



**SOUTH TEXAS
COLLEGE**

Board of Trustees

Special Board Meeting

Tuesday, July 16, 2024
5:30 p.m.

Pecan Campus
Ann Richards Administration
Building
Board Room
McAllen, Texas

Online Board Packet

**SOUTH TEXAS COLLEGE
BOARD OF TRUSTEES SPECIAL MEETING
Tuesday, July 16, 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. Update by the College President**
- VII. Consideration and Action on Consent Agenda**
 - A. Approval of Board Meeting Minutes
 - 1. June 25, 2024 Regular Board Meeting 5 - 43
- VIII. Consideration of New Items**
 - A. General Agenda Items
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 - 4. Discussion and Action as Necessary to Amend the Interlocal Cooperation Agreement between Hidalgo County and South Texas College 48
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B. Finance, Audit, and Human Resources Items

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Award of Proposals

- 1) Custodial Supplies (Award)
- 2) Internet Service for South Texas College Sites (Award)
- 3) Mail Services (Award)
- 4) Promotional Items for Student Outreach (Award)
- 5) Promotional T-Shirts for Student Outreach (Award)
- 6) Purchase and Installation of LED Lights and Fixtures – Mid Valley Campus Parking Lot (Award)
- 7) Purchase of Welding Equipment (Award)
- 8) Science Laboratory Supplies (Award)
- 9) Travel Services (Award)
- 10) Vending Services - Snacks (Award)
- 11) Student Insurance (Award)
- 12) Property and Casualty Insurance (Renewal)

Rejection of Proposals

- 13) Non-Credit Course Registration and Management Software (Reject)

Purchases and Renewals - Instructional Item

- 14) Welding Gases, Metals, and Supplies (Renewal)

Purchases and Renewals - Non-Instructional Items

- 15) Air Conditioning Filters and Installation (Purchase)
- 16) Building Automation Control Equipment, Parts, and Equipment Maintenance (Purchase)
- 17) Chiller Chemicals and Maintenance (Purchase)
- 18) Parts and Supplies (Purchase)
- 19) Advertising Services (Renewal)
- 20) Commercial Card Services (Accounts Payable Card) (Renewal)
- 21) Digital Advertising Services (Renewal)
- 22) Elevator Maintenance Agreement (Renewal)
- 23) Office Supplies (Renewal)

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- A. Approval of Financial Reports for May 2024 212
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A. Next Meetings:

- Tuesday, August 13, 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, August 27, 2024
 - 5:30 p.m. – Regular Board Meeting

B. Other Announcements:

- The Fall 2024 semester begins Monday, August 26, 2024

Approval of Board Meeting Minutes

The following Board Meeting Minutes are submitted for approval:

- 1) June 25, 2024 Regular Board Meeting

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

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

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

**SOUTH TEXAS COLLEGE
BOARD OF TRUSTEES REGULAR MEETING
Tuesday, June 25, 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, June 25, 2024 in the Ann Richards Administration Building Board Room at the Pecan Campus in McAllen, Texas. The meeting commenced at 5:35 p.m. with Dr. Alejo Salinas presiding.

Members present: Dr. Alejo Salinas, Jr., Mr. Paul R. Rodriguez, Mrs. Dalinda Gonzalez-Alcantar, Mr. David De Los Rios, and Mr. Danny Guzman.

Members absent: Ms. Rose Benavidez

Also present: Dr. Ricardo J. Solis, Mrs. Mary Del Paz, Dr. Anahid Petrosian, Dr. Matthew Hebbard, Dr. Rodney Rodriguez, Dr. Jesus Campos, Mr. Javier Villalobos, Mr. Rick De La Garza, Mr. George McCaleb, Ms. Deyadira Leal, Mrs. Myriam Lopez, Dr. Ali Esmaeili, Ms. Alicia Correa, Ms. Claudia Olivares, Mrs. Carla Rodriguez, Ms. Olivia De La Rosa, Dr. Carlos Margo, Mrs. Christina Cavazos, Dr. Rachel Sale, Ms. Cynthia Blanco, Ms. Lynda Lopez, Mr. Frank Morris, Ms. Amanda Sotelo, Mrs. Nadia Ochoa, Mr. Daniel Montez, Mrs. Myra De La Garza, Mr. Scott Pruitt, Ms. Pamela Campos, Mrs. Olivia Gomez, Mr. Brian Godinez, Ms. Venisa Earhart, and Mr. Andrew Fish

Determination of a Quorum

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

Invocation

Ms. Claudia Olivares, Director of Human Resources for Employee Relations and Title IX, said the invocation.

Mission Moment

This Mission Moment was about STC / PSJA Dual Credit graduate Pamela Campos, who went on to UTRGV for undergraduate, and was then admitted to the UTRGV School of Medicine, and is about to graduate with her MD. She will have completed her entire educational journey in the RGV, from primary school through graduating medical school. Dr. Petrosian introduced her. Pamela Campos was a Dual Credit student at PSJA and graduated with an Associate Degree. Ms. Campos attended UTRGV where she got her Bachelor's Degree in Chemistry. After that, she was accepted to the medical program at

UTRGV and is now in her third year in the program. When she graduates next year, she will be the youngest graduating doctor in our area.

Public Comments

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

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

Administration recommended 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 recommended that a trustee be elected to serve as Secretary, it was reasonable to exempt the Secretary position from the restriction on consecutive terms.

Therefore, the administration recommended 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 was included in the packet for the Trustees' review.

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

Mr. Andrew Fish, Board Relations Officer, was available at the meeting to respond to questions.

Dr. Alejo Salinas, Jr. suggested that the policy should be written to apply to all Board Officers, and not a single officer.

Mr. Paul R. Rodriguez noted that policies applying to the Board should be presented at least twice to the Board, once for review and feedback only, before a second presentation for formal action.

The Board deferred action on the proposed policy, preferring to review it again when the full Board of Trustees was in attendance. Mr. Rodriguez noted that the future review by the full Board of Trustees was in attendance would be the first formal review with no action to be taken until a subsequent meeting.

No action was taken

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 recognized and extended our sincere appreciation to the outgoing Board Officers who have completed their terms as officers of the Board.

The outgoing Board Officers were:

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

The College sincerely thanked 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.

Upon the recommendation of Dr. Alejo Salinas, Jr. the recognition of outgoing Board Officers was postponed due to Ms. Rose Benavidez and Mrs. Victoria Cantu not being in attendance.

Report of New Grants Awards

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

These grants were approved and accepted by the College President, in compliance with 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.

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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

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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.

Mr. Andrew Fish read the new grants received. There were no questions from the trustees regarding the grants, and no action was taken.

Update by the College President

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

- Introduction of new administrative staff:
 - Myriam Lopez, Associate Vice President of Finance and Management
 - Frank Morris, Director of Video Production and Content Strategy
 - Cynthia A. Blanco, Dean of Enrollment Systems and Registrar
 - Joel Flores, Assistant Direction of Educational Technologies
 - Olivia Gomez, Director of External Affairs
- Announcement of laptop distribution at the Pecan Campus and future distributions at Starr County and Mid Valley Campuses
- Announcement of Harvard University Workforce Project
- Dr. Jayson Valerio appointed to serve on Governor's Health Task Force

Election of Board Officers

The Board approved Policy Manual called 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 included a Board Officers Election Guide, outlining the process under Robert’s Rules of Orders, the Board’s established parliamentary procedures.

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

Dr. Alejo Salinas, Jr. called for nominations from the Trustees.

A slate nomination was made by Mrs. Dalinda Gonzalez-Alcantar as follows:

Dr. Alejo Salinas, Jr. – Chairman
Mr. Paul R. Rodriguez – Vice Chair
Mr. Danny Guzman – Secretary

There were no further nominations offered.

Mrs. Dalinda Gonzalez-Alcantar made a motion to close the nominations and elect the nominated slate of candidates by acclamation. Mr. David De Los Rios seconded the motion. The motion carried.

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 was 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 was 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 requested 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 would be included at the July 2024 Regular Board Meeting to provide the Chair the opportunity to make/revise appointments as necessary.

No action was taken.

Approval of Board Meeting Minutes

The following Board Meeting Minutes were submitted for approval:

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

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, June 11, 2024:

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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 was taken.

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

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or not, received all supporting documentation and were invited to participate in the deliberation on the item. Non-committee members did not participate in Committee votes for recommendation of Board action.

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

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

Upon a motion by Ms. Dalinda Gonzalez-Alcantar and a second by Mr. David De Los Rios, the Board of Trustees of South Texas College approved and authorized item a of the Education and Workforce Development Committee Consent Agenda as presented.

The motion carried

Consent Agenda:

a. Approval of Proposed 2025 – 2026 Academic Calendar

Administration recommended Board approval of the proposed 2025-2026 Academic Calendar.

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 was approved by the Academic Calendar Steering Committee and was reviewed by Faculty Senate, Council of Chairs, Academic Council and Institutional Leadership Council.

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

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

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

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

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

Mary Del Paz, 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 Del Paz, 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.

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 the Board's 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 Del Paz, 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 were provided for the Board's information and feedback to administration. No action was requested.

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

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

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

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

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

- a. Approval of 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

Upon a motion by Mr. Paul Rodriguez and a second by Mr. David De Los Rios, The Board of Trustees of South Texas College approved and authorized items a - f 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 \$3,459,073.12

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

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 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:

6/25/2024

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)
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)		

- 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:

6/25/2024

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)
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)

Vendor (City, State)	Vendor (City, State)
CC Distributors, Inc. (Corpus Christi, TX)	Central Plumbing & Electric Supply (Weslaco, TX)
Crawford Electric (Mission, TX)	Dealers Electrical Supply (McAllen, TX)
Door Control Services, a DH Pace Company (Ben Wheeler, TX)	Facility Solutions Group (Harlingen, TX)
Fairway Supply, Inc. (Austin, TX)	Fastenal Company (McAllen, TX)
Guthries Locksmith & Safe Shop (McAllen, TX)	Industrial Supplier Larey, Inc./ dba International Industrial Supply, Co. (Brownsville, TX)
Johnstone Supply (Pharr, TX)	Lopez Brothers Distribution, LLC./ dba Interstate Battery System of the 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)	

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.

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

Consent Agenda:

b. Approval of Engagement of Bond Counsel Services

Purpose and Justification – Administration recommended 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 was essential. The Board needed 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 were 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 were provided in the packet for the Board’s review and information.

Dr. Ricardo J. Solis, President, and Mary Del Paz, 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.

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

Consent Agenda:

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

Purpose and Justification – Administration recommended 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, would be revised to include this new position.

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

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

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

Dr. Ricardo J. Solis, President, Mary Del Paz, 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.

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

Consent Agenda:

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

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

All recommendations were 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 would still allow the College to comply with the Unrestricted Fund Balance requirement since the College would 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 would be funded by available funds in vacant positions/pools and carryover/fund balance. The remaining amount of \$6,183,374 would be funded by FY2024 – 2025 revenues including \$3,216,011 from FAST funding.

The College would 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 would transition from the Auxiliary Fund to the Unrestricted Fund.

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

Reviewers – Administration and staff reviewed the information being presented.

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

Dr. Ricardo Solis, President, and Mary Del Paz, 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.

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

Consent Agenda:

e. Approval to Adopt New Students Policy

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

This would 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 would continue to be enhanced.

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

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

Enclosed Documents – The new policy was included 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

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

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 recommended 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 were 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 revised board policy, internal procedures, and handbooks to address the actions of the Executive Order.

Reviewers – The revisions were 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. Del Paz, 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.

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

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

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

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

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

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

- a. Approval to Contract 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

Upon a motion by Mr. Danny Guzman and a second by Mrs. Dalinda Gonzalez-Alcantar, the Board of Trustees of South Texas College approve and authorize items a – f of the Facilities Committee Consent Agenda as presented. The motion carried.

Consent Agenda:

a. Approval to Contract Geotechnical Engineering and Materials Testing Services
Administration recommended 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 was 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.

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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 were selected and approved by the Board of Trustees, the firms would 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 were 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 would be asked to provide unit costs for a standard list of possible services. These unit costs would be used a basis for each future project fee proposal.

Staff recommended all six (6) firms be approved based on the submitted qualifications and evaluation ranking. They were 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 would be on a rotational basis.

Enclosed Documents

Summaries of the scoring and ranking prepared by the College's Purchasing Department were 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.

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

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 recommended 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 was necessary to establish the basis on which the project design team is given authorization to proceed with design development and construction document phases.

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

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

Background

On December 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 worked with College staff to develop a schematic design to meet the needs of the Continuing Education department.

The project consisted 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 was \$10,651,375, which included 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 were available in the Unexpended Construction Plant Fund for use in FY 2023 – 2024.

Reviewers

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

Estimated Project Timeline

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

Enclosed Documents

ERO Architects developed a schematic presentation describing the proposed design. The packet included 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.

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

Consent Agenda:

c. Approval of Substantial Completion of the Mid Valley Campus Workforce Center Building D HVAC-R Classroom & Covered Area

Administration recommended 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 was 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:

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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 were provided 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.

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

Consent Agenda:

d. Approval of Substantial Completion of the Mid Valley Campus Building M Automotive Lab Expansion

Administration recommended 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 was 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 were provided 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.

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

Consent Agenda:

e. Approval of Unexpended Plant Fund – Construction Proposed Projects and Preliminary Budgets for Fiscal Year 2024 – 2025

Administration recommended 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 Del Paz and Ricardo de la Garza reviewed the proposed Unexpended Plant Fund - Construction Projects budgeted for FY 2024 – 2025. The proposed projects listed were 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 would be included in the Unexpended Plant Fund - Construction Fund budget for use in FY 2024 – 2025.

Presenters

Mary Del Paz, 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 was provided 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.

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

Consent Agenda:

f. Approval of Renewals & Replacements Plant Fund Proposed Projects and Preliminary Budgets for Fiscal Year 2024 – 2025

Administration recommended 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 Del Paz and Rick de la Garza reviewed the proposed Renewals & Replacements Projects budgeted for FY 2024 – 2025. The proposed projects listed were not related to the Capital Improvement Projects and were 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

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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 was provided for the Board's review and information.

Funding Source

Upon Board approval, the proposed projects would be included in the Renewals and Replacements Plant Fund budget for use FY 2024 – 2025.

Presenters

Mary Del Paz 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.

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

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

The Facilities Planning and Construction staff 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 Del Paz and Rick de la Garza were available present to respond to questions and address concerns of the Board.

Dr. Alejo Salinas, Jr. requested that Mr. Rick De La Garza contact Board Member, Mr. David De Los Rios to discuss how the construction projects and replacement projects are considered at STC.

No action was taken.

Approval of Financial Reports for April 2024

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

The following financial reports were 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 Del Paz, Vice President for Finance and Administrative Services, was available to respond to questions posed by the Board.

Mrs. Dalinda Gonzalez-Alcantar asked about a Student Services account and ways that this account could be used to give students more experience opportunities.

Upon a motion by Mr. Paul R. Rodriguez and a second by Mr. David De Los Rios, the Board of Trustees of South Texas College approved and authorized the submitted financial reports for the month of May 2024.

The motion carried.

Review and Approval of Checks and Purchasing Reports for May 2024

Administration recommended 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 were 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 was also provided under separate cover.

Mrs. Mary Del Paz, Vice President for Finance and Administrative Services, will respond to questions posed by the Board.

Upon a motion by Mr. Paul R. Rodriguez and a second by Mr. Danny Guzman, the Board of Trustees of South Texas College approves and authorizes the submitted checks for the month of May 2024 with revision which included a check for \$544,120.00 to the Texas Higher Education Coordinating Board.

The motion carried.

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 was provided the opportunity 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).

Upon the recommendation of Chairman, Dr. Alejo Salinas, Jr., this item was deferred until the next Regular Board Meeting in July. The Board of Trustees of South Texas College deferred the results of the self-assessment of the Board of Trustees.

No action was taken.

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 was provided the opportunity 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).

Upon the recommendation of Chairman, Dr. Alejo Salinas, Jr., this item was deferred until the next Regular Board Meeting in July. The Board of Trustees of South Texas College defers the results of the assessment of the College President.

No action was taken.

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

The Board of Trustees was provided the opportunity to review and take action as necessary regarding a proposed amendment to the President's Contract.

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Upon the recommendation of Chairman, Dr. Alejo Salinas, Jr., this item was deferred until the next Regular Board Meeting in July. The Board of Trustees of South Texas College defers the proposed amendment to the President's Contract.

No action was taken.

Announcements

A. Next Meetings:

- Tuesday, July 16, 2024 - Cancelled
 - 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 16, 2024
 - 5:30 p.m. – Special Board Meeting

B. Other Announcements:

- South Texas College will be closed Thursday, July 4, 2024 in observance of Independence Day.
- CEED Ribbon Cutting will be held on July 17, 2024.
- GED Graduation will be held on July 25, 2024.
- STC Foundation Gala will be held on October 16, 2024.

Adjournment

There being no further business to discuss, the Regular Meeting of the South Texas College Board of Trustees adjourned at 6:35 p.m.

I certify the foregoing are the true and correct minutes of the Tuesday, June 25, 2024 Regular Board Meeting of the South Texas College Board of Trustees.

X _____

Mr. Danny Guzman
Board Secretary

Recognition of Outgoing Board Officers for 2020 - 2024

On June 25, 2024, the Board of Trustees elected new officers to serve from 2024 – 2026. At that time, the agenda called for a recognition of the outgoing Board Officers; however, two of the officers were unable to attend to be recognized.

This agenda item is provided to allow the Board of Trustees and College President an opportunity to recognize the past Board Officers, who served from December 2020 – June 2024, with these extended terms being due to the COVID-19 Pandemic and subsequent recovery period.

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 completed their terms as officers of the Board.

The outgoing Board Officers were:

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.

Chair Appointment of Board Committee Chairs and Committee Members

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

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

The Chair may, from time to time as deemed necessary, create committees to advise the Board and facilitate the efficient operation of the Board. Their membership is established by action of the Chair. A committee that includes one or more Trustees is subject to the Open Meetings Act when it meets to discuss public business or policy. *Atty. Gen. Op. No. JM-1072 (1989)*.

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

The following Minute Order is proposed for the Board Chair:

The Board Chair announces the following appointments to Committee Chair and Committee Membership:

Education and Workforce Development Committee

Chair:

Member:

Member:

Finance, Audit, and Human Resources Committee

Chair:

Member:

Member:

Facilities Committee

Chair:

Member:

Member:

Approval Recommended:

Dr. Ricardo J. Solis
President

Report of New Grant Awards

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

These grants have been approved and accepted by the College President, in compliance with Board Policy CAM – *Appropriations and Revenue Sources: Grants, Funds, Donations from Private Sources*, and are reported here for the Board’s information and feedback to administration.

- **Department of Labor, Congressional Award in the amount of \$1,000,000**

Funds will be used to establish the South Texas College Workforce Development and Continuing Education Center for Healthcare Professionals, to be located at the former A&M Health Science Center.

The grant supports a collaboration between STC and partners including South Texas Health Systems, Workforce Solutions, McAllen EDC, the Hidalgo County Prosperity Taskforce, and VIDA. The Workforce Development and Continuing Education Center for Healthcare Professionals specifically aims to serve non-traditional learners and incumbent workers by promoting pathways in healthcare professions and supporting healthcare workers with ongoing access to meaningful skills development and career growth opportunities.

Among the first projects at the Center are the development of the Associate of Applied Science in Dental Hygiene and micro-credential courses to serve incumbent healthcare workers seeking new skills and certifications. The funding period is July 1, 2024, to June 30, 2026.

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 Workforce Commission, Building Construction Trades Training Project in the amount of \$150,000**

Funding from this program will help at least 50 participants in the Electrician Technician Construction Trades Industry earn three Industry Building Certifications (IBC) such as the National Center for Construction Education and Research (NCCER) Core Curriculum, the OSHA-10 Safety Certification and the NCCER Electric Level 1 Certification.

In addition, this 186-hour program will lead to additional IBCs, such as NCCER Electrical Level 2, NCCER Electrical Level 4, Electrician Technology certificate, and Electrician Technology Associate’s degrees. The aligns with one or more Target Occupations in BCT for the Electrician Technician and Construction Trades to help meet the needs of 46 Texas employers in the Local Workforce Development Area.

The funding period for this grant is from August 1, 2024, to July 31, 2026. This grant is aligned to Strategic Direction #3, Create Educational Opportunities for

Students, by offering comprehensive academic and technical programs that are responsive to a regional workforce and high-demand occupation training that leads to gainful employment opportunities.

- **Economic Mobility Systems, Valley Promise Program, additional funds in the amount of \$20,000**

South Texas College will provide students last-dollar funding toward an associate degree. Tuition and general use fees will be covered for up to 30 credit hours per year, for up to two years or completion of an associate degree. These additional funds bring the total award for this funding period to \$520,000. The funding period is from January 1, 2024 to December 31, 2025.

This grant aligns to South Texas College's Strategic Goal #4, Foster Student Success, by providing students with accessible pathways and effective support structures that promote persistence, educational attainment, academic achievement, and personal and professional growth.

No action is requested.

Discussion and Action as Necessary to Amend the Interlocal Cooperation Agreement between Hidalgo County and South Texas College

Administration recommends that the Board of Trustees approve the proposed amended Interlocal Cooperation Agreement between Hidalgo County and South Texas College for the designation of American Rescue Plan Recovery Funds disbursed by the County to the College.

On February 22, 2022, the College entered into an agreement with Hidalgo County that designated federal funding to be used by the College to support the College's nursing program, including recruitment, training, and retention of faculty with the goal of expanding the program and increasing the College's ability to produce a great number of highly-qualified nurses to support regional healthcare needs.

Due to changes in federal guidelines and the County's obligations under the American Rescue Plan Act, the County has asked the College to approve an amendment to the Interlocal Cooperation Agreement that would:

- Clarify reporting deadlines to ensure appropriate use of awarded funds is accurately reported according to federal guidelines; and,
- Include an indemnification clause stating: "Any unused, disqualified, or disapproved funds that are not repurposed by Hidalgo County by December 31, 2024 and submitted back to the US Treasury will be reimbursed by South Texas College within 30 days of written notice."

These deadlines and the indemnification clause are requested by the County to ensure that all compliance items are submitted on time, and that any non-compliance is not held against the County.

The College has worked with the County to develop the proposed reporting deadlines. College administration is confident that all funds provided under the agreement will be properly utilized, with full compliance reporting, as required by this amendment.

Administration recommends Board approval of this amendment 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 amended Interlocal Cooperation Agreement between Hidalgo County and South Texas College for the designation of American Rescue Plan Recovery Funds disbursed by the County to the College.

Approval Recommended:

**Dr. Ricardo J. Solis
President**

**Review and Discussion of Proposed Adoption of Policy AD (Local)
 Educational Role, Mission, Purpose, and Responsibility and
 Retirement of Current Policies**

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

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

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

Adopt New Policy	Retired Policy(ies)	Retired Policy Content Transition
A-1. AD (Local) Educational Role, Mission, Purpose, and Responsibility	A-2. Policy #900: Comprehensive Mission Incorporating Institutional Vision, Mission, and Core Values A-3. Policy #3110: Access to Instructional Services	Some of the content from the retired policies is included in both the new local policy and a procedure, handbook, manual, etc.

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

The proposed new local policy also incorporates the contents of Policy #3000: Statement of Instructional Philosophy, which was retired on June 27, 2023.

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

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

Dr. Brett Millan, Associate Vice President for Academic Success & Advancement, and Mr. Andrew T. Fish, Board Relations Officer, will be available to address questions.

The proposed new policy and retirement of current policies are provided at this meeting for the Board's review and feedback to administration. Any feedback received will be incorporated into a final version to be presented for Board adoption at a later meeting.

No action is requested at this time.

EDUCATIONAL ROLE, MISSION, PURPOSE, AND RESPONSIBILITY

AD
(LOCAL)

**Comprehensive
Mission**

The comprehensive mission, which incorporates the vision, mission, and core values of the College District, serves as the foundation for all College District operations, programs, and activities. The comprehensive mission shall be aligned with the strategic plan of the College District and the official posture and practice of the College District must be consistent with this framework.

Review

These components, which frame the College District's commitment to those we serve, shall be reviewed at least every four years with input from faculty, staff, students, and the Board.

**Access to
Instructional
Services**

The College District is committed to provide access to educational opportunities to the communities in Hidalgo and Starr counties through quality instructional programs that meet the needs of students, local business, and industry. The commitment includes offering courses relevant to the fields of study and academic disciplines at the various campuses and centers throughout the College District's service area, partnerships with local public schools to provide instructional services through dual enrollment, and delivery of quality instruction through distance education and asynchronous education.

The College District is also committed to provide non-credit courses, professional development programs, workshops, seminars, and conferences for the communities the College District serves in Hidalgo and Starr counties.

**Statement of
Instructional
Philosophy**

The Board, College President, executive officers, administration, faculty, staff, and students of the College District are committed to providing the people of Hidalgo and Starr counties a premiere institution of higher learning.

With this desired outcome, the College District will:

- Provide instructional programs and courses of the highest quality, regardless of mode of delivery, location or level.
- Promote academic integrity, scholarship, and empowerment.
- Nurture an environment of academic freedom in partnership with dignity and respect for all faculty and learners.
- Focus on proactive and innovative initiatives for student success.
- Understands its role as an essential component of the economic growth of the region.

DATE ISSUED:

ADOPTED:

1 of 1

AD(LOCAL)-X

MANUAL OF POLICY

Title	Comprehensive Mission Incorporating Institutional Vision, Mission, and Core Values	900
Legal Authority	Approval of the Board of Trustees	Page 1 of 1
Date Approved by Board	Board Minute Order Dated December 17, 1998 As Amended by Board Minute Order Dated July 15, 2004 As Amended by Board Minute Order Dated December 15, 2005 As Amended by Board Minute Order Dated August 21, 2008 As Amended by Board Minute Order Dated March 26, 2019	

The Comprehensive Mission, which incorporates the Institutional Vision, Mission, and Core Values of South Texas College, serves as the foundation for all institutional operations, programs, and activities. The Comprehensive Mission shall be aligned with the Strategic Plan of the College and the official posture and practice of the College must be consistent with this framework.

These components which frame the College's commitment to those we serve shall be reviewed at least every four years with input from faculty, staff, students and the Board of Trustees.

TO BE RETIRED

MANUAL OF POLICY

Title	Access to Instructional Services	3110
Legal Authority	Approval of the Board of Trustees	
Date Approved by Board	Board Minute Order dated August 11, 1995 As Amended by Board Minute Order dated August 19, 2005	

The College is committed to provide access to educational opportunities to the communities in Hidalgo and Starr counties through quality instructional programs that meet the needs of students, local business and industry. The commitment includes offering courses relevant to the fields of study and academic disciplines at the various campuses and centers throughout the College's service area, partnerships with local public schools to provide instructional services through dual enrollment, and delivery of quality instruction through distance education and asynchronous education.

The College is also committed to provide non-credit courses, professional development programs, workshops, seminars, and conferences for the communities the College serves in Hidalgo and Starr counties.

TO BE REVISED

MANUAL OF POLICY

Title	Statement of Instructional Philosophy	3000
Legal Authority	Approval of the Board of Trustees	
Date Approved by Board	Board Minute Order dated November 9, 1995 As Amended by Board Minute Order dated August 19, 2004	

The Board of Trustees, President, Executive Officers, Administration, Faculty, Staff and Students of the College are committed to providing the people of Hidalgo and Starr counties a premiere institution of higher learning.

With this desired outcome, the College:

- Provides instructional programs and courses of the highest quality, regardless of mode of delivery, location or level.
- Promotes academic integrity, scholarship, and empowerment.
- Nurtures an environment of academic freedom in partnership with dignity and respect for all faculty and learners
- Promotes diversity, opportunity, access, and equity
- Focuses on proactive and innovative initiatives for student success.
- Understands its role as an essential component of the economic growth of the region.

Retired by Board Action
06/27/2023

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

At the June 25, 2024 Regular Board Meeting, administration recommended 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 recommended revising the policy to allow the Board the option to re-elect the current Secretary to serve consecutive terms in the same role.

At the June 25, 2024 Regular Board Meeting, Dr. Alejo Salinas, Jr., noted that the policy might better be written to apply to all officers, rather than only the Secretary office.

Mr. Paul R. Rodriguez noted that the Board had a practice to consider certain policies related to the Board of Trustees over at least two meetings, with the first meeting being reserved for review and deliberation, and presentation at a second meeting for action as necessary.

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.

The Board is invited to recommend further revisions as appropriate to be incorporated into the proposed revision, or to recommend rejection of the proposed revision.

Any recommendations would be reviewed with TASB and Legal Counsel before the final proposed revisions is presented for Board action.

Mr. Andrew Fish, Board Relations Officer, will be available at the meeting to respond to questions.

No action is requested.

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

Review and Approval of Proposed Board and Committee Meeting Calendar for FY 2024 – 2025

The Board of Trustees for South Texas College is asked to approve and adopt the following schedule of Board and Board Committee meetings for the period from September 2024 through September 2025.

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

Month	Committee Meeting Date	Board Meeting Date
September 2024	September 10, 2024	September 24, 2024
October 2024	October 15, 2024	October 29, 2024
November 2024	November 12, 2024	November 26, 2024
December 2024	December 10, 2024	December 17, 2024
January 2025	January 14, 2025	January 28, 2025
February 2025	February 11, 2025	February 25, 2025
March 2025	March 4, 2025	March 25, 2025
April 2025	April 8, 2025	April 22, 2025
May 2025	May 13, 2025	May 27, 2025
June 2025	June 10, 2025	June 24, 2025
July 2025	July 8, 2025	July 22, 2025
August 2025	August 12, 2025	August 26, 2025
September 2025	September 9, 2025	September 23, 2025

A full calendar view of the proposed Committee and Board meeting schedule follows in the packet for the Board's information.

There may be some variation during the scheduled period, to accommodate agenda items for scheduled meetings as necessary.

Because the Board Committees did not meet in July 2024, the proposed schedule has not been revised by the Committees. It is presented as recommended by administration for review and adoption by the Board of Trustees.

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

The Board of Trustees of South Texas College approves and adopts the Board and Board Committee meeting schedule for FY 2023 - 2024 as presented.

Approval Recommended:

Dr. Ricardo J. Solis
President



Board Meeting Committee Meeting Calendar

FY 2024 - 2025

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

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

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

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

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

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

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

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

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

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

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

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

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

- Regular Board Meeting
- Graduation Ceremonies
- Holiday/Professional Dev. Day, College Closed

- Committee Meetings -
 - Education & Workforce Development
 - Facilities
 - Finance, Audit, & Human Resources

- * Education & Workforce Development Committee: 2nd Tuesday of the month, 3:00 p.m.
- * Facilities Committee: 2nd Tuesday of the month, 4:00 p.m.
- * Finance, Audit, & Human Resources Committee: 2nd Tuesday of the month, 5:00 p.m.
- * Board Meetings: 4th Tuesday of the month, 5:30 p.m.

Review and Adoption of Proposed Vision, Mission, and Core Values

Administration recommends the Board adopt the Vision, Mission, and Core Values as presented.

The Institutional Planning and Effectiveness Committee has led the initiative since Fall 2023 to conduct a review of broad-based stakeholder input and make appropriate revisions to the institutional Vision, Mission, and Core Values.

This has included ongoing discussions with the Institutional Leadership Council, multiple review and discussion sessions with the President's Cabinet, and a SWOT analysis, review of data, and discussion with the Board of Trustees in Fall 2023 and Summer 2024.

Vision

An institution's vision is an aspirational statement that defines the institutional goals and communicates its essential direction to stakeholders.

The proposed new Vision statement is:

Changing lives and transforming communities through higher education

This would replace the current Vision statement, which is:

South Texas College will be a global model in educational innovation serving as a catalyst to drive regional prosperity, economic development, and the social mobility of those we serve.

Mission

An institution's mission defines the institution by further defining its purpose and outlining how it achieves its goals.

The proposed new Mission statement is:

South Texas College is a comprehensive public higher education institution that transforms lives through innovative education, holistic learner support, and community engagement. We empower our region and drive socioeconomic advancement through lifelong learning opportunities.

This would replace the current Mission statement, which is:

South Texas College is a public institution of higher education that provides educational opportunities through excellence in teaching and learning, workforce development, cultural enrichment, community service, and regional and global collaborations.

Core Values

An institution's core values are the most deeply ingrained principles that guide the planning and activities of that institution.

The proposed new Core Values are:

- **Student Success:** We are committed to the personal, academic and career goals of each student.
- **Excellence:** We are committed to excellence and innovation in teaching, learning, and services.
- **Opportunity:** We are committed to providing access and support for students to achieve their academic and career goals.
- **Caring:** We are committed to creating a campus culture that embodies respect, empathy, and genuine care for all.
- **Integrity:** We are committed to being respectful, professional, honest, accountable, and transparent.

These proposed Core Values integrate the spirit of the current Core Values of Student Success, Excellence, Opportunity, Community, and Integrity. The only change is reframing "Community" as "Caring"

Dr. Jesus Campos, Interim Vice President for Information Services, Performance, Planning, and Strategic Initiatives, will introduce Dr. Fernando Chapa, Dean for Institutional Research, Effectiveness, and Strategic Planning, to present the Vision, Mission, and Core Values to the Board of Trustees.

Board adoption of the Vision, Mission and Core Values will allow administration to continue with the drafting of the Strategic Directions for Fall 2024, for finalization of the 2025 – 2031 Strategic Plan for Spring 2025.

Administration recommends Board adoption of the proposed Vision, Mission, and Core Values as presented, and which supersede the current versions.

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 Vision, Mission, and Core Values as presented, and which supersede the current versions.

Approval Recommended:

Dr. Ricardo J. Solis
President

Vision, Mission, and Core Values

Board of Trustees July 16, 2024



Process



Institutional Planning and Effectiveness Committee

- 11/13/2023 SWOT Review
- 01/29/2024 Mission Statement Review
- 02/12/2024 Mission Statement Review
- 02/26/2024 Mission Statement Drafts
- 04/01/2024 Mission Statement for ILC
- 04/08/2024 Mission Statement Revision
- 04/22/2024 Environmental Scan Review
- 05/06/2024 Student SWOT Review
- 05/20/2024 Vision Mission Core Values Drafts
- 06/17/2024 Core Values Review

Institutional Leadership Council

- 02/02/2024 Strategic Plan
- 04/05/2024 Mission Statement
- 06/06/2024 Vision, Mission, Core Values

Cabinet

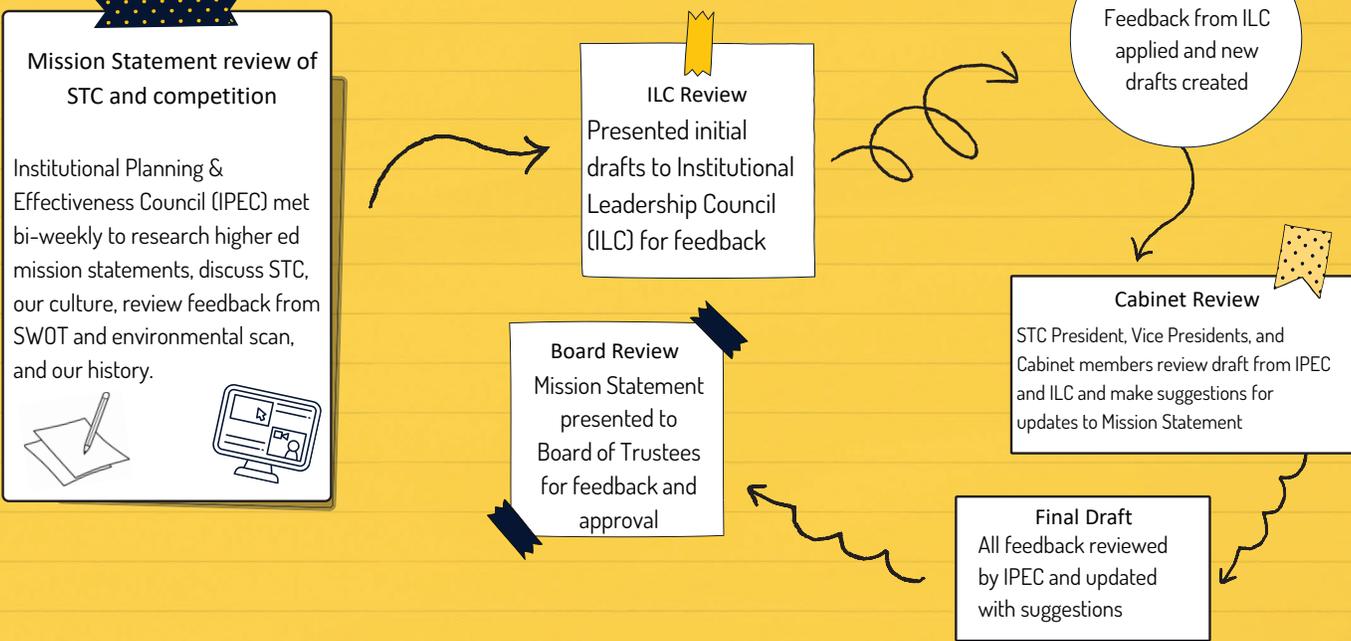
- 04/30/2024 Cabinet Mission Statement
- 05/15/2024 Vision Statement Workshop
- 07/03/2024 Vision Statement

Board of Trustees

- 10/24/2023 Board Work Session: SWOT
- 06/06/2024 Board Work Session: Vision, Mission, Core Values



Mission Statement Process



New Vision Statement

Changing lives and transforming communities through higher education.

New Mission Statement

South Texas College is a comprehensive public higher education institution that transforms lives through innovative education, holistic learner support, and community engagement. We empower our region and drive socioeconomic advancement through lifelong learning opportunities.



New Core Values

- **Student Success:** We are committed to the personal, academic and career goals of each student.
- **Excellence:** We are committed to excellence and innovation in teaching, learning, and services.
- **Opportunity:** We are committed to providing access and support for students to achieve their academic and career goals.
- **Caring:** We are committed to creating a campus culture that embodies respect, empathy, and genuine care for all.
- **Integrity:** We are committed to being respectful, professional, honest, accountable, and transparent.



Next Steps

Board Adoption of Vision, Mission, and Core Values

Strategic Directions Drafted (Fall 2024)

Finalize 2025-2031 Strategic Plan (Spring 2025)

Review and Action as Necessary on Award of Proposals, Rejection of Proposals, Purchases, Renewals

Purpose and Justification – Administration recommends Board approval of the following award of proposals, rejection of proposals, purchases, and renewals, at a total cost of \$6,290,932.93.

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

1. Award of Proposals

1) Custodial Supplies (Award)

Award the proposal for custodial supplies for the period beginning August 18, 2024 through August 17, 2025, with two one-year options to renew, at an estimated total amount of \$300,000.00.

The vendors are as follows:

Primary Vendor	Gulf Coast Paper, Co. (Brownsville, TX)
Secondary Vendors	Brady Plus (San Antonio, TX) (New)
	CC Distributors, Inc. (Corpus Christi, TX)
	Rio Paper & Supply, LLC. (Pharr, TX)

Purpose and Justification - The Custodial Services Department is requesting to purchase custodial supplies to be used throughout the College district as needed. Custodial supplies are necessary for the day-to-day cleaning, disinfecting, and maintenance of all South Texas College facilities. They are essential for the health and safety of all students, faculty, staff, and visitors. These supplies will include cleaning solutions, disinfecting sprays, disinfecting liquid solutions, hand towels, tissue paper, mops, brooms, gloves, trash bags, and other miscellaneous supplies. The vendors were selected based on the items provided, pricing, and item availability (delivery timeline). At the time of purchase, the vendor will be selected based on the items provided, pricing, item availability, and delivery timeline.

Background – The project timeline and information are as follows:

Advertised RFP	May 22, 2024 and May 29, 2024
RFP Responses Due	June 12, 2024
RFP Issued To	Fifteen (15) Vendors
Responses Received From	Nine (9) Vendors
Responses Reviewed By	Custodial Services, Facilities Operations and Maintenance, and the Purchasing Department

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

2) Internet Service for South Texas College Sites (Award)

Award the proposal for internet service for South Texas College sites to **Smartcom Telephone, LLC.** (McAllen, TX) (Previous), for the period beginning September 1, 2024 through August 31, 2025, with two one-year options to renew, at an estimated total amount of \$40,932.00.

Purpose and Justification - Information Technology is requesting to purchase direct and point-to-point internet services for several South Texas College sites. The Internet services are necessary to support student instruction and the college's day-to-day operation.

The service locations are as follows:

Direct Internet Connections from Provider to Location	Point-to-Point Connections from Pecan Campus to:
Pecan Campus Cybersecurity Lab	Regional Center for Public Safety Excellence
Regional Center for Public Safety Excellence Cybersecurity Lab	Pecan Plaza – Human Resources
Starr County Campus – Building E South Academic	Pecan Plaza – Department of Public Safety
	Pharr Campus – PSJA Elvis J. Ballew College, Career & Technology Academy (CCTA)
	Nursing and Allied Health Campus – Building E District Office
	Starr County Campus- Building E South Academic

Background – The project timeline and information are as follows:

Advertised RFP	May 8, 2024 and May 15, 2024
RFP Responses Due	June 4, 2024
RFP Issued To	Thirteen (13) Vendors
Responses Received From	Two (2) Vendors
Responses Reviewed By	Information Technology and the Purchasing Department

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

3) Mail Services (Award)

Award the proposal for mail services to **Upper Valley Mail Services, LLC.** (McAllen, TX) (Previous) for the period beginning September 1, 2024 through August 31, 2025, with two one-year options to renew, at an estimated total amount of \$45,000.00.

Purpose and Justification - The Mail Services Department requests mail services for postage on all outgoing South Texas College envelopes/packages, including the intelligent mail barcode, pre-sorting all outgoing mail, and picking up and delivering outgoing mail to the McAllen post office. Since the service provider can group mail with

the same zip code and bundle it with other entities, the College will receive reduced postage rates for all USPS outgoing mail with these services saving on postage.

Background – The project timeline and information are as follows:

Advertised RFP	May 22, 2024 and May 29, 2024
RFP Responses Due	June 12, 2024
RFP Issued To	Three (3) Vendors
Responses Received From	One (1) Vendor
Responses Reviewed By	Business Office, Distribution Services and the Purchasing Department

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

4) Promotional Items for Student Outreach (Award)

Award the proposal for promotional items for student outreach for the period beginning September 1, 2024 through August 31, 2025, with two one-year options to renew at an estimated total amount of \$150,000.00.

The vendors are as follows:

Vendor (City, State)	Vendor (City, State)
4imprint, Inc. (Oshkosh, WI)	Authentic Promotions.com (Carmichael, CA)
Gateway Printing (Edinburg, TX)	Imprezos Pro Uniforms, LLC. (Pharr, TX)
Promo Universal, LLC. (Corpus Christi, TX)	

Purpose and Justification - Public Relations and Marketing, Office of Student Re-Engagement and College Connections are requesting the purchase of promotional items. The items will aid in increasing community engagement to help meet enrollment goals and maintain brand awareness. They are also used for campus tours, student events, recruitment events, orientations, etc. Some promotional items purchased include pens, pencils, keychains, erasers, rulers, pouches, stress relievers, water bottles, cups, bags, lanyards, totes, etc. At the time of purchase, the vendor will be selected based on the items provided, pricing, item availability, and delivery timeline.

The requesting departments and their amounts are as follows:

Department	Amount
College Connections	\$35,000.00
Office of Public Relations and Marketing	\$100,000.00
Office of Student Re-Engagement	\$15,000.00

Background – The project timeline and information are as follows:

Advertised RFP	May 22, 2024 and May 29, 2024
RFP Responses Due	June 12, 2024
RFP Issued To	Twenty-nine (29) Vendors
Responses Received From	Thirteen (13) Vendors
Responses Reviewed By	Public Relations and Marketing, College Connections, and the Purchasing Department

Funds for this expenditure are budgeted in the Public Relations and Marketing, College Connections, and Office of Student Re-Engagement budgets for FY 2024 – 2025, pending Board approval of the budget.

5) Promotional T-Shirts for Student Outreach (Award)

Award the proposal for promotional t-shirts for student outreach for the period beginning September 1, 2024 through August 31, 2025, with two one-year options to renew, at an estimated total amount of \$165,000.00.

The vendors are as follows:

Vendor (City, State)	Vendor (City, State)
1,2,3 Screen Printing, LLC. (Mission, TX)	All Valley Screenprinting (McAllen, TX)
Authentic Promotions.com (Carmichael, CA)	Imprezos Pro Uniforms, LLC. (Pharr, TX)
Promo Universal, LLC. (Corpus Christi, TX)	

Purpose and Justification - Public Relations and Marketing, Student Activities and Wellness, College Connections, and the Office of Student Re-Engagement are requesting the purchase of promotional t-shirts. The T-shirts will raise awareness of South Texas College and instill college pride in our community. They'll serve as incentives during registration, career fairs, special programs, general marketing projects, and student activities such as Student Intramural Sports Teams, Student Leadership Academy, Community College Day, Early College High Schools Sports Tournaments, and other Student-College-related events. At the time of purchase, the vendor will be selected based on the items provided, pricing, item availability, and delivery timeline.

The requesting departments and their amounts are as follows:

Department	Amount
College Connections	\$20,000.00
Office of Public Relations and Marketing	\$100,000.00
Office of Student Re-Engagement	\$20,000.00
Student Activities and Wellness	\$25,000.00

Background – The project timeline and information are as follows:

Advertised RFP	May 22, 2024 and May 29, 2024
RFP Responses Due	June 12, 2024
RFP Issued To	Twenty-eight (28) Vendors
Responses Received From	Eleven (11) Vendors
Responses Reviewed By	Public Relations and Marketing, Student Activities and Wellness, College Connections, and the Purchasing Department

Funds for this expenditure are budgeted in the Public Relations and Marketing, Student Activities and Support Services, College Connections, and Office of Student Re-Engagement budgets for FY 2024 – 2025, pending Board approval of the budget.

6) Purchase and Installation of LED Lights and Fixtures – Mid Valley Campus Parking Lot (Award)

Award the proposal for the purchase and installation of LED lights and fixtures – Mid Valley Campus parking lot to **River Line Contracting, LLC.** (McAllen, TX) (New), at a total amount of \$108,000.00.

Purpose and Justification - Facilities Operations and Maintenance is requesting the purchase and installation of LED Light Fixtures and Round Tapered Steel Poles to replace damaged and rusted parking lot lights at the Mid-Valley Campus. The project is part of the College’s effort to have its parking lots furnished with new lighting fixtures that reduce energy consumption, reduce maintenance costs due to the longer operating life of LED lights, and reduce the use of lamps that contain harmful chemicals to help protect the environment.

Background – The project timeline and information are as follows:

Advertised RFP	May 22, 2024 and May 29, 2024
RFP Responses Due	June 11, 2024
RFP Issued To	Six (6) Vendors
Responses Received From	Two (2) Vendors
Responses Reviewed By	Facilities Operations and Maintenance, Facilities Planning and Construction, and the Purchasing Department

Funds for this expenditure are budgeted in the District-Wide Exterior Lighting Replacement budget for FY 2023 – 2024 and FY 2024 – 2025, pending Board approval of the budget.

7) Purchase of Welding Equipment (Award)

Award the proposal for the purchase of welding equipment to **Linde Gas and Equipment, Inc.** (Pharr, TX) (Previous), at a total amount of \$336,326.00.

Purpose and Justification – The Welding Program in the Division of Business, Public Safety, and Technology requests to purchase thirty-six (36) welding machines and twelve (12) cutting machines for student instruction. This equipment will be used in the

welding programs to train students at the Mid-Valley Campus in Weslaco, Starr County Campus in Rio Grande City, and the Technology Campus in McAllen.

Background – The project timeline and information are as follows:

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

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

8) Science Laboratory Supplies (Award)

Award the proposal for science laboratory supplies for the period beginning September 1, 2024 through August 31, 2025, with two one-year options to renew, at an estimated total amount of \$300,000.00.

The vendors are as follows:

Vendor (City, State)	Vendor (City, State)
Anatomical Worldwide, LLC./ dba Anatomy Warehouse (Skokie, IL)	ASI Associates, Inc./ dba Arbor Scientific (Saline, MI)
Bio Corporation (Alexandria, MN)	Bio-Rad Laboratories, Inc. (Hercules, CA)
Carolina Biological Supply Company (Burlington, NC)	Chemglass Life Sciences (Vineland, NJ)
Fisher Scientific Company, LLC. (Fisher Science Education Business Unit) (Pittsburgh, PA)	Flinn Scientific, Inc. (Batavia, IL)
Midwest Scientific, Inc. (Fenton, MO) (New)	PASCO Scientific (Roseville, CA)
VWR International, LLC. (Radnor, PA)	

Purpose and Justification – The science programs are requesting to purchase lab supplies for the instruction labs required for science courses. The science laboratory supplies are used for student instruction in the Division of Math and Science by Biology, Chemistry, Physics, Geology, and Geography programs. The programs require labs for students to conduct experiments and testing. Some supply items include specimens, instruments, models, chemicals, glassware, soil, test kits, materials, etc. At the time of purchase, the vendor will be selected based on the items provided, pricing, item availability, and delivery timeline.

Background – The project timeline and information are as follows:

Advertised RFP	May 22, 2024 and May 29, 2024
RFP Responses Due	June 13, 2024
RFP Issued To	Twenty-two (22) Vendors

Responses Received From	Eleven (11) Vendors
Responses Reviewed By	Science Programs and the Purchasing Department

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

9) Travel Services (Award)

Award the proposal for travel services for the period beginning September 1, 2024 through August 31, 2025, with two one-year options to renew.

The vendors and pricing per ticket are as follows:

Primary Vendor	Texas Music Festivals Enterprise, Inc. (San Juan, TX) (New)	No Charge
Secondary Vendor	Echo Travel Agency (Edinburg, TX)	\$45.00 per ticket

Purpose and Justification – The Purchasing Department requests travel services to provide airline tickets for administration, faculty, and staff who travel for professional development and students who travel for educational purposes. This contract will be in place for required future travel, which will be reviewed and approved by the President or Division Vice President before purchase. The travel services will include processing airline reservations, automobile rental reservations, hotel reservations, charter services, emergency services, and group travel rates. At the time of purchase, the vendor will be selected based on pricing, availability, individual travel, group travel, and other services needed (car rentals and hotels).

Background – The project timeline and information are as follows:

Advertised RFP	May 22, 2024 and May 29, 2024
RFP Responses Due	June 13, 2024
RFP Issued To	Seven (7) Vendors
Responses Received From	Two (2) Vendors
Responses Reviewed By	Business Office and the Purchasing Department

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

10) Vending Services - Snacks (Award)

Award the proposal for Vending Services – Snacks to **STX Snacktime Vending Company, LLC.** (Weslaco, TX) (Previous), for the right to sell snacks through self-service vending machines for the period beginning September 1, 2024 through August 31, 2029, with services to all South Texas College locations. The five (5) year proposal includes a monthly commission to the College of 26.5% on net sales. Also, to accept the offer to provide food vending services, if needed, at the Starr County Campus.

Purpose and Justification – The College is requesting vending services for snacks at all South Texas College campuses and centers. The services provided through self-service vending machines will be available at all hours for faculty, staff, students, and visitors.

As part of the response to the solicitation for snack vending services, STX Snacktime Vending Company also submitted an additional proposal for consideration by STC for the right to sell other non-snack food products, also through self-service machines at the Starr County Campus given that no on-campus food service is currently available at that campus. These food products include sandwiches and plates of various types, including some breakfast items. The vendor is offering STC a 17% commission on net sales for a five (5) year contract.

Administration requests that the Board authorize this option at the Starr County Campus to be implemented later if it is determined that it is needed.

Background – The project timeline and information are as follows:

Advertised RFP	May 22, 2024 and May 29, 2024
RFP Responses Due	June 13, 2024
RFP Issued To	Five (5) Vendors
Responses Received From	Two (2) Vendors
Responses Reviewed By	Facilities Operations and Maintenance and the Purchasing Department

11) Student Insurance (Award)

Award the proposal for student insurance for the period beginning August 26, 2024 through August 25, 2025, with two one-year options to renew, at no cost to the College. The cost of the insurance coverage is paid by the student.

The vendors are as follows:

A	Student / Faculty Medical Professional Liability Insurance	Affinity Insurance Services, Inc. / American Casualty Company of Reading, PA. (Chicago, IL)
B	Voluntary Student Accident Insurance	Student Assurance Services, Inc. / Ameritas Life Insurance Corp. (Stillwater, MN)
C	Workforce Training Programs Student Accident Insurance	Student Assurance Services, Inc. / Ameritas Life Insurance Corp. (Stillwater, MN)
D	Business, Public Safety, and Technology Student Accident Insurance	Student Assurance Services, Inc. / Ameritas Life Insurance Corp. (Stillwater, MN)

Purpose and Justification – Administration requests student insurance proposals for Student / Faculty Medical Professional Liability Insurance, Voluntary Student Accident Insurance, Workforce Training Programs Student Accident Insurance, and Business, Public Safety & Technology Student Accident Insurance.

The primary purpose of student insurance is as follows:

A	Student / Faculty Medical Professional Liability Insurance	Provides coverage for those students enrolled in the Nursing and Allied Health and Child Development programs as well as associated Faculty.
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B	Voluntary Student Accident Insurance	Provides students with a low-cost option for accident insurance.
C	Workforce Training Programs Student Accident Insurance	Provides coverage for those students enrolled in certain Continuing Education Training programs.
D	Business, Public Safety and Technology Student Accident Insurance	Provides coverage for those students enrolled in the Business, Public Safety & Technology programs.

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

Mr. Chase Carlisle, the College’s Risk Management Consultant, recommends the following awards:

A. Student / Faculty Medical Professional Liability Insurance:

Affinity Insurance Services, Inc. / American Casualty Company of Reading, PA for the period beginning August 26, 2024 through August 26, 2025. The cost of medical professional liability insurance is paid by the students enrolled in the Nursing and Allied Health and Child Development programs. The College and Faculty are insured parties at no additional cost to the student or to the College.

Premium	\$24,889
Number of Students (estimate)	2,488 (approximately \$10 per student)
Limits	\$1,000,000 per occurrence / \$5,000,000 aggregate

- ⇒ The cost per student (\$10) is the same as the prior year.
- ⇒ The carrier remains unchanged from the prior year.
- ⇒ Students enrolled in the Nursing and Allied Health and Child Development programs are automatically enrolled for this coverage.
- ⇒ Students pay for insurance.

B. Voluntary Student Accident Insurance:

Student Assurance Services, Inc. / Ameritas Life Insurance Corp. for the period beginning August 26, 2024 through August 26, 2025. This is a voluntary product, so there is no cost to the College (same as the prior year).

- ⇒ The cost to the student who elects to purchase this voluntary coverage decreased from the prior year and would be as follows:
 - \$45.00 for school time coverage
 - \$90.00 for full-time (24-hour) coverage
 - \$8.00 for dental coverage
- ⇒ The student accident insurance limit is \$25,000.

C. Workforce Training Programs Student Accident Insurance:

Student Assurance Services, Inc. / Ameritas Life Insurance Corp. for the period beginning August 26, 2024 through August 26, 2025. Participants are

enrolled in non-credit Continuing Education Training Programs such as Phlebotomy, Welding, Emergency Care Assistant, and Building Trades.

- ⇒ The premium is \$750 based on an *estimated* 433 participants in the workforce training programs. The actual cost per student will be determined once enrollment numbers are received. The cost has decreased from prior year.
- ⇒ Participants in non-credit Continuing Education Training Programs are automatically enrolled for this coverage.
- ⇒ The student accident insurance coverage limit is \$25,000.
- ⇒ The premium is paid by the students.

D. Business, Public Safety & Technology Student Accident Insurance:

Student Assurance Services, Inc. / Ameritas Life Insurance Corp. for the period beginning August 26, 2024 through August 26, 2025. The annual premium is included with the Workforce Training Programs Student Accident Insurance premium. Participants are enrolled in Business, Public Safety & Technology programs.

- ⇒ The premium is \$750 based on an *estimated* 1,942 participants in the Business, Public Safety & Technology programs. The actual cost per student will be determined once enrollment numbers are received. The cost has decreased from prior year.
- ⇒ The student accident insurance coverage limit is \$25,000.
- ⇒ The premium is paid by the students.

The project timeline and information are as follows:

Advertised RFP	May 22, 2024 and May 29, 2024
RFP Responses Due	June 11, 2024
RFP Issued To	Eighteen (18) Vendors
Responses Received From	Three (3) Vendors
Responses Reviewed By	Insurance Consultant, Risk Manager, and the Purchasing Department

Enclosed Documents – The insurance recommendations and spreadsheets provided by Mr. Chase Carlisle, Insurance Risk Management Consultant, follow in the packet for the Board’s information and review.

Mr. Chase Carlisle from Carlisle Insurance will be available to address any questions.

12) Property and Casualty Insurance (Renewal)

Renew the property and casualty insurance for the period beginning September 1, 2024, through August 31, 2025, at an estimated total amount of \$2,363,965.11.

Purpose and Justification – Administration requests to renew the property and casualty insurance that includes the Property / Inland Marine / Boiler & Machinery, Crime, School Leaders Errors & Omissions, General Liability, Law Enforcement Liability, Automobile, Workers Compensation, and Cyber Liability.

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

On April 26, 2022, the Board of Trustees approved a contract for insurance risk management consulting services with Carlisle Insurance. Mr. Chase Carlisle, the company's representative, recommends the following renewals:

Property, Inland Marine, and Boiler and Machinery	
Vendor / Carrier	Montalvo Insurance Agency / The Hartford Fire Insurance Company
Premium	\$1,715,651
Premium Increase / Decrease	Increase of 20% (\$1,419,401 to \$1,715,651)*
<i>*The increase is due to the recent increase in property values and claims reported for FY 2024.</i>	
Crime	
Vendor / Carrier	Montalvo Insurance Agency / The Hartford Fire Insurance Company
Premium	\$8,122
Premium Increase / Decrease	Decrease of 1% (\$8,174 to \$8,122)**
<i>**The decrease is due to no crime claims in FY 2024.</i>	
School Leaders Errors & Omissions, General Liability, Law Enforcement Liability, and Automobile	
Vendor / Carrier	Texas Association of School Boards (TASB) / TASB Risk Management Fund
Premium	\$244,612
Premium Increase / Decrease	Increase of 1% (\$241,153 to \$244,612)***
<i>*** The increase is due to a few claims being reported in FY 2024.</i>	
Workers Compensation	
Vendor / Carrier	Texas Association of School Boards (TASB) / TASB Risk Management Fund
Premium	\$351,670
Premium Increase / Decrease	Increase of 17% (\$299,652 to \$351,670)****
<i>****The increase is due to recent salary increases with no change to the insurance rate.</i>	
Cyber Liability	
Vendor / Carrier	Montalvo Insurance Agency / AIG Specialty Insurance Company
Premium	\$43,910.11
Premium Increase / Decrease	Increase of 1% (\$43,608 to \$43,910.11)*****
<i>***** The increase is solely due to market rate increases and not claims reported in FY 2024.</i>	

The total recommended renewals to **Montalvo Insurance Agency** and the **Texas Association of School Boards (TASB)** are as follows:

Insurance Types	TASB	Montalvo
Property / Inland Marine and Boiler & Machinery		\$1,715,651
Crime		\$8,122
School Leaders Errors & Omissions, General Liability, Law Enforcement	\$166,171	
Automobile	\$78,441	
Workers Compensation	\$351,670	

Insurance Types	TASB	Montalvo
Cyber Liability		\$43,910.11
Total	\$596,282	\$1,767,683.11
Grand Total		\$2,363,965.11

Background – The Board awarded the contracts as follows:

Term: August 22, 2023 – one year with two (2) one-year annual renewals			
Award	Board Meeting Date	Original Term	Renewal Term
Original	08/22/23	09/01/23 – 08/31/24	
First Renewal	07/16/24		09/01/24 – 08/31/25

Funds for these expenditures are budgeted in the Insurance and Benefits budgets for FY 2024 – 2025, pending Board approval of the budget.

Enclosed Documents – The insurance renewal recommendations and spreadsheets provided by Mr. Chase Carlisle, Insurance Risk Management Consultant, follow in the packet for the Committee’s information and review.

Mr. Chase Carlisle from Carlisle Insurance will be available to address any questions.

2. Rejection of Proposals

13) Non-Credit Course Registration and Management Software (Reject)

Reject the two (2) proposals received for the non-credit course registration and management software because the vendors did not meet and/or submit the required specifications and/or documents. This project will be re-solicited with updated specifications.

3. Purchases and Renewals (Instructional Item)

14) Welding Gases, Metals, and Supplies (Renewal)

Renew the contracts for welding gases, metals, and supplies for the period beginning October 1, 2024 through September 30, 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)
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)	

Purpose and Justification – The Welding Program and Continuing, Professional, and Workforce Education are requesting the purchase of various gases, metals, and classroom/lab supplies used by students for hands-on instruction in welding classes

throughout the College district. At the time of purchase, the vendor will be selected based on the items provided, pricing, item availability, and delivery timeline.
 Background – The Board awarded the contract as follows:

Term: September 26, 2023 – one year with two (2) one-year annual renewals			
Award	Board Meeting Date	Original Term	Renewal Term
Original	09/26/23	10/01/23 – 09/30/24	
First Renewal	07/16/24		10/01/24 – 09/30/25

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 Welding Program and Continuing Education budgets for FY 2024 – 2025 and FY 2025 – 2026, pending Board approval of the budget.

Purchases and Renewals (Non-Instructional Items)

15) Air Conditioning Filters and Installation (Purchase)

Purchase air conditioning filters and installation from **Joe W. Fly Company, Inc.** (Dallas, TX/Harlingen, TX) (Previous), a Texas Association of School Boards – Buyboard approved vendor, for the period beginning September 1, 2024, through August 31, 2025, at an estimated total amount of \$125,709.82, which is based on prior year expenditures.

The services are as follows:

#	Equipment	Service	Amount	Annual Amount
1	Air Handlers	Bi-Monthly	\$18,452.42	\$110,714.52
2	Portable Building AC Units	Quarterly	\$976.65	\$3,906.60
3	Variable Air Volume Boxes	Semi-Annually	\$5,544.35	\$11,088.70
			Total Amount	\$125,709.82

Purpose and Justification – Facilities Operations and Maintenance is requesting the purchase, installation, and removal of air conditioning filters for various types of equipment. Three thousand one hundred sixty-nine (3,169) air condition filters are replaced bi-monthly, quarterly, and semi-annually in fifty-three (53) buildings and fifty-two (52) portable buildings throughout the district. The filters are needed to maintain the air quality in the buildings and to keep the systems clean and running properly.

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

16) Building Automation Control Equipment, Parts, and Equipment Maintenance (Purchase)

Purchase building automation control equipment, parts, and equipment maintenance from **Siemens Industry, Inc.** (Buffalo Grove, IL/La Feria, TX) (Previous), a Sourcewell and The Interlocal Purchasing System (TIPS) purchasing cooperatives approved vendor, for the period beginning September 1, 2024 through August 31, 2025, at an estimated total amount of \$170,000.00, which is based on prior year expenditures.

Purpose and Justification – Facilities Operations and Maintenance is requesting to purchase as-needed building automation control equipment, parts, and maintenance, including replacement parts and services for all the buildings through the College district.

The primary function of the building automation system is to provide control over heating, cooling, ventilation, lighting, and other critical building systems at all campuses. These parts and services are necessary to replace components for the air conditioning building control systems for the chillers to operate efficiently and at full capacity.

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

17) Chiller Chemicals and Maintenance (Purchase)

Purchase chiller chemicals and maintenance from **Kurita America, Inc.** (Minneapolis, MN) (Previous), a State of Texas Term contract approved vendor, for the period beginning September 1, 2024 through August 31, 2025, at an estimated total amount of \$87,000.00, which is based on prior year expenditures.

Purpose and Justification – Facilities Operations and Maintenance is requesting to purchase chiller chemicals and maintenance for all nineteen (19) chillers throughout the district as needed. The chiller chemicals and maintenance are required for all the chillers to operate properly and efficiently.

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

18) Parts and Supplies (Purchase)

Purchase parts and supplies from **W. W. Grainger, Inc. / dba Grainger** (Austin, TX/McAllen, TX) (Previous), the State of Texas Multiple Award Schedule (TXMAS), E&I Cooperative Services, Sourcewell, and the Texas Association of School Boards – Buyboard approved vendor, for the period beginning September 1, 2024 through August 31, 2025, at an estimated total amount of \$110,000.00, which is based on prior year expenditures.

Purpose and Justification – Facilities Operations and Maintenance is requesting parts and supplies, which will be purchased for the day-to-day operation of the College as needed.

The parts and supplies are needed for electrical, plumbing, and air conditioning repairs throughout the College district. It will include some of the following items: tools, safety wear, fittings, batteries, tape, saw blades, cable ties, screws, repair kits, sealant, steel elbows, and various other parts and supplies.

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

19) Advertising Services (Renewal)

Renew the contracts for advertising services for the period beginning September 1, 2024 through August 31, 2025, at an estimated total amount of \$653,400.00, which is based on prior year expenditures.

The vendors are as follows:

Vendor (City, State)	Vendor (City, State)
25th Hour Communications, Inc. (Mashpee, MA)	Acme Partnership, LP. (Austin, TX)
AIM Media Texas Operating, LLC. (McAllen, TX)	Buena Aventura, LLC./ dba Mega Doctor News (McAllen, TX)
Buena Aventura, LLC./ dba Texas Border Business (McAllen, TX)	De Shopping En Texas (McAllen, TX)
Entravision Communications (McAllen, TX)	GC Publishing/ dba Edible RGV (Brownsville, TX)
I Heart Media (Weslaco, TX)	Image House Media, LLC. (McAllen, TX)
International Billboards (McAllen, TX)	KRGV (Weslaco, TX)
Lamar Advertising (San Benito, TX)	Media Choice, LLC. (Austin, TX)
Mexico Industry/ ICP, LLC. (McAllen, TX)	National Cinemedia, LLC. (NCM) (Centennial, CO)
NBC Universal, LLC. Telemundo Rio Grande Valley, LLC. (McAllen, TX)	Nexstar Media, Inc. (KVEO/ SVEO/ NVEO/ KBGT/ Valleycentral.com) (Harlingen, TX)
Radio United, LLC. (McAllen, TX)	RGVision Publications, LLC. (Mission, TX)
Socialife News, LLC. (McAllen, TX)	Sombrero Advertising & Marketing (McAllen, TX)
Spectrum Reach/ Charter Communications Holdings, LLC. (McAllen, TX)	Starchannel Marketing (McAllen, TX)
Starr County Town Crier (Rio Grande City, TX)	Univision Receivables (Univision Radio) (Los Angeles, CA)
Urban TVs, LLC. (Palmview, TX)	VBR Media/ dba Valley Business Report (Clermont, FL)
VisionPoint Marketing, LLC. (Raleigh, NC)	Vox Veritas, LLC./ dba Rio Grande Guardian (McAllen, TX)

Purpose and Justification – Public Relations and Marketing is requesting the purchase of advertising services to be used district-wide for marketing purposes and other related services when needed. Advertising includes but is not limited to newspaper, magazine, television, radio, website, blog, cinema, billboard, and other out-of-home opportunities. At the time of purchase, the vendor will be selected based on the items provided, pricing, item availability, and delivery timeline.

Background – The Board awarded the contract as follows:

Term: January 31, 2023 – one year with two (2) one-year annual renewals			
Award	Board Meeting Date	Original Term	Renewal Term
Original	01/31/23	03/01/23 – 08/31/24	
First Renewal	07/16/24		09/01/24 – 08/31/25

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 Advertising Services budget for FY 2024 – 2025, pending Board approval of the budget.

20) Commercial Card Services (Accounts Payable Card) (Renewal)

Renew the contract for commercial card services (accounts payable card) with **PNC Bank** (McAllen, TX) (Previous), for the period beginning September 1, 2024 through August 31, 2025, at no charge to the College.

Purpose and Justification – The Business Office requests to renew the commercial card services used for vendor invoice payments and payments to vendors that do not accept purchase orders (registrations, subscriptions, software, etc.).

The Accounts Payable (AP) card serves as an Accounts Payable Department payment solution. It allows the Business Office to expedite vendor payments and reduce the College's payment processing and statement reconciliation costs and time. In addition, the program offers the College the potential to earn a revenue share on payments made using the AP card. The revenue share is based on the rebate schedule set forth below.

Rebate Schedule		
Monthly Charge Volume		Rebate Percentage
Low	High	
\$1	\$250,000	1.00%
\$250,001	\$500,000	1.30%
\$500,001	\$750,000	1.40%
\$750,001	\$1,000,000	1.50%
\$1,000,001+		1.60%
Large Ticket/Reduced Interchange Transaction Rebate 0.70%		

Background – The contract for commercial card services for the period beginning April 1, 2013, was approved at the March 26, 2013, Board of Trustees meeting. This is one of the services that is available under the Depository Services contract.

Since FY 2014, the Board of Trustees has approved one-year contract extensions. The total rebate received from April 1, 2013 through May 31, 2024 is \$807,448.31.

Fiscal Year	Rebate Amounts
FY 2015	\$38,976.69
FY 2016	\$53,275.14

Fiscal Year	Rebate Amounts
FY 2017	\$86,235.21
FY 2018	\$121,724.22
FY 2019	\$102,205.64
FY 2020	\$73,198.51
FY 2021	\$73,116.47
FY 2022	\$83,473.18
FY2023	\$88,444.43
FY2024 Sept-May	\$86,798.82

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

21) Digital Advertising Services (Renewal)

Renew the contracts for digital advertising services for the period beginning September 1, 2024, through August 31, 2025, at an estimated total amount of \$435,600.00, which is based on prior year expenditures.

The vendors are as follows:

Primary Vendor	ReachLocal, Inc. (Woodland Hills, CA)
Secondary Vendors	Entravision Communications (McAllen, TX)
	KRGV (Weslaco, TX)
	Nexstar Media, Inc. (Harlingen, TX)

Purpose and Justification – Public Relations and Marketing is requesting to purchase digital advertising services to be used district-wide for marketing purposes and other related services on an as-needed basis. Digital advertising includes but is not limited to social media, YouTube, streaming TV/radio, displays, pay-per-click, geotargeting, and other digital opportunities. At the time of purchase, the vendor will be selected based on the items provided, pricing, item availability, and delivery timeline.

Background – The Board awarded the contract as follows:

Term: January 31, 2023 – one year with two (2) one-year annual renewals			
Award	Board Meeting Date	Original Term	Renewal Term
Original	01/31/23	03/01/23 – 08/31/24	
First Renewal	07/16/24		09/01/24 – 08/31/25

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 Advertising Services budget for FY 2024 – 2025, pending Board approval of the budget.

22) Elevator Maintenance Agreement (Renewal)

Renew the elevator maintenance agreement with **Otis Elevator Company** (Dallas, TX/McAllen, TX) (Previous), a Texas Association of School Boards – Buyboard and OMNIA Partners approved vendor for the period beginning September 1, 2024, through August 31, 2025, at an estimated total amount of \$100,000.00, which is based on prior year expenditures.

Purpose and Justification – Facilities Operations and Maintenance is requesting to renew the elevator maintenance agreement for all the elevators district wide.

The elevator maintenance agreement includes the regular examinations and repairs of all thirty-one (31) elevators located at all campuses. The services will be requested from the vendor by the Facilities Maintenance Department as needed.

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

23) Office Supplies (Renewal)

Renew the contracts for office supplies for the period beginning October 1, 2024, through September 30, 2025, at an estimated total amount of \$350,000.00, which is based on prior year expenditures.

The vendors are as follows:

Primary Vendor	Gateway Printing & Office Supply, Inc. (Edinburg, TX)
Secondary Vendors	Copy Plus (McAllen, TX)
	Quill, LLC (Lincolnshire, IL)
	Ray’s Business Products (Pharr, TX)

Purpose and Justification – The Instructional Programs and Support Services requests to purchase office supplies, including but not limited to paper, pens, markers, folders, indexes, batteries, binders, labels, dividers, sticky notes, tape, etc. The supplies are essential for the daily operation of the College’s instructional programs and support services departments. The office supplies are purchased throughout the fiscal year, considering the type of item, the delivery services, pricing, and availability of the items. At the time of purchase, the vendor will be selected based on the items provided, pricing, item availability, and delivery timeline.

Background - The Board awarded the contract as follows:

Term: August 22, 2023 – one year with two (2) one-year annual renewals			
Award	Board Meeting Date	Original Term	Renewal Term
Original	08/22/23	10/01/23 – 09/30/24	
First Renewal	07/16/24		10/01/24 – 09/30/25

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 various departments’ budgets for FY 2024 – 2025, and FY 2025 – 2026, pending Board approval of the budget.

Recommendation:

It is requested that the Committee recommend for Board approval the award of proposals, rejection of proposals, purchases, and renewals at a total cost of \$6,290,932.93, as listed below:

Award of Proposals

- 1) **Custodial Supplies (Award):** award the proposal for custodial supplies for the period beginning August 18, 2024 through August 17, 2025, with two one-year options to renew, at an estimated total amount of \$300,000.00. The vendors are as follows:

Primary Vendor	Gulf Coast Paper, Co. (Brownsville, TX)
Secondary Vendors	Brady Plus (San Antonio, TX) (New)
	CC Distributors, Inc. (Corpus Christi, TX)
	Rio Paper & Supply, LLC. (Pharr, TX)

- 2) **Internet Service for South Texas College Sites (Award):** award the proposal for internet service for South Texas College sites to **Smartcom Telephone, LLC.** (McAllen, TX) (**Previous**), for the period beginning September 1, 2024 through August 31, 2025, with two one-year options to renew, at an estimated total amount of \$40,932.00;
- 3) **Mail Services (Award):** award the proposal for mail services to **Upper Valley Mail Services, LLC.** (McAllen, TX) (**Previous**), for the period beginning September 1, 2024 through August 31, 2025, with two one-year options to renew, at an estimated total amount of \$45,000.00;
- 4) **Promotional Items for Student Outreach (Award):** award the proposal for promotional items for student outreach for the period beginning September 1, 2024 through August 31, 2025, at an estimated total amount of \$150,000.00. The vendors are as follows:

Vendor (City, State)	Vendor (City, State)
4imprint, Inc. (Oshkosh, WI)	Authentic Promotions.com (Carmichael, CA)
Gateway Printing (Edinburg, TX)	Imprezos Pro Uniforms, LLC. (Pharr, TX)
Promo Universal, LLC. (Corpus Christi, TX)	

- 5) **Promotional T-Shirts for Student Outreach (Award):** award the proposal for promotional t-shirts for student outreach for the period beginning September 1, 2024 through August 31, 2025, with two one-year options to renew, at an estimated total amount of \$165,000.00. The vendors are as follows:

Vendor (City, State)	Vendor (City, State)
1,2,3 Screen Printing, LLC. (Mission, TX)	All Valley Screenprinting (McAllen, TX)
Authentic Promotions.com (Carmichael, CA)	Imprezos Pro Uniforms, LLC. (Pharr, TX)
Promo Universal, LLC. (Corpus Christi, TX)	

- 6) **Purchase and Installation of LED Lights and Fixtures – Mid Valley Campus Parking Lot (Award):** award the proposal for the purchase and installation of LED lights and fixtures – Mid Valley Campus parking lot to **River Line Contracting, LLC** (McAllen, TX), at a total amount of \$108,000.00;
- 7) **Purchase of Welding Equipment (Award):** award the proposal for the purchase of welding equipment to **Linde Gas and Equipment, Inc.** (Pharr, TX) (**Previous**), at a total amount of \$336,326.00.
- 8) **Science Laboratory Supplies (Award):** award the proposal for science laboratory supplies for the period beginning September 1, 2024 through August 31, 2025, with two one-year options to renew, at an estimated total amount of \$300,000.00. The vendors are as follows:

Vendor (City, State)	Vendor (City, State)
Anatomical Worldwide, LLC./ dba Anatomy Warehouse (Skokie, IL)	ASI Associates, Inc./ dba Arbor Scientific (Saline, MI)
Bio Corporation (Alexandria, MN)	Bio-Rad Laboratories, Inc. (Hercules, CA)
Carolina Biological Supply Company (Burlington, NC)	Chemglass Life Sciences (Vineland, NJ)
Fisher Scientific Company, LLC. (Fisher Science Education Business Unit) (Pittsburgh, PA)	Flinn Scientific, Inc. (Batavia, IL)
Midwest Scientific, Inc. (Fenton, MO) (New)	PASCO Scientific (Roseville, CA)
VWR International, LLC. (Radnor, PA)	

- 9) **Travel Services (Award):** award the proposal for travel services for the period beginning September 1, 2024 through August 31, 2025, with two one-year options to renew. The vendors and pricing per ticket are as follows:

Primary Vendor	Texas Music Festivals Enterprise, Inc. (San Juan, TX) (New)	No Charge
Secondary Vendor	Echo Travel Agency (Edinburg, TX)	\$45.00 per ticket

- 10) **Vending Services - Snacks (Award):** award the proposal for vending services – snacks to **STX Snacktime Vending Company, LLC.** (Weslaco, TX) (**Previous**), for the right to sell snacks through self-service vending machines for the period beginning September 1, 2024 through August 31, 2029, with services to all South Texas College locations. The five (5) year proposal includes a monthly commission to the College of 26.5% on net sales. **Also, to accept the offer to provide food vending services, if needed, at the Starr County Campus;**
- 11) **Student Insurance (Award):** award the proposal for student insurance for the period beginning August 26, 2024 through August 25, 2025 with two one-year options to renew, at no cost to the College. The cost of the insurance coverage is paid by the student. The vendors are as follows:

A	Student / Faculty Medical Professional Liability Insurance	Affinity Insurance Services, Inc. / American Casualty Company of Reading, PA. (Chicago, IL)
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B	Voluntary Student Accident Insurance	Student Assurance Services, Inc. / Ameritas Life Insurance Corp. (Stillwater, MN)
C	Workforce Training Programs Student Accident Insurance	Student Assurance Services, Inc. / Ameritas Life Insurance Corp. (Stillwater, MN)
D	Business, Public Safety and Technology Student Accident Insurance	Student Assurance Services, Inc. / Ameritas Life Insurance Corp. (Stillwater, MN)

12)Property and Casualty Insurance (Renewal): renew the property and casualty insurance for the period beginning September 1, 2024, through August 31, 2025, at an estimated total amount of \$2,363,965.11.

Property, Inland Marine, and Boiler and Machinery	
Vendor / Carrier	Montalvo Insurance Agency / The Hartford Fire Insurance Company
Premium	\$1,715,651
Premium Increase / Decrease	Increase of 20% (\$1,419,401 to \$1,715,651)*
<i>*The increase is due to the recent increase in property values and claims reported for FY 2024.</i>	
Crime	
Vendor / Carrier	Montalvo Insurance Agency / The Hartford Fire Insurance Company
Premium	\$8,122
Premium Increase / Decrease	Decrease of 1% (\$8,174 to \$8,122)**
<i>**The decrease is due to no crime claims in FY 2024.</i>	
School Leaders Errors & Omissions, General Liability, Law Enforcement Liability, and Automobile	
Vendor / Carrier	Texas Association of School Boards (TASB) / TASB Risk Management Fund
Premium	\$244,612
Premium Increase / Decrease	Increase of 1% (\$241,153 to \$244,612)***
<i>*** The increase is due to a few claims being reported in FY 2024.</i>	
Workers Compensation	
Vendor / Carrier	Texas Association of School Boards (TASB) / TASB Risk Management Fund
Premium	\$351,670
Premium Increase / Decrease	Increase of 17% (\$299,652 to \$351,670)****
<i>****The increase is due to recent salary increases with no change to the insurance rate.</i>	
Cyber Liability	
Vendor / Carrier	Montalvo Insurance Agency / AIG Specialty Insurance Company
Premium	\$43,910.11
Premium Increase / Decrease	Increase of 1% (\$43,608 to \$43,910.11)*****
<i>***** The increase is solely due to market rate increases and not claims reported in FY 2024.</i>	

Rejection of Proposals

13) Non-Credit Course Registration and Management Software (Reject): reject the two (2) proposals received for the non-credit course registration and management software since the vendors did not meet and/or submit the required specifications and/or documents. This project will be re-solicited with updated specifications;

Purchases and Renewals (Instructional Item)

14) Welding Gases, Metals, and Supplies (Renewal): renew the contracts for welding gases, metals, and supplies for the period beginning October 1, 2024, through September 30, 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)
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)	

Purchases and Renewals (Non-Instructional Items)

15) Air Conditioning Filters and Installation (Purchase): purchase air conditioning filters and installation from **Joe W. Fly Company, Inc.** (Dallas, TX/Harlingen, TX) (**Previous**), a Texas Association of School Boards – Buyboard approved vendor, for the period beginning September 1, 2024, through August 31, 2025, at an estimated total amount of \$125,709.82, which is based on prior year expenditures;

16) Building Automation Control Equipment, Parts, and Equipment Maintenance (Purchase): purchase building automation control equipment, parts, and equipment maintenance from **Siemens Industry, Inc.** (Buffalo Grove, IL/La Feria, TX) (**Previous**), a Sourcwell and The Interlocal Purchasing System (TIPS) purchasing cooperatives approved vendor, for the period beginning September 1, 2024 through August 31, 2025, at an estimated total amount of \$170,000.00, which is based on prior year expenditures;

17) Chiller Chemicals and Maintenance (Purchase): purchase chiller chemicals and maintenance from **Kurita America, Inc.** (Minneapolis, MN) (**Previous**), a State of Texas Term contract approved vendor, for the period beginning September 1, 2024 through August 31, 2025, at an estimated total amount of \$87,000.00, which is based on prior year expenditures;

18) Parts and Supplies (Purchase): purchase parts and supplies from **W. W. Grainger, Inc. / dba Grainger** (Austin, TX/McAllen, TX) (**Previous**), the State of Texas Multiple Award Schedule (TXMAS), E&I Cooperative Services, Sourcwell, and the Texas Association of School Boards – Buyboard approved vendor, for the period beginning September 1, 2024, through August 31, 2025, at an estimated total amount of \$110,000.00, which is based on prior year expenditures;

19) Advertising Services (Renewal): renew the contracts for advertising services for the period beginning September 1, 2024, through August 31, 2025, at an estimated total amount of \$653,400.00, which is based on prior year expenditures. The vendors are as follows:

Vendor (City, State)	Vendor (City, State)
25th Hour Communications, Inc. (Mashpee, MA)	Acme Partnership, LP. (Austin, TX)
AIM Media Texas Operating, LLC. (McAllen, TX)	Buena Aventura, LLC./ dba Mega Doctor News (McAllen, TX)
Buena Aventura, LLC./ dba Texas Border Business (McAllen, TX)	De Shopping En Texas (McAllen, TX)
Entravision Communications (McAllen, TX)	GC Publishing/ dba Edible RGV (Brownsville, TX)
I Heart Media (Weslaco, TX)	Image House Media, LLC. (McAllen, TX)
International Billboards (McAllen, TX)	KRGV (Weslaco, TX)
Lamar Advertising (San Benito, TX)	Media Choice, LLC. (Austin, TX)
Mexico Industry/ ICP, LLC. (McAllen, TX)	National Cinemedia, LLC. (NCM) (Centennial, CO)
NBC Universal, LLC. Telemundo Rio Grande Valley, LLC. (McAllen, TX)	Nexstar Media, Inc. (KVEO/ SVEO/ NVEO/ KBGT/ Valleycentral.com) (Harlingen, TX)
Radio United, LLC. (McAllen, TX)	RGVvision Publications, LLC. (Mission, TX)
Socialife News, LLC. (McAllen, TX)	Sombrero Advertising & Marketing (McAllen, TX)
Spectrum Reach/ Charter Communications Holdings, LLC. (McAllen, TX)	Starchannel Marketing (McAllen, TX)
Starr County Town Crier (Rio Grande City, TX)	Univision Receivables (Univision Radio) (Los Angeles, CA)
Urban TVs, LLC. (Palmview, TX)	VBR Media/ dba Valley Business Report (Clermont, FL)
VisionPoint Marketing, LLC. (Raleigh, NC)	Vox Veritas, LLC./ dba Rio Grande Guardian (McAllen, TX)

20) Commercial Card Services (Accounts Payable Card) (Renewal): renew the contract for commercial card services (accounts payable card) with **PNC Bank** (McAllen, TX) (**Previous**), for the period beginning September 1, 2024 through August 31, 2025, at no charge to the College;

21) Digital Advertising Services (Renewal): renew the contracts for digital advertising services for the period beginning September 1, 2024, through August 31, 2025, at an estimated total amount of \$435,600.00, which is based on prior year expenditures. The vendors are as follows:

Primary Vendor	ReachLocal, Inc. (Woodland Hills, CA)
Secondary Vendors	Entravision Communications (McAllen, TX)
	KRGV (Weslaco, TX)
	Nexstar Media, Inc. (Harlingen, TX)

22) Elevator Maintenance Agreement (Renewal): renew the elevator maintenance agreement with **Otis Elevator Company** (Dallas, TX/McAllen, TX) (**Previous**), a

Texas Association of School Boards – Buyboard and OMNIA Partners approved vendor for the period beginning September 1, 2024, through August 31, 2025, at an estimated total amount of \$100,000.00, which is based on prior year expenditures;

23) Office Supplies (Renewal): renew the contracts for office supplies for the period beginning October 1, 2024, through September 30, 2025, at an estimated total amount of \$350,000.00, which is based on prior year expenditures. The vendors are as follows:

Primary Vendor	Gateway Printing & Office Supply, Inc. (Edinburg, TX)
Secondary Vendors	Copy Plus (McAllen, TX)
	Quill, LLC (Lincolnshire, IL)
	Ray’s Business Products (Pharr, TX)

The Finance, Audit, and Human Resources Committee did not meet in July 2024. This item is presented without a committee recommendation. Administration recommends approval 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 award of proposals, rejection of proposals, purchases, and renewals, at a total cost of \$6,290,932.93.

Approval Recommended:

Dr. Ricardo J. Solis
President

Review and Action as Necessary on Resolution #2024-016 for South Texas College Board of Trustees to Certify Compliance with Senate Bill 17 (Sb17) for Fiscal Year 2024

Purpose and Justification – Administration recommends Board approval of resolution #2024-016 for South Texas College Board of Trustees to Certify Compliance with Senate Bill 17 (SB 17) for Fiscal Year 2024.

SB 17, enacted by the 88th Texas Legislature and went into effect on January 1, 2024, mandates significant changes to how public institutions of higher education engage in certain Diversity, Equity, and Inclusion (DEI) prohibited practices and initiatives. Below is a summary of the provisions and compliance requirements under SB 17:

- Prohibition of DEI offices and initiatives.
- Restrictions on DEI statements and training.
- Maintain policies and procedures for disciplining violations of SB 17.
- Submission of annual compliance certification report.
- The governing board or board designee to testify in the interim between regular sessions to the appropriate legislative committee on SB 17 compliance.
- Participation in the state auditor's periodic audits.

Background – SB 17 does not authorize an institution of higher education to spend money appropriated to the institution for a state fiscal year until the board submits to the Texas Higher Education Coordinating Board and the legislature a report certifying compliance with SB 17 during the preceding state fiscal year. The Senate bill also requires the board of each institution of higher education or the board's designee to testify before the standing legislative committees of higher education at a public hearing of the committee regarding the board's compliance with SB 17. The resolution strengthens the College's commitment to adhering to the legislative requirements set forth by SB 17.

Reviewers – The College Staff and South Texas College's Legal Counsel have reviewed the resolution.

Enclosed Documents – Resolution #2024-016 is provided in the packet.

Vice Presidents will be present to address questions.

The Finance, Audit, and Human Resources Committee did not meet in July 2024. This item is presented without a committee recommendation. Administration recommends approval 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 Resolution #2024-016 for the South Texas College Board of Trustees to Certify Compliance with Senate Bill 17 for Fiscal Year 2024, as presented.

Approval Recommended:

Dr. Ricardo J. Solis
President

Resolution for the Board of Trustees

Resolution No. 2024-016

A RESOLUTION OF THE BOARD OF TRUSTEES OF SOUTH TEXAS COLLEGE CERTIFYING COMPLIANCE WITH SENATE BILL 17 (SB17) FOR THE FISCAL YEAR 2024

WHEREAS, Senate Bill 17 (SB17), enacted by the 88th Texas Legislature, mandates that public institutions of higher education ensure compliance with specific provisions regarding diversity, equity, and inclusion (DEI); and

WHEREAS, South Texas College is committed to adhering to the legislative requirements set forth by SB17 to ensure transparency and accountability in all institutional operations;

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF SOUTH TEXAS COLLEGE:

1. **Compliance with DEI Office and Activities:**
 - o South Texas College does not establish or maintain a DEI office.
 - o No employee has been hired or assigned, and no third party has been contracted, to perform the duties of a DEI office.
2. **Compliance with DEI Statements and Preferences:**
 - o South Texas College does not compel, require, induce, or solicit any individual to provide a DEI statement.
 - o No preferential consideration is given based on the provision of a DEI statement.
 - o No preference is given on the basis of race, sex, color, ethnicity, or national origin in employment or participation in any function of the institution.
3. **Compliance with DEI Training:**
 - o South Texas College does not require, as a condition of enrollment or participation in any institutional function, any person to participate in DEI training, except for training developed by an attorney and approved in writing by the institution's general counsel and the Texas Higher Education Coordinating Board (THECB) for compliance with applicable court orders or state/federal laws.
4. **Adoption of Policies and Procedures:**
 - o South Texas College has adopted appropriate policies and procedures for disciplining, including termination, of any employee or contractor who engages in conduct in violation of SB17.
5. **Annual Certification Report:**
 - o South Texas College hereby certifies its compliance with the provisions of SB17 for the fiscal year 2024.
 - o This resolution, along with the certification report, will be submitted to THECB and the Texas Legislature as required.
6. **Authorization for Further Actions:**
 - o The Board of Trustees authorizes the President and any other appropriate officers of the College to take any further actions necessary to ensure compliance with

SB17, including participation in state auditor compliance audits and providing additional documentation if required.

Adopted this ___ day of _____, 2024, by the Board of Trustees of South Texas College.

SIGNED:

Dr. Alejo Salinas, Jr.
Chairman, Board of Trustees
South Texas College

Danny Guzman
Secretary, Board of Trustees
South Texas College

CERTIFICATION:

I, Danny Guzman, Secretary of the Board of Trustees of South Texas College, do hereby certify that the above and foregoing is a true and correct copy of a resolution duly adopted by the Board of Trustees at a meeting thereof held on the ___ day of _____, 2024, at which meeting a quorum was present and participated.

Danny Guzman
Secretary, Board of Trustees
South Texas College

Discussion and Action as Necessary on Interlocal Agreement for Transportation Services between South Texas College and the Lower Rio Grande Valley Development Council (LRGVDC) for FY 2024 - 2025

Purpose and Justification – Administration recommends Board approval of the Interlocal Agreement for Transportation Services between South Texas College and the Lower Rio Grande Valley Development Council (LRGVDC) for FY 2024 - 2025 for a one-year period of September 1, 2024 through August 31, 2025.

The Interlocal Agreement establishes intercampus bus routes to serve all the South Texas College (STC) campuses and to provide students with transportation services. The bus routes will benefit students, faculty, and staff and thereby serve the goals of both organizations by facilitating access to the College and its educational programs and increasing the use of public transportation in the area.

Background – At the March 2024 Board meeting, the Board approved to reestablish the Valley Metro Purple Line transportation route that connects the STC Mid Valley Campus to the STC Nursing Campus. This route had been suspended by the LRGVDC since October 2020 due to low ridership during the pandemic and lack of bus drivers.

Information regarding the FY 2024 – 2025 Transportation Services and Agreement are presented below.

Student Ridership Count History

The table below reflects the ridership count history provided by the LRGVDC for the Purple Line, Green Lines, and the College’s ridership count history for the Yellow Line for FY 2020 through FY 2024, and the total net cost to STC for the same fiscal year:

Ridership Routes	FY 19 – 20	FY 20 - 21	FY 21 - 22	FY 22 – 23	FY 23 – 24 ¹
Yellow Line ⁴	13,289	595	1,483	2,030	2,856
Park & Ride ²	18,070	0	0	0	0
Green Line ⁴ (Starr Campus to Pecan)	7,379	831	2,114	2,117	2,430
Green Line ⁴ (Route 60-Roma)	4,278	90	1,376	2,301	1,901
Purple Line ³ (Mid Valley to NAH)	4,267	38	0	0	0
Total Ridership	47,283	1,554	4,973	6,448	7,187
Total Net Cost	\$317,213	\$84,112 ⁵	\$254,431	\$272,199	\$327,869

¹FY 2024 Ridership as of May 2024
²Service ended March 2020
³Cancelled October 2020
⁴Operating a reduced service beginning FY 2021
⁵CARES Act funding was provided in FY 2021

Proposed Agreement for Fiscal Year 2024 – 2025

Below is a summary of the costs for the current Interlocal Agreement and the proposed Interlocal Agreement.

	Current FY 2024 Agreement	Proposed FY 2025 Agreement
	Total Operating Cost	Total Operating Cost
Green Line – Route 60 – Roma	M - F	M - F
Total Cost	\$182,381	\$241,003
Grant Reimbursement	105,783	144,642
Net STC Cost	\$76,598	\$96,361
Green Line – Rio Grande City	M - F	M - F
Total Cost	\$243,028	\$248,476
Grant Reimbursement	141,623	150,564
Net STC Cost	\$101,405	\$97,912
Purple Line – Weslaco	M - F	M - F
Total Cost	\$0	\$171,288
Grant Reimbursement	0	100,158
Net STC Cost	\$0	\$71,130
Yellow Line – McAllen 3 Campuses	M - F	M - F
Total Cost	\$335,061	\$366,811
Grant Reimbursement	185,195	204,143
Net STC Cost	\$149,866	\$162,668
Total All Lines		
Total Cost	\$760,470	\$1,027,578
Grant Reimbursement	432,601	599,507
Net STC Cost	\$327,869	\$428,071
Increase of Net STC Cost	\$55,670	\$100,202

FY 2024 - 2025	Amount
Total Operating Cost for Services	\$1,027,578
Less Contributions:	
State/Federal Operating	\$599,507
Total Net Cost to STC	\$428,071
STC Direct Expenditures – Yellow Line	\$162,668
STC Payment to LRGVDC – Green Line 1	97,912
STC Payment to LRGVDC – Green Line Route 60 (Roma)	96,361
STC Payment to LRGVDC – Purple Line (Mid-Valley)	71,130
Total Net Cost to South Texas College	\$428,071

The budgeted cost by transportation routes for FY 2024 - 2025 are as follows

Transportation Routes	Total Operating Cost for System	Contributions	STC Direct Expenditures	STC Payment to LRGVDC
Starr (Green-1)	248,476	150,564	0	97,912
Starr (Green-Roma)	241,003	144,642	0	96,361
Mid-Valley (Purple)	171,288	100,158	0	71,130
Circular (Yellow)	366,811	204,143	162,668	0
Total	\$1,027,578	\$599,507	\$162,668	\$265,403

Proposed Agreement for FY 2024 - 2025

- The proposal is to maintain the Green Line Route 60 (Roma) and Green Line 1 Route (Starr County Campus to Pecan Campus) to continue operating Monday – Friday.
- Continue the Interlocal Agreement with LRGVDC for the Yellow Line transportation routes, Monday – Friday.
- Reestablish the Purple Line Route (Mid-Valley Campus to Nursing and Allied Health Campus) to operate Monday – Friday.
- The total estimated STC net cost will increase by \$100,202 from the current year.

Funding Source - Funds for this expenditure will be budgeted in the Student Transportation Services budget for FY 2024 - 2025.

Reviewers – The Interlocal Agreement was reviewed by the Director of Valley Metro at the LRGVDC, Vice President for Finance and Administrative Services, Associate Vice President for Finance and Management, Chief of Police for Department of Public Safety, Contract Manager, and the College’s Legal Counsel. The FY 2024 - 2025 Interlocal Agreement is still pending final approval by the LRGVDC.

Enclosed Documents – The draft Interlocal Agreement and PowerPoint presentation, is included in the packet for the Board’s information and review.

Tom Logan from the LRGVDC, Mary Del Paz, Vice President for Finance and Administrative Services, Ruben Suarez, Chief of Police for the Department of Public Safety, and Alina O. Cantu, Public Safety and Transportation Services Manager, will be present Board meeting to respond to questions.

The Finance, Audit, and Human Resources Committee did not meet in July 2024. This item is presented without a committee recommendation. Administration recommends approval 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 Interlocal Agreement for Transportation Services between South Texas College and the Lower Rio Grande Valley Development Council (LRGVDC) for FY 2024 – 2025, for a one-year period of September 1, 2024 through August 31, 2025, as presented, and contingent upon approval by the LRGVDC.

Approval Recommended:

Dr. Ricardo J. Solis
President

Jag Express Operation Recommendation for FY 2024 - 2025

- Board Meeting
- July 16, 2024

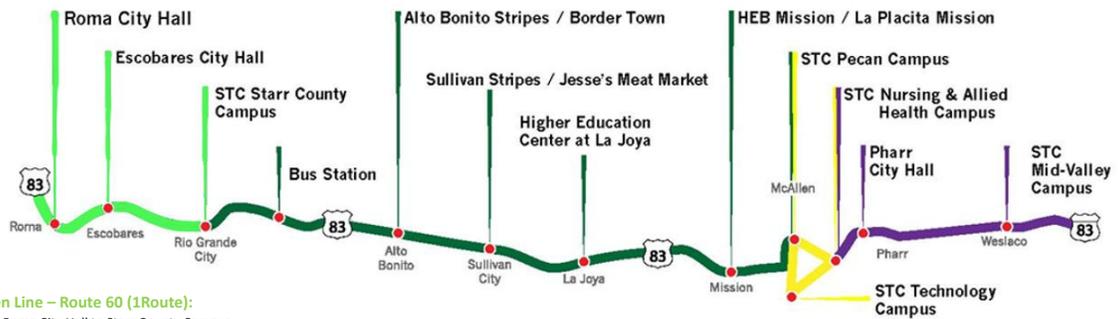
PRESENTED BY:

MARY DEL PAZ, MBA, CPA, CFE, CGMA

Vice President for Finance and Administrative Services



Service Map



Green Line – Route 60 (1Route):

- Roma City Hall to Starr County Campus

Green Line (1 Route):

- Starr County Campus to Pecan Campus

Yellow Line (2 Routes):

- Pecan Campus to Tech Campus to NAH Campus

Purple Line (1 Route):

- Mid Valley Campus to NAH Campus

Ridership History

The table below reflects the ridership count provided by the LRGVDC for the Purple Line and Green Lines and the College's ridership for the Yellow Line for FY 2020, FY 2021, FY 2022, FY 2023 and FY 2024:

	Transportation Route	FY 2020 (Service Ended March 22, 2020)	FY 2021	FY 2022	FY 2023	FY 2024 (as of May 2024)
STC						
	Circulator (Yellow Line)	13,289	595	1,483	2,030	2,856
	Park & Ride	18,070	No Service	No Service	No Service	No Service
LRGVDC						
	Starr (Green Line 1 & 2)	7,379	831	2,114	2,117	2,430
	Starr (Green Line Route 60/Roma)	4,278	90	1,376	2,301	1,901
	Mid Valley (Purple Line)	4,267	38	No Service	No Service	No Service
	Total Ridership	47,283	1,554	4,973	6,448	7,187

Proposed Agreement for Fiscal Year 2024 - 2025

- Maintain the Green Line Route 60 (Roma) and the Green Line I Route (Starr County Campus to Pecan Campus) to continue operating Monday – Friday.
- Continue the Interlocal Agreement with LRGVDC for the Yellow Line transportation routes, Monday – Friday.
- Reestablish the Purple Line Route (Mid-Valley Campus to Nursing and Allied Health Campus) to operate Monday – Friday.
- The total estimated STC net cost will increase by \$100,202 from the current year.

STC Net Cost for JagExpress Routes for FY 2024 – 2025

FY 2024 - 2025	Amount
Total Operating Cost for Services	\$1,027,578
Less Contributions:	
State/Federal Operating	\$599,507
Total Net Cost to STC	\$428,071
STC Direct Expenditures – Yellow Line	\$162,668
STC Payment to LRGVDC – Green Line I	97,912
STC Payment to LRGVDC – Green Line Route 60 (Roma)	96,361
STC Payment to LRGVDC – Purple Line (Mid-Valley)	71,130
Total Net Cost to South Texas College	\$428,071

Cost Comparison for Current Year and FY 2024 - 2025

Below is a summary of the costs for the current Interlocal Agreement and the proposed Interlocal Agreement.

	Current Agreement	Proposed Agreement
	Total Operating Cost	Total Operating Cost
Total Cost	\$760,470	\$1,027,578
Grant Reimbursement	432,601	599,507
Net STC Cost	\$327,869	\$428,071

THANK YOU



**INTERLOCAL AGREEMENT FOR TRANSPORTATION SERVICES
BETWEEN SOUTH TEXAS COLLEGE AND
THE LOWER RIO GRANDE VALLEY DEVELOPMENT COUNCIL**

I. INTRODUCTION

This Interlocal Agreement for Transportation Services (“Agreement”) entered into to be effective as of September 1, 2024 ³, is between South Texas College, a political subdivision of the State of Texas (“College”), and the Lower Rio Grande Valley Development Council, a voluntary association of local governments in Cameron, Hidalgo, Starr, and Willacy Counties (“LRGVDC”). This Agreement is made pursuant to chapter 791 of the Texas Government Code (the “Interlocal Cooperation Act”), as amended.

RECITALS

WHEREAS, the College currently owns six (6) transportation buses to serve its students’ transportation needs to and from College campuses through the Circulator (Yellow) transportation routes;

WHEREAS, LRGVDC owns and operates a regional public transportation system;

WHEREAS, the College and LRGVDC wish to join efforts to establish a more efficient and economical bus transportation service which will connect the campuses of the College for the benefit of College students, staff and faculty; and

WHEREAS, the transportation service will advance the objective of improving access to the College’s educational programs by increasing public transportation use in the Lower Rio Grande Valley;

NOW THEREFORE, in consideration of the promises and of the mutual covenants contained herein, the parties agree as follows:

II. ROLE OF THE LRGVDC for the Starr (Green) and Mid-Valley (Purple) transportation routes

LRGVDC shall have the following responsibilities:

1. Provide bus routes to serve the Starr County and Mid - Valley campuses during the College’s business days and hours of service according to the attached schedule on Exhibit A;
2. Operate and maintain its public transit system in compliance with regulations and guidelines of the LRGVDC, the Texas Department of Transportation (“TxDOT”) and the Federal Transit Administration (“FTA”) as referenced in the attached LRGVDC Federal Transit Administration Certification and Assurances on Exhibit B;
3. Comply with Title VI (Circular 4702.1B “Title VI Requirements and Guidelines) of the Civil Rights Act of 1964 in accordance with Federal Transit Administration (FTA) grant recipient requirements;
4. Provide certifications and assurances that it will abide by all federal rules and regulations when using FTA funds in connection with this Agreement;
5. Ensure that College students, faculty and staff have access to bus transportation services provided hereunder free of charge upon presentation of an official identification card upon boarding; The Fast Ride micro-transit service and RGV Metro Express is not included in fare-free boarding.
6. Track all trips by College students, faculty and staff;
7. Provide College with monthly ridership participation reports within ten (10) working days after the last day of the month for which ridership participation is being reported;
8. Develop initiatives in coordination with the College to ensure that all reasonable efforts are undertaken to increase use of the transportation services;
9. Lease two (2) buses to the College which will be operated and maintained by the College to perform its obligations under this Agreement;
10. Maintain primary liability (within the limits of the Texas Tort Claims Act) and property insurance

- coverage on all its buses operating Green Line and Purple Line routes, in compliance with TxDOT and FTA requirements, and upon request, supply evidence of insurance coverage to the College; and
11. Calculate and provide the College with a good faith estimate of the total operating costs and the total maintenance expenses for the operation of the Green Line (Route 1), and the Green Line (Route 60) and the Purple Line for the Fall 2024 3, Spring 2025-4 and Summer 2025-4 semesters.

III. ROLE OF COLLEGE

The College shall have the following responsibilities:

1. Operate and maintain six (6) buses owned by the College and two (2) buses leased from LRGVDC, as listed on Exhibit C, for the Circulator (Yellow) transportation routes during the College's business days and hours of service according to the attached schedule on Exhibit A;
2. Promote ridership by College students, faculty and staff (promotion efforts will include publicizing the service through newsletters, email notifications, signage at special events and semester registration, and other means the College determines would be effective at increasing participation and raising awareness of the service);
3. Designate boarding locations at each campus with appropriate signage at each of its campus stop locations;
4. Maintain primary liability (within the limits of the Texas Tort Claims Act) and property insurance coverage on all its buses, including buses being leased to the College, in compliance with TxDOT and FTA requirements, and upon request, supply evidence of such insurance coverage to LRGVDC; and
5. Operate and maintain its public transit system in compliance with regulations and guidelines of the LRGVDC and the Texas Department of Transportation ("TxDOT");
6. Report transportation data to the National Transit Database (NTD) as required; and
7. Pay LRGVDC an amount equal to fifty (50) percent of the total operating costs and twenty (20) percent of the total maintenance expenses, as estimated by LRGVDC, for the operation of the Green Line (Route 1), and the Green Line (Route 60) and the Purple Line for the Fall 2024 3, Spring 2025-4 and Summer 2025-4 semesters ("Local Match Payment").

IV. CONTRACT AMOUNT AND COMPENSATION

A. Expense Reimbursement and Payment

On a monthly basis during the term of this Agreement, the College will submit to LRGVDC reimbursement vouchers with supporting documentation showing its operating costs, and maintenance expenses ~~costs~~ arising from the operation of the Circulator (Yellow) transportation routes. LRGVDC shall remit payment to the College for fifty (50) percent of the total operating costs and eighty (80) percent of the total maintenance expenses incurred by the College in the operation of the Circulator (Yellow) transportation routes. LRGVDC acknowledges that the total amount of the reimbursement payments to the College pursuant to this Agreement for the operations and maintenance of the Circulator (Yellow) transportation routes is estimated to be \$204,143. Each monthly report will be on College letterhead and approved and signed by an individual with the authority to request payment.

As consideration for the services to be provided by LRGVDC under this Agreement, the College will remit the Local Match Payment to LRGVDC in the amount of \$97,132 for the Fall 2024 3 semester, \$102,605 for the Spring 2025-4 semester and \$65,667 for the Summer 2025-4 semester.

V. TERM

The term of this Agreement begins on **September 1, 2024 3** and expires on **August 31, 2025-4**.

VI. TERMINATION

In the event of a material breach of this Agreement by one of the parties, the non-breaching party, without waiving any other remedy, may terminate this Agreement upon ten (10) days advance written notice of

termination to the breaching party setting forth the nature of the material breach. The termination will not be effective if the material breach is fully cured prior to the ten (10) day period.

The Agreement may be terminated with or without cause by the College or LRGVDC upon the giving of at least thirty (30) days' prior written notice to the other party of its intention to terminate, specifying in such notice the effective date of such termination. In the event of such termination, it is understood and agreed that only the amounts due to the College for transportation services provided and expenses incurred to the date of termination will be due and payable. No penalty will be assessed for termination of this Agreement.

VII. AMENDMENT

Written amendments, signed by both parties, will be required for any revisions, deletions and/or additions to the Agreement.

Neither party hereto will be liable or responsible to the other for any loss or damage or for any delays or failure to perform due to causes beyond its reasonable control including acts of God, strikes, epidemics, war, riots, flood, fire, sabotage, or any other circumstances of like character ("Force Majeure Event"). If a Force Majeure Event occurs that will delay either party in the performance of its obligations under this Agreement, such party shall promptly notify the other party in writing of such condition and cause thereof no later than ten (10) days after the Force Majeure Event. Provided, however, that if a Force Majeure Event occurs, each party agrees to use its best efforts to mitigate the impact of the occurrence so that the party may continue to carry out its obligations hereunder during the occurrence.

VIII. COOPERATION

The parties understand and agree that the services described in this Agreement depend upon timely and open communications between the parties. In this regard, communication of issues, changes, or problems that arise should occur as early as possible. Each party agrees to work cooperatively and in good faith in a manner that ensures timely resolution of issues.

IX. NOTICES

Except as otherwise specifically provided in this Agreement, all notices, consents, approvals, demands, requests or other communications provided for or permitted under this Agreement will be in writing and will be deemed to have been duly given or served when delivered by hand delivery, email or fax or deposited in the U.S. Mail by registered or certified mail, return receipt requested, postage prepaid, and addressed as follows:

If to College: South Texas College
3201 W. Pecan Blvd.
McAllen, TX 78501
Attention: Ruben Suarez, Chief of Police
Phone: 956-872-2330
Email: rsuarez8@southtexascollege.edu

With copy to: South Texas College
3201 W. Pecan Blvd.
McAllen, TX 78501
Attention: Mary G. Del Paz, VP for Finance & Administrative Services
Phone: 956-872-3559
Email: marye@southtexascollege.edu

If to LRGVDC: Lower Rio Grande Valley Development Council
301 W. Railroad
Weslaco, TX 78596
Attention: Manuel Cruz, Executive Director for LRGVDC
Phone: 956-682-3481
Email: mcruz@lrgvdc.org

With copy to: Lower Rio Grande Valley Development Council
510 S Pleasantview Dr.
Weslaco, TX 78596
Attention: Tom Logan, Director for Valley Metro
Phone: 956-969-5761
Email: tlogan@lrgvdc.org

X. GENERAL PROVISIONS

A. Additional Obligations and Rights

1. LRGVDC shall be responsible for and provide, at its sole expense, adequate equipment inspections, preventative maintenance, and fuel for the Starr (Green) and Mid-Valley (Purple) shuttle buses.
2. The College shall be responsible for and provide preventative maintenance with respect to the Circulator (Yellow) shuttle buses, and the College shall provide preventative maintenance reports to LRGVDC.
3. The College may place advertising wraps on buses subject to their removal upon termination of the Agreement.
4. The Valley Metro logo and the LRGVDC name will be included on the exterior of buses used in service and owned by Valley Metro and operated by the College for the Circulator (Yellow) transportation routes.
5. At the College's request, Valley Metro shall provide, at its expense, training to the College's staff regarding FTA and TxDOT requirements and expectations under this Agreement.
6. The College will designate a person as its lead representative in connection with this Agreement as well as an additional person who will serve as the backup to the lead representative. Designated representatives will meet periodically for the purpose of exchanging updates, requesting information, providing technical assistance, and engaging in oversight of compliance with the terms and conditions of this Agreement.
7. LRGVDC will perform all grant management activities regarding this Agreement, including submission of a grant application to FTA for project funds, fiscal management, periodic reporting to FTA and triennial review reporting.
8. LRGVDC will perform periodic oversight and compliance of College activities for Circulator (Yellow) Line transportation route to ensure that the service is operated as public transportation and that all elements of this Agreement are followed. This will include, without limitation, inspections of buses, inspections of facilities, safety and security reviews, drug and alcohol reviews, annual reviews, report generation, and similar activities.
9. LRGVDC will claim the College's ridership, mileage, hours, and other statistical numbers in its reports and will publicize, market, and otherwise include the College's services as part of its public transportation network.
10. LRGVDC will institute a complaint process to record and address customer complaints, including discrimination complaints.
11. The College will record and submit any complaints to an LRGVDC representative within 24 hours from the receipt of such complaint.
12. For the duration of this Agreement, LRGVDC shall, at no additional cost to the College, lease two buses to the College to be operated in the Circulator (Yellow) transportation routes. The responsibility for the maintenance and operation costs thereof are elsewhere provided for in this Agreement.

B. Circulator (Yellow) Transportation Route

1. The College will operate the Circulator (Yellow) transportation routes as public transportation for the benefit of the College community. In this regard, it is acknowledged that if space is available, a person who is not a College student, faculty or staff, may be provided ridership, but only from and to an official College campus location, consistent with 49 United States Code (USC), Chapter 53, as described in Exhibit A.
2. The College will use its own staff and six (6) buses owned by the College and two (2) buses leased from LRGVDC, to provide public transportation services for the Circulator (Yellow) transportation routes. College staff will at all times remain employees of the College.
3. Buses must be parked in a safe and secure location. LRGVDC maintenance staff will have access to the buses to ensure that buses are properly maintained and operating in good conditions.
4. The College will provide service reports for Circulator (Yellow) shuttles.
5. The College will maintain auto primary liability on all College-owned buses and leased buses within the limits of the Texas Tort Claims Act.

C. Maintenance - Starr (Green Line) and Mid Valley (Purple Line) Transportation Route

1. LRGVDC will provide maintenance services with its own staff for buses used in connection with this Agreement. These maintenance activities will adhere to the *LRGVDC Vehicle Maintenance Plan* and will include:
 - a. Responding to road calls;
 - b. Providing routine preventive maintenance according to the manufacturer's specified maintenance schedule and FTA standards;
 - c. Detailing/cleaning buses once a week;
 - d. Providing tire replacement service according to the manufacturer's schedule;
 - e. Providing brake maintenance according to the manufacturer's schedule;
 - f. Providing out-of-cycle repairs as necessary;
 - g. Coordinating warranty work according to manufacturer guidelines;
 - h. Keeping an inventory of all tools, equipment, parts, materials, and supplies;
 - i. Keeping maintenance records of all activities, including work orders;
 - j. Ensuring that all maintenance activities are safe and secure; and
 - k. Adhering to the maintenance plan.

If a major repair or other repair is needed in connection with any equipment used to provide services for the Starr (Green Line) or Mid-Valley (Purple Line) bus lines that will exceed the established maintenance budget, LRGVDC will present the College a plan of action to address the repair, including the cost and timeline for repair.

2. LRGVDC will perform periodic oversight of the College activities to ensure that the service is operated as public transportation and that all elements of this Agreement are followed. This includes, without limitation, inspections of buses, inspections of facilities, safety and security reviews, annual reviews, report generation, and similar activities.

D. Warranties

1. The College warrants that (a) the transportation services are necessary and authorized for activities that are properly within its statutory functions and programs; (b) it has the authority to contract for the services under authority granted in § 130.022, 130.010, and 130.084, *Texas Education Code*, and Chapter 791, *Texas Government Code*; (3) it has all necessary legal authority and has received all necessary approvals to execute and deliver this Agreement; and (4) the officer signing this Agreement on its behalf is authorized by its governing body to sign this Agreement.
2. LRGVDC warrants that (1) it has authority to perform the services under authority granted in Chapter 791, *Texas Government Code*; (2) it has all necessary legal authority and has received all necessary approvals to execute and deliver this Agreement; and (3) the officer signing this Agreement on its

behalf is authorized by its governing body to sign this Agreement.

E. Capital

1. LRGVDC will initiate the process of procuring capital improvements under this Agreement upon request of the College.

F. Miscellaneous

1. This Agreement shall be interpreted, construed and enforced in accordance with the laws of the State of Texas. Venue for any action under this Agreement shall be Hidalgo County, Texas.
2. This Agreement may not be assigned except upon written approval by LRGVDC and College.
3. In case any provision in this Agreement shall, for any reason, be held invalid or unenforceable in any respect, such invalidity or unenforceability shall not affect any other provision hereof, and this Agreement shall be construed as if such invalid or unenforceable provision had not been included herein.
4. No joint venture or partnership is formed as a result of this Agreement. No employees, agents, or subcontractors of one party shall be deemed, or represent themselves to be, employees or agents of the other party. All transportation services provided by LRGVDC are on an independent contractor basis.
5. This Agreement may be amended or modified only by a written instrument executed by both parties.
6. This Agreement constitutes the entire agreement and understanding between the parties with respect to the subject matter hereof.
7. The College will maintain records of all documents and materials related to the performance of its obligations under this Agreement. The College agrees to allow LRGVDC to inspect and evaluate the work performed and any records under this Agreement.

The undersigned acknowledge that they have read and understand this Agreement and agree to be bound by its terms and conditions.

South Texas College

Lower Rio Grande Valley Development Council

Dr. Ricardo J. Solis
President

Manuel Cruz
Executive Director

Date

Date

Exhibit A

Fiscal Year 2024 - 2025 Transportation Schedule

<u>Fall 2024 Semester</u>	<u>Spring 2025 Semester</u>	<u>Summer 2025 Semesters</u>
Full Service - Begins August 26, 2024	Full Service - Begins January 21, 2025	Limited Service – Begins June 2, 2025
Full Service - Ends December 13, 2024	Full Service - Ends May 15, 2025	Limited Service – Ends August 8, 2025

Breaks In Service

September 2, 2024 - Labor Day
September 27, 2024 – Fall Convocation
November 28 – December 1, 2024 – Thanksgiving Holiday
December 19, 2024 - January 5, 2024 - Winter Break
January 20, 2025 - Martin Luther King Jr. Day
February 14, 2025 – College - Wide Professional Development Day
March 17 - 23, 2025 - Spring Break
April 17 - 20, 2025 - Semester Break
May 26, 2025 - Memorial Day
June 19, 2025 – Juneteenth
July 4, 2025 - Independence Day

Green Line Route

The Valley Metro-operated Green Line operates Monday – Friday, it stops at various locations throughout the Valley including HEB, Stripes and Border Town. The stops for this route for the FY 2024 - 2025 are as follows:

STC Starr County	Bus Station	Alto Bonito Stripes	Sullivan Stripes	Higher Ed Center-La Joya	HEB Mission	STC Pecan Campus	La Placita Mission	Higher Ed Center-La Joya	Jesse's Meat Market	Border Town	Bus Station	STC Starr County	NAH
6:00am													7:15am
9:05am	9:20am	9:35am	9:45am	9:55am	10:20am	10:35am	7:45am	8:10am	8:20am	8:30am	8:45am	9:00am	
1:00pm	1:15pm	1:30pm	1:40pm	1:50pm	2:15pm	2:30pm	2:45pm	3:10pm	3:20pm	3:30pm	3:45pm	4:00pm	
4:05pm	4:20pm	4:35pm	4:45pm	4:55pm	5:20pm	5:35pm	5:50pm	6:15pm	6:25pm	6:35pm	6:50pm	7:05pm	

Green Line - Route 60

The Valley Metro-operated Green Line – Route 60 operates Monday – Friday. The stops for this route for the FY 2024 - 2025 are as follows:

STC Starr County	Bus Station	Escobares City Hall	Roma City Hall	Escobares City Hall	STC Starr County
	7:10am	7:25am	7:35am	7:45am	8:00am
8:00am	8:10am	8:25am	8:35am	8:45am	9:00am
9:00am	9:10am	9:25am	9:35am	9:45am	10:00am
10:00am	10:10am	10:25am	10:35am	10:45am	11:00am
11:00am	11:10am	11:25am	11:35am	11:45am	12:00pm
	1:10pm	1:25pm	1:35pm	1:45pm	2:00pm
2:00pm	2:10pm	2:25pm	2:35pm	2:45pm	3:00pm
3:00pm	3:10pm	3:25pm	3:35pm	3:45pm	4:00pm
4:00pm	4:10pm	4:25pm	4:35pm	4:45pm	5:00pm
5:00pm	5:10pm	5:25pm	5:35pm	5:45pm	6:00pm
6:00pm	6:10pm				

Purple Line Route

The Valley Metro-operated Purple Line operates Monday – Friday. The stops for this route for the FY 2024 - 2025 are as follows:

STC Mid Valley Campus	Pharr City Hall	NAH Campus	Pharr City Hall	STC Mid Valley Campus
6:40am	7:05am	7:15am	7:25am	7:50am
7:55am	8:20am	8:30am	8:40am	9:05am
9:10am	9:35am	9:45am	9:55am	10:20am
10:25am	10:50am	11:00am	11:10am	11:35am
1:00pm	1:25pm	1:35pm	1:45pm	2:10pm
2:15pm	2:40pm	2:50pm	3:00pm	3:25pm
3:30pm	3:55pm	4:05pm	4:15pm	4:40pm
4:45pm	5:10pm	5:20pm	5:30pm	5:55pm
6:00pm	6:25pm	6:35pm	6:45pm	7:10pm
7:15pm	7:40pm	7:50pm	8:00pm	8:25pm

Yellow Line

The Yellow Line is completely operated by South Texas College. Two buses operate from Monday through Thursday and only one bus operates on Friday. This route travels between the Pecan Campus, Technology Campus and Nursing and Allied Health Campus.

Route 1

<u>Pecan</u>	<u>NAH</u>	<u>Tech</u>	<u>NAH</u>	<u>Pecan</u>
7:00 AM		7:20 AM	7:40 AM	8:00 AM
8:00 AM		8:20 AM	8:40 AM	9:00 AM
9:00 AM		9:20 AM	9:40 AM	10:00 AM
10:00 AM		10:20 AM	10:40 AM	11:00 AM
Lunch				
12:20PM		12:40PM	1:00PM	1:20PM
1:20PM		1:40PM	2:00PM	2:20PM
2:20PM		2:40PM	3:00PM	3:20PM
3:20PM		3:40PM	4:00PM	4:20PM
4:20PM		4:40PM	5:00PM	5:20PM
5:20PM		5:40PM	6:00PM	6:20PM
6:20PM		6:40PM	7:00PM	7:20PM

Friday Schedule

<u>Pecan</u>	<u>NAH</u>	<u>Tech</u>	<u>NAH</u>	<u>Pecan</u>
7:00 AM		7:20 AM	7:40 AM	8:00 AM
8:00 AM		8:20 AM	8:40 AM	9:00 AM
9:00 AM		9:20 AM	9:40 AM	10:00 AM
10:00 AM		10:20 AM	10:40 AM	11:00 AM
11:00 AM		11:20 AM	11:40 AM	12:00 PM
Lunch				
1:00PM		1:20PM	1:40PM	2:00PM
2:00PM		2:20PM	2:40PM	3:00PM

Route 2

<u>Pecan</u>	<u>NAH</u>	<u>Tech</u>	<u>NAH</u>	<u>Pecan</u>
7:20AM	7:40AM	8:00AM		8:20AM
8:20AM	8:40AM	9:00AM		9:20AM
9:20AM	9:40AM	10:00AM		10:20AM
10:20AM	10:40AM	11:00AM		11:20AM
11:20PM	11:40PM	12:00PM		12:20PM
Lunch				
1:50PM	2:10PM	2:30PM		2:50PM
2:50PM	3:10PM	3:30PM		3:50PM
3:50PM	4:10PM	4:30PM		4:50PM

FEDERAL FISCAL YEAR 2024 CERTIFICATIONS AND ASSURANCES FOR FTA ASSISTANCE PROGRAMS

(Signature pages alternate to providing Certifications and Assurances in TrAMS.)

Name of Applicant: Lower Rio Grande Valley Development Council (LRGVDC)

The Applicant certifies to the applicable provisions of all categories: (*check here*) .

Or,

The Applicant certifies to the applicable provisions of the categories it has selected:

Category	Certification
01 Certifications and Assurances Required of Every Applicant	<input type="checkbox"/>
02 Public Transportation Agency Safety Plans	<input type="checkbox"/>
03 Tax Liability and Felony Convictions	<input type="checkbox"/>
04 Lobbying	<input type="checkbox"/>
05 Private Sector Protections	<input type="checkbox"/>
06 Transit Asset Management Plan	<input type="checkbox"/>
07 Rolling Stock Buy America Reviews and Bus Testing	<input type="checkbox"/>
08 Urbanized Area Formula Grants Program	<input type="checkbox"/>
09 Formula Grants for Rural Areas	<input type="checkbox"/>
10 Fixed Guideway Capital Investment Grants and the Expedited Project Delivery for Capital Investment Grants Pilot Program	<input type="checkbox"/>
11 Grants for Buses and Bus Facilities and Low or No Emission Vehicle Deployment Grant Programs	<input type="checkbox"/>

- | | | |
|----|---|--------------------------|
| 12 | Enhanced Mobility of Seniors and Individuals with Disabilities Programs | <input type="checkbox"/> |
| 13 | State of Good Repair Grants | <input type="checkbox"/> |
| 14 | Infrastructure Finance Programs | <input type="checkbox"/> |
| 15 | Alcohol and Controlled Substances Testing | <input type="checkbox"/> |
| 16 | Rail Safety Training and Oversight | <input type="checkbox"/> |
| 17 | Demand Responsive Service | <input type="checkbox"/> |
| 18 | Interest and Financing Costs | <input type="checkbox"/> |
| 19 | Cybersecurity Certification for Rail Rolling Stock and Operations | <input type="checkbox"/> |
| 20 | Tribal Transit Programs | <input type="checkbox"/> |
| 21 | Emergency Relief Program | <input type="checkbox"/> |

CERTIFICATIONS AND ASSURANCES SIGNATURE PAGE

AFFIRMATION OF APPLICANT

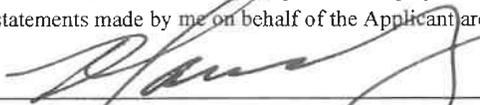
Name of the Applicant: Lower Rio Grande Valley Development Council (LRGVDC)

BY SIGNING BELOW, on behalf of the Applicant, I declare that it has duly authorized me to make these Certifications and Assurances and bind its compliance. Thus, it agrees to comply with all federal laws, regulations, and requirements, follow applicable federal guidance, and comply with the Certifications and Assurances as indicated on the foregoing page applicable to each application its Authorized Representative makes to the Federal Transit Administration (FTA) in the federal fiscal year, irrespective of whether the individual that acted on his or her Applicant’s behalf continues to represent it.

The Certifications and Assurances the Applicant selects apply to each Award for which it now seeks, or may later seek federal assistance to be awarded by FTA during the federal fiscal year.

The Applicant affirms the truthfulness and accuracy of the Certifications and Assurances it has selected in the statements submitted with this document and any other submission made to FTA, and acknowledges that the Program Fraud Civil Remedies Act of 1986, 31 U.S.C. § 3801 *et seq.*, and implementing U.S. DOT regulations, “Program Fraud Civil Remedies,” 49 CFR part 31, apply to any certification, assurance or submission made to FTA. The criminal provisions of 18 U.S.C. § 1001 apply to any certification, assurance, or submission made in connection with a federal public transportation program authorized by 49 U.S.C. chapter 53 or any other statute

In signing this document, I declare under penalties of perjury that the foregoing Certifications and Assurances, and any other statements made by me on behalf of the Applicant are true and accurate.

Signature  Date: March 14, 2024

Name Manuel Cruz, Executive Director Authorized Representative of Applicant

AFFIRMATION OF APPLICANT'S ATTORNEY

For (Name of Applicant): Lower Rio Grande Valley Development Council (LRGVDC)

As the undersigned Attorney for the above-named Applicant, I hereby affirm to the Applicant that it has authority under state, local, or tribal government law, as applicable, to make and comply with the Certifications and Assurances as indicated on the foregoing pages. I further affirm that, in my opinion, the Certifications and Assurances have been legally made and constitute legal and binding obligations on it.

I further affirm that, to the best of my knowledge, there is no legislation or litigation pending or imminent that might adversely affect the validity of these Certifications and Assurances, or of the performance of its FTA assisted Award.

Signature  Date: 3-15-24

Name Juan J. Hinojosa Attorney for Applicant

Each Applicant for federal assistance to be awarded by FTA must provide an Affirmation of Applicant's Attorney pertaining to the Applicant's legal capacity. The Applicant may enter its electronic signature in lieu of the Attorney's signature within TrAMS, provided the Applicant has on file and uploaded to TrAMS this hard-copy Affirmation, signed by the attorney and dated this federal fiscal year.

Exhibit C Vehicle Listing

STC Shuttle Buses								
Bus #	Year	Make	MODEL	VIN	Fuel	License Plate #	Owner	UNIT #
3	2012	Ford	E-550	1FDGF5GY8CEA33854	Gas	1134132	STC	57
5	2015	Chevrolet	4500	1GB6G5BG1F1209980	Gas	1190618	VM	1512
6	2015	Chevrolet	4500	1GB6G5BG2F1224861	Gas	1190619	VM	1513
7	2017	Freightliner	Glaval Concorde II	4UZADRDU7HCHZ3848	Diesel	1366988	STC	89
8	2017	Freightliner	Glaval Concorde II	4UZADRDU3HCJA0881	Diesel	1337711	STC	90
9	2016	Ford	E-450	1FDFE4FSXHDC01285	Gas	1337712	STC	91
10	2018	Ford	E-450	1FDFE4F57JDC22651	Gas	1387939	STC	146
11	2018	Ford	E-450	1FDFE4FS6JDC31311	Gas	1411958	STC	171

Update on the Operation of the College Bookstore

Mary Del Paz, Vice President for Finance and Administrative Services, and George McCaleb, Director for Facilities Operations and Maintenance, will provide an update on the request for proposals for the Operation of the College Bookstore.

Purpose and Justification – The College has advertised a request for proposals to manage the South Texas College bookstores located at the Pecan, Mid Valley, Nursing and Allied Health, Starr County, and Technology campuses. A term of five (5) years beginning November 1, 2024 through October 31, 2029.

The bookstore services must be available for students, faculty, and staff district-wide to purchase books, reference materials, and testing forms related to all coursework.

Background – The bookstore services contract has been awarded to an outsourced vendor since 1999. The bookstore vendors have been Follet Higher Education Group, Inc., from 1999 to 2004, and Barnes and Noble College Bookseller, LLC., from 2004 to 2024.

The project timeline is as follows:

ACTION	DATE
RFP Issue Date & Advertisement	Wednesday, May 22, 2024
Complete Acknowledgement of Receipt Form, Confirm Attendance at the Pre-Proposal / Bidders Conference, and Schedule the Site Visit (Optional)	No later than 2:00 p.m. (CST) Tuesday, May 28, 2024
Pre-Proposal / Bidders Conference (via Video Conference)	Tuesday, June 4, 2024 at 11:00 a.m. (CST)
Site Visit (Optional) - To be coordinated directly with STC	Wednesday, June 5, 2024 or Thursday, June 6, 2024
Bidders Written Questions Due	No Later than 2:00 p.m. (CST), Monday, June 10, 2024
STC Issues Responses to Written Questions	Monday, June 17, 2024
Proposals Due	Before 3:00 p.m. (CST), Tuesday, July 9, 2024
Review of Proposals by STC	July / August 2024
Presentations by Contractors	August 2024 (TBD)
Intent to Notify Contractor / Contract Negotiations	September 2024 (TBD)
Contract Commencement	Friday, November 1, 2024

A bookstore consultant, Tom Byrne from Campus Bookstore Consulting (CBC), was contracted to assist with this project and will be available to discuss questions from the committee.

No action is required.

Review and Action as Necessary to Write-off Fixed Assets/Capital Assets Valued at \$5,000 and Over

Purpose and Justification – Administration recommends Board approval to write-off fixed assets/capital assets valued at \$5,000 and over, for assets that have not been located for three (3) years or more and for an asset returned to the manufacturer. These assets totaling \$756,747.77 will be removed, as applicable, from the College’s inventory system and general ledger.

Background - As per Policy CIB – Equipment and Supplies Management: Disposal of Property and Department Procedures, the capital assets value and associated accumulated depreciation will be written off from the College’s capital asset ledger, and the reduction will be reflected on the Comprehensive Annual Financial Report as of August 31, 2024.

Reviewers – The listed assets have been reviewed by the end-users, who have determined that they have not been located for three (3) years or more; therefore, they need to be removed from the financial manager’s physical inventory report. One asset was returned to the manufacturer after it was determined that the asset was not repairable, and the funds were returned to the College; therefore, it will need to be removed from the financial manager’s physical inventory report.

Enclosed Documents - A listing of the assets is included in the packet for the Board’s information and review.

Mary Del Paz, Vice President for Finance and Administrative Services, and Deyadira Leal, Interim Director of Purchasing, will be present at the Board meeting to address any questions.

The Finance, Audit, and Human Resources Committee did not meet in July 2024. This item is presented without a committee recommendation. Administration recommends approval 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 writing-off Fixed Assets/Capital Assets Valued at \$5,000 and over.

Approval Recommended:

Dr. Ricardo J. Solis
President

SOUTH TEXAS COLLEGE
LIST OF ASSETS NOT FOUND VALUED AT \$5,000 AND ABOVE - LIST #FA12
JUNE 12, 2024

#	Plag	Orgn	PO#	Asset Description	Silver Tag	Serial Number	Green Tag	Location Title	Acquisition Date	Purchase Amount	Date Reported Missing or No Longer in Use	Net Book Value
1	000001026	445010	P58086	Alignment Service Rack	0000000024			Asset Not Found	8/31/1993	\$ 7,995.00	7/11/2016	\$ -
2	000001101	445010	P42730	3208 Engine Caterpillar	0000000124	9064969		Asset Not Found	8/31/1993	\$ 8,967.00	7/11/2016	\$ -
3	000001104	445010	P451380	Engine Int 9.0 Liter Diesel	0000000133			Asset Not Found	8/31/1993	\$ 8,840.00	7/11/2016	\$ -
4	000001112	445010	P316520	Portable Dynamometer	0000000136	F-1098E		Asset Not Found	8/31/1993	\$ 6,305.00	7/11/2016	\$ -
5	000001270	210002		Canon Np6030 Copier	25513	NRD26014		Asset Not Found	8/31/1995	\$ 7,840.00	5/17/2018	\$ -
6	000001527	445010	P601556	NCS Opscan 7	0000000765	2A-125V		Asset Not Found	4/13/1996	\$ 12,745.00	6/5/2014	\$ -
7	000001629	530013	P703048	IBM PC 330 Server 200hz Pentium	0000001010	23NT627		Asset Not Found	6/17/1997	\$ 11,523.20	4/8/2019	\$ -
8	000002025	420005	P801741	Alpha 2100/ Ms451-Fa Memory Board 512mb	22366			Asset Not Found	2/14/1998	\$ 11,030.25	7/11/2016	\$ -
9	000012637	530013	P802760	2301 Corridor Unit	0000001775			Asset Not Found	3/13/1998	\$ 6,415.00	4/8/2019	\$ -
10	000003893	445010	P901283	Centrecom 3024SL - Ali 24port Hub	22651			Asset Not Found	11/12/1998	\$ 6,376.81	4/17/2017	\$ -
11	000003894	445010	P901283	Centrecom 3024SL - Ali 24port Hub	22652			Asset Not Found	11/12/1998	\$ 6,376.81	4/17/2017	\$ -
12	000003895	445010	P901283	Centrecom 3024SL - Ali 24port Hub	22653			Asset Not Found	11/12/1998	\$ 6,376.81	4/17/2017	\$ -
13	000003879	441000	P901283	Interwork Switch	26180			Asset Not Found	11/12/1998	\$ 5,200.00	7/26/2019	\$ -
14	000004323	441000	P201924	Kodak M6aw Processor	0000003560	S212AF04K40G1		Asset Not Found	3/22/2000	\$ 13,130.00	7/26/2019	\$ -
15	000004598	445010	P203370	Pa-8t-V35 8port Serial Adapter	22395			Asset Not Found	4/25/2000	\$ 8,973.41	6/7/2016	\$ -
16	000004624	221409	P203994	Molding Training Inj/Fb	26225			Asset Not Found	6/29/2000	\$ 7,664.00	9/30/2015	\$ -
17	000005729	540001	P205138	Csu Modular Server Tl/Fb	0000004873	A22C5275		Asset Not Found	7/18/2000	\$ 14,209.51	4/25/2017	\$ -
18	000005731	540001	P205138	Csu Modular Server Tl/Fb	0000004875	A16C9738		Asset Not Found	7/18/2000	\$ 14,209.52	4/25/2017	\$ -
19	000006121	445010	P100168	158222-B21 8-Port San Switch	0000005593	10.1.4.80		Asset Not Found	11/7/2000	\$ 14,520.00	6/11/2014	\$ -
20	000006372	142000	P103906	Laerdal ALS Skills Trainer	0000004518			Asset Not Found	2/12/2001	\$ 5,025.00	4/29/2015	\$ -
21	000006689	445010	P105834	Video Mcs Project - V.35 Server	26181			Asset Not Found	5/3/2001	\$ 12,550.19	5/12/2016	\$ -
22	000006276	420005	P103983	32100 Cathium Intravenous Training Computer	32420	SFST0259089		Asset Not Found	5/10/2001	\$ 16,235.00	9/25/2019	\$ -
23	000006895	445010	P106898	IBM Register Unit	0000005236	41-WKW69		Asset Not Found	8/31/2001	\$ 6,460.25	3/8/2017	\$ -
24	000007481	221301	P401401	81W1160 Human Anatomy Figure	0000006877			Asset Not Found	11/15/2001	\$ 5,575.50	10/3/2018	\$ -
25	000007499	450002	P401551	Digital Multiplexer Camera Arm31500	0000006948			Asset Not Found	1/9/2002	\$ 18,743.13	5/12/017	\$ -
26	000007529	445010	P402693	Classroom Lectern	0000006908			Asset Not Found	1/16/2002	\$ 5,781.32	4/17/2017	\$ -
27	000007531	445010	P402693	Classroom Lectern	0000006928			Asset Not Found	1/16/2002	\$ 7,441.32	4/17/2017	\$ -
28	000007802	450002	P404225	JN-JE4824HR Color Camera	0000007746	2242878		Asset Not Found	3/5/2002	\$ 7,935.66	5/12/017	\$ -
29	000007271	420005	P403155	GS-1 Goprnt Paystation	0000006759			Asset Not Found	3/5/2002	\$ 5,643.49	6/4/2019	\$ -
30	000008131	445010	P405619	DY-56RAA-FA Phaserver DS20E	0000007783	4226JN52A0203		Asset Not Found	7/18/2002	\$ 13,537.07	6/5/2014	\$ -
31	000008262	445010	P406136	Computer Lab Panels/Dividers Simplicity II	34085			Asset Not Found	7/26/2002	\$ 10,096.35	5/26/2016	\$ -
32	000008925	512001	P302542	189715-002 Sanworks Appliance	21606			Asset Not Found	12/17/2002	\$ 6,300.00	5/22/2017	\$ -
33	000009153	445010	P303278	151420 Circuit Difiinity Switch	22440			Asset Not Found	2/3/2003	\$ 5,906.79	5/31/2013	\$ -
34	000009219	445010	P302260	TN9000 Kiosk Unit Hardware	0000008493			Asset Not Found	5/29/2003	\$ 13,560.93	3/30/2017	\$ -
35	000009326	419990	P305316	Shred Rubber Mulch 33 Cubic Yards	32192			Asset Not Found	8/19/2003	\$ 20,814.28	6/9/2020	\$ -
36	000009700	419990	P305316	Place Rubber Surface	32193			Asset Not Found	9/5/2003	\$ 8,334.14	6/9/2020	\$ -
37	00010699	445010	P500183	AA978A Eva 5000 San Switch	0000010881	50001FE15002EE00		Asset Not Found	10/29/2004	\$ 91,611.36	3/30/2017	\$ -
38	00012315	445010	P501111	Symposium	0000009950	4DFP00452		Asset Not Found	12/15/2004	\$ 5,401.57	3/30/2017	\$ -
39	00012317	445010	P501111	Symposium	0000010944	4DFP00450		Asset Not Found	12/15/2004	\$ 5,401.57	3/30/2017	\$ -

SOUTH TEXAS COLLEGE
LIST OF ASSETS NOT FOUND VALUED AT \$5,000 AND ABOVE - LIST #FA12
JUNE 12, 2024

#	Plag	Orgn	PO#	Asset Description	Silver Tag	Serial Number	Green Tag	Location Title	Acquisition Date	Purchase Amount	Date Reported Missing or No Longer in Use	Net Book Value
40	N00012157	445010	P501111	Sanyo Projector	0000009854	G4601519		Asset Not Found	12/15/2004	\$ 5,736.29	4/6/2017	\$ -
41	N00012798	445010	P0002157	281404-B22 BladeSystem Enhanced Blade Enclosure	17450	EY1DMJS255		Asset Not Found	1/30/2006	\$ 32,221.04	3/30/2017	\$ -
42	N00015264	420005	P0009947	MTS 5200 SO & DVOM Base Analyzer Kit	13377	0649V00606		Asset Not Found	3/9/2007	\$ 6,162.92	3/30/2017	\$ -
43	N00016137	450002	P0013347	Camera Equipment	17190			Asset Not Found	8/28/2007	\$ 41,870.00	5/15/2015	\$ -
44	N00016720	445010	P0013952	KSI Statesman12 Multimedia Lectern	13924			Asset Not Found	5/13/2008	\$ 5,988.34	4/17/2017	\$ -
45	N00017236	445010	P0022861	Multichannel 8 port T1/E1 Adapter	20003			Asset Not Found	10/29/2008	\$ 7,656.00	4/17/2017	\$ -
46	N00017412	420005	P0024060	TriGeo SIM Level 2(1U) Security Appliance	17574	J2G4SG1		Asset Not Found	2/3/2009	\$ 23,636.23	4/17/2017	\$ -
47	N00017422	221119	P0025890	MLK Mobile Forensic Lab Equipment	17669		5000010966	Asset Not Found	4/8/2009	\$ 5,321.75	6/10/2020	\$ -
48	N00017710	445010	P0026650	WS-X6548GETX Catalyst 6500 48-port	17659	SAL1322QXHR		Asset Not Found	6/9/2009	\$ 10,640.00	4/16/2014	\$ -
49	N00017708	420005	P0027905	E-CX4-240C Storage Processor Enclosure	18655	APM00093001021		Asset Not Found	7/29/2009	\$ 70,950.17	4/17/2017	\$ -
50	N00017678	420005		Thermocycler-PCR Machine	18165	801P5071807		Asset Not Found	9/29/2009	\$ 6,000.00	6/4/2019	\$ -
51	N00017783	221402	P0031438	FOIDS Ford IDS Diagnostic Tester	18168	SY9051000262		Asset Not Found	1/6/2010	\$ 6,870.00	5/20/2014	\$ -
52	N00019283	445010	P0044349	HD-18 High Definition Pan/Tilt/Zoom Camera	21824			Asset Not Found	8/23/2011	\$ 32,308.39	4/17/2017	\$ -
53	N00020330	R60010	P0051136	Hampden HDI-100-Dissectible Motor	19871		5000029095	Asset Not Found	6/13/2012	\$ 8,152.00	4/21/2014	\$ -
54	N00020825	211001	P0053533	Extron Eight Input Switcher	16934			Asset Not Found	10/5/2012	\$ 6,772.50	6/12/2020	\$ -
55	N00021606	450002	P0062946	Avigilon 5.0-H3-D1-IR Camera System - PCN Plaza	27146			Asset Not Found	1/15/2014	\$ 16,071.00	6/19/2020	\$ -
56	N00022100	520002	P0065694	15216-DCU-1950 Cisco Dispersion Compensator Unit	24902	0FS1811005		Asset Not Found	6/4/2014	\$ 11,613.82	4/24/2017	\$ -
57	N00040581	540008	P0137356	Samsung 98 inch Display - QB98T-B	50363	0JMRHNLW500114F	401105	Defective Asset - Returned to Vendor - Funds Refunded	8/21/2023	\$ 7,755.08		\$ 7,108.78
										\$ 756,747.77		

List #FA12

Discussion and Action as Necessary to Establish a Standard Schedule of a Non-Summer Four-and-a-Half-Day Work Week and a Summer 36-Hour Work Week

Purpose and Justification – Administration recommends Board approval to establish a standard schedule of a non-summer four-and-a-half-day work week and a summer 36-hour work week for Fiscal Year 2025 and future years.

The standard schedules will be as follows:

Non-Summer Work Schedule

- The four-and-a-half work week schedule consists of the following:
 - ⇒ Begins the week before the fall semester in August of each fiscal year and continues until the week of the May graduation ceremonies.
 - ⇒ Monday – Thursday
 - 8:00am – 5:30pm (Half hour Lunch)
 - 7:30am – 5:00pm (Half hour Lunch)
 - 7:45am – 5:15pm (Half hour Lunch)
 - 8:00am – 6:00pm (Full hour Lunch)
 - ⇒ Friday
 - 8:00am – 12:00pm (applicable for all schedules above)

Summer Work Schedule

- The 36-hour work week schedule consists of the following:
 - ⇒ Begins the week after the May graduation ceremony and will continue until the week before the fall semester in August of each fiscal year.
 - ⇒ Monday – Thursday
 - Full-time employees will work four (4) days for nine (9) hours each day, totaling 36 hours. Exceptions or flexible schedules may be applied for positions required to work on Friday.
 - ⇒ Friday
 - A 4-hour Leave Paid College Closed will be populated every week for the duration of the Summer period for non-exempt employees.

Exceptions outside these schedules would be made at the discretion and approval of the supervisor. Supervisors will have the final authority to approve an employee's schedule, considering the department's needs. Supervisors will ensure that administrative offices

are open during regular business hours of 8:00 a.m. – 5:00 p.m. Monday – Thursday, or as otherwise required by specific departments and programs.

Background – The Board of Trustees approved a summer pilot program of a four-and-a-half-day work week Schedule in May 2022. The Board extended the pilot program after July 2022, to a four-and-a-half-day work week schedule beginning August 1, 2022, and continuing through fiscal year 2022 - 2023. In Summer 2023, a 36-hour work week was approved by the Board of Trustees.

The Board of Trustees approved the summer program and four-and-a-half-day work week on July 2023 for all of Fiscal Year 2024.

The modified work schedule has proven effective for the college in terms of talent retention, employee satisfaction, and market competitiveness in recruiting new employees.

The standard schedule for the College will be a Non-Summer four-and-a-half-day work week and a Summer 36-hour work week, however, the schedule will continue to be monitored and evaluated for effectiveness and may be revised as necessary.

Reviewers – The standard schedule has been reviewed by Administrative Staff, President's Cabinet, and Legal Counsel.

Dr. Ricardo J. Solis, President, and Mary Del Paz, Vice President for Finance and Administrative Services, will be present at the Board Meeting to address questions.

The Finance, Audit, and Human Resources Committee did not meet in July 2024. This item is presented without a committee recommendation. Administration recommends approval 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 establishing a standard schedule of a non-summer four-and-a-half-day work week and a summer 36-hour work week for Fiscal Year 2025 and future years as presented.

Approval Recommended:

Dr. Ricardo J. Solis
President

Discussion and Action as Necessary on Proposed Budget Amendment for FY 2023 - 2024

Purpose and Justification - Administration recommends Board approval of the proposed budget amendment for FY 2023 – 2024.

Background - The proposed budget amendment is necessary for the following reasons:

1. Unrestricted Fund State Appropriations - To increase the Unrestricted Fund revenue budget in the amount of \$8,877,658 as a result of projected additional funds the College will receive from the Financial Aid for Swift Transfer (FAST) program and the Hazlewood Legacy program.
2. Unrestricted Fund M&O Property Tax Revenue – To increase the Unrestricted Fund revenue budgets in the amount of \$7,909,086 as a result of projected additional funds the College will receive from local tax collections.
3. Unrestricted Fund Interest Revenue – To increase the Unrestricted Fund revenue budget in the amount of \$8,423,887 as a result of projected additional funds the College will receive from interest revenue.
4. Unrestricted Carryover Allocations – To decrease the Capital Purchases Carryover Allocation in the amount of \$2,090,340 due to the projected additional funds the College will receive from state appropriations, local tax collections, and interest revenue.
5. Unexpended Plant Fund Transfer – To increase the Transfer to the Unexpended Plant Fund – Construction budget in the amount of \$5,085,763 for capital improvement projects.
6. Renewals and Replacements Plant Fund Transfer – To increase the Transfer to the Renewals and Replacements Plant Fund budget in the amount of \$4,000,000 for deferred maintenance.
7. Fund Balance Reserve – To increase the Fund Balance Reserve budget in the amount of \$14,034,528 due to the additional revenues from state appropriations, property tax, and interest revenue.

As a result of the proposed budget amendment, the total budgeted revenues and expenditures for the Unrestricted Fund for fiscal year 2023 – 2024 will increase by \$23,120,291 as follows:

Fiscal Year 2023 - 2024 Budgeted Revenues and Expenditures

Fund	Exh.	Amended Budget Current	Proposed Amendment	Amended Budget Proposed
Unrestricted Fund	A	\$214,801,957	\$23,120,291	\$237,922,248

The budget amendment details and presentation follow in the packet for the Board's information and review.

The budget amendment is proposed as follows:

1. Budget Amendment – Increase the Unrestricted Fund Revenues

A budget amendment is proposed to increase the Unrestricted Fund Revenues by \$23,120,291 as follows:

**Fiscal Year 2023 - 2024
 Unrestricted Fund Revenue Increase/(Decrease)**

Revenue Source	Amended Budget Current	Proposed Amendment	Amended Budget Proposed
Total State Appropriations	\$52,994,625	\$8,877,658	\$61,872,283
Total M&O Property Taxes	68,095,878	7,909,086	76,004,964
Total Other Revenues (Interest)	9,794,475	8,423,887	18,218,362
Total Carryover Allocations	25,193,509	(2,090,340)	23,103,169
Total Unrestricted Fund Revenue Increase	\$156,078,487	\$23,120,291	\$179,198,778

2. Budget Amendment – Increase Unrestricted Fund Expenditures

A budget amendment is proposed to increase the Unrestricted Fund Expenditures by \$23,120,291.

1. The Transfer to Unexpended Plant Fund – Construction is proposed to increase \$5,085,763 due to the funds needed for capital improvement projects.
2. The Transfer to Renewals & Replacements Plant Fund is proposed to increase \$4,000,000 due to the funds needed for deferred maintenance.
3. The Fund Balance Reserve budget is proposed to increase \$14,034,528 due to the projected additional revenue the College will receive from State Appropriations, M&O Property Tax, and Other Revenues that will be assigned to the ERP System fund balance designation.

**Fiscal Year 2023 - 2024
 Unrestricted Fund Transfers & Reserves Increase**

Transfers & Reserves	Amended Budget Current	Proposed Amendment	Amended Budget Proposed
Transfer to Unexpended Plant Fund - Construction	\$10,000,000	\$5,085,763	\$15,085,763
Transfer to Renewals & Replacements Plant Fund	-	4,000,000	4,000,000
Fund Balance Reserve	-	14,034,528	14,034,528
Total Unrestricted Fund Transfers & Reserves Increase	\$10,000,000	\$23,120,291	\$33,120,291

Enclosed Documents - The budget amendment details and presentation is included in the packet for the Board's information and review.

Ms. Mary Del Paz, Vice President for Finance and Administrative Services, will present the Proposed Budget Amendment for FY 2023 – 2024.

The Finance, Audit, and Human Resources Committee did not meet in July 2024. This item is presented without a committee recommendation. Administration recommends approval 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 budget amendment for FY 2023 – 2024, as presented.

Approval Recommended:

Dr. Ricardo J. Solis
President

Proposed Budget Amendment for FY 2023 - 2024

JULY 16, 2024

MARY DEL PAZ, MBA, CPA, CFE, CGMA
VICE PRESIDENT FOR FINANCE AND ADMINISTRATIVE SERVICES

1

Summary of Proposed Budget Amendment

Fund	Amended Budget Current	Proposed Amendment	Amended Budget Proposed
Unrestricted Fund	\$214,801,957	\$23,120,291	\$237,922,248

2

Summary of Budget Changes Unrestricted Fund – Revenues

Revenue Source	Increase/ (Decrease)	Description
Total State Appropriations	\$8,877,658	\$8,774,745 due to the projected appropriation the College will receive from the Financial Aid for Swift Transfer (FAST) program \$102,913 due to the distribution the College received from Hazlewood Legacy Program
Total M&O Property Taxes	\$7,909,086	\$7,909,086 due to projected additional funds the College will receive from local tax collections
Total Other Revenues	\$8,423,887	\$8,423,887 due to projected additional funds the College will receive from interest revenue
Total Carryover Allocations	\$(2,090,340)	\$(2,090,340) due to the removal of the Capital Purchases carryover allocation
Total Revenue Increase	\$23,120,291	

3

Proposed Budget Amendment Summary Unrestricted Fund

Revenue Summary

Revenue Source and Carryover Allocations	Amended Budget Current	Budget Amendment	Amended Budget Proposed
Total State Appropriations	\$ 52,994,625	\$ 8,877,658	\$ 61,872,283
Total Tuition	55,810,730	-	55,810,730
Total Fees	2,912,740	-	2,912,740
Total M&O Property Taxes	68,095,878	7,909,086	76,004,964
Total Other Revenues	9,794,475	8,423,887	18,218,362
Total Carryover Allocations	25,193,509	(2,090,340)	23,103,169
Total Revenues and Carryover Allocations	\$ 214,801,957	\$ 23,120,291	\$ 237,922,248

4

Summary of Budget Changes Unrestricted Fund – Transfers and Reserves

Transfers & Reserves	Increase/ (Decrease)	Description
Transfer to Unexpended Plant Fund – Construction	\$5,085,763	\$5,085,763 due to funds needed for capital improvement projects
Transfer to Renewals & Replacements Plant Fund	\$4,000,000	\$4,000,000 due to funds needed for deferred maintenance
Fund Balance Reserve	\$14,034,528	\$14,034,528 due to the projected additional revenue the College will receive from State Appropriations, M&O Property Tax, and Other Revenues that will be assigned to the ERP System fund balance designation
Total Transfers & Reserves Increase	\$23,120,291	

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Proposed Budget Amendment Summary Unrestricted Fund Expenditures Summary

Expenditures/Transfers & Reserves	Amended Budget Current	Budget Amendment	Amended Budget Proposed
Total Salaries	\$ 118,899,054	\$ -	\$ 118,899,054
Total Benefits	28,453,649	-	28,453,649
Total Operating	46,612,416	-	46,612,416
Total Travel	2,535,102	-	2,535,102
Total Capital Outlay	6,301,736	-	6,301,736
Total Expenditures	\$ 202,801,957	\$ -	\$ 202,801,957
Transfers & Reserves			
Transfer to Unexpended Plant Fund - Construction	10,000,000	5,085,763	15,085,763
Transfer to Renewals & Replacements Plant Fund	-	4,000,000	4,000,000
Transfer to CE Unexpended Plant Fund	-	-	-
Contingency Fund	2,000,000	-	2,000,000
Fund Balance Reserve	-	14,034,528	14,034,528
Total Transfers & Reserves	12,000,000	23,120,291	35,120,291
Total Expenditures/Transfers & Reserves	\$ 214,801,957	\$ 23,120,291	\$ 237,922,248

6

Questions?



7

Review and Action as Necessary on Unrestricted Fund Balance Designations as of August 31, 2024

Purpose and Justification – Administration recommends Board approval of the Unrestricted Fund Balance Designations as of August 31, 2024, to increase the Unrestricted Fund Balance Designations for the Enterprise Resource Planning (ERP) System.

The Unrestricted Fund Balance Designations represent the College's intended future use of available resources and must be approved by the Board of Trustees. The amounts approved as Unrestricted Fund Balance Designations appear on the College's Annual Comprehensive Financial Report.

Background – The total projected fund balance as of August 31, 2024 in the Unrestricted Fund, excluding the proposed budget amendment and FY 2023 – 2024 activity, is \$133,057,273, which includes the Board designated amount of \$36,614,719.

Increase the Unrestricted Fund Balance Designations for the ERP System

Management proposes increasing the Unrestricted Fund Balance ERP designation by \$14,034,528, the same amount the Fund Balance Reserve will increase in the Proposed Budget Amendment for FY 2023 – 2024. The proposed \$14,034,528 increase to the ERP System fund balance designation results from the projected additional revenue from state appropriations, M&O property tax, and interest.

Additionally, management proposes that \$3,899,942 of previously designated funds for facilities deferred maintenance be reassigned as designated funds for the ERP System.

This recommendation is presented due to the deployment and implementation costs of the new ERP system.

As reflected in Exhibit 1, as of August 31, 2024, considering the FY 2023 – 2024 activity, the total estimated Unrestricted Fund Balance is \$155,058,436 which represents approximately eight (8.0) months of budgeted expenditures. Per Policy CC – Annual Operating Budget, the College should maintain an Unrestricted Fund Balance sufficient to cover no less than three months of budgeted expenditures. After the completion of the FY 2023 – 2024 audit, management may propose an additional increase to the ERP System fund balance designation contingent on the final increase to the fund balance due to FY 2023 – 2024 activity, including the GASB liabilities.

Reviewers – The proposed increase to the Unrestricted Fund Balance Designations has been reviewed by staff and President's Cabinet.

Enclosed Documents – A PowerPoint Presentation and Exhibit 1 are included in the packet for the Board's information and review.

Mary Del Paz, Vice President for Finance and Administrative Services, will present on the Unrestricted Fund Balance Designations as of August 31, 2024, for the Board's review and discussion.

The Finance, Audit, and Human Resources Committee did not meet in July 2024. This item is presented without a committee recommendation. Administration recommends approval 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 Unrestricted Fund Balance Designations as of August 31, 2024, as presented.

Approval Recommended:

Dr. Ricardo J. Solis
President

Unrestricted Fund Balance Designations as of August 31, 2024

JULY 16, 2024

MARY DEL PAZ, MBA, CPA, CFE, CGMA
VICE PRESIDENT FOR FINANCE AND ADMINISTRATIVE SERVICES

1

Purpose

Change the Unrestricted Fund Balance Designations as of August 31, 2024:

- Increase the Unrestricted Fund Balance Designations for the Enterprise Resource Planning (ERP) System by \$14,034,528
- Reassign \$3,899,942 of previously designated funds for facilities deferred maintenance to the ERP System

2

Unrestricted Fund Balance Designations

Unrestricted Fund Balance Designations:

- Represent the College's intended future use of available resources and
- Must be approved by the Board of Trustees.

The amount approved as the Unrestricted Fund Balance Designations appears on the College's Annual Comprehensive Financial Report and is itemized as Board Designated.

3

Gross to Net ERP Costs

Fiscal Year	Total ERP Project Costs	Decommissioned Applications	Projected Net Cost
Year 1 (FY 2024)	\$5,785,223	\$-	\$5,785,223
Year 2 (FY 2025)	2,993,376	-	2,993,376
Year 3 (FY 2026)	10,737,843	(342,276)	10,395,567
Year 4 (FY 2027)	10,896,926	(361,343)	10,535,583
Year 5 (FY 2028)	3,554,806	(2,130,956)	1,423,850
Year 6 (FY 2029)	1,940,408	(2,236,140)	(295,732)
Year 7 (FY 2030)	1,714,792	(2,350,242)	(635,450)
Year 8 (FY 2031)	1,742,209	(2,474,419)	(732,210)
Year 9 (FY 2032)	1,770,180	(2,610,014)	(839,834)
Year 10 (FY 2033)	1,798,707	(2,617,729)	(819,022)
Grand Total	\$42,934,470	\$(15,123,119)	\$27,811,351

Savings from decommissioned applications will go to fund balance over the 10-year period.

4

Funding of ERP Costs

	Amount
Total ERP Costs	\$42,934,470
ERP Designated Fund Balance	(25,000,000)
Net ERP Costs	17,934,470
Reassignment of Fund Balance Facilities Deferred Maintenance	(3,899,942)
Net ERP Costs	14,034,528
Budget Amendment – Fund Balance Reserve	(14,034,528)
Net ERP Costs	-

5

Unrestricted Fund Balance

	Estimated Designated Fund Balance as of 8/31/2024	Fund Balance and Designations as of 8/31/2024	Proposed		Revised Designated Fund Balance as of 8/31/2024	Revised Fund Balance and Designations as of 8/31/2024
			Designation Change	Reassignment of Designated Funds		
Fund Balance - September 1, 2023	\$ -	\$ 96,442,554	\$ -	\$ -	\$ -	\$ 96,442,554
Proposed July 2024 Budget Amendment	-	14,034,528	(14,034,528)	-	-	-
Designated Fund Balance						
Employee Health Insurance Premiums	7,500,000	-	-	-	7,500,000	-
ERP System	19,214,777	-	14,034,528	3,899,942	37,149,247	-
Facilities Deferred Maintenance	3,899,942	-	-	(3,899,942)	-	-
Business Continuity and Disaster Plan	6,000,000	-	-	-	6,000,000	-
Total Designated Fund Balance	-	36,614,719	-	-	-	50,649,247
Estimated Increase FY 2023 - 2024	-	7,966,635	-	-	-	7,966,635
Total Fund Balance	\$ 36,614,719	\$ 155,058,436	\$ -	\$ -	\$ 50,649,247	\$ 155,058,436

	Total Designated Fund Balance	Total Undesignated Fund Balance	Total Fund Balance
Amount	\$ 50,649,247	\$ 104,409,189	\$ 155,058,436
# Months in Reserve	2.6	5.4	8.0

6

Questions?



South Texas College Unrestricted Fund Balance

Exhibit 1

Fiscal Year Ending August 31, 2024

	Estimated		Proposed		Revised Fund Balance and Designations as of 8/31/2024
	Designated Fund Balance as of 8/31/2024	Fund Balance and Designations as of 8/31/2024	Designation Change	Reassignment of Designated Funds	
Fund Balance - September 1, 2023	\$ -	\$ 96,442,554	-	\$ -	\$ -
Proposed July 2024 Budget Amendment Designated Fund Balance	-	14,034,528	(14,034,528)	-	-
Employee Health Insurance Premiums	7,500,000	-	-	-	7,500,000
ERP System	19,214,777	-	14,034,528	3,899,942	37,149,247
Facilities Deferred Maintenance	3,899,942	-	-	(3,899,942)	-
Business Continuity and Disaster Plan	6,000,000	-	-	-	6,000,000
Total Designated Fund Balance	-	36,614,719	-	-	50,649,247
Estimated Increase FY 2023 - 2024	-	7,966,635	-	-	7,966,635
Total Fund Balance	\$ 36,614,719	\$ 155,058,436	\$ -	\$ -	\$ 155,058,436

	Total Designated Fund Balance	Total Undesignated Fund Balance	Total Fund Balance
Amount	\$ 50,649,247	\$ 104,409,189	\$ 155,058,436
# Months in Reserve	2.6	5.4	8.0

Review and Action as Necessary on 2021 – 2024 Junior College Audit Report on Safety and Security

Purpose and Justification – Administration recommends Board approval of the 2021 – 2024 Junior College Audit Report on Safety and Security to comply with the Texas Education Code Section 37.108.

The code requires the results of the audit to be:

- Signed by the President of the Junior College District
- Presented to the College Board of Trustees
- Submitted to the Texas School Safety Center

Background – The Texas Education Code Section 37.108 states the following:

“At least once every three years, each public junior college district shall conduct a safety and security audit of the district's facilities. To the extent possible, a district shall follow safety and security audit procedures developed by the Texas School Safety Center or a comparable public or private entity”.

The audit consists of a series of questions directed at the operational readiness and procedures by key departments in the college. Questions are distributed to the departments and responses to the answers are used in compiling the requested information. Each building on the campuses is examined for safety concerns, and procedures are reviewed for compliance with state statutes. The results are required to be posted on the School Safety Center website prior to September 13, 2024.

Reviewers – The Vice President of Finance and Administrative Services and the Department of Public Safety staff have reviewed the information being presented.

Enclosed Documents – The Audit Report is included in the packet for the Board's information and review.

Ruben Suarez, Chief of Police for the Department of Public Safety, and James Archer, Emergency Training and Preparedness Manager, will be present at the Board meeting to address any questions.

The Finance, Audit, and Human Resources Committee did not meet in July 2024. This item is presented without a committee recommendation. Administration recommends approval 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 2021 – 2024 Junior College Audit Report on Safety and Security and for the results to be approved for submission to the Texas School Safety Center, as required by state law and as presented.

Approval Recommended:

Dr. Ricardo J. Solis
President



2021-2024 Junior College Audit Report Tool (JCARTool)

JCAR Summary Report

Below you will find a summary of all the information you provided in the JCARTool. The information in the summary report is static and edits cannot be made from this page. Please review and confirm that all information is correct before clicking the "Next" button.

If you need to make edits, use the "Back" button at the bottom of this page to make any necessary changes.

If all information is correct, please print a copy of your summary report.

After you print or save the summary report, select the "Next" button at the bottom of this page to submit your responses.

Welcome to the Texas School Safety Center's JCARTool

The Junior College District Audit Report tool (JCARTool) consists of questions pertaining to

your junior college district's safety and security audit results. Every question must be answered in order to submit your results. The deadline for reporting your audit information to the Texas School Safety Center (TxSSC) is [September 13, 2024](#).

The JCARtool automatically saves your information as you go, so you do not have to complete all questions in one session. You may access the system multiple times using your provided login. You may complete and submit the JCARtool questionnaire any time prior to the deadline. The JCARtool recognizes the answers you provide and will direct you to the appropriate question based on your answers.

Once all questions are answered, the JCARtool will display a Summary Report of your answers. At this point, you should save and print a copy of your JCAR Summary Report.

After saving/printing your Summary Report, you must click on the "Next" button to finalize the report. Once your submission is complete, you will receive a screen notification thanking you for your response.

Once you submit the JCARtool questionnaire you will not be able to make any changes. If you need to correct any submitted information, please contact the TxSSC at txssc_audit_info@txstate.edu.

[Click here](#) to download a printable PDF copy of the questions in this tool. The PDF contains a glossary of terms as well as legal references. Throughout the tool, glossary terms are underlined and legal references are noted where applicable. Refer to the Glossary (page 14) for full definitions of underlined terms. Refer to References (page 19) for applicable legal references.

The Texas Education Code (TEC) 37.108(b) requires each junior college district to conduct a safety and security audit at least once every three years and the 2021-2024 audit cycle ends on August 31, 2024. By August 31, 2024 each junior college district shall complete safety and security audits of all district facilities.

In addition, the TEC 37.108(c) requires junior college districts to report the results of their safety and security audit to the TxSSC in the manner required by the TxSSC. TEC 37.108(c) also requires that the report be presented to the board of trustees and signed by the board president of the junior college district.

For more detailed guidance on conducting safety and security audits, including reporting of results, please visit the TxSSC's [Higher Ed Safety and Security Audit Toolkit](#).

To begin reporting your audit results, click the “Next” button below.

Thank you,
Texas School Safety Center

Instructions: *Using information collected during your junior college district facility safety and security audit, please answer the following questions as they pertain to the current audit cycle.*

Section 1 Junior College District Contact Information

1. First name of person reporting audit data

Ruben

2. Last name of person reporting audit data

Suarez

3. Title of person reporting audit data

Chief of Police

4. Contact email for person reporting audit data

rsuarez8@southtexascollege.edu

5. Contact phone number for person reporting audit data (xxx-xxx-xxxx)

(956) 872-2330

Section 2
Junior College District Demographics

6. Junior college district cumulative enrollment during the 2023-2024 academic year.
(Enter as whole numbers, no commas).

34,000

7. How many campuses are located within your junior college district? (Enter as whole numbers, no commas)

5

8a. Does your junior college district offer courses to students attending a high school operated in Texas?

Reference: TEC §130.008

- Yes
 No

8b. Where are high school student courses offered (Please select all that apply)?

- In person on the junior college district property
 In person on an independent school district property
 Virtual

9a. Has your junior college district's board of trustees established a dual usage educational complex to provide a shared facility for educational activities of the district and other participating entities?

Reference: IEC §130.0103(a).

- Yes
 No

9b. Has your junior college district's board of trustees entered into a cooperative agreement governing the operation and use of the complex with the governing bodies of one or more of the following entities (Please select all that apply):

Reference: IEC §130.0103(a)(1-2).

- A county, municipality, or school district located in whole or in part in the service area of the junior college district.**
- Another institution of higher education with a campus or other educational facility located in the same state uniform service region as adopted by the coordinating board.
- No cooperative agreements are in place.

10a. Does your junior college district provide remedial programs for secondary school students?

Reference: TEC §130.090(a).

- Yes
 No

11. Does your junior college district's board of trustees operate branch campuses, centers, or extension facilities within the junior college district's service area?

Reference: TEC §130.251(a).

- Yes
 No

Section 3 Safety and Security Audit Information

12. Does your junior college district have a committee or workgroup to consider safety and security related issues and recommended improvements for the junior college district?

- Yes

No

13. How many instructional facilities are present in your junior college district's service area? (Enter as whole numbers, no commas)

44

14. How many non-instructional facilities are present in your junior college district's service area? (Enter as whole numbers, no commas.)

21

15a. Were safety and security audits conducted for ALL instructional facilities during the 2021-2024 audit cycle?

Reference: TEC §37.108(c).

Yes

No

15b. Were safety and security audits conducted for ALL non-instructional facilities during the 2021-2024 audit cycle?

Reference: TEC §37.108(c).

Yes

No

16. Which of the following elements were reviewed during your junior college district's instructional facilities safety and security audits?

- | | Yes | No |
|---|----------------------------------|-----------------------|
| <u>Cybersecurity</u> | <input checked="" type="radio"/> | <input type="radio"/> |
| <u>Data and documents</u> | <input checked="" type="radio"/> | <input type="radio"/> |
| <u>Exterior of facilities</u> | <input checked="" type="radio"/> | <input type="radio"/> |
| <u>Interior of facilities</u> | <input checked="" type="radio"/> | <input type="radio"/> |
| <u>Intruder assessment</u> | <input checked="" type="radio"/> | <input type="radio"/> |
| <u>Multi-hazard emergency operations plan</u> | <input checked="" type="radio"/> | <input type="radio"/> |
| <u>School climate</u> | <input checked="" type="radio"/> | <input type="radio"/> |
| <u>Surrounding environment (i.e. neighborhood crime data)</u> | <input checked="" type="radio"/> | <input type="radio"/> |

17. Which of the following elements were reviewed during your junior college district's non-instructional facilities safety and security audits?

- | | Yes | No |
|---------------------------|----------------------------------|-----------------------|
| <u>Cybersecurity</u> | <input checked="" type="radio"/> | <input type="radio"/> |
| <u>Data and documents</u> | <input checked="" type="radio"/> | <input type="radio"/> |

- | | Yes | No |
|---|----------------------------------|-----------------------|
| <u>Exterior of facilities</u> | <input checked="" type="radio"/> | <input type="radio"/> |
| <u>Interior of facilities</u> | <input checked="" type="radio"/> | <input type="radio"/> |
| <u>Intruder assessment</u> | <input checked="" type="radio"/> | <input type="radio"/> |
| <u>Multi-hazard emergency operations plan</u> | <input checked="" type="radio"/> | <input type="radio"/> |
| <u>School climate</u> | <input checked="" type="radio"/> | <input type="radio"/> |
| <u>Surrounding environment (i.e. neighborhood crime data)</u> | <input checked="" type="radio"/> | <input type="radio"/> |

18. Have the safety and security audit results of your junior college district's facilities been reported to the junior college district's Board of Trustees?

Reference: TEC §37.108(c).

- Yes, they have been reported. (Please enter the date. Date format: mm/dd/yyyy)**
- No, but they are scheduled for an upcoming board meeting. (Please enter the date. Date format: mm/dd/yyyy)
- No, they have not been reported and they have not been scheduled to be reported.

19a. Did your junior college district receive school safety or security consulting services from an outside consultant (not employed by the junior college district)?

- Yes
 No

20. Which junior college district staff/faculty participated in your district's safety and security audit? (Please select all that apply.)

- Director of Emergency Management
- Emergency Management Staff
- Director of Safety, Health, Environment and Risk Management
- Chief of Police
- Associate Vice Chancellor Facilities
- Vice President of Marketing and Public Relations
- Chief Business Continuity Officer
- Chief Facilities Officer
- Chief Human Resource Officer
- Chief Information Officer
- Chief Marketing Officer
- Chief Risk Officer
- Provost
- Vice President of Compliance and Risk Management
- Safety and Risk Manager
- Physical Plant Supervisors
- Information Technology Department Staff

Safety Officer

- Vice Chancellor of Student Success
- Deans of Administration - All campuses
- Other (Please specify.)

- No junior college district staff/faculty participated in the safety and security audit

21. Did your junior college district use the TxSSC Higher Education Safety and Security Audit Checklist to conduct your safety and security audit?

- Yes
- No

Section 4
Emergency Management Information

22a. Has your junior college district identified a core planning team to assist with developing and establishing a multi-hazard emergency operations plan?

- Yes
- No

22b. Did the core planning team include staff members from the following departments at your junior college district?

	Yes	No	N/A
Academic affairs	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Business office	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Central administration or designee	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Counseling and mental health services	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
EMS	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Environmental health and safety	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Facilities and operations	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Food services	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Health services	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Human resources	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Information technology	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Legal counsel	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Public information office	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>

	Yes	No	N/A
Public safety operations	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Risk management	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
<u>Emergency management</u>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Residential life	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Student affairs	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Transportation	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
International student services office	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>

23a. Did your junior college district receive assistance from external stakeholders with developing and establishing a multi-hazard emergency operations plan?

- Yes
 No

24a. Has your junior college district adopted and implemented a multi-hazard emergency operations plan for use in the junior college district?

Reference: TEC §37.108(a).

- Yes
 No

24b. Does your junior college district's multi-hazard emergency operations plan address the following five phases of emergency management?

Reference: TEC §37.108(a).

	Yes	No
<u>Prevention</u>	<input checked="" type="radio"/>	<input type="radio"/>
<u>Mitigation</u>	<input checked="" type="radio"/>	<input type="radio"/>
<u>Preparedness</u>	<input checked="" type="radio"/>	<input type="radio"/>
<u>Response</u>	<input checked="" type="radio"/>	<input type="radio"/>
<u>Recovery</u>	<input checked="" type="radio"/>	<input type="radio"/>

24c. Does your junior college district's multi-hazard emergency operations plan provide for the following:

Reference: TEC 37.108(a)(1)(2)(3)(5).

	Yes	No
Training in responding to an emergency for district employees	<input checked="" type="radio"/>	<input type="radio"/>
Measures to ensure district employees have classroom access to a telephone, including a cellular phone, or another electronic device	<input checked="" type="radio"/>	<input type="radio"/>

Yes No

Measures to ensure district communications technology and infrastructure are adequate to allow for communication during an emergency

Measures to ensure coordination with the Department of State Health Services and local emergency management agencies (i.e., law enforcements, health departments, and fire departments) in the event of an emergency

24d. Does your junior college district's multi-hazard emergency operations plan mandate the following types of drills?

Yes No

Fire Evacuation Drills

Evacuation Drills

Lockdown Drills

Secure Drills

	Yes	No
<u>Shelter-in-Place for Severe Weather Drills</u>	<input checked="" type="radio"/>	<input type="radio"/>
<u>Shelter-in-Place for Hazmat Drills</u>	<input type="radio"/>	<input checked="" type="radio"/>
<u>Reunification</u>	<input type="radio"/>	<input checked="" type="radio"/>

24e. Has your junior college district conducted a hazard analysis as part of your multi-hazard emergency operations plan?

Yes
 No

24f. Who did your junior college district collaborate with in conducting your hazard analysis? (Please select all that apply)

Local/county emergency management
 Local first responders (Police/Fire/EMS)
 State agency
 Private consultant
 Other (Please specify)

College Departments

 No collaboration took place

25a. Is your junior college district's multi-hazard emergency operations plan reviewed at least annually?

- Yes
 No

25b. Is your junior college district's multi-hazard emergency operations plan updated based on findings from your annual review?

- Yes
 No

Section 5 Drilling, Exercising, and Training

26. Have the following drills been conducted at all instructional facilities within the junior college district service area?

- | | Yes | No |
|-------------------------------|----------------------------------|----------------------------------|
| <u>Fire Evacuation Drills</u> | <input checked="" type="radio"/> | <input type="radio"/> |
| <u>Evacuation Drills</u> | <input checked="" type="radio"/> | <input type="radio"/> |
| <u>Lockdown Drills</u> | <input type="radio"/> | <input checked="" type="radio"/> |
| <u>Secure Drills</u> | <input type="radio"/> | <input checked="" type="radio"/> |

	Yes	No
<u>Shelter-in-Place for Severe Weather Drills</u>	<input checked="" type="radio"/>	<input type="radio"/>
<u>Shelter-in-Place for Hazmat Drills</u>	<input type="radio"/>	<input checked="" type="radio"/>
<u>Reunification</u>	<input type="radio"/>	<input checked="" type="radio"/>

27. Have the following drills been conducted at all non-instructional facilities within the junior college district service area?

	Yes	No
<u>Fire Evacuation Drills</u>	<input checked="" type="radio"/>	<input type="radio"/>
<u>Evacuation Drills</u>	<input checked="" type="radio"/>	<input type="radio"/>
<u>Lockdown Drills</u>	<input type="radio"/>	<input checked="" type="radio"/>
<u>Secure Drills</u>	<input type="radio"/>	<input checked="" type="radio"/>
<u>Shelter-in-Place for Severe Weather Drills</u>	<input checked="" type="radio"/>	<input type="radio"/>
<u>Shelter-in-Place for Hazmat Drills</u>	<input type="radio"/>	<input checked="" type="radio"/>
<u>Reunification</u>	<input type="radio"/>	<input checked="" type="radio"/>

28. Does your junior college district provide emergency response training at least annually to the following groups?

	Yes	No	N/A
Administrators	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Full-time faculty	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Part-time or adjunct faculty	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Staff	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Students	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Volunteers	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Emergency responders	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Contractors	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>

29a. Does your junior college district conduct after-action reviews following:

	Yes	No
<u>Drills</u>	<input checked="" type="radio"/>	<input type="radio"/>
<u>Exercises</u>	<input checked="" type="radio"/>	<input type="radio"/>
<u>Incidents</u>	<input checked="" type="radio"/>	<input type="radio"/>

29b. Does your junior college district utilize the after-action reviews to develop and implement improvement plans based on the findings?

- Yes
- No

Section 6
Behavioral Threat Assessment

30. Has your junior college district adopted behavioral intervention and threat assessment policies and protocols?

- Yes
- No

31a. Does your junior college district have an established Behavior Intervention Team (BIT) or Campus Assessment Response and Evaluation Team (CARE)?

- Yes
- No

31b. Does your junior college district BIT or CARE team include members with the following areas of expertise: (Please select all that apply).

- Counseling

- Behavior management
- Mental health/substance use
- Student support services
- Health professionals
- Administration
- Safety/Security
- Human resources
- Emergency management
- Risk management
- Law enforcement
- Other (*Please specify.*)

Classroom Education

31c. Have members of the junior college district BIT or CARE team completed behavioral intervention and threat assessment training?

- Yes
- No

31d. What organization trained members of the behavioral intervention and threat assessment team? (*Please select all that apply*)

- Texas School Safety Center

■ National Association for Behavioral Intervention and Threat Assessment (NaBITA)

A different training provider *(Please specify.)*

32. Does your junior college district use an anonymous reporting system for behavioral intervention and threat assessment?

- Yes
- No

33. Does your junior college district have a policy in place requiring any person on the campus or facility to present evidence of their identification, or if the person is a student or employee of the institution, their student or employee official identification card, or other evidence of their relationship with the institution during periods of disruption?

Reference: TEC §51.232(a).

- Yes
- No

34a. Has your junior college district adopted a policy on sexual harassment, sexual assault, dating violence, and stalking applicable to each student enrolled at and each employee of the institution?

Reference: TEC§51.282(a).

- Yes**
- No**

34b. Is the sexual harassment, sexual assault, dating violence, and stalking policy made available to students, faculty, and staff by including the policy in the institution's:

Reference: TEC§51.282(b)(1-2).

- | | Yes | No |
|---|----------------------------------|-----------------------|
| Student handbook | <input checked="" type="radio"/> | <input type="radio"/> |
| Personnel handbook | <input checked="" type="radio"/> | <input type="radio"/> |
| Web page dedicated solely to the policy that is easily accessible through a clearly identifiable link of the institution's internet website home page | <input checked="" type="radio"/> | <input type="radio"/> |

Section 7
Additional Safety and Security Information

35a. Which of the following formal agreements does your junior college district have in place pertaining to school safety and security? *(Please select all that apply.)*

Memoranda of Understanding

Mutual Aid Agreements

Interlocal Agreements

Contracts

Other *(please specify):*

No formal agreements are in place

35b. With whom has your junior college district entered into Memorandum of Understanding, Mutual Aid Agreements, Interlocal Agreements, Contracts, and/or similar agreements? *(Please select all that apply.)*

Department of State Health Services

Local and/or regional public health department

Local emergency management

Law enforcement

Fire department(s)

EMS

- Neighboring junior college district(s)
- Off-campus locations where students attend instruction
- Off-campus evacuation sites/reunification sites
- Volunteer organizations
- Behavioral health providers (e.g., local mental health authorities, private practitioners, etc.)
- Other (please specify):

36a. Has your junior college district identified key personnel who are responsible for specific emergency functions?

- Yes
- No

36b. Have key personnel, responsible for specific emergency functions, been trained in the National Incident Management System (NIMS)?

- Yes
- No

36c. Have key personnel, responsible for specific emergency functions, been trained in the Incident Command System (ICS)?

- Yes
 No

37a. Has your junior college district established an emergency alert system for the institution's students, faculty, and staff?

Reference: TEC §51.218(b).

- Yes
 No

37b. Does the emergency alert system use e-mail or telephone notifications in addition to any other alert method the institution considers appropriate to provide timely notification of emergencies affecting the institution or its students, faculty, and staff?

Reference: TEC §51.218(b).

- Yes
 No

37c. Are all emergency alert systems tested at least annually?

- Yes

No

38a. Which of the following sources of safety personnel does your junior college district utilize? *(Please select all that apply.)*

- Junior college district police department
- Municipal or county peace officers
- Junior college district safety and security personnel
- Private security
- Other *(Please specify.)*
- None of the above

38b. How many licensed peace officers are employed by the junior college district police department? *(Enter as whole numbers, no commas)*

38c. How many district security personnel are employed by the junior college district police department? *(Enter as whole numbers, no commas)*

39a. Has your junior college district designated an individual in an Emergency Management Professional role (e.g., junior college district employee responsible for safety and security)?

- Yes
- No

39b. Is this position full-time or part-time (in addition to other duties)?

- Full-time
- Part-time

40a. Has the governing board of your junior college appointed one or more school marshals?

Reference: TEC §51.220(b).

- Yes
- No

41a. Does your junior college district have safety and security procedures in place specific for secondary school students attending programs on campus?

- Yes
- No

41b. Which safety and security procedures are addressed: (Please select all that apply)

- Fire drills for classrooms with students in attendance.
- Parent-student reunification for students in the event of an emergency.
- Registered sex offenders in proximity to classes attended by students.
- None of these

42. Does your junior college district have a suicide prevention plan?

- Yes
- No

**Section 8
Attestation**

43. The data in this survey is accurate and has been reviewed and signed by the president/chancellor of the junior college district.

Reference: 37.108(c)(2).

- Yes
- No

Note: Click the "Next" button below to view a summary of your JCARTool submission. Once you have reviewed your summary report, please save and/or print a copy of the summary report for your records.

If you have technical issues or questions about conducting your audit or how to answer questions within the JCARTool, contact txssc_audit_info@txstate.edu.

Review and Action as Necessary on Proposed New Location for the Pecan Campus Kinesiology Building Q

Administration recommends Board approval of a proposed new location for the Pecan Campus Kinesiology Building Q project.

Background

The Pecan Campus Kinesiology Building Q project recently received construction proposals which were rejected by the Board of Trustees due to the cost overrun of over two million dollars (\$2,000,000). Administration was approved to work with the design team to find ways to reduce the construction cost of the project.

As part of the discussions, the architect and College staff recommend to locate it between the Pecan Campus North Academic Humanities Building P and the Information Technology Building M, along the main north/south drive. This proposed relocation could provide for a closer location to the existing athletic field and outdoor playing courts, and could require less infrastructure needed for the building which would likely reduce construction costs. The reduction of infrastructure would be from drives and parking, landscaping and irrigation, and new utilities would be closer to the existing utility infrastructure. Other sample items that the project team is considering for reducing costs are changing materials for flooring, electrical lighting, wall finishes, and structural elements.

The relocation of the building will allow for the existing site along Pecan Boulevard to remain available for future construction.

Enclosed Documents

Proposed site layout has been provided for the Board's review and information.

The Facilities Committee did not meet in July 2024. This item is presented without a committee recommendation. Administration recommends approval 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 new location for the Pecan Campus Kinesiology Building Q project as presented.

Approval Recommended:

Dr. Ricardo J. Solis
President



**SOUTH TEXAS
COLLEGE**

Pecan Campus Kinesiology Building Q

Pecan Campus Kinesiology Building Q Proposed Location



New Project
Location

Current
Project
Location



Review and Action as Necessary on Proposed Facility Use for the Nursing and Allied Campus Building E (Formerly Texas A&M Building)

Administration recommends Board approval of proposed use of the Nursing and Allied Health Campus Building E (formerly the Texas A&M Building).

Background

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 of that proposed use to maximize efficiency of operations.

The scope of the Texas A&M building renovation will be modified to instead accommodate several functions and programs as a regional workforce development healthcare center. Renovations are planned to provide areas for the South Texas College Regional Healthcare Liaison and support staff, and faculty/staff offices and additional classrooms for Health Programs, including an expansion of the Pharmacy Program, a Skills Lab for Nursing Transition Programs, and new healthcare programs for Dental Assistant, Dental Hygienist, and Surgical Tech. An expansion will be added to the east for a larger event center with streaming equipment, breakout rooms, and offices. An area for the Board of Trustees to meet will also be included, with an option to close off that area when conferences are held in the event center space. The food preparation area will be expanded to accommodate additional kitchen equipment.

At the May 28, 2024 Board meeting, contracting of architectural services was awarded to ERO Architects. The architects are prepared to contract with the College as soon as the final scope of the project is defined.

College staff has worked with staff from Academic Affairs, Educational Technologies, and developed a facility program that accommodates the quantities and sizes of the spaces required to meet the needs of the academic programs, divisions, and departments that are proposed to occupy the building. The President's Cabinet has reviewed the proposed use and scope of the facility.

Enclosed Documents

The proposed spatial plan and the proposed instructional programs plan have been provided for the Board's review and information.

The Facilities Committee did not meet in July 2024. This item is presented without a committee recommendation. Administration recommends approval as presented.

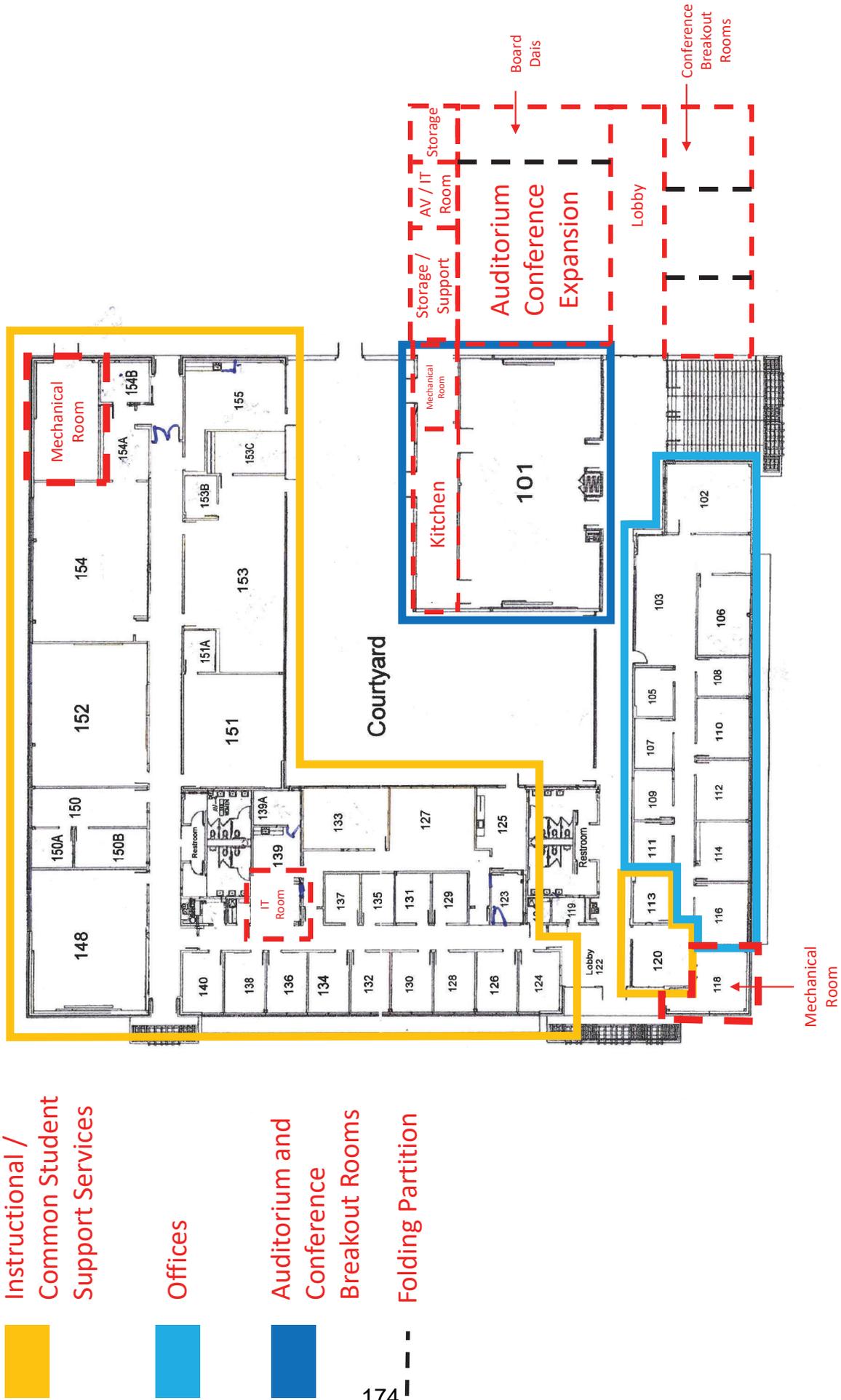
It is recommended that the Board of Trustees of South Texas College approve and authorize the following Minute Order proposed for consideration:

The Board of Trustees of South Texas College approves and authorizes the proposed facility use for the Nursing and Allied Campus Building E (Formerly Texas A&M Building) as presented.

Approval Recommended:

**Dr. Ricardo J. Solis
President**

TAMHSC McAllen Campus – Building Floor Plan





Office of the Vice President and Provost

Division of Academic Affairs and Economic Development

South Texas College Regional Workforce Development Healthcare Center (Formerly known as the A&M Building)

South Texas College has been awarded a **\$1 million grant** from the U.S. Department of Labor (Community Project Funding) to establish a Workforce Development and Continuing Education Center for Healthcare Professionals. This is a collaboration among South Texas College, the City of McAllen, and South Texas Health System Inc., the largest healthcare provider in the region. This initiative helps to address the critical shortage of healthcare workers in the Rio Grande Valley (RGV), an area with a projected 32.1% growth in healthcare needs by 2030. New programs under development that will be offered in this center include Dental Assistant Certificate, Dental Hygienist, Surgical Tech, Skills Lab for Nursing Transition Programs, and other emerging programs that support the Healthcare advancement of our region. The College is also committed to providing an information commons space for students to access computers/printer that will provide Workforce and Continuing Education students access to library resources and online tutoring.

Including the abovementioned new programs under development, a list of building uses to support the College's healthcare initiatives is listed below.

New Healthcare Programs (under federal grant)

- Credit Programs
 - Dental Assistant Certificate (Non-Credit to Credit Pathway)
 - Dental Hygienist Program
 - Surgical Tech Program
- New Non-Credit Courses
 - Self-Advocacy and Social Skills
 - Public Workshop for Mental Health and Wellbeing

Current Programs Offered on Site: March 2023 - June 2024 Enrollment = 647

- Phlebotomy (Non-Credit to Credit Pathway)
- EKG (Non-Credit to Credit Pathway)
- CPR and First Aide (Certification)
- OSHA for Health Care (Certification)
- Upskilling and Reskilling of Healthcare Workers
 - The College currently manages several grants targeting incumbent workers

Expansion of Pharmacy Program

The College is working closely with other higher education institutions to expand Pharmacy Program options for students in our region.

Regional Healthcare Liaison

The South Texas College Regional Healthcare Liaison and support staff will be located in this center. The Regional Healthcare 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. The liaison establishes and maintains strong relationships with local healthcare providers, community organizations, educational institutions, and other stakeholders.

Large Event Center (capacity 300)

This event center will be used on a regular basis to host NAH division orientation events. In addition, the event center will be used for many workforce development seminars, conferences, and forums and will include several breakout rooms to support these healthcare-related community events.

Review and Action on Substantial Completion of the Mid Valley Campus Workforce Center Building D Welding Lab Expansion and Renovation

Administration recommends Board approval of substantial completion of the Mid Valley Campus Workforce Center Building D Welding Lab Expansion and Renovation project.

Project	Completion Recommended	Date Received
1. Mid Valley Campus Workforce Center Building D Welding Lab Expansion and Renovation Project 2022-013C Engineer: PBK Architects, Inc. Contractor: Holchemont, Ltd.	Substantial Completion Recommended	July 2, 2024

This project was requested by College Administration and the Academic Division of Business, Public Safety, & Technology. It has been reviewed by the Facilities Planning & Construction department, Administration, the Coordinated Operations Council, the Facilities Committee, the Education & Workforce Development Committee, and the Board of Trustees. This project was scheduled as an educational space improvement to support the Welding Program.

College staff and the Engineer visited the site and developed a construction punch list on July 2, 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 \$1,189,000.

The following table summarizes the current budget status:

Mid Valley Campus Workforce Center Building D Welding Lab Expansion and Renovation					
Construction Budget	Approved Proposal Amount	Net Total Change Orders	Current Project Cost	Previous Amount Paid	Remaining Balance
\$707,550.00	\$1,189,000.00	\$0	\$1,189,000.00	\$1,092,310.89	\$96,689.11

Enclosed Documents

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

The Facilities Committee did not meet in July 2024. This item is presented without a committee recommendation. Administration recommends approval 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 Welding Lab Expansion and Renovation project as presented.

Approval Recommended:

**Dr. Ricardo J. Solis
President**

Mid Valley Campus Building D Welding Lab Expansion and Renovation



Mid Valley Campus Building D
Welding Lab Expansion and Renovation



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: 002 Date: 07/09/2024
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.)

Welding Labs

PBK Architects, Inc	David I. Iglesias, Principal	July 02, 2024	
ARCHITECT <i>(Firm Name)</i>	SIGNATURE	PRINTED NAME AND TITLE	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.)

220015 STC MVC Bldg D_Welding_PBK_Punch List_07.02.24
220015 STC MVC Bldg D_Welding_STC_Punch List_07.02.24
220015 STC MVC Bldg D_Welding_MEP_Punch List_(Forthcoming)

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: \$2,500.00

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

Michael Montalvo,
President

PRINTED NAME AND TITLE

DATE

South Texas College

OWNER (*Firm Name*)

SIGNATURE

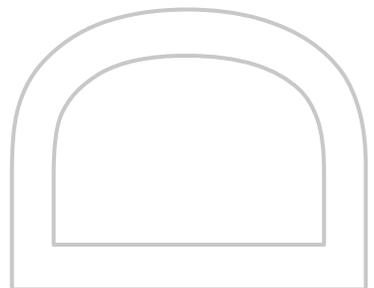
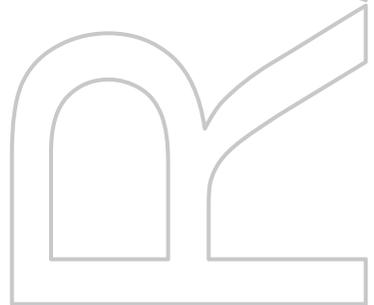
Richard J. Solis,
President

PRINTED NAME AND TITLE

DATE

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Empty signature box for Richard J. Solis



Project Fact Sheet
7/1/2024

Project Name: MVC - Workforce Center Building D Welding Lab Expansion		Project No.: 2022-013C						
Funding Source(s): Unexpended Plant Fund								
		FY21-22			FY22-23			
	Original Total Project Budget	*Revised Total Project Budget	FY 21-22 Project Budget	FY 21-22 Actual Expenditures	Variance of Project Budget vs. Actual Expenditures	FY 22-23 Project Budget	FY 22-23 Actual Expenditures	Variance of Project Budget vs. Actual Expenditures
Construction:	\$ 370,000.00	\$ 1,189,000.00	\$ 77,000.00	\$ -	\$ 77,000.00	\$ 566,040.00	\$ 220,047.55	\$ 345,992.45
Design:	37,000.00	70,755.00	29,600.00	7,497.40	22,102.60	\$ 35,333.00	53,494.45	(18,161.45)
Miscellaneous:	12,000.00	12,000.00	8,000.00	-	8,000.00	\$ 11,400.00	16,699.34	(5,299.34)
FFE:	90,000.00	90,000.00	-	-	-	\$ 90,000.00	-	90,000.00
Technology:	10,000.00	10,000.00	-	-	-	\$ 10,000.00	-	10,000.00
Total:	\$ 519,000.00	\$ 1,371,755.00	\$ 114,600.00	\$ 7,497.40	\$ 107,102.60	\$ 712,773.00	\$ 290,241.34	\$ 422,531.66
*Revised Project Budget based on the Construction cost amount.								

	FY 23-24		Variance of Project Budget vs. Actual Expenditures			Total Actual Expenditures To Date
	Project Budget	Actual Expenditures	Expenditures			
Construction:	\$ 773,000.00	\$ 872,263.34	\$ (99,263.34)			\$ 1,092,310.89
Design:	13,000.00	12,555.84	444.16			73,547.69
Miscellaneous:	4,200.00	767.67	3,432.33			17,467.01
FFE:	90,000.00	-	90,000.00			-
Technology:	18,500.00	-	18,500.00			-
Total:	\$ 898,700.00	\$ 885,586.85	\$ 13,113.15			\$ 1,183,325.59

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	\$ 54,195.70	\$ 73,547.69	\$ (19,351.99)
Contractor:	Holchemont		Holchemont	\$ 1,189,000.00	\$ 1,092,310.89	\$ 96,689.11
STC FPC Project Manager:	Martin Villarreal	Substantial Completion	7/2/2024	Board Acceptance	TBD	
		Final Completion	TBD	Board Acceptance	TBD	

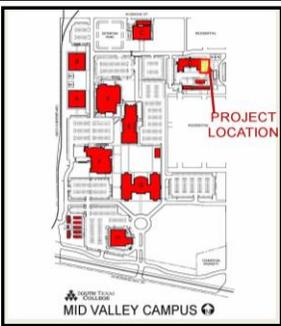
Project Description	Project Scope
Expand the Welding Labs in Building D, which currently shares a small space with Automotive Program.	Design and Construction of a Welding Lab Expansion for Additional 26 Welding Stations, 3,764 sqft

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	7/16/2024	8/27/2024	5/25/2024

Project Calendar of Expenditures by Fiscal Year							
Fiscal Year	Construction	Design	Miscellaneous	FFE	Tech	Project Total	
2021-22	\$ -	7,497.40	\$ -	\$ -	\$ -	\$ 7,497.40	
2022-23	220,047.55	53,494.45	16,699.34	-	-	\$ 290,241.34	
2023-24	872,263.34	12,555.84	767.67	-	-	\$ 885,586.85	
Project Total	\$ 1,092,310.89	\$ 73,547.69	\$ 17,467.01	\$ -	\$ -	\$ 1,183,325.59	

Current Agenda Item

7/16/24 July Board Meeting - Review and Recommend Action on Substantial Completion for the Mid Valley Campus Workforce Building D Welding Lab Expansion



FPC Project Manager Martin Villarreal

FPC Asst. Director Rita Geller

FPC Director RDDA

Review and Action on Substantial Completion of the Regional Center for Public Safety Excellence Two-Story Residential Fire Training Structure

Administration recommends Board approval of substantial completion of the Regional Center for Public Safety Excellence Two-Story Residential Fire Training Structure project.

	Project	Completion Recommended	Date Received
1.	Regional Center for Public Safety Excellence Two-Story Residential Fire Training Structure Project 2022-015C Engineer: Martinez Architects Contractor: 5 Star GC Construction, LLC.	Substantial Completion Recommended	June 20, 2024

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

College staff and the Engineer visited the site and developed a construction punch list on June 20, 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 5 Star GC Construction, LLC. The original cost approved for this project was \$2,465,000.

The following table summarizes the current budget status:

Regional Center for Public Safety Excellence Two-Story Residential Fire Training Structure					
Construction Budget	Approved Proposal Amount	Net Total Change Orders	Current Project Cost	Previous Amount Paid	Remaining Balance
\$1,681,228.00	\$2,465,000.00	\$27,237.75	\$2,492,237.75	\$2,320,360.99	\$171,876.76

Enclosed Documents

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

The Facilities Committee did not meet in July 2024. This item is presented without a committee recommendation. Administration recommends approval 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 Regional Center for Public Safety Excellence Two-Story Residential Fire Training Structure project as presented.

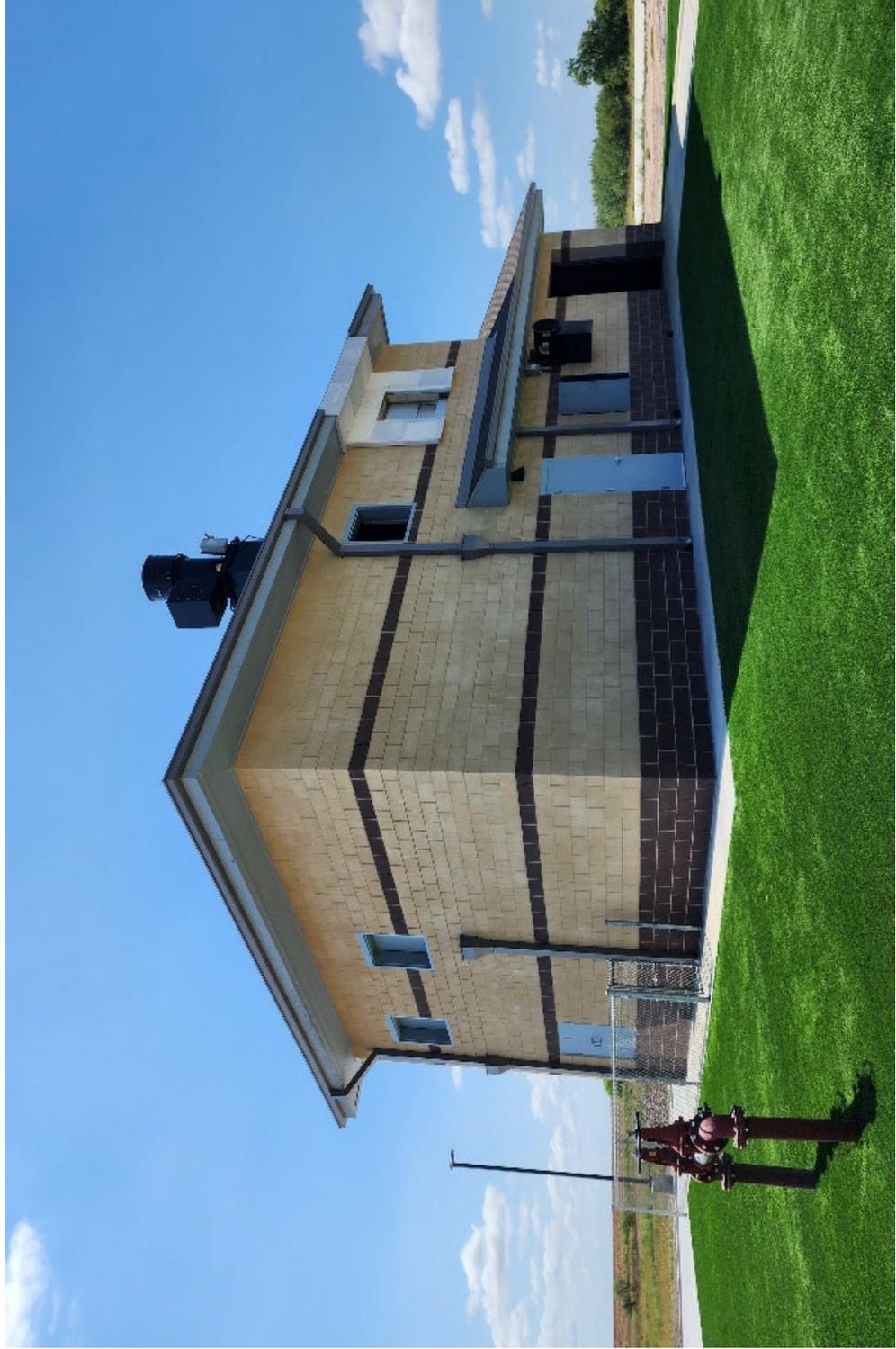
Approval Recommended:

**Dr. Ricardo J. Solis
President**

Regional Center for Public Safety Excellence Two-Story Fire Training Structure



Regional Center for Public Safety Excellence Two-Story Fire Training Structure



AIA® Document G704® – 2017

Certificate of Substantial Completion

PROJECT: *(name and address)*
 South Texas College
 Regional Center for Public Safety
 Excellence
 3901 S. Cage Blvd.
 Pharr, Texas 78577

CONTRACT INFORMATION:
 Contract For: General Construction

 Date: March 2, 2023

CERTIFICATE INFORMATION:
 Certificate Number: 001

 Date: June 20, 2024

OWNER: *(name and address)*
 South Texas College
 3200 W. Pecan Blvd. N-179
 McAllen, Texas 78501

ARCHITECT: *(name and address)*
 Martinez Architects, LP
 900 Rockmead Dr. Suite 250
 Houston, Texas 77339

CONTRACTOR: *(name and address)*
 5 Star Constructors
 3209 Melony Lane
 Mission, Texas 78574

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.)

Facility has passed Fire Marshal Inspection and accepted by Owner to take possession of building

Martinez Architects
ARCHITECT *(Firm Name)*


SIGNATURE

Ricardo Martinez,
 Partner
PRINTED NAME AND TITLE

June 20, 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.)

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.)
 Provision of Attic Stock
 Closeout Documents: O&M Manuals, Warranties, As-Builts.

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: \$ 0.00

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.)
 Owner has taken possession of the building and assumes all responsibilities to utilities, insurance, etc.

The Owner and Contractor hereby accept the responsibilities assigned to them in this Certificate of Substantial Completion:

5 Star Contractors
CONTRACTOR (Firm
Name)


SIGNATURE

Richard Carley PM
PRINTED NAME AND TITLE

7/3/24
DATE

South Texas College
OWNER (Firm Name)

SIGNATURE

PRINTED NAME AND TITLE

DATE



Project Name: Regional Center for Public Safety Excellence - Two Story Fire Training Structure Project No. 2022-015C

Funding Source(s): Unexpended Plant Fund Unexpended Plant Fund

	Original Project Budget	*Revised Total Project Budget	FY 21-22			FY 22-23			FY 23-24			Total Actual Expenditures To Date
			Project Budget	Actual Expenditures	Variance of Project Budget vs. Actual Expenditures	Project Budget	Actual Expenditures	Variance of Project Budget vs. Actual Expenditures	Project Budget	Actual Expenditures	Variance of Project Budget vs. Actual Expenditures	
Construction:	\$ 1,250,000.00	\$ 2,465,000.00	\$ 250,000.00	\$ 250,000.00	\$ 250,000.00	\$ 1,000,000.00	\$ 388,186.62	\$ 611,813.38	\$ 2,848,000.00	\$ 1,932,174.37	\$ 915,825.63	\$ 2,320,360.99
Design:	125,000.00	125,000.00	100,000.00	49,755.83	\$ 50,244.17	68,750.00	97,523.08	\$ (28,773.08)	\$ 182,214.00	\$ 30,442.75	\$ 151,771.25	177,721.66
Miscellaneous:	31,250.00	31,250.00	31,250.00	240.27	\$ 31,009.73	31,000.00	16,745.35	\$ 14,254.65	\$ 39,789.00	\$ 17,516.36	\$ 22,272.64	34,501.98
FFE:	68,750.00	68,750.00	-	-	\$ -	68,750.00	-	\$ 68,750.00	\$ 68,750.00	-	\$ 68,750.00	-
Technology:	106,250.00	106,250.00	-	-	\$ -	106,250.00	-	\$ 106,250.00	\$ 106,250.00	-	\$ 106,250.00	-
Total:	\$ 1,581,250.00	\$ 2,796,250.00	\$ 381,250.00	\$ 49,996.10	\$ 331,253.90	\$ 1,274,750.00	\$ 502,455.05	\$ 772,294.95	\$ 3,245,003.00	\$ 1,980,133.48	\$ 1,264,869.52	\$ 2,532,584.63

*Revised Project Budget based on the Construction cost amount.

Project Team		Board Status			
Approval to Solicit Architect/Engineer:	9/28/2021	Board Approval of Schematic Design:	06/28/2022	Vendor Contract Amount:	Actual Expenditures Variance
Architect/Engineer:	Martinez Architects	Substantial Completion:	6/20/2024	Architects:	\$ 179,888.41 \$ 177,721.66 \$ 2,166.75
Contractor:	5 Star GC Construction	Board Acceptance:	TBD	5 Star GC Construction:	\$ 2,492,237.75 \$ 2,320,360.99 \$ 171,876.76
STC FPC Project Manager:	Samuel Saldana	Final Completion:	TBD	Board Acceptance:	TBD

Project Description: Design and Construction of a two story Fire training structure. Project Scope: Construction of a 2-story residential building to be used as a fire training structure, including several fire training elements and live fire props. Training Structure: 2,400 SF - Restrooms: 970 SF

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
9/28/2021	1/25/2022	6/28/2022	2/14/2023	4/15/2023	7/23/2024	8/27/2024
						FFE Completion of Move In
						N/A

Project Calendar of Expenditures by Fiscal Year						
Fiscal Year	Construction	Design	Miscellaneous	FFE	Tech	Project Total
2020-21	\$ -	\$ -	-	\$ -	\$ -	\$ -
2021-22	-	49,755.83	240.27	-	-	49,996.10
2022-23	388,186.62	97,523.08	16,745.35	-	-	114,268.43
2023-24	1,932,174.37	30,442.75	17,516.36	-	-	47,959.11
Project Total	\$ 2,320,360.99	\$ 177,721.66	\$ 34,501.98	\$ -	\$ -	2,532,584.63

07/16/2024 July Board Meeting - Review and Recommend Action on Substantial Completion of the Regional Center for Public Safety Excellence Two Story Fire Training Structure

FPC Project Manager SPS FPC Asst. Director Rita C. [Signature] FPC Director RMA

Review and Action on Substantial Completion of the District Wide Flooring Replacement at the Mid Valley Campus Student Union Building F

Administration recommends Board approval of substantial completion of the District Wide Flooring Replacements Phase III at the Mid Valley Campus Student Union Building F project.

	Project	Completion Recommended	Date Received
1.	District Wide Flooring Replacements Phase III Project 2024-012R Contractor: Intertech Flooring	Substantial Completion Recommended	June 18, 2024

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

College staff visited the site and developed a construction punch list on June 18, 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 Intertech Flooring. The original cost approved for this project was \$405,184.

The following table summarizes the current budget status:

District Wide Flooring Replacements Phase III at the Mid Valley Campus Student Union Building F					
Construction Budget	Approved Proposal Amount	Net Total Change Orders	Current Project Cost	Previous Amount Paid	Remaining Balance
\$500,000.00	\$405,184.00	\$0	\$405,184.00	\$0	\$405,184.00

Enclosed Documents

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

The Facilities Committee did not meet in July 2024. This item is presented without a committee recommendation. Administration recommends approval as presented.

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

The Board of Trustees of South Texas College approves and authorizes substantial completion of the District Wide Flooring Replacements Phase III at the Mid Valley Campus Student Union Building F project as presented.

Approval Recommended:

**Dr. Ricardo J. Solis
President**

District Wide Flooring Replacements Ph III
Mid Valley Campus Building F





Project Fact Sheet
7/1/2024

Project Name: District Wide - Flooring Replacement Phase III		Project No. 2024-012R	
Funding Source(s): Renewals & Replacements Fund			
		FY 23-24	
		Total	Variance of
		Project Budget	Project Budget
		Expenditures	vs. Actual
		Expenditures	Expenditures
Construction:		\$ 500,000.00	\$ 500,000.00
Design:		-	-
Miscellaneous:		4,000.00	4,000.00
FFE:		-	-
Technology:		-	-
Total:		\$ 504,000.00	\$ 504,000.00
Project Team		Board Status	
Approval to Solicit :	2/14/2024	Board Approval of Schematic Design	NA
Architect/Engineer:	N/A	Design	
Contractor:	Interch Flooring	Substantial Completion	Building F: 06/18/2024
Contractor:	Terra Fuerte	Final Completion	TBD
STC FPC Project Manager:	Samuel Saldana	Board Acceptance	TBD
		Board Acceptance	TBD
Project Description		Project Scope	
Replacing various flooring material district wide due to flooring reaching their life expectancy. Request for Proposals or Request for Quotes are issued depending on the estimated construction cost.		Every fiscal year, different facilities are scheduled to have the flooring replaced. Maintenance developed a flooring priority schedule determining which flooring material needs to be replaced. Average six flooring replacements per fiscal year.	
Projected Timeline			
Board Approval to Solicit Architect/Engineer	Board Approval of Architect/Engineer	Board Approval of Schematic Design	Board Approval of Contractor
N/A	N/A	N/A	4/23/2024
Construction Start Date	Board Approval of Substantial Completion Date	Board Approval of Final Completion Date	FFE Completion of Move In
5/20/2024	8/12/2024	9/24/2024	N/A
Project Calendar of Expenditures by Fiscal Year			
Fiscal Year	Construction	Design	Miscellaneous
2023-24	-	-	-
Project Total	\$ -	\$ -	\$ -
Current Agenda Item			
07/16/2024 July Board Meeting: Review and Recommend Action on Substantial Completion of the District Wide Mid Valley Campus Student Union Flooring Replacement			
			
Mid-Valley Campus			

FPC Project Manager SPF

FPC Asst. Director

Rita Geller

FPC Director Rdla

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 Del Paz 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	2/25/2025	3/24/2026	4/28/2026
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	7/25/2023	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	TBD	TBD	TBD	TBD
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	9/28/2024	10/29/2024
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	9/28/2024	10/29/2024

**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	11/9/2022	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	11/9/2022	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	11/9/2022	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 June 30, 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	\$ 27,537,635.29	\$ 4,023,787.90
FY 2024 Proposed and Approved Projects	\$ 14,944,835.00	\$ 800,184.00
FY 2024 Proposed Projects for the Month of June 2024	\$ 8,782,189.34	\$ -
FY 2024 Total Project Estimated Budget Balance	\$ 8,417,579.66	\$ 10,489,856.00

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 EVOC Lighting - Substantial Completion - (Construction Budget \$294,000 and Cost \$331,731)	\$ 30,510.14	
*2022-006C	Starr Campus - Workforce Center Building D Welding Lab Expansion - Final Completion - Construction Budget \$355,200 and Cost \$1,039,729)	\$ 51,986.45	
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 Services for the Building K Cashiers Renovation	\$ 2,615,760.00	
2024-004C	Pecan Campus - Solicitation for Architectural Services 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 & EVOC Lighting (Project cost \$331,731.00 paid \$315,114.05)	\$ 16,586.55	
2024	Pecan Plaza - East Building B Renovation 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
Board Approved on June 25, 2024			
	Various Campus - Geotechnical Engineering and Materials Testing Services		
2021-002C	Pecan West Campus - Schematic Design Approval and Construction Services Solicitation Authorization Building A	\$ 8,320,000.00	
2022-014C	Mid Valley Campus - Substantial Completion Approval for Workforce Center HVAC-R Classroom & Covered Area Building D	\$ 98,341.00	
2022-012C	Mid Valley Campus - Substantial Completion Approval for Automotive Lab Expansion for Building M	\$ 363,848.34	
Total Board Approval on May 31, 2024		\$ 8,782,189.34	\$ -
Total FY 24 Board Approved Projects		\$ 51,264,659.63	\$ 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	\$ 182,151	\$ 952,849	\$ 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	\$ 820,771	\$ 58,739	\$ 802,840	Low	May 2024	Approval of Final Completion	Able City, LLC	Holchemont
3	Pecan Campus Kinesiology Building Phase I	SS					●					\$ 6,177,150	\$ 310,224	\$ 5,866,926	\$ 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	\$ 171,077	\$ 5,526,923	\$ 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	\$ 289,270	\$ (89,270)	\$ 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	\$ 1,773,493	\$ 18,960,667	\$ 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	February 2025	Approval of Construction Services	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	\$ 1,183,326	\$ 356,429	\$ 898,700	High	July 2024	Approval of Substantial Completion	PBK Architects	Holchemont
15	Workforce Center Building M Automotive Lab Expansion	MV					●					\$ 2,648,275	\$ 2,003,472	\$ 644,803	\$ 1,451,500	High	July 2024	Approval of Final Completion	PBK Architects	Holchemont
16	Workforce Center Building D HVAC-R Classroom and Outdoor Covered Area	MV					●					\$ 1,235,430	\$ 955,213	\$ 280,217	\$ 691,200	High	July 2024	Approval of Final 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	\$ 4,239,943	\$ 1,577,517	\$ 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	\$ 1,639,161	\$ 1,468,839	\$ 2,576,680	High	September 2024	Approval of Substantial Completion	EGV Architects	Kimber 1985
21	Truck Driving Range Expansion	DV									●	\$ 41,350	\$ 65,216	\$ (23,866)	\$ 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	\$ 1,940,373	\$ 1,718,877	\$ 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	\$ 196,922	\$ 317,706	\$ 390,000	High	September 2024	Approval of Substantial Completion	Able City, LLC	Triun Construction
Starr County Campus Subtotal												\$ 4,361,448	\$ 1,974,270	\$ 2,387,178	\$ 2,301,300					
Regional Center for Public Safety Excellence																				
29	Canopy for Safety Training Vehicles	DV									●	\$ 801,060	\$ 770,982	\$ 30,078	\$ 41,910	High	January 2024	Approval of Final Completion	Gignac & Associates, LLP	5 Star Construction
30	Canopy for Students/Instructors	DV									●	\$ 595,048	\$ 554,822	\$ 40,226	\$ 30,470	High	January 2024	Approval of Final Completion	Gignac & Associates, LLP	5 Star Construction
31	Fire Training Area	DV									●	\$ 489,242	\$ 430,523	\$ 58,719	\$ 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	\$ 355,341	\$ 24,390	\$ 44,200	High	April 2024	Approval of Final Completion	DBR	Metro Electric
34	Two-Story Residential Fire Training Structure	SS					●					\$ 2,796,250	\$ 2,278,887	\$ 517,363	\$ 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	\$ 4,390,555	\$ 1,194,476	\$ 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	\$ 14,417,371	\$ 59,363,351	\$ 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	August 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	August 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	\$ 211,639	\$ 210,361	\$ 218,600	Low	July 2024	Approval of Substantial Completion	DBR	Metro Electric
Nursing and Allied Health Campus Subtotal												\$ 762,000	\$ 211,639	\$ 550,361	\$ 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	October 2024	Approval of Construction 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	August 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	\$ 55,397	\$ 21,103	\$ 76,500	Low	N/A		N/A	TBD
22	Flooring Replacements	SS				●						\$ 504,000	\$ 433	\$ 503,567	\$ 504,000	Medium	N/A		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	\$ 12,332	\$ 12,668	\$ 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	\$ 97,362	\$ 6,348,978	\$ 6,446,340					
Totals		0	2	8	3	0	2	0	0	0	0	\$ 11,478,440	\$ 1,473,820	\$ 10,004,620	\$ 11,275,039					

Outstanding Issues - Action Plan
July 16, 2024 Board Meeting
as of July 10, 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 7/10/2024	<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>7/10/2024: Administration forwarded the letter at the end of June 2024 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> <p>7/10/2024: Administration has forwarded the letter to the Contractor.</p>

Mid Valley Campus

2	Mid Valley Campus South Academic Building H - Repair of Roof Damage and Interior Areas (Insurance Claim)	Hartford Insurance, Public Adjuster	Pending	<p>5/31/2023 6/5/2023 7/11/2023 8/8/2023 10/11/2023 11/17/2023 1/10/2024 2/6/2024 2/28/2024 4/2/2024 5/9/2024 6/3/2024 7/10/2024</p>	<p>5/4/2023: Public Adjuster met on site with Hartford Insurance to perform a final walk through of building to verify damages listed by Public Adjuster. Hartford to provide a response in 2 to 4 weeks. 5/17/2023: Construction documents (roof only) have been completed by the Architect and the College has begun the solicitation for construction services. 5/18/2023: Pending response from Public Adjuster on status of final insurance settlement. 6/5/2023: Pending response from Public Adjuster on status of final insurance settlement. Solicitation of Construction Services for the roof replacement are in progress. 7/5/2023: Pending response from Public Adjuster on status of final insurance settlement. Construction services for roof replacement awarded to contractor at June Board Meeting. 8/2/2023: Pending response from Public Adjuster on status of final insurance settlement. Contractor for roof replacement will be issued a NTP upon finalization of contracts. 9/7/2023: Pending response from Public Adjuster on status of final insurance settlement. Contractor for roof replacement has been issued a NTP to start construction. Architect is preparing construction documents for the repair work on the interior the building. 10/11/2023 - 1/10/24: Pending response from Public Adjuster on status of final insurance settlement. Construction of the roof replacement is in progress. Architect is preparing construction documents for the repair work on the interior the building. 2/6/2024 - 4/2/24: 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. 5/3/2024: Attended meeting with Public Adjuster and College Staff to review budget estimates and scope. 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. 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. 7/10/2024: Meeting was held with the City of Weslaco, Public Adjuster, Architect, and College Staff and recieved notification that City of Weslaco would provide a letter stating the required code requirements to be followed by the project team.</p>	<p>5/18/2023: Awaiting final settlement from Hartford Insurance and recommendation from Public Adjuster. 6/5/2023: Awaiting final settlement from Hartford Insurance and recommendation from Public Adjuster. Award of construction services for roof replacement scheduled for June Board Meeting. 7/5/2023 - 8/2/23: Awaiting final settlement from Hartford Insurance and recommendation from Public Adjuster. Roof replacement pending to begin. 9/7/2023: Still awaiting the same final settlement and recommendation. Roof replacement has begun. 9/7/2023 - 11/6/23: Still awaiting the same final settlement and recommendation. Roof replacement is in progress. 1/10/2024: Still awaiting the same final settlement and recommendation. Roof replacement is in progress; construction documents for interior work by Architect in progress. 2/6/2024 - 4/2/24: Still awaiting the same final settlement and recommendation. Roof replacement is at Substantial Completion; construction documents for interior work by Architect in progress. 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. 6/3/2024: Architect to provide construction documents for the interior repair work based on meeting with the City of Weslaco. 7/10/2024: Pending letter from the City of Weslaco stating the required code requirements that are to be followed by the project team.</p>
3	Mid Valley Campus Workforce Center Building D - Automotive, Welding, and HVAC-R Labs	Holchemont, Ltd.	Pending	<p>2/6/2024 5/9/2024 6/3/2024 7/10/2024</p>	<p>2/6/2024: Construction work is in progress. There have been various delays due to incorrect information on As-Built drawings regarding existing underground utilities and infrastructure. In addition, the design team has required sufficient time to provide design solutions to the issues. The contractor has provided Change Proposals for Contractor's General Conditions and are currently being reviewed by the Design Team and Owner. There have been delays caused by the Contractor coordination and delays in material. The project team is working to resolve the change order to benefit both parties. 2/28/2024: The project team is working to resolve the change order that is fair to the Contractor and Owner. 4/2/2024: The project team is continuing to resolve the change order fairly. 5/9/2024: The project team is continuing to resolve the change order fairly. 6/3/2024: The Project Team is continuing to resolve the change order fairly. 7/10/2024: The Architect, Contractor, and Owner met on June 27, 2024 and are waiting for a response from the Contractor regarding an updated change proposal.</p>	<p>2/6/2024: The construction of the project is nearing Substantial Completion in possibly March with the exception of material delays. The Project Team is working on a change order that is fair to the Contractor and Owner. 2/28/2024 - 4/2/24: The Project Team is working on the change order. 5/9/2024 - 6/3/24: The Architect and Owner are pending to meet with the Contractor to discuss a change order that is fair to the Contractor and Owner. 7/10/2024: The Architect, Contractor, and Owner met to review the change order request on June 27, 2024 and awaiting response from the Contractor.</p>

Nursing and Allied Health Campus

4	Nursing Allied Health Campus West Building B NAH West & Simulation Center - Wall/Floor Cracks and Water Infiltration	D. Wilson Construction	Pending	<p>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 7/10/2024</p>	<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. 5/18/2023: Meeting with Contractor and Architect on site to review water infiltration. Pending moisture study from Contractor as requested by Architect . 6/5/2023 - 7/5/23: Pending moisture study from Contractor as requested by Architect. Contractor to remove metal panels to further investigate possible location of water intrusion. 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. 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. 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. 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. 2/6/2024 - 2/28/24: 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. 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. 4/12/2024: Contractor, Architect, and College Staff have met on site to review status of cracks and water infiltration issues. 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. 7/10/2024: Pending the Contractor and Architect to coordinate with testing lab to perform boring tests in concrete slab /beow 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. 6/5/2023 - 7/5/23: Pending moisture study and removal of metal panels by Contractor. 9/7/2023: Pending moisture study and repair of water intrusion on 3rd Floor by Contractor. 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. 11/6/2023 - 1/10/24 :Pending meeting with architect and contractor to discuss next steps. 2/6/2024: A report from the Architect regarding recommendations and next steps is pending 2/28/2024: Architect's letter will be shared with College Administration for review and direction on next step. 4/2/2024: Architect will need to provide direction on next step based on most recent moisture tests provided by Contractor. 5/9/2024: Architect and Contractor will have testing lab company to perform boring samples below kitchen floor to test existing soil conditions. 6/3/2024: Pending test results from borings to be performed on 6/7/2024 to recommend next steps. 7/10/2024: Pending test results from borings performed on 6/7/2024 to recommend next steps.</p>
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Starr County Campus

5	Starr County Campus Workforce Center Building D - Automotive Lab and HVAC-R Lab	Triun	Pending	<p>2/6/2024 2/28/2024 4/2/2024 5/9/2024</p>	<p>2/6/2024: Construction work is in progress. There have been various delays due to incorrect information on As-Built drawings regarding existing underground utilities and infrastructure. In addition, the design team has required sufficient time to provide design solutions to the issues. The contractor has provided a Change Proposal for Contractor's General Conditions and is currently being reviewed by the Design Team and Owner. There have been delays caused by the Contractor's coordination of product submittals and installation of construction materials. The project team is working to resolve the change order that is fair to the Contractor and Owner. 2/28/2024: The project team is working to resolve the change order that is fair to the Contractor and Owner. 4/2/2024: The project team 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. 5/9/2024: The change order was approved by the Board on April 23, 2024 .</p>	<p>2/6/2024: The construction of the project is in progress and the Contractor's revised schedule has Substantial Completion scheduled for August. The Project Team is working on a change order that is fair to the Contractor and Owner. 2/28/2024: The project team is working to resolve the change order that is fair to the Contractor and Owner. 4/2/2024: The project team has developed a change order that is fair to the Contractor and Owner and will be presented at the April Facilities Committee Meeting. 5/9/2024: Item has been resolved.</p>
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Approval of Financial Reports for May 2024

Administration recommends Board approval of the financial reports for the month of May 2024.

The following financial reports have been provided under separate cover:

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

Ms. Mary Del Paz, 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 May 2024.

Approval Recommended:

Dr. Ricardo J. Solis
President

Review and Approval of Checks and Purchasing Reports for June 2024

Administration recommends Board approval of the checks for release for the month of June 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 June 2024.
- 11) Release of Checks for \$125,000.00 and Above
Board of Trustees Approval Required for June 2024.
- 12) Release of Checks for \$125,000.00 and Above
Released Prior to Board Approval for June 2024.
- 13) Release of Construction Fund Checks for June 2024.
- 14) Summary of Purchase Orders (Purchasing) for June 2024.
- 15) Summary of Bid Solicitations (Purchasing) for June 2024

The Check Register for June 2024 has also been provided under separate cover.

Ms. Mary Del Paz, 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 June 2024.

Approval Recommended:

Dr. Ricardo J. Solis
President

Announcements

A. Next Meetings:

- Tuesday, August 13, 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, August 27, 2024
 - 5:30 p.m. – Regular Board Meeting

B. Other Announcements:

- The Fall 2024 semester begins Monday, August 26, 2024

*The following document
was provided as a
handout at the meeting.*

Review and Action as Necessary on Award of Proposals, Rejection of Proposals, Purchases, Renewals

Purpose and Justification – Administration recommends Board approval of the following award of proposals, rejection of proposals, purchases, and renewals, at a total cost of **\$6,245,965.93**.

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

1. Award of Proposals

1) Custodial Supplies (Award)

Award the proposal for custodial supplies for the period beginning August 18, 2024 through August 17, 2025, with two one-year options to renew, at an estimated total amount of \$300,000.00.

The vendors are as follows:

Primary Vendor	Gulf Coast Paper, Co. (Brownsville, TX)
Secondary Vendors	Brady Plus (San Antonio, TX) (New)
	CC Distributors, Inc. (Corpus Christi, TX)
	Rio Paper & Supply, LLC. (Pharr, TX)

Purpose and Justification - The Custodial Services Department is requesting to purchase custodial supplies to be used throughout the College district as needed. Custodial supplies are necessary for the day-to-day cleaning, disinfecting, and maintenance of all South Texas College facilities. They are essential for the health and safety of all students, faculty, staff, and visitors. These supplies will include cleaning solutions, disinfecting sprays, disinfecting liquid solutions, hand towels, tissue paper, mops, brooms, gloves, trash bags, and other miscellaneous supplies. The vendors were selected based on the items provided, pricing, and item availability (delivery timeline). At the time of purchase, the vendor will be selected based on the items provided, pricing, item availability, and delivery timeline.

Background – The project timeline and information are as follows:

Advertised RFP	May 22, 2024 and May 29, 2024
RFP Responses Due	June 12, 2024
RFP Issued To	Fifteen (15) Vendors
Responses Received From	Nine (9) Vendors
Responses Reviewed By	Custodial Services, Facilities Operations and Maintenance, and the Purchasing Department

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

enrolled in non-credit Continuing Education Training Programs such as Phlebotomy, Welding, Emergency Care Assistant, and Building Trades.

- ⇒ The premium is \$750 based on an *estimated* 433 participants in the workforce training programs. The actual cost per student will be determined once enrollment numbers are received. The cost has decreased from prior year.
- ⇒ Participants in non-credit Continuing Education Training Programs are automatically enrolled for this coverage.
- ⇒ The student accident insurance coverage limit is \$25,000.
- ⇒ The premium is paid by the students.

D. Business, Public Safety & Technology Student Accident Insurance:

Student Assurance Services, Inc. / Ameritas Life Insurance Corp. for the period beginning August 26, 2024 through August 26, 2025. The annual premium is included with the Workforce Training Programs Student Accident Insurance premium. Participants are enrolled in Business, Public Safety & Technology programs.

- ⇒ The premium is \$750 based on an *estimated* 1,942 participants in the Business, Public Safety & Technology programs. The actual cost per student will be determined once enrollment numbers are received. The cost has decreased from prior year.
- ⇒ The student accident insurance coverage limit is \$25,000.
- ⇒ The premium is paid by the students.

The project timeline and information are as follows:

Advertised RFP	May 22, 2024 and May 29, 2024
RFP Responses Due	June 11, 2024
RFP Issued To	Eighteen (18) Vendors
Responses Received From	Three (3) Vendors
Responses Reviewed By	Insurance Consultant, Risk Manager, and the Purchasing Department

Enclosed Documents – The insurance recommendations and spreadsheets provided by Mr. Chase Carlisle, Insurance Risk Management Consultant, follow in the packet for the Board’s information and review.

Mr. Chase Carlisle from Carlisle Insurance will be available to address any questions.

12) Property and Casualty Insurance (Renewal)

Renew the property and casualty insurance for the period beginning September 1, 2024, through August 31, 2025, at an estimated total amount of **\$2,318,998.11**.

Purpose and Justification – Administration requests to renew the property and casualty insurance that includes the Property / Inland Marine / Boiler & Machinery, Crime, School Leaders Errors & Omissions, General Liability, Law Enforcement Liability, Automobile, Workers Compensation, and Cyber Liability.

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

On April 26, 2022, the Board of Trustees approved a contract for insurance risk management consulting services with Carlisle Insurance. Mr. Chase Carlisle, the company's representative, recommends the following renewals:

Property, Inland Marine, and Boiler and Machinery	
Vendor / Carrier	Montalvo Insurance Agency / The Hartford Fire Insurance Company
Premium	\$1,670,684
Premium Increase / Decrease	Increase of 18% (\$1,419,401 to \$1,670,684)*
<i>*The increase is due to the recent increase in property values and claims reported for FY 2024.</i>	
Crime	
Vendor / Carrier	Montalvo Insurance Agency / The Hartford Fire Insurance Company
Premium	\$8,122
Premium Increase / Decrease	Decrease of 1% (\$8,174 to \$8,122)**
<i>**The decrease is due to no crime claims in FY 2024.</i>	
School Leaders Errors & Omissions, General Liability, Law Enforcement Liability, and Automobile	
Vendor / Carrier	Texas Association of School Boards (TASB) / TASB Risk Management Fund
Premium	\$244,612
Premium Increase / Decrease	Increase of 1% (\$241,153 to \$244,612)***
<i>*** The increase is due to a few claims being reported in FY 2024.</i>	
Workers Compensation	
Vendor / Carrier	Texas Association of School Boards (TASB) / TASB Risk Management Fund
Premium	\$351,670
Premium Increase / Decrease	Increase of 17% (\$299,652 to \$351,670)****
<i>****The increase is due to recent salary increases with no change to the insurance rate.</i>	
Cyber Liability	
Vendor / Carrier	Montalvo Insurance Agency / AIG Specialty Insurance Company
Premium	\$43,910.11
Premium Increase / Decrease	Increase of 1% (\$43,608 to \$43,910.11)*****
<i>***** The increase is solely due to market rate increases and not claims reported in FY 2024.</i>	

The total recommended renewals to **Montalvo Insurance Agency** and the **Texas Association of School Boards (TASB)** are as follows:

Insurance Types	TASB	Montalvo
Property / Inland Marine and Boiler & Machinery		\$1,670,684
Crime		\$8,122
School Leaders Errors & Omissions, General Liability, Law Enforcement	\$166,171	
Automobile	\$78,441	
Workers Compensation	\$351,670	

Insurance Types	TASB	Montalvo
Cyber Liability		\$43,910.11
Total	\$596,282	\$1,722,716.11
Grand Total		\$2,318,998.11

Background – The Board awarded the contracts as follows:

Term: August 22, 2023 – one year with two (2) one-year annual renewals			
Award	Board Meeting Date	Original Term	Renewal Term
Original	08/22/23	09/01/23 – 08/31/24	
First Renewal	07/16/24		09/01/24 – 08/31/25

Funds for these expenditures are budgeted in the Insurance and Benefits budgets for FY 2024 – 2025, pending Board approval of the budget.

Enclosed Documents – The insurance renewal recommendations and spreadsheets provided by Mr. Chase Carlisle, Insurance Risk Management Consultant, follow in the packet for the Committee’s information and review.

Mr. Chase Carlisle from Carlisle Insurance will be available to address any questions.

2. Rejection of Proposals

13) Non-Credit Course Registration and Management Software (Reject)

Reject the two (2) proposals received for the non-credit course registration and management software because the vendors did not meet and/or submit the required specifications and/or documents. This project will be re-solicited with updated specifications.

3. Purchases and Renewals (Instructional Item)

14) Welding Gases, Metals, and Supplies (Renewal)

Renew the contracts for welding gases, metals, and supplies for the period beginning October 1, 2024 through September 30, 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)
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)	

Purpose and Justification – The Welding Program and Continuing, Professional, and Workforce Education are requesting the purchase of various gases, metals, and classroom/lab supplies used by students for hands-on instruction in welding classes

Recommendation:

It is requested that the Committee recommend for Board approval the award of proposals, rejection of proposals, purchases, and renewals at a total cost of **\$6,245,965.93**, as listed below:

Award of Proposals

- 1) Custodial Supplies (Award):** award the proposal for custodial supplies for the period beginning August 18, 2024 through August 17, 2025, with two one-year options to renew, at an estimated total amount of \$300,000.00. The vendors are as follows:

Primary Vendor	Gulf Coast Paper, Co. (Brownsville, TX)
Secondary Vendors	Brady Plus (San Antonio, TX) (New)
	CC Distributors, Inc. (Corpus Christi, TX)
	Rio Paper & Supply, LLC. (Pharr, TX)

- 2) Internet Service for South Texas College Sites (Award):** award the proposal for internet service for South Texas College sites to **Smartcom Telephone, LLC.** (McAllen, TX) (**Previous**), for the period beginning September 1, 2024 through August 31, 2025, with two one-year options to renew, at an estimated total amount of \$40,932.00;
- 3) Mail Services (Award):** award the proposal for mail services to **Upper Valley Mail Services, LLC.** (McAllen, TX) (**Previous**), for the period beginning September 1, 2024 through August 31, 2025, with two one-year options to renew, at an estimated total amount of \$45,000.00;
- 4) Promotional Items for Student Outreach (Award):** award the proposal for promotional items for student outreach for the period beginning September 1, 2024 through August 31, 2025, at an estimated total amount of \$150,000.00. The vendors are as follows:

Vendor (City, State)	Vendor (City, State)
4imprint, Inc. (Oshkosh, WI)	Authentic Promotions.com (Carmichael, CA)
Gateway Printing (Edinburg, TX)	Imprezos Pro Uniforms, LLC. (Pharr, TX)
Promo Universal, LLC. (Corpus Christi, TX)	

- 5) Promotional T-Shirts for Student Outreach (Award):** award the proposal for promotional t-shirts for student outreach for the period beginning September 1, 2024 through August 31, 2025, with two one-year options to renew, at an estimated total amount of \$165,000.00. The vendors are as follows:

Vendor (City, State)	Vendor (City, State)
1,2,3 Screen Printing, LLC. (Mission, TX)	All Valley Screenprinting (McAllen, TX)
Authentic Promotions.com (Carmichael, CA)	Imprezos Pro Uniforms, LLC. (Pharr, TX)
Promo Universal, LLC. (Corpus Christi, TX)	

B	Voluntary Student Accident Insurance	Student Assurance Services, Inc. / Ameritas Life Insurance Corp. (Stillwater, MN)
C	Workforce Training Programs Student Accident Insurance	Student Assurance Services, Inc. / Ameritas Life Insurance Corp. (Stillwater, MN)
D	Business, Public Safety and Technology Student Accident Insurance	Student Assurance Services, Inc. / Ameritas Life Insurance Corp. (Stillwater, MN)

12)Property and Casualty Insurance (Renewal): renew the property and casualty insurance for the period beginning September 1, 2024, through August 31, 2025, at an estimated total amount of **\$2,318,998.11**.

Property, Inland Marine, and Boiler and Machinery	
Vendor / Carrier	Montalvo Insurance Agency / The Hartford Fire Insurance Company
Premium	\$1,670,684
Premium Increase / Decrease	Increase of 18% (\$1,419,401 to \$1,670,684)*
<i>*The increase is due to the recent increase in property values and claims reported for FY 2024.</i>	
Crime	
Vendor / Carrier	Montalvo Insurance Agency / The Hartford Fire Insurance Company
Premium	\$8,122
Premium Increase / Decrease	Decrease of 1% (\$8,174 to \$8,122)**
<i>**The decrease is due to no crime claims in FY 2024.</i>	
School Leaders Errors & Omissions, General Liability, Law Enforcement Liability, and Automobile	
Vendor / Carrier	Texas Association of School Boards (TASB) / TASB Risk Management Fund
Premium	\$244,612
Premium Increase / Decrease	Increase of 1% (\$241,153 to \$244,612)***
<i>*** The increase is due to a few claims being reported in FY 2024.</i>	
Workers Compensation	
Vendor / Carrier	Texas Association of School Boards (TASB) / TASB Risk Management Fund
Premium	\$351,670
Premium Increase / Decrease	Increase of 17% (\$299,652 to \$351,670)****
<i>****The increase is due to recent salary increases with no change to the insurance rate.</i>	
Cyber Liability	
Vendor / Carrier	Montalvo Insurance Agency / AIG Specialty Insurance Company
Premium	\$43,910.11
Premium Increase / Decrease	Increase of 1% (\$43,608 to \$43,910.11)*****
<i>***** The increase is solely due to market rate increases and not claims reported in FY 2024.</i>	