



**SOUTH TEXAS
COLLEGE**

Board of Trustees

Special Board Meeting

Tuesday, November 19, 2024
5:30 p.m.

Pecan Campus
Ann Richards Administration
Building
Board Room
McAllen, Texas

Online Copy

**SOUTH TEXAS COLLEGE
BOARD OF TRUSTEES SPECIAL MEETING
Tuesday, November 19, 2024 @ 5:30 p.m.
Ann Richards Administration Building Board Room
Pecan Campus, McAllen, Texas 78501**

AGENDA

“At anytime during the course of this meeting, the Board of Trustees may retire to Executive Session under Texas Government Code 551.071(2) to confer with its legal counsel on any subject matter on this agenda in which the duty of the attorney to the Board of Trustees under the Texas Disciplinary Rules of Professional Conduct of the State Bar of Texas clearly conflicts with Chapter 551 of the Texas Government Code. Further, at anytime during the course of this meeting, the Board of Trustees may retire to Executive Session to deliberate on any subject slated for discussion at this meeting, as may be permitted under one or more of the exceptions to the Open Meetings Act set forth in Title 5, Subtitle A, Chapter 551, Subchapter D of the Texas Government Code. At this meeting, the Board of Trustees may deliberate on and take any action deemed appropriate by the Board of Trustees on the following subjects:”

COVID-19 Public Health / Attendance Measures

Due to COVID-19 and Social Distancing recommendations, members of the public are encouraged to watch the live broadcast of the meeting at:

<https://admin.southtexascollege.edu/president/agendas/live.html>.

- I. Call Meeting to Order**
- II. Determination of Quorum**
- III. Invocation**
- IV. Mission Moment**
- V. Public Comments**
- VI. Update by the College President**
- VII. Consideration and Action on Consent Agenda**
 - A. Approval of Board Meeting Minutes
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Award of Proposals

- 1) Campus Dining and Food Trucks - Mid Valley Campus
- 2) Catering Services II
- 3) Purchase of Laser Projectors
- 4) Sport Utility Vehicles

Rejection of Proposals

- 5) Sport Utility Vehicles

Purchases

- 6) Bench Lathes and Tire Changer
- 7) Rotary Mobile Column Lifts (Grant Funded)
- 8) Telescopic Handler
- 9) Training Systems (Grant Funded)
- 10) Computers, Laptops, Monitors, Printers, and Tablets

Renewals

- 11) Investment Advisory Services
- 12) Primary Bank Depository Services Agreement
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A. Next Meetings:

- Tuesday, January 14, 2025
 - 3:00 p.m. – Education and Workforce Development Committee
 - 4:00 p.m. – Facilities Committee
 - 5:00 p.m. – Finance, Audit, and Human Resources Committee

- Tuesday, January 28, 2025
 - 5:30 p.m. – Regular Board Meeting

B. Other Announcements:

- The College will be closed November 28 – 29, 2024 in observance of the Thanksgiving holiday
- STRC Laptop Distribution will be December 3, 2024 at 10:00 AM
- Graduation ceremonies will be Sunday, December 15, 2024
- The College will be closed December 19, 2024 – January 5, 2025 for Winter Break

Approval of Board Meeting Minutes

The following Board Meeting Minutes are submitted for approval:

- 1) October 29, 2024 Regular Board Meeting
- 2) November 2, 2024 Board Retreat

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

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

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

**SOUTH TEXAS COLLEGE
BOARD OF TRUSTEES REGULAR MEETING
Tuesday, October 29, 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, October 29, 2024 in the Ann Richards Administration Building Board Room at the Pecan Campus in McAllen, Texas. The meeting commenced at 5:33 p.m. with Chair Dr. Alejo Salinas presiding.

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

Members absent: None

Also present: Dr. Ricardo J. Solis, Ms. Mary Del Paz via teleconference, Dr. Anahid Petrosian, Dr. Rodney Rodriguez, Mr. George McCaleb, Ms. Deyadira Leal, Mrs. Myriam Lopez, Ms. Claudia Olivares, Ms. Cecilia Villagran, Taegan Wade, Ms. Liyah Uvalle, Mr. Frank Jason Gutierrez, Ms. Olivia De La Rosa, Ms. Amanda Sotelo, Ms. Yolanda Martinez, Dr. Jesus Campos, Chief Ruben Suarez, Lt. Johnny Barboza, Mr. Danny Montez, Mr. Ethan Montez, Mr. Joaquin Becerra, Mr. Robert Cuellar, Mr. Ian Loera, Mr. Eli Nguma, Mr. and Mrs. John Ingle, Ms. Myra De La Garza, Mrs. Carla Rodriguez, Mr. Jorge Sanchez, Mr. Daniel A. Montez, Mr. Javier Villalobos, Ms. Lynda Lopez, Ms. Julissa Canales, Mrs. Nadia Ochoa, Dr. Matt Hebbard, Mr. Luis De La Garza, Mrs. Olivia Gomez, Dr. Zachary Suarez, Dr. Brett Millan, Mr. Sam Saldana, Ms. Kelly Nelson, Mr. Martin Villarreal, Mr. Andrew Fish, and Ms. Venisa Earhart.

Determination of a Quorum

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

Invocation

Dr. Zachary Suarez, Executive Director of Human Resources and Talent Development said the invocation.

Mission Moment

This Mission Moment was presented by Mr. Danny Montez, Mid Valley Campus Administrator. Mr. John Ingle was recognized for his inspiring letter that praised the Child Development Center that is located at the Mid Valley Campus. In his letter, he stated that the Center's services allowed him to return to school so that he could begin earning his Associate Degree in Fire Science Technology.

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Public Comments

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

Presentations

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

Mr. Elibariki Nguma, Director of Student Activities and Wellness and Dr. Matt Hebbard, VP of Student Affairs and Enrollment Services provided information regarding the Food Pantry Initiative in Collaboration with the STC Foundation.

This information was presented to the Board for discussion and feedback, and to empower the trustees with a greater depth of knowledge about the about the STC Food Pantry.

No action was requested

Introduction of the New Student Government Association Officers

Mr. Elibariki Nguma, Director of Student Activities and Wellness presented the newly elected Student Government Officers from all STC Campuses.

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

Update by the College President

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

- Attended the reaffirmation event for SACSCOC at Miami Dade.
- Attended the Dell Foundation meeting.
- Attended New Heights Charter High School Initiative meeting in Dallas/Ft. Worth area.
- Attended the TEDx Event.

Consideration and Action on Consent Agenda

Approval of Board Meeting Minutes

The following Board Meeting Minutes were submitted for approval:

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

- **Development Corporation of McAllen, Inc. (DCMI) in the amount of \$500,000 for Nursing and Allied Health Division.**
- **Development Corporation of McAllen, Inc. (DCMI) in the amount of \$450,000 for Center for Advanced Training & Apprenticeships.**
- **U.S. Department of Homeland Security Citizenship and Integration Training Academy –in the amount of \$399,840.**
- **National Science Foundation Hispanic Serving Institutions (HSI) Implementation and Evaluation Project Subaward – UTRGV in the amount of \$258,005.**
- **Texas Higher Education Coordinating Board (THECB) Student Success Acceleration Program 2.0 Grant (SSAP 2.0) in the amount of \$150,000.**
- **U.S. Department of Education Child Care Access Means Parents in School (CCAMPIS) Program in the amount of \$352,062.**

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

Ms. Victoria Cantu asked for the criteria for U.S. Department of Education Child Care Access Means Parents in School (CCAMPIS) Program grant.

No action was requested on this item.

Consideration and Action on Committee Items

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.

Upon a motion by Ms. Victoria Cantu and a second by Ms. Dalinda Gonzalez-Alcantar, the Board of Trustees of South Texas College approved and authorized item "a" of the Education and Workforce Development Committee Consent Agenda as presented.

The motion carried

Consent Agenda:

a. Approval on Proposed Free GED Program Partnership

Purpose	Administration requested 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	<ul style="list-style-type: none">• Presentation outlining the proposed program and• Brochure: <i>South Texas College and Hidalgo County Proposal for a Free GED Program Partnership</i> were included in the packet for the Board's information and review.

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The Committee recommended Board approval of the Proposed Free GED Program Partnership as presented.

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

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

Dr. Margo Vargas Ayala, Interim Dean for Nursing and Allied Health highlighted the programs of the Division of Nursing and Allied Health, including program and student performance as well as ongoing and future program development plans.

No action was requested.

This information was presented to the Education and Workforce Development Committee for discussion and feedback.

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 Mr. Frank Jason Gutierrez, Director - Business Process and Accountability Administration provided 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 was included in the packet for the Board's information and review.

No action was requested on this item. It was presented for information purposes only.

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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

Mr. Danny Guzman asked for clarification of policy # 5220 under item j, sub-item B-4 regarding the President's authorization to approve any contract under \$50,000. VP Mary stated that the current policy is that the President does have the authority to approve any contract under \$50,000 but anything over that amount must be approved by the Board. Mr. Guzman stated that he was specifically focusing on consulting services.

Dr. Alejo Salinas asked that item “I” with sub-items A-1 and A-2 be removed from the consent agenda to be discussed and deliberated by the Board at a later time.

Upon a motion by Ms. Dalinda Gonzalez-Alcantar and a second by Mr. David De Los Rios the Board of Trustees of South Texas College approved and authorized items a – k and m - n of the Finance, Audit, and Human Resources Committee Consent Agenda deferring approval of item “I” sub-items A-1 and A-2 until the Board has had an opportunity to discuss and deliberate this item further.

The motion carried.

Consent Agenda:

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

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

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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)
Secondary Vendor	Slate Group (Lubbock, TX)

- 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.

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

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.

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 as presented.

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

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 was included in the packet for the Board’s review.

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

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

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 and Appendix B – Change Order were included in the packet for the Board’s information and review.

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

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

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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, and Appendix D – Organizational Charts were all included in the packet for the Board's information and review.

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

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

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 was included in the packet for the Board's information and review.

The Committee recommended Board approval of 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.

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

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 was included in the packet for the Board’s information and review.

The Committee recommended Board approval and authorization 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.

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

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 and Appendix B – New and Retired Policies were included in the packet for the Board’s information and review.

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

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

Consent Agenda:

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 and Appendix B – New Policy were included in the packet for the Board’s information and review.

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

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

Consent Agenda:

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 and Appendix B – New and Retired Policies were included in the packet for the Board’s information and review.

The Committee recommended Board approval and authorization to adopt new Instruction Policy 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.

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 and Appendix B – New and Retired Policies were included in the packet for the Board’s information and review.

The Committee recommended Board approval and authorization to adopt new Business and Support Services 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.

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 and Appendix B – New and Retired Policies were included in the packet for the Board’s information and review.

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

Approval of this item was deferred by the Board until further discussion on the policy can be had.

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 and Appendix B – New and Retired Policies were included in the packet for the Board’s information and review.

The Committee recommended Board approval and authorization to adopt new Students 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.

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.

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The retired policies have been reviewed by staff and administrators.

Enclosed Documents

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

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

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

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

Purpose

To amend the online test proctoring software agreement with **Honorlock, Inc.** (Boca Raton, FL), originally approved by the Board on March 26, 2024.

Justification

To meet the needs of the College by transitioning to an institution license-based agreement for a software that verifies student identity.

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.

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.

This software is being used by all STC Instructional Divisions, including Continuing Education and Dual Credit Programs.

Enclosed Documents

Appendix A – Project Timeline and Information was included in the packet for the Board’s information and review.

Upon a motion by Ms. Dalinda Gonzalez-Alcantar and a second by Mr. Paul Rodriguez the Board of Trustees of South Texas College approved and authorized to amend the online test proctoring software agreement with **Honorlock, Inc.** (Boca Raton, FL), an OMNIA Partners 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.

The motion carried.

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 was 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:

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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

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

The motion carried.

Consent Agenda:

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

Administration requested 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.

Enclosed Documents

Following in the packet was a presentation of the project for the Board's review and information.

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.

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

Consent Agenda:

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

Administration requested 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.

Enclosed Documents

Following in the packet was a presentation of the project for the Board's review and information.

The Committee recommended Board approval to proceed with the solicitation of engineering services for the District Wide HVAC Replacements at Pecan Campus project 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 Construction Services for the Mid Valley Campus Child Development Center Canopy for Portable Building L2A

Administration requested 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.

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 construction services for the Mid Valley Campus Child Development Center Canopy for Portable Building L2 (PB-L2) project as presented.

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

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 requested 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.

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.

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.

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

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 requested 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 were enclosed for the Board’s review and information.

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.

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

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 requested 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 was 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.

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.

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

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

Administration requested 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.

Enclosed Documents

The revised summary of proposals followed in the packet for the Board's information and review.

Upon a motion by Dr. Alejo Salinas and a second by Mr. Danny Guzman the Board of Trustees of South Texas College approved and authorized 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.

The motion carried.

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 were present to respond to questions and address concerns of the Board.

No action was necessary on this item.

Approval of Financial Reports for August 2024

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

The following financial reports were 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, was available to respond to any 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 August 2024.

The motion carried.

Review of Informational Reports as of September 2024

Administration recommended Board approval of the checks for release for the month of September 2024 as follows:

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

Also included for the Board's information were 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 were presented for review by the Board and are provided under separate cover.

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

Upon a motion by Mr. Paul Rodriguez and a second by Mr. David De Los Rios the Board of trustees of South Texas College approved and authorized the Informational reports as of September 2024.

The motion carried.

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

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Regular Board Meeting Minutes

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

**SOUTH TEXAS COLLEGE
BOARD OF TRUSTEES WORK SESSION
Saturday, November 2, 2024 @ 8:00 a.m.
Nursing and Allied Health Building B
Conference Room 3.203
Nursing & Allied Health Campus, McAllen, Texas 78501**

Minutes

Call Meeting to Order:

The Board Retreat of the South Texas College Board of Trustees was held on Saturday, November 2, 2024 in the Nursing and Allied Health Building B Conference Room 3.203 at the Nursing and Allied Health Campus in McAllen, Texas. The meeting commenced at 8:20 a.m. with Dr. Alejo Salinas, Jr. presiding.

Members present: Dr. Alejo Salinas, Jr., Ms. Rose Benavidez, Mrs. Victoria Cantu, Mrs. Dalinda Gonzalez-Alcantar, Mr. Danny Guzman, and Mr. David De Los Rios.

Members absent: Mr. Paul Rodriguez.

Also present: Dr. Ricardo J. Solis, Ms. Mary Del Paz, Mr. Andrew Fish, Ms. Bonnie Gonzalez, and Ms. Venisa Earhart.

Determination of a Quorum

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

Update on STC Foundation

Ms. Bonnie Gonzalez, President of the South Texas College Foundation, gave an update on the Foundation and its activities for the year.

Review Current Agenda and Packet Format

The Board of Trustees reviewed the most current Board Meeting Agenda and Packet Format and discussed ways to make both more concise without compromising pertinent information.

Review and Evaluation of Themes Submitted for Further Discussion by Trustees

The following items were discussed and evaluated by the Board of Trustees.

- a. Board of Trustees Goals and Evaluation
- b. Board of Trustees Protocols and Structure
- c. CEO Goals and Evaluation
- d. Strategic Planning
- e. Fiscal Stewardship
- f. Facilities Management and Growth
- g. Personnel Recruitment, Relations, and Retention Procedures
- h. STC Foundation Relations
- i. Public Relations and Marketing
- j. External Affairs and Partnership Strategies
- k. Student Affairs
- l. Academic and Workforce Programs

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

Adjournment

There being no further business to discuss, the Board Work Session of the South Texas College Board of Trustees adjourned at 1:44 p.m.

I certify the foregoing are the true and correct minutes of the Saturday, November 2, 2024 Board Retreat of the South Texas College Board of Trustees.

X _____

Mr. Danny Guzman

Board Secretary

Report of New Grants

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

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

Grant Title: GE Aerospace Foundation Donation
Awarding Agency: GE Aerospace Foundation
Division Awarded: Business, Public Safety, & Technology
Department Awarded: Advanced Manufacturing Technology
Amount Awarded: \$165,000
Strategic Goal #3 Alignment: Create Educational Opportunities for Students
Project Summary: The **Advanced Manufacturing Technology Department** is receiving a donation to support workforce development efforts in the manufacturing industry. Funds will offer student support, access, and opportunities to approximately 25 students in an industry that is essential to our community.

Grant Title: FY 2024-2025 Texas Reskilling and Upskilling Through Education (TRUE)
Awarding Agency: Texas Higher Education Coordinating Board
Divisions Awarded: Center for Advanced Training and Apprenticeships (CATA) and Business, Public Safety, and Technology (BPST)
Amount Awarded: \$279,870
Funding Period: December 2024 - November 2025
Strategic Goal #4 Alignment: Foster Student Success
Project Summary: Funding for this project will help the divisions develop a new and affordable post-secondary noncredit program for students. These funds will be used for instructional software, equipment, financial aid, outreach, and salary for one instructor.

Grant Title: Occupational Safety and Health – Susan Harwood Training Grant
Awarding Agency: U.S. Department of Labor
Division Awarded: Center for Advanced Training & Apprenticeships (CATA)
Amount Awarded: \$159,928
Funding Period: September 30, 2024 – September 30, 2025
Strategic Goal #1 Alignment: Lead Community Engagement
Project Summary: Funding for this project will allow CATA to deliver 4 hours of Warehousing Safety training to workers and employers in the manufacturing, construction, warehousing, and service industries.

Grant Title: Improving Undergraduate STEM Education: Directorate for STEM Education

Awarding Agency: National Science Foundation (NSF)

Division Awarded: Division of Mathematics, Science, I.T. and Bachelor Programs

Department Awarded: Biology Department

Amount Awarded: \$400,000

Funding Period: October 15, 2024 – September 30, 2027

Strategic Goal #4 Alignment: Foster Student Success

Project Summary: The **Biology Department** will promote the opportunity to students interested in transferring into UTRGV STEM programs. Throughout the period of performance, STC will assist with recruitment efforts, provide registration/transfer assistance, and create awareness of STEM and careers in the field.

Approval of Resolution #2025-005 and Ballot Casting Votes for Members of the Hidalgo County Appraisal District Board of Directors for Calendar Years 2025 – 2027

Approval of a Resolution and Ballot casting votes for members of the Hidalgo County Appraisal District Board of Directors for Calendar Years 2025 - 2027 is requested.

The Appraisal District Board of Directors consists of nine (9) members: five (5) voting members who are appointed by participating entities, three (3) members elected by voters of the county, and one (1) ex-officio member, by which state statute is the County Tax Assessor/Collector, Pablo “Paul” Villarreal, Jr.

At the November 28, 2023 Regular Board Meeting, the Board of Trustees approved a nomination of Joe D. Olivarez by written resolution.

Since that time, eleven (9) candidates have been declared by Mr. Rolando Garza, Chief Appraiser, and the South Texas College Board of Trustees is asked to cast their votes by written resolution at the first or second open meeting after having received this notice, which was delivered to South Texas College on Tuesday, October 31, 2024. South Texas College is allowed 390 votes. Votes can be cast for one candidate or distributed among any number of candidates. A voting unit can only cast its votes for candidates named on the ballot. There is no provision for write-in candidates.

The nine candidates declared by the Chief Appraiser are:

- Eddy Betancourt
- Albert Cardenas
- Fernando Castillo
- Yolanda Castillo
- Pete Garcia
- Richard A. Garza
- Christina Jaramillo
- Joe D. Olivarez
- Amador Requenez

The Supporting Documentation and Resolution #2025-005 are provided in the packet.

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

It is recommended that the Board of Trustees of South Texas College approve and adopt Resolution #2025-005 casting their votes on the official ballot for the members of the Hidalgo County Appraisal District Board of Directors for Calendar Years 2025 - 2027 as presented.

Approval Recommended:

Dr. Ricardo J. Solis
President

HIDALGO COUNTY APPRAISAL DISTRICT

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



Pablo "Paul" Villarreal, Jr. Member
Place 1 Erica E. Canales Member
Place 2 Veronica "Ronnie" Ontiveros Member
Place 3 Karina Cardoza Member
Rolando Garza Chief Appraiser

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

October 29, 2024

South Texas College Board Relations Officer
Mr. Andrew Fish
3201 Pecan Blvd.
McAllen TX 78501

Dear Mr. Fish,

As prescribed by Section 6.03 of the Texas Property Tax Code, enclosed you will find the "Official Ballot" with the candidates' names and the number of votes you are authorized to cast in the election for the Board of Directors of the Hidalgo County Appraisal District (HCAD). In addition, I have provided a condensed biography of each candidate that provided such, a list of the total vote distribution for all voting entities, and a sample resolution for your convenience, which you may use or submit one prepared by your office.

HCAD is governed by nine (9) Board of Directors; five (5) members are appointed by vote of the eligible taxing units participating in the District, three (3) members are elected by majority vote in the November general election, and finally, the County Tax Assessor/Collector serves as a voting ex-officio member.

The governing body of each eligible taxing unit may cast all its votes for one (1) candidate or distribute the votes among any number of candidates. Each voting unit shall determine its vote by written resolution at the **first or second open meeting after receiving this notice** and submit it to the Chief Appraiser **not later than the third day following the date the resolution is adopted**. Please note that there is no provision for write-in candidates. Therefore, any vote cast for someone not listed on the ballot will be discarded.

The Chief Appraiser will count all timely submitted votes, declare the five candidates that receive the largest cumulative vote totals elected, and submit the results before December 31st to the governing body of all taxing units in the District and to the candidates.

Should you have any additional questions, please do not hesitate to contact me.

Sincerely,

Rolando Garza, RPA
Chief Appraiser

RG:plg

Enclosures

	2023 Tax Levied	2023 Total Levy	2023 Percent	Voting	2025-2027 Directorships	2025-2027 Official Votes
Entity						
Hidalgo County	\$ 301,903,688	\$ 1,076,972,422	28.033%	280	5	1,400
Cities						
Alamo	\$ 5,798,228	\$ 1,076,972,422	0.538%	5	5	25
Alton	\$ 3,671,868	\$ 1,076,972,422	0.341%	3	5	15
Donna	\$ 6,866,862	\$ 1,076,972,422	0.638%	6	5	30
Edcouch	\$ 717,755	\$ 1,076,972,422	0.067%	1	5	5
Edinburg	\$ 42,919,134	\$ 1,076,972,422	3.985%	40	5	200
Elsa	\$ 2,123,068	\$ 1,076,972,422	0.197%	2	5	10
Granjeno	\$ 32,308	\$ 1,076,972,422	0.003%	1	5	5
Hidalgo	\$ 3,355,112	\$ 1,076,972,422	0.312%	3	5	15
La Joya	\$ 1,339,280	\$ 1,076,972,422	0.124%	1	5	5
La Villa	\$ 738,372	\$ 1,076,972,422	0.069%	1	5	5
McAllen	\$ 62,158,794	\$ 1,076,972,422	5.772%	58	5	290
Mercedes	\$ 6,761,148	\$ 1,076,972,422	0.628%	6	5	30
Mission	\$ 32,462,336	\$ 1,076,972,422	3.014%	30	5	150
Palmview	\$ 4,205,944	\$ 1,076,972,422	0.391%	4	5	20
Penitas	\$ 1,904,345	\$ 1,076,972,422	0.177%	2	5	10
Progreso	\$ 1,164,505	\$ 1,076,972,422	0.108%	1	5	5
Pharr	\$ 34,450,268	\$ 1,076,972,422	3.199%	32	5	160
San Juan	\$ 11,550,566	\$ 1,076,972,422	1.073%	11	5	55
Sullivan City	\$ 791,149	\$ 1,076,972,422	0.073%	1	5	5
Weslaco	\$ 18,366,022	\$ 1,076,972,422	1.705%	17	5	85
Schools						
Donna	\$ 22,865,615	\$ 1,076,972,422	2.123%	21	5	105
Edcouch-Elsa	\$ 5,269,807	\$ 1,076,972,422	0.489%	5	5	25
Edinburg	\$ 78,035,449	\$ 1,076,972,422	7.246%	72	5	360
Hidalgo	\$ 8,696,499	\$ 1,076,972,422	0.807%	8	5	40
La Joya	\$ 32,969,209	\$ 1,076,972,422	3.061%	31	5	155
La Villa	\$ 1,657,030	\$ 1,076,972,422	0.154%	2	5	10
Lyford	\$ 190,106	\$ 1,076,972,422	0.018%	1	5	5
McAllen	\$ 86,308,387	\$ 1,076,972,422	8.014%	80	5	400
Mercedes	\$ 7,709,539	\$ 1,076,972,422	0.716%	7	5	35
Mission	\$ 30,925,838	\$ 1,076,972,422	2.872%	29	5	145
Monte Alto	\$ 2,319,190	\$ 1,076,972,422	0.215%	2	5	10
PSJA	\$ 62,430,424	\$ 1,076,972,422	5.797%	58	5	290
Progreso	\$ 3,250,072	\$ 1,076,972,422	0.302%	3	5	15
Sharyland	\$ 39,797,048	\$ 1,076,972,422	3.695%	37	5	185
So Tx College	\$ 83,552,783	\$ 1,076,972,422	7.758%	78	5	390
South Texas ISD	\$ 27,090,743	\$ 1,076,972,422	2.515%	25	5	125
Valley View	\$ 10,651,523	\$ 1,076,972,422	0.989%	10	5	50
Weslaco	\$ 29,972,407	\$ 1,076,972,422	2.783%	28	5	140
GRAND TOTALS	\$ 1,076,972,422		100.000%	1002		5,010

HIDALGO COUNTY APPRAISAL DISTRICT

Albert D. Cardenas
 Joe D. Olivarez
 Amador Requenez
 Richard A. Garza
 Eddy Betancourt

Chairman
 Vice-Chairman
 Secretary
 Member
 Member



Pablo "Paul" Villarreal, Jr. Member
 Place 1 Erica E. Canales Member
 Place 2 Veronica "Ronnie" Ontiveros Member
 Place 3 Karina Cardoza Member
 Rolando Garza Chief Appraiser

PO Box 208
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<p>Hidalgo County Appraisal District 4405 S. Professional Drive PO Box 208 Edinburg TX 78540-0208 OFFICIAL BALLOT Election 2025-2027 Appraisal District Board of Directors</p>	
Entity: South Texas College	Authorized Votes: 390
Nominee	# of Votes
Betancourt, Eddy	
Cardenas, Albert	
Castillo, Fernando	
Castillo, Yolanda	
Garcia, Pete	
Garza, Richard A.	
Jaramillo, Christina	
Olivarez, Joe D.	
Requenez, Amador	

 Date Resolution Passed (attach resolution)

 Authorized Representative

RESOLUTION NO. _____

STATE OF TEXAS

COUNTY OF HIDALGO

WHEREAS, the Chief Appraiser of Hidalgo County Appraisal District has called for the election of the Hidalgo County Appraisal District Board of Directors; and

WHEREAS, South Texas College is entitled to cast a total of 390 votes in said election; and

WHEREAS, ballots must be cast at the first or second open meeting after receiving the ballot and must be returned not later than the third day following its adoption.

NOW THEREFORE BE IT RESOLVED by South Texas College does hereby cast _____ (#) of votes for (_____) for Hidalgo County Appraisal Board of Directors for 2025-2027.

READ, PASSED, AND APPROVED at a regular meeting by the Board of Trustees for South Texas College on this ____ day of _____ month, 2024.

BY: _____
President, Board of Trustees

ATTEST:

Secretary, Board of Trustees

EDDY BETANCOURT
805 N Ware Rd
McAllen, TX 78501
(956) 789-8891

Overview

Results-driven construction and project manager with over 30 years of expertise as a superintendent, construction manager and construction business owner. History of concurrently directing multiple projects to successful completion through effective management and team collaboration. Continually strives to produce high quality Industrial, Commercial, Institutional, and Residential projects while adhering to a tight schedule and budget. Advanced understanding of customer needs with diligent attention to detail results in superior customer service and high levels of client satisfaction.

Project Management / Budget & Finances / Personnel Acquisition & Training /

Team Management / Design & Development / Customer Relations / Multi-Site Management /

New Business Development

Industry

- Commercial Construction
- Commercial / Residential Real Estate
- Retail Automotive Accessories

Project Management/Leadership

- Large Scale Construction management and implementation.
- Small Business Owner

COMMUNITY SERVICES:

Appointed to Texas Facilities Commission by Texas Governor Sept. 2020 to term expiring in 1/31/2023.

Most Recent Re-Appointment by Texas Governor as Commissioner for the Texas Facilities Commission and Confirmed by the Texas Senate with term Expiring in 1/31/2029.

Appointment as Member of Board of Directors Hidalgo County Appraisal District. By Hidalgo County Entities Terms 2020-22, 2022-2023

Appointed Member to Hidalgo County Appraisal District Review Board 2007 - 2012

Board Held Positions

- Member
- Secretary
- Chairman

PROFESSIONAL DEVELOPMENT:

University of Texas Pan-American - School of Business Continuing Education Real Estate, Appraisals, Marketing, Real Estate principles, Law and Contracts Mathematics, and Finance.

State Licensed in Real Estate # 0440351(1994)

Fluent in Reading and Writing Spanish

EXTRA CURRICULAR ACTIVITIES:

- ENACTUS Advisory Board (Students In Free Enterprise early 90's Alumni)
- Chairman entrepreneurship workshops,
- Small business development conference Invitee speaker
- Active supporter of Higher Education
- Golfing Activities, Fishing,
- Active in Daughter's School Outreach Programs
- Enjoy Family Trips

FORMAL EDUCATION

BBA (94)– Marketing and International Business, University of Texas Pan American

OTHER

Bilingual - Spanish/English.

**Albert Cardenas
McAllen**



Current Board member of McAllen Public Utility Board

Current member Boys & Girls Club

Vice-President Easton Construction, dealing mainly with commercial projects with offices in McAllen and San Antonio

Served 6 years on the McAllen Planning & Zoning Board

Board Member Hidalgo County Appraisal District Board of Directors 2014-Current

YOLANDA CASTILLO

1036 South Cesar Chavez Rd. • Alamo, Texas 78516 • (956) 460-6200 • ycastillo58@gmail.com

Professional Summary

Highly motivated and uniquely qualified individual with over 33 years' experience in elementary school administration and dual language instruction. Able to conduct leadership trainings, focused in areas within the educational field such as training, teacher empowerment and coaching.

Skills

- Strong record of helping students achieve and sustain academic success, especially with minority, ELL, (English Language Learners)
- Experience in implementing the principles and methods of the International Baccalaureate and dual language programs while, maintaining a strong focus in educating the whole child.
- Ability to evaluate professional contributions through ongoing reflection building upon previous learning and being open and receptive to ongoing feedback.
- Capacity to build teams and achieve results despite major obstacles.
- Highly knowledgeable of best teaching practices and resources.

Experience

Educational Consultant Vanguard Academy Edinburg, Tx. 2022 - Present

Elementary Principal, Vanguard Academy Pharr, TX, 2019 -2021

Elementary Principal, Graciela Garcia Elementary Pharr, TX, 2006 - 2016

Elementary Assistant Principal, Graciela Garcia Elementary Pharr, TX, 2001- 2006

Parental Involvement Specialist, Geraldine Palmer Elementary Pharr, TX, 1996 - 2001

Elementary School Counselor, Garza Peña Elementary San Juan, TX, 1995 - 1996

Elementary School Counselor, North San Juan Elementary, San Juan, TX, 1994 - 1995

Bilingual Elementary Teacher, Vida Clover Elementary, San Juan, TX, 1985 - 1993

Bilingual Elementary Teacher, James Bowie Elementary School, Alamo, TX, 1983 - 1985

Education

Masters of Education Administration, Texas A&I Kingsville, Kingsville, TX, 1994

Masters in Guidance and Counseling, University of Texas Pan American, Edinburg, TX, 1993

Bachelor of Science in Education, University of Texas Pan American, Edinburg, TX, 1983

A Pattern of Professional Development

Region 18 Leadership Training, 2014

McREL Evaluation System Training, 2014

International Baccalaureate Leadership Training New Orleans, 2013

International Baccalaureate Leadership Training Classroom Environment New Orleans, 2013

International Center for Leadership in Education with John Harrison, Pharr, Texas, 2012

International Baccalaureate Leadership Training Cancun, Mexico, 2012

Ongoing Leadership Training Raise Your Hand, Dallas, Texas, 2012

Leadership Summer Institute, Harvard University, Boston, Massachusetts, 2012

International Baccalaureate Leadership Training Level II Inquiry-based training, Austin, Texas, 2011

Leadership in Education, (International Leadership in Education Center), Pharr, Texas, 2011

International Baccalaureate Leadership Training Project-based instruction, Chicago, Illinois, 2010

C-Scope Implementation Training, Edinburg, Texas, 2010

St. Johns Parish Council Member, 2013-Present
Funeral Service Ministry, 2012-Present
Eucharistic Minister at St. John's Parish, 2010-Present
Food Bank of the Rio Grande Valley Community Partner, 2011-2016
Young Playwrights' Theater Partner, 2013-2015
City of Pharr Recycling for a Beautiful Community Participant, 2013-2015
CCD Teacher, 1990-2011
Director of the Passion of Christ Drama at St. John's Parish, 2012-2014

References Upon Request

MEET RICHARD. A. GARZA,

Richard A. Garza is a lifelong resident of the Rio Grande Valley. He first received his real estate license at the age of 18 then continued on to graduate with a BBA in Finance from Pan American University in Edinburg, TX. He first joined BIC Realty in 1977. As Richard continues working on sales in residential and commercial real estate, he has also represented many banks in selling REO properties. His knowledge of over 46 years of experience in the Real Estate Industry allows him to provide clients with versatile, multi-market expertise. In the mid 80's, Richard began purchasing tracts of land and developed them into residential/ranch-type subdivisions and has since developed and sold over 10,000 acres. As a Real Estate developer, his job entails coordinating the development with engineers, city officials, city staff, utility



contractors, paving contractors, water suppliers, and surveyors creating robust loyal industry relationships. Over the years Richard has also founded and participates in BIC Investments, GR Land Corporation, Garco, LTD, BIC Development, Goldstar Holdings, Ice House Ranches, GR Inversiones, and Anacahuillas companies. He is the previous Chairman of the Hidalgo County Appraisal District Board of Directors, Current Director of the Texas Land Developers Association, Current Member of the Santa Gertrudis Breeders International, Current Member of the Edinburg Chamber of commerce, Current Member of the McAllen Chamber of Commerce, Current Member of the McAllen Hispanic Chamber of Commerce and has participated/served his community in so many ways over his time in the Real Estate Industry.

Joe Daniel Olivarez

LNR Apartments

614 North Texas

956-463-5656

joe@LNRapts.com

OBJECTIVE

As a member of the Weslaco community I would like to be known as a leader. Someone who inspires and motivates other to achieve their goals.

EDUCATION —

University of Texas Austin
Bachelors of Arts in
Business Administration

EXPERIENCE

January 1999-Present
Owner • Olivarez Company

Manage, rent, renovate, build apartments and commercial offices.

LEADERSHIP

Weslaco Economic Development Corporation
10 years to present
Hidalgo County Subdivision Review Board
10 years to present
Hidalgo County Appraisal District Review Board
12 years
Hidalgo County Appraisal District Board of Directors
4 years

REFERENCES

[Available upon request.]

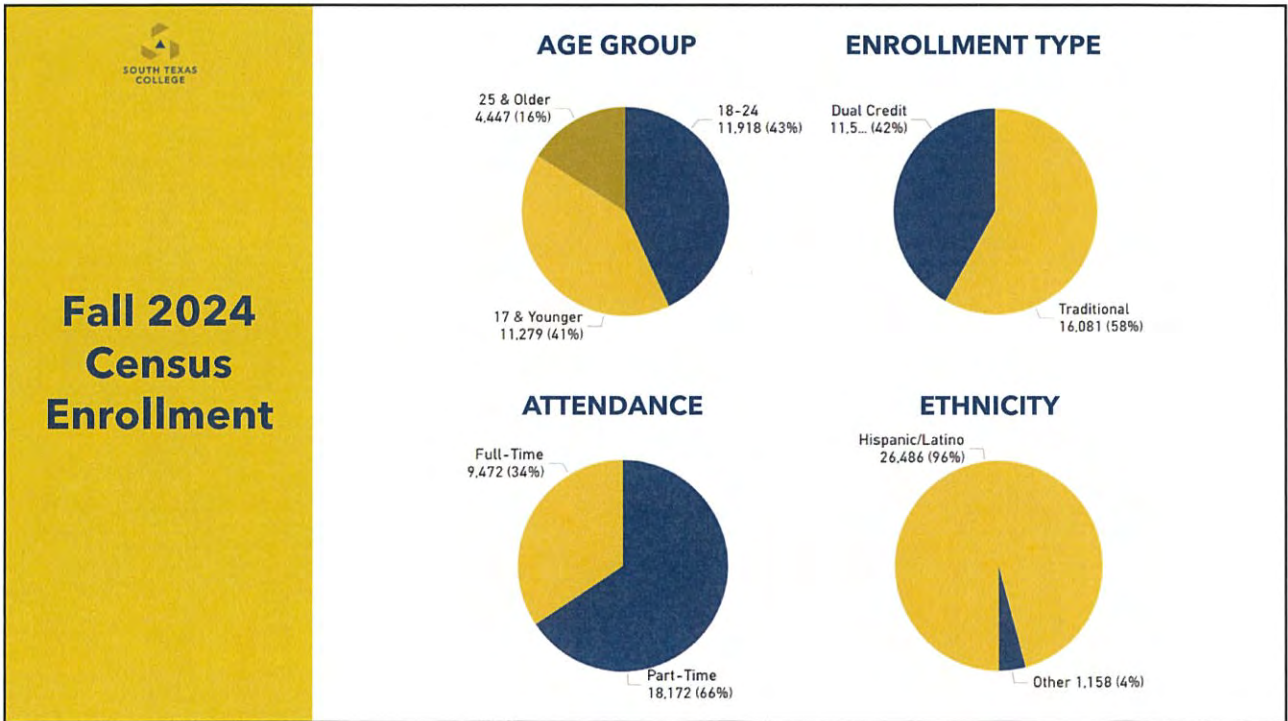
**Amador Requenez
Mission**

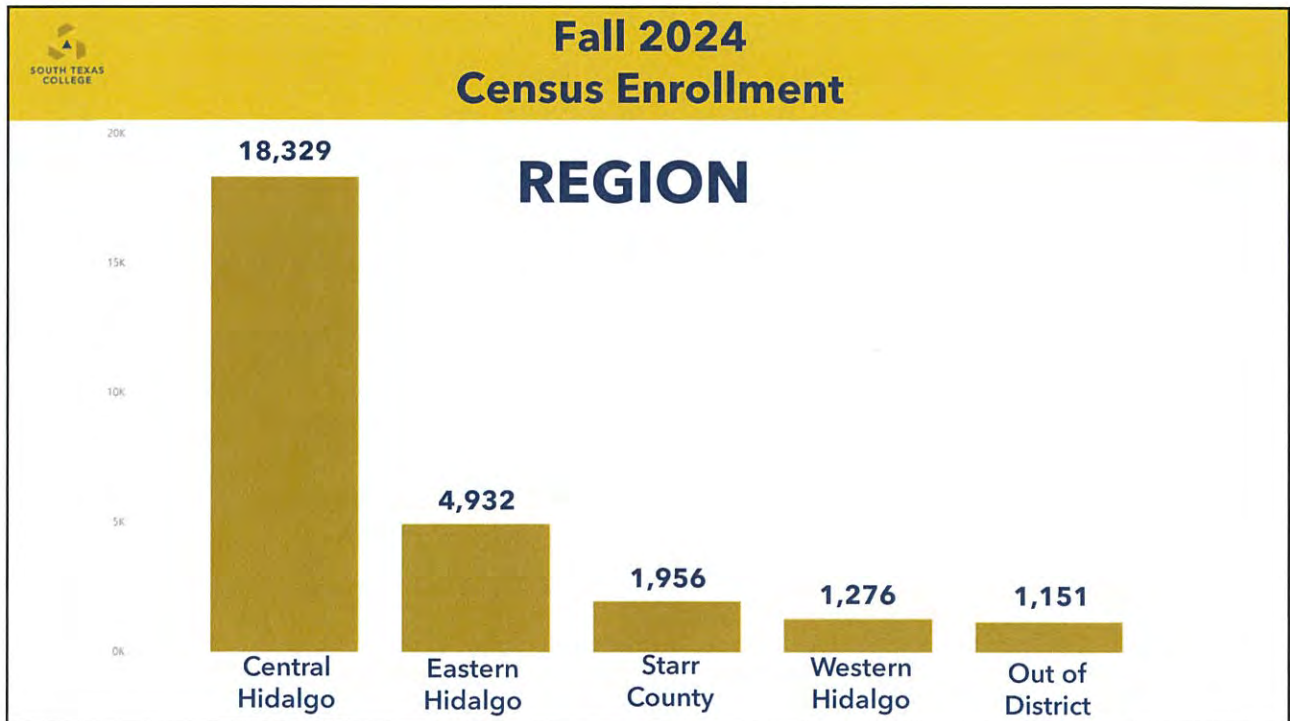
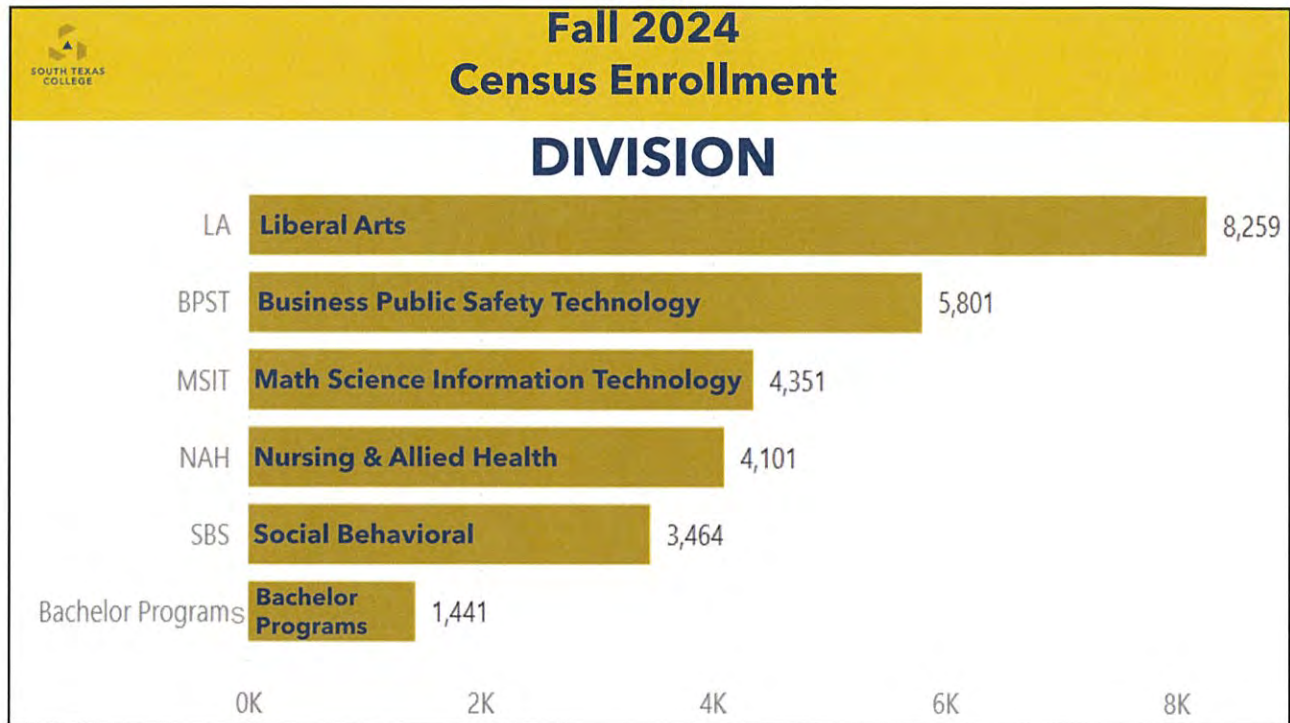


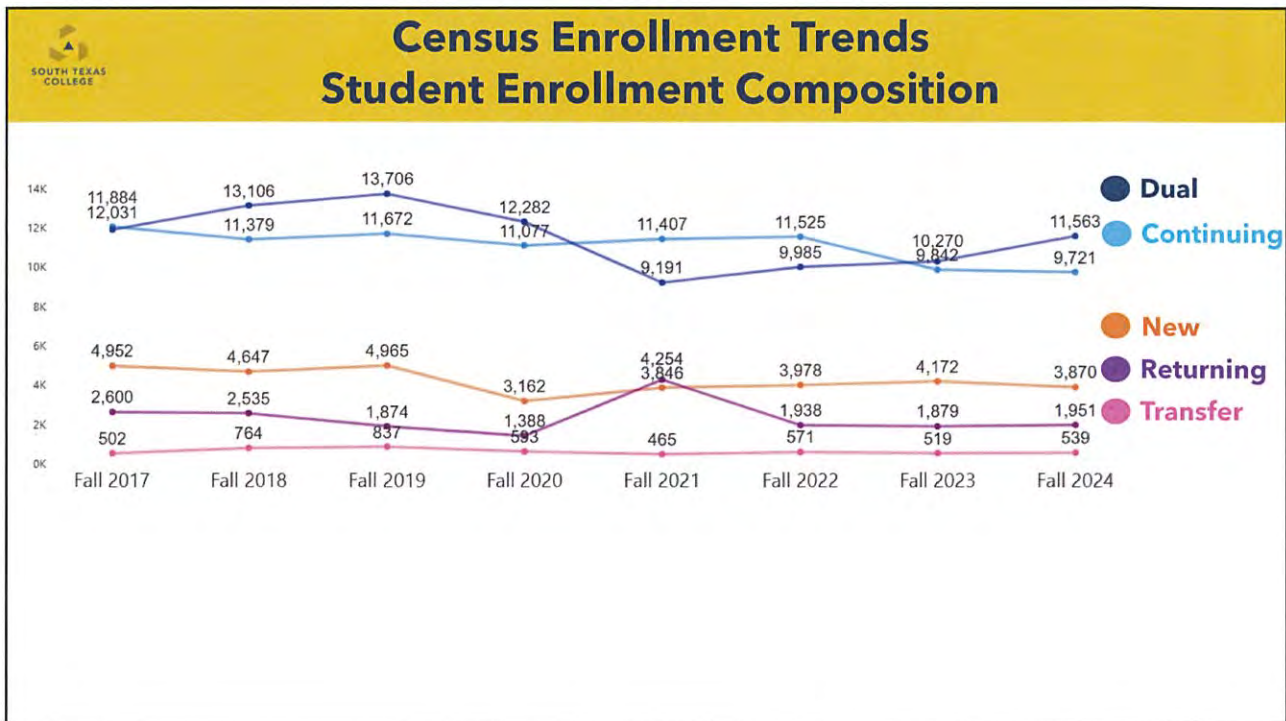
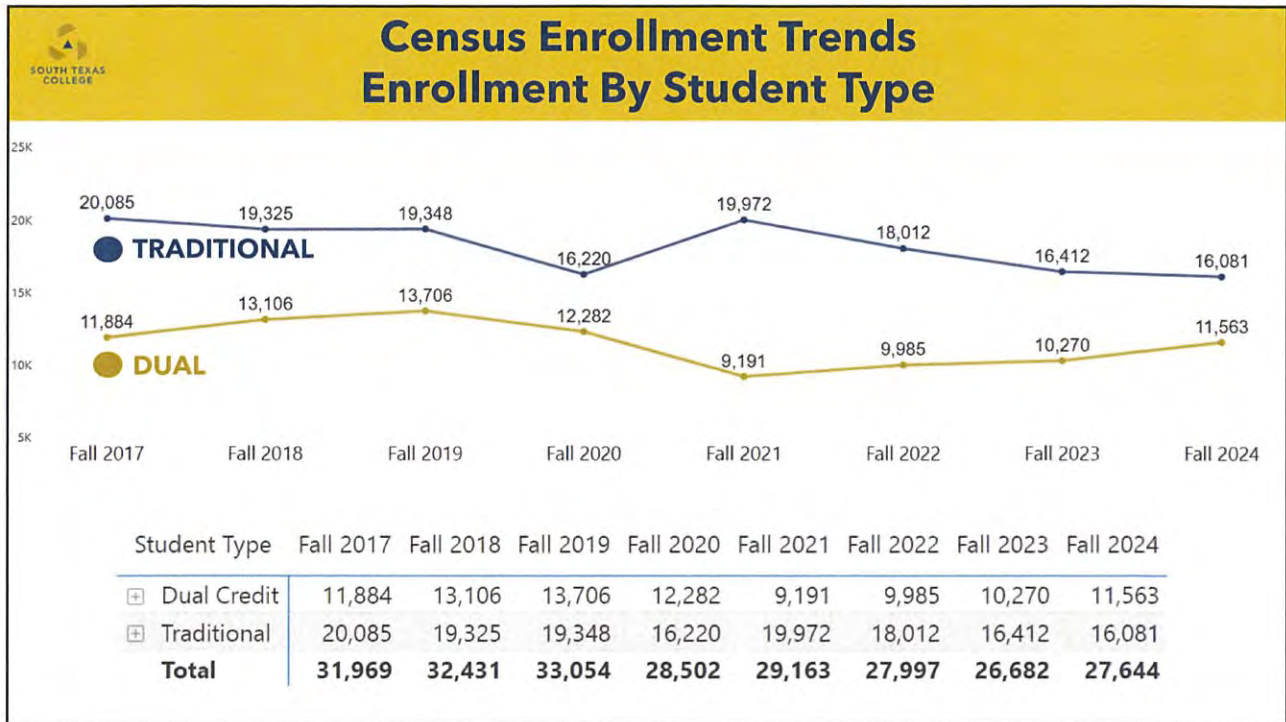
Owner & operator of Valley Welding Steel & Steel Fabrication in Mission since 1970
Owner & Operator of Valley Crane Service since 1970
Member of the (AGC) Associated General Contractors of America for 43 years
Member of Mission Chamber of Commerce for 20 and Director for 4 years
Member of Mission Rotary for 20 years
Served on Board of Hidalgo County Water District #6
Served on the Hidalgo PIC (Private Industry Council)
Served on Hidalgo County Appraisal District Board of Directors from 1992 to 2009
Current Secretary Hidalgo County Appraisal District Board of Directors 2012 to Present

Presentation on Enrollment

Purpose	Dr. Matt Hebbard, Vice President of Student Affairs and Enrollment Management will present the Enrollment update to the Board.
Justification	To inform the Board about the updated enrollment numbers and strategies.
Enclosed Documents	Appendix A – Enrollment PowerPoint Presentation
Staff Resource	Dr. Matt Hebbard, VP of Student Affairs and Enrollment Dr. Fernando Chapa, Dean of Institutional Research & Effectiveness
Recommendation	No action is required from the Board. This item is presented for information purposes.







Review and Action as Necessary on Proposed Institutional Credentials Leading to Licensure or Certification (ICLC)

Purpose The Board is asked to approve offering the following proposed Institutional Credentials Leading to Licensure or Certification (ICLC) effective Spring 2025.

Justification

There are a total of 9 credentials for non-credit offerings from the Continuing Education and Workforce Development and Center for Advanced Training & Apprenticeship departments and 4 credentials from the Business, Public Safety & Technology division.

Non-Credit

Title	Avg. Wage	Origination Year	Completions (3yrs)	Contact Hours	AY25 HD Field
Commercial Truck Driving	\$20.02	2002	186	160	✓
Bus Driving with Passenger Endorsement	\$17.39	2002	25	80	✓
Real Estate Agent	\$27.14	2008	96	180	
Community Health Worker	\$18.28	2015	54	160	✓
Dental Assistant	\$16.72	2019	33	315	✓
EKG Technician	\$15.33	2010	137	94	✓
Phlebotomy Technician	\$15.99	2007	172	124	✓
Construction Technology I	\$13.80	2022	15	85	
Industrial Robotics	\$23.02	2021	6	144	✓

Credit

Title	Avg. Wage	Origination Year	Completions (3yrs)	Credit Hours	AY25 HD Field
NCCER Core - Construction	\$13.80	2022	Pending ¹	10	
NCCER Core - HVACR	\$20.29	2022	68	8	✓
NCCER Core - Electrical	\$19.23	2022	1 ²	12	✓
FANUC Robot Operator	\$23.02	2021	11	8	✓

The Texas Higher Education Coordination Board recently approved proposed rules for Texas Administrative Code: Chapter 2, Subchapter L, Rules §2.263 – 2.268 pertaining to Career and Technical Education Certificates. These rules define a “certificate” to include ICLCs and

¹ STC is collaborating with NCCER to confirm student completion records and credentialing processes.

² Fifteen students in the credit-side Electrical Technology Program participated in NCCER Core credentialing through CATA before a credit-side NCCER Core program was established. Since its establishment, one student has completed this certification.

therefore must comply with the established criteria for approval, which includes governing board approval. These new rules went into effect August 15, 2024.

An ICLC is defined as a credential “awarded by an institution upon a student’s completion of a course or series of courses that represent the achievement of identifiable skill proficiency leading to licensure or certification” and must meet the following criteria:

5 SCH/80 Contact Hours (High Demand Field) OR 9 SCH/144 Contact Hours (Non-High Demand Field)

Each proposed ICLC leads to a certification or licensure resulting in a credential of value as indicated in the supplemental documentation.

Each ICLC is supported by a proposal that includes:

- Credential Development Approval Checklist
- Credential Development Checklist
- Program Summary
- Enrollment Management Plan
- Proposed Curriculum, Course Descriptions
- Instructional Costs and Projected Revenues
- Supporting Documentation

These proposals are maintained by the College as documentation for each ICLC, and are available for review upon request.

An ICLC is eligible for performance-based funding. The current funded rate for an ICLC is \$1,250 per student if the occupation is in a high-demand field and \$1,000 if the occupation is not in a high-demand field. The recent implementation of the THECB rules hinders the ability for South Texas College to report these credentials for performance-based funding until governing board approval is obtained and the credentials are submitted for approval to be added to the College’s official inventory.

Funding	There is no required funding to support this request.
Staff Resource	Dr. Anahid Petrosian, Vice President and Provost for Academic Affairs and Economic Development Dr. Brett Millan, Associate Vice President for Academic Success & Advancement Dr. Sara Lozano, Dean of Business, Public Safety & Technology Dr. Carlos Margo, Dean of Industry Training & Economic Development Ms. Olivia de la Rosa, Dean of Continuing Education and Workforce Development Ms. Christina Cavazos, Director of Curriculum, Planning & Compliance

**Additional
Information**

The Education and Workforce Development Committee did not meet in November 2024; therefore, this item is presented without a committee recommendation. Administration recommends approval as presented.

Recommendation

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

The Board of Trustees of South Texas College approves and authorizes offering the following proposed Institutional Credentials Leading to Licensure or Certification (ICLC) effective Spring 2025.

Approval Recommended:

**Dr. Ricardo J. Solis
President**

APPENDIX A

Proposed Revisions to the Tuition and Fees Schedule are as follows:

	Board Approved FY 2023- 2024	Board Approved FY 2024- 2025	Proposed Revision to FY 2024- 2025
DUAL CREDIT TUITION:			
Per credit hour tuition for dual credit students in in-district partnering school districts	0.00	0.00	0.00
Per credit hour tuition for out-of-district dual credit students sponsored by partnering school districts (within Texas, outside of service district)	87.00	55.00	30.00
Per credit hour tuition for non-resident dual credit students sponsored by partnering school districts	87.00	Deleted	Deleted
INDEPENDENT DUAL CREDIT TUITION PER CREDIT HOUR:			
In-district dual credit students who are enrolled in a school district with a Memorandum of Understanding or an Interlocal Agreement with South Texas College who do not receive approval to enroll in a regular (non-S) section(s).	50.00 Plus applicable differential tuition	55.00	30.00
In-district home schooled or dual credit students who are not enrolled in a school district with a Memorandum of Understanding or an Interlocal Agreement with South Texas College.	50.00 Plus applicable differential tuition	55.00	30.00
Out-of-district dual credit students who are enrolled in a school district with a Memorandum of Understanding or an Interlocal Agreement with South Texas College who do not receive approval to enroll in a regular (Non-S) section(s).	87.00 Plus applicable differential tuition	55.00	30.00
Out-of-district home schooled or dual credit students who are not enrolled in a school district with a Memorandum of Understanding or an Interlocal Agreement with South Texas College.	87.00 Plus applicable differential tuition	55.00	30.00
Non-resident dual credit students who are not enrolled in a school district with a Memorandum of Understanding or an Interlocal Agreement with South Texas College.(Outside of Texas, but within U.S.)	87.00 Plus applicable differential tuition	55.00	30.00

	Board Approved FY 2023- 2024	Board Approved FY 2024- 2025	Proposed Revision to FY 2024- 2025
Non-resident dual credit students who are enrolled in a school district with a Memorandum of Understanding or an Interlocal Agreement with South Texas College who do not receive approval to enroll in a regular (Non-S) section(s).	87.00 Plus applicable differential tuition	Deleted	Deleted

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

- Purpose** Mr. Michael G. Cano from Linebarger Goggan Blair & Sampson, LLP, will present the Delinquent Tax Collection Report through August 31, 2024.
- Justification** To inform the Board about the efforts, methods, and frequency with which Linebarger Goggan Blair & Sampson, LLP has contacted the delinquent taxpayer to ensure the collection of outstanding taxes.
- They will also present the progress made by detailing the amount of property taxes collected for Hidalgo County and Starr County.
- Enclosed Documents** Appendix A - Delinquent Tax Collection Report
- Staff Resource** Michael G. Cano from Linebarger Goggan Blair & Sampson, LLP
Mary Del Paz, Vice President for Finance and Administrative Services
Myriam Lopez, Associate Vice President - Finance and Management
- Recommendation** No action is required from the Board. This item is presented for information purposes.



SOUTH TEXAS COLLEGE

**Delinquent Tax Collection Report
June 1, 2024 - August 31, 2024**





Important Tax Cycle Dates

January

- Jan. 1: Tax lien attaches to all property

April

- Rendition deadline for Business Personal Property (BPP)
- Appraisal Notices mailed
- Appraisal Review Board (ARB) Protests begin

July

- July 25: Appraised Value Certified to School District

August-September

- School District adopts Budget and Tax Rate

October-January

- Oct 1: Tax Bills mailed
- Oct-Jan 31: Time period to pay taxes with no penalty or interest

February

- Feb 1: Delinquency date for Real Estate, Mobile Homes and Business Personal Property (BPP)

April

- **April 1: BPP taxes turned over to Linebarger**
Early BPP Programs Commence:
 - Walk and Talk Teams
 - Targeted Mailings
 - Warrant and Seizure Candidates

July

- **July 1: Real Property Taxes turned over to Linebarger**
 - Every account is reviewed by Linebarger and placed in the collection program
 - Every eligible account is targeted for mailings, phone collections, seizures, site visits, and/or litigation



Collection Activities - Hidalgo County

June 2024 – August 2024

310 Lawsuits Filed—\$277,162

301 Lawsuits Disposed—\$182,175

53,198 Statements Mailed

17,078 Incoming/Outgoing Calls

1,154 Property Inspections

1,086 Pay Off Request

Fiscal Year
Linebarger collected
\$3,343,864
in base, penalty & interest
in Hidalgo County



Collection Activities - Starr County

June 2024 – August 2024

38 Lawsuits Filed - \$40,776

36 Lawsuits Disposed - \$43,703

24,791 Statements Mailed

4,340 Incoming/Outgoing Calls

90 Property Inspections

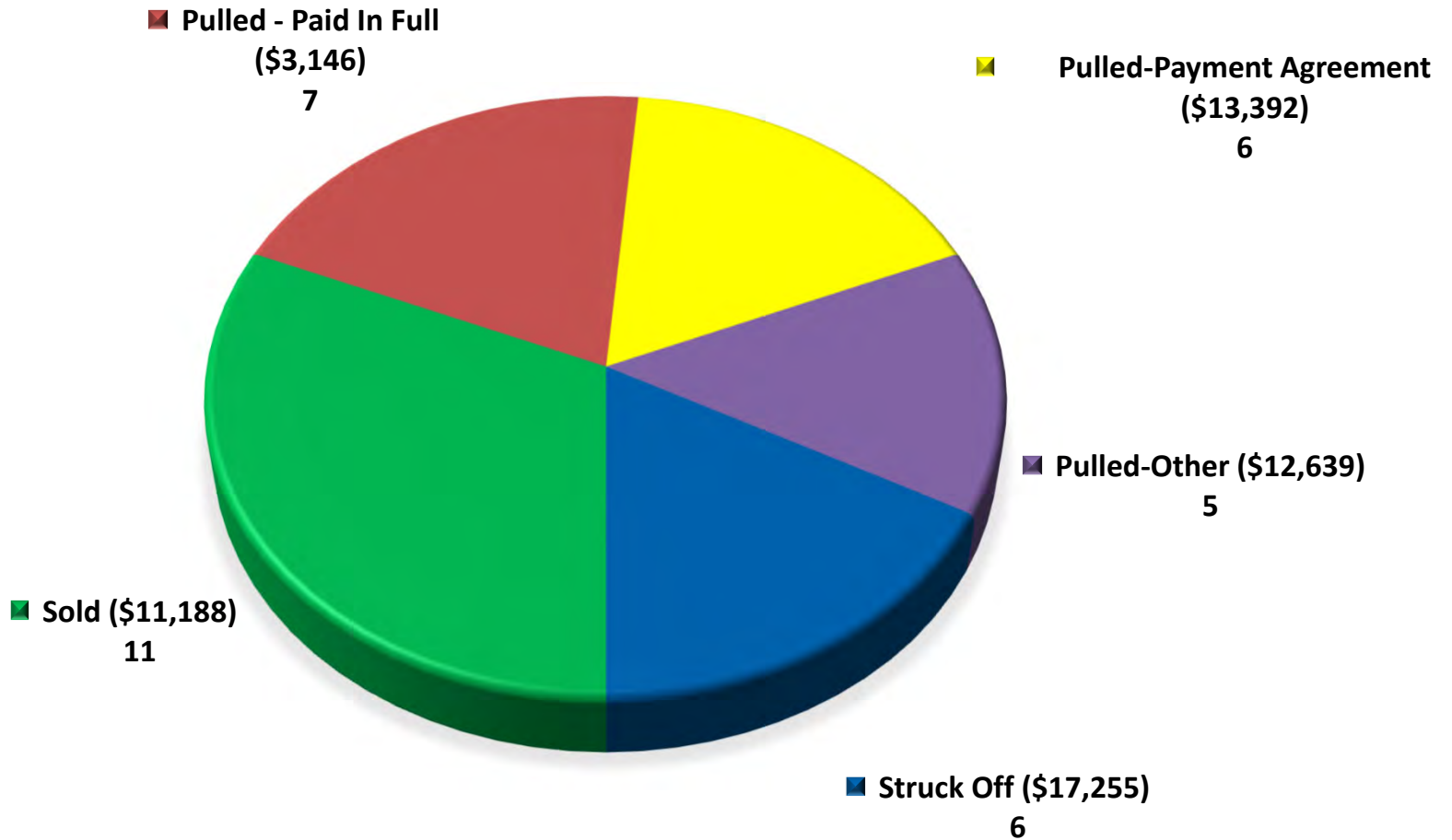
20 Pay Off Request

Fiscal Year
**Linebarger collected
\$740,916**
in base, penalty & interest
in Starr County



Tax Sale Results - Hidalgo County

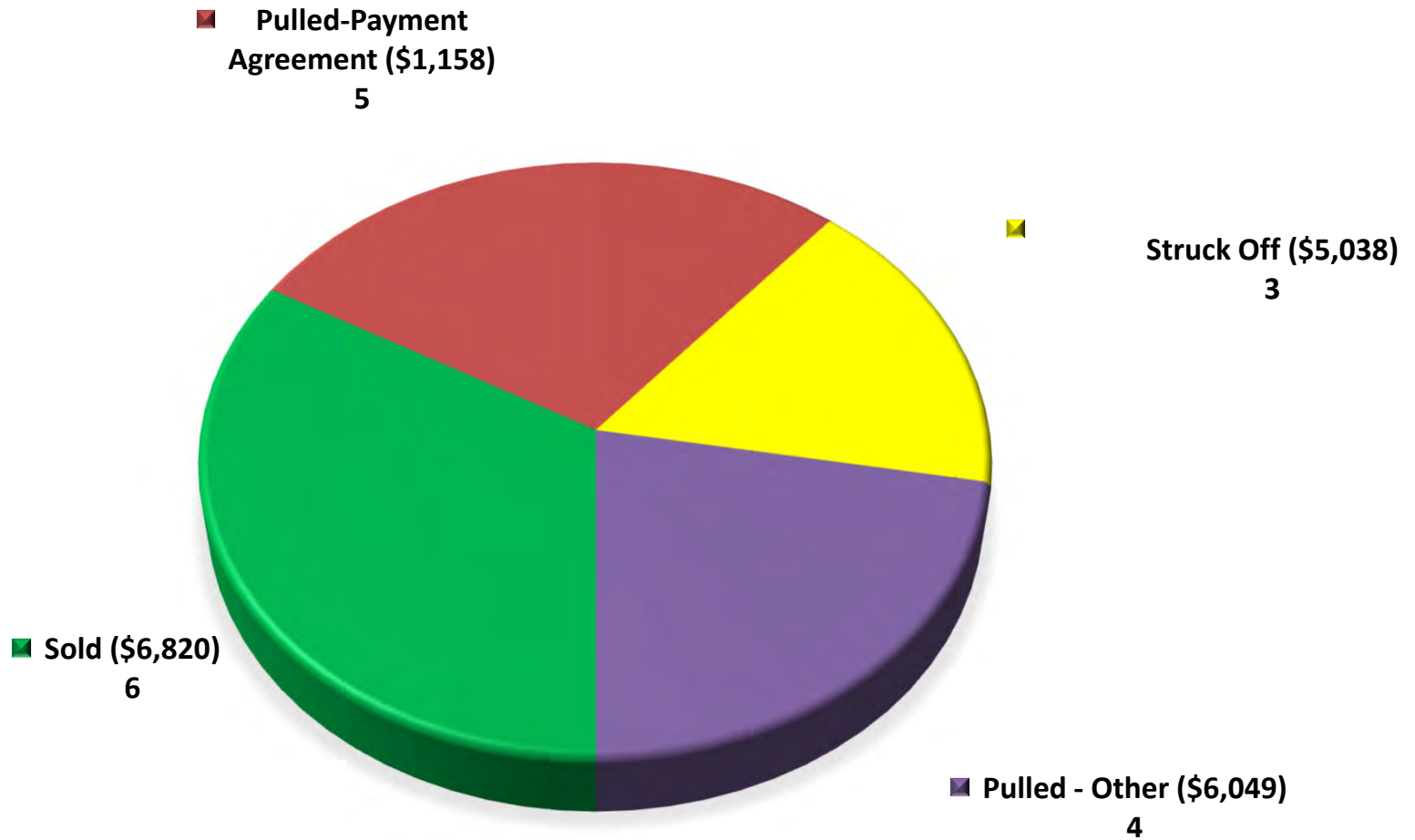
June 2024 – August 2024





Tax Sale Results - Starr County

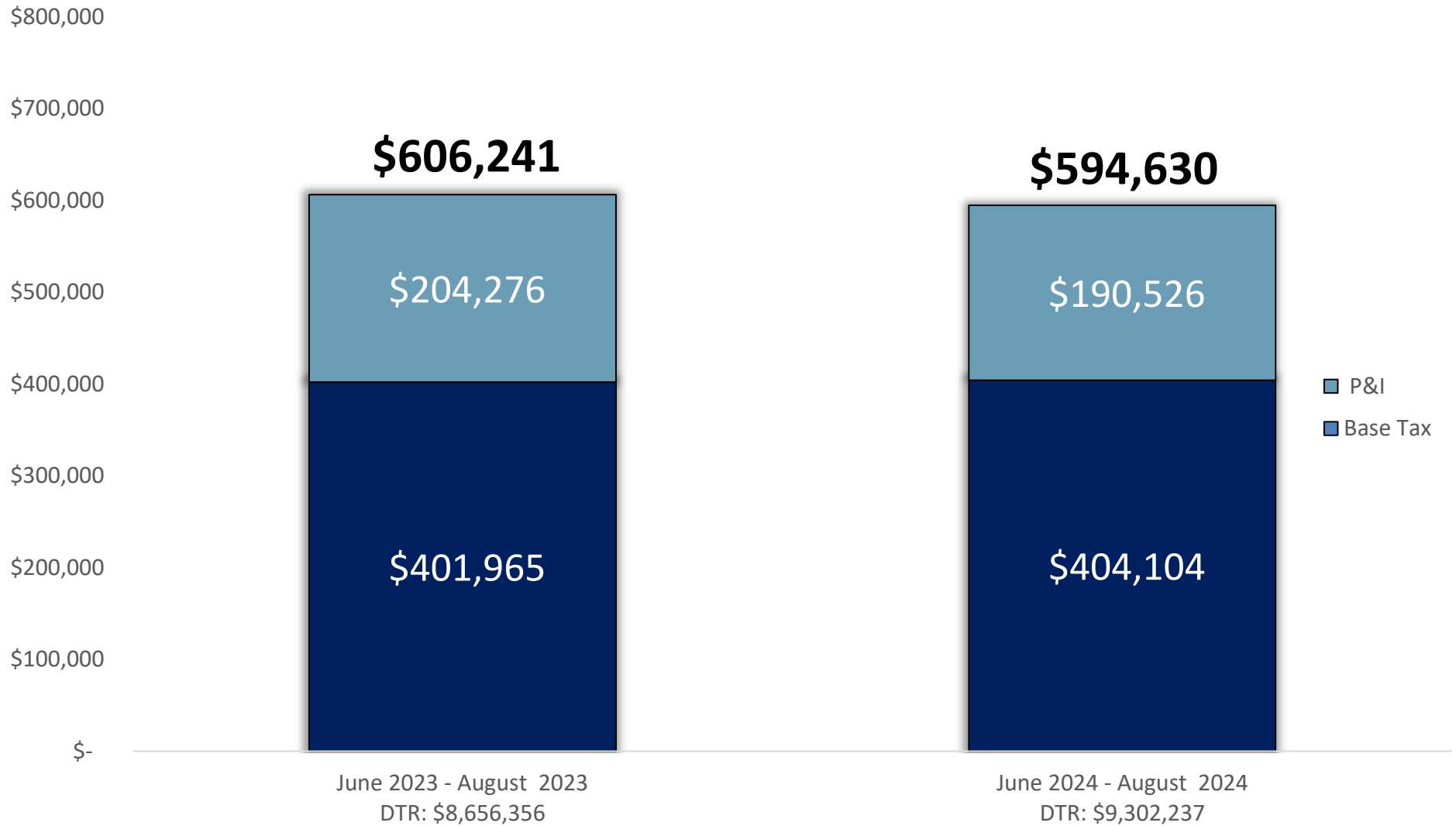
June 2024 – August 2024





Collection Comparison – Hidalgo County

4th Quarter: June – August

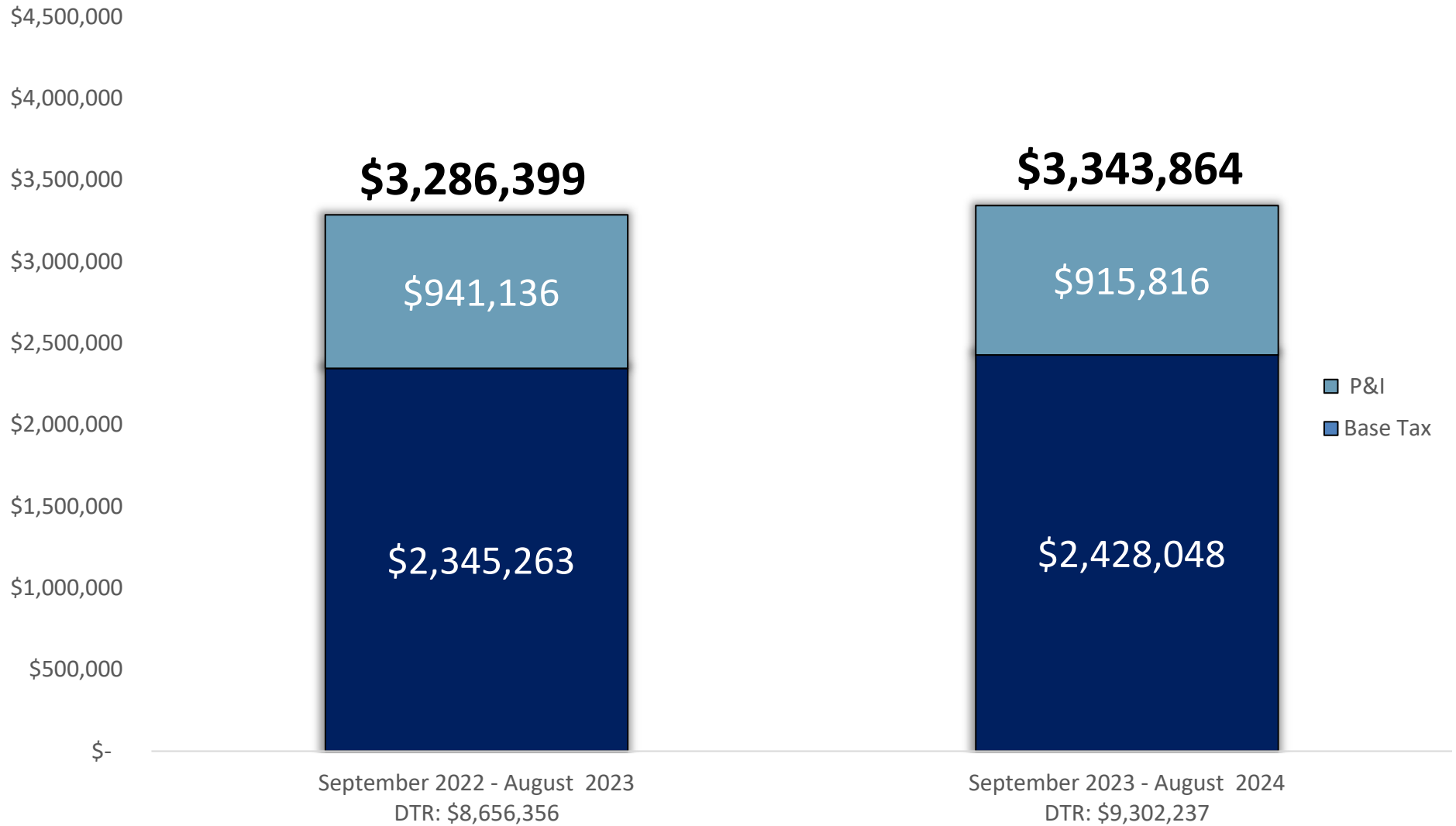


Source: Hidalgo County Tax Office Data



Collection Comparison – Hidalgo County

Fiscal Year: September – August



Source: Hidalgo County Tax Office Data

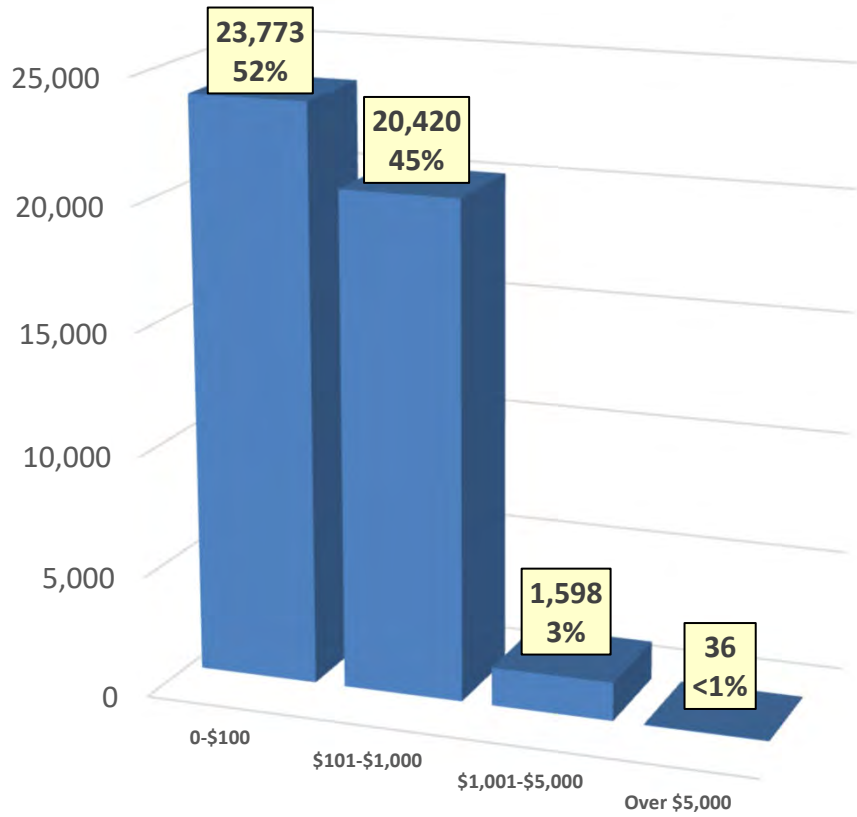


Tax Roll Analysis - Hidalgo County

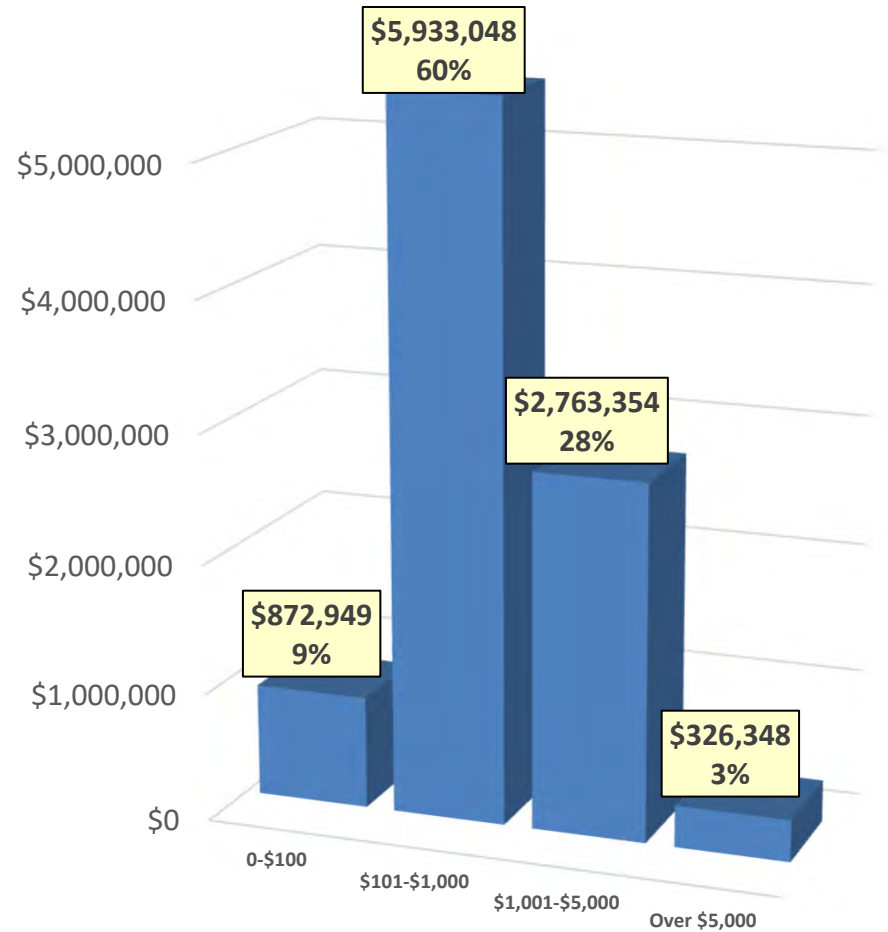
Size of Delinquent Accounts

2023 and Prior Base Tax Only

Accounts



Dollars



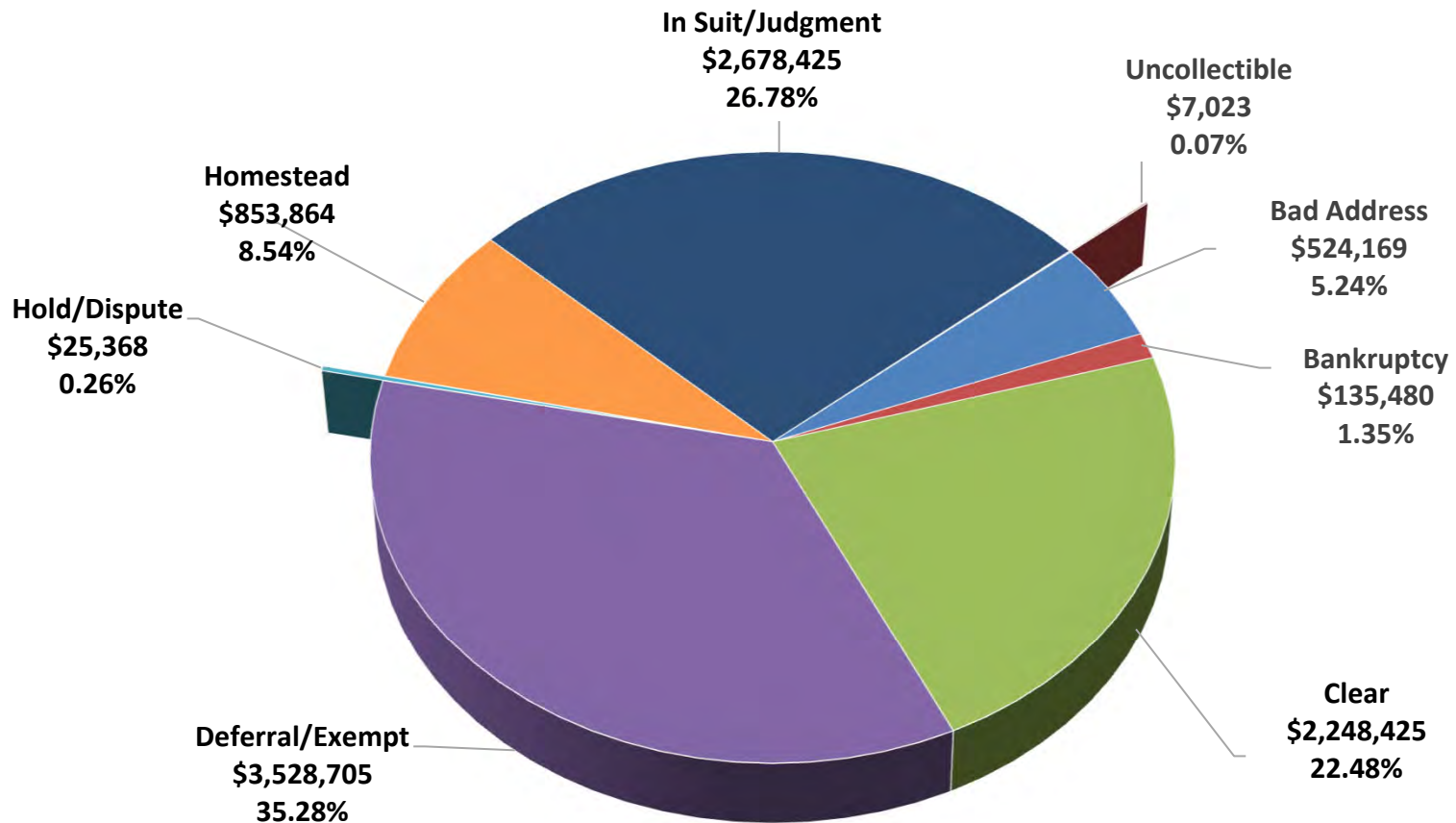
Source: Hidalgo County Tax Office Data



Tax Roll Analysis - Hidalgo County

Status of Accounts

Base Tax Only as of October 2024

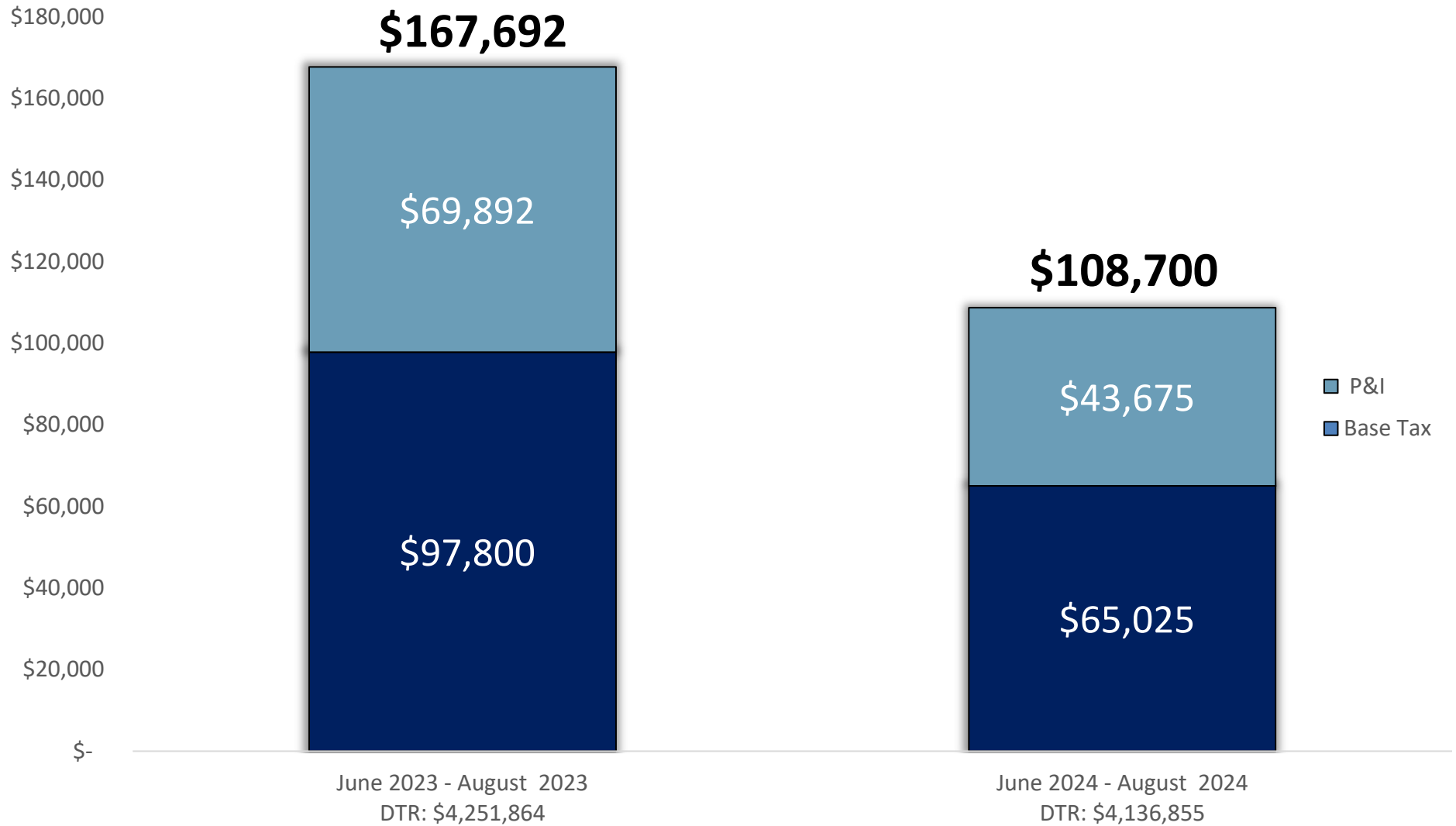


Source: Hidalgo County Tax Office Data



Collection Comparison – Starr County

4th Quarter: June – August

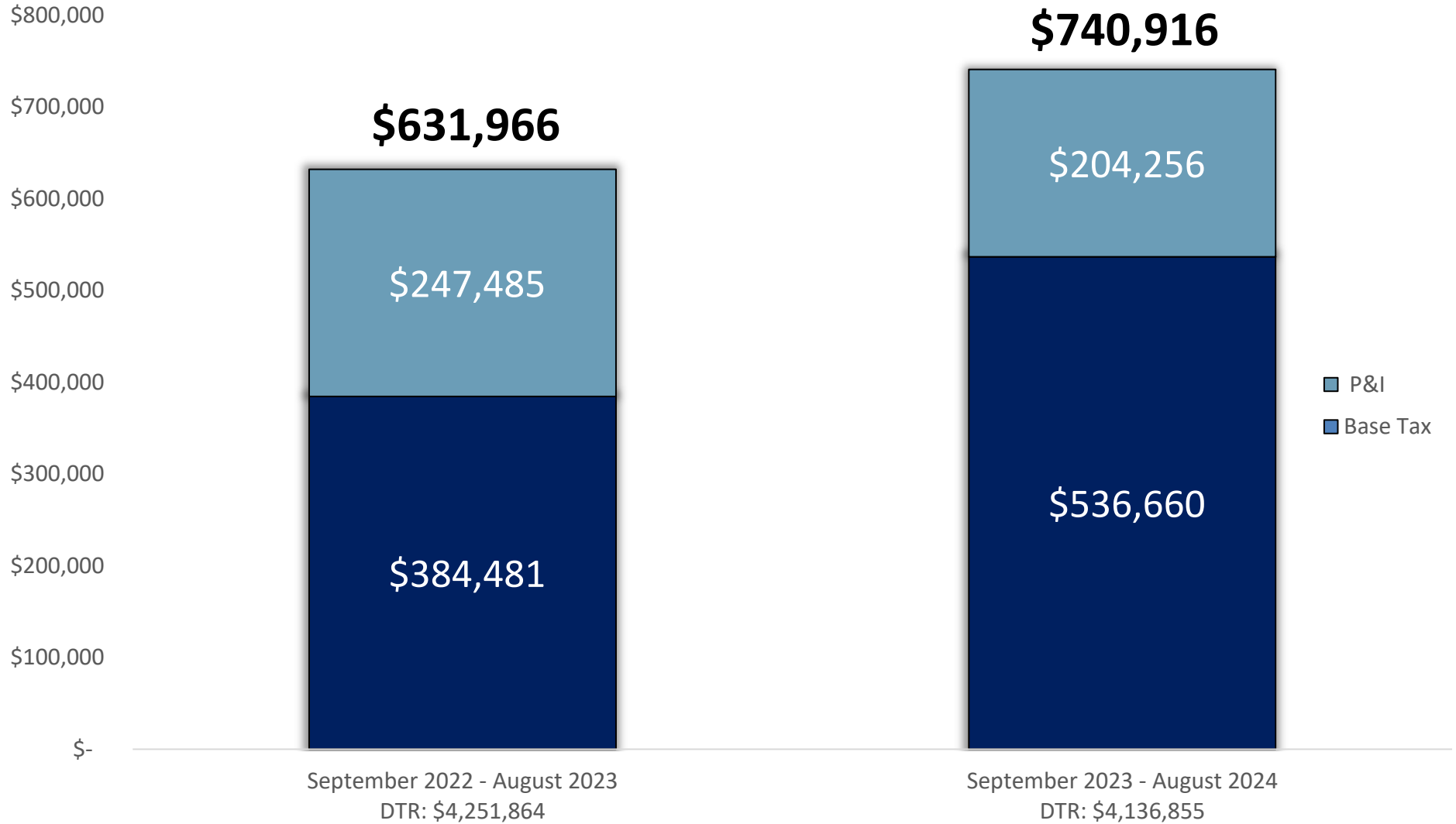


Source: Starr County Tax Office Data



Collection Comparison – Starr County

Fiscal Year: September – August



Source: Starr County Tax Office Data

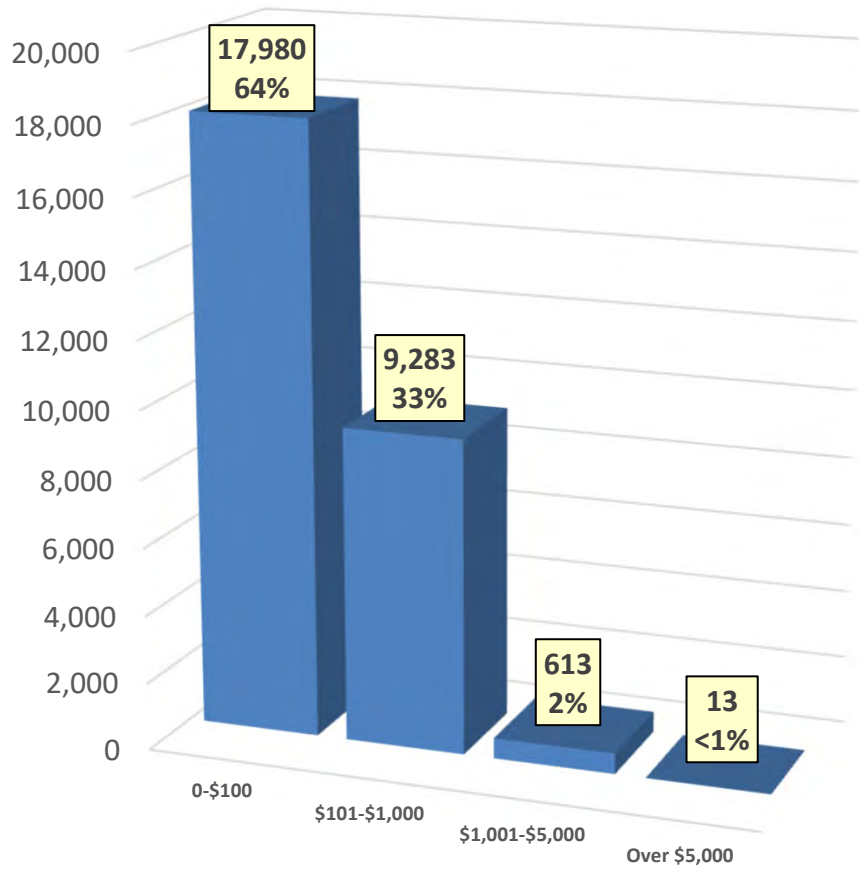


Tax Roll Analysis - Starr County

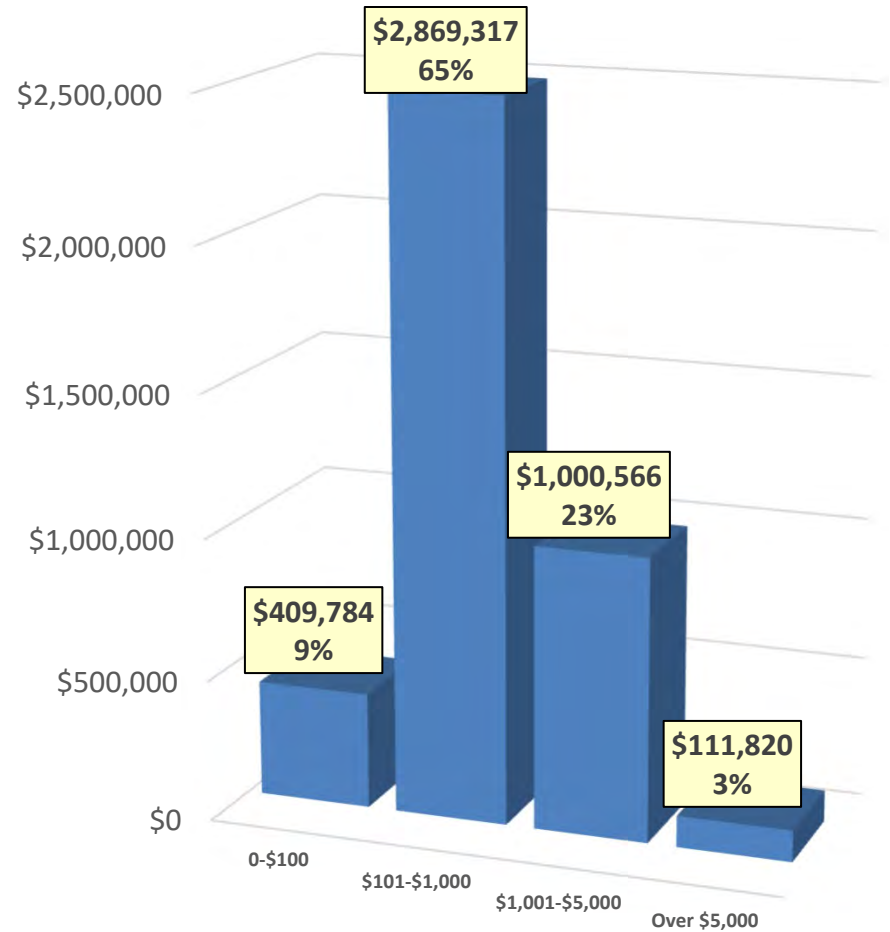
Size of Delinquent Accounts

2023 and Prior Base Tax Only

Accounts



Dollars



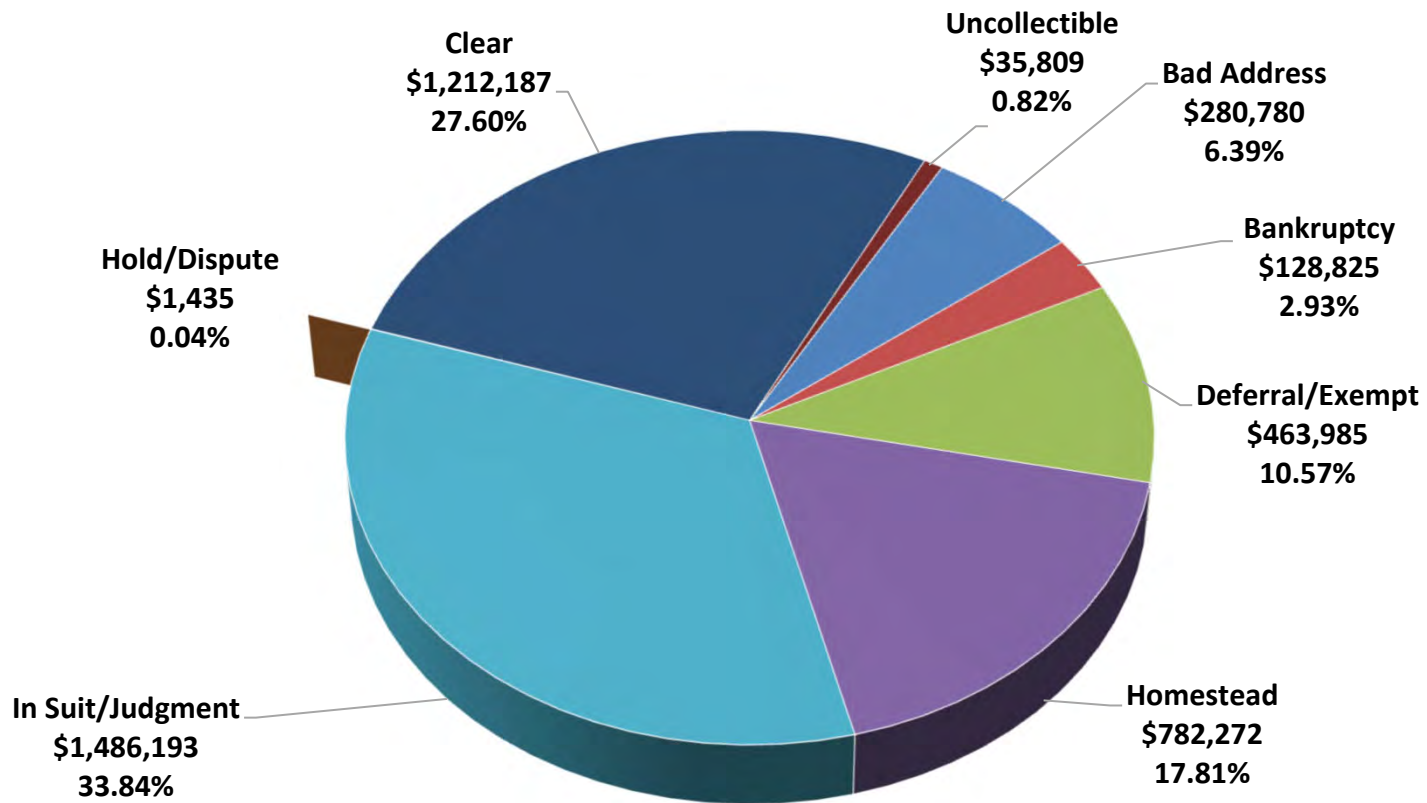
Source: Starr County Tax Office Data



Tax Roll Analysis - Starr County

Status of Accounts

Base Tax Only as of October 2024



Source: Starr County Tax Office Data



**SOUTH TEXAS
COLLEGE**

THANK YOU



LINEBARGER

ATTORNEYS AT LAW

Presentation on South Texas College Foundation Annual Report

Purpose The Director of Fundraising and the Foundation is presenting the South Texas College Foundation annual report.

Justification To comply with the Memorandum of Understanding (MOU) requirements, Section 111. Responsibilities of the Parties, 4. Controls, which states the following:

f. The Foundation shall annually provide a copy of its Internal Revenue Services (“IRS”) Form 990 (not including Schedule B to Form 990) to the Trustees (within thirty (30) days of filing such a form with the IRS).

g. Once annually, at a public meeting of the Trustees, the Foundation will report on its activities.

The annual report presented is based on major activities, funding opportunities, and the financial reports for Fiscal Year 2023 – 2024.

Enclosed Documents Appendix A – Presentation on STC Foundation Annual Report
Appendix B – Completed Tax Form 990 for 2023
Appendix C – 2nd Annual Gala Budget and Income
Appendix D – Fiscal Year 2024 Financial Reports

Staff Resource Nadia Ochoa, Director of Fundraising & Foundation
Julissa Rodriguez, South Texas College Foundation (STCF)
Accountant II
Marcela Beas, STCF Events & Project Manager

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

Presentation on South Texas College Foundation Annual Report

Nadia Ochoa, MPA
Director of Fundraising & Foundation, STC Foundation



Purpose and Justification

- Administration is presenting the South Texas College Foundation annual report.
- To comply with the Memorandum of Understanding (MOU) requirements of the annual report presented is based on major activities, funding opportunities and financials for the 2023-2024 fiscal year.



South Texas College Foundation (STCF) Staff:

- **Dr. Rodney Rodriguez, Vice President for Institutional Advancement & External Affairs**
- **Nadia Ochoa, Director of Fundraising & Foundation (start date: May 2024)**
- **Julissa Rodriguez, Accountant II (start date: May 2024)**
- **Marcela Beas, Events & Project Manager (start date: July 2024)**



STCF Board of Directors:

- **Yvonne “Bonnie” Gonzalez, President**
- **Gary Gurwitz, Vice President**
- **Sam Vale, Secretary**
- **Adel Felix, Treasurer/Finance Committee Chair**
- **Alonzo Cantu, Board Member**
- **Laura Warren, Board Member**
- **James “Jim” Collins, Board Member**



STCF Donor Contributions (since inception):

Through the contributions of generous donors and sponsors who support the mission, the foundation has received over \$1M in donations (both restricted and unrestricted).

- Amy Espinas Memorial Art Student Fund-\$ 1,350.00
- AEP - \$ 30,000.00
- Economic Mobility Systems – Valley Promise - \$ 89,326.00
- RSTEF – Valley Promise - \$ 250,000.00
- Mary J. Killoran Nursing Scholarship-\$50,000.00
- Carats - \$5,000.00
- Border Pacific Railroad - \$10,000.00
- Rose First Starr Scholarship - \$ 10,000.00
- City of McAllen - \$ 10,000.00
- Jesse Villarreal - \$ 7,500.00
- La Joya Windpower Scholarship - \$ 40,000.00
- Nassri-Warren Architects - \$ 4,000.00
- Progressando Grant - \$ 50,000.00
- STC (President’s discretionary fund) - \$ 13,233.00
- STC (IAEA auxiliary account fund) - \$20,000.00
- South Texas Solar Systems Inc - \$ 5,000.00



STCF Donor Contributions (since inception, continued):

Through the contributions of generous donors and sponsors who support the mission, the foundation has received over \$1M in donations (both restricted and unrestricted).

- RGV Lead - \$ 5,000.00
- RGV Partnership - \$ 15,000.00
- RGV Valley Community Foundation (Mr. Gurwitz Family Trust) - \$ 30,244.50
- Santa Fe Foundation - \$ 25,000.00
- STHS Scholarship - \$ 61,000.00
- Valley Scholars - \$ 3,900.00
- VIDA Scholarship - \$ 31,766.50
- Mrs. Yvonne “Bonnie” Gonzalez - \$ 10,000.00
- CL Scales & Systems - \$ 5,000.00
- Dr. Rodney H. Rodriguez Scholarship Fund-\$ 4,165.00
- Merit Energy Company - \$ 5,948.53
- Monte Cristo/Terra-Gen Development - \$ 80,000.00
- Gillesie P Baker Jr. - \$ 20,000.00
- Gala – October 2023 - \$ 127,810.00
- Gala – October 2024 - \$ 196,180.00
- In-Kind Gifts (laptops from AT&T)-\$ 80,000.00



STCF Student Financial Support and Initiatives:

Since 2023, the STCF has provided students and faculty of STC with over \$500,000.00 in financial support.

Here is a breakdown of the funds distributed since inception:

- Valley Promise Initiative- \$339,326.00 (for operating, hiring of staff and IT)
- Mary J. Killoran Nursing Scholarship- \$50,000.00
- Progressando Grant (Nursing) - \$ 50,000.00
- Culinary Department Scholarships - \$9,000.00
- City of McAllen Scholarship - \$2,500.00
- VIDA Scholarship - \$ 31,766.50
- STC Food Pantry- \$10,000.00
- STC Ascender Program- \$7,017.00
- STC Percussion Club- \$5,500.00
- Amy Espinas Memorial Art Student Fund -\$350.00
- Community Support through Sponsorships- \$9,000.00
- RCSPSE Heavy Equipment Operator Training- \$2,520.00
- Welding Department - \$ 4,000.00
- Dr. Rodney H. Rodriguez Scholarship Fund- \$1,850.00
- International Student Fund Support- \$1,200.00
- In-Kind Gifts (laptops from AT&T)- \$80,000.00



In addition, STCF employees have been working directly with the STCF Board of Directors to establish:

- Financial Procedure Manual to ensure the financial stability and transparency of the Foundation
- Tax Form 990; completed in 2023
- Created Foundation Budget; we are utilizing this as a resource guideline
- Investment Policy; we worked with Valley Consulting Firm to establish investment guidelines for the foundation
- Currently have \$350,000.00 in secure investments (Money Market and CD's)
- Financial Forms for Donors and Requests from College; we are now able to track closely donations and make sure they are utilized how the donor requests
- Established the STCF Finance Committee; a committee comprised of board members to help ensure the foundation maintains its fiduciary responsibility to the community
- Submitted second grant for Valley Promise for \$500,000.00 for Valley Promise & Adult Promise
- Working on establishing application process and criteria for STCF Scholarships
- Collaboration efforts with STC VP's and Deans to remain aware of college needs outside of scholarship efforts
- Laptop Giveaway-Pecan Campus, Mid-Valley, and Starr County (total 300 with AT&T)



Fiscal Year 2024 Financial Reports – Balance Sheet

South Texas College Foundation Balance Sheet As of August 31, 2024 and August 31, 2023		
	2024	2023
ASSETS		
Current Assets:		
Cash and cash equivalents	\$ 204,413	\$ 42,383
Restricted cash and cash equivalents	222,077	178,053
Accounts receivable	68,656	5,200
Due from South Texas College	2,500	-
Total Current Assets	\$ 497,646	\$ 225,636
Total Assets	\$ 497,646	\$ 225,636
LIABILITIES AND NET ASSETS		
Current Liabilities:		
Accounts payable	\$ 3,296	\$ 37,040
Accrued liabilities	-	-
Total Liabilities	\$ 3,296	\$ 37,040
Net Assets:		
Without donor restriction	272,273	37,668
With donor restrictions	222,077	150,928
TOTAL NET ASSETS	\$ 494,350	\$ 188,596
TOTAL LIABILITIES AND NET ASSETS	\$ 497,646	\$ 225,636



Fiscal Year 2024 Financial Reports - Income Statement

South Texas College Foundation Income Statement For the Period Ended August 31, 2024 and August 31, 2023		
	2024	2023
Support and Revenue		
Contributions - Restricted	\$ 488,711	\$ 169,967
Contributions - In-Kind	20,000	-
Contributions - Unrestricted	138,751	56,451
Contributions GALA - 2023	104,410	23,400
Contributions GALA - 2024	95,205	-
Interest Income	1,770	-
Total Support and revenue	\$ 848,847	\$ 249,818
Expenses		
Program support and scholarships	455,062	38,439
In-Kind Donations	20,000	-
General and administrative	16,057	12,554
GALA (2023)	40,747	5,000
GALA (2024)	5,183	-
Fundraising	6,044	5,229
Total Expenses	\$ 543,093	\$ 61,222
Increase (Decrease) in Net Position	\$ 305,754	\$ 188,596
NET POSITION		
Net Position-Beginning of Year	188,596	-
Net Position-End of Year	\$ 494,350	\$ 188,596



2nd Annual STCF Gala

- Approximate Income Raised - \$142,731.08

Estimated Profit				
Expenses Budgeted		\$	53,448.92	
Budget proposed to Foundation Board		\$	60,000.00	
Title Sponsorship	\$25,000 each	\$	37,000.00	
Executive Sponsorships	\$15,000 each	\$	15,000.00	
Diamond Sponsorships	\$10,000 each	\$	40,000.00	
Platinum Sponsorships	\$5,000 each	\$	50,000.00	If 26 are sold (30 tables minus: 4 for students, staff)
Gold Sponsorships	\$2,500 each	\$	45,000.00	
In-Kind		\$	5,000.00	
Auction Items		\$	4,180.00	**Projected Auction Profit**
	Gross Profit	\$	196,180.00	
	Net Profit	\$	142,731.08	

2023 profit was roughly 80k



2nd Annual STCF Gala – Thank You



STC Foundation Night

- STC Foundation night is a community event to build awareness about the Foundation.
- Students and their families, staff and faculty receive a special promotion and are able to buy \$5 tickets to enjoy a fun Vipers game.



TIME TO ROAR



Form **990**

Return of Organization Exempt From Income Tax

OMB No. 1545-0047

Under section 501(c), 527, or 4947(a)(1) of the Internal Revenue Code (except private foundations)

2022

Department of the Treasury
Internal Revenue Service

Do not enter social security numbers on this form as it may be made public.

Open to Public Inspection

Go to www.irs.gov/Form990 for instructions and the latest information.

A For the **2022** calendar year, or tax year beginning **SEP 1, 2022** and ending **AUG 31, 2023**

B Check if applicable: <input type="checkbox"/> Address change <input type="checkbox"/> Name change <input type="checkbox"/> Initial return <input type="checkbox"/> Final return/terminated <input type="checkbox"/> Amended return <input type="checkbox"/> Application pending	C Name of organization SOUTH TEXAS COMMUNITY COLLEGE EDUCATION FOUNDATION		D Employer identification number 74-2860857
	Doing business as		E Telephone number 956-872-2160
	Number and street (or P.O. box if mail is not delivered to street address)	Room/suite	G Gross receipts \$ 205,244.
	3201 WEST PECAN BLVD.		H(a) Is this a group return for subordinates? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
	City or town, state or province, country, and ZIP or foreign postal code MCALLEN, TX 78501		H(b) Are all subordinates included? <input type="checkbox"/> Yes <input type="checkbox"/> No
F Name and address of principal officer: YVONNE GONZALEZ 3201 WEST PECAN BLVD, MCALLEN, TX 78501			H(c) Group exemption number
I Tax-exempt status: <input checked="" type="checkbox"/> 501(c)(3) <input type="checkbox"/> 501(c)() (insert no.) <input type="checkbox"/> 4947(a)(1) or <input type="checkbox"/> 527			
J Website: N/A			
K Form of organization: <input checked="" type="checkbox"/> Corporation <input type="checkbox"/> Trust <input type="checkbox"/> Association <input type="checkbox"/> Other			L Year of formation: 2007
M State of legal domicile: TX			

Part I Summary

Activities & Governance	1 Briefly describe the organization's mission or most significant activities: THE MISSION OF THE SOUTH TEXAS COLLEGE FOUNDATION IS TO GARNER RESOURCES THAT ASSIST SOUTH TEXAS		
	2 Check this box <input type="checkbox"/> if the organization discontinued its operations or disposed of more than 25% of its net assets.		
	3 Number of voting members of the governing body (Part VI, line 1a)	3	7
	4 Number of independent voting members of the governing body (Part VI, line 1b)	4	7
	5 Total number of individuals employed in calendar year 2022 (Part V, line 2a)	5	0
	6 Total number of volunteers (estimate if necessary)	6	0
	7 a Total unrelated business revenue from Part VIII, column (C), line 12	7a	0.
b Net unrelated business taxable income from Form 990-T, Part I, line 11	7b	0.	
Revenue	8 Contributions and grants (Part VIII, line 1h)	Prior Year	Current Year
	9 Program service revenue (Part VIII, line 2g)	44,574.	181,844.
	10 Investment income (Part VIII, column (A), lines 3, 4, and 7d)	0.	0.
	11 Other revenue (Part VIII, column (A), lines 5, 6d, 8c, 9c, 10c, and 11e)	0.	12,612.
	12 Total revenue - add lines 8 through 11 (must equal Part VIII, column (A), line 12)	44,574.	194,456.
Expenses	13 Grants and similar amounts paid (Part IX, column (A), lines 1-3)	0.	37,267.
	14 Benefits paid to or for members (Part IX, column (A), line 4)	0.	0.
	15 Salaries, other compensation, employee benefits (Part IX, column (A), lines 5-10)	0.	0.
	16a Professional fundraising fees (Part IX, column (A), line 11e)	0.	0.
	b Total fundraising expenses (Part IX, column (D), line 25)	0.	0.
	17 Other expenses (Part IX, column (A), lines 11a-11d, 11f-24e)	0.	13,167.
	18 Total expenses. Add lines 13-17 (must equal Part IX, column (A), line 25)	0.	50,434.
19 Revenue less expenses. Subtract line 18 from line 12	44,574.	144,022.	
Net Assets or Fund Balances	20 Total assets (Part X, line 16)	Beginning of Current Year	End of Year
	21 Total liabilities (Part X, line 26)	44,574.	225,636.
	22 Net assets or fund balances. Subtract line 21 from line 20	0.	37,040.
		44,574.	188,596.

Part II Signature Block

Under penalties of perjury, I declare that I have examined this return, including accompanying schedules and statements, and to the best of my knowledge and belief, it is true, correct, and complete. Declaration of preparer (other than officer) is based on all information of which preparer has any knowledge.

Sign Here	Signature of officer	Date	
	YVONNE GONZALEZ, PRESIDENT Type or print name and title		
Paid Preparer Use Only	Print/Type preparer's name REBECCA M. GARCIA, CPA	Date 7/15/2024	Check if self-employed <input checked="" type="checkbox"/> PTIN 001332945
	Firm's name BURTON, MCCUMBER & LONGORIA, LLP	Firm's EIN 74-2609610	Phone no. 956-618-2300
	Firm's address 205 PECAN BLVD MCALLEN, TX 78501		

May the IRS discuss this return with the preparer shown above? See instructions Yes No

SOUTH TEXAS COMMUNITY COLLEGE EDUCATION FOUNDATION

Form 990 (2022)

74-2860857 Page 2

Part III Statement of Program Service Accomplishments

Check if Schedule O contains a response or note to any line in this Part III [X]

1 Briefly describe the organization's mission: THE MISSION OF THE SOUTH TEXAS COLLEGE FOUNDATION IS TO GARNER RESOURCES THAT ASSIST SOUTH TEXAS COLLEGE IN ACHEVING EDUCATIONAL EXCELLENCE, SERVICING THE DIVERSE NEEDS OF THE COLLEGE THROUGH PARTNERSHIPS AND FUNDRAISING FROM VARIOUS PRIVATE SECTORS. WE HAVE A

2 Did the organization undertake any significant program services during the year which were not listed on the prior Form 990 or 990-EZ? [] Yes [X] No If "Yes," describe these new services on Schedule O.

3 Did the organization cease conducting, or make significant changes in how it conducts, any program services? [] Yes [X] No If "Yes," describe these changes on Schedule O.

4 Describe the organization's program service accomplishments for each of its three largest program services, as measured by expenses. Section 501(c)(3) and 501(c)(4) organizations are required to report the amount of grants and allocations to others, the total expenses, and revenue, if any, for each program service reported.

4a (Code:) (Expenses \$ 37,267. including grants of \$ 37,267.) (Revenue \$) SCHOLARSHIPS AWARDED TO STUDENTS OF SOUTH TEXAS COLLEGE

4b (Code:) (Expenses \$ including grants of \$) (Revenue \$)

4c (Code:) (Expenses \$ including grants of \$) (Revenue \$)

4d Other program services (Describe on Schedule O.) (Expenses \$ including grants of \$) (Revenue \$)

4e Total program service expenses 37,267.

**SOUTH TEXAS COMMUNITY COLLEGE EDUCATION
FOUNDATION**

Form 990 (2022)

74-2860857 Page 3

Part IV Checklist of Required Schedules

	Yes	No
1 Is the organization described in section 501(c)(3) or 4947(a)(1) (other than a private foundation)? <i>If "Yes," complete Schedule A</i>	X	
2 Is the organization required to complete <i>Schedule B, Schedule of Contributors</i> ? See instructions	X	
3 Did the organization engage in direct or indirect political campaign activities on behalf of or in opposition to candidates for public office? <i>If "Yes," complete Schedule C, Part I</i>		X
4 Section 501(c)(3) organizations. Did the organization engage in lobbying activities, or have a section 501(h) election in effect during the tax year? <i>If "Yes," complete Schedule C, Part II</i>		X
5 Is the organization a section 501(c)(4), 501(c)(5), or 501(c)(6) organization that receives membership dues, assessments, or similar amounts as defined in Rev. Proc. 98-19? <i>If "Yes," complete Schedule C, Part III</i>		X
6 Did the organization maintain any donor advised funds or any similar funds or accounts for which donors have the right to provide advice on the distribution or investment of amounts in such funds or accounts? <i>If "Yes," complete Schedule D, Part I</i>		X
7 Did the organization receive or hold a conservation easement, including easements to preserve open space, the environment, historic land areas, or historic structures? <i>If "Yes," complete Schedule D, Part II</i>		X
8 Did the organization maintain collections of works of art, historical treasures, or other similar assets? <i>If "Yes," complete Schedule D, Part III</i>		X
9 Did the organization report an amount in Part X, line 21, for escrow or custodial account liability, serve as a custodian for amounts not listed in Part X; or provide credit counseling, debt management, credit repair, or debt negotiation services? <i>If "Yes," complete Schedule D, Part IV</i>		X
10 Did the organization, directly or through a related organization, hold assets in donor-restricted endowments or in quasi endowments? <i>If "Yes," complete Schedule D, Part V</i>		X
11 If the organization's answer to any of the following questions is "Yes," then complete Schedule D, Parts VI, VII, VIII, IX, or X, as applicable.		
a Did the organization report an amount for land, buildings, and equipment in Part X, line 10? <i>If "Yes," complete Schedule D, Part VI</i>		X
b Did the organization report an amount for investments - other securities in Part X, line 12, that is 5% or more of its total assets reported in Part X, line 16? <i>If "Yes," complete Schedule D, Part VII</i>		X
c Did the organization report an amount for investments - program related in Part X, line 13, that is 5% or more of its total assets reported in Part X, line 16? <i>If "Yes," complete Schedule D, Part VIII</i>		X
d Did the organization report an amount for other assets in Part X, line 15, that is 5% or more of its total assets reported in Part X, line 16? <i>If "Yes," complete Schedule D, Part IX</i>		X
e Did the organization report an amount for other liabilities in Part X, line 25? <i>If "Yes," complete Schedule D, Part X</i>		X
f Did the organization's separate or consolidated financial statements for the tax year include a footnote that addresses the organization's liability for uncertain tax positions under FIN 48 (ASC 740)? <i>If "Yes," complete Schedule D, Part X</i>		X
12a Did the organization obtain separate, independent audited financial statements for the tax year? <i>If "Yes," complete Schedule D, Parts XI and XII</i>		X
b Was the organization included in consolidated, independent audited financial statements for the tax year? <i>If "Yes," and if the organization answered "No" to line 12a, then completing Schedule D, Parts XI and XII is optional</i>		X
13 Is the organization a school described in section 170(b)(1)(A)(ii)? <i>If "Yes," complete Schedule E</i>		X
14a Did the organization maintain an office, employees, or agents outside of the United States?		X
b Did the organization have aggregate revenues or expenses of more than \$10,000 from grantmaking, fundraising, business, investment, and program service activities outside the United States, or aggregate foreign investments valued at \$100,000 or more? <i>If "Yes," complete Schedule F, Parts I and IV</i>		X
15 Did the organization report on Part IX, column (A), line 3, more than \$5,000 of grants or other assistance to or for any foreign organization? <i>If "Yes," complete Schedule F, Parts II and IV</i>		X
16 Did the organization report on Part IX, column (A), line 3, more than \$5,000 of aggregate grants or other assistance to or for foreign individuals? <i>If "Yes," complete Schedule F, Parts III and IV</i>		X
17 Did the organization report a total of more than \$15,000 of expenses for professional fundraising services on Part IX, column (A), lines 6 and 11e? <i>If "Yes," complete Schedule G, Part I.</i> See instructions		X
18 Did the organization report more than \$15,000 total of fundraising event gross income and contributions on Part VIII, lines 1c and 8a? <i>If "Yes," complete Schedule G, Part II</i>	X	
19 Did the organization report more than \$15,000 of gross income from gaming activities on Part VIII, line 9a? <i>If "Yes," complete Schedule G, Part III</i>		X
20a Did the organization operate one or more hospital facilities? <i>If "Yes," complete Schedule H</i>		X
b If "Yes" to line 20a, did the organization attach a copy of its audited financial statements to this return?		
21 Did the organization report more than \$5,000 of grants or other assistance to any domestic organization or domestic government on Part IX, column (A), line 1? <i>If "Yes," complete Schedule I, Parts I and II</i>	X	

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Part IV Checklist of Required Schedules *(continued)*

		Yes	No
22 Did the organization report more than \$5,000 of grants or other assistance to or for domestic individuals on Part IX, column (A), line 2? <i>If "Yes," complete Schedule I, Parts I and III</i>	22		X
23 Did the organization answer "Yes" to Part VII, Section A, line 3, 4, or 5, about compensation of the organization's current and former officers, directors, trustees, key employees, and highest compensated employees? <i>If "Yes," complete Schedule J</i>	23		X
24a Did the organization have a tax-exempt bond issue with an outstanding principal amount of more than \$100,000 as of the last day of the year, that was issued after December 31, 2002? <i>If "Yes," answer lines 24b through 24d and complete Schedule K. If "No," go to line 25a</i>	24a		X
b Did the organization invest any proceeds of tax-exempt bonds beyond a temporary period exception?	24b		
c Did the organization maintain an escrow account other than a refunding escrow at any time during the year to defease any tax-exempt bonds?	24c		
d Did the organization act as an "on behalf of" issuer for bonds outstanding at any time during the year?	24d		
25a Section 501(c)(3), 501(c)(4), and 501(c)(29) organizations. Did the organization engage in an excess benefit transaction with a disqualified person during the year? <i>If "Yes," complete Schedule L, Part I</i>	25a		X
b Is the organization aware that it engaged in an excess benefit transaction with a disqualified person in a prior year, and that the transaction has not been reported on any of the organization's prior Forms 990 or 990-EZ? <i>If "Yes," complete Schedule L, Part I</i>	25b		X
26 Did the organization report any amount on Part X, line 5 or 22, for receivables from or payables to any current or former officer, director, trustee, key employee, creator or founder, substantial contributor, or 35% controlled entity or family member of any of these persons? <i>If "Yes," complete Schedule L, Part II</i>	26		X
27 Did the organization provide a grant or other assistance to any current or former officer, director, trustee, key employee, creator or founder, substantial contributor or employee thereof, a grant selection committee member, or to a 35% controlled entity (including an employee thereof) or family member of any of these persons? <i>If "Yes," complete Schedule L, Part III</i>	27		X
28 Was the organization a party to a business transaction with one of the following parties (see the Schedule L, Part IV, instructions for applicable filing thresholds, conditions, and exceptions):			
a A current or former officer, director, trustee, key employee, creator or founder, or substantial contributor? <i>If "Yes," complete Schedule L, Part IV</i>	28a		X
b A family member of any individual described in line 28a? <i>If "Yes," complete Schedule L, Part IV</i>	28b		X
c A 35% controlled entity of one or more individuals and/or organizations described in line 28a or 28b? <i>If "Yes," complete Schedule L, Part IV</i>	28c		X
29 Did the organization receive more than \$25,000 in non-cash contributions? <i>If "Yes," complete Schedule M</i>	29		X
30 Did the organization receive contributions of art, historical treasures, or other similar assets, or qualified conservation contributions? <i>If "Yes," complete Schedule M</i>	30		X
31 Did the organization liquidate, terminate, or dissolve and cease operations? <i>If "Yes," complete Schedule N, Part I</i>	31		X
32 Did the organization sell, exchange, dispose of, or transfer more than 25% of its net assets? <i>If "Yes," complete Schedule N, Part II</i>	32		X
33 Did the organization own 100% of an entity disregarded as separate from the organization under Regulations sections 301.7701-2 and 301.7701-3? <i>If "Yes," complete Schedule R, Part I</i>	33		X
34 Was the organization related to any tax-exempt or taxable entity? <i>If "Yes," complete Schedule R, Part II, III, or IV, and Part V, line 1</i>	34	X	
35a Did the organization have a controlled entity within the meaning of section 512(b)(13)?	35a		X
b If "Yes" to line 35a, did the organization receive any payment from or engage in any transaction with a controlled entity within the meaning of section 512(b)(13)? <i>If "Yes," complete Schedule R, Part V, line 2</i>	35b		
36 Section 501(c)(3) organizations. Did the organization make any transfers to an exempt non-charitable related organization? <i>If "Yes," complete Schedule R, Part V, line 2</i>	36		X
37 Did the organization conduct more than 5% of its activities through an entity that is not a related organization and that is treated as a partnership for federal income tax purposes? <i>If "Yes," complete Schedule R, Part VI</i>	37		X
38 Did the organization complete Schedule O and provide explanations on Schedule O for Part VI, lines 11b and 19? <i>Note: All Form 990 filers are required to complete Schedule O</i>	38	X	

Part V Statements Regarding Other IRS Filings and Tax Compliance

Check if Schedule O contains a response or note to any line in this Part V

		Yes	No
1a Enter the number reported in box 3 of Form 1096. Enter -0- if not applicable	1a	0	
b Enter the number of Forms W-2G included on line 1a. Enter -0- if not applicable	1b	0	
c Did the organization comply with backup withholding rules for reportable payments to vendors and reportable gaming (gambling) winnings to prize winners?	1c		

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Part V Statements Regarding Other IRS Filings and Tax Compliance (continued)

Table with columns for question number, description, and Yes/No columns. Rows include questions 2a through 17 regarding employee reporting, tax returns, unrelated business income, foreign accounts, prohibited transactions, and various organizational requirements.

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Part VI Governance, Management, and Disclosure. For each "Yes" response to lines 2 through 7b below, and for a "No" response to line 8a, 8b, or 10b below, describe the circumstances, processes, or changes on Schedule O. See instructions.

Check if Schedule O contains a response or note to any line in this Part VI

Section A. Governing Body and Management

		Yes	No
1a Enter the number of voting members of the governing body at the end of the tax year If there are material differences in voting rights among members of the governing body, or if the governing body delegated broad authority to an executive committee or similar committee, explain on Schedule O.	1a	7	
b Enter the number of voting members included on line 1a, above, who are independent	1b	7	
2 Did any officer, director, trustee, or key employee have a family relationship or a business relationship with any other officer, director, trustee, or key employee?	2		X
3 Did the organization delegate control over management duties customarily performed by or under the direct supervision of officers, directors, trustees, or key employees to a management company or other person?	3		X
4 Did the organization make any significant changes to its governing documents since the prior Form 990 was filed?	4		X
5 Did the organization become aware during the year of a significant diversion of the organization's assets?	5		X
6 Did the organization have members or stockholders?	6		X
7a Did the organization have members, stockholders, or other persons who had the power to elect or appoint one or more members of the governing body?	7a		X
b Are any governance decisions of the organization reserved to (or subject to approval by) members, stockholders, or persons other than the governing body?	7b		X
8 Did the organization contemporaneously document the meetings held or written actions undertaken during the year by the following:			
a The governing body?	8a	X	
b Each committee with authority to act on behalf of the governing body?	8b	X	
9 Is there any officer, director, trustee, or key employee listed in Part VII, Section A, who cannot be reached at the organization's mailing address? If "Yes," provide the names and addresses on Schedule O	9		X

Section B. Policies (This Section B requests information about policies not required by the Internal Revenue Code.)

		Yes	No
10a Did the organization have local chapters, branches, or affiliates?	10a		X
b If "Yes," did the organization have written policies and procedures governing the activities of such chapters, affiliates, and branches to ensure their operations are consistent with the organization's exempt purposes?	10b		
11a Has the organization provided a complete copy of this Form 990 to all members of its governing body before filing the form?	11a	X	
b Describe on Schedule O the process, if any, used by the organization to review this Form 990.			
12a Did the organization have a written conflict of interest policy? If "No," go to line 13	12a		X
b Were officers, directors, or trustees, and key employees required to disclose annually interests that could give rise to conflicts?	12b		
c Did the organization regularly and consistently monitor and enforce compliance with the policy? If "Yes," describe on Schedule O how this was done	12c		
13 Did the organization have a written whistleblower policy?	13		X
14 Did the organization have a written document retention and destruction policy?	14		X
15 Did the process for determining compensation of the following persons include a review and approval by independent persons, comparability data, and contemporaneous substantiation of the deliberation and decision?			
a The organization's CEO, Executive Director, or top management official	15a		X
b Other officers or key employees of the organization	15b		X
If "Yes" to line 15a or 15b, describe the process on Schedule O. See instructions.			
16a Did the organization invest in, contribute assets to, or participate in a joint venture or similar arrangement with a taxable entity during the year?	16a		X
b If "Yes," did the organization follow a written policy or procedure requiring the organization to evaluate its participation in joint venture arrangements under applicable federal tax law, and take steps to safeguard the organization's exempt status with respect to such arrangements?	16b		

Section C. Disclosure

- 17** List the states with which a copy of this Form 990 is required to be filed NONE
- 18** Section 6104 requires an organization to make its Forms 1023 (1024 or 1024-A, if applicable), 990, and 990-T (section 501(c)(3)s only) available for public inspection. Indicate how you made these available. Check all that apply.
 Own website Another's website Upon request Other (explain on Schedule O)
- 19** Describe on Schedule O whether (and if so, how) the organization made its governing documents, conflict of interest policy, and financial statements available to the public during the tax year.
- 20** State the name, address, and telephone number of the person who possesses the organization's books and records
MYRIAM LOPEZ - 956-872-4655
3201 WEST PECAN BLVD, MCALLEN, TX 78501

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Part VII Compensation of Officers, Directors, Trustees, Key Employees, Highest Compensated Employees, and Independent Contractors

Check if Schedule O contains a response or note to any line in this Part VII

Section A. Officers, Directors, Trustees, Key Employees, and Highest Compensated Employees

1a Complete this table for all persons required to be listed. Report compensation for the calendar year ending with or within the organization's tax year.

- List all of the organization's **current** officers, directors, trustees (whether individuals or organizations), regardless of amount of compensation. Enter -0- in columns (D), (E), and (F) if no compensation was paid.
 - List all of the organization's **current** key employees, if any. See the instructions for definition of "key employee."
 - List the organization's five **current** highest compensated employees (other than an officer, director, trustee, or key employee) who received reportable compensation (box 5 of Form W-2, box 6 of Form 1099-MISC, and/or box 1 of Form 1099-NEC) of more than \$100,000 from the organization and any related organizations.
 - List all of the organization's **former** officers, key employees, and highest compensated employees who received more than \$100,000 of reportable compensation from the organization and any related organizations.
 - List all of the organization's **former directors or trustees** that received, in the capacity as a former director or trustee of the organization, more than \$10,000 of reportable compensation from the organization and any related organizations.
- See the instructions for the order in which to list the persons above.

Check this box if neither the organization nor any related organization compensated any current officer, director, or trustee.

(A) Name and title	(B) Average hours per week (list any hours for related organizations below line)	(C) Position (do not check more than one box, unless person is both an officer and a director/trustee)						(D) Reportable compensation from the organization (W-2/1099-MISC/1099-NEC)	(E) Reportable compensation from related organizations (W-2/1099-MISC/1099-NEC)	(F) Estimated amount of other compensation from the organization and related organizations
		Individual trustee or director	Institutional trustee	Officer	Key employee	Highest compensated employee	Former			
(1) YVONNE GONZALEZ PRESIDENT	10.00	X		X				0.	0.	0.
(2) GARY GURWITZ VICE PRESIDENT	1.50	X		X				0.	0.	0.
(3) SALLY GUERRA SECRETARY	1.50	X		X				0.	0.	0.
(4) ADELITA FELIX TREASURER	1.50	X		X				0.	0.	0.
(5) SAM VALE DIRECTOR	1.50	X						0.	0.	0.
(6) ALONZO CANTU DIRECTOR	1.50	X						0.	0.	0.
(7) LAURA WARREN DIRECTOR	1.50	X						0.	0.	0.

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Part VII Section A. Officers, Directors, Trustees, Key Employees, and Highest Compensated Employees (continued)

(A) Name and title	(B) Average hours per week (list any hours for related organizations below line)	(C) Position (do not check more than one box, unless person is both an officer and a director/trustee)						(D) Reportable compensation from the organization (W-2/1099-MISC/1099-NEC)	(E) Reportable compensation from related organizations (W-2/1099-MISC/1099-NEC)	(F) Estimated amount of other compensation from the organization and related organizations
		Individual trustee or director	Institutional trustee	Officer	Key employee	Highest compensated employee	Former			
1b Subtotal							0.	0.	0.	
c Total from continuation sheets to Part VII, Section A							0.	0.	0.	
d Total (add lines 1b and 1c)							0.	0.	0.	

2 Total number of individuals (including but not limited to those listed above) who received more than \$100,000 of reportable compensation from the organization 0

	Yes	No
3 Did the organization list any former officer, director, trustee, key employee, or highest compensated employee on line 1a? <i>If "Yes," complete Schedule J for such individual</i>		X
4 For any individual listed on line 1a, is the sum of reportable compensation and other compensation from the organization and related organizations greater than \$150,000? <i>If "Yes," complete Schedule J for such individual</i>		X
5 Did any person listed on line 1a receive or accrue compensation from any unrelated organization or individual for services rendered to the organization? <i>If "Yes," complete Schedule J for such person</i>		X

Section B. Independent Contractors

1 Complete this table for your five highest compensated independent contractors that received more than \$100,000 of compensation from the organization. Report compensation for the calendar year ending with or within the organization's tax year.

(A) Name and business address	(B) Description of services	(C) Compensation
NONE		

2 Total number of independent contractors (including but not limited to those listed above) who received more than \$100,000 of compensation from the organization 0

**SOUTH TEXAS COMMUNITY COLLEGE EDUCATION
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Part VIII Statement of Revenue

Check if Schedule O contains a response or note to any line in this Part VIII

			(A) Total revenue	(B) Related or exempt function revenue	(C) Unrelated business revenue	(D) Revenue excluded from tax under sections 512 - 514	
Contributions, Gifts, Grants and Other Similar Amounts	1 a Federated campaigns	1a					
	b Membership dues	1b					
	c Fundraising events	1c					
	d Related organizations	1d					
	e Government grants (contributions)	1e					
	f All other contributions, gifts, grants, and similar amounts not included above ...	1f	181,844.				
	g Noncash contributions included in lines 1a-1f	1g \$					
	h Total. Add lines 1a-1f		181,844.				
Program Service Revenue			Business Code				
	2 a						
	b						
	c						
	d						
	e						
	f All other program service revenue						
g Total. Add lines 2a-2f							
Other Revenue	3 Investment income (including dividends, interest, and other similar amounts)						
	4 Income from investment of tax-exempt bond proceeds						
	5 Royalties						
	6 a Gross rents	6a	(i) Real				
			(ii) Personal				
	b Less: rental expenses ...	6b					
	c Rental income or (loss)	6c					
	d Net rental income or (loss)						
	7 a Gross amount from sales of assets other than inventory	7a	(i) Securities				
			(ii) Other				
	b Less: cost or other basis and sales expenses	7b					
	c Gain or (loss)	7c					
	d Net gain or (loss)						
8 a Gross income from fundraising events (not including \$ _____ of contributions reported on line 1c). See Part IV, line 18	8a						
		23,400.					
b Less: direct expenses	8b						
c Net income or (loss) from fundraising events			12,612.			12,612.	
9 a Gross income from gaming activities. See Part IV, line 19	9a						
b Less: direct expenses	9b						
c Net income or (loss) from gaming activities							
10 a Gross sales of inventory, less returns and allowances	10a						
b Less: cost of goods sold	10b						
c Net income or (loss) from sales of inventory							
Miscellaneous Revenue			Business Code				
	11 a						
	b						
	c						
	d All other revenue						
e Total. Add lines 11a-11d							
12 Total revenue. See instructions			194,456.	0.	0.	12,612.	

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Part IX Statement of Functional Expenses

Section 501(c)(3) and 501(c)(4) organizations must complete all columns. All other organizations must complete column (A).

Check if Schedule O contains a response or note to any line in this Part IX

	(A) Total expenses	(B) Program service expenses	(C) Management and general expenses	(D) Fundraising expenses
<i>Do not include amounts reported on lines 6b, 7b, 8b, 9b, and 10b of Part VIII.</i>				
1 Grants and other assistance to domestic organizations and domestic governments. See Part IV, line 21 ...	37,267.	37,267.		
2 Grants and other assistance to domestic individuals. See Part IV, line 22				
3 Grants and other assistance to foreign organizations, foreign governments, and foreign individuals. See Part IV, lines 15 and 16				
4 Benefits paid to or for members				
5 Compensation of current officers, directors, trustees, and key employees				
6 Compensation not included above to disqualified persons (as defined under section 4958(f)(1)) and persons described in section 4958(c)(3)(B)				
7 Other salaries and wages				
8 Pension plan accruals and contributions (include section 401(k) and 403(b) employer contributions)				
9 Other employee benefits				
10 Payroll taxes				
11 Fees for services (nonemployees):				
a Management				
b Legal				
c Accounting				
d Lobbying				
e Professional fundraising services. See Part IV, line 17				
f Investment management fees				
g Other. (If line 11g amount exceeds 10% of line 25, column (A), amount, list line 11g expenses on Sch O.)				
12 Advertising and promotion	7,500.		7,500.	
13 Office expenses	238.		238.	
14 Information technology				
15 Royalties				
16 Occupancy				
17 Travel				
18 Payments of travel or entertainment expenses for any federal, state, or local public officials ...				
19 Conferences, conventions, and meetings				
20 Interest				
21 Payments to affiliates				
22 Depreciation, depletion, and amortization				
23 Insurance				
24 Other expenses. Itemize expenses not covered above. (List miscellaneous expenses on line 24e. If line 24e amount exceeds 10% of line 25, column (A), amount, list line 24e expenses on Schedule O.)				
a SUPPLIES & MATERIALS	5,278.		5,278.	
b BANK CHARGES	101.		101.	
c SHIPPING & POSTAGE	50.		50.	
d				
e All other expenses				
25 Total functional expenses. Add lines 1 through 24e	50,434.	37,267.	13,167.	0.
26 Joint costs. Complete this line only if the organization reported in column (B) joint costs from a combined educational campaign and fundraising solicitation. Check here <input type="checkbox"/> if following SOP 98-2 (ASC 958-720)				

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Part X Balance Sheet

Check if Schedule O contains a response or note to any line in this Part X

		(A) Beginning of year	(B) End of year	
Assets	1 Cash - non-interest-bearing	1	220,436.	
	2 Savings and temporary cash investments	2		
	3 Pledges and grants receivable, net	3		
	4 Accounts receivable, net	44,574.	4	5,200.
	5 Loans and other receivables from any current or former officer, director, trustee, key employee, creator or founder, substantial contributor, or 35% controlled entity or family member of any of these persons	5		
	6 Loans and other receivables from other disqualified persons (as defined under section 4958(f)(1)), and persons described in section 4958(c)(3)(B)	6		
	7 Notes and loans receivable, net	7		
	8 Inventories for sale or use	8		
	9 Prepaid expenses and deferred charges	9		
	10a Land, buildings, and equipment: cost or other basis. Complete Part VI of Schedule D	10a		
	b Less: accumulated depreciation	10b	10c	
	11 Investments - publicly traded securities	11		
	12 Investments - other securities. See Part IV, line 11	12		
	13 Investments - program-related. See Part IV, line 11	13		
	14 Intangible assets	14		
	15 Other assets. See Part IV, line 11	15		
16 Total assets. Add lines 1 through 15 (must equal line 33)	44,574.	16	225,636.	
Liabilities	17 Accounts payable and accrued expenses	17	37,040.	
	18 Grants payable	18		
	19 Deferred revenue	19		
	20 Tax-exempt bond liabilities	20		
	21 Escrow or custodial account liability. Complete Part IV of Schedule D	21		
	22 Loans and other payables to any current or former officer, director, trustee, key employee, creator or founder, substantial contributor, or 35% controlled entity or family member of any of these persons	22		
	23 Secured mortgages and notes payable to unrelated third parties	23		
	24 Unsecured notes and loans payable to unrelated third parties	24		
	25 Other liabilities (including federal income tax, payables to related third parties, and other liabilities not included on lines 17-24). Complete Part X of Schedule D	25		
	26 Total liabilities. Add lines 17 through 25	0.	26	37,040.
Net Assets or Fund Balances	Organizations that follow FASB ASC 958, check here <input checked="" type="checkbox"/> and complete lines 27, 28, 32, and 33.			
	27 Net assets without donor restrictions	44,574.	27	37,668.
	28 Net assets with donor restrictions		28	150,928.
	Organizations that do not follow FASB ASC 958, check here <input type="checkbox"/> and complete lines 29 through 33.			
	29 Capital stock or trust principal, or current funds		29	
	30 Paid-in or capital surplus, or land, building, or equipment fund		30	
	31 Retained earnings, endowment, accumulated income, or other funds		31	
	32 Total net assets or fund balances	44,574.	32	188,596.
33 Total liabilities and net assets/fund balances	44,574.	33	225,636.	

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Part XI Reconciliation of Net Assets

Check if Schedule O contains a response or note to any line in this Part XI

1	Total revenue (must equal Part VIII, column (A), line 12)	1	194,456.
2	Total expenses (must equal Part IX, column (A), line 25)	2	50,434.
3	Revenue less expenses. Subtract line 2 from line 1	3	144,022.
4	Net assets or fund balances at beginning of year (must equal Part X, line 32, column (A))	4	44,574.
5	Net unrealized gains (losses) on investments	5	
6	Donated services and use of facilities	6	
7	Investment expenses	7	
8	Prior period adjustments	8	
9	Other changes in net assets or fund balances (explain on Schedule O)	9	0.
10	Net assets or fund balances at end of year. Combine lines 3 through 9 (must equal Part X, line 32, column (B))	10	188,596.

Part XII Financial Statements and Reporting

Check if Schedule O contains a response or note to any line in this Part XII

		Yes	No
1 Accounting method used to prepare the Form 990: <input type="checkbox"/> Cash <input checked="" type="checkbox"/> Accrual <input type="checkbox"/> Other _____ If the organization changed its method of accounting from a prior year or checked "Other," explain on Schedule O.			
2a Were the organization's financial statements compiled or reviewed by an independent accountant? _____ If "Yes," check a box below to indicate whether the financial statements for the year were compiled or reviewed on a separate basis, consolidated basis, or both: <input type="checkbox"/> Separate basis <input type="checkbox"/> Consolidated basis <input type="checkbox"/> Both consolidated and separate basis	2a		X
b Were the organization's financial statements audited by an independent accountant? _____ If "Yes," check a box below to indicate whether the financial statements for the year were audited on a separate basis, consolidated basis, or both: <input type="checkbox"/> Separate basis <input type="checkbox"/> Consolidated basis <input type="checkbox"/> Both consolidated and separate basis	2b		X
c If "Yes" to line 2a or 2b, does the organization have a committee that assumes responsibility for oversight of the audit, review, or compilation of its financial statements and selection of an independent accountant? _____ If the organization changed either its oversight process or selection process during the tax year, explain on Schedule O.	2c		
3a As a result of a federal award, was the organization required to undergo an audit or audits as set forth in the Uniform Guidance, 2 C.F.R. Part 200, Subpart F? _____	3a		X
b If "Yes," did the organization undergo the required audit or audits? If the organization did not undergo the required audit or audits, explain why on Schedule O and describe any steps taken to undergo such audits _____	3b		

Form **990** (2022)

Form **8879-TE**

IRS e-file Signature Authorization for a Tax Exempt Entity

OMB No. 1545-0047

For calendar year 2022, or fiscal year beginning SEP 1, 2022, and ending AUG 31, 2023

2022

Department of the Treasury
Internal Revenue Service

Do not send to the IRS. Keep for your records.

Go to www.irs.gov/Form8879TE for the latest information.

Name of filer **SOUTH TEXAS COMMUNITY COLLEGE EDUCATION FOUNDATION**

EIN or SSN
74-2860857

Name and title of officer or person subject to tax **YVONNE GONZALEZ
PRESIDENT**

Part I Type of Return and Return Information

Check the box for the return for which you are using this Form 8879-TE and enter the applicable amount, if any, from the return. Form 8038-CP and Form 5330 filers may enter dollars and cents. For all other forms, enter whole dollars only. If you check the box on line 1a, 2a, 3a, 4a, 5a, 6a, 7a, 8a, 9a, or 10a below, and the amount on that line for the return being filed with this form was blank, then leave line 1b, 2b, 3b, 4b, 5b, 6b, 7b, 8b, 9b, or 10b, whichever is applicable, blank (do not enter -0-). But, if you entered -0- on the return, then enter -0- on the applicable line below. Do not complete more than one line in Part I.

1a	Form 990 check here	<input checked="" type="checkbox"/>	b	Total revenue, if any (Form 990, Part VIII, column (A), line 12)	1b	<u>194,456.</u>
2a	Form 990-EZ check here	<input type="checkbox"/>	b	Total revenue, if any (Form 990-EZ, line 9)	2b	
3a	Form 1120-POL check here	<input type="checkbox"/>	b	Total tax (Form 1120-POL, line 22)	3b	
4a	Form 990-PF check here	<input type="checkbox"/>	b	Tax based on investment income (Form 990-PF, Part V, line 5)	4b	
5a	Form 8868 check here	<input type="checkbox"/>	b	Balance due (Form 8868, line 3c)	5b	
6a	Form 990-T check here	<input type="checkbox"/>	b	Total tax (Form 990-T, Part III, line 4)	6b	
7a	Form 4720 check here	<input type="checkbox"/>	b	Total tax (Form 4720, Part III, line 1)	7b	
8a	Form 5227 check here	<input type="checkbox"/>	b	FMV of assets at end of tax year (Form 5227, Item D)	8b	
9a	Form 5330 check here	<input type="checkbox"/>	b	Tax due (Form 5330, Part II, line 19)	9b	
10a	Form 8038-CP check here	<input type="checkbox"/>	b	Amount of credit payment requested (Form 8038-CP, Part III, line 22)	10b	

Part II Declaration and Signature Authorization of Officer or Person Subject to Tax

Under penalties of perjury, I declare that I am an officer of the above entity or I am a person subject to tax with respect to (name of entity) _____, (EIN) _____ and that I have examined a copy of the

2022 electronic return and accompanying schedules and statements, and, to the best of my knowledge and belief, they are true, correct, and complete. I further declare that the amount in Part I above is the amount shown on the copy of the electronic return. I consent to allow my intermediate service provider, transmitter, or electronic return originator (ERO) to send the return to the IRS and to receive from the IRS (a) an acknowledgement of receipt or reason for rejection of the transmission, (b) the reason for any delay in processing the return or refund, and (c) the date of any refund. If applicable, I authorize the U.S. Treasury and its designated Financial Agent to initiate an electronic funds withdrawal (direct debit) entry to the financial institution account indicated in the tax preparation software for payment of the federal taxes owed on this return, and the financial institution to debit the entry to this account. To revoke a payment, I must contact the U.S. Treasury Financial Agent at 1-888-353-4537 no later than 2 business days prior to the payment (settlement) date. I also authorize the financial institutions involved in the processing of the electronic payment of taxes to receive confidential information necessary to answer inquiries and resolve issues related to the payment. I have selected a personal identification number (PIN) as my signature for the electronic return and, if applicable, the consent to electronic funds withdrawal.

PIN: check one box only

I authorize BURTON, MCCUMBER & LONGORIA, LLP to enter my PIN 83499
ERO firm name Enter five numbers, but do not enter all zeros

as my signature on the tax year 2022 electronically filed return. If I have indicated within this return that a copy of the return is being filed with a state agency(ies) regulating charities as part of the IRS Fed/State program, I also authorize the aforementioned ERO to enter my PIN on the return's disclosure consent screen.

As an officer or person subject to tax with respect to the entity, I will enter my PIN as my signature on the tax year 2022 electronically filed return. If I have indicated within this return that a copy of the return is being filed with a state agency(ies) regulating charities as part of the IRS Fed/State program, I will enter my PIN on the return's disclosure consent screen.

Signature of officer or person subject to tax

Yvonne Gonzalez

Date 7/15/2024

Part III Certification and Authentication

ERO's EFIN/PIN. Enter your six-digit electronic filing identification number (EFIN) followed by your five-digit self-selected PIN.

74830674260

Do not enter all zeros

I certify that the above numeric entry is my PIN, which is my signature on the 2022 electronically filed return indicated above. I confirm that I am submitting this return in accordance with the requirements of Pub. 4163, Modernized e-File (MeF) Information for Authorized IRS e-file Providers for Business Returns.

DocuSigned by:

ERO's signature

Rebecca M. Garcia, CPA

Date

7/15/2024

FC6BAF3C4A1C48D...

ERO Must Retain This Form - See Instructions

Do Not Submit This Form to the IRS Unless Requested To Do So

LHA For Privacy Act and Paperwork Reduction Act Notice, see instructions.

Form **8879-TE** (2022)

2024 Gala Budget vs Actual			
		<u>Original</u>	<u>Actual</u>
Overall Budget		\$ 40,000.00	\$ 60,000.00
Venue	McAllen Convention Center	\$ 6,270.00	\$ 4,437.50
Amazon Products	Frames		\$ 288.23
Printing	Copyzone & FedEx	\$ 1,360.00	\$ 1,617.98
Printing	STC paid thank you cards/invites		\$ 908.43
Décor	Cantu's Special Events/linens	\$ 1,140.00	\$ 2,892.50
	Floral & Craft/centerpieces	\$ 2,800.00	\$ 2,264.88
	Satori	\$ 22,000.00	\$ 18,220.00
Alcohol	Alcohol tickets	\$ 2,640.00	\$ 1,526.26
	Setup fee for cash bar	\$ 300.00	
	Security		\$ 97.50
Caterer	For both food and dessert	\$ 18,900.00	\$ 19,595.64
Photobooth	Roaming Photography	\$ 1,200.00	\$ 1,100.00
Pins	Attendee Gift		\$ 500.00
Embroidered Shirts	Shirts for ushers	\$ 800.00	
In-Kind Donations			\$ 5,000.00
Total Expenses		\$ 57,410.00	\$ 58,448.92
	Remaining Balance	\$ (17,410.00)	\$ 1,551.08

		<u>Original</u>	<u>Actual</u>
Expenses Budgeted		\$ 57,410.00	\$ 58,448.92
Title Sponsorship	\$25,000 each		\$ 37,000.00
Executive Sponsorships	\$15,000 each	\$ 30,000.00	\$ 15,000.00
Diamond Sponsorships	\$10,000 each	\$ 20,000.00	\$ 40,000.00
Platinum Sponsorships	\$5,000 each	\$ 130,000.00	\$ 50,000.00
Gold Sponsorships	\$2,500 each		\$ 45,000.00
Individual Tickets/Donations			\$ 1,000.00
In-Kind			\$ 5,000.00
Auction Items		\$ 20,000.00	\$ 5,600.00
	Gross Profit	\$ 200,000.00	\$ 198,600.00
	Net Profit	\$ 142,590.00	\$ 140,151.08

***2023, gross profit was \$ 127K, expenses \$43K, net profit \$ 84K**

Fiscal Year 2024 Financial Reports

1. Balance Sheet
2. Income Statement
3. Detail of Support and Revenue
4. Detail of Expenses
5. Restricted Fund Balances

South Texas College Foundation
Balance Sheet
As of August 31, 2024 and August 31, 2023

	2024	2023
ASSETS		
Current Assets:		
Cash and cash equivalents	\$ 204,413	\$ 42,383
Restricted cash and cash equivalents	222,077	178,053
Accounts receivable	68,656	5,200
Due from South Texas College	2,500	
Total Current Assets	\$ 497,646	\$ 225,636
Total Assets	\$ 497,646	\$ 225,636
 LIABILITIES AND NET ASSETS		
Current Liabilities:		
Accounts payable	\$ 3,296	\$ 37,040
Accrued liabilities	-	-
Total Liabilities	\$ 3,296	\$ 37,040
 Net Assets:		
Without donor restriction	272,273	37,668
With donor restrictions	222,077	150,928
TOTAL NET ASSETS	\$ 494,350	\$ 188,596
TOTAL LIABILITIES AND NET ASSETS	\$ 497,646	\$ 225,636

Disclaimer: This report relies on information known to us during compilation. It may not cover undisclosed details, due to factors beyond our awareness.

South Texas College Foundation
Income Statement
For the Period Ended August 31, 2024 and August 31, 2023

	2024	2023
Support and Revenue		
Contributions - Restricted	\$ 488,711	\$ 169,967
Contributions - In-Kind	20,000	
Contributions - Unrestricted	138,751	56,451
Contributions GALA - 2023	104,410	23,400
Contributions GALA - 2024	95,205	
Interest Income	1,770	
Total Support and revenue	\$ 848,847	\$ 249,818
Expenses		
Program support and scholarships	455,062	38,439
In-Kind Donations	20,000	
General and administrative	16,057	12,554
GALA (2023)	40,747	5,000
GALA (2024)	5,183	
Fundraising	6,044	5,229
Total Expenses	\$ 543,093	\$ 61,222
Increase (Decrease) In Net Position	\$ 305,754	\$ 188,596
NET POSITION		
Net Position-Beginning of Year	188,596	-
Net Position-End of Year	\$ 494,350	\$ 188,596

Disclaimer: This report relies on information known to us during compilation. It may not cover undisclosed details, due to factors beyond our awareness.

South Texas College Foundation
Detail of Support and Revenue
As of August 31, 2024

<u>Donor</u>	<u>Amount</u>
Kreative Grounds Café, LLC	\$ 1,350
STHS Scholarship (J.P. Morgan)	\$ 55,000
Terry Canales	\$ 2,000
STHS Scholarship (Auxiliary to South Texas Health System)	\$ 6,000
Starr Camargo Bridge	\$ 5,000
Border Pacific Rail Road	\$ 5,000
Dr. Rodney Rodriguez Scholarship	\$ 4,000
Jessie Villarreal Scholarship fund	\$ 7,500
Raymond James Charitable- Mary J Killoran Foundation	\$ 50,000
Santa Fe	\$ 25,000
RSTEF Promise Grant	\$ 250,000
Economic Mobility Systems Grant	\$ 55,000
Economic Mobility Systems IT Reimburseмент	\$ 22,501
Valley Promise - Online contributions	\$ 10
Dr. Rodney Rodriguez Scholarship - matched Amy Espinas	\$ 1,350
Moved Charles C Murray (recorded in prior fiscal year)	\$ (1,000)
Restricted Contributions	\$ 488,711
At&T Laptop donation (100 laptops valued at \$200 each)	\$ 20,000
In-Kind Donations	\$ 20,000
Alumni Market Place	\$ 2,480
Carats Charitable Fund	\$ 5,000
Charles C. Murray	\$ 1,000
Gillesie P Baker Jr	\$ 20,000
Monte Cristo Windpower - 1st payment	\$ 40,000
Monte Cristo Windpower - 2nd payment (pending)-changed inv date to 9/1	
Merit Energy Company	\$ 27
AEP Texas	\$ 30,000
Gurwitz Family Trust	\$ 30,244
Nassri Warren Group Architects	\$ 5,000
City of McAllen	\$ 5,000
Unrestricted Contributions	\$ 138,751

South Texas College Foundation
 Detail of Support and Revenue
 As of August 31, 2024

Marketplace (STC)	\$	4,600
Silent Auction	\$	15,110
Gold Sponsorship	\$	32,500
Platinum Sponsorship	\$	30,000
Executive Sponsorship	\$	15,000
Ticket Sale	\$	7,200
Contributions GALA - 2023	\$	104,410
Title Sponsorship	\$	25,000
Gold Sponsorship	\$	22,500
Platinum Sponsorship	\$	15,000
Diamond Sponsorship	\$	30,000
In-Kind Donation - KRGV News	\$	2,500
Individual Donations	\$	205
Contributions GALA - 2024	\$	95,205
Interest Income	\$	1,770
Total Support and Revenue	\$	848,847

South Texas College Foundation
Detail of Expenses
As of August 31, 2024

Scholarships

Amy Espinas Memorial Art Award	350
Mary J. Killoran Scholarship	50,000
Nassri-Warren Architects - Culinary	4,000
Rodney Rodriguez	1,850
Santa Fe Foundation - Culinary	5,000
Total Scholarships	61,200

South Texas College Sponsorship

Ascender	7,017
STC Percussion Club	1,500
STC Food Pantry	10,000
RCPSE Heavy Equipment Operator Training	2,520
Chef coats for students - Culinary Department	1,325
Total STC Sponsorship	22,362

Sponsorship

A Winter Wonderland Sponsorship (VIDA)	5,000
Catholic Charities RGV	3,000
MXLAN Gala	2,500
RGV Lead	1,000
Vamos Golf Tournament	5,000
Total Sponsorship	16,500

Grant payment to STC

RSTEF - Valley Promise	250,000
Bank of America - Progressando	50,000
Economic Mobility Systems	55,000
Total Grant	355,000

Subtotal Program Support & Scholarships	\$ 455,062
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In-Kind Donations - distributed laptops	20,000
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Subtotal In-Kind Donations	\$ 20,000
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Bank & Administrative

Bank Fees	245
Check order	162
Food for Board Meetings	1,104
Meal Reimbursements	166
Dual Credit Superintendent Reception	3,144
Professional Development	100
Total Bank & Administrative	4,922

South Texas College Foundation
Detail of Expenses
As of August 31, 2024

Legal Fees

Attorney Fees	8,217
Certified Public Accountant Fees	1,200
Total Legal Fees	9,417

Supplies

Supplies - uniforms for alumni	1,719
Total supplies	1,719

Subtotal General & Administrative	\$ 16,057
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GALA Expenses - October 2023 Gala	\$ 40,747
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GALA Expenses - October 2024 Gala	\$ 5,183
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Fundraising

Dr. Solis Reimbursement	6,620
STC Culinary Dinner	580
Less receivable for overpayment	(1,156)
Total Fundraising	\$ 6,044

Total Expenses	\$ 543,093
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South Texas College Foundation
 Restricted Fund Balances
 As of August 31, 2024

	<u>Contributions</u>		<u>Expenses</u>		<u>Fund Balance</u>
Terry Canales	\$ 2,000			\$ 2,000	
Mark Edwards	\$ 300			\$ 300	
Amy Espinas Memorial Art Award	\$ 2,700	\$ 350		\$ 2,350	
Border Pacific Railroad Co	\$ 10,000			\$ 10,000	
City of McAllen Scholarship	\$ 5,000	\$ 2,500		\$ 2,500	
Dr. Rodney Rodriguez Scholarship Fund	\$ 4,000	\$ 1,850		\$ 2,150	
Economic Mobility Systems	\$ 77,500	\$ 55,000		\$ 22,500	
Foundation Gala	\$ 127,810	\$ 127,206		\$ 604	
Foundation Scholarship	\$ 16,435			\$ 16,435	
In-Kind Donations Computers	\$ 20,000	\$ 20,000		\$ -	
Jesse Villarreal Scholarship	\$ 7,500			\$ 7,500	
La Joya Windpower Scholarship	\$ 40,000			\$ 40,000	
Mary Killoran	\$ 50,000	\$ 50,000		\$ -	
Nassri-Warren Architects LLP	\$ 4,000	\$ 4,000		\$ -	
RGV Lead Scholarship	\$ 5,000			\$ 5,000	
RGV Partnership Foundation Scholarship	\$ 15,000			\$ 15,000	
Rose First Starr Scholarship	\$ 10,000			\$ 10,000	
Santa Fe Foundation Inc dba The Wine Classic	\$ 25,000	\$ 5,000		\$ 20,000	
STHS Scholarship (Nursing)	\$ 61,000			\$ 61,000	
Valley Scholars Scholarships	\$ 3,900			\$ 3,900	
Valley Promise	\$ 250,010	\$ 250,000		\$ 10	
Welding Competition	\$ 5,000	\$ 4,172		\$ 828	
Restricted Fund Balance	\$ 742,155	\$ 520,078		\$ 222,077	

Presentation on the Interlocal Agreement Between Hidalgo County and South Texas College for American Rescue Plan Act Recovery Funds

Purpose	<p>Administration is providing a final report of the Nursing and Allied Health Healthcare Professionals Program.</p> <p>The purpose and use of these American Rescue Plan Act Recovery Funds was to establish the Nursing and Allied Health Healthcare Professionals Program to assist South Texas College in recruitment and retention of faculty and students, to provide for the educational training of nurses and respiratory therapists due to a shortage and the need for additional staffing to respond to the ongoing effects of the public health emergency. Payments made to South Texas College were disbursed on a reimbursement/payment request basis.</p>
Justification	<p>A final report of the program's outcome was requested by the South Texas College Board of Trustees.</p>
Enclosed Documents	<p>Appendix A – Nursing and Allied Health Healthcare Professionals Program Final Report</p>
Staff Resource	<p>Dr. Rodney Rodriguez, Vice President for Institutional Advancement and External Affairs Ms. Carla M. Rodriguez, Executive Director for Office of Sponsored Initiatives Dr. Jayson Valerio, Regional Healthcare Liaison</p>
Recommendation	<p>No action is required from the Committee. This item is presented for information purposes.</p>

**INTERLOCAL COOPERATION AGREEMENT BETWEEN
THE COUNTY OF HIDALGO, TEXAS, AND SOUTH TEXAS COLLEGE
FOR AMERICAN RESCUE PLAN ACT RECOVERY FUNDS**

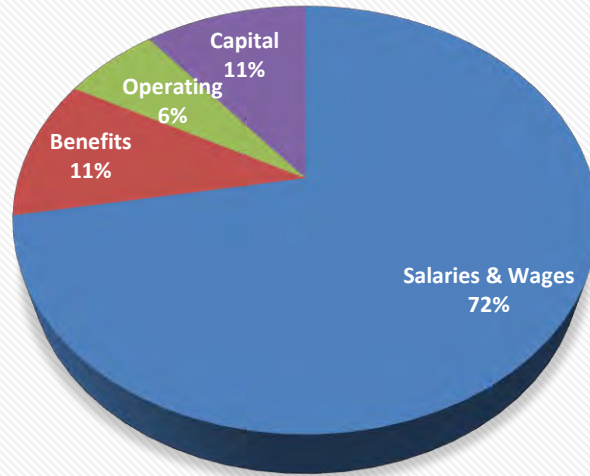
Date of Report: November 08, 2024

FINAL REPORT	
Agency Name	South Texas College
Project Name	Nursing and Allied Health Healthcare Professionals Program
Period of Performance	January 01, 2022 – October 31, 2024

Budget Summary		
Description	Budget	Expended
Award	2,306,435.83	
Recruitment/Retention - Salaries & Wages		1,663,346.21
Recruitment/Retention - Benefits		245,503.32
Educational training, tools, and resources - Operating Expenditures		145,424.72
Educational training, tools, and resources - Capital Expenditures		249,161.58
Total	\$2,306,435.83	\$2,306,435.83

Narrative of Actual Budget Expenditures	
Faculty/Staff recruitment, retention stipends, payroll, and fringe benefits to encourage employees to remain with South Texas College.	\$1,899,234.71
Faculty educational training, tools and resources to facilitate the development of skills and knowledge capacity for themselves and students enrolled in the ADN and Respiratory Care programs.	\$395,088.11

NAH Healthcare Professionals program



■ Salaries & Wages ■ Benefits ■ Operating ■ Capital

Project Impact

Describe the types of services provided and activities implemented during the reporting period.

The nursing workforce shortage in the United States poses a significant challenge to healthcare delivery. A primary contributor to this shortage is the insufficient number of qualified nursing faculty, which limits the capacity of nursing programs to admit and train students. According to the American Association of Colleges of Nursing (AACN), in 2022, over 90,000 qualified applicants were turned away from nursing programs due to faculty shortages. This issue is further compounded by faculty retirements, limited competitive salaries, and an aging academic workforce.

This project addressed these challenges through targeted faculty recruitment, financial incentives through stipends, and the adoption of advanced simulation technologies to enhance nursing education.

Services and Activities:

1. Faculty Recruitment and Retention
 - Developed and implemented competitive faculty recruitment through stipends.
 - Provided stipends to attract and retain nursing educators.
2. Student Skill Enhancement through Simulation
 - Invested in state-of-the-art simulation technology to mimic real-world clinical scenarios.
 - Trained faculty to utilize simulation effectively in teaching.
 - Assessed the impact of simulation-based education on student knowledge and practiced readiness through qualitative survey from the stakeholders.
3. Expand Student Admissions
 - Utilized an increase in faculty numbers to admit more students.
 - Collaborated with industry partners to increase adjunct clinical faculty pool.
 - Fostered partnerships with healthcare institutions to support clinical placements.

Reference:

American Association of Colleges of Nursing (AACN). (2022). *2022-2023 Enrollment and Graduations in Baccalaureate and Graduate Programs in Nursing*.

Explain how services and activities provided benefit to the College and Community.

The initiatives undertaken in this project have yielded significant benefits for both South Texas College and the surrounding community by addressing critical challenges in nursing education. By focusing on faculty recruitment, student admissions, and simulation-based training, the project has directly impacted the college’s capacity to prepare a well-equipped nursing workforce. Below is an analysis of how these services and activities have translated into tangible benefits for STC and the community.

Faculty Recruitment and Retention

Benefit to the College:

- Increased Faculty Numbers: By offering competitive stipends and professional development opportunities, STC successfully recruited and retained a greater number of nursing faculty. This allowed the college to fill critical teaching positions, stabilizing its academic infrastructure.

Academic Year by Semester	ADN Program		Advisors	Respiratory Therapy Program	
	Full Time	Adjunct		Full Time	Adjunct
Spring 2022	25	3			
Fall 2022	26	9			
Spring 2023	26	6			
Fall 2023	26	9			
Spring 2024	26	6	2	4	3
Summer 2024	19	1	2	No Summer Classes	
Fall 2024	27	9	2	4	2

- Enhanced Academic Excellence: Additional faculty reduced faculty-to-student ratios, ensuring personalized instruction and mentorship. This improved the quality of teaching and fostered student success.

Licensure Pass Rates	ADN Program	Respiratory Therapy Program
2022-2023	77.16% State Ave. Rate: 84.28%% National Ave. Rate: 79.91%	91.67%
2023-2024	91.30% State Ave. Rate: 91.15% National Ave. Rate: 88.56%	100%

- Capacity for Program Growth: With an adequate faculty base, STC was able to maintain and increase the number of students admitted into the nursing program, meeting the growing demand for nurses in the Rio Grande Valley.

Total Number Admissions	ADN Program	Respiratory Therapy Program
2022-2023	426	44
2023-2024	484	46

Benefit to the Community:

- Increased Workforce Availability: More nursing graduates from STC translated to a larger, skilled healthcare workforce available to serve the community.
- Access to Higher Education: Expanded student admissions provided opportunities for aspiring nurses, particularly in underserved populations, to access affordable, high-quality education.
- Economic Impact: Faculty stipends and increased enrollment boosted local economic activity, supporting both individual livelihoods and regional development.

Job Placement Rate	ADN Program	Respiratory Therapy Program
2022-2023	96.22%	100%

Source: THECB Almanac 2023

Simulation-Based Training and Skill Development

Benefit to the College:

- Enhanced Curriculum: The integration of advanced simulation technology improved the curriculum by providing hands-on, experiential learning opportunities. Faculty training in simulation techniques ensured consistent and effective utilization of these tools.
- Practice-Ready Graduates: Students graduated with a higher level of competence and confidence in clinical skills, which enhanced the college's reputation as a premier institution for nursing education.

Benefit to the Community:

- Improved Patient Care: Students trained in simulated environments were better prepared to handle complex clinical scenarios, directly benefiting healthcare outcomes in the region.
- Addressing Healthcare Shortages: With an increase in practice-ready graduates, STC helped mitigate critical staffing shortages in local healthcare facilities, particularly in rural and underserved areas.
- Community Partnerships: Collaborations with local healthcare providers ensured that graduates were aligned with the specific needs of the community, fostering a symbiotic relationship between STC and the regional healthcare system.

Describe project accomplishments.

The accomplishments of this project reflect significant progress in addressing key challenges in nursing education while fostering tangible benefits for South Texas College and the surrounding community. Below is a description of the project's achievements, categorized by major goals and initiatives.

I. 1. Faculty Recruitment and Retention

Accomplishment:

- **Increased Faculty Workforce:** Successfully recruited additional nursing faculty members addressing critical gaps caused by faculty shortages.

II. 2. Expanded Student Admissions

Accomplishment/s:

- **Increased Enrollment Capacity:** Achieved a measurable increase in nursing program admissions, enrolling more students compared to the previous academic year.

III. 3. Implementation of Simulation Technology

Accomplishment:

- **State-of-the-Art Simulation Facilities:** Established or upgraded simulation labs equipped with high-fidelity mannequins, virtual reality platforms, and task trainers.

IV. 4. Collaboration and Community Engagement

Accomplishments:

- **Partnerships with Local Healthcare Providers:** Strengthened collaborations with hospitals and clinics, ensuring clinical placement opportunities for students and aligning training with community needs.
- **Advocacy and Funding:** Secured funding through grants and legislative support to sustain faculty stipends, simulation upgrades, and student scholarships like the Nursing Shortage Reduction Program Grant and THECB Scholarship Grants.
- **Public Awareness:** Conducted outreach campaigns to highlight the importance of nursing education, increasing community support and fostering a pipeline of prospective students.

V. 5. Workforce Development

Accomplishment:

- **Increased Workforce Readiness:** Graduates demonstrated improved readiness for clinical practice, as evidenced by higher licensure exam pass rates and employer satisfaction.

The project's accomplishments reflect a comprehensive and strategic approach to addressing the dual challenges of nursing faculty shortages and workforce readiness. By recruiting and retaining faculty, expanding student admissions, and leveraging advanced simulation technology, South Texas College has positioned itself as a pivotal force in meeting both academic and community healthcare needs. Moving forward, the college can build on these achievements by scaling successful initiatives, securing additional funding, and further integrating community and industry partnerships.

Explain obstacles encountered, if any, to achieving project goals and course of action taken to correct the circumstance.

The project faced several challenges in achieving its goals, particularly in the areas of recruiting nursing educators, hiring recruitment staff, and managing the turnover of grantor staff. Despite these obstacles, proactive measures were implemented to mitigate their impact and ensure the project's success.

VI. 1. Difficulty in Recruiting Nurse Educators

The nationwide shortage of qualified nursing faculty significantly hindered efforts to recruit educators. Factors such as non-competitive salaries, the rigorous academic qualifications required for teaching, and the appeal of higher-paying clinical roles deterred potential candidates from transitioning into academia.

Course of Action:

- **Increased Financial Incentives:** STC Institutional leadership offered competitive stipends to retain and attract nurse educators.
- **Targeted Recruitment Campaigns:** Focused on recruiting local practitioners by emphasizing the opportunity to contribute to the region's healthcare workforce.

VII. 2. Challenges in Hiring Recruitment Staff

The college faced delays in hiring dedicated recruitment personnel due to a limited pool of qualified candidates. This delayed the execution of recruitment campaigns and outreach initiatives.

Course of Action:

- **Cross-Departmental Collaboration:** Leveraged existing staff from other departments to assist with recruitment efforts, providing training as needed to ensure effectiveness.

Additional Project Notes/Comments

South Texas College (STC), alongside its committed administrative leaders, Office of Sponsored Initiatives, Business Office, faculty, and staff, has undertaken significant initiatives to address the critical healthcare shortage in the Rio Grande Valley (RGV), particularly in the field of nursing. The college has demonstrated a steadfast commitment to increasing the regional healthcare workforce through focused faculty recruitment efforts, the integration of advanced simulation-based learning, and strategic initiatives to expand student admissions. Despite challenges such as limited availability of qualified faculty and delays in recruitment processes, STC has prioritized innovative solutions to ensure the delivery of high-quality nursing education.

The results of this project highlight STC's capacity to address the region's healthcare needs effectively. Through the recruitment of skilled healthcare educators, the provision of competitive stipends, and the incorporation of cutting-edge simulation technologies, the college has significantly expanded its program. This expansion has not only increased the number of qualified nursing graduates but has also ensured that these graduates are well-prepared for clinical practice and deeply invested in serving their community. As a result, healthcare outcomes in the RGV continue to improve, supported by a steady pipeline of highly competent nursing professionals.

By fostering collaborations with healthcare providers, advocating for local and regional support, and making substantial investments in educational infrastructure, STC has firmly established itself as a leader in nursing education, not only in the region but the entire state. The college's faculty and staff embody a shared commitment to academic excellence, equitable access to education, and the enhancement of healthcare systems across the RGV. These efforts directly contribute to alleviating the healthcare shortage, enabling the region to meet the increasing demands of its diverse population while building a robust, resilient healthcare workforce.

Review and Action as Necessary on Award of Proposals, Rejection of Proposals, Purchases, and Renewals at a total cost of \$1,440,764.78

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

Award of Proposals – 1) Campus Dining and Food Trucks - Mid Valley Campus

- Purpose** Award the proposal for Campus Dining and Food Trucks – Mid Valley Campus to **All Affairs and Occasions** (McAllen, TX).
- Justification** To provide a wide range of food options available for faculty, staff, and students throughout their time at the Mid Valley Campus. These options are available Monday through Friday and encompass a selection of tacos, sandwiches, wraps, hot dogs, salads, burgers, desserts, fruits, and other culinary offerings.
- Funding** The College will incur no cost.
- Enclosed Documents** Appendix A – Project Timeline and Information
 Other information is included under separate cover in the Supporting Documentation booklet.
- Staff Resource** Mary Del Paz, Vice President for Finance and Administrative Services
- Recommendation** It is requested that the Board approve to award the proposal for Campus Dining and Food Trucks – Mid Valley Campus to **All Affairs and Occasions** (McAllen, TX) for the period beginning February 1, 2025 through January 31, 2026, with two one-year options to renew, at no cost to the College.

APPENDIX A

Project Timeline and Information

Advertised RFP	October 16, 2024 and October 23, 2024
RFP Responses Due	October 31, 2024
RFP Issued To	Twenty-two (22) Vendors
Responses Received From	One (1) Vendor
Responses Reviewed By	Purchasing Department, Business Office, and Mid Valley Campus Administrator
Highest Ranked Vendor	All Affairs and Occasions

Award of Proposals – 2) Catering Services II

Purpose	Award the proposals for Catering Services II to the vendors listed in Appendix A.
Justification	<p>To provide a variety of nutritious meal options and accommodate diverse dietary needs during South Texas College events such as student activities, professional development events, and sponsored events attended by students, faculty, staff, and the community.</p> <p>The vendor will be selected at the time of purchase based on the items needed/provided, pricing, availability, and delivery timeline.</p>
Funding	Funds are budgeted in the various auxiliary 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 under separate cover in the Supporting Documentation booklet.
Staff Resource	Mary Del Paz, Vice President for Finance and Administrative Services
Recommendation	It is requested that the Board approve to award the proposals for catering services II to the vendors listed in Appendix A for the period beginning November 19, 2024 through November 18, 2025, at an estimated total amount of \$60,000.00, which is based on prior year expenditures.

APPENDIX A
Vendors List

Vendor (City, State)	Vendor (City, State)
Atencion Selecta, LLC (Edinburg, TX)	Bright Life Investments, LLC DBA Cornerstone Cafe (Mission, TX) (New)
Laredo Comidas / STC-Taco Palenque (McAllen, TX)	

APPENDIX B
Project Timeline and Information

Advertised RFP	October 16, 2024 and October 23, 2024
RFP Responses Due	October 31, 2024
RFP Issued To	Eight (8) Vendors
Responses Received From	Three (3) Vendors
Responses Reviewed By	Purchasing Department
Highest Ranked Vendor	Vendors listed in Appendix A

Award of Proposals – 3) Purchase of Laser Projectors

- Purpose** Award the proposal for the purchase of laser projectors to **Audio Visual Aids** (San Antonio, TX).
- Justification** To procure fifty-four (54) laser projectors for projector upgrades in classrooms. Laser projectors enhance visual learning, making lessons more engaging and effective. With a longer lifespan than traditional projectors, they significantly reduce maintenance and replacement costs, maximizing instructional time. This versatile technology not only empowers educators but also enriches the overall student experience, ultimately fostering a more dynamic and interactive learning environment.
- Funding** Funds for this expenditure are budgeted in the Technology Projects budget for FY 2024 – 2025.
- Enclosed Documents** Appendix A – Project Timeline and Information
 Other information is included under separate cover in the Supporting Documentation booklet.
- Staff Resource** Dr. Jesús Campos, Interim Vice President for Information Services, Planning, Performance, & Strategic Initiatives
- Recommendation** It is requested that the Board approve to award the proposal for the purchase of laser projectors to **Audio Visual Aids** (San Antonio, TX) at a total amount of \$109,566.00.

APPENDIX A

Project Timeline and Information

Advertised RFP	October 16, 2024 and October 23, 2024
RFP Responses Due	October 31, 2024
RFP Issued To	Twenty-eight (28) Vendors
Responses Received From	Eight (8) Vendors
Responses Reviewed By	Purchasing Department and Educational Technologies
Highest Ranked Vendor	Audio Visual Aids

Award of Proposals – 4) Sport Utility Vehicles

- Purpose** Award the proposal for the purchase of a sport utility vehicle to **Spikes Ford** (Mission, TX).
- Justification** To procure one (1) mid-size sport utility vehicle for the Division of Student Affairs and Enrollment Management. The vehicle will provide ample space for transporting staff and equipment for events and outreach programs, enhancing the school's ability to engage with the community. Additionally, the vehicle will improve operational efficiency and support the institution's mission.
- Funding** Funds for this expenditure are budgeted in the Student Affairs and Enrollment Management budget for FY 2024 – 2025.
- Enclosed Documents** Appendix A – Project Timeline and Information
 Other information is included under separate cover in the Supporting Documentation booklet.
- Staff Resource** Dr. Matthew S. Hebbard, Vice President – Student Affairs and Enrollment Management
- Recommendation** It is requested that the Board approve to award the proposal for the purchase of a sport utility vehicle to **Spikes Ford** (Mission, TX) at a total amount of \$42,221.00.

APPENDIX A

Project Timeline and Information

Advertised RFP	October 16, 2024 and October 23, 2024
RFP Responses Due	October 31, 2024
RFP Issued To	Eleven (11) Vendors
Responses Received From	Five (5) Vendors
Responses Reviewed By	Purchasing Department, Enrollment Services, and External Affairs
Highest Ranked Vendor	Spikes Ford

Rejection of Proposals – 5) Sport Utility Vehicles

- Purpose** Reject the proposals for the purchase of a sport utility vehicle.
- Justification** Administration has determined that the purchase of this vehicle should be delayed until the Spring Semester to align with the required needs of the department.
- Staff Resource** Dr. Rodney Rodriguez, Vice President - Institutional Advancement and External Affairs
- Recommendation** It is requested that the Board approve to reject the proposals for the purchase of a sport utility vehicle.

Purchases – 6) Bench Lathes and Tire Changer

- Purpose** Purchase bench lathes and a tire changer from **O'Reilly Auto Parts** (McAllen, TX), The Interlocal Purchasing System (TIPS) approved vendor.
- Justification** To enhance the Automotive Technology Program with bench lathes and a tire changer which align with emerging automotive industry technology. This equipment provides students with hands-on experience using tools currently in the field, enhancing their readiness for industry advancements. Access to up-to-date technology in the classroom prepares students with practical skills for new developments in automotive mechanics.
- Enclosed Documents** Other information is included under separate cover in the Supporting Documentation booklet.
- Funding** Funds for this expenditure are budgeted in the Automotive Technology budget for FY 2024 – 2025.
- Staff Resource** Dr. Anahid Petrosian, Vice President and Provost for Academic Affairs and Economic Development
- Recommendation** It is requested that the Board approve to purchase bench lathes and a tire changer from **O'Reilly Auto Parts** (McAllen, TX), The Interlocal Purchasing Systems (TIPS) approved vendor, at a total amount of \$65,887.00.

Purchases – 7) Rotary Mobile Column Lifts (Grant Funded)

Purpose Purchase rotary mobile column lifts from **PSI JF Petroleum Group, Inc.** (Edinburg, TX), a Texas Association of School Boards – Buyboard approved vendor.

Justification To enhance the Diesel Technology Program with rotary mobile column lifts which will increase efficiency during lab sessions by providing students with practical, hands-on training and allowing quicker access to various parts of diesel vehicles. This will enable students to work more efficiently, leading to more effective learning and better time management. Integrating mobile lifts into the diesel program will significantly enhance student safety by minimizing risks and improving the efficiency of maintenance and repair tasks while also equipping our students with essential skills that are highly valued by employers.

Enclosed Documents Other information is included under separate cover in the Supporting Documentation booklet.

Funding Funds for this expenditure are budgeted in the Carl Perkins Grant for FY 2024 – 2025.

Staff Resource Dr. Anahid Petrosian, Vice President and Provost for Academic Affairs and Economic Development

Recommendation It is requested that the Board approve to purchase rotary mobile column lifts from **PSI JF Petroleum Group, Inc.** (Edinburg, TX), a Texas Association of School Boards – Buyboard approved vendor, at a total amount of \$64,720.50.

Purchases – 8) Telescopic Handler

Purpose Purchase a telescopic handler from **Wylie Implement & Sprayers (New)** (Raymondville, TX), a Sourcewell purchasing cooperative approved vendor.

Justification To be utilized by the Regional Center for Public Safety Excellence (RCPSE) faculty and staff for instructional purposes, the telescopic handler is necessary to move heavy instructional equipment, materials, and aids needed for technical rescue, vehicle extrication, and public safety classes at the RCPSE.

Enclosed Documents Other information is included under separate cover in the Supporting Documentation booklet.

Funding Funds for this expenditure are budgeted in the RCPSE budget for 2024 – 2025.

Staff Resource Dr. Anahid Petrosian, Vice President and Provost for Academic Affairs and Economic Development

Recommendation It is requested that the Board approve to purchase a telescopic handler from **Wylie Implement & Sprayers** (Raymondville, TX), a Sourcewell purchasing cooperative approved vendor, at a total amount of \$145,334.00.

Purchases – 9) Training Systems (Grant Funded)

Purpose Purchase training systems from **Toolkit Technologies, Inc.** (Austin, TX), a Texas Association of School Boards – Buyboard approved vendor.

Justification To enhance the Diesel Technology Program with an engine training system and an interactive hydraulic training system which will provide invaluable hands-on learning in engine management, air conditioning, and hydraulic systems.

The engine training system facilitates a deeper understanding of AC stop-and-start systems by allowing students to engage directly with a realistic engine setup, including diesel engines. It also enables them to practice troubleshooting and diagnostics in a safe, controlled environment.

Enclosed Documents Other information is included under separate cover in the Supporting Documentation booklet.

Funding Funds for this expenditure are budgeted in the Cark Perkins Grant and Automotive Technology budget for FY 2024 – 2025.

Staff Resource Dr. Anahid Petrosian, Vice President and Provost for Academic Affairs and Economic Development

Recommendation It is requested that the Board approve to purchase training systems from **Toolkit Technologies, Inc.** (Austin, TX), a Texas Association of School Boards – Buyboard approved vendor, at a total amount of \$105,355.80.

Purchases – 10) Computers, Laptops, Tablets, Monitors, and Printers

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

Justification To provide new systems, replace out-of-warranty systems (over five years old), and meet software requirements for those systems that exceed the 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 under separate cover in the Supporting Documentation booklet.

Funding Funds for these expenditures are budgeted in the requesting department budgets for FY 2024-2025 as follows: Learning Commons and Open Labs, Art, Economics, Business Administration, World Language Department, Curriculum Department, Human Resources, Teaching and Learning Center, Educational Technologies, Library Public Services, Computer Science, Construction Accounts-Unexpended, Bachelors of Nursing, Patient Care Technician, Physics, Engineering, Pharmacy Technology, Advanced Manufacturing Technology, Political Science, Dual Credit Pathways, Institutional Advancement, Diagnostic Imaging, Dual Credit Programs, Dual Credit Scheduling and Compliance, Educational Technologies Maintenance and Replacement, Information Technology, Regional Center for Public Safety Excellence, Student Activities and Wellness, Office of Sponsored Initiatives, Business Office, Internal Audit, Division of Business Public Safety and Technology, Cosmetology, Computer Science, Division of Nursing and Allied Health, Advanced Manufacturing Technology, and Mathematics.

Staff Resource Lucio Gonzalez, Associate Vice President -Technology and Chief Information Officer
Deyadira Leal, Director of Purchasing

Recommendation It is requested that the Board approve to purchase computers, laptops, tablets, monitors, and printers from the vendors listed in Appendix A at a total amount of \$305,946.25.

APPENDIX A

Vendors List

Vendor (City, State)	Purchasing Cooperative	Amount
Apple, Inc. (Dallas, TX)	Choice Partners Cooperative	12,156.00
CRC Computer Repair Center (McAllen, TX)	State of Texas Department of Information Resources (DIR)	10,829.00
Dell Marketing, LP (Dallas, TX)	State of Texas Department of Information Resources (DIR)	282,961.25
Total Amount:		\$305,946.25

APPENDIX B

District-Wide Technology Request Summary

Student Computers		Staff Laptops	
103	Learning Commons and Open Labs	1	Dual Credit Pathways
Student Monitors		1	Institutional Advancement
25	Mathematics Program	1	Pharmacy Technology Program
Faculty Computers		1	Pharmacy Technology Program / Diagnostic Imaging
1	Art Program	2	Dual Credit Programs
1	Economics Program	1	Dual Credit Scheduling and Compliance
1	Business Administration	13	Educational Technologies Maintenance and Replacement
1	World Language Department	4	Educational Technologies
1	Curriculum Department	10	Information Technology
1	Human Resources	1	Regional Center for Public Safety Excellence
Faculty Laptops		6	Student Activities and Wellness
1	Bachelors of Nursing	1	Office of Sponsored Initiatives
1	Bachelors of Nursing / Patient Care Technician Program	4	Business Office
1	Physics Program	1	Internal Audit
2	Engineering Program	2	Division of Business Public Safety and Technology
2	Pharmacy Technology Program	3	Cosmetology Program
1	Advanced Manufacturing Technology Program	3	Computer Science
5	Political Science Program	2	Division of Nursing and Allied Health

Staff Computers	
1	Teaching and Learning Center
1	Educational Technologies
1	Library Public Services
1	Computer Science
3	Construction Accounts- Unexpended / Starr Campus Automotive Lab
Staff Monitors	
3	Construction Accounts- Unexpended / Starr Campus Automotive Lab

1	Advanced Manufacturing Technology Program
Staff Printers	
6	Mathematics Program
6	Human Resources
3	English Program
1	Developmental reading
1	Associate Degree Nursing
4	Welding Program
Staff Tablets	
4	Educational Technologies
5	Educational Technologies Maintenance and Replacement

Renewals - 11) Investment Advisory Services

Purpose Renew the investment advisory services contract with **Valley View Consulting, LLC** (Huddleston, VA).

Justification To provide the College with professional advice related to investments, yield rate, risks, accuracy and completeness of the College’s investment policy, and other important information on an as-needed basis. The firm acts as a strategic investment planner for the College and develops an investment portfolio plan that is diversified and consistent with the College’s Investment Policy, objectives and guidelines, and Texas State Law.

Enclosed Documents Appendix A – Renewal Terms

Funding Funds for this expenditure are budgeted in the Investment Advisor budget 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 It is requested that the Board approve to renew the investment advisory services contract with **Valley View Consulting, LLC** (Huddleston, VA), for the period beginning April 1, 2025 through March 31, 2026, at an estimated total amount of \$85,000.00, which is based on prior year expenditures.

APPENDIX A

Renewal Terms

The Board awarded the contracts as follows:

Term: February 14, 2023 – one year with two (2) one-year annual renewals			
Award	Board Meeting Date	Original Term	Renewal Term
Original	02/14/2023	04/01/23 – 03/31/24	
First Renewal	01/30/2024		04/01/24 – 03/31/25
Final Renewal	11/19/2024		04/01/25 – 03/31/26

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

Renewals - 12) Primary Bank Depository Services

- Purpose** Renew the primary bank depository services contract with **PNC Bank** (McAllen, TX).
- Justification** To provide depository bank services to the College for wire services, book transfers, ACH transactions, stop payments, balance reporting, positive pay, and account reconciliation
- Enclosed Documents** Appendix A – Renewal Terms
- Funding** Funds for this expenditure are budgeted in the Bank Fees budget 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** It is requested that the Board approve to renew the primary bank depository services contract with **PNC Bank** (McAllen, TX), for a two-year term, beginning February 1, 2025, and ending January 31, 2027, at an estimated total amount of \$105,000.

APPENDIX A

Renewal Terms

The Board awarded the contracts as follows:

Term: October 27, 2020 – two years with three (3) two-year annual renewals			
Award	Board Meeting Date	Original Term	Renewal Term
Original	10/27/20	02/01/21 – 01/31/23	3 – two year options
First Renewal	10/18/22		02/01/23 – 01/31/25
Second Renewal	11/19/24		02/01/25 – 01/31/27

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

Renewals – 13) Cisco Umbrella, Cisco Identity Services Engine (ISE), and DUO Software License Agreements

Purpose	Renew the Cisco Umbrella, Cisco Identity Services Engine (ISE), and DUO software license agreements with Netsync Network Solutions (Houston, TX), a State of Texas Department of Information Resources (DIR) approved vendor.
Justification	<p>To provide an internet-wide layer of security that protects against malware infections and a secure internet gateway with the visibility to protect internet access for students, faculty, and staff district-wide, Cisco Umbrella and Cisco Identity Services Engine (ISE) are essential to the College.</p> <p>Additionally, the DUO multifactor authentication is vital for quickly verifying users' identities by approving push notifications before accessing applications.</p>
Enclosed Documents	Other information is included under separate cover in the Supporting Documentation booklet.
Funding	Funds for this expenditure are budgeted in the Systems and Networking budget for FY 2024 – 2025. Funds for subsequent fiscal years will be included in future proposed budgets.
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	It is requested that the Board approve to renew the Cisco Umbrella, Cisco Identity Services Engine (ISE), and DUO software license agreements with Netsync Network Solutions (Houston, TX), a State of Texas Department of Information Resources (DIR) approved vendor, for the period beginning December 10, 2024 through December 9, 2029, with five (5) annual payments of \$73,032.80, for a total amount of \$365,164.00.

Renewals – 14) Red Hat Licenses Maintenance and Support Agreement

Purpose Renew the Red Hat licenses maintenance and support agreement with **Netsync Network Solutions** (Houston, TX), a State of Texas Department of Information Resources (DIR) approved vendor.

Justification To provide one year of support and maintenance to the servers running on Red Hat software. The support provides critical updates and patches to mitigate security risks and support for the servers running the Red Hat software. The servers running Red Hat support applications such as Banner and Jagnet serve students, faculty, and staff district-wide.

Enclosed Documents Other information is included under separate cover in the Supporting Documentation booklet.

Funding Funds for this expenditure are budgeted in the Systems and Networking budget for FY 2024 – 2025. Funds for subsequent fiscal years will be included in future proposed budgets.

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 It is requested that the Board approve to renew the Red Hat licenses maintenance and support agreement with **Netsync Network Solutions** (Houston, TX), a State of Texas Department of Information Resources (DIR) approved vendor, for the period beginning February 10, 2025 through February 9, 2026, at a total amount of \$91,570.23.

Recommendation: It is requested that the Board approve the award of proposals, rejection of proposals, purchases, and renewals at a total cost of \$1,440,764.78, as listed below:

- Award of Proposals**
- 1) **Campus Dining and Food Trucks - Mid Valley Campus:** award the proposal for Campus Dining and Food Trucks – Mid Valley Campus to **All Affairs and Occasions** (McAllen, TX) for the period beginning February 1, 2025 through January 31, 2026, with two one-year options to renew, at no cost to the College;
 - 2) **Catering Services II:** award the proposals for catering services II for the period beginning November 19, 2024 through November 18, 2025, at an estimated total amount of \$60,000.00, which is based on prior year expenditures. The vendors are as follows:

Vendor (City, State)	Vendor (City, State)
Atencion Selecta, LLC (Edinburg, TX)	Bright Life Investments, LLC DBA Cornerstone Cafe (Mission, TX) (New)

Laredo Comidas / STC-Taco Palenque (McAllen, TX)	
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- 3) **Purchase of Laser Projectors:** award the proposal for the purchase of laser projectors to **Audio Visual Aids** (San Antonio, TX) at a total amount of \$109,566.00;
- 4) **Sport Utility Vehicles:** award the proposal for the purchase of a sport utility vehicle to **Spikes Ford** (Mission, TX) at a total amount of \$42,221.00;

Rejection of Proposals

- 5) **Sport Utility Vehicles:** reject the proposals for the purchase of a sport utility vehicle;

Purchases

- 6) **Bench Lathes and Tire Changer:** purchase bench lathes and a tire changer from **O'Reilly Auto Parts** (McAllen, TX), The Interlocal Purchasing Systems (TIPS) approved vendor, at a total amount of \$65,887.00;
- 7) **Rotary Mobile Column Lifts (Grant Funded):** purchase rotary mobile column lifts from **PSI JF Petroleum Group, Inc.** (Edinburg, TX), a Texas Association of School Boards – Buyboard approved vendor, at a total amount of \$64,720.50;
- 8) **Telescopic Handler:** purchase a telescopic handler from **Wylie Implement & Sprayers (New)** (Raymondville, TX), a Sourcewell purchasing cooperative approved vendor, at a total amount of \$145,334.00;
- 9) **Training Systems (Grant Funded):** purchase training systems from **Toolkit Technologies, Inc.** (Austin, TX), a Texas Association of School Boards – Buyboard approved vendor, at a total amount of \$105,355.80;
- 10) **Computers, Laptops, Tablets, Monitors, and Printers:** purchase computers, laptops, tablets, monitors, and printers at a total amount of \$305,946.25 from the vendors listed below:

Vendor (City, State)	Purchasing Cooperative	Amount
Apple, Inc. (Dallas, TX)	Choice Partners Cooperative	12,156.00
CRC Computer Repair Center (McAllen, TX)	State of Texas Department of Information Resources (DIR)	10,829.00
Dell Marketing, LP (Dallas, TX)	State of Texas Department of Information Resources (DIR)	282,961.25
Total Amount:		\$305,946.25

- Renewals**
- 11) **Investment Advisory Services:** renew the investment advisory services contract with **Valley View Consulting, LLC** (Huddleston, VA), for the period beginning April 1, 2025 through March 31, 2026, at an estimated total amount of \$85,000.00, which is based on prior year expenditures;
 - 12) **Primary Bank Depository Services:** renew the primary bank depository services contract with **PNC Bank** (McAllen, TX), for a two-year term, beginning February 1, 2025, and ending January 31, 2027, at an estimated total amount of \$105,000;
 - 13) **Cisco Umbrella, Cisco Identity Services Engine (ISE), and DUO Software License Agreements:** renew the Cisco Umbrella, Cisco Identity Services Engine (ISE), and DUO software license agreements with **Netsync Network Solutions** (Houston, TX), a State of Texas Department of Information Resources (DIR) approved vendor, for the period beginning December 10, 2024 through December 9, 2029, with five (5) annual payments of \$73,032.80, for a total amount of \$365,164.00;
 - 14) **Red Hat Licenses Maintenance and Support Agreement:** renew the Red Hat licenses maintenance and support agreement with **Netsync Network Solutions** (Houston, TX), a State of Texas Department of Information Resources (DIR) approved vendor, for the period beginning February 10, 2025 through February 9, 2026, at a total amount of \$91,570.23.

The Finance, Audit, and Human Resources Committee did not meet in November 2024; therefore, this item is presented without a committee recommendation. Administration recommends approval as presented.

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

The Board of Trustees of South Texas College approves and authorizes the award of proposals, rejection of proposals, purchases, and renewals at a total cost of \$1,440,764.78 as presented.

Approval Recommended:

Dr. Ricardo J. Solis
President

Review and Recommend Action on 2024 Tax Roll/Tax Levy for Hidalgo and Starr Counties

Purpose	To approve the 2024 Tax Roll/Tax Levy for Hidalgo and Starr Counties.
Justification	<p>To ensure that the College complies with Section 26.09 Item (e) of the Property Tax Code, which states:</p> <p style="padding-left: 40px;">“The assessor shall enter the amount of tax determined as provided by this section in the appraisal roll and submit it to the governing body of the unit for approval. The appraisal roll with amounts of tax entered as approved by the governing body constitutes the unit’s tax roll.”</p> <p>Mr. Pablo “Paul” Villareal, Jr., RTA, Assessor-Collector of Hidalgo County, and Ms. Maria Amedia Salinas, TAC, Assessor-Collector of Starr County, have entered the determined tax amounts into the appraisal roll as provided by Section 26.09 Item (e) of the Property Tax Code. They have submitted the tax roll/tax levy to South Texas College, totaling \$97,618,426.83.</p>
Enclosed Documents	Appendix A – 2024 Tax Roll Total for each county
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
Additional Information	The Finance, Audit, and Human Resources Committee did not meet in November 2024; therefore, this item is presented without a committee recommendation. Administration recommends approval as presented.
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 the 2024 Tax Roll/Tax Levy for Hidalgo and Starr Counties to comply with Section 26.09 Item (e) of the Property Tax Code, as presented.</p> <p>Approval Recommended: Dr. Ricardo J. Solis President</p>

South Texas College
2024 Tax Roll/Tax Levy
Fiscal Year 2024 - 2025

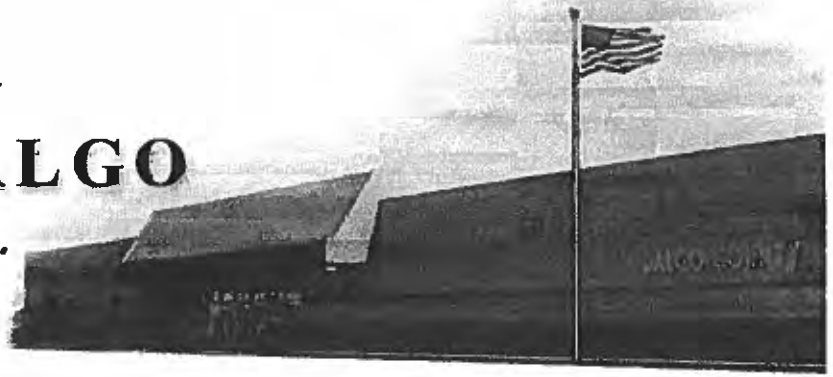
	Hidalgo County	Starr County	Total
Land	\$ 27,800,796,356.00	\$ 3,254,184,373.00	\$ 31,054,980,729.00
Improvements	41,186,790,278.00	2,150,242,666.00	43,337,032,944.00
Personal Property	6,159,373,999.00	1,269,346,390.00	7,428,720,389.00
Minerals & Utility Rolls	89,900,419.00	142,903,850.00	232,804,269.00
Gross - Total Market Value	\$ 75,236,861,052.00	\$ 6,816,677,279.00	\$ 82,053,538,331.00
Total Homestead Cap Adjustment	2,464,065,518.00	457,994,714.00	2,922,060,232.00
AG Exclusion	5,199,567,066.00	2,163,243,401.00	7,362,810,467.00
Total Assessed	\$ 67,573,228,468.00	\$ 4,195,439,164.00	\$ 71,768,667,632.00
Less Exemptions:			
Abatement		501,419,619.00	501,419,619.00
Total Exempt Property	6,831,051,224.00	391,729,046.00	7,222,780,270.00
Vet Full Exemption	795,595,454.00	11,980,633.00	807,576,087.00
Disable Veteran (Part)	45,970,057.00	2,153,449.00	48,123,506.00
House Bill 366	2,491,891.00	1,326,030.00	3,817,921.00
Freeport	550,573,190.00	-	550,573,190.00
Pollution	35,725,203.00	2,685,570.00	38,410,773.00
Community Housing Development Organizations (CHDO) Exemption	38,987,814.00	-	38,987,814.00
Solar	5,975,754.00	-	5,975,754.00
Total Full Exemptions	46,690,128.00	6,745,326.00	53,435,454.00
First Responder Surviving Spouse	4,287,206.00	-	4,287,206.00
	\$ 8,357,347,921.00	\$ 918,039,673.00	\$ 9,275,387,594.00
2024 Taxable Value	59,215,880,547.00	3,277,399,491.00	62,493,280,038.00
2024 Tax Levy	\$ 95,929,726.49	\$ 5,423,209.43	\$ 101,352,935.92
Taxable Value	\$ 59,215,880,547.00	\$ 3,778,819,110.00	62,994,699,657.00
Taxable Value-Abatement	-	(501,419,619.00)	(501,419,619.00)
2024 Taxable Value	\$ 59,215,880,547.00	\$ 3,277,399,491.00	\$ 62,493,280,038.00
Frozen Taxable	(7,017,088,520.00)	(212,503,255.00)	(7,229,591,775.00)
Net Taxable Value	\$ 52,198,792,027.00	\$ 3,064,896,236.00	\$ 55,263,688,263.00
Tax Rate	0.1620	0.1620	0.1620
Tax Rate (Abatement)	-	0.1393	0.1393
Levy (Before Frozen Levy Loss)	\$ 84,562,043.08	\$ 5,078,954.16	\$ 89,640,997.24
Unfrozen Levy Amount	11,367,684.57	344,255.27	11,711,939.84
Levy Loss due to Freeze	(3,704,315.92)	(118,020.49)	(3,822,336.41)
Frozen Levy Amount	7,663,368.65	226,234.78	7,889,603.43
Late AG	3,110.37	-	3,110.37
Late Rendition Amount	84,704.96	-	84,704.96
2525D	2.39	-	2.39
Adjustments	(1.16)	-	(1.16)
Rounding	9.58	0.02	9.60
Total Levy Amount	\$ 92,313,237.87	\$ 5,305,188.96	\$ 97,618,426.83
Percentages			
M&O 0.1393 / 0.1620 = 85.94%	\$ 79,377,987.87	\$ 4,463,934.20	\$ 83,841,922.07
I&S 0.0227 / 0.1620 = 14.05%	12,935,250.00	841,254.76	13,776,504.76
Total	\$ 92,313,237.87	\$ 5,305,188.96	\$ 97,618,426.83

Office of Tax Assessor-Collector

COUNTY of HIDALGO

Pablo "Paul" Villarreal, Jr. PCC.

October 31, 2024



Dr. Ricardo J. Solis
South Texas College
P.O. Box 9701
McAllen, TX. 78502

P.O. Box 178
Edinburg, Texas 78540-0178
Ph. (956) 318-2157
Fax (956) 318-2733
www.hidalgocountytax.org

Dear Dr. Solis,

Enclosed please find the 2024 Tax Roll Totals for your district.

Be advised these totals do not include totals for accounts currently under protest. Those totals will be added once the protests are resolved.

Please place this item on the agenda of your next meeting for approval by your governing body, as per Section 26.09(e), of the Texas Property Tax Code.

Should you have any questions in regards, do contact our office.

Sincerely,

Pablo (Paul) Villarreal Jr., PCC
Hidalgo County Tax Assessor-Collector

Xc: Hon. Letty Chavez
Hidalgo County Auditor



SOUTH TEXAS COLLEGE

ENTITY

The Following information is furnished as requested.

NOTE: IT IS IMPORTANT YOU COMPLETE EACH SECTION SEPARATELY.

Itemized 2024 Tax Rate (per \$100 valuation):

(A) Maintenance and Operation (M and O) \$ 0.1393

(B) Debt Service (I and S) \$ 0.0227

Total TAX RATE (A + B) FOR 2024 \$ 0.1620

Total TAX LEVY FOR 2024 \$ 92,313,237.87

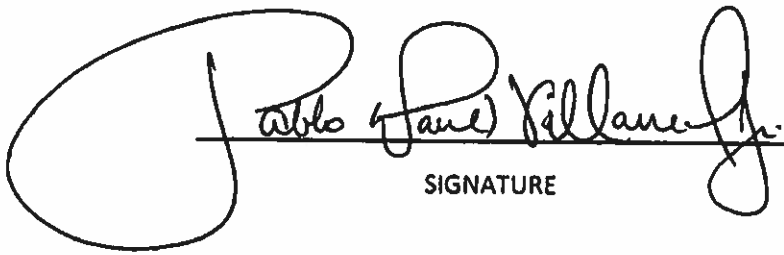
No-New-Revenue Rate 2024 \$ 0.1502

Voter-Approval Rate 2024 \$ 0.1629

De Minimis Rate 2024 \$ _____

Average Residential Value 2024 \$ 170,383

10/10/2024
DATE


SIGNATURE

HIDALGO COUNTY TAX ASSESSOR-COLLECTOR
TITLE

PLEASE RETURN AS SOON AS POSSIBLE TO:

HIDALGO COUNTY APPRAISAL DISTRICT
Attn: Lydia Elizondo, Finance/Personnel Director
PO BOX 208
EDINBURG, TX 78540-0208
FAX: (956) 289-2120



STARR

AMEIDA SALINAS

Tax Assessor-Collector

STARR COUNTY

RIO GRANDE CITY, TEXAS 78582

COUNTY COURT HOUSE

STARR COUNTY

RIO GRANDE CITY, TEXAS 78582

October 28, 2024

Dr. Ricardo J. Solis, President
South Texas College
P.O. Box 9701
McAllen, Texas 78502

Dear Dr. Solis:

Enclosed please find the 2024 Tax Roll totals for your district.

Please place this item on the agenda of your next meeting for approval by your governing body, as per Section 26.09(e), of the Texas Property Tax Code.

Should you have any questions in regards, do contact our office.

Sincerely,



COUNTY OF STARR
MA. AMEIDA SALINAS
TAX ASSESSOR-COLLECTOR

Maria Ameida Salinas
Starr County Tax Assessor/Collector



STARR

AMEIDA SALINAS

Tax Assessor-Collector

STARR COUNTY

RIO GRANDE CITY, TEXAS 78582

COUNTY COURT HOUSE

STARR COUNTY

RIO GRANDE CITY, TEXAS 78582

10/10/2024

2024 Starr County Tax Levy

Entity	Tax Levy
Starr Co. M&O	\$ 15,846,462.73
Starr Co. FM/FC	\$ 6,412,478.20
Starr Co. Drainage District	\$ 56,422.33
Starr Co. Memorial Hospital	\$ 8,274,546.44
South Texas College	\$ 5,305,188.96
City of Escobares	\$ 222,770.16



**COUNTY OF STARR
MA. AMEIDA SALINAS
TAX ASSESSOR-COLLECTOR**

Ameida Salinas, Starr County TAC

Review and Action as Necessary on Appraisal District Allocated Cost Payments for Starr County

Purpose To approve the Appraisal District Allocated Cost Payments for Starr County for property valuation assessments conducted annually for tax purposes during the tax year.

Justification The Appraisal District is considered a sole source provider, and the College and other taxing entities must utilize their services to determine the assessed valuation of properties.

The estimated allocation for Tax Year 2024, according to the Starr County budget, amount to \$160,710.12 for Starr County Appraisal District. The first quarterly invoice is due by December 31, 2024. Each taxing unit is responsible for paying its allocation in four equal payments.

Enclosed Documents Appendix A – Changes to Tax Year 2024 Allocations
Appendix B – FY 2025 Allocated payments for Tax Year 2024

Funding Funds for these expenditures are budgeted in the Starr Appraisal/Collection Fee budget for FY2024 - 2025.

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

Additional Information The Finance, Audit, and Human Resources Committee did not meet in November 2024; therefore, this item is presented without a committee recommendation. Administration recommends approval as presented.

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

The Board of Trustees of South Texas College approves and authorizes the Appraisal District Allocated Cost Payments for Starr County in the amount of \$160,710.12.

Approval Recommended:

Dr. Ricardo J. Solis
President

Appendix A

Changes to Tax Year 2024 Allocations, with comparison to previous year as follows:

<u>Tax Year</u>	<u>Starr County</u>
2024	\$160,710.12
2023	<u>133,826.05</u>
Increase/(Decrease)	<u><u>\$ 26,884.07</u></u>

The changes are based on the new year budgets of each Appraisal District. The Starr County Appraisal District Budget has increased by \$335,296.43 from \$1,793,314.40 to \$2,128,610.83.



Starr County Appraisal District

100 N. FM 3167, STE 300
Rio Grande City, Texas 78582
Phone: 956-487-5613 Fax: 956-487-8555

BOARD OF DIRECTORS

Rogelio Olivarez, Chairman
Jaime Escobar, Secretary
Eloy Garza, Member
Judge Eloy Vera, Member
Encarnacion Saenz, III, Member

Sonia R. Garza
Chief Appraiser

November 1, 2024

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

Dear Dr. Solis:

In accordance with section 6.06 of the Texas Property Code, I am hereby submitting a payment schedule for 2025 based on the 2025 budget and your tax levy for 2024 – 2025.

Total allocation for the year 2025 is	<u>\$160,710.12</u>
First quarter installment for 2025 due 12/31/2024	\$40,177.53
Second quarter installment for 2025 due 3/31/2025	\$40,177.53
Third quarter installment for 2025 due 6/30/2025	\$40,177.53
Fourth quarter installment for 2025 due 9/30/2025	\$40,177.53

Please remit all payments to Starr County Appraisal District, 100 N. FM 3167 STE 300, Rio Grande City, Texas 78582. If you may have any questions, please feel free to contact me at the office. Your full cooperation in this matter is greatly appreciated.

Respectfully,

Sonia R. Garza, RPA, CTA, CCA
Starr County Appraisal District Chief Appraiser

RG: mrl
xc: Mr. Jesus Ramirez, Attorney
xc: Ms. Rose Benavides, Chairperson
xc: Ms. Maricarmen Ramirez, Accts. Payable
xc: Ms. Yvette M. Ortiz, Business Office

Review and Recommend Action on Annual Investment Report for FY 2023 – 2024

Purpose To approve the College’s Annual Investment Report for FY 2023 - 2024.

Justification To comply with the State Auditor’s Office (SAO) requirement that higher education institutions report to the SAO certain investment information prescribed by the General Appropriations Act (82nd Legislature), Article III, Rider 5-Investment Reports. The governing board of each of the educational institutions is required to file with the SAO, Comptroller of Public Accounts, Legislative Budget Board, and the Governor an annual report of all investment transactions involving endowment funds, short-term and long-term investment funds, and all other securities transactions.

Enclosed Documents Appendix A – Annual Investment Report

Funding No funds are required.

Staff Resource Dr. Ricardo J. Solis, President
Mary Del Paz, Vice President for Finance and Administrative Services

Additional Information The Finance, Audit, and Human Resources Committee did not meet in November 2024; therefore, this item is presented without a committee recommendation. Administration recommends approval as presented.

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

The Board of Trustees of South Texas College approves and authorizes the Annual Investment Report for FY 2023 - 2024.

Approval Recommended:

Dr. Ricardo J. Solis
President

South Texas College
Annual Investment Report (Including Deposits)

August 31, 2024
Market Value

Investment or Deposit Type

Publicly Traded Equity and Similar Investments

Common Stock (U.S. and foreign stocks held in separately managed accounts or internally managed by institution investment staff; exclude mutual or commingled funds)

Equity/Stock Mutual Funds

Balanced Mutual Funds (where target allocation is > 50% equities)

"Commonfund" Equity Commingled Funds

Other Equity Commingled Funds (if primarily invested in publicly traded equities)

Preferred Stock

Other - list by type

Total Publicly Traded Equity and Similar Investments _____ -

"Other" Investments - Other than Publicly Traded Equity and Debt Investments

Real Estate (include direct ownership & investments in real estate limited partnerships, private REITs, or similar vehicles; include a portfolio of publicly traded REITs if managed as a separate asset allocation category rather than comprising part of a broadly diversified stock portfolio)

Other Real Asset Investments (e.g. investments in infrastructure funds)

Private Equity

Hedge Funds

"Commonfund" Alternative Asset Commingled Funds (Real Estate, Private Equity, Hedge Funds, Commodities, etc.)

Annuities

Commodities

Collectibles

Other - Miscellaneous Coins

Total "Other" Investments - Other than Publicly Traded Equity & Debt Investments _____ 5,590
5,590

Publicly Traded Debt & Similar Investments >1 year maturity

U.S. Government Securities ("Treasuries")

U.S. Government Agency Securities ("Agencies")

Mortgage Pass-Throughs - "Agency"

Mortgage Pass-Throughs - "Private Label"

Asset-Backed Securities (ABS) (other than mortgage-backed securities)

Sovereign Debt (non-U.S.)

Municipal Obligations

Collateralized Mortgage Obligations (CMOs) - list below by category

Interest Only Strips (IOs)

Principal Only Strips (POs)

Inverse Floaters

Stated Final Maturity longer than 10 years

Other CMOs - "Agency"

Other CMOs - "Private Label"

Corporate Obligations (U.S. or foreign companies) - list below by rating

Highly Rated (AAA/AA or equivalent)

Other Investment Grade (A/BBB or equivalent)

High Yield Bonds (<BBB or equivalent)

Not Rated (NR)

Fixed Income/Bond Mutual Funds (longer term; registered with the SEC)

Balanced Mutual Funds (where target allocation is > 50% bonds or other debt securities)

"Commonfund" Fixed Income/Bond Commingled Funds

Other Fixed Income/Bond Commingled Funds (primarily invested in publicly traded debt securities; not registered with the SEC)

GICs (Guaranteed Investment Contracts)

Other - list by type

Total Publicly Traded Debt & Similar Investments >1 year _____ -

South Texas College
Annual Investment Report (Including Deposits)

August 31, 2024
Market Value

Investment or Deposit Type

Investment or Deposit Type	Market Value
Short-Term Investments & Deposits	
U.S. Government Securities ("Treasuries")	62,661,191
U.S. Government Agency Securities ("Agencies")	109,008,229
Bankers' Acceptances	
Commercial Paper - A1/P1 (or equivalent)	
Other Commercial Paper - lower rated	
Repurchase Agreements (Repos)	
Money Market Mutual Funds (registered with the SEC)	
Short-Term Mutual Funds Other than Money Market Mutual Funds (registered with the SEC but "2a7-like")	
TexPool (and TexPool Prime)	1,793,616
Other Public Funds Investment Pools Functioning as Money Market Mutual Funds	
Other Investment Pools - Short-Term (not created to function as a money market mutual fund)	
Certificates of Deposit (CD) - Nonnegotiable	156,517,229
Certificates of Deposit (CD) - Negotiable	
Bank Deposits	91,900,811
Cash Held at State Treasury	
Securities Lending Collateral Reinvestments (direct investments or share of pooled collateral)	
Other - Cash on Hand	6,375
Total Short-Term Investments & Deposits	421,887,451
TOTAL INVESTMENTS and DEPOSITS	421,893,041

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

Purpose To approve the College's Quarterly Investment Report for the Quarter Ended August 31, 2024 that will be presented by Mr. Richard Long from Valley View Consulting, L.L.C.

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

Mr. Long will present an overview of the investments, the annual interest earnings, the quarterly interest earnings, and the economic overview.

Enclosed Documents Appendix A - Quarterly Investment Report

Funding No funds are required.

Staff Resource Dr. Ricardo J. Solis, President
Mary Del Paz, Vice President for Finance and Administrative Services

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

The Board of Trustees of South Texas College approves and authorizes the Quarterly Investment Report for the Quarter Ended August 31, 2024.

Approval Recommended:

**Dr. Ricardo J. Solis
President**



SOUTH TEXAS COLLEGE
QUARTERLY INVESTMENT REPORT

For the Quarter Ended

August 31, 2024

Prepared by

Valley View Consulting, L.L.C.

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

_____	_____
Maria G. Del Paz, Vice President for Finance & Administrative Services	Date
_____	_____
Myriam Lopez, Associate Vice President-Finance and Management	Date
_____	_____
Paul R. Rodriguez, Board of Trustees, Designated Investment Officer	Date

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

Annual Comparison

FYE Results by Investment Category:

Asset Type	August 31, 2023			August 31, 2024		
	Ave. Yield	Book Value	Market Value	Ave. Yield	Book Value	Market Value
DDA/MMA/NOW	4.53%	\$ 120,596,728.95	\$ 120,596,728.95	4.88%	\$ 95,896,527.57	\$ 95,896,527.57
Pools	5.31%	1,700,463.18	1,700,463.18	5.30%	1,793,615.69	1,793,615.69
CD/Security	3.66%	275,674,348.85	273,647,501.67	4.84%	327,318,246.52	328,185,078.08
Totals		\$ 397,971,540.98	\$ 395,944,693.80		\$ 425,008,389.78	\$ 425,875,221.34
Fourth Quarter-End Yields	3.93%			4.85%		
	2023 Fiscal Year			2024 Fiscal Year		
Average Quarter-End Yields - Fiscal Year (1)						
South Texas College	3.11%			4.63%		
Rolling Three Mo. Treas. Yield	4.76%			5.47%		
Rolling Six Mo. Treas. Yield	4.58%			5.38%		
Quarterly TexPool Yield	4.60%			5.33%		
Fiscal YTD Interest Earnings	\$11,087,938.16 (Approximate)			\$18,891,972.55 (Approximate)		

(1) Average Quarterly Yield calculated using quarter-end report average yield and adjusted book value.

Summary

Quarter End Results by Investment Category:

Asset Type	May 31, 2024		August 31, 2024		Ave. Yield
	Book Value	Market Value	Book Value	Market Value	
DDA/MMA/NOW	\$ 87,751,912.41	\$ 87,751,912.41	\$ 95,896,527.57	\$ 95,896,527.57	4.88%
Pools	1,769,826.94	1,769,826.94	1,793,615.69	1,793,615.69	5.30%
CD/Security	337,731,348.83	336,919,844.48	327,318,246.52	326,185,078.08	4.84%
Totals	\$ 427,253,088.18	\$ 426,441,583.83	\$ 425,008,389.78	\$ 425,875,221.34	4.85%

Current Quarter Portfolio Performance (1)		Year-to-Date Portfolio Performance (2)	
Average Quarterly Yield	4.85%	Average Quarter End Yield	4.63%
Rolling Three Month Treasury	5.41%	Rolling Three Month Treasury	5.47%
Rolling Six Month Treasury	5.29%	Rolling Six Month Treasury	5.38%
TexPool	5.30%	TexPool	5.33%

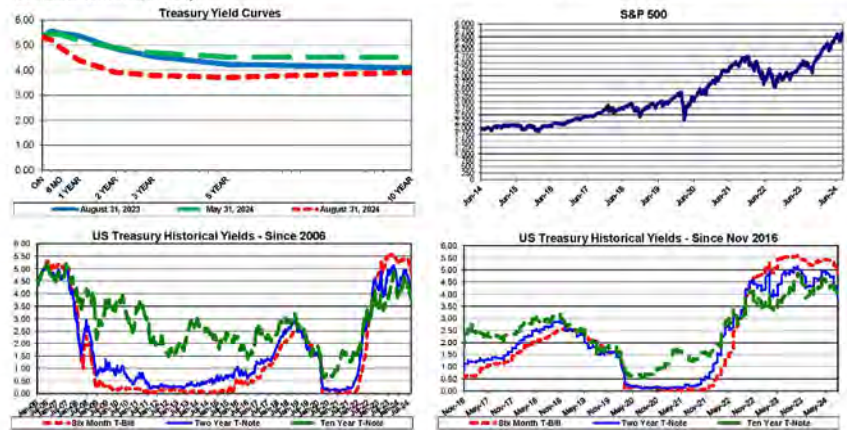
	INTEREST EARNINGS	
	PRIOR YEAR	CURRENT YEAR
Quarterly Interest Earned	\$3,711,615.66 (Unaudited)	\$5,161,316.97 (Unaudited)
Accrued Interest-End of Quarter	\$1,189,845.00 (Unaudited)	\$2,061,924.08 (Unaudited)
Fiscal YTD Interest Earned	\$11,087,938.16 (Unaudited)	\$18,891,972.55 (Unaudited)

(1) Current Quarter Portfolio Performance - yields based on adjusted book value, realized and unrealized gains/losses and investment advisory fees are not considered. The yield for the reporting month is used for bank, pool, and money market balances.
 (2) Fiscal Year-to-Date Performance - yields calculated using quarter end report yields and adjusted book values and does not reflect a total return analysis or account for advisory fees.

Economic Overview

8/31/2024

The Federal Open Market Committee (FOMC) maintained the Fed Funds target range 5.25% - 5.50% (Effective Fed Funds trade +/-0.31%). Expectations are for a 0.25% to 0.50% reduction 9/18. Additional cuts are expected but any actions will be meeting-by-meeting and "data-dependent." Aug Non-Farm Payroll only added 142k new jobs (below expectation of 163k), with the previous two months revised down and the Three Month Rolling Average falling to 116k (from the previous 170k). Second Estimate Second Quarter 2024 GDP recorded +3.0% due to increased consumer spending. The S&P 500 Stock Index exceeded 5,600 again but has experienced some recent weakness. The yield curve remains inverted with short to intermediate maturity decreases. Crude Oil dipped below \$70 per barrel. Inflation remains above the FOMC 2% target (Core PCE +/-2.6% and Core CPI +/-3.2%). Declining global economic outlook, ongoing/expanding military conflicts and the domestic elections increase uncertainty.



Investment Holdings
August 31, 2024

Description	Rating	Coupon/Discount	Maturity Date	Settlement Date	Original Facet Par Value	Book Value	Market Price	Market Value	Life (Days)	Yield
American Natl Bank & Trust MMA		5.53%	09/01/24	08/31/24	\$ 13,158,659.18	\$ 13,158,659.18	1.00	\$ 13,158,659.18	1	5.53%
PNC Bank MMA - Operating		3.60%	09/01/24	08/31/24	28,640,154.76	28,640,154.76	1.00	28,640,154.76	1	3.60%
PNC Bank MMA - Operating #2		2.78%	09/01/24	05/31/24	131,313.23	131,313.23	1.00	131,313.23	1	2.78%
PNC Bank MMA - Payroll		3.24%	09/01/24	08/31/24	1,133.73	1,133.73	1.00	1,133.73	1	3.24%
PNC Bank MMA - Payroll #2		2.78%	09/01/24	05/31/24	13,876.87	13,876.87	1.00	13,876.87	1	2.78%
PNC Bank MMA - Student		2.94%	09/01/24	05/31/24	921,903.54	921,903.54	1.00	921,903.54	1	2.94%
PNC Bank MMA - Student #2		2.78%	09/01/24	05/31/24	25,058.32	25,058.32	1.00	25,058.32	1	2.78%
PNC Bank - Federal Draw Down		2.78%	09/01/24	08/31/24	328.66	328.66	1.00	328.66	1	2.78%
PNC Bank MMA		3.50%	09/01/24	08/31/24	67,339.34	67,339.34	1.00	67,339.34	1	3.50%
PNC Bank MMA - I&S Bond 96.02/03, 04.07.10,14,15		2.78%	09/01/24	08/31/24	25,057.93	25,057.93	1.00	25,057.93	1	2.78%
PNC Bank - Construction ESG Transfer		2.78%	09/01/24	08/31/24	25,058.23	25,058.23	1.00	25,058.23	1	2.78%
PNC Bank - Construction ESG Transfer		3.86%	09/01/24	05/31/24	2,636,641.33	2,636,641.33	1.00	2,636,641.33	1	3.86%
Veritex Bank MMA		5.46%	09/01/24	08/31/24	4,038,408.62	4,038,408.62	1.00	4,038,408.62	1	5.46%
NexBank MMA		5.55%	09/01/24	08/31/24	46,211,593.83	46,211,593.83	1.00	46,211,593.83	1	5.55%
TexPool LGIP	AAAam	5.30%	09/01/24	08/31/24	1,793,615.69	1,793,615.69	1.00	1,793,615.69	1	5.30%
FFCB	Aaa/AA+	3.50%	09/13/24	09/13/22	3,168,000.00	3,167,916.08	99.95	3,166,382.58	13	3.58%
FAMCA		4.84%	09/24/24	11/15/22	10,000,000.00	10,000,000.00	99.97	9,997,482.20	24	4.84%
Bank CZK CD		5.41%	09/25/24	07/25/23	2,121,208.07	2,121,208.07	100.00	2,121,208.07	25	5.41%
FHLB	Aaa/AA+	4.50%	10/03/24	11/09/22	10,000,000.00	9,997,271.64	99.92	9,992,193.30	33	4.89%
East West Bank CD		5.16%	10/07/24	10/10/23	6,310,934.53	6,310,934.53	100.00	6,310,934.53	37	5.80%
Texas Capital Bank CD		4.82%	10/31/24	01/31/23	5,394,673.58	5,394,673.58	100.00	5,394,673.58	61	4.82%
Veritex Bank CD		5.46%	11/18/24	07/20/23	15,915,631.79	15,915,631.79	100.00	15,915,631.79	79	5.46%
Texas Capital Bank CD		4.75%	12/02/24	01/31/23	16,166,204.91	16,166,204.91	100.00	16,166,204.91	93	4.75%
BOV Financial CDARS		5.35%	12/05/24	12/07/23	2,425,753.63	2,425,753.63	100.00	2,425,753.63	96	5.50%
East West Bank CD		4.90%	01/31/25	08/30/24	2,000,537.02	2,000,537.02	100.00	2,000,537.02	153	5.02%
American Natl Bank & Trust CD		4.50%	02/02/25	02/03/23	16,044,441.23	16,044,441.23	100.00	16,044,441.23	155	4.50%
East West Bank CD		4.90%	02/28/25	08/30/24	5,986,249.52	5,986,249.52	100.00	5,986,249.52	181	5.02%
Bank CZK CD		5.37%	03/05/25	10/10/23	8,367,128.96	8,367,128.96	100.00	8,367,128.96	186	5.52%
Veritex Bank CD		5.17%	03/24/25	07/17/23	7,404,007.66	7,404,007.66	100.00	7,404,007.66	205	5.17%
American Natl Bank & Trust CD		4.92%	04/25/25	04/26/23	15,928,368.54	15,928,368.54	100.00	15,928,368.54	237	5.04%
Bank CZK CD		5.17%	05/07/25	10/10/23	10,458,911.20	10,458,911.20	100.00	10,458,911.20	249	5.52%
US Treasury		2.75%	05/15/25	01/12/24	5,000,000.00	4,938,308.01	98.72	4,935,339.85	257	4.57%
American Natl Bank & Trust CD	Aaa/AA+	5.30%	05/29/25	11/30/23	9,353,833.73	9,353,833.73	100.00	9,353,833.73	271	5.23%
American Natl Bank & Trust CD		5.10%	06/05/25	12/07/23	6,229,793.55	6,229,793.55	100.00	6,229,793.55	278	5.23%
FAMCA		4.54%	07/16/25	01/16/24	15,000,000.00	15,000,000.00	99.97	14,996,134.35	319	4.54%
East West Bank CD		4.39%	07/31/25	08/30/24	3,000,721.69	3,000,721.69	100.00	3,000,721.69	334	4.49%
American Natl Bank & Trust CD		4.60%	09/01/25	02/08/24	10,262,998.27	10,262,998.27	100.00	10,262,998.27	341	4.71%
American Natl Bank & Trust CD		4.60%	08/14/25	02/15/24	5,126,974.48	5,126,974.48	100.00	5,126,974.48	348	4.71%
East West Bank CD		4.39%	09/02/25	08/30/24	8,017,285.61	8,017,285.61	100.00	8,017,285.61	367	4.49%
FHLMC	Aaa/AA+	0.38%	09/23/25	02/02/24	15,000,000.00	14,398,548.08	95.96	14,393,744.25	388	4.33%
US Treasury	Aaa/AA+	4.25%	10/15/25	02/02/24	10,000,000.00	9,996,905.19	99.94	9,993,750.00	410	4.23%
US Treasury	Aaa/AA+	4.25%	10/15/25	03/07/24	5,000,000.00	4,977,081.56	99.54	4,996,875.00	410	4.68%
US Treasury	Aaa/AA+	4.50%	11/15/25	03/07/24	15,000,000.00	14,977,421.50	100.29	15,042,773.40	441	4.63%
FFCB	Aaa/AA+	4.63%	12/08/25	03/07/24	15,000,000.00	14,993,648.39	100.49	15,072,951.30	464	4.68%

South Texas College

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Investment Holdings
August 31, 2024

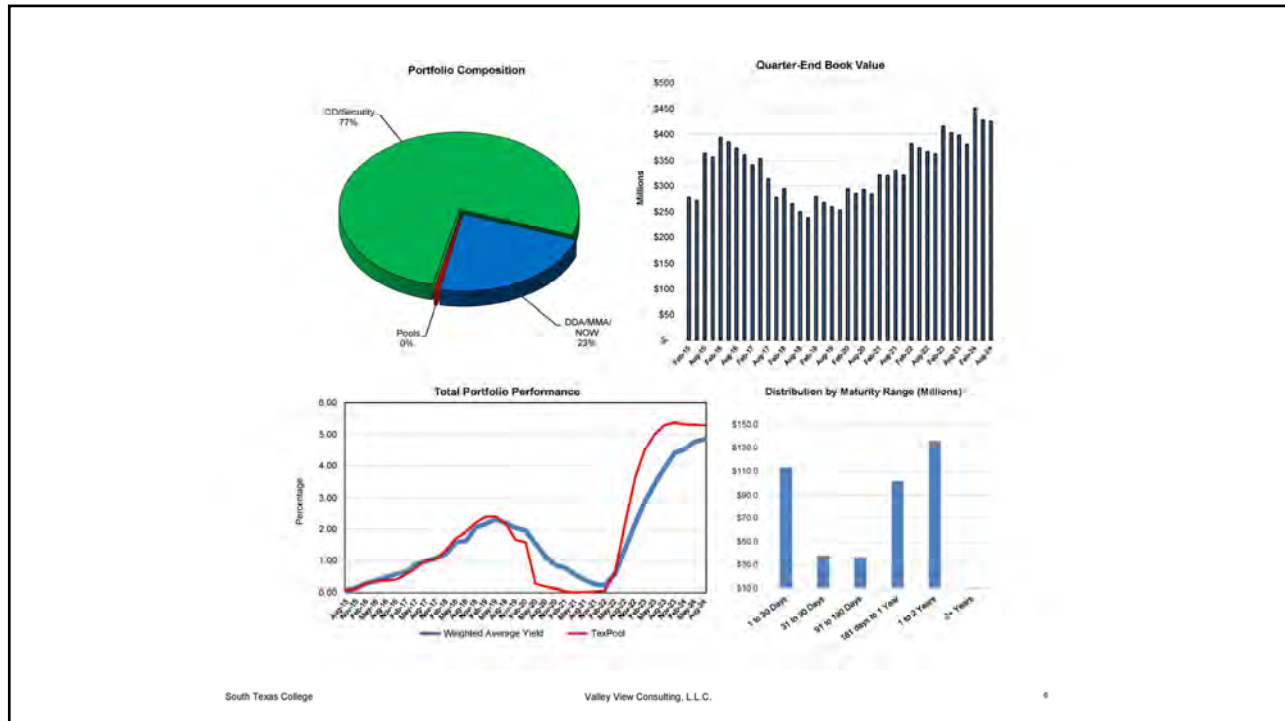
Description	Rating	Coupon/Discount	Maturity Date	Settlement Date	Original Facet Par Value	Book Value	Market Price	Market Value	Life (Days)	Yield
US Treasury	Aaa/AA+	1.63%	02/15/26	05/14/24	8,000,000.00	7,637,817.37	96.50	7,719,687.52	533	4.90%
FHLB	Aaa/AA+	4.85%	02/23/26	03/07/24	7,000,000.00	7,006,901.37	100.63	7,043,992.76	541	4.58%
FHLB	Aaa/AA+	4.85%	03/13/26	05/14/24	15,000,000.00	14,995,653.72	101.06	15,158,689.80	559	4.90%
FFCB	Aaa/AA+	4.63%	04/01/26	05/14/24	5,000,000.00	4,990,080.94	100.79	5,039,339.00	578	4.89%
US Treasury	Aaa/AA+	3.75%	04/15/26	07/03/24	10,000,000.00	9,838,728.88	99.52	9,951,953.10	592	4.80%
FAMCA		4.72%	05/12/26	07/15/24	14,000,000.00	14,000,000.00	101.05	14,147,319.20	619	4.72%
US Treasury	Aaa/AA+	4.13%	06/15/26	07/03/24	10,000,000.00	9,896,105.82	100.20	10,020,312.50	653	4.74%
					\$ 426,373,801.23	\$ 426,008,389.78		\$ 426,875,221.34	241	4.85%

(1) Weighted average life - Pools, Money Market Funds, and Bank Deposits are assumed to have a one day maturity.
 (2) Weighted average yield to maturity - The weighted average yield to maturity is based on Adjusted Book Value, adviser fees and realized and unrealized gains/losses are not considered. The pool and mutual fund yields are the average for the last month of the quarter. Bank deposit yields are estimated from the monthly allocated earnings.

South Texas College

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Book & Market Value Comparison

Issuer/Description	Yield	Maturity Date	Book Value 06/30/24	Increases	Decreases	Book Value 09/30/24	Market Value 06/30/24	Change in Market Value	Market Value 09/30/24
American Nat'l Bank & Trust MMA	5.53%	09/01/24	\$ 12,977,168.89	\$ 181,400.20	-	\$ 13,158,609.18	\$ 12,977,168.89	\$ 181,400.20	\$ 13,158,609.18
PNC Bank MMA - Operating	3.02%	09/01/24	11,827,570.10	-	-	28,640,154.76	16,812,584.06	11,827,570.10	28,640,154.76
PNC Bank MMA - Operating #2	2.78%	09/01/24	135,946.26	-	(4,633.03)	131,313.23	135,946.26	(4,633.03)	131,313.23
PNC Bank MMA - Payroll	3.24%	09/01/24	1,230.98	-	(97.23)	1,133.75	1,230.98	(97.23)	1,133.75
PNC Bank MMA - Payroll #2	2.78%	09/01/24	13,395.69	481.18	-	13,876.87	13,395.69	481.18	13,876.87
PNC Bank MMA - Student	2.94%	09/01/24	386,019.55	535,883.99	-	921,903.54	386,019.55	535,883.99	921,903.54
PNC Bank MMA - Student #2	2.78%	09/01/24	25,058.41	-	(0.09)	25,058.32	25,058.41	(0.09)	25,058.32
PNC Bank - Federal Urav Down	2.78%	09/01/24	320.28	6.38	-	326.66	320.28	6.38	326.66
PNC Bank MMA	3.50%	09/01/24	2,280,565.17	-	(2,213,225.83)	67,339.34	2,280,565.17	(2,213,225.83)	67,339.34
PNC Bank MMA - US Bond 06.02.03.04.07.10.14.15	2.78%	09/01/24	25,057.93	-	-	25,057.93	25,057.93	-	25,057.93
PNC Bank - Construction ESG Transfer	2.78%	09/01/24	25,058.23	-	-	25,058.23	25,058.23	-	25,058.23
PNC Bank - Construction ESG Transfer	3.86%	09/01/24	5,495,229.42	-	(2,858,588.09)	2,636,641.33	5,495,229.42	(2,858,588.09)	2,636,641.33
Vertex Bank MMA	5.49%	09/01/24	4,003,838.98	34,569.64	-	4,038,408.62	4,003,838.98	34,569.64	4,038,408.62
HexBank MMA	5.50%	09/01/24	45,570,437.98	641,155.85	-	46,211,593.83	45,570,437.98	641,155.85	46,211,593.83
TexPool LQIP	5.30%	09/01/24	1,769,826.94	23,768.75	-	1,793,615.69	1,769,826.94	23,768.75	1,793,615.69
PHLB	2.50%	06/14/24	12,501,232.69	-	(12,501,232.69)	-	12,490,330.63	(12,490,330.63)	-
East West Bank CD	5.88%	07/08/24	7,282,108.11	-	-	7,282,108.11	7,282,108.11	-	7,282,108.11
FFCB	3.13%	07/15/24	15,000,301.44	-	(15,000,301.44)	-	14,981,855.80	(14,981,855.80)	-
East West Bank CD	5.48%	07/15/24	4,184,172.15	-	(4,184,172.15)	-	4,184,172.15	(4,184,172.15)	-
East West Bank CD	5.43%	07/31/24	6,105,255.69	-	(6,105,255.69)	-	6,105,255.69	(6,105,255.69)	-
East West Bank CD	5.05%	07/31/24	5,094,448.08	-	(5,094,448.08)	-	5,094,448.08	(5,094,448.08)	-
FFCB	3.54%	08/26/24	14,994,234.99	-	(14,994,234.99)	-	14,923,594.20	(14,923,594.20)	-
FFCB	3.58%	09/13/24	3,167,284.64	620.44	-	3,167,916.08	3,151,426.73	14,656.85	3,166,282.68
FAMCA	4.84%	08/24/24	10,000,000.00	-	-	10,000,000.00	9,979,494.70	17,987.50	9,997,482.20
Bank OZK CD	5.11%	09/25/24	2,992,481.39	28,726.68	-	3,021,208.07	2,992,481.39	28,726.68	3,021,208.07
PHLB	4.83%	10/03/24	9,880,588.11	7,673.53	-	9,888,261.64	9,868,614.80	23,578.50	9,902,193.30
East West Bank CD	5.80%	10/07/24	8,221,860.52	89,074.01	-	8,310,934.53	8,221,860.52	89,074.01	8,310,934.53
Texas Capital Bank CD	4.82%	10/01/24	5,326,534.18	85,139.40	-	5,411,673.58	5,326,534.18	85,139.40	5,411,673.58
Vertex Bank CD	5.49%	11/18/24	15,698,592.26	217,039.53	-	15,915,631.79	15,698,592.26	217,039.53	15,915,631.79
Texas Capital Bank CD	4.75%	12/02/24	15,873,819.98	182,384.92	-	16,056,204.91	15,873,819.98	182,384.92	16,056,204.91
BOK Financial CDARS	5.80%	12/05/24	2,363,237.48	32,816.15	-	2,396,053.63	2,363,237.48	32,816.15	2,396,053.63
East West Bank CD	5.02%	01/31/25	-	2,000,537.02	-	2,000,537.02	-	2,000,537.02	2,000,537.02
American Nat'l Bank & Trust CD	4.50%	02/02/25	15,863,825.25	180,615.98	-	16,044,441.23	15,863,825.25	180,615.98	16,044,441.23
East West Bank CD	5.02%	02/02/25	-	5,898,248.82	-	5,898,248.82	-	5,898,248.82	5,898,248.82
Bank OZK CD	5.52%	03/05/25	8,254,648.31	112,480.05	-	8,367,128.96	8,254,648.31	112,480.05	8,367,128.96
Vertex Bank CD	5.17%	03/24/25	7,308,356.53	95,651.13	-	7,404,007.66	7,308,356.53	95,651.13	7,404,007.66
American Nat'l Bank & Trust CD	5.04%	04/02/25	15,748,059.23	179,309.31	-	15,927,368.54	15,748,059.23	179,309.31	15,927,368.54
Bank OZK CD	5.52%	05/07/25	10,318,310.39	140,600.81	-	10,458,911.20	10,318,310.39	140,600.81	10,458,911.20
US Treasury	4.37%	05/15/25	4,618,223.72	22,084.29	-	4,640,308.01	4,618,223.72	22,084.29	4,640,308.01
US Treasury	5.23%	05/29/25	9,234,369.58	119,464.15	-	9,353,833.73	9,234,369.58	119,464.15	9,353,833.73
American Nat'l Bank & Trust CD	5.23%	06/05/25	6,150,228.72	79,564.83	-	6,229,793.55	6,150,228.72	79,564.83	6,229,793.55
FAMCA	4.54%	07/15/25	15,000,000.00	-	-	15,000,000.00	14,917,608.75	78,225.90	14,995,134.35
East West Bank CD	4.49%	07/31/25	-	3,000,721.69	-	3,000,721.69	-	3,000,721.69	3,000,721.69
American Nat'l Bank & Trust CD	4.71%	08/07/25	10,144,898.50	118,299.77	-	10,263,198.27	10,144,898.50	118,299.77	10,263,198.27
American Nat'l Bank & Trust CD	4.71%	08/14/25	5,997,876.82	59,097.66	-	6,056,974.48	5,997,876.82	59,097.66	6,056,974.48
East West Bank CD	4.49%	09/02/25	-	8,017,285.61	-	8,017,285.61	-	8,017,285.61	8,017,285.61
FAMCA	4.33%	09/23/25	14,256,644.74	141,703.34	-	14,398,348.08	14,107,721.55	286,022.70	14,393,744.25
US Treasury	4.26%	10/15/25	9,990,210.75	694.44	-	9,990,905.19	9,889,453.10	104,206.90	9,993,700.00
US Treasury	4.68%	10/15/25	4,971,938.88	5,142.08	-	4,977,081.56	4,944,720.55	52,148.45	4,999,875.00
US Treasury	4.63%	11/15/25	14,972,711.25	4,710.25	-	14,977,421.50	14,881,640.70	161,132.70	15,042,773.40
FFCB	4.96%	12/05/25	14,992,397.52	1,290.87	-	14,993,688.39	14,912,992.06	159,659.28	15,072,951.30
US Treasury	4.90%	02/15/26	7,575,301.79	62,515.58	-	7,637,817.37	7,564,687.52	105,000.00	7,719,687.52
PHLB	4.58%	02/23/26	7,008,068.90	-	(1,167.53)	7,006,901.37	6,969,131.26	74,861.50	7,043,992.76

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Book & Market Value Comparison

Issuer/Description	Yield	Maturity Date	Book Value 05/31/24	Increases	Decreases	Book Value 08/31/24	Market Value 05/31/24	Change in Market Value	Market Value 08/31/24
FHLB	4.90%	03/13/28	14,995,177.89	878.03	-	14,995,853.72	14,981,989.85	178,719.95	15,158,689.80
FFCB	4.89%	04/01/25	4,979,935.83	3,145.11	-	4,980,280.94	4,971,081.00	88,256.00	5,039,339.00
US Treasury	4.80%	04/15/28	-	9,838,728.88	-	9,838,728.88	-	9,851,953.10	9,951,953.10
FAMCA	4.72%	05/12/28	-	14,000,000.00	-	14,000,000.00	-	14,147,319.20	14,147,319.20
US Treasury	4.74%	09/15/28	-	9,898,105.82	-	9,898,105.82	-	10,020,312.50	10,020,312.50
TOTALS / AVERAGE	4.85%		\$177,253,088.18	\$ 47,944,767.26	\$ 170,189,465.66	\$ 325,008,389.78	\$ 326,441,583.85	\$ (596,389.49)	\$ 425,975,921.34

South Texas College

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Allocation
August 31, 2024
Book Value

	Total	Operating	Operating Construction	Endowment	Interest & Sinking
American Nat'l Bank & Trust MMA	\$ 13,158,659.18	\$ -	\$ 13,158,659.18	\$ -	\$ -
PNC Bank MMA - Operating	28,640,154.76	28,640,154.76	-	-	-
PNC Bank MMA - Operating #2	131,313.23	131,313.23	-	-	-
PNC Bank MMA - Payroll	1,133.73	1,133.73	-	-	-
PNC Bank MMA - Payroll #2	13,876.87	13,876.87	-	-	-
PNC Bank MMA - Student	921,903.54	921,903.54	-	-	-
PNC Bank MMA - Student #2	25,058.32	25,058.32	-	-	-
PNC Bank - Federal Draw Down	328.66	328.66	-	-	-
PNC Bank MMA	67,339.34	-	-	-	67,339.34
PNC Bank MMA - I&S Bond 96,02,03, 04,07, 10,14,15	25,057.93	-	-	-	25,057.93
PNC Bank - Construction E&G Transfer	25,058.23	-	25,058.23	-	-
PNC Bank - Construction E&G Transfer	2,636,641.33	-	2,636,641.33	-	-
Veritex Bank MMA	4,038,408.62	-	4,038,408.62	-	-
NexBank MMA	46,211,593.83	33,852,922.69	11,097,258.83	-	1,261,412.31
TexPool LGIP	1,793,615.69	-	1,093,314.88	-	700,300.81
09/13/24-FFCB	3,167,916.08	3,167,916.08	-	-	-
09/24/24-FAMCA	10,000,000.00	10,000,000.00	-	-	-
09/25/24-Bank OZK CD	2,121,208.07	2,121,208.07	-	-	-
10/03/24-FHLB	9,997,271.64	9,997,271.64	-	-	-
10/07/24-East West Bank CD	6,310,934.53	-	6,310,934.53	-	-
10/31/24-Texas Capital Bank CD	5,394,673.58	5,394,673.58	-	-	-
11/15/24-Veritex Bank CD	15,915,631.79	-	-	-	-
12/02/24-Texas Capital Bank CD	16,166,204.91	-	-	-	-
12/05/24-BCK Financial CDARS	2,425,753.63	-	2,080,495.42	345,258.21	-
01/31/25-East West Bank CD	2,000,537.02	-	-	-	2,000,537.02
02/02/25-American Nat'l Bank & Trust CD	16,044,441.23	16,044,441.23	-	-	-
02/28/25-East West Bank CD	5,986,249.52	-	3,985,712.50	-	2,000,537.02
03/05/25-Bank OZK CD	8,367,128.96	8,367,128.96	-	-	-
03/24/25-Veritex Bank CD	7,404,007.66	7,404,007.66	-	-	-
04/25/25-American Nat'l Bank & Trust CD	15,928,368.54	15,928,368.54	-	-	-
05/07/25-Bank OZK CD	10,458,911.20	10,458,911.20	-	-	-
05/15/25-US Treasury	4,938,308.01	4,938,308.01	-	-	-
05/29/25-American Nat'l Bank & Trust CD	9,353,833.73	9,353,833.73	-	-	-
06/05/25-American Nat'l Bank & Trust CD	6,229,793.55	6,229,793.55	-	-	-
07/16/25-FAMCA	15,000,000.00	15,000,000.00	-	-	-
07/31/25-East West Bank CD	3,000,721.69	-	-	-	3,000,721.69

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**Allocation
August 31, 2024
Book Value**

	Total	Operating	Operating Construction	Endowment	Interest & Sinking
08/07/25-American Natl Bank & Trust CD	10,262,996.27	10,262,998.27	-	-	-
08/14/25-American Natl Bank & Trust CD	5,126,974.48	5,126,974.48	-	-	-
09/02/25-East West Bank CD	8,017,285.61	-	8,017,285.61	-	-
09/23/25-FHLMC	14,398,548.08	14,398,548.08	-	-	-
10/15/25-US Treasury	9,996,905.19	9,996,905.19	-	-	-
10/15/25-US Treasury	4,977,081.56	4,977,081.56	-	-	-
11/15/25-US Treasury	14,977,421.50	14,977,421.50	-	-	-
12/08/25-FFCB	14,993,648.39	14,993,648.39	-	-	-
02/15/26-US Treasury	7,637,817.37	7,637,817.37	-	-	-
02/23/26-FHLB	7,006,901.37	7,006,901.37	-	-	-
03/13/26-FHLB	14,995,853.72	14,995,853.72	-	-	-
04/01/26-FFCB	4,980,080.94	4,980,080.94	-	-	-
04/15/26-US Treasury	9,838,728.88	9,838,728.88	-	-	-
05/12/26-FAMCA	14,000,000.00	14,000,000.00	-	-	-
05/15/26-US Treasury	9,896,105.82	9,896,105.82	-	-	-
Totals	\$ 425,008,389.78	\$ 363,163,456.32	\$ 62,443,768.13	\$ 345,258.21	\$ 9,056,906.12

South Texas College

Valley View Consulting, L.L.C.

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**Allocation
August 31, 2024
Market Value**

	Total	Operating	Operating Construction	Endowment	Interest & Sinking
American Natl Bank & Trust MMA	\$ 13,158,659.18	\$ -	\$ 13,158,659.18	\$ -	\$ -
PNC Bank MMA - Operating	28,640,154.76	28,640,154.76	-	-	-
PNC Bank MMA - Operating #2	131,313.23	131,313.23	-	-	-
PNC Bank MMA - Payroll	1,133.73	1,133.73	-	-	-
PNC Bank MMA - Payroll #2	13,876.87	13,876.87	-	-	-
PNC Bank MMA - Student	921,903.54	921,903.54	-	-	-
PNC Bank MMA - Student #2	25,058.32	25,058.32	-	-	-
PNC Bank - Federal Draw Down	328.66	328.66	-	-	-
PNC Bank MMA	67,339.34	-	-	-	67,339.34
PNC Bank MMA - I&S Bond 96.02.03, 04.07, 10,14,15	25,057.93	-	-	-	25,057.93
PNC Bank - Construction E&G Transfer	25,058.23	-	25,058.23	-	-
PNC Bank - Construction E&G Transfer	2,636,641.33	-	2,636,641.33	-	-
Vertex Bank MMA	4,038,408.62	-	4,038,408.62	-	-
NexBank MMA	46,211,593.83	33,852,922.69	11,097,258.83	-	1,261,412.31
TexPool LGIP	1,793,615.69	-	1,093,314.88	-	700,300.81
09/13/24-FFCB	3,166,382.58	3,166,382.58	-	-	-
09/24/24-FAMCA	9,997,482.20	9,997,482.20	-	-	-
09/25/24-Bank OZK CD	2,121,208.07	2,121,208.07	-	-	-
10/03/24-FHLB	9,992,193.30	9,992,193.30	-	-	-
10/07/24-East West Bank CD	6,310,934.53	-	6,310,934.53	-	-
10/31/24-Texas Capital Bank CD	5,394,673.58	5,394,673.58	-	-	-
11/18/24-Vertex Bank CD	15,915,631.79	15,915,631.79	-	-	-
12/02/24-Texas Capital Bank CD	16,166,204.91	16,166,204.91	-	-	-
12/05/24-BOK Financial CDARS	2,425,753.63	-	2,080,495.42	345,258.21	-
01/31/25-East West Bank CD	2,000,537.02	-	-	-	2,000,537.02
02/02/25-American Natl Bank & Trust CD	16,044,441.23	16,044,441.23	-	-	-
02/28/25-East West Bank CD	5,986,249.52	-	3,985,712.50	-	2,000,537.02
03/05/25-Bank OZK CD	8,367,128.96	8,367,128.96	-	-	-
03/24/25-Vertex Bank CD	7,404,007.66	7,404,007.66	-	-	-
04/25/25-American Natl Bank & Trust CD	15,928,368.54	15,928,368.54	-	-	-
05/07/25-Bank OZK CD	10,458,911.20	10,458,911.20	-	-	-
05/15/25-US Treasury	4,935,839.85	4,935,839.85	-	-	-
05/29/25-American Natl Bank & Trust CD	9,353,833.73	9,353,833.73	-	-	-
06/05/25-American Natl Bank & Trust CD	6,229,793.55	6,229,793.55	-	-	-
07/16/25-FAMCA	14,996,134.35	14,996,134.35	-	-	-
07/31/25-East West Bank CD	3,000,721.69	-	-	-	3,000,721.69

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Allocation
August 31, 2024
Market Value

	Total	Operating	Operating Construction	Endowment	Interest & Sinking
08/07/25-American Nat'l Bank & Trust CD	10,262,998.27	10,262,998.27	-	-	-
08/14/25-American Nat'l Bank & Trust CD	5,126,974.48	5,126,974.48	-	-	-
09/02/25-East West Bank CD	8,017,285.61	-	8,017,285.61	-	-
09/23/25-FHLB	14,393,744.25	14,393,744.25	-	-	-
10/15/25-US Treasury	9,993,750.00	9,993,750.00	-	-	-
10/15/25-US Treasury	4,996,875.00	4,996,875.00	-	-	-
11/15/25-US Treasury	15,042,773.40	15,042,773.40	-	-	-
12/08/25-FFCB	15,072,951.30	15,072,951.30	-	-	-
02/15/26-US Treasury	7,719,687.52	7,719,687.52	-	-	-
02/23/26-FHLB	7,043,992.76	7,043,992.76	-	-	-
03/13/26-FHLB	15,158,689.80	15,158,689.80	-	-	-
04/01/26-FFCB	5,039,339.00	5,039,339.00	-	-	-
04/15/26-US Treasury	9,951,953.10	9,951,953.10	-	-	-
05/12/26-FAMCA	14,147,319.20	14,147,319.20	-	-	-
06/15/26-US Treasury	10,020,312.50	10,020,312.50	-	-	-
Totals	\$ 425,875,221.34	\$ 384,030,287.88	\$ 62,443,789.13	\$ 345,258.21	\$ 9,055,906.12

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Allocation
May 31, 2024
Book Value

	Total	Operating	Operating Construction	Endowment	Interest & Sinking
American Nat'l Bank & Trust MMA	\$ 12,977,168.89	\$ -	\$ 12,977,168.89	\$ -	\$ -
PNC Bank MMA - Operating	16,812,584.66	16,812,584.66	-	-	-
PNC Bank MMA - Operating #2	135,946.26	135,946.26	-	-	-
PNC Bank MMA - Payroll	1,230.96	1,230.96	-	-	-
PNC Bank MMA - Payroll #2	13,395.69	13,395.69	-	-	-
PNC Bank MMA - Student	386,019.55	386,019.55	-	-	-
PNC Bank MMA - Student #2	25,058.41	25,058.41	-	-	-
PNC Bank - Federal Draw Down	320.28	320.28	-	-	-
PNC Bank MMA	2,280,565.17	-	-	-	2,280,565.17
PNC Bank MMA - I&S Bond 96,02,03, 04,07,10,14,15	25,057.93	-	-	-	25,057.93
PNC Bank - Construction E&G Transfer	25,058.23	-	25,058.23	-	-
PNC Bank - Construction E&G Transfer	5,495,229.42	-	5,495,229.42	-	-
Veritex Bank MMA	4,003,838.98	-	4,003,838.98	-	-
NexBank MMA	45,570,437.98	33,383,235.25	10,943,291.59	-	1,243,911.14
TexPool LGIP	1,769,826.94	-	1,078,814.19	-	691,012.75
06/14/24-FHLB	12,501,232.69	12,501,232.69	-	-	-
07/08/24-East West Bank CD	7,262,109.11	-	7,262,109.11	-	-
07/15/24-FFCB	15,000,301.44	15,000,301.44	-	-	-
07/16/24-East West Bank CD	4,184,172.16	103,196.11	-	-	4,080,976.05
07/31/24-East West Bank CD	6,105,255.69	-	-	-	6,105,255.69
07/31/24-East West Bank CD	5,064,448.08	-	-	-	5,064,448.08
08/26/24-FFCB	14,994,234.69	14,994,234.69	-	-	-
09/13/24-FFCB	3,167,286.64	3,167,286.64	-	-	-
09/24/24-FAMCA	10,000,000.00	10,000,000.00	-	-	-
09/25/24-Bank OZK CD	2,092,481.39	2,092,481.39	-	-	-
10/03/24-FHLB	9,989,598.11	9,989,598.11	-	-	-
10/07/24-East West Bank CD	6,221,860.52	-	6,221,860.52	-	-
10/31/24-Texas Capital Bank CD	5,329,534.18	5,329,534.18	-	-	-
11/15/24-Veritex Bank CD	15,698,592.26	-	-	-	-
12/02/24-Texas Capital Bank CD	15,973,819.99	15,973,819.99	-	-	-
12/05/24-BOK Financial CDARS	2,393,237.48	-	2,052,607.31	340,630.17	-
02/02/25-American Nat'l Bank & Trust CD	15,863,825.25	15,863,825.25	-	-	-
03/05/25-Bank OZK CD	8,254,648.31	8,254,648.31	-	-	-
03/24/25-Veritex Bank CD	7,308,356.53	7,308,356.53	-	-	-
04/25/25-American Nat'l Bank & Trust CD	15,749,059.23	15,749,059.23	-	-	-

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Allocation
May 31, 2024
Book Value

	Total	Operating	Operating Construction	Endowment	Interest & Sinking
05/07/25-Bank OZK CD	10,318,310.39	10,318,310.39	-	-	-
05/15/25-US Treasury	4,916,223.72	4,916,223.72	-	-	-
05/29/25-American Natl Bank & Trust CD	9,234,369.58	9,234,369.58	-	-	-
05/05/25-American Natl Bank & Trust CD	6,150,228.72	6,150,228.72	-	-	-
07/16/25-FAMCA	15,000,000.00	15,000,000.00	-	-	-
08/07/25-American Natl Bank & Trust CD	10,144,698.50	10,144,698.50	-	-	-
08/14/25-American Natl Bank & Trust CD	5,067,876.82	5,067,876.82	-	-	-
09/23/25-FHLMC	14,256,844.74	14,256,844.74	-	-	-
10/15/25-US Treasury	9,996,210.75	9,996,210.75	-	-	-
10/15/25-US Treasury	4,971,938.88	4,971,938.88	-	-	-
11/15/25-US Treasury	14,972,711.25	14,972,711.25	-	-	-
12/08/25-FFCB	14,992,397.52	14,992,397.52	-	-	-
02/15/26-US Treasury	7,575,301.79	7,575,301.79	-	-	-
02/23/26-FHLB	7,008,068.90	7,008,068.90	-	-	-
03/13/26-FHLB	14,995,177.69	14,995,177.69	-	-	-
04/01/26-FFCB	4,976,935.83	4,976,935.83	-	-	-
Totals	\$ 427,253,088.18	\$ 357,361,262.96	\$ 60,059,978.24	\$ 340,630.17	\$ 19,491,226.81

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Allocation
May 31, 2024
Market Value

	Total	Operating	Operating Construction	Endowment	Interest & Sinking
American Natl Bank & Trust MMA	\$ 12,977,168.89	\$ -	\$ 12,977,168.89	\$ -	\$ -
PNC Bank MMA - Operating	16,812,584.66	16,812,584.66	-	-	-
PNC Bank MMA - Operating #2	135,946.26	135,946.26	-	-	-
PNC Bank MMA - Payroll	1,230.96	1,230.96	-	-	-
PNC Bank MMA - Payroll #2	13,395.69	13,395.69	-	-	-
PNC Bank MMA - Student	386,019.55	386,019.55	-	-	-
PNC Bank MMA - Student #2	25,058.41	25,058.41	-	-	-
PNC Bank - Federal Draw Down	320.28	320.28	-	-	-
PNC Bank MMA	2,280,565.17	-	-	-	2,280,565.17
PNC Bank MMA - I&S Bond 96,02,03, 04,07,10,14,15	25,057.93	-	-	-	25,057.93
PNC Bank - Construction E&G Transfer	25,058.23	-	25,058.23	-	-
PNC Bank - Construction E&G Transfer	5,495,229.42	-	5,495,229.42	-	-
Vertex Bank MMA	4,003,838.98	-	4,003,838.98	-	-
NexBank MMA	45,570,437.98	33,383,235.25	10,943,291.59	-	1,243,911.14
TexPool LGIP	1,769,826.94	-	1,078,814.19	-	691,012.75
06/14/24-FHLB	12,490,330.63	12,490,330.63	-	-	-
07/09/24-East West Bank CD	7,262,109.11	-	7,262,109.11	-	-
07/15/24-FFCB	14,961,865.80	14,961,865.80	-	-	-
07/16/24-East West Bank CD	4,184,172.16	103,196.11	-	-	4,080,976.05
07/31/24-East West Bank CD	6,105,255.69	-	-	-	6,105,255.69
07/31/24-East West Bank CD	5,064,448.08	-	-	-	5,064,448.08
08/26/24-FFCB	14,923,594.20	14,923,594.20	-	-	-
09/13/24-FFCB	3,151,426.73	3,151,426.73	-	-	-
09/24/24-FAMCA	9,979,494.70	9,979,494.70	-	-	-
09/25/24-Bank OZK CD	2,092,481.39	2,092,481.39	-	-	-
10/03/24-FHLB	9,968,614.80	9,968,614.80	-	-	-
10/07/24-East West Bank CD	6,221,860.52	-	6,221,860.52	-	-
10/31/24-Texas Capital Bank CD	5,329,534.18	5,329,534.18	-	-	-
11/18/24-Vertex Bank CD	15,698,592.26	15,698,592.26	-	-	-
12/02/24-Texas Capital Bank CD	15,973,819.99	15,973,819.99	-	-	-
12/05/24-BOK Financial CDARS	2,393,237.48	-	2,052,607.31	340,630.17	-
02/02/25-American Natl Bank & Trust CD	15,863,825.25	15,863,825.25	-	-	-
03/05/25-Bank OZK CD	8,254,648.31	8,254,648.31	-	-	-
03/24/25-Vertex Bank CD	7,308,356.53	7,308,356.53	-	-	-
04/25/25-American Natl Bank & Trust CD	15,748,059.23	15,748,059.23	-	-	-

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**Allocation
May 31, 2024
Market Value**

	Total	Operating	Operating Construction	Endowment	Interest & Sinking
05/07/25-Bank OZK CD	10,318,310.39	10,318,310.39	-	-	-
05/15/25-US Treasury	4,886,621.10	4,886,621.10	-	-	-
05/29/25-American Nat'l Bank & Trust CD	9,234,369.58	9,234,369.58	-	-	-
05/03/25-American Nat'l Bank & Trust CD	6,150,228.72	6,150,228.72	-	-	-
07/19/25-FAMCA	14,917,608.75	14,917,608.75	-	-	-
08/07/25-American Nat'l Bank & Trust CD	10,144,698.50	10,144,698.50	-	-	-
08/14/25-American Nat'l Bank & Trust CD	5,067,876.82	5,067,876.82	-	-	-
09/23/25-FHLMC	14,107,721.55	14,107,721.55	-	-	-
10/15/25-US Treasury	9,889,453.10	9,889,453.10	-	-	-
10/15/25-US Treasury	4,944,726.55	4,944,726.55	-	-	-
11/15/25-US Treasury	14,881,640.70	14,881,640.70	-	-	-
12/08/25-FFCB	14,912,992.05	14,912,992.05	-	-	-
02/15/26-US Treasury	7,564,687.52	7,564,687.52	-	-	-
02/23/26-FHLB	6,969,131.26	6,969,131.26	-	-	-
03/13/26-FHLB	14,981,969.85	14,981,969.85	-	-	-
04/01/26-FFCB	4,971,081.00	4,971,081.00	-	-	-
Totals	\$ 426,441,683.83	\$ 356,649,748.61	\$ 50,059,978.24	\$ 340,630.17	\$ 19,491,226.81

South Texas College

Valley View Consulting, L.L.C.

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**Investment Policy Compliance
August 31, 2024**

Authorized Investments	Maximum %	Actual Market Value	% of Portfolio	Status
U.S. Treasury Bills/Notes/Bonds	100%	\$ 62,661,191	14.7%	Pass
U.S. Agencies and Instrumentalities	100%	109,008,229	25.6%	Pass
States, Counties, Cities and Other	25%	-	0.0%	N/A
Financial Institution Deposits	100%	252,412,186	59.3%	Pass
Government Money Market Mutual Funds	25%	-	0.0%	N/A
Eligible Investment Pools	50%	1,793,616	0.4%	Pass
Total		\$ 425,875,221.34	100.0%	

South Texas College

Valley View Consulting, L.L.C.

17

Review and Recommend Action 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 for the PTG training services to assist in developing training, job-aids, and video. Actual payments will be based on deliverable materials. The total project change orders have reduced the budget by \$4,041,033.
Enclosed Documents	Appendix A – Summary of Contract Change Order
Funding	No funds are required. Funds will be reallocated from unused advisory services.
Staff Resource	Mary Del Paz, Vice President for Finance and Administrative Services
Additional Information	The Finance, Audit, and Human Resources Committee did not meet in November 2024; therefore, this item is presented without a committee recommendation. Administration recommends approval as presented.
Recommendation	<i>It is recommended that the Board of Trustees of South Texas College approve and authorize the following Minute Order proposed for consideration:</i> The Board of Trustees of South Texas College approves and authorizes a Change Order in the amount of \$150,000 for the Contract with Precision Task Group (PTG) / Workday as presented.

Approval Recommended:

Dr. Ricardo J. Solis
President

Appendix A

Summary of Contract Change Order

Date	Description	Original Budget	Change Amount	Revised Budget
February 2024	Advisory Services Advisory Services Hours Reduction for Finance/HCM	\$5,420,800	(\$813,925)	\$4,606,875
May 2024	ERP Deployment Statement of Work Modification – Addition and Reduction of Services	16,423,820	(105,321)	16,318,499
May 2024	ERP Subscription State of Texas approved Colleges to use Commercial Cloud, reducing Subscription Fees	14,896,565	(3,227,108)	11,669,457
October 2024	ERP Deployment Statement of Work Modification – Addition of Services	16,318,499	105,321	16,423,820
November 2024	Advisory Services Statement of Work Modification – Advisory Services	4,606,875	(150,000)	4,456,875
	Advisory Services Statement of Work Modification – Training Services	4,456,875	150,000	4,606,875
Total Cost Reduction to Contract			(\$4,041,033)	

Review and Recommend Action on South Texas College Public Transportation Agency Safety Plan

Purpose To approve the South Texas College Public Transportation Agency Safety Plan.

Justification To improve public transportation safety to the highest practicable level in the State of Texas and comply with Federal Transit Administration (FTA) requirements.

The Plan is reviewed and updated annually, as required, in order to be in compliance when operating the STC Jag Express.

The Plan must be approved annually by the Board of Trustees to ensure that the necessary processes are in place to accomplish both enhanced safety at the local level and the goals of the National Safety Plan, the Agency Safety Plan, and the tenets of Safety Management System, including a Safety Management Policy and the processes for Safety Risk Management, Safety Assurance, and Safety Promotion, per 49 U.S.C. 5329.1.

Enclosed Documents Appendix A – South Texas College Public Transportation Agency Safety Plan

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
Alina O. Cantu, Public Safety & Transportation Services Manager

Additional Information The Finance, Audit, and Human Resources Committee did not meet in November 2024; therefore, this item is presented without a committee recommendation. Administration recommends approval as presented.

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

The Board of Trustees of South Texas College approves and authorizes the South Texas College Public Transportation Agency Safety Plan.

Approval Recommended:

Dr. Ricardo J. Solis
President

South Texas College

Public Transportation Agency Safety Plan

Version ~~2~~ 3

Approved ~~December 6, 2023~~ November 26, 2024

In compliance with 49 CFR Part 673

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1. Executive Summary

Moving Ahead for Progress in the 21st Century (MAP-21) granted the Federal Transit Administration (FTA) the authority to establish and enforce a comprehensive framework to oversee the safety of public transportation throughout the United States. MAP-21 expanded the regulatory authority of FTA to oversee safety, providing an opportunity to assist transit agencies in moving towards a more holistic, performance-based approach to Safety Management Systems (SMS). This authority was continued through the Fixing America's Surface Transportation Act (FAST Act).

In compliance with MAP-21 and the FAST Act, FTA promulgated a Public Transportation Safety Program on August 11, 2016 that adopted SMS as the foundation for developing and implementing a Safety Program. FTA is committed to developing, implementing, and consistently improving strategies and processes to ensure that transit achieves the highest practicable level of safety. SMS helps organizations improve upon their safety performance by supporting the institutionalization of beliefs, practices, and procedures for identifying, mitigating, and monitoring safety risks.

There are several components of the national safety program, including the National Public Transportation Safety Plan (NSP), that FTA published to provide guidance on managing safety risks and safety hazards. One element of the NSP is the Transit Asset Management (TAM) Plan. Public transportation agencies implemented TAM plans across the industry in 2018. The subject of this document is the Public Transportation Agency Safety Plan (PTASP) rule, 49 CFR Part 673, and guidance provided by FTA.

Safety is a core business function of all public transportation providers and should be systematically applied to every aspect of service delivery. At South Texas College (STC), all levels of management, administration and operations are responsible for safety. To improve public transportation safety to the highest practicable level in the State of Texas and comply with FTA requirements, the Texas Department of Transportation (TxDOT) has developed this Agency Safety Plan (ASP) in collaboration with STC.

To ensure that the necessary processes are in place to accomplish both enhanced safety at the local level and the goals of the National Safety Plan, the STC Board of Trustees adopt this ASP and the tenets of SMS including a Safety Management Policy (SMP) and the processes for Safety Risk Management (SRM), Safety Assurance (SA), and Safety Promotion (SP), per 49 U.S.C. 5329.¹ While safety has always been a primary function at STC, this document lays out a process to fully implement an SMS over the next several years that complies with the PTASP final rule.

¹ Federal Register, Vol. 81, No. 24

A. Plan Adoption – 673.11(a)(1)

This Public Transit Agency Safety Plan is hereby adopted, certified as compliant, and signed by:

Ruben Suarez, Chief of Police

Date

The main governing body of STC is the STC Board of Trustees. Approval of this plan by the STC Board of Trustees occurred on ~~December 6, 2023~~ November 26, 2024 and is documented in Board Meeting Minutes (minute identifier) from the Board meeting.

B. Certification of Compliance – 673.13(a)(b)

Lower Rio Grande Valley Development Council – Valley Metro certified on November 15, 2023 that this Agency Safety Plan is in full compliance with 49 CFR Part 673 and has been adopted and will be implemented by STC as evidenced by the plan adoption signature and necessary Board of Trustees approvals under Section 1.A of this plan.

2. Transit Agency Information

The South Texas College – Jag Express provides public transportation in McAllen, Texas. The South Texas College Transportation Services main office is located at 2509 W. Pecan Blvd. McAllen, Texas 78501.

South Texas College currently operates 2 fixed shuttle bus routes. The fixed route service is operated five (5) days a week, Monday through Friday ranging from 7:00 am to 7:20 pm depending on the route.

The Transportation Services for the College are managed by the South Texas College Department of Public Safety. No additional transit service is provided by South Texas College on behalf of another transit or entity at the time of the development of this plan.

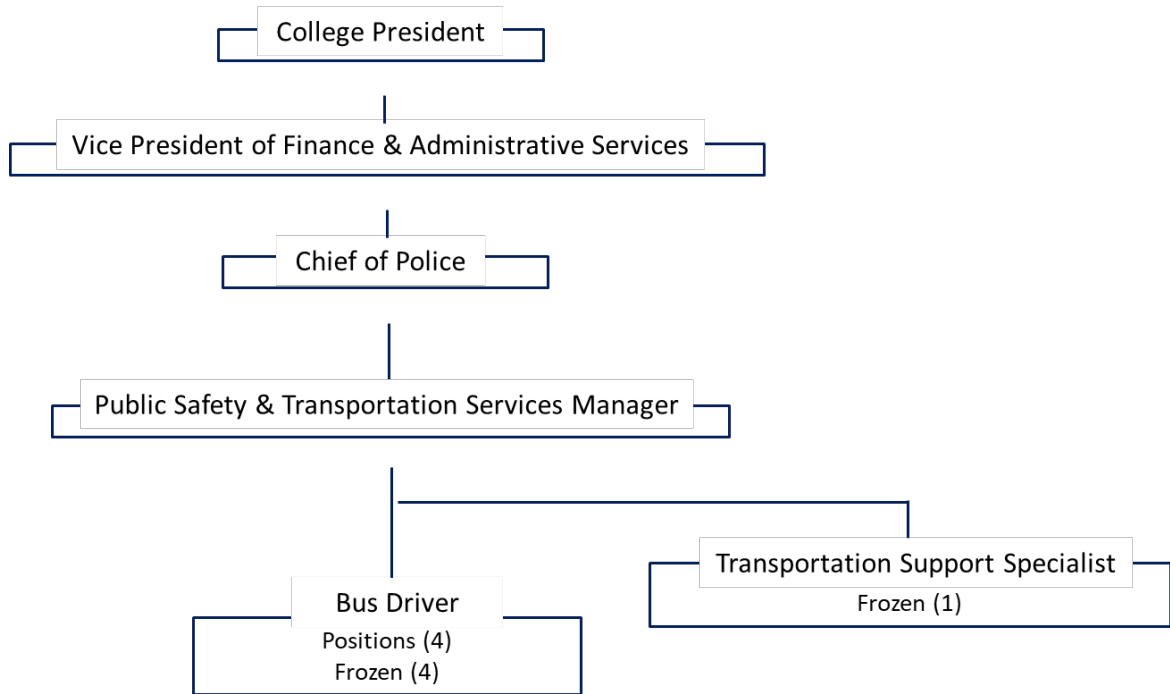
Table 1 contains agency information while an organizational chart for STC is provided in Figure 1.

TABLE 1: AGENCY INFORMATION

Information Type	Information
Full Transit Agency Name:	South Texas College
Transit Agency Address:	2509 Pecan Blvd, McAllen, TX 78501
Name and Title of Accountable Executive 673.23(d)(1)	Ruben Suarez, Chief of Police
Name of Chief Safety Officer or SMS Executive 673.23(d)(2)	Alina O. Cantu, Public Safety and Transportation Services Manager
Key Staff	Administrative staff and Drivers
Mode(s) of Service Covered by This Plan 673.11(b)	Fixed route
Mode(s) of Service Provided by the Transit Agency (Directly operated or contracted service)	Fixed route – Directly Operated
Number of Vehicles Operated	Two

FIGURE 1: STC ORGANIZATIONAL CHART

South Texas College Transportation Organizational Chart



A. Authorities & Responsibilities – 673.23(d)

As stated in 49 CFR Part 673.23(d), STC is establishing the necessary authority, accountabilities, and responsibilities for the management of safety amongst the key individuals within the organization, as those individuals relate to the development and management of our SMS. In general, the following defines the authority and responsibilities associated with our organization.

The **Accountable Executive (Chief of Police)** has ultimate responsibility for carrying out the SMS of our public transportation agency, and control or direction over the human and capital resources needed to develop and maintain both the ASP (in accordance with 49 U.S.C. 5329), and the agency's TAM Plan, in accordance with 49 U.S.C. 5326. The Accountable Executive has authority and responsibility to address substandard performance in the STC SMS, per 673.23(d)(1).

Agency leadership and executive management are those members of our agency leadership or executive management, other than the Accountable Executive, Chief Safety Officer (CSO)/SMS Executive, who have authority or responsibility for day-to-day implementation and operation of our agency's SMS.

The **CSO (Public Safety & Transportation Services Manager)** is an adequately trained individual who has the authority and responsibility as designated by the Accountable Executive for the day-to-day implementation and operation of the STC SMS. As such, the CSO is able to report directly to our transit agency's Accountable Executive.

Key staff are staff, groups of staff, or committees to support the Accountable Executive, CSO, or SMS Executive in developing, implementing, and operating our agency's SMS.

Front line employees perform the daily tasks and activities where hazards can be readily identified so the identified hazards can be addressed before the hazards become adverse events. These employees are critical to SMS success through each employee's respective role in reporting safety hazards, which is where an effective SMS and a positive safety culture begins.

3. Safety Management Policy

A. Policy Statement – 673.23(a)

Safety is STC's first priority. STC is committed to implementing, developing, and improving strategies, management systems, and processes to ensure that all our activities uphold the highest level of safety performance and meet required safety standards.

We will develop and embed a safety culture in all our activities that recognizes the importance and value of effective safety management and acknowledges at all times that safety is paramount.

We will clearly explain for all staff their accountabilities and responsibilities for the development and operation of the Safety Management System.

For passengers and employees, we will minimize the safety risk associated with transit service to as low as reasonably practicable and we will work to comply with and, wherever possible, exceed legislative and regulatory requirements and standards. We will also work to ensure that all employees are provided with adequate and appropriate safety information and training, are competent in safety matters, and are only allocated tasks commensurate with their skills.

We have established Safety Performance Targets (SPT) to help us measure the overall effectiveness of our processes and ensure we meet our safety objectives.

I. Employee Safety Reporting Program – 673.23(b)

Frontline employees are a significant source of safety data because they are often the first to spot unsafe conditions. For this reason, the employee safety reporting program is a major tenet of the PTASP Rule. Under this rule, agencies must establish and implement a process that allows employees to report safety conditions directly to senior management; provides protections for employees who report safety conditions to senior management; and includes a description of employee behaviors that may result in disciplinary action.

STC has an open-door policy that allows for communication of complaint, question, or suggestion for improvement. This process encourages the employee to first approach their respective immediate supervisor. If the matter cannot be resolved with the immediate supervisor, the employee can move up to the next management channel. The CSO may also receive employee complaints, questions, or safety improvement suggestions. Additionally, a Human Resources representative may be involved at any level.

The employee safety reporting program will ensure that all employees are encouraged to report safety conditions directly to management or their direct supervisor for elevation to senior management. Any employee reports of safety concerns such as near misses, accidents, hazards, or any other event will not result in disciplinary action, unless the actions were a willful act and rule violations. Employees are protected from retaliation when reporting safety concerns in good faith.

II. Communicating the Policy Throughout the Agency – 673.23(c)

STC is committed to ensuring the safety of our riders, personnel, and public. Part of that commitment is developing an SMS and agency wide safety culture that reduces agency risk to the lowest level possible. The first step in developing a full SMS and agency wide safety culture is communicating our SMP throughout our agency.

The Safety Management Policy and safety objectives include posting the policy in prominent work locations for existing employees. In addition, the policy statement will become part of our agency's safety communications efforts. The policy will be signed by the Accountable Executive so that all employees know that the policy is supported by management.

B. PTASP Development and Coordination with TxDOT – 673.11(d)

This PTASP was developed by TxDOT on behalf of South Texas College in accordance with all requirements stated in 49 CFR Part 673 applicable to a small public transportation provider. South Texas College will review the PTASP annually and will present for board approval.

C. PTASP Annual Review – 673.11(a)(5)

Per 49 U.S.C. 5329, this plan includes provisions for annual updates of the SMS. As part of STC's ongoing commitment to developing a robust safety culture, STC, in cooperation with frontline employee representatives, will review the ASP and all supporting documentation annually. The review will be conducted before certifying to FTA that the ASP is compliant with 49 CFR Part 673 and accurately reflects the agency's current implementation status. Certification will be accomplished through STC's annual Certifications and Assurances.

The annual review will include the ASP and supporting documents (Standard Operating Procedures [SOPs], Policies, Manuals, etc.) that are used to implement all the processes used to manage safety at STC. All changes will be noted (as discussed below) and the Accountable Executive will sign and date the title page of this document and provide documentation of approval by the STC Board of Trustees whether by signature or by reference to resolution. The annual ASP review follows the table below.

TABLE 2: ASP ANNUAL UPDATE TIMELINE

Task	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept
Review Agency Operations	→							
Review SMS Documentation <ul style="list-style-type: none"> • Safety Policy; • Risk Management; • Safety Assurance; and • Safety Promotion. 		→						
Review Previous Targets and Set or Continue Targets			→					
Report Targets to National Transit Database (NTD), TxDOT, and MPO					→			
Make Any Necessary Adjustments to PTASP						→		
Update Version No., Adopt & Certify Plan Compliance								★

The implementation of SMS is an ongoing and iterative process, and as such, this PTASP is a working document. Therefore, a clear record of changes and adjustments is kept in the PTASP for the benefit of safety plan performance management and to comply with Federal statutes.

The following table, Table 3, will be used to record final changes made to the ASP during the annual update. This table will be a permanent record of the changes to the ASP over time.

TABLE 3: ASP RECORD OF CHANGES

Document Version	Section/Pages Changed	Reason for Change	Reviewer Name	Date of Change
Version 1	• Created the entire document	• PTASP Initial Adoption and Initial Board Approval	Alina O. Cantu	11/29/2022
Version 2	<ul style="list-style-type: none"> • Transit Agency Information on Page 6 • PTASP Development and Coordination with TxDOT – 673.11(d) Page 9 • Safety Performance Measures Page 11; • Safety Risk Mitigation Page 15 • Added Appendix B 	<ul style="list-style-type: none"> • Organizational Chart updated • Edited since there was no collaboration with TxDot this year. • Updated Safety Performance Targets Updated due to total revenue miles increasing • Included Bipartisan Infrastructure Law changes 5329(d)(1)(D); minimize exposure to infectious diseases • Created Infectious Disease Response Plan 	Alina O. Cantu	12/6/2023
Version 3	Safety Performance Measures Page 12	• Updated Safety Performance Targets due to change in total revenue miles	Alina O. Cantu	11/26/2024

D. PTASP Maintenance – 673.11(a)(2)(c)

STC will follow the annual review process outlined above and adjust this ASP as necessary to accurately reflect current implementation status. This plan will document the processes and activities related to SMS implementation as required under 49 CFR Part 673 Subpart C and will make necessary updates to this ASP as STC continues to develop and refine our SMS implementation.

E. PTASP Documentation and Recordkeeping – 673.31

At all times, STC will maintain documents that set forth our ASP, including those documents related to the implementation of STC’s SMS and those documents related to the results from SMS processes and activities. STC will also maintain documents that are included in whole, or by reference, that describe the programs, policies, and procedures that our agency uses to carry out our ASP and all iterations of those documents. These documents will be made available upon request to the FTA, other Federal entities, or TxDOT. STC will maintain these documents for a minimum of three years after the documents are created.

F. Safety Performance Measures – 673.11(a)(3)

The PTASP Final Rule, 49 CFR Part 673.11(a)(3), requires that all public transportation providers must develop an ASP to include Safety Performance Targets based on the safety performance measures established under the National Safety Plan. The safety performance measures outlined in the National Safety Plan were developed to ensure that the measures can be applied to all modes of public transportation and are based on data currently being submitted to the NTD. The safety performance measures included in the National Safety Plan are fatalities, injuries, safety events, and system reliability (State of Good Repair as developed and tracked in the TAM Plan).

There are seven (7) SPTs that must be included in each ASP that are based on the four (4) performance measures in the National Safety Plan. These SPTs are presented in terms of total numbers reported and rate per Vehicle Revenue Mile (VRM). Each of the seven (7) is required to be reported by mode as presented in Table 4. Table 5 presents baseline numbers for each of the performance measures.

TABLE 4: National Safety Plan SAFETY PERFORMANCE MEASURES

Safety Performance Measure	SPT	SPT
Fatalities	Total Number Reported	Rate Per Total VRM
Injuries	Total Number Reported	Rate Per Total VRM
Safety Events (Accident, Incident, Occurrence)	Total Number Reported	Rate Per Total VRM
System Reliability	Mean distance between major mechanical failure	

TABLE 5: SAFETY PERFORMANCE Targets

Mode	Fatalities	Rate of Fatalities*	Injuries	Rate of Injuries*	Safety Events	Rate of Safety Events*	Mean Distance Between Major Mechanical Failure
Fixed Route (Bus)	0	0%	1	0.002% 0.0026%	3	0.0064% 0.0078%	9,349 9,600

*rate = total number for the year/total revenue vehicle miles traveled

As part of the annual review of the ASP, STC will reevaluate our safety performance targets and determine if they need to be refined.

G. Safety Performance Target Coordination – 673.15(a)(b)

STC will make our safety performance targets available to TxDOT and the Rio Grande Valley MPO to aid in those agencies’ respective regional and long-range planning processes. To the maximum extent practicable, STC will coordinate with TxDOT and the MPO in the selection of safety performance targets during the annual PTASP update process.

4. Safety Management System

As previously noted, FTA has adopted SMS as the basis for improving safety across the public transportation industry. In compliance with the National Safety Program, National Public Transportation Safety Plan, and 49 CFR Part 673, STC is adopting SMS as the basis for directing and managing safety and risk at our agency. All levels of management and employees are accountable for appropriately identifying and effectively managing risk in all activities and operations in order to deliver improvements in safety and reduce risk to the lowest practical level during service delivery.

SMS is comprised of four basic components – Safety Management Policy, Safety Risk Management, Safety Assurance, and Safety Promotion. The Safety Management Policy and Safety Promotion are the enablers that provide structure and supporting activities that make Safety Risk Management and Safety Assurance possible and sustainable. The Safety Risk Management and Safety Assurance are the activities for effectively managing safety as presented in Figure 2.

FIGURE 2: SAFETY MANAGEMENT SYSTEMS





A. Safety Risk Management – 673.25

By adopting this ASP, STC is establishing the Safety Risk Management (SRM) process presented in Figure 3 for identifying hazards and analyzing, assessing and mitigating safety risk in compliance with the requirements of 49 CFR Part 673.25.

FIGURE 3: SAFETY RISK MANAGEMENT PROCESS



I. Safety Hazard Identification – 673.25(b)

The STC safety risk management process is a forward-looking effort to identify safety hazards that could potentially result in negative safety outcomes. A hazard is any real or potential condition that can cause injury, illness, or death; damage to or loss of the facilities, equipment, rolling stock, or infra-structure of a public transportation system; or damage to the environment. STC uses a variety of mechanisms for identifying and documenting hazards, namely:

- STC ensures personnel can identify hazards and that each employee clearly understands that the employee has a responsibility to immediately report any safety hazards identified.
- Employee hazard training coupled with the employee safety report program ensures that STC has information for hazard identification.
- Upon receiving notification of a potential hazard, the CSO will enter the hazard into the Hazard Log. Next, the CSO will conduct the risk assessment by utilizing the Risk Matrix presented in figure 5 to determine the frequency and severity of hazard.
- Staff are responsible for performing and documenting regular safety assessments, which include reporting and recommending methods to reduce identified hazards.
- If a hazard is such that an employee would be reluctant to report the information an alternative, anonymous reporting mechanisms are available through an anonymous suggestion box.
- To increase safety knowledge, personnel are also encouraged to participate in professional development activities and training as a source of expertise and information on lessons learned and best practices in hazard identification.
- Other sources for hazard identification may include:
 - Employee safety reporting program
 - Inspections of personnel job performance, vehicles, facilities and other data
 - Investigations of safety events

- Safety trend analysis on data currently collected
- Training and evaluation records
- Internal safety audits
- External sources of hazard information could include:
 - FTA and other federal or state authorities
 - Reports from the public
 - Safety bulletins from manufacturers or industry associations

FIGURE 4: Sample Hazard Log

Hazard	Identification Source/Date	Date of Analysis	Worst Credible Potential Consequence(s)	Defenses in place (hard or soft)	Probability of Consequences	Severity of Consequences	Safety Risk Evaluation Index	Further Mitigation Action, if Required	Revised Safety Risk Evaluation Index	Revised Safety Risk Evaluation Index Date	Department Responsible for Mitigation	Estimated Date Mitigation(s) is Fully Implemented	Contact Person	Department/Individual Responsible for Monitoring Mitigation Effectiveness
Bus mis-aligned over pit	Employee safety reporting	Date	Bus falling into pit resulting in property damage	1. Training in aligning the bus properly over pit. (s) 2. SOP and rule book provided with training. (s)	3 (Occasional)	C (Marginal)	3C (Acceptable based upon existing mitigations)	NA	NA	NA	Bus Vehicle Maintenance	NA	Name	Bus Operations Safety Department
			Bus falling into pit resulting in injury to worker	1. Training in aligning the bus properly over pit. (s) 2. SOP and rule book provided with training. (s)	3 (Occasional)	B (Critical)	3B (Acceptable based upon existing mitigations)	N/A	N/A	NA	Bus Vehicle Maintenance	NA	Name	Bus Operations Safety Department
			Bus falling into pit resulting in worker fatality	1. Training in aligning the bus properly over pit. (s) 2. SOP and rule book provided with training. (s)	3 (Occasional)	A (Catastrophic)	3A (Unacceptable under the existing circumstances)	1. Revise SOP and Rulebook to require a second worker to watch and signal for bus placement. (s) 2. Establish speed restrictions moving in and out of shop. (s) 3. Stripe lines around pits with high visibility fluorescent paint. (h) 4. Revise SOPs to ensure pit is not occupied during bus movements over pit. (s) 5. Install bus tire guides on pit edge. (h)	4A (Acceptable based upon mitigations)	Date	Bus Vehicle Maintenance	Date	Name	Bus Operations Safety Department
Corroded/cracked rail fasteners in tunnel	Employee safety reporting	Date	Derailment with fatalities	1. Routine inspections (s) 2. Periodic maintenance is conducted. (s)	3 (Occasional)	A (Catastrophic)	3A (Unacceptable under the existing circumstances)	1. Increased inspection frequencies (s) 2. Corrosion mitigation (s) 3. Speed Restrictions(s) to be implemented (s)	4A (Acceptable based upon mitigations)	Date	Track Maintenance	Date	Name	Track Maintenance Safety Department

II. Safety Risk Assessment – 673.25(c)

As part of the new SRM process, STC has developed methods to assess the likelihood and severity of the consequences of identified hazards, and prioritizes the hazards based on the safety risk process.

Safety risk is based on an assessment of the likelihood of a potential consequence and the potential severity of the consequences in terms of resulting harm or damage. The risk assessment also considers any previous mitigation efforts and the effectiveness of those efforts. As stated above, the CSO will log hazards utilizing a Hazard Log that resembles Figure 4. The CSO will evaluate the hazard for severity, probability and level of risk utilizing the criteria in the Tables listed in figure 6.

FIGURE 5: SAFETY RISK ASSESSMENT MATRIX

RISK ASSESSMENT MATRIX				
SEVERITY LIKELIHOOD	Catastrophic (1)	Critical (2)	Marginal (3)	Negligible (4)
Frequent (A)	High	High	High	Medium
Probable (B)	High	High	Medium	Medium
Occasional (C)	High	Medium	Medium	Low
Remote (D)	Medium	Medium	Low	Low
Improbable (E)	Medium	Low	Low	Low

Severity of the Consequence		
Definition Category	Meaning	Value
Catastrophic	<ul style="list-style-type: none"> Equipment destroyed Multiple deaths 	A
Critical	<ul style="list-style-type: none"> A large reduction in safety margins, physical distress or a workload such that the operators cannot be relied upon to perform their tasks accurately or completely Serious injury Major equipment damage 	B
Marginal	<ul style="list-style-type: none"> A significant reduction in safety margins, a reduction in the ability of the operators to cope with adverse operating conditions as a result of increase in workload, or as a result of conditions impairing their efficiency Serious incident Injury to persons 	C
	<ul style="list-style-type: none"> Nuisance Operating limitations Use of emergency procedures Minor incident Little consequences 	D

The Risk Assessment Matrix is an important tool. If a risk is assessed and falls within one of the red zones, the risk is determined to be unacceptable under existing circumstances. This determination means that management must take action to mitigate the situation

If the risk is assessed and falls within one of the yellow zones, the risk is determined to be acceptable, but monitoring is necessary. If the risk falls within one of the green zones, the risk is acceptable under the existing circumstances.

Once a hazard's likelihood and severity have been assessed, the information is used to move to the next step, which is hazard mitigation.

III. Safety Risk Mitigation – 673.25(d)

Upon completion of the risk assessment, the CSO will identify mitigations or strategies necessary to reduce the likelihood and/or severity of the consequences. The goal of this step is to avoid or eliminate the hazard or, when elimination is not likely or feasible, to reduce the assessed risk rating to an acceptable level. To accomplish this objective, the CSO, works with subject matter experts from respective department or section to which the hazard applies to determine a mitigation strategy.

Once a mitigation strategy is selected and adopted, the strategy is assigned to an appropriate staff member, team or department for implementation. The assigned personnel and the personnel's specific responsibilities are entered into the Hazard Log (figure 4). Among the responsibilities of the staff member, department or team is to communicate the mitigation effort to the CSO, who will document whether the mitigation was carried out as designed and whether the intended safety objectives were achieved.

The Bipartisan Infrastructure Law requires transit agencies to address strategies to minimize exposure to infectious diseases, consistent with Centers for Disease Control and Prevention or State health authority guidelines. STC has strategies in place to minimize exposure to

infectious disease that are consistent with Centers for Disease Control (CDC), state/county orders, and public health agencies, STC Transportation Services developed an Infectious Disease Exposure Response Plan which is used to mitigate risk.

B. Safety Assurance – 673.27 (a)

Safety Assurance means processes within the STC SMS that function to ensure a) the implementation and effectiveness of safety risk mitigation, and b) STC meets or exceeds our safety objectives through the collection, measurement, analysis and assessment of information.

SA helps to ensure early identification of potential safety issues. SA also ensures that safeguards are in place and are effective in meeting STC's critical safety objectives and contribute towards SPTs.

I. Safety Performance Monitoring and Measuring – 673.27 (b)

As the first step in the STC Safety Assurance program, STC collects and monitors data on safety performance indicators through a variety of mechanisms described in the following sections. Safety performance indicators can provide early warning signs about safety risks. STC currently relies primarily on lagging indicators representing negative safety outcomes that should be avoided or mitigated in the future. However, initiatives are underway to adopt a more robust set of leading indicators that monitor conditions that are likely to contribute to negative outcomes in the future. In addition to the day-to-day monitoring and investigation procedures detailed below, STC will review and document the safety performance monitoring and measuring processes as part of the annual update of this ASP.

II. Monitoring Compliance and Sufficiency of Procedures – 673.27 (B)(1)

STC monitors our system for personnel compliance with operations and maintenance procedures and monitors these procedures for sufficiency in meeting safety objectives.

Supervisors monitor employee compliance with STC SOPs through direct observation and review of information from internal reporting systems such as pre-trip inspection forms and employee safety reporting.

STC addresses non-compliance with standard procedures for operations and maintenance activities through a variety of actions, including revision to training materials and delivery of employee and supervisor training if the non-compliance is systemic. If the non-compliance is situational, then activities may include supplemental individualized training, coaching, and heightened management oversight, among other remedies.

Sometimes personnel are fully complying with the procedures, but the operations and maintenance procedures are inadequate and pose the risk of negative safety outcomes. In this case, the cognizant person submits the deficiency or description of the inadequate procedures to the SRM process. Through the SRM process, the CSO will then evaluate and analyze the potential organizational hazard and assign the identified hazard for mitigation and resolution, as appropriate. The CSO will also conduct periodic self-evaluation and mitigation of any identified deficiencies in the SRM process itself.

III. Monitoring Operations – 673.27(B)(2)

Department Heads are required to monitor investigation reports of safety events and SRM resolution reports to monitor the department's operations to identify any safety risk mitigations that may be ineffective, inappropriate, or not implemented as intended. If it is determined that the safety risk mitigation did not bring the risk to an acceptable level or otherwise failed to meet safety objectives, then the supervisor resubmits the safety risk/hazard to the SRM process. The CSO will work with the supervisor and subject matter experts to reanalyze the hazard and consequences and identify additional mitigation or alternative approaches to implementing the mitigation.

IV. Safety Event Investigation – 673.27(B)(3)

STC currently conducts investigations of safety events. From a SA perspective, the objective of the investigation is to identify causal factors of the event and to identify actionable strategies that STC can employ to address any identifiable organizational, technical or environmental hazard at the root cause of the safety event.

Safety Event Investigations that seek to identify and document the root cause of an accident or other safety event are a critical component of the SA process because they are a primary resource for the collection, measurement, analysis and assessment of information. STC gathers various information to help in identifying and documenting root causes of accidents and incidents, including but not limited to:

1. The purpose of these investigations is to:
 - a. Identify probable causes and contributing factors.
 - b. Verify identified hazards.
 - c. Implement remedies to eliminate, reduce or control recurrences of a similar accident.
 - d. Provide a means of checking the adequacy of past training.
 - e. Make personnel aware of unsafe acts and conditions.
2. Investigations:
 - a. STC Police, Local Police and the CSO will conduct investigations for all minor and major accidents or incidents.
3. The following are necessary for effective investigations:
 - a. Determine field personnel responsibilities for investigation.
 - b. Utilize the Supervisor's Accident Investigation Procedures.
 - c. Integrate Claims' findings into investigations.
 - d. Ensure STC Police and Risk Management are notified of minor and major accidents, on both an immediate and routine basis.
 - e. Develop criteria for investigations.
 - f. Prepare procedures, checklists and formats for conducting investigations.
 - g. Adopt policies for major accident investigation report publication and follow up systems for compliance with report recommendations. In addition, the CSO will establish procedures for coordinating investigations by outside agencies, or peer reviews.

V. Monitoring Internal Safety Reporting Programs – 673.27(B)(4)

As a primary part of the internal safety reporting program, STC monitors information reported through the ESRP. When a report originating through the complaint process documents a safety hazard, the supervisor submits the hazards identified through the internal reporting process, including previous mitigation in place at the time of the safety event. The supervisor submits the hazard report to the SRM process to be analyzed, evaluated, and if appropriate, assigned for mitigation/resolution.

C. Safety Promotion – 673.29

Management support is essential to developing and implementing SMS. SP includes all aspects of how, why, when and to whom management communicates safety related topics. SP also includes when and how training is provided. The following sections outline both the safety competencies and training that STC will implement and how safety related information will be communicated.

I. Safety Competencies and Training – 673.29(a)

STC provides comprehensive training to all employees regarding each employee's job duties and general responsibilities. This training includes safety responsibilities related to the employee's position. In addition, regular driver safety meetings are held to ensure that safety related information is relayed to the key members of our agency's safety processes.

As part of SMS implementation, STC conducts the following activities:

- Conduct a thorough review of all current general staff categories (administrative, driver, supervisor, mechanic, maintenance, etc.) and the respective staff safety related responsibilities.
- Assess the training requirements spelled out in 49 CFR Part 672 and the various courses required for different positions. (STC is not subject to the requirements under 49 CFR Part 672 but will review the training requirements to understand what training is being required of other larger agencies in the event these trainings might be useful).
- Assess the training material available on the FTA PTASP Technical Assistance Center website.
- Review training material available from industry sources such as the Community Transportation Association of America and the American Public Transportation Association websites.
- Identify trainings required to meet the safety related activities for each general staff category.
- Develop expectations for ongoing safety training and safety meeting attendance.
- Develop a training matrix to track progress on individuals and groups within the organization.
- Adjust job notices associated with general staff categories to ensure that new personnel understand the safety related competencies and training needs and the safety related responsibilities of the job.
- Include refresher training in all trainings and apply it to agency personnel and contractors.

II. Safety Communication – 673.29(b)

STC regularly communicates safety and safety performance information throughout our agency's organization that, at a minimum, conveys information on hazards and safety risks relevant to employees' roles and responsibilities and informs employees of safety actions taken in response to reports submitted through the ESRP or other means.

STC will ensure that any safety related information is shared with STC staff. STC also posts safety related and other pertinent information in a common room for all employees.

STC will begin systematically collecting, cataloging, and, where appropriate, analyzing and reporting safety and performance information to all staff. To determine what information should be reported, how the information should be reported and to whom, STC will answer the following questions:

- What information does this individual need to do their job?
- How can we ensure the individual understands what is communicated?
- How can we ensure the individual understands what action must be taken as a result of the information?
- How can we ensure the information is accurate and kept up-to-date?
- Are there any privacy or security concerns to consider when sharing information? If so, what should we do to address these concerns?

In addition, STC will review its current communications strategies and determine whether others are needed.

5. APPENDIX A:

A. Glossary of Terms

Accident: means an event that involves any of the following: a loss of life; a report of a serious injury to a person; a collision of transit vehicles; an evacuation for life safety reasons; at any location, at any time, whatever the cause.

Accountable Executive (typically the highest executive in the agency): means a single, identifiable person who has ultimate responsibility for carrying out the SMS of a public transportation agency, and control or direction over the human and capital resources needed to develop and maintain both the agency's PTASP, in accordance with 49 U.S.C., and the agency's TAM Plan in accordance with 49 U.S.C. 5326.

Agency Leadership and Executive Management: Those members of agency leadership or executive management (other than an Accountable Executive, CSO, or SMS Executive) who have authorities or responsibilities for day-to-day implementation and operation of an agency's SMS.

Chief Safety Officer (CSO): means an adequately trained individual who has responsibility for safety and reports directly to a transit agency's chief executive officer, general manager, president, or equivalent officer. A CSO may not serve in other operational or maintenance capacity, unless the CSO is employed by a transit agency that is a small public transportation provider as defined in this part, or a public transportation provider that does not operate a rail fixed guideway public transportation system.

Corrective Maintenance: Specific, unscheduled maintenance typically performed to identify, isolate, and rectify a condition or fault so that the failed asset or asset component can be restored to a safe operational condition within the tolerances or limits established for in-service operations.

Equivalent Authority: means an entity that carries out duties similar to that of a Board of Directors, for a recipient or subrecipient of FTA funds under 49 U.S.C. Chapter 53, including sufficient authority to review and approve a recipient or subrecipient's PTASP.

Event: means an accident, incident, or occurrence.

Federal Transit Administration (FTA): means the Federal Transit Administration, an operating administration within the United States Department of Transportation.

Hazard: means any real or potential condition that can cause injury, illness, or death; damage to or loss of the facilities, equipment, rolling stock, or infrastructure of a public transportation system; or damage to the environment.

Incident: means an event that involves any of the following: a personal injury that is not a serious injury; one or more injuries requiring medical transport; or damage to facilities, equipment, rolling stock, or infrastructure that disrupts the operations of a transit agency.

Investigation: means the process of determining the causal and contributing factors of an accident, incident, or hazard, for the purpose of preventing recurrence and mitigating risk.

Key staff: means a group of staff or committees to support the Accountable Executive, CSO, or SMS Executive in developing, implementing, and operating the agency's SMS.

Major Mechanical Failures: means failures caused by vehicle malfunctions or subpar vehicle condition which requires that the vehicle be pulled from service.

National Public Transportation Safety Plan (NSP): means the plan to improve the safety of all public transportation systems that receive Federal financial assistance under 49 U.S.C. Chapter 53.

Occurrence: means an event without any personal injury in which any damage to facilities, equipment, rolling stock, or infrastructure does not disrupt the operations of a transit agency.

Operator of a Public Transportation System: means a provider of public transportation as defined under 49 U.S.C. 5302(14).

Passenger: means a person, other than an operator, who is on board, boarding, or alighting from a vehicle on a public transportation system for the purpose of travel.

Performance Measure: means an expression based on a quantifiable indicator of performance or condition that is used to establish targets and to assess progress toward meeting the established targets.

Performance Target: means a quantifiable level of performance or condition, expressed as a value for the measure, to be achieved within a time period required by the FTA.

Preventative Maintenance: means regular, scheduled, and/or recurring maintenance of assets (equipment and facilities) as required by manufacturer or vendor requirements, typically for the purpose of maintaining assets in satisfactory operating condition. Preventative maintenance is conducted by providing for systematic inspection, detection, and correction of anticipated failures either before they occur or before they develop into major defects. Preventative maintenance is maintenance, including tests, measurements, adjustments, and parts replacement, performed specifically to prevent faults from occurring. The primary goal of preventative maintenance is to avoid or mitigate the consequences of failure of equipment.

Public Transportation Agency Safety Plan (PTASP): means the documented comprehensive agency safety plan for a transit agency that is required by 49 U.S.C. 5329 and this part.

Risk: means the composite of predicted severity and likelihood of the potential effect of a hazard.

Risk Mitigation: means a method or methods to eliminate or reduce the effects of hazards.

Road Calls: means specific, unscheduled maintenance requiring either the emergency repair or service of a piece of equipment in the field or the towing of the unit to the garage or shop.

Safety Assurance (SA): means the process within a transit agency's SMS that functions to ensure the implementation and effectiveness of safety risk mitigation and ensures that the transit agency meets or exceeds its safety objectives through the collection, analysis, and assessment of information.

Safety Management Policy (SMP): means a transit agency's documented commitment to safety, which defines the transit agency's safety objectives and the accountabilities and responsibilities of the agency's

employees regarding safety.

Safety Management System (SMS): means the formal, top-down, data-driven, organization-wide approach to managing safety risk and assuring the effectiveness of a transit agency's safety risk mitigation. SMS includes systematic procedures, practices, and policies for managing risks and hazards.

Safety Management System (SMS) Executive: means a CSO or an equivalent.

Safety Objective: means a general goal or desired outcome related to safety.

Safety Performance: means an organization's safety effectiveness and efficiency, as defined by safety performance indicators and targets, measured against the organization's safety objectives.

Safety Performance Indicator: means a data-driven, quantifiable parameter used for monitoring and assessing safety performance.

Safety Performance Measure: means an expression based on a quantifiable indicator of performance or condition that is used to establish targets and to assess progress toward meeting the established targets.

Safety Performance Monitoring: means activities aimed at the quantification of an organization's safety effectiveness and efficiency during service delivery operations, through a combination of safety performance indicators and SPTs.

Safety Performance Target (SPT): means a quantifiable level of performance or condition, expressed as a value for a given performance measure, achieved over a specified timeframe related to safety management activities.

Safety Promotion (SP): means a combination of training and communication of safety information to support SMS as applied to the transit agency's public transportation system.

Safety Risk: means the assessed probability and severity of the potential consequence(s) of a hazard, using as reference the worst foreseeable, but credible, outcome.

Safety Risk Assessment: means the formal activity whereby a transit agency determines SRM priorities by establishing the significance or value of its safety risks.

Safety Risk Management (SRM): means a process within a transit agency's Safety Plan for identifying hazards, assessing the hazards, and mitigating safety risk.

Safety Risk Mitigation: means the activities whereby a public transportation agency controls the probability or severity of the potential consequences of hazards.

Safety Risk Probability: means the likelihood that a consequence might occur, taking as reference the worst foreseeable, but credible, condition.

Safety Risk Severity: means the anticipated effects of a consequence, should the consequence materialize, taking as reference the worst foreseeable, but credible, condition.

Serious Injury: means any injury which:

- Requires hospitalization for more than 48 hours, commencing within seven days from the date

that the injury was received;

- Results in a fracture of any bone (except simple fractures of fingers, toes, or nose);
- Causes severe hemorrhages, nerve, muscle, or tendon damage;
- Involves any internal organ; or
- Involves second- or third-degree burns, or any burns affecting more than 5 percent of the body surface.

Small Public Transportation Provider: means a recipient or subrecipient of Federal financial assistance under 49 U.S.C. 5307 that has one hundred (100) or fewer vehicles in peak revenue service and does not operate a rail fixed guideway public transportation system.

State: means a State of the United States, the District of Columbia, or the Territories of Puerto Rico, the Northern Mariana Islands, Guam, American Samoa, and the Virgin Islands.

State of Good Repair: means the condition in which a capital asset is able to operate at a full level of performance.

State Safety Oversight Agency: means an agency established by a State that meets the requirements and performs the functions specified by 49 U.S.C. 5329 and the regulations set forth in 49 CFR part 674.

Transit Agency: means an operator of a public transportation system.

Transit Asset Management (TAM) Plan: means the strategic and systematic practice of procuring, operating, inspecting, maintaining, rehabilitating, and replacing transit capital assets to manage their performance, risks, and costs over their life cycles, for the purpose of providing safe, cost-effective, and reliable public transportation, as required by 49 U.S.C. 5326 and 49 CFR part 625.

Vehicle Revenue Miles (VRM): means the miles that vehicles are scheduled to or actually travel while in revenue service. Vehicle revenue miles include layover/recovery time and exclude deadhead; operator training; vehicle maintenance testing; and school bus and charter services.

B. Acronyms Used

ADA: Americans with Disabilities Act

ASP: Agency Safety Plan

CAF: Customer Assistance Form

STC: South Texas College

ESRP: Employee Safety Reporting Program

FAST Act: Fixing America's Surface Transportation Act

MAP-21: Moving Ahead for Progress in the 21st Century Act

MOU: Memorandum of Understanding

MPO: Metropolitan Planning Organization

NTD: National Transit Database

SOP: Standard Operating Procedure

SSPP: System Safety Program Plan

TxDOT: Texas Department of Transportation

6. APPENDIX B:

A. Infectious Disease Exposure Response Plan

1. Objectives

- Provide guidance on how to respond during each Pandemic Alert Phase
- Inform and advise the employees and community as needed
- Take reasonable measures to ensure the safety of the employees and patrons

2. Scope

Once an outbreak reaches pandemic proportions, the Response Plan will need to be used in conjunction with the College's Multi-Hazard Emergency Operations Plan to provide comprehensive response planning. It is intended to cover extraordinary aspects specific to a contagious virus that are not normally covered in the Multi-Hazard Emergency Operations Plan. Consequently, if a contagious virus spreads to the degree that it limits or restricts a transit agency's availability of personnel or cripples its ability to deliver normal service the Response Plan will be triggered. College notifications, disinfection, sterilization and isolation protocols will be executed as recommended by local and state public health authorities. CDC recommends to have everyday strategies to prevent the spread of infections as part of your normal operations, such as promoting vaccination, staying home when sick, optimizing ventilation, washing hands frequently, and following all rules on regular and consistent cleaning, sanitizing, and disinfecting.

3. Approval of an Infectious Disease Exposure Response Plan

The Chief Safety Officer or Accountable Executive of the transit agency shall conduct periodic reviews and revisions to the Response Plan.

4. Elements of the Response Plan

The Response Plan covers specific elements that include the following:

- Pandemic Alert Phases
- Information and Education Program (Internal and External)
- Disinfection Program
- Sanitary Aids
- Vaccine/Antiviral medications
- Self-Screening
- Service Reduction, Shutdown and Restoration

A. Pandemic Alert Phases

Planning and response to a contagious virus will depend on the risk involved. Unlike a catastrophic event such as an earthquake, a contagious virus likely will have various phases in the lifecycle of its spread. Each phase will need a different response strategy.

The Response Plan shall be applicable to all contagious viruses however it is based on the phases of a pandemic influenza as defined by the World Health Organization (WHO). These WHO phases have been

universally accepted by most health departments and other government and private organizations and shall be adopted and adapted by the transit agency.

Table 1

World Health Organization Phases	
Inter – Pandemic Period	
Phase 1: Low Risk of Human Cases	No new influenza virus subtypes have been detected in humans. An influenza virus subtype that has caused human infection may be present in animals. If present in animals, the risk of human infection or diseases is considered low.
Phase 2: Higher Risk of Human Cases	No new influenza virus subtypes have been detected in humans. However, a circulating animal influenza virus subtype poses a substantial risk to humans.
Pandemic Alert Period	
Phase 3: No or very limited human - to - human transmission	Human infection(s) with a new subtype, but no human - to - human spread, except for rare close – contact instances.
Phase 4: Evidence of increased human – to – human transmission	Small cluster (s) with limited human - to - human transmission but spread is highly localized, suggesting that the virus is not well adapted to humans.
Phase 5: Evidence of significant human – to – human transmission	Larger cluster(s) but human - to - human spread still localized, suggesting that the virus is becoming increasingly better adapted to humans, but may not yet be fully transmissible (substantial pandemic risk)
Pandemic Period	
Phase 6: Efficient and sustained human – to – human transmission	Increased and sustained transmission in general population.

B. Information and Education Program

Communications, in the form of information and educational programs, must be a major part of any Response Plan. Communications shall be divided into three distinct areas: communications with emergency management; communications to employees (internal) and communications to the riding public (external).

Communications need to be coordinated with local and state emergency management so that the message stays consistent. Information and educational training shall be consistent with that recommended by local and state health departments, and transit agency staff shall partner with those agencies to ensure that accurate and appropriate information is being released.

Table 2

Internal Communication

Alert Phase	Actions	Responsibility
1	<ul style="list-style-type: none">• Develop materials on employee personal hygiene and precautions against contagious viruses.• Distribute personal hygiene information to employees.• Publish information on website.• Disseminate materials developed through emails, the district website, College Emergency Notification System and other forms of outreach.• Partner with public health department, to acquire timely information, and coordinate appropriate new releases to employees and riding public.• Develop training video and poster(s) on hygiene and precautionary measures against viruses both at work and in the home.• Commence disseminating the video and poster(s) to district departments.• Place pertinent information on the Transit website.	CDC, Federal Transit Administration, College Public Relations, Finance and Administrative Services Safety Team, Transportation Manager
2	<ul style="list-style-type: none">• Develop and deliver a more formal awareness program that includes personal visits to employee work location to disseminate facts and to address concerns.	CDC, Federal Transit Administration, College Public Relations, Finance and Administrative Services Safety Team, Transportation Manager
3 - 6	<ul style="list-style-type: none">• Continue to update employees with status reports of the virus conditions, using all appropriate means of distribution.	CDC, Federal Transit Administration, College Public Relations, Finance and Administrative Services Safety Team, Transportation Manager

Table 3
External Communication

Alert Phase	Actions	Responsibility
1	<ul style="list-style-type: none"> • In accordance with information provided by the health Authority put out passenger’s bulletins in the form of a fact sheet on the risks involved. • Prepare outreach/education material in the form of news releases, patron bulletins and website articles that provide guidance on personal hygiene, and keep patrons informed on the risks involved. • Commence disseminating information prepared. • Partner with public health departments to acquire timely information, and to coordinate appropriate news releases to employees and riding public. 	CDC, Federal Transit Administration, College Public Relations, Finance and Administrative Services Safety Team, Transportation Manager
2 - 6	<ul style="list-style-type: none"> • Continue to disseminate timely information to patrons. Start utilizing station signage and on-vehicle posters to further the promotion of information. 	Transportation Manager, Transportation Staff

C. Disinfection Program

Various contagious viruses can survive on surface materials for several days or longer. Consequently, a transit agency shall stay up to date with local and/or state health authority’s recommendations to determine a practical response.

Table 4

Alert Phase	Action	Responsibility
1	<ul style="list-style-type: none"> • Commence planning for enhanced cleanliness of the system’s buses, particularly hand-contact surfaces. The plan should assess in-house resources and explore contract services that are geared to the different alert phases. An estimate of the costs involved should be part of the planning process • Commence the initiative to provide cleaner buses so that patrons are comfortable when riding the buses 	Transportation Manager, Transportation Staff
2 - 6	<ul style="list-style-type: none"> • Commence and continue program of disinfecting hand-contact surfaces on buses several times throughout each day. Using the 	Transportation Manager, Transportation Staff

	Daily Disinfectant Checklist to clean the buses and using the Disinfectant Electrostatic sprayer daily.	
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D. Sanitary Aids

Sanitary aids can assist significantly in limiting the spread of a virus. Additionally, sanitary aids can reassure transit employees and provide them with an added layer of protection in performing their daily functions.

Table 5

Alert Phase	Action	Responsibility
1	<ul style="list-style-type: none"> Establish funding authorization for pending sanitary aid expenses related to the pandemic. Procure a supply of face masks and disinfectant gel for use by employees. Work with suppliers to ensure a steady flow of these aids for employees, given a progression of the virus to higher alert levels. Estimate supplies needed for each alert phase. With reference to alert Phase 4, estimate disinfectant gel needed for patrons, and work with suppliers to ensure a steady flow of this item when the time arrives. 	Finance and Administrative Services Safety Team, College Maintenance Department, Transportation Manager
2 - 6	<ul style="list-style-type: none"> Disseminate disinfectant gels for employee use. 	Finance and Administrative Services Safety Team, College Maintenance Department, Transportation Manager
4	<ul style="list-style-type: none"> Require employees or patrons to wear protective masks if required by Presidential Executive Order or the Federal Transit Administration. Provide disinfectant gels for use by patrons in each bus. 	Transportation Manager, Transportation Staff
5	<ul style="list-style-type: none"> Provide protective masks to office employees for use within office environments. Promote social distancing (avoid face contact meetings, explore telecommuting). 	Finance and Administrative Services Safety Team, College Maintenance Department, Transportation Manager

E. Vaccine/Antiviral Medications

Given the spread of a contagious virus, transit agencies shall work with local health authorities to make vaccinations and/or antiviral medications available for transit agency employees.

Table 6

Alert Phase	Action	Responsibility
1	<ul style="list-style-type: none"> Work with state and local health departments to track the U.S. government development of guidelines for the allocation of Contagious Virus vaccine and antiviral medications. 	Finance and Administrative Services Safety Team
3	<ul style="list-style-type: none"> Coordinate with local and/or state health authority for vaccine clinics to be held available on the STC campuses 	Finance and Administrative Services Safety Team
4	<ul style="list-style-type: none"> Host vaccines clinics on STC campuses 	Finance and Administrative Services Safety Team

F. Self-Screening

Prior to arriving to campus, employees and students, must, on a daily basis, screen themselves by using the Screening Checklist. If you are exhibiting new or worsening signs or symptoms of possible infectious disease, such as Covid-19, as listed below, please **DO NOT report to campus**.

Are you experiencing any new or worsening signs or symptoms?

- Cough
- Feeling feverish or a measured temperature greater than or equal to 100.0 degrees Fahrenheit
- Shortness of breath or difficulty breathing
- Chills
- Fatigue
- Repeated shaking with chills
- Muscle pain
- Headache
- Sore throat
- Loss of taste or smell
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea
- Known close contact with a person who is lab confirmed to have COVID-19

If you experience any of the signs or symptoms of COVID-19, please immediately notify:

- Employees must notify the Office of Human Resources and should notify their healthcare provider.
- Students must notify Counseling and Student Disability Services and should notify their healthcare provider.

If you should develop signs or symptoms or start to feel unwell during the day on campus, please notify the appropriate parties listed above.

G. Service Reduction, Shutdown and Restoration

Throughout the life cycle of a large-scale viral response, a transit agency may need to reduce service due to employee availability to maintain and operate transit vehicles or to comply with public health department recommendations and directives.

Service Reduction

The following indicators will be monitored as potential service reduction triggers:

- Ridership
- Employee attendance
- Asset availability

Service levels will be adjusted as necessary, with the following anticipated progression:

- Reduce service
- Shut down the system

Service reduction issues are anticipated to include the following:

- Employee welfare
- Development of work rules/guidelines regarding hygiene practices in the work environment

Service Shutdown

Given the need to shut down service, the primary objective will be to execute an orderly, safe conclusion of service, which preserves district assets in a condition that will facilitate later service restoration.

Major tasks involved in the shutdown of the system consist of the following:

- Complete operations (complete final service runs and store all vehicles)
- Deploy property protection
- Establish communications and logistics plan for administrative work (possible coordination from home, individual office or other location as needed)

Initial Shutdown

- All revenue vehicles will be appropriately positioned in the yard at close of operations for the night.
- Keys will be secured in the office
- Office staff will evaluate their essential functions and either suspend work or develop contingency work plans as needed.
- Ongoing security will be provided by STC police.

Restoration of service

In anticipation of service restoration, the following actions will be performed:

- Conduct complete system inspection before start-up.
- Complete any repairs or maintenance identified during the start-up inspections.
- Inspect revenue vehicle fleet.

Service will commence after the actions have been accomplished, and contingent upon approvals by the Transportation Manager or Chief of Police.

7. APPENDIX C:

A. Board Minutes or Resolution

Discussion and Action as Necessary on Proposed Facility Use Rental Fees for External Entities

Purpose	To approve the facility use rental fees for external entities listed in Appendix B.
Justification	<p>To charge external entities for the use of common areas district-wide listed in Appendix A for trainings, meetings, and other events.</p> <p>According to Policy GD Community Expression and Use of College Facilities, <i>a community member or organization authorized to use College District facilities shall be charged a fee for the use of designated facilities.</i></p> <p><i>The Board shall establish and publish a schedule of fees based on the cost of the physical operation of the facilities, as well as any applicable personnel costs for supervision, custodial services, food services, security, and technology services.</i></p> <p><i>Fees shall not be charged when College District buildings are used for public meetings sponsored by state or local governmental agencies.</i></p>
Enclosed Documents	Appendix A – List of Common Areas Appendix B – Fee schedules for each campus Appendix C – Procedures Appendix D – Policy GD
Staff Resource	Mary Del Paz, Vice President for Finance and Administrative Services George McCaleb, Director of Facilities Operations and Maintenance
Additional Information	The Finance, Audit, and Human Resources Committee did not meet in November 2024; therefore, this item is presented without a committee recommendation. Administration recommends approval as presented.
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 the proposed facility use rental fees listed in Appendix B to charge external entities for the use of common areas district-wide.</p>

Approval Recommended:

Dr. Ricardo J. Solis
President

Appendix A

List of Common Areas including, but not limited to, the following:

- Atriums
- Athletic fields
- Auditoriums
- Conference rooms
- Courtyards
- Multi-purpose rooms
- Theatres

**Mid Valley Campus
Facility Rental Fees
For Profit Organizations**

Building	Room Capacity	Type of Room	Room #	Hourly Rate	Half Day Rate	Full Day Rate	Deposit
A, B	Outdoor Space	Pavilion		\$ 50.00	\$ 200.00	\$ 400.00	\$ 50.00
C	Outdoor Space	Athletic Courts		\$ 50.00	\$ 200.00	\$ 400.00	\$ 50.00
E	15	Small Conference	1.104	\$ 25.00	\$ 100.00	\$ 200.00	\$ 25.00
F	75-160	Atrium		\$ 50.00	\$ 200.00	\$ 400.00	\$ 50.00
F	Outdoor Space	Breezeway		\$ 50.00	\$ 200.00	\$ 400.00	\$ 50.00
F	20-70	Multi-purpose - Small	154	\$ 37.50	\$ 150.00	\$ 300.00	\$ 37.50
F	70-150	Multi-purpose - Large	1.301	\$ 75.00	\$ 300.00	\$ 600.00	\$ 75.00
G	130-175	Auditorium	191	\$ 100.00	\$ 400.00	\$ 800.00	\$ 100.00
G	15+	Large Conference	288	\$ 50.00	\$ 200.00	\$ 400.00	\$ 50.00

- *Areas with a capacity range are dependent on the set up.*
- Internal departments: Requests scheduled on a Friday or on the weekend may be subject to the services below.
External entities: Personnel rates will be in addition to the facility rental rate.
If any event is planned during normal working hours or after hours, these departmental services fees may apply.

For Profit and Non-Profit Organizations

Personnel	Hourly Rate
Custodian	\$ 19.05
Educational Technologies Technician	\$ 19.55
Maintenance Technician	\$ 25.87
Security	\$ 19.05

Nursing and Allied Health Campus
Facility Rental Fees
For Profit Organizations

Building	Room Capacity	Type of Room	Room #	Hourly Rate	Half Day Rate	Full Day Rate	Deposit
	Outdoor Space	Athletic Courts		\$ 50.00	\$ 200.00	\$ 400.00	\$ 50.00
A, B	100-160	Atrium		\$ 50.00	\$ 200.00	\$ 400.00	\$ 50.00
A	5-15	Small Conference	104	\$ 25.00	\$ 100.00	\$ 200.00	\$ 25.00
B	15+	Large Conference	1.305, 3.203	\$ 50.00	\$ 200.00	\$ 400.00	\$ 50.00
B	70-100	Multi-Purpose - Large	1.307	\$ 75.00	\$ 300.00	\$ 600.00	\$ 75.00

- *Areas with a capacity range are dependent on the set up.*
- Internal departments: Requests scheduled on a Friday or on the weekend may be subject to the services below.
 External entities: Personnel rates will be in addition to the facility rental rate.
 If any event is planned during normal working hours or after hours, these departmental services fees may apply.

For Profit and Non-Profit Organizations

Personnel	Hourly Rate
Custodian	\$ 19.05
Educational Technologies Technician	\$ 19.55
Maintenance Technician	\$ 25.87
Security	\$ 19.05

**Pecan Campus
Facility Rental Fees
For Profit Organizations**

Building	Room Capacity	Type of Room	Room #	Hourly Rate	Half Day Rate	Full Day Rate	Deposit
A		Atrium		\$ 50.00	\$ 200.00	\$ 400.00	\$ 50.00
D	147	Auditorium	102	\$ 100.00	\$ 400.00	\$ 800.00	\$ 100.00
F	5-15	Small Conference	210	\$ 25.00	\$ 100.00	\$ 200.00	\$ 25.00
H	Outdoor Space	Courtyard		\$ 50.00	\$ 200.00	\$ 400.00	\$ 50.00
H	70-200	Multi-purpose - Large	126, 216	\$ 75.00	\$ 300.00	\$ 600.00	\$ 75.00
P	Outdoor Space	Athletic Courts		\$ 50.00	\$ 200.00	\$ 400.00	\$ 50.00
P	Outdoor Space	Athletic Fields		\$ 75.00	\$ 300.00	\$ 600.00	\$ 75.00

- *Areas with a capacity range are dependent on the set up.*
- Internal departments: Requests scheduled on a Friday or on the weekend may be subject to the services below.
External entities: Personnel rates will be in addition to the facility rental rate.
If any event is planned during normal working hours or after hours, these departmental services fees may apply.

For Profit and Non-Profit Organizations

Personnel	Hourly Rate
Custodian	\$ 19.05
Educational Technologies Technician	\$ 19.55
Maintenance Technician	\$ 25.87
Security	\$ 19.05

**Starr Campus
Facility Rental Fees
For Profit Organizations**

Building	Room Capacity	Type of Room	Room #	Hourly Rate	Half Day Rate	Full Day Rate	Deposit
D, G	15+	Large Conference	1.116, 1.802A	\$ 50.00	\$ 200.00	\$ 400.00	\$ 50.00
E	130-175	Auditorium	1.606	\$ 100.00	\$ 400.00	\$ 800.00	\$ 100.00
E, H, J	5-15	Small Conference	2.602, 1.406, 115	\$ 25.00	\$ 100.00	\$ 200.00	\$ 25.00
H, K	40-70	Multi-purpose - Small	1.202, 1.200	\$ 37.50	\$ 150.00	\$ 300.00	\$ 37.50
H, K	70-230	Multi-purpose - Large	1.412, 1.502	\$ 75.00	\$ 300.00	\$ 600.00	\$ 75.00
	Outdoor Space	Amphitheater		\$ 50.00	\$ 200.00	\$ 400.00	\$ 50.00
	Outdoor Space	Athletic courts		\$ 50.00	\$ 200.00	\$ 400.00	\$ 50.00
	Outdoor Space	Athletic fields		\$ 75.00	\$ 300.00	\$ 600.00	\$ 75.00

- Areas with a capacity range are dependent on the set up.
- Internal departments: Requests scheduled on a Friday or on the weekend may be subject to the services below.
External entities: Personnel rates will be in addition to the facility rental rate.
If any event is planned during normal working hours or after hours, these departmental services fees may apply.

For Profit and Non-Profit Organizations

Personnel	Hourly Rate
Custodian	\$ 19.05
Educational Technologies Technician	\$ 19.55
Maintenance Technician	\$ 25.87
Security	\$ 19.05

**Technology Campus
Facility Rental Fees
For Profit Organizations**

Building	Room Capacity	Type of Room	Room #	Hourly Rate	Half Day Rate	Full Day Rate	Deposit
B	130	Auditorium	193	\$ 100.00	\$ 400.00	\$ 800.00	\$ 100.00
B, E	100-160	Atrium		\$ 50.00	\$ 200.00	\$ 400.00	\$ 50.00
B, E	15+	Large Conference	505A, 542, 1.307	\$ 50.00	\$ 200.00	\$ 400.00	\$ 50.00
E	5-15	Small Conference	1.103	\$ 25.00	\$ 100.00	\$ 200.00	\$ 25.00

- *Areas with a capacity range are dependent on the set up.*
- Internal departments: Requests scheduled on a Friday or on the weekend may be subject to the services below.
External entities: Personnel rates will be in addition to the facility rental rate.
If any event is planned during normal working hours or after hours, these departmental services fees may apply.

For Profit and Non-Profit Organizations

Personnel	Hourly Rate
Custodian	\$ 19.05
Educational Technologies Technician	\$ 19.55
Maintenance Technician	\$ 25.87
Security	\$ 19.05



SOUTH TEXAS
COLLEGE

College Facility Use Procedures

South Texas College

2024

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**SOUTH TEXAS
COLLEGE**

College Facilities Use Procedures

Objective: These procedures allow internal departments and external entities (subject to facility use fee structure district wide – pending board approval) interested in hosting an event and/or meeting shall follow these procedures. These procedures are established for individuals to request the use of campus facilities, furniture, equipment, sports fields, and other areas district wide according to Local Policy GD: Community Expression and Use of College Facilities.

INTERNAL DEPARTMENTAL PROCEDURES

I. Request

- A. Requesting individuals (internal and external) shall review and acknowledge the facilities usage procedures and must submit a request via the online reservation website (www.operationshero.com).
- B. Request for use of district facilities must be made to the Campus Administrator for approval at least ten (10) business days in advance of the event date is required.
- C. A maximum of five (5) months is permitted for reservation of facilities. If an event is scheduled more than twelve months, the event and/or meeting will not be approved.
- D. Blackout dates:
 1. Two weeks before each semester lasting through census day
except for student/faculty orientations
 2. Finals Week
 3. College Holidays
 4. Graduation Weekends
 5. Weekends throughout the calendar year (Friday 12pm to Sunday) – exception for internal use with prior approval.
- E. Request locations include but not limited to meetings, conferences, multi-purpose, theatre, and outside areas.

II. Process

- A. Requesting personnel shall review and acknowledge the facilities usage procedures and must submit a request via the online reservation website (www.operationshero.com). Allow 48-72 hours for processing.
- B. Requests are processed by the Campus Administrator in the order they are received and are reviewed to determine the extent of the services provided.

Initials: _____

C. Requests are submitted for approval through the college’s online reservation system.
Allow 48-72 hours for processing.

III. Approval Process

The request will remain tentative until all the following supporting departments can review and approve:

- 1. Custodial Department
- 2. Educational Technologies (if needed)
- 3. Informational Technologies (if needed)
- 4. Building Administrator (If needed)
- 5. Campus Administrator
- 6. Executive Director of Facilities Operations and Maintenance (if needed)

A. The Campus Administrator will:

- 1. Contact the requesting personnel to discuss/finalize the event details.
- 2. Confirm all audio/video/technical requests, food, and room setup information via email.

B. If there is a conflict with the request, the Campus Administrator will work with the event requesting personnel to find an alternate location or change event date. This will include any double bookings for an area or campus.

C. Upon receiving the electronic confirmation, it is the responsibility of the event requesting personnel to confirm that the request is correct.

D. If event is scheduled on a Friday or on the weekend, the requesting department may be subject to service fees by the following departments as applicable, via an Interdepartmental transfer (IDT):

- i. Custodial \$19.05/hr
- ii. Educational Technologies \$19.55/hr
- iii. Food Services Contact 3rd party vendor
- iv. Maintenance \$25.87/hr
- v. Security \$19.05/hr

If any event is planned during normal working hours or after hours, these departmental services fees may apply on a case-by-case basis.

Initials: _____

IV. College Student Clubs

- A. Clubs/organizations must be chartered for one year prior to hosting an event on campus grounds.
- B. Clubs/organizations must obtain approval from the Director of Student Activities for any event.

V. Joint Sponsorship

- A. An internal department/student club co-sponsoring an external entity's event may be subject to service fees for the event as applicable, via an (IDT).

VI. Fundraising and/or Entrance Fees for any Event/Meeting

- A. Departmental/Program must have Director's approval
- B. Student Club must have Director of Student Activities' approval

EXTERNAL ORGANIZATION PROCEDURES

VII. Request

- A. To request permission to meet in College District facilities, interested community members or organizations shall file a written request with the campus administrator in accordance with administrative procedures. For Campus Administrator Contact Information, please visit this website: <https://finance.southtexascollege.edu/operations/index.html>
- B. The community members or organization making the request shall indicate with initials on each page that they have read and understand the policies and rules governing use of College District facilities and that they will abide by those rules.
- C. Requests are processed by the Campus Administrator in the order they are received and are reviewed to determine the extent of the services provided.
- D. Request for use of district facilities must be made to the Campus Administrator for approval at least twenty (20) business days in advance of the event date is required.
- E. A maximum of five (5) months is permitted for reservation of facilities. If an event is scheduled more than twelve months, the event and/or meeting will not be approved.
- F. Blackout dates:
 1. Two weeks before each semester lasting through census day
except for student/faculty orientations
 2. Finals Week
 3. College Holidays
 4. Graduation Weekends
 5. Weekends throughout the calendar year (Friday 12pm to Sunday).

Initials: _____

- G. Request locations include but not limited to meetings, conferences, multi-purpose, theatre, and outside areas.
- H. Requests are submitted for approval through the college's online reservation system.
Allow 48-72 hours for processing.

VIII. Joint Sponsorship

- a. An internal department/student club co-sponsoring an external entity's event may be subject to service fees for the event as applicable, via an (IDT).

VIII. Approval

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

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

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

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

IX. For Profit Organization Use

- A. The College District shall not permit individuals or for-profit organizations to use its facilities for financial gain; however, the College District shall permit private academic instruction, as well as public performances or presentations so long as no admission fee is charged, when these activities do not conflict with College District use or with Local Policy GD Community Expression and Use of College Facilities. These events will be subject to board approved facility use and service fees.

Initials: _____

X. Nonprofit Organization Use

- A. The College District shall permit nonprofit organizations to conduct events on College District property when these activities do not conflict with College District use or with Local Policy GD Community Expression and Use of College Facilities. These events may be subject to service fees for the event.

XI. Campaign Related Use

- A. Except to the extent a College District facility is used as an official polling place, College District facilities shall not be available for use by individuals or groups for political advertising, campaign communications, or electioneering, as those terms are used in state law.

XII. Emergency Use

- A. In case of emergencies or disasters, the College President may authorize the use of College District facilities by civil defense, health, or emergency service authorities.

XIII. Scheduling

- A. Academic and extracurricular activities sponsored by the College District shall always have priority when any use is scheduled. The campus administrator shall have authority to cancel a scheduled use by a community member or organization if an unexpected conflict arises with a College District activity.

XIV. Use Agreement

- A. Any community member or organization approved for a non-school use of College District facilities shall be required to complete a written agreement indicating receipt and understanding of this procedure and any applicable administrative regulations, and acknowledging that the College District is not liable for any personal injury or damages to personal property related to the non-school use.

XV. Fees for Use

- A. A community member or organization authorized to use College District facilities shall be charged a fee for the use of designated facilities
- B. The Board shall establish and publish a schedule of fees based on the cost of the physical operation of the facilities, as well as any applicable personnel costs for supervision, custodial services, food services, security, and technology services
- C. For Profit organizations will be subject to board approved facility use and service fees.

Initials: _____

XVI Exception

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

XVII Required Conduct

Community members and organizations using College District facilities shall:

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

XVIII Violation of Policy

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

XIX Interference with Expression

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

XX Appeals

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

Other Requirements

XXI Insurance

A. If an event or meeting requires an outside speaker, vendor, company, etc., the requesting personnel shall have an agreement or purchase order approved by the Purchasing Department prior to use. If insurance is required, the following insurance documents shall be provided as evidence of adequate liability insurance coverage in the form of a certificate of insurance:

- (i) Workers' Compensation
 - o Coverage A (Workers' Compensation) Statutory
 - o Coverage B (Employers' Liability)
 - Bodily Injury by Accident \$500,000 Each Accident
 - Bodily Injury by Disease \$500,000 Each Employee
 - Bodily Injury by Disease \$500,000 Policy Limit
 - *Such insurance shall include a Waiver of Subrogation in favor of South Texas College.*

- (ii) Commercial General Liability
 - o General Aggregate \$2,000,000
 - o Products/Completed Operations Aggregate \$2,000,000
 - o Each Occurrence Limit \$1,000,000
 - o Personal/Advertising Injury \$1,000,000
 - o Damage to Rented Premises \$50,000
 - o Medical Payments (Any One Person) \$5,000

- (iii) Automobile Liability: including owned, hired and non-owned vehicles.
 - o Bodily Injury/Death/Property Damage (Each Accident) \$1,000,000

- *Such insurance shall name South Texas College as an Additional Insured with a Primary and Non-Contributory endorsement, and Waiver of Subrogation in favor of South Texas College.*
 **other insurance may apply depending on the event

XXII Set-up Request

- A. Campus Administrator will work with requesting individuals to ensure all event set-up needs are met.

- B. All costs and fees associated with rental of any additional set-up equipment will be charged to organization/department submitting request.

- C. All IDT's from the Campus Administrator to organization/department will be handled on a case-by-case basis with approval from the Executive Director of Facilities Operations and Maintenance.

Initials: _____

- D. Invoicing for external entities will be handled by Campus Administrator with payment being made to the Business Office.

XXIII Educational Technologies

- A. All audiovisual requests will be submitted to the South Texas College Educational Technologies department at a minimum of five (5) business days prior to event date.
- B. South Texas College Educational Technologies department will contact the Requesting personnel to finalize request. Submission of equipment request does not automatically guarantee Educational Technologies can fulfill request at scheduled date and time.
- C. To reserve equipment from the Educational Technologies Department, please submit your request to the Help Desk at <https://isphelp.southtexascollege.edu/>

All requests for audiovisual equipment and support should be as detailed as possible and contain information regarding the event, including the requesting organization; contact name, telephone number, and email address; date, and duration of event; and equipment and support requested.

XXIV IT Support/Guest Account Request Form for Domain, Email & Wifi

- A. Requesting individuals will need to submit a guest account request two weeks prior to the event. Form may be found online at <https://isp.southtexascollege.edu>
- B. Requesting personnel must read, abide and submit a signed copy of the Acceptable Use Procedures as well as complete the Information Security Awareness Training.
- C. Both resources are readily available via the internet at <https://isphelp.southtexascollege.edu/Ticket/Create>.
- D. Requesting personnel must submit one request form for a guest account per individual requesting temporary computer access. **Limit of two guest accounts.**
- E. Accounts are activated only for the duration of the scheduled event.
- F. Accounts from previous events can be renewed by submitting the Guest Account Request form for Domain, Email. & Wi-Fi.
- G. If a department is using its own laptops, the laptops should have Antivirus software in order to connect to the South Texas College wireless network.
- H. The link for the Information Security website is <https://isp.southtexascollege.edu>

XXV Food and Beverages

- A. Any events or meetings requiring food and/or refreshments can obtain caterer of their choice. Contact Campus Administrators for on-site food vendors that can be of service.

Initials: _____

XXVI Alcohol Policy

- A. No alcohol may be purchased, sold, or consumed on campus grounds according to Local Policy GDA Community Expression and Use of College Facilities: Conduct on College District Premises and Local Policy FLBE Student Conduct – Alcohol and Drug Use

XXVII Smoking Policy

- A. South Texas College has a no smoking policy in all buildings. There are designated smoking areas outdoors according to Local Policy GDA: Community Expression and Use of College Facilities – Conduct on College District Premises

XXVIII Decorating

- A. No items may be hung, taped, glued or nailed on the interior walls. NO EXCEPTIONS.
- B. Glitter/Confetti is not allowed.
- C. Contact Campus Administrator for approval of allowable decorations.

XXIX Post Event Cleanliness

- A. After the event has been completed, the requesting personnel is responsible to clean up the area and make sure all supplies/banners are removed.
- B. If the facility/room/area is not cleaned, the requesting personnel will not be permitted to use a facility in the future.

XXX Property Damage

- A. Requesting personnel will be responsible for any damages incurred during the use of all facilities.

XXXI Event Parking

- A. Requesting personnel must submit event parking requests to South Texas College Police Department at a minimum of one week before event. Request maybe emailed to stcdps@southtexascollege.edu

Initials: _____

XXXII Event Security

- A. Requesting personnel must notify the South Texas College Police Department at 956.872.4444 two (2) weeks prior to event if security is going to be required for attendee's safety. This includes access to all major crosswalks around campus.

XXXIII Event Advertising/Marketing

- A. If event requires any advertising and/or marketing, the requesting personnel shall have prior approval from PR/Marketing Department. This will include any banners, flyers, and or printing material.
- B. To request items from PR/Marketing Department such as event signage, retractable banners, pipe/drape, please submit the request at <https://admin.southtexascollege.edu/pr/start.html>

XXXIV Freedom of Expression

- A. The College shall permit any person to engage in expressive activities in these areas of the College campuses freely, as long as the person's conduct is not unlawful, and does not materially and substantially disrupt the functioning of the institution.
- B. The College reserves the right to impose reasonable restrictions on the time, place, and manner of expressive activities in the common outdoor areas.
- C. The College's designated common outdoor areas are limited to areas not used for educational purposes or college events.
- D. A space reservation is not required to engage in expressive activities in common outdoor areas.
- E. Faculty, staff and student club/organizations are permitted to use any college buildings and facilities to engage in the expressive activities only during operational hours.
- F. Guest speakers invited by a student, faculty or student club/organization may engage in expressive activities in college buildings and facilities with the college representative present during the activity.

XXXV Electioneering/Campaign Signs

- A. Electioneering and placement of campaign signs will be permitted on college campuses but only in selected areas.

Initials: _____

- B. Electioneering and placement of campaign signs must be 100 feet from the polling location entrance (state law), and within selected areas.
- C. Signs may not be higher than 3 feet from the ground and may not be staked more than 14 inches in depth.
- D. Candidates must remove signs 72 hours after election day.
- E. All candidates and their representatives must follow the Hidalgo County Election Department guidelines for polling places as well as the Texas Election Code (TITLE 6. CONDUCT OF ELECTIONS).

XXXVI Political Activity on Campus

- A. Prior approval from the VP/Dean of the sponsoring department is required to allow a political candidate access to the college buildings and facilities.
- B. A candidate for political office can gain access to the college facilities as a guest speaker by invitation from a student, faculty or student club/organization.
- C. Requests for usage of the college buildings and facilities must be submitted 72 hours before the time the event is scheduled to take place.
- D. The registered student, faculty, or student club/organization must make it clear that the organization, and not the college, invited the speaker and that the views expressed do not represent the views of the college.
- E. If granted permission, such activities must not disturb or interfere with the student instruction or college events and must abide by the following:
 - i. Must not interfere with entry to or exit from a building, structure, or facility.
 - ii. Must not interfere with the flow of pedestrians or vehicular traffic on sidewalks or streets.
 - iii. Must not harass, or intimidate the person or persons being solicited.
 - iv. Does not violate applicable state, federal, or local laws and regulations.

XXXVII Antisemitism on Campus

Any individual or group engaged in acts of Antisemitism shall be disciplined in accordance with Administrative Regulations: Disciplinary Action Procedures, Standards of Conduct, and College Policies

The College District will ensure that employees engaged in acts of Antisemitism are disciplined in accordance with Administrative Regulations: Disciplinary Action Procedures, Standards of Conduct, and other related College District Policies [DGC Local].

Initials: _____

The requesting department and/or external entity must also ensure that all required documentations listed below are submitted with the request for service. For your request to be considered complete and processed for review, it must include all of the following documents:

- Facility Use Acknowledgement Initials
- Guest Account Request Form for Domain, Email & Wi-Fi (complete information of computer user)
- Certificate of insurance

The request will not be processed until all required documents are received. These guidelines and procedures are for the safety and well-being of all who use South Texas College facilities. By signing this form, the requesting personnel acknowledges and is in agreement with the College Facilities Procedures.

Requesting Name

Contact Number

Requesting Title

Email

Name of South Texas College Department
Or/External Organization

Date

Campus Administrator

Date

Initials: _____



COLLEGE FACILITIES REQUEST FORM

Date: ____/____/____

Name of Event: _____

Date of Event: ____/____/____

Times: ____:____am/pm to ____:____am/pm

Estimated Attendance: _____ persons

Set Up Time: ____:____am/pm

Campus: _____

Room(s): _____

Furniture/Equipment Requested (Check all that apply, include quantities):

- | | | | |
|---|-----------|--|--|
| <input type="checkbox"/> Round Tables | Qty: ____ | <input type="checkbox"/> Document Camera | <input type="checkbox"/> LCD Projector |
| <input type="checkbox"/> Rectangular Tables | Qty: ____ | <input type="checkbox"/> Laptop Computer | <input type="checkbox"/> Podium |
| <input type="checkbox"/> Chairs | Qty: ____ | <input type="checkbox"/> Microphone | <input type="checkbox"/> DVD/VCR |
| <input type="checkbox"/> Trash Cans | Qty: ____ | <input type="checkbox"/> Other: _____ | |

Registration Table Qty: ____

Please contact STC Police Department for visitor parking at 872-2589.

(1 Table & 2 chairs)

Initials: _____

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

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

Use of College District Facilities

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

Requests

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

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

Approval

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

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

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

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

*Common
Outdoor Area
Exception*

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

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

For-Profit Use

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

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

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

Exception

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

Required Conduct

Community members and organizations using College District facilities shall:

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

Distribution of Literature

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

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

Limitations on Content

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

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

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

Time, Place, and Manner Restrictions

Distribution of materials shall be conducted in a manner that:

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

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

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

Posting of Signs

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

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

Exception

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

Identification

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

Violations of Policy

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

Interference with
Expression

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

Appeals

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

Publication

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

Discussion and Action as Necessary on Proposed Revision to Tuition and Fees Schedules for FY 2024 – 2025 for Dual Credit Students

Purpose Approve proposed revisions to the Tuition and Fees Schedules for FY 2024 – 2025 for dual credit students.

Justification Dr. Ricardo J. Solis, College President, proposes revising the Dual Credit Tuition per credit hour for out-of-district dual credit students sponsored by partnering school districts.

Dr. Solis has been in discussion with school districts outside the College's two-county district, but within Texas, which are interested in pursuing dual credit partnerships with South Texas College for their students.

The Board is asked to approve the reduction of the tuition for students of these districts, once a partnership agreement is in place, from \$55.00 per Semester Credit Hour (SCH) to \$30.00 per SCH.

While South Texas College will not execute any further dual credit partnership agreements during the FY 2024 – 2025 period affected by this tuition change, this approval will allow administration to complete the necessary collaboration with interested districts to develop dual credit program models appropriate to each district's needs.

Administration will recommend maintaining the same \$30.00 per SCH tuition rate for the next year, when partnerships can be expected to be in place.

Funding There is no required funding at this point.

Once partnerships are in place and students are enrolled, there may be some need to use institutional funding to offset direct and in-direct costs incurred by the College.

Staff Resource Dr. Ricardo J. Solis, College President

Additional Information The Finance, Audit, and Human Resources Committee did not meet in November 2024; therefore, this item is presented without a committee recommendation. Administration recommends approval as presented.

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

The Board of Trustees of South Texas College approves and authorizes the proposed revisions to the Tuition and Fees Schedules for FY 2024 – 2025 for dual credit students.

Approval Recommended:

Dr. Ricardo J. Solis
President

APPENDIX A

Proposed Revisions to the Tuition and Fees Schedules for FY 2024 – 2025 for Dual Credit Students are as follows:

	Board Approved FY 2023-2024	Board Approved FY 2024-2025	Proposed Revision to FY 2024-2025
DUAL CREDIT STUDENTS SPONSORED BY PARTNERING SCHOOL DISTRICTS TUITION AND FEES SCHEDULE			
DUAL CREDIT TUITION:			
Per credit hour tuition for dual credit students in in-district partnering school districts	0.00	0.00	0.00
Per credit hour tuition for out-of-district dual credit students sponsored by partnering school districts (within Texas, outside of service district)	55.00	55.00	30.00
Per credit hour tuition for non-resident dual credit students sponsored by partnering school districts	Deleted	Deleted	Deleted
DUAL CREDIT STUDENTS - NON-SPONSORED TUITION AND FEES SCHEDULE			
INDEPENDENT DUAL CREDIT TUITION PER CREDIT HOUR:			
In-district dual credit students who are enrolled in a school district with a Memorandum of Understanding or an Interlocal Agreement with South Texas College who do not receive approval to enroll in a regular (non-S) section(s).	55.00	55.00	30.00
In-district home schooled or dual credit students who are not enrolled in a school district with a Memorandum of Understanding or an Interlocal Agreement with South Texas College.	55.00	55.00	30.00
Out-of-district dual credit students who are enrolled in a school district with a Memorandum of Understanding or an Interlocal Agreement with South Texas College who do not receive approval to enroll in a regular (Non-S) section(s).	55.00	55.00	30.00

	Board Approved FY 2023-2024	Board Approved FY 2024-2025	Proposed Revision to FY 2024-2025
Out-of-district home schooled or dual credit students who are not enrolled in a school district with a Memorandum of Understanding or an Interlocal Agreement with South Texas College.	55.00	55.00	30.00
Non-resident dual credit students who are not enrolled in a school district with a Memorandum of Understanding or an Interlocal Agreement with South Texas College.(Outside of Texas, but within U.S.)	55.00	55.00	30.00
Non-resident dual credit students who are enrolled in a school district with a Memorandum of Understanding or an Interlocal Agreement with South Texas College who do not receive approval to enroll in a regular (Non-S) section(s).	Deleted	Deleted	Deleted

Review and Recommend Acceptance of Internal Audit Report in the Area of Faculty Overloads

Purpose To recommend Board acceptance of the Internal Audit Report in the Area of Faculty Overloads after discussion of the procedures, finding, and recommendation conducted by Mr. Khalil Abdullah, Chief Internal Auditor.

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

The Faculty Overloads audit was included in the FY 2024 Audit Plan and encompassed a review of the Pay Plan and the Faculty Handbook.

Enclosed Documents Appendix A – Internal Audit Report

Staff Resource Dr. Ricardo J. Solis, President
Dr. Anahid Petrosian, Vice President and Provost for Academic Affairs and Economic Development
Dr. Brett Millan, Associate Vice President for Academic Success & Advancement
Khalil Abdullah, Chief Internal Auditor

Additional Information The Finance, Audit, and Human Resources Committee did not meet in November 2024; therefore, this item is presented without a committee recommendation. Administration recommends approval as presented.

Recommendation ***It is recommended that the Board of Trustees of South Texas College approve and authorize the following Minute Order proposed for consideration:***
The Board of Trustees of South Texas College approves and authorizes acceptance of the Internal Audit Report in the Area of Student Organization Funds Handling as presented.

Approval Recommended:

**Dr. Ricardo J. Solis
President**



OFFICE OF INTERNAL AUDITS

SOUTH TEXAS COLLEGE

3201 W. Pecan Blvd. • McAllen, Texas 78501 • Office (956) 872-6709

October 23, 2024

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

Dr. Solis,

As part of the fiscal year 2024 Audit Plan, the Office of Internal Audits completed the Faculty Overloads Audit. The objective of the audit was to evaluate the adequacy and effectiveness of the system of internal controls over faculty overloads.

We appreciated the assistance provided by South Texas College's management and other personnel and hope that the information presented in this report is helpful.

Respectfully submitted,

A handwritten signature in blue ink, appearing to read "Khalil Abdullah".

Khalil M. Abdullah CPA, CIA, CGAP, MAcc
Chief Internal Auditor

cc: Dr. Anahid Petrosian, Vice President of Academic Affairs
Dr. Brett J. Millan, Associate VP Academic Success & Advancement
Ms. Mary G. Del Paz, Vice President Finance and Administrative Services
Finance, Audit, and Human Resources Committee, South Texas College Board of Trustees



FACULTY OVERLOADS AUDIT REPORT



**SOUTH TEXAS
COLLEGE**

OFFICE OF INTERNAL AUDITS

October 23, 2024



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EXECUTIVE SUMMARY

The Faculty Overloads Audit was included in the South Texas College Board of Trustee's approved fiscal year 2024 Audit Plan. The audit included a review of the College's Pay Plans as well as the Faculty Handbook.

The objective of the audit was to evaluate the adequacy and effectiveness of the system of internal controls over faculty overloads.

The scope of the audit included activity from September 1, 2022 through August 31, 2023. The audit was not designed nor intended to be a detailed study of every relevant control system, procedure, or transaction. Accordingly, any opportunities for improvement presented in this report may not be all-inclusive of areas where improvements could be made.

Overall, it was determined that the Division of Academic Affairs established an adequate system of internal controls over faculty overloads and the following controls were observed:

- Overloads reported through FLAC matched to Banner as well as to support maintained at the department;
- Overloads reported by Nursing and Allied Health (NAH) were supported by adequate documentation. Underlying documentation was appropriately signed-off by management;
- The rate at which the overloads were paid matched to the College's Pay Plan for all employees within our sample.

Additionally, the following opportunity to improve process efficiency was identified:

- Overload budgets are not adjusted despite the actual costs being much higher each year. While the overall practice avoids overbudgeting, it imposes a less efficient process whereby multiple transfers are required throughout the year. Transfers greater than \$25K require the approval from the Financial Manager, two Vice Presidents and the President.



BACKGROUND

Full-Time Regular Faculty (FTR) are typically assigned a 9-month contract to teach 15 Lecture Hour Equivalent (LHE) each semester. LHEs assigned above this amount are considered an overload (i.e., extra work for additional compensation). Upon approval from the Department Chair, faculty may accept an overload of up to 6 LHEs each Fall and Spring semester. Assignment of LHE's over 6 LHEs requires the following approvals:

- 6+ LHEs requires approval from the Dean;
- 11+ LHEs requires approval from the Vice President of Academic Affairs;
- 16+ LHEs requires approval from the Vice President as well as a justification memo.

The College uses two separate processes for reporting overloads. Nursing and Allied Health (NAH) reports faculty overloads through a paper-based Notice of Employment (NOE), while all of the other divisions of the College report electronically in Banner through the Faculty Load and Compensation (FLAC) module. NAH reporting of overloads is a more complicated process due to several additional inputs (i.e., clinicals, simulations, substitutions, practicums, etc.). Additionally, the calculation takes into account various components of a course being taught by different individuals.

AUDIT OBJECTIVE

The objective of the audit was to evaluate the adequacy and effectiveness of the system of internal controls over faculty overloads.

AUDIT SCOPE & METHODOLOGY

The scope of the audit included activity from September 1, 2022 through August 31, 2023. To accomplish the audit objective, we performed the following:

- Reviewed policy 3800 *Full Time Regular (On Board Approved Staffing Plan) Assignments and Workloads as Conditions of Employment*;
- Reviewed policy 3803 *Conditions of Employment of Full-Time Faculty Teaching during Summer Terms*;
- Obtained and reviewed the Faculty Handbook and Pay Plan;
- Interviewed Dept. Secretaries, Chairs, and NAH Dean;



AUDIT RESULTS

Faculty Load and Compensation (FLAC):

Faculty workload processed through the FLAC module is uploaded electronically through Banner. Department Administrative Assistants run reports in Argos providing them with information on course LHEs. The Administrative Assistants typically update a spreadsheet that helps them keep track of the faculty member's base 15 LHEs and assists in calculating any faculty overloads in excess of the faculty member's base load. A listing of faculty who received overload compensation within scope was obtained, and a sample of 25 faculty was selected for further testing. The test verified that the overload hours traced to the amounts reported in Banner as well as to the underlying supporting documentation maintained by the departments. No exceptions were noted in this area.

Nursing & Allied Health (NAH):

Nursing and Allied Health were never set up to report overloads through FLAC, and therefore, the division submits overloads through a paper-based process. Submitting overloads for NAH requires additional inputs and is, overall, a much more complex process. Due to the complexity of this process, employees from Academic Affairs stated that in the past, NAH department staff struggled to accurately request approval for faculty overload hours and would often submit requests for overloads that contained errors. Procedures, along with better communication and training, have since been updated to reduce the likelihood of NAH department staff requesting excessive overloads.

Academic Affairs has created and distributed a spreadsheet that includes embedded formulas to assist the departments in calculating LHEs. To evaluate the accuracy of overload LHEs, a sample of 20 employee records (i.e., Notice of Employment for overload assignments) was requested. The documentation provided by Academic Affairs showed that each of the selected employee's requested overloads matched to the hours reported in the system. Additionally, all of the documentation was appropriately signed off by the faculty member, the department chair, the Vice President for Academic Affairs, and Director of Human Resources. Additionally, HR provided documentation to substantiate that the rate at which the overload LHE were paid out was correct based on the employee's qualifications. No exceptions were noted in this area.

Overload Instructional Pool Budget vs. Actual Comparison:

Funds are budgeted in Instructional Pools for faculty overloads by division. For divisions that exceed their budgets, funds are transferred from the Academic Affairs's Reserve Pool to make up



the short fall. Transfer of funds in excess of \$25,000 requires processing a Request for Change in Position Control Funding form. This form requires signature approval from each of the following:

- Financial Manager;
- Area Vice President;
- VP of Finance and Administrative Services; and
- The College President.

In reviewing the Instructional Pools for faculty overloads, we found that the instructional pools' budgeted amounts remained the same each year. However, the actual funds expended for faculty overloads was often times much greater than the budgeted amount. See Appendix A for a comparison of budgeted vs. actual faculty overload expenditures by division from FY 2022 – 2024. The largest variance over a period of 3-years is from the Business, Public Safety, and Technology division. Each year that division's actual overloads were twice as much as the amount budgeted.

Recommendation:

1. Management should consider adjusting overload budgets annually, so as to decrease the number of transfers throughout the year.

Management Response:

Accept audit recommendation as presented

1. Overload budgets have been managed to avoid overbudgeting by transferring from pools that accrue a surplus during the year. However, moving forward, during the budget creation process, the Academic Affairs division will review the individual divisional budgets and adjust the annual requests to minimize the number of transfers during the course of the fiscal year.

Responsible Individual:

VP Academic Affairs

Implementation Date:

3/1/2024



CONCLUSION

Overall, we determined that the Division of Academic Affairs established an adequate system of internal controls over faculty overloads, However, an opportunity was identified to improve processing efficiency in the area of evaluating instructional pools budgets.

A handwritten signature in blue ink, appearing to read "Khalil M. Abdullah".

10/23/2024

Khalil M. Abdullah CPA, CIA, CGAP, MAcc
Chief Internal Auditor



Appendix A
Comparison of Budgeted vs. Actual Faculty Overloads by Division

FY 2022

Divison	Budgeted	Actual	Variance	Percentage Variance
Business, Public Safety & Tech	\$ 862,816.00	\$ 1,769,559.61	\$ 906,743.61	105%
Liberal Arts	\$ 1,007,668.00	\$ 1,777,232.21	\$ 769,564.21	76%
Social & Behavioral Sciences	\$ 745,620.00	\$ 1,391,405.62	\$ 645,785.62	87%
Math, Science, IT & Bachelors	\$ 1,870,052.00	\$ 2,411,713.61	\$ 541,661.61	29%
Nursing & Allied Health	\$ 822,654.00	\$ 1,067,840.28	\$ 245,186.28	30%
	\$ 5,308,810.00	\$ 8,417,751.33	\$ 3,108,941.33	

FY 2023

Divison	Budgeted	Actual	Variance	Percentage Variance
Business, Public Safety & Tech	\$ 862,816.00	\$ 1,853,669.22	\$ 990,853.22	115%
Liberal Arts	\$ 1,007,668.00	\$ 1,808,367.74	\$ 800,699.74	79%
Social & Behavioral Sciences	\$ 745,620.00	\$ 1,206,288.88	\$ 460,668.88	62%
Math, Science, IT & Bachelors	\$ 1,870,052.00	\$ 2,410,669.54	\$ 540,617.54	29%
Nursing & Allied Health	\$ 822,654.00	\$ 1,050,207.26	\$ 227,553.26	28%
	\$ 5,308,810.00	\$ 8,329,202.64	\$ 3,020,392.64	

FY 2024

Divison	Budgeted	Actual YTD as of 6/30/2024	Variance	Percentage Variance
Business, Public Safety & Tech	\$ 862,816.00	\$ 1,720,146.34	\$ 857,330.34	99%
Liberal Arts	\$ 1,007,668.00	\$ 1,662,343.78	\$ 654,675.78	65%
Social & Behavioral Sciences	\$ 745,620.00	\$ 985,578.27	\$ 239,958.27	32%
Math, Science, IT & Bachelors	\$ 1,870,052.00	\$ 2,501,450.65	\$ 631,398.65	34%
Nursing & Allied Health	\$ 822,654.00	\$ 1,003,606.94	\$ 180,952.94	22%
	\$ 5,308,810.00	\$ 7,873,125.98	\$ 2,564,315.98	

Review and Recommend Action to Adopt New Business and Support Services Policy and Retire Current Policies

Purpose	To adopt new Business and Support Services Policy and retire the current policies to align with the Texas Association of School Boards (TASB) policy manual.
Justification	<p>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.</p> <p>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.</p>
Enclosed Documents	Appendix A – List of New and Retired Policies Appendix B – New Policies
Staff Resource	Dr. Matthew Hebbard, Vice President for Student Affairs and Enrollment Management Elibariki V. Nguma, Director of Student Activities and Wellness
Additional Information	The Finance, Audit, and Human Resources Committee did not meet in November 2024; therefore, this item is presented without a committee recommendation. Administration recommends approval as presented.
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 adopt new Business and Support Services Policy and retire current policies as presented, and which supersedes any previously adopted Board policy.</p>

Appendix A

List of New and Retired Policies

Adopt New Policy	Retired Policy(ies)	Retired Policy Content Transition
A-1. CJ (Local) Transportation Management	A-2. Policy #3620: College Sanctioned Travel for Students A-3. Policy #6420: Transportation Management A-4. Policy #6425: Use of College-Owned Vehicles A-5. Policy #6426: Authorization to Drive College-Owned Vehicles	Some of the content from the retired policy is included in both the new local policy and a procedure, handbook, manual, etc. All of the content from the retired policy is included in either a procedure, handbook, manual, etc. None of the content from the retired policy is included in the new local policy or procedure, handbook, manual, etc. All of the content from the retired policy is included in either a procedure, handbook, manual, etc.

Appendix B

New policies follow in the packet.

Student Travel

Modes of
Transportation

Modes of transportation used for student travel shall include, but are not limited to, cars, vans, and buses. Travel arrangements for student groups shall be made in accordance with administrative regulations.

Driver
Requirements

A driver who is transporting students in College District-owned or -leased vehicles must:

1. Be an employee of the College District.
2. Hold a valid driver's license appropriate for the vehicle to be driven. A driver of a commercial motor vehicle must have a commercial driver's license.
3. Have an acceptable driving record.

Safety Standards

The driver shall ensure that the number of passengers does not exceed the designed capacity of the vehicle and that each passenger is secured by a safety belt, if provided.

Driver Fatigue

A driver shall not drive for more than 5 consecutive hours without taking a 15-minute break or relief from driving.

Review and Recommend Action to Adopt Community and Governmental Relations Policy and Retire Current Policy

Purpose	To adopt new Community and Governmental Relations Policy and retire the current policy to align with the Texas Association of School Boards (TASB) policy manual.
Justification	<p>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.</p> <p>The new and retired policy have been reviewed by staff, administrators, TASB staff, STC Legal Counsel, and the Chief of Staff</p>
Enclosed Documents	Appendix A – List of New and Retired Policies Appendix B – New Policies
Funding	No funds are required
Staff Resource	Gardenia Perez, Chief of Staff
Additional Information	The Finance, Audit, and Human Resources Committee did not meet in November 2024; therefore, this item is presented without a committee recommendation. Administration recommends approval as presented.
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 adopt new Community and Governmental Relations Policy and retire current policy as presented, and which supersedes any previously adopted Board policy.</p>

Appendix A

List of New and Retired Policies

Adopt New Policy	Retired Policy(ies)	Retired Policy Content Transition
A-1. GCB (Local) Public Information Program – Requests for Information	A-2. Policy #2510: Requests for Public Information	None of the content from the retired policy is included in the new local policy or procedure, handbook, manual, etc.

Appendix B

New policies follow in the packet.

Requests for public information shall be made to the College District by one of the following methods:

1. Hand delivery
2. U.S. mail to South Texas College, Office of the President
3201 W. Pecan Boulevard McAllen, TX 78501; or
3. Email at publicinformationrequests@southtexascollege.edu.

Nonbusiness Days

The College President may designate a day on which the College District's administrative offices are closed or operating with minimal staffing as a nonbusiness day for purposes of compliance with the Texas Public Information Act (PIA). The College President may designate at most 10 nonbusiness days each calendar year. Designated nonbusiness days will be posted on the College's main website.

**Suspension of
Public Information
During a
Catastrophe**

In the event a catastrophe, as defined by law, significantly impacts the College District such that the catastrophe directly causes the inability of the College District to comply with the requirements of the Texas Public Information Act (PIA), the College President shall suspend the applicability of the PIA to the College District for the time permitted by law and provide the required notices to the attorney general and the public. The College President shall extend an initial suspension period as necessary in accordance with law. [See GCB(LEGAL)]

**Charging for
Personnel Time**

In addition to other labor charges permitted by, and in accordance with law, the College District shall charge a requestor for additional personnel time spent producing information for the requestor after College District personnel have collectively spent:

1. Thirty-six hours of time during the College District's fiscal year; or
2. Fifteen hours of time during a one-month period.

Review and Recommend Action to Adopt New Instruction Policy

- Purpose** To adopt the new Instruction 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 Vice President and Provost for Academic Affairs and Economic Development.
- Enclosed Documents** Appendix A – List of New Policy
 Appendix B – New Policy
- Staff Resource** Dr. Anahid Petrosian, Vice President and Provost for Academic Affairs and Economic Development
 Dr. Brett Millan, Associate Vice President for Academic Success and Advancement
- Additional Information** The Finance, Audit, and Human Resources Committee did not meet in November 2024; therefore, this item is presented without a committee recommendation. Administration recommends approval as presented.
- Recommendation** ***It is recommended that the Board of Trustees of South Texas College approve and authorize the following Minute Order proposed for consideration:***
 The Board of Trustees of South Texas College approves and authorizes to adopt the new Instruction Policy as presented, and which supersedes any previously adopted Board policy.

Appendix A

List of New and Retired Policies

Adopt New Policy	Retired Policy(ies)	Retired Policy Content Transition
A-1. EA (Local) Academic Year and Calendar	N/A	N/A

Appendix B

New policies follow in the packet.

Each fall, the Board shall approve the College District's academic calendar for the subsequent academic year. The calendar shall include dates for orientation, registration, holidays, final examinations, and the end of each semester and summer term. As necessary, the Board may amend the calendar.

The calendar shall be published in the College District catalog and other College District publications as appropriate.

Review and Recommend Action to Adopt Local Governance Policies and Retire Current Policies

Purpose	To adopt new Local Governance Policies and retire the current policies to align with the Texas Association of School Boards (TASB) policy manual.
Justification	<p>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.</p> <p>The new and retired policies have been reviewed by staff, administrators, TASB staff, STC Legal Counsel, and the Board Relations Administrator</p>
Enclosed Documents	Appendix A – List of New and Retired Policies Appendix B – New Policies
Staff Resource	Venisa Earhart, Board Relations Administrator
Additional Information	The Finance, Audit, and Human Resources Committee did not meet in November 2024; therefore, this item is presented without a committee recommendation. Administration recommends approval as presented.
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 adopt new Local Governance Policies and retire current policies as presented, and which supersedes any previously adopted Board policy.</p>

Appendix A

List of New and Retired Policies

Adopt New Policy	Retired Policy(ies)	Retired Policy Content Transition
A-1. BFB (Local) Chief Executive Officer - Contract	A-2. Policy #2130: Contract of Employment for the President A-3. Policy #2150: Annual Salary of the President	All of the content from the retired policy is included in the new local policy.
B-1. BFC (Local) Chief Executive Officer – Termination of Employment	B-2. Policy #2170: Non-Renewal of the President's Contract B-3. Policy #2180: Dismissal of the President	All of the content from the retired policy is included in the new local policy.

Appendix B

New policies follow in the packet.

Salary

The Board shall approve the College President's annual salary and benefit program, which shall be forwarded to the Office of Human Resources for payroll processing.

Property Interest

A contract of employment with the College District creates a property interest in employment only for the period of time stated in the contract. Such a contract creates no property interest of any kind beyond the period of time stated in the contract.

Note: For more information about termination mid-contract, see DMAA.

Non-Renewal of Contract

The Board may decide by vote or inaction not to offer the College President further employment with the College District beyond the term of the contract for any reason or for no reason.

Dismissal

The College President may be dismissed for good cause before the completion of the term fixed in the contract.

Notice

Before the College President is dismissed, the College President shall be given reasonable notice in writing of the proposed action and the grounds, set out in sufficient detail to fairly enable the College President to show any error that may exist.

Hearing

If, upon written notification, the President desires to be heard and contest the proposed action of the Board, the President shall give the Board written notice. The hearing shall be set on a date that affords the President reasonable time to prepare an adequate defense.

The Board may conduct the hearing in open session or in closed session unless the President requests a public hearing, in which case the hearing shall be open to the public.

At the hearing before the Board, the President may employ counsel. The President also has the right to hear the evidence upon which the charges are based, to cross-examine all adverse witnesses, and to present evidence of innocence or extenuating circumstances. Prior to dismissal, the Board shall determine the existence of the good cause for termination. Such determination shall be based solely on the evidence presented in the hearing.

Review and Recommend Action 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	<p>To provide the new policies 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.</p> <p>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, Vice President for Finance and Administrative Services, and Vice President and Provost for Academic Affairs and Economic Development.</p>
Enclosed Documents	Appendix A – List of New and Retired Policies Appendix B – New Policies
Staff Resource	Dr. Matthew Hebbard, Vice President for Student Affairs and Enrollment Management Mary Del Paz, Vice President for Finance and Administrative Services Dr. Anahid Petrosian, Vice President and Provost for Academic Affairs and Economic Development Dr. Brett Millan, Associate Vice President for Academic Success and Advancement Maria Alonso, Director of Student Rights and Responsibilities Dr. Zachary Suarez, Executive Director of Human Resources and Talent Development
Additional Information	The Finance, Audit, and Human Resources Committee did not meet in November 2024; therefore, this item is presented without a committee recommendation. Administration recommends approval as presented.
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 adopt new Students Policies and retire current policies as presented, and which supersedes any previously adopted Board policy.</p>

Appendix A

List of New and Retired Policies

Adopt New Policy	Retired Policy(ies)	Retired Policy Content Transition
A-1. FAA (Local) Equal Educational Opportunity	A-2. Policy #3216: Discrimination Against Pregnant and Parenting Students Prohibited	All of the content from the retired policy is included in either a procedure, handbook, manual, etc.
B-1. FC (Local) Attendance	B-2. Policy #3335: Student Attendance	All of the content from the retired policy is included in either a procedure, handbook, manual, etc.
C-1. FMA (Local) Discipline and Penalties – Discipline Procedure	N/A	N/A

Appendix B

New policies follow in the packet.

Note: For complaints of discrimination, harassment, and retaliation on the basis of sex or gender, see FFDA. For all other discrimination, harassment, and retaliation complaints related to this policy, see FFDB.

Procedures

The College President or designee shall develop procedures addressing protections and accommodations, consistent with law, for students who are pregnant or parenting, including procedures addressing early registration and leaves of absence.

Liaison

The College President shall designate a pregnant and parenting student liaison for current or incoming students. Under this policy, parenting students are those who are the parents or legal guardians of children younger than 18 years of age.

The liaison shall provide the students information regarding support services and other available resources and serve as the point of contact for a student requesting a protection or accommodation under Education Code 51.982. The liaison's contact information shall be included in the procedures described above.

Publication

The procedures and the liaison's contact information shall be published in the student and employee handbooks and posted on the College District's website.

The Office of the Vice President for Academic Affairs and Economic Development shall develop procedures addressing attendance requirements, including procedures for all excused absences consistent with applicable law. The attendance procedures shall be published in the College District catalog, official bulletins, and other appropriate publications.

**Reports of Alleged
Misconduct**

College District faculty and staff shall submit an alleged violation or violations of College District policies and procedures, including the rules for student conduct [see FLB], committed by a student to the dean of student affairs or designee within a reasonable time following an alleged incident, not to exceed ten College District business days. The allegations must be submitted in writing, through traditional or electronic means, and must describe the violation and any surrounding facts.

The dean of student affairs or designee shall investigate the matter as necessary. If an allegation is deemed to be unfounded, the dean of student affairs or designee shall dismiss the allegation and shall provide the student written notice that the allegation of misconduct was made against the student and that the allegation was dismissed.

Exception

Reports of sex discrimination or sexual harassment shall be submitted in accordance with DIAA or FFDA, as appropriate.

Conference

If, however, the dean of student affairs or designee determines that the allegation warrants further consideration, the dean of student affairs or designee shall summon the student for a conference to be held within a reasonable time, not to exceed ten College District business days, following the receipt of the allegation of misconduct.

At the conference, the dean of student affairs or designee shall notify the student of the allegation or allegations and provide the student an opportunity to respond.

Unfounded
Allegations

After conferring with the student, if the dean of student affairs or designee determines that the student did not commit a violation, the allegation or allegations shall be dismissed as unfounded. The student shall be provided written notice of the dismissal.

Misconduct
Warranting a
Penalty

If the dean of student affairs or designee determines that the student committed misconduct that warrants a penalty other than suspension or expulsion, the dean of student affairs or designee shall provide the student written notice of the Student Code of Conduct violation penalty, the student's right to appeal to the Student Conduct Review Panel.

*Suspension or
Expulsion*

If the dean of student affairs or designee determines that the student is responsible for misconduct that may warrant suspension or expulsion, the dean of student affairs or designee shall inform the student in writing of alleged violation(s) of student Code of Conduct and the date, time, and location of the disciplinary hearing to determine the responsibility of the student for the misconduct and to determine consequences as appropriate.

Interim Disciplinary
Action

The dean of student affairs or designee may take immediate disciplinary action, including suspension pending a hearing, against a student for policy violations if the continuing presence of the student poses a danger to persons or property or an ongoing threat of disrupting the educational environment.

**Student Conduct
Hearing**

For cases requiring a hearing by the review panel, the dean of student affairs or designee will convene a student hearing, which will follow the processes and procedures delineated in the student handbook. The hearing will be at least ten business days from the date the charges are presented.

**Appeal to the
Student Discipline**

Any student who has received sanctions, conditions, and/or restrictions may appeal the disciplinary decision made by the student conduct hearing. All appeals must be completed and submitted within five College District business days of the date the disciplinary decision is transmitted.

Once an appeal is received, the dean of student affairs or designee shall convene a student discipline appeals committee, which will follow the processes and procedures delineated in the student handbook.

Review and Recommend Action to Revise Policies

Purpose	To revise policies to align with the Texas Association of School Boards (TASB) policy manual.
Justification	<p>TASB issues numbered updates semiannually (Spring and Fall) to the College. The number updates respond to changes to state and federal law, court cases, and decisions by the attorney general, and may also contain suggested changes to a local policy made by TASB.</p> <p>The revised policies have been reviewed by staff, administrators, TASB staff, STC Legal Counsel, and the Vice President for Finance and Administrative Services and the Vice President and Provost for Academic Affairs and Economic Development</p>
Enclosed Documents	Appendix A – List of Revised Policies Appendix B – Revised Policies
Staff Resource	Mary Del Paz, Vice President for Finance and Administrative Services Myriam M. Lopez, Associate Vice President for Finance and Management Dr. Anahid Petrosian, Vice President and Provost for Academic Affairs and Economic Development Dr. Brett Millan, Associate Vice President for Academic Success and Advancement
Additional Information	The Finance, Audit, and Human Resources Committee did not meet in November 2024; therefore, this item is presented without a committee recommendation. Administration recommends approval as presented.
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 revise and adopt the policies as presented, which supersedes any previously adopted Board policies.</p>

Appendix A

Numbered Update Policy
A-1. CC (Local) Annual Operating Budget
A-2. EBA (Local) Alternate Methods of Instruction – Distance Education

Appendix B

Revised policies follow in the packet.

- Budget Planning** Budget planning shall be an integral part of overall program planning so that the budget effectively reflects the College District's programs and activities and provides the resources to implement them. In the planning process, general educational goals, specific program goals, and alternatives for achieving program goals shall be considered. Budget planning and evaluation are continuous processes and should be a part of each month's activities.
- Budget Preparation** The budget shall conform to Coordinating Board requirements and meet the standards of the ~~Southern Association of Colleges and Schools Commission on Colleges (SACSCOC)~~ College District's accreditor [see GK].
- Budget Meeting** The annual public meeting to discuss the proposed budget shall be conducted as follows:
1. The presiding officer shall request at the beginning of the meeting that all persons who desire to speak on the proposed budget sign up on the sheet provided.
 2. Prior to the beginning of the meeting, the Board may establish time limits for speakers.
 3. Speakers shall confine their remarks to the appropriation of funds as contained in the proposed budget.
 4. No officer or employee of the College District shall be required to respond to questions from speakers at the meeting.
- Budget Adoption** The adopted budget provides authority to expend funds for the purposes indicated and in accordance with state law, Board policy, and the College District's approved purchasing procedures. The expenditure of funds shall be under the direction of the College President or designee who shall ensure that funds are expended in accordance with the adopted budget.
- Budget Amendments** The Board may amend the budget at any time during the fiscal year. The College District shall develop procedures for budget amendments.
- Unrestricted Fund Balance** The College District shall maintain an unrestricted fund balance sufficient to cover no less than three months of budgeted expenditures, unless the Board approves the use, transfer, or designation of fund balance, and a plan to restore the fund balance to the minimum amount.

The College District shall offer distance education in traditional online, hybrid, and competency-based online courses and programs in accordance with:

- Applicable law;
- Coordinating Board regulations and guidelines, including the Principles of Good Practice for Distance Education;
- Principles, policies, and guidelines of the ~~Southern Association of Colleges and Schools Commission on Colleges (SACSCOC)~~; **College District's accreditor [see GK]**; and
- College District policies and procedures.

Instructional Continuity

In the event of a natural disaster, pandemic, or other event in which instruction is adversely affected at any or all of the College District's campuses or centers, instruction shall, as much as possible, continue and/or be facilitated through the use of the College District's Learning Management System.

The College District, in accordance with local, state, and federal guidelines, will continue instruction for academic and workforce courses, as much as possible, in an online format, with face-to-face instruction as permitted, to ensure the safety of students, faculty, and staff.

The vice president for academic affairs, collaboratively with the other divisions, shall develop specific guidelines for distance education and instructional continuity to implement this policy.

Review and Recommend Action to Retire Current Policies

Purpose	To retire the current policies to align with the Texas Association of School Boards (TASB) policy manual.
Justification	<p>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.</p> <p>The retired policies have been reviewed by staff and administrators.</p>
Enclosed Documents	Appendix A – List of Retired Policies Appendix B –Retired Policies
Staff Resource	Mary Del Paz, Vice President for Finance and Administrative Services Dr. Matthew Hebbard, Vice President for Student Affairs and Enrollment Management Myriam M. Lopez, Associate Vice President for Finance and Management Cynthia A. Blanco, Dean of Enrollment Systems and Registrar Elibariki V. Nguma, Director of Student Activities and Wellness
Additional Information	The Finance, Audit, and Human Resources Committee did not meet in November 2024; therefore, this item is presented without a committee recommendation. Administration recommends approval as presented.
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 retire current policies as presented, and which supersedes any previously adopted Board policy.</p>

Appendix A

Policy	Retired Policy(ies)	Retired Policy Content Transition
CDC (Local) Accounting: Audits (Board Approved 5/28/24)	A-1. Policy #2250: Evaluation of the Internal Auditor	Some of the content from the retired policy is included in the new local policy.
EGA (Local) Academic Achievement - Grading and Credit (Board Approved 1/30/24)	B-1. Policy #3331: Students Called to Active Military Duty	Some of the content from the retired policy is included in the new local policy.
FKC (Local) Student Activities – Registered Student Organizations (Board Approved 10/29/24)	C-1. Policy #3630: Student Organizations	Some of the content from the retired policy is included in both the new local policy and a procedure, handbook, manual, etc.

Appendix B

Retired policies follow in the packet.

MANUAL OF POLICY

Title	Evaluation of the Internal Auditor	2250
Legal Authority	Approval of the Board of Trustees	
Date Approved by Board	Board Minute Order dated May 30, 2019	

I. Purpose

Performance appraisals are an integral part of the College's ongoing commitment to annually measure the extent to which the employee's performance meets the requirements of their employment and to establish goals for the future; strengthen the relationship between the supervisor and the employee; facilitate clear channels of communication; appraise and recognize performance; identify areas that might require improvement; and assess communication and supervisory skills.

II. Policy

It is the policy of South Texas College that the Board meets in executive session to conduct a performance appraisal of the Internal Auditor annually. In reviewing the performance, the Board provides feedback to the Internal Auditor on observed strengths and any areas needing improvement for the upcoming academic year.

The performance appraisal will be retained at the Office of the President upon completion.

III. History

Origination Date Approved by Board:

May 30, 2019

Date Amended and Approved by Board:

MANUAL OF POLICY

Title	Students Called to Active Military Duty	3331
Legal Authority	By Approval of the Board of Trustees	
Date Approved by Board	Board Minute Order dated March 13, 2003	

In accordance with Texas Higher Education Coordinating Board Rules, South Texas College will adhere to the following regarding students called to active military duty:

If a student withdraws because the student is called into active military service, the institution, at the student's option, shall:

- (1) refund the tuition and fees paid by the student for the semester in which the student withdraws;
- (2) grant a student, who is eligible under the institution's guidelines, an incomplete grade in all courses by designating "withdrawn-military" on the student's transcript; or
- (3) as determined by the instructor, assign an appropriate final grade or credit to a student who has satisfactorily completed a substantial amount of course work and who has demonstrated sufficient mastery of the course material

Initiation of Military Withdrawal

It is the student's responsibility to initiate the withdrawal process. The College is not responsible for any liabilities incurred as result of the student's failure to officially withdraw from the College. Students whose circumstances require them to discontinue attending a course should promptly take steps through the Office of Admissions and Records to officially withdraw from it. Failure to withdraw properly will result in a grade of "F" in the course.

MANUAL OF POLICY

Title	Student Organizations	3630
Legal Authority	Approval of the Board of Trustees	
Date Approved by Board	Board Minute Order dated November 9,1995 As Amended by Minute Order dated July 18, 1996 As Amended by Board Minute Order dated July 28, 2005	

South Texas College seeks to encourage students interested in a common purpose to organize and request approval as a recognized student organization. Student organizations must be recognized as such in order to be permitted to use college facilities. Student organizations will be required to comply with College policy, rules, and legal requirements.

The College recognizes and encourages student organizations as an integral part of college life. Student organizations offer an opportunity for personal growth and development of special talents and interests. Student participation in the planning and administration of varied College student activities affords practical learning experiences of invaluable benefit to all. Student and faculty fraternalism is fostered and thus provides for an atmosphere conducive to long-lasting friendships as well as meaningful learning experiences.

Funds from Student Activities may assist recognized student organizations with specific needs. A Committee on student organizations will be established to decide eligibility of student organizations to receive support. A student organization requesting such funding will be allowed, if necessary, to present documentation to justify the request.

The Director of Student Life and Wellness has the responsibility for the registration and official College recognition of student organizations. Approval of student organizations is granted by the Director of Student Life and Wellness after approval has been obtained from the Committee on Student Organizations. Student organizations must be sponsored by a full time staff or faculty member.

The President is authorized to develop procedures for the process of recognizing student organizations and their remaining on active status.

Review and Status Update on Pecan Campus Kinesiology Building Q

Purpose	To provide an update on the status of the Pecan Campus Kinesiology Building Q project.
Justification	<p>The Board approved a new location for Pecan Campus Kinesiology Building Q on July 16, 2024.</p> <p>The design team has provided a plan for the new location. They have been working with College staff to propose changes to the plans to reduce the overall cost of the project.</p>
Enclosed Documents	Appendix A – Project Presentation and Cost Reduction Measures
Funding	No funds are required.
Staff Resource	Ricardo de la Garza, Executive Director for Facilities Planning & Construction
Recommendation	No action is required. This item is presented for information purposes.

Appendix A

Project Presentation and Cost Reduction Measures follows in the packet.



PECAN CAMPUS BUILDING Q

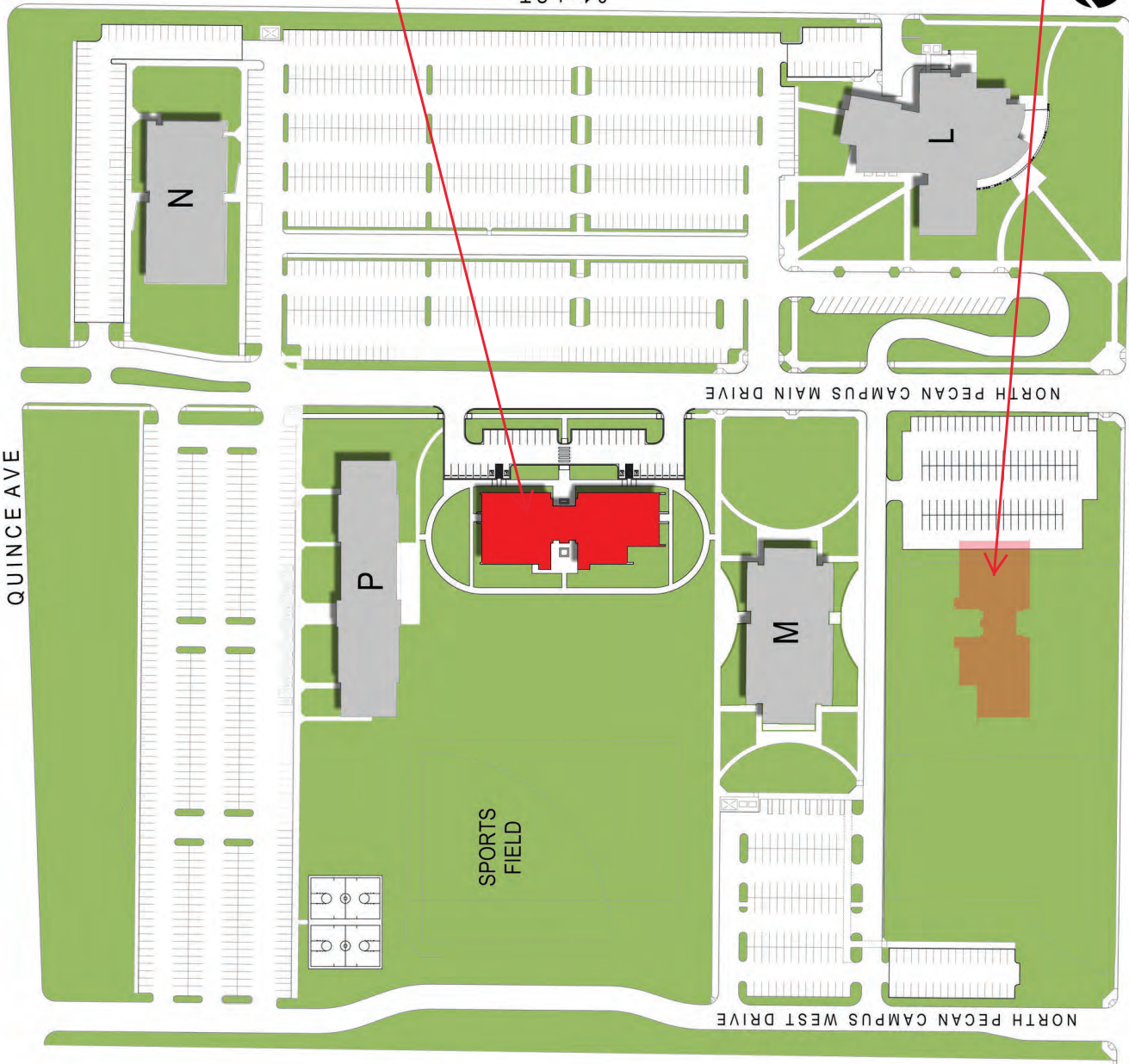
KINER COLLEGE

STC KINESIOLOGY

VE ITEMS:

1. RELOCATE BUILDING TO ORIGINAL SD LOCATION BETWEEN BUILDING M AND BUILDING P ALONG MAIN ENTRANCE DRIVEWAY
2. DELETE PAVERS
3. REDUCE EXTERIOR PLANTER BENCHES BY 50%
4. DELETE ALL SITE CAST STOOLS (32)
5. REDUCE THE FLOOR TO CEILING STOREFRONT IN THE OFFICES 1.204F, 1.204E AND 1.204D TO A 3'X3' FIXED WINDOW
6. REDUCE THE AMOUNT OF STOREFRONT SYSTEM OF THE OFFICE SUITE ALONG THE CORRIDOR 1.202 TO JUST GLASS DOUBLE DOORS.
7. REDUCE THE AMOUNT OF STOREFRONT SYSTEM AT COMPUTER LAB 1.203 ALONG THE CORRIDOR TO A DOOR WITH A 3' WIDE SIDELIGHT.
8. DELETE THE SKYLIGHT IN EXERCISE ROOM 1.302
9. DELETE THE AMOUNT OF STOREFRONT SYSTEM IN THE EXERCISE ROOM 1.302 NEAR THE ALARMED EXIT DOOR NEAR THE LOCKER ROOMS TO JUST A GLASS DOOR WITH A 3' WIDE SIDELIGHT.
10. ADD STRUCTURAL STEEL COLUMNS BACK INTO THE ROOF STRUCTURE OF THE EXERCISE ROOM 1.302. THIS SHOULD SHORTEN SPANS AND REDUCE TONNAGE.
11. DELETE THE SPIN ROOM OVERHEAD DOOR AND FILL IN WITH INTERIOR PARTITION
12. REDUCE THE ROOF OVERHANG AT THE SPIN CLASS ROOM 1.307 AND THE EXERCISE ROOM 1.302.
13. REPLACE THE KINETIX CARPET WITH STC STANDARD MANNINGTON CARPET
14. REDESIGN THE LIGHTING IN THE EXERCISE ROOM 1.302 TO BE MORE UTILITARIAN.
15. DELETE THE OVERHEAD TENSILE CANOPY AT THE NORTH ENTRANCE / EXIT. KEEP THE STEEL CONNECTIONS THAT ATTACH TO THE BUILDING SO THAT STC CAN ORDER THE CANOPY AND INSTALL AT A LATER DATE.
16. DELETE THE ROOF MOUNTED WALKING PADS ON THE ROOF AROUND THE SKYLIGHT.
17. DELETE (2) STC WATER JET CUT ALUMINUM LOGOS-ONE INSIDE, ONE OUTSIDE.
18. RE-ENGINEER THE LARGE EXPANSE STOREFRONT SYSTEMS AT THE MAIN ENTRY
19. SWITCH TO 60mil ~~204~~ ROOFING SYSTEM

QUINCE AVE



campus plan

NEW BLDG. LOCATION

- BUILDING HAS BEEN RELOCATED NORTH TO NEW SITE.
- NEW SITE HAS 36 PARKING SPACES- REDUCED FROM 47
- NO LONG DRIVEWAY REQUIRED
- BLDG. CLOSER TO ALL UNDERGROUND UTILITIES ALONG CAMPUS BACKBONE REDUCING COSTS

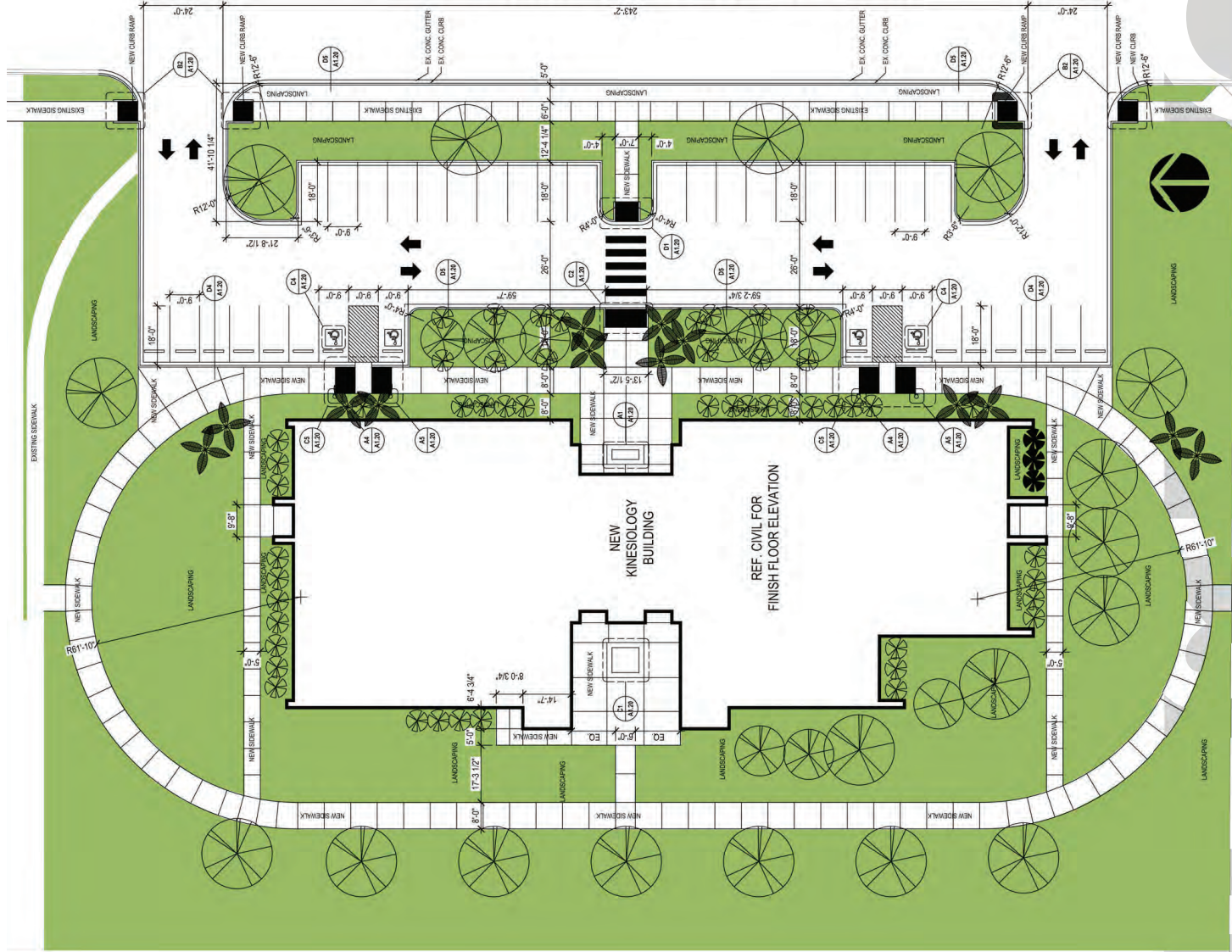
PREVIOUS BUILDING LOCATION

WESLEY

site plan

- BUILDING HAS BEEN ROTATED 90 DEGREES TO ORIENT ALONG THE MAIN CAMPUS DRIVE
- MAIN ENTRY NOW FACES EAST
- EXERCISE AND SPIN ROOMS NOW FACE NORTH
- CLASSROOMS AND CONFERENCE ROOM NOW FACE SOUTH
- JOGGING TRACK/ SIDEWALK INTRODUCED-FUTURE COULD HAVE OUTDOORS EXERCISE NODES ALONG TRACK.

NORTH PECAN CAMPUS MAIN DRIVE



floor plan

REDUCE THE AMOUNT OF WEST FACING GLASS

DELETED 4' OF BUILDING SHADE OVERHANG-NOW FACES NORTH

DELETED SKYLIGHT

DELETED OVERHEAD DOOR TO SPIN ROOM

DELETED INTERIOR PORTION OF PLANTER BENCH



REDUCED PLANTER BENCH BY 50%

DELETED LARGE STOREFRONTS FACING WEST- REPLACED WITH SMALLER OPENINGS

DELETED THE OVERHEAD SHADE CANOPY- LEFT CONNECTION POINTS

DELETED INTERIOR STOREFRONT AT SUITE

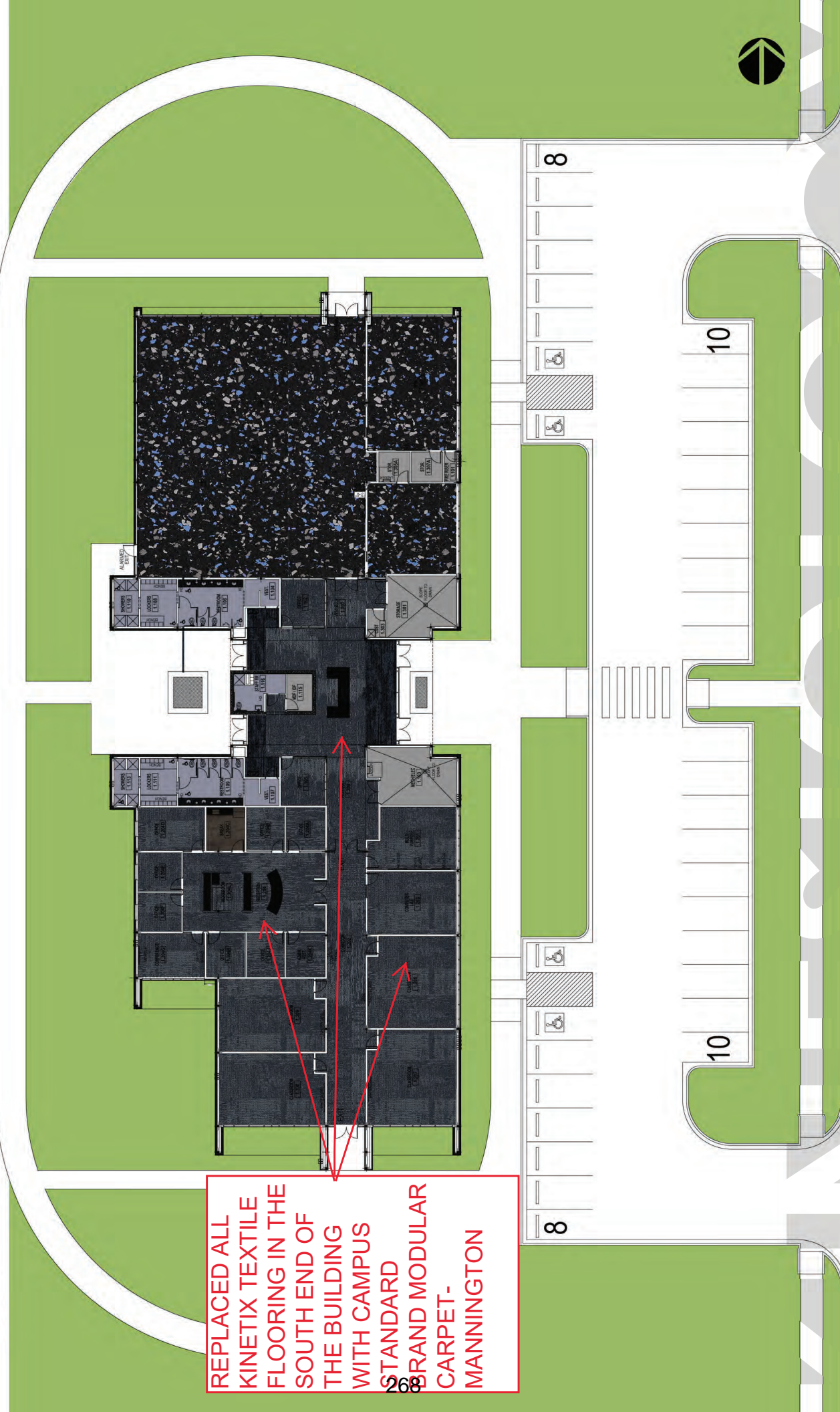
DELETED INTERIOR STOREFRONT AT COMPUTER LAB



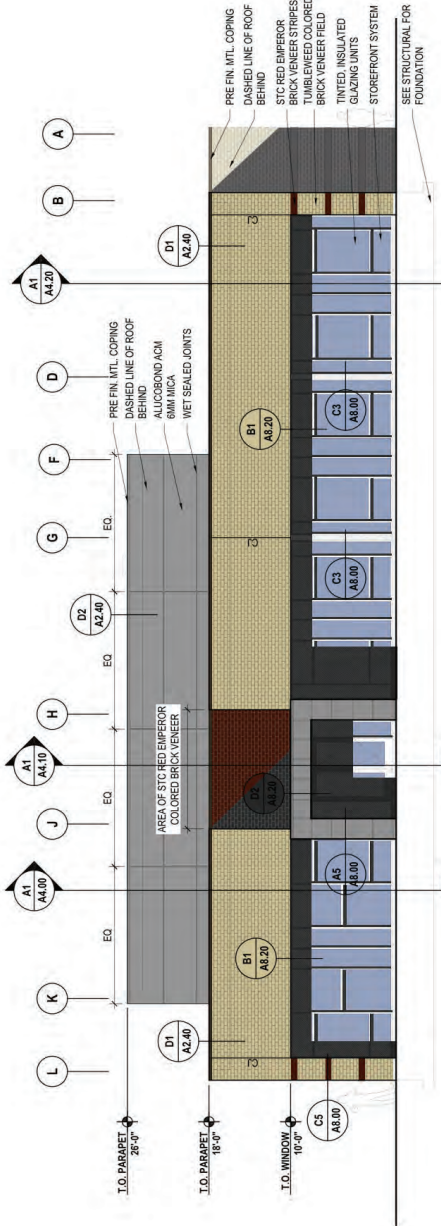
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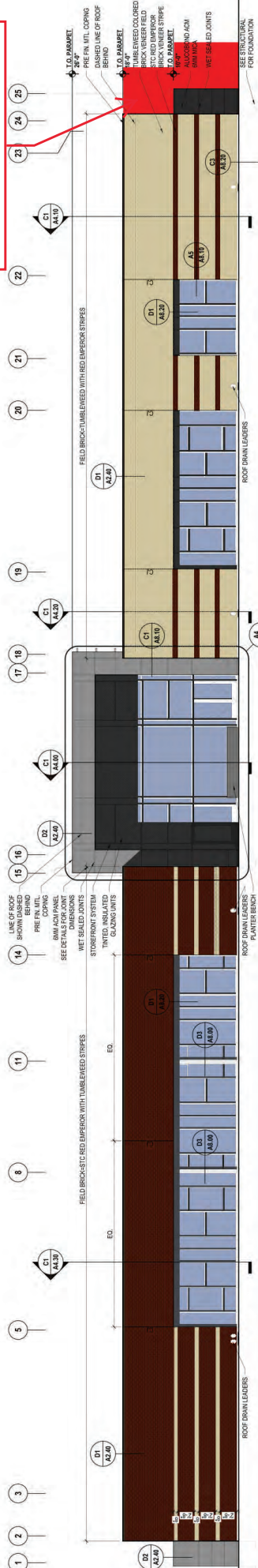
floor finishes plan



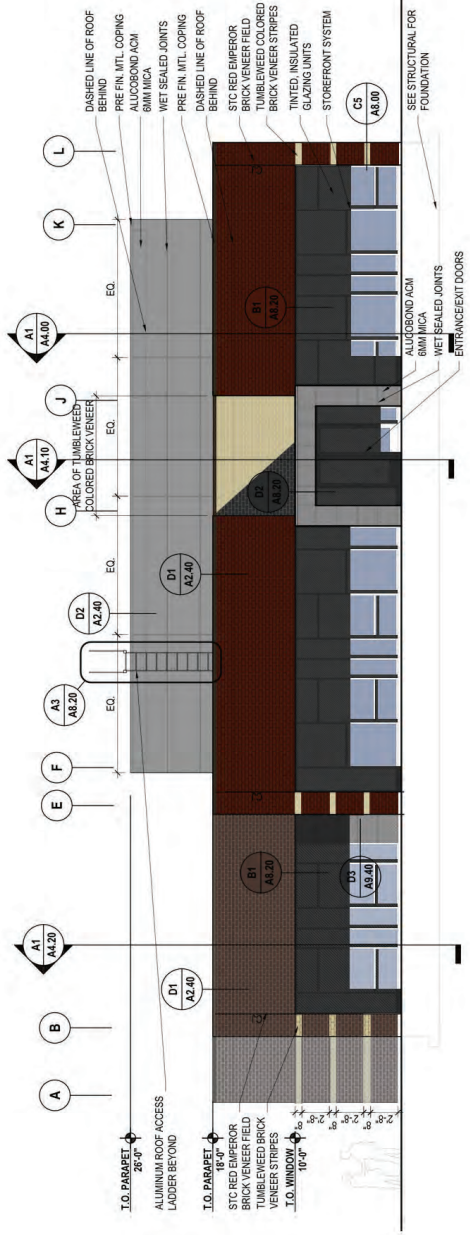
REPLACED ALL
KINETIX TEXTILE
FLOORING IN THE
SOUTH END OF
THE BUILDING
WITH CAMPUS
STANDARD
BRAND MODULAR
CARPET-
MANNINGTON



north elevation

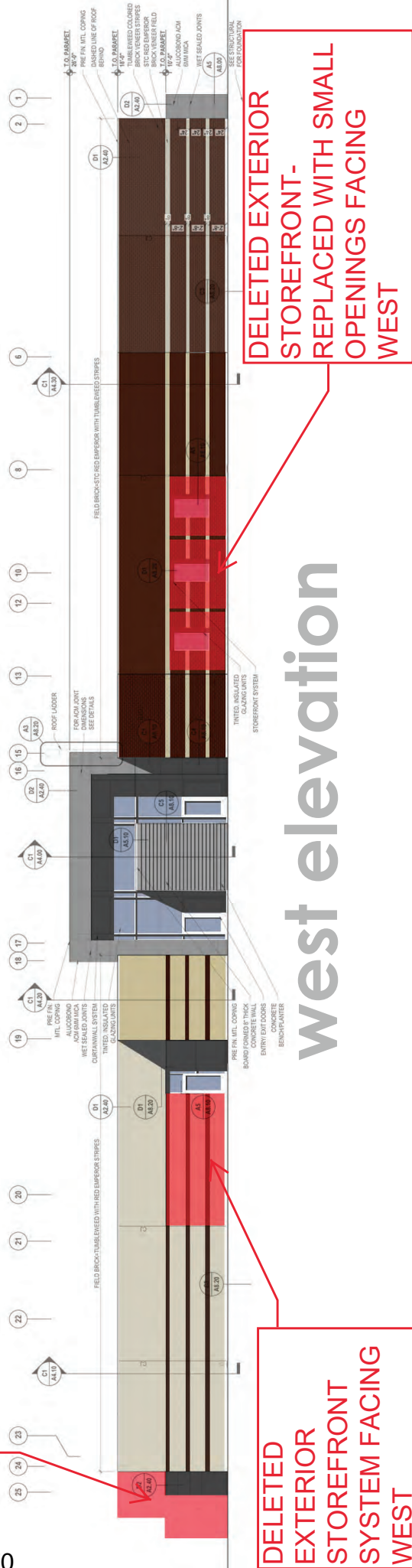


east elevation



south elevation

DELETED 4' OF SHADE OVERHANG FROM THIS SIDE OF THE BLDG.



DELETED EXTERIOR STOREFRONT SYSTEM FACING WEST

DELETED EXTERIOR STOREFRONT- REPLACED WITH SMALL OPENINGS FACING WEST

west elevation

Review and Action on Authorization to Solicit Architectural Services for the Pecan Campus Institutional Support Services Building N Expansion

Purpose To approve the solicitation of architectural services for the Pecan Campus Institutional Support Services Building N Expansion project.

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.

The project consists of expanding the existing Institutional Support Services Building N to provide more space for the Business Office, Purchasing, and Facilities Planning & Construction departments.

The proposed scope of work is summarized as follows:

- Expansion of Building N to the east and west sides of the building.
- Total Expansion 10,665 sq. ft.

Enclosed Documents Appendix A – Project Presentation
Appendix B – Fact Sheet

Funding The total Project 2025-004C estimated cost, including construction, design, miscellaneous, and FFE, is \$4,991,220.

- Construction \$3,839,400
- Design 383,940
- Miscellaneous 115,182
- FFE 326,349
- Technology 326,349
- Total \$4,991,220**

The funds are available in the Unexpended Construction Plant Fund for use in FY 2024 – 2025.

Staff Resource Ricardo de la Garza, Executive Director for Facilities Planning & Construction
Mary Del Paz, Vice President for Finance and Administrative Services

Additional Information The Facilities Committee did not meet in November 2024; therefore, this item is presented without a committee recommendation. Administration recommends approval as presented.

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

The Board of Trustees of South Texas College approves and authorizes to proceed with the solicitation of architectural services for the Pecan Campus Institutional Support Services Building N Expansion project as presented.

Approval Recommended:

Dr. Ricardo J. Solis
President

Appendix A

Project presentation follows in the packet.

Appendix B

Fact Sheet follows in the packet.



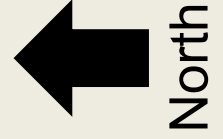
**SOUTH TEXAS
COLLEGE**

**Pecan Campus
Institutional Support Services
Building N Expansion
2425-004C**

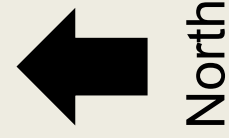
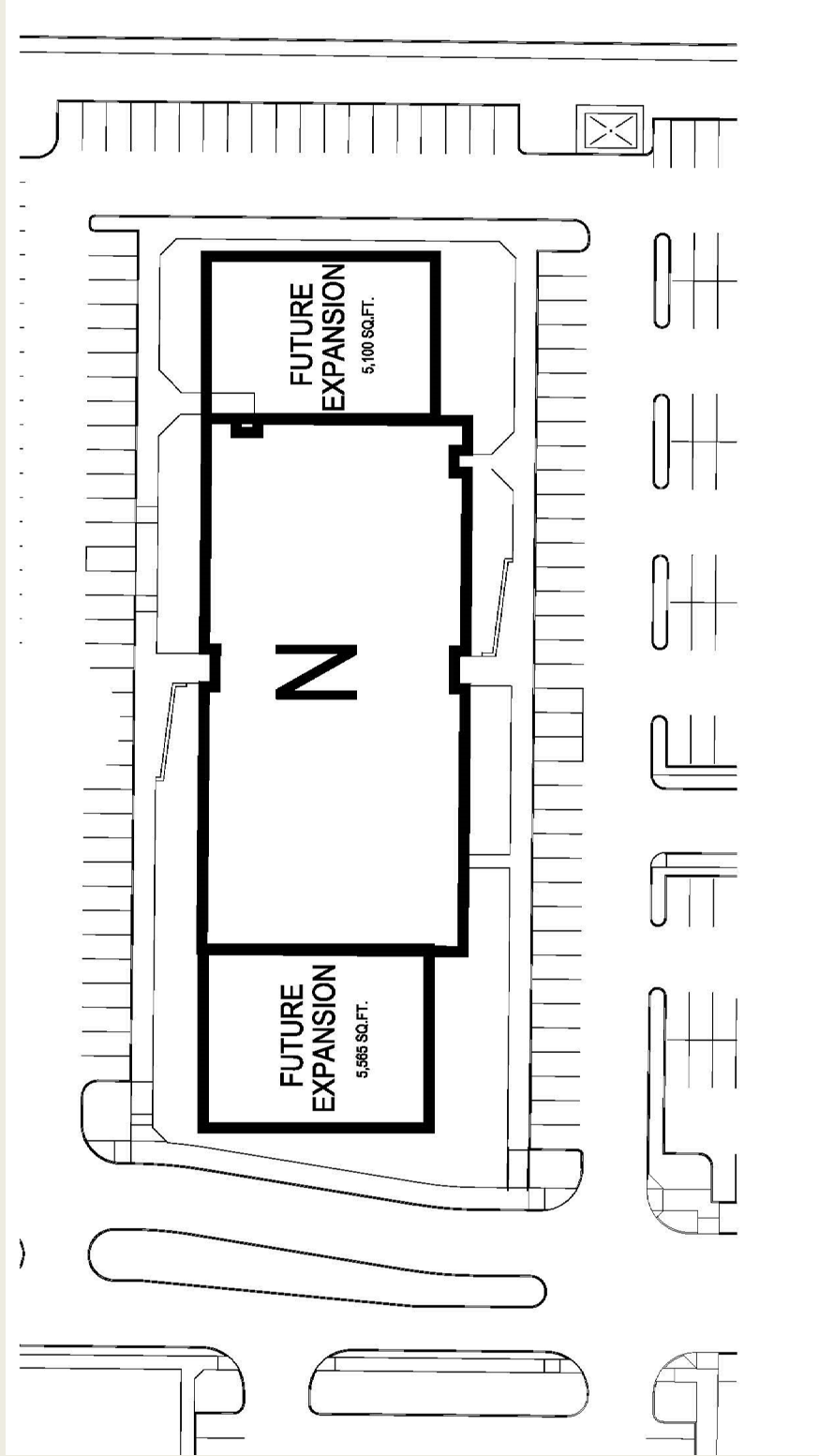
Pecan Campus Institutional Support Services Building N Expansion



PROJECT LOCATION



Pecan Campus Institutional Support Services Building N Expansion



Pecan Campus Institutional Support Services Building N Expansion



Requested By

Finance and Administrative Services, Business Office, Purchasing, and Facilities Planning & Construction

Scope of Work

Expansion of Pecan Institutional Support Services Building N to accommodate functions for the Grant Accounting and Accounts Receivables Services

- Total Square Feet = 10,665 s.f.
 - East Side Expansion 5,100 s.f.
 - West Side Expansion 5,565 s.f.
- Spaces to Include:
 - Offices
 - Conference Rooms
 - Storage Rooms
 - Workrooms
 - Restrooms
 - Support Services Rooms

Estimated Total Project Budget

Construction	\$ 3,839,400
Design	383,940
Miscellaneous	115,182
FFE	326,349
Tech	326,349
Total Project Budget	\$ 4,991,220



Project Fact Sheet
11/1/2024

Project Name: Pecan Campus Institutional Support Services Building N Expansion **Project No.** 2025-002C

Funding Source(s): Unexpended Plant Fund

	Total Project Budget	FY 24-25			FY 25-26			Total Actual Expenditures To Date
		Project Budget	FY 24-25 Actual Expenditures	Variance of Project Budget vs. Actual Expenditures	Project Budget	FY 25-26 Actual Expenditures	Variance of Project Budget vs. Actual Expenditures	
Construction:	\$ 3,839,400.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Design:	383,940.00	307,152.00						
Miscellaneous:	115,182.00	10,000.00						
FFE:	326,249.00							
Technology:	326,249.00							
Total:	\$ 4,991,020.00	\$ 317,152.00	\$ -	\$ -	\$ -	\$ -	\$ -	

Project Team **Board Status**

Approval to Solicit Architect/Engineer:	TBD	Board Approval of Schematic Design	TBD	Vendor	Contract Amount	Actual Expenditures	Variance
Architect/Engineer:	TBD		Substantial Completion	TBD	TBD	\$ -	\$ -
Contractor:	TBD	Board Acceptance		TBD	TBD	\$ -	\$ -
STC FPC Project Manager:	Martin Villarreal	Final Completion	TBD	Board Acceptance	TBD		

Project Description **Project Scope**

Design and construct an expansion of the Institutional Support building N at the Pecan Campus for Business Office, Purchasing and Planning & Construction departments.

Design and construct an expansion to the west side and east side of Pecan Campus building N at a total square feet of 10,665 to include offices, conference rooms, storage rooms, workrooms, restrooms, and support services rooms.

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
11/26/2024	1/28/2025	5/27/2025	8/26/2025	9/15/2025	9/24/2026	10/31/2026	10/30/2026

Project Calendar of Expenditures by Fiscal Year

Fiscal Year	Construction	Design	Miscellaneous	FFE	Tech	Project Total
2024-25		-	-	-	-	-
2025-26		-	-	-	-	-
Project Total	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Current Agenda Item

11/19/2024 Board Meeting: Review and Action on Authorization to Solicit for Architectural Services for the Pecan Campus Institutional Support Services Building N Expansion



FPC Project Manager Martin Villarreal FPC Asst. Director Rob Gill FPC Director Ralph

Review and Action on Authorization to Solicit Architectural Services for the Pecan Campus Administration Building

Purpose To approve the solicitation of architectural services for the Pecan Campus Administration Building project.

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.

The Board of Trustees recommended moving forward with this project at the November 2, 2024 Board Work Session. The project consists of constructing a building for Administration and related departments.

The proposed scope of work is summarized as follows:

- Construction of an Administration building on the north side of Pecan Campus.
- Total Square Footage: 60,000 sq. ft.

Enclosed Documents Appendix A – Project Presentation

Funding The total Project 2025-003C estimated cost, including construction, design, miscellaneous, and FFE, is \$31,200,000.

- Construction \$24,000,000
- Design 2,400,000
- Miscellaneous 720,000
- FFE 2,040,000
- Technology 2,040,000
- Total \$31,200,000**

The funds are available in the Unexpended Construction Plant Fund for use in FY 2024 – 2025.

Staff Resource Ricardo de la Garza, Executive Director for Facilities Planning & Construction
Mary Del Paz, Vice President for Finance and Administrative Services

Additional Information The Facilities Committee did not meet in November 2024; therefore, this item is presented without a committee recommendation. Administration recommends approval as presented.

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

The Board of Trustees of South Texas College approves and authorizes to proceed with the solicitation of architectural services for the Pecan Campus Administration Building project as presented.

Approval Recommended:

Dr. Ricardo J. Solis
President

Appendix A

Project presentation follows in the packet.



Pecan Campus Administration Building S

Pecan Campus Administration Building S Project Location

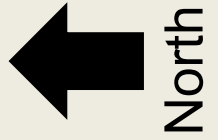
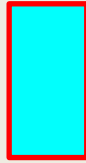


PROJECT LOCATION

Proposed 60,000 sq.ft.
Administration Building
(20,000 sq.ft. each floor)



Proposed Administration
Building Parking Lot



Pecan Campus Administration Building S Project Budget



Scope of Work

Construction of a new 60,000 sq.ft. Administration Building at the Pecan Campus which would include the following:

- President's Office
- Vice President of Finance and Administrative Services offices
- Vice President of Academic Affairs and Economic Development offices
- Vice President of Information Services, Planning, Performance and Strategic Initiatives offices
- Vice President of Student Affairs and Enrollment Management
- Additional Vice President's offices
- Board Room
- Event Center
- Parking and Site Improvements
- Building Support Spaces

Estimated Total Project Budget

Construction	\$ 24,000,000
Design	2,400,000
Miscellaneous	720,000
FFE	2,040,000
Tech	2,040,000
Total Project Budget	\$ 31,200,000

Review and Action on Contracting Engineering Services for the Pecan Campus Physical Plant Building E Cooling Tower Above Ground Piping System

Purpose To contract engineering services for the Pecan Campus Physical Plant Building E Cooling Tower Above Ground Piping System project.

Justification Engineering services are necessary for design and construction administration services for this project. The design scope of work includes, but is not limited to, design, analysis, preparation of plans and specifications, permit applications, construction administration, and inspection of the project.

Due to several leaks in the underground piping system in May 2024 and a subsequent assessment of the piping, the Board approved solicitation of engineering services on September 24, 2024 to provide the above-ground piping system needed for the Pecan Campus Physical Plant.

The proposed scope of work is summarized as follows:

- Disconnection and abandonment of existing underground piping system.
- Construction of an above-ground piping system.

Enclosed Documents Appendix A – RFQ Solicitation Information
Appendix B – Project Presentation
Appendix C – Ranking and Evaluations of Respondents
Appendix D – Fact Sheet

Funding The total Project 2024-010R estimated cost, including construction, design, and miscellaneous, is \$731,250.

- Construction \$650,000
- Design 65,000
- Miscellaneous 16,250
- Total \$731,250**

The funds are available in the Renewals & Replacements Fund for use in FY 2024 – 2025.

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

Additional Information The Facilities Committee did not meet in November 2024; therefore, this item is presented without a committee

recommendation. Administration recommends approval as presented.

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

The Board of Trustees of South Texas College approves and authorizes to contract engineering services with DBR Engineering Consultants, Inc. for the Pecan Campus Physical Plant Building E Cooling Tower Above Ground Piping System project as presented.

Approval Recommended:

Dr. Ricardo J. Solis
President

Appendix A

RFQ Solicitation Information

Advertised RFQ	October 2, 2024 and October 9, 2024
RFQ Responses Due	October 17, 2024
RFQ Issued To	Thirty-seven (37) Vendors
Responses Received From	Seven (7) Responses
Responses Reviewed By	Facilities Operations & Maintenance, Facilities Planning & Construction, and Purchasing Departments

Appendix B

Project Presentation follows in the packet.

Appendix C

Ranking and Evaluations of Respondents follow in the packet.

Appendix D

Fact Sheet follows in the packet.



Pecan Campus
Physical Plant Building E Cooling Towers
Above Ground Piping System
2025-026R

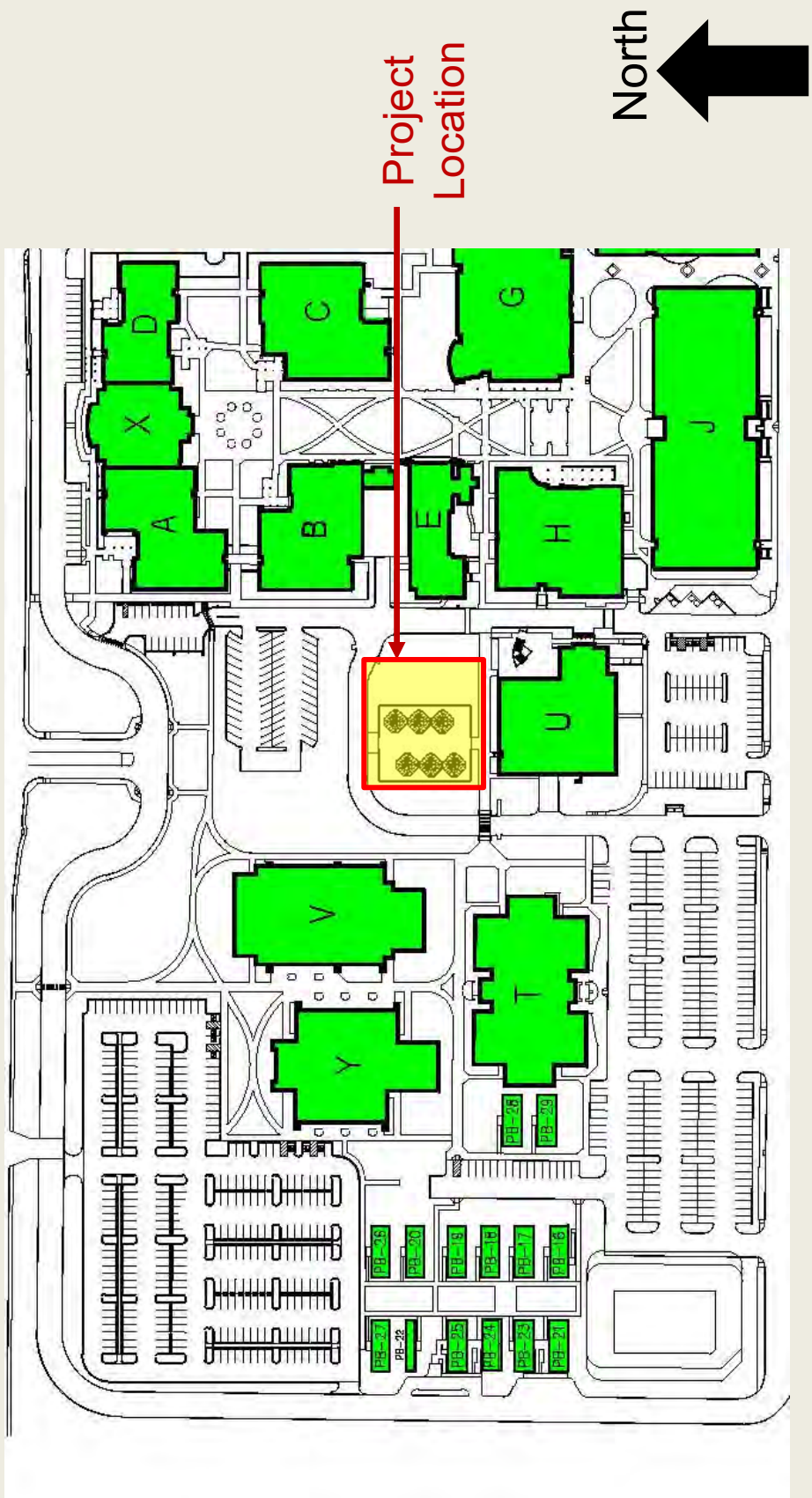


**SOUTH TEXAS
COLLEGE**

Pecan Campus Physical Plant Building E Cooling Tower Above Ground Piping System Project Proposed Site



Pecan Campus Physical Plant Building E Cooling Tower Above Ground Piping System Project Proposed Site



**Pecan Campus Physical Plant Building E Cooling Tower
Above Ground Piping System
Exterior Photos**



Pecan Campus Physical Plant Building E Cooling Tower
Above Ground Piping System

Proposed Scope & Budget



Requested By
Facilities Operations and Maintenance

Scope of Work
New Above Ground Cooling Tower Piping to Replace the Existing Underground Piping System

<u>Estimated Total Project Budget</u>	
Construction	\$ 650,000
Design	65,000
<u>Miscellaneous</u>	<u>16,250</u>
Total Project Budget	\$ 731,250

**SOUTH TEXAS COLLEGE
ENGINEERING SERVICES- MECHANICAL, ELECTRICAL, AND PLUMBING
PECAN CAMPUS PHYSICAL PLANT BUILDING E COOLING TOWER ABOVE GROUND PIPING SYSTEM
PROJECT NO. 24-25- 1022**

VENDOR ADDRESS	Bath Group, LLC. 5656 S Staples St Ste 110 Corpus Christi, TX 78411 361-992-2284 361-992-2287	EDCON 101 E Delta St Ste AB Pharr, TX 78877 956-884-7006	Half Associates, Inc. 5000 W Military Ste 100 McAllen, TX 78501 956-684-0286 956-684-0282	Sigma HN Engineers, PLLC. 701 S 15th St McAllen, TX 78501 956-687-5561	Trinity MEP Engineering, LLC. 3533 Moreland Dr Ste A Westlaco, TX 78596 956-973-0500 956-351-5750
CITY/STATE/ZIP	McAllen, TX 78501	Pharr, TX 78877	McAllen, TX 78501	McAllen, TX 78501	Westlaco, TX 78596
PHONE	361-992-2284	956-884-7006	956-684-0286	956-687-5561	956-973-0500
FAX	361-992-2287		956-684-0282		956-351-5750
CONTACT	William B. Stark	Daniel Chavez	Marcos Diaz	Jesus Gabriel Hinojosa	Leonardo Munoz
2.1 Statement of Interest	States they have considerable experience designing engineered systems for new and existing buildings. Provided MEP Professional services for the past 66 years to clients in various markets. Project Manager has over 30 years of experience.	Indicated the firm's highly qualified team has been providing MEP engineering services to higher education for about 20 years. Emphasized their previous work for STC and therefore their familiarity with the campuses and staff.	Indicated that their previous experience with STC, they have demonstrated their commitment to the College and the quality of work.	The firm emphasized the experience of the two principals within the firm. They indicated that STC would be working directly with the two principals and pointed out that the firm's size would be better able to meet the needs in a cost-effective manner.	Indicated that their previous experience with STC and similar institutional customers, demonstrates their client centric, and relentlessly commitment to the College and the quality of work.
2.1.1 Statement of Interest for Project	Pointed out the work the firm has completed more than 15 projects over the last ten years for STC. Indicated that they can begin work on new projects immediately.	Indicated the firm's highly qualified team has familiarity with public schools and colleges.	Indicated that their previous experience with STC, they have demonstrated their commitment to the College and the quality of work.	Indicated that their previous experience with STC and similar institutional customers, demonstrates their client centric, and relentlessly commitment to the College and the quality of work.	Indicated that their previous experience with STC and similar institutional customers, demonstrates their client centric, and relentlessly commitment to the College and the quality of work.
2.1.2 History and Statistics of Firm	- Providing services since 1957 - 60+ staff members in Corpus Christi office - 1,000 year of combined experience	- Founded in 2018 - 25+ years experience - Primary Office in Pharr, TX	- Founded in 1950 - About 1,500 total staff - 34 offices offering services	- Established in 2012 - Over 20 Years of combined experience - Completed over 300 projects, 65 of which were for Higher Education	- Established in 2008 - Office in Westlaco - 16 employees
2.1.3 Narrative describing the design team's unique qualifications and specialized design experience as it relates to the project	Stated they provide design and consulting services for heating, ventilation and air conditioning systems for commercial, industrial, educational and government clients. Our engineers are professionally licensed in several states and are familiar with the federal, state and local codes and the standards of their profession.	Stated that the portfolio includes design of new building systems and the redesign of existing systems for building renovations, retrofitting to meet updated codes.	Stated they are a full-service firm with a full range staff including engineers, landscape architects, planners, architects, environmental scientists, surveyors and more.	Stated they have gained familiarity with STC over the course of their careers. Forty projects were completed for STC.	Stated that they have dedicated employees have access to most the current software, technology, and certifications to work at their best. Work with business and residential projects and pride ourselves in providing first-rate work to all customers.
2.1.4 Statement of Availability and Commitment	Indicate that the major projects they have are at the end of their design phase and others are in the construction phase, freeing up engineering capacity and allowing them to take on additional projects.	Indicated that they are available as soon as they are awarded and will make the STC projects their top priority.	Indicated that they are available as soon as they are awarded and will make the STC projects their top priority.	Indicated that they are available and committed to providing exceptional client service to STC.	Indicated that they are available and committed to providing exceptional client service to STC.
2.2 Prime Firm	Included resumes for the following staff: - William B. Stark, PE, LEED AP - Brian Mende, PE, CCP, Sr. Mechanical Engineer - Jeffrey D. Tabb, PE, CCP, LEED AP, Senior Mechanical Engineer - Brian S. Kelly, PE, LEED AP, Senior Mechanical Engineer - Richard L. Roberson, Jr., Pipe Designer - Brian Kutzell, Mechanical Engineer Designer, CX Technician	Included resumes for the following staff: - Daniel Chavez, Principal - Leonardo Gallegos, Mechanical, Electrical, PE - Sergio Sanchez, Electrical, P.E.	Included resumes for the following staff: - Marcos Diaz, PE, LEED LQPP, Principal in Charge - Trey Murray III, PE, RCDD, LEED AP, Technical Advisor - Mark Stalen, PE, CPD, Mechanical Engineer - Greg McFarland, PE, QA/QC Manager - Leroy Martinez, PE, Project Manager - Gabriel Benavides, Jr., PE, Electrical Engineering Task Lead - Luis Hernandez Nava, PE, CPD, W/AF, Plumbing Task Lead	Included resumes for the following staff: - Jesus Gabriel Hinojosa, PE, LEED AP, Principal - Jose Antonio Nicamor, PE, LEED AP, Principal	Included resumes for the following staff: - Leonardo Munoz, PE, R.M.E. / CEO and President - Adalberto Rodriguez, Lead Project Manager, Electrical Designer - Wilfred L. McGee III, PE, Principal Mechanical Engineer Biography
2.2.1 Resumes of Principals and Key Members	Indicated resumes for the following staff: - Edward Puentes, PE, CEM, LEED, Partner-in-Charge - Hugo H. Avila, PE, Associate / Principal - Brian Hjortan, PE, Project Manager - Marissa Lech, PE, Associate - Jarne Rodriguez, Electrical Designer - Maritza Garza, EIT, Associate / Asst. Project Manager / Senior Mechanical Designer	Indicated resumes for the following staff: - Daniel Chavez, Principal - Leonardo Gallegos, Mechanical, Electrical, PE - Sergio Sanchez, Electrical, P.E.	Indicated resumes for the following staff: - Marcos Diaz, PE, LEED LQPP, Principal in Charge - Trey Murray III, PE, RCDD, LEED AP, Technical Advisor - Mark Stalen, PE, CPD, Mechanical Engineer - Greg McFarland, PE, QA/QC Manager - Leroy Martinez, PE, Project Manager - Gabriel Benavides, Jr., PE, Electrical Engineering Task Lead - Luis Hernandez Nava, PE, CPD, W/AF, Plumbing Task Lead	Indicated resumes for the following staff: - Jesus Gabriel Hinojosa, PE, LEED AP, Principal - Jose Antonio Nicamor, PE, LEED AP, Principal	Indicated resumes for the following staff: - Leonardo Munoz, PE, R.M.E. / CEO and President - Adalberto Rodriguez, Lead Project Manager, Electrical Designer - Wilfred L. McGee III, PE, Principal Mechanical Engineer Biography
2.2.2 Project Assignments and Lines of Authority	Shown percentage time assignments for six named staff members who would be involved in the project.	Listed the assignments of each staff member.	Listed the assignments of each named staff members who would be involved in the project.	Indicated a 100% time commitment from both principals for the project and provided the time commitments from nine staff.	Listed the teams assigned to each project.
2.2.3 Prime Firm's Proximity and ability to respond to unplanned meetings	Stated they are 2.5 hours from STC. They can be here on a daily basis if needed.	Stated they are available to meet for face-to-face discussions within the hour. Since they have several projects in the upper valley, one of the principals or engineers is always in the area.	Stated they are available to meet for face-to-face discussions within 15 minutes away from Mid-Valley Campus and they are available to begin service immediately.	Stated they are located in McAllen, 15 minutes away from downtown McAllen, and only 3 miles away from the Facilities Planning and Construction Building.	The proximity to STC gives us availability to be at any planned or unplanned or even unexpected meetings.
2.2.4 Litigation that could affect firm's ability to provide services	Firm states they are not involved in any litigation.	Firm states they are not involved in any litigation.	Firm states they are not involved in any litigation.	Firm states they are not involved in any litigation.	Firm states they are not involved in any litigation.

**SOUTH TEXAS COLLEGE
ENGINEERING SERVICES - MECHANICAL, ELECTRICAL, AND PLUMBING
PECAN CAMPUS PHYSICAL PLANT BUILDING E COOLING TOWER ABOVE GROUND PIPING SYSTEM
PROJECT NO. 24-25-1022**

VENDOR	Bath Group, LLC.	DBR Engineering Consultants, Inc.	EDCON	Ebos Holisique Holdings, LLC. dba Ebos Engineering	Half Associates, Inc.	Sigma HN Engineers, PLLC.	Trinity MEP Engineering, LLC.
2.3 Project Team							
2.3.1 Organization chart with Role of Prime Firm and each consultants firm	Included organization chart with the staff who will be assigned to project. Indicated that no consultants will be used for this project.	Included organization chart with the staff who will be assigned to project. Indicated that no consultants will be used for this project.	Included organization chart that showed the 3 main personal staff.	Included organization chart that included the following sub consultants: - Architects - Simpson Gates - Architect - Structural Engineer - Civil Engineer	Included organization chart that included the following sub consultants: - Charin Structural Engineer - Structural Services	Organization chart was included showing the primary roll of the two principals and the following sub consultants: - CHLH Engineering, Inc	Included organization chart with the staff who will be assigned to project.
2.4 Representative Projects							
2.4.1 Minimum of three (3) projects firm has worked on	- Tuboso-Midway Intermediate School - HVAC Replacement (\$1,500,000) - UT Marine Science Institute - Port Aransas, Texas B23 (project not constructed) - Coastal Bend College - Master Planning & Various Projects (Project current F21)	- South Texas College-Mid Valley Campus - Central Thermal Plant (\$4.4 Million) - Dal Mar College - New South Campus With New Central Plant (\$97,000,000) - Chiller and Cooling Tower Replacement (\$400,000)	- Vanguard Academy Beethoven (\$15,000,000) - Vanguard Renbrandt Secondary (\$5,000,000) - San Benito CISD - Natatorium (\$5,000,000) - San Benito CISD - Performing Arts (\$20,000,000)	- Texas Southwest College Thermal Plant Upgrades - Cooling Tower Replacement (\$1,130,000) - UTRGV - Campus Chiller Replacement at EITTB & EVABL (\$660,700) - Los Fresnos CISD High School - Central Plant Chiller and Cooling Tower Replacement (\$1,275,467)	- Texas A&M University Kingsville, Texas - Deferred Maintenance (\$40 M) - Texas A&M University Kingsville, Texas - Kleberg Hall HVAC Improvements (\$255,515) - South Texas College - Thermal Plant Expansion (\$4.25M)	- South Texas College - Smarr County Campus Thermal Plant (\$5,300,000) - Edinburg High School Condenser Water Piping Retrofit (\$504,000) - La. Jaya ISD Palmyview High School Cooling Tower Replacement (\$1,050,000 Milton)	- La. Jaya ISD - Rowells Benavides Early School (\$1,225,000) - PSJA ISD - PSJA Early College High School (\$7,000,000) - Laredo United ISD - New Elementary No. 27 (\$14,200,000) - Mission Consolidated ISD - Mission Early College High School (\$14,000,000) - Zapata County ISD - HVAC Replacement for Various Campuses (\$5,000,000)
2.5 References							
2.5.1 References for three (3) projects	- Elton Hills Resources - Texas State University - Coastal Bend College	- Edinburg CISD - Mercedes ISD - Texas State Technical College	- Gonzalez Engineering & Management - International Consulting Engineers - EKO Architects	- Texas Southwest College - Los Fresnos CISD - UTRGV	- UTRGV - Brownsville Public Utilities Board - Hidalgo County - Commissioner's Court	- Brownsville ISD - Edinburg CISD - Harlingen CISD	- Weslaco ISD - Alamo ISD - Laredo Springs ISD - RFB Architects - NK Architects - EGY Architects - Jim Hogg County ISD
2.6 Project Execution							
2.6.1 Summary of approach to project that addresses interaction with STC staff, management of different phases of the project, how you maintain quality control, and final project close-out.	In order for the design to succeed, the design effort must be rooted in a thorough understanding of the goals of the project.	Stated they believe that their employees must collaborate in order to produce a well coordinated design. Included their detail design approach.	Included a detailed work plan and timeline.	Included a detailed work plan and schedule.	Stated they provide accuracy by reviewing available data and successful project execution planning. Provided a very detailed project approach.	Stated that to complete projects within budget we communicate with our clients and visit the job site to clearly define a scope of work. They prepare an engineering cost estimate and establish a budget. The basic elements of effective budget control allow us to provide quality designs, which minimize unanticipated cost in the construction phase such as change orders.	Included a detailed work plan and schedule.
2.6.2 Willingness and ability to expedite services. Ability to supplement production.	Stated that the backlog of work will allow them to expedite the design. They will include an engineer on-site to assist the contractor and the College with getting the project commissioned, the facility managers trained, and maintenance schedules identified.	Indicated their willing and able to expedite design services. Stated that they do not foresee any need to supplement production capability, but can do so by utilizing staff from other offices.	Stated their commitment to the project, including commitment by their team and any consultants.	Reiterated their commitment to the project, including commitment by their sub consultants.	Stated that the Mech/Elec office has the advantage of being able to reach out for assistance from any of their offices, should they need to.	Stated that they are willing and able to expedite services. Pointed to a proven track record for the two principals.	Stated their commitment to the project, including commitment to on-site quality control, and scheduling site visits and review meetings.
Total Evaluation Points	482.15	561.20	495.90	509.50	551.00	541.80	535.80
Ranking	7	1	6	5	2	3	4

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

**SOUTH TEXAS COLLEGE
ENGINEERING SERVICES - MECHANICAL, ELECTRICAL, AND PLUMBING
PECAN CAMPUS PHYSICAL PLANT BUILDING COOLING TOWER ABOVE GROUND PIPING SYSTEM
PROJECT NO. 24-25-1022
EVALUATION SUMMARY**

VENDOR	Bath Group, LLC.	DBR Engineering Consultants, Inc.	EDCON	Ethos Holistic Holdings, LLC./dba Ethos Engineering	Half Associates, Inc.	Sigma HN Engineers, PLLC.	Trinity MEP Engineering, LLC.
ADDRESS	5656 S Staples St Ste 110	200 S 10th St Ste 901	101 E Delta St Ste AB	1126 S Commerce	5000 W Military Ste 100	701 S 15th St	3533 Moreland Dr Ste A
CITY/STATE/ZIP	Corpus Christi, TX 78411	McAllen, TX 78501	Pharr, TX 78577	Harlingen, TX 78550	McAllen, TX 78503	McAllen, TX 78501	Weslaco, TX 78596
PHONE	361-992-2284	956-683-1640	956-884-7006	956-230-3435	956-664-0286	956-332-3206	956-973-0500
FAX	361-992-2287	956-683-1903		956-720-0830	956-664-0282	956-687-5561	956-351-5750
CONTACT	William B. Stark	Hugo Avila	Daniel Chavez	Guillermo Quintanilla	Menton J. Murray, III	Jesus Gabriel Hinojosa	Leonardo Munoz
2.1 Statement of Interest (up to 100 points)							
2.1.1 Statement of interest on project	88	92	87	90	92	91	90
2.1.2 Firm History including credentials	85	90	80	80	90	85	80
2.1.3 Narrative describing the design team's unique qualifications and specialized design experience as it relates to the project	84	90	83	83	82	82	84
2.1.4 Availability and commitment of firm and its principal(s) and key professionals	90	90	85	95	95	85	80
	92	95	92	93	94	93	94
2.2 Prime Firm (up to 100 points)							
2.2.1 Resumes giving the experience and expertise principles and key members for the prime firm that will be involved in the project(s), including their experience with similar projects and the number of years with the prime firm	90	91	87	90	92	91	90
2.2.2 Proposed project assignments, lines of authority, and communication for principals and key professional members of the prime firm that will be involved in the project(s). Indicate the estimated percent of time these individuals will be involved in the project(s).	90	95	80	90	90	90	85
2.2.3 Prime Firm meeting availability	86	94	81	82	85	81	87
2.2.4 Describe any litigation the prime firm is currently involved in which could affect the firm's ability to provide professional services to STC	80	90	85	90	95	90	85
	93	95	93	93	94	93	94
2.3 Project Team (up to 100 points)							
2.3.1 Organizational chart showing the roles of the prime firm and each consultant firm or individual included.	90	91	85	90	92	91	90
--Identify the consultant and provide a brief history about the consultant	80	90	80	80	85	80	85
--Describe the consultant's proposed role in the project and its related project experience	81	89	84	85	86	81	80
--List a project(s) that the prime firm and the consultant have worked together on during the last five years	80	95	85	85	90	85	80
--Provide a statement of the consultant's availability for the project(s)							
--Provide resumes giving the experience and expertise of principals and key professional members for the consultant who will be assigned to the project(s)	92	95	92	93	94	93	94

SOUTH TEXAS COLLEGE
ENGINEERING SERVICES - MECHANICAL, ELECTRICAL, AND PLUMBING
PECAN CAMPUS PHYSICAL PLANT BUILDING & COOLING TOWER ABOVE GROUND PIPING SYSTEM
PROJECT NO. 24-25-1022
EVALUATION SUMMARY

VENDOR	Bath Group, LLC.	DBR Engineering Consultants, Inc.	EDCON	Ethos Holistique Holdings, LLC./dba Ethos Engineering	Haiff Associates, Inc.	Sigma HN Engineers, PLLC.	Trinity MEP Engineering, LLC.
2.4 Representative Projects (up to 100 points)							
2.4.1 Specific data on 3 projects the prime firm provided or is providing professional services in an educational setting --Project name and location; Project Owner and contact information; Project construction cost; Project size in gross square feet; Date project was started and completed; Professional services prime firm provided for the project; Project manager; Project engineer; Project designer; Names of consultant firms and their expertise.	90	91	85	90	92	91	90
	85	95	90	90	90	90	95
	82	91	82	82	87	84	83
	95	95	90	95	95	95	80
	91	95	92	93	91	93	92
2.5 Three References (up to 100 points)							
2.5.1 Provide references for 3 projects, other than STC. The references shall include the following current information: --Owner's name, Owner's representative who served as the day-to-day liaison during planning, design, and construction of the project, and the Owner representative's telephone number and email address	45.75	100	67.5	67.5	100	100	100
	45.75	100	67.5	67.5	100	100	100
	45.75	100	67.5	67.5	100	100	100
	45.75	100	67.5	67.5	100	100	100
	45.75	100	67.5	67.5	100	100	100
2.6 Project Execution (up to 100 points)							
2.6.1 Provide a summary of your approach to the project that addresses key elements such as your interaction with STC staff, management of the different phases of the project, how you maintain quality control, and final project close-out. 2.6.2 Provide information as part of submission response to assure that Engineering firm is willing and able to expedite design services and construction administration for the project. Please provide insight if Engineer is intending to supplement production capability in order to meet schedule demands.	91	92	87	90	92	92	91
	85	90	80	85	85	90	90
	81	88	82	81	85	83	90
	90	95	85	95	90	90	80
	91	92	90	90	92	90	90
TOTAL EVALUATION POINTS	482.15	561.20	495.90	509.50	551.00	541.80	535.80
RANKING	7	1	6	5	2	3	4

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



Project Fact Sheet
11/1/2024

Project Name:	Pecan Campus - Physical Plant Building E Cooling Towers				Project No.	2025-026R
Funding Source(s):	Renewals & Replacements Fund					
			FY 24-25			
		Original Project Budget	Project Budget	FY 24-25 Actual Expenditures	Variance of Project Budget vs. Actual Expenditures	Total Actual Expenditures To Date
Construction:		\$ 650,000.00	\$ 650,000.00	\$ -	\$ 650,000.00	\$ -
Design:		65,000.00	65,000.00	-	65,000.00	-
Miscellaneous:		16,250.00	16,250.00	-	16,250.00	-
FFE:		-	-	-	-	-
Technology:		-	-	-	-	-
Total:		\$ 731,250.00	\$ 731,250.00	\$ -	\$ 731,250.00	\$ -

Project Team			Board Status						
Approval to Solicit Architect/Engineer:	9/24/2024		Board Approval of Schematic Design	N/A	Vendor	Contract Amount	Actual Expenditures	Variance	
Architect/Engineer:	TBD								
Contractor:	TBD				TBD	\$ -	\$ -	\$ -	\$ -
			Substantial Completion	TBD	Board Acceptance	TBD			
STC FPC Project Manager:	Martin Villarreal		Final Completion	TBD	Board Acceptance	TBD			

Project Description		Project Scope	
Design and construction of above ground piping system.		Design and construction of an above ground piping system to replace the existing underground piping system installed in 2016 as part of the expansion of the Physical Plant due to several leaks occurring underground.	

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
9/24/2024	11/26/2024	N/A	2/25/2025	3/10/2025	5/27/2025	06/22/2025	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

11/19/2024 Board Meeting: Review and Action on Approval of Mechanical Engineering Services for the Pecan Campus Physical Plant Building E Cooling Tower Above Ground Piping System



FPC Project Manager Martin Villarreal FPC Asst. Director Robert Guillot FPC Director RHA

Review and Action on Contracting Architectural Services for the Nursing and Allied Health Campus East Building A Renovation of Radiology Lab to Multipurpose Skills Lab and Community Pharmacy Lab

Purpose To contract architectural services for the Nursing and Allied Health Campus East Building A Renovation of Radiology Lab to Multipurpose Skills Lab and Community Pharmacy Lab project.

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

The project consists of renovating the existing Radiology lab to a Multipurpose Skills Lab for instruction, and renovating the Community Pharmacy Lab on the 3rd floor to meet American Society of Health-System Pharmacists / Accreditation Council for Pharmacy Education (ASHP/ACPE) standards for accreditation.

The proposed scope of work is summarized as follows:

- Renovation and conversion of the Radiology Lab
 - Total Renovation Space 1,278 sq. ft.
- Renovation of the Community Pharmacy Lab on 3rd Floor
 - Total Square Feet = 1,373 sq. ft.
 - Spaces to Include:
 - Large Pharmacy Lab
 - Pharmacy Prep Area
 - Pharmacy Storage

Enclosed Documents Appendix A – RFQ Solicitation Information
Appendix B – Project Presentation
Appendix C – Ranking and Evaluations of Respondents
Appendix D – Fact Sheet

Funding The total Nursing and Allied Health Campus East Building A Renovation of Radiology Lab to Multipurpose Skills Lab Project 2023-003C estimated cost, including construction, design, miscellaneous, FFE, and technology, is \$161,640.

- Construction \$125,000
- Design 12,500
- Miscellaneous 3,500
- FFE 10,320
- Technology 10,320
- Total \$161,640**

The total Nursing and Allied Health Campus East Building A Community Pharmacy Lab Renovations Project 2025-005C

estimated cost, including construction, design, miscellaneous, FFE, and technology, is \$355,607.

- Construction \$274,600
- Design 27,460
- Miscellaneous 6,865
- FFE 23,341
- Technology 23,341
- Total \$355,607**

The funds are available in the Unexpended Construction Plant Fund for use in FY 2024 – 2025.

Staff Resource Ricardo de la Garza, Executive Director for Facilities Planning & Construction

Additional Information The Facilities Committee did not meet in November 2024; therefore, this item is presented without a committee recommendation. Administration recommends approval as presented.

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

The Board of Trustees of South Texas College approves and authorizes to contract architectural services with Boultinghouse Simpson Gates Architects for the Nursing and Allied Health Campus East Building A Renovation of Radiology Lab to Multipurpose Skills Lab and Community Pharmacy Lab project as presented.

Approval Recommended:

Dr. Ricardo J. Solis
President

Appendix A

RFQ Solicitation Information

Advertised on	October 2, 2024 and October 9, 2024
RFQ Responses Due	October 17, 2024
RFQ Issued To	Thirty-six (36) Vendors
Responses Received From	Five (5) Responses
Responses Reviewed By	Academic Affairs, Facilities Operations & Maintenance, Facilities Planning & Construction, and Purchasing Departments

Appendix B

Project Presentation follows in the packet.

Appendix C

Ranking and Evaluations of Respondents follow in the packet.

Appendix D

Fact Sheet follows in the packet.

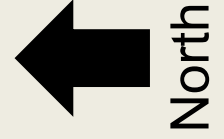
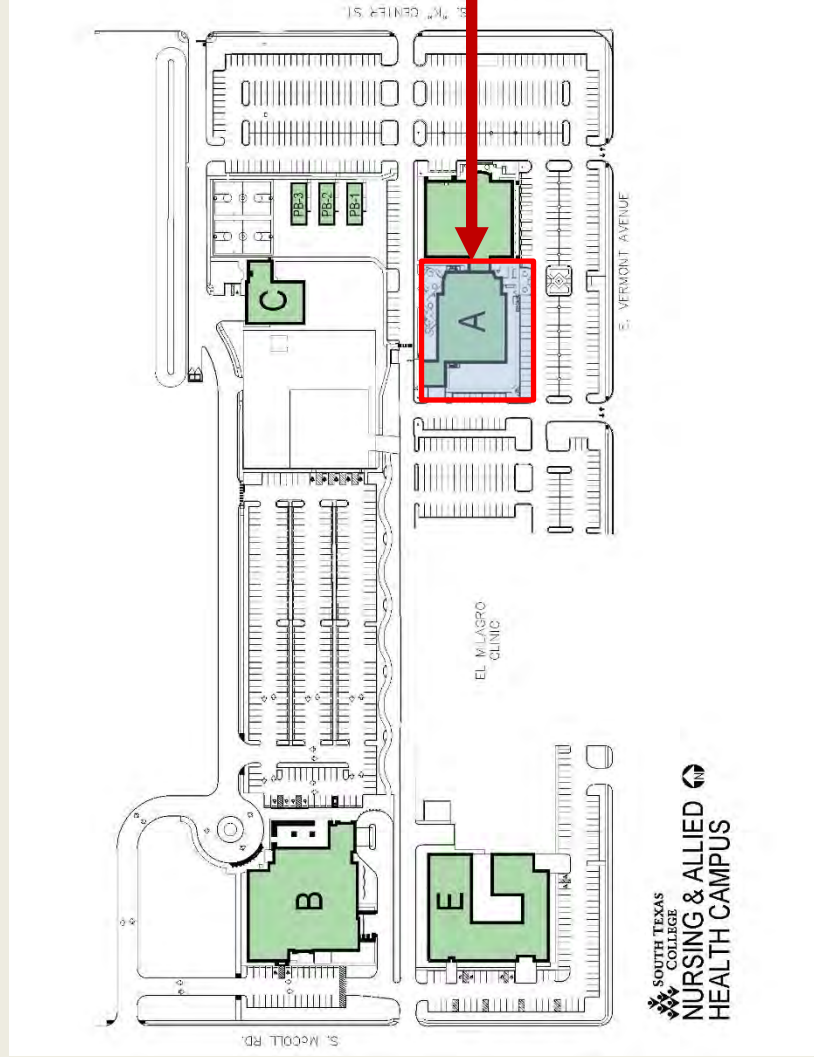


Nursing & Allied Health Campus Conversion of Radiology Lab

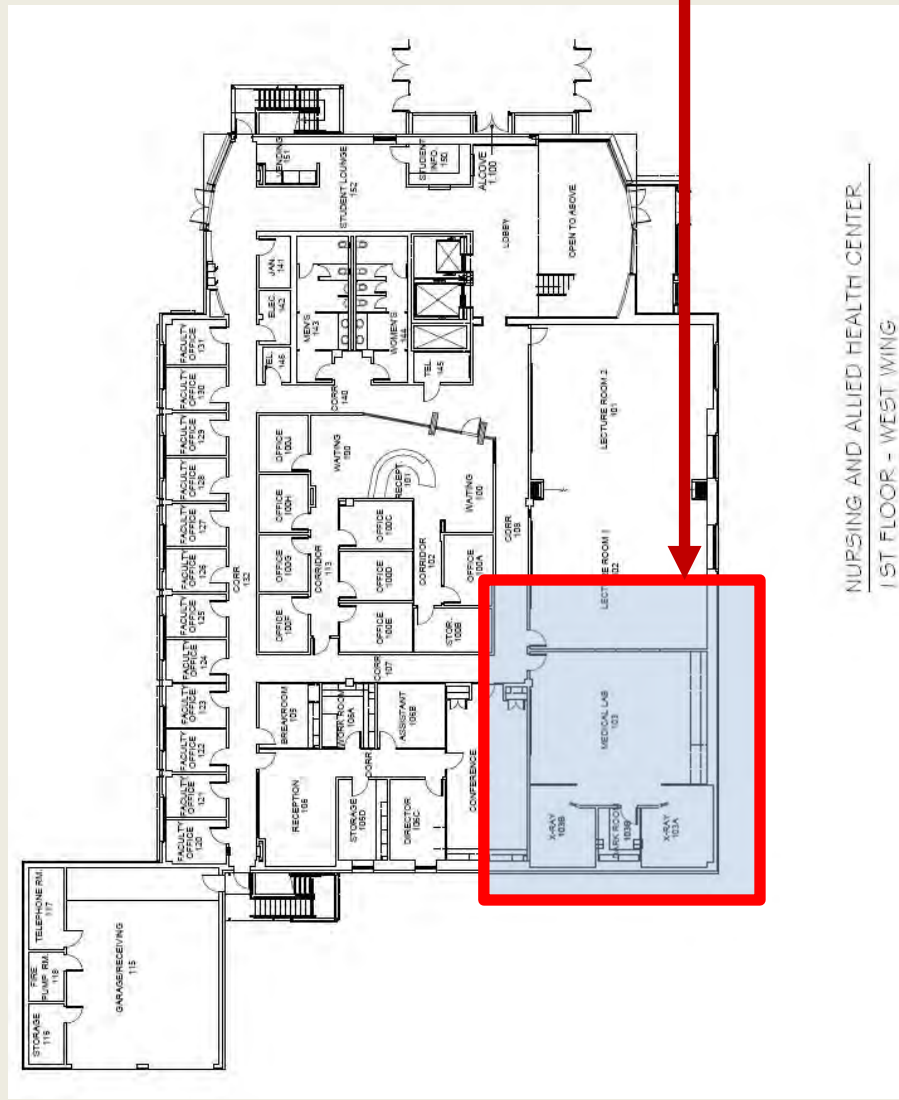


**SOUTH TEXAS
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Nursing & Allied Health Campus Conversion of Radiology Lab

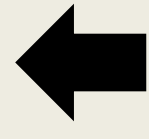


Nursing & Allied Health Campus Conversion of Radiology Lab



Enlarged View

PROJECT LOCATION

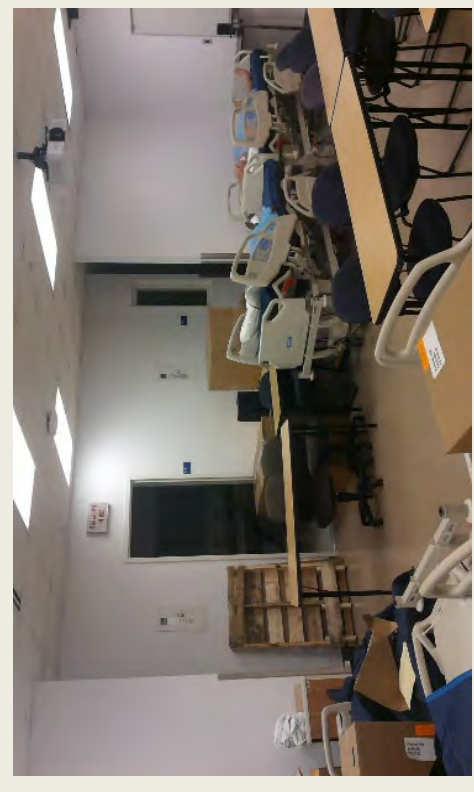


North

Nursing & Allied Health Campus Conversion of Radiology Lab



EXISTING PHOTOS



Nursing & Allied Health Campus Conversion of Radiology Lab



Requested By

Nursing and Allied Health Department

Scope of Work

Renovation of existing Radiology Lab Room 103 to a multi purpose instructional skills lab for hands on training.

- Total Square Feet = 1,278 s.f.
- Renovation to Include:
 - Removal of all lead walls
 - New Flooring/ Ceiling, Paint walls/ cove base
 - Elimination of the following rooms:
 - X-Ray 103B
 - Dark Room 103 B
 - X-Ray 103A

Estimated Total Project Budget

Construction	\$ 125,000
Design	12,500
Miscellaneous	3,500
FFE	10,320
Tech	10,320
Total Project Budget	\$ 161,640

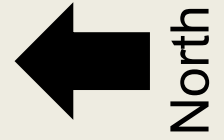
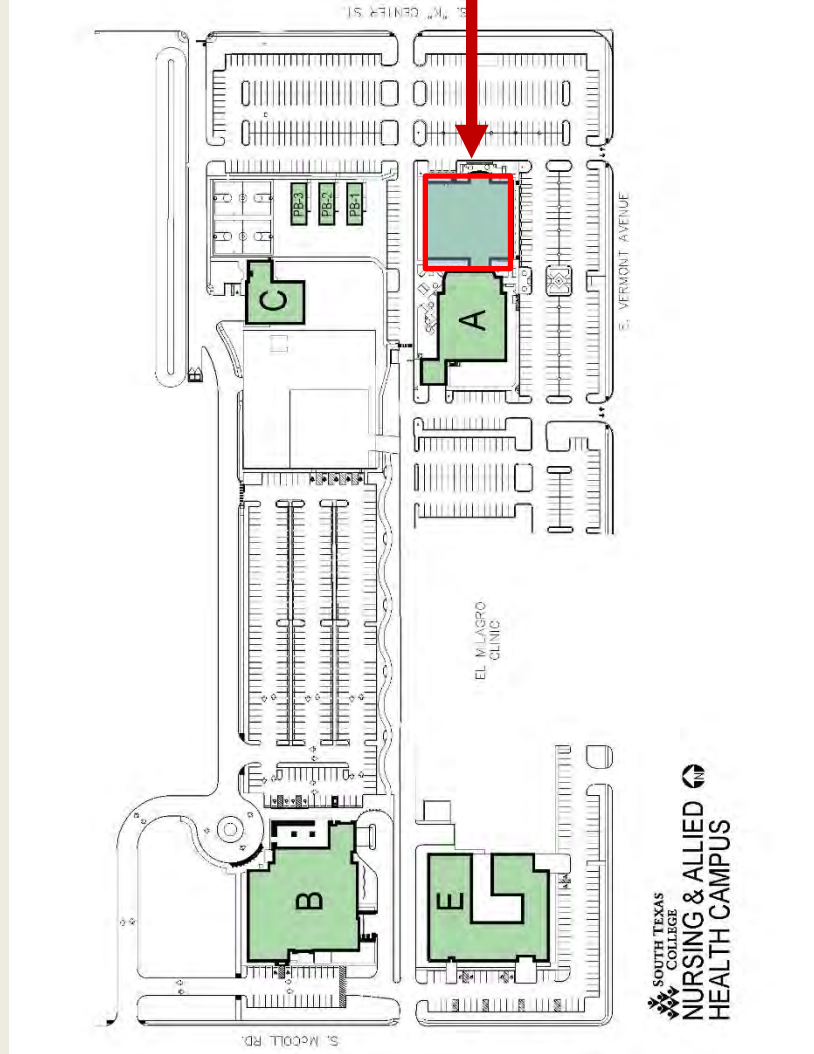


Nursing & Allied Health Campus Community Pharmacy Lab Renovation



**SOUTH TEXAS
COLLEGE**

Nursing & Allied Health Campus Community Pharmacy Lab Renovation



Nursing & Allied Health Campus Community Pharmacy Lab Renovation



Requested By

Nursing and Allied Health Department

Scope of Work

Renovation of existing Community Pharmacy Lab and Pharmacy Technology Lecture area in NAHA 2.206 & 2.208 to include 1 large Community Pharmacy Lab for 8 students, 1 instructor, and 1 lab assistant to work in community pharmacy simulation simultaneously.

- Total Square Feet = 1,373 s.f.
 - 2.206 317 s.f.
 - 2.208 888 s.f.
 - 2.210 168 s.f.
- Spaces to Include:
 - Large Pharmacy Lab
 - Pharmacy Prep area
 - Pharmacy Storage

Estimated Total Project Budget

Construction	\$ 274,600
Design	27,460
Miscellaneous	6,865
FFE	23,341
Tech	23,341
Total Project Budget	\$ 355,607

SOUTH TEXAS COLLEGE
ARCHITECTURAL SERVICES FOR NURSING AND ALLIED HEALTH CAMPUS EAST BUILDING A COMMUNITY PHARMACY LAB RENOVATIONS
AND RENOVATION OF RADIOLOGY LAB TO MULTIPURPOSE SKILLS LAB
PROJECT NO. 24-25-1021

VENDOR	Boultinghouse Simpson Gates Architects	CG5 Architect, LLC	Duncan Architects, LLC	Negrete & Kolar Architects, LLP	Sam Garcia Architect, LLC
ADDRESS	3301 N McColl Rd	901 Lindberg Ave	804 Pecan Blvd Ste 113	11720 North IH-35	1200 Auburn Ave Suite 280
CITY/STATE/ZIP	McAllen, TX 78501	McAllen, TX 78501	McAllen, TX 78501	Austin, TX 78753	McAllen, TX 78504
PHONE	956-630-9494	956-239-2438	956-443-3755	512-461-8810	956-631-8327
CONTACT	Danny Boultinghouse	Jose Carlos Garcia III	Ryan Duncan	David Negrete	Sam R. Garcia

2.1 Statement of Interest

2.1.1 Statement of Interest for Project	Stated their 20-year history working with South Texas College which includes familiarity with requirements and expectations.	Stated their design and professional services team has extensive experience that includes multiple and varied from Gas Stations/Convenience Stores to Municipal parks and School District projects including Higher Education, that closely match the Scope of Work indicated for STC.	Licensed to practice architecture in the states of Texas and Ohio and have 20+ years of experience.	Indicated their qualifications demonstrates a long resume of conversion, repurpose and renovation of facilities.	Indicated they are looking forward to the opportunity to work closely with STC and show the firm's capabilities. Stated they are available and well-qualified for this project.
2.1.2 History and Statistics of Firm	- Firm established in 1990 - 600+ successful projects and 85% repeat client rate - Staff of 11	- Established in 2014 - Principal's experience spans 30 years and includes leadership roles on multi-million-dollar projects - Principal's credentials include State of Texas licensed; State of Texas Registered Architectural Firm; member of the American Institute of Architects; former Board of Trustee, President & Member for Mission CISD	- Established in 2021 - Licensed Architect in State of California, Texas and recently in Ohio. Adjunct Instructor in the Architecture program at South Texas College.	- Offices in Austin and Edinburg - Principal has 40+ years experience - Established in 2003	- Founded in 2013 - Based in McAllen, TX
2.1.3 Narrative describing the design team's unique qualifications and specialized design experience as it relates to the project	Stated the firm's philosophy of being "client" oriented as much as "project" oriented. Over 25 years of providing A/E services to STC, very familiar with our system, staff and campus.	Stated that their team of consultants have a broad experience base from which to call upon for any size and type of project. Especially has extensive knowledge and experience with educational settings for both K-12 and higher education levels.	Pointed out the teams has a vast amount of experience designing commercial, office, residential, educational, and medical facilities.	Stated that with DBR and Chanin Engineering as our design team members, we collectively have decades of experience completing successful educational setting projects throughout Texas.	Cited the principal's extensive experience and his personal involvement in a project throughout the entire process.
2.1.4 Statement of Availability and Commitment	Indicated their availability and commitment to the project. Stated that project architect and project manager would be involved with the project until completed.	CG5 believes that one point of contact is key to project success. This allows us to maintain quality control from project start to project close-out and owner occupancy. CG5 stands ready, willing, and able to meet any project timelines and is very aware and able to meet higher education time milestones.	Confirmed the availability of their principals being there for the duration of any project that may come available through STC.	Indicated the firm will commit to having staff available according to the schedules determined.	Indicated they are ready and available to execute assignments associated with the project and commit to the timely execution of this project.

SOUTH TEXAS COLLEGE
ARCHITECTURAL SERVICES FOR NURSING AND ALLIED HEALTH CAMPUS EAST BUILDING A COMMUNITY PHARMACY LAB RENOVATIONS
AND RENOVATION OF RADIOLOGY LAB TO MULTIPURPOSE SKILLS LAB
PROJECT NO. 24-25-1021

VENDOR	Boultinghouse Simpson Gates Architects	CG5 Architect, LLC	Duncan Architects, LLC	Negrete & Kolar Architects, LLP	Sam Garcia Architect, LLC
2.2 Prime Firm					
2.2.1 Resumes of Principals and Key Members	Included resumes for the following: - Robert S. Simpson, Principal Architect - John Gates, Principal Architect	Included resumes for the following: - Jose Charlie Garcia III, Owner, Principal - Olga N. Garcia, Owner/ Partner - Herman Mendez, Chief Project Manager - David Mejia, Project Manager - Emily Cavazos - Desinger/Drafter	Included resumes for the following staff: - Ryan Duncan, AIA Partner & Principal Architect - Jaclyn Duncan, Partner & PrincipaI Designer	Included resumes for the following staff: - David N. Negrete, Principal Partner - Andres L. Mata, Jr., Project Manager - Esteban Zamora, Project Architect - Bruce W. Menke, Project Manager - Jason T. George, Architect/ Project Manager	Included resumes for the following: - Sam R. Garcia, Principal - Sergio Castillo, Production Manager - Zuri Rivera, Lead Designer - Jose Luis Rios, Jr., Project Architect - Hector A. Guevara, Project Architect
2.2.2 Project Assignments and Lines of Authority	Lines of authority and assignments within firm are shown in an organizational chart that includes ten staff members.	Lines of authority and assignments within firm are shown in an organization chart.	Lines of authority are handled by the 2 principals Ryan Duncan and Jaclyn Duncan.	Lines of authority are indicated in an organization chart. Indicate that all team members will, at some point, dedicate 100% of time to project.	Indicated duties and time assignments for the two key team members.
2.2.3 Prime Firm proximity and meeting availability	Indicated that their local presence give them the opportunity to respond in a timely many to any planned or unexpected meetings with STC.	Indicated they are local to the RGV and is able to met and provide services immediately to STC.	Will be available and flexible to attend unscheduled meeting within 24 hours often within just a few hours.	Firm is located within 15 miles from the Pecan Campus.	Indicated that the firm is 2.7 miles away from the Pecan Campus.
2.2.4 Describe any litigation the prime firm is currently involved in which could affect the firm's ability to provide professional services to STC	Indicated that the firm is not involved in any litigation that could affect the firm's ability to provide professional services.	Indicated that the firm is not or has not ever been involved in any litigation.	Proud to say that the firm has not been involved in any litigations.	Indicated that the firm is not involved in any litigation.	Indicated that the firm is not involved in any litigation.
2.3 Project Team					
2.3.1 Organization chart with Role of Prime Firm and each consultants firm	Included organizational chart which showed the following consultant: - MEP Solutions Engineering	Included organizational chart which showed the following consultants: - CLH Engineering - Civil & Structural Engineering - VME Engineering LLC - MEP	Included organization chart showing prime firm and the following consultants: - MEP Engineer - DBR Engineering Consultants, Inc. - Structural Engineer - Atlas Engineering Consultants - Landscape Architect - Heffner Design Team - Civil Engineer - Spoor Engineering	Included organizational chart showing prime firm and the following consultant: - DBR Engineering - MEP - Chanin Engineering - Structural	Included organizational chart showing prime firm and the following consultants: - Melden & Hunt - Surveyor/Civil Engineer - Ethos Engineering, Inc. - Electrical Engineer - Heffner Design Team - Architectural Landscape - Green, Rubiano & Associates - Structural - Texas Fire Sprinkler Contractors, LLC - Fire Protection Engineer - Half Associates, Inc. - Information Communication Technology Services

SOUTH TEXAS COLLEGE
ARCHITECTURAL SERVICES FOR NURSING AND ALLIED HEALTH CAMPUS EAST BUILDING A COMMUNITY PHARMACY LAB RENOVATIONS
AND RENOVATION OF RADIOLOGY LAB TO MULTIPURPOSE SKILLS LAB
PROJECT NO. 24-25-1021

VENDOR	Boultinghouse Simpson Gates Architects	CG5 Architect, LLC	Duncan Architects, LLC	Negrete & Kolar Architects, LLP	Sam Garcia Architect, LLC
2.4 Representative Projects					
2.4.1 Minimum of five (5) projects firm has worked on	Academic Research Building Renovations (\$342,000) - UTRGV - (BROBL) Employee/Student Clinic+Counseling Renovation (\$800,000) - UTRGV - HCEBL Clinical Education Building (\$53,839)	-Vanguard Academy Beethoven Campus - Edinburg (\$4,700,000M) -Vanguard Academy Mozart Campus - Alamo (\$4.5M) - Palm Valley Church (\$10M)	- Laser Surgical Solutions Hyperbaric Oxygen Therapy Clinic Addition, McAllen, Texas (\$250,000) - Mireles Autism and Behavioral Center, McAllen, Texas (\$300,000) - Training, Rehabilitation & Development Institute, Inc. Pharr, Texas (\$750,000)	- STC Nursing & Allied Health Kitchen Lab Expansion (\$180,000) - UTPA Health Sciences Center (\$1,600,000) - Dietetics Lab Renovation (\$280,000)	- City of Falfurrias Urgent Care Center Office Building -Texas Wellness Spay & Neuter Clinic -KHIT Chiropractic Corporation HQ
2.5 References					
2.5.1 References for five (3) projects	- UTRGV - City of McAllen - City of McAllen - McAllen International Airport	- Vanguard Academy - Edinburg - Vanguard Academy - Alamo - Palm Valley	- Mireles Autism and Behavioral Center - Laser Surgical Solutions RGV Hyperbaric Oxygen Therapy Clinic Addition - Top Grade Physical Therapy New Clinic	- City of Edinburg - Edinburg CISD - Washington Alliance Capital, LLC	- City of La Joya - EB Merit Construction -KHIT Multidisciplinary Group
2.6 Project Execution					
2.6.1 Summary of approach to project that addresses interaction with STC staff, management of different phases of the project, how you maintain quality control, and final project close-out.	3 registered Architects, five full time CAD technicians, and two administrative personnel. Stated they currently utilize Building Information Modeling (BIM).	Stated that communication is key between all stakeholders and key personnel to expedite the design and construction process and mitigate any issues before time and cost are effected.	Prioritize open communication on the Schematic Design phase and we refine the approval floor plan on the Design Development phase. On the Construction phase we refine very detailed the set of documents and always facilitate the communication between the design team and the construction team with the owner.	Provided a project timeline that covers key events of entire project.	Firm indicated that their project approach emphasizes communication between the design team, the client and other stakeholders.
2.6.2 Willingness and ability to expedite services. Ability to supplement production.	Stated they have been successful in controlling their workload so that they don't have to add staff solely to meet the demands of any project.	Stated have the ability to staff up to 10 people for immediate resources on any size project. Our consultants are staffed locally in the RGV and also have the ability to meet any size work demand to meet schedules and timelines.	Indicated they are able to adjust schedules and fast-track projects to meet owner deadlines.	Indicated that they are involved in a limited amount of major long-term project delivery programs and their staff is fully capable of undertaking the projects assigned.	Stated they can and will do what needs to be done from a staffing and manpower perspective to meet client's project deadlines.
EVALUATION POINTS	580.00	480.80	533.00	554.40	569.00
RANKING	1	5	4	3	2

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

SOUTH TEXAS COLLEGE
ARCHITECTURAL SERVICES FOR NURSING AND ALLIED HEALTH CAMPUS EAST BUILDING A COMMUNITY PHARMACY LAB RENOVATIONS
AND RENOVATION OF RADIOLOGY LAB TO MULTIPURPOSE SKILLS LAB
PROJECT NO. 24-25-1021
EVALUATION SUMMARY

VENDOR	Boultinghouse Simpson Gates Architects	CG5 Architect, LLC	Duncan Architects, LLC	Negrete & Kolar Architects, LLP	Sam Garcia Architect, LLC
ADDRESS	3301 N McColl Rd	901 Lindberg Ave	804 Pecan Blvd Ste 113	11720 North IH-35	1200 Auburn Ave Suite 280
CITY/STATE/ZIP	McAllen, TX 78501	McAllen, TX 78501	McAllen, TX 78501	Austin, TX 78753	McAllen, TX 78504
PHONE	956-630-9494	956-239-2438	956-443-3755	512-461-8810	956-631-8327
CONTACT	Danny Boultinghouse	Jose Carlos Garcia III	Ryan Duncan	David Negrete	Sam R. Garcia
2.1 Statement of Interest (up to 100 points)					
2.1.1 Statement of interest on project	95	85	85	90	90
2.1.2 Firm History including credentials	100	90	95	100	95
2.1.3 Narrative describing the design team's unique qualifications and specialized design experience as it relates to the project	95	90	90	95	90
2.1.4 Availability and commitment of firm and its principal(s) and key professionals	100	95	95	98	98
	98	98	95	97	95
2.2 Prime Firm (up to 100 points)					
2.2.1 Resumes giving the experience and expertise principles and key members for the prime firm that will be involved in the project(s), including their experience with similar projects and the number of years with the prime firm	95	85	85	95	90
	100	95	100	95	100
2.2.2 Proposed project assignments, lines of authority, and communication for principals and key professional members of the prime firm that will be involved in the project(s). Indicate the estimated percent of time these individuals will be involved in the project(s).	90	85	85	95	80
2.2.3 Prime Firm proximity and meeting availability	99	95	97	97	97
2.2.4 Describe any litigation the prime firm is currently involved in which could affect the firm's ability to provide professional services to STC	98	95	92	97	96
2.3 Project Team (up to 100 points)					
2.3.1 Organizational chart showing, the roles of the prime firm and each consultant firm or individual included.	90	90	90	95	95
--Identify the consultant and provide a brief history about the consultant	95	95	95	95	95
--Describe the consultant's proposed role in the project and its related project experience	90	85	85	95	95
--List a project(s) that the prime firm and the consultant have worked together on during the last five years	100	100	100	100	100
--Provide a statement of the consultant's availability for the project(s)	98	93	90	97	96



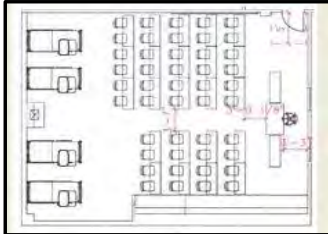

SOUTH TEXAS COLLEGE
ARCHITECTURAL SERVICES FOR NURSING AND ALLIED HEALTH CAMPUS EAST BUILDING A COMMUNITY PHARMACY LAB RENOVATIONS
AND RENOVATION OF RADIOLOGY LAB TO MULTIPURPOSE SKILLS LAB
PROJECT NO. 24-25-1021
EVALUATION SUMMARY

VENDOR	Boultinghouse Simpson Gates Architects	CG5 Architect, LLC	Duncan Architects, LLC	Negrete & Kolar Architects, LLP	Sam Garcia Architect, LLC					
2.4 Representative Projects (up to 100 points)										
2.4.1 Specific data on 5 projects the prime firm provided or is providing professional services in an educational setting --Project name and location; Project Owner and contact information; Project construction cost; Project size in gross square feet; Date project was started and completed Professional services prime firm provided for the project; Project manager; Project architect; Project designer; Names of consultant firms and their expertise.	95	95	90	90	85	88.6	95	96	95	93.4
	90		90		95		100			
	95		95		85		95		85	
	100		85		90		95		95	
	95		90		88		95		92	
2.5 Five References (up to 100 points)										
2.5.1 Provide references for 3 projects, other than STC. The references shall include the following current information: --Owner's name, Owner's representative who served as the day-to-day liaison during planning, design, and construction of the project, and the Owner representative's telephone number and email address	100	100	25	25	76	76	76	76	100	100
	100		25		76		76		100	
	100		25		76		76		100	
	100		25		76		76		100	
	100		25		76		76		100	
2.6 Project Execution (up to 100 points)										
2.6.1 Provide a summary of your approach to the project that addresses key elements such as your interaction with STC staff, management of the different phases of the project, how you maintain quality control, and final project close-out. 2.6.2 Provide information as part of submission response to assure that Architectural firm is willing and able to expedite design services and construction administration for the project. Please provide insight if Architect is intending to supplement production capability in order to meet schedule demands.	95	96.4	85	90.6	85	92.6	90	94.2	90	93.2
	95		90		95		95		90	
	95		90		90		90		98	
	99		90		95		98		98	
	98		98		98		98		98	
TOTAL EVALUATION POINTS	580.00		480.80		533.00		554.40		569.00	
RANKING	1		5		4		3		2	

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



Project Fact Sheet
11/1/2024

Nursing and Allied Health Campus - Renovation of Radiology Lab to Multipurpose Skills Lab				Project No. 2023-003C			
Funding Source(s): Unexpended Construction Fund							
		FY 24-25					
		FY 24-25	Variance of Project				
		Total	Actual	Budget vs. Actual			
		Project Budget	Expenditures	Expenditures			
Construction:		\$ 125,000.00	\$ -	\$ 125,000.00			
Design		12,500.00	-	12,500.00			
Miscellaneous:		3,500.00	-	3,500.00			
FFE:		10,320.00	-	10,320.00			
Technology:		10,320.00	-	10,320.00			
Total:		\$ 161,640.00	\$ -	\$ 161,640.00			
Project Team		Board Status					
Approval to Solicit :	9/24/2024	Board Approval of Schematic Design	NA	Contract Amount			
Architect/Engineer:	N/A			Actual Expenditures			
Contractor:	TBD			Variance			
				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 existing Radiation Lab Room 103 to a multi purpose instructional skills lab for hands on training.		Renovation of existing Radiation Lab Room 103 to a multi purpose instructional skills lab for hands on training.					
Projected Timeline							
Board Approval to Solicit Architect/Engineer	Board Approval of Architect/Engineer	Board Approval of Schematic Design	Board Approval of Contractor	Construction Start Date	Board Approval of Substantial Completion Date	Board Approval of Final Completion Date	FFE Completion of Move In
9/24/2024	11/26/2024	2/25/2025	6/24/2025	7/15/2025	1/27/2026	2/24/2026	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							
11/19/2024 Board Meeting: Review and Action of Architectural Services for the Nursing and Allied Health Campus East Building A Renovation of Radiology Lab to Multipurpose Skills Lab and Community Pharmacy Lab.							
 <p align="center">Nursing and Allied Health Campus</p>		 <p align="center">Project Location</p>				 <p align="center">Existing Radiology Lab</p>	

FPC Project Manager SPS

FPC Asst. Director Rita Gail

FPC Director RJA

Review and Action on Contracting Construction Services for the Pecan Campus Cooper Center for Performing Arts Building L Expansion and Renovations for Music and Dance Programs

Purpose	To contract construction services for the Pecan Campus Cooper Center for Performing Arts Building L Expansion and Renovations for Music and Dance Programs project.												
Justification	<p>On June 28, 2022, the Board of Trustees approved contracting architectural services with BRW for this project. On October 31, 2023, the Board approved a schematic design of Phase I of the project. On March 26, 2024, the Board approved the additional scope for Phase I and the schematic design of Phase II.</p> <p>The project consists of the construction of an expansion and renovation to the Pecan Campus Cooper Center for Performing Arts Building L for the Music and Dance Programs.</p> <ul style="list-style-type: none">• Design and construction of the expansion and renovation to include:<ul style="list-style-type: none">○ 1 Large Rehearsal Classroom, 1 Small Rehearsal Classroom, 5 Music Practice Rooms, 2 Music Practice Rooms with Piano, 4 Faculty Studio Offices, 4 Faculty Studio Offices with Piano, 1 Department Chair Office, and Support Spaces. Percussion Suites, Faculty Office, Lockers, Storage, and Support Spaces• Proposed spaces:<ul style="list-style-type: none">○ Music Expansion: 14,500 s.f.												
Enclosed Documents	Appendix A – RFP Solicitation Information Appendix B – Project Presentation Appendix C – Ranking and Evaluations of Respondents Appendix D – Fact Sheet												
Funding	<p>The total Project 2022-043C estimated cost, including construction, design, miscellaneous, FFE, and technology, is \$10,766,375.</p> <table border="0"><tr><td>• Construction</td><td style="text-align: right;">\$8,355,000</td></tr><tr><td>• Design</td><td style="text-align: right;">815,375</td></tr><tr><td>• Miscellaneous</td><td style="text-align: right;">236,900</td></tr><tr><td>• FFE</td><td style="text-align: right;">679,550</td></tr><tr><td>• Technology</td><td style="text-align: right;">679,550</td></tr><tr><td>Total</td><td style="text-align: right;">\$10,766,375</td></tr></table> <p>The highest ranked bid proposal is \$8,440,000, which is \$85,000 more than the \$8,355,000 construction budget.</p> <p>The funds are available in the Unexpended Construction Plant Fund for use in FY 2024 – 2025.</p>	• Construction	\$8,355,000	• Design	815,375	• Miscellaneous	236,900	• FFE	679,550	• Technology	679,550	Total	\$10,766,375
• Construction	\$8,355,000												
• Design	815,375												
• Miscellaneous	236,900												
• FFE	679,550												
• Technology	679,550												
Total	\$10,766,375												
Staff Resource	Ricardo de la Garza, Executive Director for Facilities Planning & Construction												

Additional Information

The Facilities Committee did not meet in November 2024; therefore, this item is presented without a committee recommendation. Administration recommends approval as presented.

Recommendation

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

The Board of Trustees of South Texas College approves and authorizes to contract construction services with Peacock General Contractors, Inc. in the amount of \$8,440,000 for the Pecan Campus Cooper Center for Performing Arts Building L Expansion and Renovations for Music and Dance Programs project as presented.

Approval Recommended:

**Dr. Ricardo J. Solis
 President**

Appendix A

RFP Solicitation Information

Advertised RFP	September 25, 2024 and October 2, 2024
RFP Responses Due	October 17, 2024
RFP Issued To	Seven (7) Vendors
Responses Received From	Three (3) Responses
Responses Reviewed By	Representatives from the Architect, Facilities Operations & Maintenance, Facilities Planning & Construction, and Purchasing Departments

Appendix B

Project Presentation follows in the packet.

Appendix C

Ranking and Evaluations of Respondents follow in the packet.

Appendix D

Fact Sheet follows in the packet.



IMAGES PROVIDED BY BRW ARCHITECTS



**SOUTH TEXAS
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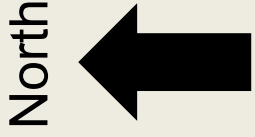
Pecan Campus
Cooper Center for Performing Arts Building L
Expansion and Renovations for the Music and
Dance Programs
2022-043C

Pecan Campus Cooper Center for Performing Arts Building L Expansion and Renovations for the Music and Dance Programs

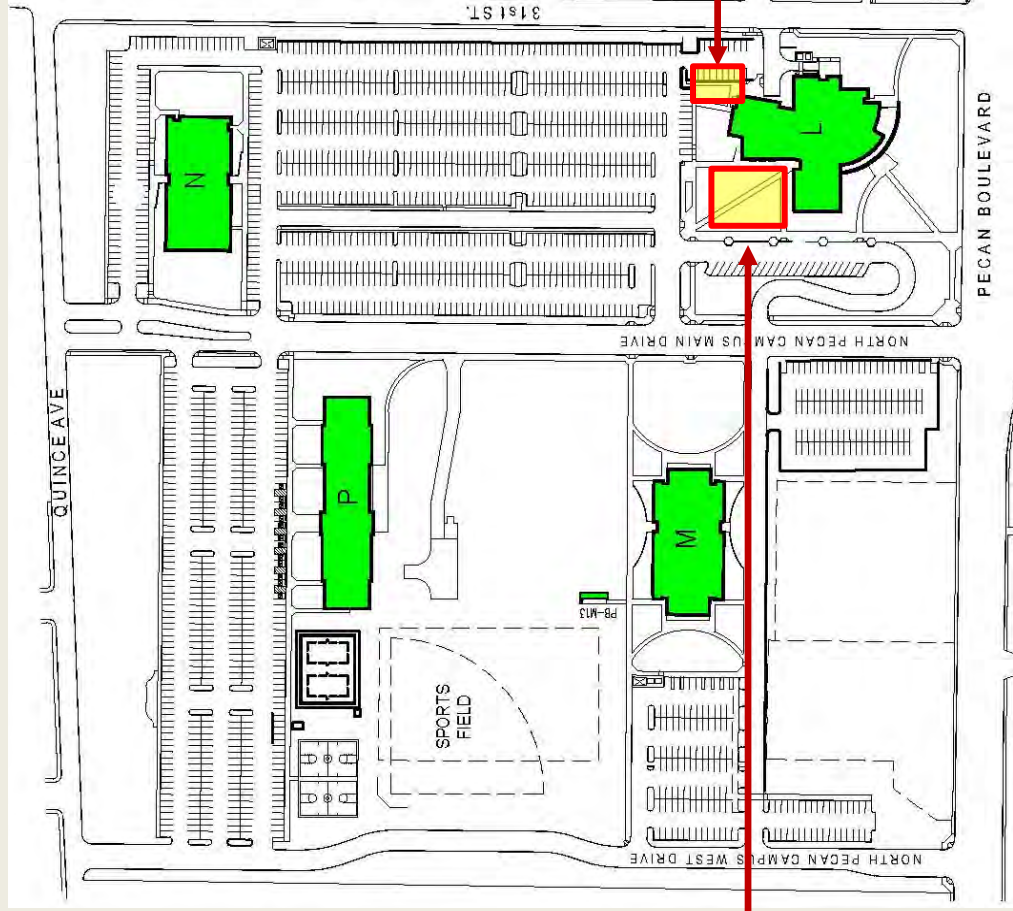
Project Proposed Site



PROJECT
LOCATION

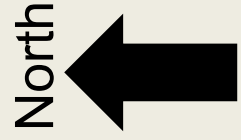


Pecan Campus Cooper Center for Performing Arts Building L Expansion and Renovations for the Music and Dance Programs Project Proposed Location



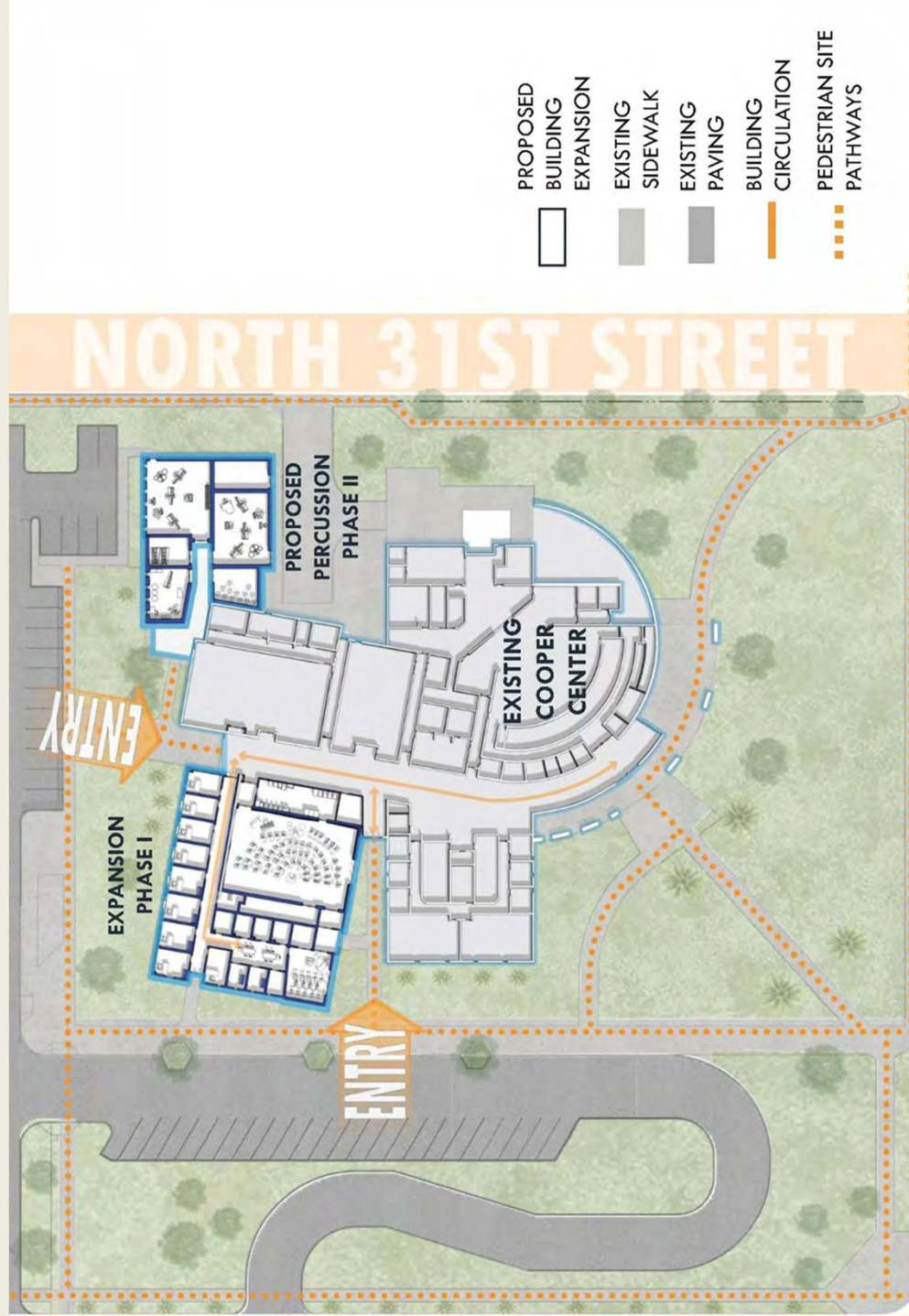
9,750 Sq. Ft.
Proposed
Expansion

4,750 Sq. Ft.
Proposed
Expansion



Pecan Campus Cooper Center for Performing Arts Building L Expansion and Renovations for the Music and Dance Programs

Floor Plan



SITE PLAN

IMAGES PROVIDED BY BRW ARCHITECTS

Pecan Campus Cooper Center for Performing Arts Building L Expansion and Renovations for the Music and Dance Programs

West Elevation



IMAGES PROVIDED BY BRW ARCHITECTS

Pecan Campus Cooper Center for Performing Arts Building L Expansion and Renovations for the Music and Dance Programs Large Rehearsal Room



IMAGES PROVIDED BY BRW ARCHITECTS

Pecan Campus Cooper Center for Performing Arts Building L Expansion and Renovations for the Music and Dance Programs

North Elevation



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BRWARCHITECTS

PERCUSSION ADDITION

IMAGES PROVIDED BY BRW ARCHITECTS

Pecan Campus Cooper Center for Performing Arts Building L Expansion and Renovations for the Music and Dance Programs

Large Percussion Rehearsal



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IMAGES PROVIDED BY BRW ARCHITECTS

Pecan Campus Cooper Center for Performing Arts Building L Expansion and Renovations for the Music and Dance Programs Original Proposed Scope & Budget



Requested By
Music and Dance Department

Scope of Work
1 Large Rehearsal Classroom, 1 Small Rehearsal Classroom, 5 Music Practice Rooms, 2 Music Practice Rooms with Piano, 4 Faculty Studio Offices, 4 Faculty Studio Offices with Piano, 1 Department Chair Office, and Support Spaces. Percussion Suites, Faculty Office, Lockers, Storage, and Support Spaces
Total Square Feet Area = 14,500 sq.ft.
Estimated Construction Cost per Square Foot = \$576/sq.ft.

Estimated Total Project Budget

Construction	\$ 8,355,000
Design	815,375
Miscellaneous	236,900
FFE	679,550
Technology	675,550
Total Project Budget	\$ 10,766,375

**SOUTH TEXAS COLLEGE
 PECAN CAMPUS COOPER CENTER FOR PERFORMING ARTS BUILDING L EXPANSION
 AND RENOVATION FOR THE MUSIC AND DANCE PROGRAMS
 PROJECT NO. 24-25-1019**

NAME	Gerlach Builders, LLC.	Holchemont, Ltd.	Peacock General Contractors, Inc.
ADDRESS	918 Big Horn Dr	900 N Main St	801 E Grimes
CITY/STATE/ZIP	Edinburg, TX 78504	McAllen, TX 78501	Harlingen, TX 78550
PHONE	956-781-9781	956-686-2901	956-423-6733
FAX		956-686-2925	956-425-5683
CONTACT	Shawn Gerlach	Michael C. Montalvo	Tre Peacock
#	Proposed	Proposed	Proposed
1	Pecan Campus Cooper Center for Performing Arts Building L Expansion and Renovation for the Music Dance Programs	\$ 10,750,000.00	\$ 8,993,000.00
2	Begin Work Within	5 Working Days	10 Working Days
3	Completion of Work Within	365 Calendar Days	400 Calendar Days
TOTAL AMOUNT PROPOSED		\$ 10,750,000.00	\$ 8,993,000.00
TOTAL EVALUATION POINTS		83.43	88.93
RANKING		3	2
			1

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

**SOUTH TEXAS COLLEGE
PECAN COOPER CENTER FOR PERFORMING ARTS BUILDING L EXPANSION AND
RENOVATION FOR THE MUSIC AND DANCE PROGRAMS
PROJECT NO. 24-25-1019
EVALUATION SUMMARY**

VENDOR		Gerlach Builders, LLC.	Holchemont, Ltd.	Peacock General Contractors, Inc.				
ADDRESS		918 Big Horn Dr	900 N Main St	801 E Grimes				
CITY/STATE/ZIP		Edinburg, TX 78504	McAllen, TX 78501	Harlingen, TX 78550				
PHONE		956-781-9781	956-686-2901	956-423-6733				
FAX			956-686-2925	956-425-5683				
CONTACT		Shawn Gerlach	Michael C. Montalvo	Tre Peacock				
1	The Respondent's price proposal. (up to 45 points)	35.33	35.33	42.23	42.23	45	45	
	-a. Refer to RFP Section 4, Pricing and Delivery Schedule.	35.33				42.23		45
		35.33				42.23		45
		35.33				42.23		45
		35.33				42.23		45
2	The Respondent's experience and reputation. (up to 10 points)	9	8.8	8.2	8.2	8	8.3	
	-a. Provide total number of current company employees.	9				9		9
	-b. Provide dollar amounts for each project contracted in the past twenty four months.	9				8		7.5
	-c. Provide number of years your company has been in business.	8				7		8
	-d. Are there currently or in the past five years, any judgements, claims, arbitration proceedings, claim on bonds or suits pending or outstanding against your organization or its officers?	9				9		9
3	The quality of the Respondent's goods or services. (up to 10 points)	9	8.8	8.1	8.1	8	8.2	
	-a. Describe your company's quality control program.	9				8		9
	-b. Explain the methods used to maintain quality control in the construction project.	8				7.5		7
	-c. Describe company's process for addressing warranty claims.	9				8		8
	-d. Describe the experience of key personnel responsible for maintaining quality control.	9				9		9
4	The Respondent's safety record. (up to 5 points)	5	4.3	4	4	5	4.3	
	-a. Provide copy of your company's safety program or describe how job site safety is managed. Include safety policies which employees must be in compliance with.	4				4		4
	-b. What is your company's Experience Modifier Rate (EMR) for the three (3) most recent annual insurance-year ratings?	4.5				4		4.5
	-c. Have you had any OSHA fines within the last three (3) years? If yes, provide details.	4				4		4
		4				3		4

**SOUTH TEXAS COLLEGE
PECAN COOPER CENTER FOR PERFORMING ARTS BUILDING L EXPANSION AND
RENOVATION FOR THE MUSIC AND DANCE PROGRAMS
PROJECT NO. 24-25-1019
EVALUATION SUMMARY**

VENDOR		Gerlach Builders, LLC.		Holchemont, Ltd.		Peacock General Contractors, Inc.	
5	The Respondent's proposed personnel. (up to 8 points)	7	7.1	6.5	6.9	6.5	6.9
	-a. Provide resumes of the Respondent's team that will be directly involved in the project. The resume must include experience in similar projects, number of years with the firm and city of residence.	7		7		7	
	-b. Describe the project assignment and the percent of time each team will be involved in the project.	7.5		7		7	
	c. Provide list of member(s) on your staff, directly involved in managing the project, who are Certified Construction Manager through the Construction Management Association of America (CMAA) or similar.	7		7		7	
	-d. Within 24 hours after the proposal delivery date and time, provide a list of key subcontractors to be used including a list of five projects recently completed by each subcontractor.	7		7		7	
6	The Respondent's financial capability in relation to the size and scope of the project. (up to 8 points)	7.5	7.2	6	6.6	6.5	6.7
	-a. Attach a letter of intent from a surety company indicating your company's ability to bond for the entire construction cost of the project and total bonding limitation.	7		7		7	
	-b. Is your company currently in default on any loan agreement or financing agreement with any bank, financial institution or other entity? If yes, provide details and prospects for resolution.	7.5		7		7	
	-c. Provide a list and description of all construction projects currently under contract including total cost and start and end dates.	7		6		6	
	-d. Attach a Dunn and Bradstreet Analysis or current financial statements, preferably audited.	7		7		7	
7	The Respondent's organization and approach to the project. (up to 6 points)	5	4.9	5	5	4.5	4.7
	-a. Provide a statement of the project approach.	5		5		5	
	-b. Submit a work schedule with key dates and milestones.	4.5		5		5	
	-c. Do you anticipate difficulties in serving STC and how do you plan to manage these? What assistance will you require from STC?	5		5		4	
		5		5		5	
8	The Respondent's time frame for completing the project. (up to 7 points)	7	7	6.9	6.9	6.31	6.31
	-a. Refer to RFP Section 4, Pricing and Delivery Schedule.	7		6.9		6.31	
		7		6.9		6.31	
		7		6.9		6.31	
		7		6.9		6.31	
9	The impact on the ability of the district to comply with laws and rules relating to historically underutilized businesses. (up to 1 point)	0	0	1	1	0	0
		0		1		0	
		0		1		0	
		0		1		0	
		0		1		0	
TOTAL EVALUATION POINTS		83.43		88.93		90.41	
RANKING		3		2		1	

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

Project Fact Sheet
11/1/2024

Project Name: Pecan Campus - Cooper Center for Performing Arts Building L Expansion and Renovations for the Music & Dance Programs **Project No.** 2022-043C

Funding Source(s): Unexpended Plant Fund

	Total Project Budget	*Revised Total Project Budget	Additional Scope Total Project Budget	Percussion Project Budget	**Revised Total Project Budget	FY 21-22			FY 22-23		
						FY 21-22		Variance of Project Budget vs. Actual Expenditures	FY 22-23		Variance of Project Budget vs. Actual Expenditures
						Project Budget	Actual Expenditures		Project Budget	Actual Expenditures	
Construction:	\$ 3,360,000.00	\$ 4,800,000.00	\$ 805,000.00	\$ 2,750,000.00	\$ 8,355,000.00	\$ -	\$ -	\$ -	\$ 336,000.00	\$ -	\$ 336,000.00
Design:	336,000.00	480,000.00	60,375.00	275,000.00	815,375.00	7,560.00	-	7,560.00	261,240.00	41,895.00	219,345.00
Miscellaneous:	100,800.00	144,000.00	24,150.00	68,750.00	236,900.00	10,080.00	456.12	9,623.88	20,160.00	-	20,160.00
FFE:	285,600.00	408,000.00	68,425.00	203,125.00	679,550.00	-	-	-	-	-	-
Technology:	285,600.00	408,000.00	68,425.00	203,125.00	679,550.00	-	-	-	-	-	-
Total:	\$ 4,368,000.00	\$ 6,240,000.00	\$ 1,026,375.00	\$ 3,500,000.00	\$ 10,766,375.00	\$ 17,640.00	\$ 456.12	\$ 17,183.88	\$ 617,400.00	\$ 41,895.00	\$ 575,505.00

*Revised Project Budget based on the Schematic Design estimate amount.
** Revised Project Budget based on Additional Scope estimate amount

	FY 23-24			FY 24-25			Total Actual Expenditures To Date
	FY 23-24		Variance of Project Budget vs. Actual Expenditures	FY 24-25		Variance of Project Budget vs. Actual Expenditures	
	Project Budget	Actual Expenditures		Project Budget	Actual Expenditures		
Construction:	\$ 1,090,000.00	\$ -	\$ 1,090,000.00	\$ 3,310,000.00	\$ -	\$ 3,310,000.00	\$ -
Design:	305,000.00	455,266.25	(150,266.25)	135,000.00	-	135,000.00	497,161.25
Miscellaneous:	10,000.00	14,378.65	(4,378.65)	100,000.00	231.01	99,768.99	15,065.78
FFE:	-	-	-	-	-	-	-
Technology:	-	-	-	-	-	-	-
Total:	\$ 1,405,000.00	\$ 469,644.90	\$ 935,355.10	\$ 3,545,000.00	\$ 231.01	\$ 3,544,768.99	\$ 512,227.03

Project Team				Board Status					
Approval to Solicit Architect/Engineer:	4/26/2022			Board Approval of Schematic Design	10/31/2023	Contract Vendor	Actual Expenditures	Variance	
Architect/Engineer:	BRW Architects					BRW Architects	\$ 675,225.00	\$ 497,161.25	\$ 178,063.75
Contractor:	TBD			Substantial Completion	TBD	Board Acceptance	TBD		
STC FPC Project Manager:	Martin Villarreal			Final Completion	TBD	Board Acceptance	TBD		

Project Description	Project Scope
Expansion of approximately 8,615 square feet for the Pecan Campus Cooper Center for Performing Arts Building L and additional 1,150 square feet for the Large Rehearsal Room. Expansion of approximately 4,775 square feet for Percussion at the Pecan Campus Cooper Center for Performing Arts Building L.	2 Large Classrooms, Small Classroom, Faculty Studios, Piano Studio, Administrative Assistant Area, Lockers, 15 Practice Rooms, Large Rehearsal Room, Percussion Suite, Library, Storage, Dance Studio, Recording Studio, Workshop, and Support Spaces.

Projected Timeline								
Board Approval to Solicit Architect/Engineer	Board Approval of Architect/Engineer	Board Approval of Schematic Design	Board Approval of Additional Scope	Board Approval of Contractor	Construction Start Date	Board Approval of Substantial Completion Date	Board Approval of Final Completion Date	FFE Completion of Move In
4/26/2022	6/28/2022	10/31/2023	3/26/2024	10/29/2024	12/4/2024	1/27/2026	2/24/2026	1/4/2026

Project Calendar of Expenditures by Fiscal Year							
Fiscal Year	Construction	Design	Miscellaneous	FFE	Tech	Project Total	
2021-22	\$ -	\$ -	\$ 456.12	\$ -	\$ -	\$ 456.12	
2022-23	-	41,895.00	-	-	-	\$ 41,895.00	
2023-24	-	455,266.25	14,378.65	-	-	\$ 469,644.90	
2024-25	-	-	231.01	-	-	\$ 231.01	
Project Total	\$ -	\$ 497,161.25	\$ 15,065.78	\$ -	\$ -	\$ 512,227.03	

Current Agenda Item

11/19/24 Board Meeting: Review and Action on Construction Services for the Pecan Campus - Cooper Center for Performing Arts Building L Expansion and Renovations for the Music & Dance Programs



FPC Project Manager

Martin Villarreal

FPC Asst. Director

Robert Guill

FPC Director

RJA

Review and Action on Contracting Construction Services for the Technology Campus Resurface of Parking Lot #2 and Regrading of Existing Swales

Purpose	To contract construction services for the Technology Campus Resurface of Parking Lot #2 and Regrading of Existing Swales project.								
Justification	<p>On March 26, 2024, the Board of Trustees approved contracting civil engineering services with Perez Consulting Engineers, LLC.</p> <p>The existing Parking Lot 2 and existing drainage swales were constructed in 2004. The parking lot is in need of resurfacing and the swales needs to be regraded to allow for proper drainage flow.</p> <p>The proposed scope of work is summarized as follows:</p> <ul style="list-style-type: none">• Asphalt resurfacing and restriping of existing 147 parking spaces in the parking lot• Regrading of the existing drainage swale along Military Highway.								
Enclosed Documents	Appendix A – RFP Solicitation Information Appendix B – Project Presentation Appendix C – Ranking and Evaluations of Respondents Appendix D – Fact Sheet								
Funding	<p>The total Project 2024-010R estimated cost, including construction, design, and miscellaneous, is \$395,000.</p> <table><tr><td>• Construction</td><td style="text-align: right;">\$350,000</td></tr><tr><td>• Design</td><td style="text-align: right;">35,000</td></tr><tr><td>• Miscellaneous</td><td style="text-align: right;">10,000</td></tr><tr><td>Total</td><td style="text-align: right;">\$395,000</td></tr></table> <p>The highest ranked bid proposal is \$178,723.73, which is \$171,276.27 less than the \$350,000.00 construction budget.</p> <p>The funds are available in the Unexpended Construction Plant Fund for use in FY 2024 – 2025.</p>	• Construction	\$350,000	• Design	35,000	• Miscellaneous	10,000	Total	\$395,000
• Construction	\$350,000								
• Design	35,000								
• Miscellaneous	10,000								
Total	\$395,000								
Staff Resource	Ricardo de la Garza, Executive Director for Facilities Planning & Construction								
Additional Information	The Facilities Committee did not meet in November 2024; therefore, this item is presented without a committee recommendation. Administration recommends approval as presented.								

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

The Board of Trustees of South Texas College approves and authorizes to contract construction services with D&J Site Construction in the amount of \$178,723.73 for the Technology Campus Resurface of Parking Lot #2 and Regrading of Existing Swales project as presented.

Approval Recommended:

Dr. Ricardo J. Solis
President

Appendix A

RFP Solicitation Information

Advertised RFP	October 16, 2024 and October 23, 2024
RFP Responses Due	October 31, 2024
RFP Issued To	Eight (8) Vendors
Responses Received From	Six (6) Responses
Responses Reviewed By	Representatives from the Engineer, Facilities Operations & Maintenance, Facilities Planning & Construction, and Purchasing Departments

Appendix B

Project Presentation follows in the packet.

Appendix C

Ranking and Evaluations of Respondents follow in the packet.

Appendix D

Fact Sheet follows in the packet.

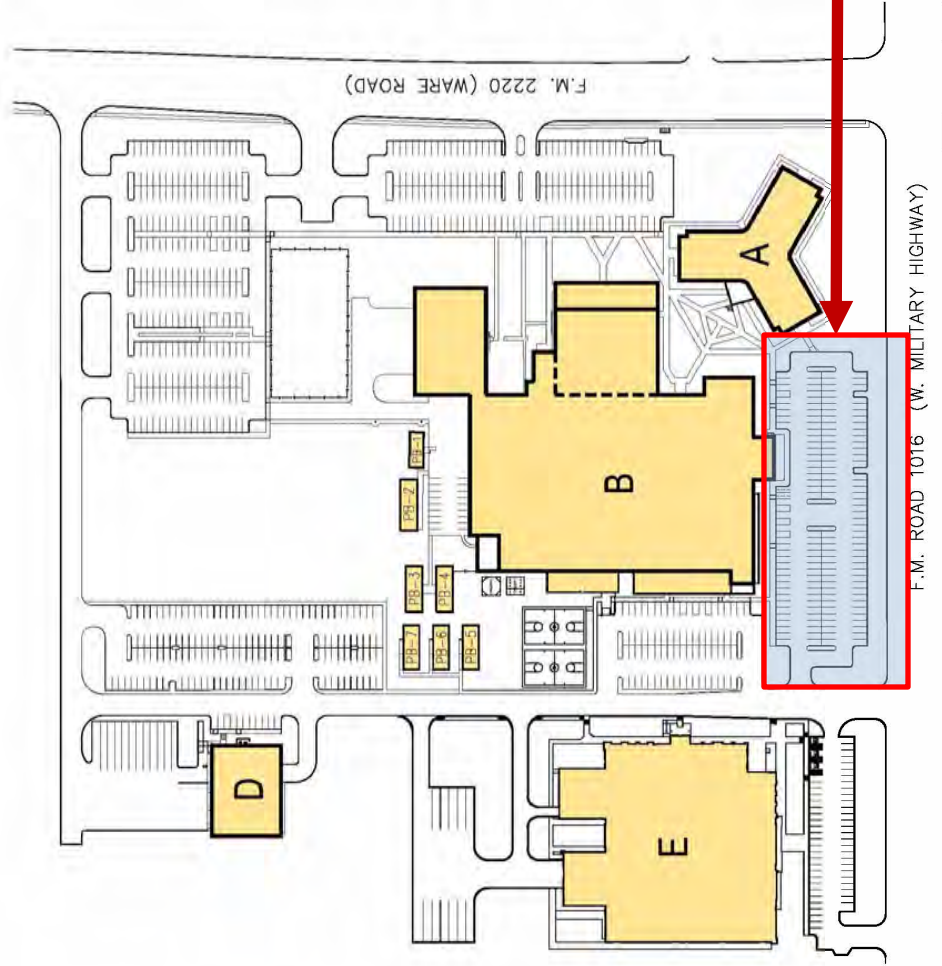


Technology Campus Resurfacing of Parking Lot #2 and Regrading Existing Swales

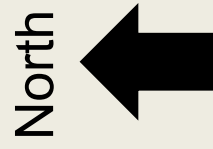


**SOUTH TEXAS
COLLEGE**

Technology Campus Resurfacing of Parking Lot #2 and Regrading Existing Swale



**PROJECT
LOCATION**
Parking Lot # 2
Resurfacing and
Regrading Existing
Swales



Technology Campus Resurfacing of Parking Lot #2 and Regrading Existing Swale



Looking West to East - Swale



Looking West to East – Bus stop Shelter
below existing Grade

Technology Campus Resurfacing of Parking Lot #2 and Regrading Existing Swale



Existing Storm Outlet

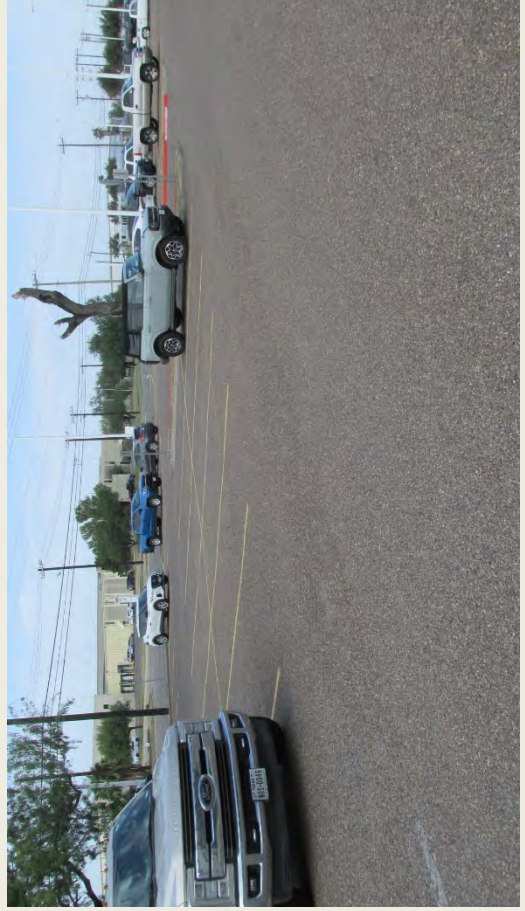


Looking South to North - Pavement damage
due to parking lot flooding

Technology Campus Resurfacing of Parking Lot #2 and Regrading Existing Swale



Looking East to
West - Pavement
damage due to
parking lot flooding



Looking West to
East - Parking lot 2

Technology Campus Resurfacing of Parking Lot #2 and Regrading Existing Swale



Requested By

Sara Lozano

Scope of Work

1. Resurface existing parking lot #2
2. Regrade the existing drainage swale on the south side of parking lot #2 to prevent flooding.

Estimated Total Project Budget

Construction	\$ 350,000
Design	35,000
Miscellaneous	10,000
Total Project Budget	\$ 395,000

**SOUTH TEXAS COLLEGE
TECHNOLOGY CAMPUS RESURFACING OF PARKING LOT #2 AND REGRADING OF EXISTING SWALES
PROJECT NO. 24-25-1013**

NAME	AJ3 Construction, LLC.	Calidad Construction, LLC.	D&J Site Construction	2GS, LLC./ dba Earthworks Enterprise	GST Construction, Inc.	Rio United Builders, LLC.
ADDRESS	2900 N Texas Blvd Ste 201	7512 N 17th St	10837 Mile 17 N Rd	PO Box 595	7337 E Owassa Rd	5783 Iowa Rd
CITY/STATE/ZIP	Weslaco, TX 78599	McAllen, TX 78504	Elsa, Texas 78543	Peñitas, TX 78576	Edinburg, TX 78542	Mission, TX 78574
PHONE	956-536-8568	956-460-3614	956-262-4475	956-424-3414	956-212-3898	956-222-6624
FAX	956-447-2003					
CONTACT	Arturo Gonzalez	Arturo Garza, III	Karla Goldammer	Humberto Garcia, Jr.	Jacobo Garza	Dagoberto Perez, Jr.
#	Proposed	Proposed	Proposed	Proposed	Proposed	Proposed
1	Technology Campus Resurfacing of Parking Lot #2 and Regrading of Existing Swales	\$ 238,897.00	\$ 178,723.73	\$ 218,999.19	\$ 242,179.66	\$ 206,743.25
2	Begin Work Within	14 Working Days	10 Working Days	15 Working Days	10 Working Days	10 Working Days
3	Completion of Work Within	120 Calendar Days	60 Calendar Days	45 Calendar Days	75 Calendar Days	90 Calendar Days
TOTAL PROJECT AMOUNT	\$ 238,897.00	\$ 267,041.50	\$ 178,723.73	\$ 218,999.19	\$ 242,179.66	\$ 206,743.25
TOTAL EVALUATION POINTS	73.29	73.50	93.89	84.62	75.24	85.20
RANKING	6	5	1	3	4	2

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

**SOUTH TEXAS COLLEGE
TECHNOLOGY CAMPUS RESURFACING OF PARKING LOT #2 AND REGRADING OF EXISTING SWALES
PROJECT NO. 24-25-1013
EVALUATION SUMMARY**

	VENDOR	AJ3 Construction, LLC.	Calidad Construction, LLC.	D&J Site Construction	2GS, LLC./ dba Earthworks Enterprise	GST Construction, Inc.	Rio United Builders, LLC.
	ADDRESS	2900 N Texas Blvd Ste 201 Weslaco, TX 78599	7512 N 17th St McAllen, TX 78504	10837 Mile 17 N Rd Elsa, Texas 78543	PO Box 595 Peñitas, TX 78576	7337 E Owassa Rd Edinburg, TX 78542	5783 Iowa Rd Mission, TX 78574
	CITY/STATE/ZIP						
	PHONE	956-536-8568	956-460-3614	956-262-4475	956-424-3414	956-212-3898	956-222-6624
	FAX	956-447-2003					
	CONTACT	Arturo Gonzalez	Arturo Garza, III	Karla Coldammer	Humberto Garcia, Jr.	Jacobo Garza	Dagoberto Perez, Jr.
1	The Respondent's price proposal. (up to 45 points) -a. Refer to RFP Section 4, Pricing and Delivery Schedule.	33.66 33.66 33.66 33.66 33.66	30.11 30.11 30.11 30.11 30.11	45 45 45 45 45	36.72 36.72 36.72 36.72 36.72	33.20 33.20 33.20 33.20 33.20	38.90 38.90 38.90 38.90 38.90
2	The Respondent's experience and reputation. (up to 10 points) -a. Provide total number of employees employed in the past twenty four months. -b. Provide dollar amounts for each project completed in the past five years. -c. Provide number of years your company has been in business. -d. Are there currently or in the past five years, any judgments, claims, arbitration proceedings, claim on bonds or suits pending or outstanding against your organization or its officers? -e. Provide a customer reference list of no less than five (5) organizations from whom your organization has previously provided services of equal type and scope within the past five (5) years as requested in the RFP. Reference list is to include company name, contact person, telephone number and description of the project. References will be contacted as part of this evaluation.	6 8.50 6 8 8.50	7 8.50 8 8.50 7	9 9 9 9 9.50	9 8.50 9 9 8	7 8 6 8 8	8 8.50 9 9 9
3	The quality of the Respondent's goods or services. (up to 10 points) -a. Describe your company's quality control program. -b. Explain the methods used to maintain quality control in the construction project. -c. Describe company's process for addressing warranty claims. -d. Describe the experience of key personnel responsible for maintaining quality control. -e. Provide examples of past STC construction projects or other similar projects. (all respondents will receive a minimum of 3 points for item (e) unless it is determined that past performance bond is poor). Reference for similar projects will be contacted and responses will be considered as part of this evaluation.	7 8.50 6 8 8.50	7 8 8 8 7	9 8.50 9 9 9.50	9 8.50 9 9 8	8 8 6 8 8	8 9 9 9 9
4	The Respondent's safety record. (up to 5 points) -a. Provide copy of your company's safety program or describe how job site safety is managed. Include safety policies which employees must be in compliance with. -b. What is your company's Experience Modifier Rate (EMR) for the three (3) most recent annual insurance-year ratings? -c. Have you had any OSHA fines within the last three (3) years? If yes, provide details.	4 4 4 4 4	4 3 4 4 4	4 3 4 5 4	4 4 4 4 4	5 4.50 4 4 4	5 4 4 4.50 4
5	The Respondent's proposed personnel. (up to 8 points) -a. Provide resumes of the Respondent's team that will be directly involved in the project. The resume must include experience in similar projects, number of years with the firm and city of residence. -b. Describe the project assignment and the percent of time each team will be involved in the project. -c. Provide list of member(s) on your staff, directly involved in managing the project, who are Certified Construction Manager through the Construction Management Association of America (CMAA) or similar. -d. Within 24 hours after the proposal delivery date and time, provide a list of key subcontractors to be used including a list of five projects recently completed by each subcontractor.	6 7 5 7 6.50	5 6 7 7 6	8 7 7 7 7.50	7 7 7 7 7	6 7 5 7 7	7 7 7 7.50 7.50

**SOUTH TEXAS COLLEGE
TECHNOLOGY CAMPUS RESURFACING OF PARKING LOT #2 AND REGRADING OF EXISTING SWALES
PROJECT NO. 24-25-1013
EVALUATION SUMMARY**

VENDOR	AJ3 Construction, LLC.	Calidad Construction, LLC.	D&J Site Construction	2GS, LLC./ dba Earthworks Enterprise	GST Construction, Inc.	Rio United Builders, LLC.
ADDRESS	2900 N Texas Blvd Ste 201	7512 N 17th St	10837 Mile 17 N Rd	PO Box 595	7337 E Owassa Rd	5783 Iowa Rd
CITY/STATE/ZIP	Weslaco, TX 78599	McAllen, TX 78504	Elsa, Texas 78543	Peñitas, TX 78576	Edinburg, TX 78542	Mission, TX 78574
PHONE	956-536-8568	956-460-3614	956-262-4475	956-424-3414	956-212-3898	956-222-6624
FAX	956-447-2003					
CONTACT	Arturo Gonzalez	Arturo Garza, III	Karla Goldammer	Humberto Garcia, Jr.	Jacobo Garza	Dagoberto Perez, Jr.
6 The Respondent's financial capability in relation to the size and scope of the project. (up to 8 points) -a. Attach a letter of intent from a surety company indicating your company's ability to bond for the entire construction cost of the project and total bonding limitation. -b. Is your company currently in default on any loan agreement or financing agreement with any bank, financial institution or other entity? If yes, provide details and prospects for resolution. -c. Provide a list and description of all construction projects currently under contract including total cost and start and end dates. -d. Attach a Duam and Bradstreet Analysis or current financial statements, preferably audited.	5	6	7	7	7	7
	6.50	7	6.50	6.50	7	7
	6	7	7	7	6	7
	7	7	8	7	7	7.50
	5	6	7.50	6	7	7.50
	5	4	6	5	5	4
7 The Respondent's organization and approach to the project. -a. Provide a statement of the project approach. -b. Submit a work schedule with key dates and milestones. -c. Do you anticipate difficulties in serving STC and how do you plan to manage these? What assistance will you require from STC?	4.50	4	5	5	5	5
	3	5	5	5	4	5
	5	5	5	5	5	5
	4	4	5.50	4	4	5.50
	3.13	5.99	5.99	7	4.94	4.20
	3.13	5.99	5.99	7	4.94	4.20
8 The Respondent's time frame for completing the project. -a. Refer to RFP Section 4, Pricing and Delivery Schedule.	3.13	5.99	5.99	7	4.94	4.20
	3.13	5.99	5.99	7	4.94	4.20
	3.13	5.99	5.99	7	4.94	4.20
	3.13	5.99	5.99	7	4.94	4.20
	3.13	5.99	5.99	7	4.94	4.20
	1	1	1	1	0	1
9 The impact on the ability of the district to comply with laws and rules relating to historically underutilized businesses. (up to 1 point)	1	1	1	1	0	1
	1	1	1	1	0	1
	1	1	1	1	0	1
	1	1	1	1	0	1
	1	1	1	1	0	1
	1	1	1	1	0	1
TOTAL EVALUATION POINTS	73.29	73.50	93.89	84.62	75.24	85.20
RANKING	6	5	1	3	4	2

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

Project Fact Sheet
11/1/2024

Project Name: Technology Campus - Resurfacing of Parking Lot #2 and Regrading of Swale		Project No. 2024-010R					
Funding Source: Renewal and Replacements Fund							
	Original Project Budget	FY 23-24	FY 24-25				
		Project Budget	FY 24-25				
		Actual Expenditures	Actual Expenditures				
		Variance of Project Budget vs. Actual Expenditures	Variance of Project Budget vs. Actual Expenditures				
Construction:	\$ 350,000.00	\$ 350,000.00	\$ -	\$ 350,000.00	\$ 350,000.00	\$ -	\$ 350,000.00
Design:	35,000.00	35,000.00	10,816.25	24,183.75	7,000.00	7,000.00	10,816.25
Miscellaneous:	10,000.00	10,000.00	521.40	9,478.60	5,000.00	5,000.00	521.40
FFE:	-	-	-	-	-	-	-
Technology:	-	-	-	-	-	-	-
Total:	\$ 395,000.00	\$ 395,000.00	\$ 11,337.65	\$ 383,662.35	\$ 362,000.00	\$ -	\$ 362,000.00
							\$ 11,337.65

Project Team		Board Status			
Approval to Solicit Architect/Engineer:	10/31/2023	Board Approval of Schematic Design	TBD	Board Acceptance	TBD
Architect/Engineer:	Perez Consulting Engineers				
Contractor:	TBD				
STC FPC Project Manager:	Samuel Saldana	Substantial Completion	TBD	Board Acceptance	TBD
		Final Completion	TBD	Board Acceptance	TBD

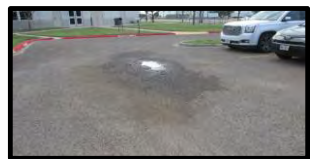
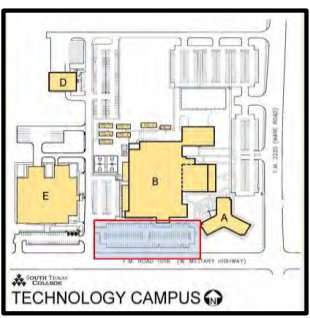
Project Description	Project Scope
Parking lot 2 on the South side of the Technology Campus will be resurfaced. The swale on the South side of parking lot # 2 and along Military Hwy will be regraded.	Design and Construction of parking lot #2 resurfacing and regrading of swale along Military Highway. Parking Lot # 2: 53,606 SF, Swale: 13.045 SF Parking Spaces: 142- HCP Parking: 5

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
10/31/2023	3/26/2024	N/A	11/28/2024	12/15/2024	2/25/2025	3/25/2025	N/A

Project Calendar of Expenditures by Fiscal Year							
Fiscal Year	Construction	Design	Misc.	FFE	Tech	Project Total	
2023-24	\$ -	\$ 10,816.25	\$ 521.40	\$ -	\$ -	\$ 11,337.65	
2024-25	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Project Total	\$ -	\$ 10,816.25	\$ 521.40	\$ -	\$ -	\$ 11,337.65	

Current Agenda Item

11/19/2024 Board Meeting: Review and Action on Authorization to Proceed with Contracting Services for the Technology Campus Resurfacing of Parking Lot #2 and Regrading of Existing Swales.



FPC Project Manager SPF

FPC Asst. Director Phil Gille

FPC Director RAMP

Review and Action on Contracting Construction Services for the Regional Center for Public Safety Excellence Parking Lot #1 Additional Spaces

Purpose	To contract construction services for the Regional Center for Public Safety Excellence Parking Lot #1 Additional Spaces project.								
Justification	<p>On February 27, 2024, the Board of Trustees approved contracting civil engineering services with Perez Consulting Engineers, LLC.</p> <p>The existing parking lot contains one hundred thirty-six (136) spaces. The project consists of constructing an additional seventy-six (76) parking spaces to the existing parking lot for students and visitors.</p> <p>The proposed scope of work is summarized as follows:</p> <ul style="list-style-type: none">• Construction of a parking lot expansion• 76 additional parking spaces								
Enclosed Documents	Appendix A – RFP Solicitation Information Appendix B – Project Presentation Appendix C – Ranking and Evaluations of Respondents Appendix D – Fact Sheet								
Funding	<p>The total Project 2024-008C estimated cost, including construction, design, and miscellaneous, is \$330,700.</p> <table border="0" style="margin-left: 40px;"><tr><td>• Construction</td><td style="text-align: right;">\$287,000</td></tr><tr><td>• Design</td><td style="text-align: right;">28,700</td></tr><tr><td>• Miscellaneous</td><td style="text-align: right;">15,000</td></tr><tr><td>Total</td><td style="text-align: right;">\$330,700</td></tr></table> <p>The highest ranked bid proposal is \$278,334.29, which is \$8,665.71 less than the \$287,000.00 construction budget.</p> <p>The funds are available in the Unexpended Construction Plant Fund for use in FY 2024 – 2025.</p>	• Construction	\$287,000	• Design	28,700	• Miscellaneous	15,000	Total	\$330,700
• Construction	\$287,000								
• Design	28,700								
• Miscellaneous	15,000								
Total	\$330,700								
Staff Resource	Ricardo de la Garza, Executive Director for Facilities Planning & Construction								
Additional Information	The Facilities Committee did not meet in November 2024; therefore, this item is presented without a committee recommendation. Administration recommends approval as presented.								
Recommendation	<i>It is recommended that the Board of Trustees of South Texas College approve and authorize the following Minute Order proposed for consideration:</i>								

The Board of Trustees of South Texas College approves and authorizes to contract construction services with 2GS, LLC./ dba Earthworks Enterprise in the amount of \$278,334.29 for the Regional Center for Public Safety Excellence Parking Lot 1 Additional Spaces project as presented.

Approval Recommended:

Dr. Ricardo J. Solis
President

Appendix A

RFP Solicitation Information

Advertised RFP	October 9, 2024 and October 16, 2024
RFP Responses Due	October 24, 2024
RFP Issued To	Eight (8) Vendors
Responses Received From	Six (6) Responses
Responses Reviewed By	Representatives from the Engineer, Facilities Operations & Maintenance, Facilities Planning & Construction, and Purchasing Departments

Appendix B

Project Presentation follows in the packet.

Appendix C

Ranking and Evaluations of Respondents follow in the packet.

Appendix D

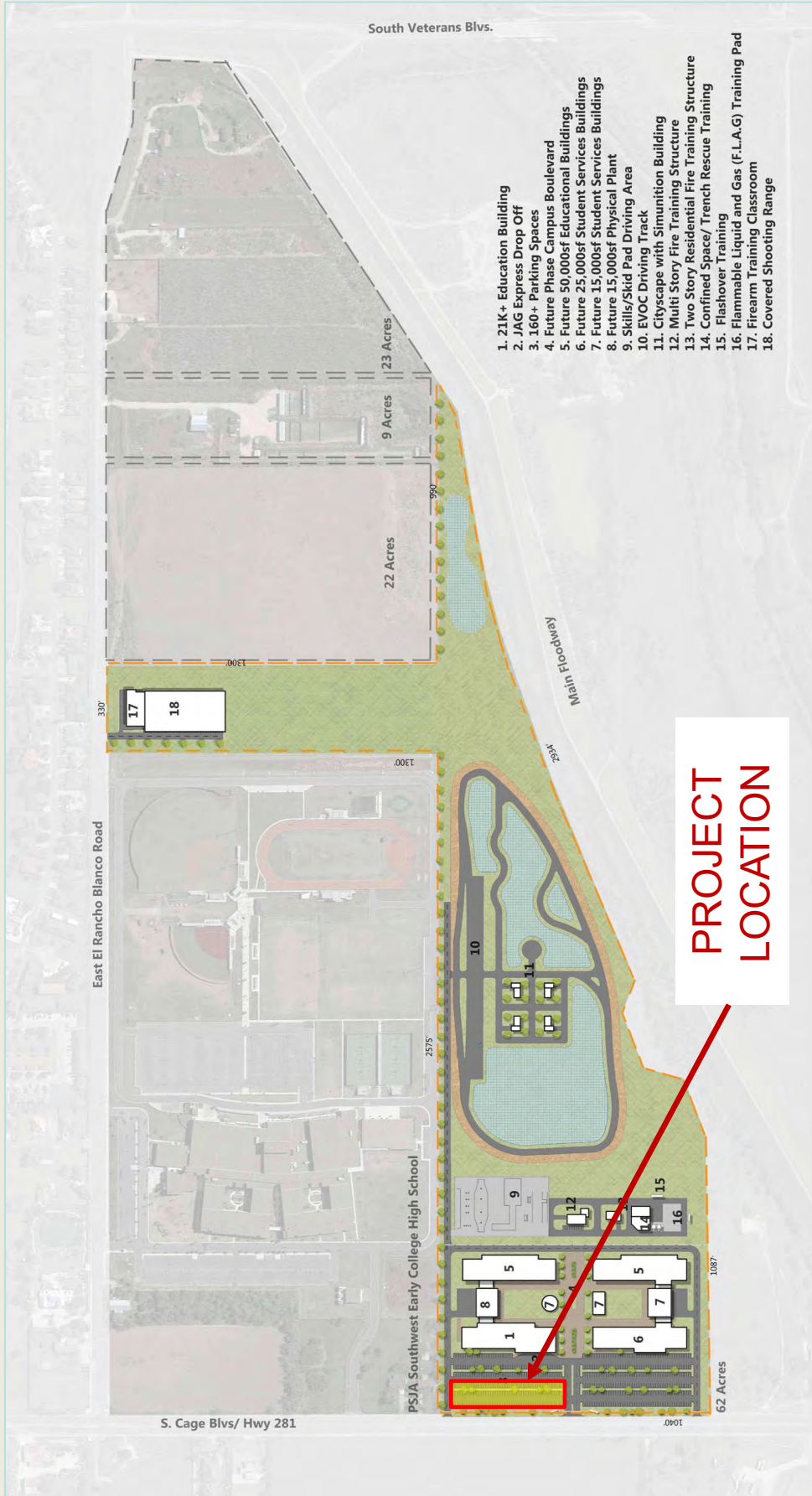
Fact Sheet follows in the packet.



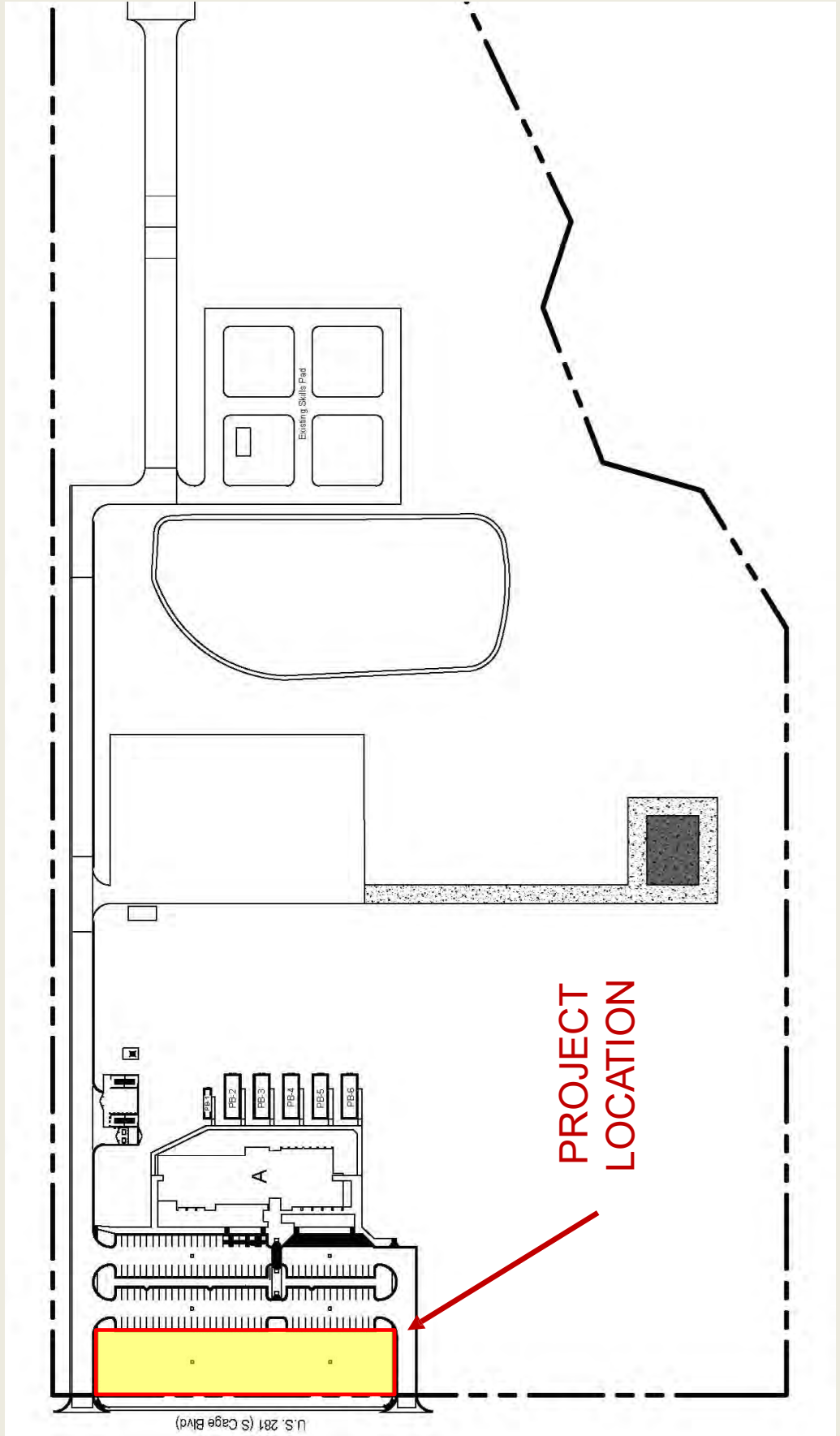
**SOUTH TEXAS
COLLEGE**

Regional Center for Public Safety Excellence Parking Lot #1 Additional Spaces 2024-008C

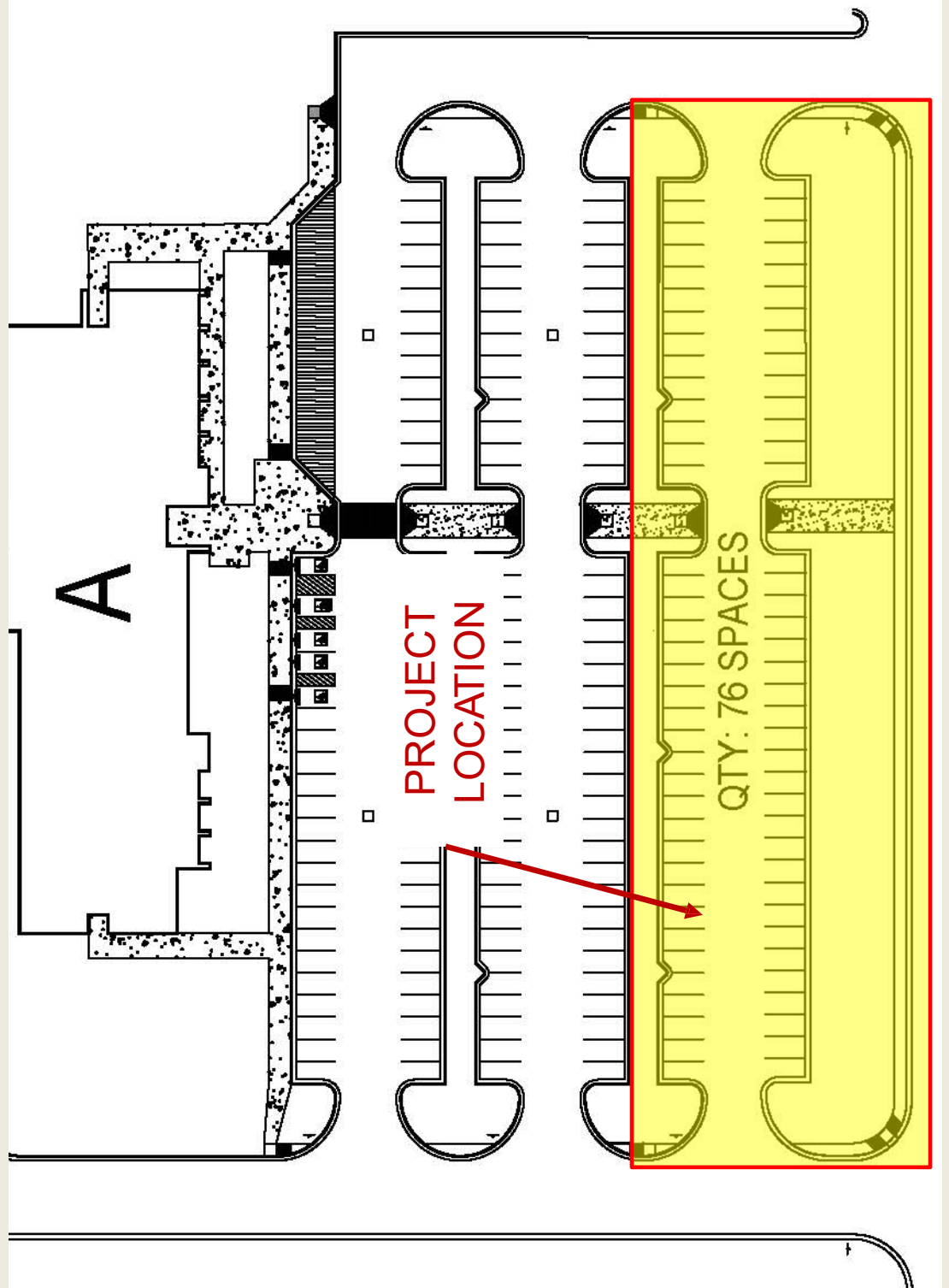
Regional Center for Public Safety Excellence Parking Lot #1 Additional Spaces Project Site



**Regional Center for Public Safety Excellence
Parking Lot #1 Additional Spaces
Project Site**



**Regional Center for Public Safety Excellence
Parking Lot #1 Additional Spaces
Project Site**



Regional Center for Public Safety Excellence Parking Lot #1 Additional Spaces Project Scope and Budget



Scope of Work

Design and Construction of a new parking lot addition to the Regional Center for Public Safety Excellence Parking Lot #1.

Estimated Total Project Budget

Construction	\$ 287,000
Design*	28,700
Miscellaneous	<u>15,000</u>
Total Project Budget	\$ 330,700

* Civil engineering, surveys, TDLR reviews & inspections, landscape & irrigation services

**SOUTH TEXAS COLLEGE
REGIONAL CENTER FOR PUBLIC SAFETY EXCELLENCE PARKING LOT #1 ADDITIONAL SPACES
PROJECT NO. 24-25-1015**

NAME	Calidad Construction, LLC.	D&J Site Construction	2GS, LLC./ dba Earthworks Enterprise	GST Construction, Inc.	Rio United Builders, LLC.
ADDRESS	7512 N 17th St	10837 Mile 17 N Rd	PO Box 595	7337 E Owassa Rd	5783 Iowa Rd
CITY/STATE/ZIP	McAllen, TX 78504	Elsa, Texas 78543	Peñitas, TX 78576	Edinburg, TX 78542	Mission, TX 78574
PHONE	956-460-3614	956-262-4475	956-424-3414	956-212-3898	956-222-6624
CONTACT	Arturo Garza, III	Mark Goldammer	Humberto Garcia, Jr.	Jacobo Garza	Dagoberto Perez, Jr.
Description	Proposed	Proposed	Proposed	Proposed	Proposed
1 Regional Center for Public Safety Excellence Parking Lot #1 Additional Spaces	\$ 427,783.00	\$ 399,674.20	\$ 278,334.29	\$ 407,880.52	\$ 353,593.32
2 Begin Work Within	20 Working Days	10 Working Days	10 Working Days	150 Working Days	10 Working Days
3 Completion of Work Within	210 Calendar Days	120 Calendar Days	60 Calendar Days	180 Calendar Days	90 Calendar Days
TOTAL PROJECT AMOUNT	\$ 427,783.00	\$ 399,674.20	\$ 278,334.29	\$ 407,880.52	\$ 353,593.32
TOTAL EVALUATION POINTS	68.40	77.99	92.90	69.28	82.42
RANKING	5	3	1	4	2

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

**SOUTH TEXAS COLLEGE
REGIONAL CENTER FOR PUBLIC SAFETY EXCELLENCE PARKING LOT #1 ADDITIONAL SPACES
PROJECT NO. 24-25-1015
EVALUATION SUMMARY**

	VENDOR	Calidad Construction, LLC.	D&J Site Construction	2GS, LLC./ dba Earthworks Enterprise	GST Construction	Rio United Builders, LLC.
	ADDRESS	7512 N 17th St	10837 Mile 17 N Rd	PO Box 595	7337 E Owassa Rd	5783 Iowa Rd
	CITY/STATE/ZIP	McAllen, TX 78504	Elsa, Texas 78543	Penitas, TX 78576	Edinburg, TX 78542	Mission, TX 78574
	PHONE	956-460-3614	956-262-4475	956-424-3414	956-212-3898	956-222-6624
	CONTACT	Arturo Garza, III	Mark Goldammer	Humberto Garcia, Jr.	Jacobo Garza	Dagoberto Perez, Jr.
1	The Respondent's price proposal. (up to 45 points) -a. Refer to RFP Section 4, Pricing and Delivery Schedule.	29.27 29.27 29.27 29.27 29.27	31.33 31.33 31.33 31.33 31.33	45 45 45 45 45	30.70 30.70 30.70 30.70 30.70	35.42 35.42 35.42 35.42 35.42
2	The Respondent's experience and reputation. (up to 10 points) -a. Provide total number of current company employees. -b. Provide dollar amounts for each project contracted in the past twenty four months. -c. Provide number of years your company has been in business. -d. Are there currently or in the past five years, any judgments, claims, arbitration proceedings, claim on bonds or suits pending or outstanding against your organization or its officers? -e. Provide a customer reference list of no less than five (5) organizations from whom your organization has previously provided services of equal type and scope within the past five (5) years as requested in the RFP. Reference list is to include company name, contact person, telephone number and description of the project. References will be contacted as part of this evaluation.	6 8.50 8 8.50 7	9 9 9 9 9.5	9 8.50 9 9 8	7 8 6 8 8	8 8.50 9 9 9
3	The quality of the Respondent's goods or services. (up to 10 points) -a. Describe your company's quality control program. -b. Explain the methods used to maintain quality control in the construction project. -c. Describe the company's process for addressing warranty claims. -d. Describe the experience of key personnel responsible for maintaining quality control. -e. Provide examples of past STC construction projects or other similar projects. (all respondents will receive a minimum of 3 points for item (e) unless it is determined that past performance bond is poor). Reference for similar projects will be contacted and responses will be considered as part of this evaluation.	7 8 8 8 6	9 8.50 9 9 9.50	9 8.50 9 9 8	8 8 6 8 8	8 9 9 9 9
4	The Respondent's safety record. (up to 5 points) -a. Provide copy of your company's safety program or describe how job site safety is managed. Include safety policies which employees must be in compliance with. -b. What is your company's Experience Modifier Rate (EMR) for the three (3) most recent annual insurance-year ratings? -c. Have you had any OSHA fines within the last three (3) years? If yes, provide details.	4 3 4 4 4	4 3 4 5 4	4 4 4 4 4	5 4.50 4 4 4	5 4 4 4.50 4

**SOUTH TEXAS COLLEGE
REGIONAL CENTER FOR PUBLIC SAFETY EXCELLENCE PARKING LOT #1 ADDITIONAL SPACES
PROJECT NO. 24-25-1015
EVALUATION SUMMARY**

	VENDOR	Calidad Construction, LLC.	D&J Site Construction	2GS, LLC./ dba Earthworks Enterprise	GST Construction	Rio United Builders, LLC.	
	ADDRESS	7512 N 17th St	10837 Mile 17 N Rd	PO Box 595	7337 E Owassa Rd	5783 Iowa Rd	
	CITY/STATE/ZIP	McAllen, TX 78504	Elsa, Texas 78543	Penitas, TX 78576	Edinburg, TX 78542	Mission, TX 78574	
	PHONE	956-460-3614	956-262-4475	956-424-3414	956-212-3898	956-222-6624	
	CONTACT	Arturo Garza, III	Mark Goldammer	Humberto Garcia, Jr.	Jacobo Garza	Dagoberto Perez, Jr.	
5	The Respondent's proposed personnel. (up to 8 points) -a. Provide resumes of the Respondent's team that will be directly involved in the project. The resume must include experience in similar projects, number of years with the firm and city of residence. -b. Describe the project assignment and the percent of time each team will be involved in the project. -c. Provide a list of member(s) on your staff, directly involved in managing the project, who are Certified Construction Manager through the Construction Management Association of America (CMAA) or similar. -d. Within 24 hours after the proposal delivery date and time, provide a list of key subcontractors to be used including a list of five projects recently completed by each subcontractor.	5	8	7	6	7	
		6	7	7	7	7	
		7	7	7.3	7	5	7
		7	7	6.2	7	7	7.50
		6	7.50	7	7	7	7.50
6	The Respondent's financial capability in relation to the size and scope of the project. (up to 8 points) -a. Attach a letter of intent from a surety company indicating your company's ability to bond for the entire construction cost of the project and total bonding limitation. -b. Is your company currently in default on any loan agreement or financing agreement with any bank, financial institution or other entity? If yes, provide details and prospects for resolution. -c. Provide a list and description of all construction projects currently under contract including total cost and start and end dates. -d. Attach a Duam and Bradstreet Analysis or current financial statements, preferably audited.	6	7	7	7	7	
		7	6.5	6.50	7	7	
		7	7	7.2	7	6	7
		7	8	6.6	7	7	7.50
		6	7.5	6	6	7	7.50
7	The Respondent's organization and approach to the project. (up to 6 points) -a. Provide a statement of the project approach. -b. Submit a work schedule with key dates and milestones. -c. Do you anticipate difficulties in serving STC and how do you plan to manage these? What assistance will you require from STC?	4	6	5	5	4	
		4	5	5	5	5	
		5	5	5.3	5	4	5
		5	5	4.4	5	5	5
		4	5.50	4	4	4	5.50
8	The Respondent's time frame for completing the project. (up to 7 points) -a. Refer to RFP Section 4, Pricing and Delivery Schedule.	2.13	3.76	7	1.48	4.90	
		2.13	3.76	7	1.48	4.90	
		2.13	3.76	7	1.48	4.90	
		2.13	3.76	7	1.48	4.90	
		2.13	3.76	7	1.48	4.90	

**SOUTH TEXAS COLLEGE
REGIONAL CENTER FOR PUBLIC SAFETY EXCELLENCE PARKING LOT #1 ADDITIONAL SPACES
PROJECT NO. 24-25-1015
EVALUATION SUMMARY**

VENDOR	Calidad Construction, LLC.	D&J Site Construction	2GS, LLC./ dba Earthworks Enterprise	GST Construction	Rio United Builders, LLC.
ADDRESS	7512 N 17th St	10837 Mile 17 N Rd	PO Box 595	7337 E Owassa Rd	5783 Iowa Rd
CITY/STATE/ZIP	McAllen, TX 78504	Elsa, Texas 78543	Penitas, TX 78576	Edinburg, TX 78542	Mission, TX 78574
PHONE	956-460-3614	956-262-4475	956-424-3414	956-212-3898	956-222-6624
CONTACT	Arturo Garza, III	Mark Goldammer	Humberto Garcia, Jr.	Jacobo Garza	Dagoberto Perez, Jr.
The impact on the ability of the district to comply with laws and rules relating to historically underutilized businesses. (up to 1 point)	1	1	1	0	1
	1	1	1	0	1
	1	1	1	0	1
	1	1	1	0	1
	1	1	1	0	1
TOTAL EVALUATION POINTS	68.40	77.99	92.90	69.28	82.42
RANKING	5	3	1	4	2

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

Project Fact Sheet
11/1/2024

Project Name: Regional Center for Public Safety Excellence - Parking Lot #1 for Additional Spaces **Project No.** 2024-008C

Funding Source(s): Unexpended Plant Fund

	Total Project Budget	FY 23-24			FY 24-25			Total Actual Expenditures To Date
		Project Budget	Variance of Project Budget vs. Actual		Project Budget	Variance of Project Budget vs. Actual		
			FY 23-24 Actual Expenditures			FY 24-25 Actual Expenditures		
Construction:	\$ 287,000.00	\$ 287,000.00		\$ 287,000.00	\$ 287,000.00	\$ 287,000.00	\$ -	
Design:	28,700.00	28,700.00	8,421.50	\$ 20,278.50	28,700.00	\$ 28,700.00	8,421.50	
Miscellaneous:	15,000.00	15,000.00	6,257.45	\$ 8,742.55	14,000.00	197.97	\$ 13,802.03	
FFE:	-	-		\$ -	-	\$ -	-	
Technology:	-	-		\$ -	-	\$ -	-	
Total:	\$ 330,700.00	\$ 330,700.00		\$ 316,021.05	\$ 329,700.00	\$ 329,502.03	\$ 14,678.95	

Project Team		Board Status					
Approval to Solicit		Board Approval of Schematic Design	N/A	Vendor	Contract	Actual	Variance
Architect/Engineer:	10/31/2023				Amount	Expenditures	
Architect/Engineer:	Perez Consulting Engineers, LLC				Perez Consulting Engineers, LLC	\$ 31,775.00	
Contractor:	TBD			TBD	\$ -	\$ -	\$ -
STC FPC Project Manager:	David Valdez	Substantial Completion	TBD	Board Acceptance	TBD		
		Final Completion	TBD	Board Acceptance	TBD		

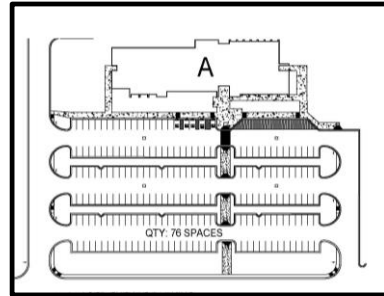
Project Description	Project Scope
Design and construction of a parking lot extension to the existing Regional Center for Public Safety Excellence Parking Lot #1.	Additional extension of the existing parking lot at the Regional Center for Public Safety Excellence.

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
10/31/2023	2/27/2024	N/A	11/26/2024	12/9/2024	5/27/2025	06/24/2025	TBD

Project Calendar of Expenditures by Fiscal Year							
Fiscal Year	Construction	Design	Miscellaneous	FFE	Technology	Project Total	
2023-24	\$ -	\$ 8,421.50	\$ 6,257.45	\$ -	\$ -	\$ -	\$ 14,678.95
2024-25	\$ -	\$ -	\$ -	\$ 197.97	\$ -	\$ -	\$ 197.97
Project Total	\$ -	\$ 8,421.50	\$ 6,257.45	\$ -	\$ -	\$ -	\$ 14,678.95

Current Agenda Item

11/19/2024 Board Meeting: Review and Action on Contracting Construction Services for the Regional Center for Public Safety Excellence Parking Lot #1 Additional Spaces



FPC Project Manager David A Valdez

FPC Asst. Director Rob Guill FPC Director RDA

Review and Action on Final Completion of the District Wide Flooring Replacements Phase III at Mid Valley Campus North Academic Building G

Purpose To approve final completion of the District Wide Flooring Replacements Phase III at Mid Valley Campus North Academic Building G project.

Justification On October 29, 2024, the Board of Trustees approved Substantial Completion of this project.

- Contractor: Terra Fuerte.

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 Terra Fuerte. The original cost approved for this project was \$360,800.

Enclosed Documents Appendix A – Current Budget Status
Appendix B – Photos
Appendix C – Final Completion Letter
Appendix D – Fact Sheet

Funding The funds for Project 2024-012R are available in the Renewals & Replacements Fund for use in FY 2024 – 2025.

Staff Resource Ricardo de la Garza, Executive Director for Facilities Planning & Construction

Additional Information The Facilities Committee did not meet in November 2024; therefore, this item is presented without a committee recommendation. Administration recommends approval as presented.

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

The Board of Trustees of South Texas College approves and authorizes final completion and release of final payment of \$37,359.20 to Terra Fuerte for the District Wide Flooring Replacements Phase III at Mid Valley Campus North Academic Building G project as presented.

Approval Recommended:

Dr. Ricardo J. Solis
President

Appendix A
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

Appendix B
Photos follow in the packet.

Appendix C
Final Completion Letter follows in the packet.

Appendix D
Fact Sheet follows in the packet.

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



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





P.O. BOX 9701
McAllen, TX 78502-9701

Facilities Planning & Construction
3200 W. Pecan Blvd. • McAllen, TX 78501

(956) 872-3737
(956) 872-3747

November 11, 2024

South Texas College
3200 W. Pecan Blvd., Bldg N. Suite 179
McAllen, TX 78501

Re: RFP 23-24-1041 STC District Wide Flooring Replacement North Academic Building G – Mid Valley Campus

South Texas College Facilities Planning and Construction recommends Final Acceptance of the STC **District Wide Flooring Replacement North Academic Building G for Mid Valley Campus** as of **October 25, 2024** and recommends release of final payment to Tierra Fuerte Construction, LLC.

If you have any questions, please contact our office.

Sincerely,

A handwritten signature in blue ink, appearing to read "Rick de la Garza".

Rick de la Garza, Executive Director
Facilities Planning & Construction
3200 W. Pecan Blvd., Bldg. N. Suite 179
McAllen, TX 78501
Phone: 956-872-3737
Fax: 956-872-3747

Approval of Financial Reports for September 2024

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

The following financial reports have been provided under separate cover:

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

Approval Recommended:

Dr. Ricardo J. Solis
President

Review of Informational Reports as of October 2024

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

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

Establishment of an Executive Committee of the Board for the Review and Recommendation of Action as Necessary

Purpose	Dr. Alejo Salinas, Jr., Chairman, will appoint an Executive Committee of the Board to review and recommend any formal Board action as necessary.
Justification	<p>As outlined in Policy BCB (Local) – Board Internal Organization: Board Committees, the Chairman may as they deem necessary create committees to advise the Board and facilitate efficient operations.</p> <p>All committees shall consist of a maximum of three Board members, and the Board is not bound by the action of a Board committee or any of its individual members.</p> <p>Dr. Salinas is provided this opportunity to establish a committee of no more than three trustees and to outline a scope for their review and recommendation of any action as necessary.</p>
Documents Enclosed	Appendix A – Policy BCB (Local) Board Internal Organization: Board Committees
Staff Resource	Dr. Ricardo J. Solis, College President
Additional Information	The Finance, Audit, and Human Resources Committee did not meet in November 2024; therefore, this item is presented without a committee recommendation. Administration recommends approval as presented.
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 Chair announces the following appointments to Committee Chair and Committee Membership:</p> <p>Chair: Member: Member:</p>

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

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

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

The Board of Trustees of South Texas College approves and authorizes the proposed amendment to the President's Contract as presented.

Approval Recommended:

**Dr. Ricardo J. Solis
President**

Update and Action as Necessary Regarding Acquisition of Real Property (Texas Government Code 551.072, Deliberation Regarding Real Property)

The Board of Trustees is asked to review and take action as necessary regarding a real property acquisition opportunity.

Dr. Solis will discuss this real property acquisition opportunity and recommended actions as necessary in Executive Session.

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

The Board of Trustees of South Texas College approves and authorizes action as necessary regarding the proposed acquisition of real property.

Approval Recommended:

**Dr. Ricardo J. Solis
President**

Announcements

A. Next Meetings:

- Tuesday, January 14, 2025
 - 3:00 p.m. – Education and Workforce Development Committee
 - 4:00 p.m. – Facilities Committee
 - 5:00 p.m. – Finance, Audit, and Human Resources Committee

- Tuesday, January 28, 2025
 - 5:30 p.m. – Regular Board Meeting

B. Other Announcements:

- The College will be closed November 28 – 29, 2024 in observance of the Thanksgiving holiday
- STRC Laptop Distribution will be December 3, 2024 at 10:00 AM
- Graduation ceremonies will be Sunday, December 15, 2024
- The College will be closed December 19, 2024 – January 5, 2025 for Winter Break