



**SOUTH TEXAS  
COLLEGE**

# **Board of Trustees**

## **Regular Board Meeting**

**Tuesday, April 22, 2025  
5:30 p.m.**

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

**Online Copy**

**SOUTH TEXAS COLLEGE  
BOARD OF TRUSTEES REGULAR MEETING  
Tuesday, April 22, 2025 @ 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. Public Comments**
- V. Update by the College President**
- VI. Consideration and Action on Consent Agenda**
  - A. Approval of Board Meeting Minutes
    - 1. March 25, 2025 Regular Board Meeting ..... 5 - 31
- VII. Consideration and Action on New Items**
  - 1. Report of New Grants ..... 32
- VIII. Consideration and Action on Committee Items**
  - A. Education and Workforce Development Committee Items**
    - 1. Review of Presentations Prepared for Education and Workforce Development Committee
      - a. Review of dual Credit Programs Eligibility Criteria Assessment and Recommendations..... 33 - 40
      - b. Presentation on Library & Learning Support Services ..... 41 - 51

**B. Finance, Audit, and Human Resources Committee Items**

1. Review of Presentations Prepared for the Finance, Audit and Human Resources Committee
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2. Review and Action as Necessary on Consent Agenda Items from the Finance, Audit, and Human Resources Committee ..... 64 - 96
  - a. Approval of Award of Proposals, Purchases, and Renewals .... 65 - 80

**Award of Proposals**

- 1) Online Continuing Education Services
- 2) Purchase of LED Lamps
- 3) Vehicle and Environmental Graphics
- 4) Vehicle Maintenance and Repair Services

**Purchases**

- 5) Computers, Laptops, Tablets, and Monitors
- 6) Furniture
- 7) Global Navigation Satellite System Base and Rover Kits –  
**Grant Funded**
- 8) Network Equipment, Licenses, and Accessories
- 9) Security Operation Center and Managed Detection and Response Services

**Renewals**

- 10) Insurance Risk Management Consultant Services

- b. Approval on Write-off of Fixed Assets/Capital Assets Valued at \$5,000 and Over ..... 81 - 84
- c. Approval to Renew the Hidalgo County Agreement for Tax Assessment Collection ..... 85 - 87
- d. Approval to Renew the Starr County Agreement for Tax Assessment Collection..... 88 - 90
- e. Approval on Proposed Revision to Tuition and Fees Schedule for FY 2025 – 2026 for Testing Fees..... 91 - 92
- f. Approval on Change Orders for Contract with Precision Task Group (PTG) / Workday..... 93
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  - A. Retire Policy #2600: Lay Advisory Committees
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**C. Facilities Items**

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2. Review and Recommend Action on Contracting Architectural Services for the Pecan Campus Institutional Support Services Building N Expansion ....  
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3. Review and Recommend Action on Schematic Design and Authorization to Proceed with Solicitation of Construction Services for the Nursing and Allied Health Campus East Building A Renovation of Radiology Lab to Multipurpose Skills Lab and Community Pharmacy Lab Renovations .....	112 - 127
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7. Review and Recommend Action on Substantial Completion of Starr County Campus Building Q Automotive Lab Expansion .....	161 - 167
8. Review and Recommend Action on Substantial Completion of Starr County Campus North Academic Building C HVAC-R Outdoor Covered Area Expansion .....	168 - 174
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A. Discussion and Action as Necessary Review and Discussion of College President's Contract (Texas Government Code 551.074, Personnel Matters)	
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A. Next Meetings:	
• <u>Tuesday, May 13, 2025</u>	
➤ 3:30 p.m. - Education & Workforce Development Committee	
➤ 4:00 p.m. – Facilities Committee	
➤ 5:00 p.m. – Finance, Audit and Human Resources Committee	



March 25, 2025 Regular Board Meeting @ 5:30 p.m.

- Tuesday, May 27, 2025
  - 5:30 p.m. – Regular Board Meeting

B. Other Announcements:

- Spring **Dual Credit** Commencement Ceremonies will be held on Friday, May 9, 2025 at the Bert Ogden Arena beginning at 9:00 a.m.
- Spring **Traditional** Commencement Ceremonies will be held on Saturday, May 10, 2025 at the Bert Ogden Arena beginning at 9:30 a.m.
- The College will be closed on Monday, May 26, 2025 in observance of Memorial Day.

### **Approval of Board Meeting Minutes**

The following Board Meeting Minutes are submitted for approval:

- 1) March 25, 2025 Regular Board Meeting

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

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

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

**SOUTH TEXAS COLLEGE  
BOARD OF TRUSTEES REGULAR MEETING  
Tuesday, March 25, 2025 @ 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, March 25, 2025 in the Ann Richards Administration Building Board Room at the Pecan Campus in McAllen, Texas. The meeting commenced at 5:40 p.m. with Vice-Chair, Mr. Paul Rodriguez presiding until the arrival of Chair Dr. Alejo Salinas.

Members present: Mr. Paul R. Rodriguez, Mr. Danny Guzman via teleconference, Ms. Rose Benavidez via teleconference, 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, Dr. Rodney Rodriguez, Ms. Deyadira Leal, Mrs. Myriam Lopez, Dr. Jesus Campos, Mr. Danny Montez, Ms. Carla Rodriguez, Ms. Lynda Lopez, Dr. Matt Hebbard, Mr. Luis De La Garza, Dr. Zachary Suarez, Dr. Brett Millan, Ms. Marcela Beas, Dr. Rebecca De Leon, Mr. Lucio Gonzalez, Ms. Cynthia Blanco, Mr. George McCaleb, Ms. Melissa Pena, Dr. Ali Esmaeili, Mr. Andrew Fish, Mr. Rick De La Garza, Dr. Margo Vargas-Ayala, Mr. Javier Villalobos, Ms. Alicia Correa, Ms. Yolanda Martinez, Mr. David Valdez, , Chief Ruben Suarez, and Ms. Venisa Earhart.

**Determination of a Quorum**

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

**Invocation**

Ms. Melissa Pena, Director of Valley Promise Program, said the invocation.

**Public Comments**

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

**Update by the College President**

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

- Met with Edcouch Elsa ISD Board members to discuss expansion of CE programs within their district.

- Met with several mid-valley municipality leaders to discuss developing through our Center of Advanced Training and Apprenticeship department the development of a training program.
- Met with Police Chief Victor Rodriguez from the City of McAllen's Police Department to discuss a collaborative partnership to establish an indoor shooting range.
- Completed first round of interviews for the Executive Director of Foundation and External Affairs position.

#### **College Engagement Events:**

- March 13 held the Advanced Manufacturing Career Fair and Expo at the Technology Campus.
- February 27: Hosted event of partnership with National University
- March 6: Construction Supervisors Apprenticeship Program Graduation
- Tomorrow, March 26, Binational Educational Symposium hosted by STC and a consortium of other colleges and universities, including Texas A&M University and the Universidad Autonoma de Tamaulipas.
- April 4 STEM Summit, with guest speaker Kathryn Lueders from Space X as guest speaker.

#### **Approval of Board Meeting Minutes**

The following Board Meeting Minutes were submitted for approval:

- 1) February 25, 2025 Regular Board Meeting

The Chair is asked to call for revisions to the Minutes as written.

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

### **Report on New Grants**

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

**Grant Title:** Perkins Basic Grant Program

**Awarding Agency:** Texas Higher Education Coordinating Board (THECB)

**Amount Awarded:** \$388,409

**Strategic Goal #4 Alignment:** Foster Student Success

## **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, March 11, 2025:

### **A. Mission Economic Development Authority (MEDA) Scholarship Fund Trust with Edward Jones for Student Scholarships and Report of Funds Distributed and Awarded**

<b>Purpose</b>	Ms. Lorena Martinez, Financial Aid Specialist, presented a report on the Mission Economic Development Authority (MEDA) Scholarship Fund Trust.
<b>Justification</b>	To provide the status of the MEDA Scholarship Fund Trust, including the annual obligated amount of distribution, the activity of the trust, and the distribution of MEDA scholarship funds to the students.
<b>Enclosed Documents</b>	Appendix A – Recap of Market Value Activity, Distributions Paid to College, and Fees of the Trust Appendix B – PowerPoint Presentation was included in the packet
<b>Recommendation</b>	No action was required from the Committee. This item was presented for information and feedback.

## **B. Update and Discussion on Revisions to FY 2024 – 2025 Employee Staffing Plan**

<b>Purpose</b>	To provide an update on revisions to vacant or filled position(s) that were approved by the President in accordance with Policy DEA (Local) Compensation and Benefits: Compensation Plan.
<b>Justification</b>	<p>The revisions were initiated by College Administrators and approved by the College President. They are based on assessments of the position's duties, responsibilities, and the needs and objectives of the College department.</p> <p>These revisions are deemed critical and include changes on title and for pay grades, as appropriate to the position's duties, and are effective in the month in which the President's approval was received.</p> <p>The placement and rationale of the reclassified position(s) are included in Appendix A.</p>
<b>Enclosed Documents</b>	Appendix A – Reclassification of Filled or Vacant Non-Faculty Positions with Title Changes, Pay Grade Revisions, and/or Salary Adjustments and Organization Changes, Policy DEA (Local), Job Descriptions, and Organizational Charts
<b>Funding</b>	Funds for these reclassifications are available in the FY 2024 – 2025 salary budget, and the net effect on the FY 2024 – 2025 Salary Budget and Unrestricted Fund Budget is zero.
<b>Staff Resource</b>	Mary Del Paz, Vice President for Finance and Administrative Services Dr. Zachary Suarez, Executive Director for Human Resources and Talent Development
<b>Recommendation</b>	No action was required from the Committee. This item was presented for information only.

## **C. Update on Student Workday Scope of Work and Budget Amendment**

<b>Purpose</b>	Cynthia Blanco, Dean of Enrollment Systems and Registrar, provided an update on the initial steps on the implementation of the Workday Student Enterprise Resource Planning (ERP) System.
<b>Justification</b>	<p>At the September 12, 2023, Public Hearing and Special Board Meeting, the Board of Trustees approved the purchase of the Enterprise Resource Planning System, Workday.</p> <p>Administration is providing an update on the College's (ERP) System for Student.</p>

On Tuesday, March 11, 2025, a preliminary report was provided to the Finance, Audit, and Human Resources Committee, with further details to be provided to the Board of Trustees.

At the time of publication, the detailed update was not yet ready for distribution. Administration will provide an update at the March 25, 2025 Regular Board Meeting.

**Enclosed Documents**

Appendix A – Student Your Way Project Timeline

**Funding**

Funds for this expenditure were Board approved in the ten-year budget for Workday in the amount of \$42,934,470, which has been revised to \$38,893,437 due to two Change Orders reducing Subscription and Staff Augmentation budgets.

**Staff Resource**

Dr. Matthew Hebbard, Vice President for Student Affairs and Enrollment Management  
Cynthia Blanco, Dean of Enrollment Systems and Registrar

**Recommendation**

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

**D. Update of Students Awarded South Texas College Relgnite Scholarship**

**Purpose**

Matthew S. Hebbard, Vice President for Student Affairs and Enrollment Management provided an update on Students awarded South Texas College Relgnite Scholarship

**Justification**

At the September 24, 2025, Board Meeting, the Board of Trustees approved the Resolution #2025-002 for use of Unrestricted Fund Balance for student tuition scholarships to support three (3) Key Initiatives including the funding of the Relgnite Scholarship.

Administration is providing an update on the Relgnite Scholarship spring awards. The Relgnite scholarship is designed to support returning (Stop-Out) students who are near the completion of their degree, wish to continue their higher education, and face significant barriers to re-enrollment due to prior debt. Scholarship funds were made available during the Spring Semester. Through the Relgnite scholarship, the College successfully awarded 18 students a total of \$19, 325.04 in scholarship. Of the 18 recipients, 12 students have been identified as potentially graduating within the 2025 academic calendar.

The Relgnite Scholarship continues to play a critical role in helping student overcome financial obstacle, ensuring they have the opportunity to finish their degrees and achieve their academic goals.



<b>Enclosed Documents</b>	Appendix A – Students Awarded South Texas College Relignite Scholarship
<b>Funding</b>	Funds for this scholarship were board approved for \$150,000 in FY 25
<b>Staff Resource</b>	Matthew S. Hebbard, Vice President for Student Affairs and Enrollment Management Otoniel Matamoros, Dean – Enrollment Services
<b>Recommendation</b>	No action was required from the Committee. This item was presented for information purposes.

### **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, and Renewals at a total cost of \$434,500.77
- b. Approval on Revisions to Tuition and Fees Schedules for FY 2025 – 2026
- c. Approval on Revisions to FY 2024 – 2025 Employee Staffing Plan and Employee Compensation Plan
- d. Approval to Adopt New Personnel Policies and Retire Current Policies
  - A-1. Adopt DGBA (LOCAL) – Personnel-Management Relations: Employee Grievances
  - A-2. Retire Policy #4904: Employee Complaint Procedure
  - B-1. Adopt DH (LOCAL) – Employee Standards of Conduct
  - C-1. Adopt DMAB (LOCAL) – Term Contracts: Nonrenewal
  - D-1. Adopt DMC (LOCAL) – Termination of Employment: Reduction in Force

D-2. Retire Policy #4912: Termination or Reduction of Personnel Due to Financial  
Exigency or Program Change

e. Approval to Revise Local Policy

A-1. Revise Policy CDB (LOCAL) – Accounting: Inventories

f. Approval to Adopt Numbered Update 47 and 48 Local Policies

A-1. Adopt CDE (Local) – Accounting: Financial Ethics

B-1. Adopt CHA (Local) -Site Management: Security

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 items a, c, d, e, and f of the Finance, Audit, and Human Resources Committee Consent Agenda as presented. Item “b” was removed from Consent Agenda so that the Board could discuss further.

The motion carried.

**Consent Agenda:**

**a. Approval of Award Proposals, Purchases, and Renewals at a total cost of \$434,500.77**

Recommendation: It was requested that the Committee recommend for Board approval of the award of proposals, purchases, and renewals at a total cost of \$434,500.77, as listed below:

**Award of Proposals**     **1) Sport Utility Vehicles II:** award the proposal for sport utility vehicles II to **Payne Auto Group** (Weslaco, TX) at a total amount of \$ 65,586.50;  
**2) Starr County Campus Building J Analog to Digital Classroom Upgrade:** award the proposal for the Starr County Campus Building J analog to digital classroom upgrade to **Audio Visual Aids** (San Antonio, TX) at a total amount of \$94,805.11;

**Purchases**     **3) Computers, Laptops, and Tablets:** purchase computers, laptops, and tablets from the vendors listed in Appendix A at a total amount of \$60,726.23;

**APPENDIX A**  
**Vendors List**

Vendor (City, State)	Purchasing Cooperative	Amount
<b>Apple, Inc.</b> (Dallas, TX)	Choice Partners Cooperative	1,632.00
<b>Dell Marketing, LP</b> (Dallas, TX)	State of Texas Department of Information Resources (DIR)	59,094.23
Total Amount:		\$60,726.23

**Renewals**     **4) Audio Video Production Services:** renew the audio video production services with **First Born Productions LLC** (Los Fresnos, TX) for the period beginning April 24, 2025 through April 23, 2026, at an estimated total amount of \$80,000.00;  
**5) Internet Managed Services Agreement:** renew the internet managed services agreement with Spectrum Enterprise through the **Texas Department of Information Resources (DIR)** (Austin, TX) for the period beginning May 1, 2025 through April 30, 2026 at an estimated monthly amount of \$6,106.46 and an estimated total annual amount of \$73,277.57;  
**6) Internet Services Agreement:** renew the internet services agreement with Spectrum Enterprise through the **Texas Department of Information Resources (DIR)** (Austin, TX) for the period beginning April 1, 2025 through March 31, 2026 at an estimated monthly amount of \$5,008.78 and an estimated total annual amount of \$60,105.36

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

**b. Approval on Proposed Revisions to Tuition and Fees Schedules for FY 2025 – 2026**

**Purpose** Approve proposed revisions to the Tuition and Fees Schedules for FY 2025 – 2026, which include the following:

- Deleting the Non-Credit Students Tuition and Fees schedule and creating and approving the following:
  - ⇒ Center for Advanced Training and Apprenticeships (CATA) Non-Credit Students Tuition and Fees schedule
  - ⇒ Continuing Education and Workforce Development (CWED) Non-Credit Tuition and Fees schedule

**Justification** The proposed revisions are as follows:

- Delete the Reinstatement Fee (after Census date) from the Credit Students and the Dual Credit Students – Non-Sponsored Tuition and Fees schedules.
- Administration proposes the implementation of specific schedules for the CATA and CWED Students Tuition and Fees, as opposed to including them in a single schedule. The schedules also outline levels of courses provided and also provide cost recovery for materials and supplies.
- Instead of referring to the Non-Credit Tuition and Fees schedule that is being deleted, the Regional Center for Public Safety Excellence (RCPSE) Tuition and Fees schedule will be updated to include the appropriate tuition and fees. Library Fees will be added to the schedule since the services are offered to the students. Fees of cost recovery are added for
  - ⇒ Air Trailer (per 8 hour use)
  - ⇒ FireVent Trailer (per 8 hour use)
  - ⇒ Fire training props (per 8 hour use)
- Increases in the Child Development Center Students Tuition and Fees are also proposed as reflected on the schedule.
- The Employee Fees and the Non-Employees/Non-Student Fees Schedules will now reference the updated Child Development Center Students Tuition and Fees schedule.
- Administration is proposing a \$10 increase for parking permits, from \$25 to \$35, for FY 2025 - 2026 to cover rising operating costs, increases in security staff required at campus events, and the operation of the new parking call center. Additionally, the increase will cover the annual subscription fee incurred for

the new parking system, T2, that records parking permits and fines.

The proposed revisions are highlighted in yellow on the Schedules.

**Enclosed Document**

Appendix A - Ten (10) proposed Schedules and the Schedule proposed to be deleted

**Staff Resource**

Mary Del Paz, Vice President for Finance and Administrative Services  
Dr. Anahid Petrosian, Vice President and Provost for Academic Affairs and Economic Development  
Dr. Matthew Hebbard, Vice President for Student Affairs and Enrollment Management

**Recommendation**

The Committee recommended Board approval of the proposed revisions to the Tuition and Fees Schedules for FY 2025 – 2026 listed in Appendix A as presented.

This item was removed from Consent Agenda and was discussed by the Board of Trustees. Mr. Danny Guzman wanted to go on record that he is not in favor of the \$10 increase for the parking permit fee. Ms. Dalinda Gonzalez-Alcantar pointed out that the reinstatement fee of \$200 was to be removed and that she felt that this was a revision that was the biggest benefit to the students.

The motion to approve the Proposed Revisions to Tuition and Fees Schedules for FY 2025 – 2026 was made by Mr. Paul Rodriguez and a second was made by Ms. Dalinda Gonzalez-Alcantar. Chair, Dr. Alejo Salinas, asked for a show of hands vote which was as follows: Ms. Dalinda Gonzalez-Alcantar, Ms. Victoria Cantu, Mr. Paul Rodriguez, Ms. Rose Benavidez, and Mr. David De Los Rios all voting “Aye” by show of hands. Mr. Danny Guzman was opposed.

The motion carried.

**Consent Agenda:**

**c. Approval on Revisions to FY 2024 – 2025 Employee Staffing Plan and Employee Compensation Plan**

<b>Purpose</b>	To propose revisions to filled or vacant position(s) in accordance with Policy DLC (Local) Employee Performance: Promotion and Demotion.
<b>Justification</b>	<p>College Administration proposes Board approval on revisions to the FY 2024 – 2025 Employee Staffing Plan and Employee Compensation Plan based on assessments of the position's duties, responsibilities, and the needs and objectives of the College department.</p> <p>These revisions are deemed critical and include changes in title and pay grades, as appropriate to the position's duties.</p> <p>The placement and rationale of the reclassified position(s) are included in Appendix A.</p>
<b>Enclosed Documents</b>	Appendix A – Reclassification of Filled or Vacant Non-Faculty Positions with Title Changes, Pay Grade Revisions, and Salary Adjustments, Policy DLC (Local), Job Descriptions, and Organizational Charts
<b>Funding</b>	Funds for these proposed revisions are available in the FY 2024 – 2025 salary budget, and the net effect on the FY 2024 – 2025 Salary Budget and Unrestricted Fund Budget is zero.
<b>Staff Resource</b>	Mary Del Paz, Vice President for Finance and Administrative Services Dr. Zachary Suarez, Executive Director for Human Resources and Talent Development
<b>Recommendation</b>	The Committee recommended Board approval on revisions to the FY 2024 – 2025 Employee Staffing Plan and Employee Compensation Plan to reclassify filled or vacant position(s) in accordance with Policy DLC (Local).

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

**Consent Agenda:**

**d. Approval to Adopt New Personnel Policies and Retire Current Policies**

<b>Purpose</b>	To adopt the new Personnel Policies and retire the current policies to align with the Texas Association of School Boards (TASB) policy manual.
<b>Justification</b>	<p>To provide the new policies in the TASB standardized format. In addition to the policies 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 Finance and Administrative Services.</p>
<b>Enclosed Documents</b>	<p>Appendix A – List of New and Retired Policies</p> <p>Appendix B – New Policies</p>
<b>Staff Resource</b>	<p>Mary Del Paz, Vice President for Finance and Administrative Services</p> <p>Dr. Zachary Suarez, Executive Director of Human Resources and Talent Development</p>
<b>Recommendation</b>	The Committee recommended Board approval to adopt the new local Personnel Policies DGBA, DH, DMAB, and DMC, and retire the 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:**  
**e. Approval to Revise Local Policy**

<b>Purpose</b>	To revise the local policy listed in Appendix A to align with College operations.
<b>Justification</b>	The local policy was revised to reflect the updates to the College's internal operations. Below is a justification for the revised local policy.
<b>Enclosed Documents</b>	Appendix A – Policy and Justification Appendix B – Policy
<b>Staff Resource</b>	Mary Del Paz, Vice President for Finance and Administrative Services Deyadira Leal, Director of Purchasing
<b>Recommendation</b>	The Committee recommended Board approval to revise local Policy CDB to be effective September 1, 2025, 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**  
**f. to Adopt Numbered Update 47 and 48 Local Policies**

<b>Purpose</b>	To adopt numbered update policies listed in Appendix A to align with the Texas Association of School Boards (TASB) policy manual.
<b>Justification</b>	<p>TASB issues numbered updates semiannually 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 an existing local policy or the development of a new local policy made by TASB.</p> <p>The policy has been reviewed by staff, administrators, TASB staff, STC Legal Counsel, and the Vice President for Finance and Administrative Services.</p>
<b>Enclosed Documents</b>	<p>Appendix A – List of Policies</p> <p>Appendix B – Policies</p>
<b>Staff Resource</b>	<p>Mary Del Paz, Vice President for Finance and Administrative Services</p> <p>Myriam Lopez, Associate Vice-President for Finance and Management</p> <p>Ruben Suarez, Chief of Police</p>
<b>Recommendation</b>	The Committee recommended Board approval to adopt local numbered update policies CDE and CHA as presented, and which supersedes any previously adopted Board policy.

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

## **Discussion and Action as Necessary to Purchase Deployment Service for the College's Enterprise Resource Planning (ERP) System**

Purpose and Justification — The Board of Trustees is asked to authorize the purchase of Deployment Service for the Enterprise Resource Planning (ERP) System from Alchemy (New) through Precision Task Group (PTG) from the State of Texas Department of Information Resources (DIR) cooperative contract for the period beginning April 1, 2025 through October 31, 2027, subject to further negotiations related to the Statement of Work and not to exceed a total amount of \$10,900,000.

On Tuesday, March 11, 2025, a preliminary report was provided to the Finance, Audit, and Human Resources Committee, with further details to be provided to the Board of Trustees.

At the time of publication, the detailed update was not yet ready for distribution. Administration will provide an update at the March 25, 2025 Regular Board Meeting.

Background — Workday is proposed to be deployed in two phases with Phase 2 to be implemented during Fiscal Year 2025 and Fiscal Year 2028. Phase 2 entails the deployment, training, and travel costs for the Workday Student Modules.

The costs for Phase 2 are as follows:

Phase 2 Workday Costs for Student FY 25 — FY 28 Total

Phase 2 Workday Costs Workday Student			
Services	Module	Term	Costs
Deployment	Student	FY 25 - FY 28	\$10,900,000
Training*	Student	FY 25 – FY 28	\$ 196,391
Travel*	Student	FY 25 – FY 28	\$ 1,000,000
Data Conversion	Student	FY 25 - FY 28	\$ 1,081,000
TOTAL			\$ 13,177,391

\*Travel and training costs are subject to the College's needs and are not to exceed the amounts shown in the table.

The deployment stage entails for the data conversion, plan, architect and configure, testing, implementation and post-production of the ERP software by using tools/techniques and planning documents to effectively implement Workday applications in the college.

Data Conversion technology consultants that specialize in data migration, providing services and specialized software to help organizations manage and move data efficiently while minimizing risks and improving data quality.

Upon a motion by Mr. David De Los Rios and a second by Ms. Dalinda Gonzalez-Alcantar the Board approved and authorized the purchase of Deployment Service for the Enterprise Resource Planning (ERP) System from Alchemy (New) through Precision

Task Group (PTG) from the State of Texas Department of Information Resources (DIR) cooperative contract for the period beginning April 1, 2025 through October 31, 2027, subject to further negotiations related to the Statement of Work and not to exceed a total amount of \$10,900,000.

The motion carried.

### **Review and Action as Necessary on Approval to Purchase Advisory Services for the College's Enterprise Resource Planning System**

Purpose and Justification — The Board of Trustees to authorize the approval for the College Administration to purchase advisory, services for Phase 2 of the Enterprise Resource Planning (ERP) project from Precision Task Group (PTI) (New), a State of Texas Department of Information Resources (DIR) approved cooperative contract vendor for the period beginning April 1, 2025 through October 31, 2027 at total amount subject to further negotiations related to the Statement of Work and not to exceed a total amount of \$10,900,000.

On Tuesday, March 11, 2025, a preliminary report was provided to the Finance, Audit, and Human Resources Committee, with further details to be provided to the Board of Trustees.

At the time of publication, the detailed update was not yet ready for distribution. Administration will provide an update at the March 25, 2025 Regular Board Meeting

Background — The advisory services PTG provides consist of the Workday-related ERP professional services and solutions specifically including Project Management, Change Management, and Functional Staff Augmentation required to implement and execute the new ERP system.

The advisory services are proposed to be provided by PTG for Phase 2 (Student) of the ERP project. Phase 2 is scheduled for Fiscal Year 2025 — Fiscal Year 2028 and the associated costs are as follows:

Advisory Services — Phase 2	
Student Module	
Type	Total Cost
Project /Change Management	\$ 350,000
Staff Augmentation	\$ 2,887,500
Technology	\$ 437,500
Total	\$ 3,675,000

The services provided by PTG on Project Management help create a governance model that will allow the College to successfully implement the new technology and associated processes to help drive all client-side tasks, deliverables, and milestones and align the team members to work as effectively and efficiently on project-related tasks.

Change Management aims to educate College leadership on organizational change management principles and prepare the project team members for the project, creating a robust communication strategy to ensure all campus stakeholders are aware of changes to their current way of doing business and prepare them for life in the new platform. Change Management helps drive policy and business process changes and assists with testing, training, and the creation of user procedures to ensure the team can utilize the new technology once the system has been implemented.

Staff Augmentation provides targeted assistance to key departments or team members as the need arises to ensure they are able to perform their expected daily job duties in addition to project responsibilities. Staff augmentation will be strategic in nature and intended to offload "commoditized" activities that are low risk in nature to allow client team members to focus on the more strategic tasks and deliverables.

Funds — A portion of the funds proposed for these expenditures are in the Unrestricted Fund Balance Designation for the ERP project pending Board approval of a budget amendment that follows in the packet for the Board's consideration.

Enclosed Documents — A presentation on the ERP Project is included in the packet for the Board's information and review.

Cynthia Blanco, Dean of Enrollment Systems and Registrar, presented at the Board Meeting to address any questions.

Upon a motion by Mr. David De Los Rios and a second by Ms. Dalinda Gonzalez-Alcantar the Board of Trustees approved and authorized the approval for the College Administration to purchase advisory services for Phase 2 of the Enterprise Resource Planning (ERP) project from **Precision Task Group** (PTG), a State of Texas Department of Information Resources (DIR) approved cooperative contract vendor for the period beginning April 1, 2025, through October 31, 2027 at total amount subject to further negotiations related to the Statement of Work and not to exceed a total amount of \$3,675,000

The motion carried.

## **Review and Action as Necessary on Approval of the Proposed Budget Amendment for FY 2024 - 2025**

<b>Purpose</b>	Administration recommends Board approval of the proposed budget amendment for FY 2024 – 2025.
<b>Justification</b>	<p>Background – The proposed budget amendment is necessary to increase the Unrestricted Fund carryover allocations and expenditure budgets for the:</p> <ul style="list-style-type: none"><li>• Proposed purchase of the College's Workday Student Enterprise Resource Planning (ERP) System deployment and associated expenditures.</li></ul> <p>A budget amendment is proposed to increase the Unrestricted Fund Carryover Allocations and Expenditures funded from the Unrestricted Fund Balance Designation for the ERP System for the purpose of funding the proposed FY 2024 – 2025 expenditures associated with the implementation of the College's Workday Student ERP System.</p> <p>At the time of publication of the Board packet, the information for this item was not available. Information will be provided on the day of the Board meeting.</p>
<b>Funding</b>	The proposed Workday Student ERP system purchase and associated costs will be funded from the Unrestricted Fund Balance Designation for the ERP System.
<b>Staff Resource</b>	Dr. Matthew Hebbard, Vice President for Student Affairs and Enrollment Management Cynthia Blanco, Dean of Enrollment Systems and Registrar
<b>Additional Information</b>	Information for this item was not available at the time of the March 11, 2025 Finance, Audit, and Human Resources Committee meeting, and is presented to the Board without a Committee recommendation.
<b>Recommendation</b>	<p><b><i>It was recommended that the Board of Trustees of South Texas College approve and authorize the following Minute Order proposed for consideration:</i></b></p> <p>the Proposed Budget Amendment for FY 2024 – 2025 as presented.</p>

Upon a motion by Mr. David De Los Rios and a second by Ms. Dalinda Gonzalez-Alcantar the Board approved and authorized the Proposed Budget Amendment for FY 2024 – 2025 as presented.

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

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

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

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

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

- a. Approval on Contracting Architectural Services for the Pecan Campus Athletic Field Building R
- b. Approval of Schematic Design and Authorization to Proceed with Solicitation of Construction Services for the Pecan Campus Physical Plant Building E Cooling Tower Above Ground Piping System
- c. Approval on Contracting Construction Services for the Technology Campus Advanced Technical Careers Building B Atrium Ceiling Repairs
- d. Approval on Interlocal Agreement between South Texas College and McAllen Public Utility for the Water Tower Logo Replacement

Upon a motion by Mr. David De Los Rios and a second by Ms. Victoria Cantu the Board of Trustees of South Texas College approved and authorized items a - d of the Facilities Committee Consent Agenda as presented.

The motion carried.

**Consent Agenda:**

**a. Approval on Contracting Architectural Services for the Pecan Campus Athletic Field Building R**

<b>Purpose</b>	To contract architectural services for the Pecan Campus Athletic Field Building R project.
<b>Justification</b>	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.
<b>Enclosed Documents</b>	Appendix A – RFQ Solicitation Information Appendix B – Project Presentation Appendix C – Ranking and Evaluations of Respondents Appendix D – Fact Sheet
<b>Staff Resource</b>	Ricardo de la Garza, Executive Director for Facilities Planning & Construction Mary Del Paz, Vice President for Finance and Administrative Services
<b>Recommendation</b>	The Facilities Committee recommended Board approval to contract architectural services with Negrete & Kolar Architects, LLP. for the Pecan Campus Athletic Field Building R project as presented.

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

**Appendix A**

RFQ Solicitation Information

Advertised on	February 5, 2025 and February 12, 2025
RFQ Responses Due	February 20, 2025
RFQ Issued To	Twenty -Seven Vendors
Responses Received From	Five Responses
Responses Reviewed By	Facilities Operations & Maintenance, Facilities Planning & Construction, Student Activities and Purchasing Departments

**Appendix B**

Project Presentation followed in the packet.

**Appendix C**

Ranking and Evaluations of Respondents followed in the packet.

**Appendix D**

Fact Sheet followed in the packet.

**Consent Agenda:**

**b. Approval on Schematic Design and Authorization to Proceed with Solicitation of Construction Services for the Pecan Campus Physical Plant Building E Cooling Tower Above Ground Piping System**

**Purpose** To approve the schematic design and authorize the solicitation of construction services for the project.

**Justification** Schematic design is the first phase of basic design services provided by the project design team and establishes the basis on which the project design team proceeds with design development and construction documents.

On November 19, 2025, the Board of Trustees approved contracting engineering services with DBR Engineering Consultants, Inc. The engineer has worked with College staff to develop the schematic design.

Design and construction of the project to include:

- Disconnection and abandonment of existing underground piping system.
- Construction of an above-ground piping system.

**Construction Budget**

	\$650,000
Engineer's Estimated Construction Cost	720,000
Variance from Construction Budget	(\$70,000)

**Enclosed Documents** Appendix A – Schematic Design  
Appendix B – Fact Sheet

**Staff Resource** Ricardo de la Garza, Executive Director for Facilities Planning & Construction  
Mary Del Paz, Vice President for Finance and Administrative Services

**Recommendation** The Facilities Committee recommended Board approval of the schematic design and authorization of solicitation of construction services for the Pecan Campus Physical Plant Building E Cooling Tower Above Ground Piping System project as presented.

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

**Appendix A**

Schematic Design followed in the packet.

**Appendix B**

Fact Sheet followed in the packet.



**Consent Agenda:**

**c. Approval on Contracting Construction Services for the Technology Campus  
Advanced Technical Careers Building B Atrium Ceiling Repairs**

<b>Purpose</b>	To contract construction services for the project.
<b>Justification</b>	On January 28, 2025, the Board of Trustees approved the solicitation of construction services for this project.  The project consists of repairing the ceiling in the atrium in Building B.
<b>Enclosed Documents</b>	Appendix A – RFP Solicitation Information Appendix B – Project Presentation Appendix C – Ranking and Evaluations of Respondents Appendix D – Fact Sheet
<b>Staff Resource</b>	Ricardo de la Garza, Executive Director for Facilities Planning & Construction Mary Del Paz, Vice President for Finance and Administrative Services
<b>Recommendation</b>	The Facilities Committee recommended Board approval to authorize contracting construction services with CCL Contracting, LLC. in the amount of \$42,800 for the Technology Campus Advanced Technical Careers Building B Atrium Ceiling Repairs project as presented.

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

**Appendix A**

RFP Solicitation Information

Advertised on	February 5, 2025 and February 12, 2025
RFP Responses Due	February 24, 2025
RFP Issued To	Forty-four (44) Vendors
Responses Received From	Four (4) Responses
Responses Reviewed By	Facilities Operations & Maintenance, Facilities Planning & Construction, and Purchasing Departments

**Appendix B**

Project Presentation followed in the packet.

**Appendix C**

Ranking and Evaluations of Respondents followed in the packet.

**Appendix D**

Fact Sheet followed in the packet.

**Consent Agenda:**

**d. Approval on Interlocal Agreement between South Texas College and McAllen Public Utility for the Water Tower Logo Replacement**

<b>Purpose</b>	To approve an interlocal agreement for the water tower logo replacement.
<b>Justification</b>	The College intends to replace the South Texas College logo on the water tower at McColl Road and K Center Road in McAllen. The interlocal agreement would establish the division of responsibilities between the two entities to perform and fund the replacement.
<b>Enclosed Documents</b>	Appendix A – Draft of the Interlocal Agreement
<b>Funding</b>	The funds for water tower logo replacement are available in the Renewals & Replacements Fund for use in FY 2024 – 2025.
<b>Staff Resource</b>	Ricardo de la Garza, Executive Director for Facilities Planning & Construction
<b>Recommendation</b>	The Committee recommended Board approval of the interlocal agreement between South Texas College and McAllen Public Utility for the water tower logo replacement as presented.

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

**Appendix A**

Draft of the Interlocal Agreement followed in the packet.

## **Approval of Financial Reports for January 2025**

Administration recommends Board approval of the financial reports for the month of January 2025.

The following financial reports have been provided under separate cover:

- 1) Quarterly Investment Report and Money Market Accounts for January 2025.
- 2) Summary of Revenues for January 2025.
- 3) Summary of State Appropriations Revenue for January 2025.
- 4) Summary of Property Tax Revenue for January 2025.
- 5) Summary of Expenditures by Classification for January 2025.
- 6) Summary of Expenditures by Function for January 2025.
- 7) Summary of Auxiliary Fund Revenues and Expenditures for January 2025.
- 8) Summary of Grant Revenues and Expenditures for January 2025.
- 9) Foundation Financial Activity for January 2025.

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

Upon a motion by Mr. David De Los Rios and a second by Ms. Dalinda Gonzalez-Alcantar the Board of Trustees of South Texas College approved and authorized the submitted financial reports for the month of January 2025.

The motion carried.

## **Review of Informational Reports as of February 2025**

Administration includes the following information reports as of February 2025 for the Board's information.

- 1) Checks for \$125,000 and above for February 2025.
- 2) Check Register for February 2025.
- 3) Summary of Purchase Orders (Purchasing) for February 2025.
- 4) Summary of Bid Solicitations (Purchasing) for February 2025.
- 5) Employee New Hires for February 2025.
- 6) Employee Resignations/Retirements for February 2025.

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, was available to respond to questions posed by the Board.

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

## **Announcements**

### **A. Next Meetings:**

- Tuesday, March 4, 2025
  - 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, March 25, 2025
  - 5:30 p.m. – Regular Board Meeting

### **B. Other Announcements:**

- The College will be closed March 17 – 23 for Spring Break

Prior to Adjournment Board Chair, Dr. Alejo Salinas, addressed the issue of the Board not being advised of the Edinburg State of the City event that was recently held. He discussed the need for more effective communication. Ms. Dalinda Gonzalez-Alcantar wanted the record to show that she did not feel that the Board meeting was the appropriate time and place for the discussion. However, Dr. Salinas said that it was appropriate and it should be noted on record.

## **Adjournment**

There being no further business to discuss, the Regular Board Meeting of the South Texas College Board of Trustees adjourned at 6:54 p.m.

I certify the foregoing are the true and correct minutes of the Tuesday, March 25, 2025 Regular Board Meeting of the South Texas College Board of Trustees.

X\_\_\_\_\_

Mr. Danny Guzman

Board Secretary

## Report on New Grants

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

**Grant Title:** Governor's Summer Merit Program

**Awarding Agency:** Texas Workforce Commission

**Division Awarded:** Academic Affairs and Economic Development

**Departments Awarded:** Center for Advanced Training & Apprenticeships (CATA) & Continuing Education and Workforce Development (CEWD)

**Amount Awarded:** \$99,909

**Funding Period:** April 1, 2025 to October 31, 2025

**Strategic Goal #3 Alignment:** Create Educational Opportunities for Students

**Project Summary:** Funding will provide a Summer STEM Camp Program for Hidalgo and Starr County high school students. The program comprises 12 non-residential (day) camps delivered through 19 sessions, each lasting five (5) days and 20 hours in length. The camps will be held at Pecan, Technology, Starr County, and Mid-Valley campuses, and are scheduled during the months of June and July 2025. The camps will include the following STEM fields: Diesel Engines; Industrial Robotics; Residential Wiring; Heating, Ventilation, and Air Conditioning (HVAC); Construction and Craftsmanship; Drone Piloting; Electronics and Programming; Biotechnology; Cybersecurity; and Welding. Up to 340 eligible high school students will be served.

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## **Review of Presentations Delivered to Education and Workforce Committee**

The following presentation was delivered to the Finance, Audit, and Human Resources Committee on Tuesday, April 8, 2025:

### **Review of Dual Credit Programs Eligibility Criteria Assessment and Recommendations**

**Purpose** Administration will review recommended changes to the Dual Credit Program Eligibility Criteria, specifically regarding the implementation of a pilot program to offer a “non-degree seeking” option for dual credit students.

**Justification** The Texas Higher Education Coordinating Board has recently updated eligibility criteria for dual credit programs, introducing a classification for “non-degree seeking” students who have earned fewer than 15 credit hours. Under this new classification, students are not required to meet Texas Success Initiative (TSI) college readiness standards.

Once a non-degree seeking student completes 15 credit hours, they must demonstrate TSI compliance and transition to degree-seeking status to continue enrolling in dual credit courses.

Administration has collaborated with Instructional Deans to review the necessary framework for high school students to participate in this pathway. Policy and Interlocal Agreement revisions will be presented for Board approval as the pilot’s final preparations are completed in May 2025.

South Texas College administration has engaged with ISD superintendents, who have expressed strong support for this initiative. This model balances flexibility in dual credit enrollment with safeguards to promote student success, including adherence to academic standing and financial aid eligibility criteria. Key components of this approach include:

- **Internal Eligibility Review** by ISD – Ensuring students are academically supported and prepared for their college coursework.
- **Dual Credit Programs Advisement** – Providing guidance before students reach the 15-credit threshold.
- **Faculty Assessment** – Preparing for anticipated enrollment growth.

- **Adherence to an Established Instructional Plan–**  
Ensuring non-degree seeking students enroll in approved courses aligned with their academic progress.

Administration will seek Board approval in May 2025 of the necessary steps to pilot the Non-Degree Seeking Dual Credit pathway for the 2025–2026 academic year. The program’s performance will be assessed before determining recommendations for future implementation.

**Funding**

There are no immediate financial implications associated with this initiative. However, enrollment growth driven by the non-degree seeking option may result in increased revenue.

To manage potential faculty cost increases, the College will prioritize the use of ISD faculty where feasible and explore opportunities to consolidate dual credit course offerings across multiple districts when appropriate.

**Staff Resources**

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

Dr. Rebecca De Leon, Associate Vice President for Dual Credit Programs and School District Partnerships

**Recommendation**

No action is requested.

This item was to provide information and solicit feedback from the trustees.

# 2025-2026 Dual Credit Programs

## Eligibility Criteria Assessment & Recommendations

Presentation for the  
Education and Workforce Development Committee  
April 8, 2025



## Presentation OUTLINE



- Texas Higher Education Coordinating Board Rules
- Collaboration and Communication

**Dr. Anahid Petrosian**  
Vice President and Provost  
for Academic Affairs and Economic  
Development

- Analysis of Changes
- Proposed Recommendations and Requirements
- Implementation Plan

**Dr. Rebecca De Leon**  
Associate Vice President  
for Dual Credit Programs  
and School District Partnerships



## Texas Higher Education Coordinating Board Eligibility Changes

The board of the Texas Higher Education Coordinating Board (THECB) adopted amendments to the following rules regarding dual credit eligibility.

- **Texas Administrative Code §4.56:**
  - No longer allows for PSAT/NMSQT, ACT Aspire, English II EOC, or Algebra 1 EOC plus passing grade in Algebra II course to demonstrate eligibility to enroll in a dual credit course.
- **Texas Administrative Code §4.57:**
  - Degree-seeking dual credit students must still demonstrate college readiness by meeting the TSI's minimum passing standards.

## Texas Higher Education Coordinating Board Additional Modifications

- Dual credit students are able to enroll as *non-degree seeking* students.
- This change permits *non-degree seeking* students to enroll in dual credit courses without meeting Texas Success Initiative (TSI) standards.

## THECB Modifications Collaboration & Communication



The THECB modifications have been discussed with the following groups to inform and collect feedback:

- STC Instructional Deans
- ISD Superintendents and Leadership
- Education and Workforce Development Committee (**April 8, 2025**)

## Analysis of Changes



Based on an analysis of the THECB modifications to the eligibility criteria, **Division Administration and Dual Credit Programs Leadership** has identified the following **three (3) areas of concern**:

- (1) Eligibility Changes:** Dual credit students will no longer be required to meet college readiness standards prior to enrolling in courses.
- (2) Academic Standing:** Without any college readiness standards in place, students may experience low performance in courses, lowering their GPA.
- (3) Financial Aid:** Dual credit students not successfully completing their courses may face adverse consequences with their future financial aid upon graduating from high school.

## Recommendations



**Division Administration and Dual Credit Programs Leadership is exploring the following proposed recommendations:**

- Launch a pilot in AY 2025-2026 introducing the Non-Degree Seeking Option.
- Upon completion of the Fall 2025 semester, academic performance data will be analyzed to determine whether or not to continue for AY 2026-2027.
- Data will be shared with the partnering school districts participating in the Non-Degree Seeking Option for their review and analysis.

## Non-Degree Seeking Option Requirements



The following provides the components necessary for any school district who seeks to offer dual credit students the [non-degree seeking major option](#):

- 1. Internal Eligibility Review**
  - District to determine and conduct internal screening requirements.
- 2. Dual Credit Programs Advisement**
  - Advisors to conduct advising session prior to 15 credit hours.
- 3. Faculty Assessment**
  - Primary consideration for staffing due to potential increases in enrollment would be on dual credit faculty employed by the district.
  - Smaller districts need to communicate the need for STC Faculty and/or the assessment of combined dual credit courses with other school districts.
- 4. Adhere to Established Instructional Plan**

## Non-Degree Seeking Option Implementation Plan



**Next steps for potential implementation of a pilot option for non-degree seeking dual credit students:**

1. Present findings and recommendations to STC Cabinet **(April 2025)**
2. Provide revised DC Interlocal Agreements for AY 25-26 to the STC board for approval **(May 2025)**
3. Establish timeline for ISDs to report Internal Eligibility Review criteria to STC Dual Credit Programs **(May 2025)**
4. Inform STC Chairs of the Non-Degree Seeking Option **(June 2025)**
5. Launch pilot **(Fall 2025)**

# Questions



# Thank you



## **Presentation on Library & Learning Support Services**

<b>Purpose</b>	Information Services, Planning, Performance, & Strategic Initiatives will review the role and operations of the Library & Learning Support Services group, including Library Services, Learning Commons & Open Labs, and Centers for Learning Excellence.
<b>Justification</b>	It is important for the Committee to be informed periodically about the operations and services offered by Library Services, Learning Commons & Open Labs, and Centers for Learning Excellence and how these departments serve to provide information materials, technology rich spaces, academic support services, and cultural enrichment opportunities to students, faculty, staff, and the community. These services promote teaching and learning at the College and contribute meaningfully to community engagement in furtherance of the Colleges mission, vision, and values.
<b>Enclosed Documents</b>	A copy of the presentation slides is included.
<b>Funding</b>	No funding is requested with this presentation.
<b>Staff Resources</b>	Interim VP of Information Services, Planning, Performance, & Strategic Initiatives and Dean of Library & Learning Support Services Dr. Jesús Campos; Associate Dean of Library Services Elizabeth Hollenbeck, Director of Learning Commons & Open Labs Arturo Solano, and Director of Centers for Learning Excellence Lynell Williams.
<b>Recommendation</b>	This presentation was for the Education and Workforce Development Committee's information and feedback. No action is requested.




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# Library & Learning Support Services Support EWD Committee Update

April 8, 2025



  
SOUTH TEXAS  
COLLEGE  
LIBRARY AND LEARNING  
SUPPORT SERVICES





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## Dean's Overview

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graph TD
    A["Library & Learning  
Support Services  
Dr. Jesús Campos, Dean"] --> B["Library Services  
Elizabeth Hollenbeck,  
Associate Dean"]
    A --> C["Centers for Learning  
Excellence  
Lynell Williams, Director"]
    A --> D["Learning Commons &  
Open Labs  
Arturo Solano, Director"]
  
```



  
SOUTH TEXAS  
COLLEGE  
LIBRARY AND LEARNING  
SUPPORT SERVICES



## Library Services – Primary Functions

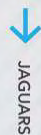


Provide a strong collection of educational and research resources that support the academic programs at STC

- Library research databases
- Print materials
- Technology lending
- Guest speakers and exhibits



## Library Services – Primary Functions



Inform and instruct users on how to properly utilize resources in the library collection

- Information literacy instruction
- Student Success Workshops
- Reference services
- Database demonstrations and presentations for faculty
- Library Liaison program

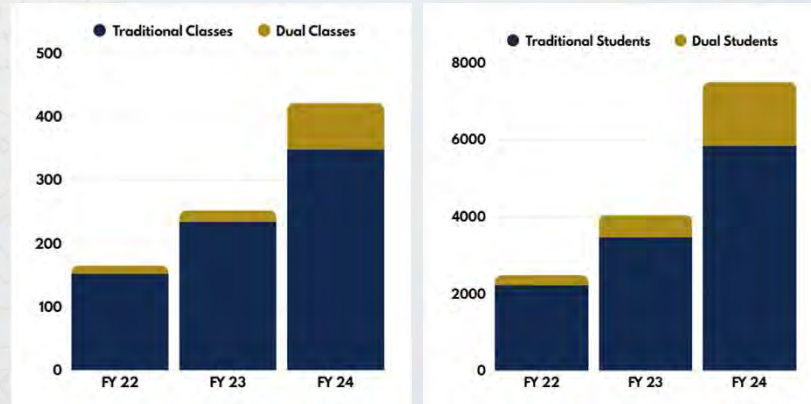




## Library Services

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### Growth of Library Instruction Services



Each year, librarians are collaborating with more faculty and supporting more students, contributing to student success.

The library is consistently supporting more Dual Credit students each year.



## Library Services – Vision

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To empower our community to reach its full potential through the exchange and cultivation of knowledge and ideas

- Quality library collection
- Timely information literacy instruction
- Guest speakers and art exhibits
- Study spaces on every campus
- Highly trained staff





# Centers for Learning Excellence

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## VISION

*Leading the field by setting the new standard in collaborative learning support and student success.*

## MISSION

*...promote student academic success while fostering independent, lifelong learning.*




**SOUTH TEXAS COLLEGE**  
LIBRARY AND LEARNING SUPPORT SERVICES

## CENTERS FOR LEARNING EXCELLENCE – Primary Programs

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### **Tutoring**

- In-person - six campus centers
- Online
- Embedded
- By appointment or drop-in
- Available 24/7
- Individual and small group




**SOUTH TEXAS COLLEGE**  
LIBRARY AND LEARNING SUPPORT SERVICES

**Nationally Certified**

**CRLA**  
International Tutor Training Program Certification

**CERTIFIED ONLINE TUTORING PROGRAM**  
2019-2026



## CENTERS FOR LEARNING EXCELLENCE – Online Tutoring: DHSI GRANT



### Pass rates of students attending four or more tutoring sessions

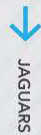
2021-2022 - **93%**

2022-2023 - **90%**

2023-2024 - **92%**



## CENTERS FOR LEARNING EXCELLENCE – Primary Programs

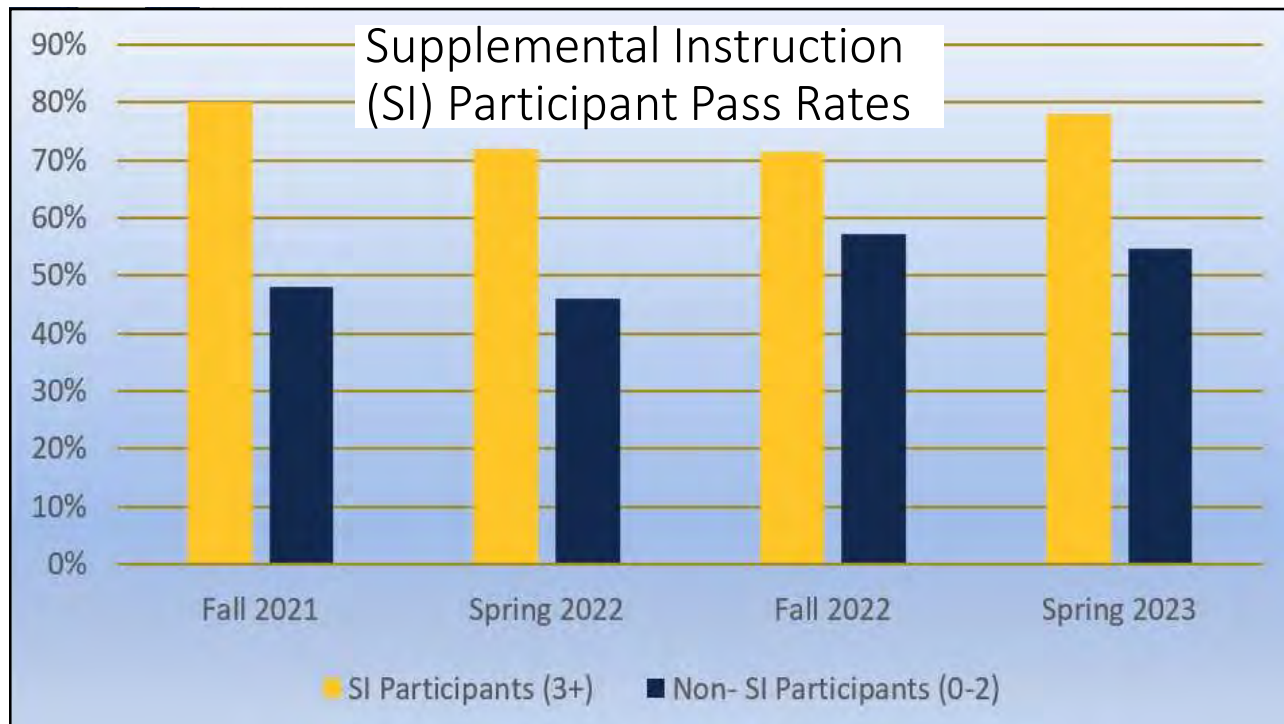


### ***Supplemental Instruction***

- Historically challenging courses
- Partnership with faculty
- Peer-led study sessions
- Integration of study skills & content







## CENTERS FOR LEARNING EXCELLENCE – Primary Programs

↓ JAGUARS

### **Academic Coaching**

- Personalized academic skills instruction
- In-person or online
- Student Success Workshops collaboration
- Career & Technical Education Boot Camps



SOUTH TEXAS  
COLLEGE  
LIBRARY AND LEARNING  
SUPPORT SERVICES



ACTP



insidetrack®



National Tutoring Association



## CENTERS FOR LEARNING EXCELLENCE – Some Additional Services/Programs

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TSIA preparation  
GED support  
Remediation support

*Pilots: Integrated Tutoring  
ESL conversation groups*



### TSI Resources

The Centers for Learning Excellence (CLE) tutors have compiled resources to help students, both online and in-person, to prepare for any section of the TSI Assessment.

Free Math Department TSI Boot Camp starts March 24. Click to learn more!

Math Videos

Reading/Writing Videos

Schedule Tutoring

Helpful TSI Links

Not yet a member of the STC community? Get a community user card at the STC Library. See User Guidelines for more information. Call the CLE at 356-872-8303 to find out how to schedule a tutoring or Academic Coaching session to prepare for the TSI.

TSI  
RESOURCES

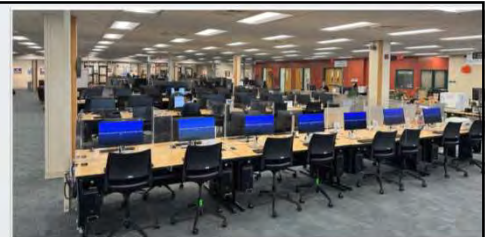
SOUTH TEXAS COLLEGE



## LEARNING COMMONS & OPEN LABS

Technology-rich, learner-centered spaces that foster collaboration, inquiry, and active learning.

- Open computer labs
- Information commons
- Extended hours commons

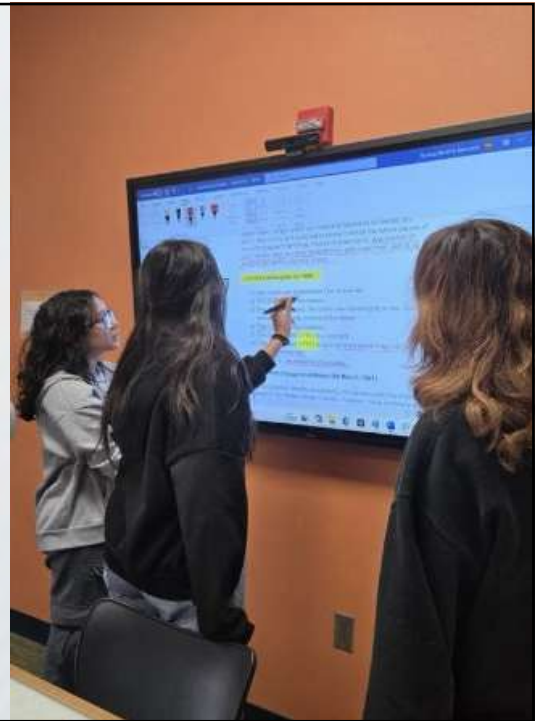




## LEARNING COMMONS & OPEN LABS

A wide selection of technology and service support to promote student success.

- Single and group workstation setups
- Laptop checkouts
- Industry specific software
- High-Performance computing
- Interactive displays
- High-tech study rooms
- Community access
- On-site technical support



## LEARNING COMMONS & OPEN LABS

Adopting the Makerspace concept through the implementation of industry specific technologies.

- Creating ideation and thinker spaces
- Matching program technologies
- Creating academic partnerships
- Facilitating workshops
- Career and skills exploration
- Fostering student engagement



## LEARNING COMMONS & OPEN LABS

Monitoring performance to meet student needs.

### Fall 2024 Stats

- Lab logins/visits - 77,513
- Students served by print services - 7,271
- On-Site support requests - 7,044
- Extended Hours logins/visits – 1,700
- Makerspace workshop attendance – 96
- Makerspace reservations - 110

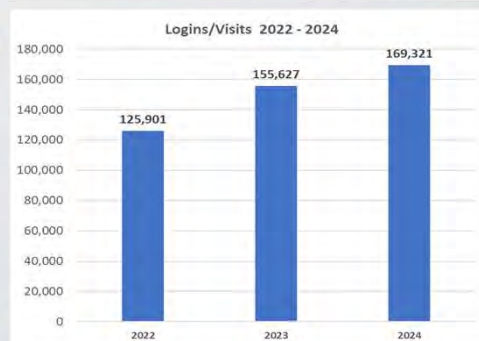
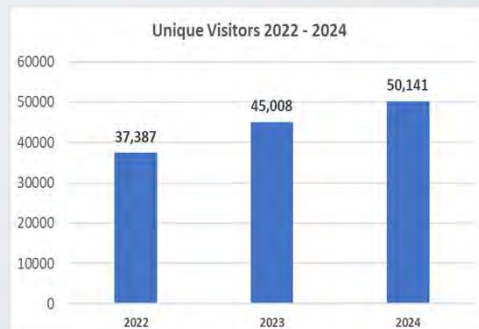


## LEARNING COMMONS & OPEN LABS

Showing an increase in both unique and repeated lab visits.

### Years 2022 - 2024

- Unique logins showing an average increase of 16% over the past three years.
- Repeated logins/visits showing an average increase of 16% over the past three years.



↓  
JAGUARS





## Wrap Up



### Library & Learning Support Services

#### Collaborations

- STC Foundation laptop distributions
- Open Educational Resources (OER)
- Generative Artificial Intelligence

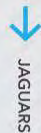


#### Commitments to students, faculty, and community

- exceptional learning spaces, collections, and services
- cultural and workforce skills enrichment opportunities



## Thank you for your support.



#### Contacts

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## **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, April 8, 2025:

### **Review and Discussion of FY 2025 – 2026 Budget Development**

<b>Purpose</b>	<p>Mary Del Paz, Vice President for Finance and Administrative Services will provide an update on the College's FY 2025 – 2026 Budget Development</p> <p>As part of the budget planning process, the College is evaluating the revenue and expenditure budget considerations influencing the preparation of the FY 2025 – 2026 budget.</p>
<b>Justification</b>	<p>The College's annual budget cycle includes the budget planning process that consists of projecting revenues and expenditures based on historical trend and assumptions for the upcoming fiscal year. The revenue and expenditure budget development considerations are used as the basis for the upcoming fiscal year assumptions and are a fundamental component of developing a proposed balanced budget. The proposed balanced budget is reviewed by staff, the President's Cabinet, and the Finance, Audit, and Human Resources Committee before it is presented for approval by the Board of Trustees at the annual Budget Hearing.</p>
<b>Enclosed Documents</b>	<p>Appendix A – PowerPoint</p>
<b>Staff Resource</b>	<p>Mary Del Paz, Vice President for Finance and Administrative Services</p>
<b>Recommendation</b>	<p>No action was required from the Committee. This item was presented for information and feedback to staff.</p>






**FY 2025 - 2026**  
**Budget Development**  
**Unrestricted Fund**

Mary Del Paz, MBA, CPA, CFE, CGMA  
 Vice President for Finance and Administrative Services  
 April 8, 2025

1

**FY 2025 – 2026 | Budget Objectives**

	<b>Produce a Balanced Budget</b> Total Revenue Equal Total Expenditures
	<b>Maintain Benchmarks</b> Instruction Function – Approximately 50% of Total Expenditures Budgeted Salaries and Benefits – Approximately 75% or Lower of Total Expenditures Budgeted (Excluding Transfers and Reserves)
	<b>Maintain Financial Responsibility, Sustainability, and Control</b>

2

## FY 2025 – 2026 | Budget Cycle Timeline

	September-December	January	February	March	April	May	June	July	August
Integrated Budget Planning Process	Environmental Scan/Analysis, Strategic Planning, Risk Assessment, Multi-Year Comprehensive Operation Plan, Departmental IE Plans, Long-Range Financial Plan, Budget Planning (Prioritize/Reallocate, Outcomes/Decision Making/Continuous Planning, Fiscal Year Strategic Investment Priorities)								
	Revenue Projections		Revenue and Expenditure Projections						
Budget Planning and Development		Instructions, Guidelines, and Alert Notice							
			Department Requests - Operating		Department Requests - Staffing				
Budget Development Review					Preliminary Review by Finance, Audit, and Human Resources Committee				
Preliminary Budget Review					Department and Cabinet Review				
					Preliminary Review by Finance, Audit, and Human Resources Committee				
Budget Approval							Construction Budget Approval	Staffing Plan Approval	Hearing Publication
							Staffing Requests Approval	Pay Plan Review	Budget Hearing
									Budget Approval

3

## FY 2025 – 2026 | Key Highlights



1. Salaries and Benefits
  - Continue TASB Compensation Maintenance Review for all positions
  - Added focus on: Faculty Master Level, Police Officers, Bus Drivers, Librarians, Counselors, Managers, Adjunct Faculty, Part-time Pay, Executive Management Maintenance Review
2. Operating Expenditures Pool – Zero Based Budgeting
3. Travel Expenditures Pool – Zero Based Budgeting
4. Analysis of Sufficiency of Operating and Travel by Department
5. Technology Expenditures Pool – Zero Based Budgeting

4

## FY 2025 – 2026 | Key Highlights



- 6. Capital Expenditures (10,000 or above) – Zero Based Budgeting
- 7. Identify efficiencies to reduce expenses, maintaining expense budgets at a level to account for rising costs
- 8. HB8 Performance Outcome Projections for FY 26
- 9. 5-Year Capital Improvement Plan
- 10. 89<sup>th</sup> Legislature – FY2026 and FY2027

5

## State Appropriations Revenue – Formula Funding Model



6

## State Appropriations Revenue – State Performance Measures

- **Credentials of Value** – Number of credentials of value awarded which includes degrees, certificates, and other credentials/licenses/awards from credit and non-credit programs
- **Credentials of Value Awarded in High-Demand Fields** – Additional weight applied to number of credentials of value awarded in high-demand occupations
- **Transfer Success** – Number of students who earn at least 15 SCH or the equivalent and transfer to a four-year university
- **Dual Credit** – Number of students who complete a sequence of at least 15 SCH or the equivalent for dual credit courses that apply toward academic and workforce program requirement at the collegiate level
- 89<sup>th</sup> Legislative Updates

7

## Resolution 2025-008

### Resolution of Support for Continued Investment in the Dynamic Community College Funding Model – February 25, 2025

- Continued investment in the outcomes-based funding model established by House Bill 8
- Full funding for the supplemental appropriations request for the FY 2024-2025 biennium
- Formula funding recommendations for the FY 2026-2027 biennium as proposed by the Texas Higher Education Coordinating Board.
- Amendments to the Performance Tier to include students who transfer to private or independent institutions of higher education in Texas

8

## FY 2025 – 2026 | Financial Aid for Swift Transfer (FAST)

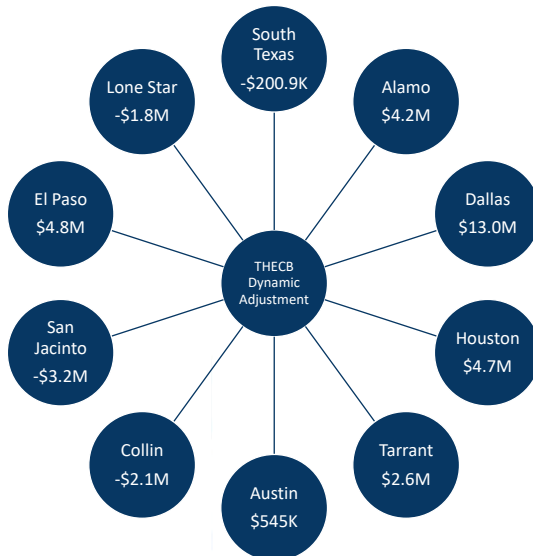
The FAST program provides funding to participating public institutions of higher education so they can offer dual credit courses to educationally disadvantaged students at no cost to these students.

- The FY 2026 (2025-2026) tuition rate is \$58.52 per semester credit hour (or equivalent).
- The FY 2025 (2024-2025) tuition rate is \$56.87 per semester credit hour (or equivalent).

Note: FY24 FAST Funding totaled \$8,822,990

9

## FY 2025 – 2026 | Dynamic Adjustment for FY2025



THECB Forecast	\$56, 743, 212
THECB Payment	\$56, 542, 347
Net Decrease	\$(200, 865)

10

## FY 2025 – 2026 | Revenue Budget Considerations

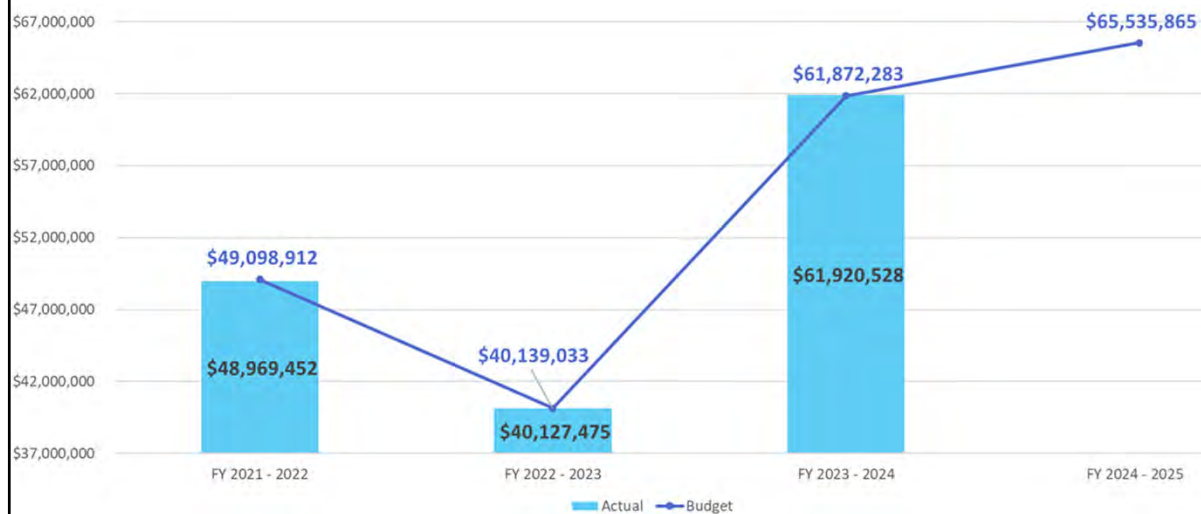


### State Appropriation Revenue

- Outcomes Based Formula Funding (HB8)
  - Projection: Pending from the Texas Higher Education Coordinating Board (THECB)
- FAST Funding (HB8)
  - Financial Aid for Swift Transfer (FAST)
- Approximately 26% of total revenues

11

## FY 2021 - 2022 to FY 2024 - 2025 State Appropriations History



12

## FY 2025 – 2026 | Revenue Budget Considerations



### Tuition and Fee Revenue

- Student Enrollment Projections
- Approved Simplified Tuition Rates
  - Projection: Remain at FY 2024 – 2025 Level
- Increases in Fees: Parking, Continuing Education, CATA, and Childcare Development Center
- Decreases in Fees: Deleted reinstatement fee
- Approximately 29% of total revenues

13

### FY 2024 - 2025 Traditional and Dual Credit Enrollment Headcount Actual/Projected – FY24 and FY25

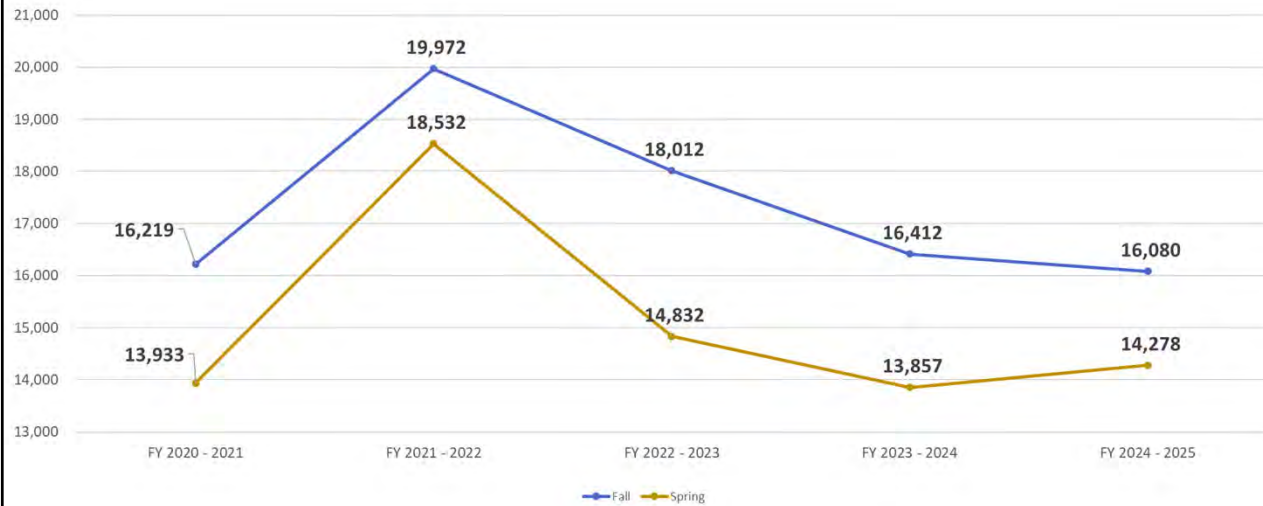
Term	FY 2023 - 2024 Traditional Actual	FY 2024 - 2025 Traditional Actual*/Projected	Increase (Decrease)
Fall	16,412	16,080*	(332)
Spring	13,857	14,278*	421
Summer	7,349	7,234	(115)
Total	37,618	37,592	(26)

Term	FY 2023 - 2024 Dual Credit Actual	FY 2024 - 2025 Dual Credit Actual*/Projected	Increase (Decrease)
Fall	10,270	11,564*	1,294
Spring	12,178	13,376*	1,198
Summer	4,523	4,541	18
Total	26,971	29,481	2,510

14



## FY 2020 - 2021 to FY 2024 - 2025 Traditional Enrollment Headcount History – Fall and Spring



15

## FY 2025 – 2026 | Revenue Budget Considerations



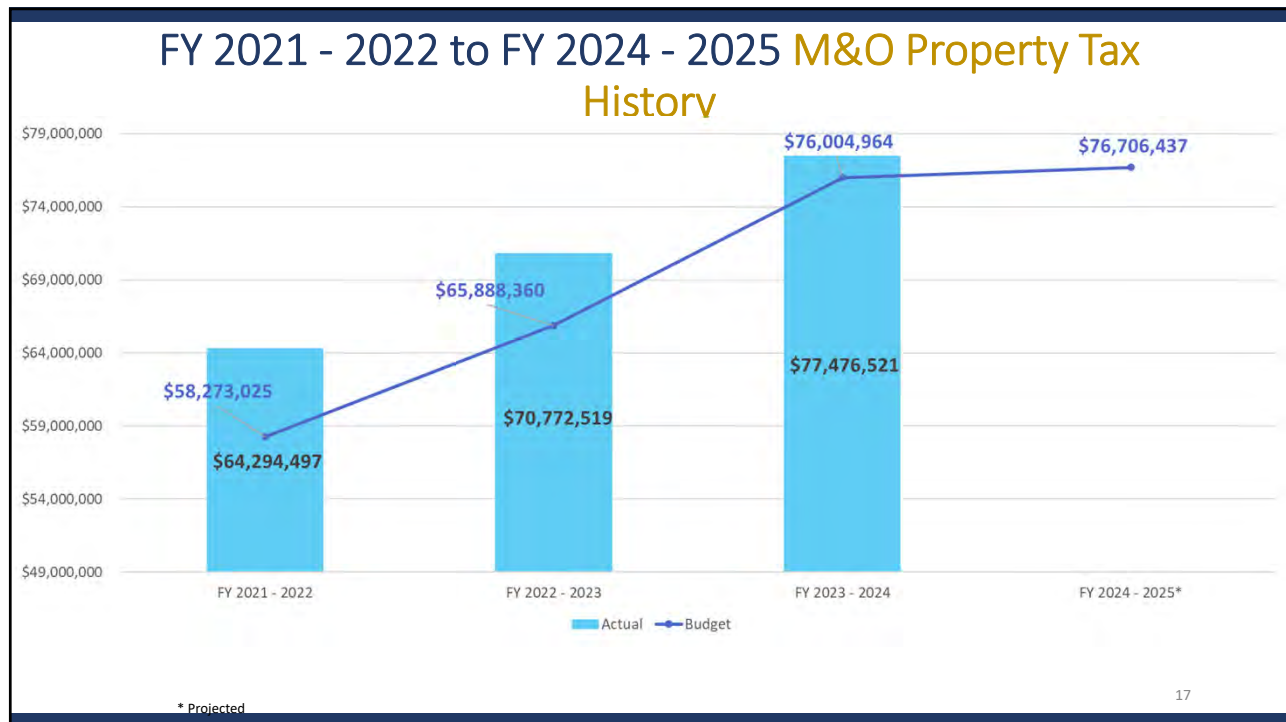
### Property Tax Revenue

- Property Tax Assessed Valuation and Collections
- Certified Values Determined in July
- Projection: Increase from FY 2024 – 2025 Level
- Approximately 33% of total revenues

### Other Revenues and Carryover Allocations

- Fund Balance Carryover Allocations for Plant Fund Transfer, ERP System
- Interest Revenue
- Projection: Increase from FY 2024 – 2025 Level
- Approximately 12% of total revenues

16



## FY 2025 – 2026 | Expenditure Budget Considerations



### Salary and Benefit Expenditures

- TASB Scenarios for Annual Faculty and Staff Salary Increase
- TASB Review of Positions
- New Positions and Salary Adjustments/Position Reclassifications Proposed by College
- Reinstatement of Frozen Positions
- Projection: Increase from FY 2024 – 2025 Level
- Approximately 75% of expenditures

## FY 2025 – 2026 | Expenditure Budget Considerations



### Operating Expenditures

- Analysis of Sufficient Funding
- Approximately 17% of expenditures

### Technology Expenditures

- Technology expenditures budgeted and tracked separately.
- Approximately 5% of expenditures

### Travel Expenditures

- Analysis of Sufficient Funding
- Approximately 1% of expenditures

19

## FY 2025 – 2026 | Expenditure Budget Considerations



### Capital Expenditures

- Threshold increased from \$5,000 to \$10,000 per unit
- Approximately 2% of expenditures

### Fund Balance Carryover Expenditures

- ERP Costs funded from Carryover Fund Allocations
- Unexpended Plant Fund Transfers

20



## **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, and Renewals \$1,650,738.17
- b. Approval on Write-off of Fixed Assets/Capital Assets Valued at \$5,000 and Over
- c. Approval to Renew the Hidalgo County Agreement for Tax Assessment Collection
- d. Approval to Renew the Starr County Agreement for Tax Assessment Collection
- e. Approval on Proposed Revision to Tuition and Fees Schedule for FY 2025 – 2026 for Testing Fees
- f. Approval on Change Orders for Contract with Precision Task Group (PTG) / Workday
- g. Approval to Retire Current Policies
  - A. Retire Policy #2600: Lay Advisory Committees
  - B. Retire Policy #3110: Access to Instructional Services

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

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

**Approval Recommended:**

**Dr. Ricardo J. Solis**  
**President**

**Consent Agenda:**

**a. Approval of Award Proposals, Purchases and Renewals a total cost of \$1,650,738.17**

Purpose and Justification – Administration requests Board approval of the following purchases, renewals, and interlocal agreements at a total cost of \$1,650,738.17.

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

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

**Award of Proposals – 1) Online Continuing Education Services**

<b>Purpose</b>	Award the proposal for online continuing education services to <b>Cengage Learning, Inc.</b> (Mason, OH).
<b>Justification</b>	To provide the community with online, non-credit, instructor-facilitated continuing and professional education courses covering the entire spectrum from skills training and re-tooling to professional development and personal enrichment. The online continuing education services include the following courses: accounting, business, college readiness, computer applications, design and composition, health care and medical, language and arts, law and legal, personal development, teaching and education, technology, writing and publishing, etc.
<b>Funding</b>	The College will incur no cost.
<b>Enclosed Documents</b>	Appendix A – Project Timeline and Information Other information is included in the Supporting Documentation.
<b>Staff Resource</b>	Dr. Anahid Petrosian, Vice President and Provost for Academic Affairs and Economic Development Olivia D. De La Rosa, Dean - Continuing Education and Workforce Development
<b>Recommendation</b>	The Committee recommended Board approval to award the proposal for online continuing education services to <b>Cengage Learning, Inc.</b> (Mason, OH) for the period beginning May 1, 2025 through April 30, 2026, with two one-year options to renew, at no cost to the College.

**APPENDIX A**

**Project Timeline and Information**

Advertised RFP	February 26, 2025 and March 5, 2025
RFP Responses Due	March 13, 2025

RFP Issued To	Seven (7) Vendors
Responses Received From	One (1) Vendor
Responses Reviewed By	Continuing Education and Workforce Development and the Purchasing Department
Highest Ranked Vendor	Cengage Learning, Inc.

### **Award of Proposals – 2) Purchase of LED Lamps**

**Purpose** Award the proposal for the purchase of LED lamps to **RGV Electrical Supply** (Mission, TX).

**Justification** To replace the fluorescent lighting with LED lamps at the Starr County Campus, in alignment with the College's sustainability initiative. LED lighting reduces energy consumption, cuts maintenance costs thanks to its longer lifespan, and reduces the use of lamps containing harmful chemicals, contributing to environmental protection.

**Funding** Funds for this expenditure are budgeted in the District-Wide Interior Led Lighting Replacements budget for FY 2024 - 2025.

**Enclosed Documents** Appendix A – Project Timeline and Information  
Other information is included in the Supporting Documentation.

**Staff Resource** Mary Del Paz, Vice President - Finance and Administrative Services  
Ricardo De La Garza, Executive Director - Facilities Planning and Construction

**Recommendation** The Committee recommended Board approval to award the proposal for the purchase of LED lamps to **RGV Electrical Supply** (Mission, TX) at a total amount of \$19,249.34.

## **APPENDIX A**

### **Project Timeline and Information**

Advertised RFP	February 19, 2025 and February 26, 2025
RFP Responses Due	March 13, 2025
RFP Issued To	Twelve (12) Vendors
Responses Received From	Three (3) Vendors
Responses Reviewed By	Facilities Operations & Maintenance, Facilities Planning & Construction, and Purchasing Departments
Highest Ranked Vendor	RGV Electrical Supply

### **Award of Proposals – 3) Vehicle and Environmental Graphics**

<b>Purpose</b>	Award the proposals for vehicle and environmental graphics to the vendors listed in Appendix A.
<b>Justification</b>	To enhance the College's outreach by providing constant exposure through vehicle and environmental graphics to a broad audience in local communities, at events, and during daily commutes. The graphics services consist of the installation of wraps and decals for College-owned vehicles and the installation of environmental graphics (wall wraps and floor & surface vinyl) that may be placed on the interior or exterior of each building district-wide. These graphics services are purchased as needed throughout the fiscal years.
<b>Funding</b>	Funds for this expenditure are budgeted in the various requesting departments' budgets for FY 2024 – 2025.
<b>Enclosed Documents</b>	Appendix A – Vendors List Appendix B – Project Timeline and Information Other information is included in the Supporting Documentation.
<b>Staff Resource</b>	Mary Del Paz, Vice President - Finance and Administrative Services Lynda Lopez, Executive Director - Public Relations and Marketing
<b>Recommendation</b>	The Committee recommended Board approval to award the proposals for vehicle and environmental graphics to the vendors listed in Appendix A for the period beginning April 23, 2025 through April 22, 2026, at an estimated total amount of \$80,000.00.

#### **APPENDIX A**

##### **Vendors List**

<b>Vendor (City, State)</b>	<b>Vendor (City, State)</b>
<b>ASAP Printing Solutions</b> (McAllen, TX)	<b>Huntington Sky Production, LTD/ dba FastSigns</b> (McAllen, TX)
<b>JettMedia, LLC</b> (McAllen, TX)	<b>Nation Signs</b> (McAllen, TX)
<b>Sign Depot USA, LLC</b> (Pharr, TX)	



**APPENDIX B**

**Project Timeline and Information**

Advertised RFP	March 5, 2025 and March 12, 2025
RFP Responses Due	March 26, 2025
RFP Issued To	Twenty-six (26) Vendors
Responses Received From	Five (5) Vendors
Responses Reviewed By	Purchasing Department
Highest Ranked Vendor	Vendors listed in Appendix A

## **Award of Proposals – 4) Vehicle Maintenance and Repair Services**

<b>Purpose</b>	Award the proposals for vehicle maintenance and repair services to the vendors listed in Appendix A.
<b>Justification</b>	To provide maintenance and repair services for the College's motor vehicle fleet. These services include vehicle preventive maintenance, general repair work, air condition system repairs, towing services, state inspections, roadside assistance, and routine vehicle oil changes, maintaining the College vehicles in a safe working condition for the South Texas College staff and faculty to drive throughout the district. In addition, all materials, labor, supplies, and equipment necessary for performing the services will be included.
<b>Funding</b>	Funds for this expenditure are budgeted in the various requesting departments' budgets for FY 2024 – 2025. Funds for subsequent fiscal years will be included in future proposed budgets.
<b>Enclosed Documents</b>	Appendix A – Vendors List Appendix B – Project Timeline and Information Other information is included in the Supporting Documentation.
<b>Staff Resource</b>	Mary Del Paz, Vice President - Finance and Administrative Services George E. McCaleb, Executive Director - Facilities Operations and Maintenance
<b>Recommendation</b>	The Committee recommended Board approval to award the proposals for vehicle maintenance and repair services to the vendors listed in Appendix A for the period beginning May 29, 2025 through May 28, 2026, with two one-year options to renew, at an estimated total amount of \$90,000.00.

### **APPENDIX A**

#### **Vendors List**

<b>Vendor (City, State)</b>	<b>Vendor (City, State)</b>
<b>Haboken Enterprises, LLC/ dba Golf Cart Crossing (Pharr, TX)</b>	<b>Pan American Auto, LLC (Pharr, TX)</b>
<b>McAllen Quick Lube, Inc. / dba RGV Tire Pros/ dba Valvoline Express Care (McAllen, TX)</b>	

**APPENDIX B**

**Project Timeline and Information**

Advertised RFP	March 5, 2025 and March 12, 2025
RFP Responses Due	March 26, 2025
RFP Issued To	Twenty-three (23) Vendors
Responses Received From	Five (5) Vendors, of which two (2) submitted incomplete required documentation; therefore, they were not considered.
Responses Reviewed By	Purchasing Department
Highest Ranked Vendor	Vendors listed in Appendix A

## **Purchases – 5) Computers, Laptops, Tablets, and Monitors**

<b>Purpose</b>	Purchase computers, laptops, tablets, and monitors from the vendors listed in Appendix A.
<b>Justification</b>	<p>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.</p> <p>The requested systems meet the College’s standard configurations.</p>
<b>Funding</b>	Funds for these expenditures are budgeted in the requesting department budgets for FY 2024 - 2025 as follows: Learning Commons and Open Labs, Technology Renewal Fund, Music Program, Child Development Program, Renewals and Replacements, Cybersecurity Program, Criminal Justice Program, Vocational Nursing Program, Information Technology Program, Human Resources, Computer Science, Campus Police, Theatre and Dance, Educational Technology Maintenance and Replacement, Division of Social and Behavioral Sciences, Computer Information Technology Bachelor Program, Admissions and Records, Dual Credit Programs, and Research and Analytical Services.
<b>Enclosed Documents</b>	<p>Appendix A – Vendors List</p> <p>Appendix B – District-Wide Technology Request Summary</p> <p>Other information is included in the Supporting Documentation.</p>
<b>Staff Resource</b>	<p>Dr. Jesús Campos, Interim Vice President for Information Services, Planning, Performance, &amp; Strategic Initiatives</p> <p>Lucio Gonzalez, Associate Vice President - Technology and Chief Information Officer</p>
<b>Recommendation</b>	The Committee recommended Board approval to purchase computers, laptops, tablets, and monitors from the vendors listed in Appendix A at a total amount of \$712,657.22.

### **APPENDIX A** **Vendors List**

Vendor (City, State)	Purchasing Cooperative	Amount
<b>Apple, Inc.</b> (Dallas, TX)	Choice Partners Cooperative	\$6,154.00
<b>Dell Marketing, LP</b> (Dallas, TX)	State of Texas Department of Information Resources (DIR)	\$706,503.22
Total Amount:		\$712,657.22

**APPENDIX B**  
**District-Wide Technology Request Summary**

<b>Student Computers</b>	
22	Learning Commons and Open Labs
464	Technology Renewal Fund
<b>Student Monitors</b>	
50	Technology Renewal Fund
<b>Student Laptops</b>	
18	Learning Commons and Open Labs
<b>Faculty Computers</b>	
1	Music Program
1	Child Development Program
97	Technology Renewal Fund
5	Starr Campus Technology Center - Building J
<b>Faculty Laptops</b>	
1	Cybersecurity Program
1	Criminal Justice Program
1	Vocational Nursing Program
6	Information Technology Program
1	Child Development Program

<b>Faculty Tablets</b>	
1	Music Program
<b>Staff Computers</b>	
6	Human Resources
1	Computer Science
12	Campus Police
110	Technology Renewal Fund
1	Theatre and Dance
5	Educational Technology Maintenance and Replacement
<b>Staff Laptops</b>	
2	Division of Social and Behavioral Sciences
3	Human Resources
1	Computer Information Technology Bachelor Program
1	Computer Science
1	Admissions and Records
4	Dual Credit Programs
1	Research and Analytical Services
5	Campus Police

## Purchases – 6) Furniture

<b>Purpose</b>	Purchase furniture from the vendors listed in Appendix A.
<b>Justification</b>	To provide new furniture that will enhance the everyday activities of our academic environment while upgrading or replacing outdated and worn-out items that no longer serve our students, faculty, and staff effectively. This investment will enable students, faculty, and staff to engage comfortably and productively in classes, study sessions, collaborative projects, and daily operations.
<b>Funding</b>	Funds for these expenditures are budgeted in the requesting department budgets for FY 2024 - 2025 as follows: Adjunct Faculty - Pecan Campus, Art Program, Campus Police, Computer Science, District Wide Renovations & Contingencies, Division Nursing and Allied Health, Finance and Administrative Services, New Furniture, Office of Student Re-Engagement, Regional Center for Public Safety Excellence, RR Starr Manuel Benavidez, Jr. Rural Tech Center Bldg. J Analog to Digital Replacement, Safety and Security, Student Assessment Center.
<b>Enclosed Documents</b>	Appendix A – Vendors List Appendix B – District-Wide Furniture Request Summary Other information is included in the Supporting Documentation.
<b>Staff Resource</b>	Mary Del Paz, Vice President for Finance and Administrative Services Ricardo De La Garza, Executive Director of Facilities Planning and Construction
<b>Recommendation</b>	The Committee recommended Board approval to purchase furniture from the vendors listed in Appendix A at a total amount of \$110,678.59.

### **APPENDIX A** **Vendors List**

Vendor (City, State)	Purchasing Cooperative	Amount
<b>Computer Comforts, Inc.</b> (Kemah, TX)	The Interlocal Purchasing System (TIPS)	\$17,133.80
<b>Gateway Printing and Office Supply, Inc.</b> (Edinburg, TX)	OMNIA Partners, Sourcewell, The Interlocal Purchasing System (TIPS)	\$92,349.79
<b>JMJS, Inc. / The Exceptional Home Center</b> (McAllen, TX)	The Interlocal Purchasing System (TIPS)	\$1,195.00
Total Amount:		\$110,678.59

**APPENDIX B**  
**District-Wide Furniture Request Summary**

<b>Mid Valley Campus</b>
16 Student Stools for the Art Program
<b>Nursing and Allied Health Campus</b>
2 Faculty/Staff Chairs for the Division of Nursing and Allied Health
<b>Pecan Campus</b>
1 Vertical File for the Department of Safety and Security
1 Credenza for Finance and Administrative Services Division
1 Faculty/Staff Chair for the Student Assessment Center
2 Faculty/Staff Chairs for Computer Science
2 Mobile Boards and 1 Wall Board for the History and Cosmetology Programs
1 Shelving Unit for the Campus Police
1 Faculty/Staff Chair for the Pecan Building Annex
1 Faculty/Staff Chair for the Office of Student Re-Engagement
<b>Regional Center of Public Safety</b>
1 Lounge Seating for the Regional Center of Public Safety
<b>Starr County Campus</b>
5 Podiums and 5 Cabinets for Educational Technologies
<b>Technology Campus</b>
17 Staff/Faculty Charis, 4 File Cabinets, 13 Bookcases, 1 Round Table, 15 Staff/Faculty Desks for Faculty and Staff at the Technology Campus

**Purchases – 7) Global Navigation Satellite System Base and Rover Kits – Grant Funded**

<b>Purpose</b>	Purchase global navigation satellite system base and rover kits from <b>AllTerra Central, Inc.</b> (McAllen, TX), a State of Texas Department of Information Resources (DIR) approved vendor.
<b>Justification</b>	To enhance the Architectural and Engineering Design Technology program by procuring two (2) Global Navigation Satellite System Base and Rover kits, which will allow students in the Land Surveying courses to get more direct exposure and hands-on experience with standard industry equipment and technology.
<b>Funding</b>	Funds for this expenditure are budgeted in the Carl Perkins Grant budget for FY 2024 – 2025.
<b>Enclosed Documents</b>	Other information is included in the Supporting Documentation.
<b>Staff Resource</b>	Dr. Anahid Petrosian, Vice President and Provost for Academic Affairs and Economic Development Jose Vela, Business Public Safety & Technology

**Recommendation** The Committee recommended Board approval to purchase global navigation satellite system base and rover kits from **AllTerra Central, Inc.** (McAllen, TX), a State of Texas Department of Information Resources (DIR) approved vendor, for the period beginning April 24, 2025 through April 23, 2028, at an estimated total amount of \$60,110.62.

#### **Purchases – 8) Network Equipment, Licenses, and Accessories**

**Purpose** Purchase network equipment, licenses, and accessories from **Netsync Network Solutions** (Houston, TX), a State of Texas Department of Information Resources (DIR) approved vendor.

**Justification** To procure network equipment, licenses, and accessories, as needed district-wide, to support the various needs and daily operations of classroom instruction, office operations, connectivity between surveillance cameras and servers, data closets, and converting analog systems to digital.

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

**Enclosed Documents** Other information is included in the Supporting Documentation.

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

**Recommendation** The Committee recommended Board approval to purchase network equipment, licenses, and accessories from **Netsync Network Solutions** (Houston, TX), a State of Texas Department of Information Resources (DIR) approved vendor for the period beginning April 1, 2025 through August 31, 2025, at an estimated total amount of \$80,000.00.

#### **Purchases – 9) Security Operation Center and Managed Detection and Response Services**

**Purpose** Purchase security operation center and managed detection and response services from **Netsync Network Solutions** (Houston, TX), a State of Texas Department of Information Resources (DIR) approved vendor.



<b>Justification</b>	To procure a cloud-based security operations center as a service that provides a platform to ingest, correlate, and action data from the cloud, network, and endpoints. The service will include certified security experts to assist in mitigating vulnerabilities and proactively focusing on continually improving the overall College Wide security posture.
<b>Funding</b>	Funds for this expenditure are budgeted in the Information Technology Project Management, Risk and Security, and Information Security budgets for FY 2024 – 2025. Funds for subsequent fiscal years will be included in future proposed budgets.
<b>Enclosed Documents</b>	Other information is included in the Supporting Documentation.
<b>Staff Resource</b>	Dr. Jesús Campos, Interim Vice President for Information Services, Planning, Performance, & Strategic Initiatives Lucio Gonzalez, Associate Vice President -Technology and Chief Information Officer
<b>Recommendation</b>	The Committee recommended Board approval to purchase security operation center and managed detection and response services from <b>Netsync Network Solutions</b> (Houston, TX), a State of Texas Department of Information Resources (DIR) approved vendor for the period beginning July 1, 2025 through September 1, 2028, at an estimated total amount of \$473,042.40.

#### **Renewals – 10) Insurance Risk Management Consultant Services**

<b>Purpose</b>	Renew the insurance risk management consultant services with <b>Acrisure, LLC/dba Carlisle Insurance</b> (Corpus Christi, TX).
<b>Justification</b>	To review and provide recommendations regarding the College's insurance coverage and assess their adequacy. This includes evaluating the need for any changes, soliciting and assessing insurance bids, offering recommendations to College administration on potential loss scenarios, and, in addition, supporting the College staff in processing claims, addressing claims-related inquiries, and providing information on insurance matters, both domestic and international.
<b>Funding</b>	Funds for this expenditure are budgeted in the Insurance budget for FY 2024 – 2025. Funds for subsequent fiscal years will be included in future proposed budgets.
<b>Enclosed Documents</b>	Appendix A – Renewal Terms

**Staff Resource** Mary Del Paz, Vice President - Finance and Administrative Services  
Frank Jason Gutierrez, Director - Business Process and Accountability

**Recommendation** The Committee recommended Board approval to renew the insurance risk management consultant services with **Acrisure, LLC dba Carlisle Insurance** (Corpus Christi, TX), for the period beginning June 1, 2025 through May 31, 2026 at a total annual amount of \$25,000.00.

### **APPENDIX A**

#### **Renewal Terms**

The Board awarded the contract as follows:

<b>Term: May 26, 2022 – one year with four (4) one-year annual renewals</b>			
Award	Board Meeting Date	Original Term	Renewal Term
Original	5/26/2022	6/01/2022 – 5/31/2023	
First Renewal	3/28/2023		6/01/2023 – 5/31/2024
Second Renewal	3/26/2024		6/01/2024 – 5/31/2025
<b>Third Renewal</b>	4/22/2025		6/01/2025 – 5/31/2026

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

Recommendation: It is requested that the Committee recommend for Board approval of the award of proposals, purchases, and renewals at a total cost of \$1,650,738.17, as listed below:

- Award of Proposals**
- 1) **Online Continuing Education Services:** award the proposal for online continuing education services to **Cengage Learning, Inc.** (Mason, OH) for the period beginning May 1, 2025 through April 30, 2026, with two one-year options to renew at no cost to the College;
  - 2) **Purchase of LED Lamps:** award the proposal for the purchase of LED lamps to **RGV Electrical Supply** (Mission, TX) at a total amount of \$19,249.34;
  - 3) **Vehicle and Environmental Graphics:** award the proposals for vehicle and environmental graphics to the vendors listed in Appendix A for the period beginning April 23, 2025 through April 22, 2026 at an estimated total amount of \$80,000.00;

**APPENDIX A  
Vendors List**

Vendor (City, State)	Vendor (City, State)
<b>ASAP Printing Solutions</b> (McAllen, TX)	<b>Huntington Sky Production, LTD/ dba FastSigns</b> (McAllen, TX)
<b>JettMedia, LLC</b> (McAllen, TX)	<b>Nation Signs</b> (McAllen, TX)
<b>Sign Depot USA, LLC</b> (Pharr, TX)	

- 4) **Vehicle Maintenance and Repair Services:** award the proposals for vehicle maintenance and repair services to the vendors listed in Appendix A for the period beginning May 29, 2025 through May 28, 2026, with two one-year options to renew at an estimated total amount of \$90,000.00;

**APPENDIX A  
Vendors List**

Vendor (City, State)	Vendor (City, State)
<b>Haboken Enterprises, LLC/ dba Golf Cart Crossing</b> (Pharr, TX)	<b>Pan American Auto, LLC</b> (Pharr, TX)
<b>McAllen Quick Lube, Inc. / dba RGV Tire Pros / dba Valvoline Express Care</b> (McAllen, TX)	

- Purchases**
- 5) **Computers, Laptops, Tablets, and Monitors:** purchase computers, laptops, tablets, and monitors from the vendors listed in Appendix A at a total amount of \$712,657.22;

**APPENDIX A**  
**Vendors List**

Vendor (City, State)	Purchasing Cooperative	Amount
<b>Apple, Inc.</b> (Dallas, TX)	Choice Partners Cooperative	\$6,154.00
<b>Dell Marketing, LP</b> (Dallas, TX)	State of Texas Department of Information Resources	\$706,503.22
Total Amount:		\$712,657.22

- 6) **Furniture:** purchase furniture from the vendors listed in Appendix A at a total amount of \$110,678.59;

**APPENDIX A**  
**Vendors List**

Vendor (City, State)	Purchasing Cooperative	Amount
<b>Computer Comforts, Inc.</b> (Kemah, TX)	The Interlocal Purchasing System (TIPS)	\$17,133.80
<b>Gateway Printing and Office Supply, Inc.</b> (Edinburg, TX)	OMNIA Partners, Sourcewell, The Interlocal Purchasing System (TIPS)	\$92,349.79
<b>JMJS, Inc. / The Exceptional Home Center</b> (McAllen, TX)	The Interlocal Purchasing System (TIPS)	\$1,195.00
Total Amount:		\$110,678.59

- 7) **Global Navigation Satellite System Base and Rover Kits – Grant Funded:** purchase global navigation satellite system base and rover kits from **AllTerra Central, Inc.** (McAllen, TX), a State of Texas Department of Information Resources (DIR) approved vendor, for the period beginning April 24, 2025 through April 23, 2028, at an estimated total amount of \$60,110.62;
- 8) **Network Equipment, Licenses, and Accessories:** purchase network equipment, licenses, and accessories from **Netsync Network Solutions** (Houston, TX), a State of Texas Department of Information Resources (DIR) approved vendor for the period beginning April 1, 2025 through August 31, 2025, at an estimated total amount of \$80,000.00;
- 9) **Security Operation Center and Managed Detection and Response Services:** purchase security operation center and managed detection and response services from **Netsync Network Solutions** (Houston, TX), a State of Texas Department of Information Resources (DIR) approved vendor for the period beginning July 1, 2025 through September 1, 2028, at an estimated total amount of \$473,042.40;

**Renewals**

- 10) **Insurance Risk Management Consultant Services:** renew the insurance risk management consultant services with **Acrisure, LLC/ dba Carlisle Insurance** (Corpus Christi, TX), for the period beginning

June 1, 2025 through May 31, 2026 at a total annual amount of  
\$25,000.00.

**Consent Agenda:**

**b. Approval on Write-off of Fixed Assets/Capital Assets Valued at \$5,000 and Over**

<b>Purpose</b>	To approve the write-off of fixed assets/capital assets valued at \$5,000 and over.
<b>Justification</b>	<p>The Fixed Assets/Inventory Department is requesting to write-off obsolete and no longer in use software programs, duplicate assets, auctioned assets, lost or stolen assets, and vehicles declared a total loss. These assets totaling \$1,286,626.75, will be removed, as applicable, from the College's inventory system and capital asset ledger.</p> <p>Due to the transition from Banner to Workday, the Fixed Assets/Inventory Department conducted an audit of all software and discovered that some were no longer in use and would not be renewed. The removal of these assets has been verified and confirmed with the cost center manager. For the non-software assets, the Fixed Assets/Inventory Department also audited assets for duplicate assets and auctioned assets that had been previously approved by the President with a value below \$5,000.</p> <p>As per Policy CIB – Equipment and Supplies Management: Disposal of Property and Department Procedures, the capital assets value and associated accumulated depreciation will be written off from the College's capital asset ledger, and the reduction will be reflected on the Comprehensive Annual Financial Report as of August 31, 2025.</p>
<b>Enclosed Documents</b>	Appendix A – Fixed Assets lists of obsolete assets FA21/22 and FA23.
<b>Funding</b>	No funds are required.
<b>Staff Resource</b>	Mary Del Paz, Vice President for Finance and Administrative Services Deyadira Leal, Director of Purchasing
<b>Recommendation</b>	The Committee recommended approval for the write-off of fixed assets/capital assets valued at \$5,000 and over and for these assets to be removed from the College's inventory system and capital asset ledger.

SOUTH TEXAS COLLEGE  
WRITE OFF LIST OF OBSOLETE SOFTWARE VALUED AT \$5,000 AND OVER- LIST FA21/FA22  
MARCH 31, 2025

#	Asset ID	Asset Name	Asset Identifier	Grant Tag	Acquisition Date	Acquisition Cost	Date Reported Missing or No Longer In Use	Net Book Value	Reference ID
1	BA-10003782	PIX Software 64	32109		7/14/1998	\$ 10,544.00	11/5/2022	\$ -	000002552
2	BA-10003783	Cisco Works Windows Software	32110		7/14/1998	\$ 6,473.92	11/5/2022	\$ -	000002553
3	BA-10003824	Integration Software	32115		10/20/1998	\$ 15,471.00	3/4/2025	\$ -	000003714
4	BA-10003826	Software License	26227		7/28/2000	\$ 25,175.00	3/4/2025	\$ -	000004805
5	BA-10003828	Newsfile Collection Software	32176		1/18/2001	\$ 5,755.00	5/21/2024	\$ -	000006326
6	BA-10003829	Webinservice License	25519		7/26/2001	\$ 5,000.00	9/9/2024	\$ -	000006690
7	BA-10001166	Scanmark 2800 Software	0000006782		1/24/2002	\$ 6,076.10	5/15/2024	\$ -	000007266
8	BA-10003830	Cardiff Teleform Software	32185		2/6/2002	\$ 5,540.00	5/15/2024	\$ -	000007494
9	BA-10003831	Class Track Scheduling Software	17150		9/4/2002	\$ 17,498.00	2/18/2020	\$ -	000009168
10	BA-10003832	Lab Pack Software	26254		2/12/2004	\$ 10,910.00	11/29/2016	\$ -	000009750
11	BA-10003833	Computing System Application Software	32195		5/28/2004	\$ 255,869.00	3/24/2025	\$ -	000010012
12	BA-10003838	Argos Server Software	32198		6/21/2005	\$ 39,000.00	8/8/2019	\$ -	000012529
13	BA-10000946	FSDIRECT-FACILITY (Event) Scheduling	17200		11/5/2009	\$ 8,328.30	7/14/2015	\$ -	N00017771
14	BA-10000951	24C-HD-NVMS Avigilon HD NVMS Software	43074		8/24/2010	\$ 5,500.72	2/4/2022	\$ -	N00018529
15	BA-10000953	MaintenanceDirect-Work Order Mgmt	17205		12/15/2010	\$ 17,717.46	1/11/2016	\$ -	N00018717
16	BA-10000954	Banner Travel/Expense Management	22549		1/19/2011	\$ 132,276.41	3/6/2020	\$ -	N00018738
17	BA-10000955	WebCheckout Resource Management and Scheduling Software	33263		3/31/2011	\$ 9,000.00	2/5/2025	\$ -	N00018845
18	BA-10000960	Huddle Project Management/Team Collaboration Software	21325		11/8/2011	\$ 5,000.00	3/6/2020	\$ -	N00019822
19	BA-10000995	Meltware Buzz Platform Software	23282		7/31/2014	\$ 9,999.00	3/10/2020	\$ -	N00022115
20	BA-10000996	Proofpoint Targeted Attack Protection License	23708		9/12/2014	\$ 14,904.00	3/10/2020	\$ -	N00022585
21	BA-10001008	Gynecology Application Software	34521		3/22/2016	\$ 5,859.98	3/27/2025	\$ -	N00024336
22	BA-10001009	Transvaginal Application Software	34522		3/22/2016	\$ 11,751.34	3/27/2025	\$ -	N00024337
23	BA-10001010	Breast Application Software	34523		3/22/2016	\$ 5,859.98	3/27/2025	\$ -	N00024338
24	BA-10001011	Obstetrics Application Software	34524		3/22/2016	\$ 5,859.98	3/27/2025	\$ -	N00024339
25	BA-10001012	Abdomen Application Software	33325		3/22/2016	\$ 17,611.30	3/27/2025	\$ -	N00024340
26	BA-10001013	NCSimul V9 Educational Software License	34082		3/29/2016	\$ 5,000.00	3/24/2025	\$ -	N00024428
27	BA-10001014	SonoSim Edition Software - Hardware Bundle w/Laptop	30562		5/13/2016	\$ 13,590.00	3/27/2025	\$ -	N00024500
28	BA-10001017	GE CT Simulator (Unlimited License) Tier 4 Pricing	34141		8/2/2016	\$ 24,375.00	3/27/2025	\$ -	N00024923
29	BA-10001028	Career Coach Subscription License	32360		2/1/2017	\$ 25,500.00	3/24/2025	\$ -	N00025496
30	BA-10001027	Disability Support Services Software License	32349		2/22/2017	\$ 8,245.00	2/19/2025	\$ -	N00025495
31	BA-10001030	VIM-605 VIMEDIX Abdominal Package 1 - Software	34039	5000027526	5/4/2017	\$ 6,240.00	3/27/2025	\$ -	N00025643
32	BA-10001031	VIM-608 VIMEDIX Abdominal Package 3 - Software	34040	5000027527	5/4/2017	\$ 6,240.00	3/27/2025	\$ -	N00025644
33	BA-10001032	VIM-614 VIMEDIX Ob/Gyn Urinary System Anomalies Software	34041	5000027527	5/4/2017	\$ 9,588.00	3/27/2025	\$ -	N00025645
34	BA-10001037	MRISIM04-GE MRI Simulator Unlimited License	32400		6/8/2017	\$ 7,500.00	3/27/2025	\$ -	N00026481
35	BA-10001034	Unlimited Site-License Wolfram Mathematica	23526		7/25/2017	\$ 16,659.28	7/13/2022	\$ -	N00026037
36	BA-10001035	Multisim Education 25 User License	32431		7/31/2017	\$ 5,941.00	3/4/2025	\$ -	N00026038
37	BA-10001042	Trendkile Media Monitoring Software	29476		8/31/2017	\$ 15,000.00	8/9/2022	\$ -	N00026529
38	BA-10001045	INCAP-SIEM-50M-CLD Incapsula SIEM Integration Software	35537		12/14/2017	\$ 5,298.83	1/19/2023	\$ -	N00028621
39	BA-10001046	e-Portfolio Software License (2018)	35533	5000044796	1/19/2018	\$ 9,900.00	9/9/2024	\$ -	N00029009
40	BA-10001047	v7 Professional Employee License	35527		2/12/2018	\$ 15,036.94	2/22/2023	\$ -	N00029235
41	BA-10001048	CISOBOX Information Security Incident Management Software	35538		2/19/2018	\$ 12,995.00	2/22/2023	\$ -	N00029252
42	BA-10001050	NM-64FW-0170 WhatUp Gold Total Plus License	36751		5/9/2018	\$ 6,594.50	5/9/2023	\$ -	N00030845
43	BA-10001053	Mish Guru Platform Service License	39530		6/5/2018	\$ 6,000.00	6/13/2023	\$ -	N00030918
44	BA-10001060	Job Description Software - Annual License	42121		8/31/2018	\$ 12,500.00	3/3/2025	\$ -	N00031722
45	BA-10001064	Playposit Proof of Concept License	36837		10/11/2018	\$ 6,500.00	12/13/2023	\$ -	N00032589

SOUTH TEXAS COLLEGE  
WRITE OFF LIST OF OBSOLETE SOFTWARE VALUED AT \$5,000 AND OVER- LIST FA21/FA22  
MARCH 31, 2025

#	Asset ID	Asset Name	Asset Identifier	Grant Tag	Acquisition Date	Acquisition Cost	Date Reported Missing or No Longer In Use	Net Book Value	Reference ID
46	BA-10001068	Enrollment Bot Annual Subscription Software	36896		1/28/2019	\$ 35,000.00	1/25/2024	\$ -	N00033123
47	BA-10001072	INFO2087 ChemDraw Professional Site License	45993		6/10/2019	\$ 15,338.00	1/31/2025	\$ -	N00033767
48	BA-10001071	Instant Messenger Application Software	45994		6/13/2019	\$ 49,500.00	6/10/2024	\$ -	N00033766
49	BA-10001073	APM Music License	38652		7/3/2019	\$ 6,500.00	7/10/2024	\$ -	N00033930
50	BA-10001076	20 Floating Polyworks Inspector License	42964		4/17/2020	\$ 11,000.00	3/24/2025	\$ 550.06	N00035177
51	BA-10001080	Interview Stream Software	42992		1/28/2021	\$ 5,000.00	2/26/2025	\$ 1,000.10	N00035623
52	BA-10001081	INFO2091-B Chemdraw Prime Site License	46260		4/29/2021	\$ 5,493.00	1/31/2025	\$ 1,373.25	N00035888
53	BA-10001082	INFO2094-B Chemdraw Professional License	46270		4/29/2021	\$ 6,768.00	1/31/2025	\$ 1,692.00	N00035889



SOUTH TEXAS COLLEGE  
WRITE OFF OF ASSETS VALUED AT \$5,000 AND OVER- LIST FA23  
MARCH 31, 2025

#	Asset ID	Asset Name	Asset Identifier	Grant Tag	Serial Number	Acquisition Date	Acquisition Cost	Net Book Value	Reference ID
1	BA-10001127	Hydraulic Shearing (Scotchman/ 40 Tons)	2631	5000002205	T800FF599	5/19/1999	\$ 5,313.42	\$ -	000003509
2	BA-10003787	NT Server 350 MHZ Pentium II Processor	X0000003448		0017392696	12/16/1999	\$ 22,700.00	\$ -	000004643
3	BA-10003788	Memory 1024mb Ms610-Da	5585		SNAY01216707	11/7/2000	\$ 57,604.00	\$ -	000006113
4	BA-10003827	3.7 Aluminum Dish	X0000005081		AP02188	11/17/2000	\$ 19,914.04	\$ -	000006031
5	BA-10003595	1992 Oldsmobile Bravada				10/1/2001	\$ 6,750.00	\$ -	000008451
6	BA-10001184	LCD Sony Projector	6943	5000000954		11/13/2001	\$ 6,819.05	\$ -	000007522
7	BA-10001174	P/N 108740754 Definity Phone System	X0000005253			12/18/2001	\$ 8,370.64	\$ -	000007501
8	BA-10001185	XGA LCD Projector 17.00 Ansi Lumens Sharp	X0000004997			1/16/2002	\$ 5,643.32	\$ -	000007536
9	BA-10001196	15X5 Fastback Binder System	7778		13308	7/1/2002	\$ 5,890.00	\$ -	000007801
10	BA-10003791	Classroom Lectern	7883	5000004491	654181032E12484	8/28/2002	\$ 7,390.03	\$ -	000008428
11	BA-10003793	Polycom Viewstation	X0000012101			1/9/2003	\$ 10,362.05	\$ -	000008929
12	BA-10001241	Sanyo Projector	X0000008810		308316925	12/15/2004	\$ 5,736.29	\$ -	000012129
13	BA-10001243	Sanyo Projector	11165			12/15/2004	\$ 5,736.29	\$ -	000012191
14	BA-10001244	Sanyo Projector	X0000007577		210334353	12/15/2004	\$ 5,736.29	\$ -	000012195
15	BA-10001245	Sharp Projector	X0000008810		308316925	12/15/2004	\$ 5,736.29	\$ -	000012196
16	BA-10001248	Extron Switcher	9852		816766006	12/15/2004	\$ 5,207.55	\$ -	000012291
17	BA-10001250	Extron Switcher	9887		815534023	12/15/2004	\$ 5,207.55	\$ -	000012294
18	BA-10001251	Extron Switcher	9885		816766031	12/15/2004	\$ 5,207.55	\$ -	000012295
19	BA-10001252	Extron Switcher	10936		815534026	12/15/2004	\$ 5,207.55	\$ -	000012297
20	BA-10001253	Extron Switcher	10919		815534010	12/15/2004	\$ 5,207.55	\$ -	000012298
21	BA-10001254	Extron Switcher	10977		901719003	12/15/2004	\$ 5,207.55	\$ -	000012303
22	BA-10001255	Extron Switcher	11155		816766010	12/15/2004	\$ 5,207.55	\$ -	000012305
23	BA-10001256	Extron Switcher	11164		816766019	12/15/2004	\$ 5,207.55	\$ -	000012307
24	BA-10001258	Extron Switcher	11013		816766018	12/15/2004	\$ 5,207.55	\$ -	000012311
25	BA-10003599	1998 GMC Pick Up Sierra	X0000009896		1GTEK19M8WR0038EX	4/11/2005	\$ 15,475.00	\$ -	000011102
26	BA-10003820	Sun Fire T2000 Server 8 core 1.2GHZ	X13585		0722NNNOKG	6/19/2007	\$ 14,496.00	\$ -	N00016205
27	BA-10003412	2018 Ford Transit Cargo Van - Unit #138	35601		1FTYE1YM6JKB08677	6/11/2018	\$ 23,832.75	\$ 8,142.62	N00030907

**Consent Agenda:**

**c. Approval to Renew the Hidalgo County Agreement for Tax Assessment Collection**

<b>Purpose</b>	To approve the renewal of the Hidalgo County Agreement for Tax Assessment and Collection for current and delinquent taxes collected from September 1, 2025 through August 31, 2026.
<b>Justification</b>	<p>To ensure that the College complies with Section 6.27 item (c) of the Property Tax Code, which states:</p> <p>“The assessor or collector for a taxing unit other than a county is entitled to reasonable compensation, which may not exceed the actual cost incurred, for assessing or collecting taxes for a taxing unit pursuant to Subsection (b) of Section 6.23 of this code.”</p> <p>The Inter-Local Cooperation Agreement requires the County, after reviewing actual collection costs, to submit a proposed fee to the College, which may include a cost increase of no more than 5% per year, prior to May 1<sup>st</sup>. The College will then have until June 1<sup>st</sup> to accept the recommended fee.</p> <p>The Hidalgo County Agreement for Tax Assessment and Collection must be approved by the College by June 1, 2024. Approval of the tax assessment and collection fee is needed in order for the Hidalgo County Tax Assessor to assess and collect taxes levied.</p>
<b>Enclosed Documents</b>	<p>Appendix A – History of Fees for Hidalgo County Tax Assessment and Collection</p> <p>Appendix B – Hidalgo County Collection Contract</p>
<b>Funding</b>	The annual collection fee is reduced monthly from taxes collected during the month. Funds for these expenditures will be budgeted in the Hidalgo Appraisal/Collection Fee budget for Fiscal Year 2025 – 2026, pending Board approval of the budget.
<b>Staff Resource</b>	Mary Del Paz, Vice President for Finance and Administrative Service Myriam Lopez, Associate Vice President – Finance and Management
<b>Recommendation</b>	The Committee recommended Board approval on the renewal of the Hidalgo County Agreement for the Tax Assessment and Collection for current and delinquent taxes collected at an annual fee of \$108,372.00 from September 1, 2025 through August 31, 2026 as presented.

**Appendix A**

Summary of Contract

<b>History of Fees for Hidalgo County Tax Assessment and Collection</b>			
<b>Fiscal Year</b>	<b>Fee</b>	<b>Increase over Previous Year</b>	<b>Total Tax Levy</b>
2025 – 2026	\$108,372.00	0%	Not Available
2024 – 2025	\$108,372.00	0%	\$92,313,237.87
2023 – 2024	\$108,372.00	0%	\$83,552,787.83
2022 – 2023	\$108,372.00	5%	\$75,375,088.72
2021 - 2022	\$103,212.00	0%	\$71,315,412.72
2020 – 2021	\$103,212.00	0%	\$66,982,283.00
2019 – 2020	\$103,212.00	0%	\$64,711,985.97
2018 - 2019	\$103,212.00	0%	\$63,236,679.08
2017 – 2018	\$103,212.00	5%	\$62,624,834.26
2016 – 2017	\$98,304.00	0%	\$59,701,217.59
2015 – 2016	\$98,304.00	0%	\$56,408,070.41

Office of Tax Assessor-Collector

# COUNTY of HIDALGO

Pablo "Paul" Villarreal, Jr. PCC.



April 1, 2025

Dr. Ricardo J. Solis, President  
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](http://www.hidalgocountytax.org)

Dear Dr. Solis:

As per Clause VI, consideration of our Collection of Taxes Contract be advised that the fee for the taxable year 2025 will remain at **\$108,372**. Effective September 1, 2025.

Please sign, date and return this letter to us as soon as possible.

Sincerely,

A handwritten signature in cursive script that reads "Pablo (Paul) Villarreal Jr.".

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

XC: Hon. Richard F. Cortez  
Hidalgo County Judge

Ms. Letty Chavez  
Hidalgo County Auditor

Accepted & Agreed:

By: \_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date



**Consent Agenda:**

**d. Approval to Renew the Starr County Agreement for Tax Assessment Collection**

**Purpose** To approve the renewal of the Starr County Agreement for Tax Assessment and Collection for current and delinquent taxes collected from September 1, 2025 through August 31, 2026.

**Justification** To ensure that the College complies with Section 6.27 item (c) of the Property Tax Code, which states:

“The assessor or collector for a taxing unit other than a county is entitled to reasonable compensation, which may not exceed the actual cost incurred, for assessing or collecting taxes for a taxing unit pursuant to Subsection (b) of Section 6.23 of this code.”

The Inter-Local Cooperation Agreement requires the County, after reviewing actual collection costs, to submit a proposed fee to the College, which may include a cost increase of no more than 5% per year, prior to May 1<sup>st</sup>. The College will then have until June 1<sup>st</sup> to accept the recommended fee.

The Starr County Agreement for Tax Assessment and Collection must be approved by the College by June 1, 2024. Approval of the tax assessment and collection fee is needed in order for the Hidalgo County Tax Assessor to assess and collect taxes levied.

**Enclosed Documents** Appendix A – History of Fees for Starr County Tax Assessment and Collection

Appendix B – Starr County Collection Contract

**Funding** The annual collection fee is reduced monthly from taxes collected during the month. Funds for these expenditures will be budgeted in the Hidalgo Appraisal/Collection Fee budget for Fiscal Year 2025 – 2026, pending Board approval of the budget.

**Staff Resource** Mary Del Paz, Vice President for Finance and Administrative Service  
Myriam Lopez, Associate Vice President – Finance and Management

**Recommendation** The Committee recommended Board approval on the renewal of the Starr County Agreement for the Tax Assessment and Collection for current and delinquent taxes collected at a fee of 2% or approximately \$102,652.18 from September 1, 2025 through August 31, 2026, pending Starr County Commissioner’s Court approval on April 14, 2025, as presented.

**Appendix A**

Summary of Contract

<b>History of Fees for Starr County Tax Assessment and Collection</b>				
<b>Fiscal Year</b>	<b>Fee</b>	<b>Increase over Previous Year</b>	<b>% of Tax Collection</b>	<b>Total Tax Levy</b>
2025 – 2026	\$102,652.18***	4.00%	2.0%	Not Available
2024 – 2025	\$98,704.02**	(39.40%)	2.0%	\$5,305,188.96
2023 – 2024	\$162,867.35	0.82%	3.5%	\$4,833,955.92
2022 – 2023	\$161,545.49	(2.36%)	3.5%	\$4,515,974.35
2021 – 2022	\$165,449.34	8.60%	3.5%	\$4,418,023.95
2020 – 2021	\$152,346.31	6.76%	3.5%	\$4,108,455.73
2019 – 2020	\$142,693.53	(3.50%)	3.5%	\$4,010,125.41
2018 – 2019	\$147,863.11	0.001%	3.5%	\$4,058,100.49
2017 – 2018	\$147,862.05*	68.24%	3.5%	\$3,933,751.72
2016 – 2017	\$87,886.00	0%	N/A	\$3,494,095.10
2015 – 2016	\$87,886.00	0%	N/A	\$3,871,198.83

\*In Fiscal Year 2018, Starr County changed the annual fee from a flat rate to 3.5% of all current and delinquent base taxes collected. Prior to Fiscal Year 2018, Starr County assessed a flat rate fee of \$87,886.00

\*\*Estimated Fee Amount to be paid by August 31, 2025

\*\*\*Estimated Fee Amount to be approved on April 22, 2025 Board Meeting

COUNTY OF



STARR

AMEIDA SALINAS

Tax Assessor-Collector

STARR COUNTY

RIO GRANDE CITY, TEXAS 78582

COUNTY COURT HOUSE

STARR COUNTY

RIO GRANDE CITY, TEXAS 78582

March 31st, 2025

Dr. Ricardo J. Solis, President

South Texas College  
3201 W. Pecan Blvd  
McAllen, Texas 78501

Dear Dr. Solis:

As per Clause VI, Consideration of our Collection of Taxes Contract, be advised that the fee for tax year 2025 will be 2% of all current and delinquent base taxes collected from September 1, 2025 through August 31, 2026 as per Commissioner's Court approval on April 14<sup>th</sup>, 2025.

If you need additional information, please contact me at your earliest convenience.

Please sign, date and return this letter to us as soon as possible.



COUNTY OF STARR  
MA. AMEIDA SALINAS  
TAX ASSESSOR-COLLECTOR

Sincerely,

A handwritten signature in blue ink, reading "Ma. Ameida Salinas".

Ma. Ameida Salinas, TAC  
Starr County Tax Assessor/Collector

ACCEPTED & AGREED

By: \_\_\_\_\_  
South Texas College

Date: \_\_\_\_\_

**Consent Agenda:**

**e. Approval on Proposed Revision to Tuition and Fees Schedule for FY 2025 – 2026  
for Testing Fees**

<b>Purpose</b>	Approve the proposed deletion of the HiSET Exam Fees from the Testing Fees Tuition and Fees Schedule for FY 2025 – 2026.
<b>Justification</b>	<p>On March 25, 2025, the Board of Trustees approved the Tuition and Fees Schedules for FY 2025 – 2026.</p> <p>At this time, Administration is asking for the deletion of the HiSET Exam Fees since the vendor, PSI, no longer operates the HiSET exam in the state of Texas.</p> <p>The proposed deletion of the HiSET Exam Fees is listed in Appendix A.</p>
<b>Enclosed Documents</b>	Appendix A – Testing Fees for deletion
<b>Staff Resource</b>	Dr. Matthew Hebbard, Vice President for Student Affairs and Enrollment Management Mary Del Paz, Vice President for Finance and Administrative Services
<b>Recommendation</b>	The Committee recommended Board approval of the proposed revisions to the Tuition and Fees Schedule for FY 2025 – 2026 for Testing Fees listed in Appendix A as presented.



## Appendix A

### Testing Fees

	<b>Board Approved FY 2025-2026</b>	<b>Proposed FY 2025-2026</b>
<b>TESTING FEES:</b>		
<b>HiSET Exam Fee (All Five Exams-1st and 4th Attempts)</b> <ul style="list-style-type: none"> <li>• HiSET Exam Fee-Reading only \$25.00</li> <li>• HiSET Exam Fee-Writing only \$25.00</li> <li>• HiSET Exam Fee-Math only \$25.00</li> <li>• HiSET Exam Fee-Science only \$25.00</li> <li>• HiSET Exam Fee-Social Studies only \$25.00</li> </ul>	Students will register through the ETS website and pay all applicable fees online, including Test Center Fees. Fees subject to change	<b>Delete</b>
<b>HiSET Exam Fee (All Five Exams-2nd, 3rd, 5th, and 6th Attempts)</b> <ul style="list-style-type: none"> <li>• HiSET Exam Fee-Reading only \$15.00</li> <li>• HiSET Exam Fee-Writing only \$15.00</li> <li>• HiSET Exam Fee-Math only \$15.00</li> <li>• HiSET Exam Fee-Science only \$15.00</li> <li>• HiSET Exam Fee-Social Studies only \$15.00</li> </ul>	Students will register through the ETS website and pay all applicable fees online, including Test Center Fees. Fees subject to change	<b>Delete</b>

### Consent Agenda

#### f. Approval on Change Orders for Contract with Precision Task Group (PTG) / Workday

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

**Justification** To gain approval of two (2) Change Orders (#17 - #18) for PTG for the following services, not to exceed the listed amounts:

Budget Categories	Amount
#17 PTG Support for integrations, security, presentations, enhancements	\$291,561
#18 Additional tenant for backup purposes. 6 - month period (Bi-Weekly Payroll)	15,000
Total	\$306,561

The grand total of these Change Orders is \$306,561 and will be funded with budget reallocations from other project budget lines.

The total Workday budget was approved by the Board and further amended, therefore, will not be impacted.

**Funding** Funds for this expenditure are budgeted in the Workday budget for FY 2024 – 2025 based on the proposed reallocation of the budget.

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

**Recommendation** The Committee recommended Board approval of two (2) Change Orders for the estimated upcoming expenses of \$306,561 for the Contracts with Precision Task Group (PTG) / Workday as presented.

### **Consent Agenda**

#### **g. Approval to Retire Current Policies**

<b>Purpose</b>	To retire the current policies to align with the Texas Association of School Boards (TASB) policy manual.
<b>Justification</b>	<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>
<b>Enclosed Documents</b>	<p>Appendix A – List of Retired Policies</p> <p>Appendix B –Retired Policies</p>
<b>Staff Resource</b>	<p>Dr. Anahid Petrosian, Vice President and Provost for Academic Affairs and Economic Development</p> <p>Dr. Brett Millan, Associate Vice President for Academic Success and Advancement</p> <p>Venisa Earhart, Board Relations Administrator</p>
<b>Recommendation</b>	The Committee recommended Board approval to retire current policies as presented.

#### **Appendix A**

##### List of Retired Policies

<b>Retired Policy(ies)</b>	<b>Retired Policy Content Transition</b>
A. Policy #2600: Lay Advisory Committees	None of the content from the retired policy is included in the new local policy or procedure, handbook, manual, etc.
B. Policy #3110: Access to Instructional Services	All of the content from the retired policy is included in the new local policy AD (Board adopted 10/29/2024).

#### **Appendix B**

Policies follow in the packet.

## MANUAL OF POLICY

<b>Title</b>	<b>Lay Advisory Committees</b>	<b>2600</b>
<b>Legal Authority</b>	<b>Approval of the Board of Trustees</b>	
<b>Date Approved by Board</b>	<b>Board Minute Order dated November 9, 1995</b>	

Lay advisory committees may be used by the College administration, faculty and staff in the identification, development, and evaluation of College programs. In accordance with Board policy, such committees serve without pay under procedures and regulations prescribed by the College Administration.

RETIRED

## MANUAL OF POLICY

<b>Title</b>	<b>Access to Instructional Services</b>	<b>3110</b>
<b>Legal Authority</b>	<b>Approval of the Board of Trustees</b>	
<b>Date Approved by Board</b>	<b>Board Minute Order dated August 11, 1995 As Amended by Board Minute Order dated August 19, 2004</b>	

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

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

## **Review and Discussion on a Shooting Range Project**

<b>Purpose</b>	To discuss the options of constructing a shooting range.
<b>Justification</b>	<p>Administration has reviewed an opportunity regarding a potential partnership with the City of McAllen and the McAllen Police Department to construct a shooting range in a North McAllen site. After discussions with College staff and evaluation, Administration is proposing not to proceed with this option at this time.</p> <p>Administration is reevaluating the previously planned shooting range options at the Regional Center for Public Safety Excellence (RCPSE). Academic Affairs staff will develop a plan for the needs of the program, such as the number of lanes, the length of the lanes, the number of classrooms, etc.</p>
<b>Staff Resource</b>	<p>Anahid Petrosian, Vice President for Academic Affairs and Economic Development</p> <p>Mary Del Paz, Vice President for Finance and Administrative Services</p> <p>Ricardo de la Garza, Executive Director for Facilities Planning &amp; Construction</p>
<b>Recommendation</b>	This item is presented only for discussion. No action is requested.

## **Review and Recommend Action on Contracting Architectural Services for the Pecan Campus Institutional Support Services Building N Expansion**

<b>Purpose</b>	To contract architectural services for the project.																		
<b>Justification</b>	<p>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.</p> <p>The project consists of expanding the existing Institutional Support Services Building N to provide more space for the Business Office, Purchasing, and Facilities Planning &amp; Construction departments.</p> <p>The proposed scope of work is summarized as follows:</p> <ul style="list-style-type: none"><li>• Expansion of Building N to the east and west sides of the building.</li><li>• Total Expansion 10,665 sq. ft.</li></ul>																		
<b>Enclosed Documents</b>	Appendix A – RFQ Solicitation Information Appendix B – Project Presentation Appendix C – Ranking and Evaluations of Respondents Appendix D – Fact Sheet																		
<b>Funding</b>	<p>The total Project 2025-002C estimated cost, including construction, design, miscellaneous, and FFE, is \$4,991,220.</p> <p><u>Budget:</u></p> <table><tr><td>• Construction</td><td>\$3,839,400</td><td></td></tr><tr><td>• Design</td><td>383,940</td><td></td></tr><tr><td>• Miscellaneous</td><td>115,182</td><td></td></tr><tr><td>• FFE</td><td>326,349</td><td></td></tr><tr><td>• Technology</td><td>326,349</td><td></td></tr><tr><td>Total</td><td></td><td>\$4,991,220</td></tr></table> <p>The funds are available in the Unexpended Construction Plant Fund for use in FY 2024 – 2025.</p>	• Construction	\$3,839,400		• Design	383,940		• Miscellaneous	115,182		• FFE	326,349		• Technology	326,349		Total		\$4,991,220
• Construction	\$3,839,400																		
• Design	383,940																		
• Miscellaneous	115,182																		
• FFE	326,349																		
• Technology	326,349																		
Total		\$4,991,220																	
<b>Staff Resource</b>	Ricardo de la Garza, Executive Director for Facilities Planning & Construction Mary Del Paz, Vice President for Finance and Administrative Services																		
<b>Additional Information</b>	The Facilities Committee did not meet in April 2025; 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 contracting architectural services with **PBK Architects, Inc.** for the Pecan Campus Institutional Support Services Building N Expansion project as presented.

**Appendix A**

RFQ Solicitation Information

Advertised on	February 12, 2025 and February 19, 2025
RFQ Responses Due	February 27, 2025
RFQ Issued To	Thirty- Six (36) Vendors
Responses Received From	Nine (9) 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

Institutional Support Services Building N  
Expansion

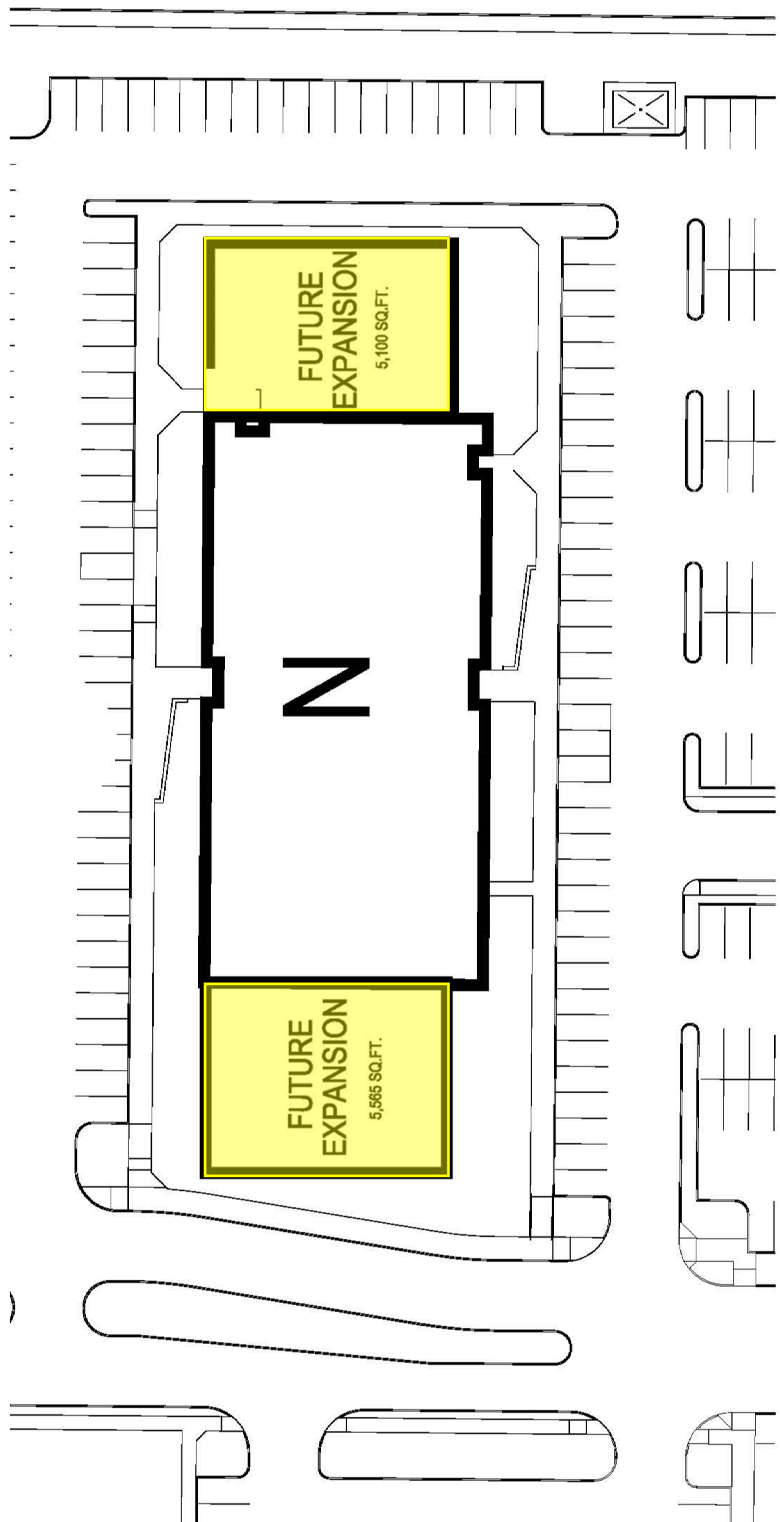
2025-002C



# SITE PLAN



**PROJECT LOCATION**



# PROPOSED EXPANSION







West Expansion Proposed  
Project Location



West Expansion Existing  
Utilities

# EXISTING PHOTOS





East Expansion Proposed  
Project Location



East Expansion Existing  
Utilities

# EXISTING PHOTOS



**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 additional space for the Business Office, Purchasing, and Facilities Planning & Construction departments

- Total Square Feet = 10,665 sq.ft.
  - West Side Expansion    5,565 sq.ft.
  - East Side Expansion    5,100 sq.ft.
- Spaces to Include:
  - Offices
  - Conference Rooms
  - Storage Rooms
  - Workrooms
  - Restrooms
  - Building Support Rooms

**Estimated Total Project Budget**

Construction	\$3,839,400
Design	383,940
Miscellaneous	115,182
FFE	326,349
Technology	326,349
<b>Total Project Budget</b>	<b>\$4,991,220</b>

**PROJECT SCOPE AND  
BUDGET**





SOUTH TEXAS COLLEGE  
PECAN CAMPUS INSTITUTIONAL SUPPORT SERVICE BUILDING N EXPANSION  
PROJECT NO. 24-25-1049

VENDOR	Boultinghouse Simpson Gates Architects	Brown Reynolds Watford Architects	CG5 Architect, LLC.	goERO International, LLC. /dba/ ERO Architects	Milnet Architectural Services, PLLC.	Negrete & Kolar Architects, LLP.	Orange Made Architecture	PBK Architects, Inc.	Sam Garcia Architect, LLC.
ADDRESS	3301 N McColl Rd	701 E Expway 83 Ste 150	1314 E 22nd St	135 Paseo Del Prado Ste 58	608 S 12th St	11720 North IH-35	910 Redwood Ave Ste 10	6316 N 10th St Ste A101	1200 Auburn Ave Ste 280
CITY/STATE/ZIP	McAllen, TX 78501	McAllen, TX 78501	Mission, TX 78572	Edinburg, TX 78539	McAllen, TX 78501	Austin, TX 78753	McAllen, TX 78501	McAllen, TX 78504	McAllen, TX 78504
PHONE	956-630-9494	214-528-8704	956-239-2438	956-655-4655	956-688-5656	512-461-8810	956-800-4384	210-854-0241	956-631-8327
FAX	956-630-2058	214-528-8707		956-382-6256	956-687-9289			956-829-0578	
CONTACT	Danny Boultinghouse	Andrew Everton	Jose C. Garcia, III	Brian Godinez	Rodolfo R. Molina, Jr.	David Negrete	Carolina Civarolo	Cliff Whittingstall	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.	Focus on re-envisioning collegiate facilities. They create spaces that not only meet the College's functional needs but also inspire staff and visitors alike. Focus on maximizing natural light, integrating shared amenities, and optimizing storage utilization, we ensure spaces are both functional and pleasant to work in.	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.	Stated they have designed and provided professional services for several STC projects throughout the years. Their availability has sufficient staff and resources to support the requirements of the potential workload, even with our core team involved with other projects.	The firm stated they have over 25 years working with clients through design and construction on various education projects.	Indicated their qualifications demonstrates a long resume of conversion, repurpose and renovation of facilities.	They have extensive experience in adaptive reuse public, and commercial projects. Focus on philosophy to prioritize efficient layouts, sustainable solutions, and seamless integration with existing infrastructure, to ensure that all the expansion meets the needs of faculty and staff.	Pointed out they have completed numerous projects with the exact same program elements as this project.	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 10	- 41 years of experience - Headquartered in Dallas, TX - Staff of 170 employees	- 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	- Created in 2001 - Headquartered in McAllen, TX - Has completed more than 310 projects - Staff of 25 employees	- Established in 2000 - Pointed out experience in educational design. - Pointed out the 40 years experience of principal	- Offices in Austin and Edinburg - Principal has 40+ years experience - Established in 2003	- Established in 2013 - Total Staff of 9 plus 2 part-time - Over 40 yrs of experience	- Established in 2006 - Full- service office providing architectural, interior design, engineering (MEP and Civil) planning, graphics/visualization, programming, planning and facility consulting.	- 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.	Focus on what matters. With the spanning of a period of 40 years of high quality work. The reputation and approach we take is what makes us unique.	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.	Stated their holistic approach to each project is what sets them apart in their industry. Their clients are strategic partners during each phase of a project, whether feasibility, assessment, programming, design or construction.	Stated they manage and coordinate a project from beginning to end, because of this they are able to use their knowledge base of Best Management Practices to the advantage of the project.	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.	Pointed out the teams has a vast amount of experience designing commercial, and financial institutions.	Pointed out they have an extensive background in small to large renovation projects. Worked on over 2,200 renovation projects, which represents over 70% of their project experience.	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.	Indicated their availability and commitment to the project. Stated that they will not change the team 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.	Stated their team has been carefully assembled to exceed our expectations. Each of them have worked together multiple times. They will collaborative from start to finish, first seeking and then solving problems as they progress through the project.	Stated they do not pursue projects unless it is certain to have the capabilities, talent, and personnel to produce outstanding projects on or ahead of schedule.	Indicated the firm will commit to having staff available according to the schedules determined.	Confirmed the availability of the team on being there for the duration of any project that may come available through STC.	Indicated their team fully commits the necessary time and resources for the successful completion of the project.	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  
PECAN CAMPUS INSTITUTIONAL SUPPORT SERVICE BUILDING N EXPANSION  
PROJECT NO. 24-25-1049

VENDOR	Boulinghouse Simpson Gates Architects	Brown Reynolds Watford Architects	CG5 Architect, LLC.	goERO International, LLC. /dba ERO Architects	Milnet Architectural Services, PLLC.	Negrete & Kolar Architects, LLP.	Orange Made Architecture	PBK Architects, Inc.	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: - Andrew Evertson, Project Principal -Chris Sano, Project Designer - Carmen Madden, Project Manager - Andres Vela, Project Architect - Lenda Sturdivant - Interior Designer	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 - Designer/Drafter	Included resumes for the following staff: -Yesenia Tijerina, Assoc. AIA -Octavio Cantu, Jr., Design Lead - Juan J. Cantu, AIA, NCARB, LEED AP BD+C - Roberto Pruneda, RID, NCIDQ	Included resumes for the following staff: - Rodolfo R. Molina, Jr, President - Miguel A. Garcia Jr. , Production Staff - Neftali E. Cruz - Project Manager - Ruben Hernandez, Project Manager	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 staff: - Carolina Civarolo, AIA LEED AP - Erick Darbo Diaz, AIA - Eliazar Rodriguez, Production Team Leader - Luis Mauro Murillo, Project Manager - Pedro Alan Correa, Project Manager	Included resumes for the following staff: - Cliff Whittingstall - Principal-in- Charge - David Iglesias, Associate Principal - Elissa Villarreal, Senior Associate, Assistant Project Manager - Jose A. Castorena, Project Architect - Juan Dominguez, Architectural Production - Scott Adams, Senior Principal/ Design Lead - Joaquin Abrego, Principal, HIED Interior Design Lead - Brent Lummus, Cost Estimator - Jessica Brehm, Principal, Quality Assurance/Quality Control	Included resumes for the following: - Sam R. Garcia, Principal - Sergio Castillo, Principal Production Manager - Zuri Rivera, Lead Designer - Jose Luis Rios, Jr., 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 and the percentage of time they will dedicate.	Lines of authority and assignments within firm are shown in an organization chart.	Lines of authority and assignments within firm are shown in an organization chart.	Listed the team members for the project with the amount of time they would spend on the project. Indicated they do not "hand off" a project to a different team or personnel.	Lines of authority are indicated in an organization chart. Indicate that all team members will, at some point, dedicate 100% of time to project.	Lines of authority and assignments within firm are shown and the percentage of time they will dedicate.	Lines of authority are indicated in an organization chart.	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.	Stated they are 10 minutes away from the STC Pecan Campus.	Indicated they are local to the RGV and is able to met and provide services immediately to STC.	Stated they are 2 miles away from the STC Pecan Campus.	Firm is located 2 miles from STC main campus.	Firm is located within 15 miles from the Pecan Campus.	Will be available and flexible to attend unscheduled meetings immediately. Close proximity to STC Pecan Campus.	Firm is located within 5 miles away from the STC and able to respond at a moments notice to any items that may arise.	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 involved in any litigation.	Indicated that the firm is not or has not ever been involved in any litigation.	Indicated that the firm is not involved in any litigation.	Indicated that the firm is not involved in any litigation.	Indicated that the firm is not or has not ever been involved in any litigation.	The firm is not involved in any litigation.	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: - Halff Associates, Inc. - MEP - Chanan Engineering, LLC - Structural	Included organization chart showing prime firm and the following consultants: - JQ Infrastructure - Structural & Civil Engineering - DBR Engineering - MEP Engineering - SMR - Landscape Architect - DataCom - AV/IT/Security - Halford Busby - Cost Estimating	Included organizational chart which showed the following consultants: - CLH Engineering - Civil & Structural Engineering - VME Engineering LLC - MEP	Included organizational chart showing prime firm and the following sub-consultants: - DBR - MEP/Security/Fire Suppression - Perez Consulting Engineers Civil Engineering & Parking/Utilities - Chanan Engineering, Structural Engineering	Included organizational chart showing prime firm and the following consultant: - DBR Engineering - MEP -Structural Engineer - To be Determined as Required Upon Review of Project Scope - Structural	Included organizational chart showing prime firm and the following consultant: - DBR Engineering - MEP - Chanan Engineering - Structural	Included organization chart showing prime firm and the following consultants: - Perez Consulting Engineers - Civil Engineer - Intelligent Engineering Services - Structural Engineer - Halff Associates - MEP & Technology	Included organizational chart showing prime firm and the following consultants: - BEAM, A PBK Company - Facilities/Building Envelope - Kubala, A PBK Company - Structural, MEP - LEAF, A PBK Company - MEPT Engineering - Edgeland, A PBK Company - Landscape	Included organizational chart showing prime firm and the following consultants: - Trimad Consultants, LLC - Surveyor, - Halff Associates, LLC - Electrical/Mechanical Engineer, - Rioplex Engineering - Civil Engineer, Site-Work Landscape - Architectural Landscape, - Green, Rubiano & Associates - Structural, Texas Fire Sprinkler Contractors, LLC - Fire Protection Engineer, - Halff Associates, Inc. - Information Communication Technology Services	



SOUTH TEXAS COLLEGE  
PECAN CAMPUS INSTITUTIONAL SUPPORT SERVICE BUILDING N EXPANSION  
PROJECT NO. 24-25-1049

VENDOR	Boulinghouse Simpson Gates Architects	Brown Reynolds Watford Architects	CG5 Architect, LLC.	goERO International, LLC. /dba ERO Architects	Milnet Architectural Services, PLLC.	Negrete & Kolar Architects, LLP.	Orange Made Architecture	PBK Architects, Inc.	Sam Garcia Architect, LLC.
2.4 Representative Projects									
2.4.1 Minimum of five (5) projects firm has worked on	- UTRGV - HACRB Academic Research Building Renovations (\$342,000) - UTRGV - (BROBL) Employee/Student Clinic+Counseling Renovation (\$800,000) - UTRGV - HCEBL Clinical Education Building (\$53,839)	- South Texas College - Pecan Campus Cooper Center for Performing Arts (\$8,600,000) - Texas A&M University System - Transportation Institute State Headquarters & Research (\$15M) - Lone Star College - Westway Park Technology Center(\$7,415,900)	-La Joya ISD - Parking lot Assessments - (\$12M) -La Joya ISD - Roof Assessments (\$28.8M) - City of Mission - Speer Memorial Library & Historical Museum Roof Assessment and Recommendation (\$800,000)	- South Texas College - Regional Workforce Development Healthcare Center Building E (\$6,169,052) - South Texas College - Nursing and Allied Health Professions School Expansion (\$40,500,152) - South Texas College Continuing Education & Testing Center(\$7M)	- City of McAllen - Public Safety Building Addition & Renovation (\$3,550,000) - City of La Joya - New Public Safety Building & City Hall Renovations (\$2,292,246) - Starr County - Starr County Courthouse Annex (\$3,100,000)	- STC Nursing & Allied Health Kitchen Lab Expansion (\$180,000) - UTPA Health Sciences Center (\$1,600,000) - Dietetics Lab Renovation (\$280,000)	- Texas National Bank, McAllen, Texas (\$30M) - Little Haven PPECC, Brownsville, Texas (\$1,200,000) - Memorial Civic Center Renovation with Parks & Rec Office Addition, Pharr, Texas (\$3,500,000)	- University of Mary Hardin-Baylor II - Mabee Student Support Center & Hardy Hall Renovation and Addition (\$15,433,065) - Lee College - Student Support Renovation (\$4,533,685) - Lone Star College - Science and Health, Academic, and Music & Art Building Additions (\$19,800,000)	- Rio Bank - Hinojosa Law Firm - KHIT Chiropractic Corporation HQ
2.5 References									
2.5.1 References for five (3) projects	- UTRGV - Museum of South Texas History - City of McAllen - McAllen International Airport Terminal	- Tarleton State University - West Texas A&M University - Dallas College	- La Joya ISD - PSJA ISD - City of Mission	- City of Edinburg - Brownsville PUB - City of San Juan	- UTRGV - Edinburg CISD - PSJA ISD	- City of Edinburg - Edinburg CISD - Washington Alliance Capital, LLC	- UT Pan-American University (now UTRGV) - Texas National Bank - Freedom Bank	- Texas State Technical College - Texas A&M University - Lone Star College	- 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, a and two administrative personnel. Stated they currently utilize Building Information Modeling (BIM).	Our Design Philosophy and Methodology will center on the premises that reflects the aspect of the building but focused on the colleges objectives through a collaborative process that encourages communication, understanding and consensus.	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.	Indicated they follow an established management plan that has mutually agreed on milestones throughout the schedule. Formal meetings and reviews occur at those milestones. Informally for the Owner, the Design Team meets weekly to discuss issues, advance concepts, test adherence to the plan and seek and solve problems. Provided details on their project delivery process.	Provided process that includes quality control, plan & specification reviews, construction phase quality control, schedules, and budgets.	Provided a project timeline that covers key events of entire project.	Strategic structured approach from collaborative engagement, phased project management, with quality assurance & control, and a seamless close-out.	Stated that it is imperative to maximize client involvement during the design phases, as decisions made early in the design phase have the greatest impact. Included the frame work for their process.	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.	Due to our firms 170 employees, we have the ability and resources to meet the demands of the college.	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.	Stated they are willing and able to expedite design services and construction administration for the project.	Stated they will provide STC with expedited services and deliver the project on time or ahead of schedule with fewer interruptions in production and better communication regarding standards of design and construction.	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.	Indicated they have the capacity, experience, and proactive management strategies necessary to meet tight timelines without compromising quality.	Stated that the McAllen office will be our primary contact, but we will also utilize our company wide staff to meet your schedule demands and project needs.	Stated they can and will do what needs to be done from a staffing and manpower perspective to meet client's project deadlines.
TOTAL EVALUATION POINTS	565.80	569.00	546.80	567.20	537.00	538.00	559.20	571.00	538.80
RANKING	4	2	6	3	9	8	5	1	7

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

SOUTH TEXAS COLLEGE

PECAN CAMPUS INSTITUTIONAL SUPPORT SERVICE BUILDING N EXPANSION

PROJECT NO. 24-25-1049

EVALUATION SUMMARY

VENDOR	Boultinghouse Simpson Gates Architects	Brown Reynolds Watford Architects	CG5 Architect, LLC.	goERO International, LLC. /dba ERO Architects	Milnet Architectural Services, PLLC.	Negrete & Kolar Architects, LLP.	Orange Made Architecture	PBK Architects, Inc.	Sam Garcia Architect, LLC.
ADDRESS	3301 N McColl Rd	701 E Expway 83 Ste 150	1314 E 22nd St	135 Paseo Del Prado Ste 58	608 S 12th St	11720 North IH-35	910 Redwood Ave Ste 10	6316 N 10th St Ste A101	1200 Auburn Ave Ste 280
CITY/STATE/ZIP	McAllen, TX 78501	McAllen, TX 78501	Mission, TX 78572	Edinburg, TX 78539	McAllen, TX 78501	Austin, TX 78753	McAllen, TX 78501	McAllen, TX 78504	McAllen, TX 78504
PHONE	956-630-9494	214-528-8704	956-239-2438	956-655-4655	956-688-5656	512-461-8810	956-800-4384	210-854-0241	956-631-8327
FAX	956-630-2058	214-528-8707		956-382-6256	956-687-9289			956-829-0578	
CONTACT	Danny Boultinghouse	Andrew Evertson	Jose C. Garcia, III	Brian Godinez	Rodolfo R. Molina, Jr.	David Negrete	Carolina Civarolo	Cliff Whittingstall	Sam R. Garcia
2.1 Statement of Interest (up to 100 points)									
2.1.1 Statement of interest on project 2.1.2 Firm History including credentials 2.1.3 Narrative describing the design team's unique qualifications and specialized design experience as it relates to the project 2.1.4 Availability and commitment of firm and its principal(s) and key professionals	90	95	85	90	90	90	85	95	85
	92	92	92	92	91	91	92	93	91
	100	94.8	94.4	100	93.2	100	95	100	100
	94	94	93	94	93	93	94	94	93
	98	96	95	96	92	92	90	94	98
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 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). 2.2.3 Prime Firm proximity and meeting availability 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	90	95	85	90	85	90	80	95	85
	92	92	91	92	91	91	92	93	91
	95	95	90	95	88.8	95	95	95	95
	94	94	93	94	93	93	93	94	93
	98	97	85	92	85	95	95	95	98
2.3 Project Team (up to 100 points)									
2.3.1 Organizational chart showing, the roles of the prime firm and each consultant firm or individual included. --Identify the consultant and provide a brief history about the consultant --Describe the consultant's proposed role in the project and its related project experience --List a project(s) that the prime firm and the consultant have worked together on during the last five years --Provide a statement of the consultant's availability for the project(s) --Provide resumes giving the experience and expertise of principals and key professional members for the consultant who will be assigned to the project(s)	85	95	85	90	85	85	90	95	90
	92	92	91	91	91	90	92	92	90
	95	95	95	95	89.6	95	95	95	95
	95	93	92	95	93	94	93	95	94
	85	95	85	95	85	85	95	95	95
94.4									
92.8									

SOUTH TEXAS COLLEGE

PECAN CAMPUS INSTITUTIONAL SUPPORT SERVICE BUILDING N EXPANSION

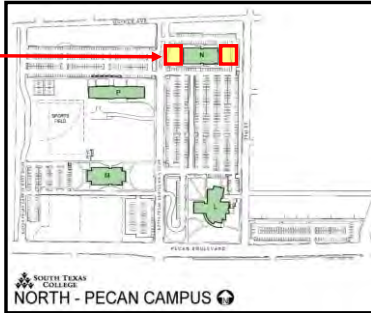
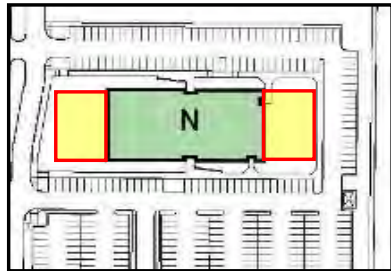
PROJECT NO. 24-25-1049

EVALUATION SUMMARY

VENDOR	Boultinghouse Simpson Gates Architects	Brown Reynolds Watford Architects	CG5 Architect, LLC.	goERO International, LLC. /dba ERO Architects	Milnet Architectural Services, PLLC.	Negrete & Kolar Architects, LLP.	Orange Made Architecture	PBK Architects, Inc.	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.	90	90	80	85	90	85	90	85	85
	92	92	90	92	91	91	92	92	90
	95	93.4	90	95	90	95	90	95	95
	95	96	90	96	93	95	94	96	92
	95	95	85	95	95	95	95	95	95
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	100	100	76	76	100	100	76
	100	100	100	100	76	76	100	100	76
	100	100	100	100	76	76	100	100	76
	100	100	100	100	76	76	100	100	76
	100	100	100	100	76	76	100	100	76
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.	90	90	90	95	90	95	90	95	90
	92	92	90	91	90	90	91	92	90
	95	93.4	95	95	95	95	90	95	95
	95	95	92	95	92	94	93	95	93
	95	95	85	96	96	96	95	95	96
TOTAL EVALUATION POINTS	565.80	569.00	546.80	567.20	537.00	538.00	559.20	571.00	538.80
RANKING	4	2	6	3	9	8	5	1	7

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

Project Fact Sheet  
4/3/2025

<b>Project Name:</b> Pecan Campus Institutional Support Services Building N Expansion					<b>Project No.</b> 2025-002C																				
<b>Funding Source(s):</b> Unexpended Plant Fund																									
		FY 24-25			FY 25-26																				
	<b>Total</b>		<b>FY 24-25</b>	<b>Variance of</b>		<b>FY 25-26</b>	<b>Variance of</b>																		
	<b>Project Budget</b>	<b>Project Budget</b>	<b>Actual</b>	<b>Project Budget</b>	<b>Actual</b>	<b>Project Budget</b>	<b>Actual</b>	<b>Total Actual</b>																	
			<b>Expenditures</b>	<b>vs. Actual</b>			<b>Expenditures</b>	<b>Expenditures To</b>																	
				<b>Expenditures</b>				<b>Date</b>																	
Construction:	\$ 3,839,400.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -																	
Design:	383,940.00	307,152.00			-	-	-	-																	
Miscellaneous:	115,182.00	10,000.00	185.23		-	-	-	185.23																	
FFE:	326,349.00				-	-	-	-																	
Technology:	326,349.00				-	-	-	-																	
<b>Total:</b>	<b>\$ 4,991,220.00</b>	<b>\$ 317,152.00</b>	<b>\$ 185.23</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 185.23</b>																	
<b>Project Team</b>					<b>Board Status</b>																				
<b>Approval to Solicit Architect/Engineer:</b> 1/28/2025  <b>Architect/Engineer:</b> TBD  <b>Contractor:</b> TBD  <b>STC FPC Project Manager:</b> Martin Villarreal					<div style="display: flex; justify-content: space-between;"> <div> <b>Board Approval of Schematic Design</b>             TBD   <b>Substantial Completion</b>             TBD   <b>Final Completion</b>             TBD         </div> <div> <b>Board Acceptance</b>             TBD   <b>Board Acceptance</b>             TBD         </div> </div>																				
										<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <th>Vendor</th> <th>Contract Amount</th> <th>Actual Expenditures</th> <th>Variance</th> </tr> <tr> <td>TBD</td> <td style="text-align: right;">\$ -</td> <td style="text-align: right;">\$ -</td> <td style="text-align: right;">\$ -</td> </tr> <tr> <td>TBD</td> <td style="text-align: right;">\$ -</td> <td style="text-align: right;">\$ -</td> <td style="text-align: right;">\$ -</td> </tr> </table>				Vendor	Contract Amount	Actual Expenditures	Variance	TBD	\$ -	\$ -	\$ -	TBD	\$ -	\$ -	\$ -
										Vendor	Contract Amount	Actual Expenditures	Variance												
TBD	\$ -	\$ -	\$ -																						
TBD	\$ -	\$ -	\$ -																						
<b>Project Description</b>					<b>Project Scope</b>																				
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.																				
<b>Projected Timeline</b>																									
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																		
1/28/2025	4/22/2025	6/24/2025	1/27/2026	2/10/2026	3/23/2027	4/27/2027	5/31/2027																		
<b>Project Calendar of Expenditures by Fiscal Year</b>																									
Fiscal Year	Construction	Design	Miscellaneous	FFE	Tech	Project Total																			
2024-25	-	-	185.23	-	-	185.23																			
2025-26	-	-	-	-	-	-																			
<b>Project Total</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 185.23</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 185.23</b>																			
<b>Current Agenda Item</b>																									
4/8/2025 Facilities Committee Meeting: Review and Recommend Action on Approval of Architectural Services for the Pecan Campus Institutional Support Services Building N Expansion																									
<div style="display: flex; justify-content: space-around; align-items: flex-start;"> <div style="text-align: center;">  <p>PROJECT SITE</p> </div> <div style="text-align: center;">  </div> </div>																									

FPC Project Manager Martin Villarreal

FPC Director NA

FPC Executive Director R. H. [Signature]

## Review and Recommend Action on Schematic Design and Authorization to Proceed with Solicitation of Construction Services for the Nursing and Allied Health Campus East Building A Renovation of Radiology Lab to Multipurpose Skills Lab and Community Pharmacy Lab Renovations

**Purpose** To approve the schematic design and solicitation of construction services for the project.

**Justification** Schematic design is the first phase of basic design services provided by the project design team and establishes the basis on which the project design team proceeds with design development and construction documents.

On November 12, 2024, the Board of Trustees approved contracting architectural services with Boultinghouse Simpson Gates Architects. The architect has worked with College staff to develop a schematic design to meet the needs of the Nursing and Allied Health departments.

The project consists of renovating the existing Radiology lab to a Multipurpose Skills Lab for instruction, and renovating the Community Pharmacy Lab on the 3<sup>rd</sup> 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 3<sup>rd</sup> Floor
  - Total Square Feet = 1,373 sq. ft.
  - Spaces to Include:
    - Large Pharmacy Lab
    - Pharmacy Prep Area
    - Pharmacy Storage

Construction Budget (Radiology Lab)	\$125,000
Construction Budget (Community Pharmacy Lab)	<u>274,600</u>
Total Construction Budget	\$399,600

Architect's Estimated Construction Cost	\$ <u>482,400</u>
Variance	

(\$82,800)

**Enclosed  
Documents**

Appendix A – Schematic Design  
Appendix B – 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.

Budget:

• 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.

Budget:

• 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  
Mary Del Paz, Vice President for Finance and Administrative Services

**Additional Information**

The Facilities Committee did not meet in April 2025; 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 schematic design and solicitation of construction services for the Nursing and Allied Health Campus East Building A Renovation of Radiology Lab to Multipurpose Skills Lab and Community Pharmacy Lab Renovations as presented.

**Appendix A**

Schematic Design follows in the packet.

**Appendix B**

Fact Sheet follows in the packet.



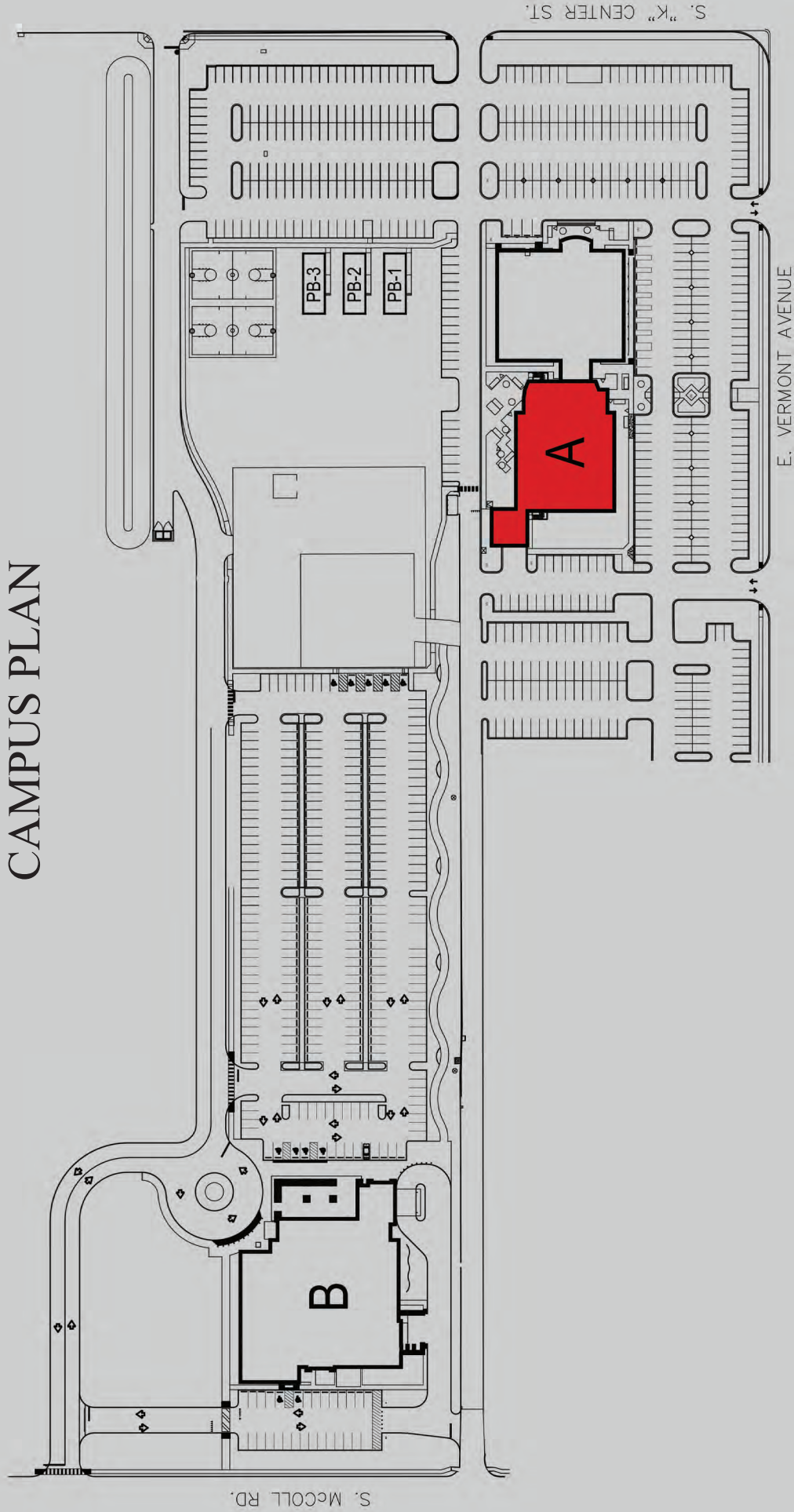


# SOUTH TEXAS COLLEGE

BUILDING A RADIOLOGY RENOVATION  
TO MULTIDISCIPLINARY LAB  
SOUTH TEXAS COLLEGE-NURSING AND ALLIED HEALTH CAMPUS  
SCHEMATIC DESIGN



# 1ST FLOOR RADIOLOGY CAMPUS PLAN

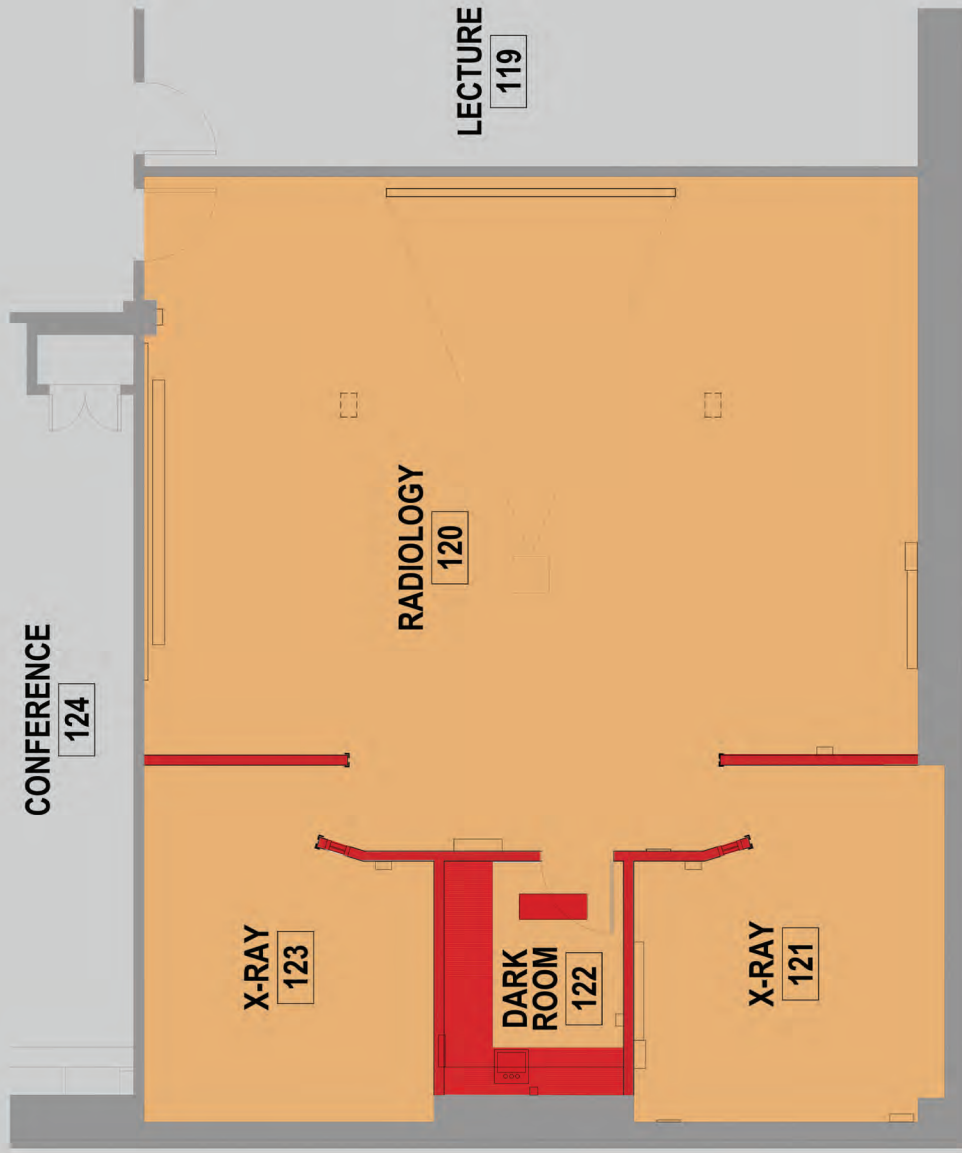


BUILDING A RADIOLOGY RENOVATION  
TO MULTIDISCIPLINARY LAB  
SOUTH TEXAS COLLEGE-NURSING AND ALLIED HEALTH CAMPUS  
SCHEMATIC DESIGN

# 1ST FLOOR RADIOLOGY KEYPLAN

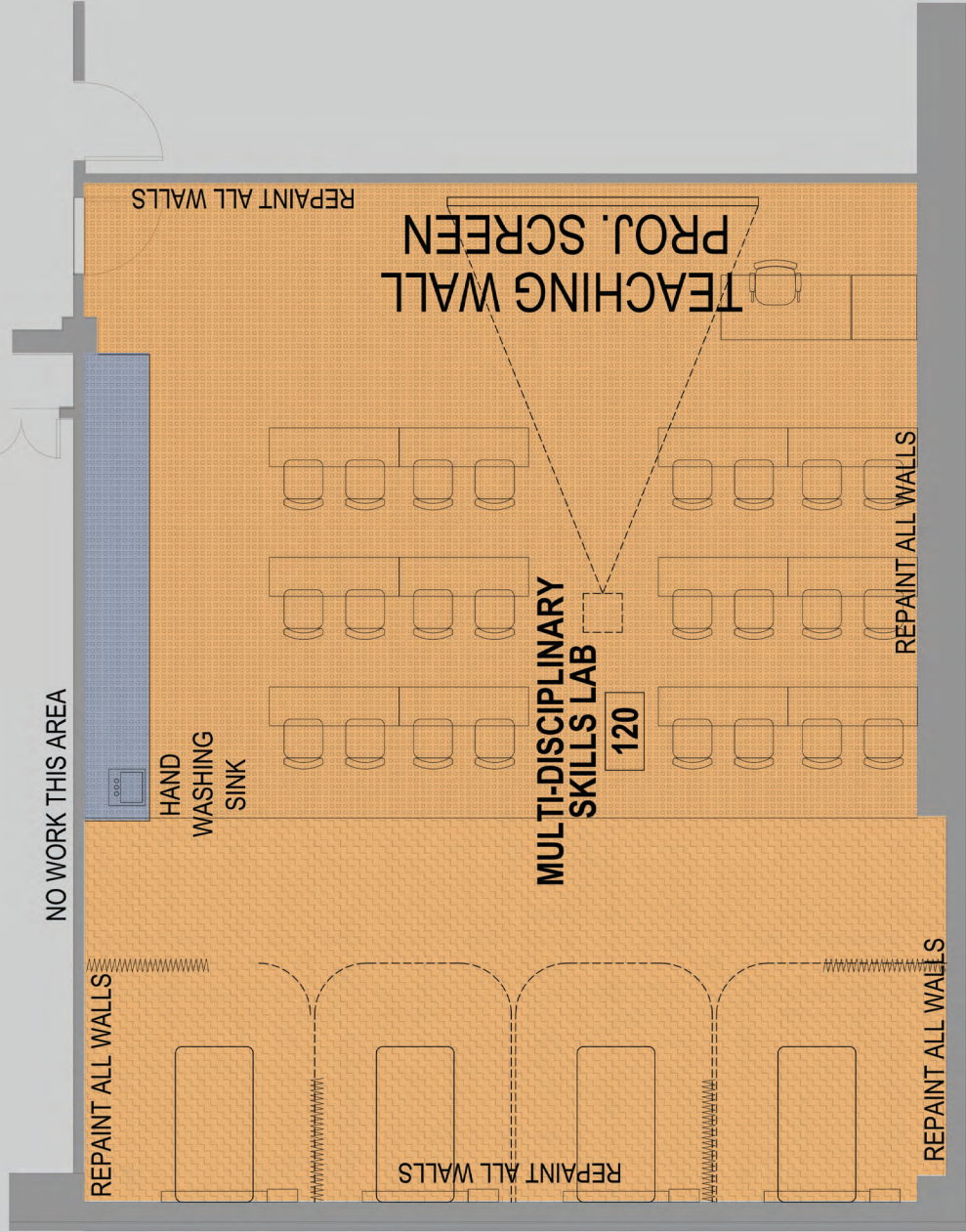


# 1ST FLOOR - PROPOSED RADIOLOGY EXISTING PLAN





# 1ST FLOOR - PROPOSED RADIOLOGY PLAN



**BUILDING A RADIOLOGY RENOVATION  
TO MULTIDISCIPLINARY LAB**  
SOUTH TEXAS COLLEGE-NURSING AND ALLIED HEALTH CAMPUS  
SCHEMATIC DESIGN

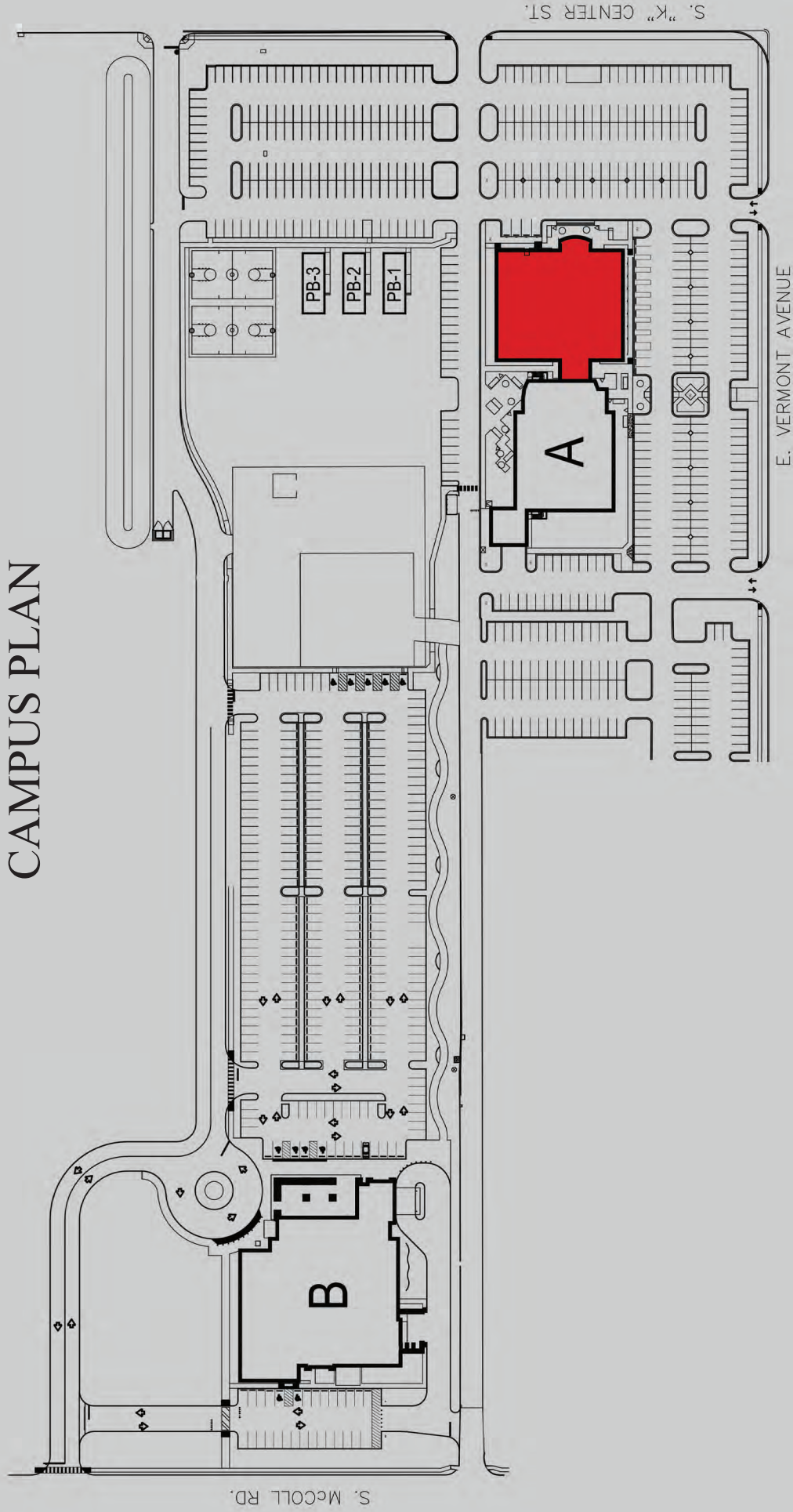




# SOUTH TEXAS COLLEGE



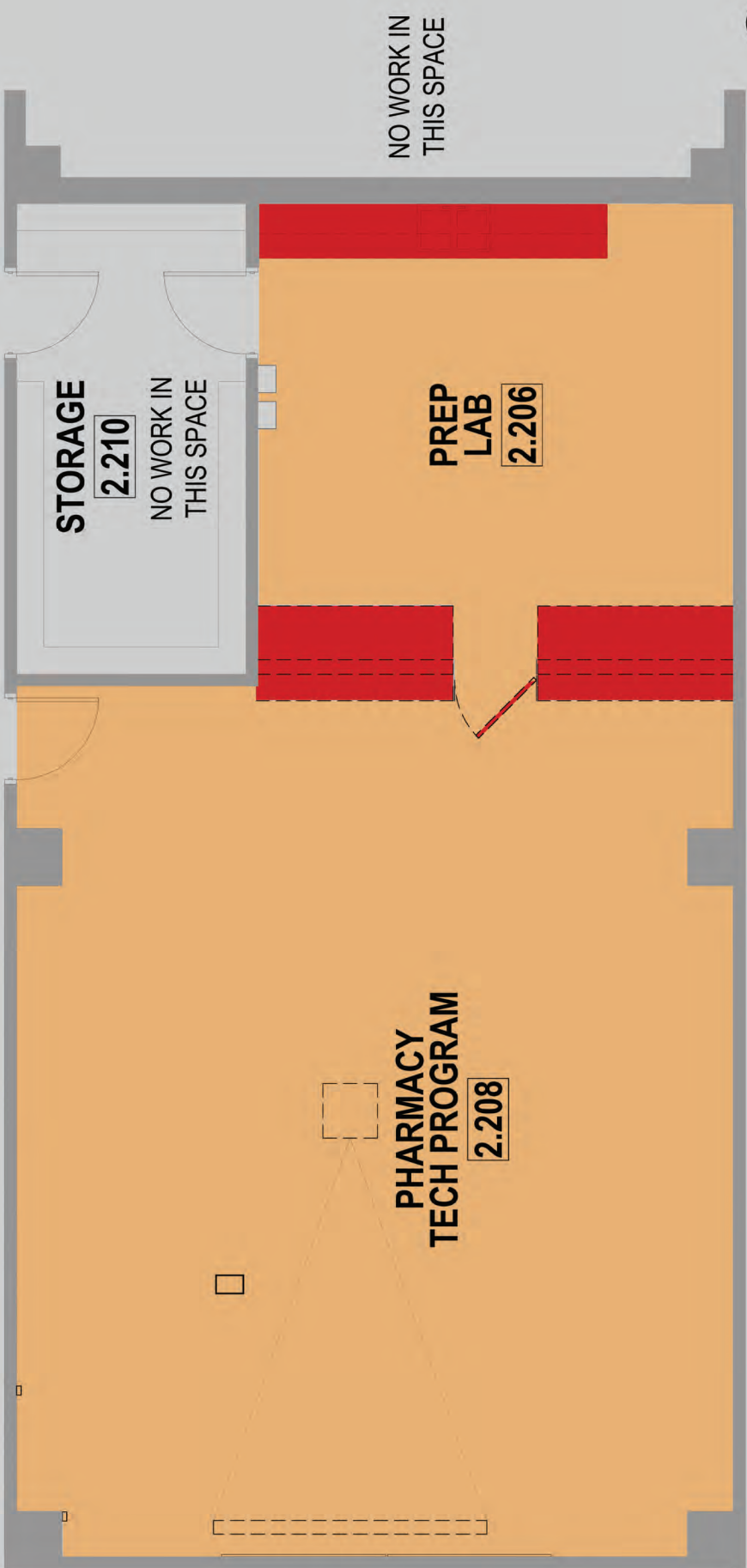
# 1ST FLOOR RADIOLOGY CAMPUS PLAN





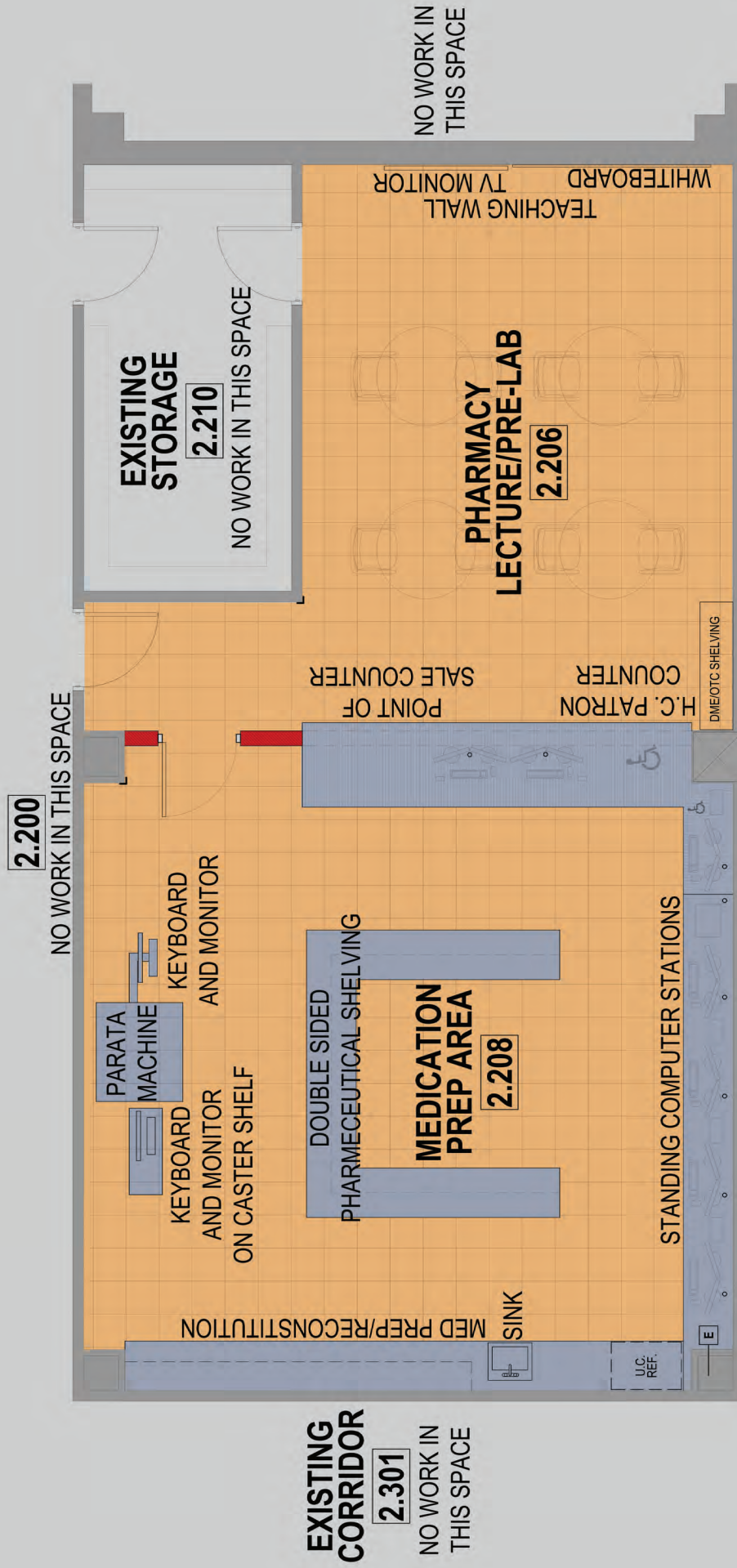


# 2ND FLOOR - PHARMACY EXISTING PLAN







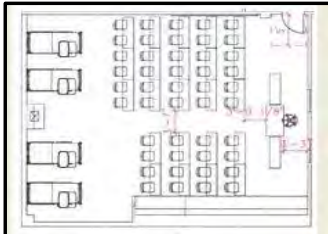

# 2ND FLOOR - PROPOSED PHARMACY PLAN



# SCHEMATIC DESIGN BUDGET OPINION OF PROBABLE COST

CONSTRUCTION BUDGET (RADIOLOGY LAB RENOVATION)	\$125,000
CONSTRUCTION BUDGET (COMMUNITY PHARMACY LAB)	274,600
<u>TOTAL CONSTRUCTION BUDGET</u>	<u>\$399,600</u>
ARCHITECT'S OPINION OF PROBABLE COST	\$482,400
VARIANCE	(\$82,800)

**Project Fact Sheet**  
**4/3/2025**

Nursing and Allied Health Campus - Renovation of Radiology Lab to Multipurpose Skills Lab						Project No. 2023-003C		
Funding Source(s): Unexpended Construction Fund								
Construction: Design Miscellaneous: FFE: Technology: <b>Total:</b>		FY 24-25		Variance of Project Budget vs. Actual				
		Total	FY 24-25					Actual
		Project Budget	Expenditures	Expenditures				
		\$ 125,000.00	\$ -	\$ 125,000.00				
		12,500.00	-	12,500.00				
		3,500.00	260.51	3,239.49				
10,320.00	-	10,320.00						
10,320.00	-	10,320.00						
		\$ 161,640.00	\$ 260.51	\$	161,379.49			
Project Team		Board Status						
Approval to Solicit : 9/24/2024		<u>Board Approval of Schematic Design</u> NA  <u>Substantial Completion</u> TBD  <u>Final Completion</u> TBD		Vendor		Contract Amount	Actual Expenditures	Variance
Architect/Engineer: Boulthinghouse Simpson Gates Architects				Boulthinghouse Simpson Gates Architects		\$ 14,850.00	\$ -	\$ 14,850.00
Contractor: TBD				TBD				
STC FPC Project Manager: Martin Villarreal				Board Acceptance		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	4/22/2025	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	-	-	260.51	-	-	\$	260.51	
Project Total	\$ -	\$ -	\$ 260.51	\$ -	\$ -	\$	260.51	
Current Agenda Item								
4/08/25 Facilities Committee Meeting: Review and Recommend Action on Schematic Design and Authorization to Proceed with Solicitation of Construction Services for the Nursing and Allied Health Campus East Building A Renovation of Radiology Lab to Multipurpose Skills Lab								
								
Nursing and Allied Health Campus		Project Location		Existing Radiology Lab				

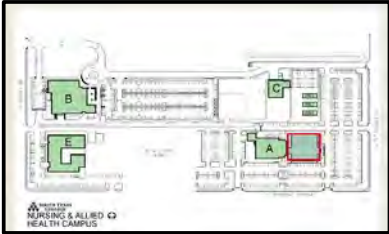


FPC Project Manager Martin Villarreal

FPC Director NA

FPC Executive Director R. H. H.

# Project Fact Sheet

## 4/3/2025

Nursing and Allied Health Campus - Community Pharmacy Lab Renovations				Project No. 2025-005C									
Funding Source(s): Unexpended Construction Fund													
		FY 24-25											
		FY 24-25		Variance of Project									
		Actual		Budget vs. Actual									
		Expenditures		Expenditures									
		Project Budget		Expenditures									
Construction:		\$ 274,600.00	\$ -	\$ 274,600.00									
Design		27,460.00	-	27,460.00									
Miscellaneous:		6,865.00	260.50	6,604.50									
FFE:		23,341.00	-	23,341.00									
Technology:		23,341.00	-	23,341.00									
<b>Total:</b>		<b>\$ 355,607.00</b>	<b>\$ 260.50</b>	<b>\$ 355,346.50</b>									
Project Team			Board Status										
Approval to Solicit :	9/24/2024	<u>Board Approval of Schematic Design</u> NA  <u>Substantial Completion</u> TBD  <u>Final Completion</u> TBD		<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <th>Vendor</th> <th>Contract Amount</th> <th>Actual Expenditures</th> <th>Variance</th> </tr> <tr> <td>Boultinghouse Simpson Gates Architects</td> <td>\$ 30,150.00</td> <td>\$ -</td> <td>\$ 30,150.00</td> </tr> </table>		Vendor	Contract Amount	Actual Expenditures	Variance	Boultinghouse Simpson Gates Architects	\$ 30,150.00	\$ -	\$ 30,150.00
Vendor	Contract Amount			Actual Expenditures	Variance								
Boultinghouse Simpson Gates Architects	\$ 30,150.00			\$ -	\$ 30,150.00								
Architect/Engineer:	Boultinghouse Simpson Gates Architects												
Contractor:	TBD												
STC FPC Project Manager:	Martin Villarreal			<u>Board Acceptance</u> TBD  <u>Board Acceptance</u> TBD									
Project Description			Project Scope										
Renovation of existing Community Pharmacy Lab and Pharmacy Technology Lecture area in NAH A 2.206 & 2.208 to include 1 large Community Pharmacy Lab for 8 students, 1 instructor, and 1 lab assistant to work in community pharmacy simulation simultaneously.			Renovation of existing Community Pharmacy Lab and Pharmacy Technology Lecture area in NAH A 2.206 & 2.208 to include 1 large Community Pharmacy Lab for 8 students, 1 instructor, and 1 lab assistant to work in community pharmacy simulation simultaneously.										
Projected Timeline													
Board Approval to Solicit Architect/Engineer	Board Approval of Architect/Engineer	Board Approval of Schematic Design	Board Approval of Contractor	Construction Start Date	Board Approval of Substantial Completion Date	Board Approval of Final Completion Date	FFE Completion of Move In						
9/24/2024	11/26/2024	4/22/2025	6/24/2025	7/22/2025	1/27/2026	4/25/2026	1/15/2026						
Project Calendar of Expenditures by Fiscal Year													
Fiscal Year	Construction	Design	Miscellaneous	FFE	Tech	Project Total							
2024-25	-	-	260.50	-	-	\$ 260.50							
<b>Project Total</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 260.50</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 260.50</b>							
Current Agenda Item													
4/08/25 Facilities Committee Meeting: Review and Recommend Action on Schematic Design and Authorization to Proceed with Solicitation of Construction Services for the Nursing and Allied Health Campus East Building A Renovation of Community Pharmacy Lab													
 <p style="text-align: center;">Nursing and Allied Health Campus</p>		 <p style="text-align: center;">Project Location</p>		 <p style="text-align: center;">Existing Pharmacy</p>									

FPC Project Manager Martin Villarreal

FPC Director NA

FPC Executive Director RHA

## **Review and Recommend Action on Contracting Construction Services for the Pecan Campus Kinesiology Building Q**

**Purpose** To contract construction services for the project.

**Justification** On June 27, 2023, the Board of Trustees approved the solicitation of construction services for the project. On May 28, 2024, the Board rejected construction services proposals for the project. On July 26, 2024, the Board approved a new location for the building.

The project consists of the construction of a new 16,715 square-foot Kinesiology Building to be located between the Pecan Campus North Academic Humanities Building P and the Information Technology Building M, along the main north/south drive.

- Design and construction of the structure to include:
  - Various Exercise and Training Areas, Four Classrooms, Computer Lab, Multipurpose Room, Staff Offices, Main Lobby Area, Reception, Workroom, Storage Rooms, Lockers, Showers, Restrooms, and Support Service Areas
- Approximate square feet of the proposed space: 16,715 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** The total Pecan Campus Kinesiology Building Q Project 2022-042C budgeted amount, including construction, design, and miscellaneous, is \$6,062,720.

Budget:

• Construction	\$5,075,200	
• Design	507,520	
• Miscellaneous	72,000	
• FFE	204,000	
• Technology	204,000	
Total		\$6,062,720

The funds are available in the Unexpended Construction Plant Fund for use in FY 2024 – 2025.

**Additional Information** The Facilities Committee did not meet in April 2025; 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 contracting construction services with **Tri-Gen Construction, LLC.** in the amount of **\$7,070,000** for the Pecan Campus Kinesiology Building Q project as presented.

**Appendix A**

RFP Solicitation Information

Advertised on	February 12, 2025 and February 19, 2025
RFP Responses Due	March 25, 2025
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.





# PECAN CAMPUS

## Kinesiology Building Q

### 2022-042C

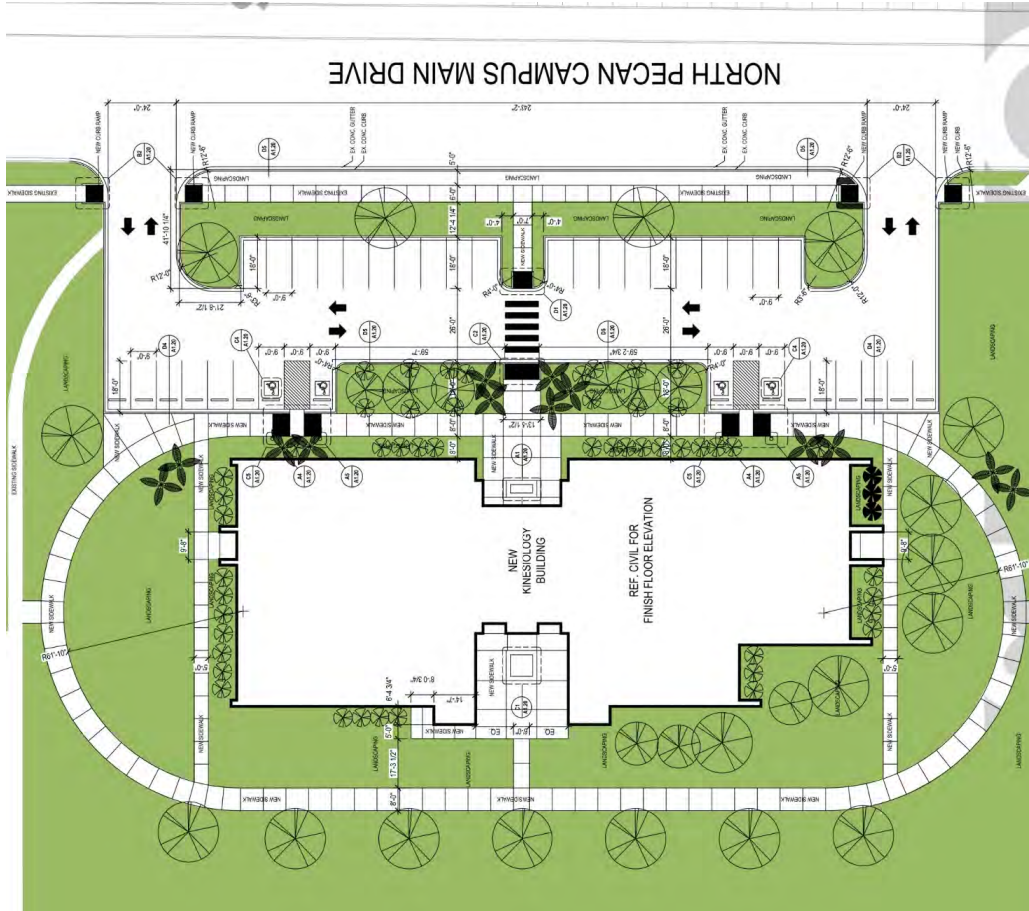


# PROJECT LOCATION



**PROJECT LOCATION**





# SITE PLAN

# EXTERIOR VIEW



**Requested By**

Kinesiology Department

**Scope of Work**

Construction of a new 16,715 square foot Kinesiology Building which includes Various Exercise and Training Areas, Four Classrooms, Computer Lab, Multipurpose Room, Staff Offices, Main Lobby Area, Reception, Workroom, Storage Rooms, Lockers, Showers, Restrooms, and Support Service Areas. The project is to be located in between the existing Information Technology Building M and North Academic Humanities Building P.

**Estimated Total Project Budget**

Construction	\$5,075,200
Design	507,520
Miscellaneous	72,000
FFE	204,000
Technology	204,000

**Total Project Budget \$6,062,720**

**PROJECT SCOPE AND  
BUDGET**



**SOUTH TEXAS COLLEGE  
RE-BID PECAN CAMPUS KINESIOLOGY BUILDING Q  
PROJECT NO. 24-25-1041**

<b>VENDOR NAME</b>		E-Con Group, LLC.	Holchemont, Ltd.	Tri-Gen Construction, LLC.
<b>ADDRESS</b>		3025 S Sugar Rd	900 N Main St	2900 N Texas Blvd Ste 201
<b>CITY/STATE/ZIP</b>		Edinburg, TX 78539	McAllen, TX 78501	Weslaco, TX 78599
<b>PHONE</b>		956-259-8005	956-686-2901	956-447-1048
<b>FAX</b>		956-259-8009	956-686-2925	956-447-2003
<b>CONTACT</b>		Gilbert Enriquez	Michael C. Montalvo	Jorge Gonzalez
<b>#</b>	<b>Description</b>	<b>Proposed</b>	<b>Proposed</b>	<b>Proposed</b>
1	Base Proposal	\$ 7,950,000.00	\$ 7,945,000.00	\$ 7,500,000.00
	Begin Work Within	10 Working Days	10 Working Days	10 Working Days
	Completion of Work Within	425 Calendar Days	365 Calendar Days	365 Calendar Days
2	Deductive Alternate: Thermoplastic Polyolefin Roof	\$ (191,000.00)	\$ (600,000.00)	\$ (430,000.00)
<b>TOTAL PROJECT AMOUNT</b>		\$ 7,950,000.00	\$ 7,945,000.00	\$ 7,500,000.00
<b>TOTAL PROJECT AMOUNT W/ALTERNATE</b>		\$ 7,759,000.00	\$ 7,345,000.00	\$ 7,070,000.00
<b>TOTAL EVALUATION POINTS</b>		85.73	90.32	92.6
<b>RANKING</b>		3	2	1

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

**SOUTH TEXAS COLLEGE  
RE-BID PECAN CAMPUS KINESIOLOGY BUILDING Q  
PROJECT NO. 24-25-1041  
EVALUATION SUMMARY**

VENDOR NAME		E-Con Group, LLC.		Holchemont, Ltd.		Tri-Gen Construction, LLC.	
ADDRESS		3025 S Sugar Rd		900 N Main St		2900 N Texas Blvd Ste 201	
CITY/STATE/ZIP		Edinburg, TX 78539		McAllen, TX 78501		Weslaco, TX 78599	
PHONE		956-259-8005		956-686-2901		956-447-1048	
FAX		956-259-8009		956-686-2925		956-447-2003	
CONTACT		Gilbert Enriquez		Michael C. Montalvo		Jorge Gonzalez	
1	The Respondent's price proposal. (up to 45 points) -a. Refer to RFP Section 4, Pricing and Delivery Schedule.	41	41	43.32	43.32	45	45
		41		43.32		45	
		41		43.32		45	
		41		43.32		45	
		41		43.32		45	
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 judgements, 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.	9	8.3	8	8	9	8.6
		8		7.5		9	
		8.5		8.5		9	
		8		8		8	
		8		8		8	
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.	9	8.3	8	8	9	8.6
		8		8.5		9	
		8.5		8.5		9	
		8		7		8	
		8		8		8	
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	4.1	4	4.2	4	4.2
		4		4		4	
		4.5		5		5	
		4		4		4	
		4		4		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.	7	7	7	7	7	7
		6		7		7	
		8		7		7	
		7		7		7	
		7		7		7	

**SOUTH TEXAS COLLEGE  
RE-BID PECAN CAMPUS KINESIOLOGY BUILDING Q  
PROJECT NO. 24-25-1041  
EVALUATION SUMMARY**

VENDOR NAME		E-Con Group, LLC.		Holchemont, Ltd.		Tri-Gen Construction, LLC.	
ADDRESS		3025 S Sugar Rd		900 N Main St		2900 N Texas Blvd Ste 201	
CITY/STATE/ZIP		Edinburg, TX 78539		McAllen, TX 78501		Weslaco, TX 78599	
PHONE		956-259-8005		956-686-2901		956-447-1048	
FAX		956-259-8009		956-686-2925		956-447-2003	
CONTACT		Gilbert Enriquez		Michael C. Montalvo		Jorge Gonzalez	
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 Dunn and Bradstreet Analysis or current financial statements preferably audited.	5	6.4	7	6.6	7	7.2
		7		7		7	
		7		7		8	
		7		6		7	
		6		6		7	
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	4.6	5	5.2	5	5
		5		5		5	
		5		6		5	
		5		5		5	
		4		5		5	
8	The Respondent's time frame for completing the project. (up to 7 points) -a. Refer to RFP Section 4, Pricing and Delivery Schedule.	6.03	6.03	7	7	7	7
		6.03		7		7	
		6.03		7		7	
		6.03		7		7	
		6.03		7		7	
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		85.73		90.32		92.6	
RANKING		3		2		1	

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



Project Fact Sheet  
4/3/2025

Project Name: Pecan Campus - Kinesiology Building Q				Project No. 2022-042C	
Funding Source(s): Unexpended Plant Fund					

FPC Project Manager

*Martin Villarreal*

FPC Director

*NA*

FPC Executive Director

*R. A. A.*

## **Review and Recommend Action on Contracting Construction Services for the Regional Center for Public Safety Excellence Perimeter Fence**

<b>Purpose</b>	To contract construction services for the project.												
<b>Justification</b>	<p>On January 28, 2025, the Board of Trustees approved the solicitation of construction services for the project.</p> <p>The project consists of constructing a perimeter fence on the south side of the property for additional security.</p> <p>The proposed scope of work is summarized as follows:</p> <ul style="list-style-type: none"><li>• Constructing a perimeter fence</li><li>• Total Linear Feet: Approximately 4,200</li></ul>												
<b>Enclosed Documents</b>	Appendix A – RFP Solicitation Information Appendix B – Project Presentation Appendix C – Ranking and Evaluations of Respondents Appendix D – Fact Sheet												
<b>Funding</b>	<p>The total Regional Center for Public Safety Excellence Perimeter Fence Project 2022-009C estimated cost, including construction, design, and miscellaneous, is \$193,000.</p> <p><u>Budget:</u></p> <table><tr><td>• Construction</td><td>\$168,000</td><td></td></tr><tr><td>• Design</td><td>5,000</td><td></td></tr><tr><td>• Miscellaneous</td><td>20,000</td><td></td></tr><tr><td>Total</td><td></td><td>\$193,000</td></tr></table> <p>The funds are available in the Unexpended Construction Plant Fund for use in FY 2024 – 2025.</p>	• Construction	\$168,000		• Design	5,000		• Miscellaneous	20,000		Total		\$193,000
• Construction	\$168,000												
• Design	5,000												
• Miscellaneous	20,000												
Total		\$193,000											
<b>Staff Resource</b>	Ricardo de la Garza, Executive Director for Facilities Planning & Construction Mary Del Paz, Vice President for Finance and Administrative Services												
<b>Additional Information</b>	The Facilities Committee did not meet in April 2025; therefore, this item is presented without a committee recommendation. Administration recommends approval as presented.												
<b>Recommendation</b>	<p><b><i>It is recommended that the Board of Trustees of South Texas College approve and authorize the following Minute Order proposed for consideration:</i></b></p> <p>The Board of Trustees of South Texas College approves and authorizes contracting construction services with <b>AJ3 Construction</b>.</p>												



**LLC.** in the amount of **\$118,139.76** for the Regional Center for Public Safety Excellence Perimeter Fence project as presented.

**Appendix A**

RFP Solicitation Information

Advertised on	February 12, 2025 and February 19, 2025
RFP Responses Due	March 11, 2025
RFP Issued To	Fifty-three (53) 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.



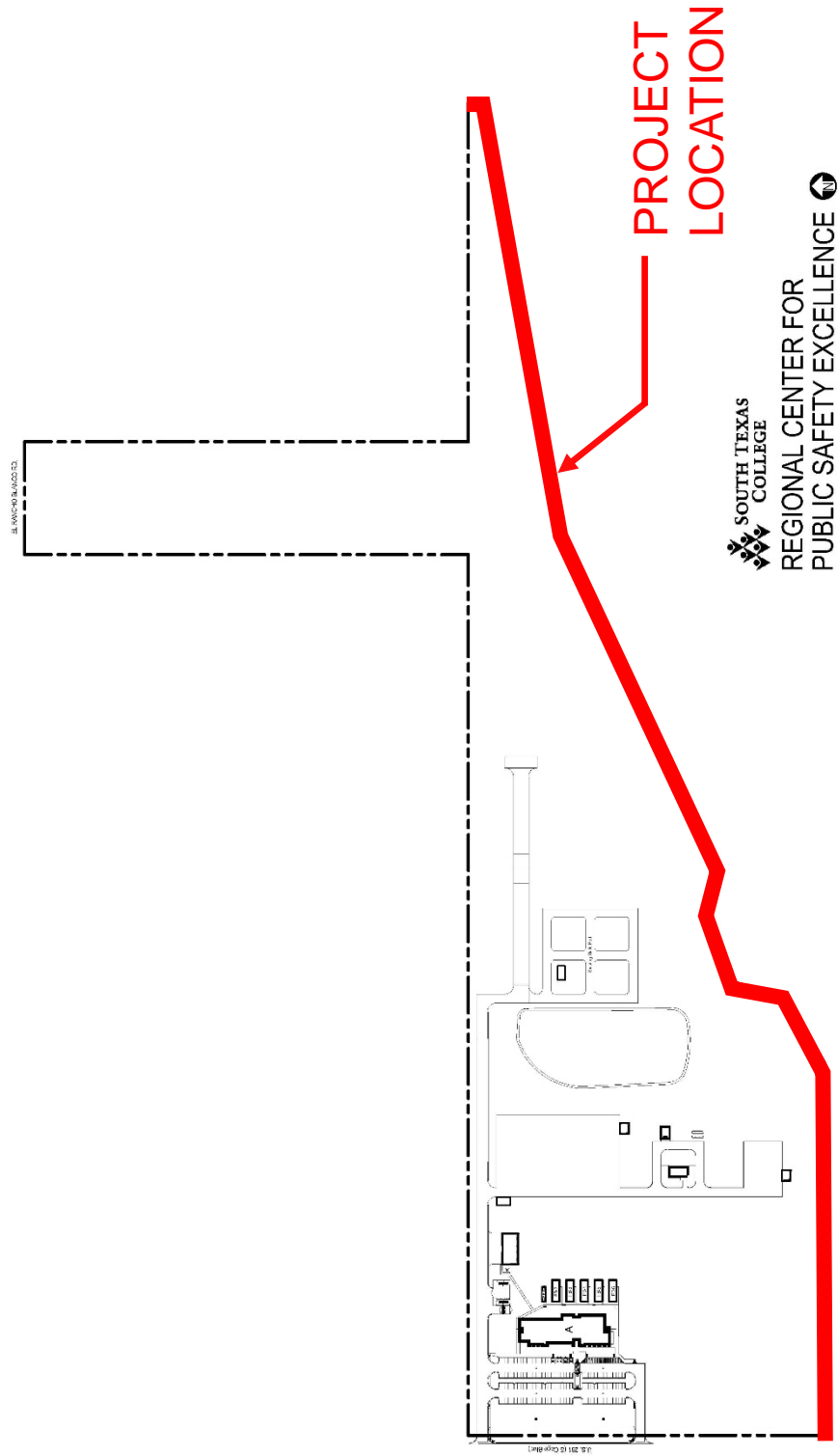
# REGIONAL CENTER FOR PUBLIC SAFETY EXCELLENCE

Perimeter Fence

2022-009C



# SITE PLAN



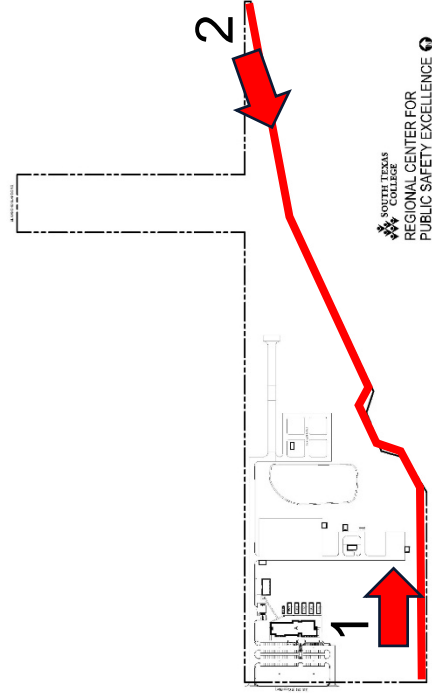
SITE PLAN



1 Looking East along  
Cage Rd.



2 Looking West along  
South property line



SOUTH TEXAS  
COLLEGE  
REGIONAL CENTER FOR  
PUBLIC SAFETY EXCELLENCE

# EXISTING PHOTOS



### **Requested By**

Regional Center for Public Safety Excellence

### **Scope of Work**

Construction of approximately 4,200 linear feet of 8 foot height chain link perimeter fence along the south side of the Regional Center for Public Safety Excellence.

### **Estimated Total Project Budget**

Construction	\$168,000
Design	5,000
Miscellaneous	20,000
<b>Total Project Budget</b>	<b>\$193,000</b>

# PROJECT SCOPE





**SOUTH TEXAS COLLEGE  
REGIONAL CENTER FOR PUBLIC SAFETY EXCELLENCE PERIMETER FENCE  
PROJECT NO. 24-25-1018**

<b>VENDOR NAME</b>	<b>AJ3</b> Construction, LLC. 2900 N Texas Blvd Ste 201	<b>Calidad</b> Construction, LLC. 833 N Ware Rd Ste V	<b>CCL</b> Contracting, LLC. 415 S Airport Dr Ste A	<b>CRC Development</b> & Construction Co., LLC. 2016 S 45th St	<b>5 Star GC</b> Construction, LLC. 3209 Melody Ln	<b>Hurfico Industries,</b> Inc./dba Hurricane Fence Company 3440 W Spur 54	<b>Tekton H.S., LLC.</b> 1431 W Polk Ave
<b>ADDRESS</b>							
<b>CITY/STATE/ZIP</b>	Weslaco, TX 78599	McAllen, TX 78501	Weslaco, TX 78596	McAllen, TX 78503	Mission, TX 78574	Harlingen, TX 78552	Pharr, TX 78577
<b>PHONE</b>	956-536-8568	956-460-3614	956-492-9451	208-972-1192	956-867-5040	956-423-8364	956-240-1613
<b>FAX</b>	956-447-2000				956-599-9055		
<b>CONTACT</b>	Arturo Gonzalez	Arturo Garza, III	Austin Lackey	Carlo Cantu	Alan Oakley	Roy E. Garrison III	Pedro John Gonzalez
<b>#</b>	<b>Proposed</b>	<b>Proposed</b>	<b>Proposed</b>	<b>Proposed</b>	<b>Proposed</b>	<b>Proposed</b>	<b>Proposed</b>
1 Base Proposal	\$ 118,139.76	\$ 135,000.00	\$ 155,000.00	\$ 165,320.00	\$ 144,500.00	\$ 133,064.41	\$ 139,985.15
Begin Work Within	5 Working Days	7 Working Days	7 Working Days	10 Working Days	10 Working Days	14 Working Days	1 Working Day
Completion of Work Within	30 Calendar Days	70 Calendar Days	28 Calendar Days	120 Calendar Days	55 Calendar Days	45 Calendar Days	14 Calendar Days
<b>TOTAL PROJECT AMOUNT</b>	\$ 118,139.76	\$ 135,000.00	\$ 155,000.00	\$ 165,320.00	\$ 144,500.00	\$ 133,064.41	\$ 139,985.15
<b>TOTAL EVALUATION POINTS</b>	90.75	80.31	78.92	69.92	78.81	****	****
<b>RANKING</b>	1	2	3	5	4	****	****

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

\*\*\*\*The vendors did not submit required or incomplete documents, therefore, not considered/evaluated.

**SOUTH TEXAS COLLEGE**

VENDOR NAME		AI3 Construction, LLC.		Calidad Construction, LLC.		CCL Contracting, LLC.		CRC Development & Construction Co., LLC.		5 Star GC Construction, LLC.	
ADDRESS		2900 N Texas Blvd Ste 201		833 N Ware Rd Ste V		415 S Airport Dr Ste A		2016 S 45th St		3209 Melody Ln	
CITY/STATE/ZIP		Weslaco, TX 78599		McAllen, TX 78501		Weslaco, TX 78596		McAllen, TX 78503		Mission, TX 78574	
PHONE		956-536-8568		956-460-3614		956-492-9451		208-972-1192		956-867-5040	
FAX		956-447-2000								956-599-9055	
CONTACT		Arturo Gonzalez		Arturo Garza, III		Austin Lackey		Carlo Cantu		Alan Oakley	
1	The Respondent's price proposal. (up to 45 points) -a. Refer to RFP Section 4, Pricing and Delivery Schedule.	45	45	39.38	39.38	34.29	34.29	32.16	32.16	36.79	36.79
		45	45	39.38	39.38	34.29	34.29	32.16	32.16	36.79	36.79
		45	45	39.38	39.38	34.29	34.29	32.16	32.16	36.79	36.79
		45	45	39.38	39.38	34.29	34.29	32.16	32.16	36.79	36.79
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.	9	8.25	8.5	8.5	8	8	8.5	8.5	8	8.25
		8	8.25	8	8	8	8	8	8	9	8.25
		8	8.25	7	7	8	8	8	8	8	8.25
		8	8.25	8	8	8	8	7	7	8	8.25
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.	9	8.25	7.5	7.5	9	9	8	8	7	8
		8	8.25	8	8	8	8	8	8	9	8
		8	8.25	7	7	8	8	8	8	8	8
		8	8.25	8	8	8	8	7	7	8	8
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.	3.5	3.875	3	3	3.5	3.5	3.5	3.5	3.5	3.625
		4	3.875	3	3	4	4	4	4	4	3.625
		4	3.875	3	3	3	3	3	3	4	3.625
		4	3.875	3	3	4	4	4	4	3	3.625

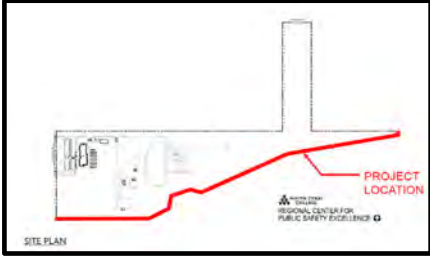




**SOUTH TEXAS COLLEGE  
REGIONAL CENTER FOR PUBLIC SAFETY EXCELLENCE PERIMETER FENCE  
PROJECT NO. 24-25-1018  
EVALUATION SUMMARY**

VENDOR NAME	AJ3 Construction, LLC.		Calidad Construction, LLC.		CCL Contracting, LLC.		CRC Development & Construction Co., LLC.		5 Star GC Construction, LLC.	
	7	7	6.5	7	7	7	6.5	7	6	7
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.	7	7	6.5	7	7	7	6.5	7	6	7
	7	7	7	7	7	7	7	7	7	7
	7	7	7	7	7	7	7	7	7	7
	7	7	6	7	7	7	6	7	7	7
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? 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 Dunn and Bradstreet Analysis or current financial statements preferably audited.	6.5	5.625	7	7	6.5	5.625	5	7	7	6.75
	6	5.625	7	7	6	5.625	5	7	7	6.75
	5	5.625	7	7	5	5.625	5	7	7	6.75
	5	5.625	6	7	5	5.625	5	7	6	6.75
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?	5	4.75	4.5	5	5	5	5	5	4.5	4.875
	5	4.75	5	5	5	5	5	5	5	4.875
	5	4.75	5	5	5	5	5	5	5	4.875
	4	4.75	5	5	5	5	5	5	5	4.875
8 The Respondent's time frame for completing the project. (up to 7 points) -a. Refer to RFP Section 4, Pricing and Delivery Schedule.	7	7	3.18	7	7	7	1.88	3.77	3.77	3.77
	7	7	3.18	7	7	7	1.88	3.77	3.77	3.77
	7	7	3.18	7	7	7	1.88	3.77	3.77	3.77
	7	7	3.18	7	7	7	1.88	3.77	3.77	3.77
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	0	0	0	0	0	0	0
	1	1	1	0	0	0	0	0	0	0
	1	1	1	0	0	0	0	0	0	0
	1	1	1	0	0	0	0	0	0	0
TOTAL EVALUATION POINTS		90.75	80.31	78.92	69.92	78.81	78.81	78.81	78.81	78.81
RANKING		1	2	3	5	4	4	4	4	4

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

**Project Fact Sheet**  
**4/3/2025**

<b>Project Name:</b> Regional Center for Public Safety Excellence - Perimeter Fence					<b>Project No.</b> 2022-009C				
<b>Funding Source(s):</b> Unexpended Plant Fund									
		<b>FY 23-24</b>			<b>FY 24-25</b>				
			<b>FY 23-24</b>	<b>Variance of</b>			<b>Variance of</b>		
	<b>Total</b>		<b>Actual</b>	<b>Project Budget</b>			<b>Actual</b>	<b>Project Budget vs.</b>	
	<b>Project Budget</b>	<b>Project Budget</b>	<b>Expenditures</b>	<b>Expenditures</b>	<b>Project Budget</b>	<b>Actual Expenditures</b>	<b>Expenditures</b>	<b>Total Actual</b>	
Construction:	\$ 168,000.00	\$ 168,000.00	\$ -	\$ 168,000.00	\$ 168,000.00	\$ -	\$ 168,000.00	\$ -	
Design	5,000.00	5,000.00	-	5,000.00	5,000.00	-	5,000.00	\$ -	
Miscellaneous:	20,000.00	20,000.00	-	20,000.00	19,500.00	294.00	19,206.00	\$ 294.00	
FFE:	-	-	-	-	-	-	-	\$ -	
Technology:	-	-	-	-	-	-	-	\$ -	
<b>Total:</b>	<b>\$ 193,000.00</b>	<b>\$ 193,000.00</b>	<b>\$ -</b>	<b>\$ 193,000.00</b>	<b>\$ 192,500.00</b>	<b>\$ 294.00</b>	<b>\$ 192,206.00</b>	<b>\$ 294.00</b>	
<b>Project Team</b>					<b>Board Status</b>				
<b>Approval to Solicit</b>					<b>Contract</b>				
<b>Architect/Engineer:</b> N/A					<b>Vendor</b>				
					<b>Amount</b>				
<b>Architect/Engineer:</b> N/A					<b>Actual</b>				
					<b>Expenditures</b>				
<b>Contractor:</b> TBD					<b>Variance</b>				
					N/A	\$ -	\$ -	\$ -	
					TBD	\$ -	\$ -	\$ -	
<b>STC FPC Project Manager:</b> David Valdez					<b>Board Approval</b>	TBD			
					<b>of Schematic</b>				
					<b>Design</b>				
					<b>Substantial</b>	TBD	<b>Board</b>		
					<b>Completion</b>	TBD	<b>Acceptance</b>	TBD	
					<b>Final Completion</b>	TBD	<b>Board</b>	TBD	
					<b>Acceptance</b>	TBD			
<b>Project Description</b>					<b>Project Scope</b>				
Add perimeter fence along the West and South Side of the Regional Center for Public Safety Property					Construction of approximately 4,200 linear feet of 8 foot height chain link perimeter fence along the south side of the Regional Center for Public Safety Excellence.				
<b>Projected Timeline</b>									
Board Approval to Solicit Architect/Engineer	Board Approval of Architect/Engineer	Board Approval of Schematic Design	Board Approval of Contractor	Construction Start Date	Board Approval of Substantial Completion Date	Board Approval of Final Completion Date	FFE Completion of Move In		
N/A	N/A	N/A	4/8/2025	5/28/2025	7/24/2025	8/22/2025	N/A		
<b>Project Calendar of Expenditures by Fiscal Year</b>									
<b>Fiscal Year</b>	<b>Construction</b>	<b>Design</b>	<b>Miscellaneous</b>	<b>FFE</b>	<b>Technology</b>	<b>Project Total</b>			
2024-25	\$ -	\$ -	\$ 294.00	\$ -	\$ -	\$ 294.00			
<b>Project Total</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 294.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 294.00</b>			
<b>Current Agenda Item</b>									
04/08/25 Facilities Committee Meeting: Review and Recommend Action on Contracting Construction Services for the Regional Center for Public Safety Excellence Perimeter Fence									
<div style="display: flex; justify-content: space-around;"> <div style="text-align: center;">  <p>SITE PLAN</p> <p>PROPOSED LAYOUT</p> </div> <div style="text-align: center;">  </div> <div style="text-align: center;">  </div> </div>									

FPC Project Manager <u>David A Valdez</u>	FPC Director <u>N/A</u>	FPC Executive Director <u>RHP</u>
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**Review and Recommend Action on Contracting Construction  
Services for the Mid Valley Campus South Academic Building H  
Repair & Renovations of Damaged Roof and Interior Areas Phase II**

**Purpose** To contract construction services for the project.

**Justification** On May 12, 2021, heavy rain storms damaged the roof, which resulted in interior areas sustaining water damage.

Phase I consisted of the repair and replacement of the existing damaged roof and was completed in 2024. Phase II consists of renovating and repairing the damaged interior areas.

The proposed scope of work is summarized as follows:

- Repair and renovation of classrooms, a piano lab, an art lab, storage rooms, offices, and corridors.
- Items to be repaired within these areas include walls, flooring, painting, ceiling tile, HVAC ducts, ceiling tile, and batt insulation

**Enclosed Documents** Appendix A – RFP Solicitation Information  
Appendix B – Project Presentation  
Appendix C – Ranking and Evaluations of Respondents  
Appendix D – Fact Sheet

**Funding** The total Mid Valley Campus South Academic Building H Repair & Renovations of Damaged Roof and Interior Areas Phase II Project 2022-038R estimated cost, including construction, design, and miscellaneous, is \$1,448,246.

Budget:

• Construction	\$1,061,314	
• Design	106,131	
• Miscellaneous	31,889	
• FFE	158,700	
• Technology	90,212	
Total		\$1,448,246

The funds are available in the Renewals and Replacements 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 April 2025; 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 contracting construction services with **Rio United Builders, LLC.** in the amount of **\$619,207.10** for the Mid Valley Campus South Academic Building H Repair & Renovations of Damaged Roof and Interior Areas Phase II project as presented.

**Appendix A**

RFP Solicitation Information

Advertised on	February 12, 2025 and February 19, 2025
RFP Responses Due	March 11, 2025
RFP Issued To	Eight (8) Vendors
Responses Received From	Seven (7) 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.



## MID VALLEY CAMPUS

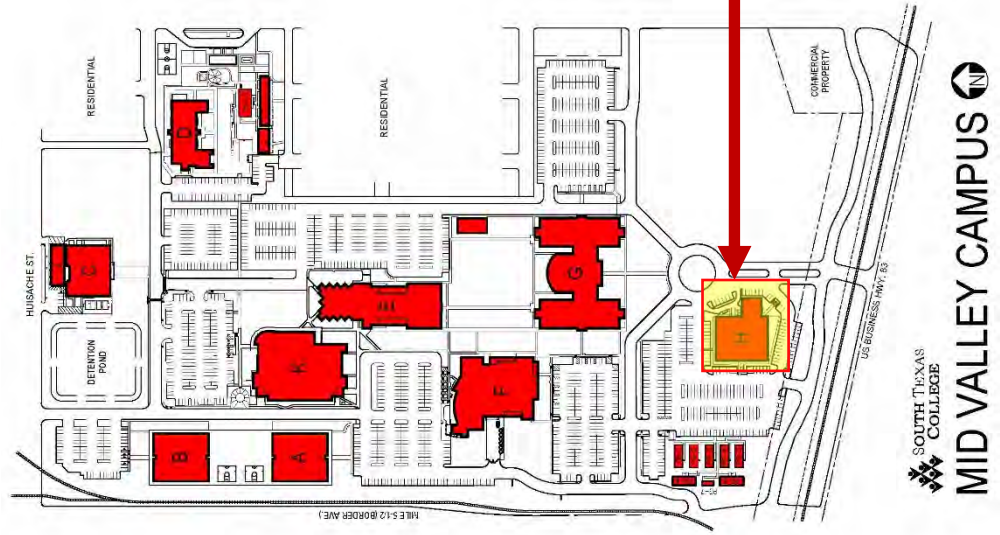
South Academic Building H Repair and Renovations of  
Damaged Roof and Interior Areas Phase II

2022-038R

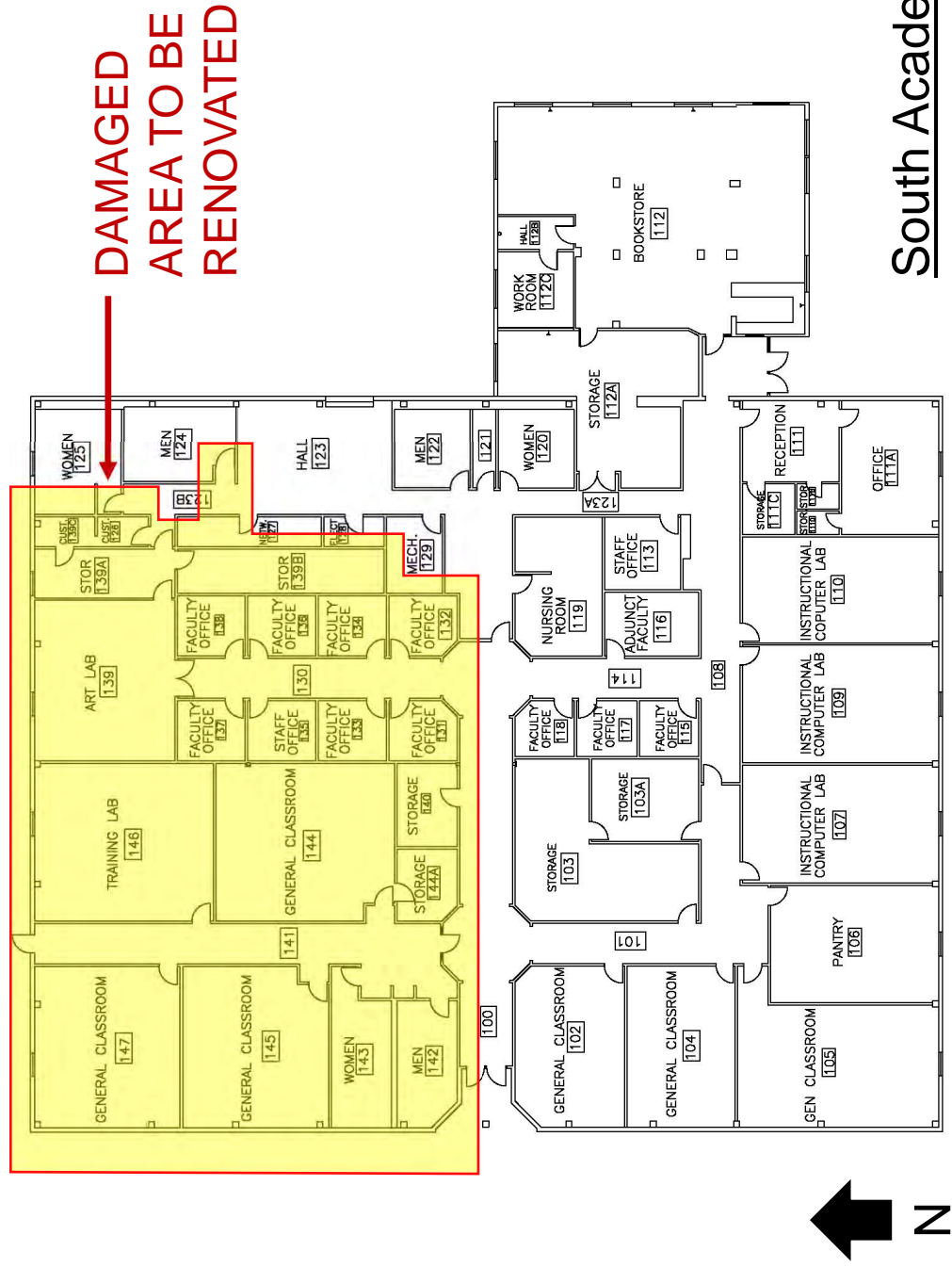




# SITE PLAN



# PROJECT LOCATION



South Academic Building H





# EXISTING PHOTOS



# EXISTING PHOTOS



### **Requested By**

Administration

### **Scope of Work**

- Repair and renovation of classrooms, a piano lab, an art lab, storage rooms, offices, and corridors.
- Items to be repaired within these areas include walls, flooring, painting, ceiling tile, HVAC ducts, ceiling tile, and batt insulation

### **Estimated Total Project Budget**

Construction	\$1,061,314
Design	106,131
Miscellaneous	31, 889
FFE	158,700
Technology	90, 212

**Total Project Budget**    **\$1,448,246**

## **PROJECT SCOPE AND BUDGET**



**SOUTH TEXAS COLLEGE  
MID VALLEY CAMPUS SOUTH ACADEMIC BUILDING H REPAIR OF DAMAGED ROOF AND INTERIOR AREAS PHASE II  
PROJECT NO. 24-25-1028**

<b>VENDOR NAME</b>	CRC Development & Construction Co., LLC.	5 Star GC Construction, LLC.	Holchemont, Ltd.	Kimber 1985, LLC.	Rio United Builders, LLC.	River Line Contracting, LLC.	Tekton H.S.
<b>ADDRESS</b>	2016 S 45th St	3209 Melody Ln	900 N Main St	302 S Taylor Rd	5783 Iowa Rd	3700 N 10th St Ste 300A	1431 W Polk Ave
<b>CITY/STATE/ZIP</b>	McAllen, TX 78503	Mission, TX 78574	McAllen, TX 78501	Mission, TX 78572	Mission, TX 78574	McAllen, TX 78501	Pharr, TX 78577
<b>PHONE</b>	208-972-1192	956-867-5040	956-686-2901	956-279-2954	956-222-6624	956-358-4041	956-240-1613
<b>FAX</b>		956-599-9055	956-686-2925				
<b>CONTACT</b>	Carlo Cantu	Alan Oakley	Michael C. Montalvo	Joshua Belgum	Daborberto Perez, Jr.	Robert J. Quintanilla	Pedro John Gonzalez
<b>#</b>	<b>Description</b>	<b>Proposed</b>	<b>Proposed</b>	<b>Proposed</b>	<b>Proposed</b>	<b>Proposed</b>	<b>Proposed</b>
1	Base Proposal	\$ 832,650.00	\$ 914,000.00	\$ 1,227,000.00	\$ 828,000.00	\$ 604,207.10	\$ 902,689.81
	Begin Work Within	10 Working Days	10 Working Days	10 Working Days	10 Working Days	7 Working Days	7 Working Days
	Completion of Work Within	300 Calendar Days	230 Calendar Days	186 Calendar Days	120 Calendar Days	165 Calendar Days	176 Calendar Days
2	Alternate #1: Install LVT Flooring	No Bid	\$ 15,000.00	\$ 35,000.00	\$ 31,000.00	\$ 15,000.00	\$ 906,000.00
	Begin Work Within	No Bid	10 Working Days	10 Working Days	10 Working Days	Zero Additional Calendar Days	10 Working Days
	Completion of Work Within	No Bid	15 Calendar Days	30 Calendar Days	120 Calendar Days	Zero Additional Calendar Days	120 Calendar Days
<b>TOTAL PROJECT AMOUNT</b>	\$ 832,650.00	\$ 914,000.00	\$ 1,227,000.00	\$ 828,000.00	\$ 604,207.10	\$ 885,000.00	\$ 902,689.81
<b>TOTAL PROJECT AMOUNT W/ALTERNATE</b>		\$ 929,000.00	\$ 1,262,000.00	\$ 859,000.00	\$ 619,207.10	\$ 1,791,000.00	
<b>TOTAL EVALUATION POINTS</b>	****	71.96	66.59	78.34	91.09	57.66	****
<b>RANKING</b>	****	3	4	2	1	5	****

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

\*\*\*\*The vendor did not submit the required document, therefore, not considered/evaluated.



**SOUTH TEXAS COLLEGE**  
**MID VALLEY CAMPUS SOUTH ACADEMIC BUILDING H REPAIR OF DAMAGED ROOF AND INTERIOR AREAS PHASE II**  
**PROJECT NO. 24-25-1028**  
**EVALUATION SUMMARY**


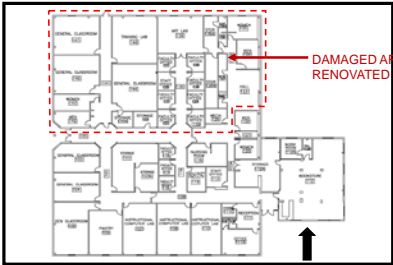

VENDOR NAME		5 Star GC Construction, LLC.	Holchemont, Ltd.	Kimber 1985, LLC.	Rio United Builders, LLC.	River Line Contracting, LLC.
ADDRESS		3209 Melody Ln	900 N Main St	302 S Taylor Rd	5783 Iowa Rd	3700 N 10th St Ste 300A
CITY/STATE/ZIP		Mission, TX 78574	McAllen, TX 78501	Mission, TX 78572	Mission, TX 78574	McAllen, TX 78501
PHONE		956-867-5040	956-686-2901	956-279-2954	956-222-6624	956-358-4041
CONTACT		Alan Oakley	Michael C. Montalvo	Joshua Belgum	Daborberto Perez, Jr.	Robert J. Quintanilla
1	The Respondent's price proposal. (up to 45 points) -a. Refer to RFP Section 4, Pricing and Delivery Schedule.	29.99	22.07	32.44	45	15.56
		29.99	22.07	32.44	45	15.56
		29.99	22.07	32.44	45	15.56
		29.99	22.07	32.44	45	15.56
		29.99	22.07	32.44	45	15.56
		29.99	22.07	32.44	45	15.56
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 judgements, 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.	8	9	8.5	8.5	7.5
		9	9	9	9	8
		8	8	7	8	8
		8	8	7	8	8
		9	7	7	9	6
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	8.5	9	8.5	8
		9	9	9	9	8
		8	8	7	8	8
		8	8	7	8	8
		9	6	9	9	7
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.	3.5	4	4	4	3
		4	5	4	4	3
		4	4	4	4	3
		3	4	4	4	3
		4	4	5	5	3
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	7	7	5
		7	7	7	7	6
		7	7	7	7	7
		7	7	6	7	7
		6	7	8	7	5

**SOUTH TEXAS COLLEGE**  
**MID VALLEY CAMPUS SOUTH ACADEMIC BUILDING H REPAIR OF DAMAGED ROOF AND INTERIOR AREAS PHASE II**  
**PROJECT NO. 24-25-1028**  
**EVALUATION SUMMARY**

VENDOR NAME		5 Star GC Construction, LLC.		Holchemont, Ltd.		Kimber 1985, LLC.		Rio United Builders, LLC.		River Line Contracting, LLC.	
ADDRESS		3209 Melody Ln		900 N Main St		302 S Taylor Rd		5783 Iowa Rd		3700 N 10th St Ste 300A	
CITY/STATE/ZIP		Mission, TX 78574		McAllen, TX 78501		Mission, TX 78572		Mission, TX 78574		McAllen, TX 78501	
PHONE		956-867-5040		956-686-2901		956-279-2954		956-222-6624		956-358-4041	
		956-599-9055		956-686-2925							
CONTACT		Alan Oakley		Michael C. Montalvo		Joshua Belgum		Daborberto Perez, Jr.		Robert J. Quintanilla	
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 star and end dates. -d. Attach a Dunn and Bradstreet Analysis or current financial statements, preferably audited.	7	6.8	7	7.2	7	7	7	6.8	6	5.2
		7		8		7		7		5	
		7		7		7		7		5	
		6		7		6		7		5	
		7		7		8		6		5	
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?	4.5	4.7	5	5.2	5	4.8	5	4.8	5	4.6
		5		5		5		5		5	
		5		5		5		5		5	
		5		5		4		5		4	
		4		6		5		4		4	
8	The Respondent's time frame for completing the project. (up to 7 points) -a. Refer to RFP Section 4, Pricing and Delivery Schedule.	3.57	3.57	4.02	4.02	7	7	5.29	5.29	7	7
		3.57		4.02		7		5.29		7	
		3.57		4.02		7		5.29		7	
		3.57		4.02		7		5.29		7	
		3.57		4.02		7		5.29		7	
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	1	1	1	1
		0		1		0		1		1	
		0		1		0		1		1	
		0		1		0		1		1	
		0		1		0		1		1	
TOTAL EVALUATION POINTS		71.96		66.79		78.34		91.09		57.66	
RANKING		3		4		2		1		5	

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

**Project Fact Sheet  
4/3/2025**

<b>Project Name:</b> MVC - South Academic Building H Repair and Renovations				<b>Project No.</b> 2022-038R			
<b>Funding Source(s):</b> Renewals and Replacement Fund							
			<b>FY21-22</b>			<b>FY22-23</b>	
	<b>Original Project Budget</b>	<b>Revised Project Budget</b>	<b>Project Budget</b>	<b>FY 21-22 Actual Expenditures</b>	<b>Variance of Project Budget vs. Actual Expenditures</b>	<b>Project Budget</b>	<b>FY 22-23 Actual Expenditures</b>
Construction:*	\$ 600,000.00	\$ 1,061,314.00	\$ -	\$ -	\$ -	\$ 630,000.00	\$ 34,504.00
Design:*	60,000.00	106,131.00	-	-	-	40,163.00	39,796.06
Miscellaneous:	12,000.00	31,889.00	-	456.12	(456.12)	25,000.00	27,071.35
FFE:	158,700.00	158,700.00	-	-	-	-	-
Technology:	125,000.00	90,212.00	-	-	-	-	-
<b>Total:</b>	<b>\$ 955,700.00</b>	<b>\$ 1,448,246.00</b>	<b>\$ -</b>	<b>\$ 456.12</b>	<b>\$ (456.12)</b>	<b>\$ 695,163.00</b>	<b>\$ 101,371.41</b>
			Funds will be used from the insurance claim and savings from other projects.			*Amount for Phase I Roof Replacement only Construction Cost is \$666,000.	
			<b>FY23-24</b>			<b>FY24-25</b>	
			<b>Project Budget</b>	<b>FY 23-24 Actual Expenditures</b>	<b>Variance of Project Budget vs. Actual Expenditures</b>	<b>Project Budget</b>	<b>FY 24-25 Actual Expenditures</b>
Construction:*			\$ 1,305,000.00	\$ 642,140.50	\$ 662,859.50	\$ 1,061,314.00	\$ -
Design:*			130,000.00	23,287.21	106,712.79	106,131.00	-
Miscellaneous:			10,000.00	11.10	9,988.90	31,889.00	231.01
FFE:			160,000.00	-	160,000.00	158,700.00	-
Technology:			125,000.00	-	125,000.00	90,212.00	-
<b>Total:</b>			<b>\$ 1,730,000.00</b>	<b>\$ 665,438.81</b>	<b>\$ 1,064,561.19</b>	<b>\$ 1,448,246.00</b>	<b>\$ 231.01</b>
<b>Project Team</b>			<b>Board Status</b>				
<b>Approval to Solicit Architect/Engineer:</b>	10/26/2021		<b>Board Approval of Schematic Design</b>			<b>Vendor</b>	<b>Contract Amount</b>
<b>Architect/Engineer:</b>	Milnet Architectural Services		N/A			Milnet Architectural Services	\$56,332
<b>Contractor:</b>	Phase I - Holchemont, Ltd. Phase II - TBD					Holchemont, Ltd. (Phase I - Roof Replacement)	63,083.27 \$ 676,644.50
<b>STC FPC Project Manager:</b>	David Valdez					<b>Actual Expenditures</b>	<b>Variance</b>
			<b>Substantial Completion</b>	Phase I - 1/18/2024 Phase II - TBD		Phase I - 2/27/2024 Phase II - TBD	(\$6,751.27) -
			<b>Final Completion</b>	Phase I - 2/28/2024 Phase II - TBD		Phase I - 5/28/2024 Phase II - TBD	
<b>Project Description</b>			<b>Project Scope</b>				
Repair the existing roof and renovate the interior due to a recent heavy rain storm damage. Renovate approximately 6.720 square feet of interior space.			Repair the roof membrane with a new Garland roof membrane. Demolish the interior gypsum board walls, flooring, ceiling, and lighting fixtures and renovate the damaged areas with new materials to match existing.				
<b>Projected Timeline</b>							
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
Phase I - 10/26/2021	3/29/2022	N/A	6/27/2023	7/15/2023	02/27/2024	5/28/2024	N/A
Phase II - 10/26/2021	3/29/2022	N/A	4/8/2025	5/22/2025	12/25/2025	01/23/2026	02/23/2026
<b>Project Calendar of Expenditures by Fiscal Year</b>							
<b>Fiscal Year</b>	<b>Construction</b>	<b>Design</b>	<b>Miscellaneous</b>	<b>FFE</b>	<b>Tech</b>	<b>Project Total</b>	
2021-22	\$ -	\$ -	\$ 456.12	\$ -	\$ -	\$ 456.12	
2022-23	34,504.00	39,796.06	27,071.35	-	-	\$ 101,371.41	
2023-24	642,140.50	23,287.21	11.10	-	-	\$ 665,438.81	
2024-25	-	-	231.01	-	-	\$ 231.01	
<b>Project Total</b>	<b>\$ 676,644.50</b>	<b>\$ 63,083.27</b>	<b>\$ 27,769.58</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 767,497.35</b>	
<b>Current Agenda Item</b>							
<b>04/08/25 Facilities Committee Meeting:</b> Review and Recommend Action on Contracting Construction Services for the Mid Valley Campus South Academic Building H Repair & Renovations of Damaged Roof and Interior Areas Phase II							
<div style="display: flex; justify-content: space-around; align-items: flex-start;"> <div style="text-align: center;">  <p>PROJECT LOCATION</p> </div> <div style="text-align: center;">  <p>DAMAGED AREA TO BE RENOVATED</p> <p>North ↑</p> </div> <div style="text-align: center;">  </div> </div>							

FPC Project Manager David A Valdez

FPC Director N/A

FPC Executive Director RHA



## **Review and Recommend Action on Substantial Completion of the Starr County Campus Building Q Automotive Lab Expansion**

<b>Purpose</b>	To approve substantial completion of the project.
<b>Justification</b>	<p>College staff and the Architect visited the site and developed a construction punch list on March 28, 2025.</p> <ul style="list-style-type: none"><li>• Architect: Able City, LLC.</li><li>• Contractor: Triun, LLC.</li></ul> <p>A Certificate of Substantial Completion has been issued. Substantial Completion was not accomplished within the time allowed in the Owner/Contractor agreement for this project by Triun, LLC. The original cost approved for this project was \$2,330,000.</p>
<b>Enclosed Documents</b>	<p>Appendix A – Current Budget Status Appendix B – Photos Appendix C – Substantial Completion Letter Appendix D – Fact Sheet</p>
<b>Funding</b>	The funds for the Starr County Campus Building Q Automotive Lab Expansion Project 2022-005R are available in the Renewals & Replacements Fund for use in FY 2024 – 2025.
<b>Staff Resource</b>	<p>Ricardo de la Garza, Executive Director for Facilities Planning &amp; Construction Mary Del Paz, Vice President for Finance and Administrative Services</p>
<b>Additional Information</b>	The Facilities Committee did not meet in April 2025; therefore, this item is presented without a committee recommendation. Administration recommends approval as presented.
<b>Recommendation</b>	<p><b><i>It is recommended that the Board of Trustees of South Texas College approve and authorize the following Minute Order proposed for consideration:</i></b></p> <p>The Board of Trustees of South Texas College approves and authorizes the substantial completion of the Starr County Campus Building Q Automotive Lab Expansion project as presented.</p>

**Appendix A**  
Current Budget Status

Starr County Campus Building Q Automotive Lab Expansion					
Construction Budget	Approved Proposal Amount	Net Total Change Orders	Current Project Cost	Previous Amount Paid	Remaining Balance
\$2,330,000.00	\$2,330,000.00	\$0	\$2,330,000.00	\$1,749,934.81	\$580,065.19

**Appendix B**  
Photos follow in the packet.

**Appendix C**  
Substantial Completion Letter follows in the packet.

**Appendix D**  
Fact Sheet follows in the packet.

## Starr County Campus Building Q Automotive Lab Expansion





## Starr County Campus Building Q Automotive Lab Expansion



# DRAFT AIA® Document G704® - 2017

## Certificate of Substantial Completion

<b>PROJECT:</b> <i>(name and address)</i> STC Starr County Campus- Automotive Lab Expansion & HVAC- R Outdoor Covered Area Addition Rio Grande City, TX	<b>CONTRACT INFORMATION:</b> Contract For: General Construction  Date: 2/23/2023	<b>CERTIFICATE INFORMATION:</b> Certificate Number: 001  Date: 4/2/2025
<b>OWNER:</b> <i>(name and address)</i> South Texas College 142 FM 3167 Rio Grande City, TX 78582	<b>ARCHITECT:</b> <i>(name and address)</i> Able City 110 Broadway Suite 590, San Antonio Texas, 78205	<b>CONTRACTOR:</b> <i>(name and address)</i> Triun, LLC 7800 IH 10 West, Suite 803, San Antonio Texas, 78230

The Work identified below has been reviewed and found, to the Architect's best knowledge, information, and belief, to be substantially complete. Substantial Completion is the stage in the progress of the Work when the Work or designated portion is sufficiently complete in accordance with the Contract Documents so that the Owner can occupy or utilize the Work for its intended use. The date of Substantial Completion of the Project or portion designated below is the date established by this Certificate.

*(Identify the Work, or portion thereof, that is substantially complete.)*

Able City	Ricardo Solis, Project Architect	April 2, 2025
<b>ARCHITECT</b> <i>(Firm Name)</i>	<b>SIGNATURE</b>	<b>DATE OF SUBSTANTIAL COMPLETION</b>

### WARRANTIES

The date of Substantial Completion of the Project or portion designated above is also the date of commencement of applicable warranties required by the Contract Documents, except as stated below:

*(Identify warranties that do not commence on the date of Substantial Completion, if any, and indicate their date of commencement.)*

### WORK TO BE COMPLETED OR CORRECTED

A list of items to be completed or corrected is attached hereto, or transmitted as agreed upon by the parties, and identified as follows:

*(Identify the list of Work to be completed or corrected.)*

WORK TO BE COMPLETED AND CORRECTED PER ALL PUNCH LIST

ARCHITECTURAL DATED 03.11.2025, CIVIL DATED 03.17.2025, MEP DATED 03.11.2025

The failure to include any items on such list does not alter the responsibility of the Contractor to complete all Work in accordance with the Contract Documents. Unless otherwise agreed to in writing, the date of commencement of warranties for items on the attached list will be the date of issuance of the final Certificate of Payment or the date of final payment, whichever occurs first. The Contractor will complete or correct the Work on the list of items attached hereto within THIRTY DAYS (30) days from the above date of Substantial Completion.

Cost estimate of Work to be completed or corrected: \$21,900 Retainage for Building C HVAC-R Outdoor Covered Area. and \$116,500 Retainage Building Q Automotive Lab Expansion

The responsibilities of the Owner and Contractor for security, maintenance, heat, utilities, damage to the Work, insurance, and other items identified below shall be as follows:

*(Note: Owner's and Contractor's legal and insurance counsel should review insurance requirements and coverage.)*

CONTRACTOR TO COMPLETE ARCHITECTURAL, CIVIL, MECHANICAL, ELECTRICAL AND PLUMBING PUNCH LIST IN THEIR ENTIRETY. FINAL ACCEPTANCE OF PROJECT WILL BE CONTINGENT ON INSTALLATION AND COMPLETION OF ALL PENDING ITEMS. THE OWNER HEREBY ACCEPTS CONTROL OF THE PROPERTY ON WORK THAT HAS BEEN FULLY COMPLETED. THE OWNER SHALL HAVE RELEVANT INSURANCE IN PLACE PRIOR TO OCCUPYING THE BUILDING.




THE CONTRACTOR SHALL VERIFY THAT THE OWNER'S INSURANCE ARE IN EFFECT PRIOR TO CANCELLING THE CONTRACTOR'S INSURANCE AND WARRANTIES UNDER APPLICABLE PROVISIONS OF THE CONSTRUCTION CONTRACT SHALL TAKE EFFECT AS STATED ABOVE. CONTRACTOR SHALL COORDINATE ACTIONS TO TRANSFER UTILITIES FROM CONTRACTOR TO OWNER.

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

<u>Triun</u> <b>CONTRACTOR</b> ( <i>Firm Name</i> )	<hr/> <b>SIGNATURE</b>	<hr/> <b>PRINTED NAME AND TITLE</b>	<hr/> <b>DATE</b>
<u>South Texas College</u> <b>OWNER</b> ( <i>Firm Name</i> )	<hr/> <b>SIGNATURE</b>	<hr/> <b>PRINTED NAME AND TITLE</b>	<hr/> <b>DATE</b>

Dr. Ricardo J. Solis,  
 President

**Project Fact Sheet  
4/3/2025**

Project Name:				Starr County Campus - Building Q Automotive Lab Expansion				Project No.				2022-005C				
Funding Source(s):				Unexpended Plant Fund												
		Original Project Budget	*Revised Project Budget	FY 21-22			FY 22-23									
				Project Budget	Actual Expenditures	Variance of Project Budget vs. Actual Expenditures	Project Budget	Actual Expenditures	Variance of Project Budget vs. Actual Expenditures							
Construction:		\$ 820,000.00	\$ 2,330,000.00	\$ 172,000.00	\$ -	\$ 172,000.00	\$ 902,948.00	\$ 248,474.50	\$ 654,473.50							
Design:		82,000.00	86,000.00	65,600.00	64,872.47	727.53	13,650.00	7,067.16	6,582.84							
Miscellaneous:		20,500.00	20,500.00	5,500.00	1,272.32	4,227.68	5,500.00	4,176.33	1,323.67							
FFE:		45,100.00	45,100.00	-	-	-	-	-	-							
Technology:		69,700.00	69,700.00	-	-	-	-	-	-							
Total:		\$ 1,037,300.00	\$ 2,551,300.00	\$ 243,100.00	\$ 66,144.79	\$ 176,955.21	\$ 922,098.00	\$ 259,717.99	\$ 662,380.01							
								*Revised Project Budget based on the Construction cost amount.								
		FY 23-24			FY 24-25											
		Project Budget	FY 23-24 Actual Expenditures	Variance of Project Budget vs. Actual Expenditures	Project Budget	FY 24-25 Actual Expenditures	Variance of Project Budget vs. Actual Expenditures					Total Actual Expenditures To Date				
Construction:		\$ 1,700,000.00	\$ 929,352.81	\$ 770,647.19	\$ 699,000.00	\$ 617,107.42	\$ 81,892.58					\$ 1,794,934.73				
Design:		30,000.00	13,900.40	16,099.60	25,800.00	2,194.80	23,605.20					88,034.83				
Miscellaneous:		12,000.00	10,447.61	1,552.39	6,000.00	3,319.84	2,680.16					19,216.10				
FFE:		45,100.00	-	45,100.00	-	-	-					-				
Technology:		69,700.00	-	69,700.00	35,000.00	42,546.96	(7,546.96)					42,546.96				
Total:		\$ 1,856,800.00	\$ 953,700.82	\$ 903,099.18	\$ 765,800.00	\$ 665,169.02	\$ 100,630.98					\$ 1,944,732.62				
Approval to Solicit Architect/Engineer:		7/27/2021		Board Approval of Schematic Design			2/22/2022		Vendor		Contract Amount		Actual Expenditures		Variance	
Architect/Engineer:		Able City Architects							Able City Architects		\$ 71,352.14		\$ 88,034.83		\$ (16,682.69)	
Contractor:		Triun									\$ 2,330,000.00		\$ 1,794,934.73		\$ 535,065.27	
				Board Approval of Revised Schematic Elevation			4/26/2022									
STC FPC Project Manager:		Martin Villarreal		Substantial Completion			TBD		Board Acceptance		TBD					
				Final Completion			TBD		Board Acceptance		TBD					
Project Description				Project Scope												
Expansion of the Automotive Lab by providing a new facility .				Design and Construction of Automotive Lab Expansion including 2 bays, storage, wash station, eyewash, mechanical room, electrical room, custodial room, and covered walkway connecting to Building D. 3,272 sqft.												
Projected Timeline																
Board Approval to Solicit Architect/Engineer		Board Approval of Architect/Engineer		Board Approval of Schematic Design		Board Approval of Contractor		Construction Start Date		Board Approval of Substantial Completion Date		Board Approval of Final Completion Date		FFE Completion of Move In		
7/27/2021		10/26/2021		2/22/2022		1/31/2023		4/11/2023		4/22/2025		5/27/2025		4/2/2025		
Fiscal Year		Construction		Design		Miscellaneous		FFE		Tech		Project Total				
2021-22		\$ -		\$ 64,872.47		\$ 1,272.32		\$ -		\$ -		\$ 66,144.79				
2022-23		248,474.50		7,067.16		4,176.33		-		-		259,717.99				
2023-24		929,352.81		13,900.40		10,447.61		-		-		953,700.82				
2024-25		617,107.42		2,194.80		3,319.84		-		42,546.96		665,169.02				
Project Total		\$ 1,794,934.73		\$ 88,034.83		\$ 19,216.10		\$ -		\$ 42,546.96		\$ 1,944,732.62				
Current Agenda Item																
04/08/25 Facilities Committee Meeting: Review and Recommend Action on Substantial Completion for the Starr County Campus - Building Q Automotive Lab Expansion																
																

FPC Project Manager

*Martin Villarreal*

FPC Asst. Director

*NA*

FPC Director

*RHA*



## **Review and Recommend Action on Substantial Completion of the Starr County Campus North Academic Building C HVAC-R Outdoor Covered Area Expansion**

<b>Purpose</b>	To approve substantial completion of the project.
<b>Justification</b>	<p>College staff and the Architect visited the site and developed a construction punch list on March 28, 2025.</p> <ul style="list-style-type: none"><li>• Architect: Able City, LLC.</li><li>• Contractor: Triun, LLC.</li></ul> <p>A Certificate of Substantial Completion has been issued. Substantial Completion was not accomplished within the time allowed in the Owner/Contractor agreement for this project by Triun, LLC. The original cost approved for this project was \$438,000.</p>
<b>Enclosed Documents</b>	<p>Appendix A – Current Budget Status Appendix B – Photos Appendix C – Substantial Completion Letter Appendix D – Fact Sheet</p>
<b>Funding</b>	The funds for the Starr County Campus North Academic Building C HVAC-R Outdoor Covered Area Expansion Project 2022-007C are available in the Unexpended Construction Plant Fund for use in FY 2024 – 2025.
<b>Staff Resource</b>	<p>Ricardo de la Garza, Executive Director for Facilities Planning &amp; Construction Mary Del Paz, Vice President for Finance and Administrative Services</p>
<b>Additional Information</b>	The Facilities Committee did not meet in April 2025; therefore, this item is presented without a committee recommendation. Administration recommends approval as presented.
<b>Recommendation</b>	<p><b><i>It is recommended that the Board of Trustees of South Texas College approve and authorize the following Minute Order proposed for consideration:</i></b></p> <p>The Board of Trustees of South Texas College approves and authorizes the substantial completion of the Starr County Campus North Academic Building C HVAC-R Outdoor Covered Area Expansion project as presented.</p>

**Appendix A**  
Current Budget Status

Starr County Campus North Academic Building C HVAC-R Outdoor Covered Area Expansion					
Construction Budget	Approved Proposal Amount	Net Total Change Orders	Current Project Cost	Previous Amount Paid	Remaining Balance
\$438,000.00	\$438,000.00	\$0	\$438,000.00	\$285,746.38	\$152,253.62

**Appendix B**  
Photos follow in the packet.

**Appendix C**  
Substantial Completion Letter follows in the packet.

**Appendix D**  
Fact Sheet follows in the packet.

## Starr County Campus North Academic Building C HVAC-R Outdoor Covered Area Expansion





## Starr County Campus North Academic Building C HVAC-R Outdoor Covered Area Expansion



# DRAFT AIA® Document G704® - 2017

## Certificate of Substantial Completion

<b>PROJECT:</b> <i>(name and address)</i> STC Starr County Campus- Automotive Lab Expansion & HVAC- R Outdoor Covered Area Addition Rio Grande City, TX	<b>CONTRACT INFORMATION:</b> Contract For: General Construction  Date: 2/23/2023	<b>CERTIFICATE INFORMATION:</b> Certificate Number: 001  Date: 4/2/2025
<b>OWNER:</b> <i>(name and address)</i> South Texas College 142 FM 3167 Rio Grande City, TX 78582	<b>ARCHITECT:</b> <i>(name and address)</i> Able City 110 Broadway Suite 590, San Antonio Texas, 78205	<b>CONTRACTOR:</b> <i>(name and address)</i> Triun, LLC 7800 IH 10 West, Suite 803, San Antonio Texas, 78230

The Work identified below has been reviewed and found, to the Architect's best knowledge, information, and belief, to be substantially complete. Substantial Completion is the stage in the progress of the Work when the Work or designated portion is sufficiently complete in accordance with the Contract Documents so that the Owner can occupy or utilize the Work for its intended use. The date of Substantial Completion of the Project or portion designated below is the date established by this Certificate.

*(Identify the Work, or portion thereof, that is substantially complete.)*

Able City	Ricardo Solis, Project Architect	April 2, 2025
<b>ARCHITECT</b> <i>(Firm Name)</i>	<b>SIGNATURE</b>	<b>DATE OF SUBSTANTIAL COMPLETION</b>

### WARRANTIES

The date of Substantial Completion of the Project or portion designated above is also the date of commencement of applicable warranties required by the Contract Documents, except as stated below:

*(Identify warranties that do not commence on the date of Substantial Completion, if any, and indicate their date of commencement.)*

### WORK TO BE COMPLETED OR CORRECTED

A list of items to be completed or corrected is attached hereto, or transmitted as agreed upon by the parties, and identified as follows:

*(Identify the list of Work to be completed or corrected.)*

WORK TO BE COMPLETED AND CORRECTED PER ALL PUNCH LIST

ARCHITECTURAL DATED 03.11.2025, CIVIL DATED 03.17.2025, MEP DATED 03.11.2025

The failure to include any items on such list does not alter the responsibility of the Contractor to complete all Work in accordance with the Contract Documents. Unless otherwise agreed to in writing, the date of commencement of warranties for items on the attached list will be the date of issuance of the final Certificate of Payment or the date of final payment, whichever occurs first. The Contractor will complete or correct the Work on the list of items attached hereto within THIRTY DAYS (30) days from the above date of Substantial Completion.

Cost estimate of Work to be completed or corrected: \$21,900 Retainage for Building C HVAC-R Outdoor Covered Area. and \$116,500 Retainage Building Q Automotive Lab Expansion

The responsibilities of the Owner and Contractor for security, maintenance, heat, utilities, damage to the Work, insurance, and other items identified below shall be as follows:

*(Note: Owner's and Contractor's legal and insurance counsel should review insurance requirements and coverage.)*

CONTRACTOR TO COMPLETE ARCHITECTURAL, CIVIL, MECHANICAL, ELECTRICAL AND PLUMBING PUNCH LIST IN THEIR ENTIRETY. FINAL ACCEPTANCE OF PROJECT WILL BE CONTINGENT ON INSTALLATION AND COMPLETION OF ALL PENDING ITEMS. THE OWNER HEREBY ACCEPTS CONTROL OF THE PROPERTY ON WORK THAT HAS BEEN FULLY COMPLETED. THE OWNER SHALL HAVE RELEVANT INSURANCE IN PLACE PRIOR TO OCCUPYING THE BUILDING.

THE CONTRACTOR SHALL VERIFY THAT THE OWNER'S INSURANCE ARE IN EFFECT PRIOR TO CANCELLING THE CONTRACTOR'S INSURANCE AND WARRANTIES UNDER APPLICABLE PROVISIONS OF THE CONSTRUCTION CONTRACT SHALL TAKE EFFECT AS STATED ABOVE. CONTRACTOR SHALL COORDINATE ACTIONS TO TRANSFER UTILITIES FROM CONTRACTOR TO OWNER.




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

<u>Triun</u> <b>CONTRACTOR</b> ( <i>Firm Name</i> )	<hr/> <b>SIGNATURE</b>	<hr/> <b>PRINTED NAME AND TITLE</b>	<hr/> <b>DATE</b>
<u>South Texas College</u> <b>OWNER</b> ( <i>Firm Name</i> )	<hr/> <b>SIGNATURE</b>	<hr/> <b>PRINTED NAME AND TITLE</b>	<hr/> <b>DATE</b>

Dr. Ricardo J. Solis,  
 President



Project Fact Sheet  
4/3/2025

Project Name: Starr County Campus - North Academic Building C HVAC-R Outdoor Covered Area Addition				Project No. 2022-007C						
Funding Source: Unexpended Plant Fund										
	Original Total Project Budget	*Revised Total Project Budget	FY 21-22			FY22-23				
			Project Budget	Actual Expenditures	Variance of Project Budget vs. Actual Expenditures	Project Budget	Actual Expenditures	Variance of Project Budget vs. Actual Expenditures		
Construction:	\$ 90,000.00	\$ 438,000.00	\$ 19,000.00	\$ -	\$ 19,000.00	\$ 277,576.00	\$ 61,635.92	\$ 215,940.08		
Design:	9,000.00	26,628.00	7,200.00	15,675.08	(8,475.08)	13,802.00	1,779.34	12,022.66		
Miscellaneous:	15,000.00	15,000.00	5,500.00	1,334.01	4,165.99	5,500.00	544.24	4,955.76		
FFE:	10,000.00	10,000.00	-	-	0.00	-	-	0.00		
Technology:	25,000.00	25,000.00	-	-	0.00	-	-	0.00		
Total:	\$ 149,000.00	\$ 514,628.00	\$ 31,700.00	\$ 17,009.09	\$ 14,690.91	\$ 296,878.00	\$ 63,959.50	\$ 232,918.50		
			*Revised Project Budget based on the Construction cost amount.							
			FY 23-24			FY 24-25			Total Actual Expenditures To Date	
			Project Budget	Actual Expenditures	Variance of Project Budget vs. Actual Expenditures	Project Budget	Actual Expenditures	Variance of Project Budget vs. Actual Expenditures		
Construction:			\$ 320,000.00	\$ 137,169.32	\$ 182,830.68	\$ 131,400.00	\$ 86,941.14	\$ 44,458.86	\$ 285,746.38	
Design:			30,000.00	2,734.20	27,265.80	7,989.00	1,002.54	6,986.46	21,191.16	
Miscellaneous:			5,000.00	465.99	4,534.01	2,500.00	38.42	2,461.58	2,382.66	
FFE:			10,000.00	17,530.00	(7,530.00)	5,000.00	-	5,000.00	17,530.00	
Technology:			25,000.00	-	25,000.00	12,500.00	-	12,500.00	-	
Total:			\$ 390,000.00	\$ 157,899.51	\$ 232,100.49	\$ 159,389.00	\$ 87,982.10	\$ 71,406.90	\$ 326,850.20	
Approval to Solicit Architect/Engineer: 7/27/2021			Board Approval of Schematic Design 2/22/2022			Contract Amount			Actual Expenditures	Variance
Architect/Engineer: Able City Architects						Able City Architects \$ 20,215.38			\$ 21,191.16	\$ (975.78)
Contractor: Triun						Triun \$ 438,000.00			\$ 285,746.38	\$ 152,253.62
STC FPC Project Manager: Martin Villarreal			Substantial Completion TBD			Board Acceptance TBD				
			Final Completion TBD			Board Acceptance TBD				
Project Description			Project Scope							
HVAC-R Outdoor Covered area for Brazing			Design and Construction of HVAC-R Outside Covered Area for brazing instruction, equipment storage, and additional /data in classrooms C312, C313, C314 and C315. 4,868 sqft							
Projected Timeline										
Board Approval to Solicit Architect/Engineer	Board Approval of Architect/Engineer	Board Approval of Schematic Design	Board Approval of Contractor	Construction Start Date	Board Approval of Substantial Completion Date	Board Approval of Final Completion Date	FFE Completion of Move In			
7/27/2021	10/26/2021	2/22/2022	1/31/2023	4/11/2023	4/22/2025	5/27/2025	4/22/2025			
Project Calendar of Expenditures by Fiscal Year										
Fiscal Year	Construction	Design	Misc.	FFE	Tech	Project Total				
2021-22	\$ -	\$ 15,675.08	1,334.01	\$ -	\$ -	\$ 17,009.09				
2022-23	61,635.92	1,779.34	544.24	-	-	63,959.50				
2023-24	137,169.32	2,734.20	465.99	17,530.00	-	157,899.51				
2024-25	86,941.14	1,002.54	38.42	-	-	87,982.10				
Project Total	\$ 285,746.38	\$ 21,191.16	\$ 2,382.66	\$ 17,530.00	\$ -	\$ 326,850.20				
Current Agenda Item										
03/11/25 Facilities Committee Meeting: Review and Recommend Action on Substantial Completion for the Starr County Campus - North Academic Building C HVAC-R Outdoor Covered Area Addition										
<div></div>										

FPC Project Manager Martin Villarreal

FPC Asst. Director NA

FPC Director RJA



**Review and Recommend Action on Substantial Completion of the  
District Wide Flooring Replacements Phase IV at Pecan Campus  
Sylvia Esterline Center for Learning Excellence Building C**

<b>Purpose</b>	To approve substantial completion of the project.
<b>Justification</b>	<p>College staff and the Architect visited the site and developed a construction punch list on April 2, 2025.</p> <ul style="list-style-type: none"><li>• Contractor: Diaz Floors &amp; Interiors, Inc.</li></ul> <p>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 Diaz Floors &amp; Interiors, Inc. The original cost approved for this project was \$72,240.</p>
<b>Enclosed Documents</b>	<p>Appendix A – Current Budget Status Appendix B – Photos Appendix C – Substantial Completion Letter Appendix D – Fact Sheet</p>
<b>Funding</b>	The funds for the District Wide Flooring Replacements Phase IV Project 2025-014R are available in the Unexpended Construction Plant Fund for use in FY 2024 – 2025.
<b>Staff Resource</b>	<p>Ricardo de la Garza, Executive Director for Facilities Planning &amp; Construction Mary Del Paz, Vice President for Finance and Administrative Services</p>
<b>Additional Information</b>	The Facilities Committee did not meet in April 2025; therefore, this item is presented without a committee recommendation. Administration recommends approval as presented.
<b>Recommendation</b>	<p><b><i>It is recommended that the Board of Trustees of South Texas College approve and authorize the following Minute Order proposed for consideration:</i></b></p> <p>The Board of Trustees of South Texas College approves and authorizes the substantial completion of the District Wide Flooring Replacements Phase IV at Pecan Campus Sylvia Esterline Center for Learning Excellence Building C project as presented.</p>

**Appendix A**

Current Budget Status

District Wide Flooring Replacements Phase IV at Pecan Campus Sylvia Esterline Center for Learning Excellence Building C					
Estimated Construction Budget	Approved Proposal Amount	Net Total Change Orders	Current Project Cost	Previous Amount Paid	Remaining Balance
\$108,927	\$72,240	\$0	\$72,240	\$0	\$72,240

**Appendix B**

Photos follow in the packet.

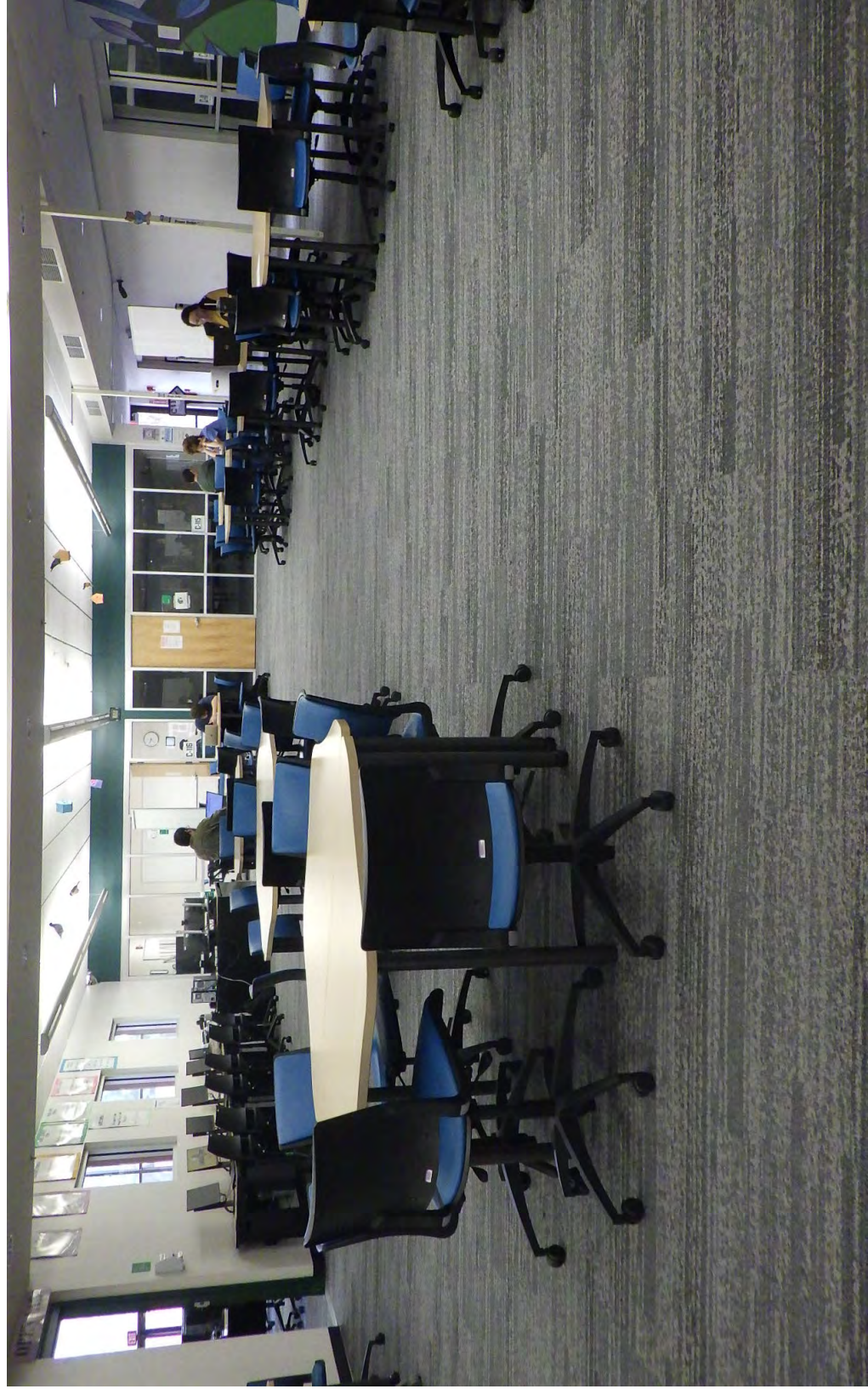
**Appendix C**

Substantial Completion Letter follows in the packet.

**Appendix D**

Fact Sheet follows in the packet.

District Wide Flooring Replacements Phase IV at  
Pecan Campus Sylvia Esterline Center for Learning Excellence Building C





District Wide Flooring Replacements Phase IV at  
Pecan Campus Sylvia Esterline Center for Learning Excellence Building C



# Substantial Completion Acceptance

**Project Name:** District-Wide Flooring Replacement Pecan Campus Silvia Esterline Center for Learning Excellence Building C

**Project No.:** 24-25-1037

**Owner:** South Texas College

**Contractor:** Diaz Floors & Interiors Inc.

**A/E Firm:** N/A

## Scope of Work Covered by This Acceptance:

New Carpet installation and rubber base board at Pecan Campus Building C

Effective Date of Acceptance: 4/2/2025

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

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

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

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

The **Contractor** shall complete/correct the items identified on the punch list(s) within Calendar days from the Effective Date of this Acceptance.

ANDRES DIAZ Andres Diaz 4.2.25  
Printed Name and Title Signature Date

The **Architect/Engineer** agrees that the Work noted in this Acceptance is sufficiently complete to be used as intended.

N/A

N/A    
Printed Name and Title Signature Date





With the exception of those items noted on the attached "punch list(s)", the **Owner** accepts the Work designated herein as Substantially Complete as of the Effective Date of this Acceptance.

PICARRO DELAGANZA EXECUTIVE DIRECTOR FPC Ref 4-3-2025  
Printed Name and Title Signature Date





**Project Fact Sheet**  
**4/3/2025**

<b>Project Name</b>				District Wide - Flooring Replacement Phase IV				<b>Project No.</b>		2025-014R					
<b>Funding Source(s):</b>				Renewals & Replacements Fund											
				<b>FY 24-25</b> <b>Variance of</b> <b>FY 24-25</b> <b>Project Budget</b> <b>Total</b> <b>Project Budget</b> <b>Expenditures</b> <b>vs. Actual</b> <b>Expenditures</b>						<b>Total Actual</b> <b>Expenditures To</b> <b>Date</b>					
Construction:				\$ 500,000.00 \$ 2,424.44 \$ 497,575.56						\$ 2,424.44					
Design				\$ - \$ - \$ -						\$ -					
Miscellaneous:				\$ 4,000.00 \$ 294.00 \$ 3,706.00						\$ 294.00					
FFE:				\$ - \$ - \$ -						\$ -					
Technology:				\$ - \$ - \$ -						\$ -					
<b>Total:</b>				<b>\$ 504,000.00 \$ 2,718.44 \$ 501,281.56</b>						<b>\$ 501,281.56</b>					
<b>Project Team</b>				<b>Board Status</b>											
<b>Approval to Solicit :</b> N/A				<b>Board Approval of Schematic</b> NA		<b>Location</b>		<b>Contract Amount</b>		<b>Actual Expenditures</b>		<b>Variance</b>			
<b>Architect/Engineer:</b> N/A				<b>Design</b>		<b>Vendor</b>		<b>Amount</b>		<b>Expenditures</b>		<b>Variance</b>			
<b>Contractor:</b> Diaz Floors & Interiors LLC						PCN Bldg. M		\$ 2,424.44		\$ 2,424.44		\$ -			
PCN Bldg. C Tech Bldg. B						MVC Bldg. G		\$ 37,359.20		\$ -		\$ 37,359.20			
STARR Bldg. G						PCN Bldg. C		\$ 72,240.00		\$ -		\$ 72,240.00			
<b>Contractor:</b> 5 Star GC Construction						PCN Bldg. H		\$ 124,830.00		\$ -		\$ 124,830.00			
						STARR Bldg. G		\$ 20,912.00		\$ -		\$ 20,912.00			
						Tech Bldg. B		\$ 63,403.37		\$ -		\$ 63,403.37			
PCN Bldg. H				<b>Substantial Completion</b>		<b>Board Acceptance</b>									
<b>STC FPC Project Manager:</b> Kelly Nelson				<b>Final Completion</b>		<b>Board Acceptance</b> Building G: 11/12/2024									
<b>Project Description</b>				<b>Project Scope</b>											
Replacing various flooring material district wide due to flooring reaching their life expectancy. Request for Proposals or Request for Quotes are issued depending on the estimated construction cost.				Every fiscal year, different facilities are scheduled to have the flooring replaced. Maintenance developed a flooring priority schedule determining which flooring material needs to be replaced. Average six flooring replacements per fiscal year.											
<b>Projected Timeline</b>															
Board Approval to Solicit Architect/Engineer		Board Approval of Architect/Engineer		Board Approval of Schematic Design		Board Approval of Contractor		Construction Start Date		Board Approval of Substantial Completion Date		Board Approval of Final Completion Date		FFE Completion of Move In	
N/A		N/A		N/A		1/28/2025		3/4/2025		7/22/2025		8/26/2025		N/A	
<b>Project Calendar of Expenditures by Fiscal Year</b>															
<b>Fiscal Year</b>		<b>Construction</b>		<b>Design</b>		<b>Miscellaneous</b>		<b>FFE</b>		<b>Tech</b>		<b>Project Total</b>			
2024-25		2,424.44		-		294.00		-		-		<b>2,718.44</b>			
<b>Project Total</b>		<b>\$ 2,424.44</b>		<b>\$ -</b>		<b>\$ 294.00</b>		<b>\$ -</b>		<b>\$ -</b>		<b>\$ 2,718.44</b>			
<b>Current Agenda Item</b>															
<b>04/08/25 Facilities Committee Meeting:</b> Review and Recommend Action on Substantial Completion of the District Wide Flooring Replacements Phase IV at Pecan Campus Sylvia Esterline Center for Learning Excellence Building C & Starr County Campus Student Services Building G															
															
Pecan Campus Sylvia Esterline Center for Learning Excellence				Pecan Campus Students Activities Center Building H				Starr County Campus Student Services Building G				Technology Campus Advanced Technical Careers Building B			

FPC Project Manager

FPC Asst. Director

FPC Director

**Review and Recommend Action on Substantial Completion of the  
District Wide Flooring Replacements Phase IV at Starr County  
Campus Student Services Building G**

<b>Purpose</b>	To approve substantial completion of the project.
<b>Justification</b>	<p>College staff and the Architect visited the site and developed a construction punch list on March 26, 2025.</p> <ul style="list-style-type: none"><li>• Contractor: Diaz Floors &amp; Interiors, Inc.</li></ul> <p>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 Diaz Floors &amp; Interiors, Inc. The original cost approved for this project was \$20,912.</p>
<b>Enclosed Documents</b>	<p>Appendix A – Current Budget Status Appendix B – Photos Appendix C – Substantial Completion Letter Appendix D – Fact Sheet</p>
<b>Funding</b>	The funds for the District Wide Flooring Replacements Phase IV Project 2025-014R are available in the Unexpended Construction Plant Fund for use in FY 2024 – 2025.
<b>Staff Resource</b>	<p>Ricardo de la Garza, Executive Director for Facilities Planning &amp; Construction Mary Del Paz, Vice President for Finance and Administrative Services</p>
<b>Additional Information</b>	The Facilities Committee did not meet in April 2025; therefore, this item is presented without a committee recommendation. Administration recommends approval as presented.
<b>Recommendation</b>	<p><b><i>It is recommended that the Board of Trustees of South Texas College approve and authorize the following Minute Order proposed for consideration:</i></b></p> <p>The Board of Trustees of South Texas College approves and authorizes the substantial completion of the District Wide Flooring Replacements Phase IV at Starr County Campus Student Services Building G project as presented.</p>

**Appendix A**  
Current Budget Status



District Wide Flooring Replacements Phase IV at Starr County Campus Student Services Building G					
Estimated Construction Budget	Approved Proposal Amount	Net Total Change Orders	Current Project Cost	Previous Amount Paid	Remaining Balance
\$23,422	\$20,912	\$0	\$20,912	\$0	\$20,912

**Appendix B**

Photos follow in the packet.

**Appendix C**

Substantial Completion Letter follows in the packet.

**Appendix D**

Fact Sheet follows in the packet.

## District Wide Flooring Replacements Phase IV at Starr County Campus Student Services Building G





## District Wide Flooring Replacements Phase IV at Starr County Campus Student Services Building G



# Substantial Completion Acceptance

**Project Name:** District-Wide Flooring Replacement Starr County Campus Student Services  
**Building G**

**Project No.:** 24-25-1037

**Owner:** South Texas College

**Contractor:** Diaz Floors & Interiors Inc.

**A/E Firm:** N/A

## Scope of Work Covered by This Acceptance:

Effective Date of Acceptance: 3/26/2025

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

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

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

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

The **Contractor** shall complete/correct the items identified on the punch list(s) within 30 Calendar days from the Effective Date of this Acceptance.

*Andres Diaz* *3/26/25*  
Printed Name and Title Signature Date

The **Architect/Engineer** agrees that the Work noted in this Acceptance is sufficiently complete to be used as intended.

*N/A*  
Printed Name and Title Signature Date

With the exception of those items noted on the attached "punch list(s)", the **Owner** accepts the Work designated herein as Substantially Complete as of the Effective Date of this Acceptance.

*RICARDO DELA CRUZ* *4-2-2025*  
Printed Name and Title Signature Date





Project Fact Sheet  
4/3/2025

Project Name		District Wide - Flooring Replacement Phase IV		Project No.		2025-014R	
Funding Source(s):		Renewals & Replacements Fund					
		FY 24-25		Variance of			
		FY 24-25		Project Budget		Total Actual	
		Actual		vs. Actual		Expenditures To	
		Expenditures		Expenditures		Date	
Construction:		\$ 500,000.00	\$ 2,424.44	\$ 497,575.56		\$ 2,424.44	
Design		\$ -	\$ -	\$ -		\$ -	
Miscellaneous:		\$ 4,000.00	\$ 294.00	\$ 3,706.00		\$ 294.00	
FFE:		\$ -	\$ -	\$ -		\$ -	
Technology:		\$ -	\$ -	\$ -		\$ -	
Total:		\$ 504,000.00	\$ 2,718.44	\$ 501,281.56		\$ 501,281.56	
Project Team		Board Status					
Approval to Solicit :		N/A		Board Approval		Contract	
Architect/Engineer:		N/A		of Schematic		Amount	
				Design		Expenditures	
Contractor:		Diaz Floors & Interiors LLC		Location		Variance	
		PCN Bldg. C Tech Bldg. B		Vendor			
Contractor:		STARR Bldg. G		PCN Bldg. M		\$ 2,424.44	
		5 Star GC Construction		Diaz Floors & Ints.		\$ 2,424.44	
				MVC Bldg. G		\$ 37,359.20	
				Terra Fuerte		\$ -	
				PCN Bldg. C		\$ 72,240.00	
				5StarGC		\$ -	
				PCN Bldg. H		\$ 124,830.00	
				Diaz Floors & Ints.		\$ -	
				STARR Bldg. G		\$ 20,912.00	
				Diaz Floors & Ints.		\$ -	
				Tech Bldg. B		\$ 63,403.37	
STC FPC Project Manager:		Kelly Nelson		Substantial		Board Acceptance	
				Completion			
				Final Completion		Building G:	
						11/12/2024	
Project Description		Project Scope					
Replacing various flooring material district wide due to flooring reaching their life expectancy. Request for Proposals or Request for Quotes are issued depending on the estimated construction cost.		Every fiscal year, different facilities are scheduled to have the flooring replaced. Maintenance developed a flooring priority schedule determining which flooring material needs to be replaced. Average six flooring replacements per fiscal year.					
Projected Timeline							
Board Approval to Solicit Architect/Engineer	Board Approval of Architect/Engineer	Board Approval of Schematic Design	Board Approval of Contractor	Construction Start Date	Board Approval of Substantial Completion Date	Board Approval of Final Completion Date	FFE Completion of Move In
N/A	N/A	N/A	1/28/2025	3/4/2025	7/22/2025	8/26/2025	N/A
Project Calendar of Expenditures by Fiscal Year							
Fiscal Year	Construction	Design	Miscellaneous	FFE	Tech	Project Total	
2024-25	2,424.44	-	294.00	-	-	\$ 2,718.44	
Project Total	\$ 2,424.44	\$ -	\$ 294.00	\$ -	\$ -	\$ 2,718.44	
Current Agenda Item							
04/08/25 Facilities Committee Meeting: Review and Recommend Action on Substantial Completion of the District Wide Flooring Replacements Phase IV at Pecan Campus Sylvia Esterline Center for Learning Excellence Building C & Starr County Campus Student Services Building G							
Pecan Campus Sylvia Esterline Center for Learning Excellence		Pecan Campus Students Activities Center Building H		Starr County Campus Student Services Building G		Technology Campus Advanced Technical Careers Building B	

FPC Project Manager

FPC Asst. Director

NA

FPC Director



## **Review and Recommend Action on Interagency Cooperation Contract between Baylor University Institute of Reading Development and South Texas College**

<b>Purpose</b>	To approve the interagency cooperation contract.
<b>Justification</b>	<p>The agreement permits Baylor University Institute of Reading Development to use general classrooms space on Saturdays and Sundays from June 7, 2025 through July 13, 2025.</p> <p>The Interagency Cooperation Contract with the Baylor University Institute of Reading Development for the use of instructional facilities from June 7, 2025 through July 13, 2025. The Baylor University Institute of Reading Development has taken place on the South Texas College campus for the past several years. The Board approved a previous contract with Baylor University Institute of Reading Development on April 24, 2018, between June 15, 2018 and July 15, 2018, and on February 25, 2020, between June 6, 2020 and July 12, 2020 for the use of instructional facilities at Pecan Campus. This program provides reading enrichment to students who will be entering kindergarten through twelfth grade in the following Fall Semester.</p>
<b>Enclosed Documents</b>	<p>Appendix A – Draft Agreement</p> <p>Appendix B – Cost Calculation</p>
<b>Staff Resource</b>	<p>George McCaleb, Executive Director for Facilities Operations &amp; Maintenance</p> <p>Mary Del Paz, Vice President for Finance and Administrative Services</p>
<b>Additional Information</b>	The Facilities Committee did not meet in April 2025; therefore, this item is presented without a committee recommendation. Administration recommends approval as presented.
<b>Recommendation</b>	<p><b><i>It is recommended that the Board of Trustees of South Texas College approve and authorize the following Minute Order proposed for consideration:</i></b></p> <p>The Board of Trustees of South Texas College approves and authorizes the new Interagency Cooperation Contract with Baylor University Institute of Reading Development for use of instructional facilities at the Pecan Campus from June 7, 2025 through July 13, 2025 as presented.</p>

### **Appendix A**

Draft Agreement follows in the packet.

### **Appendix C**

Cost Calculation follows in the packet.



## **THE BAYLOR UNIVERSITY INSTITUTE OF READING DEVELOPMENT INTERAGENCY COOPERATION CONTRACT**

THIS CONTRACT is entered into by and between the agencies shown below as Contracting Parties, pursuant to the authority granted and in compliance with the provisions of “The Interagency Cooperation Act,” *Texas Government Code*, Chapter 771.

### **I. CONTRACTING PARTIES:**

Receiving Party:       Baylor University Institute of Reading Development (BUIRD)

Performing Party:     South Texas College (STC)

### **II. STATEMENT OF SERVICES TO BE PERFORMED BY PERFORMING PARTY FOR BUIRD EMPLOYEES AND STUDENTS:**

Provision of facilities and services for use by BUIRD for the purpose of providing a summer reading program to students enrolled during the Contract and generally include:

- a. Shared use of classrooms for the purposes of providing a summer reading program to students enrolled in said programs offered by BUIRD in McAllen, Texas. The number, requirements, and periods of utilization of the classrooms will be mutually agreed upon each summer session by the Parties.
- b. BUIRD will follow STC’s board approved academic calendar including the beginning and ending of semesters and holidays.
- c. Utilities (electricity, heating/air conditioning, phone, Ethernet) will be provided by STC for facilities used by BUIRD at STC.
- d. Utilities and custodial services at the facilities used by BUIRD shall be provided by STC at the same level as for all other STC facilities. STC makes no guarantee that utilities or custodial services will be without interruption at any time during the term of this Contract.
- e. ACCESS TO CAMPUS PARKING: BUIRD students and employees will have access to campus parking at STC campuses with an appropriate STC parking permit. Parking permits will be sold and issued to BUIRD students and employees. Parking fines will be assessed if the student does not purchase and display the appropriate STC parking permit and fines may be issued for parking and moving traffic violations.

### **III. BASIS FOR CALCULATING REIMBURSABLE COSTS:**

The basis for calculating cost of facility use will be as follows:

- i. Cost Formula:  $\$3.09 \times 728 \text{ sq.ft.} \times 35\% \text{ utilization} = \$787.76$
- ii. Per Square Foot Per Month Cost: Classrooms: **\$3.09**
- iii. % Utilization determined by the following formula:

$$\frac{\text{Total \# of sections used by}}{\text{Total \# of sections available}}$$

Estimated maximum facility use charges are included as Appendix A. Actual charges will be dependent upon the actual utilization.

**V. CONTRACT AMOUNT:**

The total amount of this Contract shall not exceed \$ 800.00.

**VI. PAYMENT FOR SERVICES:**

Receiving Party shall pay Performing Party for services received with a voucher or electronic transfer as prescribed by the uniform statewide accounting system drawn on appropriation items or accounts of Receiving Party from which Receiving Party would ordinarily make expenditures for similar services or resources.

Payment for services shall be billed and paid monthly.

Payments received by Performing Party shall be credited to its current appropriation item(s) or account(s) from which the expenditures were originally made.

**VII. TERM OF CONTRACT:**

This Contract is to begin June 7, 2025 and shall terminate July 13, 2025.

THE UNDERSIGNED CONTRACTING PARTIES do hereby certify that: (1) the services specified above are necessary and authorized for activities that are properly within the statutory functions and programs of the affected agencies of State Government, and (2) the services, materials, or equipment Contracted for are not required by Section 21 of Article XVI of the Constitution of Texas to be supplied under Contract given to the lowest responsible bidder.

Receiving Party further certifies that it has the authority to Contract for the above services by authority granted in *Texas Education Code* Chapter 86.

Performing Party further certifies that it has authority to perform the services Contracted for by authority granted in *Texas Government Code* Chapter 791 and *Texas Education Code* Chapter 130.

The undersigned Parties bind themselves to the faithful performance of this Contract.

RECEIVING PARTY:

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Program Director

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Date

PERFORMING PARTY:

South Texas College

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Dr. Ricardo Solis.  
President

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Date

Points of Contact

Baylor University Institute of Reading  
Development:  
Sean McAllister  
Program Director

STC:  
Ms. Mary De Paz  
Vice President for Finance and  
Administrative Services

Appendices

A. STC Facility Use Costs

# STC Facility Use Charges Schedule

## Baylor University Institute of Reading Development 2025 Summer Semester

Appendix A

Space	Size (sf)	Number of Classrooms/Labs	Weekly Sections	Weekly Sections per Utilization %	Average			Monthly Rental Rate (\$/sq)	Monthly Rental Cost (\$)
					Weekly Utilization Factor (%)	Weekly Utilization Factor (%)	Monthly Rental Rate (\$/sq)		
36-Seat Classroom *(Note 1)	728	1	20	7	35%	35%	\$ 3.09	\$	787.76
Total Utilized Space									\$ 787.76

### \*Notes:

- (1) The classroom availability at Pecan Campus South Academic Buidling J (728 sq. ft.): -  
1.214  
Saturdays, 6/7-7/12 (skip 7/5) from 8:30AM-3:45PM  
Sundays, 6/8-7/13 (skip 7/6) from 8:30AM-2:15PM

All space availability is contingent on STC's classroom use schedule .

**Subject to change based on space availability and actual utilization**

## **Approval of Financial Reports for February 2025**

Administration recommends Board approval of the financial reports for the month of February 2025.

The following financial reports have been provided under separate cover:

- 1) Quarterly Investment Report and Money Market Accounts for February 2025.
- 2) Summary of Revenues for February 2025.
- 3) Summary of State Appropriations Revenue for February 2025.
- 4) Summary of Property Tax Revenue for February 2025.
- 5) Summary of Expenditures by Classification for J February 2025.
- 6) Summary of Expenditures by Function for February 2025.
- 7) Summary of Auxiliary Fund Revenues and Expenditures for February 2025.
- 8) Summary of Grant Revenues and Expenditures for February 2025.
- 9) Foundation Financial Activity for February 2025.

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 February 2025.

**Approval Recommended:**

**Dr. Ricardo J. Solis**  
**President**

### **Review of Informational Reports as of March 2025**

Administration includes the following information reports as of March 2025 for the Board's information.

- 1) Checks for \$125,000 and above for March 2025.
- 2) Check Register for March 2025.
- 3) Summary of Purchase Orders (Purchasing) for March 2025.
- 4) Summary of Bid Solicitations (Purchasing) for March 2025.
- 5) Employee New Hires for March 2025.
- 6) Employee Resignations/Retirements for March 2025.

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.

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

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

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

The Board of Trustees of South Texas College approves and authorizes the proposed amendment to the President's Contract as presented.

**Approval Recommended:**

**Dr. Ricardo J. Solis**  
President



## Announcements

### A. Next Meetings:

- Tuesday, May 13, 2025
  - 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, May 27, 2025
  - 5:30 p.m. – Regular Board Meeting

### B. Other Announcements:

- Spring **Dual Credit** Commencement Ceremonies will be held on Friday, May 9, 2025 at the Bert Ogden Arena beginning at 9:00 a.m.
- Spring **Traditional** Commencement Ceremonies will be held on Saturday, May 10, 2025 at the Bert Ogden Arena beginning at 9:30 a.m.
- The College will be closed on Monday, May 26, 2025 in observance of Memorial Day.