

# Meeting of the Board of Regents

May 11, 2023  
Harlingen, Texas



**TEXAS STATE TECHNICAL COLLEGE**

**Meeting of the  
Board of Regents**

**Texas State Technical College  
Learning Resource Center  
1902 N. Loop 499  
Harlingen, TX 78550\***

**Thursday, May 11, 2023  
9:30 am**

**MINUTES**

- I. MEETING CALLED TO ORDER**
  
- II. INVOCATION**
  
- III. RECOGNITION OF GUESTS**
  
- IV. DETERMINATION OF QUORUM**
  
- V. ADOPTION OF AGENDA**
  
- VI. APPROVAL OF MINUTES OF FEBRUARY 9, 2023 MEETINGS**
  
- VII. PUBLIC COMMENTS**

\*Presiding officer will be physically present at this address.

**VIII. CHANCELLOR COMMENTS**

**IX. COMMITTEE REPORTS & MINUTE ORDERS**

a. **Committee for Student Learning and Student Development**

Kathy Stewart, Chair; Lizzy de la Garza Putegnat, Member

**Committee Chair Comments**

**Minute Orders:**

Proposed MO#

SL 02-23 (c) Approve Revised Associate Degree and Certificate Programs for  
Spring 2024 2

*Jonathan Hoekstra*

**Reports:**

None.

b. **Committee for Fiscal Affairs**

Ron Widup, Chair; Kathy Stewart, Member

**Committee Chair Comments**

**Minute Orders:**

Proposed MO#

FA 04-23 (c) Approve Appropriation Transfers for Fiscal Year 2023 10

*Chad Wooten*

**Reports:**

1.	Quarterly Investment Report	11
		<i>Chad Wooten</i>
2.	Pledged Collateral Report	13
		<i>Chad Wooten</i>
3.	AFR Summary Report	14
		<i>Chad Wooten</i>
4.	Budget Performance Report	18
		<i>Chad Wooten</i>
5.	Quarterly Report for Contracts > \$1 Million	20
		<i>Chad Wooten</i>
6.	Quarterly Lease Report	21
		<i>Chad Wooten</i>

c. **Committee for Facilities**

Keith Honey, Chair

**Committee Chair Comments**

**Minute Orders:**

Proposed MO#

FAC 06-23 (c)      Approve the Sale of TSTC Owned Vehicles with an  
estimated sale value of more than \$25,000.00    23

*Kevin Semien*

**Reports:**

1. Major Facility Projects Status Update

25

*Rick Herrera*

d. **Committee for General Administration**

Pat McDonald, Chair; Tony Abad, Member

**Committee Chair Comments**

**Minute Orders:**

Proposed MO#

GA 01-23 (c)

Rescind Human Resources SOS 2.3.18 policy which covers Education Release Time for employees who are in pursuit of continued education.

27

*Pamela Mayfield*

**Reports:**

None.

**X. RECESS OPEN MEETING**

**XI. CLOSED MEETING**

1. The Closed Meeting is called to Order
2. Consultation with Attorney (Texas Government Code, Section 551.071)
  1. Ted Donovan v. TSTC
  2. Davis/Dorton v. Reeser/Rushing
  3. Rachel Myrick v. TSTC
3. Deliberation Regarding Real Property (Texas Government Code, Section 551.072)
4. Personnel Matters (Texas Government Code, Section 551.074)
5. Adjourn

**XII. OPEN MEETING RECONVENES**

**XIII. ACTION ON CLOSED MEETING**

**XIV. CONSENT AGENDA ITEMS**

- SL 02-23 (c) Approve Revised Associate Degree and Certificate Programs for Spring 2024
- FA 04-23 (c) Approve Appropriation Transfers for Fiscal Year 2023
- FAC 06-23 (c) Approve the Sale of TSTC Owned Vehicles with an estimated sale value of more than \$25,000.00
- GA 02-23 (c) Rescind Human Resources SOS 2.3.18 policy which covers Education Release Time for employees who are in pursuit of continued education.

**XV. UNFINISHED BUSINESS**

**XVI. NEW BUSINESS**

**XVII. CHANCELLOR COMMENTS**

**XVIII. BOARD COMMENTS**

**XIX. ADJOURN**

**TEXAS STATE TECHNICAL COLLEGE**

**Meeting of the  
Board of Regents**

**Texas State Technical College  
Col. James T. Connally Aerospace Center  
605 Operations Drive  
Waco TX 76705\***

**Thursday, February 9, 2023  
9:30 am**

**MINUTES**

**I. MEETING CALLED TO ORDER**

Chair Tremont called the meeting to order at 10:31 am.

**II. INVOCATION**

Chair Tremont asked Jonathan Hoekstra to give the invocation.

**III. RECOGNITION OF GUESTS**

No guests recognized.

**IV. DETERMINATION OF QUORUM**

Chair Tremont called attendance and determined a quorum. All regents were present except for Regent Lizzy de la Garza Putegnat.

\*Presiding officer will be physically present at this address.

**V. ADOPTION OF AGENDA**

The agenda was adopted with a motion to approve by Regent Stewart and the motion seconded by Regent Widup. The agenda was approved unanimously.

**VI. APPROVAL OF MINUTES OF NOVEMBER 10, 2022 MEETINGS**

The minutes from the November 10, 2022 meetings were approved with a motion by Regent Widup and seconded by Regent Honey. The minutes were approved unanimously.

**VII. PUBLIC COMMENTS**

No public comments.

**VIII. CHANCELLOR COMMENTS**

Chancellor Reeser congratulated Chair Tremont on completing her doctorate degree. Chancellor Reeser offered an update regarding the vice chancellor search. Next, he provided an update on the GR session. Lastly, Chancellor Reeser gave a quick update on items to come in the meeting including the West Waco Annex project and FAME Center.

**IX. COMMITTEE REPORTS & MINUTE ORDERS**

a. **Committee for Student Learning and Student Development**

Kathy Stewart, Chair; Lizzy de la Garza Putegnat, Member

**Committee Chair Comments**

Regent Stewart provided an update from the working group. She updated on the plan moving forward with PBE, ensuring that the team is working at a good pace. She noted that there was 100 years of TSTC knowledge around the table within the working group.



VC Hoekstra reiterated the current progress and how to course correct on the execution of goals such as performance based education (PBE). VC Hoekstra explained the process of adding and sunsetting programs. He highlighted the associates degree that was added for the partnership with FAME. Then he explained the certificates that would be added.

Regent Cleveland asked for clarification regarding the program mix and if the inventory allows all the programs to be held at all campuses, which indeed it does.

**Minute Orders:**

Proposed MO#

SL 01-23 (c) Approve Associate Degree and Certificate Programs 2

*Jonathan Hoekstra*

**Reports:**

None.

b. **Committee for Fiscal Affairs**

Ron Widup, Chair; Kathy Stewart, Member

**Committee Chair Comments**

Regent Widup provided an update from the working group and offered appreciation for the positive tone of the group and tenure across the team.

Regent Widup asked for Interim VC Chad Wooten to provide information regarding the minute orders.

Interim VC Wooten asked for questions regarding the minute orders in which there were none. He then proceeded to explain the reports.

Next, Wooten directed regents to the Annual Fiscal Report and highlighted key points. Chancellor Reeser added color commentary on the formula funding regarding the last seven years and the years to come. 7.3% margin. Chancellor Reeser added commentary on profit as a government agency.

Regent Cleveland asked the Chancellor a hypothetical question regarding the current legislative session and outlook for the funds that will be granted.

Wooten introduced his special guests for the meeting: Melinda Boykin, Anju Motwani, and Jeni Gooden.

Lastly, Wooten offered explanations of the Operating Budget Performance report, Quarterly Estate Lease Report and the Quarterly Report for Contracts over \$1 million. Regent Widup asked about the update of the planes.

No comments or questions from the regents and other guests.

**Minute Orders:**

Proposed MO#

FA 01-23 (c) Approve the contract for Commercial Driver License (CDL) training associated with Electrical Lineworker & Management Technology, and any amendment, extension or renewal of the agreement

FA 02-23 (c) Approve the Master Lease of the Industrial Training Center of Central Texas and Related Parking from The TSTC Foundation to Texas State Technical College in Waco for a Term of up to 30 Years

FA 03-23 (c) Approve the Ground Lease of Land from Texas State Technical College in Waco to The TSTC Foundation

## **Reports:**

1. Quarterly Investment Report
2. Pledged Collateral Report
3. AFR Summary Report
4. Budget Performance Report
5. Quarterly Lease Report
6. Quarterly Report for Contracts > \$1 Million

### **c. Committee for Facilities**

Keith Honey, Chair

#### **Committee Chair Comments**

Regent Honey offered an update on the working group meeting which included guests, Regent Cleveland & Regent Widup, as well as Ed Vallejo.

Chancellor Reeser added commentary on how TSTC gained a representative with the new Waco Inn/Apartments project due to boundary lines.

Regent Honey asked for a more substantial report regarding the CCAP projects at the next meeting in May.

VC Rick Herrera provided an explanation of the minute orders pointing out the negotiations for MO FAC 02-23 & MO FAC 03-23. Regent Misso asked how the decision will be made and VC Herrera explained that it would be decided by lease amount offered and lease term.

VC Herrera covered the major project list report and added that he would add milestones to the GANTT chart for the next meeting.

Regent Honey requested for Interim VC Kevin Semien to present the remainder of the minute orders.

No questions or comments were provided regarding Semien's minute orders.

**Minute Orders:**

Proposed MO#

FAC 01-23 (c) Authorize the Chancellor to Enter into and Execute an Agreement with L3 Harris Technologies, Inc. to Lease additional Concrete Apron Space at the Texas State Technical College Waco Airport

FAC 02-23 (c) Authorize the Chancellor to enter and finalize an Agreement with Hemisphere Aerospace to lease 304,415 square feet of Hangar 3-1 Space, Parking, Improved Land, and Apron Space at the TSTC Waco Airport

FAC 03-23 (c) Authorize the Chancellor to enter and finalize an agreement with L3 Harris Technologies, Inc. to lease 304,415 square feet of Hangar 3-1 space, parking, improved land, and apron space at the TSTC Waco Airport

FAC 04-23 (c) Approve the Service Agreement with Lewis Land Management LLC.

FAC 05-23 (c) Approve the Lease of 13,200 Square Feet of the Southside of 8-1 Hangar at the TSTC Waco Airport to Air Methods Corporation for Business Operations and Crew Quarters

**Reports:**

1. Major Facility Projects Status Update

d. **Committee for General Administration**  
Pat McDonald, Chair; Tony Abad, Member

**Committee Chair Comments**

Regent McDonald presented a quick update on the working group and asked Interim VC Mayfield to present the minute order.

No questions or comments from the board.

**Minute Orders:**

Proposed MO#

GA 01-23 (c)            Approve Fiscal Year 2024 Employee Holiday Schedule

**Reports:**

None.

**X. RECESS OPEN MEETING**

Chair Tremont announced the recess of the open meeting at 11:19 am.

**XI. CLOSED MEETING**

1. The Closed Meeting is called to Order at 11:24 am, and a quorum is determined by Chair Tremont. All regents were present except for Regent Lizzy de la Garza Putegnat. Regent Cleveland left the closed session early, but a quorum remained (7 of the 9 regents were physically present).
2. Consultation with Attorney (Texas Government Code, Section 551.071)
  1. Ted Donovan v. TSTC (case status discussed with the regents).
  2. John Clark Owen v. TSTC (case status discussed with the regents).
  3. Davis/Dorton v. Reeser/Rushing (case status discussed with the regents).
  4. Rachel Myrick v. TSTC (case status discussed with the regents).
3. Deliberation Regarding Real Property (Texas Government Code, Section 551.072)
  1. Marshall Land Exchange (details of exchange discussed).
  2. City of Brownwood (details of land transfer discussed).

3. Possible acquisition of land for potential future growth (details of potential land acquisition which may be necessary for future growth discussed).

4. Personnel Matters (Texas Government Code, Section 551.074)  
1. Chancellor Evaluation (Chancellor's evaluation discussed).

5. Adjourn

Chair Tremont adjourned the closed meeting at 1:02 pm.

## **XII. OPEN MEETING RECONVENES**

Chair Tremont reconvened the open meeting at 1:07 pm.

## **XIII. CONSENT AGENDA ITEMS**

SL 01-23 (c) Approve Associate Degree and Certificate Programs

FA 01-23 (c) Approve the contract for Commercial Driver License (CDL) training associated with Electrical Lineworker & Management Technology, and any amendment, extension or renewal of the agreement

FA 02-23 (c) Approve the Master Lease of the Industrial Training Center of Central Texas and Related Parking from The TSTC Foundation to Texas State Technical College in Waco for a Term of up to 30 Years

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FAC 05-23 (c) Approve the Lease of 13,200 Square Feet of the Southside of 8-1 Hangar at the TSTC Waco Airport to Air Methods Corporation for Business Operations and Crew Quarters

The consent agenda items were unanimously approved with a motion by Regent Honey and a second motion by Regent Widup.

#### **XIV. UNFINISHED BUSINESS**

No unfinished business.

#### **XV. NEW BUSINESS**

Chair Tremont called for action on closed session items. Regent Honey presented the action items from closed session

CS 01-23 was approved with a motion by Regent Honey and a second by Regent Misso.

CS 02-23 was approved with a motion by Regent Honey and seconded by Regent Stewart.

**XVI. CHANCELLOR COMMENTS**

Chancellor Reeser welcomed Madam Chair as the new chair of the TSTC Board of Regents for 2023.

**XVII. BOARD COMMENTS**

No comments from regents. Madam Chair Tremont offered gratitude for the outgoing chairman, Curtis Cleveland. She also offered congratulations to Lizzy and Steven Putegnat for their new addition to the family.

**XVIII. ADJOURN**

The meeting was adjourned by Chair Tremont at 1:11 pm.

*Edward Carlos Vallejo*  
Edward Carlos Vallejo (Feb 23, 2023 11:33 CST)

TSTC Board of Regents Secretary



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**Committee for Student Learning and Student Development**

Kathy Stewart, Chair; Lizzy de la Garza Putegnat, Member

**Committee Chair Comments**

**Minute Orders:**

Proposed MO#

SL 02-23(c)      Approve Revised Associate Degree and Certificate Programs for Spring 2024      2

*Jonathan Hoekstra*

**Reports:**

None.





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**Board Meeting Date:** May 11, 2023 **Proposed Minute Order #:** SL 02-23(c)

**Proposed By:** Jonathan Hoekstra, Executive Vice Chancellor & Chief Operating Officer

**Subject:** **Approve Revised Associate Degree and Certificate Programs for Spring 2024**

**Background:** The Texas Higher Education Coordinating Board (THECB) Rule, Chapter 9, Subchapter E, §9.93, requires all new associate degree and certificate programs be approved by the THECB. This rule further requires that Institutions certify that each program has been approved by its governing board. The Board of Regents approval of new associate degree and certificate programs extends to all TSTC campuses.

**Justification:** An annual approval of all degree and certificate programs is essential to ensure compliance with applicable rules. The revised list includes a new Level 2 Certification as the result of a recent partnership with Sweetwater ISD to expand TSTC’s dual credit offerings and ultimately create a pathway for students to matriculate into Allied Health programs at TSTC.

**Additional Information:** The following award offering is proposed for Spring 2024 implementation:  
Level 2 Certificate (CER2)  
● Pre-Allied Health

**Fiscal Implications:** No Fiscal Implication

**Attestation:** The Minute Order is in compliance with all applicable laws and regulations to the best of my knowledge.

**Attachment(s):** 2022-2024 Inventory of Associate Degree and Certificate Programs

**Recommended Minute Order:** “The Texas State Technical College Board of Regents approves and certifies the programs and degrees contained in the Inventory of Associate Degree and Certificate Programs for 2022-2024.”

**Recommended By:** [ORIGINAL SIGNED BY]  
Jonathan Hoekstra, Executive Vice Chancellor & Chief Operating Officer

# 2022 - 2024 Inventory of Associate Degree and Certificate Programs



AWARD NAME	AWARD TYPE
Aircraft Airframe Technology	AAS
Aircraft Airframe Technician	CER2
Aircraft Line Technician	CER1
Aircraft Pilot Training Technology - Airplane Specialization	AAS
Aircraft Pilot Training Unmanned Aerial Vehicle	CER1
Aircraft Powerplant Technology	AAS
Aircraft Powerplant Technician	CER2
Architectural Design & Engineering Graphics Technology	AAS
Architectural Design & Engineering Graphics Technology	CER2
Architectural Design & Engineering Graphics Technology	CER1
**Basic Architectural/Mechanical Drafting	OSA
Basic Computer Aided Drafting	OSA
Architectural/Civil Drafting Technology	AAS
Architectural/Civil Drafting Technology	CER2
Architectural/Civil Drafting Technology	CER1
Basic Architectural/Civil Drafting	OSA
Auto Collision & Management Technology - Refinishing Specialization	AAS
Auto Collision Refinishing	CER2
Auto Collision Refinishing	CER1
Auto Collision & Management Technology - Repair Specialization	AAS
Auto Collision Repair	CER2
Auto Collision Repair	CER1
Basic Auto Collision	OSA
Tesla Collision Repair	ATC
Auto Collision & Management Technology - Repair Specialization CO-OP	AAS
Automation & Controls Technology	AAS
Automotive Technology	AAS
Automotive Technician	CER2

AAS - Associate of Applied Science Degree  
 AS - Associate of Science Degree  
 ATC - Advanced Technical Certificate

CER1 - Certificate Level One  
 CER2 - Certificate Level Two  
 CCC - Core Curriculum Completer Certificate

OSA - Occupational Skills Achievement Award  
 \* Sunset Program / Teachout  
 \*\*Duplicate OSA offered TAMU Partnership

AWARD NAME	AWARD TYPE
Automotive Technology Chrysler Specialization	CER2
*Automotive Technology Toyota T-TEN Specialization	CER2
Automotive Maintenance & Light Repair	CER1
Basic Automotive	OSA
Automotive Tesla START Technician Certificate	ATC
Avionics Technology	AAS
Avionics Installation Technician	CER1
Aviation Electronic Control Systems	OSA
Avionics Technology	OSA
Biology	AS
Biomedical Equipment Technology	AAS
Medical Imaging Systems Technology	AAS
Biomedical Equipment & Diagnostics	OSA
Building Construction Technology	AAS
Building Construction Craftsman	CER1
Building Inspection Level I	OSA
Business Management Technology	AAS
Business Management Technology	CER2
Bookkeeping Accounting Assistant	CER1
Office Assistant	CER1
Basic Accounting & Bookkeeping	OSA
General Office Clerk	OSA
Office Assistant/Software	OSA
Chemical Dependency Counseling	AAS
Chemical Dependency Counseling	CER2
Chemical Dependency Counseling	CER1
Chemical Dependency Counseling	OSA
*Cloud Computing	AAS
Computer Networking & Systems Administration	AAS
IT Support Tier II	CER2
IT Support Tier I	CER1
Entry IT Support	OSA

AAS - Associate of Applied Science Degree  
AS - Associate of Science Degree  
ATC - Advanced Technical Certificate

CER1 - Certificate Level One  
CER2 - Certificate Level Two  
CCC - Core Curriculum Completer Certificate

OSA - Occupational Skills Achievement Award  
\* Sunset Program / Teachout  
\*\*Duplicate OSA offered TAMU Partnership

AWARD NAME	AWARD TYPE
Cloud Computing	ATC
Computer Programming Technology	AAS
Software Developer	CER2
Java Developer	CER1
Mobile App Developer	CER1
Basic Database	OSA
Computer Science	AS
Culinary Arts	AAS
Culinarian	CER2
Culinary Assistant	CER1
Culinary Specialist	CER1
Cybersecurity	AAS
Cybersecurity	CER2
Cybersecurity	CER1
Advanced Cybersecurity	OSA
Basic Cybersecurity	OSA
Inter Cybersecurity	OSA
Intro Cybersecurity	OSA
Digital Forensics Specialist	ATC
Dental Hygiene	AAS
Diesel Equipment Technology - Heavy Truck Specialization	AAS
Heavy Truck	CER2
Heavy Truck	CER1
Basic Diesel	OSA
Diesel Equipment Technology - Off Highway Specialization	AAS
Off Highway Specialization	CER2
Off Highway Equipment	CER1
*Diesel Equipment Technology - John Deere Construction & Forestry	AAS
Digital Media Design	AAS
Digital Media Design	CER2
Digital Media Design	CER1
Digital Media Design	OSA

AAS - Associate of Applied Science Degree  
AS - Associate of Science Degree  
ATC - Advanced Technical Certificate

CER1 - Certificate Level One  
CER2 - Certificate Level Two  
CCC - Core Curriculum Completer Certificate

OSA - Occupational Skills Achievement Award  
\* Sunset Program / Teachout  
\*\*Duplicate OSA offered TAMU Partnership

AWARD NAME	AWARD TYPE
Digital Media Design Desktop Publisher	ATC
Education & Training	AAS
Education & Training	CER2
Electrical Construction	CER1
Electrical Lineworker & Management Technology	AAS
Electrical Lineworker	CER1
Electrical Power & Controls	AAS
Electromechanical Technology	AAS
Electromechanical Technician	CER2
Electromechanical Technician	CER1
Emergency Medical Technology (EMT) - Paramedic	AAS
Emergency Medical Services - Advanced EMT (AEMT)	CER2
Emergency Medical Services - Paramedic	CER2
*Emergency Medical Services - Advanced EMT (AEMT)	CER1
Emergency Medical Services - EMT	CER1
Emergency Medical Services - EMT	OSA
Engineering	AS
Engineering Graphics & Design Technology	AAS
Engineering Graphics & Design Technology	CER2
Engineering Graphics & Design Technology	CER1
*Environmental Technology - Compliance	AAS
Health Information Technology	AAS
Medical Coding & Billing Specialist	CER2
Medical Office Specialist	CER1
Medical Office Specialist	OSA
Heating, Ventilation & Air Conditioning Technology (HVAC)	AAS
HVAC Technology	CER2
HVAC Residential Service Technician	CER1
HVAC Technician	CER1
HVAC Basic Heating Ventilation Air Conditioning	OSA
Industrial Systems - Advanced Manufacturing Technology	AAS
Industrial Systems - Electrical Specialization	AAS

AAS - Associate of Applied Science Degree  
AS - Associate of Science Degree  
ATC - Advanced Technical Certificate

CER1 - Certificate Level One  
CER2 - Certificate Level Two  
CCC - Core Curriculum Completer Certificate

OSA - Occupational Skills Achievement Award  
\* Sunset Program / Teachout  
\*\*Duplicate OSA offered TAMU Partnership

AWARD NAME	AWARD TYPE
Electrical	CER2
Electrical	CER1
Industrial Systems - Mechanical Specialization	AAS
Mechanical Specialization	CER2
Entry Level Technician	CER1
Industrial Systems Mechanic	CER1
Basic Industrial Systems Electrical	OSA
Instrumentation Technology	AAS
Mathematics	AS
Mechatronics Technology	AAS
**Basic Electromechanical Automation, Programmable Logic Controller (PLC)	OSA
Smart Automation	OSA
Occupational Safety & Environmental Compliance Technology	AAS
Environmental Compliance	CER1
Occupational Safety	CER1
Occupational Safety & Environmental Compliance Technology	OSA
*Occupational Safety Compliance Technology	AAS
Physics	AS
Plumbing & Pipefitting Technology - Journeyman	AAS
Apprentice with Endorsements	CER1
Tradesman	CER1
Basic Plumbing	OSA
Pre-Allied Health	CER2
Precision Machining Technology	AAS
Precision Machining Technology	CER2
Computer Numerical Controlled (CNC) Machine Operator Specialization	CER1
**Basic Machining	OSA
Industrial Manufacturing Processes	OSA
Process Operations	AAS
Materials Handler	CER2
Process Operations	OSA
Robotics & Industrial Controls Technology	AAS

AAS - Associate of Applied Science Degree  
AS - Associate of Science Degree  
ATC - Advanced Technical Certificate

CER1 - Certificate Level One  
CER2 - Certificate Level Two  
CCC - Core Curriculum Completer Certificate

OSA - Occupational Skills Achievement Award  
\* Sunset Program / Teachout  
\*\*Duplicate OSA offered TAMU Partnership

AWARD NAME	AWARD TYPE
Robotics & Industrial Controls Technology	CER2
Registered Nursing (Associate Degree in Nursing)	AAS
Vocational Nursing	CER2
Solar Energy Technology	AAS
Energy Efficiency Specialist	CER1
Surgical Technology	AAS
Sterile Processing	OSA
*Visual Communication Technology	AAS
*Visual Communication Technology	CER2
*Visual Communication Technology	CER1
Web Design & Development	AAS
Web Developer	CER2
Front End Designer	CER1
Hypertext Preprocessor (PHP) Developer	CER1
Basic Web Design	OSA
Welding Technology	AAS
Pipe Specialization	CER2
Advanced Processes Specialization	CER2
Structural Welding	CER1
**Basic Welding - Multiple Processes	OSA
Wind Energy Technology	AAS
Wind Energy Technician	CER1
Academic Core Curriculum	CCC

Total Award Type	181
AAS - Associate of Applied Science Degree	53
AS - Associate of Science Degree	5
ATC - Advanced Technical Certificate	5
CER1 - Certificate Level One	44
CER2 - Certificate Level Two	36
OSA - Occupational Skills Achievement Award**	37
CCC - Core Curriculum Completer Certificate	1

AAS - Associate of Applied Science Degree  
AS - Associate of Science Degree  
ATC - Advanced Technical Certificate

CER1 - Certificate Level One  
CER2 - Certificate Level Two  
CCC - Core Curriculum Completer Certificate

OSA - Occupational Skills Achievement Award  
\*Sunset Program / Teachout  
\*\*Duplicate OSA offered (TAMU Partnership)



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### Committee for Fiscal Affairs

Ron Widup, Chair; Kathy Stewart, Member

#### Committee Chair Comments

#### Minute Orders:

Proposed MO#

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		<i>Chad Wooten</i>

#### Reports:

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6.	Quarterly Lease Report	21
		<i>Chad Wooten</i>



**Board Meeting Date:** May 11, 2023 **Proposed Minute Order #:** FA 04-23(c)

**Proposed By:** Chad Wooten, Vice Chancellor & Chief Financial Officer

**Subject:** **Approve Appropriation Transfers for Fiscal Year 2023**

**Background:** State of Texas appropriations are allocated to the college using a legacy structure that pre-dates the merger of Texas State Technical College (TSTC) to a single, statewide college. However, the Texas General Appropriations Act allows the Board of Regents to approve the transfer of funds among component appropriations in support of operational changes and realities.

**Justification:** Operational needs and related budgets commonly vary from the funding patterns established during the appropriations process, and transfers are made at the beginning of each fiscal year, and then on an as needed basis throughout the fiscal year.

**Additional Information:** Within the General Appropriations Act, Central Administration is referred to as "System Administration." Strategy reallocations refer to General Revenue Appropriations.

**Fiscal Implications:** Funds are transferred to the appropriated funding source from which they will be expended.

**Attestation:** This Minute Order is in compliance with all applicable laws and regulations to the best of my knowledge.

**Attachment(s):** None

**Recommended Minute Order:** "The Texas State Technical College Board of Regents approves the following appropriation transfer for Fiscal Year 2023":

To TSTC Harlingen	\$1,000,000	
To TSTC North Texas	\$200,000	
To TSTC Waco	\$2,766,133	
From TSTC Fort Bend		\$680,000
From TSTC Marshall		\$200,000
From TSTC System		\$116,133
From TSTC West Texas		\$2,970,000

**Recommended By:** **[ORIGINAL SIGNED BY]**  
Chad Wooten, Vice Chancellor & Chief Financial Officer

**TEXAS STATE TECHNICAL COLLEGE**

Quarterly Investment Report

As of February 28, 2023

Description	Beginning Value as of 11/30/22	Ending Value as of 2/28/23	Interest Rate
<b><u>Operating Funds</u></b>			
Cash in State Treasury	7,313,309	9,788,837	4.03%
Statewide Operating	9,098,570	9,909,573	3.04%
Harlingen - Local Operating	51,403	138,484	0.01%
Sweetwater - Local Operating	26,694	31,457	4.92%
Marshall - Local Operating	32,985	56,779	0.05%
Fort Bend - Local Operating	26,984	63,517	0.00%
Brownwood - Local Operating	15,179	15,983	0.01%
Abilene - Local Operating	15,223	15,332	0.25%
North Texas - Local Operating	11,003	26,188	0.20%
Breckenridge - Local Operating	10,436	10,438	0.10%
Payroll	2,836,107	3,370,712	3.04%
Federal Funds	3,106	10	0.00%
Texas Range - Pool	30,782,644	31,113,755	4.57%
<b>Total Operating Funds</b>	<b>50,223,642</b>	<b>54,541,065</b>	
<b><u>Endowment Funds</u></b>			
Bank of America - CD	10,000	10,000	0.01%
FNB Albany/Breckenridge - CD	99,215	99,215	0.50%
FNB Central Texas - MMKT	292,306	294,474	3.04%
Extraco Banks, N.A. - CD	191,574	191,889	3.75%
Liberty/Veritex Community Bank - CD	10,000	10,000	2.75%
<b>Total Endowment Funds</b>	<b>603,095</b>	<b>605,578</b>	
<b><u>Bond Proceeds / Debt Service Funds</u></b>			
FNB Central Texas (Series 2016 HEAF/RFS bonds)	70	71	3.04%
TexPool (Series 2020 bonds)	10,729,859	10,842,228	4.50%
Texas Range Pool (Series 2022A CCAP bonds)	296,591,171	76,933,676	4.57%
FNB Central Texas (Series 2022A CCAP bonds)	-	487,321	3.04%
BOK Financial (Series 2022A CCAP bonds)	-	220,559,550	3.96%
Texas Range Pool (Series 2022A CCAP debt service)	20,340,350	17,146,587	4.57%
<b>Total Bond Proceeds / Debt Service Funds</b>	<b>327,661,450</b>	<b>325,969,433</b>	
<b>Total All Investments</b>	<b>378,488,187</b>	<b>381,116,075</b>	

**TEXAS STATE TECHNICAL COLLEGE**

Quarterly Investment Report

As of February 28, 2023

**Schedule of Time Deposits:**

<b>Description</b>	<b>Amount</b>	<b>Maturity Date</b>	<b>Days Maturity</b>	<b>Rate</b>	<b>Type</b>
Veritex Community Bank	10,000	9/7/2024	731	2.75%	Endowment
Extraco Banks, N.A.	191,889	12/15/2023	365	3.75%	Endowment
FNB - Albany/Breckenridge	65,000	4/5/2023	365	0.50%	Endowment
FNB - Albany/Breckenridge	34,215	4/13/2023	365	0.50%	Endowment
Bank of America	10,000	8/10/2023	365	0.01%	Endowment
<b>Total Time Deposits</b>	<b>311,104</b>				

**Weighted Average Maturity (Time Deposits): 377 days**

**Weighted Average Rate of Interest (All Investments): 3.80%**

*Current One Year Treasury Bill Rate: 5.02%*

*Lipper Money Market Funds Average Return (1 YR): 1.88%*

**FY 2023 Investment Income (All Investments): 3,259,479 \***

All investments, except for the funds at BOK Financial, are shown at cost. Market value equals cost due to the type of investment. All balances are per the bank as of the report date.

*\*Includes Change of Fair Value in Investments (Unrealized Gain/Loss)*

I certify that this investment portfolio is in compliance with Texas State Technical College's policy on investments and the Public Funds Investment Act (Texas Government Code, Section 2256).

**ORIGINAL SIGNED BY**

\_\_\_\_\_  
Anju Motwani, Vice President & Controller

\_\_\_\_\_  
April 12, 2023

Date

**ORIGINAL SIGNED BY**

\_\_\_\_\_  
Chad Wooten, Chief Financial Officer

\_\_\_\_\_  
April 12, 2023

Date

## TEXAS STATE TECHNICAL COLLEGE

Pledged Collateral Report  
February 28, 2023

	DEPOSITS			SECURITY ON DEPOSITS				Sufficient (Insufficient)
	Demand Deposits	Money Market & Time Deposits	Total Deposits	FDIC* Coverage (up to)	Required Collateral	Collateral at Market Value		
<b>Depository - Location</b>								
First Ntl Bank of Central Texas - Waco	13,767,686	294,474	14,062,160	500,000	13,562,160	34,500,000	<b>20,937,840</b>	
Frost Bank - Harlingen/Fort Bend	202,001	-	202,001	250,000	-	388,126	<b>436,125</b>	
Texas National Bank - Sweetwater	31,457	-	31,457	250,000	-	-	<b>218,543</b>	
Texas Bank & Trust - Marshall	56,779	-	56,779	250,000	-	-	<b>193,221</b>	
Citizens National Bank - Red Oak	26,188	-	26,188	250,000	-	-	<b>223,812</b>	
Prosperity Bank - Abilene	15,332	-	15,332	250,000	-	-	<b>234,668</b>	
Texas Bank - Brownwood	15,983	-	15,983	250,000	-	-	<b>234,017</b>	
InterBank - Breckenridge	10,438	-	10,438	250,000	-	-	<b>239,562</b>	
Bank of America - Waco	-	10,000	10,000	250,000	-	-	<b>240,000</b>	
First Ntl Bank - Albany/Breckenridge	-	99,215	99,215	250,000	-	-	<b>150,785</b>	
Veritex Comm. Bank - N. Richland Hills	-	10,000	10,000	250,000	-	-	<b>240,000</b>	
Extracto Banks, N.A. - Waco	-	191,889	191,889	250,000	-	-	<b>58,111</b>	
Cash in State Treasury	9,788,837	-	9,788,837		No Collateral Required			
TexasTerm (Government Pool)	262,515,533	-	262,515,533		No Collateral Required			
TexPool (Government Pool)	76,933,676	-	76,933,676		No Collateral Required			
BOK Financial	17,146,587	-	17,146,587		No Collateral Required			
<b>TOTAL</b>	<b>380,510,497</b>	<b>605,578</b>	<b>381,116,075</b>					

\* Federal Deposit Insurance Corp. All **demand deposits** owned by a public unit held in an insured depository institution within the State in which the public unit is located are added together and insured up to \$250,000. Separately, all **time and savings deposits** owned by a public unit and held in an insured depository institution within the State in which the public unit is located are added together and insured up to \$250,000. The term "demand deposits" means both interest-bearing and noninterest-bearing deposits.

April 4, 2023

Dr. Tiffany Tremont  
Members of the Board of Regents  
Texas State Technical College  
Waco, Texas 76705

SUBJECT: Semi-annual Report Certifying Debt Management Policy Compliance

Regents:

As detailed in Texas State Technical College *Statewide Operating Standard FA 2.4, Policy for Debt Management*, it is the policy of the College to use debt to finance capital projects needed to achieve its strategic objectives. The College will ensure that prudent practices are in place to maintain financial stability, minimize interest costs, and preserve future financial flexibility. Additionally, a semi-annual report from the Office of Accounting & Reporting is to be provided to the Board of Regents certifying compliance with the policy.

Accordingly, I hereby certify that the College currently complies with *SOS FA 2.4, Policy for Debt Management*, and with all bond covenants. Further, I have verified that current and projected revenues are sufficient to fund debt service, as of February 28, 2023. Details of outstanding principal balances, current debt service due, and the sources of debt service funding have been provided to the Committee for Fiscal Affairs.

If you have any questions or need additional information, please advise.

Respectfully submitted,

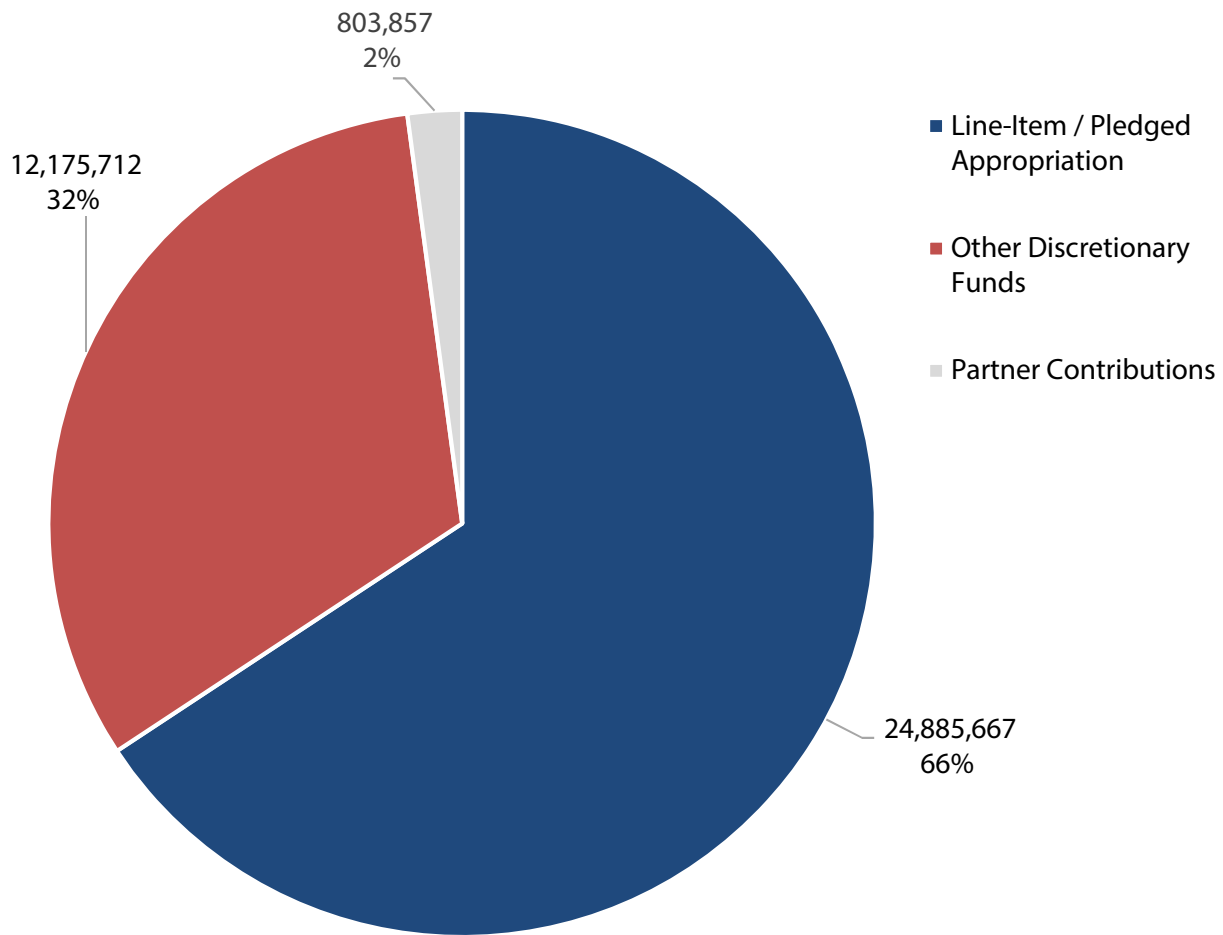
[ORIGINAL SIGNED BY]

Chad Wooten, CPA  
Vice Chancellor & Chief Financial Officer

[ORIGINAL SIGNED BY]

Anju Motwani, CPA  
Vice President & Controller

## Texas State Technical College Sources of Debt Service Funding for FY 2023



Bonds	FY 2023 Debt Service	Source of Funding
Constitutional Appropriation Series 2016 Bonds (HEAF)	2,971,600	pledged appropriation
RFS Series 2016 Bonds (Tuition / Local Revenue)	5,253,756	line-item appropriation (57%) other discretionary funds (43%)
RFS Series 2020 Bond (Local Revenue)	3,396,788	other discretionary funds
RFS Series 2022 Refunding Bonds (Local Revenue)	1,549,779	other discretionary funds (57%) partner contributions (43%)
RFS Improvement Bonds 2022A Series Bonds (CCAP / Local Revenue)	23,367,920	line-item appropriation (81%) other discretionary funds (19%)
<b>Lease Purchase (Griffith Hall)</b>	1,325,394	other discretionary funds
<b>TOTAL:</b>	<b>\$ 37,865,237</b>	

**Texas State Technical College**  
**Summary of Outstanding Debt as of February 28, 2023**

	<b>Outstanding Principal</b>	<b>Interest Rate</b>	<b>Maturity Date</b>
<b>Bonds</b>			
Constitutional Appropriation Series 2016 Bonds (HEAF)	8,355,000	4.00% - 5.00%	October 2025
RFS Series 2016 Bonds (Tuition / Local Revenue)	41,295,000	2.00% - 5.00%	October 2035
RFS Series 2020 Bond (Local Revenue)	24,590,000	2.53%	August 2036
RFS Series 2022 Refunding Bond (Local Revenue)	17,090,000	2.31%	August 2036
RFS Series 2022A Bonds (CCAP / Local Revenue)	<u>298,750,000</u>	5.00% - 6.00%	August 2054
<b>Total Bonds</b>	<b><u>390,080,000</u></b>		
<b>Lease Purchases</b>			
TSTC Foundation, 2020 (Housing - Waco)	20,853,866	3.75%	August 2046
<b>Total Outstanding Debt:</b>	<b><u>\$ 410,933,866</u></b>		

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<b>Total Outstanding Debt as of August 31:</b>	<b>2018</b>	126,189,894
	<b>2019</b>	116,149,484
	<b>2020</b>	134,935,334
	<b>2021</b>	140,355,014
	<b>2022</b>	120,788,866



## TSTC Bond Ratings as of February 28, 2023

TSTC Bond Series	Fitch	S&P	Moody's	Rating Description	
2016 HEAF	AAA	AAA	Aaa	Investment Grade	Prime
2016 RFS	AA+	AA+	Aa1		High Grade
2022A RFS	AA	AA	Aa2		
	AA-	AA-	Aa3		
	A+	A+	A1		Upper Medium Grade
	A	A	A2		
	A-	A-	A3		
	BBB+	BBB+	Baa1		Lower Medium Grade
	BBB	BBB	Baa2		
	BBB-	BBB-	Baa3		
	BB+	BB+	Ba1	Below Investment Grade (Speculative)	Below Investment Grade / Speculative
	BB	BB	Ba2		
	BB-	BB-	Ba3		
	B+	B+	B1		Highly Speculative
	B	B	B2		
	B-	B-	B3		
	CCC+	CCC+	Caa1		Substantial Risks / Extremely Speculative
	CCC	CCC	Caa2		
	CCC-	CCC-	Caa3		
	CC	CC	Ca		Default Imminent
	C	C			
	DDD	SD	C		
	DD	D			
					In Default

### Rating Outlook Summary:

2016 HEAF Bonds: Rated on the credit of the State of Texas, as pledged debt service funds are appropriated by the state's constitution. Outlook from both Fitch and Moody's is **STABLE** .

Revenue Financing System (RFS) Bonds: . Moody's and Fitch rate both public issuances of RFS bonds; Outlook from Moody's is **NEGATIVE** , outlook from Fitch is **STABLE** .

**Texas State Technical College  
Operating Budget Performance  
as of February 28, 2023**

	<b>FY 2023 Annual Budget</b>	<b>FY 2023 YTD Actual</b>	<b>Budget Utilized</b>	<b>NOTE</b>	<b>FY 2023 Forecast</b>
<b>Operating Revenues</b>					
Returned Value Formula Appropriations	69,916,159	69,916,159	100.0%		69,916,159
Special Items & Other Appropriations	24,681,894	24,873,186	100.8%		24,873,186
Debt Service Appropriations	2,984,557	2,984,557	100.0%	1	23,241,790
HEAF Appropriations	8,662,500	8,662,500	100.0%		8,662,500
Benefits Appropriations	25,190,449	15,979,983	63.4%		28,500,000
Tuition	55,387,500	37,796,663	68.2%	2	52,750,000
Student Financial Aid	35,765,009	14,813,333	41.4%		34,765,000
Auxiliary Enterprises	8,888,000	5,753,942	64.7%		9,000,000
Fees & Educational Sales	3,032,500	1,798,587	59.3%		3,400,000
Industry Relations	2,006,800	2,701,104	134.6%	3	3,300,000
Grants	14,138,353	4,480,649	31.7%	4	6,000,000
Contracts & Other	2,835,500	4,882,435	172.2%	5	7,500,000
<b>Total Operating Revenues</b>	<b>253,489,221</b>	<b>194,643,098</b>	<b>76.8%</b>		<b>271,908,635</b>
<b>Operating Carryforward / Reserves</b>	4,909,498	-		6	4,909,498
<b>Operating Expenditures</b>					
Instruction	67,330,177	38,416,847	57.1%	7	72,043,289
Student Financial Aid	46,043,373	19,441,973	42.2%		42,000,000
Statewide Benefits	31,127,877	16,359,649	52.6%		34,746,526
Marketing	16,550,855	9,370,111	56.6%	7	17,643,211
External Relations	8,847,582	5,790,638	65.4%	3	9,909,292
Auxiliary Enterprises	8,653,313	4,071,103	47.0%		8,653,313
Campus Services	4,193,120	1,864,866	44.5%		4,193,120
Facilities & Plant	22,438,845	11,102,361	49.5%		22,438,845
Information Technology	12,484,238	9,215,485	73.8%	8	14,232,662
Finance	7,412,382	3,599,722	48.6%		7,412,382
Human Resources	3,636,879	2,087,901	57.4%		3,891,460
Statewide Administration	3,286,439	1,972,614	60.0%		3,615,083
Debt Service & Leases	15,393,639	13,981,976	90.8%	1	37,981,189
Strategic Pool (to be allocated)	11,000,000	-		9	-
<b>Total Operating Expenditures</b>	<b>258,398,719</b>	<b>137,275,245</b>	<b>53.1%</b>		<b>278,760,372</b>
<b>Operating Budget Margin (Deficit)</b>	<b>-</b>	<b>57,367,853</b>			<b>-1,942,239</b>

**Texas State Technical College  
Operating Budget Performance  
as of February 28, 2023**

**Notes:**

*Explanations are provided below for any notable variances from the original budget.*

- 1) Forecasts for both debt service appropriations income and debt service expense have significantly increased from the original budget, due to the issuance of the Series 2022A (CCAP) bonds in November 2022. Of the \$19.9 million debt service payment to be made in FY 2023, \$16.8 million is funded through state appropriations.
- 2) Actual tuition revenue for the Fall and Spring semesters did not meet the 5% growth expectations of the revenue budget, resulting in a forecast of approximately \$52.75 million for the year, which is nearly identical to actual tuition revenue in FY 2022.
- 3) Industry Relations revenue has seen a positive increase from budget for the first half of fiscal year 2023, as workforce training initiatives and outreach has been successful. Accordingly, expenses in External Relations are increasing as well due to the increased activity.
- 4) Grant revenues are forecasted to finish below the original budget as TSTC was able to award/expend the vast majority of CARES grant funds in FY 2022. The original budget estimated that additional time would be needed to expend the funds, therefore moving more of the activity into FY 2023.
- 5) Rising interest rates are providing a favorable variance from budget for interest income. Further, interest income from bond proceeds will provide funding to pay FY 2023 debt service payments on the local (non-appropriation funded) portion of the recently issued Series 2022A bonds.
- 6) TSTC routinely utilizes accumulated reserves for various purposes. In FY 2023, \$4.9 million of reserves is budgeted to supplement current year revenues, and offset some one-time costs in the annual budget, such as aircraft purchases of approximately \$1.8 million. Also, revenue from the CARES grant recognized in prior years will be included in this line item as it deployed over time.
- 7) Expenses in the two primary student-facing divisions of the College, Instruction and Marketing, are forecasted to be at elevated levels as TSTC invests in growth initiatives, including adding additional faculty and staff in these areas. Much of this increase is funded by the "strategic Pool", further explained in Note 9.
- 8) Actual expenses in Information Technology are more front loaded in the first half of the fiscal year, as one-time annual expenditures are made at the beginning of the fiscal year for annual software subscriptions and services. Also, ongoing investments in the multi-year *Workday* ERP implementation project are reflected in this line item.
- 9) All of the Strategic Pool budget has now been deployed for FY 2023. \$8 million of the total is allocated to fund new positions and TSTC's *Pay for Performance* merit program. Other deployments include investments in expansion projects (including the new FAME and Waco Annex locations), software upgrades, and supplements to budgets in Instruction and External Relations to relieve inflationary pressure.

**TEXAS STATE TECHNICAL COLLEGE**  
 Quarterly Report for Contracts > \$1 Million  
 As of February 28, 2023

Contractor Name	Description	Contract Value	Start Date	Term Date
New - Imperial Construction, Inc.	JBC 1st & 2nd Floor Renovations TSTC in Waco	\$13,020,898	10/12/2021	4/30/2024
Bartlett Cocke General Contractors	CMAR for Various Civil and Ancillary Projects TSTC in Waco	\$12,391,258	3/29/2021	5/11/2023
Cavallo Energy Texas LLC	Electric Utility Services	\$11,178,047	1/1/2019	12/31/2023
Incline Alchemy, Inc.	Workday Implementation Partner Services	\$9,970,676	9/30/2020	9/30/2025
Asher Media, Inc.	Advertising Services	\$6,356,995	9/1/2019	8/31/2023
Workday, Inc.	Enterprise Resource Planning System	\$5,450,420	10/18/2019	7/1/2024
Texas General Land Office	Natural Gas Utility Services	\$3,955,602	9/1/2009	8/31/2023
Hyland LLC	Perceptive Content Software Maintenance and Support Services	\$2,570,747	8/12/2009	8/31/2023
King Consultants, Inc.	Abatement and Demo Services TSTC in Waco	\$2,563,910	3/20/2020	3/20/2023
Imperial Construction, Inc.	Kultgen Automotive PBE Renovations TSTC in Waco	\$2,289,597	1/28/2022	2/3/2023
Ellucian Company LP	Colleague Enterprise Resource Planning System	\$1,973,877	9/1/2020	8/31/2023
Piper Aircraft, Inc.	Aircraft Purchases	\$1,779,900	10/19/2022	10/19/2024
Technical Laboratory Systems, Inc.	Amatrol Learning Systems	\$1,679,100	12/15/2021	2/28/2023
City of Waco	Potable Water Purchase TSTC in Waco	\$1,661,239	8/6/2018	8/6/2028
EdFinancial Services, LLC	Call Center and Verification Services	\$1,498,645	9/1/2018	8/31/2023
New - D&M Leasing	Fleet Vehicle Leasing Services	\$1,471,825	11/9/2018	11/9/2023
New - Parkhill Smith & Cooper, Inc.	A/E Services CCAP Projects TSTC in Abilene	\$1,455,000	1/13/2023	2/28/2025
PBK Inc.	A/E Services Waco Demolition and Campus Master Plan TSTC in Waco	\$1,418,041	7/18/2019	7/18/2024
Salesforce, Inc.	Cloud Customer Relationship Management Platform	\$1,392,187	3/1/2021	8/31/2024
PBK Inc.	A/E Services JBC 1st and 2nd Floor Renovations TSTC in Waco	\$1,261,000	10/11/2021	6/30/2024

Red outline indicates new/updated contract.

The contracts above include current contracts over one million dollars for the purchase or sale of goods or services.

**TEXAS STATE TECHNICAL COLLEGE**  
 Quarterly Real Estate Lease Report for Minute Order 15-21  
 As of February 28, 2023

Name of Lease	Amount of Lease	Start Date	Term Date
---------------	-----------------	------------	-----------

No New Leases

The leases above (TSTC is the lessor) are reported to the Board of Regents, per MO 15-21, when (1) the period of the lease, including optional extensions, does not exceed two years; and (2) the dollar value of the lease, including any amendment, modification, renewal, or extension of the lease, is less than \$500,000. Any leases exceeding those thresholds are presented to the Board of Regents through a separate minute order.

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### Committee for Facilities

Keith Honey, Chair; Robb Misso, Member

#### Committee Chair Comments

#### Minute Orders: Proposed MO#

FAC 06-23 (c)	Approve the Sale of TSTC Owned Vehicles with an estimated sale value of more than \$25,000.00	23
		<i>Kevin Semien</i>

#### Reports:

1.	Major Facility Projects Status Update	25
		<i>Rick Herrera</i>



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**Board Meeting Date:** May 11, 2023 **Proposed Minute Order #:** FAC 06-23(c)

**Proposed By:** Kevin Semien, Vice Chancellor & Chief Campus Service Officer

**Subject:** **Approve the Sale of TSTC Owned Vehicles with an estimated sale value of more than \$25,000.00**

**Background:** TSTC is transitioning from purchasing fleet vehicles to leasing. The college leases vehicles through a Master Equity Lease Agreement with Enterprise Fleet Management, Inc. ("Enterprise"). Also, on March 1, 2023 TSTC executed an Agreement to Sell Customer Owned Vehicles with Enterprise. Enterprise will sell TSTC owned vehicles through their vehicle remarketing division, utilizing wholesale auctions and other outlets. There are currently two TSTC owned vehicles, each with an estimated sale value of more than \$25,000.00. Board approval is required pursuant to the TSTC Statewide Operating Standard No. FA 1.13 Disposal of Surplus Property.

**Justification:** Approval allows the college to comply with the TSTC Statewide Operating Standard concerning the disposal of surplus property.

**Additional Information:** The fleet management department has developed a long-term vehicle management plan to replace owned vehicles with leased vehicles at the optimal time per vehicle. Replacement dates will be determined based on a balance between useful life and resale value. Resale proceeds will be applied to leases, helping lower overall lease payments. This replacement management plan will ensure TSTC maintains a safer, more reliable fleet that best represents the image of TSTC.

**Fiscal Implications:** Funds for current and future leases will be budgeted annually.

**Attestation:** This Minute Order is in compliance with all applicable laws and regulations to the best of my knowledge.

**Attachment(s):** Legal opinion letter from the Office of the General Counsel.

**Recommended Minute Order:** "The Texas State Technical College Board of Regents approves the sale of any TSTC owned vehicle with an estimated value of more than \$25,000 and authorizes the Chancellor, or his designee, to enter into and execute all necessary documents to complete said sale of TSTC owned vehicles."

**Recommended By:** **[ORIGINAL SIGNED BY]**  
Kevin Semien, Vice Chancellor & Chief Campus Service Officer

April 9, 2023

Mr. Michael L. Reeser  
Chancellor & CEO  
Texas State Technical College  
3801 Campus Drive  
Waco, Texas 76705

Re: **Approve the Sale of TSTC Owned Vehicles with an estimated sale value of more than \$25,000.00**

As requested, I have reviewed and considered the legal ramifications of approving (1) the sale of any TSTC owned vehicle with an estimated value exceeding Twenty-Five Thousand (\$25,000.00), and (2) the delegation of authority from the Texas State Technical College Board of Regents to the Chancellor, or his designee, to enter into and execute all documents necessary to complete said sale.

Generally, the Texas Government Code, Chapter 2175, directs state agencies on the proper disposition of surplus property. However, [§2175.304](#) makes Chapter 2175 inapplicable to TSTC, allowing the Board to establish written procedures for the disposition of surplus property owned by TSTC. Statewide Operating Standard No. [FA 1.13](#) directs that the “(s)ale of any single item with an estimated sale value of more than \$25,000 must be approved in advance by the Board of Regents.” Chapters [51](#) and [135](#) of the Texas Education Code vest the organization and control of TSTC with the Board of Regents, and this would include the delegation of authority to enter into contracts similar to those contemplated.

Having reviewed the Texas Education and Government Codes and the relevant TSTC SOS, it is my opinion that the approval of (1) the sale of any TSTC owned vehicle with an estimated value exceeding Twenty-Five Thousand (\$25,000.00), and (2) the delegation of authority from the Texas State Technical College Board of Regents to the Chancellor, or his designee, to enter into and execute all documents necessary to complete said sale, comports with state law and TSTC policy.

Should you have any questions or need additional information, please advise.

Respectfully Submitted,

**[ORIGINAL SIGNED BY]**

Edward C. Vallejo  
Deputy Vice Chancellor & General Counsel

cc: Kevin Semien  
Vice Chancellor & Chief Campus Service Officer



Major Projects Report May 2023

#	Project Name	Campus	Delivery Method	Fund Source	Cost Allocation	Required Approvals	% Complete	
1	Abate and Demo Airforce Base Projects	Waco	RFP /RFP	Appropriations Local Funds Bond Funds	Contracted Costs CMR Civil and Ancillary Projects Owner's Reserve (Balance)	Concept A/E Contract Project and Budget Abate and Demo Contract Amended Budget Complete Project Project and Budget	MO 14-19 EA 29-19 MO 38-19 MO 08-20 MO FAC 02-22 Aug 2025 MO 47-20	93%
2	Campus Wide Drainage Project	Waco		Total Funds Unfunded Total Funds	Total Budget Engineering Design Construction Costs Owner's Cost Total Budget	Total Budget Project and Budget	0%	
3	Griffith Hall	Waco	Design Build	TSTC Foundation Total	Design Build GMP Owner's Cost Owner's Reserve (Balance) Total Budget	Concept to Lease Land Ground Lease Master Lease Complete Project	MO 42-19 MO 10-20 MO 11-20 Apr 2023	100%
4	EEC & TSC Building Renovations	Waco	A/E-CMaR	EDA Grant TSTC Matching Funds Bond Funds Total	A/E Construction Costs Owner's Cost Owner's Reserve (Balance) Total Budget	Pursuit of EDA Grant Project and Budget Contracts > \$1M Approve Amended Budget Complete Project	EA 26-20 MO 13-21 MO 11-22 FAC MO 08-22 Apr 2025	7%
5	JBC Renovation Multipurpose Event Center	Waco	A/E-CMaR	HEAF & Local Bonds Bond Funds Bond Funds TBD Total	Architectural Services Construction Costs Owner's Cost Owner's Reserve (Balance) Total Budget	Concept Project and Budget Amended Budget Amended Budget Complete Project	MO 20-21 MO 43-21 MO 14-22 FAC MO 07-22 Feb 2024	20%
6	TSTC Portion of North Interceptor Joint Effort	Waco	TBD	Local Bonds 2020 Total	Total Budget	Concept Complete Project	MO 31-21 Dec 2023	0%
7	Plumbing Testing Center	Harlingen	A/E-CMaR	Bond Funds Total	Architectural Services Construction Costs Owner's Reserve (Balance) Total Budget	Concept Project, Budget, Cont. > \$1M Complete Project	MO 12-22 MO 05-22 TBD	0%
8	20ME Renovation Multipurpose Event Center	Harlingen	A/E-CMaR	Bond Funds Total	Architectural Services Construction Contract Owner's Reserve (Balance) Total Budget	Concept Complete Project	MO FAC 04-22	2%
						Complete Project	April 2024	

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9	Capital Construction Assistance Project	Abilene	RFQ RFQ A/E-CMaR	CCAP Appropriations Bond Funds  Total	13,500,000 10,590,395  24,090,395	Architectural Pre Design Architectural Services Construction Management Construction Contract Construction Other Owner's Reserve (Balance) Total Budget	\$ 89,541 \$ 1,455,000 \$ 600,000 \$ - \$ 50,300 \$ 21,895,554 \$ 24,090,395	Concept & Contracts Contracts > \$1M Project, Budget, Cont. > \$1M  Complete Project	MO 46-21 MO FAC 03-22 MO FAC 09-22	5%
10	Capital Construction Assistance Project	EWCHEC	RFQ RFQ A/E-CMaR	CCAP Appropriations Bond Funds  Total	33,300,000 31,940,200  65,240,200	Architectural Pre Design Architectural Services Construction Management Construction Contract Owner's Reserve (Balance) Total Budget	\$ 236,421 \$ - \$ - \$ 65,003,779 \$ 65,240,200	Concept & Contracts Contracts > \$1M Project, Budget, Cont. > \$1M  Complete Project	MO 46-21 MO FAC 03-22 MO FAC 10-22	0.36%
11	Capital Construction Assistance Projects	Fort Bend	RFQ RFQ A/E-CMaR	CCAP Appropriations Bond Funds  Total	41,800,000 12,457,500  54,257,500	Architectural Pre Design Architectural Services Construction Management Construction Contract Owner's Reserve (Balance) Total Budget	\$ 250,150 \$ 4,038,500 \$ - \$ - \$ 49,968,850 \$ 54,257,500	Concept & Contracts Contracts > \$1M Project, Budget, Cont. > \$1M  Complete Project	MO 46-21 MO FAC 03-22 MO FAC 14-22	2%
12	Capital Construction Assistance Projects	Harlingen	RFQ RFQ A/E-CMaR	CCAP Appropriations Bond Funds  Total	37,800,000 26,595,000  64,395,000	Architectural Pre Design Architectural Services Construction Management Construction Contract Owner's Reserve (Balance) Total Budget	\$ 389,713 \$ - \$ - \$ - \$ 64,005,287 \$ 64,395,000	Concept & Contracts Contracts > \$1M Project, Budget, Cont. > \$1M  Complete Project	MO 46-21 MO FAC 03-22 MO FAC 13-22	0.61%
13	Capital Construction Assistance Project	Marshall	RFQ RFQ A/E-CMaR	CCAP Appropriations Bond Funds  Total	15,000,000 (4,898,500)  10,101,500	Architectural Pre Design Architectural Services Construction Management Construction Contract Owner's Reserve (Balance) Total Budget	\$ 99,113 \$ 718,953 \$ - \$ - \$ 9,283,434 \$ 10,101,500	Concept & Contracts Contracts > \$1M Project, Budget, Cont. > \$1M  Complete Project	MO 46-21 MO FAC 03-22 MO FAC 11-22	2%
14	Capital Construction Project	North Texas	RFQ RFQ A/E-CMaR	CCAP Appropriations CCAP Tentative Bond Funds Unfunded  Total	13,500,000 (13,500,000) 102,750 49,987,000  50,089,750	Architectural Pre Design Architectural Services Construction Management Construction Contract Owner's Reserve (Balance) Total Budget	\$ 102,750 \$ - \$ - \$ - \$ 49,987,000 \$ 50,089,750	Concept & Contracts Contracts > \$1M Project, Budget, Cont. > \$1M  Complete Project	MO 46-21 MO FAC 03-22 MO FAC 15-22	0.21%

Major Projects Report May 2023

15	Capital Construction Assistance Project	Waco	RFQ RFQ A/E-CMaR	CCAP Appropriations Bond Funds	53,600,000 18,805,000	Architectural Pre Design Architectural Services Construction Management Construction Contract Owner's Reserve (Balance) Total Budget	\$ 336,392 \$ 4,996,270 \$ - \$ - \$ 67,072,338 \$ 72,405,000	Concept & Contracts Contracts > \$1M Project, Budget, Cont. > \$1M Complete Project	MO 46-21 MO FAC 03-22 MO FAC 12-22	2%
16	Waco Annex	Waco	A/E-CMaR	TSTC Foundation	17,000,000	Architectural Services Construction Management Construction Contract Owner's Reserve (Balance) Total Budget	\$ 1,112,500 \$ 252,000 \$ 15,635,500 \$ 17,000,000	Complete Project		10%
				Total Fund Source	445,259,173	Total Cost Allocation	445,259,173	Complete Project	Dec 2024	

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### **Committee for General Administration** Pat McDonald, Chair; Tony Abad, Member

#### **Committee Chair Comments**

#### **Minute Orders: Proposed MO#**

- GA 02-23 (c) Rescind Human Resources SOS 2.3.18 policy which covers Education Release Time for employees who are in pursuit of continued education.  
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*Pamela Mayfield*

#### **Reports:**

None.





**Board Meeting Date:** May 11, 2023 **Proposed Minute Order #:** 02-23(c)

**Proposed By:** Pamela Mayfield, Vice Chancellor & Chief Human Resources Officer

**Subject:** **Rescind Human Resources SOS 2.3.18 policy which covers Education Release Time for employees who are in pursuit of continued education.**

**Background:** Texas State Technical College (TSTC) provides an employee benefit that allows for professional development. Education Release Time is defined as time during which a full-time employee is released from normal work duties and compensated at the regular rate of pay to attend college credit courses or programs designed to help develop and further employee skills and knowledge relating to current or prospective duty assignments. This benefit could be more consistently and appropriately administered as a centrally-administered employee benefit and not a distributed effort across the college.

**Justification:** This benefit will realize improved consistency, fair and equitable utilization, and better access for employees if managed by Human Resources under the *TSTC Employee and Dependent Education Program*.

**Additional Information:** Current employees utilizing the legacy Education Release Time system have the option to be “grandfathered” until completion of their studies or switched to the new program.

**Fiscal Implications:** None

**Attestation:** This Minute Order is in compliance with all applicable laws and regulations to the best of my knowledge.

**Attachment(s):** [TSTC Employee and Dependent Education Program.](#)

**Recommended Minute Order:** “The Texas State Technical College Board of Regents rescinds Human Resources SOS 2.3.18 Release Time and supports the utilization of release time for continuing education purposes as a benefit currently identified under the TSTC Employee and Dependent Education Program.”

**Recommended By:** **[ORIGINAL SIGNED BY]**  
Pamela Mayfield, Vice Chancellor & Chief Human Resources Officer



# TSTC EMPLOYEE AND DEPENDENTS EDUCATION PROGRAM

At TSTC we value our employees and are proud to provide benefits that support their education and professional goals! As a higher education institution, we encourage opportunities for growth, training and development! As such, employees may seek to continue their educational journey at TSTC or other accredited higher education institutions and may request the rescheduling of their work assignments, release time, reduced TSTC tuition and fees, and/or tuition reimbursement to support this goal.

# ELIGIBILITY

Full-time, regular employees are eligible for reduced tuition and scholarships for classes taken at TSTC. To be considered for these benefits, employees must be in good standing (performance, grades) and may have a payback penalty if any agreed upon commitment is not kept. Unless otherwise stated in the employee agreement, any tuition reimbursement or waiver requires a minimum of 12 months up to 36 months of continued employment after completion of coursework. The commitment will be based on the level of degree earned under this program.

# WHAT WE OFFER

We offer several plan levels of Education Assistance for employees to develop professionally and/or advance their career at TSTC. In partnership with their manager, employees may submit applications for program approval.

## **Plan A: Professional / Career Development**

Employees can take work-related courses (in-person/online, self-study, facilitator-led, etc.), attend workshops, conferences, etc needed to excel at their job and at no cost to employees provided work-related and with manager support and department budget allowance.

## **Plan B: Professional Certificates, Designations, and/or Certification**

With Manager and or VC level approval (institutional relevance etc.), an employee may complete at no cost to employees provided work-related/required and with manager support and department budget allowance.

## **Plan C: TSTC Reduced Tuition and Scholarship for Employees and Their Dependents**

Employees and their dependents are eligible for tuition reduced from the current tier pricing schedule to \$25 per credit hour for all classes at TSTC.

## **Plan D: Tuition Assistance / Reimbursement**

Plan D reimburses 100% of the cost for undergraduate and graduate courses up to \$10,500 per year with manager and/or VC level approval. Employees may carry over out-of-pocket expenses 3 years post-graduation. Employees must maintain a C or higher average to be eligible for expense reimbursement. All reimbursement up to \$5,250 per year is not subject to withholding taxes. Any amount over \$5,250 will be reported as income and subject to income tax.

Employees requesting reimbursement above \$10,500 per year may receive additional reimbursement subject to Vice Chancellor approval in exchange for an extended commitment of continued employment with TSTC up to 36 months from the last reimbursement. All terms of our tuition reimbursement program will be outlined in an agreement with the employee once the program has been approved.

# PLAN C - TSTC REDUCED TUITION & SCHOLARSHIP

Full-time employees qualify for the TSTC employee tuition and fee rates as defined in the Schedule of Tuition and Fees and the Schedule of Tuition and Fee Exemptions and Waivers adopted by the Board of Regents.

- Scholarships and/or reduced tuition may be awarded to an employee for up to two courses per term (up to 6 hours), with a maximum of 18 college credit hours per academic year.
- Employees receiving educational benefits who do not attend class by the official record date of the term shall forfeit the benefit for the term and shall be deregistered.
- Employees who withdraw on the first class day or withdraw after the census date shall not qualify for a scholarship or for reduced tuition if the employee subsequently registers for the same course(s).
- Administration of employee scholarships and reduced tuition shall comply with federal and state laws and regulations. Scholarship and/or reduced tuition awards shall be carried out without discrimination and in compliance with TSTC financial aid satisfactory academic progress criteria.
- Scholarships and reduced tuition shall be funded from appropriate available revenue sources as dictated by the College and state guidelines.

## Procedure:

1. Prior to enrolling in any educational course, the employee must complete and submit a [Employee Education Benefits Program Application \(035\)](#) form and receive approval. When the form is completed, email the form to [compensation@tstc.edu](mailto:compensation@tstc.edu).
2. Once this application has been submitted, it will automatically be routed to your supervisor along with any additional required approvers. You will receive automated emails indicating the status of your application request as it moves through the approval process. If your application is approved, complete the [Request for Release Time and/or Reduced Tuition or Reimbursement for Approved Courses \(037\)](#) form. When the form is completed, email the form to [compensation@tstc.edu](mailto:compensation@tstc.edu).

If you have any questions or need assistance with this process, email HR Shared Services at [hrservicecenter@tstc.edu](mailto:hrservicecenter@tstc.edu).



# PLAN D - TUITION ASSISTANCE

An employee must secure a passing grade of “C” or its equivalent or obtain a certification to receive any reimbursement. Expenses must be validated by receipts and a copy of the final grade or certification received.

**Procedure:** To receive reimbursement for educational expenses, employees should follow the procedures listed below.

1. **Prior to enrolling in any educational course or if currently enrolled**, the employee must complete and submit a [Employee Education Benefits Program Application \(035\)](#) form and receive approval. When the form is completed, email the form to [compensation@tstc.edu](mailto:compensation@tstc.edu).
2. Once this application has been submitted, it will automatically be routed to your supervisor along with any additional required approvers. You will receive automated emails indicating the status of your application request as it moves through the approval process. If your application is approved, complete the [Request for Release Time and/or Reduced Tuition or Reimbursement for Approved Courses \(037\)](#) form. When the form is completed, email the form to [compensation@tstc.edu](mailto:compensation@tstc.edu).
3. At the end of each semester, complete the [Tuition Reimbursement for Employees \(038\)](#) form and submit to [compensation@tstc.edu](mailto:compensation@tstc.edu) for reimbursement of coursework completed at an accredited higher education institution. The HR department will coordinate the reimbursement with the finance department.

If you have any questions or need assistance with this process, email HR Shared Services at [hrrservicecenter@tstc.edu](mailto:hrrservicecenter@tstc.edu).



# DEPENDENTS' EDUCATIONAL PROGRAM

To be eligible for dependent educational benefits, the employee's dependent must meet the Employees Retirement System of Texas (ERS) criteria for dependent benefits eligibility. Under these criteria, the legal spouse or partner of an employee is included in the definition. The sponsoring employee must be a full-time employee eligible for benefits.

- The employee tuition and fee rates shall apply only to semester credit courses offered by TSTC and shall not apply to courses offered by TSTC Workforce Training and Continuing Education. All other applicable fees shall be billed to the student, unless waived under a separate waiver.
- To remain eligible under this program, the student must continue to qualify as a dependent, must maintain a passing grade (C or better) in the class attempted, and must meet TSTC financial aid satisfactory academic progress criteria. A dependent student who fails to maintain a passing grade risks losing program benefits.
- Students eligible for both the Employee Dependents' Educational Program and Dual Credit waivers shall be billed under the alternative that results in the lowest tuition and fees.
- This program shall apply to both resident and non-resident eligible dependents; however, non-resident dependents shall be recorded in the College's records as non-residents as required by other rules and/or laws. Non-resident fees shall be factored when determining the amount of reduced tuition.
- All requests for dependent educational benefits shall be reviewed on a case-by-case basis.

## Procedure:

The sponsoring employee must complete an [Employee Educational Benefits Program Dependent Certification \(039\)](#) form for each dependent to be granted the employee tuition and fee rates. **Dependent status must be recertified every semester for which the dependent is enrolled.** When the form is completed, email the form to [compensation@tstc.edu](mailto:compensation@tstc.edu).

If you have any questions or need assistance with this process, email HR Shared Services at [hrrservicecenter@tstc.edu](mailto:hrrservicecenter@tstc.edu).

# RELEASE TIME

Eligible full-time employees may use up to four (4) hours per week to attend college-level courses or certification programs in a field directly related to the current duties the employee performs for the College.

Employees may be granted appropriate release time to continue their formal education. Lunch periods shall not be considered release time, provided the employee does not take time away from his/her work schedule to eat. Supervisor-approved attendance at seminars, conference hours shall not be considered release time. The appropriate supervisor may permit employees to be assigned to alternate or modified schedules, positions, or duties for a limited time in conjunction with college coursework, or continuing education courses during regular working

## Procedure:

1. Prior to enrolling in any educational course, the employee must complete and submit a [Employee Education Benefits Program Application \(035\)](#) form and receive approval. When the form is completed, email the form to [compensation@tstc.edu](mailto:compensation@tstc.edu).
2. Once this application has been submitted, it will automatically be routed to your supervisor along with any additional required approvers. You will receive automated emails indicating the status of your application request as it moves through the approval process. If your application is approved, complete the [Request for Release Time and/or Reduced Tuition or Reimbursement for Approved Courses \(037\)](#) form. When the form is completed, email the form to [compensation@tstc.edu](mailto:compensation@tstc.edu).

If you have any questions or need assistance with this process, email HR Shared Services at [hrrservicecenter@tstc.edu](mailto:hrrservicecenter@tstc.edu).

# PUBLIC SERVICE LOAN FORGIVENESS

The Public Service Loan Forgiveness (PSLF) program forgives the remaining balance on your direct loans after you have made 120 qualifying monthly payments under a qualifying repayment plan while working full-time for a qualifying employer.

To benefit from PSLF, you should complete and submit the [PSLF form](#) every year while you're making progress toward PSLF. We will use the information you provide on the form to inform you if your employment qualifies and to confirm if you're making qualifying PSLF payments.

This is a Federal program, but we qualify as an employer, so we would like to encourage all employees to take advantage of this.