



**SOUTH TEXAS
COLLEGE**

Board of Trustees Regular Board Meeting

**Tuesday, October 29, 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, October 29, 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 on the Food Pantry Initiative in Collaboration with the STC Foundation 38
 - B. Introductions of the New Student Government Association Officers 38
- VII. Update by the College President**
- VIII. Consideration and Action on Consent Agenda**
 - A. Approval of Board Meeting Minutes 7 - 37
 - 1. September 24, 2024 Public Hearing & Special Board Meeting
 - 2. September 24, 2024 Regular Board Meeting
- IX. Consideration and Action on New Items**
 - 1. Report of New Grants Awards 39 - 40

X. Consideration and Action on Committee Items

A. Education and Workforce Development Committee Items

- 1. Review and Action as Necessary on Proposed Free GED Program Partnership 41
 - a. Approval to Negotiate and Execute an Interagency Cooperation Agreement with Hidalgo County Officials to Support Free GED Program Partnership 42 - 53
- 2. Review of Presentations to the Education and Workforce Development Committee 54
 - a. Presentation on the Division of Nursing and Allied Health..... 55 - 62

B. Finance, Audit, and Human Resources Committee Items

- 1. Review of Presentations Prepared for Finance, Audit, and Human Resources Committee 63
 - a. Presentation on The Records Management Program..... 64 - 70
- 2. Review and Action as Necessary on Consent Agenda Items from the Finance, Audit, and Human Resources Committee 71 - 73
 - a. Approval of Award of Proposals, Purchases, Renewals, Interagency Agreements, and Interlocal Agreements..... 74 - 100

Award of Proposals

- 1) Grounds Maintenance
- 2) Industrial Supplies, Materials, and Accessories

Purchases

- 3) Instructional Equipment
- 4) Law Enforcement Vehicles
- 5) Parts and Supplies
- 6) Computers, Laptops, Monitors, and Printers
- 7) Network Equipment, Licenses, and Accessories

Renewals

- 8) Case Management and Mentoring Services
- 9) Carpet and Flooring Services
- 10) Graduation Regalia
- 11) Institutional Membership
- 12) Printing of Stationery
- 13) Signs, Banners, and Related Products
- 14) Vehicle Fuel Program

Interagency Agreements

- 15) Employee Assistance Program (EAP) Agreement
- 16) State Record Inquiry Access Agreements

Interlocal Agreements

- 17) City Vehicle Usage Agreement Extension
- 18) Facility Rental Agreement

- b. Approval of Compensatory Time for Winter Break Holidays Worked by Exempt Personnel on the Enterprise Resources Planning (ERP) Implementation 101
- c. Approval of Resolution #2025-003 Authorizing Investment Brokers/Dealers..... 102 - 105
- d. Approval of Change Order for Contract with Precision Task Group (PTG) / Workday..... 106 - 111
- e. Approval to Reclassify Existing Vacant Position(s) in Accordance with Policy DEA (Local)..... 112 - 125
- f. Approval of Jurisdictional and Interagency Support Memorandums of Understanding (MOU) Between the University of Texas Rio Grande Valley (UTRGV) Police Department and the South Texas College (STC) Police Department..... 126 - 131
- g. Approval to Revise Business and Support Services Policy .. 132 - 139
 - A-1. Revise CAK (Local) Appropriations and Revenue Sources: Investments
- h. Approval to Adopt New Basic District Foundations Policy and Retire Current Policy 140 - 141
 - A-1. Adopt AD (Local) Educational Role, Mission, Purpose, and Responsibility
 - A-2. Retire Policy #900: Comprehensive Mission Incorporating Institutional Vision, Mission, and Core Values
- i. Approval to Adopt New Local Governance Policy 142
 - A-1. Adopt BH (Local) Administrative Rules and Regulations
- j. Approval to Adopt New Business and Support Services Policies and Retire Current Policies 143 - 144
 - A-1. Adopt CHF (Local) Site Management – Weapons
 - A-2. Retire Policy #6326: Concealed Carry and Weapons on Campus
 - B-1. Adopt CF (Local) Purchasing and Acquisition
 - B-2. Retire Policy #5200: Purchasing Authority
 - B-3. Retire Policy #5210: Purchasing
 - B-4. Retire Policy #5220: Contractors: Consultant Services, Professional Services and Honoraria
 - B-5. Retire Policy 5225: Authorization for the President to Award Contracts After Informal Bidding for Expenditures of Up to \$10,000 and Purchasing Procedures for Personal Property and Public Works
 - B-6. Retire Policy 5226: Contracts
 - C-1. Adopt CM (Local) Facilities Construction
 - C-2. Retire Policy #6120: Physical Facilities Planning and Educational Specifications
- k. Approval to Adopt New Instruction Policy and Retire Current Policies 145 - 146

- A-1. Adopt ECC (Local) Instructional Arrangements – Course Load and Schedules
- A-2. Retire Policy #3240: Off-Setting Drops and Adds
- A-3. Retire Policy #3301: Definition of Semester Credit Hour
- A-4. Retire Policy #3330: Withdrawal from Semester Credit Courses
- A-5. Retire Policy #3336: Requirements for Students Registering for a Course More than Once
- A-6. Retire Policy #5555: Schedule Changes

I. Approval to Adopt New Personnel Policy and Retire Current Policy 147 - 148

- A-1. Adopt DMC (Local) Termination of Employment – Reduction in Force
- A-2. Retire Policy #4912: Termination or Reduction of Personnel Due to Financial Exigency or Program Change

m. Approval to Adopt New Students Policies and Retire Current Policies 149 - 150

- A-1. Adopt FI (Local) Student Solicitations
- B-1. Adopt FK (Local) Student Activities
- B-2. Retire Policy #3631: Student Activities
- B-3. Retire Policy #3633: Intramural and Recreational Sports Program
- C-1. Adopt FKC (Local) Student Activities – Registered Student Organizations
- D-1. Adopt FLB (Local) Student Rights and Responsibilities – Student Conduct
- D-2. Retire Policy #3010: Academic Integrity
- D-3. Retire Policy #3323: Academic Integrity and Dishonesty
- D-4. Retire Policy #3650: Student Rights and Responsibilities, Conduct and Discipline
- E-1. Adopt FLC (Local) Student Rights and Responsibilities – Interrogations and Searches
- F-1. Adopt FLD (Local) Student Rights and Responsibilities – Student Complaints
- F-2. Retire Policy #3312: Student Appeal of Course Grades
- F-3. Retire Policy #3313: Student Grievance or Complaint
- G-1. Adopt FLE (Local) Student Rights and Responsibilities – Involvement in Decision Making

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- A-1 Retire Policy #5500: Texas Public Education Grants
- B-2 Retire Policy #6110: Use of College Facilities

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b.	Approval on Authorization to Proceed with Solicitation of Engineering Services for the District Wide HVAC Replacements Phase II at Pecan Campus	164 - 170
c.	Approval on Authorization to Proceed with Solicitation of Construction Services for the Mid Valley Campus Child Development Center Canopy for Portable Building L2	171 - 179
d.	Approval of Rescindment of Awards of Construction Services for the District Wide Stucco Repainting at Pecan Campus, Mid Valley Campus, and Starr County Campus	180
e.	Approval of Substantial Completion of the District Wide Flooring Replacements Phase III at Mid Valley Campus North Academic Building G	181 - 187
f.	Approval on Renewal of Lease Agreement with El Milagro Clinic and the City of McAllen for Use of the El Milagro Clinic Parking Lot.....	188
3.	Review and Recommend Action on Contracting Construction for the District Wide Stucco Repainting at Pecan Campus, Mid Valley Campus, and Starr County Campus Update on Status of Unexpended Plant Fund Construction Projects and Renewals & Replacements Projects	189 – 192
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A. Next Meetings:

- Tuesday, November 12, 2024
 - 3:30 p.m. - Education & Workforce Development Committee
 - 4:00 p.m. – Facilities Committee
 - 5:00 p.m. – Finance, Audit and Human Resources Committee
- Tuesday, November 26, 2024
 - 5:30 p.m. – Regular Board Meeting

B. Other Announcements:

- Board Retreat will be held on Saturday, November 2, 2024
- Laptop Distribution at Mid Valley Campus November 7, 2024 at 10:00 AM in Bldg F (Cafeteria)
- Laptop Distribution at Starr County Campus November 11, 2024 at 10:00 AM in Room H1.502
- The College will be closed November 28 – 29, 2024 for Thanksgiving

Approval of Board Meeting Minutes

The following Board Meeting Minutes are submitted for approval:

- 1) September 24, 2024 Public Hearing and Special Board Meeting
- 2) September 24, 2024 Regular Board Meeting

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

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

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

**SOUTH TEXAS COLLEGE
BOARD OF TRUSTEES
Public Hearing and Special Board Meeting
Tuesday, September 24, 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, September 24, 2024 in the Ann Richards Administration Building Board Room at the Pecan Campus in McAllen, Texas. The meeting commenced at 5:17 p.m. with Dr. Alejo Salinas presiding.

Members present: Mr. Paul Rodriguez, Mr. Danny Guzman, Mr. David De Los Rios and Ms. Rose Benavidez via teleconference

Members absent: Mrs. Dalinda Gonzalez-Alcantar and Mrs. Victoria Cantu

Also present: Dr. Ricardo J. Solis, Ms. Mary Del Paz, Dr. Anahid Petrosian, Dr. Rodney Rodriguez, Mr. George McCaleb, Ms. Deyadira Leal, Mrs. Myriam Lopez, Ms. Alicia Correa, Dr. Margo Vargas Ayala, Ms. Myra De La Garza, Mrs. Carla Rodriguez, Mr. Jorge Sanchez, Mr. Daniel Montez, Mr. Javier Villalobos, Ms. Lynda Lopez, Ms. Julissa Canales, Mrs. Nadia Ochoa, Ms. Claudia Olivares, Dr. Matt Hebbard, Mr. Khalil Abdullah, Ms. Michelle Grava, Ms. Jessica Galloso, Ms. Crista Himas, Ms. Lisa Aleman, Mr. Joel Jason Rodriguez, Mr. Luis De La Garza, Mr. Ben Briones, Mr. Scott Pruitt, Mrs. Olivia Gomez, Dr. Zachary Suarez, Dr. Rebecca De Leon, Dr. Brett Millan, Mr. Lucio Gonzalez, Ms. Rosario Vasquez, Ms. Emily Jimenez, Mr. Julisses Longoria, Mr. Sam Saldana, Ms. Kelly Nelson, Mr. Martin Villarreal, Mr. Andrew Fish, Ms. Kelly R. Salazar, 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 South Texas College Proposed 2024 Tax Rate

Mary Del Paz, Vice President for Finance and Administrative Services, provided a presentation on the proposed 2024 tax rate for South Texas College to the public and Board of Trustees.

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 rollback or limit a tax increase. The truth-in-taxation requires a taxing unit to calculate two (2) tax rates after receiving the certified appraisal roll from the chief appraiser, the no-new-revenue tax rate and the voter-approval tax rate.

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 tax rate and/or the voter-approval tax 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 Notice concerning the 2024 Property Tax Rates has been published in accordance with the Truth-In-Taxation requirements on the South Texas College website. The Notice of Public Hearing on Tax Increase has been published in accordance with the Truth-In-Taxation requirements on The Monitor, the Starr County Town Crier, and on the South Texas College website. The Proposed 2024 Tax Presentation and the two notices follow in the packet for the Board’s information and review.

The tax rate for the 2023 Tax Year was as follows:

2023 Tax Rate			
	M&O Rate	Debt Rate	Total Rate
2023 Tax Rate	\$0.1335	\$0.0227	\$0.1562

The proposed tax rate for the 2024 Tax Year is as follows:

2024 Tax Rates				
	M&O Rate	Debt Rate	Total 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

Determination of Tax Rates (M&O Rate)

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.

Public Hearings Prior to Adoption of the Proposed 2024 Tax Rate

South Texas College is required to hold a public hearing and publish special notices before adopting the proposed tax rate of \$0.1620 since this tax rate does exceed the no-new-revenue tax rate but does not exceed the voter-approval tax rate. At the August 27, 2024 Board of Trustees meeting, the Board of Trustees took a record vote and scheduled a public hearing for the proposed tax rate of \$0.1620.

Public Hearing

The Public Hearing on the proposed 2024 tax rate was scheduled for Tuesday, September 24, 2024 at 5:15 p.m. and special notices were published in accordance with state law.

The Board of Trustees of South Texas College was asked to take action on the proposed 2024 tax rate.

The Board of Trustees of South Texas College was scheduled to take action on the proposed 2024 tax rate at a public meeting to be held on September 24, 2024 at South Texas College, Board Room, Annex Bldg., 2nd Floor, 3201 W. Pecan, McAllen, Texas at 5:15 p.m.

The Public Hearing on the Proposed 2024 Tax Rate will consist of:

- Presentation on South Texas College Proposed 2024 Tax Rate. Ms. Mary Del Paz, Vice President of Finance and Administrative Services presented the proposed 2024 Tax Rate.
- Public Comments
No Public Comments were given at the required notice of the meeting.
- Closing of the Public Hearing on South Texas College Proposed 2024 Tax Rate.

The Public Hearing closed at 5:25 p.m.

Review and Recommend Action on Order 2025-001 Adopting the Tax Rate for 2024

Purpose and Justification – Administration requests Board approval on the Order 2025-001 adopting the tax rate for 2024 by taking record vote of the members of the Board.

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 rollback or limit a tax

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increase. The truth-in-taxation requires a taxing unit to calculate two (2) tax rates after receiving the certified appraisal roll from the chief appraiser, the no-new-revenue tax rate and the voter-approval tax rate.

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 tax rate and/or the voter-approval tax 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 one public hearing.

The Notice concerning the 2024 Property Tax Rates has been published in accordance with the Truth-In-Taxation requirements in the South Texas College website. The Notice of Public Hearing on Tax Increase has been published in accordance with the Truth-In-Taxation requirements on The Monitor, the Starr County Town Crier, and on the South Texas College website.

The tax rate for 2023 Tax Year was as follows:

2023 Tax Rate			
	M&O Rate	Debt Rate	Total Rate
2023 Tax Rate	\$0.1335	\$0.0227	\$0.1562

The tax rate for 2024 Tax Year is as follows:

2024 Tax Rates				
	M&O Rate	Debt Rate	Total Rate	Revenue
No-New-Revenue Rate (Formerly Effective Tax Rate)	-	-	\$0.1506	\$92,566,457
Voter-Approval 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

Determination of Tax Rates (M&O Rate)

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 tax rate reflects a tax increase of \$0.0058 per hundred dollars in property value.

Public Hearings Prior to Adoption of the Proposed 2024 Tax Rate

South Texas College was required to hold one public hearing and publish special notices, Notice concerning the 2024 Property Tax Rates and Notice of Public Hearing on Tax Increase, before adopting the proposed tax rate of \$0.1620 since this rate does exceed

the no-new-revenue tax rate but does not exceed the voter-approval tax rate. At the August 27, 2024 Board of Trustees meeting, the Board of Trustees took a record vote and scheduled one public hearing for the proposed tax rate of \$0.1620.

Public Hearing

The Public Hearing on the proposed 2024 tax rate was held on Tuesday, September 24, 2024 at 5:15 p.m. and special notices were published in accordance with state law.

The Board of Trustees of South Texas College was scheduled to take action on the proposed 2024 tax rate at a public meeting to be held on September 24, 2024 at South Texas College, Board Room, Annex Bldg., 2nd Floor, 3201 W. Pecan, McAllen, Texas at 5:15 PM.

Voting Requirements

State Tax Code, Sec. 26.05 requires that any action by the South Texas College Board of Trustees to set a tax rate that exceeds the no-new-revenue tax rate must be a record vote, and at least 60 percent of the members of the Board must vote in favor of the ordinance, resolution, or order establishing that rate.

For South Texas College Board of Trustees, this means that successful establishment of the proposed 2024 Tax Rate requires the support of at least five of the seven Trustees. This rule is beyond the normal quorum and voting requirements for other action.

Approval to adopt a debt service rate of \$0.0227 and maintenance and operations rate of \$0.1393 will be required. Approval of the Order 2025-001 will require a roll call vote of the members of the Board. A copy of the Order 2025-001 follows in the packet for the Board's review.

This year's proposed rate does exceed the no-new-revenue tax rate, as defined by the State. Because of this, State tax code requires that the motion to adopt the proposed 2024 Tax Rate be made according to the following script:

"I move that the property tax rate be increased by the adoption of a tax rate of \$0.1620, which is effectively a 7.57 percent increase in the tax rate."

Mr. Paul R. Rodriguez moved that the Board of Trustees of South Texas approve and authorize Resolution 2025-001 adopting the Tax Rate for 2024 as presented in the following form "I move that the property tax rate be increased by the adoption of tax rate of \$0.1620, which is effectively a 7.57 percent increase in the tax rate". Mr. David De Los Rios seconded the motion.

The motion carried.

Adjournment

There being no further business to discuss, the Public Hearing and Special Meeting of the South Texas College Board of Trustees adjourned at 5:26 p.m.

I certify the foregoing are the true and correct minutes of the Tuesday, September 24, 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, September 24, 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, September 24, 2024 in the Ann Richards Administration Building Board Room at the Pecan Campus in McAllen, Texas. The meeting commenced at 5:35 p.m. with Chair Dr. Alejo Salinas presiding.

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

Members absent: None

Also present: Dr. Ricardo J. Solis, Ms. Mary Del Paz, Dr. Anahid Petrosian, Dr. Rodney Rodriguez, Mr. George McCaleb, Ms. Deyadira Leal, Mrs. Myriam Lopez, Ms. Alicia Correa, Dr. Margo Vargas Ayala, Ms. Myra De La Garza, Mrs. Carla Rodriguez, Mr. Jorge Sanchez, Mr. Daniel Montez, Mr. Javier Villalobos, Ms. Lynda Lopez, Ms. Julissa Canales, Mrs. Nadia Ochoa, Ms. Claudia Olivares, Dr. Matt Hebbard, Mr. Khalil Abdullah, Ms. Michelle Grava, Ms. Jessica Galloso, Ms. Crista Himas, Ms. Lisa Aleman, Mr. Joel Jason Rodriguez, Mr. Luis De La Garza, Mr. Ben Briones, Mr. Scott Pruitt, Mrs. Olivia Gomez, Dr. Zachary Suarez, Dr. Rebecca De Leon, Dr. Brett Millan, Mr. Lucio Gonzalez, Ms. Rosario Vasquez, Ms. Emily Jimenez, Mr. Julisses Longoria, Mr. Sam Saldana, Ms. Kelly Nelson, Mr. Martin Villarreal, Mr. Andrew Fish, Ms. Kelly R. Salazar, and Ms. Venisa Earhart.

Determination of a Quorum

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

Invocation

Ms. Oliva Gomez, Director of External Affairs said the invocation.

Mission Moment

This Mission Moment was presented by Ms. Rosario Vasquez of the Center for Learning Excellence. Two part-time employees and students, Ms. Emily Jimenez and Mr. Julisses Longoria, were recognized for their upcoming participation in the 4C Virtual Tutor Conference which will be held October. Ms. Jimenez and Mr. Longoria will be keynote

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speakers at this conference. This year marks the first year that keynote speakers will be included in the conference. Our congratulations to these two amazing CLE employees.

Public Comments

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

Presentations

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, presented the South Texas College Faculty Spotlight for Academic Year 2023-2024.

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

This information was 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 was requested

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

Purpose and Justification – Administration provided 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, presented the EHS&R information to the Board.

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

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

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

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

No action is required from the Board of Trustees.

Update by the College President

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

- The very first Staff Advisory Council meeting was held recently. The SAC services in an advisory capacity to the Executive Cabinet and the College President.
- Administration is currently working on an MOU with Sweet Briar College in Virginia for transfer of our female students to their institution.
- Administration is working on a preliminary development of architectural scholarship with review of either introducing an additional degree or establishing an articulation agreement with another higher education institution. More details will follow as idea is formalized.

Consideration and Action on Consent Agenda

Approval of Board Meeting Minutes

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

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

Consideration and Action on New Items

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 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**
- **Texas Higher Education Coordinating Board, Carl D. Perkins State Leadership Grant in the amount of \$200,000**
- **Texas Workforce Commission (TWC), Texas Talent Connection, Wagner Peyser in the amount of \$126,459**

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Dr. Rodney Rodriguez was available at the meeting to answer any questions for the Board.

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, provided a presentation on the model used to determine Department Chair compensation at South Texas College.

The model was fully explained in the Employee Compensation Plan approved for FY 2024 – 2025. The presentation provided the trustees further information regarding the College’s comprehensive model for Chair compensation.

No action was requested. This item was presented for the Trustee’s information and feedback to administration.

Consideration and Action on Committee Items

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).

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 Award of Proposals, Purchases, Renewals, and Interlocal Agreement 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 Personnel Policies
 - 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

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- 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

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 items a - i of the Finance, Audit, and Human Resources Committee Consent Agenda as presented.

The motion carried.

Consent Agenda:

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

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)

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)	

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

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)	

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
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

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

Staff Uniforms and Service Agreement (Purchase/Rental): purchase staff uniforms and service agreement from **Unifirst Holdings, Inc.** (McAllen, TX), a

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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;

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)

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;

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;

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

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;

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.

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

Consent Agenda:

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

Purpose and Justification – Administration requested 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.

Enclosed Documents – The Resolution and the letter from legal counsel followed 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, were 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.

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

Consent Agenda:

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

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

Background - The budget amendment was 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.

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

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

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

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

Consent Agenda

d. Approval to Modify Approvals Required for Release of Disbursements

Purpose and Justification – Administration requested 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 was proposing to modify the approvals required by dollar value ranges.

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

Mary Del Paz, Vice President for Finance and Administrative Services, was 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.

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

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 requested 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.

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.

Enclosed documents – The South Texas College's CEO's SB212 Annual Report for the period of September 2023 through August 2024 followed 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, were 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.

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

Consent Agenda:

f. Acceptance of Internal Audit Annual Report for FY 2024

Purpose and Justification – Administration requested 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.

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

Khalil Abdullah, Chief Internal Auditor, was 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.

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

Consent Agenda:

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

Purpose and Justification – Administration requested 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.

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

Luis Gonzalez, Chief Information Security Officer, was 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.

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

Consent Agenda:

h. Approval to Revise Personnel Policy

Purpose and Justification – Administration requested 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.

Enclosed Documents – The revised local policy followed 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, were 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.

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

Consent Agenda:

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

Purpose and Justification – Administration requested 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.

Adopt New Policy	Retired Policy(ies)	Retired Policy Content Transition
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
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.

Enclosed Documents – The new and or retired policies followed 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, were 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.

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

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

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

Administration 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

Upon a motion by Mr. Danny Guzman and a second by Mrs. Dalinda Gonzalez-Alcantar the Board of Trustees of South Texas College approved and authorized items a - e of the Facilities Committee Consent Agenda as presented.

The motion carried.

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 recommended 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.

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.

Enclosed Documents

A Pecan Campus site plan was included for the Board's review.

The Committee recommended Board approval to proceed with solicitation of consulting services for an assessment of administrative and non-instructional facility space needs for Pecan Campus.

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

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 requested 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.

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.

Enclosed Documents

Following in the packet was 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, were 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.

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

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 requested 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.

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 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

Enclosed Documents

Following in the packet were 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.

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 Nursing and Allied Health Campus NAH East Building A Generators Replacement

Administration requested 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 were 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.

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

Consent Agenda:

e. Approval of the Final Completion of the Pecan Campus South Academic Building J Generator Replacement

Administration requested 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 were 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.

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 summarized 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.

Approval of Financial Reports for July 2024

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

The following financial reports were 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, responded to questions posed by the Board.

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

The motion carried.

Review and Approval of Checks for August 2024

Administration recommended 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 were 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 were provided under separate cover.

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

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

Upon a motion by Mr. Paul Rodriguez and a second by Mrs. Victoria Cantu the Board of Trustees of South Texas College approved and authorized the submitted checks for the month of August 2024. Mr. Paul Rodriguez requested that the names of the employees who resigned from the College be included in a report that is given only to the Board of Trustees.

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).

The Board did not enter into Executive Session. Upon a motion by Mr. Paul Rodriguez and a second by Mrs. Dalinda Gonzalez-Alcantar the Board of Trustees of South Texas College approved and authorized the acceptance of Self-Assessment of the Board of Trustees as discussed.

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

Adjournment

There being no further business to discuss, the Regular Board Meeting of the South Texas College Board of Trustees adjourned at 7:12 p.m.

I certify the foregoing are the true and correct minutes of the Tuesday, September 24, 2024 Regular Board Meeting of the South Texas College Board of Trustees.

X _____

Mr. Danny Guzman

Board Secretary

Presentation on the Food Pantry Initiative in Collaboration with the STC Foundation

- Purpose** Administration is providing information regarding Food Pantry Initiative in Collaboration with the STC Foundation.
- Justification** Under the leadership and direction of the Vice President of Student Affairs and Enrollment Management, Dr. Matt Hebbard and Vice President of Institutional Advancement, and Dr. Rodney Rodriguez, Vice President of Institutional Advancement and External Affairs, the STC Food Pantry and the STC Foundation have collaborated to provide more resources for students in need.
- Staff Resource** Dr. Matt Hebbard, Vice President of Student Affairs and Enrollment Management
Dr. Rodney Rodriguez, Vice President of Institutional Advancement and External Affairs.
- Recommendation** No action is required from the Board. This item is presented for information purposes.

Introduction of the New Student Government Association Officers

- Purpose** Administration will introduce the new 2024 – 2025 Student Government Officers.
- Justification** New officers were elected to the Student Government Association for the 2024- - 2025 Academic Year and they will be introduced to the Board of Trustees.
- Staff Resource** Dr. Matt Hebbard, Vice President of Student Affairs and Enrollment Management
Mr. Elibariki Nguma, Director of Student Activities and Wellness
- Recommendation** No action is required from the Board. This item is presented for information purposes.

Report of New Grant Awards

Purpose	Mrs. Carla M. Rodriguez, Executive Director of the Office of Sponsored Initiatives, has reported the following listing of grants recently accepted by the College.
Justification	These grants have been approved and accepted by the College President, in compliance with Board Policy CAM – <i>Appropriations and Revenue Sources: Grants, Funds, Donations from Private Sources</i> , and are reported here for the Board’s information and feedback to administration.
Enclosed Documents	List of the grants received.
Staff Resource	Dr. Rodney Rodriguez, Vice President of Institutional Advancement and External Affairs
Recommendation	No action is required from the Board. This item is presented for information purposes.

Grant Title: Development Corporation of McAllen Inc. (DCMI)

Awarding Agency: DCMI

Department Awarded: Nursing and Allied Health Division

Amount Awarded: \$500,000

Funding Period: October 1, 2024, to September 30, 2025

Strategic Goal #1 Alignment: Lead Community Engagement

Project Summary: Funding will provide educational opportunities and prepare students for in-demand Nursing and Allied Health occupations. This will address the need for enhanced retention and recruitment efforts of STC faculty and students under the Healthcare Professionals Enhancement Program.

Grant Title: Development Corporation of McAllen Inc. (DCMI)

Awarding Agency: DCMI

Department Awarded: Center for Advanced Training & Apprenticeships (CATA)

Amount Awarded: \$450,000

Funding Period: October 1, 2024, to September 30, 2025

Strategic Goal #1 Alignment: Lead Community Engagement

Project Summary: The program provides customized upskill training for new and incumbent workers in industrial occupations in Advanced Manufacturing, Construction, Logistics, Warehousing, and energy-related industries who are employed in the City of McAllen. Funds will be used for tuition, training materials, supplies and Advanced Manufacturing personnel. The goal of this project is to increase the total number of high skilled, high wage manufacturing jobs in the Rio Grande Valley.

Grant Title: Citizenship and Integration Training Academy (CITA) Grant

Awarding Agency: U.S. Department of Homeland Security

Department Awarded: Continuing Education & Workforce Development (CEWD)

Amount Awarded: \$399,840

Funding Period: October 2024 to September 2027

Strategic Goal #4 Alignment: Foster Student Success

Project Summary: Awarded funds will be used for instructors and training, and the Citizenship Education Course will be provided to lawful permanent residents. This project will provide opportunities for immigrants to gain the knowledge and skills necessary to integrate into the fabric of American society.

Grant Title: Hispanic Serving Institutions (HSI) Implementation and Evaluation Project Subaward - UTRGV

Awarding Agency: National Science Foundation (NSF)

Department Awarded: Math Department

Amount Awarded: \$258,005

Funding Period: Three (3) years

Strategic Goal #2 Alignment: Promote Academic Integrity and Excellence

Project Summary: As a subaward recipient STC's Math Department will provide specialized support for MATH2413 Calculus I and MATH2414 Calculus II, pre-requisite classes for upper-level courses in STEM pathway programs. Funds will contribute to the salary, benefits, and travel for seven (7) STC staff members over three (3) years, as well as supplies and operating costs for the courses.

Grant Title: Student Success Acceleration Program 2.0 Grant (SSAP 2.0)

Awarding Agency: Texas Higher Education Coordinating Board (THECB)

Department Awarded: Office of Student Re-Engagement

Amount Awarded: \$150,000

Funding Period: October 1, 2024 to September 30, 2026

Strategic Goal #4 Alignment: Foster Student Success

Project Summary: Funding will be used to enhance and institutionalize the Jaguar Reconnect Student Re-Engagement Program first implemented in 2022. The Jaguar Reconnect Program addresses the needs of students with some college hours, but no credentials. Awarded funds will cover tuition, fees, and previous unpaid balances. Funds will also cover training from THECB and multiple accounts with a Customer Relationship Management (CRM) system that allows Student Engagement and Completion Specialists to conduct targeted campaigns, deliver tailored marketing, and track student persistence and completion.

Grant Title: Child Care Access Means Parents in School (CCAMPIS) Program

Awarding Agency: U.S. Department of Education

Department Awarded: Child Development Department at Mid Valley Campus

Amount Awarded: \$352,062

Funding Period: September 2022 – September 2026

Strategic Goal #4 Alignment: Foster Student Success

Project Summary: Funds will be used by the Child Development Department at Mid Valley Campus to continue providing childcare services for over 50 children of student-parents enrolled at STC. This will allow student-parents to attend classes more regularly, have additional time for studying, and obtain campus services such as tutoring.

No action is requested.

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

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

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

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

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

- a. Approval on Proposed Free GED Program Partnership.

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

The Board of Trustees of South Texas College approve and authorize item a of the Education and Workforce Development Committee Consent Agenda as presented.

Approval Recommended:

Dr. Ricardo J. Solis
President

Consent Agenda:

a. Approval on Proposed Free GED Program Partnership

Purpose Administration requests approval to negotiate and execute an Interagency Cooperation Agreement with Hidalgo County officials to partner in offering a free GED Program to communities in need.

Justification The Office of Continuing Education and Workforce Development has developed the enclosed proposal, which would allow STC to provide a tuition-free GED program, with instruction, tutoring, and graduation celebrations held at Hidalgo County facilities convenient to communities in the greatest need for these resources.

Enclosed Documents

- Presentation outlining the proposed program
- Brochure: *South Texas College and Hidalgo County Proposal for a Free GED Program Partnership*

Funding The preliminary 12-month budget, pending a response from county officials, is outlined in the brochure.

- STC would provide **\$24,042.24** for vouchers and books.
- Hidalgo County would provide **\$99,661.36** for salary and benefits, supplies, marketing, and quarterly graduation ceremonies, plus use of a Community Resource Center.
- Students would pay up to **\$16.20** each, for practice test vouchers, as required by each student. This cost might be offset by leveraged resources, as available.

Staff Resources Olivia De La Rosa, Dean for Continuing Education and Workforce Development

Recommendation The Committee recommended Board approval to negotiate and execute an Interagency Cooperation Agreement with Hidalgo County officials to partner in offering a free GED Program to communities in need as presented.

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

to negotiate and execute an Interagency Cooperation Agreement with Hidalgo County officials to partner in offering a free GED Program to communities in need as presented.

Approval Recommended:

**Dr. Ricardo J. Solis
President**

Proposal for a FREE GED Program Partnership



Presentation for the
Education and Workforce Development Committee
Tuesday, October 15, 2024

Presenters:

Olivia De La Rosa, Dean of Continuing Education and
Workforce Development

Andrew Fish, Academic Initiatives Officer

 A woman wearing a black graduation cap and gown is speaking at a podium. The podium features the South Texas College logo. Behind her is a blue backdrop with the text "SOUTH TEXAS COLLEGE" in white.

SOUTH TEXAS
COLLEGE



Outline

- Objectives and Goals
- Scalability and Sustainability
- Scope of Partnership
- Proposed Budget
- Performance Monitoring
- Next Steps



Objectives and Goals



Through this partnership, the College and the County can provide:

- Intake assessment
- Dedicated full-time instructor
- Tutoring
- Wrap-around support services
- Workforce pathway exposure and advising
- Celebrations of success

To residents in our most high-need communities, in spaces convenient to those students.

Scalability and Sustainability



Based on pilot program success, the College will work with the County and other stakeholders to evaluate:

Scalability

This model might be replicable across the College district, with appropriate partnership support.

Sustainability

With sufficient facilities and enrollment, long term sustainability is expected

Scope of Partnership



South Texas College will

- Provide a Full-time Instructor
- Offer career opportunities aligned with STC workforce programs
- Leverage Support from TWC and other resources

Hidalgo County will be asked to

- Identify a Community in Need
- Support recruitment efforts
- Fund salaries and benefits for one year
- Allow use of existing local community resource center

Proposed Budget



South Texas College

Pre-Assessment Vouchers	\$1,166.40
English GED Books	\$1,227.84
Spanish GED Books	\$768.00
Practice Test Vouchers	\$20,880.00
Total:	\$24,042.24

Hidalgo County

Instructor Salary and Benefits	\$78,660.00
Tutor Salary & Benefits	\$5,349.36
Student Supplies	\$1,152.00
Marketing	\$2,500
Recognition Ceremonies	\$12,000
Total:	\$99,661.36

Performance Monitoring



The College will use the following Key Performance Indicators to evaluate program success:

Enrollment

Up to 144 students enrolled in the first year

Completion

70% of students successfully attaining a GED

Matriculation

30% of graduates continuing into a workforce or other higher education program within six months of completion

Conversion

20% of graduates enrolling specifically at STC



Next Steps



The **STC Office of External Affairs** is reviewing the proposal with officials at Hidalgo County.

With program approval, STC can act quickly to implement the tuition free GED program.

Quarterly graduation ceremonies will build awareness of this transformational opportunity.

The College will work on scalability and sustainability to revolutionize GED opportunities across the region.

Questions?



Thank you!





SOUTH TEXAS COLLEGE AND HIDALGO COUNTY
PROPOSAL FOR A FREE
GED PROGRAM PARTNERSHIP
2024-2025



SOUTH TEXAS COLLEGE

SOUTH TEXAS COLLEGE AND HIDALGO COUNTY PROPOSAL FOR A FREE GED PROGRAM PARTNERSHIP

EXECUTIVE SUMMARY

South Texas College (STC) proposes a partnership with Hidalgo County to expand GED opportunities and increase attainment, incorporating support services and career pathway advising to ensure student success. STC aims to offer tuition-free GED instruction in convenient locations for those most in need.

Currently, about 30% of STC GED graduates quickly enroll in workforce or higher education programs. These pathways offer certifications leading to well-paying jobs, with credentials that count toward future advanced coursework, associate and baccalaureate degrees at STC or other institutions.

Graduates who don't immediately enter workforce programs still achieve a significant milestone, unlocking future educational opportunities for themselves and their families.

The primary costs of offering GED programs include instructor salaries and facility expenses. STC currently relies on grants for instructor funding, but these grants limit flexibility in offering tuition-free courses and tailored support. Classes are held on STC campuses, which creates barriers for those facing transportation, childcare and other challenges.

This partnership has the potential to significantly impact the county's economic development and empower families through upward mobility.

INTRODUCTION

STC, a public community college serving Hidalgo and Starr Counties, is dedicated to advancing regional prosperity through lifelong learning. We believe reengaging adult learners in education and workforce training is key to socioeconomic progress.

Hidalgo County shares this commitment to education and economic growth. The County's Prosperity Taskforce, which includes STC and over 160 community leaders, aligns directly with the goals of the proposed GED partnership.

OBJECTIVES AND GOALS

STC proposes hiring a full-time instructor, with county support, dedicated to offering GED courses and resources for participants in the STC-Hidalgo County GED Program. One instructor can conservatively serve approximately 144 students annually at a location convenient for those in greatest need.

Student capacity will vary based on individual needs—some require minimal support, while others need more time to meet GED requirements. The program conducts intake assessments to tailor instruction to each student's pace.

SCALABILITY

The program can expand based on early success, with the potential to hire more instructors at additional locations across Hidalgo County, providing accessible, high-quality instruction where it is most needed.

SUSTAINABILITY

As a pilot program, success will determine its sustainability. A key challenge is maintaining sufficient cohort sizes and facilities for cost-effectiveness. If successful, STC will work with Hidalgo County to evaluate and plan for ongoing sustainability.

SCOPE OF PARTNERSHIP

SOUTH TEXAS COLLEGE (STC)

STC will:

- Provide a full-time, highly qualified instructor, along with resources for intake assessments, course curriculum, textbooks and student support services.
- Leverage Texas Workforce Commission support to subsidize testing costs.
- Offer regular career exploration opportunities and advising on educational pathways during and after GED completion.
- Actively pursue grant funding to cover tuition and materials for students pursuing career credentials that complement their GED.

HIDALGO COUNTY

Hidalgo County will:

- Identify a community in need and promote the program in that community.
- Support recruitment strategies for students served by this partnership.
- Fund the instructor's salary and benefits.
- Provide access to a local community resource center to provide space for classrooms, tutoring and other support.

The county is encouraged to incorporate additional support services, such as outreach, advocacy and other wrap-around services that align with the existing services at the community resource center and which support students participating in the program.

TIMELINE

South Texas College could implement the program as soon as November 1, 2024, upon execution of an interagency cooperation agreement outlining the terms.

The proposed term of the partnership is one (1) year, with the option to renew and scale the partnership upon mutual agreement by STC and Hidalgo County.

GED BUDGET PROPOSAL

FINANCIAL TERMS/BUDGET

The proposed budget is detailed in the following pages. In summary:

HIDALGO COUNTY

Instructor Salary & Benefits	\$78,660.00	
Tutor Salary & Benefits	\$5,349.36	<i>assist with eight hours of tutoring per week</i>
Student Supplies	\$1,152.00	<i>notebooks, pencils, highlighters, etc.</i>
Marketing	\$2,500.00	
Recognition Ceremony	\$12,000.00	<i>one ceremony every quarter (four total)</i>
	\$99,661.36	

STUDENT

Practice Test Vouchers	\$16.20
------------------------	----------------

SOUTH TEXAS COLLEGE

Pre-Assessment Vouchers	\$1,166.40
English GED Books	\$1,227.84
Spanish GED Books	\$768.00
Practice Test Vouchers	\$20,880.00
	\$24,042.24

GED BUDGET PROPOSAL

KEY PERFORMANCE INDICATORS

South Texas College would monitor the following Key Performance Indicators (KPI) to evaluate the success of this program and evaluate sustainability:

Enrollment: The number of students enrolling in the program term.

Completion: The number of students successfully attaining a GED.

Matriculation: The number of students matriculating into a workforce or other higher education program at STC or elsewhere within six months of completion.

Conversion: The subset of matriculation that enrolls specifically at STC.

COMMUNICATION PLAN

STC's Office of Continuing Education and Workforce Development (CEWD) would work with the STC Office of Communication and Creative Services and STC Office of External Affairs to coordinate with Hidalgo County in the promotion of this program. Upon evaluation of the KPIs, STC would engage with Hidalgo County on opportunities to scale the partnership and consider program sustainability.

NEXT STEPS/CALL TO ACTION

If Hidalgo County chooses to pursue this proposal, the next steps would involve defining the roles of each entity, including the engagement of the Prosperity Taskforce. An Interagency Cooperation Agreement would outline these roles and partnership terms. Once executed, STC's CEWD team will begin implementing the program immediately.

CONCLUSION

The partnership between STC, Hidalgo County and the Prosperity Taskforce will create a scalable pathway that can serve as a model for other communities. Success could attract additional stakeholders, such as school districts supporting parental engagement and dropout recovery, and economic developers interested in expanding career pathways for underserved talent pools.



GED STUDENT *Success Stories*



Edwin Ramos is a 17-year-old from Edinburg, Texas who enrolled in the GED program at South Texas College summer of 2024. He was determined to complete his GED before the fall semester at STC started. Having to take care of his grandparents made it a bit of a challenge but he successfully completed his GED in less than a month. Edwin is currently enrolled in the Automotive program at South Texas College, taking five courses this fall semester and pursuing his Automotive Technology Certificate. His dream is to one day become a Mechanical Engineer.

“I recommend the GED program at South Texas College. The staff was very helpful and treated me so well.”

Edwin Ramos

Leonor Hernandez, originally from Monterrey, Nuevo Leon, Mexico, is a mother of two boys. Before enrolling in the GED program, she worked as a provider and import & export clerk. She started the GED program and Educational Aide Training at South Texas College in November 2023. She aspires to be a teacher and will continue her path towards a career in education.

“This Program has opened doors for me, it gave me the push to keep studying.”

Leonor Hernandez



Review of Presentations Delivered to Education and Workforce Committee

The following presentation was delivered to the Education and Workforce Committee on Tuesday, October 15, 2024:

A. Presentation on the Division of Nursing and Allied Health

- Purpose** Academic Affairs and Economic Development will highlight the programs of the Division of Nursing and Allied Health, including program and student performance as well as ongoing and future program development plans.
- Justification** Periodic review of the academic and workforce programs provides the trustees with timely information on program accomplishments and changes, and allows for feedback from the trustee to guide long term planning and program development.
- Funding** There is no funding impact associated with this item.
- Staff Resources** Dr. Margo Vargas Ayala, Interim Dean for Nursing and Allied Health
- Recommendation** No action is requested.
This item is to provide information and solicit feedback from the trustees.

Division of Nursing and Allied Health



**Presentation for the
Education and Workforce Development Committee
Tuesday, October 15, 2024**

Presenter: Dr. Vargas Ayala, Interim Dean for Nursing and Allied Health



Outline



- Background
- Division Organizational Chart
- Sections, Faculty & Staff
- Enrollment & Nursing Programs Pathway
- Notable Achievements & Partnerships
- Continuing Education
- On the Horizon





Dr. Vargas Ayala, Interim Dean

Division of Nursing & Allied Health



- **Doctor of Nursing Practice Educational Leadership** from American Sentinel University
- **Master of Science in Nursing Education** from University of Texas-Brownsville
- **Bachelor of Science in Rehabilitative Services** from University of Texas-Pan American
- **Associate of Applied Science** from Pan American University
 - Currently serving South Texas College in the capacity of Interim Dean for Nursing & Allied Health since July 1, 2024.
 - Faculty at STC with Vocational Nursing Program for 10 years & Vocational Nursing Chair for 5 years prior to Interim Dean appointment.
 - Thirty-five years in nursing and forty years in the Health Care field.
 - Experience ranges from bedside cardiac nursing, case management, home health care to nursing faculty.

Background



1995 Division established by Dr. Ramiro R. Casso with only three (3) programs.

2000 New NAH A Campus: Programs increased to seven (7).

2018 NAH Expansion: NAH B opened a 4-story building with 87,222 sq. ft. Home of NAH State of the Art Simulation Hospital. Programs increased to twelve (12).



Background

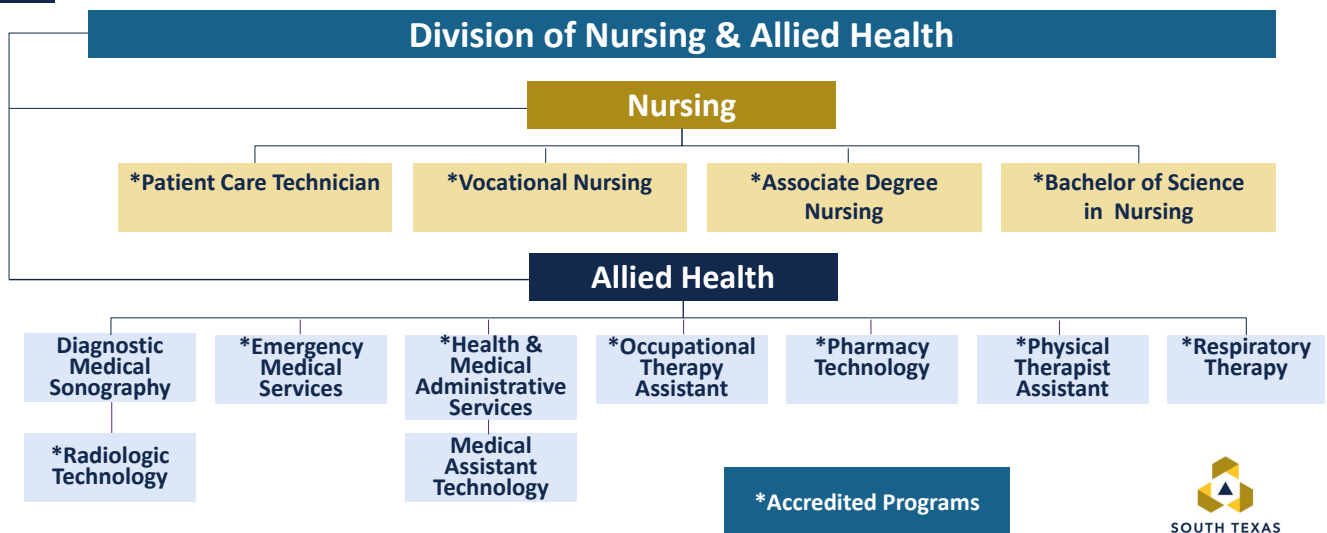


2023 Acquired previous Texas A&M Health Science Center: now NAH E
Renovation scheduled for Fall 2024

- South Texas College was awarded a \$1 million grant from the U.S. Department of Labor (Community Project Funding) to establish a **Workforce Development and Continuing Education Center for Healthcare Professionals.**
- This is a collaboration among South Texas College, McAllen Economic Development Corporation, South Texas Health System Inc., Hidalgo County Prosperity Task Force, VIDA, and Texas Workforce Solutions.



Division Organizational Chart: 13 Programs



Sections/Faculty/Staff



Fall 2024 Semester

Sections: 487

- Traditional: 477
- Dual Credit: 10

Faculty: 115

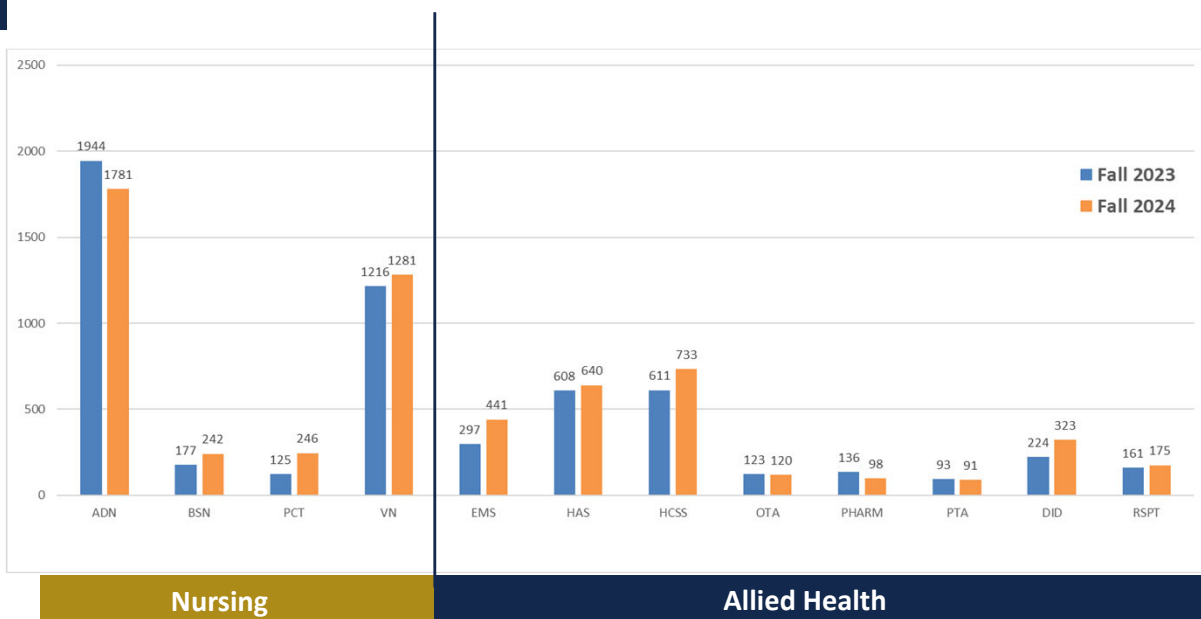
- Full Time: 93
- Lecturers: 1
- Adjunct: 21
- Dual Credit: 0

Staff: 31

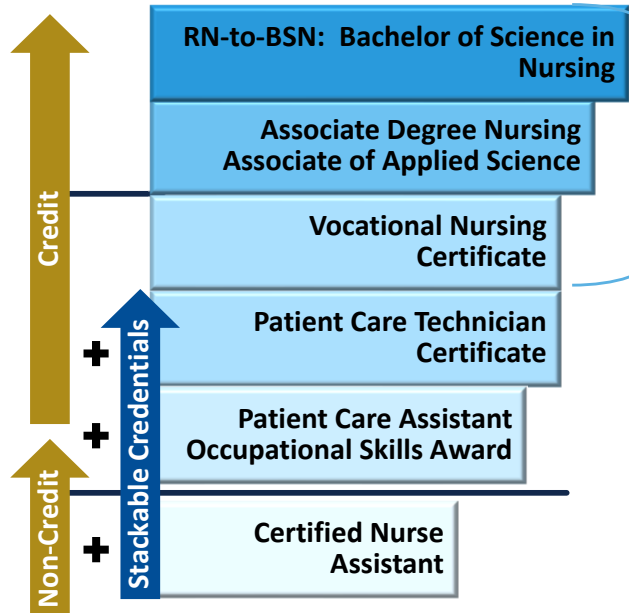
- Support Staff: 16
- Student Support: 9
- Simulation Team: 6



Enrollment



Nursing Programs Pathway



With over 350 nursing graduates in academic year 2023-2024, South Texas College is one of the largest producers of nurses among public community colleges in Texas.

- ✓ Bachelor of Science in Nursing
- ✓ Associate Degree Nursing
- ✓ Vocational Nursing

Notable Achievements and Recognitions

Core Value: Excellence



- **Successful ACEN Reaccreditation** for the ADN Program
- **Successful Reaffirmation** of all NAH Program Accreditations
- **Ranked #1** Most Affordable ADN Program in the NATION (2024; NursingSchoolHub.com)
- **Ranked #16** Best Vocational Nursing Program in Texas (2024; NursingProcess.org)
- **Ranked #77** Best Nursing School in Texas (2024; Nursing Schools Almanac)



Accrediting Agencies for Each Specialty



Credible education through accreditation



Executive Council of Physical Therapy and Occupational Therapy Examiners

Notable Achievements and Accomplishments

Core Value: Student Success



- **100% Pass Rate for the Physical Therapist Program – 25 years and counting!**
- Additional NAH Programs with **100% Licensure Pass Rates (2021-2022)**
 - ✓ Diagnostic Medical Sonography
 - ✓ Occupational Therapy
 - ✓ Radiologic Technology
 - ✓ Respiratory Therapy

100
PERCENT PASS RATE

Partnerships & Community Service

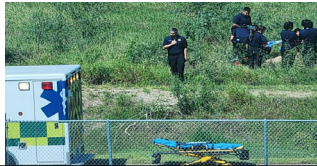
Core Value: Caring



Texas Philanthropy Leadership Circle
Embassy Suites Convention Center, April 2024

Annual Awareness Participation:

- American Heart Health
- Mental Health
- Alzheimer's Awareness
- Breast Cancer Awareness
- Career Day
- College Fairs
- Onion Fest
- Emergency Preparedness



Non-Credit to Credit Pathways



South Texas College is a leader in developing non-credit to credit pathways.

- Billing and Coding Specialist
- Certified Nurse Assistant (ISD)
- EKG Technician (ISD)
- Electronic Health Record Specialist
- EMT - Basic
- Health Information Medical Clerk
- Medical Office Specialist
- Medical Receptionist
- Patient Care Technician (ISD)
- Phlebotomy Technician (ISD)

Several pathways are available to our ISD partners.



On The Horizon



▪ Non-Credit to Credit Pathways Under Development

- Dental and Medical Administrative Assistant
- Medical Billing, Coding and Administrative Specialist

▪ New Programs Under Development

- Dental Hygienist – Associate of Applied Science

▪ Potential Program Under Review

- Surgical Technician – Associate of Applied Science



Questions?



Thank you!



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

The following presentation was delivered to the Finance, Audit, and Human Resources Committee on Tuesday, October 15, 2024:

A. Presentation on The Records Management Program

Purpose	Administration is providing information regarding The Records Management Program at South Texas College (College). The purpose of the program is to establish a structured program focused on College record preservation and accessibility in compliance with applicable laws and with College policy CIA – Equipment and Supplies Management: Records Management.
Justification	Under the leadership and direction of the College’s Records Management Officer, Mary Del Paz, Vice President for Finance and Administrative Services, the Business Process and Accountability Department manages records management operations, including, but not limited to, policy and procedure development, record storage, digital records, and training.
Enclosed Documents	Appendix A – PowerPoint Presentation
Funding	No funds are required.
Staff Resource	Mary Del Paz, Vice President for Finance and Administrative Services Frank Jason Gutierrez, Director - Business Process and Accountability
Recommendation	No action is required from the Board. This item is presented for information purposes.



THE RECORDS MANAGEMENT PROGRAM

FRANK JASON GUTIERREZ, DIRECTOR OF BUSINESS PROCESS AND ACCOUNTABILITY
DIVISION OF THE FINANCE AND ADMINISTRATIVE SERVICES

The Records Management Program at a Glance



Compliance

- Legal requirement - Texas State Library and Archives Commission (TSLAC)
- Minimize Risk
- Protection of records



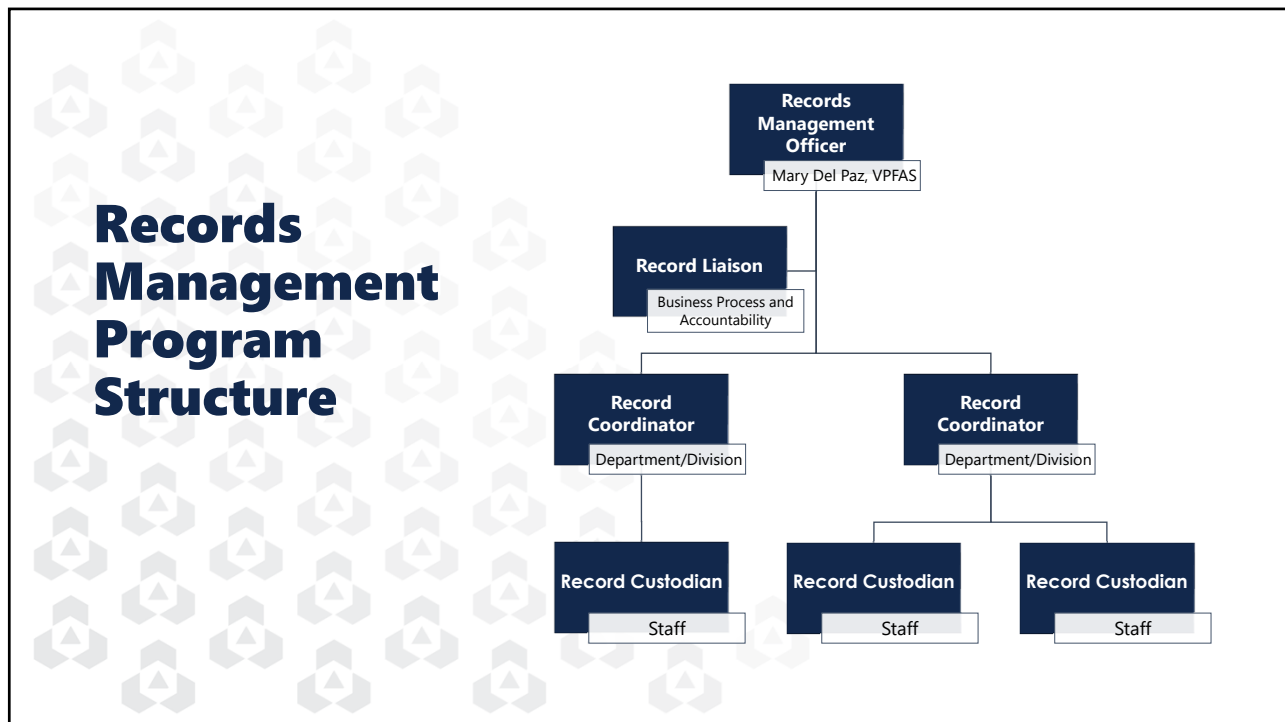
Organized

- Faster information retrieval
- Workflow efficiency
- Timely disposition



Cost Efficiency

- Cost savings by reducing processing costs
- Maximize office space

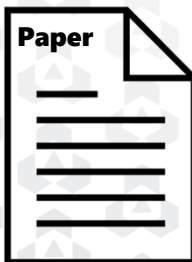


Elements of Compliance

- Policy CIA (Local) - Equipment and Supplies Management: Records Management on file with TSLAC.
 - Policy adopted by the Board on May 28, 2024.
 - Records Management Program Procedures.
- TSLAC SLR 504 Designation of Records Management Officer (RMO).
 - Mary Del Paz, Vice President for Finance and Administrative Services
- TSLAC SLR 508 Declaration of Compliance.
 - Adoption and adherence to record retention schedules.

What is a Record?

A record is any document, paper, letter, book, map, photograph, sound or video recording, microfilm, magnetic tape, electronic medium, or other information recording medium, regardless of physical form or characteristic and regardless of whether public access to it is open or restricted under the laws of the state, created or received by a local government or any of its officers or employees pursuant to law, including an ordinance, or in the transaction of public business (Local Government Code §201.003 or Bulletin D).



Born Digital

- Original record is electronic.
 - Word document
 - Webpage
 - Spreadsheet report



Digitized

- Original record was in hard copy. Scanned/uploaded to an application, software, cloud, etc.
 - Receipt
 - Invoice
 - Form



Life Cycle of a Record

- The process in which a record passes through creation, use/maintenance, and disposition.
- Within the three phases, additional interrelated steps, including active and inactive use, storage, transfer, etc., complete a record's life cycle.

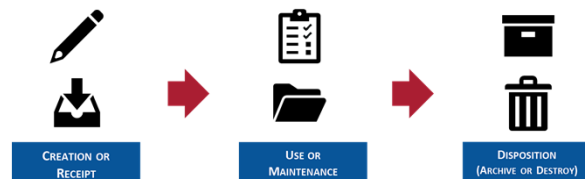


Image Source: State and Local Records Management (SLRM)

Is it a Record or a Convenience Copy?

Official Record

- The official record is to be maintained for the full retention period, as designated by TSLAC or a Superseding Agency.

Convenience Copy

- A copy created for administrative ease of use, also called a working or reference copy.
- If you have a convenience copy of an official record:
 - Dispose of it accordingly as soon as it is no longer needed for administrative use.
 - Do not keep convenience copies longer than the official record.

What is a Record Retention Schedule?

A Record Retention Schedule identifies the records created or received by an organization or government entity and lists the specific time period during which the records must be maintained for the local government to meet its legal obligation.

- Record number, record title, record description, and the **retention period** determined by TSLAC.

Record Retention Schedules

Retention Schedules indicate the minimum length of time listed records must be retained before destruction or archival preservation. South Texas College has adopted the following Record Retention Schedules:

- GR (Records Common to All Local Governments)
- JC (Records of Public Junior Colleges)
- PS (Records of Public Safety Agencies)
- TX (Records of Property Taxation)
- EL (Records of Elections and Voter Registration)

Understanding a Record Retention Schedule

Unique # assigned by TSLAC	What TSLAC calls this series	What kinds of records would be classified here	Minimum amount of time the records must be kept.	Statutes governing the retention and other notes affecting the retention
Record Number	Record Title	Record Description	Retention Period	Remarks
GR1025-25	ACCOUNTING POLICIES AND PROCEDURES DOCUMENTATION	Policy and procedure directives and similar records documenting accounting methodology.	US, expired, or discontinued + 5 years.	
GR1025-26	ACCOUNTS PAYABLE AND DISBURSEMENT RECORDS			
*GR1025-26a	ACCOUNTS PAYABLE AND DISBURSEMENT RECORDS	Claims, invoices, statements, copies of checks and purchase orders, expenditure authorizations, and similar records that serve to document disbursements, including those documenting claims for and reimbursement to employees for travel and other employment-related expenses.	FE of date of final payment + 5 years for school districts; FE of date of final payment + 3 years for other governments.	Retention Note: Accounts payable and disbursement records for bond-funded projects must be maintained according to the retention period listed in GR1025-26d.
GR1000-38	POLICY AND PROCEDURE DOCUMENTATION	Executive orders, directives, manuals, and similar documents that establish and define the policies, procedures, rules, and regulations governing the operations or activities of a local government as a whole or any of its departments, programs, services, or projects.	US, expired, or discontinued + 5 years.	Retention Note: Review before disposal; some records may merit PERMANENT or long-term retention for historical or legal reasons.

Department Record Inventory

To properly identify, maintain, and safeguard records, departments are to maintain a record inventory.

Department Record Information						Records Retention Schedule			Date Record is eligible for Destruction
Name of Document and Record Description	Date of Record (Month/Year)	Record Format	Record Location	Record Custodian	Department / Unit	Record Number	Record Title	Retention Period	
Master File Record Inventory	March 2024	Electronic	Share Drive: Acct Svcs DFS Share Drive (K:)> 1. Records Management>03. Records Retention Inventory>MASTER FILE - RECORD INVENTORY	Erika Rodriguez	BPA	GR1000-40d	Records Management Records	US, expired, or discontinued +5 years.	US
Dual Enrollment Program Cost Analysis	December 2015	Electronic	Share Drive: Acct Svcs DFS Share Drive (K:)>Dual Enrollment Cost Study 2015\FINAL V2>Dual Enrollment Report Dec 4 2015w	Jason Gutierrez	BPA	GR1000-41a	Studies (Non-Fiscal)	5 years	September 2023
Shred Bin Reconciliations	September 2016 - December 2021	Paper	File cabinet in office 3.104	Jason Gutierrez	BPA	GR1025-31c	Transaction Summaries	2 years	December 2023
Shred Bin Reconciliations	January 2023 - December 2023	Electronic	OneDrive: Records Management folder>Ranger Shredding>Invoice Reconciliations	Mary Gonzaba	BPA	GR1025-31c	Transaction Summaries	2 years	December 2025

Consequences of Not Managing Records

- Legal risk exposure
- Longer retrieval times
- Higher costs
- Ongoing obligation to protect records
- Negative perception



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, Interagency Agreements, and Interlocal Agreements a total cost of \$2,283,041.79
- b. Approval of Compensatory Time for Winter Break Holidays Worked by Exempt Personnel on the Enterprise Resources Planning (ERP) Implementation
- c. Approval of Resolution #2025-003 Authorizing Investment Brokers/Dealers
- d. Approval of Change Order for Contract with Precision Task Group (PTG) / Workday
- e. Approval to Reclassify Existing Vacant Position(s) in Accordance with Policy DEA (Local)
- f. Approval of Jurisdictional and Interagency Support Memorandums of Understanding (MOU) Between the University of Texas Rio Grande Valley (UTRGV) Police Department and the South Texas College (STC) Police Department
- g. Approval to Revise Business and Support Services Policy
A-1. Revise CAK (Local) Appropriations and Revenue Sources: Investments
- h. Approval to Adopt New Basic District Foundations Policy and Retire Current Policy
A-1. Adopt AD (Local) Educational Role, Mission, Purpose, and Responsibility
A-2. Retire Policy #900: Comprehensive Mission Incorporating Institutional Vision, Mission, and Core Values
- i. Approval to Adopt New Local Governance Policy
A-1. Adopt BH (Local) Administrative Rules and Regulations
- j. Approval to Adopt New Business and Support Services Policies and Retire Current Policies
A-1. Adopt CHF (Local) Site Management – Weapons
A-2. Retire Policy #6326: Concealed Carry and Weapons on Campus
B-1. Adopt CF (Local) Purchasing and Acquisition
B-2. Retire Policy #5200: Purchasing Authority
B-3. Retire Policy #5210: Purchasing

- B-4. Retire Policy #5220: Contractors: Consultant Services, Professional Services and Honoraria
- B-5. Retire Policy 5225: Authorization for the President to Award Contracts After Informal Bidding for Expenditures of Up to \$10,000 and Purchasing Procedures for Personal Property and Public Works
- B-6. Retire Policy 5226: Contracts
- C-1. Adopt CM (Local) Facilities Construction
- C-2. Retire Policy #6120: Physical Facilities Planning and Educational Specifications
- k. Approval to Adopt New Instruction Policy and Retire Current Policies
 - A-1. Adopt ECC (Local) Instructional Arrangements – Course Load and Schedules
 - A-2. Retire Policy #3240: Off-Setting Drops and Adds
 - A-3. Retire Policy #3301: Definition of Semester Credit Hour
 - A-4. Retire Policy #3330: Withdrawal from Semester Credit Courses
 - A-5. Retire Policy #3336: Requirements for Students Registering for a Course More than Once
 - A-6. Retire Policy #5555: Schedule Changes
- l. Approval to Adopt New Personnel Policy and Retire Current Policy
 - A-1. Adopt DMC (Local) Termination of Employment – Reduction in Force
 - A-2. Retire Policy #4912: Termination or Reduction of Personnel Due to Financial Exigency or Program Change
- m. Approval to Adopt New Students Policies and Retire Current Policies
 - A-1. Adopt FI (Local) Student Solicitations
 - B-1. Adopt FK (Local) Student Activities
 - B-2. Retire Policy #3631: Student Activities
 - B-3. Retire Policy #3633: Intramural and Recreational Sports Program
 - C-1. Adopt FKC (Local) Student Activities – Registered Student Organizations
 - D-1. Adopt FLB (Local) Student Rights and Responsibilities – Student Conduct
 - D-2. Retire Policy #3010: Academic Integrity
 - D-3. Retire Policy #3323: Academic Integrity and Dishonesty
 - D-4. Retire Policy #3650: Student Rights and Responsibilities, Conduct and Discipline
 - E-1. Adopt FLC (Local) Student Rights and Responsibilities – Interrogations and Searches
 - F-1. Adopt FLD (Local) Student Rights and Responsibilities – Student Complaints
 - F-2. Retire Policy #3312: Student Appeal of Course Grades
 - F-3. Retire Policy #3313: Student Grievance or Complaint
 - G-1. Adopt FLE (Local) Student Rights and Responsibilities – Involvement in Decision Making
- n. Approval to Retire Current Policies
 - A-1 Retire Policy #5500: Texas Public Education Grants
 - B-2 Retire Policy #6110: Use of College Facilities

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

Approval Recommended:

Dr. Ricardo J. Solis
President

Consent Agenda:

a. Approval of Award Proposals, Purchases, Renewals, Interagency Agreements, and Interlocal Agreements at a total cost of \$2,283,041.79

Purpose and Justification – Administration requests Board approval of the following purchases, renewals, and interlocal agreements at a total cost of \$2,283,041.79.

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:

Award of Proposals – 1) Grounds Maintenance

Purpose Award the proposal for grounds maintenance to **TLC - Total Lawn Care Service LLC** (San Antonio, TX).

Justification To provide services for all South Texas College campuses as follows:

Services	Amount
Mowing, Tree Trimming, Grass Shredding, and Irrigation Inspections and Repair (Estimated Amount)	552,193.42
Plants, Replacement Plants, and Landscaping (Not Exceeding)	107,806.58
Sprinkler System Repairs (Not Exceeding)	75,000.00
Total Amount:	\$735,000.00

Funding Funds for this expenditure are budgeted in the Ground Maintenance budget for FY 2024 – 2025.

Enclosed Documents Appendix A – Project Timeline and Information
 Other information is included in the Finance Supplemental Booklet and is available if requested.

Staff Resource Mary Del Paz, Vice President for Finance and Administrative Services
 George McCaleb, Executive Director of Facilities Operations and Maintenance

Recommendation The Committee recommended Board approval to award the proposal for grounds maintenance to **TLC - Total Lawn Care Service LLC** (San Antonio, TX) for the period beginning November 1, 2024 through August 31, 2025, with two one-year options to renew, at an estimated total amount of \$735,000.00.

APPENDIX A

Project Timeline and Information

Advertised RFP	September 4, 2024 and September 11, 2024
RFP Responses Due	September 19, 2024
RFP Issued To	Fourteen (14) Vendors
Responses Received From	Eight (8) Vendors
Responses Reviewed By	Facilities Operations and Maintenance, Starr County Campus Site Coordinators, Mid-Valley Campus Site Coordinators, and the Purchasing Department
Highest Ranked Vendor	TLC - Total Lawn Care Service LLC

Award of Proposals – 2) Industrial Supplies, Materials, and Accessories

- Purpose** Award the proposals for industrial supplies, materials, and accessories to the vendors listed in Appendix A.
- Justification** To provide lab supplies, materials, and accessories for student instruction.
- At the time of purchase, the vendor will be selected based on the items needed/provided, pricing, item availability, and delivery timeline.
- Funding** Funds for this expenditure are budgeted in the Center for Advanced Training and Apprenticeship, Advance Manufacturing Technology Program, and the Welding Program budgets for FY 2024 – 2025. Funds for subsequent fiscal years will be included in future proposed budgets.
- Enclosed Documents** Appendix A – Vendors List
Appendix B – Project Timeline and Information
Other information is included in the Finance Supplemental Booklet and is available if requested.
- Staff Resource** Dr. Anahid Petrosian, Vice President and Provost for Academic Affairs and Economic Development
Erika Guerra, Advanced Manufacturing Technology Program Chair
Hector H. Cavazos, Welding Program Chair
Carlos Margo, Dean – Center for Advance Training and Apprenticeship
- Recommendation** The Committee recommended Board approval to award the proposals for industrial supplies, materials, and accessories to the vendors listed in Appendix A for the period beginning November 25, 2024 through November 24, 2025, with two one-year options to renew, at an estimated total amount of \$180,000.00, which is based on prior year expenditures.

APPENDIX A
Vendors List

Vendor (City, State)	Vendor (City, State)
Airgas USA LLC (McAllen, TX)	AOC (Brownsville, TX)
Burton Companies (Weslaco, TX)	CV Industrial Hardware LLC (Mission, TX)
Industrial Supplier Larey, Inc /dba International Industrial Supply Co (Brownsville, TX)	Linde Gas and Equipment Inc (Pharr, TX)
Matheson Tri Gas (San Benito, TX)	Triple S Steel /dba Alamo Iron Works (San Antonio, TX)
United Welding Supply LLC (Edinburg, TX)	

APPENDIX B
Project Timeline and Information

Advertised RFP	September 4, 2024 and September 11, 2024
RFP Responses Due	September 19, 2024
RFP Issued To	Fifteen (15) Vendors
Responses Received From	Nine (9) Vendors
Responses Reviewed By	Center for Advanced Training and Apprenticeship, Advanced Manufacturing Technology Program, Welding Program, and the Purchasing Department
Highest Ranked Vendor	Vendors listed in Appendix A

Purchases - 3) Instructional Equipment

- Purpose** Purchase instructional equipment from **PSI JF Petroleum Group, Inc.** (Edinburg, TX), a Texas Association of School Boards – Buyboard approved vendor.
- Justification** To enhance the Automotive Technology Program with an alignment machine and premium scissor rack, along with the supporting kits to provide students with hands-on experience in addressing alignment issues, familiarize them with tools commonly used in local dealerships and independent shops, and ensure they develop practical skills critical for their future careers and to help them understand the safety precautions involved in using them.
- Enclosed Documents** Other information is included in the Finance Supplemental Booklet and is available if requested.
- Funding** Funds for this expenditure are budgeted in the Automotive Technology Program budget for FY 2024 – 2025.
- Staff Resource** Dr. Anahid Petrosian, Vice President and Provost for Academic Affairs and Economic Development
Richard Wade, Automotive Technology Program – Program Chair
- Recommendation** The Committee recommended Board approval to purchase instructional equipment from **PSI JF Petroleum Group, Inc.** (Edinburg, TX), a Texas Association of School Boards – Buyboard approved vendor, at a total amount of \$83,817.88.

Purchases - 4) Law Enforcement Vehicles

- Purpose** Purchase law enforcement vehicles from **Caldwell Country Chevrolet** (Caldwell, TX), a Texas Association of School Boards – Buyboard approved vendor.
- Justification** To enhance campus safety and security and significantly improve emergency response times, provide a visible security presence that deters crime, and support the management of campus events.
- The two (2) vehicles will replace vehicles with high mileage/running engine hours and maintenance repair costs that will be retired.
- Enclosed Documents** Other information is included in the Finance Supplemental Booklet and is available if requested.
- Funding** Funds for this expenditure are budgeted in the Campus Police budget for FY 2024 – 2025.
- Staff Resource** Mary Del Paz, Vice President for Finance and Administrative Services
Ruben Suarez, Chief of Police - STC Department of Public Safety
- Recommendation** The Committee recommended Board approval to purchase law enforcement vehicles from **Caldwell Country Chevrolet** (Caldwell, TX), a Texas Association of School Boards – Buyboard approved vendor, at an estimated total amount of \$112,880.00.

Purchases - 5) Parts and Supplies

Purpose Purchase parts and supplies from **Johnson Supply** (Houston, TX/Pharr, TX), a Texas Association of School Boards – Buyboard approved vendor.

Justification To provide lab supplies for the heating, ventilation, air conditioning, and refrigeration (HVACR) program serving an instructional purpose and allowing technicians and students to gain hands-on experience in troubleshooting, installation, and maintenance practices.

It will also provide parts and supplies needed for repairs by the facilities maintenance department throughout all campuses.

Enclosed Documents Other information is included in the Finance Supplemental Booklet and is available if requested.

Funding Funds for this expenditure are budgeted in the Facilities Maintenance and HVACR budget for FY 2024 – 2025.

Staff Resource Mary Del Paz, Vice President for Finance and Administrative Services
George McCaleb, Executive Director of Facilities Operations and Maintenance
Dr. Anahid Petrosian, Vice President and Provost for Academic Affairs and Economic Development
Jose Jasso, Heating, Ventilation, Air Conditioning, and Refrigeration Program Chair

Recommendation The Committee recommended Board approval to purchase parts and supplies from **Johnson Supply** (Houston, TX/Pharr, TX), a Texas Association of School Boards – Buyboard approved vendor, for the period beginning September 1, 2024 through August 31, 2025, at an estimated total amount of \$100,000.00, which is based on prior year expenditures.

Purchases - 6) Computers, Laptops, Monitors, and Printers

Purpose Purchase computers, laptops, monitors, and printers from the vendors listed in Appendix A.

Justification To provide new systems, replacement of out-of-warranty systems (over five years old), and software requirements that exceed the system's capacity for students, faculty, and staff based on the Information Technology criteria.

The requested systems meet the College's standard configurations.

Enclosed Documents Appendix A – Vendors List
 Appendix B – District-Wide Technology Request Summary
 Other information is included in the Finance Supplemental Booklet and is available if requested.

Funding Funds for these expenditures are budgeted in the requesting department budgets for FY 2024 - 2025 as follows: Architectural and Engineering Design Technology, Computer Science, Advanced Manufacturing Technology, Student Assessment Center, Business Office, Mechatronics Program, Law Enforcement, Education Program, Health Administrative Services, Office of President, Educational Technologies, Research and Analytical Services, Dual Credit Pathways, and Biology Program.

Staff Resource Dr. Jesús Campos, Interim Vice President for Information Services, Planning, Performance, & Strategic Initiatives
 Lucio Gonzalez, Associate Vice President - Technology and Chief Information Officer

Recommendation The Committee recommended Board approval to purchase computers, laptops, monitors, and printers from the vendors listed in Appendix A at a total amount of \$278,111.51.

Appendix A

Vendors List

Vendor (City, State)/ Purchasing Cooperative	Amount
Dell Marketing, LP (Dallas, TX)/ State of Texas Department of Information Resources (DIR)	274,871.51
CRC Computer Repair Center (McAllen, TX)/ State of Texas Department of Information Resources (DIR)	3,240.00
Total Amount	\$278,111.51

APPENDIX B
District-Wide Technology Request Summary

Student Computers		Staff Laptops	
44	Architectural and Engineering Design Technology	4	Office of President
30	Computer Science	1	Educational Technologies
29	Advanced Manufacturing Technology	1	Research and Analytical Services
		3	Business Office
Faculty Computers		1	Health Administrative Services
5	Student Assessment Center		
		Student Monitors	
Staff Computers		31	Computer Science
1	Business Office	30	Student Assessment Center
Student Laptops		Staff Monitors	
19	Mechatronics Program	11	Dual Credit Pathways
Faculty Laptops		Faculty Printers	
2	Law Enforcement	6	Biology Program
1	Education Program		
1	Health Administrative Services		

Purchases – 7) Network Equipment, Licenses, and Accessories

- Purpose** Purchase network equipment, licenses, and accessories from **Netsync Network Solutions, Inc.** (Houston, TX), a State of Texas Department of Information Resources (DIR) approved vendor.
- Justification** To support the districtwide classroom instruction, office operations, connectivity between surveillance cameras and servers, data closets to support systems, and converting analog systems to digital for classrooms, amongst other daily tasks.
- Enclosed Documents** Other information is included in the Finance Supplemental Booklet and is available if requested.
- Funding** Funds for this expenditure are budgeted in the various requesting department's budgets for FY 2024 – 2025.
- Staff Resource** Dr. Jesús Campos, Interim Vice President for Information Services, Planning, Performance, & Strategic Initiatives
Lucio Gonzalez, Associate Vice President -Technology and Chief Information Officer
- Recommendation** The Committee recommended Board approval to purchase network equipment, licenses, and accessories from **Netsync Network Solutions, Inc.** (Houston, TX), a State of Texas Department of Information Resources (DIR) approved vendor, for the period beginning October 1, 2024 through August 31, 2025, at an estimated total amount of \$100,000.00, which is based on prior year expenditures.

Renewals – 8) Case Management and Mentoring Services

Purpose	Renew the case management and mentoring services contract with Valley Initiative for Development and Advancement (VIDA) (Mercedes, TX), a sole source vendor.
Justification	<p>To provide services to fifty (50) economically disadvantaged students per semester during the Spring, Summer, and Fall 2025 semesters.</p> <p>The services will include financial assistance (books, childcare, transportation, etc.), intensive case management, and career counseling to help students complete their education and training for high-demand occupations.</p>
Enclosed Documents	Other information is included in the Finance Supplemental Booklet and is available if requested.
Funding	Funds for this expenditure are budgeted in the Student Case Management Services budget for FY 2024 - 2025. Funds for subsequent fiscal years will be included in future proposed budgets.
Staff Resource	Dr. Matthew S. Hebbard, Vice President - Student Affairs and Enrollment Management Otoniel Matamoros, Dean - Enrollment Services
Recommendation	The Committee recommended Board approval to renew the case management and mentoring services contract with Valley Initiative for Development and Advancement (VIDA) (Mercedes, TX), a sole source vendor, for the period beginning January 1, 2025 through December 31, 2025, at an estimated total amount of \$81,000.00, based on prior year expenditures.

Renewals – 9) Carpet and Flooring Services

Purpose Renew the carpet and flooring services contracts with the awarded vendors listed in Appendix A.

Justification To fulfill new and replacement requests across the College district and also support space modifications, renovation projects, and the replacement of worn carpets in high-traffic areas.

For each specific project, vendors are required to provide quotes based on the type of carpet and flooring services needed.

At the time of purchase, the vendor will be selected based on the items needed/provided, pricing, availability, and delivery timeline.

Enclosed Documents Appendix A – Vendors List
 Appendix B – Contract Background
 Other information is included in the Finance Supplemental Booklet and is available if requested.

Funding Funds for this expenditure are budgeted in the Renewals and Replacements and Facilities Operations and Maintenance budget for FY 2024 – 2025. Funds for subsequent fiscal years will be included in future proposed budgets.

Staff Resource Mary Del Paz, Vice President for Finance and Administrative Services
 George McCaleb, Executive Director of Facilities Operations and Maintenance
 Ricardo De La Garza, Executive Director of Facilities Planning and Construction

Recommendation The Committee recommended Board approval to renew the carpet and flooring services contracts with the awarded vendors listed in Appendix A for the period beginning February 1, 2025 through January 31, 2026, at an estimated total amount of \$100,000.00, which is based on prior year expenditures.

APPENDIX A

Vendors List

Vendor (City, State)	Vendor (City, State)
Diaz Floors & Interiors, Inc. (Pharr, TX)	Ontiveros Floor Covering, LLC (Alamo, TX)

APPENDIX B
Contract Background

The Board awarded the contracts as follows:

Term: January 30, 2024 - one year with two (2) one-year annual renewals			
Award	Board Meeting	Original Term	Renewal Term
Original	01/30/24	02/01/24 – 01/31/25	
First Renewal	10/29/24		02/01/25 – 01/31/26

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

Renewals – 10) Graduation Regalia

- Purpose** Renew the graduation regalia contract with the awarded vendor, **Jostens, Inc.** (Minneapolis, MN).
- Justification** To procure students with caps, gowns, and sashes, which are essential for honoring the achievements of graduates during their 2025 commencement ceremonies.
- The College enhances the ceremonial experience by providing high-quality regalia, ensuring that graduates feel recognized and celebrated for their hard work and dedication.
- Enclosed Documents** Appendix A – Contract Background
 Other information is included in the Finance Supplemental Booklet and is available if requested.
- Funding** Funds for this expenditure are budgeted in the Graduation budget for FY 2024 – 2025. Funds for subsequent fiscal years will be included in future proposed budgets.
- Staff Resource** Dr. Matthew S. Hebbard, Vice President - Student Affairs and Enrollment Management
- Recommendation** The Committee recommended Board approval to renew the graduation regalia contract with the awarded vendor, **Jostens, Inc.** (Minneapolis, MN) for the period beginning January 1, 2025 through December 31, 2025, at an estimated total amount of \$98,900.00, which is based on prior year expenditures.

APPENDIX A
Contract Background

The Board awarded the contract 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	01/01/24 – 12/31/24	
First Renewal	10/29/24		01/01/25 – 12/31/25

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

Renewals – 11) Institutional Membership

Purpose	Renew institutional membership with the Texas Association of Community Colleges (TACC) (Austin, TX), a sole-source vendor.
Justification	<p>To provide representation at the Texas legislature and state agencies to advocate for the interest impacting public community colleges.</p> <p>TACC represents all (50) fifty public community college districts in Texas. The organization's primary focus is on the General Appropriations Bill and legislation impacting public community colleges.</p>
Enclosed Documents	Other information is included in the Finance Supplemental Booklet and is available if requested.
Funding	Funds for this expenditure are budgeted in the Non-Public Fund Project budget for FY 2024 – 2025.
Staff Resource	Dr. Ricardo J. Solis, President of South Texas College
Recommendation	The Committee recommended Board approval to renew the institutional membership with the Texas Association of Community Colleges (TACC) (Austin, TX), a sole source vendor, for the period beginning September 1, 2024 through August 31, 2025, at a total amount of \$103,100.00.

Renewals – 12) Printing of Stationery

- Purpose** Renew the printing of stationery contracts with the awarded vendors listed in Appendix A.
- Justification** To maintain a professional and consistent brand image for the College that supports day-to-day operations and fosters community and pride among its members, and enhances communication with students, faculty, and external stakeholders, reflecting the institution's commitment to excellence by using high-quality stationery such as letterheads, envelopes, business cards, and brochures.
- Enclosed Documents** Appendix A – Vendors List
 Appendix B – Contract Background
 Other information is included in the Finance Supplemental Booklet and is available if requested.
- Funding** Funds for this expenditure are budgeted in the Public Relations and Marketing budget for FY 2024 – 2025. Funds for subsequent fiscal years will be included in future proposed budgets.
- Staff Resource** Dr. Rodney Rodriguez, Vice President for Institutional Advancement and Economic Development
 Lynda Lopez, Executive Director - Public Relations and Marketing
- Recommendation** The Committee recommended Board approval to renew the printing of stationery contracts with the awarded vendors listed in Appendix A for the period beginning February 1, 2025 through January 31, 2026, at an estimated total amount of \$30,000.00, which is based on prior year expenditures.

APPENDIX A

Vendors List

Primary Vendor	UBEO, LLC /dba Copy Zone (McAllen, TX)
Secondary Vendor	Slate Group (Lubbock, TX)

The secondary vendor will be utilized when the primary vendor cannot provide the required services.

APPENDIX B
Contract Background

The Board awarded the contracts as follows:

Term: January 30, 2024 - one year with two (2) one-year annual renewals			
Award	Board Meeting	Original Term	Renewal Term
Original	01/30/24	02/01/24 – 01/31/25	
First Renewal	10/29/24		02/01/25 – 01/31/26

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

Renewals – 13) Signs, Banners, and Related Products

Purpose Renew the signs, banners, and related products contracts with the awarded vendors listed in Appendix A.

Justification To identify, promote, and market South Texas College’s events and departments, including community events and activities for public schools.

At the time of purchase, the vendor will be selected based on the items needed/provided, pricing, availability, and delivery timeline.

Examples of these products are hanging banners, event directional yard signs, informational signage, table covers, metal signs, nameplates, office entrance signs, and graduation posters.

Enclosed Documents Appendix A – Vendors List
 Appendix B – Contract Background
 Other information is included in the Finance Supplemental Booklet and is available if requested.

Funding Funds for this expenditure are budgeted in the various department budgets for FY 2024– 2025. Funds for subsequent fiscal years will be included in future proposed budgets.

Staff Resource Dr. Rodney Rodriguez, Vice President for Institutional Advancement and Economic Development
 Lynda Lopez, Executive Director - Public Relations and Marketing

Recommendation The Committee recommended Board approval to renew the signs, banners, and related products contracts with the awarded vendors listed in Appendix A for the period beginning February 1, 2025

through January 31, 2026, at an estimated total amount of \$80,000.00, which is based on prior year expenditures.

APPENDIX A
Vendors List

Vendor (City, State)	Vendor (City, State)
Brand Boosters Co., LLC (McAllen, TX)	FedEx Office and Print Services, Inc. (Plano, TX)
Gateway Printing (Edinburg, TX)	Huntington Sky Production, Ltd. /dba Fastsigns (McAllen, TX)
Imprezos Pro Uniforms, LLC (Pharr, TX)	Promo Universal, LLC (Corpus Christi, TX)
Slate Group (Lubbock, TX)	UBEO, LLC /dba Copy Zone, Ltd. (McAllen, TX)

APPENDIX B
Contract 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	02/01/24 – 01/31/25	
First Renewal	10/29/24		02/01/25 – 01/31/26

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

Renewals – 14) Vehicle Fuel Program

Purpose	Renew the vehicle fuel program with U.S. Bank/Voyager Fleet Systems (Kansas City, MO), the State of Texas Procurement and Support Services (TPASS) approved vendor, acting by and through the State of Texas Council of Competitive Government (CCG).
Justification	<p>To fuel all college-owned vehicles at any of the 40,000 approved locations and receive quarterly rebates and discounts.</p> <p>Each college employee uses a card that has a personal identification number, transaction and dollar amount limits, and odometer readings are required at the pump to ensure accurate tracking.</p> <p>All transactions are monitored online, and various reports can be created for expenditure purposes.</p>
Enclosed Documents	Other information is included in the Finance Supplemental Booklet and is available if requested.
Funding	Funds for this expenditure are budgeted in various programs and department budgets for FY 2024 – 2025. Funds for subsequent fiscal years will be included in future proposed budgets.
Staff Resource	Mary G. Del Paz, Vice President for Finance and Administrative Services Myriam Lopez, Associate Vice President for Finance and Management
Recommendation	The Committee recommended Board approval to renew the vehicle fuel program with U.S. Bank/Voyager Fleet Systems (Kansas City, MO), the State of Texas Procurement and Support Services (TPASS) approved vendor, acting by and through the State of Texas Council of Competitive Government (CCG), for the period beginning January 1, 2025 through December 31, 2025, at an estimated total amount of \$160,000.00, which is based on prior year expenditures.

Interagency Agreements – 15) Employee Assistance Program (EAP) Agreement

Purpose Renew the employee assistance program (EAP) agreement with **The University of Texas Health Science Center at Houston** (Houston, TX) through an interagency agreement.

Justification To allow College employees to access resources related to mental health services, work-life services, and leadership development services to help resolve some of the gaps in employee benefits currently existing at the College.

This program is essential for the College's needs, and the participation of the College faculty and staff is in accordance with Policy CKD (Local), Insurance and Annuities Management: Health and Life Insurance.

Enclosed Documents Other information is included in the Finance Supplemental Booklet and is available if requested.

Funding Funds for this expenditure are budgeted in the Human Resources - Employee Wellness budget for FY 2024 – 2025. Funds for subsequent fiscal years will be included in future proposed budgets.

Staff Resource Dr. Zachary Suarez, Executive Director of Human Resources

Recommendation The Committee recommended Board approval to renew the employee assistance program (EAP) agreement with **The University of Texas Health Science Center at Houston** (Houston, TX) through an interagency agreement for the period beginning November 1, 2024 through October 31, 2025, at an estimated total annual amount of \$22,532.40 for 1,707 full-time employees, at a monthly rate of \$1.10 per employee.

Interagency Agreements – 16) State Record Inquiry Access Agreements

- Purpose** Renew the state records inquiry access through interagency agreements with the **State of Texas** agencies listed in Appendix A.
- Justification** To facilitate records inquiry with the State of Texas Departments of Public Safety, Motor Vehicles, and the Family and Protective Services for essential records needed for the daily operations of several departments and to ensure compliance with established policies and procedures.
- Enclosed Documents** Appendix A – State of Texas Agencies List
 Other information is included in the Finance Supplemental Booklet and is available if requested.
- Funding** Funds for this expenditure are budgeted in the Office of Human Resources, Department of Public Safety, Childcare and Development, and the Purchasing Department for FY 2024 – 2025. Funds for subsequent fiscal years will be included in future proposed budgets.
- Staff Resource** Mary Del Paz, Vice President for Finance and Administrative Services
 Dr. Zachary Suarez, Executive Director of Human Resources
 Dr. Anahid Petrosian, Vice President and Provost for Academic Affairs
 Veronica Rodriguez, Child Development Program Chair
- Recommendation** The Committee recommended Board approval to renew the state records inquiry access through interagency agreements with the **State of Texas** agencies listed in Appendix A for the period beginning January 1, 2025 through December 31, 2025, at an estimated total amount of \$14,000.00, which is based on prior year expenditures.

APPENDIX A

State of Texas Agencies List

Agencies	Amount
Texas Department of Public Safety (DPS) (Austin, TX)	10,000.00
Texas Department of Motor Vehicles (DMV) (Austin, TX)	3,000.00
Texas Department of Family and Protective Services (DFPS) (Austin, TX)	1,000.00
Total Amount:	\$14,000.00

Interlocal Agreements – 17) City Vehicle Usage Agreement Extension

Purpose Ratify the city vehicle usage agreement extension through an interlocal agreement with the **City of McAllen** (McAllen, TX).

Justification To enable South Texas College to utilize a city vehicle, which will allow students in the two-week bus driving program to practice their maneuvers and driving skills in preparation for the skills test required to obtain their Class A commercial driver's license, including the passenger endorsement.

Classes are scheduled to start monthly, with a maximum enrollment of four students per class. Using the city bus will eliminate the need for the College to purchase a vehicle, helping to keep program costs low.

Enclosed Documents No documents enclosed.

Funding The college will incur no cost.

Staff Resource Dr. Anahid Petrosian, Vice President and Provost for Academic Affairs
Olivia D. De La Rosa, Dean - Continuing Education and Workforce Development

Recommendation The Committee recommended Board approval to ratify the city vehicle usage agreement extension through an interlocal agreement with the **City of McAllen** (McAllen, TX) for the period beginning October 1, 2024 through August 31, 2025, at no cost to the College.

Interlocal Agreements – 18) Facility Rental Agreement

- Purpose** Enter into a facility rental agreement with the **City of Mission** (Mission, TX) for the use of the Mission Event Center through an interlocal agreement.
- Justification** To honor the achievement of the Division of Nursing graduates during the 2024 Nursing Pinning Ceremony on Wednesday, December 11, 2024, from 8:00 a.m. to 9:00 p.m.
- Enclosed Documents** Other information is included in the Finance Supplemental Booklet and is available if requested.
- Funding** Funds for this expenditure are budgeted in the Associate Degree of Nursing Pinning Ceremonies budget for FY 2024 – 2025.
- Staff Resource** Dr. Anahid Petrosian, Vice President and Provost for Academic Affairs
Dr. Mariano A. Acevedo, Associate Degree in Nursing Program Chair
- Recommendation** The Committee recommended Board approval to enter into a facility rental agreement with the **City of Mission** (Mission, TX) for the rental of the Mission Event Center through an interlocal agreement for December 11, 2024, at a total amount of \$3,700.00.

Recommendation: The Committee recommended Board approval of the award of proposals, purchases, renewals, interagency agreements, and interlocal agreements at a total cost of \$2,283,041.79, as listed below:

Award of Proposals

- 1) **Grounds Maintenance:** award the proposal for grounds maintenance to **TLC - Total Lawn Care Service LLC** (San Antonio, TX) for the period beginning November 1, 2024 through August 31, 2025, with two one-year options to renew, at an estimated total amount of \$735,000.00. The services are as follows:

Services	Amount
Mowing, Tree Trimming, Grass Shredding, and Irrigation Inspections and Repair (Estimated Amount)	552,193.42
Plants, Replacement Plants, and Landscaping (Not Exceeding)	107,806.58
Sprinkler System Repairs (Not Exceeding)	75,000.00
Total Amount:	\$735,000.00

- 2) **Industrial Supplies, Materials, and Accessories:** award the proposals for industrial supplies, materials, and accessories for the period beginning November 25, 2024 through November 24, 2025, with two one-year options to renew, at an estimated total amount of \$180,000.00, which is based on prior year expenditures. The vendors are as follows:

Vendor (City, State)	Vendor (City, State)
Airgas USA LLC (McAllen, TX)	AOC (Brownsville, TX)
Burton Companies (Weslaco, TX)	CV Industrial Hardware LLC (Mission, TX)
Industrial Supplier Larey, Inc /dba International Industrial Supply Co (Brownsville, TX)	Linde Gas and Equipment Inc (Pharr, TX)
Matheson Tri Gas (San Benito, TX)	Triple S Steel /dba Alamo Iron Works (San Antonio, TX)
United Welding Supply LLC (Edinburg, TX)	

Purchases

- 3) **Instructional Equipment:** purchase instructional equipment from **PSI JF Petroleum Group, Inc.** (Edinburg, TX), a Texas Association of School Boards – Buyboard approved vendor, at a total amount of \$83,817.88;
- 4) **Law Enforcement Vehicles:** purchase law enforcement vehicles from **Caldwell Country Chevrolet** (Caldwell, TX), a Texas Association of School Boards – Buyboard approved vendor, at an estimated total amount of \$112,880.00;
- 5) **Parts and Supplies:** purchase parts and supplies from **Johnson Supply** (Houston, TX/Pharr, TX), a Texas Association of School Boards – Buyboard approved vendor, for the period beginning

September 1, 2024 through August 31, 2025, at an estimated total amount of \$100,000.00, which is based on prior year expenditures;

- 6) **Computers, Laptops, Monitors, and Printers:** purchase computers, laptops, monitors, and printers as follows:

Vendor (City, State) / Purchasing Cooperative	Amount
Dell Marketing, LP (Dallas, TX)/ State of Texas Department of Information Resources (DIR)	\$274,871.51
CRC Computer Repair Center (McAllen, TX)/ State of Texas Department of Information Resources (DIR)	3,240.00
Total Amount	\$278,111.51

- 7) **Network Equipment, Licenses, and Accessories:** purchase network equipment, licenses, and accessories from **Netsync Network Solutions, Inc.** (Houston, TX), a State of Texas Department of Information Resources (DIR) approved vendor, for the period beginning October 1, 2024 through August 31, 2025, at an estimated total amount of \$100,000.00, which is based on prior year expenditures;

Renewals

- 8) **Case Management and Mentoring Services:** renew the case management and mentoring services contract with **Valley Initiative for Development and Advancement (VIDA)** (Mercedes, TX), a sole source vendor, for the period beginning January 1, 2025 through December 31, 2025, at an estimated total amount of \$81,000.00, based on prior year expenditures;
- 9) **Carpet and Flooring Services:** renew the carpet and flooring services contracts for the period beginning February 1, 2025 through January 31, 2026, at an estimated total amount of \$100,000.00, which is based on prior year expenditures. The awarded vendors are as follows:

Vendor (City, State)	Vendor (City, State)
Diaz Floors & Interiors, Inc. (Pharr, TX)	Ontiveros Floor Covering, LLC (Alamo, TX)

- 10) **Graduation Regalia:** renew the graduation regalia contract with the awarded vendor **Jostens, Inc.** (Minneapolis, MN) for the period beginning January 1, 2025 through December 31, 2025, at an estimated total amount of \$98,900.00, which is based on prior year expenditures;
- 11) **Institutional Membership:** renew the institutional membership with the **Texas Association of Community Colleges (TACC)** (Austin, TX), a sole source vendor, for the period beginning September 1, 2024 through August 31, 2025, at a total amount of \$103,100.00;
- 12) **Printing of Stationery:** renew the printing of stationery contracts for the period beginning February 1, 2025 through January 31, 2026, at an estimated total amount of \$30,000.00, which is based on prior year expenditures. The awarded vendors are as follows:

Primary Vendor	UBEO, LLC /dba Copy Zone (McAllen, TX)
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Secondary Vendor	Slate Group (Lubbock, TX)
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- 13) **Signs, Banners, and Related Products:** renew the signs, banners, and related products contracts for the period beginning February 1, 2025 through January 31, 2026, at an estimated total amount of \$80,000.00, which is based on prior year expenditures. The awarded vendors are as follows:

Vendor (City, State)	Vendor (City, State)
Brand Boosters Co., LLC (McAllen, TX)	FedEx Office and Print Services, Inc. (Plano, TX)
Gateway Printing (Edinburg, TX)	Huntington Sky Production, Ltd. /dba Fastsigns (McAllen, TX)
Imprezos Pro Uniforms, LLC (Pharr, TX)	Promo Universal, LLC (Corpus Christi, TX)
Slate Group (Lubbock, TX)	UBEO, LLC /dba Copy Zone, Ltd. (McAllen, TX)

- 14) **Vehicle Fuel Program:** renew the vehicle fuel program with **U.S. Bank / Voyager Fleet Systems** (Kansas City, MO), the State of Texas Procurement and Support Services (TPASS) approved vendor, acting by and through the State of Texas Council of Competitive Government (CCG), for the period beginning January 1, 2025 through December 31, 2025, at an estimated total amount of \$160,000.00, which is based on prior year expenditures;

Interagency Agreements

- 15) **Employee Assistance Program (EAP) Agreement:** renew the employee assistance program (EAP) agreement with **The University of Texas Health Science Center at Houston** (Houston, TX) through an interagency agreement for the period beginning November 1, 2024 through October 31, 2025, at an estimated total annual amount of \$22,532.40 for 1,707 full-time employees, at a monthly rate of \$1.10 per employee;
- 16) **State Record Inquiry Access Agreements:** renew the state records inquiry access through interagency agreements for the period beginning January 1, 2025 through December 31, 2025, at an estimated total amount of \$14,000.00, which is based on prior year expenditures. The State of Texas agencies are as listed:

Agencies	Amount
Texas Department of Public Safety (DPS) (Austin, TX)	10,000.00
Texas Department of Motor Vehicles (DMV) (Austin, TX)	3,000.00
Texas Department of Family and Protective Services (DFPS) (Austin, TX)	1,000.00
Total Amount:	\$14,000.00

Interlocal Agreements

- 17) **City Vehicle Usage Agreement Extension:** ratify the city vehicle usage agreement extension through an interlocal agreement with the

- City of McAllen** (McAllen, TX) for the period beginning October 1, 2024 through August 31, 2025, at no cost to the College;
- 18) **Facility Rental Agreement:** enter into a facility rental agreement with the **City of Mission** (Mission, TX) for the use of the Mission Event Center through an interlocal agreement for December 11, 2024, at a total amount of \$3,700.00.

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 \$2,283,041.79 as presented.

Approval Recommended:

Dr. Ricardo J. Solis
President

Consent Agenda:

b. Approval of Compensatory Time for Winter Break Holidays Worked by Exempt Personnel on the Enterprise Resources Planning (ERP) Implementation

Purpose To approve the request for exempt personnel working on the Enterprise Resources Planning (ERP) implementation during the FY2024 - 2025 Winter Break holiday to be allowed to receive compensatory time to be taken at a later date.

Justification The Finance and Human Capital Management Workday ERP implementation project commenced in October 2023. Exempt personnel will be required to work with the vendor on the ERP implementation project during the College's winter break scheduled for December 19, 2024 through January 5, 2025, in order to complete the project by the scheduled go-live date of January 1, 2025.

Enclosed Documents No documents are enclosed.

Funding No funds are required.

Staff Resource Mary Del Paz, Vice President for Finance and Administrative Services
Myriam Lopez, Associate Vice President for Finance and Management
Zachary Suarez, Executive Director for Human Resources and Talent Development

Recommendation The Committee recommended Board approval for exempt personnel working on the Enterprise Resources Planning (ERP) implementation during the FY2024 - 2025 Winter Break holiday to be allowed to receive compensatory time to be taken at a later date.

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

for exempt personnel working on the Enterprise Resources Planning (ERP) implementation during the FY2024 - 2025 Winter Break holiday to be allowed to receive compensatory time to be taken at a later date as presented.

Approval Recommended:

**Dr. Ricardo J. Solis
President**

Consent Agenda:

c. Approval of Resolution #2025-003 Authorizing Investment Brokers/Dealers

Purpose To approve Resolution 2025-003 to update the Investment Brokers/Dealers list.

Justification The Texas Public Funds Investment Act (PFIA) requires that the Board of Trustees approve all broker and dealer firms that will be used to transact investment business with the College. As per Policy CAK: Appropriations and Revenue Sources: Investments and in accordance with the PFIA, the Board of Trustees shall, at least annually, review, revise, and adopt a list of qualified Investment Brokers/Dealers.

A name change for one of the brokers is included in the list.

The Resolution Authorizing Investment Brokers/Dealers was approved and authorized on November 28, 2023, as amended. A revised list of brokers/dealers is included in Appendix A.

Enclosed Documents Appendix A – Resolution

Funding No funds are required.

Staff Resource Mary Del Paz, Vice President for Finance and Administrative Services
Myriam Lopez, Associate Vice-President-Finance and Management

Recommendation The Committee recommended Board approval of Resolution No. 2025-003 Authorizing Investment Brokers/Dealers.

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 No. 2025-003 Authorizing Investment Brokers/Dealers as presented.

Approval Recommended:

Dr. Ricardo J. Solis
President

Resolution No. 2025-003

A RESOLUTION BY THE SOUTH TEXAS COLLEGE RELATING TO THE COLLEGE'S ADOPTION AND ANNUAL REVIEW OF ITS LIST OF AUTHORIZED BROKERS/DEALERS AND AMENDING SUCH BROKERS/DEALER LIST AS REQUIRED BY BOARD POLICY AND STATE LAW; AND AUTHORIZING OTHER MATTERS INCIDENT AND RELATED THERETO.

WHEREAS, the Board of Trustees (the "Board") of the South Texas College (the "College") has adopted a written Investment Policy which primarily emphasizes safety of principal and liquidity and addresses investment diversification, yield, and maturity and the quality and capability of investment management provisions in accordance with the Public Funds Investment Act, Texas Government Code Chapter 2256, Subchapter A, as amended, (the *Act*); and

WHEREAS, the Board must annually review the list of authorized brokers/dealers that are authorized to engage in investment transactions with the College and adopt a written instrument stating that it has reviewed such list of authorized brokers/dealers; and

WHEREAS, a written copy of the College's Investment Policy must be presented to any person offering to engage in an investment transaction with an investment entity or to an investment management firm under contract with an investing entity to invest or manage the entity's investment portfolio; and

WHEREAS, the authorized representatives of a business organization offering to engage in an investment transaction with the College must provide a written acknowledgement that the business organization has received the College's Investment Policy; now, therefore,

BE IT RESOLVED BY THE BOARD OF TRUSTEES OF THE SOUTH TEXAS COLLEGE THAT:

SECTION 1: The Board has reviewed list of authorized brokers/dealers authorized to engage in investment transactions with the College (Exhibit "A" attached hereto), and the Board further wishes to memorialize this review by the adoption of this Resolution.

SECTION 2: Prospective authorized brokers/dealers will be provided with written copies of the College's Investment Policy and such authorized representatives will provide written acknowledgments of receipt of the College's Investment Policy.

SECTION 3: This Resolution may be relied upon by all appropriate government officials and others interested in this Resolution and establishes the College's compliance with the requirements of the Act and the College's Investment Policy.

SECTION 4: The recitals contained in the preamble hereof are hereby found to be true, and such recitals are hereby made a part of this Resolution for all purposes and are adopted as a part of the judgment and findings of the Board.

SECTION 5: All ordinances and resolutions, or parts thereof, which are in conflict or inconsistent with any provision of this Resolution are hereby repealed to the extent of such conflict, and the provisions of this Resolution shall be and remain controlling as to the matters resolved herein.

SECTION 6: This Resolution shall be construed and enforced in accordance with the laws of the State of Texas and the United States of America.

SECTION 7: If any provision of this Resolution or the application thereof to any person or circumstance shall be held to be invalid, the remainder of this Resolution and the application of such provision to other persons and circumstances shall nevertheless be valid, and the Board hereby declares that this Resolution would have been enacted without such invalid provision.

SECTION 8: It is officially found, determined, and declared that the meeting at which this Resolution is adopted was open to the public and public notice of the time, place, and subject matter of the public business to be considered at such meeting, including this Resolution, was given, all as required by Chapter 551, as amended, Texas Government Code.

PASSED AND APPROVED this the ____ day of _____, 2024.

SOUTH TEXAS COLLEGE

Alejo Salinas, Jr., Chair
Board of Trustees

ATTEST:

Paul R. Rodriguez, Vice Chair
Board of Trustees

(COLLEGE SEAL)

Exhibit “A”

List of Authorized Brokers/Dealers:

FHN Securities

~~Duncan Williams~~ now SouthState/DuncanWilliams

Multi-Bank Securities

PNC Financial Services Group

Rice Financial

SAMCO

Wells Fargo Securities

Consent Agenda:

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

Purpose To approve Change Order for Contract with Precision Task Group (PTG) / Workday.

Justification To gain approval of a change order in the amount of \$105,321, which will offset the deductive change order approved by the President in May 2024 in the same amount.

The change order outlines the amendments to the contract with Precision Task Group (PTG) Statement of Work required for a successful implementation that encompasses the following:

- Additional project management, configuration/testing, and no change in scope/timeline
- Scope addition: reporting, functional, conversion (employees to new hourly plans)
- Scope to change: integration types and complexity

Enclosed Documents Appendix A – Summary of Contract Change Orders
Appendix B – Change Order

Funding No funds are required.

Staff Resource Mary Del Paz, Vice President for Finance and Administrative Services

Recommendation The Committee recommended Board approval of a Change Order in the amount of \$105,321, for the Contract with Precision Task Group (PTG) / Workday.

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

The Board of Trustees of South Texas College approves and authorizes a Change Order in the amount of \$105,321, for the Contract with Precision Task Group (PTG) / Workday as presented.

Approval Recommended:

**Dr. Ricardo J. Solis
President**

Appendix A
Summary of Contract Change Orders

Date	Description	Original Budget	Reduction Amount	Revised Budget
February 2024	Advisory Services Hours Reduction for Finance/HCM (Exhibit 1)	\$5,420,800	(\$813,925)	\$4,606,875
May 2024	Statement of Work Modification – Addition and Reduction of Services (Exhibit 2)	105,321	(105,321)	0
May 2024	State of Texas approved Colleges to use Commercial Cloud, reducing Subscription Fees (Exhibit 3)	14,896,565	(3,227,108)	11,669,457
October 2024	Statement of Work Modification – Additional Services	0	105,321	105,321
Total Cost Reduction to Contract		\$20,422,686	(\$4,041,033)	\$16,381,653

CHANGE ORDER

Reseller Party	Precision Task Group, Inc. (" Team Workday " or " PTG ")
Customer Name	South Texas College (" Customer ")
Workday Entity Name	Workday, Inc. 6110 Stoneridge Mall Rd., Pleasanton, CA 94588 (" Workday ")
Name of Master Agreement	State of Texas Department of Information Resources Contract # DIR-TSO-4242 (" Agreement ")
Agreement Effective Date	December 14, 2019
Name of Technical Services Agreement	Appendix D, Technical Services Agreement for Workday Services (" TSA ")
TSA Effective Date	August 11, 2023
SOW Effective Date / SOW #	September 13, 2023 / SOW #P411780
Change Order Effective Date	The later of the dates beneath the parties' signature below
Target Change Order Close Date	September 30, 2024
Currency	USD
Fee Type	Fixed Fee

Customer/Partner Project Manager	Mary G. Del Paz
Project Name	South Texas College Workday HCM/Pay/Financials Implementation (" Project ")
Project Sponsor	Shannon Pino
Workday Engagement Manager	Holly Hall-Perry
Summary of Change Type	Changes in scope and adjustment to fees and payment schedule
Impact Assessed by	Shannon Pino
Workday Region	Higher Education

Fees:

There are no additional Technical Services Fees due from Customer for this Change Order. Any travel and other expenses associated with the Technical Services set forth in this Change Order are subject to the terms of the SOW or the Agreement to which the SOW is subject, as the case may be.

Amendment:

This Change Order amends the SOW identified above. Except as expressly amended by this Change Order, the terms of the SOW shall remain in full force and effect.

Change Order Reason(s):

- Additional project management
- Additional configuration/testing
- Additional effort: No change in scope/timeline
- Scope addition: Reporting
- Scope addition: Functional
- Scope addition: Conversion (Employees to new Hourly Plans)
- Scope change: Integration Types and Complexity

Changes to Tasks in Scope:

- See below.

Changes to Deliverables:

- Add 13 Allowance Plans
- Add 4 Hourly Comp Plans

CHANGE ORDER

- Add Foreign Vendors functionality (1042-S)
- Add 5 Custom Fields: 5 needed (4 for TRS; 1 for ATS) (charging for 4, as one was included in CO #1)
- Add 3 Custom Security Groups (charging for 2; comping 1 for Recruiting)
- Integration updates

Integration Type	Integration Complexity	SOW Original Count	Change Order #2 Count
End to End Connector	Minor	13	2
BIRT	Moderate	0	3
Connector	Low	5	4
Connector Copy	Minimal	0	4
EIB/DT	Moderate	9	14
Studio	High	8	8
Studio ESS	Low	0	2

- Custom Report updates
- The following custom reports will be added to the scope for Team Workday to develop based on requirements provided by STC. Testing is required by STC to complete the approval for these reports to be migrated to production. If they are not approved within the testing timeframe needed, then STC will take responsibility for the completion and migration of the reports to production.

HCM

- RPT-005 CBM008 Reports
- RPT-053 Workforce Report TWC
- RPT-037 Military/Veterans Report
- RPT-195 Faculty Count Report

FIN

- RPT-334 Statements of Net Position (ACFR - Exhibit 1)
- RPT-335 Statements of Cash Flows (ACFR - Exhibit 3)
- RPT-336 Schedule of Operating Revenues (ACFR - Schedule A)
- RPT-337 Schedule of Operating Expenses by Object (ACFR - Schedule B)
- RPT-338 Schedule of Non-Operating Revenues and Expenses (ACFR - Schedule C)
- RPT-339 Schedule of Net Position by Source and Availability (ACFR - Schedule D)
- RPT-340 Disaggregation of Receivable and Payable Balances (ACFR - Note 18)
- RPT-349 Budget vs Actual by Project & Task

Note: The following 4 reports are placeholders and need to be confirmed buy STC. STC can replace them with other reports and, provided there is not a significant change to the level of effort, another change order update will not be needed.

- RPT-164 PDAEDN_SEC2
- RPT-167 Payroll FLAC - Compensation Extracted and Acknowledged (Before PEPFCAP)
- RPT-177 PER_VAC_SUPRV.PER_VAC_SUPRV Report
- RPT-281 NHIEDST - Pay History

Changes to Project Schedule:

- This Change Order will not modify the project schedule set forth in the current project plan.

Changes to Go Live Date:

CHANGE ORDER

- This Change Order will not modify the Go-Live Date in the Original SOW.

Impact Assessment:

Project Activities Affected	Functional Configuration, Testing Integrations Development, Testing Reports Development, Testing
Tasks removed from Original SOW	N/A
Tasks modified from Original SOW	<ul style="list-style-type: none"> • Integrations – Modifying types of integrations (see above); development & testing • Reports – Adding custom reports development (see above) • Custom Fields – Add 5 custom fields (charging for 4); testing • Custom Security Groups – Add 3 custom security groups (charging for 3); testing • Foreign Vendors – Scope added; configuration; testing • HCM/Comp– Scope added: 13 Allowance Plans; configuration; testing • HCM/Comp – Scope added: 4 Hourly Comp plans; configuration; testing; conversion
Project Schedule Impact	N/A
Change Order Fees	\$0.00 Note: The services totaling \$105,321 will be offset against Change Order #440879 (\$105,321) resulting in a no-cost.

Customer Information	Billing Contact	Project Contact
Contact Name	Mary G. Del Paz	Mary G. Del Paz
Street Address City, State/Province, Postal Code Country	3201 W Pecan Boulevard McAllen, TX 78501 US	3201 W Pecan Boulevard McAllen, TX 78501 US
Phone/Fax #	956-872-3558	956-872-3558
Email (required)	marye@southtexascollege.edu	marye@southtexascollege.edu

[Signature page follows]

CHANGE ORDER

IN WITNESS WHEREOF, the parties' authorized signatories have duly executed this Change Order as of the later dates beneath the parties' signatures below.

South Texas College

Precision Task Group, Inc.

_____ Signature	_____ Signature
_____ Name	_____ Name
_____ Title	_____ Title
_____ Date Signed	_____ Date Signed

Consent Agenda

e. Approval to Reclassify Existing Vacant Position(s) in Accordance with Policy DEA (Local)

Purpose To reclassify existing vacant position(s) in accordance with Policy DEA (Local) Compensation and Benefits: Compensation Plan.

Justification To align the job title and pay grade with the expanded duties and responsibilities.

The placement of the new proposed position(s) within the College's Compensation Plan for FY 2024 – 2025 and rationale are listed in Appendix A.

Enclosed Documents Appendix A – Reclassification of Vacant Non-Faculty Positions
Appendix B – Policy DEA (Local)
Appendix C – Job Descriptions
Appendix D – Organizational Charts

Funding No funds are required.

Staff Resource Mary Del Paz, Vice President for Finance and Administrative Services
Dr. Anahid Petrosian, Vice President and Provost for Academic Affairs & Economic Development
Dr. Zachary Suarez, Executive Director for Human Resources and Talent Development

Recommendation The Committee recommended Board approval to reclassify existing vacant position(s) in accordance in accordance with Policy DEA (Local).

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 reclassify existing vacant position(s) in accordance in accordance with Policy DEA (Local) as presented.

Approval Recommended:

Dr. Ricardo J. Solis
President

Appendix A

Reclassification of Vacant Non-Faculty Positions

Academic Affairs and Economic Development Division

Organization	Position Title	Classification	Pay Grade	Salary Range	Rationale
221001 Division of Business Public Safety & Tech	<u>Current Title:</u> Site Coordinator - Cosmetology <u>Proposed Title:</u> Site Manager – Cosmetology	Executive Administrative Professional	5	\$63,976 - \$93,990	Vacant - The position will be responsible for leading and overseeing all activities and operations for the facility while ensuring compliance with institutional and state accreditations.
210002 Academic Affairs and Economic Development	<u>Current Title:</u> Project Manager- Academic Affairs <u>Proposed Title:</u> Manager – Academic Affairs and Economic Development	Executive Administrative Professional	5	\$63,976 - \$93,990	Vacant - The position will be responsible for directing and developing content and production materials for both existing and emerging programs and initiatives. In addition, the position will organize and execute significant external events, such as the Workforce Summit.

COMPENSATION AND BENEFITS
COMPENSATION PLAN

DEA
(LOCAL)

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

Pay Administration

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

Pay Increases

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

*Mid-Year Pay
Increases*

Contract
Employees

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

Noncontract
Employees

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

Pay During Closing

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

COMPENSATION AND BENEFITS
COMPENSATION PLAN

DEA
(LOCAL)

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

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

South Texas College

Classification Description

Title: Site Manager - South Texas College Cosmetology Center
Department: Division of Business, Public Safety and Technology
Reports to: Dean for Business, Public Safety and Technology
Pay Grade: Executive Administrative Professional - 5
Salary Range: \$63,976.00 - \$93,990.00
Date: 9/26/2024

FLSA Status: Exempt

General Statement of Job

The Site Manager for South Texas College (STC) Cosmetology Center is responsible for leading and overseeing all activities and operations at the facility, ensuring compliance with institutional and state accreditations. This includes managing the preparation of documents and reports for submission of annual licensure renewals to maintain compliance with the Texas Department of Licensing and Regulations (TDLR). Serving as the primary point of contact for TDLR site visits and audits, the Site Manager ensures accurate submission of student records and completed hours through the SHEARS Training Resources portal to support students' licensing and testing eligibility. The Site Manager represents the STC Cosmetology Center in all operational matters with internal and external stakeholders, maintaining communication on all site activities. They also oversee facility-related projects at the STC Cosmetology Center and make recommendations for facility improvements, and/or expansions to accommodate future growth. The Site Manager for STC Cosmetology Center will supervise at least two (2) full time employees and two (2) part time employees in order to support the three (3) full cohorts and any additional continuing education course offerings at the site.

Specific Duties and Responsibilities

Essential Functions:

1. Leads and oversees all activities and operations at the STC Cosmetology Center, ensuring compliance with institutional and state accreditations, such as Texas Department of Licensing and Regulation (TDLR).
2. Manages the preparation and submission of documents for annual licensure renewals to maintain compliance with TDLR, coordinating with relevant agencies, departments, and entities to secure required signatures, payments, and documentation.
3. Serves as the primary point of contact for TDLR site visits and audits, ensuring accurate student record submission through the SHEARS Training Resources portal to support students' licensing and testing eligibility.
4. Represents the STC Cosmetology Center in all operational matters with internal and external stakeholders, maintaining communication on all site activities.
5. Oversees facility-related projects at the STC Cosmetology Center including improvements, expansions to accommodate future growth and development of continuing education courses and trainings, ensuring compliance with TDLR and institutional accreditations requirements.
6. Prepares reports, presentations and binders with needs analysis and supporting documentation for internal tracking and external accreditations as requested by TDLR

Site Manager - South Texas College Cosmetology Center

- and other accrediting agencies.
7. Develops and implements initiatives to recover costs for the STC Cosmetology Center for consumables used during services for the public and evaluates non-credit courses and programs to be offered at the STC Cosmetology Center.
 8. Develops, implements, and evaluates the STC Cosmetology Center handbook, safety procedures, SDS sheets and annual risk assessments.
 9. Manages the schedule of activities at the STC Cosmetology Center, including community events hosted by the STC Cosmetology Program, scheduling of services for required practical hours for licensing purposes, and any Continuing Education activities.
 10. Evaluates and implements electronic client service transaction systems to streamline operations and planning at the STC Cosmetology Center.
 11. Provides direction and support to project teams and office staff to ensure high levels of motivation, collaborations, and performance.
 12. Provides input on revisions or updates of policies and ensures compliance with all state laws, rules, and regulations related to this site.
 13. Informs appropriate administrators about special needs, concerns, events, etc., and promotes/coordinates culturally and intellectually stimulating activities at STC Cosmetology Center
 14. Provides updates at administrative meetings regarding activity at the STC Cosmetology Center.
 15. Develops and disseminates institutional information related to the operational functions of the STC Cosmetology Center to the faculty, staff, and students throughout the year.
 16. Represents the college in the community and with other educational institutions.
 17. Maintains knowledge of the College's policies, procedures and applicable TDLR rules, laws and regulations.
 18. Travels throughout the college district, as needed.
 19. Serves as Campus Security Authority.
 20. Performs other duties as assigned.

Required Education and Experience

21. Bachelor's Degree required; Master's Degree preferred
22. Cosmetology experience preferred.
23. At least three (3) years of experience in higher education administration, preferred.
24. At least three (3) years of administrative experience in a professional role, capable of managing and providing on-site leadership, preferred.

Required Knowledge, Skills and Abilities

1. Excellent oral, written, presentation, and interpersonal communication skills.
2. Strong computer skills with knowledge of Microsoft Office including, but not limited to, Word, Excel, PowerPoint, and Outlook, the Windows environment, and internet research skills.
3. Demonstrated knowledge in handling multiple projects, large budgets, making difficult decisions and implementing action plans in a cooperative yet responsive team environment to achieve desired goals.
4. Proven excellence in planning, decision-making and organization.

Site Manager - South Texas College Cosmetology Center

5. Ability to prioritize, organize, and complete multiple tasks with attention to detail, within stated deadlines.
6. Ability to work independently as well as a team player within department and with others.
7. Ability to adapt to constant change and periods of fast-paced, high-intensity work situations.
8. Ability to work evenings and/or weekends as needed; willing to travel throughout the college district using own means of reliable transportation.
9. Demonstrated commitment to achieving the vision and mission of South Texas College.
10. Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents.
11. Ability to write speeches and articles for publication that conform to prescribed style and format.
12. Ability to effectively present information and respond to inquiries from executive management, faculty, staff, public groups, regulatory agencies, and/or Board of Trustees.
13. Ability to define problems, collect data, establish facts, and draw valid conclusions.
14. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.
15. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Checks, Certificates, Licenses, and Registrations

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

Physical Requirements

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

Site Manager - South Texas College Cosmetology Center

12. Bending body downward and forward by bending spine at the waist. Occurs to a considerable degree and requires full motion of the lower extremities and back muscles.
13. Close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; and/or extensive reading.
14. Mobility to accomplish tasks, particularly for long distances or moving from one work site to another.

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

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

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

South Texas College

Classification Description

Title: Manager – Academic Affairs & Economic Development

Department: Academic Affairs & Economic Development Division

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

Pay Grade: Executive Administrative Professional - 5

Salary Range: \$63,976.00 - \$93,990.00

Date: 9/26/2024

FLSA Status: Exempt

General Statement of Job

Directs the development of content and production of materials for both existing and emerging programs. Leads the creation and management of the annual Faculty Spotlight publication, serving as its Managing Editor. Oversees the coordination of the annual Strategic Planning workshop, including the development of the Comprehensive Operational Plan (COP) and Institutional Effectiveness (IE) plan for the Office of the Provost. Tracks and manages major priorities and initiatives across the division. Organize and execute significant external events, including the annual Workforce Summit sponsored by the Office of the Provost. Serves as the communication lead for the College-wide Guided Pathways Project, including developing the annual Guided Pathway Progress Report for internal and external stakeholders, such as the Texas Success Center. Oversees the development and annual revisions of all division-related booklets and manuals. Collaborates with project managers within instructional divisions to ensure that all deliverables are met within established timelines. Supervises assigned staff members to ensure effective execution of all assigned duties.

Specific Duties and Responsibilities

Essential Functions:

1. Directs the development of content and production of materials for both existing and emerging programs.
2. Leads the creation and management of the annual Faculty Spotlight publication, serving as its Managing Editor.
3. Oversees the coordination of the annual Strategic Planning workshop, including the development of the Comprehensive Operational Plan (COP) and Institutional Effectiveness (IE) plan for the Office of the Provost.
4. Tracks and manages major priorities and initiatives across the division.
5. Organizes and executes significant external events, including the annual Workforce Summit sponsored by the Office of the Provost.
6. Serves as the communication lead for the College-wide Guided Pathways Project, including developing the annual Guided Pathway Progress Report for internal and external stakeholders, such as the Texas Success Center.
7. Oversees the development and annual revisions of all division-related booklets and manuals. Collaborates with project managers within instructional divisions to ensure that all deliverables are met within established timelines.

Manager – Academic Affairs & Economic Development

8. Lead project managers within instructional divisions to ensure that all deliverables are met within established timelines.
9. Serves as liaison for OVPAA with Research and Analytical Services.
10. Develops and coordinates content for various mediums and channels, informing of division initiatives, priorities, and logistics.
11. Develops and implements communications strategies that include timelines, milestones, key audiences, and goals.
12. Coordinates with various stakeholders to ensure that projects and deliverables are being completed within designated timelines.
13. Manages the division webpages including creating, writing, and updating content in coordination with the college's Public Relations and Marketing web development team.
14. Leads the planning, writing, editing and production of various communications to inform internal and external stakeholders of key initiatives and programs, including newsletters, highlights, announcements, and presentations.
15. Supervises assigned staff members to ensure effective execution of all assigned duties.
16. Travels throughout the college district, as needed.
17. Performs other duties as assigned.

Required Education and Experience

1. Bachelor's Degree required; Master's Degree preferred
2. At least three (3) years of experience in higher education experience required.
3. Experience developing and preparing reports and presentations, preferred.
4. At least two (2) years of supervisory experience, preferred.

Required Knowledge, Skills and Abilities

1. Excellent oral, written, presentation, and interpersonal communication skills.
2. Strong computer skills with knowledge of Microsoft Office including, but not limited to, Word, Excel, PowerPoint, and Outlook, the Windows environment, and internet research skills.
3. Demonstrated knowledge in handling multiple projects, large budgets, making difficult decisions and implementing action plans in a cooperative yet responsive team environment to achieve desired goals.
4. Proven excellence in planning, decision-making and organization.
5. Ability to prioritize, organize, and complete multiple tasks with attention to detail, within stated deadlines.
6. Ability to work independently as well as a team player within department and with others.
7. Ability to adapt to constant change and periods of fast-paced, high-intensity work situations.
8. Ability to work evenings and/or weekends as needed; willing to travel throughout the college district using own means of reliable transportation.
9. Demonstrated commitment to achieving the vision and mission of South Texas College.
10. Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents.
11. Ability to write speeches and articles for publication that conform to prescribed style and format.
12. Ability to effectively present information and respond to inquiries from executive management, faculty, staff, public groups, regulatory agencies, and/or Board of

Manager – Academic Affairs & Economic Development

Trustees.

13. Ability to define problems, collect data, establish facts, and draw valid conclusions.
14. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.
15. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Checks, Certificates, Licenses, and Registrations

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

Physical Requirements

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

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

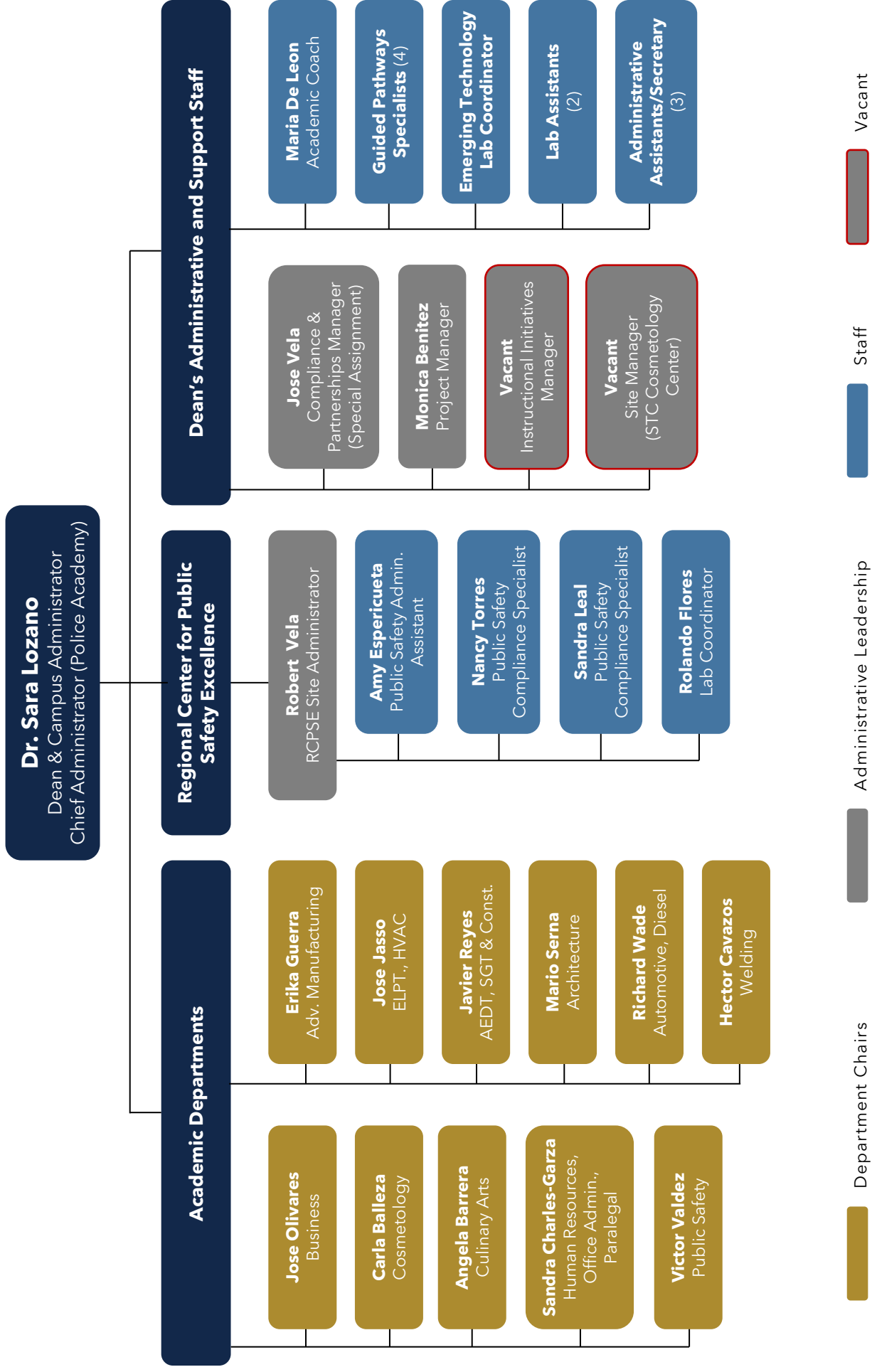
Manager – Academic Affairs & Economic Development

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

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

Division of Business, Public Safety & Technology

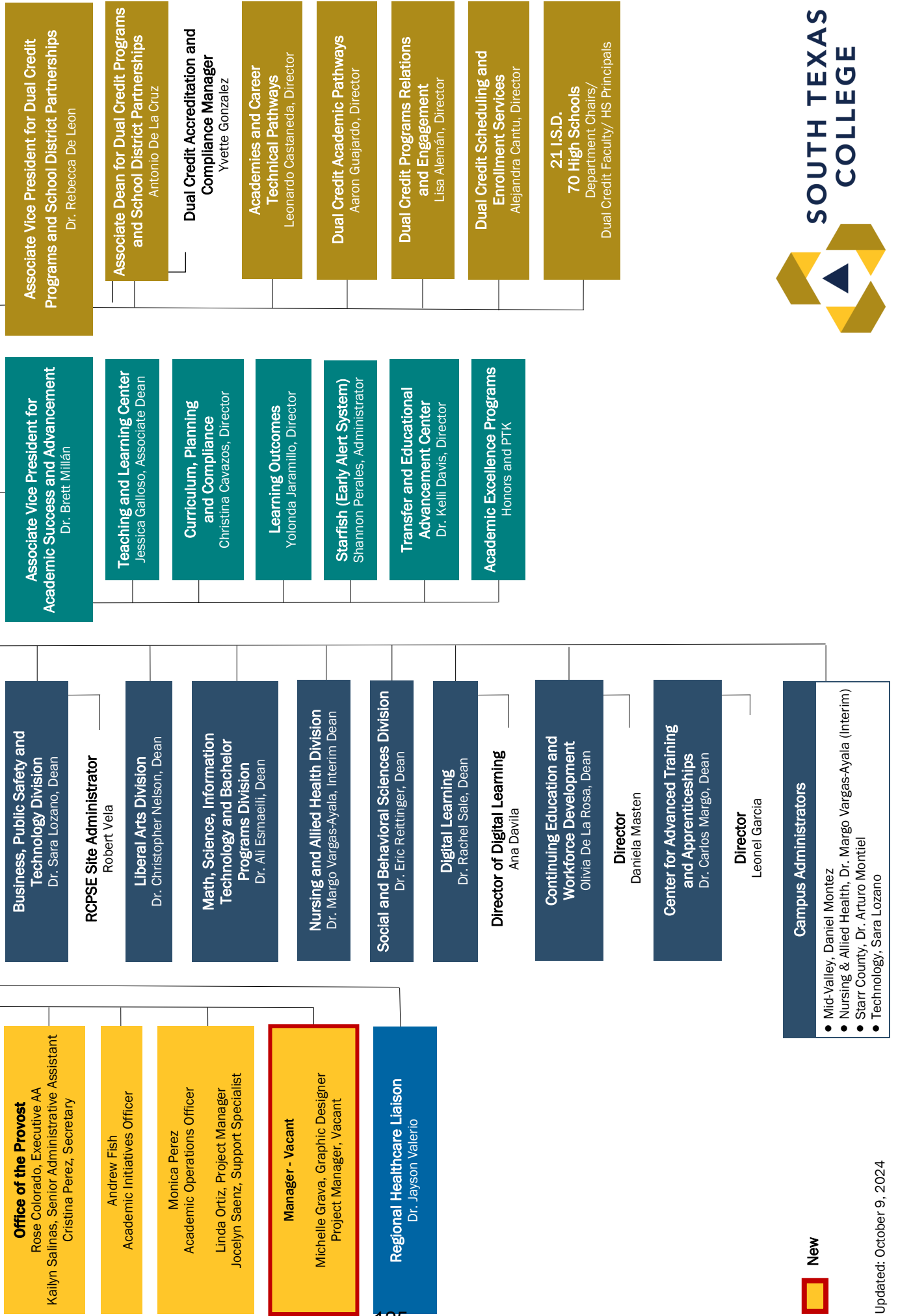
Organizational Chart | As of October 2024



Division of Academic Affairs and Economic Development

Dr. Anahid Petrosian, Vice President and Provost

Organizational Chart 2024–2025



Consent Agenda:

f. Approval of Jurisdictional and Interagency Support Memorandums of Understanding (MOU) Between the University of Texas Rio Grande Valley (UTRGV) Police Department and the South Texas College (STC) Police Department

- Purpose** To approve the MOU between the UTRGV Police Department and the STC Police Department.
- Justification** The MOU outlines the jurisdiction of each Police Department, the cooperation protocols, and identifies which Police Department is responsible for responding to incidents in geographical locations at the property adjacent to the STC Starr County Campus.
- Enclosed Documents** Appendix A – MOU for UTRGV Police Department
- Funding** No funds are required.
- Staff Resource** Mary Del Paz, Vice President for Finance and Administrative Services
Ruben Suarez, Chief of Police for the Department of Public Safety
- Recommendation** The Committee recommended Board approval on Jurisdictional and Interagency Support Memorandum of Understanding (MOU) between the University of Texas Rio Grande Valley Police Department (UTRGV) and the South Texas College Police Department as presented.

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

The Board of Trustees of South Texas College approves and authorizes the Jurisdictional and Interagency Support Memorandum of Understanding (MOU) between the University of Texas Rio Grande Valley Police Department (UTRGV) and the South Texas College Police Department as presented.

Approval Recommended:

Dr. Ricardo J. Solis
President

JURISDICTIONAL AND INTERAGENCY SUPPORT
MEMORANDUM OF UNDERSTANDING

THE UNIVERSITY OF TEXAS RIO GRANDE VALLEY (UTRGV) POLICE DEPARTMENT
AND THE SOUTH TEXAS COLLEGE POLICE DEPARTMENT

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

BE IT THEREFORE AGREED AS FOLLOWS: That the University of Texas Rio Grande Valley Police Department (UTRGV PD) and the South Texas College Police Department (STC PD) shall abide by the following articles:

ARTICLE 1:

UTRGV PD will maintain primary jurisdiction within property owned, leased, rented or otherwise under the control of UTRGV, including all UT Health RGV properties, within the geographic boundaries of UTRGV PD's jurisdiction. STC PD shall retain concurrent jurisdiction.

ARTICLE 2:

STC PD will retain primary jurisdiction within property owned, leased, rented or otherwise under the control of South Texas College within the geographic boundaries of the STC PD's jurisdiction.

ARTICLE 3:

UTRGV PD may exercise police powers outside of UTRGV controlled property as required by and/or authorized by law. STC PD may exercise police powers within UTRGV controlled property as required and/or authorized by law and as further set forth below.

ARTICLE 4:

The department exercising primary jurisdiction will have on-scene command authority over the placement and role of any concurrent jurisdiction officers in accordance with the National Incident Management System (NIMS) unified command structure.

ARTICLE 5:

Officer Duties:

- A. STC PD peace officers may assist UTRGV PD officers.
- B. The STC PD shall respond to any emergency Call-For-Service that is a result of a call to the STC PD 9-1-1 Emergency Communications Center.

- C. All non-emergency Calls-For-Service received at the STC PD 9-1-1 Emergency Communications Center for properties controlled by UTRGV shall be referred to UTRGV PD.
- D. UTRGV PD shall prepare and shall be responsible for the preparation of all required reports including Offense/Incident/Arrests and or IBR reports in Calls-For-Service matters in which UTRGV PD exercised jurisdiction pursuant to ARTICLE I above.
- E. STC PD may assist UTRGV PD in any manner of law enforcement services and with any investigation of a crime occurring on property for which UTRGV has primary jurisdiction pursuant to ARTICLE I above.
- F. Where STC PD serves as primary investigative agency of any crime occurring on property for which UTRGV has concurrent jurisdiction pursuant to ARTICLE I, the UTRGV PD may assist STC PD in any manner.
- G. UTRGV PD will provide access to STC PD to UTRGV properties for STC PD to aid with police services, as needed.

ARTICLE 6:

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

ARTICLE 7:

Federal Clery Act Compliance

- A. Pursuant to the Federal Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, postsecondary schools are required to disclose statistics for certain crimes that occurred on campus and on public property within and immediately adjacent to school-owned buildings and property.
- B. UTRGV is required to disclose statistics that are reported to the department as well as to local and state law enforcement agencies.
- C. The UTRGV PD will provide a subscription to the UTRGV Emergency Alert System for the STC PD Chief of Police and his designee to ensure timely sharing of information regarding public safety alerts.
- D. The STC PD will provide a subscription to the STC Emergency Alert System for the UTRGV PD Chief of Police and his designee to ensure timely sharing of information regarding public safety alerts.

ARTICLE 8:

Crime Victims Services

Both UTRGV PD and STC PD may maintain their own crime victim services personnel and share the commitment to work together to improve the overall response to and provide crime victim services to members of the UTRGV community who are victims of all manner of crime including, but not limited to, sexual assault. The parties share the goal of preventing sexual assault on campus and in the community and responding appropriately to those who have been victimized.

A. Accordingly, both parties may:

Share information regarding cases and matters of mutual interest.

B. STC PD may:

Provide UTRGV PD with general information about incidents and reportable offenses occurring on UTRGV Property for which UTRGV has primary jurisdiction pursuant to ARTICLE I above.

C. UTRGV PD may:

Provide information to appropriate STC PD staff about incidents and reportable offenses occurring on UTRGV Property for which STC PD has concurrent jurisdiction pursuant to ARTICLE I above.

ARTICLE 9:

The dispatcher of the jurisdiction receiving or dispatching a call for service may:

A. Maintain, via Computer Aided Dispatch (CAD), entries of calls received, routed and dispatched to the other jurisdiction, which may be available upon request.

B. When referring a call to the other jurisdiction, advise the caller of the referral and stay on the line until the other jurisdiction has received the call.

ARTICLE 10:

Special Event Staffing

The STC Police Department may, for agreed upon fees, provide special event staffing as requested by UTRGV PD for events held on UTRGV property when UTRGV determines the staffing needs exceed the ability of the UTRGV Police Department to appropriately staff the event.

ARTICLE 11:

Radio Communications

Interoperability for emergency incident response and joint operations will be facilitated for the radio systems of both agencies.

ARTICLE 12:

Emergency Response Training

UTRGV PD and the STC PD may cooperate to coordinate biennial emergency response training (e.g., active shooter, natural disaster, etc.) utilizing Incident Command System (ICS) consisting of either full-scale and/or tabletop exercises.

ARTICLE 13:

Each party agrees that, except as stipulated in any specific written services agreement, it will be responsible for its own expenses, including but not limited to personnel expenses under this MOU. Under no circumstances will any personnel of one party be considered an agent or employee of the other and nothing in this MOU will be construed with such meaning.

ARTICLE 14:

To the extent authorized by law, each party to this MOU expressly waives all claims against every other party for compensation for any loss, damage, personal injury, or death occurring as a consequence of the performance of this MOU, except for acts in violation of law.

ARTICLE 15:

Term and Termination of Agreement

This MOU shall remain in effect for five (5) years unless terminated earlier by either party. Termination by a party may be affected by giving the other party at least thirty (30) days advance written notice of its intention to terminate. If such notice is given, this MOU shall terminate at the end of such thirty (30) day period. Termination shall be without penalty. If this MOU is terminated, neither UTRGV nor STC will be liable to the other for any monetary or other losses which may result.

Consent Agenda:

g. Approval to Revise Business and Support Services Policy

Purpose To approve Policy CAK (Local): Appropriations and Revenue Sources: Investments as required by The Public Funds Investment Action (PFIA), Chapter 2256.005 9 (e).

Justification The Public Funds Investment Act (PFIA), Chapter 2256.005 (e) and the College's Policy requires the governing body of an investing entity to review its Investment Policy and Investment Strategy Statement not less than annually. The governing body must adopt a written instrument by rule, order, ordinance, or resolution stating that it has reviewed the Investment Policy and Investment Strategy Statement and that the written instrument so adopted shall record any changes made to either the Investment Policy or Investment Strategy Statement.

Administration brings the Investment Policy and Investment Strategy Statement to the Board of Trustees annually, as required.

The policy was adopted at the April 23, 2024 Board Meeting, and at this time, there are no changes to the policy.

Enclosed Documents Appendix A – Policy CAK

Funding No funds are required.

Staff Resource Mary Del Paz, Vice President for Finance and Administrative Services
Myriam Lopez, Associate Vice-President-Finance and Management

Recommendation The Committee recommended Board approval of Business and Support Services Policy CAK(L) Appropriations and Revenue Sources: Investments 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 of Business and Support Services Policy CAK(L) Appropriations and Revenue Sources: Investments as presented, and which supersedes any previously adopted Board policy as presented.

Approval Recommended:

Dr. Ricardo J. Solis
President

APPROPRIATIONS AND REVENUE SOURCES
INVESTMENTS

CAK
(LOCAL)

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

Investment Authority

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

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

**Approved
Investment
Instruments**

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

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

Existing Investments

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

**Prohibited
Investments**

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

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

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

Safety

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

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

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

**Investment
Management**

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

Training

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

The investment officers shall accumulate not less than five hours of instruction within the first 12 months after taking office or assuming duties. The investment officer shall prepare a report on any changes in the Act and deliver the report to the Board of not later than the 180th day after the last day of each regular session of the legislature.

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

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

**Liquidity and
Maturity**

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

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

Diversity

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

**Monitoring Market
Prices**

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

**Monitoring Rating
Changes**

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

Collateralization

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

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

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

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

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

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

Additional Collateral If the market value of the securities pledged as collateral for a deposit fall below 102 percent, or 100 percent for letters of credit, of the par value of the deposit plus accrued interest, less FDIC or National Credit Union Share Insurance, the institution shall be notified by the College District and shall be required to pledge additional

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collateral no later than the end of the next succeeding business day.

Collateral
Substitution

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

Funds / Strategies

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

Operating Funds

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

Debt Service Funds

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

Capital Project
Funds

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

**Safekeeping and
Custody**

The College District shall retain clearly marked receipts providing proof of the College District's ownership or pledge. The College District may delegate, however, to an investment pool the authority

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to hold legal title as custodian of investments purchased with College District funds by the investment pool.

Safekeeping
Agreement

The College District shall contract with a third-party financial institution for the safekeeping of securities owned by the College District as part of its investment portfolio.

Custody of
Collateral

All collateral securing financial institution deposits shall be held by an independent, third-party financial institution approved by the College District, a Federal Home Loan Bank, or the Federal Reserve Bank.

Brokers / Dealers

Securities shall only be purchased from those institutions included on the College District's list of brokers/dealers reviewed and approved by the Board at least annually.

Representatives of brokers/dealers shall be registered with the Texas State Securities Board and must have membership in the Securities Investor Protection Corporation (SIPC) and be in good standing with the Financial Industry Regulatory Authority (FINRA).

Competitive Bidding

The College District shall require competitive bidding for all individual certificate of deposit and security purchases except for those transactions with financial institution money market accounts, MMMFs, and LGIPs, which are deemed to be made at prevailing market rates, and for government securities purchased at issue through a dealer at auction price. Rather than relying solely on yield, investment in financial institution deposits, MMMFs, and LGIPs shall be based on criteria determined by the investment officers, including adherence to SEC guidelines for MMMFs when appropriate. Bids/offers may be solicited either orally, in writing, electronically, or in any combination of those methods.

At least three bidders shall be contacted in all transactions involving individual securities. For those situations where it may be impractical or unreasonable to receive three bids for a transaction due to a rapidly changing market environment or to secondary market availability, documentation of a competitive market survey of comparable securities or an explanation of the specific circumstance must be included with the transaction quote/bid sheet. All bids received shall be documented and filed for auditing purposes.

Interest Rate Risk

To reduce exposure to changes in interest rates that could adversely affect the value of investments, the College District shall use final and weighted-average-maturity limits and diversification.

Internal Controls

A system of internal controls shall be established and documented in writing and must include specific procedures designating who has authority to withdraw funds. Also, they shall be designed to protect against losses of public funds arising from fraud, employee

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error, misrepresentation by third parties, unanticipated changes in financial markets, or imprudent actions by employees and officers of the College District. Controls deemed most important shall include:

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

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

Portfolio Report

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

Annual Review

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

Annual Audit

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

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

Consent Agenda:

h. Approval to Adopt New Basic District Foundations Policy and Retire Current Policy

Purpose To adopt the new Basic District Foundations Policy and retire the current policy to align with the Texas Association of School Boards (TASB) policy manual.

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

The new and retired policies have been reviewed by staff, administrators, TASB staff, STC Legal Counsel, and the College President.

Enclosed Documents Appendix A – List of New and Retired Policies
Appendix B – New and Retired Policies

Funding No funds are required.

Staff Resource Venisa Earhart, Board Relations Administrator

Recommendation The Committee recommended Board approval to adopt the new Basic District Foundations Policy and retire current policy as presented, and which supersedes any previously adopted Board policy.

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

The Board of Trustees of South Texas College approves and authorizes to adopt the new Basic District Foundations Policy and retire current policy as presented, and which supersedes any previously adopted Board policy.

Approval Recommended:

**Dr. Ricardo J. Solis
President**

Appendix A

List of New and Retired Policies

Adopt New Policy	Retired Policy(ies)	Retired Policy Content Transition
A-1. AD (Local) Educational Role, Mission, Purpose, and Responsibility	A-2. Policy #900: Comprehensive Mission Incorporating Institutional Vision, Mission, and Core Values	All of the content from the retired policy is included in the new local policy.

Appendix B

Policies follow in the packet.

Consent Agenda:

i. Approval to Adopt New Local Governance Policy

Purpose To adopt the new Local Governance Policy to align with the Texas Association of School Boards (TASB) policy manual.

Justification To provide the new policy in the TASB standardized format. In addition to the policy and, as applicable, internal procedures are currently in place and will continue to be enhanced.

The new policy has been reviewed by staff, administrators, TASB staff, STC Legal Counsel, and the College President.

Enclosed Documents Appendix A – List of New Policy
 Appendix B – New Policy

Funding No funds are required.

Staff Resource Gardenia G. Perez, Chief of Staff

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

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

The Board of Trustees of South Texas College approves and to adopt the new Local Governance Policy as presented, and which supersedes any previously adopted Board policy.

Approval Recommended:

Dr. Ricardo J. Solis
President

Appendix A

List of New and Retired Policies

Adopt New Policy	Retired Policy(ies)	Retired Policy Content Transition
A-1. BH (Local) Administrative Rules and Regulations	N/A	N/A

Appendix B

Policy follows in the packet.

Consent Agenda:

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

Purpose To adopt new Business and Support Services Policies and retire the current policies to align with the Texas Association of School Boards (TASB) policy manual.

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

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

Enclosed Documents Appendix A – List of New and Retired Policies
Appendix B – New and Retired Policies

Funding No funds are required

Staff Resource Mary Del Paz, Vice President for Finance and Administrative Services
Deyadira A. Leal, Director of Purchasing
Ricardo De La Garza, Director of Facilities Planning and Construction
Ruben Suarez, Chief of Police

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

Approval Recommended:

Dr. Ricardo J. Solis
President

Appendix A

List of New and Retired Policies

Adopt New Policy	Retired Policy(ies)	Retired Policy Content Transition
A-1. CHF (Local) Site Management – Weapons	A-2. Policy #6326: Concealed Carry And Weapons on Campus	All of the content from the retired policy is included in the new local policy
B-1. CF (Local) Purchasing and Acquisition	B-2. Policy #5200: Purchasing Authority B-3. Policy #5210: Purchasing B-4. Policy #5220: Contractors: Consultant Services, Professional Services and Honoraria B-5. Policy 5225: Authorization for the President to Award Contracts After Informal Bidding for Expenditures of Up to \$10,000 and Purchasing Procedures for Personal Property and Public Works B-6. Policy 5226: Contracts	Some of the content from the retired policy is included in both the new local policy and a procedure, handbook, manual, etc.
C-1. CM (Local) Facilities Construction	C-2. Policy #6120: Physical Facilities Planning and Educational Specifications	Some of the content from the retired policy is included in both the new local policy and a procedure, handbook, manual, etc.

Appendix B

Policies follow in the packet.

Consent Agenda:

k. Approval to Adopt New Instruction Policy and Retire Current Policies

Purpose To adopt the new Instruction Policy and retire the current policies to align with the Texas Association of School Boards (TASB) policy manual.

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

The new and retired policies have been reviewed by staff, administrators, TASB staff, STC Legal Counsel, the Vice President and Provost for Academic Affairs and Economic Development, and the Vice President for Student Affairs and Enrollment Management.

Enclosed Documents Appendix A – List of New and Retired Policies
Appendix B – New and Retired Policies

Funding No funds are required.

Staff Resource Dr. Anahid Petrosian, Vice President and Provost for Academic Affairs and Economic Development
Dr. Matthew S. Hebbard, Vice President for Student Affairs and Enrollment Management.
Dr. Brett Millan, Associate Vice President for Academic Success and Advancement
Cynthia Blanco, Dean of Enrollment Systems and Registrar

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

Approval Recommended:

Dr. Ricardo J. Solis
President

Appendix A

List of New and Retired Policies

Adopt New Policy	Retired Policy(ies)	Retired Policy Content Transition
A-1. ECC (Local) Instructional Arrangements – Course Load and Schedules	A-2. Policy #3240: Off-Setting Drops and Adds A-3. Policy 3301: Definition of Semester Credit Hour A-4. Policy #3330: Withdrawal from Semester Credit Courses A-5. Policy #3336: Requirements for Students Registering for a Course More than Once A-6. Policy #5555: Schedule Changes	Some of the content from the retired policy is included in both the new local policy and a procedure, handbook, manual, etc.

Appendix B

Policies follow in the packet.

Consent Agenda:

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

Purpose To adopt a new Personnel Policy and retire the current policy to align with the Texas Association of School Boards (TASB) policy manual.

Justification To provide the new policy 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 new and retired policies have been reviewed by staff, administrators, TASB staff, STC Legal Counsel, and the Vice President for Finance and Administrative Services.

Enclosed Documents Appendix A – List of New and Retired Policies
Appendix B – New and Retired Policies

Funding No funds are required.

Staff Resource Mary Del Paz, Vice President for Finance and Administrative Services
Dr. Zachary Suarez, Executive Director of Human Resources and Talent Development

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

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

The Board of Trustees of South Texas College approves and authorizes to adopt new Personnel Policy and retire current policy as presented, and which supersedes any previously adopted Board policy.

Approval Recommended:

**Dr. Ricardo J. Solis
President**

Appendix A

List of New and Retired Policies

Adopt New Policy	Retired Policy(ies)	Retired Policy Content Transition
A-1. DMC (Local) Termination of Employment – Reduction in Force	A-2. Policy #4912: Termination or Reduction of Personnel Due to Financial Exigency or Program Change	All of the content from the retired policy is included in the new local policy.

Appendix B

Policies follow in the packet.

Consent Agenda:

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

Purpose To adopt new Students Policies and retire the current policies to align with the Texas Association of School Boards (TASB) policy manual.

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

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

Enclosed Documents Appendix A – List of New and Retired Policies
Appendix B – New and Retired Policies

Funding No funds are required.

Staff Resource Dr. Matthew Hebbard, Vice President for Student Affairs and Enrollment Management
Elibariki V. Nguma, Director of Student Activities and Wellness
Maria Alonso, Director of Student Rights and Responsibilities
Pablo Hernandez, Dean of Student Affairs

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

Approval Recommended:

Dr. Ricardo J. Solis
President

Appendix A

List of New and Retired Policies

Adopt New Policy	Retired Policy(ies)	Retired Policy Content Transition
A-1. FI (Local) Student Solicitations	N/A	N/A
B-1. FK (Local) Student Activities	B-2. Policy #3631: Student Activities B-3. Policy #3633: Intramural and Recreational Sports Program	Some of the content from the retired policy is included in a procedure, handbook, manual, etc.
C-1. FKC (Local) Student Activities – Registered Student Organizations	N/A	N/A
D-1. FLB (Local) Student Rights and Responsibilities – Student Conduct	D-2. Policy #3010: Academic Integrity D-3. Policy #3323: Academic Integrity and Dishonesty D-4. Policy #3650: Student Rights and Responsibilities, Conduct and Discipline	Some of the content from the retired policy is included in a procedure, handbook, manual, etc.
E-1. FLC (Local) Student Rights and Responsibilities – Interrogations and Searches	N/A	N/A
F-1. FLD (Local) Student Rights and Responsibilities – Student Complaints	F-2. Policy #3312: Student Appeal of Course Grades F-3. Policy #3313: Student Grievance or Complaint	Some of the content from the retired policy is included in a procedure, handbook, manual, etc.
G-1. FLE (Local) Student Rights and Responsibilities – Involvement in Decision Making	N/A	N/A

Appendix B

Policies follow in the packet.

Consent Agenda:

n. Approval to Retire Current Policies

Purpose To retire the current policies to align with the Texas Association of School Boards (TASB) policy manual.

Justification Based on internal operations and functions, content from the retired policies may transition to a procedure, handbook, or operations manual as deemed appropriate by College staff.

The retired policies have been reviewed by staff and administrators.

Enclosed Documents Appendix A – List of Retired Policies
Appendix B –Retired Policies

Funding No funds are required.

Staff Resource Mary Del Paz, Vice President for Finance and Administrative Services
Dr. Matthew Hebbard, Vice President for Student Affairs and Enrollment Management
George McCaleb, Director for Facilities Operations and Maintenance
Juan Miguel Galvan, Director of Student Financial Services

Recommendation The Committee recommended Board approval to retire current policies 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 to retire current policies as presented.

Approval Recommended:

Dr. Ricardo J. Solis
President

Appendix A

List of Retired Policies

New Policy	Retired Policy(ies)	Retired Policy Content Transition
N/A	A-1. Policy #5500: Texas Public Education Grants	All of the content from the retired policy is included in either a procedure, handbook, manual, etc.
GD (Local) Community Expression and Use of College Facilities (Board Approved 6/25/24)	B-1. Policy #6110: Use of College Facilities	Some of the content from the retired policy is included in the new local policy.

Appendix B

Policies follow in the packet.

Discussion and Action as Necessary to Amend Online Test Proctoring Software Agreement

Purpose	Amend the online test proctoring software agreement with Honorlock, Inc. (Boca Raton, FL), originally approved by the Board on March 26, 2024.
Justification	<p>To meet the needs of the College by transitioning to an institution license-based agreement for a software that verifies student identity.</p> <p>The original agreement was quoted on a “per student usage model”. This amendment will be based on the College’s Full Time Equivalent (FTE) to ensure we do not exhaust our allotted user count before the academic year ends and will lower the cost per user from the low \$20s to approximately \$13 per user based on current projections and growth in software use of approximately 8,000 additional students.</p> <p>The Southern Association of Colleges and Schools Commission of Colleges (SACSCOC) and the US Department of Education require all institutions to have such a strategy. This strategy includes password protection and a variety of other methods aligning with best practices to ensure the work submitted was completed by the student who is enrolled.</p> <p>This software is being used by all STC Instructional Divisions, including Continuing Education and Dual Credit Programs.</p>
Funding	Funds for this expenditure are budgeted in Digital Learning and Academic Affairs for FY 2024 – 2025. Funds for subsequent fiscal years will be included in future proposed budgets.
Enclosed Documents	Appendix A – Project Timeline and Information
Staff Resource	Dr. Anahid Petrosian, Vice President and Provost for Academic Affairs Dr. Brett J. Millan, Associate VP of Academic Success and Advancement Dr. Rachel Sale, Dean for Digital Learning
Additional Information	Information for this item was not available at the time of the October 15, 2024 Finance, Audit, and Human Resources Committee meeting, and is presented to the Board without a Committee recommendation.
Recommendation	<p><i>It is recommended that the Board of Trustees of South Texas College approve and authorize the following Minute Order proposed for consideration:</i></p> <p>The Board of Trustees of South Texas College approves and authorizes to amend the online test proctoring software agreement with Honorlock, Inc. (Boca Raton, FL), an OMNIA Partners</p>

purchasing cooperative approved vendor, for a period beginning April 1, 2024 through August 31, 2027, with three (3) annual payments. The original Board approved agreement of \$812,313.33 will be increased by \$551,839.20, resulting in a grand total of \$1,364,152.53 as presented.

Approval Recommended:

Dr. Ricardo J. Solis
President

APPENDIX A

Project Timeline and Information

Period	Board Approved March 26, 2024	Amended Proposal	Increase
4/1/2024 – 6/30/2024	\$0.00		
7/1/2024 – 8/31/2024	\$34,833.33	\$34,833.33	Already Paid
9/1/2024 – 8/31/2025	\$209,000.00	\$209,000.00	Already Paid
		\$40,000.00	\$40,000.00 (Due Fall 2024)
		\$102,487.80	\$102,487.80 (Due 1/2025)
9/1/2025 – 8/31/2026	\$258,240.00	\$481,752.10	\$223,512.10
9/1/2026 – 8/31/2027	\$310,240.00	\$496,079.30	\$185,839.30
Grand Total:	\$812,313.33	\$1,364,152.53	\$551,839.20

Review of Presentations Delivered to Facilities Committee

The following presentation was delivered to the Facilities Committee on Tuesday, October 15, 2024:

Purpose	Administration provided an update on the status of the 2010 District Wide College Master Plan.
Justification	The Board of Trustees requested an update on which buildings from the 2010 District Wide College Master Plan had been completed.
Enclosed Documents	Report of the Status of the 2010 Master Plan is included for the Board's review and information.
Funding	No funds are required.
Staff Resource	Mary Del Paz, Vice President for Finance and Administrative Services Rick De La Garza, Director of Facilities Planning and Construction
Recommendation	No action is required. This item was presented for information purposes.

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

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

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

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

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

- a. Approval to Proceed with Solicitation of Architectural Services for the Pecan Campus Business & Science Building G Engineering Labs Renovation
- b. Approval to Proceed with Solicitation of Engineering Services for the District Wide HVAC Replacements Phase II at Pecan Campus
- c. Approval to Proceed with Solicitation of Construction Services for the Mid Valley Campus Child Development Center Canopy for Portable Building L2
- d. Approval of Rescindment of Awards of Construction Services for the District Wide Stucco Repainting at Pecan Campus, Mid Valley Campus, and Starr County Campus
- e. Approval of Substantial Completion of the District Wide Flooring Replacements Phase III at Mid Valley Campus North Academic Building G
- f. Approval of Renewal of Lease Agreement with El Milagro Clinic and the City of McAllen for Use of the El Milagro Clinic Parking Lot

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

The Board of Trustees of South Texas College approve and authorize items a – f of the Facilities Committee Consent Agenda as presented.

Approval Recommended:

Dr. Ricardo J. Solis
President

Consent Agenda:

a. Approval to Proceed with Solicitation of Architectural Services for the Pecan Campus Business & Science Building G Engineering Labs Renovation

Administration requests Board approval to proceed with the solicitation of architectural services for the Pecan Campus Business & Science Building G Engineering Labs Renovation project as presented.

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 will evaluate the responses using the Board approved procurement process and propose an architect to the Facilities Committee at a later date.

Scheduling Priority

This project was requested by the Physical Sciences and Engineering Department, and has been reviewed by the Facilities Operations and Maintenance and Facilities Planning and Construction Departments, and Administration. This project is scheduled as an educational improvement to provide larger and upgraded engineering lab spaces.

Background

The project consists of renovating existing classrooms to construct two larger lab spaces and a storage room, and converting a chemistry lab to an engineering lab/student design project work space.

The proposed scope of work is summarized as follows:

- Renovation and conversion of three existing classrooms into two larger laboratory spaces and a storage room
- Renovation and conversion of existing chemistry to an engineering lab/student design project work space
- Total Renovation Space 3,616 sq. ft.

The total project estimated cost, including construction, design, miscellaneous, and FFE, is \$500,000 and is itemized in the table below:

Pecan Campus Business & Science Building G Engineering Labs Renovation Total Estimated Project Budget	
Budget Item	Estimated Costs
Construction	\$400,000
Design	40,000
Miscellaneous	10,000
FFE	50,000
Total Estimated Project Budget	\$500,000

Funding Source

Funds for the Pecan Campus Business & Science Building G Engineering Labs Renovation Project 2023-018C 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 May 2025, with construction to commence in July 2025 and Substantial Completion in November 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 Rick De La Garza, Director Facilities Planning and Construction, will be present at the meeting to address any questions.

The Committee recommended Board approval to proceed with the solicitation of architectural services for the Pecan Campus Business & Science Building G Engineering Labs Renovation project as presented.

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

The Board of Trustees of South Texas College approves and authorizes proceeding with the solicitation of architectural services for the Pecan Campus Business & Science Building G Engineering Labs Renovation project as presented.

Approval Recommended:

Dr. Ricardo J. Solis
President



**SOUTH TEXAS
COLLEGE**

**Pecan Campus
Business and Science Building G
Engineering Labs Renovation
023-014C**

Pecan Campus Business and Science Building G Engineering Labs Renovation Project Site



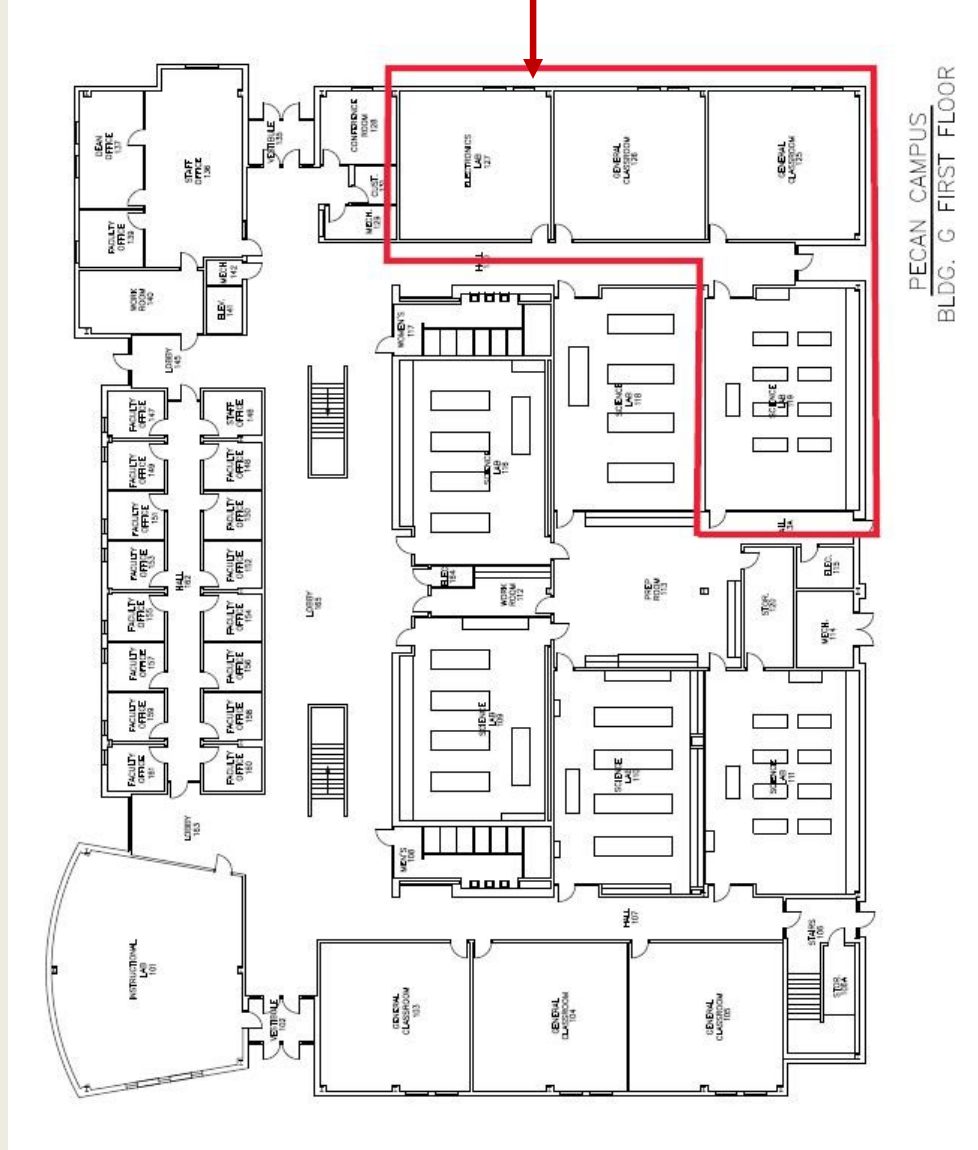
SOUTH TEXAS
COLLEGE



Pecan Campus Business and Science Building G Engineering Labs Renovation Project Proposed Site

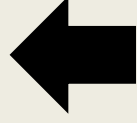


SOUTH TEXAS
COLLEGE



Project
Location

North



Pecan Campus Business and Science Building G Engineering Labs Renovation Proposed Scope & Budget



Requested By
Engineering Department

Scope of Work
Renovation of four (4) existing Classrooms/ labs for the Physical Science and Engineering Department. Rooms include Rm: 119,125, 126 and 127.

Approx. 3,616 SF

<u>Estimated Total Project Budget</u>	
Construction	\$ 400,000
Design	40,000
Miscellaneous	10,000
FFE	50,000
Total Project Budget	\$ 500,000



Project Fact Sheet
10/7/2024

Project Name:	Pecan Campus - Business and Science Building G - Engineering Lab Renovation			Project No.	2023-014C
Funding Source(s):	Unexpended Plant Fund				
		FY 24-25			
	Original		FY 24-25	Variance of	
	Project Budget	Project Budget	Actual Expenditures	Project Budget vs. Actual Expenditures	Total Actual Expenditures To Date
Construction:	\$ 400,000.00	\$ 400,000.00	\$ -	\$ 400,000.00	\$ -
Design:	40,000.00	40,000.00	-	40,000.00	-
Miscellaneous:	10,000.00	10,000.00	-	10,000.00	-
FFE:	50,000.00	50,000.00	-	50,000.00	-
Technology:	-	-	-	-	-
Total:	\$ 500,000.00	\$ 500,000.00	\$ -	\$ 500,000.00	\$ -

Project Team		Board Status					
Approval to Solicit Architect/Engineer:	10/22/2024	Board Approval of Schematic Design	N/A	Vendor	Contract Amount	Actual Expenditures	Variance
Architect/Engineer:	TBD			TBD			\$ -
Contractor:	TBD			TBD	\$ -	\$ -	\$ -
		Substantial Completion	TBD	Board Acceptance	TBD		
STC FPC Project Manager:	Samuel Saldana	Final Completion	TBD	Board Acceptance	TBD		

Project Description	Project Scope
Renovation of four (4) existing Classrooms/ labs for the Physical Science and Engineering Department. Rooms include Rm: 119,125, 126 and 127. Approx. 3,616 SF	Renovation of four (4) existing Classrooms/ labs for the Physical Science and Engineering Department. Rooms include Rm: 119,125, 126 and 127.

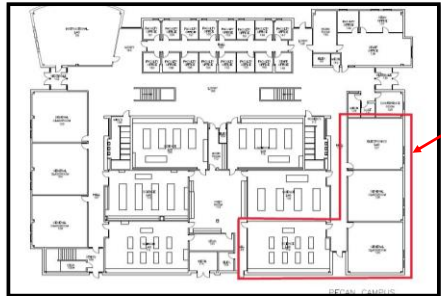
Projected Timeline							
Board Approval to Solicit Architect/Engineer	Board Approval of Architect/Engineer	of Schematic Design	Board Approval of Contractor	Construction Start Date	Board Approval of Substantial Completion Date	Board Approval of Final Completion Date	FFE Completion of Move In
10/22/2024	1/28/2025	3/25/2025	6/24/2025	7/15/2025	12/17/2025	01/28/2026	1/15/2026
Project Calendar of Expenditures by Fiscal Year							
Fiscal Year	Construction	Design	Miscellaneous	FFE	Tech	Project Total	
2024-25	-	-	-	-	-	\$ -	
Project Total	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	

Current Agenda Item

10/15/2024 Facilities Committee Meeting: Review and Recommend Action on Authorization to Proceed with Solicitation of Architectural Services for the Pecan Campus Business and Science Building G Engineering Lab Renovation.



Project Location



Project Location

Business and Science Building G

FPC Project Manager SPS

FPC Asst. Director Robert G... [Signature]

FPC Director R... [Signature]

Consent Agenda:

b. Approval to Proceed with Solicitation of Engineering Services for the District Wide HVAC Replacements Phase II at Pecan Campus

Administration requests Board approval to proceed with the solicitation of engineering services for the District Wide HVAC Replacements at Pecan Campus project as presented.

Justification

Solicitation of Request for Qualifications (RFQ) for 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 has been requested by the Facilities Operations & Maintenance department. It has been reviewed by the Facilities Operations & Maintenance, Purchasing, and Facilities Planning & Construction departments, and Administration. This project is scheduled as a non-educational improvement to provide new and efficient air conditioning units.

Background

The project consists of replacing a total of nine (9) heating, ventilation, and air conditioning (HVAC) units at Business and Science Building G, Student Activities Building H, and Ann Richards Administration Building X. This project is the second phase of the district-wide replacement efforts.

The proposed scope of work is summarized below:

- Replacement of HVAC units at the following Pecan Campus buildings:
 - Business and Science Building G 4 Units
 - Student Activities Center Building H 4 Units
 - Ann Richards Administration Building X 1 Unit
 - Total** 9 Units

The total project estimated cost, including construction and design, is \$1,986,000 and is itemized in the table below:

District Wide HVAC Replacements Phase II at Pecan Campus Total Estimated Project Budget	
Budget Item	Estimated Costs
Construction	\$1,800,000
Design	180,000
Miscellaneous	6,000
Total Estimated Project Budget	\$1,986,000

Funding Source

Funds for the District Wide HVAC Replacements Phase II at Pecan Campus Project 2025-015R are available in the Renewals & Replacements Fund for use in FY 2024 – 2025.

Estimated Project Timeline

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

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 Rick De La Garza, Director Facilities Planning and Construction, will be present at the meeting to address any questions.

The Committee recommended Board approval to proceed with the solicitation of engineering services for the District Wide HVAC Replacements Phase II at Pecan Campus project as presented.

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

The Board of Trustees of South Texas College approves and authorizes proceeding with the solicitation of engineering services for the District Wide HVAC Replacements Phase II at Pecan Campus project as presented.

Approval Recommended:

Dr. Ricardo J. Solis
President



Pecan Campus

District Wide Air Handler Replacements

R&R 2025-015R



**SOUTH TEXAS
COLLEGE**

District Wide Air Handler Replacement

Pecan Campus

Project Site



SOUTH TEXAS
COLLEGE

PROJECT
LOCATIONS



Ann Richards
Administration
Building X

Business & Science
Building G

Student Activities
Center Building H

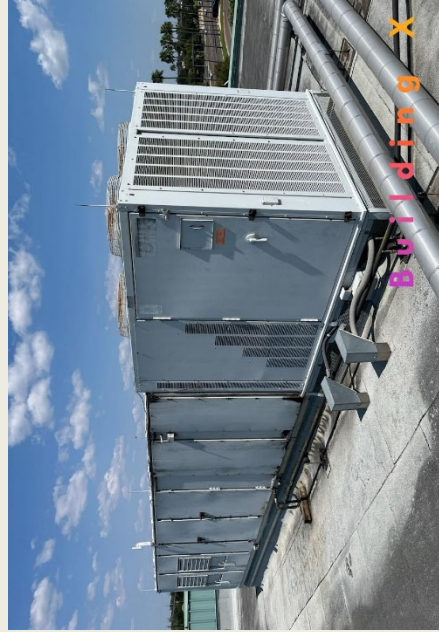
District Wide Air Handler Replacement Pecan Campus Existing Photos



Business and Science Building G



Student Activities Center
Building H



Ann Richards Administration
Building X

District Wide Air Handler Replacement Pecan Campus



Requested By

Facilities Operations and Maintenance



Scope of Work

Removal and replacement of multiple existing air conditioning units at the Pecan Campus.

Estimated Total Project Budget

Construction	\$ 1,800,000
Design	180,000
Miscellaneous	6,000
Total Project Budget	\$ 1,986,000

Project Fact Sheet
10/8/2024

Project Name: DW - HVAC Replacements Phase II - Pecan Campus Building G, H, and X				Project No. 2025-015R			
Funding Source(s): Renewals and Replacements Fund							
	Original Total Project Budget		FY24-25		Variance of Project Budget vs. Actual Expenditures		Total Actual Expenditures To Date
	Project Budget	FY 24-25 Actual Expenditures	Project Budget	FY 24-25 Actual Expenditures	Project Budget	FY 24-25 Actual Expenditures	
Construction:	\$ 1,800,000.00	\$ 1,800,000.00	\$ 1,800,000.00	\$ -	\$ 1,800,000.00	\$ 1,800,000.00	\$ -
Design:	180,000.00	180,000.00	180,000.00	-	180,000.00	180,000.00	-
Miscellaneous:	6,000.00	6,000.00	6,000.00	-	6,000.00	6,000.00	-
FFE:	-	-	-	-	-	-	-
Technology:	-	-	-	-	-	-	-
Total:	\$ 1,986,000.00	\$ 1,986,000.00	\$ -	\$ -	\$ 1,986,000.00	\$ -	\$ -
Project Team				Board Status			
Approval to Solicit Architect/Engineer:	10/29/2024			Board Approval of Schematic Design	N/A	Vendor	
Architect/Engineer:	TBD					Contract Amount	
Contractor:	TBD			Substantial Completion	TBD	Actual Expenditures	
						Variance	
STC FPC Project Manager:	Martin Villarreal			Final Completion	TBD	Board Acceptance	TBD
Project Description				Project Scope			
Replace existing aging air conditioning roof top units to reduce repairs.				Removal and replacement of multiple existing air conditioning units with UV lights in buildings G, H, & X at the Pecan Campus.			
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
10/29/2023	1/14/2025	N/A	7/22/2025	8/15/2025	2/10/2026	3/24/2026	N/A
Project Calendar of Expenditures by Fiscal Year							
Fiscal Year	Construction	Design	Miscellaneous	FFE	Tech	Project Total	
2024-25						\$ -	
Project Total	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Current Agenda Item							
10/15/2024 Facilities Committee Meeting: Review and Recommend Action on Authorization to Proceed with Solicitation of Engineering Services for the District Wide HVAC Replacements Phase II at Pecan Campus							
							
Business and Science Building G		Student Activities Center Building H		Ann Richards Administration Building X			

FPC Project Manager Martin Villarreal

FPC Asst. Director Rita Guill

FPC Director Rita Guill

Consent Agenda:

c. Review and Recommend Action on Approval to Proceed with Solicitation of Construction Services for the Mid Valley Campus Child Development Center Canopy for Portable Building L2A

Administration requests approval to proceed with the solicitation of construction services for the Mid Valley Campus Child Development Center Canopy for Portable Building L2 (PB-L2) project as presented.

Construction services are necessary to construct a covered walkway for the portable building to be used by the Child Development Center program. If solicitation is approved, documents will be issued for solicitation of construction proposals. Once received, construction proposals will be evaluated and submitted to the Board of Trustees with a recommendation to award a construction contract.

Background

The College has planned the construction of a covered canopy that will cover the walkways that lead to Portable Building PB-L2 and will be connected to the existing canopy.

The College’s Child Development Center amended a previously accepted Child Care Access Means Parents In School (CCAMPIS) grant from the U.S. Department of Education to utilize the grant’s unused funds, in the amount of \$62,944.22, for increasing the scope of the proposed canopy to include covering the stair and ramp accesses on the east and west sides of the building.

The College has budgeted \$65,000.00 for the project, which includes funds for construction and miscellaneous costs. The unused grant funds of \$62,944.22 will be added to the total project costs per the table below.

Mid Valley Campus Child Development Center Canopy for Portable Building L2 Total Estimated Project Budget	
Budget Item	Estimated Costs
Construction - STC	\$60,000.00
Construction - Grant Funds	62,944.22
Miscellaneous	5,000.00
Total Estimated Project Budget	\$127,944.22

Enclosed Documents

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

Mary G. Del Paz, Vice President for Finance and Administrative Services and Rick De La Garza, Director Facilities Planning and Construction, will be present at the meeting to address any questions.

The Committee recommended Board approval to proceed with the solicitation of construction services for the Mid Valley Campus Child Development Center Canopy for Portable Building L2 (PB-L2) project as presented.

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

The Board of Trustees of South Texas College approves and authorizes proceeding with the solicitation of construction services for the Mid Valley Campus Child Development Center Canopy for Portable Building L2 (PB-L2) project as presented.

Approval Recommended:

**Dr. Ricardo J. Solis
President**

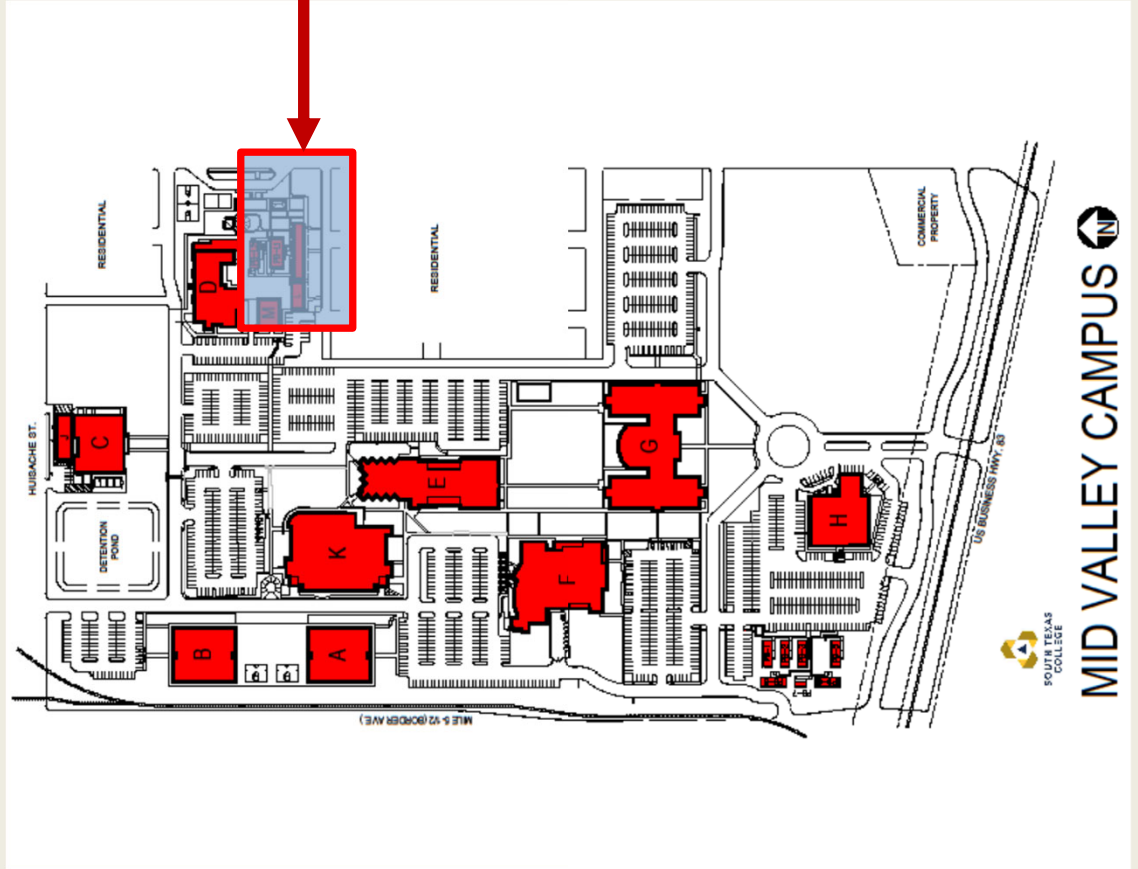


**Mid Valley Campus Child Care Development
Center Canopy Expansion
Project: 2025-004C**

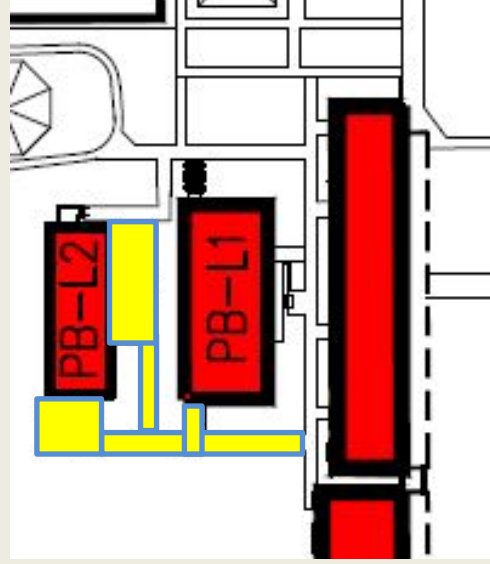


**SOUTH TEXAS
COLLEGE**

Mid Valley Campus Child Care Development Center Canopy Expansion

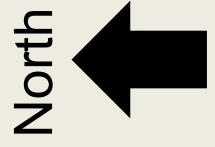


**PROJECT
LOCATION
Child Care
Development Center**



Partial Site Plan

Proposed New Canopy



Mid Valley Campus Child Care Development Center Canopy Expansion



Looking North



Looking East

Mid Valley Campus Child Care Development Center Canopy Expansion



Looking North



Looking West

Mid Valley Campus Child Care Development Center Canopy Expansion



Existing Canopy



Existing Canopy

Mid Valley Campus Child Care Development Center Canopy Expansion



Requested By
Child Care Development Center

Scope of Work

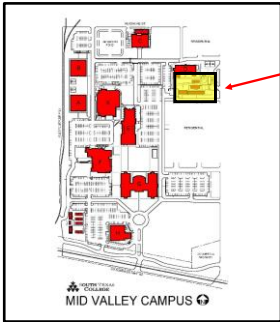
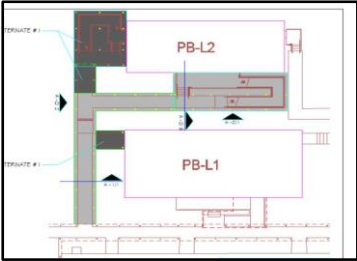
1. Provide canopy over existing sidewalks to portable building PB-L2
2. Provide canopy over existing Ramps and Stairs at portable building PB-L2

Estimated Total Project Budget

Construction	\$ 60,000.00
CCAMPIS Grant Funds	62,944.22
<u>Miscellaneous</u>	<u>5,000.00</u>
Total Project Budget	\$ 127,944.22



Project Fact Sheet
10/7/2024

Project Name: Mid Valley Campus Child Care Development Center Canopy Expansion		Project No. 2025-004C					
Funding Source(s): Unexpended Plant Fund							
	FY 24-25						
	Total	FY 24-25	Variance of				
	Project Budget	Actual	Project Budget	Total Actual			
	Expenditures	Expenditures	vs. Actual	Expenditures To			
	Expenditures	Expenditures	Expenditures	Date			
Construction:	\$ 60,000.00	\$ -	\$ 60,000.00	\$ 60,000.00			
Design:	-	-	-	-			
Miscellaneous:	5,000.00	-	5,000.00	5,000.00			
FFE:	-	-	-	-			
Technology:	-	-	-	-			
Total:	\$ 65,000.00	\$ -	\$ 65,000.00	\$ 65,000.00			
Project Team		Board Status					
Approval to Solicit :	N/A	Board Approval of Schematic Design	NA	Contract Amount			
Architect/Engineer:	N/A			Vendor	Actual Expenditures		
Contractor:	TBD	Substantial Completion	TBD	Board Acceptance			
STC FPC Project Manager:	Samuel Saldana	Final Completion	TBD	Board Acceptance			
Project Description		Project Scope					
Expansion of Existing Canopy to cover walkways and entry ramps at portable building PB-L2.		Provide a new canopy to cover new walkways and entry ramps recently constructed for Portable building PB-L2. Approximately 265 LF.					
Projected Timeline							
Board Approval to Solicit Architect/Engineer	Board Approval of Architect/Engineer	Board Approval of Schematic Design	Board Approval of Contractor	Construction Start Date	Board Approval of Substantial Completion Date	Board Approval of Final Completion Date	FFE Completion of Move In
N/A	N/A	N/A	1/28/2025	2/15/2025	4/22/2025	5/27/2025	N/A
Project Calendar of Expenditures by Fiscal Year							
Fiscal Year	Construction	Design	Miscellaneous	FFE	Tech	Project Total	
2024-25	60,000.00	-	-	-	-	\$ 60,000.00	
Project Total	\$ 60,000.00	\$ -	\$ -	\$ -	\$ -	\$ 60,000.00	
Current Agenda Item							
10/15/2024 Facilities Committee Meeting: Review and Recommend Action on Authorization to Proceed with Solicitation of Construction Services for the Mid Valley Campus Child Development Center Canopy for Portable Building L2							
							

FPC Project Manager SPS

FPC Asst. Director

Rob Guill

FPC Director RHP

Consent Agenda:

d. Approval to Rescind Awards of Construction Services for the District Wide Stucco Repainting at Pecan Campus, Mid Valley Campus, and Starr County Campus

Administration requests approval to rescind the awards of construction services to Calidad Construction, LLC and AJ3 Construction, LLC for the District Wide Stucco Repainting at Pecan Campus, Mid Valley Campus, and Starr County Campus project as presented.

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 August 27, 2024, the Board approved contracting with Calidad Construction, LLC for the portions of the project scope at Pecan Campus, and with AJ3 Construction, LLC for the Mid Valley and Starr County Campuses. The vendors have informed the College that they are unable to honor their proposals.

Mary G. Del Paz, Vice President for Finance and Administrative Services and Rick De La Garza, Director Facilities Planning and Construction, will be present at the meeting to address any questions.

The Committee recommended Board approval to rescind the awards of construction services to Calidad Construction, LLC and AJ3 Construction, LLC for the District Wide Stucco Repainting at Pecan Campus, Mid Valley Campus, and Starr County Campus 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 rescindment of the awards of construction services to Calidad Construction, LLC and AJ3 Construction, LLC for the District Wide Stucco Repainting at Pecan Campus, Mid Valley Campus, and Starr County Campus project as presented.

Approval Recommended:

Dr. Ricardo J. Solis
President

Consent Agenda:

e. Approval of the Substantial Completion of the District Wide Flooring Replacements Phase III at Mid Valley Campus North Academic Building G

Administration requests Board approval of the substantial completion of the District Wide Flooring Replacements Phase III at Mid Valley Campus North Academic Building G project as presented:

Project		Completion Recommended	Date Received
1.	District Wide Flooring Replacements Phase III at Mid Valley Campus North Academic Building G Project 2024-012R Contractor: Intertech Flooring	Substantial Completion Recommended	October 7, 2024

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

College staff visited the site and developed a construction punch list on October 7, 2024. A Certificate of Substantial Completion has been issued. Substantial Completion was accomplished within the time allowed in the Owner/Contractor agreement for this project by Intertech Flooring. The original cost approved for this project was \$360,800.

The following table summarizes the current budget status:

District Wide Flooring Replacements Phase III at Mid Valley Campus North Academic Building G					
Construction Budget	Approved Proposal Amount	Net Total Change Orders	Current Project Cost	Previous Amount Paid	Remaining Balance
\$360,800.00	\$360,800.00	\$0	\$360,800.00	\$323,440.80	\$37,359.20

Enclosed Documents

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

Mary G. Del Paz, Vice President for Finance and Administrative Services and Rick De La Garza, Director Facilities Planning and Construction, will be present at the meeting to address any questions.

The Committee recommended Board approval of substantial completion of the District Wide Flooring Replacements Phase III at the Mid Valley Campus North Academic Building G 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 substantial completion of the District Wide Flooring Replacements Phase III at the Mid Valley Campus North Academic Building G project as presented.

Approval Recommended:

**Dr. Ricardo J. Solis
President**

District Wide Flooring Replacements Phase III at
Mid Valley Campus North Academic Building G



District Wide Flooring Replacements Phase III at
Mid Valley Campus North Academic Building G



District Wide Flooring Replacements Phase III at
Mid Valley Campus North Academic Building G



Substantial Completion Acceptance

Project Name: District Wide Flooring Replacement Mid Valley Campus North Academic Building G

Project No.: 22-24-1041

Owner: South Texas College

Contractor: Terra Fuerte Construction, LLC

A/E Firm: N/A

Scope of Work Covered by This Acceptance:

Luxury Vinyl Tile at the Mid Valley Campus Student Union Building F.

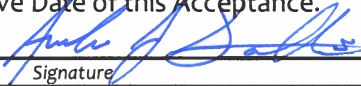
Effective Date of Acceptance: 10/7/2024

This constitutes the Owner's acceptance for Beneficial Occupancy: Yes No

In accordance with plans and specifications of the Contract, this is to confirm the results of the substantial completion inspection(s). The "punch list(s)" of items remaining to be completed or corrected as of the effective date of this acceptance, is formally issued under separate cover. It is expressly understood that the failure to include any items on such list (s) does not alter the responsibility of the Contractor to complete all Work in accordance with the Contract Documents. In accordance with the Contract, the Date of Substantial Completion is that Date jointly certified by the Architect/Engineer, owner and Contractor that the Work is sufficiently completed for the Owner to utilize it, or designated portion thereof, for the intended purpose.

As of the effective date noted above, the Contractor is relieved of the responsibilities for utilities, maintenance, security, custodial services, and insurance coverage, which may pertain specifically to the Work, covered by this acceptance. The Contractor remains responsible; however, to maintain full insurance coverage as required by the Contract for any areas of the project not yet accepted, and such coverage as may be necessary for its employees and subcontractors while engaged in completion of the punch list items as identified above.

The Owner and A/E will continue to inspect the entire project, including the work accepted herein, until final completion and acceptance of all elements of the work. This inspection will cover such defects as may have been overlooked as well as the items currently remaining on the punch list (s). The date of Substantial Completion Acceptance of the Project or portion designated above is the date of issuance established by this document, which is also the date of commencement of applicable warranties required by the Contract Documents.



The Contractor shall complete/correct the items identified on the punch list(s) within		30
Calendar days from the Effective Date of this Acceptance.		
<u>A.J. SALDANA -VP</u>		<u>10/10/24</u>
<small>Printed Name and Title</small>	<small>Signature</small>	<small>Date</small>

The Architect/Engineer agrees that the Work noted in this Acceptance is sufficiently complete to be used as intended.		
<u>N/A</u>		
<small>Printed Name and Title</small>	<small>Signature</small>	<small>Date</small>

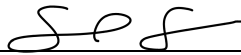
With the exception of those items noted on the attached "punch list(s)", the Owner accepts the Work designated herein as Substantially Complete as of the Effective Date of this Acceptance.		
<small>Printed Name and Title</small>	<small>Signature</small>	<small>Date</small>



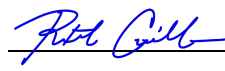
Project Fact Sheet 10/8/2024

Project Name: District Wide - Flooring Replacement Phase III		Project No.: 2024-012R	
Funding Source(s): Renewals & Replacements Fund			
		FY 23-24	
		FY 23-24	Variance of
		Total	Project Budget
		Project Budget	Actual Expenditures
		Actual Expenditures	vs. Actual Expenditures
		vs. Actual Expenditures	Total Actual Expenditures To Date
Construction:		\$ 500,000.00	\$ 386,767.59
Design:		-	-
Miscellaneous:		4,000.00	433.23
FFE:		-	-
Technology:		-	-
Total:		\$ 504,000.00	\$ 387,200.82
		\$ 116,799.18	\$ 387,200.82
Project Team		Board Status	
Approval to Solicit :	2/14/2024	Board Approval of Schematic	NA
Architect/Engineer:	N/A	Design	
Contractor:	Interch Flooring	Substantial Completion	Building F: 06/18/2024
Contractor:	Terra Fuerte		Building G: 10/07/2024
			Building F: 07/18/2024
STC FPC Project Manager:	Samuel Saldana	Final Completion	07/18/2024
		Board Acceptance	7/23/2024
			08/27/2024
Project Description		Project Scope	
Replacing various flooring material district wide due to flooring reaching their life expectancy. Request for Proposals or Request for Quotes are issued depending on the estimated construction cost.		Every fiscal year, different facilities are scheduled to have the flooring replaced. Maintenance developed a flooring priority schedule determining which flooring material needs to be replaced. Average six flooring replacements per fiscal year.	
Projected Timeline			
Board Approval to Solicit Architect/Engineer	Board Approval of Architect/Engineer	Board Approval of Schematic Design	Board Approval of Contractor
N/A	N/A	N/A	4/23/2024
			5/20/2024
			8/13/2024
			9/24/2024
			FFE Completion of Move In
			N/A
Project Calendar of Expenditures by Fiscal Year			
Fiscal Year	Construction	Design	Miscellaneous
2023-24	386,767.59	-	433.23
Project Total	\$ 386,767.59	\$ -	\$ 433.23
			\$ -
			\$ -
			\$ 387,200.82
Current Agenda Item			
10/15/24 Facilities Committee Meeting: Review and Recommend Action on Substantial Completion of the District Wide Flooring Replacements Phase III at Mid Valley Campus North Academic Building G			
			
Mid-Valley Campus		Mid-Valley Campus	

FPC Project Manager



FPC Asst. Director



FPC Director



Consent Agenda:

f. Approval of the Renewal of Lease Agreement with Milagro Clinic and the City of McAllen for Use of the El Milagro Clinic Parking Lot

Administration requests approval of renewal of the lease agreement with El Milagro Clinic and the City of McAllen for use of the El Milagro Clinic Parking Lot by South Texas College as presented.

Purpose

Authorization is being requested to renew the current lease agreement to continue providing parking at the Nursing and Allied Health Campus adjacent to the El Milagro Clinic.

Justification

The continuation of this lease is needed to provide eighty (80) parking spaces at the Nursing and Allied Health Campus.

Background

On November 29, 2022, the Board approved the lease agreement with the El Milagro Clinic and the City of McAllen to use the parking lot adjacent to the El Milagro Clinic. The current license agreement will expire on October 21, 2022, and allows for one 24-month renewal at a cost of \$1,250 annually. The South Texas College Nursing and Allied Health staff would like to continue to use this parking facility.

Staff recommends approval to renew the lease agreement as noted below.

Facility	Initial Term	Optional Renewal	Lease Cost
El Milagro Clinic 80-space Parking Lot	10/21/2022 – 10/20/2024	10/21/2024 – 10/20/ 2026	\$1,250 per year

Funding Source

Funds for these expenditures are budgeted in the facility lease budget for FY 2024-2025

Mary G. Del Paz, Vice President for Finance and Administrative Services and Rick De La Garza, Director Facilities Planning and Construction, will be present at the meeting to address any questions.

The Committee recommended Board approval of renewal of the lease agreement with El Milagro Clinic and the City of McAllen for use of the El Milagro Clinic Parking Lot by South Texas College for the period of October 21, 2024 to October 20, 2026 as presented.

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

The Board of Trustees of South Texas College approves and authorizes the renewal of the lease agreement with El Milagro Clinic and the City of McAllen for use of the El Milagro Clinic Parking Lot by South Texas College for the period of October 21, 2024 to October 20, 2026 as presented.

Review and Recommend Action on Contracting Construction for the District Wide Stucco Repainting at Pecan Campus, Mid Valley Campus, and Starr County Campus

Administration requests approval to contract construction services with the next highest-ranked vendor 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 and Maintenance and Facilities Planning and Construction departments. The Facilities Operations and Maintenance, Facilities Planning and Construction, and Administration have reviewed it. It is scheduled as a non-educational improvement to repaint the stucco facades of the buildings.

Background

On October 15, 2024, the Facilities Committee approved a recommendation to the Board to rescind the construction awards to Calidad Construction, LLC. for the portions of the project scope at Pecan Campus, and to AJ3 Construction, LLC. for the Mid Valley and Starr County Campuses, which the Board of Trustees had approved on August 27, 2024.

After consulting with legal counsel on October 17, 2024, it was advised that the College may proceed to contact the next highest-ranked vendors for the Pecan and Starr County campuses. College staff requested proposal and pricing confirmation from the next highest-ranked vendors, and these vendors failed to respond by the deadline provided by the College.

The College contacted the next highest-ranked vendor for both of the projects, Terra Fuerte Construction, LLC., who confirmed that the pricing submitted was still valid for all three (3) campuses. The original proposal solicitation information is detailed below.

Request for Proposals (RFP):

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 Dept.
Recommended Vendor	Pecan Campus – Terra Fuerte Construction, LLC. Mid Valley Campus – Terra Fuerte Construction, LLC. Starr County Campus – Terra Fuerte Construction, LLC.

Recommended Vendor

College staff reviewed and evaluated the competitive sealed proposals and recommend **Terra Fuerte Construction, LLC**, in the amount of \$140,000 for the Pecan Campus, \$294,000 for the Mid Valley Campus, and \$240,000 for the Starr County Campus as the highest-ranked vendor whose proposals are valid.

Funding Source

Project Location	Highest-Ranked Vendor	Original Construction Budget	Highest Ranked Proposal Amount	Original Budget Variance
Pecan Campus	Terra Fuerte Construction, LLC.	\$500,000	\$140,000	\$360,000
Mid Valley Campus	Terra Fuerte Construction, LLC.	\$200,000	\$294,000	(\$94,000)
Starr County Campus	Terra Fuerte Construction, LLC.	\$250,000	\$240,000	\$10,000
Total Amount		\$950,000	\$674,000	\$276,000

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 2024 - 2025 Renewals & Replacements Fund in the amount of \$950,000 for construction.

Enclosed Documents

The revised summary of proposals follows in the packet for the Board’s information and review.

Information for this item was not available at the time of the October 15, 2024 Facilities Committee meeting, and is presented to the Board without a Committee recommendation.

Recommended Action

Administration requests Board of Trustees approval of contracting construction services with **Terra Fuerte Construction, LLC.** in the amount of \$140,000 for the Pecan Campus, \$294,000 for the Mid Valley Campus, and \$240,000 for the Starr County Campus for the District Wide Stucco Repainting at Pecan Campus, Mid Valley Campus, and Starr County Campus 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 of contracting construction services with **Terra Fuerte Construction, LLC.** in the amount of \$140,000 for the Pecan Campus, \$294,000 for the Mid Valley Campus, and \$240,000 for the Starr County Campus for the District Wide Stucco Repainting at Pecan Campus, Mid Valley Campus, and Starr County Campus project as presented.

Approval Recommended:

Dr. Ricardo J. Solis
President

**SOUTH TEXAS COLLEGE
DISTRICT-WIDE REPAINTING OF EXTERIOR STUCCO MID VALLEY CAMPUS, PECAN CAMPUS, AND STARR COUNTY CAMPUS -REVISED
PROJECT NO. 24-25-1012**

NAME	AJ3 Construction, LLC.	Calidad Construction, LLC.	RGV Renovations, LLC.	TADCO Roofing	Terra Fuerte Construction, LLC.
ADDRESS	2900 N Texas Blvd Ste 201 Weslaco, TX 78599	7512 N 17th St McAllen, TX 78504	PO Box 720551 McAllen, TX 78504	902 E Owassa Rd Edinburg, TX 78542	614 E Frontage Rd Alamo, TX 78516
CITY/STATE/ZIP					
PHONE	956-336-8568/956-447-2000	956-460-3614	956-638-0290	956-961-4736	956-844-6146
FAX	956-447-2003			956-961-4736	
CONTACT	Arturo Gonzalez	Arturo Garza III	Josh Zurbaran	Javier Ramos	Rolando Leal
#	Description	Proposed	Proposed	Proposed	Proposed
Mid-Valley Campus					
1	Building A Base Bid Amount	\$ 49,409.82	\$ 75,000.00	\$ 165,785.00	\$ 82,320.00
2	Building B Base Bid Amount	\$ 49,409.83	\$ 75,000.00	\$ 165,785.00	\$ 82,320.00
3	Building D Base Bid Amount	\$ 31,206.20	\$ 49,000.00	\$ 101,115.00	\$ 52,920.00
4	Building H Base Bid Amount	\$ 43,341.95	\$ 69,600.00	\$ 158,250.00	\$ 76,440.00
	Mid Valley Campus Total	\$ 173,367.80	\$ 268,600.00	\$ 590,935.00	\$ 294,000.00
5	Begin Work Within	5-10 Working Days	10 Working Days	30 Working Days	75 Working Days
6	Completion of Work Within	45 Calendar Days	30 Calendar Days	180 Calendar Days	10 Calendar Days
	Total Evaluation Points	87.272	68.84	55.63	71.76
	Ranking	1**	3	4	2
Pecan Campus					
7	Building L Base Bid Amount	\$ 19,374.70	\$ 30,000.00	\$ 54,015.00	\$ 21,000.00
8	Building M Base Bid Amount	\$ 34,443.90	\$ 18,600.00	\$ 28,590.00	\$ 37,800.00
9	Building N Base Bid Amount	\$ 7,893.39	\$ 8,400.00	\$ 55,940.00	\$ 64,400.00
10	Building T Base Bid Amount	\$ 10,046.13	\$ 9,000.00	\$ 52,770.00	\$ 16,800.00
	Pecan Campus Total	\$ 71,758.12	\$ 66,000.00	\$ 191,315.00	\$ 140,000.00
11	Begin Work Within	5-10 Working Days	10 Working Days	40 Working Days	45 Working Days
12	Completion of Work Within	45 Calendar Days	30 Calendar Days	77 Calendar Days	10 Calendar Days
	Total Evaluation Points	84.67	84.8	60.33	68.24
	Ranking	2***	1**	4	3

**SOUTH TEXAS COLLEGE
DISTRICT-WIDE REPAINTING OF EXTERIOR STUCCO MID VALLEY CAMPUS, PECAN CAMPUS, AND STARR COUNTY CAMPUS -REVISED
PROJECT NO. 24-25-1012**

NAME	AJ3 Construction, LLC.	Calidad Construction, LLC.	RGV Renovations, LLC.	TADCO Roofing	Terra Fuerte Construction, LLC.
ADDRESS	2900 N Texas Blvd Ste 201 Weslaco, TX 78599	7512 N 17th St McAllen, TX 78504	PO Box 720551 McAllen, TX 78504	902 E Owassa Rd Edinburg, TX 78542	614 E Frontage Rd Alamo, TX 78516
CITY/STATE/ZIP	956-336-8568/956-447-2000	956-460-3614	956-638-0290	956-961-4736	956-844-6146
PHONE	956-447-2003			956-961-4736	
FAX	Arturo Gonzalez	Arturo Garza III	Josh Zurbaran	Javier Ramos	Rolando Leal
CONTACT	Proposed		Proposed		Proposed
#	Description				
Starr County Campus					
13	Building D Base Bid Amount	\$ 36,813.88	\$ 50,000.00	\$ 105,440.00	\$ 74,400.00
14	Building J Base Bid Amount	\$ 37,668.00	\$ 50,000.00	\$ 182,810.00	\$ 88,800.00
15	Building F Base Bid Amount	\$ 40,105.64	\$ 50,000.00	\$ 131,000.00	\$ 76,800.00
	Starr County Campus Total	\$ 114,587.52	\$ 150,000.00	\$ 419,250.00	\$ 240,000.00
16	Begin Work Within	5-10 Working Days	10 Working Days	30 Working Days	60 Working Days
17	Completion of Work Within	45 Calendar Days	30 Calendar Days	150 Calendar Days	10 Calendar Days
18	Bid Bond Provided	Yes	Yes	Yes	Yes
	Total Evaluation Points	88.29	74.17	54.94	67.42
	Ranking	1**	2***	4	3

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

** Proposed to Rescind

*** Failed to confirm proposal and pricing

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	Boultinghouse 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	11/26/2024	1/13/2025	2/27/2026	3/27/2026
3	Business and Science Bldg G Engineering Lab Renovation	SS	1/28/2025	3/25/2025	6/24/2025	7/15/2025	12/16/2025	1/27/2026
4	Student Services Building K Renovation	SS	1/28/2025	4/22/2025	7/22/2025	8/15/2025	2/24/2026	3/24/2026
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	3/25/2025	6/24/2025	3/24/2026	4/15/2026	1/25/2027	2/22/2027
8	Institutional Support Services Building N Expansion	MV	-	-	-	-	-	-
9	Administration Building S	TBD	-	-	-	-	-	-
10	Physical Plant Building E Cooling Tower Above Ground Piping System	KN	11/26/2024	N/A	4/22/2025	5/14/2025	8/22/2025	9/26/2025

**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								
11	New Continuing Education Bldg and Testing Center Addition	DV	12/6/2024	6/25/2024	1/28/2025	2/25/2025	3/24/2026	4/28/2026
12	Parking & Site Improvements	DV	1/31/2023	N/A	2/25/2025	4/1/2025	1/27/2026	2/24/2026
Pecan Plaza								
13	Human Resources Building A Renovation	KN	4/22/2025	8/26/2025	3/25/2026	4/21/2026	2/23/2027	3/23/2027
14	East Building B Renovation for Cosmetology	KN	5/27/2025	9/23/2025	4/21/2026	5/15/2026	2/23/2027	3/23/2027
Mid-Valley Campus								
15	Student Union Building F Financial Aid Renovation	MV	-	-	-	-	-	-
16	Child Development Center Canopy Expansion	SS	TBD	TBD	1/28/2025	2/15/2025	5/27/2025	6/24/2025
17	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	11/26/2024
18	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	11/26/2024
19	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	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
Technology Campus								
20	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
21	Institute for Advanced Manufacturing Bldg E Collaboration Lab Renovation	TBD	-	-	-	-	-	-
Nursing & Allied Health Campus								
22	East Building A Renovation of Radiology Lab to Multipurpose Skills Lab	SS	11/26/2024	2/25/2025	6/24/2025	7/15/2025	1/27/2026	2/24/2026
23	East Building A Breakroom and Offices Expansion Renovation	SS	TBD	TBD	TBD	TBD	TBD	TBD
24	Regional Workforce Development Healthcare Center Building E Renovation	DV	5/28/2024	1/28/2025	12/16/2025	1/27/2026	11/24/2026	12/15/2026
25	East Building A Community Pharmacy Lab	SS	11/26/2024	2/25/2025	6/24/2025	7/15/2025	1/27/2026	2/24/2026
Starr County Campus								
26	Workforce Bldg Q Automotive Expansion	MV	Abel City Architects 10/26/2021	2/22/2022	Trium Construction 1/31/23	4/12/2023	12/17/2024	1/28/2025
27	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	12/17/2024	1/28/2025
28	Cultural Arts Center Building F Renovation	MV	Abel City Architects 10/26/2021	2/22/2022	Trium Construction 1/31/23	4/12/2023	12/17/2024	1/28/2025

**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								
29	Perimeter Fencing	DV	N/A	N/A	1/28/2025	2/10/2025	4/22/2025	5/27/2025
30	Parking Lot #1 for Additional Spaces	DV	2/27/2024	N/A	11/26/2024	12/9/2024	5/27/2025	6/24/2025
District Wide								
31	Facility Signage	DV	N/A	1/21/2025	6/24/2025	7/14/2025	11/25/2025	1/20/2026
32	Entry Monument Signs	KN	N/A	1/21/2025	6/24/2025	7/14/2025	11/25/2025	1/20/2026
33	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 2024-2025
As of September 30, 2024

Total Project Budget Summary	FY25 Unexpended Plant Fund	FY25 Renewal & Replacement Plant Fund
FY 2025 Total Construction Project Budget	\$ 58,383,418.00	\$ 13,440,885.00
Budget Amendment		
Prior to FY 2025 Approved Projects	\$ -	\$ 28,803.70
FY 2025 Proposed and Approved Projects		
FY 2025 Proposed Projects for the Month of September 2024	\$ 1,498,497.00	\$ -
FY 2025 Total Project Estimated Budget Balance	\$ 56,884,921.00	\$ 13,412,081.30

Project Reference Number	Project Name	Total Project Budget/Actual*	
		CIP Fund	R&R Fund
Board Approved on September 24, 2024			
2025-025C	Pecan Campus: Solicitation of Consulting Services for an Assessment of Administrative and Non-Instructional Facilities Space	\$ 250,000.00	
2025-026C	Pecan Campus: Mechanical Engineering Services for Physical Plant Building E Cooling Tower Above Ground Piping System	\$ 731,250.00	
	NAH Campus: Solicitation of Architectural Services for Pharmacy Lab Renovation Building A	\$ 355,607.00	
	NAH Campus: Solicitation of Architectural Services for Renovation of Radiology Lab to Multipurpose Skills Lab Building A	\$ 161,640.00	
*2022-023R	NAH Campus: Final Completion Generator Replacement Building A		\$ 10,070.15
*2022-019R	Pecan Campus: Final Completion Generator Replacement Building J		\$ 18,733.55
Total Board Approval on September 2024		\$ 1,498,497.00	\$ 28,803.70
Total FY 24 Board Approved Projects		\$ 1,498,497.00	\$ 28,803.70

* 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	\$ 231,031	\$ 903,969	\$ 240,000	Low	N/A	N/A	N/A	N/A
2	Pecan Campus Kinesiology Building Phase I	SS				●						\$ 6,177,150	\$ 325,780	\$ 5,851,370	\$ 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	\$ 511,996	\$ 9,712,379	\$ 10,606,225	High	November 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
11	Physical Plant Building E Cooling Tower Above Ground Piping System	MV		●								\$ -	\$ -	\$ -	\$ -	Low	November 2024	Approval of Engineering Services	TBD	TBD
Pecan Campus Subtotal												\$ 63,321,135	\$ 1,068,807	\$ 62,252,328	\$ 23,287,293					
Pecan West																				
12	Pecan West Continuing Education Building A & Testing Center Addition	DV			●							\$ 9,087,683	\$ 193,621	\$ 8,894,062	\$ 4,932,329	High	January 2025	Approval of Construction Services	ERO Architects	TBD
13	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																				
14	Human Resources Building A Renovation	KN	●									\$ 550,000	\$ -	\$ 550,000	\$ 545,400	Low	TBD	TBD	TBD	TBD
15	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																				
16	Student Union Building F Financial Aid Renovation	MV				●						\$ 89,000	\$ -	\$ 89,000	\$ 22,000	Low	TBD	TBD	TBD	TBD
17	Child Development Center Canopy Expansion	SS			●							\$ 65,000	\$ -	\$ 65,000	\$ 65,000	High	TBD	TBD	TBD	TBD
18	Workforce Center Building D Welding Expansion	MV							●			\$ 1,539,755	\$ 1,206,031	\$ 333,724	\$ -	High	November 2024	Approval of Final Completion	PBK Architects	Holchemont
19	Workforce Center Building M Automotive Lab Expansion	MV							●			\$ 2,648,275	\$ 2,114,318	\$ 533,957	\$ -	High	November 2024	Approval of Final Completion	PBK Architects	Holchemont
20	Workforce Center Building D HVAC-R Classroom and Outdoor Covered Area	MV							●			\$ 1,235,430	\$ 980,961	\$ 254,469	\$ -	High	November 2024	Approval of Final Completion	PBK Architects	Holchemont
Mid-Valley Subtotal												\$ 5,577,460	\$ 4,301,310	\$ 1,276,150	\$ 87,000					
Technology Campus																				
21	Welding Lab Expansion Building F	SS					●					\$ 3,108,000	\$ 3,101,770	\$ 6,230	\$ 2,694,087	High	December 2024	Approval of Substantial Completion	EGV Architects	Kimber 1985
22	Institute for Advanced Manufacturing Building E Collaboration Lab Renovation	TBD	●									\$ 285,000	\$ -	\$ 285,000	\$ 285,000	Low	TBD	TBD	TBD	TBD
23	Athletic Field and Basketball Court	TBD	●									\$ 282,000	\$ -	\$ 282,000	\$ 144,600	Low	TBD	TBD	TBD	TBD
Technology Campus Subtotal												\$ 3,675,000	\$ 3,101,770	\$ 573,230	\$ 3,123,687					
Dr. Ramiro R. Casso Nursing & Allied Health Campus																				
24	East Building A Renovation of Radiology Lab to Multipurpose Skills Lab	SS		●								\$ 163,296	\$ -	\$ 163,296	\$ 161,640	Low	November 2024	Approval of Architectural Services	TBD	O&M
25	East Building A Breakroom and Offices Expansion Renovation	SS	●									\$ 147,950	\$ -	\$ 147,950	\$ 142,450	Low	TBD	TBD	TBD	O&M
26	Regional Workforce Development Healthcare Center Building E Renovation	DV			●							\$ 5,561,500	\$ 499	\$ 5,561,001	\$ 5,561,500	High	January 2025	Approval of Schematic Design	ERO Architects	TBD
27	East Building A Community Pharmacy Lab	SS		●								\$ 369,337		\$ 369,337	\$ 165,514	High	November 2024	Approval of Architectural Services	TBD	TBD
Nursing and Allied Health Campus Subtotal												\$ 6,242,083	\$ 499	\$ 6,241,584	\$ 6,031,104					
Starr County Campus																				
28	Workforce Building Q Automotive Expansion	MV					●					\$ 2,551,300	\$ 1,279,564	\$ 1,271,736	\$ 765,800	High	December 2024	Approval of Substantial Completion	Able City, LLC	Triun Construction
29	North Academic Building C HVAC-R Classroom and Outdoor Covered Area	MV					●					\$ 514,628	\$ 238,868	\$ 275,760	\$ 159,389	High	December 2024	Approval of Substantial Completion	Able City, LLC	Triun Construction
30	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	\$ 1,518,432	\$ 1,899,996	\$ 1,080,189					

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		
Regional Center for Public Safety Excellence																					
31	Perimeter Fencing	DV			●							\$ 193,000	\$ -	\$ 193,000	\$ 192,500	Low	January 2025	Approval of Construction Services	TBD	TBD	
32	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																					
33	Fence Enclosures	MV	●									\$ 35,000	\$ -	\$ 35,000	\$ 35,000	Low	N/A		N/A	TBD	
34	Outdoor Furniture	OS		●								\$ 25,000	\$ -	\$ 25,000	\$ 25,000	Low	N/A		N/A	TBD	
35	Land	N/A										\$ 3,000,000	\$ -	\$ 3,000,000	\$ 3,000,000	N/A	N/A		N/A	N/A	
36	Renovation and Contingencies	N/A										\$ 948,750	\$ -	\$ 948,750	\$ 948,750	N/A	N/A		N/A	TBD	
37	Campus Master Plan	N/A	●									\$ 375,000	\$ -	\$ 375,000	\$ 375,000	Low	N/A		N/A	TBD	
38	Facility Signage	DV		●								\$ 500,000	\$ -	\$ 500,000	\$ 500,000	Low	January 2025	Approval of Schematic	N/A	TBD	
39	Removal of Existing Trees	TBD	●									\$ 25,900	\$ -	\$ 25,900	\$ 25,900	Low	N/A		N/A	TBD	
40	Entry Monument Signs	KN		●								\$ 1,040,000	\$ -	\$ 1,040,000	\$ 1,040,000	High	January 2025	Approval of Schematic Design	N/A	TBD	
41	Interior Facility Signage	KN	●									\$ 250,000	\$ -	\$ 250,000	\$ 250,000	High	N/A		N/A	N/A	
42	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	\$ 10,220,167	\$ 107,781,344	\$ 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	DV			●							\$ 111,000	\$ -	\$ 111,000	\$ 111,000	Low	February 2025	Approval of Construction Services	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	HVAC Replacements Phase II - PCN Bldg. G	MV	●									\$ 529,000	\$ -	\$ 529,000	\$ 529,000	Low	January 2025	Approval of Engineering Services	TBD	TBD
7	HVAC Replacements Phase II - PCN Bldg. H	MV	●									\$ 529,000	\$ -	\$ 529,000	\$ 529,000	Low	January 2025	Approval of Engineering Services	TBD	TBD
8	HVAC Replacements Phase II - PCN Bldg. X	MV	●									\$ 133,000	\$ -	\$ 133,000	\$ 133,000	Low	January 2025	Approval of Engineering Services	TBD	TBD
9	HVAC Replacements Phase II - PCN Bldg. K	MV	●									\$ 133,000	\$ -	\$ 133,000	\$ 133,000	Low	January 2025	Approval of Engineering Services	TBD	TBD
10	HVAC Replacements Phase II - PCN Bldg. C	MV	●									\$ 397,000	\$ -	\$ 397,000	\$ 397,000	Low	January 2025	Approval of Engineering Services	TBD	TBD
11	HVAC Replacements Phase II - PCN Bldg. F	MV	●									\$ 265,000	\$ -	\$ 265,000	\$ 265,000	Low	January 2025	Approval of Engineering Services	TBD	TBD
12	South Academic Building J Generator Replacement	SS							●			\$ 344,100	\$ 358,212	\$ (14,112)	\$ -	High	September 2024	Approval of Final Completion	DBR	Metro Electric
Pecan Campus Subtotal												\$ 3,200,100	\$ 358,349	\$ 2,841,751	\$ 2,856,000					
Mid Valley Campus																				
13	South Academic Building H Repair & Renovations of Damaged Roof and Interior Areas (Phase II)	DV			●							\$ 1,730,000	\$ 767,266	\$ 962,734	\$ 1,448,246	Low	January 2025	Approval of Construction Services	Milnet Architectural Services	TBD
14	HVAC Replacements Phase I - MVC Bldg. E	MV			●							\$ 778,780	\$ 30,134	\$ 748,646	\$ 755,064	Low	November 2024	Approval of Construction Services	Ethos	TBD
15	HVAC Replacements Phase I - MVC Bldg. F	MV			●							\$ 389,330	\$ 15,067	\$ 374,263	\$ 377,482	Low	November 2024	Approval of Construction Services	Ethos	TBD
16	HVAC Replacements Phase I - MVC Bldg G	MV			●							\$ 1,362,890	\$ 52,733	\$ 1,310,157	\$ 1,321,387	Low	November 2024	Approval of Construction Services	Ethos	TBD
17	Stucco Repainting Phase II	SS				●						\$ 303,000	\$ 137	\$ 302,863	\$ 303,000	Low	November 2024	Approval of Substantial Completion	N/A	AJ3 Construction
18	Student Union Building F Multipurpose Room Upgrade	RC	●									\$ 69,000	\$ -	\$ 69,000	\$ 69,000	Low	TBD	TBD	N/A	TBD
Mid Valley Campus Subtotal												\$ 4,633,000	\$ 865,337	\$ 3,767,663	\$ 4,274,179					

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	
Dr. Ramiro R. Casso Nursing & Allied Health Campus																				
19	NAH East Building A Westside Window Waterproofing Repairs	RC	●									\$ 90,000	\$ -	\$ 90,000	\$ 90,000	Low	TBD	TBD	TBD	TBD
20	NAH East Building A Westside Elevators Repairs	RC/O&M		●								\$ 250,000	\$ -	\$ 250,000	\$ 250,000	Medium	TBD	TBD	N/A	Oracle Elevator
21	NAH East Building A Generator Replacements	SS							●			\$ 422,000	\$ 225,050	\$ 196,950	\$ -	Low	September 2024	Approval of Final Completion	DBR	Metro Electric
Nursing and Allied Health Campus Subtotal												\$ 762,000	\$ 225,050	\$ 536,950	\$ 340,000					
Technology Campus																				
22	Advanced Technical Careers Bldg. B Atrium Repainting	RC			●							\$ 61,200	\$ -	\$ 61,200	\$ 75,000	Low	February 2025	Approval of Construction Services	TBD	TBD
23	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					
Starr County Campus																				
24	Stucco Repainting Phase II	SS				●						\$ 253,000	\$ 125	\$ 252,875	\$ 253,000	Low	November 2024	Approval of Substantial Completion	N/A	AJ3 Contruction
25	Administration/Bookstore Building A Data Cabling Infrastructure Replacement	RC	●									\$ 60,000	\$ -	\$ 60,000	\$ 60,000	Low	TBD	TBD	TBD	TBD
26	Center for Learning Excellence Building B Data Cabling Infrastructure Replacement	RC	●									\$ 60,000	\$ -	\$ 60,000	\$ 60,000	Low	TBD	TBD	TBD	TBD
27	North Academic Building C Data Cabling Infrastructure Replacement	RC	●									\$ 60,000	\$ -	\$ 60,000	\$ 60,000	Low	TBD	TBD	TBD	TBD
28	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					

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	
District Wide																				
29	Renewals & Replacements	N/A										\$ 151,000	\$ -	\$ 151,000	\$ 151,000	N/A	N/A	N/A	N/A	
30	Marker Boards Replacement	SS		●								\$ 301,500	\$ -	\$ 301,500	\$ 301,500	Low	N/A	N/A	TBD	
31	Fire Alarm Panel Replacement/Upgrade	RC/O&M		●								\$ 102,500	\$ -	\$ 102,500	\$ 102,500	Low	N/A	N/A	TBD	
32	Interior LED Lighting Replacements	RC/O&M		●								\$ 110,000	\$ -	\$ 110,000	\$ 110,000	Low	N/A	N/A	TBD	
33	Ext. Walkway LED Lighting Replacements	RC/O&M		●								\$ 50,000	\$ 49,657	\$ 343	\$ 50,000	Low	N/A	N/A	TBD	
34	Building Automation Systems Replacements	RC/O&M		●								\$ 76,500	\$ 55,706	\$ 20,794	\$ 76,500	Low	N/A	N/A	TBD	
35	Flooring Replacements	KN		●								\$ 504,000	\$ 43,760	\$ 460,240	\$ 504,000	Medium	February 2025	Approval of Construction Services	N/A	TBD
36	HVAC Replacements	O&M	●									\$ 527,000	\$ 566	\$ 526,434	\$ 527,000	Low	N/A	N/A	TBD	
37	Exterior Lighting Replacements	RC/O&M		●								\$ 279,000	\$ -	\$ 279,000	\$ 279,000	Low	N/A	N/A	TBD	
38	Signage Replacement	KN	●									\$ 250,000	\$ 1,085	\$ 248,915	\$ 250,000	N/A	TBD	N/A	TBD	
39	Water Tower Logo Replacements	DV		●								\$ 80,000	\$ -	\$ 80,000	\$ 80,000	N/A	TBD	N/A	TBD	
40	Outdoor Furniture Replacements	KN	●									\$ 154,000	\$ 12,332	\$ 141,668	\$ 154,000	N/A	TBD	N/A	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												\$ 4,015,587	\$ 163,107	\$ 3,852,480	\$ 4,015,587					
Totals		0	7	8	2	1	0	0	1	0	0	\$ 13,764,887	\$ 1,611,968	\$ 12,152,919	\$ 12,686,766					

Outstanding Issues - Action Plan
October 15, 2024 Facilities Committee Meeting
as of October 9, 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 10/9/2024	2/28/2018: First warranty request was issued to Contractor. 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. 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. 5/18/2023: Report from Spring Break and a proposed Plan of Action from D. Wilson received. 6/5-7/5/2023: D. Wilson testing the windows and brick walls to verify water infiltrations. 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. 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. 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. 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. 1/10/2024: 1) D. Wilson has not provided Items 1 & 3 per 11/6/2024. 2) D. Wilson scheduled with Design Team and Owner to do mock-up of repair for brick ledge weep holes on 1/12/24. 2/6/2024: D. Wilson did a mock-up of their proposed brick ledge weep holes on 1/12/24. Work reviewed by Design Team, they met with College staff to discuss results. College staff gave photos of water infiltration noted on 11/13/23. BEAM in process of documenting the water intrusion vs. previously noted leaks to see if water is still entering from previous repairs done by D. Wilson. 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. 4/2/2024: College Staff & Administration met with Legal Counsel, BEAM Professionals, and PBK Architects to review draft of request letter for final editing. 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. 7/10/2024: Administration forwarded the letter at the end of June 2024 to Contractor. 7/29/2024: Contractor has received letter and sent email to College that they will coordinate a meeting to review outstanding items. 9/4/2024: College staff, architect, and consultants met with Contractor and their team to review the issues. Owner gave photos of water infiltration into the building as Contractor requested. 10/9/2024: The Contractor is proceeding with the coordination of the repair work for the weeps and the replacement of the hazed windows. No update on the repair of the window leaks per the report issued by BEAM Professionals and PBK.	5/18/2023: Plan of Action from D. Wilson to be reviewed by all team members for approval. 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. 7/5/2023: D. Wilson to provide update on results of water testing of all window possible water infiltrations. 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. 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. 10/11/2023: The College coordinating meeting with the Contractor and Architect to discuss the next steps. 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. 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. 2/6/2024: Pending report and letter from BEAM Professionals on recommendation on how to proceed forward. 4/2/2024: College Staff will forward request letter to D. Wilson Construction when ready and will await response from contractor. 5/9/2024: Admin. to fwd. letter for editing by Board Member. 6/3/2024: Admin. pending revised letter. 7/10/2024: Admin. fwd. the letter to the Contractor. 7/29/2024: Pending meeting with Contractor. 9/4/2024: Architect to work with Contractor on solution for brick weep issue. Contractor to work on water infiltrations based on field photographs given to Contractor. 10/9/2024: Contractor is coordinating the weep repairs and window glazing repairs.

Mid Valley Campus

2	Mid Valley Campus South Academic Building H - Repair of Roof Damage and Interior Areas (Insurance Claim)	Hartford Insurance, Public Adjuster	Pending	<p>5/4/2023: Public Adjuster met on site with Hartford Insurance to perform a final walk through of building to verify damages listed by Public Adjuster. Hartford to provide a response in 2 to 4 weeks.</p> <p>5/17/2023: Construction documents (roof only) have been completed by the Architect and the College has begun the solicitation for construction services.</p> <p>5/18/2023: Pending response from Public Adjuster on status of final insurance settlement.</p> <p>6/5/2023: Still pending response from Public Adjuster. Solicitation of Construction Services for the roof replacement are in progress.</p> <p>7/5/2023: Still pending response from Public Adjuster. Construction services for roof replacement awarded to contractor at June Board Meeting.</p> <p>8/2-9/7/2023: Still pending response from Public Adjuster. Contractor for roof replacement has been issued a NTP to start construction. Architect is preparing construction documents for the repair work on the interior the building</p> <p>10/11/2023 - 1/10/24: Still pending response from Public Adjuster. Construction of the roof replacement is in progress. Architect is preparing construction documents for the repair work on the interior the building.</p> <p>2/6/2024 - 4/2/24: Still pending response from Public Adjuster. Construction of the roof replacement is at Substantial Completion. Architect is preparing construction documents for the repair work on the interior the building.</p> <p>5/3/2024: Attended meeting with Public Adjuster and College Staff to review budget estimates and scope.</p> <p>5/7/2024: Attended meeting with Legal Counsel and Staff to review concerns from Public Adjuster regarding Architect's scope of work to repair the roof and interior damages.</p> <p>5/29/2024: Attending meeting with City of Weslaco, Public Adjuster, Architect, Engineer, and College Staff to review requirements for the interior repairs required by the City.</p> <p>7/10/2024: Meeting was held with the City of Weslaco, Public Adjuster, Architect, and College Staff and recieved notification that City of Weslaco would provide a letter stating the required code requirements to be followed by the project team .</p> <p>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>10/9/2024: The City of Weslaco has issued letter stating the repairs of the building did not require the building to be repaired to the current codes. The Architect is developing drawings that reflect the repairs needed as stated by the City. The project will be bid as soon as construction documents are completed. The College forwarded the letter from the City to the Public Adjuster.</p>	<p>5/18/2023: Awaiting final settlement from Hartford Insurance and recommendation from Public Adjuster.</p> <p>6/5/2023: Awaiting final settlement from Hartford Insurance and recommendation from Public Adjuster. Award of construction services for roof replacement scheduled for June Board Meeting.</p> <p>7/5/2023 - 8/2/23: Awaiting final settlement from Hartford Insurance and recommendation from Public Adjuster. Roof replacement pending to begin.</p> <p>9/7/2023: Still awaiting the same final settlement and recommendation. Roof replacement has begun.</p> <p>9/7/2023 - 11/6/23: Still awaiting the same final settlement and recommendation. Roof replacement is in progress.</p> <p>1/10/2024: Still awaiting the same final settlement and recommendation. Roof replacement is in progress; construction documents for interior work by Architect in progress.</p> <p>2/6/2024 - 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.</p> <p>5/9/2024: Meeting to be coordinated by Architect to discuss code requirements regarding project scope repair work with the City of Weslaco Building Department.</p> <p>6/3/2024: Architect to provide construction documents for the interior repair work based on meeting with the City of Weslaco.</p> <p>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> <p>10/9/2024: The College recieved the letter from the City and the Architect is developing construction documents to reflect the code requirements as stated by the City.</p>
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3	Mid Valley Campus Workforce Center Building D - Automotive, Welding, and HVAC-R Labs	Holchemont, Ltd.	Pending	<p>2/6//2024</p> <p>5/9/2024</p> <p>6/3/2024</p> <p>7/10/2024</p> <p>7/29/2024</p> <p>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.</p> <p>There have been delays caused by the Contractor coordination and delays in material.</p> <p>The project team is working to resolve the change order to benefit both parties.</p> <p>2/28/2024: The project team is working to resolve the change order that is fair to the Contractor and Owner.</p> <p>4/2/2024 - 6/3/2024: The project team is continuing to resolve the change order fairly.</p> <p>7/10/2024: The Architect, Contractor, and Owner met on June 27, 2024 and are waiting for a response from the Contractor regarding an updated change proposal.</p> <p>7/29/2024: Waiting on response from Contractor regarding an updated change proposal.</p> <p>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.</p> <p>2/28/2024 - 4/2/24: The Project Team is working on the change order.</p> <p>5/9/2024 - 6/3/24: The Architect and Owner are pending to meet with the Contractor to discuss a change order.</p> <p>7/10/2024: The Architect, Contractor, and Owner met to review the change order request on June 27, 2024 and awaiting response from the Contractor.</p> <p>7/29/24 - 9/4/24: Pending response from Contractor for revised change proposal that is fair to all parties.</p>
Nursing and Allied Health Campus						
4	Nursing Allied Health Campus West Building B NAH West & Simulation Center - Wall/Floor Cracks and Water Infiltration	D. Wilson Construction	Pending	<p>5/31/2023</p> <p>7/11/2023</p> <p>10/11/2023</p> <p>11/17/2023</p> <p>1/10/2024</p> <p>2/6/2024</p> <p>2/28//2024</p> <p>4/2/2024</p> <p>5/9/2024</p> <p>6/3/2024</p> <p>7/10/2024</p> <p>9/4/2024</p> <p>10/9/2024</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.</p> <p>5/18/2023: Meeting with Contractor and Architect on site to review water infiltration. Pending moisture study from Contractor as requested by Architect .</p> <p>6/5/2023 - 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.</p> <p>9/7/2023: Pending moisture study from Contractor as requested by Architect. Contractor has determined the location of water intrusion above the 3rd Floor. The College repaired the irrigation leak on southwest corner of the building. Wall cracks on interior gypsum board walls.</p> <p>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.</p> <p>1/10/2024: Meeting with Owner, Architect and Contractor to review moisture test results and discuss next steps has not be scheduled by Architect; Owner has not received formal notification from Contractor that water infiltration repairs on third have been completed.</p> <p>2/6/2024 - 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.</p> <p>4/2/2024: Contractor has forwarded latest moisture tests to Architect and Owner. A report from the Architect regarding recommendations and next steps is pending.</p> <p>4/12/2024: Contractor, Architect, and College Staff have met on site to review status of cracks and water infiltration issues.</p> <p>6/7/2024: Contractor and Architect will coordinate with testing lab to perform boring tests in concrete slab below the Kitchen Area to verify existing below surface conditions.</p> <p>7/10/2024 :Pending the Contractor and Architect to coordinate with testing lab to perform boring tests in concrete slab /beow the Kitchen Area to verify existing below surface conditions.</p> <p>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.</p> <p>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 occurrence 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.</p> <p>6/5/2023 - 7/5/23: Pending moisture study and removal of metal panels by Contractor.</p> <p>9/7/2023: Pending moisture study and repair of water intrusion on 3rd Floor by Contractor.</p> <p>10/11/2023: Pending moisture study from Contractor and will be forwarded to Architect to aid in resolving interior wall cracks of gypsum board walls.</p> <p>11/6/2023 - 1/10/24 :Pending meeting with architect and contractor to discuss next steps.</p> <p>2/6/2024: A report from the Architect regarding recommendations and next steps is pending</p> <p>2/28/2024: Architect's letter will be shared with College Administration for review and direction on next step.</p> <p>4/2/2024: Architect will need to provide direction on next step based on most recent moisture tests provided by Contractor.</p> <p>5/9/2024: Architect and Contractor will have testing lab company to perform boring samples below kitchen floor to test existing soil conditions.</p> <p>6/3/2024: Pending test results from borings to be performed on 6/7/2024 to recommend next steps.</p> <p>6/7/2024 Architect to recommend next steps.</p> <p>7/10/2024: Pending test results from borings performed on slab in kitchen by testing lab.</p> <p>7/29-9/4/24: Contractor, Architect, and College will work together to make the necessary repairs and modifications as per the Architect's recommendations. Owner to meet to discuss wall crack timeline.</p>

Approval of Financial Reports for August 2024

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

The following financial reports have been provided under separate cover:

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

Approval Recommended:

Dr. Ricardo J. Solis
President

Review of Informational Reports as of September 2024

Administration recommends Board approval of the checks for release for the month of August 2024 as follows:

Administration includes the following information reports as of September 2024 for the Board's information.

Also included for the Board's information are the following items:

- 1) Checks for \$125,000 and above for September 2024.
- 2) Check Register for September 2024.
- 3) Summary of Purchase Orders (Purchasing) for September 2024.
- 4) Summary of Bid Solicitations (Purchasing) for September 2024.
- 5) Employee New Hires for September 2024.
- 6) Employee Resignations/Retirements for September 2024.

The reports are presented for review by the Board and are provided under separate cover.

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

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

Announcements

A. Next Meetings:

- Tuesday, November 12, 2024
 - 3:30 p.m. - Education & Workforce Development Committee
 - 4:00 p.m. – Facilities Committee
 - 5:00 p.m. – Finance, Audit and Human Resources Committee
- Tuesday, November 26, 2024
 - 5:30 p.m. – Regular Board Meeting

B. Other Announcements:

- Board Retreat will be held on Saturday, November 2, 2024
- Laptop Distribution at Mid Valley Campus November 7, 2024 at 10:00 AM in Bldg F (Cafeteria)
- Laptop Distribution at Starr County Campus November 11, 2024 at 10:00 AM in Room H1.502
- The College will be closed November 28 – 29, 2024 for Thanksgiving