in STEM-related occupations.

- **Harlingen Cotton Committee Foundation, in the amount of \$10,000**

Funds will be utilized to support students enrolled in South Texas College's Diesel Technology Program, specifically those aiming to work within the agricultural sector of the Rio Grande Valley. The funding will provide students essential equipment and tools required for their training and future employment.

The Diesel Technology Department at South Texas College offers a comprehensive curriculum that equips students with the necessary skills to excel in agricultural jobs involving the repair and maintenance of diesel engines, electrical and electronic control systems, hydraulic systems, air brakes, and transmissions.

The funding period is June 2024 to June 2025.

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

- **Dollar General Foundation, Adult Education and Literacy Grant in the amount of \$8,000**

These funds will allow the Continuing Education and Workforce Development (CEWD) department to purchase GED reusable software licenses to provide ESL instruction. The software which will be used to assist up to 600 GED training participants.

The funding period for this grant is from June 5, 2024 to June 5, 2025.

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

Approval of Board Meeting Minutes

The following Board Meeting Minutes are submitted for approval:

- 1) May 28, 2024 Regular Board Meeting
- 2) June 6, 2024 Board Work Session

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, May 28, 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, May 28, 2024 in the Ann Richards Administration Building Board Room at the Pecan Campus in McAllen, Texas. The meeting commenced at 5:44 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, Mr. David De Los Rios, and Mr. Danny Guzman.

Members absent: None

Also present: Dr. Ricardo J. Solis, Mrs. Mary Elizondo, Dr. Anahid Petrosian, Mr. Matthew Hebbard, Dr. Rodney Rodriguez, Dr. Jesus Campos, Dr. Brett Millán, Dr. Rebecca De Leon, Mr. Rick De La Garza, Mr. George McCaleb, Ms. Deyadira Leal, Mrs. Myriam Lopez, Dr. Ali Esmaeili, Dr. Zachary Suarez, Ms. Alicia Correa, Ms. Claudia Olivares, Mr. Tony Matamoros, Chief Ruben Suarez, Mrs. Carla Rodriguez, Dr. Eric Reittinger, Ms. Olivia De La Rosa, Dr. Carlos Margo, Mr. Stephen Crum, Ms. Erika Guerra, Mr. Robert Cuellar, Mr. David Valdez, Ms. Lynda Lopez, Ms. Amanda Sotelo, Ms. Yolanda Martinez, Ms. Elizabeth Hollenbeck, Mrs. Nadia Ochoa, Ms. Julissa Rodriguez, Mr. Daniel Montez, Ms. Rachel Brown, Ms. Joanna Martinez, Dr., Kelli Davis, Mr. Javier Villalobos, Mr. Brian Godinez, Mr. Eddie G. Vela, Mrs. Kelly Salazar, Mr. Hiram Moya, Ms. Maricruz Hinojosa, Ms. Karina Padron, Mr. Alexander Garcia, Mr. Ethan Roberts, Mr. Leonel Alvarado, Ms. Emily Upshaw, and Mr. Andrew Fish

Determination of a Quorum

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

Invocation

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

Mission Moment

Dr. Brett Millan, Associate Vice President for Academic Success & Advancement, and Dr. Kelli Anne Davis, Director of Transfer and Educational Advancement Center, highlighted students participating in the Texas A&M Engineering Academy partnership

with South Texas College. This partnership provides a pathway to students interested in pursuing an engineering track at A&M, with a solid start at South Texas College.

In February 2023, South Texas College and A&M signed an agreement establishing this academy, and began recruiting. This resulted in a first cohort of nine “Jaggies” – Jaguar / Aggies, who have now completed their first year at STC. At the conclusion of the first year, some of the participants are matriculating to A&M, while another group will matriculate to the A&M Higher Education Center at McAllen, and others will stay at South Texas College to enjoy the smaller class sizes and lower costs for as long as possible before transferring to A&M.

Recruiting for the next cohort included 110 students expressing interest, with 40 completing their application for the program, with 34 admitted students so far.

Dr. Davis introduced the following four Jaggies of the current cohort who were able to attend the meeting:

- Hiram Moya
- Karina Padron
- Ethan Robert
- Alexander Garcia

Congratulations to these outstanding students for taking advantage of this innovative program, and rewarding their hard work with a pathway to fantastic higher education and career success.

Public Comments

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

Recognition of Outgoing Trustee

South Texas College extended 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 served as the Chair of the Finance, Audit, and Human Resources Committee.

Mr. Guajardo was recognized for his dedicated support of the College’s Mission. His fiscal stewardship and supportive of college initiatives 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 was Mr. De Los Rios' first term serving on the South Texas College Board of Trustees.

Congratulations were extended to the re-elected and newly elected trustees.

No formal action was taken.

Upon a motion by Dr. Alejo Salinas, Jr. and a second by Mrs. Victoria Cantu, the Board tabled the following three agenda items:

- **Recognition of Outgoing Board Officers for 2020 - 2024**
- **Election of Board Officers**
- **Request for Consideration of Appointment as Board Committee Chair and Committee Member**

The motion carried.

The following agenda items were deferred until the end of the agenda:

- **Deliberation and Action as Necessary on Self-Assessment of the Board of Trustees**
- **Deliberation and Action as Necessary on Assessment of the College 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, was presented. The Board was asked to approve the Investment Report as presented.

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

The report provided a brief review and update of the College's Quarterly Investment Report for the Quarter Ended 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 required an Investment Report to be prepared and submitted to the Board of Trustees and the President on a quarterly basis.

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

Enclosed Documents – A copy of the Quarterly Investment Report for the Quarter Ended February 29, 2024 was included in the packet for the Board's information and review.

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

Upon a motion by Mr. Paul R. Rodriguez and a second by Mrs. Victoria Cantu, the Board of Trustees of South Texas College approved and authorized the Quarterly Investment Report for the Quarter Ended February 29, 2024, as presented. The motion carried.

Update by the College President

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

- Introduction of new administrative staff:
 - Elizabeth Hollenbeck, Associate Dean of Library Services
 - Yolanda Martinez, Director of Educational Technologies
 - Tony Matamoros, Dean of Enrollment Services

- Claudia Olivares, Director of Human Resources for Employee Relations and Title IX
- Nadia Ochoa, Director of Fundraising and Foundation
- Announcement of new nursing pathways being developed
- Announcement of Dual Credit Program growth
- A&M Engineer Academy program has doubled enrollment in their Engineer Program
- Update on graduations and pinning ceremonies held in May 2024
- Introduction of Faculty Senate members in attendance

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, attended to 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 was provided in the packet for the Board's review.

The trustees had no questions for Ms. Salazar, and no action was taken.

Approval of Board Meeting Minutes

The following Board Meeting Minutes were 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 called for any proposed revisions to the Minutes as written.

No revisions were suggested, and the Chair adopted the Minutes as written.

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 was taken.

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

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

Administration believed that all questions raised during the Committee discussion of Consent Agenda items were resolved to the Committee's satisfaction at the meeting, and the items were presented 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 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

Upon a motion by Mrs. Victoria Cantu and a second by Dr. Alejo Salinas, Jr., the Board of Trustees of South Texas College approved and authorized items a - b of the Education and Workforce Development Committee Consent Agenda as presented. The motion carried.

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.

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

Consent Agenda:

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

Administration recommended 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 was 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 would 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.

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

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

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

Proposed ISD Partnership Support Options

The community college funding changes from the passage of HB 8 in the 88th 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 focused on strategies that would utilize approximately \$1,000,000 from the College's FAST Funding. The strategies would be included in the balanced budget presented for the Board's consideration for the Fiscal Year.

Administration 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 focused 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 was based on a cost-recovery model, and was necessary to keep the dual credit programs affordable.

By leveraging approximately \$1,000,000 of the FAST funding, STC offered 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 would communicate with partnering districts to help them prepare their budgets and course scheduling.

After the first year of implementation, administration would 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 would 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 would 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 was included for the Board's consideration without a committee recommendation.

Upon a motion by Mrs. Victoria Cantu and a second by Dr. Alejo Salinas, Jr., the Board of Trustees of South Texas College approved and authorized 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. The motion carried.

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.

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

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

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

1. Approval of Award of Proposals, Purchases, Renewals, and Interlocal Agreement at a total cost of \$3,943,470.51
2. Approval of Revised Appraisal District Allocated Cost Payments for the 2024 Assessment Fees for Hidalgo County
3. Approval of Vacation Payout for WorkDay ERP Implementation Primary Leads and Co-Leads for FY 2024
4. Approval of Jurisdictional and Interagency Support Memorandum of Understanding (MOU) Between South Texas College Police Department and the City of Mission Police Department
5. Approval of Proposed Annual Salary Increases for Faculty and Non-Faculty Personnel for FY 2024 – 2025
6. Approval to Implement a Semi-Monthly Payroll for All Employees Effective January 2025
7. Approval to Revise Proposed Projects for Internal Auditor for FY 2023 – 2024
8. Approval to Revise Policy DAA: Employment Objectives – Equal Employment Opportunity
9. Approval to Adopt New Personnel Policy and Retire Current Policy
10. Approval to Adopt New Local Governance Policy BG (Local) Administrative Organization
11. Approval to Adopt New Business and Support Services Policies and Retire Current Policies
12. Approval to Adopt New Students Policies and Retire Current Policies
13. Approval to Retire Five (5) Current Policies

Mrs. Dalinda Gonzalez-Alcantar requested a report on current vacancies at the college, including a breakdown between faculty and non-faculty positions, along with a comparison of STC's turnover (faculty and non-faculty) against statewide averages. Administration agreed to develop this report for the trustees' review.

Mr. Danny Guzman asked administration to clarify whether the proposed annual salary increase would be provided across the board to faculty and non-faculty employees. Administration agreed that this was a general increase for all employee classifications.

Upon a motion by Mr. Paul R. Rodriguez and a second by Mrs. Victoria Cantu, the Board of Trustees of South Texas College approved and authorized items a - m 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 at a total cost of \$3,943,470.51

Purpose and Justification – Administration recommended 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 recommended approval as follows:

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

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

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
Furniture Total		\$ 155,183.11

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

- 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	Telepro Communications (Mission, TX)
Secondary	BridgeNet Communications (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.

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

Consent Agenda:

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

Purpose and Justification – Administration recommended 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:

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

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 was provided 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.

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

Consent Agenda:

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

Purpose and Justification – Administration recommended 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
Total Number of Eligible Employees	38
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
Total Salary and Benefits Expense (estimated)	\$142,981.00

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

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

Reviewers – The Vice President for Finance and Administrative Services, Cabinet, and the Comptroller 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.

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

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

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

Police Department	Campus/Center Serviced	Initial Board Approved
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 were 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 was included 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.

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

Consent Agenda:

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

Purpose and Justification – Administration recommended 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:

7% GPI and Other Adjustments Cost Model			
Pay Group	GPI	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
Total	\$7,081,065	\$1,020,464	\$8,101,529
Benefits			2,025,382
Total Cost			\$10,126,911

The proposed annual salary increases for FY 2024 - 2025 were 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 were included 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, was available

via teleconference to present on the TASB Salary increases and 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.

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

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

Purpose and Justification – Administration recommended 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 would ensure consistency for all employees and enhance our payroll management efficiency, providing a more efficient, streamlined, and accurate process. All College employees would 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, received pay monthly. Transitioning from a monthly to a semi-monthly pay frequency offered 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 would 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 would 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 would receive their paychecks on a semi-monthly basis with no gaps.

Administration proposed 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 was estimated at approximately \$4,000,000, and funding would be included in the balanced budget to be presented to the Board of Trustees in August 2024.

A transition plan was under development 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 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 was provided 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.

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

Consent Agenda:

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

Purpose and Justification – Administration recommended 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 were 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 were included 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.

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

Consent Agenda:

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

Purpose and Justification – Administration recommended 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 recommended revisions to Policy DAA.

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

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

Enclosed Documents – The revised local policy was included 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.

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

Consent Agenda:

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

Purpose and Justification – Administration recommended 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 would align the policies with the comprehensive, current, and legally sound policy manual, to strengthen the policies’ language, and to transition policies to standardized format. In addition to the policy, internal procedures were currently in place and 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 would be reviewed, retired, and transitioned into the TASB formatted policies. TASB would then provide a comprehensive, current, and legally sound Policy Manual.

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

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

Mary G. Elizondo, Vice President for Finance and Administrative Services, 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.

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

Consent Agenda:

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

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

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

The adoption of the new policy was 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 would be reviewed, retired, and transitioned into the TASB formatted policies. TASB would then provide a comprehensive, current, and legally sound Policy Manual.

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

Enclosed Documents – The new policy was included 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.

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

Consent Agenda:

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

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

The adoption of new and/or retired policies 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

Adopt New Policy	Comparable/Retired Policy(ies)	Retired Policy Content Transition
		local policy and a procedure, handbook, manual, etc.
G-1. CDA (Local) Accounting – Financial Reports and Statements	G-2. Policy #5330: Budget and Financial Reporting	All of the content from the retired policy is included in the new local policy.
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 would be reviewed, retired, and transitioned into the TASB formatted policies. TASB would then provide a comprehensive, current, and legally sound Policy Manual.

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

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

Consent Agenda:

I. Approval to Adopt New Students Policies and Retire Current Policies

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

The adoption of new and/or retired policies 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 would be reviewed, retired, and transitioned into the TASB formatted policies. TASB would then provide a comprehensive, current, and legally sound Policy Manual.

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

Enclosed Documents – The new and retired policies were provided 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.

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

Consent Agenda:

m. Approval to Retire Five (5) Current Policies

Purpose and Justification – Administration recommended 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 would be reviewed, retired, and transitioned into the TASB formatted policies. TASB would then provide a comprehensive, current, and legally sound Policy Manual.

Reviewers – The retired policies were reviewed by staff and administrators.

Enclosed Documents – The retired policies were provided 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.

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

Review and Action as Necessary on Renewal of the Starr County Agreement for Tax Assessment Collection

Purpose and Justification – Administration recommended 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 was 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 was 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.

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 1st of each calendar year.

Funding Source – The annual collection fee was reduced monthly from taxes collected during the month. Funds for these expenditures would 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 were provided 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 was waiting on confirmation from the Starr County Tax Assessor/Collector that services would be provided within the \$150,000 fee structure as recommended by the Committee.

An update was provided at the Board meeting, indicating that administration was still waiting for formal confirmation of the terms.

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 renewal of the Starr County Agreement for Tax Assessment and Collection for current and delinquent taxes collected from September 1, 2024 through August 31, 2025, not to exceed \$150,000 and contingent upon Starr County offering those terms. The motion carried.

Discussion and Action as Necessary on Contract for Electric Power Services

Purpose and Justification – Administration recommended 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 was expiring on May 31, 2024, so it was 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 approved a specific rate and term, it was 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, attended the meeting to address any questions.

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. Paul R. Rodriguez made a motion for Board acceptance of the proposed contract terms with Shell / MP2 Energy Texas for a 36-month term at a rate of \$0.0682 per Kwh, and Mrs. Dalinda Gonzalez-Alcantar seconded the motion.

Upon further deliberation, Prism Energy Solutions noted that the pricing had been provided before the market closed on May 28, 2024, and they expected the price would hold until they could execute the agreement on the morning of May 29, 2024; however, they indicated a possibility that market factors could cause a price change overnight, and recommended that the Board consider a new motion to accept a contract with the same vendor and term length, but at a price not to exceed \$0.07000 per Kwh.

Prism Energy Solutions noted that the vendor would only be able to change the pricing based on market factors that Prism Energy Solutions would be able to independently verify, should that arise. They clarified that a price change was not likely, and they did not anticipate a change. They simply wanted the ability to execute a contract with agreeable terms without needing to come back to the Board for further action, should there be a market adjustment.

Mrs. Dalinda Gonzalez-Alcantar withdrew her second, and Mr. Paul R. Rodriguez withdrew his motion.

Mr. Paul R. Rodriguez made a new motion for Board acceptance of the proposed contract terms with Shell / MP2 Energy Texas for a 36-month term at a rate of \$0.0700 per Kwh, and Mrs. Dalinda Gonzalez-Alcantar seconded the motion. 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 believed that all questions raised during the Committee discussion of Consent Agenda items were resolved to the Committee's satisfaction at the meeting, and the items were presented here substantially as recommended by the Committee, for approval by the Board of Trustees.

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

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

- a. Approval 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

Upon a motion by Dr. Alejo Salinas, Jr. and a second by Mrs. Victoria Cantu, the Board of Trustees of South Texas College approve and authorize items a – d of the Facilities Committee Consent Agenda as presented. The motion carried.

Consent Agenda:

a. Approval of Interior Color Selection for Technology Campus Welding Lab Expansion Building F

Administration recommended 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. prepared color boards for review by the Facilities Committee.

Enclosed Documents

The packet included 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.

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

Consent Agenda:

b. Rejection of Construction Services Proposals for the Pecan Campus Kinesiology Building S

Administration recommended Board rejection of the construction services proposals for the Pecan Campus Kinesiology Building S project.

Purpose

The rejection of the construction services proposals would 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 was 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 was 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 recommended Board rejection of all of the proposals. College staff and the architect would 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 would be issued as necessary.

The construction budget for the project was \$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.

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

Consent Agenda:

c. Approval of Final Completion on the Pecan Campus North Academic Humanities Building P Renovation for Administrative and Support Services Office

Administration recommended 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.

	Project	Completion Recommendation	Date Received
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 Recommendation	May 8, 2024

This project was requested by Administration, and was reviewed by the Facilities Operations & Maintenance, Purchasing, and Facilities Planning & Construction Departments, and Administration. This project was scheduled as a non-educational improvement to renovate areas of 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 was 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 were 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.

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

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 recommended 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.

Project	Completion Recommended	Date Received
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 was 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 were 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.

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

Review and Recommend Action on Contracting Architectural Services for the District Office Building Renovation

Administration recommended Board approval to contract architectural services for the District Office Building Renovation project.

Purpose

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

Scheduling Priority

This project was requested by Administration. It was reviewed by the Facilities Operations & Maintenance, Purchasing, and Facilities Planning & Construction departments, and Administration. This project was scheduled as a non-educational improvement to renovate the new District Office facility.

Background

The project consisted 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	Rounds 1 and 2: Institutional Research, Effectiveness, and Strategic Planning, Office of Sponsored Initiatives, Facilities Operations & Maintenance, Facilities Planning & Construction, and Purchasing Departments Round 3: 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** was the highest ranked vendor.

The total project budget was \$5,000,000 which included costs for construction, design, miscellaneous, furniture, fixtures, and equipment (FFE), and technology.

District Office Building Renovation Total Estimated Project Budget	
Budget Item	Estimated Costs
Construction	\$4,000,000
Design	400,000
Miscellaneous	120,000
FFE	240,000
Technology	240,000
Total Estimated Project Budget	\$5,000,000

Funding Source

Funds for the District Office Building Renovation Project 2023-020C were budgeted in the Unexpended Construction Plant Fund for available use in FY 2023-2024.

Estimated Project Timeline

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

Enclosed Documents

The packet included a presentation of the project, and a scoring and ranking summary of the evaluations undertaken by the evaluation team and the Board of Trustees.

Mr. Danny Guzman noted that he did not support the aggregation of the Board's Round 3 evaluation results with the results of staff scoring during the Round 2 evaluation process.

Upon a motion by Dr. Alejo Salinas, Jr. and a second by Mr. Paul R. Rodriguez, the Board of Trustees of South Texas College approved and authorized contracting architectural services with **goERO International, LLC./ dba ERO Architects** for the District Office Building Renovation project as presented. The motion carried.

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, provided 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 would 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, attended the Board Meeting to address questions.

No action was required from the Board. This item was 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 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 March 2024

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

The following financial reports were 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, was available to respond to questions posed by the Board.

Upon a motion by Mr. Paul R. Rodriguez and a second by Mrs. Victoria Cantu, the Board of Trustees of South Texas College approved and authorized the submitted financial reports for the month of March 2024. The motion carried.

Review and Approval of Checks and Purchasing Reports for April 2024

Administration recommended 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 were 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 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 Mrs. Victoria Cantu, the Board of Trustees of South Texas College approved and authorized the submitted checks for the month of April 2024. The motion carried.

Executive Session:

The South Texas College Board of Trustees convened into Executive Session at 7:19 p.m. in accordance with Chapter 551 of the Texas Government Code for the specific purpose provided in:

- A. Review and Action as Necessary on Status of Litigation Related to the Pecan Campus Sand Volleyball Courts Project (Texas Government Code 551.071, Consultations with Attorney)
- B. 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 7:30 p.m. No action was taken in Executive Session.

Review and Action as Necessary on Status of Litigation Related to the Pecan Campus Sand Volleyball Courts Project

Legal Counsel provided an update on mediation status and potential next steps related to ongoing litigation related to the Pecan Campus Sand Volleyball Courts project.

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.

Upon a motion by Mr. Paul R. Rodriguez and a second by Mr. Danny Guzman, the Board of Trustees of South Texas College approved and authorized amendment of the College President's contract to include the Annual College Engagement and Development Allowance of \$36,000, effective beginning June 1, 2024. The motion carried.

The Board took action on the following two agenda items under a single motion:

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

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

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

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

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

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

Deliberation and Action as Necessary on Assessment of the College President

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

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

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

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

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

The Board of Trustees of South Texas College approves and authorizes the self-assessment of the Board of Trustees and the Assessment of the College President, using the assessment instruments as provided. The motion carried.

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.

Adjournment

There being no further business to discuss, the Regular Meeting of the South Texas College Board of Trustees adjourned at 7:37 p.m.

I certify the foregoing are the true and correct minutes of the Tuesday, May 28, 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
Thursday, June 6, 2024 @ 11:00 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 Thursday, June 6, 2024 in the Ann Richards Administration Building A Conference Room A 142 at the Pecan Campus in McAllen, Texas. The meeting commenced at 11:10 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. David De Los Rios, and Mr. Danny Guzman.

Members absent: None

Also present: Dr. Ricardo J. Solis, Mrs. Mary Elizondo, Mr. Matthew Hebbard, Dr. Anahid Petrosian, Dr. Jesus Campos, Dr. Rodney Rodriguez, Dr. Brett Millan, Mr. Luis Gonzalez, Dr. Fernando Chapa, Mr. Serkan Celtek, Ms. Melissa Renner, Ms. Karen Rodriguez, Mr. David Valdez, Mrs. Carla Rodriguez, Ms. Alma Church, Mrs. Gardenia Perez, Ms. Venisa Earhart, and Mr. Andrew Fish.

Determination of a Quorum

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

**Presentation and Certification of Security Awareness Training in
Compliance with Texas House Bill 3834**

Texas House Bill 3834 of the 86th Legislature requires cybersecurity training for local government organizations, including community college trustees. This training can be satisfied through a Texas Department of Information Resources (DIR)-approved presentation.

Mr. Luis Gonzalez, Chief Information Security Officer, provided a presentation that has been approved by DIR to satisfy this training. Having delivered this presentation, he was able to certify compliance for all trustees.

Following the presentation on cybersecurity, IT staff joined Mr. Gonzalez in offering assistance with phones or other devices that trustees use to access their South Texas

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College email accounts and other resources, including the set-up of multi-factor authentication to help ensure safety and security of the College's information resources and protect the trustees from exposure to cyber security issues.

No action was taken.

Review and Discussion of the Ongoing Development of the 2025 – 2031 Strategic Plan

Dr. Jesus Campos, Interim Vice President for Information Services, Planning, Performance, and Strategic Initiatives, introduced Dr. Fernando Chapa, Dean for Institutional Research, Effectiveness, & Strategic Planning. Dr. Chapa led a work session review of the ongoing Strategic Planning at South Texas College, building towards the development of a 2025 – 2031 Strategic Plan.:

October 24, 2023 Board Work Session

This discussion followed the October 24, 2023 Board Work Session, during which the trustees participated in a review of data trends, an overview of the planning cycle for the current 2019 – 2025 Strategic Plan, and a review of the multi-phase strategic planning cycle developed to intentionally incorporated broad-based participation from leadership, faculty, staff, students, and community members as we develop the new strategic plan.

On October 24th, administration reviewed the Key Performance Indicators aligned to HB 8 funding. The Trustees also participated in a SWOT Analysis to help identify strengths, weaknesses, opportunities, and threats that shape the College's strategic planning.

Current Strategic Planning Process for the Development of the 2025-2031 Strategic Plan

On June 6, 2024, Dr. Chapa and his team reviewed the following items:

Review of data:

a. Key Performance Indicators (KPIs)

KPIs establish the data points and benchmarks that measure the College's success. These align to student success metrics, and have been amended slightly to better align to the new HB 8 funding incentives.

b. Program Demand Gap Analysis

Administration has reviewed external analysis of the high-demand occupations in the region. This data has also been shared with the trustees.

Administration is reviewing the College's programs of study against the high-demand, high-paying opportunities that await graduates.

c. SWOT Analysis (Board, Faculty, Staff, Students, and Community)

Dr. Chapa's team has conducted SWOT Analysis sessions with the Board, faculty, staff, students, and community members to gather diverse feedback as part of its ongoing environmental scanning. This is essential to ensure the strategic plan for the

next six years is framed within an accurate understanding of our institution and the region we serve.

Environmental Scan of Trends and Issues Affecting Higher Education (e.g. Political, Economic, Socio-Cultural, Technological, Environmental)

In addition to SWOT Analysis, continued environmental scanning helps develop an understanding of trends that may impact the college and our stakeholders from a variety of courses.

Current and Proposed Mission, Vision, and Core Value Statements

Dr. Chapa shared the current draft versions of the Mission, Vision, and Core Value Statement that are being prepared for Board review and adoption as we approach the establishment of the 2025 – 2031 Strategic Plan.

Discussion of Next Steps and Continued Board Involvement/Engagement

Dr. Chapa concluded with a wrap up discussion of Strategic Planning and discussion of further feedback from the trustees to support the next steps in the outlined process.

The Trustees suggested that administration intentionally solicit a broad student perspective, representative of the College's enrollment. This would include students from non-credit and credit programs, dual credit students, traditional students, and returning students. Administration agreed to develop strategies to further engage the wide range of students served by the College's many programs.

No formal action by the Board of Trustees was requested at this time. This information was presented as an update to the trustees, for feedback to administration, and to help guide the next steps of the strategic planning process.

Discussion of the Renaming of the STC Higher Education Centers at PSJA ISD and La Joya ISD

Between 2010 and 2012, South Texas College established two Higher Education Centers (HEC) in partnership with PSJA ISD and La Joya ISD. These HECs were established to support Early College High School enrollment and to provide additional facilities for traditional students in those communities, in response to increased enrollment at that time.

Starting in 2018, traditional enrollment began to steadily decline district wide, and demand for courses at the two HECs, in particular, dramatically dropped. Discussions began at that time for alternative options for those facilities. Since the pandemic and subsequent recovery, there has been no enrollment of traditional students at either location.

Additionally, both districts offered new programs and activities to meet their district needs at each facility.

Because the HEC facilities were no longer used for traditional courses, the College was required to re-designate both locations to remain compliant with our accreditation

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standards. Administration proposed the following names that were more directly aligned to existing offerings:

Pharr ISD – Pharr College and Teaching Center
La Joya ISD – Jimmy Carter Early College High School

Board approval was not needed for this change, but administration wanted to outline the need for the change and provide an opportunity for discussion before moving forward.

No formal action by the Board of Trustees was taken.

Review and Discussion on Proposed District Administration Building

Administration proposed the development and construction of a new District Administration Building to include the Executive Office Spaces for the President and Vice Presidents, the Board Room, Event Center, and South Texas College Foundation. Placing all the executive functions in close proximity would benefit operations.

Over the past year, plans to renovate the former Texas A&M building on McColl Road and Vermont Avenue have been under development for a District Administration building. Administration has since determined that the current square footage of that building would not accommodate all the functions required or maximize efficiency of operations. The scope of the Texas A&M building renovation may be modified to instead accommodate additional classrooms for the Health Programs, offices for the South Texas College Foundation, the Public Relations Department, External Affairs, and others.

The Pecan Campus may be a more suitable location for a District Administration building and could provide more visibility, accessibility, and prominence. The proposed building would be a multi-story facility of approximately 60,000 square feet.

Administration discussed plans and options for a proposed District Administration Building with the Board of Trustees.

No action was taken.

Adjournment

There being no further business to discuss, the Board Work Session of the South Texas College Board of Trustees adjourned at 2:04 p.m.

I certify the foregoing are the true and correct minutes of the Thursday, June 6, 2024 Board Work Session 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, June 11, 2024:

a. Presentation and Discussion of South Texas College Summer Camps Offered in 2024

Ms. Olivia De La Rosa, Director of Continuing, Professional and Workforce Education, presented on the College's Summer Camp offerings in 2024.

Summer Camps have been a successful strategy to engage prospective and current students and partner with local school districts to provide a variety of educational and fun activities throughout our service area. These camps offer hands-on activities to engage and excite students as young as 9-years-old and up through young adults. Activities help participants discover and explore new interests, or expand on established skills.

This year's offerings included camps held throughout the Valley, including sections at the Mid-Valley Campus, Nursing and Allied Health Campus, Pecan Campus, Pecan Plaza, Starr County Campus, and Technology Campus.

Ms. De La Rosa provided an overview of camp opportunities that included the following titles:

<ul style="list-style-type: none">• 3D Printing Basics• Advanced Welding• Arduino Projects Engineering• Automotive/Diesel Repair Fundamentals• Aviation Camp• Bachelor's Summer Youth Leadership Camp• Basic Floral Design• Biology Explorers• Biotechnology Camp• Cookie Decorating Camp• Cyberpatriot	<ul style="list-style-type: none">• Drone Piloting Fundamentals• Exploring the World of Welding• FAA Remote Pilot Certificate Review• FANUC Robotics Fundamentals• Home Maintenance Mastery• Job Interviewing Workshop• Lego EV3 Robotics• Sewing Camp• Speech and Debate Camp• Summer Drumline Camp• Tool & Die Making• Virtual Reality Architecture
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The presentation included a review of marketing efforts, including the dedicated website at <https://www.southtexascollege.edu/youth-camps/index.html>, and an overview of the registration process and pricing structure for the camps.

No action is requested.

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

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

Administration 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 item is presented here substantially as recommended by the Committee, for approval by the Board of Trustees.

Any trustee may request the 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 2025 – 2026 Academic Calendar

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 item a of the Education and Workforce Development Committee Consent Agenda as presented.

Approval Recommended:

Dr. Ricardo J. Solis
President

Consent Agenda:

a. Approval of Proposed 2025 – 2026 Academic Calendar

Administration recommends Board approval of the proposed 2025-2026 Academic Calendar and recommend Board approval as presented.

The Academic Calendar Steering Committee, which includes membership from each area of the College and Student Government representation, has developed the FY 2025 – 2026 Academic Calendar.

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

The proposed calendar has been approved by the Academic Calendar Steering Committee and has been reviewed by Faculty Senate, Council of Chairs, Academic Council and Institutional Leadership Council.

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

The Committee recommended Board approval of the 2025-2026 Academic Calendar 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 2025-2026 Academic Calendar as presented.

Approval Recommended:

Dr. Ricardo J. Solis
President

2025-2026 Calendar



FINAL DRAFT 05-14-24

Fall Semester 2025 (August 25 - December 14)

August 13 (Wednesday)	New Faculty Start Date – New Faculty Benefits & Orientation (Human Resources)
August 14 (Thursday)	New Faculty Orientation
August 15 (Friday)	New Faculty Service Area Tour
August 18 (Monday)	Faculty Return – Academic Affairs Assembly / Division Meetings
August 19 (Tuesday)	Faculty Preparation Day / Departmental Meetings
August 20 (Wednesday)	Faculty Preparation Day / Departmental Meetings
August 21 (Thursday)	Faculty Preparation Day / Full-Time Faculty Teaching Dual Credit Courses PD Day / Departmental Meetings
August 22 (Friday)	Faculty Preparation Day / Departmental Meetings
August 23 (Saturday)	Adjunct & Dual Credit Faculty Professional and Organizational Development Day
August 25 (Monday)	Classes Begin
September 1 (Monday)	College Closed – Labor Day
September 10 (Wednesday)	Census Day - Twelfth Class Day
September 26 (Friday)	College Closed – Fall Convocation*
November 14 (Friday)	Last Day to Withdraw
November 27 – 30 (Thursday – Sunday)	College Closed - Thanksgiving Holiday
December 8 – 14 (Monday – Sunday)	Finals
December 13 (Saturday)	Commencement Ceremonies*
December 13 (Saturday)	Certificate and Degree Award Date
December 14 (Sunday)	End of Term
December 15 (Monday)	Last Day to Submit Grades
December 18 – January 4 (Thurs. – Sun.)	Winter Break (College Closed)

** Subject to change depending on availability of venue.*

2025-2026 Calendar



Spring Semester 2026 (January 20 – May 14)

January 5 (Monday)	College Opens – Staff return
January 5 (Monday)	New Faculty Start Date – New Faculty Benefits & Orientation (Human Resources)
January 12 (Monday)	Faculty Return – Division / Department Meetings
January 13 – 16 (Tuesday-Friday)	Faculty Preparation Day / Departmental Meetings
January 17 (Saturday)	Adjunct & Dual Credit Faculty Professional and Organizational Development Day
January 19 (Monday)	Martin Luther King, Jr. Day – College Closed
January 20 (Tuesday)	Classes Begin
January 27 – 30 (Tuesday – Friday)	Distance Learning Symposium*
February 4 (Wednesday)	Census Day - Twelfth Class Day
February 13 (Friday)	College Closed – College-Wide Professional Development Day*
March 16 - 22 (Monday - Sunday)	College Closed - Spring Break
April 2 – 5 (Thursday – Sunday)	College Closed - Semester Break
April 20 (Monday)	Last Day to Withdraw
May 8 – 14 (Friday – Thursday)	Finals
May 14 (Thursday)	End of Term
May 15 – 16 (Friday - Saturday)	Commencement Ceremonies*
May 16 (Saturday)	Certificate and Degree Award Date
May 18 (Monday)	Last Day to Submit Grades
May 25 (Monday)	College Closed – Memorial Day

**Subject to change depending on availability of venue.*

2025-2026 Calendar



Summer Session 2026 (June 1 – August 7)

June 1 (Monday)	Classes Begin
June 16 (Tuesday)	Census Day - Twelfth Class Day
June 19 (Friday).....	College Closed - Juneteenth
July 3 (Friday)	College Closed-Independence Day
July 6 – 7 (Monday & Tuesday).....	No classes (For Summer III only)
July 23 (Thursday)	Last Day to Withdraw
August 6 (Thursday)	End of Term/Finals (Classes Meeting M-R)
August 7 (Friday)	End of Term /Finals (Classes Meeting M-F)
August 8 (Saturday).....	Certificate and Degree Award Date
August 10 (Monday)	Last Day to Submit Grades

SI – Minimester (June 1 – July 2)

June 1 (Monday)	Classes Begin
June 4 (Thursday)	Census Day - Fourth Class Day
June 19 (Friday).....	College Closed - Juneteenth
June 25 (Thursday).....	Last Day to Withdraw
July 2 (Thursday)	End of Term/Finals
July 3 (Friday)	College Closed-Independence Day
July 6 (Monday).....	Last Day to Submit Grades

SII – Minimester (July 8 – August 7)

July 8 (Wednesday)	Classes Begin
July 13 (Monday).....	Census Day - Fourth Class Day
July 31 (Friday)	Last Day to Withdraw
August 6 (Thursday)	End of Term/Finals (Classes Meeting M-R)
August 7 (Friday)	End of Term /Finals (Classes Meeting M-F)
August 10 (Monday)	Last Day to Submit Grades

Committee Membership and Timeline

Academic Calendar 2025-2026

February 23, 2024

Committee Membership

Christina Cavazos, Curriculum	Olivia de la Rosa, Continuing Education
Juan Miguel Galvan, Student Financial Services	Alondra Hinojosa, Student Government
Elizabeth Hollenbeck, Library Services	Marc Cardenas, Student Government
Bradley Davis, IEA	Alejandra Cantu, Dual Credit Programs
Cynthia Blanco, Admissions & Records	Monica Perez, OVPAA
Jesus Ramirez, Admissions & Records	Fidel Rodriguez, Faculty Senate
Rosangela Mancillas, Public Relations	Joel Jason Rodriguez, Council of Chairs
Georgina Marr, Human Resources	Dr. Wendi JW Williams, MSITB (faculty)
Aaron Guajardo, Human Resources	Erika Guerra, BPST (faculty)
Norma Jimenez, Cashier's Office	Nathaniel Weber, LA (faculty)
Willie Langley, Purchasing	Kirk Neckel, SBS (faculty)
Carla Rodriguez, Resource Dev., Mgmt. & Compliance	Dr. Theresa Garza, NAH (faculty)

Timeline and Process

February 23, 2024	Calendar Committee meet to propose a preliminary draft calendar. (Materials provided in advance)
February 26 - March 22, 2024	Time for review and feedback by faculty and staff. Committee members distribute the draft calendar to faculty and staff in their area for feedback. Feedback due by March 22, 2024.
March 29, 2024 (tentative)	Calendar Committee may meet to review collected feedback from faculty and staff and revise draft, if applicable.
April 1 - May 3, 2024	Draft Calendar will be presented to Academic Council, Institutional Leadership Council, Council of Chairs, and Faculty Senate.
May 6 - May 10, 2024	Calendar Committee members will vote on the Final Draft Calendar via email.
May 13, 2024	Final Calendar will be submitted to the Vice President for Academic Affairs.
June 11, 2024	Final Calendar will be presented at the Board of Trustees Education and Workforce Development Committee Meeting.
June 25, 2024	Final Calendar will be submitted to the Board of Trustees.

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, June 11, 2024:

a. Update on Intent to Augment Legal Services

Mary Elizondo, Vice President for Finance and Administrative Services, presented on the intent to augment legal counsel services in accordance with Policy BCC – Board Internal Organization: Attorney.

As the College continues to face and navigate complex legal matters, there was a need to expand access to legal expertise to ensure proper and timely attention to these matters in order to mitigate any potential risks.

The College was in the process of identifying a potential legal professional or firm.

Reviewers – These services were reviewed by the President, and the Vice President for Finance and Administrative Services.

Enclosed Documents – Policy BCC was included in the packet for the Committee's information and review.

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

The Board shall retain an attorney or attorneys, as necessary, to serve as the College District's legal counsel and representatives in matters requiring legal services. Services to be performed and reasonable compensation to be paid by the Board shall be set forth in a written contract between the Board and the attorney or attorneys.

Staff requests for legal advice from the College District's legal counsel shall be submitted through the College President or designee.

If engaged legal counsel recuses themselves from representing the College District on any matter, the College President is authorized to engage different legal counsel for that specific matter.

In addition, the College President is authorized to engage legal counsel services for specialized legal needs, or any other legal needs, after consultation with contracted legal counsel.

A report of legal advice received shall be presented to the Board when deemed appropriate by the administration or upon request of the Board.

b. Discussion and Update on FY 2023 – 2024 Employee Pay Plan and the Employee Staffing Plan

Mary Elizondo, Vice President for Finance and Administrative Services, reviewed the FY 2023 – 2024 Employee Pay Plan and the Employee Staffing Plan, which included modifications to positions that were recommended by College Administrators and approved by the College President.

Background – The Office of Human Resources, in collaboration with College Administration, performed further assessments of FY 2023 – 2024 positions, and actions were taken after the President’s approval.

The Modifications were initiated by Administration and were based on an assessment of the position’s job duties, responsibilities, and college and departmental needs and objectives.

These changes were deemed critical and resulted in revisions and reclassifications as appropriate to the position duties, and were effective in the month in which the President’s approval was received and include the following:

- Modifications: Position Title Changes, Pay Grade Revisions, and/or Salary Adjustments and Organization Changes for FY 2023 - 2024 Staffing Plan are shown in Exhibit A

The new compensation policies approved in FY 2023 and FY 2024 were DLC — Employee Performance: Promotion and Demotion, DEA – Compensation Plan, and DEAA – Incentives and Stipends.

Funding Source – Funds for these modifications were available in the FY 2023 - 2024 salary budget, and the net effect on the FY 2023 - 2024 Salary Budget and Unrestricted Fund Budget was zero.

Reviewers – The modifications were reviewed by the President, all the Vice Presidents, and the Executive Director of Human Resources and Talent Development.

Enclosed Documents – Exhibit A was provided in the packet for the Committee’s information and review.

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

South Texas College
Modifications: Position Title Changes, Pay Grade Revisions, and/or Salary Adjustments and
Organization Changes for FY 2023 - 2024 Staffing Plan

#	Organization Name	Title	New Classification & Pay Grade	Current Salary	Salary Adjustment	Adjusted Salary
Office of the President						
1	Office of the President	Title, Pay Grade, and Salary Adjustment for Executive Vice President for Educational Programming and Student Achievement (Position 701340) to Associate Vice President for External Affairs - Vacant	Executive Administrative Professional Pay Grade 11	\$ 167,559	\$ (21,411)	\$ 146,148
Rationale: <ul style="list-style-type: none"> Will assist the President with external outreach and development of partnerships. 						
2	Office of the President	Salary Adjustment for Chief of Staff (Position 700189) - Filled	Executive Administrative Professional Pay Grade 6	\$ 89,969	\$ 6,000	\$ 95,969
Rationale: <ul style="list-style-type: none"> The recommended salary adjustment /increase is justified by the expansion of the Chief of Staff's responsibilities in managing the president's calendar for internal and external engagements. Additionally, the duties within the updated Chief of Staff job description expand the duties of this position in the intake and resolution of stakeholder issues. 						
3	Office of the President	Title and Organization Change for Executive Officer for External Relations (Position 701369) to Workforce Contract Manager - Frozen	Executive Administrative Professional Pay Grade 6	\$ 2	\$ -	\$ 2
Rationale: <ul style="list-style-type: none"> This position was retitled and moved from the External Affairs organization #100070 to the Office of the President organization #100004. The position is not currently being requested to be funded at this time; only title change and organization transfer. 						
4	Office of the President	Title, Pay Grade, and Salary Adjustment for Assistant Director - Facility Operations and Maintenance (Position 731501) to Coordinator - External Affairs and Engagement - Vacant	Executive Administrative Professional Pay Grade 3	\$ 1	\$ 55,947	\$ 55,948
Rationale: <ul style="list-style-type: none"> This position realignment is needed to coordinate, oversee, and/or perform administrative duties to assist in scheduling external affairs and engagement opportunities for the Office of the President and External Affairs. 						
5	Public Relations/ Marketing	Salary Adjustment for Director of Creative Arts (Position 703462) - Filled	Executive Administrative Professional Pay Grade 8	\$ 93,865	\$ 1,800	\$ 95,665
Rationale: <ul style="list-style-type: none"> Salary adjustment reflects cell phone stipend added to base salary. 						
6	Public Relations/ Marketing	Salary Adjustment for Executive Director - Public Relations and Marketing (Position 700093) - Filled	Executive Administrative Professional Pay Grade 10	\$ 120,685	\$ 1,800	\$ 122,485
Rationale: <ul style="list-style-type: none"> Salary adjustment reflects cell phone stipend added to base salary. 						
7	Workforce Develop & External Affairs	Title and Salary Adjustment for Executive Officer of Workforce Development & External Affairs (Position 700307) to Director - Video Production and Content Strategy - Vacant	Executive Administrative Professional Pay Grade 8	\$ 1	\$ 90,961	\$ 90,962
Rationale: <ul style="list-style-type: none"> This new role will allow the college to enhance institutional video content capabilities, improve brand consistency, and strategically leverage video as a powerful marketing and communication tool. 						
Total for Office of the President				\$ 472,082	\$ 135,097	\$ 607,179

South Texas College
Modifications: Position Title Changes, Pay Grade Revisions, and/or Salary Adjustments and
Organization Changes for FY 2023 - 2024 Staffing Plan

#	Organization Name	Title	New Classification & Pay Grade	Current Salary	Salary Adjustment	Adjusted Salary
Vice President for Institutional Advancement and External Affairs						
8	Center for Adv. Training & Apprntc. CATA	Title, Pay Grade, and Salary Adjustment for Training Manager (Position 705880) to Instructional and Development Program Manager - Vacant	Executive Administrative Professional Pay Grade 5	\$ 60,423	\$ 8,000	\$ 68,423
<p>Rationale:</p> <ul style="list-style-type: none"> The position realignment is being requested to reflect the expanded scope and complexity of the role, attract and retain top talent, and acknowledge its strategic importance in developing a skilled workforce and driving organizational success. Additionally, the request will better align with the position's updated responsibilities, such as overseeing comprehensive training programs, collaborating with subject matter experts, and fostering a culture of continuous learning and innovation. 						
9	Institutional Advancement	Title, Pay Grade, and Salary Adjustment for Director - Institutional Advancement and Economic Development (Position 704650) to Accountant - Vacant	Administrative Technical Support Pay Grade 6	\$ 90,962	\$ (35,014)	\$ 55,948
<p>Rationale:</p> <ul style="list-style-type: none"> This request is crucial to the current and future goals of the college and Institutional Advancement and External Affairs division in developing and cultivating external relationships, fundraising, and grant management. 						
10	Institutional Advancement	Salary Adjustment for VP for Institutional Advancement and Economic Development (Position 700650) - Filled	Executive Administrative Professional Pay Grade 12	\$ 165,795	\$ 7,205	\$ 173,000
<p>Rationale:</p> <ul style="list-style-type: none"> Analysis of adjustment reviewed by TASB and approved by the President. 						
11	Institutional Advancement	Title, Pay Grade, and Salary Adjustment for Institutional Advancement and Economic Development Specialist (Position 706650) to Administrative Assistant - Vacant	Administrative Technical Support Pay Grade 3	\$ 47,901	\$ (14,101)	\$ 33,800
<p>Rationale:</p> <ul style="list-style-type: none"> Retitle and reclassify position that is critical to the current and future goals of the college and the IAED Division. 						
12	Institutional Advancement	Title Change for IAED Project Manager (Position 705650) to Project/Events Manager - Vacant	Executive Administrative Professional Pay Grade 3	\$ 55,948	\$ -	\$ 55,948
<p>Rationale:</p> <ul style="list-style-type: none"> This request is instrumental to the current and future goals of the college and Institutional Advancement and External Affairs division to meet strategic initiatives of the department and college. 						
13	Office of Sponsored Initiatives	Title Change for Executive Director for Resource Development, Management, and Compliance (Position 701321) to Executive Director - Office of Grant Administration - Filled	Executive Administrative Professional Pay Grade 10	\$ 116,604	\$ -	\$ 116,604
<p>Rationale:</p> <ul style="list-style-type: none"> Title change to align with the department name. 						
Total for Vice President for Institutional Advancement and External Affairs				\$ 537,633	\$ (33,910)	\$ 503,723

South Texas College
Modifications: Position Title Changes, Pay Grade Revisions, and/or Salary Adjustments and
Organization Changes for FY 2023 - 2024 Staffing Plan

#	Organization Name	Title	New Classification & Pay Grade	Current Salary	Salary Adjustment	Adjusted Salary
Vice President for Academic Affairs						
14	Div. of Business Public Safety & Tech.	Title and Pay Grade Adjustment for Academic Excellence Specialist (Position 701279) to Guided Pathway Specialist - Vacant	Executive Administrative Professional Pay Grade 2	\$ 45,625	\$ -	\$ 45,625
<p>Rationale:</p> <ul style="list-style-type: none"> Position will transfer from Academic Excellence Programs to Division of Business, Public Safety, & Technology. This is necessary since the position will assist students majoring in the areas of Industrial Technology and Transportation. 						
15	Div. of Business Public Safety & Tech.	Title, Pay Grade, and Salary Adjustment for Coordinator - Public Safety Training (Position 704415) to Public Safety Compliance Specialist - Vacant	Administrative Technical Support Pay Grade 4	\$ 61,943	\$ (21,943)	\$ 40,000
<p>Rationale:</p> <ul style="list-style-type: none"> The Law Enforcement Program will expand to the Mid-Valley Campus; therefore, this position is necessary for facilitating communications, planning, and following up on administrative and technical matters related to compliance with public safety programs and training. In addition, this position will coordinate with potential students throughout the entire intake process of the Police Academy and assist with compiling, tracking, and submitting reports and documents related to the program. 						
16	Law Enforcement	Title, Pay Grade, and Salary Adjustment for Law Enforcement Instructor (Position 700416) to Site Administrator - RCPSE - Filled	Executive Administrative Professional Pay Grade 9	\$ 58,558	\$ 32,896	\$ 91,454
<p>Rationale:</p> <ul style="list-style-type: none"> This role has shifted to more high-level administrative responsibilities as there are now additional staff that are part of the Regional Center for Public Safety Excellence (RCPSE) and the trainings that are being hosted at the center and the partnerships with external agencies have increased significantly. This position request is to ensure the position is categorized appropriately and can provide the administrative support needed to continue with the expansion of the RCPSE. 						
17	Dual Credit Programs	Title, Pay Grade, and Salary Adjustment for Dual Credit Programs Operations and Compliance Officer (Position 704286) to Associate Dean for Dual Credit Programs - Filled	Executive Administrative Professional Pay Grade 8	\$ 86,492	\$ 5,508	\$ 92,000
<p>Rationale:</p> <ul style="list-style-type: none"> This position realignment is necessary since the position will provide direct support to the AVP for Dual Credit Programs that require high-level administrative duties and responsibilities. This position will also work closely with instructional Deans and partnering ISDs. 						
18	Dual Credit Programs	Salary Adjustment for Associate VP - Dual Credit Programs & School District Partnerships (Position 708286) - Filled	Executive Administrative Professional Pay Grade 11	\$ 118,341	\$ 10,000	\$ 128,341
<p>Rationale:</p> <ul style="list-style-type: none"> Analysis of adjustment reviewed by TASB and approved by the President. 						
19	Dual Credit Programs	Title, Pay Grade, and Salary Adjustment for Administrative Assistant (Position 740285) to Senior Administrative Assistant - Filled	Administrative Technical Support Pay Grade 4	\$ 35,776	\$ 2,309	\$ 38,085
<p>Rationale:</p> <ul style="list-style-type: none"> This position reports to the AVP for Dual Credit Programs; the duties and responsibilities associated with the position require a wide variety of high-level administrative tasks. 						

South Texas College
Modifications: Position Title Changes, Pay Grade Revisions, and/or Salary Adjustments and
Organization Changes for FY 2023 - 2024 Staffing Plan

#	Organization Name	Title	New Classification & Pay Grade	Current Salary	Salary Adjustment	Adjusted Salary
20	Dual Credit Programs	Pay Grade, and Salary Adjustment for Manager - School District Partnership Relations (Position 706362) - Filled	Executive Administrative Professional Pay Grade 5	\$ 55,000	\$ 7,438	\$ 62,438
<p>Rationale:</p> <ul style="list-style-type: none"> This position will be responsible for providing leadership, oversight, and coordination of the College's Summit for Dual Credit Programs and Commencement. They will be responsible for internal/external events logistics and preparation for Dual Credit Program, key stakeholders and will supervise the Dual Credit Programs Partnership Assistant. 						
21	Academic Advancement	Title, Pay Grade, and Salary Adjustment for Administrative Assistant (Position 700089) to Senior Administrative Assistant - Vacant	Administrative Technical Support Pay Grade 4	\$ 39,333	\$ 4,597	\$ 43,930
<p>Rationale:</p> <ul style="list-style-type: none"> This position will assist the Vice President and Provost for Academic Affairs with high-level administrative support to meet division goals. The position also reports to the Associate Vice President for Academic Success and Advancement. 						
22	Emergency Medical Services	Title Change for Lab Specialist - Emergency Medical Technology (Position 701555) to Licensed Lab Specialist - Emergency Medical Technology - Filled	Administrative Technical Support Pay Grade 5	\$ 44,034	\$ -	\$ 44,034
<p>Rationale:</p> <ul style="list-style-type: none"> After a thorough review conducted by the Human Resources department, it was determined that a title change was required for the vacant position. This title change reflects the scope of duties and responsibilities required in the EMT program. 						
23	Mathematics	Title Change for Math Instructor (Position 300072) to Cybersecurity Instructor - Vacant	Faculty	\$ 55,000	\$ -	\$ 55,000
<p>Rationale:</p> <ul style="list-style-type: none"> Title change requested to reduce the number of lecturers the department currently has. 						
24	Academic Excellence Programs	Title Change for Administrative Assistant (Position 701650) to Academic Excellence Programs Assistant - Filled	Administrative Technical Support Pay Grade 3	\$ 35,380	\$ -	\$ 35,380
<p>Rationale:</p> <ul style="list-style-type: none"> The job duties and responsibilities have shifted for this position, which will now assist with compiling enrollment reports for Phi Theta Kappa and Honors Programs, along with reporting and tracking the requirements of Valley Scholars students. This position will report to the Starfish Administrator and utilize the Starfish Early Alert System for special cohort tracking. 						
25	Philosophy	Title Change for Development English Instructor (Position 306421) to Philosophy Instructor - Vacant	Faculty	\$ 55,000	\$ -	\$ 55,000
<p>Rationale:</p> <ul style="list-style-type: none"> The demand for Philosophy Instructors has grown and in order to fill the shortage, one English Instructor will be omitted without affecting the department. 						
26	Architel & Engrnrng Dsgn Tech	Title Change for Development English Instructor (Position 310421) to AEDT Instructor - Vacant	Faculty	\$ 55,000	\$ -	\$ 55,000
<p>Rationale:</p> <ul style="list-style-type: none"> Based on enrollment expectations, this faculty position will be needed to support the program. 						

South Texas College
Modifications: Position Title Changes, Pay Grade Revisions, and/or Salary Adjustments and
Organization Changes for FY 2023 - 2024 Staffing Plan

#	Organization Name	Title	New Classification & Pay Grade	Current Salary	Salary Adjustment	Adjusted Salary
27	Sociology	Organization Change for Secretary (Position 700300) - Filled	Administrative Technical Support Pay Grade 1	\$ 31,512	\$ -	\$ 31,512
<p>Rationale:</p> <ul style="list-style-type: none"> Request to change organizations for the Secretary position from Kinesiology to Sociology department. After further assessment, this position will assist with the faculty within the Anthropology, Sociology, and Social Work programs. 						
28	Div. of Math Science IT & BA Prog.	Title Change for Public Administration Instructor (Position 305228) to Organizational Leadership Instructor - Filled	Faculty	\$ 64,850	\$ -	\$ 64,850
<p>Rationale:</p> <ul style="list-style-type: none"> Reassigning employee from the Public Administration department to the Organizational Leadership department; therefore, the title must align with the department name. 						
29	Associate Degree Nursing	Title Change for ADN Instructor (Position 315559) to Surveying and Geospatial Technology Faculty - Vacant	Faculty	\$ 55,000	\$ -	\$ 55,000
<p>Rationale:</p> <ul style="list-style-type: none"> Reclassifying vacant position to align with the new department name. 						
Total for Vice President for Academic Affairs				\$ 896,844	\$ 40,805	\$ 937,649
Vice President for Finance and Administrative Services						
30	Human Resources	Title, Pay Grade, and Salary Adjustment for Compensation Specialist (Position 700039) to Compensation and Payroll Analyst - Filled	Executive Administrative Professional Pay Grade 4	\$ 58,905	\$ 8,607	\$ 67,512
<p>Rationale:</p> <ul style="list-style-type: none"> This position is needed to address a higher level of analysis of current compensation, payroll reports, and market trends that will continue to shape and strengthen the compensation procedures. The Analyst will recommend how the college can respond to certain trends and forecast possibilities of compensation outcomes. Furthermore, they will also assist with leads and testing during the EPR process and migration. 						
31	Human Resources	Title Change for Director - Human Resources - Employee Relations and Staffing (Position 700010) to Director of Human Resources - Employee Relations and Title IX - Vacant	Executive Administrative Professional Pay Grade 8	\$ 90,962	\$ -	\$ 90,962
<p>Rationale:</p> <ul style="list-style-type: none"> Employee Relations and Title IX serve an interrelated role in addressing complaints and investigations. This modification in title change and job duties will position the HR department to undertake comprehensive programming and management of related compliance matters. 						
32	Human Resources	Title Change for Employee Relations Officer (Position 713240) to Talent Acquisition and Development Officer - Vacant	Executive Administrative Professional Pay Grade 7	\$ 86,492	\$ -	\$ 86,492
<p>Rationale:</p> <ul style="list-style-type: none"> This position will lead full-cycle recruitment initiatives for the College. This includes the development and implementation of the institution's Talent, Acquisition, Onboarding, and Personnel Development strategies to attract and retain highly qualified employees. 						

South Texas College
Modifications: Position Title Changes, Pay Grade Revisions, and/or Salary Adjustments and
Organization Changes for FY 2023 - 2024 Staffing Plan

#	Organization Name	Title	New Classification & Pay Grade	Current Salary	Salary Adjustment	Adjusted Salary
33	Human Resources	Title, Pay Grade, and Salary Adjustment for Employee Relations Investigator (Position 702290) to Coordinator - Talent Acquisition - Vacant	Executive Administrative Professional EAP 3	\$ 59,730	\$ (3,783)	\$ 55,948
<p>Rationale:</p> <ul style="list-style-type: none"> The exponential growth of the staffing and recruiting function necessitates the addition of a leadership position within the HR Staffing team. The position will also serve as a supervisory lead for the department's HR Assistants and HR Specialists. 						
34	Finance and Administrative Services	Title, Pay Grade, and Salary Adjustment for Director of Institutional Equity/Title IX and 504 Coordinator (Position 722360) to Associate Vice President for Finance and Management - Vacant	Executive Administrative Professional Pay Grade 11	\$ 95,615	\$ 35,407	\$ 131,022
<p>Rationale:</p> <ul style="list-style-type: none"> This new position is requested to strengthen the VPFAS' and the FAS Division's support structure and to focus on overseeing day-to-day operations and matters and proactively addressing immediate critical operational concerns and priorities in an effort to boost overall operational efficiency and responsiveness. The position will oversee the Business Office/Cashiers/Budget, Accountability, Risk and Records Management, and Purchasing/Fixed Assets and Distributional Departments. 						
35	Finance and Administrative Services	Title, Pay Grade, and Salary Adjustment for Business System Analyst (Position 707360) to Project Manager - FAS - Vacant	Executive Administrative Professional Pay Grade 3	\$ 69,196	\$ (3,824)	\$ 65,372
<p>Rationale:</p> <ul style="list-style-type: none"> This critical position will be responsible for the overall quality of direction, coordination, implementation, preparation, and timely completion of projects within the Office of the Vice President for Finance and Administrative Services in accordance with its mission and goals. 						
36	Business Office	Title and Salary Adjustment for Accounting Specialist (Position 734184) to Accountant - Filled	Administrative Technical Support Pay Grade 6	\$ 45,625	\$ 7,852	\$ 53,477
<p>Rationale:</p> <ul style="list-style-type: none"> This position should have been taken to the Board for approval on 9/26 with the three other accounting specialists who perform the same duties. Reviewed with TASB & HR. The Grant accounting specialist's duties already include a higher level of responsibilities than other accounting specialists at the business office due to the nature of the work. All specialists manage sub-awards to ensure compliance with federal, state, local, and private financial laws and regulations and analyze grant budgets and expenses. There is increased scrutiny from regulators to ensure taxpayer money is spent appropriately. They make judgment calls and decisions that affect grants and funding. 						
37	Purchasing	Title and Salary Adjustment for Contracts and Regulatory Resources Officer (Position 725580) to Contracts and Regulatory Resources Officer - Title IX & 504 Coordinator - Filled	Executive Administrative Professional Pay Grade 7	\$ 93,745	\$ 7,200	\$ 100,945
<p>Rationale:</p> <ul style="list-style-type: none"> This recommended title change ensures continuity for the College's compliance with Title IX and 504 mandates. The proposed salary adjustment is consistent with the supplemental duties (stipend) pay allocated by the College for the role of Title IX Coordinator. 						
38	Business Office	Pay Grade and Salary Adjustment for Accountant (Position 716184) - Filled	Administrative Technical Support Pay Grade 6	\$ 52,009	\$ 4,172	\$ 56,181
<p>Rationale:</p> <ul style="list-style-type: none"> Previously approved at the September 2023 Board meeting, but the proper salary was not calculated correctly based off the new pay grade change from EAP3 to ATS 6. 						

South Texas College
Modifications: Position Title Changes, Pay Grade Revisions, and/or Salary Adjustments and
Organization Changes for FY 2023 - 2024 Staffing Plan

#	Organization Name	Title	New Classification & Pay Grade	Current Salary	Salary Adjustment	Adjusted Salary
39	Business Office	Pay Grade and Salary Adjustment for Accountant (Position 743184) - Filled	Administrative Technical Support Pay Grade 6	\$ 50,040	\$ 1,274	\$ 51,314
<p>Rationale:</p> <ul style="list-style-type: none"> Previously approved at the September 2023 Board meeting, but the proper salary was not calculated correctly based off the new pay grade change from EAP3 to ATS 6. 						
40	Business Office	Pay Grade and Salary Adjustment for Accountant (Position 751184) - Filled	Administrative Technical Support Pay Grade 6	\$ 50,040	\$ 1,814	\$ 51,854
<p>Rationale:</p> <ul style="list-style-type: none"> Previously approved at the September 2023 Board meeting, but the proper salary was not calculated correctly based off the new pay grade change from EAP3 to ATS 6. 						
41	Business Office	Salary Adjustment for Senior Administrative Assistant (Position 700228) - Filled	Administrative Technical Support Pay Grade 4	\$ 40,997	\$ 1,248	\$ 42,245
<p>Rationale:</p> <ul style="list-style-type: none"> Previously approved at the September 2023 Board meeting. Additional money is being requested for proper salary placement based on the new compensation worksheet for Senior AA. No error on prior compensation. 						
42	Business Process and Accountability	Title Change for Director - Accountability, Risk, and Records Management (Position 702160) to Director - Business Process and Accountability - Filled	Executive Administrative Professional Pay Grade 9	\$ 97,077	\$ -	\$ 97,077
<p>Rationale:</p> <ul style="list-style-type: none"> Title change is requested to align with the new department's name - Business Process and Accountability. Formerly under Accountability Risk, and Records Management. 						
43	Business Process and Accountability	Title Change for Accountability and Records Management Manager (Position 701160) to Business Process and Accountability Manager - Filled	Executive Administrative Professional Pay Grade 6	\$ 74,849	\$ -	\$ 74,849
<p>Rationale:</p> <ul style="list-style-type: none"> Title change is requested to align with the new department's name - Business Process and Accountability. Formerly under Accountability, Risk, and Records Management. 						
44	Business Process and Accountability	Title Change for Coordinator - Accountability, Risk, and Records Management (Position 706160) to Coordinator - Business Process and Accountability - Filled	Executive Administrative Professional Pay Grade 3	\$ 52,544	\$ -	\$ 52,544
<p>Rationale:</p> <ul style="list-style-type: none"> Title change is requested to align with the new department's name - Business Process and Accountability. Formerly under Accountability, Risk, and Records Management. 						
45	Business Process and Accountability	Title Change for Accountability, Risk, and Records Management Support Specialist (Position 701162) to Business Process and Accountability Support Specialist - Vacant	Administrative Technical Support Pay Grade 5	\$ 45,625	\$ -	\$ 45,625
<p>Rationale:</p> <ul style="list-style-type: none"> Title change is requested to align with the new department's name - Business Process and Accountability. Formerly under Accountability, Risk, and Records Management. 						

South Texas College
Modifications: Position Title Changes, Pay Grade Revisions, and/or Salary Adjustments and
Organization Changes for FY 2023 - 2024 Staffing Plan

#	Organization Name	Title	New Classification & Pay Grade	Current Salary	Salary Adjustment	Adjusted Salary
46	Business Process and Accountability	Title Change for Accountability and Records Management Assistant (Position 705160) to Business Process and Accountability Assistant - Vacant	Administrative Technical Support Pay Grade 3	\$ 36,254	\$ -	\$ 36,254
Rationale: <ul style="list-style-type: none"> Title change is requested to align with the new department's name - Business Process and Accountability. Formerly under Accountability, Risk, and Records Management. 						
47	Business Process and Accountability	Title Change for Accountability, Risk, and Records Management Assistant (Position 701396) to Business Process and Accountability Assistant - Vacant	Administrative Technical Support Pay Grade 3	\$ 36,254	\$ -	\$ 36,254
Rationale: <ul style="list-style-type: none"> Title change is requested to align with the new department's name - Business Process and Accountability. Formerly under Accountability, Risk, and Records Management. 						
48	Facilities Operations & Maintenance	Organization change for Risk Manager (Position 702625) - Filled	Executive Administrative Professional EAP 6	\$ 77,782	\$ -	\$ 77,782
Rationale: <ul style="list-style-type: none"> Reassigning employee to a different department as part of the restructuring of the current department. 						
Total for Vice President for Finance and Administrative Services				\$ 1,213,741	\$ 59,968	\$ 1,273,709

Vice President for Information Services, Planning, Performance and Strategic Initiatives						
49	Information Technology	Title, Pay Grade, and Salary Adjustment for Chief Information Officer (Position 702395) to Associate Vice-President - Technology and Chief Information Officer - Vacant	Executive Administrative Professional Pay Grade 11	\$ 86,326	\$ 42,060	\$ 128,386
Rationale: <ul style="list-style-type: none"> This position will lead and manage the Information Technology Department and Educational Technology Department. This recommendation requires a reclassification in pay grade for the position. It is justified by the added responsibilities within the job description and also aligns the role to be more competitive within the labor market. The job description has been reviewed by TASB. 						
50	Educational Technologies	Title Change for Technician I - ET Audio Visual Events Production (Position 715271) to Technician I - ET Operations - Filled	Administrative Technical Support Pay Grade 2	\$ 32,240	\$ -	\$ 32,240
Rationale: <ul style="list-style-type: none"> This request is needed to reflect the duties and responsibilities associated primarily with ET Operations. This will conform with the other ET positions on the FY 23-24 Staffing Plan that reflect ET - Operations in their titles. 						
51	Educational Technologies	Title Change for Technician III - ET Operations (Position 718271) to Technician III - ET Audio Visual Events Production - Filled	Administrative Technical Support Pay Grade 4	\$ 40,581	\$ -	\$ 40,581
Rationale: <ul style="list-style-type: none"> This request requires a change in job title to reflect the duties and responsibilities associated primarily with ET Audio Visual Productions. This will conform with the other ET positions on the FY 23-24 Staffing Plan that reflect ET Audio Visual Productions in their titles. 						

South Texas College
Modifications: Position Title Changes, Pay Grade Revisions, and/or Salary Adjustments and
Organization Changes for FY 2023 - 2024 Staffing Plan

#	Organization Name	Title	New Classification & Pay Grade	Current Salary	Salary Adjustment	Adjusted Salary
52	Educational Technologies	Title Change for Technician I - ET Operation (Position 707102) to Technician I - ET Audio Visual Events Production - Filled	Administrative Technical Support Pay Grade 2	\$ 33,196	\$ -	\$ 33,196
<p>Rationale:</p> <ul style="list-style-type: none"> This request requires a change in job title to reflect the duties and responsibilities associated primarily with ET Audio Visual Productions. This will conform with the other ET positions on the FY 23-24 Staffing Plan that reflect ET Audio Visual Productions in their titles. 						
53	Library Acquisition	Title Change for Library Public Services Specialist (Position 739101) to Learning Support Systems and Applications Specialist - Vacant	Administrative Technical Support Pay Grade 4	\$ 41,412	\$ -	\$ 41,412
<p>Rationale:</p> <ul style="list-style-type: none"> The workload of the Learning Support Systems and Applications Team has increased from 2 systems to over 40 in the last decade, but the team has only increased by three staff members. The demands of this team require additional staff. 						
54	Library Public Services	Title Change for Library Public Services Specialist (Position 717101) to Library Services Specialist - Filled	Administrative Technical Support Pay Grade 4	\$ 38,917	\$ -	\$ 38,917
<p>Rationale:</p> <ul style="list-style-type: none"> During the review of a revised job description, HR requested this title change. 						
55	Research and Analytical Services	Title, Pay Grade, and Salary Adjustment for Quantitative Researcher (Position 700098) to Institutional Reporting Manager - Filled	Executive Administrative Professional Pay Grade 5	\$ 69,643	\$ 2,959	\$ 72,602
<p>Rationale:</p> <ul style="list-style-type: none"> The manager position will lead and manage centralized institutional reporting including SACSOCS, IPEDS, and CBM. Will be responsible for creation and maintenance of data definitions and standards across entities and platforms. They will be a key member of the data management committee and lead data conversions, descriptions, and integrity. 						
56	Research and Analytical Services	Title, Pay Grade, and Salary Adjustment for Qualitative Researcher (Position 700098) to Evaluation Research Manager - Filled	Executive Administrative Professional Pay Grade 5	\$ 57,375	\$ 3,964	\$ 61,339
<p>Rationale:</p> <ul style="list-style-type: none"> This manager will oversee (with two analysts) all institutional research and write comprehensive evaluation reports on institutional initiatives; will plan and administer all institutional surveys and focus groups; be the STC Lead on all external institutional research collaborations and assist the Dean with IRB review. 						
Total for Vice President for Information Services, Planning, Performance and Strategic Initiatives				\$ 399,690	\$ 48,983	\$ 448,673

Vice President for Student Affairs and Enrollment Mgmt.						
57	Counseling & Student Access Services	Title, Pay Grade, and Salary Change for Counselor (Position 704336) to Licensed Counselor - Filled	Executive Administrative Professional Pay Grade 4	\$ 54,543	\$ 2,725	\$ 57,268
<p>Rationale:</p> <ul style="list-style-type: none"> Individual has completed the requirements and is now a licensed professional counselor. 						

**South Texas College
Modifications: Position Title Changes, Pay Grade Revisions, and/or Salary Adjustments and
Organization Changes for FY 2023 - 2024 Staffing Plan**

#	Organization Name	Title	New Classification & Pay Grade	Current Salary	Salary Adjustment	Adjusted Salary
58	Student Affairs & Enrollment Management	Salary Adjustment for Vice President for Student Affairs and Enrollment Management (Position 700190) - Filled	Executive Administrative Professional Pay Grade 12	\$ 155,025	\$ 5,000	\$ 160,025
Rationale: <ul style="list-style-type: none"> Analysis of adjustment reviewed by TASB and approved by the President. 						
59	Student Affairs & Enrollment Management	Title Change for Director Promise Program (Position 714880) to Director for Valley Promise - Vacant	Executive Administrative Professional Pay Grade 8	\$ 86,493	\$ -	\$ 86,493
Rationale: <ul style="list-style-type: none"> Title change requested to align with the new Valley Promise program name. 						
60	Student Financial Services	Title, Pay Grade, and Salary Change for Associate Dean of Student Financial Services, Testing, and Veterans Affairs (Position 700146) to Dean of Enrollment Systems and Registrar - Vacant	Executive Administrative Professional Pay Grade 9	\$ 90,962	\$ 7,207	\$ 98,169
Rationale: <ul style="list-style-type: none"> This modification in title change and job duties will position the Division of Student Affairs and Enrollment Management to effectively administer administrative leadership and oversight to the college's student enrollment systems while maintaining the highest standards of accuracy, security, and privacy of student records. 						
61	Admissions & Records	Title Change for Director of Student Records and Registrar (Position 703612) to Director of Student Records - Filled	Executive Administrative Professional Pay Grade 8	\$ 91,712	\$ -	\$ 91,712
Rationale: <ul style="list-style-type: none"> The Director of Student Records will be responsible for the personnel and management of the systems that maintain student records, including, but not limited to, enrollment, end-of-term processing, graduation, designated signing official for international students, and maintain the integrity and security of academic records. The Director will provide support and professional expertise when working with campus community members in the planning, discussions, and decisions about issues that impact the registration and enrollment process. The Director will oversee staff at the Pecan, Mid-Valley, and Starr campuses. 						
Total for Vice President for Student Affairs and Enrollment Mgmt.				\$ 478,735	\$ 14,932	\$ 493,667
Totals for All Divisions				\$ 3,998,725	\$ 265,874	\$ 4,264,599

Total Salary Adjustments	\$ 265,874
Less Sources of Funding Identified *	\$ (265,874)
Net Impact to Budget	\$ -

Note Funding identified from vacant/deleted positions, pools, and/or salary savings.

c. 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 packet included the Preliminary Summary of Unrestricted Projected Revenues and Expenditures for FY 2024 - 2025 with Comparison to the FY 2023 - 2024 amended budget for your information and review.

This was a preliminary plan for the next fiscal year that included the following assumptions for both exhibits:

Revenues:

- State appropriations revenue was 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 was 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 was also based on the simplified tuition rate (STR) approved by the Board on March 26, 2024. The simplified tuition rates incorporated 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 were based on projections and trend analysis.
- Carryover Allocations (fund balance) were based on the needs of the College. The College proposed 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 would still allow the College to comply with the Unrestricted Fund Balance requirement since the College would exceed the minimum number of months in reserve threshold.

Expenditures, Transfers and Reserves:

- The Salary and Benefits expenditure budgets for FY 2024 - 2025 reflected the approved annual salary increases for faculty and non-faculty recommended by the Texas Association of School Boards (TASB) and administration, and the proposed new positions and other adjustments.

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

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

The Preliminary Summary of Unrestricted Projected Revenues and Expenditures for FY 2024 - 2025 with Comparison to the FY 2023 – 2024 Amended Budget (Exhibit 1) and the Preliminary Unrestricted Fund Budget Summary for FY 2024 – 2025 presentation were included in the packet for the Committee’s review and information. In order to balance the unrestricted fund budget, the College would continue to monitor trends, update projections, and adjust revenues and expenditures as needed.

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

Mary Elizondo, Vice President for Finance and Administrative Services, presented on the Preliminary Summary of Unrestricted Projected Budget for FY 2024 – 2025 for the Committee’s review and discussion.

These items are provided for the Board’s information and feedback to administration. No action is requested.

**South Texas College
Unrestricted Fund**

Exhibit #1 7% Annual Salary Increase
Fall: 16,412, Spring: 13,857, Summer: 7,234

**Preliminary FY 2024 - 2025 (Next Year) Budget Summary with Comparison to FY 2023 - 2024 (Current Year)
As of June 25, 2024**

Summary of Revenues and Carryover Allocations	FY 2023 - 2024 Budget (Amended)	FY 2024 - 2025 Budget (Preliminary)	Difference FY 2024 Amended to FY 2025 Preliminary
State Appropriations	\$ 52,949,625	\$ 65,517,329	\$ 12,567,704
Other State Appropriation-Hazlewood Reimbursement	45,000	45,000	-
Total State Appropriations	52,994,625	65,562,329	12,567,704
<i>Academic & Differential Tuition-Net TPEG</i>	51,489,135	54,642,300	3,153,165
<i>Continuing Ed/CATA-Net TPEG</i>	4,321,595	4,193,476	(128,119)
Total Tuition-Net of TPEG	55,810,730	58,835,776	3,025,046
Total Fees	2,912,740	2,523,379	(389,361)
Total M&O Property Taxes	68,095,878	74,206,437	6,110,559
Total Other Revenues	9,794,475	12,962,270	3,167,795
Total Carryover Allocations	25,193,509	19,604,211	(5,589,298)
Total Revenues and Carryover Allocations	\$ 214,801,957	\$ 233,694,402	\$ 18,892,445

Summary of Expenditures	FY 2023 - 2024 Budget (Amended)	FY 2024 - 2025 Budget (Preliminary)	Difference FY 2024 Amended to FY 2025 Preliminary
Total Salaries	\$ 118,899,054	\$ 132,189,883	\$ 13,290,829
Total Benefits	28,453,649	31,566,895	3,113,246
Total Operating	46,612,416	39,995,359	(6,617,057)
Total Technology	-	10,287,144	10,287,144
Total Travel	2,535,102	2,722,306	187,204
Total Capital Outlay	6,301,736	3,757,815	(2,543,921)
Total Expenditures	\$ 202,801,957	\$ 220,519,402	\$ 17,717,445
Transfers & Reserves			
Transfer to Unexpended Plant Fund (Carryover)	10,000,000	10,000,000	-
Transfer to R&R Plant Fund	-	-	-
Transfer to Student Activities Auxiliary Fund	-	1,175,000	1,175,000
Contingency Fund (Carryover)	2,000,000	2,000,000	-
Fund Balance Reserve	-	-	-
Total Transfers & Reserves	12,000,000	13,175,000	1,175,000
Total Expenditures, Transfers & Reserves	\$ 214,801,957	\$ 233,694,402	\$ 18,892,445

Revenues and Carryover Allocations over Expenditures	\$ -	\$ -	\$ -
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SOUTH TEXAS
COLLEGE

Preliminary Unrestricted Fund Budget Summary for FY 2024 - 2025

JUNE 25, 2024

MARIA G. ELIZONDO, MBA, CPA, CFE, CGMA

VICE PRESIDENT FOR FINANCE AND ADMINISTRATIVE SERVICES

1

Budget Highlights FY 2024 - 2025

- HB8 Financial Aid for Swift Transfer (FAST Funding)
- Simplified Tuition Rate (STR) Includes Student Activity Fee
- Increase in Interest Revenue
- Increase in Property Tax Revenue
- ERP Implementation (Carryover Funding)
- Board Approved TASB Salary Increases
- Proposed New Positions and Adjustments
- FLSA Exempt Rule Change
- Technology Classification
- Capital Funded with Current-Year Revenue

2

Preliminary Unrestricted Fund Revenues FY 2024 – 2025 7% Annual Salary Increase

Summary of Revenues	FY 2023 - 2024 Budget (Amended)	FY 2024 - 2025 Budget (Proposed)	Increase/ (Decrease)
State Appropriations	\$52,949,625	\$65,517,329	\$12,567,704
Other State Appropriations - Hazlewood Reimbursement	45,000	45,000	-
Total State Appropriations	52,994,625	65,562,329	12,567,704
Total Tuition-Net of TPEG	55,810,730	58,835,776	3,025,046
Total Fees	2,912,740	2,523,379	(389,361)
Total M&O Property Taxes	68,095,878	74,206,437	6,110,559
Total Other Revenues	9,794,475	12,962,270	3,167,795
Total Carryover Allocations	25,193,509	19,604,211	(5,589,298)
Total Revenues	\$214,801,957	\$233,694,402	\$18,892,445

3

Preliminary Carryover Allocations FY 2024 - 2025

Carryover Allocations	FY 2023 - 2024 Budget (Amended)	FY 2024 - 2025 Budget (Proposed)	Increase/ (Decrease)
Contingency Fund	\$2,000,000	\$2,000,000	\$ -
Developmental Studies Book Royalties	4,813	4,813	-
Unexpended Construction Plant Fund	10,000,000	10,000,000	-
Continuing Education and Workforce Development	448,200	448,200	-
Capital Purchases	2,090,340	-	(2,090,340)
Retention Incentive Payment	3,208,238	-	(3,208,238)
Technology Support Reimbursement	1,475,175	-	(1,475,175)
NAH Faculty	102,000	250,000	148,000
ERP Implementation	5,785,223	3,018,225	(2,766,998)
Gap Bridging Retention Payment	-	3,882,973	3,882,973
Center for Advanced Training & Apprenticeships	79,520	-	(79,520)
Total Carryover Allocations	\$25,193,509	\$19,604,211	\$(5,589,298)

4

Preliminary Unrestricted Fund Expenditures FY 2024 – 2025 7% Annual Salary Increase

Summary of Expenditures	FY 2023 - 2024 Budget (Amended)	FY 2024 - 2025 Budget (Proposed)	Increase/ (Decrease)
Total Salaries	\$118,899,054	\$132,189,883	\$13,290,829
Total Benefits	28,453,649	31,566,895	3,113,246
Total Operating	46,612,416	39,995,359	(6,617,057)
Total Technology	-	10,287,144	10,287,144
Total Travel	2,535,102	2,722,306	187,204
Total Capital Outlay	6,301,736	3,757,815	(2,543,921)
Total Expenditures	\$202,801,957	\$220,519,402	\$17,717,445
Transfers & Reserves			
Transfer to Unexpended Plant Fund	10,000,000	10,000,000	-
Transfer to Student Activities Auxiliary Fund	-	1,175,000	1,175,000
Contingency Fund	2,000,000	2,000,000	-
Fund Balance Reserve	-	-	-
Total Transfers & Reserves	12,000,000	13,175,000	1,175,000
Total Expenditures, Transfers & Reserves	\$214,801,957	\$233,694,402	\$18,892,445
Revenues over Expenditures	\$-	\$-	\$-

THANK YOU
Questions

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 \$3,459,073.12
- b. Approval of Engagement of Bond Counsel Services
- c. Approval to Add New Position in Accordance with Policy DEA (Local)
- d. Approval of Proposed FY 2024 – 2025 Request for New Positions and Other Adjustments
- e. Approval to Adopt New Students Policy
- f. Review and Recommend Action to Adopt, Revise, and Retire Policies in Response to Executive Order No. GA-44 Related to Addressing Acts of Antisemitism in Institutions of Higher Education

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 - f 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 \$3,459,073.12

Purpose and Justification – Administration recommends Board approval on the following award of proposals, purchases, renewals, and an interlocal agreement at a total cost of \$3,459,073.12.

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

Award of Proposals

1) Childcare Services (Award) – Grant Funded

Award the proposal for childcare services for the period beginning September 1, 2024 through August 31, 2025, at an estimated Carl Perkins Grant total amount of \$105,500.00.

The qualified vendors are as follows:

Vendor (City, State)	Vendor (City, State)	Vendor (City, State)
Nikodee II, LLC./dba iKids Academy (Alamo, TX)	1st Choice Learning Academy (Donna, TX) (New)	Bright Start Child Care Center (Donna, TX) (New)
Garza's Childcare and Development Center (Donna, TX)	Learning to Grow (Donna, TX) (New)	Stepping Stones Day Care II (Donna, TX)
Alma's Daycare Center (Edinburg, TX)	Brighter Future Learning Center (Edinburg, TX)	Genesis Learning Center (Edinburg, TX)
Next Generation Children's Learning Center (Edinburg, TX) (New)	The Learning Journey Day School (Edinburg, TX)	VIP Learning Center (Edinburg, TX)
Brackenridge Children's Center (McAllen, TX)	Bright Beginnings (McAllen, TX)	Easter Seals Rio Grande Valley (McAllen, TX)
Little Shining Stars Daycare, Inc. (McAllen, TX)	Loving Angels Child Development Center, LLC. (McAllen, TX)	Pekes Kidz Learning Center, LLC. (McAllen, TX) (New)
Tony's Playhouse Discovery Center (McAllen, TX)	Raquel Hinojosa Daycare (Mercedes, TX) (New)	Alphabetz Learning Center, LLC. (Mission, TX) (New)
Bright Horizons Learning Center (Mission, TX) (New)	Creative Play Learning Center, LLC. (Mission, TX) (New)	Frontier's Little Academy (Mission, TX)
Kidz Crusade Academy, LLC. (Mission, TX)	Little Oaks Learning Center, LLC. (Mission, TX) (New)	Little Scholars Daycare (Mission, TX) (New)
We Care Family Day Care (Mission, TX)	Children's Garden Daycare (Palmview, TX)	Champs Learning Center, LLC. (Pharr, TX) (New)

Vendor (City, State)	Vendor (City, State)	Vendor (City, State)
Futuros Lideres Learning Center (Pharr, TX)	Growing Together Learning Academy, LLC. (Pharr, TX) (New)	Kids Academy Daycare (Pharr, TX)
Kids Academy Daycare Center II (Pharr, TX)	Little One's Discovery Center Inc. (Pharr, TX) (New)	Royal Education Center (Pharr, TX)
Learning Zone (Rio Grande City, TX)	Little Stars Learning Center, LLC. (Rio Grande City, TX)	The Edutainment Zone 5, LLC. (Rio Grande City, TX) (New)
El Shaddai International Christian Day Care Center (Weslaco, TX)		

Purpose and Justification – The Providing Academic Support to Students (PASS) Program requests childcare services for students participating in the PASS Program, majoring in career and technical education programs, who qualify for assistance with childcare expenses based on available funding through the Carl Perkins Grant.

The career and technical education program students who meet the grant requirements qualify for childcare assistance under the Carl Perkins Grant. Some of the requirements include (i) a cumulative 2.7 GPA or higher and (ii) full-time status for the Fall, Spring, and Summer semesters (not including online courses). To qualify, the vendors must submit all the required proposal documents with appropriate signatures and provide a copy of their current state-issued license to operate a childcare program.

Background – The project timeline and information are as follows:

Advertised RFP	May 8, 2024 and May 15, 2024
RFP Responses Due	May 22, 2024
RFP Issued To	Three Hundred and Seventy (370) Vendors
Responses Received From	Forty-two (42) Vendors, of which Three (3) Vendors submitted incorrect information; therefore, they were not considered.
Responses Reviewed By	PASS Program, Grant Development, Management, and Compliance Department, and the Purchasing Department.

Funds for this expenditure are budgeted in the Carl Perkins Grant budget for FY 2024 - 2025, pending Board approval of the grant and budget.

2) Cosmetology Supplies and Equipment (Award)

Award the proposal for cosmetology supplies and equipment for the period beginning June 26, 2024 through June 25, 2025, with two (2) one-year options to renew at an estimated amount of \$175,000.00.

The qualified recommended vendors are as follows:

Vendor (City, State)	Vendor (City, State)
The Burmax Co., Inc. (Holtsville, NY)	Hinojosa Beauty Supplies, LLC. (McAllen, TX)
Kaemark (Giddings, TX) (New)	Marianna Industries, Inc. (Omaha, NE)
SalonEquipment.com, LLC. (Brea, CA)	STB USA, LLC. (McAllen, TX)
Universal Companies, Inc. (Abingdon, VA) (New)	

Purpose and Justification - The Cosmetology Program requests the procurement of cosmetology supplies and equipment to enhance the quality of student training and support instructional needs. This procurement aims to provide students access to top-quality supplies from various sources, ensuring a conducive learning environment and optimal hands-on experience throughout the program.

Background – The project timeline and information are as follows:

Advertised RFP	May 8, 2024 and May 15, 2024
RFP Responses Due	May 23, 2024
RFP Issued To	Fifteen (15) Vendors
Responses Received From	Seven (7) Vendors
Responses Reviewed By	Cosmetology and the Purchasing Department

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

3) Temporary Personnel Services (Award)

Award the proposal for temporary personnel services for the period beginning June 29, 2024 through June 28, 2025, with two (2) one-year options to renew, at an estimated amount of \$400,000.00.

The qualified vendors are as follows:

Vendor (City, State)	Vendor (City, State)
Express Employment Professionals (McAllen, TX)	Fewell Professional Services/dba FPS Staffing (McAllen, TX)
Five Star Staffing, LLC./dba Spherion Staffing (McAllen, TX)	Infojini, Inc. (Columbia, MD)
Manpower Group US, Inc. (McAllen, TX)	Onin Staffing, LLC. (McAllen, TX)
PeopleReady, Inc. (Tacoma, WA)	Texas Staffing Pros, LLC. (McAllen, TX)

Purpose and Justification – The Office of Human Resources is requesting the procurement of temporary personnel services for instructional programs and support services departments. The proposals underwent a thorough review to ensure adherence to South Texas College's requisites and procurement guidelines. This entailed verifying

that participating agencies provided documentation of their liability and worker's compensation insurance coverage. The agencies that submitted proposals demonstrated full compliance with the outlined prerequisites.

Background – The project timeline and information are as follows:

Advertised RFP	April 17, 2024 and April 24, 2024
RFP Responses Due	May 8, 2024
RFP Issued To	Thirty-four (34) Vendors
Responses Received From	Thirteen (13) Vendors of which Five (5) Vendors submitted incorrect information; therefore, they were not considered.
Responses Reviewed By	Office of Human Resources, Facilities Operations and Maintenance, and Purchasing

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

Purchases and Renewals (Instructional Items)

4) Admission Assessment Exams (Purchase)

Purchase admission assessment exams from **Elsevier, Inc.** (Houston, TX), a sole source vendor, for the period beginning September 1, 2024 through August 31, 2025, at an estimated total amount of \$100,000.00. The cost is paid by the students when they register for this exam.

Purpose and Justification – The Student Assessment Center anticipates purchasing up to two thousand six hundred (2,600) Registered Nurse Admission Assessment Exams, which will be used through the Fall 2024, Spring 2025, and Summer 2025 semesters. These assessments and preparation products improve student performance, promote clinical judgment, and help students achieve higher levels of success.

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

5) Library Database Services (Purchase)

Purchase library database services from **EBSCO Information Services, LLC.** (Birmingham, AL), a sole source vendor for the period beginning September 1, 2024 through August 31, 2027, at a total amount of \$179,593.45. The total amount will be disbursed in three (3) annual payments as follows: Year 1: \$58,683.00, Year 2: \$59,858.00, and Year 3: \$61,052.45.

Purpose and Justification – Library Services is requesting to purchase library database services that contain fifty-four (54) databases covering various subjects to support curricula that will be used by the South Texas College faculty, staff, students, and community. These services will enable library users to access over 10,000 electronic journals, 8,000 eBooks, 760,000 images, videos, and interactive resources in various disciplines, enabling the College to provide appropriate library resources to support academic and career programs.

Funds for this expenditure are in the Library Acquisitions budget for FY 2024 - 2025, FY 2025 - 2026, and FY 2026 - 2027, pending Board approval of the budget.

6) Software and Educational Supplies (Purchase) – Grant Funded

Purchase software and educational supplies from **Technical Laboratory Systems, Inc. (Tech-Labs)** (Katy, TX), The Interlocal Purchasing System (TIPS) and Choice Partner purchasing cooperatives 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 – Various instructional programs are requesting the purchase of software and educational supplies for student instruction. There are various software licenses and supplies needed for some of the following instructional programs: Engineering, Architectural and Engineering Design Technology, and Mechatronics. The purchase included licenses for the robots and supplies for the 3D printers.

Learning Commons and Open Labs and the Center for Advanced Training and Apprenticeships – Advanced Robotics and Automation Technology Grant are requesting to purchase software and educational supplies to support students in the open labs and for grant compliance.

Funds for this expenditure are budgeted in the various department and grant budgets for FY 2023 – 2024.

7) Testing Materials (Purchase)

Purchase testing materials for the Texas Success Initiative (TSI), which used the Accuplacer Platform from **The College Board** (New York, NY), a sole source vendor, for the period beginning September 1, 2024 through August 31, 2025, at an estimated total amount of \$50,000.00. The cost is paid by the students when they register for this exam.

Purpose and Justification—The Student Assessment Center is requesting to purchase approximately thirty-five thousand (35,000) test units, which will be used through the Fall 2024, Spring 2025, and Summer 2025 semesters. The TSI is used by all South Texas College students to obtain results in reading, writing, and math to complete their advertisements and registration.

Funds for this expenditure are budgeted in the TSI Examination budget for FY 2024 – 2025, pending Board approval of the budget.

8) Books and Educational Materials (Renewal) - Grant Funded

Renew the contracts for books and educational materials for the period beginning August 27, 2024 through August 26, 2025, at an estimated total amount of \$450,000.00, which is based on prior year expenditures.

The vendors are as follows:

Vendor (City, State)	Vendor (City, State)
Assessment Technologies Institute, LLC. (Leawood, KS)	Cengage Group (Farmington Hills, MI)
Central Programs, Inc./ dba Gumdrop Books (Bethany, MO)	Complete Book & Media Supply, LLC. (Cedar Park, TX)
Frogstreet Press, LLC. (Southlake, TX)	Gateway Printing & Office Supply, Inc. (Edinburg, TX)
Hurst Review Services (Brookhaven, MS)	Kaplan Early Learning Company (Lewisville, NC)

Purpose and Justification – The Providing Academic Support to Students (PASS) Program and Continuing, Professional, and Workforce Education are requesting to renew the contracts to purchase books and educational materials for qualifying students in career and technical education programs. The books and materials are provided to students participating in the PASS Program lending library. The PASS Program lending library and Continuing Education will provide books to students in the Fall of 2024, Spring of 2025, and Summer of 2025 semesters.

Background – The Board awarded the contract as follows:

Term: June 27, 2023, one year with two one-year annual renewals			
Award	Board Meeting Date	Original Term	Renewal Term
Original	6/27/23	8/27/23 – 8/26/24	
First Renewal	6/25/24		8/27/24 – 8/26/25

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

Funds for this expenditure are budgeted in the Carl Perkins Grant, Continuing Education, and other requesting department budgets for FY 2023 – 2024 and FY 2024 – 2025, pending Board approval of the budget.

9) Books and Educational Materials II (Renewal) – Grant Funded

Renew the contracts for books and educational materials II for the period beginning August 27, 2024 through August 26, 2025, at an estimated total amount of \$500,000.00.

The vendors are as follows:

Vendor (City, State)	Vendor (City, State)
ABDO Publishing Company (Minneapolis, MN)	Assessment Technologies Institute, LLC./ dba National Healthcareer Association (Leawood, KS)
Barnes & Noble Booksellers, Inc. (New York, NY)	Barnes & Noble College Booksellers, LLC. (Basking Ridge, NJ)
The Rosen Publishing Group, Inc. (New York, NY)	

Purpose and Justification – The Providing Academic Support to Students (PASS) Program and Continuing, Professional, and Workforce Educations (CPWE) are requesting to purchase books and education materials for qualifying students in career and technical education programs. The books and materials will be provided to students participating in the PASS Program lending library. The PASS Program lending library and CPWE will provide books to students in the Fall of 2024, Spring of 2025, and Summer of 2025 semesters.

Background – The Board awarded the contract as follows:

Term: August 22, 2023, one year with two one-year annual renewals			
Award	Board Meeting Date	Original Term	Renewal Term
Original	8/22/23	8/27/23 – 8/26/24	
First Renewal	6/25/24		8/27/24 – 8/26/25

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

Funds for this expenditure are budgeted in the Carl Perkins Grant, Continuing Education, and other requesting department budgets for FY 2023 – 2024 and FY 2024 – 2025, pending Board approval of the budget.

10)Library Materials (Renewal)

Renew the contracts for library materials for the period beginning September 1, 2024 through August 31, 2025, at an estimated total amount of \$205,000.00.

The vendors are as follows:

Vendor (City, State)	Vendor (City, State)
ABDO Publishing Company (Minneapolis, MN)	Baker & Taylor, LLC. (Charlotte, NC)
Bound to Stay Bound Books, Inc. (Jacksonville, IL)	Central Programs, Inc./dba Gumdrop Books (Bethany, MO)
Ingram Library Services, LLC. (La Vergne, TN)	Lektro, Inc./ dba Escue & Associates (Robstown, TX)
Midwest Tape, LLC. (Holland, OH)	ProQuest, LLC. (Ann Arbor, MI)

Purpose and Justification – Library Services requests the purchase of library materials to support instructional programs and other needs of South Texas College students, faculty, staff, and patrons district-wide. The library materials will consist of books, reference materials, ebooks, and other materials for all the College’s academic programs. Multiple vendors are needed to fulfill the large variety of requests needed district-wide.

Background – The Board awarded the contract as follows:

Term: July 25, 2023, one year with two one-year annual renewals			
Award	Board Meeting Date	Original Term	Renewal Term
Original	7/25/23	9/01/23 – 8/31/24	
First Renewal	6/25/24		9/01/24 – 8/31/25

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

Funds for this expenditure are budgeted in the Library Acquisitions and BAT & Support Materials budgets for FY 2024 – 2025, pending Board approval of the budget.

11)Library Serials (Renewal)

Renew the library serials contract with **EBSCO Information Services, LLC.** (Birmingham, AL), for the period beginning September 1, 2024 through August 31, 2025, at an estimated total amount of \$61,728.37.

Purpose and Justification – The Library Services requests to renew the library serials for all libraries district-wide. The approximate one hundred and thirty-seven (137) serials, including magazines, journals, and newspapers, will be used by the libraries district-wide to support the instructional programs and the College’s students, faculty, staff, and patrons.

Background – The Board awarded the contract for library serials as follows:

Term: June 28, 2022 - one year with two one-year annual renewals			
Award	Board Meeting Date	Original Term	Renewal Term
Original	6/28/22	9/01/22 – 8/31/23	
First Renewal	5/23/23		9/01/23 – 8/31/24
Final Renewal	6/25/24		9/01/24 – 8/31/25

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

Funds for this expenditure are budgeted in the Library Acquisitions budget for FY 2024 – 2025, pending Board approval of the budget.

Purchases and Renewals (Non-Instructional Items)

12)Furniture (Purchase)

Purchase furniture from OMNIA Partners, Sourcewell, and The Interlocal Purchasing System (TIPS) purchasing cooperatives, at an estimated total amount of \$88,388.22.

#	Vendor (City, State)	Amount
A	Computer Comforts, Inc. (Kemah, TX)	\$58,723.56
B	Gateway Printing and Office Supply, Inc. (Edinburg, TX)	\$25,095.66
C	JMJS, Inc. / The Exceptional Home Center (Smock, PA / McAllen, TX)	\$4,569.00
Furniture Total:		\$88,388.22

The purchases can be summarized as follows:

Pecan Campus
➤ 2 Faculty/Staff Chairs and Desks, 1 Vertical File, and 3 Bookcases for the Office of Sponsored Initiatives
➤ 1 Faculty/Staff Chair for Public Relations and Marketing
➤ 3 Faculty/Staff Desks for the Division of Academic Affairs
➤ 2 Faculty/Staff Chairs for the Office of the Vice President and Provost for Academic Affairs
➤ 4 Shelves for the Counseling & Advising Department

➤ 9 Chairs for the Office of Student Re-Engagement
➤ 1 Faculty/Staff Chair for the Dual Credit Scheduling and Enrollment Services
➤ 1 Faculty/Staff Chair for the Dual Credit Programs
Technology Campus
➤ 18 Podiums and 2 Lectern Tables for Educational Technologies

Fund for these expenditures are budgeted in the requesting department budgets for FY 2023 - 2024 as follows: Adjunct Faculty Pecan Campus, Academic Affairs VP Administration, Connecting Minority Communities Pro-Grant, Counseling & Advising, Dual Credit Programs, Office of Sponsored Initiatives, Office of Student Re-Engagement, and Public Relations/Marketing.

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

Renew the campus and dining food trucks – II contract with **Atencion Selecta, LLC. /dba Teresita’s** (Edinburg, TX), for the period beginning August 22, 2024 through August 21, 2025, with a 0% commission.

Purpose and Justification — The Vice President of Finance and Administrative Services and the Purchasing Department are requesting to renew the campus dining and food truck services for the Technology Campus. The dining service provides a wide range of food options 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 as follows:

Term: January 25, 2022 – one year with two one-year annual renewals.			
Award	Board Meeting Date	Original Term	Renewal Term
Original	1/25/22	2/01/22 – 1/31/23	
Modified		8/22/22 – 8/21/23	
First Renewal	6/27/23		8/22/23 – 8/21/24
Final Renewal	6/25/24		8/22/24 – 8/21/25

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

14)Campus and Dining Food Trucks – II (Renewal)

Renew the campus and dining food trucks – II contract with **Laredo Comidas, LLC./dba Taco Palenque** (McAllen, TX), for the period beginning September 1, 2024 through August 31, 2025, with a 0% commission.

Purpose and Justification – The Vice President of Finance and Administrative Services and the Purchasing Department are requesting to renew the campus dining and food truck services for the Pecan 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 breakfast and lunch tacos, quesadillas, and various other culinary offerings.

Background – The Board awarded the contract as follows:

Term: January 25, 2022 – one year with two one-year annual renewals.			
Award	Board Meeting Date	Original Term	Renewal Term
Original	1/25/22	2/01/22 – 1/31/23	
Modified		9/01/22 – 8/31/23	
First Renewal	6/27/23		9/01/23 – 8/31/24
Final Renewal	6/25/24		9/01/24 – 8/31/25

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

15)Collection Agency Services (Renewal)

Renew the contracts for collection agency services for the period beginning September 1, 2024 through August 31, 2025, at no charge to the College. The collection fee is charged directly to the student, faculty, or staff.

The vendors are as follows:

- **S&S Recovery, Inc.** (Memphis, TN)
- **Continental Service Group, LLC./dba ConServe** (Fairport, NY)
- **Collection Bureau Hudson Valley (CBHV)** (Newburgh, NY)

Purpose and Justification—The Business Office and Department of Public Safety are requesting collection agency services to collect on delinquent accounts due to the College from the students, faculty, or staff. The delinquent accounts consist of unpaid emergency student loans, tuition and fees, accounts receivables, and traffic citations, among other unpaid accounts. The delinquent balances can derive from returned checks, reversal of financial aid awards, and/or failure of staff’s adherence to waiver reimbursement guidelines. The collection agencies provide the college with the best collection and reporting techniques and services.

Vendor (City, State)	Contract Percentages
S&S Recovery, Inc. (Memphis, TN)	Will assess the following rates: <ul style="list-style-type: none"> • 20% for first placement • 20% for second placement • 23% for all subsequent referrals • 23% for litigation and judgment placements
Continental Service Group, LLC. / dba ConServe (Fairport, NY)	Will assess the following rates: <ul style="list-style-type: none"> • 18% for first placement • 18% for second placement • 18% for all subsequent referrals • 25% for litigation and judgment placements
Collection Bureau Hudson Valley (CBHV) (Newburgh, NY)	Will assess the following rates: <ul style="list-style-type: none"> • 16% for first placement • 24% for second placement • 28% for litigation

Background – The Board awarded the contracts as follows:

Term: August 22, 2023 – one year with two one-year annual renewals.			
Award	Board Meeting Date	Original Term	Renewal Term
Original	8/22/23	9/01/23 – 8/31/24	
First Renewal	6/25/24		9/01/24 – 8/31/25

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

16) General Purpose Printing (Renewal)

Renew the general purpose printing contracts for the period beginning September 1, 2024 through August 31, 2025, at an estimated total amount of \$120,000.00, which is based on prior year expenditures.

The vendors are as follows:

Vendor (City, State)	Vendor (City, State)
Brand It (McAllen, TX)	Capital Spectrum/ dba Communications Specialists, Inc. (Buda, TX)
Copy Plus (McAllen, TX)	CW Print Services, Inc. (Austin, TX)
FedEx Office and Print Services, Inc. (Plano, TX)	Gateway Printing (Edinburg, TX)
Huntington Sky Production, LTD./ dba Fastsigns (McAllen, TX)	NJ Color Graphics and Printing (Mission, TX)
San Antonio Printing (McAllen, TX)	Slate Group (Lubbock, TX)
Sombrero Advertising & Marketing (McAllen, TX)	UBEO, LLC./dba Copy Zone (McAllen, TX)

Purpose and Justification – Public Relations and Marketing requests general purpose printing for the new fiscal year. The printing services are needed for various projects that provide information related to upcoming events, past events, registration, and course schedules, to name a few. Once completed, the projects are distributed to faculty, staff, students, and the community.

Background – The Board awarded the contracts as follows:

Term: July 25, 2023 – one year with two one-year annual renewals.			
Award	Board Meeting Date	Original Term	Renewal Term
Original	7/25/23	9/01/23 – 8/31/24	
First Renewal	6/25/24		9/01/24 – 8/31/25

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

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

17) Maintenance and Repair Parts, Materials, and Supplies (Renewal)

Renew the maintenance and repair parts, materials, and supplies contracts for the period beginning September 1, 2024 through August 31, 2025, at an estimated total amount of \$500,000.00, which is based on prior year expenditures. The vendors are as follows:

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

Purpose and Justification—Facilities Operations and Maintenance requests to renew the maintenance and repair parts, materials, and supplies contracts to accomplish district-wide daily maintenance and repair work order requests.

Maintenance and repair parts, materials, and supplies are needed for daily repairs and improvements in plumbing, painting, irrigation, electrical, door locks, vehicle and equipment batteries, and air conditioning.

Background – The Board awarded the contracts as follows:

Term: June 28, 2022 – one year with two one-year annual renewals.			
Award	Board Meeting Date	Original Term	Renewal Term
Original	6/28/22	9/1/22 – 8/31/23	
First Renewal	6/27/23		9/1/23 – 8/31/24
Final Renewal	6/25/24		9/1/24 – 8/31/25

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

Funds for this expenditure are budgeted in the Facilities Maintenance budget for FY 2024 – 2025, pending Board approval of the budget.

18) Mass Notification System Agreement (Renewal)

Renew the mass notification system agreement with **Rave Mobile Safety** (Framingham, MA), The Interlocal Purchasing System (TIPS) purchasing cooperative approved vendor, for the period beginning September 1, 2024 through August 31, 2027, for a total amount of \$191,466.18, to be distributed in three (3) annual payments of \$63,822.06.

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

Mass automated notification has proven effective for timely notifications to faculty, staff, and students during emergencies via phone, cellular phones, text messages, and email. Due to the deduction granted compared to the one-year renewal, the request is made for a three-year renewal option.

Funds for this expenditure are budgeted in the Department of Public Safety budget for FY 2024 – 2025, FY 2025 – 2026, and FY 2026 - 2027, pending Board approval of the budget.

Purchases and Renewals (Technology Items)

19) Computers, Laptops, Tablets, and Printers (Purchase)

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

Vendor (City, State)	Purchasing Cooperative	Amount
Dell Marketing, LP (Dallas, TX)	State of Texas Department of Information (DIR)	\$93,593.90
Apple, Inc. (Dallas, TX)	Choice Partners Cooperative	14,507.00
CRC Computer Repair Center (McAllen, TX)	State of Texas Department of Information (DIR)	16,046.00
Total Amount:		\$124,146.90

Information Technology has evaluated all the purchase requests for computers, laptops, tablets, 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 outside the standard configuration or does not replace existing office systems (e.g., mobile devices).

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

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

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

The purchases can be summarized as follows:

Student Computers	
1	Learning Commons and Open Labs
Faculty Computers	
1	Operations Management (OPMG)
1	Business Administration Program
1	Sociology Program
3	Biology Program
1	Construction Accounts-Unexpended (Mid Valley – Heating, Ventilation, Air Conditioning, and Refrigeration Classroom)
3	Construction Accounts-Unexpended (Mid Valley – Automotive Lab)
Staff Computers	
1	Accreditation
1	Operations Management – (OPMG)
1	Finance and Administrative Services
1	Purchasing
1	Institutional Advancement
1	Mathematics Program
4	Construction Accounts-Unexpended (Technology Campus-Welding Lab)
Student Laptops	
10	Learning Commons and Open Labs
Faculty Laptops	
1	Patient Care Technician Program
1	Sociology Program
1	Social Work (SOCW) Program
Staff Laptops	
2	Accreditation
1	College Success Healthcare
1	Information Security
1	Technology Campus
1	Vocational Nursing
2	Institutional Advancement
1	Institutional Effectiveness and Assessment
3	Educational Technology Maintenance and Replacement
Student Tablets	
3	Learning Commons and Open Labs
1	Digital Learning
7	Advising
Faculty Tablets	
4	Respiratory Therapy Program

2	Cosmetology Program
Staff Tablets	
1	Educational Technologies
Faculty Printers	
14	Biology Program
Student Printers	
3	Learning Commons and Open Labs
Grant Student Laptops – Grant Funded	
5	Carl Perkins Grant Compliance (PASS Program)

Funds for these expenditures are budgeted in the requesting department budgets for FY 2023 – 2024 as follows: Learning Commons and Open Labs, Operations Management – OPMG, Business Administration, Sociology, Biology, Construction Accounts-Unexpended, Accreditation, Finance and Administrative Services, Purchasing, Institutional Advancement, Mathematics, Patient Care Technician Program, Social Work (SOCW), College Success Healthcare, Information Security, Technology Campus, Vocational Nursing, Institutional Effectiveness and Assessment, Educational Technology Maintenance and Replacement, Digital Learning, Advising, Respiratory Therapy, Cosmetology, Educational Technologies, and Carl Perkins Grant Compliance.

20)Course Development Services (Purchase)

Purchase the course development services from **Blackboard Inc.** (Reston VA), a sole source vendor, for the period beginning July 1, 2024 through June 30, 2025, at an estimated amount of \$90,000.00.

Purpose and Justification—The Digital Learning Department is requesting to purchase the course development services consisting of consulting hours to support the development of quality Open Educational Resources (OER) in time for the Fall 2024 and Spring 2025 Dual Credit Courses. Our Dual Credit Partner Schools have requested that Open Educational Resources (OER) classes be developed as part of a joint effort to reduce overall student costs. The consulting hours will be applied to additional course developers and instructional designers who will work in conjunction with our South Texas College creative team to launch these courses on schedule.

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

Interlocal Agreement

21)Professional Development Services Agreement (Renewal)

Renew the professional development services agreement with **Region One Education Service Center** (Edinburg, TX) through an interlocal agreement for the period beginning September 1, 2024 through August 31, 2025, at a total amount of \$18,250.00.

Purpose and Justification – The Office of Professional and Organizational Development requests to renew the hosted services agreement that stores and tracks faculty and staff history of training, workshops, meetings, and conferences. This system has been used

by South Texas College since 2016 for workshop creation, registrations, evaluations, certifications, and for the reporting of all instructional programs and support services to the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC).

The system facilitates professional development services (workshops and training) for South Texas College’s faculty and staff. All pertinent information regarding the professional development services, such as participation certificates, training evaluations, attendance logs, and contact information for presenters and participants, is stored in one central location for Academic Continuity or classification purposes. This software assists over thirty instructional programs and support departments at South Texas College in complying with elements of their Institutional Effectiveness (IE) plans and goals. This objective meets South Texas College’s strategic goal of cultivating institutional excellence through a streamlined, well-structured, and efficient set of communication processes at the College. It is also used for National Alliance of Concurrent Enrollment Partnerships (NACEP) accreditation of all dual credit courses and Accreditation for the Nursing and Allied Health Division (A.C.E.N.).

Funds for this expenditure are budgeted in the Office of Professional and Organizational Development budget for FY 2024 – 2025, pending Board approval of the budget.

The Committee recommended Board approval the award of proposals, purchases, renewals, and an interlocal agreement at a total cost of \$3,459,073.12, as listed below:

Award of Proposals

- 1) Childcare Services (Award) – Grant Funded:** award the proposal for childcare services for the period beginning September 1, 2024 through August 31, 2025, at an estimated Carl Perkins Grant total amount of \$105,500.00. The qualified vendors are as follows:

Vendor (City, State)	Vendor (City, State)	Vendor (City, State)
Nikodee II, LLC./dba iKids Academy (Alamo, TX)	1st Choice Learning Academy (Donna, TX) (New)	Bright Start Child Care Center (Donna, TX) (New)
Garza’s Childcare and Development Center (Donna, TX)	Learning to Grow (Donna, TX) (New)	Stepping Stones Day Care II (Donna, TX)
Alma’s Daycare Center (Edinburg, TX)	Brighter Future Learning Center (Edinburg, TX)	Genesis Learning Center (Edinburg, TX)
Next Generation Children’s Learning Center (Edinburg, TX) (New)	The Learning Journey Day School (Edinburg, TX)	VIP Learning Center (Edinburg, TX)
Brackenridge Children’s Center (McAllen, TX)	Bright Beginnings (McAllen, TX)	Easter Seals Rio Grande Valley (McAllen, TX)
Little Shining Stars Daycare, Inc. (McAllen, TX)	Loving Angels Child Development Center, LLC. (McAllen, TX)	Pekes Kidz Learning Center, LLC. (McAllen, TX) (New)

Vendor (City, State)	Vendor (City, State)	Vendor (City, State)
Tony's Playhouse Discovery Center (McAllen, TX)	Raquel Hinojosa Daycare (Mercedes, TX) (New)	Alphabetz Learning Center, LLC. (Mission, TX) (New)
Bright Horizons Learning Center (Mission, TX) (New)	Creative Play Learning Center, LLC. (Mission, TX) (New)	Frontier's Little Academy (Mission, TX)
Kidz Crusade Academy, LLC. (Mission, TX)	Little Oaks Learning Center, LLC. (Mission, TX) (New)	Little Scholars Daycare (Mission, TX) (New)
We Care Family Day Care (Mission, TX)	Children's Garden Daycare (Palmview, TX)	Champs Learning Center, LLC. (Pharr, TX) (New)
Futuros Lideres Learning Center (Pharr, TX)	Growing Together Learning Academy, LLC. (Pharr, TX) (New)	Kids Academy Daycare (Pharr, TX)
Kids Academy Daycare Center II (Pharr, TX)	Little One's Discovery Center Inc. (Pharr, TX) (New)	Royal Education Center (Pharr, TX)
Learning Zone (Rio Grande City, TX)	Little Stars Learning Center, LLC. (Rio Grande City, TX)	The Edutainment Zone 5, LLC. (Rio Grande City, TX) (New)
EI Shaddai International Christian Day Care Center (Weslaco, TX)		

- 2) **Cosmetology Supplies and Equipment (Award):** award the proposal for cosmetology supplies and equipment for the period beginning June 26, 2024 through June 25, 2025, with two (2) one-year options to renew at an estimated total amount of \$175,000.00. The qualified vendors are as follows:

Vendor (City, State)	Vendor (City, State)
The Burmax Co., Inc. (Holtsville, NY)	Hinojosa Beauty Supplies, LLC. (McAllen, TX)
Kaemark (Giddings, TX) (New)	Marianna Industries, Inc. (Omaha, NE)
SalonEquipment.com, LLC. (Brea, CA)	STB USA, LLC. (McAllen, TX)
Universal Companies, Inc. (Abingdon, VA) (New)	

- 3) **Temporary Personnel Services (Award):** award the proposal for temporary personnel services for the period beginning June 29, 2024 through June 28, 2025, with two (2) one-year options to renew, at an estimated amount of \$400,000.00. The qualified vendors are as follows:

Vendor (City, State)	Vendor (City, State)
Express Employment Professionals (McAllen, TX)	Fewell Professional Services/dba FPS Staffing (McAllen, TX)

Vendor (City, State)	Vendor (City, State)
Five Star Staffing, LLC./dba Spherion Staffing (McAllen, TX)	Infojini, Inc. (Columbia, MD)
Manpower Group US, Inc. (McAllen, TX)	Onin Staffing, LLC. (McAllen, TX)
PeopleReady, Inc. (Tacoma, WA)	Texas Staffing Pros, LLC. (McAllen, TX)

Purchases and Renewals – (Instructional Items)

- 4) **Admission Assessment Exams (Purchase):** purchase admission assessment exams from **Elsevier, Inc.** (Houston, TX), a sole source vendor, for the period beginning September 1, 2024 through August 31, 2025, at an estimated total amount of \$100,000.00. The cost is paid by the students when they register for this exam;
- 5) **Library Database Services (Purchase):** purchase library database services from **EBSCO Information Services, LLC.** (Birmingham, AL), a sole source vendor for the period beginning September 1, 2024 through August 31, 2027, at a total amount of \$179,593.45. The total amount will be disbursed in three (3) annual payments as follows: Year 1: \$58,683.00, Year 2: \$59,858.00, and Year 3: \$61,052.45;
- 6) **Software and Educational Supplies (Purchase) – Grant Funded:** purchase software and educational supplies from **Technical Laboratory Systems, Inc. (Tech-Labs)** (Houston, TX), The Interlocal Purchasing System (TIPS) and Choice Partner purchasing cooperatives approved vendor, for the period beginning September 1, 2023, through August 31, 2024, at an estimated total amount of \$100,000.00;
- 7) **Testing Materials (Purchase):** purchase testing materials for the Texas Success Initiative (TSI), which used the Accuplacer Platform from **The College Board** (New York, NY), a sole source vendor, for the period beginning September 1, 2024 through August 31, 2025, at an estimated total amount of \$50,000.00. The cost is paid by the students when they register for this exam;
- 8) **Books and Educational Materials (Renewal) - Grant Funded:** renew the contracts for books and educational materials for the period beginning August 27, 2024 through August 26, 2025, at an estimated total amount of \$450,000.00, which is based on prior year expenditures. The vendors are as follows:

Vendor (City, State)	Vendor (City, State)
Assessment Technologies Institute, LLC. (Leawood, KS)	Cengage Group (Farmington Hills, MI)
Central Programs, Inc./ dba Gumdrop Books (Bethany, MO)	Complete Book & Media Supply, LLC. (Cedar Park, TX)
Frogstreet Press, LLC. (Southlake, TX)	Gateway Printing & Office Supply, Inc. (Edinburg, TX)
Hurst Review Services (Brookhaven, MS)	Kaplan Early Learning Company (Lewisville, NC)

- 9) **Books and Educational Materials II – (Renewal) Grant Funded:** renew the contracts for books and educational materials II for the period beginning August 27, 2024 through August 26, 2025, at an estimated total amount of \$500,000.00. The vendors are as follows:

Vendor (City, State)	Vendor (City, State)
ABDO Publishing Company (Minneapolis, MN)	Assessment Technologies Institute, LLC./ dba National Healthcareer Association (Leawood, KS)
Barnes & Noble Booksellers, Inc. (New York, NY)	Barnes & Noble College Booksellers, LLC. (Basking Ridge, NJ)
The Rosen Publishing Group, Inc. (New York, NY)	

10)Library Materials (Renewal): renew the contracts for library materials for the period beginning September 1, 2024 through August 31, 2025, at an estimated total amount of \$205,000.00. The vendors are as follows:

Vendor (City, State)	Vendor (City, State)
ABDO Publishing Company (Minneapolis, MN)	Baker & Taylor, LLC. (Charlotte, NC)
Bound to Stay Bound Books, Inc. (Jacksonville, IL)	Central Programs, Inc./ dba Gumdrop Books (Bethany, MO)
Ingram Library Services, LLC. (La Vergne, TN)	Lektro, Inc./ dba Escue & Associates (Robstown, TX)
Midwest Tape, LLC. (Holland, OH)	ProQuest, LLC. (Ann Arbor, MI)

11)Library Serials (Renewal): renew the library serials contract with **EBSCO Information Services, LLC.** (Birmingham, AL), for the period beginning September 1, 2024 through August 31, 2025, at an estimated total amount of \$61,728.37;

Purchases and Renewals – (Non-Instructional Items)

12)Furniture (Purchase): purchase furniture from OMNIA Partners, Sourcewell, and The Interlocal Purchasing System (TIPS) purchasing cooperatives, at an estimated total amount of \$88,388.22.

#	Vendor (City, State)	Amount
A	Computer Comforts, Inc. (Kemah, TX)	\$58,723.56
B	Gateway Printing and Office Supply, Inc. (Edinburg, TX)	25,095.66
C	JMJS, Inc. / The Exceptional Home Center (Smock, PA / McAllen, TX)	4,569.00
Furniture Total:		\$88,388.22

13)Campus and Dining Food Trucks – II (Renewal): renew the campus and dining food trucks – II contract with **Atencion Selecta, LLC./dba Teresita’s** (Edinburg, TX), for the period beginning August 22, 2024 through August 21, 2025, with a 0% commission;

14)Campus and Dining Food Trucks – II (Renewal): renew the campus and dining food trucks – II contract with **Laredo Comidas, LLC. /dba Taco Palenque** (McAllen, TX), for the period beginning September 1, 2024 through August 31, 2025, with a 0% commission;

15)Collection Agency Services (Renewal): renew the contracts for collection agency services for the period beginning September 1, 2024 through August 31, 2025, at no charge to the College. The collection fee is charged directly to the student, faculty, or staff. The vendors are as follows:

- **S&S Recovery, Inc.** (Memphis, TN)
- **Continental Service Group, LLC./dba ConServe** (Fairport, NY)
- **Collection Bureau Hudson Valley (CBHV)** (Newburgh, NY)

16)General Purpose Printing (Renewal): renew the general purpose printing contracts for the period beginning September 1, 2024 through August 31, 2025, at an estimated total amount of \$120,000.00, which is based on prior year expenditures. The vendors are as follows:

Vendor (City, State)	Vendor (City, State)
Brand It (McAllen, TX)	Capital Spectrum/ dba Communications Specialists, Inc. (Buda, TX)
Copy Plus (McAllen, TX)	CW Print Services, Inc. (Austin, TX)
FedEx Office and Print Services, Inc. (Plano, TX)	Gateway Printing (Edinburg, TX)
Huntington Sky Production, LTD./ dba Fastsigns (McAllen, TX)	NJ Color Graphics and Printing (Mission, TX)
San Antonio Printing (McAllen, TX)	Slate Group (Lubbock, TX)
Sombrero Advertising & Marketing (McAllen, TX)	UBEO, LLC./dba Copy Zone (McAllen, TX)

17)Maintenance and Repair Parts, Materials, and Supplies (Renewal): renew the maintenance and repair parts, materials, and supplies contracts for the period beginning September 1, 2024 through August 31, 2025, at an estimated total amount of \$500,000.00, which is based on prior year expenditures. The vendors are as follows:

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

Vendor (City, State)	Vendor (City, State)
Valley Armature & Electric Co., LLC. (Edinburg, TX)	

18) Mass Notification System Agreement (Renewal): renew the mass notification system agreement with **Rave Mobile Safety** (Framingham, MA), The Interlocal Purchasing System (TIPS) purchasing cooperative approved vendor, for the period beginning September 1, 2024 through August 31, 2027, for a total amount of \$191,466.18, to be distributed in three (3) annual payments of \$63,822.06;

Purchases and Renewals (Technology Items)

19) Computers, Laptops, Tablets, and Printers (Purchase): purchase of computers, laptops, tablets, and printers as follows:

Vendor (City, State)	Purchasing Cooperative	Amount
Dell Marketing, LP (Dallas, TX)	State of Texas Department of Information (DIR)	\$93,593.90
Apple, Inc. (Dallas, TX)	Choice Partners Cooperative	14,507.00
CRC Computer Repair Center (McAllen, TX)	State of Texas Department of Information (DIR)	16,046.00
Total Amount:		\$124,146.90

20) Course Development Services (Purchase): purchase course development services from **Blackboard Inc.** (Reston VA), a sole source vendor, for the period beginning July 1, 2024 through June 30, 2025, at an estimated amount of \$90,000.00;

Interlocal Agreement

21) Professional Development Services Agreement (Renewal): renew the professional development services agreement with **Region One Education Service Center** (Edinburg, TX) through an interlocal agreement for the period beginning September 1, 2024 through August 31, 2025, at a total amount of \$18,250.00.

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

The Board of Trustees of South Texas College approves and authorizes the award of proposals, purchases, renewals, and an interlocal agreement at a total cost of \$3,459,073.12 as presented.

Approval Recommended:

Dr. Ricardo J. Solis
President

Consent Agenda:

b. Approval of Engagement of Bond Counsel Services

Purpose and Justification – Administration recommends Board approval for bond counsel services to be awarded to Ricardo Perez Law Firm, PLLC. (McAllen, TX), for the period beginning August 1, 2024 through July 31, 2025 with two (2) one-year options to renew.

The College requires bond counsel services and representation in the areas of public education bond law, tax law, local government law, the trial and appeal of bond validation actions, and the issuance, refunding, and/or defeasement of tax-exempt Texas Community College District, Texas School District, and other relevant entities' bonds and notes.

The bond counsel services are necessary to provide legal advice and counsel to administrative staff, the President, Board Committees, and the Board of Trustees. A request for qualifications and appointment of an attorney or law firm is essential. The Board will need to engage the services for matters that include the following:

- A. Provide, as a part of its basic service fee, policy development, review and drafting of documents, briefs, opinions, negotiations, litigation, research as well as legal advice from time to time on matters directly or indirectly related to the bond program and corresponding tax issues.
- B. Consult with the College officials, Business Office staff, and the College outside Legal Counsel and Financial Advisor, concerning all legal questions relating to the issuance, refinancing, defeasance, and management of debt.
- C. Assist in the preparation of specified sections of the Preliminary Official Statement and the Final Official Statement, and be responsible for the proper scope, legal effectiveness, and compliance with applicable regulatory requirements of the entirety of both documents, subject to the understanding that bond counsel will not be expected to independently verify data contained in the Official Statements that is generated by the client or third parties.
- D. Assist in making presentations and required submissions and obtain approval of the Bond Review Board and any other state entity with supervisory powers over the issuance of bonds by the College, including the Texas Office of Attorney General.
- E. Perform all usual and necessary legal services concerning the authorization, sale, and delivery of any debt issuance and bond refunding that the College may require, including resolutions, agreements, and minute orders, as needed.
- F. Represent South Texas College in the preparation of any bond refunding and purchase contracts and ensure that all participants, including underwriters and investment banking firms, whether retained or contracted by the College, disclose all conflicts of interest to and with the College and any other parties involved in the bonds. Assist the College in presentations to the major rating agencies to obtain bond ratings.
- G. Attend Board meetings and Finance and Human Resources Committee meetings to the extent required or requested by the College.
- H. Provide tax opinion on debt issues and bond refunding.
- I. Prepare any Internal Revenue Service (IRS) filings required by federal tax law. Assist in any Internal Revenue Service inquiry, matters related to past, present, and future bond debt, and actions as needed.

- J. Render other written opinions of bond counsel on investment earnings and any amounts required to be related to the United States as excess arbitrage earnings, if any, and any other written opinion of counsel which may be required under the terms of the Bond Resolutions or the Internal Revenue Code, as amended.
- K. Assist with post-issuance matters, such as providing direction for compliant private use activity, including aiding in annual calculation.
- L. Provide analysis and resolution of tax issues associated with financing plans.
- M. Prepare documents calling any bond election, notice thereof, submitting election documents to the U.S. Justice Department for preclearance and canvassing of election results.
- N. File all required bond-related documents and obtain approval of such from the Texas Office of the Attorney General.
- O. Provide a complete bond transcript in paper and electronic format after each financing.
- P. Provide advice and counsel on continuing compliance with securities, tax, and other applicable laws about bonds.
- Q. All other matters necessary or incidental to the refunding, defeasement, and issuance of the bonds.

Background – The project timeline and information are as follows:

Advertised RFQ	April 17, 2024 and April 24, 2024
RFQ Responses Due	May 2, 2024
RFQ Issued To	Twenty-six (26) Firms
Responses Received From	Three (3) Firms
Responses Reviewed By	Business Office and Purchasing
Highest Ranked Vendor	Ricardo Perez Law Firm, PLLC.

Funds for this expenditure are budgeted in the Legal Services budget for FY 2024 – 2025 and FY 2025 – 2026, pending Board approval of the budget.

Enclosed Documents – The summary of qualifications and evaluation summary 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.

The Committee recommended Board approval of bond counsel services to be awarded to Ricardo Perez Law Firm, PLLC. (McAllen, TX), for the period beginning August 1, 2024 through July 31, 2025 with two (2) one-year options to renew 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 bond counsel services to be awarded to Ricardo Perez Law Firm, PLLC. (McAllen, TX), for the period beginning August 1, 2024 through July 31, 2025 with two (2) one-year options to renew as presented.

Approval Recommended:

**Dr. Ricardo J. Solis
President**

**SOUTH TEXAS COLLEGE
STATEMENT OF QUALIFICATIONS - BOND COUNSEL SERVICES
PROJECT NO. 23-24-1049**

		<u>Co-Bond Counsel</u> (Walsh Gallegos Kyle Robinson & Roalson PC. / Cantu Harden Montoya, LLP.)	
VENDOR	Ricardo Perez Law Firm, PLLC.	Walsh Gallegos Kyle Robinson & Roalson PC.	Cantu Harden Montoya, LLP.
ADDRESS	208 Lindberg Ave	1020 NE Loop 410 Ste 450	12 Greenway Plaza Ste 1100
CITY/STATE/ZIP	McAllen, TX 78501	San Antonio, TX 78209	Houston, TX 77046
PHONE	956-782-2700	210-979-6633	713-909-2799
FAX	956-782-2703	210-979-7024	
CONTACT	Ricardo Perez	Stacy Castillo	Wendy Montoya
7.1 Company Profile			
A	Provide a brief history of the firm and its operations.	Founded in 2005, specializes in several areas of law. Professional limited liability company. Public finance, litigation, banking, and real estate.	Established in 1983, and is pleased to team with Cantu Harden Montoya LLP as Co-Bond Counsel. The two firms have worked collaboratively and successfully on public finance matters in Texas and look forward to bringing that experience to the College in this transaction.
B	Number of consecutive years in business under present name.	19 years	Established in 2022, and is a full-service finance law firm equipped to provide legal services on tax-exempt bond matters in an independent capacity or in a co-counsel arrangement.
C	Provide any other names under which respondent has operated within the last 10 years and length of time under for each.	Ricardo Perez Law Firm, PLLC.	41 years
D	Explain changes that have occurred over the last 6 months regarding staffing, capital, organizational structure, as well as future changes.	Firm hired additional personnel.	Walsh Gallegos Kyle Robinson & Roalson P.C. / Walsh Gallegos Treviño Kyle & Robinson P.C. / Walsh Gallegos Treviño Russo & Kyle P.C. / Walsh, Anderson, Gallegos, Green & Trevino, P.C.
E	Indicate if this response for multiple locations or division within your company and list applicable information.	Principal location in McAllen.	Other than our firm name change due to a shareholder retirement have occurred or are expected, no significant changes regarding staffing, capital, or organizational structure have occurred or are expected.
F	Describe the general capabilities of your firms, including information relating to total size and staffing, research capabilities, technology support, professional staff and clerical support, and the specific involvement of tax attorneys.	Currently consists of 6 full-time and 2 part-time contract employees. Only bond counsel firm in South Texas. Subscription to Lexis Nexis - legal research; and assembled a group of tax attorneys who they contract with.	Other than our firm name change due to the additional of a shareholder in January 2023, no significant changes regarding staffing, capital, or organizational structure have occurred or are expected.
G	Describe how the firm will communicate with and deliver services to the College. ***** If located outside of Hidalgo and Starr County, include in the description any special arrangement to ensure delivery of quality services in a timely manner.	Ricardo Perez lives in McAllen. Available through in person, phone email etc.	Office is located in San Antonio, TX.
H	What distinguishes your firm in the area of bond legal services, and how would your firm offer the College superior representation?	Local firm, available in person to college at any time.	Office is located in Houston, TX.
			Currently employs 128 employees, including 59 attorneys in eight offices located throughout Texas, New Mexico, and Oklahoma. The San Antonio office has 15 attorneys and 20 staff members.
			Currently has 9 employees, including 7 attorneys (one of which has a LLM in Taxation) and 2 paralegals.
			As our usual practice for all significant clients, we will assign one attorney to serve as the contact attorney for bond matters relating to South Texas College. We will utilize a "team" approach that provides the best representation and work product for the College in the shortest period of time and in the most efficient manner.
			Walsh Gallegos and Cantu Harden Montoya have a strong and proven track record for serving together as Co-Bond Counsel. Walsh Gallegos attorneys are experienced in issues involving elections and the College's role in providing factual information to the public regarding the issuance of bonds, without crossing the line and becoming an impermissible advocate for the passage of the bond election.
			We have the expertise to provide all of the expected legal services for tax-exempt bond matters efficiently and effectively.

**SOUTH TEXAS COLLEGE
STATEMENT OF QUALIFICATIONS - BOND COUNSEL SERVICES
PROJECT NO. 23-24-1049**

		<u>Co-Bond Counsel</u> (Walsh Gallegos Kyle Robinson & Roalson PC. / Cantu Harden Montoya, LLP.)		
VENDOR		Ricardo Perez Law Firm, PLLC.	Walsh Gallegos Kyle Robinson & Roalson PC.	Cantu Harden Montoya, LLP.
I	Please describe any past relationship of your firm relating to the public finance function of the College.	The firm currently serves as bond counsel to South Texas College.	Neither law firm has worked with the College in matters related to public finance in the past.	Neither law firm has worked with the College in matters related to public finance in the past.
7.2 Bond Counsel Experience and Availability				
A	Identify the Bond Counsel who would serve in potential engagements with STC.	Ricardo Perez	Stacy Tuer Castillo	Wendy Montoya
B	List the experience of the firm and/or the attorneys proposed to be assigned to STC as Bond Counsel, underwriter's counsel, tax counsel, or disclosure counsel.	Provided resume and a list of representation chart of activities with issuers.	Identified key personnel who are designated as the proposed Bond Counsel team and have provided a detailed description of their prior experience. Provided a list of activities with issuers having similar characteristics to the College.	
C	In narrative form, describe your experience and qualifications, including any necessary licenses, and how they related to and would add unique value to STC in issuing new debt.	Ricardo Perez has practiced public finance law for approximately 20 years as an attorney and 6 years before that as a banker for a combined 26 years. The focus of his practice is assisting government entities in taxable and non-taxable public finance. Been bond counsel or underwriters counsel in over 300 financing in South Texas with a par amount of approximately over 6 billion dollar in bonds.	Our experience serving as bond Co-Counsel and general counsel for various school districts and governmental bodies throughout the state of Texas and our ability to think "outside the box", combined with the substantial personnel and financial resources of Walsh Gallegos and Cantu Harden Montoya places us in a unique position to provide the highest quality professional services in the role of Co-Bond Counsel for South Texas College.	
D	Provide a brief summary describing complex transaction - provided expertise	Currently serving as bond counsel to Hidalgo County Drainage District. We are drafting legislation to meet creative financing mechanisms to allow the drainage district to issue debt for a desalination plant under the Texas Water Code. Perez Law Firm was also the first firm in the State of Texas to do a financing where municipalities Economic Development Corporation issued debt to implement city wide fiber optics for internet services to its residents.	Provided a detailed summary of a complex transaction.	
E	Availability to South Texas College	Available 24 hours a day 7 days a week	Our law firm have a track record of providing exceptional legal representation to our clients. STC can be assured they will receive the very best from both law firms.	
F	List specific experience with Texas Community College Districts, School Districts and other local government units and other Texas public entity bond issuances within the last 3 years for which your firm served as Bond Counsel	Included a representative list of current and past clients.	Included a representative list of current and past clients.	
G	Provide detail up to 3 instances where your firm provided an added value to your client during a financing activity or developed or implemented an innovative financing technique or program.	All clients - work side by side with the issuers financial advisor and issuers personnel in charge of finance in developing the most appropriate financing technique or program for the issuer. Once the Financial advisor finalized the plan for finance - we will make sure that the issuer has the statutory legal authority to execute the plan.	Provided a detailed list of 3 case studies.	

**SOUTH TEXAS COLLEGE
STATEMENT OF QUALIFICATIONS - BOND COUNSEL SERVICES
PROJECT NO. 23-24-1049**

		Co-Bond Counsel (Walsh Gallegos Kyle Robinson & Roalson PC. / Cantu Harden Montoya, LLP.)		
VENDOR		Ricardo Perez Law Firm, PLLC.	Walsh Gallegos Kyle Robinson & Roalson PC.	Cantu Harden Montoya, LLP.
H	How would your firm assist the College in tracking private use activity to assure compliance with the IRS regulations? Describe a specific transaction, a private use issue encountered, and any solution developed to address the issue which best demonstrates your 1st experience in this area.	Work closely with issuers at the time of delivery of the obligations to make sure they are aware of tax regulations. The best approach is to create a compliance policy. Identify per a checklist the use of facilities financed, use of proceeds & source of payment on the obligations. A comprehensive list would require regulator monitoring to ensure compliance.	We recommend an approach that promotes consistent communication between the College and Co-Bond Counsel. We have effectively used this approach at Forney ISD to address private use regarding their transcendent project that involved the school district, bonds issued by the district, and partnerships with private business.	
I	How would your firm assist clients dealing with an IRS audit?	Review documentation and assist client with the gathering of all required documents. Advise the client on whether the facts are for or against the issuer and if whether to work toward negotiating a resolution via the IRS VCAP program or if the situation warrants going through the adversarial process with the IRS (not typical). If adverse consequences, we would work to assist with any required disclosure matters.		Cantu Harden Montoya has handled dozens of IRS audits on behalf of clients and have never received anything other than a "No Change Letter" from the IRS, which indicates the IRS found no issues during their investigation and has concluded the audit with a successful result to the bond issuer.
7.2.2 References				
A	References	Sharyland ISD Edinburg CISD PSJA ISD Rio Grande City Grulla ISD Weslaco ISD	Forney ISD Judson ISD Carrollton-Farmers Brach ISD Gregory-Portland ISD Three Rivers ISD	
7.3 Experience With Public Entities				
A	Does your firm have experience and track record of the firm. If yes, please provide a list.	Provided a representative list.	Provided a representative list.	
B	Does your firm have experience as a bond counsel for the selection of underwriters for Texas bonds?	Yes, assists clients and financial advisors from time to time in the screening and selection process of underwriters.		Yes. Two of CHM's attorneys are former investment bankers.
C	Describe your firm's approach and capability in designing and implementing a financial plan for a multi-year capital improvement program for the College.	Will meet with Colleges financial advisors, college staff, and any committee designated. Work with all involved to develop a plan of finance to meet the needs.		We are eager and willing to assist. Two of CHM's attorneys are former investment bankers. One Attorney from CHM is a sitting County Commissioner.
D	Describe the firm's experience in assisting the public entities with the selection of underwriters for negotiated bond sales.	Will assist clients in screening and conducting due diligence on potential underwriting firms who are being considered by clients.		We have experience, especially given SB 13 and SB 19. Two of CHM's attorneys are former investment bankers.
E	Describe the firm's experience with rating agencies, credit rating process, and rating agency presentations.	Participate in calls with clients		We have experience, especially given SB 13 and SB 19. Two of CHM's attorneys are former investment bankers.
TOTAL EVALUATION POINTS		95.66	93.66	
RANKING		1	2	

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

**SOUTH TEXAS COLLEGE
STATEMENT OF QUALIFICATIONS FOR BOND COUNSEL SERVICES
PROJECT NO. 23-24-1049
EVALUATION SUMMARY**

		Co-Bond Counsel (Walsh Gallegos Kyle Robinson & Roalson PC. / Cantu Harden Montoya, LLP.)					
VENDOR		Ricardo Perez Law Firm, PLLC.		Walsh Gallegos Kyle Robinson & Roalson PC.		Cantu Harden Montoya, LLP.	
ADDRESS		208 Lindberg Ave		1020 NE Loop 410 Ste 450		12 Greenway Plaza Ste 1100	
CITY/STATE/ZIP		McAllen, TX 78501		San Antonio, TX 78209		Houston, TX 77046	
PHONE		956-782-2700		210-979-6633		713-909-2799	
FAX		956-782-2703		210-979-7024			
CONTACT		Ricardo Perez		Stacy Castillo		Wendy Montoya	
1	Qualifications of personnel providing bond counsel services to the College. (up to 25 points)	22	22.33	23		22.33	
		23		24			
		22		20			
2	Experience representing Public Entities, including, but not limited to Community Colleges. (up to 65 points)	65	63.33	61		61.33	
		65		60			
		60		63			
3	References. (up to 10 points)	10	10	10		10	
		10		10			
		10		10			
TOTAL EVALUATION POINTS		95.66		93.66			
RANKING		1		2			

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

Consent Agenda:

c. Approval to Add New Position in Accordance with Policy DEA (Local)

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

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

The following table outlines the placement of the new proposed position of Regional Healthcare Liaison within the College’s Pay Plan for FY 2023 – 2024 and the rationale for this request.

New Critical Non-Faculty Position for FY 2023 - 2024					
Division Name	Organization	Position Title	Classification	Pay Grade	Salary Range
Academic Affairs and Economic Development	210002	Regional Healthcare Liaison	Executive Administrative Professional	9	\$87,261 - \$130,892
<p>Rationale: This position will assist the Vice President for Academic Affairs and Economic Development and Provost in promoting healthcare pathways and fostering collaboration among healthcare providers, community organizations, and the public, identifying priorities and issues in the healthcare industry, and bringing a local lens to DSHS initiatives. In addition, this position will involve participating in special projects with internal/external partners to support local and systemwide needs. Key responsibilities include, but are not limited to, community engagement and outreach, promotion of healthcare pathways, coordination and collaboration, and program development in healthcare education.</p>					

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

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

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

Enclosed – Policy DEA (Local) follows in the packet for the Board’s information and review. The organizational reporting chart and job description for this position are also included in the packet.

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. Anahid Petrosian, Vice President and Provost for Academic Affairs attended the Committee meeting to address any questions.

The Committee recommended Board approval to add a new position in accordance with Policy DEA (Local) 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 addition of a new position in accordance with Policy DEA (Local) as presented.

Approval Recommended:

**Dr. Ricardo J. Solis
President**

COMPENSATION AND BENEFITS
COMPENSATION PLAN

DEA
(LOCAL)

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

Pay Administration

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

Pay Increases

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

*Mid-Year Pay
Increases*

Contract
Employees

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

Noncontract
Employees

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

Pay During Closing

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

South Texas College
108500

COMPENSATION AND BENEFITS
COMPENSATION PLAN

DEA
(LOCAL)

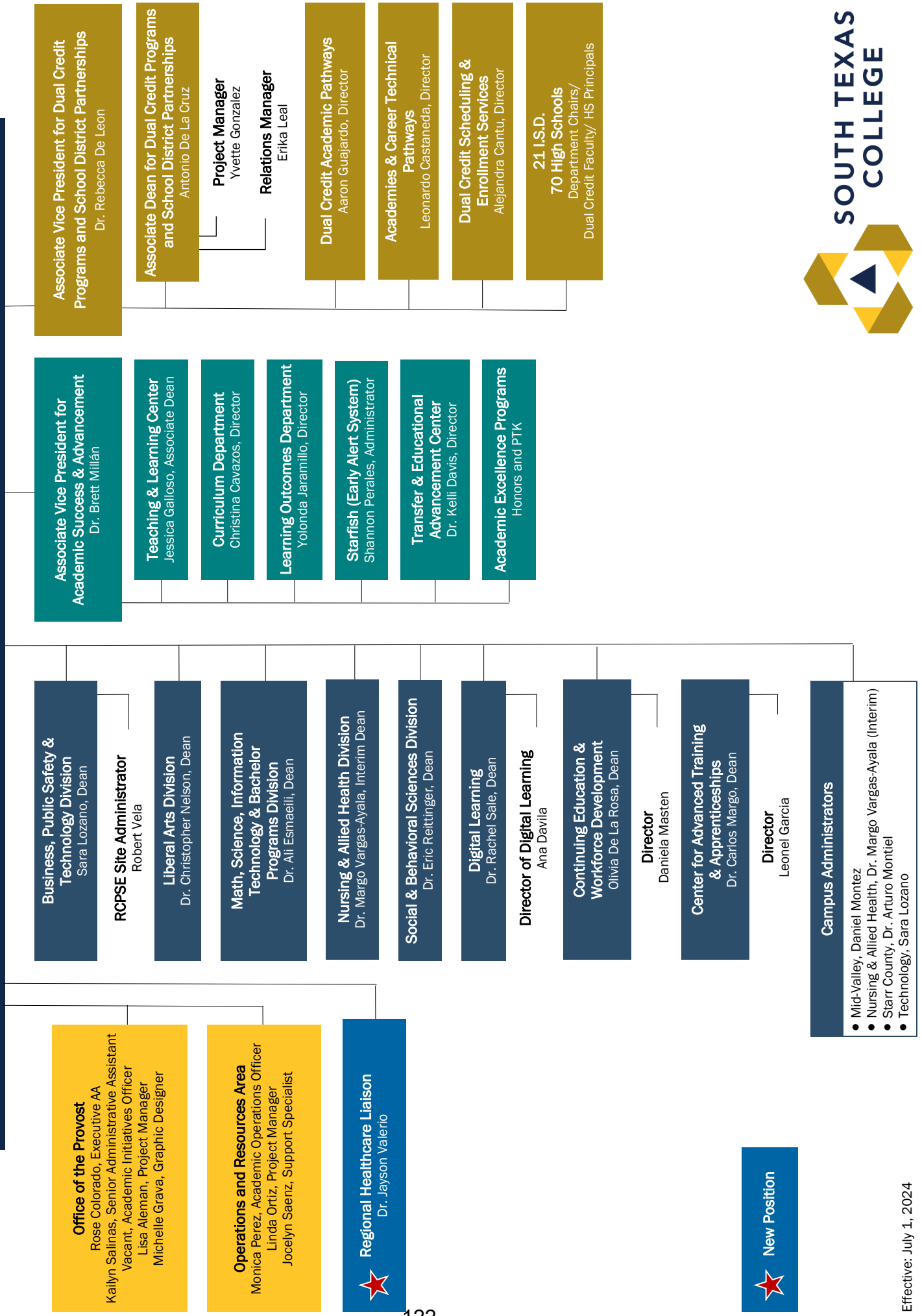
**Gifts, Grants, and
Donations for Salary
Supplements**

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

Division of Academic Affairs and Economic Development

Dr. Anahid Petrosian, Vice President and Provost

Organizational Chart 2023 - 2024



South Texas College

Classification Description

Title: **Regional Healthcare Liaison**

Pay Grade: Executive Administrative Professional- EAP 9

Dept: Academic Affairs & Economic Development

Salary Range: \$87,261 – 130,892

Reports To: Vice President and Provost for Academic Affairs & Economic Development

FLSA Status: Exempt

Date: 5/26/2024

General Statement of Job

The Regional Health Care Liaison provides leadership in promoting healthcare pathways and fostering collaboration among healthcare providers, community organizations, and the public, identifying priorities and issues in the healthcare industry. Establishes and maintains strong relationships with local healthcare providers, community organizations, educational institutions, and other stakeholders. Key responsibilities include community engagement and outreach, promotion of healthcare pathways, coordination and collaboration, and program development in healthcare education. Identifies federal and states grant opportunities to promote Nursing and Allied Health programs and collaborates with key stakeholders to submit proposals and implement award grants programs. In addition, this position will involve participating in special projects with internal/external partners to support local and systemwide needs.

Specific Duties and Responsibilities

Essential Functions:

1. Establish and maintain strong relationships with local healthcare providers, community organizations, educational institutions, and other stakeholders.
2. Use data to inform program development, advocacy efforts, and improvements in healthcare pathways.
3. Conduct regular community outreach activities to identify health needs and gaps in services.
4. Represent the organization at community events, health fairs, and meetings, promoting healthcare pathways and resources.
5. Develop and implement strategies to promote healthcare pathways, including preventative care, chronic disease management, and access to specialty services.
6. Work with healthcare providers to streamline referral processes and improve patient navigation.
7. Educate community members on available healthcare pathways and how to access them.
8. Facilitate collaboration between healthcare providers, educational institutions, and community organizations to enhance service delivery and healthcare education.
9. Coordinate regional health initiatives and programs, ensuring alignment with community needs and organizational goals.
10. Assist in the development and implementation of community health programs that promote healthcare pathways.
11. Act as the primary point of contact for regional healthcare inquiries and communications.
12. Advocate for community health needs and resources at local and regional levels, focusing on the promotion of healthcare pathways.

13. Prepare and deliver presentations on community health topics to various audiences, highlighting the importance of healthcare pathways.
14. Collect and analyze data related to community health needs, program outcomes, and the effectiveness of healthcare pathways.
15. Prepare regular reports on community health trends, program impact, and outreach activities.
16. Identify funding opportunities and assist with grant writing and management.
17. Monitor program effectiveness and recommend improvements based on data and community feedback.
18. Responsible for maintaining accountability and sound fiscal management.
19. Represents the College at local, state, and national conferences and activities.
20. Maintains knowledge of the College's policies and procedures and applicable federal, state, and local laws and regulations.
21. Provides input on revisions/updates of pertinent existing policies and formulation of new policies.
22. Travels throughout the college district, as needed.
23. Performs other duties as assigned.

Required Education and Experience

1. Master's Degree required. Doctorate degree preferred.
2. At least five (5) years of work experience in higher education required.
3. At least two (2) years of progressive administrative/supervisory experience in higher education is preferred.
4. Related work experience is preferred.

Required Knowledge, Skills and Abilities

1. Excellent oral, written, presentation, and interpersonal communication skills.
2. Strong computer skills with knowledge of Microsoft Office including, but not limited to, Word, Excel, PowerPoint, and Outlook, the Windows environment, and internet research skills.
3. Ability to prioritize and manage multiple projects that require demonstrated leadership ability.
4. Ability to analyze situations quickly and objectively and to determine proper course of action.
5. Team player with the ability to collaborate with all college departments, functions, and other support services.
6. Ability to adapt to constant change and periods of fast-paced, high-intensity work situations.
7. Ability to work evenings and/or weekends as needed; willing to travel throughout the college district using own means of reliable transportation.
8. Demonstrated ability to interact effectively with a diverse, multi-cultural college population.
9. Demonstrated commitment to achieving the vision and mission of South Texas College.
10. Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, and governmental regulations.
11. Ability to write reports, business correspondence, speeches and articles for publication, and procedure manuals.
12. Ability to effectively present information and respond to inquiries from executive management, faculty, staff, students, public groups, regulatory agencies, and/or Boards of Trustees.
13. Ability to define problems, collect data, establish facts, and draw valid conclusions.

14. Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
15. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Checks, Certificates, Licenses, and Registrations

1. Security Sensitive position: all applicants are subject to a criminal background check under South Texas College policy.
2. In addition, subject to federal background check.
3. Must have or qualify for a valid Texas driver's license and proof of liability insurance.

Physical Requirements

1. Exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body.
2. Bending the body downward and forward by bending leg and spine.
3. Perceiving attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of fingertips.
4. Picking, pinching, typing, or otherwise working, primarily with fingers rather than with the whole hand as in handling.
5. Applying pressure to an object with the fingers and palm.
6. Perceiving the nature of sounds at normal speaking levels with or without correction.
7. Ability to receive detailed information through oral communication, and to make the discrimination in sound.
8. Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. Occurs to a considerable degree and requires substantial use of upper extremities and back muscles.
9. Ability to make rational decisions through sound logic and deductive processes.
10. Expressing or exchanging ideas by means of the spoken word including the ability to convey detailed or important spoken instructions to other workers accurately and concisely.
11. Sitting particularly for sustained periods of time.
12. Bending body downward and forward by bending spine at the waist. Occurs to a considerable degree and requires full motion of the lower extremities and back muscles.
13. Close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; and/or extensive reading.
14. Mobility to accomplish tasks, particularly for long distances or moving from one work site to another.

The above job description is not intended as, nor should it be construed as, exhaustive of all responsibilities, skills, efforts, or working conditions associated with this job.

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job.

South Texas College is an equal education and equal employment opportunity/affirmative action employer. South Texas College 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 complies with all applicable policies and state and federal legislation in order to combat discrimination.

Consent Agenda:

d. Approval of Proposed FY 2024 – 2025 Request for New Positions and Other Adjustments

Purpose and Justification – Administration recommends Board approval on proposed FY 2024 – 2025 request for new positions and other adjustments.

All recommendations have been reviewed by the Texas Association of School Boards (TASB) as part of their annual compensation maintenance review.

Unrestricted Fund - Proposed New Positions and Other Adjustments

The Unrestricted Fund - Proposed New Positions and Other Adjustments for FY 2024 – 2025 are as follows:

Proposed College’s New Positions and Other Adjustments (Unrestricted Fund)	Amount	Funding	Impact on FY 24 - 25 Budget
A. New Critical Non-Faculty Positions (29)	\$1,676,987	\$0	\$1,676,987
B. Funding of Selected Previously Frozen Positions (3)	120,729	47,318	73,411
C. Salary Adjustment of Vacant Non-Faculty Positions (9)	254,925	68,038	186,887
D. Reclassifications of Existing Positions with Salary Adjustments (10)	71,194	16,911	54,283
E. Pool Adjustments to Instructional Direct Wage Pools, Non-Faculty Temp Pools, and Trainer Pools (13)	302,640	27,048	275,592
F. Auxiliary Positions Transferred to Unrestricted (7)	441,254	0	441,254
G. Unrestricted Funds - Self-Sustaining Positions/Pools (11)	182,399	0	182,399
H. Title Changes – No impact to Budget (19)	0	0	0
I. Organization Changes – No impact to Budget (69)	0	0	0
J. Restricted Positions funded 50% by Unrestricted funds (2)	76,550	0	76,550
K. Pool Adjustment to NAH Faculty Stipends (1)	200,000	200,000	0
L. ERP Pools (2)	157,082	157,082	0
N. FAST positions/pools	3,216,011	0	3,216,011
Total	\$6,699,771	\$516,397	\$6,183,374

The College proposes to fund a portion of the FY 2024 - 2025 salary budget changes from carryover allocations (fund balance). The use of funds from the 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 the reserve threshold.

Of the total proposed increase to the unrestricted fund balance salary budget of \$6,699,771 for FY 2024 – 2025, \$516,397 will be funded by available funds in vacant positions/pools and carryover/fund balance. The remaining amount of \$6,183,374 will be funded by FY2024 – 2025 revenues including \$3,216,011 from FAST funding.

The College will continue to maintain the required reserve of three (3) months of expenditures in the fund balance after this planned reduction.

Auxiliary and Restricted Fund - Positions

Seven (7) Auxiliary Fund positions will transition from the Auxiliary Fund to the Unrestricted Fund.

STC will fund two (2) positions at 50% from the Unrestricted Fund, and 50% will be funded from the Restricted Fund. The other (3) positions will be funded at 100% from the Restricted Fund.

M. Auxiliary and Restricted Fund Positions	Amount
Auxiliary Positions (7)	(\$441,254)
Restricted Positions (5)	247,639
Net Salary Budget Increase for Auxiliary and Restricted Positions	(\$193,615)

The proposed FY 2024 - 2025 new positions and other adjustments 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.

Reviewers – Administration and staff have reviewed the information being presented.

Enclosed Documents – The Exhibits listing the FY 2024 – 2025 proposed new positions and other adjustments follow in the packet for the Board’s information and review.

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

The Committee recommended Board approval of the proposed FY 2024 – 2025 request for new positions and other adjustments 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 FY 2024 – 2025 request for new positions and other adjustments as presented.

Approval Recommended:

Dr. Ricardo J. Solis
President

Summary:
The Proposed College's New Positions and Other Adjustments for
FY 2024 - 2025:

Proposed College's New Positions and Other Adjustments (Unrestricted)	Amount Requested	Funding Available	Impact on FY 24-25 Budget
A. New Critical Non-Faculty Positions (29)	\$1,676,987	\$0	\$1,676,987
B. Funding of Selected Previously Frozen Positions (3)	120,729	47,318	73,411
C. Salary Adjustment of Vacant Non-Faculty Positions (9)	254,925	68,038	186,887
D. Reclassifications of Existing Positions with Salary Adjustments (10)	71,194	16,911	54,283
E. Pool Adjustments to Instructional Direct Wage Pools, Non-Faculty Temp Pools, and Trainer Pools (13)	302,640	27,048	275,592
F. Auxiliary transferring to Unrestricted funds (7)	441,254	0	441,254
G. Self-Sustaining Positions/Pools (11)	182,399	0	182,399
H. Title Changes - No impact to Budget (19)	0	0	0
I. Organization Changes - No impact to Budget (69)	0	0	0
J. Restricted Positions funded 50% by Unrestricted funds (2)	76,550	0	76,550
K. Pool Adjustments to NAH Faculty Retention Stipends and ERP Pools	200,000	200,000	0
L. ERP Pools (2)	157,082	157,082	0
N. FAST positions/pools	3,216,011	0	3,216,011
Total	\$ 6,699,771	\$ 516,397	\$ 6,183,374
M. Auxiliary (7) & Restricted Positions (5)	(\$441,254)	\$247,639	(\$193,615)

South Texas College
Unrestricted Fund
New Critical Non-Faculty Positions for FY 2024 - 2025

#	Organization Name	New Position Title	Classification	Pay Grade	Proposed Salary	Impact to Budget
Office of the President						
1	Office of the President	General Counsel	Executive Administrative Professional	13	\$ 139,061	\$ 139,061
Rationale: <ul style="list-style-type: none"> To assist in all legal matters of the College, including employment law, contracts, public information requests, and will act as the liaison with external legal counsels. 						
2	Office of the President	Administrative Assistant	Administrative Technical Support	3	\$ 38,979	\$ 38,979
Rationale: <ul style="list-style-type: none"> Administrative support is needed to support the Office of the President. This position will support General Counsel with all clerical and administrative related matters such as coordinating meetings and events. 						
Total for Office of the President					\$ 178,040	\$ 178,040
Vice President for Institutional Advancement and External Affairs						
3	STC Foundation	Senior Administrative Assistant	Administrative Technical Support	4	\$ 45,094	\$ 45,094
Rationale: <ul style="list-style-type: none"> Position is needed to provide administrative support and assistance to the South Texas College Foundation, facilitate communications, plans, and follow-up on administrative matters. Assists with compiling, typing, and tracking reports, as directed. 						
Vice President for Institutional Advancement and External Affairs					\$ 45,094	\$ 45,094
Vice President for Academic Affairs and Economic Development						
4	Academic Affairs _ VP Admin	Secretary	Administrative Technical Support	1	\$ 34,840	\$ 34,840
Rationale: <ul style="list-style-type: none"> Position is currently a full-time temp position via the Temp Agency. This position has been actively assisting and supporting the Office of the Vice President and Provost for Academic Affairs with administrative matters related to the division for past two years. This position also supports the instructional divisions and departments who have secretarial vacancies and are in need of clerical support. 						
5	Academic Excellence Programs	Secretary	Administrative Technical Support	1	\$ 34,840	\$ 34,840
Rationale: <ul style="list-style-type: none"> Position is currently a full-time temp position via the Temp Agency. This position has been actively supporting and assisting the departmental staff by facilitating communication, planning and following-up on administrative matters related to Starfish early alert system, Honors Program, and Phi Theta Kappa. 						
6	Div of Busines Public Safety & Tech	Instructional Initiatives Manager - BPST	Executive Administrative Professional	5	\$ 71,480	\$ 71,480
Rationale: <ul style="list-style-type: none"> Position is needed to support with new initiatives related to the RCPSE and the Police Academy, including procedures, department/division handbooks, preparation of reports and required data, and support the Cosmetology Program at the existing site and new site. This position will provide ongoing support of the BPST Division, preparation of data reports and presentations, and activities related to the growth of our programs at the various sites of BSPT Division. 						
7	Div of Busines Public Safety & Tech	Coordinator - Cosmetology	Executive Administrative Professional	3	\$ 58,313	\$ 58,313
Rationale: <ul style="list-style-type: none"> Administrative support is needed for the new STC Cosmetology Center (Shah Center). This position will be responsible for coordinating the scheduling of courses, managing the new facility and scheduling system for services that students will provide. This position will also be responsible for promoting the program, recruiting qualified faculty, and organizing community events on-site and at off-site locations. 						

South Texas College
Unrestricted Fund
New Critical Non-Faculty Positions for FY 2024 - 2025

#	Organization Name	New Position Title	Classification	Pay Grade	Proposed Salary	Impact to Budget
8	Law Enforcement	Secretary	Administrative Technical Support	1	\$ 34,840	\$ 34,840
<p>Rationale:</p> <ul style="list-style-type: none"> Administrative support is needed to support the Law Enforcement Program that will be offering courses at the Mid-Valley Campus. This position will be supporting the departmental staff with clerical matters related to the program. 						
9	Vocational Nursing	Secretary	Administrative Technical Support	1	\$ 34,840	\$ 34,840
<p>Rationale:</p> <ul style="list-style-type: none"> Position is currently a full-time temp position via the Temp Agency. This position has been actively supporting and assisting the departmental staff in the Vocation Nursing, Associate Degree Nursing, Patient Care Technician, and College Success for Healthcare Programs at the Mid-Valley Campus. This position will be supporting the departmental staff with clerical matters related to the each of the programs. 						
Total for Vice President for Academic Affairs and Economic Development					\$ 269,153	\$ 269,153
Vice President for Finance and Administrative Services						
10	Campus Police	Police Officer	Operations Support	7	\$ 55,838	\$ 55,838
<p>Rationale:</p> <ul style="list-style-type: none"> Position needed to provide adequate coverage on all campuses for safety, security, and crime deterrence. 						
11	Campus Police	Department of Public Safety Analyst	Technology	3	\$ 59,550	\$ 59,550
<p>Rationale:</p> <ul style="list-style-type: none"> This position is needed to facilitate the technological needs of the department. The department has over 1,000 Avigilon surveillance cameras which includes many servers and switches campus district wide. These systems require continuous maintenance and upkeep. We also have offices in each campus that are fully equipped with computers and their corresponding systems. 						
12	Safety & Security	Security Supervisor	Operations Support	7	\$ 55,838	\$ 55,838
<p>Rationale:</p> <ul style="list-style-type: none"> This position is needed to help supervise all 7 campuses and the security personnel assigned to those campuses. This position will also work closely with the manager in the hiring process, scheduling and dealing with personnel issues. The supervisor will continue to build relationships with all the campus deans/administrators to ensure departmental procedures are being followed for safety purposes. Enforcement practices and parking events/reservations will be closely monitored to ensure compliance and ease for campus visitors. 						
13	Business Office	Business System Manager	Technology	7	\$ 91,355	\$ 91,355
<p>Rationale:</p> <ul style="list-style-type: none"> The new position is requested to help support Finance in generating reports that will be essential in the transition of the new ERP system. They will be researching and analyzing data that will be transitioned into the new system implementation. 						
14	Business Office	Assistant Comptroller	Executive Administrative Professional	7	\$ 86,883	\$ 86,883
<p>Rationale:</p> <ul style="list-style-type: none"> This position will provide support in the Business Office operations including new processes related to the ERP implementation in the functions of general accounting, payroll, accounts receivable, accounts payable, grant accounting, financial aid accounting, travel, budget, and cash management. 						
15	Business Office	Business System Analyst	Technology	5	\$ 72,533	\$ 72,533
<p>Rationale:</p> <ul style="list-style-type: none"> New position will support Finance projects undertaken by the Finance departments and will lead projects related to the ERP transition. Will also work closely with the Business Analytics Manager. 						

South Texas College
Unrestricted Fund
New Critical Non-Faculty Positions for FY 2024 - 2025

#	Organization Name	New Position Title	Classification	Pay Grade	Proposed Salary	Impact to Budget
16	Associate VP - Finance & Administrative Services	Senior Administrative Assistant	Administrative Technical Support	4	\$ 45,094	\$ 45,094
Rationale: •Administrative support is needed to support the Office of the Vice President for Finance and Administrative Services. This position will be supporting the Associate VP for Finance and Management with all clerical and administrative related matters such as coordinating meetings and events.						
17	Dir Fac Planning & Construction	Facilities Planning and Construction Projects Technician	Operations Support	2	\$ 36,566	\$ 36,566
Rationale: •FPC has been tasked with multiple in-house Projects and Space Modification Requests that have increased in number in recent years, and currently, FPC only has one staff member producing the necessary documents. An additional FPC Project Technician is needed to meet the current and future demands and workload.						
18	Human Resources	Compensation and Payroll Assistant	Administrative Technical Support	3	\$ 37,565	\$ 37,565
Rationale: •New funding request. Reclassify from a full-time temporary position to a regular staffing plan position.						
19	Human Resources	Human Resources Staffing Specialist	Administrative Technical Support	5	\$ 47,674	\$ 47,674
Rationale: •New funding request. Reclassify from a full-time temporary position to a regular staffing plan position.						
Total for Vice President for Finance and Administrative Services					\$ 588,896	\$ 588,896

Vice President for Information Services, Planning, Performance and Strategic Initiatives

20	Applications Development	Business System Analyst	Technology	5	\$ 72,533	\$ 72,533
Rationale: •The technology department needs business analysts for the new Workday solution being implemented. The IT department will continue to support the ERP and all the 3rd party applications associated with our current environment.						
21	Educational Technologies	Technician - Educational Technologies Operations	Administrative Technical Support	2	\$ 37,035	\$ 37,035
Rationale: •Based on increased requests for operations and event support at NAH, MVC, TCH, and STARR Campuses, requesting to add one full-timer at the campuses listed to provide ample coverage and support for instruction and events. (Current Staffing: One full-time operations staff member is assigned per campus; requests results in two full-timers placed at each campus) Current ET Operational staffing is insufficient to maintain sustainable uninterrupted support.						
22	Centers for Learning Excellence	Assistant Director of Centers for Learning Excellence	Executive Administrative Professional	7	\$ 86,884	\$ 86,884
Rationale: •The work of the CLE has expanded in recent years with the addition of a complete online center precipitated by the COVID-19 pandemic, additional physical spaces (eg. RCPSE), a growing Academic Coaching program, and oversight of multiple grant activities (NTIA/CMC, NSF, Perkins V, DHSI). These expansions and the associated increased need for oversight and strategic planning necessitate the creation of this position to work closely with the Director on strategic planning initiatives; coordination and delivering of training for departmental staff; development, implementation, and evaluation of departmental programs and activities; and elaboration and management of departmental budget.						
23	Centers for Learning Excellence	Learning Excellence Specialist	Administrative Technical Support	4	\$ 45,094	\$ 45,094
Rationale: •This position (622426) has been currently grant-funded under the NTIA/CMC grant. The services provided under the grant-funded trial have proven valuable to the student body, and we seek to institutionalize this position in order to maintain services in light of the impending discontinuation of grant funding after 02/28/2025, thus making this a permanent position.						

South Texas College
Unrestricted Fund
New Critical Non-Faculty Positions for FY 2024 - 2025

#	Organization Name	New Position Title	Classification	Pay Grade	Proposed Salary	Impact to Budget
24	Research and Analytical Services	Business Analytics Manager	Executive Administrative Professional	5	\$ 71,480	\$ 71,480
<p>Rationale:</p> <ul style="list-style-type: none"> The college needs to move from static reports to data visualizations to make data more readily available to decision-makers. These data visualizations need to meet the data demands of the college units and also be easy to use. This manager and their team will focus on the analytical requirements of College units (e.g. institutional and unit KPIs) and create interactive visualizations at the institution and unit level using clean and vetted data developed by the institutional research and data governance unit. 						
Total Requested for Vice President for Information Services, Planning, Performance and Strategic Initiatives					\$ 313,026	\$ 313,026

Vice President for Student Affairs and Enrollment Mgmt.						
25	Admissions & Records	Business System Analyst	Technology	5	\$ 72,533	\$ 72,533
<p>Rationale:</p> <ul style="list-style-type: none"> Create a new position (Business Analyst) in preparation for the ERP and also to maintain a departmental HOOP. 						
26	Office of Student Re-Engagement	Student Engagement and Completion Specialist	Administrative Technical Support	4	\$ 45,904	\$ 45,904
<p>Rationale:</p> <ul style="list-style-type: none"> South Texas College continues to expand outreach and recruitment efforts for adults with some college hours but no credentials (stop-outs) since the creation of the Student Completion Services Department in 2023. The department adopts a case-management approach to re-engage stop-out students by assigning students to specialists who provide personalized support with re-enrollment, including admission, financial aid/payment, and registration. Additional staff is requested to continue expanding student re-engagement efforts and to meet the growing demand for further case management support of returning students. 						
27	Student Financial Services	Financial Aid Specialist	Administrative Technical Support	4	\$ 45,904	\$ 45,904
<p>Rationale:</p> <ul style="list-style-type: none"> To support the significant changes coming due to the FAFSA Simplification Act. Need new staff to support the impact on the New Pell and Federal Eligibility Determinations, Expanding Access to Federal Aid, and Streaming the FAFSA Form. 						
28	Student Financial Services	Financial Aid Specialist	Administrative Technical Support	4	\$ 45,904	\$ 45,904
<p>Rationale:</p> <ul style="list-style-type: none"> To support the significant changes coming due to the FAFSA Simplification Act. Need new staff to support the impact on the New Pell and Federal Eligibility Determinations, Expanding Access to Federal Aid, and Streaming the FAFSA Form. 						
29	Admissions & Records	Business System Analyst	Technology	5	\$ 72,533	\$ 72,533
<p>Rationale:</p> <ul style="list-style-type: none"> The technology department needs business analysts for the new Workday student solution that will be implemented. The IT department will continue to support our current ERP as well as the new ERP and all the 3rd party applications associated with our current environment. 						
Total Requested for Vice President for Student Affairs and Enrollment Mgmt.					\$ 282,778	\$ 282,778

Total for New Critical Non-Faculty Positions					\$ 1,676,987
Less Funding from Savings of Existing Vacant Positions					0.00
Net Salary Budget Increase for New Critical Non-Faculty Positions					\$ 1,676,987

South Texas College
Unrestricted Fund
Funding of Selected Previously Frozen Positions for FY 2024 - 2025

#	Position #	Title	Classification	Current Salary	Salary Adjustment	New Salary with Adjustment	Funding Availability	Impact to Budget
Vice President for Finance and Administrative Services								
1	742514	Unfreeze - Security Guard	Operations Support Pay Grade 2	\$ 2.00	\$ 36,565	\$ 36,567	\$ -	\$ 36,565
Rationale: •Unfreezing of position is needed to provide adequate security on all campuses including the new Cosmetology center.								
2	771514	Unfreeze - Security Guard	Operations Support Pay Grade 2	\$ 2.00	\$ 36,565	\$ 36,567	\$ -	\$ 36,565
Rationale: •Unfreezing of position is needed to provide adequate security on all campuses including the new Cosmetology center.								
Total for Vice President for Finance and Administrative Services				\$ 4.00	\$ 73,130	\$ 73,134	\$ -	\$ 73,130
Vice President for Information Services, Planning, Performance and Strategic Initiatives								
3	720102	Unfreeze - Specialist - ET Audio Visual Systems Design	Administrative Technical Support Pay Grade 5	\$ 2.00	\$ 47,599	\$ 47,601	\$ 47,318	\$ 281
Rationale: •Request to unfreeze specialist position. ET designs numerous audio-visual projects that provide state-of-the-art technologies for all faculty, staff, and students in unique venues, classrooms, conference rooms, and offices to improve collaboration, coordination, and internal and external client communication. A specialist is necessary to assist the current Manager of ET Systems Design in increasing efficiency, meeting the project management schedule, and addressing the high demand for AV configurations and deployments.								
Total for Vice President for Information Services, Planning, Performance and Strategic Initiatives				\$ 2.00	\$ 47,599	\$ 47,601	\$ 47,318	\$ 281
Grand Totals				\$ 6.00	\$ 120,729	\$ 120,735	\$ 47,318	\$ 73,411
Less Funding from Savings of Existing Vacant Positions					(47,318)			
Net Salary Budget Increase to Unfreeze Non-Faculty Positions					\$ 73,411			

South Texas College
 Unrestricted Fund
Salary Adjustment of Vacant Non-Faculty Positions for FY 2024 - 2025

#	Organization Name	Title	Classification	Pay Grade	Current Salary	Salary Adjustment	New Salary with Adjustment	Funding Availability	Impact to Budget
Vice President for Academic Affairs and Economic Development									
1	Teaching & Learning Center	Professional Development Specialist (Position 704352) to Coordinator - Teaching and Learning Center	Executive Administrative Professional	3	\$ 38,125	\$ 20,188	\$ 58,313	\$ -	\$ 20,188
Rationale: •Reclassification of position is needed to align with the current job duties and responsibilities to develop, implement, and operationalize faculty-related projects and the Teaching and Learning Center. The coordinator will oversee the coordination and logistics for Academies, significant events, and new projects. In addition, the Coordinator will be responsible for managing the Professional Development System as well as a new online Digital Training Platform, which includes creating and facilitating training for faculty and staff on how to use the PD system and the Digital Training Platform.									
Total for Vice President for Academic Affairs and Economic Development					\$ 38,125	\$ 20,188	\$ 58,313	\$ -	\$ 20,188
Vice President for Finance and Administrative Services									
2	Business Process and Accountability	Business Process and Accountability Assistant (Position 705160) to Project Manager-Business Process and Accountability	Executive Administrative Professional	4	\$ 36,254	\$ 26,724	\$ 62,978	\$ -	\$ 26,724
Rationale: •There is an operational need within the department and the Finance and Administrative Services (FAS) division for a position focused on project management. This position will support the initiation and completion of projects within FAS division and work closely with department leaders in planning, budgeting, managing a team, deploying, and communicating changes to operations related to the project. This position will also support the College in realizing its milestones and goals centered on the new ERP Workday project.									
3	Business Office	Accounting Assistant (Position 700148) to Accountant I	Executive Administrative Professional	3	\$ 41,808	\$ 16,505	\$ 58,313	\$ 16,505	\$ -
Rationale: •General Accounting has experienced a significant increase in duties due to the GASB pronouncements for leases and SBITA. This position will assist with the accounting related to fixed assets, construction, leases, and SBITA throughout the year and with audit items.									
Total for Vice President for Finance and Administrative Services					\$ 78,062	\$ 43,229	\$ 121,291	\$ 16,505	\$ 26,724
Vice President for Information Services, Planning, Performance and Strategic Initiatives									
4	Library Acquisition	Learning Support Systems and Applications Analyst (Position 701104) to Librarian II - Campus Librarian	Executive Administrative Professional	3	\$ 39,333	\$ 18,980	\$ 58,313	\$ 18,980	\$ -
Rationale: •As the largest library with the most service hours in the College, Pecan Campus has never had a dedicated Librarian II - Campus Librarian. The Librarian III - Circulation and Reference has been responsible for managing the campus library in addition to the responsibilities of the Librarian III position. All other campuses have a Campus Librarian to manage and oversee the library facility, staff, resource collections, technology, activities, events, and programs of their assigned campus library and to support the learning needs of all students, faculty, and staff. The position supervises, hires, trains, and evaluates campus library staff. Pecan Campus Library requires the support of a Librarian II - Campus Librarian to operate within the organizational structure established at other campus library locations.									
5	Library Acquisition	Library Technical Services Specialist - Dig. Res. (Position 700258) to Art Gallery Associate	Administrative Technical Support	4	\$ 1.00	\$ 45,093	\$ 45,094	\$ 35,359	\$ 9,734
Rationale: •A Library Art Gallery Associate is needed to be able to enable the Library Art Gallery Coordinator to work on planning, attend meetings within the college and community, write grants, and build partnerships and programs. With the help of a temporary library art gallery associate, the Coordinator was able to locate and work with new artists to bring to STC with some of the time she gained. Additionally, the associate has been able to implement several ideas the coordinator has had in the planning stage for several years such as building virtual tours using innovative technology and creating exhibition blog posts, brochures, and posters for the STC Library website, PR, and Market, and social media. We believe the test has proven to be successful and it is time to be made permanent.									
6	Learning Commons and Open Labs	Open Lab Supervisor (Position 720397) to Technology Specialist	Administrative Technical Support	4	\$ 47,900	\$ (2,806)	\$ 45,094	\$ (2,806)	\$ -
Rationale: •The request in title change from "Open Lab Supervisor" to "Technology Specialist" aligns with the duties and responsibilities required of personnel supporting the existing and emerging technologies within the Learning Commons and Open Labs "LCOL". The LCOL is developing a makerspace which will offer a variety of technologies such as 3D printing, Extended Reality, Sound Recording, and Computer Networking. More qualified and skilled technicians will be needed.									

South Texas College
 Unrestricted Fund
Salary Adjustment of Vacant Non-Faculty Positions for FY 2024 - 2025

#	Organization Name	Title	Classification	Pay Grade	Current Salary	Salary Adjustment	New Salary with Adjustment	Funding Availability	Impact to Budget
7	Information Technology	Assistant Chief Information Officer -IT Services (Position 700396)	Technology	9	\$ 517	\$ 104,075	\$ 104,592	\$ -	\$ 104,075
Rationale: •The technology department needs position to help support the increasing IT workload. The IT department will continue to support the new ERP and all the 3rd party applications associated with our current environment. This is an important position for the college and department.									
Total for Vice President for Information Services, Planning, Performance and Strategic Initiatives					\$ 87,751	\$ 165,342	\$ 253,093	\$ 51,533	\$ 113,809

Vice President for Student Affairs and Enrollment Mgmt.									
8	Student Financial Services	Financial Aid Technician (Position 711440) to Financial Aid Specialist	Administrative Technical Support	4	\$ 32,011	\$ 13,083	\$ 45,094	\$ -	\$ 13,083
Rationale: •The title change aligns more with the duties and responsibilities of the position than the existing title.									
9	Student Financial Services	Financial Aid Technician (Position 706440) to Financial Aid Specialist	Administrative Technical Support	4	\$ 32,011	\$ 13,083	\$ 45,094	\$ -	\$ 13,083
Rationale: •The title change aligns more with the duties and responsibilities of the position than the existing title.									
Total for Vice President for Student Affairs and Enrollment Mgmt.					\$ 64,022	\$ 26,166	\$ 90,188	\$ -	\$ 26,166

Salary Budget for Salary Adjustment of Vacant Non-Faculty Positions	\$ 254,925	\$ 522,885	\$ 68,038	\$ 186,887
Less Funding from Savings of Existing Vacant Positions/Pool Positions		(68,038)		
Net Salary Budget Increase for Vacant Non-Faculty Positions	\$ 186,887			

Reclassifications of Existing Positions with Salary Adjustments FY 2024 - 2025

#	Organization Name	Title	Effective Date	Classification	Pay Grade	Current Salary	Salary Adjustment	New Salary with Adjustment	Funding Availability	Impact to Budget
Vice President for Institutional Advancement and Economic Development										
1	Office of Sponsored Initiatives	Reclassification for Administrative Assistant (Position 700005) to Senior Administrative Assistant	9/1/2024	Administrative Technical Support	4	\$ 35,380	\$ 5,492	\$ 40,872	\$ -	\$ 5,492
Rationale: •Increased duties as part of reorganization of department.										
Total for Vice President for Institutional Advancement and Economic Development						\$ 35,380	\$ 5,492	\$ 40,872	\$ -	\$ 5,492

Vice President for Academic Affairs and Economic Development										
2	Child Development	Childcare Services Developer (Position 701137)	9/1/2024	Executive Administrative Professional	2	\$ 58,849	\$ 4,119	\$ 62,968	\$ -	\$ 4,119
Rationale: •Position is currently funded for 11 months. Requesting to fund position for 12 months since this position will work on plan ahead for the year regarding billing, work on closing out the fiscal year, prepare for a new fiscal year and grant year, seek opportunities for grant funding, support service delivery, bring parents in for enrollment in CCAMPIS grant, and support the program chair with grant initiatives.										
Total for Vice President for Academic Affairs and Economic Development						\$ 58,849	\$ 4,119	\$ 62,968	\$ -	\$ 4,119

Vice President for Finance and Administrative Services										
3	Central Receiving	Fixed Assets Assistant (Position 721580) to Fixed Assets Specialist	9/1/2024	Operations Support	5	\$ 35,256	\$ 8,008	\$ 43,264	\$ -	\$ 8,008
Rationale: •Reclassifying this position that has now been assigned more duties and responsibilities. The employee has also increased his educational requirements.										
4	Cashiers Office	Cashier III (Position 741184) to Accounting Specialist	9/1/2024	Administrative Technical Support	5	\$ 47,195	\$ 4,805	\$ 52,000	\$ 4,805	\$ -
Rationale: •This position requires a high degree of analytical skills to accurately complete critical tasks at the beginning of each semester, such as reviewing students' unpaid balances and determining which courses to drop from the student's registration.										
5	Business Office	Financial Information Systems Manager (Position 714184)	9/1/2024	Executive Administrative Professional	7	\$ 80,852	\$ 13,213	\$ 94,065	\$ -	\$ 13,213
Rationale: •Duties have expanded to include the Purchasing and Cashier's departments. Additionally, employee will be extensively involved with the ERP implementation.										
Total for Vice President for Finance and Administrative Services						\$ 163,303	\$ 26,026	\$ 189,329	\$ 4,805	\$ 21,221

Vice President for Information Services, Planning, Performance and Strategic Initiatives										
6	Technology Support	Technology Generalist Analyst (Position 705391)	9/1/2024	Technology	3	\$ 49,774	\$ 11,461	\$ 61,235	\$ 6,053	\$ 5,408
Rationale: •Request that this position be reclassified from Technology Pay Plan (TP) grade 2 to TP grade 3. This position has more responsibilities than the Computer Services Analyst I, and are the only ones running all the technology in the campus (Starr and Mid-Valley). They have training to work on other areas such as Networking and Systems with little help from the main campus.										

Reclassifications of Existing Positions with Salary Adjustments FY 2024 - 2025

#	Organization Name	Title	Effective Date	Classification	Pay Grade	Current Salary	Salary Adjustment	New Salary with Adjustment	Funding Availability	Impact to Budget
7	Technology Support	Technology Generalist Analyst (Position 703392)	9/1/2024	Technology	3	\$ 50,814	\$ 11,004	\$ 61,818	\$ 6,053	\$ 4,951
<p>Rationale: •Request that this position be reclassified from Technology Pay Plan (TP) grade 2 to TP grade 3. This position has more responsibilities than the Computer Services Analyst I, and are the only ones running all the technology in the campus (Starr and Mid-Valley). They have training to work on other areas such as Networking and Systems with little help from the main campus.</p>										
8	Educational Technologies	Ed Technology Specialist ADA (Position 702102) to Coordinator - ET Assistive Technology	9/1/2024	Executive Administrative Professional	2	\$ 56,492	\$ 3,641	\$ 60,133	\$ -	\$ 3,641
<p>Rationale: •Position salary, title and pay grade change is required to place in correct pay grade. This position was EXEMPT prior to TASB Review; submitting correction for proper placement.</p>										
9	Centers for Learning Excellence	Learning Support Manager (Position 704423)	9/1/2024	Executive Administrative Professional	4	\$ 59,358	\$ 4,941	\$ 64,299	\$ -	\$ 4,941
<p>Rationale: •The current classification of EAP 3 for the Learning Support Manager (LSM) does not accurately reflect the range and scope of the position's responsibilities. This request changes the classification to EAP 4 with salary change and no title change.</p>										
10	Centers for Learning Excellence	Supplemental Instr Manager (Position 706423)	9/1/2024	Executive Administrative Professional	4	\$ 60,327	\$ 4,510	\$ 64,837	\$ -	\$ 4,510
<p>Rationale: •The current classification of EAP 3 for the Supplemental Instruction Manager (SIM) does not accurately reflect the range and scope of the position's responsibilities. This request changes the classification to EAP 4 with salary change and no title change.</p>										
Total for Vice President for Information Services, Planning, Performance and Strategic Initiatives						\$ 276,765	\$ 35,557	\$ 312,322	\$ 12,106	\$ 23,451
Salary Budget for Proposed Reclassifications of Existing Positions							\$ 71,194	\$ 605,491	\$ 16,911	\$ 54,283
Less Funding from Savings of Existing Vacant Positions							(16,911)			
Net Salary Budget Increase for Reclassifications of Positions							54,283			

South Texas College
Unrestricted Fund

E.

**Pool Adjustment to Instructional Direct Wage Pools, Non-Faculty Temp Pools, and Trainer Pools for
FY 2024 - 2025**

#	Title	Pool Number	Current Pool Budget	Pool Adjustment	New Adjusted Pool Budget	Funding Availability	Impact to Budget
Vice President for Academic Affairs and Economic Development							
1	DW Staff - Liberal Arts Pool	New	\$ -	\$ 10,000	\$ 10,000	\$ -	\$ 10,000
Rationale: •Pool is needed to support the part-time staff needs of the departments within the division.							
2	DW Staff - Art Pool	New	\$ -	\$ 11,000	\$ 11,000	\$ -	\$ 11,000
Rationale: •Direct wage pool needed to support the part-time staff needs for the Art department.							
3	Academic Affairs Non-Faculty Temp Pool	720279	\$ 155,658	\$ 80,000	\$ 235,658	\$ -	\$ 80,000
Rationale: •Requesting to increase pool funding due to requests from the institutional division for full-time staff positions.							
4	DW Staff- Drama Pool	843227	\$ 252	\$ 10,748	\$ 11,000	\$ -	\$ 10,748
Rationale: •Requesting to increase pool funding to hire direct wage staff to support and assist with the department's productions and events.							
5	DW Staff- BAT/BAS Pool	841293	\$ 8,500	\$ 25,000	\$ 33,500	\$ -	\$ 25,000
Rationale: •Requesting to increase pool funding to hire direct wage staff to support and assist with the departments within the MSTIB Division.							
6	DW Staff- AA Pool	841274	\$ 52,503	\$ 35,048	\$ 87,551	\$ 20,048	\$ 15,000
Rationale: •Requesting to increase pool funding to hire direct wage staff to support and assist with the departments within the Academic Affairs Division.							
7	VPAA Reserve Pool	210200	\$ 3,408,400	\$ 65,351	\$ 3,473,751	\$ -	\$ 65,351
Rationale: •Requesting to increase pool funding to support the daily operations of the College.							
Total for Vice President for Academic Affairs and Economic Development			\$ 3,625,313	\$ 237,147	\$ 3,862,460	\$ 20,048	\$ 217,099
Vice President for Finance and Administrative Services							
8	FAS Non-Faculty Temp Pool	720360	\$ 10,848	\$ 27,199	\$ 38,047	\$ -	\$ 27,199
Rationale: •Requesting to increase pool funding to hire staff to support and assist with the departments within the departments in the FAS division.							
Total for Vice President for Finance and Administrative Services			\$ 10,848	\$ 27,199	\$ 38,047	\$ -	\$ 27,199
Vice President for Information Services, Planning, Performance and Strategic Initiatives							
11	QEP Director Stipend Pool	New Pool	\$ -	\$ 10,000	\$ 10,000	\$ -	\$ 10,000
Rationale: •Development, monitoring, and reporting on the QEP is a directive from SACSCOC. Funding from this new pool will be used to issue stipends to QEP leads thereby ensuring continued compliance with QEP requirements. In previous years, the money was drawn from salary savings or other pools not specifically dedicated to the QEP. This is problematic because the funds are not clearly set aside and the College runs the risk of not having funding available. This pool will ensure adequate funding for the QEP processes through accreditation cycles.							

South Texas College
Unrestricted Fund

E.

**Pool Adjustment to Instructional Direct Wage Pools, Non-Faculty Temp Pools, and Trainer Pools for
FY 2024 - 2025**

#	Title	Pool Number	Current Pool Budget	Pool Adjustment	New Adjusted Pool Budget	Funding Availability	Impact to Budget
12	DW Staff - Lrng Comm and OL Pool	844397	\$ 91,578	\$ 7,000	\$ 98,578	\$ 7,000	\$ -
Rationale: •The request in increased funding is needed to support the new pay rate of \$15 an hour for the existing number of direct wage staff within the Learning Commons and Open Labs department.							
13	DW Staff - Library Pub Svcs Pool	841101	\$ 124,112	\$ 21,294	\$ 145,406	\$ -	\$ 21,294
Rationale: •The request in increased funding is needed to support part-time time Library clerk positions and full-time temp Library Technician support.							
Total for Vice President for Information Services, Planning, Performance and Strategic Initiatives			\$ 215,690	\$ 38,294	\$ 253,984	\$ 7,000	\$ 31,294
Grand Totals			\$ 3,851,851	\$ 302,640	\$ 4,154,491	\$ 27,048	\$ 275,592
Less Funding from Vacant/Reserve Pool Positions							(27,048)
Net Salary Budget Increase for Pool Funding					\$ 275,592		

South Texas College
Auxiliary Positions transitioning to Unrestricted fund for FY 2024 - 2025

#	Current Organization Code	Current Organization Name	Position Number	Current Position Title	Current Position Classification	Current Salary	Salary Adjustment	Impact to Budget
Vice President for Student Affairs and Enrollment Management								
1	A35032	Auxiliary Business Operations	626330	Director of Student Activities and Wellness	Executive Administrative Professional Pay Grade 9	\$ 91,610	\$ 11,114	\$ 102,724
2	A35032	Auxiliary Business Operations	630330	Coord Stu Activ & First Yr Exp	Executive Administrative Professional Pay Grade 3	\$ 58,439	\$ 4,510	\$ 62,949
3	A35032	Auxiliary Business Operations	627192	Coord Stu Activ and Events	Executive Administrative Professional Pay Grade 3	\$ 58,464	\$ 5,970	\$ 64,434
4	A35032	Auxiliary Business Operations	623190	Coord Stu Activ and Events	Executive Administrative Professional Pay Grade 3	\$ 56,252	\$ 8,182	\$ 64,434
5	A35032	Auxiliary Business Operations	629190	Coor Stu Activ and Wellness	Executive Administrative Professional Pay Grade 3	\$ 61,041	\$ 4,510	\$ 65,551
6	A35032	Auxiliary Business Operations	626192	Administrative Assistant	Administrative Technical Support Pay Grade 3	\$ 38,875	\$ 2,975	\$ 41,850
7	A35032	Auxiliary Business Operations	627190	Secretary	Administrative Technical Support Pay Grade 1	\$ 36,691	\$ 2,621	\$ 39,312
Rationale: •Funding from the current Auxiliary funds is not sufficient to cover all staff salaries and benefits for 2025. The Student Activities department is requesting these positions to be funded from Unrestricted funds.								
Total for Vice President for Student Affairs and Enrollment Management						\$ 401,372	\$ 39,882	\$ 441,254
Grand Total transitioning from Auxiliary to Unrestricted fund								\$ 441,254

South Texas College
Unrestricted Fund
Self-Sustaining Positions/Pools for FY 2024 - 2025

#	Organization Name	Position/Pool Title	New Classification	Pay Grade	Current Salary	Proposed Salary/Pool	Proposed Salary/Pool Adjustment
Vice President for Academic Affairs and Economic Development							
1	CPWE-State	Continuing Education Trainer (Truck Driving)	Executive Administrative Professional	2	\$ -	\$ 51,604	\$ 51,604
Rationale: •Position is currently a full-time temp position. For program sustainability and course offerings, this position is needed to transition to full-time regular.							
2	CPWE-State	Continuing Education Trainer (Truck Driving)	Executive Administrative Professional	2	\$ -	\$ 51,604	\$ 51,604
Rationale: •Position is currently a full-time temp position. For program sustainability and course offerings, this position is needed to transition to full-time regular.							
3	CPWE-State	Coordinator- Commercial Truck License Program	Executive Administrative Professional	3	\$ -	\$ 58,313	\$ 58,313
Rationale: •Position is currently a full-time temp position. For program sustainability, this position is needed to transition to full-time regular to coordinate and implement training and educational programs related to the Commercial Truck License Institute, administer the Texas Department of Public Safety (DPS) commercial driver license knowledge and skills tests, and ensure program compliance to state and federal requirements.							
4	Cntr for Adv Trainin & Apprntc CATA	Instructional and Development Program Manager Position 705880	Executive Administrative Professional	5	\$ 68,423	\$ 1	\$ (68,422)
Rationale: •The Department will not be filling up this position in FY 25; recommending to budget position at \$1.00.							
5	Cntr for Adv Trainin & Apprntc CATA	Student Success Specialist Position 713880	Executive Administrative Professional	2	\$ 39,900	\$ 1	\$ (39,899)
Rationale: •The Department will not be filling up this position in FY 25; recommending to budget position at \$1.00.							
6	Cntr for Adv Trainin & Apprntc CATA	Project Training Specialist Position 706880	Executive Administrative Professional	2	\$ 47,900	\$ 1	\$ (47,899)
Rationale: •The Department will not be filling up this position in FY 25; recommending to budget position at \$1.00.							
7	Cntr for Adv Trainin & Apprntc CATA	Overtime Pool - CATA NEW POOL	N/A	N/A	\$ -	\$ 2,000	\$ 2,000
Rationale: •The Department is requesting an overtime pool for current full-time staff working extra hours.							
8	Cntr for Adv Trainin & Apprntc CATA	Trainer Pool - CATA Pool 514590	N/A	N/A	\$ -	\$ 175,000	\$ 175,000
Rationale: •The Department is requesting re-establish this pool for NOE trainers.							
9	Cntr for Adv Trainin & Apprntc CATA	DW Staffing Pool Pool 886880	N/A	N/A	\$ 27,000	\$ 40,000	\$ 13,000
Rationale: •Requesting to increase pool funding to hire direct wage staff to support and assist with the departments within the CATA department.							

South Texas College
 Unrestricted Fund
Self-Sustaining Positions/Pools for FY 2024 - 2025

#	Organization Name	Position/Pool Title	New Classification	Pay Grade	Current Salary	Proposed Salary/Pool	Proposed Salary/Pool Adjustment
10	Cntr for Adv Train&Appr CATA Mexico	Coordinator-Global Marketing Development Position 710880	Executive Administrative Professional	2	\$ 44,902	\$ -	\$ (44,902)
Rationale: •The department's focus on training in Mexico has decreased since the department's transfer to the Academic Affairs division on 11/1/2023. As a result, there has been a significant budget reduction and this position is no longer needed.							
11	Cntr for Adv Train&Appr CATA Mexico	Trainer Pool - CATA Mexico NEW POOL	N/A	N/A	\$ -	\$ 32,000	\$ 32,000
Rationale: •The Department is requesting a trainer pool to pay instructors who will be delivering the training for companies in Mexico.							
Total for Vice President for Academic Affairs and Economic Development					\$ 228,125	\$ 410,524	\$ 182,399
Total for Self-Sustaining Positions for FY 2024 - 2025							\$ 182,399

South Texas College
Title Changes to Positions/ Pools - No Impact on Budget

#	Organization #	Organization Name	Position #	Current Position Title	Classification	Pay Grade	New Position Title
Vice President for Institutional Advancement and External Affairs							
1	141002	Office of Sponsored Initiatives	701321	Executive Director - Resource Development Management and Compliance - Filled	Executive Administrative Professional	12	Executive Director - Sponsored Initiatives
Rationale: •The current title does not align with the name of the Department - Office of Sponsored Initiatives							
2	100014	External Affairs	704650	Accountant- Foundation and Grants - Vacant	Executive Administrative Professional	4	Accountant II
Rationale: •Title change to align position title with the compensation plan. In addition, Accountant positions were reviewed by TASB to reclassify positions from non-exempt to exempt pay groups.							
Vice President for Academic Affairs							
3	Several	Several	Several incumbents	All "Instructor" titles will be changed to "Faculty"	N/A	N/A	All "Instructor" titles will be changed to "Faculty"
Rationale: •Approximately 522 "Instructor" titles will be changed to reflect "Faculty."							
4	210002	Academic Affairs-VP Admin	703279	Vice President and Provost for Academic Affairs - Filled	Executive Administrative Professional	14	Vice President for Academic Affairs, Economic Development and Provost
Rationale: •Update title to reflect division name change.							
5	600010	The Institute for Advanced Manufacturing	715880	Director- The Institute for Advanced Manufacturing - Filled	Executive Administrative Professional	9	Director- Center for Advanced Training and Apprenticeships
Rationale: •Update title to reflect new department name.							
6	600007	Continuing Education and Workforce Development- State	712590	Dean- Continuing Education, Workforce Training and Economic Development - Filled	Executive Administrative Professional	12	Dean- Continuing Education and Workforce Development
Rationale: •Update title to reflect department name.							
7	600007	Continuing Education and Workforce Development- State	720565	Director- Continuing Education, Workforce Training and Economic Development - Filled	Executive Administrative Professional	9	Director- Continuing Education and Workforce Development
Rationale: •Update title to reflect department name.							
8	221104	Information Technology Program	300054	Computer and Advanced Technology Instructor - Filled	Faculty	N/A	Information Technology Program Faculty
Rationale: •Faculty currently has the credentials to be an Information Technology Program Instructor.							
9	221413	Electrician Assistant	302310	Electrician Assistant Instructor - Vacant	Faculty	N/A	Construction Supervision Faculty
Rationale: •Move faculty position to Construction Supervision org (221111) to support the program.							
10	New	Dental Hygiene Program	313559	ADN Instructor - Vacant	Faculty	N/A	Dental Hygiene Faculty
Rationale: •Reclassifying vacant faculty position (313559) for the Dental Hygiene Program.							
11	R14300	Carl Perkins Basic- FY 23	624415	Manager- Parity & Access Career Technical Education - Filled	Executive Administrative Professional	5	Manager- Access and Advocacy
Rationale: •Title change to comply with Title IX regulations. (Restricted funding)							

South Texas College
Title Changes to Positions/ Pools - No Impact on Budget

#	Organization #	Organization Name	Position #	Current Position Title	Classification	Pay Grade	New Position Title
12	212012	Dual Credit Pathways	703286	Dir of Dual Cr Acad Pathways - Filled	Executive Administrative Professional	9	Director - Dual Credit Pathways
Rationale: •Update title to align with the department name.							
13	210002	Academic Affairs- VP Admin	706557	Project Manager- Nursing and Allied Health - Vacant	Executive Administrative Professional	4	Project Manager- Academic Affairs
Rationale: •Position (706557) will be moved under the Academic Affairs - VP Admin org (210002).							
14	224003	Emergency Medical Technology	840555	DW Staff- EMT Pool	Pool	N/A	DW Staff- EMS
Rationale: •Update title to reflect organization name.							
15	600010	The Institute for Advanced Manufacturing	886880	DW Staffing Pool	Pool	N/A	DW Staffing Pool- CATA
Rationale: •Update title to reflect organization name.							
16	600010	The Institute for Advanced Manufacturing	517590	Continuing and Professional Education Trainer Pool	Pool	N/A	Trainer Pool- CATA
Rationale: •Update title to reflect organization name.							
17	211001	Digital Learning	841374	DW Staff- Dist Ed Pool	Pool	N/A	DW Staff- Digital Learning
Rationale: •Update title to reflect organization name.							

Vice President for Finance and Administrative Services

18	450051	Campus Police	762514	Police Compliance Coordinator - Filled	Operations Support	8	Parking Compliance Coordinator
Rationale: •This position strictly works with the parking program and security area.							
19	450002	Safety & Security	763514	Security Support Specialist - Filled	Operations Support	5	Surveillance Systems Specialist
Rationale: •This position works with the camera systems, other title changes were made to other positions except for this one.							

South Texas College
Organization Changes - No Impact on Budget

#	Organization #	Organization Name	Updated Organization #	Updated Organization Name	Position #	Current Position Title	New Position Title
Office of the President							
1	100004	Office of President	100070	External Affairs	731501	Coordinator - External Affairs and Engagement	(same)
2	100004	Office of President	100070	External Affairs	701340	Associate Vice President for External Affairs	Executive Director of Foundation and External Affairs
Rationale: •Restructure of division departments due to the formation of an External Affairs department.							
Vice President for Institutional Advancement and External Affairs							
3	100070	External Affairs	100075	STC Foundation	702650	Dir Fundraising & Foundation	(same)
4	100070	External Affairs	100075	STC Foundation	704650	Accountant-Foundation and Grants	Accountant
5	100070	External Affairs	100075	STC Foundation	705650	Projects/Events Manager	(same)
Rationale: •Positions are currently under Institutional Advancement and need to be moved under the Foundation organization.							
Vice President for Academic Affairs and Economic Development							
6	224003	Emergency Medical Technology	224003	Emergency Medical Services	380004	Department Chair- EMT	Department Chair- EMS
7	224003	Emergency Medical Technology	224003	Emergency Medical Services	303552	Emergency Medical Technology Instructor	Emergency Medical Services Faculty
8	224003	Emergency Medical Technology	224003	Emergency Medical Services	300043	Emergency Medical Technology Instructor	Emergency Medical Services Faculty
9	224003	Emergency Medical Technology	224003	Emergency Medical Services	305555	Emergency Medical Technology Instructor	Emergency Medical Services Faculty
10	224003	Emergency Medical Technology	224003	Emergency Medical Services	302555	Emergency Medical Technology Instructor	Emergency Medical Services Faculty
11	224003	Emergency Medical Technology	224003	Emergency Medical Services	307134	Emergency Medical Technology Instructor	Emergency Medical Services Faculty
12	224003	Emergency Medical Technology	224003	Emergency Medical Services	304555	Emergency Medical Technology Instructor	Emergency Medical Services Faculty
13	224003	Emergency Medical Technology	224003	Emergency Medical Services	306555	Emergency Medical Technology Instructor	Emergency Medical Services Faculty
14	224003	Emergency Medical Technology	224003	Emergency Medical Services	310555	Emergency Medical Technology Instructor	Emergency Medical Services Faculty
15	224003	Emergency Medical Technology	224003	Emergency Medical Services	301564	Emergency Medical Technology Instructor	Emergency Medical Services Faculty
16	224003	Emergency Medical Technology	224003	Emergency Medical Services	312555	Emergency Medical Technology Instructor	Emergency Medical Services Faculty
17	224003	Emergency Medical Technology	224003	Emergency Medical Services	314555	Emergency Medical Technology Instructor	Emergency Medical Services Faculty
18	224003	Emergency Medical Technology	224003	Emergency Medical Services	308555	Emergency Medical Technology Instructor	Emergency Medical Services Faculty
19	224003	Emergency Medical Technology	224003	Emergency Medical Services	307555	Emergency Medical Technology Instructor	Emergency Medical Services Faculty
20	224003	Emergency Medical Technology	224003	Emergency Medical Services	701555	Licensed Lab Specialist- Emergency Medical Technology	Licensed Lab Specialist- Emergency Medical Services
21	600010	The Institute for Advanced Manufacturing	600010	Center for Advanced Training and Apprenticeships	700880	Dean- Industry Training and Economic Development	Dean- Center for Advanced Training and Apprenticeships
22	600010	The Institute for Advanced Manufacturing	600010	Center for Advanced Training and Apprenticeships	715880	Director- The Institute for Advanced Manufacturing	Director- Center for Advanced Training and Apprenticeships
23	600010	The Institute for Advanced Manufacturing	600010	Center for Advanced Training and Apprenticeships	711880	Apprenticeship Manager	(same)
24	600010	The Institute for Advanced Manufacturing	600010	Center for Advanced Training and Apprenticeships	712880	Coordinator- Apprenticeship Navigator	(same)
25	600010	The Institute for Advanced Manufacturing	600010	Center for Advanced Training and Apprenticeships	710880	Coordinator- Global Marketing Development	(same)

South Texas College
Organization Changes - No Impact on Budget

#	Organization #	Organization Name	Updated Organization #	Updated Organization Name	Position #	Current Position Title	New Position Title
26	600010	The Institute for Advanced Manufacturing	600010	Center for Advanced Training and Apprenticeships	707880	Project Training Specialist	(same)
27	600010	The Institute for Advanced Manufacturing	600010	Center for Advanced Training and Apprenticeships	706880	Project Training Specialist	(same)
28	600010	The Institute for Advanced Manufacturing	600010	Center for Advanced Training and Apprenticeships	716880	Project Training Specialist II	(same)
29	600010	The Institute for Advanced Manufacturing	600010	Center for Advanced Training and Apprenticeships	713880	Student Success Specialist	(same)
30	600010	The Institute for Advanced Manufacturing	600010	Center for Advanced Training and Apprenticeships	705880	Training Manager	(same)
31	600010	The Institute for Advanced Manufacturing	600010	Center for Advanced Training and Apprenticeships	709880	Training Specialist III	Instruction and Development Designer
32	600010	The Institute for Advanced Manufacturing	600010	Center for Advanced Training and Apprenticeships	708880	Training Specialist III	Instruction and Development Designer
33	600010	The Institute for Advanced Manufacturing	600010	Center for Advanced Training and Apprenticeships	701880	Administrative Assistant	(same)
34	600011	The Institute for Advanced Manufacturing	600011	Center for Advanced Training and Apprenticeships	703880	Customer Service Technician	(same)
35	600012	The Institute for Advanced Manufacturing	600012	Center for Advanced Training and Apprenticeships	704880	Customer Service Technician	(same)
36	600013	The Institute for Advanced Manufacturing	600013	Center for Advanced Training and Apprenticeships	702880	Secretary	Secretary
37	223019	Philosophy	223012	Division of Liberal Arts	700250	Dean- Liberal Arts	(same)
38	223019	Philosophy	223012	Division of Liberal Arts	702426	Coordinator- Center for Mexican American Studies	(same)
39	223019	Philosophy	223012	Division of Liberal Arts	713150	Guided Pathway Specialist	(same)
40	223019	Philosophy	223012	Division of Liberal Arts	709426	Guided Pathway Specialist	(same)
41	223019	Philosophy	223012	Division of Liberal Arts	716272	Senior Administrative Assistant	(same)
42	223019	Philosophy	223012	Division of Liberal Arts	701150	Administrative Assistant	(same)
43	223019	Philosophy	223012	Division of Liberal Arts	710150	Secretary	(same)
44	225301	Transfer and Educational Advancement Center	225300	Transfer & Educational Advancement Center	705416	Director- University Relations, Transfer & Articulation Center	Director-Transfer & Educational Advancement Center
45	225302	Transfer and Educational Advancement Center	225300	Transfer & Educational Advancement Center	707332	Coordinator- Transfer and Educational Advancement Center	(same)
46	225302	Transfer and Educational Advancement Center	225300	Transfer & Educational Advancement Center	705281	Administrative Assistant	(same)
47	225005	Public Administration	225018	BAS Organizational Leadership BASOL	305228	Public Administrator Instructor	Organizational Leadership Faculty
48	217101	Mid Valley Campus	225005	Div of Math Science IT & BA Programs	702135	Science Lab Safety Compliance Manager	(same)
49	225005	Div. of Math Science IT & BA Prog.	225007	BAT/BAS	700555	Secretary	(same)
50	225007	BAT/BAS	225005	Div of Math Science IT & BA Programs	701416	Administrative Assistant	(same)
51	213001	Curriculum	213001	Curriculum Planning and Compliance	703335	Coordinator- Curriculum and Scheduling	(same)
52	213001	Curriculum	213001	Curriculum Planning and Compliance	702283	Curriculum Specialist	(same)
53	213001	Curriculum	213001	Curriculum Planning and Compliance	701250	Curriculum Specialist	(same)
54	213001	Curriculum	213001	Curriculum Planning and Compliance	704283	Scheduling Specialist	(same)
55	213001	Curriculum	213001	Curriculum Planning and Compliance	701591	Scheduling Specialist	(same)
56	213001	Curriculum	213001	Curriculum Planning and Compliance	700095	Administrative Assistant	(same)

South Texas College
Organization Changes - No Impact on Budget

#	Organization #	Organization Name	Updated Organization #	Updated Organization Name	Position #	Current Position Title	New Position Title
57	221001	Div of Business Public Safety and Technology	150049	RCPSE- Non State	700416	Site Administrator	(same)
58	221001	Div of Business Public Safety and Technology	150049	RCPSE- Non State	701593	Public Safety Compliance Specialist	(same)
59	221001	Div of Business Public Safety and Technology	150049	RCPSE- Non State	708415	Public Safety Compliance Specialist	(same)
60	221001	Div of Business Public Safety and Technology	150049	RCPSE- Non State	702144	Administrative Assistant	(same)
61	221001	Div of Business Public Safety and Technology	150049	RCPSE- Non State	702312	Lab Coordinator- Public Safety	(same)
62	221001	Div of Business Public Safety and Technology	221116	Law Enforcement	704415	Public Safety Compliance Specialist	(same)
63	212100	Dual Credit Programs	212101	Dual Credit Sched and Enrollment Services	726610	Coordinator - Enrollment Services for Dual Credit	(same)
64	212100	Dual Credit Programs	212101	Dual Credit Sched and Enrollment Services	700286	Dual Credit Enrollment Specialist	(same)
65	224013	Div Nursing and Allied Health	210002	Academic Affairs- VP Admin	706557	Project Manager- Nursing and Allied Health	Project Manager- Academic Affairs
Rationale: •Align positions #6-77 with updated department names or organization names.							
66	NEW	NEW	NEW	Dental Hygiene Program	313559	ADN Instructor	Dental Hygiene Faculty
Rationale: •Reclassifying vacant faculty position (313559) for the Dental Hygiene Program.							
Vice President for Information Services, Planning, Performance and Strategic Initiatives							
67	530002	Library Acquisition	530013	Library Public Services	701104	Learning Support Systems and Applications Analyst	Librarian II - Campus Librarian
Rationale: •As the largest library with the most service hours in the College, Pecan Campus has never had a dedicated Librarian II - Campus Librarian. The Librarian III - Circulation and Reference has been responsible for managing the campus library in addition to the responsibilities of the Librarian III position. All other campuses have a Campus Librarian to manage and oversee the library facility, staff, resource collections, technology, activities, events, and programs of their assigned campus library and to support the learning needs of all students, faculty, and staff. The position supervises, hires, trains, and evaluates campus library staff. Pecan Campus Library requires the support of a Librarian II - Campus Librarian to operate within the organizational structure established at other campus library locations.							
68	530002	Library Acquisition	530010	Library Art Gallery	700258	Library Technical Services Specialist - Dig Res	Art Gallery Associate
Rationale: •A Library Art Gallery Associate is needed to be able to enable the Library Art Gallery Coordinator to work on planning, attend meetings within the college and community, write grants, and build partnerships and programs. With the help of a temporary library art gallery associate, the Coordinator was able to locate and work with new artists to bring to STC with some of the time she gained. Additionally, the associate has been able to implement several ideas the coordinator has had in the planning stage for several years such as building virtual tours using innovative technology and creating exhibition blog posts, brochures, and posters for the STC Library website, PR, and Market, and social media. We believe the test has proven to be successful and it is time to be made permanent.							
69	550002	Inst'l Effectiveness and Assessment	550001	Research and Analytical Services	708170	Institutional Research Analyst	(same)
Rationale: •Position will be moved from Institutional Effectiveness and Assessment, to Research and Analytical Services (RAS). Both of these departments report to the Dean of Institutional Research, Effectiveness and Strategic Planning. Moving this position to RAS is part of the overall strategy to centralize reporting for improved data integrity, accuracy, reliability, and validity to promote data-informed decision making.							

South Texas College
Restricted Positions funded by Unrestricted fund for FY 2024-205

J.

#	Organization Code	Organization Name	Position Number	Current Position Title	Current Position Classification	New Position Title	New Position Classification	Current Salary	New Salary	Salary Adjustment/ (Impact to Restricted Fund)
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Restricted Funding

Vice President for Academic Affairs and Economic Development

1	R500002	Developing Hispanic Serving Institutions (DHSI)	631279	Starfish Administrator - Filled	Executive Administrative Professional Pay Grade 7	N/A	N/A	\$ 86,560	\$ 94,787	\$ 47,394
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Rationale:
 •Institutionalization of grant position. STC will fund 50% and grant will fund 50%. The Starfish Administrator leads the development, implementation, and manages the ongoing operations of the Starfish Early Alert System to drive student success through engagement and measurement with direction from College-wide leadership and teams.

2	R500002	Developing Hispanic Serving Institutions (DHSI)	627298	Academic Coach - Filled	Executive Administrative Professional Pay Grade 3	N/A	N/A	\$ 52,544	\$ 58,313	\$ 29,157
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Rationale:
 •Institutionalization of grant position. STC will fund 50% and grant will fund 50%. Currently, the position is being grant funded through the DHSI grant set to end 9/30/2025. The grant indicated that STC would institutionalize this position for FY26.

Total for Vice President for Academic Affairs and Economic Development								\$ 139,104	\$ 153,100	\$ 76,550
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Grand Total for Restricted Positions funded by Unrestricted Fund									\$ 76,550
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South Texas College

Unrestricted Fund

Pool Adjustments to NAH Faculty Stipends
FY 2024 - 2025

#	Title	Pool Number	New Adjusted Pool Budget	Funding Availability	Impact to Budget
Vice President for Academic Affairs and Economic Development					
1	NAH Faculty Retention Stipend	NEW	\$ 200,000	\$ -	\$ 200,000
Rationale: •Requesting funds to cover the faculty stipends for the faculty who teach at Starr County and Mid-Valley Campuses as part of the retention initiative.					
Total for Vice President for Academic Affairs and Economic Development			\$ 200,000	\$ -	\$ 200,000
Total Pool Adjustment for FY 2024 - 2025					\$ 200,000

South Texas College
 Unrestricted Fund
Pool Adjustments to ERP Pools
FY 2024 - 2025

#	Title	Pool Number	New Adjusted Pool Budget	Funding Availability	Impact to Budget
Vice President for Finance and Administrative Services					
1	ERP Implementation Internal Support Stipend	840094	\$ 63,600	\$ -	\$ 63,600
Rationale: •Reduce pool according to projected salary and stipend expenditures.					
2	ERP Implementation Internal Support OT	841094	\$ 93,482	\$ -	\$ 93,482
Rationale: •Increase OT pool according to projected salary and stipend expenditures.					
Total for Vice President for Finance and Administrative Services			\$ 157,082	\$ -	\$ 157,082
Total Pool Adjustments for FY 2024 - 2025					\$ 157,082

South Texas College
Auxiliary and Restricted Positions for FY 2024-205

M.

#	Organization Code	Organization Name	Position Number	Current Position Title	Current Position Classification	New Position Title	New Position Classification	Current Salary	New Salary	Salary Adjustment	Impact to Budget
Auxiliary Positions											
Vice President for Student Affairs and Enrollment Management											
1	A35032	Auxiliary Business Operations	626330	Director of Student Activities and Wellness	Executive Administrative Professional Pay Grade 9	N/A	N/A	\$ 91,610	\$ 102,724	\$ 11,114	\$ (102,724)
2	A35032	Auxiliary Business Operations	630330	Coord Stu Activ & First Yr Exp	Executive Administrative Professional Pay Grade 3	N/A	N/A	\$ 58,439	\$ 62,949	\$ 4,510	\$ (62,949)
3	A35032	Auxiliary Business Operations	627192	Coord Stu Activ and Events	Executive Administrative Professional Pay Grade 3	N/A	N/A	\$ 58,464	\$ 64,434	\$ 5,970	\$ (64,434)
4	A35032	Auxiliary Business Operations	623190	Coord Stu Activ and Events	Executive Administrative Professional Pay Grade 3	N/A	N/A	\$ 56,252	\$ 64,434	\$ 8,182	\$ (64,434)
5	A35032	Auxiliary Business Operations	629190	Coor Stu Activ and Wellness	Executive Administrative Professional Pay Grade 3	N/A	N/A	\$ 61,041	\$ 65,551	\$ 4,510	\$ (65,551)
6	A35032	Auxiliary Business Operations	626192	Administrative Assistant	Administrative Technical Support Pay Grade 3	N/A	N/A	\$ 38,875	\$ 41,850	\$ 2,975	\$ (41,850)
7	A35032	Auxiliary Business Operations	627190	Secretary	Administrative Technical Support Pay Grade 1	N/A	N/A	\$ 36,691	\$ 39,312	\$ 2,621	\$ (39,312)
Rationale: •Funding from the current Auxiliary funds is not sufficient to cover all staff salaries and benefits for 2025. The Student Activities department is requesting these positions to be funded from Unrestricted funds.											
Total for Vice President for Student Affairs and Enrollment Management								\$ 401,372	\$ 441,254	\$ 39,882	\$ (441,254)

Restricted Funding (Grant-funded)

Vice President for Institutional Advancement and External Affairs											
1	R14200	Carl Perkins Basic	623420	CTE Grant Management and Compliance Specialist - Filled	Administrative Technical Support Pay Grade 5	CTE Projects Coordinator	Executive Administrative Professional Pay Grade 3	\$ 44,034	\$ 58,313	\$ 14,279	\$ 58,313
Rationale: •There is a significant state and federal requirement changes and clarifications to help College's better address Career & Technical Education (CTE) needs and priorities. This position provides financial management over \$2M in a single annual project, while engaging in connections to streamline efforts for other CTE sponsored projects and initiatives.											
2	R14200	Carl Perkins Basic	624420	CTE Projects Manager - Vacant	Executive Administrative Professional Pay Grade 3	(same)	Executive Administrative Professional Pay Grade 4	\$ 54,823	\$ 62,978	\$ 8,155	\$ 62,978
Rationale: •There are significant state and federal requirement changes and clarifications to help College's better address Career and Technical Education (CTE) needs and priorities. This position provides program management over \$2M in a single annual project, while engaging in connections to streamline efforts for other CTE sponsored projects and initiatives.											
Total for Vice President for Institutional Advancement and External Affairs								\$ 98,857	\$ 121,291	\$ 22,434	\$ 121,291

Vice President for Academic Affairs and Economic Development											
3	R500002	Developing Hispanic Serving Institutions (DHSI)	631279	Starfish Administrator - Filled	Executive Administrative Professional Pay Grade 7	N/A	N/A	\$ 86,560	\$ 94,787	\$ 8,227	\$ 47,394
Rationale: •Institutionalization of grant position. STC will fund 50% and grant will fund 50%. The Starfish Administrator leads the development, implementation, and manages the ongoing operations of the Starfish Early Alert System to drive student success through engagement and measurement with direction from College-wide leadership and teams.											
4	R500002	Developing Hispanic Serving Institutions (DHSI)	627298	Academic Coach - Filled	Executive Administrative Professional Pay Grade 3	N/A	N/A	\$ 52,544	\$ 58,313	\$ 5,769	\$ 29,157
Rationale: •Institutionalization of grant position. STC will fund 50% and grant will fund 50%. Currently, the position is being grant funded through the DHSI grant set to end 9/30/2025. The grant indicated that STC would institutionalize this position for FY26.											

South Texas College
Auxiliary and Restricted Positions for FY 2024-205

M.

#	Organization Code	Organization Name	Position Number	Current Position Title	Current Position Classification	New Position Title	New Position Classification	Current Salary	New Salary	Salary Adjustment	Impact to Budget
5	R14200	Carl Perkins Basic	623599	Emerging Technology Specialist - Filled	Administrative Technical Support Pay Grade 5	Emerging Technology Coordinator	Executive Administrative Professional 5	\$ 43,243	\$ 49,798	\$ 6,555	\$ 49,798
Rationale: •Reclassification of the Emerging Technology Coordinator has been approved by the THECB. The elevation of this position will further implement virtual simulation software, equipment and technology to ensure collaboration across departments, data collection and research for industry technology.											
Total for Vice President for Academic Affairs and Economic Development								\$ 182,347	\$ 202,898	\$ 20,551	\$ 126,348
Total for Auxiliary Positions									\$ (441,254)		
Total for Restricted Positions									\$ 247,639		
Grand Total for Auxiliary and Restricted Positions									\$ (193,615)		

South Texas College
Unrestricted Fund

FAST Positions/ Pools for FY 2024 - 2025

#	Title	Position/Pool Number	Current Position/Pool Budget	Adjustment	New Adjusted Budget	Funding Availability	Impact to Budget
Office of President							
1	FLSA Funding Pool	New	\$ -	\$ 1,000,000	\$ 1,000,000	\$ -	\$ 1,000,000
Rationale: •FLSA Rules on Exempt/NonExempt Pay and Impact on Salaries and Overtime Pay.							
Total for Office of President			\$ -	\$ 1,000,000	\$ 1,000,000	\$ -	\$ 1,000,000

Vice President for Institutional Advancement and External Affairs							
2	DW Staff - Jag SE Inst Adv	New	\$ -	\$ 60,000	\$ 60,000	\$ -	\$ 60,000
Rationale: •Request to open a Jags at Work Student Worker Pool.							
Total for Institutional Advancement and External Affairs			\$ -	\$ 60,000	\$ 60,000	\$ -	\$ 60,000

Vice President for Academic Affairs and Economic Development							
3	VPAA Reserve Pool	210200	\$ 3,473,751	\$ 900,000	\$ 4,373,751	\$ -	\$ 900,000
Rationale: •Requesting to increase pool funding to support adjustment of adjunct/overload pay rate.							
4	VPAA Spec Assgn Pool	210199	\$ 200,000	\$ 250,000	\$ 450,000	\$ -	\$ 250,000
Rationale: •Requesting to increase pool funding to support faculty advising student tracking (FAST) assignments.							
5	NAH Stipend Pool	214557	\$ 31,125	\$ 280,000	\$ 311,125	\$ -	\$ 280,000
Rationale: •Requesting to increase pool funding to support educational stipends for NAH.							
6	DW Staff - Jag SE Acad Affairs	842275	\$ 2	\$ 60,000	\$ 60,002	\$ -	\$ 60,000
Rationale: •Unfreeze Jags at Work Student Worker Pool.							
7	Coordinator- Dual Credit Enrollment Services	NEW	\$ -	\$ 55,948	\$ 55,948	\$ -	\$ 55,948
Rationale: •Position is currently a full-time temp position. Position request is necessary to support the Dual Credit Programs Enrollment Services of 21 partnering school district at 70 high school sites which includes program recruitment, student admission and registration. The Coordinator supervises assigned staff to ensure year-round collaboration with school district stakeholders to coordinate deadlines, policies and procedures.							
8	Dual Credit Scheduling Specialist	NEW	\$ -	\$ 37,763	\$ 37,763	\$ -	\$ 37,763
Rationale: •Position is currently a full-time temp position. Position request is necessary to support the College's Dual Credit Programs course scheduling for 21 partnering school district at 70 high school sites. The Technician supports with the planning and managing of the dual credit sections, data entry, reports, and communication with program chairs to ensure accuracy.							
9	Dual Credit Enrollment Services Specialist	NEW	\$ -	\$ 37,763	\$ 37,763	\$ -	\$ 37,763
Rationale: •Position request is necessary to support the enrollment and registration process for partnering school districts. This position is responsible for promotion, recruitment, enrollment, and support for dual credit students. The specialist hosts onboarding events and programs to assigned 70 high school sites to connect the student to the College. This position is responsible to building a network with assigned campus principals and counselors from our 21 partnering school districts.							

South Texas College
Unrestricted Fund

FAST Positions/ Pools for FY 2024 - 2025

#	Title	Position/Pool Number	Current Position/Pool Budget	Adjustment	New Adjusted Budget	Funding Availability	Impact to Budget
10	Dual Credit Pathways Specialist	NEW	\$ -	\$ 45,094	\$ 45,094	\$ -	\$ 45,094
<p>Rationale:</p> <ul style="list-style-type: none"> Currently, staff ratio to student enrollment for advising is 1,200 to 1; thus, will increase the support to meet HB and State requirements. This position is responsible for providing academic advisement, degree planning, and case management, college transition and support for dual credit students. This position is responsible to building a network with assigned campus principals and counselors from our 21 partnering school districts. 							
11	Title, Pay Grade, and Salary Adjustment for Project Manager - Dual Credit Programs (Position 704285) to Dual Credit Accreditation and Compliance Manager	704285	\$ 61,645	\$ 4,871	\$ 66,516	\$ -	\$ 4,871
<p>Rationale:</p> <ul style="list-style-type: none"> Reclassification of position is needed to align with current job duties and responsibilities. The position is responsible for the evaluation, ongoing management, and compliance of the dual credit programs in alignment with the Programs' accreditation requirements with National Alliance of Concurrent Enrollment Partnership (NACEP) for annual reporting and reaccreditation. This position also directs the prospective Dual Credit Faculty approval process, orientation, and planning of professional development for the department and works collaboratively with partnering school districts to monitor compliance within the dual credit programs operations. 							
12	Title, Pay Grade, and Salary Adjustment for Dual Credit Scheduling Specialist (Position 705285) to Coordinator- Dual Credit Scheduling	705285	\$ 39,332	\$ 18,572	\$ 57,904	\$ -	\$ 18,572
<p>Rationale:</p> <ul style="list-style-type: none"> Position request is necessary to support the oversight of the dual credit scheduling for academic and workforce courses 70 high school sites with 21 partnering school districts. This position will oversee the planning and managing of the dual credit sections, data entry, reports and communication with program chairs to ensure accuracy. 							
13	NAH Non-Faculty Pool	New	\$ -	\$ 200,000	\$ 200,000	\$ -	\$ 200,000
<p>Rationale:</p> <ul style="list-style-type: none"> New Pool request is needed to cover positions for NAH that the Carl Perkins grant used to cover. NAH needs these full-time temporary staff to function and serve the increased number of students they are admitting. 							
Total for Academic Affairs and Economic Development			\$ 3,805,855	\$ 1,890,011	\$ 5,695,866	\$ -	\$ 1,890,011
Vice President for Finance and Administrative Services							
14	DW Staff - SE FAS	846275	\$ 2	\$ 60,000	\$ 60,002	\$ -	\$ 60,000
<p>Rationale:</p> <ul style="list-style-type: none"> Unfreeze Jags at Work Student Worker Pool. 							
Total for Vice President for Finance and Administrative Services			\$ 2	\$ 60,000	\$ 60,002	\$ -	\$ 60,000
Vice President for Information Services, Planning, Performance and Strategic Initiatives							
15	DW Staff - SE IS&P	843275	\$ 2	\$ 60,000	\$ 60,002	\$ -	\$ 60,000
<p>Rationale:</p> <ul style="list-style-type: none"> Jags at Work Student Worker Pool. 							
16	DW - SLA/SI Leader	840444	\$ 116,380	\$ 86,000	\$ 202,380	\$ -	\$ 86,000
<p>Rationale:</p> <ul style="list-style-type: none"> The current discipline distribution of discipline expertise among the remote tutoring staff is dictated by the DHSI grant, but demand is growing in other areas. Asynchronous paper review consistently breaks records each semester for high usage, especially among dual credit students. This pool increase will allow for the hire of two additional remote writing tutors as a step toward meeting this need. 							
Total for Vice President for Information Services, Planning, Performance and Strategic Initiatives			\$ 116,382	\$ 146,000	\$ 262,382	\$ -	\$ 146,000

South Texas College
Unrestricted Fund

FAST Positions/ Pools for FY 2024 - 2025

#	Title	Position/Pool Number	Current Position/Pool Budget	Adjustment	New Adjusted Budget	Funding Availability	Impact to Budget
Vice President for Student Affairs and Enrollment Mgmt.							
17	DW Staff - Jag SE SAEM	844275	\$ 2	\$ 60,000	\$ 60,002	\$ -	\$ 60,000
Rationale: •Unfreeze Jags at Work Student Worker Pool.							
Total for Vice President for Student Affairs and Enrollment Mgmt.			\$ 2	\$ 60,000	\$ 60,002	\$ -	\$ 60,000
Grand Totals			\$ 3,922,241	\$ 3,216,011	\$ 7,138,252	\$ -	\$ 3,216,011
Less Funding from Vacant/Reserve Pool Positions				-			
Net Salary Budget Increase for Position/Pool Funding				\$ 3,216,011			

Consent Agenda:

e. Approval to Adopt New Students Policy

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

This will align the policy 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. FKB (Local) Student Activities – Activity Funds Management

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 policy has been reviewed by staff, administrators, TASB staff, STC Legal Counsel, and the Vice President for Student Affairs and Enrollment Management.

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

Matthew S. Hebbard, Vice President for Student Affairs and Enrollment Management, Eli Nguma, Director for Student Activities and Wellness, attended the Committee Meeting to address questions.

The Committee recommended Board approval to adopt the new Students Policy as presented, which supersedes any previously adopted Board policy

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

The Board of Trustees of South Texas College approves and authorizes the adoption of the new Students Policy as presented, which supersedes any previously adopted Board policy

Approval Recommended:

Dr. Ricardo J. Solis
President

| The College District shall serve as the depository and fiscal agent for all registered student organizations. [See FKC] The College President or designee shall develop procedures for the budgeting and accounting for income and expenditures of each organization's funds.

Consent Agenda:

f. Review and Recommend Action to Adopt, Revise, and Retire Policies in Response to Executive Order No. GA-44 Related to Addressing Acts of Antisemitism in Institutions of Higher Education

Purpose and Justification – Administration recommends Board approval to adopt, revise, and retire policies in response to Executive Order No. GA-44 related to addressing acts of antisemitism in institutions of higher education.

The policies to be adopted are as follows:

- A-1. FLA – Student Rights and Responsibilities: Student Expression and Use of College Facilities
- B-1. GD – Community Expression and Use of College Facilities

The policy to be revised is as follows:

- C-1. DGC — Employee Rights and Privileges: Employee Expression and Use of College Facilities

The policy to be retired is as follows:

- D-1. Policy 6112 Freedom of Expression

On March 27, 2024, Governor Abbott issued Executive Order No. GA-44 relating to addressing acts of antisemitism in institutions of higher education. The Executive Order directs all Texas higher education institutions to do the following:

1. Review and update free speech policies to address the sharp rise in antisemitic speech and acts on university campuses and establish appropriate punishments, including expulsion from the institution.
2. Ensure that these policies are being enforced on campuses and that groups such as the Palestine Solidarity Committee and Students for Justice in Palestine are disciplined for violating these policies.
3. Include the definition of antisemitism, adopted by the State of Texas in Section 448.001 of the Texas Government Code, in university free speech policies to guide university personnel and students on what constitutes antisemitic speech.

Upon Board approval of the adoption, revision, and retirement of policies outlined in this agenda item, the Office of the President shall report to the Office of the Governor, Budget, and Policy Division that the above Executive Order actions were taken.

Administration and staff have revised board policy, internal procedures, and handbooks to address the actions of the Executive Order.

Reviewers – The revisions have been reviewed by administrators, staff, and Legal Counsel.

Enclosed Documents – The Executive Order and the Policies follow in the packet for the Board's information and review.

Mary G. Elizondo, Vice President for Finance and Administrative Services, Dr. Matthew Hebbard, Vice President for Student Affairs and Enrollment Management, Dr. Zachary Suarez, Executive Director of Human Resources and Talent Development, and George

McCaleb, Director of Facilities Operations and Maintenance, attended the Committee Meeting to address questions.

The Committee recommended Board approval to adopt, revise, and retire 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 the adoption, revision, and retirement of policies as presented, which supersedes any previously adopted Board policy.

Approval Recommended:

**Dr. Ricardo J. Solis
President**




GOVERNOR GREG ABBOTT

March 27, 2024

FILED IN THE OFFICE OF THE
SECRETARY OF STATE
10:15 AM O'CLOCK

The Honorable Jane Nelson
Secretary of State
State Capitol, Room 1E.8
Austin, Texas 78701

MAR 27 2024

Secretary of State

Dear Secretary Nelson:

Pursuant to his powers as Governor of the State of Texas, Greg Abbott has issued the following:

Executive Order No. GA-44 relating to addressing acts of antisemitism in institutions of higher education.

The original executive order is attached to this letter of transmittal.

Respectfully submitted,


Gregory S. Davidson
Executive Clerk to the Governor

GSD:gsd

Attachment

Executive Order

BY THE
GOVERNOR OF THE STATE OF TEXAS

Executive Department
Austin, Texas
March 27, 2024

EXECUTIVE ORDER
GA 44

Relating to addressing acts of antisemitism in institutions of higher education.

WHEREAS, on October 7th of last year, the terrorist group Hamas committed unspeakable and heinous acts when they launched a surprise attack on Israel; and

WHEREAS, this attack killed over 1,200 innocent civilians including women, children, and approximately 30 American citizens, and Hamas took over 250 individuals hostage, including at least 10 Americans; and

WHEREAS, immediately after the October 7th attack, Governor Abbott reiterated his longstanding support for Israel and the Texas Jewish community and took initial steps to address acts of antisemitism in Texas, including authorizing \$4 million in additional grant funds to protect synagogues and Jewish schools, prohibiting state agencies from purchasing goods from the Gaza Strip or entities that support Hamas, and directing the Texas Education Agency and the Texas Holocaust, Genocide, and Antisemitism Advisory Commission to educate Texans about the Israel–Hamas War and antisemitism; and

WHEREAS, Texas will continue to stand with Israel and support our Jewish neighbors in Texas; and

WHEREAS, incidents of antisemitism have increased since Hamas' attack, and the proliferation of antisemitism at public universities is particularly concerning; and

WHEREAS, while many Texas universities have acted quickly to condemn antisemitism and foster appropriate discourse on the terrorist attacks against Israel and the ensuing Israel–Hamas War, some radical organizations have engaged in unacceptable actions on university campuses; and

WHEREAS, protected free speech areas on Texas university campuses, as well as the buildings and parking lots of Jewish student organizations, have been covered in antisemitic graffiti; and

WHEREAS, multiple protests and walkouts have been staged by universities' student organizations, with students chanting antisemitic phrases such as "from the river to the sea, Palestine will be free," which has long been used by Hamas supporters to call for the violent dismantling of the State of Israel and the destruction of the Jewish people who live there; and

WHEREAS, Texas supports free speech, especially on university campuses, but that freedom comes with responsibilities for both students and the institutions themselves; and

WHEREAS, such speech can never incite violence, encourage people to violate the law

FILED IN THE OFFICE OF THE
SECRETARY OF STATE
10:15 AM O'CLOCK

MAR 27 2024

harass other students or other Texans, or disrupt the core educational purpose of a university; and

WHEREAS, Section 51.9315(f) of the Texas Education Code requires all higher education institutions to adopt policies detailing students' responsibilities regarding free expression on campus; and

WHEREAS, Section 51.9315(c)(2) of the Texas Education Code provides that students should not participate in, and higher education institutions should not allow, expression that is unlawful or disrupts the operations of the institution; and

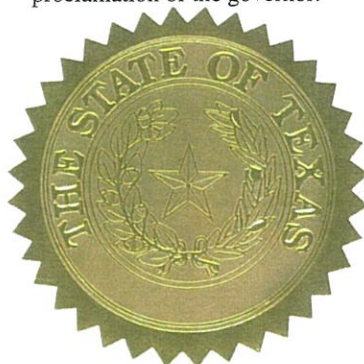
WHEREAS, antisemitism and the harassment of Jewish students have no place on Texas university campuses and will not be tolerated by my administration;

NOW, THEREFORE, I, Greg Abbott, Governor of Texas, by virtue of the power and authority vested in me by the Constitution and laws of the State of Texas, hereby direct all Texas higher education institutions to do the following:

1. Review and update free speech policies to address the sharp rise in antisemitic speech and acts on university campuses and establish appropriate punishments, including expulsion from the institution.
2. Ensure that these policies are being enforced on campuses and that groups such as the Palestine Solidarity Committee and Students for Justice in Palestine are disciplined for violating these policies.
3. Include the definition of antisemitism, adopted by the State of Texas in Section 448.001 of the Texas Government Code, in university free speech policies to guide university personnel and students on what constitutes antisemitic speech.

Within 90 days of this executive order, the chair of the board of regents for each Texas public university system shall report to the Office of the Governor, Budget and Policy Division, that the above actions were taken by each institution of higher education overseen by that board of regents. The report shall include documentation verifying revisions made to free speech policies and evidence that those policies are being enforced.

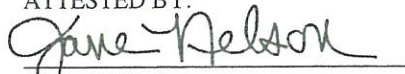
This executive order shall remain in effect and in full force unless it is modified, amended, rescinded, or superseded by the governor. This executive order may also be amended by proclamation of the governor.



Given under my hand this the
27th day of March, 2024.


GREG ABBOTT
Governor

ATTESTED BY:


JANE NELSON
Secretary of State

FILED IN THE OFFICE OF THE
SECRETARY OF STATE
10:15AM O'CLOCK

MAR 27 2024

Note: For expression and use of College District facilities and grounds by employees and employee organizations, see DGC. For expression and use of College District facilities and grounds by the community, including by nonstudents and organizations that are not registered student organizations, see GD.

Distribution of Literature

As defined by the Texas Government Code 448.001, "Antisemitism," means a certain perception of Jews that may be expressed as hatred toward Jews. The term includes rhetorical and physical acts of antisemitism directed toward Jewish or non-Jewish individuals or their property or toward Jewish community institutions and religious facilities. Examples of antisemitism are included with the International Holocaust Remembrance Alliance's "Working Definition of Antisemitism" adopted on May 26, 2016.

Written or printed materials, handbills, photographs, pictures, films, tapes, or other visual or auditory materials not sponsored by the College District shall not be sold, circulated, distributed, or posted on any College District premises by any College District student or registered student organization [see FKC], except in accordance with this policy.

The College District shall not be responsible for, nor shall the College District endorse, the contents of any materials distributed by students or registered student organizations that is not sponsored by the College District.

Materials distributed under the supervision of instructional personnel as a part of instruction or other authorized classroom activities shall not be governed by this policy.

Limitations on Content

Materials shall not be distributed by students or registered student organizations on College District property if:

1. The materials are obscene.
2. The materials contain defamatory statements about public figures or others.
3. The materials advocate imminent lawless or disruptive action and are likely to incite or produce such action.
4. The materials are considered prohibited harassment or antisemitism. [See DIAA, DIAB, FFDA, and FFDB]
5. The materials constitute nonpermissible solicitation. [See FI]
6. The materials infringe upon intellectual property rights of the College District. [See CT]

Time, Place, and
Manner Restrictions

Distribution of the materials shall be conducted in a manner that:

1. Is not disruptive; [See FLB]
2. Does not impede reasonable access to College District facilities;
3. Does not result in damage to College District property;
4. Does not coerce, badger, or intimidate a person;
5. Does not interfere with the rights of others; and
6. Does not violate local, state, or federal laws or College District policies and procedures.

The distributor shall clean the area around which the literature was distributed of any materials that were discarded or leftover.

The campus administrator shall designate times, locations, and means by which materials that are appropriate for distribution, as provided in this policy, may be made available or distributed by students or registered student organizations to students or others in College District facilities and in areas that are not considered common outdoor areas.

Posting of Signs

For the purposes of this policy, "sign" shall be defined as a billboard, decal, notice, placard, poster, banner, or any kind of hand-held sign; and "posting" shall be defined as any means used for displaying a sign.

Except for signs that violate the restrictions in this policy and administrative procedures, a student or registered student organization may publicly post a sign on College District property in common outdoor areas and in areas or locations designated by the campus administrator. No object other than a sign may be posted on College District property.

Restrictions

A sign shall not be larger than 22 inches by 28 inches, unless authorized by the campus administrator. A sign shall not be attached or posted:

1. To a shrub or plant;
2. To a tree, except by string to its trunk;
3. To a permanent sign installed for another purpose;
4. To a fence or chain or its supporting structure;
5. To a brick, concrete, or masonry structure;
6. To a statue, monument, or similar structure;

7. On or adjacent to a fire hydrant; or
8. In a College District building, except on a bulletin board designated for that purpose.

Removal

A student or registered student organization shall remove each sign not later than 14 days after posting or, if it relates to an event, not longer than 24 hours after the event to which it relates has ended.

A sign posted in accordance with this section shall not be removed without permission from the campus administrator, the student, or the registered student organization.

Disclaimer

Materials distributed by a registered student organization must include a disclaimer indicating that the materials are not sponsored by the College District and do not represent the views of the College District or College District officials, faculty, or staff.

Use of Facilities and Grounds

The facilities and grounds of the College District shall be made available to students or registered student organizations [see FKC] when such use does not conflict with use by, or any of the policies and procedures of, the College District. The requesting students or student organization shall pay all expenses incurred by their use of facilities in accordance with a fee schedule developed by the Board.

Requests

To request permission to meet or host a speaker in College District facilities, interested students or registered student organizations shall file a written request with the campus administrator in accordance with administrative procedures.

The students or the registered student organization making the request shall indicate that they have read and understand the policies and rules governing use of College District facilities and that they will abide by those rules.

Approval

The campus administrator shall approve or reject the request in accordance with provisions and deadlines set out in this policy and administrative procedures, without regard to the religious, political, philosophical, ideological, academic viewpoint, or other content of the speech likely to be associated with the student's or registered student organization's use of the facility.

Approval shall not be granted when the official has reasonable grounds to believe that:

1. The College District facility requested is unavailable, inadequate, or inappropriate to accommodate the proposed use at the time requested;

2. The applicant is under a disciplinary penalty or sanction prohibiting the use of the facility;
3. The proposed use includes nonpermissible solicitation [see FI];
4. The proposed use would constitute an immediate and actual danger to the peace or security of the College District that available law enforcement officials could not control with reasonable efforts;
5. The applicant owes a monetary debt to the College District and the debt is considered delinquent;
6. The proposed activity would disrupt or disturb the regular academic program;
7. The proposed use would result in damage to or defacement of property or the applicant has previously damaged College District property; or
8. The proposed activity would constitute an unauthorized joint sponsorship with an outside group.
9. The proposed use would constitute expression that is considered prohibited harassment or antisemitism.

The campus administrator shall provide the applicant a written statement of the grounds for rejection if a request is denied.

*Common
Outdoor Area
Exception*

Common outdoor areas are traditional public forums and are not subject to the approval procedures. Students and student organizations may engage in expressive activities in common outdoor areas, unless:

1. The person's conduct is unlawful, including, but not limited to, expression that is considered prohibited harassment or antisemitism;
2. The use would constitute an immediate and actual danger to the peace or security of the College District that available law enforcement officials could not control with reasonable efforts;
3. The use would materially or substantially disrupt or disturb the regular academic program; or
4. The use would result in damage to or defacement of property.

Announcements
and Publicity

In accordance with administrative procedures, all students and registered student organizations shall be given access on the same basis for making announcements and publicizing their meetings and activities.

Identification	Students or registered student organizations distributing materials on campus or using College District facilities shall provide identification when requested to do so by a College District representative.
Violations of Policy	Failure to comply with this policy and associated procedures shall result in appropriate administrative action, including but not limited to, expulsion, confiscation of nonconforming materials, suspension of a student's or registered student organization's use of College District facilities, and/or other disciplinary action in accordance with the College District's discipline policies and procedures [see FM and FMA].
Interference with Expression	Faculty members, students, or student organizations that interfere with the expressive activities permitted by this policy shall be subject to disciplinary action in accordance with the College District's discipline policies and procedures [see DH, FM, and FMA].
Appeals	Decisions made by the administration in accordance with this policy may be appealed in accordance with DGBA(LOCAL) or FLD(LOCAL), as applicable.
Publication	This policy and associated procedures must be posted on the College District's website and distributed in the student and employee handbooks and other appropriate publications. They must also be distributed to students at orientation.

Note: For expression and use of College District facilities and distribution of literature by students and registered student organizations, see FLA. For expression and use of College District facilities by employees and employee organizations, see DGC. For use of the College District's internal mail system, see CHE.

As defined by the Texas Government Code 448.001, "Antisemitism," means a certain perception of Jews that may be expressed as hatred toward Jews. The term includes rhetorical and physical acts of antisemitism directed toward Jewish or non-Jewish individuals or their property or toward Jewish community institutions and religious facilities. Examples of antisemitism are included with the International Holocaust Remembrance Alliance's "Working Definition of Antisemitism" adopted on May 26, 2016.

Use of College District Facilities

The grounds and facilities of the College District shall be made available to members of the College District community and community organizations, including College District support organizations, when such use is for educational, recreational, civic, or social activities and the use does not conflict with use by, or any of the policies and procedures of, the College District.

Requests

To request permission to meet in College District facilities, interested community members or organizations shall file a written request with the campus administrator in accordance with administrative procedures.

The community members or organization making the request shall indicate that they have read and understand the policies and rules governing use of College District facilities and that they will abide by those rules.

Approval

Requests for community use of College District facilities shall be considered on a first-come, first-served basis.

The campus administrator shall approve or reject the request in accordance with provisions of and deadlines set out in this policy and administrative procedures, without regard to the religious, political, philosophical, ideological, academic viewpoint, or other content of the speech likely to be associated with the community members' or organization's use of the facility.

Approval shall not be granted when the official has reasonable grounds to believe that:

1. The College District facility requested is unavailable, inadequate, or inappropriate to accommodate the proposed use at the time requested;
2. The applicant is subject to a sanction [see Violations of Policy, below] prohibiting the use of the facility;
3. The proposed use would constitute an immediate and actual danger to the peace or security of the College District that available law enforcement officials could not control with reasonable efforts;
4. The applicant owes a monetary debt to the College District and the debt is considered delinquent;
5. The proposed activity would disrupt or disturb the regular academic program; or
6. The proposed use would result in damage to or defacement of property or the applicant has previously damaged College District property.
7. The proposed use would constitute expression that is considered prohibited harassment or antisemitism.

*Common
Outdoor Area
Exception*

Common outdoor areas are traditional public forums and are not subject to the approval procedures. Community members and organizations may engage in expressive activities in common outdoor areas, unless:

1. The person's conduct is unlawful, including, but not limited to, expression that is considered prohibited harassment or antisemitism;
2. The use would constitute an immediate and actual danger to the peace or security of the College District that available law enforcement officials could not control with reasonable efforts;
3. The use would materially or substantially disrupt or disturb the regular academic program; or
4. The use would result in damage to or defacement of property.

For-Profit Use

The College District shall not permit individuals or for-profit organizations to use its facilities for financial gain; however, the College District shall permit private academic instruction, as well as public performances or presentations so long as no admission fee is charged, when these activities do not conflict with College District use or with this policy.

<i>Nonprofit Use</i>	The College District shall permit nonprofit organizations to conduct fundraising events on College District property when these activities do not conflict with College District use or with this policy.
<i>Campaign-Related Use</i>	Except to the extent a College District facility is used as an official polling place, College District facilities shall not be available for use by individuals or groups for political advertising, campaign communications, or electioneering, as those terms are used in state law.
<i>No Approval Required</i>	No approval shall be required for nonschool-related recreational use of the College District’s unlocked, outdoor recreational facilities, such as the track, tennis courts, and the like, when the facilities are not in use by the College District or for another scheduled purpose.
<i>Written Notice if Request Rejected</i>	The campus administrator shall provide the applicant a written statement of the grounds for rejection if a request is denied.
Emergency Use	In case of emergencies or disasters, the College President may authorize the use of College District facilities by civil defense, health, or emergency service authorities.
Repeated Use	The College District shall permit repeated use by any community member or organization in accordance with administrative procedures.
<i>Exception</i>	Any limitations on repeated use by a community member or organization shall not apply to any group or organization when the primary participants in the activities are College District students, faculty, or staff.
Scheduling	Academic and extracurricular activities sponsored by the College District shall always have priority when any use is scheduled. The campus administrator shall have authority to cancel a scheduled use by a community member or organization if an unexpected conflict arises with a College District activity.
Use Agreement	Any community member or organization approved for a nonschool use of College District facilities shall be required to complete a written agreement indicating receipt and understanding of this policy and any applicable administrative regulations, and acknowledging that the College District is not liable for any personal injury or damages to personal property related to the nonschool use.
Fees for Use	A community member or organization authorized to use College District facilities shall be charged a fee for the use of designated facilities.

The Board shall establish and publish a schedule of fees based on the cost of the physical operation of the facilities, as well as any applicable personnel costs for supervision, custodial services, food services, security, and technology services.

Exception

Fees shall not be charged when College District buildings are used for public meetings sponsored by state or local governmental agencies.

Required Conduct

Community members and organizations using College District facilities shall:

1. Conduct business in an orderly manner;
2. Provide identification when requested to do so by a College District representative;
3. Abide by all laws, policies, and procedures, including, but not limited to, those prohibiting the use, sale, or possession of alcoholic beverages, illegal drugs, and firearms, and the use of tobacco products or e-cigarettes on College District property; [See CHF and GDA]
4. Make no alteration, temporary or permanent, to College District property without prior written consent from the College President; and
5. Be responsible for the cost of repairing any damages incurred during use and shall be required to indemnify the College District for the cost of any such repairs.

Distribution of Literature

Written or printed materials, handbills, photographs, pictures, films, tapes, or other visual or auditory materials not sponsored by the College District shall not be sold, circulated, distributed, or posted on any College District premises by any community member or organization, including a College District support organization except in accordance with this policy.

The College District shall not be responsible for, nor shall the College District endorse, the contents of any materials distributed by a community member or organization.

Limitations on Content

Materials shall not be distributed by a community member or organization on College District property if:

1. The materials are obscene;
2. The materials contain defamatory statements about public figures or others;
3. The materials advocate imminent lawless or disruptive action and are likely to incite or produce such action;

4. The materials are considered prohibited harassment or anti-semitism [see DIA series and FFD series];
5. The materials constitute unauthorized solicitation [see Use of College District Facilities, above]; or
6. The materials infringe upon intellectual property rights of the College District [see CT].

Time, Place, and Manner Restrictions

Distribution of materials shall be conducted in a manner that:

1. Is not disruptive [see FLB];
2. Does not impede reasonable access to College District facilities;
3. Does not result in damage to College District property;
4. Does not coerce, badger, or intimidate a person;
5. Does not interfere with the rights of others; and
6. Does not violate local, state, or federal laws or College District policies and procedures.

The distributor shall clean the area around which the literature was distributed of any materials that were discarded or leftover.

The campus administrator shall designate times, locations, and means by which materials that are appropriate for distribution, as provided in this policy, may be made available or distributed by community members or organizations to others in College District facilities and in areas that are not considered common outdoor areas.

Posting of Signs

For the purposes of this policy, “sign” shall be defined as a billboard, decal, notice, placard, poster, banner, or any kind of hand-held sign; and “posting” shall be defined as any means used for displaying a sign.

No signs may be posted on College District property by a community member or organization unless the posting qualifies as a permitted campaign-related use or is in a common outdoor area subject to administrative procedures.

Exception

A College District support organization may post a sign in College District facilities with prior approval of the campus administrator in accordance with the procedures developed for that purpose.

Identification

A community member or organization distributing materials on campus shall provide identification when requested to do so by a College District representative.

Violations of Policy

Failure to comply with this policy and associated procedures shall result in appropriate administrative action, including but not limited to, withdrawal of consent to remain on campus, the suspension of the individual's or organization's use of College District facilities and the confiscation of nonconforming materials.

Interference with
Expression

Faculty members, students, or student organizations that interfere with the expressive activities permitted by this policy shall be subject to disciplinary action in accordance with the College District's discipline policies and procedures. [See DH, FM, and FMA]

Appeals

Decisions made by the administration in accordance with this policy may be appealed in accordance with GB(LOCAL), DGBA(LOCAL), and FLD(LOCAL) as applicable.

Publication

This policy and associated procedures must be posted on the College District's website and distributed in the employee and student handbooks and other appropriate publications.

Note: For expression and use of College District facilities and grounds by students and registered student organizations, see FLA. For expression and use of College District facilities and grounds by the community, including by nonstudents and organizations that are not registered student organizations, see GD. For use of the College District's internal mail system, see CHE.

As defined by the Texas Government Code 448.001, "Antisemitism," means a certain perception of Jews that may be expressed as hatred toward Jews. The term includes rhetorical and physical acts of antisemitism directed toward Jewish or non-Jewish individuals or their property or toward Jewish community institutions and religious facilities. Examples of antisemitism are included with the International Holocaust Remembrance Alliance's "Working Definition of Antisemitism" adopted on May 26, 2016.

Academic Freedom

The College District, as an institution of higher education, serves the common good which depends upon an uninhibited search for truth and its open expression. The points enumerated below constitute the College District's position on academic freedom:

1. Faculty members are appointed to impart to their students and to their communities the truth as they see it in their respective disciplines. The teacher's right to teach preserves the student's right to learn.
2. The mastery of a subject makes a faculty member a qualified authority in that discipline and competent to choose how to present its information and conclusions to students. The following are among the freedoms and responsibilities, which should reside primarily with the faculty: sharing participation in planning and revising curricula, selecting supplemental readings, and selecting classroom films and other teaching materials.
3. Faculty members are citizens and, therefore, possess the rights of citizens. These rights include, among others, the right as private citizens to speak freely outside the classroom on matters of public concern and to participate in lawful political activities.

EMPLOYEE RIGHTS AND PRIVILEGES
EMPLOYEE EXPRESSION AND USE OF COLLEGE FACILITIES

DGC
(LOCAL)

4. Prior restraint or sanctions should not be imposed upon faculty members in the exercise of their rights as citizens or duties as teachers. Nor should faculty members fear reprisals for exercising their civic rights and academic freedom.
5. Faculty members have a right to expect the Board and administrators to uphold vigorously the principles of academic freedom and to protect them from harassment, censorship, or interference from outside groups and individuals.
6. Academic freedom should not be used to infringe on student rights or abilities.
7. Individual faculty members will be responsible for choosing instructional methodologies, assigning grades, and maintaining classroom discipline.

The academic freedom of faculty members is accompanied by equally compelling obligations and responsibilities to their profession, their students, their institutions, and their communities. Faculty members must defend the rights of academic freedom while accepting willingly the responsibilities enumerated below:

1. Faculty members should be judicious in the introduction of material in the classroom without forfeiting the instructional benefits of controversy.
2. Faculty members are entitled to all rights and privileges of academic freedom in the classroom while discussing the subjects they teach. No faculty member, however, should attempt to force on students a personal viewpoint that is intolerant of the rights of others to hold or express diverse opinions.
3. Faculty members recognize their responsibility to maintain competence in their disciplines through continued professional development and to demonstrate that competence through consistently adequate preparation and performance.
4. Faculty members recognize that the public will judge their institutions and their profession by their public conduct. Therefore, faculty members should always make clear that the views they express are their own and should avoid creating the impression that they speak or act on behalf of their employing institutions or of their profession.

It is the policy of the College District to:

1. Entitle faculty members freedom in the classroom in discussing the subject that they teach;

EMPLOYEE RIGHTS AND PRIVILEGES
EMPLOYEE EXPRESSION AND USE OF COLLEGE FACILITIES

DGC
(LOCAL)

2. Hold each faculty member responsible for judicious use of controversial material in the classroom and limit introduction of such material only as it has clear relationship to the approved curriculum and subject; and
3. Hold each faculty member responsible for maintenance of competencies, exercising professional integrity, being professional in conduct with students, and recognizing and exercising that the faculty member's right to freedom of expression must be balanced with the interest of the state as an employer, so as not to nullify constitutional protection.

The College District shall address faculty academic freedom and the associated responsibilities in appropriate College District publications.

Complaints regarding alleged violations of the right to academic freedom shall be filed in accordance with DGBA(LOCAL).

Distribution of Literature

Written or printed materials, handbills, photographs, pictures, films, tapes, or other visual or auditory materials not sponsored by the College District shall not be sold, circulated, distributed, or posted on any College District premises by any employee or employee organization, except in accordance with this policy.

The College District shall not be responsible for, nor shall the College District endorse, the contents of any materials distributed by an employee or employee organization.

Limitations on Content

Materials shall not be distributed by an employee or employee organization on College District property if:

1. The materials are obscene;
2. The materials contain defamatory statements about public figures or others;
3. The materials advocate imminent lawless or disruptive action and are likely to incite or produce such action;
4. The materials are considered prohibited harassment **or anti-semitism**. [see DIA series and FFD series];
5. The materials constitute nonpermissible solicitation [see DHC]; or
6. The materials infringe upon intellectual property rights of the College District [see CT].

Time, Place, and Manner Restrictions

Distribution of materials shall be conducted in a manner that:

1. Is not disruptive to College District operations;

2. Does not impede reasonable access to College District facilities;
3. Does not result in damage to College District property;
4. Does not interfere with the rights of others; and
5. Does not violate local, state, or federal laws or College District policies and procedures.

The distributor shall clean the distribution area of any discarded or leftover materials. Additionally, any posted material shall be removed and disposed of properly.

The campus administrator shall designate times, locations, and means by which materials that are appropriate for distribution, as provided in this policy, may be made available or distributed by employees or employee organizations to employees or others in College District facilities and areas that are not considered common outdoor areas.

Use of Facilities and Grounds

The facilities and grounds of the College District shall be made available to employees or employee organizations when such use does not conflict with use by, or any of the policies and procedures of, the College District. The requesting employees or employee organization shall pay all expenses incurred by their use of the facilities in accordance with a fee schedule developed by the College President or designee and approved by the Board.

An "employee organization" is an organization composed only of College District faculty and staff or an employee professional organization.

Requests

To request permission to meet or host a speaker in College District facilities, interested employees or employee organizations shall file a written request with the campus administrator in accordance with administrative procedures.

The employees or the employee organization making the request shall indicate that they have read and understand the policies and rules governing use of College District facilities and that they will abide by those rules.

Approval

The campus administrator shall approve or reject the request in accordance with provisions and deadlines set out in this policy and administrative procedures, without regard to the religious, political, philosophical, ideological, academic viewpoint, or other content of the speech likely to be associated with the employees' or employee organization's use of the facility.

Approval shall not be granted when the official has reasonable grounds to believe that:

1. The College District facility requested is unavailable, inadequate, or inappropriate to accommodate the proposed use at the time requested;
2. The applicant is under a disciplinary penalty or sanction prohibiting the use of the facility;
3. The proposed use includes nonpermissible solicitation [see DHC];
4. The proposed use would constitute an immediate and actual danger to the peace or security of the College District that available law enforcement officials could not control with reasonable efforts;
5. The applicant owes a monetary debt to the College District and the debt is considered delinquent;
6. The proposed activity would disrupt or disturb the regular academic program;
7. The proposed use would result in damage to or defacement of property or the applicant has previously damaged College District property; or
8. The proposed activity would constitute an unauthorized joint sponsorship with an outside group.
- 8.9. The proposed use would constitute expression that is considered prohibited harassment or antisemitism.**

The campus administrator shall provide the applicant a written statement of the grounds for rejection if a request is denied.

*Common
Outdoor Area
Exception*

Common outdoor areas are traditional public forums and are not subject to the approval procedures. Employees and employee organizations may engage in expressive activities in common outdoor areas, unless:

1. The person's conduct is unlawful, **including, but not limited to, expression that is considered prohibited harassment or antisemitism**;
2. The use would constitute an immediate and actual danger to the peace or security of the College District that available law enforcement officials could not control with reasonable efforts;
3. The use would materially or substantially disrupt or disturb the regular academic program; or

EMPLOYEE RIGHTS AND PRIVILEGES
EMPLOYEE EXPRESSION AND USE OF COLLEGE FACILITIES

DGC
(LOCAL)

4. The use would result in damage to or defacement of property.

Announcements
and Publicity

In accordance with administrative procedures, all employees and employee organizations shall be given access on the same basis for making announcements and publicizing their meetings and activities.

Identification

Employees and employee organizations using College District facilities must provide identification when requested to do so by a College District representative.

Violations

Failure to comply with this policy and associated procedures shall result in appropriate administrative action, including but not limited to, **termination**, suspension of an employee's or employee organization's use of College District facilities and/or other disciplinary action in accordance with the College District's policies and procedures and the employee handbook.

Interference with
Expression

Faculty, students, or student organizations that interfere with the expressive activities permitted by this policy shall be subject to disciplinary action in accordance with the College District's discipline policies and procedures. [See DH, FM, and FMA]

Appeals

Decisions made by the administration under this policy may be appealed in accordance with DGBA(LOCAL) and FLD(LOCAL) as applicable.

Publication

This policy and associated procedures must be posted on the College District's website and distributed in the employee and student handbooks and other appropriate publications.

MANUAL OF POLICY

Title	Freedom of Expression	6112
Legal Authority	Approval of the Board of Trustees	Page 1 of 2
Date Approved by Board	As Adopted by Board Minute Order Dated July 28, 2020	

I. Purpose

The purpose of this policy is to detail the rights and responsibilities related to expressive activities of persons on campus. South Texas College recognizes freedom of speech and assembly as central to the mission of an institution of higher education and ensures that all persons may assemble peaceably on the campuses of the College for expressive activities, including to listen to or observe the expressive activities of others, as set forth in this policy.

As defined by Texas Education Code 51.9315(a)(2), “Expressive activities” means any speech or expressive conduct protected by the First Amendment to the United States Constitution or by Section 8, Article I, Texas Constitution, and includes assemblies, protests, speeches, the distribution of written material, the carrying of signs, and the circulation of petitions. The term does not include commercial speech.

II. Policy

The College shall ensure that common outdoor areas of the College campuses are deemed traditional public forums. The College shall permit any person to engage in expressive activities in these areas of the College campuses freely, as long as the person’s conduct is not unlawful, and does not materially and substantially disrupt the functioning of the institution. This designation of traditional public forums is limited to the common outdoor areas of the College campuses.

The College reserves the right to impose reasonable restrictions on the time, place, and manner of expressive activities in the common outdoor areas. These restrictions shall be narrowly tailored to serve significant institutional interests; employ clear, published, content-neutral, and viewpoint-neutral criteria; provide for ample alternative means of expression; and allow members of the College community to assemble or distribute written material without a permit or other permission from the institution. The establishment of traditional public forums and reasonable restrictions thereon does not limit the right of student expression at other campus locations or prohibit faculty members from maintaining order in the classroom.

STUDENT RIGHTS AND RESPONSIBILITIES

Student rights and responsibilities regarding expressive activities shall allow any person to engage in expressive activities on campus, including by responding to the expressive activities or others, subject to the reasonable restrictions imposed by the College. The College shall establish disciplinary sanctions for students, student organizations, faculty, or any other individuals or groups who unduly interfere with the expressive activities of others on campus.

The College shall maintain a grievance procedure for addressing complaints of violations of interference with the expressive activities of others.

- Student rights and responsibilities regarding expressive activities shall be included in the Student Code of Conduct and published in the Student Handbook.
- Employee rights and responsibilities regarding expressive activities shall be included in the Employee Handbook and Faculty Handbook.

MANUAL OF POLICY

Title	Freedom of Expression	6112
Legal Authority	Approval of the Board of Trustees	Page 2 of 2

- The rights and responsibilities of other individuals and groups, regarding expressive activities, shall be included in the College Facilities Procedures.

The College shall not take any action against a student organization or deny the organization any benefit generally available to other student organizations at the College on the basis of a political, religious, philosophical, ideological, or academic viewpoint expressed by the organization or of any expressive activities of the organization

SPEAKERS ON CAMPUS

Student organizations, faculty, and staff shall be allowed to invite speakers to speak on campus. In order to approve a speaker to speak on campus or in order to determine the amount of a fee to be charged for use of College facilities for purposes of engaging in expressive activities, the College will consider only content-neutral and viewpoint-neutral criteria related to the needs of the events. The College shall not consider any anticipated controversy related to the event in the approval process.

Procedures for the use of College facilities are available to enrolled students in the Student Handbook and to College employees in the Faculty Handbook and Employee Handbook This policy and related procedures shall be disseminated electronically to students during orientation and shall be posted to the College website.

III. History

Origination Date Approved by Board:
July 28, 2020

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

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

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

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

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

- a. Approval to Contract Geotechnical Engineering and Materials Testing Services
- b. Approval of Schematic Design and Authorization to Proceed with Solicitation of Construction Services for the Pecan West Continuing Education Building A
- c. Approval of Substantial Completion of the Mid Valley Campus Workforce Center Building D HVAC-R Classroom & Covered Area
- d. Approval of Substantial Completion of the Mid Valley Campus Building M Automotive Lab Expansion
- e. Approval of Unexpended Plant Fund – Construction Proposed Projects and Preliminary Budgets for Fiscal Year 2024 – 2025
- f. Approval of Renewals & Replacements Plant Fund Proposed Projects and Preliminary Budgets for Fiscal Year 2024 – 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 approve and authorize items a – f of the Facilities Committee Consent Agenda as presented.

Approval Recommended:

Dr. Ricardo J. Solis
President

Consent Agenda:

a. Approval to Contract Geotechnical Engineering and Materials Testing Services

Administration recommends Board approval of a pool of firms to provide geotechnical engineering and materials testing services as needed for various construction projects.

Purpose

The current approval of geotechnical engineering and materials testing services expires on July 27, 2024. Geotechnical and materials testing is required for many projects that may be concurrently under construction, therefore a minimum of three (3) firms should be in the approved pool to ensure firm availability. The new period term would begin July 28, 2024 through July 27, 2025 with the option to renew for two (2) one-year periods.

Background

At the previous solicitation for these services on July 27, 2021, the Board of Trustees approved all five (5) firms that submitted qualifications.

Solicitation for geotechnical engineering and materials testing services for the period of July 28, 2024 through July 27, 2025 began on April 10, 2024. A total of thirty (30) firms received a copy of the RFQ and a total of six (6) firms submitted their responses on April 25, 2024.

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

Advertised on	April 10, 2024 and April 17, 2024
RFQ Responses Due	April 25, 2024
RFQ Issued To	30 Vendors
Responses Received From	6 Responses
Responses Reviewed By	Facilities Operations & Maintenance, Facilities Planning & Construction, and Purchasing Departments

Once firms have been selected and approved by the Board of Trustees, the firms will be available to provide the College with geotechnical engineering and materials testing services as needed for various construction projects. Some of the anticipated engineering services which may be provided are as follows:

- Testing of soil conditions for proper foundation design
- Testing of select fill dirt for proper compaction
- Testing of concrete samples during concrete pours
- Testing of sub-grades, caliche base, and asphalt for parking areas
- Testing of structural steel reinforcing
- Testing of steel welding
- Testing of floors for levelness
- Testing of fireproof materials
- Testing of environmental conditions including air quality
- Testing for identifying asbestos type materials

Based on previous projects, fees for these services could range from \$5,000 to \$45,000 depending on the scope and complexity of each construction project. As part of the fee negotiations process, each firm will be asked to provide unit costs for a standard list of

possible services. These unit costs will be used a basis for each future project fee proposal.

Staff recommends all six (6) firms be approved based on the submitted qualifications and evaluation ranking. They are as follows:

- Terracon Consultants, Inc.
- L&G Consulting Engineers, Inc.
- B2Z Engineering, LLC.
- Millennium Engineers Group, Inc.
- Intertek PSI
- Raba Kistner, Inc.

Based on legal counsel's advice, the selection of the contracting will be on a rotational basis.

Enclosed Documents

Summaries of the scoring and ranking prepared by the College's Purchasing Department have been provided for the Board's review and information.

The Committee recommended Board approval of a pool consisting of the top six (6) ranked firms, Terracon Consultants, Inc.; L&G Consulting Engineers, Inc.; B2Z Engineering, LLC.; Millennium Engineers Group, Inc.; Intertek PSI; and Raba Kistner, Inc. to provide geotechnical engineering and materials testing services as needed for district-wide construction projects for the period beginning July 28, 2024 through July 27, 2025 with the option to renew for two (2) one-year periods 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 pool consisting of the top six (6) ranked firms, Terracon Consultants, Inc.; L&G Consulting Engineers, Inc.; B2Z Engineering, LLC.; Millennium Engineers Group, Inc.; Intertek PSI; and Raba Kistner, Inc. to provide geotechnical engineering and materials testing services as needed for district-wide construction projects for the period beginning July 28, 2024 through July 27, 2025 with the option to renew for two (2) one-year periods as presented..

Approval Recommended:

Dr. Ricardo J. Solis
President

**SOUTH TEXAS COLLEGE
ENGINEERING SERVICES - GEOTECHNICAL AND MATERIALS TESTING
PROJECT NO. 23-24-1048**

VENDOR	B2Z Engineering, LLC.	Intertek PSI	L&G Consulting Engineers, Inc.	Millennium Engineers Group, Inc.	Raba Kistner, Inc.	Terracon Consultants, Inc.
ADDRESS	900 S Stewart Rd Ste 4	2020 N Loop 499 Ste 302	2100 W Expressway 83	5804 N Gumwood Ave	800 E Hackberry	1506 Mid Cities Dr
CITY/STATE/ZIP	Mission, TX 78572	Harlingen, TX 78550	Mercedes, TX 78570	Pharr, TX 78577	McAllen, TX 78501	Pharr, TX 78577
PHONE	956-585-3773	956-423-6826	956-565-9813	956-702-8500	956-682-5332	956-283-8254
CONTACT	Aisha Gonzalez	Edward Pruske	Jacinto Garza	Raul Palma	Katrin Leonard	Jorge A. Flores
2.1 Statement of Interest						
2.1.1 Statement of Interest for Project	Stated they have extensive experience providing similar services to various public entities in the RGV and across the state of Texas.	Stated they have professional, technical and administrative personnel that can manage statewide contracts for institutes of higher education, hospitals, sports facilities.	Stated they have the knowledge, experience and equipment to meet any and all the needs of our clients.	The firm emphasized their local history and the experience of project manager in performing projects within all of Texas.	Emphasized the 55+ years of continuous service by the same executive management and their work on more than 120 projects for STC.	Provided an extended statement that mentions the firm's strong local presence, their full service capabilities and their previous experience in providing services to STC.
2.1.2 History and Statistics of Firm	- Founded in 2009 - Located in Mission, TX - Expanded to Houston and Austin	- Over 50+ years of experience - 100 offices in the US 17 in Texas - 1,800 employees	- Founded over 20+ years - Office in Mercedes and Mission - 45 Employees	- Firm was established in 2001 - Multiple Offices 7 - Offices in Pharr and San Benito	- Firm was founded in 1968 - Has 11 offices across the US and Mexico and over 500 employees	- Firm established in 1965 - 6,000+ employees - Over 500 staff in Texas offices
2.1.3 Narrative describing the design team's unique qualifications and specialized design experience as it relates to the project	Stated their team was constructed with the simple goal of being able to provide STC with the highest level of services	Stated they have everything in house own drill rigs, drill crews, laboratory testing in house, and will prepare reports in a timely manner.	Stated they have in-house dedicated discrete branches for needed project assistance including a ROW Acquisition Division, Utility Investigation & Relocation Specialty Division, Environmental Assessment Division and Geotechnical & CMT Division.	Stated they believe that client satisfaction, reputable and prompt service and staying in stride with the latest technologies and tools will give our firm a unique advantage in providing a service to you as our client.	Stated they are uniquely qualified to assist with STC for the following reasons: familiarity with STC College Campuses, Safety, Proximity to all STC campuses, Depth of resources, and keeping you informed.	Stated they are experienced on many levels of construction materials projects involvement, from reporting results to concrete cylinder tests to sophisticated research projects.
2.1.4 Statement of Availability and Commitment	Stated they have staff available to begin work immediately for any size project.	Committed to provide the necessary resources, people and equipment for the project.	Indicated that any and all work product can and will be completed in a timely manner.	Indicated their commitment to STC by providing staff and resources to be responsive to South Texas College projects. Added that key personnel would be available for the life of the project.	Stated they committed to providing high quality service and has the staffing necessary to serve this project in an efficient and timely manner.	Indicated the commitment of the key professionals to providing services to STC. Pointed to the previous work performed for the college.

**SOUTH TEXAS COLLEGE
ENGINEERING SERVICES - GEOTECHNICAL AND MATERIALS TESTING
PROJECT NO. 23-24-1048**

VENDOR	B2Z Engineering, LLC.	Intertek PSI	L&G Consulting Engineers, Inc.	Millennium Engineers Group, Inc.	Raba Kistner, Inc.	Terracon Consultants, Inc.
2.2 Prime Firm	<p>Provided resumes for the following:</p> <ul style="list-style-type: none"> - Aisha Gonzalez, President/Owner - Reza Badiozzamani, P.E., CFM - Mark McClelland, P.E., QA/QC Manager - Oliver F. Salgado, P.E., Geotechnical/CMT Lead - Hector Cantu, Corporate Lab Manager - Jorge Solis, Laboratory Manager 	<p>Provided resumes for the following:</p> <ul style="list-style-type: none"> - Raymond Martinez, P.G., Branch Manager - Dexter Bacon, PE, Chief Engineer-Principal In Charge Geotechnical Services - William Ciggehlakis, P.E., Chief Engineer-Principal In Charge Construction Materials Testing Services - S. Peter Gonzales, P.E., Department Manager Construction Materials Testing Services - Philip L. Johnson, P.E., Department Manager - Louis Ratcliffe, EIT, Project Engineer - Henry Galindo, P.E., Project Engineer - John Langani, IAC, MAC, P.G., LEED AP, Lead Risk Assessor, Principal Consultant - Steven Bohannon, IAC, Project Manager - Brian Garcia, Project Scientist 	<p>Provided resumes for the following:</p> <ul style="list-style-type: none"> - Jacinto Garza, P.E., CEO/Principal - David A. Saenz, P.E., C.F.M, Project Manager - Ricardo Gallaga, P.E., Senior Construction Engineer and Assistant Project Manager/QA/QC/Geotechnical & CMT Services - Velma Garcia, Environmental Specialist - Mr. Casares - CMT Laboratory Manager 	<p>Provided Resumes for the following:</p> <ul style="list-style-type: none"> - Andres Palma, P.E., President - Raul Palma, P.E., Chief Geotechnical Engineer - Juan M. Borjon, P.E., Director of Engineering - Amos Emerson, P.E., Geotechnical Engineering PE - Joel Warriner, P.E. Sr. Geotechnical Engineer - Dr. Thang Pham, Ph.D., P.E. Sr. Geotechnical/CMT Materials Engineer - Sergio Tovar, Director of Operations & Finance - Humberto Palma, NICET, CWI, Materials Manager - Robert Estrada, Business Development 	<p>Provided resumes for the following staff:</p> <ul style="list-style-type: none"> - Katrin M. Leonard, P.E., Vice President - Saul Cruz, EIT - Edwin Manrique, EIT 	<p>Provided resumes for the following staff:</p> <ul style="list-style-type: none"> - Jorge Flores, P.G., Office Manager/Environmental Department - Alfonso A. Soto, P.E., D. GE, F.ASCE, Geotechnical and Construction Materials Department Manager - Martin Reyes, E.I.T., Senior Staff Engineer - Sam Mustapha Rahamanizhad, PH.D., AMASCE, Geotechnical Project Manager - Stephany Chacon, EIT, Geotechnical Specialist - Guadalupe Leal, Construction Materials Testing Group Manager - Jorge L. Perez, Construction Materials Testing Project Manager - George Flores, Jr., Field Supervisor/Project Manager - Eloy Palacios, Environmental Manager/Asbestos Consultant/Indoor Air Quality Consultant - Tomas Cruz, Environmental Project Manager - Jose A. Garcia III, Environmental Staff Scientist
2.2.2 Project Assignments and Lines of Authority	Listed five key personnel and their availability to the projects.	Listed ten key personnel and the percentage of availability to the projects.	Lines of authority are indicated in the organization chart.	Indicated that Mr. Palma, the Chief Engineer, will serve as team project leader for services for STC. The lines of authority are shown in an organization chart.	Presented assignments of seven named staff members. Lines of authority are shown on organization chart.	Pointed out how their employees are crossed trained for maximum efficiency. Also, listed the roles of employees.
2.2.3 Prime Firm proximity and meeting availability	Stated they are always available to attend planned and/or unexpected meetings.	Stated that they can start services 24 hours after being awarded the project. Will be available 24/7 for the College.	Stated the proximity is about 30 minutes from their Mercedes office.	Stated they will communicate daily and will hold biweekly meetings.	Stated their McAllen office is located centrally among all of the STC Campus. With no more than 10 minutes to the PCN Campus for any meetings.	Stated their office is less than 5 miles and 15 minutes from STC.
2.2.4 Describe any litigation the prime firm is currently involved in which could affect the firm's ability to provide professional services to STC	Stated they do not currently have, nor has it ever had, any litigations against or involving the firms or its agents or employees.	Stated they have been involved in proceedings in the past as a plaintiff or defendant. But this will not affect the project with STC.	Stated they don't have any pending litigations in Hidalgo County or surrounding areas that could affect the ability to provide professional services.	Stated they do not have any pending litigation against or involving services that have been preformed by MEG.	Stated they are not currently involved in any litigation whose outcome in any way would impact their ability to provide services.	Indicated that the number of claims received annually is a very small percentage of the overall number of projects performed, well less than 0.5% of the total.

**SOUTH TEXAS COLLEGE
ENGINEERING SERVICES - GEOTECHNICAL AND MATERIALS TESTING
PROJECT NO. 23-24-1048**

VENDOR	B2Z Engineering, LLC.	Intertek PSI	L&G Consulting Engineers, Inc.	Millennium Engineers Group, Inc.	Raba Kistner, Inc.	Terracon Consultants, Inc.
2.3 Project Team						
2.3.1 Organization chart with Role of Prime Firm and Consultants	Included organization chart which shows role of each staff member.	Included organization chart which shows role of each staff member.	Included organization chart that shows all staff by position and their occupational titles. No consultants are shown.	Included organization chart which shows role of each staff member.	Stated they will provide all services in the RFQ with in-house resources. Additional Consultant firms will not be used.	Provided a detailed organization chart with clear lines of authority. It includes one consultant (Southwest Drilling) for geotechnical drilling.
2.4 Representative Projects						
2.4.1 Representative Projects Information	<ul style="list-style-type: none"> - El Paraiso Health Clinic Improvements Project & Hidalgo County Precinct 3 - Hidalgo County Public Health Facility - Hidalgo County Health Department 	<ul style="list-style-type: none"> - Toros College Prep School - Edinburg, Texas - University of Incarnate Word Dubuis Hall Renovation - San Antonio, Texas - TLU Soccer Field House and Sports Athletic Center - Seguin, Texas 	<ul style="list-style-type: none"> - 10t Street Extension Roadway Project - Hidalgo County From SH 107 to FM 1925 (Monte Cristo Rd) - Regional Linear Park Project - Hidalgo County S. San Antonio Ave. (San Juan) to 2nd Street to Hall Acres Rd - Inspiration Rd - City of Mission From US 83 Expressway to Mile 3 	<ul style="list-style-type: none"> - South Texas College - STC Cooper Center for Performing Arts Music & Dance Expansion & Renovation Project - Texas Southmost College - Recreation and Child Care Centers - Edinburg Independent School District - ECISD New Administration Parking Lot Improvements 	<ul style="list-style-type: none"> - UTRGV Cancer and Surgery Center - UT Rio Grande Valley - Regional Center of Public Safety Excellence - South Texas College - Edinburg CISD and UTRGV Collegiate High School - Edinburg CISD - University of Texas at Rio Grande Valley Science Building Expansion - University of Texas at Rio Grande Valley - City of Pharr Aquatic Facility - City of Pharr 	<ul style="list-style-type: none"> - UTRGV - McAllen Collegiate Academy - South Texas College - STC Regional Center for Public Safety Excellence-Two Story Fire Training Structure - South Texas College - Asbestos Inspection Services - Several STC Campuses Valley Wide
2.5 References						
2.5.1 List of References	<ul style="list-style-type: none"> - Hidalgo County Precinct No. 2 - Hidalgo County Precinct No. 3 - Hidalgo County Health Department 	<ul style="list-style-type: none"> - UTSA - University of Incarnate Word - Texas Lutheran University 	<ul style="list-style-type: none"> - Hidalgo County Pct. 4 - Hidalgo County Pct. 2 - City of Mission 	<ul style="list-style-type: none"> - Texas Southmost College - The University of Texas Rio Grande Valley - Brownsville ISD - Edinburg ISD - Laredo ISD 	<ul style="list-style-type: none"> - UTRGV - Edinburg CISD - Brownsville ISD 	<ul style="list-style-type: none"> - UTRGV (3 Representatives)

**SOUTH TEXAS COLLEGE
ENGINEERING SERVICES - GEOTECHNICAL AND MATERIALS TESTING
PROJECT NO. 23-24-1048**

VENDOR	B2Z Engineering, LLC.	Intertek PSI	L&G Consulting Engineers, Inc.	Millennium Engineers Group, Inc.	Raba Kistner, Inc.	Terracon Consultants, Inc.
2.6 Execution of Services						
2.6.1 Firm's quality assurance program.	Indicated they have a three-tiered approach to QA/QC where the first QA/QC comes from the Task Leads, followed by the QA/QC oversight representative and lastly the Project Manager.	Firm has stated that they will have appropriate personal at all times. Will have the Principal Consultant or Chief Engineer perform technical reviews to ensure and deliver the best QC for any project.	Indicated the quality control and quality assurance in the field of CMT is a must to ensure all testing is of the highest quality. Their three tiered approach provides a triple check system of all reports, design and recommendations prior to submittal to client.	Indicated that quality control is monitored in every aspect of work. The QC program has been approved by the American Association of State Highway and Transportation Officials (ASSHTO).	Stated that they embrace continued improvement of the effectiveness and efficiency of the QMS process to meet the needs and expectations of our clients.	Firm maintains a Quality Control/Quality Assurance policy and procedures manual.
2.6.2 Willingness and ability to expedite services. Ability to supplement production.	Indicated they have the capacity and capability to fulfill all requests for expedited geotechnical and material testing services for STC.	Stated that all personal has over 50 years of experience and will deliver the best work possible.	Indicated the staffing and qualified and experienced team of professionals dedicated to getting a project done under any circumstances.	Indicated their team would make recommendations on the course of action to the client when issues of potential delays or increased cost arise.	Indicated they are familiar with timing and fiscal constraints and understand the sensitivity required for service turnaround time and scheduling.	Pointed out firm's ability to expand capacity by following two practices: Sharing of work between all of firm's offices and having staff work overtime hours during heavy workload periods.
EVALUATION POINTS	548.20	544.20	556.80	546.80	543.20	575.80
RANKING	3	5	2	4	6	1

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

**SOUTH TEXAS COLLEGE
ENGINEERING SERVICES - GEOTECHNICAL AND MATERIALS TESTING
PROJECT NO. 23-24-1048
EVALUATION SUMMARY**

VENDOR	B2Z Engineering, LLC.	Intertek PSI	L&G Consulting Engineers, Inc.	Millennium Engineers Group, Inc.	Raba Kistner, Inc.	Terracon Consultants, Inc.						
ADDRESS	900 S Stewart Rd Ste 4	2020 N Loop 499 Ste 302	2100 W Expressway 83	5804 N Gumwood Ave	800 E Hackberry	1506 Mid Cities Dr						
CITY/STATE/ZIP	Mission, TX 78572	Harlingen, TX 78550	Mercedes, TX 78570	Pharr, TX 78577	McAllen, TX 78501	Pharr, TX 78577						
PHONE	956-585-3773	956-423-6826	956-565-9813	956-702-8500	956-682-5332	956-283-8254						
CONTACT	Aisha Gonzalez	Edward Pruske	Jacinto Garza	Raul Palma	Katrin Leonard	Jorge A. Flores						
2.1 Statement of Interest (up to 100 points)												
2.1.1 Statement of interest on projects including a narrative describing the prime firm's unique qualifications	95	94.60	95	93.80	90	89.20	95	94.40	95	95.20	95	94.40
2.1.2 Firm History and important statistics	93		90		91		93		94			
2.1.3 Narrative describing the design team's unique qualifications and specialized design experience as it relates to the project	90		90		90		90		90		90	
2.1.4 Availability and commitment of firm and its principal(s), and key professionals	97		99		85		96		99		98	
	98		95		90		98		98		95	
2.2 Prime Firm (up to 100 points)												
2.2.1 Resumes giving the experience and expertise principles and key members for the prime firm that will be involved in the project(s) including their experience with similar projects and the number of years with the prime firm	95	95	95	93.80	90	90.20	95	95	90	92.40	95	95.20
2.2.2 Proposed project assignments, lines of authority, and communication for principals and key professional members of the prime firm that will be involved in the project(s). Indicate the estimated percent of time these individuals will be involved in the project(s)	92		90		90		92		92			
2.2.3 Prime Firm proximity and meeting availability	91		90		91		91		92		92	
2.2.4 Describe any litigation the prime firm is currently involved in which could affect the firm's ability to provide professional services to STC	99		99		85		99		98		99	
	98		95		95		98		90		98	
2.3 Project Team (up to 100 points)												
2.3.1 Organizational chart showing, the roles of the prime firm and each consultant firm or individual included --Identify the consultant and provide a brief history about the consultant --Describe the consultant's proposed role in the project and its related project experience --List a project(s) that the prime firm and the consultant have worked together on during the last five years --Provide a statement of the consultant's availability for the project(s) --Provide resumes giving the experience and expertise of principals and key professional members for the consultant who will be assigned to the project(s)	90	93.40	90	93.20	90	93.60	90	93.60	90	92.60	95	95.20
	92		92		93		93		93			
	91		90		91		91		91		91	
	99		99		99		99		99		99	
	95		95		95		95		90		98	
2.4 Representative Projects (up to 100 points)												
2.4.1 Specific data on 5 representative projects showing similarities --Project name and location; Project Owner and contact information; Project description; Whether the project was new construction, an addition, or a renovation	95	94	95	93.80	85	91.20	90	94	90	94.20	95	95.40
	93		90		90		93		92			
	90		90		91		91		92		92	
	99		99		95		98		99		99	
	95		95		95		95		98		98	
2.5 Five References (up to 100 points)												
2.5.1 Provide references for any three of the projects, other than STC, listed in response to Part four, 2.4.1. The references shall include: Owner's name, Owner's representative who served as the day-to-day liaison during planning, design, and construction of the project, and the Owner representative's telephone number	76	76	76	76	100	100	76	76	76	76	100	100
	76		76		100		76		76			
	76		76		100		76		76		76	
	76		76		100		76		76		76	
	76		76		100		76		76		76	
2.6 Project Execution (up to 100 points)												
2.6.1 Provide information as part of submission response to assure that the firm is willing and able to expedite services for various types of projects. Please provide insight if firm is able to supplement production capability in order to meet schedule demands. -- Describe the firm's quality assurance program explaining the methods used and how the firm maintains quality control during the phases of a project.	95	94.80	95	93.60	85	92.60	90	93.80	90	92.80	95	95.60
	95		90		95		94		93			
	90		90		90		90		90		90	
	99		98		98		100		96		100	
	95		95		95		95		95		98	
TOTAL EVALUATION POINTS	548.20	544.20	556.80	546.80	543.20	575.80						
RANKING	3	5	2	4	6	1						

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

Consent Agenda:

b. Approval of Schematic Design and Authorization to Proceed with Solicitation of Construction Services for the Pecan West Continuing Education Building A

Administration recommends Board approval of schematic design prepared by ERO Architects and authorization to proceed with Solicitation of Construction Services for the Pecan West Continuing Education Building A project.

Purpose

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

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

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

Background

On December 6, 2023, the Board of Trustees approved contracting architectural services with ERO Architects for this project. On April 23, 2024, the Board approved the preliminary design of the project. The architect has worked with College staff to develop a schematic design to meet the needs of the Continuing Education department.

The project consists of the construction of a new building for the Continuing Education department and the Testing Center.

- Design and construction of the building to include:
 - **Instructional Spaces**
 - Classrooms
 - Computer Labs
 - Health Lab
 - Staff & Faculty Offices
 - Administrative Spaces
 - Work Areas
 - Conference Room
 - Waiting Area
 - **Testing Center**
 - Waiting Area
 - Testing Labs
 - Proctor Area
 - Offices
 - **Cashier Area**
 - Cashiers
 - Vault

- **General Areas**
 - Lobby
 - Courtyard
 - Storage Rooms
 - Break Room
- **Support Spaces**
 - Mechanical Room
 - Electrical Room
 - Riser Room
 - Restrooms
 - IDF Room
 - Custodial
 - Restrooms
- Total Square Feet of Expansion: 23,500 sq. ft.

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

Pecan West Continuing Education Building A Construction Budget and Estimated Cost		
Construction Budget	Estimated Construction Cost	Variance
\$8,225,000	\$8,320,000	(\$95,000)

The total project budget is \$10,651,375, which includes funds for construction, design, miscellaneous, furniture, fixtures, and equipment (FFE), and technology costs.

Funding Source

Funds for the Pecan West Continuing Education Building A Project 2021-002C are available in the Unexpended Construction Plant Fund for use in FY 2023 – 2024.

Reviewers

The schematic design has been reviewed by College staff from the Academic Affairs Division, Student Affairs and Enrollment Management Division, Facilities Planning & Construction, Administration, and Coordinated Operations Council.

Estimated Project Timeline

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

Enclosed Documents

ERO Architects has developed a schematic presentation describing the proposed design. Enclosed are drawings of the site plans, a floor plan, exterior views, and a fact sheet.

Presenters

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

The Committee recommended Board approval of the proposed schematic design and authorization to proceed with solicitation of construction services for the Pecan West Continuing Education Building A project as presented.

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

The Board of Trustees of South Texas College approves and authorizes the proposed schematic design and authorization to proceed with solicitation of construction services for the Pecan West Continuing Education Building A project as presented.

Approval Recommended:

Dr. Ricardo J. Solis
President

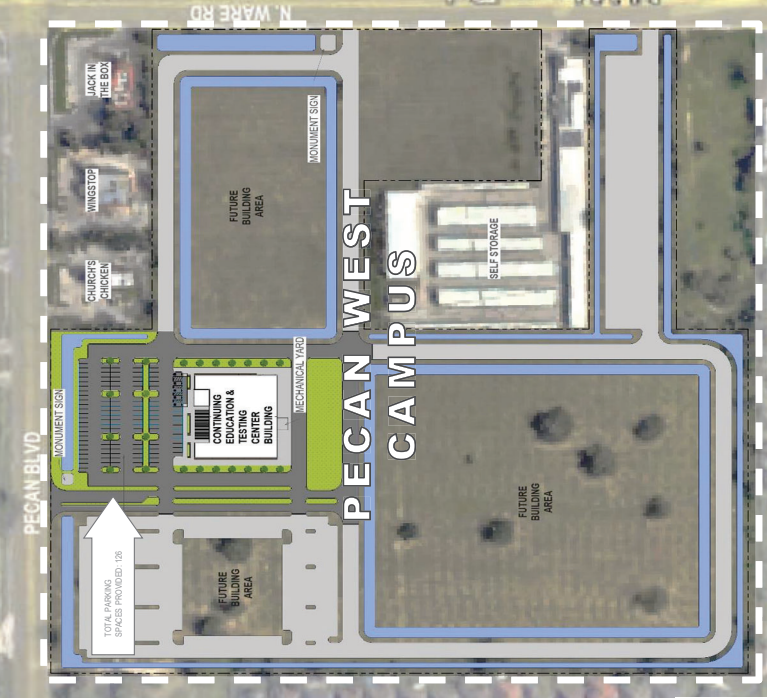
PECAN WEST CONTINUING EDUCATION & TESTING CENTER BUILDING

PHASE II: SCHEMATIC DESIGN

JUNE 11, 2024

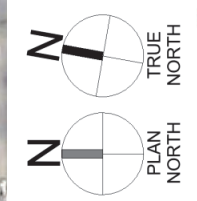
- Location Map
- Site Plan
- Project Site Plan
- Program
- Floor Plan
- Exterior Views
- Project Schedule
- Project Budget

LOCATION MAP



PECAN
CAMPUS

PECAN WEST
CAMPUS



SITE PLAN

495

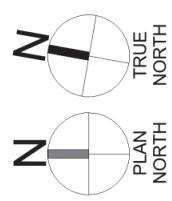
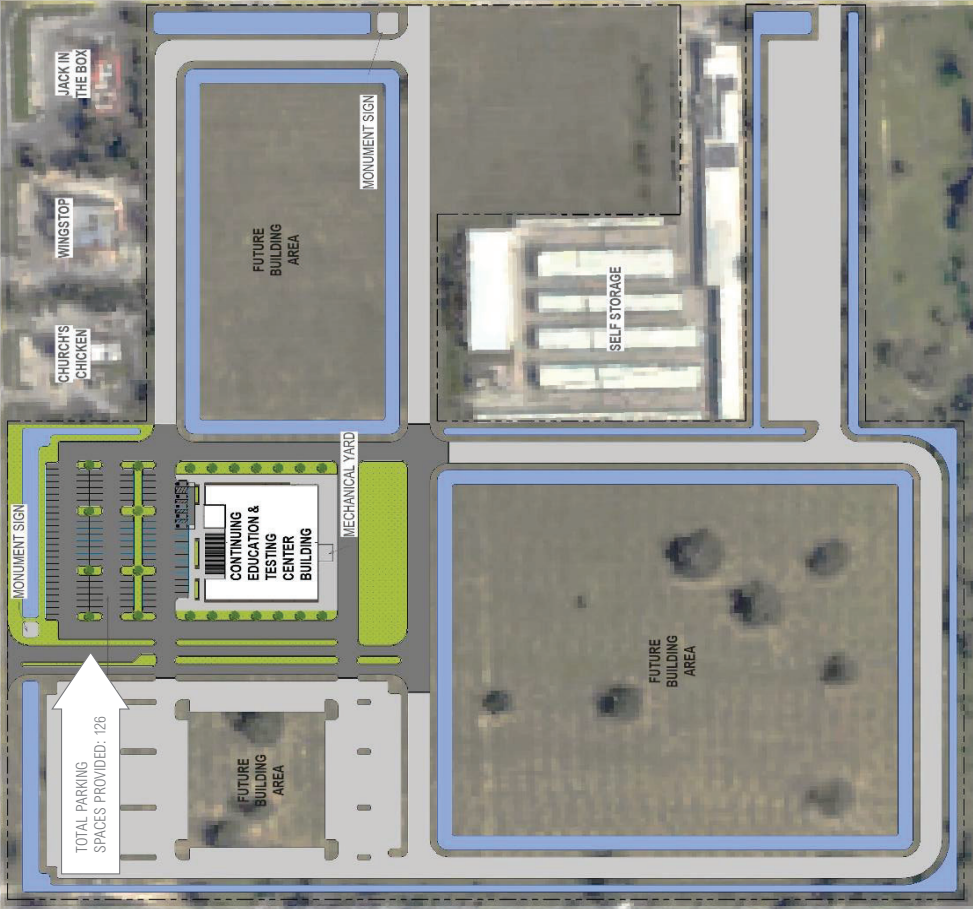
PECAN BLVD

N. WARE RD

N Ware Rd

N 40th LN

N 41st St



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PROJECT SITE PLAN

PECAN BLVD



TOTAL PARKING
SPACES PROVIDED: 126

CONTINUING
EDUCATION &
TESTING
CENTER
BUILDING

FUTURE
BUILDING
AREA

FUTURE
BUILDING
AREA

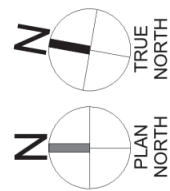
MECHANICAL YARD

MONUMENT SIGN

MONUMENT SIGN

WINGSTOP

CHURCH'S
CHICKEN



SOUTH TEXAS
COLLEGE

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ERO
ARCHITECTS

PROGRAM

	Name/Space	Total SF	Comments
1.	Classrooms	8,230 SF	Continuing Education Department
2.	Administration	3,200 SF	Continuing Education Department
3.	Testing Center	4,070 SF	Testing Department
4.	Shared by 2 & 3	590 SF	This includes a Conference and a Breakroom.
5.	Common Area	4,800 SF	This includes the Main entrance, Lobby, Student open seating, and building circulation.
6.	Building Services	2,610 SF	This includes MDF, Janitor's closet, Restrooms, Electrical room, Mechanical room, Riser room and exterior walls.
Total SF		23,500 SF	

NORTH VIEW



NORTH-EAST VIEW



201



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ERO
ARCHITECTS

NORTH-WEST VIEW



COURTYARD VIEW



PROJECT SCHEDULE

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

PROJECT BUDGET

Budget	Probable Cost of Construction
\$8,225,000	\$8,320,000



Project Fact Sheet
6/3/2024

Project Name: Pecan West - Continuing Education Building and Testing Center Addition **Project No.** 2021-002C

Funding Source(s): Unexpended Plant Fund

			FY 21-22			FY 22-23			
	Original Project Budget	Revised Project Budget	Project Budget	Variance of Project Budget vs. Actual		Project Budget	Variance of Project Budget vs. Actual		
				FY 21-22 Actual	Expenditures		FY 22-23 Actual	Expenditures	
Construction:	\$ 7,150,325.00	\$ 8,225,000.00	\$ -	\$ -	\$ -	\$ 480,630.00	\$ -	\$ 480,630.00	
Design:	715,033.00	822,500.00	355,500.00	-	355,500.00	42,660.00	-	42,660.00	
Miscellaneous:	166,535.00	205,625.00	42,660.00	-	42,660.00	-	1,019.91	(1,019.91)	
FFE:	491,706.00	699,125.00	-	-	-	-	-	-	
Technology:	564,084.00	699,125.00	-	-	-	-	-	-	
Total:	\$ 9,087,683.00	\$ 10,651,375.00	\$ 398,160.00	\$ -	\$ 398,160.00	\$ 523,290.00	\$ 1,019.91	\$ 522,270.09	

			FY 23-24			FY 24-25			Total Actual Expenditures To Date
	Original Project Budget	Revised Project Budget	Project Budget	Variance of Project Budget vs. Actual		Project Budget	Variance of Project Budget vs. Actual		
				FY 23-24 Actual	Expenditures		FY 24-25 Actual	Expenditures	
Construction:	\$ 1,138,100.00	\$ -	\$ 1,138,100.00	\$ -	\$ 1,138,100.00	\$ 1,962,652.00	\$ -	\$ 1,962,652.00	\$ -
Design:	157,550.00	22,500.00	135,050.00	-	135,050.00	254,219.00	-	254,219.00	22,500.00
Miscellaneous:	75,500.00	498.51	75,001.49	-	75,001.49	74,750.20	-	74,750.20	1,518.42
FFE:	-	-	-	-	-	216,126.00	-	216,126.00	-
Technology:	-	-	-	-	-	226,251.40	-	226,251.40	-
Total:	\$ 1,371,150.00	\$ 22,998.51	\$ 1,348,151.49	\$ -	\$ 1,348,151.49	\$ 2,733,998.60	\$ -	\$ 2,733,998.60	\$ 24,018.42

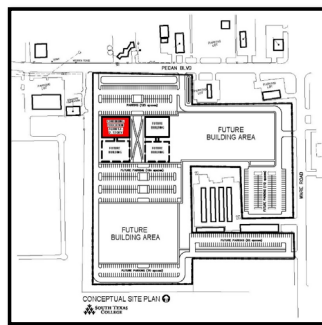
Project Team		Board Status							
Approval to Solicit Architect/Engineer:	7/25/2023	Board Approval of Schematic Design Substantial Completion Final Completion	TBD	Board Acceptance	TBD				
Architect/Engineer:	goERO International, LLC					Vendor	Contract Amount	Actual Expenditures	Variance
Contractor:	TBD					LLC (Site Design)	\$ 22,500.00	\$ 22,500.00	\$ -
STC FPC Project Manager:	David Valdez					goERO International, LLC	\$ 421,154.14	\$ -	\$ 421,154.14
			TBD						

Project Description	Project Scope
Design and construction of a new facility for Continuing Education.	Design and construction of a new 24,500 square foot facility to provide classrooms, a testing center, and office space for the programs serviced by Continuing Education.

Projected Timeline							
Board Approval to Solicit Architect/Engineer	Board Approval of Architect/Engineer	Board Approval of Schematic Design	Board Approval of Contractor	Construction Start Date	Board Approval of Substantial Completion Date	Board Approval of Final Completion Date	FFE Completion of Move In
7/25/2023	12/6/2023	6/25/2024	2/25/2025	3/24/2025	03/24/2026	04/24/2026	3/24/2026

Project Calendar of Expenditures by Fiscal Year						
Fiscal Year	Construction	Design	Miscellaneous	FFE	Tech	Project Total
2021-22	-	-	-	-	-	\$ -
2022-23	-	-	1,019.91	-	-	\$ 1,019.91
2023-24	-	22,500.00	498.51	-	-	\$ 22,998.51
2024-25	-	-	-	-	-	\$ -
Project Total	\$ -	\$ 22,500.00	\$ 1,518.42	\$ -	\$ -	\$ 24,018.42

Current Agenda Item
06/11/2024 Facilities Committee Meeting: Review and Recommend Action on Approval of Schematic Design and Authorization of Solicitation for Construction Services for the Pecan West Continuing Education Building A



FPC Project Manager *David Valdez*

FPC Asst. Director *Rob Collins*

FPC Director *RANA*

Consent Agenda:

c. Approval of Substantial Completion of the Mid Valley Campus Workforce Center Building D HVAC-R Classroom & Covered Area

Administration recommends Board approval of substantial completion of the Mid Valley Campus Workforce Center Building D HVAC-R Classroom & Covered Area project.

	Project	Completion Recommended	Date Received
1.	Mid Valley Campus Workforce Center Building D HVAC-R Classroom & Covered Area Project 2022-014C Engineer: PBK Architects, Inc. Contractor: Holchemont, Ltd.	Substantial Completion Recommended	June 5, 2024

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

College staff and the Engineer visited the site and developed a construction punch list on June 5, 2024. A Certificate of Substantial Completion has been issued. Substantial Completion was accomplished within the time allowed in the Owner/Contractor agreement for this project by Holchemont, Ltd. The original cost approved for this project was \$954,000.

The following table summarizes the current budget status:

Mid Valley Campus Workforce Center Building D HVAC-R Classroom & Covered Area					
Construction Budget	Approved Proposal Amount	Net Total Change Orders	Current Project Cost	Previous Amount Paid	Remaining Balance
\$421,875.00	\$954,000.00	\$0	\$954,000.00	\$855,659.00	\$98,341.00

Enclosed Documents

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

The Committee recommended Board approval of substantial completion of the Mid Valley Campus Workforce Center Building D HVAC-R Classroom & Covered Area project as presented.

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

The Board of Trustees of South Texas College approves and authorizes substantial completion of the Mid Valley Campus Workforce Center Building D HVAC-R Classroom & Covered Area project as presented.

Approval Recommended:

**Dr. Ricardo J. Solis
President**

Mid Valley Campus Building D HVAC-R Classroom & Covered Area



Mid Valley Campus Building D HVAC-R Classroom & Covered Area



Holchemont, LTD

CONTRACTOR (*Firm Name*)

SIGNATURE

Michael Montalvo,
President

PRINTED NAME AND TITLE

DATE

South Texas College

OWNER (*Firm Name*)

SIGNATURE

Richard J. Solis,
President

PRINTED NAME AND TITLE

DATE

Empty signature box for Michael Montalvo

Empty signature box for Richard J. Solis



Project Name: MVC - Workforce Building D HVAC-R Classroom & Outdoor Lab			Project No. 2022-014C			
Funding Source(s): Unexpended Plant Fund						
			FY21-22		FY22-23	
	Original Total	*Revised Total	FY 21-22	Variance of Project	FY 22-23	Variance of Project
	Project Budget	Project Budget	Project Budget	Budget vs. Actual	Project Budget	Budget vs. Actual
			Actual	Expenditures	Actual Expenditures	Expenditures
Construction:	\$ 400,000.00	\$ 954,000.00	\$ 84,000.00	\$ -	\$ 337,500.00	\$ 255,909.24
Design:	40,000.00	42,187.00	32,000.00	6,690.24	20,368.00	35,473.44
Miscellaneous:	12,000.00	12,000.00	8,000.00	-	12,000.00	12,976.84
FFE:	22,000.00	22,000.00	-	-	22,000.00	-
Technology:	34,000.00	34,000.00	-	-	34,000.00	-
Total:	\$ 508,000.00	\$ 1,064,187.00	\$ 124,000.00	\$ 6,690.24	\$ 425,868.00	\$ 304,359.52
					*Revised Project Budget based on the Construction cost amount.	
	FY 23-24					
	Project Budget	FY 23-24 Actual Expenditures	Variance of Project Budget vs. Actual Expenditures			Total Actual Expenditures To Date
Construction:	\$ 620,000.00	\$ 599,749.76	\$ 20,250.24			\$ 855,659.00
Design:	11,000.00	10,546.47	453.53			52,710.15
Miscellaneous:	4,200.00	1,000.00	3,200.00			13,976.84
FFE:	22,000.00	-	22,000.00			-
Technology:	34,000.00	-	34,000.00			-
Total:	\$ 691,200.00	\$ 611,296.23	\$ 79,903.77			\$ 922,345.99
Project Team			Board Status			
Approval to Solicit Architect/Engineer:	7/27/2021		Board Approval of Schematic Design	6/28/2022	Vendor	Contract Amount
Architect/Engineer:	PBK Architects				PBK Architects	\$ 34,533.99
Contractor:	Holchemont		Substantial Completion	TBD	Holchemont	\$ 954,000.00
						Actual Expenditures
						Variance
STC FPC Project Manager:	Martin Villarreal		Board Acceptance	TBD		\$ 52,710.15
			Final Completion	TBD		\$ (18,176.16)
						\$ 98,341.00
Project Description			Project Scope			
Add exterior space adjacent to Building D, for 5 work benches, 2 gas storage cabinets, and 1 classroom.			Design and construction of HVAC-R Classroom and Outside Covered Area for brazing instruction and equipment storage. 2,255 sqft			
Projected Timeline						
Board Approval to Solicit Architect/Engineer	Board Approval of Architect/Engineer	Board Approval of Schematic Design	Board Approval of Contractor	Construction Start Date	Board Approval of Substantial Completion Date	Board Approval of Final Completion Date
7/27/2021	10/26/2021	6/28/2022	1/31/2023	4/10/2023	6/25/2024	7/23/2024
						FFE Completion of Move In
						5/25/2024
Project Calendar of Expenditures by Fiscal Year						
Fiscal Year	Construction	Design	Miscellaneous	FFE	Tech	Project Total
2021-22	\$ -	\$ -	\$ 6,690.24	\$ -	\$ -	\$ 6,690.24
2022-23	\$ 255,909.24	\$ 35,473.44	\$ 12,976.84	\$ -	\$ -	\$ 304,359.52
2023-24	\$ 599,749.76	\$ 10,546.47	\$ 1,000.00	\$ -	\$ -	\$ 611,296.23
Project Total	\$ 855,659.00	\$ 52,710.15	\$ 13,976.84	\$ -	\$ -	\$ 922,345.99
Current Agenda Item						
6/11/24 Facilities Committee Meeting - Review and Recommend Action on Substantial Completion for the Mid Valley Campus Workforce Building D HVAC-R Classroom and OutdoorLab						

FPC Project Manager *Martin Villarreal*

FPC Asst. Director *Rita Cella*

FPC Director *RDA*

Consent Agenda:

d. Approval of Substantial Completion of the Mid Valley Campus Building M Automotive Lab Expansion

Administration recommends Board approval of substantial completion of the Mid Valley Campus Building M Automotive Lab Expansion project.

	Project	Completion Recommended	Date Received
1.	Mid Valley Campus Building M Automotive Lab Expansion Project 2022-012C Engineer: PBK Architects, Inc. Contractor: Holchemont, Ltd.	Substantial Completion Recommended	June 5, 2024

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

College staff and the Engineer visited the site and developed a construction punch list on June 5, 2024. A Certificate of Substantial Completion has been issued. Substantial Completion was accomplished within the time allowed in the Owner/Contractor agreement for this project by Holchemont, Ltd. The original cost approved for this project was \$2,045,000.

The following table summarizes the current budget status:

Mid Valley Campus Building M Automotive Lab Expansion					
Construction Budget	Approved Proposal Amount	Net Total Change Orders	Current Project Cost	Previous Amount Paid	Remaining Balance
\$953,700.00	\$2,045,000.00	\$0	\$2,045,000.00	1,681,151.66	\$363,848.34

Enclosed Documents

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

The Committee recommended Board approval of substantial completion of the Mid Valley Campus Building M Automotive Lab Expansion project as presented.

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

The Board of Trustees of South Texas College approves and authorizes substantial completion of the Mid Valley Campus Building M Automotive Lab Expansion project as presented.

Approval Recommended:

**Dr. Ricardo J. Solis
President**

Mid Valley Campus Building M Automotive Lab Expansion



Mid Valley Campus Building M Automotive Lab Expansion



DRAFT AIA® Document G704® - 2017

Certificate of Substantial Completion

PROJECT: <i>(name and address)</i> South Texas College: Mid-Valley Campus- WorkforceCenter Bldg D Automotive, HVAC-R & Welding Lab	CONTRACT INFORMATION: Contract For: General Construction Date: February 21, 2023	CERTIFICATE INFORMATION: Certificate Number: 001 Date: 06/05/2024
OWNER: <i>(name and address)</i> South Texas College 3201 Pecan Blvd McAllen, TX 78501	ARCHITECT: <i>(name and address)</i> PBK Architects, Inc. 6316 N. 10th Street, Bldg A, Ste 1 McAllen, TX 78504	CONTRACTOR: <i>(name and address)</i> Holchemont, LTD 900 N. Main Street McAllen, Texas 78501

The Work identified below has been reviewed and found, to the Architect's best knowledge, information, and belief, to be substantially complete. Substantial Completion is the stage in the progress of the Work when the Work or designated portion is sufficiently complete in accordance with the Contract Documents so that the Owner can occupy or utilize the Work for its intended use. The date of Substantial Completion of the Project or portion designated below is the date established by this Certificate.

(Identify the Work, or portion thereof, that is substantially complete.)

Automotive building and HVAC-R Classroom/Outdoor Lab

PBK Architects, Inc

ARCHITECT *(Firm Name)*

SIGNATURE

David I. Iglesias, Principal

PRINTED NAME AND TITLE

June 05, 2024

DATE OF SUBSTANTIAL COMPLETION

WARRANTIES

The date of Substantial Completion of the Project or portion designated above is also the date of commencement of applicable warranties required by the Contract Documents, except as stated below:

(Identify warranties that do not commence on the date of Substantial Completion, if any, and indicate their date of commencement.)

Per Specifications.

WORK TO BE COMPLETED OR CORRECTED

A list of items to be completed or corrected is attached hereto, or transmitted as agreed upon by the parties, and identified as follows:

(Identify the list of Work to be completed or corrected.)

Punch Lists:

The failure to include any items on such list does not alter the responsibility of the Contractor to complete all Work in accordance with the Contract Documents. Unless otherwise agreed to in writing, the date of commencement of warranties for items on the attached list will be the date of issuance of the final Certificate of Payment or the date of final payment, whichever occurs first. The Contractor will complete or correct the Work on the list of items attached hereto within thirty (30) days from the above date of Substantial Completion.

Cost estimate of Work to be completed or corrected: \$5,000.00

The responsibilities of the Owner and Contractor for security, maintenance, heat, utilities, damage to the Work, insurance, and other items identified below shall be as follows:

(Note: Owner's and Contractor's legal and insurance counsel should review insurance requirements and coverage.)

The Owner shall be responsible for all insurance, utilities, maintenance, security and damage to the work, except damage that may be caused by the Contractor's work forces during the correction of punch list items.

The Owner and Contractor hereby accept the responsibilities assigned to them in this Certificate of Substantial Completion:

Holchemont, LTD
CONTRACTOR (*Firm Name*)

SIGNATURE

South Texas College
OWNER (*Firm Name*)

SIGNATURE

Michael Montalvo,
President

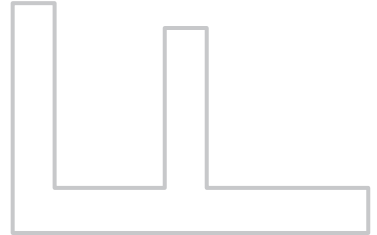
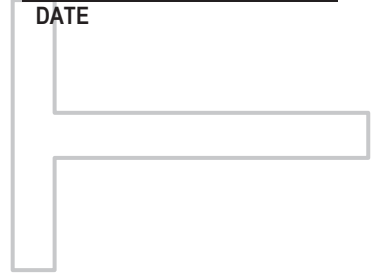
PRINTED NAME AND TITLE

DATE

Richard J. Solis,
President

PRINTED NAME AND TITLE

DATE



Project Name: MVC - Automotive Lab Building M	Project No.: 2022-012C
Funding Source(s): Unexpended Plant Fund	

	FY21-22			FY22-23				
	<u>Original Total Project Budget</u>	<u>*Revised Total Project Budget</u>	<u>Variance of Project Budget vs. Actual Expenditures</u>	<u>Project Budget</u>	<u>FY 22-23 Actual Expenditures</u>	<u>Variance of Project Budget vs. Actual Expenditures</u>		
Construction:	\$ 700,000.00	\$ 2,045,000.00	\$ 147,000.00	\$ 147,000.00	\$ 762,960.00	\$ 410,418.05	\$ 352,541.95	
Design:	70,000.00	95,370.00	56,000.00	10,306.24	45,693.76	37,208.00	62,733.06	(25,525.06)
Miscellaneous:	17,500.00	17,500.00	5,350.00	-	5,350.00	17,500.00	23,623.27	(6,123.27)
FFE:	38,500.00	38,500.00	-	-	-	38,500.00	-	38,500.00
Technology:	59,500.00	59,500.00	-	-	-	59,500.00	-	59,500.00
Total:	\$ 885,500.00	\$ 2,255,870.00	\$ 208,350.00	\$ 10,306.24	\$ 198,043.76	\$ 915,668.00	\$ 496,774.38	\$ 418,893.62

	FY 23-24			Total Actual Expenditures To Date
	<u>Project Budget</u>	<u>Actual Expenditures</u>	<u>Variance of Project Budget vs. Actual Expenditures</u>	
Construction:	\$ 1,330,000.00	\$ 1,270,732.61	\$ 59,267.39	\$ 1,681,150.66
Design:	18,000.00	17,944.80	55.20	90,984.10
Miscellaneous:	5,500.00	10,211.00	(4,711.00)	33,834.27
FFE:	38,500.00	-	38,500.00	-
Technology:	59,500.00	-	59,500.00	-
Total:	\$ 1,451,500.00	\$ 1,298,888.41	\$ 152,611.59	\$ 1,805,969.03

Project Team		Board Status					
Approval to Solicit Architect/Engineer:	7/27/2021	Board Approval of Schematic Design	6/28/2022	Vendor	Contract Amount	Actual Expenditures	Variance
Architect/Engineer:	PBK Architects			PBK Architects	\$ 61,806.04	\$ 90,984.10	\$ (29,178.06)
Contractor:	Holchemont			Holchemont	\$ 2,045,000.00	\$ 1,681,150.66	\$ 363,849.34
		Substantial Completion	TBD	Board Acceptance	TBD		
STC FPC Project Manager:	Martin Villarreal	Final Completion	TBD	Board Acceptance	TBD		

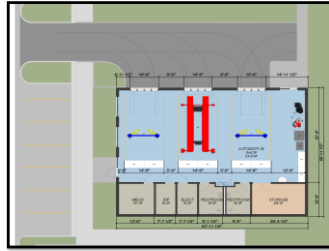
Project Description	Project Scope
Expand the Automotive Program area, which is currently sharing a small space with Welding Program. Would need to accommodate large specialized equipment.	Design and Construction of an Automotive Lab Expansion including 3 bays, storage, wash station, and eyewash. 3,468 sqft

Projected Timeline							
Board Approval to Solicit Architect/Engineer	Board Approval of Architect/Engineer	Board Approval of Schematic Design	Board Approval of Contractor	Construction Start Date	Board Approval of Substantial Completion Date	Board Approval of Final Completion Date	FFE Completion of Move In
7/27/2021	10/26/2021	6/28/2022	1/31/2023	4/10/2023	6/25/2024	7/23/2024	5/25/2024

Fiscal Year	Construction	Design	Miscellaneous	FFE	Tech	Project Total
2021-22	\$ -	\$ 10,306.24	\$ -	\$ -	\$ -	\$ 10,306.24
2022-23	410,418.05	62,733.06	23,623.27	-	-	496,774.38
2023-24	1,270,732.61	17,944.80	10,211.00	-	-	1,298,888.41
Project Total	\$ 1,681,150.66	\$ 90,984.10	\$ 33,834.27	\$ -	\$ -	\$ 1,805,969.03

Current Agenda Item

6/11/24 Facilities Committee Meeting - Review and Recommend Action on Substantial Completion for the Mid Valley Campus Workforce Building M Automotive Lab



FPC Project Manager *Martin Villarreal*

FPC Asst. Director *Rita Geller*

FPC Director *RMA*

Consent Agenda:

e. Approval of Unexpended Plant Fund – Construction Proposed Projects and Preliminary Budgets for Fiscal Year 2024 – 2025

Administration recommends Board approval of the Unexpended Plant Fund – Construction Proposed Projects and Preliminary Budgets for FY 2024 – 2025.

At the June 11, 2024 Facilities Committee meeting, Mary Elizondo and Ricardo de la Garza reviewed the proposed Unexpended Plant Fund - Construction Projects budgeted for FY 2024 – 2025. The proposed projects listed are managed by the College's Facilities Planning & Construction Department staff.

The definitions below provide a brief description of the Construction Projects and funding source:

Unexpended Plant Fund

The College utilizes the Unexpended Plant Fund to budget and fund new construction and renovation projects termed Capital Improvements Projects (CIPs).

The College's construction fund projects are identified on an annual basis through a broad-based involvement of Administration, President's Administrative Staff, and the Coordinated Operations Council to determine facilities needs and priorities.

Capital Improvements Projects

The CIPs are projects requested and reviewed by College personnel for new renovation and construction. In the CIP process, the College's administrative staff, in conjunction with their respective department/division staff, identify facility improvement needs and justifications. The various needs are described on a CIP form which includes a project description and evaluation criteria. The evaluation criteria requires the requestor to provide written statements describing how the proposed improvement supports the College's Strategic Directions. This CIP process was developed in order to prioritize improvements, provide an equitable opportunity, and provide an integrated planning process supporting the College mission and related priorities.

The proposed preliminary project budgets include the following budget categories: Construction; Design; Furniture, Fixtures, & Equipment (FFE); Miscellaneous Items; and Technology Equipment. The Miscellaneous items include materials testing, surveys, cost of advertisement, cost of printing, and related fees required by the governing authorities.

Funding Source

Upon Board approval, the proposed projects will be included in the Unexpended Plant Fund - Construction Fund budget for use in FY 2024 – 2025.

Presenters

Mary Elizondo, Vice President of the Finance & Administrative Services Division, and Ricardo de la Garza, Director of Facilities Planning & Construction, were available to address questions related to the proposed projects and budget.

Enclosed Documents

A report summarizing the proposed preliminary Unexpended Plant Funds Construction projects and budgets for FY 2024 – 2025 is enclosed for the Board’s review and information.

The Committee recommended Board approval of the Unexpended Plant Fund – Construction proposed projects and preliminary budgets for FY 2024 – 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 Unexpended Plant Fund – Construction proposed projects and preliminary budgets for FY 2024 – 2025.

Approval Recommended:

Dr. Ricardo J. Solis
President

South Texas College
Unexpended Plant Fund - Capital Improvement Projects
FY25 Proposed Projects and Budget

#	Project Name	Project Manager	Construction	Design	Misc.	F.F.E.	Tech.	Security	FY24 Continued Projects	FY25 New Projects	FY25Total Project Budget	20% Cost Escalation	FY25 Grand Total Project Budget
A. Pecan Campus													
1	Library Bldg. F Space Renovation Space Modifications of the existing Library Building F.	DV	\$ 100,000	\$ -	\$ -	\$ 100,000	\$ 40,000	\$ -	\$ 240,000	\$ -	\$ 240,000	\$ 48,000.00	\$ 288,000
2	Kinesiology Building Q Construct a new Kinesiology Building (Phase I) at the North side of the Pecan Campus.	SS	4,835,200	320,920	29,400	189,600	204,000	-	5,579,120	-	5,579,120	1,115,824	6,694,944
3	Cooper Center for Performing Arts Building L Music, Dance Expansion and Percussion Renovation Renovation and expansion of the existing Cooper Center for Performing Arts Building L.	MV	8,355,000	675,225	216,900	679,550	679,550	-	10,606,225	-	10,606,225	2,121,245	12,727,470
4	Business and Science Building G Engineering Lab Renovation Renovation existing classrooms and labs into two engineering labs.		400,000	40,000	10,000	50,000	-	-	500,000	-	500,000	100,000	600,000
5	Student Services Building K Renovation Renovation of advising, financial aid, and cashier areas.		1,644,032	149,472	46,052	140,000	140,000	-	2,119,556	-	2,119,556	423,911	2,543,467
6	North Academic Humanities Building P Renovation for the Accounts Receivable and Grant Accounting Departments Relocate the following to Bldg P: Accounts Receivable (from Bldg K), and AR/Grant Accounting Manager office (from Bldg N to area near Grant Accounting in P1.112)		50,000	-	1,500	40,000	3,000	-	94,500	-	94,500	18,900	113,400
7	Operations Support Center Building Z Construct a new Warehouse for College Operations		400,000	320,000	60,000	-	-	-	780,000	-	780,000	156,000	936,000
New CIP	Athletic Field Improvements construct a barrier for the volleyball court from being low in sand, construct new storage facility with concession and storage area		-	46,240	4,500	-	-	-	-	50,740	50,740	10,148	60,888
New CIP	Institutional Support Services Building N Expansion Expand existing building for Business Office by 10,625 s.f.			307,152	10,000	-	-	-	-	317,152	317,152	63,430	380,582
New CIP	Administration Building S Design and Construction of a new 60,000 s.f. Administration Building		1,055,000	1,920,000	25,000	-	-	-	-	3,000,000	3,000,000	600,000	3,600,000
Pecan Campus Subtotal			\$ 16,839,232	\$ 3,779,009	\$ 403,352	\$ 1,199,150	\$ 1,066,550	\$ -	\$ 19,919,401	\$ 3,367,892	\$ 23,287,293	\$ 4,657,459	\$ 27,944,752
B. Pecan West													
8	Pecan West Continuing Education Building A Construct a new Continuing Education Building including the Testing Center at the Pecan Campus west property.	DV	\$ 4,112,500	\$ 724,129	\$ 95,700	\$ -	\$ -	\$ -	\$ 4,932,329	\$ -	\$ 4,932,329	\$ 986,465.80	\$ 5,918,795
9	Pecan West Parking and Site Improvements Construct a new site improvements at the Pecan Campus west property.	DV	1,466,712	161,736	73,738	-	-	-	1,702,186	-	1,702,186	340,437	2,042,623
Pecan West Subtotal			\$ 5,579,212	\$ 885,865	\$ 169,438	\$ -	\$ -	\$ -	\$ 6,634,515	\$ -	\$ 6,634,515	\$ 1,326,903	\$ 7,961,418
C. Pecan Plaza													
10	Human Resources Building A Renovation Modify interior spaces to create an open concept for visitors		\$ 400,000	\$ 36,000	\$ 9,400	\$ 50,000	\$ 50,000	\$ -	\$ 545,400	\$ -	\$ 545,400	\$ 109,080.00	\$ 654,480
11	East Building B Renovation for Cosmetology Renovation for a new Cosmetology program		514,605	411,684	64,326	-	-	-	990,615	-	990,615	198,123	1,188,738
Pecan Plaza Subtotal			\$ 914,605	\$ 447,684	\$ 73,726	\$ 50,000	\$ 50,000	\$ -	\$ 1,536,015	\$ -	\$ 1,536,015	\$ 307,203	\$ 1,843,218

South Texas College
Unexpended Plant Fund - Capital Improvement Projects
FY25 Proposed Projects and Budget

#	Project Name	Project Manager	Construction	Design	Misc.	F.F.E.	Tech.	Security	FY24 Continued Projects	FY25 New Projects	FY25Total Project Budget	20% Cost Escalation	FY25 Grand Total Project Budget
D. Mid Valley Campus													
12	Student Union Building F Financial Aid Renovation Design and construction of on the expansion the front counter, installation of door, and provide more storage space..		\$ 10,000	\$ 1,000	\$ 1,000	\$ -	\$ 10,000	\$ -	\$22,000	\$ -	\$ 22,000	\$ 4,400.00	\$ 26,400
New CIP	Child Development Center Canopy Expansion Expansion of the existing canopy at the Child Development Center.		60,000	-	5,000	-	-	-	-	65,000	65,000	-	-
Mid Valley Campus Subtotal			\$ 70,000	\$ 1,000	\$ 6,000	\$ -	\$ 10,000	\$ -	\$ 22,000	\$ 65,000	\$ 87,000	\$ 4,400	\$ 26,400
E. Technology Campus													
13	Welding Lab Building F Construction of a new building to be used for instructional purposes on the north side of Advanced Technical Careers Building B.	SS	\$ 2,300,000	\$ 161,289	\$ 28,118	\$ 102,340	\$ 102,340	\$ -	\$2,694,087	\$ -	\$ 2,694,087	\$ 538,817.40	\$ 3,232,904
14	Institute for Advanced Manufacturing Building E Collaboration Lab Renovation Convert existing storage space into a training lab for instructional use.		250,000	25,000	5,000	-	5,000	-	285,000	-	285,000	57,000	342,000
New CIP	Athletic Field and Basketball Court Create an athletic field and create a new basketball court.		120,000	21,600	3,000	-	-	-	-	144,600	144,600	28,920	173,520
Technology Campus Subtotal			\$ 2,670,000	\$ 207,889	\$ 36,118	\$ 102,340	\$ 107,340	\$ -	\$ 2,979,087	\$ 144,600	\$ 3,123,687	\$ 624,737	\$ 3,748,424
F. Nursing and Allied Health Campus													
15	East Building A Renovation of Radiology Lab to Multipurpose Skills Lab Renovate existing Radiology lab inside NAH East Building A to a Multipurpose Skills Lab for instruction.	O&M	\$ 125,000	\$ 12,500	\$ 3,500	\$ 10,320	\$ 10,320	\$ -	\$ 161,640	\$ -	\$ 161,640	\$ 32,328	\$ 193,968
16	East Building A Breakroom and Offices Expansion Renovation Renovate existing offices to include additional offices and breakroom.	O&M	110,000	11,000	2,750	9,350	9,350	-	142,450	-	142,450	28,490	170,940
17	System Offices Building E Renovation Design and renovation of the existing facility to accommodate various departments		4,433,000	443,500	131,000	277,000	277,000	-	5,561,500	-	5,561,500	1,112,300	6,673,800
New CIP	East Building A Community Pharmacy Lab Design and renovation the Community Pharmacy Lab on 3rd floor to meet ASHP/ACPE standards for accreditation.		137,300	24,714	3,500	-	-	-	-	165,514	165,514	33,103	198,617
Nursing and Allied Health Campus Subtotal			\$ 4,805,300	\$ 491,714	\$ 140,750	\$ 296,670	\$ 296,670	\$ -	\$ 5,865,590	\$ 165,514	\$ 6,031,104	\$ 1,206,221	\$ 7,237,325
G. Starr County Campus													
18	Automotive Lab Building Q Design and Construction of Automotive Lab Expansion including 2 bays, storage, wash station, eyewash, mechanical room, electrical room, custodial room, and covered walkway connecting to the Workforce Center Building D.	MV	\$ 699,000	\$ 25,800	\$ 6,000	\$ -	\$ 35,000	\$ -	\$765,800	\$ -	\$ 765,800	\$ 153,160	\$ 918,960
19	North Academic Building C HVAC-R Outdoor Covered Area Expansion Design and Construction of HVAC Outside Covered Area for brazing instruction, equipment storage, and additional electrical/data in classrooms C312, C313, C314, C315 inside the North Academic Building C.		131,400	7,989	2,500	5,000	12,500	-	159,389	-	159,389	31,878	191,267
New CIP	Cultural Arts Center Building F Renovation Design and Renovate west portion of Building F for Electrican Technology Program and construct a solar panel installation training structure.		125,000	22,500	7,500	-	-	-	-	155,000	155,000	31,000	186,000
Starr County Campus Subtotal			\$ 955,400	\$ 56,289	\$ 16,000	\$ 5,000	\$ 47,500	\$ -	\$ 925,189	\$ 155,000	\$ 1,080,189	\$ 216,038	\$ 1,296,227

South Texas College
Unexpended Plant Fund - Capital Improvement Projects
FY25 Proposed Projects and Budget

#	Project Name	Project Manager	Construction	Design	Misc.	F.F.E.	Tech.	Security	FY24 Continued Projects	FY25 New Projects	FY25 Total Project Budget	20% Cost Escalation	FY25 Grand Total Project Budget
H. Regional Center for Public Safety Excellence													
20	Perimeter Fencing Provide a perimeter security fence.	DV	\$ 168,000	\$ 5,000	\$ 19,500	\$ -	\$ -	\$ -	\$192,500	\$ -	\$ 192,500	\$ 38,500	\$ 231,000
21	Parking Lot #1 for Additional Spaces Expansion for additional 76 parking spaces to the existing parking lot for Students and Visitors.	DV	287,000	28,170	14,000	-	-	-	329,170	-	329,170	65,834	395,004
Regional Center for Public Safety Excellence Subtotal			\$ 455,000	\$ 33,170	\$ 33,500	\$ -	\$ -	\$ -	\$ 521,670	\$ -	\$ 521,670	\$ 104,334	\$ 626,004
I. District Wide													
22	Fence Enclosures Provide enclosures for miscellaneous mechanical equipment for all campuses.		\$ 35,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 35,000	\$ -	\$ 35,000	\$ -	\$ 35,000
23	Outdoor Furniture Provide new outdoor furniture for all campuses.		-	-	-	25,000	-	-	25,000	-	25,000	-	25,000
24	Land and Facility Purchases Purchasing of potential land and facility acquisitions.		3,000,000	-	-	-	-	-	3,000,000	-	3,000,000	500,000	3,500,000
25	Renovations and Contingencies Projects which may arise unexpectedly for all campuses and project contingencies.		750,000	75,000	18,750	41,250	63,750	-	948,750	-	948,750	-	948,750
26	Campus Master Plan Provide a college wide campus master plan to determine current and future needs.		-	375,000	-	-	-	-	375,000	-	375,000	-	375,000
27	Facility Signage Provide various facility signage types for all campuses.	DV	500,000	-	-	-	-	-	500,000	-	500,000	-	500,000
28	Removal of Existing Trees Removal of any existing trees for all campuses.		25,000	-	900	-	-	-	25,900	-	25,900	-	25,900
New CIP	Entry Monument Signs Provide various entrance monument signs for all campuses.	DV	1,040,000	-	-	-	-	-		1,040,000	1,040,000	500,000	1,540,000
New CIP	Interior Facility Signage Provide various interior wayfinding signage for all campuses.	DV	250,000	-	-	-	-	-		250,000	250,000	500,000	750,000
District Wide Subtotal			\$ 5,600,000	\$ 450,000	\$ 19,650	\$ 66,250	\$ 63,750	\$ -	\$ 4,909,650	\$ 1,290,000	\$ 6,199,650	\$ 1,500,000	\$ 7,699,650
FY25 Proposed Project Budget Totals			\$ 37,888,749	\$ 6,352,620	\$ 898,534	\$ 1,719,410	\$ 1,641,810	\$ -	\$ 43,313,117	\$ 5,188,006	\$ 48,501,123	\$ 9,947,295	\$ 58,383,418

Consent Agenda:

f. Approval of Renewals & Replacements Plant Fund Proposed Projects and Preliminary Budgets for Fiscal Year 2024 – 2025

Administration recommends Board approval of the Renewals & Replacements Plant Fund Proposed Projects and Preliminary Budgets for FY 2024 – 2025.

At the June 11, 2024 Facilities Committee meeting, Mary Elizondo and Rick de la Garza reviewed the proposed Renewals & Replacements Projects budgeted for FY 2024 – 2025. The proposed projects listed are not related to the Capital Improvement Projects and are managed by the College's Facilities Planning & Construction Department staff.

Renewals and Replacements Fund

Personnel from the College's Facilities Operations and Maintenance Department and the Facilities Planning & Construction Department work together to identify deferred maintenance projects. These efforts result in a five-year plan which is updated on an annual basis and includes capital renewal and replacement construction projects needed at each campus. Using this five-year deferred maintenance plan, a Renewals and Replacements budget is prepared each year to address the deferred maintenance planned needs for the following fiscal year.

Enclosed Documents

A report summarizing the proposed Renewals and Replacements projects and budgets proposed for FY 2024 – 2025 is enclosed for the Board's review and information.

Funding Source

Upon Board approval, the proposed projects will be included in the Renewals and Replacements Plant Fund budget for use FY 2024 – 2025.

Presenters

Mary Elizondo and Ricardo de la Garza were available to address questions related to the proposed projects and budget.

The Committee recommended Board approval of the Renewals & Replacements Plant Fund proposed projects and preliminary budgets for FY 2024 – 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 Renewals & Replacements Plant Fund proposed projects and preliminary budgets for FY 2024 – 2025.

Approval Recommended:

Dr. Ricardo J. Solis
President

South Texas College
Unexpended Plant Fund - Renewals and Replacements Projects
FY25 Proposed Projects and Budget

#	Project Name	Project Manager	Construction	Design	Misc.	F.F.E.	Tech.	Security	FY24 Continued Projects	FY25 New Projects	FY25 Total Project Budget	20% Cost Escalation	FY25 Grand Total Project Budget
A. Pecan Campus													
1	Reseeding and Regrading of Athletic Fields Evaluate and repair any issues on the existing athletic field, including reseeding and regrading.	DV	\$ 100,000	\$ 10,000	\$ 1,000	\$ -	\$ -	\$ -	\$ 111,000	\$ -	\$ 111,000	\$ 22,200	\$ 133,200
2	Library Building F Exterior Building Envelope Repairs Remediation of existing building envelope.	DV	100,000	10,000	15,000	-	-	-	125,000	-	125,000	25,000	150,000
3	Stucco Repainting Phase II Repainting of existing exterior stucco walls Physical Plant Buiding E, Library Building F, Business & Science Building G, South Academic Building J, Student Services Building K, Student Activities Building H, Cooper Center For Performing Arts Building L, Information Technology Building M, Institutional Support Services Building N, West Academic Building T, and Adminstration Building X	SS	500,000	-	3,000	-	-	-	503,000	-	503,000	100,600	603,600
New R&R	Institutional Support Services Building N Training Room Upgrade Replace all existing audio visual equipment with new upgraded cabling inside Training Room to meet current standards		4,000	-	-	4,000	53,000	-	-	61,000	61,000	12,200	73,200
New R&R	Ann Richards Administration Building D Auditorium Upgrade Replace all existing audio visual equipment with new upgraded cabling inside Auditorium to meet current standards		2,000	-	-	10,000	58,000	-	-	70,000	70,000	14,000	84,000
Pecan Campus Subtotal			\$ 706,000	\$ 20,000	\$ 19,000	\$ 14,000	\$ 111,000	\$ -	\$ 739,000	\$ 131,000	\$ 870,000	\$ 174,000	\$ 1,044,000
C. Mid Valley Campus													
4	South Academic Building H Repair of Damaged Roof and Interior Areas Repair damaged roof and interior areas of the South Academic Building H.	DV	\$ 1,061,314	\$ 106,131	\$ 31,889	\$ 158,700	\$ 90,212	\$ -	\$ 1,448,246	\$ -	\$ 1,448,246	\$ 289,649	\$ 1,737,895
5	Stucco Repainting Phase II Repainting of existing exterior stucco walls Center of Learning Excellence Building A, Nursing & Allied Health Building B, Workforce Center Buiding D, and South Academic Building H	SS	300,000	-	3,000	-	-	-	303,000	-	303,000	60,600	363,600
New R&R	Student Union Building F Multipurpose Room Upgrade Replace all existing audio visual equipment with new upgraded cabling inside Multipurpose room to meet current standards		2,000	-	-	4,000	63,000	-	-	69,000	69,000	13,800	82,800
Mid Valley Campus Subtotal			\$ 1,363,314	\$ 106,131	\$ 34,889	\$ 162,700	\$ 153,212	\$ -	\$ 1,751,246	\$ 69,000	\$ 1,820,246	\$ 364,049	\$ 2,184,295

**South Texas College
Unexpended Plant Fund - Renewals and Replacements Projects
FY25 Proposed Projects and Budget**

#	Project Name	Project Manager	Construction	Design	Misc.	F.F.E.	Tech.	Security	FY24 Continued Projects	FY25 New Projects	FY25 Total Project Budget	20% Cost Escalation	FY25 Grand Total Project Budget
D. Nursing & Allied Health Campus													
6	NAH East Building A West Side Window Waterproofing Repairs Provide proper waterproofing for windows on west side of NAH East Building A to prevent water infiltration.	RC	\$ 65,000	\$ 15,000	\$ 10,000	\$ -	\$ -	\$ -	\$ 90,000	\$ -	\$ 90,000	\$ 18,000	\$ 108,000
7	NAH East Building A Westside Elevators Repairs Upgrade of existing elevator and cab inside NAH East Building A.	RC	250,000	-	-	-	-	-	250,000	-	250,000	50,000	300,000
Nursing and Allied Health Campus Subtotal			\$ 315,000	\$ 15,000	\$ 10,000	\$ -	\$ -	\$ -	\$ 340,000	\$ -	\$ 340,000	\$ 68,000	\$ 408,000
E. Technology Campus													
8	Advanced Technical Careers Bldg. B Atrium Repainting Repainting of existing interior areas inside the Advanced Technical Careers Building B.	O&M	\$ 60,000	\$ -	\$ 1,200	-	-	-	\$ 61,200	\$ -	\$ 61,200	\$ 12,240	\$ 73,440
9	Resurfacing of Parking Lot 2 & Regrading of Existing Swales Resurfacing of Lot #2 and regrading swales along Military Hwy and Ware Road.	SS	350,000	7,000	5,000	-	-	-	362,000	-	362,000	72,400	434,400
Technology Campus Subtotal			\$ 410,000	\$ 7,000	\$ 6,200	\$ -	\$ -	\$ -	\$ 423,200	\$ -	\$ 423,200	\$ 84,640	\$ 507,840
F. Starr County Campus													
10	Stucco Repainting Phase II Repainting of existing exterior stucco walls on Buildings D, F, J	SS	\$ 250,000	-	3,000	-	-	-	\$ 253,000	\$ -	\$ 253,000	\$ 50,600	\$ 303,600
11	Administration/Bookstore Building A Data Cabling Infrastructure Replacement Replace existing data cabling at Administration/Bookstore Building A with new upgraded cabling to meet current standards.	RC	60,000	-	-	-	-	-	60,000	-	60,000	-	60,000
12	Center for Learning Excellence Building B Data Cabling Infrastructure Replacement Replace existing data cabling at Center for Learning Excellence Building B with new upgraded cabling to meet current standards.	RC	60,000	-	-	-	-	-	60,000	-	60,000	-	60,000
13	North Academic Building C Data Cabling Infrastructure Replacement Replace existing data cabling at North Academic Building C with new upgraded cabling to meet current standards.	RC	60,000	-	-	-	-	-	60,000	-	60,000	-	60,000
New R&R	Manuel Benavides, Jr. Rural Technology Center Building J Analog to Digital Replacement Replace all existing audio visual equipment with new upgraded cabling inside Rural Technology Center Bldg. J to meet current standards		24,000	-	-	32,000	242,000	-	-	298,000	298,000	59,600	357,600
Starr County Campus Subtotal			\$ 454,000	\$ -	\$ 3,000	\$ 32,000	\$ 242,000	\$ -	\$ 433,000	\$ 298,000	\$ 731,000	\$ 110,200	\$ 841,200

**South Texas College
Unexpended Plant Fund - Renewals and Replacements Projects
FY25 Proposed Projects and Budget**

#	Project Name	Project Manager	Construction	Design	Misc.	F.F.E.	Tech.	Security	FY24 Continued Projects	FY25 New Projects	FY25 Total Project Budget	20% Cost Escalation	FY25 Grand Total Project Budget
G. District Wide													
14	Renewals and Replacements Replace/Renew miscellaneous equipment, material, etc. for all campuses.		\$ 150,000	\$ -	\$ 1,000	\$ -	\$ -	\$ -	\$ 151,000	\$ -	\$ 151,000	\$ -	\$ 151,000
15	Marker Boards Replacement Replace/Upgrade existing Speakeasy to Marker Boards.		300,000	-	1,500	-	-	-	301,500	-	301,500	60,300	361,800
16	Fire Alarm Panel Replacements Replace/Upgrade existing fire alarm panels for all campuses.		100,000	-	2,500	-	-	-	102,500	-	102,500	20,500	123,000
17	Interior LED Lighting Replacements Upgrade of existing interior light fixtures to LED for all campuses.		110,000	-	-	-	-	-	110,000	-	110,000	22,000	132,000
18	Exterior Walkway LED Lighting Replacements Upgrade of existing exterior light fixtures to LED for all campuses.		50,000	-	-	-	-	-	50,000	-	50,000	10,000	60,000
19	Building Automation Systems Replacements Upgrade of existing building systems controls for all campuses.		75,000	-	1,500	-	-	-	76,500	-	76,500	15,300	91,800
20	Flooring Replacements Replacement of existing flooring for all campuses.		500,000	-	4,000	-	-	-	504,000	-	504,000	-	504,000
21	HVAC Replacements Replace/Upgrade existing HVAC equipment for all campuses.		500,000	25,000	2,000	-	-	-	527,000	-	527,000	105,400	632,400
22	HVAC Replacements Phase I - MVC Bldg. E Replace/Upgrade of existing HVAC equipment at MVC.	MV	707,700	46,000	1,364	-	-	-	755,064	-	755,064	151,013	906,077
23	HVAC Replacements Phase I - MVC Bldg. F Replace/Upgrade of existing HVAC equipment at MVC.	MV	353,800	23,000	682	-	-	-	377,482	-	377,482	75,496	452,978
24	HVAC Replacements Phase I - MVC Bldg G Replace/Upgrade of existing HVAC equipment at MVC.	MV	1,238,500	80,500	2,387	-	-	-	1,321,387	-	1,321,387	264,277	1,585,664
25	Exterior Lighting Replacements Upgrade of existing exterior light fixtures for all campuses.		250,000	25,000	4,000	-	-	-	279,000	-	279,000	55,800	334,800
26	Signage Replacement Replace College Logo on existing directional signage and existing facilities	DV	250,000	-	-	-	-	-	250,000	-	250,000	50,000	300,000
27	Water Tower Logo Replacements Replace/Renew Logo on existing City of McAllen Water Towers.	DV	80,000	-	-	-	-	-	80,000	-	80,000	16,000	96,000
28	Outdoor Furniture Replacements Replace existing outdoor furniture district wide.		-	-	-	154,000	-	-	154,000	-	154,000	30,800	184,800
New R&R	HVAC Replacements Phase II - PCN Bldg. G Replace/Upgrade of existing HVAC equipment at PCN Campus.	MV	480,000	48,000	1,000	-	-	-	529,000	-	529,000	105,800	634,800
New R&R	HVAC Replacements Phase II - PCN Bldg. H Replace/Upgrade of existing HVAC equipment at PCN Campus.	MV	480,000	48,000	1,000	-	-	-	529,000	-	529,000	105,800	634,800
New R&R	HVAC Replacements Phase II - PCN Bldg. X Replace/Upgrade of existing HVAC equipment at PCN Campus.	MV	120,000	12,000	1,000	-	-	-	133,000	-	133,000	26,600	159,600
New R&R	HVAC Replacements Phase II - PCN Bldg. K Replace/Upgrade of existing HVAC equipment at PCN Campus.	MV	120,000	12,000	1,000	-	-	-	133,000	-	133,000	26,600	159,600
New R&R	HVAC Replacements Phase II - PCN Bldg. C Replace/Upgrade of existing HVAC equipment at PCN Campus.	MV	360,000	36,000	1,000	-	-	-	397,000	-	397,000	79,400	476,400
New R&R	HVAC Replacements Phase II - PCN Bldg. F Replace/Upgrade of existing HVAC equipment at PCN Campus.	MV	240,000	24,000	1,000	-	-	-	265,000	-	265,000	53,000	318,000
New R&R	AV Equipment Replacements Replace existing audio visual equipment district wide.		-	-	-	-	130,000	-	-	130,000	130,000	26,000	156,000
District Wide Subtotal			\$ 6,465,000	\$ 379,500	\$ 26,933	\$ 154,000	\$ 130,000	\$ -	\$ 7,025,433	\$ 130,000	\$ 7,155,433	\$ 1,300,087	\$ 8,455,520
FY25 Proposed Project Budget Totals			\$ 9,713,314	\$ 527,631	\$ 100,022	\$ 362,700	\$ 636,212	\$ -	\$ 10,711,879	\$ 628,000	\$ 11,339,879	\$ 2,100,976	\$ 13,440,855

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

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

**FY 2023 - 2024 Capital Improvement Projects
Project Milestone with Board Approved Dates**

#	Projects	FPC Project Managers	Architect/Engineer	Schematic Designs Board Approved	Contractor	Start / NTP Date	Substantial Completion Date	Final Completion
Pecan Campus								
1	New Continuing Education Bldg and Testing Center	DV	12/6/2024	4/23/2024	1/28/2025	2/11/2025	1/27/2026	2/24/2026
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	10/22/2024	11/15/2024	11/27/2025	12/11/2025
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
Pecan Plaza								
10	Human Resources Building A Renovation	DV	-	-	-	-	-	-
11	East Building B Renovation for Cosmetology	MV	8/27/2024	10/29/2024	4/22/2025	6/4/2025	5/26/2026	6/23/2026
Mid-Valley Campus								
12	Workforce Center Building D Welding Expansion	MV	PBK Architects 10/26/21	6/28/2022	Holchemont LTD 1/31/2023	4/10/2023	7/23/2024	8/27/2024
13	Workforce Building M Automotive Expansion	MV	PBK Architects 10/26/21	6/28/2022	Holchemont LTD 1/31/2023	4/10/2023	6/25/2024	7/23/2024
14	North Academic Building C HVAC-R Classroom and Outdoor Covered Area	MV	PBK Architects 10/26/21	6/28/2022	Holchemont LTD 1/31/2023	4/10/2023	6/25/2024	7/23/2024
15	Student Union Building F Financial Aid Renovation	TBD	-	-	-	-	-	-
Technology Campus								
11	Welding Lab Expansion Bldg	SS	EGV Architects 2/22/22	8/23/2022	Kimber 1985 7/25/2023	9/13/2023	9/23/2024	10/27/2024
12	Truck Driving Range Expansion	DV	R. Gutierrez Engineering Corporation 11/29/2022	N/A	GST Construction 7/25/2023	9/10/2023	11/28/2023	4/23/2024
13	Exterior Solar Panel Structure	SS	Sames Inc. 9/28/21	6/28/2022	Rio United 2/14/2023	4/14/2023	8/22/2023	9/26/2023
14	Institute for Advanced Manufacturing Bldg E Collaboration Lab Renovation	TBD	-	-	-	-	-	-

**FY 2023 - 2024 Capital Improvement Projects
Project Milestone with Board Approved Dates**

#	Projects	FPC Project Managers	Architect/Engineer	Schematic Designs Board Approved	Contractor	Start / NTP Date	Substantial Completion Date	Final Completion
Nursing & Allied Health Campus								
15	East Building A Renovation of Radiology Lab to Multipurpose Skills Lab	TBD	-	-	-	-	-	-
16	East Building A Breakroom and Offices Expansion Renovation	TBD	-	-	-	-	-	-
17	Systems Offices Building E Renovation	DV	5/28/2024	9/24/2024	3/25/2025	4/1/2025	3/24/2026	4/28/2026
Starr County Campus								
18	Workforce Center Bldg D Welding Expansion	MV	Gignac Associates 12/10/19	11/23/2021	Kimber 1985 8/23/2022	10/27/2022	9/26/2023	3/26/2024
19	Workforce Bldg Q Automotive Expansion	MV	Abel City Architects 10/26/2021	2/22/2022	Trium Construction 1/31/23	4/12/2023	8/27/2024	9/24/2024
20	North Academic Bldg C HVAC-R Classroom and Outdoor Area	MV	Abel City Architects 10/26/2021	2/22/2022	Trium Construction 1/31/23	4/12/2023	8/27/2024	9/24/2024

**FY 2023 - 2024 Capital Improvement Projects
Project Milestone with Board Approved Dates**

#	Projects	FPC Project Managers	Architect/Engineer	Schematic Designs Board Approved	Contractor	Start / NTP Date	Substantial Completion Date	Final Completion
Regional Center for Public Safety Excellence								
21	Canopy for Safety Training Vehicles	DV	Gignac Associates 7/27/21	1/25/2022	5 Star GC Construction 9/27/2022	10/24/2022	9/26/2023	1/30/2024
22	Canopies for Students/Instructors	DV	Gignac Associates 7/27/21	1/25/2022	5 Star GC Construction 9/27/2022	10/24/2022	9/26/2023	1/30/2024
23	Flammable Liquid and Fire Training Area	DV	Gignac Associates 7/27/21	1/25/2022	5 Star GC Construction 9/27/2022	10/24/2022	9/26/2023	1/30/2024
24	Skills Pad and EVOC Lighting	SS	DBR Engineering 1/25/22	N/A	Metro Electric, Inc. 10/18/22	11/15/2022	3/26/2024	4/23/2024
25	Perimeter Fencing	DV	N/A	TBD	TBD	TBD	TBD	TBD
26	Two-Story Residential Fire Training Structure	SS	Martinez Architects 1/25/22	6/28/2022	5 Star GC Construction 2/14/2023	4/26/2023	7/23/2024	8/27/2024
27	Parking Lot #1 for Additional Spaces	DV	2/27/2024	N/A	9/24/2024	10/15/2024	1/28/2025	2/25/2025

Red text signifies projected dates

South Texas College
Construction Projects Presented to Board of Trustees Report
Fiscal Year 2023-2024
As of May 31, 2024

Total Project Budget Summary	FY24 Unexpended Plant Fund	FY24 Renewal & Replacement Plant Fund
FY 2024 Total Construction Project Budget	\$ 32,144,604.00	\$ 11,290,040.00
Budget Amendment		
Prior to FY 2024 Approved Projects	\$ 22,503,185.29	\$ 3,987,455.67
FY 2024 Proposed and Approved Projects	\$ 14,944,835.00	\$ 800,184.00
FY 2024 Proposed Projects for the Month of May 2024	\$ 5,034,450.00	\$ 36,332.23
FY 2024 Total Project Estimated Budget Balance	\$ 12,165,319.00	\$ 10,453,523.77

Project Reference Number	Project Name	Total Project Budget/Actual*	
		CIP Fund	R&R Fund
Board Approved on September 26, 2023			
*2022-006C	Starr County Campus - Substantial completion of the Workforce Center Building D Welding Lab Expansion	\$ 221,924.55	
*2019-016C	Regional Center for Public Safety Excellence - Substantial completion of the Canopy for Safety Training Vehicle	\$ 132,476.01	
*2019-017C	Regional Center for Public Safety Excellence - Substantial completion of the Canopies for Students and Instructors	\$ 39,994.07	
*2019-020C	Regional Center for Public Safety Excellence - Substantial completion of the Flammable Liquid and Gas (F.L.A.G.) Fire Training Area	\$ 102,305.02	
*2022-008C	Technology Campus - Substantial and Final Completion of the Exterior Solar Panel Structure	\$ 210,000.00	
*2022-017R	Pecan Campus - Substantial Completion of the Resurfacing of East Drive Project		\$ 280,876.17
*2023-019R	Pecan Campus - Substantial and Final Completion of the Wide Flooring Replacement Phase II for Student Services Building K		\$ 189,749.00
*2023-019R	Nursing and Allied Health Campus - Substantial and Final Completion of the District Wide Flooring Replacement Phase II for East Building A		\$ 227,686.00
Total Board Approval on September 26, 2023		\$ 706,699.65	\$ 698,311.17
Board Approved on October 31, 2023			
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	
*2022-043C	Pecan Campus - Cooper Center for Performing Arts Building L Expansion and Renovations - Schematic Design and Solicitation of Construction Services for the Music & Dance Programs	\$ 4,800,000.00	
*2022-005C	Starr County Campus - Change Order for the Workforce Center Building D Automotive Lab Expansion - from contingency allowance (amount not included on month total)	\$ 61,825.84	
Total Board Approval on October 31, 2023		\$ 7,411,825.84	\$ -

Total Project Budget Summary		FY24 Unexpended Plant Fund	FY24 Renewal & Replacement Plant Fund
Board Approved on November 28, 2023			
*2023-001C	Technology Campus - Substantial Completion of the Truck Driving Range Expansion	\$ 55,744.00	
*2022-017R	Pecan Campus - Final Completion of the Resurfacing of East Drive	\$ 289,069.92	
Total Board Approval on November 30, 2023		\$ 344,813.92	\$ -
Board Approved on December 6, 2023			
No projects were presented			
Total Board Approval on December 6, 2023		\$ -	\$ -
Board Approved on January 30, 2024			
*2021-002C	Pecan West Continuing Education Building A - Architectural Design Fee Proposal for ERO Architects - Estimated Project Budget \$9,087,683	\$ 443,654.14	
*2019-016C, 2019-017C, and 2019-020C	Regional Center for Public Safety Excellence - Final Completion of the Canopy for Safety Training Vehicles, Canopy for Students and Instructors, and Flammable Liquid and Gas (F.L.A.G.) Fire Training Area	\$ 1,659,250.00	
2024	District Offices - Contracting Architectural Services for the Building Renovation. Estimated Project Budgeted \$ \$5,000,000	\$ 400,000.00	
Total Board Approval on January 30, 2024		\$ 2,502,904.14	\$ -
Board Approved on February 27, 2024			
*2024-008C	Regional Center for Public Safety Excellence - Contract for Civil Engineering Services for Parking Lot 1 Additional Spaces	\$ 330,700.00	
*2023-013R	Mid Valley Campus - Contract for Mechanical, Electrical, and Plumbing (MEP) Engineering Services for HVAC Replacements Phase 1		\$ 2,530,000.00
*2022-038R	Mid Valley Campus - Change Order for South Academic Building H Repair & Renovations of Damaged Roof and Interior Areas Phase 1 (Construction cost \$666,000 - Revised Contract \$679,114.50)		\$ 13,144.50
2024	District Offices - Contracting Architectural Services for the Building Renovation		
*2022-043C	Pecan Campus - Cooper Center for Performing Arts Building L - Amending the contract with brown Reynolds Watford Architects and Budget Increase for the Music and Dance Programs	\$ 4,940,000.00	
*2022-041C	Pecan Campus - Substantial Completion of the North Academic Humanities Building P Renovation for Administrative and Support Services Office	\$ 689,000.00	
*2022-038R	Mid Valley Campus - Substantial Completion of the South Academic Building H Repair & Renovations of Damaged Roof and Interior Areas Phase 1		\$ 666,000.00
Total Board Approval on February 29, 2024		\$ 5,959,700.00	\$ 3,209,144.50
Board Approved on March 26, 2024			
*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	

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 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 EVOG Lighting - Substantial Completion - (Construction Budget \$294,000 and Cost \$331,731)	\$ 30,510.14	
*2022-006C	Starr Campus - Workforce Center Building D Welding Lab Expansion - Final Completion - Construction Budget \$355,200 and Cost \$1,039,729)	\$ 51,986.45	
Total Board Approval on March 31, 2024		\$ 4,620,843.09	\$ 395,000.00
Board Approved on April 23, 2024			
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
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 & EVOG 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	
Total Board Approval on April 30, 2024		\$ 15,901,233.65	\$ 485,184.00
Board Approved on May 28, 2024			
	Technology Campus - Interior Color Selection for Welding Lab Expansion Building F		
	Pecan Campus - Rejection of Construction Services for Kinesiology Building S		

Total Project Budget Summary		FY24 Unexpended Plant Fund	FY24 Renewal & Replacement Plant Fund
2022-041C	Pecan Campus - Final Completion Approval for North Academic Humanities Renovation for Administrative and Support Services Office in Building P	\$ 34,450.00	
2022-038R	Mid Valley Campus - Final Completion Approval for South Academic Repair & Renovation of Damage Roof and Interior Area Phase I for Building H	\$ -	\$ 36,332.23
	Pecan Campus - Contractual Architectural Services for the District Office		
2023-020C	Mid Valley Campus - Construction Services for the District Wide Flooring Replacement Phase III - Building F	\$ 5,000,000.00	
	Pecan Campus - Emergency Repairs for Physical Cooling Tower Building E		
Total Board Approval on May 31, 2024		\$ 5,034,450.00	\$ 36,332.23
Total FY 24 Board Approved Projects		\$ 42,482,470.29	\$ 4,823,971.90

* 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	
Pecan Campus																				
1	Library Building F Space Modifications	DV					●					\$ 1,135,000	\$ 177,253	\$ 957,747	\$ 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	\$ 756,910	\$ 122,600	\$ 802,840	Low	May 2024	Approval of Final Completion	Able City, LLC	Holchemont
3	Pecan Campus Kinesiology Building Phase I	SS					●					\$ 6,177,150	\$ 254,168	\$ 5,922,982	\$ 1,186,000	High	July 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	\$ 170,960	\$ 5,527,041	\$ 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
Pecan Campus Subtotal												\$ 20,734,160	\$ 1,633,581	\$ 19,100,579	\$ 4,694,440					
Pecan West																				
10	Pecan West Continuing Education Building A & Testing Center Addition	DV			●							\$ 9,087,683	\$ 24,018	\$ 9,063,665	\$ 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
Pecan West Subtotal												\$ 10,962,683	\$ 49,307	\$ 10,913,376	\$ 1,999,375					
Pecan Plaza																				
12	Human Resources Building A Renovation	DV		●								\$ 550,000	\$ -	\$ 550,000	\$ 550,000	Low	TBD	TBD	TBD	TBD
13	East Building B Renovation for Cosmetology	TBD	●									\$ 6,664,135	\$ -	\$ 6,664,135	\$ 272,000	Low	TBD	TBD	TBD	TBD
Pecan Plaza Subtotal												\$ 7,214,135	\$ -	\$ 7,214,135	\$ 822,000					

South Texas College
 Unexpended Plant Fund - Capital Improvement Projects (CIP)
 Project Status
 FY 2023 - 2024

#	Projects	FPC Project Managers	Not Started	Project Development	Design Phase	Bidding and Negotiations	Construction Phase	Substantial Completion	Final Completion	Move In	Completed	Total Project Budget	Amount Paid	Total Project Balance	FY2024 Budget	Priority Status	Upcoming Board Meeting Item	Architect/Engineering Firm	Contractor	
Mid-Valley Campus																				
14	Workforce Center Building D Welding Expansion	MV					●					\$ 1,539,755	\$ 1,061,121	\$ 478,634	\$ 898,700	High	July 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	\$ 97,933	\$ 207,067	\$ 305,000	High	TBD	TBD	Perez Consulting Engineers/MEP Solutions Engineers	Calidad Construction/Terra Fuerte
18	Student Union Building F Financial Aid Renovation	TBD	●									\$ 89,000	\$ -	\$ 89,000	\$ 89,000	Low	TBD	TBD	TBD	TBD
Mid-Valley Subtotal												\$ 5,817,460	\$ 3,884,651	\$ 1,932,809	\$ 3,435,400					
Technology Campus																				
19	Exterior Solar Panels Structure	SS							●			\$ 224,900	\$ 235,995	\$ (11,095)	\$ 61,200	High	N/A	Complete	SAMES, Inc	Rio United Builders
20	Welding Lab Expansion Building F	SS					●					\$ 3,108,000	\$ 1,449,364	\$ 1,658,636	\$ 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
Technology Campus Subtotal												\$ 3,659,250	\$ 1,746,685	\$ 1,912,565	\$ 2,960,380					
Dr. Ramiro R. Casso Nursing & Allied Health Campus																				
23	East Building A Renovation of Radiology Lab to Multipurpose Skills Lab	TBD	●									\$ 163,296	\$ -	\$ 163,296	\$ 161,640	Low	TBD	TBD	TBD	O&M
24	East Building A Breakroom and Offices Expansion Renovation	TBD	●									\$ 147,950	\$ -	\$ 147,950	\$ 142,450	Low	TBD	TBD	TBD	O&M
25	Systems Offices Building E Renovation	TBD			●							\$ 5,561,500	\$ 499	\$ 5,561,001	\$ 3,316,500	High	September 2024	Approval of Schematic Design	ERO Architects	TBD
Nursing and Allied Health Campus Subtotal												\$ 5,872,746	\$ 499	\$ 5,872,247	\$ 3,620,590					

South Texas College
 Unexpended Plant Fund - Capital Improvement Projects (CIP)
 Project Status
 FY 2023 - 2024

#	Projects	FPC Project Managers	Not Started	Project Development	Design Phase	Bidding and Negotiations	Construction Phase	Substantial Completion	Final Completion	Move In	Completed	Total Project Budget	Amount Paid	Total Project Balance	FY2024 Budget	Priority Status	Upcoming Board Meeting Item	Architect/Engineering Firm	Contractor	
Starr County Campus																				
26	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
27	Workforce Building Q Automotive Expansion	MV					●					\$ 2,551,300	\$ 674,169	\$ 1,877,131	\$ 1,856,800	High	September 2024	Approval of Substantial Completion	Able City, LLC	Triun Construction
28	North Academic Building C HVAC-R Classroom and Outdoor Covered Area	MV					●					\$ 514,628	\$ 180,334	\$ 334,294	\$ 390,000	High	September 2024	Approval of Substantial Completion	Able City, LLC	Triun Construction
Starr County Campus Subtotal												\$ 4,361,448	\$ 1,957,682	\$ 2,403,766	\$ 2,301,300					
Regional Center for Public Safety Excellence																				
29	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
30	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
31	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
32	Perimeter Fencing	DV	●									\$ 193,000	\$ -	\$ 193,000	\$ 193,000	Low	TBD	TBD	TBD	TBD
33	Skills Pad and EVOG Lighting	SS							●			\$ 379,731	\$ 355,248	\$ 24,483	\$ 44,200	High	April 2024	Approval of Final Completion	DBR	Metro Electric
34	Two-Story Residential Fire Training Structure	SS					●					\$ 2,796,250	\$ 2,095,565	\$ 700,685	\$ 2,078,000	Medium	July 2024	Approval of Substantial Completion	Martinez Architects	5 Star Construction
35	Parking Lot #1 for Additional Spaces	DV			●							\$ 330,700	\$ -	\$ 330,700	\$ 330,700	High	September 2024	Approval of Construction Services	Perez Consulting Engineers	TBD
Regional Center for Public Safety Excellence Subtotal												\$ 5,585,031	\$ 4,202,781	\$ 1,382,250	\$ 2,737,310					
District Wide																				
36	Fence Enclosures	MV	●									\$ 35,000	\$ -	\$ 35,000	\$ 35,000	Low	N/A		N/A	TBD
37	Outdoor Furniture	AR		●								\$ 25,000	\$ -	\$ 25,000	\$ 25,000	Low	N/A		N/A	TBD
38	Land	N/A										\$ 3,000,000	\$ 550	\$ 2,999,450	\$ 3,000,000	N/A	N/A		N/A	N/A
39	Renovation and Contingencies	N/A										\$ 948,750	\$ -	\$ 948,750	\$ 948,750	N/A	N/A		N/A	TBD
40	Campus Master Plan	N/A	●									\$ 375,000	\$ -	\$ 375,000	\$ 375,000	Low	N/A		N/A	TBD
41	Facility Signage	DV	●									\$ 150,000	\$ 48,380	\$ 101,620	\$ 150,000	Low	N/A		N/A	TBD
42	Removal of Existing Trees	TBD	●									\$ 25,900	\$ -	\$ 25,900	\$ 25,900	Low	N/A		N/A	TBD
43	Project Cost Control Reserve	N/A	●									\$ 5,014,159	\$ -	\$ 5,014,159	\$ 5,014,159	High	N/A		N/A	N/A
District Wide Subtotal												\$ 9,573,809	\$ 48,930	\$ 9,524,879	\$ 9,573,809					
Totals			12	3	6	0	8	1	0	0	7	\$ 73,780,722	\$ 13,524,116	\$ 60,256,606	\$ 32,144,604					

South Texas College
Renewal and Replacement Projects
Project Status
FY 2023 - 2024

#	Projects	FPC Project Manager	Not Started	Project Development	Design Phase	Bidding and Negotiations	Construction Phase	Substantial Completion	Final Completion	Move In	Completed	Total Project Budget	Amount Paid	Total Project Balance	FY2024 Budget	Priority Status	Upcoming Board Meeting Item	Architect/Engineering Firm	Contractor	
Pecan Campus																				
1	Reseeding and Regrading of Athletic Fields	DV			●							\$ 50,000	\$ -	\$ 50,000	\$ 50,000	Low	TBD	TBD	TBD	TBD
2	Resurfacing of East Drive	SS									●	\$ 187,000	\$ 331,049	\$ (144,049)	\$ 187,000	High	November 2023	Approval of Final Completion	Perez Consulting Engineers	5-Star Construction
3	South Academic Building J Generator Replacement	SS					●					\$ 344,100	\$ 100,336	\$ 243,764	\$ 344,100	High	May 2024	Approval of Substantial Completion	DBR	Metro Electric
4	Library Building F Exterior Building Envelope Repairs	TBD	●									\$ 125,000	\$ -	\$ 125,000	\$ 125,000	High	TBD	TBD	TBD	TBD
5	Stucco Repainting Phase II	TBD			●							\$ 503,000	\$ -	\$ 503,000	\$ 503,000	Low	July 2024	Approval of Construction Services	N/A	TBD
6	Art Building B Analog to Digital Replacement	TBD	●									\$ 197,000	\$ -	\$ 197,000	\$ 197,000	Low	TBD	TBD	TBD	TBD
7	Cooper Center for Performing Arts Building L Analog to Digital Replacement	TBD	●									\$ 84,500	\$ -	\$ 84,500	\$ 84,500	Low	TBD	TBD	TBD	TBD
Pecan Campus Subtotal												\$ 1,490,600	\$ 431,385	\$ 1,059,215	\$ 1,490,600					
Mid Valley Campus																				
8	South Academic Building H Repair & Renovations of Damaged Roof and Interior Areas (Phase II)	DV			●							\$ 1,730,000	\$ 733,434	\$ 996,566	\$ 1,730,000	Low	July 2024	Approval of Construction Services	Milnet Architectural Services	TBD
9	Stucco Repainting Phase II	TBD			●							\$ 203,000	\$ -	\$ 203,000	\$ 203,000	Low	June 2024	Approval of Construction Services	N/A	TBD
Mid Valley Campus Subtotal												\$ 1,933,000	\$ 733,434	\$ 1,199,566	\$ 1,933,000					
Dr. Ramiro R. Casso Nursing & Allied Health Campus																				
10	NAH East Building A Westside Window Waterproofing Repairs	RC	●									\$ 90,000	\$ -	\$ 90,000	\$ 90,000	Low	TBD	TBD	TBD	TBD
11	NAH East Building A Westside Elevators Repairs	RC/O&M		●								\$ 250,000	\$ -	\$ 250,000	\$ 250,000	Medium	TBD	TBD	N/A	Oracle Elevator
12	NAH East Building A Generator Replacements	SS					●					\$ 422,000	\$ 211,377	\$ 210,623	\$ 218,600	Low	July 2024	Approval of Substantial Completion	DBR	Metro Electric
Nursing and Allied Health Campus Subtotal												\$ 762,000	\$ 211,377	\$ 550,623	\$ 558,600					
Technology Campus																				
13	Advanced Technical Careers Bldg. B Atrium Repainting	RC			●							\$ 60,000	\$ -	\$ 60,000	\$ 59,999	Low	TBD	TBD	TBD	TBD
14	Resurfacing of Parking Lot #2 & Regrading of Existing Swales	SS		●								\$ 395,000	\$ -	\$ 395,000	\$ 395,000	Low	March 2024	Approval of Engineering Services	TBD	TBD
Technology Campus Subtotal												\$ 455,000	\$ -	\$ 455,000	\$ 454,999					

South Texas College
Renewal and Replacement Projects
Project Status
FY 2023 - 2024

#	Projects	FPC Project Manager	Not Started	Project Development	Design Phase	Bidding and Negotiations	Construction Phase	Substantial Completion	Final Completion	Move In	Completed	Total Project Budget	Amount Paid	Total Project Balance	FY2024 Budget	Priority Status	Upcoming Board Meeting Item	Architect/Engineering Firm	Contractor	
Starr County Campus																				
15	Stucco Repainting Phase II	SS			●							\$ 253,000	\$ -	\$ 253,000	\$ 253,000	High	June 2024	Approval of Construction Services	N/A	TBD
16	General Academic Building E Data Cabling Infrastructure Replacement	RC	●									\$ 138,500	\$ -	\$ 138,500	\$ 138,500	High	TBD	TBD	TBD	TBD
Starr County Campus Subtotal												\$ 391,500	\$ -	\$ 391,500	\$ 391,500					
District Wide																				
17	Renewals & Replacements	N/A										\$ 151,000	\$ -	\$ 151,000	\$ 151,000	N/A	N/A		N/A	N/A
18	Fire Alarm Panel Replacement/Upgrade	RC/O&M		●								\$ 102,500	\$ -	\$ 102,500	\$ 102,500	Low	N/A		N/A	TBD
19	Interior LED Lighting Replacements	RC/O&M		●								\$ 110,000	\$ -	\$ 110,000	\$ 110,000	Low	N/A		N/A	TBD
20	Ext. Walkway LED Lighting Replacements	RC/O&M		●								\$ 50,000	\$ 27,548	\$ 22,452	\$ 50,000	Low	N/A		N/A	TBD
21	Building Automation Systems Replacements	RC/O&M		●								\$ 76,500	\$ 22,172	\$ 54,328	\$ 76,500	Low	N/A		N/A	TBD
22	Flooring Replacements	SS				●						\$ 504,000	\$ 433	\$ 503,567	\$ 504,000	Medium	August 2024	Approval of Substantial Completion	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	\$ 18,301	\$ 6,699	\$ 25,000	N/A	TBD		N/A	TBD
28	Project Cost Control Reserve	N/A	●									\$ 1,768,340	\$ -	\$ 1,768,340	\$ 1,768,340	N/A	TBD		N/A	TBD
District Wide Subtotal												\$ 6,446,340	\$ 70,107	\$ 6,376,233	\$ 6,446,340					
Totals		0	2	8	3	0	2	0	0	0	0	\$ 11,478,440	\$ 1,446,302	\$ 10,032,138	\$ 11,275,039					

Outstanding Issues - Action Plan
June 11, 2024 Facilities Committee Meeting
as of June 3, 2024

#	Description of Issues	Responsible Parties	Status	Due Date	Comments/Notes	Resolution / Action Item
Pecan Campus						
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 6/3/2024	<p>2/28/2018: First warranty request was issued to Contractor.</p> <p>5/8/2023: Meeting with D. Wilson, PBK Architects, BEAM Professionals, Amtech, and College staff to discuss the status of the water infiltration issues and request a Plan of Action from D. Wilson on how they plan to remediate the issues.</p> <p>5/15/2023: Meeting with D. Wilson, PBK Architects, BEAM Professionals, Amtech, Old Castle, and College staff to follow up with the status of Plan of Action from D. Wilson and path forward. D. Wilson stated that Plan of Action would be forwarded to College by 5/16/2023 but was not received by the College.</p> <p>5/18/2023: Report from Spring Break work and a proposed Plan of Action from D. Wilson has been received.</p> <p>6/5/2023: D. Wilson has been testing the windows and brick walls to verify locations of water infiltrations.</p> <p>7/5/2023: D. Wilson has continued the same testing.</p> <p>8/2/2023: D. Wilson has completed the testing of all windows and brick walls and have stated that all window leaks have been repaired and addressed.</p> <p>9/7/2023: BEAM Professionals has provided a draft report of their observations of the repair work performed by D. Wilson and have noted additional pending issues. D. Wilson has not provided documentation regarding the repair work as requested from BEAM.</p> <p>10/11/2023: BEAM Professionals has provided a draft report of their observations of the repair work performed by D. Wilson and have noted additional pending issues. D. Wilson has not provided documentation regarding the repair work as requested from BEAM.</p> <p>11/6/2023: Meeting held with project team on October 26, 2023 and it was discussed that D. Wilson would provide: 1) letter to the College that all items are completed, 2) D. Wilson to provide a mock-up of the repair regarding the brick ledge weep holes, 3) D. Wilson to provide a list of all remaining deficient items.</p> <p>1/10/2024: 1) D. Wilson has not provided Items 1 & 3 as noted on 11/6/2024. 2) D. Wilson has scheduled with the Design Team and the Owner to provide a mock-up of the repair for the brick ledge weep holes on January 12, 2024.</p> <p>2/6/2024: D. Wilson performed a mock-up of their proposed brick ledge weep holes on 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 & 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 & 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>6/3/2024: Administration is pending letter from Board/Legal Counsel to forward to Contractor.</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> <p>6/3/2024: Administration is pending revised letter from Board Member/Legal Counsel.</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>6/3/2024</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>5/29/2024: Attending meeting with City of Weslaco, Public Adjuster, Architect, Engineer, and College Staff to review requirements for the interior repairs required by the City.</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 6/3/2024	<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.</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 continuing to resolve the change order fairly.</p> <p>5/9/2024: The project team is continuing to resolve the change order fairly.</p> <p>6/3/2024: The Project Team is continuing to resolve the change order fairly.</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 the change order.</p> <p>4/2/2024: The Project Team is working on the change order.</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> <p>6/3/2024: 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>
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 6/3/2024	<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>6/7/2024: Contractor and Architect will coordinate with testing lab to perform boring tests in concrete slab below the Kitchen Area to verify existing below surface conditions.</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> <p>6/3/2024: Pending test results from borings to be performed on 6/7/2024 to recommend next steps.</p>

Starr County Campus

5	Starr County Campus Workforce Center Building D - Automotive Lab and HVAC-R Lab	Triun	Pending	2/6/2024 2/28/2024 4/2/2024 5/9/2024	<p><i>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.</i></p> <p><i>The project team is working to resolve the change order that is fair to the Contractor and Owner.</i></p> <p><i>2/28/2024: The project team is working to resolve the change order that is fair to the Contractor and Owner.</i></p> <p><i>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.</i></p> <p><i>5/9/2024: The change order was approved by the Board on April 23, 2024 .</i></p>	<p><i>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.</i></p> <p><i>2/28/2024: The project team is working to resolve the change order that is fair to the Contractor and Owner.</i></p> <p><i>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.</i></p> <p><i>5/9/2024:Item has been resolved.</i></p>
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Approval of Financial Reports for April 2024

Administration recommends Board approval of the financial reports for the month of April 2024.

The following financial reports have been provided under separate cover:

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

Approval Recommended:

Dr. Ricardo J. Solis
President

Review and Approval of Checks and Purchasing Reports for May 2024

Administration recommends Board approval of the checks for release for the month of May 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 May 2024.
- 11) Release of Checks for \$125,000.00 and Above
Board of Trustees Approval Required for May 2024.
- 12) Release of Checks for \$125,000.00 and Above
Released Prior to Board Approval for May 2024.
- 13) Release of Construction Fund Checks for May 2024.
- 14) Summary of Purchase Orders (Purchasing) for May 2024.
- 15) Summary of Bid Solicitations (Purchasing) for May 2024

The Check Register for May 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 May 2024.

Approval Recommended:

Dr. Ricardo J. Solis
President

Deliberation and Action as Necessary on Self-Assessment of the Board of Trustees (Texas Government Code 551.074, Personnel Matters)

Approval to conduct the self-assessment of the Board of Trustees by the Trustees was granted by the Board on May 28, 2024.

The individual assessments conducted by each Trustee were to be returned to the Board Chair for evaluation and collation into a summary report.

The Board is asked to take action to accept the results of the assessment and any additional action as necessary.

This item may be discussed in executive session under Texas Government Code (§ 551.074. Personnel Matters).

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

The Board of Trustees of South Texas College accepts the results of the self-assessment of the Board of Trustees, as conducted by the Board of Trustees, and approves action as necessary in response to the assessment.

Approval Recommended:

Dr. Ricardo J. Solis
President

Deliberation and Action as Necessary on Assessment of the College President (Texas Government Code 551.074, Personnel Matters)

Approval to conduct the assessment of the College President was granted by the Board on May 28, 2024.

The individual assessments conducted by each Trustee were to be returned to the Board Chair for evaluation and collation into a summary report.

The Board is asked to take action to accept the results of the assessment and any additional action as necessary.

This item may be discussed in executive session under Texas Government Code (§ 551.074. Personnel Matters).

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

The Board of Trustees of South Texas College accepts the results of the assessment of the College President, and approves action as necessary in response to the assessment.

Approval Recommended:

**Dr. Ricardo J. Solis
President**

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

The Board of Trustees is asked to review and take action as necessary regarding a proposed amendment to the President's Contract.

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 amendment to the President's Contract as presented.

Approval Recommended:

**Dr. Ricardo J. Solis
President**

Announcements

A. Next Meetings:

- Tuesday, July 9, 2024
 - 3:00 p.m. – Education and Workforce Development Committee
 - 4:00 p.m. – Facilities Committee
 - 5:00 p.m. – Finance, Audit, and Human Resources Committee

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

B. Other Announcements:

- South Texas College will be closed Thursday, July 4, 2024 in observance of Independence Day.