



**SOUTH TEXAS
COLLEGE**

Board of Trustees Regular Board Meeting

**Tuesday, September 24, 2024
5:30 p.m.**

**Pecan Campus
Ann Richards Administration
Building
Board Room
McAllen, Texas**

Online Board Packet

SOUTH TEXAS COLLEGE
BOARD OF TRUSTEES REGULAR MEETING
Tuesday, September 24, 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. Presentations**
 - A. Presentation of the South Texas College Faculty Spotlight for Academic Year 2023 - 2024 3 - 6
 - B. Presentation on Environmental, Health, Safety, & Risk (EHS&R)..... 7 - 11
 - C. Presentation of the Delinquent Tax Collection Report for the Period Ending May 31, 2024 12 - 20
- VII. Update by the College President**
- VIII. Consideration and Action on Consent Agenda 21 - 70**
 - A. Approval of Board Meeting Minutes
 - 1. August 27, 2024 Public Hearing & Special Board Meeting 22 - 24
 - 2. August 27, 2024 Regular Board Meeting 25 - 67
 - 3. September 10, 2024 Special Board Meeting 68 - 70

IX. Consideration and Action on New Items

- 1. Report of New Grants Awards 71 - 72
- 2. Review and Discussion of Department Chair Compensation Model at South Texas College 73 - 81

X. Consideration and Action on Committee Items

A. Education and Workforce Development Committee Items

- 1. Review of Presentations to the Education and Workforce Development Committee: 82 - 84
 - a. Update on South Texas College Summer Campus Offered in 2024

B. Finance, Audit, and Human Resources Committee Items

- 1. Review and Action as Necessary on Consent Agenda Items from the Finance, Audit, and Human Resources Committee 85
 - a. Approval of Purchases, Renewals, and Interlocal Agreements 85 - 97

Purchases and Renewals - Instructional Item

- 1) Graduation Facility Lease Agreement (Lease/Purchase)

Purchases and Renewals - Non-Instructional Items

- 2) Catering Services (Renewal)
- 3) Chiller Maintenance Agreement and Repair Services (Renewal)
- 4) Equipment Rental Services (Renewal)
- 5) Fire Suppression Systems Service (Renewal)
- 6) In-Store Purchase of Materials and Supplies (Renewal)
- 7) Staff Uniforms and Service Agreement (Purchase/Rental)
- 8) Vehicle Maintenance and Repair Services – II (Renewal)

Purchases and Renewals - Technology Items

- 9) Dual Enrollment Software License Agreement (Renewal)
- 10) Microsoft Campus License Agreement (Renewal)
- 11) Media Monitoring Software Agreement (Renewal)

Interlocal Agreements

- 12) Facility Lease Agreement (Lease/Rental)
- 13) Professional Development Services (Purchase)

- b. Approval of Resolution #2025-002 for Use of Unrestricted Fund Balance for Student Tuition Scholarships 98 - 107
- c. Approval of Proposed Budget Amendment for FY 2024 – 2025 108 - 110
- d. Approval to Modify Approvals Required for Release of Disbursements 111 - 113

- e. Acceptance of South Texas College Chief Executive Officer Reporting Requirements for Academic Year 2023 – 2024 of Sexual Harassment, Sexual Assault, Dating Violence, and Stalking Incidents Under Texas Education Code, Section 51.253(c) 114 - 117
- f. Acceptance of Internal Audit Annual Report for FY 2024 118 - 127
- g. Approval to Adopt New Business and Support Services Policy and Retire Current Policy..... 128 - 131
 - A-1. Adopt CS (Local) Information Security
 - A-2. Retire Current Policy #4712: Information Resources Security Electronic Communications
- h. Approval to Revise Personnel Policy 132 - 141
 - A-1. Revise DEC (Local) Compensation and Benefits – Leaves and Absences
- i. Approval to Adopt New Personnel Policies and Retire Current Policies 142 - 166
 - A-1. Adopt DEAB (Local) Compensation Plan – Wage and Hour Laws
 - A-2. Retire Policy # 4520: Compensation for Overtime
 - B-1. Adopt DJ (Local) Assignment, Work load, and Schedules
 - B-2. Retire Policy #3800: Full Time Regular Faculty (On Board Approved Staffing Plan) Assignments and Workloads as Conditions of Employment
 - B-3. Retire Policy #3803: Conditions of Employment of Full Time Faculty Teaching During Summer Terms
 - B-4. Retire Policy #3809: Maximum Teaching Load for Adjunct Faculty
 - B-5. Retire Policy 3810: Workload of Employees Retired Under Teacher Retirement System
 - B-6. Retire Policy #4510: Hours of Work
 - C-1. Adopt DLB (Local) Employee Performance – Suspension
 - C-2. Retire Policy #4901: Standards of Conduct
 - D-1 Adopt DM (Local) Termination of Employment
 - E-1. Adopt DMAA (Local) Term Contracts – Termination Mid-Contract

C. Facilities Committee Items

- 1. Review and Action as Necessary on Consent Agenda Items from the Facilities Committee..... 167
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 - b. Approval to Proceed with Solicitation of Mechanical Engineering Services for the Pecan Campus Physical Plant Building E Cooling Tower Above Ground Piping System..... 171 - 180
 - c. Approval to Proceed with Solicitation of Architectural Services for the Nursing and Allied Health Campus East Building A..... 181 - 194
 - 1. Community Pharmacy Lab Renovations
 - 2. Renovation of Radiology Lab to Multipurpose Skills Lab
 - d. Approval of Final Completion for the Nursing and Allied Health Campus NAH East Building A Generators Replacement..... 195 - 200
 - e. Approval of Final Completion for Pecan Campus South Academic Building J Generator Replacement 201 - 204

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A.	Discussion and Action as Necessary on Self-Assessment of the Board of Trustees (Texas Government Code 551.074, Personnel Matters).....	225
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A.	Next Meetings:	
•	<u>Tuesday, October 15, 2024</u>	
➤	3:30 p.m. - Education & Workforce Development Committee	
➤	4:00 p.m. – Facilities Committee	
➤	5:00 p.m. – Finance, Audit and Human Resources Committee	
•	<u>Tuesday, October 29, 2024</u>	
➤	5:30 p.m. – Regular Board Meeting	
B.	Other Announcements:	
•	Fall 2024 Convocation will be held on Friday, September 27, 2024 at the McAllen Convention Center, at 8:00 am to 12:00 pm.	
•	The South Texas College Foundation Gala will be held on Wednesday, October 16, 2024 at the McAllen Convention Center at 6:00 pm to 9:00 pm.	
•	The Association of Community College Trustees 2024 Leadership Congress will be held in Seattle Washington from October 23 – 26, 2024.	
•	Board Retreat will be held on Saturday, November 2, 2024	

Presentation of the South Texas College Faculty Spotlight for Academic Year 2023-2024

Dr. Anahid Petrosian, Vice President and Provost for Academic Affairs and Economic Development, will present the South Texas College Faculty Spotlight for Academic Year 2023-2024.

Faculty are integral to the fulfillment of the vision and mission of South Texas College. Faculty make the deepest impression and form the most lasting relationships with our students, as teachers, mentors, and supporters, and embody the College's Core Values. To recognize the College's outstanding faculty members for their commitment and contributions to excellence in teaching and learning, student success, and leadership, the Faculty Spotlight has been published annually since Academic Year 2011-2012, under the leadership of Dr. Anahid Petrosian.

Faculty members are recognized annually for their contributions to innovate and promote in the areas of:

- Teaching Effectiveness
- College Service
- Community Service
- Professional Activities
- Scholarly Pursuits

Each year, the Division of Academic Affairs and Economic Development solicits nominations of faculty for various awards which are then reviewed by committees of their peers. Recipients of the following awards are featured in the Faculty Spotlight:

- Faculty of the Year
- eFaculty of the Year
- Distinguished Teaching and Learning Award Recipients
- Faculty Spotlight Profiles
- National Institute for Staff and Organizational Development (NISOD) Excellence Awards Recipients

The publication also recognizes faculty who have earned an adjustment to Academic Classification, Honors Faculty, and faculty who have retired from South Texas College within that academic year.

A copy of the South Texas College Faculty Spotlight for Academic Year 2023-2024 is included with the Board Packet, under separate cover.

This information is presented to the Board for discussion and feedback, and to empower the trustees with a greater depth of knowledge about the outstanding faculty of South Texas College.

No action is requested.

SOUTH TEXAS COLLEGE

Faculty Spotlight

Presented by:
Dr. Anahid Petrosian
Vice President and Provost
Academic Affairs and Economic
Development Division

Regular Board Meeting
September 24, 2024

Background

❖ Established

- Idea for the publication was conceived in **2010** and since then it has been published annually

❖ Purpose

- Showcase Faculty Recognition and Achievements
- Provide a framework to shine a **“spotlight”** on faculty accomplishments during the past academic year:
 - ✓ Teaching Effectiveness
 - ✓ College Service
 - ✓ Community Service
 - ✓ Professional Activities
 - ✓ Scholarly Pursuits



Featured in the Faculty Spotlight

- ❖ Faculty of the Year
- ❖ eFaculty of the Year
- ❖ Distinguished Teaching and Learning Award Recipients
- ❖ Faculty Awarded Academic Classification
- ❖ Faculty Spotlight Profiles
- ❖ National Institute for Staff and Organizational Development (NISOD) Excellence Awards Recipients
- ❖ Honors Faculty
- ❖ Recognition of Faculty Retirees



Contributing Departments

- ❖ **Office of the Vice President and Provost**
 - Lisa Aleman, Project Manager
 - Michelle Grava, Graphic Designer
- ❖ **Public Relations and Marketing**
 - Ben Briones, Chief Photographer
- ❖ **Teaching and Learning Center**
 - Jessica Galloso, Associate Dean
 - Crista Hirmas, Instructional Coach



Distribution Plan



❖ Internal Communications

- Campus Administrators
- Division Deans
- Faculty/Staff Email

❖ External Communications

- Dual Credit Partners
- South Texas College Foundation

❖ Feature Content for Public Relations & Marketing

Thank you for your Support!



**SOUTH TEXAS
COLLEGE**

Presentation on Environmental, Health, Safety & Risk (EHS&R)

Purpose and Justification – Administration is providing information regarding the Safety Programs established to comply with applicable federal, state, and local laws and regulations regarding environmental, health, and safety to comply with local Board Policy CG Safety Program.

Jorge L. Sanchez, Environmental, Health & Safety (EHS) Manager, will present the following programs followed by the College.

- Environmental and Occupational Safety
- Fire and Life Safety
- Laboratory Safety
- Training Coordination
- Risk Management

The EHS&R Department serves the College by providing recommendations, information, and training to promote best safe practices and regulatory compliance.

Mary Del Paz, Vice President for Finance and Administrative Services, George McCaleb, Executive Director of Facilities Operations and Maintenance, and Jorge L. Sanchez, EHS Manager, will be present at the Board Meeting to address questions.

No action is required from the Board. This item is presented for information purposes.



**ENVIRONMENTAL,
HEALTH, SAFETY &
RISK**


Board of Trustees Meeting September 24, 2024



**SOUTH TEXAS
COLLEGE**

Environmental, Health, Safety & Risk Department

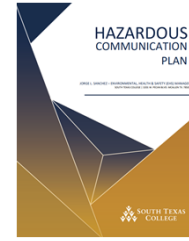
- Established in September 2018
- Facilities Operations and Maintenance (FOM)
- Safety Programs
 - Environmental & Occupational Safety
 - Fire and Life Safety
 - Laboratory Safety
 - Training Coordination
- Risk Management
- Safety Committees



**SOUTH TEXAS
COLLEGE**
ENVIRONMENTAL HEALTH AND SAFETY
DEPARTMENT

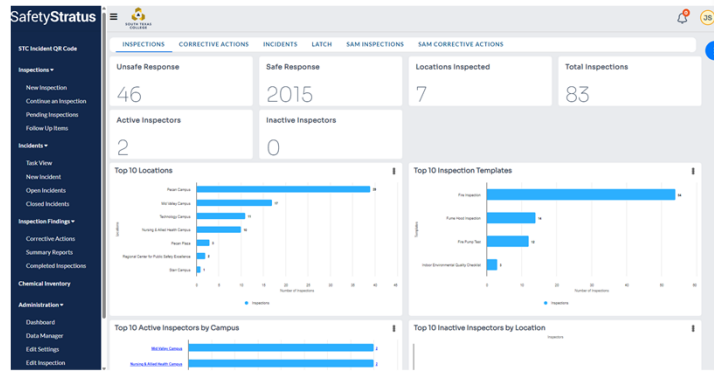
Safety Programs

- Environmental and Occupational Safety
 - Waste Disposal Services
 - Hazard Communication
 - Incident Reporting
 - Indoor Air Quality
- Fire and Life Safety
 - Fire Marshal Inspections
 - Fire Prevention Program
- Laboratory Safety
 - Building Inspections
- Training Coordination



Inspection Program

- Municipality Inspections
- Safety Stratus
 - Inspection module
 - Fire Safety Inspections
 - Fume Hoods
 - Gas Lines
 - Safety Stations
 - Fire Extinguishers
 - IEQ Inspections
 - Chemical Inventory
 - Incident reporting



Risk Management

- Insurance
 - Commercial Property
 - Commercial Crime
 - General Liability
 - Commercial Auto
 - Legal Liability
 - Worker's Compensation
 - International
 - Cyber Liability
 - Student Insurance
- Training
 - Risk Assessments
 - Departmental Business Continuity



Safety Committees

- College Safety Committee
 - Meet Quarterly
 - Seventeen (17) Members
- FAS Safety Committee
 - Meet every two (2) weeks
 - Eleven (11) Members



Our Environmental, Health, Safety & Risk Team

Jorge L. Sanchez

Environmental Health & Safety Mgr

Department Facilities Operations & Maintenance	Call 956-872-2074
Location Pecan Campus - E 214	Email jsanchez_4605@southtexascollege.edu

Rolando Reyes

Environmental, Health, Safety and Sustainability Specialist

Department Facility Maintenance	Call 956-872-5401
Location Pecan Campus - E114	Email mreyes_4258@southtexascollege.edu

Jesus A. Flores

Facilities Operations & Maintenance Admin Coordinator

Department Facility Maintenance	Call 956-872-3877
Location Pecan Campus - E114	Email jlflores@southtexascollege.edu

Ken Lyons

Risk Manager

Department Facilities Operations & Maintenance	Call 956-872-6744
Location Pecan Campus - E206	Email klyons_0202@southtexascollege.edu

Manages Safety Programs

- Fire & Life Safety
- Indoor Environmental Quality
- Occupational Safety
- Hazardous Materials/Waste
- Hazard Communication
- Incident Reporting

Fire & Life Safety Plan, Fire Systems, Fire Prevention Inspections, Reports, Etc.

- Fire Inspections
- Fire Related Incidents
- Training
- Maintenance Requests

Indoor Environmental Quality/Laboratory Inspections

- Training
- Technical inspections (fume hoods, lab equipment, HVAC, etc...)
- Air quality testing
- Maintenance Reports & Requests

Risk Management

- Insurance
- Risk Assessments
- Incident Reporting and Investigation (shared function with EHS)
- College Safety Committee
- Departmental Business Continuity

FOM Secretaries

Alondra Flores
Pecan E204

Victoria Montalvo
Pecan E204

Contact information
EHS: 956-872-3718

Maintenance Request
956-872-2107



**Presentation of the Delinquent Tax Collection Report for the Period
Ending May 31, 2024**

Ms. Kelly R. Salazar from Linebarger Goggan Blair & Sampson, LLP, will provide the Board with the Delinquent Tax Collection Report for the period of March 1, 2024 through May 31, 2024.

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

No action is required from the Board of Trustees.



SOUTH TEXAS COLLEGE

Delinquent Tax Collection Report
March 01, 2024 – May 31, 2024





Important Tax Cycle Dates



- Jan. 1: Tax lien attaches to all property
- Jan. 1: Rendition deadline for Business Personal Property (BPP)
- Appraisal Notices mailed
- Appraisal Review Board (ARB) Protests begin
- July 25: Appraised Value Certified to School District



- School District adopts Budget and Tax Rate
- Oct 1: Tax Bills mailed
- Oct-Jan 31: Time period to pay taxes with no penalty or interest
- Feb 1: Delinquency date for Real Estate, Mobile Homes and Business Personal Property (BPP)



- April 1: BPP taxes turned over to Linebarger Early BPP Programs Commence:
 - Walk and Talk Teams
 - Targeted Mailings
 - Warrant and Seizure Candidates
- July 1: Real Property Taxes turned over to Linebarger
 - Every account is reviewed by Linebarger and placed in the collection program
 - Every eligible account is targeted for mailings, phone collections, seizures, site visits, and/or litigation



Collection Activities - Hidalgo County

March 01, 2024 – May 31, 2024

323 Lawsuits Filed—\$189,540

297 Lawsuits Disposed—\$274,777

17,339 Letters Mailed

13,333 Incoming/Outgoing Calls

615 Property Inspections

155 Payment Agreements

Year to Date

Linebarger collected

\$2,749,233

in base, penalty & interest
in Hidalgo County



Collection Activities - Starr County

March 01, 2024 – May 31, 2024

38 Lawsuits Filed - \$40,266

38 Lawsuits Disposed - \$50,648

13,422 Letters Mailed

2,584 Incoming/Outgoing Calls

81 Property Inspections

26 Payment Agreements

Year to Date
Linebarger collected

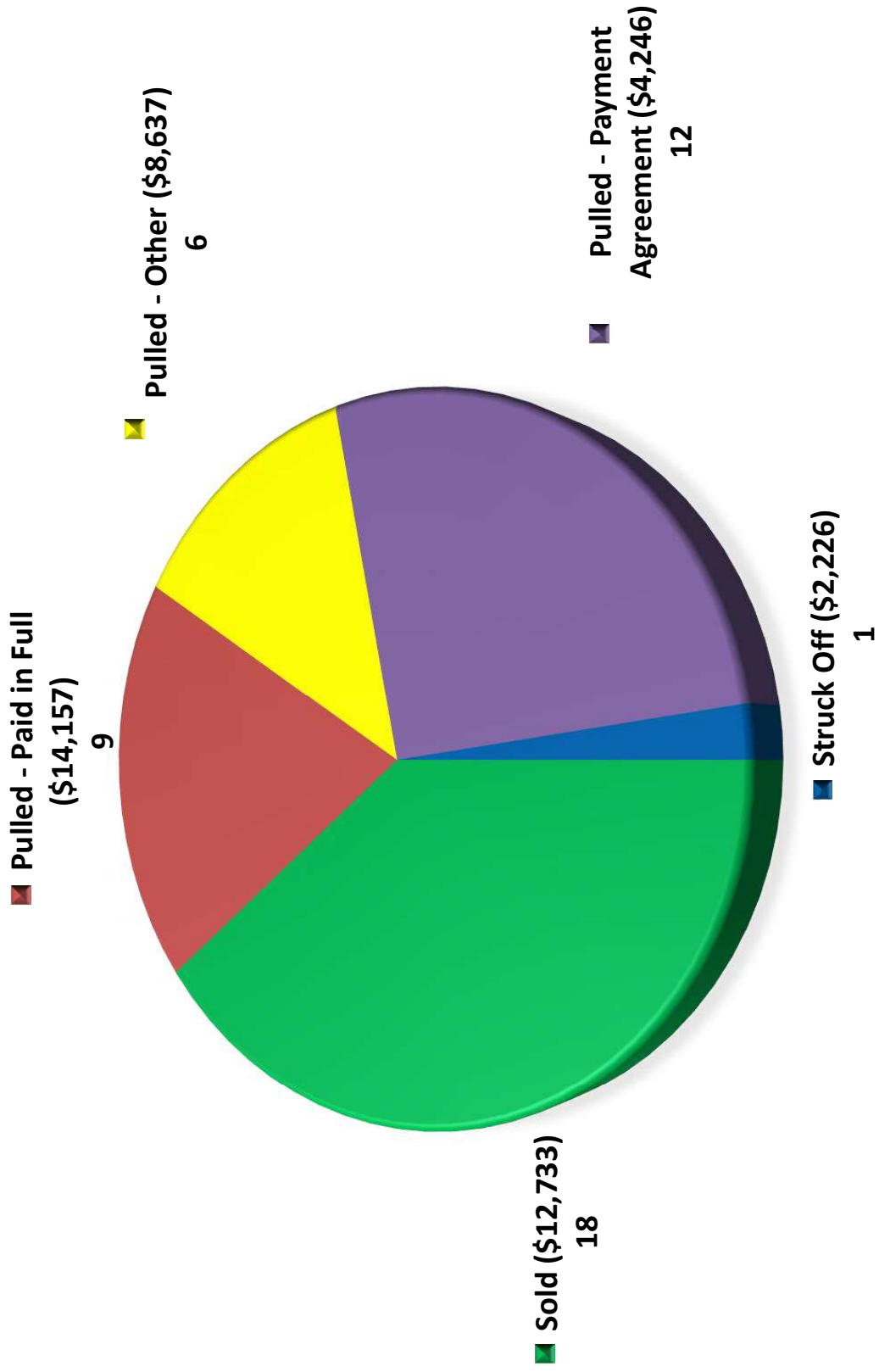
\$632,216

in base, penalty & interest
in Starr County



Tax Sale Results - Hidalgo County

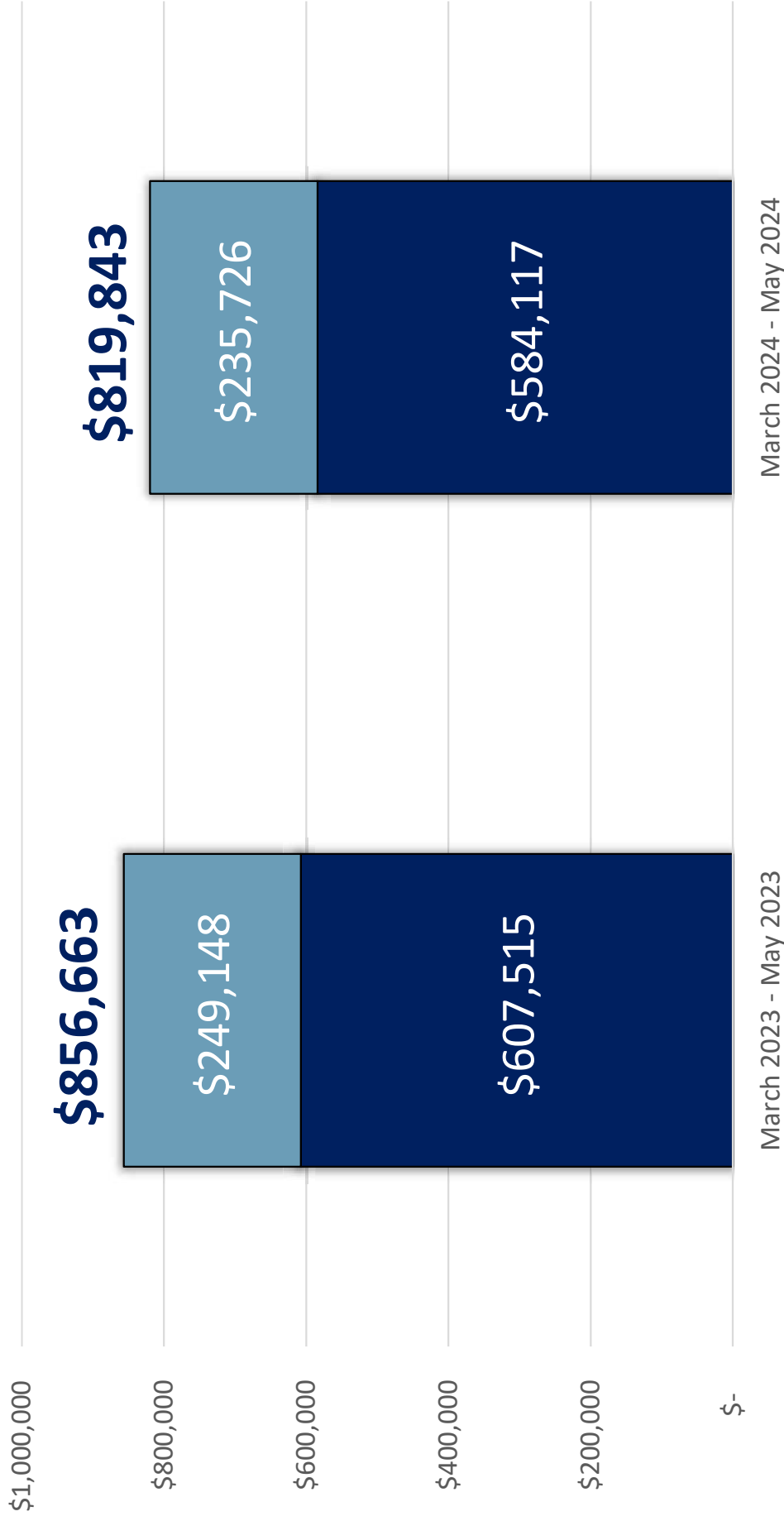
March 01, 2024 – May 31, 2024





Collection Comparison – Hidalgo County

3rd Quarter: March 01, 2024 – May 31, 2024

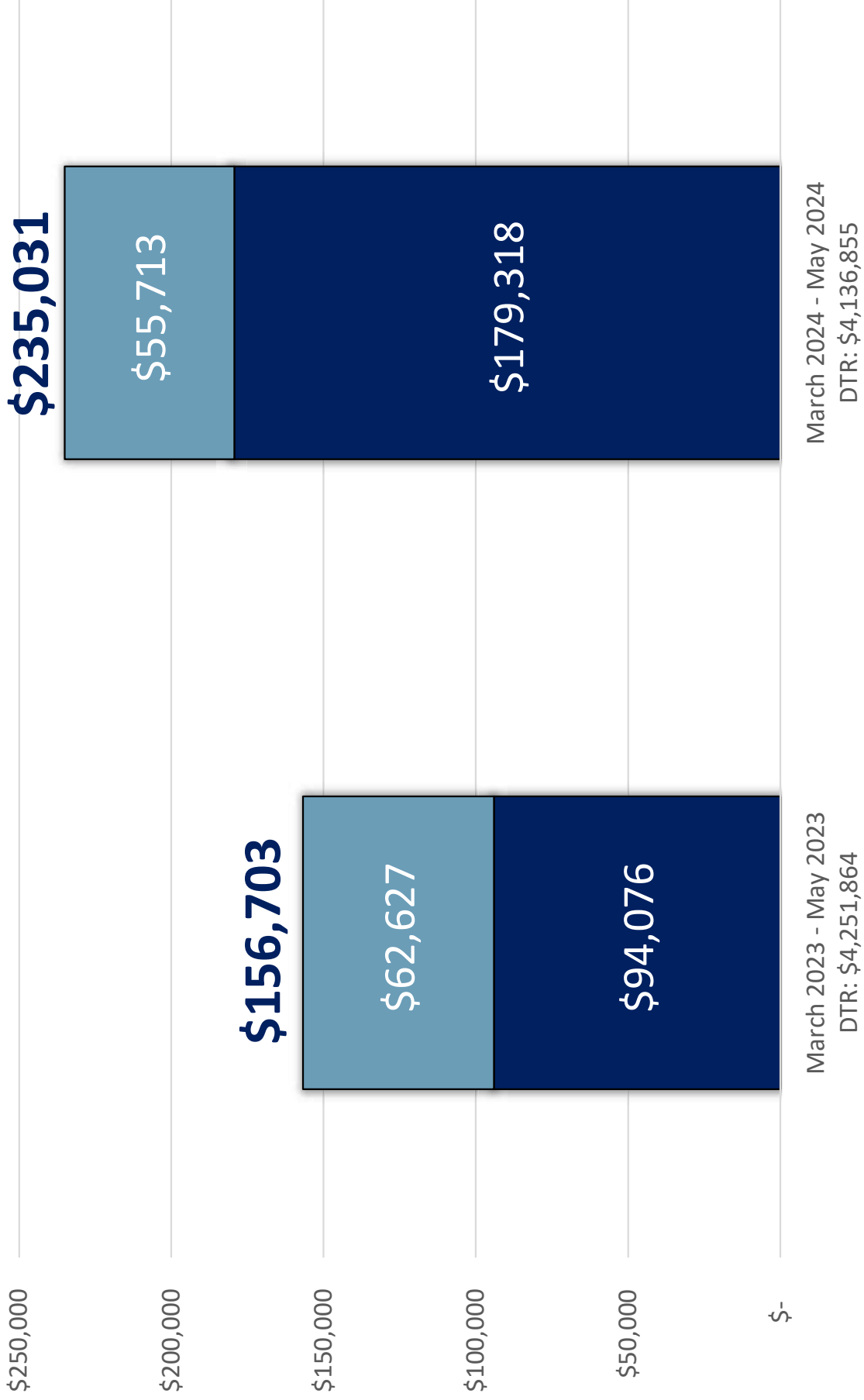


Source: Hidalgo County Tax Office Data



Collection Comparison – Starr County

3rd Quarter: March 01, 2024 – May 31, 2024





**SOUTH TEXAS
COLLEGE**

THANK YOU!



Approval of Board Meeting Minutes

The following Board Meeting Minutes are submitted for approval:

- 1) August 27, 2024 Public Hearing and Special Board Meeting
- 2) August 27, 2024 Regular Board Meeting
- 3) September 10, 2024 Special Board Meeting

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

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

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

**SOUTH TEXAS COLLEGE
BOARD OF TRUSTEES
Public Hearing and Special Board Meeting
Tuesday, August 27, 2024 @ 5:15 p.m.
Ann Richards Administration Building Board Room
Pecan Campus, McAllen, Texas 78501**

Minutes

Call Meeting to Order:

The Public Hearing and Special Board Meeting of the South Texas College Board of Trustees was held on Tuesday, August 27, 2024 in the Ann Richards Administration Building Board Room at the Pecan Campus in McAllen, Texas. The meeting commenced at 5:18 p.m. with Dr. Alejo Salinas presiding.

Members present: Ms. Rose Benavidez, Mr. Paul R. Rodriguez, Mrs. Dalinda Gonzalez-Alcantar, Mrs. Victoria Cantu, and Mr. David De Los Rios

Members absent: Mr. Danny Guzman

Also present: Dr. Ricardo J. Solis, Ms. Mary Del Paz, Dr. Anahid Petrosian, Dr. Rodney Rodriguez, Mr. Javier Villalobos, Mrs. Myriam Lopez, Mr. Rick De La Garza, Dr. Ali Esmaeili, Ms. Emily Upshaw, Ms. Carla Rodriguez, Mr. Scott Pruitt, Mr. Andrew Fish, Mr. George McCaleb, Mr. Danny Montez, Ms. Deyadira Leal, Ms. Alicia Correra, Dr. Jesus Campos, Mr. Luis De La Garza, Dr. Margo Ayala Vargas, Ms. Olivia Gomez, Ms. Nadia Ochoa, Dr. Rachel Sales, Mr. Ben Briones, Dr. Brett Millan, Dr. Zachary Suarez, Ms. Olivia De La Rosa, Dr. Rebecca De Leon, Mr. Khalil Abdullah, and Ms. Venisa Earhart.

Determination of a Quorum

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

Public Comments

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

The Public Hearing on FY 2024 - 2025 Budget

Ms. Mary Del Paz, Vice President for Finance and Administrative Services, will present the FY 2024 - 2025 Budget to the public and Board of Trustees during the public hearing and prior to the formal adoption of the Budget by the Board.

The Budget was included under separate cover in the Board packet.

The Public Hearing on the FY 2024 - 2025 Budget will consist of:

- Presentation of Overview of FY 2024 - 2025 Budget
- Public Comments
- Closing of the Public Hearing on FY 2024 - 2025 Budget
- Public Comments

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

- Closing of the Public Hearing on FY 2023 - 2024 Budget

The Public Hearing closed at 5:50 p.m.

Consideration and Approval of Resolution 2024-017 Adopting the Budget for FY 2024 – 2025

It was recommended that the Board of Trustees approve Resolution 2024-017 adopting the Budget for FY 2024 - 2025 as presented.

A Notice of the Public Hearing on South Texas College's proposed budget for FY 2024 - 2025 was advertised on August 7, 2024 in the Starr County Town Crier and The Monitor. The Hearing gives the general public the opportunity to make comments and have input with regard to the adoption of the budget. A copy of the budget is included under separate cover.

Resolution 2024-017 adopting the Budget for FY 2024 - 2025 and a presentation on the Budget follow in the packet for the Board's information and review.

A copy of the proposed budget was made available for viewing at the Office of the Vice President for Finance and Administrative Services located in the Building P in Room 3.144 at the Pecan Campus prior to the Public Hearing. Copies of the budget are publicly available online and printed copies were made available at the Public Hearing.

The Finance, Audit, and Human Resources Committee reviewed the FY 2024 – 2025 Proposed Budget, which included all Funds at their August 12, 2024 meeting and recommended approval.

08/27/2024

*Public Hearing and
Special Board Meeting Minutes*

Upon a motion by Mr. Paul R. Rodriguez and a second by Mrs. Victoria Cantu., the Board of Trustees of South Texas College approved and authorized Resolution 2024-017 adopting the Budget for FY 2024 - 2025 as recommended.

Adjournment

There being no further business to discuss, the Public Hearing and Special Meeting of the South Texas College Board of Trustees adjourned at 5:52 p.m.

I certify the foregoing are the true and correct minutes of the Tuesday, August 27, 2024 Public Hearing and Special Board Meeting of the South Texas College Board of Trustees.

X _____

Mr. Danny Guzman
Board Secretary

**SOUTH TEXAS COLLEGE
BOARD OF TRUSTEES REGULAR MEETING
Tuesday, August 27, 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, August 27, 2024 in the Ann Richards Administration Building Board Room at the Pecan Campus in McAllen, Texas. The meeting commenced at 6:00 p.m. with Chair Dr. Alejo Salinas presiding.

Members present: Mr. Paul R. Rodriguez, Mrs. Dalinda Gonzalez-Alcantar, Mr. David De Los Rios, Mrs. Victoria Cantu, Ms. Rose Benavidez and Mr. Danny Guzman via teleconference.

Members absent: None

Also present: Dr. Ricardo J. Solis, Ms. Mary Del Paz, Dr. Anahid Petrosian, Dr. Rodney Rodriguez, Dr. Jesus Campos, Mr. Rick De La Garza, Mr. George McCaleb, Ms. Deyadira Leal, Mrs. Myriam Lopez, Ms. Alicia Correa, Dr. Margo Vargas Ayala, Mrs. Carla Rodriguez, Ms. Olivia De La Rosa, Dr. Rachel Sale, Dr. Ali Esmaeili, Mrs. Nadia Ochoa, Mr. Luis De La Garza, Mr. Ben Briones, Mr. Scott Pruitt, Mrs. Olivia Gomez, Dr. Zachary Suarez, Dr. Rebecca De Leon, Dr. Brett Millan, Ms. Emily Upshaw, Mr. Tom Byrne, Mr. Ben Castillo, Mr. Christian Heneghan, Ms. Kelly Nelson, Mr. Martin Villarreal, Mr. Andrew Fish, Dr. Celina Casas, Ms. Iraselia Garcia Olalde, and Ms. Venisa Earhart.

Determination of a Quorum

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

Invocation

Ms. Nadia Ochoa, Director of Fundraising and Foundation said the invocation.

Mission Moment

This Mission Moment Dr. Anahid Petrosian, Vice President and Provost for Academic Affairs and Economic Development introduced Dr. Celina Casas, STC Faculty of the Year and Ms. Iraselia Garcia Olalde, STC e-Faculty of the Year. Nominees for Faculty of the Year and e-Faculty of the year were reviewed by faculty members across different departments. These departmental faculty members then select the final candidates. Dr. Casas is an Assistant Professor Occupational Therapy Instructor and is the sponsor of the PTK Phi Theta Kappa chapter at STC. Ms. Olalde is a biology faculty and one of her

most notable achievements has been her leadership to develop Open Education Resources for Biology I and Biology II online courses.

Public Comments

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

Update by the College President

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

- Dr. Jayson Valerio traveled to attend the Texas Board of Nursing meeting on July 18-19 to present our proposal to establish a nursing apprenticeship track in the ADN Program.
- Meeting with Mission EDC and Governor of San Luis Posoti to discuss binational educational partnership with our manufacturing and training programs.
- Meeting with New Assistant Provost for Texas A&M University – Higher Education Center, Dr. Sandra Hansmann.
- Participated in a panel discussion at the College Promise National Convening Discussion.

Presentations

Update on the College's Enterprise Resource Planning (ERP) System

Purpose and Justification – South Texas College (College) Administration provided an update on the Enterprise Resource Planning (ERP) Workday project.

Christian Heneghan, Project and Change Manager from Peak Performance, presented on the status of the Workday ERP Implementation.

Enclosed Documents - The presentation followed in the packet for the Board's information and review.

Mary Del Paz, Vice President for Finance and Administrative Services, and Christian Heneghan, Project and Change Manager from Peak Performance, were present at the Board Meeting to address questions.

No action was required from the Board. This item was presented for information purposes.

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 was 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 recognized and extended 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 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.

Dr. Solis recognized and thanked each Board Officer for their years of service.

Consideration of New Items

Review and Discussion of Potential Board Retreat

Dr. Alejo Salinas, Jr., Chairman of the Board, requested an agenda item to permit the Board's discussion of a potential Board Retreat.

The Board of Trustees was asked to provide feedback on the topics and potential scheduling of a retreat in the near future.

The Board discussed that the retreat be an in-person event for possibly a full day on a Saturday. Trustees discussed the possibility of an October retreat but asked that all members be polled to see what dates each were available. Any suggested agenda items were to be sent to Dr. Alejo Salinas, Jr., Chair of the Board of Trustees.

No formal action was requested.

Report of New Grant Awards

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

These grants were approved and accepted by the College President, in compliance with Board Policy CAM – *Appropriations and Revenue Sources: Grants, Funds, Donations*

from *Private Sources*, and were reported for the Board's information and feedback to administration.

- **The Texas Higher Education Coordinating Board (THECB), Nursing Shortage Reduction Program (NSRP), Governor's Emergency Education Relief (GEER) fund in the amount of \$48,235**

Funds will support the Division of Nursing and Allied Health to recruit and retain students enrolled in the Associate Degree Nursing Program. Funds will be used for nursing faculty enhancement, recruitment and retention strategies, and the development and implementation of innovative methods involving curriculum and instruction methods. The funding period is upon execution through August 31, 2028.

These funds align to Strategic Goal #2, Promote Academic Integrity and Excellence, by recruiting and retaining excellent faculty and staff by promoting, supporting, developing and expanding the use of dynamic, innovative, and engaging classroom instruction.

No action was requested.

Review and Action as Necessary on Quarterly Investment Report for Quarter Ending May 31, 2024

A report on the College's Quarterly Investment Report for the Quarter Ending May 31, 2024, is being presented. The Board is asked to approve the Investment Report as presented.

Purpose and Justification – Ms. Emily Upshaw from Valley View Consulting, L.L.C. will present on the status of the College's Quarterly Investment Report for the Quarter Ended May 31, 2024 and provide a further update at the meeting. Ms. Upshaw will present an overview of the investments, the annual interest earnings, the quarterly interest earnings, and the economic overview.

The report being presented will provide a brief review and update of the College's Quarterly Investment Report for the Quarter Ended May 31, 2024 to the College's Board of Trustees.

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

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

Enclosed Documents – A copy of the Quarterly Investment Report for the Quarter Ended May 31, 2024 follows in the packet for the Board's information and review.

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 any questions.

Upon a motion by Mr. Paul R. Rodriguez and a second by Mrs. Victoria Cantu, the Board of Trustees of South Texas College approved and authorized the Quarterly Investment Report for the Quarter Ended May 31, 2024, as presented.

The motion carried.

Consideration and Action on Consent Agenda

Approval of Board Meeting Minutes

The following Board Meeting Minutes were submitted for approval:

- 1) July 16, 2024 Special Board Meeting
- 2) August 12, 2024 Special Board Meeting

The Chair called for any proposed revisions to the Minutes as written.

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

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

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

Administration believed that all questions raised during the Committee discussion of Consent Agenda 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 to offer the Proposed New Network Security Certificate in Spring of 2025.

Upon a motion by Dr. Alejo Salinas, Jr. and a second by Ms. Rose Benavidez, 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 New Program: Network Security Certificate

Administration recommended Board approval to Offer the proposed New Network Security Certificate in Spring 2025.

At the recommendation of the Advisory Committee, the Network Security certificate would prepare students to gain a better understanding of a computer network's foundation and the security measures and technologies required to keep it safe. It will provide students with the education needed to help them implement, maintain and safeguard computer networks that serve as the infrastructure for the information systems of an organization.

This program would be built upon South Texas College's existing course offerings through the Information Technology department. Of the eight courses within the credential, three result in completion of an Occupational Skills Award in Networking Fundamentals with a certification in CompTIA A+. Completion of the Network Security certificate would result in four additional certifications, as outlined on page 13 of the Program Development Proposal.

This program supports a stackable-credential pathway in the information technology sector. Upon completion of the Network Security certificate, students would hold a valuable workforce credential, and would also have 32 semester credit hours completed towards an associate degree. This potentially provides a meaningful pathway to the Information Technology: Network Systems Associate of Applied Science degree and even the Bachelor of Applied Technology in Computer and Information Technologies from South Texas College.

The proposed new Network Security Certificate in Spring 2025 followed in the packet for the Board's review and consideration.

The Committee recommended Board approval of the new Network Security Certificate in Spring 2025 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 Monday, August 12, 2024:

A. Presentation on Employee Vacancy and Turnover Rates

Purpose and Justification – The Board of Trustees requested that management provide a comprehensive summary of employee vacancy and turnover rates. Mary Del Paz, Vice President for Finance and Administrative Services, presented the requested information.

Monitoring employee vacancy and turnover rates provides valuable insights into the effectiveness of recruitment, employee engagement, and overall organizational wellbeing as a College.

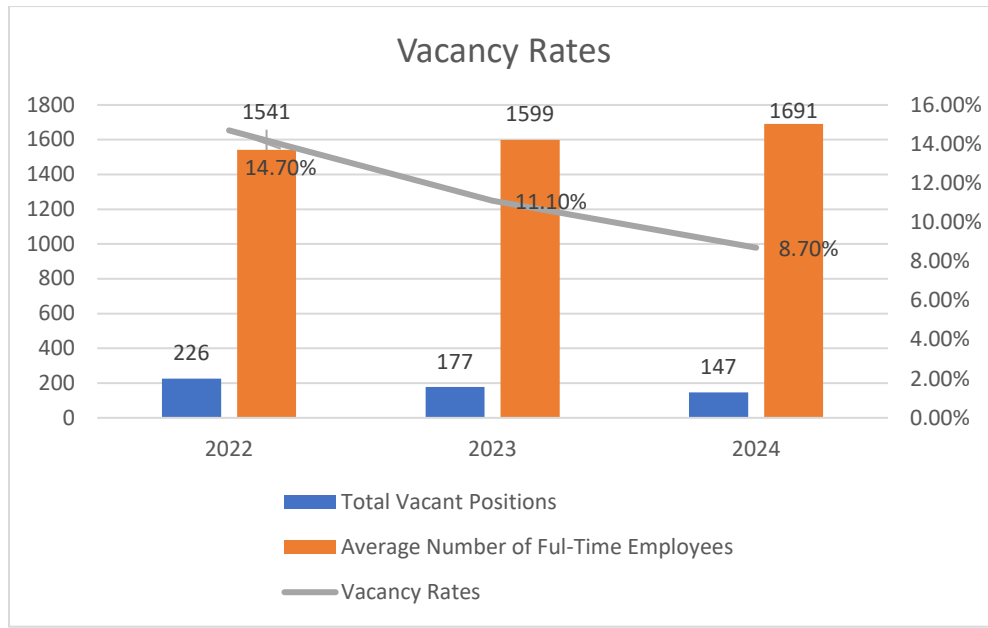
Key Definitions:

- **Vacancy Rate** is the percentage of unfilled positions in the College’s workforce compared to the total number of positions. It is calculated by dividing the number of unfilled positions during a specific period by the average number of employees in the College during that same time.
- **Turnover Rate** is a way to measure how often employees leave the College and are replaced by new ones. It is calculated by dividing the number of employees who leave during a specific period by the average number of employees in the College during that same time.

A summary of vacancy and turnover rates for the past three fiscal years follows:

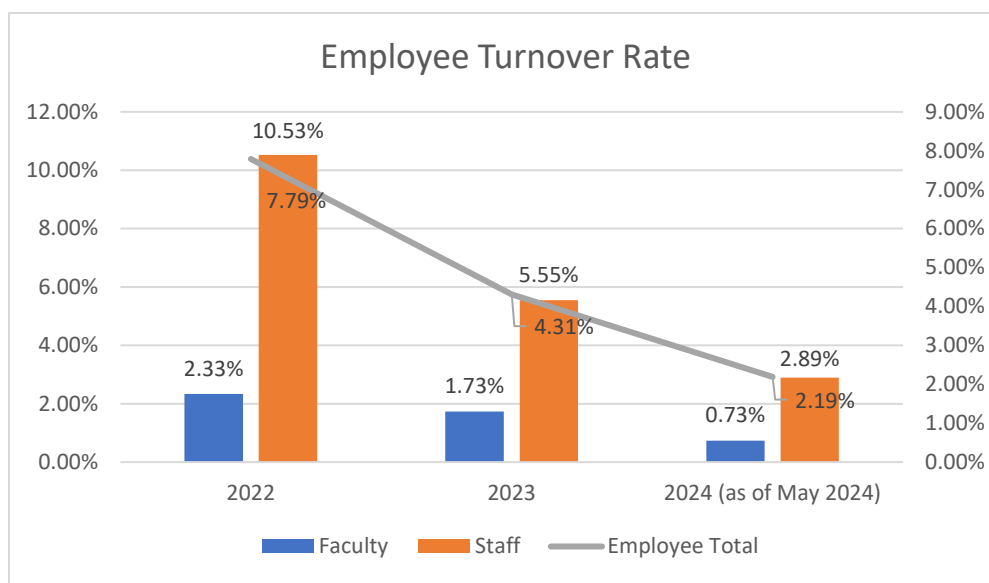
Vacancy Rates				
FY	Total Vacant Positions As of Aug 31 (I) (II)	Average Number of Full-Time Employees	Vacancy Rate	Industry Average
2022	226	1,541	14.7%	14.0%
2023	177	1,599	11.1%	14.0%
2024 (As of May 2024)	147	1,691	8.7%	14.0%
Grand Total & Averages	550	1,610	11.5%	14.0%

- (I) Excluding Full-Time Faculty
- (II) Excluding Frozen Positions and Unfunded Positions



Employee Turnover Rate

Year	Faculty	Staff	Employee Total	Industry Average
2022	2.33%	10.53%	7.79%	12.00%
2023	1.73%	5.55%	4.31%	14.30%
2024 (As of May 2024)	0.73%	2.89%	2.19%	N/A
Average Turnover Rate	1.60%	6.32%	4.76%	13.15%



As noted within the tables presented above, both vacancy and turnover rates have steadily declined over the past three fiscal years. The decrease may be attributed to various employee benefits recently Board approved.

Mary Del Paz, Vice President for Finance and Administrative Services, and Dr. Zachary Suarez, Executive Director of Human Resources and Talent Development, were present at the Board Meeting to address questions.

No action was required from the Board. This item was presented for information purposes.

B. Review and Discussion of South Texas College Proposed 2024 Tax Rate

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

Comparing a proposed tax rate to these two (2) rates determines which truth-in-taxation steps apply. A taxing unit must publish special notices and hold a public hearing before adopting a tax rate that exceeds the no-new-revenue rate and/or the voter-approval rate. The College is proposing to adopt a tax rate that does exceed the no-new-revenue tax

rate but does not exceed the voter-approval tax rate and therefore, is required to hold a public hearing.

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

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

The following options were reviewed with the Committee:

- Option 1 – Do not use the Interest and Sinking reserve funds and no defeasance of bond debt
- Option 2 – Use the Interest and Sinking reserve funds to lower the debt tax rate to maintain the same total tax rate
- Option 3 – Maintain the same debt tax rate as fiscal year 2024 by increasing the bond debt by \$2,050,000 and issue a bond defeasance for Bond Taxable Series 2020

The Committee recommended Board approval of Option 3, to maintain the same debt tax rate as fiscal year 2024 and issue a bond defeasance for Bond Taxable Series 2020 as presented.

The compiled data for both counties and the Truth-in-Taxation calculation used to determine the tax rates is reflected below:

	M&O RATE	DEBT RATE	RATE	REVENUE
No-New-Revenue Tax Rate (Formerly Effective Tax Rate)			\$0.1506	\$92,566,457
Voter-Approval Tax Rate (Formerly Rollback Tax Rate)	\$0.1393	\$0.0227	\$0.1620	\$98,979,871
Proposed Tax Rate	\$0.1393	\$0.0227	\$0.1620	\$98,979,871

The proposed maintenance and operations (M&O) tax rate of \$0.1393 is the maximum rate that the College can adopt to not exceed the voter-approval tax rate and not be required to hold an election to vote on the proposed tax rate.

The proposed debt rate of \$0.0227 is the amount necessary to fully fund all the debt service payments for outstanding bonds and for the proposed bond defeasance.

South Texas College is required to hold a public hearing and publish special notices before adopting the proposed tax rate of \$0.1620 for fiscal year 2025, since this tax rate does exceed the no-new-revenue tax rate but does not exceed the voter-approval tax rate.

In fiscal year 2024, South Texas College held a public hearing and published special notices before adopting the tax rate of \$0.1562, \$0.1335 cents for M&O and \$0.0227 for I&S.

Enclosed Documents - The Notice About 2024 Tax Rates and a presentation on Proposed 2024 Property Tax Rate followed in the packet for the Board's information and review.

The Board was asked later in this meeting to schedule, by record vote, a Public Hearing on the proposed tax rate on Tuesday, September 24, 2024 at 5:15 PM.

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

C. Discussion on Proposed Legal Services Related to Trademark Requirements

Lynda Lopez, Executive Director of Public Relations and Marketing, presented on proposed legal services related to trademark requirements with Lydia Elizondo Mount, from Lydia Attorney at Law/ Mount Law, PLLC., for the period beginning August 28, 2024 through February 27, 2025, in accordance with Policy BCC – Board Internal Organization: Attorney.

Background - Trademarking the College logo will provide legal protection for the South Texas College brand and give the college exclusive rights to use the logo on marketing collateral and promotional product. The trademark will also:

- Ensure that the logo design is not replicated by any other college, business, or company.
- Prevent counterfeiting and unauthorized usage.
- Keep vendors from profiting from our logo and brand without proper authorization.
- Give South Texas College final approval on the use of the logo and ensure that it is not misused or modified in any and all printing.
- Solidify our brand identity and help increase our brand value.

Reviewers – These services were reviewed by the President, the Vice President for Finance and Administrative Services, the Executive Director of Public Relations and Marketing, and Ben Castillo, South Texas College Legal Counsel.

No action was required from the Board. This item was presented for information only.

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

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

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

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

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

- a. Approval of Award of Proposals, Purchases, Renewals, and Interlocal Agreement at a total cost of \$4,091,522.57
- b. Approval to Terminate Legal Services Agreement with Guerrero Law Firm
- c. Approval to Dispose of Surplus Property Valued at \$5,000 and Above
- d. Approval of Proposed Employee Compensation Plan for FY 2024-2025
- e. Approval of Proposed Employee Staffing Plan for FY 2024-2025
- f. Approval to Request a Best and Final Offer from the Vendors for Operation of College Bookstore
- g. Approval of Acceptance of Internal Audit Report in the Area of Student Organization Funds Handling
- h. Approval of Acceptance of Internal Auditor's Annual Statement of Organizational Independence
- i. Approval on Internal Audit Charter
- j. Approval of Proposed Projects for Internal Auditor for FY 2024-2025
- k. Approval to Revise Personnel Policy

Upon a motion by Mrs. Dalinda Gonzalez-Alcantar and a second by Mr. Paul Rodriguez the Board of Trustees of South Texas College approved and authorized items a - k 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 \$4,091,522.57

Award of Proposal

- 1) **Campus Dining and Food Trucks – Starr County Campus (Award):** Award the proposal for the campus dining and food trucks – Starr County Campus to **D.A. Restaurant Group, Inc.** (Mission, TX) (New), for the period beginning September 1, 2024 through August 31, 2025, with two one-year options to renew at no commission to the College;

Purchases and Renewals (Instructional Items)

- 2) **Online Tutoring Service Agreement (Purchase):** purchase an online tutoring service agreement from **Upswing International, Inc.** (Austin, TX), a sole source vendor, for the period beginning September 1, 2024 through August 31, 2026, at a total amount of \$259,000.00, which provides nine thousand (9,000) service hours;
- 3) **Software and Educational Supplies (Purchase) – Grant Funded:** purchase software and educational supplies from **Technical Laboratory Systems, Inc.** (Tech-Labs) (Katy, TX), The Interlocal Purchasing System (TIPS), and Choice Partner purchasing cooperatives approved vendor, for the period beginning September 1, 2024, through August 31, 2025, at an estimated total amount of \$100,000.00, which is based on prior year expenditures;
- 4) **Lease of Trucks (Renewal):** renew the lease of a truck contract with **Trancasa USA, Inc.** (Pharr, TX) for the period beginning November 1, 2024 through October 31, 2025, at an estimated amount of \$39,600.00;

Purchases and Renewals (Non-Instructional Items)

- 5) **Audio Visual Equipment and Supplies (Purchase):** purchase audio visual equipment and supplies for the period beginning September 1, 2024, through August 31, 2025, at an estimated total amount of \$320,000.00, which is based on prior year expenditures. The purchasing-cooperative approved vendors are as follows:

Vendor (City, State) - Purchasing Cooperative	Amount
Audio Visual Aids (San Antonio, TX) – Texas Department of Information Resources (DIR), Texas Association of School Boards (TASB) – Buyboard, and The Interlocal Purchasing System (TIPS)	\$100,000.00
B&H Foto & Electronics, Corp./ dba B&H Photo Video (New York, NY) – E&I Cooperative Services, Omnia Partners, and Texas Association of School Boards (TASB) – Buyboard	150,000.00
Howard Technology Solutions (Ellisville, MS) – Texas Department of Information Resources (DIR), The Interlocal Purchasing System (TIPS), Choice Partners, Omnia Partners, and Texas Association of School Boards (TASB) – Buyboard	70,000.00
Total Amount	\$320,000.00

- 6) Computer Components, Peripherals, Software, and Supplies (Purchase):** purchase computer components, peripherals, software, and supplies for the period beginning September 1, 2024 through August 31, 2025, at an estimated total amount of \$530,000.00, which is based on prior year expenditures. The purchasing-cooperative approved vendors are as follows:

Vendor (City, State) - Purchasing Cooperative	Amount
B&H Foto & Electronics, Corp./ dba B&H Photo Video (New York, NY) – E&I Cooperative Services, Omnia Partners, and Texas Association of School Boards (TASB) – Buyboard	\$120,000.00
CDW Government, LLC (Vernon Hill, IL) – Choice Partners, Texas Department of Information Resources (DIR), E&I Cooperative Services, Omnia Partners, Sourcewell, Purchasing Association of Cooperative Entities (PACE), and The Interlocal Purchasing System (TIPS)	150,000.00
Dell Marketing, LP (Dallas, TX) – Texas Department of Information Resources (DIR)	70,000.00
Reyna Enterprise, Inc. dba Computer Repair Center (McAllen, TX) – Texas Department of Information Resources (DIR)	100,000.00
SHI Government Solutions (Somerset, NJ) – Sourcewell, Purchasing Association of Cooperative Entities (PACE), Texas Association of School Boards (TASB) – Buyboard, Texas Department of Information Resources (DIR), and The Interlocal Purchasing System (TIPS)	90,000.00
Total Amount	\$530,000.00

- 7) Maintenance Equipment, Parts, and Supplies (Purchase):** purchase maintenance equipment, parts, and supplies from **McCoy’s Building Supply** (San Marcos, TX/Pharr, TX), a Texas Association of School Boards (TASB) – Buyboard approved vendor, for the period beginning September 1, 2024 through August 31, 2025, at an estimated total amount of \$50,000.00, which is based on prior year expenditures;
- 8) Purchase of Materials and Supplies (Purchase):** purchase of materials and supplies from **HEB LP. (San Antonio, TX) and Sam’s Club** (McAllen, TX), Purchasing Association of Cooperative Entities (PACE) approved vendors, 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;

Purchases and Renewals (Technology Items)

- 9) Communication Services for Radios and Equipment (Purchase):** purchase communication services for radios and equipment from **Cellco Partnership/ dba Verizon Wireless** (Basking Ridge, NJ), a State of Texas Department of Information Resources (DIR) approved vendor, for the period beginning September 1, 2024 through August 31, 2025, at an estimated total amount of \$86,000.00, which is based on prior year expenditures;
- 10) Banner Application Maintenance Agreement (Renewal):** renew the Banner application maintenance agreement with **Ellucian, Inc.** through Lamar Institute of Technology (Beaumont, TX) (New), acting by and through the State of Texas Department of Information Resources (DIR) for the Texas Connection Consortium

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(TCC), for the period beginning September 1, 2024 through August 31, 2025, at an estimated total amount of \$379,853.73;

- 11) Data Hosting and Maintenance Agreement (Renewal):** renew the data hosting and maintenance agreement with **TouchNet Information Systems, Inc.** (Atlanta, GA), a sole source vendor, for the period beginning September 1, 2024 through August 31, 2025, at an estimated total amount of \$290,874.00;
- 12) Data Storage Hardware Maintenance Agreement (Renewal):** renew the data storage hardware maintenance agreement with **Dell Marketing, LP** (Dallas, TX), a State of Texas Department of Information Resources (DIR) approved vendor for the period beginning September 1, 2024 through August 31, 2025, at an estimated total amount of \$27,929.28;
- 13) Datacenter Uninterrupted Power Supply (UPS) Maintenance (Renewal):** renew datacenter uninterrupted power supply (UPS) maintenance agreement with **SHI Government Solutions** (Somerset, NJ), The Interlocal Purchasing System (TIPS) approved vendor, for the period beginning September 1, 2024 through August 31, 2025, at an estimated total amount of \$17,368.09;
- 14) Digital Signature Software Subscription Agreement (Renewal):** renew the digital signature software subscription agreement with **Carahsoft Technology, Corp./DocuSign Government at Carahsoft** (Reston, VA), a State of Texas Department of Information Resources (DIR) approved vendor, for the period beginning September 1, 2024 through August 31, 2025, at an estimated total amount of \$136,620.00;
- 15) Email Backup Online License Subscription (Renewal):** renew the email backup online license subscription with **SHI Government Solutions** (Somerset, NJ), a The Interlocal Purchasing System (TIPS) approved vendor, for the period beginning September 6, 2024 through September 5, 2025, at an estimated total amount of \$41,894.87;
- 16) Email Security Software License Agreement (Renewal):** renew the email security software license agreement with **SHI Government Solutions** (Somerset, NJ), a The Interlocal Purchasing System (TIPS) approved vendor, for the period beginning September 30, 2024, through September 29, 2025, at an estimated total amount of \$98,469.45;
- 17) Enterprise Software Licenses and Maintenance Agreements (Renewal):** renew the enterprise software licenses and maintenance agreements with **SHI Government Solutions** (Somerset, NJ), The Interlocal Purchasing System (TIPS) approved vendor, for the period beginning September 1, 2024 through August 31, 2025, at an estimated total amount of \$124,286.18;
- 18) Internet Service Agreement – District Wide (Renewal):** renew the internet service agreement – district-wide with **Charter Communications Operating, LLC./dba Spectrum Gulf Coast** through the State of Texas Department of Information Resources (DIR) – TEXAN (Austin, TX), for the period beginning September 1, 2024 through August 31, 2025, at an estimated monthly amount of \$15,000.00 and estimated total annual amount of \$180,000.00;
- 19) Lease Management Software (Renewal):** renew the lease management software agreement with **FinQuery, LLC** (Atlanta, GA), formerly LeaseQuery, LLC, for a three-year period beginning November 2, 2024, through November 1, 2027, at an estimated total amount of \$67,992.00;
- 20) Network Hardware and Software Maintenance Agreements (Renewal):** renew the network hardware and software maintenance agreements for the period beginning September 1, 2024 through August 31, 2025, at an estimated total

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amount of \$155,889.66. The purchasing-cooperative approved vendors are as follows:

#	Vendor (City, State)	Number of Switches	Amount
1	Netsync Network Solutions, Inc. (Houston, TX) State of Texas Department of Information Resources (DIR) approved vendor	62	\$125,819.46
2	SHI Government Solutions (Somerset, NJ) The Interlocal Purchasing System (TIPS)	66	\$30,070.20
Total Amount:			\$155,889.66

21) Oracle License Maintenance Agreement (Renewal): renew the Oracle license maintenance agreement with **Oracle America, Inc.** (Dallas, TX), a State of Texas Department of Information Resources (DIR) approved vendor, for the period beginning September 1, 2024 through August 31, 2025, at an estimated total amount of \$648,657.61;

22) Server Hardware and Software Maintenance and Support Agreement (Renewal): renew the server hardware and software maintenance and support agreement for the period beginning September 1, 2024 through August 31, 2025, at an estimated total amount of \$373,972.30. The purchasing-cooperative approved vendors are as follows:

#	Vendor (City, State)	Number of Switches	Amount
1	Dell Marketing, LP (Dallas, TX) State of Texas Department of Information Resources (DIR)	125	\$159,077.70
2	EMC Corporation (Franklin, MA) State of Texas Department of Information Resources (DIR)	129	21,129.80
3	Netsync Network Solutions (Houston, TX) State of Texas Department of Information Resources (DIR)	129	193,764.80
Total Amount:			\$373,972.30

23) System Appliances Maintenance Agreement (Renewal): renew the system appliances maintenance agreement with **Netsync Network Solutions, Inc.** (Houston, TX), a State of Texas Department of Information Resources (DIR) approved vendor, for the period beginning September 1, 2024 through August 31, 2025, at a total amount of \$25,684.80;

Interlocal Agreements - Purchase

24) Facility Rental Agreement (Purchase/Rental): purchase a facility rental agreement with the **City of McAllen** (McAllen, TX) through an interlocal agreement for the rental of the McAllen Convention Center for September 25, 26, and 27, 2024, at an estimated total amount of \$15,286.60;

25) Facility Usage Agreement (Lease/Rental): Lease/rental through facility usage interlocal agreements with the **City of Edinburg** (Edinburg, TX) and the **City of McAllen** (McAllen, TX) for the period beginning November 16, 2024, through April 11, 2025, at an estimated total amount of \$22,144.00. The events information is as follows:

Date	Location	Event	Amount
11/16/24	City of Edinburg Edinburg Municipal Auditorium	Amistades Concert Series 2024 – Fall Showcase	\$1,175.00
01/25/25	City of Edinburg Edinburg Municipal Auditorium	Amistades Concert Series 2025 – Spring Showcase	1,175.00
03/28/25 - 03/30/25	City of McAllen McAllen Convention Center	South Texas College State Dance Competition Folklorico & Contemporary Dance Competition	9,794.00
04/10/25 - 04/11/25	City of McAllen McAllen Performing Arts Center	Tradiciones 2024 Annual Concert Series	10,000.00
Total Amount			\$22,144.00

Interlocal Agreements

26) Contract Training Agreement (Renewal): renew the contract training agreement with the **McAllen Independent School District** (McAllen ISD) (McAllen, TX) for the MISD Parent and Family Engagement Program for the period of September 1, 2024 through June 30, 2025, at a total amount of \$66,381.00, as outlined to the fee structure in the proposed interlocal agreement, and payable from McAllen ISD to South Texas College.

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

Consent Agenda:

b. Approval to Terminate Legal Services Agreement with Guerrero Law Firm

Purpose and Justification – Administration requested Board Approval on the following recommendation to terminate the legal services agreement with Guerrero Law Firm.

Background – On November 24, 2015, the Board of Trustees approved an agreement with Mr. Jose Guerrero, from Guerrero Law Firm, to provide legal services to the College and representation, specifically related to personnel matters. On May 30, 2019 and November 29, 2022, the Board of Trustees approved the revision of his hourly rate from \$175 to \$185 and \$185 to \$200, respectively.

As per the provisions of the June 4, 2019, Legal Services Agreement between South Texas College and the Guerrero Law Firm

Term and Termination

This Agreement will be in effect until terminated by either party. Either party may terminate this Agreement, by giving thirty (30) days' advance written notice to the other party.

Reviewers – The request to terminate legal services was reviewed by the President, and the Vice President for Finance and Administrative Services

Dr. Ricardo J. Solis, President, and Mary Del Paz, Vice President for Finance and Administrative Services, were present at the Committee meeting to address any questions.

The Committee recommended Board approval to terminate the legal services agreement with Guerrero Law Firm as presented.

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

Consent Agenda:

c. Approval on the Disposal of Surplus Property Valued at \$5,000 and Above

Purpose and Justification – Administration requested Board approval on the disposal of surplus property valued at \$5,000 and above through a live auction. These assets will be removed, as applicable, from the College's inventory system and general ledger.

The Fixed Assets Department requested to dispose of the obsolete, damaged, and non-functioning property for safety purposes, and due to the lack of storage area for surplus property.

Background – The surplus property goes through an evaluation process by the departments to determine if the items are damaged beyond repair and unable to be utilized throughout the College district. After this evaluation process, the department submits a request to have the property removed from their department and relocated to the Central Receiving Warehouse surplus area.

The auction items are located at the South Texas College Central Receiving Warehouse, 3700 W Military Hwy, McAllen, TX. The auction will be scheduled in Fall 2024 at the auctioneers' site due to a lack of space at the warehouse.

Enclosed Documents - The list of the items to be auctioned followed 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, were present at the Committee meeting to address any questions.

The Committee recommended Board approval on the disposal of surplus property valued at \$5,000 and above through a live auction and for these assets to be removed, as applicable, from the College's inventory system and general ledger as presented.

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

Consent Agenda

d. Approval of Proposed Employee Compensation Plan for FY 2024 – 2025

Purpose and Justification – Administration requested Board approval of the Proposed Employee Compensation Plan for FY 2024 – 2025 for all salary structure employee groups, which includes the proposed salary placement for new faculty, proposed pay grade ranges, and other compensation information.

Background – On July 13, 2022, the Board of Trustees approved the Texas Association of School Boards (TASB) Compensation Study and approved new compensation structure for FY 2022 – 2023. The College has continued to utilize the TASB to complete a compensation maintenance review for FY 2023 – 2024.

The Proposed Employee Compensation Plan for FY 2024 - 2025 incorporates TASB's annual maintenance revisions focusing on complying with State and Federal compensation regulations, ensuring compensation consistency, enhancing the ability to attract and retaining qualified faculty and staff, and to provide a clear and concise reference for compensation decisions. The following summary outlines the methodology employed by the Texas Association of School Boards (TASB) and college administration in the recommended FY 2024-2025 compensation maintenance adjustments for South Texas College.

Market Comparison and Benchmarking - Market peer comparisons for base pay were conducted for all South Texas College faculty degree levels and non-faculty (staff) classifications (i.e., administrative, professional, etc.). In addition, non-faculty roles were benchmarked against industry standards, competitors, and reputable sources to ensure that institutional pay grades remain competitive. As part of this benchmarking process, the following employee groups were aligned to market for the Proposed Employee Compensation Plan for FY 2024 – 2025:

- Accountants
- Adjuncts
- Administrators

- Bus Drivers
- Information Technology
- Legacy Faculty
- Project Managers/Initiatives Managers
- Maintenance Technicians

Salary Structure Review - Analysis was performed on the college's structured pay grade system to categorize roles and responsibilities and ensure consistent pay parity across similar job functions. This process also included reviewing salaries within the college to ensure fairness among employees in similar roles, considering factors like experience, education, and institutional retention.

General Pay Increase (GPI) - On May 28, 2024, the South Texas College Board of Trustees approved a 7% GPI for FY 2024 - 2025 subject to the availability of funding and Board approval of the final budget. The recommended GPI for FY 2024-2025 will play a crucial role in the college's compensation strategy and have significant implications for both employees and the overall success of the College.

Weighted Average for Experience (Staff) - This year's compensation maintenance review incorporated a weighted average experience into the college's compensation plan for the Executive Administrative Professional (EAP) and Technology (TECH) pay groups to continue to serve as a strategic approach to employee remuneration that reflects both the quantity and quality of experience. This focus will allow the College to maintain parity within its compensation structure while remaining considerate of the varying importance of different roles and the depth of experience employees bring to the College.

The methodology for South Texas College's FY 2024-2025 compensation maintenance and respective salary increases is designed to promote parity, retention, and motivation among college employees. Administration continuously reviews this methodology to ensure it remains relevant and effective in achieving the college's goals.

Reviewers - The President and all the Vice Presidents reviewed the Employee Compensation Plan and approved the proposed revisions.

Enclosed Documents - A copy of the Proposed Employee Compensation Plan for FY 2024 - 2025 was included under separate cover, in the Employee Compensation Plan and Employee Staffing Plan binder, for the Board's review and information.

Dr. Ricardo J. Solis, President, and Mary Del Paz, Vice President for Finance and Administrative Services, were present at the Committee meeting to address any questions.

The Committee recommended Board approval of the proposed employee compensation plan for FY 2024-2025 as presented.

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

Consent Agenda:

e. Approval of Proposed Employee Staffing Plan for FY 2024 – 2025

Purpose and Justification – Administration requested the Board approval of the Proposed Employee Staffing Plan for FY 2024 – 2025 for all employee groups, which includes all positions, titles, classifications, salaries, and salary pools under each Division and Organization of the College.

The Proposed Employee Staffing Plan information was prepared by the Office of Human Resources, in collaboration with the Office of the Vice President for Finance and Administrative Services, Business Office, and all other organizational divisions of the College, to reflect the College's comprehensive proposed staffing and salaries by position for FY 2024 - 2025. The Texas Association of School Boards (TASB) recommendations were incorporated based on an annual maintenance review and prepared the Employee Staffing Plan to reflect the College's approved compensation structure for FY 2024 – 2025.

Background - As indicated in Administrative Regulations, the Employee Staffing Plan is the official document listing position titles, classifications, employees, and salaries for each fiscal year under each division. The Employee Staffing Plan is not a contract between the College and any person listed on it, and neither the Employee Staffing Plan nor any action taken by the Board of Trustees concerning it should be considered creating contract rights, expectations of continued employment, or a property interest for any person listed in the Employee Staffing Plan.

At the May 28, 2024 Board Meeting, the Board of Trustees approved the faculty and non-faculty salary increases based on a 7% General Pay Increase (GPI) and other adjustments, and at the June 25, 2024 Board Meeting, the Board of Trustees approved the Staffing Plan new positions, reclassifications, and other adjustments, which are included within the Employee Staffing Plan for FY 2024 – 2025.

Funding Source – The budget to fund each position is reflected in the appropriate department and listed on the Proposed Employee Staffing Plan and is subject to Board approval of the FY 2024 – 2025 Budget.

Reviewers – The President and all the Vice Presidents reviewed the Employee Staffing Plan.

Enclosed Documents - A copy of the Proposed Employee Staffing Plan for FY 2024 – 2025 is included under separate cover, in the Employee Pay Plan and Employee Staffing Plan binder, for the Board's review and information.

Dr. Ricardo J. Solis, President, and Mary Del Paz, Vice President for Finance and Administrative Services, were present at the Committee meeting to address any questions.

The Committee recommended Board approval of the proposed employee staffing plan for FY 2024-2025 as presented.

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

Consent Agenda:

f. Approval to Request a Best and Final Offer from the Vendors for Operation of College Bookstore

Purpose and Justification – Administration requested Board approval for staff to request a best and final offer from the vendors for the operation of the College Bookstore for a term of five (5) years from November 1, 2024 through October 31, 2029.

The bookstore services will be available for students, faculty, and staff district-wide to purchase books, reference materials, and testing forms related to academic courses.

The College requested proposals for the management of the South Texas College bookstores located at the Pecan, Mid Valley, Nursing and Allied Health, Starr County, and Technology campuses.

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

Background – The project timeline and information are as follows:

Advertised RFP	May 22, 2024 and May 29, 2024
RFP Responses Due	July 9, 2024
RFP Issued To	Ten (10) Vendors
Responses Received From	Three (3) Vendors. One (1) response was not considered due to incomplete information.
Responses Reviewed By	Facilities Operations and Maintenance, Campus Administrators, College Administrators, Bookstore Committee (Faculty & Staff), and Purchasing Department

A bookstore consultant, Tom Byrne from Campus Bookstore Consulting (CBC), was contracted to assist with the development of the request for proposals solicitation document and to review and analyze the proposals. Mr. Byrne was present to discuss the proposals and answer questions.

Copies of the complete proposals from BibliU, Inc. and Follett Higher Education Group, Inc., including a copy of the consultant’s proposal analysis, were provided to the South Texas College evaluation committee for review. The evaluations were completed by the South Texas College evaluation committee.

The current Barnes and Noble contract has the following financial components:

5-Year Term Commission Percentage	14.5% to \$2.0M 15.5% from \$2.0M to \$3.0M 17% over \$3.0M
Minimum Annual Guarantee	Years 1-5 - \$500,000 Modified as follows:

	Year 1 - \$400,000; Year 2 - \$325,000; Year 3 - \$300,000; Year 4 - \$300,000; Year 5 - \$300,000
One-Time Unrestricted Donation	\$0
Facility Investment	Up to \$100,000.00
Technology Investment	\$0
Annual Textbook Scholarship	\$15,000.00

Tom Byrne, Bookstore Consultant, Mary Del Paz, Vice President for Finance and Administrative Services, George McCaleb, Director of Operations and Maintenance, and Deyadira Leal, Interim Director of Purchasing, were present at the Committee meeting to address any questions.

The Committee recommended Board approval for staff to request a best and final offer from the vendors for the operation of the College Bookstore for a term of five (5) years from November 1, 2024 through October 31, 2029. The best and final offers will be presented at the September 10, 2024 Special Board of Trustees meeting.

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

Consent Agenda:

g. Approval of Acceptance of Internal Audit Report in the Area of Student Organization Funds Handling

Purpose and Justification – Administration requested Board acceptance of the Internal Audit Report in the Area of Student Organization Funds Handling after discussion of the procedures, finding, and recommendation conducted by Mr. Khalil Abdullah, Chief Internal Auditor.

Background – The Internal Audit Function, reviews and appraises business activities, integrity of records, and effectiveness of operations in accordance with the Institute of Internal Auditors International *Standards* for the Professional Practice of Internal Auditing. It assists the College in accomplishing its objectives by evaluating and improving the effectiveness of the College’s risk management, governance, and internal controls.

The Student Organization Funds Handling audit was included in the FY 2024 Audit Plan and encompassed a review of the Financial Manager’s and Student Organization Handbook.

Enclosed Documents – The Internal Audit Report followed in the packet for the Board’s information and review.

Dr. Ricardo J. Solis, President, Dr. Matt Hebbard, Vice President for Student Affairs and Enrollment Management, and Khalil Abdullah, Chief Internal Auditor, were present at the Committee meeting to address any questions.

The Committee recommended Board acceptance of the Internal Audit Report in the Area of Student Organization Funds Handling as presented.

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

8/27/2024

Consent Agenda:

h. Approval of Acceptance of Internal Auditor's Annual Statement of Organizational Independence

Purpose & Justification – Administration requested Board acceptance of the Internal Auditor's Statement of Organizational Independence.

IIA Standard 1110 *Organizational Independence* – The Chief Audit Executive (CAE) must confirm to the board, at least annually, the organizational independence of the internal audit activity. The CAE must report to a level within the organization that allows the internal audit activity to fulfill its responsibilities. Internal Auditors should be free in both fact and appearance from personal, external, and organizational impairments to independence. Internal auditors are independent when they can carry out their work freely and objectively. Independence permits internal auditors to render the impartial and unbiased judgments essential to the proper conduct of audits. It is achieved through organizational structure and objectivity.

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

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

Enclosed Documents – A signed copy of the ‘Internal Auditor's Statement of Organizational Independence’; IIA Definition and Mission of Internal Auditing; IIA Code of Ethics; and IIA Principles that Internal Auditors are expected to apply and uphold followed in the packet for the Board's information and review.

Presenter - Mr. Khalil Abdullah, Chief Internal Auditor, confirmed the organizational independence of the internal audit activity to the Committee.

The Committee recommended Board acceptance of the Internal Auditor's Statement of Organizational Independence as presented.

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

Consent Agenda:

i. Approval of Internal Audit Charter

Purpose and Justification – Administration requested the Board approval of the Internal Audit Charter for the period of September 1, 2024 through August 31, 2025.

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

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

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

Dr. Ricardo J. Solis, President, Mary Del Paz, Vice President for Finance and Administrative Services, and Khalil Abdullah, Chief Internal Auditor, attended the Committee meeting to address any questions.

The Committee recommended Board approval of the Internal Audit Charter for the period of September 1, 2024 through August 31, 2025 as presented

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

Consent Agenda:

j. Approval of Proposed Projects for Internal Auditor for FY 2024-2025

Purpose and Justification – Administration requested Board approval of proposed projects for the Internal Auditor for FY 2024 - 2025. The Audit Charter requires that an annual work plan using appropriate risk-based methodology be submitted to the Board of Trustees for review and approval.

Staff is recommending projects for the Board's consideration for the Internal Auditor's review for Fiscal Year 2024 - 2025. The projects listed below are proposed as the assignments for the Internal Auditor.

- FY 2024 - 2025 (Scheduled)
 1. Fraud Survey
 2. HR Processes – Hiring & Staffing
 3. Business Continuity / Disaster Recovery
 4. Environmental Health & Safety
 5. Account Reconciliations
 6. Fixed Assets
 7. Effort Reporting
 8. Senate Bill 17

Enclosed Documents - The list of Internal Audits conducted for FY 2015 through FY 2025 followed in the packet for the Board's information and review.

Dr. Ricardo J. Solis, President, Mary Del Paz, Vice President for Finance and Administrative Services, and Khalil Abdullah, Chief Internal Auditor attended the Committee to address any questions.

The Committee recommended Board approval of proposed projects for the Internal Auditor for FY 2024 - 2025 as presented.

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

Consent Agenda:

k. Approval to Revise Personnel Policy

Purpose and Justification – Administration recommended Board approval to revise Personnel policy to align with the Texas Association of School Boards (TASB) policy manual.

The revised policy is as follows:

Revised Policy(ies)
A-1. DBB (Local) Employment Requirements and Restrictions - Medical Examinations and Communicable Diseases

Background – The College adopted Policy DBB on August 22, 2023. TASB provides a comprehensive, current, and legally sound policy manual and recommends revisions to Policy DBB and DEC.

The new policy revisions are as follows:

- DBB addresses the application of Senate Bill 1445 to the Medical and Psychological Examination of a Peace Officer.

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

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

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

The Committee recommended Board approval to revise Personnel Policy, DBB (Local) Employment Requirements and Restrictions - Medical Examinations and Communicable Diseases, as presented, and which supersedes any previously adopted Board policy.

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

Approval of Order #2024-018: Authorizing the Defeasance and Redemption of a Portion of the South Texas College District's Outstanding Limited Tax Bonds, and Approving and Escrow Agreement and All Other Instruments and Procedures Related Thereto

Purpose and Justification – Administration recommended Board approval of Order #2024-018: Authorizing the defeasance and redemption of a portion of the South Texas College District's outstanding limited tax bonds, and approving an escrow agreement and all other instruments and procedures related thereto.

Board action was necessary on the Order prepared by Bond Counsel, Perez Law Firm, to authorize the defeasance and redemption of the South Texas College Limited Tax Refunding Bonds, Taxable Series 2020, in a principal amount not to exceed \$4,800,000 using a portion of the cash balance available in the Interest and Sinking Fund.

Background – On August 12, 2024, the Finance, Audit, and Human Resources Committee recommended approval for the defeasance of the South Texas College Limited Taxable Refunding Bonds, Series 2020. The defeasance will reduce the payment of interest thereon, the District’s aggregate debt service requirements, and the District’s legal debt outstanding.

The discharge and defeasance of the Redeemed Bonds shall be effectuated pursuant to the terms and provisions of an escrow agreement with BOKF, NA Dallas, Texas.

The District shall deposit into the Escrow Fund the Escrow Deposit, to be known as the “South Texas College District 2024 – 2025 cash Defeasance Escrow Fund”, as soon as practicable after funds of the District become available for such purpose, but no later than February 24, 2025.

Chapter 1207, Texas Government Code, as amended, authorizes and empowers the District to deposit with a paying agent for any of the redeemed bonds, or a trust company or commercial bank that does not act as a depository for the District, from available funds from any source, an amount sufficient to provide for the payment or redemption of the Redeemed Bonds.

Reviewers – Estrada Hinojosa staff, the Vice-President for Finance and Administrative Services, and Business Office staff have reviewed the information being presented.

Enclosed Document – A presentation, which included a rationale description and a defeasance analysis worksheet submitted by Estrada Hinojosa and draft Order #2024-018 provided by Perez Law Firm, Bond Counsel, followed in the packet for the Board’s review and information.

Mr. Bobby Villarreal with Estrada Hinojosa was available via teleconference at the Board Meeting to review and address any questions.

Upon a motion by Mrs. Dalinda Gonzalez-Alcantar and a second by Mr. David De Los Rios the Board of Trustees of South Texas College approved and authorized Order #2024-018. Authorizing the defeasance and redemption of a portion of the South Texas College District’s outstanding limited tax bonds, and approving and escrow agreement and all other instruments and procedures related thereto, as presented.

Review and Action as Necessary to Recommend Record Vote and Schedule a Public Hearing Regarding Adoption of the Proposed Tax Rate that Exceeds the No-New-Revenue Tax Rate and/or the Voter-Approval Tax Rate

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

A taxing unit is required to hold a public hearing and publish newspaper ads before adopting a tax rate if that tax rate exceeds the no-new-revenue tax rate and/or the voter-approval tax rate.

At the August 12, 2024, Finance, Audit, and Human Resources Committee, the following options were reviewed:

- Option 1 – Do not use the Interest and Sinking reserve funds and no defeasance of bond debt
- Option 2 – Use the Interest and Sinking reserve funds to lower the debt tax rate to maintain the same total tax rate
- Option 3 – Maintain the same debt tax rate as fiscal year 2024 by increasing the bond debt by \$2,050,000 and issue a bond defeasance for Bond Taxable Series 2020.

The Committee recommended Board approval of Option 3, to maintain the same debt tax rate as fiscal year 2024 and issue a bond defeasance for Bond Taxable Series 2020 as presented.

Pages The Tax Assessors for Hidalgo County and Starr County determined South Texas College’s rates to be the following for Option 3:

	M&O RATE	DEBT RATE	RATE	REVENUE
No-New-Revenue Tax Rate (Formerly Effective Tax Rate)			\$0.1506	\$92,566,457
Voter-Approval Tax Rate (Formerly Rollback Tax Rate)	\$0.1393	\$0.0227	\$0.1620	\$98,979,871
Proposed Tax Rate	\$0.1393	\$0.0227	\$0.1620	\$98,979,871

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

Enclosed Documents - The Notice of Public Hearing and the Roll Call Vote of Members of the Board form followed in the packet for the Board’s information and review.

Administration requested Board approval by record vote to schedule a public hearing on September 24, 2024 at 5:15 PM before adopting the proposed tax rate of \$0.1650, which exceeds the no-new-revenue rate/or the voter-approval tax rate.

Upon a motion by Mrs. Dalinda Gonzalez-Alcantar and a second by Mr. David De Los Rios the Board of Trustees of South Texas College approved and authorized by record vote to schedule a public hearing, on September 24, 2024 at 5:15 PM before adopting the proposed tax rate of \$0.1620, which exceeds the no-new-revenue rate and/or the voter-approval tax rate.

Chair, Dr. Alejo Salinas called for a roll call vote. All seven trustees present voted unanimously in favor of the motion. The motion carried.

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

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

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

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

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

- a. Approval to Contracting Construction Services for the District Wide Stucco Repainting at Pecan Campus, Mid Valley Campus, and Starr County Campus
- b. Approval of Substantial Completion of the Nursing and Allied Health Campus NAH East Building A Generators Replacement
- c. Approval of Substantial Completion of the Pecan Campus South Academic Building J Generator Replacement
- d. Approval of Final Completion of the Regional Center for Public Safety Excellence Two-Story Residential First Training Structure
- e. Approval of Final Completion of the District Wide Flooring Replacement at Mid Valley Campus Student Union Building F
- f. Approval of Annual Facility Usage Agreements for the Kinesiology Program

- g. Approval of Ratification of Activities Related to the Emergency Repairs at Pecan Campus Physical Plant Building E Cooling Towers and Approval of Necessary Additional Repairs

Upon a motion by Mr. Paul Rodriguez and a second by Ms. Rose Benavidez, the Board of Trustees of South Texas College approved and authorized items a – g of the Facilities Committee Consent Agenda as presented. The motion carried.

Consent Agenda:

a. Approval on Contracting Construction Services for the District Wide Stucco Repainting at Pecan Campus, Mid Valley Campus, and Starr County Campus

Administration recommended Board approval to contract construction services for the District Wide Stucco Repainting at Pecan Campus, Mid Valley Campus, and Starr County Campus project will be requested at the Board meeting.

Scheduling Priority

This project is part of the Deferred Maintenance plan developed by the Facilities Operations & Maintenance and Facilities Planning & Construction departments. It has been reviewed by the Facilities Planning & Construction and Facilities Operations & Maintenance departments, and Administration. It is scheduled as a non-educational improvement to repaint the stucco façades of the buildings.

Background

On June 27, 2023, the Board approved this project as part of the College’s Renewals & Replacements projects.

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

Advertised RFP	July 10, 2024 and July 17, 2024
RFP Responses Due	July 25, 2024
RFP Issued To	Forty-Five (45) Vendors
Responses Received From	Six (6) Vendors
Responses Reviewed By	Facilities Operations and Maintenance, Facilities Planning and Construction, and the Purchasing Department
Highest Ranked Vendor	Pecan Campus – Calidad Construction, LLC Mid Valley Campus – AJ3 Construction, LLC Starr County Campus – AJ3 Construction, LLC

Highest Ranked Vendor

College staff reviewed and evaluated the competitive sealed proposal and recommend **Calidad Construction, LLC** in the amount of \$66,000.00 for the Pecan Campus, **AJ3 Construction, LLC** in the amount of \$173,367.80 for the Mid Valley Campus, and **AJ3 Construction, LLC** in the amount of \$114,587.52 for the Starr County Campus as the highest ranked vendors.

Funding Source

Project Location	Highest Ranked Vendor	Construction Budget	Highest Ranked Proposal Amount	Construction Budget Variance
Pecan Campus	Calidad Construction, LLC	\$89,700.00	\$66,000.00	\$23,700.00
Mid Valley Campus	AJ3 Construction, LLC	\$200,000.00	\$173,367.80	\$26,632.20
Starr County Campus	AJ3 Construction, LLC	\$250,000.00	\$114,587.52	\$135,412.48
Total Amount		\$539,700.00	\$353,955.32	\$185,774.68

Funds for the District Wide Stucco Repainting at Pecan Campus Project 2024-014R, Mid Valley Campus Project 2024-009R, and Starr County Campus Project 2024-011R are budgeted in the FY 2023-2024 Renewals & Replacements Fund in the amount of \$539,700 for construction.

Estimated Project Timeline

Construction for this project is to commence in September 2024 and Substantial Completion in November 2024.

Enclosed Documents

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

The Committee recommended Board approval of contracting construction services with **Calidad Construction, LLC** in the amount of \$66,000.00 for the Pecan Campus, **AJ3 Construction, LLC** in the amount of \$173,367.80 for the Mid Valley Campus, and **AJ3 Construction, LLC** in the amount of \$114,587.52 for the Starr County Campus for the District Wide Stucco Repainting at Pecan Campus, Mid Valley Campus, and Starr County Campus project as presented.

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

Consent Agenda:

**b. Approval on Substantial Completion of the Nursing and Allied Health Campus
 NAH East Building A Generators Replacement**

Administration requested Board approval of substantial completion of the Nursing and Allied Health Campus NAH East Building A Generators Replacement project will be requested at the Board Meeting:

	Project	Completion Recommended	Date Received
1.	Nursing and Allied Health Campus NAH East Building A Generators Replacement Project 2022-023R Engineer: DBR Engineering Consultants, Inc. Contractor: Metro Electric, Inc.	Substantial Completion Recommended	July 10, 2024

This project has been developed through the annual Deferred Maintenance process. It has been reviewed by the Facilities Planning & Construction and Facilities Operations & Maintenance departments, Administration, the President’s Cabinet, the Coordinated Operations Council, and the Board of Trustees. This project was scheduled as a non-educational and routine improvement to upgrade the power supply redundancy.

College staff and the Engineer visited the site and developed a construction punch list on July 10, 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 Metro Electric, Inc. The original cost approved for this project was \$201,403.

The following table summarizes the current budget status:

Nursing and Allied Health Campus NAH East Building A Generators Replacement					
Construction Budget	Approved Proposal Amount	Net Total Change Orders	Current Project Cost	Previous Amount Paid	Remaining Balance
\$375,000.00	\$201,403.00	\$0	\$201,403.00	\$190,857.85	\$10,545.15

Enclosed Documents

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

The Committee recommended Board approval of substantial completion of the Nursing and Allied Health Campus NAH East Building A Generators Replacement project as presented.

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

Consent Agenda:

c. Approval on Substantial Completion of Pecan Campus South Academic Building J Generator Replacement

Administration requested Board approval of substantial completion of the Pecan Campus South Academic Building J Generator Replacement project.

	Project	Completion Recommendation	Date Received
1.	Pecan Campus South Academic Building J Generator Replacement Project 2022-019R Engineer: DBR Engineering Consultants, Inc. Contractor: Metro Electric, Inc.	Substantial Completion Recommended	August 9, 2024

This project has been developed through the annual Deferred Maintenance process. It was reviewed by the Facilities Planning & Construction and Facilities Operations & Maintenance departments, Administration, the President’s Cabinet, the Coordinated Operations Council, and the Board of Trustees. This project was scheduled as a non-educational and routine improvement to upgrade the power supply redundancy.

College staff and the Engineer visited the site and developed a construction punch list on August 9, 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 Metro Electric, Inc. The original cost approved for this project was \$339,251.

The following table summarizes the current budget status:

Pecan Campus South Academic Building J Generator Replacement					
Construction Budget	Approved Proposal Amount	Net Total Change Orders	Current Project Cost	Previous Amount Paid	Remaining Balance
\$250,000.00	\$339,251.00	\$0	\$339,251.00	\$302,178.85	\$32,072.15

Enclosed Documents

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

The Committee recommended Board approval of the substantial completion of the Pecan Campus South Academic Building J generator replacement.

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

Consent Agenda:

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

Administration requested Board approval of final 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.	Final Completion Recommended	August 6, 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.

Final Completion, including punch list items, was accomplished as required in the Owner/Contractor agreement for this project. It was recommended that final completion and release of final payment for this project with by 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 Final Completion letter and photos were enclosed for the Board's review and information.

The Committee recommended Board approval of the final completion and release of final payment of \$171,876.76 to 5 Star GC Construction, LLC. for the Regional Center for Public Safety Excellence Two-Story Residential Fire Training Structure project as presented.

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

Consent Agenda:

e. Approval of the Final Completion of the District Wide Flooring Replacement at Mid Valley Campus Student Union Building F

Administration requested Board approval of final completion of District Wide Flooring Replacement at the Mid Valley Campus Student Union Building F project will be requested at the Board Meeting:

Project		Completion Recommended	Date Received
1.	District Wide Flooring Replacements Phase III Project 2024-012R Contractor: Intertech Flooring	Final Completion Recommended	July 25, 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.

Final Completion, including punch list items, was accomplished as required in the Owner/Contractor agreement for this project. It was recommended that final completion and release of final payment for this project with by Intertech Flooring. The original cost approved for this project was \$405,184.

The following table summarizes the current budget status:

District Wide Flooring Replacement at 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	\$44,384.00	\$0	\$44,384.00	\$0	\$44,384.00

Enclosed Documents

A copy of the Final Completion letter and photos were enclosed for the Boards review and information.

The Committee recommended Board approval of final completion and release of final payment of \$44,384.00 to Intertech Flooring for the District Wide Flooring Replacement at the Mid Valley Campus Student Union Building F project as presented.

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

Consent Agenda:

f. Approval on Annual Facility Usage Agreements for the Kinesiology Program

Administration requested Board approval of the FY 2024 – 2025 annual facility usage agreements for use by the Kinesiology Program were requested at the Board meeting.

Purpose

Approval of annual facility usage agreements for various locations that host student instruction will be requested for FY 2024 – 2025.

Justification

Various locations are needed to accommodate the Kinesiology program courses offered at South Texas College. The facilities needed are course specific (ex. golf, swimming, tennis, bowling, etc.).

Background

The College leases facilities on an annual basis which are used for various instructional purposes. The facilities will provide for Bowling, Golf, Basketball, Volleyball, Swimming, Softball, Soccer, Flag Football, and Tennis courses in the Kinesiology Program for the Fall 2024, Spring 2025, and Summer 2025 semesters.

The following includes examples of facilities at which kinesiology courses may be offered.

- City of McAllen
 - Boys and Girls Club Othal Brand Center
 - Boys and Girls Club Roney Center
 - Boys and Girls Club Pool
 - Las Palmas Park
 - Los Encinos Park Tennis Courts
 - Municipal Baseball Complex
 - Municipal Pool
 - Champion Lakes Golf Course
 - Parks and Recreation Bicentennial Soccer Field
 - Westside Park
- City of Mission
 - Bannworth Park
 - Parks & Recreation North Side Pool
- City of Weslaco
 - Weslaco City Park
 - Harlon Block Park (Weslaco, TX)
- Main Event (Pharr, TX)
- Flamingo Bowl (McAllen, TX)
- McAllen ISD – McAllen High School Tennis Courts

Additional facilities may be required at which the Kinesiology program may offer courses due to unforeseen circumstances. In these circumstances, the President will be asked to review and approve the use of various facilities as needed, pursuant to Policy 6130.

Funding Source

Funds will be budgeted in the proposed FY 2024 - 2025 Physical Education Facility Rental budget. The total estimated amount is budgeted at \$36,978 for the facility usage agreements.

The Committee recommended Board approval of the FY 2024 – 2025 annual facility usage agreements for use by the Kinesiology program as presented.

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

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

The Facilities Planning and Construction staff 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 present to respond to questions and address concerns of the Board.

No action was taken.

Approval of Financial Reports for June 2024

Administration recommends Board approval of the financial reports for the month of June 2024.

The following financial reports have been provided under separate cover:

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

Ms. Mary Del Paz, Vice President for Finance and Administrative Services, was available respond to questions posed by the Board.

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 the submitted financial reports for the month of June 2024.

The motion carried.

Review and Approval of Checks and Purchasing Reports for July 2024

Administration recommends Board approval of the checks for release for the month of July 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 July 2024.
- 11) Release of Checks for \$125,000.00 and Above
Board of Trustees Approval Required for July 2024.
- 12) Release of Checks for \$125,000.00 and Above
Released Prior to Board Approval for July 2024.
- 13) Release of Construction Fund Checks for July 2024.
- 14) Summary of Purchase Orders (Purchasing) for July 2024.
- 15) Summary of Bid Solicitations (Purchasing) for July 2024

The Check Register for July 2024 was also been provided under separate cover.

Ms. Mary Del Paz, Vice President for Finance and Administrative Services, was available to respond to questions posed by the Board.

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 the submitted checks for the month of July 2024.

The motion carried.

Executive Session:

The South Texas College Board of Trustees convened into Executive Session at 7:00 p.m. in accordance with Chapter 551 of the Texas Government Code for the specific purpose provided in:

- A. Update and Discussion on Termination of Ground Maintenance Agreement (Texas Government Code 551.071, Consultation with Attorney)
- B. Discussion and Action as Necessary Regarding Pecan Campus, North Academic Humanities Building P Water Infiltration System (Texas Government Code 551.071, Consultation with Attorney)
- C. Discussion and Action as Necessary Regarding Mid Valley Campus Building H Issue
- D. Deliberation and Action as Necessary on Self-Assessment of the Board of Trustees (Texas Government Code 551.074, Personnel Matters)
- E. Deliberation and Action as Necessary on Assessment of the College President (Texas Government Code 551.074, Personnel Matters)

- F. Deliberation and Action as Necessary Regarding the Contract for the College President (Texas Government Code 551.074, Personnel Matters)

Open Session:

The South Texas College Board of Trustees returned to Open Session at 8:13 p.m. No action was taken in Executive Session.

Update and Discussion on Termination of Ground Maintenance Agreement (Texas Government Code 551.071, Consultation with Attorney)

Mr. Ben Castillo, legal counsel, Mary G. Del Paz, Vice President for Finance and Administrative Services, and George McCaleb, Director of Operations and Maintenance, provided an update to the Board on the action taken by the College.

Upon a motion by Mr. Paul Rodriguez and a second by Mrs. Dalinda Gonzalez-Alcantar the Board of Trustees approved and authorized to move forward with the notice of termination of ground maintenance agreement.

The motion carried.

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

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

Upon a motion by Ms. Rose Benavidez and a second by Mr. David De Los Rios, the Board of Trustees of South Texas College approved and authorized the attorney's recommendation of litigation following another session with the contractor to try to bring this matter to a close.

The motion carried.

Discussion and Action as Necessary Regarding Mid Valley Campus Building H Issue (Texas Government Code 551.071, Consultation with Attorney)

Legal Counsel requested an opportunity to discuss issues at the Mid Valley Campus Building H and recommend action as necessary.

Upon a motion by Ms. Rose Benavidez and a second by Mrs. Victoria Cantu, the Board of Trustees of South Texas College approved and authorized the College President to engage outside counsel in regards to this issue and proceed as discussed in Executive Session.

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 asked to take action to accept the results of the assessment and any additional action as necessary.

This item may be discussed in executive session under Texas Government Code (§ 551.074. Personnel Matters).

No action was taken on this matter due to an unintentional oversight by the Chair, Dr. Alejo Salinas.

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 returned to the Board Chair for evaluation and collation into a summary report.

The Board was asked to take action to accept the results of the assessment and any additional action as necessary.

This item was discussed in executive session under Texas Government Code (§ 551.074. Personnel Matters).

Upon a motion by Ms. Rose Benavidez. and a second by Mr. David De Los Rios the Board of Trustees of South Texas College accepted the results of the assessment of the College President as discussed.

The motion carried

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

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

Upon a motion by Mr. David De Los Rios and a second by Mrs. Victoria Cantu
The Board of Trustees of South Texas College approved and authorized the Board of Trustees Chair recommendation to extend the President's contract by two years.

The motion carried.

Announcements

A. Next Meetings:

- Tuesday, September 10, 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, September 24, 2024
 - 5:30 p.m. – Regular Board Meeting

B. Other Announcements:

- South Texas College will be closed on Monday, September 2, 2024 in observance of Labor Day.
- CCATT Annual Conference will be held in Amarillo on September 11-14, 2024.
- South Texas College Convocation will be held on Friday, September 27, 2024.

Adjournment

There being no further business to discuss, the Special Meeting of the South Texas College Board of Trustees adjourned at 8:20 p.m.

I certify the foregoing are the true and correct minutes of the Tuesday, August 27, 2024 Regular Board Meeting of the South Texas College Board of Trustees.

X _____

Mr. Danny Guzman

Board Secretary

**SOUTH TEXAS COLLEGE
BOARD OF TRUSTEES SPECIAL MEETING
Tuesday, September 10, 2024 @ 5:00 p.m.
Ann Richards Administration Building Board Room
Pecan Campus, McAllen, Texas 78501**

Minutes

Call Meeting to Order:

The Special Board Meeting of the South Texas College Board of Trustees was held on Tuesday, September 10, 2024 in the Ann Richards Administration Building Board Room at the Pecan Campus in McAllen, Texas. The meeting commenced at 5:00 p.m. with Chair Dr. Alejo Salinas, Jr. presiding.

Members present: Mr. Paul R. Rodriguez, Mr. Danny Guzman, Ms. Dalinda Gonzalez-Alcantar, Mr. David De Los Rios and Mrs. Victoria Cantu via Teleconference.

Members absent: Ms. Rose Benavidez

Also present: Dr. Ricardo J. Solis via Teleconference, Ms. Mary Del Paz, Dr. Anahid Petrosian, Mr. George McCaleb, Mr. Luis De la Garza, Mr. Rick De La Garza, Dr. Brett Millan, Dr. Zachary Suarez, Mr. Javier Villalobos, Ms. Deyadira Leal, Ms. Olivia Gomez, Ms. Julissa Canales, Ms. Myriam Lopez, Mr. Khalil Abdullah, Dr. Matt Hebbard, Dr. Rodney Rodriguez, Mr. Lucio Gonzalez, Mr. Daniel A. Montez, Ms. Lynda Lopez, Ms. Nadia Ochoa, and Ms. Venisa Earhart.

Determination of a Quorum

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

Public Comments

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

**Discussion and Action as Necessary on Award of Contract for
Operation of College Bookstore**

Purpose and Justification – Administration requested Board approval on the award of a contract for the Operation of the College Bookstore for a term of five (5) years beginning from November 1, 2024 through October 31, 2029.

The bookstore services will be available for students, faculty, and staff district-wide to purchase books, reference materials, and testing forms related to academic courses.

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

9/10/2024

The College requested proposals for the management of the South Texas College bookstores located at the Pecan, Mid Valley, Nursing and Allied Health, Starr County, and Technology campuses.

The project timeline and information are as follows:

Advertised RFP	May 22, 2024 and May 29, 2024
RFP Responses Due	July 9, 2024
RFP Issued To	Ten (10) Vendors
Responses Received From	Three (3) Vendors. One (1) response was not considered due to incomplete information.
Responses Reviewed By	Facilities Operations and Maintenance, Campus Administrators, College Administrators, Bookstore Committee (Faculty & Staff), and Purchasing Department

A bookstore consultant, Mr. Tom Byrne from Campus Bookstore Consulting (CBC), was contracted to assist with developing the request for proposals solicitation document and to review and analyze the proposals. Mr. Byrne will be present at the meeting to discuss the proposals and answer questions.

Copies of the complete proposals from BibliU, Inc. and Follett Higher Education Group, Inc., including a copy of the consultant's proposal analysis, were provided to the South Texas College evaluation committee for review. The evaluations were completed by the South Texas College evaluation committee consisting of administrators and staff.

The current Barnes and Noble contract has the following financial components:

5-Year Term Commission Percentage	14.5% to \$2.0M 15.5% from \$2.0M to \$3.0M 17% over \$3.0M
Minimum Annual Guarantee	Years 1-5 - \$500,000 Modified as follows: Year 1 - \$400,000; Year 2 - \$325,000; Year 3 - \$300,000; Year 4 - \$300,000; Year 5 - \$300,000
One-Time Unrestricted Donation	\$0
Annual Textbook Scholarship	\$15,000.00
Facility Investment	Up to \$100,000.00
Technology Investment	\$0

On August 27, 2024, the Board of Trustees approved for staff to request a best and final offer from the two (2) respondents, which were due on Friday, August 30, 2024.

The best and final offers were reviewed by Mr. Byrne, Bookstore Consultant, George McCaleb, Director of Operations and Maintenance, and Deyadira Leal, Director of Purchasing and it is proposed that the contract for the operation of the College Bookstore be awarded to BibliU, Inc.

Enclosed – The proposal summary including the best and final offers, the financial summary including the best and final offers, and the evaluation committee’s evaluation summary were included in the packet for the Board’s review and consideration.

Mr. Byrne, Bookstore Consultant, Mary Del Paz, Vice President for Finance and Administrative Services, George McCaleb, Director of Operations and Maintenance, and Deyadira Leal, Director of Purchasing, were present at the meeting to address any questions.

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 the award of a contract for the Operation of the College Bookstore with BibliU, Inc., for a term of five (5) years beginning from November 1, 2024 through October 31, 2029 as presented.

Adjournment

There being no further business to discuss, the Special Meeting of the South Texas College Board of Trustees adjourned at 5:20 p.m.

I certify the foregoing are the true and correct minutes of the Tuesday, September 10, 2024 Special Board Meeting of the South Texas College Board of Trustees.

X _____

Mr. Danny Guzman

Board Secretary

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.

- **The Texas Higher Education Coordinating Board, Perkins Basic Grant Program in the amount of \$2,106,007**

This award focuses on improving the academic and technical achievement of Career and Technical Education (CTE) students, strengthening the connections between secondary, and postsecondary education, employer engagement, and improving accountability. Funds 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. This formula-based allocation supports the Perkins V Act Postsecondary Level Core Indicators: Postsecondary Placement, Earned Recognized Postsecondary Credential, and Non-traditional Program Concentration, based on strategies aligned to the College’s - Comprehensive Local Needs Assessment. The award period is from September 1, 2024 to August 31, 2025.

This grant aligns with Strategic Direction #4, Foster Student Success, by providing students with accessible pathways and effective support structures that promote persistence, educational attainment, academic achievement, personal and professional growth increasing community awareness and access to career and technical education programs that align with the Strengthening Career and Technical Education for the 21st Century Act.

- **Texas Higher Education Coordinating Board, Carl D. Perkins State Leadership Grant in the amount of \$200,000**

The project aims to enhance and optimize Career and Technical Education (CTE) pathways at South Texas College. This involves the development, revision, and promotion of program offerings to better serve diverse learner needs, align with industry standards, and strengthen partnerships. The project will identify alignment of multi-entry and exit pathways that integrate both credit and non-credit offering at STC towards one seamless pathway for students. Funds will be used to develop curriculum and Prior Learning Assessment (PLA) mechanisms that bridge non-credit to credit programming, including the creation of crosswalks and the implementation of relevant Industry-Based Certifications (IBCs) for Architecture & Construction Meta majors. The funding period is from September 1, 2024 to August 31, 2025.

The award aligns with Strategic Direction #4, Foster Student Success, by providing students with accessible pathways and effective support structures that promote persistence, educational attainment, academic achievement, and professional growth.

- **Texas Workforce Commission (TWC), Texas Talent Connection, Wagner Peyser in the amount of \$126,459**

Funds will support the Center for Advanced Training & Apprenticeships (CATA) to develop a new Heating, Ventilation, Air Conditioning and Refrigeration (HVACR) Technician Assistant Program. The proposed program will be offered to high school seniors and the unemployed at STC's Technology Campus. This project aims to increase the number of qualified HVACR Technician Assistants employed in the Rio Grande Valley by providing participants with nationally recognized marketable skills and credentials, and giving them a competitive advantage when looking for employment.

These funds align to Strategic Goal #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.

No action is requested.

Review and Discussion of Department Chair Compensation Model at South Texas College

Purpose and Justification – Dr. Anahid Petrosian, Vice President and Provost for Academic Affairs and Economic Development, and Dr. Brett J. Millán, Associate Vice President for Academic Success and Advancement, will provide a presentation on the model used to determine Department Chair compensation at South Texas College.

The model is fully explained in the Employee Compensation Plan approved for FY 2024 – 2025. The presentation will provide the trustees further information regarding the College's comprehensive model for Chair compensation.

Department Chair as Faculty Leadership

At South Texas College, Department Chairs are selected from among full-time faculty upon the recommendation of the Division Dean and appointment by the Provost. Department Chairs are appointed for one academic year, and may be reappointed for subsequent terms as determined by the Provost upon recommendation by the Division Dean.

During the Spring 2024 semester, there were over 952 faculty members teaching South Texas College, reporting to 45 Department Chairs.

- All full-time faculty are expected to work the equivalent of forty hours per week during the Spring and Fall semesters (nine months). This typically includes:
 - 30 Instructional Hours (15 hours preparation + 15 hours classroom instruction)
 - 5 Office Hours
 - 5 College / Departmental Service Hours

Course Load Release

As faculty, Department Chairs are also expected to work forty hours per week; however, they are provided a partial or full course load release from teaching, depending on the number of sections taught by faculty under their leadership, and the types of workforce or academic support required of each Chair.

Department Chair Supplemental Stipend

Aside from Course Release Time, Department Chairs are provided a \$400 monthly stipend, in addition to their base faculty salary, as compensation for their additional duties.

Additional compensation, as outlined in the Board-approved Employee Compensation Plan, is provided for the following special circumstances:

- Summer Compensation
- Three Month Summer Special Assignments – Very Large Departments
- Three Month Summer Special Assignments – Accreditation Requirements

History and Continuous Review of Department Chair Compensation Plan

Dr. Petrosian will also review administration's ongoing coordination with Department Chairs, Division Deans, and the faculty they represent.

As part of a periodic review of equitability in Chair compensation, Dr. Brett J. Millán, Associate Vice President for Academic Success & Advancement, and Mr. Joel Jason Rodriguez, President of the STC Council of Chairs, have been appointed to serve as co-chairs of an Academic Affairs taskforce to review current STC Chair compensation model as well as practices in place at other community colleges to ensure distribution of duties and compensation are appropriate. This taskforce will engage Department Chairs and Administration to propose any recommended changes for the subsequent fiscal year.

This item is presented for the Trustees' information and feedback to administration. No action is requested.

Finance, Audit & Human Resources Committee Department Chair Compensation Model at STC

September 24, 2024

Dr. Anahid Petrosian
Vice President and Provost
Division of Academic Affairs & Economic Development



Overview

- Faculty Teaching Assignment
- Department Chair Non-Teaching Assignment
- Chair Compensation
 - Fall & Spring Semesters
 - Summer Sessions
- Council of Chairs
- Continuous Review & Improvement



Faculty Teaching Assignment

Faculty Assignment Expectations:

- 30 Instructional Hours
 - 15 Preparation Hours
 - 15 Classroom Hours
- 5 Office Hours
- 5 College/Department Service Hours



Department Chair

Non-Teaching Special Assignment

45 Chairs supervise over 900 faculty.

- Supervise all departmental faculty.
- Provide leadership for planning, development, improvement, and evaluation.
- Support student success measures leading toward graduation, transfer, and job placement.



Fall & Spring Semester Compensation

Course Load Release

Based on # of Sections Offered by the Department:

- 100% Release = 5 Courses (4 chairs)
- 80% Release = 4 Courses (24 chairs)
- 60% Release = 3 Courses (11 chairs)
- 40% Release = 2 Courses (6 chairs)

\$400 per month stipend (September to May)



STC Chair Compensation Model

Fall & Spring

2023-2024

Department Chair Compensation

Workforce Chairs % of Course Load Release	Number of Sections	Assistant Chairs (AC)	Administrative Hours per week
40% (2 courses)	1 - 20	–	16
60% (3 courses)	21 - 40	–	24
80% (4 courses)	41 plus 80 plus 121 plus	1 AC 2 AC 3 AC	32

Academic Dept. Chairs % of Course Load Release	Number of Sections	Assistant Chairs (AC)	Administrative Hours per week
40% (2 courses)	1 - 40	–	16
60% (3 courses)	41 - 80	–	24
80% (4 courses)	81 - 120 121 plus 160 plus 201 plus	1 AC 2 AC 3 AC	32

Chair Compensation

Summer Session Workload Comparison

Chair Summer Compensation

Compared to Fall and Spring, Summer Sessions do not have as much activity.

Fewer sections are offered during summer, and as of 2015-2016, as many summer deadlines as possible have been reorganized to the long semesters.

Average Number of Section Comparison			
Dept. Size	Summer 2024	Spring 2024	Fall 2023
Very Large	73	219	211
Large	38	97	89
Medium	12	42	43
Small	8	16	18

Chair Summer Compensation

Revised 2015-16

All chairs used to receive \$400 per month if they worked during summer

Chair Summer Compensation

Workforce Chairs Number of Sections	Admin. Hours	Stipend
1 - 5	5	\$600
6 - 10	10	\$1,200
11 - 24	15	\$1,800
25+	20	\$2,400

Academic Dept. Chairs Number of Sections	Admin. Hours	Stipend
1 - 9	5	\$600
10 - 29	10	\$1,200
30 - 49	15	\$1,800
50+	20	\$2,400

2023-2024

Continuous
Review and
Assessment

Very Large Department

Summer 2024: Very Large Departments

Overseeing over 100 sections and over 29 faculty

1. Business Administration
2. Biology
3. English
4. Information Technology, Computer and Advanced Technology
5. History and Interdisciplinary Studies
6. Humanities, Sign Language Interpreter, and Spanish
7. Mathematics
8. Political Science
9. Welding
10. Visual Arts

Council of Chairs (COC)

- Established in 2007.
- Serves as the **collective voice for department chairs**.
- COC President represents chairs in all College-wide taskforces and committees.
- **Meets monthly** and provides a forum for chairs.
- **Facilitates communication between faculty, chairs, and administration.**

Continuous Review & Improvement

1993	College was established
1996	Policy 3804 to establish program/department chairs
1999	Establishment of release time for chair compensation
2004	Establishment of Summer Stipend for Chairs
2007	Increase support for chairs Establishment of Council of Chairs
2015	New Summer Pay Schedule
2017	Increase Chair stipend from \$200 to \$400 \$90,000 budget increase
2021	Additional support staff provided to chairs Course Coordinators, Dual Credit Faculty Coordinator
2023	Full Time pay for summer for very large departments (\$180,000 Budget)

2024 - 2025

Next Steps

Chair Compensation Taskforce

During Fall 2024, an 8-person taskforce will review current procedures and make any applicable recommendations by the beginning of Spring 2025, in time for the College's next budgeting and compensation plan.

- **Co-Chairs:** Joel Jason Rodriguez (Council of Chairs),
Dr. Brett J. Millan (Academic Affairs)
- 1 representative each from Business, Public Safety, and Technology
- 1 representative from Math, Science, Information Technology, and Bachelors programs
- 1 representative from Nursing and Allied Health
- 1 representative from Liberal Arts
- 1 representative from Social and Behavioral Sciences
- 1 representative from "Very Large Departments" category



**Thank you
for the
Board of Trustees'
ongoing support.**

Review of Presentations Delivered to Education and Workforce Committee

The following presentation was delivered to the Education and Workforce Committee on Tuesday, September 10, 2024:

A. Update on South Texas College Summer Camps Offered in 2024

Ms. Olivia De La Rosa, Dean of Continuing Education and Workforce Development, provided an update on the College's Summer Camp offerings in 2024. These camps are provided through Continuing Education and Workforce Development (CEWD) and the Center for Advanced Training and Apprenticeships (CATA).

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 and help them to discover and explore new interests, or expand on established skills.

On June 11, 2024, Ms. De La Rosa reported on a series of summer camps that were offered to students as young as 9 years-old up through young adults, with opportunities for independently enrolled students as well as those participating through a partnering school district.

At the June 11th meeting, trustees asked for an update after the completion of the summer camps, to include information on:

- instructors who volunteered their time, allowing camps to be offered at no cost to participating student.
- participation by students in partnering school districts, and
- participation at each campus.

STC Volunteer Instructors

The following STC faculty volunteered their time to offer free camps to students:

<u>Instructor</u>	<u>Title</u>	<u>Camp(s)</u>
Dr. JeanMarie Fors	Assistant Professor of Biology	Biology Explorers
Dr. Courtney Galle	Assistant Professor of Biology	Biology Explorers
Kevin Kelly	Biology Faculty	Biology Explorers
Dr. Danielle Villarreal	Biology Faculty	Biology Explorers
Ruben Zamora	Biology Faculty	Biology Explorers
Ron Schermerhorn	Music Faculty	Drumline Camp
Marissa Marmolejo	History Instructor, Adjunct	Speech and Debate Camp
Joaquin Jasso	Dual Credit Faculty	Speech and Debate Camp

Third-Party Volunteer Instructors

In addition to STC faculty and staff who volunteered their time, CATA engaged two volunteer instructors from partnering companies:

- Jose Sanchez, with Texas Robotics Alliance, provided the Robotics VEX IQ Challenges
- Hector Zuniga, with McAllen Flight Academy, provided the Exploring Flight Technologies Camp

Participation by ISD Partnership

Many of the camps allowed students to register from partnering districts, while others were open to the general public. For students who registered through these methods, attendance data based on the ISD was not consistently collected. The administration is currently reviewing the registration process to improve data collection for future camps, as this information is valuable for sharing with our partners and growing these programs.

However, for some camps, school district information was captured, as shown below:

<u>Partner ISD</u>	<u>CEWD</u>	<u>CATA</u>
Brownsville ISD	4	-
Donna ISD	3	-
Edcouch-Elsa ISD	2	-
Edinburg CISD	13	-
La Joya ISD	10	49
McAllen ISD	100	
Mission CISD	4	10
PSJA ISD	17	-
Rio Grande City CISD	1	-
San Benito ISD	2	-
San Isidro ISD	8	5
Santa Maria ISD	2	-
Sharyland ISD	7	-
Valley View ISD	2	-
Vanguard Academy	-	15
Weslaco ISD	3	-

Untracked Participation by School District

While participation headcounts are not universally available, students from the following districts participated in camps offered by CEWD and CATA:

- Donna ISD
- Edcouch-Elsa ISD
- Edinburg CISD
- IDEA Public Schools
- La Joya ISD
- McAllen ISD
- Mission CISD
- Monte Alto ISD
- PSJA ISD
- Raymondville ISD
- Rio Grande City CISD
- San Isidro ISD
- Sharyland ISD
- Vanguard Academy
- Weslaco ISD

School Districts Outside STC's Service Area

- Brownsville ISD
- Lasara ISD
- Lyford CISD
- San Benito ISD

Participation by STC Campus

Summer 2024 offerings included camps held throughout the Valley, including sections at Pecan Campus, Technology Campus, Mid-Valley Campus, Pecan Plaza, and Starr County Campus. Participation at camps at each South Texas College Campus was reported as:

<u>STC Campus</u>	<u>CEWD Camp</u>	<u>CATA Camp</u>
Pecan	399	-
Tech	154	216
Mid Valley	24	5
Pecan Plaza	23	-
Starr	21	-
Total Enrollment	621	221

No action was requested. This information was presented to the Education and Workforce Development Committee for discussion and feedback.

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

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

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

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

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

- a. Approval of Purchases, Renewals, and Interlocal Agreements at a total cost of \$1,397,827.86
- b. Approval of Resolution #2025-002 for Use of Unrestricted Fund Balance for Student Tuition Scholarships
- c. Approval of Proposed Budget Amendment for FY 2024 – 2025
- d. Approval to Modify Approvals Required for Release of Disbursements
- e. Acceptance of South Texas College Chief Executive Officer Reporting Requirements for Academic Year 2023 – 2024 of Sexual Harassment, Sexual Assault, Dating Violence, and Stalking Incidents Under Texas Education Code, Section 51.253(c)
- f. Acceptance of Internal Audit Annual Report for FY 2024
- g. Approval to Adopt New Business and Support Services Policy and Retire Current Policy
 - A-1. Adopt CS (Local) Information Security
 - A-2. Retire Current Policy #4712: Information Resources Security Electronic Communications
- h. Approval to Revise Personnel Policy
 - A-1. Revise DEC (Local) Compensation and Benefits – Leaves and Absences
- i. Approval to Adopt New Personnel Policies and Retire Current Policies
 - A-1. Adopt DEAB (Local) Compensation Plan – Wage and Hour Laws
 - A-2. Retire Policy # 4520: Compensation for Overtime
 - B-1. Adopt DJ (Local) Assignment, Work load, and Schedules
 - B-2. Retire Policy #3800: Full Time Regular Faculty (On Board Approved Staffing Plan) Assignments and Workloads as Conditions of Employment
 - B-3. Retire Policy #3803: Conditions of Employment of Full Time Faculty Teaching During Summer Terms
 - B-4. Retire Policy #3809: Maximum Teaching Load for Adjunct Faculty
 - B-5. Retire Policy 3810: Workload of Employees Retired Under Teacher Retirement System
 - B-6. Retire Policy #4510: Hours of Work
 - C-1. Adopt DLB (Local) Employee Performance – Suspension

- C-2. Retire Policy #4901: Standards of Conduct
- D-1 Adopt DM (Local) Termination of Employment
- E-1. Adopt DMAA (Local) Term Contracts – Termination Mid-Contract

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

The Board of Trustees of South Texas College approve and authorize items a- i of the Finance, Audit, and Human Resources Committee Consent Agenda as presented.

Approval Recommended:

Dr. Ricardo J. Solis
President

Consent Agenda:

a. Approval of Purchases, Renewals, and Interlocal Agreements at a total cost of \$1,397,827.86

Purpose and Justification – Administration requests Board approval of the following purchases, renewals, and interlocal agreements at a total cost of \$1,397,827.86.

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

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

1. Purchases and Renewals (Instructional Item)

1) Graduation Facility Lease Agreement (Lease/Purchase)

Lease/Purchase of a graduation facility lease agreement with **Viper Arena, LLC / dba Bert Ogden Arena** (Edinburg, TX), a sole source vendor, for the period beginning at 8:00 a.m. Friday, December 6, 2024, through midnight Saturday, December 7, 2024, at an estimated total amount of \$40,000.00.

Purpose and Justification – The Division of Student Services requests an event license agreement to lease a facility for the December 2024 graduation ceremonies, which will be held on Saturday, December 7, 2024, at 9:00 a.m., 1:00 p.m., and 5:00 p.m.

Funds for this expenditure are budgeted in the Graduation budget for FY 2024 – 2025.

2. Purchases and Renewals (Non-Instructional Items)

2) Catering Services (Renewal)

Renew the catering services contracts for the period beginning November 28, 2024 through November 27, 2025, at an estimated total amount of \$90,000.00, which is based on prior year expenditures.

The awarded vendors are as follows:

Vendor (City, State)	Vendor (City, State)
All Affairs and Occasions (Elsa, TX)	Coastal Deli, Inc. /dba Jason’s Deli (Corpus Christi, TX)
Mt. Olive, Inc. /dba Subway #60762 (Pharr, TX)	Pappa’s Pizza, Inc. (Alton, TX)
Pizza Properties, Inc. /dba Peter Piper Pizza (El Paso, TX)	Pineapple Ninjaz, LLC (Peñitas, TX)
Rise & Shine Café (McAllen, TX)	Riverwinds, Inc. /dba Subway (Rio Grande City, TX)
Zaycor Management Company (Brownsville, TX)	

Purpose and Justification – Various college departments and instructional programs request catering services to purchase food and beverages for meetings and events such

as student activities, professional development events, and South Texas College-sponsored events attended by students, faculty, staff, and the community.

Background – The Board awarded the contracts as follows:

Term: October 18, 2022 – one year with two (2) one-year annual renewals			
Award	Board Meeting	Original Term	Renewal Term
Original	10/18/22	11/28/22 – 11/27/23	
First Renewal	09/26/23		11/28/23 – 11/27/24
Final Renewal	09/24/24		11/28/24 – 11/27/25

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

3) Chiller Maintenance Agreement and Repair Services (Annual Renewal)

Renew the chiller maintenance agreement and repair services with **Texas Chiller Systems, LLC** (Corpus Christi, TX/Weslaco, TX), The Interlocal Purchasing System (TIPS) purchasing-cooperative approved vendor, for the period beginning November 21, 2024 through November 20, 2025, at an estimated total annual amount of \$149,584.00.

The service fees are as listed:

Service Fees	Amount
Scheduled Services (Maintenance and Inspections)	59,584.00
Repair Services (Emergency Service Calls)	90,000.00
Total Amount:	\$149,584.00

Purpose and Justification – Facilities Operations and Maintenance requests to renew the chiller maintenance agreement and repair services for the eighteen (18) air-cooled and water-cooled chillers districtwide. The chiller maintenance agreement includes scheduled preventive maintenance inspections and emergency service calls for the districtwide chiller units. The scheduled preventative maintenance consists of (i) quarterly and (ii) annual inspections.

- (i) The quarterly inspections will examine the refrigerant circuit for leaks, electrical connections, operating pressures and temperatures, and perform an oil analysis.
- (ii) The annual inspections will examine the operating controls, inspect the thermal insulation for integrity, clean condenser tubes, and clean the interior of the control panel.

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

4) Equipment Rental Services (Renewal)

Renew the equipment rental services contracts for the period beginning December 1, 2024 through November 30, 2025, at an estimated total amount of \$50,000.00, which is based on prior year expenditures.

The awarded vendors are as follows:

Vendor (City, State)	Vendor (City, State)
Backstage Productions, LLC (McAllen, TX)	Hawk Disposal Services, LLC (McAllen, TX)
Party With Us RGV, LLC (Pharr, TX)	Satori Exhibits, LLC (Pharr, TX)
Texas First Rentals, LLC (San Antonio, TX)	

Purpose and Justification – Student Services – Graduation, Student Activities, and the Office of Public Relations and Marketing rent various types of equipment, tables, chairs, linens, lighting, audio systems, audiovisual equipment, and stages for South Texas College sponsored events at all campuses.

Facilities Operations and Maintenance and the Security Department rent heavy equipment for the repair of lighting and cameras, installation, maintenance, and other projects.

Background – The Board awarded the contracts as follows:

Term: November 28, 2023 – one year with two (2) one-year annual renewals			
Award	Board Meeting	Original Term	Renewal Term
Original	11/28/23	12/01/23 – 11/30/24	
First Renewal	09/24/24		12/01/24 – 11/30/25

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

5) Fire Suppression Systems Service (Renewal)

Renew the fire suppression systems service contracts for the period beginning November 29, 2024 through November 28, 2025, at an estimated total amount of \$274,845.00, based on prior year expenditures.

The awarded vendors, services, and amounts are as follows:

#	Vendor (City, State)	Service	Amount
1	Strongline Security & Fire (San Juan, TX)	Fire Alarm Panels	20,650.00

#	Vendor (City, State)	Service	Amount
2	Strongline Security & Fire (San Juan, TX)	Fire Alarm Repairs	70,000.00
3	1st FP McAllen, LLC (San Antonio, TX)	Kitchen Hoods	8,280.00
4	1st FP McAllen, LLC (San Antonio, TX)	Kitchen Hoods Repairs	10,000.00
5	1st FP McAllen, LLC (San Antonio, TX)	Fire Sprinkler Inspections	20,975.00
6	1st FP McAllen, LLC (San Antonio, TX)	Fire Sprinkler Repairs	80,000.00
7	1st FP McAllen, LLC (San Antonio, TX)	Clean Agent Fire Suppression System Inspections	17,440.00
8	EI Fire & Safety, Inc. (Mission, TX)	Fire Extinguishers Inspection Rates	17,500.00
9	EI Fire & Safety, Inc. (Mission, TX)	Hydro Test Rates	15,000.00
10	EI Fire & Safety, Inc. (Mission, TX)	Recharge Rates	15,000.00
Total Amount:			\$274,845.00

Purpose and Justification – Facilities Operations and Maintenance requests to renew the fire suppression systems service and repairs for all campuses district-wide. The buildings’ fire suppression systems, such as fire alarms, fire sprinklers, kitchen hoods, and portable fire extinguishers, are inspected and repaired annually.

Background – The Board awarded the contracts as follows:

Term: October 18, 2022 – one year with two (2) one-year annual renewals			
Award	Board Meeting	Original Term	Renewal Term
Original	10/18/22	11/29/22 – 11/28/23	
First Renewal	09/26/23		11/29/23 – 11/28/24
Final Renewal	09/24/24		11/29/24 – 11/28/25

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

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

6) In-Store Purchase of Materials and Supplies (Renewal)

Renew the in-store purchase of materials and supplies contracts for the period beginning November 27, 2024 through November 26, 2025, at an estimated total amount of \$120,000.00, based on prior year expenditures.

The awarded vendors and amounts are as follows:

Vendor (City, State)	Amount
Hobby Lobby Stores (McAllen, TX)	30,000.00

Vendor (City, State)	Amount
Walmart (Mission, TX)	90,000.00
Total Amount:	\$120,000.00

Purpose and Justification—Various college departments and instructional programs request the in-store purchases of materials, supplies, and miscellaneous items to be used for the Culinary Arts Program, Science Programs’ (Biology and Chemistry) instructional labs, meetings, and events such as student activities, professional development events, and South Texas College-sponsored or hosted events attended by students, faculty, staff, and the community.

Background – The Board awarded the contracts as follows:

Term: October 18, 2022 – one year with two (2) one-year annual renewals			
Award	Board Meeting	Original Term	Renewal Term
Original	10/18/22	11/27/22 – 11/26/23	
First Renewal	09/26/23		11/27/23 – 11/26/24
Final Renewal	09/24/24		11/27/24 – 11/26/25

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

Funds for this expenditure are budgeted in the various requesting departments’ budgets for FY 2024 – 2025 and FY 2025 – 2026, pending Board approval of the budget.

7) Staff Uniforms and Service Agreement (Purchase/Rental)

Purchase staff uniforms and service agreement from **Unifirst Holdings, Inc.** (McAllen, TX), a Texas Association of School Boards - Buyboard approved vendor, for the period beginning September 1, 2024, through August 31, 2027, at an estimated annual amount of \$40,000.00 and an estimated total amount of \$120,000.00.

Purpose and Justification—Facilities Operations and Maintenance and Custodial Department are requesting to purchase a services agreement to provide staff uniforms, which includes rental, pickup, delivery, and cleaning services. One hundred fifty (150) Facilities Maintenance and Custodial Department staff will wear uniforms daily for identification through the College District. The service will include weekly pickup of uniforms, delivery of clean uniforms, and repairs as needed.

Funds for this expenditure are budgeted in the Facilities Maintenance and Custodial budgets for FY 2024 – 2025, FY 2025 – 2026, and FY 2026 - 2027, pending Board approval of the budgets.

8) Vehicle Maintenance and Repair Services – II (Renewal)

Renew the vehicle maintenance and repair services – II contracts for the period beginning December 1, 2024 through November 30, 2025, at an estimated total amount of \$55,000.00, which is based on prior year expenditures.

The awarded vendors are as follows:

Vendor (City, State)	Vendor (City, State)
Quick Quack Car Wash Holdings, LLC (Rocklin, CA)	McAllen Quick Lube, Inc. /dba RGV Tire Pros /dba Valvoline Express Care (McAllen, TX)

Purpose and Justification—The Department of Public Safety, Central Receiving, Mail Services, Educational Technologies, Information Technology, and Facilities Operations and Maintenance request maintenance and repair services for the college-owned vehicles.

The maintenance and repair services will include vehicle preventative maintenance, general repair work, air conditioning system repairs, towing services, state inspections, roadside assistance, routine oil changes, and vehicle washes. These services will keep South Texas College vehicles in safe working conditions for the staff and faculty to drive throughout the district and extend the longevity of the vehicles.

Background – The Board awarded the contracts as follows:

Term: November 28, 2023 – one year with two (2) one-year annual renewals			
Award	Board Meeting	Original Term	Renewal Term
Original	11/28/23	12/01/23 – 11/30/24	
First Renewal	09/24/24		12/01/24 – 11/30/25

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

3. Purchases and Renewals (Technology Items)

9) Dual Enrollment Software License Agreement (Annual Renewal)

Renew the dual enrollment software license agreement with **CourseMaven, Inc./ dba DualEnroll.com**, (Leesburg, VA), a sole source vendor, for the period beginning December 1, 2024 through November 30, 2025, at an estimated total amount of \$67,330.00.

Purpose and Justification – The Dual Credit Program requests to renew the dual enrollment software license agreement for enrollment, registration, and program management. The software provides a seamless process for dual-credit students to apply and register for courses, reducing delays and ensuring successful course enrollment.

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

10) Microsoft Campus License Agreement (Annual Renewal)

Renew the Microsoft campus license agreement with **SHI Government Solutions, Inc.** (Somerset, NJ), a State of Texas Department of Information Resources (DIR) approved vendor, for the period beginning November 1, 2024 through October 31, 2025, at an estimated total amount of \$299,973.86.

Purpose and Justification - Information Technology requests a non-perpetual license from Microsoft software, including a one-year price assurance. These non-perpetual licenses include upgrades for currently used software products and ensure all College-owned computers have installed copyright-compliant software. Faculty, staff, and students use these software licenses for instructional and operational purposes.

The Microsoft Campus License agreement includes the following software:

- one hundred (100) Microsoft Windows Server Datacenter Edition Licenses & software assurance,
- fifteen (15) Microsoft Visual Studio Professional with MSDN licenses,
- eight hundred (800) Microsoft Windows Virtual Desktop Access,
- two thousand nine hundred (2,900) Microsoft Office 365 Defender,
- six (6) Microsoft Project Online Premium,
- four hundred (400) Windows Server Standard Licenses & software assurance,
- one hundred (100) Microsoft Windows Remote Desktop Services License and Software assurance,
- forty-two (42) Power BI Pro Subscription license,
- forty-five(45) Power BI Premium USL Edu Subscription,
- two thousand nine hundred (2,900) M365 A5 IP & Govern Edu Subscription,
- two thousand nine hundred (2,900) Microsoft Enterprise Client Access License (CAL) Suite, CAL for Office 365 A3 for faculty and staff, and Office 365 A3 for students,
- fourteen (14) Power Apps Plan Edu Subscription
- ten (10) Microsoft 365 Copilot licenses.

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

11) Media Monitoring Software Agreement (Annual Renewal)

Renew the media monitoring software agreement with **Meltwater News US, Inc.** (Redwood City, CA), a sole source vendor, for the period beginning October 2, 2024 through October 1, 2028, at an estimated annual amount of \$27,695.00 and an estimated total amount of \$110,780.00.

Purpose and Justification – The Communication and Creative Services department requests the renewal of our media monitoring software, Meltwater. Meltwater provides the communication team with the resources to monitor South Texas College mentions in the media and social media, calculate our Advertising Value Equivalency (AVE), create weekly newsletters with media mentions (print/broadcast/social) for the President's Office, Vice Presidents, Deans and Board of Trustees, and review and report

on metrics and advanced analytics to measure the success of the department's internal and external communication efforts.

Funds for this expenditure are budgeted in the Communication and Creative Services budget for FY 2024 - 2025, FY 2025 - 2026, FY 2026 - 2027, and FY 2027 - 2028, pending Board approval of the budgets.

4. Interlocal Agreements

12) Facility Lease Agreement (Lease/Rental)

Ratification of a facility lease agreement with the **City of McAllen – Quinta Mazatlan** (McAllen, TX) through an interlocal agreement for September 19, 2024, at a total amount of \$315.00.

Purpose and Justification – The Teaching and Learning Center requests a rental facility lease agreement with the City of McAllen to lease their Quinta Mazatlan facility. The lease will provide the Teaching and Learning Center with a venue for the Distinguished Leadership Academy (DLA) Kickoff Session.

Funds for this expenditure are budgeted in the Teaching and Learning Center budget for FY 2024 – 2025.

13) Professional Development Services (Purchase)

Ratification to purchase professional development services through an interlocal agreement with **Austin Community College / DigiTex** (Austin, TX) from September 1, 2024, through August 31, 2025, at an estimated amount of \$20,000.00.

Purpose and Justification—The Digital Learning Department requests the renewal of the interlocal agreement with Austin Community College (ACC) to support two major initiatives. The first initiative is to provide Quality Matters Training to faculty. This training supports the College in its reaccreditation by meeting accreditor standards for quality online education. Secondly, this agreement allows for the submittal of courses for external Quality Matters certification at a reduced rate.

The collaboration between ACC and South Texas College enhances the services provided to both students and faculty while providing a reduced cost for certifications and training.

Funds for this expenditure are budgeted in the Digital Learning for FY 2024 – 2025.

Recommendation:

The Committee recommended Board approval of the purchases, renewals, and interlocal agreements at a total cost of \$1,397,827.86, as listed below:

Purchases and Renewals (Instructional Item)

- 1) Graduation Facility Lease Agreement (Lease/Purchase):** lease/purchase of a graduation facility lease agreement with **Viper Arena, LLC / dba Bert Ogden Arena** (Edinburg, TX), a sole source vendor, for the period beginning at 8:00 a.m. Friday, December 6, 2024, through midnight Saturday, December 7, 2024, at an estimated total amount of \$40,000.00;

Purchases and Renewals (Non-Instructional Items)

- 2) **Catering Services (Renewal):** renew the catering services contracts for the period beginning November 28, 2024 through November 27, 2025, at an estimated total amount of \$90,000.00, which is based on prior year expenditures. The awarded vendors are as follows:

Vendor (City, State)	Vendor (City, State)
All Affairs and Occasions (Elsa, TX)	Coastal Deli, Inc. /dba Jason's Deli (Corpus Christi, TX)
Mt. Olive, Inc. /dba Subway #60762 (Pharr, TX)	Pappa's Pizza, Inc. (Alton, TX)
Pizza Properties, Inc. /dba Peter Piper Pizza (El Paso, TX)	Pineapple Ninjaz, LLC (Peñitas, TX)
Rise & Shine Café (McAllen, TX)	Riverwinds, Inc. /dba Subway (Rio Grande City, TX)
Zaycor Management Company (Brownsville, TX)	

- 3) **Chiller Maintenance Agreement and Repair Services (Annual Renewal):** renew the chiller maintenance agreement and repair services with **Texas Chiller Systems, LLC** (Corpus Christi, TX/Weslaco, TX), The Interlocal Purchasing System (TIPS) purchasing-cooperative approved vendor, for the period beginning November 21, 2024 through November 20, 2025, at an estimated total annual amount of \$149,584.00. The service fees are as listed:

Service Fees	Amount
Scheduled Services (Maintenance and Inspections)	59,584.00
Repair Services (Emergency Service Calls)	90,000.00
Total Amount:	\$149,584.00

- 4) **Equipment Rental Services (Renewal):** renew the equipment rental services contracts for the period beginning December 1, 2024 through November 30, 2025, at an estimated total amount of \$50,000.00, which is based on prior year expenditures. The awarded vendors are as follows:

Vendor (City, State)	Vendor (City, State)
Backstage Productions, LLC (McAllen, TX)	Hawk Disposal Services, LLC (McAllen, TX)
Party With Us RGV, LLC (Pharr, TX)	Satori Exhibits, LLC (Pharr, TX)
Texas First Rentals, LLC (San Antonio, TX)	

- 5) **Fire Suppression Systems Service (Renewal):** renew the fire suppression systems service contracts for the period beginning November 29, 2024 through November 28, 2025, at an estimated total amount of \$274,845.00, based on prior year expenditures. The awarded vendors, services, and amounts are as follows:

#	Vendor (City, State)	Service	Amount
1	Strongline Security & Fire (San Juan, TX)	Fire Alarm Panels	20,650.00
2	Strongline Security & Fire (San Juan, TX)	Fire Alarm Repairs	70,000.00

#	Vendor (City, State)	Service	Amount
3	1st FP McAllen, LLC (San Antonio, TX)	Kitchen Hoods	8,280.00
4	1st FP McAllen, LLC (San Antonio, TX)	Kitchen Hoods Repairs	10,000.00
5	1st FP McAllen, LLC (San Antonio, TX)	Fire Sprinkler Inspections	20,975.00
6	1st FP McAllen, LLC (San Antonio, TX)	Fire Sprinkler Repairs	80,000.00
7	1st FP McAllen, LLC (San Antonio, TX)	Clean Agent Fire Suppression System Inspections	17,440.00
8	EI Fire & Safety, Inc. (Mission, TX)	Fire Extinguishers Inspection Rates	17,500.00
9	EI Fire & Safety, Inc. (Mission, TX)	Hydro Test Rates	15,000.00
10	EI Fire & Safety, Inc. (Mission, TX)	Recharge Rates	15,000.00
Total Amount:			\$274,845.00

- 6) **In-Store Purchase of Materials and Supplies (Renewal):** renew the in-store purchase of materials and supplies contracts for the period beginning November 27, 2024 through November 26, 2025, at an estimated total amount of \$120,000.00, based on prior year expenditures. The awarded vendors and amounts are as follows:

Vendor (City, State)	Amount
Hobby Lobby Stores (McAllen, TX)	30,000.00
Walmart (Mission, TX)	90,000.00
Total Amount:	\$120,000.00

- 7) **Staff Uniforms and Service Agreement (Purchase/Rental):** purchase staff uniforms and service agreement from **Unifirst Holdings, Inc.** (McAllen, TX), a Texas Association of School Boards - Buyboard approved vendor, for the period beginning September 1, 2024 through August 31, 2027, at an estimated annual amount of \$40,000.00 and an estimated total amount of \$120,000.00;
- 8) **Vehicle Maintenance and Repair Services – II (Renewal):** renew the vehicle maintenance and repair services – II contracts for the period beginning December 1, 2024 through November 30, 2025, at an estimated total amount of \$55,000.00, which is based on prior year expenditures. The awarded vendors are as follows:

Vendor (City, State)	Vendor (City, State)
Quick Quack Car Wash Holdings, LLC (Rocklin, CA)	McAllen Quick Lube, Inc. /dba RGV Tire Pros /dba Valvoline Express Care (McAllen, TX)

Purchases and Renewals (Technology Items)

- 9) **Dual Enrollment Software License Agreement (Annual Renewal):** renew the dual enrollment software license agreement with **CourseMaven, Inc./ dba DualEnroll.com**, (Leesburg, VA), a sole source vendor, for the period beginning December 1, 2024 through November 30, 2025, at an estimated total amount of \$67,330.00;
- 10) **Microsoft Campus License Agreement (Annual Renewal):** renew the Microsoft campus license agreement with **SHI Government Solutions, Inc.** (Somerset,

NJ), a State of Texas Department of Information Resources (DIR) approved vendor, for the period beginning November 1, 2024 through October 31, 2025, at an estimated total amount of \$299,973.86;

- 11)Media Monitoring Software Agreement (Annual Renewal):** renew the media monitoring software agreement with **Meltwater News US, Inc.** (Redwood City, CA), a sole source vendor, for the period beginning October 2, 2024 through October 1, 2028, at an estimated annual amount of \$27,695.00 and an estimated total amount of \$110,780.00;

Interlocal Agreements

- 12)Facility Lease Agreement (Lease/Rental):** ratification of a facility lease agreement with the **City of McAllen – Quinta Mazatlan** (McAllen, TX) through an interlocal agreement for September 19, 2024, at a total amount of \$315.00;

- 13)Professional Development Services (Purchase):** ratification to purchase professional development services through an interlocal agreement with **Austin Community College / DigiTex** (Austin, TX) from September 1, 2024, through August 31, 2025, at an estimated amount of \$20,000.00.

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

The Board of Trustees of South Texas College approves and authorizes the purchases, renewals, and an interlocal agreements at a total cost of \$1,397,827.86 as presented.

Approval Recommended:

Dr. Ricardo J. Solis
President

Consent Agenda:

b. Approval of Resolution #2025-002 for Use of Unrestricted Fund Balance for Student Tuition Scholarships

Purpose and Justification – Administration requests Board approval on Resolution #2025-002 for the use of Unrestricted Fund Balance for student tuition scholarships to support two (2) critical key initiatives at a grand total of \$306,500 for FY 2024 - 2025.

The three (3) critical key initiatives for FY 2024 - 2025 and FY 2025 - 2026 are as follows:

1. South Texas College Valley Promise Scholarship - \$406,500 (FY 25 - \$156,500, and FY 26 - \$250,000)
2. South Texas College Adult Promise Scholarship - \$265,957 (FY 26 - \$265,957)
3. South Texas College Relgnite Scholarship - \$150,000 (FY 25 - \$150,000)

The total proposed allocation is \$822,457, \$306,500 for FY 2025, and \$515,957 for FY 2026.

Background - In a written legal opinion from O’Hanlon, Demerath & Castillo, South Texas College, through its Board of Trustees, may institute a program which utilizes local revenues (including tuition, fees, and property tax revenue) for student scholarship awards. This should be done in conjunction with the adoption of a resolution which recites the public purpose to be achieved. A scholarship program using public funds, to be compliant with the Texas Constitution, must (1) ensure the expenditure is to accomplish a public purpose of the College, not to solely benefit private parties; (2) retain sufficient control over the public funds to ensure the public purpose is accomplished; and (3) ensures the College receives a return benefit.

The three (3) critical key initiatives are needed as follows:

1. South Texas College Valley Promise Initiative -

South Texas College requests \$156,500 in matching funds for Rio South Texas Education Foundation’s (RSTEF) contribution to the STC Foundation of the \$250,000 grant award for the FY 2024 - 2025. Initially, the application to RSTEF indicated that the matching funds would come from Economic Mobility Systems (EMS); however, EMS has since clarified that their funds cannot be utilized for student scholarships.

South Texas College is requesting \$250,000 for FY 2025 - 2026 to continue providing student school and leverage grant funding opportunities from our philanthropic partners.

To ensure the success of the South Texas College Valley Promise initiative, it is recommended that we allocate a minimum of \$406,500 from institutional funds to meet the matching requirements and support the initiative's objectives.

2. South Texas College Adult Promise Initiative –

The South Texas College Adult Promise initiative focuses on providing scholarships to returning students (stop-outs) to encourage them to complete their education. The FY 2025 - 2026 proposal submitted to RSTEF includes a

commitment from STC to match their \$165,957 contribution toward these scholarships.

It is recommended that institutional funds be allocated to match RSTEF's contribution, with an allocation of \$165,957 and an additional \$100,000 for a total of \$265,957 to support the South Texas College Adult Promise initiative and assist returning students in completing their degrees.

3. South Texas College Relignite Scholarship –

For returning students who are wanting to register to continue their higher education and are facing a significant barrier to their re-enrollment due to prior debt.

It is recommended that institutional funds in the amount of \$150,000 for FY 2024 - 2025 to support returning students in overcoming this type of financial barrier.

The total proposed allocation is \$822,457, \$306,500 for FY 2025, and \$515,957 for FY 2026, from the Unrestricted Fund Balance is necessary to support these critical initiatives. These funds will ensure that South Texas College continues to provide opportunities for our students, particularly those returning to complete their education, and uphold our commitment to educational excellence and student success.

Approval of this request will enable us to meet matching fund requirements, offer scholarships, and provide financial relief to students, aligning with our strategic goals and mission.

To ensure that the proposed scholarship program using public funds adheres to the Texas Constitution, South Texas College (STC) has structured the program in a manner that fulfills the three critical requirements: accomplishing a public purpose of the College, retaining sufficient control over the public funds, and ensuring the College receives a return benefit.

1. Accomplishing a Public Purpose:

The primary objective of this scholarship program is to directly support student success and reengagement, which aligns with South Texas College's mission to provide accessible, affordable, and high-quality education. The funds will be allocated exclusively to provide financial support to students, thereby assisting them in completing their educational goals. This expenditure is fundamentally aimed at advancing the public purpose of the College by enhancing educational attainment and contributing to the development of a skilled workforce. The benefits derived from this program are not for the sole advantage of private parties but are intended to serve the broader public interest by increasing the number of graduates and reducing barriers to education.

2. Retention of Sufficient Control Over Public Funds:

To ensure the public purpose is accomplished, the South Texas College Foundation Board, alongside dedicated Foundation staff, will provide rigorous oversight of the scholarship funds. The Foundation has a full-time accountant who will collaborate directly with the College's Finance staff to maintain stringent accounting standards and compliance with all procedural requirements. This

oversight mechanism ensures that the allocation and use of public funds are carefully monitored and managed, thereby safeguarding the integrity and intended purpose of the scholarship program. By retaining control over these funds, STC can guarantee that they are utilized effectively to achieve the desired public outcomes.

3. Ensuring the College Receives a Return Benefit:

The scholarship program is designed to generate significant return benefits for South Texas College. By facilitating student success and reengagement, the program is expected to increase student retention and graduation rates. This, in turn, enhances the College's reputation and standing within the community and beyond. Moreover, by investing in student success, the College is contributing to the creation of a well-educated and capable workforce, which aligns with its broader educational mission and public service goals. The program also fosters stronger community ties and reinforces STC's role as a pivotal institution in the region, thereby yielding long-term benefits that extend beyond the immediate financial investment.

Reviewers – These allocations have been reviewed by the President, the Vice President for Institutional Advancement & External Affairs, the Vice President for Student Affairs and Enrollment Management, the Vice President for Finance and Administrative Services, and Mr. Mark Goulet, from O'Hanlon, Demerath & Castillo Law Firm.

Enclosed Documents – The Resolution and the letter from legal counsel follow in the packet for the Board's information and review.

Dr. Ricardo J. Solis, President, Dr. Rodney Rodriguez, Vice President for Institutional Advancement & External Affairs, Matt Hebbard, Vice President for Student Affairs and Enrollment Management, and Mary Del Paz, Vice President for Finance and Administrative Services, will be present at the Board meeting to address any questions.

The Committee recommended Board approval on Resolution #2025-002 for the use of Unrestricted Fund Balance for student tuition scholarships to support three (3) critical key initiatives at a grand total of \$306,500 for FY 2024 - 2025, as presented.

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

The Board of Trustees of South Texas College approves and authorizes Resolution #2025-002 for Use of Unrestricted Fund Balance for Student Tuition Scholarships.

Approval Recommended:

Dr. Ricardo J. Solis
President

O'HANLON, DEMERATH & CASTILLO

ATTORNEYS AND COUNSELORS AT LAW

808 WEST AVENUE
AUSTIN, TEXAS 78701
PHONE: (512) 494-9949
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MARK C GOULET

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Rio Grande Valley Office
426 W. Caffery Ave.
Pharr, Texas 78577

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117 W. Craig Place
San Antonio, Texas 78212

Fort Worth Office
209 W. 8th St.
Fort Worth, Texas 76102

August 2, 2024

Confidential – Attorney-Client Communication

Via Email

Dr. Ricardo J. Solis
President
South Texas College
3201 W. Pecan Blvd.
McAllen, TX 78501

Re: Using Local Non-Appropriations Revenues for Student Tuition Scholarship Awards

Dear Dr. Solis:

This letter is in response to your request for an opinion regarding South Texas College's ability to utilize local revenues (including tuition, fees, and property tax revenue) for student scholarship awards.

We have reviewed relevant legal authority, including the Texas Education Code, Title 19 of the Texas Administrative Code, and relevant opinions of Texas courts and the Texas Attorney General. We find that, subject to the limitations and controls stated herein, South Texas College may utilize local revenues and other funds not appropriated under Texas Education Code §130.003 to fund student tuition scholarship awards.

Authority of College Governing Boards under Texas Education Code, Chapter 130

Pursuant to under Texas Education Code §130.002, "[a]ll authority not vested by this chapter or by other laws of the state in the coordinating board or in the Central Education Agency is reserved and retained locally in each of the respective public junior college districts or

in the governing boards of such junior colleges as provided in the laws applicable.” This provision of the law grants STC’s Board of Trustees broad discretion to govern and operate STC, and affirms that the Board’s legal authority extends to those areas not reserved to the Coordinating Board or the Texas Education Agency. Texas Education Code §130.003(a) requires that the Texas Legislature appropriate funds in each regular session “. . . an amount sufficient to supplement local funds for the proper support, maintenance, operation, and improvement of those public junior colleges of Texas that meet the standards prescribed by this chapter.” These funds are restricted as to their use. Funds appropriated under §130.003(a) must be used for salaries, instructional supplies and materials and certain audits. Texas Education Code §130.003(c).

Other funds, including funds collected for tuition and fees, property tax revenues and endowment funds held, can be used for purposes not restricted by Texas Education Code §130.003(a). Of course, all funds expended must be for a public purpose and be aligned with the mission and purpose of community colleges in Texas. It is clear that the Texas Legislature has contemplated tuition assistance and student access to be a proper use of public funds. Tuition waivers and reductions are authorized by several sections of the Education Code, including Code §§130.0033, .008, .0081, .0085, and .00851. Sections 54.010, .0025, and .0035 set out additional statutory reductions, exemptions, and waivers of fees and tuition.

Mission and Purpose

The Texas Legislature has articulated the role and mission of public community colleges as: “. . . offering vocational, technical, and academic courses for certification or associate degrees. Continuing education, remedial and compensatory education consistent with open-admission policies, and programs of counseling and guidance shall be provided. Each institution shall insist on excellence in all academic areas--instruction, research, and public service. Faculty research, using the facilities provided for and consistent with the primary function of each institution, is encouraged.” Texas Education Code § 130.0011. Further, through Texas Education Code § 130.003 (e), the Legislature has stated that the “primary purpose of each public junior college shall be to provide:

- (1) technical programs up to two years in length leading to associate degrees or certificates;
- (2) vocational programs leading directly to employment in semi-skilled and skilled occupations;
- (3) courses in the core curriculum or a field of study curriculum, as those terms are defined by Section 61.821;
- (4) continuing adult education programs for occupational or cultural upgrading;
- (5) compensatory education programs designed to fulfill the commitment of an admissions policy allowing the enrollment of disadvantaged students;

(6) a continuing program of counseling and guidance designed to assist students in achieving their individual educational goals;

(7) work force development programs designed to meet local and statewide needs;

(8) adult literacy and other basic skills programs for adults; and

(9) such other purposes as may be prescribed by the coordinating board or local governing boards in the best interest of post-secondary education in this state.

Public Purpose Required for Expenditure of Public Funds

Article III, § 52(a) of the Texas Constitution prohibits the expenditure of public funds for private purposes. An expenditure that has a clear public purpose is not a prohibited “gift of public funds.” *See Tex. Mun. League Intergov’tl Risk Pool v. Tex. Workers’ Comp. Comm.*, 74 S.W.3d 377, 383 (Tex. 2002). The Texas Supreme Court provides a three-part test to determine whether an expenditure of public funds accomplishes a public purpose as contemplated by article III, section 52(a), *Id.* at 384. A public expenditure for a scholarship program does not violate article III, § 52(a) provided that the College or other public funding entity: (1) ensures the expenditure is to accomplish a public purpose of the College, not to benefit private parties; (2) retains sufficient control over the public funds to ensure the public purpose is accomplished; and (3) ensures the College receives a return benefit. *See id.*; *see also* Tex. Att’y Gen. Op. No. GA-0076 (2003) at 6-7; Att’y Gen. Op. No. KP-0204 (2018).

The purpose of this provision is to prevent the gratuitous grant of public funds for private purposes. *See Edgewood Indep. Sch. Dist. v. Meno*, 917 S.W.2d 717, 740 (Tex. 1995). The Texas Supreme Court recognizes an expenditure of public funds for a public purpose that provides a clear public benefit in return is not an unconstitutional grant of public funds. Furthermore, an expenditure to directly accomplish a legitimate public purpose is constitutional even though it incidentally benefits a private interest. *See Barrington v. Cokinos*, 338 S.W.2d 133, 140 (Tex. 1960). The College's Board of Trustees must decide in the first instance, and subject to judicial review, whether the expenditure for the scholarship satisfies the three-part Texas Municipal League test. Tex. Att’y Gen. Op. Nos. KP-0099 (2016) at 4, GA-0850 (2011) at 3-4, JM-1265 (1990) at 4;. Regarding the first prong concerning a public purpose, the public purpose to be served is not the general good of the public, but a specific purpose of the District. *See* Tex. Att’y Gen. Op. No. GA-0743 (2009) at 2 (“The public purpose served by the expenditure must be an authorized public purpose of the political subdivision.”).

A scholarship program can serve to encourage and motivate students to attain high academic achievement, provide educational access to a wider range of the population, as well as improve career readiness, school attendance, and encouragement and motivation of students in

August 2, 2024

Page 4

academic achievement. Further, a scholarship program can further STC's adopted Vision of "serving as a catalyst to drive regional prosperity, economic development, and the social mobility of those we serve." Scholarship programs, tuition waivers and loan discharge programs have been reviewed and approved as an appropriate use of public education funds in numerous reviews by the Texas Attorney General. See Tex. Att'y Gen. Op. No. JC-244 (2000); Tex. Att'y Gen. Op. No. JC-138 (1999); Tex. Att'y Gen. Op. No. GA-743 (2009); Tex. Att'y Gen. Op. No. JM-1265 (1990); Tex. Att'y Gen. LO-93-093 (1993). The Board may find, as other colleges have, that its mission is furthered by such a program, and that alignment with the Core Values of South Teas College - Student Success, Excellence, Opportunity, Community, and Integrity can be furthered by assisting students through a tuition scholarship program.

Conclusion

South Texas College, through its Board of Trustees, may institute a program which utilizes local revenues (including tuition, fees, and property tax revenue) for student scholarship awards. This should be done in conjunction with the adoption of a resolution which recites the public purpose to be achieved. A scholarship program using public funds, to be compliant with the Teas Constitution, must (1) ensure the expenditure is to accomplish a public purpose of the College, not to solely benefit private parties; (2) retain sufficient control over the public funds to ensure the public purpose is accomplished; and (3) ensures the College receives a return benefit. We are able to assist further

Best regards,



Mark C. Goulet

Enclosures

cc: client

**BOARD OF TRUSTEES FOR SOUTH TEXAS COLLEGE
RESOLUTION #2025-002 REGARDING USE OF FUNDS
FOR STUDENT TUITION SCHOLARSHIPS**

THE STATE OF TEXAS)
)
COUNTY OF HIDALGO)

On this the ____ day of September 2024, the Board of Trustees of South Texas College convened at a lawfully called and posted meeting, and with sufficient members present to constitute a quorum, and the Board of Trustees resolved as follows:

WHEREAS, the Board of Trustees of South Texas College recognizes the critical importance of providing accessible and affordable higher education to its students; and

WHEREAS, the Board of Trustees understands that financial challenges can hinder students' ability to pursue and achieve their academic goals; and;

WHEREAS, student tuition scholarships can play a vital role in supporting students' educational endeavors and enabling them to achieve their full potential; and

WHEREAS, the Board of Trustees of the South Texas College is committed to responsible and transparent management of district funds and is dedicated to ensuring that all expenditures ensure a public purpose; and

WHEREAS, the Board of Trustees of South Texas College desires to authorize the expenditure of funds from the unrestricted fund balance to support its educational mission; and

WHEREAS, the Board of Trustees desires to ensure that funds allocated for student scholarships are used for a clearly defined public purpose.

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of South Texas College hereby authorizes and approves the following:

1. The Board finds that an expenditure by South Texas College in funding the Valley Promise Scholarship initiative, the Adult Promise Scholarship initiative, and the ReIgnite Scholarship initiative is calculated to accomplish a public purpose, to wit:
 - a. Increasing access to higher education for qualified students;
 - b. Promoting student success, retention and reengagement;

- c. Cultivating a skilled workforce within the community;
 - d. Maximizing access to matching scholarship funds;
 - e. Encouraging economic development and growth;
 - f. Contributing to the overall well-being of the community.
2. The Board of Trustees directs that clear and transparent eligibility criteria for student scholarships be established, ensuring that funds are awarded to students who demonstrate financial need, academic merit, and a commitment to their educational pursuits.
3. The Board of Trustees authorizes staff to implement procedures for the timely and efficient disbursement of scholarship funds, ensuring that they are used directly to support students' tuition expenses.
4. The Board of Trustees shall require regular reporting on the use of scholarship funds, including the number of recipients, the amount of awards, and the impact of scholarships on student success.
5. The Board of Trustees declares that the primary objective of these scholarship initiatives are to directly support student success and reengagement, which aligns with South Texas College's mission to provide accessible, affordable, and high-quality education. The Board further declares that the Valley Promise Scholarship initiative, the Adult Promise Scholarship initiative, and the ReIgnite Scholarship initiative serve the broader public interest by increasing the number of graduates and reducing barriers to education.
6. The Board of Trustees of South Texas College directs that the South Texas College Foundation Board, alongside dedicated Foundation staff, conduct rigorous oversight of the scholarship funds. The Foundation shall employ a full-time accountant who will collaborate directly with the College's Finance staff to maintain accounting standards and compliance with all procedural requirements.
7. The scholarship initiatives are designed to generate significant return benefits for South Texas College. By facilitating student success and reengagement, the program is expected to increase student retention and graduation rates. By enhancing educational attainment and contributing to the development of a skilled workforce, the broader community and state will benefit. This will further enhance the College's reputation and standing within the community and beyond. The initiatives are also calculated to foster stronger community ties and reinforce STC's role as a pivotal institution in the region, thereby yielding long-term benefits that extend beyond the immediate financial investment.
8. The Board finds that the College shall retain sufficient control over the public funds to be expended for this purpose to ensure the public purposes are accomplished and further finds adequate controls are in place to ensure that South Texas College receives benefit related to this expenditure.
9. The Board hereby authorizes the funding of the Valley Promise Scholarship, the Adult Promise Scholarship, ReIgnite Scholarship initiatives for 2024-2025 as presented.
10. This resolution shall take effect immediately upon its adoption and shall remain in effect until modified, amended or rescinded by the Board of Trustees.

Members of the Board voted, PASSED, APPROVED AND ADOPTED this the _____ day of September 2024.

South Texas College

By: _____
Dr. Alejo Salinas, Jr.
Chair
Board of Trustees

ATTEST:

By: _____
Danny Guzman
Secretary
Board of Trustees

Consent Agenda:

c. Approval of the Proposed Budget Amendment for FY 2024 - 2025

Purpose and Justification - Administration requests Board approval of the proposed budget amendment for FY 2024 – 2025.

Background - The budget amendment is proposed to allocate the use of the Unrestricted Fund Balance as requested by Administration previously in the Board packet.

1. Unrestricted Fund Carryover Allocations – To create the Valley Promise Scholarship Carryover Allocation in the amount of \$156,500 and the Relgnite Scholarship Carryover Allocation in the amount of \$150,000 for student tuition scholarships.
2. Unrestricted Fund Student Tuition Scholarship Expenditures – To create Unrestricted Fund expenditure account line item for student tuition scholarships.

As noted in the board agenda item previously discussed, a written legal opinion from O’Hanlon, Demerath & Castillo dated August 2, 2024, permits South Texas College, through its Board of Trustees, to establish a program that uses local revenues such as tuition, fees, and property tax income, to fund student scholarships. This initiative should be accompanied by adopting a resolution outlining the public purpose it aims to serve. A scholarship program using public funds, to be compliant with the Texas Constitution, must (1) ensure the expenditure is to accomplish a public purpose of the College, not to solely benefit private parties; (2) retain sufficient control over the public funds to ensure the public purpose is accomplished; and (3) ensures the College receives a return benefit.

As a result of the proposed budget amendment, the total budgeted revenues and expenditures for the Unrestricted Fund for fiscal year 2024 – 2025 will increase by \$306,500 as follows:

**Fiscal Year 2024 - 2025
 Budgeted Revenues and Expenditures**

Fund	Exh.	Original Budget	Proposed Amendment	Amended Budget
Unrestricted Fund	A	\$235,901,042	\$306,500	\$236,207,542

The budget amendment details and presentation follow in the packet for the Committee’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 \$306,500 as follows:

**Fiscal Year 2024 - 2025
 Unrestricted Fund Revenue Increase/(Decrease)**

Revenue Source	Original Budget	Proposed Amendment	Amended Budget
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**Fiscal Year 2024 - 2025
 Unrestricted Fund Revenue Increase/(Decrease)**

Total Carryover Allocations	\$18,112,170	\$306,500	\$18,418,670
Total Unrestricted Fund Revenue Increase	\$18,112,170	\$306,500	\$18,418,670

2. Budget Amendment – Increase Unrestricted Fund Expenditures

A budget amendment is proposed to increase the Unrestricted Fund Expenditures by \$306,500.

1. The Scholarship Expenditures are proposed to increase \$306,500 due to the creation of the Valley Promise Scholarship for \$156,500 and the Relgnite Scholarship for \$150,000.

**Fiscal Year 2024 - 2025
 Unrestricted Fund Expenditures Increase**

Transfers & Reserves	Original Budget	Proposed Amendment	Amended Budget
Total Scholarships	\$-	\$306,500	\$306,500
Total Expenditures Increase	\$-	\$306,500	\$306,500

Enclosed Documents - The budget amendment details and presentation follow in the packet for the Committee’s information and review.

Mary Del Paz, Vice President for Finance and Administrative Services, will present the Proposed Budget Amendment for FY 2024 – 2025.

The Committee recommended Board approval of the proposed budget amendment for FY 2024 – 2025, as presented.

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

The Board of Trustees of South Texas College approves and authorizes the Proposed Budget Amendment for FY 2024 – 2025 as presented.

Approval Recommended:

**Dr. Ricardo J. Solis
 President**

South Texas College Unrestricted Fund

Fiscal Year Ending August 31, 2025
AMENDED

Revenue Summary

Revenue Source and Carryover Allocations	Original Budget	Budget Amendment	Amended Budget
Total State Appropriations	\$ 65,535,865	\$ -	\$ 65,535,865
Total Tuition	58,879,238	-	58,879,238
Total Fees	2,571,327	-	2,571,327
Total M&O Property Taxes	76,706,437	-	76,706,437
Total Other Revenues	14,096,005	-	14,096,005
Total Carryover Allocations	18,112,170	306,500	18,418,670
Total Revenues and Carryover Allocations	\$ 235,901,042	\$ 306,500	\$ 236,207,542

Expenditures Summary

Expenditures/Transfers & Reserves	Original Budget	Budget Amendment	Amended Budget
Total Salaries	\$ 132,343,838	\$ -	\$ 132,343,838
Total Benefits	32,269,715	-	32,269,715
Total Operating	41,555,810	-	41,555,810
Total Technology	10,310,744	-	10,310,744
Total Travel	2,714,306	-	2,714,306
Total Capital Outlay	3,531,629	-	3,531,629
Total Scholarships	-	306,500	306,500
Total Expenditures	\$ 222,726,042	\$ 306,500	\$ 223,032,542
Transfers & Reserves			
Transfer to Unexpended Plant Fund - Construction	10,000,000	-	10,000,000
Transfer to Renewals & Replacements Plant Fund	-	-	-
Transfer to Student Activities Fund	1,175,000	-	1,175,000
Contingency Fund	2,000,000	-	2,000,000
Fund Balance Reserve	-	-	-
Total Transfers & Reserves	13,175,000	-	13,175,000
Total Expenditures/Transfers & Reserves	\$ 235,901,042	\$ 306,500	\$ 236,207,542

Consent Agenda

d. Approval to Modify Approvals Required for Release of Disbursements

Purpose and Justification – Administration requests Board approval to modify approvals required for release of disbursements to expedite and streamline the process of issuing vendor payments.

Background –The procedures in place for approvals required for the release of disbursements are as per retired Policy 5610. The policy was retired on June 27, 2023.

In an effort to expedite disbursements to vendors and reduce manual processes, administration is proposing to modify the approvals required by dollar value ranges.

All disbursements are made for allowable items included in the annual budget, including salaries, benefits, operating, travel, capital, and construction costs. Purchases for \$50,000 and above are presented to the Board of Trustees for approval on a monthly basis. The procurement method of each purchase follows board-approved requirements, including verbal or written quotes, Request for Proposals, or Request for Qualifications, depending on the nature and amount of the expenditure.

Vendors are requesting timely payments for goods or services rendered that have already been approved by the Board through an approved procurement method but require additional approvals for the release of the disbursements. In addition, the implementation of Workday provides an opportunity to review and update internal processes.

The benefits associated with modification of the approvals required for the release of disbursement include, but are not limited to, the following:

- Reduce the time required for routing documents for signature and manual handling and routing of the checks.
- Enhance the disbursement payment process and reduce bottlenecks.
- Align the disbursement thresholds with the economic environment as the cost of goods and services has increased.
- Improve vendor relationships and customer service.

As an additional control, currently, disbursements over \$125,000 require the Vice President for Finance and Administrative Services and the President to initial on the check by their signature or to sign an authorization memo for direct deposit disbursement. The threshold for this process is proposed to authorize the Associate Vice President for Finance and Management and the Vice President for Finance and Administrative Services to initial/sign for disbursements of \$250,000 and above.

Reviewers – The approvals required for the release of disbursements have been reviewed by the Executive Cabinet and the Vice President for Finance and Administrative Services.

Enclosed Documents – An exhibit displaying the current and proposed approvals for the release of disbursement follows in the packet for the Board's information and review.

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

The Committee recommended Board approval to modify approvals required for release of disbursements as presented, and which supersedes any previously adopted approvals required for release of disbursements.

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 Modification of Approvals Required for Release of Disbursements as presented.

Approval Recommended:

**Dr. Ricardo J. Solis
President**

Approvals for Release of Disbursements (Checks, Electronic Direct Payments) Dollar Ranges

Approver	Dollar Range							
	Range A		Range B		Range C		Range D	
	Current	Proposed	Current	Proposed	Current	Proposed	Current	Proposed
Board						Notification 2		Notification 2
President						Notification 2		Notification 1
VPFAS						Notification 1		
AVP								
Comptroller								
AP								
Dollar Range	Less than \$25K		\$25K - \$124K		\$125K - \$249K		\$250K and above	

Disbursements (total count 12,992)	12,616	275	55	46
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Notification 1
Notification 2

Notification in form of a list of the checks will be provided on a weekly basis
Notification in form of a list of the checks will be provided on a montly basis

Legend

 Current

 Proposed

Consent Agenda:

e. Acceptance of the South Texas College Chief Executive Officer Reporting Requirements for Academic Year 2023 – 2024 of Sexual Harassment, Sexual Assault, Dating Violence, and Stalking Incidents Under Texas Education Code, Section 51.253(c)

Purpose and Justification – Administration requests Board acceptance of the South Texas College Chief Executive Officer Reporting Requirements for Academic Year 2023 - 2024 of Sexual Harassment, Sexual Assault, Dating Violence, and Stalking Incidents Under Texas Education Code, Section 51.253(c).

Under the Texas Education Code (TEC), Section 51.253(a), the institution's Title IX Coordinator is required to submit a written report no less than every three months to the Institution's Chief Executive Officer regarding reports **received from employees** who are required to report under the TEC, Section 51.252.

The Chief Executive Officer of every higher education institution must also submit a data report at least once during each fall or spring semester to the Board of Trustees and submit the report to the Texas Higher Education Coordinating Board and certify that it has been presented to the Board and posted on the College's website.

During academic year 2023 - 2024 (commencing September 1, 2023), the College has received reports concerning sexual harassment, sexual assault, dating violence, or stalking incidents from employees.

Background – TEC Section 51.252 requires **employees** of higher education institutions to report incidents of sexual harassment, sexual assault, dating violence, or stalking allegedly committed by or against a student or employee to a Title IX Coordinator or Deputy Title IX Coordinator. If an employee fails to report or falsely reports such incidents, SB212 subjects these employees to criminal liability (misdemeanor) and termination of employment.

Thus, these reports **only include incidents submitted by employees** and does not include incidents submitted by students or others. Therefore, this is not a summary of all sexual harassment or sexual misconduct cases received by the College. Any additional reports received by the Title IX Coordinator that do not meet the required reporting criteria in the TEC have been omitted for compliance purposes of this specific report.

The College President is now presenting the FY 2023 - 2024 Annual Report.

The Annual Report for the period of September 2023 through August 2024 includes incidents defined in the TEC, Section 51.251 as "sexual harassment," "sexual assault," "dating violence," or "stalking," which are also violations of the sexual misconduct provisions of South Texas College Policy #4216: Sex Discrimination, Sexual Harassment, Domestic Violence, Dating Violence, Stalking and Retaliation Prohibited.

For the purposes of complying with the reporting requirements under TEC Section 51.253(a), these reports have been modeled following guidance by the Texas Higher Education Coordinating Board.

Reviewers – The Vice President for Finance and Administrative Services and Title IX Coordinator have reviewed the information being presented.

Enclosed documents – The South Texas College’s CEO’s SB212 Annual Report for the period of September 2023 through August 2024 follows in the packet for the Board’s information and review.

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 any questions.

The Committee recommended Board acceptance of the South Texas College Chief Executive Officer Reporting Requirements for Academic Year 2023 - 2024 of Sexual Harassment, Sexual Assault, Dating Violence, and Stalking Incidents Under Texas Education Code, Section 51.253(c) 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 Acceptance of the South Texas College Chief Executive Officer Reporting Requirements for Academic Year 2023 - 2024 of Sexual Harassment, Sexual Assault, Dating Violence, and Stalking Incidents Under Texas Education Code, Section 51.253(c) as presented.

Approval Recommended:

**Dr. Ricardo J. Solis
President**



South Texas College
SB212 Annual Report, 2023-2024
(Commencing September 1, 2023 through August 31, 2024)

TO: South Texas College Board of Trustees
FROM: Dr. Ricardo Solis, Ph.D., South Texas College President
DATE: September 24, 2024
RE: President Reporting Requirements under Tex. Educ. Code § 51.253(c)

Under the Texas Education Code (TEC), Section 51.253(c), each institution’s President is required to submit a data report at least once during each fall or spring semester to the institution’s governing body and post on the institution’s internet website a report concerning the reports *received by employees* under the TEC, Section 51.252. This requires reporting of incidents constituting “sexual harassment,” “sexual assault,” “dating violence,” or “stalking” as defined in the TEC, Section 51.251, and any disciplinary actions taken under TEC, Section 51.255.

For the purposes of complying with the President’s reporting requirements under TEC, Section 51.253(c), the attached summary data report¹ (Appendix A) includes all of the required reporting information to the Board of Trustees for the 2023-2024 academic year, commencing September 1, 2023 and through August 31, 2024. The summary data in Appendix A is categorized based on the reporting requirements under TEC, Section 51.253(c). The reports received may be applicable in multiple reporting categories, and therefore, the summary data in the categories may not add up to the totals of other categories.

The summary data report is also posted on the South Texas College Title IX Webpage as per the public reporting requirements under TEC, Section 51.253(c) at:

<https://www.southtexascollege.edu/title-ix/index.html>.

Note: Any additional reports received by the Title IX Coordinator that do not meet the required reporting criteria in the Texas Education Code have been omitted for the compliance purposes of this specific report.

¹ When identifiable, duplicate reports were consolidated and counted as one report in the summary data, and confidential employee reporting is noted as a sub-set to the total number of reports received.

Appendix A

Summary Data Report

2023-2024 Academic Year

(Commencing September 1, 2023 through August 31, 2024)

Texas Education Code, Section 51.252	
Number of reports received under Section 51.252	13
Number of confidential reports ¹ under Section 51.252	
Number of investigations conducted under Section 51.252	0
Disposition ² of any disciplinary processes for reports under Section 51.252:	
a. Concluded, No Finding of Policy Violation	0
b. Concluded, with Employee Disciplinary Sanction	0
c. Concluded, with Student Disciplinary Sanction	0
d. SUBTOTAL	0
Number of reports under Section 51.252 for which the institution determined not to initiate a disciplinary process	13

Texas Education Code, Section 51.255	
Number of reports received that include allegations of an employee's failure to report or who submits a false report to the institution under Section 51.255(a)	0
Any disciplinary action taken, regarding failure to report or false reports to the institution under Section 51.255(c) :	
a. Employee termination	
b. Institutional intent to termination, in lieu of employee resignation	-- -

¹“Number of confidential reports” is a sub-set of the total number of reports that were received under Section 51.252, by a confidential employee or office (e.g., Counseling Center, Student Health Center, Victim Advocate for Students, or Student Ombuds).

²“Disposition” means “final result under the institution’s disciplinary process” as defined in the Texas Higher Education Coordinating Board’s (THECB) rules for TEC, Section 51.259 [See 19 Texas Administrative Code, Section 3.6(3) (2019)]; therefore, pending disciplinary processes will not be listed until the final result is rendered.

Consent Agenda:

f. Acceptance of Internal Audit Annual Report for FY 2024

Purpose and Justification – Administration requests the Board acceptance of the Internal Audit Annual Report for FY 2024.

“Texas Government Code Section 2102.015 *Publication of Audit Plan and Annual Report on Internet* requires state agencies and institutions of higher education to post certain information on their website. To comply with Code 2102.015, an Internal Audit Annual Report has been completed.” The Report includes a summary of audit findings along with management’s planned corrective actions.

Background – The Internal Audit Annual Report provides the Finance, Audit, and Human Resources Committee with information related to the Internal Audit Function’s activities over the past fiscal year. Specifically, the annual report includes the prior year’s approved projects and audit plan; a summary of findings; management’s plan for corrective action; implementation status of corrective action; and next fiscal year’s approved projects and audit plan.

Enclosed Documents - A copy of the Internal Audit Annual Report follows in the packet for the Committee’s information and review.

Khalil Abdullah, Chief Internal Auditor, will be present at the Board meeting to discuss and address any questions.

The Committee recommended Board acceptance of the Internal Audit Annual Report for FY 2024 as presented.

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

The Board of Trustees of South Texas College approves and authorizes the acceptance of the Internal Audit Annual Report for FY 2024 as presented.

Approval Recommended:

Dr. Ricardo J. Solis
President



SOUTH TEXAS COLLEGE

INTERNAL AUDIT

Annual Report Fiscal Year 2024

Prepared by:
Khalil M. Abdullah

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I. Compliance with TGC, Sec 2102.015

Texas Government Code Section 2102.015 was added by House Bill 16 (83rd. Legislature) on June 14, 2013. House Bill 16 amended the Internal Auditing Act to require state agencies and institutions of higher education, as defined in the bill, to post agency internal audit plans, internal audit annual reports, and any weaknesses or concerns resulting from the audit plan or annual report on the entities' website, at the time and in the manner provided by the State Auditor's Office. Specifically, the College must post the following information within 30 days of approval by the Board of Trustees:

- The approved audit plan for the current fiscal year;
- The audit plan from the previous fiscal year;
- A detailed summary of the weaknesses, deficiencies, wrongdoings, or other concerns raised by the audit plan or annual report; and
- A summary of the action taken by the College to address concerns raised by the audit plan or annual report.

To comply with the requirements, South Texas College's Office of Internal Audits will submit its Annual Report to the website coordinators to be posted on the Internal Audit section of the College's website no later than 30 days after the Board of Trustees approves the current year audit plan at its August 27, 2024 scheduled meeting. This report includes all the elements required by Texas Government Code Section 2102.015.



II. Internal Audit Plan for Fiscal Year 2024

The Board of Trustees approved the internal audit plan for FY 2024 on August 22, 2023. The audit plan was prepared using risk assessment techniques as required by the Institute of Internal Auditor (IIA) *Standards*.

Audits not completed in FY 2024 were carried forward and included in the FY 2025 audit plan.

FY 2023 – 2024 (Scheduled)

1. Fraud Survey
2. Financial Aid – Federal Awards
3. Faculty Overloads
4. Business Continuity / Disaster Recovery
5. HR Processes – Employee Hiring and Staffing
6. Environmental Health & Safety
7. Account Reconciliations
8. Fixed Assets
9. Student Organization Funds Handling
10. Quality Assurance Review – External QAR



III. Consulting and Nonaudit Services

The Office of Internal Audits did not work on any consulting engagements in FY 2024

IV. External Quality Assurance Review

IIA *Standard* 1312 requires an external assessment of an internal audit activity be conducted at least once every five years by a qualified, independent assessor or assessment team from outside the organization. IIA *Standards* allows for the completion of a self-assessment that includes a comprehensive and fully documented process completed by the Internal Auditor with independent external validation. The Office of Internal Audits is due to have the results of the comprehensive self-assessment validated by an independent external assessor.



V. Summary of Findings and Management’s Corrective Action Plan

Report No.	Report Date	Project Name	Summary of Finding	Summary of Corrective Action Plan	Status of Correction Action Plan
24-01	10/26/2023	Fin. Aid Federal Awards	Mgmt. should ensure that notices are provided to students that include information related to a student's rights under FERPA.	The College Registrar will work with the Office of Curriculum to ensure that students are notified annually when the Catalog is published. The College eliminated hard copy Catalogs and the notice will be sent with the link to the Catalog.	Implemented
24-02	7/3/2024	Student Org. Fds. Handling	The Student Organization Handbook should be reviewed and updated to include additional guidance on cash handling procedures.	The following will be added to procedures: Keeping track of transactions/reconciliations Funds only accepted through Cash, checks, Mk Keeping transaction/deposit records.	Implemented
24-02	7/3/2024	Student Org. Fds. Handling	Employees assigned job duties related with the collection and deposit of cash should be required to complete funds handling training.	New training will be provided to include all additional/revised information related to funds handling.	Pending follow up sch. For Oct. 4th
24-02	7/3/2024	Student Org. Fds. Handling	Student Organization Advisors should ensure that accounts under their control are reconciled.	Student organizations will be referred to the Business Office if they need training on the account reconciliation process.	Pending follow up sch. For Oct. 4th



Report No.	Report Date	Project Name	Summary of Finding	Summary of Corrective Action Plan	Status of Correction Action Plan
24-02	7/3/2024	Student Org. Fds. Handling	The use of personal bank accounts should be restricted, that includes accepting payments via payment services that require the use of a personal bank account such as CashApp, Venmo, etc.	Student Activities has been working with the BO to establish an STC Marketplace account for student orgs. Student Activities will no longer accept pmts. Using CashApp/Zelle/Venmo going forward.	Pending follow up sch. For Oct. 4th
24-02	7/3/2024	Student Org. Fds. Handling	Collections must be deposited within 2 business days.	Student Activities will remind clubs of the procedures to deposit funds within 2 business days each time we are aware of a fundraiser.	Pending follow up sch. For Oct. 4th
24-02	7/3/2024	Student Org. Fds. Handling	Sufficient records must be maintained to support cash collections and to facility subsequent account reconciliation procedures. Record retention requirements should be established and communicated to all Student Org Advisors	Student org. Advisors will be required to keep all records related to their club in line with STC's record retention procedures.	Pending follow up sch. For Oct. 4th

VI. Internal Audit Plan for Fiscal Year 2025

In accordance with the Institute of Internal Auditor's (IIA) *Standard* 2010, a formal audit plan is required for fiscal year (FY) 2025. An entity-wide risk assessment was conducted to evaluate each area based on current conditions, circumstances, and management concerns.

Input to the annual plan was requested from the Board, the President, Vice presidents, and other senior managers. Major goals and institutional objectives were reviewed to identify areas where value-added audit services could be provided.

On August 27, 2024 South Texas College's Board of Trustees approved the following projects for FY 2025.

FY 2024 – 2025 (Scheduled)

1. Fraud Survey
2. IT Business Continuity / Disaster Recover Planning
3. HR - Employee Hiring and Staffing
4. Environmental Health & Safety
5. Account Reconciliations
6. Fixed Assets
7. Effort Reporting
8. Senate Bill 17



VII. External Audit Services – Fiscal Year 2024

All external audit services that were procured or were ongoing in fiscal year 2024 by South Texas College are listed below.

- Carr, Riggs & Ingram - Annual Financial Statement Audit;
- State Auditor’s Office – Public Funds Investment Act Compliance Assessment;

VIII. Reporting Suspected Fraud and Abuse

South Texas College has taken the following actions to implement the fraud detection and reporting requirements of Section 7.09 of the 84th Legislature’s General Appropriations Act, and Texas Government Code, Section 321.022:

- A confidential fraud hotline is available for employees to report suspected fraud.
- Solicits feedback from employees related to fraud through an annual fraud survey.
- Established formal guidelines for reporting and investigating suspected or known fraud, waste, abuse and other improprieties;
- South Texas College’s *Guidelines for Reporting and Investigating Suspected or Known Fraud, Waste, Abuse and Other Improprieties* describes how to report suspected fraud to the State Auditor’s Office and includes information on the State Auditor’s Office Fraud, Waste, and/or Abuse Hotline.

Consent Agenda:

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

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

The new policy is in the TASB standardized format and contains all, some, or none of the content from the retired policy. In addition to the policy and, as applicable, internal procedures are currently in place and will continue to be enhanced.

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

Adopt New Policy	Comparable/Retired Policy(ies)	Retired Policy Content Transition
A-1. CS (Local) Information Security	A-2. Policy # 4712: Information Resources Security Electronic Communications	All of the content from the retired policy is included in the new local policy.

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

Reviewers – The new and retired policies have been reviewed by staff, administrators, TASB staff, STC Legal Counsel, and the Chief Information Security Officer.

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

Luis Gonzalez, Chief Information Security Officer, will be present at the Board Meeting to address questions.

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

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

The Board of Trustees of South Texas College approves and authorizes to adopt the new Business and Support Services Policy and retire current policy to align with the Texas Association of School Boards (TASB) policy manual as presented, which supersedes any previously adopted Board policy.

Approval Recommended:

**Dr. Ricardo J. Solis
 President**

The College President is responsible for the security of the College District's information resources. The College President or designee shall develop procedures for ensuring the College District's compliance with applicable law.

Information Security Officer

The College President or designee shall designate an information security officer (ISO) who is authorized to administer the information security requirements under law. The College President or designee must notify the Department of Information Resources (DIR) of the individual designated to serve as the ISO.

Information Security Program

The College President or designee shall annually review and approve an information security program designed in accordance with law by the ISO to address the security of the information and information resources owned, leased, or under the custodianship of the College District against unauthorized or accidental modification, destruction, or disclosure. The program shall include procedures for risk assessment and for information security awareness education for employees when hired and an ongoing program for all users.

The information security program must be submitted biennially for review by an individual designated by the College President and who is independent of the program to determine if the program complies with the mandatory security controls defined by DIR and any controls developed by the College District in accordance with law.

College District Website and Mobile Application Security

The College President or designee shall adopt procedures addressing the privacy and security of the College District's website and mobile applications and submit the procedures to DIR for review.

The procedures must require the developer of a website or application for the College District that processes confidential information to submit information regarding the preservation of the confidentiality of the information. The College District must subject the website or application to a vulnerability and penetration test before deployment.

Covered Social Media Applications

The College President or designee shall adopt procedures prohibiting the installation or use of a covered application, as defined by law, on a device owned or leased by the College District and requiring the removal of any covered applications from the device.

Exception

The procedures shall permit the installation and use of a covered application for purposes of law enforcement and the development and implementation of information security measures. The procedures must address risk mitigation measures during the permitted

use of the covered application and the documentation of those measures.

Reports

Effectiveness of
Policies,
Procedures, and
Practices

The ISO shall report annually to the College President on the effectiveness of the College District's information security policies, procedures, and practices in accordance with law and administrative procedures.

Biennial Information
Security Plan

The College District shall submit a biennial information security plan to DIR in accordance with law.

Information Security
Assessment

In accordance with law, at least every two years, the College District shall submit the results of its information security assessment to DIR and, if requested, the office of the governor, lieutenant governor, and speaker of the house of representatives.

Security Incidents
*By the College
District*

The College District shall assess the significance of a security incident and report it to DIR and law enforcement in accordance with law and, if applicable, DIR requirements.

Generally
Security Breach
Notification

Upon discovering or receiving notification of a breach of system security or a security incident, as defined by law, the College District shall disclose the breach or incident to affected persons or entities in accordance with the time frames established by law.

The College District shall give notice by using one or more of the following methods:

1. Written notice.
2. Electronic mail, if the College District has electronic mail addresses for the affected persons.
3. Conspicuous posting on the College District's website.
4. Publication through broadcast media.

*By Vendors and
Third Parties*

The College District shall include in any vendor or third-party contract the requirement that the vendor or third party report information security incidents to the College District in accordance with law and administrative procedures.

MANUAL OF POLICY

Title	Information Resources Security Electronic Communications	4712
Legal Authority	Approval of the Board of Trustees	Page 1 of 1
Date Approved by Board	Board Minute Order dated February 13, 1997 Board Minutes Order dated December 17, 2009	

Information resources at South Texas College are strategic and vital assets that must be available and protected commensurate with their value and administered in conformance with federal and state law.

Measures shall be taken to protect these assets against unauthorized access, disclosure, modification or destruction, whether accidental or deliberate, as well as to assure the availability, integrity, utility, authenticity, and confidentiality of information.

Information Security Standards for institutions of higher education are specified in Texas Administrative Code. The College maintains and makes available guidelines that define and implement an Information Security Program in accordance with these state standards and other regulatory requirements pertaining to Information Resources Security.

Any person violating this policy or related guidelines is subject to immediate disciplinary action, which may include termination, expulsion or termination of a contract. In addition, there may be cases in which a person may be subject to civil or criminal liability.

RETIRED

Consent Agenda:

h. Approval to Revise Personnel Policy

Purpose and Justification – Administration requests Board approval to revise Personnel policy to align with the Texas Association of School Boards (TASB) policy manual.

The revised policy is as follows:

Revised Policy(ies)
A-1. DEC (Local) Compensation and Benefits - Leaves and Absences

Background – The College adopted Policy DEC on August 22, 2023. As part of the 46th Numbered Update, TASB provided revisions to policy DEC.

The new policy revisions are as follows:

- DEC addresses HB 471 providing police officers leave of absence for illness or injury related to the person’s line of duty.

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

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

Mary G. Del Paz, Vice President for Finance and Administrative Services, and Dr. Zachary Suarez, Executive Director of Human Resources and Talent Development, will be present at the Board Meeting to address questions.

The Committee recommended Board approval to revise Personnel Policy, DEC (Local) Compensation and Benefits - Leaves and Absences, as presented, and which supersedes any previously adopted Board policy.

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

The Board of Trustees of South Texas College approves and authorizes to revise Personnel Policy, DEC (Local) Compensation and Benefits - Leaves and Absences, as presented, and which supersedes any previously adopted Board policy as presented.

Approval Recommended:

Dr. Ricardo J. Solis
President

Note: For College District contribution to employee insurance during leave, see CKD(LOCAL). For additional provisions addressing the Family and Medical Leave Act (FMLA), see DECA(LEGAL).

**Leave
Administration**

The College President or designee shall develop administrative regulations associated with employee leaves and absences and ensure the procedures are used to implement the provisions of this policy.

Definitions

The term “immediate family” is defined as:

Immediate Family

1. Spouse.
2. Son or daughter, including a biological, adopted, or foster child, a son- or daughter-in-law, a stepchild, or a legal ward.
3. Parent, stepparent, or parent-in-law.
4. Sibling, stepsibling, and sibling-in-law.
5. Grandparent and grandchild.

For purposes of the FMLA, the definitions of spouse, parent, son or daughter, and next of kin are found in DECA(LEGAL).

Family Emergency

The term “family emergency” shall be limited to catastrophic illness or injury involving the employee or a member of the employee’s immediate family.

Leave Day

A “leave day” for purposes of use or recording of leave shall mean the number of hours per day equivalent to the employee’s usual assignment, whether full-time or part-time.

Academic Year

An “academic year” for purposes of earning, use, or recording of leave shall mean the term of an employee’s annual employment as set by the College District for the employee’s usual assignment, whether full-time or part-time.

Catastrophic Illness
or Injury

A catastrophic illness or injury is a severe condition or combination of conditions affecting the mental or physical health of the employee or a member of the employee’s immediate family that requires treatment by a licensed physician for a prolonged period of time. An illness or injury is considered severe if it requires prolonged hospitalization or recovery or is expected to result in disability or death. Conditions relating to pregnancy or childbirth shall be considered catastrophic if they meet the requirements of this paragraph.

COMPENSATION AND BENEFITS
LEAVES AND ABSENCES

DEC
(LOCAL)

Earning Leave

An employee shall not earn any form of paid leave when absent from official duty for 30 consecutive days or more.

Deductions

Leave Without Pay

The College District shall not approve paid leave for more leave days than have been accumulated, to date. Any unapproved absences or absences beyond accumulated and available paid leave shall result in deductions from the employee's pay.

Leave Proration

*Employed for
Less Than Full
Year*

If an employee separates from employment with the College District, paid leave shall be prorated based on the actual time employed.

If an employee separates from employment with the College District, the employee's final paycheck shall be reduced for paid leave the employee used, but had not earned, as of the date of separation.

*Employed for Full
Year*

If an employee uses more paid leave than he or she earned and remains employed with the College District through the last work-day of the academic year, the College District shall deduct the cost of the excess leave days from the employee's pay in accordance with administrative regulations.

Medical Certification

An employee shall submit medical certification and/or documentation of the need for leave if:

1. The employee is absent more than three consecutive work-days because of personal illness or illness in the immediate family;
2. The College District requires medical certification due to a questionable pattern of absences or when deemed necessary by the executive director of human resources and talent development or designee; or
3. The employee requests FMLA leave for the employee's serious health condition; for a serious health condition of the employee's spouse, parent, or child; or for military caregiver leave.

In each case, medical certification shall be made by a health-care provider as defined by the FMLA. [See DECA(LEGAL)]

Sick Leave

Each full-time employee shall earn eight hours of paid sick leave per month. Each eligible part-time employee shall earn sick leave on a prorated basis.

Part-time employees will accrue sick leave as follows:

- 1-19 regular weekly scheduled hours – 0 hours accrual

COMPENSATION AND BENEFITS
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DEC
(LOCAL)

- 20-30 regular weekly scheduled hours – 4 hours accrual/month
- 31-39 regular weekly scheduled hours – 6 hours accrual month

Sick leave shall accumulate to a maximum of 720 hours.

Sick leave shall only be used for the following:

1. Illness of the employee.
2. Illness of a member of the employee's immediate family.
3. Family emergency.
4. Birth or placement of a child when taken within the first year after the child's birth, adoption, or foster placement.
5. Donation to a sick leave pool.
6. Religious holiday.

Sick Leave Pool

A sick leave pool member who has exhausted all paid leave and who suffers a catastrophic illness or injury or whose immediate family member suffers a catastrophic illness or injury may request sick leave pool hours.

The sick leave pool benefits shall cease when the employee no longer needs leave for the purpose requested, **or when the employee uses- exhausts** the maximum number of days allowed under **at the** pool, or exhausts all leave days **which the employee has** donated to the sick leave pool, **whichever is greater**.

The College President or designee shall develop regulations for the implementation of the sick leave pool that address the following:

1. Procedures to request the establishment of a sick leave pool;
2. Eligibility requirements for obtaining sick leave days from the sick leave pool;
3. The maximum number of days an employee may donate to a sick leave pool; and
4. The maximum number of days an eligible employee may receive from a sick leave pool.

Appeal

An employee may appeal a decision regarding the establishment or implementation of the College District's sick leave pool in accordance with DGBA(LOCAL), beginning with the College President or appropriate administrator.

**Leave for Certain
Law Enforcement
and EMS Personnel**

Mental Health
Leave ~~for Peace
Officers~~

A College District peace officer **or a full-time telecommunicator, as defined by law**, who experiences a traumatic event in the scope of employment shall be granted a maximum of five days of mental health leave per traumatic event. Such leave shall be provided in accordance with administrative regulations and shall not be deducted from the employee's pay or leave balance.

The College President shall develop regulations regarding mental health leave that address the following:

1. Circumstances or reasons under which ~~a peace officer~~ **an eligible employee** may use mental health leave;
2. Procedures for requesting mental health leave and maintaining the anonymity of the requester;
3. The administrator authorized to approve requests for mental health leave; and
4. Other procedures deemed necessary for administering this provision.

Quarantine Leave
~~for Peace Officers
and Emergency
Medical
Technicians~~

A College District peace officer or an emergency medical technician on staff shall be granted quarantine leave when ordered by the local health authority and the person's supervisor to quarantine or isolate due to possible or known exposure to a communicable disease while on duty. Such leave shall be provided in accordance with administrative regulations and shall not be deducted from the employee's pay or leave balance.

The College President shall develop regulations regarding quarantine leave that address the following:

1. Continuation of all employment benefits and compensation for the duration of the leave;
2. Reimbursement for reasonable costs related to the quarantine; and
3. Other procedures deemed necessary for administering this provision.

**Line of Duty
Illness or Injury
Leave**

Following a leave of absence with full pay as required by law, the College District shall not extend the leave of absence for a police officer's or emergency medical services personnel's line of duty illness or injury. In accordance with law, an eligible employee may use accumulated leave.

**Family and Medical
Leave**

FMLA leave shall run concurrently with applicable paid leave or compensatory time, as applicable.

COMPENSATION AND BENEFITS
LEAVES AND ABSENCES

DEC
(LOCAL)

Twelve-Month Period	For purposes of an employee's entitlement to FMLA leave, the 12-month period shall be measured backward from the date an employee uses FMLA leave.
Combined Leave for Spouses	When both spouses are employed by the College District, the College District shall limit FMLA leave for the birth, adoption, or placement of a child, or to care for a parent with a serious health condition, to a combined total of 12 weeks. The College District shall limit military caregiver leave to a combined total of 26 weeks.
Intermittent or Reduced Schedule Leave	The College District shall permit use of intermittent or reduced schedule FMLA leave for the care of a newborn child or for the adoption or placement of a child with the employee.
Certification of Leave	When an employee requests leave, the employee shall provide certification, in accordance with FMLA regulations, of the need for leave.
Fitness-for-Duty Certification	In accordance with administrative regulations, when an employee takes FMLA leave due to the employee's own serious health condition, the employee shall provide, before resuming work, a fitness-for-duty certification.

Vacation Leave

Each full-time, 12-month employee, as well as each full-time child development employee, shall earn paid vacation leave in accordance with years of service and administrative regulations. Hours will accrue as follows:

1. Eight hours per month for employees with less than five years of service.
2. Ten hours per month for employees with more than five years, but less than ~~ten~~10 years of service.
3. Twelve hours per month for employees with more than 10 years of service, but less than 15 years of service.
4. Fourteen hours per month for employees with more than 15 years of service, but less than 20 years of service.
5. Sixteen hours per month for employees with more than 20 years of service.

Additional unused hours in excess of 96 hours will be forfeited at the end of the fiscal year.

Request for Vacation Leave	The employee shall submit a request for use of vacation leave to the employee's immediate supervisor or designee in advance in accordance with administrative regulations. In deciding whether to approve or deny vacation leave, the supervisor or designee shall
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COMPENSATION AND BENEFITS
LEAVES AND ABSENCES

DEC
(LOCAL)

	<p>consider the effect of the employee's absence on the educational program or College District operations.</p>
<p>Personal Leave</p>	<p>Personal leave is deducted from the employee's accumulated sick leave.</p> <p>Employees may use up to a maximum of four days of accrued sick leave during any fiscal year as personal leave to be used for funerals not covered by bereavement leave, religious observances, or sick leave for persons outside the immediate family.</p> <p>Full-time faculty members who do not accrue vacation leave may use four of the accrued sick leave days as personal leave days, per academic year (two per long semester), to conduct personal business.</p>
<p>Development Leave</p>	<p>A faculty member [see definition at DEC(LEGAL) Development Leaves of Absence] may be granted faculty development leave for study, research, writing, field observations, or other suitable purpose.</p>
<p>Eligibility</p>	<p>To qualify for development leave, a faculty member must serve at least three consecutive academic years performing full-time academic duty as an instructor or as an assistant, associate, or full professor, or an equivalent rank. The work need not include teaching.</p> <p>Alternatively, the faculty member may qualify for development leave as an administrator if the faculty member has had significant administrative duties relating to the operation of the College District for more than four years.</p>
<p>Application</p>	<p>To be granted development leave for the subsequent academic year, a faculty member must apply to the College President by March 1 on a signed and dated form created by the administration. The application shall contain:</p> <ol style="list-style-type: none">1. The requested effective date and duration of leave.2. A description of the specific purpose for which the leave is requested.3. An explanation as to how the leave is consistent with the mission and purpose of the College District and the benefit of the leave to the College District.4. An assurance that the faculty member intends to return to the College District following the completion of the development leave to serve for a period equal to the amount of time the faculty member received for development leave, if approved, and that, if the faculty member does not return, the employee

shall repay the College District for any benefits paid to or on behalf of the employee during the leave period.

5. Any other information deemed appropriate by the College President.

Approval Procedure

A development leave committee shall be elected annually by the general faculty membership on a date determined by the College President to be no later than the application deadline. The committee shall be composed of 10 members and shall elect a chair during the first meeting. The chair shall be responsible for scheduling and presiding over each meeting of the committee.

After reviewing the applications for development leave, the committee chair shall forward the committee's recommendation to the College President. After review of the committee's recommendation, the College President shall make a recommendation as to which applications should be granted for consideration at a Board meeting to occur before the end of the spring semester. No more than six percent of the College District's faculty members may be on development leave at any one time.

The College President shall inform the applicants of the final determination by the Board.

Duration and Compensation

Development leave shall be for one academic year at one-half of the faculty member's regular salary or for one-half academic year at full regular salary.

Exception

If the faculty member qualifies for development leave as an administrator, the Board may grant development leave at the faculty member's full, regular salary for one year.

Outside Employment

A faculty member granted development leave is prohibited from accepting employment with another employer without permission of the Board.

Return to Work

The faculty member must agree to return to the College District following the conclusion of the development leave to serve for a period equal to the amount of time the faculty member received for development leave and if not, to repay the College District for any benefits paid to or on behalf of the faculty member during the leave period.

Report

Upon returning from development leave, the faculty member must report to the Board in writing regarding whether the purpose of the leave was fulfilled with a description regarding the manner in which it was fulfilled or if it was not fulfilled, the reasons why the leave was not fulfilled.

COMPENSATION AND BENEFITS
LEAVES AND ABSENCES

DEC
(LOCAL)

Bereavement Leave A full-time employee shall be granted up to three days of paid bereavement leave upon the death of a member of the employee's immediate family, including grandparents. Bereavement leave shall be noncumulative.

Workers' Compensation

Note: Workers' compensation is not a form of leave. The workers' compensation law does not require the continuation of the College District's contribution to health insurance.

An absence due to a work-related injury or illness shall be designated as FMLA leave.

No Paid Leave Offset

The College District shall not permit the option for paid leave offset in conjunction with workers' compensation income benefits.

Court Appearances

Absences due to compliance with a valid subpoena or for jury duty shall be fully compensated by the College District and shall not be deducted from the employee's pay or leave balance.

Payment for Accumulated Leave Upon Separation

The following leave provisions shall apply to vacation leave and sick leave accumulated beginning on the original effective date of this policy and procedures.

An employee who separates from employment with the College District shall be eligible for payment for accumulated vacation leave under the following conditions and in accordance with DMD(LOCAL):

1. The employee's separation from employment is voluntary, i.e., the employee is retiring or resigning, or being discharged or nonrenewed.
2. Except for employees who are terminated or nonrenewed, the employee must provide advance written notice of intent to separate from employment.

Except for employees who are terminated or nonrenewed, an employee who separates from employment with the College District after providing timely notice of such separation, as provided in this policy, shall be eligible for payment of 50 percent of accumulated sick leave over 480 hours.

The employee shall receive payment for each hour of accumulated vacation leave and for 50 percent of accumulated sick leave over 480 hours at the employees' hourly rate. If the employee is reemployed with the College District, previously accumulated leave hours shall not be available to that employee.

COMPENSATION AND BENEFITS
LEAVES AND ABSENCES

DEC
(LOCAL)

The rate established by the Board shall be in effect until the Board adopts a new rate. Any changes to the rate shall apply beginning with the academic year following the adoption of the rate change.

Consent Agenda:

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

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

The new policies are in the TASB standardized format and contain all, some, or none of the content from the retired policy. In addition to the policy and, as applicable, 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. DEAB (Local) Compensation Plan – Wage and Hour Laws	A-2. Policy #4520: Compensation for Overtime	All of the content from the retired policy is included in the new local policy.
B-1. DJ (Local) Assignment, Work load, and Schedules	B-2. Policy #3800: Full Time Regular Faculty (On Board Approved Staffing Plan) Assignments and Workloads As Conditions of Employment B-3. Policy #3803: Conditions of Employment of Full Time Faculty Teaching During Summer Terms B-4. Policy #3809: Maximum Teaching Load for Adjunct Faculty B-5. Policy 3810: Workload of Employees Retired Under Teacher Retirement System B-6. Policy #4510: Hours of Work	Some of the content from the retired policy is included in both the new local policy and a procedure, handbook, manual, etc.
C-1. DLB (Local) Employee Performance - Suspension	C-2. Policy #4901: Standards of Conduct	All of the content from the retired policy is included in the new local policy.
D-1. DM (Local) Termination of Employment	N/A	N/A

Adopt New Policy	Retired Policy(ies)	Retired Policy Content Transition
E-1. DMAA (Local) Term Contracts – Termination Mid-Contract	E-4. Policy 4901: Standards of Conduct	All of the content from the retired policy is included in the new local policy.

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

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

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

Mary G. Del Paz, Vice President for Finance and Administrative Services, Dr. Zach Suarez, Executive Director for Human Resources and Talent Management, Dr. Anahid Petrosian, Vice President and Provost for Academic Affairs, and Dr. Brett Millan, Associate Vice President for Academic Success and Advancement, will be present at the Board Meeting to address questions.

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

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

Approval Recommended:

**Dr. Ricardo J. Solis
 President**

Classification of Positions

The College President or designee shall determine the classification of positions or employees as “exempt” or “nonexempt” for purposes of payment of overtime in compliance with the Fair Labor Standards Act (FLSA).

Exempt

The College District shall pay employees who are exempt from the overtime pay requirements of the FLSA on a salary basis. The salaries of these employees are intended to cover all hours worked, and the College District shall not make deductions that are prohibited under the FLSA.

An employee who believes deductions have been made from the employee’s salary in violation of this policy should bring the matter to the College District’s attention, through the College District’s complaint policy. [See DGBA] If improper deductions are confirmed, the College District shall reimburse the employee and take steps to ensure future compliance with the FLSA.

Nonexempt

Nonexempt employees may be compensated on an hourly basis. Employees who are paid on an hourly basis shall be compensated at one and one-half their regular hourly rate for all hours worked over 40 hours in a workweek.

Workweek Defined

For purposes of FLSA compliance, the workweek for College District employees shall be 12:00 a.m. Monday until 11:59 p.m. Sunday .

Compensation for Overtime

At the College District’s sole discretion, employees subject to FLSA are entitled to compensation for any hours worked in excess of 40 hours in one week in one of the following ways:

- Compensation at the rate of one and one-half times the employees regular hourly rate of pay for all hours worked in excess of 40 hours in a workweek, or •
- Compensatory time off from work equal to one and one-half times the number of hours worked in excess of 40 hours in any workweek.

Accumulated compensatory time off must be taken no later than the following workweek.

Nonexempt employees are not permitted to work more than 40 hours per week or beyond their scheduled work hours unless authorized, in advance, by the appropriate supervisor. Nonexempt employees may be subject to disciplinary action for working overtime or beyond the approved schedule without advanced approval.

MANUAL OF POLICY

Title Compensation for Overtime 4520

Legal Authority Approval of the Board of Trustees Page 1 of 2

Date Approved by Board As Amended by Board Minute Order dated September 28, 2021

I. Purpose

South Texas College provides overtime compensation to employees in accordance with the Fair Labor Standards Act and State of Texas statutes.

II. Policy

Employees subject to FLSA are entitled to compensation for any hours worked in excess of 40 hours in one week in one of the following ways:

- Compensation of one and one-half times the employees regular rate of pay for all hours worked in excess of 40 hours in any workweek, or
- Compensatory time off at a rate of one and one-half times for all hours worked in excess of 40 hours in any workweek.

Accumulated compensatory time off must be taken within the work week and no later than the following week.

Requests for overtime work for non-exempt employees may only be authorized by the appropriate supervisor with approval of the President or the President's Designee(s). Exceptions may be granted in emergency situations. All overtime worked must be properly authorized including hours to be worked and an explanation of the reason for the overtime. A report on overtime hours worked by employee will be provided to the President by the Business Office on a monthly basis. Employees working unauthorized hours may be subject to disciplinary action.

The work week begins Sunday at midnight.

III. Definitions

As used in this policy and College procedures, the following definitions apply:

Compensatory Time Off: hours during which an employee is not working, which are not counted as hours worked during an applicable workweek or other work period for purposes of overtime compensation and for which the employee is compensated at his/her regular rate.

Overtime: working hours in excess of the regularly scheduled 40 hours workweek, for which an employee is compensated at one and one-half times his/her regular rate.

Employees Subject to FLSA: A non-exempt employee who is subject to the overtime provisions of the Fair Labor Standards Act of 1938, 29 U.S.C. Secs. 201, et seq. (FLSA) is entitled to compensation for overtime.

MANUAL OF POLICY

Title Compensation for Overtime 4520

Legal Authority Approval of the Board of Trustees Page 2 of 2

Date Approved by Board As Amended by Board Minute Order dated September 28, 2021

IV. History

Origination Date Approved by Board	November 9, 1995
Dates Amended and Approved by Board	September 15, 2004 September 28, 2021

RETIRED

Assignment of Personnel

All employees shall be subject to assignment and reassignment by the College President at any time.

Hours of Work

All regular full-time staff, full-time regular faculty and lecturers are required to work the equivalent of 40 hours per week. When necessary, campus offices or departments may be kept open during hours and days outside the typical 8:00 a.m. to 5:00 p.m. Monday through Friday work schedule.

The supervising administrator is responsible for ensuring the 40 hours per week schedule meets the needs of students, department, division, and the College District.

Full-Time Faculty Workloads and Schedules

Full-time regular faculty are employees of the college whose primary responsibility is teaching, with additional responsibilities for curriculum development, advising, committee work, and other associated activities. Full-time regular faculty are employees of the College District whose position is included in the Staffing Plan adopted by the Board in conjunction with the College District's fiscal year budget. Lecturers are full-time faculty who are hired on an emergency basis for one or two semesters. Full-time regular faculty and Department/Program Chairs are required to work the equivalent of a 40-hour work week.

The workload includes instruction, office hours, course preparations, community service, advising and mentoring, committee work, curriculum development, and various other College District service activities as assigned.

Full-time regular faculty and lecturers may be required to teach day, evening or weekend classes and at time periods that fall outside the 8 a.m. to 5 p.m. traditional schedule, or dual enrollment courses taught throughout the College District's service area.

Full-time regular faculty and lecturers may be required to teach throughout the College District. If traveling between teaching sites, mileage reimbursement will be available according to College District procedures.

Full-time regular faculty and lecturers must maintain a minimum of five regularly scheduled and posted office hours per instructional week. Office hours, office location, and instructor phone number must be publicized to students through the course handouts/syllabus and must also be posted each semester.

Full-time regular faculty and lecturers must be available for an additional five hours for arranged student conferences, advising, division or department meetings, and committee work and/or departmental responsibilities per instructional week.

Upon approval by the Chair, full-time regular faculty and lecturers may accept an overload up to six Lecture Hour Equivalents (LHE's) each fall or spring semester for additional compensation. The respective Dean must approve any overload over six LHE's. The Vice President and Provost for Academic Affairs must approve any overload over 11 LHEs. Since this is extra work for extra pay, faculty members are expected to perform all regular duties and responsibilities with no degradation in the quality of instruction or services resulting from the overload.

Full-time regular faculty and lecturers are required to attend and participate in scheduled activities during the period of their appointment letter and on the Board-adopted academic calendar which include the dates set as faculty report to work days at the commencement of each semester, graduation, days, professional development, and other days as required by the College District and their type of employment.

Full-time regular faculty and lecturers may participate in "Non-traditional instruction." This includes online instruction, asynchronous instruction, non-classroom recorded telecourses, print or computer-based independent study courses, and courses taught via telecommunications to students at sites other than the location of the faculty.

Teaching
Expectations

Faculty are expected to teach 30 LHEs per academic year (fall and spring semesters) for each full-time regular faculty member. One lecture hour equals 1 LHE. One laboratory (lab) hour equals 0.67 LHE. The course descriptions in the official college catalog are used to determine the lecture hours and the lab hours for each course. One clinical hour equals 0.80 LHE. The course descriptions in the official college catalog are used to determine the clinical hours for each course.

Exceptions

"Overload" refers to additional LHEs above the regular teaching load. These are paid at the adjunct rate. "Underloads" refer to a teaching load of fewer than 15 LHEs per academic semester (fall and spring semesters). Full-time regular faculty with an underload in the fall semester must make up the difference during the spring semester of the same academic year. Full-time regular faculty who do not make up the difference during the spring semester or who have an underload during the spring semester will have their annual pay proportionately reduced by the amount of the underload. "Courseload reduction" refers to releasing faculty members from all or part of their full-time teaching duties.

Scheduling

Scheduling of both traditional and non-traditional instructional courses; creating additional sections; assigning, changing, or

reassigning faculty rests with the appropriate Department/Program Chair.

Deans are ultimately responsible for monitoring and managing the workloads of faculty and Department/Program Chairs within their respective Academic Division.

Summer Terms

Full-time faculty on nine-month contracts employed during the summer terms are expected to hold office hours. Standards for required office hours will be established by the chief academic officer of the College District and will be published in advance of each summer term.

Faculty employed during the summer terms are not required to participate in other summer college activities unless they are employed under a prorated contract/special assignment during the summer terms or unless they are receiving a Chair stipend during summer terms. Other summer activities are activities that do not pertain directly to the classes being taught but are usually considered to be a required part of each faculty member's responsibility during the regular nine-month contract period (i.e. committee work, registration assistance, student advisement, etc.).

Compensation for full-time regular faculty during summer terms will follow the same pay plan as for overload and adjunct assignments, and are published in the College's Employee Salary Pay Plans.

Full-time regular faculty teaching loads in excess of nine LHE's during each of Summer I or Summer II, or in excess of 12 LHE's in Summer III, must be approved in advance by the Division Dean and the Vice President and Provost for Academic Affairs. Loads of this magnitude during Summer I, II or III will only be approved if no other reasonable alternatives are available.

Adjunct and Lecturer Faculty

During the Fall and Spring semesters, the maximum teaching load for adjunct faculty is 10 LHE's per semester. Any teaching assignment above 10 LHE's will require written approval from the Vice President and Provost for Academic Affairs.

During the summer terms, adjunct faculty may teach up to a total of 10 LHE's. This total includes all courses taught during Summer Sessions, I, II, and III. Any teaching assignment above 10 LHE's will require written approval from the Vice President and Provost for Academic Affairs.

During the summer terms, Lecturer faculty who were benefits eligible during the Spring Semester may teach up to 15 LHE's, combined Summer I, II, and III sessions. Lecturers who were not benefits eligible during the Spring Semester may teach up to a total of 10 LHE's. Any teaching assignment above these limits will require

written approval from the Vice President and Provost for Academic Affairs.

Office hour requirements for adjunct faculty during the summer terms will be established by the Vice President and Provost for Academic Affairs.

Retired Faculty

Teachers Retirement System (TRS)

Individuals who are retired and receiving retirement benefits from the Teachers Retirement System of Texas (TRS) may be employed to teach no more than one-half the instructional load of a full-time faculty member. The instructional load shall be calculated on the basis of the semester hour load of a full-time faculty member.

TRS return-to-work retirees who teach more than half-time will be subject to TRS rules. All employment of return-to-work retirees shall be reported to TRS.

Optional Retirement Program (TRS)

Individuals who are retired and receiving retirement benefits from the Optional Retirement Program (ORP) may be employed to teach more than one-half the instructional load of a full-time faculty member.

MANUAL OF POLICY

Title	Full Time Regular Faculty (On Board Approved Staffing Plan) Assignments and Workloads As Conditions of Employment	3800
Legal Authority	Approval of the Board of Trustees	Page 1 of 2
Date Approved by Board	Board Minute Order dated November 9, 1995 As Amended by Board Minute Order dated June 24, 2004 As Amended by Board Minute Order dated July 28, 2005 As Amended by Board Minute Order dated August 22, 2011 As Amended by Board Minute Order dated March 31, 2015	

Full-time regular faculty are employees of the college whose primary responsibility is teaching, with additional responsibility for curriculum development, advisement, committee work, and other associated activities. Full time regular faculty are employees of the College whose position is included in the Staffing Plan adopted by the Board of Trustees in conjunction with the College's fiscal year budget. Full time regular faculty and Department/Program Chairs are required to work the equivalent of a 40-hour work week.

1. The workload includes instruction, office hours, course preparations, community service, advising and mentoring, committee work, curriculum development, and various other College service activities as assigned.
2. Full-time regular faculty may be required to teach day, evening or weekend classes and at time periods that fall outside the 8 a.m. to 5 p.m. traditional schedule, or dual enrollment courses taught throughout the College's service area.
3. Full-time regular faculty may be required to teach throughout the College district. If traveling from their "home-base" to another teaching site, mileage reimbursement will be available according to College procedures. Home base for faculty is designated by the respective Dean.
4. Full-time regular faculty must maintain a minimum of 5 regularly scheduled and posted office hours per instructional week. Office hours, office location, and instructor phone number must be publicized to students through the course handouts/syllabus and must also be posted each semester.
5. Full-time regular faculty must be available for an additional 5 hours for arranged student conferences, advising, division or department meetings, and committee work and/or departmental responsibilities per instructional week.
6. Upon approval by the Chair, full-time regular faculty may accept an overload up to six (6) Lecture Hour Equivalents (LHE's) each fall or spring semester for additional compensation. The respective Dean must approve any overload over 6 LHE's. The Vice President for Academic Affairs must approve any overload over 11 LHEs. Since this is extra work for extra pay, faculty members are expected to perform all regular duties and responsibilities with no degradation in the quality of instruction or services resulting from the overload.
7. Full-time regular faculty are required to attend and participate in scheduled activities during the period of their appointment letter and on the Board-adopted academic calendar which include the dates set as faculty report to work days at the commencement of each semester, graduation, days, professional development, and other days as required by the College.
8. Expectations of full-time regular faculty teaching during summer term are established in Policy 3803.

MANUAL OF POLICY

Title	Full Time Regular Faculty (On Board Approved Staffing Plan) Assignments and Workloads As Conditions of Employment	3800
Legal Authority	Approval of the Board of Trustees	Page 2 of 2

9. Full-time regular faculty may participate in "Non-traditional instruction." This includes online instruction, asynchronous instruction, non-classroom recorded telecourses, print or computer-based independent study courses, and courses taught via telecommunications to students at sites other than the location of the faculty.

Teaching Expectations

30 Lecture Hour Equivalents (LHEs) per academic year (fall and spring semesters) for each full-time regular faculty member

- One lecture hour equals 1 Lecture Hour Equivalent (LHE)
- One laboratory (*lab*) hour equals 0.67 *LHE*. The course descriptions in the official college catalog are used to determine the lecture hours and the lab hours for each course.

Exceptions

"Overload" refers to additional LHEs above the regular teaching load. These are paid at the adjunct rate.

"Underloads" refer to a teaching load of less than 15 LHEs per academic semester (fall and spring semesters). Full time regular faculty with an underload in the fall semester must make up the difference during the spring semester of the same academic year. Full time regular faculty who do not make up the difference during the spring semester or who have an underload during the spring semester will have their annual pay proportionately reduced by the amount of the underload.

"Courseload reduction" refers to releasing faculty members from all or part of their full-time teaching duties.

Scheduling

Scheduling of both traditional and non-traditional instructional courses; creating additional sections; assigning, changing, or reassigning faculty rests with the appropriate Department/Program Chair.

Deans are ultimately responsible for monitoring and managing the workloads of faculty and Department/Program Chairs within their respective Academic Division.

MANUAL OF POLICY

Title **Conditions of Employment of Full-Time Faculty Teaching during Summer Terms** **3803**

Legal Authority **Approval of the Board of Trustees** **Page 1 of 1**

Date Approved by Board **As Amended by Board Minute Order Dated January 28, 2020**

I. Purpose

The purpose of the policy is to provide guidelines for the conditions of employment of full-time faculty teaching during summer terms.

II. Policy

The following guidelines are applicable to full-time faculty on 9-month contracts teaching during summer terms:

1. Full-time faculty employed during the summer are expected to hold office hours. Standards for required office hours will be established by the chief academic officer of the college and will be published in advance of each summer term.
2. Faculty employed during the summer are not required to participate in other summer college activities unless they are employed under a prorated contract during the summer terms or unless they are receiving a Chair stipend during summer months. Other summer activities are activities that do not pertain directly to the classes being taught but are usually considered to be a required part of each faculty member's responsibility during the regular 9-month contract period (i.e. committee work, registration assistance, student advisement, etc.).
3. Compensation for full-time faculty during summer terms will follow the same pay plan as for overload and adjunct assignments, and published in the College's Employee Salary Pay Plans.
4. All teaching loads in excess of 9 LHE's during each of Summer I or Summer II, or in excess of 12 LHE's in Summer III, must be approved in advance by the Division Dean and the Vice President for Academic Affairs. Loads of this magnitude during Summer I, II or III will only be approved if no other reasonable alternatives are available.

III. History

Origination Date Approved by Board:
August 16, 2001

Date Amended and Approved by Board:
August 16, 2001
August 29, 2002
August 23, 2007
January 26, 2016
January 28, 2020

MANUAL OF POLICY

Title	Maximum Teaching Load for Adjunct Faculty	3809
Legal Authority	Approval of the Board of Trustees	
Date Approved by Board	Board Minute Order dated March 21, 1996 As Amended by Board Minute Order dated August 16, 2001	

During the Fall and Spring semesters, the maximum teaching load for adjunct faculty will be no more than 10 LHE's (Lecture Hour Equivalents as defined in the Faculty Handbook) per semester. Any teaching assignment above 10 LHE's will require written approval from the Vice President for Academic Affairs.

During the summer, adjunct faculty may teach up to a total of 10 LHE's. This total includes all courses taught during Summer Sessions, I, II, and III. Any teaching assignment above 10 LHE's will require written approval from the Vice President for Academic Affairs.

Office hour requirements for adjunct faculty will be established by the Vice President for Academic Affairs.

RETIRED

MANUAL OF POLICY

Title **Workload of Employees Retired Under** **3810**
Teacher Retirement System

Legal Authority **By Approval of Board of Trustees**

Date Approved by Board **Board Minute Order dated November 9, 1995**
As Amended by Board Minute Order dated July 28, 2005

Individuals who are retired and receiving retirement benefits from the Teachers Retirement System of Texas (TRS) may be employed to teach no more than one-half the instructional load of a full time faculty member. The instructional load shall be calculated on the basis of the semester hour load of a full time faculty member.

TRS return-to-work retirees who teach more than half-time will be subject to TRS rules. All employment of return-to-work retirees shall be reported to TRS.

RETIRED

MANUAL OF POLICY

Title	Hours of Work	4510
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	

All regular full-time staff and 9-month faculty are required to work the equivalent of 40 hours per week. When necessary, campus offices or departments may be kept open during hours and days outside the typical 8:00 a.m. to 5:00 p.m. Monday through Friday work schedule.

The supervising administrator is responsible for scheduling the 40 hours per week schedule based on the needs of students, the office or department.

RETIRED

At-Will Employees	<p>An at-will employee may be suspended by the College President or designee during an investigation of alleged misconduct by the employee or at any time the College District determines that the suspension will serve the College District's best interest.</p> <p>An at-will employee shall not be paid while serving a suspension unless required by law.</p>
Term Contract Employees	<p>A term contract employee may be suspended with pay and placed on administrative leave by the College President during an investigation of alleged misconduct by the employee or at any time the College President determines that the College District's best interest will be served by the suspension.</p>
Suspension with Pay	
Suspension without Pay	<p>A term contract employee may be suspended without pay for good cause as determined by the College President following a hearing held for that purpose in accordance with the procedures applicable during the contract term of an employee [see DMAA(LEGAL)].</p>

MANUAL OF POLICY

Title	Standards of Conduct	4901
Legal Authority	Approval of the Board of Trustees	Page 1 of 3
Date Approved by Board	Board Minute Order Dated January 31, 2017	

Employees of South Texas College are expected to adhere to all federal, state, and municipal laws and ordinances. Employees shall also adhere to all College policies and procedures, as well as other guidelines and rules of all regulating agencies or entities having jurisdiction over college activities. Employees of South Texas College are expected to conduct themselves in a professional, courteous, respectful, and ethical manner in the performance of their duties and responsibilities, and in their interaction with colleagues, students, and the general public.

An employee who engages in conduct prohibited by this policy shall be subject to disciplinary action and/or other adverse personnel action, including termination. The decision to discipline an employee should be made in accordance with Policy #4911 Disciplinary Action Procedures.

The prohibited conduct described by this policy is intended as a general guide for employees to follow, it is not intended as an exhaustive description of all the types of conduct that is prohibited and subject to sanction.

South Texas College employees shall be prohibited from engaging in conduct, including, but not limited to:

1. Providing false or altering to falsify information on a time sheet, an employment application, a transcript, a resume, a travel voucher, a purchase order, a student grade record, any report, a payroll record or of any other official record of the College;
2. Violating workplace health or safety rules or accepted safety practices; and creating or contributing to unhealthy or unsanitary conditions in the workplace;
3. Soliciting or accepting any prohibited gift, favor, service, or benefit from any vendor to the College, or soliciting or accepting a bribe;
4. Conducting private business during working hours, regardless of whether it is for profit or not, and regardless of whether or not it interferes with assigned duties and responsibilities;
5. Using or misappropriating work time or College property or resources for personal gain or benefit;
6. Smoking anywhere except in a designated smoking area;
7. Gambling or participating in any games of chance on the College premises at any time;
8. Soliciting, collecting money or circulating petitions on the premises other than within the rules and regulations of the College;
9. Unlawful possession, selling, distributing, or offering and/or consuming alcoholic beverages, illicit drugs, illegal narcotics, hallucinogens, drug paraphernalia, or other illegal intoxicants, drugs, or controlled substances on College premises at anytime or while on duty at any location;
10. Unlawful possessing, selling, distributing, or offering illicit drugs, illegal narcotics, hallucinogens, drug paraphernalia, or other illegal intoxicants, drugs, or controlled substances at anytime.

MANUAL OF POLICY

Title

Standards of Conduct

4901

Legal Authority

Approval of the Board of Trustees

Page 2 of 3

11. Failure or refusal to follow work-related directives from supervisors; or to perform designated work that is part of an employee's job duties and responsibilities;
12. Sabotaging, impeding, impairing, and/or disrupting the function of the workplace;
13. Neglect of duty, cyberloafing, loitering or wasting time during working hours; or failure to meet a reasonable and objective measure of efficiency and productivity;
14. Engaging in any conduct within or outside the course and scope of employment with the College which tends to impugn the employee's moral character or professional reputation, or if such conduct tends to tarnish or bring into disrepute the College's image in the community;
15. Intentional, reckless, or negligent conduct that results in personal injury to a student, College employee, or other person while on work duty with the College;
16. Actual or constructive possession on College premise of materials, photographs, video-recordings, drawings or other similar visual illustrations of a pornographic nature that are not a bona-fide part of an approved College course being taught by the employee;
17. Engaging in any conduct with any student, any employee of the College, or any other person if the conduct is offensive, inappropriate, indecent, insulting, physically threatening, and/or humiliating;
18. Making statements or remarks that are derogatory, demeaning, or denigrating of another person on the basis of race, color, national origin, religion, age, sex, sexual orientation, gender, gender identity, disability, or any other protected class;
19. Engaging in dishonest or unethical acts;
20. Inducing, encouraging, soliciting, or compelling any person to engage in any conduct that is criminal in nature, dishonest, insubordinate, offensive, vulgar, or which violates any board policy;
21. Fighting, instigating a fight, threatening or attempting bodily harm or injury to another;
22. Negligent or intentional unauthorized disclosure of information maintained by the College if the information is exempt from disclosure under any law; including, but not limited to, the Texas Public Information Act; Family Educational Rights and Privacy Act; or Freedom of Information Act;
23. Creating a condition or engaging in conduct that creates an unreasonable risk of injury to the individual, students, fellow employees, or members of public;
24. Participating in any purchase or acquisition of goods or services in which the employee has a conflict of interest;
25. Unauthorized or repeated tardiness or absence, or excessive use or abuse of sick or other leave privileges;
26. Unlawful possession or storage of a prohibited firearm or other prohibited weapon on College premises;
27. Failure to comply with the College's policy on prohibition of weapons;

MANUAL OF POLICY

Title

Standards of Conduct

4901

Legal Authority

Approval of the Board of Trustees

Page 3 of 3

28. Making misrepresentations or providing misleading work-related information to supervisors, co-workers, regulatory bodies, or funding agencies.
29. Engaging in conduct that is prohibited by other College policies;
30. Violating departmental procedures, rules or regulations, or College policies;
31. Failing to comply with purchasing or hiring policies, rules, or regulations of the College;
32. Bringing children on College premises during employee's working hours in lieu of childcare arrangements; or
33. Other acts of misconduct as determined by Administration to be prohibited.

The decision to discipline an employee should be made in accordance with Policy #4911: Disciplinary Action Procedures.

This policy is not intended to create any property interest in continued employment.

RETIRED

TERMINATION OF EMPLOYMENT

DM
(LOCAL)

At-Will Employees

At-will employees may be dismissed at any time for any reason not prohibited by law or for no reason, as determined by the College District.

Grounds for Termination

A term contract employee may be terminated during the contract term for good cause as determined by the College President.

Time Limits

Time limits stated in this policy shall not include Saturdays, Sundays, or state and federal holidays. "Day" is defined as a College District business day.

Notice

Before an employee employed under a term contract may be terminated, the College President must notify the term contract employee in writing of the proposed action and the grounds for the action.

Reasons for Termination

Any employee employed under a term contract may be **terminated** during the term of the contract for good cause. Good cause includes, but is not limited to, the following:

1. Providing false or altering to falsify information on a time-sheet, an employment application, a transcript, a resume, a travel voucher, a purchase order, a student grade record, any report, a payroll record or of any other official record of the College District;
2. Violating workplace health or safety rules or accepted safety practices; and creating or contributing to unhealthy or unsanitary conditions in the workplace;
3. Soliciting or accepting any prohibited gift, favor, service, or benefit from any vendor to the College District, or soliciting or accepting a bribe;
4. Conducting personal business and activities during working hours, regardless of whether it is for profit or not, and regardless of whether or not it interferes with assigned duties and responsibilities;
5. Using or misappropriating work time or College District property or resources for personal gain or benefit;
6. Smoking anywhere except in a designated smoking area;
7. Gambling or participating in any games of chance on the College District premises at any time;
8. Soliciting, collecting money or circulating petitions on the premises other than within the rules and regulations of the College District;

9. Unlawful possession, selling, distributing, or offering and/or consuming alcoholic beverages, illicit drugs, illegal narcotics, hallucinogens, drug paraphernalia, or other illegal intoxicants, drugs, or controlled substances on College District premises at anytime or while on duty at any location;
10. Unlawful possessing, selling, distributing, or offering illicit drugs, illegal narcotics, hallucinogens, drug paraphernalia, or other illegal intoxicants, drugs, or controlled substances at anytime.
11. Failure or refusal to follow work-related directives from supervisors; or to perform designated work that is part of an employee's job duties and responsibilities;
12. Sabotaging, impeding, impairing, and/or disrupting the function of the workplace;
13. Neglect of duty, cyberloafing, loitering or wasting time during working hours; or failure to meet a reasonable and objective measure of efficiency and productivity;
14. Engaging in any conduct within or outside the course and scope of employment with the College District which tends to impugn the employee's moral character or professional reputation, or if such conduct tends to tarnish or bring into disrepute the College District's image in the community;
15. Intentional, reckless, or negligent conduct that results in personal injury to a student, College District employee, or other person while on work duty with the College District;
16. Actual or constructive possession on College District premise of materials, photographs, video-recordings, drawings or other similar visual illustrations of a pornographic nature that are not a bona-fide part of an approved College District course being taught by the employee;
17. Engaging in any conduct with any student, any employee of the College District, or any other person if the conduct is objectively offensive, inappropriate, indecent, insulting, physically threatening, and/or humiliating;
18. Making statements or remarks that are derogatory, demeaning, or denigrating of another person on the basis of race, color, national origin, religion, age, sex, sexual orientation, gender, gender identity, disability, or any other protected class;
19. Engaging in dishonest or unethical acts;

20. Inducing, encouraging, soliciting, or compelling any person to engage in any conduct that is criminal in nature, dishonest, insubordinate, offensive, vulgar, or which violates any board policy;
21. Fighting, instigating a fight, threatening or attempting bodily harm or injury to another;
22. Negligent or intentional unauthorized disclosure of information maintained by the College District if the information is exempt from disclosure under any law; including, but not limited to, the Texas Public Information Act; Family Educational Rights and Privacy Act; or Freedom of Information Act;
23. Creating a condition or engaging in conduct that creates an unreasonable risk of injury to the individual, students, fellow employees, or members of public;
24. Participating in any purchase or acquisition of goods or services in which the employee has a conflict of interest;
25. Unauthorized or repeated tardiness or absence, or excessive use or abuse of sick or other leave privileges;
26. Unlawful possession or storage of a prohibited firearm or other prohibited weapon on College District premises;
27. Failure to comply with the College District's policy on prohibition of weapons;
28. Making misrepresentations or providing misleading work-related information to supervisors, co-workers, regulatory bodies, or funding agencies.
29. Engaging in conduct that is prohibited by other College District policies;
30. Violating departmental procedures, rules or regulations, or College District policies;
31. Failing to comply with purchasing or hiring policies, rules, or regulations of the College District;
32. Bringing children on College District premises during employee's working hours in lieu of childcare arrangements; or
33. Other acts of misconduct as determined by Administration to be prohibited.
34. Financial Exigency - any decline in the College District's financial resources brought about by a decline in enrollment, cuts in funding, in tax revenues, or any other actions or

events that create a need for the College District to reduce financial expenditures for personnel.

35. Program Change - any elimination, curtailment, or reorganization of a curriculum offering, legislative revisions to program funding, or a reorganization or consolidation of two or more programs.

Hearing

If an employee employed under a term contract desires a hearing after receiving notice of the proposed termination, or proposed suspension without pay, the term contract employee shall notify the College President in writing not later than the 10th business day after the date that the term contract employee receives the notice of the proposed action. A faculty member who requests a hearing may simultaneously submit a grievance, in writing, to the College President on an issue related to the nonrenewal or termination of the faculty member's employment for the College President's consideration at the hearing. The College President shall schedule a hearing to be held not later than the 20th business day after the date the College President receives the request for a hearing unless the parties agree in writing to a different date.

At the hearing, the term contract employee may:

1. Be represented by legal counsel or a representative of the term contract employee's choice;
2. Hear the evidence supporting the reason for the proposed action;
3. Call witnesses;
4. Cross-examine witnesses; and
5. Present evidence; and
6. Additionally, a faculty member who is being terminated may present evidence on any grievance submitted to College President on any issue related to the termination of the faculty member's employment.

Decision of the
College President

If the term contract employee does not request a hearing, the College President shall:

1. Proceed to take the appropriate action to terminate the employee's contract or suspend the term contract employee without pay without further notice to the term contract employee before taking such action; and

2. Notify the term contract employee in writing of that action not later than the 20th business day after the date the notice of proposed action was sent to the term contract employee.

If the term contract employee requests a hearing, following the hearing the College President shall notify the term contract employee in writing of that action not later than the 15th business day after the date on which the hearing is concluded.

The decision of the College President is final and non-appealable.

Term Contract
Faculty Members

Alternatively, to the hearing process outlined in this policy, a faculty member, as defined by Education Code 51.960, may forego a request for a hearing on the matter of the proposed termination and only present a grievance under Section 51.960 to the College President or designee, on an issue related to the faculty member's termination. The faculty member shall present the grievance within ten business days after receiving the notice of termination.

Once a grievance has been filed with the College President, the conference shall be scheduled within seven business days. The decision of the College President shall be final and non-appealable.

Policy Guidelines

A term contract employee terminated for cause will not be eligible for reemployment with the College District.

This policy is not intended to create any property interest in continued employment.

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

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

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

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

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

- a. Approval to Proceed with Solicitation of Consulting Services for an Assessment of Administrative and Non-Instructional Facility Space Needs for Pecan Campus
- b. Approval to Proceed with Solicitation of Mechanical Engineering Services for the Pecan Campus Physical Plant Building E Cooling Tower Above Ground Piping System
- c. Approval to Proceed with Solicitation of Architectural Services for the Nursing and Allied Health Campus East Building A
 1. Community Pharmacy Lab Renovations
 2. Renovation of Radiology Lab to Multipurpose Skills Lab
- d. Approval of Final Completion for the Nursing and Allied Health Campus NAH East Building A Generators Replacement
- e. Approval of Final Completion for Pecan Campus South Academic Building J Generator Replacement Approval of Annual Facility Usage Agreements for the Kinesiology Program

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

The Board of Trustees of South Texas College approve and authorize items a – e of the Facilities Committee Consent Agenda as presented.

Approval Recommended:

Dr. Ricardo J. Solis
President

Consent Agenda:

a. Approval to Proceed with Solicitation of Consulting Services for an Assessment of Administrative and Non-Instructional Facility Space Needs for Pecan Campus

Administration recommends Board approval to solicit consulting services for an assessment of the administrative and noninstructional facility space needs for Pecan Campus.

Purpose

The assessment of administrative and non-instructional facility space needs for Pecan Campus would serve as a strategic decision-making tool for addressing specific space utilization conditions and future facility construction and renovation at the Pecan Campus.

Background

The previous assessment of space needs was performed with Freese & Nichols as part of the 2010 District-Wide Campus Expansion Master Plan. The 2010 Master Plan identified space needs and recommended a district wide expansion of instructional and non-instructional spaces over a 10-year period for the College.

Space needs assessment services for Pecan Campus should include the following:

- Review of previous master plan
- Analyze administrative and non-instructional staffing conditions
- Analyze administrative and non-instructional staffing projections
- Analyze campus traffic patterns
- Analyze available and additional land
- Analyze existing facilities usage
- Analyze reallocation of existing functions
- Plan for logical building expansions
- Plan for proposed new additional spaces
- Plan for logical building placements
- Conduct facility condition assessments for older buildings

Funding Source

Funds for the Assessment of Administrative and Non-Instructional Facility Space Needs for Pecan Campus Project 2025-025C are available in the FY 2024-2025 Unexpended Plant Fund. The estimated amount for the services ranges from \$125,000 to \$250,000 based on the methodology used by the consultant and the extent of scope necessary.

Estimated Project Timeline

The project is estimated to commence in October 2024 and be completed in June 2025.

Enclosed Documents

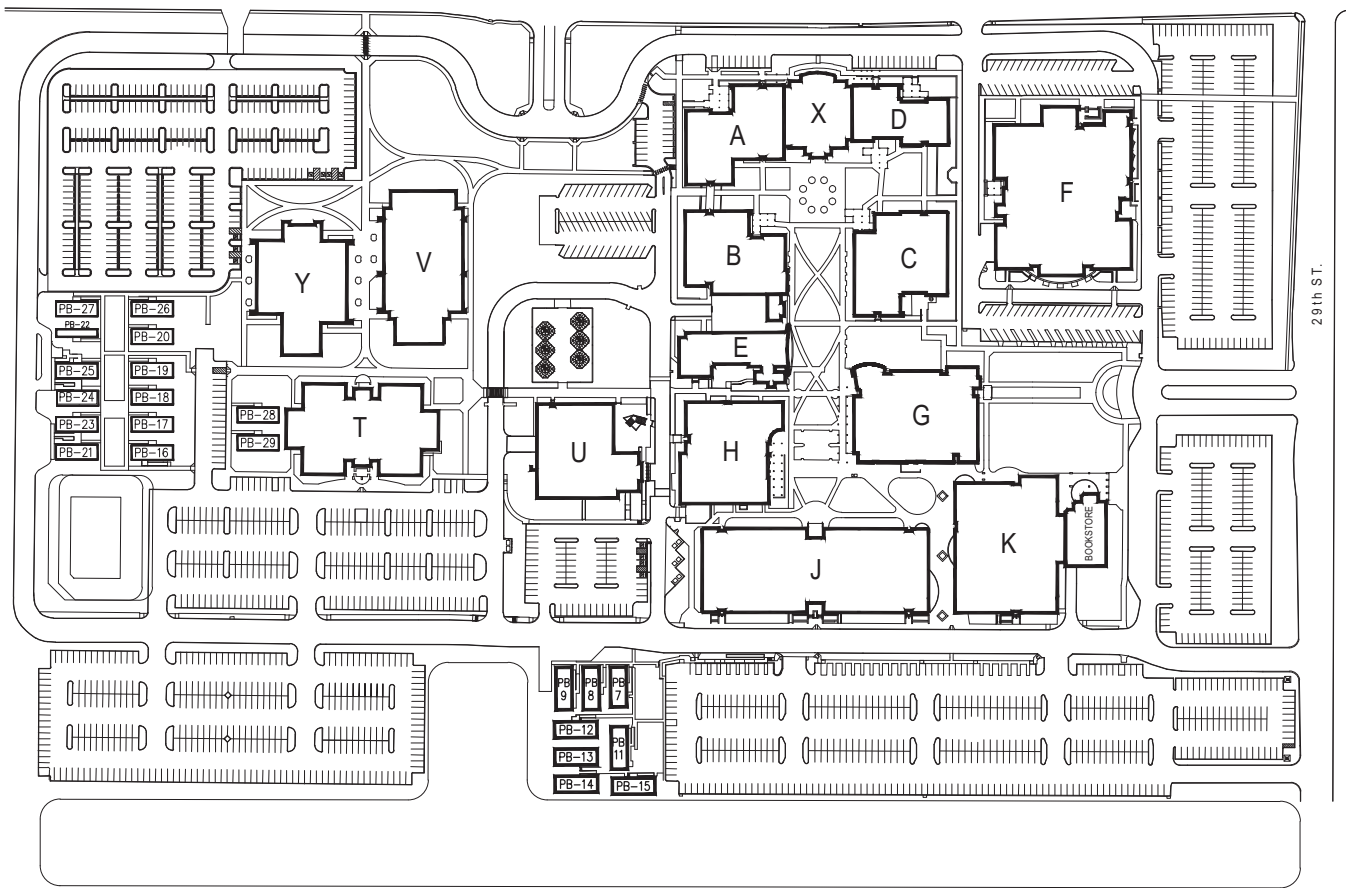
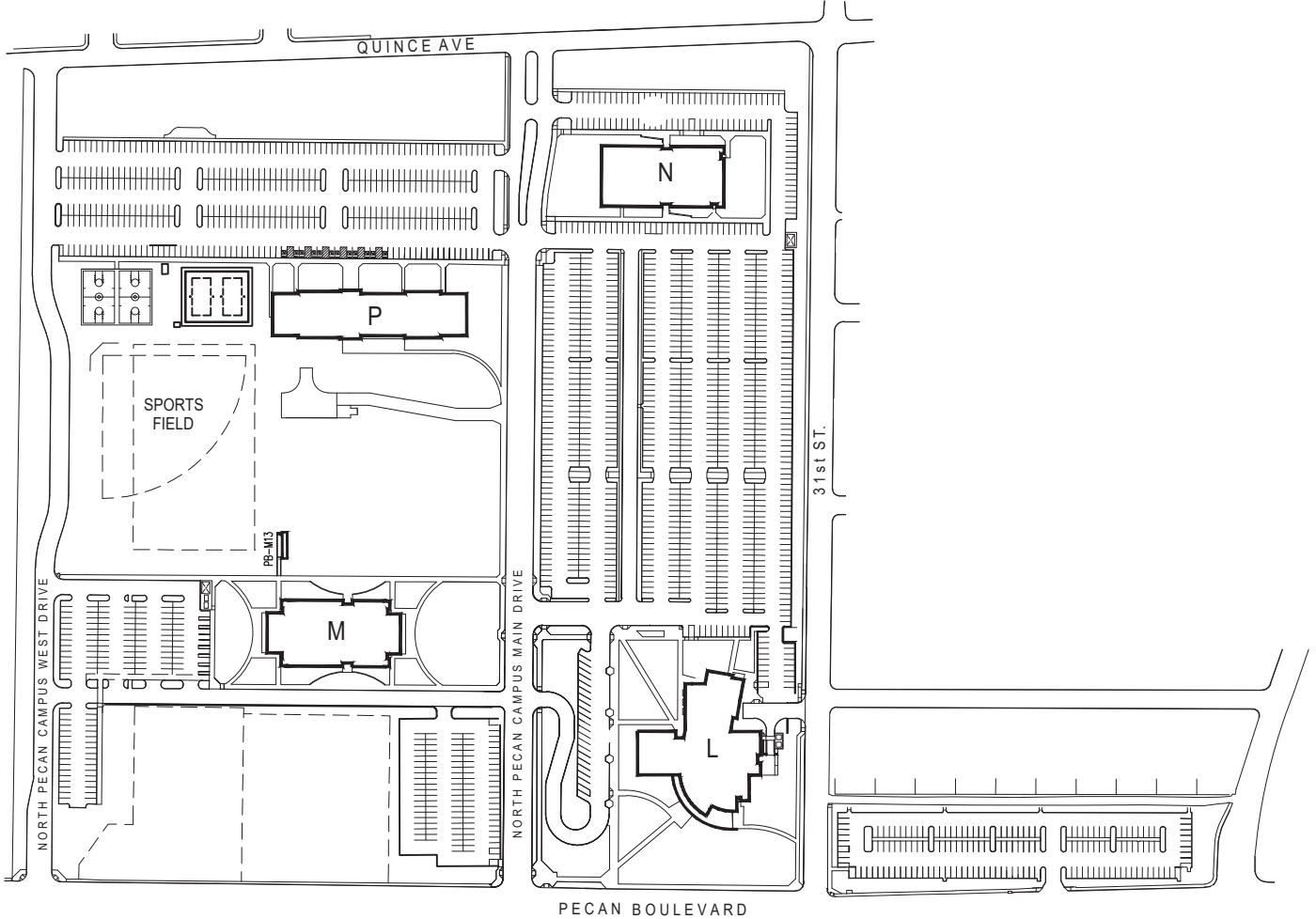
A Pecan Campus site plan is included for the Board's review.

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

The Board of Trustees of South Texas College approves and authorizes proceeding with solicitation of consulting services for an assessment of the administrative and noninstructional facility space needs for Pecan Campus.

Approval Recommended:

**Dr. Ricardo J. Solis
President**



Consent Agenda:

b. Approval to Proceed with Solicitation of Mechanical Engineering Services for the Pecan Campus Physical Plant Building E Cooling Tower Above Ground Piping System

Administration requests Board approval to proceed with the solicitation of mechanical engineering services for the Pecan Campus Physical Plant Building E Cooling Towers Above Ground Piping system will be requested at the Board meeting.

Justification

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

Scheduling Priority

This project was requested by Administration, and has been reviewed by the Facilities Operations and Maintenance and Facilities Planning and Construction Departments, and Administration. This project is scheduled as a non-educational improvement to provide the above-ground piping system needed for the Pecan Campus Physical Plant.

Background

The underground piping system was installed in 2016 as part of the expansion of the Physical Plant at the Pecan Campus. In early May 2024, water was found to be seeping through the concrete at the cooling tower yard. Administration engaged Texas Chiller Systems, a Board Approved Vendor available through The Interlocal Purchasing System (TIPS), to inspect and conduct emergency repairs to the leaks.

Repairs were necessary due to several leaks in the underground piping system, which led to the loss of air condition cooling for the entire Pecan Campus from Friday, May 17, 2024 through Monday, May 20, 2024.

Assessment of Underground Cooling Tower Piping

Texas Chiller Systems contracted NOS Inspections, LTD for the assessment of the underground piping. The underground 30" supply and return cooling tower piping was evaluated in several areas and the steel piping thickness was found to have deteriorated. The results of the latest findings of the underground piping indicate the possibility for additional leaks.

Testing of Soil

Facilities Operations and Maintenance contracted with Terracon to conduct an analysis of the soil around the underground piping. The soil analysis results were found to be moderately corrosive.

The total project estimated cost, including professional design services and construction services, is \$731,250 and is itemized in the table below:

Pecan Campus Physical Plant Building E Cooling Tower Above Ground Piping Total Estimated Project Budget	
Budget Item	Estimated Costs
Construction	\$650,000
Design	65,000
Miscellaneous	16,250
Total Estimated Project Budget	\$731,250

The estimated costs for this project are based on previous projects of a similar nature and the scope of the work. The estimated costs may be updated at a later date with the assistance of the engineer.

Funding Source

Funds for the Pecan Campus Physical Plant Building E Cooling Tower Above Ground Piping System Project 2025-026C are available in the Unexpended Construction Plant Fund for use in FY 2024 – 2025.

Estimated Project Timeline

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

Enclosed Documents

Following in the packet is a presentation of the project for the Board’s review and information.

Mary G. Del Paz, Vice President for Finance and Administrative Services and George McCaleb, Director of Facilities Operations and Maintenance, will be present at the meeting to address any questions.

The Committee recommended Board approval to proceed with the solicitation of mechanical engineering services for the Pecan Campus Pecan Campus Physical Plant Building E Cooling Tower Above Ground Piping System as presented.

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

The Board of Trustees of South Texas College approves and authorizes proceeding with the solicitation of mechanical engineering services for the Pecan Campus Pecan Campus Physical Plant Building E Cooling Tower Above Ground Piping System as presented.

Approval Recommended:

Dr. Ricardo J. Solis
President



PECAN CAMPUS

Physical Plant Building E Cooling Tower

Above Ground Piping System

PECAN CAMPUS

PHYSICAL PLANT BUILDING E COOLING TOWER

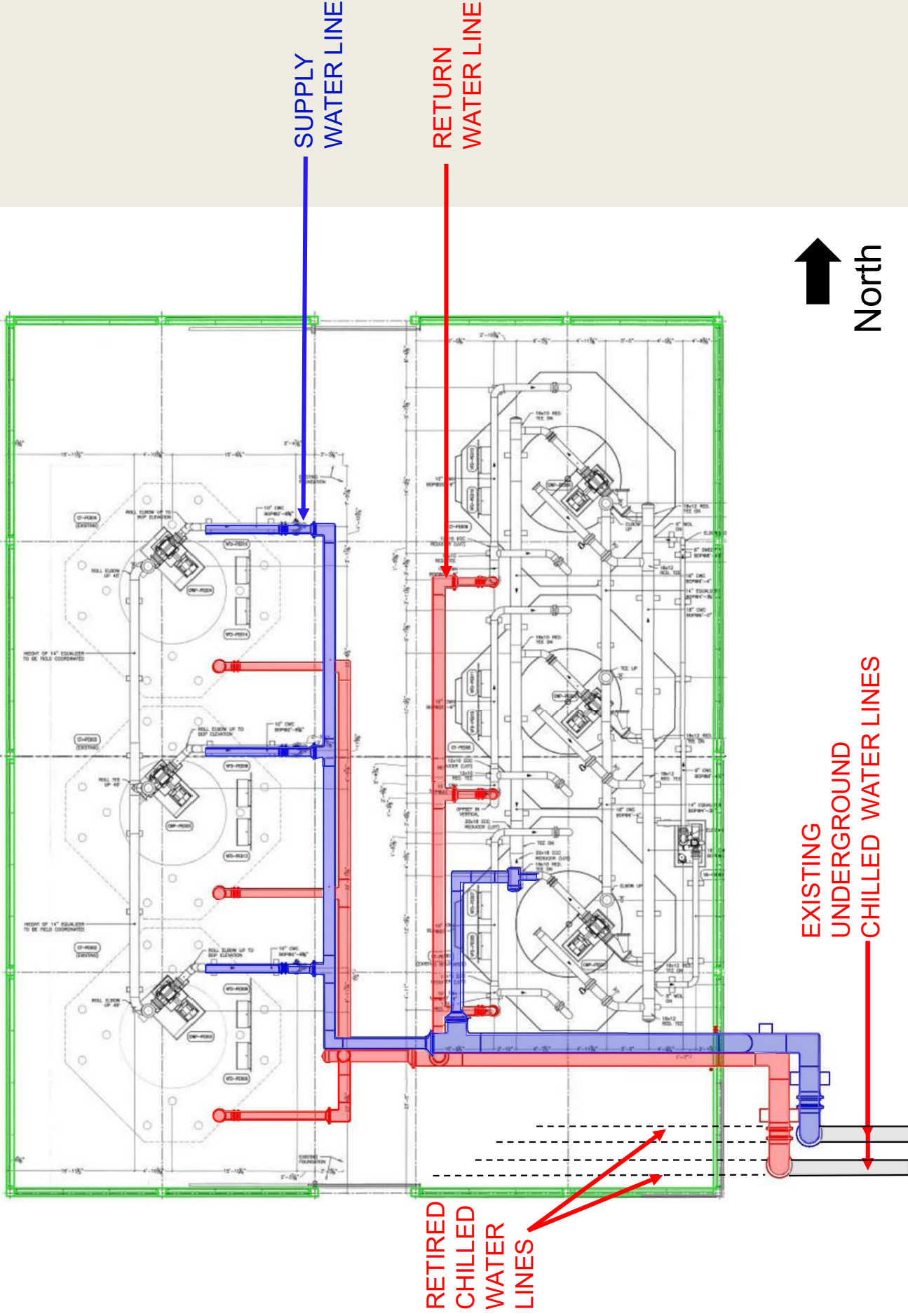
Above Ground Piping System



PROJECT
SITE LOCATION



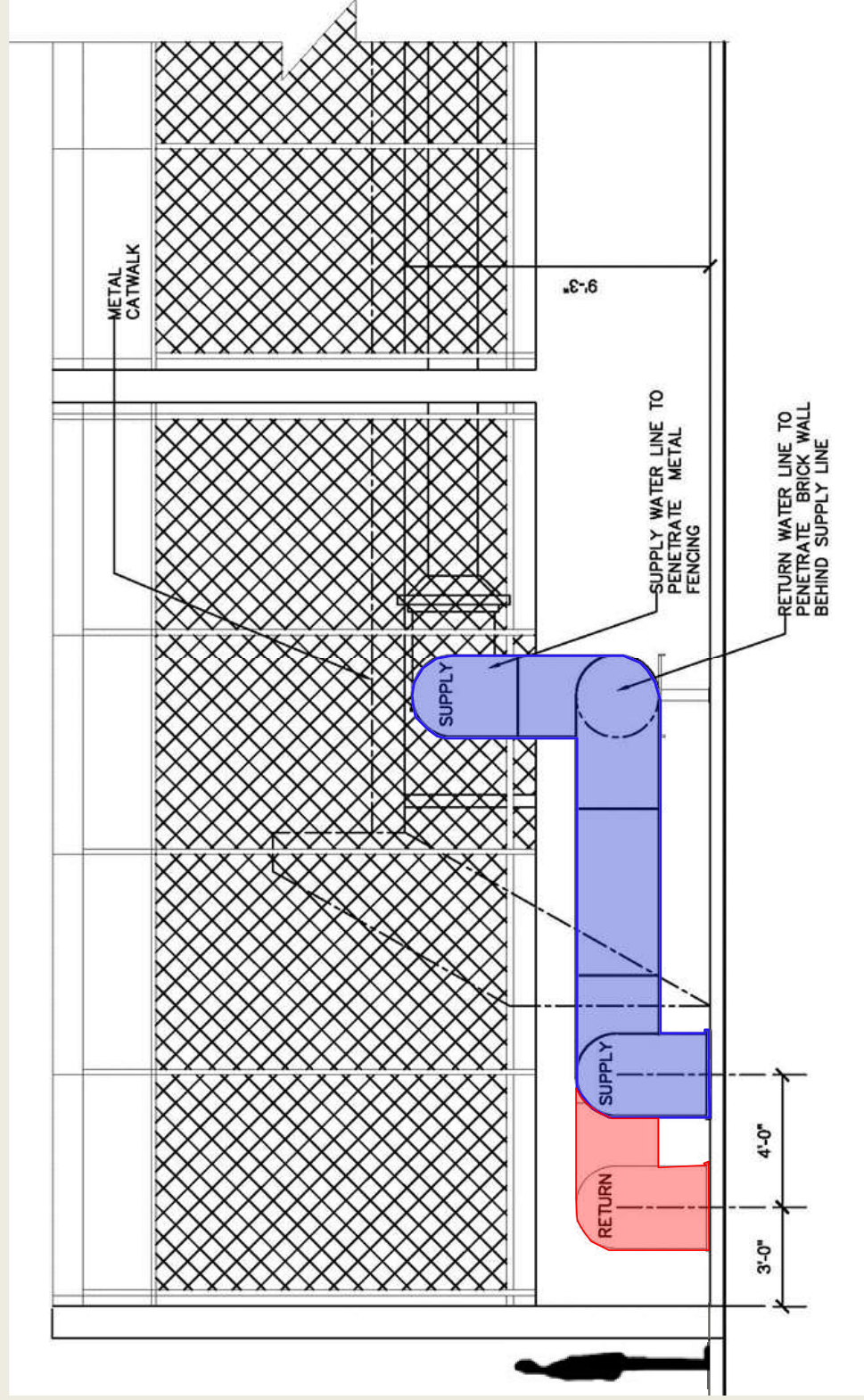
PECAN CAMPUS PHYSICAL PLANT BUILDING E COOLING TOWER Above Ground Piping System – Plan View



PECAN CAMPUS

PHYSICAL PLANT BUILDING E COOLING TOWER

Above Ground Piping System – Elevation

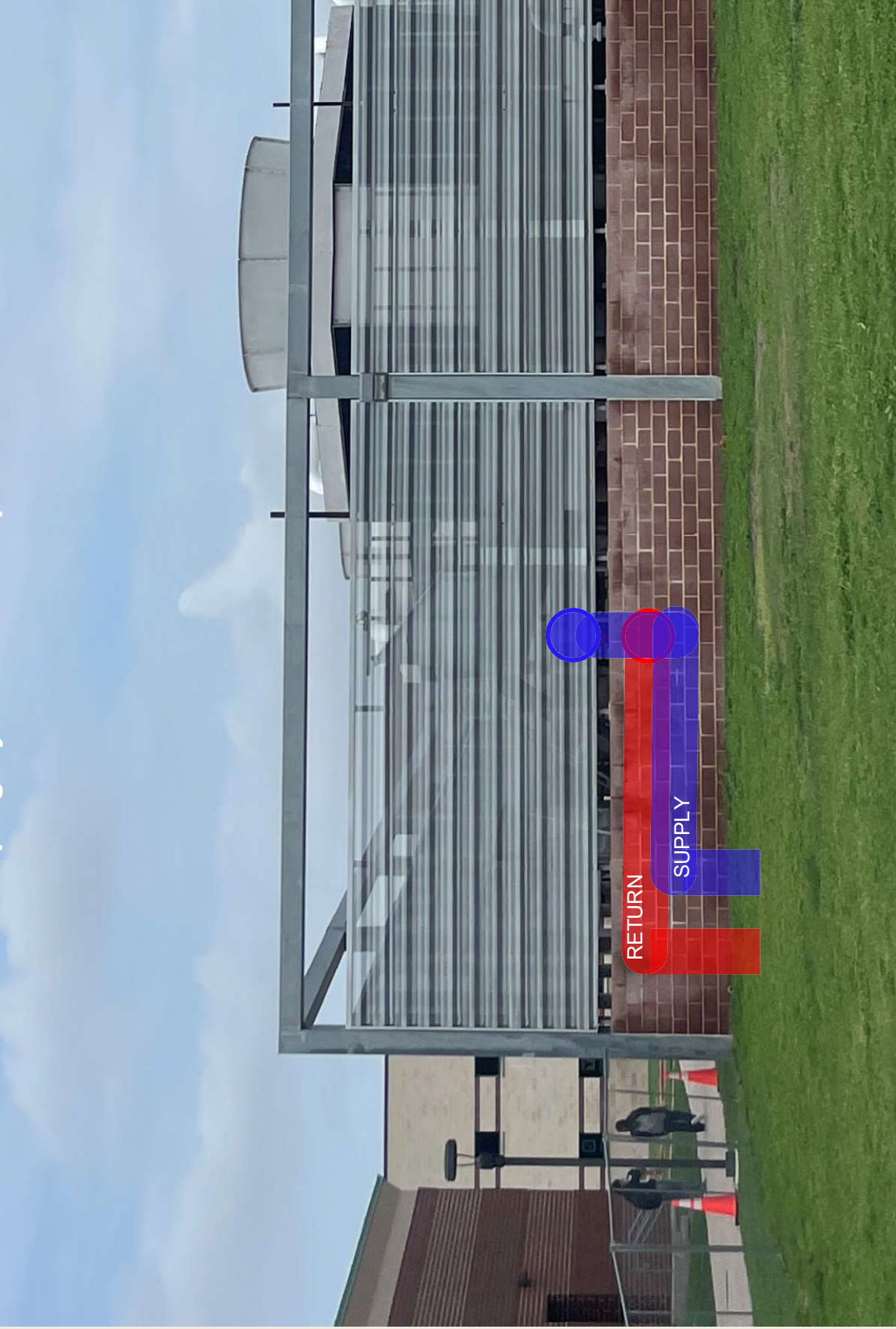


East Exterior Elevation

PECAN CAMPUS

PHYSICAL PLANT BUILDING E COOLING TOWER

Above Ground Piping System –Conceptual View

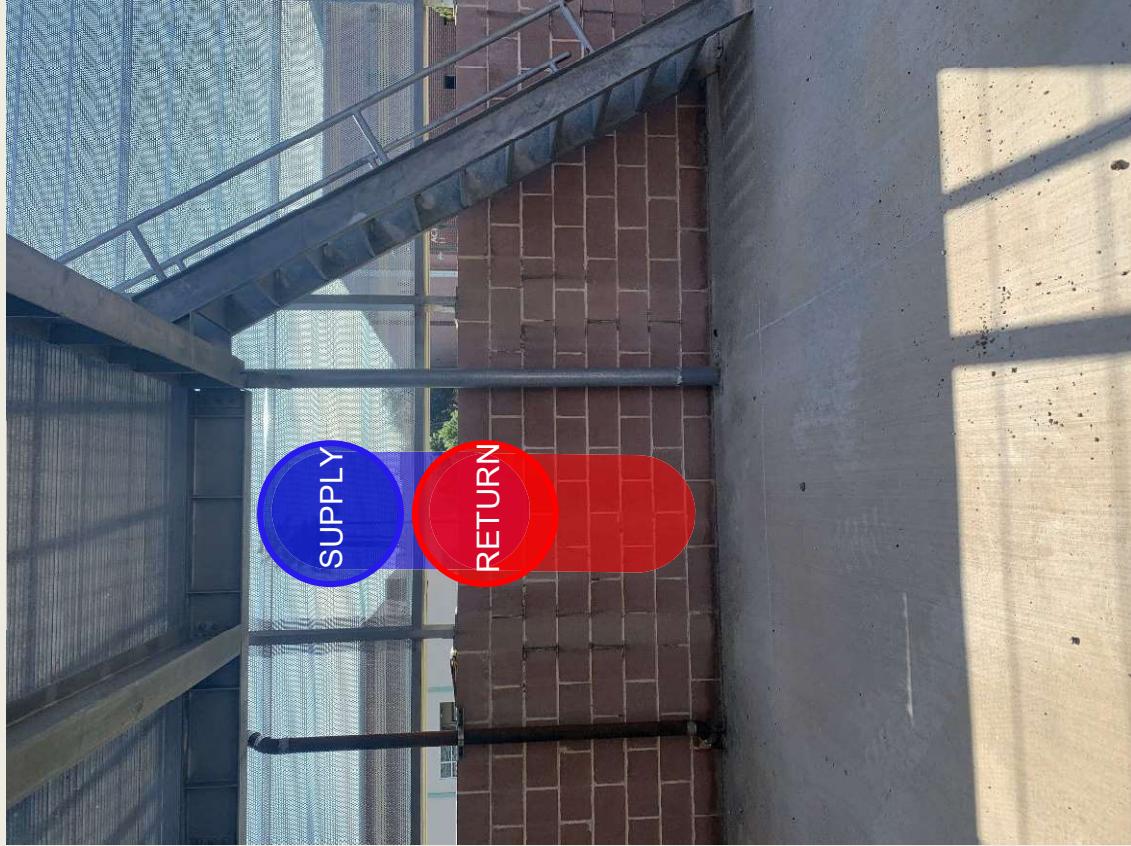


East Exterior View

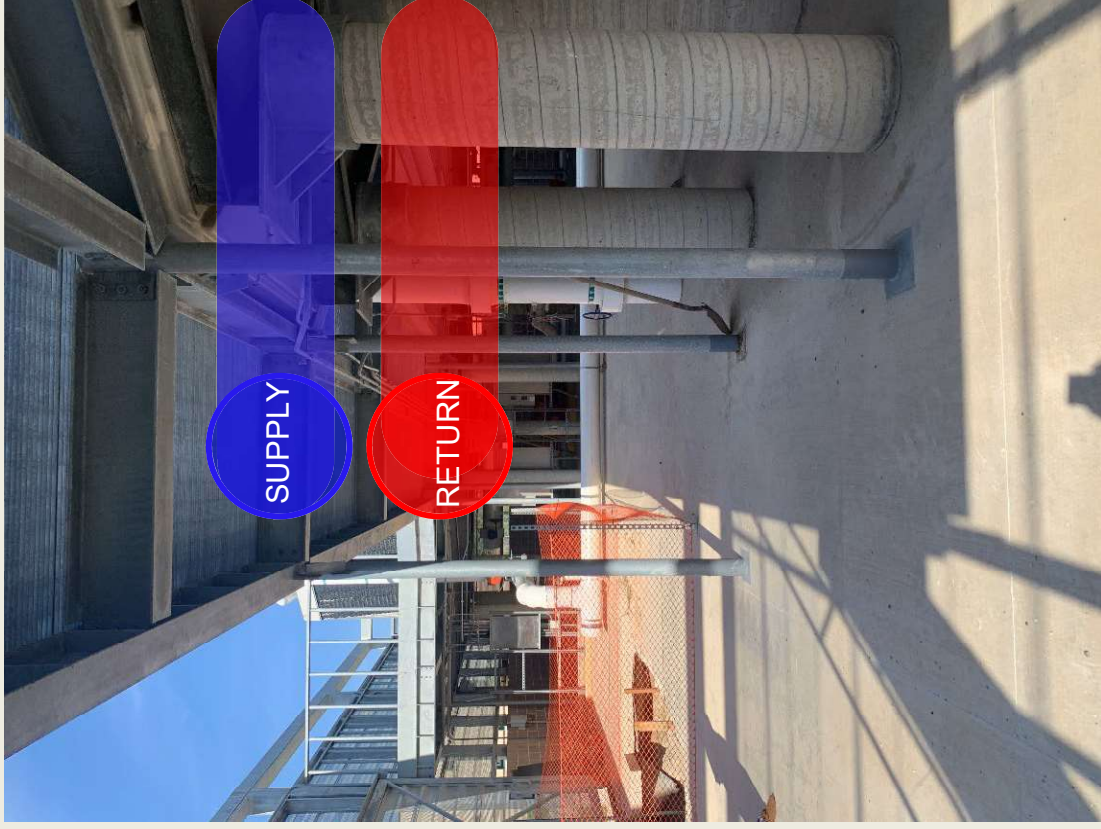
PECAN CAMPUS

PHYSICAL PLANT BUILDING E COOLING TOWER

Above Ground Piping System –Conceptual Views



East Interior View

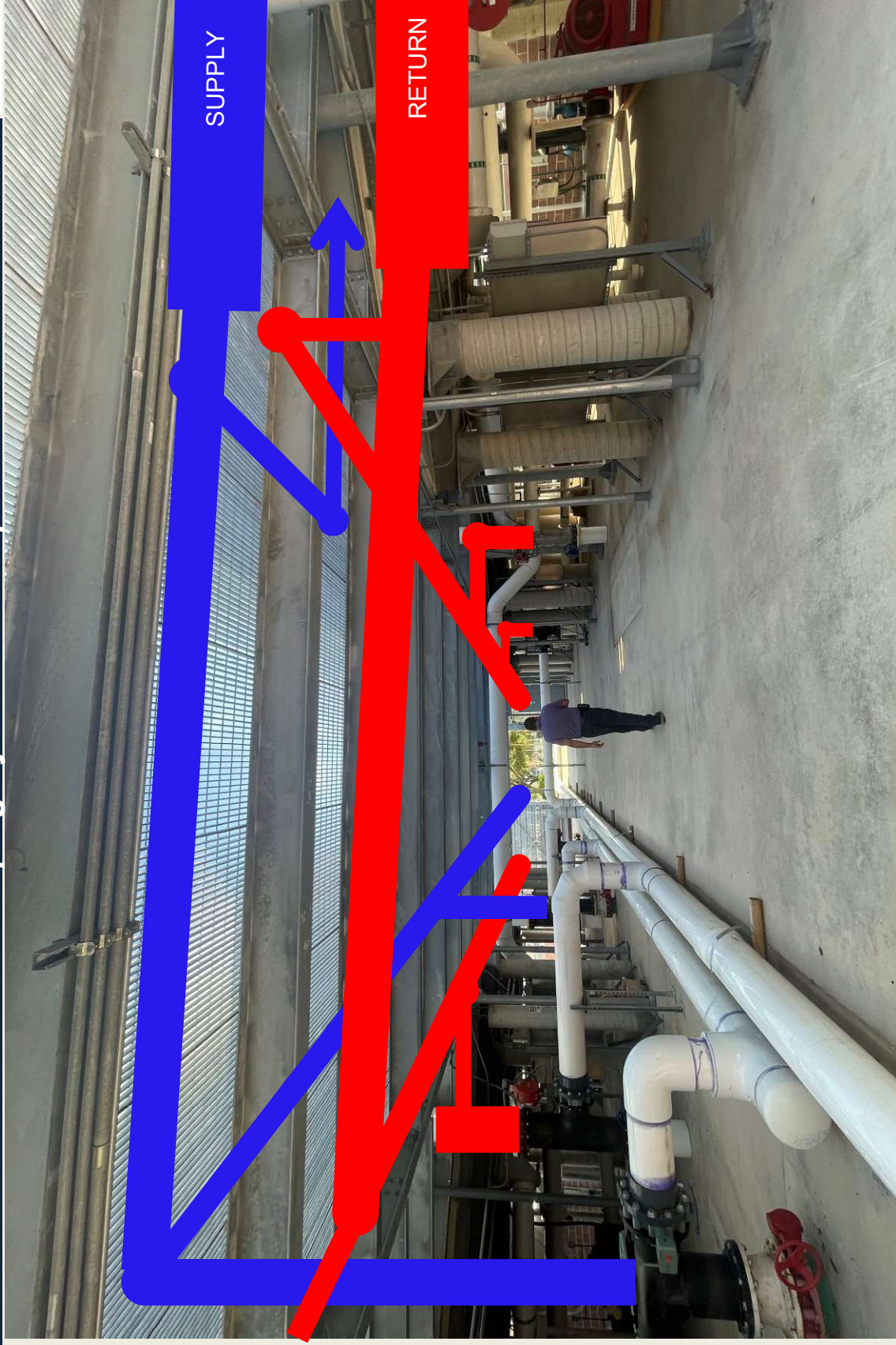


West Interior View

PECAN CAMPUS

PHYSICAL PLANT BUILDING E COOLING TOWER

Above Ground Piping System –Conceptual View

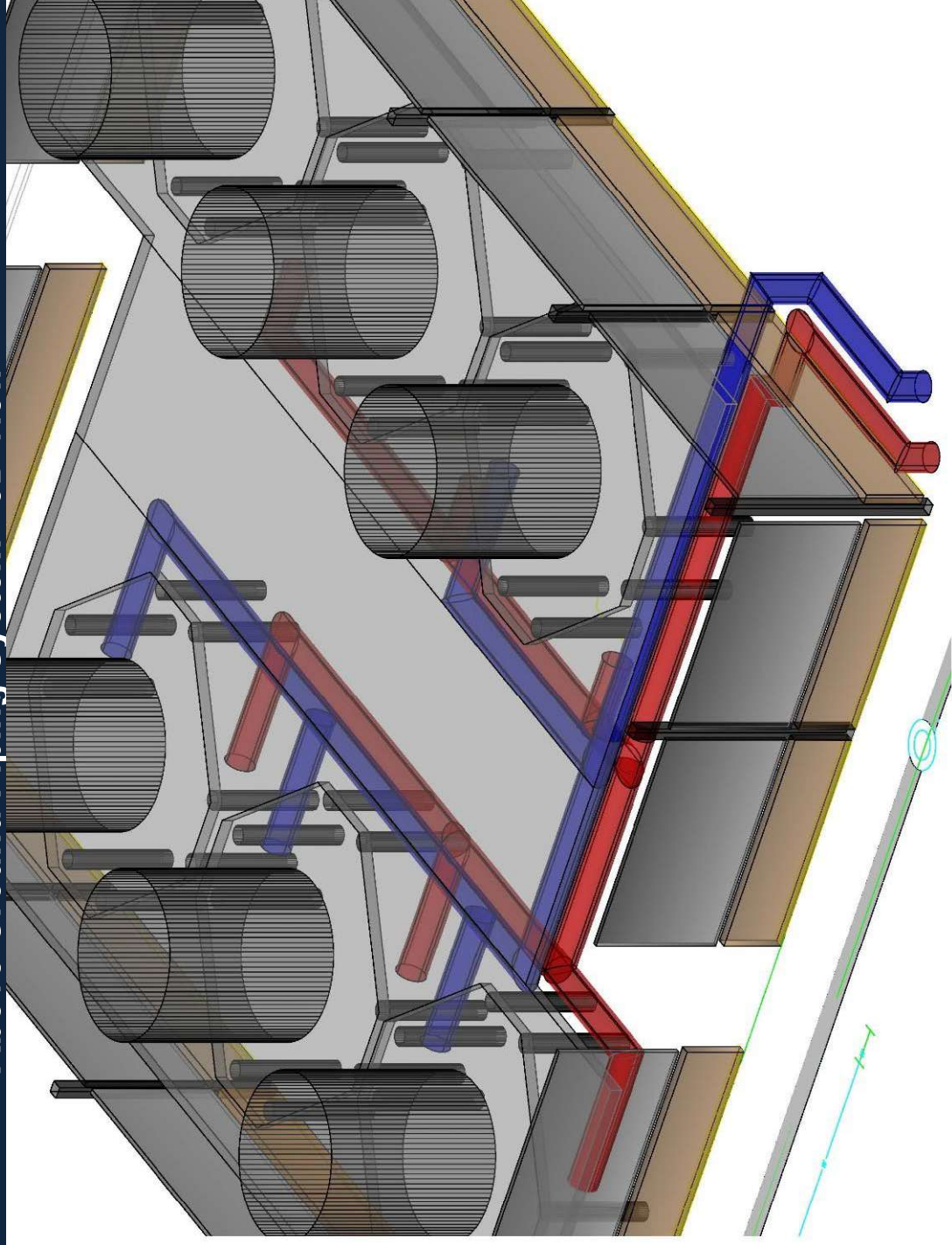


North Interior View

PECAN CAMPUS

PHYSICAL PLANT BUILDING E COOLING TOWER

Above Ground Piping System –3D view



3D - Isometric view



Consent Agenda:

c. Review and Recommend Action on Approval to Proceed with Solicitation of Architectural Services for the Nursing and Allied Health Campus East Building A

1. Community Pharmacy Lab Renovations

2. Renovation of Radiology Lab to Multipurpose Skills Lab

Administration requests Board approval to proceed with solicitation of architectural services for the

following Nursing and Allie Health Campus East Building A projects:

1. Community Pharmacy Lab Renovations
2. Renovation of Radiology Lab to Multipurpose Skills Lab

Justification

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

Scheduling Priority

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

Background

Nursing and Allied Health Campus East Building A Community Pharmacy Lab Renovations

The project consists of renovating the Community Pharmacy Lab on the 3rd floor to meet American Society of Health-System Pharmacists / Accreditation Council for Pharmacy Education (ASHP/ACPE) standards for accreditation.

The proposed scope of work is summarized as follows:

- Renovation of the Community Pharmacy Lab on 3rd Floor
 - Total Square Feet = 1,373 sq. ft.
 - Room 2.206 - 317 sq. ft.
 - Room 2.208 - 888 sq. ft.
 - Room 2.210 - 168 sq. ft.
- Spaces to Include:
 - Large Pharmacy Lab
 - Pharmacy Prep area
 - Pharmacy Storage

The total project estimated cost, including construction, design, miscellaneous, FFE, and technology, is \$355,607 and is itemized in the table below:

Nursing and Allied Health Campus East Building A Community Pharmacy Lab Renovations Total Estimated Project Budget	
Budget Item	Estimated Costs
Construction	\$274,600
Design	27,460
Miscellaneous	6,865
FFE	23,341
Technology	23,341
Total Estimated Project Budget	\$355,607

Nursing and Allied Health Campus East Building A Renovation of Radiology Lab to Multipurpose Skills Lab

The project consists of renovating the existing Radiology lab to a Multipurpose Skills Lab for instruction.

The proposed scope of work is summarized as follows:

- Renovation and conversion of the Radiology Lab
- Total Renovation Space 1,278 sq. ft.

The total project estimated cost, including construction, design, miscellaneous, FFE, and technology, is \$161,640 and is itemized in the table below:

Nursing and Allied Health Campus East Building A Renovation of Radiology Lab to Multipurpose Skills Lab Total Estimated Project Budget	
Budget Item	Estimated Costs
Construction	\$125,000
Design	12,500
Miscellaneous	3,500
FFE	10,320
Technology	10,320
Total Estimated Project Budget	\$161,640

Funding Source

Funds for the these are available in the Unexpended Construction Plant Fund for use in FY 2024 – 2025.

Estimated Project Timeline

Nursing and Allied Health Community Pharmacy Lab Renovations

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

Nursing and Allied Health Campus East Building A Renovation of Radiology Lab to Multipurpose Skills Lab

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

Enclosed Documents

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

The Committee recommended Board approval to proceed with the solicitation of architectural services for the Nursing and Allied Health Campus East Building A projects as presented.

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

The Board of Trustees of South Texas College approves and authorizes proceeding with the solicitation of architectural services for the Nursing and Allied Health Campus East Building A projects as presented.

Approval Recommended:

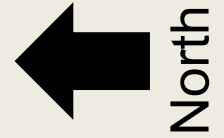
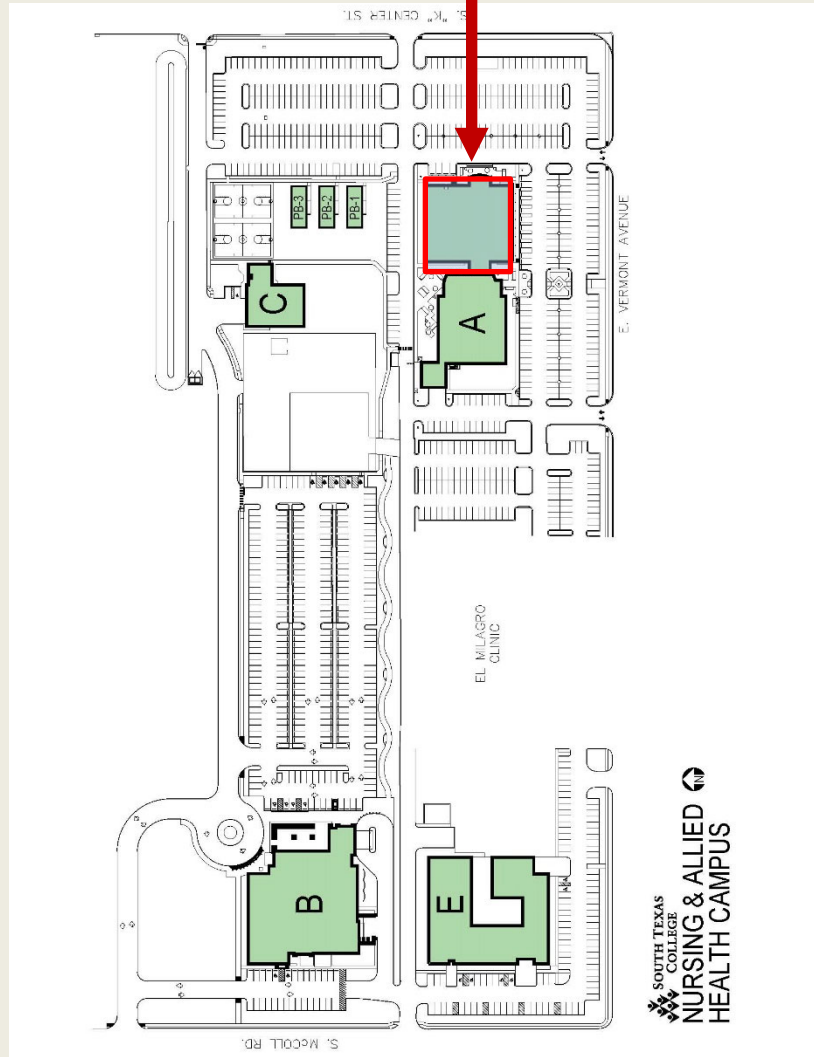
Dr. Ricardo J. Solis
President



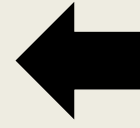
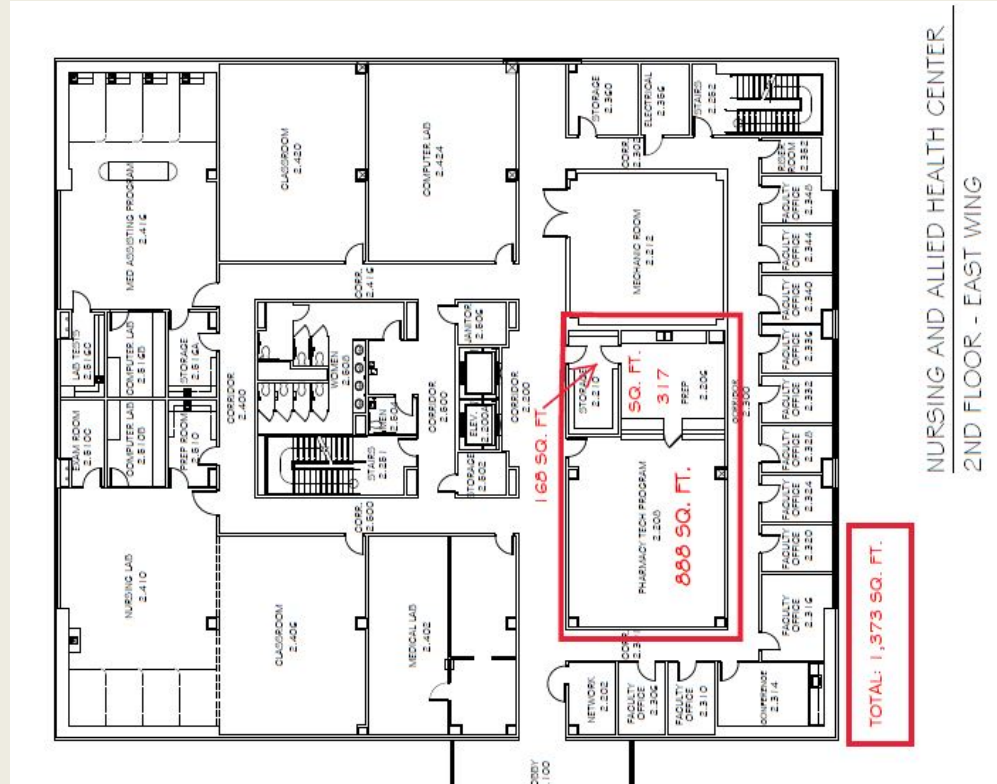
**SOUTH TEXAS
COLLEGE**

**Nursing & Allied Health Campus
Community Pharmacy Lab Renovation
2025-005C**

Nursing & Allied Health Campus Community Pharmacy Lab Renovation



Nursing & Allied Health Campus Community Pharmacy Lab Renovation



North

Nursing & Allied Health Campus Community Pharmacy Lab Renovation



Requested By

Nursing and Allied Health Department

Scope of Work

Renovation of existing Community Pharmacy Lab and Pharmacy Technology Lecture area in NAHA 2.206 & 2.208 to include 1 large Community Pharmacy Lab for 8 students, 1 instructor, and 1 lab assistant to work in community pharmacy simulation simultaneously.

- Total Square Feet = 1,373 s.f.
 - 2.206 317 s.f.
 - 2.208 888 s.f.
 - 2.210 168 s.f.
- Spaces to Include:
 - Large Pharmacy Lab
 - Pharmacy Prep area
 - Pharmacy Storage

Estimated Total Project Budget

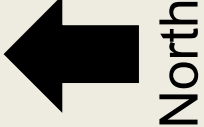
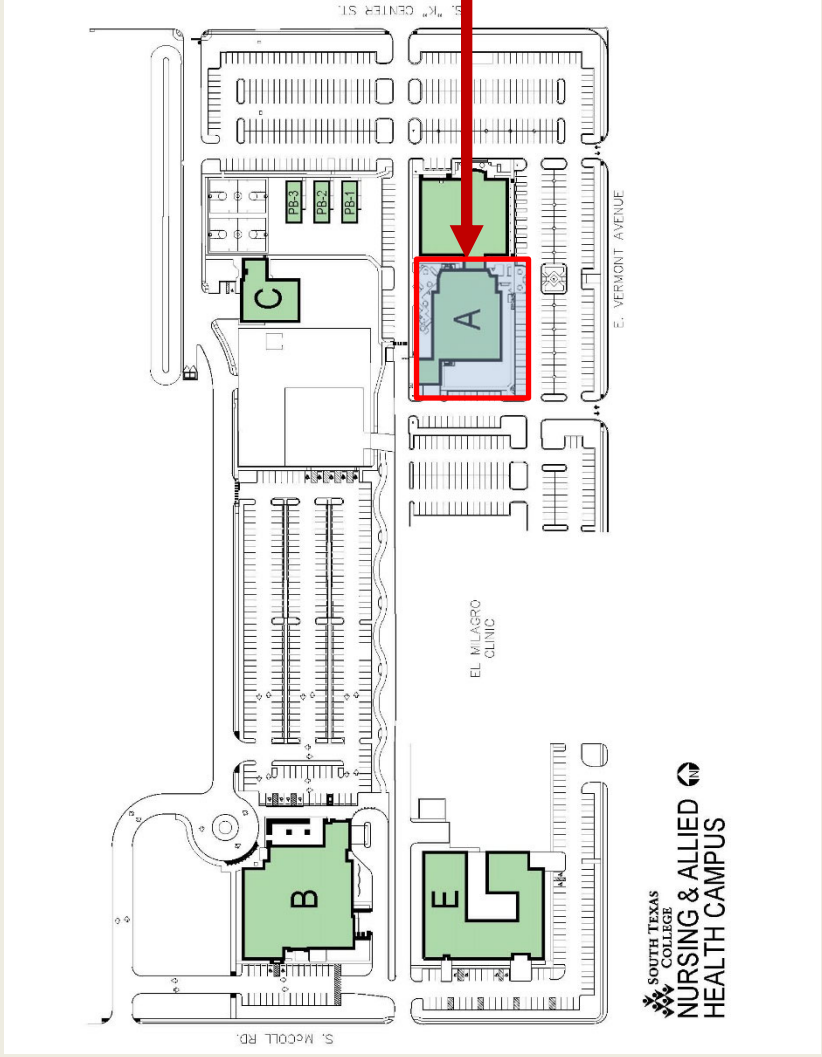
Construction	\$ 274,600
Design	27,460
Miscellaneous	6,865
FFE	23,341
Tech	23,341
Total Project Budget	\$ 355,607



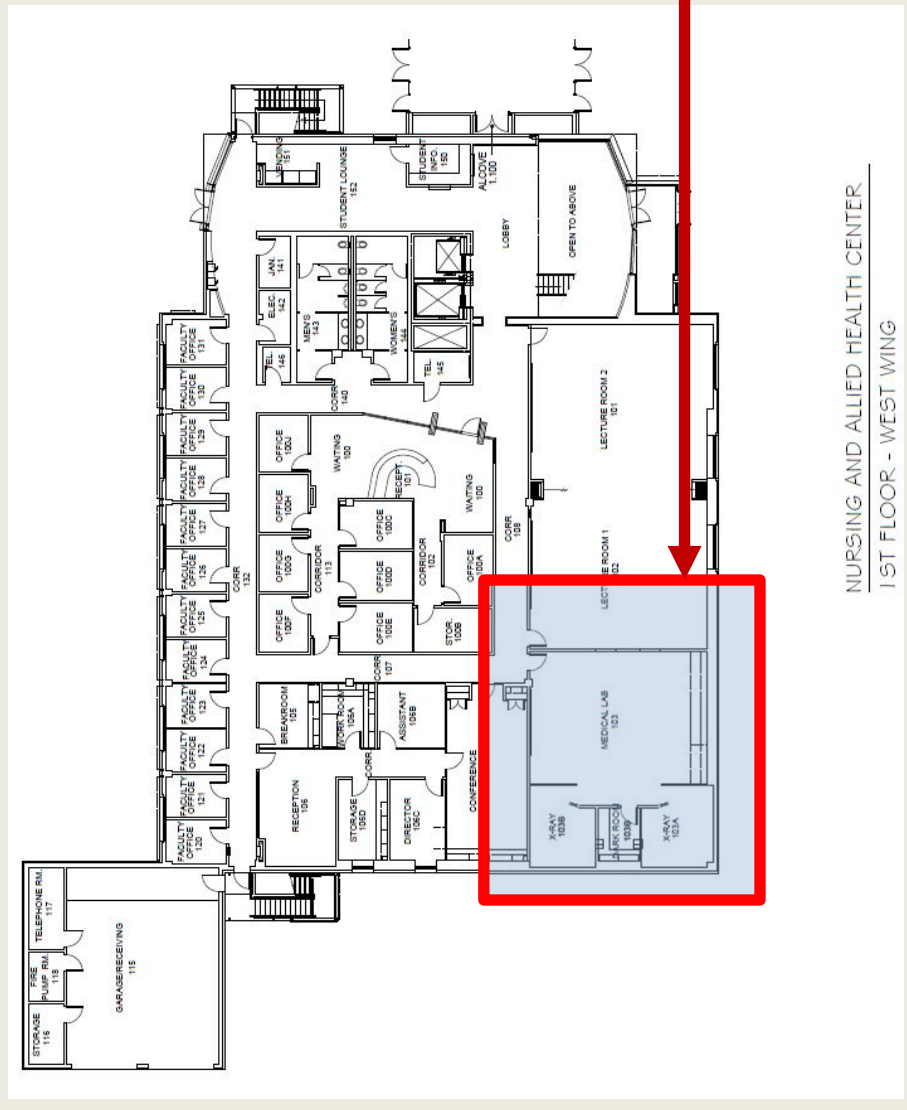
**SOUTH TEXAS
COLLEGE**

**Nursing & Allied Health Campus
Conversion of Radiology Lab
2023-003C**

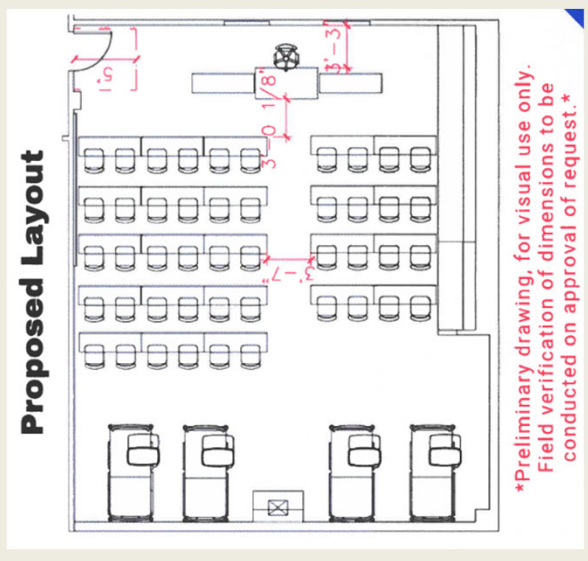
Nursing & Allied Health Campus Conversion of Radiology Lab



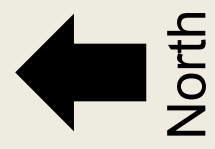
Nursing & Allied Health Campus Conversion of Radiology Lab



NURSING AND ALLIED HEALTH CENTER
1ST FLOOR - WEST WING



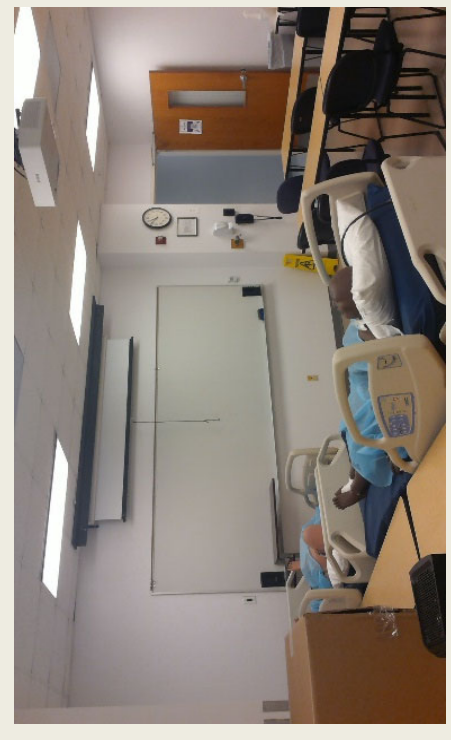
PROJECT LOCATION



Nursing & Allied Health Campus Conversion of Radiology Lab



EXISTING PHOTOS



Nursing & Allied Health Campus Conversion of Radiology Lab



Requested By

Nursing and Allied Health Department

Scope of Work

Renovation of existing Radiology Lab Space to a multi purpose instructional skills lab for hands on training.

- Total Square Feet = 1,278 s.f.
- Renovation to Include:
 - Demolition of Two X-Ray Rooms and One Dark Room
 - New Flooring and Wall Base, New Ceiling, Paint Existing Walls

Estimated Total Project Budget

Construction	\$ 125,000
Design	12,500
Miscellaneous	3,500
FFE	10,320
Tech	10,320
Total Project Budget	\$ 161,640

Project Fact Sheet 9/5/2024

Nursing and Allied Health Campus - Community Pharmacy Renovation				Project No. 2025-005C		
Funding Source(s): Unexpended Construction Fund						
		FY 24-25				
		Total	FY 24-25	Variance of Project		
		Project Budget	Actual Expenditures	Budget vs. Actual Expenditures		
Construction:		\$ 274,600.00	\$ -	\$ 274,600.00		
Design		27,460.00	-	27,460.00		
Miscellaneous:		6,865.00	-	6,865.00		
FFE:		23,341.00	-	23,341.00		
Technology:		23,341.00	-	23,341.00		
Total:		\$ 355,607.00	\$ -	\$ 355,607.00		
Project Team		Board Approval		Board Status		
Approval to Solicit Architect/Engineer:	9/24/2024 N/A	Board Approval of Schematic Design:	NA	Contract Amount:		
Contractor:	TBD	Substantial Completion:	TBD	Actual Expenditures:		
STC FPC Project Manager:	Samuel Saldana	Final Completion:	TBD	Variance:		
Project Description		Project Scope				
Renovation of existing Community Pharmacy Lab and Pharmacy Technology Lecture area in NAHA 2.206 & 2.208 to include 1 large Community Pharmacy Lab for 8 students, 1 instructor, and 1 lab assistant to work in community pharmacy simulation simultaneously.		Renovation of existing Community Pharmacy Lab and Pharmacy Technology Lecture area in NAHA 2.206 & 2.208 to include 1 large Community Pharmacy Lab for 8 students, 1 instructor, and 1 lab assistant to work in community pharmacy simulation simultaneously.				
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		
9/24/2024	11/26/2024	2/25/2025	4/22/2025	5/15/2025		
				Board Approval of Substantial Completion Date		
				11/15/2025		
			Board Approval of Final Completion Date			
			12/25/2025			
				FFE Completion of Move In		
				11/15/2025		
Project Calendar of Expenditures by Fiscal Year						
Fiscal Year	Construction	Design	Miscellaneous	FFE	Tech	Project Total
2024-25	-	-	-	-	-	\$ -
Project Total	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Current Agenda Item						
09/10/2024 Facilities Committee Meeting: Review and Recommend Action on Solicitation of Architectural Services						
 Nursing and Allied Health		 Project Location		 Existing Pharmacy		

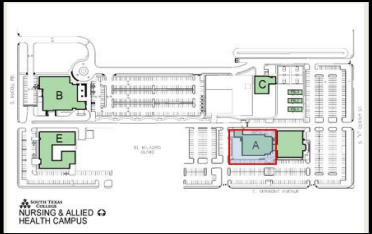

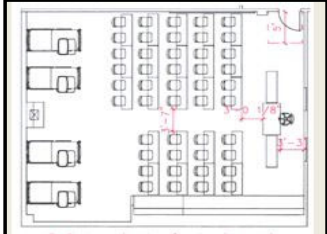

FPC Project Manager SPF

FPC Asst. Director Rita Geller

FPC Director RdA



Project Fact Sheet
9/4/2024

Nursing and Allied Health Campus - Radiology Lab Renovation				Project No. 2023-003C			
Funding Source(s): Unexpended Construction Fund							
		FY 24-25					
		FY 24-25		Variance of Project			
		Actual		Budget vs. Actual			
		Expenditures		Expenditures			
		Project Budget		Expenditures			
Construction:		\$ 125,000.00	\$ -	\$ 125,000.00			
Design		12,500.00	-	12,500.00			
Miscellaneous:		3,500.00	-	3,500.00			
FFE:		10,320.00	-	10,320.00			
Technology:		10,320.00	-	10,320.00			
Total:		\$ 161,640.00	\$ -	\$ 161,640.00			
Project Team				Board Status			
Approval to Solicit : 9/24/2024		Board Approval of Schematic Design		Contract Amount		Actual Expenditures	
Architect/Engineer: N/A		NA		Vendor		Variance	
Contractor: TBD		TBD		TBD		\$ -	
STC FPC Project Manager: Samuel Saldana		Substantial Completion		Board Acceptance		TBD	
		TBD		TBD			
Project Description				Project Scope			
Renovation of existing Radiation Lab Room 103 to a multi purpose instructional skills lab for hands on training.				Renovation of existing Radiation Lab Room 103 to a multi purpose instructional skills lab for hands on training.			
Projected Timeline							
Board Approval to Solicit Architect/Engineer	Board Approval of Architect/Engineer	Board Approval of Schematic Design	Board Approval of Contractor	Construction Start Date	Board Approval of Substantial Completion Date	Board Approval of Final Completion Date	FFE Completion of Move In
9/24/2024	11/26/2024	2/25/2025	4/22/2025	5/15/2025	11/15/2025	12/25/2025	11/15/2025
Project Calendar of Expenditures by Fiscal Year							
Fiscal Year	Construction	Design	Miscellaneous	FFE	Tech	Project Total	
2024-25	-	-	-	-	-	\$ -	
Project Total	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Current Agenda Item							
09/10/2024 Facilities Committee Meeting: Review and Recommend Action on Solicitation of Architectural Services							
							
Nursing and Allied Health		Project Location		Existing Radiology Lab			

FPC Project Manager SPS

FPC Asst. Director Rita C. [Signature]

FPC Director R. [Signature]

Consent Agenda:

d. Review and Recommend Action on Final Completion of the Nursing and Allied Health Campus NAH East Building A Generators Replacement

Administration requests Board approval of final completion of the Nursing and Allied Health Campus NAH East Building A Generators Replacement project.

	Project	Completion Recommended	Date Received
1.	Nursing and Allied Health Campus NAH East Building A Generators Replacement Project 2022-023R Engineer: DBR Engineering Consultants, Inc. Contractor: Metro Electric, Inc..	Final Completion Recommended	September 4, 2024

This project has been developed through the annual Deferred Maintenance process. It has been reviewed by the Facilities Planning & Construction and Facilities Operations & Maintenance departments, Administration, the President’s Cabinet, the Coordinated Operations Council, and the Board of Trustees. This project was scheduled as a noneducational and routine improvement to upgrade the power supply redundancy.

Final Completion, including punch list items, was accomplished as required in the Owner/Contractor agreement for this project. It is recommended that final completion and release of final payment for this project with by Metro Electric, Inc. The original cost approved for this project was \$201,403.

The following table summarizes the current budget status:

Nursing and Allied Health Campus NAH East Building A Generators Replacement					
Construction Budget	Approved Proposal Amount	Net Total Change Orders	Current Project Cost	Previous Amount Paid	Remaining Balance
\$375,000.00	\$201,403.00	\$0	\$201,403.00	\$191,332.85	\$10,070.15

Enclosed Documents

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

The Committee recommended Board approval of final completion and release of final payment of \$10,070.15 to Metro Electric, Inc. for the Nursing and Allied Health Campus NAH East Building A Generators Replacement project as presented.

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

The Board of Trustees of South Texas College approves and authorizes the final completion and release of final payment for this project with by Metro Electric, Inc. as presented.

Approval Recommended:

**Dr. Ricardo J. Solis
President**

Nursing and Allied Health Campus NAH East Building A Generators Replacement



Nursing and Allied Health Campus NAH East Building A Generators Replacement



September 4, 2024

Mr. Ricardo De La Garza
Director – Facilities Planning and Construction
South Texas College
3200 W. Pecan Blvd.
McAllen, Tx 78501

Re: Final Completion for South Texas College - Nursing and Allied Health Campus - Generator Replacement RFP 22-23-1014

Mr. De La Garza,

Pursuant to the Substantial Completion, DBR team confirmed that all punch list items have been completed by Metro Electric, Inc. As such, the project is complete per the plans and specifications within the 30 days allocated by the Substantial Completion of July 10, 2024. Close Out documents have been delivered to the South Texas College.

We recommend release of final payment to Metro Electric, Inc., for the above referenced project once completion and delivery of close out documents to South Texas College

If you have any questions, please do not hesitate to call me.

Sincerely,



Hugo H. Avila, P.E.
Principal

Project Name: Nursing and Allied Health Campus - East Building A Generator Replacement		Project No.: 2022-023R										
Funding Source(s): Renewals & Replacement Fund												
		FY 21-22			FY 22-23			FY 23-24				
	Total Project Budget	*Revised Project Budget	Variance of Project Budget vs. Actual Expenditures			Variance of Project Budget vs. Actual Expenditures			Variance of Project Budget vs. Actual Expenditures			Total Actual Expenditures To Date
			FY 21-22	FY 21-22	FY 21-22	FY 22-23	FY 22-23	FY 22-23	FY 23-24	FY 23-24	FY 23-24	
			Project Budget	Actual Expenditures	Expenditures	Project Budget	Actual Expenditures	Expenditures	Project Budget	Actual Expenditures	Expenditures	
Construction:	\$ 375,000.00	\$ 201,403.00	\$ 375,000.00	\$ -	\$ 375,000.00	\$ 375,000.00	\$ 45,194.54	\$ 329,805.46	\$ 343,764.00	\$ 145,663.31	\$ 198,100.69	\$ 190,857.85
Design:	37,500.00	37,500.00	37,500.00	18,281.25	19,218.75	20,719.00	1,778.55	18,940.45	25,588.00	1,570.94	24,017.06	21,630.74
Miscellaneous:	9,500.00	9,500.00	9,500.00	503.66	8,996.34	9,500.00	-	9,500.00	10,000.00	1,660.00	8,340.00	2,163.66
FFE:	-	-	-	-	-	-	-	-	-	-	-	-
Technology:	-	-	-	-	-	-	-	-	-	-	-	-
Total:	\$ 422,000.00	\$ 248,403.00	\$ 422,000.00	\$ 18,784.91	\$ 403,215.09	\$ 405,219.00	\$ 46,973.09	\$ 358,245.91	\$ 379,352.00	\$ 148,894.25	\$ 230,457.75	\$ 214,652.25

*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 Substantial Completion Final Completion	N/A 7/10/2024 TBD	Board Acceptance Board Acceptance Board Acceptance	TBD TBD TBD
Architect/Engineer:	DBR Engineering				
Contractor:	Metro Electric				
STC FPC Project Manager:	Samuel Saldana				
Project Description		Project Scope			
Replace the two existing diesel generators with two natural gas generators that provides continuous power without the need to refuel.		Replace two (2) existing diesel generators with two (2) natural gas generators, and providing a new natural gas service to each generator.			


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 Completion Date
9/28/2021	3/29/2022	N/A	9/27/2022	11/15/2022	8/27/2024	9/24/2024
						Final
						FFE Completion of Move In
						N/A

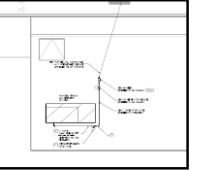
Project Calendar of Expenditures by Fiscal Year						
Fiscal Year	Construction	Design	Miscellaneous	FFE	Tech	Project Total
2021-22	\$ -	\$ 18,281.25	\$ -	\$ 503.66	\$ -	\$ 18,784.91
2022-23	\$ 45,194.54	\$ 1,778.55	\$ -	\$ -	\$ -	\$ 46,973.09
2023-24	\$ 145,663.31	\$ 1,570.94	\$ -	\$ -	\$ -	\$ 148,894.25
Project Total	\$ 190,857.85	\$ 21,630.74	\$ -	\$ 2,163.66	\$ -	\$ 214,652.25

Current Agenda Item

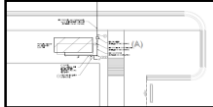
09/10/2024 Facilities Committee Meeting - Review and Recommend Action on Final Completion of the Nursing Allied Health Campus Generator Replacement



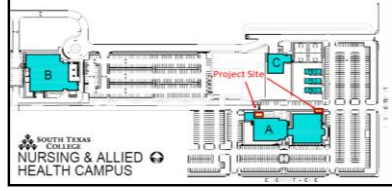




West Side Building A



East Side Building A



FPC Project Manager SPF

FPC Asst. Director

Rita Gelle

FPC Director RDA

Consent Agenda:

e. Approval of the Final Completion of the Pecan Campus South Academic Building J Generator Replacement

Administration requests Board approval of final completion of the Pecan Campus South Academic Building J Generator Replacement:

Project		Completion Recommended	Date Received
1.	Pecan Campus South Academic Building J Generator Replacement Project 2022-019R Engineer: DBR Engineering Consultants, Inc. Contractor: Metro Electric, Inc.	Final Completion Recommended	September 4, 2024

This project has been developed through the annual Deferred Maintenance process. It has been reviewed by the Facilities Planning & Construction and Facilities Operations & Maintenance departments, Administration, the President’s Cabinet, the Coordinated Operations Council, and the Board of Trustees. This project was scheduled as a non-educational and routine improvement to upgrade the power supply redundancy.

Final Completion, including punch list items, was accomplished as required in the Owner/Contractor agreement for this project. It is recommended that final completion and release of final payment for this project with by Metro Electric, Inc. The original cost approved for this project was \$339,251.

The following table summarizes the current budget status:

Pecan Campus South Academic Building J Generator Replacement					
Construction Budget	Approved Proposal Amount	Net Total Change Orders	Current Project Cost	Previous Amount Paid	Remaining Balance
\$250,000.00	\$339,251.00	\$1,771.00	\$341,022.00	\$322,288.45	\$18,733.55

Enclosed Documents

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

The Committee recommended Board approval of final completion and release of final payment of \$18,733.55 to Metro Electric, Inc. for the Pecan Campus South Academic Building J Generator Replacement project as presented.

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

The Board of Trustees of South Texas College approves and authorizes the final completion and release of final payment of \$18,733.55 to Metro Electric, Inc. for the Pecan Campus South Academic Building J Generator Replacement project as presented

Approval Recommended:

Dr. Ricardo J. Solis
President

Pecan Campus South Academic Building J Generator Replacement





200 South 10th Street
Suite 901
McAllen, TX 78501
v 956.683.1640

September 4, 2024

Mr. Ricardo De La Garza
Director – Facilities Planning and Construction
South Texas College
3200 W. Pecan Blvd.
McAllen, Tx 78501

Re: Final Completion for South Texas College – Pecan Campus - Generator Replacement RFP 22-23-1014

Mr. De La Garza,

Pursuant to the Substantial Completion, DBR team confirmed that all punch list items have been completed by Metro Electric, Inc. As such, the project is complete per the plans and specifications within the 30 days allocated by the Substantial Completion of August 9, 2024. Close Out documents have been delivered to the South Texas College.

We recommend release of final payment to Metro Electric, Inc., for the above referenced project once completion and delivery of close out documents to South Texas College

If you have any questions, please do not hesitate to call me.

Sincerely,

A handwritten signature in blue ink, appearing to read "Hugo H. Avila", with a stylized flourish at the end.

Hugo H. Avila, P.E.
Principal

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 Board.

FY 2024 - 2025 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	Pecan Campus Kinesiology Bldg Q Phase I	SS	Boultinhouse Simpson Gates Architects 6/28/22	6/27/2023	3/4/2025	4/15/2025	3/30/2025	4/30/2025
2	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
3	Business and Science Bldg G Engineering Lab Renovation	SS	TBD	TBD	TBD	TBD	TBD	TBD
4	Student Services Building K Renovation	SS	TBD	TBD	TBD	TBD	TBD	TBD
5	North Academic Humanities Building P Renovations for Accounts Receivable and Grant	SS	TBD	TBD	TBD	TBD	TBD	TBD
6	Operations Support Center Building Z	MV	-	-	-	-	-	-
7	Athletic Field Improvements	KN	-	-	-	-	-	-
8	Institutional Support Services Building N Expansion	MV	-	-	-	-	-	-
9	Administration Building S	TBD	-	-	-	-	-	-

FY 2024 - 2025 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 West								
10	New Continuing Education Bldg and Testing Center Addition	DV	12/6/2024	4/23/2024	1/28/2025	2/25/2025	3/24/2026	4/28/2026
11	Parking & Site Improvements	DV	1/31/2023	N/A	2/25/2025	4/1/2025	1/27/2026	2/24/2026
Pecan Plaza								
12	Human Resources Building A Renovation	KN	TBD	TBD	TBD	TBD	TBD	TBD
13	East Building B Renovation for Cosmetology	KN	11/26/2024	5/27/2025	11/25/2025	1/14/2026	12/15/2026	1/15/2027
Mid-Valley Campus								
14	Student Union Building F Financial Aid Renovation	MV	-	-	-	-	-	-
15	Child Development Center Canopy Expansion	SS	TBD	TBD	TBD	TBD	TBD	TBD
16	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	10/29/2024
17	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	10/29/2024
18	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	10/29/2024

FY 2024 - 2025 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
Technology Campus								
19	Welding Lab Expansion Bldg	SS	EGV Architects 2/22/22	8/23/2022	Kimber 1985 7/25/2023	9/13/2023	12/6/2024	1/28/2025
20	Institute for Advanced Manufacturing Bldg E Collaboration Lab Renovation	TBD	-	-	-	-	-	-
Nursing & Allied Health Campus								
21	East Building A Renovation of Radiology Lab to Multipurpose Skills Lab	SS	TBD	TBD	TBD	TBD	TBD	TBD
22	East Building A Breakroom and Offices Expansion Renovation	SS	TBD	TBD	TBD	TBD	TBD	TBD
23	Regional Workforce Development Healthcare Center Building E Renovation	DV	5/28/2024	10/29/2024	3/25/2025	4/1/2025	3/24/2026	4/28/2026
24	East Building A Community Pharmacy Lab	SS	TBD	TBD	TBD	TBD	TBD	TBD
Starr County Campus								
25	Workforce Bldg Q Automotive Expansion	MV	Abel City Architects 10/26/2021	2/22/2022	Trium Construction 1/31/23	4/12/2023	10/29/2024	11/26/2024
26	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	10/29/2024	11/26/2024
27	Cultural Arts Center Building F Renovation	MV	Abel City Architects 10/26/2021	2/22/2022	Trium Construction 1/31/23	4/12/2023	10/29/2024	11/26/2024

**FY 2024 - 2025 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								
28	Perimeter Fencing	DV	N/A	N/A	10/27/2024	11/15/2024	1/28/2025	2/25/2025
29	Parking Lot #1 for Additional Spaces	DV	2/27/2024	N/A	11/26/2024	12/9/2024	3/25/2025	4/22/2025
District Wide								
30	Facility Signage	DV	-	-	-	-	-	-
31	Entry Monument Signs	KN	TBD	TBD	TBD	TBD	TBD	TBD
32	Interior Facility Signage	KN	TBD	TBD	TBD	TBD	TBD	TBD

Red text signifies projected dates

South Texas College
Construction Projects Presented to Board of Trustees Report
Fiscal Year 2023-2024
As of August 31, 2024

Total Project Budget Summary	FY24 Unexpended Plant Fund	FY24 Renewal & Replacement Plant Fund
FY 2024 Total Construction Project Budget	\$ 32,144,604.00	\$ 11,290,040.00
Budget Amendment		
Prior to FY 2024 Approved Projects	\$ 36,588,390.50	\$ 4,066,405.20
FY 2024 Proposed and Approved Projects	\$ 15,130,579.68	\$ 1,205,368.00
FY 2024 Proposed Projects for the Month of August 2024	\$ -	\$ 44,384.00
FY 2024 Total Project Estimated Budget Balance	\$ 17,014,024.32	\$ 10,040,288.00

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 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 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 2023		\$ 344,813.92	\$ -
Board Approved on December 6, 2023			
No projects were presented			
Total Board Approval on December 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 2024		\$ 2,502,904.14	\$ -
Board Approved on February 27, 2024			
*2024-008C	Regional Center for Public Safety Excellence - Contract for Civil Engineering Services for Parking Lot 1 Additional Spaces	\$ 330,700.00	
*2023-013R	Mid Valley Campus - Contract for Mechanical, Electrical, and Plumbing (MEP) Engineering Services for HVAC Replacements Phase 1		\$ 2,530,000.00
*2022-038R	Mid Valley Campus - Change Order for South Academic Building H Repair & Renovations of Damaged Roof and Interior Areas Phase 1 (Construction cost \$666,000 - Revised Contract \$679,114.50)		\$ 13,144.50
2024	District Offices - Contracting Architectural Services for the Building Renovation		
*2022-043C	Pecan Campus - Cooper Center for Performing Arts Building L - Amending the contract with brown Reynolds Watford Architects and Budget Increase for the Music and Dance Programs	\$ 4,940,000.00	
*2022-041C	Pecan Campus - Substantial Completion of the North Academic Humanities Building P Renovation for Administrative and Support Services Office	\$ 689,000.00	
*2022-038R	Mid Valley Campus - Substantial Completion of the South Academic Building H Repair & Renovations of Damaged Roof and Interior Areas Phase 1		\$ 666,000.00
Total Board Approval on February 29, 2024		\$ 5,959,700.00	\$ 3,209,144.50
Board Approved on March 26, 2024			
*2024-010R	Technology Campus - Resurfacing of Parking Lot #2 & Regrading Swales (Project Cost)		\$ 395,000.00
2022-043C	Pecan Campus - Cooper Center for Performing Arts Building L - Expansion and Renovation for the Music and Dance Programs Phase II	\$ 3,500,000.00	

Total Project Budget Summary		FY24 Unexpended Plant Fund	FY24 Renewal & Replacement Plant Fund
*2022-043C	Pecan Campus - Cooper Center for Performing Arts Building L - Expansion and Renovation for the Music and Dance Programs Phase I (total cost projected \$7,266,377 increased by \$1,026,375)	\$ 1,026,375.00	
2022-015C	Regional Center for Public Safety Excellence - Two-Story Residential Fire Training Structure (Project Cost \$2,479,662.50 increased by 11,971.50)	\$ 11,971.50	
*2022-010C	Regional Center for Public Safety Excellence - Skills Pad and EVOG Lighting - Substantial Completion - (Construction Budget \$294,000 and Cost \$331,731)	\$ 30,510.14	
*2022-006C	Starr Campus - Workforce Center Building D Welding Lab Expansion - Final Completion - Construction Budget \$355,200 and Cost \$1,039,729)	\$ 51,986.45	
Total Board Approval on March 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 & EVOG 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 2024		\$ 15,901,233.65	\$ 485,184.00
Board Approved on May 28, 2024			
2024	Technology Campus - Interior Color Selection for Welding Lab Expansion Building F		
2024	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 (Cost \$689,000. Paid \$654,550.)	\$ 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 (Cost \$679,144 Paid \$642,812.27)	\$ -	\$ 36,332.23
2024	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	
2024	Pecan Campus - Emergency Repairs for Physical Cooling Tower Building E		
Total Board Approval on May 2024		\$ 5,034,450.00	\$ 36,332.23
Board Approved on June 25, 2024			
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 (Cost \$954,000 Paid \$855,659.00)	\$ 98,341.00	
2022-012C	Mid Valley Campus - Substantial Completion Approval for Automotive Lab Expansion for Building M (Cost \$2,045,000 Paid \$1,681,151.66)	\$ 363,848.34	
Total Board Approval on June 2024		\$ 8,782,189.34	\$ -
Board Approved on July 16, 2024			
2024	Pecan Campus - New Location of Kinesiology Building Q		
2024	Nursing & Allied Health Campus - Facility Use - Formerly Texas A&M Building) Building E		
2022-013C	Mid Valley Campus - Substantial Completion Approval for Workforce Center Welding Lab Expansion and Renovation Building D (Cost \$1,189,000 and Paid \$1,092,310.89)	\$ 96,689.11	
2022-015C	RCPSE - Substantial Completion Approval for Two-Story Residential Fire Training Structure (Cost \$2,492,237.75 Paid \$2,320,360.99)	\$ 171,876.76	
2024-012R	Mid Valley Campus - District Wide - Flooring Replacement Student Union Building F		\$ 405,184.00
Total Board Approval on July 2024		\$ 268,565.87	\$ 405,184.00
Board Approved on August 27, 2024			
2024	Pecan Campus - Stucco Repainting Contracting Construction Services	\$ 23,700.00	
2024	Mid Valley Campus - Stucco Repainting Contracting Construction Services	\$ 26,632.20	
2024	Starr County Campus - Stucco Repainting Contracting Construction Services	\$ 135,412.48	
2022-023R	Nursing & Allied Health Campus - Substantial completion of NAH East Building A Generators Replacement (\$201,403. Paid \$190,857.85 and Remaining Balance \$10,545.15)		\$ 10,545.15

Total Project Budget Summary		FY24 Unexpended Plant Fund	FY24 Renewal & Replacement Plant Fund
2022-019R	Pecan Campus - Substantial completion of South Academic Building J Generators Replacement (\$339,251. Paid \$302,178.85 and Remaining Balance \$32,072.15)	\$ -	\$ 32,072.15
2022-015C	RCPS - Final Completion Approval for Two-Story Residential Fire Training Structure (Cost \$2,492,237.75 Paid \$2,320,360.99)	\$ -	
2024-012R	Mid Valley Campus - District Wide - Flooring Replacement Student Union Building F (\$44,384.00)		\$ 44,384.00
Total Board Approval on August 2024		\$ 185,744.68	\$ 87,001.30
Total FY 24 Board Approved Projects		\$ 51,718,970.18	\$ 5,316,157.20

* 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 2024 - 2025

#	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	FY2425 Budget	Priority Status	Upcoming Board Meeting Item	Architect/Engineering Firm	Contractor	
Pecan Campus																				
1	Library Building F Space Modifications	DV					●					\$ 1,135,000	\$ 209,291	\$ 925,709	\$ 240,000	Low	N/A	N/A	N/A	N/A
2	Pecan Campus Kinesiology Building Phase I	SS				●						\$ 6,177,150	\$ 318,002	\$ 5,859,148	\$ 5,579,120	High	July 2024	Approval of Construction Services	Boultinghouse Simpson Gates Architects	TBD
3	Cooper Center for Performing Arts Building L Expansion and Renovations for the Music and Dance Programs	MV			●							\$ 10,224,375	\$ 414,687	\$ 9,809,688	\$ 10,606,225	High	October 2024	Approval of Construction Services	BRW Architects	TBD
4	Business and Science Building G Engineering Lab Renovation	SS	●									\$ 500,000	\$ -	\$ 500,000	\$ 500,000	Low	TBD	TBD	TBD	TBD
5	Student Services Building K Renovations	SS	●									\$ 2,615,760	\$ -	\$ 2,615,760	\$ 2,119,556	Low	TBD	TBD	TBD	TBD
6	North Academic Humanities Building P Renovations for Accounts Receivable and Grant	SS	●									\$ 94,500	\$ -	\$ 94,500	\$ 94,500	Low	TBD	TBD	TBD	TBD
7	Operations Support Center Building Z	MV	●									\$ 5,000,000	\$ -	\$ 5,000,000	\$ 780,000	Low	TBD	TBD	TBD	TBD
8	Athletic Field Improvements	KN	●									\$ 615,250	\$ -	\$ 615,250	\$ 50,740	Low	TBD	TBD	TBD	TBD
9	Institutional Support Services Building N Expansion	MV	●									\$ 5,759,100	\$ -	\$ 5,759,100	\$ 317,152	Low	TBD	TBD	TBD	TBD
10	Administration Building S	TBD	●									\$ 31,200,000	\$ -	\$ 31,200,000	\$ 3,000,000	Low	TBD	TBD	TBD	TBD
Pecan Campus Subtotal												\$ 63,321,135	\$ 941,979	\$ 62,379,156	\$ 23,287,293					
Pecan West																				
11	Pecan West Continuing Education Building A & Testing Center Addition	DV			●							\$ 9,087,683	\$ 193,621	\$ 8,894,062	\$ 4,932,329	High	February 2025	Approval of Construction Services	ERO Architects	TBD
12	Pecan West Continuing Education Parking & Site Improvements	DV			●							\$ 2,794,942	\$ 35,729	\$ 2,759,213	\$ 1,702,186	High	February 2025	Approval of Construction Services	Perez Consulting Engineers	TBD
Pecan West Subtotal												\$ 11,882,625	\$ 229,350	\$ 11,653,275	\$ 6,634,515					
Pecan Plaza																				
13	Human Resources Building A Renovation	KN	●									\$ 550,000	\$ -	\$ 550,000	\$ 545,400	Low	TBD	TBD	TBD	TBD
14	East Building B Renovation for Cosmetology	KN	●									\$ 6,664,135	\$ -	\$ 6,664,135	\$ 990,615	Low	TBD	TBD	TBD	TBD
Pecan Plaza Subtotal												\$ 7,214,135	\$ -	\$ 7,214,135	\$ 1,536,015					

South Texas College
 Unexpended Plant Fund - Capital Improvement Projects (CIP)
 Project Status
 FY 2024 - 2025

#	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	FY2425 Budget	Priority Status	Upcoming Board Meeting Item	Architect/Engineering Firm	Contractor	
Mid-Valley Campus																				
15	Student Union Building F Financial Aid Renovation	MV				●						\$ 89,000	\$ -	\$ 89,000	\$ 22,000	Low	TBD	TBD	TBD	TBD
16	Child Development Center Canopy Expansion	SS	●									\$ 65,000	\$ -	\$ 65,000	\$ 65,000	High	TBD	TBD	TBD	TBD
17	Workforce Center Building D Welding Expansion	MV							●			\$ 1,539,755	\$ 1,205,823	\$ 333,932	\$ -	High	October 2024	Approval of Final Completion	PBK Architects	Holchemont
18	Workforce Center Building M Automotive Lab Expansion	MV							●			\$ 2,648,275	\$ 2,113,325	\$ 534,950	\$ -	High	October 2024	Approval of Final Completion	PBK Architects	Holchemont
19	Workforce Center Building D HVAC-R Classroom and Outdoor Covered Area	MV							●			\$ 1,235,430	\$ 980,752	\$ 254,678	\$ -	High	October 2024	Approval of Final Completion	PBK Architects	Holchemont
Mid-Valley Subtotal												\$ 5,577,460	\$ 4,299,900	\$ 1,277,560	\$ 87,000					
Technology Campus																				
20	Welding Lab Expansion Building F	SS					●					\$ 3,108,000	\$ 2,713,803	\$ 394,197	\$ 2,694,087	High	December 2024	Approval of Substantial Completion	EGV Architects	Kimber 1985
21	Institute for Advanced Manufacturing Building E Collaboration Lab Renovation	TBD	●									\$ 285,000	\$ -	\$ 285,000	\$ 285,000	Low	TBD	TBD	TBD	TBD
22	Athletic Field and Basketball Court	KN	●									\$ 282,000	\$ -	\$ 282,000	\$ 144,600	Low	TBD	TBD	TBD	TBD
Technology Campus Subtotal												\$ 3,675,000	\$ 2,713,803	\$ 961,197	\$ 3,123,687					
Dr. Ramiro R. Casso Nursing & Allied Health Campus																				
23	East Building A Renovation of Radiology Lab to Multipurpose Skills Lab	SS	●									\$ 163,296	\$ -	\$ 163,296	\$ 161,640	Low	TBD	TBD	TBD	O&M
24	East Building A Breakroom and Offices Expansion Renovation	SS	●									\$ 147,950	\$ -	\$ 147,950	\$ 142,450	Low	TBD	TBD	TBD	O&M
25	Regional Workforce Development Healthcare Center Building E Renovation	DV		●								\$ 5,561,500	\$ 499	\$ 5,561,001	\$ 5,561,500	High	November 2024	Approval of Schematic Design	ERO Architects	TBD
26	East Building A Community Pharmacy Lab	SS	●									\$ 369,337		\$ 369,337	\$ 165,514	High	TBD	TBD	TBD	TBD
Nursing and Allied Health Campus Subtotal												\$ 6,242,083	\$ 499	\$ 6,241,584	\$ 6,031,104					

South Texas College
 Unexpended Plant Fund - Capital Improvement Projects (CIP)
 Project Status
 FY 2024 - 2025

#	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	FY2425 Budget	Priority Status	Upcoming Board Meeting Item	Architect/Engineering Firm	Contractor	
Starr County Campus																				
27	Workforce Building Q Automotive Expansion	MV					●					\$ 2,551,300	\$ 1,066,926	\$ 1,484,374	\$ 765,800	High	October 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	\$ 238,868	\$ 275,760	\$ 159,389	High	October 2024	Approval of Substantial Completion	Able City, LLC	Triun Construction
29	Cultural Arts Center Building F Renovation	MV	●									\$ 352,500		\$ 352,500	\$ 155,000	Low	TBD	TBD	TBD	TBD
Starr County Campus Subtotal												\$ 3,418,428	\$ 1,305,794	\$ 2,112,634	\$ 1,080,189					
Regional Center for Public Safety Excellence																				
30	Perimeter Fencing	DV			●							\$ 193,000	\$ -	\$ 193,000	\$ 192,500	Low	November 2024	Approval of Construction Services	TBD	TBD
31	Parking Lot #1 for Additional Spaces	DV			●							\$ 330,700	\$ -	\$ 330,700	\$ 329,170	High	October 2024	Approval of Construction Services	Perez Consulting Engineers	TBD
Regional Center for Public Safety Excellence Subtotal												\$ 523,700	\$ -	\$ 523,700	\$ 521,670					
District Wide																				
32	Fence Enclosures	MV	●									\$ 35,000	\$ -	\$ 35,000	\$ 35,000	Low	N/A		N/A	TBD
33	Outdoor Furniture	OS		●								\$ 25,000	\$ -	\$ 25,000	\$ 25,000	Low	N/A		N/A	TBD
34	Land	N/A										\$ 3,000,000	\$ -	\$ 3,000,000	\$ 3,000,000	N/A	N/A		N/A	N/A
35	Renovation and Contingencies	N/A										\$ 948,750	\$ -	\$ 948,750	\$ 948,750	N/A	N/A		N/A	TBD
36	Campus Master Plan	N/A	●									\$ 375,000	\$ -	\$ 375,000	\$ 375,000	Low	N/A		N/A	TBD
37	Facility Signage	DV	●									\$ 500,000	\$ -	\$ 500,000	\$ 500,000	Low	N/A		N/A	TBD
38	Removal of Existing Trees	TBD	●									\$ 25,900	\$ -	\$ 25,900	\$ 25,900	Low	N/A		N/A	TBD
39	Entry Monument Signs	KN	●									\$ 1,040,000	\$ -	\$ 1,040,000	\$ 1,040,000	High	N/A		N/A	N/A
40	Interior Facility Signage	KN	●									\$ 250,000	\$ -	\$ 250,000	\$ 250,000	High	N/A		N/A	N/A
41	Project Cost Control Reserve	N/A	●									\$ 9,947,295	\$ -	\$ 9,947,295	\$ 9,947,295	High	N/A		N/A	N/A
District Wide Subtotal												\$ 16,146,945	\$ -	\$ 16,146,945	\$ 16,146,945					
Totals			12	3	6	0	8	1	0	0	0	\$ 118,001,511	\$ 9,491,325	\$ 108,510,186	\$ 58,448,418					

South Texas College
Renewal and Replacement Projects
Project Status
FY 2024 - 2025

#	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	FY2425 Budget	Priority Status	Upcoming Board Meeting Item	Architect/Engineering Firm	Contractor	
Pecan Campus																				
1	Reseeding and Regrading of Athletic Fields	KN	●									\$ 111,000	\$ -	\$ 111,000	\$ 111,000	Low	TBD	TBD	TBD	TBD
2	Library Building F Exterior Building Envelope Repairs	TBD	●									\$ 125,000	\$ -	\$ 125,000	\$ 125,000	High	TBD	TBD	TBD	TBD
3	Stucco Repainting Phase II	SS				●						\$ 503,000	\$ 137	\$ 502,863	\$ 503,000	Low	November 2024	Approval of Substantial Completion	N/A	Calidad Construction
4	Institutional Support Services Building N Training Room Upgrade	RC	●									\$ 61,000	\$ -	\$ 61,000	\$ 61,000	Low	TBD	TBD	N/A	TBD
5	Ann Richards Administration Building D Auditorium Upgrade	RC	●									\$ 70,000	\$ -	\$ 70,000	\$ 70,000	Low	TBD	TBD	N/A	TBD
6	South Academic Building J Generator Replacement	SS							●			\$ 344,100	\$ 339,982	\$ 4,118	\$ -	High	September 2024	Approval of Final Completion	DBR	Metro Electric
Pecan Campus Subtotal												\$ 1,214,100	\$ 340,119	\$ 873,981	\$ 870,000					
Mid Valley Campus																				
7	South Academic Building H Repair & Renovations of Damaged Roof and Interior Areas (Phase II)	DV			●							\$ 1,730,000	\$ 733,434	\$ 996,566	\$ 1,448,246	Low	November 2024	Approval of Construction Services	Milnet Architectural Services	TBD
8	Stucco Repainting Phase II	SS				●						\$ 303,000	\$ 137	\$ 302,863	\$ 303,000	Low	November 2024	Approval of Substantial Completion	N/A	AJ3 Contruction
9	Student Union Building F Multipurpose Room Upgrade	RC	●									\$ 69,000	\$ -	\$ 69,000	\$ 69,000	Low	TBD	TBD	N/A	TBD
Mid Valley Campus Subtotal												\$ 2,102,000	\$ 733,572	\$ 1,368,428	\$ 1,820,246					
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	\$ 214,718	\$ 207,282	\$ -	Low	September 2024	Approval of Final Completion	DBR	Metro Electric
Nursing and Allied Health Campus Subtotal												\$ 762,000	\$ 214,718	\$ 547,282	\$ 340,000					
Technology Campus																				
13	Advanced Technical Careers Bldg. B Atrium Repainting	RC			●							\$ 61,200	\$ -	\$ 61,200	\$ 75,000	Low	TBD	TBD	TBD	TBD
14	Resurfacing of Parking Lot #2 & Regrading of Existing Swales	SS			●							\$ 362,000	\$ -	\$ 362,000	\$ 395,000	Low	October 2024	Approval of Construction Services	TBD	TBD
Technology Campus Subtotal												\$ 423,200	\$ -	\$ 423,200	\$ 470,000					

South Texas College
Renewal and Replacement Projects
Project Status
FY 2024 - 2025

#	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	FY2425 Budget	Priority Status	Upcoming Board Meeting Item	Architect/ Engineering Firm	Contractor	
Starr County Campus																				
15	Stucco Repainting Phase II	SS				●						\$ 253,000	\$ 125	\$ 252,875	\$ 253,000	Low	November 2024	Approval of Substantial Completion	N/A	AJ3 Contruction
16	Administration/Bookstore Building A Data Cabling Infrastructure Replacement	RC	●									\$ 60,000	\$ -	\$ 60,000	\$ 60,000	Low	TBD	TBD	TBD	TBD
17	Center for Learning Excellence Building B Data Cabling Infrastructure Replacement	RC	●									\$ 60,000	\$ -	\$ 60,000	\$ 60,000	Low	TBD	TBD	TBD	TBD
18	North Academic Building C Data Cabling Infrastructure Replacement	RC	●									\$ 60,000	\$ -	\$ 60,000	\$ 60,000	Low	TBD	TBD	TBD	TBD
19	Manuel Benavides, Jr. Rural Technology Center Building J Analog to Digital Replacement	RC	●									\$ 298,000	\$ -	\$ 298,000	\$ 298,000	Low	TBD	TBD	TBD	TBD
Starr County Campus Subtotal												\$ 731,000	\$ 125	\$ 730,875	\$ 731,000					
District Wide																				
20	Renewals & Replacements	N/A										\$ 151,000	\$ -	\$ 151,000	\$ 151,000	N/A	N/A		N/A	N/A
21	Marker Boards Replacement	SS		●								\$ 301,500	\$ -	\$ 301,500	\$ 301,500	Low	N/A		N/A	TBD
22	Fire Alarm Panel Replacement/Upgrade	RC/O&M		●								\$ 102,500	\$ -	\$ 102,500	\$ 102,500	Low	N/A		N/A	TBD
23	Interior LED Lighting Replacements	RC/O&M		●								\$ 110,000	\$ -	\$ 110,000	\$ 110,000	Low	N/A		N/A	TBD
24	Ext. Walkway LED Lighting Replacements	RC/O&M		●								\$ 50,000	\$ -	\$ 50,000	\$ 50,000	Low	N/A		N/A	TBD
25	Building Automation Systems Replacements	RC/O&M		●								\$ 76,500	\$ -	\$ 76,500	\$ 76,500	Low	N/A		N/A	TBD
26	Flooring Replacements	KN	●									\$ 504,000	\$ 43,397	\$ 460,603	\$ 504,000	Medium	N/A		N/A	TBD
27	HVAC Replacements	O&M	●									\$ 527,000	\$ 566	\$ 526,434	\$ 527,000	Low	N/A		N/A	TBD
28	HVAC Replacements Phase I - MVC Bldg. E	MV			●							\$ 778,780	\$ 4	\$ 778,776	\$ 755,064	Low	October 2024	Approval of Construction Services	Ethos	TBD
29	HVAC Replacements Phase I - MVC Bldg. F	MV			●							\$ 389,330	\$ 4	\$ 389,326	\$ 377,482	Low	October 2024	Approval of Construction Services	Ethos	TBD
30	HVAC Replacements Phase I - MVC Bldg G	MV			●							\$ 1,362,890	\$ 4	\$ 1,362,886	\$ 1,321,387	Low	October 2024	Approval of Construction Services	Ethos	TBD
31	Exterior Lighting Replacements	RC/O&M		●								\$ 279,000	\$ -	\$ 279,000	\$ 279,000	Low	N/A		N/A	TBD
32	Signage Replacement	KN	●									\$ 250,000	\$ 1,085	\$ 248,915	\$ 250,000	N/A	TBD		N/A	TBD
33	Water Tower Logo Replacements	DV		●								\$ 80,000	\$ -	\$ 80,000	\$ 80,000	N/A	TBD		N/A	TBD
34	Outdoor Furniture Replacements	KN	●									\$ 154,000	\$ 12,332	\$ 141,668	\$ 154,000	N/A	TBD		N/A	TBD
35	HVAC Replacements Phase II - PCN Bldg. G	MV	●									\$ 529,000	\$ -	\$ 529,000	\$ 529,000	Low	TBD		TBD	TBD
36	HVAC Replacements Phase II - PCN Bldg. H	MV	●									\$ 529,000	\$ -	\$ 529,000	\$ 529,000	Low	TBD		TBD	TBD
37	HVAC Replacements Phase II - PCN Bldg. X	MV	●									\$ 133,000	\$ -	\$ 133,000	\$ 133,000	Low	TBD		TBD	TBD
38	HVAC Replacements Phase II - PCN Bldg. K	MV	●									\$ 133,000	\$ -	\$ 133,000	\$ 133,000	Low	TBD		TBD	TBD
39	HVAC Replacements Phase II - PCN Bldg. C	MV	●									\$ 397,000	\$ -	\$ 397,000	\$ 397,000	Low	TBD		TBD	TBD
40	HVAC Replacements Phase II - PCN Bldg. F	MV	●									\$ 265,000	\$ -	\$ 265,000	\$ 265,000	Low	TBD		TBD	TBD
41	AV Equipment Replacements	N/A	●									\$ 130,000	\$ -	\$ 130,000	\$ 130,000	N/A	TBD		N/A	TBD
42	Project Cost Control Reserve	N/A	●									\$ 1,300,087	\$ -	\$ 1,300,087	\$ 1,300,087	N/A	TBD		N/A	TBD
District Wide Subtotal												\$ 8,532,587	\$ 57,391	\$ 8,475,196	\$ 8,455,520					
Totals		0	8	7	5	1	0	0	1	0	0	\$ 13,764,887	\$ 1,345,925	\$ 12,418,962	\$ 12,686,766					

Outstanding Issues - Action Plan
September 10, 2024 Facilities Committee Meeting
as of September 4, 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 7/29/2024 9/4/2024	<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 and a proposed Plan of Action from D. Wilson received.</p> <p>6/5/2023: D. Wilson 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>7/10/2024: Administration forwarded the letter at the end of June 2024 to Contractor.</p> <p>7/29/2024: Contractor has received letter and sent email to College that they will coordinate a meeting to review outstanding items .</p> <p>9/4/2024: Administration authorized meeting with the Contractor at the Contractor's request. College staff, architect, and consultants met with Contractor and their team to review status of the issues. Owner forwarded photos of water infiltration into the building as Contractor requested.</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> <p>7/29/2024: Pending meeting to be coordinated by Contractor.</p> <p>9/4/2024: Architect to work with Contractor on latest solution</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 7/29/2024 9/4/2024</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 Staff to review concerns from Public Adjuster regarding Architect's scope of work 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 . 7/29/2024 - 9/4/2024: No Change from 7/10/2024-still pending letter from City of Weslaco 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 - 9/4/2024: 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 7/29/2024 9/4/2024</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 - 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. 7/29/2024: Waiting on response from Contractor regarding an updated change proposal. 9/4/2024: Waiting on response from 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. 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. 7/29/24 - 9/4/24: Pending response from Contractor for revised change proposal that is fair to all parties.</p>

Pecan 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 1st floor and water infiltration on the 3rd floor that have showed up in the last couple of years. Some repairs have been done but additional cracks have arisen. 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 repaired the irrigation leak on southwest corner of the building. Wall cracks on interior gypsum board walls. 11/6/2023: Contractor provided moisture test results to the Architect; Architect requested meeting with Owner and Contractor to review moisture test results and discuss next steps; Owner has not received formal notice from Contractor that water infiltration repairs on third are 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. 7/29/2024: Attended TEAMS meeting with Contractor, Architect, and College Staff. Test results indicate that water infiltration from ground was possibly from water supply leak which has been repaired for a few months and no other ground water is present. Contractor has repaired exterior window leaks on west wall. 7/29/24 - 9/4/24: Contractor to repair floor and wall tile in kitchen area and assist with repairs to interior corridor drywall cracks. Architect to provide details for interior wall repairs. Grading on exterior of kitchen is needed to provide proper drainage away from building. College staff to meet to review timeline regarding water infiltration versus first occurence of wall crack issues.</p>	<p>5/18/2023: Awaiting results from investigative moisture study and site observations. Pending direction from Architect to Contractor for resolving cracks and water infiltration. 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. 6/7/2024 Architect to recommend next steps. 7/10/2024: Pending test results from borings performed on slab in kitchen by testing lab. 7/29/2024: Contractor, Architect, and College will work together to make the necessary repairs and modifications as per the Architect's recommendations. 9/4/2024: Contractor, Architect, and College will work</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. 2/28/24 - 4/2/24: 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 July 2024

Administration recommends Board approval of the financial reports for the month of July 2024.

The following financial reports have been provided under separate cover:

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

Approval Recommended:

Dr. Ricardo J. Solis
President

Review and Approval of Checks for August 2024

Administration recommends Board approval of the checks for release for the month of August 2024 as follows:

- 1) Release of Checks for \$25,000.00 - \$125,000.00
Released Prior to Board Approval for August 2024.
- 2) Release of Checks for \$125,000.00 and Above
Board of Trustees Approval Required for August 2024.
- 3) Release of Checks for \$125,000.00 and Above
Released Prior to Board Approval for August 2024.
- 4) Release of Construction Fund Checks for August 2024.

Also included for the Board's information are the following items:

- 5) Summary of Purchase Orders (Purchasing) for August 2024.
- 6) Summary of Bid Solicitations (Purchasing) for August 2024.
- 7) Employee New Hires for August 2024.
- 8) Employee Resignations/Retirements for August 2024.

The checks presented for Board approval and the reports for purchasing, employee hires, resignations, and retirements presented for review by the Board have been provided under separate cover.

The Check Register for August 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 August 2024.

Approval Recommended:

Dr. Ricardo J. Solis
President

Discussion and Action as Necessary on Self-Assessment of the Board of Trustees (Texas Government Code 551.074, Personnel Matters)

Approval to conduct the self-assessment of the Board of Trustees by the Trustees was granted by the Board on May 28, 2024.

The individual assessments conducted by each Trustee were to be returned to the Board Chair for evaluation and collation into a summary report.

The Board is asked to take action to accept the results of the assessment and any additional action as necessary.

This item may be discussed in executive session under Texas Government Code (§ 551.074. Personnel Matters).

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

The Board of Trustees of South Texas College accepts the results of the self-assessment of the Board of Trustees, as conducted by the Board of Trustees, and approves action as necessary in response to the assessment.

Approval Recommended:

Dr. Ricardo J. Solis
President

Announcements

A. Next Meetings:

- Tuesday, October 15, 2024
 - 3:30 p.m. – Education and Workforce Development Committee
 - 4:00 p.m. – Facilities Committee
 - 5:00 p.m. – Finance, Audit, and Human Resources Committee

- Tuesday, October 29, 2024
 - 5:30 p.m. – Regular Board Meeting

B. Other Announcements:

- South Texas College Convocation will be held on Friday, September 27, 2024 at the McAllen Convention Center from 8:00 am to 12:00 pm.
- The South Texas College Foundation Gala will be held on Wednesday, October 16, 2024 at the McAllen Convention Center at 6:00 pm to 9:00 pm.
- The Association of Community College Trustees 2024 Leadership Congress will be held in Seattle Washington from October 23 – 26, 2024.
- Board Retreat will be held on Saturday, November 2, 2024