



**SOUTH TEXAS  
COLLEGE**

**Board of Trustees  
Regular Board Meeting**

**Tuesday, November 24, 2015  
5:30 p.m.**

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

**Online Board Packet**

**SOUTH TEXAS COLLEGE**  
**BOARD OF TRUSTEES REGULAR MEETING**  
**Tuesday, November 24, 2015 @ 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:"

**I. Call Meeting to Order**

**II. Determination of Quorum**

**III. Invocation**

**IV. Public Comments**

**V. Presentation..... 1 - 8**

- A. Check Presentation by Senator Juan "Chuy" Hinojosa from "Governor for a Day" Fundraiser
- B. Report on the Association of Community College Trustees (ACCT) 2015 National Leadership Congress
- C. Presentation on Fiscal Year End Delinquent Tax Collection Report by Linebarger Goggan Blair and Sampson, LLP.

**VI. Consideration and Action on Consent Agenda**

- A. Approval of Board Meeting Minutes..... 9 - 40
  - 1. October 27, 2015 Regular Board Meeting
- B. Approval and Authorization to Accept Grant Award(s)..... 41 - 43
  - 1. The "College Bound Elementary" Grant from the BBVA Compass Foundation in the Amount of \$7,500
  - 2. The "Childcare Training" Grant from Workforce Solutions in an Amount up to \$61,160
  - 3. The "UTeach" Contract from The University of Texas Rio Grande Valley in the Amount of \$5,058
  - 4. The "Professional Development Partnership" Sub-Grant from the La Joya Independent School District
  - 5. Additional Grant(s) Received/Pending Official Award

**VII. Consideration and Action on Non-Committee Agenda Items**

- A. Approval of Resolution and Ballot Casting Votes for Members of the Starr County Appraisal District Board of Directors for Calendar Years 2016 - 2017..... 44 - 46
- B. Approval of Resolution and Ballot Casting Votes for Members of the Hidalgo County Appraisal District Board of Directors for Calendar Years 2016 - 2017..... 47 - 63

**VIII. Consideration and Action on Committee Items**

A. Education and Workforce Development Committee

- 1. Review of Presentation on the Selective Admission Process for Associate Degree Nursing Program ..... 64

B. Finance and Human Resources Committee

- 1. Review and Action as Necessary to Revise Policy #2200: *Legal Counsel*. ..... 65 - 67
- 2. Review and Action as Necessary on Legal Services ..... 68 - 71
- 3. Review and Action as Necessary on Award of Proposals, Purchases, Renewals, and Interlocal Agreement ..... 72 - 89

A. Awards

- 1) Interactive LCD Displays (Award)
- 2) Industrial Supplies, Materials, and Accessories (Award)
- 3) Medium Duty Truck (Award)
- 4) Promotional Items for Student Outreach (Award)
- 5) Promotional T-Shirts for Student Outreach (Award)
- 6) Reprographic Services (Award)
- 7) Welding Equipment (Award)

B. Instructional Items

- 8) Classroom Whiteboards (Purchase)
- 9) Microscopes (Purchase)
- 10) Testing Materials (Purchase)
- 11) Instructional Design Software Licenses and Maintenance Agreement (Renewal)

C. Non – Instructional Items

- 12) Automated Vehicle Locator System (Purchase)
- 13) Crime Record Services (Purchase)
- 14) Furniture (Purchase)
- 15) Geotechnical Engineering and Materials Testing Services (Renewal)
- 16) Graduation Caps and Gowns (Renewal)
- 17) Time Clock Maintenance Agreement (Renewal)

D. Technology

- 18) Computers, Laptops, Tablet, Server, and Printers (Purchase)
- 19) Collaboration Software Agreement (Renewal)
- 20) Library Database Subscription and e-Book (Renewal)
- 21) Online Training Services (Renewal)

E. Interlocal Agreement

- 22) South Texas College Lean Leadership Train the Trainer (Interlocal Agreement/ Purchase)

- 4. Review and Action as Necessary on Annual Investment Report and Report on Bank Deposits, Investments, and Interest Revenue ..... 90 - 94
- 5. Review and Action as Necessary on Establishing a Non-Interest Bearing Bank Account..... 95 - 98
- 6. Review and Action as Necessary on a Jurisdictional and Interagency Support Memorandum of Understanding (MOU) Between South Texas College Police Department and the City of Weslaco Police Department ..... 99 - 102
- 7. Review and Action as Necessary on a Jurisdictional and Interagency Support Memorandum of Understanding (MOU) Between South Texas College Police Department and the Rio Grande City Police Department .... ..... 103 - 106
- 8. Discussion and Action as Necessary on Proposed New Faculty Positions for FY 2016-2017 ..... 107 - 108
- 9. Review and Action as Necessary on Vendor Reference Process for Request for Proposals and Request for Qualifications ..... 109 - 111
- 10. Review and Action as Necessary on Tuition and Fees Schedules for FY 2016-2017:..... 112 - 120
  - a. Student Tuition and Fees
  - b. Employee Fees
  - c. Other (Non-Student/Non-Employee) Fees

C. Facilities Committee

- 1. Update on Status of 2013 Bond Construction Program..... 121 - 126
- 2. Review and Action as Necessary on Solicitation of Request for Qualifications (RFQ) for Architectural Design Services for the 2013 Bond Construction Regional Center for Public Safety Excellence ..... 127
- 3. Review and Action as Necessary on Solicitation of Request for Qualifications (RFQ) for Civil Engineering Services for the 2013 Bond Construction Regional Center for Public Safety Excellence Parking and Site Improvements..... 128 – 129

4.	Review and Action as Necessary on Contracting Civil Engineering Services for the Pharr Property Subdivision Plat.....	130 - 131
5.	Review and Action as Necessary on Schematic Design of the 2013 Bond Construction Nursing & Allied Health Campus Parking and Site Improvements.....	132 - 136
6.	Review and Action as Necessary on Schematic Design of the 2013 Bond Construction Pecan Campus Parking and Site Improvements	137 - 142
7.	Review and Action as Necessary on Schematic Design of the 2013 Bond Construction Mid Valley Campus Library Expansion and Renovation .....	143 - 154
8.	Review and Action as Necessary on Schematic Design of the 2013 Bond Construction Starr County Campus Student Activities Building Expansion.....	155 - 166
9.	Review and Action as Necessary on Solicitation of Request for Proposals (RFP) for Insurance Agent Services to establish an Owner-Controlled Insurance Program for the 2013 Bond Construction Program .....	167 - 176
10.	Review and Action as Necessary on Additional Services with Broaddus and Associates for the Wage Scale Determination Survey for the 2013 Bond Construction Program .....	177 - 181
11.	Review and Action as Necessary on Final Guaranteed Maximum Price for the 2013 Bond Construction Pecan Campus Thermal Plant Expansion.....	182 - 190
12.	Review and Action as Necessary on Renewal of Classroom Lease Agreement with the City of Hidalgo .....	191 - 192
13.	Review and Action as Necessary on Facility Lease Agreement with the City of Edinburg.....	193 - 194
14.	Review and Action as Necessary on Testing and Balancing Services for District-Wide Non-Bond Construction Projects .....	195 - 198
15.	Review and Action as Necessary on Contracting Construction Services for the Non-Bond Pecan Campus Removal of Existing Trees .	199 - 204
16.	Review and Action as Necessary on Construction Services for the Non-Bond District-Wide Building to Building ADA Compliance Phase II .....	205 - 208
17.	Review and Action as Necessary on Final Completion for the Following Non-Bond Construction Projects .....	209 - 214
	1) Pecan Campus Art Building Existing Ceramic Arts Interior Renovations	
	2) Nursing and Allied Health Campus Irrigation System Upgrade	
	3) District Wide Parking Lot Lighting Upgrades	

- 18. Discussion and Action as Necessary Regarding Contracts for Geotechnical and Construction Materials Testing Services for the 2013 Bond Construction Program ..... 215 - 219
- 19. Update on Status of Non-Bond Program Construction Projects ..... 220 - 224

**IX. Consideration and Approval of Checks and Financial Reports... 225 - 227**  
 The Checks and the Financial Reports presented for approval are included in the Board Packet under SEPARATE COVER

**X. Informational Items**

- President’s Report ..... 228 - 241
- Board Committee Meeting Minutes from November 10 7, 2015:
  - Education and Workforce Development ..... 242 - 245
  - Facilities ..... 246 - 261
  - Finance and Human Resources ..... 262 - 273

**XI. Announcements ..... 274**

A. Next Meetings:

- Tuesday, December 8, 2015
  - 3:00 p.m. – Education and Workforce Development Committee
  - 4:00 p.m. – Facilities Committee
  - 5:30 p.m. – Finance & HR Committee meeting
- Tuesday, December 15, 2015
  - 5:30 p.m. – Regular Meeting of the Board of Trustees

B. Other Announcements:

- The College will be closed November 26 – 29<sup>th</sup> in observance of the Thanksgiving Holiday.
- The Winter 2015 Commencement Ceremonies will be held Saturday, December 12, 2015 at the State Farm Arena, Hidalgo, Texas:

**10:00 a.m. Ceremony**

- Bachelor Degrees
- Business and Technology
- Nursing and Allied Health

**2:00 p.m. Ceremony**

- Liberal Arts
- Mathematics and Science
- Social and Behavioral Sciences

- The Board Holiday Dinner will be held Tuesday, December 15, 2015 @ 7:30 p.m. at *Hacienda Del Patron*, 4401 W Expy 83, McAllen, TX 78503

## Presentations

### Check Presentation by Senator Juan “Chuy” Hinojosa from “Governor for a Day” Fundraiser

The South Texas College Board of Trustees is honored to welcome Senator Juan “Chuy” Hinojosa, District 20. Sen. Hinojosa was elected the Texas Senate’s *President Pro Tempore* for the 84<sup>th</sup> Legislative Session.

During the traditional “Governor for a Day” event, Sen. Hinojosa focused his efforts on raising scholarship funds for the universities and junior colleges across Senate District 20. He raised \$15,000 for scholarships for residents of Senate District 20 attending South Texas College.

Senator Hinojosa will present a check to South Texas College in recognition of this endowment. The College is grateful for Senator Hinojosa and his continued support of the College’s successes providing higher education and workforce training to the people of South Texas.

South Texas College and Senator Hinojosa are working together to help students, families, and communities *in the making*....

### A. Report on the Association of Community College Trustees (ACCT) 2014 National Leadership Congress

Board Chair, Mr. Roy de León, and Trustees Ms. Rose Benavidez and Mrs. Graciela Farias attended the Association of Community College Trustees (ACCT) 2015 National Leadership Congress in San Diego, California.

The Trustees delivered the presentation Building the Pathway out of Poverty – Stackable Credentials Provide Stepping Stones to Meaningful Employment to an audience of Trustees, CEOs, and administration from among the ACCT’s 1200 member colleges, sharing South Texas Colleges programs and achievements with leaders from peer institutions throughout the continent.

### B. Presentation on Fiscal Year End Delinquent Tax Collection Report by Linebarger Goggan Blair and Sampson, LLP.

A representative from Linebarger Goggan Blair & Sampson, LLP, will provide the Board with the Fiscal Year End Delinquent Tax Report on Collection and Collection Efforts for Hidalgo and Starr Counties.



**Fiscal Year End  
Delinquent Tax Collection Report**

**Linebarger Goggan Blair & Sampson, LLP**

205 S. Pin Oak Ave., Edinburg, Texas 78539 Phone: 956-383-4500 Fax: 956-383-7820

LAW OFFICES  
OF  
**LINEBARGER GOGGAN BLAIR & SAMPSON, LLP**  
ATTORNEYS AT LAW  
205 S Pin Oak Ave.  
EDINBURG, TEXAS 78539

Telephone: (956) 383-4500  
Facsimile: (956) 383-7820

October 27, 2015

Dr. Shirley A. Reed, President  
Roy de León, Chair  
Dr. Alejo Salinas, Jr., Vice Chair  
Paul R. Rodriguez, Secretary  
Rose Benavidez, Member  
Graciela Farias, Member  
Gary Gurwitz, Member  
Jesse Villarreal, Member  
South Texas College  
3201 West Pecan Boulevard  
McAllen, Texas 78501

**RE: Delinquent Tax Collection Report from September 1, 2014 through August 31, 2015**

Dear Dr. Reed:

Our firm is pleased to submit a summary of our collection efforts on behalf of **South Texas College**. We present this summary in an effort to keep you and the **Board of Trustees** informed as to our efforts and activities.

Enclosed, you will find summaries of the different collection efforts made by our office. Understanding the need of each County is unique, we have developed a team approach that individualizes the collection efforts in each area. The **Hidalgo County** team is led by Mrs. Lucy Canales and the **Starr County** team is led by Mr. Gustavo Martinez. Each attorney brings many years of experience to this endeavor and coordinates a team effort in which will result in better collections for **South Texas College**.

Very Truly Yours,



Lucy G. Canales  
Capital Partner

Very Truly Yours,



Gustavo Martinez  
Partner

# LINEBARGER GOGGAN BLAIR & SAMPSON APPROACH

The delinquent tax collection program for the South Texas College continues to emphasize two basic premises: work with individual taxpayers to collect taxes owed to South Texas College and use tool of litigation as a final option.

## DEMAND MAILINGS

Our extensive mailing program is designed to advise people who have not paid their South Texas College taxes of their delinquency. During the course of this quarter, we sent delinquent notices, with varying degrees of intensity to the delinquent taxpayer. The intensity of the notice varies on factors, such as, time of year, type of property and the particular needs of the jurisdiction.

**Hidalgo County: 9 Mailings Completed for the Hidalgo County area with a total of 179,627 statements that were mailed out.**

**Starr County: Seven (7) Mailings Completed for the Starr County area with a total of 99,859 statements that were mailed out.**

## LITIGATION SUMMARY

Filing a lawsuit to collect delinquent taxes is used as a final resort; after diligent efforts to contact and work with taxpayers are fully exhausted. Once the decision to file suit has been made, a complete property title search is conducted, the taxable property is further identified and all interested parties including all lien holders, are identified and served with notice of the lawsuit.

### Hidalgo County

Litigation Activity	Cases	Base, Penalty and Interest
• Lawsuits Filed	1,917	\$928,157
• Interventions	451	\$303,130
• Lawsuits Disposed	753	\$568,947
• Judgments Taken	823	\$582,935
• Pending Litigation as of Oct. 2015	4,170	\$2,635,103

- Demand Mailings
- Litigation Statistics
- Taxpayer Contact
- Personal Visits
- Constable's Sales

- Over 38,865 Incoming/Outgoing Calls
- Over 7,608 Taxpayer Walk-Ins
- Over 4,934 Property Inspections
- Over 3,478 Pay Off Requests

- Over 1,085 Incoming/Outgoing Calls
- Over 171 Property Inspections
- Over 327 Taxpayer Walk-Ins

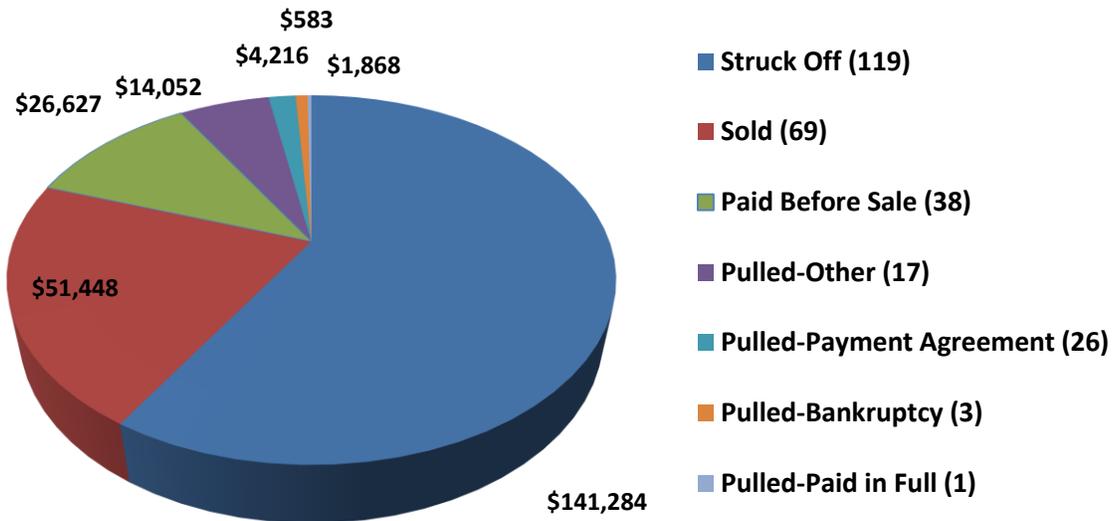
### Starr County

Litigation Activity	Cases	Base, Penalty and Interest
• Lawsuits Filed	178	\$199,863
• Judgments Taken	50	\$40,763
• Lawsuits Disposed	3	5,598
• Pending Litigation as of Oct. 2015	586	\$808,920

### Tax Sale Activity

#### Hidalgo County

Our Office regularly monitors all judgments we take on behalf of South Texas College. During this reporting period, **four (4)** tax sales were conducted in Hidalgo County placing **two hundred seventy three (273)** properties for sale.



#### Tax Resale Program

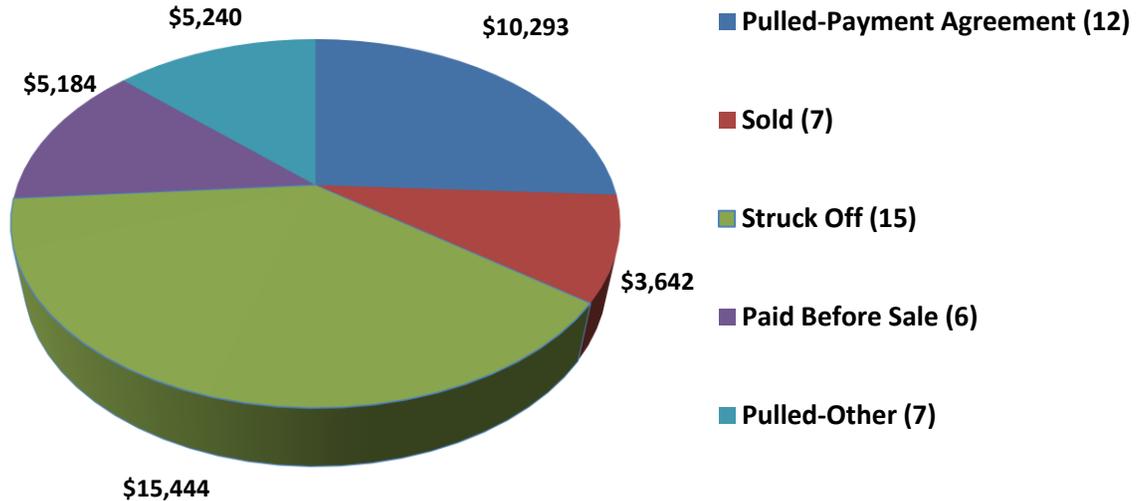
- 3 Tax Resales
- 125 properties sold
- \$66,762 collected in base tax

#### Tax Resale Program

Our resale program for struck-off properties to the taxing entities and then sold at auction is part of our successful collection program conducted on behalf of the South Texas College. At our expense, the firm markets these struck-off properties through newspaper advertising, our firm's website, [www.lgbs.com](http://www.lgbs.com); a mailing list maintained by our office and conducts a resale of these properties struck-off throughout the year.

**Starr County**

During this reporting period, **one (1)** tax sale was conducted in Starr County placing **two hundred seventy three (273)** properties for sale.



**BANKRUPTCY CLAIMS FILED**

South Texas College is represented in all bankruptcies involving a delinquent taxpayer in your jurisdiction. Representation includes filing claims, monitoring the bankruptcy process, attending hearings, engaging in active litigation and doing everything to protect and maximize the South Texas College interest. Our program identifies accounts dismissed and discharged from bankruptcy that are now ready for collections or law suit.

*Total Bankruptcy Filings*

<i>CH. 7</i>	<i>194</i>
<i>CH. 11</i>	<i>340</i>
<i>CH. 12</i>	<i>2</i>
<i>CH. 13</i>	<i>1,334</i>
<i>Total</i>	<i>1,870</i>

**Chapter Seven:** Complete liquidation of a debtor's non-exempt assets.

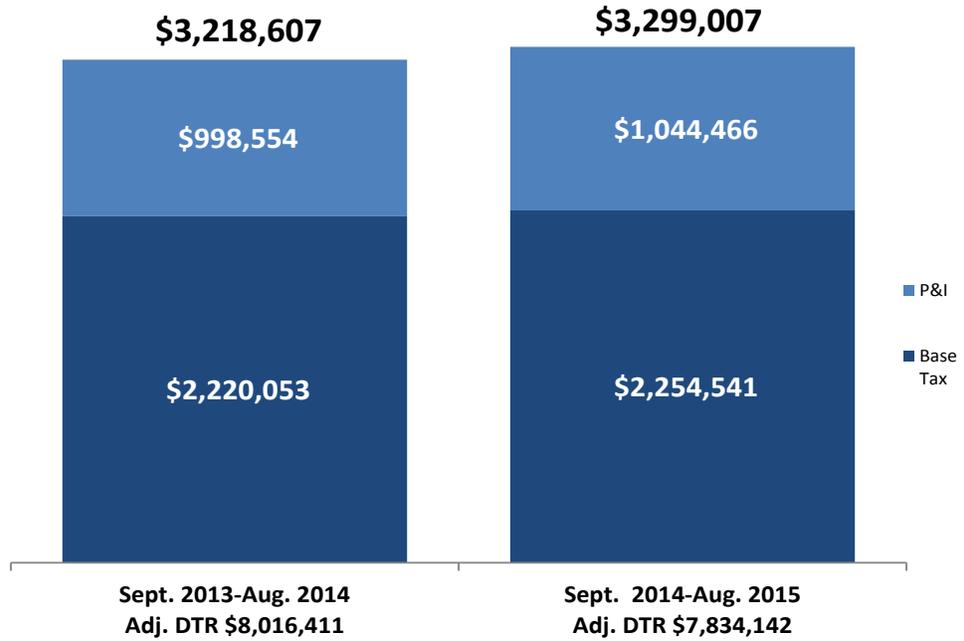
**Chapter Eleven:** This allows a Corporation to devise a plan to reorganize its debts and obligations to allow extended repayment of its creditors.

**Chapter Twelve:** Same as Chapter 13 but specifically designed for agricultural businesses.

**Chapter Thirteen:** Entitled "Adjustment of Debts of an Individual with Regular Income," permits a person to retain that amount of earned income necessary for living expenses while paying the court the remainder to be distributed among the individual's creditors to pay off debts on an installment basis.

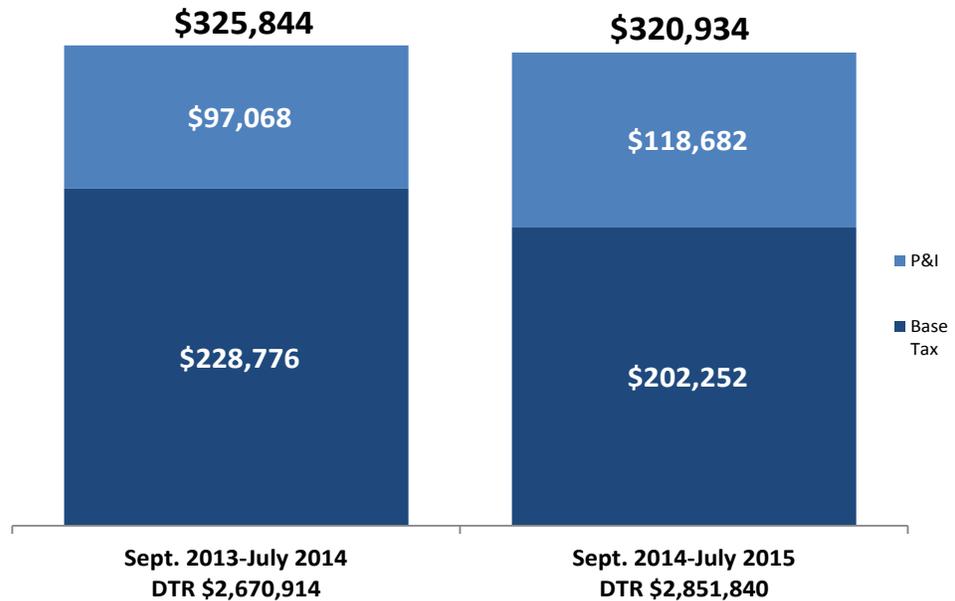
# COLLECTION HIGHLIGHTS

## Hidalgo County Collections



Source: Hidalgo Co. Tax Office

## Starr County Collections



Source: Starr Co. Tax Office

## **FUTURE OVERVIEW**

### **Review of Pending Judgments and the Filing of Additional Lawsuits**

- During the next quarter we will continue to work pending lawsuits for full payment or payment agreements. We will also continue researching the delinquent tax roll for possible new lawsuits; both real and personal property accounts.
- We will place high priority on top delinquent accounts for collections that are in litigation.
- We will continue filing lawsuits every month on delinquent accounts owing 3 or more years.

### **Continued Monitoring of Bankruptcy Accounts**

- As a continuation of our standard operating practice, we will actively monitor and verify accounts in bankruptcy for the payment of taxes, penalties, and interest owed to South Texas College.
- We will continue to represent the District in court on all bankruptcy matters.

### **Mailing Program**

Scheduled mailings on behalf of the South Texas College for the following months:

- September 2015 (Completed)
- October 2015 (Completed)
- November 2015

### **Scheduling of Property Sales**

As properties are taken to judgment, they will be reviewed and checked for payment. Those judgments with no taxpayer response will be further reviewed and scheduled for possible tax sale.

### **Property Visits**

On site visits are being conducted on targeted accounts weekly.

Execution of the work plan established for the South Texas College will include the constant monitoring of collection figures in order to adjust resources and enforce the collection of delinquent taxes. Our collection efforts will also include prosecuting pending suits to conclusion, mailing monthly letters, and filing new suits in order to maximize the collection of taxes. We will continue to work closely with you and your administrative staff to provide assistance and advice on all property tax matters, including changes in the law brought about by amendments to the Texas Property Tax Code.

## **Approval of Minutes**

The following Board Meeting Minutes are submitted for approval:

1. October 27, 2015 Regular Board Meeting

### **Recommendation:**

It is recommended that the Board of Trustees of South Texas College approve and adopt the Board Meeting Minutes as presented.

### **The following Minute Order is proposed for consideration by the Board of Trustees:**

The Board of Trustees of South Texas College approves and adopts the Board Meeting Minutes as presented.

### **Approval Recommended:**

**Shirley A. Reed, M.B.A., Ed.D.**  
**President**

**SOUTH TEXAS COLLEGE**  
**BOARD OF TRUSTEES REGULAR MEETING**  
**Tuesday, October 27, 2015 @ 4:00 p.m.**  
**Ann Richards Administration Building Board Room**  
**Pecan Campus, McAllen, Texas 78501**

**Minutes**

**Call Meeting to Order:**

The Regular Board Meeting of the South Texas College Board of Trustees was held on Tuesday, October 27, 2015 in the Ann Richards Administration Building Board Room at the Pecan Campus in McAllen, Texas. The meeting commenced at 4:05 p.m. with Mr. Roy de León, Chair, presiding.

Members present: Mr. Roy de León, Dr. Alejo Salinas, Jr., Ms. Rose Benavidez, Mrs. Graciela Farias, and Mr. Jesse Villarreal.

Members absent: Mr. Paul R. Rodriguez and Mr. Gary Gurwitz.

Also present: Dr. Shirley A. Reed, Mr. Chuy Ramirez, Mrs. Mary Elizondo, Mrs. Becky Cavazos, Ms. Alicia Gomez, Mrs. Brenda J. Balderaz, Dr. Ali Esmaeili, Mr. Juan Carlos Aguirre, Mr. Cody Gregg, Mr. Paul Varville, Mr. Ricardo De La Garza, Mr. George McCaleb, Mr. Matthew Hebbard, Ms. Katarina Bugariu, Ms. Maricela Silva, Mr. Gilbert Gallegos, Mr. Rolando Garcia, Ms. Diana Bravos Gonzalez, Mr. Rey Robles, Mr. Ben Macias, Mr. Ramiro Gutierrez, Ms. Kelley Heller-Vela, Mr. John Gates, and Andrew Fish.

**Determination of a Quorum**

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

**Invocation:**

Mr. Juan Carlos Aguirre, Dean of Continuing, Professional, and Workforce Education, said the invocation.

**Recognition of Trustee Rose Benavidez for Election as Chair of the Diversity Committee  
of the Association of Community College Trustees (ACCT)**

Board Chair Mr. Roy de León and Trustees Ms. Rose Benavidez and Mrs. Graciela Farias attended the Association of Community College Trustees (ACCT) 2015 National Leadership Congress in San Diego, California.

The Trustees delivered the presentation *Building the Pathway out of Poverty – Stackable Credentials Provide Stepping Stones to Meaningful Employment* to an audience of Trustees, CEOs, and administration from among the ACCT's 1200 member colleges, sharing South Texas Colleges programs and achievements with leaders from peer institutions throughout the continent.

Chair Roy de León announced and congratulated Ms. Rose Benavidez on her election to serve as the Chair of the ACCT Diversity Committee. On this committee, Ms. Benavidez will lead the ACCT in promoting respect for diverse and underrepresented student populations and increasing awareness of educational challenges and opportunities for students from all background. She will also serve as the Diversity Committee appointment to the ACCT Board of Directors.

## **Approval of Minutes**

The following Board Meeting Minutes were submitted for approval:

1. September 17, 2015 Public Hearing and Special Board Meeting on the Proposed 2015 Tax Rate
2. September 22, 2015 Special Board Meeting

Upon a motion by Dr. Alejo Salinas, Jr. and a second by Ms. Rose Benavidez, the Board Meeting Minutes were approved as written. The motion carried.

## **Approval and Authorization to Accept Grant Award(s)**

Authorization to accept and approve the following grant awards and use of related funds as authorized by each grant was requested:

1. **The “T-STEM Challenge Scholarship” Grant from the Texas Higher Education Coordinating Board in the Amount of \$283,500**

The “T-STEM Challenge Scholarship” grant from the Texas Higher Education Coordinating Board will fund scholarships beginning September 1, 2015, through August 31, 2016, in the amount of \$283,500.

A portion of the total award, \$13,500, will provide for Salaries and Fringe costs associated with managing the scholarships, and the remaining balance of \$270,000 will directly fund scholarship awards.

This grant allows South Texas College to provide scholarships to students in a STEM major. In addition to the scholarship, students will be required to participate in career readiness workshops designed to assist them in writing a resume, interview skills training, and training in accessing South Texas College’s Job Board. This grant will serve to encourage underserved and low-income students to persist in their STEM studies.

This grant meets South Texas College’s strategic goal for Access and Success and a High Success Rate through the provision of financial and career counseling support for meritorious students as they pursue their goal of a degree in a STEM related field. It also serves as a successful start in a career or continuation of their pursuit of an advanced STEM degree.

**2. The “Texas Regional STEM Degree Accelerator Initiative” Grant from Educate Texas in the Amount of \$300,000**

The “Texas Regional STEM Degree Accelerator Initiative” grant from Educate Texas will provide \$300,000 to support a regional initiative beginning November 1, 2015, through August 31, 2016.

As part of this initiative, STC has partnered with several school districts, other higher education institutions, and community organizations from the Rio Grande Valley, and will provide leadership in the implementation of the program, which focuses on working collaboratively with these partners to improve curriculum alignment programs to enhance and accelerate student success. The alliance will also collaborate to develop a strategy focused on improving student success in STEM fields. Partners will implement evidence-based interventions focused on increasing student persistence and completion in STEM-related disciplines to produce a diverse, highly-skilled pool of students who are prepared to transition from a two-year to a four-year institution and/or are career ready upon graduation.

The grant funds would provide for year one of the pilot program to develop a professional development program for all partnering institutions, travel to Conferences, meetings, preparation of reports, and other activities related to this grant. In addition, this grant has a potential, based on the success of year one, to receive an additional \$500,000 to be split between Years 2 and 3.

This grant meets South Texas College’s Strategic Direction Two: South Texas College is committed to increasing the college-going and college-completing rates in the region. In addition, the grant meets Strategic Direction Five for Collaboration: South Texas College commits to effective interdepartmental and interdivisional collaborations and advances mutually beneficial community and educational partnerships that create a collective impact on student success.

**3. The “Work-Study Student Mentorship Program” Grant from the Texas Higher Education Coordinating Board in the Amount of \$75,000**

Authorization is requested to accept the “Work-Study Student Mentorship Program” grant from the Texas Higher Education Coordinating Board (THECB) beginning November 1, 2015, through August 31, 2017, in the amount of \$75,000.

The Work-Study Student Mentorship Program is designed to maximize efforts to build a college-going culture within our high schools in South Texas College’s service districts. STC will be working with college/career centers at the Starr County high schools and STC’s Starr County Campus. The program addresses components in THECB’s requirements by: 1) promoting and supporting a college-going culture at the high schools by allowing work-study mentors to mentor at high school college/career centers; and 2) promoting college retention and completion rates at STC’s Starr County Campus.

The funds will pay work-study mentor salaries for the grant period.

This grant meets South Texas College's Strategic Direction Two: South Texas College is committed to increasing the college-going and college-completing rates in the region.

**4. The "GED" Grant from Region One Education Service Center in the Amount Not to Exceed \$146,490**

The "GED" grant from Region One Education Service Center (Region One) will provide funds in the amount not to exceed \$146,490 to provide GED Preparation services to 200 Region One participants. These services will be provided through STC's Continuing Professional and Workforce Education Department from November 1, 2015 through June 30, 2016

The grant funds will support tuition, supplies, materials, testing, travel, and other expenses on behalf of program students, as approved in the grant.

**5. The "Child Care Training - Conferences" Grant from Workforce Solutions in the Amount up to \$20,000**

The "Child Care Training - Conferences" grant from Workforce Solutions would fund conferences beginning January 1, 2016, through December 31, 2016 in the amount of up to \$20,000.00

Under this grant, STC will provide various training conference for child care providers in the WorkForce Solution Child Care Services Division network. Four conferences will be offered and a total of 100 participants will be accepted per conference. Participants will be awarded a total of 6 clock hours and .6 CEU's as part of their participation. A maximum of 400 participants will participate throughout the award period.

Funds would support Child Development Conferences admissions fee and other activities related to this grant.

This grant meets South Texas College's Strategic Direction 2.1 and 2.3 Promote a college-going culture through proactive outreach and marketing programs that emphasize the value of post-secondary educational, credentials, including certificates, associate degrees, and baccalaureate degrees. As well as provide a community need for high quality training in the area of Early Childhood Education.

**6. The "RAND-IES IC" grant from the Texas Higher Education Coordinating Board in the Amount of \$80,000**

The "RAND-IES IC" grant from the Texas Higher Education Coordinating Board will fund South Texas College's collaboration in the RAND-IES IC Initiative beginning July 1, 2015 through June 30, 2019 in the amount of \$80,000.

Under this grant funded program South Texas College staff will work with RAND to develop strategies to improve student success in Adult Basic Education (ABE) programs. The College will monitor the success of these strategies and share data with RAND. The College will work with RAND to improve and/or develop new strategies to better support ABE students.

This grant meets South Texas College's strategic goal for Collaboration through effective educational partnerships that create a collective impact on student success. Furthermore, promote collective responsibility for student success by establishing and sustaining collaborative community and educational partnerships.

#### **7. Additional Grant(s) Received/Pending Official Award**

The presented grants would provide up to \$904,990 in additional funding for the College to provide services and opportunities throughout the region.

Upon a motion by Mrs. Graciela Farias and a second by Dr. Alejo Salinas, Jr., the Board of Trustees approved and authorized accepting the following grant awards and use of related funds as authorized by each grant as presented, contingent upon official award as appropriate. The motion carried.

**The Board deliberated and took action on the following posted agenda items in the order as presented in these Minutes:**

#### **Update on Status of 2013 Bond Construction Program**

The packet included a copy of the presentation prepared by Broaddus & Associates as an update on the status of the 2013 Bond Construction Program. Mr. Gilbert Gallegos from Broaddus & Associates provided the update. No action was taken.

#### **Review and Action as Necessary on Vendor Reference Process for Request for Construction Proposals and Request for Qualifications**

Review and action on the process to evaluate vendor references for Requests for Construction Proposals and Requests for Qualifications for architects and engineers was requested.

##### **Purpose**

To review the current vendor reference process and to propose an updated vendor reference process for Requests for Construction Proposals and Requests for Qualifications for architects and engineers.

The non-bond construction evaluation committee would consist of members from the following departments: Facilities Planning and Construction, Facilities Maintenance and Operations, Purchasing, and Project Architect or Engineer. The Bond construction evaluation committee would include the above members and representatives from the Construction Program Manager for the bond program, Broaddus and Associates.

The current process for the evaluation of construction vendor references was:

#	Vendor Reference Process	Department
1	The request for proposal or qualification requires a minimum of five (5) reference to be submitted	RFP/RFQ
2	The Purchasing Department contacts the references with a phone call and/or via email	Purchasing
3	The references complete each question with a rating and are provided a comments section	Purchasing
4	All responses are returned by the reference via fax or email	Purchasing
5	Reference ratings are averaged from all references received for each firm to arrive at the reference score.	Purchasing
6	The reference score is used as one of the evaluation criteria	Committee

The current process was designed to have each reference indicate to South Texas College how well the company performed for them by providing a numerical score to that performance. This made the factor more objective by removing the wide disparity in the interpretation of comments by each evaluator.

Other community colleges were surveyed and it was found that the following methods were utilized to evaluate references: numerical score and comments, comments only, or references are requested but were not contacted.

The proposed new evaluation process for vendor references was as follows:

#	Vendor Reference Process	Department
1	Request 5 minimum to 10 maximum references per construction proposal or request for qualifications	RFP/RFQ
2	Develop the vendor reference questions project specific (proposal or qualifications)	Purchasing Department/Planning and Construction
3	Purchasing Department will contact the references and document responses	Purchasing Department
4	A minimum of four (4) responses will be collected from the vendor references.	Purchasing Department
5	All comments received from all references will be shared with the proposal or qualification evaluation committee for evaluation purposes.	Purchasing Department and Evaluation Committee
6	The evaluation committee members will review the comments provided by each reference and each evaluator will interpret the comments according to his/her own discretion and evaluate accordingly.	Evaluation Committee

### **Justification and Benefit**

This proposed process would allow each evaluator to review and interpret the comments to provide points for this part of the evaluation criteria.

The Facilities Committee recommended Board approval of the proposed process to evaluate vendor references for Request for Construction Proposals and Requests for Qualifications for architects and engineers as presented.

Upon a motion by Ms. Rose Benavidez and a second by Dr. Alejo Salinas, Jr., the Board of Trustees of South Texas College approved and authorized the proposed process to evaluate vendor references for Request for Construction Proposals and Requests for Qualifications for architects and engineers as presented. The motion carried.

## **Review and Action as Necessary on Solicitation of Request for Proposals (RFP) for Owner Procurement of Thermal Energy Plant Chillers for 2013 Bond Construction Projects**

Approval to solicit for Request for Proposals (RFP) for Owner Procurement of Thermal Energy Plant Chillers for the 2013 Bond Construction program was requested.

### **Purpose**

The design process was proceeding on all the Thermal Energy Plants for each respective campus with the exception of Nursing and Allied Health Campus which would commence once the Mechanical Electrical Plumbing (MEP) Engineering firm was selected as Engineer of Record. As part of design process, it was the intent of South Texas College Facilities Operations & Maintenance Department to standardize manufactured equipment which would allow for consistent operations and maintenance procedures.

### **Justification**

In addition to the standardization of having one chiller manufacturer, the consolidation of all required chillers would provide South Texas College considerable savings as part of volume procurement. This procurement would allow the College to identify the best value respondent based on criteria established within the Request for Proposals. The selection would be based on:

- 1) Cost,
- 2) Energy Efficiency,
- 3) Service Commitment,
- 4) Delivery Capability,
- 5) Warranty,
- 6) Refrigerant Life Cycle, and
- 7) References.

The selection committee would consist of STC staff, Broaddus & Associates representatives, and the three MEP Engineering firms assigned to each respective campus for the thermal energy plant designs.

### **Background**

As previously authorized by the Board of Trustees, three MEP Engineers were hired to execute the design for Thermal Energy Plants for Pecan, Mid Valley, and Starr County Campuses. The intent

was to standardize equipment for maintenance and at the same time provide value for procurement of this equipment. These procurement funds were part of the 2013 Bond Construction Program.

### **Enclosed Documents**

A schedule of water cooled chillers for various campuses was included for the Board's review.

### **Presenters**

Representatives from Broaddus & Associates attended the Board Committee meeting to respond to questions.

The Facilities Committee recommended Board approval to solicit Request for Proposals (RFP) for Owner Procurement of Thermal Energy Plant Chillers for the 2013 Bond Construction program as presented.

Upon a motion by Ms. Rose Benavidez and a second by Mrs. Graciela Farias, the Board of Trustees of South Texas College approved and authorized the solicitation of Request for Proposals (RFP) for Owner Procurement of Thermal Energy Plant Chillers for the 2013 Bond Construction program as presented. The motion carried.

## **Review and Action as Necessary on Contracting Mechanical, Electrical, Plumbing, (MEP) Engineering Services for the Nursing and Allied Health Campus Thermal Plant**

Approval to contract mechanical, engineering, and plumbing (MEP) engineering services to prepare plans for the Nursing & Allied Health Campus Thermal Plant project was requested.

### **Purpose**

Mechanical, Electrical, Plumbing (MEP) professional engineering services were necessary for design and construction administration services for the thermal energy plant project. The engineering scope of work included, but was not limited to, design, analysis, preparation of plans and specifications, permit applications, construction administration, and inspection for the thermal plant.

### **Justification**

This thermal energy plant project would provide heating, ventilation, and air conditioning (HVAC) systems for the existing facilities located on the South Texas College Nursing & Allied Health Campus as well as for the new 2013 Bond Construction Nursing & Allied Health Campus expansion project.

The current HVAC systems in the existing buildings were air cooled chiller systems and were near their "end of useful life" periods and scheduled to be replaced. The proposed thermal plant would be designed as a water cooled chiller system servicing all three buildings.

The 2013 Bond Nursing & Allied Health Campus Expansion project budget would include:

- HVAC system within the building
- Chilled water piping extending to the new proposed thermal plant

The proposed Nursing & Allied Health Thermal Plant project budget would include:

- New thermal plant facility
- New water cooled chillers
- New cooling towers
- New piping to the existing buildings
- Retrofitting of the existing system to accept the new thermal plant system
- Removal and salvaging of existing air cooled chillers

### **Background**

On August 3, 2015, STC began soliciting MEP engineering qualifications for the purpose of selecting a firm to prepare the necessary plans for the thermal plant. A total of eight (8) firms received a copy of the RFQ and a total of five (5) firms submitted their responses on August 19, 2015.

On September 10<sup>th</sup>, 2015, the Facilities Committee recommended a vendor reference process which staff has followed and completed. The evaluation committee has evaluated a minimum of four references as directed by the Facilities Committee. The comments received from each reference were provided to the evaluation committee and evaluated by each member of the evaluation committee.

### **Funding Source**

Funds for these expenditures were budgeted in the non-bond construction budget for FY 2015-2016.

### **Enclosed Documents**

A site plan indicating the location of the proposed thermal plant was included. STC staff members completed evaluations for the firms and prepared the enclosed scoring and ranking summary. A blank evaluation form and a blank vendor reference form was also enclosed for the Board's review.

The Facilities Committee recommended Board approval to contract mechanical, engineering, and plumbing (MEP) engineering services with Half Associates for preparation of plans for the Nursing & Allied Health Campus Thermal Plant project as presented.

Upon a motion by Ms. Rose Benavidez and a second by Dr. Alejo Salinas, Jr., the Board of Trustees of South Texas College approved and authorized contracting mechanical, engineering, and plumbing (MEP) engineering services with Half Associates for preparation of plans for the Nursing & Allied Health Campus Thermal Plant project as presented. The motion carried.

## **Review and Action as Necessary to Incorporate the Redesign and Renovation of the Existing Mid Valley Campus Library Building with the 2013 Bond Construction Program Mid Valley Campus Library Expansion Project**

Approval to incorporate the redesign and renovation of the existing Mid Valley Campus library building with the 2013 Bond Construction Program Mid Valley Campus Library Expansion project, was requested.

### **Purpose**

Authorization was requested to incorporate the redesign and renovation of the existing Mid Valley Campus library building with the 2013 Bond Construction Program Mid Valley Campus Library Expansion project.

### **Justification**

Incorporating the redesign and renovation of the existing Mid Valley Campus library space with the design and construction of the 2013 Bond Construction Program Mid Valley Campus Library Expansion project would provide a comprehensive and functional design to meet present and future student needs. The design of the entire library space would allow for future planning, coordination of temporary library services, cost estimating, and scheduling for the construction of the existing library space.

### **Background**

The 2013 Bond Construction Program Mid Valley Campus Library project was an expansion of the existing library facility. The planning process to incorporate both the renovation and the expansion projects began in 2012.

The existing library facility consisted of 24,000 square feet and the proposed 2013 Bond Construction Program Library Expansion space consisted of approximately 10,000 additional square feet.

Staff gathered information regarding the integration of the two spaces to function as a cohesive whole, as stated below:

Library functions – Please refer to Exhibit B – Library Flow Diagram

- Changes in library functions and spaces
- Proliferation of mobile technology
- Changes in pedagogy
- Anticipated future enrollment growth

Space adjacencies – Please refer to Exhibit C – Space Adjacency Plan

- Preliminary discussion and development of adjacencies began in 2012
- Library staff gathered data reflecting the level of satisfaction with current library facilities from 2008 to present.
- This data was utilized by the design team to plan and integrate the existing and proposed library spaces
- 720 Design (library design consultant) was authorized by the STC Board on May 26, 2015 to develop the program and integrate an interior library design concept plan for the new library expansion, as well as, for the existing library building

Preliminary Anticipated Costs – Please refer to Exhibit D – Cost Summary

- Entire renovation project – \$2,200,000
- Phased renovation project – The overall cost would increase by an additional amount of \$63,210 for a total cost of \$2,263,210

Budget Options – Possible options for consideration are:

- Non-bond construction budget
- Possible bond construction project savings

#### Library Service Continuity – Please refer to Exhibit E – Plan for Continuity for Library Services at Mid Valley Campus

- Anticipated limitation of library services for 6-8 months
- Plan was developed including the relocation of the Library services to the Center for Learning Excellence Building and the distribution of Library books to other campuses

#### Current Architect

- As previously authorized by the Board of Trustees, Mata Garcia Architects began working with Broaddus & Associates, Facilities Planning & Construction, and STC staff to develop the schematic design for the 2013 Bond Construction Program Mid Valley Campus Library Expansion. On May 26, 2015, the Board approved additional services to Mata Garcia Architect's contract, to allow 720 Design, Inc. to provide an interior library design concept plan for the new library expansion as well as for the existing library building.

#### Current Construction Manager-at-Risk

- At the April 28, 2015 Board meeting, the Board awarded the Construction Manager-at-Risk contract to Skanska Building USA to provide construction services for the 2013 Bond Construction Program Mid Valley Campus projects.

#### Anticipated Fees

- Architect fees: approximately 8.25% of construction cost, \$120,000 (negotiable)
- Program Manager fees: None anticipated due to costs being under the 5 % threshold allowed in the contract
- Library consultant fees: Fees were included as part of previously approved additional services with Mata Garcia Architects
- Construction Manager-at-Risk: 3.6% of construction cost, \$52,200

#### Enclosed Documents

Exhibit A – Existing Library Plan, Exhibit B - Library Flow Diagram, Exhibit C – Space Adjacency Plan, Exhibit D – Cost Summary, Exhibit E – Plan for Continuity for Library Services at Mid Valley Campus

#### Presenters

Representatives from Broaddus & Associates attended the Board meeting to respond to questions.

The Facilities Committee recommended Board approval to incorporate the redesign and renovation of the existing Mid Valley Campus library building with the 2013 Bond Construction Program Mid Valley Campus Library Expansion project at the October 27, 2015, Board meeting.

Upon a motion by Ms. Rose Benavidez and a second by Dr. Alejo Salinas, Jr., the Board of Trustees of South Texas College approved and authorized incorporating the redesign and renovation of the existing Mid Valley Campus library building with the 2013 Bond Construction Program Mid Valley Campus Library Expansion project at the October 27, 2015, Board meeting. The motion carried.

## **Review and Action as Necessary on Increased Design Services for Mata Garcia Architects to Incorporate the Redesign of the Existing Library Building with the 2013 Bond Construction Program Mid Valley Campus Library Expansion Project**

Approval to increase design services with Mata Garcia Architects to incorporate the redesign of the existing library building with the 2013 Bond Construction Program Mid Valley Campus Library Expansion project, was requested.

### **Purpose**

Authorization was requested to increase design services for Mata Garcia Architects to incorporate the redesign of the existing library building with the 2013 Bond Construction Program Mid Valley Campus Library Expansion project.

### **Justification**

Incorporating the redesign of the existing library space with the design of the 2013 Bond Construction Program Mid Valley Campus Library Expansion project would provide a comprehensive and functional design to meet student present and future needs. The schematic design of the entire library space would allow for future planning, coordination of temporary library services, cost estimating, and scheduling for the construction of the existing library space. The current architect authorized to design the 2013 Bond Construction Program Mid Valley Library Expansion was familiar with the conditions of the existing library and how the library should function with the design of the expansion.

### **Background**

As previously authorized by the Board of Trustees, Mata Garcia Architects began working with Broaddus & Associates, Facilities Planning & Construction, and STC staff to develop the schematic design for the 2013 Bond Construction Program Mid Valley Campus Library Expansion. On May 26, 2015, the Board approved additional services to Mata Garcia Architect's contract, to allow 720 Design, Inc. to provide an interior library design concept plan for the new library expansion as well as for the existing library building.

Based on the current adjacency designs being developed by 720 Design, Inc., Broaddus & Associates, Facilities Planning & Construction, and STC library staff recognized the efficient value in incorporating the architectural services of the existing library space with the proposed expansion of the library by using the same architectural design team.

The proposed fees for Mata Garcia Architects to provide the increased design services were estimated to be approximately \$120,000. This fee may be adjusted based upon the estimated construction cost and negotiated percentage fee to perform the design services. Broaddus & Associates and STC staff would work with the architects to define the project scope and negotiate a percentage fee for the architectural services.

### **Presenters**

Representatives from Broaddus & Associates attended the Board meeting to respond to questions.

The Facilities Committee recommended Board approval to increase design services with Mata Garcia Architects to incorporate the redesign of the existing library building with the 2013 Bond Construction Program Mid Valley Campus Library Expansion project at the October 27, 2015, Board meeting.

Upon a motion by Ms. Rose Benavidez and a second by Mrs. Graciela Farias, the Board of Trustees of South Texas College approved and authorized increasing design services with Mata Garcia Architects to incorporate the redesign of the existing library building with the 2013 Bond Construction Program Mid Valley Campus Library Expansion project at the October 27, 2015, Board meeting. The motion carried.

### **Review and Action as Necessary on Schematic Design of the 2013 Bond Construction Program Mid Valley Campus Parking and Site Improvements**

Approval of schematic design by Halff Associates for the 2013 Bond Construction Program Mid Valley Campus Parking and Site Improvements project was requested.

#### **Purpose**

Schematic design is the first phase of basic design services provided by the project design team. In this phase, the design team prepares schematic drawings based on the Owner's project program and design meetings with staff. The approval of this phase is necessary to establish the basis on which the project design team is given authorization to proceed with design development and construction document phases.

#### **Justification**

Once schematic design was approved, Halff Associates would proceed to prepare all necessary design development drawings and specifications in preparation for the construction documents phase using STC design standards as well as all applicable codes and ordinances. The phases of a construction project are as follows: 1.) Schematic Design, 2.) Design Development, 3.) Construction Documents, 4.) Guaranteed Maximum Price, 5.) Construction, and 6.) Closeout

The Construction Manager-at-Risk provides preconstruction services during the design processes leading to the construction phase. A Guaranteed Maximum Price (GMP) would then be developed and would be presented to the Facilities Committee for review at a future date.

#### **Background**

As previously authorized by the Board of Trustees, Halff Associates began working with Broaddus & Associates, Facilities Planning & Construction, and STC staff to develop parking and site plans. The proposed Mid Valley Campus Parking and Site Improvements project was part of the 2013 Bond Construction Program and included the following scope:

- **Engineer**
  - Halff Associates
  
- **Construction Manager-at-Risk**
  - Skanska USA Building

- **Construction Cost Limitation (CCL)**
  - \$2,000,000
  
- **Program Scope**
  - 154 Parking Spaces
  - Drives and Sidewalks
  - Infrastructure Improvements
  - Landscaping and Irrigation
  - Grading

### **Funding Source**

The current Construction Cost Limitation (CCL) was \$2,000,000 and would be adjusted once the Guaranteed Maximum Price (GMP) proposals were submitted by the Construction Manager-at-Risk to be presented to the Board for approval. Bond funds were budgeted in the Bond Construction budget for fiscal year 2015-2016.

### **Reviewers**

The proposed schematic design was reviewed by Broaddus & Associates and staff from Facilities Planning & Construction, Operations and Maintenance, Administration, Technology Resources departments, and Campus Coordinator.

### **Enclosed Documents**

Halff Associates developed a schematic presentation describing the proposed design. The Packet included drawings of the site plans.

### **Presenters**

Halff Associates developed a schematic presentation describing the proposed design. Representatives from Broaddus & Associates and Halff Associates attended the Board meeting to present the schematic design of the proposed parking and site improvements.

The Facilities Committee recommended Board approval of the proposed schematic design by Halff Associates for the 2013 Bond Construction Program Mid Valley Campus Parking and Site Improvements project as presented.

Upon a motion by Ms. Rose Benavidez and a second by Mrs. Graciela Farias, the Board of Trustees of South Texas College approved and authorized the proposed schematic design by Halff Associates for the 2013 Bond Construction Program Mid Valley Campus Parking and Site Improvements project as presented. The motion carried.

## **Review and Action as Necessary on Schematic Design of the 2013 Bond Construction Program Technology Campus Parking and Site Improvements**

Approval of schematic design by Hinojosa Engineering for the 2013 Bond Construction Program Technology Campus Parking and Site Improvements project was requested.

### **Purpose**

Schematic design is the first phase of basic design services provided by the project design team.

In this phase, the design team prepares schematic drawings based on the Owner's project program and design meetings with staff. The approval of this phase is necessary to establish the basis on which the project design team is given authorization to proceed with design development and construction document phases.

### **Justification**

Once schematic design was approved, Hinojosa Engineering would proceed to prepare all necessary design development drawings and specifications in preparation for the construction documents phase using STC design standards as well as all applicable codes and ordinances. The phases of a construction project are as follows: 1.) Schematic Design, 2.) Design Development, 3.) Construction Documents, 4.) Guaranteed Maximum Price, 5.) Construction, and 6.) Closeout

The Construction Manager-at-Risk provides preconstruction services during the design processes leading to the construction phase. A Guaranteed Maximum Price (GMP) would then be developed and would be presented to the Facilities Committee for review at a future date.

### **Background**

As previously authorized by the Board of Trustees, Hinojosa Engineering began working with Broaddus & Associates, Facilities Planning & Construction, and STC staff to develop parking and site plans. The proposed Technology Campus Parking and Site Improvements project was part of the 2013 Bond Construction Program and included the following scope:

- **Engineer**
  - Hinojosa Engineering
  
- **Construction Manager-at-Risk**
  - E-Con Construction, Inc.
  
- **Construction Cost Limitation (CCL)**
  - \$650,000
  
- **Program Scope**
  - 164 Parking Spaces
  - Drives and Sidewalks
  - Infrastructure Improvements
  - Truck Driving Pad
  - Landscaping and Irrigation
  - Grading

### **Funding Source**

The current Construction Cost Limitation (CCL) was \$650,000 and would be adjusted once the Guaranteed Maximum Price (GMP) proposals were submitted by the Construction Manager-at-Risk to be presented to the Board for approval. Bond funds were budgeted in the Bond Construction budget for fiscal year 2015-2016.

### **Reviewers**

The proposed schematic design was reviewed by Broaddus & Associates and staff from Facilities Planning & Construction, Operations and Maintenance, Administration, Technology Resources departments, and Campus Coordinator.

### **Enclosed Documents**

Hinojosa Engineering developed a schematic presentation describing the proposed design. Enclosed are drawings of the site plans.

### **Presenters**

Hinojosa Engineering developed a schematic presentation describing the proposed design. Representatives from Broaddus & Associates and Hinojosa Engineering attended the Board meeting to present the schematic design of the proposed parking and site improvements.

The Facilities Committee recommended Board approval of the proposed schematic design by Hinojosa Engineering for the 2013 Bond Construction Program Technology Campus Parking and Site Improvements project as presented.

Upon a motion by Ms. Rose Benavidez and a second by Dr. Alejo Salinas, Jr., the Board of Trustees of South Texas College approved and authorized the proposed schematic design by Hinojosa Engineering for the 2013 Bond Construction Program Technology Campus Parking and Site Improvements project as presented. The motion carried.

## **Review and Action as Necessary on Update for Schematic Design of the 2013 Bond Construction Program Exterior Elevations of the Pecan Campus South Academic Building**

At the August 25, 2015 Board meeting, the Board of Trustees approved schematic design floor plans and asked Boultinghouse Simpson Gates Architects to present revised exterior elevations of the Pecan Campus South Academic Building to the Facilities Committee for Board approval.

The exterior elevations were modified and brought back to the Board for approval. The Board was asked to approve the revised exterior elevations of the Pecan Campus South Academic Building project as presented.

### **Presenters**

Boultinghouse Simpson Gates Architects developed a presentation on the revised exterior elevations. Representatives from Broaddus & Associates and Boultinghouse Simpson Gates Architects attended the Board Meeting to present the proposed revised elevations.

The Facilities Committee recommended Board approval of the revised exterior elevations of the 2013 Bond Construction Program Pecan Campus South Academic Building project as presented.

Upon a motion by Ms. Rose Benavidez and a second by Dr. Alejo Salinas, Jr. the Board of Trustees of South Texas College approved and authorized the revised exterior elevations of the 2013 Bond Construction Program Pecan Campus South Academic Building project as presented. The motion carried.

## **Review and Action as Necessary on Update for Schematic Design of the 2013 Bond Construction Program Exterior Elevations of the Pecan Campus STEM Building**

At the August 25, 2015 Board meeting, the Board of Trustees approved schematic design floor plans and asked Boultinghouse Simpson Gates Architects to present revised exterior elevations of the Pecan Campus STEM Building to the Facilities Committee for Board approval.

The exterior elevations were modified and brought back to the Board for approval. The Board was asked to approve the revised exterior elevations of the Pecan Campus STEM Building project as presented.

### **Presenters**

Boultinghouse Simpson Gates Architects developed a revised presentation of the exterior elevations. Representatives from Broaddus & Associates and Boultinghouse Simpson Gates Architects attended the Board Meeting to present the proposed revised elevations.

The Facilities Committee recommended Board approval of the revised exterior elevations of the 2013 Bond Construction Program Pecan Campus STEM Building project as presented.

During discussion, the Board deliberated on whether the College's logo should be featured on the façade of the STEM Building, as it would be a prominent and visible facility from the major thoroughfare of Pecan Blvd. Some Trustees approved the idea and others preferred to look into other options for signage. They agreed that the discussion could continue, and the decision to add a logo to the STEM Building could be made at a later date.

Upon a motion by Ms. Rose Benavidez and a second by Mr. Jesse Villarreal, the Board of Trustees of South Texas College approved and authorized the revised exterior elevations of the 2013 Bond Construction Program Pecan Campus STEM Building project as presented. The motion carried.

## **Review and Action as Necessary on Contracting Civil Engineering Services for the Non-Bond Pecan Plaza Parking Area for Police Vehicles**

Approval to contract civil engineering design services for the Non-Bond Pecan Plaza Parking Area for Police Vehicles was requested.

### **Purpose**

The procurement of a civil engineer would provide for design services necessary for the non-bond Pecan Plaza Parking Area for Police Vehicles project.

### **Justification**

The procurement of a civil engineer would allow for the engineer to work with staff to prepare all necessary design development drawings and specifications in preparation for the construction documents phase using STC design standards as well as all applicable codes and ordinances. Construction documents will then be issued for solicitation of construction proposals. Once

received, construction proposals would be evaluated and submitted to the Facilities Committee for a recommendation of Board approval to award a construction contract

### Background

The police department had police vehicles that needed to be parked and stored in a secured area. STC staff proposed an area adjacent to the existing police department that could be used for this purpose. The packet included a site plan showing the proposed location.

In order to proceed with the design of the parking area, staff recommended contracting civil engineering services for preparation of plans and specifications.

Four civil engineering firms listed below were previously approved by the Board at the March 31, 2015 Board meeting for one year to provide professional services as needed for projects under \$500,000.

1. Half Associates, Inc.
2. Melden & Hunt
3. Perez Consulting Engineering
4. R. Gutierrez Engineering

Based on the following criteria, R. Gutierrez Engineers was recommended to provide civil engineering services for this project.

Criteria:

- Previous experience with facilities at Pecan Plaza
- Experience with similar projects
- Familiarity with the college's standards

### Funding Source

Funds were available in the FY 2015 – 2016 construction budget for design and construction of these improvements, with the final engineering fees to be negotiated.

Project Budget		
Budget Components	Amount Budgeted	Actual Cost
Design	\$25,000	Actual design fees are estimated and will be finalized during contract negotiations.
Construction	\$250,000	Actual cost will be determined after the solicitation of construction proposals.

### Enclosed Documents

The packet included a site plan indicating the location of the proposed parking area.

The Facilities Committee expressed reservations about the proposed budget for the project. The Committee made it clear that they would recommend Board approval to contract R. Gutierrez Engineers to develop the schematic and documentation necessary to publish a Request for Proposals, but wished to retain the right to terminate the project if the costs were prohibitive.

Staff and legal counsel agreed that the standard AIA contract allowed the owner to terminate a project at any phase of the design as directed by the Board of Trustees, with payments to the engineer based on services rendered.

The proposed scope of the parking lot is as follows:

- The parking lot square feet is 12,200 s.f.
- The proposed parking lot allows for 24 parking spaces
- 6'-8" high perimeter CMU block walls to be constructed at north and south sides
- 24' solid rolling gate entrance
- Two storage areas within the parking lot
- Area for the future generator and tank

The Facilities Committee recommended Board approval to contract civil engineering services with R. Gutierrez Engineers for the Non-Bond Pecan Plaza Parking Area for Police Vehicles project as presented and with the explicit stipulation that the Committee might recommend Board termination of the project upon review of any proposals and costs received.

Upon a motion by Ms. Rose Benavidez and a second by Mr. Jesse Villarreal, the Board of Trustees of South Texas College approved and authorized contracting civil engineering services with R. Gutierrez Engineers for the Non-Bond Pecan Plaza Parking Area for Police Vehicles project as presented and with the explicit stipulation that the Board may recommend termination of the project upon review of any bids received. The motion carried.

## **Review and Action as Necessary on Schematic Design of the Non-Bond Pecan Campus Student Support Services Building K Student Enrollment Center**

Approval of schematic design by Boultinghouse Simpson Gates Architects for the Non-Bond Pecan Campus Student Support Services Building K Student Enrollment Center was requested.

### **Purpose**

Schematic design is the first phase of basic design services provided by the project design team. In this phase, the design team prepares schematic drawings based on the Owner's project program and design meetings with staff. The approval of this phase is necessary to establish the basis on which the project design team is given authorization to proceed with design development and construction document phases.

### **Justification**

Once schematic design was approved, Boultinghouse Simpson Gates Architects would proceed to prepare all necessary design development drawings and specifications in preparation for the construction documents phase using STC design standards as well as all applicable codes and ordinances. Construction documents would then be issued for solicitation of construction proposals. Once received, construction proposals would be evaluated and submitted to the Board of Trustees with a recommendation to award a construction contract.

### **Background**

Due to the growth in enrollment, the college experienced large increases in student traffic in Pecan Campus Student Support Services Building (K) particularly during peak registration

periods. The redesign would maximize space in order to provide excellent and efficient customer service to each student and ensure all complete the enrollment process. In addition, students would be able to complete the entire enrollment process with staff assistance in one location without moving around between difference offices or other computer labs on campus. Services would be open and transparent providing a warm, welcoming and service-oriented environment and students would be able to remain in the same location with full access to staff for assistance at all times.

At the October 28<sup>th</sup>, 2014 Board meeting, the Board selected Boultinghouse Simpson Gates Architects from the college's approved list of architectural firms for on-call services. The list of architects for on-call services was approved by the Board on June 26, 2014. At that time, firms were selected in alphabetical order and Boultinghouse Simpson Gates Architects was selected for this project.

Boultinghouse Simpson Gates Architects began working with Facilities Planning & Construction and STC staff to develop plans and interior elevations. The proposed Pecan Campus Student Support Services Building Improvements project included the following scope:

- **Student Admissions**
  - Admissions
  - Welcome Center
  - Information

### **Funding Source**

As part of the FY 2015-2016 non-bond construction budget, funds in the amount of \$400,000 were budgeted for this project. The design team met with staff to review the project scope and developed a schematic design. The architect had originally prepared a preliminary construction cost estimate of \$450,000 based on the schematic design and verifying the existing building conditions. The architect revisited the scope and reduced the construction cost estimate to approximately \$400,000. The total project cost including design and soft costs was \$701,825.

### **Reviewers**

The proposed schematic design was reviewed by staff from Facilities Planning & Construction, Student Affairs and Enrollment, Operations and Maintenance, Instructional Technologies, and Technology Resources departments, and Coordinated Operations Council.

### **Enclosed Documents**

Boultinghouse Simpson Gates Architects developed a schematic presentation describing the proposed design. The packet included drawings of the site plan, floor plan, and interior views.

### **Presenters**

Boultinghouse Simpson Gates Architects developed a schematic presentation describing the proposed design. Representatives from Boultinghouse Simpson Gates Architects attended the Board meeting to present the schematic design of the proposed improvement project.

The Facilities Committee recommended Board approval of the proposed schematic design of the Pecan Campus Student Support Services Building K Student Enrollment Center project as presented.

Upon a motion by Ms. Rose Benavidez and a second by Dr. Alejo Salinas, Jr., the Board of Trustees of South Texas College approved and authorized the proposed schematic design of the Pecan Campus Student Support Services Building K Student Enrollment Center project as presented. The motion carried.

### **Review and Action as Necessary on Approval of Change Order for the Non-Bond Pecan Campus Portable Buildings Infrastructure**

Approval of proposed Change Order No. 2 with Celso Construction for the Pecan Campus Portable Buildings Infrastructure project was requested.

On April 28, 2015, the Board approved the construction proposal from Celso Construction which included the infrastructure for ten (10) portable buildings. On July 28<sup>th</sup> 2015, the Board approved the revised plan for relocation of two additional portable buildings for a grand total of twelve (12) portable buildings on the Pecan Campus to allow for the construction of the Bond projects. The two additional portable buildings were required to provide additional classrooms space.

Change Order No. 2 was needed to provide infrastructure for the two additional portable buildings as approved in the revised plan for the relocation of portable buildings.

This proposed change order item was reviewed and confirmed by the project design team at Melden & Hunt and STC staff.

<b>Pecan Campus Portable Buildings Infrastructure</b>			
<b>Change Order No.</b>	<b>Item Description and Justification</b>	<b>Cost/ Days</b>	<b>Funding Source</b>
2	<ul style="list-style-type: none"> <li><b>Description:</b> Infrastructure for electrical, fire alarm, data, mechanical, and concrete sidewalks.</li> </ul>	\$40,754.63	Non-Bond Construction
<b>Total Change Order No. 2</b>		\$40,754.63 0 days	Non-Bond Construction

A representative from Melden & Hunt and STC staff attended the October 6, 2015 Facilities Committee meeting to respond to questions from the Facilities Committee members.

The Facilities Committee recommended Board approval of proposed Change Order No. 2 in the amount of \$40,754.63 with Celso Construction for the Pecan Campus Portable Buildings Infrastructure project as presented.

Upon a motion by Ms. Rose Benavidez and a second by Mrs. Graciela Farias, the Board of Trustees of South Texas College approved and authorized proposed Change Order No. 2 in

the amount of \$40,754.63 with Celso Construction for the Pecan Campus Portable Buildings Infrastructure project as presented. The motion carried.

**Review and Action as Necessary on Substantial or Final Completion for the Following Non-Bond Construction Projects**  
**a. Nursing and Allied Health Campus Irrigation System Upgrade**  
**b. Pecan Campus AECHS Service Drive and Sidewalk**

Approval of substantial completion for the following projects was requested.

	<b>Projects</b>	<b>Substantial Completion</b>	<b>Final Completion</b>	<b>Documents Attached</b>
1.	Nursing & Allied Health Campus Irrigation System Upgrade  Engineer: SSP Design Contractor: Southern Landscapes	Recommended	Expected November 2015	Substantial Completion Certificate
2.	Pecan Campus AECHS Service Drive and Sidewalk  Engineer: R. Gutierrez Engineering Contractor: Roth Excavating	Approved September 2015	Recommended	Certificate of Construction Completion

**1. Nursing & Allied Health Campus Irrigation System Upgrade**

It was recommended that substantial completion for this project with Southern Landscapes be approved.

SSP Design and STC staff visited the site and developed a construction punch list. As a result of this site visit and observation of the completed work, a Certificate of Substantial Completion for the project was certified on September 23, 2015. Substantial Completion was accomplished within the time allowed in the Owner/Contractor agreement for this project. A copy of the Substantial Completion Certificate was attached.

Contractor Southern Landscapes would continue working on the punch list items identified and would have thirty (30) days to complete before final completion can be recommended for approval. It was anticipated that final acceptance of this project would be recommended for approval at the November 2015 Board meeting.

**2. Pecan Campus AECHS Service Drive and Sidewalk**

It was recommended that final completion and release of final payment for this project with Roth Excavating be approved.

Final Completion including punch list items were accomplished as required in the Owner/Contractor agreement for this project. It was recommended that final completion and

release of final payment for this project with Roth Excavating be approved. The original cost approved for this project was in the amount of \$49,472.

The following chart summarizes the above information:

Construction Budget	Approved Proposal Amount	Net Total Change Orders	Final Project Cost	Previous Amount Paid	Remaining Balance
\$60,000	\$49,472	\$0	\$49,472	\$46,998.40	\$2,473.60

On August 27, 2015, STC Planning & Construction Department staff along with R. Gutierrez Engineering inspected the site to confirm that all punch list items were completed. The packet included a certificate of construction completion from R. Gutierrez Engineering acknowledging all work was complete and recommending release of final payment.

The Facilities Committee recommended Board approval of the substantial or final completion of the projects as presented.

Upon a motion by Ms. Rose Benavidez and a second by Mr. Jesse Villarreal, the Board of Trustees of South Texas College approved and authorized the substantial or final completion of the projects as presented. The motion carried.

### **Update on Status of Non-Bond Program Construction Projects**

The Facilities Planning & Construction staff provided a design and construction update in the Board packet. This update summarized the status of each capital improvement project currently in progress.

**The Board returned to the posted agenda order and took up the following items:**

### **Review and Action as Necessary on Award of Proposals, Purchases, Renewals, and License Agreement**

The Finance and Human Resources Committee recommended Board approval of the proposal awards, purchases, renewals, and facility use agreement as listed below:

- |                                      |                                   |
|--------------------------------------|-----------------------------------|
| <b>A. Awards</b>                     | <b>D. Non-Instructional Items</b> |
| <b>B. Advertising or Memberships</b> | <b>E. Technology Items</b>        |
| <b>C. Instructional Items</b>        | <b>F. Facility Use Agreement</b>  |

#### **A. Awards**

- 1) Business Skills Training Services (Award):** award the proposal for business skills training services to **World Class Training** (Brownsville, TX), for the period beginning

October 28, 2015 through October 27, 2016 with two one-year options to renew, at a commission of \$18.00 per instructional hour. Since instructional costs will be covered by World Class Training, students will be registered by South Texas College at zero (0) tuition for Workforce Education Course Material (WECM) courses;

- 2) **Catering Services (Award):** award the proposal for catering services for the period beginning November 21, 2015 through November 20, 2016 with two one-year options to renew, at an estimated cost of \$65,000.00 based on prior year expenditures. The vendors are as follows:
- **Blimpie** (McAllen, TX)
  - **CB Cafes McAllen I, LLC. (Corner Bakery Café)** (McAllen, TX) (New)
  - **Cornerstone Catering** (Mission, TX)
  - **Delgar Foods/dba Delia's** (McAllen, TX)
  - **Domine Catering, LLC.** (McAllen, TX)
  - **El Reno Investments, LLC./dba Subway 41178** (Mission, TX)
  - **Esperanza on Fifth/dba Blimpie Weslaco** (Weslaco, TX)
  - **H&B Southern Investments/dba Don Pepe's Mexican Restaurant** (McAllen, TX)
  - **Jason's Deli** (Corpus Christi, TX)
  - **Pizza Properties, Inc./dba Peter Piper Pizza** (El Paso, TX)
  - **RGV Pizza Hut, LLC.** (McAllen, TX)
- 3) **Lease of Warehouse (Reject):** reject the proposal for lease of warehouse for the Facilities Planning and Construction Department due to the one proposal received being over the available budget;
- 4) **Travel Package for TexPrep Program (Reject):** reject the proposal for travel package for TexPrep program due to the one proposal received being over the allowable grant budget;

#### **B. Advertising or Memberships**

- 5) **Advertisement Agreement – Continuing Education (Purchase):** purchase advertisement agreement – Continuing Education from **ACM Valley Multimedia Network/dba Valley Town Crier** (McAllen, TX), a sole source vendor, for the period beginning September 16, 2015 through August 31, 2016, at a total cost of \$17,139.20;
- 6) **Institutional Membership – AACC (Renewal):** renew the institutional membership with **American Association of Community Colleges** (AACC) (Washington, DC.), a sole source vendor, for the period beginning January 1, 2016 through December 31, 2016, at a total cost of \$15,490.00;
- 7) **Institutional Membership – TACC (Renewal):** renew the institutional membership with **Texas Association of Community Colleges** (TACC) (Austin, TX), a sole source vendor, for the period beginning September 1, 2015 through August 31, 2016, at a total cost of \$98,701.62;

#### **C. Instructional Items**

- 8) **Instructional Training Equipment (Purchase):** purchase instructional training equipment from **CPAT Distribution, Inc.** (Wildomar, CA) (New), a sole source vendor, at a total cost of \$12,141.76;
- 9) **Science Instructional Supplies and Equipment (Purchase):** purchase science instructional supplies and equipment from **Fisher Science Education** (Hanover Park, IL), a U. S. Communities and Texas Association of School Boards (TASB) - Buyboard (Purchasing Cooperatives) approved vendor, for the period beginning September 1, 2015

through August 31, 2016, at an estimated amount of \$22,000.00 based on prior year expenditures;

**D. Non – Instructional Items**

**10)Call Center Services (Purchase):** purchase call center services from **Blackboard, Inc.** (Washington, DC), for period beginning October 1, 2015 through September 30, 2016, at a total cost of \$150,000.00;

**11)Furniture (Purchase):** purchase furniture from the State of Texas Multiple Award Schedule (TXMAS) approved vendors, at a total amount of \$31,114.79.

#	Vendor	Amount
A	<b>Allsteel, Inc./Gateway Printing and Office Supply, Inc.</b> (Edinburg, TX)	\$1,196.24
B	<b>Exemplis Corporation/ Gateway Printing and Office Supply, Inc.</b> (Edinburg, TX)	\$367.24
C	<b>The Hon Company/ Gateway Printing and Office Supply, Inc.</b> (Edinburg, TX)	\$3,586.03
D	<b>Krueger International Inc./ Gateway Printing and Office Supply, Inc.</b> (Edinburg, TX)	\$9,138.28
E	<b>Southwest Solutions Group, LLC.</b> (Lewisville, TX)	\$16,827.00
	<b>Total</b>	<b>\$31,114.79</b>

**12)Lumber and Materials (Purchase):** purchase lumber and materials from **Lowe’s Home Centers, LLC.** (Chicago, IL/Pharr, TX), a Texas Cooperative Purchasing Network (TCPN) approved vendor, for the period beginning September 1, 2015 through August 31, 2016, at an estimated amount of \$35,000.00. based on prior year expenditures;

**13)Overnight Delivery Services (Purchase):** purchase overnight deliver services from **FedEx Government Services** (Memphis, TN/Pharr, TX), a Texas Procurement and Support Services (TPASS) term contract approved vendor, for the period beginning September 1, 2015 through August 31, 2016, at an estimated cost of \$11,000.00 based on prior year expenditures

**14)Playground Flooring (Purchase):** purchase playground flooring from **Park Place Recreation Designs, Inc.** (San Antonio, TX), a Texas Association of School Boards – Buyboard (TASB) approved vendor, at a total cost of \$29,690.00;

**15)Student Information Distribution Services (Purchase):** purchase student information distribution services for the period beginning November 1, 2015 through August 31, 2016, at a total cost of \$42,781.00 with the following sole source vendors:

#	Vendor	Amount
1	<b>La Feria News</b> (La Feria, TX)	\$900.00
2	<b>AIM Media Texas/Mid-Valley Town Crier</b> (McAllen, TX)	\$5,566.00
3	<b>Starr County Town Crier, LLC.</b> (Rio Grande City, TX)	\$4,950.00
4	<b>AIM Media Texas/Valley Morning Star</b> (McAllen, TX)	\$2,270.00
5	<b>Valley Newspaper Holdings, LLP./Valley Town Crier</b> (McAllen, TX)	\$29,095.00

**16) Mobile Storage Services (Renewal):** renew the contracts for mobile storage services for the period beginning December 18, 2015 through December 17, 2016, at an estimated cost of \$10,000.00. The vendors are as follows:

- **Mobile Mini I, Inc.** (Tempe, AZ/Pharr, TX)
- **PODS of the Rio Grande Valley** (Edinburg, TX)

**17) Online Defensive Driving Training (Renewal):** renew the contract for online defensive driving training with **I Drive Safely, LLC.** (Carlsbad, CA), for the period beginning November 1, 2015 through October 31, 2016. The College will receive \$8.75 commission payment per student, which is 35% of the total tuition of \$25.00;

#### **E. Technology Items**

**18) Computers, Laptops, and Tablets (Purchase):** purchase of computers, laptops, and tablets from the State of Texas Department of Information Resources (DIR) approved vendors **Dell Marketing, LP.** (Dallas, TX) and **Apple, Inc.** (Dallas, TX), and from the National Joint Powers Alliance approved vendor **CDW Government** (Vernon Hills, IL), in the total amount of \$27,430.99;

**19) Accreditation Compliance and Institutional Effectiveness Management License (Renewal):** renew the accreditation compliance and institutional effectiveness management license with **Concord USA, Inc.** (Atlanta, GA), a sole source vendor, for the period beginning October 1, 2015 through September 30, 2016, at a total cost of \$22,605.00;

**20) Microsoft Campus License Agreement (Renewal):** renew the Microsoft campus license agreement with **Software House International Government** (Austin, TX), a State of Texas Department of Information Resources (DIR) approved vendor, for the period beginning November 1, 2015 through October 31, 2016, at a total cost of \$109,005.08;

**21) Online Admission Application Service (Renewal):** renew the online admission application service with **Texas Higher Education Coordinating Board** (Austin, TX), a sole source vendor, for the period beginning September 1, 2015 through August 31, 2016, at a total cost of \$10,839.00;

**22) Online Course Evaluation License Agreement (Renewal):** renew the online course evaluation license agreement with **Gap Technologies, Inc.** (Cheektowaga, NY), a sole source vendor, for the period beginning January 1, 2016 through December 31, 2016, at a total cost of \$21, 999.00;

#### **F. Facility Usage Agreement**

**23) Graduation Facility (License Agreement):** lease the graduation facility from the **City of Hidalgo – Texas Municipal Facilities Corporation** (State Farm Arena) (Hidalgo, TX), an interlocal license agreement for May 12, 2016 beginning at 8:00 a.m. through May 15, 2016 at midnight, at an estimated cost of \$23,500.00.

#### **SUMMARY TOTAL:**

The total for all proposal awards, purchases, renewals, and a license agreement is \$755,437.44

Upon a motion by Dr. Alejo Salinas, Jr. and a second by Mrs. Graciela Farias, the Board of Trustees of South Texas College approved and authorized the proposal awards, purchases, renewals, and a license agreement as presented. The motion carried.

## **Review and Action as Necessary to Revise Policy #5120: *Investment Policy* and the Investment Strategy Statement**

Approval to revise Policy #5120: *Investment Policy* and the Investment Strategy Statement was requested.

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

Justification – Revisions to Policy #5120: *Investment Policy* and the Investment Strategy Statement were approved and authorized on October 28, 2014. The administration brought the Investment Policy and Investment Strategy Statement to the Board of Trustees annually, as required.

Background – The College's Investment Policy and Investment Strategy Statement was submitted and reviewed by the Government Treasurers' Organization of Texas (GTOT). Our Policy reflects several revisions recommended by GTOT. The College was awarded the Certificate of Distinction by the Government Treasurers' Organization of Texas (GTOT) for the Investment Policy. This Certificate was for a two-year period ending August 31, 2016.

Reviewers – The Investment Policy and the Investment Strategy Statement were reviewed by South Texas College's legal counsel, Valley View Consulting, LLC (Investment Advisor) and Long Chilton, LLP (external auditors).

The revisions recommended were necessary to strengthen and enhance understanding of the Investment Policy and Investment Strategy Statement. The revisions included numerous minor changes to wording in an effort to align with the investment strategy of the College, align with the Public Funds Investment Act statement, include additional sources for monitoring investment market prices, correct Act title, correct grammar, and provide clarification.

In addition, several more significant revisions are being recommended to clarify methods to be used for portfolio rate of return, remove authorized investments with a high risk, indicate credit rating review process, clarify process for certain investment selection criteria, include additional reporting requirement, and remove terms from the Policy that will be integrated within procedures. A majority of the significant revisions are being recommended by Valley View Consulting, LLC (Investment Advisor).

The more significant revisions were itemized in the narrative as well as included in their entirety.

In addition to significant revisions, minor grammatical changes were made throughout the documents.

Enclosed Documents – The revised Policy was provided in the packet for the Board's information and review. The additions to the Policy were in italics and highlighted in yellow and the deletions were designated with a red strikeout.

Dr. Shirley A. Reed, President, and Mary Elizondo, Vice President for Finance and Administrative Services, attended the meeting to address any questions by the Board.

The Finance and Human Resources Committee recommended Board approval of the revisions to Policy #5120: *Investment Policy* and the Investment Strategy Statement as presented and which supersedes any previously adopted Board Policy.

Upon a motion by Dr. Alejo Salinas, Jr. and a second by Mrs. Graciela Farias, the Board of Trustees of South Texas College approved and authorized the revisions to Policy #5120: *Investment Policy* and the Investment Strategy Statement as presented and which supersedes any previously adopted Board Policy. The motion carried.

### **Review and Action as Necessary on Disposal of Surplus Property**

Approval to dispose of surplus property valued at \$1,000 and over through a live auction was requested.

Purpose – The Fixed Assets Department requested the disposal through a live auction of surplus property valued at \$1,000 and over.

Justification – It was necessary to dispose of obsolete, damaged, and non-functioning property for safety purposes and due to the lack of storage area for surplus property.

Background – The surplus property went through an evaluation process by the departments to determine if the items were damaged beyond repair and unable to be utilized district wide. After this evaluation process, the department submitted a request to have the property removed from the department and relocated to the Shipping and Receiving Warehouse for auction.

The auction items were located at the South Texas College Receiving Department, 3700 W. Military Hwy., McAllen, TX. The auction would be scheduled for the month of November.

The items valued under \$1,000 were not included in the College's inventory but were recorded in a database. The items valued over \$1,000 were included in the College's inventory through the Banner system.

Enclosed Documents - The listing of the items to be auctioned was included in the packet for the Board's review and information.

The Finance and Human Resources Committee recommended Board approval to dispose of surplus property valued at \$1,000 and over through a live auction as presented.

Upon a motion by Dr. Alejo Salinas, Jr. and a second by Mrs. Graciela Farias, the Board of Trustees of South Texas College approved and authorized the disposal of surplus property valued at \$1,000 and over through a live auction as presented. The motion carried.

**Review and Action as Necessary for Revision of Existing Policy and  
Adoption of New Policies**

- a. Revise Policy #4317: *Military Leave***
- b. Adopt New Policy #4321: *Right to Express Breast Milk in the Workplace***
- c. Adopt New Policy #4322: *Donation of Sick Leave***

Approval of the following proposed revision of current policy and adoption of new policies was requested.

These updates were proposed in an effort to comply with federal and state laws.

**a. Revise Policy #4317: *Military Leave***

Request for the revision to the policy was necessary for the following reasons:

- To incorporate the provisions of Texas Government Code, section 437.202 amended by the 84<sup>th</sup> Legislature, H.B. 445.
- To incorporate a requirement that the College provide notice of the availability of paid leave, by the end of the fiscal year, of the number of workdays the eligible employee is entitled to, the net balance of unused accumulated leave available, and the requirement to retain the records of available short term military leave in the employee's personnel file.

**b. Adopt New Policy #4321: *Right to Express Breast Milk in the Workplace***

Request for the new policy was necessary for the following reason:

- To comply with House Bill 786, 84<sup>th</sup> Legislature, effective September 1, 2015 relating to the regulations that a public employer, including an institution of higher education, develop a written policy on the right of employees to express breast milk in the workplace.

**c. Adopt New Policy #4322: *Donation of Sick Leave***

Request for the new policy was necessary for the following reason:

- To comply with House Bill 1771, 84<sup>th</sup> Legislature, effective September 1, 2015 relating to the regulations that employees may voluntarily donate sick leave hours to another employee.

The revised policy and the new policies were provided in the packet for the Board's information and review. The additions to the policy were highlighted in yellow and the deletions were designated with a red strikeout.

The revised policy and new policies were reviewed by staff, the President's Cabinet, President's Administrative Staff, and by Legal Counsel.

The Finance and Human Resources Committee recommended Board approval of the revised policy and the proposed new policies as presented and which supersedes any previously adopted Board policy.

Upon a motion by Dr. Alejo Salinas, Jr. and a second by Mrs. Graciela Farias, the Board of Trustees of South Texas College approved and authorized the revised policy and the proposed new policies as presented and which supersedes any previously adopted Board policy. The motion carried.

## **Consideration and Approval of Checks and Financial Reports**

Board action was requested to approve the checks for release and the financial reports for the month of September 2015. The approval was for checks submitted for release in the amount greater than \$125,000.00 and checks in the amount greater than \$25,000.00 that were released as authorized by Board Policy No. 5610.

Mrs. Mary Elizondo, Vice President for Finance and Administrative Services, attended the meeting to respond to questions posed by the Board.

Upon a motion by Dr. Alejo Salinas, Jr. and a second by Mrs. Graciela Farias, the Board of Trustees approved the submitted checks for release in an amount over \$125,000.00, the checks that were released as authorized by Board Policy #5610, and the financial reports submitted for the month of September 2015. The motion carried.

## **Announcements**

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

- Tuesday, November 10, 2015
  - 3:00 p.m. – Education and Workforce Development Committee
  - 4:30 p.m. – Facilities Committee
  - 5:30 p.m. – Finance & HR Committee meeting

- Tuesday, November 24, 2015
  - 5:30 p.m. – Regular Meeting of the Board of Trustees

B. Other Announcements:

- The College will be closed November 26 – 29<sup>th</sup> in observance of the Thanksgiving Holiday.

**Adjournment:**

There being no further business to discuss, the Regular Meeting of the South Texas College Board of Trustees adjourned at 5:05 p.m.

I certify the foregoing are the true and correct minutes of the Tuesday, October 27, 2015 Regular Board Meeting of the South Texas College Board of Trustees.

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Mr. Paul R. Rodriguez

Secretary

## **Approval and Authorization to Accept Grant Award(s)**

Authorization to accept and approve the following grant awards and use of related funds as authorized by each grant is requested:

**1. The “College Bound Elementary” Grant from the BBVA Compass Foundation in the Amount of \$7,500**

The “College Bound Elementary” grant from the BBVA Compass Foundation will support the College’s mission to instill a college going culture in area elementary students. Supported programs would run from January 1, 2016, through June 30, 2016, with funding in the amount of \$7,500.

Under this program, elementary students will tour South Texas College and participate in the Junior Jaguar Leadership Conference. The students will receive age appropriate leadership training and financial literacy information. Parents of these students will receive information on how to promote a college going culture in their family and information about financial literacy.

This grant meets South Texas College’s Strategic Direction five, “South Texas College commits to.....educational partnerships that create a collective impact on student success.”

**2. The “Childcare Training” Grant from Workforce Solutions in an Amount up to \$61,160**

The “Childcare Training” Grant from Workforce Solutions in an amount up to \$61,160.00 from the Lower Rio Grande Valley Workforce Development Board, through Workforce Solutions, will support South Texas College in providing two college courses that involve course work and field experiences in child care settings, enabling students to build the necessary skills to become a Child Development Associate.

Approximately 20 participants will be undergo the CDA I – CDEC 1417 and CDA II – CDEC 2422 trainings from December 1, 2015 through December 31, 2016.

This grant meets South Texas College’s Strategic Directions by promoting a college-going culture through proactive outreach and marketing programs emphasizing the value of post-secondary educational credentials and by providing a community need for high quality training in the area of Early Childhood Education.

**3. The “UTeach” Contract from The University of Texas Rio Grande Valley in the Amount of \$5,058**

The “UTeach” contract from The University of Texas Rio Grande Valley (UTRGV) will fund continued operations of the UTeach program at South Texas College from September 1, 2015 through August 31, 2016, in the amount of \$5,058.

This is an extension of the ongoing Uteach program previously coordinated through UTPA and focusing on meeting the need for secondary teachers in the STEM fields.

As part of the contract, South Texas College will enter into an Interlocal Cooperation Contract to continue providing the following services:

1. Offer the UTeach Step 1 and 2 courses at the South Texas College Campus as required by the secondary teacher education program;
2. Reimburse UTeach students for the cost of tuition upon passing one or both of the one-hour courses through UTRGV funds;
3. Provide support for UTeach outreach and recruiting activities or events;
4. Provide a stipend to the STC coordinator, Dr. Enriqueta Cortez; and
5. Submit the reports described in the Budget and Budget Justification.

This contract aligns with South Texas College’s Strategic Direction Five, which expresses the institutional commitment to mutually beneficial community and educational partnerships that create a collective impact on student success.

**4. The “Professional Development Partnership” Sub-Grant from the La Joya Independent School District**

The “Professional Development Partnership” sub-grant from the La Joya Independent School District (LJISD) will fund a collaboration between the College and La Joya ISD beginning December 1, 2015, through September 30, 2016, in the amount of \$8,000.

As part of the collaboration, STC and LJISD will enter into a Memorandum of Understanding (MOU) to provide Professional development services to LJISD. As part of the MOU, STC will plan and design curriculum and provide Professional Development to three (3) secondary math teachers and three (3) secondary engineering teachers. The professional development will be provided by South Texas College Faculty members from the Engineering and Mathematics disciplines.

This aligns with South Texas College’s Strategic Direction Five which commits to effective interdepartmental and interdivisional collaborations and advances mutually beneficial community and educational partnerships that create a collective impact on student success.

**5. Additional Grant(s) Received/Pending Official Award**

The presented grants would provide up to \$81,718 in additional funding for the College to provide services and opportunities throughout the region.

**Recommendation:**

It is recommended the Board of Trustees approve and authorize accepting the following grant awards and use of related funds as authorized by each grant, contingent upon official award as appropriate:

1. The "College Bound Elementary" Grant from the BBVA Compass Foundation in the Amount of \$7,500
2. The "Childcare Training" Grant from Workforce Solutions in an Amount up to \$61,160
3. The "UTeach" Contract from The University of Texas Rio Grande Valley in the Amount of \$5,058
4. The "Professional Development Partnership" Sub-Grant from the La Joya Independent School District
5. Additional Grant(s) Received/Pending Official Award

**The following Minute Order is proposed for consideration by the Board of Trustees:**

The Board of Trustees of South Texas College approves and authorizes accepting the following grant awards and using related funds as authorized by each grant, contingent upon official award as appropriate:

1. The "College Bound Elementary" Grant from the BBVA Compass Foundation in the Amount of \$7,500
2. The "Childcare Training" Grant from Workforce Solutions in an Amount up to \$61,160
3. The "UTeach" Contract from The University of Texas Rio Grande Valley in the Amount of \$5,058
4. The "Professional Development Partnership" Sub-Grant from the La Joya Independent School District
5. Additional Grant(s) Received/Pending Official Award

**Approval Recommended:**

**Shirley A. Reed, M.B.A., Ed.D.**  
**President**

## **Approval of Resolution and Ballot Casting Votes for Members of the Starr County Appraisal District Board of Directors for Calendar Years 2016 - 2017**

Approval of a Resolution and Ballot casting votes for members of the Starr County Appraisal District Board of Directors for Calendar Years 2016 – 2017 is requested.

The current 2014 - 2015 Appraisal District Board of Directors is comprised of:

- Eloy Garza
- Raul Pena, Jr.
- Eduardo Ramirez
- Daniel J. Garcia
- Arturo S. Perez

Five (5) candidates have been declared by Ms. Rosalva Guerra, Chief Appraiser, and the South Texas College Board of Trustees is asked to cast their votes by *Official Ballot* prior to December 15, 2015. South Texas College is allowed 383 votes. Votes can be cast for one candidate or distributed among any number of candidates. A voting unit can only cast its votes for candidates named on the ballot. There is no provision for write-in candidates.

The five (5) candidates declared by the Chief Appraiser are:

- Eloy Garza
- Raul Pena, Jr.
- Eduardo Ramirez
- Daniel J. Garcia
- Arturo S. Perez

The *Official Ballot* provided by the Chief Appraiser of the Starr County Appraisal District follows in the packet.

### **Recommendation:**

It is recommended the Board of Trustees of South Texas College cast the College's votes on the Official Ballot for the members of the Starr County Appraisal District Board of Directors for Calendar Years 2016 – 2017 as presented.

### **The following Minute Order is proposed for consideration by the Board of Trustees:**

The Board of Trustees of South Texas College cast the College's votes on the Official Ballot for the members of the Starr County Appraisal District Board of Directors for Calendar Years 2016 – 2017 as presented.

### **Approval Recommended:**

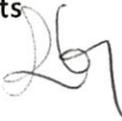
**Shirley A. Reed, M.B.A., Ed.D.**  
**President**



Starr County Appraisal District  
100 N. FM 3167, Ste. 300  
Rio Grande City, Texas 78582

*Rosalva Guerra, RPA*  
Starr County Chief Appraiser  
[www.starrcad.org](http://www.starrcad.org)

Tel. 956-487-5613  
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[rguerra@starrcad.org](mailto:rguerra@starrcad.org)

To: All Starr County Voting Taxing Units  
From: Rosalva Guerra, Chief Appraiser   
Subject: 2015 Board of Directors for Years 2016-2017  
Date: October 30, 2015

Your taxing unit participates in selecting members of the Starr County Appraisal District's Board of Directors. Chief Appraiser has prepared an official ballot after submission of names of nominees were received. Before December 15, 2015, each voting entity must cast its vote by written resolution naming the person or persons for whom it votes and submit a certified copy to the Chief Appraiser. A suggested official ballot as a written resolution has been attached for your convenience. Chief Appraiser will notify voting entities results by December 31, 2015. Please contact me should you have any questions.

**OFFICIAL BALLOT**  
**ELECTION OF MEMBERS TO THE BOARD OF DIRECTORS**  
**STARR COUNTY APPRAISAL DISTRICT**

We, the governing body of the South Texas College having been advised by the Chief Appraiser of Starr County Appraisal District that we are entitled to cast 383 votes collectively or separately for the following nominees for the Board of Starr County Appraisal District:

Eloy Garza

Raul Pena Jr.

Eduardo Ramirez

Daniel J. Garcia

Arturo S. Perez

do hereby resolve and order that South Texas College cast and does hereby cast its votes as follows:

\_\_\_\_\_ votes for Eloy Garza

\_\_\_\_\_ votes for Raul Pena Jr.

\_\_\_\_\_ votes for Eduardo Ramirez

\_\_\_\_\_ votes for Daniel J. Garcia

\_\_\_\_\_ votes for Arturo S. Perez

Passed this \_\_\_\_\_ day of \_\_\_\_\_, 2015

\_\_\_\_\_  
Presiding Officer

ATTEST:

\_\_\_\_\_, Secretary or Clerk, South Texas College

**IMPORTANT: This ballot should be returned by December 15, 2015 to Rosalva Guerra, Chief Appraiser, Starr County Appraisal District, 100 N FM 3167 Ste 300, Rio Grande City, Texas 78582 or emailed to [rguerra@starrcad.org](mailto:rguerra@starrcad.org) or [cfalcon@starrcad.org](mailto:cfalcon@starrcad.org).**

## **Approval of Resolution and Ballot Casting Votes for Members of the Hidalgo County Appraisal District Board of Directors for Calendar Years 2016 - 2017**

Approval of a Resolution and Ballot casting votes for members of the Hidalgo County Appraisal District Board of Directors for Calendar Years 2016 – 2017 is requested.

The Appraisal District Board of Directors consists of six (6) members: five (5) voting members who are appointed by vote and one (1) nonvoting member, which is the County Tax Assessor/Collector, Mr. Pablo “Paul” Villarreal, Jr.

The current 2014 - 2015 Appraisal District Board of Directors include:

Richard A. Garza, Chairman	Eddie R. Cano
David Hernandez, Vice-Chairman	Albert D. Cardenas
Amador Requenez, Secretary	
Pablo “Paul” Villarreal, Jr. (Non-voting member, County Tax Assessor)	

At the September 22, 2015 Special Board meeting, the Board of Trustees nominated by written resolution the five current voting members as candidates for the Hidalgo County Appraisal District Board of Directors.

Since that time, twelve (12) candidates have been declared by Mr. Rolando Garza, Chief Appraiser, and the South Texas College Board of Trustees is asked to cast their votes by written resolution prior to December 15, 2015. South Texas College is allowed 375 votes. Votes can be cast for one candidate or distributed among any number of candidates. A voting unit can only cast its votes for candidates named on the ballot. There is no provision for write-in candidates.

The twelve candidates declared by the Chief Appraiser are:

Eddie R. Cano	Richard A. Garza
Albert D. Cardenas	David Hernandez
Jaime Chavana	Rodolfo “Rudy” Ramirez
Fernando Dominguez	Amador Requenez
Pete Garcia	Albert Sandoval
Aquiles “Jimmy” Garza	Antonio Sandoval

The Ballot and the Resolution follow in the packet.

### **Recommendation:**

It is recommended the Board of Trustees of South Texas College approve and adopt the Resolution casting their votes on the official ballot for the members of the Hidalgo County Appraisal District Board of Directors for Calendar Years 2016 – 2017 as presented.

**The following Minute Order is proposed for consideration by the Board of Trustees:**

The Board of Trustees of South Texas College approves and adopts the Resolution casting their votes on the official ballot for the members of the Hidalgo County Appraisal District Board of Directors for Calendar Years 2016 – 2017 as presented.

**Approval Recommended:**

**Shirley A. Reed, M.B.A., Ed.D.**

**President**

# HIDALGO COUNTY APPRAISAL DISTRICT

## ADMINISTRATION

Rolando Garza, Chief Appraiser  
Jorge Gonzalez, Asst. Chief Appraiser  
PO Box 208  
Edinburg, TX 78540-0208  
(956) 381-8466 (956) 565-2461  
Administration Fax: (956) 289-2120



[www.hidalgoad.org](http://www.hidalgoad.org)

## BOARD OF DIRECTORS

Richard A. Garza	Chairman
David Hernandez	Vice-Chairman
Amador Requenez	Secretary
Eddie R. Cano	Member
Albert D. Cardenas	Member
Pablo "Paul" Villarreal, Jr.	Member

October 23, 2015

Superintendent Secretary  
South Texas College  
PO Box 9701  
McAllen, TX 78501

Re: Election Ballot 2016-2017 Appraisal District Board of Directors

Dear Superintendent Secretary:

As prescribed by Section 6.03 of the Texas Property Tax Code enclosed you will find the "Official Ballot" with the candidate's names and the number of votes that you are authorized to cast in the election for Board of Directors for the Hidalgo County Appraisal District. In addition, for your review, I have provided a condensed biography of each candidate and a list of the total vote distribution to all entities.

There are five Board of Directors, who are elected by the taxing units that participate in the District which governs Hidalgo County Appraisal District. In addition to the five elected Board of Directors, the County Tax Assessor-Collector, Mr. Pablo "Paul" Villarreal Jr. serves on the Board as a non-voting Director.

The governing body of a taxing unit may cast all its votes for one candidate or distribute them among any number of candidates. Each voting unit shall determine its vote by written resolution and submit it to the Chief Appraiser before DECEMBER 15, 2015. A voting unit can only cast its votes for candidates named on the ballot. There is no provision for write-in candidates. The Chief Appraiser will not count votes cast for someone not listed on the official ballot.

The Chief Appraiser will count all the votes timely submitted and declare the five candidates who received the largest cumulative vote totals elected, and submit the results before DECEMBER 31, 2015 to the governing body of each taxing unit in the district and to the candidates.

If you have any questions, or I can provide any additional information, please do not hesitate to contact me at (956) 381-8466.

Sincerely,

A handwritten signature in cursive script that reads "Rolando Garza".

Rolando Garza, RPA  
Chief Appraiser

RG: pma

Enclosures

# HIDALGO COUNTY APPRAISAL DISTRICT

**ADMINISTRATION**

Rolando Garza, Chief Appraiser  
 Jorge Gonzalez, Asst. Chief Appraiser  
 PO Box 208  
 Edinburg, TX 78540-0208  
 (956) 381-8466 (956) 565-2461  
 Administration Fax: (956) 289-2120



www.hidalgoad.org

**BOARD OF DIRECTORS**

Richard A. Garza	Chairman
David Hernandez	Vice-Chairman
Amador Requenez	Secretary
Eddie R. Cano	Member
Albert D. Cardenas	Member
Pablo "Paul" Villarreal, Jr.	Member

<p><b>Hidalgo County Appraisal District</b>                  4405 S. Professional Drive                  PO Box 208                  Edinburg, TX 78540-0208</p> <p><b>"OFFICIAL BALLOT"</b></p> <p><b>Election of 2016-2017</b>  <b>Appraisal District Board of Directors</b></p>	
<b>Entity: South Texas College</b>	<b>Authorized Votes: 375</b>
<b>Nominee</b>	<b># Of Votes</b>
Eddie R. Cano	
Albert D. Cardenas	
Jaime Chavana	
Fernando Dominguez	
Pete Garcia	
Aquiles "Jimmy" Garza	
Richard A. Garza	
David Hernandez	
Rodolfo "Rudy" Ramirez	
Amador Requenez	
Albert Sandoval	
Antonio Sandoval	

\_\_\_\_\_  
 Date Resolution Passed  
 (Attach Resolution)

\_\_\_\_\_  
 Authorized Representative

cc: Finance Director of each entity

Eddie R. Cano  
McAllen



Founder & owner of Cano Coors Distributing Company, a wholesale beer distributorship serving the four county areas of the Rio Grande Valley from 1976 to 2001  
Past President Hidalgo Wholesale Beer Distributor's Association for ten years  
Served as a member of the Board of Directors for Co-Step for six years  
Served as member of the Board of Advisors for Texas Commerce Bank & Chase for twenty two years  
Served as a member of the Board of Directors of the Boy Scouts of America in the Rio Grande Valley  
Served as member of Hidalgo County Appraisal Review Board for six years, two years as Chairman from 2006-2012  
Served as member of the Pan American Board of Regents from 1982 to 1987  
Presently serving as a member of the Board of Directors of the South Texas Higher Education Authority  
Presently serving as a member of the Hidalgo County Appraisal District Board of Directors from 2014 to 2015  
Presently serving as a member of the Vantage Bank Board of Advisory  
Founder and President of Cano FamCo LTD., a family owned Property Development and Management Company that owns and leases Federal Buildings

Albert D. Cardenas  
McAllen



Current Board member of McAllen Public Utility Board

Current Board member Boys and Girls Club

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

Served 6 years on the McAllen Planning and Zoning Board

Board member Hidalgo County Appraisal District Board of Directors 2014-2015

Jaime Chavana  
Edinburg

No Bio Provided

## Fernando Dominguez Mercedes



Board member Economic Development Corporation of Mercedes  
Board member Mercedes Industrial Foundation  
Past President Mercedes Affordable Housing Corporation  
Board Member Affordable Housing of South Texas  
Member Our Lady of Mercy Church  
Member Knights of Columbus Council No. 12869  
Registered Professional Appraiser 1994-2013  
Western Michigan University 1997-1981  
Graduate Mercedes High School 1969  
Born and raised in Mercedes Texas  
Married to Delia Rangel Dominguez; 3 children  
U S Army Veteran, Vietnam Era Veteran (1972-1975), Honorable Discharge  
Retired Cameron County Appraisal District (1988-2013)

Pete Garcia  
San Juan



San Juan EDC Board, 2015 Member  
Region One ESL Board, 2015 Member  
Head Start Advisory Board, Member 2013 – 2015  
San Juan Housing Authority, Member 2015  
PSJA School Board, Member 2004 – 2013  
Hidalgo County Appraisal District Board of Directors, Board member 2009 2013

## Aquiles Jaime Garza Jr. McAllen



A. Jimmy Garza was born in McAllen Texas in 1975, and is a life-long resident of the Rio Grande Valley. After McAllen Memorial High School, he graduated with a BBA in Finance from Baylor University. He also participated in study abroad programs in London and Semester at Sea. He has spent his entire life working in the family-owned and operated produce business which has been in existence for over 35 years. His hands on role as Director of Operations at Bebo Distributing has provided Jimmy with valuable procurement, transportation and international business experience. Mr. Garza also had the distinction of serving as a city commissioner in the All-American City of Pharr from 2010-2015. He has valuable economic development experience as well having served as a board member at the Pharr Economic Development Corporation. Jimmy is a well-respected leader in the community who has served on numerous boards including the Pharr-Reynosa International Bridge board, PSJA Education Foundation, Texas Regional Bank Advisory Board, and Texas International Produce Association. In 2012, Texas Agriculture Commissioner Todd Staples appointed Jimmy to the Texas Agriculture Finance Authority. And in 2014, he co-founded Bebo's Angels, a non-profit organization dedicated to raising Autism Awareness in the community. In 2014, he served as Senior Advisor for the successful campaign of Dan Patrick for Lieutenant Governor of Texas. Currently, he is a Finance Director for George P. Bush Texas Land Commissioner.

He currently resides in Pharr, Texas with his wife of 16 years Adrienne, and their two boys AJ and Aron.

Richard A. Garza  
Edinburg  
(Incumbent & Chairman)



Hidalgo Appraisal District is responsible for appraising all real and business personal property within Hidalgo County. The district appraises property according to the Texas Property Tax Code and the Uniform Standards of Professional Appraisal Practices (USPAP).

**Brief Biography:**

- ✚ Lifelong resident of Rio Grande Valley, Texas
- ✚ Received Real Estate License at age 18
- ✚ BBA in Finance, 1985 Pan American University
- ✚ Married to Sylvia Sanchez Garza for 27 years with four sons
- ✚ Real Estate Broker, BIC Realty for over 35 years
- ✚ President of BIC Investments, GR Land Co., GarCo Ltd, BIC Development Co., Gold Star Holdings, Ice House Ranches, GR Inverciones & Anacahuillas Investments Cos.
- ✚ Chairman of Cuartitos.com, a cargo shipping container leasing co.
- ✚ Longtime member McAllen Board of Realtors & Edinburg Board of Realtors
- ✚ Texas Association of Realtors member since 1977
- ✚ Past Zoning Commissioner McAllen Planning & Zoning Board
- ✚ Past Vice President of Finance Discovery Montessori School Board
- ✚ Plazas del Lago HOA Finance Director
- ✚ Chairman, Hidalgo County Appraisal District Board of Directors 1991 to present
- ✚ Boy Scouts of America – Troop Leader
- ✚ Current Director, Texas Land Developers Association
- ✚ Member of Santa Gertrudis Breeders International
- ✚ Previous Member Edinburg Hospital Authority Board of Directors
- ✚ Member of The Las Villas at South Padre Island board of Directors
- ✚ Member of Holy Spirit Catholic Church
- ✚ Previous director of Edinburg Chamber of Commerce board of directors
- ✚ Current member of Edinburg Chamber of Commerce
- ✚ Current member of McAllen Chamber of Commerce
- ✚ Current member of McAllen Hispanic Chamber of Commerce

David Hernandez  
Weslaco



President/Owner & Operator of Holiday Wine & Liquors  
Partner/Owner Pop-A-Top  
Owner of Hernandez Farms  
Board member Hidalgo County Appraisal District Board of Directors 2006 to present  
Served 6 years as Director Weslaco Economic Corporation  
Served 7 years as Director Weslaco Economic Corporation  
Served 23 years and continue to serve on Weslaco Planning & Zoning Commission  
Currently, Chairman on Weslaco Planning & Zoning Commission  
Former Weslaco ISD Board Member  
Former McAllen Boys & Girls Club Board member;  
Former Palm Valley Animal Shelter Board member

## Rodolfo “Rudy” Ramirez Edinburg



Mr. Rodolfo “Rudy” Ramirez is the Executive Director for the Edinburg Housing Authority (EHA), the public housing agency for the city of Edinburg, mandated and funded by the United States Department of Housing and Urban Development. As the EHA Executive Director since 2011, he is responsible for the administration of more than 1200 low income housing (398 public housing units and 840 Housing Choice Voucher units, as of October 01, 2015) in Edinburg. Ramirez has been involved in the community all his life, serving as a Commissioner with EHA from 1991 to 2011 and as a School Board trustee for ECISD from 1999 to 2005.

His experience details a dynamic leader with a proven track record in organizational change, program integrity, operational effectiveness and amalgamating federal, state and local resources. As an Executive Director he acts as liaison between the governing bodies, the client population and general public besides supervising daily operations. He also works closely with and provides professional advice to governing bodies and staff to effectively implement a variety of housing programs and ensure their compliance with mandated standards.

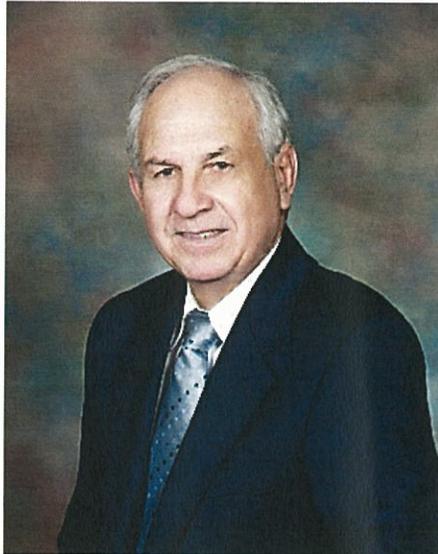
He comes from a strong real estate and education background. He served in a number of roles prior to his work as an Executive Director. He owned and ran a successful real estate business in the past. He is also a licensed Real Estate Broker and has taught continuing education real estate classes at South Texas College. Besides being a realtor, he also taught for the Edinburg school district at Sam Houston Elementary and San Carlos elementary between 1987 and 1993.

Mr. Ramirez is also currently serving as the Vice President for Housing Alliance of Valley Employees South Texas Region (H.A.V.E S.T.R.) since 2014. H.A.V.E S.T.R. is a professional membership organization consisting of agencies and individuals who administer housing and community development in the South Texas Region. Mr. Ramirez has consecutively received twice the Executive Director of the Year award by National Association of Housing and Redevelopment Officials.

Ramirez is currently pursuing his Master of Public Administration from the University of Texas - Rio Grande Valley and is expected to graduate in 2016. He holds a Bachelor of Science degree in Education from the University Texas- Pan American since 1987.

Mr. Ramirez was born and raised in Edinburg, TX, is married to Pamela Ramirez, and they have four children - Rudy Jr., Pete, Ida Marie, and Ivy May Ramirez. Mr. Ramirez is a firm believer of the motto: “Change starts with us.”

## Amador Requenez Mission



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

# Albert Sandoval Donna

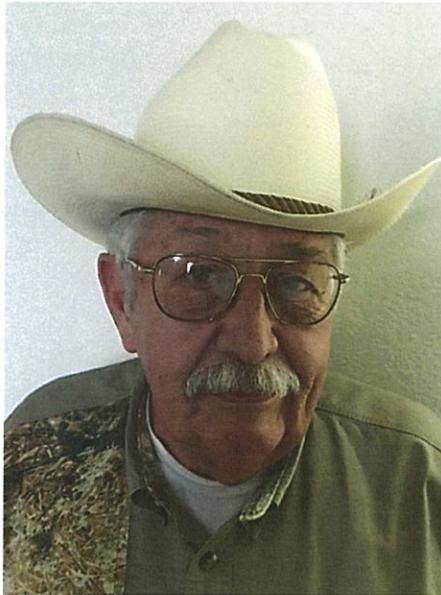


## Family

Jonathan Ben Sandoval, Senior Donna High School  
Miranda Celeste Sandoval, Freshman Donna High School

Current Donna ISD Board Member/President  
Past Donna School Board Member (9 Years) 1993-2002  
President, All Valley Pools, Inc.  
Past Board of Directors Donna Chamber of Commerce  
Past Board of Directors, Donna Boys and Girls Club  
Texas A & M Graduate (Finance) Class of 1998  
Active Supporter St. Joseph Catholic School  
Active Supporter Donna Youth Football League  
Active Supporter Donna Youth Football League  
Active Supporter Donna Little League

Antonio Sandoval  
Elsa



Born and raised in McAllen.

Entered active duty after graduating from McHi and served in the U.S. Navy during the Vietnam era.

Graduated and received a Bachelor of Business Administration Degree with a major in accounting from Pan American University in 1972.

Served as County Auditor for Hidalgo County

Currently serving as Executive Director for the Edcouch Housing Authority

Currently residing in Elsa with his wife (Maria) of 39 years.

Four daughters, Monica Garcia, Melissa Amaya, Marla and Melba+

**EXAMPLE**

**RESOLUTION NO. \_\_\_\_\_**

**STATE OF TEXAS**

**COUNTY OF HIDALGO**

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

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

**WHEREAS**, ballots must be returned by December 15, 2015 which is the deadline for accepting votes.

**NOW THEREFORE BE IT RESOLVED** by South Texas College does hereby cast \_\_\_\_\_ of votes for \_\_\_\_\_ for Hidalgo County Appraisal Board of Directors for 2016 - 2017.

**READ, PASSED AND APPROVED** at a regular meeting by the Board of Trustees for \_\_\_\_\_ ISD, on this the \_\_\_\_\_ day of \_\_\_\_\_, 2015.

BY: \_\_\_\_\_  
Chair, Board of Trustees

ATTEST:  
  
\_\_\_\_\_  
Secretary, Board of Trustees

## **Review of Presentation on the Selective Admission Process for Associate Degree Nursing Program**

At the request of the Education and Workforce Committee, Mr. Jayson Valerio, Interim Dean for Nursing & Allied Health and Past Chair for the Associate Degree Nursing (ADN) Program presented on the selective admission process for students wishing to pursue their Associate Degree in Nursing and subsequently to test for the Registered Nursing (RN) state licensure.

The South Texas College ADN Program was established in 1998 and admitted its first class of students the next year. 48 of the initial 53 students graduated in May 2000, and based upon this first cohort the College was granted accreditation status in 2001 by the Texas Board of Nursing (TBON).

The South Texas College ADN Program maintains high admission standards to ensure that resources are focused on students who undertake program admission with full and careful intention to successfully complete the program and pursue a professional career as a Registered Nurse or further education in the nursing.

South Texas College has maintained "Full" and unqualified approval status of its Associate Degree Nursing Program from the Texas Board of Nursing. The program was reaccredited with **full commendation** in 2013, through 2019.

During his presentation, Mr. Valerio provided in-depth discussion of the following topics:

1. ADN Program Background
2. Agency Oversight
3. Role of Texas Board of Nursing
4. Program Success
5. Admission Process
6. Selection Process
7. Rationale: ADN is a Selective Admission Program
8. Program Accountability
9. Applicant Point System

This item was for the Committee's information and feedback to staff, and no action was requested.

## **Review and Action as Necessary to Revise Policy #2200: *Legal Counsel***

Approval to revise Policy #2200: Legal Counsel is requested.

Purpose – The proposed policy revisions update the current policy, which has not been revised by the Board since 1995.

Justification – The revisions include requiring a written contract/letter of engagement between the Board and the attorney(s) to include compensation, and the manner by which requests for legal advice will be channeled.

Background – Policy #2200: Legal Counsel was approved by the Board of Trustees on November 9, 1995.

The College President surveyed peer institutions and found that there is no established “standard” for such a policy. Some institutions employ in-house counsel, some have policies that are more or less prescriptive than South Texas College. Some institutions do not have a parallel policy at all.

The College has learned from the Texas Association of School Boards (TASB) that there is no legislative mandate for Community Colleges in Texas to adopt a “legal counsel” policy; however, in reviewing peer institutions’ policies, the President has recommended a revision to Policy #2200: Legal Counsel.

The Board has latitude in the engagement of legal counsel and the acquisition of the services of an attorney through a competitive procurement method is not required by either Section 44.031 of the Education Code or Chapter 2254 of the Government Code.

Reviewers - The revised policy has been reviewed by staff, the President’s Cabinet, and by South Texas College’s legal counsel.

- The requirement that services to be performed and reasonable compensation shall be set forth in a written contract / letter of engagement between the Board and the attorney(s).
- Communication between the Board and legal counsel shall be channeled through the President, as appropriate, when counsel is sought.
- Staff requests for legal advice shall be submitted through the President or designee.

The proposed revisions would require a more specific letter of agreement with the College’s legal counsel(s) that enumerates legal services and compensation. This would help provide a clear framework for the College’s interactions with its various legal counsels.

The proposed revisions would also codify that communication from the Board or staff with legal counsel would be channeled through the Board's designee, the College President, and staff as designated by the President.

Enclosed Documents - The revised policy follows in the packet for the Board's review and information.

The additions to the policy are highlighted in yellow and the deletions are designated with a red strikeout.

The Finance and Human Resources Committee recommended Board approval of the proposed revisions to Policy #2200: *Legal Counsel* and which supersedes any previously adopted Board policy.

The minor revisions have been included as suggested by the Finance and Human Resources Committee.

**Recommendation:**

It is recommended that the Board of Trustees of South Texas College approve and authorize the proposed revisions to Policy #2200: *Legal Counsel* and which supersedes any previously adopted Board policy.

**The following Minute Order is proposed for consideration by the Board of Trustees:**

The Board of Trustees of South Texas College approves and authorizes the proposed revisions to Policy #2200: *Legal Counsel* and which supersedes any previously adopted Board policy.

**Approval Recommended:**

**Shirley A. Reed, M.B.A., Ed.D.**  
**President**

MANUAL OF POLICY

Title	Legal Counsel	2200
Legal Authority	Approval of the Board of Trustees	Page 1 of 1
Date Approved by Board	Board Minute Order dated November 9, 1995 <i>As Amended by Board Minute Order dated October 27, 2015</i>	

The Board of Trustees shall ~~designate~~ *retain* an attorney(s), *as necessary*, to serve in the capacity of legal counsel for the College and to represent and advise the Board *and Administration* ~~in on all~~ legal matters *referred for legal counsel.* ~~affecting or potentially affecting the Board or the College.~~

The attorney(s) shall be reasonably compensated and shall serve at the pleasure of the Board. The attorney(s) shall be available to handle all legal matters for the Board and the administration of the College, and shall be responsible to the Board. *Services to be performed and reasonable compensation to be paid by the Board shall be set forth in a written contract/letter of engagement between the Board and the attorney(s).*

*Staff requests for legal advice from the College's legal counsel shall be submitted through the College President or designee.*

The attorney(s) shall attend Board meetings when requested by the Board or by the President and shall be available for consultation with members of the Board, the President, and individual staff members designated by the President, and shall undertake to represent the Board and the College in all matters referred by the Board and the President.

~~Strikethrough denotes deletion~~  
*Italics denote addition*

## Review and Action as Necessary on Legal Services

The Board is asked to approve and authorize Letters of Agreement as necessary to retain legal counsel with *The J. Ramirez Law Firm* and with *Guerrero Law Firm*.

The Board Chair has received correspondence from the College's Legal Counsel, *The J. Ramirez Law Firm*. The Board Chair and the Chair of the Finance and Human Resources Committee requested this item be placed on the Finance and Human Resources Committee agenda for discussion and action as necessary. This item was discussed by the Finance and Human Resources Committee on Wednesday, October 7<sup>th</sup>, 2015.

Purpose – The College requires legal counsel and representation for various issues related to its normal operations, as well as legal matters and questions that arise.

Justification – Under Board Policy #2200: *Legal Counsel*, the Board is able to designate legal counsel as necessary to protect the College and provide advice and representation in legal matters. South Texas College continues to grow and expand and in doing so must maintain adequate legal coverage in today's rapidly changing environment. Legal services allow the College to manage legal risk, identify legal issues, and develop plans and programs to manage and address legal problems that may arise. The scope and volume of legal work has increased alongside the College's growth and increased accountability from state and federal agencies. Legal services include:

- Attending Board meetings
- Providing legal counsel and guidance to Board of Trustees and administrative staff on such matters as:
  - ⇒ Employment law (Title IX federal regulations, review of practices regarding federal laws on discrimination, retaliation, equal opportunity, veterans employment preference, human resources development)
  - ⇒ Personnel matters (Development, review and recommendation for updates of personnel policies)
  - ⇒ Procurement procedures and contracts (interpretation of procurement law and review of certain contracts, development of a standardized contract form for most services the College solicits to be included as part of the RFP or RFQ document) and contract compliance
  - ⇒ Elections
  - ⇒ Texas Open Meetings Act
  - ⇒ Texas Public Information Act
  - ⇒ Construction contracts
  - ⇒ Litigation representation
  - ⇒ Other such as Tax Abatement Agreements and IRS examinations
  - ⇒ Policy Drafting and Advising
  - ⇒ Legal Counsel Advising
  - ⇒ Public Information Response
- Other work as authorized by the Board

Background – The College currently retains legal counsel through *The J. Ramirez Law Firm* based upon prior Board designation of *Ramirez & Guerrero, L.L.P.* as legal counsel, and previously designated as *Montalvo and Ramirez*.

At the January 18, 2001 Board Meeting, the Board approved the appointment of The Law Firm of Montalvo & Ramirez for an hourly rate of \$125. Furthermore at the February 21, 2008 Board Meeting, the Board approved contracting with the law firm of Ramirez & Guerrero, L.L.P. for legal services at an hourly rate of \$150.00. In October 2013, Mr. Jesus Ramirez and Mr. Jose Guerrero notified the College that the Ramirez & Guerrero partnership had been dissolved. Each of the attorneys is now operating a separate law firm. Since that time, the College has primarily received legal services from Mr. Jesus Ramirez.

The annual cost for legal services has been as follows:

<b>Fiscal Year</b>	<b>FY 2010</b>	<b>FY 2011</b>	<b>FY 2012</b>	<b>FY 2013</b>	<b>FY 2014</b>	<b>FY 2015</b>	<b>Average</b>
Total Annual Cost	\$59,462	\$60,017	\$104,092	73,518	\$78,338	\$97,067	\$78,749

Following is a breakdown of legal services and associated costs for FY 2014-2015:

<b>Legal Service Category</b>	<b>Number of Invoices</b>	<b>Sum of Invoices</b>
Bank Depository	3	\$8,697.69
Bond	10	6,176.25
Construction	8	6,215.13
Contracts	16	2,070.00
Employee Issues	36	19,757.28
Hailstorm Damage	4	23,204.51
LRGVDC - Metro	1	1,523.95
Meetings	19	7,750.50
Miscellaneous and Initial Inquiries	45	5,368.98
Open Records	1	1,237.50
Patent Review	2	112.50
Policies	8	1,137.00
Property - Real Estate	10	1,917.36
Rollback Elections	25	5,197.50
Student Issues	1	37.50
Tax Abatement	3	6,663.14
<b>TOTAL</b>	<b>192</b>	<b>\$97,066.79</b>

Administration, upon request from the President, researched the legal services representation of twelve (12) other community colleges in Texas; including the other nine (9) largest community colleges.

<b>Colleges</b>	<b>In House</b>	<b>Outsourced</b>	<b>Legal Counsel</b>
Alamo Colleges	2 Attorneys 1 Paralegal		Various
Austin Community College		Firm	Bickerstaff, Health, Delgado, Acosta, LLC
Collin College		Firm	Abernathy, Roeder, Boyd & Joplin, A Professional Corp.
Dallas County Community College District	1 Attorney 2 Paralegals 1 Admin		
El Paso Community College		Firm	Dunbar Armendariz & Hegeman
Houston Community College System	3 Attorneys 3 Paralegals 1 Admin		
Lone Star College System	4 Attorneys 3 Paralegals 1 Admin		
San Jacinto College		Firm	Danny Snooks / Thompson & Horton
South Texas College		Firm	
Tarrant County College	1 Attorney		
Del Mar College		Firms	6 External Firms
Kilgore College		Firms	3 External Firms
Navarro College		Firms	3 External Firms

South Texas College's need for legal services continues to grow and the College must ensure that adequate legal coverage is maintained going forward.

A contract with the Board approved legal counsel(s) is necessary in accordance with the College's Purchasing Department vendor setup procedures, which indicate that a contract must be on file in the same name as the vendor and that payment is made in the name of the company mentioned on the contract.

Funding Source – Expenditures are budgeted in the Legal Services budget for FY 2015-2016.

Reviewers - Dr. Shirley A. Reed, College President, and Mrs. Mary Elizondo, Vice President for Finance and Administrative Services, reviewed the documentation with staff and asked the Finance and Human Resources Committee to recommend approval of Letters of Agreement with both firms as presented.

The Board is now asked to retain legal counsel with both *The J. Ramirez Law Firm* and *Guerrero Law Firm*. Each firm would be authorized to represent the College on specific matters as designated by the Board or President. *The J. Ramirez Law Firm* would serve as general counsel, and the *Guerrero Law Firm* would offer counsel and representation specifically related to personnel matters.

The proposed hourly rate is as follows:

The J. Ramirez Law Firm (new hourly rate)	\$200
Guerrero Law Firm	\$175

The Finance and Human Resources Committee recommended Board approval to enter into a letter of agreement for legal counsel with The J. Ramirez Law Firm and with Guerrero Law Firm, as presented.

**Recommendation:**

It is recommended that the Board of Trustees of South Texas College approve and authorize entering into a letter of agreement for legal counsel with The J. Ramirez Law Firm and with Guerrero Law Firm, as presented.

**The following Minute Order is proposed for consideration by the Board of Trustees:**

The Board of Trustees of South Texas College approves and authorizes entering into a letter of agreement for legal counsel with The J. Ramirez Law Firm and with Guerrero Law Firm, as presented.

**Approval Recommended:**

**Shirley A. Reed, M.B.A., Ed.D.**  
**President**

## Review and Action as Necessary on Award of Proposals, Purchases, Renewals, and Interlocal Agreement

Approval of the following proposal awards, purchases, renewals, and interlocal agreement is requested:

- |   |   |
|---|---|
| <p><b>A. Awards</b><br/> <b>B. Instructional Items</b><br/> <b>C. Non-Instructional Items</b></p> | <p><b>D. Technology Items</b><br/> <b>E. Interlocal Agreement</b></p> |
|---|---|

### A. Awards

#### 1) Interactive LCD Displays (Award)

Award the proposal for interactive LCD displays to **Whitlock** (Austin, TX), at a total cost of \$19,198.01.

Purpose – Instructional Technologies is requesting to purchase eleven (11) interactive LCD displays which will be used for student instruction in classrooms throughout the college district.

Justification and Benefit – The displays are used for presentations and the addition of annotations to websites, presentations, and more by faculty and students. Due to the ongoing conversion to digital signal in campus classrooms upgrades in displays are required. Eleven (11) units will replace aging classroom equipment on various campuses. The remaining units will be made available for delivery to classrooms for instructional use as requested by faculty.

Background - Proposal documents were advertised on October 4, 2015 and October 13, 2015 and issued to five (5) vendors. Three (3) responses were received on October 21, 2015 which was reviewed by Instructional Technology and the Purchasing Department.

Funds for this expenditure are budgeted in the Instructional Technologies budget for FY 2015-2016.

#### 2) Industrial Supplies, Materials, and Accessories (Award)

Award the proposal for industrial supplies, materials, and accessories for the period beginning November 25, 2015 through November 24, 2016 with two one-year options to renew, at an estimated cost of \$60,000.00 based on prior year expenditures.

The vendors are as follows:

- **Burton Companies** (Weslaco, TX)
- **International Industrial Supply Company** (Brownsville, TX)
- **MSC Industrial Supply Company** (Harlingen, TX)
- **Rex Supply Company** (Pharr, TX)

Award	Board Meeting Date	Original Term	Renewal Term
Original	11/24/15	11/25/15 – 11/24/16	2 – one year options

Purpose – The Institute for Advanced Manufacturing and Precision Manufacturing Program are requesting to purchase industrial supplies, materials, and accessories for student instruction.

Justification and Benefit – The industrial supplies, materials, and accessories included steel rods, aluminum rods, steel rods, and drill rods used in the instruction labs.

Background - Proposal documents were advertised on September 14, 2015 and September 21, 2015 and issued to four (4) vendors. Four (4) responses were received on September 29, 2015 and reviewed by the Purchasing Department.

Funds for this expenditure are budgeted in the Institute for Advanced Manufacturing and Precision Manufacturing budgets for FY 2015-2016.

**3) Medium Duty Truck (Award):**

Award the proposal for a medium duty truck to Bert Ogden Motors, Inc. (Edinburg, TX), at a total cost of \$45,623.53.

Purpose – The Distribution Services Department is requesting the purchase of a new cargo truck which will be used for deliveries throughout the College district and for transporting college equipment as needed.

Justification and Benefit – The medium duty truck is needed for the delivery of materials, equipment, supplies, and technology that are received daily at the Technology Campus warehouse. This vehicle is needed for the Central Receiving staff to complete daily deliveries throughout the district, for the Technology Resources staff to carry technology equipment to and from high schools for registration, for the Instructional Technologies staff to carry equipment to and from the graduation ceremonies, and for various instructional programs to carry equipment to and from the Mid Valley and Starr County campuses.

Background – Proposal documents were advertised on October 12, 2015 and October 19, 2015 and issued to six (6) vendors. One (1) response was received on October 27, 2015 and reviewed by the Distribution Supervisor and Purchasing Department.

Funds for this expenditure are budgeted in the Central Receiving budget for FY 2015-2016.

**4) Promotional Items for Student Outreach (Award)**

Award the proposal for promotional items for student outreach for the period beginning November 27, 2015 through November 26, 2016 with two one-year options to renew, at an estimated cost of \$83,000.00 with the following top rated vendors:

- **Authentic Promotions.com** (Carmichael, CA)
- **Imprezos Pro Uniforms** (Pharr, TX)
- **Gateway Printing & Office Supply, Inc.** (Edinburg, TX)
- **LAMAC, Inc.** (McAllen, TX) (New)
- **Tekna Impact, LLC.** (McAllen, TX) (New)
- **Images In Ink, Inc.** (McAllen, TX)

Award	Board Meeting Date	Original Term	Renewal Term
Original	11/24/15	11/27/15 – 11/26/16	2 – one year options

Purpose – Public Relations and Marketing and Student Outreach are requesting the purchase of promotional items for community awareness and events.

Justification and Benefit – The requesting departments have provided the South Texas College events below:

The Public Relations and Marketing Office provides promotional items for the college's community outreach efforts in the amount of \$30,000.00. Items are ordered as needed throughout the fiscal year for the following reasons:

- Increase awareness of the College at different community events
- Promote career/health fairs, festivals, financial aid fairs and campus community events
- Promote numerous community events that benefit the College and college partners
- Promote special recruitment events such as Ladies Night at the Technology Campus, Lunch and Learn program and registration round-ups
- Create awareness through Jerry the Jaguar appearances at parades and other community events, school events, college activities, etc.
- Alumni & Friends activities for students, graduates and community members to recruit members to the organization
- Promote student recruitment for the certificate, associate degree and bachelor of applied technology programs
- Recognition for speakers and special visitors to the college
- Promote "Junior Jaguar" program to elementary age children to instill a college-going culture
- Promote the "Graduate on Time" program to encourage students to complete graduation

The Student Outreach Department purchases promotional items in the amount of \$53,000.00 for the following reasons:

- Create a college-going culture through College Bound activities for elementary school students participating in the College Bound Adopted Elementary Initiative. The college has adopted the following nine (9) elementary schools: Marcell Elementary, Mission CISD; Roosevelt Elementary, McAllen ISD; Cesar Chavez Elementary, PSJA ISD; North Grammar Elementary, RGCISD; E.B. Reyna Elementary, LJISD; Lincoln Elementary, ECISD; Progreso West Elementary, Progreso ISD; Taylor Elementary; Mercedes ISD and Weslaco ISD.
- Promote a college-going culture for high school students participating in college bound programming and campus visits. Hidalgo and Starr Counties are home to over 77 high school sites with over 55,000 students in grades 9-12. In 2014, the outreach staff conducted over 100 high school visits, hosted college bound events and welcomed over 100 schools to one of our 5 campuses.
- Promote the College through recruitment events for new and prospective students at high schools, college fairs, community events, etc.
- Promote the College through campus tours and college events for prospective students and their families
- Create awareness for parents and families at parent nights and parent meetings at schools
- Recognition of community partners and high school counselors and administrators

Background - Proposal documents were advertised on October 6, 2015 and October 13, 2015 and issued to twenty six (26) vendors. Sixteen (16) responses were received on October 21, 2015 and reviewed by Public Relations and Marketing, Student Outreach, and the Purchasing Department.

Funds for this expenditure are budgeted in the Student Outreach and Public Relations and Marketing budgets for FY 2015-2016.

**5) Promotional T-Shirts for Student Outreach (Award)**

Award the proposal for promotional t-shirts for student outreach for the period beginning November 27, 2015 through November 26, 2016 with two one-year options to renew, at an estimated cost of \$66,000.00 with the following vendors:

- **A & L Athletics** (McAllen, TX)
- **Authentic Promotions.com** (Carmichael, CA)
- **Champion Awards** (Weslaco, TX) (New)
- **Elite Promotions** (Brownsville, TX)
- **Gateway Printing & Office Supply, Inc.** (Edinburg, TX)
- **Images In Ink, Inc.** (McAllen, TX)
- **Imprezos Pro Uniforms, LLC.** (Pharr, TX)
- **Tekna Impact, LLC.** (McAllen, TX) (New)

Award	Board Meeting Date	Original Term	Renewal Term
Original	11/24/15	11/27/15 – 11/26/16	2 – one year options

Purpose – Public Relations and Marketing, Student Activities, and Student Outreach are requesting the purchase of t-shirt for various community event and to promote South Texas College.

Justification and Benefit – The requesting departments have provided the South Texas College events below:

- Public Relations and Marketing - \$19,000.00
  - ⇒ T-Shirts used for special events to create awareness of South Texas College at all College Campuses
  - ⇒ White T-Shirts with South Texas College logo for registration round-ups, career fairs, financial aid fairs for student recruitment
  - ⇒ T-Shirts with the “Junior Jaguar” and “Future Student” imprint for promoting a college going culture among elementary age children
  - ⇒ T-Shirts for distribution during the Vipers Basketball Games. The program helps the college create a college going culture among students
  - ⇒ Assorted T-Shirts for online promotion
  - ⇒ T-shirts to promote “Ladies Night” event for women in non-traditional programs
  - ⇒ T-Shirts given out at various radio remotes at all campuses

- Student Activities and Wellness - \$20,000.00
  - ⇒ Student Intramural Sport Teams (Basketball, Soccer, Flag Football, Dodge Ball, Volleyball, etc.)
  - ⇒ Student Leadership Academy and Student Government Association
  - ⇒ South Texas College Wellness Centers for Marketing and Recruitment
  - ⇒ Student Activities and Wellness events for marketing and recruitment (Earth Day, etc.)
  - ⇒ First Year Connection Orientations (Spring, Summer and Fall semesters)
  
- Student Outreach - \$27,000.00
  - ⇒ College Bound t-shirts for elementary school students participating in the College Bound Adopted Elementary Initiative. Each student is provided a future student t-shirt that is worn on South Texas College Friday's. The college has the following nine (9) elementary schools: Marcell Elementary, Mission CISD; Roosevelt Elementary, McAllen ISD; Cesar Chavez Elementary, PSJA ISD; North Grammar Elementary, RGCISD; E.B. Reyna Elementary, LJISD; Lincoln Elementary, ECISD; Progreso West Elementary, Progreso ISD; Taylor Elementary; Mercedes ISD and Weslaco ISD. This program builds a college-going culture.
  - ⇒ College bound t-shirts are provided to College Bound Elementary Junior Jaguar Ambassadors. Fifth grade students from the adopted elementary schools attend the Junior Jaguar Leadership Conference and are commissioned as Junior Ambassadors of Higher Education. The students wear their shirt to identify themselves as South Texas College Junior Ambassadors, and are commissioned to spread the message of financial literacy, going to college and staying in school.
  - ⇒ South Texas College t-shirts for distribution to high school students participating in college bound programming and campus visits. Hidalgo and Starr Counties are home to over 77 high school sites with over 55,000 students in grades 9-12. In 2014, the outreach staff conducted over 100 high school visits, hosted college bound events and welcomed over 100 schools to one of our 5 campuses.
  - ⇒ South Texas College shirts are provided as promotional giveaways at recruitment events, community events, college fairs and local schools. The South Texas College shirts build excitement about the college and are worn by students on College Fridays.

Background - Proposal documents were advertised on October 6, 2015 and October 13, 2015 and issued to sixteen (16) vendors. Eight (8) responses were received on October 21, 2015 and reviewed by Public Relations and Marketing, Student Outreach, and the Purchasing Department.

Funds for this expenditure are budgeted in the Student Activities, Student Outreach, and Public Relations and Marketing budgets for FY 2015-2016.

**6) Reprographic Services (Award)**

Award the proposal for reprographic services to **RGV Reprographics, Inc.** (McAllen, TX) for the period beginning December 12, 2015 through December 11, 2016 with two one-year options to renew, at an estimated cost of \$346,000.00

Award	Board Meeting Date	Original Term	Renewal Term
Original	11/24/15	12/12/15 – 12/11/16	2 – one year options

Purpose – Facilities Planning and Construction is requesting reprographic services for the Bond and Non-Bond construction projects.

Justification and Benefit – The reprographic services will include the printing of construction or renovation project documents and specification manual for the contractors that are interested in submitting a proposal. These documents and manuals are various sizes which require these services. It is also required that all documents and manuals be tracked when released and contractor must provide a deposit.

Background – Proposal documents were advertised on September 28, 2015 and October 5, 2015 and issued to seven (7) vendors. One (1) response was received on October 13, 2015 and reviewed by Facilities Planning and Construction and the Purchasing Department.

Funds for this expenditure are budgeted in the Facilities Planning & Construction and various Construction budgets for FY 2015-2016.

### **7) Welding Equipment (Award)**

Award the proposal for welding equipment to **Matheson Trigas** (San Benito, TX), at a total cost of \$17,402.72.

Purpose – The Welding Program in the Division of Business and Technology is requesting eight (8) light weight and compact portable power sources for student instruction.

Justification and Benefit – The welding equipment will be utilized by welding students in order to gain skills that will prepare them for the workforce. Students will have firsthand knowledge of machines/tools used in the profession and provide the ability to assist them in welding different positions and processes as they complete different College courses. It will also prepare them for the certification that will be received upon completion of the courses.

Background - Proposal documents were advertised on September 14, 2015 and September 21, 2015 and issued to four (4) vendors. Three (3) responses were received on September 29, 2015 and reviewed by the Welding Program and Purchasing Department.

Funds for this expenditure are budgeted in the Carl Perkins grant budget for FY 2015-2016.

## **B. Instructional Items**

### **8) Classroom Whiteboards (Purchase)**

Purchase classroom whiteboards from **Workplace Resource** (San Antonio, TX), a State of Texas Department of Multiple Award Schedule (TXMAS) approved vendor, at a total amount of \$48,079.90.

Purpose – The Office of the HSI Grant and Office of Professional Development are requesting the purchase of thirty six (36) classroom whiteboards to further support the collaborative learning environment created by the Active Learning Classrooms, mobile whiteboards are necessary to facilitate small group interaction. This is a benefit to students and faculty alike.

Justification and Benefit – To enrich the learning environment and encourage student-centered learning space, the addition of mobile whiteboards supports best instructional practices. The

whiteboard benefits will include: mobility to adapt to instructional needs, nesting to optimize classroom space, non-porous writing surface that eliminates staining and improves clarity, ability to utilize a variety of writing mediums, and durable construction to insure against wear and tear or replacement. They will be placed as follows: Pecan Campus – 13, Mid-Valley Campus – 7, Nursing and Allied Health – 4, Starr County Campus – 6, and Technology Campus – 6.

Funds for this expenditure are budgeted in the Professional and Organization Development and HSI grant budgets for FY 2015-2016.

### **9) Microscopes (Purchase)**

Purchase microscopes from **North Central Instruments** (Plymouth, MN), a State of Texas Term Contract approved vendor, at a total cost of \$16,957.30.

Purpose – The Biology Program in the Division of Math and Science is requesting to purchase microscopes for student instruction in the General Biology, Human Anatomy & Physiology, and Microbiology labs.

Justification and Benefits – The sixteen (16) microscopes will be placed at the Starr County Campus so all students who are taking Biology courses will be using them. This will translate into conducting the labs smoothly and more efficiently which is an important factor for a supportive learning environment.

Funds for this expenditure are budgeted in the Biology Program budget for FY 2015-2016.

### **10) Testing Materials (Purchase)**

Purchase testing materials for Texas Success Initiative (TSI), which uses the Accuplacer Platform from **The College Board** (London, KY), a sole source vendor, at a total cost of \$64,750.00.

Purpose – The Student Assessment Center is requesting the purchase of thirty five thousand (35,000) test units which will be used through Fall 2015, Spring 2016 and Summer 2016 semesters.

Justification and Benefit – The Texas Success Initiative (TSI) is used for all South Texas College students to obtain results so that they are able to complete advisement and registration.

Funds for this expenditure are budgeted in the TSI Examination budget for FY 2015-2016.

### **11) Instructional Design Software Licenses and Maintenance Agreement (Renewal)**

Renew the instructional design software licenses and maintenance agreement with **GoEngineer** (Cottonwood Heights, UT), a sole source vendor, for the period beginning November 1, 2015 through October 31, 2018, at a total amount of \$10,450.00.

Purpose – The Engineering Program in the Division of Math and Science is requesting to renew the design software license and maintenance which is used for student instruction in the Engineering 1304 courses at the Pecan and Mid-Valley campuses.

Justification and Benefit – The design software will help our engineering students innovate design and provide them the basic understanding of graphic design. It is so intuitive that most leading companies are demanding most engineering students have prior engineering graphic

knowledge before entering the workforce. With the use solid-works our students will create applications such as simulations, mold design, sheet metal fabrication and drafting, which are commonly used in engineering industry.

Funds for this expenditure are budgeted in the Engineering Program budget for FY 2015-2016.

## **C. Non – Instructional Items**

### **12)Automated Vehicle Locator System (Purchase)**

Purchase an automated vehicle locator system from **Double Map** (Indianapolis, IN) (New), a sole source vendor, at a total cost of \$18,045.48.

Purpose - The Global Positioning System (GPS) will provide tracking capability of the shuttle buses for management of transportation services and also allow students and employees to identify the location of the shuttle buses to time their arrival at the bus stop.

Background - In previous years, the South Texas College park and ride shuttle bus service used GPS for tracking of the buses by the dispatch control center, as well as by students and employees to determine when the buses would arrive at the bus stops. This service stopped with the operation of the buses by the Lower Rio Grande Valley Development Authority.

Benefits and justification – This system will permit the tracking of the shuttle buses by dispatch to ensure their timely arrival at bus stops and students and employees will be able to identify the location of buses and plan to arrive at the bus stop in a timely manner.

Funds for this expenditure are budgeted in the STC Police budget for FY 2015-2016.

### **13)Crime Record Services (Purchase)**

Purchase crime record services from the **Texas Department of Public Safety (DPS)** (Austin, TX), a sole source vendor, for the period beginning September 1, 2015 through August 31, 2016, at an estimated amount of \$12,000.00 which is based on prior year expenditures.

Purpose – The Office of Human Resources is requesting to purchase crime record services to comply with Chapter 51 of the Texas Education Code which stipulates an institution of higher education is entitled to obtain criminal history record information pertaining to an applicant for employment.

Justification and Benefit – The crime record services received from the DPS include a Texas background check, FBI background check, and motor vehicle record. The Texas background check is conducted for all employees new to the College, current employees hired into a new position, and all employees hired into a security sensitive position. The FBI background check is conducted, along with the Texas background check, for all employees hired into a security sensitive position. The motor vehicle record check is conducted upon initial hire, and annually, for all employees authorized to drive a College-owned vehicle.

“Security Sensitive Positions” are positions that are described in Texas Education Code 51.215 as positions in which the employee handles money, has access to a computer terminal, has

access to a master key, or works in a security-sensitive position designated by the College. Full-time positions which fall under the description of Texas Education Code 51.215 are indicated as security-sensitive when advertised. Part time positions are reviewed by the Office of Human Resources when a requisition is submitted for determination of security-sensitive designation.

Funds for this expenditure are budgeted in the Human Resources budget for FY 2015-2016.

**14)Furniture (Purchase)**

Purchase furniture from the State of Texas Multiple Award Schedule (TXMAS) approved vendors, at a total amount of \$12,908.77.

#	Vendor	Amount
A	Exemplis Corporation/ Gateway Printing & Office Supply, Inc. (Edinburg, TX)	\$6,073.08
B	The Hon Company/ Gateway Printing & Office Supply, Inc. (Edinburg, TX)	\$868.73
C	Krueger International/ Gateway Printing & Office Supply, Inc. (Edinburg, TX)	\$5,966.96
	Total	\$12,908.77

The purchases are summarized below:

- Exemplis Corporation/ Gateway Printing & Office Supply, Inc. (Edinburg, TX)
  - ⇒ Pecan Campus
    - 17 Chairs for Purchasing and Central Receiving
- The HON Company /Gateway Printing & Office Supply, Inc. (Edinburg, TX)
  - ⇒ Pecan Campus
    - 1 Lateral File for the Office of the President
- Krueger International, Inc./Gateway Printing & Office Supply, Inc.(Edinburg, TX)
  - ⇒ Pecan Campus
    - 2 Desks and 2 Chairs for the Continuing Education Department
    - 1 Desk for the Student Assessment Center

Fund for these expenditures are budgeted in the requesting department budgets for FY 2015-2016 as follows: Continuing Professional and Workforce Education Carryover, Office of President, Purchasing, and Student Assessment Center.

**15)Geotechnical Engineering and Materials Testing Services (Renewal)**

Renew the geotechnical engineering and materials testing services contracts for the period beginning February 24, 2016 through February 23, 2017 with the following vendors:

- **Millennium Engineers Group, Inc.** (Edinburg, TX)
- **Raba-Kistner Consultants, Inc.** (McAllen, TX)
- **Terracon Consultants, Inc.** (Pharr, TX)

Purpose – Facilities Planning and Construction is requesting the renewal of the geotechnical engineering and materials testing services contracts for district wide non-bond projects.

Justification and Benefit – The services will includes some of the following test: soil conditions for proper foundation design, select fill dirt for proper compaction, concrete samples for during concrete pours, sub-grades, caliche base, and asphalt parking areas, structural steel reinforcing, steel welding, floors for levelness, fireproof materials, environmental conditions including air quality, and identifying asbestos type materials.

Fees for these services could range from \$5,000 to \$45,000 depending on the scope and complexity of each construction project.

Background - The Board awarded the contract for geotechnical engineering and materials testing services at the February 24, 2015 Board of Trustees meeting for one-year with two one-year annual renewals. The first renewal period begins on February 24, 2016 through February 23, 2017.

Award	Board Meeting Date	Original Term	Renewal Term
Original	2/24/15	2/24/15 – 2/23/16	2 – one year options
1 <sup>st</sup> Renewal	11/24/15		2/24/15 – 2/23/17

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

Funds for this expenditure are budgeted in various Construction budgets for FY 2015-2016.

**16) Graduation Caps and Gowns (Renewal)**

Renew the contract for graduation caps and gowns with **Jostens, Inc.** (Minneapolis, MN) for the period beginning February 1, 2016 through January 31, 2017, at an estimated cost of \$39,000.00.

Purpose – The Degree and Certification Completion Office is requesting to renew the graduation caps and gowns contract which is used to distribute regalia to South Texas College graduates.

Justification and Benefit – The graduation caps and gowns will be issued to all South Texas College graduates attending the December 2015 and May 2016 commencement ceremonies. This will include approximately one thousand (1,000) graduates in December and two thousand five hundred (2,500) graduates in May.

Background - The Board awarded the contract for graduation caps and gowns at the January 28, 2014 Board of Trustees meeting for one-year with two one-year annual renewals. The last renewal period begins on February 1, 2016 through January 31, 2017.

Award	Board Meeting Date	Original Term	Renewal Term
Original	1/28/14	2/1/14 – 1/31/15	2 – one year options
1 <sup>st</sup> Renewal	12/16/14		2/1/15 – 1/31/16
2 <sup>nd</sup> Renewal	11/24/15		2/1/16 – 2/31/17

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

Funds for this expenditure are budgeted in the Graduation budget for FY 2015-2016.

**17)Time Clock Maintenance Agreement (Renewal)**

Renew the time clock maintenance agreement with **Troncoso's Time & Attendance** (Pharr, TX), a sole source vendor, for the period beginning December 1, 2015 through December 1, 2016, at a total cost of \$21,738.00.

Purpose – The Business Office is requesting to renew the annual maintenance agreement for the time clocks. The Board awarded the timekeeping and attendance system at the October 24, 2005 Board of Trustees meeting.

Justification and Benefit – The annual maintenance will cover forty-one (41) biometric clocks located throughout the college district for use by all South Texas College non-exempt staff. The time clocks are utilized by the time and attendance system, Timeforce.

Funds for this expenditure are budgeted in the Business Office budget for FY 2015-2016.

**D. Technology Items**

**18)Computers, Laptops, Tablet, Server, and Printers (Purchase)**

Purchase of computers, laptops, tablet, server, and printers from the State of Texas Department of Information Resources (DIR) approved vendor **Dell Marketing, LP.** (Dallas, TX) and from the National Joint Powers Alliance approved vendor **CDW Government** (Vernon Hills, IL), in the total amount of \$108,622.05.

All purchase requests for computers, laptops, tablet, server, and printers have been evaluated by Technology Resources Department and the Chief Information Officer. An itemized list with justification is included for your review and information.

Technology Resources used the following criteria when recommending the purchase of technology:

- Systems being requested meet the South Texas College standard configuration
- The new systems will replace an older model (5+ years and out of warranty)
- Software requirements exceed the system capacity
- System is for a new hire and Technology Resources does not have refurbished systems available
- Instructional and/or business need must be clearly identified/justified for any equipment that is outside standard configuration or does not replace existing office systems. (ex. mobile devices)

The purchases are summarized below:

- Faculty Computers
  - ⇒ 1 Computer for Business Administration Program

- ⇒ 1 Computer for Chemistry Program
- ⇒ 2 Computers for Diesel Technology Program
- ⇒ 3 Computers for History Program
- ⇒ 1 Computer for Automotive Technology Program
- ⇒ 1 Computer for Radiologic Technology Program
  
- Staff Computers
  - ⇒ 1 Computer for BAT/BAS Program
  - ⇒ 1 Computer for History Program
  - ⇒ 1 Computer for Automotive Technology Program
  - ⇒ 1 Computer for Physics Program
  - ⇒ 3 Computers for Instructional Technology Maintenance and Replacement
  - ⇒ 3 Computers for Professional & Organizational Development
  
- Student Lab Computers
  - ⇒ 6 Computers for Student Assessment Center
  - ⇒ 5 Computers for Automotive Technology Program
  - ⇒ 89 Computers for Computer Science Program
  
- Faculty Laptops
  - ⇒ 1 Laptop for Patient Care Assistant Program
  - ⇒ 1 Laptop for Economics Program
  
- Staff Laptop
  - ⇒ 1 Laptop for Instructional Technology Maintenance and Replacement
  
- Staff Tablet
  - ⇒ 1 Tablet for Technology Resource Project Manager Risk and Security
  
- Server
  - ⇒ 1 Server for Computer Aided Drafting and Design Program
  
- Printers
  - ⇒ 3 Printers for Computer Aided Drafting and Design Program

Funds for these expenditures are budgeted in the requesting department budgets for FY 2015-2016 as follows: Business Administration, Chemistry, Diesel Technology, History, Automotive Technology, Radiologic Technology, BAT/BAS, Physics, Instructional Technology Maintenance and Replacement, Professional & Organizational Development, Student Assessment Center, Computer Science, Patient Care Assistance, Economics, Technology Resource Project Manager Risk and Security, and CADD.

**19) Collaboration Software Agreement (Renewal)**

Renew the collaboration software agreement with **Ninian Solutions Limited/dba Huddle, Inc.** (San Francisco, CA), a sole source vendor, for the period beginning September 1, 2015 through August 31, 2016, at a total cost of \$11,428.57.

Purpose – Public Relations and Marketing is requesting to renew the collaboration software agreement which allows the tracking and management of their department projects, share assets, collaborates online, establish a workflow for approvals, and run reports of all activities.

Justification and Benefit – This collaboration software also provides online file sharing and management, collaboration via discussions, comments and whiteboards, real-time collaboration with online meeting functionality, task management, security, mobile apps, and integration. These features are required because as our office grows in size and scope it is important to be able to track and manage all projects.

Funds for this expenditure are budgeted in the Public Relations and Marketing budget for FY 2015-2016.

**20) Library Database Subscription and e-Book (Renewal)**

Renew the library database subscription and e-book with **Amigos Library Services** (Dallas, TX), a sole source vendor, at a total cost of \$29,331.20 as follows:

#	Subscription	Period	Amount
1	Amigos – TEXEXP Courier Services	9/1/15 – 8/31/16	\$2,913.25
2	Amigos – Emerald: Business Management & Strategy	11/01/15 – 10/31/16	\$5,502.00
3	Amigos – Emerald: HR, Learning & Organization Studies	11/01/15 – 10/31/16	\$3,045.00
4	Amigos – Emerald: Public Policy & Environmental Management	11/01/15 – 10/31/16	\$1,815.99
5	Amigos – RDA Toolkit	7/01/16 – 6/30/17	\$536.33
6	Amigos – Membership Fees	7/01/16 – 06/30/17	\$4,128.28
7	Amigos – Credo Reference	8/01/16 – 7/31/17	\$7,987.97
8	Amigos – Ambrose Digital	6/01/16 – 5/31/17	\$3,402.38

Purpose – Library Services is requesting to renew the library database subscription and e-book for an additional year to continue serving the faculty, staff, and students.

Justification and Benefit – The library database subscription and e-book will provide access to databases and collection support services supporting a broad range of academic programs.

Funds for this expenditure are budgeted in the Library Acquisitions budget for FY 2015-2016.

### **21) Online Training Services (Renewal)**

Renew the online training services with **Lynda.com, Inc.** (Carpinteria, CA), a sole source vendor, for the period beginning August 27, 2015 through August 26, 2016, at a total amount of \$27,600.00.

Purpose – Instructional Technologies is requesting to renew the online training services which are available for faculty and staff to increase skills and knowledge to maintain and exceed the department's goals and mission.

Justification and Benefit – The online training services will provide the institution with unlimited, cost-effective, organization-wide access to a vast library of instructional videos. The training will provide all faculty and staff an opportunity to learn the latest software, creative and business skills at their own pace.

This staff development program will provide/promote:

- Digital literacy across all academic and administrative departments
- A virtual help desk, offer mobile device training and help boost team or student performance, and simplify onboarding

Funds for this expenditure are budgeted in the Instructional Technologies Maintenance and Replacement budget for FY 2015-2016.

### **E. Interlocal Agreement**

#### **South Texas College Lean Leadership Train the Trainer (Interlocal Agreement/ Purchase)**

Enter into an interlocal agreement for South Texas College Lean Leadership Train the Trainer with **UTRGV/Texas Manufacturing Assistance Center (TMAC)** for the period beginning December 1, 2015 through January 31, 2016 at a total cost of \$9,450.00.

Purpose – The UTRGV consultants will provide 40 hours of principles of Lean Training for a cross-functional group of up to 20 employees with a goal of deploying the Lean Enterprise concepts, tools and strategies to establish a culture that will support sustained benefits of the lean methodology throughout all aspects of South Texas College operations. This training will help South Texas College employees understand lean concepts, understand their role in the lean deployment process, and introduce tools for decision-making, communication, and tracking of lean project progress and results.

Justification and Benefit – American Society for Quality defines Lean as a system of techniques and activities for running a manufacturing or service operation. The techniques and activities differ according to the application at hand but they have the same underlying principle: the elimination of all non-value-adding activities and waste from the business.

Opportunities for improvement exist in all aspects of the College's operation. Improvements include, but are not limited to: identifying and eliminating waste/duplicated steps (non-value added activities), reducing and eliminating inaccuracies and/or defects, and streamlining processes. The lean philosophy is one of continuous quality improvement.

Background – TMAC has a successful history of assisting organizations in the application of Lean Enterprise techniques through onsite facilitation. David Ortiz, TMAC Training and Development Specialist II, with UTRGV will serve as the primary consultant. TMAC serves as the Technical Assistance (i.e. consulting) Department under the UTRGV College of Engineering. TMAC is an affiliate of the Manufacturing Extension Partnership (MEP) program of the National Institute of Standards and Technology (NIST). The program is hosted by six institutions such as, The University of Texas at El Paso, Southwest Research Institute at San Antonio, Texas Tech University at Lubbock, Texas Engineering Extension Service at College Station, The University of Texas at Arlington and The University of Texas Rio Grande Valley.

Funds for this expenditure are budgeted in the Accountability Services budget for FY 2015-2016.

**Recommendation:**

The Finance and Human Resources Committee recommended Board approval of the proposal awards, purchases, renewals, and interlocal agreement as listed below:

- |                                   |                                |
|-----------------------------------|--------------------------------|
| <b>A. Awards</b>                  | <b>D. Technology Items</b>     |
| <b>B. Instructional Items</b>     | <b>E. Interlocal Agreement</b> |
| <b>C. Non-Instructional Items</b> |                                |

**A. Awards**

- 1) Interactive LCD Displays (Award):** award the proposal for interactive LCD displays to **Whitlock** (Austin, TX), at a total cost of \$19,198.01;
- 2) Industrial Supplies, Materials, and Accessories (Award):** award the proposal for industrial supplies, materials, and accessories for the period beginning November 25, 2015 through November 24, 2016 with two one-year options to renew, at an estimated cost of \$60,000.00 based on prior year expenditures. The vendors are as follows:
  - **Burton Companies** (Weslaco, TX)
  - **International Industrial Supply Company** (Brownsville, TX)
  - **MSC Industrial Supply Company** (Harlingen, TX)
  - **Rex Supply Company** (Pharr, TX)
- 3) Medium Duty Truck (Award):** award the proposal for a medium duty truck to Bert Ogden Motors, Inc. (Edinburg, TX), at a total cost of \$45,623.53;
- 4) Promotional Items for Student Outreach (Award):** award the promotional items for student outreach for the period beginning November 27, 2015 through November 26, 2016 with two one-year options to renew, at an estimated cost of \$83,000.00 with the following top rated vendors:
  - **Authentic Promotions.com** (Carmichael, CA)
  - **Imprezos Pro Uniforms** (Pharr, TX)
  - **Gateway Printing & Office Supply, Inc.** (Edinburg, TX)
  - **LAMAC, Inc.** (McAllen, TX) (New)
  - **Tekna Impact, LLC.** (McAllen, TX) (New)
  - **Images In Ink, Inc.** (McAllen, TX)

- 5) **Promotional T-Shirts for Student Outreach (Award):** award the promotional t-shirts for student outreach for the period beginning November 27, 2015 through November 26, 2016 with two one-year options to renew, at an estimated amount of \$66,000.00, with the following vendors:
- **A & L Athletics** (McAllen, TX)
  - **Authentic Promotions.com** (Carmichael, CA)
  - **Champion Awards** (Weslaco, TX) (New)
  - **Elite Promotions** (Brownsville, TX)
  - **Gateway Printing & Office Supply, Inc.** (Edinburg, TX)
  - **Images In Ink, Inc.** (McAllen, TX)
  - **Imprezos Pro Uniforms, LLC.** (Pharr, TX)
  - **Tekna Impact, LLC.** (McAllen, TX) (New)
- 6) **Reprographic Services (Award):** award the proposal for reprographic services to **RGV Reprographics, Inc.** (McAllen, TX) for the period beginning December 12, 2015 through December 11, 2016 with two one-year options to renew, at an estimated cost of \$346,000.00;
- 7) **Welding Equipment (Award):** award the proposal for welding equipment to **Matheson Trigas** (San Benito, TX), at a total cost of \$17,402.72;

**B. Instructional Items**

- 8) **Classroom Whiteboards (Purchase):** purchase classroom whiteboards from **Workplace Resource** (San Antonio, TX), a State of Texas Multiple Award Schedule (TXMAS) approved vendor, at a total amount of \$48,079.90;
- 9) **Microscopes (Purchase):** purchase microscopes from **North Central Instruments** (Plymouth, MN), a State of Texas Term Contract approved vendor, at a total cost of \$16,957.30;
- 10) **Testing Materials (Purchase):** purchase testing materials for Texas Success Initiative (TSI), which uses the Accuplacer Platform from **The College Board** (London, KY), a sole source vendor, at a total cost of \$64,750.00;
- 11) **Instructional Design Software Licenses and Maintenance Agreement (Renewal):** renew the instructional design software licenses and maintenance agreement with **GoEngineer** (Cottonwood Height, UT), a sole source vendor, for the period beginning November 1, 2015 through October 31, 2018, at a total amount of \$10,450.00;

**C. Non – Instructional Items**

- 12) **Automated Vehicle Locator System (Purchase):** purchase an automated vehicle locator system from **Double Map** (Indianapolis, IN) (New), a sole source vendor, at a total cost of \$18,045.48;
- 13) **Crime Record Services (Purchase):** purchase crime record services from the **Texas Department of Public Safety (DPS)** (Austin, TX), a sole source vendor, for the period beginning September 1, 2015 through August 31, 2016, at an estimated amount of \$12,000.00 which is based on prior year expenditures;
- 14) **Furniture (Purchase):** purchase furniture from the State of Texas Multiple Award Schedule (TXMAS) approved vendors, at a total amount of \$12,908.77.

#	Vendor	Amount
A	Exemplis Corporation/ Gateway Printing & Office Supply, Inc. (Edinburg, TX)	\$6,073.08

B	The Hon Company/ Gateway Printing & Office Supply, Inc. (Edinburg, TX)	\$868.73
C	Krueger International/ Gateway Printing & Office Supply, Inc. (Edinburg, TX)	\$5,966.96
	Total	\$12,908.77

**15)Geotechnical Engineering and Materials Testing Services (Renewal):** renew the geotechnical engineering and materials testing services contracts for the period beginning February 24, 2016 through February 23, 2017 with the following vendors:

- **Millennium Engineers Group, Inc.** (Edinburg, TX)
- **Raba-Kistner Consultants, Inc.** (McAllen, TX)
- **Terracon Consultants, Inc.** (Pharr, TX)

**16)Graduation Caps and Gowns (Renewal):** renew the contract for graduation caps and gowns with **Jostens, Inc.** (Minneapolis, MN) for the period beginning February 1, 2016 through January 31, 2017, at an estimated cost of \$39,000.00;

**17)Time Clock Maintenance Agreement (Renewal):** renew the time clock maintenance agreement with **Troncoso’s Time & Attendance** (Pharr, TX), a sole source vendor, for the period beginning December 1, 2015 through December 1, 2016, at a total cost of \$21,738.00;

**D. Technology**

**18)Computers, Laptops, Tablet, Server, and Printers (Purchase):** purchase of computers, laptops, tablet, server, and printers from the State of Texas Department of Information Resources (DIR) approved vendor **Dell Marketing, LP.** (Dallas, TX) and from the National Joint Powers Alliance approved vendor **CDW Government** (Vernon Hills, IL), in the total amount of \$108,622.05;

**19)Collaboration Software Agreement (Renewal):** renew the collaboration software agreement with **Ninian Solutions Limited/dba Huddle, Inc.** (San Francisco, CA), a sole source vendor, for the period beginning September 1, 2015 through August 31, 2016, at a total cost of \$11,428.57;

**20)Library Database Subscription and e-Book (Renewal):** renew the library database subscription and e-Book with **Amigos Library Services** (Dallas, TX), a sole source vendor, at a total cost of \$29,331.20 as follows:

#	Subscription	Period	Amount
1	Amigos – TEXEXP Courier Services	9/1/15 – 8/31/16	\$2,913.25
2	Amigos – Emerald: Business Management & Strategy	11/01/15 – 10/31/16	\$5,502.00
3	Amigos – Emerald: HR, Learning & Organization Studies	11/01/15 – 10/31/16	\$3,045.00
4	Amigos – Emerald: Public Policy & Environmental Management	11/01/15 – 10/31/16	\$1,815.99
5	Amigos – RDA Toolkit	7/01/16 – 6/30/17	\$536.33
6	Amigos – Membership Fees	7/01/16 – 6/30/17	\$4,128.28
7	Amigos – Credo Reference	8/01/16 – 7/31/17	\$7,987.97
8	Amigos – Ambrose Digital	6/01/16 – 5/31/17	\$3,402.38

**21)Online Training Services (Renewal):** renew the online training services with **Lynda.com, Inc.** (Carpinteria, CA), a sole source vendor, for the period beginning August 27, 2015 through August 26, 2016, at a total amount of \$27,600.00;

**E. Interlocal Agreement**

**22)South Texas College Lean Leadership Train the Trainer (Interlocal Agreement/Purchase):** enter into an interlocal agreement for South Texas College Lean Leadership Train the Trainer with **UTRGV/Texas Manufacturing Assistance Center (TMAC)** for the period beginning December 1, 2015 through January 31, 2016 at a total cost of \$9,450.00.

**SUMMARY TOTAL:**

The total for all proposal awards, purchases, renewals, and interlocal agreement is \$1,067,585.53.

**Recommendation:**

It is recommended that the Board of Trustees of South Texas College approve and authorize the proposal awards, purchases, renewals, and interlocal agreement as presented.

**The following Minute Order is proposed for consideration by the Board of Trustees:**

The Board of Trustees of South Texas College approves and authorizes the proposal awards, purchases, renewals, and interlocal agreement as presented.

**Approval Recommended:**

**Shirley A. Reed, M.B.A., Ed.D.**  
**President**

## **Review and Action as Necessary on Annual Investment Report and Report on Bank Deposits, Investments, and Interest Revenue**

Approval of the Annual Investment Report and the Report on Bank Deposits, Investments, and Interest Revenue for FY 2014-2015 is requested.

Purpose – The State Auditor’s Office (SAO) requires that higher education institutions report to the SAO certain investment information prescribed by General Appropriations Act (82<sup>nd</sup> Legislature), Article III, Rider 5-Investment Reports. The governing board of each of the educational institutions is required to file with the SAO, Comptroller of Public Accounts, Legislative Budget Board, and the Governor an annual report of all investment transactions involving endowment funds, short-term and long-term investment funds, and all other securities transactions. The College’s Policy #5120: Investment Policy and Investment Strategy Statement, requires the independent auditor to review the Investment report at least annually and the result of the review is to be reported to the Board of Trustees.

Justification – The Administration brings the Annual Investment Report and the Report on Bank Deposits, Investments, and Interest Revenue to the Board of Trustees annually, as required.

Reviewers – The Report on Bank Deposits, Investments, and Interest Revenue was reviewed by Long Chilton, LLP (external auditors).

Enclosed Documents – The Annual Investment Report prepared for the State Auditor’s Office follows in the packet for your information and review. Also included is the Report on Bank Deposits, Investments, and Interest Revenue for FY 2014–2015.

In FY 2015, all College funds, with the exception of the LT Bonds Series 2015 funds, were deposited at the College’s Depository, BBVA Compass Bank, in public funds interest checking accounts or certificates of deposit. The LT Bonds Series 2015 funds were deposited in TexPool Investment Pool. The attached report reflects the total interest earned during the fiscal year and the audited reconciled balance of each account at August 31, 2015.

At August 31, 2015, the College had the following cash and cash equivalents and investments:

Demand deposits (7)	\$ 262,714,178.15
Certificates of deposit (3)	331,925.10
Bank deposits	<u>\$ 263,046,103.25</u>
Investment Pool (1)	99,036,872.31
Endowment investment	5,589.70
Change funds on hand	9,450.00
<b>Total Cash and Cash Equivalents and Investments</b>	<b><u>\$ 362,098,015.26</u></b>
<b>Total Interest Revenue</b>	<b><u>\$ 144,205.70</u></b>

The College's bank deposits and investments were properly collateralized during the fiscal year.

Dr. Shirley A. Reed, President, and Mary Elizondo, Vice President for Finance and Administrative Services, will be present at the Board Meeting to address any questions by the Trustees.

The Finance and Human Resources Committee recommended Board approval of the Annual Investment Report and the Report on Bank Deposits, Investments, and Interest Revenue for FY 2014-2015, as presented.

**Recommendation:**

It is recommended that the Board of Trustees of South Texas College approve and authorize the Annual Investment Report and the Report on Bank Deposits, Investments, and Interest Revenue for FY 2014-2015, as presented.

**The following Minute Order is proposed for consideration by the Board of Trustees:**

The Board of Trustees of South Texas College approves and authorizes the Annual Investment Report and the Report on Bank Deposits, Investments, and Interest Revenue for FY 2014-2015, as presented.

**Approval Recommended:**

**Shirley A. Reed, M.B.A., Ed.D.**  
**President**

**South Texas College**  
**Annual Investment Report (Including Deposits)**

August 31, 2015  
Market Value

Investment or Deposit Type

**Publicly Traded Equity and Similar Investments**

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

Equity/Stock Mutual Funds

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

"Commonfund" Equity Commingled Funds

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

Preferred Stock

Other - list by type

Total Publicly Traded Equity and Similar Investments 0.00

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

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

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

Private Equity

Hedge Funds

"Commonfund" Alternative Asset Commingled Funds (Real Estate, Private Equity, Hedge Funds,

Commodities, etc.)

Annuities

Commodities

Collectibles

Other - Miscellaneous Coins

5,589.70

Total "Other" Investments - Other than Publicly Traded Equity & Debt Investments 5,589.70

**Publicly Traded Debt & Similar Investments > 1 year maturity**

U.S. Government Securities ("Treasuries")

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

Mortgage Pass-Throughs - "Agency"

Mortgage Pass-Throughs - "Private Label"

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

Sovereign Debt (non-U.S.)

Municipal Obligations

Collateralized Mortgage Obligations (CMOs) - list below by category

Interest Only Strips (IOs)

Principal Only Strips (POs)

Inverse Floaters

Stated Final Maturity longer than 10 years

Other CMOs - "Agency"

Other CMOs - "Private Label"

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

Highly Rated (AAA/AA or equivalent)

Other Investment Grade (A/BBB or equivalent)

High Yield Bonds (<BBB or equivalent)

Not Rated (NR)

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

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

"Commonfund" Fixed Income/Bond Commingled Funds

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

GICs (Guaranteed Investment Contracts)

Other - list by type

Total Publicly Traded Debt & Similar Investments > 1 year 0.00

**South Texas College  
Annual Investment Report (Including Deposits)**

**August 31, 2015  
Market Value**

**Investment or Deposit Type**

<b>Short-Term Investments &amp; Deposits</b>	
U.S. Government Securities ("Treasuries")	
U.S. Government Agency Securities ("Agencies")	
Bankers' Acceptances	
Commercial Paper - A1/P1 (or equivalent)	
Other Commercial Paper - lower rated	
Repurchase Agreements (Repos)	
Money Market Mutual Funds (registered with the SEC)	
Short-Term Mutual Funds Other than Money Market Mutual Funds (registered with the SEC)	
Public Funds Investment Pool Created to Function as a Money Market Mutual Fund (not registered w/ SEC but "2a7-like")	
TexPool (and TexPool Prime)	99,036,872.31
Other Public Funds Investment Pools Functioning as Money Market Mutual Funds	
Other Investment Pools - Short-Term (not created to function as a money market mutual fund)	
Certificates of Deposit (CD) - Nonnegotiable	331,925.10
Certificates of Deposit (CD) - Negotiable	
Bank Deposits	262,714,178.15
Cash Held at State Treasury	
Securities Lending Collateral Reinvestments (direct investments or share of pooled collateral)	
<b>Other - Cash on Hand</b>	9,450.00
<b>Total Short-Term Investments &amp; Deposits</b>	<u><b>362,092,425.56</b></u>
<b>TOTAL INVESTMENTS and DEPOSITS</b>	<u><u><b>362,098,015.26</b></u></u>

Annual Investment Report - Prepared for State Auditor's Office

**South Texas College**  
**Bank Deposits, Investments, and Interest Revenue Report - Fiscal Year 2014 - 2015 - Audited**  
**Interest Checking (Chkg) Accounts, Certificates of Deposit (CD)**  
**Accounts, and Investment Pool (Pool) Accounts**  
**As of August 31, 2015**

Operating (Unrestricted Fund, Auxiliary Fund,  
Restricted Fund, Agency Fund, Endowment Fund,  
Payroll, Federal Draw Down and Student)

No.	Interest Checking (Chkg), Certificate of Deposit (CD), or Investment Pool (Pool)	Acct. No.	Interest Revenue	Reconciled Bank Balance
1	Chkg - Operating	51015560	\$ 83,013.48	\$ 165,933,551.90
2	CD - Operating	6721404763	909.78	0.00
3	CD - Operating #1	6721402728	401.03	0.00
4	CD - Endowment - Alfredo De Los Santos	6721406103	3.90	15,101.14
5	CD - Endowment - Futuro Brillante	6721402310	51.71	200,115.13
6	CD - Endowment - Glen & Rita Roney	6721403899	30.16	116,708.83
7	Chkg - Payroll	51025558	282.40	32,072.46
8	Chkg - Federal Draw Down	51015544	47.74	0.00
9	Chkg - Student	41376536	428.60	10,000.00
<b>Total</b>			<b>\$ 85,168.80</b>	<b>\$ 166,307,549.46</b>

**Unexpended Plant Fund - Non Bond**  
**Transfers from Unrestricted**

No.	Interest Checking (Chkg), Certificate of Deposit (CD), or Investment Pool (Pool)	Acct. No.	Interest Revenue	Reconciled Bank Balance
10	CD - Construction - E&G Transfer	6721403309	\$ 126.08	\$ -
11	Chkg - Construction - E&G Transfer	51067625	8,923.60	23,402,392.66
<b>Total</b>			<b>\$ 9,049.68</b>	<b>\$ 23,402,392.66</b>

**Unexpended Plant Fund - Bond**  
**Bonds Series 2014 & 2015**

No.	Interest Checking (Chkg), Certificate of Deposit (CD), or Investment Pool (Pool)	Acct. No.	Interest Revenue	Reconciled Bank Balance
12	CD - Construction - LT Bonds Series 2014	6721394822	\$ 542.64	\$ -
13	Chkg - Construction - LT Bonds Series 2014	6720987978	30,377.16	58,308,842.44
14	Pool - Construction - LT Bonds Series 2015	7942700005	7,932.31	99,036,872.31
<b>Total</b>			<b>\$ 38,852.11</b>	<b>\$ 157,345,714.75</b>

**Retirement of Indebtedness - Plant Fund**  
**Bond 1996, 2002, 2003, 2004, 2007, 2010, 2013, 2014 & 2015 - Interest & Sinking (I&S)**  
**Bond 1999 & 2007 - Interest & Sinking (I&S)**

No.	Interest Checking (Chkg), Certificate of Deposit (CD), or Investment Pool (Pool)	Acct. No.	Interest Revenue	Reconciled Bank Balance
15	Chkg I&S - Bond 1999 & 2007	51060671	\$ 8.45	\$ 470.73
16	Chkg I&S - Bond 1996, 2002, 2003, 2004, 2007, 2010, 2013, 2014 & 2015	51029782	11,126.66	15,026,847.96
<b>Total</b>			<b>\$ 11,135.11</b>	<b>\$ 15,027,318.69</b>

**Grand Total** **\$ 144,205.70** **\$ 362,082,975.56**

17	Miscellaneous Coins			5,589.70
18	Cash on hand			9,450.00
<b>Total Investments and Cash on hand</b>				<b>\$ 362,098,015.26</b>

## **Review and Action as Necessary on Establishing a Non-Interest Bearing Bank Account**

Approval to establish a new bank account at the College's depository bank, BBVA Compass, is requested..

Purpose - The primary purpose of establishing a new non-interest bearing bank account is to deposit the minimum monthly average balance of \$25 million as a compensating balance for the waiver of bank fees.

Justification - The terms of the College's depository contract with BBVA Compass indicate that the College will maintain a minimum monthly average balance of \$25 million in non-interest bearing account(s) in order for BBVA Compass to waive bank fees for the period of October 16, 2015 to August 31, 2016.

The College's investment adviser has determined that by establishing this account the College will avoid bank fees equivalent to what might have been earned by investing that same amount and recommends Board approval.

Background - Per Board Policy #5110: Comptroller Function: Collection, Deposit, and Disbursement of College and Grant Funds, the Board of Trustees must approve by Resolution the establishment of an operating bank account with the College's Depository Bank.

Enclosed Document – The Resolution Approving the Opening of a New Non-Interest Bearing Bank Account is provided for the Board's information and review.

Reviewers – South Texas College's legal counsel, Jesus Ramirez, has reviewed the Resolution Approving the Opening of a New Non-Interest Bearing Bank Account.

Mary Elizondo, Vice President for Finance and Administrative Services, will be present at the Board Meeting to address any questions by the committee.

The Finance and Human Resources Committee recommended Board approval to establish a new non-interest bearing bank account at the College's depository bank, BBVA Compass, for the primary purpose of depositing the minimum monthly average balance of \$25 million in order for BBVA Compass to waive bank fees, as presented.

### **Recommendation:**

It is recommended that the Board of Trustees of South Texas College approve and authorize the establishment of a new non-interest bearing bank account at the College's depository bank, BBVA Compass, for the primary purpose of depositing the minimum monthly average balance of \$25 million in order for BBVA Compass to waive bank fees, as presented.

**The following Minute Order is proposed for consideration by the Board of Trustees:**

The Board of Trustees of South Texas College approves and authorizes the establishment of a new non-interest bearing bank account at the College's depository bank, BBVA Compass, for the primary purpose of depositing the minimum monthly average balance of \$25 million in order for BBVA Compass to waive bank fees, as presented.

**Approval Recommended:**

**Shirley A. Reed, M.B.A., Ed.D.**  
**President**

**A RESOLUTION APPROVING THE OPENING OF A NEW NON-INTEREST BEARING BANK ACCOUNT FOR THE PURPOSE OF DEPOSITING THE MINIMUM MONTHLY AVERAGE BALANCE OF \$25 MILLION.**

**WHEREAS**, South Texas College District has designated BBVA as its authorized depository bank; and,

**WHEREAS**, South Texas College District desires to open a new non-interest bearing bank account for the deposit of the minimum monthly average balance of \$25 million;

**NOW THEREFORE,**

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

Section 1. That the findings and provisions set out in the preamble to this resolution are hereby in all things approved and adopted.

Section 2. That the Board of Trustees of South Texas College is hereby authorized to open a new non-interest bearing bank account in the following name: South Texas College Operating Reserve.

Section 3. That the Secretary of the Board of Trustees is authorized to provide such an incumbency certificate and other make such other representations and certifications as may be necessary or convenient to confirm the title, identity, and signature of each person holding one of the aforesaid titles and the authority of said persons with respect to the transactions authorized herein.

Section 4. That this resolution shall be effective immediately from and after its date of passage.

PASSED AND APPROVED this \_\_\_\_\_ day of \_\_\_\_\_, 2015.

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Roy de León  
Board Chair

**ATTEST:**

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Paul R. Rodriguez  
Board Secretary

**APPROVED AS TO FORM:**

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General Counsel

## **Review and Action as Necessary on a Jurisdictional and Interagency Support Memorandum of Understanding (MOU) Between South Texas College Police Department and the City of Weslaco Police Department**

Approval of a Jurisdictional and Interagency Support Memorandum of Understanding (MOU) between South Texas College Police Department and the City of Weslaco Police Department is requested.

Purpose - The South Texas College Police Department currently has an MOU with the City of McAllen for the College's Pecan, Nursing and Allied Health, and Technology campuses and seeks an MOU with the City of Weslaco Police Department.

Justification – The MOU outlines the jurisdiction of each department, cooperation protocol, and identifies which agency is responsible for responding to incidents in geographical locations within the City Weslaco.

Background - This MOU was developed by South Texas College Chief Administrator of Police Department/Director of Safety and Security Paul Varville and concurred by Weslaco Chief of Police Stephen Scott Mayer.

Funding Source - No funds are required for this MOU with the City of Weslaco Police Department.

Reviewers – The Vice President for Finance and Administrative Services and the South Texas College Chief Administrator of Police Department/Director of Safety and Security have reviewed the information being presented.

Enclosed Documents – The Jurisdictional and Interagency Support Memorandum of Understanding (MOU) is provided for the Board's review and information.

Paul Varville, South Texas College Chief Administrator of Police Department/Director of Safety and Security, and Mary Elizondo, Vice President for Finance and Administrative Services, will be present at Board Meeting to address any questions by the committee.

The Finance and Human Resources Committee recommended Board approval of the the Jurisdictional and Interagency Support Memorandum of Understanding (MOU) between South Texas College Police Department and the City of Weslaco Police Department.

### **Recommendation:**

It is recommended that the Board of Trustees of South Texas College approve and authorize the Jurisdictional and Interagency Support Memorandum of Understanding (MOU) between South Texas College Police Department and the City of Weslaco Police Department.

**The following Minute Order is proposed for consideration by the Board of Trustees:**

The Board of Trustees of South Texas College approves and authorizes the Jurisdictional and Interagency Support Memorandum of Understanding (MOU) between South Texas College Police Department and the City of Weslaco Police Department.

**Approval Recommended:**

**Shirley A. Reed, M.B.A., Ed.D.**

**President**

**JURISDICTIONAL AND INTERAGENCY SUPPORT  
MEMORANDUM OF UNDERSTANDING**

**SOUTH TEXAS COLLEGE POLICE DEPARTMENT  
AND WESLACO POLICE DEPARTMENT**

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

WHEREAS, The Texas Local Government Code confers on commissioned peace officers of the city of Weslaco, jurisdiction within the city limits and for certain purposes throughout the county.

BE IT THEREFORE AGREED AS FOLLOWS: That the South Texas College Police Department (STC PD) and the Weslaco Police Department (WPD) shall abide by the following articles:

**ARTICLE 1:**

STC PD will assume primary jurisdiction within property owned, operated, rented or leased by South Texas College within the City of Weslaco (STC jurisdiction site), and WPD shall retain concurrent jurisdiction.

**ARTICLE 2:**

WPD will retain primary jurisdiction within the city of Weslaco outside of property owned, operated, rented or leased by South Texas College.

**ARTICLE 3:**

STC PD may exercise police powers outside of STC property as required by and/or authorized by law. WPD may exercise police powers within STC property located within the city of Weslaco as required and/or authorized by law.

**ARTICLE 4:**

The department exercising primary jurisdiction will have on scene incident command.

ARTICLE 5:

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

ARTICLE 6:

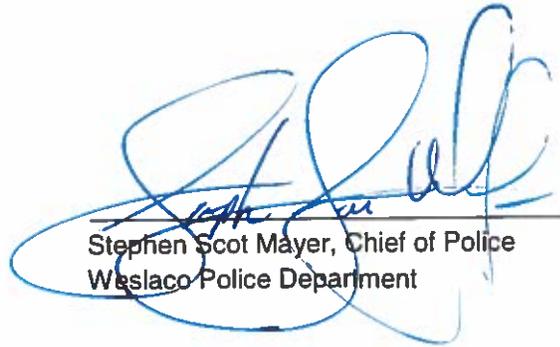
Federal Clery Act Compliance

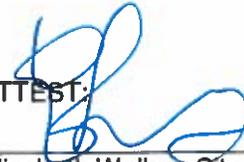
- A. Pursuant to the Federal Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, postsecondary schools are required to disclose statistics for certain crimes that occurred on campus and on public property within and immediately adjacent to school-owned buildings and property.
- B. STC PD is required to disclose statistics that are reported to the department as well as to local and state law enforcement agencies.

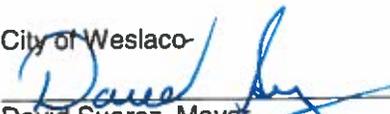
ARTICLE 7:

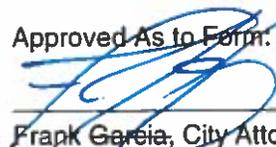
It is expressly understood and agreed that, in the execution of this agreement, no party waives, nor shall be deemed hereby to waive, an immunity or defense that would otherwise be available to it against claims arising in the exercise of governmental powers and functions.

\_\_\_\_\_  
 Dr. Shirley Reed, President      Date  
 South Texas College  
 Police Department

  
 \_\_\_\_\_  
 Stephen Scot Mayer, Chief of Police      Date  
 Weslaco Police Department

ATTEST:   
 \_\_\_\_\_  
 Elizabeth Walker, City Secretary      WCC 05/05/15

City of Weslaco-  
  
 \_\_\_\_\_  
 David Suarez, Mayor

Approved As to Form:  
  
 \_\_\_\_\_  
 Frank Garcia, City Attorney  
 Garcia

## **Review and Action as Necessary on a Jurisdictional and Interagency Support Memorandum of Understanding (MOU) Between South Texas College Police Department and the Rio Grande City Police Department**

Approval of a Jurisdictional and Interagency Support Memorandum of Understanding (MOU) between South Texas College Police Department and the Rio Grande City Police Department is requested.

Purpose - The South Texas College Police Department currently has an MOU with the City of McAllen for the college's Pecan, Nursing and Allied Health, and Technology campuses and seeks an MOU with the Rio Grande City Police Department.

Justification – The MOU outlines the jurisdiction of each department, cooperation protocol, and identifies which agency is responsible for responding to incidents in geographical locations within Rio Grande City.

Background - This MOU was developed by South Texas College Chief Administrator of Police Department/Director of Safety and Security Paul Varville and concurred by Rio Grande City Chief of Police Noe Castillo.

Funding Source - No funds are required for this MOU with Rio Grande City Police Department.

Reviewers – The Vice President for Finance and Administrative Services and the South Texas College Chief Administrator of Police Department/Director of Safety and Security have reviewed the information being presented.

Enclosed Documents – The Jurisdictional and Interagency Support Memorandum of Understanding (MOU) is provided for the Board's review and information.

Paul Varville, South Texas College Chief Administrator of Police Department/Director of Safety and Security, and Mary Elizondo, Vice President for Finance and Administrative Services, will be present at Board Meeting to address any questions by the committee.

The Finance and Human Resources Committee recommended Board approval of the Jurisdictional and Interagency Support Memorandum of Understanding (MOU) between South Texas College Police Department and the Rio Grande City Police Department.

### **Recommendation:**

It is recommended that the Board of Trustees of South Texas College approve and authorize the Jurisdictional and Interagency Support Memorandum of Understanding (MOU) between South Texas College Police Department and the Rio Grande City Police Department.

**The following Minute Order is proposed for consideration by the Board of Trustees:**

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

**Approval Recommended:**

**Shirley A. Reed, M.B.A., Ed.D.**

**President**

**JURISDICTIONAL AND INTERAGENCY SUPPORT  
MEMORANDUM OF UNDERSTANDING**

**SOUTH TEXAS COLLEGE POLICE DEPARTMENT  
AND RIO GRANDE CITY POLICE DEPARTMENT**

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

WHEREAS, The Texas Local Government Code confers on commissioned peace officers of Rio Grande City, jurisdiction within the city limits and for certain purposes throughout the county

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

ARTICLE 1:

STC PD will assume primary jurisdiction within property owned, operated, rented or leased by South Texas College within Rio Grande City (STC jurisdiction site), and RGCPD shall retain concurrent jurisdiction.

ARTICLE 2:

RGCPD will retain primary jurisdiction within Rio Grande City outside of property owned, operated, rented or leased by South Texas College within Rio Grande City.

ARTICLE 3:

STC PD may exercise police powers outside of STC property as required by and/or authorized by law. RGCPD may exercise police powers within STC property located within Rio Grande City as required and/or authorized by law and as further set forth herein below.

ARTICLE 4:

The department exercising primary jurisdiction will have on scene incident command.

ARTICLE 5:

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

ARTICLE 6:

Federal Clery Act Compliance

- A. Pursuant to the Federal Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, postsecondary schools are required to disclose statistics for certain crimes that occurred on campus and on public property within and immediately adjacent to school-owned buildings and property.
- B. STC PD is required to disclose statistics that are reported to the department as well as to local and state law enforcement agencies.

ARTICLE 7:

It is expressly understood and agreed that, in the execution of this agreement, no party waives, nor shall be deemed hereby to waive, an immunity or defense that would otherwise be available to it against claims arising in the exercise of governmental powers and functions.

\_\_\_\_\_  
Dr. Shirley Reed, President    Date  
South Texas College  
Police Department

 Sept. 1, 2015  
\_\_\_\_\_  
Noe Castillo, Chief of Police    Date  
Rio Grande City Police Department

## **Discussion and Action as Necessary on Proposed New Faculty Positions for FY 2016-2017**

Approval of the proposed new faculty positions for FY 2016-2017 is requested.

Administration recommends the addition of forty (40) new faculty positions in FY 2016-2017. These new faculty positions are requested to keep abreast of enrollment growth in traditional and dual enrollment courses and to support the thirty (30) Early College High Schools.

These positions will be funded from the existing salary pool for full time temporary faculty, public school cost recovery funds, state appropriations, and student tuition and fees.

A listing of the proposed new faculty positions is provided for the Board's information and review.

Administration has extensively reviewed with staff the need for additional faculty positions for FY 2016-2017 and recommends Board approval of the new positions subject to the availability of funding and Board approval of the final budget.

The Finance and Human Resources Committee recommended Board approval of the proposed new faculty positions for FY 2016-2017 as recommended and subject to the availability of funding and final budget approval.

### **Recommendation:**

It is recommended that the Board of Trustees of South Texas College approve and authorize the proposed new faculty positions for FY 2016-2017 as recommended and subject to the availability of funding and final budget approval.

### **The following Minute Order is proposed for consideration by the Board of Trustees:**

The Board of Trustees of South Texas College approves and authorizes the proposed new faculty positions for FY 2016-2017 as recommended and subject to the availability of funding and final budget approval.

### **Approval Recommended:**

**Shirley A. Reed, M.B.A., Ed.D.**  
**President**

**FY 2016- 2017 New Faculty Position Request**  
**Pending Budget and Board Approval**  
**Updated November 5, 2015**

Division and Discipline	New Positions Funded From Existing Full-Time Temporary Salary Pool	New Positions Funded from Public School Cost Recovery, State Appropriation, and Student Tuition & Fees
<b>Business and Technology Division</b>		
Automotive Technology		1
Economics		1
Diesel Technology	2	
Electrician Assistant	1	
Heating Ventilation, Air Condition	2	
Precision Manufacturing	2	
Welding	4	
<b>Liberal Arts &amp; Social Sciences</b>		
Art		1
College Success	1	
Education		1
English	1	
History	1	
Music - Upper String		1
Philosophy	1	
Political Science	1	1
Speech	1	
<b>Math, Science and Bachelor Programs</b>		
Computer Science	3	
Chemistry		1
Engineering		1
Mathematics	2	
<b>Nursing and Allied Health Division</b>		
Associate Degree Nursing	3	1
College Success for Healthcare	2	
Emergency Medical Technology	1	
Patient Care	1	
Vocational Nursing	1	1
<b>Grand Total</b>	<b>30</b>	<b>10</b>

## **Review and Action as Necessary on Vendor Reference Process for Request for Proposals and Request for Qualifications**

Approval of the process to evaluate vendor references for Requests for Proposals and Requests for Qualifications for property and services, property only, and services only is requested.

- Property and Services includes: purchase of equipment with installation, chiller chemicals and maintenance, audio visual equipment and installation, etc.
- Property only includes: equipment, vehicles, welding machines, audio visual equipment, projector lamps, etc.
- Services only includes: Pest control services, catering services, grounds maintenance, mail services, depository services, records management services, armored car services, consultant services, etc.

Purpose -- To review the current vendor reference process and to propose an updated vendor reference process for Requests for Proposals and Requests for Qualifications for property and services, property only, and services only. This vendor reference process will be consistent with the process approved by the Board for the Requests for Construction Proposals and Requests for Qualifications for Architects and Engineers.

Justification – At the October 27, 2015, the Board of Trustees approved the vendor reference evaluation process for Construction Proposals and Requests for Qualifications for Architects and Engineers. With this recommendation, the same process will be followed for the purchase of property and services, property only, and services only. This proposed process will allow each evaluator to review and interpret the comments to provide points for this part of the evaluation criteria.

The proposal/qualification evaluation committee will consist of members from the requesting department and Purchasing.

The current process for the evaluation of request for proposals or request for qualifications is as follows:

#	Vendor Reference Process	Department
1	The request for proposal or qualification requires a minimum of five (5) reference to be submitted	RFP/RFQ
2	The Purchasing Department contacts the references with a phone call and/or via email	Purchasing
3	The references complete each question with a rating and are provided a comments section	Purchasing
4	All responses are returned by the reference via fax or email	Purchasing

5	Reference ratings are averaged from all references received for each firm to arrive at the reference score.	Purchasing
6	The reference score is used as one of the evaluation criteria	Committee

The current process is designed to have each reference indicate to South Texas College how well the company or individual performed for them by providing a numerical score to that performance. This made the factor more objective by removing the wide disparity in the interpretation of comments by each evaluator.

Other community colleges were surveyed and it was found that the following methods are utilized to evaluate references: numerical score and comments, comments only, or references are requested but are not contacted.

The proposed evaluation process for vendor references is as follows:

#	Vendor Reference Process	Department
1	Request 5 minimum to 10 maximum references per proposal or request for qualifications	RFP/RFQ
2	Develop the vendor reference questions project specific (proposal or qualifications)	Purchasing/Requesting Department
3	Purchasing Department will contact the references and document responses	Purchasing Department
4	A minimum of four (4) responses will be collected from the vendor references.	Purchasing Department
5	Comments received from all references will be shared with the proposal or qualification evaluation committee. All references received will be evaluated.	Purchasing Department and Evaluation Committee
6	The evaluation committee members will review the comments provided by each reference and each evaluator will interpret the comments according to his/her own discretion and evaluate accordingly.	Evaluation Committee

This item was scheduled for presentation to the Finance and Human Resources Committee on Tuesday, November 10, 2015. Due to time constraints, this item was postponed until a special Finance and Human Resources Committee meeting scheduled for November 24, 2015. The Committee Chair will be asked to present the Committee's recommendation, if appropriate, to the Board of Trustees.

**Recommendation:**

It is recommended that the Board of Trustees of South Texas College approve and authorize the process to evaluate vendor references for Request for Proposals and Requests for Qualifications for property and services, property only, and services only as presented.

**The following Minute Order is proposed for consideration by the Board of Trustees:**

The Board of Trustees of South Texas College approves and authorizes the process to evaluate vendor references for Request for Proposals and Requests for Qualifications for property and services, property only, and services only as presented.

**Approval Recommended:**

**Shirley A. Reed, M.B.A., Ed.D.**  
**President**

## **Review and Action as Necessary on Tuition and Fees Schedules for FY 2016-2017:**

- a. Student Tuition and Fees**
- b. Employee Fees**
- c. Other (Non-Student/Non-Employee) Fees**

Approval of the Tuition and Fees Schedules for FY 2016-2017 for students, employees, and other (non-student/non-employee) fees is requested.

The recommended changes from FY 2015-2016 are as follows:

### **a. Student Tuition and Fees**

- ⇒ Differential Tuition per credit hour:
  - Increase Biology from \$10 to \$15
  - Increase Chemistry from \$10 to \$15
- ⇒ Dual Enrollment Tuition and Fees
  - Increase Dual Credit Late Processing Fee per course per student from \$150 to \$200
- ⇒ Mandatory Fees:
  - Increase Registration Fee:  
If registered and paid or registered and financial aid processed BEFORE August 1<sup>st</sup>, January 1<sup>st</sup>, May 15<sup>th</sup> and June 15<sup>th</sup> from \$90 to \$100  
Or
  - Increase Registration Fee After Deadline:  
If registered and paid or financial aid processed ON or AFTER August 1<sup>st</sup>, January 1<sup>st</sup>, May 15<sup>th</sup> and June 15<sup>th</sup> from \$150 to \$160
  - Increase the Information Technology Fee per credit hour from \$22 to \$24
  - Increase the Learning Support Fee per credit hour from \$15 to \$16
- ⇒ Installment Plan/Emergency Loan Fees:
  - Increase the Installment Plan Fee from \$30 to \$35
  - Increase the Installment Plan Late Payment Fee from \$30 to \$35
  - Increase the Emergency Loan Late Payment Fee from \$30 to \$35
- ⇒ Testing Fees:
  - Add Sign Language Certification Exam Fee of \$95
  - Add Proctoring/Professional Testing Services Fee for Recovery of costs and processing fees to be negotiated

### **b. Employee Fees**

- ⇒ No Changes

### **c. Other (Non-Student/Non-Employee) Fees**

- ⇒ No Changes

Administration has reviewed the Tuition and Fees Schedules for FY 2016-2017 for students, employees, and other (non-student/non-employee) fees.

Approval of the proposed tuition and fee schedules is requested for Fiscal Year 2016-2017.

The three (3) proposed Tuition and Fees Schedules for FY 2016-2017 follow in the packet for the Committee's information and review. The revisions are highlighted in yellow.

This item was scheduled for presentation to the Finance and Human Resources Committee on Tuesday, November 10, 2015. Due to time constraints, this item was postponed until a special Finance and Human Resources Committee meeting scheduled for November 24, 2015. The Committee Chair will be asked to present the Committee's recommendation, if appropriate, to the Board of Trustees.

**Recommendation:**

It is recommended that the Board of Trustees of South Texas College approve and authorize the proposed Student Tuition and Fees, Employee Fees, and Other (Non-Student/Non-Employee) Fees Schedules for FY 2016-2017 as presented.

**The following Minute Order is proposed for consideration by the Board of Trustees:**

The Board of Trustees of South Texas College approves and authorizes the proposed Student Tuition and Fees, Employee Fees, and Other (Non-Student/Non-Employee) Fees Schedules for FY 2016-2017 as presented.

**Approval Recommended:**

**Shirley A. Reed, M.B.A., Ed.D.**  
**President**

	Board Approved FY 2014-2015	Board Approved FY 2015-2016	Proposed for FY 2016-2017
<b>RESIDENT TUITION -IN-DISTRICT HIDALGO &amp; STARR COUNTIES:</b>			
• In-District 1 credit hour	135.00	100.00	100.00
• In-District 2 credit hours	110.00	100.00	100.00
• In-District 3 credit hours	88.00	88.00	88.00
• In-District 4-5 credit hours	78.00	78.00	78.00
• In-District 6-8 credit hours	73.00	73.00	73.00
• In-District 9-11 credit hours	68.00	68.00	68.00
• In-District 12-21 credit hours	67.00	67.00	67.00
<b>RESIDENT TUITION –OUT OF DISTRICT-OTHER TEXAS COUNTIES:</b>			
• Out of District 1 credit hour	164.50	125.00	125.00
• Out of District 2 credit hours	132.00	125.00	125.00
• Out of District 3 credit hours	103.40	103.40	103.40
• Out of District 4-5 credit hours	90.40	90.40	90.40
• Out of District 6-8 credit hours	83.90	83.90	83.90
• Out of District 9-11 credit hours	77.40	77.40	77.40
• Out of District 12-21 credit hours	76.10	76.10	76.10
<b>NON-RESIDENT TUITION – OUT OF STATE/INTERNATIONAL</b>			
• Out of State/International 1 credit hour	200.00	200.00	200.00
• Out of State/International 2 credit hours	172.00	100.00	100.00
• Out of State/International 3 credit hours	138.00	100.00	100.00
• Out of State/International 4-5 credit hours	122.00	100.00	100.00
• Out of State/International 6-8 credit hours	114.00	100.00	100.00
• Out of State/International 9-11 credit hours	106.00	100.00	100.00
• Out of State/International 12-21 credit hours	105.00	100.00	100.00
<b>DIFFERENTIAL TUITION PER CREDIT HOUR:</b>			
Biology	10.00	10.00	15.00
Chemistry	0.00	10.00	15.00
Physics	0.00	10.00	10.00
Astronomy	0.00	10.00	10.00
3000/4000 level courses	30.00	30.00	30.00
Associate Degree Nursing	50.00	50.00	50.00
EMT	35.00	35.00	35.00
Occupational Therapy Assistant	40.00	40.00	40.00
Patient Care Assistant	20.00	20.00	20.00
Pharmacy Tech	40.00	40.00	40.00
Physical Therapist Assistant	40.00	40.00	40.00
Radiologic Technology/Sonography	40.00	40.00	40.00
Respiratory Therapy	40.00	40.00	40.00
Vocational Nursing	50.00	50.00	50.00
<b>BACHELOR OF APPLIED SCIENCE IN ORGANIZATIONAL LEADERSHIP TUITION:</b>			
Bachelor of Applied Science in Organizational Leadership Competency-Based Format For Seven Week Term	750.00	750.00	750.00

	Board Approved FY 2014-2015	Board Approved FY 2015-2016	Proposed for FY 2016-2017
<b>WORKFORCE/CONTINUING EDUCATION TUITION AND FEES:</b>			
Workforce/Continuing Education Tuition per contact hour or variable tuition	6.00 or variable tuition	6.00 or variable tuition	6.00 or variable tuition
Workforce/Continuing Education Late Registration Fee	10.00	10.00	10.00
Continuing Education Installment Plan Fee	5.00	5.00	5.00
Continuing Education Installment Plan Late Payment Fee	10.00	10.00	10.00
Workforce/Continuing Education, Conferences/Seminars/ Summer Camps /Workshops/Customized Training/ Other Training Activities and Events	Recovery of costs and processing fees to be negotiated	Recovery of costs and processing fees to be negotiated	Recovery of costs and processing fees to be negotiated
<b>DUAL ENROLLMENT TUITION AND FEES:</b>			
Adjusted Tuition Rate per credit hour for in-district dual enrollment students attending STC independent of their school's participation	50.00	50.00	50.00
Adjusted Tuition Rate per credit hour for out-of-district dual enrollment students attending STC independent of their school's participation	78.00	78.00	78.00
Dual Credit Late Processing Fee per course per student	150.00	150.00	200.00
<b>MANDATORY FEES:</b>			
Registration Fee: <ul style="list-style-type: none"> <li>If registered and paid or registered and financial aid processed <u>BEFORE</u> August 1<sup>st</sup>, January 1<sup>st</sup>, May 15<sup>th</sup> and June 15<sup>th</sup></li> </ul> <p style="text-align: center;">Or</p> Registration Fee After Deadline: <ul style="list-style-type: none"> <li>If registered and paid or financial aid processed <u>ON</u> or <u>AFTER</u> August 1<sup>st</sup>, January 1<sup>st</sup>, May 15<sup>th</sup> and June 15<sup>th</sup></li> </ul>	90.00	90.00	100.00
	150.00	150.00	160.00
Information Technology Fee per credit hour	20.00	22.00	24.00
Learning Support Fee per credit hour	13.00	15.00	16.00
Student Activity Fee per credit hour	0.00	2.00	2.00
<b>COURSE FEES:</b>			
Lab Fee per lab credit hour for applicable courses with labs	24.00	24.00	24.00
Course Repeat Fee per credit hour			
<ul style="list-style-type: none"> <li>First repeat (Excludes Developmental)</li> </ul>	50.00	0.00	0.00
<ul style="list-style-type: none"> <li>Second repeat (Includes Developmental)</li> </ul>	75.00	0.00	0.00
<ul style="list-style-type: none"> <li>Third or more repeat (Includes Developmental)</li> </ul>	100.00	125.00	125.00
Developmental Studies Fee	50.00	50.00	50.00
Electronic Distance Learning/VCT Course Fee per credit hour	15.00	15.00	15.00

	Board Approved FY 2014-2015	Board Approved FY 2015-2016	Proposed for FY 2016-2017
Hybrid Course Fee per credit hour	5.00	5.00	5.00
Fire Academy Fees:			
• Gear Rental	0.00	\$280/4 weeks	\$280/4 weeks
• Self-Contained Breathing Apparatus	0.00	\$360/Semester	\$360/Semester
• Testing	0.00	85.00	85.00
NAH and Other Course Fees: <i>Liability Insurance/Exams/Booklets/Badges/Special Program ID/Certificates/Pinning Ceremony/Other Activities</i>	Recovery of costs and processing fees	Recovery of costs and processing fees	Recovery of costs and processing fees
Physical Education Special Activity Fee per course	55.00	55.00	55.00
<b>LIBRARY FEES:</b>			
Lost or Damaged Library Item	Cost of item plus processing fee	Cost of item plus processing fee	Cost of item plus processing fee
Lost or Damaged Library Item Processing Fee	30.00	30.00	30.00
Overdue Library Book/Media Fee per day	0.25	0.25	0.25
Overdue Library Reserve Item per hour	1.00	1.00	1.00
Overdue Library Equipment per day	1.00	1.00	1.00
Overdue Inter-Library Loan or TexShare Item per day	Fine as assessed and charged by lending library	Fine as assessed and charged by lending library	Fine as assessed and charged by lending library
Lost or Damaged Inter-Library Loan or TexShare Item per day	Fine and/or replacement cost as assessed and charged by lending library	Fine and/or replacement cost as assessed and charged by lending library	Fine and/or replacement cost as assessed and charged by lending library
<b>INSTALLMENT PLAN/EMERGENCY LOAN FEES:</b>			
Installment Plan Fee	30.00	30.00	35.00
Installment Plan Late Payment Fee	30.00	30.00	35.00
Emergency Loan Late Payment Fee	30.00	30.00	35.00
<b>PARKING/MOVING TRAFFIC VIOLATIONS FEES:</b>			
Parking Permit Fee	25.00	25.00	25.00
Parking Permit Replacement Fee	25.00	25.00	25.00
Parking Permit Violations:			
<i>First</i>	30.00	30.00	30.00
<i>Second</i>	50.00	50.00	50.00
<i>Third</i>	70.00	80.00	80.00
<i>Fourth</i>	90.00	100.00	100.00
<i>Fifth</i>	110.00	120.00	120.00
Handicap Parking Violations	150.00	150.00	150.00

	<b>Board Approved FY 2014-2015</b>	<b>Board Approved FY 2015-2016</b>	<b>Proposed for FY 2016-2017</b>
Moving Traffic Violations:			
<i>First</i>	30.00	30.00	30.00
<i>Second</i>	50.00	50.00	50.00
<i>Third</i>	70.00	90.00	90.00
Vehicle Boot Removal Fee	100.00	100.00	100.00
<b>TESTING FEES:</b>			
Collegiate Assessment of Academic Proficiency (CAAP) Exam Fee	50.00	50.00	50.00
Sign Language Certification Exam Fee			95.00
Proctoring/Professional Testing Services Fee			Recovery of costs and processing fees to be negotiated
Credit By Examination	Tuition	Tuition	Tuition
GED Exam Fee (All Five Exams-Package Rate)	Students will register and pay fees to Pearson VUE for GED on-line testing services and subject to change.	Students will register and pay fees to Pearson VUE for GED on-line testing services and subject to change.	Students will register and pay fees to Pearson VUE for GED on-line testing services and subject to change.
• GED Exam Fee – Writing only			
• GED Exam Fee – Reading only			
• GED Exam Fee – Mathematics only			
• GED Exam Fee – Science only			
• GED Exam Fee – Social Studies only			
GED Retest Exam Fees:			
• GED Retest Exam Fee – Writing only			
• GED Retest Exam Fee – Reading only			
• GED Retest Exam Fee – Mathematics only			
• GED Retest Exam Fee – Science only			
• GED Retest Exam Fee – Social Studies only			
TSI Assessment Reservation Fee	25.00	25.00	25.00
TSI Assessment Exam - All Three Exams	29.00	29.00	29.00
• TSI Assessment Exam Fee – Reading only	10.00	10.00	10.00
• TSI Assessment Exam Fee – Writing only	10.00	10.00	10.00
• TSI Assessment Exam Fee – Math only	10.00	10.00	10.00
TSI Assessment Exam Retesting Fee - All Three Exams	29.00	29.00	29.00
• TSI Assessment Exam Fee – Retesting Reading only	10.00	10.00	10.00
• TSI Assessment Exam Fee – Retesting Writing only	10.00	10.00	10.00
• TSI Assessment Exam Fee – Retesting Math only	10.00	10.00	10.00
<b>CHILD DEVELOPMENT CENTER FEES:</b>			
Tuition fee per week	120.00	120.00	120.00
Registration Fee:			
• Fall and Spring Semesters	40.00	40.00	40.00
• Summer Session	20.00	20.00	20.00

	<b>Board Approved FY 2014-2015</b>	<b>Board Approved FY 2015-2016</b>	<b>Proposed for FY 2016-2017</b>
Late Pick-up Fee	\$5/first 5 minutes and \$1/ea. add'l. minute	\$5/first 5 minutes and \$1/ea. add'l. minute	\$5/first 5 minutes and \$1/ea. add'l. minute
Supply Fee: <ul style="list-style-type: none"> <li>Fall and Spring Semesters</li> <li>Summer Session</li> </ul>	30.00 10.00	30.00 10.00	30.00 10.00
Reservation Fee for Fall/Spring semester Breaks <ul style="list-style-type: none"> <li>Summer</li> </ul>	65.00 20.00	65.00 20.00	65.00 20.00
<b>INCIDENTAL FEES:</b>			
Audit Fee	Tuition and Lab Fees	Tuition and Lab Fees	Tuition and Lab Fees
Drop Fee (one-time fee) – 1 <sup>st</sup> class day through Census date	25.00	25.00	25.00
Reinstatement Fee (after Census date)	200.00	200.00	200.00
Returned Check	30.00	30.00	30.00
Student ID Replacement Fee	15.00	15.00	15.00
Withdrawal Fee (one-time fee) – after Census date	50.00	50.00	50.00
Student Insurance Fee (voluntary)	Contact Cashier's Office	Fee is paid to approved insurance carrier. Subject to change.	Fee is paid to approved insurance carrier. Subject to change.



**PROPOSED EMPLOYEE FEES  
FOR FY 2016-2017**

	<b>Board Approved for FY 2015-2016</b>	<b>Proposed for FY 2016-2017</b>
Parking Permit Fee	25.00	25.00
Parking Permit Replacement Fee	25.00	25.00
Parking Violations:		
<i>First</i>	30.00	30.00
<i>Second</i>	50.00	50.00
<i>Third</i>	80.00	80.00
<i>Fourth</i>	100.00	100.00
<i>Fifth</i>	120.00	120.00
Handicap Parking Violations	150.00	150.00
Moving Traffic Violations:		
<i>First</i>	30.00	30.00
<i>Second</i>	50.00	50.00
<i>Third</i>	90.00	90.00
Vehicle Boot Removal Fee	100.00	100.00
Keyless Access Card Replacement Fee	10.00	10.00
Returned Check	30.00	30.00
Lost or Damaged Library Item	Cost of item plus processing fee	Cost of item plus processing fee
Lost or Damaged Library Item Processing Fee	30.00	30.00
Overdue Inter-Library Loan or TexShare Item	Fine as assessed and charged by lending library	Fine as assessed and charged by lending library
Lost or Damaged Inter-Library Loan or TexShare Item	Fine and/or replacement cost as assessed and charged by lending library	Fine and/or replacement cost as assessed and charged by lending library



	<b>Board Approved for FY 2015-2016</b>	<b>Proposed for FY 2016-2017</b>
Returned Check	30.00	30.00
Lost or Damaged Library Item	Cost of item plus processing fee	Cost of item plus processing fee
Lost or Damaged Library Item Processing Fee	30.00	30.00
Overdue Library Book/Media Fee per day	0.25	0.25
Parking violations:		
First	30.00	30.00
Second	50.00	50.00
Third	80.00	80.00
Fourth	100.00	100.00
Fifth	120.00	120.00
Handicap Parking Violations	150.00	150.00
Moving Traffic Violations:		
First	30.00	30.00
Second	50.00	50.00
Third	90.00	90.00
Vehicle Boot Removal Fee	100.00	100.00
Child Development Center:		
Tuition fee per week	120.00	120.00
Registration Fee:		
• Fall and Spring Semesters	40.00	40.00
• Summer Session	20.00	20.00
Late Pick-up Fee	\$5/first 5 minutes and \$1/ea. add'l minute	\$5/first 5 minutes and \$1/ea. add'l minute
Supply Fee:		
• Fall and Spring Semesters	30.00	30.00
• Summer Session	10.00	10.00
Reservation Fee for Fall/Spring semester Breaks	65.00	65.00
• Summer	20.00	20.00

## **Update on Status of 2013 Bond Construction Program**

Enclosed is a copy of the presentation prepared by Broaddus & Associates as an update on the status of the 2013 Bond Construction Program. A representative from Broaddus & Associates will be present at the Board meeting to provide the update.

# **SOUTH TEXAS COLLEGE**

## **2013 BOND CONSTRUCTION PROGRAM UPCOMING TIMELINE**

Facilities Committee Meeting

November 10, 2015

**BROADDUS  
& ASSOCIATES**



# BOARD APPROVAL ITEMS

**South Texas College  
2013 Bond Construction Program  
Upcoming Timeline – 11/10/15**

**October '15                      November '15                      December '15                      January '16                      February '16**

	Update (No Action)	Update (No Action)	Update (No Action)	Update (No Action)	Update (No Action)
<b>1</b>	Schematic Design Approval	Schematic Design Approval	Schematic Design Approval	Schematic Design Approval	Chiller Procurement Award
<b>2</b>	Nursing & Allied Health Thermal Energy Engineer Selection	Pecan Campus Thermal Plant Expansion GMP Approval	N&AH Thermal Plant Energy Engineer Contract		
<b>3</b>	Chiller Procurement	Wage Scale Determination			
<b>4</b>	Additional Services – MVC Library Renovation	FF&E RFP Solicitation			
<b>5</b>					
<b>6</b>					
<b>7</b>					
<b>8</b>					
<b>9</b>					
<b>10</b>					

Board Approval

# OPERATIONAL ITEMS

**South Texas College  
2013 Bond Construction Program  
Upcoming Timeline**

October '15      November '15      December '15      January '16      February '16

Operational		October '15	November '15	December '15	January '16	February '16
1			Chiller Solicitation			
2			FF&E RFP			
3			Negotiate N&AH Thermal Plant Contract			
4						
5						
6						
7						
8						
9						
10						

# INFORMATION & PRESENTATION ITEMS

**South Texas College  
2013 Bond Construction Program  
Upcoming Timeline**

October '15      November '15      December '15      January '16      February '16

1	2	3	4	5	6	7	8	9	10
Wage Scale Determination	OCIP Presentation	Volume Procurement Strategies							

Informational/Presentations



## **Review and Action as Necessary on Solicitation of Request for Qualifications (RFQ) for Architectural Design Services for the 2013 Bond Construction Regional Center for Public Safety Excellence**

Approval to solicit architectural design services for the 2013 Bond Construction Regional Center for Public Safety Excellence is requested.

### **Purpose**

Authorization is being requested to solicit for architectural design services for the 2013 Bond construction of the Regional Center for Public Safety Excellence.

### **Justification**

Solicitation of Request of Qualifications (RFQ) for architectural design services is necessary to be able to procure a design team to provide design services. Once the RFQ's are received, an evaluation team will evaluate the RFQ's using the currently approved procurement process and will recommend a design team to the Facilities Committee at a later date.

### **Background**

On August 22, 2014, RFQ submittals were received for design services for the 2013 Bond Construction Program. At the September 11, 2014 Facilities Committee meeting, the Committee postponed the recommendation of an architectural firm for the Regional Center for Public Safety Excellence project pending a site location. It is recommended to re-solicit for architectural design services for this project due to the following reasons:

- No selection was made during the original procurement phase
- A year has passed since the initial Request for Qualifications
- Project scope has been increased

### **Funding Source**

Funds for these expenditures are budgeted in the bond construction budget for FY 2015-2016. Additional funding may be identified from other sources.

The Facilities Committee recommended Board approval of the solicitation of architectural design services for the 2013 Bond Construction Regional Center for Public Safety Excellence as presented.

### **Recommendation:**

It is recommended that the Board of Trustees of South Texas College approve and authorize the solicitation of architectural design services for the 2013 Bond Construction Regional Center for Public Safety Excellence as presented.

### **The following Minute Order is proposed for consideration by the Board of Trustees:**

The Board of Trustees of South Texas College approves and authorizes the solicitation of architectural design services for the 2013 Bond Construction Regional Center for Public Safety Excellence as presented.

### **Approval Recommended:**

**Shirley A. Reed, M.B.A., Ed.D.**  
**President**

## **Review and Action as Necessary on Solicitation of Request for Qualifications (RFQ) for Civil Engineering Services for the 2013 Bond Construction Regional Center for Public Safety Excellence Parking and Site Improvements**

Approval to solicit civil design services for the 2013 Bond Construction Regional Center for Public Safety Excellence Parking and Site Improvements is requested.

### **Purpose**

Authorization is being requested to solicit for civil engineering services for the 2013 Bond construction of the Regional Center for Public Safety Excellence Parking and Site Improvements.

### **Justification**

Solicitation of Request of Qualifications (RFQ) for civil engineering services is necessary to be able to procure a civil engineering team to provide design services. Once the RFQ's are received, an evaluation team will evaluate the RFQ's using the currently approved procurement process and will recommend a design team to the Facilities Committee at a later date.

### **Background**

On September 23, 2014, RFQ submittals were received for civil engineering services for the 2013 Bond Construction Program. At the November 13, 2014 Board meeting, the Committee excluded the recommendation of a civil engineer for the Regional Center for Public Safety Excellence Parking and Site Improvements because a site had not yet been identified. It is recommended to re-solicit for civil engineering services for this project due to the following reasons:

- No selection was made during the original procurement phase
- A year has passed since the initial Request for Qualifications
- Project scope has been increased

### **Funding Source**

Funds for these expenditures are budgeted in 2013 Bond Construction budget for this project. Additional funding may be identified from other sources.

The Facilities Committee recommended Board approval of the solicitation of civil engineering services for the 2013 Bond Construction Regional Center for Public Safety Excellence Parking and Site Improvements as presented.

### **Recommendation:**

It is recommended that the Board of Trustees of South Texas College approve and authorize the solicitation of civil engineering services for the 2013 Bond Construction Regional Center for Public Safety Excellence Parking and Site Improvements as presented.

**The following Minute Order is proposed for consideration by the Board of Trustees:**

The Board of Trustees of South Texas College approves and authorizes the solicitation of civil engineering services for the 2013 Bond Construction Regional Center for Public Safety Excellence Parking and Site Improvements as presented.

**Approval Recommended:**

**Shirley A. Reed, M.B.A., Ed.D.**  
**President**

## **Review and Action as Necessary on Contracting Civil Engineering Services for the Pharr Property Subdivision Plat**

Approval to contract civil engineering services for the Pharr Property Subdivision Plat is requested.

### **Purpose**

The procurement of a civil engineer for the Pharr property is necessary for the preparation of a subdivision plat required prior to construction of any new facilities.

### **Justification**

In order for the City of Pharr to authorize future construction projects on the proposed Pharr property, a subdivision plat must be prepared and recorded with the City of Pharr and Hidalgo County. The procurement of a civil engineer will allow for the engineer to work with staff and city departments to prepare a subdivision plat.

### **Background**

South Texas College has been working with the City of Pharr and Pharr-San Juan-Alamo ISD in acquiring the property in Pharr for the Regional Center for Public Safety Excellence.

In order to proceed with the platting services, staff recommends contracting civil engineering services.

Four civil engineering firms listed below were previously approved by the Board at the March 31, 2015 Board meeting for one year to provide professional services as needed for projects under \$500,000.

1. Halff Associates, Inc.
2. Melden & Hunt
3. Perez Consulting Engineering
4. R. Gutierrez Engineering

Based on the following criteria, Halff Associates is recommended to provide civil engineering services for this project.

#### Criteria:

- Previous experience with preparation of subdivision plats
- Familiarity with City of Pharr and Hidalgo County requirements
- Familiarity with the college's standards

### **Funding Source**

Funds are available in the FY 2015-2016 construction budget.

<b>Project Budget</b>		
<b>Budget Components</b>	<b>Amount Budgeted</b>	<b>Actual Cost</b>
Design	\$30,000	Actual design fees are estimated and will be finalized during contract negotiations.

The Facilities Committee recommended Board approval to contract civil engineering services with Halff Associates for the preparation of the Pharr property subdivision plat as presented.

**Recommendation:**

It is recommended that the Board of Trustees of South Texas College approve and authorize contracting civil engineering services with Halff Associates for the preparation of the Pharr property subdivision plat as presented.

**The following Minute Order is proposed for consideration by the Board of Trustees:**

The Board of Trustees of South Texas College approves and authorizes contracting civil engineering services with Halff Associates for the preparation of the Pharr property subdivision plat as presented.

**Approval Recommended:**

**Shirley A. Reed, M.B.A., Ed.D.**  
**President**

## **Review and Action as Necessary on Schematic Design of the 2013 Bond Construction Nursing & Allied Health Campus Parking and Site Improvements**

Approval of schematic design by R. Gutierrez Engineering for the 2013 Bond Construction Nursing & Allied Health Campus Parking and Site Improvements project is requested.

### **Purpose**

Schematic design is the first phase of basic design services provided by the project design team. In this phase, the design team prepares schematic drawings based on the Owner's project program and design meetings with staff. The approval of this phase is necessary to establish the basis on which the project design team is given authorization to proceed with design development and construction document phases.

### **Justification**

Once schematic design is approved, R. Gutierrez Engineering will proceed to prepare all necessary design development drawings and specifications in preparation for the construction documents phase using STC design standards as well as all applicable codes and ordinances. The phases of a construction project are as follows: 1.) Schematic Design, 2.) Design Development, 3.) Construction Documents, 4.) Guaranteed Maximum Price, 5.) Construction, and 6.) Closeout

The Construction Manager-at-Risk provides preconstruction services during the design processes leading to the construction phase. A Guaranteed Maximum Price (GMP) will then be developed and will be presented to the Facilities Committee for review at a future date.

### **Background**

As previously authorized by the Board of Trustees, R. Gutierrez Engineering began working with Broaddus & Associates, Facilities Planning & Construction, and STC staff to develop parking and site plans. At the October Facilities Committee Meeting, the Committee requested that the project team meet with the City of McAllen to discuss alternative options for providing a delivery service drive and possibly using the adjacent access road.

The design team met with the City of McAllen and discussed various options. It was ultimately recommended that the use of semi-truck trailers should not be allowed for deliveries at this facility. This would allow for a service drive that would eliminate the need for large turning requirements. R. Gutierrez Engineers have designed a revised layout implementing this recommendation.

In addition, staff is discussing with Texas A&M University the possibility of allowing the college the use of their access drive located at the southeast portion of the property. This access will be indicated as an alternate on the schematic design plan pending approval by Texas A&M University.

The proposed Nursing & Allied Health Campus Parking and Site Improvements project is part of the 2013 Bond Construction Program and includes the following scope:

- **Engineer**
  - R. Gutierrez Engineering

- **Construction Manager-at-Risk**
  - D. Wilson Construction Company
  
- **Construction Cost Limitation (CCL)**
  - \$1,100,000
  
- **Program Scope**
  - 203 Parking Spaces which includes 11 ADA parking spaces
  - Drives, Sidewalks, Student and Bus Drop Off Areas
  - Infrastructure Improvements
  - Landscaping and Irrigation
  - Grading

### **Funding Source**

The current Construction Cost Limitation (CCL) is \$1,100,000 and will be adjusted once the Guaranteed Maximum Price (GMP) proposals have been submitted by the Construction Manager-at-Risk to be presented to the Board for approval. Bond funds are budgeted in the Bond Construction budget for fiscal year 2015-2016.

### **Reviewers**

The proposed schematic design has been reviewed by Broaddus & Associates and staff from Facilities Planning & Construction, Operations and Maintenance, Administration, Technology Resources departments, and Campus Coordinator.

### **Enclosed Documents**

R. Gutierrez Engineering has developed a schematic presentation describing the proposed design.

### **Presenters**

Representatives from Broaddus & Associates and R. Gutierrez Engineering will be present at the Board meeting to present the schematic design of the proposed parking and site improvements.

The Facilities Committee reviewed this item on November 10, 2015 and took no action. The Committee did request the engineer to follow up further with A&M University regarding permission to cross a 10' utility easement, which would allow a delivery and/or parking lot entrance to be built at the south west end of campus.

The Committee also asked the engineer to redesign the bus parking and circular drop-off drive to accommodate large buses, including the JagExpress. The Committee clarified that the engineer may be able to accommodate this request by encroaching on existing greenspace that is reserved for a future building, but for which no immediate building plans are developed.

Due to the concerns above, this item was scheduled for presentation again to the Facilities Committee on Tuesday, November 24, 2015. The Committee Chair will be asked to present the Committee's recommendation, if appropriate, to the Board of Trustees.

**Recommendation:**

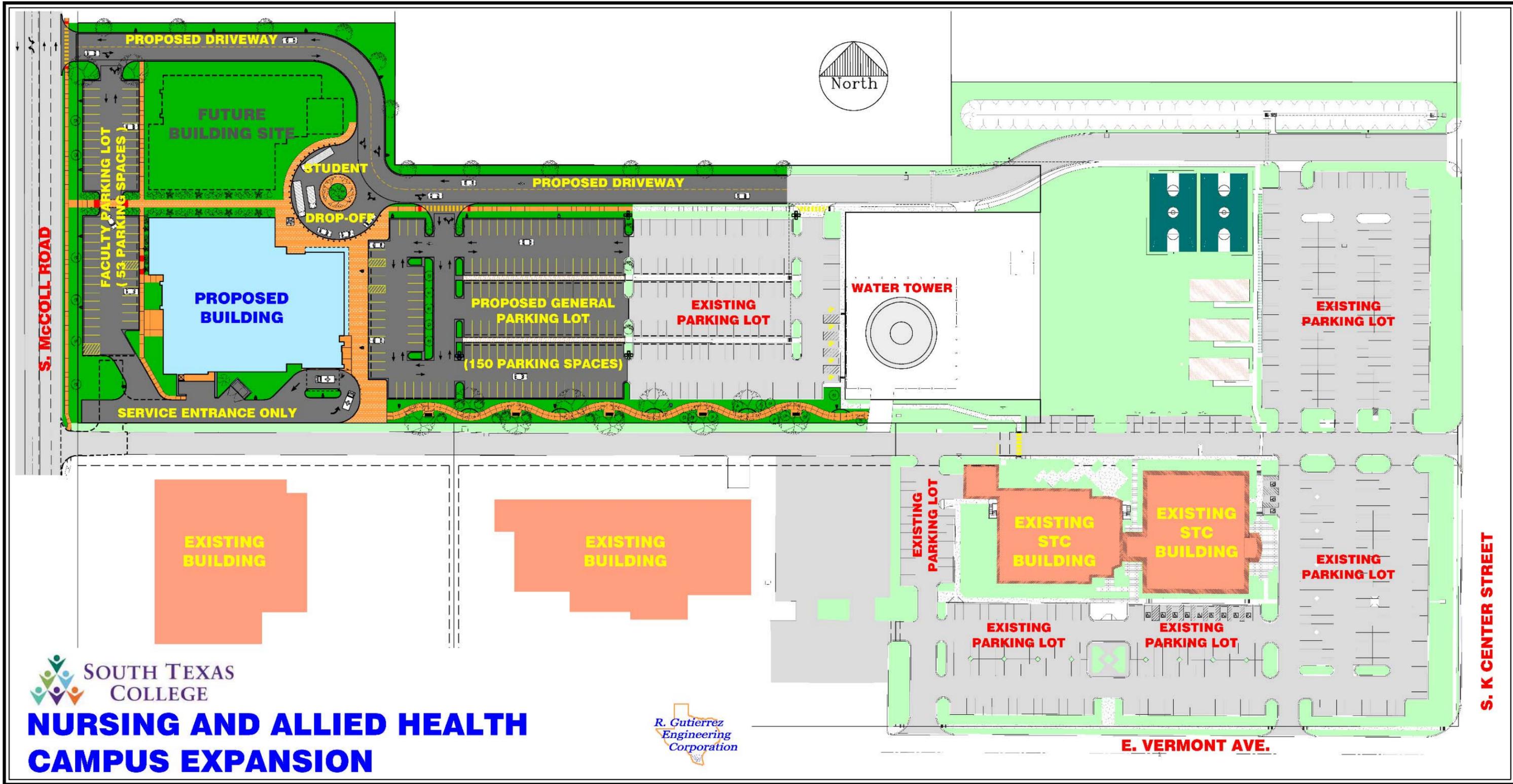
It is recommended that the Board of Trustees of South Texas College approve and authorize the proposed schematic design by R. Gutierrez Engineering for the 2013 Bond Construction Nursing & Allied Health Campus Parking and Site Improvements project as presented.

**The following Minute Order is proposed for consideration by the Board of Trustees:**

The Board of Trustees of South Texas College approves and authorizes the proposed schematic design by R. Gutierrez Engineering for the 2013 Bond Construction Nursing & Allied Health Campus Parking and Site Improvements project as presented.

**Approval Recommended:**

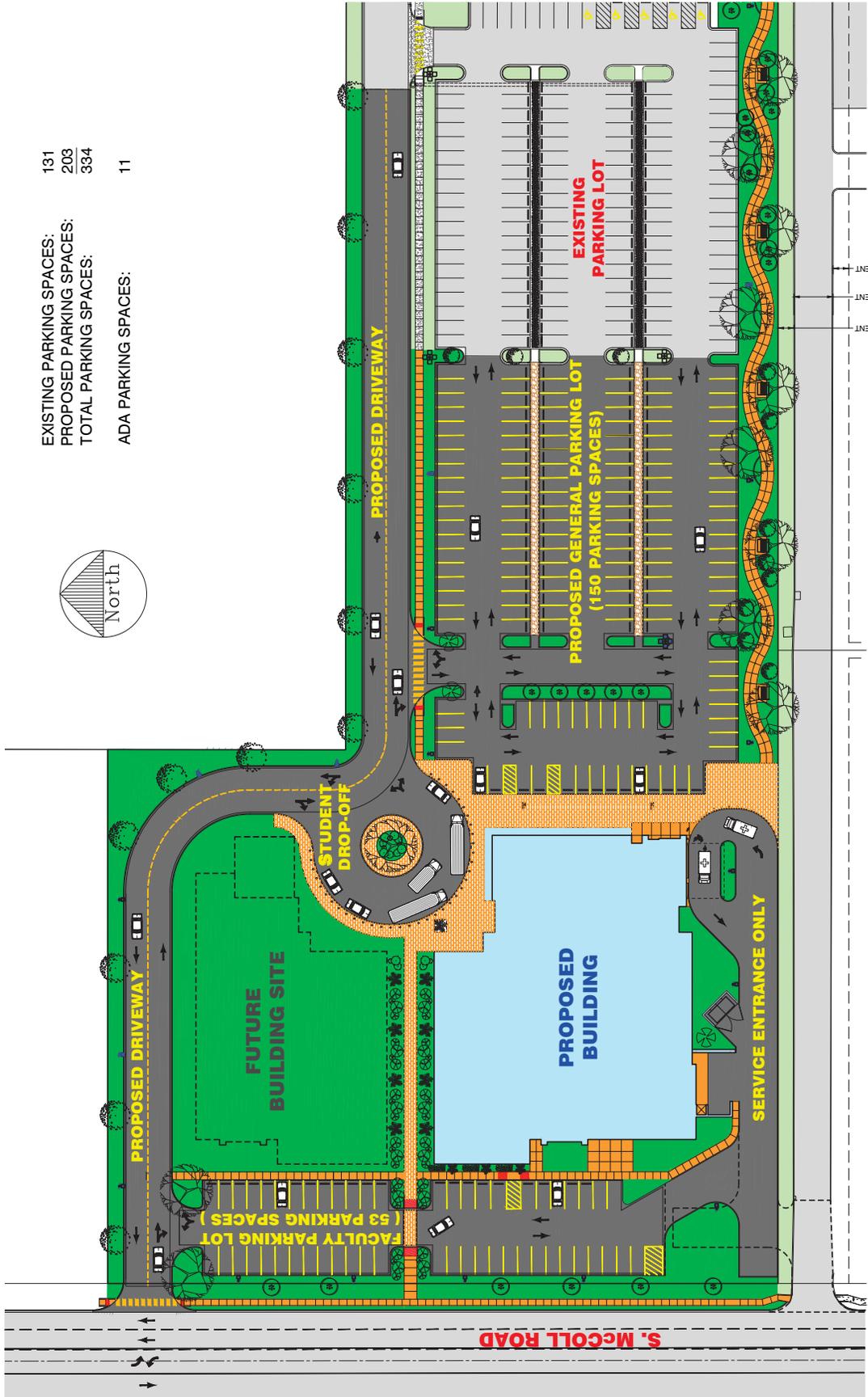
**Shirley A. Reed, M.B.A., Ed.D.**  
**President**



**SOUTH TEXAS COLLEGE**  
**NURSING AND ALLIED HEALTH**  
**CAMPUS EXPANSION**



EXISTING PARKING SPACES: 131  
 PROPOSED PARKING SPACES: 203  
 TOTAL PARKING SPACES: 334  
 ADA PARKING SPACES: 11



# NURSING AND ALLIED HEALTH CAMPUS EXPANSION

## **Review and Action as Necessary on Schematic Design of the 2013 Bond Construction Pecan Campus Parking and Site Improvements**

Approval of schematic design by Perez Consulting Engineers for the 2013 Bond Construction Pecan Campus Parking and Site Improvements project for all four new bond buildings is requested.

### **Purpose**

Schematic design is the first phase of basic design services provided by the project design team. In this phase, the design team prepares schematic drawings based on the Owner's project program and design meetings with staff. The approval of this phase is necessary to establish the basis on which the project design team is given authorization to proceed with design development and construction document phases.

### **Justification**

Once schematic design is approved, Perez Consulting Engineers will proceed to prepare all necessary design development drawings and specifications in preparation for the construction documents phase using STC design standards as well as all applicable codes and ordinances. The phases of a construction project are as follows: 1.) Schematic Design, 2.) Design Development, 3.) Construction Documents, 4.) Guaranteed Maximum Price, 5.) Construction, and 6.) Closeout

The Construction Manager-at-Risk provides preconstruction services during the design processes leading to the construction phase. A Guaranteed Maximum Price (GMP) will then be developed and will be presented to the Facilities Committee for review at a future date.

### **Background**

As previously authorized by the Board of Trustees, Perez Consulting Engineers began working with Broaddus & Associates, Facilities Planning & Construction, and STC staff to develop parking and site plans. The proposed Pecan Campus Parking and Site Improvements project is part of the 2013 Bond Construction Program and will provide parking and site improvements for all four new Bond buildings on the Pecan Campus as per the following scope:

- **Engineer**
  - Perez Consulting Engineers
  
- **Construction Manager-at-Risk**
  - D. Wilson Construction
  
- **Construction Cost Limitation (CCL)**
  - \$2,000,000
  
- **Program Scope**
  - 314 Parking Spaces
  - Drives and Sidewalks
  - Infrastructure Improvements
  - Landscaping and Irrigation
  - Grading

### **Funding Source**

The current Construction Cost Limitation (CCL) is \$2,000,000 and will be adjusted once the Guaranteed Maximum Price (GMP) proposals have been submitted by the Construction Manager-at-Risk to be presented to the Board for approval. Bond funds are budgeted in the Bond Construction budget for fiscal year 2015-2016.

### **Reviewers**

The proposed schematic design has been reviewed by Broaddus & Associates and staff from Facilities Planning & Construction, Operations and Maintenance, Administration, Technology Resources departments, and Campus Coordinator.

### **Enclosed Documents**

Perez Consulting Engineers has developed a schematic presentation describing the proposed design. Enclosed are drawings of the site plans.

### **Presenters**

Representatives from Broaddus & Associates and Perez Consulting Engineers will be present at the Board Meeting to present the schematic design of the proposed parking and site improvements.

The Facilities Committee recommended Board approval of the proposed schematic design by Perez Consulting Engineers for the 2013 Bond Construction Pecan Campus Parking and Site Improvements project for all four new bond buildings as presented.

The Committee asked about a parking lot designed to accommodate 314 parking vehicles and which had only two entries/exits on the perimeter drive. The engineers expressed the opinion that this design would allow congestion of merging traffic to remain contained primarily within the parking lot, rather than contributing to congestion of the perimeter drive. Additional entries/exits into the perimeter drive may add to the congestion of campus traffic coming to or from the Pecan Street entrance.

The engineers further offered that additional entries/exists could be cut into the lot in the future should traffic patterns or future developments require it.

### **Recommendation:**

It is recommended that the Board of Trustees of South Texas College approve and authorize the proposed schematic design by Perez Consulting Engineers for the 2013 Bond Construction Pecan Campus Parking and Site Improvements project for all four new bond buildings as presented.

### **The following Minute Order is proposed for consideration by the Board of Trustees:**

The Board of Trustees of South Texas College approves and authorizes the proposed schematic design by Perez Consulting Engineers for the 2013 Bond Construction Pecan Campus Parking and Site Improvements project for all four new bond buildings as presented.

### **Approval Recommended:**

**Shirley A. Reed, M.B.A., Ed.D.**  
**President**

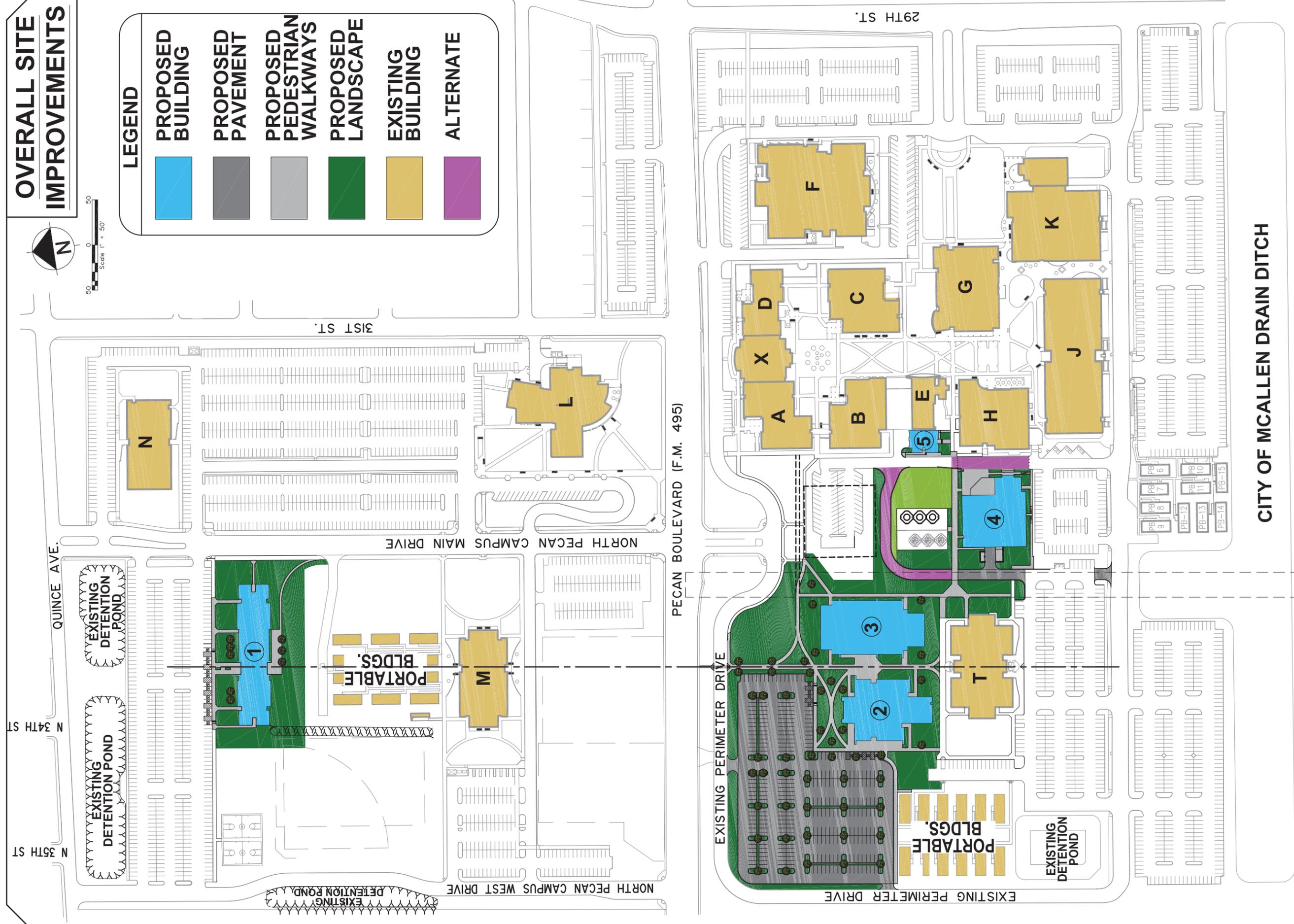
# OVERALL SITE IMPROVEMENTS



Scale 1" = 50'

## LEGEND

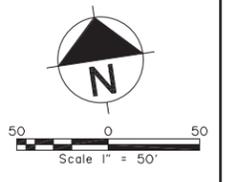
	PROPOSED BUILDING
	PROPOSED PAVEMENT
	PROPOSED PEDESTRIAN WALKWAYS
	PROPOSED LANDSCAPE
	EXISTING BUILDING
	ALTERNATE



- ① PROPOSED NORTH ACADEMIC BUILDING
- ② PROPOSED SOUTH ACADEMIC BUILDING
- ③ PROPOSED STEM BUILDING
- ④ PROPOSED STUDENT ACTIVITIES AND CAFETERIA BUILDING
- ⑤ PROPOSED THERMAL PLANT EXPANSION



# NORTH ACADEMIC BUILDING SITE 1



DATE: 08/14/2014  
 TIME: 10:00 AM  
 PROJECT: NORTH ACADEMIC BUILDING SITE 1  
 DRAWING: SITE PLAN  
 SHEET: 140

**LEGEND**

- PROPOSED BUILDING
- PROPOSED PAVEMENT
- PROPOSED PEDESTRIAN WALKWAYS
- PROPOSED LANDSCAPE
- EXISTING BUILDING

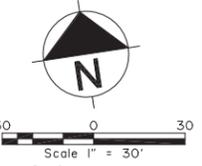
**PCE**  
 Texas Registered Engineering Firm F-2158  
 808 Dallas Ave. McAllen, Texas 78501  
 (956) 631-4482 fax (956) 682-1545

# PARKING LOT STEM & SOUTH ACADEMIC BUILDING SITE 2

CONSTRUCTION ENTRANCE

EXISTING PERIMETER DRIVE

DRAINAGE ESMT



EXISTING PERIMETER DRIVE

PROPOSED PARKING LOT (314 SPACES)

FUTURE SIDEWALK

FUTURE BUILDING

PROPOSED SOUTH ACADEMIC BUILDING

PROPOSED STEM BUILDING

### LEGEND

- PROPOSED BUILDING
- PROPOSED PAVEMENT
- PROPOSED PEDESTRIAN WALKWAYS
- PROPOSED LANDSCAPE
- EXISTING BUILDING
- ALTERNATE

PORTABLE BUILDING

PORTABLE BUILDING - 16

PORTABLE BUILDING - 22 - RR

PORTABLE BUILDING

PORTABLE BUILDING - 20

PORTABLE BUILDING - 17

PORTABLE BUILDING - 21

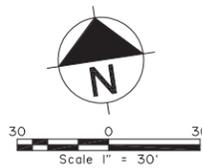
PORTABLE BUILDING - 25

PROPOSED COOLING TOWER ADDITIONS



Texas Registered Engineering Firm F-2158  
808 Dallas Ave. McAllen, Texas 78501  
(956) 631-4482 fax (956) 682-1545

# CAFETERIA & THERMAL PLANT EXPANSION SITE 3



**PROPOSED PARKING LOT  
(314 SPACES)**

**PROPOSED  
SOUTH  
ACADEMIC  
BUILDING**

**PROPOSED  
STEM  
BUILDING**

**FUTURE  
BUILDING**

**PROPOSED  
COOLING  
TOWER  
ADDITIONS**

**PROPOSED  
THERMAL  
PLANT  
EXPANSION**

**THERMAL  
PLANT  
EXPANSION**

**PROPOSED  
STUDENT  
SUPPORT  
SERVICES AND  
ACTIVITIES  
BUILDING**

**LEGEND**

- PROPOSED BUILDING
- PROPOSED PAVEMENT
- PROPOSED PEDESTRIAN WALKWAYS
- PROPOSED LANDSCAPE
- EXISTING BUILDING
- ALTERNATE

**DRAINAGE  
ESM'T**



Texas Registered Engineering Firm F-2158  
808 Dallas Ave. McAllen, Texas 78501  
(956) 631-4482 fax (956) 682-1545

## **Review and Action as Necessary on Schematic Design of the 2013 Bond Construction Mid Valley Campus Library Expansion and Renovation**

Approval of schematic design by Mata Garcia Architects for the 2013 Bond Construction Mid Valley Campus Library Expansion and Renovation is requested.

### **Purpose**

Schematic design is the first phase of basic design services provided by the project design team. In this phase, the design team prepares schematic drawings based on the Owner's project program and design meetings with staff. The approval of this phase is necessary to establish the basis on which the project design team is given authorization to proceed with design development and construction document phases.

### **Justification**

Once schematic design is approved, Mata Garcia Architects will proceed to prepare all necessary design development drawings and specifications in preparation for the construction documents phase using STC design standards as well as all applicable codes and ordinances. The phases of a construction project are as follows: 1.) Schematic Design, 2.) Design Development, 3.) Construction Documents, 4.) Guaranteed Maximum Price, 5.) Construction, and 6.) Closeout

The Construction Manager-at-Risk provides preconstruction services during the design processes leading to the construction phase. A Guaranteed Maximum Price (GMP) will then be developed and will be presented to the Facilities Committee for review at a future date.

### **Background**

As previously authorized by the Board of Trustees, Mata Garcia Architects began working with Broaddus & Associates, Facilities Planning & Construction, and STC staff to develop plans and elevations. At the October 27<sup>th</sup>, 2015 Board meeting, the Board approved incorporating the redesign and renovation of the existing library with the 2013 Bond Construction Mid Valley Campus Library Expansion project. The proposed combined design of the Mid Valley Campus Library Expansion and Renovation project includes the following scope:

- **Architect**
  - Mata Garcia Architects
  
- **Construction Manager-at-Risk**
  - D. Wilson Construction

<b>New Bond Expansion</b>	<b>Existing Building Renovation</b>
<ul style="list-style-type: none"> <li>➤ <b>Construction Cost Limitation (CCL)</b> <ul style="list-style-type: none"> <li>• \$1,750,000</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>➤ <b>Estimated Construction Cost Limitation (CCL)</b> <ul style="list-style-type: none"> <li>• \$1,450,000</li> </ul> </li> </ul>
<ul style="list-style-type: none"> <li>➤ <b>Program Scope</b> <ul style="list-style-type: none"> <li>• SQ FT – 10,369</li> <li>• 1 Floor</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>➤ <b>Program Scope – Existing Renovation</b> <ul style="list-style-type: none"> <li>• SQ FT – Approx. 19,000</li> <li>• 1 Floor</li> </ul> </li> </ul>

New Bond Expansion	Existing Building Renovation
<ul style="list-style-type: none"> <li>• <b>Learning Commons</b> <ul style="list-style-type: none"> <li>○ Help Desk</li> <li>○ Tutoring</li> <li>○ Study Rooms / Niches</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• <b>Learning Commons</b> <ul style="list-style-type: none"> <li>○ Circulation Desk</li> <li>○ Book Collection</li> <li>○ Study Rooms</li> <li>○ Quiet Study</li> </ul> </li> </ul>
<ul style="list-style-type: none"> <li>• <b>Support</b> <ul style="list-style-type: none"> <li>○ Toilet Rooms</li> <li>○ Mechanical Electrical</li> <li>○ IDF</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• <b>Bibliograph Instruction Lab</b></li> <li>• <b>Art Gallery</b></li> <li>• <b>Administrative</b> <ul style="list-style-type: none"> <li>○ Conference Room</li> <li>○ Work Areas</li> </ul> </li> </ul>

**Funding Source**

The current Construction Cost Limitation (CCL) is \$1,750,000 for the new bond expansion and will be adjusted once the Guaranteed Maximum Price (GMP) proposals have been submitted by the Construction Manager-at-Risk to be presented to the Board for approval. Bond funds are budgeted in the Bond Construction budget for fiscal year 2015-2016.

A cost of \$1,450,000 is estimated for the existing building renovation. Funding options are being considered from the non-bond construction budget or possible bond construction project savings.

**Reviewers**

The proposed schematic design has been reviewed by Broaddus & Associates and staff from Facilities Planning & Construction, Operations and Maintenance, Administration, Academic Staff, Instructional Technologies, Technology Resources departments, and Coordinated Operations Council.

**Enclosed Documents**

Mata Garcia Architects has developed a schematic presentation describing the proposed design. Enclosed are drawings of the site plan, floor plans, and exterior views.

**Presenters**

Representatives from Broaddus & Associates and Mata Garcia Architects will be present at the Board meeting to present the schematic design of the proposed expansion project.

The Facilities Committee recommended Board approval of the proposed schematic design of the 2013 Bond Construction Mid Valley Campus Library Expansion and Renovation as presented.

Concerns were expressed about the proposed colors and the tile patterns used in the rendering and asked for alternate options to be presented.

**Recommendation:**

It is recommended that the Board of Trustees of South Texas College approve and authorize the proposed schematic design of the 2013 Bond Construction Mid Valley Campus Library Expansion and Renovation as presented.

**The following Minute Order is proposed for consideration by the Board of Trustees:**

The Board of Trustees of South Texas College approves and authorizes the proposed schematic design of the 2013 Bond Construction Mid Valley Campus Library Expansion and Renovation as presented.

**Approval Recommended:**

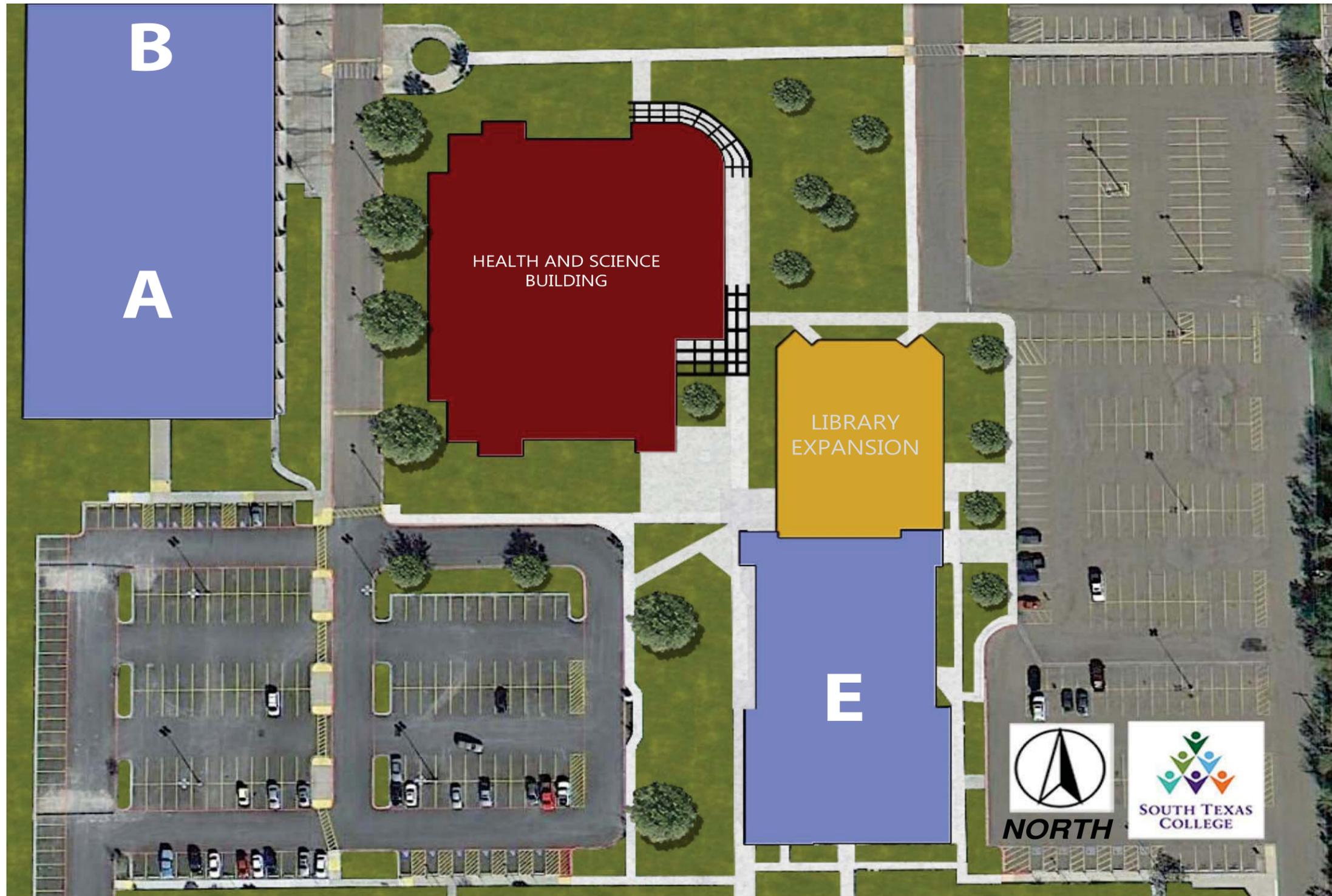
**Shirley A. Reed, M.B.A., Ed.D.  
President**

# South Texas College Mid-Valley Campus Library Expansion





South Texas College \* Mid-Valley Campus  
Building “E” – Library, Existing Site Plan



South Texas College \* Mid-Valley Campus Library Expansion Site Plan



West Elevation \* Mid-Valley Campus Library Expansion  
(As presented on November 10, 2015)





West Elevation \* Mid-Valley Campus Library Expansion  
(Revised as per comments of November 10, 2015 meeting – Scheme 1)





West Elevation \* Mid-Valley Campus Library Expansion  
(Revised as per comments of November 10, 2015 meeting – Scheme 2)





West Elevation \* Mid-Valley Campus Library Expansion  
(Revised as per comments of November 10, 2015 meeting – Scheme 3)





Northwest Elevation \* Mid-Valley Library Expansion  
As presented on November 10, 2015





Northwest Elevation \* Mid-Valley Campus Library Expansion  
(Revised as per comments of November 10, 2015 meeting – Scheme 1)



## **Review and Action as Necessary on Schematic Design of the 2013 Bond Construction Starr County Campus Student Activities Building Expansion**

Approval of schematic design by Mata Garcia Architects for the 2013 Bond Construction Starr County Campus Student Activities Building is requested.

### **Purpose**

Schematic design is the first phase of basic design services provided by the project design team. In this phase, the design team prepares schematic drawings based on the Owner's project program and design meetings with staff. The approval of this phase is necessary to establish the basis on which the project design team is given authorization to proceed with design development and construction document phases.

### **Justification**

Once schematic design is approved, Mata Garcia Architects will proceed to prepare all necessary design development drawings and specifications in preparation for the construction documents phase using STC design standards as well as all applicable codes and ordinances. The phases of a construction project are as follows: 1.) Schematic Design, 2.) Design Development, 3.) Construction Documents, 4.) Guaranteed Maximum Price, 5.) Construction, and 6.) Closeout

The Construction Manager-at-Risk provides preconstruction services during the design processes leading to the construction phase. A Guaranteed Maximum Price (GMP) will then be developed and will be presented to the Facilities Committee for review at a future date.

### **Background**

As previously authorized by the Board of Trustees, Mata Garcia Architects began working with Broaddus & Associates, Facilities Planning & Construction, and STC staff to develop plans and elevations. At the August 11, 2105 Facilities Committee Meeting, a proposed schematic design was presented to the Committee and the Committee asked that the design team review their scope and budget and bring the design back to the Facilities Committee when it was in line with the Board's original request. The design team has since then revised the scope and includes the following:

- **Architect**
  - Mata Garcia Architects
  
- **Construction Manager-at-Risk**
  - D. Wilson Construction
  
- **Construction Cost Limitation (CCL)**
  - \$850,000
  
- **Program Scope**
  - SQ FT – 5,150
  - 1 Floor
  - Lobby
  - Student Event Center

- **Support Spaces**
  - Storage
  - A/V Storage
  - Mechanical
  - Electrical
  - Fire Riser Room

### **Funding Source**

The current Construction Cost Limitation (CCL) is \$850,000 and will be adjusted once the Guaranteed Maximum Price (GMP) proposals have been submitted by the Construction Manager-at-Risk to be presented to the Board for approval. Bond funds will be budgeted in the Bond Construction budget for fiscal year 2015-2016.

### **Reviewers**

The proposed schematic design has been reviewed by Broaddus & Associates and staff from Facilities Planning & Construction, Operations and Maintenance, Administration, Academic Staff, Instructional Technologies, Technology Resources departments, and Coordinated Operations Council.

### **Enclosed Documents**

Mata Garcia Architects has developed a revised schematic presentation describing the proposed design within the original scope and budget. Enclosed are drawings of the site plan, floor plans, and exterior views.

### **Presenters**

Representatives from Broaddus & Associates and Mata Garcia Architects will be present at the Board Meeting to present the schematic design of the proposed expansion project.

The Facilities Committee reviewed this item on November 10, 2015 and took no action. The Committee noted that the design added a room that could accommodate slightly more people than the existing cafeteria in the same building, and asked whether the square footage could be increased to accommodate at least 200 people. The architect agreed that there were options to extend the expansion to the north and east.

The Construction Program Manager suggested that this could be accomplished at a reasonable cost and possibly even within the original budget. Previous designs that far exceeded the approved budget had included significant infrastructural costs such as plumbing, and these costs were not a factor in the proposed increase to the overall square footage.

Due to the concerns above, this item was scheduled for presentation again to the Facilities Committee on Tuesday, November 24, 2015. The Committee Chair will be asked to present the Committee's recommendation, if appropriate, to the Board of Trustees.

### **Recommendation:**

It is recommended that the Board of Trustees of South Texas College approve and authorize the proposed schematic design of the 2013 Bond Construction Starr County Campus Student Activities Building Expansion as presented.

**The following Minute Order is proposed for consideration by the Board of Trustees:**

The Board of Trustees of South Texas College approves and authorizes the proposed schematic design of the 2013 Bond Construction Starr County Campus Student Activities Building Expansion as presented.

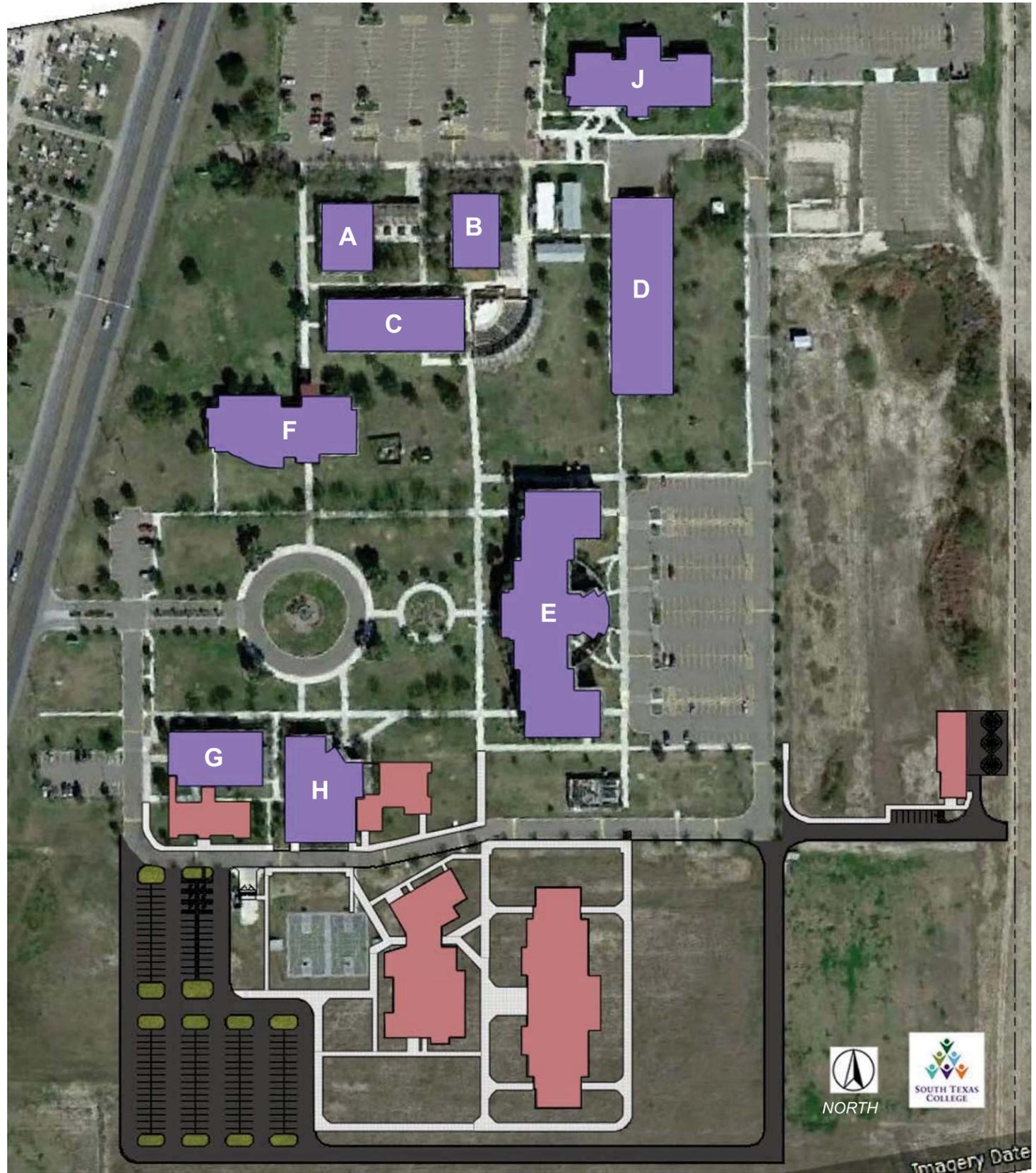
**Approval Recommended:**

**Shirley A. Reed, M.B.A., Ed.D.  
President**

South Texas College  
Starr County Campus

# Student Activities Expansion





South Texas College  
Starr County Campus  
Building "H" \* Site Plan  
Student Activities Expansion



< South Elevation \* Existing < | > South Elevation \* Expansion >



< East Elevation \* Expansion >





< Courtyard \* West Elevation | Lobby \* Cross-Section >



< North Elevation \* Expansion < | > North Elevation \* Existing >



SOUTH TEXAS  
COLLEGE

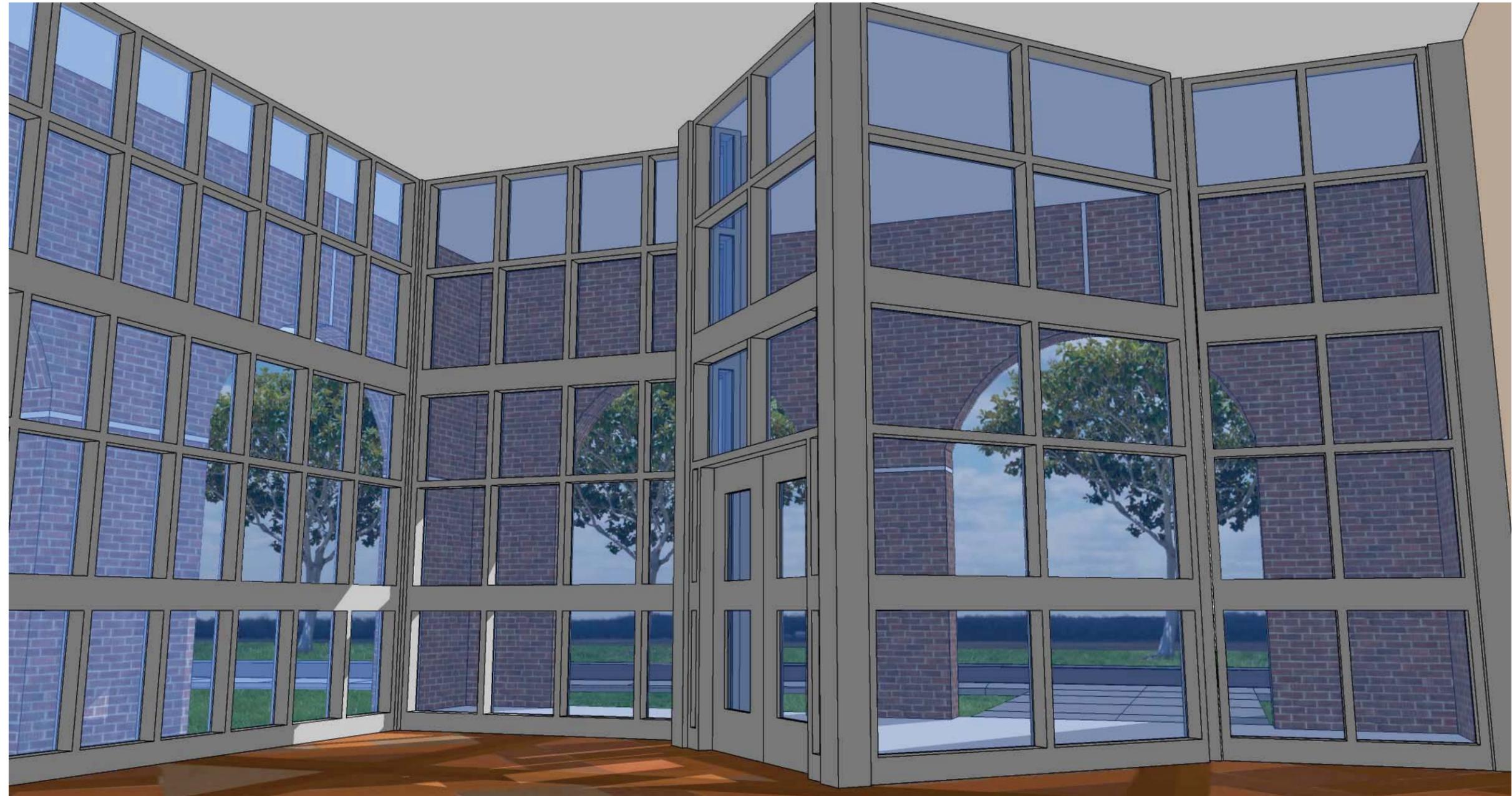


Starr County Campus \* South Elevation \* Student Activities Expansion





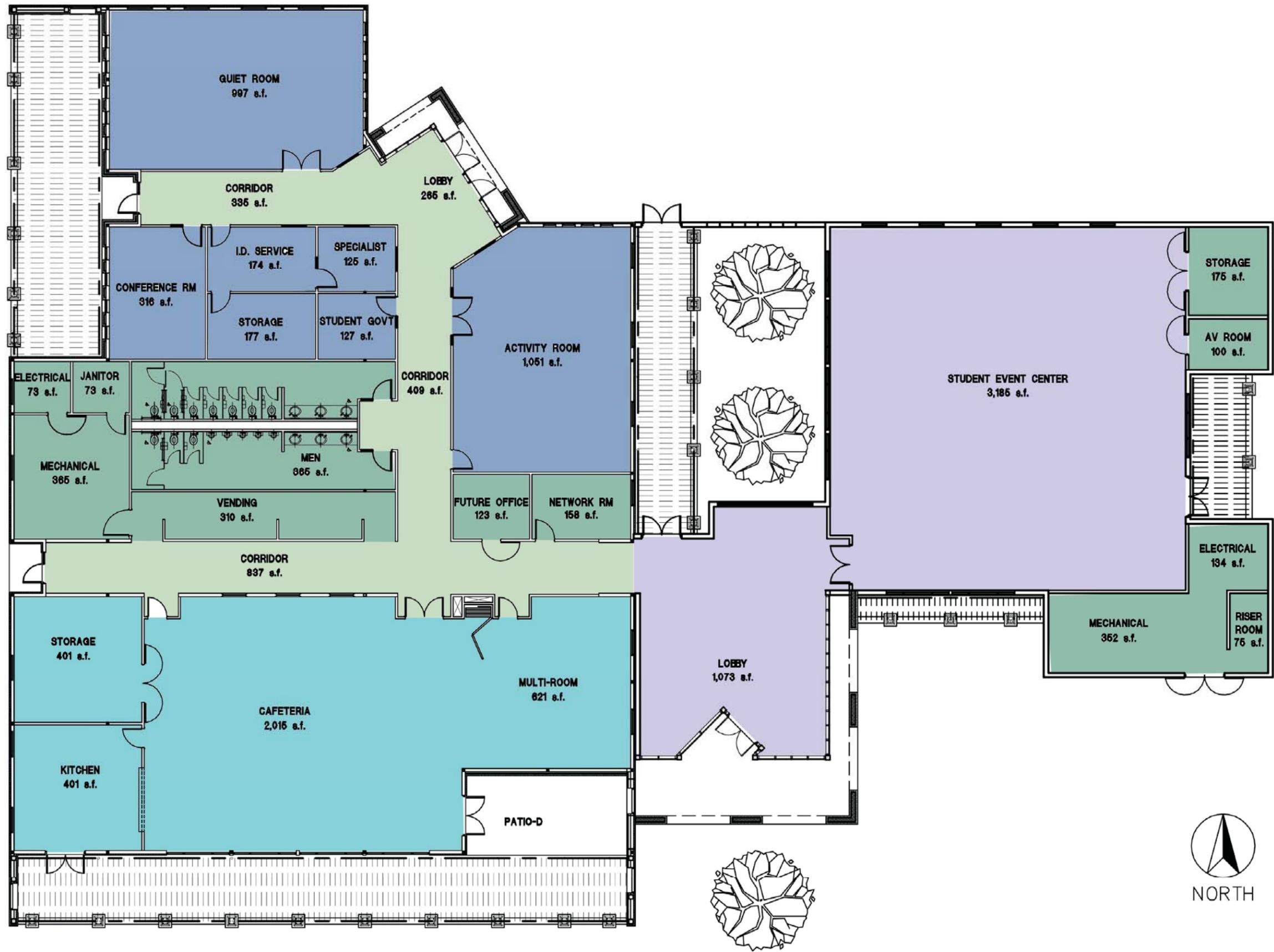
Starr County Campus \* North Elevation \* Student Activities Expansion



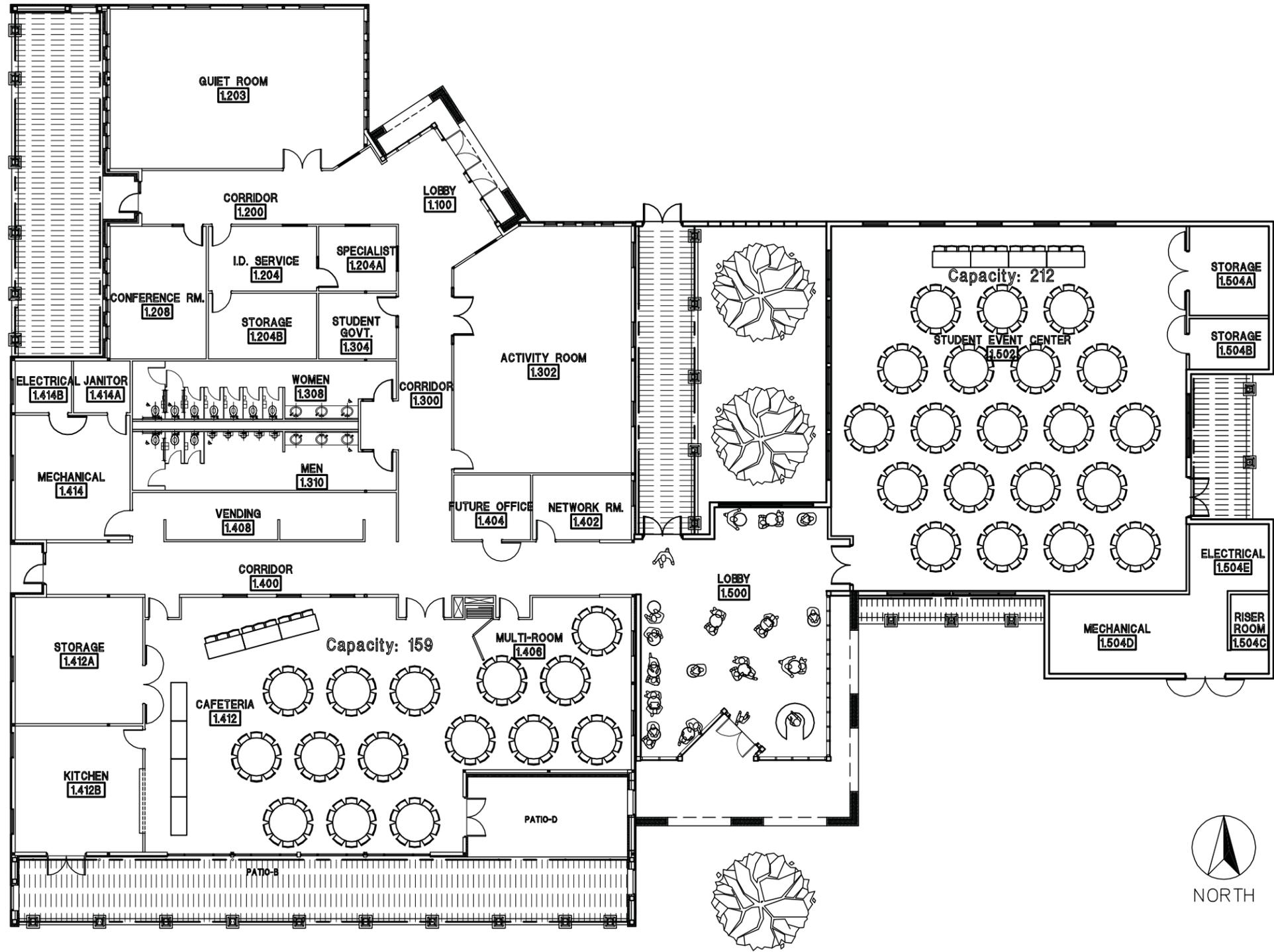
Interior of Lobby Looking South \* Student Activities Expansion



SOUTH TEXAS  
COLLEGE



< Floor Plan \* Existing | Floor Plan \* Expansion >



< Existing Facility | Proposed Expansion >  
**Floor Plan \* Community Event Seating Layout**



## **Review and Action as Necessary on Solicitation of Request for Proposals (RFP) for Insurance Agent Services to establish an Owner-Controlled Insurance Program for the 2013 Bond Construction Program**

Approval to solicit for insurance agent services to establish an owner-controlled insurance program for the 2013 Bond Construction program is requested.

### Background

An Owner-Controlled Insurance Program (OCIP) are insurance policies held by a property owner during the construction or renovation of a property, which is typically designed to cover virtually all liability and loss arising from the construction project. The policies solicited may include the following OCIP Insurance coverages:

- a. Worker's Compensation, including Employer's Liability
- b. Commercial General Liability
- c. Umbrella and/or Excess Liability
- d. Builder's Risk
- e. Environmental
- f. Other necessary or appropriate coverage

The OCIP will be designed to protect the District, its agents, contractors, and subcontractors of every tier from loss resulting from construction related activities. Coverage will not be extended to materials, dealers, delivery persons, and other who do not have employees working on the construction site.

The traditional method for insuring construction consists of each general contractor and subcontractor obtaining their own insurance policies from any provider of their choosing. In turn, they build their policy premiums into their cost structure, which in turn becomes part of their bids. This means that by accepting a general contractor's successful bid, the property owner is indirectly paying for administrative overhead at dozens of separate insurance brokers and insurance companies.

In OCIP, all construction, materials, hazard, workers' compensation, terrorist, and other building-related insurance is purchased by the property owner as part of a single policy from a single insurer.

### Description / Details

Under an Owner-Controller Insurance Program (OCIP), a policy would be purchased by the College as part of a single policy from one or more insurers. South Texas College would purchase coverage exclusively for the entire bond project. It may include other lines of coverage such as Worker's Compensation.

### Benefits of using an OCIP

1. The Policy would be purchased at one (1) policy premium versus several spread among contractors and subcontractors.
2. The College gains direct control over premiums and coverage terms by working directly with an intergovernmental risk pool or an insurance agent.
3. The College chooses its insurance limits and policy terms and conditions.

4. The completed operations portion follows the state statute of repose. Assuming the course of the construction is three (3) years, the policy period and the extended completed operations period would be thirteen (13) years (3+10=13).
5. Litigation – the College would deal with one set of policies as opposed to the contractor and sub-contractor carriers.
6. Allows for maximizing local participation by including subcontractors which might not otherwise have access to meeting insurance requirements
7. Savings will be realized implementing this program

The proposed timeline is as follows:

#	Process	Date
1	Request for Proposals (RFP) Advertised	November 25, 2015 December 2, 2015
2	RFP Issued to Prospective Bidders	November 25, 2015
3	Proposals Due	December 15, 2015
4	Evaluation of Proposals	January 4, 2016
5	Facilities Committee Review	January 12, 2016
6	Board Approval to Award Contract	January 26, 2016
7	Negotiate the Contract with the Awarded Agent	January 27-29, 2016
8	Agent will Solicit Insurance Coverage Proposals	February 1-19, 2016
9	Agent will Evaluate Insurance Proposals	February 22-25, 2016
10	Agent will provide Insurance Information with recommendations to South Texas College	February 26, 2016
11	Insurance Proposals Summary will be on March Facilities Committee agenda for consideration	March 8, 2016
12	Facilities Committee will provide a recommendation at the March Board Meeting for the purchase of insurance coverage	March 29, 2016

**Presenters**

Raul Cabaza, the college’s risk management consultant, will review the Owner-Controlled Insurance Program with the Board and will be available to address related questions.

This item was scheduled for presentation to the Facilities Committee on Tuesday, November 10, 2015. Due to time constraints, this item was postponed until a special Facilities Committee meeting scheduled for November 24, 2015. The Committee Chair will be asked to present the Committee’s recommendation, if appropriate, to the Board of Trustees.

**Recommendation:**

It is recommended that the Board of Trustees of South Texas College approve and authorize the solicitation for insurance agent services to establish an owner-controlled insurance program for the 2013 Bond Construction program as presented.

**The following Minute Order is proposed for consideration by the Board of Trustees:**  
The Board of Trustees of South Texas College approves and authorizes the solicitation for insurance agent services to establish an owner-controlled insurance program for the 2013 Bond Construction program as presented.

**Approval Recommended:**

**Shirley A. Reed, M.B.A., Ed.D.**  
**President**

# OWNER CONTROLLED INSURANCE PROGRAM

## (OCIP)

- ▣ Insurance policy held by property owner
- ▣ To cover liability and loss arising from the construction project

# Policies solicited may include

- a. Worker's Compensation, including Employer's Liability
- b. Commercial General Liability
- c. Umbrella and/or Excess Liability
- d. Builders Risk
- e. Environmental
- f. Other Necessary or appropriate coverage

## Benefits:

- ▣ Rates and Coverage terms are controlled by South Texas College
- ▣ Policy is modified by making changes to exclusions
- ▣ More contractors to bid
- ▣ Reduces the cost of the project
- ▣ 13 year policy period

# Estimated Cost

- ▣ Rule of thumb
- ▣ Estimated premiums - 1% of the hard cost

# Administration Cost

- ▣ Wrap administrator - Estimated \$30,000
- ▣ Enrolls all subcontractors
- ▣ Collects - maintains certificates

# OCIP Process

- ▣ Used by, large university systems, school districts
- ▣ Timeline is in your board packet

## **Review and Action as Necessary on Additional Services with Broaddus and Associates for the Wage Scale Determination Survey for the 2013 Bond Construction Program**

Approval of additional services with Broaddus & Associates for a Wage Scale Determination Survey for the 2013 Bond Construction Program is requested.

### **Purpose**

A Wage Scale Determination Survey is needed to establish legitimate prevailing wages associated with the various construction worker classifications.

### **Justification**

The requirement to enforce Prevailing Wages is detailed in Texas Government Code, Title 10, Chapter 2258 – Prevailing Wage Rates (referenced in Article III of STC's UGCs). In summary, the Code mandates that localities pay prevailing wage rates for public construction projects or face monetary penalty. The Code defines the method for determining prevailing wages as either by a survey or adoption of the Davis-Bacon (DB) Act determined rates. Many states throughout the US conduct Prevailing Wage Determining Surveys annually, however, Texas does not.

The consequences of relying on DB wage determinations (common practice in the Valley) are severe, but most notably to owners is the cost impact. Locally applied DB wage rates are, on average, **36%** higher than the mean wage data for identical trades, as collected by the Texas Workforce Commission for the Rio Grande Valley. The range of disparity when using DB is significant and just a few key examples of the higher rates are; Masons 23% higher, Carpenters 17% higher, Electricians 46% higher, and Plumbers 180% higher.

### **Background**

Broaddus & Associates has successfully conducted or assisted with similar studies at two other higher education in Texas and has the knowledge and available resources to produce a comprehensive survey.

Broaddus & Associates initially submitted a proposal in the amount of \$89,088 for these additional services. After further discussion and negotiations, Broaddus & Associates submitted a revised proposal in the amount of \$81,620.

The proposal anticipates completion of the survey within four (4) months from initiation.

### **Funding Source**

Funds are available in the FY 2015-2016 Bond Construction Program management fund.

### **Enclosed Documents**

A proposal dated November 17, 2015 from Broaddus and Associates is enclosed.

### **Presenters**

Representatives from Broaddus & Associates will be present at the Board Meeting to address any questions related to the wage scale determination survey.

This item was scheduled for presentation to the Facilities Committee on Tuesday, November 10, 2015. Due to time constraints, this item was postponed until a special Facilities Committee

meeting scheduled for November 24, 2015. The Committee Chair will be asked to present the Committee's recommendation, if appropriate, to the Board of Trustees.

**Recommendation:**

It is recommended that the Board of Trustees of South Texas College approve and authorize additional services with Broaddus & Associates in the amount of \$81,620, which includes reimbursable expenses, for a Wage Scale Determination Survey for the 2013 Bond Construction Program as presented.

**The following Minute Order is proposed for consideration by the Board of Trustees:**

The Board of Trustees of South Texas College approves and authorizes additional services with Broaddus & Associates in the amount of \$81,620, which includes reimbursable expenses, for a Wage Scale Determination Survey for the 2013 Bond Construction Program as presented.

**Approval Recommended:**

**Shirley A. Reed, M.B.A., Ed.D.**  
**President**



November 17, 2015

Ms. Mary G. Elizondo  
Vice President for Finance and Administrative Services  
South Texas College  
Pecan Campus, Bldg. N, Suite 179  
3200 W. Pecan Blvd.  
McAllen, TX 78501

Re: Prevailing Wage Determination Survey

Dear Ms. Elizondo:

Broaddus & Associates is pleased to submit our proposal to conduct a Prevailing Wage Determination Survey of the Rio Grande Valley for South Texas College. In our role as STC's trusted advisor, we will work together to maximize local participation and reflecting local construction labor Prevailing Wages in the Valley.

The purpose of this initiative is to establish legitimate prevailing wages associated with the various construction worker classifications. The requirement to employ Prevailing Wages is detailed in Texas Government Code, Title 10, Chapter 2258 – Prevailing Wage Rates. In summary, the Code mandates that localities (which may include a municipality, county or district) pay prevailing wage rates for public construction projects or face monetary penalty. The Code defines the method for determining prevailing wages as either by a survey or adoption of the Davis-Bacon (DB) Act determined rates. Many states throughout the US conduct Prevailing Wage Determining Surveys annually – Texas does not.

The consequences of relying on DB wage determinations (common practice in the Valley) are severe, but most notably to owners is the cost impact. Locally applied DB wage rates are, on average, **36%** higher than the mean wage data for identical trades collected by the Texas Workforce Commission for the Rio Grande Valley. The range of disparity when using DB is significant and just a few key examples of the higher rates are; Masons 23% higher, Carpenters 17% higher, Electricians 46% higher, and Plumbers 180% higher.

In considering your \$120M Construction portion of Bond Program to fully appreciate the value of having accurate Prevailing Wages, we submit the following comparison:

**\$120M** Construction Cost – All Campuses  
Labor typically **35%-40%** for Construction Cost = **\$42-\$48M**  
Davis Bacon Impact (if only **20%** higher) = **\$8.4-\$9.6M**

You could save **7-8%** of the total construction costs on every project by simply using appropriate wage rates.

The Texas Workforce Commission, the Rio Grande Valley Chapter of the AGC, and the local contracting community support this survey initiative and are prepared to share information and resources aimed at completing our goal. However, the governing entity has to be proactive in establishing a methodology by reaching out to the community. The City of McAllen attempted to conduct a wage rate survey earlier this year, but failed to complete and publish a final report. After sending more than 350 solicitations for information to individual contractors the City received only four responses. They didn't commit the

# BROADDUS & ASSOCIATES

INNOVATIVE PROJECT MANAGEMENT AND PLANNING

resources to 'pull' information and follow-up on their initial effort and consequently abandoned the survey. However, in preliminary discussions, they have expressed an interest in monetary participation.

Broaddus & Associates successfully conducted a similar study for the UT System in the early 2000's and our proposed Project Leader, Hugh Cronin, assisted with a Wage Determination survey for the Texas Tech System in Lubbock, TX in 2010. We are proposing Mr. Cronin to focus on this initiative and have the necessary knowledge and available resources to produce a comprehensive survey.

In addition, to this initiative this market survey will allow for our team to gauge construction contractor capacity due to the size of this program and perk interest of the community that this is forthcoming.

Our proposal anticipates completion of the survey within four (4) months from initiation and assumes the following resources;

- Program Executive – approx. 3 hours/month for four months – DEC 2015 thru MAR 2016, (\$210 X 12 hrs. = \$2,520)
- Sr. Project Manager – approx. 65 hours/month for four months – DEC 2015 thru MAR 2016, (\$175 X 260 hrs. = \$45,550)
- Sr. Cost Estimator – approx. 56 hours/month for four months – DEC 2015 thru MAR 2016, (\$150 X 224 hrs. = \$33,600)

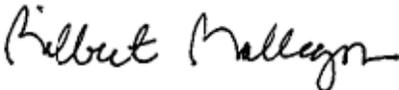
Reimbursable expenses are a included lump sum amount which includes travel, postage, reproduction, etc.

Our proposed total fee is \$81,620 or \$20,405 month which includes reimbursable expenses. This is a lump sum amount that will not include mark-up. Invoices will be billed on a monthly basis for the duration of the engagement.

We feel that we have provided a highly experienced team to complete this survey and our firm is committed to its success. Experience and qualifications are nothing without commitment from the top of the company. Our clients are our first priority and we are personally available at all times and especially when needed most.

I hope this meets your approval and please let me know if you have any questions or require additional information.

Respectfully,



Broaddus & Associates, Inc.  
Gilbert Gallegos, AIA

cc: Dr. James Broaddus  
Mr. Hugh Cronin



*INNOVATIVE PROJECT MANAGEMENT AND PLANNING*

## **Scope of Work / Schedule**

### **Data Solicitation (Month 1)**

- Develop Questionnaire / Response Form
- Compile List of Relevant Projects
- Compile List of GCs and Subcontractors (not currently associated w/ Bond Program)
- Phone Contact w/ GCs and Subcontractors
- Kick-off Event to Explain Process / Share Projects with Contractors
- Email / Mail to all Contractors with Data Request

### **Data Collection (Months 2 & 3)**

- Follow-up Reminder Phone Calls / Emails to Contractors
- Sort / Classify Received Data
- Evaluate Relevancy of Data

### **Data Analysis (Month 4)**

- Review / Analyze Data
- Identify Gaps
- Present Data
- Review Project Progress

### **Final Report (Month 4)**

- Compile Draft Report
- Issue Final Report
- Presentation / Approval by Board of Trustees

## **Review and Action as Necessary on Final Guaranteed Maximum Price for the 2013 Bond Construction Pecan Campus Thermal Plant Expansion**

Approval of the Final Guaranteed Maximum Price (GMP) for the 2013 Bond Construction Pecan Campus Thermal Plant is requested.

### **Purpose**

Authorization is requested to approve the final GMP for the Pecan Campus Thermal Plant Expansion.

### **Justification**

A Guaranteed Maximum Price is the method used by the Construction Manager-at-Risk (CM@R) to present their proposed construction cost to provide the Owner with a complete and functioning building.

### **Background**

On September 10th, 2015, the Board approved the Partial GMP for the Pecan Campus Thermal Plant in the amount of \$318,139. The approval of a partial GMP was necessary at that time to meet the scheduled date of completion for this project. Since then, the Construction Manager-at-Risk (CMR) has received the necessary construction documents from the Engineer to develop the final GMP in the amount of \$3,437,000 which includes the initial partial GMP.

The initial project budget included the cost of two chillers, which have subsequently been removed from the GMP to be purchased through volume procurement. Broaddus & Associates estimates that the volume procurement of both chillers will cost approximately \$500,000. The final GMP plus the purchase of two chillers totals to \$3,937,000 which is expected to be within the current Construction Cost Limitation (CCL) of \$4,300,000.

Two construction alternates included in the GMP Schedule of Values will be presented to the Facilities Committee and Board on November 24, 2015. The alternates are for construction elements that were not within in the original 2013 Bond Construction Program scope. These elements include a screening enclosure and a framework to assist in safe maintenance, and were added during the initial design phase. They were subsequently included in the Board-approved schematic design to allow pricing in the GMP. Because these elements would exceed the CCL, they are included here as alternates. Broaddus & Associates has determined there are sufficient contingency funds available to include both alternates with Board approval.

<b>Construction</b>	<b>Cost</b>
GMP (including partial)	<b>\$3,437,000</b>
2 Chillers (estimated bulk procurement)	<b><u>\$500,000</u></b>
<b>Proposed Total:</b>	<b><u>\$3,937,000</u></b>
Alternate 1 – Enclosure Structure	<b>\$616,000</b>
Alternate 2 – Add Center Framing	<b><u>\$141,000</u></b>
<b>Proposed Total w/ Alternates:</b>	<b>\$4,694,000</b>
<b>Construction Cost Limitation (CCL):</b>	<b><u>\$4,300,000</u></b>
<b>Deficit (Source-Contingency Funds):</b>	<b>\$394,000</b>

### **Funding Source**

Funds for these expenditures are budgeted in the 2013 Bond construction budget for FY 2015-2016.

### **Reviewers**

The Final GMP has been reviewed by Broaddus & Associates and its Cost Control Manager, Joseph Gonzalez, concurs with the pricing as presented in the Construction Manager-at-Risk's proposal.

### **Enclosed Documents**

A Final GMP submitted by D. Wilson Construction Company is enclosed in the prescribed form provided by Broaddus & Associates and is included as an exhibit to the contract between South Texas College and D. Wilson Construction Company. Also enclosed are schematic floor plans and exterior elevations for the cooling tower yard.

### **Presenters**

Representatives from Broaddus & Associates, Halff Associates, and D. Wilson Construction Company will be present at the Board Meeting to present the submitted Final GMP.

This item was scheduled for presentation to the Facilities Committee on Tuesday, November 10, 2015. Due to time constraints, this item was postponed until a special Facilities Committee meeting scheduled for November 24, 2015. The Committee Chair will be asked to present the Committee's recommendation, if appropriate, to the Board of Trustees.

### **Recommendation:**

It is recommended that the Board of Trustees of South Texas College approve and authorize the final guaranteed maximum price (GMP) in the amount of \$3,437,000 for the 2013 Bond Construction Pecan Campus Thermal Plant as presented.

### **The following Minute Order is proposed for consideration by the Board of Trustees:**

The Board of Trustees of South Texas College approves and authorizes the final guaranteed maximum price (GMP) in the amount of \$3,437,000 for the 2013 Bond Construction Pecan Campus Thermal Plant as presented.

### **Approval Recommended:**

**Shirley A. Reed, M.B.A., Ed.D.**  
**President**



**South Texas College – Pecan Campus  
75% CD/GMP Thermal Plant Expansion  
Guaranteed Maximum Price**

**November 5, 2015**

Mr. Rolando Garcia  
Senior Project Manager  
1100 East Jasmine, Suite #102  
McAllen, TX 78501

RE: STC Thermal Plant Expansion  
South Texas College - Pecan Campus  
3201 West Pecan  
McAllen, TX 78501  
Guaranteed Maximum Price

Dear Mr. Garcia:

D. Wilson Construction Company (DWC) is pleased to submit a Guaranteed Maximum Price (GMP) for the above referenced project. We are submitting a proposal which includes GMP Form Exhibit C, GMP Proposal Basis, GMP Construction Documents & Revisions Legend, GMP Schedule of Values, DWC Division Assumptions and Clarifications, and a Project Schedule for the referenced property site improvements.

The proposed construction team for this project is comprised of Claudio Velasco, Project Manager; Pilar Anzaldúa Garza, Assistant Project Manager; and Larry Quintanilla, Superintendent. We have included the team's resume detailing their experience and training for your review.

D Wilson Construction recommends a meeting to review the GMP proposal basis and to verify all document inclusions and exclusions prior to accepting the final GMP proposal.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Bill Wilson', is written over a light blue horizontal line.

**Bill Wilson, President  
D. WILSON CONSTRUCTION CO.**

General Construction | Design Build | Construction Management

P.O. Box 3455 • 1209 East Pecan • McAllen, Texas 78502-3455 • 956-686-9573 • Fax 956-686-3270

[www.dwilsonconstruction.com](http://www.dwilsonconstruction.com)



South Texas College – Pecan Campus  
75% CD/GMP Thermal Plant Expansion  
Guaranteed Maximum Price

November 5, 2015

### GMP Proposal Basis

Our Guaranteed Maximum Price (GMP) proposal is based on the construction documents listed as South Texas College, Thermal Plant Expansion, 75% CD/GMP SET by Halff Associates and dated August 10, 2015. The Construction Documents consultants include Halff Associates for MEP engineering, Wrightson/Johnson/Haddon/Williams, WJHW for architectural, and Chanin Engineering LLC for structural engineering. Construction Documents used for this GMP cost amount are listed in detail in Tab 2 of this proposal as the Construction Documents Legend.

The GMP cost amount is detailed in Tab 4 and has some Assumptions and Clarifications which will detail the scope of work that has been included as base bid. We hereby propose a price of **Three Million, Four Hundred Thirty Seven Thousand Dollars (\$3,437,000)**, this amount is with the D Wilson Construction listed Division Assumptions and Clarifications.

We have developed a milestone schedule which will meet the agreed upon project schedule objectives:

August 10, 2015	Issued 75% CD GMP Pricing Set
August 26, 2015	Advertise GMP Bids for September 16, 2015
November 5, 2015	Submit GMP Proposal to Broaddus & Associates
November 10, 2015	Facilities Board Review & Recommendations
November 24, 2015	Board Approval
December 1, 2015	Start Construction for Switch over Target Date
December 22, 2015	Main Electrical Power Switch Over
September 30, 2016	Substantial Completion

Once approved, all documents in this proposal shall become part of the final GMP Contract.

General Construction | Design-Build | Construction Management

P.O. Box 3455 • 1209 East Pecan • McAllen, Texas 78502-3455 • 956-686-9573 • Fax 956-686-3270

[www.dwilsonconstruction.com](http://www.dwilsonconstruction.com)

**EXHIBIT C**  
**GUARANTEED MAXIMUM PRICE PROPOSAL**

We hereby submit to the South Texas College District D("STC") pursuant to the provisions of Article V of the CMR-At-Risk Contract by and between STC and **D Wilson Construction Company (CMR)** da **November 05, 2015** (the "Contract"), a **Guaranteed Maximum Price** for th **STC Pecan Campus Thermal Plant Expansion** Project, \_\_\_\_\_ project number, (as defined in the Contract) based on the Contract Documents (as defined by the Contract) development for the Project, as follows:

1. A not-to exceed amount for the reimburseable Cost of the Work provided by the Contract:

Provide detailed breakdown by project element, phase, stage, schedule of values, separate subcontract, or as otherwise specified by Owner for this Project.

\$ 2,981,000

2. A not-to-exceed amount for General Conditions items provided by CMR pursuant to the Contract (provide detailed breakdown by project element, phase, stage, schedule of values, separate subcontract, or as otherwise specified by Owner for this Project)

\$ 184,000

3. A total, not-to-exceed amount for contingencies for design completion, assumptions and clarifications, bidding, and price escalation:

(provide detailed breakdown as required by Contract or as specified by Owner)

\$ 100,000

- 4. Total of CMR's Construction Phase Fees pursuant to the Contract \$ 122,000
  
- 5. A construction contingency allowance the Owner will provide. This is a lump sum amount from which changes are to be paid in accordance with the Uniform General Conditions and the Supplementary General Conditions. Any unused amount will be deducted from the Guaranteed Maximum Price by Change Order. \$ 50,000
  
- 6. TOTAL OF 1 THROUGH 5 \$ 3,437,000

This figure shall be the Guaranteed Maximum Price (GMP) which we hereby guarantee to the Owner. Attached is a breakdown showing the dollar amount allocated to each bidding package; all of which the GMP amount.

Corporations/LLC's: Attest



Corporate Secretary  
 or:  
 Other business forms: Witness:

\_\_\_\_\_  
 Seal:

D.Wilson Construction Company

By: 

Name: Bill Wilson (print or type)

Title: President

Date of Signature 11-5-2015.

Accepted and Agreed  
South Texas College District

By: \_\_\_\_\_  
 (original signature)

Name:  
 Title:  
 Date: \_\_\_\_\_

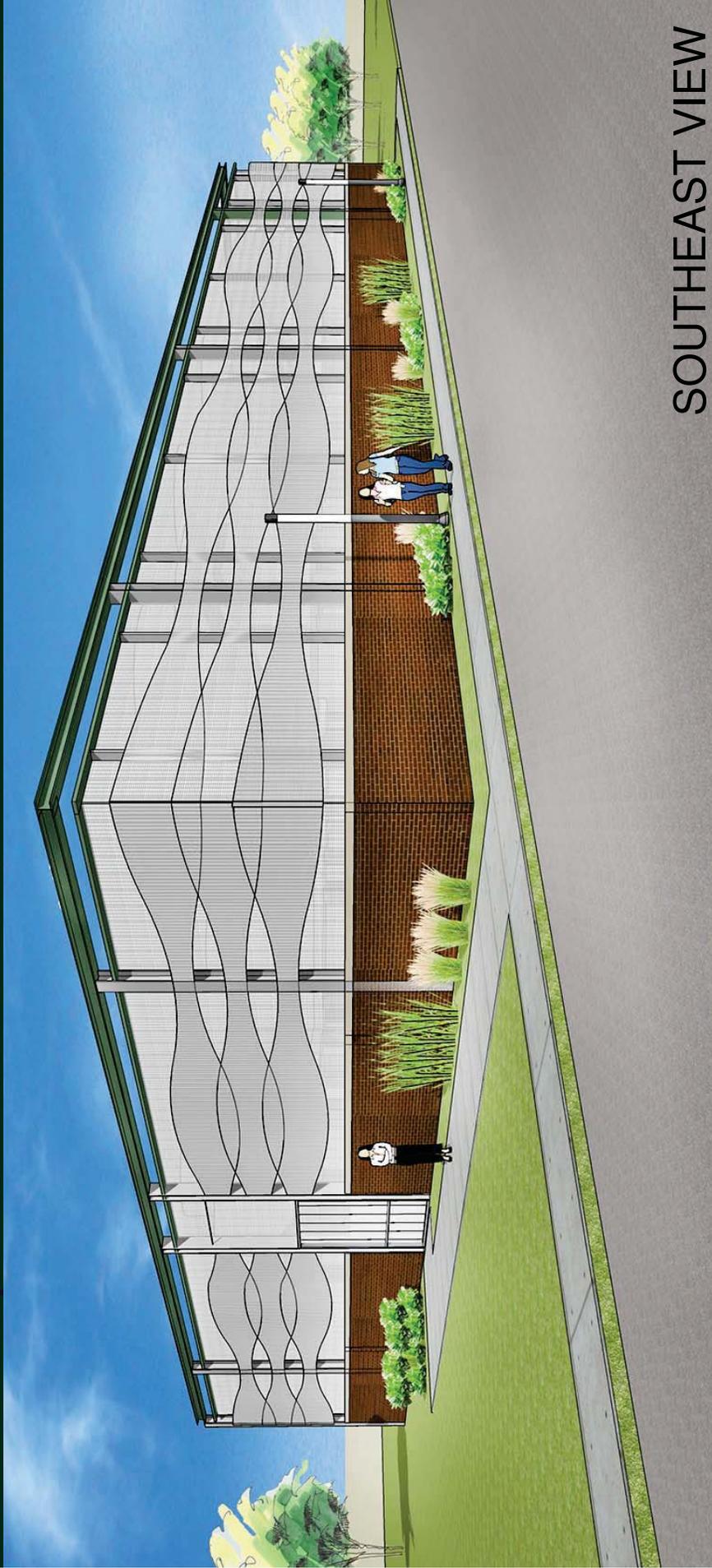


McAllen - San Antonio

JOB:	STC Pecan - Thermal Plant Expansion	Addendum:	3
DATE:	Wednesday, November 04, 2015	Alternates:	2
Completion:	August 3, 2016	Contract docs:	AIA
Duration:	303 Days	Liquidated damages:	\$ 1,000.00
	10 Months	Sub list required:	Yes
Due:	September 16, 2015 12:00 AM	Square Feet:	13,560

CSI Section	Pecan TPE GMP Schedule of Values	Base Bid Amount	Alt. #01 Enclosure Structure	Alt. #02 Add Center Framing to Enclosure
01-0000	GENERAL CONDITIONS	263,405	41,311	9,844
02-0000	EXISTING CONDITIONS	36,793		
03-0000	CONCRETE	126,803	30,186	
04-0000	MASONRY	76,908	28,126	
05-0000	STRUCTURAL STEEL	74,800	405,485	125,844
06-0000	CARPENTRY	8,380		
07-0000	MOISTURE PROTECTION	74,719	72,705	
08-0000	DOORS & WINDOWS	58,470		
09-0000	FINISHES	43,919		
10-0000	SPECIALTIES	1,177		
11-0000	EQUIPMENT	—		
12-0000	FURNISHINGS	—		
13-0000	SPECIAL CONSTRUCTION	—		
14-0000	CONVEYANCE SYSTEMS	—		
22-0000	PLUMBING	133,669		
23-0000	MECHANICAL	1,705,062		
26-0000	ELECTRICAL	435,000	5,000	
31-0000	SITE CONSTRUCTION	125,738		
	CONTRACTOR DESIGN CONTINGENCY	100,000	10,000	
	CONSTRUCTION PHASE FEE	122,000	23,000	5,100
	OWNER'S CONSTRUCTION CONTINGENCY	50,000		
	SUBTOTALS:	3,436,843	615,813	140,788
	SERVICES GMP TOTAL:	\$3,437,000	\$616,000	\$141,000

# PERSPECTIVE: TOWER YARD



SOUTHEAST VIEW





## **Review and Action as Necessary on Renewal of Classroom Lease Agreement with the City of Hidalgo**

Approval of the classroom lease agreement with the City of Hidalgo for use of the Hidalgo Border Security Training Center by South Texas College is requested.

### **Purpose**

Authorization is being requested to renew the current classroom lease agreement to continue providing space for use by the Continuing Education and Criminal Justice Department.

### **Justification**

The continuation of the lease of this facility is needed to accommodate programs with specific needs for continuing education and criminal justice courses being offered.

### **Background**

The City of Hidalgo was awarded a federal Economic Development Administration grant for the construction of a Border Security Training Center which was built in the City of Hidalgo. Additionally, Senator Hinojosa secured \$500,000 in funding to help South Texas College lease and equip the designated instructional space. At the July 25, 2011 Board meeting, the Board approved the initial classroom lease agreement with the City of Hidalgo for the use of this training center. The Board has since then approved a new lease agreement with the City of Hidalgo at the January 29, 2013 Board meeting for the lease of this facility for the period of January 1, 2013 to December 31, 2015 with renewal options of six successive periods of one academic semester each. The Continuing Education staff would like continue to use this space. Staff recommends approval to renew this classroom lease agreement for use starting January 1, 2016 to May 31, 2016

Facility	Renewals in Contract	Renewal Requested	Lease Cost
City of Hidalgo	6 academic semesters	1st January 1, 2016 to May 31, 2016	\$1,333 per month

### **Funding Source**

The balance of \$92,036.92 of the state appropriation is available and budgeted in the City of Hidalgo Lease fund for FY15-16.

This item was scheduled for presentation to the Facilities Committee on Tuesday, November 10, 2015. Due to time constraints, this item was postponed until a special Facilities Committee meeting scheduled for November 24, 2015. The Committee Chair will be asked to present the Committee's recommendation, if appropriate, to the Board of Trustees.

### **Recommendation:**

It is recommended that the Board of Trustees of South Texas College approve and authorize the renewal of the current facility lease agreement with the City of Hidalgo for use of the Hidalgo Border Security Training Center by South Texas College for the period of January 1, 2016 to May 31, 2016 as presented.

**The following Minute Order is proposed for consideration by the Board of Trustees:**

The Board of Trustees of South Texas College approves and authorizes the renewal of the current facility lease agreement with the City of Hidalgo for use of the Hidalgo Border Security Training Center by South Texas College for the period of January 1, 2016 to May 31, 2016 as presented.

**Approval Recommended:**

**Shirley A. Reed, M.B.A., Ed.D.**  
**President**

## **Review and Action as Necessary on Facility Lease Agreement with the City of Edinburg**

Approval of the facility lease agreement with the City of Edinburg for use of the Edinburg Fire Department Training facility by South Texas College is requested.

### **Purpose**

Authorization is being requested to approve the proposed facility lease agreement for use by the fire science program.

### **Justification**

The continuation of the lease of this facility is needed to continue to accommodate fire science programs being offered by South Texas College.

### **Background**

At the January 19, 2013 Board meeting, the Board approved the initial facility lease agreement with the City of Edinburg for the period of August 27, 2012 to May 31, 2013 with the option to renew for three successive terms. Since then, the lease has been renewed until May 31, 2015. The facility lease agreement expired on May 31, 2015 and the facility was not in use over the summer months. At the August 25, 2015 Board meeting, the Board approved to renew the facility lease agreement for another term beginning September 1, 2015, however, the City of Edinburg has requested that a new lease be provided for the new term of September 1, 2015 to May 31, 2016. Staff recommends approval of the proposed facility lease agreement for use starting September 1, 2015 to May 31, 2016.

Facility	Initial Term	Optional Renewal Periods	Lease Cost
City of Edinburg	9/1/15 – 5/31/16	9/1/16-5/31/17 9/1/17-5/31/18 9/1/18-5/31/19	Up to \$13,000 per academic semester plus materials used

### **Funding Source**

Funds for these expenditures are budgeted in the Facilities Lease budget for FY 2015-2016.

The Facilities Committee will be asked to review this item at their November 24, 2015 committee meeting and to recommend Board action as necessary. The Committee Chair will be asked to present the Committee’s recommendation, if appropriate, to the Board of Trustees.

### **Recommendation:**

It is recommended that the Board of Trustees of South Texas College approve and authorize the proposed classroom lease agreement with the City of Edinburg for use of the Edinburg Fire Department by South Texas College for the period of September 1, 2015 to May 31, 2016 as presented.

**The following Minute Order is proposed for consideration by the Board of Trustees:**

The Board of Trustees of South Texas College approves and authorizes the proposed classroom lease agreement with the City of Edinburg for use of the Edinburg Fire Department by South Texas College for the period of September 1, 2015 to May 31, 2016 as presented.

**Approval Recommended:**

**Shirley A. Reed, M.B.A., Ed.D.**

**President**

## **Review and Action as Necessary on Testing and Balancing Services for District-Wide Non-Bond Construction Projects**

Approval of testing and balancing services for district-wide non-bond construction projects is requested.

### **Purpose**

Authorization is requested to approve a pool of testing and balancing firms for the non-bond construction projects for a period of one year with two one-year options to renew.

### **Justification**

Testing and balancing services are necessary to certify that all heating, ventilation, and air conditioning (HVAC) equipment and systems are operating at the required design capacities as specified in the construction documents for each building. Some of the anticipated services which may be provided are as follows:

- Confirm HVAC system controls function as specified
- Confirm HVAC system air flow and volume meet specifications
- Confirm HVAC system equipment function as specified
- Make recommendations on adjustment to HVAC system to maximize performance and minimize energy consumption
- Prepare reports identifying deficiencies in the system so contractor can make corrections prior to final acceptance of construction work

The benefits of a preapproved list of two testing and balancing firms would be to ensure that a firm is available to perform the services to meet the college's construction project schedules. Having preapproved testing and balancing firms allows staff to save time by not soliciting proposals on a project by project basis. The assignment of projects to each firm is then monitored on an annual basis to ensure an equitable amount of work and fees are assigned to each firm. This process has proven effective and allows these testing and balancing services to be expedited.

### **Background**

Solicitation for Request for Proposals for these services began on September 28, 2015. A total of two (2) proposals were received on October 13, 2015.

<b>Timeline for Solicitation for Request for Proposals</b>	
September 28, 2015	Solicitation for Request for Proposals began.
October 13, 2015	Two (2) proposals were received.

### **Reviewers**

The proposals have been reviewed by staff from the Facilities Planning & Construction, Operations & Maintenance, and Purchasing departments.

### **Enclosed Documents**

Staff evaluated these proposals and prepared the enclosed proposal and ranking for review by the Board.

This item was scheduled for presentation to the Facilities Committee on Tuesday, November 10, 2015. Due to time constraints, this item was postponed until a special Facilities Committee meeting scheduled for November 24, 2015. The Committee Chair will be asked to present the Committee's recommendation, if appropriate, to the Board of Trustees.

**Recommendation:**

It is recommended that the Board of Trustees of South Texas College approve and authorize the development of a pool of on-call testing and balancing services for the district-wide non-bond construction projects with Engineered Air Balance and National Precisionnaire from November 25, 2015 to November 25, 2016 with two one-year options to renew as presented.

**The following Minute Order is proposed for consideration by the Board of Trustees:**

The Board of Trustees of South Texas College approves and authorizes the development of a pool of on-call testing and balancing services for the district-wide non-bond construction projects with Engineered Air Balance and National Precisionnaire from November 25, 2015 to November 25, 2016 with two one-year options to renew as presented.

**Approval Recommended:**

**Shirley A. Reed, M.B.A., Ed.D.**  
**President**

**SOUTH TEXAS COLLEGE  
TESTING & BALANCING FOR HVAC SYSTEMS - ON CALL SERVICES  
PROJECT NO. 15-16-1027**

<b>VENDOR</b>		Engineered Air Balance Co, Inc.					National Precisionaire, LLC.	
<b>ADDRESS</b>		4400 Piedras Dr S, Ste 150					21321 Inverness Forest Blvd	
<b>CITY/STATE/ZIP</b>		San Antonio, TX 78228					Houston, TX 77073	
<b>PHONE</b>		210-736-9494					281-449-0961	
<b>FAX</b>		210-736-9595					281-449-1925	
<b>CONTACT</b>		Gary L. Miller					Felix M. Garza	
<b>#</b>	<b>Description</b>	<b>Proposed</b>					<b>Proposed</b>	
		<b>Project Manager</b>	<b>Project Leader</b>	<b>Technician</b>	<b>Support (Office)</b>	<b>Adm (Office)</b>	<b>All-Inclusive</b>	
							<b>TAB Crew Rate**</b>	<b>Project Mgmt</b>
1	Base Rate (No Travel) Non-Onsite Hourly Rates	\$125.00	\$100.00	\$90.00	\$80.00	\$65.00	\$160.00	\$175.00
2	All-Inclusive 5-day Trip (Includes Travel)	\$165.00	\$140.00	\$130.00	\$80.00	\$65.00		
3	All-Inclusive 3-day Trip (Includes Travel)	\$205.00	\$180.00	\$170.00	\$80.00	\$65.00		
4	All-Inclusive 2-day Trip (Includes Travel)	\$265.00	\$240.00	\$230.00	\$80.00	\$65.00		
5	All-Inclusive 1-day Trip (Includes Travel)	\$370.00	\$345.00	\$335.00	\$80.00	\$65.00		
6	2nd Year Escalation	0%					2%	
7	3rd Year Escalation	0%					2%	
<b>TOTAL EVALUATION POINTS</b>		82.80					89.80	
<b>RANKING</b>		2					1	

\*\*TAB - Technician and Apprentice

**SOUTH TEXAS COLLEGE  
TESTING & BALANCING SERVICES FOR HVAC SYSTEMS-ON CALL SERVICES  
PROJECT NO. 15-16-1027  
EVALUATION FORM**

<b>VENDOR</b>		Engineered Air Balance Co, Inc.		National Precisionaire, LLC.	
<b>STREET</b>		4400 Piedras Drive S Ste 150		21321 Inverness Forest Blvd	
<b>STATE/ZIP</b>		San Antonio, TX 78228		Houston, TX 77073	
<b>PHONE</b>		210-736-9494		281-449-0961	
<b>FAX</b>		210-736-9595		281-449-1925	
<b>CONTACT</b>		Gary L. Miller		Felix M. Garza	
1	The purchase price. (up to 40 points)	31	31	40	40
		31		40	
		31		40	
		31		40	
		31		40	
2	The reputation of the vendor and the vendor's goods and/or services. (up to 18 points)	17	16.2	16	15.6
		17		15	
		17		16	
		16		15	
		14		16	
3	The quality of the vendor's goods and/or services. (up to 18 points)	17	15.6	16	15.4
		15		15	
		17		17	
		15		14	
		14		15	
4	The extent to which the vendor's goods and/or services meet the College's needs. (up to 15 points)	14	12.6	14	12.6
		12		13	
		14		14	
		12		11	
		11		11	
5	The vendor's past relationship with the College. (up to 3 points)	3	2.8	3	2.8
		2.5		2	
		3		3	
		2.5		3	
		3		3	
6	The impact on the ability of the College to comply with laws and rules relating to Historically Underutilized Business. (up to 1 point)	0	0	0	0
		0		0	
		0		0	
		0		0	
		0		0	
7	The total long-term cost to the College to acquire the vendor's goods or services. (up to 5 points)	5	4.6	3	3.4
		5		4	
		5		4	
		4		3	
		4		3	
<b>TOTAL EVALUATION POINTS</b>		82.80		89.80	
<b>RANKING</b>		2		1	

## **Review and Action as Necessary on Contracting Construction Services for the Non-Bond Pecan Campus Removal of Existing Trees**

Approval to contract construction services for the Non-Bond Pecan Campus Removal of Existing Trees project is requested.

### **Purpose**

The procurement of a contractor will provide for construction services necessary for the Non-Bond Pecan Campus Removal of Existing Trees.

### **Justification**

Removal of trees on the Pecan Campus is necessary to avoid conflict with the 2013 Bond Construction South Academic Building.

### **Background**

Previously, trees on the Pecan Campus had been removed to avoid conflict with the construction of buildings, parking, site improvements, and landscaping for the 2013 Bond Construction program. Due to the revised locations of the future non-bond Library and 2013 Bond South Academic Building, additional trees need to be removed. The City of McAllen requires that new trees be installed to replace trees that are removed. Landscape plans will be developed so that sufficient trees are provided in beneficial locations.

STC staff has issued the necessary plans and specifications for the solicitation of competitive sealed proposals. Solicitation of competitive sealed proposals for this project began on September 8, 2015. A total of three (3) proposals were received on September 23, 2015.

<b>Timeline for Solicitation of Competitive Sealed Proposals</b>	
September 8, 2015	Solicitation of competitive sealed proposals began.
September 23, 2015	Three (3) proposals were received.

### **Funding Source**

As part of the FY 2015-2016 non-bond construction budget, funds in the amount of \$21,000 were budgeted for this project.

<b>Source of Funding</b>	<b>Amount Budgeted</b>	<b>Highest Ranked Proposal Maldonado Nursery &amp; Landscape, Inc.</b>
Non-Bond Construction	\$21,000	\$7,150

### **Reviewers**

The proposals have been reviewed by staff from the Facilities Planning & Construction, Operations & Maintenance, and Purchasing departments.

**Enclosed Documents**

Staff evaluated these proposals and prepared the enclosed proposal summary. It is recommended that the top ranked contractor be approved by the Board. The enclosed site plan shows the trees identified for removal.

This item was scheduled for presentation to the Facilities Committee on Tuesday, November 10, 2015. Due to time constraints, this item was postponed until a special Facilities Committee meeting scheduled for November 24, 2015. The Committee Chair will be asked to present the Committee's recommendation, if appropriate, to the Board of Trustees.

**Recommendation:**

It is recommended that the Board of Trustees of South Texas College approve and authorize contracting construction services with Maldonado Nursery & Landscape, Inc. in the amount of \$7,150 for the Non-Bond Pecan Campus Tree Removal project as presented.

**The following Minute Order is proposed for consideration by the Board of Trustees:**

The Board of Trustees of South Texas College approves and authorizes contracting construction services with Maldonado Nursery & Landscape, Inc. in the amount of \$7,150 for the Non-Bond Pecan Campus Tree Removal project as presented.

**Approval Recommended:**

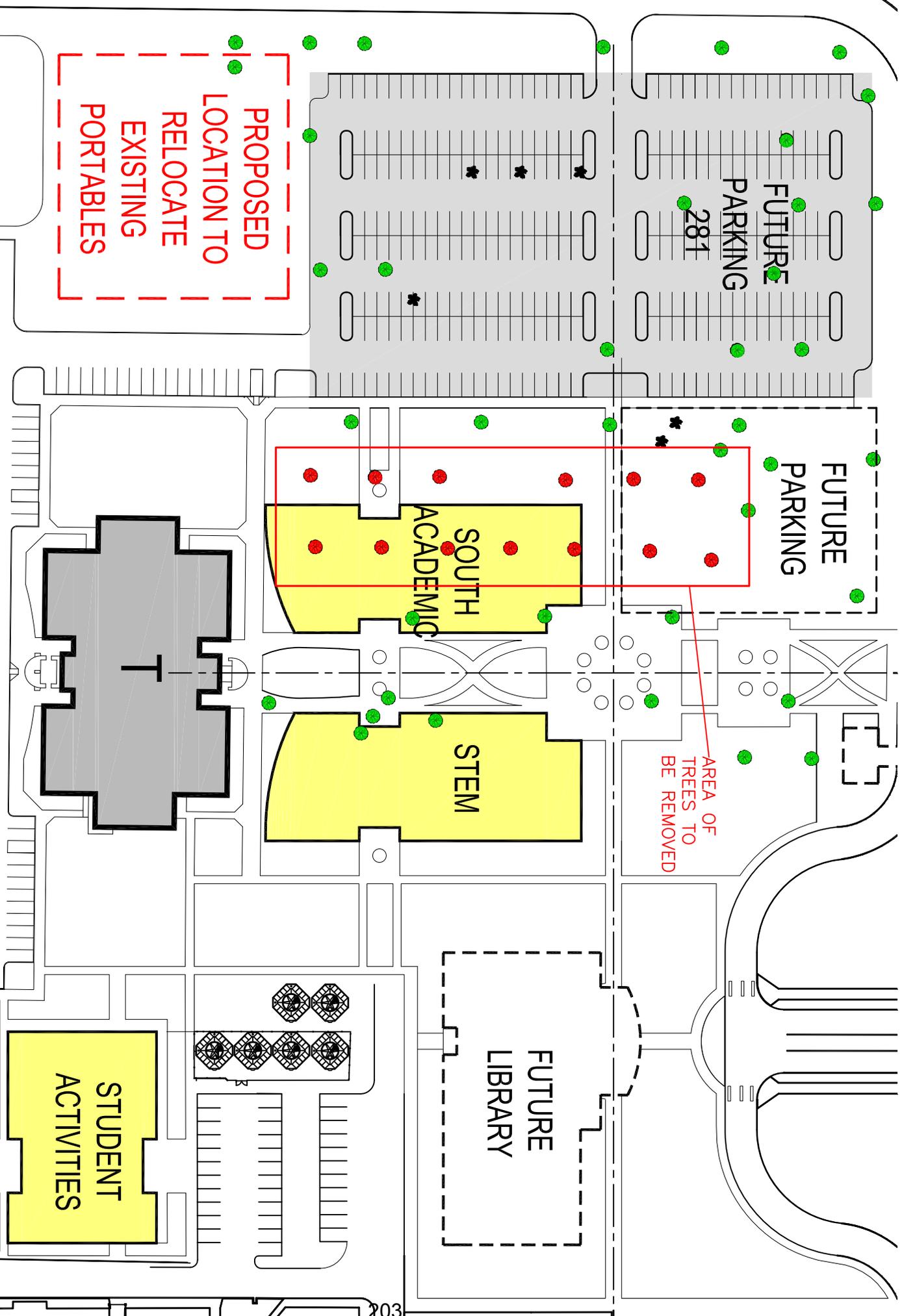
**Shirley A. Reed, M.B.A., Ed.D.**  
**President**

**SOUTH TEXAS COLLEGE  
PECAN CAMPUS TREE REMOVAL  
PROJECT NO. 15-16-1022**

<b>VENDOR</b>		Maldonado Nursery & Landscape, Inc.	RG Enterprises, LLC./ dba G & G Contractors	Valley Garden Center/ dba Southern Landscapes
<b>ADDRESS</b>		509 Beddoes Rd	5125 S Hwy 281	821 E Beech Ave
<b>CITY/STATE/ZIP</b>		La Feria, TX 78559	Edinburg, TX 78539	McAllen, TX 78501
<b>PHONE</b>		956-277-0264	956-929-1567	956-618-1899
<b>FAX</b>		956-277-0263	956-283-7040	956-618-0850
<b>CONTACT</b>		Martin Salazar	Rene Garza	Jon Klement
<b>#</b>	<b>Qty</b>	<b>Description</b>	<b>Proposed</b>	<b>Proposed</b>
1	1	Project Proposed: Pecan Campus Tree Removal Quantity: 13	\$ 7,150.00	\$ 9,400.00
			\$ 9,850.00	
2		Begin Work Within	14 Working Days	10 Working Days
3		Completion of Work Within	7 Calendar Days	30 Calendar Days
4		Bid Bond	Yes	Yes
<b>TOTAL PROPOSAL AMOUNT</b>			\$ 7,150.00	\$ 9,400.00
<b>TOTAL EVALUATION POINTS</b>			94.3	76.6
<b>RANKING</b>			1	3
				2

**SOUTH TEXAS COLLEGE  
PECAN CAMPUS TREE REMOVAL  
PROJECT NO. 15-16-1022**

<b>VENDOR</b>		Maldonado Nursery & Landscape, Inc.	RG Enterprises, LLC./ dba G & G Contractors	Valley Garden Center/ dba Southern Landscapes	
<b>ADDRESS</b>		509 Beddoes Road	5125 S Hwy 281	821 E Beech Ave	
<b>CITY/STATE/ZIP</b>		La Feria, TX 78559	Edinburg, TX 78539	McAllen, TX 78501	
<b>PHONE</b>		956-277-0264	956-929-1567	956-618-1899	
<b>FAX</b>		956-277-0263	956-283-7040	956-618-0850	
<b>CONTACT</b>		Martin Salazar	Rene Garza	Jon Klement	
1	The Respondent's price proposal. (up to 45 points)	45	34.2	32.9	32.9
		45	34.2	32.9	
		45	34.2	32.9	
		45	34.2	32.9	
		45	34.2	32.9	
2	The Respondent's experience and reputation. (up to 10 points)	9	8.5	9	8.8
		10	10	10	
		8	7	8	
		9	8.5	9	
		9.5	7	8	
3	The quality of the Respondent's goods or services. (up to 10 points)	8.5	8	9	8.5
		9	6	9	
		8	7	8	
		9	9	8.5	
		9	8.5	8	
4	The Respondent's safety record (up to 5 points)	4.5	3	4.5	4.4
		5	3	5	
		4	3	4	
		4	4	4	
		4	3	4.5	
5	The Respondent's proposed personal. (up to 8 points)	7	6	7	6.5
		8	6	6	
		7	5	6	
		6.5	7	6	
		7	7	7.5	
6	The Respondent's financial capability in relation to the size and the scope of the project. (up to 9 points)	7.5	7	8	7.9
		9	8	8	
		8	7	8	
		6	7.5	7.5	
		8	7.5	8	
7	The Respondent's organization and approach to the project. (up to 6 points)	5	5.5	4	4.3
		6	4	6	
		6	4	3	
		5	5.5	5	
		5	5	3.5	
8	The Respondent's time frame for completing the project. (up to 7 points)	7	4.9	5.3	5.3
		7	4.9	5.3	
		7	4.9	5.3	
		7	4.9	5.3	
		7	4.9	5.3	
<b>TOTAL EVALUATION POINTS</b>		94.3	76.6	78.6	
<b>RANKING</b>		1	3	2	



PARTIAL SITE PLAN FOR TREE REMOVAL



Existing Trees to be Removed

## **Review and Action as Necessary on Construction Services for the Non-Bond District-Wide Building to Building ADA Compliance Phase II**

Approval to contract construction services for the Non-Bond District-Wide Building to Building ADA Compliance Phase II project is requested.

### **Purpose**

The procurement of a contractor will provide for construction services necessary for the Non-Bond District-Wide Building to Building ADA Compliance Phase II project.

### **Background**

Phase I of the District-Wide Building to Building ADA Compliance project was completed on May 2014. On August 2014, the Board of Trustees authorized Dannenbaum Engineering to prepare plans and specifications for the Non-Bond District-Wide Building to Building ADA Compliance Phase II project. As a result, the design team at Dannenbaum Engineering worked with college staff in preparing and issuing the necessary plans and specifications for the solicitation of competitive sealed proposals.

College staff has issued the necessary plans and specifications for the solicitation of competitive sealed proposals. Solicitation of competitive sealed proposals for this project began on September 8, 2015. A total of two (2) proposals were received on September 24, 2015.

<b>Timeline for Solicitation of Competitive Sealed Proposals</b>	
September 8, 2015	Solicitation of competitive sealed proposals began.
September 24, 2015	Two (2) proposals were received.

### **Justification**

Construction of American Disabilities Act (ADA) improvements are necessary to meet current ADA standards. This is the final phase of the District-Wide ADA Improvements which will bring the existing college facilities up to ADA compliance.

### **Funding Source**

As part of the FY 2015-2016 non-bond construction budget, funds in the amount of \$400,000 were budgeted for this project. Additional funds are available in the non-bond construction budget.

<b>Source of Funding</b>	<b>Amount Budgeted</b>	<b>Highest Ranked Proposal 5 Star Construction</b>
Non-Bond Construction	\$400,000	\$466,112.03

### **Reviewers**

The proposals have been reviewed by staff from the Facilities Planning & Construction, Operations & Maintenance, and Purchasing departments.

**Enclosed Documents**

Staff evaluated these proposals and prepared the attached proposal summary. It is recommended that the top ranked contractor be approved by the Board.

This item was scheduled for presentation to the Finance and Human Resources Committee on Tuesday, November 10, 2015. Due to time constraints, this item was postponed until a special Facilities Committee meeting scheduled for November 24, 2015. The Committee Chair will be asked to present the Committee's recommendation, if appropriate, to the Board of Trustees.

**Recommendation:**

It is recommended that the Board of Trustees of South Texas College approve and authorize contracting construction services with 5 Star Construction in the amount of \$466,112.03 for the Non-Bond District-Wide Building to Building ADA Compliance Phase II project as presented.

**The following Minute Order is proposed for consideration by the Board of Trustees:**

The Board of Trustees of South Texas College approves and authorizes contracting construction services with 5 Star Construction in the amount of \$466,112.03 for the Non-Bond District-Wide Building to Building ADA Compliance Phase II project as presented.

**Approval Recommended:**

**Shirley A. Reed, M.B.A., Ed.D.**  
**President**

**SOUTH TEXAS COLLEGE  
DISTRICT WIDE ADA IMPROVEMENTS FOR BUILDING TO BUILDING ACCESS  
PHASE II  
PROJECT NO. 15-16-1018**

<b>VENDOR</b>		5 Star Construction	RG Enterprises, LLC./ dba G & G Contractors
<b>ADDRESS</b>		3209 Melody Ln	5125 S Hwy 281
<b>CITY/STATE/ZIP</b>		Mission, TX 78574	Edinburg, TX 78539
<b>PHONE</b>		956-867-5040	956-929-1567
<b>FAX</b>		956-599-9055	956-283-7040
<b>CONTACT</b>		Alan Oakley	Rene Garza
<b>#</b>	<b>Description</b>	<b>Proposed</b>	<b>Proposed</b>
<b>District Wide ADA Improvements for Building to Building Access - Phase II</b>			
1	Starr County Campus	\$ 82,573.51	\$ 80,304.00
2	Pecan Campus	\$ 115,290.27	\$ 92,397.00
3	Pecan Plaza	\$ 28,659.46	\$ 25,715.00
4	Technology Campus	\$ 134,578.71	\$ 103,968.00
5	Nursing and Allied Health Campus	\$ 30,248.33	\$ 33,070.00
6	Mid-Valley Campus	\$ 74,761.75	\$ 79,028.00
<b>Project Total</b>		\$ 466,112.03	\$ 414,482.00
7	Begin Work within	15 Working Days	14 Working Days
8	Completion of Work within	90 Calendar Days	180 Calendar Days
9	Bid Bond	Yes	Yes
<b>TOTAL PROPOSAL AMOUNT</b>		\$ 466,112.03	\$ 414,482.00
<b>TOTAL EVALUATION POINTS</b>		88.76	85.66
<b>RANKING</b>		1	2

**SOUTH TEXAS COLLEGE  
DISTRICT WIDE ADA IMPROVEMENTS FOR BUILDING TO BUILDING ACCESS  
PHASE II  
PROJECT NO. 15-16-1018**

<b>VENDOR</b>		5 Star Construction	RG Enterprises, LLC./ dba G & G Contractors		
<b>ADDRESS</b>		3209 Melody Ln	5126 S Hwy 281		
<b>CITY/STATE</b>		Mission, TX 78574	Edinburg, TX 78540		
<b>PHONE/FAX</b>		956-867-5040	956-929-1568		
<b>FAX</b>		956-599-9055	956-283-7041		
<b>CONTACT</b>		Alan Oakley	Rene Garza		
1	The Respondent's price proposal. (up to 45 points)	40.1	40.1	45	45
		40.1		45	
		40.1		45	
		40.1		45	
		40.1		45	
2	The Respondent's experience and reputation. (up to 10 points)	9.5	9.1	8.5	7.8
		9		8	
		9		6	
		9		8.5	
		9		8	
3	The quality of the Respondent's goods or services. (up to 10 points)	9	9	8.5	7.7
		9		8	
		9		8	
		9.5		7.5	
		8.5		6.5	
4	The Respondent's safety record (up to 5 points)	4	3.76	3	3.46
		4		4	
		3.5		3.5	
		3.8		3	
		3.5		3.8	
5	The Respondent's proposed personal. (up to 8 points)	7	7.2	7	6.56
		7		6	
		7.5		7	
		7		7	
		7.5		5.8	
6	The Respondent's financial capability in relation to the size and the scope of the project. (up to 9 points)	8	7.8	7	6.74
		8		6	
		7.5		7	
		8		7.5	
		7.5		6.2	
7	The Respondent's organization and approach to the project. (up to 6 points)	5	4.8	5.5	4.9
		5		4	
		5.5		5	
		5.5		5.5	
		3		4.5	
8	The Respondent's time frame for completing the project. (up to 7 points)	7	7	3.5	3.5
		7		3.5	
		7		3.5	
		7		3.5	
		7		3.5	
<b>TOTAL EVALUATION POINTS</b>		88.76		85.66	
<b>RANKING</b>		1		2	

**Review and Action as Necessary on Final Completion for the Following  
 Non-Bond Construction Projects**

- 1) Pecan Campus Art Building Existing Ceramic Arts Interior Renovations**
- 2) Nursing and Allied Health Campus Irrigation System Upgrade**
- 3) District Wide Parking Lot Lighting Upgrades**

Approval of final completion for the following projects is requested:

	<b>Projects</b>	<b>Substantial Completion</b>	<b>Final Completion</b>	<b>Documents Attached</b>
1.	Pecan Campus Art Building Existing Ceramic Arts Interior Renovations  Architect: EGV Architects Contractor: Herrcon	Approved August 2015	Recommended	Final Completion Letter
2.	Nursing & Allied Health Campus Irrigation System Upgrade  Engineer: SSP Design Contractor: Southern Landscapes	Approved October 2015	Recommended	Final Completion Letter
3.	District Wide Parking Lot Lighting Upgrades  Engineer: DBR Engineering Contractor: Metro Electric	Approved September 2015	Recommended	Final Completion Letter

**1. Pecan Campus Art Building Existing Ceramic Arts Interior Renovations**

It is recommended that final completion and release of final payment for this project with Herrcon be approved.

Final Completion including punch list items were accomplished as required in the Owner/Contractor agreement for this project. It is recommended that final completion and release of final payment for this project with Herrcon be approved. The original cost approved for this project was in the amount of \$109,209.

The following chart summarizes the above information:

Construction Budget	Approved Proposal Amount	Net Total Change Orders	Final Project Cost	Previous Amount Paid	Remaining Balance
\$325,000	\$109,209	\$0	\$109,209	\$103,748.55	\$5,460.45

On October 15, 2015, STC Planning & Construction Department staff along with EGV Architects inspected the site to confirm that all punch list items were completed. Attached is a letter from EGV Architects acknowledging all work is complete and recommending release of final payment.

**2. Nursing & Allied Health Campus Irrigation System Upgrade**

It is recommended that final completion and release of final payment for this project with Southern Landscapes be approved.

Final Completion including punch list items were accomplished as required in the Owner/Contractor agreement for this project. It is recommended that final completion and release of final payment for this project with Southern Landscapes be approved. The original cost approved for this project was in the amount of \$37,767.

The following chart summarizes the above information:

Construction Budget	Approved Proposal Amount	Net Total Change Orders	Final Project Cost	Previous Amount Paid	Remaining Balance
\$30,000	\$37,767	\$0	\$37,767	\$26,412.36	\$1,888.37

On September 23, 2015, STC Planning & Construction Department staff along with SSP Design inspected the site to confirm that all punch list items were completed. Attached is a letter from SSP Design acknowledging all work is complete and recommending release of final payment.

**3. District-Wide Parking Lot Lighting Upgrades**

It is recommended that final completion and release of final payment for this project with Metro Electric be approved.

Final Completion including punch list items were accomplished as required in the Owner/Contractor agreement for this project. It is recommended that final completion and release of final payment for this project with Metro Electric be approved. The original cost approved for this project was in the amount of \$50,691.

The following chart summarizes the above information:

Construction Budget	Approved Proposal Amount	Net Total Change Orders	Final Project Cost	Previous Amount Paid	Remaining Balance
\$100,000	\$50,691	\$0	\$50,691	\$48,156.45	\$2,534.55

On September 30, 2015, STC Planning & Construction Department staff along with DBR Engineering inspected the site to confirm that all punch list items were completed. Attached is a letter from DBR Engineering acknowledging all work is complete and recommending release of final payment.

The Facilities Committee recommended Board approval of the completion and release of retainage of the projects as presented.

**Recommendation:**

It is recommended that the Board of Trustees of South Texas College approve and authorize the completion and release of retainage of the projects as presented.

**The following Minute Order is proposed for consideration by the Board of Trustees:**

The Board of Trustees of South Texas College approves and authorizes the completion and release of retainage of the projects as presented.

**Approval Recommended:**

**Shirley A. Reed, M.B.A., Ed.D.**

**President**



November 6, 2015

South Texas College  
Mr. Robert Cuellar  
Facilities Planning and Construction  
P. O. Box 9701  
McAllen, TX 78501

Re: STC PECAN CAMPUS BUILDING B CERAMIC & ART LABS RENOVATION  
RFP #14-15-1067

Dear Mr. R. Cuellar,

To the best of our knowledge, all work has been performed as per manufacturer's specifications. We recommend release of final payment to Herrcon, LLC for the above referenced project.

Herrcon, LLC has completed the punch list items and submitted their closing documents.

If you have any questions please call at (956) 843-2987.

Sincerely,

A blue ink handwritten signature, appearing to be 'Eduardo G. Vela', is written over a horizontal line.

Eduardo G. Vela, Architect

XC: Ricardo de la Garza



October 13, 2015

Mr. John De La Garza, Project Manager  
South Texas College  
3200 W. Pecan Blvd. Building N, Suite 145  
McAllen, Texas 78501

**RE: Letter of Final Acceptance**  
STC Nursing and Allied Health Campus Irrigation Improvements  
RFP: 14-15-1080

Dear Mr. De La Garza:

Please accept this letter as written notice that Valley Garden Center DBA Southern Landscapes has completed the work as specified in the contract documents and punch list established at Substantial Completion dated September 23, 2015. At this time, we recommend final approval and acceptance of the project.

Please call if you have any questions.

Sincerely,

A handwritten signature in blue ink, appearing to read "S. Scott Pajeski".

S. Scott Pajeski, Director  
SSP Design, LLC



200 South 10th Street  
Suite 901  
McAllen, TX 78501  
v 956.683.1640  
f 956.683.1903  
www.dbrinc.com

October 27, 2015

South Texas College  
Robert Cuellar  
Facilities Planning and Construction  
3201 W. Pecan Blvd  
McAllen, Texas 78501

Re: South Texas College – DW Lighting Upgrades  
RFP 14-15-1052

Dear Mr. Cuellar,

DBR Engineering Consultants, Inc. recommends Final Completion of the South Texas College – DW Lighting Upgrades project. We recommend release of final payment to Metro Electric for the above referenced project.

Metro Electric, has completed the punch list items and submitted their closing documents.

If you have any questions feel free to contact our office at (956) 683-1640.

Sincerely,

A handwritten signature in blue ink that reads 'Edward Puentes'.

Edward Puentes, PE  
Partner | Operations Manager

## **Discussion and Action as Necessary Regarding Contracts for Geotechnical and Construction Materials Testing Services for the 2013 Bond Construction Program**

The Board is asked to discuss take action as necessary regarding the contracts for geotechnical and construction materials testing services for the 2013 Bond Construction program.

The Board of Trustees authorized at the April 28, 2015 Board meeting, contracting with four firms for the following campuses:

1. Pecan Campus
2. Technology Campus
3. Nursing & Allied Health Campus
4. Mid Valley Campus
5. Starr County Campus
6. La Joya Teaching Center
7. Pharr Regional for Public Safety Excellence

Legal counsel has advised that the Board may wish to discuss this item in executive session.

This item was scheduled for presentation to the Facilities Committee on Tuesday, November 10, 2015. Due to time constraints, this item was postponed until a special Facilities Committee meeting scheduled for November 24, 2015. The Committee Chair will be asked to present the Committee's recommendation, if appropriate, to the Board of Trustees.

### **Recommendation:**

It is recommended that the Board of Trustees of South Texas College approve and authorize action as necessary regarding the contracts for geotechnical and construction materials testing services for the 2013 Bond Construction program

### **The following Minute Order is proposed for consideration by the Board of Trustees:**

The Board of Trustees of South Texas College approves and authorizes action as necessary regarding the contracts for geotechnical and construction materials testing services for the 2013 Bond Construction program

### **Approval Recommended:**

**Shirley A. Reed, M.B.A., Ed.D.**  
**President**

**SOUTH TEXAS COLLEGE**

<b>VENDOR</b>	EarthCo, LLC.	L & G Consulting Engineers, Inc.	Millennium Engineers Group, Inc.	Professional Service Industries, Inc.	Raba-Kistner Consultants, Inc.	Terracon Consultants, Inc.	T.S.I. Laboratories, Inc.
<b>ADDRESS</b>	1110 W Jackson St	2100 W Expressway 83	P O Box 4569	2020 N Loop 499 Ste 302	800 E Hackberry	1506 Mid Cities Dr	901 E Expressway 83
<b>CITY/STATE/ZIP</b>	Harlingen, TX 78550	Mercedes, TX 78570	Edinburg, TX 78540	Harlingen, TX 78550	McAllen, TX 78501	Pharr, TX 78577	La Feria, TX 78559
<b>PHONE</b>	956-428-2443	956-565-9813	956-702-8500	956-423-6826	956-682-5332	956-283-8254	956-797-9031
<b>FAX</b>	956-202-0491	956-565-9018	956-702-4180	956-423-5735	956-682-5487	956-283-8279	956-797-2056
<b>CONTACT</b>	Jaime Cantu	Jacinto Garza	Raul Palma	Hector J. Lopez	Isidro Arjona	Jorge A. Flores	Murphy G. Scurry
<b>2.1 Statement of Interest</b>							
<b>2.1.1 Statement of Interest for Project</b>	Firm stated their commitment to each project. They emphasized the 40 plus years experience of the two principals.	Firm pointed out their extensive experience in providing the services requested. The firm summarized the detailed services they provide.	The firm emphasized their local history and experience and the experience of project manager in performing work in the Rio Grande Valley.	Pointed out the firm's nationwide presence and experience, but also their 25 years of experience in the Rio Grande Valley.	Emphasized the 46 years of continuous service by the same executive management and their work on more than 100 projects for STC.	Provided an extended statement that mentions the firm's strong local presence, their full service capabilities and their previous experience in providing services to STC.	Firm presented a summary of the firm's 20 years' experience and that of its main staff.
<b>2.1.2 History and Statistics of Firm</b>	- Located in Harlingen, TX - Established in 2008 - Staff of 8, including principals	- Firm has been in business for over 12 years - Two offices: Mercedes and Mission - 60 staff members	- Firm was established in 2001 - Staff of 15 - Offices in Pharr and Harlingen	- Has operated for over 100 years - 2,500 staff nationwide - 125 office nationwide - over 25 years experience in RGV	- Firm was founded in 1968 in San Antonio - Has 24 years experience in the Rio Grande Valley - Over 400 total staff with over 50 staff in the Rio Grande Valley offices	- Firm established in 1965 - 3,000 employees nationwide - Over 500 staff in Texas offices	- 20 years in business - Offices in Victoria, San Antonio, Houston and La Feria
<b>2.1.3 Statement of Availability and Commitment</b>	Stated that firm has the experience and resources to meet project needs.	Stated that any and all work product for STC will be completed in a timely manner. Pointed out to current work projects, but indicated this would not detract from providing service to STC.	Indicated their commitment to STC by providing staff and resources to be responsive to South Texas College projects. Added that key personnel would be available for the life of the project.	Indicated their availability and commitment to provide the necessary services and personnel as required for the project.	Made a statement of commitment to provide the necessary staff for STC. Added that current workload will allow them to meet STC schedules and deadlines.	Indicated the commitment of the key professionals to providing services to STC. Pointed to the previous work performed for the college.	Did not directly address this item. Commitment is implied in their submittal and willingness to perform work for college.
<b>2.1.4 Preference on Project Groups</b>	Listed the order of preference on projects as follows: Mid Valley Campus Pecan Campus Starr County Campus Technology Campus Nursing & Allied Health Campus	Listed the order of preference on projects as follows: Pecan Campus Nursing & Allied Health Campus Technology Campus Mid Valley Campus Starr County Campus	Listed order of preference on projects as follows: Pecan Campus Mid Valley Campus Starr County Campus Nursing & Allied Health Campus Technology Campus	Listed order of preference on projects as follows: Mid Valley Campus Nursing & Allied Health Campus Starr County Campus Technology Campus Pecan Campus	Listed order of preference on projects as follows: Pecan Campus Mid Valley Campus Starr County Campus Nursing & Allied Health Campus Technology Campus	Listed order of preference on projects as follows: Pecan Campus Mid Valley Campus Starr County Campus Nursing & Allied Health Campus Technology Campus	Order of preference on projects was not provided.
<b>2.2 Prime Firm</b>							
<b>2.2.1 Resumes of Principals and Key Members</b>	Provided resumes for the following: - Jaime M. Cantu, PE - Rudy Martinez	Provided resumes for the following: - David A. Saenz, PE, Project Manager - Mark McClelland, PE, Assistant Project Manager - Ricardo Gallaga, PE, Assistant Project Manager - Ricardo A. Gil, Geotechnical & CMT Laboratory Manager - Jacinto Garza, PE, Project Principal	Provided Resumes for the following: - Raul Palma, PE, Principal Engineer - Andres Palma, PE, Geotechnical Engineer - Rick Riggins, PE, Senior Project Engineer - Humberto Palma, CWI, CMT Laboratory Manager	Provided resumes for the following staff: - Hector Lopez, PE, Branch Manager - Lucas Castillo, EIT, Graduate Engineer - Juan Rodriguez, Construction Services Manager	Provided resumes for the following staff: - Isidoro Arjona, PE, Project Manager - Katrin M. Leonard, PE, Geotechnical Engineering Task Leader - Dennis C Charkow, Supervisor Construction Materials Testing - Chris L. Schultz, PE, PMP - Carlos Ceballos, Jr., PE - Jorge L. Perez, Graduate Engineer - Tomas Crus, Jr., Environmental Scientist - Juan M. Carrillo, Construction Materials Testing Laboratory	Provided resumes for the following staff: - Jorge Flores, P.G., Principal - Alfonso A. Soto, PE, Geotechnical and CMT Manager - Stephany Chacon, EIT, Geotechnical Specialist - Juan M. Borjon, EIT, CMT Project Manager - Guadalupe Leal, CMT Project Manager - Eloy Palacios, Environmental Project Manager - Christopher Albright, Environmental Specialist	Provided resumes for the following staff: - Michael Tater, President - Daniel Tesfai, PE, Chief Engineer - Murphy G. Scurry, P.E. Branch Manager - Herman Garza, Department Manager
<b>2.2.2 Project Assignments and Lines of Authority</b>	Lines of authority are indicated in the organization chart.	Specific project assignments were not stated, but are implied by the titles of the staff whose resumes were provided. The lines of authority are indicated in the organization chart provided.	Indicated that Mr. Palma, the Principal Engineer, will serve as task leader for services for STC. The lines of authority are shown in an organization chart.	Provided the names and positions of the staff who would comprise the project team. These included three staff in engineering and project management plus engineering technicians, administration, materials testing and other additional personnel.	Presented assignments of three named staff member as follow: Project Manager-40%; Geotechnical Engineering Task Leader-40%; Supervisor Construction Materials Testing-40%. Lines of authority are shown on organization chart.	Pointed out the duties of the top staff of the project team, but also included other staff who would be assigned to projects. Indicated that time dedication by staff would be between 20 and 40 percent of the project time.	Summarized the duties of each staff member and the percentage time each would devote to projects.

**SOUTH TEXAS COLLEGE**

<b>VENDOR</b>	EarthCo, LLC.	L & G Consulting Engineers, Inc.	Millennium Engineers Group, Inc.	Professional Service Industries, Inc.	Raba-Kistner Consultants, Inc.	Terracon Consultants, Inc.	T.S.I. Laboratories, Inc.
<b>2.3 Project Team</b>							
<b>2.3.1 Organization chart with Role of Prime Firm and Consultants</b>	Included organization chart that shows all staff by position and their occupational titles. No consultants are shown.	Included organization chart with the main staff who would be involved in projects. They show one consultant firm, which is also a division of the prime firm.	Included organization chart which shows role of each staff member. It includes one consultant.	Included organization chart with duties of staff and lines of authority. No consultants were included.	Organization chart was included with main staff and other project team members. One drilling consultant is included.	Provided a detailed organization chart with clear lines of authority. It includes one consultant (Southwest Drilling) for geotechnical drilling.	Provided organization chart that includes main staff with lines of authority. No consultants were included.
<b>2.4 Representative Projects</b>							
<b>2.4.1 Representative Projects Information</b>	<ul style="list-style-type: none"> <li>- City of Harlingen - Bass ProShop Infrastructure Improvements</li> <li>- Valley Baptist Hospital - Parking and Pavement Improvements</li> <li>- Weslaco ISD - Dr. Armando Cuellar Middle School</li> <li>- City of Donna - Western Colonias Collection System</li> <li>- Weslaco ISD - Sam Houston Elementary</li> <li>- Concordia Management Services Santana Textile</li> </ul>	<ul style="list-style-type: none"> <li>- Texas Department of Transportation: Pharr District Geotechnical and CMT</li> <li>- La Joya ISD: School district projects</li> <li>- Cameron County: Carrizales-Rucker Detention Center</li> <li>- Hidalgo County: Linn-San Manuel Emergency Services Center</li> <li>- Cameron County Regional Mobility Authority: State Highway 550</li> </ul>	<ul style="list-style-type: none"> <li>- South Texas College - Nursing Allied Health Campus Addition</li> <li>- South Texas College - Institutional Support Services Building</li> <li>- South Texas College - Information and Technology Building</li> <li>- PSJA ISD - Jaime Escalante Middle School</li> <li>- Valley View ISD - 9th Grade Campus</li> </ul>	<ul style="list-style-type: none"> <li>- UT-Pan American - Fine Arts Auditorium</li> <li>- Harlingen CISD - Building and Canopy Additions</li> <li>- Edinburg CISD - Fine Arts Auditorium</li> <li>- Brownsville ISD - Hanna High School Lab Science Building</li> <li>- Brownsville ISD - Gladys Porter High School Lab Science Building</li> </ul>	<ul style="list-style-type: none"> <li>- South Texas College-West Academic Building</li> <li>- South Texas College - CAAT Building - Technology Campus</li> <li>- South Texas College - Parking Lot - Mid Valley Campus</li> <li>- South Texas College - District-Wide Site Improvements 2008</li> <li>- South Texas College - A, B, &amp; K Renovations</li> </ul>	<ul style="list-style-type: none"> <li>- South Texas College - Welding Lab Expansion-Technology Campus</li> <li>- UT-System South Texas Medical Academic Building</li> <li>- Texas State Technical College - Campus Building 20SS</li> <li>- IDEA Public Schools - IDEA Public Schools Headquarters - Pike Blvd</li> <li>- South Texas ISD - Academy for Medical Professions</li> </ul>	<ul style="list-style-type: none"> <li>- Brooks County ISD - Lasater Elementary School</li> <li>- South Texas ISD - Med High Lab Addition</li> <li>- Sharyland ISD - Sharyland ISD Natatorium</li> <li>- Broaddus &amp; Associates (Owner representative)- Santa Lucia Apartments</li> </ul>
<b>2.5 References</b>							
<b>2.5.1 List of References</b>	<ul style="list-style-type: none"> <li>- City of San Benito</li> <li>- City of Harlingen</li> <li>- Brownsville PUB</li> <li>- City of San Juan</li> <li>- Weslaco ISD</li> <li>- San Benito CISD</li> <li>- Los Fresnos CISD</li> <li>- DOS Logistics</li> <li>- City of Port Isabel</li> <li>- City of Pharr</li> <li>- Cruz-Hogan Consultants</li> <li>- City of Laguna Vista</li> <li>- Pesado Construction</li> </ul>	<ul style="list-style-type: none"> <li>- Texas Department of Transportation</li> <li>- La Joya ISD</li> <li>- Carrizales-Rucker Detention Center</li> <li>- Cameron County</li> <li>- Cameron Count Regional Mobility Authority</li> <li>- Linn-San Manuel Emergency Services Center-Hidalgo County</li> </ul>	<ul style="list-style-type: none"> <li>- South Texas College</li> <li>- PSJA ISD</li> <li>- Valley View ISD</li> <li>- City of Pharr</li> <li>- City of Edinburg</li> <li>- City of Harlingen</li> <li>- City of Hidalgo</li> <li>- City of Alamo</li> <li>- Sullivan City</li> <li>- City of Roma</li> <li>- City of Weslaco</li> <li>- Hidalgo County</li> <li>- Texas Department of Transportation</li> <li>- Port of Brownsville</li> </ul>	<ul style="list-style-type: none"> <li>- UT-Pan American</li> <li>- Harlingen CISD</li> <li>- Edinburg CISD</li> <li>- Brownsville ISD</li> </ul>	<ul style="list-style-type: none"> <li>- South Texas College (included three STC staff as references)</li> </ul>	<ul style="list-style-type: none"> <li>- South Texas College</li> <li>- UT-System - OFPC</li> <li>- Texas State Technical College</li> <li>- IDEA Public Schools</li> <li>- South Texas ISD</li> </ul>	<ul style="list-style-type: none"> <li>- Brooks County ISD</li> <li>- South Texas ISD</li> <li>- Sharyland ISD</li> <li>- Broaddus &amp; Associates</li> </ul>
<b>2.6 Execution of Services</b>							
<b>2.6.1 Willingness and ability to expedite services. Ability to supplement production.</b>	Indicated that they are operating at 50% capacity and would be able to accommodate client needs immediately. Indicated that they would increase personnel to keep up with demands of clients.	Indicated that firm has adequate staffing to get a project done under any circumstances. Added that in case of unforeseen circumstances, all professional team members are interchangeable if required to support any position.	Indicated that the project team assigned will devote the necessary time to meet schedules. Stated that inspectors will devote 100% of time to project and additional inspector resources will be available as needed.	Did not directly address this item, but indicated their ability to draw from specialized employees around Texas and throughout the nation to provide support as needed.	Stated that on-time services can be provided for any project for STC, but if need to supplement work is necessary, they have over 350 staff in the state who can assist the local office.	Pointed out firm's ability to expand capacity by following two practices: Sharing of work between all of firm's offices and having staff work overtime hours during heavy workload periods.	Indicated their ability to expedite services if requested by STC. They stated that additional support can be provided from other offices.
<b>2.6.2 Firm's quality assurance program.</b>	Did not specifically address quality assurance, but indicated their laboratory's compliance with testing standards and procedures.	Provided flowchart detailing the firm's quality control process. Have a quality control director and quality control coordinator for construction materials testing.	Indicated that quality control is monitored in every aspect of work. The QC program as been approved by the American Association of State Highway and Transportation Officials (ASSHTO).	Indicated firm's internal QA program which includes calibration programs on equipment, technical training of staff, certification of technicians, and a corporate quality assurance audit program.	Described firm's internal QC program, which shows how investigations will be performed, the training program for staff, and a peer review program.	Firm maintains a Quality Control/Quality Assurance policy and procedures manual. Indicated that specific levels of review have been established depending on size and complexity of project.	Stated that firm maintains an in-house quality assurance program. Testing equipment is calibrated in accordance with general procedures and manufacturer recommendations.
<b>TOTAL EVALUATION POINTS</b>	529.27	539.28	560.99	529.69	567.13	571.4	523.55
<b>RANKING</b>	6	4	3	5	2	1	7

**SOUTH TEXAS COLLEGE  
ENGINEERING SERVICES GEOTECHNICAL MATERIALS TESTING  
PROJECT NO. 14-15-1058  
EVALUATION FORM**

<b>VENDOR</b>	EarthCo, LLC.		L & G Consulting Engineers,		Millennium Engineers Group, Inc.		Professional Service Industries, Inc.		Raba-Kistner Consultants, Inc.		Terracon Consultants, Inc.		T.S.I. Laboratories, Inc.	
<b>ADDRESS</b>	1110 W Jackson St		2100 W Expressway 83		P O Box 4569		2020 N Loop 499 Ste 302		800 E Hackberry		1506 Mid Cities Dr		901 E Expressway 83	
<b>CITY/STATE/ZIP</b>	Harlingen, TX 78550		Mercedes, TX 78570		Edinburg, TX 78540		Harlingen, TX 78550		McAllen, TX 78501		Pharr, TX 78577		La Feria, TX 78559	
<b>PHONE</b>	956-428-2443		956-565-9813		956-702-8500		956-423-6826		956-682-5332		956-283-8254		956-797-9031	
<b>FAX</b>	956-202-0491		956-565-9018		956-702-4180		956-423-5735		956-682-5487		956-283-8279		956-797-2056	
<b>CONTACT</b>	Jaime Cantu		Jacinto Garza		Raul Palma		Hector J. Lopez		Isidro Arjona		Jorge A. Flores		Murphy G. Scurry	
1 <b>2.1 Statement of Interest</b> 2.1.1 Interest and unique qualifications 2.1.2 Firm History and Important Statistics 2.1.3 Availability and Commitment of key personnel 2.1.4 Order of Preference on Projects (up to 100 points)	89	89	88	90.57	90	92	88	91.85	92	93.42	93	95.42	88	87.57
	90		95		90		95		95		95		95	
	92		95		89		96		95		96		85	
	90		92		92		95		95		95		90	
	83		81		98		90		95		99		86	
	87		90		90		91		92		94		89	
	92		93		95		88		90		96		90	
2 <b>2.2 Prime Firm</b> 2.2.1 Experience and expertise of key members, Including similar projects 2.2.2 Project assignments and lines of authority and communication for key members (up to 100 points)	87	87.28	88	87.14	95	94	92	92.42	95	93	96	95.71	90	89.71
	90		90		95		95		90		95		90	
	89		90		93		95		90		94		90	
	88		90		92		94		94		95		90	
	85		81		98		93		98		98		88	
	87		86		90		88		94		92		90	
	85		85		95		90		90		100		90	
3 <b>2.3 Project Team</b> 2.3.1 Organizational chart showing, the roles of the prime firm and each consultant: Name Consultant and provide brief history, Consultants proposed role and related experience, Project Consultant and prime have worked together on in last 5 years, Statement of Consultant's availability for this project, Resumes showing experience and expertise of consultant's key individuals (up to 100 points)	89	88.14	90	89	93	93.14	91	92	92	94.14	94	95.85	90	90.71
	90		90		95		90		95		95		95	
	90		90		95		94		96		98		90	
	88		92		92		94		95		94		92	
	90		85		96		95		98		98		98	
	85		86		91		90		93		92		85	
	85		90		90		90		90		100		85	

**SOUTH TEXAS COLLEGE  
ENGINEERING SERVICES GEOTECHNICAL MATERIALS TESTING  
PROJECT NO. 14-15-1058  
EVALUATION FORM**

<b>VENDOR</b>		EarthCo, LLC.	L & G Consulting Engineers,	Millennium Engineers Group, Inc.	Professional Service Industries, Inc.	Raba-Kistner Consultants, Inc.	Terracon Consultants, Inc.	T.S.I. Laboratories, Inc.							
4	<b>2.4 Representative Projects</b> 2.4.1 Specific data on 5 representative projects: Project name and location, Project Owner, Project Description, New construction, renovation or addition, Date of substantial completion, Professional services prime provided, Project Engineer (individual responsible to the client), Project Manager, Names of consultant firms and their expertise (up to 100 points)	90	90.57	88	88	92	93.14	90	93.42	93	94	93	96	90	89.14
		90		90		90		95		90		95		90	
		93		90		91		95		95		98		89	
		92		92		94		93		93		94		90	
		93		80		99		99		99		99		98	
		86		86		91		90		93		93		85	
		90		90		95		92		95		100		82	
		91		91		92		92		96		96		68	
91	92	96	68		99	93	75								
91	92	96	68		99	93	75								
91	92	96	68		99	93	75								
91	92	96	68		99	93	75								
91	92	96	68		99	93	75								
91	92	96	68		99	93	75								
91	92	96	68		99	93	75								
6	<b>2.6 Execution of Services</b> 2.6.1 Willingness and ability to expedite services and supplement production 2.6.2 Firm's quality assurance program (up to 100 points)	87	83.28	88	92.57	92	92.71	88	92	90	93.57	92	95.42	88	91.42
		90		95		90		90		95		95		90	
		90		94		89		91		95		95		88	
		90		96		93		95		94		95		92	
		70		95		99		97		99		99		99	
		86		90		91		91		92		93		88	
		70		90		95		92		90		99		95	
		<b>TOTAL EVALUATION POINTS</b>		529.27		539.28		560.99		529.69		567.13		571.4	
<b>RANKING</b>		6	4	3	5	2	1	7							

## **Update on Status of Non-Bond Program Construction Projects**

The Facilities Planning & Construction staff prepared the attached design and construction update. This update summarizes the status of each capital improvement project currently in progress. Mary Elizondo and Rick de la Garza will be present to respond to questions and address concerns of the Board.

### Non-Bond Technology Campus Cooling Tower Replacement Project

At the September 22, 2015 board meeting, staff was authorized to negotiate the final completion and close out of the Technology Campus Cooling Tower Replacement with Pro Tech Mechanical. A delay in the completion of this project may result in possible liquidated damages being incurred. The contractor has been working on completing all pending items needed to close out the project but a new concern has surfaced.

This item could also affect the liquidated damages provision in the contract. Staff is working with Halff Associates on resolving this issue. Therefore, a recommendation is not being provided at this time but an appropriate recommendation will be provided at a subsequent Facilities Committee meeting

**CONSTRUCTION PROJECTS PROGRESS REPORT - November 2015**

Project number	PROJECT DESCRIPTION	Project Development				Design Phase				Construction Phase				Project Manager	Architect/Engineer	Contractor	
		Project Development	Board approval of A/E	Contract Negotiations	Concept Development	Schematic Approval	30%	60%	95%	100%	Solicit of Proposals	Approve Contractor	Construction Start				30%
<b>Pecan Campus and Pecan Plaza</b>																	
15-1-002a	Pecan - Covered Area for Ceramic Arts Kilns														Robert	EGV Architects	Holchemont Ltd.
15-1-002b	Pecan - Interior Renovation for Ceramic Arts														Robert	EGV Architects	Herron
15-1-006	Pecan - Library Study Rooms Additions														Robert	Boullinghouse Simpson Gates Architects	TBD
15-1-007	Pecan - Student Activities Sports Field Lighting														John	DBR Engineering	Zitro Electric
15-1-012	Pecan - Infrastructure for Relocation of Portable Buildings														John	Melden & Hunt	Celso Construction
15-1-013	Pecan - Relocation of Electrical Power Lines														Robert	Sigma Engineering	Metro Electric
15-1-017	Pecan - Building K Enrollment Center														Rick	Boullinghouse Simpson Gates Architects	TBD
15-1-020	Pecan - AECHS Service Drive and Sidewalk														John	R. Gutierrez Engineering	Roh Excavation
16-1-041	Pecan - Removal of Existing Trees	N/A	N/A												John	TBD	TBD
16-1-001	Pecan - Building A Sign Replacement (RR)																
15-1-003	Pecan Plaza - Emergency Generator and Wiring														Rick	TBD	TBD
15-1-004	Pecan Plaza - Resurfacing Back Side of Building B (RR)														Victor	Half Associates	5 Star Construction
16-1-016	Pecan Plaza - Parking Area for Police Vehicles														John	TBD	TBD
<b>Mid Valley Campus</b>																	
16-2-007	MV - Childcare Center Play Ground Flooring (RR)	N/A	N/A												Victor	N/A	TBD
<b>Technology Campus</b>																	
15-3-004	TC - Building B Doors and Frame Replacement														Robert	ROFA	TBD
15-3-014	TC - Workforce Building Conference Room														Robert	ROFA	TBD
13-3-R002	TC - West Academic Building Re-Roofing (RR)														Robert	Amtech Building Sciences	Rio Roofing
14-3-R004	TC - Cooling Tower Replacement (RR)														Rick	Half Associates	Pro-Tech
<b>Nursing and Allied Health Campus</b>																	
14-4-R004	NAH - Irrigation System Upgrade (RR)	N/A	N/A												John	SSP Design	???
16-4-004	NAH - Thermal Plant																
<b>Starr County Campus</b>																	
15-5-005	Starr - Building E & J Crisis Mgt Center Generator																
<b>District Wide Improvements</b>																	
14-6-010	DW - Building to Building ADA Compliance Ph II														Robert	Dannenbaum Engineering	TBD
14-6-R012	DW - Lighting Upgrades for Parking Lots (RR)														Robert	DBR Engineering	Metro Electric
15-6-001	DW - Outdoor Furniture	N/A	N/A												Rick	N/A	TBD
15-6-002	DW - Directional Signage	N/A	N/A												Rick	N/A	TBD

For FY 2015-2016, 24 non-bond projects are currently in progress, 1 has been completed and 47 pending start up - 72 Total

## Status of Non-Bond Construction Projects in Progress November 2015

Project	% Complete	Date to Complete	Current Activity	Budget	Contract Amount	Amount Paid	Balance
<b>Pecan Campus</b>							
Covered Area for Ceramic Arts Kilns	30%	October 2015	1. Construction Phase 2. Construction in progress	\$325,000	\$339,259	\$53,445.10	\$285,813.90
Interior Renovation for Ceramic Arts	100%	August 2015	1. Construction Phase 2. Substantial Completion	\$325,000	\$109,209	\$103,748.55	\$5,460.45
Library Additional Study Rooms	15%	June 2015	1. Design Phase 2. Design on hold	\$54,000	TBD	\$0	TBD
Sports Fields Lighting	75%	December 2015	1. Construction Phase 2. Construction in progress	\$200,000	\$228,000	\$173,289.50	\$55,210.50
Infrastructure for Relocation of Portable Buildings	50%	December 2015	1. Construction Phase 2. Construction in progress	\$350,000	\$414,759.06	\$125,481.66	\$289,277.44
Relocation of Electrical Power Lines	50%	December 2015	1. Construction Phase 2. Construction in progress	\$220,000	\$210,478	\$0	\$210,478
Student Services Building K Enrollment Center	5%	October 2015	3. Design Development Phase 3. Design in progress	\$30,000	\$23,125	\$4,990	\$18,135
AECHS Service Drive and Sidewalk Relocation	100%	August 2015	1. Construction Phase 2. Final Completion	\$60,000	\$49,472	\$46,998.40	\$2,473.60
Removal of Trees for Bond Construction	95%	January 2016	1. Design Phase 2. Bids in progress	\$21,000	TBD	\$0	TBD
Building A Sign Replacement	0%	February 2016	1. Project Development 2. Design in progress	\$10,000	TBD	\$0	TBD

Project	% Complete	Date to Complete	Current Activity	Budget	Contract Amount	Amount Paid	Balance
Pecan Plaza Police Department Emergency Generator	0%	May 2016	1. Project Development 2. Work in progress	\$400,000	TBD	\$0	TBD
Pecan Plaza Asphalt Resurfacing on Alley Side	90%	November 2015	1. Construction Phase 2. Construction in progress	\$30,000	\$58,000	\$0	\$58,000
Pecan Plaza Parking Area for Police Vehicles	0%	May 2016	1. Design Phase 2. Contract Negotiations	\$250,000	TBD	\$0	TBD
<b>Mid Valley Campus</b>							
Childcare Center Play Ground Flooring	5%	December 2015	1. Construction Phase 2. Materials on order	\$31,000	\$29,690.00	\$0	\$29,690.00
<b>Technology Campus</b>							
West Academic Building Re-roofing	75%	December 2015	1. Construction Phase 2. Construction in progress	\$1,698,900	\$1,296,000	\$929,575.00	\$366,425
HVAC Cooling Tower Replacement	95%	October 2015	1. Construction Phase 2. Construction in progress	\$415,000	\$396,000	\$361,000	\$35,000
Building B Main Door and Frame Replacement	10%	March 2016	1. Design Phase 2. Design in progress	\$7,500	\$3,750	\$0	\$3,750
Building C Conference Room Addition	10%	March 2016	1. Design Phase 2. Design in progress	\$9,600	\$4,500	\$0	\$4,500

Project	% Complete	Date to Complete	Current Activity	Budget	Contract Amount	Amount Paid	Balance
<b>Nursing and Allied Health Campus</b>							
Irrigation System upgrades	100%	October 2015	1. Construction Phase 2. Substantial Completion	\$30,000	\$37,767	\$35,878.63	\$1,888.37
Thermal Plant	0%	March 2016	1. Design Phase 2. Contract Negotiations	\$2,650,000	TBD	\$0	TBD
<b>Starr County Campus</b>							
Bldg E & J Crisis Management Center with Generator	0%	March 2016	1. Project Development 2. Work in progress	\$400,000	TBD	\$0	\$400,000
<b>District Wide</b>							
Building to Building ADA Accessibility Improvements Phase II	95%	October 2015	1. Design Phase 2. Solicitation of proposals	\$60,000	\$83,389.03	\$71,655.22	\$11,734.01
Parking Lots Lighting Upgrades to LED	100%	August 2015	1. Construction Phase 2. Substantial Completion	\$100,000	\$50,691	\$48,156.45	\$2,534.55
Directional Signage Updates	10%	December 2015	1. Project Development 2. Work in progress	\$50,000	TBD	\$0	TBD
Outdoor Furniture	5%	November 2015	1. Construction Phase 2. Material on order	\$25,000	TBD	\$0	TBD
<b>For FY 2014-2015, 24 non-bond projects are currently in progress, 1 has been completed and 47 pending startup - 72 Total</b>							

## **Consideration and Approval of Checks and Financial Reports**

Board action is requested to approve the checks for release and the financial reports for the month of October 2015. The approval is for checks submitted for release in the amount greater than \$125,000.00 and checks in the amount greater than \$25,000.00 that were released as authorized by Board Policy No. 5610.

Mrs. Mary Elizondo, Vice President for Finance and Administrative Services, will provide a review of the Financial Report for the month of **October 2015**, and will respond to questions posed by the Board.

**The checks and the financial reports submitted for approval are included in the Board packet under separate cover.**

### **Recommendation:**

It is recommended that the Board of Trustees approve the submitted checks for release in an amount over \$125,000.00, the checks that were released as authorized by Board Policy #5610, and the financial reports submitted for the month of October 2015.

### **The following Minute Order is proposed for consideration by the Board of Trustees:**

The Board of Trustees of South Texas College approves and authorizes the submitted checks for release in an amount over \$125,000.00, the checks that were released as authorized by Board Policy #5610 and the financial reports submitted for the month of October 2015.

### **Approval Recommended:**

**Shirley A. Reed, M.B.A., Ed.D.**  
President

## **Consideration and Approval of Checks and Financial Reports**

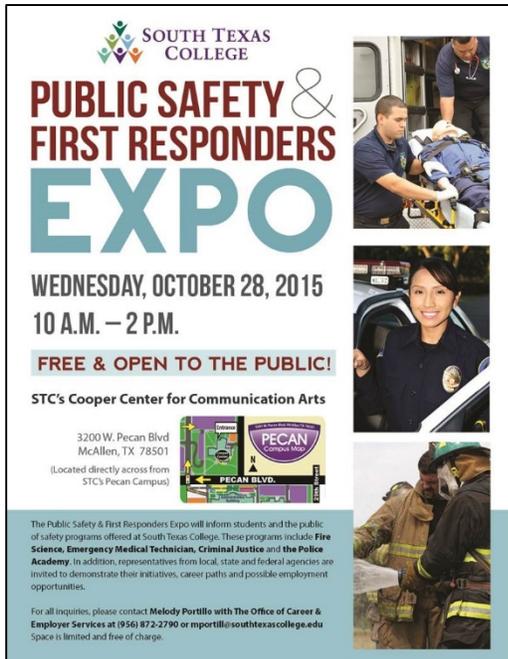
The Checks and the Financial Reports presented for approval are included in the Board Packet under SEPARATE COVER:

- A. Release of Checks for \$25,000.00 to less than \$125,000.00  
Released Prior to Board Approval for October 2015
- B. Release of Checks for \$125,000.00 and Above  
Board of Trustees Approval Required for October 2015
- C. Release of Checks for \$125,000.00 and Above  
Released Prior to Board Approval (Policy 5610) for October 2015
- D. Release of Construction Fund Checks for October 2015
- E. Quarterly Investment Report for October 2015
- F. Summary of Revenue for October 2015
- G. Summary of State Appropriations Income for October 2015
- H. Summary of Property Tax Income for October 2015
- I. Summary of Expenditures by Classification for October 2015
- J. Summary of Expenditures by Function for October 2015
- K. Summary of Auxiliary Fund Revenues and Expenditures for October 2015
- L. Summary of Grant Revenues and Expenditures, October 2015
- M. Summary of Bid Solicitations
- N. Check Register for October 2015

# **FINANCIAL REPORTS**

The Financial Reports are included in your Board packet under separate cover.

# *President's Report*



**SOUTH TEXAS  
COLLEGE**

**PUBLIC SAFETY &  
FIRST RESPONDERS  
EXPO**

**WEDNESDAY, OCTOBER 28, 2015  
10 A.M. – 2 P.M.**

**FREE & OPEN TO THE PUBLIC!**

**STC's Cooper Center for Communication Arts**

3200 W. Pecan Blvd  
McAllen, TX 78501  
(Located directly across from  
STC's Pecan Campus)

The Public Safety & First Responders Expo will inform students and the public of safety programs offered at South Texas College. These programs include **Fire Science, Emergency Medical Technician, Criminal Justice and the Police Academy**. In addition, representatives from local, state and federal agencies are invited to demonstrate their initiatives, career paths and possible employment opportunities.

For all inquiries, please contact **Melody Portillo** with The Office of Career & Employer Services at (956) 872-2790 or [mpor11@southtexascollege.edu](mailto:mpor11@southtexascollege.edu). Space is limited and free of charge.

The Office of Career & Employer Services at South Texas College (STC) hosted its 3rd Annual Public Safety & First Responders Expo on Wednesday, October 28, 2015, from 10:00 a.m. to 2:00 p.m. at the Cooper Center for Communication Arts, Pecan Campus in McAllen. This event was free and open to the public.

The expo showcased the College's Fire Science, Emergency Medical Technician, Criminal Justice and Police Academy programs to the public. Students and community members had an opportunity to meet with program instructors, try on gear, tour the emergency vehicles and get a better idea of what these programs have to offer. As the Public Safety & First Responders Expo continues to grow each year, its purpose has also expanded to reach current students, high school students and potential employers who are seeking skilled and qualified individuals to join the workforce. Representatives from local, state and federal agencies participated in order to discuss the many careers that are

currently available and what academic paths are required. New to this year's event was the Crime Stoppers RV, EMT Mobile Unit, Police Sky Tower, Police SWAT Truck, Fully Equipped Fire Truck and a series of professional public safety guest speakers. Invited speakers included Investigator Adolfo Lopez, Bureau of Alcohol, Tobacco, Firearms and Explosives; Officer James Ramirez, Edinburg Police Department Auto Theft Unit; Canine Unit Officer David Santivañez with Canine Officer Duke, Edinburg Police Department and Patrol Sergeant Johnny Barbosa, South Texas College Police Department.

Overall, it was a well-attended event, which generated the interest and participation of our students.



**GET THE CLASSES  
YOU NEED!**



Cool Cats Register Early!

Registration Begins November 2<sup>nd</sup>

Registration for the Spring 2016 semester began online and in person at all campus locations on Monday, November 2. The Spring semester begins Tuesday, January 19, and ends Thursday, May 12. Students are encouraged to sign up for classes as early as possible as popular courses fill up fast. Student registration information, including links to registration instructions, policies, tuition and fees and other information, is available online at [www.southtexascollege.edu/register](http://www.southtexascollege.edu/register).

**c o r e e n s e m b l e**



**Los Valientes**  
**THE COURAGEOUS ONES**  
a chamber music theatre work  
conceived & performed by  
**THE CORE ENSEMBLE**



A new chamber music theatre work for solo actor and mixed trio (cello, piano, & percussion) exploring the artistic & political passions of Mexican painter Diego Rivera, the unwavering commitment to human rights of Salvadoran Archbishop Oscar Romero, and the pursuit of social justice by Mexican American desperado Joaquin Murrieta aka Zorro.



On Thursday October 29<sup>th</sup> the College presented *Los Valientes*, a chamber music theatre work by the Core Ensemble. This event honored Hispanic Heritage Month, and was held at the Cooper Center. *Los Valientes* is one of a series of multicultural performance pieces produced by the Core Ensemble, whose members include Cellist Ju Young Lee, Pianist Chien-I Yang, Percussionist Michael Parola and Actor Kevin Melendez. *Los Valientes* is based on the lives of three heroic Latinos and celebrates Mexican painter Diego Rivera, Salvadoran Archbishop Oscar Romero, and Mexican-American outlaw Joaquin Murrieta. The music ranges from traditional Latino folk and popular songs sung in Spanish to instrumental works by Latin American composers. This event was co-sponsored by STC's Center for Mexican American Studies, History and Philosophy, Music, and Drama Departments. Admission was free and open to the public.

**South Texas College  
Kinesiology Department**



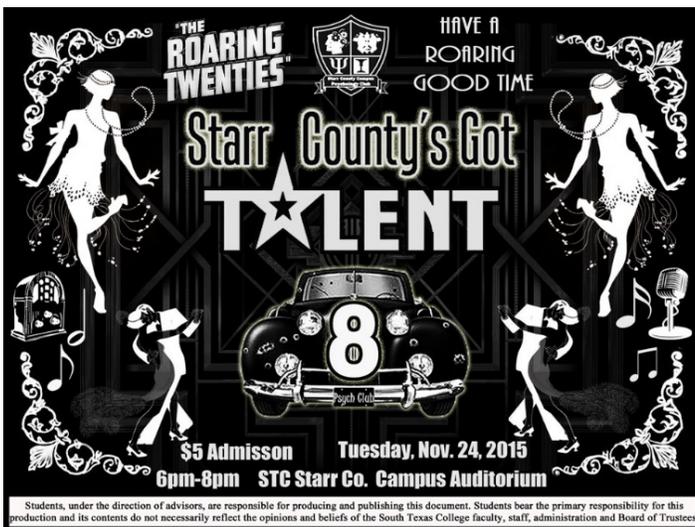
**10<sup>th</sup> ANNIVERSARY  
Turkey Trot**

I was honored to participate as the “Event Starter” at this year’s Turkey Trot. The South Texas College (STC) Kinesiology Department invited the public to run, walk or trot at their **10th Annual Turkey Trot** held Saturday, November 21, at the Cooper Center for Communication Arts at the Pecan Campus in McAllen. The cost of admission was eight cans of non-perishable food. All donations were to benefit the Food Bank of the Rio Grande Valley (RGV). The family-friendly Turkey Trot consisted of a 2.2 mile closed course with registration starting at 6:30 a.m. and the actual race starting at 7:30 a.m. For the past ten years, the Turkey Trot has brought the community together with the goal of raising awareness for healthy lifestyles and to also give to others that are in need during the holiday season. Free t-shirts and goodie bags were given to the first 225 participants who registered for the Turkey

Trot. The top three runners in the Women’s and Men’s Divisions took home a free, frozen turkey. Medals were given to the top ten men and women runners.



The Kinesiology Department – Health & Wellness Center also invited everyone to join the “Get Fit Challenge” that took place from October 26<sup>th</sup> through November 21. Participants received measurements that included weight, body fat percentage and body mass index. They participated in daily physical activity at the Wellness Center and committed to healthy eating habits.



The Starr County Campus Psychology Club hosted the Got Talent 8 competition on November 24<sup>th</sup> at the South Texas College Starr County Campus Auditorium. The contest included dancing, singing, modeling, and the playing of musical instruments. The contestants were judged by a celebrity panel of judges that included Christian Mata, Radio Host, Claudia La More, Radio Host, Mayra Galvan, TV Host, Gerardo Alvarez, Singer, Eliseo Robles, Singer, and Albert Esco, International Master Stylist. Every contestant was given a certificate of appreciation for participating and the proceeds from the event will be awarded in the form of a \$1,000 scholarship by the Starr Psychology Club.

**Visit a South Texas College  
Library Art Gallery Near You!**

	<b>Border Lineage: Two Tiers of Thought</b> September 8 - December 7, 2015 Featuring paintings by Rigoberto A. Gonzalez & Philip Sidney Field On display at the Pecan Campus Library (McAllen) Art Talk: September 24, 1-2 pm Reception: September 24, 5-7 pm
	<b>Virtuosa</b> September 24 - December 10, 2015 Featuring artwork by Gabby Rico Art Talk: September 24, 6pm On display at the Mid-Valley Campus Library (Weslaco)
	<b>Rosendo Sandoval: Musica, Cantos, Costumbres y Leyendas</b> September 8 - December 7, 2015 Featuring artwork by Rosendo Sandoval Art Talk: September 16, 1pm On display at the Starr Co. Campus Library (Rio Grande City)
	<b>Still: An Art Exhibit</b> September 8 - December 7, 2015 Featuring artwork by Sandra de la Fuente Art Talk: October 15, 6-7pm On display at the Technology Campus Library (McAllen)

**Free Admission and Open to the Public!**

Faculty, staff, students and the community are invited to visit a South Texas College Library Art Gallery closest to home for one of many art exhibits still available for viewing.

Everyone was also invited to view the South Texas College Art Faculty Exhibition on display from November 2<sup>nd</sup> thru December 11<sup>th</sup> at the Pecan Campus Art Gallery.



Tom Matthews, "Lucky Strikes 4" Installation

**South Texas College  
Art Faculty Exhibition**

Exhibition Dates:  
**November 2 - December 11, 2015**

The Office of Career Planning, Readiness and Employer Services also hosted Resume and Interviewing Workshops on November 5, 2015 at all South Texas College campuses. All students and alumni were invited to attend to learn the latest trends in resume writing, cover letters and interviewing skills.



**DISTRICT-WIDE RESUME/INTERVIEWING WORKSHOPS**  
Hosted by The Office of Career & Employer Services

<b>Nov. 5th</b>	Mid-Valley Campus BLDG G Auditorium	10:00 - 11:00 am
<b>Nov. 5th</b>	Pecan Campus Bldg. K 2.926	2:00 - 3:00 pm
<b>Nov. 5th</b>	Nursing & Allied Health Campus Lab 2.424	2:00 - 3:00 pm
<b>Nov. 5th</b>	Starr County Campus Bldg. E Auditorium	2:00 - 3:00 pm
<b>Nov. 5th</b>	Technology Campus Bldg. C 128	2:00 - 3:00 pm

**Bring your résumé to be reviewed!**  
For more information, please call (956) 872-6318



**SOUTH TEXAS  
COLLEGE**

**SUITED  
for  
SUCCESS**

The South Texas College Office of Career & Employer Services are collecting new and gently used professional clothing to distribute to students who may not have been able to afford the "attire" to obtain their dream jobs. All items donated to this worthy cause will help STC students get into the job market and look great while doing it!

**DISTRICT WIDE CLOTHING DRIVE**  
**November 16<sup>th</sup> - 19<sup>th</sup>, 2015 • 9 am - 4 pm**

Bring interview quality clothing donations to the following drop off locations:

- Monday, November 16<sup>th</sup>**  
Starr County Campus, Building C-319
- Tuesday, November 17<sup>th</sup>**  
Mid Valley Campus, Building F-154
- Wednesday, November 18<sup>th</sup>**  
Technology Campus, Workforce Center Bldg. C-128
- Thursday, November 19<sup>th</sup>**  
Pecan Campus, Student Services Bldg. K 2.924

The College's Career and Employer Services held a district-wide clothing drive from November 16-19. Everyone is encouraged to donate toward this worthy cause that will help students who may not have proper attire to wear on interviews. Of interest for men are dry-cleaned suits, dress shirts, slacks, ties, shoes, belts, and for women: interview appropriate suits, blouses, slacks, professional skirts, shoes and accessories. Drop off locations are conveniently available at all College campuses.

WILD (Writers in Literary Discussion) held a Poetry Reading on Wednesday, November 11<sup>th</sup> from 4-5 PM at the Auditorium in Building D, Pecan Campus in McAllen. Admission was free.



WILD'S  
**DAY TIME POETRY**

GRAB YOUR SHADES AND SLIDE OVER TO BUILDING D AUDITORIUM  
SETTLE IN AND GET SWOON BY LIVE ARTIST PERFORM POETIC STANZA  
WEDNESDAY 11/11 AT 4:00PM-5:00PM

\*SNAPS APPRECIATED

WILD also presented the play "Tiger in the Valley," for two nights on November 5<sup>th</sup> and 6<sup>th</sup> at the Building D Auditorium.



**Tiger in the Valley play**

Play showings & Dates will be  
Thursday 11/5  
Friday 11/6 8 p.m.  
Saturday 11/7 at 2 p.m.

People have been to play hundreds of times!  
The play is like a zoo!

On November 12th, the Office of Human Resources hosted an “Immunization Clinic” at the Student Activities Center on the Pecan Campus. Everyone was encouraged to receive a Flu Vaccine administered by Preventative Health Solutions.

**CPR/First-Aid Training** was provided on Friday, November 20th at the South Texas College Police Department Office at the Pecan Plaza in McAllen. Seats were limited and on a first come, first served basis.



PREVENTATIVE HEALTH SOLUTIONS  
—  
IMMUNIZATION CLINIC  
—  
FLU VACCINES  
—  
DON'T FORGET TO BRING YOUR UNITED HEALTH CARE CARD!  
—  
AS WELL AS YOUR IMMUNIZATION RECORD.

Preventative Health Solutions will be in the Pecan Campus administering Flu Vaccines. Schedule as follows:

**Pecan Campus**  
Where: Student Activities Center, Building H, Room H-216  
When: Thursday, November 12, 2015  
Time: 9:00am-11:30am

Questions? Contact us @  
[HR\\_Benefits@southtexascollege.edu](mailto:HR_Benefits@southtexascollege.edu)

PREVENTATIVE HEALTH SOLUTIONS  
108 N. 26th Street  
McAllen, Texas 78501  
Phone: (956) 688-4700  
**PHS**  
Preventative Health Solutions

The Center for Mexican American Studies & Library Services present

**The José de la Luz Saenz Veterans Lecture Series**

**Wednesday, November 11, 2015 | 6:00pm**

**Mexican American Civil Rights and World War II: the Case of Felix Longoria**

**Richard Griswold Del Castillo**

Dr. Richard Griswold Del Castillo will join us to discuss his work on Mexican American Civil Rights during World War II (1940-1945), and help us commemorate their contributions to the U.S. military abroad and the labor force at home resulting in the development of their civil rights consciousness. He is a Professor of Chicano and Chicano Studies at San Diego State University in San Diego, California.

The first book-length account of how World War II galvanized Mexican Americans of the "Greatest Generation" to seek full rights and inclusion in American society.

**World War II Mexican American Civil Rights**

Books will be available for purchase after author's talk.

**Pecan Library | 2<sup>nd</sup> FLR | Rainbow Room**

For more information, please contact  
Victor Garcia at 979-2070 or [vgarcia@librarians.southtexascollege.edu](mailto:vgarcia@librarians.southtexascollege.edu)

The Center for Mexican American Studies at South Texas College presented **The Jose de la Luz Saenz Veterans Lecture Series**. Dr. Richard Griswold Del Castillo was in attendance and discussed his work on Mexican American Civil Rights during WW II. The event took place at the Pecan Campus Library on Wednesday, November 11. All were welcome to attend.

On November 11, the College held Campus-wide Veterans Day ceremonies, in honor of all the men and women who have served or continue to serve our country. Starr County Campus held their ceremony at 9:00 AM, and the Mid-Valley, Pecan, Technology and Nursing Campuses held their ceremonies at 11:00 AM.



A Mobile Vet Center Unit was present at the Pecan Campus from November 9<sup>th</sup> thru November 11. Services provided include: Individual Readjustment Counseling, marital and family counseling, group readjustment counseling, bereavement counseling, referral for benefits assistance, liaison with community agencies, substance abuse information and referral, sexual trauma counseling, community education, and job counseling and referrals.



South Texas College (STC) recently received the 2016 Military Friendly® School designation by Victory Media. Victory Media is a ratings entity that surveys institutions and captures best practices in recruitment and retention of military employees, students and franchisees. This is the second consecutive year South Texas College has been awarded a spot on the Military Friendly® School list.

The Office of Veterans Affairs' environment includes an expansion at the Pecan Campus that started in 2012, with additional personnel, a computer lab, study rooms and a general space where students can socialize and hold meetings for the Student Veterans of America chapter. This fall 2015 semester, 656 veterans or dependents have applied for financial benefits.



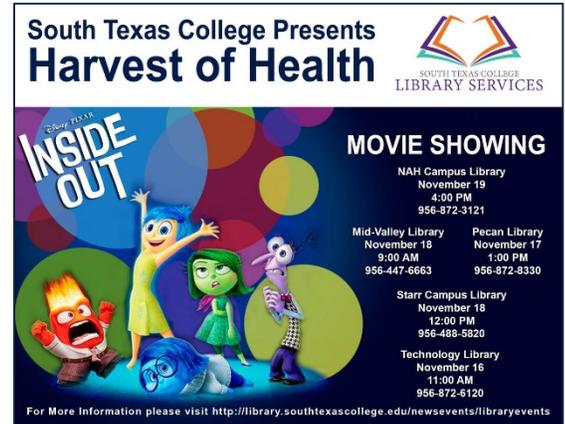
South Texas College employs six certified officials that assist students at the Pecan, Mid-Valley and Starr County Campuses. The certified officials are also financial aid specialists who are able to view degree plans and give special attention to ensure there is a smooth transition from military to college life. The Office of Veterans Affairs includes the Veteran's Support Services and

Veteran's Education Benefits departments.



The English Department's Speakers Series "Issues: Life in the RGV" presented the last of their speakers for the Fall Semester. The featured speaker was Juanita Valdez-Cox, Executive Director of LUPE (La Union del Pueblo Entero). Her topic was on Social Change Through Organizing and Membership. This event took place at the Mid Valley Campus.

The College Libraries invited everyone to view the movie *Inside Out* as part of Harvest of Health week, November 16<sup>th</sup> thru the 19.



**South Texas College Presents  
Harvest of Health**

**MOVIE SHOWING**

**Disney Pixar INSIDE OUT**

NAH Campus Library	Pecan Library
November 19	November 17
4:00 PM	1:00 PM
956-872-3121	956-872-8330
Mid-Valley Library	Starr Campus Library
November 18	November 18
9:00 AM	12:00 PM
956-447-6663	956-488-5820
Technology Library	
November 16	
11:00 AM	
956-872-6120	

For More Information please visit <http://library.southtexascollege.edu/newsevents/libraryevents>



**SOUTH TEXAS COLLEGE THEATRE PRESENTS**

**The Miss Firecracker Contest**

**By Beth Henley**

November 19-21 - 8pm  
November 22 - 2pm

General Admission \$10  
Senior/Military \$5  
Faculty/Staff \$5

Cooper Center for Communication Arts  
Mainstage  
3201 W. Pecan Blvd • McAllen, TX

For more information please call 956-872-2301  
No children under third grade permitted

**SOUTH TEXAS COLLEGE**

The South Texas College Theatre production of Beth Henley's comedy **The Miss Firecracker Contest** ran November 19 – 21, at 8:00 p.m., with an additional Sunday, November 22nd matinee performance at 2:00 p.m. All performances took place at the Cooper Center for Communication Arts Main Stage, Pecan Campus in McAllen. Members of The Miss Firecracker stage crew worked hard behind the scenes to make the opening performance a spectacular event.



BALLET FOLKLÓRICO SOUTH TEXAS COLLEGE  
PRESENTS  
*Amistades Concert Series - 2015*



WITH

**NADIAS**  
SCHOOL OF DANCE

**ZAFREANQUES**

PALOMA LIMAS  
& COMPANY

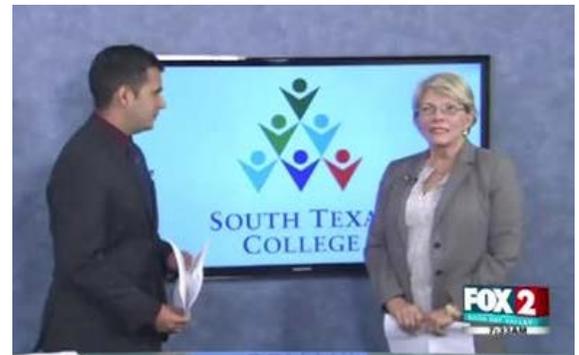
JOIN US FOR THIS SPECIAL ONE TIME PERFORMANCE  
SATURDAY, NOVEMBER 14, 2015  
EDINBURG CITY AUDITORIUM  
415 W. MCINTYRE ST. EDINBURG, TX  
7:00PM  
\$5.00 CASH ONLY AT THE DOOR ON DAY OF EVENT  
FOR MORE INFORMATION PLEASE CONTACT VICTOR GOMEZ AT 956.722.0770 OR AT V.GOMEZ@SOUTHTEXASCOLLEGE.EDU






The Center for Mexican American Studies' Ballet Folklorico presented *Amistades Concert Series – 2015* at the Edinburg City Auditorium on Saturday, November 14<sup>th</sup> at 7 PM.

Daphne Mora, Vocational Nursing Program Chair was on Fox 2 News inviting the public to the College's **8<sup>th</sup> Annual Harvest of Health** event, taking place November 19<sup>th</sup> from 4-7 PM at the Nursing & Allied Health Campus. The event is free and open to the public.




The Conflict Resolution Center (CRC) provides guidance to the South Texas College community regarding College protocol and procedures and assists and counsels students in resolving disputes and conflicts in a way that facilitates individual responsibility, contributes to their maturation, and promotes the development of self-advocacy skills.

**TECHNOLOGY CAMPUS**  
*Monday, November 9, 2015*  
Information Booth: 11:30 - 2:00 PM  
Atrium Area

**NURSING & ALLIED HEALTH**  
*Tuesday, November 10, 2015*  
Information Booth: 11:00 - 2:00 PM  
Open Area Next to Cafeteria & Library

**STARR CAMPUS**  
*Wednesday, November 11, 2015*  
Information Booth: 11:00 - 2:00 PM  
Lobby Bldg. "E" 1st Floor

**MID-VALLEY CAMPUS**  
*Thursday, November 12, 2015*  
Information Booth: 11:00 - 2:00 PM  
Lobby Bldg. "T"



The Conflict Resolution Center made available information booths at the Technology, Nursing, Starr and Mid Valley campuses during the week of November 9<sup>th</sup> through 12<sup>th</sup>. The Center provides guidance to the South Texas College community regarding College protocol and procedures and assists and counsels students in resolving disputes and conflicts.

South Texas College Online presents



**November 9<sup>th</sup> - 13<sup>th</sup>**    Webinars, Faculty Appreciation, Scavenger Hunt

November 9<sup>th</sup> - 13<sup>th</sup> was National Distance Learning Week (NDLW) and the Distance Learning Department planned some exciting activities for both students and faculty. The purpose of National Distance Learning Week is to generate greater awareness and appreciation for Distance Learning, including K-12, Higher Education, Corporate and Military. Throughout the week, South Texas College On Line hosted events such as webinars, course showcases, and even a scavenger hunt. Those interested were also invited to stop by the Distance Learning Office to learn more about the programs and services that Distance Learning has to offer.

Representatives from the following universities were on the Pecan and Mid-Valley campuses to visit with students interested in transfer information:

- University of Incarnate Word
- Our Lady of the Lake University
- Texas Tech University
- Texas A&M University Kingsville Rio Grande Valley Engineering Initiative

On Saturday, November 14<sup>th</sup> the College held a Surplus Public Auction that included furniture, equipment and other items. The auction took place at the Technology Campus in McAllen and was open for viewing at 8 AM. The auction began at 10:00 a.m. and all items were sold by 3:00 p.m. A total of 86 individuals registered to participate in the auction, which produced net sales of \$17,398.40.

The Office of Student Activities & Wellness recruited students, male and female, for the 5-on-5 Basketball Leagues for the Fall and Spring Semesters at the Mid-Valley Campus. The deadline to enroll was November 7<sup>th</sup> and the League will begin on November 10. Students must be currently enrolled at South Texas College to participate in the League.



The College's Study Abroad Program held its first meeting for travel to the UK. Summer courses are being offered in London from June 20<sup>th</sup> thru July 5, 2016.

- Travelled to Dallas on Wednesday, October 28<sup>th</sup> – Friday, October 30, 2015 to attend the Texas Regional STEM Degree Accelerator Kick-Off Meeting held at the DoubleTree Hotel Dallas Campbell Center. The purpose of the Texas Regional STEM Degree Accelerator (TRSDA) initiative is to strategically increase the number of underrepresented students earning STEM degrees that meet regionally-identified workforce needs across the state of Texas. The goal of this initiative is to impact up to 100,000 underrepresented students in Texas. All grantees will receive \$300,000 in Year 1 with the remainder of funds distributed between years 2 and 3. South Texas College is one of five grantees. The Texas Regional STEM Degree Acceleration is funded through the Leona M. and Harry B. Helmsley Charitable Trust, The W.W. Caruth, Jr. Foundation, CREEED, The Kresge Foundation, and Greater Texas Foundation. This project is developed in alignment with priorities for education and workforce outlined by the Texas Higher Education Coordinating Board and the Texas Workforce Commission.

- Together with South Texas College Vice Presidents and Deans, participated in a meeting with representatives from Ellucian, who were on campus to provide a demo of the new version of Banner. This demo is the first step in the strategic planning for upgrading the current administrative computing system.

- Traveled to Tulsa, Oklahoma on Tuesday, November 3, 2015 to participate in the *Concurrent Enrollment - A Bridge to College Completion Summit*. I was invited to serve as a keynote speaker by the Charles and Lynn Schusterman Family Foundation and the Oklahoma State Regents of Higher Education. They have a keen interest in scaling up dual credit to serve a broader range of students and communities statewide. Because of South Texas College's tremendous success in this arena, they asked that I speak at the Summit and titled my presentation; *The South Texas College Model: Time for a Courageous Dialogue on Dual Enrollment*.



- Together with South Texas College Vice Presidents and Deans participated in the Title IX Consultant Training held November 4<sup>th</sup> at the Pecan Campus.
- Participated in a meeting with a delegation from the Denver Public School system. The group from the DPS were interested in our early college/concurrent enrollment programs. They also visited with PSJA ISD and attended the College for All Conference on November 5. I provided a quick overview of the College and focused discussion on Dual Enrollment and Early College High School Programs.



- Participated in the PSJA ISD "College for All" conference held at the McAllen Convention Center. I was invited to provide welcoming remarks with Mr. Jesus Vela, Board President, and Dr. Daniel King, Superintendent, PSJA ISD. I also participated in a College Presidents' Panel titled: *Building Strong Partnerships: What the Early College Model has Taught Us*. Joining me on the panel were presidents Dr. Dennis Brown, Lee College, Dr. Stella Garcia, Texas State Technical College, and Dr. Lily Tercero, Texas Southmost College. The panel was moderated by Dr. Wynn Rosser, Greater Texas Foundation.



- Participated in a teleconference with Dr. Erin Smith, Research Associate, Greenwald & Associates, Washington, D.C. Dr. Smith contacted me as part of a study to help *The Chronicle of Higher Education* understand how university leaders use *The Chronicle*. The research is being conducted for *The Chronicle of Higher Education* by Greenwald and Associates, a private research firm in Washington, D.C.

- On November 10<sup>th</sup> I participated in Leadership McAllen's Class XXXV's Education Program. I provided a PowerPoint on the Great Things Happening at South Texas College, which included an overview of student enrollment, programs, achievements, and future expansion. The meeting took place at the Dr. Pablo Perez Elementary School in North McAllen.



- Participated in a grievance hearing for one of South Texas College's Police Officer, recommended for termination by his supervisor. The hearing took place in the Board Room. Joining me were Paul B. Varville, Chief of Police and Director of Safety and Security, Chuy Ramirez, Legal Counsel, and Brenda Balderaz, Director of Human Resources. Judge Leticia Hinojosa served as the Hearing Officer.
- Met with Daniel A. Ramirez, Director of Public Relations and Marketing to review and discuss ongoing activities in his area, as well as upcoming projects.

- Served as the keynote speaker at the Women's Council of Realtors meeting, held Thursday, November 12<sup>th</sup> at the McAllen Country Club. I provided an overview of the College and focused on the economic impact, including the rate of return for students, taxpayers, and alumni received from South Texas College.



- Met with Roy Rodriguez, City Manager for the City of McAllen. The purpose for the meeting was to discuss land options that might be available to South Texas College adjacent to the site of the new A&M Campus in North McAllen.
- Attended the RGV FOCUS and UTRGV College of Education & P16 Integration 2015 Convening of Leaders on Friday, November 13<sup>th</sup> from 8-11:30 a.m. During the convening attendees had an opportunity to understand the vision of UTRGV's College of Education and to provide a voice for our institutions on key priorities as we continue our work for meeting the education needs of the Rio Grande Valley. The meeting took place at UTRGV in Edinburg.

- Participated as a panelist at the Texas Tribune Higher Education Symposium at Baylor University in Waco, TX. The discussion was focused on “Access, Affordability and Diversity.” Joining me on the panel were Sara Martinez Tucker, University of Texas System Regent and Former Under Secretary of the U.S. Department of Education, Cynthia Teniente-Matson, President of Texas A&M University-San Antonio, and Lisa Fielder, Founder and CEO of College Forward.



- Attended the Texas Completes Pathways to Progress Summit at the Woodlands Marriott in Houston. South Texas College is a member of the Texas Completes Cadre. The purpose was to strategically develop clear pathways to degree completion for all students.
- Participated in the Texas Association of Community Colleges (TACC) Legislative Committee meeting at the TACC offices in Austin, to begin developing the agenda for the next legislative session.
- Coordinated the agendas and back-up materials for the November 10th Education and Workforce Development, Facilities, and Finance & Human Resources Committees, as well as the November 24th Regular Board meeting.
- Continue to meet with South Texas College’s President’s Cabinet to:
  - facilitate administrative planning on a weekly basis;
  - review and address issues of concern;
  - formulate strategic direction and problem solving; and
  - provide communication and feedback among the President and the Vice Presidents
  - finalize FY 2015-2016 revenue projections, budget, staffing plan, and operational plan
- Continue to meet with South Texas College’s President’s Administrative Staff. The purpose of the President’s Administrative Staff is to communicate information to all administrative staff and to provide the opportunity for discussion on areas of concern regarding the leadership and strategic direction for the College.
- Continue to meet with the College’s Vice Presidents, Administrators, Planning and Development Council, Coordinated Operations Council, and other Councils to address immediate concerns and issues facing the College. Topics covered from October 28, 2015 through November 24, 2015 included:
  - Review and Discussion of Budget Timeline Schedule
  - Discussion on the Selective Admission Policy for Nursing & Allied Health
  - Review and Discussion of the number of Associate Degree Graduates from Early College High Schools
  - Discussion of MEDA Scholarship Recipients FY 2013-FY 2016

- Update on College for All Conference Sponsored by PSJA ISD on Making College Possible for All
- Review and Discussion of League for Innovation 2015-2016 Innovation of the Year Competition
- Discussion on the Budgeting and Planning Process
- Review and Discussion of Adjunct Pay Proposal
- Update on Year One Status Report for FY 2015-2016 of the Five Year Comprehensive Plan
- Discussion of ERI Professional Development Partnerships for Advanced Math and Science Courses Grant
- Discussion of Interim Charges for House Committees for Texas Legislature House Committee
- Discussion of Reporting Finances and Student Success Points by Campus
- Discussion of Comprehensive Operational Plan FY 2015-2016 and FY 2019-2020
- Presentation and Discussion on Fraud Awareness and Prevention
- Presentation of All Hazards Emergency Plan
- Update on Comprehensive Operational Plan: FY 2015-2016 and FY 2019-2020
- Discussion of Community College Survey of Student Engagement (CCSE) Report on Key Findings for South Texas College
- Review and Discussion of Tuition and Fees Schedule for FY 2016-2017
  - Students
  - Employees
  - Non-Students/Non-Employees
- Discussion of Policy Revisions:
  - Policy #3620: College Sanctioned Travel for Students
  - Policy #4216: Discrimination, Harassment, Retaliation, and Sexual Misconduct
  - Policy #4112: Self-Reporting of Criminal Conduct
  - Policy #3335: Student Attendance
- Review of Proposed New Policy: Definition of Semester Credit Hours
- Review and Discussion of Attendance Guidelines
- Review of Budget Timeline Schedule and Budget Calendar

**College Closed for the Thanksgiving Holiday  
November 26-29, 2015**



*Education and Workforce  
Development Committee  
Minutes  
November 10<sup>th</sup>, 2015*

**South Texas College  
Board of Trustees  
Education and Workforce Development Committee  
Ann Richards Administration Building, Board Room  
Pecan Campus  
Tuesday, November 10, 2015  
@ 2:30 p.m.  
McAllen, Texas**

**MINUTES**

The Education and Workforce Development Committee Meeting was held on Tuesday, November 10, 2015 in the Ann Richards Administration Building Board Room at the Pecan Campus in McAllen, Texas. The meeting commenced at 2:41 p.m. with Mrs. Graciela Farias presiding.

Members present: Mrs. Graciela Farias, Dr. Alejo Salinas, Jr., and Mr. Gary Gurwitz

Other Trustees present: Mr. Paul R. Rodriguez

Members absent: None

Also present: Dr. Shirley A. Reed, Dr. Anahid Petrosian, Mr. Jayson Valerio, Dr. Ali Esmaeili, Dr. Erasmus Addae, Mr. Nick Gonzalez, Mr. Matthew Hebbard, Ms. April Castaneda, Ms. Yvette Gonzalez, and Mr. Andrew Fish.

**Approval of Minutes for Thursday, September 10, 2015 Committee Meeting**

Upon a motion by Mr. Gary Gurwitz and a second by Dr. Alejo Salinas, Jr., the Minutes for the Education and Workforce Development Committee meeting of Thursday, September 10, 2015 were approved as written. The motion carried.

**Presentation on the Selective Admission Process for the Associate Degree Nursing Program**

**Introduction**

At the request of the Education and Workforce Committee, Mr. Jayson Valerio, Interim Dean for Nursing & Allied Health and Past Chair for the Associate Degree Nursing (ADN) Program presented on the selective admission process for students wishing to pursue their Associate Degree in Nursing and subsequently to test for the Registered Nursing (RN) state licensure.

The South Texas College ADN Program was established in 1998 and admitted its first class of students the next year. 48 of the initial 53 students graduated in May 2000, and based upon this first cohort the College was granted accreditation status in 2001 by the Texas Board of Nursing (TBON).

The South Texas College ADN Program maintains high admission standards to ensure that resources are focused on students who undertake program admission with full and careful intention to successfully complete the program and pursue a professional career as a Registered Nurse or further education in the nursing.

South Texas College has maintained "Full" and unqualified approval status of its Associate Degree Nursing Program from the Texas Board of Nursing. The program was reaccredited with **full commendation** in 2013, through 2019.

During his presentation, Mr. Valerio provided in-depth discussion of the following topics:

1. ADN Program Background
2. Agency Oversight
3. Role of Texas Board of Nursing
4. Program Success
5. Admission Process
6. Selection Process
7. Rationale: ADN is a Selective Admission Program
8. Program Accountability
9. Applicant Point System

During the presentation, the Committee and administration discussed the admission requirements, program accountability, and student application process. The Committee expressed their support for the program and the caliber of safe practitioners graduating from the South Texas College Associate Degree Nursing Program.

The Committee members did express concern about comments they have received from some applicants and students that showed that some individuals have left advising and counseling sessions with inconsistent understandings of the program application and completion requirements.

The Committee advised program administration to implement clear written procedures to guide advising and counseling sessions to ensure that all applicants and students are provided with consistent information about the ADN program to minimize miscommunication and misunderstanding among those who are not admitted or who struggle to successfully complete the program's necessarily stringent requirements.

This item was for the Committee's information and feedback to staff, and no action was requested.

## **Adjournment**

There being no further business to discuss, the Education Workforce Development Committee Meeting of the South Texas College Board of Trustees adjourned at 4:15 p.m.

I certify that the foregoing are the true and correct Minutes of the November 10, 2015 Education and Workforce Development Committee of the South Texas College Board of Trustees.

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Mrs. Graciela Farias  
Presiding

*Facilities Committee  
Minutes  
November 10<sup>th</sup>, 2015*

**South Texas College  
Board of Trustees  
Facilities Committee  
Ann Richards Administration Building, Board Room  
Pecan Campus  
Tuesday, November 10, 2015  
@ 4:00 PM  
McAllen, Texas**

**MINUTES**

The Facilities Committee Meeting was held on Tuesday, November 10, 2015 in the Ann Richards Administration Building Board Room at the Pecan Campus in McAllen, Texas. The meeting commenced at 4:25 p.m. with Mr. Gary Gurwitz presiding.

Members present: Mr. Gary Gurwitz, Dr. Alejo Salinas, Jr., Mr. Paul R. Rodriguez, Ms. Rose Benavidez, Mrs. Graciela Farias, and Mr. Jesse Villarreal

Members absent: Mr. Roy de León

Also present: Dr. Shirley A. Reed, Mr. Chuy Ramirez, Mrs. Mary Elizondo, Dr. David Plummer, Mrs. Wanda Garza, Mr. Ricardo de la Garza, Mr. George McCaleb, Mr. Paul Hernandez, Mr. Cody Gregg, Mr. Jayson Valerio, Mr. Roberto Cueller, Mr. Gilbert Gallegos, Ms. Diana Bravos Gonzalez, Mr. Rolando Garcia, Mr. Hugh Cronin, Mr. Rene Gonzalez, Mr. David Perez, Mr. Ramiro Gutierrez, Mr. Ben Macias, Mr. Raul Cabaza, III, and Mr. Andrew Fish

**Approval of October 6, 2015 and October 7, 2015 Facilities Committee Meeting Minutes**

Upon a motion by Ms. Rose Benavidez and a second by Mrs. Graciela Farias, the Minutes for the Facilities Committee meetings of October 6, 2015 and October 7, 2015 were approved as written. The motion carried.

**Update on Status of 2013 Bond Construction Program**

The packet included a copy of the presentation prepared by Broaddus & Associates as an update on the status of the 2013 Bond Construction Program. Mr. Gilbert Gallegos from Broaddus & Associates attended the November 10, 2015 Board Facilities Committee meeting and provided the update.

### **Review and Recommend Action on Solicitation of Request for Qualifications (RFQ) for Architectural Design Services for the 2013 Bond Construction Regional Center for Public Safety Excellence**

Approval to solicit architectural design services for the 2013 Bond Construction Regional Center for Public Safety Excellence will be requested at the November 24, 2015 Board meeting.

#### **Purpose**

Authorization was requested to solicit for architectural design services for the 2013 Bond construction of the Regional Center for Public Safety Excellence.

#### **Justification**

Solicitation of Request of Qualifications (RFQ) for architectural design services was necessary to be able to procure a design team to provide design services. Once the RFQ's were received, an evaluation team would evaluate the RFQ's using the currently approved procurement process and would recommend a design team to the Facilities Committee at a later date.

#### **Background**

On August 22, 2014, RFQ submittals were received for design services for the 2013 Bond Construction Program. At the September 11, 2014 Facilities Committee meeting, the Committee postponed the recommendation of an architectural firm for the Regional Center for Public Safety Excellence project pending a site location. It was recommended to re-solicit for architectural design services for this project due to the following reasons:

- No selection was made during the original procurement phase
- A year has passed since the initial Request for Qualifications
- Project scope has been increased

#### **Funding Source**

Funds for these expenditures were budgeted in the bond construction budget for FY 2015-2016. Additional funding may be identified from other sources.

Upon a motion by Mr. Paul R. Rodriguez and a second by Ms. Rose Benavidez, the Facilities Committee recommended Board approval of the solicitation of architectural design services for the 2013 Bond Construction Regional Center for Public Safety Excellence as presented. The motion carried.

### **Review and Recommend Action on Solicitation of Request for Qualifications (RFQ) for Civil Engineering Services for the 2013 Bond Construction Regional Center for Public Safety Excellence Parking and Site Improvements**

Approval to solicit civil design services for the 2013 Bond Construction Regional Center for Public Safety Excellence Parking and Site Improvements will be requested at the November 24, 2015 Board meeting.

### **Purpose**

Authorization was requested to solicit for civil engineering services for the 2013 Bond construction of the Regional Center for Public Safety Excellence Parking and Site Improvements.

### **Justification**

Solicitation of Request of Qualifications (RFQ) for civil engineering services was necessary to be able to procure a civil engineering team to provide design services. Once the RFQ's were received, an evaluation team would evaluate the RFQ's using the currently approved procurement process and would recommend a design team to the Facilities Committee at a later date.

### **Background**

On September 23, 2014, RFQ submittals were received for civil engineering services for the 2013 Bond Construction Program. At the November 13, 2014 Board meeting, the Committee excluded the recommendation of a civil engineer for the Regional Center for Public Safety Excellence Parking and Site Improvements because a site had not yet been identified. It is recommended to re-solicit for civil engineering services for this project due to the following reasons:

- No selection was made during the original procurement phase
- A year has passed since the initial Request for Qualifications
- Project scope has been increased

### **Funding Source**

Funds for these expenditures were budgeted in 2013 Bond Construction budget for this project. Additional funding may be identified from other sources.

Upon a motion by Mr. Paul R. Rodriguez and a second by Dr. Alejo Salinas, Jr., the Facilities Committee recommended Board approval of the solicitation of civil engineering services for the 2013 Bond Construction Regional Center for Public Safety Excellence Parking and Site Improvements as presented. The motion carried.

## **Review and Recommend Action on Contracting Civil Engineering Services for the Pharr Property Subdivision Plat**

Approval to contract civil engineering services for the Pharr Property Subdivision Plat will be requested at the November 24, 2015 Board meeting.

### **Purpose**

The procurement of a civil engineer for the Pharr property was necessary for the preparation of a subdivision plat required prior to construction of any new facilities.

### **Justification**

In order for the City of Pharr to authorize future construction projects on the proposed Pharr property, a subdivision plat must be prepared and recorded with the City of Pharr and Hidalgo County. The procurement of a civil engineer would allow for the engineer to work with staff and city departments to prepare a subdivision plat.

## Background

South Texas College was working with the City of Pharr and Pharr-San Juan-Alamo ISD in acquiring the property in Pharr for the Regional Center for Public Safety Excellence.

In order to proceed with the platting services, staff recommended contracting civil engineering services.

Four civil engineering firms listed below were previously approved by the Board at the March 31, 2015 Board meeting for one year to provide professional services as needed for projects under \$500,000.

1. Halff Associates, Inc.
2. Melden & Hunt
3. Perez Consulting Engineering
4. R. Gutierrez Engineering

Based on the following criteria, Halff Associates was recommended to provide civil engineering services for this project.

Criteria:

- Previous experience with preparation of subdivision plats
- Familiarity with city and county requirements
- Familiarity with the college's standards

## Funding Source

Funds were available in the FY 2015-2016 construction budget.

Project Budget		
Budget Components	Amount Budgeted	Actual Cost
Design	\$30,000	Actual design fees are estimated and will be finalized during contract negotiations.

## Enclosed Documents

The packet included a site plan of the proposed area in Pharr.

Upon a motion by Dr. Alejo Salinas, Jr. and a second by Mrs. Graciela Farias, the Facilities Committee recommended Board approval to contract civil engineering services with Halff Associates for the preparation of the Pharr property subdivision plat as presented. The motion carried.

## Review and Recommend Action on Schematic Design of the 2013 Bond Construction Nursing & Allied Health Campus Parking and Site Improvements

Approval of schematic design by R. Gutierrez Engineering for the 2013 Bond Construction Nursing & Allied Health Campus Parking and Site Improvements project will be requested at the November 24, 2015 Board meeting.

## **Purpose**

Schematic design is the first phase of basic design services provided by the project design team. In this phase, the design team prepared schematic drawings based on the Owner's project program and design meetings with staff. The approval of this phase was necessary to establish the basis on which the project design team was given authorization to proceed with design development and construction document phases.

## **Justification**

Once schematic design was approved, R. Gutierrez Engineering would proceed to prepare all necessary design development drawings and specifications in preparation for the construction documents phase using STC design standards as well as all applicable codes and ordinances. The phases of a construction project are as follows: 1.) Schematic Design, 2.) Design Development, 3.) Construction Documents, 4.) Guaranteed Maximum Price, 5.) Construction, and 6.) Closeout

The Construction Manager-at-Risk provides preconstruction services during the design processes leading to the construction phase. A Guaranteed Maximum Price (GMP) will then be developed and will be presented to the Facilities Committee for review at a future date.

## **Background**

As previously authorized by the Board of Trustees, R. Gutierrez Engineering began working with Broaddus & Associates, Facilities Planning & Construction, and STC staff to develop parking and site plans. At the October Facilities Committee Meeting, the Committee requested that the project team meet with the City of McAllen to discuss alternative options for providing a delivery service drive and possibly using the adjacent access road. The design team met with the City of McAllen and discussed various options. It was ultimately recommended that the use of semi-truck trailers should not be allowed for deliveries at this facility. This would allow for a service drive that would eliminate the need for large turning requirements. R. Gutierrez Engineers have designed a revised layout implementing this recommendation. In addition, staff was discussing with Texas A&M University the possibility of allowing the college the use of their access drive located at the southeast portion of the property. This access will be indicated as an alternate on the schematic design plan pending approval by Texas A&M University.

The proposed Nursing & Allied Health Campus Parking and Site Improvements project was part of the 2013 Bond Construction Program and included the following scope:

- **Engineer**
  - R. Gutierrez Engineering
- **Construction Manager-at-Risk**
  - D. Wilson Construction Company
- **Construction Cost Limitation (CCL)**
  - \$1,100,000
- **Program Scope**
  - 203 Parking Spaces which includes 11 ADA parking spaces

- Drives, Sidewalks, Student and Bus Drop Off Areas
- Infrastructure Improvements
- Landscaping and Irrigation
- Grading

### **Funding Source**

The current Construction Cost Limitation (CCL) was \$1,100,000 and would be adjusted once the Guaranteed Maximum Price (GMP) proposals were submitted by the Construction Manager-at-Risk to be presented to the Board for approval. Bond funds were budgeted in the Bond Construction budget for fiscal year 2015-2016.

### **Reviewers**

The proposed schematic design was reviewed by Broaddus & Associates and staff from Facilities Planning & Construction, Operations and Maintenance, Administration, Technology Resources departments, and Campus Coordinator.

### **Enclosed Documents**

R. Gutierrez Engineering developed a schematic presentation describing the proposed design.

### **Presenters**

Representatives from Broaddus & Associates and R. Gutierrez Engineering attended the Facilities Committee meeting to present the schematic design of the proposed parking and site improvements.

The Committee asked the engineer to follow up further with A&M University regarding permission to cross a 10' utility easement, which would allow a delivery and/or parking lot entrance to be built at the south west end of campus.

The Committee also asked the engineer to redesign the bus parking and circular drop-off drive to accommodate large busses, including the JagExpress. The Committee clarified that the engineer may be able to accommodate this request by encroaching on existing greenspace that is reserved for a future building, but for which no immediate building plans are developed.

Due to the concerns above, no action was taken and this item was scheduled for presentation again to the Facilities Committee on Tuesday, November 24, 2015.

## **Review and Recommend Action on Schematic Design of the 2013 Bond Construction Pecan Campus Parking and Site Improvements**

Approval of schematic design by Perez Consulting Engineers for the 2013 Bond Construction Pecan Campus Parking and Site Improvements project for all four new bond buildings, will be requested at the November 24, 2015 Board meeting.

### **Purpose**

Schematic design is the first phase of basic design services provided by the project design team. In this phase, the design team prepared schematic drawings based on the Owner's project program and design meetings with staff. The approval of this phase was

necessary to establish the basis on which the project design team was given authorization to proceed with design development and construction document phases.

### **Justification**

Once schematic design was approved, Perez Consulting Engineers would proceed to prepare all necessary design development drawings and specifications in preparation for the construction documents phase using STC design standards as well as all applicable codes and ordinances. The phases of a construction project are as follows: 1.) Schematic Design, 2.) Design Development, 3.) Construction Documents, 4.) Guaranteed Maximum Price, 5.) Construction, and 6.) Closeout

The Construction Manager-at-Risk provides preconstruction services during the design processes leading to the construction phase. A Guaranteed Maximum Price (GMP) would then be developed and will be presented to the Facilities Committee for review at a future date.

### **Background**

As previously authorized by the Board of Trustees, Perez Consulting Engineers began working with Broaddus & Associates, Facilities Planning & Construction, and STC staff to develop parking and site plans. The proposed Pecan Campus Parking and Site Improvements project was part of the 2013 Bond Construction Program and would provide parking and site improvements for all four new Bond buildings on the Pecan Campus as per the following scope:

- **Engineer**
  - Perez Consulting Engineers
- **Construction Manager-at-Risk**
  - D. Wilson Construction
- **Construction Cost Limitation (CCL)**
  - \$2,000,000
- **Program Scope**
  - 314 Parking Spaces
  - Drives and Sidewalks
  - Infrastructure Improvements
  - Landscaping and Irrigation
  - Grading

### **Funding Source**

The current Construction Cost Limitation (CCL) was \$2,000,000 and would be adjusted once the Guaranteed Maximum Price (GMP) proposals were submitted by the Construction Manager-at-Risk to be presented to the Board for approval. Bond funds were budgeted in the Bond Construction budget for fiscal year 2015-2016.

### **Reviewers**

The proposed schematic design was reviewed by Broaddus & Associates and staff from Facilities Planning & Construction, Operations and Maintenance, Administration, Technology Resources departments, and Campus Coordinator.

### **Enclosed Documents**

Perez Consulting Engineers developed a schematic presentation describing the proposed design. The packet included drawings of the site plans.

### **Presenters**

Representatives from Broaddus & Associates and Perez Consulting Engineers attended the Facilities Committee meeting to present the schematic design of the proposed parking and site improvements.

The Committee asked about a parking lot designed to accommodate 314 parking vehicles and which had only two entries/exits on the perimeter drive. The engineers expressed the opinion that this design would allow congestion of merging traffic to remain contained primarily within the parking lot, rather than contributing to congestion of the perimeter drive. Additional entries/exits into the perimeter drive may add to the congestion of campus traffic coming to or from the Pecan Street entrance.

The engineers further offered that additional entries/exists could be cut into the lot in the future should traffic patterns or future developments require it.

Upon a motion by Mrs. Graciela Farias and a second by Mr. Jesse Villarreal, the Facilities Committee recommended Board approval of the proposed schematic design by Perez Consulting Engineers for the 2013 Bond Construction Pecan Campus Parking and Site Improvements project for all four new bond buildings as presented. The motion carried.

## **Review and Recommend Action on Schematic Design of the 2013 Bond Construction Mid Valley Campus Library Expansion and Renovation**

Approval of schematic design by Mata Garcia Architects for the 2013 Bond Construction Mid Valley Campus Library Expansion and Renovation will be requested at the November 24, 2015 Board meeting.

### **Purpose**

Schematic design is the first phase of basic design services provided by the project design team. In this phase, the design team prepares schematic drawings based on the Owner's project program and design meetings with staff. The approval of this phase was necessary to establish the basis on which the project design team was given authorization to proceed with design development and construction document phases.

### **Justification**

Once schematic design was approved, Mata Garcia Architects would proceed to prepare all necessary design development drawings and specifications in preparation for the construction documents phase using STC design standards as well as all applicable codes and ordinances. The phases of a construction project are as follows: 1.) Schematic

Design, 2.) Design Development, 3.) Construction Documents, 4.) Guaranteed Maximum Price, 5.) Construction, and 6.) Closeout

The Construction Manager-at-Risk provides preconstruction services during the design processes leading to the construction phase. A Guaranteed Maximum Price (GMP) would then be developed and will be presented to the Facilities Committee for review at a future date.

**Background**

As previously authorized by the Board of Trustees, Mata Garcia Architects began working with Broaddus & Associates, Facilities Planning & Construction, and STC staff to develop plans and elevations. At the October 27<sup>th</sup>, 2015 Board meeting, the Board approved incorporating the redesign and renovation of the existing library with the 2013 Bond Construction Mid Valley Campus Library Expansion project. The proposed combined design of the Mid Valley Campus Library Expansion and Renovation project included the following scope:

- **Architect**
  - Mata Garcia Architects
  
- **Construction Manager-at-Risk**
  - D. Wilson Construction

New Bond Expansion	Existing Building Renovation
➤ <b>Construction Cost Limitation (CCL)</b> • \$1,750,000	➤ <b>Estimated Construction Cost Limitation (CCL)</b> • \$1,450,000
➤ <b>Program Scope</b> • SQ FT – 10,369 • 1 Floor	➤ <b>Program Scope – Existing Renovation</b> • SQ FT – Approx. 19,000 • 1 Floor
• <b>Learning Commons</b> <ul style="list-style-type: none"> <li>○ Help Desk</li> <li>○ Tutoring</li> <li>○ Study Rooms / Niches</li> </ul>	• <b>Learning Commons</b> <ul style="list-style-type: none"> <li>○ Circulation Desk</li> <li>○ Book Collection</li> <li>○ Study Rooms</li> <li>○ Quiet Study</li> </ul>
• <b>Support</b> <ul style="list-style-type: none"> <li>○ Toilet Rooms</li> <li>○ Mechanical Electrical</li> <li>○ IDF</li> </ul>	• <b>Bibliograph Instruction Lab</b> • <b>Art Gallery</b> • <b>Administrative</b> <ul style="list-style-type: none"> <li>○ Conference Room</li> <li>○ Work Areas</li> </ul>

**Funding Source**

The current Construction Cost Limitation (CCL) was \$1,750,000 for the new bond expansion and would be adjusted once the Guaranteed Maximum Price (GMP) proposals were submitted by the Construction Manager-at-Risk to be presented to the Board for approval. Bond funds were budgeted in the Bond Construction budget for fiscal year 2015-2016.

A cost of \$1,450,000 was estimated for the existing building renovation. Funding options were considered from the non-bond construction budget or possible bond construction project savings.

### **Reviewers**

The proposed schematic design was reviewed by Broaddus & Associates and staff from Facilities Planning & Construction, Operations and Maintenance, Administration, Academic Staff, Instructional Technologies, Technology Resources departments, and Coordinated Operations Council.

### **Enclosed Documents**

Mata Garcia Architects developed a schematic presentation describing the proposed design. The packet included drawings of the site plan, floor plans, and exterior views.

### **Presenters**

Representatives from Broaddus & Associates and Mata Garcia Architects attended the Facilities Committee meeting to present the schematic design of the proposed expansion project.

Concerns were expressed about the proposed colors and the patterns used in the rendering and asked for alternate options to be presented.

Upon a motion by Ms. Rose Benavidez and a second by Mr. Jesse Villarreal, the Facilities Committee recommended Board approval of the proposed schematic design of the 2013 Bond Construction Mid Valley Campus Library Expansion and Renovation as presented. The motion carried.

## **Review and Recommend Action on Schematic Design of the 2013 Bond Construction Starr County Campus Student Activities Building Expansion**

Approval of schematic design by Mata Garcia Architects for the 2013 Bond Construction Starr County Campus Student Activities Building will be requested at the November 24, 2015 Board meeting.

### **Purpose**

Schematic design is the first phase of basic design services provided by the project design team. In this phase, the design team prepares schematic drawings based on the Owner's project program and design meetings with staff. The approval of this phase was necessary to establish the basis on which the project design team was given authorization to proceed with design development and construction document phases.

### **Justification**

Once schematic design was approved, Mata Garcia Architects would proceed to prepare all necessary design development drawings and specifications in preparation for the construction documents phase using STC design standards as well as all applicable codes and ordinances. The phases of a construction project are as follows: 1.) Schematic Design, 2.) Design Development, 3.) Construction Documents, 4.) Guaranteed Maximum Price, 5.) Construction, and 6.) Closeout

The Construction Manager-at-Risk provides preconstruction services during the design processes leading to the construction phase. A Guaranteed Maximum Price (GMP) would then be developed and will be presented to the Facilities Committee for review at a future date.

## **Background**

As previously authorized by the Board of Trustees, Mata Garcia Architects began working with Broaddus & Associates, Facilities Planning & Construction, and STC staff to develop plans and elevations. At the August 11, 2105 Facilities Committee Meeting, a proposed schematic design was presented to the Committee and the Committee asked that the design team review their scope and budget and bring the design back to the Facilities Committee when it was in line with the Board's original request. The design team had since then revised the scope and included the following:

- **Architect**
  - Mata Garcia Architects
  
- **Construction Manager-at-Risk**
  - D. Wilson Construction
  
- **Construction Cost Limitation (CCL)**
  - \$850,000
  
- **Program Scope**
  - SQ FT – 4,150
  - 1 Floor
  
  - **Lobby**
  
  - **Student Event Center**
  
  - **Support Spaces**
    - Storage
    - Mechanical
    - Electrical
    - Fire Riser Room

## **Funding Source**

The current Construction Cost Limitation (CCL) was \$850,000 and would be adjusted once the Guaranteed Maximum Price (GMP) proposals were submitted by the Construction Manager-at-Risk to be presented to the Board for approval. Bond funds will be budgeted in the Bond Construction budget for fiscal year 2015-2016.

## **Reviewers**

The proposed schematic design was reviewed by Broaddus & Associates and staff from Facilities Planning & Construction, Operations and Maintenance, Administration, Academic Staff, Instructional Technologies, Technology Resources departments, and Coordinated Operations Council.

## **Enclosed Documents**

Mata Garcia Architects developed a revised schematic presentation describing the proposed design within the original scope and budget. The packet included drawings of the site plan, floor plans, and exterior views.

## **Presenters**

Representatives from Broaddus & Associates and Mata Garcia Architects attended the Facilities Committee meeting to present the schematic design of the proposed expansion project.

The Committee noted that the design added a room that could accommodate slightly more people than the existing cafeteria in the same building, and asked whether the square footage could be increased to accommodate at least 200 people. The engineer agreed that there were options to extend the expansion to the north and east.

The Construction Program Manager suggested that this could be accomplished at a reasonable cost and possibly even within the original budget. Previous designs that far exceeded the approved budget had included significant infrastructural costs such as plumbing, and these costs were not a factor in the proposed increase to the overall square footage.

Due to the concerns above, no action was taken and this item was scheduled for presentation again to the Facilities Committee on Tuesday, November 24, 2015.

**Due to time constraints the following items were postponed until a special Facilities Committee meeting to be scheduled for Nov. 24, 2015. No deliberation or action was taken on the following agenda items:**

- X. Review and Recommend Action on Solicitation of Request for Proposals (RFP) for Insurance Agent Services to establish an Owner-Controlled Insurance Program for the 2013 Bond Construction Program**
- XI. Review and Recommend Action on Additional Services with Broaddus and Associates for a Wage Scale Determination Survey for the 2013 Bond Construction Program**
- XII. Review and Recommend Action on Final Guaranteed Maximum Price for the 2013 Bond Construction Pecan Campus Thermal Plant Expansion**
- XIII. Review and Recommend Action on Renewal of Classroom Lease Agreement with the City of Hidalgo**
- XIV. Review and Recommend Action on Testing and Balancing Engineering Services for District-Wide Non-Bond Construction Projects**
- XV. Review and Recommend Action on Contracting Construction Services for the Non-Bond Pecan Campus Removal of Existing Trees**
- XVI. Review and Recommend Action on Construction Services for the Non-Bond District-Wide Building to Building ADA Compliance Phase II**

**Review and Recommend Action on Final Completion for the Following Non-Bond Construction Projects**

Approval of final completion for the following projects will be requested at the November 24, 2015 Board meeting:

	<b>Projects</b>	<b>Substantial Completion</b>	<b>Final Completion</b>	<b>Documents Attached</b>
1.	Pecan Campus Art Building Existing Ceramic Arts Interior Renovations  Architect: EGV Architects Contractor: Herrcon	Approved August 2015	Recommended	Final Completion Letter
2.	Nursing & Allied Health Campus Irrigation System Upgrade  Engineer: SSP Design Contractor: Southern Landscapes	Approved October 2015	Recommended	Final Completion Letter
3.	District Wide Parking Lot Lighting Upgrades  Engineer: DBR Engineering Contractor: Metro Electric	Approved September 2015	Recommended	Final Completion Letter

**1. Pecan Campus Art Building Existing Ceramic Arts Interior Renovations**

It was recommended that final completion and release of final payment for this project with Herrcon be approved.

Final Completion including punch list items were accomplished as required in the Owner/Contractor agreement for this project. It was recommended that final completion and release of final payment for this project with Herrcon be approved. The original cost approved for this project was in the amount of \$109,209.

The following chart summarizes the above information:

Construction Budget	Approved Proposal Amount	Net Total Change Orders	Final Project Cost	Previous Amount Paid	Remaining Balance
\$325,000	\$109,209	\$0	\$109,209	\$103,748.55	\$5,460.45

On October 15, 2015, STC Planning & Construction Department staff along with EGV Architects inspected the site to confirm that all punch list items were completed. The packet included a letter from EGV Architects acknowledging all work is complete and recommending release of final payment.

**2. Nursing & Allied Health Campus Irrigation System Upgrade**

It was recommended that final completion and release of final payment for this project with Southern Landscapes be approved.

Final Completion including punch list items were accomplished as required in the Owner/Contractor agreement for this project. It was recommended that final completion and release of final payment for this project with Southern Landscapes be approved. The original cost approved for this project was in the amount of \$37,767.

The following chart summarizes the above information:

Construction Budget	Approved Proposal Amount	Net Total Change Orders	Final Project Cost	Previous Amount Paid	Remaining Balance
\$30,000	\$37,767	\$0	\$37,767	\$26,412.36	\$1,888.37

On September 23, 2015, STC Planning & Construction Department staff along with SSP Design inspected the site to confirm that all punch list items were completed. The packet included a letter from SSP Design acknowledging all work is complete and recommending release of final payment.

**3. District-Wide Parking Lot Lighting Upgrades**

It was recommended that final completion and release of final payment for this project with Metro Electric be approved.

Final Completion including punch list items were accomplished as required in the Owner/Contractor agreement for this project. It was recommended that final completion and release of final payment for this project with Metro Electric be approved. The original cost approved for this project was in the amount of \$50,691.

The following chart summarizes the above information:

Construction Budget	Approved Proposal Amount	Net Total Change Orders	Final Project Cost	Previous Amount Paid	Remaining Balance
\$100,000	\$50,691	\$0	\$50,691	\$48,156.45	\$2,534.55

On September 30, 2015, STC Planning & Construction Department staff along with DBR Engineering inspected the site to confirm that all punch list items were completed. The packet included a letter from DBR Engineering acknowledging all work is complete and recommending release of final payment.

Upon a motion by Mr. Paul R. Rodriguez and a second by Mrs. Graciela Farias, the Facilities Committee recommended Board approval of the final completion and release of retainage of the projects as presented.

**Due to time constraints the following items were postponed until a special Facilities Committee meeting to be scheduled for Nov. 24, 2015. No deliberation or action was taken on the following agenda items:**

- XXVIII. Update on Status of Non-Bond Construction Projects**
- XXIX. Discussion and Recommendation of District-Wide Building Names**
- XXX. Discussion and Action as Necessary Regarding Contracts for Geotechnical and Construction Materials Testing Services for the 2013 Bond Construction Program**

### **Adjournment**

There being no further business to discuss, the Facilities Committee Meeting of the South Texas College Board of Trustees adjourned at 6:24 p.m.

I certify that the foregoing are the true and correct minutes of the November 10, 2015 Facilities Committee Meeting of the South Texas College Board of Trustees.

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Mr. Gary Gurwitz, Chair

*Finance & Human  
Resources Committee  
Minutes  
November 10<sup>th</sup>, 2015*

**South Texas College  
Board of Trustees  
Finance and Human Resources Committee  
Ann Richards Administration Building Board Room  
Pecan Campus  
Tuesday, November 10, 2015  
@ 5:30 p.m.  
McAllen, Texas**

**Minutes**

The Finance and Human Resources Committee Meeting was held on Tuesday, November 10, 2015 in the Ann Richards Administration Building Board Room at the Pecan Campus in McAllen, Texas. The meeting commenced at 6:30 p.m. with Dr. Alejo Salinas, Jr., Committee Chair, presiding.

Members present: Dr. Alejo Salinas, Jr., Mr. Paul R. Rodriguez, and Ms. Rose Benavidez

Other Trustees Present: Mrs. Graciela Farias and Mr. Gary Gurwitz

Members absent: Mr. Roy de León

Also present: Dr. Shirley A. Reed, Mr. Jesus Ramirez, Mrs. Mary Elizondo, Dr. David Plummer, Mrs. Becky Cavazos, Mr. Cody Gregg, Mr. Frank Jason Gutierrez, Mrs. Brenda Balderaz, Mr. Daniel Ramirez, Mr. Paul Varville, Ms. Katarina Bugariu, Mr. Keith Moore, and Mr. Andrew Fish

**Approval of October 6, 2015 and October 7, 2015 Finance and  
Human Resources Committee Minutes**

Upon a motion by Mr. Paul R. Rodriguez and a second by Mrs. Graciela Farias, the Minutes for the Finance and Human Resources Committee Meetings of October 6, 2015 and October 7, 2015 were approved as written. The motion carried.

**Due to time constraints, the following agenda items were considered out of the posted agenda order:**

**Review and Recommend Action on Award of Proposals,  
Purchases, Renewals, and Interlocal Agreement**

The Finance and Human Resources Committee was asked to recommend Board approval of the proposal awards, purchases, renewals, and interlocal agreement as listed below:

**A. Awards**  
**B. Instructional Items**  
**C. Non-Instructional Items**

**D. Technology Items**  
**E. Interlocal Agreement**

**A. Awards**

- 1) Interactive LCD Displays (Award):** award the proposal for interactive LCD displays to **Whitlock** (Austin, TX), at a total cost of \$19,198.01;
- 2) Industrial Supplies, Materials, and Accessories (Award):** award the proposal for industrial supplies, materials, and accessories for the period beginning November 25, 2015 through November 24, 2016 with two one-year options to renew, at an estimated cost of \$60,000.00 based on prior year expenditures. The vendors are as follows:
  - **Burton Companies** (Weslaco, TX)
  - **International Industrial Supply Company** (Brownsville, TX)
  - **MSC Industrial Supply Company** (Harlingen, TX)
  - **Rex Supply Company** (Pharr, TX)
- 3) Medium Duty Truck (Award):** award the proposal for a medium duty truck to Bert Ogden Motors, Inc. (Edinburg, TX), at a total cost of \$45,623.53;
- 4) Promotional Items for Student Outreach (Award):** award the promotional items for student outreach for the period beginning November 27, 2015 through November 26, 2016 with two one-year options to renew, at an estimated cost of \$83,000.00 with the following top rated vendors:
  - **Authentic Promotions.com** (Carmichael, CA)
  - **Imprezos Pro Uniforms** (Pharr, TX)
  - **Gateway Printing & Office Supply, Inc.** (Edinburg, TX)
  - **LAMAC, Inc.** (McAllen, TX) (New)
  - **Tekna Impact, LLC.** (McAllen, TX) (New)
  - **Images In Ink, Inc.** (McAllen, TX)
- 5) Promotional T-Shirts for Student Outreach (Award):** award the promotional t-shirts for student outreach for the period beginning November 27, 2015 through November 26, 2016 with two one-year options to renew, at an estimated amount of \$66,000.00, with the following vendors:
  - **A & L Athletics** (McAllen, TX)
  - **Authentic Promotions.com** (Carmichael, CA)
  - **Champion Awards** (Weslaco, TX) (New)
  - **Elite Promotions** (Brownsville, TX)
  - **Gateway Printing & Office Supply, Inc.** (Edinburg, TX)
  - **Images In Ink, Inc.** (McAllen, TX)
  - **Imprezos Pro Uniforms, LLC.** (Pharr, TX)
  - **Tekna Impact, LLC.** (McAllen, TX) (New)
- 6) Reprographic Services (Award):** award the proposal for reprographic services to **RGV Reprographics, Inc.** (McAllen, TX) for the period beginning December 12, 2015 through December 11, 2016 with two one-year options to renew, at an estimated cost of \$346,000.00;
- 7) Welding Equipment (Award):** award the proposal for welding equipment to **Matheson Trigas** (San Benito, TX), at a total cost of \$17,402.72;

**B. Instructional Items**

- 8) Classroom Whiteboards (Purchase):** purchase classroom whiteboards from **Workplace Resource** (San Antonio, TX), a State of Texas Multiple Award Schedule (TXMAS) approved vendor, at a total amount of \$48,079.90;
- 9) Microscopes (Purchase):** purchase microscopes from **North Central Instruments** (Plymouth, MN), a State of Texas Term Contract approved vendor, at a total cost of \$16,957.30;
- 10) Testing Materials (Purchase):** purchase testing materials for Texas Success Initiative (TSI), which uses the Accuplacer Platform from **The College Board** (London, KY), a sole source vendor, at a total cost of \$64,750.00;
- 11) Instructional Design Software Licenses and Maintenance Agreement (Renewal):** renew the instructional design software licenses and maintenance agreement with **GoEngineer** (Cottonwood Height, UT), a sole source vendor, for the period beginning November 1, 2015 through October 31, 2018, at a total amount of \$10,450.00;

**C. Non – Instructional Items**

- 12) Automated Vehicle Locator System (Purchase):** purchase an automated vehicle locator system from **Double Map** (Indianapolis, IN) (New), a sole source vendor, at a total cost of \$18,045.48;
- 13) Crime Record Services (Purchase):** purchase crime record services from the **Texas Department of Public Safety (DPS)** (Austin, TX), a sole source vendor, for the period beginning September 1, 2015 through August 31, 2016, at an estimated amount of \$12,000.00 which is based on prior year expenditures;
- 14) Furniture (Purchase):** purchase furniture from the State of Texas Multiple Award Schedule (TXMAS) approved vendors, at a total amount of \$12,908.77.

#	Vendor	Amount
A	Exemplis Corporation/ Gateway Printing & Office Supply, Inc. (Edinburg, TX)	\$6,073.08
B	The Hon Company/ Gateway Printing & Office Supply, Inc. (Edinburg, TX)	\$868.73
C	Krueger International/ Gateway Printing & Office Supply, Inc. (Edinburg, TX)	\$5,966.96
	Total	\$12,908.77

- 15) Geotechnical Engineering and Materials Testing Services (Renewal):** renew the geotechnical engineering and materials testing services contracts for the period beginning February 24, 2016 through February 23, 2017 with the following vendors:
  - **Millennium Engineers Group, Inc.** (Edinburg, TX)
  - **Raba-Kistner Consultants, Inc.** (McAllen, TX)
  - **Terracon Consultants, Inc.** (Pharr, TX)
- 16) Graduation Caps and Gowns (Renewal):** renew the contract for graduation caps and gowns with **Jostens, Inc.** (Minneapolis, MN) for the period beginning February 1, 2016 through January 31, 2017, at an estimated cost of \$39,000.00;
- 17) Time Clock Maintenance Agreement (Renewal):** renew the time clock maintenance agreement with **Troncoso’s Time & Attendance** (Pharr, TX), a sole source vendor,

for the period beginning December 1, 2015 through December 1, 2016, at a total cost of \$21,738.00;

**D. Technology**

**18)Computers, Laptops, Tablet, Server, and Printers (Purchase):** purchase of computers, laptops, tablet, server, and printers from the State of Texas Department of Information Resources (DIR) approved vendor **Dell Marketing, LP.** (Dallas, TX) and from the National Joint Powers Alliance approved vendor **CDW Government** (Vernon Hills, IL), in the total amount of \$108,622.05;

**19)Collaboration Software Agreement (Renewal):** renew the collaboration software agreement with **Ninian Solutions Limited/dba Huddle, Inc.** (San Francisco, CA), a sole source vendor, for the period beginning September 1, 2015 through August 31, 2016, at a total cost of \$11,428.57;

**20)Library Database Subscription and e-Book (Renewal):** renew the library database subscription and e-Book with **Amigos Library Services** (Dallas, TX), a sole source vendor, at a total cost of \$29,331.20 as follows:

#	Subscription	Period	Amount
1	Amigos – TEXEXP Courier Services	9/1/15 – 8/31/16	\$2,913.25
2	Amigos – Emerald: Business Management & Strategy	11/01/15 – 10/31/16	\$5,502.00
3	Amigos – Emerald: HR, Learning & Organization Studies	11/01/15 – 10/31/16	\$3,045.00
4	Amigos – Emerald: Public Policy & Environmental Management	11/01/15 – 10/31/16	\$1,815.99
5	Amigos – RDA Toolkit	7/01/16 – 6/30/17	\$536.33
6	Amigos – Membership Fees	7/01/16 – 6/30/17	\$4,128.28
7	Amigos – Credo Reference	8/01/16 – 7/31/17	\$7,987.97
8	Amigos – Ambrose Digital	6/01/16 – 5/31/17	\$3,402.38

**21)Online Training Services (Renewal):** renew the online training services with **Lynda.com, Inc.** (Carpinteria, CA), a sole source vendor, for the period beginning August 27, 2015 through August 26, 2016, at a total amount of \$27,600.00;

**E. Interlocal Agreement**

**22)South Texas College Lean Leadership Train the Trainer (Interlocal Agreement/Purchase):** enter into an interlocal agreement for South Texas College Lean Leadership Train the Trainer with **UTRGV/Texas Manufacturing Assistance Center (TMAC)** for the period beginning December 1, 2015 through January 31, 2016 at a total cost of \$9,450.00.

**SUMMARY TOTAL:**

The total for all proposal awards, purchases, renewals, and interlocal agreement is \$1,067,585.53.

Upon a motion by Ms. Rose Benavidez and a second by Mr. Paul R. Rodriguez, the Finance and Human Resources Committee recommended Board of the proposal awards, purchases, renewals, and interlocal agreement as presented. The motion carried.

## Review and Recommend Action on Annual Investment Report and Report on Bank Deposits, Investments, and Interest Revenue

Approval of the Annual Investment Report and the Report on Bank Deposits, Investments, and Interest Revenue for FY 2014-2015 will be requested at the November 24, 2015 Board Meeting.

Purpose – The State Auditor’s Office (SAO) requires that higher education institutions report to the SAO certain investment information prescribed by General Appropriations Act (82<sup>nd</sup> Legislature), Article III, Rider 5-Investment Reports. The governing board of each of the educational institutions is required to file with the SAO, Comptroller of Public Accounts, Legislative Budget Board, and the Governor an annual report of all investment transactions involving endowment funds, short-term and long-term investment funds, and all other securities transactions. The College’s Policy #5120: Investment Policy and Investment Strategy Statement, requires the independent auditor to review the Investment report at least annually and the result of the review is to be reported to the Board of Trustees.

Justification – The Administration brings the Annual Investment Report and the Report on Bank Deposits, Investments, and Interest Revenue to the Board of Trustees annually, as required.

Reviewers – The Report on Bank Deposits, Investments, and Interest Revenue was reviewed by Long Chilton, LLP (external auditors).

Enclosed Documents – The Annual Investment Report prepared for the State Auditor’s Office was provided in the packet for the Committee’s information and review. Also included was the Report on Bank Deposits, Investments, and Interest Revenue for FY 2014–2015.

In FY 2015, all College funds, with the exception of the LT Bonds Series 2015 funds, were deposited at the College’s Depository, BBVA Compass Bank, in public funds interest checking accounts or certificates of deposit. The LT Bonds Series 2015 funds were deposited in TexPool Investment Pool. The included report reflected the total interest earned during the fiscal year and the audited reconciled balance of each account at August 31, 2015.

At August 31, 2015, the College had the following cash and cash equivalents and investments:

Demand deposits (7)	\$ 262,714,178.15
Certificates of deposit (3)	331,925.10
Bank deposits	\$ 263,046,103.25
Investment Pool (1)	99,036,872.31
Endowment investment	5,589.70
Change funds on hand	9,450.00
<b>Total Cash and Cash Equivalents and Investments</b>	<b>\$ 362,098,015.26</b>
 <b>Total Interest Revenue</b>	 <b>\$ 144,205.70</b>

The College's bank deposits and investments were properly collateralized during the fiscal year.

Dr. Shirley A. Reed, President, and Mary Elizondo, Vice President for Finance and Administrative Services, attended the November 10, 2015 Finance and Human Resources Committee meeting to address any questions by the committee.

Upon a motion by Mr. Paul R. Rodriguez and a second by Ms. Rose Benavidez, the Finance and Human Resources Committee recommended Board approval of the Annual Investment Report and the Report on Bank Deposits, Investments, and Interest Revenue for FY 2014-2015, as presented. The motion carried.

### **Review and Recommend Action on Establishing a Non-Interest Bearing Bank Account**

Approval to establish a new bank account at the College's depository bank, BBVA Compass, will be requested at the November 24, 2015 Board meeting.

Purpose - The primary purpose of establishing a new non-interest bearing bank account was to deposit the minimum monthly average balance of \$25 million as a compensating balance for the waiver of bank fees.

Justification - The terms of the College's depository contract with BBVA Compass indicate that the College will maintain a minimum monthly average balance of \$25 million in non-interest bearing account(s) in order for BBVA Compass to waive bank fees for the period of October 16, 2015 to August 31, 2016.

The College's investment adviser determined that by establishing this account the College will avoid bank fees equivalent to what might have been earned by investing that same amount and recommends Board approval.

Background - Per Board Policy #5110: Comptroller Function: Collection, Deposit, and Disbursement of College and Grant Funds, the Board of Trustees must approve by Resolution the establishment of an operating bank account with the College's Depository Bank.

Enclosed Document – The Resolution Approving the Opening of a New Non-Interest Bearing Bank Account was included in the packet for the Committee's information and review.

Reviewers – South Texas College's legal counsel, Jesus Ramirez, reviewed the Resolution Approving the Opening of a New Non-Interest Bearing Bank Account.

Mary Elizondo, Vice President for Finance and Administrative Services, attended the November 10, 2015 Finance and Human Resources Committee meeting to address any questions by the committee.

Upon a motion by Mr. Paul R. Rodriguez and a second by Ms. Rose Benavidez, the Finance and Human Resources Committee recommended Board approval to establish a new non-interest bearing bank account at the College's depository bank, BBVA Compass, for the primary purpose of depositing the minimum monthly average balance of \$25 million in order for BBVA Compass to waive bank fees, as presented. The motion carried.

### **Discussion and Action as Necessary on Proposed New Faculty Positions for FY 2016-2017**

Approval of the proposed new faculty positions for FY 2016-2017 will be requested at November 24, 2015 Board meeting.

Administration recommended the addition of forty (40) new faculty positions in FY 2016-2017. These new faculty positions were requested to keep abreast of enrollment growth in traditional and dual enrollment courses and to support the thirty (30) Early College High Schools.

These positions would be funded from the existing salary pool for full time temporary faculty, public school cost recovery funds, state appropriations, and student tuition and fees.

A listing of the proposed new faculty positions was provided in the packet for the Committee's information and review.

Administration extensively reviewed the need for additional faculty positions for FY 2016-2017 with staff and recommended Committee approval of the new positions, subject to the availability of funding and Board approval of the final budget.

Upon a motion by Ms. Rose Benavidez and a second by Mr. Paul R. Rodriguez, the Finance and Human Resources Committee recommended Board of the proposed new faculty positions for FY 2016-2017 as recommended and subject to the availability of funding and final budget approval. The motion carried.

### **Review and Discussion of Position Vacancy Report for FY 2015-2016**

The Staffing Plan Position Vacancy Report for FY 2015-2016 was included in the packet for the Committee's information and review. Information is current as of November 5, 2015.

Dr. Shirley A. Reed and Mrs. Mary Elizondo were available to respond to questions from the Committee.

The Position Vacancy Report for FY 2015-2016 was based on the following:

- **Vacant Full Time Regular Positions - New - Board Approved Positions for FY 2015-2016:**
  - ⇒ The staffing plan for FY 2015-2016 began with 72 new Board approved positions. Of these new positions, 55 were fully funded and 17 were partially funded. Approximately 96% or 53 of the 55 available positions were currently advertised or had a requisition in progress. Twenty five (25) or 47% of the 53 advertised positions had recommendations currently in progress.
- **Vacant Full Time Regular Positions – Continuing – CONTINUED from FY 2014-2015:**
  - ⇒ A list of eighty five (85) vacant positions due to employee resignations, terminations, and retirement was included and designated as Continuing. These positions were advertised until filled. Approximately 96% or 82 of these positions were currently advertised or in progress for final approval. Eight (8) or 10% of the 82 advertised positions had recommendations currently in progress.

In addition, positions were filled or vacated during the period of September 1, 2015 through November 5, 2015 as follows:

- **Positions Filled in FY 2015-2016:**
  - ⇒ Twenty seven (27) positions were filled between September 1, 2015 and November 5, 2015.
- **Positions Vacated in FY 2015-2016:**
  - ⇒ Eighteen (18) resignations, terminations and/or retirement notices were submitted between September 1, 2015 and November 5, 2015.

The Position Vacancy Report for Fiscal Year 2015-2016 and Positions Filled and Vacated Report were presented for information and review by the Committee. No action was required from the Committee.

### **Review and Recommend Action on a Jurisdictional and Interagency Support Memorandum of Understanding (MOU) Between South Texas College Police Department and the City of Weslaco Police Department**

Approval of a Jurisdictional and Interagency Support Memorandum of Understanding (MOU) between South Texas College Police Department and the City of Weslaco Police Department will be requested at the November 24, 2015 Board meeting.

Purpose - The South Texas College Police Department had an existing MOU with the City of McAllen for the College's Pecan, Nursing and Allied Health, and Technology campuses and sought an MOU with the City of Weslaco Police Department.

Justification – The MOU outlined the jurisdiction of each department, cooperation protocol, and identifies which agency was responsible for responding to incidents in geographical locations within the City Weslaco.

Background - This MOU was developed by STC Chief of Police/Director of Safety & Security Paul Varville and concurred by Weslaco Chief of Police Stephen Scott Mayer.

Funding Source - No funds were required for this MOU with the City of Weslaco Police Department.

Reviewers – The Vice President for Finance and Administrative Services and the South Texas College Chief of Police/Director of Safety & Security reviewed the information being presented.

Enclosed Documents – The Jurisdictional and Interagency Support Memorandum of Understanding (MOU) was included in the packet for the Committee's review and information.

Paul Varville, STC Chief of Police/Director of Safety & Security, and Mary Elizondo, Vice President for Finance and Administrative Services, attended the November 10, 2015 Finance and Human Resources Committee meeting to address any questions by the committee.

Upon a motion by Mr. Paul R. Rodriguez and a second by Ms. Rose Benavidez, the Finance and Human Resources Committee recommended Board approval of the Jurisdictional and Interagency Support Memorandum of Understanding (MOU) between South Texas College Police Department and the City of Weslaco Police Department. The motion carried.

**Review and Recommend Action on a Jurisdictional and Interagency Support Memorandum of Understanding (MOU) Between South Texas College Police Department and the Rio Grande City Police Department**

Approval of a Jurisdictional and Interagency Support Memorandum of Understanding (MOU) between South Texas College Police Department and the Rio Grande City Police Department will be requested at the November 24, 2015 Board meeting.

Purpose - The South Texas College Police Department had an MOU with the City of McAllen for the college's Pecan, Nursing and Allied Health, and Technology campuses and sought an MOU with the Rio Grande City Police Department.

Justification – The MOU outlined the jurisdiction of each department, cooperation protocol, and identifies which agency was responsible for responding to incidents in geographical locations within Rio Grande City.

Background - This MOU was developed by STC Chief of Police/Director of Safety & Security Paul Varville and concurred by Rio Grande City Chief of Police Noe Castillo.

Funding Source - No funds were required for this MOU with Rio Grande City Police Department.

Reviewers – The Vice President for Finance and Administrative Services and the South Texas College Chief of Police/Director of Safety & Security reviewed the information being presented.

Enclosed Documents – The Jurisdictional and Interagency Support Memorandum of Understanding (MOU) was provided in the packet for the Committee's review and information.

Paul Varville, STC Chief of Police/Director of Safety & Security, and Mary Elizondo, Vice President for Finance and Administrative Services, attended the November 10, 2015 Finance and Human Resources Committee meeting to address any questions by the committee.

Upon a motion by Ms. Rose Benavidez and a second by Mr. Paul R. Rodriguez, the Finance and Human Resources Committee recommended Board approval of the Jurisdictional and Interagency Support Memorandum of Understanding (MOU) between South Texas College Police Department and the Rio Grande City Police Department. The motion carried.

**Due to time constraints the following items were postponed until a special Finance and Human Resources Committee meeting to be scheduled for Nov. 24, 2015. No deliberation or action was taken on the following agenda items:**

- II. Review and Discussion of the Mission Economic Development Authority (MEDA) Scholarship Fund Trust with Edward Jones for Student Scholarships and Report on Scholarships Awarded**
- III. Review and Discussion of Scholarships Awarded with Mission Economic Development Authority (MEDA) Scholarship Trust Funds**
- IV. Discussion of Mission Economic Development Authority's (MEDA) Request for Project Support using MEDA Trust Scholarship Funds**
- VI. Review and Recommend Action on Vendor Reference Process for Request for Proposals and Request for Qualifications**
- VIII. Review and Recommend Action on Proposed New Policy #4112: Self-Reporting of Criminal Conduct**
- XII. Review and Discussion of Preliminary Tuition and Fees Schedules for FY 2016-2017:**
  - 1. Student Tuition and Fees**
  - 2. Employee Fees**
  - 3. Other (Non-Student/Non-Employee) Fees**

**XIII. Review and Discussion of the Texas Higher Education Coordinating Board Report on the Financial Condition Analysis of Texas Public Community College Districts**

**Adjournment**

There being no further business to discuss, the Finance and Human Resources Committee Meeting of the South Texas College Board of Trustees adjourned at 6:41 p.m.

I certify that the foregoing are the true and correct Minutes of the November 10, 2015 Finance and Human Resources Committee Meeting of the South Texas College Board of Trustees.

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Dr. Alejo Salinas, Jr.  
Chair

## Announcements

### A. Next Meetings:

- Tuesday, December 8, 2015
  - 3:00 p.m. – Education and Workforce Development Committee
  - 4:00 p.m. – Facilities Committee
  - 5:30 p.m. – Finance & HR Committee meeting
- Tuesday, December 15, 2015
  - 5:30 p.m. – Regular Meeting of the Board of Trustees

### B. Other Announcements:

- The College will be closed November 26 – 29<sup>th</sup> in observance of the Thanksgiving Holiday.
- The Winter 2015 Commencement Ceremonies will be held Saturday, December 12, 2015 at the State Farm Arena, Hidalgo, Texas:

#### 10:00 a.m. Ceremony

- Bachelor Program
- Business and Technology
- Nursing and Allied Health

#### 2:00 p.m. Ceremony

- Liberal Arts
  - Mathematics and Science
  - Social and Behavioral Sciences
- The Board Holiday Dinner will be held Tuesday, December 15, 2015 @ 7:30 p.m. at *Hacienda Del Patron*, 4401 W Expy 83, McAllen, TX 78503