



**SOUTH TEXAS  
COLLEGE**

**Board of Trustees  
Regular Board Meeting**

**Tuesday, December 15, 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, December 15, 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. Consideration and Action on Consent Agenda**

- A. Approval of Board Meeting Minutes ..... 1 - 51
  - 1. November 24, 2015 Regular Board Meeting

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

A. Education and Workforce Development Committee

- 1. Review of Presentations to the Education and Workforce Development Committee: ..... 52 - 53
  - a. Presentation on Academic Classification at South Texas College
  - b. Presentation of South Texas College Drama Department's Spring 2016 Season

B. Finance and Human Resources Committee

- 1. Review and Action as Necessary Regarding the Fiscal Year 2015 Financial Audit ..... 54
- 2. Review and Action as Necessary on Hidalgo County Tax Resale Properties and Resolution Authorizing Tax Resale ..... 55 - 57

3. Review and Action as Necessary on Award of Proposals, Rejection of Proposal, Rescindment of Award, Purchases, and Renewals ..... 58 - 68
  - A. Awards
    - 1) Rental of Firefighter Protective Clothing (Award)
    - 2) Training Services (Award)
    - 3) Signs, Flags, and Banners (Reject)
    - 4) Records Management Services (Rescind)
  - B. Instructional Items
    - 5) Musical Instruments (Purchase)
  - C. Non – Instructional Items
    - 6) Advertising Agreement (Purchase)
    - 7) Furniture (Purchase)
    - 8) Third Party Administrator for 403(b) Plan (Renewal)
    - 9) Vehicle Fuel Program (Renewal)
  - D. Technology
    - 10)Computers, Laptop, and Tablets (Purchase)
    - 11)Uninterruptible Power Supply (UPS) (Purchase)
    - 12)Web Portal Software Upgrade and Support (Purchase)
    - 13)Inventory Scheduling and Tracking Software License Agreement (Renewal)
4. Review and Action as Necessary on New and Revised Policies ..... 69 - 85
  - A. New
    - 1) Proposed New Policy #4112: Self-Reporting of Criminal Conduct
  - B. Revised
    - 1) Revise Policy #3235: Tuition/Fee Waiver for Dual Enrollment Students Sponsored by Cooperating School Districts
    - 2) Revise Policy #3620: College Sanctioned Travel for Students
    - 3) Revise Policy #4216: Discrimination, Harassment, Retaliation, and Sexual Misconduct
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6. Review and Action as Necessary on Contracting Civil Engineering Services for the Asphalt Resurfacing of the Pecan Campus East Loop Road (Non-Bond) ..... 164 - 166
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10. Update on Status of Non-Bond Program Construction Projects ..... 175 - 179

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The Checks and the Financial Reports presented for approval are included in the Board Packet under SEPARATE COVER

**VIII. Informational Items**

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  - Education and Workforce Development ..... 189 - 192
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A. Next Meetings:

- Tuesday, January 12, 2016
  - 3:30 p.m. – Education and Workforce Development Committee
  - 4:30 p.m. – Facilities Committee
  - 5:30 p.m. – Finance & HR Committee meeting
- Tuesday, January 26, 2016
  - 5:30 p.m. – Regular Meeting of the Board of Trustees

B. Other Announcements:

- 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
- The College will be closed December 17, 2015 – January 3, 2016 for Winter Break.

## **Approval of Minutes**

The following Board Meeting Minutes are submitted for approval:

1. November 24, 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, November 24, 2015 @ 5:30 p.m.**  
**Ann Richards Administration Building Board Room**  
**Pecan Campus, McAllen, Texas 78501**

**Minutes**

**Call Meeting to Order:**

The Regular Board Meeting of the South Texas College Board of Trustees was held on Tuesday, October 27, 2015 in the Ann Richards Administration Building Board Room at the Pecan Campus in McAllen, Texas. The meeting commenced at 5:37 p.m. with Dr. Alejo Salinas, Jr., Vice Chair, presiding.

Members present: Dr. Alejo Salinas, Jr., Mr. Paul R. Rodriguez, Ms. Rose Benavidez, Mrs. Graciela Farias, Mr. Gary Gurwitz, and Mr. Jesse Villarreal.

Members absent: Mr. Roy de León

Also present: Dr. Shirley A. Reed, Senator Juan “Chuy” Hinojosa, Mr. Chuy Ramirez, Mrs. Mary Elizondo, Dr. David Plummer, Mrs. Wanda Garza, Dr. Anahid Petrosian, Mrs. Becky Cavazos, Mrs. Brenda J. Balderaz, Dr. Ali Esmaeili, Mr. Mario Reyna, Dr. Ety Bischoff, Mr. Paul Varville, Mr. Frank Jason Gutierrez, Mr. Jesus Campos, Mr. Ricardo De La Garza, Mr. Matthew Hebbard, Ms. Katarina Bugariu, Ms. Martha Pena, Mr. Gilbert Gallegos, Mr. Rolando Garcia, Ms. Diana Bravos Gonzalez, Mr. Ramiro Gutierrez, Mr. Eddie Vela, Mrs. Kelly Salazar, Mr. Jason Leal, Ms. Gina Lobato, and Andrew Fish.

**Determination of a Quorum**

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

**Invocation:**

Mr. Mario Reyna, Dean of Business and Technology, said the invocation.

**Presentations**

A. *Check Presentation by Senator Juan “Chuy” Hinojosa from “Governor for a Day” Fundraiser*

The South Texas College Board of Trustees was 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 presented a check to South Texas College in recognition of this fund raiser. The College was 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 work together to help students, families, and communities *in the making....*

**B. 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.

Ms. Benavidez and Mrs. Farias reported on their presentation and the other presentations they heard while at the ACCT National Leadership Congress and their representation of South Texas College to peers from among the ACCT's 1200 member institutions.

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

Mrs. Kelly Salazar from Linebarger Goggan Blair & Sampson, LLP, provided the Board with the Fiscal Year End Delinquent Tax Report on Collection and Collection Efforts for Hidalgo and Starr Counties.

## **Approval of Minutes**

The following Board Meeting Minutes were submitted for approval:

1. October 27, 2015 Regular Board Meeting

Upon a motion by Mr. Paul R. Rodriguez and a second by Mrs. Graciela Farias, the Board of Trustees of South Texas College approved and adopted the Board Meeting Minutes 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 “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 would 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 would tour South Texas College and participate in the Junior Jaguar Leadership Conference. The students would receive age appropriate leadership training and financial literacy information. Parents of these students would receive information on how to promote a college going culture in their family and information about financial literacy.

This grant met 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, would support South Texas College in providing two college courses that involved 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 would be undergo the CDA I – CDEC 1417 and CDA II – CDEC 2422 trainings from December 1, 2015 through December 31, 2016.

This grant met 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) would 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 was 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 would 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 aligned with South Texas College's Strategic Direction Five, which expressed 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) would 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 would enter into a Memorandum of Understanding (MOU) to provide Professional development services to LJISD. As part of the MOU, STC would plan and design curriculum and provide Professional Development to three (3) secondary math teachers and three (3) secondary engineering teachers. The professional development would be provided by South Texas College Faculty members from the Engineering and Mathematics disciplines.

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

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

Upon a motion by Mr. Paul R. Rodriguez and a second by Mr. Gary Gurwitz, the Board of Trustees of South Texas College approved and authorized accepting the presented grant

awards and using related funds as authorized by each grant, contingent upon official award as appropriate. The motion carried.

### **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 was requested.

The 2014 - 2015 Appraisal District Board of Directors was comprised of:

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

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

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

- 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 was provided in the packet.

Upon a motion by Ms. Rose Benavidez, 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 by casting 200 votes for Mr. Eloy Garza and 183 votes for Mr. Raul Pena, Jr. The motion carried.

### **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 was requested.

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

The 2014 - 2015 Appraisal District Board of Directors included:

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 were declared by Mr. Rolando Garza, Chief Appraiser, and the South Texas College Board of Trustees was asked to cast their votes by written resolution prior to December 15, 2015. South Texas College was allowed 375 votes. Votes could be cast for one candidate or distributed among any number of candidates. A voting unit could only cast its votes for candidates named on the ballot. There as no provision for write-in candidates.

The twelve candidates declared by the Chief Appraiser were:

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 were provided in the packet.

Upon a motion by Mr. Paul R. Rodriguez and a second by Mrs. Graciela Farias, the Board of Trustees of South Texas College approved and adopted 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 by casting 37.5 votes for Mr. Eddie. R. Cano, 150 votes for Mr. Albert D. Cardenas, 37.5 votes for Mr. Fernando Dominguez, and 150 votes for Mr. Amador Requenez. The motion carried.



## **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

The members of the Education and Workforce Committee requested a follow up report on the graduates of each program in the Nursing & Allied Health Division. They also requested a follow up presentation to describe improvements to the communication between program faculty and staff and applicants, including efforts to provide clear and consistent information and to be sensitive to students' needs.

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 was requested.

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

Justification – The revisions included 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 would 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 was no established “standard” for such a policy. Some institutions employed in-house counsel, some held policies that were more or less prescriptive than South Texas College. Some institutions did not have a parallel policy at all.

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

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

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

The proposed revisions would require a more specific letter of agreement with the College’s legal counsel(s) that enumerated 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 was provided in the packet for the Board’s review and information. The additions to the policy were highlighted in yellow and the deletions were 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 superseded any previously adopted Board policy. Additional minor revisions were included as suggested by the Finance and Human Resources Committee.

Upon a motion by Mr. Paul R. Rodriguez and a second by Mrs. Graciela Farias, the Board of Trustees of South Texas College approved and authorized the proposed revisions to Policy #2200: *Legal Counsel* and which superseded any previously adopted Board policy. The motion carried.

### **Review and Action as Necessary on Legal Services**

The Board was 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 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 required 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 was able to designate legal counsel as necessary to protect the College and provide advice and representation in legal matters. South Texas College continued to grow and expand and in doing so needed to maintain adequate legal coverage in today's rapidly changing environment. Legal services allowed 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 increased alongside the College's growth and increased accountability from state and federal agencies. Legal services included:

- 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 retained 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 had 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 continued to grow and the College needed to ensure that adequate legal coverage is maintained going forward.

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

Funding Source – Expenditures were 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 was 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 was 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.

The Trustees discussed the College's need for legal services.

- Mr. Paul R. Rodriguez expressed his satisfaction that the College had kept legal costs comparably low when viewed against other public institutions in the area.
- Dr. Alejo Salinas, Jr. concurred, and suggested that the Board should receive regular reporting on legal counsel expenses. He also suggested that legal counsel should be asked to work to train the College's staff on specific issues to minimize the College's reliance on outside counsel for routine matters.
- Mrs. Graciela Farias expressed her concern about asking staff to take on responsibility for matters that would best be handled by a qualified attorney.
- Dr. Salinas agreed, stating that he believed adequate training would simply give staff the general understanding to be able to speak efficiently with legal counsel, and not to shift responsibility for rendering legal opinions onto staff.

Upon a motion by Mr. Paul R. Rodriguez and a second by Ms. Rose Benavidez, the Board of Trustees of South Texas College approved and authorized entering into a letter of agreement for legal counsel with The J. Ramirez Law Firm and with Guerrero Law Firm, as presented. The motion carried.

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

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 was \$1,067,585.53.

Upon a motion by Mr. Paul R. Rodriguez and a second by Ms. Rose Benavidez, the Board of Trustees of South Texas College approved and authorized the proposal awards, purchases, renewals, and interlocal agreement as presented. The motion carried.

### **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 was 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, required 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 included in the packet for the Board’s information and review. Also included as 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. An 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	<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><u>\$ 362,098,015.26</u></u></b>
<b>Total Interest Revenue</b>	<b><u><u>\$ 144,205.70</u></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, attended 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.

Upon a motion by Mr. Paul R. Rodriguez and a second by Ms. Rose Benavidez, the Board of Trustees of South Texas College approved and authorized 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 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, was requested.

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 indicated that the College would 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 provided in the packet for the Board'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 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.

Mr. Gary Gurwitz abstained from the deliberation and action on this item.

Upon a motion by Mr. Paul R. Rodriguez and a second by Mrs. Graciela Farias, the Board of Trustees of South Texas College approved and authorized 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 motion carried.

### **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 was requested.

Purpose - The South Texas College Police Department currently 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 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 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 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 Administrator of Police Department/Director of Safety and Security reviewed the information as presented.

Enclosed Documents – The Jurisdictional and Interagency Support Memorandum of Understanding (MOU) was 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, attended the Board Meeting to address any questions by the Board.

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.

Upon a motion by Mr. Paul R. Rodriguez and a second by Mr. Gary Gurwitz, the Board of Trustees of South Texas College approved and authorized 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 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 was requested.

Purpose - The South Texas College Police Department currently 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 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 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 Administrator of Police Department/Director of Safety and Security reviewed the information as presented.

Enclosed Documents – The Jurisdictional and Interagency Support Memorandum of Understanding (MOU) was 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, attended the Board Meeting to address any questions by the Board.

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.

Upon a motion by Mr. Paul R. Rodriguez and a second by Mrs. Graciela Farias, the Board of Trustees of South Texas College approved and authorized 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.

### **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 was requested.

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 for the Board's information and review.

Administration extensively reviewed with staff the need for additional faculty positions for FY 2016-2017 and recommended 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.

Upon a motion by Mr. Paul R. Rodriguez and a second by Mrs. Graciela Farias, the Board of Trustees of South Texas College approved and authorized 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 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 was 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 would 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 would be followed for the purchase of property and services, property only, and services only. This proposed process would allow each evaluator to review and interpret the comments to provide points for this part of the evaluation criteria.

The proposal/qualification evaluation committee would consist of members from the requesting department and Purchasing.

The current process for the evaluation of request for proposals or request for qualifications was 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 was 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 was 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 Finance and Human Resources Committee reviewed this item at their November 24, 2015 committee meeting and the Committee Chair presented the Committee's recommendation of approval to the Board of Trustees.

Upon a motion by Mr. Paul R. Rodriguez and a second by Mrs. Graciela Farias, the Board of Trustees of South Texas College approved and authorized 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 motion carried.

**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 was requested.

The recommended changes from FY 2015-2016 were 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 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 was 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 Finance and Human Resources Committee reviewed this item at their November 24, 2015 committee meeting and the Committee Chair presented the Committee's recommendation of approval to the Board of Trustees.

Upon a motion by Mr. Paul R. Rodriguez and a second by Ms. Rose Benavidez, the Board of Trustees of South Texas College approved and authorized the proposed Student Tuition and Fees, Employee Fees, and Other (Non-Student/Non-Employee) Fees Schedules for FY 2016-2017 as presented. 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 provided the update.

## **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 was requested.

### **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.

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.

Upon a motion by Mr. Gary Gurwitz and a second by Mr. Paul R. Rodriguez, the Board of Trustees of South Texas College approved and authorized the solicitation of architectural design services for the 2013 Bond Construction Regional Center for Public Safety Excellence as presented. The motion carried.

## **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 was requested.

### **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 as necessary 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 was 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 had passed since the initial Request for Qualifications
- Project scope had 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.

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.

Upon a motion by Mr. Gary Gurwitz and a second by Ms. Rose Benavidez, the Board of Trustees of South Texas College approved and authorized 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 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 was requested.

### **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 of Pharr and Hidalgo County requirements
- Familiarity with the college's standards

### **Funding Source**

Funds were 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.

Upon a motion by Mr. Gary Gurwitz and a second by Mr. Jesse Villarreal, the Board of Trustees of South Texas College approved and authorized contracting civil engineering services with Halff Associates for the preparation of the Pharr property subdivision plat as presented. The motion carried.

## **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 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 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) 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, 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 would 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 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 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 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 Facilities Committee reviewed this item at their November 24, 2015 committee meeting and the Committee Chair presented the Committee's recommendation of approval to the Board of Trustees.

Upon a motion by Mr. Gary Gurwitz and a second by Ms. Rose Benavidez, the Board of Trustees of South Texas College approved and authorized 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 motion carried.

## **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 was requested.

### **Purpose**

Schematic design was 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 would be 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 would 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 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) 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 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/exits could be cut into the lot in the future should traffic patterns or future developments require it.

Upon a motion by Mr. Gary Gurwitz and a second by Ms. Rose Benavidez, the Board of Trustees of South Texas College approved and authorized 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 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 was requested.

### **Purpose**

Schematic design was 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 is 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 would 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
<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>
<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) was \$1,750,000 for the new bond expansion and would be adjusted once the Guaranteed Maximum Price (GMP) proposals would be 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 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 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.

Upon a motion by Mr. Gary Gurwitz and a second by Mr. Jesse Villarreal, the Board of Trustees of South Texas College approved and authorized the proposed schematic design of the 2013 Bond Construction Mid Valley Campus Library Expansion and Renovation as presented. The motion carried.

## **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 was requested.

### **Purpose**

Schematic design was 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 would 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 included 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) 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 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, 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 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.

This item was scheduled for presentation to the Facilities Committee on Tuesday, November 10, 2015. Due to time constraints, this item was scheduled for presentation again to the Facilities Committee on Tuesday, November 24, 2015.

The Facilities Committee reviewed this item at their November 24, 2015 committee meeting and the Committee Chair presented the Committee's recommendation of approval to the Board of Trustees.

Upon a motion by Mr. Gary Gurwitz and a second by Ms. Rose Benavidez, the Board of Trustees of South Texas College approved and authorized the proposed schematic design of the 2013 Bond Construction Starr County Campus Student Activities Building Expansion as presented. The motion carried.

### **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**

Due to a scheduling conflict, the College's Risk Management consultant could not attend the meeting. This item was postponed to a later meeting, and no action was taken.

### **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 was requested.

#### **Purpose**

A Wage Scale Determination Survey was 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 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 anticipated completion of the survey within four (4) months from initiation.

### **Funding Source**

Funds were available in the FY 2015-2016 Bond Construction Program management fund.

### **Enclosed Documents**

A proposal dated November 17, 2015 from Broaddus and Associates as provided for the Board's review.

### **Presenters**

Representatives from Broaddus & Associates attended 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 scheduled for presentation again to the Facilities Committee on Tuesday, November 24, 2015.

The Facilities Committee reviewed this item at their November 24, 2015 committee meeting and the Committee Chair presented the Committee's recommendation of approval to the Board of Trustees.

Upon a motion by Mr. Gary Gurwitz and a second by Mr. Jesse Villarreal, the Board of Trustees of South Texas College approved and authorized 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 motion carried.

## **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 was requested.

### **Purpose**

Authorization was requested to approve the final GMP for the Pecan Campus Thermal Plant Expansion.

### Justification

A Guaranteed Maximum Price was 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) received the necessary construction documents from the Engineer to develop the final GMP in the amount of \$3,437,000 which included the initial partial GMP.

The initial project budget included the cost of two chillers, which were subsequently removed from the GMP to be purchased through volume procurement. Broaddus & Associates estimated that the volume procurement of both chillers would cost approximately \$500,000. The final GMP plus the purchase of two chillers totaled to \$3,937,000, which was expected to be within the current Construction Cost Limitation (CCL) of \$4,300,000.

Two construction alternates included in the GMP Schedule of Values were presented to the Facilities Committee and Board on November 24, 2015. The alternates were for construction elements that were not within in the original 2013 Bond Construction Program scope. These elements included 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 were included here as alternates. Broaddus & Associates advised there were 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 were budgeted in the 2013 Bond construction budget for FY 2015-2016.

### Reviewers

The Final GMP was 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 was 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. The packet also included schematic floor plans and exterior elevations for the cooling tower yard.

### **Presenters**

Representatives from Broaddus & Associates, Halff Associates, and D. Wilson Construction Company attended 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 scheduled for presentation again to the Facilities Committee on Tuesday, November 24, 2015.

The Facilities Committee reviewed this item at their November 24, 2015 committee meeting and the Committee Chair presented the Committee's recommendation of approval for the GMP plus both alternates, for a project GMP total of \$4,194,000, to the Board of Trustees.

Upon a motion by Mr. Gary Gurwitz and a second by Ms. Rose Benavidez, the Board of Trustees of South Texas College approved and authorized the final guaranteed maximum price (GMP) in the amount of \$3,437,000 for the 2013 Bond Construction Pecan Campus Thermal Plant plus both alternates, for a project GMP total of \$4,194,000, as presented. The motion carried.

## **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 was requested.

### **Purpose**

Authorization was 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 was 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 recommended

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 as 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 scheduled for presentation again to the Facilities Committee on Tuesday, November 24, 2015.

The Facilities Committee reviewed this item at their November 24, 2015 committee meeting and the Committee Chair presented the Committee’s recommendation of approval to the Board of Trustees.

Upon a motion by Mr. Gary Gurwitz and a second by Mrs. Graciela Farias, the Board of Trustees of South Texas College approved and authorized 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 motion carried.

**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 was requested.

**Purpose**

Authorization was requested to approve the proposed facility lease agreement for use by the fire science program.

**Justification**

The continuation of the lease of this facility was 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 were budgeted in the Facilities Lease budget for FY 2015-2016.

The Facilities Committee reviewed this item at their November 24, 2015 committee meeting and the Committee Chair presented the Committee’s recommendation of approval to the Board of Trustees.

Upon a motion by Mr. Gary Gurwitz and a second by Ms. Rose Benavidez, the Board of Trustees of South Texas College approved and authorized 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 motion carried.

**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 was requested.

**Purpose**

Authorization was 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 were necessary to certify that all heating, ventilation, and air conditioning (HVAC) equipment and systems were operating at the required design capacities as specified in the construction documents for each building. Some of the anticipated services which may be provided were 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 would allow staff to save time by not soliciting proposals on a project by project basis. The assignment of projects to each firm was then monitored on an annual basis to ensure an equitable amount of work and fees were assigned to each firm. This process had 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 scheduled for presentation again to the Facilities Committee on Tuesday, November 24, 2015.

The Facilities Committee reviewed this item at their November 24, 2015 committee meeting and the Committee Chair presented the Committee's recommendation of approval to the Board of Trustees.

Upon a motion by Mr. Gary Gurwitz and a second by Mr. Jesse Villarreal, the Board of Trustees of South Texas College approved and authorized 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 motion carried.

## **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 was requested.

### **Purpose**

The procurement of a contractor would provide for construction services necessary for the Non-Bond Pecan Campus Removal of Existing Trees.

### **Justification**

Removal of trees on the Pecan Campus was 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 needed to be removed. The City of McAllen required that new trees be installed to replace trees that are removed. Landscape plans would be developed so that sufficient trees were provided in beneficial locations.

STC staff 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</b> <b>Maldonado Nursery &amp; Landscape, Inc.</b>
Non-Bond Construction	\$21,000	\$7,150

### **Reviewers**

The proposals were reviewed by staff from the Facilities Planning & Construction, Operations & Maintenance, and Purchasing departments.

### **Enclosed Documents**

Staff evaluated these proposals and prepared a proposal summary. It was recommended that the top ranked contractor be approved by the Board. The enclosed site plan showed 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 scheduled for presentation again to the Facilities Committee on Tuesday, November 24, 2015.

The Facilities Committee reviewed this item at their November 24, 2015 committee meeting and the Committee Chair presented the Committee's recommendation of approval to the Board of Trustees.

Upon a motion by Mr. Gary Gurwitz and a second by Mrs. Graciela Farias, the Board of Trustees of South Texas College approved and authorized 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 motion carried.

### **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 was requested.

#### **Purpose**

The procurement of a contractor would 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 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 were necessary to meet current ADA standards. This was the final phase of the District-Wide ADA Improvements which would 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 were 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 were reviewed by staff from the Facilities Planning & Construction, Operations & Maintenance, and Purchasing departments.

**Enclosed Documents**

Staff evaluated these proposals and prepared a proposal summary. It was recommended that the top ranked contractor be approved 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 scheduled for presentation again to the Facilities Committee on Tuesday, November 24, 2015.

The Facilities Committee reviewed this item at their November 24, 2015 committee meeting and the Committee Chair presented the Committee's recommendation of approval to the Board of Trustees.

Upon a motion by Mr. Gary Gurwitz and a second by Ms. Rose Benavidez, the Board of Trustees of South Texas College approved and authorized 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 motion carried.

**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 was 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 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 was 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 as 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 was 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 as 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 was 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.

Upon a motion by Mr. Gary Gurwitz and a second by Ms. Rose Benavidez, the Board of Trustees of South Texas College approved and authorized the final completion and release of retainage of the projects as presented. The motion carried.

### **Discussion and Action as Necessary Regarding Contracts for Geotechnical and Construction Materials Testing Services for the 2013 Bond Construction Program**

The Board was 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 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 Facilities Committee reviewed this item at their November 24, 2015 committee meeting and the Committee Chair presented the Committee's recommendation of approval to the Board of Trustees.

Upon a motion by Mr. Gary Gurwitz and a second by Ms. Rose Benavidez, the Board of Trustees of South Texas College approved and authorized Broaddus and Associates to cease negotiations with L & G Consulting Engineers, Inc. and to attempt to negotiate the designated projects with Raba-Kistner Consultants, Inc. The motion carried.

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

The Facilities Planning & Construction staff prepared the attached design and construction update. This update summarized the status of each capital improvement project currently in progress. Mary Elizondo and Rick de la Garza attended the meeting 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 was working with Halff Associates to resolve this issue. Therefore, a recommendation was not provided at this time but an appropriate recommendation would be provided at a subsequent Facilities Committee meeting.

## **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 October 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, was available to provide a review of the Financial Report for the month of October 2015, and respond to questions posed by the Board.

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 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 motion carried.

## **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

**Adjournment:**

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

I certify the foregoing are the true and correct minutes of the Tuesday, November 24, 2015 Regular Board Meeting of the South Texas College Board of Trustees.

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Mr. Paul R. Rodriguez  
Secretary

## **Review of Presentations to the Education and Workforce Development Committee:**

The following presentations were delivered to the Education and Workforce Development Committee on Tuesday, December 8, 2015:

### **1. Presentation on Academic Classification at South Texas College**

Dr. Christopher Nelson, Assistant Dean for Humanities, reviewed the classifications and provide background on the purpose and effect of classifications at academic institutions. Classifications were granted for prestige of the recipient and institution, and no salary or other compensation was tied to classification.

South Texas College maintained four classifications for full-time faculty members:

1. Instructor (commonly "Lecturer" at other institutions)
2. Assistant Professor
3. Associate Professor
4. (Full) Professor

As South Texas College transitioned into a Level II, Bachelor Degree granting institution, several changes were proposed. Among these changes were title changes for administrative staff overseeing academic divisions, from Division Director to Dean, and the implementation of academic classifications for faculty. The Board first approved the implementation of these classifications in November 2005.

Faculty were required hold appropriate academic credentials and have obtained years of service as faculty to be considered for academic classification. They must also be evaluated on at least three of the following criteria, in addition to academic achievement and years of service:

- Teaching Effectiveness
- Service to College
- Service to Community
- Professional Activities
- Scholarly Pursuit

### **Application for Academic Classification Process**

1. A faculty member who meets the requirements is able to submit their application for the desired classification.
2. The application portfolio is reviewed at the departmental level by peer instructors, who vote anonymously on its recommendation.
3. If the applicant's colleagues recommend approval, this recommendation is reviewed by the College-Wide Academic Classification Committee.
4. The recommendation of the Committee is submitted to the Vice President for Academic Affairs.

At the time of the presentation, South Texas College had 52 Assistant Professors, 32 Associate Professors, and 13 (Full) Professors serving its students.

Dr. Nelson also proposed the creation of an Emeritus Professor rank, which could be granted to certain, qualified retiring faculty in honor of their careers and service at South Texas College. The proposal would require a revision to Policy #3813: *Academic*

*Classifications for Faculty*, which would be provided for the Committee's review and recommendation for Board action at an appropriate later date.

## **2. Presentation of South Texas College Drama Department's Spring 2016 Season**

Mr. Joel Jason Rodriguez, Drama Department Chair, presented the South Texas College Drama Department's Spring 2016 season production schedule.

The department was preparing for its next show, which would be a performance of William Shakespeare's *Romeo and Juliet* February 25 – 28, 2016 at the Cooper Center Main Stage. Mr. Rodriguez described this as a "film noir" version, using costumes and set pieces developed in-house to put a twist on the classic play.

South Texas College would also host the Communication Arts Festival March 28 – April 2, 2016, which would be part of a national collaboration with a focus on exploring telling the stories of living on the border, giving local artists insights and the voice in sharing their authentic experiences.

The Drama department would also present *Between You, Me, and the Lampshade* from April 28 – May 1, 2016 in the Cooper Center Black Box Studio. This play was written by a McAllen native, and is a showcase of local talent.

These presentations were for the Committee's information and feedback to staff, and no action was requested.

## **Review and Action as Necessary Regarding the Fiscal Year 2015 Financial Audit**

Acceptance of the Fiscal Year 2015 Financial Audit is requested.

Mr. Randy Sweeten of Long Chilton, LLP will review the audit with the Board and respond to questions regarding the audit.

A copy of the Comprehensive Annual Financial Report is included separately for the Board's information and review.

The Finance and Human Resources Committee meeting reviewed this audit on Tuesday, December 8, 2015 with Mr. Sweeten and his associates. Mr. Sweeten reported an unqualified opinion of the College's financial statements.

No action was taken at the Committee meeting.

### **Recommendation:**

It is recommended that the Board of Trustees accept the Fiscal Year 2015 Financial Audit as presented.

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

The Board of Trustees of South Texas College accepts the Fiscal Year 2015 Financial Audit as presented.

### **Approval Recommended:**

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

## **Review and Action as Necessary on Hidalgo County Tax Resale Properties and Resolution Authorizing Tax Resale**

Approval of the Hidalgo County Tax Resale Properties and the Resolution Authorizing the Tax Resale is requested.

Purpose – The law offices of Linebarger Goggan Blair & Sampson, LLP is requesting consideration and approval of the tax resale of seventy (70) properties and rejection of private bids received on nine (9) struck off properties.

Justification – The Texas Property Tax Code requires approval from all taxing entities for the resale of a property for an amount that is less than the appraised value on a resale auction.

Background – On June 2, 2015, Linebarger Goggan Blair & Sampson, LLP held a Tax Resale Auction for previously struck off properties located within Hidalgo County. No bids were received at time of auction on any of these properties; however on June 22, 2015 private written bids were received for nine (9) previously struck off properties.

On November 3, 2015, Linebarger Goggan Blair & Sampson, LLP held a Tax Resale Auction for seventy (70) previously struck off properties located within Hidalgo County.

The Tax Resale Auctions were held at the Hidalgo County Clerk Records Management Facility and were published in The Monitor and several other newspapers throughout Hidalgo County.

The nine (9) struck off properties were previously presented at the October 7, 2015 Finance Committee Meeting for approval, but the College was notified immediately prior to that committee meeting that another taxing entity had concerns about the proposed tax resale, so no action was taken by the Committee and the properties were not presented for Board action at that time. In an effort to close out these bids, the properties were resubmitted to the Finance and Human Resources Committee on December 8th, 2015. At the Finance and Human Resources Committee, Mrs. Kelly Salazar advised that since these were private bids, it was best if these properties be put up for public auction. Upon Mrs. Salazar's counsel, the Committee recommended Board rejection of these nine bids.

Linebarger Goggan Blair & Sampson, LLP is submitting the analysis of the bids received for the Board of Trustees' consideration. The total amount the College would receive upon acceptance of the seventy (70) recommended bids is \$31,484.37.

Enclosed Documents - The Resolution Authorizing the Tax Resale follows in the packet for the Committee's review. A listing of the bids, the legal description for each property,



as well as the amount of the bid, the South Texas College amount, and the Analysis of Bids Received are included under separate cover for your information and review.

A representative from Linebarger Goggan Blair & Sampson, LLP will be present at the meeting to address any questions by the committee.

The Finance and Human Resources Committee recommended Board approval of the Hidalgo County Tax Resale Bids of the seventy properties as identified, rejection of the nine private bids, and the Resolution Authorizing the Tax Resale to Linebarger Goggan Blair & Sampson, LLP as presented.

**Recommendation:**

It is recommended that the Board of Trustees of South Texas College approve and authorize the Hidalgo County Tax Resale Bids of the seventy properties as identified, rejection of the nine private bids, and the Resolution Authorizing the Tax Resale to Linebarger Goggan Blair & Sampson, LLP 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 Hidalgo County Tax Resale Bids of the seventy properties as identified, rejection of the nine private bids, and the Resolution Authorizing the Tax Resale to Linebarger Goggan Blair & Sampson, LLP as presented.

**Approval Recommended:**

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

**SOUTH TEXAS COLLEGE**

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

On the 15<sup>th</sup> day of December 2015, at the regularly scheduled meeting of the South Texas College Board of Trustees, a motion was duly made and seconded to resell the properties one (1) through seventy (70) described on the attached list, which were acquired by the District through previous tax foreclosure proceedings. The properties were sold in accordance with Texas Tax Code Ann. §34.05.

Discussion was then conducted, and upon completion of the same the Board Chair for South Texas College called for a vote on the motion, and the same was passed by majority. Now therefore:

**BE IT RESOLVED** that the Board of Trustees of South Texas College approved the bids received on the properties described on the attached list one (1) through seventy (70) and authorizes the Board Chair for South Texas College to execute the tax resale deeds conveying the approved properties.

SIGNED on this 15<sup>th</sup> day of December, 2015.

\_\_\_\_\_  
Roy de León  
Board Chair

**ATTEST:**

\_\_\_\_\_  
Paul R. Rodriguez  
Secretary

## Review and Action as Necessary on Award of Proposals, Rejection of Proposal, Rescindment of Award, Purchases, and Renewals

Approval of the following proposal awards, rejection of a proposal, rescindment of an award, purchases, and renewals as listed below:

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

### A. Awards

#### 1) Rental of Firefighter Protective Clothing (Award)

Award the proposal for rental of firefighter protective clothing to **LION TotalCare, Inc.** (Dayton, OH), for the period beginning December 16, 2015 through December 15, 2016 with two one-year options to renew, at an estimated cost of \$9,286.20 per semester with an annual cost of \$18,572.40.

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

**Purpose** – The Fire Science Program in the Division of Technology is requesting the rental of firefighter protective clothing for student instruction in the Spring and Fall of 2016 and possibly the Summer. The number of students per semester will not exceed twenty (20) students.

**Justification and Benefit** – The rental of firefighter protective clothing is needed since the sizes of the required uniform needed for the students will change for every class. It is most cost effective to rent the appropriate sizes needed for each class and important for sanitary purposes to have the uniforms returned and cleaned by the vendor.

The firefighter protective clothing requested for the students is the type used by professional fire fighters. It is critical that the students in the Fire Science Program use this actual protective clothing, given that “live fire training” will be part of the course.

**Background** - Proposal documents were advertised on October 27, 2015 and November 3, 2015 and issued to three (3) vendors. Two (2) responses were received on November 11, 2015 which were reviewed by the Fire Science Program and Purchasing Department.

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

#### 2) Training Services (Award)

Award the proposal for training services to **Global Knowledge Training, LLC.** (Cary, NC), for the period beginning January 1, 2016 through December 31, 2016 with two one-year options to renew, at an estimated cost of \$134,000.00.

Award	Board Meeting Date	Original Term	Renewal Term
Original	12/15/15	1/1/16 – 12/31/16	2 – one year options

Purpose – South Texas College, Division of Information Services, Planning & Strategic Initiatives have requested proposals from qualified professional individuals and organizations for professional development training courses.

Justification and Benefit – The purpose of the professional development training courses includes, but is not limited to, enhancing staff's knowledge, skills, abilities and certification in specific areas related to Information Technology. The development will increase the division's overall performance in key functional areas and positively impact staff's motivation and individual growth. Also the additional skills staff gain from the training will positively impact the quality of support provided to all College constituents.

Technology Resources completed an internal review of positions and identified the benefit to have specific certifications for certain positions. In response to this finding, a plan was developed to get identified staff training leading to specified certifications.

The available training courses are listed below:

- How to Establish and Manage a Project Management Office
- Learning the Fundamentals of Project Management
- IT Project Management
- How to Perform Business Process Analysis
- A+Certification
- Network+Certification
- Security+Certification
- Information Technology Infrastructure Library (ITIL) Foundation
- Information Technology Infrastructure Library Intermediate (ITIL) Foundation
- Certified Entry Networking Technician (CCENT)

Background - Proposal documents were advertised on October 12, 2015 and October 19, 2015 and issued to fifteen (15) vendors. Six (6) responses were received on November 3, 2015 and reviewed by the Division of Information Services & Planning, Office of Professional Development, and Purchasing Department.

Funds for this expenditure are budgeted in the Office of Strategic Initiatives budget for FY 2015-2016.

### **3) Signs, Flags, and Banners (Reject)**

Reject the proposals for the signs, flags, and banners to include additional products and signage. In the re-bid, specifications will also be revised as needed to eliminate a wide disparity in the vendor's price proposal.

#### **4) Records Management Services (Rescind)**

Rescind the award for the records management services to **CTC Distributing, Ltd.** (Edinburg, TX), for the period beginning September 1, 2015 through August 31, 2016, at an estimated amount of \$15,000.00.

At the September 22, 2015 Board of Trustees meeting, the records management services proposal was awarded. CTC Distributing has informed the College that they are unable to provide the required insurance as stated on the request for proposal.

### **B. Instructional Items**

#### **5) Musical Instruments (Purchase)**

Purchase musical instruments from **Woodwind and Brasswind** (South Bend, IN) (New), a Texas Association of School Boards – Buyboard approved vendor, at a total amount of \$18,694.00.

Purpose – The Music Program in the Division of Liberal Arts is requesting to purchase musical instruments for student instruction. It will include brass and woodwind instruments for students to complete their degree.

Justification and Benefit – These instruments are used in music ensembles that include Brass Ensemble, Woodwind Ensemble, and Jazz Ensemble. Participation in music ensembles are an integral part of the degree plan for music majors. Music ensembles perform in College concerts and in outreach concerts for the community at large.

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

### **C. Non – Instructional Items**

#### **6) Advertising Agreement (Purchase)**

Purchase an advertising agreement with **Rio Grande City Consolidated Independent School District** (Rio Grande City, TX), an interlocal agreement, for the period beginning September 1, 2015 through August 31, 2016, at a total cost of \$10,439.00.

Purpose – The Office of Public Relations and Marketing is requesting to contract advertising and the replacement of the South Texas College logo on the score board.

Justification and Benefit – The advertising agreement is for a Golden Corporate Sponsorship (scoreboard sponsor) which includes sole right to display, project and announce all advertisement (signage, announcements, digital projections, digital displays, digital logos and website advertisement). This will also include the change of the South Texas College logo on the sponsor sign face replacement on the score board.

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

**7) Furniture (Purchase)**

Purchase furniture from the State of Texas Multiple Award Schedule (TXMAS) approved vendors, at a total amount of \$82,953.74.

#	Vendor	Amount
A	<b>Exemplis Corporation/ Gateway Printing and Office Supply, Inc. (Edinburg, TX)</b>	\$9,645.48
B	<b>The Hon Company/ Gateway Printing and Office Supply, Inc. (Edinburg, TX)</b>	\$7,492.54
C	<b>Krueger International, Inc./ Gateway Printing and Office Supply, Inc. (Edinburg, TX)</b>	\$65,815.72
	Total	\$82,953.74

The purchases can be summarized as follows:

- Exemplis Corporation/Gateway Printing and Office Supply, Inc. (Edinburg, TX)
  - Pecan Campus
    - 20 Chairs for the Academic Affairs Faculty
    - 2 Chairs for Continuing Education Department
  - Technology Campus
    - 5 Chairs for the Academic Affairs Faculty
  
- The HON Company/Gateway Printing and Office Supply, Inc. (Edinburg, TX)
  - Nursing Allied Health Campus
    - 1 Desk Right Return for the Medical Assistant Technology Program
    - 1 Bookcase for the Radiology Technology Program
  - Pecan Campus
    - 2 Storage Cabinets for the Learning Commons and Open Labs
    - 2 Bookcases and 1 Lateral File for the Music Program
    - 20 Bookcases for the Academic Affairs Faculty
  - Technology Campus
    - 5 Bookcases for the Academic Affairs Faculty
  
- Krueger International, Inc./Gateway Printing and Office Supply, Inc. (Edinburg, TX)
  - Mid Valley Campus
    - 16 Student Chairs for the Learning Commons and Open Labs
  - Nursing Allied Health Campus
    - 16 Student Chairs for the Learning Commons and Open Labs
  - Pecan Campus
    - 20 Desks for the Academic Affairs Faculty
  - Starr Campus
    - 12 Student Chairs for the Learning Commons and Open Labs
  - Technology Campus
    - 4 Student Chairs for the Learning Commons and Open Labs
    - 5 Desks for the Academic Affairs Faculty

Fund for these expenditures are budgeted in the requesting department budgets for FY 2015-2016 as follows: CPWE Carryover, Learning Commons and Open Labs, Medical Assistant Technology, Music, New Furniture, and Radiologic Technology.

**8) Third Party Administrator for 403(b) Plan (Renewal)**

Renew the contract for the third party administrator for 403(b) plan with **TSA Consulting Group, Inc.** (Ft. Walton Beach, FL), for the period beginning March 1, 2016 through February 28, 2017, at a total cost of \$6,000.00.

Purpose – The Office of Human Resources is requesting the renewal of the contract to comply with the Internal Revenue 403(b) regulations.

The Internal Revenue Service (IRS) published final 403(b) regulations which replaced the prior regulations in 2007. These regulations apply to all 403(b) plans and became effective on January 1, 2009.

Provisions of the regulations that impact 403(b) plans are as follows:

- Written plan requirements for all 403(b) plans
- Requirements that plan sponsors ensure that there is no conflict between the terms of the written plan and the terms of the 403(b) contracts
- Changes to the direct transfer rules which limits direct transfers from all 403(b) accounts

Justification and Benefit – The third party administrator will ensure that South Texas College is in compliance with the 403(b) regulations as well as verify that all 403(b) vendors maintain compliance. The College has contracted with a third party administrator since February 2008.

The third party administrator also provides:

- Electronic process for automated remittance services
- Contribution audits and correction assistance
- Maximum allowable contribution calculations for all employees each year
- Onsite IRS audit assistance during the years under contract

Background - The Board awarded the contract for the third party administrator at the January 29, 2013 Board of Trustees meeting for one-year with four one-year annual renewals. The third renewal period begins on March 1, 2016 through February 28, 2017.

Award	Board Meeting Date	Original Term	Renewal Term
Original	1/29/13	3/1/13 – 2/28/14	4 – one year options
1 <sup>st</sup> Renewal	12/17/13		3/1/14 – 2/28/15
2 <sup>nd</sup> Renewal	12/16/14		3/1/15 – 2/28/16
3 <sup>rd</sup> Renewal	12/15/15		3/1/16 – 2/28/17

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 Human Resources budget for FY 2015-2016.

### **9) Vehicle Fuel Program (Renewal)**

Renew the State Fleet Card Program for vehicle fuel with **U. S. Bank Market Fleet Voyager** (Kansas City, MO), a State of Texas Procurement and Support Services (TPASS) approved vendor, acting by and through the State of Texas Council of Competitive Government (CCG), for the period beginning January 1, 2016 through December 31, 2016, at an estimated cost of \$60,000.00 based on prior year history.

Purpose – The fuel card program is used for College owned vehicles used by Mail Services, Central Receiving, Maintenance and Operations, Nursing and Allied Health-Emergency Medical Technician Program, and the South Texas College Police Department for the day to day operations of the College.

Justification and Benefit – Use of the fuel cards is controlled by the Business Office and Purchasing Department in coordination with supervisors from departments using the cards. The Business Office has the ability to monitor online all fuel purchase transactions.

The advantages of using the state fleet card program are as follows:

- Each card is set up with transaction limits
- Each employee using the card has a personal identification number and transaction limits
- Odometer Readings are required at the pump
- Business Office staff monitors transactions online
- Rebates/Discounts are paid quarterly
- 40,000 approved locations which includes locations less than a mile from the College's campuses
- The gas station with the best price is selected
- Net 30 days for monthly payment with no additional charge
- Various reports are available online for reference

The College is billed on a monthly basis for the actual fuel charges only. No other type of fees are assessed to the College. The estimated price per gallon savings will increase from \$.02 to \$.052 which will be received quarterly in in form of a rebate. The rebate will be based on the vendors Texas sales volume average usage which can range from 1.150% to 1.760% as stated in the agreement. The rebate amount varies, however the College received \$713.85 for 2015 and \$16.32 for 2014.

Funds for this expenditure are budgeted in the Mail Services, Central Receiving, Maintenance and Operations, Emergency Medical Technician Program, and South Texas College Police Department.



## **D. Technology Items**

### **10) Computers, Laptop, and Tablets (Purchase)**

Purchase of computers, laptop, and tablets from the State of Texas Department of Information Resources (DIR) approved vendors **Dell Marketing, LP.** (Dallas, TX) and from the National Joint Powers Alliance approved vendor **CDW Government** (Vernon Hills, IL), in the total amount of \$51,061.49.

All purchase requests for computers, laptop, and tablets 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 can be summarized as follows:

- Faculty Computers
  - ⇒ 1 Computer for Business Administration Program
  - ⇒ 2 Computers for Computer Science Program
- Staff Computers
  - ⇒ 1 Computer for Centers for Learning Excellence
  - ⇒ 1 Computer for Division of Business and Technology
- Grand-Funded Staff Computers
  - ⇒ 2 Computers for Nursing Shortage Reduction Program FY14 Grant (Associate Degree Nursing Program)
- Grant-Funded Student Lab Computers
  - ⇒ 32 Computers for Carl Perkins Grant Compliance (Sign Language Program)
- Digital Signage Computers
  - ⇒ 2 Computers for Counseling & Disability Services
- Staff Laptop
  - ⇒ 1 Laptop for Technology Support

- Staff/Faculty Tablets
  - ⇒ 2 Tablets for Business Office
  - ⇒ 3 Tablets for Instructional Technologies
  - ⇒ 1 Tablet for the Division of Finance and Administrative Services
  - ⇒ 1 Tablet for the Risk Management
- Faculty Tablets
  - ⇒ 2 Tablets for Diagnostic Sonograph Program
  - ⇒ 3 Tablets for Radiologic Technology Program
  - ⇒ 3 Tablets for Physical Therapy Program

Funds for these expenditures are budgeted in the requesting department budgets for FY 2015-2016 as follows: Business Administration, Computer Science, Centers for Learning Excellence, Division of Business and Technology, Nursing Shortage Reduction Program FY14 Grant, Carl Perkin Grant Compliance, Counseling & Disability Services, Business Office, Instructional Technologies, Diagnostic Sonograph, Radiologic Technology, Division of Finance and Administrative Services, Risk Management, Physical Therapy, and Technology Support.

#### **11)Uninterruptible Power Supply (UPS) (Purchase)**

Purchase an uninterruptible power supply (UPS) from **Dell Marketing, LP.** (Dallas, TX), a Department of Information Resources (DIR) approved vendor, at a total cost of \$43,345.27.

Purpose – Technology Resources is requesting the purchase of a room size UPS which will provide power to all the equipment at the Starr County Campus main data center located in Building E – South Academic.

Justification and Benefit – The Uninterruptible Power Supply will provide supplemental electricity in case of a power failure and protection from power surges at the Starr County Campus main data center. Technology Resources is preparing this data center as a disaster recovery site. Technology Resources plans to replicate the Enterprise Resource Planning (EPR) system at the Starr County Campus data center by June of 2016.

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

#### **12)Web Portal Software Upgrade and Support (Purchase)**

Purchase the web portal software upgrade and support from the **Texas A&M University – Corpus Christi** (Corpus Christi, TX), on behalf of the Texas Connection Consortium (TCC) and Ellucian Company, LP. through the Texas Department of Information Resources (DIR), at a total cost of \$106,930.00.

Purpose – The web portable software (Luminis) is the college's web portal known internally as Jagnet. The current version of the software, Luminis 4 will no longer be

supported after December 31, 2015 and therefore Technology Resources is requesting to purchase services to upgrade to the latest version, Luminis 5. The portal is used college-wide by faculty, staff, and students for various reasons including registering for classes, viewing class lists, entering grades, and viewing employee information such as leave balances, pay information, and benefits information.

Justification and Benefit - With the purchase of support, Technology Resources will get support from expert consultants in upgrading and implementing the new software, additionally, staff will be trained in the development and administration of the software. Once upgraded, all faculty, staff, and students will be able to use the updated portal for services such as registration, grade submission, and purchasing of parking permits, among other services.

Luminis was originally purchased in 2004 when the college purchased the Banner enterprise resource planning system. Since the original purchase, the software has gone through one version upgrade. This will be the second version upgrade the software will go through. Maintenance and support for Luminis is renewed every year along with all Ellucian products.

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

**13)Inventory Scheduling and Tracking Software License Agreement (Renewal)**

Renew the inventory scheduling and tracking software license agreement with **onShore Development, Inc.** (Chicago, IL), a sole source vendor, for the period beginning December 18, 2015 through December 17, 2016, at a total amount of \$10,697.00.

Purpose – Instructional Technology is requesting to renew the inventory scheduling and tracking software license agreement which is used to track the department inventory in classrooms and inventory that is checked out to faculty and staff.

Justification and Benefit – The inventory scheduling and tracking software is a management application used for scheduling equipment and managing the equipment inventory throughout the College district.

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

**Recommendation:**

The Finance and Human Resources Committee recommended Board approval of the proposal awards, rejection of a proposal, rescindment of an award, purchases, and renewals as listed below:

**A. Awards**

**C. Non-Instructional Items**

**B. Instructional Items**

**D. Technology Items**

**A. Awards**

- 1) **Rental of Firefighter Protective Clothing (Award):** award the proposal for the rental of firefighter protective clothing to **LION TotalCare, Inc.** (Dayton, OH), for the period beginning December 16, 2015 through December 15, 2016 with two one-year options to renew, at an estimated cost of \$9,286.20 per semester with an annual cost of \$18,572.40;
- 2) **Training Services (Award):** award the proposal for training services to **Global Knowledge Training, LLC.** (Cary, NC), for the period beginning January 1, 2016 through December 31, 2016 with two one-year options to renew, at an estimated cost of \$134,000.00;
- 3) **Signs, Flags, and Banners (Reject):** reject the proposals for the signs, flags, and banners to include additional products and signage. In the re-bid, specifications will also be revised as needed to eliminate a wide disparity in the vendor's price proposal;
- 4) **Records Management Services (Rescind):** rescind the award for records management services to CTC Distributing, Ltd. (Edinburg, TX), for the period beginning September 1, 2015 through August 31, 2016, at an estimated amount of \$15,000.00;

**B. Instructional Items**

- 5) **Musical Instruments (Purchase):** purchase musical instruments from **Woodwind and Brasswind** (South Bend, IN) (New), a Texas Association of School Boards – Buyboard approved vendor, at a total amount of \$18,694.00;

**C. Non – Instructional Items**

- 6) **Advertising Agreement (Purchase):** purchase an advertising agreement with **Rio Grande City Consolidated Independent School District** (Rio Grande City, TX), an interlocal agreement, for the period beginning September 1, 2015 through August 31, 2016, at a total cost of \$10,439.00;
- 7) **Furniture (Purchase):** purchase furniture from the State of Texas Multiple Award Schedule (TXMAS) approved vendors, at a total amount of \$82,953.74

#	Vendor	Amount
A	<b>Exemplis Corporation/ Gateway Printing and Office Supply, Inc.</b> (Edinburg, TX)	\$9,645.48
B	<b>The Hon Company/ Gateway Printing and Office Supply, Inc.</b> (Edinburg, TX)	\$7,492.54
C	<b>Krueger International, Inc./ Gateway Printing and Office Supply, Inc.</b> (Edinburg, TX)	\$65,815.72
	Total	\$82,953.74

- 8) **Third Party Administrator for 403(b) Plan (Renewal):** renew the contract for the third party administrator for 403(b) plan with **TSA Consulting Group, Inc.** (Ft.

Walton Beach, FL), for the period beginning March 1, 2016 through February 28, 2017, at a total cost of \$6,000.00;

- 9) Vehicle Fuel Program (Renewal):** renew the State Fleet Card Program for vehicle fuel with **U. S. Bank Market Fleet Voyager** (Kansas City, MO), a State of Texas Procurement and Support Services (TPASS) approved vendor, acting by and through the State of Texas Council of Competitive Government (CCG), for the period beginning January 1, 2016 through December 31, 2016, at an estimated cost of \$60,000.00 based on prior year history;

**D. Technology**

- 10)Computers, Laptop, and Tablets (Purchase):** purchase of computers, laptop, and tablets 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 \$51,061.49;

- 11)Uninterruptible Power Supply (UPS) (Purchase):** purchase an uninterruptible power supply (UPS) from **Dell Marketing, LP.** (Dallas, TX), a Department of Information Resources (DIR) approved vendor, at a cost of \$43,345.27;

- 12)Web Portal Software Upgrade and Support (Purchase):** purchase the web portal software upgrade and support from the **Texas A&M University – Corpus Christi** (Corpus Christi, TX), on behalf of the Texas Connection Consortium (TCC) and Ellucian Company, LP., through the Texas Department of Information Resources (DIR), at a total cost of \$106,930.00;

- 13)Inventory Scheduling and Tracking Software License Agreement (Renewal):** renew the inventory scheduling and tracking software license agreement with **onShore Development, Inc.** (Chicago, IL), a sole source vendor, for the period beginning December 18, 2015 through December 17, 2016, at a total amount of \$10,697.00.

**SUMMARY TOTAL:**

The total for the proposal awards, rejection of a proposal, rescindment of an award, purchases, and renewals \$542,692.90

**Recommendation:**

It is recommended that the Board of Trustees of South Texas College approve and authorize the proposal awards, rejection of a proposal, rescindment of an award, purchases, and renewals as listed below:

**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, rejection of a proposal, rescindment of an award, purchases, and renewals as listed below:

**Approval Recommended:**

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

## **Review and Action as Necessary on New and Revised Policies**

Approval of new and revised policies is requested.

### **A. New**

#### **a. Proposed New Policy #4112: Self-Reporting of Criminal Conduct**

The new policy is necessary for the following reasons:

- The new policy requires employees to self-report criminal conduct to support the Code of Professional Ethics requirement that the administration, faculty, and staff shall support the goals and ideals of the institution and shall act in public and private affairs in such a manner as to bring credit to the institution.
- The new policy is necessary to strengthen efforts to maintain a healthy and safe environment and protect the College's financial and physical assets.

### **B. Revised**

#### **a. Revise Policy #3235: Tuition/Fee Waiver for Dual Enrollment Students Sponsored by Cooperating School Districts**

Request for the revision to the policy is necessary for the following reason:

- To revise the policy by removing the specific fee levied for late enrollment of students.
- The Policy will instead refer to the Board-approved Student Tuition and Fee Schedule, which is revised annually and includes this fee. This revision would allow Board approved changes to the Student Tuition and Fee Schedule to be consistent with Board approved policy.
- To further clarify that the fee is charged for enrollment of a student after the census date, rather than for student admission after the census date.

#### **b. Revise Policy #3620: College Sanctioned Travel for Students**

Request for the revisions to the policy are necessary for the following reason:

- To more fully clarify and detail the process and requirements for College Sanctioned Travel by South Texas College Students

#### **c. Revise Policy #4216: Discrimination, Harassment, Retaliation, and Sexual Misconduct**

Request for the revisions to the policy are necessary for the following reason:

- To incorporate clarification of prohibited discrimination on the basis of pregnancy and to comply with federal regulations under Title IX.

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

The new and revised policies have been reviewed by staff, the President's Cabinet, President's Administrative Staff, Planning and Development Council (PDC) staff, and by South Texas College's Legal Counsel.

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

**Recommendation:**

It is recommended that the Board of Trustees of South Texas College approve and authorize the adoption of new Policy #4214: *Self-Reporting of Criminal Conduct* and the proposed revisions to Policy #3235: *Tuition/Fee Waiver for Dual Enrollment Students Sponsored by Cooperating School Districts*, Policy #3620: *College Sanctioned Travel for Students*, and Policy #4216: *Discrimination, Harassment, Retaliation, and Sexual Misconduct* as presented and 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 adoption of new Policy #4214: *Self-Reporting of Criminal Conduct* and the proposed revisions to Policy #3235: *Tuition/Fee Waiver for Dual Enrollment Students Sponsored by Cooperating School Districts*, Policy #3620: *College Sanctioned Travel for Students*, and Policy #4216: *Discrimination, Harassment, Retaliation, and Sexual Misconduct* as presented and supersedes any previously adopted Board policy.

**Approval Recommended:**

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

## MANUAL OF POLICY

<b>Title</b>	<b>Self-Reporting of Criminal Conduct</b>	<b>4112</b>
<b>Legal Authority</b>	<b>Approval of the Board of Trustees</b>	
<b>Date Approved by Board</b>	<b>Board Minute Order dated November 24, 2015</b>	

South Texas College requires employees to self-report criminal conduct.

### **I. Reporting of Criminal Charges or Arrest**

Any employee that is arrested for or charged with a felony or misdemeanor offense in this State, or any other jurisdiction, other than a traffic offense that is punishable by a fine only, is required to report such arrest or charge to South Texas College. This report must be made to the Office of Human Resources within five business days of the employee first being arrested, summoned, or served with a charging instrument such as a citation, an information, or an indictment. An employee is not excused from making this report because the employee is detained or incarcerated pending release on bail. This report may be made by the employee or by any other person acting at the employee's request. An employee's supervisor that receives a report under this policy shall, within three business days, thereafter, forward the report to the Office of Human Resources.

### **II. Report of Disposition of Criminal Charges**

Additionally, an employee is required to report to the Office of Human Resources of the disposition of the criminal charges, i.e., acquittal, conviction, pre-trial diversion, or deferred adjudication. This report must be made within three business days of the disposition of the criminal charges.

### **III. Report of Revocation of Probation or Adjudication**

Any employee that is serving a suspended sentence and is placed on community supervision/probation, or whose adjudication of guilt has been deferred pending successful completion of community supervision/probation shall report to the Office of Human Resources within five days of receiving notice that a court proceeding has been scheduled concerning revocation of the employee's community supervision/probation or concerning adjudication of the employee's guilt. The employee shall immediately inform the Office of Human Resources of the outcome of any such revocation or adjudication proceeding.

### **IV. Report of Revocation of Parole or Supervised Release**

Any employee that is on parole or supervised release shall report to the Office of Human Resources within five days of receiving notice that a court proceeding has been scheduled concerning revocation of the employee's parole or supervised release. The employee shall immediately inform the Office of Human Resources of the outcome of any such revocation proceeding.

### **V. Form of Report**

Initially, any report required under this policy may be verbal if making a written report is impracticable during the five-business day period due to the employee being detained or incarcerated pending release on bail. The verbal notice shall be reduced to writing and provided to the Office of Human Resources within three days of the employee being released on bail.

### **VI. Disciplinary Action**

An employee or supervisor who fails to comply with the notice requirements of this policy may be subject to disciplinary action, including dismissal, in accordance with existing policy.

~~Strikethrough denotes deletion~~

*Italics denote addition*



## MANUAL OF POLICY

<b>Title</b>	<b>Tuition/Fee Waiver for Dual Enrollment Students Sponsored by Cooperating School Districts</b>	<b>3235</b>
<b>Legal Authority</b>	<b>Approval of the Board of Trustees</b>	
<b>Date Approved by Board</b>	<b>Board Minute Order Dated November 19, 1996 As Amended by Board Minute Order Dated March 11, 1999 As Amended by Board Minute Order dated March 27, 2000 As Amended by Board Minute Order dated May 6, 2004 As Amended by Board Minute Order dated July 28, 2005 As Amended by Board Minute Order dated April 16, 2009 As Amended by Board Minute Order dated December 15, 2015</b>	

Tuition and fees except for those specifically addressed in the Dual Enrollment Course Agreement, will be waived for students of cooperating school districts who are participating in dual enrollment college classes, provided the following conditions are met:

- 1) the cooperating school district participates in the College's Dual Enrollment Program, Academies, or an Early College High School associated with the College.
- 2) the cooperating school district agrees to provide a school district instructor who meets the College's criteria and all qualifications to be employed as a Dual Enrollment Faculty member;
- 3) the school district agrees to be invoiced and pay mileage and cost of a College instructor(s), as delineated on the Dual Enrollment Course Agreement, in cases where a College instructor is required;
- 4) the cooperating school district agrees to follow all course curriculum, procedures, and textbook requirements of the College;
- 5) the cooperating school district agrees to provide the classroom, equipment and materials, and cover any nursing/allied health course-specific testing fees and student liability insurance as applicable.

A late enrollment fee ~~of \$150~~ per course *as approved by the Board of Trustees and as stated on the Student Tuition and Fees Schedule* will be assessed for each student ~~admitted~~ *enrolled* after the College's census date.

Enrollment of students in the College's Dual Enrollment Program, Academies, and Early College High Schools will be governed by all applicable state and federal regulations.

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

<b>Title</b>	<b>College Sanctioned Travel for Students</b>	<b>3620</b>
<b>Legal Authority</b>	<b>Approval of the Board of Trustees</b>	<b>Page 1 of 2</b>
<b>Date Approved by Board</b>	<b>Board Minute Order dated November 9, 1995 As Amended by Board Minute Order dated December 20, 2001 As Amended by Board Minute Order dated July 28, 2005 <i>As Amended by Board Minute Order dated December 15, 2015</i></b>	

~~Students will be permitted to travel off campus only pursuant to this policy and procedures approved by the College President.~~ Texas Education Code Section 51.950 requires that the College adopt a student travel policy applicable to student travel to certain College organized or sponsored events or activities.

This policy shall apply to student travel that is undertaken as follows:

1. by one or more students presently enrolled at the ~~institution~~ College
2. to reach an activity or event that is:
  - located more than 25 miles from ~~an~~ STC South Texas College, and ~~location that is~~
  - organized and sponsored by STC South Texas College, and that is:
    - ⇒ funded by STC South Texas College, and the ~~travel~~ transportation is undertaken using a vehicle ~~owned or~~ leased by STC South Texas College; or
    - ⇒ the transportation is required by a student organization registered at STC South Texas College.

**DEFINITIONS**

- “College” shall mean South Texas College.
- “Vehicle” and “Motor Vehicle” shall mean a motor vehicle as defined in the Texas Transportation Code, Section 54.
- “Travel” shall refer to travel to an event or activity.
- “Event” and “Activity” refers to a congregation or gathering of people for any athletic, educational, cultural, artistic academic or other purpose or the occurrence of a public act, display, spectacle, or other activity within the realm of the College’s educational function. Regular classroom and related on campus instruction do not constitute an event or an activity.
- “Leased” shall refer to an authorized, written agreement for the use of a motor vehicle between the College, as lessee, and a party, as lessor, for the purpose of travel as defined in this policy.

STC South Texas College students are likely to travel via charter transportation services, public transportation, or automobile ~~or commercial airlines~~. STC South Texas College students and student travel arrangements shall comply with all state and federal laws regarding travel safety and any policies or rules of the College including but not limited to the use of seat belts or other safety devices. Drivers and Occupants must ensure the vehicle manufacturer’s recommended load capacity is not exceeded. Occupants of motor vehicles shall not possess, consume, or transport any alcoholic beverages or illegal substances. Driver shall not operate the vehicle if fatigued or otherwise unfit to drive.

It is the responsibility of all individuals taking part in travel that is organized and sponsored by the College to behave in a manner that in no way detracts from the surrounding environmental safety, to act to avoid and prevent safety hazards associated with their travel, and to act in such a manner as to comply with all College standards, policies, and procedures insofar as they may be considered applicable to the circumstances.

~~All rules and regulations regarding passenger capacity shall be complied with.~~ *South Texas College prohibits the purchase and/or rental of 15 passenger vans for reasons of safety and liability.*

**EMPLOYEES TRANSPORTING STUDENTS BY MEANS OF A VEHICLE LEASED BY THE COLLEGE**

*Only employees who are acting within the course and scope of College-related activities may operate College-rented or College-leased vehicles. Any individual employee authorized by his/her supervisor in writing to transport students, operating a leased vehicle providing transportation services to students to travel to an event or activity as defined herein that is not employed by a licensed commercial transportation service provider is expected to shall have the following documentation proper credential or licensures. Such documentation shall be provided to STC's representative the College prior to the commencement of the travel. Any non-commercial operator The employee providing transportation services must:*

- be a full-time an employee of the College that is on the list of the College's qualified motor vehicle driver list,
- have completed student travel safety training,
- provided provide a copy of licensure valid driver's license
- provide a copy of personal automobile insurance coverage
- ~~agree not to operate the mode of transportation if fatigued or otherwise unfit to operate the vehicle-~~
- *Employee must be a covered employee under the College's insurance policy*

*The leased vehicle must have a current state inspection and registration*

*The College does not provide College-owned vehicles for the use of transporting students to an event or an activity. Rental vehicles used for College-sanctioned travel are to be rented in the name of the College.*

**EMPLOYEES TRANSPORTING STUDENTS BY MEANS OF A PERSONAL VEHICLE**

*South Texas College employees are strongly discouraged from transporting South Texas College students in their personal vehicles. Employees are not required, and shall not be compelled to transport any College employees or students.*

**STUDENTS TRAVELING BY PRIVATELY OWNED VEHICLES**

~~Student furnished transportation is not sanctioned transportation pursuant to this policy.~~

*Students driving privately-owned vehicles for organized student travel must have a valid Texas or other state driver license and possess personal automobile insurance coverage as mandated by the state of Texas, and their vehicles must have a current state inspection and registration. Students who drive their privately owned vehicles assume responsibility for the liability for themselves and the passengers traveling in their vehicle. No coverage for personal injuries or property damage is available to students if they drive their personal vehicles on College-related events or activities as defined herein.*

This policy shall be published ~~as part of the next scheduled printing of~~ **in** the College Catalog and Student Handbook. ~~Student travel procedures will also be disseminated and reviewed with students prior to departure for travel regulated by this policy.~~ *The Division of Student Affairs and Enrollment Management maintains guidelines concerning student travel that are reviewed with students and staff, updates the guidelines on an annual basis, and establishes procedures for the implementation of this policy.*

~~The Vice President for Student Affairs and Enrollment Management and the Dean of Student Life and Wellness shall establish procedures for the implementation of this policy.~~

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

<b>Title</b>	<b>Discrimination, Harassment, Retaliation, and Sexual Misconduct</b>	<b>4216</b>
<b>Legal Authority</b>	<b>Approval of the Board of Trustees</b>	<b>Page 1 of 11</b>
<b>Date Approved by Board</b>	<b>Board Minute Order dated May 26, 2015 <i>As Amended by Board Minute Order dated November 24, 2015</i></b>	

### **I. Purpose**

South Texas College is committed to providing an environment that respects the dignity and worth of every member of its community. Members of the campus community are entitled to an educational, learning, and working environment free of discrimination, harassment, retaliation, and sexual misconduct. To ensure compliance with federal and state civil rights laws, the College has developed internal policies that will provide a supportive process for individuals who report discrimination, harassment, retaliation, or sexual misconduct. These laws include, but are not limited to, Title II of the Americans with Disabilities Act of 1990, Title VII of the 1964 Civil Rights Act; Title IX of the Education Amendments of 1972; Section 504 of the Rehabilitation Act of 1973, ~~and~~ the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, as amended by Section 304 of the Violence Against Reauthorization Act of 2013, *and H.B. 699 84<sup>th</sup> Legislature.*

### **II. Title IX Statement**

*Title IX of the Education Amendments 1972 (20 U.S.C. s1681 et seq.) and it's implementing regulations, 34 C.F.R. Part 106 (Title IX),*

*"No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance."*

The College strives to maintain a healthy and safe environment where all members of the community, students, faculty and staff feel welcome on College campuses and classrooms. Students, faculty and staff are thus prohibited from conducting themselves in a way that results in any form of sexual harassment, sex-based harassment and/or sexual violence.

### **III. Prohibited Conduct**

Prohibited conduct includes discrimination, harassment, retaliation and sexual misconduct as defined by this policy, even if the behavior does not rise to the level of unlawful conduct. Specific acts of prohibited conduct are described in this policy. *Prohibited conduct, by any employee or student, is subject to disciplinary action up to and including dismissal or expulsion from the College.*

### **IV. Discrimination**

The College prohibits discrimination, including harassment, against any employee, applicant for employment, student or applicant for admission on the basis of any protected class. Protected classes include: race, color, national origin, religion, age, sex, gender, physical or mental disability, genetic information, veteran status, or any other basis prohibited by law.

Discrimination is defined as prohibited conduct directed at an employee or student on the basis of race, color, national origin, religion, age, sex, *including pregnancy and parental status*, gender, physical or mental disability, genetic information, veteran status, or any other basis prohibited by law, that adversely affects the employee's employment or that adversely affects the student.

Title

Discrimination, Harassment, Retaliation, and  
Sexual Misconduct

4216

Legal Authority

Approval of the Board of Trustees

Page 2 of 11

Date Approved by Board

Board Minute Order dated May 26, 2015

*As Amended by Board Minute Order dated November 24, 2015****V. Pregnancy and Parenting***

*The College prohibits discrimination on the basis of sex, including pregnancy and parental status, in any educational activity or program.*

***Employee:***

*The College prohibits discrimination on the basis of sex. The term 'on the basis of sex' includes, but is not limited to, because of or on the basis of pregnancy, childbirth, or related medical conditions; and women affected by pregnancy, childbirth, or related medical conditions shall be treated the same for all employment-related purposes, including receipt of benefits under fringe benefit programs, as other persons not so affected but similar in their ability or inability to work.*

***Student:***

*The College specifically prohibits discrimination against a student based on pregnancy, childbirth, false pregnancy, termination of pregnancy, or recovery from any of these conditions. The College prohibits applying any rule related to a student's parental, family, or marital status that treats students differently based on their sex.*

*The College prohibits excluding a pregnant student from participating in any part of an educational program. This prohibition applies to specific classes such as advanced placement or honors classes, extracurricular programs, interscholastic sports, honor societies, and opportunities for student leadership, among other activities. Pregnant students shall be allowed to participate in classes and extracurricular activities without having to present a doctor's note, unless the College requires a doctor's note from all students who have a physical or emotional condition requiring treatment by a doctor.*

*In addition, the College shall excuse a student's absences because of pregnancy or childbirth for as long as the student's doctor deems the absences medically necessary. When a student returns to school, she must be allowed to return to the same academic and extracurricular status as before her medical leave began.*

*Pregnant students shall be allowed to make up work and tests missed because of pregnancy leave.*

*Pregnant students shall be provided reasonable adjustments necessary because of pregnancy, such as larger desks, elevator access, and more bathroom breaks as necessary.*

*Any special services provided to students who have temporary medical conditions must also be provided to a pregnant student.*

***V. VI. Harassment******Employee:***

Prohibited harassment of an employee is defined as physical, verbal, or nonverbal conduct based on an employee's race, color, national origin, religion, age, sex, gender, physical or mental disability, genetic information, veteran status, or any other basis prohibited by law, when the conduct is so severe, persistent, or pervasive that the conduct:

~~Strikethrough denotes deletion~~

*Italics denote addition*

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1. Has the purpose or effect of unreasonably interfering with the employee's work performance;
2. Creates an intimidating, threatening, hostile, or offensive work environment; or
3. Otherwise adversely affects the employee's performance, environment, or employment opportunities.

Student:

Prohibited harassment of a student is defined as physical, verbal, or nonverbal conduct based on the student's race, color, national origin, religion, age, sex, gender, physical or mental disability, genetic information, veteran status, or any other basis prohibited by law, when the conduct is so severe, persistent, or pervasive that the conduct:

1. Affects a student's ability to participate in or benefit from an educational program or activity, or creates an intimidating, threatening, hostile, or offensive educational environment;
2. Has the purpose or effect of substantially or unreasonably interfering with the student's academic performance; or
3. Otherwise adversely affects the student's educational opportunities.

**~~VI.~~ VII. Racial Harassment**

Racial harassment occurring in any campus, division, department, or any work unit by any employee or student is unacceptable behavior, and any practice or behavior that constitutes racial harassment will be dealt with appropriately.

Any employee or student who is found to have engaged in such conduct shall be subject to appropriate disciplinary action, up to and including dismissal or expulsion, in accordance with procedural and applicable due process requirements.

Racial harassment in the workplace and schools is an illegal practice under Section 703 of Title VII of the 1964 Civil Rights Act, as amended, and Title IX of the Education Amendments of 1972, as amended.

Examples of conduct that constitutes racial harassment include racially derogatory remarks, racial slurs or any other racially motivated action.

Such conduct is a violation when:

1. The employee's or student's submission to such conduct is an explicit or implied condition of employment or academic efforts; or
2. The employee's or student's response to such conduct becomes a basis for employment or academic decision; or
3. The conduct produces an intimidating hostile, or offensive work or study environment.

Nothing in this policy should be interpreted to prohibit or restrict speech that is permitted by the Texas or U.S. Constitutions.

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

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*As Amended by Board Minute Order dated November 24, 2015***VII. VIII. Retaliation**

The College prohibits retaliation against an employee or student who makes a claim alleging to have experienced discrimination or harassment, or against another employee or student who, in good faith, makes a report, serves as a witness, or otherwise participates in an investigation.

~~An employee or student who intentionally makes a false claim, offers false statements, or refuses to cooperate with a College investigation regarding harassment or discrimination is subject to appropriate discipline.~~

**VIII. IX. Sexual Misconduct**

This policy prohibits any form of sexual misconduct. Sexual misconduct includes, but is not limited to, behaviors often described as sexual harassment, sex or gender discrimination, sexual ~~assault~~ *violence*, rape, stalking, and relationship violence (including domestic *violence and* dating *violence and sexual violence*). It is a violation of policy and the law, including Title IX, to commit these acts or attempt to commit them. Sexual misconduct can occur in any sex or gender configuration regardless of sex and gender identity whether it be an employee or student.

*Any employee or student who is found to have engaged in sexual misconduct shall be subject to appropriate disciplinary action, up to and including dismissal or expulsion and may be prosecuted under State law. This policy shall be applied without regard to the gender of the person involved.*

**A. Sexual Harassment**

South Texas College assumes an affirmative posture to prevent and eliminate sexual misconduct, including sexual harassment in any division, department, or any unit by any individual. It is the policy of South Texas College to provide an educational and working environment for its students, faculty, staff, guests and visitors that is free from sex discrimination and sexual harassment. It is the policy of the College that any practice or behavior that constitutes sexual harassment will not be tolerated. This policy has been developed to reaffirm this principle and to provide recourse for those individuals whose rights have been violated.

Sexual Harassment is unwelcome verbal or physical conduct that is,

- sufficiently severe, persistent or pervasive that it, unreasonably interferes with, denies or limits someone's ability to participate in or benefit from the College's educational program and/or activities, and is
- based on power differentials (quid pro quo), the creation of a hostile environment, or retaliation.

**1. Physical conduct** that, depending on the totality of circumstances present, including frequency and severity, may constitute sexual harassment includes, but is not limited to:

- Unwelcome intentional touching; or
- Deliberate physical interference with or restriction of movement.

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**2. Verbal conduct** is defined as oral, written, or symbolic expressions that:

- Personally describe or are personally directed at a specific individual or group of identifiable individuals; and
- Are not necessary to an argument for or against the substance of any political, religious, philosophical, ideological, or academic idea.

Verbal conduct that, depending on the totality of circumstances present, may constitute sexual harassment includes, but is not limited to:

- Explicit or implicit propositions to engage in sexual activity;
- Gratuitous comments, jokes, questions, anecdotes or remarks of a sexual nature about clothing or bodies;
- Gratuitous remarks about sexual activities or speculation about sexual experiences;
- Persistent, unwanted sexual or romantic attention;
- Subtle or overt pressure for sexual favors;
- Exposure to sexually suggestive visual displays such as photographs, graffiti, posters, calendars or other materials;
- Deliberate, repeated humiliation or intimidation based upon sex.

Sexual harassment in the workplace and schools is an illegal practice under Section 703 of Title VII of the 1964 Civil Rights Act, as amended, and Title IX of the Education Amendments of 1972, as amended. ~~and the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, as amended by Section 304 of the Violence Against Women Reauthorization Act of 2013~~

#### B. Consensual Relationships

~~Therefore,~~ It is the policy of South Texas College that supervisors and faculty shall not enter into any type of consensual romantic or sexual relationship with staff whom they supervise or with students enrolled in their courses. ~~It is the policy of South Texas College that~~ Employees with direct teaching, supervisory, advisory, or evaluative responsibility over other employees, students and/or student employees recognize and respect the ethical and professional boundaries that must exist in ~~consensual~~ relationships with students or employees of the College.

~~Consensual relationships, as defined in this policy, create conflicts of interest and/or appearances of impropriety that impair the integrity of academic and employment decisions. Such relationships also contain the potential for exploitation of the subordinate employee, student or student employee and the possible professional or academic disadvantage of third parties, and can subject both the College and individuals to the risk of liability.~~

~~When both parties have consented at the outset to a romantic, intimate, or sexual relationship, this consent does not remove grounds for a charge of conflict of interest, sexual harassment, or violation of~~

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*Italics denote addition*



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~~applicable parts of misconduct as defined in Policy# 4920 Discipline and Dismissal, based upon subsequent unwelcome conduct.~~

### C. Consent

Consent is:

- Permission to engage in sexual **activity**
- Clear, knowing and voluntary, prior to and during sexual activity
- Active, not passive. Silence, in and of itself, cannot be interpreted as consent.

Consent can be given by words or actions, as long as those words or actions create mutually understandable clear permission regarding willingness to engage in (and the conditions of) sexual activity.

- Consent to any one form of sexual activity ~~cannot~~ **does not** automatically imply consent to any other forms of sexual activity.
- Previous relationships or prior consent ~~cannot~~ **does not** imply consent to future sexual acts.
- In order to give effective consent, one must be of legal age. In Texas, the age of consent is 17.
- Sexual activity with someone who one should know to be -- or based on the circumstances should reasonably have known to be -- mentally or physically incapacitated (by alcohol or other drug use, unconsciousness or blackout), constitutes a violation of this policy.

### D. Coercion

Coercion is unreasonable pressure for sexual activity. When someone makes clear to you that they do not want sex, that they want to stop, or that they do not want to go past a certain point of sexual interaction, continued pressure beyond that point can be coercive.

There is no requirement that a party resists the sexual advance or request, but resistance is a clear demonstration of non-consent. The presence of force is not demonstrated by the absence of resistance. Sexual activity that is forced is by definition non-consensual, but nonconsensual sexual activity is not by definition forced.

### E. Incapacitation

Incapacitation is a state where someone cannot make rational, reasonable decisions because they lack the capacity to give knowing consent (e.g., to understand the "who, what, when, where, why or how" of their sexual interaction).

~~The sexual orientation and/or gender identity of individuals engaging in sexual activity is not relevant to allegations under this policy.~~

### ~~F. Non-Consensual Sexual Intercourse~~

~~Defined as any sexual penetration or intercourse (anal, oral, or vaginal), however slight, with any object by a person upon another person that is without consent and/or by force.~~

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~~Sexual penetration includes vaginal or anal penetration by a penis, tongue, finger, or object, or oral copulation by mouth to genital contact or genital to mouth contact.~~

#### ~~G. Non-Consensual Sexual Contact~~

~~Defined as any intentional sexual touching, however slight, with any object by a person upon another person that is without consent and/or by force.~~

~~Sexual touching includes any bodily contact with the breasts, groin, genitals, mouth, or other bodily orifice of another individual or any other bodily contact in a sexual manner.~~

~~1. **Physical conduct** that, depending on the totality of circumstances present, including frequency and severity, may constitute sexual harassment includes, but are not limited to:~~

- ~~• Unwelcome intentional touching; or~~
- ~~• Deliberate physical interference with or restriction of movement.~~

~~2. **Verbal conduct** is defined as oral, written, or symbolic expressions that:~~

- ~~• Personally describe or are personally directed at a specific individual or group of identifiable individuals; and~~
- ~~• Are not necessary to an argument for or against the substance of any political, religious, philosophical, ideological, or academic idea.~~

~~Verbal conduct that, depending on the totality of circumstances present, may constitute sexual harassment includes, but is not limited to:~~

- ~~• Explicit or implicit propositions to engage in sexual activity;~~
- ~~• Gratuitous comments, jokes, questions, anecdotes or remarks of a sexual nature about clothing or bodies;~~
- ~~• Gratuitous remarks about sexual activities or speculation about sexual experiences;~~
- ~~• Persistent, unwanted sexual or romantic attention;~~
- ~~• Subtle or overt pressure for sexual favors;~~
- ~~• Exposure to sexually suggestive visual displays such as photographs, graffiti, posters, calendars or other materials;~~
- ~~• Deliberate, repeated humiliation or intimidation based upon sex.~~

#### **H. F. Sexual Exploitation**

Defined as taking non-consensual or abusive sexual advantage of another and the conduct does not fall within the definitions of sexual harassment, non-consensual sexual intercourse, or non-consensual sexual contact.

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Examples of sexual exploitation include, but are not limited to, engaging in the following activities without the other person(s) consent:

- Sexual voyeurism (such as watching a person undressing, using the bathroom, or engaging in sexual acts without the consent of the person observed).
- Taking pictures or recording another in a sexual act, or in any other private activity (such as allowing another person to hide in a closet and observe sexual activity, or disseminating sexual pictures without the photographed person's consent).
- Exposing one's genitals or breasts in non-consensual circumstances or inducing another to expose his or her genitals or breasts.
- Prostitution
- ~~Sexual exploitation also includes~~ Engaging in sexual activity with another person while knowingly infected with human immunodeficiency virus (HIV) or other sexually transmitted disease (STD) and without informing the other person of the infection.
- Administering alcohol or drugs (such as "date rape" drugs) to another person.

#### **~~I.~~ G. Dating Violence**

Defined as violence by a person who has been in a romantic or intimate relationship with the victim. Whether there was such a relationship will be gauged by its length, type and frequency of interaction.

#### **~~J.~~ H. Domestic Violence**

Domestic violence includes asserted violent misdemeanor and felony offenses committed by the victim's current or former spouse, current or former cohabitant, person similarly situated under domestic or family violence law, or anyone else protected under domestic or family violence law.

#### **~~K.~~ I. Sexual Violence**

Sexual violence is any unwanted physical conduct perpetrated against a person's will or where a person is incapable of giving consent (e.g. due to the person's use of drugs or alcohol, or because an intellectual, mental or physical disability prevents the person from having the capacity to give consent). Such conduct includes but is not limited to: sexual assault; sexual exploitation, sexual coercion; and unwanted sexual intercourse (rape).

- Prohibited sexual misconduct and sexual violence could be committed by force, intimidation, or use of victim's incapacity (physical, mental, or through use of drugs or alcohol).
- All sexual contact between individuals must be with each person's **active** consent.

The sexual orientation and/or gender identity of individuals engaging in sexual violence is not relevant to allegations under this policy.

#### **1. Non-Consensual Sexual Intercourse**

Defined as any sexual penetration or intercourse (anal, oral, or vaginal), however slight, with any object by a person upon another person that is without consent and/or by force.

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Sexual penetration includes vaginal or anal penetration by a penis, tongue, finger, or object, or oral copulation by mouth-to-genital contact or genital-to-mouth contact.

## 2. Non-Consensual Sexual Contact

Defined as any intentional sexual touching, however slight, with any object by a person upon another person that is without consent and/or by force.

Sexual touching includes any bodily contact with the breasts, groin, genitals, mouth, or other bodily orifice of another individual or any other bodily contact in a sexual manner.

### ~~I.~~ J. Stalking

Defined as a course of conduct directed at a specific person that would cause a reasonable person to fear for his her, or others' safety, or to suffer substantial emotional distress.

### ~~IX.~~ X. Off Campus Conduct

Conduct that occurs off campus can be the subject of a complaint or report and will be evaluated to determine whether it violates this policy and if off-campus harassment has continuing effects that create a hostile environment on campus.

### ~~X.~~ XI. Other ~~Offenses~~ Prohibited Conduct

This policy prohibits other offenses of a discriminatory, harassing, and/or retaliatory nature not included in the previous sections as follows:

- Intimidation, defined as implied threats or acts that cause a reasonable fear of harm in another on the basis of actual or perceived membership in a protected class
- Hazing, defined under this policy as acts likely to cause physical or psychological harm or social ostracism to any person within the College community when related to the admission, initiation, pledging, joining, or any other group-affiliation activity on the basis of actual or perceived membership in a protected class.
- Bullying, defined under this policy as repeated and/or severe aggressive behavior likely to intimidate or intentionally hurt, control or diminish another person, physically or mentally on the basis of actual or perceived membership in a protected class.
- Violation of any other College rule, when it is motivated by sex or gender or the actual or perceived membership of the victim in a protected class, may be pursued using this policy and process.

### ~~XI.~~ XII. Hostile Environment

A hostile environment may be created by oral, written, graphic or physical conduct that is sufficiently severe, persistent or pervasive and objectively offensive that interferes with, limits or denies the ability of an individual to participate in or benefit from educational programs, services, opportunities, or activities or the individual's employment access, benefits or opportunities. Mere subjective offensiveness is not enough to create a hostile environment.

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In determining whether conduct is severe, persistent or pervasive, and thus creates a hostile environment, the following factors will be considered: (a) the degree to which the conduct affected one or more individuals' education or employment; (b) the nature, scope, frequency, duration, and location of the incident(s); (c) the identity, number, and relationships of persons involved; (d) the perspective of a "reasonable person" in the same situation as the person subjected to the conduct, and (e) the nature of higher education.

### **XH. ~~XIII.~~ Reporting**

~~Section 703 of Title VII of the 1964 Civil Rights Act, as amended, and Title IX of the Education Amendments of 1972, as amended, and the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, as amended by Section 304 of the Violence Against Women Reauthorization Act of 2013 are three federal laws which establish responsibilities for college employees to report certain types of crimes and incidents, especially sexual misconduct.~~

Students are encouraged to report crimes and incidents to the Conflict Resolution Center, the Office of the Dean of Student Affairs and to report any crime to the South Texas College Police Department.

**Employees;** **G**uests and visitors are encouraged to report to the Office of Human Resources or to the South Texas College Police Department.

*Every College employee, except for licensed Counselors, must promptly report incidents of prohibited conduct that come to their attention to either the Office of Human Resources, the Title IX Coordinator, Deputy Title IX Coordinator, or to the South Texas College Police Department.*

Incidents and crimes should be reported as soon as possible after the time of their occurrence. No person is required to report sexual misconduct to the alleged offender.

#### **~~A. Referral Responsibility~~**

~~Every College employee is responsible for promptly reporting incidents of prohibited conduct that come to their attention to either the Office of Human Resources, the Title IX Coordinator, Deputy Title IX Coordinator, or to the South Texas College Police Department.~~

#### **B. ~~XIV.~~ Title IX Coordinator**

The Title IX Coordinator has primary responsibility for coordinating efforts related to investigation, resolution, and implementation of corrective measures and monitoring to stop, remediate, and prevent discrimination, harassment, retaliation, or sexual misconduct. The Title IX Coordinator will assign the investigation to a Deputy Title IX Coordinator or other appropriate College official.

Inquiries or complaints may be addressed to the College's Vice President of Finance and Administrative Services, 3201 W Pecan Blvd, McAllen, TX 78501 Office Location: Annex - Pecan Campus; Second Floor Phone: 956.872.3558.

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*Complaints may also be filed with the Office for Civil Rights, Dallas Office, U.S. Department of Education, 1999 Bryan St., Suite 1620, Dallas, Texas 75201-6810, Telephone: 214-661-9600*

~~C.~~ **XV. Filing of False Complaints**

Any person who knowingly and intentionally files a false complaint under this policy is subject to disciplinary action up to and including dismissal or expulsion from the College.

~~XIII.~~ **XVI. Effect on Pending Personnel Actions**

The filing of a sexual misconduct or retaliation complaint will not stop or delay any evaluation or disciplinary action related to the complainant who is not performing up to acceptable standards or who has violated the College's rules, regulations, or policies.

~~XIV.~~ **XVII. Relationship of Complaint Process to Outside Agency Time Limits**

The filing of a sexual misconduct complaint under this policy does not excuse the complainant from meeting the time limits of outside agencies.

~~XV.~~ **XVIII. Title IX Procedures**

Complaint procedures may be found at the Office of Human Resources, the Conflict Resolution Center, and College website <http://www.southtexascollege.edu/about/notices/title-ix.html>.

*The College's Board of Trustees will review this policy each biennium and will revise the policy as necessary.*

## **Review and Action as Necessary on 2015 Tax Roll/Tax Levy for Hidalgo and Starr Counties**

Approval of the 2015 Tax Roll/Tax Levy for Hidalgo and Starr Counties is requested.

Purpose – The Hidalgo County Tax Assessor-Collector and the Starr County Tax Assessor-Collector have provided the 2015 Tax Roll Totals for approval by the College’s governing body.

Justification - The 2015 Tax Roll/Tax Levy for Hidalgo and Starr Counties requires approval from the governing body in order to be in compliance with Section 26.09 Item (e) of the Property Tax Code, which reads:

“The assessor shall enter the amount of tax determined as provided by this section in the appraisal roll and submit it to the governing body of the unit for approval. The appraisal roll with amounts of tax entered as approved by the governing body constitutes the unit’s tax roll.”

Background - Mr. Pablo “Paul” Villarreal, Jr., RTA, Assessor-Collector of Hidalgo County and Mrs. Carmen A. Peña, RTA, Assessor-Collector of Starr County have entered the amount of tax determined as provided by Section 26.09 Item (e) of the Property Tax Code and have submitted to South Texas College the tax roll/tax levy totaling \$60,279,269.23.

The comparison from the 2014 to 2015 tax roll by county is as follows:

	<u>2014</u>	<u>2015</u>	<u>Increase</u>
Hidalgo County	\$ 52,781,657.49	\$ 56,408,070.41	\$ 3,626,412.92
Starr County	3,352,380.96	3,871,198.83	518,817.87
Total	<u>\$ 56,134,038.45</u>	<u>\$ 60,279,269.24</u>	<u>\$ 4,145,230.79</u>

Enclosed Documents - The 2015 Tax Roll Totals documents from each county follows in the packet for the Board’s information and review.

The Finance and Human Resources Committee recommended Board approval of the 2015 Tax Roll/Tax Levy for Hidalgo and Starr Counties as presented.

**Recommendation:**

It is recommended that the Board of Trustees of South Texas College approve and authorize the 2015 Tax Roll/Tax Levy for Hidalgo and Starr Counties 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 2015 Tax Roll/Tax Levy for Hidalgo and Starr Counties as presented.

**Approval Recommended:**

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

**President**

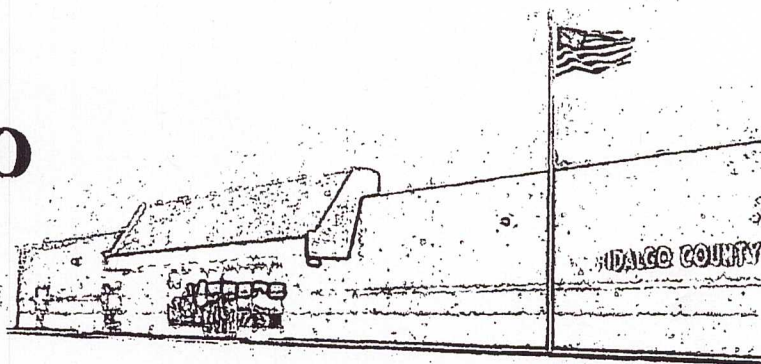


**South Texas College**  
**2015 Tax Roll/Tax Levy**  
**Fiscal Year 2015 - 2016**

	<b>Hidalgo County</b>	<b>Starr County</b>	<b>Total</b>
Land	\$ 15,357,778,454.00	\$ 1,290,404,430.00	\$ 16,648,182,884.00
Improvements	20,684,091,746.00	725,991,740.00	21,410,083,486.00
Personal Property	3,997,776,784.00	95,984,660.00	4,093,761,444.00
Minerals & Utility Rolls	455,734,295.00	933,345,510.00	1,389,079,805.00
Autos	-	-	-
Less:	-	-	-
Market Value Lost	-	-	-
Market Efferrment	-	-	-
Starr County	-	-	-
<b>Gross - Total Market Value</b>	<b>\$ 40,495,381,279.00</b>	<b>\$ 3,045,726,340.00</b>	<b>\$ 43,541,107,619.00</b>
Total Homestead Cap Adjustment	320,406,926.00	-	320,406,926.00
AG Exclusion	3,739,363,075.00	832,138,330.00	4,571,501,405.00
	-	-	-
<b>Total Assessed</b>	<b>\$ 36,435,611,278.00</b>	<b>\$ 2,213,588,010.00</b>	<b>\$ 38,649,199,288.00</b>
Less Exemptions:			
Total Exempt Property	4,463,538,908.00	87,515,860.00	4,551,054,768.00
Ag Use	-	-	-
Homestead	-	-	-
Old Age	-	-	-
Disable Persons	-	-	-
Vet Full Exemption	135,104,273.00	2,802,910.00	137,907,183.00
Disable Veteran (Part)	-	1,724,400.00	1,724,400.00
House Bill 366	43,447.00	-	43,447.00
Freeport	459,278,560.00	-	459,278,560.00
Pollution	79,007,529.00	-	79,007,529.00
CHDO Exemption	9,778,797.00	-	9,778,797.00
FTZ CBD TRM CHA VAL	-	-	-
Prorated value	-	-	-
Primarily CHRTBLE	2,097,969.00	-	2,097,969.00
Total Deferred	-	-	-
Total Full Exemptions	64,195,050.00	-	64,195,050.00
Total Partial Exemptions	32,236,814.00	7,382,080.00	39,618,894.00
<b>Total Exemptions</b>	<b>\$ 5,245,281,347.00</b>	<b>\$ 99,425,250.00</b>	<b>\$ 5,344,706,597.00</b>
<b>2015 Taxable Value</b>	<b>31,190,329,931.00</b>	<b>2,114,162,760.00</b>	<b>33,304,492,691.00</b>
<b>2015 Tax Levy (Rate = 0.1850 / 100)</b>	<b>\$ 57,702,110.37</b>	<b>\$ 3,911,201.11</b>	<b>\$ 61,613,311.48</b>
<b>2015 Taxable Value</b>	<b>\$ 31,190,329,931.00</b>	<b>\$ 2,114,162,760.00</b>	<b>\$ 33,304,492,691.00</b>
Frozen Taxable *	(2,917,508,002.00)	(105,662,210.00)	(3,023,170,212.00)
<b>Net Taxable Value</b>	<b>\$ 28,272,821,929.00</b>	<b>\$ 2,008,500,550.00</b>	<b>\$ 30,281,322,479.00</b>
Tax Rate	0.1850	0.1850	0.1850
Levy (Before Frozen Levy Loss)	\$ 52,304,720.57	\$ 3,715,726.02	\$ 56,020,446.59
Unfrozen Levy Amount	5,397,390.89	195,475.09	5,592,865.98
Levy Loss due to Freeze	(1,351,376.32)	(40,503.06)	(1,391,879.38)
Frozen Levy Amount	4,046,014.57	154,972.03	4,200,986.60
Late AG	-	-	-
Late Rendition Amount	57,312.22	-	57,312.22
Adjustments	47.19	-	47.19
Rounding	(24.14)	500.78	476.64
<b>Total Levy Amount</b>	<b>\$ 56,408,070.41</b>	<b>\$ 3,871,198.83</b>	<b>\$ 60,279,269.23</b>
	0.94	0.06	1.00
Percentages			
M&O 0.1400 / 0.1850 = 75.68%	\$ 42,687,188.42	\$ 2,929,555.87	\$ 45,616,744.29
I&S 0.0450 / 0.1850 = 24.32%	13,720,881.99	941,642.96	14,662,524.95
<b>Total</b>	<b>\$ 56,408,070.41</b>	<b>\$ 3,871,198.83</b>	<b>\$ 60,279,269.23</b>

Office of Tax Assessor - Collector  
**COUNTY of HIDALGO**

*Pablo "Paul" Villarreal, Jr. RIA*



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

October 28, 2015

Shirley A. Reed, President  
South Texas College  
P.O. Box 9701  
McAllen, TX. 78502

Dear Ms. Reed,

Enclosed please find the 2015 Tax Roll Totals for your district.

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

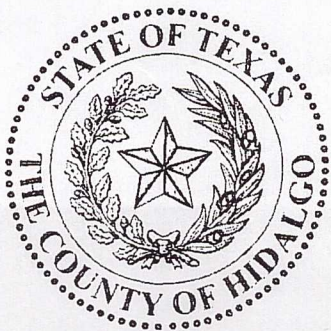
Please place this item on the agenda of your next meeting for approval by your governing body, as per Section 26.09(e), of the Texas Property Tax Code.

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

Sincerely,

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

Xc: Hon. Ray Eufrazio,  
Hidalgo County Auditor



2804 S. Bus. Hwy 281 • Edinburg, Texas 78539



SOUTH TEXAS COLLEGE

ENTITY

The Following information is furnished as requested.

NOTE: IT IS IMPORTANT YOU COMPLETE EACH SECTION SEPARATELY.

Itemized 2015 Tax Rate (per \$100 valuation):

(A) Maintenance and Operation (M and O) \$ 0.1400

(B) Debt Service (I and S) \$ 0.0450

Total TAX RATE (A + B) FOR 2015 \$ 0.1850

Total TAX LEVY FOR 2015 \$ 56,408,070.41

Effective Tax Rate 2015 \$ 0.1796

Rollback Tax Rate 2015 \$ 0.1934

Average Residential Value 2015 \$ 92,213

10-19-15  
DATE

Pablo (Paul) Villar  
SIGNATURE



HIDALGO COUNTY TAX ASSESSOR-COLLECTOR

TITLE

PLEASE RETURN AS SOON AS POSSIBLE TO:

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

ENTITY South Texas College 2015  
 JURISDICTION 55

EXEMPT VALUE (EXXV)	0	TOTAL PARCELS	334,418
AG EXCLUSION	3,739,209,419	TOTAL MARKET VALUE	40,495,381,279
HS CAPPED AMOUNT	320,406,926	TOTAL EXEMPT PROPERTY	- 9,305,051,348
ABATED AMOUNT	0	TAXABLE VALUE	= 31,190,329,931
FREEMPORT VALUE	459,278,560	TAX RATE PER \$100	* 0.1850
HB366 VALUE	43,447	LEVY (Before Frozen Levy Loss)	= 57,702,110.37
POLLUTION VALUE	79,007,529	LEVY LOSS DUE TO FREEZE	- 1,351,376.32
CHDO EXEMPTION	9,778,797	LATE AG	+ 0.00
PRO CHARITABLE ORG	1,199,312	LATE RENDITION	+ 57,312.22
PRO CHARITBLE	36,941	LEVY	= 56,408,046.27
VETERAN FULL EXEMP	135,104,273	TOTAL LEVY (From TC502)	= 56,408,070.41
HOMESTEAD OVER 65 HOMESTEAD EXEMPTION	0	VARIANCE	+/- -24.14
OVER 65 HOMESTEAD SURVIVING SPOUCE	0		
DISABLED	0		
VETERAN EXEMPTIONS	32,041,079		
TIMBER EXCLUSION	153,656		
PRORATED EXXV	4,386,020,222		
PRORATED EXXA	5,957		
PRO MISC EXEMPTS	31,435,407		
PRO YOUTH ASSOC	662,963		
PRO SCHOOLS	29,024,676		
EXEMPT	64,195,050		
PRO NON PROFIT	14,206,626		
CHARITABLE ORG	2,097,969		
VET CHARITABLE HS DP	195,735		
PRORATED EXXL	946,804		
TOTAL EXEMPT PROPERTY	<b>9,305,051,348</b>		

\* Variance due to account R0650-00-008-0025-00. Incorrect Freeze



Jurisdiction: **55 SOUTH TEXAS COLLEGE**  
 Total Parcels: 334,418 Tax Rate: 0.1850000  
 Market Value: 40,495,381,279 State Hom: 0 Opt Hom: 0.0000000  
 State O65: 0 Opt O65: 0  
 Disabled: 0 Opt Disabled: 0

AG Exclusion Count: 20,540 AG Exclusion Amt: 3,739,209,419  
 Timber Exclusion Count: 1 Timber Exclusion Amt: 153,656  
 HS Capped Count: 39,472 HS Capped Amt: 320,406,926  
 Assessed Value: 36,435,611,278

Exempt Count/Amt: 334 Pro Charitable Functions Count/Amt: 2 36,941  
 Pollution Control Count/Amt: 28 Pro Non Profit Count/Amt: 86 14,206,626  
 Prorated-Excl Count/Amt: 4 Prorated-Exxa Count/Amt: 1 5,957  
 Freeport Count/Amt: 168 Chdo Count/Amt: 9 9,778,797  
 Prorated-Exxv Count/Amt: 8,639 Pro Schools Count/Amt: 23 29,024,676  
 100% Exempt Vet Count/Amt: 1,323 Charitable Org Count/Amt: 14 2,097,969  
 Pro Misc Exempts Count/Amt: 31 Pro Charitable Homestead Disability Count/Amt: 2 195,735  
 Hb366 Count/Amt: 174 Pro Charitable Org Count/Amt: 27 1,199,312  
 Pro Youth Associations Count/Amt: 1 Pro Youth Associations Count/Amt: 1

State Homestead Count: 122,416 State Homestead Amt: 0  
 Local Homestead Count: 0 Local Homestead Amt: 0  
 State Over 65 Count: 35,451 State Over 65 Amt: 0  
 Local Over 65 Count: 0 Local Over 65 Amt: 0  
 Surviving Spouse Count: 2,063 Surviving Spouse Amt: 0  
 Disabled Count: 7,647 Disabled Amt: 0  
 Total VET Count: 3,119 Total VET Amt: 32,041,079  
 \*VET Surviving Spouse Count: 224 \*VET Surviving Spouse Amt: 2,289,725

\*included in the Total VET Count/Amt  
 Partial Exempt Values: 32,041,079  
 Taxable Value: 31,190,329,931  
 Total Levy Amt: 56,408,070.41  
 Late Rendition Penalty Count: 8,093 Late Rendition Penalty Amt: 57,312.22  
 Frozen Account Count: 43,442  
 Frozen Homesite Value: 3,017,332,205  
 Frozen Taxable Value: 2,917,508,002  
 Unfrozen Levy Amt: 5,397,390.89  
 Frozen Levy Amt: 4,046,014.57  
 Frozen Levy Loss Amt: 1,351,376.32  
 Total Non-Exempt Parcel Count: 334,084

**CERTIFIED TAX ROLL AS OF OCTOBER 1, 2015**

TAX ASSESSMENT ROLLS OF SOUTH TEXAS COLLEGE FOR THE YEAR 2015 SHOW THE FOLLOWING SUMMARIES:

ROLL	NUMBER ACCTS	MARKET VALUE	TAXABLE VALUE	FREEZE LOSS	TOTAL LEVY
REAL PROPERTY	297,374	36,220,790,027	27,532,734,033	1,324,746.59	49,610,830.11
PERSONAL PROPERTY	37,044	4,274,591,252	3,657,595,898	26,629.73	6,797,240.30
MOBILE HOME PROPERTY	0	0	0	.00	.00
MINERAL PROPERTY	0	0	0	.00	.00
OTHER PROPERTY	0	0	0	.00	.00
<b>TOTAL</b>	<b>334,418</b>	<b>40,495,381,279</b>	<b>31,190,329,931</b>	<b>1,351,376.32</b>	<b>56,408,070.41</b>

RATE OF TAXATION ASSESSMENT RATIO 100%  
 TOTAL TAX RATE 00.185000

PABLO (PAUL) VILLARREAL JR., PCC, MPA, PCC  
 TAX ASSESSOR - COLLECTOR HIDALGO COUNTY

BY:

*Pablo (Paul) Villarreal Jr.*  
 OCTOBER 07, 2015



**2015 CERTIFIED TOTALS**

Property Count: 334,418

JCC - SOUTH TEXAS COLLEGE  
ARB Approved Totals

7/25/2015

9:09:03AM

Land		Value			
Homesite:		3,101,988,660			
Non Homesite:		8,338,840,189			
Ag Market:		3,916,795,647			
Timber Market:		153,958	<b>Total Land</b>	(+)	15,357,778,454
Improvement		Value			
Homesite:		8,260,921,612			
Non Homesite:		12,423,170,134	<b>Total Improvements</b>	(+)	20,684,091,746
Non Real		Count	Value		
Personal Property:	22,726		3,997,776,784		
Mineral Property:	11,336		455,734,295		
Autos:	0		0		
			<b>Total Non Real</b>	(+)	4,453,511,079
			<b>Market Value</b>	=	40,495,381,279
Ag		Non Exempt	Exempt		
Total Productivity Market:	3,916,949,605		0		
Ag Use:	177,586,228		0	<b>Productivity Loss</b>	(-) 3,739,363,075
Timber Use:	302		0	<b>Appraised Value</b>	= 36,756,018,204
Productivity Loss:	3,739,363,075		0	<b>Homestead Cap</b>	(-) 320,406,926
				<b>Assessed Value</b>	= 36,435,611,278
				<b>Total Exemptions Amount</b>	(-) 5,245,281,347
				<b>(Breakdown on Next Page)</b>	
				<b>Net Taxable</b>	= 31,190,329,931

Freeze	Assessed	Taxable	Actual Tax	Ceiling	Count		
DP	471,545,918	455,215,366	637,869.79	658,863.33	7,518		
DPS	2,335,640	2,186,165	3,021.81	3,197.27	31		
OV65	2,577,397,391	2,493,879,925	3,430,953.40	3,500,615.18	36,348		
<b>Total</b>	<b>3,051,278,949</b>	<b>2,951,281,456</b>	<b>4,071,845.00</b>	<b>4,162,675.78</b>	<b>43,897</b>	<b>Freeze Taxable</b>	(-) 2,951,281,456
<b>Tax Rate</b>	<b>0.185000</b>						
						<b>Freeze Adjusted Taxable</b>	= 28,239,048,475

APPROXIMATE LEVY = (FREEZE ADJUSTED TAXABLE \* (TAX RATE / 100)) + ACTUAL TAX  
 56,314,084.68 = 28,239,048,475 \* (0.185000 / 100) + 4,071,845.00

Tax Increment Finance Value: 0  
 Tax Increment Finance Levy: 0.00



**2015 CERTIFIED TOTALS**

Property Count: 334,418

JCC - SOUTH TEXAS COLLEGE  
ARB Approved Totals

7/25/2015

9:09:35AM

**Exemption Breakdown**

Exemption	Count	Local	State	Total
AB	3	0	0	0
CH	14	2,097,969	0	2,097,969
CHODO (Partial)	9	9,778,797	0	9,778,797
DP	7,616	0	0	0
DPS	31	0	0	0
DV1	766	0	6,424,116	6,424,116
DV1S	40	0	200,000	200,000
DV2	458	0	4,308,998	4,308,998
DV2S	14	0	105,000	105,000
DV3	509	0	5,429,337	5,429,337
DV3S	23	0	230,000	230,000
DV4	1,170	0	13,588,903	13,588,903
DV4S	147	0	1,754,725	1,754,725
DVCH	2	0	195,735	195,735
DVHS	1,264	0	129,596,195	129,596,195
DVHSS	59	0	5,508,078	5,508,078
EN	1	0	0	0
EX	334	0	64,195,050	64,195,050
EX-XA	1	0	5,957	5,957
EX-XD	25	0	1,087,322	1,087,322
EX-XD (Prorated)	2	0	111,990	111,990
EX-XG	2	0	36,941	36,941
EX-XI	1	0	662,963	662,963
EX-XJ	23	0	29,024,676	29,024,676
EX-XL	4	0	946,804	946,804
EX-XR	86	0	14,206,626	14,206,626
EX-XU	31	0	31,435,407	31,435,407
EX-XV	8,589	0	4,380,804,525	4,380,804,525
EX-XV (Prorated)	50	0	5,215,697	5,215,697
EX366	175	0	43,447	43,447
FR	168	459,278,560	0	459,278,560
HS	122,416	0	0	0
OV65	35,452	0	0	0
OV65S	2,063	0	0	0
PC	28	79,007,529	0	79,007,529
<b>Totals</b>		<b>550,162,855</b>	<b>4,695,118,492</b>	<b>5,245,281,347</b>





COUNTY COURT HOUSE

# STARR COUNTY

RIO GRANDE CITY, TEXAS 78582

**CARMEN A. PEÑA, RTA**  
 Tax Assessor-Collector  
 STARR COUNTY  
 RIO GRANDE CITY, TEXAS 78582

November 4, 2015

Dr. Shirley A. Reed, President  
 South-Texas-College  
 P.O. Box 9701  
 McAllen, Texas 78502

Dear Dr. Reed:

Enclosed please find the 2015 Tax Roll totals for your district.

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

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

Sincerely,



COUNTY OF STARR  
 CARMEN A. PEÑA, RTA  
 TAX ASSESSOR-COLLECTOR

Carmen A. Peña, RTA  
 Starr County Tax Assessor/Collector

**2015 TAX LEVY**

<b>ENTITY</b>	<b>TOTAL</b>
<b>COUNTY</b>	<b>11,378,406.23</b>
<b>I &amp; S</b>	<b>211,453.64</b>
<b>FM/FC</b>	<b>4,517,941.00</b>
<b>HOSPITAL</b>	<b>5,245,054.12</b>
<b>STARR CO DR DIST</b>	<b>211,453.64</b>
<b>SOUTH TEXAS COLLEGE</b>	<b>3,871,198.83</b>
<b>CITY OF ESCOBARES</b>	<b>111,885.44</b>



2015 HISTORY VALUE RECAP

SO TEXAS COLLEGE (62)

Category	Value	Items	Exempt Value		
HS Real:	114,534,790	15,304	393,270		
Non-HS Real:	273,246,930	19,744	58,805,650		
Production Market:	902,622,710	12,874	0	Total Land Mkt Value:	1,290,404,430
HS Improvements:	518,685,070	16,844	1,589,850		
New HS Improvements:	24,534,020	933	1,388,440		
Non-HS Improvements:	177,729,400	3,619	12,768,150		
New Non-HS Improvements:	5,043,250	168	219,760	Total Imps Mkt Value:	725,991,740
HS Personal:	2,907,190	439	0		
New Personal:	52,370	8	0		
Non-HS Personal:	83,134,640	3,791	1,825,630		
New Non-HS Person	9,890,460	244	0	Total Pers Mkt Value:	95,984,660
<b>Total Real Market:</b>	<b>2,112,380,830</b>	<b>73,968</b>			
MN Value:	0	0			
MN Inv. Value - Real:	0	0			
MN Inv. Value - Personal:	0	0			
<b>Total Mineral Mkt:</b>	<b>0</b>	<b>0</b>		Total Mineral Mkt:	0
Land Timber Gain:	0	0		Total Market Value:	2,112,380,830
Production Market:	902,324,750	12,870			
Land Ag 1D Value:	42,990	29			
Land Ag 1D1 Value	70,143,430	12,840			
Land Ag Tim Value:	0	0			
<b>Productivity Loss:</b>	<b>832,138,330</b>	<b>12,869</b>		Total Market Taxable:	1,280,242,500
Less Real Exempt Property:	76,990,750	1,360			
Less \$500 Inc. Real Personal:	2,670	19			
Other Freeport:	0	0			
Other Allocation:	0	0			
Other Goods In Transit:	0	0			
Other MultiUse:	0	0			
Less Real/Pers Abatements:	0	1			
Less 10% Cap Loss:	7,084,120	3,119			
Less Min Exempt Property:	0	0			
Less \$500 Inc. Mineral Owner:	0	0			
Less TNRCC:	0	0			
Less Min Abatements/VLA:	0	0			
Less Min Freeports/Int State Com:	0	0			
Less Min Unknowns:	0	0			
Less Protest Value:	297,960	4			
<b>Total Losses:</b>	<b>916,513,830</b>				
<b>Total Appraised:</b>	<b>1,195,867,000</b>			Total Appraised:	1,195,867,000
<b>Reimbursable Exemptions</b>					
Homestead H,S:	0	0			
Senior S:	0	0			
Disable B:	0	0			
DV 100%:	2,802,910	61			
<b>Total Reimbursable:</b>	<b>2,802,910</b>	<b>61</b>			
Local Discount:	0	0			
Disable Veteran:	1,724,400	193			
Optional 65:	0	0			
Local Disable:	0	0			
State Homestead:	0	0			
<b>Total Exemptions:</b>	<b>4,527,310</b>				
<b>Net Taxable Value:</b>	<b>1,191,339,690</b>			Net Taxable Value	1,191,339,690

\*\*\*\* Freeze Totals: (This is only for Effective Tax Rate Calculation)

Total Ceiling Tax: 154,972.03  
 Total Freeze Taxable: - 105,662,210  
 New Imp/Pers with Ceiling: + 602,770

\*\*Freeze Adjusted Taxable: 1,086,280,250 \*\*This number DOES NOT represent any Jurisdiction's Certified Taxable Value\*\*

Estimated Total Levy: ((Net Taxable Value - Total Freeze Taxable + New Imp/Pers with Ceiling) \* Tax Rate / 100) + Total Ceiling Tax  
 or (Freeze Adjusted Taxable \* Tax Rate / 100) + Total Ceiling Tax

Count of Homesteads for

H	S	F	B	D	W	O	DV	DV100
8376	2505	0	1131	2	1	2	196	61

H - Homestead	W - Widow
S - Over 65	DV - Disabled Veteran
B - Disabled	O - Over 65 (No HS)

Total Parcels: 54,439  
 Total Owners: 33,744

Special Certified Totals:

Exempt Value of First Time Absolute Exemption: \$552,500  
 Exempt Value of First Time Partial Exemption: \$0  
 Value Loss Due to New AGT/Timber: \$202,390  
 New Imps/New Pers Market Value: \$37,911,900



2015 HISTORY VALUE RECAP

SO TEXAS COLLEGE (62)

Combined Recap

Cat Code	Items	Acres	Total Real	Ag/Timber	Production Mkt	Taxable Land	Total Improvements	Total Personal	Total Mkt Taxable	Total Net Taxable
A1	15,577	4,791.382	116,884,350	0	0	116,884,350	509,924,190	0	626,808,540	619,968,070
A2	994	283.067	6,660,240	0	0	6,660,240	8,067,750	0	14,727,990	14,543,050
A3	1,470	0.000	0	0	0	0	34,894,330	0	34,894,330	30,586,790
A*	18,041	5,074.449	123,544,590	0	0	123,544,590	552,886,270	0	676,430,860	665,097,910
B1	319	91.124	3,482,970	0	0	3,482,970	26,415,800	0	29,898,770	29,874,770
B*	319	91.124	3,482,970	0	0	3,482,970	26,415,800	0	29,898,770	29,874,770
C1	10,942	3,951.403	99,517,460	0	0	99,517,460	0	0	99,517,460	99,416,920
C*	10,942	3,951.403	99,517,460	0	0	99,517,460	0	0	99,517,460	99,416,920
D1	12,874	737,856.635	0	70,186,420	902,622,710	70,186,420	0	0	70,186,420	70,117,450
D2	22	0.000	0	0	0	0	335,580	0	335,580	335,580
D*	12,896	737,856.635	0	70,186,420	902,622,710	70,186,420	335,580	0	70,522,000	70,453,030
E	4,836	29,013.074	51,214,260	0	0	51,214,260	1,319,940	0	52,534,200	52,489,620
E1	415	178.853	499,700	0	0	499,700	5,898,400	0	6,398,100	6,397,770
E*	5,251	29,191.927	51,713,960	0	0	51,713,960	7,218,340	0	58,932,300	58,887,390
F1	1,301	720.838	50,293,420	0	0	50,293,420	122,847,650	0	173,141,070	173,105,070
F2	10	0.000	0	0	0	0	308,000	0	308,000	308,000
F*	1,311	720.838	50,293,420	0	0	50,293,420	123,155,650	0	173,449,070	173,413,070
J5	5	14.381	28,760	0	0	28,760	0	175,780	204,540	204,540
J*	5	14.381	28,760	0	0	28,760	0	175,780	204,540	204,540
L1	3,865	0.000	0	0	0	0	0	85,056,630	85,056,630	85,056,630
L*	3,865	0.000	0	0	0	0	0	85,056,630	85,056,630	85,056,630
M1	479	0.000	0	0	0	0	13,900	3,165,870	3,179,770	3,175,710
M*	479	0.000	0	0	0	0	13,900	3,165,870	3,179,770	3,175,710
S	35	0.000	0	0	0	0	0	5,759,720	5,759,720	5,759,720
S*	35	0.000	0	0	0	0	0	5,759,720	5,759,720	5,759,720
XA1	1	0.534	16,760	0	0	16,760	46,480	0	63,240	0
XB	3	0.000	0	0	0	0	0	1,030	1,030	0
XC	16	0.000	1,640	0	0	1,640	0	0	1,640	0
XE	1	6.330	12,820	0	0	12,820	0	0	12,820	0
XL1	4	0.000	0	0	0	0	0	1,450	1,450	0
XV	1,354	22,702.723	59,169,340	0	0	59,169,340	15,919,720	1,824,180	76,913,240	0
X*	1,379	22,709.587	59,200,560	0	0	59,200,560	15,966,200	1,826,660	76,993,420	0
Totals:	54,523	799,610.344	387,781,720	70,186,420	902,622,710	457,968,140	725,991,740	95,984,660	1,279,944,540	1,191,339,690



2015 HISTORY VALUE RECAP

SO TEXAS COLLEGE (62)

Category	Value	Items	Exempt Value		
HS Real:	0	0	0		
Non-HS Real:	0	0	0		
Production Market:	0	0	0	Total Land Mkt Value:	0
HS Improvements:	0	0	0		
New HS Improvements:	0	0	0		
Non-HS Improvements:	0	0	0		
New Non-HS Improvements:	0	0	0	Total Imps Mkt Value:	0
HS Personal:	0	0	0		
New Personal:	0	0	0		
Non-HS Personal:	0	0	0		
New Non-HS Personal:	0	0	0	Total Pers Mkt Value:	0
<b>Total Real Market:</b>	<b>0</b>	<b>0</b>	<b>0</b>		
MN Value:	442,008,500	39,344			
MN Inv. Value - Real:	491,337,010	678			
MN Inv. Value - Personal:	0	0			
<b>Total Mineral Mkt:</b>	<b>933,345,510</b>	<b>40,022</b>		<b>Total Mineral Mkt:</b>	<b>933,345,510</b>
				<b>Total Market Value:</b>	<b>933,345,510</b>
Land Timber Gain:	0	0			
Production Market:	0	0			
Land Ag 1D Value:	0	0			
Land Ag 1D1 Value:	0	0			
Land Ag Tim Value:	0	0			
Productivity Loss:	0	0		Total Market Taxable:	933,345,510
Less Real Exempt Property:	0	0			
Less \$500 Inc. Real Personal:	0	0			
Other Freeport:	0	0			
Other Allocation:	0	0			
Other Goods In Transit:	0	0			
Other MultiUse:	0	0			
Less Real/Pers Abatements:	0	0			
Less 10% Cap Loss:	0	0			
Less Min Exempt Property:	9,913,370	999			
Less \$500 Inc. Mineral Owner:	415,220	5,823			
Less TNRCC:	193,850	4			
Less Min Abatements/VLA:	0	0			
Less Min Freeports/Int State Com:	0	0			
Less Min Unknowns:	0	0			
Less Protest Value:	0	0			
<b>Total Losses:</b>	<b>10,522,440</b>				
<b>Total Appraised:</b>	<b>922,823,070</b>			<b>Total Appraised:</b>	<b>922,823,070</b>
<b>Reimbursable Exemptions</b>					
Homestead H,S:	0	0			
Senior S:	0	0			
Disable B:	0	0			
DV 100%:	0	0			
<b>Total Reimbursable:</b>	<b>0</b>	<b>0</b>			
Local Discount:	0	0			
Disable Veteran:	0	0			
Optional 65:	0	0			
Local Disable:	0	0			
State Homestead:	0	0			
<b>Total Exemptions:</b>	<b>0</b>				
<b>Net Taxable Value:</b>	<b>922,823,070</b>			<b>Net Taxable Value</b>	<b>922,823,070</b>

\*\*\*\* Freeze Totals: (This is only for Effective Tax Rate Calculation)

Total Ceiling Tax: 0.00  
 Total Freeze Taxable: - 0  
 New Imp/Pers with Ceiling: + 0

\*\*Freeze Adjusted Taxable: 922,823,070 \*\*This number DOES NOT represent any Jurisdiction's Certified Taxable Value\*\*

Estimated Total Levy: ((Net Taxable Value - Total Freeze Taxable + New Imp/Pers with Ceiling) \* Tax Rate / 100) + Total Ceiling Tax  
 or (Freeze Adjusted Taxable \* Tax Rate / 100) + Total Ceiling Tax

Count of Homesteads for

H	S	F	B	D	W	O	DV	DV100
0	0	0	0	0	0	0	0	0

H - Homestead	W - Widow
S - Over 65	DV - Disabled Veteran
B - Disabled	O - Over 65 (No HS)

Total Parcels: 40,022  
 Total Owners: 6,557

Special Certified Totals:

Exempt Value of First Time Absolute Exemption:  
 Exempt Value of First Time Partial Exemption:  
 Value Loss Due to New AGT/Timber:  
 New Imps/New Pers Market Value:



2015 HISTORY VALUE RECAP

SO TEXAS COLLEGE (62)

Combined Recap

Cat Code	Items	Acres	Total Real	Ag/Timber	Production Mkt	Taxable Land	Total Improvements	Total Personal	Total Mkt Taxable	Total Net Taxable
F2	12	0.000	0	0	0	0	266,310,840	0	266,310,840	266,182,440
F*	12	0.000	0	0	0	0	266,310,840	0	266,310,840	266,182,440
G1	32,527	0.000	0	0	0	0	431,685,370	0	431,685,370	431,685,370
G*	32,527	0.000	0	0	0	0	431,685,370	0	431,685,370	431,685,370
J2	3	0.000	0	0	0	0	228,830	0	228,830	228,830
J3	59	0.000	0	0	0	0	46,845,910	0	46,845,910	46,845,910
J4	48	0.000	0	0	0	0	10,353,350	0	10,353,350	10,353,350
J6	202	0.000	0	0	0	0	90,846,330	0	90,846,330	90,846,330
J6A	2	0.000	0	0	0	0	64,680	0	64,680	64,680
J7	4	0.000	0	0	0	0	4,150,990	0	4,150,990	4,150,990
J8	123	0.000	0	0	0	0	31,225,620	0	31,225,620	31,160,170
J*	441	0.000	0	0	0	0	183,715,710	0	183,715,710	183,650,260
L1L	1	0.000	0	0	0	0	12,540	0	12,540	12,540
L1T	3	0.000	0	0	0	0	416,860	0	416,860	416,860
L2A	1	0.000	0	0	0	0	595,720	0	595,720	595,720
L2C	25	0.000	0	0	0	0	4,325,390	0	4,325,390	4,325,390
L2E	1	0.000	0	0	0	0	1,294,020	0	1,294,020	1,294,020
L2F	2	0.000	0	0	0	0	8,347,000	0	8,347,000	8,347,000
L2G	53	0.000	0	0	0	0	11,395,730	0	11,395,730	11,395,730
L2H	22	0.000	0	0	0	0	412,690	0	412,690	412,690
L2I	7	0.000	0	0	0	0	797,890	0	797,890	797,890
L2J	12	0.000	0	0	0	0	241,240	0	241,240	241,240
L2L	3	0.000	0	0	0	0	256,330	0	256,330	256,330
L2M	10	0.000	0	0	0	0	651,230	0	651,230	651,230
L2O	1	0.000	0	0	0	0	1,100	0	1,100	1,100
L2P	48	0.000	0	0	0	0	7,076,170	0	7,076,170	7,076,170
L2Q	31	0.000	0	0	0	0	5,481,090	0	5,481,090	5,481,090
L*	220	0.000	0	0	0	0	41,305,000	0	41,305,000	41,305,000
XC	5,823	0.000	0	0	0	0	415,220	0	415,220	0
XG1	998	0.000	0	0	0	0	9,908,870	0	9,908,870	0
XL2	1	0.000	0	0	0	0	4,500	0	4,500	0
X*	6,822	0.000	0	0	0	0	10,328,590	0	10,328,590	0
Totals:	40,022	0.000	0	0	0	0	933,345,510	0	933,345,510	922,823,070



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

Approval to process payments to the Hidalgo County Appraisal District and Starr County Appraisal District for allocated cost, as described below, is requested.

Purpose – The Hidalgo County Appraisal District and the Starr County Appraisal District perform property valuation assessments for taxes imposed during the tax year. The College’s allocated cost for property valuation services is provided annually.

Justification - The Hidalgo County Appraisal District and Starr County Appraisal District are considered a sole source and the College and other taxing entities are required to use their services to determine the assessed valuation of properties.

Background - Each year the chief appraiser prepares a proposed budget for the operations of the appraisal district for the following tax year. The County’s Appraiser submits copies of the budget to each taxing unit participating in the district and an estimate of the amount of the budget that will be allocated to each taxing unit.

Texas Property Tax Code Chapter 6 Section 6.06 (d) Appraisal District Budget and Financing indicates that the cost is allocated as follows: “Each taxing unit participating in the district is allocated a portion of the amount of the budget equal to the proportion that the total dollar amount of property taxes imposed in the district by the unit for the tax year in which the budget proposal is prepared bears to the sum of the total dollar amount of property taxes imposed in the district by each participating unit for that year”.

Each taxing unit pays its allocation in four equal payments.

The tax year 2015 projected allocations, per the District’s budgets, are \$599,139.00 for Hidalgo County Appraisal District and \$101,082.80 for Starr County Appraisal District, for a total of \$700,221.80. The first quarterly invoice is due by December 31, 2015 for Starr County and by February 4, 2016 for Hidalgo County.

The Tax Year 2015 allocations changed from the Tax Year 2014 allocations as follows:

	<u>2014</u>	<u>2015</u>	<u>Difference</u>
Hidalgo County	\$ 572,136.00	\$ 599,139.00	\$ 27,003.00
Starr County	99,314.00	101,082.80	1,768.80
<b>Total</b>	<u><u>\$ 671,450.00</u></u>	<u><u>\$ 700,221.80</u></u>	<u><u>\$ 28,771.80</u></u>

The changes are based on the new year budgets of each Appraisal District.

Funding Source – Funds for these expenditures are budgeted in the Hidalgo Appraisal/Collection Fee budget and the Starr Appraisal/Collection Fee budget for FY 2015-2016.

Enclosed Documents – The FY 2016 (Tax Year 2015) allocation payments for Hidalgo and Starr County Appraisal Districts follow in the packet for the Board's information and review.

The Finance and Human Resources Committee recommended Board approval of the payments to the Hidalgo County Appraisal District and the Starr County Appraisal District for the allocated cost as stated in the Texas Property Tax Code, Chapter 6, Section 6.06 (e) and as presented as presented.

**Recommendation:**

It is recommended that the Board of Trustees of South Texas College approve and authorize the payments to the Hidalgo County Appraisal District and the Starr County Appraisal District for the allocated cost as stated in the Texas Property Tax Code, Chapter 6, Section 6.06 (e) and 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 payments to the Hidalgo County Appraisal District and the Starr County Appraisal District for the allocated cost as stated in the Texas Property Tax Code, Chapter 6, Section 6.06 (e) and as presented

**2016 PROJECTED  
ENTITY ASSESSMENT**

ENTITY:	2015 Tax Levied	2015 Percent	2015 Assessment	2016 Official Assessment
Hidalgo County	\$178,719,088	23.27%	\$ 1,813,008.00	\$ 1,898,263.00
Drainage Dist.#1	\$28,458,055	3.71%	\$ 288,690.00	\$ 302,267.00
Entity Totals	\$ 207,177,143	26.98%	\$ 2,101,698.00	\$ 2,200,530.00
 <u>Fire Districts:</u>				
EMS District #1	\$133,465	0.02%	\$ 1,327.00	\$ 1,418.00
EMS District #2	\$268,790	0.04%	\$ 2,763.00	\$ 2,855.00
EMS District #3	\$486,228	0.06%	\$ 4,739.00	\$ 5,165.00
EMS District #4	\$199,598	0.03%	\$ 2,110.00	\$ 2,120.00
Entity Totals	\$1,088,081	0.14%	\$ 10,939.00	\$ 11,558.00
 <u>Irrigation Districts:</u>				
Donna #1	\$498,884	0.06%	\$ 5,000.00	\$ 5,299.00
Delta Lake	\$389,953	0.05%	\$ 3,705.00	\$ 4,142.00
Kennedy Co GCD	\$1,195	0.0002%	\$ 5.00	\$ 13.00
Brush Country GCD	\$558	0.00007%	\$ 4.00	\$ 6.00
Red Sands GCD	\$69,487	0.01%	\$ 739.00	\$ 738.00
Entity Totals	\$960,076	0.12%	\$ 9,453.00	\$ 10,198.00

**2016 PROJECTED  
ENTITY ASSESSMENT**

ENTITY:	2015 Tax Levied	2015 Percent	2015 Assessment	2016 Official Assessment
<u>Cities:</u>				
Alamo	\$3,153,642	0.41%	\$ 33,059.00	\$ 33,496.00
Alton	\$1,506,835	0.20%	\$ 15,639.00	\$ 16,005.00
Donna	\$4,913,579	0.64%	\$ 54,501.00	\$ 52,189.00
Edcouch	\$448,734	0.06%	\$ 4,575.00	\$ 4,766.00
Edinburg	\$24,213,337	3.15%	\$ 243,213.00	\$ 257,182.00
Elsa	\$1,330,699	0.17%	\$ 13,877.00	\$ 14,134.00
Granjeno	\$18,267	0.00%	\$ 201.00	\$ 194.00
Hidalgo	\$1,836,354	0.24%	\$ 18,288.00	\$ 19,505.00
La Joya	\$705,824	0.09%	\$ 7,542.00	\$ 7,497.00
La Villa	\$187,317	0.02%	\$ 3,638.00	\$ 1,989.00
McAllen	\$39,413,347	5.13%	\$ 400,553.00	\$ 418,629.00
Mercedes	\$3,950,648	0.51%	\$ 43,038.00	\$ 41,961.00
Mission	\$19,067,827	2.48%	\$ 198,128.00	\$ 202,529.00
Palmview	\$1,910,200	0.25%	\$ 13,098.00	\$ 20,289.00
Penitas	\$1,014,365	0.13%	\$ 9,560.00	\$ 10,774.00
Progreso	\$573,948	0.07%	\$ 6,200.00	\$ 6,096.00
Pharr	\$16,681,597	2.17%	\$ 173,922.00	\$ 177,184.00
San Juan	\$6,363,986	0.83%	\$ 65,719.00	\$ 67,595.00
Sullivan City	\$399,794	0.05%	\$ 3,737.00	\$ 4,246.00
Weslaco	\$10,995,171	1.43%	\$ 107,878.00	\$ 116,786.00
Entity Totals	\$138,685,467	18.06%	\$ 1,416,366.00	\$ 1,473,046.00
<u>Schools:</u>				
Donna	\$14,098,249	1.84%	\$ 153,874.00	\$ 149,744.00
Edcouch-Elsa	\$3,699,253	0.48%	\$ 37,830.00	\$ 39,292.00
Edinburg	\$67,092,002	8.74%	\$ 695,963.00	\$ 712,617.00
Hidalgo	\$6,374,932	0.83%	\$ 69,133.00	\$ 67,711.00
La Joya	\$28,249,404	3.68%	\$ 298,793.00	\$ 300,051.00
La Villa	\$940,703	0.12%	\$ 14,319.00	\$ 9,992.00
Lyford	\$120,402	0.02%	\$ 1,326.00	\$ 1,279.00
McAllen	\$72,967,218	9.50%	\$ 768,465.00	\$ 775,021.00
Mercedes	\$6,281,014	0.82%	\$ 71,871.00	\$ 66,714.00
Mission	\$23,686,232	3.08%	\$ 242,852.00	\$ 251,584.00
Monte Alto	\$1,226,712	0.16%	\$ 12,438.00	\$ 13,030.00
PSJA	\$54,069,974	7.04%	\$ 554,186.00	\$ 574,304.00
Progreso	\$1,851,990	0.24%	\$ 20,784.00	\$ 19,671.00
Sharyland	\$38,023,078	4.95%	\$ 386,307.00	\$ 403,862.00
So Tx College	\$56,408,070	7.35%	\$ 572,136.00	\$ 599,139.00
South Texas ISD	\$15,583,486	2.03%	\$ 157,639.00	\$ 165,520.00
Valley View	\$6,281,938	0.82%	\$ 62,909.00	\$ 66,724.00
Weslaco	\$23,079,685	3.01%	\$ 245,110.00	\$ 245,141.00
Entity Total	\$ 420,034,342	54.70%	\$ 4,365,935.00	\$ 4,461,396.00
GRAND TOTALS	\$ 767,945,110	100%	\$ 7,904,391.00	\$ 8,156,728.00
BUDGET TOTAL			\$ 7,904,391.00	\$ 8,156,728.00



**STARR COUNTY APPRAISAL DISTRICT**  
**100 N FM 3167, STE# 300**  
**RIO GRANDE CITY, TEXAS 78582**  
**PHONE: 956-487-5613 FAX: 956-487-8555**

**BOARD OF DIRECTORS**

*Arturo S. Perez, Chairman*  
*Eduardo Ramirez, Secretary*  
*Eloy Garza, Member*  
*Raul Pena Jr., Member*  
*Daniel J. Garcia, Member*

*ROSALVA GUERRA*  
*CHIEF APPRAISER*

*NOVEMBER 06, 2015*

**ALLOCATIONS FOR 2016**

RIO GRANDE CITY C.I.S.D.	\$18,539,262.77	33.01	\$484,287.86
SAN ISIDRO I.S.D	\$3,216,495.00	5.73	\$ 84,064.51
ROMA I.S.D	\$ 5,719,168.15	10.18	\$149,350.21
STARR COUNTY (I&S & FM/FC& STARR CO DRAINAGE DIST)	\$16,319,253.00	29.05	\$426,190.92
STARR COUNTY HOSP.	\$ 5,245,054.12	9.34	\$137,026.62
SOUTH TEXAS COLLEGE	\$ 3,871,198.83	6.89	\$101,082.80
CITY OF ROMA	\$ 865,234.00	1.54	\$ 22,593.25
CITY OF R.G.C.	\$ 2,281,343.67	4.06	\$ 59,564.03
CITY OF ESCOBARES	\$ 111,885.44	.20	\$ 2,934.19
	\$ 56,168,892.00	100%	\$ 1,467,094.39

Respectfully,

Rosalva Guerra  
 Chief Appraiser  
 Starr County Appraisal District

## **Review and Action as Necessary on Disposal/Recycle of Technology and Electronic Items with an Original Value of \$1,000 and Over**

Approval is requested for the disposal/recycle of technology and electronic items with an original value of \$1,000 and over through the Texas Department of Criminal Justice (TDCJ), a state of Texas agency approved to properly recycle technology and electronic items.

Purpose – The Fixed Asset/Inventory Department is requesting the disposal/recycle of technology and electronic items to be in compliance with the Environmental Protection Agency (EPA) regulations. TDCJ provides an environmentally sound way to dispose of surplus technology equipment.

Justification – As technology and electronic items become obsolete, out of warranty or not functioning, it is disposed of according to South Texas Board Policy #5135 Disposal of Surplus Property. TDCJ is the method of disposal to comply with all EPA regulations. They will clean data from all systems, recycle systems that can be repaired for inmate training or donation to schools and damaged systems are properly disposed of.

The technology and electronic items are located at the South Texas College, Receiving Department, 3700 West Military Hwy Building D., McAllen, Texas.

Reviewers – These items have been inspected by the Technology Resources (TR), Instructional Technologies, and approved by the Interim Vice President for Information Services, Planning & Strategic Initiatives to be disposed after Board approval.

Enclosed Documents – A listing of the technology and electronic items to be disposed/recycled follows in the packet for the Board's information and review.

Mary Elizondo, Vice President for Finance and Administrative Services, and Becky Cavazos, Director of Purchasing, will be present at the December 8, 2015 Finance and Human Resources Committee meeting to address any questions by the committee.

It is requested that the Finance and Human Resources Committee recommend for Board approval at the December 15, 2015 Board meeting, the disposal/recycle of technology and electronic items with an original value of \$1,000 and over through the Texas Department of Criminal Justice (TDCJ), a State of Texas agency approved to properly recycle technology and electronic items as presented.

The Finance and Human Resources Committee recommended Board approval to dispose of/recycle technology and electronic items with an original value of \$1,000 and over through the Texas Department of Criminal Justice (TDCJ), a State of Texas agency approved to properly recycle technology and electronic items as presented.

**Recommendation:**

It is recommended that the Board of Trustees of South Texas College approve and authorize the disposal/recycling of technology and electronic items with an original value of \$1,000 and over through the Texas Department of Criminal Justice (TDCJ), a State of Texas agency approved to properly recycle technology and electronic items 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 disposal/recycling of technology and electronic items with an original value of \$1,000 and over through the Texas Department of Criminal Justice (TDCJ), a State of Texas agency approved to properly recycle technology and electronic items as presented.

**Approval Recommended:**

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

**SOUTH TEXAS COLLEGE**  
**TECHNOLOGY AND ELECTRONIC ITEMS FOR DISPOSAL/RECYCLE WITH VALUE OF \$1,000 AND OVER**  
**DECEMBER 15, 2015**

Pallet	Qty	Description	Silver Tag	Serial Number	Grant Tag	Purchase Date	Amount	Net Value	Ptag	Condition
79	1 ea	Xerox 4220 Laser Printer	0000000004			8/31/1995	\$ 7,500.00	\$ -	000001258	Obsolete
53	1 ea	TurboStack TS24TR RS232 Terminal	0000000831	A070615181		1/7/1997	\$ 1,148.00		000000831	Obsolete
64	1 ea	Cisco 2500 Catalyst Network Switch	0000001203	250095015		6/17/1997	\$ 2,196.55		000001618	Obsolete
61	1 ea	IBM 9404Application System/400 Server	0000001003	10-337479		6/27/1997	\$ 13,000.00	\$ -	000001034	Incomplete
51	1 ea	Sencore AM FM Stereo Analyzer	0000000975	6130774M		8/22/1997	\$ 2,495.00		000001217	Obsolete
76	1 ea	Phillips Full Size Television	0000001393	66233604		11/6/1997	\$ 1,397.29		000001957	Damage
72	1 ea	HP 5P LaserJet Printer	0000001417	USHB112868		1/22/1998	\$ 2,015.00		000002093	Damage
74	1 Pallet	Library Magnetic Anti Theft Detector	0000001776			3/13/1998	\$ 6,415.00	\$ -	000002229	Obsolete
67	1 ea	Gateway Laptop Solo 2500	16746	BC698332534		8/19/1998	\$ 2,199.00		000002512	Obsolete
45	1 ea	HP LaserJet 4000 Printer	0000002243	USMB246502		11/5/1998	\$ 1,081.00		000002871	Obsolete
45	1 ea	HP LaserJet 4000 Printer	0000002244	USMB246505		11/5/1998	\$ 1,081.00		000002872	Obsolete
76	1 ea	Braille Blazer Printer	0000002250	0005072	5000000308	11/11/1998	\$ 2,356.66		000003017	Obsolete
53	1 ea	WallinFord Computer	0000002251	9810589K	5000000310	11/11/1998	\$ 5,850.67	\$ -	000003018	Obsolete
66	1 ea	HP Netserver LH Server	0000002245	US84001687		11/12/1998	\$ 8,695.06	\$ -	000003897	Obsolete
40	1 ea	HP LaserJet 4050TN Printer	0000003236	USQA043317		4/29/1999	\$ 1,427.00		000003761	Obsolete
40	1 ea	HP LaserJet 4050TN Printer	0000003235	USQF023499		4/29/1999	\$ 1,427.00		000003760	Obsolete
51	1 ea	Telex P170 LCD Projector	0000003057	14027	5000000442	8/19/1999	\$ 1,399.00		000003678	Obsolete
47	1 ea	HP LaserJet 4050 Printer	0000003263	USCC061726		10/29/1999	\$ 1,518.00		000004096	Obsolete
57	1 ea	HP LaserJet 4050 Printer	0000003269	USBB138471		11/2/1999	\$ 1,081.00		000004100	Damage
61	1 ea	Gateway Computer	0000003323	0016441274		12/8/1999	\$ 1,297.00		000004071	Obsolete
61	1 ea	Sanyo Pro X Projector	0000003410	G9905449		12/21/1999	\$ 3,195.00		000004023	Obsolete
64	1 ea	Gateway Solo Laptop	0000003414	BC599281378		1/12/2000	\$ 2,500.00		000004052	Obsolete
62	1 ea	Gateway GP7-500 Computer	0000003446	0017356416	5000000327	2/3/2000	\$ 1,666.00		000004155	Obsolete
66	1 ea	HP 18GB Hot Swap Hard Drive	0000003504	LRA01016		2/28/2000	\$ 1,182.50		000004200	Obsolete
66	1 ea	HP 18GB Hot Swap Hard Drive	0000003505	LRA15000		2/28/2000	\$ 1,182.50		000004201	Obsolete
47	1 ea	HP 4050 Printer	0000003690	USCC124373		5/2/2000	\$ 1,615.67		000004578	Obsolete
54	1 ea	M & A Computer	0000004056	E2K0844181		5/24/2000	\$ 1,488.59		000005265	Obsolete
68	1 ea	M & A Computer	0000003909	E2K0844279		5/24/2000	\$ 1,488.59		000005424	Obsolete
60	1 ea	HP Color LaserJet 4500 Printer	0000003843	JPHCB07680		5/26/2000	\$ 2,280.00		000004491	Obsolete
63	1 ea	M & A Computer	0000005031	E2K0850763		8/23/2000	\$ 1,267.23		000005031	Obsolete
50	1 ea	HP LaserJet 4050TN Printer	0000004846	USCC124763		8/23/2000	\$ 1,574.00		000005239	Obsolete
51	1 ea	HP LaserJet 4050TN Printer	0000004866	USCC118259		8/23/2000	\$ 1,574.00		000005224	Obsolete
61	1 ea	HP LaserJet 4050TN Printer	0000004848	USCC118943		8/23/2000	\$ 1,574.00		000005226	Obsolete
75	1 ea	M & A Computer	0000005442	E2K0851494		8/31/2000	\$ 1,156.74		000005108	Obsolete
64	1 ea	HP LaserJet 4050TN Printer	0000005584	USQX086620	5000001182	11/22/2000	\$ 1,540.00		000005803	Obsolete
70	1 ea	HP Color LaserJet 4550DN Printer	0000005631	USBB358463	5000002346	12/19/2000	\$ 3,748.00		000005798	Obsolete
53	1 ea	Braille Blazer Printer	0000004782	6236	5000001128	1/4/2001	\$ 2,332.00		000005846	Obsolete
76	1 ea	Braille Blazer Printer	0000004783	0006421	5000001129	1/4/2001	\$ 2,332.00		000005847	Obsolete
76	1 ea	Braille Blazer Printer	0000004784	0006420	5000001130	1/4/2001	\$ 2,332.00		000005848	Obsolete
67	1 ea	Dell GX400 OptiPlex Desktop Computer	0000005892	D6N3M01	5000002483	1/9/2001	\$ 1,312.00		000006498	Obsolete
66	1 ea	Proliant ML350 Processor	0000004664	D106F91K19		4/2/2001	\$ 4,280.63		000006171	Obsolete
64	1 ea	Compaq Proliant ML-530 Server	0000004575	D115FPW1K009		6/7/2001	\$ 1,901.71		000006363	Obsolete
77	1 ea	HP LaserJet 2200DTN Printer	0000012999	USBRB06499		6/18/2001	\$ 1,418.77		000006956	Obsolete
76	1 ea	Dell GX400 OptiPlex Desktop Computer	0000005732	7WN3M01	5000002585	6/20/2001	\$ 1,312.00		000006520	Obsolete
76	1 ea	Dell GX400 OptiPlex Desktop Computer	0000005731	8WN3M01	5000002584	6/20/2001	\$ 1,312.00		000006519	Obsolete
75	1 ea	Gateway E3400 Computer	0000006497	0023925184		6/27/2001	\$ 1,609.00		000006542	Obsolete
68	1 ea	Gateway E3400 Computer	0000006044	0024340421	5000002897	7/18/2001	\$ 1,467.00		000006722	Obsolete
66	1 ea	HP (Compaq) Proliant 320 Server	0000006461		5000002317	7/18/2001	\$ 3,115.19		000006670	Obsolete
64	1 ea	AVAYA Uninterruptible Power Supply	0000006119	TT21681398		8/6/2001	\$ 1,603.08		000006969	Obsolete
64	1 ea	AVAYA Model Map 40 CPU	0000006138	01DR07580651		8/6/2001	\$ 106,068.27	\$ -	000006968	Obsolete
47	1 ea	Extron Server	0000006106	606970038		8/31/2001	\$ 2,211.84		000006882	Obsolete
47	1 ea	Extron Server	0000006131	606970043		8/31/2001	\$ 2,211.84		000006884	Obsolete
47	1 ea	Extron Server	0000006113	606970042		8/31/2001	\$ 2,211.84		000006881	Obsolete
47	1 ea	Extron Server	0000006121	606970036		8/31/2001	\$ 2,211.84		000006879	Obsolete
47	1 ea	Extron Server	0000006142	606970030		8/31/2001	\$ 2,211.84		000006880	Obsolete
47	1 ea	Extron Server	0000006151	606970037		8/31/2001	\$ 2,211.84		000006877	Obsolete
47	1 ea	Extron Server	0000006134	606970029		8/31/2001	\$ 2,211.84		000006878	Obsolete
40	1 ea	Dell OptiPlex GX280 Desktop Computer	0000011614	HLJ3G61		9/1/2001	\$ 1,251.00		000011690	Obsolete
40	1 ea	Dell OptiPlex GX280 Desktop Computer	0000011350	8W75G61		9/1/2001	\$ 1,251.00		000011426	Obsolete
40	1 ea	Dell OptiPlex GX280 Desktop Computer	0000011352	8X75G61		9/1/2001	\$ 1,251.00		000001352	Obsolete

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Pallet	Qty	Description	Silver Tag	Serial Number	Grant Tag	Purchase Date	Amount	Net Value	Ptag	Condition
40	1 ea	Dell OptiPlex GX280 Desktop Computer	0000011515	4BL5G61		9/1/2001	\$ 1,251.00		0000011515	Obsolete
68	1 ea	Savin All in One Printer Fax	000005789	81410300107		9/19/2001	\$ 3,605.00		000007124	Obsolete
47	1 ea	Sharp Projector	0000006933	105320730	5000000951	11/13/2001	\$ 5,019.05	\$ -	000007513	Obsolete
47	1 ea	Sharp Projector	0000006922	105320719	5000000953	11/13/2001	\$ 5,019.05	\$ -	000007516	Obsolete
47	1 ea	Sharp Projector	0000006912	105317255	5000000955	11/13/2001	\$ 6,819.05	\$ -	000007521	Obsolete
64	1 ea	AVAYA Definity Uninterruptible Power Supply	22413			11/28/2001	\$ 9,269.00	\$ -	000007492	Obsolete
NF 1	1 ea	Gateway ELP-500C Computer	0000006332	25673458		12/20/2001	\$ 1,110.00		000007197	Obsolete
68	1 ea	Dell OptiPlex GX240 Desktop Computer	0000006606	51QL411	5000003622	1/9/2002	\$ 1,091.00		000007081	Obsolete
68	1 ea	Dell OptiPlex GX240 Desktop Computer	0000006601	7YPL411		1/9/2002	\$ 1,091.00		000007077	Obsolete
68	1 ea	Dell OptiPlex GX240 Desktop Computer	0000006604	9YPL411	5000003620	1/9/2002	\$ 1,091.00		000007079	Obsolete
68	1 ea	Dell OptiPlex GX240 Desktop Computer	0000006605	D0QL411	5000003621	1/9/2002	\$ 1,091.00		000007080	Obsolete
41	1 ea	HP Proliant DL380 Server	22655			2/4/2002	\$ 5,922.00	\$ -	000007493	Obsolete
60	1 ea	Cannon Video Visualizer	0000006814	2321100118	5000003865	3/18/2002	\$ 1,414.23		000007455	Obsolete
77	1 ea	Cisco 3500 Server	0000008339	FAB0603P281		3/20/2002	\$ 3,576.80		000007458	Obsolete
57	1 ea	Feedback 58-121 Controller	0000006233	58121/10/6	5000003853	3/21/2002	\$ 15,425.00	\$ -	000007468	Obsolete
68	1 ea	Compaq Evo N180 Laptop	0000006827	2V23FP8ZNOLE		4/4/2002	\$ 2,077.00		000007675	Obsolete
60	1 ea	Classroom Performance System	27082			4/8/2002	\$ 2,045.00		000007565	Obsolete
18	1 ea	Dell OptiPlex GX240 Desktop Computer	6978	9RD9K11	5000004061	6/10/2002	\$ 1,342.00			Obsolete
18	1 ea	Dell OptiPlex GX240 Desktop Computer	6977	6SD9K11		6/10/2002	\$ 1,342.00			Obsolete
18	1 ea	Dell OptiPlex GX240 Desktop Computer	6979	JTD9K11	5000004062	6/10/2002	\$ 1,342.00			Obsolete
68	1 ea	Dell OptiPlex GX240 Desktop Computer	0000007713	9TD9K11	5000004050	6/12/2002	\$ 1,416.00		000007967	Obsolete
68	1 ea	Dell OptiPlex GX240 Desktop Computer	0000006987	FSD9K11	5000004049	6/12/2002	\$ 1,416.00		000007966	Obsolete
68	1 ea	Dell OptiPlex GX240 Desktop Computer	0000007740	HRD9K11	5000004054	6/12/2002	\$ 1,416.00		000007971	Obsolete
68	1 ea	Dell OptiPlex GX240 Desktop Computer	0000007719	2TD9K11	5000004055	6/12/2002	\$ 1,416.00		000007972	Obsolete
60	1 ea	Apple iMac Computer	0000007002	QT22404SMDL		6/13/2002	\$ 4,757.00		000008023	Obsolete
73	1 ea	Smartboard System	0000007006	30005396	5000004064	6/24/2002	\$ 14,900.00	\$ -	000007800	Obsolete
68	1 ea	Dell OptiPlex GX260 Desktop Computer	0000006909	74NXK11		6/25/2002	\$ 2,133.66		000008130	Obsolete
68	1 ea	Dell OptiPlex GX260 Desktop Computer	0000007154	77ZFM11		7/9/2002	\$ 1,462.88		000008294	Obsolete
68	1 ea	Compaq Evo N180 Laptop	0000007169	6D26FPSZR034		7/12/2002	\$ 2,166.00		000008007	Obsolete
68	1 ea	Compaq Evo N180 Laptop	0000007173	6D26FPSZR021		7/12/2002	\$ 2,166.00		000008011	Obsolete
63	1 ea	Dell OptiPlex GX240 Desktop Computer	0000007764	DHJFK11		7/15/2002	\$ 2,104.21		000008087	Obsolete
62	1 ea	Axis Computer	0000007263	408C547520		7/30/2002	\$ 4,950.00		000008260	Obsolete
76	1 ea	Braille Blazer Printer	0000007271	0007166	5000004366	8/1/2002	\$ 4,065.00		000012654	Obsolete
76	1 ea	Braille Blazer Printer	0000007273	0007165	5000004367	8/1/2002	\$ 4,065.00		000012652	Obsolete
76	1 ea	Braille Blazer Printer	0000007272	0007170	5000004368	8/1/2002	\$ 4,665.00		000012653	Obsolete
61	1 ea	Dell OptiPlex GX240 Desktop Computer	0000007208	70MBM11		8/5/2002	\$ 1,726.46		000007901	Obsolete
51	1 ea	Dell Dimension 8200 Desktop Computer	0000007902	4PKFN11		8/21/2002	\$ 1,822.60		000008149	Obsolete
62	1 ea	Dell Dimension 8200 Desktop Computer	0000007904	JQKFN11		8/21/2002	\$ 1,822.60		000008151	Obsolete
55	1 ea	Sharp PG-C30XU Projector	0000007882	111326048	5000004490	8/28/2002	\$ 2,000.64		000008430	Obsolete
61	1 ea	Compaq Proliant ML570 Server	0000007889	D226CXG3D094	5000004483	8/28/2002	\$ 42,711.00	\$ -	000008342	Obsolete
60	1 ea	Dell OptiPlex GX260 Desktop Computer	0000008049	DJR7V11		9/6/2002	\$ 1,283.00		000008528	Obsolete
18	1 ea	Dell OptiPlex GX260 Desktop Computer	8068	HGCQV11		9/12/2002	\$ 1,920.68			Obsolete
62	1 ea	Dell OptiPlex GX260 Desktop Computer	0000008020	JNS7V11		9/16/2002	\$ 1,283.00		000008499	Obsolete
40	1 ea	Dell OptiPlex GX260 Desktop Computer	0000008062	7C5KV11		9/16/2002	\$ 1,413.80		000008541	Obsolete
44	1 ea	Dell OptiPlex GX260 Desktop Computer	0000008061	6C5KV11		9/16/2002	\$ 1,413.80		000008540	Obsolete
51	1 ea	Dell OptiPlex GX260 Desktop Computer	0000007696	5BJDY11		10/7/2002	\$ 1,142.00		000008634	Obsolete
61	1 ea	Dell OptiPlex GX260 Desktop Computer	0000007686	JDJDY11		10/7/2002	\$ 1,142.00		000008621	Obsolete
60	1 ea	Dell OptiPlex GX260 Desktop Computer	0000007412	7C17021		10/19/2002	\$ 1,842.92		000008587	Obsolete
75	1 ea	HP Laser Jet 4100 Printer	21909	USLND30031		10/29/2002	\$ 1,165.00		00008966	Damage
57	1 ea	Canon DR20C Scanner	0000007602	CQ300782		11/21/2002	\$ 3,845.67		000008676	Obsolete
67	1 ea	Dell OptiPlex GX260 Desktop Computer	0000007559	52C1421		12/3/2002	\$ 1,428.20		000008855	Obsolete
64	1 ea	Dell OptiPlex GX260 Desktop Computer	0000007549	BRWZ321		12/3/2002	\$ 1,463.48		000008982	Obsolete
66	1 ea	HP Proliant Server	22437	D245KJN2D053		12/5/2002	\$ 5,166.00	\$ -	000009181	Obsolete
50	1 ea	Epson Perfection 1660 Scanner	0000008101	ETAW020104		12/6/2002	\$ 1,304.00		000008915	Obsolete
63	1 ea	Epson Perfection 1660 Scanner	0000008103	ETAW020121		12/6/2002	\$ 1,304.00		000008917	Obsolete
61	1 ea	HP LaserJet 4200N Printer	0000007522	CNBX306237		12/6/2002	\$ 1,469.00		000008900	Obsolete
51	1 ea	Dell OptiPlex GX260 Desktop Computer	0000007533	82L4421		12/6/2002	\$ 2,081.00		000008995	Obsolete
53	1 ea	Braille Blazer Printer	0000008106	7078		12/6/2002	\$ 2,429.00		000008912	Obsolete
70	1 ea	Dell Inspiron 2650 Laptop	0000007480	HDL1421		12/10/2002	\$ 1,404.65		000008989	Obsolete

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67	1 ea	Dell OptiPlex GX260 Desktop Computer	000008131	D2PL821		1/9/2003	\$ 1,920.68		00008847	Obsolete
51	1 ea	HP Compaq Evo N800v	000008217	5Y31KSQZ600C		1/17/2003	\$ 1,873.00		00008908	Obsolete
51	1 ea	Dell OptiPlex GX260 Desktop Computer	000008230	GZZ7B21		1/24/2003	\$ 1,534.76		00009111	Obsolete
18	1 ea	Dell OptiPlex GX260 Computer	8258	899VC21	500005068	1/29/2003	\$ 1,242.61			Obsolete
63	1 ea	Dell OptiPlex GX260n Desktop Computer	000008267	H80VB21		1/29/2003	\$ 1,873.00		00009097	Obsolete
61	1 ea	Compaq Proliant ML330 Server	000007795	6J25JV1W005		2/21/2003	\$ 5,047.00	\$ -	00009171	Obsolete
61	1 ea	HP LaserJet 4200 Printer	000008324	USBNP09193		5/8/2003	\$ 1,378.00		00009208	Obsolete
64	1 ea	HP LaserJet 4200 Printer	000008324	USBNP09193		5/8/2003	\$ 1,378.00		00009208	Obsolete
53	1 ea	Dell OptiPlex GX280 Desktop Computer	0000011791	7WK7S71		7/1/2003	\$ 1,315.47		000011876	Obsolete
53	1 ea	Dell OptiPlex GX270 Desktop Computer	000008421	3FS4431		7/24/2003	\$ 1,367.40		00009261	Obsolete
53	1 ea	Dell OptiPlex GX270 Desktop Computer	000008489	JFNCB31	500004570	8/27/2003	\$ 1,126.00		00009243	Obsolete
66	1 ea	Proliant 380 Server	000008519	D327KJN2H156		8/28/2003	\$ 5,415.81	\$ -	00009329	Obsolete
48	1 ea	Dell OptiPlex GX270 Desktop Computer	000008544	CV86M31		10/10/2003	\$ 1,840.00		00009593	Obsolete
63	1 ea	Dell OptiPlex GX270 Desktop Computer	000008617	J054P31		10/28/2003	\$ 1,553.00		00009461	Obsolete
64	1 ea	Dell OptiPlex GX270 Desktop Computer	000008589	9Q3PN31	500006010	10/28/2003	\$ 1,791.40		00009449	Obsolete
64	1 ea	Dell OptiPlex GX270 Desktop Computer	000008591	FP3PN31		10/28/2003	\$ 1,791.40		00009451	Obsolete
76	1 ea	Dell OptiPlex GX270 Desktop Computer	000008619	2Q3PN31	500006068	10/28/2003	\$ 1,791.40		00009444	Obsolete
77	1 ea	Dell Inspiron 5150 Laptop	000008625	CDNMN31		10/31/2003	\$ 2,561.95		00009432	Obsolete
68	1 ea	Dell OptiPlex GX270 Desktop Computer	0000010511	DF49V31		12/4/2003	\$ 1,695.23		00009652	Obsolete
61	1 ea	Compaq Pasario EVO N10C Laptop	0000010529	USD34800H8		12/9/2003	\$ 1,984.00		00009677	Obsolete
51	1 ea	HP Compaq nx9010 Laptop with Carrying Case	000008675	USD34900NS		12/11/2003	\$ 1,475.00		00009678	Obsolete
53	1 ea	Compaq EVO N800C Laptop	000008321	USD34901D7		12/11/2003	\$ 2,316.00		00009436	Obsolete
63	1 ea	Dell OptiPlex GX270 Desktop Computer	0000010582	74J7041		12/17/2003	\$ 1,325.12		00009477	Obsolete
55	1 ea	EIKI LC-NB3E Notebook Projector	000008744	G39A7478		12/17/2003	\$ 1,786.96		00009556	Obsolete
77	1 ea	WACOM Monitor	000009345	3HFP00200	500005434	12/17/2003	\$ 3,155.00		00009997	Obsolete
67	1 ea	Note Vision Projector	000008754	306321028		1/9/2004	\$ 1,891.75		00009736	Obsolete
67	1 ea	Note Vision Projector	000008747	306321290		1/9/2004	\$ 2,299.24		00009729	Obsolete
47	1 ea	Dell OptiPlex GX270 Desktop Computer	000008791	44Q8441		1/16/2004	\$ 1,651.40		00009721	Obsolete
61	1 ea	Dell OptiPlex GX270 Desktop Computer	000008897	C14R641		1/29/2004	\$ 1,608.00		00009741	Obsolete
50	1 ea	Dell OptiPlex GX270 Desktop Computer	000008895	CR3R641		1/29/2004	\$ 1,694.40		00009739	Obsolete
48	1 ea	Dell OptiPlex GX270 Desktop Computer	000009775	J3DNF41		3/4/2004	\$ 1,417.35		00009775	Obsolete
48	1 ea	Dell OptiPlex GX270 Desktop Computer	000009742	55DNF41		3/4/2004	\$ 1,417.35		00009776	Obsolete
66	1 ea	HP Server	0000027316	R409LDN10002		3/4/2004	\$ 3,947.70		000010618	Obsolete
66	1 ea	HP Server	0000027319	R409LDN10007		3/4/2004	\$ 3,947.70		000010621	Obsolete
66	1 ea	HP Server/ Cover Separate on Pallet	0000027328	R407LDN10001		3/4/2004	\$ 3,947.70		000010620	Obsolete
66	1 ea	HP Server	0000027322	R407LDN10006		3/4/2004	\$ 3,947.70		000010624	Obsolete
67	1 ea	HP Proliant DL380 Server	0000027315	R406LDN10023		3/4/2004	\$ 3,947.70		000010615	Obsolete
67	1 ea	HP TFT 5600 RKM Laptop with desk rails	000009312	9X41JTJ8X017		3/15/2004	\$ 1,748.00		000010007	Obsolete
51	1 ea	Dell OptiPlex 745 Desktop Computer	15266	HB69TC1		4/20/2004	\$ 1,128.92		N00015494	Obsolete
75	1 ea	Dell OptiPlex GX270 Desktop Computer	000008885	3ZCHR41	500005353	5/3/2004	\$ 1,840.00		00009847	Obsolete
61	1 ea	SunFire V250 Server	000008846	FQ41350006		6/1/2004	\$ 7,872.90	\$ -	00009849	Obsolete
77	1 ea	Cisco 2950 Network Switch	000009282	FHK0819Z09Y		6/8/2004	\$ 2,526.16		000010602	Obsolete
77	1 ea	Cisco 2950 Network Switch	000009281	FHK0819Z0A8		6/8/2004	\$ 2,526.16		000010601	Obsolete
77	1 ea	Cisco 2950 Network Switch	000009280	FHK0819Z0A2		6/8/2004	\$ 2,526.16		000010600	Obsolete
77	1 ea	Cisco 2950 Network Switch	000009277	FHK0819Y0AX		6/8/2004	\$ 2,526.16		000010597	Obsolete
77	1 ea	Cisco 2950 Network Switch	000009276	FHK0819Y0DH		6/8/2004	\$ 2,526.16		000010596	Obsolete
77	1 ea	Cisco 2950 Network Switch	000009274	FHK0819Z08P		6/8/2004	\$ 2,826.16		000010594	Obsolete
77	1 ea	Cisco 2950 Network Switch	000009273	FHK0816Y1B1		6/8/2004	\$ 2,826.16		000010593	Obsolete
77	1 ea	Cisco 2950 Network Switch	000009267	FHK0819Y0CJ		6/8/2004	\$ 2,826.16		000010587	Obsolete
77	1 ea	Cisco 2950 Network Switch	000009272	FHK0819Y0CN		6/8/2004	\$ 2,826.16		000010592	Obsolete
77	1 ea	Cisco 2950 Network Switch	13992	FHK0820Y15D		6/8/2004	\$ 2,826.16		000010586	Obsolete
77	1 ea	Cisco 2950 Network Switch	000009275	FHK0819Y0D3		6/8/2004	\$ 2,826.16		000010595	Obsolete
76	1 ea	Cisco 2950 Network Switch	000009822	FHK0819Y0DF		6/8/2004	\$ 2,994.75		000010367	Obsolete
76	1 ea	Cisco 2950 Network Switch	000009821	FHK0819Z0AE		6/8/2004	\$ 2,994.75		000010364	Obsolete
64	1 ea	Cisco 2950 Network Switch	000009800	FHK0727Z0NA		6/8/2004	\$ 3,849.55		000010488	Obsolete
67	1 ea	Cisco 3560 Network Switch	000009252	CAT0822Y1X8		6/8/2004	\$ 3,863.74		000010291	Obsolete
77	1 ea	Cisco 3560 Network Switch	000009279	CAT0822Y1MT		6/8/2004	\$ 4,073.67		000010599	Obsolete
67	1 ea	Cisco 2950 Network Switch	000009253	FHK0819Z0AQ		6/8/2004	\$ 4,208.10		000010294	Obsolete
77	1 ea	Cisco 3560 Network Switch	000009265	CAT0815Z2BA		6/8/2004	\$ 4,326.16		000010585	Obsolete

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77	1 ea	Cisco 3560 Network Switch	000009271	CAT0822Y1W0		6/8/2004	\$ 4,326.16		000010591	Obsolete
77	1 ea	Cisco 3560 Network Switch	000009264	CAT0822Y1W5		6/8/2004	\$ 4,326.24		000010584	Obsolete
77	1 ea	Cisco 3560 Network Switch	000009816	CAT0820X01T		6/8/2004	\$ 4,826.75		000010353	Obsolete
77	1 ea	Cisco 3560 Network Switch	000009815	CAT0822Y1WR		6/8/2004	\$ 6,023.76	\$ -	000010346	Obsolete
61	1 ea	Cisco MCS 7800 Media Convergent Server	0000010825	M04CLJHC32		6/8/2004	\$ 65,721.53	\$ -	000010608	Obsolete
61	1 ea	Cisco MCS 7800 Media Convergent Server	000009243	M04CLJHC31		6/8/2004	\$ 140,658.92	\$ -	000010187	Obsolete
47	1 ea	HP LaserJet 8150n Printer	000008831	JPDLM97937	5000005417	6/29/2004	\$ 2,298.00		000009952	Obsolete
55	1 ea	Dell OptiPlex GX270 Desktop Computer	000009325	5MFR851		7/16/2004	\$ 1,599.38		00009939	Obsolete
63	1 ea	Dell OptiPlex GX270 Desktop Computer	000009329	29TT851		7/16/2004	\$ 1,807.28		000009943	Obsolete
60	1 ea	Dell OptiPlex GX270 Desktop Computer	000009344	3HJR851		7/19/2004	\$ 1,599.38		000009931	Obsolete
78	1 ea	Dell OptiPlex GX270 Desktop Computer	000009342	JGJR851		7/19/2004	\$ 1,599.38		000009929	Obsolete
75	1 ea	Dell OptiPlex GX270 Desktop Computer	000009367	F7DCC51	5000005446	7/26/2004	\$ 1,599.35		000009967	Obsolete
58	1 ea	Dell OptiPlex GX280 Desktop Computer	0000012167	G6X2581		8/3/2004	\$ 1,304.73		000012405	Obsolete
70	1 ea	Cisco 3700 Catalyst Network Switch	0000010897	JMX0826L1BS		8/3/2004	\$ 17,297.63	\$ -	000010605	Obsolete
61	1 ea	Dell OptiPlex GX270 Desktop Computer	000008979	GZSQC51		8/21/2004	\$ 1,251.00		000010106	Obsolete
63	1 ea	Dell OptiPlex GX270 Desktop Computer	000009536	798RC51		8/24/2004	\$ 1,158.00		000010516	Obsolete
63	1 ea	Dell OptiPlex GX270 Desktop Computer	000009537	HDTQC51		8/24/2004	\$ 1,158.00		000010517	Obsolete
40	1 ea	Dell OptiPlex GX270 Desktop Computer	000009010	2PVR51		8/24/2004	\$ 1,251.00		000010144	Obsolete
45	1 ea	Dell OptiPlex GX270 Desktop Computer	000009008	1XYQC51		8/24/2004	\$ 1,251.00		000010141	Obsolete
51	1 ea	Dell OptiPlex GX270 Desktop Computer	000009486	5RVRC51		8/24/2004	\$ 1,251.00		000010440	Obsolete
51	1 ea	Dell OptiPlex GX270 Desktop Computer	000008998	1STPC51		8/24/2004	\$ 1,251.00		000010129	Obsolete
51	1 ea	Dell OptiPlex GX270 Desktop Computer	000009105	CYJ3L51		8/24/2004	\$ 1,251.00		000010230	Obsolete
59	1 ea	Dell OptiPlex GX270 Desktop Computer	000009074	DVTPC51		8/24/2004	\$ 1,251.00		000010201	Obsolete
60	1 ea	Dell OptiPlex GX270 Desktop Computer	000009230	9TVQC51		8/24/2004	\$ 1,251.00		000010382	Obsolete
61	1 ea	Dell OptiPlex GX270 Desktop Computer	000009505	4R7PC51		8/24/2004	\$ 1,251.00		000010464	Obsolete
63	1 ea	Dell OptiPlex GX270 Desktop Computer	000009204	4NVR51		8/24/2004	\$ 1,251.00		000010348	Obsolete
63	1 ea	Dell OptiPlex GX270 Desktop Computer	000009225	11K3L51		8/24/2004	\$ 1,251.00		000010377	Obsolete
63	1 ea	Dell OptiPlex GX270 Desktop Computer	000009134	6ZMPC51		8/24/2004	\$ 1,251.00		000010252	Obsolete
63	1 ea	Dell OptiPlex GX270 Desktop Computer	000009157	FXVQC51		8/24/2004	\$ 1,251.00		000010290	Obsolete
63	1 ea	Dell OptiPlex GX270 Desktop Computer	000009158	BFDQC51		8/24/2004	\$ 1,251.00		000010292	Obsolete
63	1 ea	Dell OptiPlex GX270 Desktop Computer	000009110	BGDQC51		8/24/2004	\$ 1,251.00		000010233	Obsolete
63	1 ea	Dell OptiPlex GX270 Desktop Computer	000009147	30VQC51		8/24/2004	\$ 1,251.00		000010267	Obsolete
63	1 ea	Dell OptiPlex GX270 Desktop Computer	000008945	7VTPC51		8/24/2004	\$ 1,251.00		000010058	Obsolete
63	1 ea	Dell OptiPlex GX270 Desktop Computer	000008904	9STPC51		8/24/2004	\$ 1,251.00		000010016	Obsolete
64	1 ea	Dell OptiPlex GX270 Desktop Computer	000009185	9JWQC51		8/24/2004	\$ 1,251.00		000010327	Obsolete
64	1 ea	HP LaserJet 4200N Printer	000009435	USGNX37526		8/25/2004	\$ 1,378.00		000010073	Obsolete
76	1 ea	Cisco 2950 Network Switch	0000010823	FOC1312W04T		8/31/2004	\$ 3,716.03		000010549	Obsolete
61	1 ea	SunFire V240 Server	0000011332	FN42510250		8/31/2004	\$ 6,811.91	\$ -	000010583	Obsolete
61	1 ea	HP Alpha ES45 Server	0000011333	AY43100169		8/31/2004	\$ 59,139.55	\$ -	000010110	Obsolete
55	1 ea	Dell OptiPlex GX280 Desktop Computer	0000011454	7N9MG61		9/1/2004	\$ 1,158.00		000011530	Obsolete
63	1 ea	Dell OptiPlex GX270 Desktop Computer	000009108	9MD2M51		9/1/2004	\$ 1,158.00		000011326	Obsolete
76	1 ea	Dell OptiPlex GX280 Desktop Computer	0000011437	9N9MG61		9/1/2004	\$ 1,158.00		000011513	Obsolete
40	1 ea	Dell OptiPlex GX280 Desktop Computer	0000011353	CX75G61		9/1/2004	\$ 1,251.00		000011429	Obsolete
40	1 ea	Dell OptiPlex GX280 Desktop Computer	0000011650	DFL5G61		9/1/2004	\$ 1,251.00		000011650	Obsolete
40	1 ea	Dell OptiPlex GX280 Desktop Computer	0000011369	8KY3G61		9/1/2004	\$ 1,251.00		000011445	Obsolete
44	1 ea	Dell OptiPlex GX280 Desktop Computer	11652	F1J3G61		9/1/2004	\$ 1,251.00		000011638	Obsolete
44	1 ea	Dell OptiPlex GX280 Desktop Computer	0000011660	CZXXG61		9/1/2004	\$ 1,251.00		000011736	Obsolete
44	1 ea	Dell OptiPlex GX280 Desktop Computer	0000011347	5X75G61		9/1/2004	\$ 1,251.00		000011423	Obsolete
44	1 ea	Dell OptiPlex GX280 Desktop Computer	0000011488	C6L5G61		9/1/2004	\$ 1,251.00		000011564	Obsolete
45	1 ea	Dell OptiPlex GX280 Desktop Computer	11655	30L5G61		9/1/2004	\$ 1,251.00		000011731	Obsolete
48	1 ea	Dell OptiPlex GX280 Desktop Computer	0000010722	89D3G61		9/1/2004	\$ 1,251.00		000011377	Obsolete
48	1 ea	Dell OptiPlex GX280 Desktop Computer	0000011578	8NJ3G61		9/1/2004	\$ 1,251.00		000011654	Obsolete
48	1 ea	Dell OptiPlex GX280 Desktop Computer	000009576	F9D3G61		9/1/2004	\$ 1,251.00		000011355	Obsolete
48	1 ea	Dell OptiPlex GX280 Desktop Computer	000009572	39D3G61		9/1/2004	\$ 1,251.00		000011351	Obsolete
48	1 ea	Dell OptiPlex GX280 Desktop Computer	0000011623	GQJ3G61		9/1/2004	\$ 1,251.00		000011699	Obsolete
48	1 ea	Dell OptiPlex GX280 Desktop Computer	0000010720	7JD3G61		9/1/2004	\$ 1,251.00		000011375	Obsolete
48	1 ea	Dell OptiPlex GX280 Desktop Computer	0000010721	F8D3G61		9/1/2004	\$ 1,251.00		000011376	Obsolete
48	1 ea	Dell OptiPlex GX280 Desktop Computer	000009574	2CD3G61		9/1/2004	\$ 1,251.00		000011353	Obsolete
48	1 ea	Dell OptiPlex GX280 Desktop Computer	0000011576	CQJ3G61		9/1/2004	\$ 1,251.00		000011652	Obsolete

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Pallet	Qty	Description	Silver Tag	Serial Number	Grant Tag	Purchase Date	Amount	Net Value	Ptag	Condition
48	1 ea	Dell OptiPlex GX280 Desktop Computer	0000011565	32J3G61		9/1/2004	\$ 1,251.00		000011641	Obsolete
48	1 ea	Dell OptiPlex GX280 Desktop Computer	0000010755	3LD3G61		9/1/2004	\$ 1,251.00		000011410	Obsolete
48	1 ea	Dell OptiPlex GX280 Desktop Computer	0000011573	2NJ3G61		9/1/2004	\$ 1,251.00		000011649	Obsolete
48	1 ea	Dell OptiPlex GX280 Desktop Computer	0000011581	GNJ3G61		9/1/2004	\$ 1,251.00		000011657	Obsolete
48	1 ea	Dell OptiPlex GX280 Desktop Computer	0000011568	24J3G61		9/1/2004	\$ 1,251.00		000011644	Obsolete
49	1 ea	Dell OptiPlex GX280 Desktop Computer	0000011609	FWK5G61		9/1/2004	\$ 1,251.00		000011685	Obsolete
49	1 ea	Dell OptiPlex GX280 Desktop Computer	0000011476	G9L5G61		9/1/2004	\$ 1,251.00		000011552	Obsolete
49	1 ea	Dell OptiPlex GX280 Desktop Computer	0000011507	H3L5G61		9/1/2004	\$ 1,251.00		000011583	Obsolete
49	1 ea	Dell OptiPlex GX280 Desktop Computer	0000011518	HRJ3G61		9/1/2004	\$ 1,251.00		000011594	Obsolete
49	1 ea	Dell OptiPlex GX280 Desktop Computer	0000011571	FTH3G61		9/1/2004	\$ 1,251.00		000011647	Obsolete
49	1 ea	Dell OptiPlex GX280 Desktop Computer	0000011564	J1J3G61		9/1/2004	\$ 1,251.00		000011640	Obsolete
49	1 ea	Dell OptiPlex GX280 Desktop Computer	0000009575	6BD3G61		9/1/2004	\$ 1,251.00		000011354	Obsolete
49	1 ea	Dell OptiPlex GX280 Desktop Computer	0000011449	JWH3G61		9/1/2004	\$ 1,251.00		000011525	Obsolete
49	1 ea	Dell OptiPlex GX280 Desktop Computer	0000011582	5QJ3G61		9/1/2004	\$ 1,251.00		000011658	Obsolete
49	1 ea	Dell OptiPlex GX280 Desktop Computer	0000011610	2YK5G61		9/1/2004	\$ 1,251.00		000011686	Obsolete
49	1 ea	Dell OptiPlex GX280 Desktop Computer	0000011606	CYK5G61		9/1/2004	\$ 1,251.00		000011682	Obsolete
49	1 ea	Dell OptiPlex GX280 Desktop Computer	0000011567	B4J3G61		9/1/2004	\$ 1,251.00		000011643	Obsolete
49	1 ea	Dell OptiPlex GX280 Desktop Computer	0000011522	H5J3G61		9/1/2004	\$ 1,251.00		000011598	Obsolete
49	1 ea	Dell OptiPlex GX280 Desktop Computer	0000009570	4HD3G61		9/1/2004	\$ 1,251.00		000011349	Obsolete
49	1 ea	Dell OptiPlex GX280 Desktop Computer	0000011519	G5J3G61		9/1/2004	\$ 1,251.00		000011595	Obsolete
49	1 ea	Dell OptiPlex GX280 Desktop Computer	0000011490	GSJ3G61		9/1/2004	\$ 1,251.00		000011566	Obsolete
49	1 ea	Dell OptiPlex GX280 Desktop Computer	0000011570	3XH3G61		9/1/2004	\$ 1,251.00		000011646	Obsolete
49	1 ea	Dell OptiPlex GX280 Desktop Computer	0000011598	5XK5G61		9/1/2004	\$ 1,251.00		000011674	Obsolete
50	1 ea	Dell OptiPlex GX280 Desktop Computer	0000011569	CWH3G61		9/1/2004	\$ 1,251.00		000011645	Obsolete
50	1 ea	Dell OptiPlex GX280 Desktop Computer	0000011583	DPJ3G61		9/1/2004	\$ 1,251.00		000011659	Obsolete
50	1 ea	Dell OptiPlex GX280 Desktop Computer	0000011572	3QJ3G61		9/1/2004	\$ 1,251.00		000011648	Obsolete
50	1 ea	Dell OptiPlex GX280 Desktop Computer	0000011492	BKJ3G61		9/1/2004	\$ 1,251.00		000011568	Obsolete
50	1 ea	Dell OptiPlex GX280 Desktop Computer	0000011612	7XK5G61		9/1/2004	\$ 1,251.00		000011688	Obsolete
55	1 ea	Dell OptiPlex GX280 Desktop Computer	0000011589	90L5G61		9/1/2004	\$ 1,251.00		000011665	Obsolete
55	1 ea	Dell OptiPlex GX280 Desktop Computer	0000011586	C1L5G61		9/1/2004	\$ 1,251.00		000011662	Obsolete
55	1 ea	Dell OptiPlex GX280 Desktop Computer	0000011679	80YQG61		9/1/2004	\$ 1,251.00		000011755	Obsolete
55	1 ea	Dell OptiPlex GX280 Desktop Computer	0000011597	11L5G61		9/1/2004	\$ 1,251.00		000011673	Obsolete
55	1 ea	Dell OptiPlex GX280 Desktop Computer	0000009602	FRRVP61		9/1/2004	\$ 1,251.00		000011364	Obsolete
55	1 ea	Dell OptiPlex GX280 Desktop Computer	0000011608	HXK5G61		9/1/2004	\$ 1,251.00		000011684	Obsolete
58	1 ea	Dell OptiPlex GX280 Desktop Computer	0000011513	6CL5G61		9/1/2004	\$ 1,251.00		000011589	Obsolete
61	1 ea	Dell OptiPlex GX270 Desktop Computer	0000009061	2267N51		9/1/2004	\$ 1,251.00		000011320	Obsolete
63	1 ea	Dell OptiPlex GX280 Desktop Computer	0000011342	GKY3G61		9/1/2004	\$ 1,251.00		000011418	Obsolete
63	1 ea	Dell OptiPlex GX280 Desktop Computer	0000011601	BWK5G61		9/1/2004	\$ 1,251.00		000011677	Obsolete
63	1 ea	Dell OptiPlex GX280 Desktop Computer	0000010747	7DL5G61		9/1/2004	\$ 1,251.00		000011402	Obsolete
63	1 ea	Dell OptiPlex GX280 Desktop Computer	0000010727	HDD3G61		9/1/2004	\$ 1,251.00		000011382	Obsolete
63	1 ea	Dell OptiPlex GX280 Desktop Computer	0000010751	DLB3G61		9/1/2004	\$ 1,251.00		000011406	Obsolete
63	1 ea	Dell OptiPlex GX280 Desktop Computer	0000011691	CLD3G61		9/1/2004	\$ 1,251.00		000011767	Obsolete
63	1 ea	Dell OptiPlex GX280 Desktop Computer	0000009569	HGD3G61		9/1/2004	\$ 1,251.00		000011348	Obsolete
64	1 ea	Dell OptiPlex GX280 Desktop Computer	0000009564	DHD3G61		9/1/2004	\$ 1,251.00		000011343	Obsolete
64	1 ea	Dell OptiPlex GX280 Desktop Computer	0000011491	8RJ3G61		9/1/2004	\$ 1,251.00		000011567	Obsolete
64	1 ea	Dell OptiPlex GX280 Desktop Computer	0000011683	B3YQG61		9/1/2004	\$ 1,251.00		000011759	Obsolete
64	1 ea	Dell OptiPlex GX280 Desktop Computer	0000009565	BGD3G61		9/1/2004	\$ 1,251.00		000011344	Obsolete
64	1 ea	Dell OptiPlex GX280 Desktop Computer	0000010740	J2YQG61		9/1/2004	\$ 1,251.00		000011395	Obsolete
64	1 ea	Dell OptiPlex GX280 Desktop Computer	0000011407	2NY3G61		9/1/2004	\$ 1,251.00		000011483	Obsolete
64	1 ea	Dell OptiPlex GX280 Desktop Computer	0000011681	D4YQG61		9/1/2004	\$ 1,251.00		000011757	Obsolete
64	1 ea	Dell OptiPlex GX280 Desktop Computer	0000011684	4JL5G61		9/1/2004	\$ 1,251.00		000011760	Obsolete
64	1 ea	Dell OptiPlex GX280 Desktop Computer	0000010734	F3YQG61		9/1/2004	\$ 1,251.00		000011389	Obsolete
69	1 ea	Dell OptiPlex GX280 Desktop Computer	0000011458	4TW3G61		9/1/2004	\$ 1,251.00		000011534	Obsolete
75	1 ea	Dell OptiPlex GX280 Desktop Computer	0000011675	B0YQG61		9/1/2004	\$ 1,251.00		000011751	Obsolete
75	1 ea	Dell OptiPlex GX280 Desktop Computer	0000011443	9WH3G61		9/1/2004	\$ 1,251.00		000011519	Obsolete
76	1 ea	Dell OptiPlex GX280 Desktop Computer	11412	8NY3G61		9/1/2004	\$ 1,251.00		000011488	Obsolete
76	1 ea	Dell OptiPlex GX280 Desktop Computer	11584	1RJ3G61		9/1/2004	\$ 1,251.00		000011660	Obsolete
49	1 ea	Dell OptiPlex GX280 Desktop Computer	0000011574	2PJ3G61		9/1/2004	\$ 1,254.00		000011650	Obsolete
49	1 ea	Dell OptiPlex GX280 Desktop Computer	0000011611	5YK5G61		9/1/2004	\$ 1,254.00		000011687	Obsolete

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Pallet	Qty	Description	Silver Tag	Serial Number	Grant Tag	Purchase Date	Amount	Net Value	Ptag	Condition
53	1 ea	Cisco 2950 Catalyst Network Switch	000009829	FOC0835S201		9/30/2004	\$ 2,223.00		000010645	Obsolete
61	1 ea	HP LaserJet 4200N Printer	0000010899	USGNN35655		10/1/2004	\$ 1,378.00		000010660	Obsolete
66	1 ea	Barracuda Spam 400 Firewall	000009827	L14804A4320045		10/7/2004	\$ 7,539.00	\$ -	000010641	Obsolete
67	1 ea	Wall Mounted and Retractable Computer Desk (No Brand)	000009356			10/15/2004	\$ 1,263.96		000010908	Obsolete
67	1 ea	Wall Mounted and Retractable Computer Desk (No Brand)	000009355			10/15/2004	\$ 1,263.97		000010907	Obsolete
41	1 ea	HP Proliant DL380 Server	000010892	EA3CLDN73D		10/29/2004	\$ 4,174.66		000010703	Obsolete
61	1 ea	HP 9000 RP3440 Server	0000010898	USL38048NW		10/29/2004	\$ 12,002.25	\$ -	000010694	Obsolete
44	1 ea	Dell OptiPlex GX280 Desktop Computer	0000010609	2P9D061	5000006681	11/9/2004	\$ 1,633.21		000010718	Obsolete
41	1 ea	HP Proliant DL380 Server	0000010603	EA1BKJNZ3M		11/9/2004	\$ 4,998.52		000010890	Obsolete
41	1 ea	HP Proliant DL380 Server	0000010888	ERICKJNZ3M		11/9/2004	\$ 4,998.52		000010899	Obsolete
66	1 ea	HP Proliant DL380 Server	0000010604	EA1GKJNZ3M		11/9/2004	\$ 4,998.52		000010891	Obsolete
66	1 ea	HP Proliant DL380 Server	0000010605	EA1AKJNZ3M		11/9/2004	\$ 4,998.52		000010892	Obsolete
70	1 ea	HP Proliant DL380 Server	0000010885	EA1PKJNZ3M		11/9/2004	\$ 4,998.52		000010896	Obsolete
41	1 ea	HP Proliant DL380 Server	0000010889	EA1NKJNZ3M		11/9/2004	\$ 4,998.52		000010900	Obsolete
41	1 ea	HP Proliant DL380 Server	0000010602	EA1KKJNZ3M		11/9/2004	\$ 4,998.52		000010602	Obsolete
63	1 ea	Dell OptiPlex GX280 Desktop Computer	0000010128	57GW261		12/6/2004	\$ 1,387.42		000010733	Obsolete
63	1 ea	Dell OptiPlex GX280 Desktop Computer	0000010133	97GW261		12/6/2004	\$ 1,387.42		000010738	Obsolete
63	1 ea	Dell OptiPlex GX280 Desktop Computer	0000010143	56GW261		12/6/2004	\$ 1,387.42		000010748	Obsolete
63	1 ea	Dell OptiPlex GX280 Desktop Computer	000010747	C6GW261		12/6/2004	\$ 1,387.42		000010747	Obsolete
63	1 ea	Dell OptiPlex GX280 Desktop Computer	0000010131	H5GW261		12/6/2004	\$ 1,387.42		000010736	Obsolete
64	1 ea	Dell OptiPlex GX280 Desktop Computer	0000010144	66GW261		12/6/2004	\$ 1,387.42		000010749	Obsolete
60	1 ea	Dell OptiPlex GX280 Desktop Computer	0000010903	1SHN461		12/6/2004	\$ 1,494.49		000010761	Obsolete
60	1 ea	Dell OptiPlex GX280 Desktop Computer	0000010901	GRHN461		12/6/2004	\$ 1,494.49		000010759	Obsolete
63	1 ea	Dell OptiPlex GX280 Desktop Computer	0000010148	47GW261		12/6/2004	\$ 1,387.42		000010753	Obsolete
63	1 ea	Dell OptiPlex GX280 Desktop Computer	0000010907	9QB5761		12/9/2004	\$ 1,981.76		000010876	Obsolete
63	1 ea	Sanyo Projector	000009867	G4601517		12/15/2004	\$ 5,234.39		000012163	Obsolete
47	1 ea	Symposium	0000010762	4BFP00568A		12/16/2004	\$ 1,840.00		000010882	Obsolete
68	1 ea	HP Compaq TC1100 Touch Screen Laptop w/Digital Pen	0000010660	KRD4510405		1/13/2005	\$ 3,168.00		000011064	Obsolete
40	1 ea	Dell OptiPlex GX280 Desktop Computer	0000010277	2D4JK61		1/14/2005	\$ 1,310.67		000010932	Obsolete
22	1 ea	Dell Dimension Xps Gen 4 Desktop Computer	10397	JF6ML61		1/19/2005	\$ 1,100.00			Obsolete
68	1 ea	Dell OptiPlex GX620 Desktop Computer	12685	jk7391		1/24/2005	\$ 1,102.70		N00014021	Obsolete
40	1 ea	Dell OptiPlex GX280 Desktop Computer	23326	4HCTQ61		1/31/2005	\$ 1,242.61		000011008	Obsolete
48	1 ea	Dell OptiPlex GX280 Desktop Computer	000009663	8Q9TQ61		1/31/2005	\$ 1,242.61		000010992	Obsolete
55	1 ea	Dell OptiPlex GX280 Desktop Computer	000009664	GN9TQ61		1/31/2005	\$ 1,242.61		000010993	Obsolete
55	1 ea	Dell OptiPlex GX280 Desktop Computer	000009674	HGCTQ61		1/31/2005	\$ 1,242.61		000011003	Obsolete
75	1 ea	Dell OptiPlex GX280 Desktop Computer	000009587	GN9YP61		1/31/2005	\$ 1,661.63		000010980	Obsolete
54	1 ea	Dell OptiPlex GX280 Desktop Computer	000009652	JPCTQ61		1/31/2005	\$ 1,745.62		000010979	Obsolete
75	1 ea	Dell OptiPlex GX280 Desktop Computer	DB4TQ61	DB4TQ61		2/2/2005	\$ 1,318.87		000010986	Obsolete
76	1 ea	Dell OptiPlex GX280 Desktop Computer	9650	7B4TQ61		2/2/2005	\$ 1,318.87		000010985	Obsolete
61	1 ea	HP Proliant DL580 Server	000009920	EA46LD5Z49		2/14/2005	\$ 9,126.55	\$ -	000011234	Obsolete
40	1 ea	Dell OptiPlex GX620 Desktop Computer	10436	3BX2J91	5000006077	2/17/2005	\$ 1,102.70		N00014176	Obsolete
75	1 ea	Dell OptiPlex GX280 Desktop Computer	000008841	1FMBY61		3/18/2005	\$ 1,278.69		000011120	Obsolete
18	1 ea	Dell Latitude D610 Laptop	9946	DVS2771		4/7/2005	\$ 1,606.10			Obsolete
18	1 ea	Dell Latitude D610 Laptop	9944	1WS2771		4/7/2005	\$ 1,606.10			Obsolete
18	1 ea	Dell Latitude D610 Laptop	9948	8VS2771		4/7/2005	\$ 1,606.10			Obsolete
55	1 ea	Dell OptiPlex GX280 Desktop Computer	0000010986	B2PC771		4/12/2005	\$ 1,195.87		000011149	Obsolete
63	1 ea	Dell OptiPlex GX280 Desktop Computer	000009941	9S6S771	5000005419	4/14/2005	\$ 1,251.00		000011153	Obsolete
68	1 ea	Dell Latitude D800 Laptop	000009978	1NMP771	5000005582	4/20/2005	\$ 2,385.65		000011249	Obsolete
76	1 ea	Cisco 2950 Catalyst Network Switch	000009986	FHK0910Y0Y2		4/20/2005	\$ 2,397.00		000011140	Obsolete
76	1 ea	Cisco 2950 Catalyst Network Switch	000009987	FHK0910Z0XR		4/20/2005	\$ 2,397.00		000011139	Obsolete
61	1 ea	HP/Compaq EA2002 Server	0000011148	AY01313867		4/29/2005	\$ 8,895.00	\$ -	000011257	Obsolete
61	1 ea	3550 Series Catalyst; Base-SX 1000 Uplink Port	0000012078	FHK0932YOKS		5/4/2005	\$ 2,397.00		000012499	Obsolete
60	1 ea	Dell OptiPlex GX280 Desktop Computer	0000010010	B5HJH71		5/9/2005	\$ 1,024.47		000011192	Obsolete
61	1 ea	SunFire V240 Server	0000010013	FN51940006		5/23/2005	\$ 7,099.00	\$ -	000011189	Obsolete
75	1 ea	Dell OptiPlex GX280 Desktop Computer	000009996	G03SH71		5/24/2005	\$ 1,415.30		000011193	Obsolete
55	1 ea	Dell OptiPlex GX280 Desktop Computer	0000010046	5CF7M71		6/6/2005	\$ 1,266.77		000011260	Obsolete
45	1 ea	Dell OptiPlex GX280 Desktop Computer	0000010035	HB7M71		6/8/2005	\$ 1,287.48		000011799	Deleted
45	1 ea	Dell OptiPlex GX280 Desktop Computer	0000010062	F9NYN71		6/9/2005	\$ 1,279.18		000011810	Obsolete
18	1 ea	Dell OptiPlex GX280 Desktop Computer	11138	H315Q71		6/15/2005	\$ 1,242.61			Obsolete

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**TECHNOLOGY AND ELECTRONIC ITEMS FOR DISPOSAL/RECYCLE WITH VALUE OF \$1,000 AND OVER**  
**DECEMBER 15, 2015**

Pallet	Qty	Description	Silver Tag	Serial Number	Grant Tag	Purchase Date	Amount	Net Value	Ptag	Condition
40	1 ea	Dell OptiPlex GX280 Desktop Computer	0000010073	84RFP71		6/15/2005	\$ 1,251.00		000011819	Obsolete
40	1 ea	Dell OptiPlex GX280 Desktop Computer	0000010070	85RFP71		6/15/2005	\$ 1,251.00		000011816	Obsolete
40	1 ea	Dell OptiPlex GX280 Desktop Computer	0000010067	G1RFP71		6/15/2005	\$ 1,251.00		000011813	Obsolete
40	1 ea	Dell OptiPlex GX280 Desktop Computer	0000010069	J3RFP71		6/15/2005	\$ 1,251.00		000011815	Obsolete
51	1 ea	Dell OptiPlex GX280 Desktop Computer	0000010068	13RFP71		6/15/2005	\$ 1,251.00		000011814	Obsolete
61	1 ea	HP Alpha ES45 Server	0000011729	DAS0505020		6/15/2005	\$ 31,675.00	\$ -	000011906	Obsolete
66	1 ea	HP Fast One RX4640 Server	0000010025	USE45204CR		6/23/2005	\$ 21,060.92	\$ -	000011795	Obsolete
50	1 ea	Dell OptiPlex GX280 Desktop Computer	0000010093	82Y0S71		6/27/2005	\$ 1,230.70		000011879	Obsolete
75	1 ea	Dell OptiPlex GX280 Desktop Computer	0000011761	4H08S71		7/1/2005	\$ 1,225.36		000011923	Obsolete
45	1 ea	Dell OptiPlex GX280 Desktop Computer	11745	8DZ7S71	5000006235	7/1/2005	\$ 1,304.73		000011842	Obsolete
58	1 ea	Dell OptiPlex GX280 Desktop Computer	0000011757	BDZ7S71	5000006247	7/1/2005	\$ 1,304.73		000011854	Obsolete
64	1 ea	Dell OptiPlex GX280 Desktop Computer	0000011752	2BZ7S71		7/1/2005	\$ 1,304.73		000011850	Obsolete
44	1 ea	Dell OptiPlex GX280 Desktop Computer	0000011747	7BZ7S71	5000006237	7/1/2005	\$ 1,304.73		000011844	Obsolete
57	1 ea	Dell OptiPlex GX280 Desktop Computer	0000011796	DK08S71		7/1/2005	\$ 1,582.24		000011862	Obsolete
64	1 ea	Dell OptiPlex GX280 Desktop Computer	0000011714	481W71		7/22/2005	\$ 1,234.57		000011928	Obsolete
18	1 ea	Dell OptiPlex GX280 Desktop Computer	0000011856	1KS5581		8/3/2005	\$ 1,242.61			Obsolete
40	1 ea	Dell OptiPlex GX280 Desktop Computer	0000011863	GKS5581		8/3/2005	\$ 1,304.73		000012373	Obsolete
44	1 ea	Dell OptiPlex GX280 Desktop Computer	000012168	46X2581		8/3/2005	\$ 1,304.73		000012400	Obsolete
44	1 ea	Dell OptiPlex GX280 Desktop Computer	0000012126	79X2581		8/3/2005	\$ 1,304.73		000012402	Obsolete
47	1 ea	Dell OptiPlex GX280 Desktop Computer	000011859	5LS5581		8/3/2005	\$ 1,304.73		000012369	Obsolete
51	1 ea	Dell OptiPlex GX280 Desktop Computer	18804	9NS5581		8/3/2005	\$ 1,304.73		000012363	Obsolete
58	1 ea	Dell OptiPlex GX280 Desktop Computer	0000012128	B4X2581		8/3/2005	\$ 1,304.73		000012429	Obsolete
58	1 ea	Dell OptiPlex GX280 Desktop Computer	0000011883	HJS5581		8/3/2005	\$ 1,304.73		000012392	Obsolete
58	1 ea	Dell OptiPlex GX280 Desktop Computer	0000012144	54X2581		8/3/2005	\$ 1,304.73		000012425	Obsolete
58	1 ea	Dell OptiPlex GX280 Desktop Computer	0000012163	86X2581		8/3/2005	\$ 1,304.73		000012416	Obsolete
68	1 ea	Dell OptiPlex GX280 Desktop Computer	0000012142	C5X2581		8/3/2005	\$ 1,304.73		000012426	Obsolete
75	1 ea	Dell OptiPlex GX280 Desktop Computer	0000019072	9JS5581		8/3/2005	\$ 1,304.73		000012378	Obsolete
75	1 ea	Dell OptiPlex GX280 Desktop Computer	0000012164	3ZW2581		8/3/2005	\$ 1,304.73		000012415	Obsolete
75	1 ea	Dell OptiPlex GX280 Desktop Computer	0000011840	3LS5581		8/3/2005	\$ 1,304.73		000012350	Obsolete
78	1 ea	Dell OptiPlex GX280 Desktop Computer	000012154	D0X2581		8/3/2005	\$ 1,304.73		000012397	Obsolete
18	1 ea	Dell OptiPlex GX280 Desktop Computer	12110	727V281	5000006299	8/5/2005	\$ 1,242.61			Obsolete
18	1 ea	Dell OptiPlex GX280 Desktop Computer	12102	837V281	5000006291	8/5/2005	\$ 1,242.61			Obsolete
55	1 ea	Smart Symposium	23099	5DFP00284		8/30/2005	\$ 5,096.78	\$ -	000012338	Obsolete
54	1 ea	Dell OptiPlex GX280 Desktop Computer	0000009555	BML5G61		9/1/2005	\$ 1,251.00		000011334	Obsolete
54	1 ea	Dell OptiPlex GX620 Desktop Computer	10404	H94NM81		10/4/2005	\$ 1,261.86		N00013041	Obsolete
77	1 ea	Cisco 2950 Network Switch	17415	FHK0938Z00U		10/13/2005	\$ 2,648.00		N00014398	Obsolete
44	1 ea	Dell OptiPlex GX620 Desktop Computer	10413	5RPNM81		10/14/2005	\$ 1,261.86		N00013056	Obsolete
58	1 ea	Dell OptiPlex GX620 Desktop Computer	10431	874NM81		10/14/2005	\$ 1,261.86		N00013029	Obsolete
64	1 ea	Dell OptiPlex GX620 Desktop Computer	10433	D74NM81		10/14/2005	\$ 1,261.86		N00013031	Obsolete
69	1 ea	Dell OptiPlex GX620 Desktop Computer	10422	2RPNM81		10/14/2005	\$ 1,261.86		N00013019	Obsolete
69	1 ea	Dell OptiPlex GX620 Desktop Computer	10390	8B4NM81		10/14/2005	\$ 1,261.86		N00013035	Obsolete
75	1 ea	Dell OptiPlex GX620 Desktop Computer	10392	FB4NM81		10/14/2005	\$ 1,261.86		N00013037	Obsolete
60	1 ea	Dell OptiPlex GX620 Desktop Computer	12249	8NZHQ81		11/2/2005	\$ 1,398.41		N00013095	Obsolete
63	1 ea	Dell OptiPlex GX620 Desktop Computer	12252	3NZHQ81		11/2/2005	\$ 1,398.41		N00013096	Obsolete
76	1 ea	Dell OptiPlex GX620 Desktop Computer	12256	FNZHQ81		11/2/2005	\$ 1,398.41		N00013100	Obsolete
69	1 ea	Dell OptiPlex GX620 Desktop Computer	12305	8PCHQ81		11/7/2005	\$ 1,140.00		N00012979	Obsolete
44	1 ea	Dell OptiPlex GX620 Desktop Computer	12272	49BHQ81		11/7/2005	\$ 1,140.34		N00012976	Obsolete
45	1 ea	Dell OptiPlex 755 Desktop Computer	12295	D0HYKF1		11/7/2005	\$ 1,140.34		N00012999	Obsolete
57	1 ea	Dell OptiPlex GX620 Desktop Computer	12264	4Z9HQ81		11/7/2005	\$ 1,140.34		N00012968	Obsolete
63	1 ea	Dell OptiPlex GX620 Desktop Computer	12309	GMCHQ81		11/7/2005	\$ 1,140.34		N00013013	Obsolete
67	1 ea	Dell OptiPlex GX620 Desktop Computer	12261	70BHQ81		11/7/2005	\$ 1,140.34		N00012956	Obsolete
67	1 ea	Dell OptiPlex GX620 Desktop Computer	12262	7Z9HQ81		11/7/2005	\$ 1,140.34		N00012966	Obsolete
67	1 ea	Dell OptiPlex GX620 Desktop Computer	12269	D0BHQ81		11/7/2005	\$ 1,140.34		N00012973	Obsolete
76	1 ea	Dell OptiPlex GX620 Desktop Computer	12277	6PCHQ81		11/7/2005	\$ 1,140.34		N00012981	Obsolete
76	1 ea	Dell OptiPlex GX620 Desktop Computer	12293	7MCHQ81		11/7/2005	\$ 1,140.34		N00012997	Obsolete
67	1 ea	Dell OptiPlex GX620 Desktop Computer	12279	GNCHQ81		11/7/2005	\$ 1,140.34		N00012983	Obsolete
48	1 ea	Dell OptiPlex GX620 Desktop Computer	12202	H5H0S81		11/7/2005	\$ 1,175.83		N00013152	Obsolete
49	1 ea	Dell OptiPlex GX620 Desktop Computer	12200	F5H0S81		11/7/2005	\$ 1,175.83		N00013151	Obsolete
49	1 ea	Dell OptiPlex GX620 Desktop Computer	12199	26H0S81		11/7/2005	\$ 1,175.83		N00013150	Obsolete

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63	1 ea	Dell OptiPlex GX620 Desktop Computer	12317	JFDYR81	5000005949	11/7/2005	\$ 1,192.70		N00013169	Obsolete
63	1 ea	Dell OptiPlex GX620 Desktop Computer	12323	CGDYR81	5000005951	11/7/2005	\$ 1,192.70		N00013175	Obsolete
63	1 ea	Dell OptiPlex GX620 Desktop Computer	12326	8FDYR81	5000005953	11/7/2005	\$ 1,192.70		N00013178	Obsolete
63	1 ea	Dell OptiPlex GX620 Desktop Computer	12322	2FDYR81	5000005948	11/7/2005	\$ 1,192.70		N00013174	Obsolete
63	1 ea	Dell OptiPlex GX620 Desktop Computer	12320	7GDYR81	5000005954	11/7/2005	\$ 1,192.70		N00013172	Obsolete
63	1 ea	Dell OptiPlex GX620 Desktop Computer	12319	FGDYR81	5000005947	11/7/2005	\$ 1,192.70		N00013171	Obsolete
53	1 ea	Dell OptiPlex GX620 Desktop Computer	12311	DN8HQ81		11/7/2005	\$ 1,223.44		N00013126	Obsolete
44	1 ea	Dell OptiPlex GX620 Desktop Computer	12189	CB6ZR81		11/7/2005	\$ 1,283.37		N00013161	Obsolete
64	1 ea	Dell OptiPlex GX620 Desktop Computer	12191	JCGXR81		11/7/2005	\$ 1,301.88		N00013127	Obsolete
76	1 ea	Dell OptiPlex GX620 Desktop Computer	10450	4DGYR81		11/7/2005	\$ 1,301.88		N00012921	Obsolete
59	1 ea	Dell OptiPlex GX620 Desktop Computer	12211	6G11S81		11/7/2005	\$ 1,342.86		N00013158	Obsolete
59	1 ea	Dell OptiPlex GX620 Desktop Computer	12210	3G11S81		11/7/2005	\$ 1,342.86		N00013156	Obsolete
60	1 ea	Dell OptiPlex GX620 Desktop Computer	12207	4G11S81		11/7/2005	\$ 1,342.86		N00013155	Obsolete
63	1 ea	Dell OptiPlex GX620 Desktop Computer w/Broadband	12201	1K7YR81		11/7/2005	\$ 1,685.98		N00013153	Obsolete
75	1 ea	Dell OptiPlex GX620 Desktop Computer	12403	JR8HQ81		11/11/2005	\$ 1,182.94		N00013104	Obsolete
75	1 ea	Dell OptiPlex GX620 Desktop Computer	12404	DR8HQ81		11/11/2005	\$ 1,182.94		N00013105	Obsolete
57	1 ea	Cisco 2851 Router	10492	FTX0945A3DG		11/17/2005	\$ 6,856.00	\$ -	N00012761	Damage
57	1 ea	HP LaserJet 4250N Printer	10488	CNGXG04079		11/21/2005	\$ 1,116.00		N00013416	Damage
40	1 ea	Dell OptiPlex GX620 Desktop Computer	12493	7GK5W81		11/23/2005	\$ 1,166.65		N00013480	Obsolete
44	1 ea	Dell OptiPlex GX620 Desktop Computer	12489	JGK5W81		11/23/2005	\$ 1,166.65		N00013477	Obsolete
40	1 ea	Dell OptiPlex GX620 Desktop Computer	12491	4HK5W81		11/23/2005	\$ 1,396.35		N00013476	Obsolete
40	1 ea	Dell OptiPlex GX620 Desktop Computer	12488	G8K5W81		11/23/2005	\$ 1,396.35		N00013475	Obsolete
45	1 ea	Dell OptiPlex GX620 Desktop Computer	12481	B9K5W81		11/28/2005	\$ 1,391.27		N00013514	Obsolete
59	1 ea	Dell OptiPlex GX620 Desktop Computer	12483	49K5W81		11/28/2005	\$ 1,391.27		N00013515	Obsolete
48	1 ea	Dell OptiPlex GX280 Desktop Computer	10455	BZVCW81		11/30/2005	\$ 1,238.01		N00013455	Obsolete
54	1 ea	Dell OptiPlex GX280 Desktop Computer	10480	B0WCW81	5000006335	11/30/2005	\$ 1,238.01		N00013458	Obsolete
63	1 ea	Dell OptiPlex GX280 Desktop Computer	10461	41WCW81	5000006346	11/30/2005	\$ 1,238.01		N00013469	Obsolete
55	1 ea	Dell OptiPlex GX620 Desktop Computer	17305	JRW2X81		12/2/2005	\$ 1,083.68		N00013494	Obsolete
58	1 ea	Dell OptiPlex GX620 Desktop Computer	17304	CSW2X81		12/2/2005	\$ 1,083.68		N00013493	Obsolete
58	1 ea	Dell OptiPlex GX620 Desktop Computer	17317	2SW2X81		12/2/2005	\$ 1,083.68		N00013506	Obsolete
58	1 ea	Dell OptiPlex GX620 Desktop Computer	17301	5SW2X81		12/2/2005	\$ 1,083.68		N00013490	Obsolete
58	1 ea	Dell OptiPlex GX620 Desktop Computer	17316	BRW2X81		12/2/2005	\$ 1,083.68		N00013505	Obsolete
58	1 ea	Dell OptiPlex GX620 Desktop Computer	17303	HSW2X81		12/2/2005	\$ 1,083.68		N00013492	Obsolete
78	1 ea	Dell OptiPlex GX620 Desktop Computer	17325	1SW2X81		12/2/2005	\$ 1,083.68		N00013487	Obsolete
18	1 ea	Dell OptiPlex GX620 Desktop Computer	12571	745LY81		12/5/2005	\$ 1,140.34			Obsolete
18	1 ea	Dell OptiPlex GX620 Desktop Computer	12592	425LY81		12/5/2005	\$ 1,246.67			Obsolete
61	1 ea	SunFire V240 Server	11723	FN54410228		12/5/2005	\$ 9,316.24	\$ -	N00012769	Obsolete
78	1 ea	Dell D610 Latitude Laptop	12633	4BGBX81		12/8/2005	\$ 1,395.00		N00013535	Obsolete
67	1 ea	Dell OptiPlex GX620 Desktop Computer	12915	1P85491		1/10/2006	\$ 1,163.98		N00014063	Obsolete
44	1 ea	Dell OptiPlex GX620 Desktop Computer	12383	GJ48491		1/10/2006	\$ 1,166.65		N00014074	Obsolete
44	1 ea	Dell OptiPlex GX620 Desktop Computer	10769	3K48491		1/10/2006	\$ 1,166.65		N00014072	Obsolete
44	1 ea	Dell OptiPlex GX620 Desktop Computer	12918	2K48491		1/10/2006	\$ 1,166.65		N00014070	Obsolete
44	1 ea	Dell OptiPlex GX620 Desktop Computer	17406	CJ48491		1/10/2006	\$ 1,166.65		N00014075	Obsolete
54	1 ea	Dell OptiPlex GX620 Desktop Computer	12919	F2TH491		1/10/2006	\$ 1,278.11		N00014051	Obsolete
54	1 ea	Dell OptiPlex GX620 Desktop Computer	12914	FN85491		1/10/2006	\$ 1,531.23		N00014062	Obsolete
69	1 ea	Dell OptiPlex GX620 Desktop Computer	12187	C6MG491		1/18/2006	\$ 1,264.72		N00014066	Obsolete
44	1 ea	Dell OptiPlex GX620 Desktop Computer	12880	7Q4LY81		1/24/2006	\$ 1,102.70		N00013793	Obsolete
44	1 ea	Dell OptiPlex GX620 Desktop Computer	12579	BRZKY81		1/24/2006	\$ 1,102.70		N00013749	Obsolete
45	1 ea	Dell OptiPlex GX620 Desktop Computer	12836	HWZKY81		1/24/2006	\$ 1,102.70		N00013671	Obsolete
45	1 ea	Dell OptiPlex GX620 Desktop Computer	12524	155LY81		1/24/2006	\$ 1,102.70		N00013723	Obsolete
48	1 ea	Dell OptiPlex GX620 Desktop Computer	12648	2rk7391		1/24/2006	\$ 1,102.70		N00014009	Obsolete
48	1 ea	Dell OptiPlex GX620 Desktop Computer	12734	6ll7391		1/24/2006	\$ 1,102.70		N00013996	Obsolete
48	1 ea	Dell OptiPlex GX620 Desktop Computer	12712	gml7391		1/24/2006	\$ 1,102.70		N00014000	Obsolete
48	1 ea	Dell OptiPlex GX620 Desktop Computer	12651	8qk7391		1/24/2006	\$ 1,102.70		N00013954	Obsolete
48	1 ea	Dell OptiPlex GX620 Desktop Computer	12661	bqk7391		1/24/2006	\$ 1,102.70		N00014008	Obsolete
48	1 ea	Dell OptiPlex GX620 Desktop Computer	12732	cll7391		1/24/2006	\$ 1,102.70		N00014003	Obsolete
48	1 ea	Dell OptiPlex GX620 Desktop Computer	12647	ghl7391		1/24/2006	\$ 1,102.70		N00014011	Obsolete
48	1 ea	Dell OptiPlex GX620 Desktop Computer	12728	DKK7391		1/24/2006	\$ 1,102.70		N00014001	Obsolete
48	1 ea	Dell OptiPlex GX620 Desktop Computer	12709	9ll7391		1/24/2006	\$ 1,102.70		N00013997	Obsolete

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49	1 ea	Dell OptiPlex GX620 Desktop Computer	12650	4rk7391		1/24/2006	\$ 1,102.70		N00014010	Obsolete
49	1 ea	Dell OptiPlex GX620 Desktop Computer	12665	8jl7391		1/24/2006	\$ 1,102.70		N00014012	Obsolete
49	1 ea	Dell OptiPlex GX620 Desktop Computer	12663	DHL7391		1/24/2006	\$ 1,102.70		N00014006	Obsolete
49	1 ea	Dell OptiPlex GX620 Desktop Computer	12662	4QK7391		1/24/2006	\$ 1,102.70		N00014007	Obsolete
49	1 ea	Dell OptiPlex GX620 Desktop Computer	12664	hhl7391		1/24/2006	\$ 1,102.70		N00014013	Obsolete
49	1 ea	Dell OptiPlex GX620 Desktop Computer	12731	dwk7391		1/24/2006	\$ 1,102.70		N00014002	Obsolete
49	1 ea	Dell OptiPlex GX620 Desktop Computer	12735	7ll7391		1/24/2006	\$ 1,102.70		N00014004	Obsolete
50	1 ea	Dell OptiPlex GX620 Desktop Computer	12855	FYZKY81		1/24/2006	\$ 1,102.70		N00013689	Obsolete
51	1 ea	Dell OptiPlex GX620 Desktop Computer	12911	jkl7391		1/24/2006	\$ 1,102.70		N00013889	Obsolete
51	1 ea	Dell OptiPlex GX620 Desktop Computer	12902	jpl7391		1/24/2006	\$ 1,102.70		N00013880	Obsolete
51	1 ea	Dell OptiPlex GX620 Desktop Computer	12910	2LL7391		1/24/2006	\$ 1,102.70		N00013887	Obsolete
51	1 ea	Dell OptiPlex GX620 Desktop Computer	12772	gpl7391		1/24/2006	\$ 1,102.70		N00013872	Obsolete
55	1 ea	Dell OptiPlex GX620 Desktop Computer	12686	6jl7391		1/24/2006	\$ 1,102.70		N00013927	Obsolete
55	1 ea	Dell OptiPlex GX620 Desktop Computer	12683	5sk7391		1/24/2006	\$ 1,102.70		N00013928	Obsolete
57	1 ea	Dell OptiPlex GX620 Desktop Computer	12890	5Q4LY81		1/24/2006	\$ 1,102.70		N00013792	Obsolete
57	1 ea	Dell OptiPlex GX620 Desktop Computer	12525	385LY81		1/24/2006	\$ 1,102.70		N00013742	Obsolete
57	1 ea	Dell OptiPlex GX620 Desktop Computer	12888	C75LY81		1/24/2006	\$ 1,102.70		N00013739	Obsolete
57	1 ea	Dell OptiPlex GX620 Desktop Computer	12884	1R4LY81		1/24/2006	\$ 1,102.70		N00013797	Obsolete
57	1 ea	Dell OptiPlex GX620 Desktop Computer	12889	G45LY81		1/24/2006	\$ 1,102.70		N00013722	Obsolete
57	1 ea	Dell OptiPlex GX620 Desktop Computer	12694	djl7391		1/24/2006	\$ 1,102.70		N00013925	Obsolete
57	1 ea	Dell OptiPlex GX620 Desktop Computer	12881	DQ4LY81		1/24/2006	\$ 1,102.70		N00013795	Obsolete
57	1 ea	Dell OptiPlex GX620 Desktop Computer	12704	5TK7391		1/24/2006	\$ 1,102.70		N00013924	Obsolete
57	1 ea	Dell OptiPlex GX620 Desktop Computer	12887	BQ4LY81		1/24/2006	\$ 1,102.70		N00013794	Obsolete
57	1 ea	Dell OptiPlex GX620 Desktop Computer	12516	HTZKY81		1/24/2006	\$ 1,102.70		N00013771	Obsolete
57	1 ea	Dell OptiPlex GX620 Desktop Computer	12891	CP4LY81		1/24/2006	\$ 1,102.70		N00013787	Obsolete
57	1 ea	Dell OptiPlex GX620 Desktop Computer	12552	HS4LY81		1/24/2006	\$ 1,102.70		N00013812	Obsolete
58	1 ea	Dell OptiPlex GX620 Desktop Computer	12886	FP4LY81		1/24/2006	\$ 1,102.70		N00013788	Obsolete
58	1 ea	Dell OptiPlex GX620 Desktop Computer	12652	GRK7391		1/24/2006	\$ 1,102.70		N00014015	Obsolete
58	1 ea	Dell OptiPlex GX620 Desktop Computer	12550	4T4LY81		1/24/2006	\$ 1,102.70		N00013815	Obsolete
58	1 ea	Dell OptiPlex GX620 Desktop Computer	12703	7sk7391		1/24/2006	\$ 1,102.70		N00013920	Obsolete
58	1 ea	Dell OptiPlex GX620 Desktop Computer	12526	885LY81		1/24/2006	\$ 1,102.70		N00013744	Obsolete
58	1 ea	Dell OptiPlex GX620 Desktop Computer	12517	GRZKY81		1/24/2006	\$ 1,102.70		N00013750	Obsolete
58	1 ea	Dell OptiPlex GX620 Desktop Computer	12514	2WZKY81		1/24/2006	\$ 1,102.70		N00013783	Obsolete
58	1 ea	Dell OptiPlex GX620 Desktop Computer	12596	B25LY81		1/24/2006	\$ 1,102.70		N00013708	Obsolete
58	1 ea	Dell OptiPlex GX620 Desktop Computer	12586	8SZKY81		1/24/2006	\$ 1,102.70		N00013757	Obsolete
58	1 ea	Dell OptiPlex GX620 Desktop Computer	12527	FT4LY81		1/24/2006	\$ 1,102.70		N00013819	Obsolete
69	1 ea	Dell OptiPlex GX620 Desktop Computer	14035	bwk7391		1/24/2006	\$ 1,102.70		N00013959	Obsolete
69	1 ea	Dell OptiPlex GX620 Desktop Computer	12599	D35LY81		1/24/2006	\$ 1,102.70		N00013714	Obsolete
69	1 ea	Dell OptiPlex GX620 Desktop Computer	12730	jml7391		1/24/2006	\$ 1,102.70		N00013999	Obsolete
73	1 ea	Dell OptiPlex GX620 Desktop Computer	12901	5QL7391		1/24/2006	\$ 1,102.70		N00013882	Obsolete
75	1 ea	Dell OptiPlex GX620 Desktop Computer	12790	G166391		1/24/2006	\$ 1,102.70		N00013868	Obsolete
76	1 ea	Dell OptiPlex GX620 Desktop Computer	12912	3ll7391		1/24/2006	\$ 1,102.70		N00014026	Obsolete
61	1 ea	SunFire V240 Server	17447	FN5350259		2/13/2006	\$ 9,742.00	\$ -	N00012821	Obsolete
40	1 ea	Dell OptiPlex GX620 Desktop Computer	12970	26X4J91	500006943	2/17/2006	\$ 1,102.70		N00014140	Obsolete
40	1 ea	Dell OptiPlex GX620 Desktop Computer	15334	7738K91	5000010103	2/17/2006	\$ 1,102.70		N00014088	Obsolete
45	1 ea	Dell OptiPlex GX620 Desktop Computer	15331	4838K91	5000010100	2/17/2006	\$ 1,102.70		N00014085	Obsolete
54	1 ea	Dell OptiPlex GX620 Desktop Computer	12186	H7X4J91		2/17/2006	\$ 1,102.70		N00014109	Obsolete
54	1 ea	Dell OptiPlex GX620 Desktop Computer	12474	67X4J91	500006809	2/17/2006	\$ 1,102.70		N00014104	Obsolete
54	1 ea	Dell OptiPlex GX620 Desktop Computer	12426	27X4J91		2/17/2006	\$ 1,102.70		N00014112	Obsolete
54	1 ea	Dell OptiPlex GX620 Desktop Computer	20719	47X4J91		2/17/2006	\$ 1,102.70		N00014103	Obsolete
54	1 ea	Dell OptiPlex GX620 Desktop Computer	12469	48X4J91	500006919	2/17/2006	\$ 1,102.70		N00014116	Obsolete
54	1 ea	Dell OptiPlex GX620 Desktop Computer	10485	96X4J91	500006807	2/17/2006	\$ 1,102.70		N00014106	Obsolete
54	1 ea	Dell OptiPlex GX620 Desktop Computer	10483	98X4J91	500006808	2/17/2006	\$ 1,102.70		N00014105	Obsolete
54	1 ea	Dell OptiPlex GX620 Desktop Computer	12195	B6X4J91	500006803	2/17/2006	\$ 1,102.70		N00014110	Obsolete
54	1 ea	Dell OptiPlex GX620 Desktop Computer	10541	78X4J91	500006806	2/17/2006	\$ 1,102.70		N00014107	Obsolete
54	1 ea	Dell OptiPlex GX620 Desktop Computer	12957	H4X4J91		2/17/2006	\$ 1,102.70		N00014128	Obsolete
54	1 ea	Dell OptiPlex GX620 Desktop Computer	12641	H2X4J91	500006924	2/17/2006	\$ 1,102.70		N00014121	Obsolete
54	1 ea	Dell OptiPlex GX620 Desktop Computer	12956	45X4J91	500006930	2/17/2006	\$ 1,102.70		N00014127	Obsolete
54	1 ea	Dell OptiPlex GX620 Desktop Computer	12923	25X4J91		2/17/2006	\$ 1,102.70		N00014123	Obsolete

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Pallet	Qty	Description	Silver Tag	Serial Number	Grant Tag	Purchase Date	Amount	Net Value	Ptag	Condition
54	1 ea	Dell OptiPlex GX620 Desktop Computer	15339	C838K91		2/17/2006	\$ 1,102.70		N00014093	Obsolete
54	1 ea	Dell OptiPlex GX620 Desktop Computer	12974	D5X4J91	500006947	2/17/2006	\$ 1,102.70		N00014144	Obsolete
55	1 ea	Dell OptiPlex GX620 Desktop Computer	12968	D7X4J91	500006941	2/17/2006	\$ 1,102.70		N00014138	Obsolete
58	1 ea	Dell OptiPlex GX620 Desktop Computer	15332	G738K91	5000010101	2/17/2006	\$ 1,102.70		N00014086	Obsolete
60	1 ea	Dell OptiPlex GX620 Desktop Computer	15324	2638k91	5000010093	2/17/2006	\$ 1,102.70		N00014175	Obsolete
62	1 ea	Dell OptiPlex GX620 Desktop Computer	15310	1938k91	5000010079	2/17/2006	\$ 1,102.70		N00014161	Obsolete
62	1 ea	Dell OptiPlex GX620 Desktop Computer	15341	G838K91	5000010110	2/17/2006	\$ 1,102.70		N00014095	Obsolete
69	1 ea	Dell OptiPlex GX620 Desktop Computer	12495	86X4J91		2/17/2006	\$ 1,102.70		N00014119	Obsolete
75	1 ea	Dell OptiPlex GX620 Desktop Computer	15345	D738K91	5000010114	2/17/2006	\$ 1,102.70		N00014099	Obsolete
76	1 ea	Dell OptiPlex GX620 Desktop Computer	12473	18X4J91	500006921	2/17/2006	\$ 1,102.70		N00014118	Obsolete
78	1 ea	Dell OptiPlex GX620 Desktop Computer	12965	44X4J91		2/17/2006	\$ 1,102.70		N00014135	Obsolete
78	1 ea	Dell OptiPlex GX620 Desktop Computer	13002	FLFPJ91		2/22/2006	\$ 1,393.74		N00014473	Obsolete
54	1 ea	Dell OptiPlex GX620 Desktop Computer	14928	8WFRJ91		2/23/2006	\$ 1,429.60		N00014249	Obsolete
76	1 ea	Dell OptiPlex GX620 Desktop Computer	14930	HWFRJ91		2/26/2006	\$ 1,429.00		N00014247	Obsolete
44	1 ea	Dell OptiPlex GX620 Desktop Computer	14934	6S9HJ91		2/27/2006	\$ 1,155.28		N00014245	Obsolete
40	1 ea	Dell OptiPlex GX620 Desktop Computer	13102	5XCZJ91	500006972	2/27/2006	\$ 1,159.20		N00014292	Obsolete
44	1 ea	Dell OptiPlex GX620 Desktop Computer	20186	D9VZJ91	5000010042	2/27/2006	\$ 1,159.20		N00014266	Obsolete
44	1 ea	Dell OptiPlex GX620 Desktop Computer	13052	2HFRJ91		2/27/2006	\$ 1,166.65		N00014206	Obsolete
44	1 ea	Dell OptiPlex GX620 Desktop Computer	13070	BFRRJ91		2/27/2006	\$ 1,166.65		N00014220	Obsolete
44	1 ea	Dell OptiPlex GX620 Desktop Computer	13058	CHFRJ91		2/27/2006	\$ 1,166.65		N00014216	Obsolete
64	1 ea	Dell OptiPlex GX620 Desktop Computer	13057	FHFRJ91		2/27/2006	\$ 1,166.65		N00014127	Obsolete
64	1 ea	Dell OptiPlex GX620 Desktop Computer	13053	4HFRJ91		2/27/2006	\$ 1,166.65		N00014207	Obsolete
69	1 ea	Dell OptiPlex GX620 Desktop Computer	13067	BGFRJ91		2/27/2006	\$ 1,166.65		N00014223	Obsolete
61	1 ea	Dell OptiPlex GX620 Desktop Computer	15350	68GPL91		3/23/2006	\$ 1,588.64		N00014342	Obsolete
53	1 ea	Scantron ScanMark ES2800 Reader	12995	EE-02919	5000010202	3/28/2006	\$ 6,730.00	\$ -	N00012776	Obsolete
55	1 ea	Dell OptiPlex GX620 Desktop Computer	15405	8PVPQ91		4/4/2006	\$ 1,230.54		N00014380	Obsolete
61	1 ea	Dell OptiPlex GX620 Desktop Computer	15411	1PVPQ91		4/4/2006	\$ 1,230.54		N00014386	Obsolete
54	1 ea	Dell OptiPlex GX620 Desktop Computer	15401	6NVPQ91		4/4/2006	\$ 1,260.54		N00014376	Obsolete
67	1 ea	Dell Latitude D610 Laptop	13259	7LR7Q91		4/7/2006	\$ 1,705.70		N00014363	Obsolete
18	1 ea	Dell OptiPlex GX620 Desktop Computer	13290	FKTKV91		4/22/2006	\$ 1,140.34		N00014363	Obsolete
NF 15	1 ea	Dell OptiPlex GX620 Desktop Computer	13286	HZXLV91		4/24/2006	\$ 1,242.61			Obsolete
58	1 ea	Dell OptiPlex GX620 Desktop Computer	13288	2Q5MV91		4/28/2006	\$ 1,081.03		N00014414	Obsolete
53	1 ea	HP Compaq TC4200 Laptop	23909	CND619031R		5/22/2006	\$ 2,383.00		N00014425	Obsolete
40	1 ea	Dell OptiPlex GX620 Desktop Computer	15514	4CRK1B1	500007035	5/30/2006	\$ 1,072.34		N00014610	Obsolete
49	1 ea	Dell OptiPlex GX620 Desktop Computer	15518	6BRK1B1		5/30/2006	\$ 1,072.34		N00014614	Obsolete
53	1 ea	Dell OptiPlex GX620 Desktop Computer	15538	126K1B1	500007012	5/30/2006	\$ 1,072.34		N00014587	Obsolete
53	1 ea	Dell OptiPlex GX620 Desktop Computer	15526	7CRK1B1		5/30/2006	\$ 1,072.34		N00014622	Obsolete
57	1 ea	Dell OptiPlex GX620 Desktop Computer	15560	F26K1B1	500007023	5/30/2006	\$ 1,072.34		N00014598	Obsolete
58	1 ea	Dell OptiPlex GX620 Desktop Computer	15537	B26K1B1	500007011	5/30/2006	\$ 1,072.34		N00014586	Obsolete
58	1 ea	Dell OptiPlex GX620 Desktop Computer	15557	H26K1B1	500007021	5/30/2006	\$ 1,072.34		N00014596	Obsolete
62	1 ea	Dell OptiPlex GX620 Desktop Computer	15512	BTRK1B1	5000010248	5/30/2006	\$ 1,072.34		N00014624	Obsolete
62	1 ea	Dell OptiPlex GX620 Desktop Computer	15511	HSRK1B1	500007048	5/30/2006	\$ 1,072.34		N00014623	Obsolete
62	1 ea	Dell OptiPlex GX620 Desktop Computer	15561	726K1B1	500007025	5/30/2006	\$ 1,072.34		N00014600	Obsolete
62	1 ea	Dell OptiPlex GX620 Desktop Computer	15562	526K1B1	500007026	5/30/2006	\$ 1,072.34		N00014601	Obsolete
62	1 ea	Dell OptiPlex GX620 Desktop Computer	15542	GTRK1B1	500007016	5/30/2006	\$ 1,072.34		N00014591	Obsolete
62	1 ea	Dell OptiPlex GX620 Desktop Computer	15554	CQRK1B1	500007018	5/30/2006	\$ 1,072.34		N00014593	Obsolete
62	1 ea	Dell OptiPlex GX620 Desktop Computer	15555	4RRK1B1	500007019	5/30/2006	\$ 1,072.34		N00014594	Obsolete
68	1 ea	Dell OptiPlex GX620 Desktop Computer	15522	5TRK1B1	500007043	5/30/2006	\$ 1,072.34		N00014618	Obsolete
68	1 ea	Dell OptiPlex GX620 Desktop Computer	15520	FQRK1B1	500007041	5/30/2006	\$ 1,072.34		N00014616	Obsolete
53	1 ea	Dell OptiPlex GX620 Desktop Computer	20722	CBRK1B1	500007024	5/30/2006	\$ 1,072.35		N00014599	Obsolete
58	1 ea	Dell OptiPlex GX620 Desktop Computer	15521	FTRK1B1	500007042	5/30/2006	\$ 1,072.36		N00014617	Obsolete
58	1 ea	Dell OptiPlex GX620 Desktop Computer	15513	HBRK1B1	500007034	5/30/2006	\$ 1,072.64		N00014609	Obsolete
44	1 ea	Dell OptiPlex GX620 Desktop Computer	15504	76RK1B1		5/30/2006	\$ 1,075.01		N00014492	Obsolete
45	1 ea	Dell OptiPlex GX620 Desktop Computer	15502	77RK1B1		5/30/2006	\$ 1,075.01		N00014490	Obsolete
51	1 ea	Dell OptiPlex GX620 Desktop Computer	15508	B6RK1B1		5/30/2006	\$ 1,075.01		N00014496	Obsolete
51	1 ea	Dell OptiPlex GX620 Desktop Computer	15495	26RK1B1		5/30/2006	\$ 1,075.01		N00014483	Obsolete
47	1 ea	Dell OptiPlex GX620 Desktop Computer	15625	CSKK1B1		5/30/2006	\$ 1,088.14		N00014625	Obsolete
61	1 ea	HP 9000 RP3440 Server	17445	USL31047FP		6/9/2006	\$ 15,944.82	\$ -	N00012797	Obsolete
60	1 ea	Dell OptiPlex GX620 Desktop Computer	15585	GS1X5B1		6/19/2006	\$ 1,048.62		N00014800	Obsolete

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47	1 ea	Dell OptiPlex GX620 Desktop Computer	15590	JJX5B1		6/19/2006	\$ 1,048.64		N00014802	Obsolete
40	1 ea	Dell OptiPlex GX620 Desktop Computer	15441	FCMY5B1		6/22/2006	\$ 1,048.64		N00014812	Obsolete
44	1 ea	Dell OptiPlex GX620 Desktop Computer	13244	9CMY5B1		6/22/2006	\$ 1,048.64		N00014811	Obsolete
75	1 ea	Dell OptiPlex GX620 Desktop Computer	15623	D8FY5B1		6/22/2006	\$ 1,134.84		N00014820	Obsolete
44	1 ea	Dell OptiPlex GX620 Desktop Computer	14977	CTR36B1		6/26/2006	\$ 1,048.64		N00014771	Obsolete
57	1 ea	Dell OptiPlex GX620 Desktop Computer	14972	DVR36B1		6/26/2006	\$ 1,048.64		N00014766	Obsolete
57	1 ea	Dell OptiPlex GX620 Desktop Computer	14970	BWR36B1		6/26/2006	\$ 1,048.64		N00001464	Obsolete
60	1 ea	Dell OptiPlex GX620 Desktop Computer	14979	3VR36B1		6/26/2006	\$ 1,048.64		N00014773	Obsolete
67	1 ea	Dell OptiPlex GX620 Desktop Computer	14981	5VR36B1		6/26/2006	\$ 1,048.64		N00014775	Obsolete
58	1 ea	Dell OptiPlex GX620 Desktop Computer	15011	1Z1M6B1		6/28/2006	\$ 1,903.86		N00014777	Obsolete
55	1 ea	Dell Latitude D620 Laptop	15006	93G96B1		6/29/2006	\$ 1,330.00		N00014780	Obsolete
69	1 ea	Dell OptiPlex GX620 Desktop Computer	14953			6/30/2006	\$ 1,048.64		N00014809	Obsolete
78	1 ea	Dell OptiPlex GX620 Desktop Computer	15033	7QQ2CB1	5000007325	7/21/2006	\$ 2,016.89		N00014805	Obsolete
78	1 ea	Dell OptiPlex GX620 Desktop Computer	15034	1QQ2CB1	5000007326	7/21/2006	\$ 2,016.89		N00014806	Obsolete
58	1ea	Dell OptiPlex GX280 Desktop Computer	0000010092	D3H7Z71	5000005713	7/27/2006	\$ 1,306.84		000012348	Obsolete
68	1 ea	NoteVision Sharp	15083	606913026		7/31/2006	\$ 2,152.25		N00014918	Obsolete
55	1 ea	Sharp Notevision XG-C40XU Projector	15086	606912989		7/31/2006	\$ 2,246.16		N00014903	Obsolete
53	1 ea	Dell OptiPlex GX620 Desktop Computer	15091	6LHJHB1		8/3/2006	\$ 1,135.53		N00014745	Obsolete
44	1 ea	Dell OptiPlex GX270 Desktop Computer	0000009012	CSTPC51		8/24/2006	\$ 1,251.00		000010149	Obsolete
75	1 ea	Dell OptiPlex GX620 Desktop Computer	15230	7B4TMB1		8/24/2006	\$ 1,313.58		N00014753	Obsolete
75	1 ea	Dell OptiPlex GX620 Desktop Computer	15231	3B4TMB1		8/24/2006	\$ 1,313.58		N00014754	Obsolete
75	1 ea	Dell OptiPlex GX620 Desktop Computer	15229	CB4TMB1		8/24/2006	\$ 1,313.58		N00014752	Obsolete
47	1 ea	Dell OptiPlex GX620 Desktop Computer	15299	FHZ4NB1		8/25/2006	\$ 1,246.67		N00014938	Obsolete
76	1 ea	Cisco 2950 Catalyst	15261	FOC1031Z3NY		8/30/2006	\$ 2,648.00		N00015036	Obsolete
76	1 ea	Cisco 2950 Catalyst	15262	FOC1029Z55E		8/30/2006	\$ 2,648.00		N00015037	Obsolete
76	1 ea	Cisco 2950 Catalyst	15283	FOC1031Z3QF		8/30/2006	\$ 2,648.00		N00015038	Obsolete
55	1 ea	Panasonic High Definition Plasma Display Television	13323	YP6340057		8/31/2006	\$ 2,481.53		N00015007	Obsolete
61	1 ea	External Server Blade Components	15170	USM63400PK		8/31/2006	\$ 11,592.82	\$ -	N00015016	Obsolete
53	1 ea	Dell Latitude D620 Laptop	13338	63P1QB1	5000010637	9/11/2006	\$ 1,575.69		N00015126	Obsolete
54	1 ea	Dell OptiPlex GX620 Desktop Computer	15730	HSBGWB1	5000010658	10/5/2006	\$ 1,048.31		N00015074	Obsolete
58	1ea	Dell OptiPlex GX620 Desktop Computer	15744	5C63XB1		10/5/2006	\$ 1,300.62		N00015069	Obsolete
60	1 ea	Dell OptiPlex GX620 Desktop Computer	15745	DB63XB1		10/5/2006	\$ 1,300.63		N00015068	Obsolete
45	1 ea	Dell OptiPlex 745 Desktop Computer	15763	DT4YZB1		10/27/2006	\$ 1,001.11		N00015136	Obsolete
66	1 ea	HP DL385 Server	15714	USE635N3FZ		10/27/2006	\$ 4,286.66		N00015089	Obsolete
78	1 ea	Dell Latitude D620 Laptop	15815	9M8G1C1		11/8/2006	\$ 1,350.95		N00015151	Obsolete
70	1 ea	HP Color LaserJet 5550N Printer	15127	JPGC68200F		11/10/2006	\$ 4,110.00		N00015224	Deleted
51	1 ea	Dell OptiPlex 745 Desktop Computer	15878	GTD85C1		12/5/2006	\$ 1,368.43		N00015248	Obsolete
70	1 ea	Cisco 6500 Catalyst	9244	SAL08154LYR		12/13/2006	\$ 34,731.70	\$ -	N00016047	Obsolete
61	1 ea	SunFire V240 Server	15850	FN64240130		12/14/2006	\$ 11,744.05	\$ -	N00015165	Obsolete
66	1 ea	Barracuda Spam 400 Firewall	21787	L14804A5220085		1/20/2007	\$ 4,463.00		N00013058	Obsolete
67	1 ea	Dell OptiPlex GX620 Desktop Computer	12629	hkl7391		1/24/2007	\$ 1,102.70		N00013923	Obsolete
67	1 ea	Dell OptiPlex GX620 Desktop Computer	12689	gil7391		1/24/2007	\$ 1,102.70		N00013916	Obsolete
60	1 ea	Dell OptiPlex 745 Desktop Computer	15277	JWG83D1		1/29/2007	\$ 1,366.72		N00015201	Obsolete
75	1 ea	Dell OptiPlex 745 Desktop Computer	15841	9R5YDC1		1/29/2007	\$ 1,366.72		N00015200	Obsolete
58	1 ea	Dell OptiPlex 745 Desktop Computer	13418	24D3LC1		3/20/2007	\$ 1,021.40		N00015278	Obsolete
75	1 ea	Dell OptiPlex 745 Desktop Computer	13421	F4D3LC1		3/20/2007	\$ 1,021.40		N00015281	Obsolete
44	1 ea	Dell OptiPlex 745 Desktop Computer	13433	JBVYQC1		4/2/2007	\$ 1,128.17		N00015399	Obsolete
55	1 ea	Dell OptiPlex 745 Desktop Computer	13422	FTFWQC1		4/2/2007	\$ 1,128.17		N00015420	Obsolete
67	1 ea	Dell OptiPlex 745 Desktop Computer	13435	CBVYQC1		4/2/2007	\$ 1,128.17		N00015404	Obsolete
78	1 ea	Dell OptiPlex 745 Desktop Computer	13430	7BVYQC1		4/2/2007	\$ 1,128.17		N00015396	Obsolete
78	1 ea	Dell OptiPlex 745 Desktop Computer	13431	FBVYQC1		4/2/2007	\$ 1,128.17		N00015397	Obsolete
58	1 ea	Dell OptiPlex 745 Desktop Computer	15935	68BZQC1		4/4/2007	\$ 1,128.17		N00015426	Obsolete
58	1 ea	Dell OptiPlex 745 Desktop Computer	15945	C9BZQC1		4/4/2007	\$ 1,128.17		N00015466	Obsolete
76	1 ea	Dell OptiPlex 745 Desktop Computer	15939	5CBZQC1		4/4/2007	\$ 1,128.17		N00015436	Obsolete
65	1 ea	KVM USA Switch 17" 8-port	13922	RACKMVX-US17-8USB		5/7/2007	\$ 2,645.05		N00015565	Obsolete
47	1 ea	HP Scanjet 4050 Printer	0000003795	USQF041897		5/12/2007	\$ 1,127.00		000004499	Obsolete
45	1 ea	Dell OptiPlex 745 Desktop Computer	16064	2HJJZC1		5/24/2007	\$ 1,128.92		N00015583	Obsolete
48	1 ea	Dell OptiPlex 745 Desktop Computer	16063	4FJJZC1		5/24/2007	\$ 1,128.92		N00015582	Obsolete
50	1 ea	Dell OptiPlex 745 Desktop Computer	16066	9HJJZC1		5/24/2007	\$ 1,128.92		N00015585	Obsolete

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50	1 ea	Dell OptiPlex 745 Desktop Computer	16065	5FJJZC1		5/24/2007	\$ 1,128.92		N00015584	Obsolete
50	1 ea	Dell OptiPlex 745 Desktop Computer	16450	2FJJZC1		5/24/2007	\$ 1,128.92		N00015577	Obsolete
51	1 ea	Dell OptiPlex 745 Desktop Computer	16073	8HJJZC1		5/24/2007	\$ 1,128.92		N00015594	Obsolete
69	1 ea	Dell OptiPlex 760 Desktop Computer	18323	5RY81L1		5/31/2007	\$ 1,026.57		N00015627	Obsolete
67	1 ea	Dell OptiPlex 745 Desktop Computer	13580	3M9ZZC1		5/31/2007	\$ 1,093.40		N00015782	Obsolete
75	1 ea	Dell OptiPlex 745 Desktop Computer	13587	GG2C1D1		6/8/2007	\$ 1,121.30		N00015695	Obsolete
44	1 ea	Dell OptiPlex 745 Desktop Computer	13632	3FQL2D1		6/18/2007	\$ 1,126.25		N00015731	Obsolete
59	1 ea	Dell OptiPlex 745 Desktop Computer	13679	8XG83D1		6/19/2007	\$ 1,128.92		N00015722	Obsolete
59	1 ea	Dell OptiPlex 745 Desktop Computer	13668	5TG83D1		6/19/2007	\$ 1,128.92		N00015711	Obsolete
59	1 ea	Dell OptiPlex 745 Desktop Computer	13655	CTG83D1		6/19/2007	\$ 1,128.92		N00015698	Obsolete
59	1 ea	Dell OptiPlex 745 Desktop Computer	13675	6WG83D1		6/19/2007	\$ 1,128.92		N00015178	Obsolete
59	1 ea	Dell OptiPlex 745 Desktop Computer	13674	9SG83D1		6/19/2007	\$ 1,128.92		N00015717	Obsolete
59	1 ea	Dell OptiPlex 745 Desktop Computer	13680	9TG83D1		6/19/2007	\$ 1,128.92		N00015723	Obsolete
59	1 ea	Dell OptiPlex 745 Desktop Computer	13682	7TG83D1		6/19/2007	\$ 1,128.92		N00015725	Obsolete
59	1 ea	Dell OptiPlex 745 Desktop Computer	13683	GWG83D1		6/19/2007	\$ 1,128.92		N00015726	Obsolete
59	1 ea	Dell OptiPlex 745 Desktop Computer	13677	9VG83D1		6/19/2007	\$ 1,128.92		N00015720	Obsolete
59	1 ea	Dell OptiPlex 745 Desktop Computer	13678	5XG83D1		6/19/2007	\$ 1,128.92		N00015721	Obsolete
59	1 ea	Dell OptiPlex 745 Desktop Computer	13681	8VG83D1		6/19/2007	\$ 1,128.92		N00015724	Obsolete
59	1 ea	Dell OptiPlex 745 Desktop Computer	13676	2WG83D1		6/19/2007	\$ 1,128.92		N00015719	Obsolete
59	1 ea	Dell OptiPlex 745 Desktop Computer	13669	3VG83D1		6/19/2007	\$ 1,128.92		N00015712	Obsolete
59	1 ea	Dell OptiPlex 745 Desktop Computer	13670	4WG83D1		6/19/2007	\$ 1,128.92		N00015713	Obsolete
59	1 ea	Dell OptiPlex 745 Desktop Computer	13673	3XG83D1		6/19/2007	\$ 1,128.92		N00015716	Obsolete
59	1 ea	Dell OptiPlex 745 Desktop Computer	13672	72H83D1		6/19/2007	\$ 1,128.92		N00015715	Obsolete
59	1 ea	Dell OptiPlex 745 Desktop Computer	13671	9WG83D1		6/19/2007	\$ 1,128.92		N00015714	Obsolete
59	1 ea	Dell OptiPlex 745 Desktop Computer	13662	DSG83D1		6/19/2007	\$ 1,128.92		N00015705	Obsolete
59	1 ea	Dell OptiPlex 745 Desktop Computer	13654	BXG83D1		6/19/2007	\$ 1,128.92		N00015697	Obsolete
59	1 ea	Dell OptiPlex 745 Desktop Computer	13660	CWG83D1		6/19/2007	\$ 1,128.92		N00015703	Obsolete
59	1 ea	Dell OptiPlex 745 Desktop Computer	13667	5VG83D1		6/19/2007	\$ 1,128.92		N00015710	Obsolete
59	1 ea	Dell OptiPlex 745 Desktop Computer	13664	CVG83D1		6/19/2007	\$ 1,128.92		N00015707	Obsolete
59	1 ea	Dell OptiPlex 745 Desktop Computer	13656	HVG83D1		6/19/2007	\$ 1,128.92		N00015699	Obsolete
59	1 ea	Dell OptiPlex 745 Desktop Computer	13658	JTG83D1		6/19/2007	\$ 1,128.92		N00015701	Obsolete
59	1 ea	Dell OptiPlex 745 Desktop Computer	13666	BSG83D1		6/19/2007	\$ 1,128.92		N00015709	Obsolete
59	1 ea	Dell OptiPlex 745 Desktop Computer	13661	FVG83D1		6/19/2007	\$ 1,128.92		N00015704	Obsolete
60	1 ea	Dell OptiPlex 745 Desktop Computer	13665	GTG83D1		6/19/2007	\$ 1,128.92		N00015708	Obsolete
60	1 ea	Dell OptiPlex 745 Desktop Computer	13659	GQY5DC1		6/19/2007	\$ 1,128.92		N00015702	Obsolete
60	1 ea	Dell OptiPlex 745 Desktop Computer	13663	CSG83D1		6/19/2007	\$ 1,128.92		N00015706	Obsolete
60	1 ea	Dell OptiPlex 745 Desktop Computer	13657	FTG83D1		6/19/2007	\$ 1,128.92		N00015700	Obsolete
61	1 ea	SunFire T2000 Server	13465	0721NNNOV1		6/25/2007	\$ 14,483.00	\$ -	N00015692	Obsolete
75	1 ea	Dell OptiPlex 745 Desktop Computer	16167	DVBQ4D1		6/28/2007	\$ 1,101.62		N00015794	Obsolete
54	1 ea	Dell OptiPlex 745 Desktop Computer	13693	DYF55D1		6/28/2007	\$ 1,549.00		N00015826	Obsolete
61	1 ea	Cisco MCS 7800 Media Convergent Server	13621	USM71601VT		6/28/2007	\$ 10,728.04	\$ -	N00016040	Obsolete
61	1 ea	Cisco MCS 7800 Media Convergent Server	13634	USM71605LY		6/28/2007	\$ 11,846.64	\$ -	N00016043	Obsolete
64	1 ea	Dell OptiPlex 745 Desktop Computer	16206	4NX45D1		7/3/2007	\$ 1,098.96		N00015822	Obsolete
53	1 ea	Dell OptiPlex 745 Desktop Computer	21894	1CZ45D1		7/3/2007	\$ 1,101.62		N00015802	Obsolete
55	1 ea	Dell OptiPlex 745 Desktop Computer	21895	45Z45D1		7/3/2007	\$ 1,101.62		N00015800	Obsolete
61	1 ea	Dell OptiPlex 745 Desktop Computer	16198	BCZ45D1		7/3/2007	\$ 1,101.62		N00015814	Obsolete
75	1 ea	Dell Latitude D830 Laptop	16322	FJL1GD1		8/14/2007	\$ 1,266.60		N00015901	Obsolete
67	1 ea	Toshiba Laptop M400	14126	X7040742H		10/22/2007	\$ 1,684.22		N00016268	Obsolete
18	1 ea	Dell OptiPlex 745 Desktop Small Form Computer	14090	3B140F1		10/28/2007	\$ 1,021.40			Obsolete
64	1 ea	Dell Latitude D830 Laptop	13451	86M7ZD1		10/29/2007	\$ 1,361.79		N00016299	Obsolete
40	1 ea	Dell OptiPlex 745 Desktop Computer	14144	BN91ZD1		10/31/2007	\$ 1,101.62		N00016283	Obsolete
66	1 ea	Sensaphone IMS-4001 Host Power Monitoring Unit	14076	IMS4001		11/13/2007	\$ 2,669.06		N00016310	Obsolete
45	1 ea	Dell OptiPlex 755 Desktop Computer	14132	H7604F1		11/27/2007	\$ 2,057.30		N00016320	Obsolete
61	1 ea	Dell OptiPlex 745 Desktop Computer	13454	25M55F1		11/29/2007	\$ 1,306.00		N00016338	Obsolete
45	1 ea	Dell OptiPlex 745 Desktop Computer	13995	45M55F1		11/29/2007	\$ 1,306.75		N00016339	Obsolete
47	1 ea	Dell Latitude D830 Laptop	14167	1B884F1		11/29/2007	\$ 1,317.30		N00016337	Obsolete
45	1 ea	Dell OptiPlex 755 Desktop Computer	14266	46KVQF1		2/26/2008	\$ 1,234.00		N00016444	Obsolete
45	1 ea	Dell OptiPlex 755 Desktop Computer	14396	J41ZQF1		3/3/2008	\$ 1,356.88		N00016448	Obsolete
45	1 ea	Dell OptiPlex 755 Desktop Computer	14396	J41ZQF1		3/3/2008	\$ 1,356.88		N00016443	Obsolete

	Capital Asset
	Grant Funded Asset
	Capital and Grant Funded Asset

**SOUTH TEXAS COLLEGE**  
**TECHNOLOGY AND ELECTRONIC ITEMS FOR DISPOSAL/RECYCLE WITH VALUE OF \$1,000 AND OVER**  
**DECEMBER 15, 2015**

Pallet	Qty	Description	Silver Tag	Serial Number	Grant Tag	Purchase Date	Amount	Net Value	Ptag	Condition
58	1 ea	Dell OptiPlex 755 Desktop Computer	14381	551ZQF1		3/3/2008	\$ 1,356.88		N00016439	Obsolete
53	1 ea	Dell OptiPlex 755 Desktop Computer	16319	B0VXRF1		3/4/2008	\$ 1,171.83		N00016435	Obsolete
55	1 ea	EIKI EIP-3000N Projector	16318	E68A1476		3/6/2008	\$ 1,640.00		N00016447	Obsolete
55	1 ea	EIKI EIP-3000N Projector	14400	E68A1492		3/6/2008	\$ 1,679.00		N00016449	Obsolete
55	1 ea	Dell Latitude D830 Laptop	14363	F7Q0SF1		3/7/2008	\$ 1,405.60		N00016456	Obsolete
78	1 ea	Dell Latitude D830 Laptop	14399	19Q0SF1		3/7/2008	\$ 1,405.60		N00016472	Obsolete
78	1 ea	Dell Latitude D830 Laptop	14409	68Q0SF1		3/7/2008	\$ 1,405.60		N00016464	Obsolete
54	1 ea	Dell OptiPlex 755 Desktop Computer	14398	5FW3G1		4/22/2008	\$ 1,315.42		N00016497	Obsolete
45	1 ea	Dell OptiPlex 755 Desktop Computer	14444	42VB4G1		4/24/2008	\$ 1,267.36		N00016503	Obsolete
56	1 ea	HP Universal Shock Server Rack	14348			4/25/2008	\$ 29,187.00	\$ -	N00016518	Obsolete
47	1 ea	3M Mediacheck	14452	3251344		5/14/2008	\$ 3,286.67		N00016539	Obsolete
55	1 ea	Dell OptiPlex 755 Desktop Computer	12020	383WBG1		5/27/2008	\$ 1,256.68		N00016584	Obsolete
55	1 ea	Dell OptiPlex 755 Desktop Computer	12037	673WBG1		5/27/2008	\$ 1,256.68		N00016575	Obsolete
45	1 ea	Dell OptiPlex 755 Desktop Computer	11950	2YC5CG1		5/29/2008	\$ 1,267.36		N00016636	Obsolete
45	1 ea	Dell OptiPlex 755 Desktop Computer	11940	3QSGCG1		5/29/2008	\$ 1,322.54		N00016627	Obsolete
45	1 ea	Dell OptiPlex 755 Desktop Computer	11952	3Z19DG1		6/2/2008	\$ 1,161.12		N00016688	Obsolete
45	1 ea	Dell OptiPlex 755 Desktop Computer	11939	1Z19DG1		6/2/2008	\$ 1,161.12		N00016689	Obsolete
45	1 ea	Dell OptiPlex 755 Desktop Computer	11935	6D2XDG1		6/5/2008	\$ 1,601.25		N00016692	Obsolete
45	1 ea	Dell OptiPlex 755 Desktop Computer	11918	CHPRDG1		6/5/2008	\$ 1,928.99		N00016696	Obsolete
77	1 ea	Cisco MCS 7800 server	11959	JAB122301F9		6/16/2008	\$ 11,377.50	\$ -	N00016816	Obsolete
77	1 ea	Cisco MCS 7800 server	11964	JAB122201F9		6/16/2008	\$ 11,377.50	\$ -	N00016817	Obsolete
66	1 ea	HP Storage Works EVA MPX100 Server	13876			6/20/2008	\$ 4,900.00		N00016710	Obsolete
68	1 ea	Dell OptiPlex 755 Desktop Computer	11954	JTDQNG1		6/27/2008	\$ 1,302.57		N00001969	Obsolete
66	1 ea	Dell Power Connect 5425 Switcher	13895	CN0M023F282988590135		6/30/2008	\$ 1,100.00		N00016748	Obsolete
66	1 ea	Dell Power Connect 5425 Switcher	13897	CN0M023F282988590132		6/30/2008	\$ 1,100.00		N00016750	Obsolete
55	1 ea	Dell Latitude D630 Laptop	13740	GLS9VG1		7/28/2008	\$ 1,034.58		N00016803	Obsolete
78	1 ea	Dell Latitude D630 Laptop	13709	2MS9VG1		7/28/2008	\$ 1,034.58		N00016799	Obsolete
76	1 ea	Panasonic Scanner/Printer	17622	72385MB1075		9/24/2008	\$ 4,549.59		N00017077	Obsolete
75	1 ea	Dell OptiPlex 755 Desktop Computer	17636	B5KHLH1		10/21/2008	\$ 1,613.76		N00017229	Obsolete
60	1 ea	Dell OptiPlex 755 Desktop Computer	17634	7WXBLH1		10/22/2008	\$ 1,478.46		N00017235	Obsolete
69	1 ea	Dell OptiPlex 755 Desktop Computer	17633	9WXBLH1		10/22/2008	\$ 1,478.46		N00017234	Obsolete
69	1 ea	Dell OptiPlex 755 Desktop Computer	17632	1WXBLH1		10/22/2008	\$ 1,478.46		N00017233	Obsolete
77	1 ea	Cisco 3310 AH196A Server	17665	MX283301HV		10/28/2008	\$ 5,034.40	\$ -	N00017320	Obsolete
61	1 ea	SunFire T2000 Server	13464	6847RC6161		12/2/2008	\$ 7,158.00	\$ -	N00017307	Obsolete
61	1 ea	Barracuda Networks Blade Server	22624	191167		1/13/2009	\$ 3,579.13		N00017352	Obsolete
47	1 ea	Dell Latitude E6400	17562	GH7PVF1		2/4/2009	\$ 1,158.00		N00017350	Obsolete
18	1 ea	Dell Precision M6400 Laptop	18189	C35FNK1		8/3/2009	\$ 3,020.96			Obsolete
55	1 ea	Smart Sympodium	17841	8HFP00127		11/4/2009	\$ 2,081.39		N00019471	Obsolete
47	1 ea	Dell Latitude E6400 Laptop	18124	2PQ56L1		11/19/2009	\$ 1,158.00		N00019284	Obsolete
42	1 ea	Dell Mono Laser 7330DN Printer	18141	8W53KH1		12/3/2009	\$ 4,102.89		N00019435	Obsolete
67	1 ea	Cisco MCS 7800 Media Server	16556	1S4194AC1KQXWVZ		5/17/2010	\$ 7,645.00	\$ -	N00018542	Obsolete
55	1 ea	Dell Latitude E5500 Laptop	16567	FGKRCL1		5/19/2010	\$ 1,055.24		N00017986	Obsolete
55	1 ea	Panasonic F300XGA Projector	16657	SC0260167		6/1/2010	\$ 2,616.11		N00018108	Obsolete
55	1 ea	Panasonic F300XGA Projector	16665	SC0250109		6/1/2010	\$ 2,616.11		N00018150	Obsolete
55	1 ea	Panasonic F300XGA Projector	16661	SC0250101		6/1/2010	\$ 2,616.11		N00018112	Obsolete
55	1 ea	Panasonic F300XGA Projector	16652	SC0250018		6/1/2010	\$ 2,616.11		N00018145	Obsolete
55	1 ea	Panasonic F300XGA Projector	16654	SC0260117		6/1/2010	\$ 2,616.11		N00018147	Obsolete
55	1 ea	Panasonic F300XGA Projector	16669	SC0250023		6/1/2010	\$ 2,616.11		N00018156	Obsolete
55	1 ea	Panasonic F300XGA Projector	16660	SC0240036		6/1/2010	\$ 2,616.11		N00018111	Obsolete
55	1 ea	Panasonic F300XGA Projector	16672	SC0250104		6/1/2010	\$ 2,616.11		N00018159	Obsolete
55	1 ea	Panasonic F300XGA Projector	16674	SC0250007		6/1/2010	\$ 2,616.11		N00018161	Obsolete
72	1 ea	SunFire 2000 Server	14839	0632NNN0K6		8/12/2010	\$ 6,800.00	\$ -	N00018445	Obsolete
18	1 ea	Dell 5310N Printer	19148	4GMT4B1		5/9/2011	\$ 1,058.49			Damaged

	Capital Asset
	Grant Funded Asset
	Capital and Grant Funded Asset

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

Enclosed is a copy of the presentation prepared by Broaddus and Associates as an update on the status of the 2013 Bond Construction Program. A representative from Broaddus and Associates will be present at the December 15, 2015 Regular Board Meeting to provide the update.

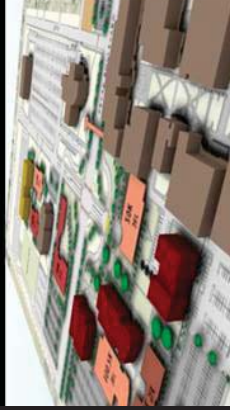
# **SOUTH TEXAS COLLEGE**

## **2013 BOND CONSTRUCTION PROGRAM UPCOMING TIMELINE**

Facilities Committee Meeting

December 8, 2015

**BROADDUS  
& ASSOCIATES**



# BOARD APPROVAL ITEMS

**South Texas College  
2013 Bond Construction Program  
Upcoming Timeline – 12/8/15**

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)
1	Schematic Design Approval	Schematic Design Approval	Schematic Design Approval	Schematic Design Approval	Update (No Action)
2	Nursing & Allied Health Thermal Energy Engineer Selection	Pecan Campus Thermal Plant Expansion GMP Approval	FF&E Recommendation	Chiller Procurement Award	
3	Chiller Procurement	Wage Scale Determination			
4	Additional Services – MVC Library Renovation	FF&E RFP Solicitation			
5					
6					
7					
8					
9					
10					

Board Approval



# OPERATIONAL ITEMS

**South Texas College  
2013 Bond Construction Program  
Upcoming Timeline**

October '15      November '15      December '15      January '16      February '16

	October '15	November '15	December '15	January '16	February '16
<b>1</b>		Chiller Solicitation	Center for Public Safety RFQ's		
<b>2</b>		FF&E RFP			
<b>3</b>		Negotiate N&AH Thermal Plant Contract			
<b>4</b>					
<b>5</b>					
<b>6</b>					
<b>7</b>					
<b>8</b>					
<b>9</b>					
<b>10</b>					

Operational



# INFORMATION & PRESENTATION ITEMS

**South Texas College  
2013 Bond Construction Program  
Upcoming Timeline**

October '15      November '15      December '15      January '16      February '16

Informational/Presentations	1	2	3	4	5	6	7	8	9	10
	October '15	November '15	December '15	January '16	February '16	Volume Procurement Strategies	OCIP Presentation	Wage Scale Determination	OCIP Presentation	Volume Procurement Strategies

2013 BOND CONSTRUCTION PROGRAM PROGRESS REPORT - December 8, 2015

Project Number	PROJECT DESCRIPTION	Project Development			Design Phase				Price Proposals		Construction Phase					Architect/Engineer	Contractor			
		Project Development	Board approval of A/E	Contract Negotiations	Concept Development	Schematic Approval	Design Development	30%	60%	95%	100%	B&A Review	Board Approval	30%	50%			75%	95% Substantial Comp	100%
<b>Pecan Campus</b>																				
	North Academic Building																		PBK Architects	D. Wilson Construction
	South Academic Building																		BSA Architects	D. Wilson Construction
	STEM Building																		BSA Architects	D. Wilson Construction
	Student Activities Building and Cafeteria																		Warren Group Architects	D. Wilson Construction
	Thermal Plant Expansion																		Half Associates	D. Wilson Construction
	Parking and Site Improvements																		PCE	D. Wilson Construction
<b>Mid Valley Campus</b>																				
	Health Professions and Science Building																		ROFA Architects	Skanska USA
	Workforce Training Center Expansion																		EGV Architects	Skanska USA
	Library Expansion																		Mata + Garcia Architects	Skanska USA
	Student Services Building Expansion																		ROFA Architects	Skanska USA
	Thermal Plant																		DBR Engineering	Skanska USA
	Parking and Site Improvements																		Half Associates	Skanska USA
<b>Technology Campus</b>																				
	Southwest Building Renovation																		EGV Architects	ECON Construction
	Parking and Site Improvements																		Hinojosa Engineering	ECON Construction
<b>Nursing and Allied Health Campus</b>																				
	Campus Expansion																		ERO Architects	D. Wilson Construction
	Parking and Site Improvements																		R. Gutierrez Engineers	D. Wilson Construction
<b>Starr County Campus</b>																				
	Health Professions and Science Building																		Mata + Garcia Architects	D. Wilson Construction
	Workforce Training Center Expansion																		EGV Architects	D. Wilson Construction
	Library																		Mata + Garcia Architects	D. Wilson Construction
	Student Services Building Expansion																		Mata + Garcia Architects	D. Wilson Construction
	Student Activities Building Expansion																		Mata + Garcia Architects	D. Wilson Construction
	Thermal Plant																		Sigma HN Engineers	D. Wilson Construction
	Parking and Site Improvements																		Melden & Hunt Engineering	D. Wilson Construction
<b>Regional Center for Public Safety Excellence - Pharr</b>																				
	Training Facility																		TBD	TBD
	Parking and Site Improvements																		TBD	TBD
<b>STC La Joya Teaching Site (Jimmy Carter ECHS)</b>																				
	Training Labs Improvements																		EGV Architects	TBD

## **Review and Action as Necessary on Additional Services with Broaddus and Associates for Structured Cabling (IT) Duct Bank Modifications for the 2013 Bond Construction Program**

Approval of additional services with Broaddus and Associates for a Structured Cabling (IT) Duct Bank Modifications for the 2013 Bond Construction Program is requested.

### **Purpose**

The existing structured cabling (IT) duct banks require modifications at each of the campuses in order to provide data service to the proposed bond program facilities. The IT (information technology) duct banks are a series of underground conduits that carry the fiber optic data cabling between the buildings.

### **Justification**

The design of exterior underground structured cabling (IT) duct banks is not included in any current architectural or engineering consultant agreement(s). The existing structured cabling (IT) duct banks are located between the buildings and provide the required data connectivity for the buildings.

### **Background**

Broaddus and Associates met with college staff and WJHW (AV/IT consultant) on October 26, 2015 to discuss existing duct bank locations at each of the college campuses and their relative relationships to proposed Bond Program facilities. Routing options were identified and recorded. Broaddus and Associates submitted a proposal in the amount of \$30,150 which includes reimbursable expenses, for additional services to design modifications to the exterior underground structured cabling (IT) duct banks.

Broaddus and Associates would contract with and coordinate these additional services with WJHW, and would not charge any additional coordination or management fee to the College.

### **Funding Source**

Funds are available in the FY 2015-2016 Bond Construction Program Management fund.

### **Enclosed Documents**

A proposal dated November 9, 2015 from Broaddus and Associates is enclosed.

### **Presenters**

Representatives from Broaddus and Associates will be present at the Board Meeting to address any questions related to this item.

### **Facilities Committee Discussion**

At the Facilities Committee, Broaddus and Associates was asked why no competitive procurement procedures were followed for this project. Mr. Gilbert Gallegos responded that the nature of work was such that it was beneficial to the College to include it as an additional service to the current contract with WJHW.

Mr. Gary Gurwitz asked Mr. Gallegos whether the project would be carried out in such a way to accommodate future expansion, including routing that would not interfere with anticipated construction under the current master plan. Mr. Gallegos confirmed that the ducting would be sufficient for future expansion, and routed to avoid any foreseeable conflict under the current master plan.

Mr. Paul R. Rodriguez asked whether the pricing offered for this work by WJHW was reasonable, and whether the College had any way to evaluate the proposal without competing bids. Mr. Gallegos asserts that he felt the pricing was reasonable, but agreed that no competitive bidding had been followed.

Administration stated that they were quite satisfied with the services provided by WJHW and concurred with the recommendation by Broaddus and Associates.

The Facilities Committee recommended Board approval of the additional services with Broaddus and Associates in the amount of \$30,150, which includes reimbursable expenses, for Structured Cabling (IT) Duct Bank Modifications for the 2013 Bond Construction Program as presented.

**Recommendation:**

It is recommended that the Board of Trustees of South Texas College approve and authorize the additional services with Broaddus and Associates in the amount of \$30,150, which includes reimbursable expenses, for Structured Cabling (IT) Duct Bank Modifications 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 additional services with Broaddus and Associates in the amount of \$30,150, which includes reimbursable expenses, for Structured Cabling (IT) Duct Bank Modifications for the 2013 Bond Construction Program as presented.

**Approval Recommended:**

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

**ADDITIONAL SERVICES PROPOSAL**  
to  
**AMEND AGREEMENT**  
**BETWEEN OWNER AND CONSULTANT**

December 4, 2015

Requisition Number: 04

Project Name: 2013 Bond Construction Program

Campus: All

Date: December 4, 2015

To: Dr. Shirley Reed, President  
STC

From: Gilbert Gallegos, Project Executive  
Broaddus & Associates

Dear Dr. Reed:

Please refer to the Agreement dated August 27, 2014, between South Texas College ("Owner") and the undersigned ("Consultant") as amended to the date hereof (such agreement as so modified and amended being hereafter called the "Agreement") pursuant to which Consultant is to perform certain services. The terms which are defined in the Agreement shall have the same meanings when used in this letter.

1. Owner has requested the Additional Services described below:

Provide Structured Cabling( IT) Duct Bank Modifications for all STC Campuses for the 2013 Construction Bond Program projects based upon the attached Scope of Services identified in the WJHW proposal letter addressed to Gilbert O. Gallegos, AIA from Rene Garza, dated November 16, 2015.

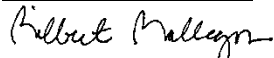
2. Consultant agrees to perform the Additional Services described above subject to and in accordance with the terms and provisions of the Agreement for a fee which will be determined in accordance with the Agreement but which will not exceed Twenty Six Thousand Four Hundred Dollars (\$26,400) and for reimbursement of expenses in accordance with the Agreement, incurred solely in connection with the performance of such Additional Services, and with a reimbursement expense allowance which will not exceed Three Thousand Seven Hundred and Fifty Dollars (\$3,750).

3. Consultant will perform the services described, in a manner that conforms to the final construction program schedule, agreed to by all and approved by the Owner.

4. Approval of this Additional Service Request occurred at the South Texas College Board of Trustees Regular Board Meeting held on December 16, 2014.

If the foregoing is acceptable to you, please so execute by signing the enclosed copy of this letter at the space provided for this purpose and by inserting the date upon which Consultant is authorized to commence performance of the Additional Services described in Paragraph 1 above.

Sincerely yours,  
Broaddus & Associates



Name: Gilbert O. Gallegos, AIA

Title: Senior Vice-President

Agreement is Amended as Follows:

Original Contract Amount	<b>\$3,975,000.00</b>
Previous Additions	888,020
Previous Deductions	0.00
Net Balance Contract Amount	<b>\$4,863,020</b>
This (Addition)( <del>Deduction</del> )	\$30,150
Adjusted Contract Amount	<b>\$4,893,170</b>

Accepted this \_\_\_\_\_ day of \_\_\_\_\_ 2015. Project Manager is authorized to commence performance of the Additional Services on December 16, 2015.

SOUTH TEXAS COLLEGE

By: \_\_\_\_\_  
Name: Dr. Shirley A. Reed  
Title: President

cc: Project Manager  
VP Finance & Administration  
Director of FPC  
Accounts Payable



WRIGHTSON | JOHNSON | HADDON | WILLIAMS

Designers and Planners for Sound, Video, Multi-Media  
Telecommunications, Broadcast, Theatre & Acoustics

Dallas • San Antonio • Denver

Via Email: rgarcia@broaddusassociates.com

December 3, 2015

Mr. Gilbert Gallegos, AIA  
Broaddus & Associates  
1100 East Jasmine Avenue, Suite 102  
McAllen, TX 78501

Re: **South Texas College (STC) Bond 2013 Project, Revision #3**  
**WJHW Additional Services Proposal (ASR #1) - Structured Cabling (IT) Duct Bank Modifications**

Dear Mr. Gallegos:

Thank you for requesting this fee proposal from Wrightson, Johnson, Haddon & Williams (WJHW) for Additional Services in regards to the duct bank modifications for the Pecan Campus, Technology Campus, Starr County Campus, Mid Valley Campus and Nursing Campus. This additional service was noted and recognized during our meetings with Rolando Garcia, Diana Bravo Gonzalez, Tim Weldon and Joe Galindo on October 26, 2015.

**SCOPE OF SERVICES**

**STRUCTURED CABLING (IT) DUCT BANK MODIFICATIONS**

WJHW will provide the following additional services:

- Perform site observations to confirm current vault/man-hole locations and underground conduits for each site and verify against the current site and civil plans.
- Develop and issue drawings indicating the revised locations/routing of the duct banks.
- Develop and issue specifications for the required cabling infrastructure to extend the College’s network.
- Coordinate our efforts with that of the Civil Engineer for each campus/site.
- Provide Construction Administration services for these additions as outlined within our base proposal.

**FEE**

For the IT Duct Bank Consultative and Design Services outlined above, we propose to provide these services for the fixed fees of \$26,400 plus reimbursable expenses (additional reimbursable expenses shall not exceed \$3,750):

Campus	Design Services Fee	Estimated Hours
Starr Country Campus	\$ 5,900	35
Mid Valley Campus	\$ 5,900	35
Pecan Campus	\$ 5,000	30
Technology Campus	\$ 4,800	28
Nursing Campus	\$ 4,800	28
<b>TOTAL</b>	<b>\$ 26,400</b>	<b>156</b>

WJHW anticipates up to five (5) additional man days onsite as part of these additional efforts.

The terms and conditions in the original contract agreement dated December 18, 2014, shall apply to this document.

Thank you again for giving us the opportunity to prepare this additional services proposal. Please let me know if you have any questions or need anything else. We are prepared to begin our work upon receipt of your notice to proceed.

Best Regards,

Wrightson, Johnson, Haddon & Williams, Inc.

René Garza  
Principal

ACCEPTED:

\_\_\_\_\_

By

\_\_\_\_\_

Title

\_\_\_\_\_

Date

3424 Midcourt Road, Suite 124, Carrollton, TX 75006  
972.934.3700 voice 972.934.3720 fax





Duct Bank Example

## **Review and Action as Necessary on Schematic Design of the 2013 Bond Construction Starr County Campus Library**

Approval of schematic design by Mata Garcia Architects for the 2013 Bond Construction Starr County Campus Library 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 college 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 and Associates, Facilities Planning and Construction, and college staff to develop plans and elevations. The proposed Starr County Campus Library project is part of the 2013 Bond Construction Program and includes the following scope:

- **Architect**
  - Mata Garcia Architects
  
- **Construction Manager-at-Risk**
  - D. Wilson Construction
  
- **Construction Cost Limitation (CCL)**
  - \$2,800,000
  
- **Program Scope**
  - SQ FT – 18,516
    - Original Program SF 16,516
  - 1 Floor
  - Student Entrances and Lobby
  - Learning Commons
  - Multi-Purpose and Group Study

- Circulation
- Collection
- Administrative Work / Support

### **Funding Source**

The current Construction Cost Limitation (CCL) is \$2,800,000 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 and Associates and staff from Facilities Planning and Construction, Operations and Maintenance, Administration, Library, Instructional Technologies, and Technology Resources departments.

### **Enclosed Documents**

Mata Garcia Architects has developed a schematic presentation describing the proposed design. Drawings of the site plan, floor plans, and exterior views are provided in the packet.

### **Presenters**

Representatives from Broaddus and Associates and Mata Garcia Architects will be present at the Regular 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 Starr County Campus Library as 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 Starr County Campus Library 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 Library as presented.

### **Approval Recommended:**

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

South Texas College  
**Starr County Campus**

# Library







Existing Campus

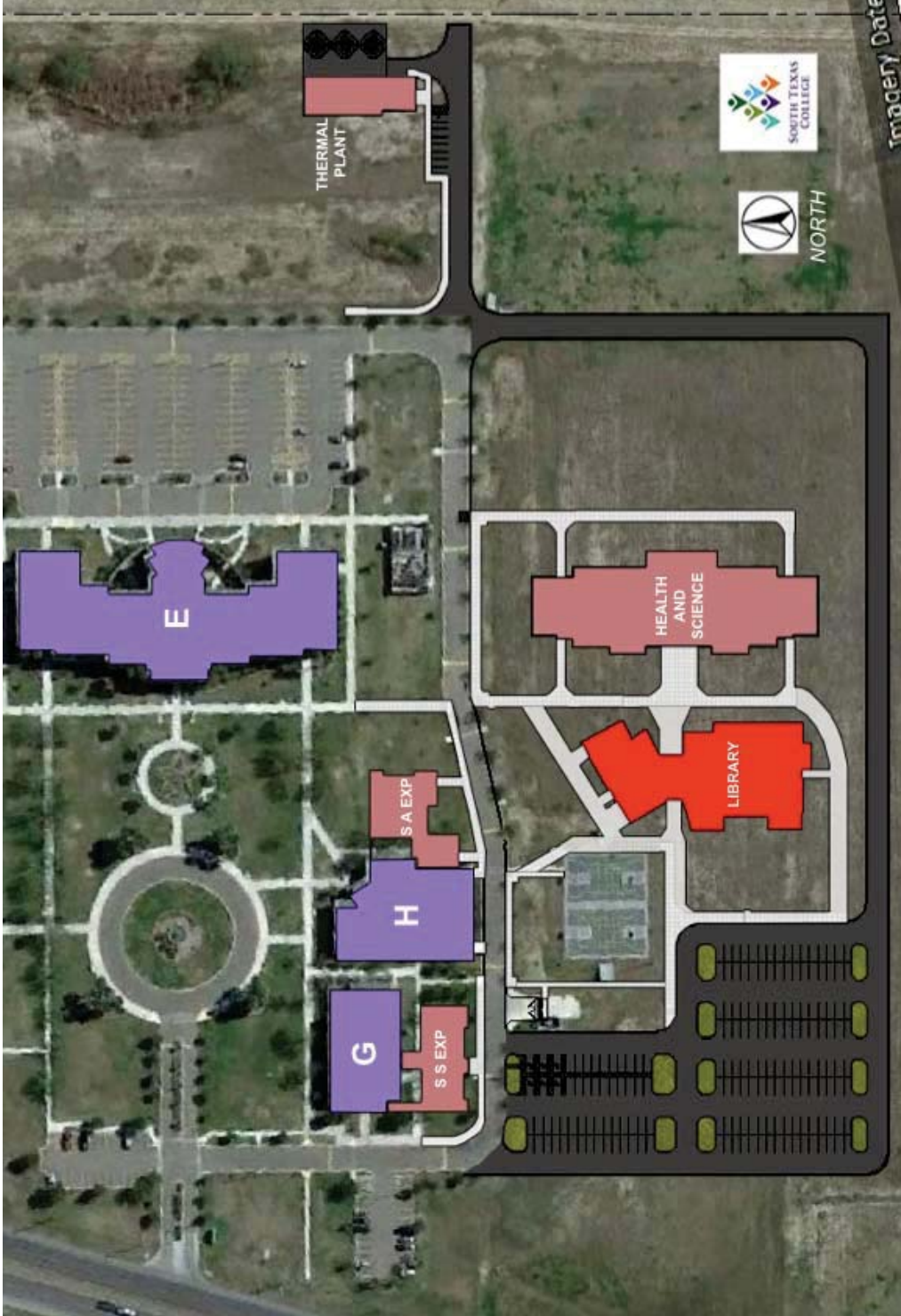


2013 Bond Issue Projects



Proposed Library

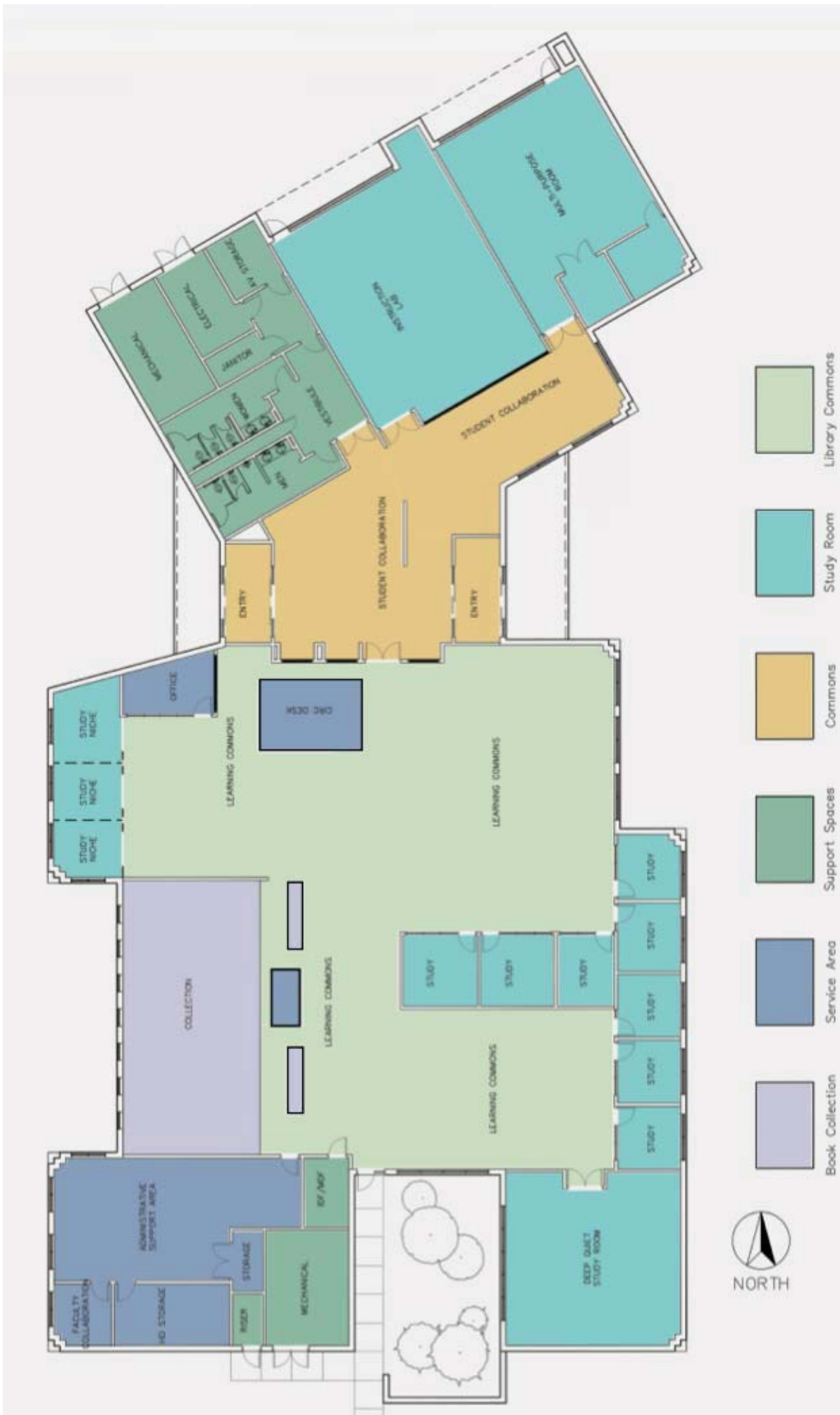
Site Plan \* Starr County Campus Library



- Existing Buildings
- 2013 Bond Issue Projects
- Proposed Library

Partial Site Plan \* Starr County Campus Library



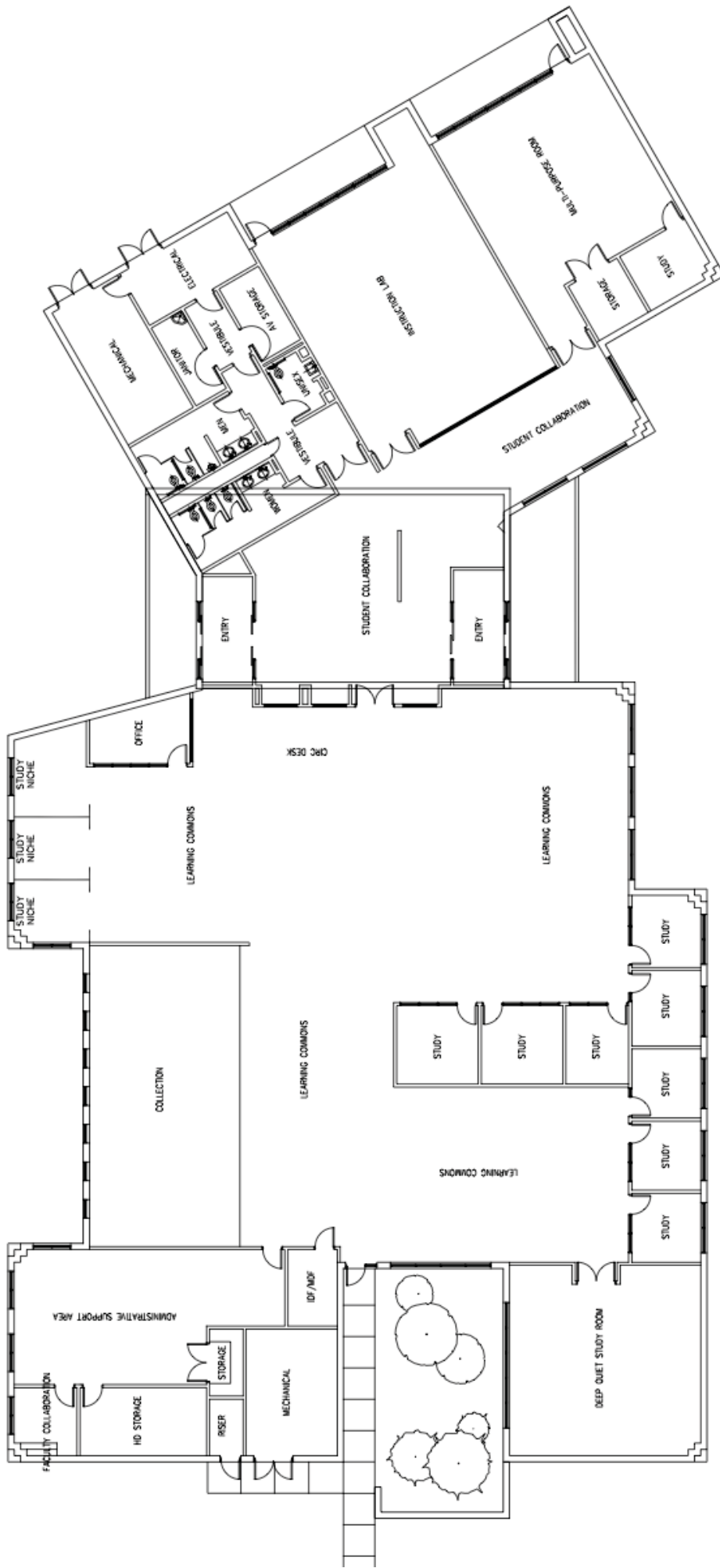


Floor Plan \* Starr County Campus Library  
18,516 Square Feet



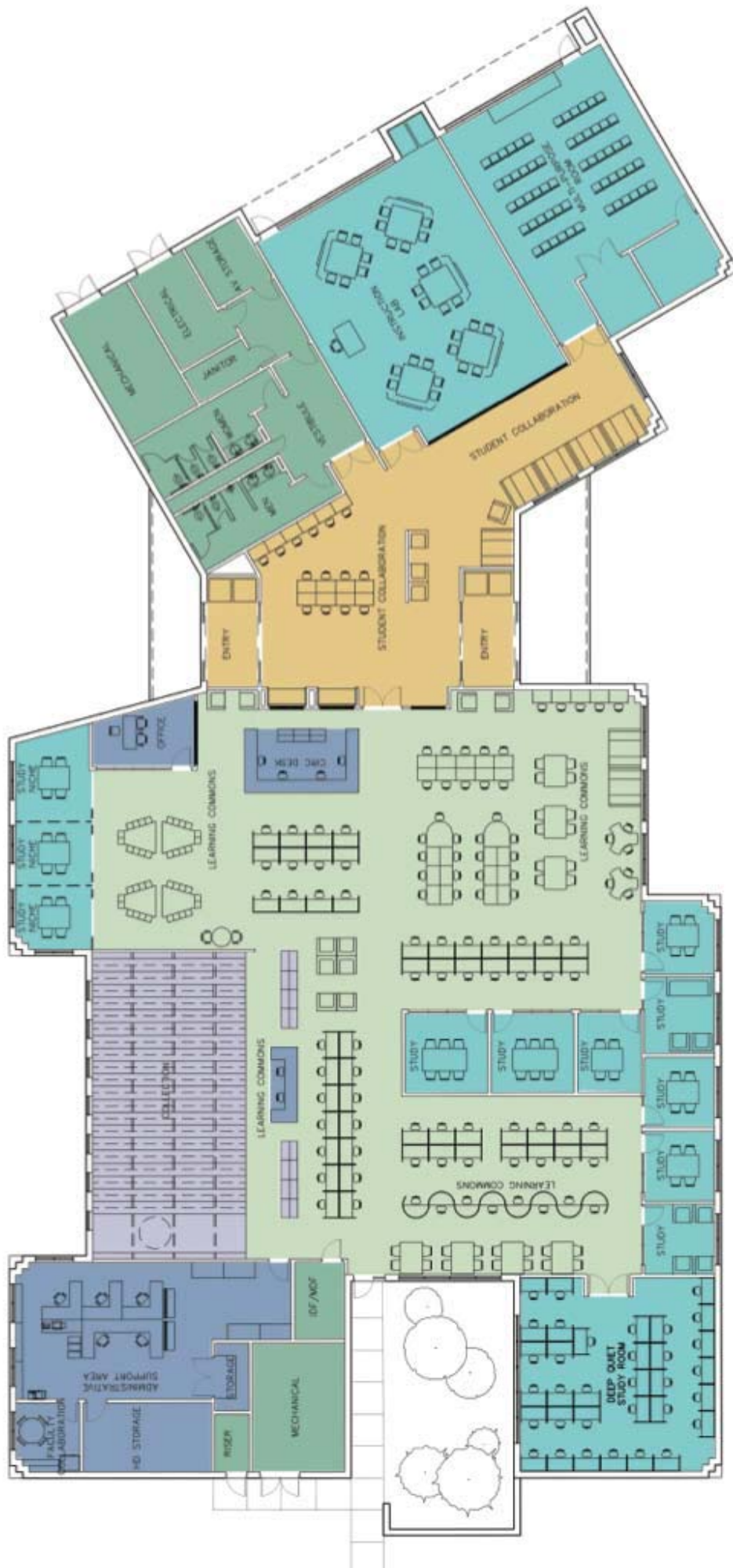
As Presented by Mata Garcia Architects











Floor Plan \* Starr County Campus Library  
 (Added Unisex Restroom) 18,516 Square Feet





NORTH

-  Book Collection
-  Service Area
-  Support Spaces
-  Commons
-  Study Room
-  Library Commons

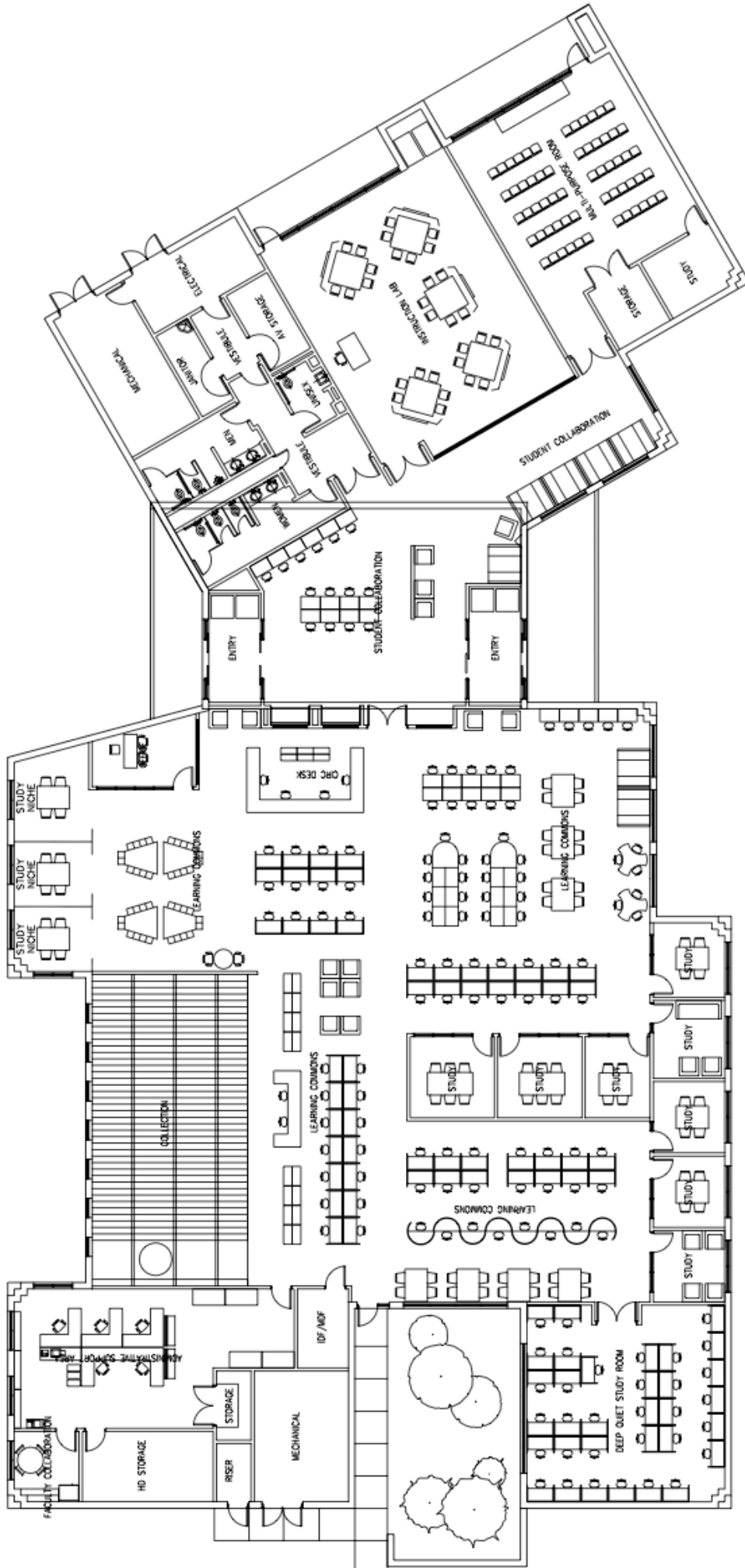
## Furniture Test Fit Floor Plan \* Starr County Campus Library

### 18,516 Square Feet



SOUTH TEXAS  
COLLEGE

As Presented by Mata Garcia Architects



Furniture Test Fit Floor Plan \* Starr County Campus Library  
 (Added Unisex Restroom)  
 18,516 Square Feet







Northeast View of the Starr County Campus Library





View of the Starr County Campus Library from the Student Activities Building





Detail







East Elevation \* Starr County Campus Library



South Elevation \* Starr County Campus Library



Courtyard Elevations



West Elevation \* Starr County Campus Library





## **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) is a program of 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 sub-contractor 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.

### 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.

The selected agent will obtain and analyze market quotations and provide recommendations to South Texas College for the different types of insurances.

### 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	December 21, 2015 December 28, 2015
2	RFP Issued to Prospective Bidders	December 21, 2015
3	Proposals Due	January 5, 2016
4	Evaluation of Proposals	January 7, 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

**Presentation at the Facilities Committee**

Raul Cabaza, the college’s risk management consultant, reviewed the Owner-Controlled Insurance Program with the Committee and responded to their questions. It was his independent recommendation that the College consider an OCIP program based not only on the possible cost savings, but also the benefit of having fewer total policies in the event of insured losses.

The Committee asked how the Board would assess whether the College realized true savings from the implementation of an OCIP structure. Mr. Gilbert Gallegos responded that the contractors would be expected to include insurance within their initial proposals, and then Broaddus and Associates would then work with them to remove any costs for

insurance policies that would be duplicative with policies carried by the College under its OCIP.

Legal Counsel asked which services would be included in an OCIP as established under this RFP. Mr. Cabaza clarified that the RFP was to solicit the agent, who would then be responsible to find adequate insurance products for the Board's review. Mr. Cabaza agreed that any agent responding to the RFP would be required to be able to obtain policies for each of the proposed types of coverage, for review and approval at the Board's discretion.

The Facilities Committee recommended Board approval to solicit for insurance agent services to establish an owner-controlled insurance program for the 2013 Bond Construction program as presented.

**Recommendation:**

It is recommended that the Board of Trustees of South Texas College approve and authorize the solicitation of 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 of 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 Contracting Consultant Services for Furniture, Fixtures, and Equipment (FF&E) for the 2103 Bond Construction Program**

Approval of contracting consultant services for Furniture, Fixtures, and Equipment (FF&E) for the 2013 Bond Construction program is requested.

### **Purpose**

Authorization is requested to approve a consultant to assist the college in the development of FF&E standards, acquisition of FF&E property, and the selection, coordination, and placement of FF&E in the 2013 Bond Construction program buildings.

### **Justification**

Furniture, Fixtures, and Equipment consultant services are necessary to assist in the acquisition of FF&E property for the bond construction buildings.

Staff recommends that a consultant be secured to properly manage the large volume of FF&E to be acquired and installed within a short time frame for all of the 2013 Bond Construction program buildings.

A list of services that will be provided are as follows:

- Identify existing FF&E property to be incorporated into new and renovated buildings
- Create and update FF&E standards
- Review and alter all floor plan layouts provided by design teams
- Produce bid documents for procurement
- Update cost estimates
- Develop strategies to maximize value and cost savings through volume purchasing
- Coordinate and provide oversight during ordering, fabrication, delivery, and installation
- Confirm deliveries, proper installation, and prepare punch list
- Receive and review Operations and Maintenance Manuals submitted by vendors
- Follow up on repair and replacement of punch list items or undelivered product

### **Background**

Solicitation for Request for Proposals for these services began on November 9, 2015. A total of four (4) proposals were received on November 24, 2015.

<b>Timeline for Solicitation for Request for Proposals</b>	
November 9, 2015	Solicitation for Request for Proposals began.
November 24, 2015	Four (4) proposals were received.

Based on the evaluations, the highest ranked firm is HPG Design Group, LLC in the amount of \$237,090.

### **Facilities Committee Presentation**

At the December 8, 2015 Facilities Committee it was noted that there were two instances in which the first- and second-ranked respondents' bids were exactly the same, for the Pecan Campus and for the Mid Valley Campus. Two other responses from the same firms, for the Nursing & Allied Health Campus and the Starr County Campus, were significantly different.

The Committee asked staff to verify that the numbers were reported correctly, and staff verified that the numbers provided in the Committee packet were accurate and matched the proposals submitted by the firms.

### **Funding Source**

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

### **Reviewers**

The proposals have been reviewed by Broaddus and Associates and staff from the Facilities Planning and Construction, Library, and Purchasing departments.

### **Enclosed Documents**

The evaluation team including college staff and Broaddus and Associates prepared the attached summary of scoring and ranking for review by the Facilities Committee.

The Facilities Committee recommended Board approval of the consultant services for Furniture, Fixtures, and Equipment (FF&E) for the 2013 Bond Construction program with HPG Design Group, LLC in the amount of \$237,090 as presented.

### **Recommendation:**

It is recommended that the Board of Trustees of South Texas College approve and authorize the consultant services for Furniture, Fixtures, and Equipment (FF&E) for the 2013 Bond Construction program with HPG Design Group, LLC in the amount of \$237,090 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 consultant services for Furniture, Fixtures, and Equipment (FF&E) for the 2013 Bond Construction program with HPG Design Group, LLC in the amount of \$237,090 as presented.

### **Approval Recommended:**

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

**SOUTH TEXAS COLLEGE  
FURNITURE, FIXTURES, AND EQUIPMENT CONSULTANT  
PROJECT NO. 15-16-1035**

<b>VENDOR</b>	Edwards + Mulhausen Interior Design, LLC.	HPG Design Group, LLC.	Marmon Mok, LLP.	Megamorphosis, Inc.	
<b>ADDRESS</b>	1412 Collier St Bldg C	7039 San Pedro Ave #408	700 N St Mary's Ste 1600	324 W Van Buren Ave	
<b>CITY/STATE/ZIP</b>	Austin, TX 78704	San Antonio, TX 78216	San Antonio, TX 78205	Harlingen, TX 78550	
<b>PHONE</b>	512-291-6657	210-332-3267	210-223-9492	956-428-1779	
<b>FAX</b>	214-347-9357		210-223-2582	956-425-5886	
<b>CONTACT</b>	Harmony A. Edwards-Canfield	Hilda Perez Garcia	Mary Bartlett	Meg Jorn	
<b>#</b>	<b>Description</b>	<b>Proposed</b>	<b>Proposed</b>	<b>Proposed</b>	
1	<b>Pecan Campus</b> --North Academic Building --STEM Building --Student Activities and Cafeteria Building --South Academic Building --Thermal Plant Expansion	\$198,200.00	\$64,110.00	\$106,850.00	\$64,110.00
2	<b>Nursing &amp; Allied Health Campus</b> --Nursing & Allied Health Campus Expansion	\$95,260.00	\$48,380.00	\$51,960.00	\$13,856.00
3	<b>Technology Campus</b> --Expansion for Technical and Workforce Training	\$67,100.00	\$18,300.00	\$36,000.00	\$24,400.00
4	<b>Mid Valley Campus</b> --Health Professions and Science Building --Workforce Expansion --Library Expansion --Student Services Building Expansion --Thermal Plant Expansion	\$138,000.00	\$40,500.00	\$67,500.00	\$40,500.00
5	<b>Starr County Campus</b> --Health Professions and Science Building --Workforce Expansion --Campus Library --Student Services Building Expansion --Student Activities Expansion --Thermal Plant	\$105,500.00	\$58,000.00	\$51,250.00	\$30,750.00
6	<b>Regional Center for Public Safety Excellence</b>	\$19,200.00	\$4,800.00	\$11,200.00	\$6,400.00
7	<b>La Joya Teaching Site Training Labs Improvement</b>	\$12,000.00	\$3,000.00	\$7,000.00	\$5,000.00
<b>TOTAL BID AMOUNT</b>		\$635,260.00	\$237,090.00	\$331,760.00	\$185,016.00
<b>TOTAL EVALUATION POINTS</b>		66.95	85.4875	73.725	81.375
<b>RANKING</b>		4	1	3	2

**SOUTH TEXAS COLLEGE  
FURNITURE, FIXTURES, AND EQUIPMENT CONSULTANT  
PROJECT NO. 15-16-1035  
EVALUATION FORM**

<b>VENDOR</b>		Edwards + Mulhausen Interior Design, LLC.	HPG Design Group, LLC.	Marmon Mok, LLP.	Megamorphosis, Inc.
<b>ADDRESS</b>		1412 Collier St Bldg C	7039 San Pedro Ave #408	700 N St Mary's Ste 1600	324 W Van Buren Ave
<b>CITY/STATE</b>		Austin, TX 78704	San Antonio, TX 78216	San Antonio, TX 78205	Harlingen, TX 78550
<b>PHONE/FAX</b>		512-291-6657	210-332-3267	210-223-9492	956-428-1779
<b>FAX</b>		214-347-9357		210-223-2582	956-425-5886
<b>CONTACT</b>		Harmony A. Edwards-Canfield	Hilda Perez Garcia	Mary Bartlett	Meg Jom
1	The purchase price. (up to 35 points)	10.2	27.3	19.6	35
		10.2	27.3	19.6	35
		10.2	27.3	19.6	35
		10.2	27.3	19.6	35
		10.2	27.3	19.6	35
		10.2	27.3	19.6	35
		10.2	27.3	19.6	35
		10.2	27.3	19.6	35
2	The reputation of the vendor and the vendor's goods and/or services. (up to 18 points)	12	13	12	12
		18	17	15	14
		17	17	17	17
		15	13	15	10
		17	17	17	16
		17	17	17	17
		17	17	15	10
		18	18	15	17
3	The quality of the vendor's goods and/or services. (up to 18 points)	10	16	14	10
		18	18	18	14
		17	17	17	10
		12	11	12	9
		16	17	15	14
		17	18	17	15
		17	17	16	10
		18	17	18	13
4	The extent to which the vendor's goods and/or services meet the College's needs. (up to 15 points)	11	14	12	10
		15	15	15	15
		15	12	11	10
		11	10	11	6
		14	15	12	11
		15	15	14	12
		15	15	13	10
		13	14	13	12
5	The vendor's past relationship with the College. (up to 3 points)	0	2	1	1
		2	2	3	1
		2	2	2	0
		2	2	2	2
		2	2	2	2
		2	2	2	2
		2	2	2	0
		0	0	0	1



**SOUTH TEXAS COLLEGE  
FURNITURE, FIXTURES, AND EQUIPMENT CONSULTANT  
PROJECT NO. 15-16-1035  
EVALUATION FORM**

<b>VENDOR</b>		Edwards + Mulhausen Interior Design, LLC.	HPG Design Group, LLC.	Marmon Mok, LLP.	Megamorphosis, Inc.
6	The impact on the ability of the College to comply with laws relating to Historically Underutilized Businesses. (up to 1 point)	1	1	0	1
		1	1	0	1
		1	1	0	1
		1	1	0	1
		1	1	0	1
		1	1	0	1
		1	1	0	1
		1	1	0	1
7	The total long-term cost to the College to acquire the vendor's goods or services. (up to 5 points)	2	4	2	3
		3	5	3	5
		5	5	5	5
		3	3	3	3
		5	5	5	5
		5	5	5	5
		5	5	5	5
		4	4	4	4
8	The vendor's experience with the types of spaces normally required in higher education. (up to 5 points)	2	4	5	2
		5	5	2	3
		5	5	5	4
		5	3.5	5	3
		5	5	5	5
		5	5	5	2
		5	5	5	3
		5	5	4	3
<b>TOTAL EVALUATION POINTS</b>		66.95	85.4875	73.725	81.375
<b>RANKING</b>		4	1	3	2

## **Review and Action as Necessary on Contracting Civil Engineering Services for the Asphalt Resurfacing of the Pecan Campus East Loop Road (Non-Bond)**

Approval to contract civil engineering design services for the Asphalt Resurfacing of the Pecan Campus East Loop Road (Non-Bond) is requested.

### **Purpose**

The procurement of a civil engineer will provide for design services necessary for the Asphalt Resurfacing of the Pecan Campus East Loop Road (Non-Bond) project.

### **Justification**

The procurement of a civil engineer will 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 college 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 will be evaluated and submitted to the Board of Trustees with a recommendation to award a construction contract.

### **Background**

The existing loop road east of Building F is over fifteen years old and in need of asphalt resurfacing. As part of the deferred maintenance plan, the Facilities Planning and Construction and Facilities Operations and Maintenance departments have scheduled the replacement of the asphalt resurfacing.

In order to proceed with the design of the resurfacing, staff recommends contracting civil engineering services for preparation of plans and specifications. This is scheduled to be constructed during the summer of 2016 while there is less vehicular traffic.

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 and Hunt
3. Perez Consulting Engineering
4. R. Gutierrez Engineering

Based on the following criteria, Melden and Hunt is recommended to provide civil engineering services for this project.

- Previous experience with resurfacing of asphalt projects
- Experience with similar projects
- Familiarity with the College's standards

**Funding Source**

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

<b>Project Budget</b>		
<b>Budget Components</b>	<b>Amount Budgeted</b>	<b>Actual Cost</b>
Design	\$8,000	Actual design fees are estimated and will be finalized during contract negotiations.
Construction	\$75,000	Actual cost will be determined after the solicitation of construction proposals.

**Enclosed Documents**

Enclosed is a site plan indicating the proposed resurfacing location.

The Facilities Committee recommended Board approval to contract civil engineering services with Melden and Hunt for the Asphalt Resurfacing of the Pecan Campus East Loop Road (Non-Bond) project as presented.

**Recommendation:**

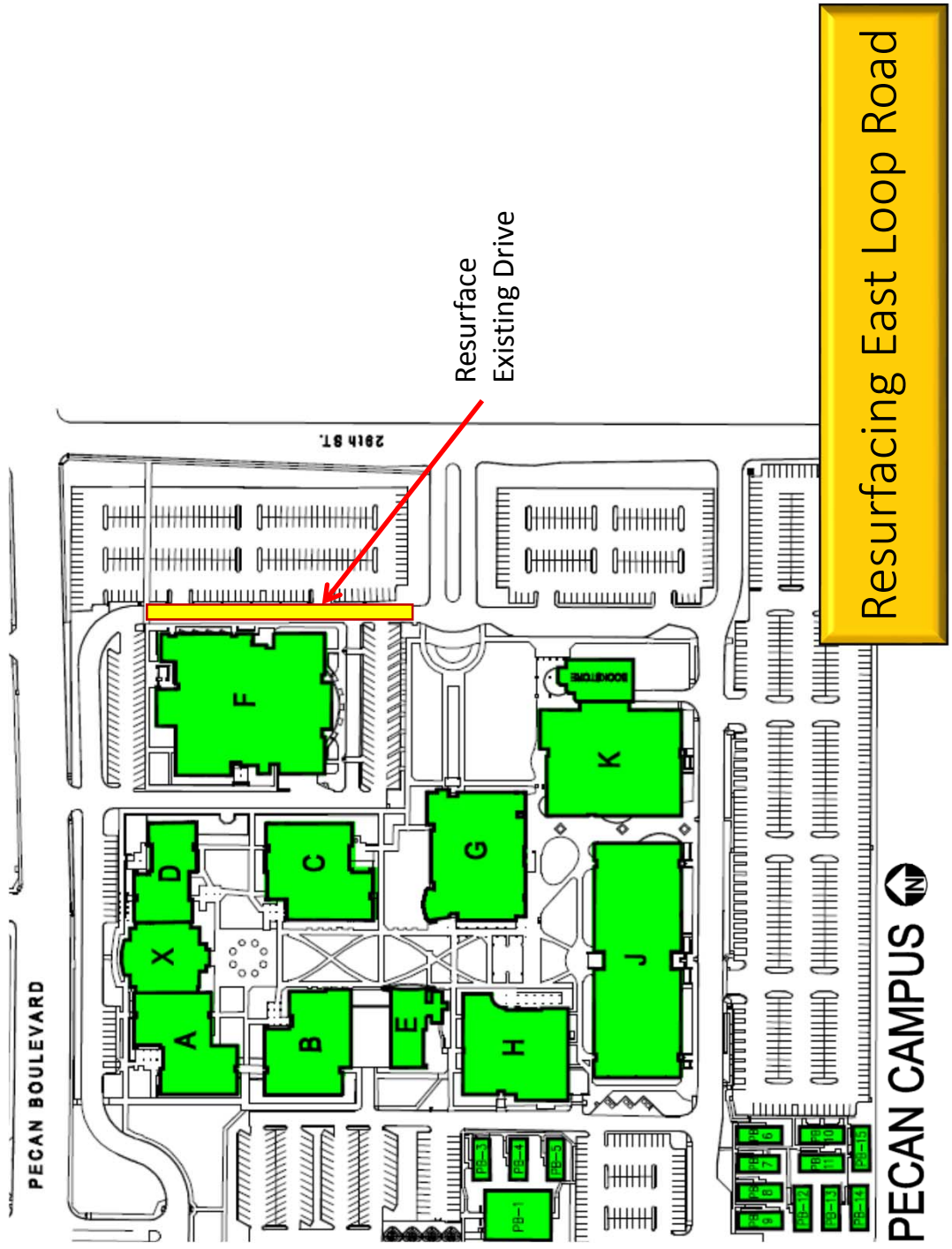
It is recommended that the Board of Trustees of South Texas College approve and authorize contracting civil engineering services with Melden and Hunt for the Asphalt Resurfacing of the Pecan Campus East Loop Road (Non-Bond) project as presented.

**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 civil engineering services with Melden and Hunt for the Asphalt Resurfacing of the Pecan Campus East Loop Road (Non-Bond) project 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 Asphalt Resurfacing of the Nursing & Allied Health Campus Parking Lot 2 (Non-Bond)**

Approval to contract civil engineering design services for the Asphalt Resurfacing of the Nursing and Allied Health Campus Parking Lot 2 (Non-Bond) is requested.

### **Purpose**

The procurement of a civil engineer will provide for design services necessary for the Asphalt Resurfacing of the Nursing and Allied Health Campus Parking Lot 2 (Non-Bond) project.

### **Justification**

The procurement of a civil engineer will 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 college 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 will be evaluated and submitted to the Board of Trustees with a recommendation to award a construction contract.

### **Background**

The existing Parking Lot 2 located on the east side of the Nursing and Allied Health building is over 15 years old and in need of asphalt resurfacing. As part of the deferred maintenance plan, the Facilities Planning and Construction and Facilities Operations and Maintenance departments have scheduled the replacement of the asphalt resurfacing.

In order to proceed with the design of the resurfacing of the parking area, staff recommends contracting civil engineering services for preparation of plans and specifications. This project is scheduled to be constructed during the summer of 2016 while there is less vehicular traffic.

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 and Hunt
3. Perez Consulting Engineering
4. R. Gutierrez Engineering

Based on the following criteria, Perez Consulting Engineers is recommended to provide civil engineering services for this project.

- Previous experience with resurfacing of asphalt projects
- Experience with similar projects
- Familiarity with the college's standards

### **Funding Source**

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

<b>Project Budget</b>		
<b>Budget Components</b>	<b>Amount Budgeted</b>	<b>Actual Cost</b>
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**

Enclosed is a site plan indicating the location of the proposed parking area.

The Facilities Committee recommended Board approval to contract civil engineering services with Perez Consulting Engineers for the Asphalt Resurfacing of the Nursing and Allied Health Campus Parking Lot 2 (Non-Bond) project as presented.

**Recommendation:**

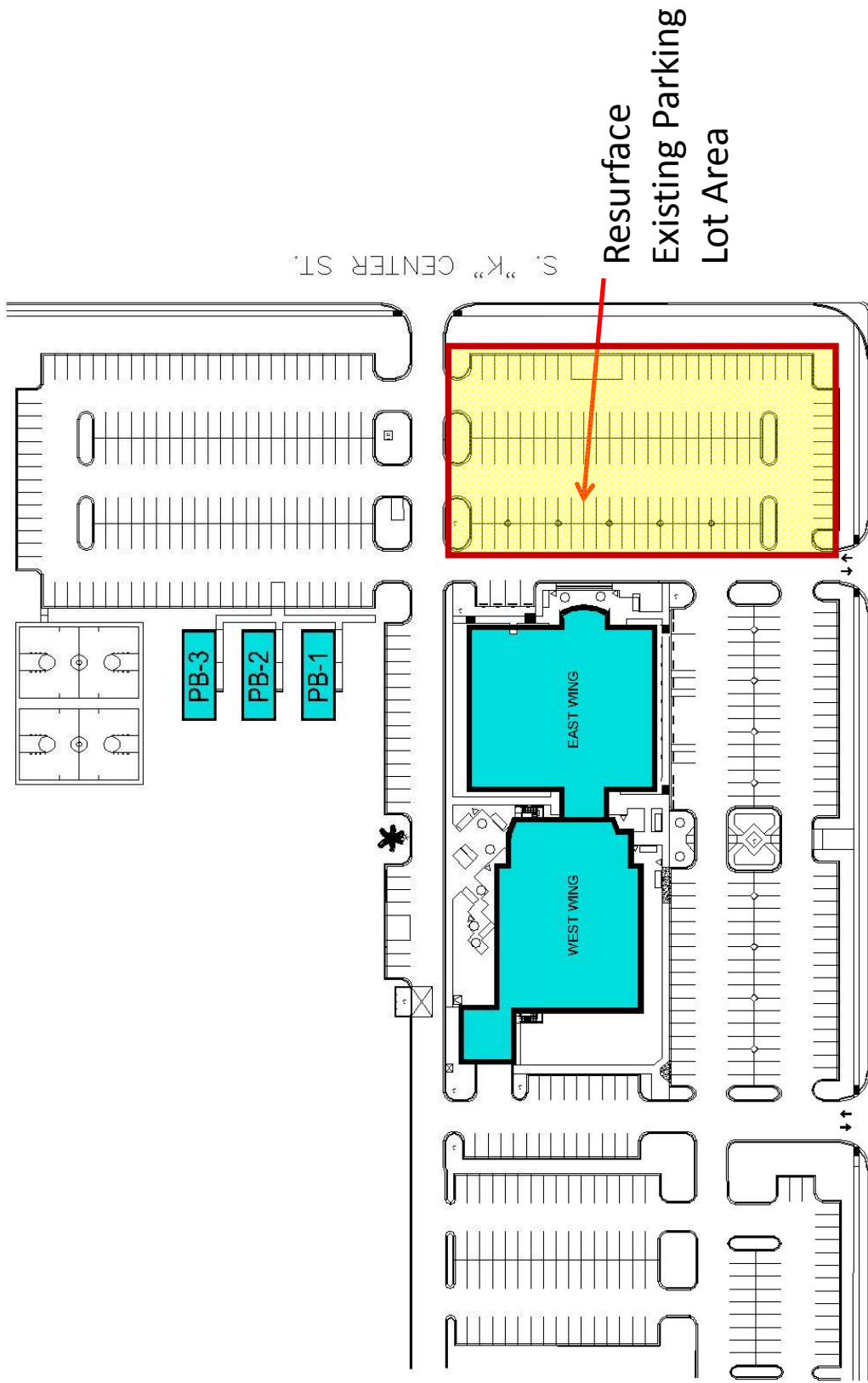
It is recommended that the Board of Trustees of South Texas College approve and authorize contracting civil engineering services with Perez Consulting Engineers for the Asphalt Resurfacing of the Nursing and Allied Health Campus Parking Lot 2 (Non-Bond) project as presented.

**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 civil engineering services with Perez Consulting Engineers for the Asphalt Resurfacing of the Nursing and Allied Health Campus Parking Lot 2 (Non-Bond) project as presented.

**Approval Recommended:**

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



**SOUTH TEXAS  
COLLEGE**  
**NURSING & ALLIED**   
**HEALTH CAMPUS**

# Resurfacing Lot 2



## **Review and Action as Necessary on Contracting Civil Engineering Services for the Technology Campus General Motors Vehicle Storage Lot (Non-Bond)**

Approval to contract civil engineering design services for the Technology Campus General Motors Vehicle Storage Lot (Non-Bond) is requested.

### **Purpose**

The procurement of a civil engineer will provide for design services necessary for the Technology Campus General Motors Vehicle Storage Lot (Non-Bond) project.

### **Justification**

The procurement of a civil engineer will 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 college 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 will be evaluated and submitted to the Board of Trustees with a recommendation to award a construction contract.

### **Background**

The current vehicle storage lot at the Technology Campus is constructed of a caliche surface. Faculty have requested that the parking storage lot be paved in order to address various maintenance issues as indicated below.

- Regular lawn maintenance is needed due to weed growth
- Proper drainage is needed due to a low finish floor elevation
- Donated vehicles need to be stored in a secure and protected area

In order to proceed with the design of the parking area, staff recommends contracting civil engineering services for preparation of plans and specifications. This is scheduled to be constructed during the summer of 2016.

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 and Hunt
3. Perez Consulting Engineering
4. R. Gutierrez Engineering

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

- Previous experience with parking facilities
- Experience with similar projects
- Familiarity with the college's standards

**Funding Source**

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

<b>Project Budget</b>		
<b>Budget Components</b>	<b>Amount Budgeted</b>	<b>Actual Cost</b>
Design	\$11,250	Actual design fees are estimated and will be finalized during contract negotiations.
Construction	\$125,000	Actual cost will be determined after the solicitation of construction proposals.

**Enclosed Documents**

Enclosed is a site plan indicating the location of the proposed parking area.

The Facilities Committee recommended Board approval to contract civil engineering services with R. Gutierrez Engineers for the Technology Campus General Motors Vehicle Storage Lot (Non-Bond) project as presented.

**Recommendation:**

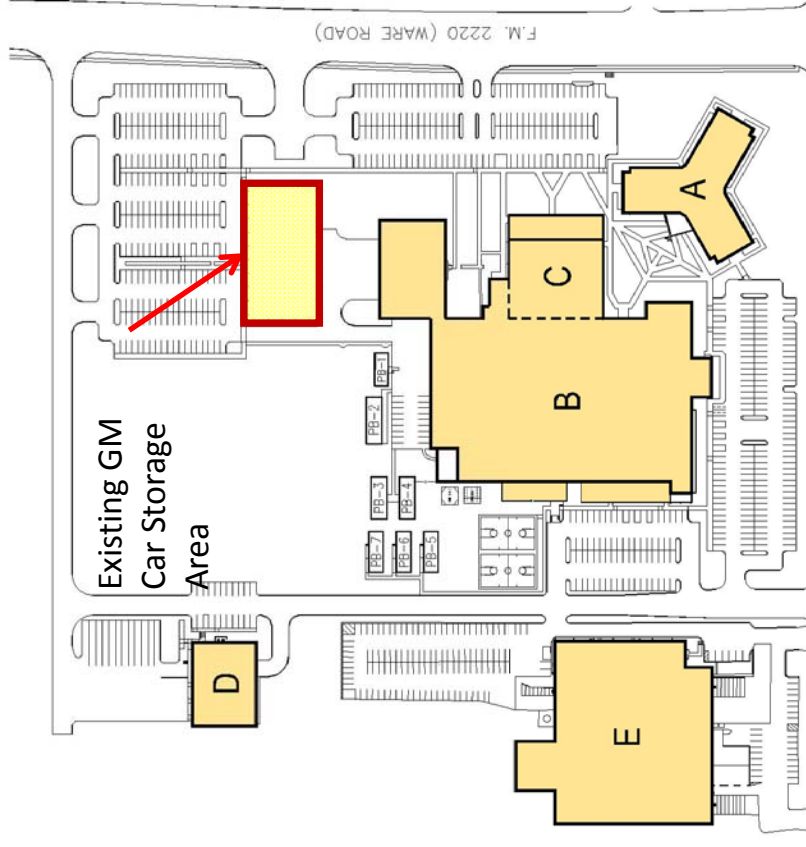
It is recommended that the Board of Trustees of South Texas College approve and authorize contracting civil engineering services with R. Gutierrez Engineers for the Technology Campus General Motors Vehicle Storage Lot (Non-Bond) project as presented.

**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 civil engineering services with R. Gutierrez Engineers for the Technology Campus General Motors Vehicle Storage Lot (Non-Bond) project as presented.

**Approval Recommended:**

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



Reconstruct Caliche Storage Area



## **Review and Action as Necessary on Substantial Completion for Pecan Plaza Resurface Alley Side of Building B**

Approval of substantial completion of the Pecan Plaza Resurface Alley Side of Building B project is requested.

Half Associates and college 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 November 3, 2015. Substantial Completion was accomplished within the time allowed in the Owner/Contractor agreement for this project. A copy of the Substantial Completion Certificate is attached.

Contractor 5 Star Construction will continue working on the punch list items identified and will have thirty (30) days to complete before final completion can be recommended for approval. It is anticipated that final acceptance of this project will be recommended for approval at the January 2016 Board meeting.

The Facilities Committee recommended Board approval of the substantial completion of the Pecan Plaza Resurface Alley Side of Building B as presented.

### **Recommendation:**

It is recommended that the Board of Trustees of South Texas College approve and authorize the substantial completion of the Pecan Plaza Resurface Alley Side of Building B 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 substantial completion of the Pecan Plaza Resurface Alley Side of Building B as presented.

### **Approval Recommended:**

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

# AIA<sup>®</sup> Document G704<sup>™</sup> – 2000

## Certificate of Substantial Completion

**PROJECT:**  
*(Name and address):*  
Pecan Plaza Asphalt Resurfacing Along  
the Alley Side of Building B  
McAllen, Texas

**PROJECT NUMBER:** 30704/  
**CONTRACT FOR:** Site Improvements  
**CONTRACT DATE:** May 22, 2015

OWNER:   
ARCHITECT:   
CONTRACTOR:   
FIELD:   
OTHER:

**TO OWNER:**  
*(Name and address):*  
South Texas College  
3200 W. Pecan Blvd. Bdg. N, Suite 179  
McAllen, Texas 78501

**TO CONTRACTOR:**  
*(Name and address):*  
5 Star Construction  
2609 East Mile 2 Road  
Mission, Texas 78574

**PROJECT OR PORTION OF THE PROJECT DESIGNATED FOR PARTIAL OCCUPANCY OR USE SHALL INCLUDE:**

Pecan Plaza Asphalt Resurfacing Along the Alley Side of Building B

The Work performed under this Contract has been reviewed and found, to the Architect's best knowledge, information and belief, to be substantially complete. Substantial Completion is the stage in the progress of the Work when the Work or designated portion is sufficiently complete in accordance with the Contract Documents so that the Owner can occupy or utilize the Work for its intended use. The date of Substantial Completion of the Project or portion designated above is the date of issuance established by this Certificate, which is also the date of commencement of applicable warranties required by the Contract Documents, except as stated below:

**Warranty**

**Date of Commencement**

Half Associates, Inc.  
\_\_\_\_\_  
ARCHITECT

BY 

11-3-15  
\_\_\_\_\_  
DATE OF ISSUANCE

A list of items to be completed or corrected is attached hereto. The failure to include any items on such list does not alter the responsibility of the Contractor to complete all Work in accordance with the Contract Documents. Unless otherwise agreed to in writing, the date of commencement of warranties for items on the attached list will be the date of issuance of the final Certificate of Payment or the date of final payment.

**Cost estimate of Work that is incomplete or defective:** \$5,907.00 for retainage

The Contractor will complete or correct the Work on the list of items attached hereto within thirty ( 30 ) days from the above date of Substantial Completion.

5 Star Construction  
\_\_\_\_\_  
CONTRACTOR

BY 

11-13-15  
\_\_\_\_\_  
DATE

The Owner accepts the Work or designated portion as substantially complete and will assume full possession at 10:00 am (time) on November 3, 2015 (date).

South Texas College  
\_\_\_\_\_  
OWNER

BY

DATE

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

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

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

The Facilities Planning and 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 has continued to work with Halff Associates and the contractor 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.

### Non-Bond Relocation of Portable Buildings at the Pecan Campus

#### **Original Plan**

At the July 28, 2015 Board meeting, the Board of Trustees approved and authorized a revised plan for relocation of Pecan Campus portable buildings. A total of 14 existing portable buildings needed to be relocated to allow for the construction of the Bond projects. Twelve of the portables are currently being relocated to the west side of Pecan Campus along the west loop road. The remaining two portables were going to be relocated to the south side of campus to replace two auctioned portables as part of the revised Board approved plan.

#### **Updated Plan**

Recently, college staff has requested the need for using two portable buildings (PB 18 and PB 19) for the Spring 2016 semester. These portables were planned to be relocated to the south side of campus to replace PB 9 and PB 10 which were going to be auctioned. This new request will relocate PB18 and PB19 to the west side of the Pecan Campus West Academic Building. This updated relocation request will require additional engineering services for the electrical and data infrastructure required for the portable buildings.

**CONSTRUCTION PROJECTS PROGRESS REPORT - November 30, 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, 22 non-bond projects are currently in progress, 3 has been completed and 47 pending start up - 72 Total



## Status of Non-Bond Construction Projects in Progress December 2015

Project	% Complete	Date to Complete	Current Activity	Budget	Contract Amount	Amount Paid	Balance
<b>Pecan Campus</b>							
Covered Area for Ceramic Arts Kilns	75%	December 2015	1. Construction Phase 2. Construction in progress	\$325,000	\$339,259	\$53,445.10	\$285,813.90
Interior Renovation for Ceramic Arts	100%	November 2015	1. Construction Phase 2. Final 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	75%	December 2015	1. Construction Phase 2. Construction in progress	\$220,000	\$210,478	\$0	\$210,478
Student Services Building K Enrollment Center	30%	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	30%	January 2016	1. Construction Phase 2. Construction 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	95%	November 2015	1. Construction Phase 2. Construction in progress	\$30,000	\$58,000	\$0	\$58,000
Pecan Plaza Parking Area for Police Vehicles	10%	May 2016	1. Design Phase 2. Contract Negotiations	\$250,000	TBD	\$0	TBD
<b>Mid Valley Campus</b>							
Childcare Center Play Ground Flooring	75%	December 2015	1. Construction Phase 2. Construction in progress	\$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%	January 2015	1. Construction Phase 2. Construction in progress	\$415,000	\$396,000	\$361,000	\$35,000
Building B Main Door and Frame Replacement	20%	March 2016	1. Design Phase 2. Design in progress	\$7,500	\$3,750	\$0	\$3,750
Building C Conference Room Addition	20%	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. Final Completion	\$30,000	\$37,767	\$35,878.63	\$1,888.37
Thermal Plant	10%	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	10%	October 2015	1. Construction Phase 2. Contract Negotiations	\$60,000	\$83,389.03	\$71,655.22	\$11,734.01
Parking Lots Lighting Upgrades to LED	100%	August 2015	1. Construction Phase 2. Final 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	50%	November 2015	1. Construction Phase 2. Material delivered	\$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 November 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 **November 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 November 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 November 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 November 2015
- B. Release of Checks for \$125,000.00 and Above  
Board of Trustees Approval Required for November 2015
- C. Release of Checks for \$125,000.00 and Above  
Released Prior to Board Approval (Policy 5610) for November 2015
- D. Release of Construction Fund Checks for November 2015
- E. Quarterly Investment Report for November 2015
- F. Summary of Revenue for November 2015
- G. Summary of State Appropriations Income for November 2015
- H. Summary of Property Tax Income for November 2015
- I. Summary of Expenditures by Classification for November 2015
- J. Summary of Expenditures by Function for November 2015
- K. Summary of Auxiliary Fund Revenues and Expenditures for November 2015
- L. Summary of Grant Revenues and Expenditures, November 2015
- M. Summary of Bid Solicitations
- N. Check Register for November 2015

# **FINANCIAL REPORTS**

The Financial Reports are included in your Board packet under separate cover.

# *President's Report*





South Texas College held the December 2015 Commencement Ceremony at the State Farm Arena on Saturday, December 12, 2015

**10:00 a.m.**

Bachelor Program  
Business and Technology  
Nursing and Allied Health

**2:00 p.m.**

Liberal Arts  
Mathematics and Science  
Social and Behavioral Sciences

This marked the sixth commencement ceremony for 2015! More than 1,800 students were eligible to dress in their regalia and participate in this important ceremony that celebrated their accomplishments. It was their moment to shine and transition into the workforce or continue pursuing their higher education.



The Information Technology Program at South Texas College held its 3<sup>rd</sup> Annual Walk/Run event benefiting underprivileged children from the Rio Grande Valley. All participants were asked to donate a new unwrapped toy. The event was held at the Technology Campus on Saturday, December 5.

All were invited to attend an information session regarding the online Master's Degrees programs being offered at UTRGV. A session was held on December 8<sup>th</sup> at the University Relations, Transfer and Articulation Center on the Pecan Campus.



Ms. Vina Brown, a representative from National American University's Online Master's Degree Programs was on campus December 7<sup>th</sup> from 5:30 to 7:00 pm in H 104 to meet with all interested parties.

The Office of Student Activities and Wellness provided end of semester “Stress Free Zones” to help students relax as they begin finals week. Good luck to all of our students!

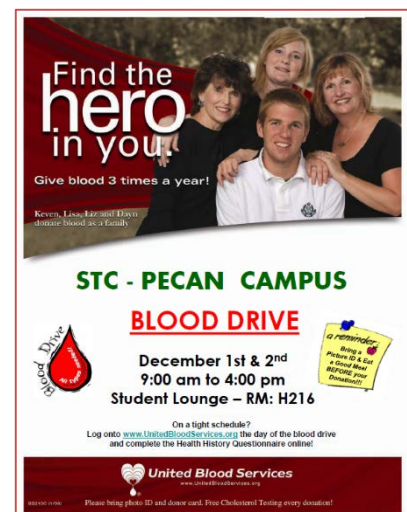


Everyone was invited to join Human Rights Art Exhibition Coordinator and South Texas College Professor, Richard Lubben for an art talk at the [International Museum of Art & Science](#) on **December 10, at 5:30PM**. Professor Lubben discussed the history of the collection, as well as some of the previous works that had been exhibited in previous Annual Human Rights Art Exhibitions. The event took place at the International Museum of Art & Science, in McAllen.



**United Blood Services** held a blood drive on the Pecan Campus, December 1<sup>st</sup> and 2<sup>nd</sup>. Everyone was encouraged to “be a hero” and donate blood.

**CPR/First-Aid Training** was provided on Friday, December 4th 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.







South Texas College's Chapter of the American Association for Women in Community Colleges held their first annual Holiday Bazaar for the purpose of raising scholarship funds for South Texas College students. The event took place on Thursday, December 3rd at the Pecan Campus, Building H.

The Student Activities and Wellness Center held a Ping Pong Tournament on Thursday, December 3<sup>rd</sup> at the Pecan Campus - Student Activities Center – Student Lounge (Bldg. H) from 11:00 a.m. to 2:00 p.m. The event was open to students (currently enrolled in Fall 2015), faculty and staff.



- Met with the Mayor of Pharr, Dr. Ambrosio Hernandez, Dr. Linda Alvarado, and Dr. Daniel King, Superintendent with PSJA ISD to review and discuss the terms and conditions of the Interlocal Agreement for the Police Academy.
- Met with Juan Carlos Aguirre, Associate Dean, Continuing, Professional and Workforce Education for an update on the growth and expanded activities of his department.



and colleagues.

- I provided a welcome, and expressed congratulations at the graduation ceremony for the Ambassadors Cross-Training Academy held Thursday, December 3, 2014 at the Auditorium in Building D on the Pecan Campus. The Ambassadors Cross-Training Academy is designed to help South Texas College employees improve their knowledge of all aspects of the College and provide better assistance for students
- Met with Mary Elizondo, Vice President for Finance and Administrative Services, to review the College's Comprehensive Annual Financial report and recommendations regarding the FY 2014-2015 audit.
- Met with Mary Elizondo, Vice President for Finance and Administrative Services, to develop preliminary revenue and expenditure projections for FY 2016-2017 budget.

- Travelled to Houston to attend the Texas Association of Community Colleges all presidents meeting to delineate the top legislative priorities for the next legislative session. The meeting concluded with a clear legislative agenda for the next session.
- Together with key staff from Academic Affairs, participated in a teleconference with Anna Mays, Associate Vice Chancellor for Educational Policy & Student Success and Dr. Fernando Figueroa, Vice Chancellor for Educational Policy, both with the Dallas County Community College District to discuss South Texas College's strategy for Dual Credit and Early College High Schools.
- Together with key staff from South Texas College, attended the IME Becas Ceremony at the Mexican Consulate's Office in McAllen. The event was held on December 15, 2015 at 10AM. The IME Fellowship Program was originally funded on December 16, 2014 in the amount of \$15,000. This ceremony marked the second funding of the scholarship program in the amount of \$5,481.00. These funds are received with the understanding that they represent financial aid provided by the Government of the United Mexican States and the Ministry of Foreign Affairs of Mexico through the "IME Fellowship Program" 2016-2017 for Mexican nationals or persons of Mexican origin residing in the U.S.
- Attended an overview by *Civitas* of the **Illume** Predictive Analytics Software 2016 modules on Initiative Analysis and Course Insights for South Texas College.
- Coordinated the agendas and back-up materials for the Education and Workforce Development, Facilities, and Finance and Human Resources Committees, as well as the December 15th 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 November 25, 2015 through December 15, 2015 included:
  - Discussion of Progress on:
    - Budget Development for FY 2016-2017
    - Staffing Plan for FY 2016-2017
    - Comprehensive Plan Status Reports for FY 2015-2016
    - Comprehensive Plan Updates for FY 2016-2017

- Discussion of Dual Matriculation Findings
- Discussion of Degree Pathways for Dual Enrollment Students
  - CTE
  - Academic Transfer
- Discussion of Dual Enrollment Opportunities with Harlingen ISD
- Discussion of Inviting *Civitas* Team to Campus to Discuss Leveraging *Civitas* Applications to Support Student Success Initiatives at South Texas College
- Presentation and Discussion of Fraud Awareness and Prevention
- Discussion of Preliminary Revenue and Expenditure Projections for FY 2016-2017
- Discussion of Proposed Salary Adjustments for Adjunct Faculty
- Discussion of New and Revised Policies:
  - Revised Policy #3235: Tuition/Fee Waiver for Dual Enrollment Students Sponsored by Cooperating School Districts
  - Revised Policy #3620: College Sanctioned Travel for Students
  - Revised Policy #3803: Conditions of Employment of Full-Time Faculty Teaching during Summer Terms
  - Revised Policy #6322: Smoke/Tobacco/E-Cigarette Free Environment
  - Revised Policy #4205: Equal Education and Employment Opportunities
  - New Policy Regarding Riding Skateboards (Motorized and Non-Motorized) and Bicycles on Campus
- Discussion of Capital Improvement Projects for FY 2016-2017
- Discussion of Equipment and Furniture for New Facilities from Non Bond Funds
- Review and Discussion of Community College Survey of Student Engagement (CCSSE) Student Responses:
  - Academic Challenge
  - Faculty/Student Interaction
- Review and Discussion of College Going Patterns and Rates for High School Graduates Fall 2002 to Fall 2014
- Discussion of Blackboard and Network Problems
- Review and Discussion of Program Development Brief for Personal Trainer Certificate
- Review and Discussion of Information Technology Specialization: Cybersecurity Specialist AAS and Certificate
- Review and Discussion of Certificate - Automotive Chassis Service Technician
- Review and Discussion of AS in Pre-Nursing (BSN-Transfer Track)



*Education and Workforce  
Development Committee  
Minutes  
December 8<sup>th</sup>, 2015*

**South Texas College  
Board of Trustees  
Education and Workforce Development Committee  
Ann Richards Administration Building, Board Room  
Pecan Campus  
Tuesday, December 8, 2015  
@ 3:00 p.m.  
McAllen, Texas**

**MINUTES**

The Education and Workforce Development Committee Meeting was held on Tuesday, December 8, 2015 in the Ann Richards Administration Building Board Room at the Pecan Campus in McAllen, Texas. The meeting commenced at 3:05 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, Dr. Christopher Nelson, Mr. Jason Rodriguez, Ms. April Castaneda, Ms. Yvette Gonzalez, and Mr. Andrew Fish.

**Approval of Minutes for Tuesday, November 10, 2015 Committee Meeting**

The Minutes for the Education and Workforce Development Committee meeting of Tuesday, November 10, 2015 are presented for Committee approval.

**Presentation on Academic Classification at South Texas College**

Academic Classifications are established in Policy #3813: *Academic Classifications for Faculty*. Dr. Christopher Nelson, Assistant Dean for Humanities, reviewed the classifications and provide background on the purpose and effect of classifications at academic institutions. Classifications were granted for prestige of the recipient and institution, and no salary or other compensation was tied to classification.

South Texas College maintained four classifications for full-time faculty members:

1. Instructor (commonly "Lecturer" at other institutions)
2. Assistant Professor
3. Associate Professor
4. (Full) Professor



As South Texas College transitioned into a Level II, Bachelor Degree granting institution, several changes were proposed. Among these changes were title changes for administrative staff overseeing academic divisions, from Division Director to Dean, and the implementation of academic classifications for faculty. The Board first approved the implementation of these classifications in November 2005.

Faculty were required hold appropriate academic credentials and have obtained years of service as faculty to be considered for academic classification. They must also be evaluated on at least three of the following criteria, in addition to academic achievement and years of service:

- Teaching Effectiveness
- Service to College
- Service to Community
- Professional Activities
- Scholarly Pursuit

### **Application for Academic Classification Process**

1. A faculty member who meets the requirements is able to submit their application for the desired classification.
2. The application portfolio is reviewed at the departmental level by peer instructors, who vote anonymously on its recommendation.
3. If the applicant's colleagues recommend approval, this recommendation is reviewed by the College-Wide Academic Classification Committee.
4. The recommendation of the Committee is submitted to the Vice President for Academic Affairs.

At the time of the presentation, South Texas College had 52 Assistant Professors, 32 Associate Professors, and 13 (Full) Professors serving its students.

Dr. Nelson also proposed the creation of an Emeritus Professor rank, which could be granted to certain, qualified retiring faculty in honor of their careers and service at South Texas College. The proposal would require a revision to Policy #3813: *Academic Classifications for Faculty*, which would be provided for the Committee's review and recommendation for Board action at an appropriate later date.

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

## **Presentation of South Texas College Drama Department's Spring 2016 Season**

Mr. Joel Jason Rodriguez, Drama Department Chair, presented the South Texas College Drama Department's Spring 2016 season production schedule.

The department was preparing for its next show, which would be a performance of William Shakespeare's *Romeo and Juliet* February 25 – 28, 2016 at the Cooper Center Main Stage. Mr. Rodriguez described this as a "film noir" version, using costumes and set pieces developed in-house to put a twist on the classic play.

South Texas College would also host the Communication Arts Festival March 28 – April 2, 2016, which would be part of a national collaboration with a focus on exploring telling the stories of living on the border, giving local artists insights and the voice in sharing their authentic experiences.

The Drama department would also present *Between You, Me, and the Lampshade* from April 28 – May 1, 2016 in the Cooper Center Black Box Studio. This play was written by a McAllen native, and is a showcase of local talent.

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 3:55 p.m.

I certify that the foregoing are the true and correct Minutes of the December 8, 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  
December 8<sup>th</sup>, 2015*

**South Texas College  
Board of Trustees  
Facilities Committee  
Ann Richards Administration Building, Board Room  
Pecan Campus, McAllen, Texas  
Tuesday, December 08, 2015 @ 4:00 PM**

**MINUTES**

The Facilities Committee Meeting was held on Tuesday, December 08, 2015 in the Ann Richards Administration Building Board Room at the Pecan Campus in McAllen, Texas. The meeting commenced at 4:04 p.m. with Mr. Gary Gurwitz presiding.

Members present: Mr. Gary Gurwitz, Mr. Roy de León, Dr. Alejo Salinas, Jr., Mr. Paul R. Rodriguez, Ms. Rose Benavidez, and Mrs. Graciela Farias

Members absent: Mr. Jesse Villarreal

Also present: Dr. Shirley A. Reed, Mr. Chuy Ramirez, Mrs. Mary Elizondo, Mr. Ricardo de la Garza, Mr. George McCaleb, Mr. Cody Gregg, Mr. Nick Gonzalez, Mr. Raul Cabaza, III, Mr. Gilbert Gallegos, Ms. Diana Bravos Gonzalez, Mr. Rolando Garcia, Mr. Ramiro Gutierrez, Mr. Hector Garcia, Ms. Kelley Heller-Vela, Mr. Mario Reyna, Mr. Hector Garcia, and Mr. Andrew Fish

**Approval of November 10, 2015 and November 24, 2015 Facilities Committee Meeting Minutes**

Upon a motion by Dr. Alejo Salinas, Jr. and a second by Mrs. Graciela Farias, the Minutes for the Facilities Committee meetings of November 10, 2015 and November 24, 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 and Associates as an update on the status of the 2013 Bond Construction Program. Mr. Gilbert Gallegos from Broaddus and Associates presented the update. This was an informational item and no action was requested.

## **Review and Recommend Action on Additional Services with Broaddus and Associates for Structured Cabling (IT) Duct Bank Modifications for the 2013 Bond Construction Program**

Approval of additional services with Broaddus and Associates for a Structured Cabling (IT) Duct Bank Modifications for the 2013 Bond Construction Program will be requested at the December 15, 2015 Board meeting.

### **Purpose**

The existing structured cabling (IT) duct banks required modifications at each of the campuses in order to provide data service to the proposed bond program facilities. The IT (information technology) duct banks were a series of underground conduits that carry the fiber optic data cabling between the buildings.

### **Justification**

The design of exterior underground structured cabling (IT) duct banks was not included in any current architectural or engineering consultant agreement(s). The existing structured cabling (IT) duct banks were located between the buildings and provided the required data connectivity for the buildings.

### **Background**

Broaddus and Associates met with college staff and WJHW (AV/IT consultant) on October 26, 2015 to discuss existing duct bank locations at each of the college campuses and their relative relationships to proposed Bond Program facilities. Routing options were identified and recorded. Broaddus and Associates submitted a proposal in the amount of \$30,150, which included a "not-to-exceed" total for reimbursable expenses, for additional services to design modifications to the exterior underground structured cabling (IT) duct banks.

### **Facilities Committee Discussion**

At the Facilities Committee, Broaddus and Associates was asked why competitive procurement procedures were not followed for this project. Mr. Gilbert Gallegos responded that the nature of work was such that it was beneficial to the College to include it as an additional service to the current contract with WJHW rather than to contract another design team that would then need to coordinate closely with WJHW and the Construction Manager-at-Risk.

Mr. Gary Gurwitz asked Mr. Gallegos whether the project would be carried out in such a way to accommodate future expansion, including routing that would not interfere with anticipated construction under the current master plan. Mr. Gallegos confirmed that the ducting would be sufficient for future expansion, and routed to avoid any foreseeable conflict under the current master plan.

Mr. Paul R. Rodriguez asked whether the pricing offered for this work by WJHW was reasonable, and whether the College had any way to evaluate the proposal without competing bids. Mr. Gallegos asserted that he felt the pricing was reasonable, but agreed that no competitive bidding had been followed.

Administration stated that they were quite satisfied with the services provided by WJHW and concurred with the recommendation by Broaddus and Associates.

### **Funding Source**

Funds were available in the FY 2015-2016 Bond Construction Program Management fund.

### **Enclosed Documents**

A proposal dated November 9, 2015 from Broaddus and Associates was enclosed.

### **Presenters**

Representatives from Broaddus and Associates attended the Facilities Committee meeting and addressed questions related to this item.

Upon a motion by Dr. Alejo Salinas, Jr. and a second by Mrs. Graciela Farias, the Facilities Committee recommended Board approval of additional services with Broaddus and Associates in the amount of \$30,150, which includes reimbursable expenses, for Structured Cabling (IT) Duct Bank Modifications for the 2013 Bond Construction Program as presented. The motion carried, with one vote opposed.

## **Review and Recommend Action on Schematic Design of the 2013 Bond Construction Starr County Campus Library**

Approval of schematic design by Mata Garcia Architects for the 2013 Bond Construction Starr County Campus Library will be requested at the December 15, 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 would be 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 college 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 and Associates, Facilities Planning and Construction, and college staff to develop plans and elevations. The proposed Starr County Campus Library project was part of the 2013 Bond Construction Program and included the following scope:

- **Architect**
  - Mata Garcia Architects
  
- **Construction Manager-at-Risk**
  - D. Wilson Construction
  
- **Construction Cost Limitation (CCL)**
  - \$2,800,000
  
- **Program Scope**
  - SQ FT – 18,516
    - Original Program SF 16,516
  - 1 Floor
  - Student Entrances and Lobby
  - Learning Commons
  - Multi-Purpose and Group Study
  - Circulation
  - Collection
  - Administrative Work / Support

## **Funding Source**

The current Construction Cost Limitation (CCL) was \$2,800,000 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 and Associates and staff from Facilities Planning and Construction, Operations and Maintenance, Administration, Library, Instructional Technologies, and Technology Resources departments.

## **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 and Associates and Mata Garcia Architects attended the Facilities Committee meeting to present the schematic design of the proposed expansion project.



The Committee asked the architect about the inclusion of a unisex restroom at the library, and the architect agreed to include this facility in the final presentation to the Board of Trustees.

Upon a motion by Ms. Rose Benavidez and a second by Mrs. Graciela Farias, the Facilities Committee recommended Board approval of the proposed schematic design of the 2013 Bond Construction Starr County Campus Library as presented. The motion carried.

### **Review and Recommend Action on Schematic Design of the 2013 Bond Construction Starr County Campus Parking and Site Improvements**

Approval of schematic design by Melden and Hunt for the 2013 Bond Construction Starr County Campus Parking and Site Improvements project was scheduled to be requested at the December 15, 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, Melden and Hunt would proceed to prepare all necessary design development drawings and specifications in preparation for the construction documents phase using college 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, Melden and Hunt began working with Broaddus and Associates, Facilities Planning and Construction, and college staff to develop parking and site plans. The proposed Starr County Campus Parking and Site Improvements project was part of the 2013 Bond Construction Program and included the following scope:

- **Engineer**
  - Melden and Hunt
  
- **Construction Manager-at-Risk**
  - D. Wilson Construction Company

- **Construction Cost Limitation (CCL)**
  - \$1,000,000
  
- **Program Scope**
  - 147 Parking Spaces
  - Drives, Sidewalks
  - Infrastructure Improvements
  - Landscaping and Irrigation
  - Grading and Drainage
  
- **Program Scope Alternates**
  - Additional 104 parking spaces for a total of 251 spaces
  - Construction of south loop road (south of new library)
  - Demolition of portion of existing loop road (north of new library)

### **Funding Source**

The current Construction Cost Limitation (CCL) was \$1,000,000 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 and Associates and staff from Facilities Planning and Construction, Operations and Maintenance, Administration, Technology Resources departments, and Campus Coordinator.

### **Enclosed Documents**

Melden and Hunt developed a schematic presentation describing the proposed design. The packet included drawings of the site plans.

### **Presenters**

Representatives from Broaddus and Associates and Melden and Hunt presented the schematic design of the proposed parking and site improvements.

The Facilities Committee was concerned that the proposed parking lot did not have adequate egress into the existing loop roads, which would lead to congestion on campus which could be avoided through redesigning the parking lots.

The Committee also discussed the possibility of extending another road to FM 3167, which would require approval from Texas Department of Transportation and would increase the project cost.

Melden and Hunt advised the Board that Rio Grande City zoning placed specific requirements for parking spaces on South Texas College that might not be necessary to meet facility needs, and suggested requesting a variance. Legal Counsel proposed that the College might instead ask the City to reclassify the campus to a more appropriate standard, rather than requesting a variance.

Due to the scope of the required changes to the parking lot, Broaddus and Associates withdrew the request for a Committee recommendation and agreed to work with Melden and Hunt to revise the parking lot to address traffic flow concerns, and to look into the options related to a new access to FM 3167 as discussed.

No action was taken.

### **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**

Approval to solicit for insurance agent services to establish an owner-controlled insurance program for the 2013 Bond Construction program will be requested at the December 15, 2015 Board meeting.

#### 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 by any agent contracted for this purpose 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 would 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 sub-contractor 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 indirectly pays 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 would be 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 was as follows:

#	Process	Date
1	Request for Proposals (RFP) Advertised	December 21, 2015 December 28, 2015
2	RFP Issued to Prospective Bidders	December 21, 2015
3	Proposals Due	January 5, 2016
4	Evaluation of Proposals	January 7, 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, reviewed the Owner-Controlled Insurance Program with the Committee and responded to their questions. It was his independent recommendation that the College consider an OCIP program based not only on the possible cost savings, but also the benefit of having fewer total policies in the event insured losses.

The Committee asked how the Board would assess whether the College realized true savings from the implementation of an OCIP structure. Mr. Gilbert Gallegos responded that the contractors would be expected to include insurance within their initial proposals,

and then Broaddus and Associates would then work with them to remove any costs for insurance policies that would be duplicative with policies carried by the College under its OCIP.

Legal Counsel asked which services would be included in an OCIP as established under this RFP. Mr. Cabaza clarified that the RFP was to solicit the agent, who would then be responsible to find adequate insurance products for the Board's review. Mr. Cabaza agreed that any agent responding to the RFP would be required to be able to obtain policies for each of the proposed types of coverage, for review and approval at the Board's discretion.

Upon a motion by Mr. Paul R. Rodriguez and a second by Dr. Alejo Salinas, Jr., the Facilities Committee recommended Board approval to solicit for insurance agent services to establish an owner-controlled insurance program for the 2013 Bond Construction program as presented. The motion carried.

### **Review and Recommend Action on Contracting Consultant Services for Furniture, Fixtures, and Equipment (FF&E) for the 2013 Bond Construction Program**

Approval of contracting consultant services for Furniture, Fixtures, and Equipment (FF&E) for the 2013 Bond Construction program will be requested at the December 15, 2015 Board meeting.

#### **Purpose**

Authorization was requested to approve a consultant to assist the college in the development of FF&E standards, acquisition of FF&E property, and the selection, coordination, and placement of FF&E in the 2013 Bond Construction program buildings.

#### **Justification**

Furniture, Fixtures, and Equipment consultant services were necessary to assist in the acquisition of FF&E property for the bond construction buildings.

Staff recommended that a consultant be secured to properly manage the large volume of FF&E to be acquired and installed within a short time frame for all of the 2013 Bond Construction program buildings.

A list of services that would be provided were as follows:

- Identify existing FF&E property to be incorporated into new and renovated buildings
- Create and update FF&E standards
- Review and alter all floor plan layouts provided by design teams
- Produce bid documents for procurement
- Update cost estimates
- Develop strategies to maximize value and cost savings through volume purchasing
- Coordinate and provide oversight during ordering, fabrication, delivery, and installation

- Confirm deliveries, proper installation, and prepare punch list
- Receive and review Operations and Maintenance Manuals submitted by vendors
- Follow up on repair and replacement of punch list items or undelivered product

### **Background**

Solicitation for Request for Proposals for these services began on November 9, 2015. A total of four (4) proposals were received on November 24, 2015.

<b>Timeline for Solicitation for Request for Proposals</b>	
November 9, 2015	Solicitation for Request for Proposals began.
November 24, 2015	Four (4) proposals were received.

Based on the evaluations, the highest ranked firm was HPG Design Group, LLC in the amount of \$237,090.

### **Facilities Committee Presentation**

At the December 8, 2015 Facilities Committee it was noted that there were two instances in which the first- and second-ranked respondents' bids were exactly the same, for the Pecan Campus and for the Mid Valley Campus. Two other responses from the same firms, for the Nursing & Allied Health Campus and the Starr County Campus, were significantly different.

The Committee asked staff to verify that the numbers were reported correctly, and staff verified that the numbers provided in the Committee packet were accurate and matched the proposals submitted by the firms.

### **Funding Source**

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

### **Reviewers**

The proposals were reviewed by Broaddus and Associates and staff from the Facilities Planning and Construction, Library, and Purchasing departments.

### **Enclosed Documents**

The evaluation team including college staff and Broaddus and Associates prepared the a summary of scoring and ranking for review by the Facilities Committee.

Upon a motion by Mr. Paul R. Rodriguez and a second by Mr. Gary Gurwitz, the Facilities Committee recommended Board approval to contract consultant services for Furniture, Fixtures, and Equipment (FF&E) for the 2013 Bond Construction program with HPG Design Group, LLC in the amount of \$237,090 as presented. The motion carried.

## **Review and Recommend Action on Contracting Civil Engineering Services for the Asphalt Resurfacing of the Pecan Campus East Loop Road (Non-Bond)**

Approval to contract civil engineering design services for the Asphalt Resurfacing of the Pecan Campus East Loop Road (Non-Bond) will be requested at the December 15, 2015 Board meeting.

### **Purpose**

The procurement of a civil engineer would provide for design services necessary for the Asphalt Resurfacing of the Pecan Campus East Loop Road (Non-Bond) 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 college 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**

The existing loop road east of Building F was over fifteen years old and in need of asphalt resurfacing. As part of the deferred maintenance plan, the Facilities Planning and Construction and Facilities Operations and Maintenance departments scheduled the replacement of the asphalt resurfacing.

In order to proceed with the design of the resurfacing, staff recommended contracting civil engineering services for preparation of plans and specifications. This was scheduled to be constructed during the summer of 2016 while there would be less vehicular traffic.

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 and Hunt
3. Perez Consulting Engineering
4. R. Gutierrez Engineering

Based on the following criteria, Melden and Hunt was recommended to provide civil engineering services for this project.

- Previous experience with resurfacing of asphalt projects
- Experience with similar projects
- Familiarity with the College's standards

### **Funding Source**

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



<b>Project Budget</b>		
<b>Budget Components</b>	<b>Amount Budgeted</b>	<b>Actual Cost</b>
Design	\$8,000	Actual design fees are estimated and will be finalized during contract negotiations.
Construction	\$75,000	Actual cost will be determined after the solicitation of construction proposals.

**Enclosed Documents**

The packet included a site plan indicating the proposed resurfacing location.

Upon a motion by and a second by Dr. Alejo Salinas, Jr., the Facilities Committee recommended Board approval to contract civil engineering services with Melden and Hunt for the Asphalt Resurfacing of the Pecan Campus East Loop Road (Non-Bond) project as presented. The motion carried.

**Review and Recommend Action on Contracting Civil Engineering Services for the Asphalt Resurfacing of the Nursing and Allied Health Campus Parking Lot 2 (Non-Bond)**

Approval to contract civil engineering design services for the Asphalt Resurfacing of the Nursing and Allied Health Campus Parking Lot 2 (Non-Bond) will be requested at the December 15, 2015 Board meeting.

**Purpose**

The procurement of a civil engineer would provide for design services necessary for the Asphalt Resurfacing of the Nursing and Allied Health Campus Parking Lot 2 (Non-Bond) 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 college 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**

The existing Parking Lot 2 located on the east side of the Nursing and Allied Health building was over 15 years old and in need of asphalt resurfacing. As part of the deferred maintenance plan, the Facilities Planning and Construction and Facilities Operations and Maintenance departments scheduled the replacement of the asphalt resurfacing.

In order to proceed with the design of the resurfacing of the parking area, staff recommended contracting civil engineering services for preparation of plans and specifications. This project was scheduled to be constructed during the summer of 2016 while there would be less vehicular traffic.

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 and Hunt
3. Perez Consulting Engineering
4. R. Gutierrez Engineering

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

- Previous experience with resurfacing of asphalt projects
- 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.

<b>Project Budget</b>		
<b>Budget Components</b>	<b>Amount Budgeted</b>	<b>Actual Cost</b>
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.

Upon a motion by Ms. Rose Benavidez and a second by Mrs. Graciela Farias, the Facilities Committee recommended Board approval to contract civil engineering services with Perez Consulting Engineers for the Asphalt Resurfacing of the Nursing and Allied Health Campus Parking Lot 2 (Non-Bond) project as presented. The motion carried.

**Review and Recommend Action on Contracting Civil Engineering Services for the Technology Campus General Motors Vehicle Storage Lot (Non-Bond)**

Approval to contract civil engineering design services for the Technology Campus General Motors Vehicle Storage Lot (Non-Bond) will be requested at the December 15, 2015 Board meeting.

**Purpose**

The procurement of a civil engineer would provide for design services necessary for the Technology Campus General Motors Vehicle Storage Lot (Non-Bond) 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 college 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**

The current vehicle storage lot at the Technology Campus was constructed of a caliche surface. Faculty requested that the parking storage lot be paved in order to address various maintenance issues as indicated below.

- Regular lawn maintenance was needed due to weed growth
- Proper drainage was needed due to a low finish floor elevation
- Donated vehicles needed to be stored in a secure and protected area

In order to proceed with the design of the parking area, staff recommended contracting civil engineering services for preparation of plans and specifications. This was scheduled to be constructed during the summer of 2016.

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 and Hunt
3. Perez Consulting Engineering
4. R. Gutierrez Engineering

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

- Previous experience with parking facilities
- 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.

<b>Project Budget</b>		
<b>Budget Components</b>	<b>Amount Budgeted</b>	<b>Actual Cost</b>
Design	\$11,250	Actual design fees are estimated and will be finalized during contract negotiations.
Construction	\$125,000	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.

Upon a motion by Dr. Alejo Salinas, Jr. and a second by Ms. Rose Benavidez, the Facilities Committee recommended Board approval to contract civil engineering services with R. Gutierrez Engineers for the Technology Campus General Motors Vehicle Storage Lot (Non-Bond) project as presented. The motion carried.

### **Review and Recommend Action on Substantial Completion for Pecan Plaza Resurface Alley Side of Building B**

Approval of substantial completion of the Pecan Plaza Resurface Alley Side of Building B project will be requested at the December 15, 2015 Board meeting.

Half Associates and college 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 November 3, 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 included in the packet.

Contractor 5 Star Construction 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 January 2016 Board meeting.

Upon a motion by Mr. Paul R. Rodriguez and a second by Mrs. Graciela Farias, the Facilities Committee recommended Board approval of the substantial completion of the Pecan Plaza Resurface Alley Side of Building B as presented.

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

The Facilities Planning and Construction staff prepared a design and construction update. This update summarized the status of each capital improvement project currently in progress. Mary Elizondo and Rick de la Garza attended the meeting to respond to questions and address concerns of the committee.

#### **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 has continued to work with Half Associates and the contractor on resolving this issue.

Therefore, a recommendation was not provided at this time but an appropriate recommendation would be provided at a subsequent Facilities Committee meeting.

### Non-Bond Relocation of Portable Buildings at the Pecan Campus

#### **Original Plan**

At the July 28, 2015 Board meeting, the Board of Trustees approved and authorized a revised plan for relocation of Pecan Campus portable buildings. A total of 14 existing portable buildings needed to be relocated to allow for the construction of the Bond projects. Twelve of the portables were currently being relocated to the west side of Pecan Campus along the west loop road. The remaining two portables were going to be relocated to the south side of campus to replace two auctioned portables as part of the revised Board approved plan.

#### **Updated Plan**

Recently, college staff requested the need for using two portable buildings (PB 18 and PB 19) for the Spring 2016 semester. These portables were planned to be relocated to the south side of campus to replace PB 9 and PB 10 which were going to be auctioned. This new request would relocate PB18 and PB19 to the west side of the Pecan Campus West Academic Building. This updated relocation request would require additional engineering services for the electrical and data infrastructure required for the portable buildings.

### **Adjournment**

There being no further business to discuss, the Facilities Committee Meeting of the South Texas College Board of Trustees adjourned at 5:43 p.m.

I certify that the foregoing are the true and correct minutes of the December 08, 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  
December 8<sup>th</sup>, 2015*

**South Texas College  
Board of Trustees  
Finance and Human Resources Committee  
Ann Richards Administration Building Board Room  
Pecan Campus  
Tuesday, December 08, 2015  
@ 5:30 p.m.  
McAllen, Texas**

**Minutes**

The Finance and Human Resources Committee Meeting was held on Tuesday, December 08, 2015 in the Ann Richards Administration Building Board Room at the Pecan Campus in McAllen, Texas. The meeting commenced at 5:52 p.m. with Dr. Alejo Salinas, Jr., Committee Chair, presiding.

Members present: Dr. Alejo Salinas, Jr., Mr. Roy de León, Mr. Paul R. Rodriguez, and Ms. Rose Benavidez

Other Trustees Present: Mrs. Graciela Farias and Mr. Gary Gurwitz

Members absent: None

Also present: Dr. Shirley A. Reed, Mr. Jesus Ramirez, Mrs. Mary Elizondo, Dr. David Plummer, Dr. Anahid Petrosian, Mrs. Becky Cavazos, Mr. Nick Gonzalez, Mr. Frank Jason Gutierrez, Ms. Erika Rodriguez, Ms. Alicia Gomez, Mrs. Brenda Balderaz, Ms. Katarina Bugariu, Mr. Randy Sweeten, Mr. David Segovia, Mr. Aaron Rios, Mrs. Kelly Salazar, and Mr. Andrew Fish

**The following items were taken out of order:**

**Update on Status of Fiscal Year 2015 Financial Audit**

Mr. Randy Sweeten and staff from Long Chilton, LLP reviewed the status of the Comprehensive Annual Financial Report for the Fiscal Years Ended August 31, 2015 and 2014 with the Committee and responded to questions from the Committee members.

Mr. Sweeten reported an unqualified opinion of the College's financial statements.

A draft of the Comprehensive Annual Financial Report for the Fiscal Years Ended August 31, 2015 and 2014 was provided under separate cover.



There were two management comments related to non-material items. Mr. Sweeten reviewed these items as part of his presentations for the Committee's information and feedback.

Mr. Sweeten also discussed "Governmental Accounting Standards Board (GASB) Statement 68. This statement was a requirement that local governments, including the College, record a proportionate share of pension liabilities. This requirement effectively placed a liability of over \$22M on the College's books. The College was in a sufficiently secure financial position to absorb this mandatory liability.

The Fiscal Year 2015 Financial Audit will be presented at the December 15, 2015 Board Meeting for review and to take action.

No action was required from the Committee. This item was presented for information and feedback to staff.

### **Presentation and Discussion on the Preliminary Dual Enrollment Program Cost Analysis Report**

Frank Jason Gutierrez, Director of Accountability Services, presented on the Dual Enrollment Program Cost Analysis Report.

Purpose – At the request of The Office of The President and The Office of the Vice President for Finance and Administrative Services, The Office of Accountability Services was tasked with performing a cost-analysis on the Dual Enrollment program at South Texas College to gain an understanding of revenues and expenses related to the program. In addition, this analysis provided other important elements of the Dual Enrollment Program such as, growth trends, enrollment projections, tuition and fee processes of other Texas colleges, and distinction between the various dual enrollment initiatives.

Background – The Dual Enrollment Program at South Texas College was established in 1997 and increased since its inception, with over 15,000 students enrolled in Fall 2015. South Texas College has partnerships with 23 independent school districts at over 70 high school sites. The program was comprised of five initiatives which included Academy Cohorts, Independents, Traditional Dual, Recovery, and Early College High Schools.

A cost analysis on the Dual Enrollment Program was prepared using data from the Fall 2014, Spring 2015, and Summer 2015 semesters. The analysis included a comprehensive review of all pertinent data and procedures to formulate results presented in the report. Results were derived using FY 2015 actual data and estimates were made where appropriate. Related statistics were as follows:

- Percentage of dual enrollment students to total enrollment increased from 19.76% in Fall 2005 to 44.08% in Fall 2015,
- Total dual enrollment students increased from 3,207 in Fall 2005 to 15,270 in Fall 2015,

- The preliminary cost analysis report indicated, for FY 2015, the program was operating near a break-even level.

Enclosed Documents – The Preliminary Dual Enrollment Program Cost Analysis Report and The Dual Enrollment Program Cost Analysis Power Point Presentation were provided in the packet for the Committee's information and review.

The Committee expressed their ongoing commitment to providing dual enrollment to high school students in Hidalgo and Starr counties, and stated that offering this program tuition-free was vital to many families in the service area.

The Committee requested that administration continue to monitor the dual enrollment program closely, and provide an update on options to recoup or minimize expenses in providing faculty and resources to the school districts without levying tuition or fees on dual enrollment students.

No action was required from the Committee. This item was presented for information and feedback to staff.

**The Committee returned to the posted agenda order for the remainder of the meeting.**

**Approval of November 10, 2015 and November 24, 2015 Finance and Human Resources Committee Minutes**

Upon a motion by Mr. Paul R. Rodriguez and a second by Ms. Rose Benavidez, the Minutes for the Finance and Human Resources Committee Meetings of November 10, 2015 and November 24, 2015 were approved as written. The motion carried.

**Discussion and Action as Necessary on Hidalgo County Tax Resale Properties and Resolution Authorizing Tax Resale**

Approval of the Hidalgo County Tax Resale Properties and the Resolution Authorizing the Tax Resale will be requested at the December 15, 2015, Board meeting.

Purpose – The law offices of Linebarger Goggan Blair & Sampson, LLP requested consideration and possible action on the tax resale of seventy-nine (79) properties.

Justification – The Texas Property Tax Code requires approval from all taxing entities for the resale of a property for an amount that is less than the appraised value on a resale auction.

Background – On June 2, 2015, Linebarger Goggan Blair & Sampson, LLP held a Tax Resale Auction for previously struck off properties located within Hidalgo County. No bids were received at time of auction on any of these properties; however on June 22, 2015 private written bids were received for nine (9) previously struck off properties.

On November 3, 2015, Linebarger Goggan Blair & Sampson, LLP held a Tax Resale Auction for seventy (70) previously struck off properties located within Hidalgo County.

The Tax Resale Auctions were held at the Hidalgo County Clerk Records Management Facility and were published in The Monitor and several other newspapers throughout Hidalgo County.

The nine (9) struck off properties were previously presented at the October 7, 2015 Finance Committee Meeting for approval, but the College was notified immediately prior to that committee meeting that another taxing entity did not approve the proposed tax resale, so no action was taken by the Committee and the properties were not presented for Board action at that time. These properties have now been approved by the other taxing entities and were resubmitted to the Finance and Human Resources Committee on December 8th, 2015. At the Finance and Human Resources Committee, Mrs. Kelly Salazar advised that since these were private bids, it was best if these properties be put up for public auction. Upon Mrs. Salazar's counsel, the Committee recommended Board rejection of these nine bids.

Linebarger Goggan Blair & Sampson, LLP submitted the analysis of the bids received for the Board of Trustees' consideration. The total amount the College would receive for all seventy-nine properties was \$31,496.53

Enclosed Documents - The Resolution Authorizing the Tax Resale follows in the packet for the Committee's review. A listing of the bids, the legal description for each property, as well as the amount of the bid, the South Texas College amount, and the Analysis of Bids Received are included under separate cover for your information and review.

A representative from Linebarger Goggan Blair & Sampson, LLP will be present at the meeting to address any questions by the committee.

Upon a motion by Mr. Paul R. Rodriguez and a second by Mr. Roy de León, the Finance and Human Resources Committee recommended Board approval of the Hidalgo County Tax Resale Bids of the seventy properties as identified, rejection of the nine private bids, and the Resolution Authorizing the Tax Resale to Linebarger Goggan Blair & Sampson, LLP as presented. The motion carried.

**Review and Recommend Action on Award of Proposals, Reject Proposal, Rescind of Award, Purchases, and Renewals**

The Finance and Human Resources Committee was asked to recommend Board approval of the proposal awards, rejection of a proposal, rescindment of an award, purchases, and renewals as follows:

**A. Awards**

**B. Instructional Items**

**C. Non-Instructional Items**

**D. Technology Items**

**A. Awards**

- 1) **Rental of Firefighter Protective Clothing (Award):** award the proposal for the rental of firefighter protective clothing to **LION TotalCare, Inc.** (Dayton, OH), for the period beginning December 16, 2015 through December 15, 2016 with two one-year options to renew, at an estimated cost of \$9,286.20 per semester with an annual cost of \$18,572.40;
- 2) **Training Services (Award):** award the proposal for training services to **Global Knowledge Training, LLC.** (Cary, NC), for the period beginning January 1, 2016 through December 31, 2016 with two one-year options to renew, at an estimated cost of \$134,000.00;
- 3) **Signs, Flags, and Banners (Reject):** reject the proposals for the signs, flags, and banners to include additional products and signage. In the re-bid, specifications will also be revised as needed to eliminate a wide disparity in the vendor's price proposal;
- 4) **Records Management Services (Rescind):** rescind the award for records management services to CTC Distributing, Ltd. (Edinburg, TX), for the period beginning September 1, 2015 through August 31, 2016, at an estimated amount of \$15,000.00;

**B. Instructional Items**

- 5) **Musical Instruments (Purchase):** purchase musical instruments from **Woodwind and Brasswind** (South Bend, IN) (New), a Texas Association of School Boards – Buyboard approved vendor, at a total amount of \$18,694.00;

**C. Non – Instructional Items**

- 6) **Advertising Agreement (Purchase):** purchase an advertising agreement with **Rio Grande City Consolidated Independent School District** (Rio Grande City, TX), an interlocal agreement, for the period beginning September 1, 2015 through August 31, 2016, at a total cost of \$10,439.00;
- 7) **Furniture (Purchase):** purchase furniture from the State of Texas Multiple Award Schedule (TXMAS) approved vendors, at a total amount of \$82,953.74

#	Vendor	Amount
A	<b>Exemplis Corporation/ Gateway Printing and Office Supply, Inc. (Edinburg, TX)</b>	\$9,645.48
B	<b>The Hon Company/ Gateway Printing and Office Supply, Inc. (Edinburg, TX)</b>	\$7,492.54
C	<b>Krueger International, Inc./ Gateway Printing and Office Supply, Inc. (Edinburg, TX)</b>	\$65,815.72
	Total	\$82,953.74

- 8) **Third Party Administrator for 403(b) Plan (Renewal):** renew the contract for the third party administrator for 403(b) plan with **TSA Consulting Group, Inc.** (Ft. Walton Beach, FL), for the period beginning March 1, 2016 through February 28, 2017, at a total cost of \$6,000.00;
- 9) **Vehicle Fuel Program (Renewal):** renew the State Fleet Card Program for vehicle fuel with **U. S. Bank Market Fleet Voyager** (Kansas City, MO), a State of Texas Procurement and Support Services (TPASS) approved vendor, acting by and through the State of Texas Council of Competitive Government (CCG), for the

period beginning January 1, 2016 through December 31, 2016, at an estimated cost of \$60,000.00 based on prior year history;

#### **D. Technology**

**10)Computers, Laptop, and Tablets (Purchase):** purchase of computers, laptop, and tablets 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 \$51,061.49;

**11)Uninterruptible Power Supply (UPS) (Purchase):** purchase an uninterruptible power supply (UPS) from **Dell Marketing, LP.** (Dallas, TX), at a cost of \$43,345.27;

**12)Web Portal Software Upgrade and Support (Purchase):** purchase the web portal software upgrade and support from the **Texas A&M University – Corpus Christi** (Corpus Christi, TX), on behalf of the Texas Connection Consortium (TCC) and Ellucian Company, LP., at a total cost of \$106,930.00;

**13)Inventory Scheduling and Tracking Software License Agreement (Renewal):** renew the inventory scheduling and tracking software license agreement with **onShore Development, Inc.** (Chicago, IL), for the period beginning December 18, 2015 through December 17, 2016, at a total amount of \$10,697.00.

#### **SUMMARY TOTAL:**

The total for all proposal awards, purchases, rejection of a proposal, rescindment of an award, purchases, and renewals was \$542,692.90

Upon a motion by Mr. Paul R. Rodriguez and a second by Mr. Roy de León, the Finance and Human Resources Committee recommended Board of proposal awards, purchases, rejection of a proposal, rescindment of an award, purchases, and renewals as presented. The motion carried.

### **Review and Recommend Action on New and Revised Policies**

Approval of new and revised policies will be requested at the December 15, 2015 Board meeting.

#### **A. New**

##### **a. Proposed New Policy #4112: Self-Reporting of Criminal Conduct**

The new policy was necessary for the following reasons:

- The new policy required employees to self-report criminal conduct to support the Code of Professional Ethics requirement that the administration, faculty, and staff shall support the goals and ideals of the institution and shall act in public and private affairs in such a manner as to bring credit to the institution.
- The new policy was necessary to strengthen efforts to maintain a healthy and safe environment and protect the College's financial and physical assets.

## **B. Revised**

### **a. Revise Policy #3235: Tuition/Fee Waiver for Dual Enrollment Students Sponsored by Cooperating School Districts**

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

- To revise the policy by removing the specific fee levied for late enrollment of students and instead referring to the Board-approved Student Tuition and Fee Schedule, which is revised annually and lists this fee. This revision would allow Board approved changes to the Student Tuition and Fee Schedule to be consistent with Board approved policy.
- To further clarify that the fee is charged for enrollment of a student after the census date, rather than for student admission after the enrollment date.

### **b. Revise Policy #3620: College Sanctioned Travel for Students**

Request for the revisions to the policy are necessary for the following reasons:

- To more fully clarify and detail the process and requirements for College Sanctioned Travel by South Texas College Students

### **c. Revise Policy #4216: Discrimination, Harassment, Retaliation, and Sexual Misconduct**

Request for the revisions to the policy are necessary for the following reasons:

- To incorporate clarification of prohibited discrimination on the basis of pregnancy and to comply with federal regulations under Title IX.

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

The new and revised policies were reviewed by staff, the President's Cabinet, President's Administrative Staff, Planning and Development Council (PDC) staff, and by South Texas College's Legal Counsel.

Upon a motion by Mr. Roy de León and a second by Ms. Rose Benavidez, the Finance and Human Resources Committee recommended Board approval of the new and revised policies as presented and which superseded any previously adopted Board policy. The motion carried.

**Review and Recommend Action on 2015 Tax Roll/Tax Levy for Hidalgo and Starr Counties**

Approval of the 2015 Tax Roll/Tax Levy for Hidalgo and Starr Counties will be requested at the December 15, 2015 Board meeting.

Purpose – The Hidalgo County Tax Assessor-Collector and the Starr County Tax Assessor-Collector provided the 2015 Tax Roll Totals for approval by the College’s governing body.

Justification - The 2015 Tax Roll/Tax Levy for Hidalgo and Starr Counties requires approval from the governing body in order to be in compliance with Section 26.09 Item (e) of the Property Tax Code, which reads:

“The assessor shall enter the amount of tax determined as provided by this section in the appraisal roll and submit it to the governing body of the unit for approval. The appraisal roll with amounts of tax entered as approved by the governing body constitutes the unit’s tax roll.”

Background - Mr. Pablo “Paul” Villarreal, Jr., RTA, Assessor-Collector of Hidalgo County and Mrs. Carmen A. Peña, RTA, Assessor-Collector of Starr County entered the amount of tax determined as provided by Section 26.09 Item (e) of the Property Tax Code and have submitted to South Texas College the tax roll/tax levy totaling \$60,279,269.23.

The comparison from the 2014 to 2015 tax roll by county was as follows:

	<u>2014</u>	<u>2015</u>	<u>Increase</u>
Hidalgo County	\$ 52,781,657.49	\$ 56,408,070.41	\$ 3,626,412.92
Starr County	3,352,380.96	3,871,198.83	518,817.87
Total	<u>\$ 56,134,038.45</u>	<u>\$ 60,279,269.24</u>	<u>\$ 4,145,230.79</u>

Enclosed Documents - The 2015 Tax Roll Totals documents from each county were provided in the packet for the Committee’s information and review.

Upon a motion by Mr. Roy de León and a second by Ms. Rose Benavidez, the Finance and Human Resources Committee recommended Board approval of the 2015 Tax Roll/Tax Levy for Hidalgo and Starr Counties as presented. The motion carried.

**Review and Recommend Action on Appraisal District Allocated Cost Payments for Hidalgo County and Starr County**

Approval to process payments to the Hidalgo County Appraisal District and Starr County Appraisal District for allocated cost, as described below, will be requested at the December 15, 2015 Board meeting.



Purpose – The Hidalgo County Appraisal District and the Starr County Appraisal District perform property valuation assessments for taxes imposed during the tax year. The College’s allocated cost for property valuation services is provided annually.

Justification - The Hidalgo County Appraisal District and Starr County Appraisal District are considered a sole source and the College and other taxing entities are required to use their services to determine the assessed valuation of properties.

Background - Each year the chief appraiser prepares a proposed budget for the operations of the appraisal district for the following tax year. The County’s Appraiser submits copies of the budget to each taxing unit participating in the district and an estimate of the amount of the budget that will be allocated to each taxing unit.

Texas Property Tax Code Chapter 6 Section 6.06 (d) Appraisal District Budget and Financing indicates that the cost is allocated as follows: “Each taxing unit participating in the district is allocated a portion of the amount of the budget equal to the proportion that the total dollar amount of property taxes imposed in the district by the unit for the tax year in which the budget proposal is prepared bears to the sum of the total dollar amount of property taxes imposed in the district by each participating unit for that year”.

Each taxing unit pays its allocation in four equal payments.

The tax year 2015 projected allocations, per the District's budgets, were \$599,139.00 for Hidalgo County Appraisal District and \$101,082.80 for Starr County Appraisal District, for a total of \$700,221.80. The first quarterly invoice was due by December 31, 2015 for Starr County and by February 4, 2016 for Hidalgo County.

The Tax Year 2015 allocations changed from the Tax Year 2014 allocations as follows:

	<u>2014</u>	<u>2015</u>	<u>Difference</u>
Hidalgo County	\$ 572,136.00	\$ 599,139.00	\$ 27,003.00
Starr County	<u>99,314.00</u>	<u>101,082.80</u>	<u>1,768.80</u>
Total	<u>\$ 671,450.00</u>	<u>\$ 700,221.80</u>	<u>\$ 28,771.80</u>

The changes were based on the new year budgets of each Appraisal District.

Funding Source – Funds for these expenditures were budgeted in the Hidalgo Appraisal/Collection Fee budget and the Starr Appraisal/Collection Fee budget for FY 2015-2016.

Enclosed Documents – The FY 2016 (Tax Year 2015) allocation payments for Hidalgo and Starr County Appraisal Districts were included in the packet for the Committee’s information and review.

Upon a motion by Ms. Rose Benavidez and a second by Mr. Roy de León, the Finance and Human Resources Committee recommended Board approval of the payments to the

Hidalgo County Appraisal District and the Starr County Appraisal District for the allocated cost as stated in the Texas Property Tax Code, Chapter 6, Section 6.06 (e) and as presented. The motion carried.

**Review and Recommend Action on Disposal/Recycle of Technology and Electronic Items with an Original Value of \$1,000 and Over**

Approval will be requested at the December 15, 2015 Board meeting for disposal/recycle of technology and electronic items with an original value of \$1,000 and over through the Texas Department of Criminal Justice (TDCJ), a state of Texas agency approved to properly recycle technology and electronic items.

Purpose – The Fixed Asset/Inventory Department requested the disposal/recycling of technology and electronic items to be in compliance with the Environmental Protection Agency (EPA) regulations. TDCJ provides an environmentally sound way to dispose of surplus technology equipment.

Justification – As technology and electronic items become obsolete, out of warranty or not functioning, it is disposed of according to South Texas Board Policy #5135 Disposal of Surplus Property. TDCJ was the method of disposal to comply with all EPA regulations. They clean data from all systems, recycle systems that can be repaired for inmate training or donation to schools and damaged systems are properly disposed of.

The technology and electronic items were located at the South Texas College, Receiving Department, 3700 West Military Hwy Building D., McAllen, Texas.

Reviewers – These items were inspected by the Technology Resources (TR), Instructional Technologies, and approved by the Interim Vice President for Information Services, Planning & Strategic Initiatives to be disposed after Board approval.

Enclosed Documents – A listing of the technology and electronic items to be disposed/recycled was included in the packet for the Committee's information and review.

Mary Elizondo, Vice President for Finance and Administrative Services, and Becky Cavazos, Director of Purchasing, attended the December 8, 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. Roy de León, the Finance and Human Resources Committee recommended Board approval of the disposal/recycling of technology and electronic items with an original value of \$1,000 and over through the Texas Department of Criminal Justice (TDCJ), a State of Texas agency approved to properly recycle technology and electronic items as presented. 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 was current as of December 3, 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 as 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 seventy (73) new Board approved positions. Of these new positions, 55 were fully funded and 18 were partially funded. Approximately 86% or 31 of the 36 available positions were currently advertised or have a requisition in progress. Five (5) or 16% of the 31 advertised positions had recommendations currently in progress.

- **Vacant Full Time Regular Positions – Continuing – CONTINUED from FY 2014-2015:**

⇒ A list of ninety two (92) vacant positions due to employee resignations, terminations, and retirement was included and designated as Continuing. These positions were advertised until filled. Approximately 98% or 90 of these positions were currently advertised or in progress for final approval. Ten (10) or 11% of the 90 advertised positions had recommendations currently in progress.

In addition, positions were filled or vacated during the period of September 1, 2015 through December 3, 2015 as follows:

- **Positions Filled in FY 2015-2016:**

⇒ Fifty five (55) positions were filled between September 1, 2015 and December 3, 2015.

- **Positions Vacated in FY 2015-2016:**

⇒ Twenty (20) resignations, terminations and/or retirement notices were submitted between September 1, 2015 and December 3, 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.

## **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 7:02 p.m.

I certify that the foregoing are the true and correct Minutes of the December 08, 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