



**SOUTH TEXAS
COLLEGE**

**Board of Trustees
Regular Board Meeting**

**Tuesday, February 23, 2016
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, February 23, 2016 @ 5:30 p.m.
Ann Richards Administration Building Board Room
Pecan Campus, McAllen, Texas 78501**

AGENDA

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

- I. Call Meeting to Order**
- II. Determination of Quorum**
- III. Invocation**
- IV. Public Comments**
- V. Presentation..... 1**
 - A. Report on the Association of Community College Trustees (ACCT) 2016 National Legislative Summit
- VI. Consideration and Action on Consent Agenda**
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 - 2. February 16, 2016 Special Board Meeting..... 33 - 34
 - B. Approval and Authorization to Accept Grant Award(s)..... 35 - 37
 - 1. The STEP 2 USDA Research Success Grant Award from University of Texas Rio Grande Valley in the amount of \$100,000
 - 2. Additional Funds (Reallocation) for the "Carl Perkins Basic Grant" from the Texas Higher Education Coordinating Board in the amount of \$20,088
 - 3. The "Career Pathways Expansion" Grant from Houston Community College System in the amount not to exceed \$100,000
 - 4. The "Public Transit Bus Driver Training" Grant from Lower Rio Grande Valley Development Council – Valley Metro in the amount not to exceed \$117,000
 - 5. The "Governor's Summer Merit Program" Grant from the Texas Workforce Commission in the amount of \$44,919
 - 6. Additional Grant(s) Received/Pending Official Award

VII. Consideration and Action on Committee Items

A. Education and Workforce Development Committee

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 - a. Presentation of South Texas College Online Programs
 - b. Presentation of South Texas College English as a Second Language (ESL) Programs Offered by the Department of Continuing Professional and Workforce Education

B. Finance and Human Resources Committee

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A. Awards

- 1) Moving Services (Award)
- 2) Internet Service Provider (Award)
- 3) Parking Permit and Citation Management System (Award)

B. Instructional Items

- 4) Braille Services (Purchase)
- 5) Exam Management Solutions (Purchase)
- 6) Power Fluid Equipment (Hydraulic Trainers) (Purchase)
- 7) Ultrasound Training Simulator (Purchase)
- 8) Nursing and Allied Health Equipment and Supplies (Renewal)

C. Non – Instructional Items

- 9) Furniture (Purchase)
- 10) Civil Engineering Services – On-Call Services – Non Bond (Renewal)
- 11) Risk Management Services (Renewal)

D. Technology

- 12) Campus Receivable Collector (CRC) Software and Training Services (Purchase)
- 13) Computers, Laptops, and Tablets (Purchase)
- 14) Servers and Switches (Purchase)
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A. Next Meetings:

- Tuesday, March 8, 2016
 - 3:00 p.m. – Education and Workforce Development Committee
 - 4:30 p.m. – Facilities Committee
 - 5:30 p.m. – Finance & HR Committee

- Tuesday, March 29, 2016
 - 5:30 p.m. – Regular Meeting of the Board of Trustees

B. Other Announcements:

- The College will be closed for Spring Break from Monday, March 14th – Sunday, March 20th, 2016.
- The College will be closed for Semester Break from Thursday, March 24th – Sunday, March 27th, 2016

Presentation

A. Report on the Association of Community College Trustees (ACCT) 2016 National Legislative Summit

Trustees Ms. Rose Benavidez and Mrs. Graciela Farias attended the Association of Community College Trustees (ACCT) 2016 National Legislative Summit in Washington D.C.

The Trustees attended the ACCT/NALEO Higher Education Prep Academy as well as the National Legislative Summit. The summit provides community college leaders with timely information on federal legislation and other initiatives, as well as the opportunity to meet with peer leaders and advocates from around the nation.

Approval of Minutes

The following Board Meeting Minutes are submitted for approval:

1. January 26, 2016 Regular Board Meeting
2. February 16, 2016 Special 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, January 26, 2016 @ 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, January 26, 2016 in the Ann Richards Administration Building Board Room at the Pecan Campus in McAllen, Texas. The meeting commenced at 5:30 p.m. with Mr. Roy de León, Chair, presiding.

Members present: Mr. Roy de León, Mr. Paul R. Rodriguez, Ms. Rose Benavidez, Mrs. Graciela Farias, Mr. Gary Gurwitz, and Mr. Jesse Villarreal.

Members absent: Dr. Alejo Salinas, Jr.

Also present: Dr. Shirley A. Reed, Mr. Chuy Ramirez, Mrs. Mary Elizondo, Dr. David Plummer, Mrs. Wanda Garza, Dr. Anahid Petrosian, Mrs. Becky Cavazos, Mr. Paul Varville, Mr. Ricardo De La Garza, Mr. George McCaleb, Mrs. Laura Sanchez, Mrs. Brenda Balderaz, Ms. Maricela Silva, Dr. Eric Reittinger, Dr. Ety Bischoff, Dr. Ali Esmaeili, Mr. Bruce Griffiths, Mr. Daniel Ramirez, Mr. Jose Raul Ruiz, Ms. Loradel Mariano, Mr. Gilbert Gallegos, Mr. Rolando Garcia, Ms. Diana Bravos Gonzalez, Mr. Noe Salinas, Mr. Ken Wertz, Mr. Michael Hovar, Mr. Ben Macias, Ms. Sarah Grider, Mr. Raul Cabaza, and Andrew Fish.

Determination of a Quorum

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

Invocation:

Mr. Matthew Hebbard, Dean of Enrollment Services and Registrar, said the invocation.

Public Comments:

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

Presentation

A. *Recognition of Trustees for Their Service and Contributions to South Texas College*

Dr. Reed called on Mrs. Graciela Farias, Trustee, to deliver her expression of the responsibilities and long hours of serving on a governing board in education, as well as the reward of seeing successful students and their families on graduation day.

Dr. Reed then presented an expression of appreciation to the Board of Trustees on the behalf of faculty, staff, students, and constituents for their continued contributions to making South Texas College a premier community college.

B. Presentation on the South Texas College December 2015 Commencement Ceremonies

Mr. Matthew Hebbard, Dean of Enrollment Services and Registrar, presented an overview of the December 2015 Commencement Ceremonies held on Saturday, December 12, 2015.

This was the second year that South Texas College has held December Commencement Ceremonies due to the increasing number of South Texas College graduates each year. This December Commencement allowed the College to recognize students who completed their programs in the fall semester and provided their families an opportunity to celebrate their successes without waiting for the Spring ceremony.

Mr. Hebbard provided a post-ceremony review of the number of participating graduates, and the planning and activities that went into this excellent new tradition for South Texas College's students "in the making!"

The packet included a roster of the staff committee that planned and implemented the commencement ceremonies. The packet also included a copy of the South Texas College Fall 2015 Graduation Report, produced by Marching Order, which provided statistics on those graduates who attended the ceremony.

Finally, Mr. Hebbard shared a short video compiled by the College's Office of Public Relations and Marketing, that highlighted moments and student comments from that ceremony.

Approval of Minutes

The following Board Meeting Minutes were submitted for approval:

1. December 15, 2015 Regular Board Meeting

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 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. Additional Funds (Reallocation) for the “Carl Perkins Basic Grant” from the Texas Higher Education Coordinating Board

Additional funds for the “Carl Perkins Basic Grant” Award were reallocated to South Texas College in the amount of \$47,247 for the period of September 1, 2015, through August 31, 2016. This reallocation from the Texas Higher Education Coordinating Board (THECB) provided funds for instructional resources and software, professional development, program promotion, and other expenditures as approved by the entire awarded grant amount, totaling \$1,466,258.

Carl Perkins funds are awarded to community and technical colleges to improve graduation, retention, access, quality, and expansion of Career and Technical Education programs.

The THECB reallocates unexpended funds from a state pool to qualified grant recipients. These funds come from unexpended prior-year grant funds and/or unallocated current year funds, and are awarded to recipients following the same allocation formula used to establish initial rewards. Yearly reallocation funds are not guaranteed.

This grant heavily supported STC’s Strategic Directions One and Two: Clear Pathway, as well as Access and Success. Thirty (30) Career and Technical Education instructional programs have been selected from the Divisions of Nursing and Allied Health; Business and Technology; and Liberal Arts & Social Sciences for improvement with these funds. In support of Career and Technical Education programs and students, funds will also be provided to the Academic Affairs, Student Affairs & Enrollment Management, Continuing and Professional Workforce Education, and Information Services and Planning areas.

2. The “WIA Statewide Funding for Industry – Recognized Skills Certification Initiative” Grant from the Lower Rio Grande Valley Workforce Development Board, Inc., DBA Workforce Solutions

The “WIA Statewide Funding for Industry – Recognized Skills Certification Initiative” grant from the Lower Rio Grande Valley Workforce Development Board, Inc., DBA Workforce Solutions (hereinafter referred to as Workforce Solutions) would fund workforce development programs beginning February 1, 2016, through June 30, 2016, in the amount of \$108,000.

As part of these efforts, Workforce Solutions is awarding South Texas College \$108,000 to purchase equipment, which will be used to provide training to eligible participants under a Texas Workforce Commission WIA Statewide Funding for Industry – Recognized Skills Certification Initiative (IRSC) for packaging Machinery Manufacturing Institutes (PMMI). STC will partner with Workforce Solutions to

purchase this equipment in an effort to provide adult education and training, which are key to prepare job seekers with the skills necessary for success in jobs that meet employer demand. These services will improve the skills, education and literacy levels, subsequent employment, and job retention and earnings for our communities.

This grant meets South Texas College's Strategic Direction Three: South Texas College engages in effective, proven efforts to ensure student success and positively affect the economic and social mobility of residents in our region. In addition, the grant meets Strategic Direction Five for Collaboration: South Texas College commits to effective interdepartmental and interdivisional collaborations and advances mutually beneficial community and educational partnerships that create a collective impact on student success.

The presented grants provided up to \$155,247 in additional funding for the College to provide services and opportunities throughout the region.

Upon a motion by Mrs. Graciela Farias and a second by Ms. Rose Benavidez, the Board of Trustees approved and authorized accepting the following grant awards and use of related funds as authorized by each grant, contingent upon official award as appropriate:

1. Additional Funds (Reallocation) for the "Carl Perkins Basic Grant" from the Texas Higher Education Coordinating Board
2. The "WIA Statewide Funding for Industry – Recognized Skills Certification Initiative" Grant from the Lower Rio Grande Valley Workforce Development Board, Inc., DBA Workforce Solutions
3. Additional Grant(s) Received/Pending Official Award

The motion carried.

Advisement from Hidalgo County Judge Ramon Garcia Regarding County Intent to Enter Tax Abatement Agreement

Hidalgo County Judge Ramon Garcia submitted a notice that Hidalgo County intended to enter into a tax abatement agreement with South Texas Electric Coop, Inc.

The letter, dated November 11, 2015, was submitted to the College in accordance with state law, which required the County to notify the governing bodies of each other taxing unit in which property subject to the agreement is located.

This letter was written to notify the College of anticipated future action of the Hidalgo County Commissioners' Court, and the letter was received on December 15, 2015.

Mr. Jesus Ramirez, Legal Counsel, advised that the intended action by the County would not impact the College's tax levy against those same properties.

This item was presented for the Board's information and no action was requested.

Review and Action as Necessary on Proposed New Policy #3301: *Definition of Semester Credit Hours*

Approval of the proposed new Policy #3301: *Definition of Semester Credit Hours* was requested.

This new policy was proposed for adoption by the Board for compliance with requirements by the Southern Association of Colleges and Schools Council on Colleges (SACS-COC).

The policy codified the College's adherence to the Texas Lower Division Academic Course Guide Manual for academic transfer courses, and the Texas Workforce Education Course Manual for technical courses when determining the amount and level of credit awarded for all courses.

The Policy also defined the credit hour as the basic measure of engaged learning time expected of a student, including time in classrooms, labs, internships, studios, clinical, practicums, cooperative educational experiences, and out-of-class preparation time.

Finally, the Policy identified various modes of instruction offered at South Texas College, to include traditional and non-traditional instruction.

The Policy was reviewed by the President's Cabinet, the Academic Council, and the Planning and Development Council.

The Education and Workforce Development Committee recommended Board approval of the proposed new Policy #3301: *Definition of Semester Credit Hours* as presented and which would supersede any previously adopted Board policy.

Upon a motion by Mrs. Graciela Farias and a second by Ms. Rose Benavidez, the Board of Trustees of South Texas College approved and authorized the proposed new Policy #3301: *Definition of Semester Credit Hours* as presented and which would supersede any previously adopted Board policy. The motion carried.

Review of Presentation to the Education and Workforce Development Committee:

Mrs. Graciela Farias reviewed the following presentation, which was delivered to the Education and Workforce Development Committee on Tuesday, January 12, 2015:

1. Presentation of South Texas College Workforce Training Opportunities for Industry Partners in Reynosa

Mr. Carlos Margo, Interim Associate Dean, The Office of Industry Training & Economic Development, and Mr. Mario Reyna, Dean for Business and Technology, presented on workforce training opportunities for industry partners in Reynosa, through a proposed partnership with Instituto Internacional de Estudios Superiores (IIES).

The College identified this strategy as an opportunity to improve regional prosperity in the South Texas College service area, Hidalgo and Starr counties, through collaboration with the maquiladoras in Reynosa. Through offering workforce development training to industrial partners across the border, the local economy would see increased activity. The Federal Reserve Bank of Dallas estimated that a 10 percent increase in maquiladora output leads to a 6.6 percent increase in total employment in McAllen.

For this reason, the proposed initiative was supported by the McAllen Economic Development Corporation as well as by INDEX Reynosa.

Successful collaboration with IIES in Reynosa and development of improved workforce training in industrial partners across the border will also contribute to a greater profile for the Rio Grande Valley in attracting global businesses to invest in the area, increasing the demand for high skilled workers and providing a boon to the local economy.

Staff was working to determine the feasibility of creating a 501(c)(3) to serve as a conduit for this international collaboration.

Staff was also investigating the possibility of further collaboration with IIES, which currently included a high school of about 250 students, as well as higher education programs including two Associates Degrees, five Bachelors Degrees, and one Masters Degree.

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

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

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

A. Awards

C. Technology Items

B. Non-Instructional Items

A. Awards

- 1) **Firefighter Equipment (Award):** award the proposal for firefighter equipment to **Municipal Emergency Services, Inc.** (Houston, TX), at a total cost of \$19,658.00;
- 2) **Purchase and Installation of Digital Readout Units (Award):** award the proposal for purchase and installation of digital readout units to **MSC Industrial Supply, Co.** (Harlingen, TX), at a total cost of \$11,030.60;
- 3) **Signs, Banners, and Related Products (Award):** award the proposal for signs, banners, and related products for the period beginning January 30, 2016 through January 29, 2017 with two one-year options to renew, at an estimated cost of \$35,000.00. The vendors are as follows:
 - **AGAS, Mfg.** (Philadelphia, PA)
 - **Fast Signs** (McAllen, TX)
 - **Gateway Printing & Office Supply, Inc.** (Edinburg, TX)
 - **The Sign Depot** (McAllen, TX)
- 4) **Higher Education Strategic Market Assessment (Reject):** reject the two (2) proposals for the higher education strategic market assessment project because they were over the available budget.

B. Non – Instructional Items

- 5) **Furniture (Purchase):** purchase furniture from the State of Texas Multiple Award Schedule (TXMAS) approved vendors, at a total amount of \$16,508.70;

#	Vendor	Amount
A	Allsteel, Inc./Gateway Printing and Office Supply, Inc. (Edinburg, TX)	\$4,173.12
B	Exemplis Corporation/Gateway Printing and Office Supply, Inc. (Edinburg, TX)	\$754.48
C	The Hon Company/Gateway Printing and Office Supply, Inc. (Edinburg, TX)	\$6,158.38
D	Krueger International, Inc./Gateway Printing and Office Supply, Inc. (Edinburg, TX)	\$5,422.72
	Total	\$16,508.70

- 6) **Institutional Membership (Renewal):** renew the institutional membership with **Hispanic Association of Colleges and Universities (HACU)** (San Antonio, TX), a sole source vendor, for the period beginning January 1, 2016 through December 31, 2016, at a total amount of \$10,825.00;

C. Technology

- 7) **Computers, Laptop, Tablets, and Printers (Purchase):** purchase of computers, laptop, tablets, 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 \$22,490.48;
- 8) **Network Equipment and Phones (Purchase):** purchase network equipment and phones from **Insight Public Sector** (Tempe, AZ/McAllen, TX), a State of Texas Department of Information Resources (DIR) approved vendor, at a total cost of \$111,557.62;
- 9) **Network Switches and Connectors (Purchase):** purchase network switches and connectors from **Insight Public Sector** (Tempe, AZ/McAllen, TX), a State of Texas Department of Information Resources (DIR) approved vendor, at a total cost of \$10,231.75;
- 10) **Servers, Installation, and Configuration (Purchase):** purchase servers, installation and configuration from **Logical Front** (The Woodlands, TX), a State of Texas Department of Information Resources (DIR) approved vendor, at a total cost of \$192,200.53;
- 11) **Timekeeping System (Purchase):** purchase a timekeeping system from TimeClock Plus by Data Management, Inc. (San Angelo, TX), a Texas Cooperative Purchasing Network (TCPN) approved vendor, at a total cost of \$210,401.98;
- 12) **Virtual Desktop Licenses Phase I (Purchase):** purchase virtual desktop licenses phase I from **Dell Marketing, LP.** (Dallas, TX), a State of Texas Department of Information Resources (DIR) approved vendor, at a total cost of \$46,168.83.

SUMMARY TOTAL:

The total for all proposal awards, rejection of a proposal, purchases, and renewals was \$686,073.49.

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 proposal awards, rejection of a proposal, purchases, and renewals as presented. The motion carried.

Review and Recommend Action on Revision of Adjunct & Overload Pay Rate Scale and Elimination of Summer Faculty Pay Rate Scale

Approval of revision of Adjunct & Overload Pay Rate Scale and elimination of Summer Faculty Pay Rate Scale was requested.

Purpose – The proposed revision of Adjunct & Overload Pay Rate Scale and Elimination of Summer Faculty Pay Rate Scale was presented for the Board’s review and consideration. These scales had not been adjusted since FY 2007-2008.

Justification – Adjunct faculty (part-time) are essential to the delivery of instruction at South Texas College. In addition, the use of full-time faculty for teaching overloads at the adjunct faculty rate of pay allowed the College to offer additional courses in a more cost effective manner.

This revision would provide South Texas College with more competitive rates to attract and retain adjunct faculty and full time faculty who teach overloads for the College. In addition, the revised adjunct/overload rate would be equal or higher than the current Summer Full Time Faculty Pay Scale; therefore, it was proposed to eliminate the summer Pay Rate Scale and utilize the Adjunct /Overload Pay Scale for all semesters and/or sessions effective Fall 2016.

The definition of adjunct faculty and an overload assignment is as follows:

- **Adjunct Faculty** - faculty members, not on the Board approved staffing plan, employed on a part-time basis with no benefits, and limited to teaching no more than ten Lecture Hour Equivalent (LHE) per semester.
- **Overload Assignment** - compensation for full-time regular faculty is paid at the adjunct rate for all LHEs beyond 15 per semester or 30 per academic year.

Background – At the time of the proposed revision, South Texas College used two pay scales to compensate faculty overloads and adjunct salaries:

1. Adjunct & Overload Pay Rate Scale
2. Summer Faculty Pay Rate Scale

These pay rates had not changed since FY 2007-2008. While the pay rates were adequate in the past, departments were finding it exceedingly more difficult to recruit adjunct faculty and full time faculty to teach overloads.

The following information, labeled A through E below, was provided to demonstrate the current and proposed pay rates.

- A. Comparison with Very Large Colleges in Texas
- B. Comparison with Local Area Institutions
- C. Comparison of Current Pay Rate between South Texas College and UT-RGV
- D. Proposal: Adjunct and Overload Rate of Pay
- E. Funding Implications

A. Comparison with Very Large Colleges in Texas

The chart below reflects the results of a survey of the adjunct (part-time) pay rate for faculty teaching at Very Large Colleges in Texas. South Texas College ranked 7th out of 10 Very Large Colleges in Texas (1= highest and 10= lowest).

Comparison of Part-time Faculty Pay for One Course (3 LHE) * Very Large Colleges in Texas <i>Source: TCCTA Institutional Questionnaire</i>			
Very Large Colleges in Texas Classification per Texas Higher Education Coordinating Board	Academic Year 2013-2014	Academic Year 2014-2015	Rank Highest Pay to Lowest Pay
Austin Community College	\$ 2,781	\$ 2,844	1
El Paso Community College	\$ 2,619	\$ 2,670	2
Tarrant County College District	\$ 2,388	\$ 2,444	3
Collin County Community College	\$ 2,244	\$ 2,379	4
Alamo Community College District	\$ 2,366	\$ 2,366	5
Dallas County Community College District	\$ 2,164	\$ 2,274	6
South Texas College	\$ 1,950	\$ 1,950	7
Houston Community College	\$ 1,800	\$ 1,910	8
Lone Star College System	\$ 1,908	\$ 1,908	9
San Jacinto College	\$ 1,824	\$ 1,824	10
*LHE = Lecture Hour Equivalentents			

Furthermore, a comparison between the South Texas College service area and the service areas of the same Very Large Colleges' service area, showed the deep South Texas region with the lowest percentage (4.5%) of the population with a graduate degree (US Census Bureau and US Department of Commerce, 2014 American Community Survey).

This combination of factors indicated two things: the available supply of adjunct faculty was limited by our geographic location and the current pay rate was not as competitive as other areas with larger pools of graduate degree holders.

B. Comparison with Local Area Institutions

In effect, South Texas College departments were competing with the University of Texas at Rio Grande Valley (UT-RGV), Texas State Technical College (TSTC), and Texas Southmost College (TSC) for a limited resource. The adjunct pay for these institutions was listed in the chart below which reflects adjunct pay for a faculty member with a Master’s Degree teaching one 3 LHE course for the 2014-2015 Academic Year.

Comparison of Adjunct Faculty Pay for One Course (3 LHE) Local Area Institutions Faculty with Master’s Degree 2014-2015 Academic <i>Source: TCCTA- PT Instructors Compensation</i>	
Texas State Technical College	\$1,390
Texas Southmost College	\$ 1,920
South Texas College	\$1,950
The University of Texas at Rio Grande Valley	\$2,400

UT-RGV’s proximity made it the default competitor for adjuncts (part-time), and their part-time faculty pay rates, which were adopted in Fall 2015. At UT-RGV, the pay was dependent not only on highest degree earned, but also on teaching experience. In addition, their adjunct faculty rates were substantially higher than the current rate at South Texas College.

Adjunct faculty are essential to the delivery of instruction at South Texas College. In addition, the use of full-time faculty for teaching overloads, at the adjunct faculty rate of pay, allowed the College to offer additional courses in a more cost effective manner.

C. Comparison of Current Pay Rate between South Texas College and UT-RGV

As a method of comparison, the table below shows South Texas College adjunct/overload pay rates and summer pay rates for full-time faculty, compared to UT-RGV adjunct pay for both the Masters and Doctoral Levels.

Comparison of Current Pay Rate for Adjunct Rates between South Texas College and UT-RGV and South Texas College Proposed Rates Per LHE (Lecture Hour Equivalent)				
	Current Rates STC and UT-RGV			Proposed Rates
Degree	South Texas College		UT-RGV*	South Texas College
	Adjunct / Overload	Summer Full-Time Faculty	Adjunct Faculty	Adjunct/Overload/ Summer
Associate	\$480	\$575	Not Applicable	\$575
Bachelor	\$525	\$625	Not Applicable	\$625
Master	\$650	\$750	\$800 - \$1,100	\$750
Doctorate	\$750	\$750	\$900 – \$1,800	\$850

*UTRGV institutional Pay Ranges for Part Time Faculty (7/3/2015).
<http://www.utrgv.edu/files/documents/provost/faculty-resources/utrgv-institutional-pay-ranges-for%20part-time-faculty.pdf>

D. Proposal: Adjunct and Overload Rate of Pay

At the request of Interim Vice President for Academic Affairs, Dr. Anahid Petrosian, the Academic Affairs leadership team reviewed recommendations from faculty leaders to arrive at a recommendation that would allow the institution to remain competitive in recruiting and retaining adjunct faculty. Administrative staff and faculty recommended that to remain competitive and to operate more efficiently through the use of adjuncts and overloads, the following proposal be accepted.

To keep South Texas College competitive in recruiting and maintaining adjunct faculty members, and to close the gap between South Texas College and UT-RGV at the Master and Doctorate level, it was proposed that the Adjunct/Overload Pay scale be revised as shown in the table below and eliminate the Summer Faculty Pay Rate scale.

Proposed Rate Changes Adjunct/Overload Pay Scale Per LHE (Lecture Hour Equivalent)			
Degree	Current Rate per LHE	Proposed Rate per LHE	Proposed Increase per LHE
Associate	\$480	\$575	\$95
Bachelor	\$525	\$625	\$100
Master	\$650	\$750	\$100
Doctorate	\$750	\$850	\$100

E. Funding Implications

The chart below reflects the additional cost of the proposed increases in the adjunct faculty and faculty overload rate of pay for the two semesters (Fall and Spring) was approximately \$886,000. The estimate was based on 4,543.3 LHEs. Furthermore, the additional cost of the proposed increase for Summer Pay (including all Full Time Faculty Assignments and Adjunct Faculty) was approximately \$288,000. This change would impact over 135 adjunct faculty and over 450 full-time faculty who teach overload or summer courses. In addition, the use of adjunct faculty and full time faculty to teach overloads helped reduce the need for additional full time faculty, while being able to provide an adequate number of courses.

Funding Implications for the Proposed Change Proposed Adjustment for Adjunct/Overload Rate Scale			
Semester	Current Plan	Proposed Plan	Increase
Fall & Spring	\$ 5,705,500	\$ 6,591,902	\$886,402
Summer	\$ 3,123,068	\$ 3,411,065	\$287,997
Total			\$1,174,399

Under a separate agenda item, the Board was asked to review a proposal to amend Policy #3803: *Conditions of Employment of Full-Time Faculty Teaching during Summer Terms* to reflect this change.

Reviewers – Dr. Anahid Petrosian, Interim Vice President for Academic Affairs, and Mrs. Mary Elizondo, Vice President for Finance and Administrative Services, reviewed the documentation with staff and recommended approval.

Dr. Anahid Petrosian, Interim Vice President for Academic Affairs, attended the Board Meeting to address any questions by the Board.

The Finance and Human Committee recommended Board approval of the revision of Adjunct & Overload Pay Rate Scale and elimination of Summer Faculty Pay Rate Scale 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 revision of Adjunct & Overload Pay Rate Scale and elimination of Summer Faculty Pay Rate Scale as presented. The motion carried.

Review and Action as Necessary on Revised Policies

Approval of the proposed revisions to the following policies was requested:

- a. *Revise Policy #3803: Conditions of Employment of Full-Time Faculty Teaching during Summer Terms*

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

- Upon approval of the proposal for the Revision of Adjunct & Overload Pay Rate Scale and Elimination of Summer Faculty Pay Rate Scale it was necessary to amend the Policy to comply with the new changes.
- The revised Adjunct & Overload Pay Rate Scale would be equal or higher than the current summer Full Time Faculty Pay Rate Scale, so it was recommended to eliminate the Summer Pay Rate Scale, effective Fall 2016 to utilize the Adjunct & Overload Pay Rate Scale.

- b. *Revise Policy #6322: Smoke/Tobacco/E-Cigarette Free Environment*

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

- To include E-Cigarettes under the provisions of the policy.
- The City of McAllen passed ordinance revisions that included E-Cigarettes within their current Smoke and Tobacco Free Ordinance provisions.

The revised policies were provided 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 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.

The Finance and Human Resources Committee recommended Board approval of the proposed revisions to Policy #3803: *Conditions of Employment of Full-Time Faculty Teaching during Summer Terms* and Policy #6322: *Smoke/Tobacco/E-Cigarette Free Environment* as presented and which superseded any previously adopted Board policy.

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 #3803: *Conditions of Employment of Full-Time Faculty Teaching during Summer Terms* and Policy #6322: *Smoke/Tobacco/E-Cigarette Free Environment* as presented and which supersedes any previously adopted Board policy. 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. A representative from Broaddus and Associates will be present at the January 26, 2016 Regular Board Meeting to provide the update.

Executive Session:

The South Texas College Board of Trustees convened into Executive Session at 6:20 p.m. in accordance with Chapter 551 of the Texas Government Code for the specific purpose provided in:

- Section 551.071, Consultations with Attorney
- 1. Review and Action as Necessary on Approval of Interlocal and Lease Agreements with the City of Pharr and Pharr San Juan Alamo ISD
- 2. Review and Action as Necessary on Contracting Architectural Design Services for the 2013 Bond Construction Regional Center for Public Safety Excellence

Open Session:

The South Texas College Board of Trustees returned to Open Session at 7:20 p.m. No action was taken in Executive Session.

Review and Action as Necessary on Approval of Interlocal and Lease Agreements with the City of Pharr and Pharr San Juan Alamo ISD

The Board was asked to approve the proposed Interlocal Agreement with Pharr San Juan Alamo ISD and the City of Pharr and the included Lease Agreement with Pharr San Juan Alamo ISD.

Pharr San Juan Alamo ISD (PSJA ISD) and the City of Pharr each approved an Interlocal agreement that would support the development of the South Texas College Regional Center for Public Safety Excellence in Pharr, Texas.

The proposed Interlocal agreement between the College (South Texas College), the City (City of Pharr), and the District (PSJA ISD) included commitments from each signatory to the Regional Center for Public Safety Excellence, as outlined below.

Purpose

The proposed agreements would allow for the construction of the Regional Center for Public Safety Excellence with commitments from the College, the City, and the District.

Justification

In 2011, The Texas Workforce Commission projected an estimated 22 percent increase in police officer employment in the South Texas region over the next 10 years. Currently, some 1,751 law enforcement officers were employed in Hidalgo and Starr Counties. However, currently only four police academies in the counties of Hidalgo and Starr offer basic police officer courses certified by the Texas Commission on Law Enforcement ("TCOLE"). Overall, local law enforcement officers in the Rio Grande Valley usually had to travel to College Station or San Antonio for specialized training or continuing education courses at the expense of local police departments and other law enforcement agencies in South Texas. Twenty-eight South Texas law enforcement entities lacked police academies. Hence, there is a lack of sufficient training opportunities in South Texas to which law enforcement officers have reasonable access.

HB 1887 of the 84th Legislative Session led to statutory authority for the College to undertake the development of regional law enforcement training.

South Texas College Regional Center for Public Safety Excellence would provide the additional benefit to local law enforcement agencies of direct coordination and responsiveness to community needs, reducing the need for pre-hire training processes by local agencies.

Project Scope

The Regional Center for Public Safety Excellence would consist of an estimated 21,800 square-foot facility. The Project would include classroom facilities, vehicle driving range, outdoor shooting range, firearms simulator, mobile firearms simulator/live firing range, driving simulator, obstacle course, fitness rooms, and administrative offices.

The estimated initial construction cost was \$6.782M, which included \$4.2M from the College's Series 2013 Bond Issuance, \$1.5M provided by the Texas Department of Public Safety, and \$1M provided by the District.

Obligations of the District

The District would contribute \$1,370,532.00, which included its \$1M monetary contribution and 10 acres of real property.

Obligations of the City

The City would contribute approximately fifty-nine (59) acres of real property at an estimated value of \$2.5M.

Obligations of the College

Design and Construction

The College would be solely responsible for the design and construction of the Regional Center for Public Safety Excellence, but would invite designated officials of the City and the District to review and comment on the schematic design during that phase of the project.

Land

The College would take legal title to and possession of approximately fifty-nine (59) acres of property from the City and an additional ten (10) acres from the District for initial construction.

Curriculum and Programs

The College would develop and provide instructional programs and course curriculum to satisfy the requirements established by the Texas Commission on Law Enforcement for the Basic Peace Officer Certification and continuing education programs and will operate as a TCOLE approved training provider.

The College would permit annual enrollment of up to 110 full-time equivalent (FTE) eligible District students in dual enrollment programs leading to an Associate of Arts Degree in Criminal Justice and/or Early College classes in related fields of study.

The College intended to partner with the City's Police Academy, though the College reserves the right to become an independent TCOLE authorized academy at a future date.

Continued Operation

The College agreed to design, construct, maintain and operate the facility continuously for a minimum period of twenty years, commencing from the date of substantial completion of the project.

Funds and resources were available through the College's 2013 Bond Series issuance, the Texas Department of Public Safety, and commitments from the City of Pharr and the Pharr San Juan Alamo ISD.

Presenters

Dr. Shirley Reed, President, and Mr. Jesus Ramirez, Legal Counsel, were available to respond to questions.

Upon approval of the proposed agreements by the South Texas College Board of Trustees, the College would be able to accept transfer of the initial properties and financial contributions and would be able to begin the design and construction process.

The Facilities Committee recommended Board approval of the proposed Interlocal Agreement with Pharr San Juan Alamo ISD and the City of Pharr and the included Lease Agreement with Pharr San Juan Alamo ISD, and further authorization for the College President to make further changes to the agreements, insofar as those changes are not material.

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 Interlocal Agreement with Pharr San Juan Alamo ISD and the City of Pharr and the included Lease Agreement with Pharr San Juan Alamo ISD, and further authorization for the College President to make further changes to the agreements, insofar as those changes were not material. The motion carried.

Review and Action as Necessary on Contracting Architectural Design Services for the 2013 Bond Construction Regional Center for Public Safety Excellence

Approval to contract architect design services to prepare plans for the 2013 Bond Construction Regional Center for Public Safety Excellence project was requested.

Mr. Gary Gurwitz abstained from the discussion and action.

Purpose

Architectural design services were necessary for design and construction administration services for the 2013 Bond Construction Regional Center for Public Safety Excellence project. The design scope of work included, but was not limited to, design, analysis, preparation of plans and specifications, permit applications, construction administration, and inspection of the project.

Justification

The proposed Regional Center for Public Safety Excellence was needed in response to the critical need for public safety and law enforcement professionals in South Texas. The facility would be a world class instructional space with the latest technologies to educate and train law enforcement professionals.

The proposed Regional Center for Public Safety Excellence project would include:

- Office and Administrative Spaces
- Classrooms
- Computer Labs
- Lecture Hall
- Support Spaces

Background

On November 30, 2015, South Texas College began soliciting for architectural design services for the purpose of selecting a firm to prepare the necessary plans and

specifications for the Regional Center for Public Safety Excellence. A total of thirty-seven (37) firms received a copy of the RFQ and a total of eight (8) firms submitted their responses on December 16, 2015.

Funding Source

Funds for these expenditures were budgeted in the bond construction budget for FY 2015-2016. Additional funding could be identified from other sources.

Reviewers

The Requests for Qualifications were reviewed by staff from Broaddus and Associates, Facilities Planning and Construction, Operations and Maintenance, and Purchasing departments.

Enclosed Documents

A site plan indicating the location of the proposed Regional Center for Public Safety Excellence was included in the packet. The evaluation team members completed evaluations for the firms and prepared the enclosed scoring and ranking summary.

During the Facilities Committee meeting there was some discussion regarding the evaluation committee's recommendation. Legal counsel advised that the Board could either accept the evaluation committee's rankings or reject the submitted qualifications entirely and begin the solicitation process with new evaluation criteria, within the constraints of state procurement code.

Toward that end, legal counsel advised that the Facilities Committee could recommend Board approval of the top ranked firm or could recommend Board approval to reject the submitted qualifications.

The Facilities Committee, with two votes opposed, recommended Board approval to contract architectural design services with PBK Architects, Inc. for preparation of plans and specifications for the 2013 Bond Construction Regional Center for Public Safety Excellence project as presented

Mrs. Graciela Farias moved that the Board of Trustees of South Texas College approve and authorize the contracting of architectural design services with PBK Architects, Inc. for preparation of plans and specifications for the 2013 Bond Construction Regional Center for Public Safety Excellence project as presented. There was no second and the motion was not considered by the Board.

Upon a motion by Mr. Jesse Villarreal and a second by Ms. Rose Benavidez, the Board of Trustees asked the evaluation committee to undertake an additional review of the evaluations for each firm. The motion carried with three votes in favor, with Mrs. Graciela Farias opposed and Mr. Gary Gurwitz abstaining.

Review and Action as Necessary on Contracting Civil Engineering Services for the 2013 Bond Construction Regional Center for Public Safety Excellence Parking and Site Improvements

Approval to contract civil engineering services to prepare plans for the 2013 Bond Construction Regional Center for Public Safety Excellence Parking and Site Improvements project was requested.

Purpose

Civil engineering services were necessary for design and construction administration services for the 2013 Bond Construction Regional Center for Public Safety Excellence Parking and Site Improvements project. The design scope of work included, but was not limited to, design, analysis, preparation of plans and specifications, permit applications, construction administration, and inspection of the project.

Justification

The proposed Regional Center for Public Safety Excellence Parking and Site Improvements were needed in response to the critical need for public safety and law enforcement professionals in South Texas. The facility would be a world class instructional space with the latest technologies to educate and train law enforcement professionals.

The proposed Regional Center for Public Safety Excellence Parking and Site Improvements project would include:

- Parking Lot
- Drives, Sidewalks
- Infrastructure Improvements
- Landscaping and Irrigation
- Grading and Drainage
- Vehicle Driving Range
- Shooting Range

Background

On November 30, 2015, South Texas College began soliciting for civil engineering services for the purpose of selecting a firm to prepare the necessary plans and specifications for the Regional Center for Public Safety Excellence Parking and Site Improvements project. A total of twenty-one (21) firms received a copy of the RFQ and a total of ten (10) firms submitted their responses on December 16, 2015.

Funding Source

Funds for these expenditures were budgeted in the bond construction budget for FY 2015-2016. Additional funding could be identified from other sources.

Reviewers

The Requests for Qualifications were reviewed by staff from Broaddus and Associates, Facilities Planning and Construction, Operations and Maintenance, and Purchasing departments.

Enclosed Documents

A site plan indicating the location of the proposed Regional Center for Public Safety Excellence Parking and Site Improvements was included in the packet. The evaluation team members completed evaluations for the firms and prepared the enclosed scoring and ranking summary.

The Facilities Committee recommended Board approval to contract civil engineering services with Dannenbaum Engineering Company for preparation of plans and specifications for the Regional Center for Public Safety Excellence Parking and Site Improvements project 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 contracting civil engineering services with Dannenbaum Engineering Company for preparation of plans and specifications for the Regional Center for Public Safety Excellence Parking and Site Improvements project as presented. The motion carried.

Review and Action as Necessary on Amendment to the Agreement with EGV Architects to Increase Design Services to Include the Re-Design of Existing Buildings for the 2013 Bond Construction Workforce Expansion Projects at the Starr County and Mid Valley Campuses

Approval to amend the agreement with EGV Architects to increase design services to include the re-design of existing buildings for the 2013 Bond Construction Workforce Expansion projects at the Starr County and Mid Valley Campuses was requested.

Purpose

Authorization was requested to increase design services for EGV Architects to include the re-design of the restrooms and classroom entrances at the existing workforce buildings at Starr County and Mid Valley Campuses. These services would also include designing a visual connection between the new Starr County Workforce Training Building Expansion and the existing Workforce Building as requested by the Board.

Justification

Re-designing the entrances to the restrooms and classrooms at the existing workforce buildings would allow for access to these spaces from the interior of the buildings. The relocation of the entrances to the restrooms will require existing restroom fixtures to be rearranged to accommodate the new entrances. The Committee also asked that the architect design a strong aesthetic integration to tie the new Starr County Workforce Training Building Expansion and the existing Workforce Building together at the Starr County Campus.

Background

As previously authorized by the Board of Trustees, EGV Architects began working with Broaddus & Associates, Facilities Planning & Construction, and college staff to develop the schematic design for the 2013 Bond Construction Workforce Expansion projects at

the Starr County and Mid Valley Campuses. On September 10, 2015, the Board approved the schematic designs of the Workforce Expansion projects but requested that EGV Architects included alternates to make the restrooms accessible from inside the buildings.

Broaddus and Associates negotiated with EGV Architects and submitted proposals for this increased scope. EGV Architects submitted a proposal in the amount of \$8,000 plus \$2,000 of reimbursable expenses for the Mid Valley Campus Workforce Training Center Expansion and \$13,200 plus \$4,000 of reimbursable expenses for the Starr County Campus Workforce Training Center for the increased design services.

Funding Source

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

Enclosed Documents

The packet included proposals and an amendment to EGV Architects' current agreement.

Presenters

Representatives from Broaddus & Associates and EGV Architects attended the Board meeting to respond to questions related to this recommendation.

The Facilities Committee recommended Board approval of the amendment to the agreement with EGV Architects to increase design services to include the re-design of existing buildings for the 2013 Bond Construction Workforce Expansion projects at the Starr County and Mid Valley Campuses 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 amendment to the agreement with EGV Architects to increase design services to include the re-design of existing buildings for the 2013 Bond Construction Workforce Expansion projects at the Starr County and Mid Valley Campuses as presented. The motion carried.

Review and Action as Necessary on an Amendment to the Agreements for Additional Services with Civil Engineering Firms for Landscape and Irrigation Design Consultants for the 2013 Bond Construction Mid Valley, Technology, and Nursing and Allied Health Campuses Parking and Site Improvements

Approval to amend the agreements for additional services with civil engineering firms for landscape and irrigation design consultants for the 2013 Bond Construction Mid Valley, Technology, and Nursing and Allied Health Campuses Parking and Site Improvements was requested.

Purpose

Authorization was requested to approve additional services with civil engineering firms for the design of landscape and irrigation at the Mid Valley, Technology, and Nursing & Allied Health Campuses for the 2013 Bond Construction program.

Justification

Landscape and irrigation was necessary to meet building codes and ordinances as required by the City.

Background

At the March 31, 2015 Board meeting, the Board approved fees for the civil engineering firms assigned to the various 2013 Bond Construction projects. Landscape and irrigation design services were not included as part of basic services and are considered additional services if needed and approved by the owner under the project engineer’s contract. Additional services with civil engineering firms for landscape and irrigation was recommended for the 2013 Bond Construction Parking and Site Improvements projects at the Pecan, Mid Valley, Technology, and Nursing and Allied Health Campuses. Additional services for the remaining Bond Construction projects would be requested at a later date.

The proposed additional services fees were as follows:

Project	Engineer	Additional Service Proposed Fee	Engineer’s Coordination Fee*	Reimbursable Expenses**	Total
Mid Valley Campus	Halff Associates	\$17,000	NA	\$1,000	\$18,000
Technology Campus	Hinojosa Engineering	\$11,622	\$1,162.20	\$0	\$12,784.20
Nursing & Allied Health Campus	R. Gutierrez Engineering	\$7,176	\$718	\$0	\$7,894
*Halff Associates would not secure the services of a sub-consultant. Hinojosa Engineering and R. Gutierrez Engineering would coordinate with a sub-consultant.					
**Reimbursable expenses indicated will be a “not to exceed amount” and will be for expenses such as travel, reproductions, long distance phone service, etc.					

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 department.

Enclosed Documents

Proposals from the civil engineers were enclosed.

Presenters

Representatives from Broaddus & Associates attended the Board meeting to address any questions related to this recommendation.

The Facilities Committee recommended Board approval of the amendment to the agreements for additional services with civil engineering firms for landscape and irrigation design consultants for the 2013 Bond Construction Mid Valley, Technology, and Nursing and Allied Health Campuses Parking and Site Improvements 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 the amendment to the agreements for additional services with civil engineering firms for landscape and irrigation design consultants for the 2013 Bond Construction Mid Valley, Technology, and Nursing and Allied Health Campuses Parking and Site Improvements as presented. The motion carried.

Review and Action as Necessary to Award Proposal for Owner Procurement of Thermal Energy Plant Chillers for the 2013 Bond Construction Program

Approval to award proposals for owner procurement of thermal energy plant chillers for the 2013 Bond Construction program was requested.

Purpose

Authorization was requested to award proposals for the procurement of thermal energy plant chillers for the Pecan, Mid Valley, Nursing and Allied Health, and Starr County Campuses for the 2013 Bond Construction program.

Justification

In addition to the standardization of having one chiller manufacturer, the consolidation of all required chillers would provide South Texas College considerable savings as part of volume procurement. This procurement would allow the College to identify the best value respondent based on criteria established within the Request for Proposals. The selection would be based on: 1.) Cost, 2.) Energy Efficiency, 3.) Service Commitment, 4.) Delivery Capability, 5.) Warranty, 6.) Refrigerant Life Cycle, and 7.) References.

Background

On October 27, 2015, the Board authorized the solicitation of a Request for Proposals for Owner Procurement of Thermal Energy Plant Chillers for the 2013 Bond Construction program. It was determined that each campus required the number of chillers as listed below:

- Pecan Campus – 2 chillers
- Mid Valley Campus – 3 chillers
- Nursing and Allied Health Campus – 2 chillers
- Starr County Campus – 3 chillers

Solicitation for Request for Proposals for these services began on November 30, 2015. A total of four (4) firms received a copy of the RFP and a total of three (3) firms submitted their responses on January 5, 2016.

Timeline for Solicitation for Request for Proposals	
November 30, 2015	Solicitation for Request for Proposals began.
January 5, 2016	Three (3) proposals were received. (two (2) proposals were evaluated – see attached)

Based on the evaluations, the highest ranked firm was Johnson Controls, Inc. in the amount of \$2,209,711.01.

Funding Source

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

Reviewers

The proposals were reviewed by staff from Broaddus and Associates, Halff Associates, Sigma HN Engineers, DBR Engineering, Facilities Planning and Construction, Operations and Maintenance, and Purchasing departments.

Enclosed Documents

The packet included the summaries of scoring and ranking for review by the Board.

The Facilities Committee recommended Board approval to award the proposal for owner procurement of thermal energy plant chillers for the 2013 Bond Construction program to Johnson Controls, Inc. in the amount of \$2,209,711.01 as presented, subject to Broaddus & Associates ability to negotiate an adjustment to the payment terms to allow the College some discount on that total.

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 awarding the proposal for owner procurement of thermal energy plant chillers for the 2013 Bond Construction program to Johnson Controls, Inc. in the amount of \$2,209,711.01 as presented, and subject to Broaddus & Associates ability to negotiate an adjustment to the payment terms to allow the College some discount on that total. The motion carried.

Review and Action as Necessary on Contracting Insurance Agent Services to establish an Owner-Controlled Insurance Program for the 2013 Bond Construction Program

Approval to award proposals for insurance agent services to establish an Owner-Controlled insurance program for the 2013 Bond Construction program was requested.

Purpose

Authorization was requested to award proposals for the procurement of insurance agent services to establish an Owner-Controlled insurance program for the 2013 Bond Construction program.

Justification

At the December 15, 2015 Board meeting, the benefits of using an Owner-Controlled insurance program for the 2013 Bond Construction program was presented and the use of this program was approved.

Background

Solicitation for Request for Proposals for these services began on December 21, 2015. A total of eleven (11) firms received a copy of the RFP and a total of two (2) firms submitted their responses on January 5, 2016.

Timeline for Solicitation for Request for Proposals	
December 21, 2015.	Solicitation for Request for Proposals began.
January 5, 2016	Two (2) proposals were received.

Based on the evaluations, the highest ranked firm was Carlisle Insurance Agency, Inc. The exact cost would be determined once all Guaranteed Maximum Prices (GMP's) were received from the Construction Manager-at-Risk firms. The cost range provided by the insurance agent was within the range of \$67,500 to \$97,500 which would be covered by the insurance carriers.

Funding Source

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

Reviewers

The proposals was reviewed by Broaddus and Associates, Risk Management Consultant, and staff from the Facilities Planning and Construction, Operations and Maintenance, and Purchasing departments.

Enclosed Documents

The evaluation team including college staff and Broaddus and Associates provided a summary of scoring and ranking for review by the Board.

The Facilities Committee recommended Board approval to award proposals for insurance agent services to Carlisle Insurance Agency, Inc. to establish an Owner-Controlled insurance program for the 2013 Bond Construction 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 awarding the proposal for insurance agent services to Carlisle Insurance Agency, Inc. to establish an Owner-

Controlled insurance program for the 2013 Bond Construction as presented. The motion carried.

**Review and Action as Necessary on Substantial or Final Completion
 for the Following Non-Bond Construction Projects**

Approval of substantial or final completion for the following non-bond construction projects was requested:

	Projects	Substantial Completion	Final Completion	Documents Attached
1.	Technology Campus West Academic Building Re-Roofing Architect: Amtech Building Sciences, Inc. Contractor: Rio Roofing, Inc.	Recommended	Estimated February 2016	Substantial Completion
2.	Pecan Campus Relocation of Electrical Power Lines Engineer: Sigma HN Engineers Contractor: Metro Electric	Recommended	Estimated February 2016	Substantial Completion
3.	Pecan Campus Sports Field Lighting Engineer: DBR Engineering Contractor: Zitro Electric, LLC	Recommended	Estimated February 2016	Substantial Completion
4.	Pecan Plaza Asphalt Resurfacing along Alley Side of Building B Engineer: Half Associates Contractor: 5 Star Construction	Approved December 2015	Recommended	Final Completion Letter

1. Technology Campus West Academic Building Re-Roofing

It was recommended that substantial completion for this project with Rio Roofing, Inc. be approved.

Amtech Building Sciences, Inc. 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 December 14, 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 enclosed.

Contractor Rio Roofing, Inc. 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 February 2016 Board meeting.

2. Pecan Campus Relocation of Electrical Power Lines

It was recommended that substantial completion for this project with Metro Electric be approved.

Sigma HN Engineers 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 January 4, 2016. Substantial Completion was accomplished within the time allowed in the Owner/Contractor agreement for this project. A copy of the Substantial Completion Certificate was enclosed.

Contractor Metro Electric 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 February 2016 Board meeting.

3. Pecan Campus Sports Field Lighting

It was recommended that substantial completion for this project with Zitro Electric, LLC be approved.

DBR Engineering 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 December 9, 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 enclosed.

Contractor Zitro Electric, LLC 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 February 2016 Board meeting.

4. Pecan Plaza Asphalt Resurfacing along Alley Side of Building B

It was recommended that final completion and release of final payment for this project with 5 Star Construction 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 5 Star Construction be approved. The original cost approved for this project was in the amount of \$115,000.

The following chart summarizes the above information:

Construction Budget	Approved Proposal Amount	Net Total Change Orders	Final Project Cost	Previous Amount Paid	Remaining Balance
\$75,000	\$115,000	\$3,140	\$118,140	\$112,233	\$5,907

On January 4, 2016, STC Planning & Construction Department staff along with Halff Associates inspected the site to confirm that all punch list items were completed. The packet included a certificate of construction completion from Halff Associates acknowledging all work is complete and recommending release of final payment to 5 Star Construction in the amount of \$5,907.

The Facilities Committee recommended Board approval of the substantial or final completion of the projects 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 approve and authorize the substantial or final completion of the projects as presented. The motion carried.

Update on Status of Non-Bond Program Construction Projects

The Facilities Planning and Construction staff included 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 Board.

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 December 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 present to review the Financial Report for the month of December 2015, and respond to questions posed by the Board. The Board asked about the investment strategy being implemented, and Mrs. Elizondo agreed to coordinate a subsequent presentation with the College's investment advisor.

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

Announcements

A. Next Meetings:

- Tuesday, February 9, 2016
 - 4:30 p.m. – Facilities Committee
 - 5:30 p.m. – Finance & HR Committee meeting

- Thursday, February 18, 2016
 - 4:00 p.m. – Education and Workforce Development Committee

- Tuesday, February 23, 2016
 - 5:30 p.m. – Regular Meeting of the Board of Trustees

B. Other Announcements:

- The Launch of the Texas Regional STEM Degree Accelerator Initiative will be held Wednesday, February 10, 2016 at the South Texas College Cooper Center.
- The College will be closed for regular business to hold its College-Wide Professional and Organizational Development Day on Friday, February 12, 2016.

Adjournment:

There being no further business to discuss, the Regular Meeting of the South Texas College Board of Trustees adjourned at 7:57 p.m.

I certify the foregoing are the true and correct minutes of the Tuesday, January 26, 2016 Regular Board Meeting of the South Texas College Board of Trustees.

Mr. Paul R. Rodriguez
Secretary

SOUTH TEXAS COLLEGE
BOARD OF TRUSTEES SPECIAL MEETING
Tuesday, February 16, 2016 @ 5:30 p.m.
Ann Richards Administration Building Board Room
Pecan Campus, McAllen, Texas 78501

Minutes

Call Meeting to Order:

The Special Board Meeting of the South Texas College Board of Trustees was held on Tuesday, February 16, 2016 in the Ann Richards Administration Building Board Room at the Pecan Campus in McAllen, Texas. The meeting commenced at 5:35 p.m. with Mr. Roy de León, Chair, presiding.

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

Members absent: None

Also present: Dr. Shirley A. Reed, Mr. Chuy Ramirez, Mrs. Mary Elizondo, Dr. David Plummer, Mrs. Becky Cavazos, Mr. Paul Varville, Mr. Ricardo De La Garza, Mr. George McCaleb, Mrs. Brenda Balderaz, and Andrew Fish.

Determination of a Quorum

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

**Approval of Order Calling for May 7, 2016 Election of STC Trustees for
Single-Member Trustee District #3 and Single-Member Trustee District #4**

Approval of the Order Calling for the May 7, 2016 Election of an STC Trustee for single-member trustee District #3 and single-member trustee District #4 was requested.

South Texas College legal counsel, Mr. Jesus Ramirez, prepared the Order Calling for the General Election of Board members for single-member trustee District #3 and single-member trustee District #4 and advised administration that the election must be called by February 19, 2016 in order to proceed with the Saturday, May 7, 2016 election.

The proposed order authorized Dr. Shirley Reed as College President to authorize changes to the polling locations, dates, and times. This may be necessary, depending on the logistics coordinated by the Hidalgo County Elections Department, who has the final authority to approve Election Day Polling Places and precinct consolidation.

Staff asked the Hidalgo County Elections Department to assist in coordination with any local entities holding concurrent elections that will propose ballot items for voters in STC single-member trustee District #3 and single-member trustee District #4. Coordination of polling locations would be done to accommodate the voters in these precincts.

Other entities would have until February 19, 2016 to call any special elections that have not been previously disclosed. Should this occur, the authorization of the College President to adjust polling locations, dates, and times would help the College coordinate as needed with these entities.

Once this election was Ordered, the Board would have an opportunity at the March 2016 Board meeting to amend the Order should the need arise.

Upon a motion by Dr. Alejo Salinas, Jr. and a second by Ms. Rose Benavidez, the Board of Trustees of South Texas College approved and authorized the Order Calling for the May 7, 2016 Election of an STC Trustee for single-member trustee District #3 and single-member trustee District #4 as presented. The motion carried.

Adjournment:

There being no further business to discuss, the Special Meeting of the South Texas College Board of Trustees adjourned at 5:40 p.m.

I certify the foregoing are the true and correct minutes of the Tuesday, February 16, 2016 Special Board Meeting of the South Texas College Board of Trustees.

Mr. Paul R. Rodriguez
Secretary

Approval and Authorization to Accept Grant Award(s)

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

1. The STEP 2 USDA Research Success Grant Award from University of Texas Rio Grande Valley in the amount of \$100,000

The STEP 2 USDA Research Success grant award from University of Texas Rio Grande Valley in the amount of \$100,000 would fund Faculty course release, stipends, travel, equipment, and materials and supplies for the grant program from September 1, 2015 through August 31, 2019.

The grant will provide an avenue to prepare an underserved Hispanic population in South Texas for careers in the Biological and Environmental Sciences through advanced education, training, and research. The aim of this program is to serve as a program and model for successfully training the current generation for careers in science and preparation of Hispanics to enter the USDA-ARS and USDA-NRCS workforce.

1. To provide undergraduate education and hands-on training.
2. To students with intensive short-courses based in soils, biotechnology and environmental sciences that prepare them for careers related to the food, agricultural, and natural resource systems of the United States.
3. To provide summer undergraduate internship experiences with agriculturally-related industry private sector, and State or Federal institutions as fast-track preparation for career success.

2. Additional Funds (Reallocation) for the “Carl Perkins Basic Grant” from the Texas Higher Education Coordinating Board in the amount of \$20,088

This approval is for a second reallocation of funds for the “Carl Perkins Basic Grant” award in the amount of \$20,088 for the period of September 1, 2015, through August 31, 2016 from the Texas Higher Education Coordinating Board (THECB). The additional funds would be used for instructional resources and software, professional development, program promotion, and other expenditures as approved by the entire awarded grant amount, totaling \$1,486,346.

The THECB reallocates unexpended funds from a state pool to qualified grant recipients. These funds come from unexpended prior-year grant funds and/or unallocated current year funds, and are awarded to recipients following the same allocation formula used to establish initial rewards. Yearly reallocation funds are not guaranteed.

Carl Perkins funds are awarded to community and technical colleges to improve graduation, retention, access, quality, and expansion of Career and Technical Education programs. This grant heavily supports STC’s Strategic Directions One and

Two: Clear Pathway, as well as Access and Success. Thirty (30) Career and Technical Education instructional programs have been selected from the Divisions of Nursing and Allied Health; Business and Technology; and Liberal Arts & Social Sciences for improvement with these funds. In support of Career and Technical Education programs and students, funds will also be provided to the Academic Affairs, Student Affairs & Enrollment Management, Continuing and Professional Workforce Education, and Information Services and Planning areas.

3. The “Career Pathways Expansion” Grant from Houston Community College System in the amount of \$100,000

The “Career Pathways Expansion” grant from Houston Community College System, in the amount not to exceed \$100,000, would fund grant programs beginning February 1, 2016 through January 31, 2017.

Grant funds will provide for salaries, benefits, consultant subcontracts in the amount of \$8,000, supplies, materials, travel, and other expenses as approved in the grant.

STC’s Continuing Professional and Workforce Education will provide technical assistance and professional development mentoring services in the area of Integrated Education and Training Career Pathways to Texas Workforce Commission Adult Education and Literacy Grant Recipients and Accelerate Texas Colleges.

4. Acceptance of “Public Transit Bus Driver Training” grant from Lower Rio Grande Valley Development Council – Valley Metro

The “Public Transit Bus Driver Training” grant from Lower Rio Grande Valley Development Council –Valley Metro, in the amount not to exceed \$117,000, will provide funds for tuition, fees, and other expenses as approved in the grant. The programs would begin in January 19, 2016 and continue through August 31, 2016.

STC’s Continuing Professional and Workforce Education will provide Public Transit Bus Driver Certification training to approximately 30 participants and refresher training to approximately 30 certified drivers.

5. The “Governor’s Summer Merit Program” Grant from the Texas Workforce Commission in the amount of \$44,919

The “Governor’s Summer Merit Program” grant from Texas Workforce Commission, in the amount of \$44,919, would provide a Summer 2016 CyberCamp, with related expenditures beginning February 2016, through August 31, 2016.

The Camp will provide opportunities for students to engage in STEM related activities, including math and computer science in a hands-on-format.

This grant gives South Texas College an opportunity to work with underserved and low-income students, enhance their learning experience through interactive learning, and encourage students to persist in STEM-related studies.

This grant meets South Texas College's Strategic Direction One in that it "provides students with clear pathways to facilitate coherent educational experiences ..."

The presented grants would provide up to \$382,007 in additional funding for the College to provide services and opportunities throughout the region.

Recommendation:

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

1. The STEP 2 USDA Research Success Grant Award from University of Texas Rio Grande Valley in the amount of \$100,000
2. Additional Funds (Reallocation) for the "Carl Perkins Basic Grant" from the Texas Higher Education Coordinating Board in the amount of \$20,088
3. The "Career Pathways Expansion" Grant from Houston Community College System in the amount not to exceed \$100,000
4. The "Public Transit Bus Driver Training" Grant from Lower Rio Grande Valley Development Council – Valley Metro in the amount not to exceed \$117,000
5. The "Governor's Summer Merit Program" Grant from the Texas Workforce Commission in the amount of \$44,919
6. Additional Grant(s) Received/Pending Official Award

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

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

1. The STEP 2 USDA Research Success Grant Award from University of Texas Rio Grande Valley in the amount of \$100,000
2. Additional Funds (Reallocation) for the "Carl Perkins Basic Grant" from the Texas Higher Education Coordinating Board in the amount of \$20,088
3. The "Career Pathways Expansion" Grant from Houston Community College System in the amount not to exceed \$100,000
4. The "Public Transit Bus Driver Training" Grant from Lower Rio Grande Valley Development Council – Valley Metro in the amount not to exceed \$117,000
5. The "Governor's Summer Merit Program" Grant from the Texas Workforce Commission in the amount of \$44,919
6. Additional Grant(s) Received/Pending Official Award

Approval Recommended:

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

Review and Action as Necessary on Proposed New Policy #3813: *Academic Classifications for Faculty*

Approval of the proposed revisions to Policy #3813: *Academic Classifications for Faculty* is requested.

This policy revision is proposed in response to supportive statements from the Education and Workforce Development Committee during the December 8, 2015 presentation on Academic Classification, which included a discussion of instituting the Professor Emeritus title, which would be granted as an honor, according to an established procedure, to certain faculty members upon retirement.

The packet includes the proposed revised Policy #3813: *Academic Classifications for Faculty* and a copy of the draft procedures for granting the Professor Emeritus title to honor qualified retiring faculty members.

Minor changes are also included to update the language in the existing policy.

The Policy has been reviewed by the President's Cabinet, the Academic Council, the College-Wide Classification Committee, and the Faculty Senate.

The Education and Workforce Development Committee also expressed concerns about ambiguous statements and criteria for determining academic classifications. Staff has addressed those concerns in the attached revised draft policy. No concerns were expressed regarding the proposed new Professor Emeritus classification.

The Education and Workforce Development Committee recommended Board approval of the proposed new Policy #3813: *Academic Classifications for Faculty* as revised by staff and which would supersede any previously adopted Board policy.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize the proposed new Policy #3813: *Academic Classifications for Faculty* as presented and which would supersede any previously adopted Board policy.

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

The Board of Trustees of South Texas College approves and authorizes the proposed new Policy #3813: *Academic Classifications for Faculty* as presented and which would supersede any previously adopted Board policy.

Approval Recommended:

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

MANUAL OF POLICY

Title	Academic Classification for Faculty	3813
Legal Authority	Approval of the Board of Trustees	Page 1 of 4
Date Approved by Board	Board Minute Order dated November 17, 2005 <i>As Amended by Board Minute Order Dated February 23, 2016</i>	

South Texas College is committed to serving the students and communities of south Texas by recruiting and retaining faculty who are committed to academic excellence, integrity, and scholarship.

The college grants four titles ~~are granted~~ to convey faculty classification *to active faculty members*. In ascending order these are:

1. Instructor
2. Assistant Professor
3. Associate Professor
4. (Full)Professor

Criteria for the designation of academic classification for faculty shall include: Education, Years of Service, Teaching Effectiveness, Service to College, Service to Community, Professional Activities, and Scholarly Pursuit.

General definitions for criteria include, but are not limited to the following:

- Education: Degrees completed through a regionally accredited institution.
- Years of Service: Length of employment as a full time regular faculty member at a regionally accredited institution of higher education as determined by the STC Office of Human Resources.
- Department/Program Standards: Leadership or active participation in the strategic plan of the department or program.
- Teaching Effectiveness: Successful student learning outcomes in relation to the academic discipline.
- Service to College: Leadership or active participation in projects related to the Vision and Mission of the College.
- Service to Community: Leadership or active participation on external initiatives or projects positively impacting the region of south Texas.
- Professional Activities: Leadership or active participation in professional development conferences, seminars or workshops that enhance the contribution to the students and communities of the College.
- Scholarly Pursuit: Leadership or active participation in regional, state or national councils, committees, task forces, accrediting/licensing/registry agencies or through the presentation of proposals, abstracts, or papers in journals or publications.

MANUAL OF POLICY

Title **Academic Classification for Faculty** **3813**

Legal Authority **Approval of the Board of Trustees** **Page 2 of 4**

Faculty Classifications:

Instructor

Full-time temporary and full-time regular faculty prior to classification eligibility and selection.

Assistant Professor

Minimum Eligibility includes: Educational requirement, years of service, compliance with departmental/program standards and leadership/participation in criteria for Assistant Professor.

Education	Minimum Years of Service	Criteria Documented (Portfolio) in <i>Teaching Effectiveness</i> and one two of the <i>three four</i> categories.
Doctorate or Master's Degree	2	<ul style="list-style-type: none"> • Teaching Effectiveness • Service to College • Service to Community • Professional Activity
Baccalaureate Degree	3	
Associate Degree	4	

Associate Professor

Minimum Eligibility includes: Educational requirement, years of service, minimum one year of service since being awarded classification of Assistant Professor, compliance with departmental/program standards and leadership/participation in criteria for Associate Professor.

Education	Minimum Years of Service	Criteria Documented (Portfolio) in <i>Teaching Effectiveness</i> and one two of the <i>four five</i> categories.
Doctorate Degree	5	<ul style="list-style-type: none"> • Teaching Effectiveness • Service to College • Service to Community • Professional Activity • Scholarly Pursuit
Master's Degree	10	

~~Strikethrough denotes deletion~~
Italics denote addition

MANUAL OF POLICY

Title	Academic Classification for Faculty	3813
Legal Authority	Approval of the Board of Trustees	Page 3 of 4

(Full) Professor:

Minimum Eligibility includes: Educational requirement, years of service, minimum two years of service since being awarded classification of Associate Professor, leadership with departmental/program standards and leadership in criteria for (Full) Professor.

Education	Minimum Years of Service	Criteria Documented (Portfolio) in <i>Teaching Effectiveness</i> and <i>two three</i> of the <i>four five</i> categories.
Doctorate Degree	10	<ul style="list-style-type: none"> ● Teaching Effectiveness ● Service to College ● Service to Community ● Professional Activity ● Scholarly Pursuit

Faculty currently employed with STC, during the initial implementation may apply for the highest eligible classification.

Faculty with full time regular teaching experience at other regionally accredited colleges or universities will be credited with two years for every three years towards the years of service requirement for academic classification, with a maximum of eight years upon employment with STC.

A faculty member may be hired at the classification of Assistant Professor or Associate Professor under the following conditions:

1. Meets the educational requirement.
2. Meets the following years of service.
 - a. For Assistant Professor, a minimum of four (4) years as a full time regular faculty member from a regionally accredited institution of higher education.
 - b. For Associate Professor, a minimum of eight (8) years as a full time regular faculty member from a regionally accredited institution of higher education.
3. Complies with the criteria of *teaching effectiveness and additional categories* (~~teaching excellence, service to college, service to community, professional activity, and/or scholarly pursuit~~) for the appropriate level by providing support documentation.
4. Receives departmental recommendation.
5. The search committee must submit a recommendation to the Department/Program Chair for consideration. The Department/Program chair will route a recommendation to the Academic Classification Committee, who will provide a recommendation to the Vice President for Academic Affairs for final approval.

No credit will be awarded for part-time college or full- or part-time elementary or secondary school teaching experience.

MANUAL OF POLICY

Title	Academic Classification for Faculty	3813
Legal Authority	Approval of the Board of Trustees	Page 4 of 4

Academic classifications are not used for salary placement or salary determination. This policy does not negate Policy 4115 (Personnel Appointments) or Policies 4911 (Disciplinary Documentation Procedures for Non-Annual Employees and Non-Renewal of Annual Employees) or 4921 (Termination of Annual Employees During the Term of Their Letter of Appointment).

Expectations for faculty with Academic Classification will include leadership with achieving departmental/program goals, leadership/participation in criteria for the respective classification, and compliance with Board approved policies.

The evaluation of faculty with Academic Classification will include faculty evaluations by department/program Chair or respective Division Dean and student evaluations.

The additional classification of Professor Emeritus may be granted, according to established procedures, to a faculty member who has been awarded academic classification (Assistant Professor, Associate Professor or Full Professor) by the College-wide Academic Classification Committee (CWACC) one semester prior to, but no later than one semester after his or her retirement. The emeritus status is limited however. In any given year, the number of emeritus awards to eligible retiring faculty or recently retired faculty shall not exceed one percent (1%) of the number of full-time regular faculty on record for the Spring semester of the academic year in which any retiring or retired candidate is nominated for Professor Emeritus classification.

College/Departmental Procedures for Emeritus Rank

The Emeritus Rank recognizes significant contributions to the college and the community on the part of a retired or retiring faculty member who already has earned an academic classification.

Requirement

To qualify for emeritus status, a faculty member must have been awarded academic classification (Assistant Professor, Associate Professor or Professor) by the College-wide Academic Classification Committee prior to his or her retirement.

Process/Procedure

1. No later than one regular semester (fall or spring) after the faculty member retires, the department in which the faculty member served shall submit a memo to the College-Wide Academic Classification Committee nominating the faculty member for emeritus status. The department may submit this memo during the faculty member's last semester before retirement. However, the CWACC's decision regarding emeritus status will not be announced until the faculty member's retirement. The memo shall, at a minimum contain the following information:
 - a. Grounds for granting the faculty member emeritus status, including a summary of the faculty member's college and community service.
 - b. The date that faculty member was granted academic classification. If the faculty member was granted more than one classification over the time of their service at STC, the dates of awarding all classifications shall be included. This information is available in the letter sent to the department chair and a letter placed in the faculty member's personnel folder in Human Resources at the time that the classification is awarded, as well as from the Administrative Assistant in the Office of the Vice President for Academic Affairs.
 - c. The signatures of a majority of the full-time regular faculty members of the department.
2. A majority vote of the College-Wide Academic Classification Committee (CWACC) shall be necessary in order to recommend to the Vice President for Academic Affairs that the faculty member be awarded emeritus status. As expectations for faculty with Academic Classification include leadership with achieving departmental/program goals, leadership/participation in teaching effectiveness, college service, community service, professional development, and scholarly pursuits over the preceding 5 years before retirement will be taken into account in the decision to grant emeritus status.

3. Upon granting emeritus status, a letter shall be sent to the department chairperson and to the faculty member in question. A copy of this letter shall also be sent to Human Resources to be placed in the faculty member's personnel folder.

Benefits for Emeritus Professors

Professor emeritus status shall entail the following benefits:

- a. A college ID showing emeritus status;
- b. Maintenance of, and continued access to, the faculty member's STC email account;
- c. The right to obtain (at the normal fee) a faculty parking permit;
- d. Use of computers in adjunct faculty offices;
- e. Use of the STC library, including checking out books and access to on-line library resources;
- f. Inclusion in lists of departmental faculty, including in department publications and directories and the on-line Faculty/Staff Directory maintained by Human Resources;
- g. Invitation to departmental and college events.

Limits to Professors Emerita

Emeritus status is limited. In any given year, the number of emeritus awards to eligible retiring faculty or recently retired faculty shall not exceed one percent (1%) of the number of full-time regular faculty on record for the Spring semester of the academic year in which any retiring or retired candidate is nominated for Professor Emeritus classification.

Review of Presentation to the Education and Workforce Development Committee:

The following presentation was delivered to the Education and Workforce Development Committee on Tuesday, February 16, 2016:

a. Presentation of South Texas College Online Programs

Dr. Erasmus Addae, Dean of Distance Learning, presented on the South Texas College Online Programs.

Launched as the Distance Learning Department in 1997 with 2 course sections offered to 57 students, the College was an early adopter of higher education over internet and teleconferencing services. South Texas College has continued to develop online course offerings at a phenomenal pace.

In 2010, the College formally launched the virtual campus, eSTC, offering fully online degree programs and comprehensive student services. These services include access to library resources, advising and counseling, registration, and tutoring.

The College updated its marketing, and the virtual campus became South Texas College Online. This program served thousands of students each semester. In Fall 2015, 5,925 students took at least one course online, and 2,206 of those students took all of their courses online.

The presentation included a listing of 32 degrees that can be completed fully online, including four baccalaureate programs.

The presentation also included enrollment projections through 2020, showing the anticipated enrollment increases to 8,262 students taking some or all of their courses through South Texas College Online.

The presentation also reviewed the marketing of South Texas College Online, which included partnerships with the Valley Initiative for Development and Advancement (VIDA), the US Military through the GoArmyEd Program, Virtual College of Texas, and the US Border Patrol.

Dr. Addae reviewed the College's support structure that helped South Texas College faculty and students leverage internet technologies into successful tools for distance learning, and will review student success and completion rates, comparable to the other large community colleges in Texas. This structure included:

- The *Online Redesign Academy* which provided intensive training in course redesign for an online platform for instructors in high-enrollment courses with comparably low success rates,
- The *Quality Matters Rubric* training, which provided 20 instructors in the use of the Quality Matters rubric, a nationally recognized, faculty-centered, peer review process designed to evaluate and certify the quality of online courses and course components.

Finally, Dr. Addae reviewed the recognition of the South Texas College Online programs, their opportunities for expansion, and the representation of these programs at the Distance Learning Symposium.

b. Presentation of South Texas College English as a Second Language (ESL) Programs Offered by the Department of Continuing Professional and Workforce Education

Mr. Juan Carlos Aguirre, Dean of Continuing, Professional, and Workforce Education, presented on the South Texas College English as a Second Language (ESL) Program.

Mr. Aguirre reviewed past enrollment and performance, and important partnerships that allowed for improved curriculum and expanded offerings for the region.

The ESL program is part of South Texas College's "College and Career Preparation Institute" under the Office of Continued, Professional, and Workforce Education (CPWE).

CPWE enrolled 13,904 unduplicated students in FY 2015, which was up from 11,009 from the previous year. The College provided over 920,000 contact hours, and delivered 1,825 courses in that same year. This was completed in part through the support of over \$1.88M in grant funding.

Of the 13,904 CPWE participants in FY 15, the College and Career Preparation Institute enrolled 2,686 students, with nearly half, or 1,327 students, enrolled in ESL courses.

35 ESL students were on a Career Pathway through the College, 525 attended through a school district partnership, and 767 were from the community at large. The ESL program has been very successful, with 93% of these students satisfactorily completing their program.

Mr. Aguirre provided information on plans to develop partnerships with additional school districts, to attract further grant support for these programs, and to further engage the community to attract volunteer teachers and tutors.

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

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 is requested.

Purpose – The law offices of Linebarger Goggan Blair & Sampson, LLP is requesting consideration and possible action on the tax resale of ten (10) properties.

Eleven properties were presented to the Finance and Human Resources Committee, but Gustavo Martinez with Linebarger Goggan Blair & Sampson, LLP advised that the property identified as #6 (T-193-10-C) was not approved by another entity, and the Committee was asked to strike that property from its recommendation. The remaining ten properties are presented for Board approval.

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 January 12, 2016 Linebarger Goggan Blair & Sampson, LLP held a Tax Resale Auction at the Hidalgo County Clerk Records Management Facility for struck off properties located within Hidalgo County. The tax resale auction was published in The Monitor and several other newspapers throughout Hidalgo County.

Linebarger Goggan Blair & Sampson, LLP is submitting for the Board of Trustees' consideration the analysis of the bids received. The total amount the College will receive is \$6,378.63

Enclosed Documents - The Resolution Authorizing the Tax Resale follows in the packet for the Board's review. Also included is 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 your information and review.

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

The Finance and Human Resources Committee recommended Board approval of the Hidalgo County Tax Resale 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 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 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 23rd day of February 2016, at the regularly scheduled meeting of the South Texas College Board of Trustees, a motion was duly made and seconded to resell the properties 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 and authorizes the Board Chair for South Texas College to execute the tax resale deeds conveying the approved properties.

SIGNED on this 23rd day of February, 2016.

Roy de León
Board Chair

ATTEST:

Paul R. Rodriguez
Secretary

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

Approval of the following proposal awards, purchases, and renewals is requested as follows:

A. Awards

B. Instructional Items

C. Non – Instructional Items

D. Technology Items

A. Awards

1) Moving Services (Award)

Award the proposal for moving services for the period beginning February 24, 2016 through February 23, 2017 with two one-year options to renew, at an estimated amount of \$16,000.00 to the following vendors:

- **Gateway Printing & Office Supply, Inc.** (Edinburg, TX)
- **Groves Moving & Storage** (Harlingen, TX)

Purpose – The Office of Facilities Planning and Construction is requesting moving services for the various moves requested by departments, instructional programs, faculty and staff.

Justification and Benefit – The moving services will include relocation of furniture, equipment and other items as needed throughout the College district.

Background - Proposal documents were advertised on January 4, 2016 and January 11, 2016 and issued to four (4) vendors. Two (2) responses were received on January 19, 2016 and reviewed by the Office of Facilities Planning and Construction and Purchasing Department.

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

2) Internet Service Provider (Award)

Award the proposal for an internet service provider to **Smartcom Telephone, LLC.** (McAllen, TX), for the period beginning March 1, 2016 through February 28, 2019 with two one-year options to renew, at a monthly amount of \$4,127.00, an annual amount of \$49,524.00, and a total amount of \$148,572.00.

Purpose – Technology Resources is requesting the purchase of individual point-to-point data connections for the following sites: Hidalgo, Starr Campus, Pharr Campus, and Pecan Plaza. The end-point of all four connections is Building M on the Pecan Campus.

Justification and Benefit – The internet services are needed due to the current service contract expiring. This award will include point-to-point service which will provide connectivity and access to all resources managed by Technology Resources that are

housed at the Pecan Campus Building M. With this connection faculty and staff can access Banner, the Internet, JagNet, etc.

Background - Proposal documents were advertised on November 30, 2015 and December 7, 2015 and issued to ten (10) vendors. Two (2) responses were received on December 15, 2015 and reviewed by Technology Resources and the Purchasing Department.

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

3) Parking Permit and Citation Management System (Award)

Award the proposal for a parking permit and citation management system to **Cardinal Tracking, Inc.** (Lewisville, TX), at a total cost of \$100,320.00.

Purpose – The South Texas College Department of Public Safety is requesting to purchase a parking permit and citation management system that will be used to input and document the acquisition of parking permits and the issuance of citations for parking and traffic control, including fine accumulations, late fees, dismissals, administrative review hearings, and other related functions. This purchase will include software, implementation, training, and maintenance and support.

Justification and Benefit – Previously, the Department of Public Safety used a parking module that was a component of the police Computer Automated Dispatch (CAD) system to record permit sales and citations issued. However, the parking module can no longer be used, since that system was encrypted by the vendor to protect sensitive police data and allow the generation of reports required by Federal and State law. Also, the parking module no longer communicates with college databases used to associate students, faculty, and staff with permits and citations due to the encryption of the data and needs to be replaced with the new parking and citation management system.

Background – Proposal documents were advertised on November 30, 2015 and December 7, 2015 and issued to fourteen (14) vendors. Three (3) responses were received on December 15, 2015 and reviewed by the South Texas College Department of Public Safety and Purchasing Department.

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

B. Instructional Items

4) Braille Services (Purchase)

Purchase braille services from **Mov'in & Tapin** (Weslaco, TX) (New), a sole source vendor, for the period beginning February 24, 2016 through August 31, 2016, at an estimated amount of \$30,000.00.

Purpose – The Office of Counseling and Disability Services is requesting braille services to transcribe course books and other related materials into braille for the students in order to comply with American Disabilities Act of 1990 requirements.

Justification and Benefit – The braille service will be used by various programs to transcribe material for some of the following programs: Education, Government, and Mathematics. It will include the transcription of books, charts, tables, graphs, and homework assignments.

Funds for this expenditure are budgeted in the Counseling and Disability Services budget for FY 2015-2016.

5) Exam Management Solutions (Purchase)

Purchase exam management solutions from **ExamSoft Worldwide, Inc.** (Boca Raton, FL), a sole source vendor, for the period beginning March 1, 2016 through July 31, 2017, at an estimated cost of \$18,750.00.

Purpose – The Division of Nursing and Allied Health is requesting the purchase of exam management solutions for the Nursing program students to test and receive results and to assist faculty with learning objectives and program level outcomes.

Justification and Benefit – The exam management solutions will provide the Nursing and Allied Health programs with reliable, offline, and secure testing on laptops, desktops, and iPads without the use of the internet during the exam session by the exam taker. Faculty will securely store their test items and exams within ExamSoft's cloud, administer exams, and receive item analysis, exam analysis, and category data on how their outcomes, accreditation standards, taxonomies, etc. are performing to be used for curriculum fine tuning, student remediation, and program/accreditation reports.

Students will be able to receive immediate feedback, take exams that mimic their National Council Licensure Examination (NCLEX) board exam, and receive self-remediation reports.

Funds for this expenditure are budgeted in the Nursing Shortage Reduction Program (NSRP) grant budget for FY 2015-2016.

6) Power Fluid Equipment (Hydraulics Trainers) (Purchase)

Purchase power fluid equipment (hydraulics trainers) from **Technical Laboratory Systems, Inc.** (Houston, TX), a Harris County Department of Education- Choice Partner Purchasing Cooperative approved vendor, at a total cost of \$107,698.00.

Purpose - The purchase of the power fluid equipment (hydraulic trainers) will allow the Institute for Advanced Manufacturing (IAM) Department to expand training into the field of hydraulic power, which will complement our present electrical and pneumatic power training capabilities.

Justification & Benefit - The hydraulic power trainer equipment and software are essential to the facilities maintenance programs within many of our local industries and this purchase will allow IAM to offer this specific training. The equipment represents many of the components that are used throughout industry, therefore students will train on equipment that they use while employed in the industry. The equipment will allow for "hands on" training for different levels of experience such as fundamentals and advanced

hydraulic training. IAM training capabilities will be definitely enhanced in the areas of hydraulic power systems.

Funds for this expenditure are budgeted in the Industry Recognized Skills Certification grant budget for FY 2015-2016.

7) Ultrasound Training Simulator (Purchase)

Purchase an ultrasound training simulator from **Medsim, Inc.** (Ft. Lauderdale, FL), a sole source vendor, at a total cost of \$92,915.00.

Purpose – The Diagnostic Medical Sonography (DMS) Program is requesting the purchase of an ultrasound training simulator to better prepare students for the workplace. The simulator will include hardware, software, on-site setup, training, and travel.

Justification and Benefit – The simulator will serve the student in the DMS Program at the Nursing and Allied Health campus in McAllen. It will train students in gynecology, transvaginal, breast, obstetric and abdomen procedures and allow them to make mistakes and learn from them while practicing in a normal and abnormal environment.

The simulator will help students enrolled in the program to be readily acquainted with the broadest possible use of ultrasound techniques that they will use encounter in their profession.

Funds for this expenditure is budgeted in the Diagnostic Medical Sonography budget for FY 2015-2016.

8) Nursing and Allied Health Equipment and Supplies (Renewal)

Renew the contracts for nursing and allied health equipment and supplies for the period beginning April 21, 2016 through April 20, 2017, at an estimated cost of \$165,000.00 with the following vendors:

a. Henry Schein, Inc. (Melville, NY)	b. Lee’s Pharmacy & Medical Equipment (McAllen, TX)
c. Meadows Medical (Quogue, NY)	d. Med One Equipment Services (Sandy, UT)
e. Moore Medical, LLC. (Farmington, CT)	f. Enterprise, Inc./dba Pocket Nurse (Monaca, PA)
g. Southeastern Emergency Equipment (Youngsville, NC)	

Purpose – The Division of Nursing and Allied Health instructional programs are requesting to renew the contracts for nursing and allied health equipment and supplies which will be used for student instruction in various programs.

Justification and Benefit – The nursing and allied health equipment and supplies will assists the student in labs in the Vocational Nursing, Associate Degree Nursing, Patient Care Assistant, Respiratory Therapy, Medical Assistant Technology, Pharmacy Technology Program, and Emergency Medical Technician programs. The equipment and supplies will include gloves, masks, needles, lancets, sponges, gauze, tape,

thermometers, alcohol, gowns, lab coats, dressing, infusion and syringe pumps, blood pressure cuffs, bed pads, patient bracelets, arm slings, bandage strips, pillow cases, oxygen, IV poles, etc.

Background – The Board awarded the contracts for the nursing and allied health equipment and supplies at the January 27, 2015 Board of Trustees meeting for one-year with two one-year annual renewals. The first renewal period begins on April 21, 2016 through April 20, 2017.

Award	Board Meeting Date	Original Term	Renewal Term
Original	1/27/15	4/21/15 - 4/20/16	2 – one year options
1 st Renewal	02/23/16		4/21/16 – 4/20/17

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

Funds for this expenditure are budgeted in the Vocational Nursing, Associate Degree Nursing, Patient Care Assistant, Respiratory Therapy, Medical Assistant Technology, Pharmacy Technology Program, and Emergency Medical Technician budgets for FY 2015-2016.

C. Non – Instructional Items

9) Furniture (Purchase)

Purchase furniture from the State of Texas Multiple Award Schedule (TXMAS) approved vendors, at a total amount of \$46,072.64.

#	Vendor	Amount
A	Cramer, Inc./Gateway Printing and Office Supply, Inc. (Edinburg, TX)	\$26,150.08
B	Krueger International, Inc./ Gateway Printing and Office Supply, Inc. (Edinburg, TX)	\$19,922.56
	Total	\$46,072.64

The purchases can be summarized as follows:

- Cramer Inc./Gateway Printing and Office Supply, Inc. (Edinburg, TX)
 - Pecan Campus
 - 68 Chairs for the Centers of Learning Excellence
- Krueger International, Inc./Gateway Printing and Office Supply, Inc. (Edinburg, TX)
 - Pecan Campus
 - 20 Tables and 32 Chairs for Distance Education

Fund for these expenditures are budgeted in the requesting department budgets for FY 2015-2016 as follows: Biology Program and Distance Education Instructional Technologies.

10) Civil Engineering Services- On-Call Services – Non-Bond (Renewal)

Renew the contracts for civil engineering services – on-call services – non-bond for the period beginning March 31, 2016 through March 30, 2017 with the following vendors:

- a. **Half Associates, Inc.** (McAllen, TX)
- b. **Melden & Hunt, Inc.** (Edinburg, TX)
- c. **Perez Consulting Engineers, LLC.** (McAllen, TX)
- d. **R. Gutierrez Engineering Corporation** (Pharr, TX)

Purpose – The Office of Planning and Construction is requesting to renew the contracts for civil engineering services– on-call – non-bond for district wide construction projects with cost of less than \$500,000.00.

Justification and Benefit – The civil engineering services –on-call for non-bond projects district wide will include some of the following services:

Preparation of subdivision plats	Preparation of property surveys
Preparation of topographic surveys	Preparation of meets and bounds surveys
Design of parking lots	Design of sidewalks and ADA accessible routes
Design of site drainage systems	Design of underground infrastructure
Design of landscape improvements	Design of irrigation systems
Design of roadways and drives	Resurfacing of existing parking lots and drives

Fees for these services could range from \$1,000 to \$48,000 depending on the scope and complexity of each construction project. As part of the fee negotiations process, each firm will be asked to submit a proposal after they have been assigned to a project. Each fee proposal will be reviewed by staff and negotiated to reach a fair and reasonable amount.

Background – The Board awarded the contracts for the Civil Engineering Services – On-Call - Non Bond at the March 31, 2015 Board of Trustees meeting for one-year with two one-year annual renewals. The first renewal period begins on March 31, 2016 through March 30, 2017.

Award	Board Meeting Date	Original Term	Renewal Term
Original	3/31/15	3/31/15 - 3/30/16	2 – one year options
1 st Renewal	02/23/16		3/31/16 – 3/30/17

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

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

11)Risk Management Services (Renewal)

Renew the risk management services contract with **Shepard Walton King Insurance Group** (McAllen, TX), for the period beginning May 1, 2016 through April 30, 2017, at an estimated cost of \$18,500.00.

Purpose – The Division of Finance and Administrative Services is requesting to renew the contract for risk management services to address property and casualty risks.

Justification and Benefit – The risk management services consultant will assist the College with identify property and casualty risks, evaluating current insurance coverage, soliciting and evaluating proposals for insurance coverage, and providing safety training to staff as needed.

Background – The Board awarded the contract for risk management services at the April 24, 2012 Board of Trustees meeting for one year with four one-year annual renewals. The last renewal period begins May 1, 2016 through April 30, 2017.

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

Award	Board Meeting Date	Original Term	Renewal Term
Original	4/24/12	5/1/12 - 4/30/13	4 – one year options
1 st Renewal	2/26/13		5/1/13 – 4/30/14
2 nd Renewal	2/20/14		5/1/14 – 4/30/15
3 rd Renewal	2/24/15		5/1/15 – 4/30/16
4 th Renewal	2/23/16		5/1/16 – 4/30/17

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

D. Technology Items

12)Campus Receivable Collector (CRC) Software and Training Services (Purchase)

Purchase campus receivable collector (CRC) software and training services from **Texas A & M University – Corpus Christi**, an institute of higher education for the State of Texas, for an on behalf of the Texas Connection Consortium (TCC), and Ellucian Company L.P., for the period beginning March 1, 2016 to February 28, 2017 at an estimated cost of \$18,643.00.

Purpose – South Texas College Business Office is currently utilizing Campus Loan Manager (CLM) software 2.6.1 version to maintain the inventory of all delinquent accounts which must be upgraded to the current Campus Receivable Collector (CRC) version 3.2 to be fully supported.

Justification and Benefit – The purpose of the upgraded software, software training and consulting services includes, but is not limited to, enhancing the technical and functional staff knowledge, skills, and abilities in areas specific to Information Technology, Collections, and Cashiers. The software upgrade will provide improved software features while the training/consulting services will improve existing processes and improve the efficiency in monitoring, reporting, and collecting delinquent accounts.

Below are some of the CRC 3.2 key enhancements that may require training/consulting services:

- Regulatory enhancements required by regulatory mandates.
- Mail process with paper/paperless option.
- CRC interface with Banner A/R – provides the import process to integrate receivables with CRC in order to collect bad debt.
- Internal Collection Costs – allows varying rates per collection queue.
- Term table maintenance – due date can be established for all like loans.
- Customer Services: Load grid option to exclude closed loans.
- Import Collection Agency Payments.
- Automatically apply payments received through the 3rd party payment gateway.

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

13)Computers, Laptops, and Tablets (Purchase)

Purchase of computers, laptops, and tablets from the State of Texas Department of Information Resources (DIR) approved vendors **Dell Marketing, LP.** (Dallas, TX) and **Apple, Inc.** (Dallas, TX), in the total amount of \$138,646.43.

All purchase requests for computers, laptop,, and tablets have been evaluated by Technology Resources Department and the Chief Information Officer. Technology Resources does not have refurbished systems available for new hires. 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)

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

The purchases can be summarized as follows:

- Staff Computers
 - ⇒ 1 Computer for Curriculum & Student Learning
 - ⇒ 1 Computer for Advising
- Faculty/Staff Computers
 - ⇒ 47 Computers for Technology Support (Pecan Campus)
 - ⇒ 15 Computers for Technology Support (Starr Campus)
 - ⇒ 10 Computers for Technology Support (Technology Campus)
 - ⇒ 4 Computers for Technology Support (Nursing & Allied Health Campus)
 - ⇒ 3 Computers for Technology Support (Mid Valley Campus)
 - ⇒ 2 Computers for Technology Support (Teaching Centers)
- Podium Computer
 - ⇒ 1 Computer for Kinesiology
 - ⇒ 1 Computer for Engineering
- Student Lab Computers
 - ⇒ 69 Computers for Technology Support (Starr Campus)
 - ⇒ 12 Computers for Engineering
- Operation College Bound Laptops
 - ⇒ 45 Laptops for Instructional Technologies Maintenance & Replacement
- Staff Laptops
 - ⇒ 2 Laptops for Facility Maintenance
- Staff/Faculty Tablets
 - ⇒ 2 Tablets for Instructional Technologies Maintenance & Replacement

Funds for these expenditures are budgeted in the requesting department budgets for FY 2015-2016 as follows: Curriculum & Student Learning, Advising, Technology Support, Kinesiology, Engineering, Instructional Technologies Maintenance & Replacement, and Facility Maintenance.

14) Servers and Switches (Purchase)

Purchase servers and switches from **Dell Marketing, LP.** (Dallas, TX), a State of Texas Department of Information Resources (DIR) approved vendor, at a total cost of \$70,716.12.

Purpose - Technology Resources is requesting the purchase of three (3) servers for the Pecan Campus and two (2) blade switches for the Pecan and Starr County Campuses to replace out of life servers and to support the disaster recovery plan.

Justification and Benefit – The servers will replace three (3) servers that will be at end of life April 2016. These servers support the College’s Banner system.

The blade switches will support the blade servers which are portable and can be relocated to the Starr County Campus in case of an emergency. They will be used are part of the disaster recovery plan and ensure that all hardware is compatible and both campuses.

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

15)Public Website Hosting Services (Renewal)

Renew the public website hosting services agreement with **Rackspace Hosting** (San Antonio, TX), a sole source vendor, for the period beginning March 1, 2016 through February 28, 2017, at an annual amount of \$30,513.24.

Purpose – The Technology Resources Department is requesting to renew the agreement with Rackspace to host the college’s public, library and other websites for a one year period.

Justification and Benefit – The websites are hosted in a secure, offsite location. Rackspace provides support 24 hours a day, 7 days a week and the ability to keep the websites up during events such as hurricanes and routine system maintenance. Additionally, the service provides redundancy for the college’s public website in the event of a shutdown of computing resources at the college.

Background – The College has used Rackspace hosting services since 2007 and the agreement is renewed on a yearly basis.

Funds for this expenditure are budgeted in the Distance Education Technology budget for FY 2015-2016 and FY 2016-2017 pending board approval.

Recommendation:

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

A. Awards

B. Instructional Items

C. Non – Instructional Items

D. Technology Items

A. Awards

- 1) **Moving Services (Award):** award the proposal for moving services for the period beginning February 24, 2016 through February 23, 2017 with two one-year options for renew, at an estimated amount of \$16,000.00 to the following vendors:
 - **Gateway Printing & Office Supply, Inc.** (Edinburg, TX)
 - **Groves Moving & Storage** (Harlingen, TX)
- 2) **Internet Service Provider (Award):** award the proposal for an internet service provider to **Smartcom Telephone, LLC.** (McAllen, TX), for the period beginning March 1, 2016 through February 28, 2019 with two one-year options to renew, at a monthly amount of \$4,127.00, an annual amount of \$49,524.00, and a total amount of \$148,572.00;
- 3) **Parking Permit and Citation Management System (Award):** award the proposal for a parking permit and citation management system to **Cardinal Tracking, Inc.** (Lewisville, TX), at a total cost of \$100,320.00;

B. Instructional Items

- 4) **Braille Services (Purchase):** purchase braille services from **Mov'in & Tapin** (Weslaco, TX), (New), a sole source vendor, for the period beginning February 24, 2016 through August 31, 2016, at an estimated amount of \$30,000.00;
- 5) **Exam Management Solutions (Purchase):** purchase exam management solutions from **ExamSoft Worldwide, Inc.** (Boca Raton, FL), a sole source vendor, for the period beginning March 1, 2016 through July 31, 2017, at an estimated cost of \$18,750.00;
- 6) **Power Fluid Equipment (Hydraulic Trainers) (Purchase):** purchase power fluid equipment (hydraulic trainters) from **Technical Laboratory System, Inc.** (Houston, TX), a Harris County Department of Education – Choice Partner Purchasing Cooperative approved vendor, at a total cost of \$107,698.00;
- 7) **Ultrasound Training Simulator (Purchase):** purchase an ultrasound training simulator from **Medsim, Inc.** (Ft. Lauderdale, FL), a sole source vendor, at a total cost of \$92,915.00;
- 8) **Nursing and Allied Health Equipment and Supplies (Renewal):** renew the contracts for nursing and allied health equipment and supplies for the period beginning April 21, 2016 through April 20, 2017, at an estimated cost of \$165,000.00 with the following vendors:

a. Henry Schein, Inc. (Melville, NY)	b. Lee's Pharmacy & Medical Equipment (McAllen, TX)
c. Meadows Medical (Quogue, NY)	d. Med One Equipment Services (Sandy, UT)
e. Moore Medical, LLC. (Farmington, CT)	f. Enterprise, Inc./dba Pocket Nurse (Monaca, PA)
g. Southeastern Emergency Equipment (Youngsville, NC)	

C. Non – Instructional Items

- 9) Furniture (Purchase):** purchase furniture from the State of Texas Multiple Award Schedule (TXMAS) approved vendors, at a total amount of \$46,072.64;

#	Vendor	Amount
A	Cramer, Inc./Gateway Printing and Office Supply, Inc. (Edinburg, TX)	\$26,150.08
B	Krueger International, Inc./Gateway Printing and Office Supply, Inc. (Edinburg, TX)	\$19,922.56
	Total	\$46,072.64

- 10) Civil Engineering Services – On-Call Services – Non Bond (Renewal):** renew the contracts for civil engineering services – on-call services – non bond for the period beginning March 31, 2016 through March 30, 2017 with the following vendors:

- a. **Half Associates, Inc.** (McAllen, TX)
- b. **Melden & Hunt, Inc.** (Edinburg, TX)
- c. **Perez Consulting Engineers, LLC.** (McAllen, TX)
- d. **R. Gutierrez Engineering Corporation** (Pharr, TX)

- 11) Risk Management Services (Renewal):** renew the risk management services contract with **Shepard Walton King Insurance Group** (McAllen, TX), for the period beginning May 1, 2016 through April 30, 2017, at an estimated cost of \$18,500.00;

D. Technology

- 12) Campus Receivable Collector (CRC) Software and Training Services (Purchase):** purchase campus receivable collector (CRC) software and training services from **Texas A & M University – Corpus Christi**, an institute of higher education for the State of Texas, for an on behalf of the Texas Connection Consortium (TCC), and Ellucian Company, L.P., for the period beginning March 1, 2016 through February 28, 2017, at an estimated cost of \$18,643.00;

- 13) Computers, Laptops, and Tablets (Purchase):** purchase of computers, laptops, and tablets from the State of Texas Department of Information Resources (DIR) approved vendor **Dell Marketing, LP.** (Dallas, TX) and **Apple, Inc.** (Dallas, TX), in the total amount of \$138,646.43;

- 14) Servers and Switches (Purchase):** purchase servers and switches from **Dell Marketing, LP.** (Dallas, TX), a State of Texas Department of Information Resources (DIR) approved vendor, at a total cost of \$70,716.12;

- 15) Public Website Hosting Services (Renewal):** renew the public website hosting services agreement with **Rackspace Hosting** (San Antonio, TX), a sole source vendor, for the period beginning March 1, 2016 through February 28, 2017, at an annual amount of \$30,513.24.

SUMMARY TOTAL:

The total for all proposal awards, purchases, and renewals is \$1,002,346.43.

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

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

Approval Recommended:

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

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

Approval to dispose/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 is requested.

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, Technology Campus, Receiving Department, 3700 West Military Hwy Building D., McAllen, Texas.

Reviewers – These items have been inspected by the Technology Resources (TR), Instructional Technologies (IT), and approved by the Interim Vice President for Information Services, Planning and 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 Board's information and review.

Mary Elizondo, Vice President for Finance and Administrative Services, Dr. David Plummer, Interim Vice President for Information Services, Planning and Strategic Initiatives, and Becky Cavazos, Director of Purchasing, will attend the Board meeting to address any questions by the Board.

The Finance and Human Resources Committee recommended Board approval of 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.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize 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 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/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.

Approval Recommended:

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

SOUTH TEXAS COLLEGE
TECHNOLOGY AND ELECTRONICS FOR RECYCLE/DISPOSAL VALUED AT \$1,000 AND OVER
FEBRUARY 23, 2016

Pallet	Qty	Description	Silver Tag	Serial Number	Green Tag	Purchase Date	Purchase Price	Current Net Value	Ptag	Condition
1	1 ea	Cisco 5505 Chasis Security Appliance	000003010	66541000		4/29/1999	\$ 16,697.72	\$ -	00003746	Obsolete
2	1 ea	Customized Classroom Lectern with Alesis RA150 Amplifier	0000006190			11/13/2001	\$ 5,393.00	\$ -	00007503	Obsolete
1	1 ea	HP LaserJet 4100N Printer	0000007737	USBBB00497	5000004034	6/7/2002	\$ 1,836.00		000007992	Obsolete
1	1 ea	HP LaserJet 4100N Printer	0000007708	USJNG17725	5000004033	6/7/2002	\$ 1,836.00		000007996	Obsolete
5	1 ea	Dell Optiplex 620 Computer	000008057	1JR7V11		9/16/2002	\$ 1,283.00		000008536	Obsolete
1	1 ea	Dell Optiplex 260 Computer	0000007413	1D17021		10/23/2002	\$ 1,842.92		000008588	Obsolete
5	1 ea	HP LaserJet 4200N Printer	0000008361	CNBX112047	5000004507	2/14/2003	\$ 1,471.00		000009125	Obsolete
5	1 ea	Dell Optiplex 270 Computer	0000008620	CQ3PN31	5000006069	10/28/2003	\$ 1,791.40		000009445	Obsolete
1	1 ea	HP DL380 Proliant Server	0000010826	R408LDN10002		3/4/2004	\$ 3,947.74		000010613	Obsolete
5	1 ea	Dell Optiplex 270 Computer	0000008950	7YTPC51		8/24/2004	\$ 1,158.00		000010065	Obsolete
1	1 ea	Cisco 2950 Catalyst	0000010837	FHK0820Y0B0		8/31/2004	\$ 3,116.03		000010558	Obsolete
1	1 ea	Cisco 2950 Catalyst	0000010827	FHK0820Z07Q		8/31/2004	\$ 3,116.03		000010551	Obsolete
1	1 ea	Cisco 2950 Catalyst	0000010839	FHK0820Y00J		8/31/2004	\$ 3,431.86		000010556	Obsolete
1	1 ea	Cisco 2950 Catalyst	0000010617	FHK0820Y09P		8/31/2004	\$ 2,516.03		000010554	Obsolete
1	1 ea	Cisco 2950 Catalyst	0000009294	FHK0820Z07R		8/31/2004	\$ 2,416.03		000010539	Obsolete
1	1 ea	Cisco 2950 Catalyst	0000010829	FHK0820Y00P		8/31/2004	\$ 2,816.03		000010566	Obsolete
1	1 ea	Cisco 2950 Catalyst	0000010116	FHK0811Z0FL		8/31/2004	\$ 2,516.03		000010553	Obsolete
1	1 ea	Cisco 2950 Catalyst	0000009299	FHK0820Y0AY		8/31/2004	\$ 3,116.03		000010542	Obsolete
1	1 ea	Cisco 2950 Catalyst	0000010831	FHK0820Z00F		8/31/2004	\$ 3,416.03		000010560	Obsolete
1	1 ea	Cisco 2950 Catalyst	0000009298	FHK0820Y0B4		8/31/2004	\$ 3,116.03		000010541	Obsolete
1	1 ea	Cisco 2950 Catalyst	0000009295	FHK0820Z009		8/31/2004	\$ 3,416.03		000010540	Obsolete
1	1 ea	Cisco 2950 Catalyst	0000009292	FHK0820Z07U		8/31/2004	\$ 3,416.03		000010538	Obsolete
1	1 ea	Cisco 2950 Catalyst	0000010838	FHK0820Y00C		8/31/2004	\$ 3,798.27		000010555	Obsolete
1	1 ea	Cisco 2950 Catalyst	0000010836	FHK0820Y0AV		8/31/2004	\$ 3,416.03		000010557	Obsolete
1	1 ea	Cisco 2950 Catalyst	000010832	FHK0820Z07T		8/31/2004	\$ 3,416.03		000010561	Obsolete
5	1 ea	Dell Optiplex 280 Computer	0000009608	BRRVP61		9/1/2004	\$ 1,251.00		000011366	Obsolete
6	1 ea	Dell Optiplex 280 Computer	0000011387	CPY3G61		9/1/2004	\$ 1,251.00		000011463	Obsolete
1	1 ea	HP DL380 Proliant Server	0000010887	EA1HKJNZ3M		11/9/2004	\$ 4,998.52		000010898	Obsolete
5	1 ea	Dell Optiplex 280 Computer	000010873	5XB8Z51		11/9/2004	\$ 1,362.07		000010672	Obsolete
1	1 ea	Dell Optiplex 280 Computer	0000009940	1T6S771	5000005418	4/14/2005	\$ 1,251.00		000011152	Obsolete
6	1 ea	Dell Optiplex 280 Computer	0000010032	9BF7M71		6/8/2005	\$ 1,287.48		000011796	Obsolete
5	1 ea	Dell Optiplex 280 Computer	0000011743	GBZ7S71	5000006233	7/1/2005	\$ 1,304.73		000011840	Obsolete
5	1 ea	Dell Optiplex 280 Computer	0000012135	45X2581		8/3/2005	\$ 1,304.73		000012424	Obsolete
5	1 ea	Dell Optiplex 620 Computer	12300	7NCHQ81		11/7/2005	\$ 1,140.34		N00013004	Obsolete
1	1 ea	Dell Latitude D610 Pentium Laptop	12425	3X5LW81		12/2/2005	\$ 1,555.62		N00013136	Obsolete
5	1 ea	Dell Optiplex 620 Computer	12791	2066391		1/24/2006	\$ 1,102.70		N00013883	Obsolete
5	1 ea	Dell Optiplex 620 Computer	12774	fl17391		1/24/2006	\$ 1,102.70		N00013885	Obsolete
6	1 ea	Dell Optiplex 620 Computer	12561	5TZKY81		1/24/2006	\$ 1,102.70		N00013765	Obsolete
6	1 ea	Dell Optiplex 620 Computer	12920	3XLG491		1/30/2006	\$ 1,264.72		N00014060	Obsolete
5	1 ea	Dell Optiplex 620 Computer	15317	3738k91	5000010086	2/17/2006	\$ 1,102.70		N00014168	Obsolete
1	1 ea	Dell Optiplex 620 Computer	13054	6HFRJ91		2/27/2006	\$ 1,166.65		N00014208	Obsolete
5	1 ea	Dell Optiplex 620 Computer	13056	5FFRJ91		2/27/2006	\$ 1,166.65		N00014218	Obsolete
5	1 ea	Dell Optiplex 620 Computer	13069	1GFRJ91		2/27/2006	\$ 1,166.65		N00014221	Obsolete
5	1 ea	Dell Optiplex 620 Computer	13050	9HFRJ91		2/27/2006	\$ 1,166.65		N00014204	Obsolete
5	1 ea	Dell Optiplex 620 Computer	13063	JFFRJ91		2/27/2006	\$ 1,166.65		N00014227	Obsolete
1	1 ea	HP DL380 Proliant Server	13205	E618MNV169	5000010191	3/23/2006	\$ 5,615.00	\$ -	N00012791	Obsolete
6	1 ea	Dell Optiplex 620 Computer	13284	DNM1W91		4/28/2006	\$ 1,217.56		N00014420	Obsolete
4	1 ea	Dell 9400 Inspiron Laptop	15456	47TPV91		5/4/2006	\$ 3,020.96		N00014411	Damaged
1	1 ea	HP COMPAQ TC4200 Tablet	15471	CND6132VDC		5/30/2006	\$ 2,383.00		N00014452	Obsolete
4	1 ea	Dell Latitude 620 Laptop	15599	26FHOB1	5000010251	6/6/2006	\$ 1,454.42		N00014629	Obsolete
5	1 ea	Dell Optiplex 620 Computer	15663	28FY5B1		6/22/2006	\$ 1,134.84		N00014817	Obsolete
5	1 ea	Dell Optiplex 620 Computer	15588	7SRK1B1		6/22/2006	\$ 1,134.84		N00014819	Obsolete
5	1 ea	Dell Optiplex 620 Computer	15732	DTBGWB1	5000010660	10/5/2006	\$ 1,048.31		N00015076	Obsolete
1	1 ea	HP DL385 Opteron Server	15719	USE635N3G1		10/27/2006	\$ 4,286.66		N00015094	Obsolete
6	1 ea	Dell Optiplex 745 Computer	15762	7T4YZB1		10/27/2006	\$ 1,001.11		N00015135	Obsolete
4	1 ea	Sharp Notevision XG-C330X Projector	15579	610912308		1/10/2007	\$ 2,033.00		N00015188	Damaged
6	1 ea	Dell D820 Latitude Laptop	21367	25BZKC1		2/28/2007	\$ 2,388.18		N00015270	Obsolete
4	1 ea	Sharp Notevision XG-C330X Projector	13399	610912106		3/9/2007	\$ 2,033.00		N00015315	Obsolete
1	1 ea	Dell Optiplex 745 Computer	13439	5BVYQC1		4/2/2007	\$ 1,128.17		N00015413	Obsolete

	Capital Asset
	Grant Funded Asset
	Capital and Grant Funded Asset

SOUTH TEXAS COLLEGE
TECHNOLOGY AND ELECTRONICS FOR RECYCLE/DISPOSAL VALUED AT \$1,000 AND OVER
FEBRUARY 23, 2016

Pallet	Qty	Description	Silver Tag	Serial Number	Green Tag	Purchase Date	Purchase Price	Current Net Value	Ptag	Condition
5	1 ea	Dell Optiplex 745 Computer	13441	1CVYQC1		4/2/2007	\$ 1,128.17		N00015415	Obsolete
4	1 ea	Sharp Notevision XG-C330X Projector	13479	702913033		5/1/2007	\$ 2,282.01		N00015422	Obsolete
1	1 ea	Dell Latitude D820 Notebook	15970	5RZLVC1		5/24/2007	\$ 1,842.89		N00015564	Obsolete
1	1 ea	Dell Optiplex 745 Computer	13630	9FQL2D1		6/18/2007	\$ 1,126.25		N00015729	Obsolete
5	1 ea	Dell Optiplex 745 Computer	13629	1FQL2D1		6/18/2007	\$ 1,126.25		N00015728	Obsolete
5	1 ea	Dell Optiplex 745 Computer	16201	DDZ45D1		7/3/2007	\$ 1,101.62		N00015817	Obsolete
6	1 ea	Dell Optiplex 745 Computer	16204	8DZ45D1		7/3/2007	\$ 1,101.62		N00015820	Obsolete
1	1 ea	Extron Media Link Controller	16128	A01MV8I		7/26/2007	\$ 3,980.99		N00015787	Damaged
5	1 ea	Dell Optiplex 745 Computer	14153	FR91ZD1		10/31/2007	\$ 1,101.62		N00016277	Obsolete
6	1 ea	Dell D830 Latitude Laptop	14374	GZP0SF1		3/7/2008	\$ 1,580.00		N00016451	Obsolete
6	1 ea	Dell D830 Latitude Laptop	14365	J8Q0SF1		3/7/2008	\$ 1,405.60		N00016459	Obsolete
6	1 ea	Dell D830 Latitude Laptop	14401	B0Q0SF1		3/7/2008	\$ 1,580.00		N00016452	Obsolete
6	1 ea	Dell D830 Latitude Laptop	14411	H9Q0SF1		3/7/2008	\$ 1,405.60		N00016465	Obsolete
6	1 ea	Dell D830 Latitude Laptop	14317	89Q0SF1		3/7/2008	\$ 1,405.60		N00016453	Obsolete
6	1 ea	Dell D830 Latitude Laptop	14408	77Q0SF1		3/7/2008	\$ 1,405.60		N00016463	Obsolete
6	1 ea	Dell D830 Latitude Laptop	14316	H7Q0SF1		3/7/2008	\$ 1,405.60		N00016467	Obsolete
4	1 ea	Dell Latitude D830 Laptop	14447	HLWH4G1		4/28/2008	\$ 1,154.91		N00016515	Obsolete
6	1 ea	Dell Optiplex 755 Computer	11941	HP5GCG1		5/29/2008	\$ 1,322.54		N00016628	Obsolete
5	1 ea	Dell Optiplex 755 Computer	13902	86DDNG1	5000010431	6/25/2008	\$ 1,181.81		N00016770	Obsolete
6	1 ea	Dell D630 Latitude Laptop	13742	7JS9VG1		7/28/2008	\$ 1,034.58		N00016796	Obsolete
6	1 ea	Dell D630 Latitude Laptop	13711	7MS9VG1		7/28/2008	\$ 1,034.58		N00016797	Obsolete
1	1 ea	Dell Latitude E6400 Laptop	17713	JVX5NH1		10/29/2008	\$ 1,158.00		N00017259	Obsolete
4	1 ea	Dell Latitude E6400 Laptop	17709	DWX5NH1		10/29/2008	\$ 1,158.00		N00017265	Obsolete
4	1 ea	Dell Latitude E6400 Laptop	17705	DSX5NH1		10/29/2008	\$ 1,158.00		N00017255	Obsolete
4	1 ea	Dell Latitude E6400 Laptop	17690	JRX5NH1		10/29/2008	\$ 1,158.00		N00017241	Obsolete
4	1 ea	Dell Latitude E6400 Laptop	17719	2WX5NH1		10/29/2008	\$ 1,158.00		N00017261	Obsolete
4	1 ea	Dell Latitude E6400 Laptop	17725	CWX5NH1		10/29/2008	\$ 1,158.00		N00017270	Obsolete
4	1 ea	Dell Latitude E6400 Laptop	17692	BRX5NH1		10/29/2008	\$ 1,158.00		N00017243	Obsolete
4	1 ea	Dell Latitude E6400 Laptop	17718	BTX5NH1		10/29/2008	\$ 1,158.00		N00017260	Obsolete
4	1 ea	Dell Latitude E6400 Laptop	17698	7QX5NH1		10/29/2008	\$ 1,158.00		N00017249	Obsolete
4	1 ea	Dell Latitude E6400 Laptop	17688	2SX5NH1		10/29/2008	\$ 1,158.00		N00017239	Obsolete
4	1 ea	Dell Latitude E6400 Laptop	17724	9WX5NH1		10/29/2008	\$ 1,158.00		N00017268	Obsolete
4	1 ea	Dell Latitude E6400 Laptop	17730	DTX5NH1		10/29/2008	\$ 1,158.00		N00017276	Obsolete
4	1 ea	Dell Latitude E6400 Laptop	17708	BSX5NH1		10/29/2008	\$ 1,158.00		N00017256	Obsolete
6	1 ea	Dell E6400 Latitude Laptop	17706	HTX5NH1		10/29/2008	\$ 1,158.00		N00017263	Obsolete
6	1 ea	Dell E6400 Latitude Laptop	17693	1QX5NH1		10/29/2008	\$ 1,158.00		N00017244	Obsolete
6	1 ea	Dell E6400 Latitude Laptop	17686	5RX5NH1		10/29/2008	\$ 1,158.00		N00017237	Obsolete
6	1 ea	Dell E6400 Latitude Laptop	17712	4VX5NH1		10/29/2008	\$ 1,158.00		N00017258	Obsolete
6	1 ea	Dell E6400 Latitude Laptop	17710	2VX5NH1		10/29/2008	\$ 1,158.00		N00017264	Obsolete
6	1 ea	Dell E6400 Latitude Laptop	17699	9RX5NH1		10/29/2008	\$ 1,158.00		N00017250	Obsolete
6	1 ea	Dell E6400 Latitude Laptop	17697	DQX5NH1		10/29/2008	\$ 1,158.00		N00017248	Obsolete
4	1 ea	Dell Latitude E6400 Laptop	17696	FQX5NH1		10/29/2008	\$ 1,158.00		N00017247	Obsolete
4	1 ea	Dell Latitude E6400 Laptop	17707	7TX5NH1		10/29/2008	\$ 1,158.00		N00017262	Obsolete
6	1 ea	Dell Precision M6400	17655	G1N4TJ1		5/6/2009	\$ 2,630.87		N00017497	Obsolete
4	1 ea	Dell Latitude E6500 Laptop	17971	88QJ6K1		6/4/2009	\$ 1,764.18		N00019370	Obsolete
4	1 ea	Dell Latitude E6500 Laptop	17972	98QJ6K1		6/4/2009	\$ 1,764.18		N00019371	Obsolete
3	1 ea	Panasonic LCD Projector	18405	SC9310059		6/10/2009	\$ 2,695.44		N00017615	Obsolete
3	1 ea	Panasonic LCD Projector	18477	SC9250034		6/10/2009	\$ 2,601.09		N00017687	Obsolete
3	1 ea	Panasonic LCD Projector	18465	SC9260024		6/10/2009	\$ 2,601.10		N00017675	Obsolete
3	1 ea	Panasonic LCD Projector	18469	SC9260054		6/10/2009	\$ 2,601.10		N00017679	Obsolete
3	1 ea	Panasonic LCD Projector	18476	SC9260058		6/10/2009	\$ 2,601.09		N00017686	Obsolete
3	1 ea	Panasonic LCD Projector	18434	SC9310029		6/10/2009	\$ 2,675.43		N00017644	Obsolete
4	1 ea	Panasonic LCD Projector	18478	SC9260077		6/10/2009	\$ 2,601.09		N00017688	Obsolete
4	1 ea	Panasonic LCD Projector	18436	SC9320082		6/10/2009	\$ 2,675.43		N00017646	Obsolete
4	1 ea	Panasonic LCD Projector	18444	SC9260091		6/10/2009	\$ 2,675.43		N00017654	Obsolete
4	1 ea	Panasonic LCD Projector	18407	SC9320018		6/10/2009	\$ 2,695.44		N00017617	Obsolete
1	1 ea	Dell Latitude E6400 Laptop	18308	G39GJK1		7/13/2009	\$ 1,158.00		N00019647	Obsolete
1	1 ea	Dell Latitude E6400 Laptop	18689	H39GJK1		7/13/2009	\$ 1,158.00		N00019642	Obsolete
3	1 ea	Panasonic LCD Projector	18116	SC9510256		11/16/2009	\$ 2,783.86		N00019722	Obsolete
4	1 ea	Panasonic LCD Projector	18161	SC9620374		12/18/2009	\$ 2,396.39		N00019399	Obsolete

	Capital Asset
	Grant Funded Asset
	Capital and Grant Funded Asset

SOUTH TEXAS COLLEGE
TECHNOLOGY AND ELECTRONICS FOR RECYCLE/DISPOSAL VALUED AT \$1,000 AND OVER
FEBRUARY 23, 2016

Pallet	Qty	Description	Silver Tag	Serial Number	Green Tag	Purchase Date	Purchase Price	Current Net Value	Ptag	Condition
3	1 ea	Panasonic LCD Projector	18226	SC9640088		1/12/2010	\$ 2,396.33		N00019398	Obsolete
3	1 ea	Panasonic LCD Projector	16697	SC0260171		6/1/2010	\$ 3,697.29		N00018094	Obsolete
3	1 ea	Panasonic LCD Projector	16695	SC0250039		6/1/2010	\$ 2,697.29		N00018092	Obsolete
3	1 ea	Panasonic LCD Projector	16684	SC0260158		6/1/2010	\$ 2,616.11		N00018152	Obsolete
3	1 ea	Panasonic LCD Projector	16701	SC0250103		6/1/2010	\$ 2,616.11		N00018139	Obsolete
3	1 ea	Panasonic LCD Projector	16711	SC0250017		6/1/2010	\$ 2,616.11		N00018128	Obsolete
3	1 ea	Panasonic LCD Projector	16678	SC0250022		6/1/2010	\$ 2,616.11		N00018119	Obsolete
3	1 ea	Panasonic LCD Projector	16685	SC0240035		6/1/2010	\$ 2,697.29		N00018082	Obsolete
3	1 ea	Panasonic LCD Projector	16716	SC0250009		6/1/2010	\$ 2,616.11		N00018136	Obsolete
3	1 ea	Panasonic LCD Projector	16706	SC0240033		6/1/2010	\$ 2,616.11		N00018123	Obsolete
3	1 ea	Panasonic LCD Projector	16705	SC0260164		6/1/2010	\$ 2,616.11		N00018122	Obsolete
3	1 ea	Panasonic LCD Projector	16707	SC0260162		6/1/2010	\$ 2,616.11		N00018124	Obsolete
3	1 ea	Panasonic LCD Projector	16651	SC0250013		6/1/2010	\$ 2,616.11		N00018144	Obsolete
3	1 ea	Panasonic LCD Projector	16679	SC0250107		6/1/2010	\$ 2,616.11		N00018120	Obsolete
3	1 ea	Panasonic LCD Projector	16676	SC0260175		6/1/2010	\$ 2,616.11		N00018117	Obsolete
3	1 ea	Panasonic LCD Projector	16647	SC0250019		6/1/2010	\$ 2,616.11		N00018138	Obsolete
3	1 ea	Panasonic LCD Projector	16688	SC0250001		6/1/2010	\$ 2,697.29		N00018085	Obsolete
3	1 ea	Panasonic LCD Projector	23190	SC0250020		6/1/2010	\$ 2,616.11		N00018110	Obsolete
3	1 ea	Panasonic LCD Projector	16639	SC0260165		6/1/2010	\$ 2,697.29		N00018099	Obsolete
3	1 ea	Panasonic LCD Projector	16670	SC0260112		6/1/2010	\$ 2,616.11		N00018157	Obsolete
3	1 ea	Panasonic LCD Projector	16687	SC0250041		6/1/2010	\$ 2,697.29		N00018084	Obsolete
3	1 ea	Panasonic LCD Projector	16640	SC0250010		6/1/2010	\$ 2,697.29		N00018100	Obsolete
3	1 ea	Panasonic LCD Projector	23203	SC0250057		6/1/2010	\$ 2,616.11		N00018115	Obsolete
3	1 ea	Panasonic LCD Projector	16682	SC0250025		6/1/2010	\$ 2,616.11		N00018132	Obsolete
3	1 ea	Panasonic LCD Projector	16671	SC0250002		6/1/2010	\$ 2,616.11		N00018158	Obsolete
4	1 ea	Panasonic LCD Projector	16693	SC0250031		6/1/2010	\$ 2,697.29		N00018090	Obsolete
4	1 ea	Panasonic LCD Projector	16715	SC0250111		6/1/2010	\$ 2,616.11		N00018135	Obsolete
4	1 ea	Panasonic LCD Projector	26863	SC0250078		6/1/2010	\$ 2,616.11		N00018114	Obsolete
4	1 ea	Panasonic LCD Projector	16677	SC0250006		6/1/2010	\$ 2,616.11		N00018118	Obsolete
4	1 ea	Panasonic LCD Projector	23194	SC0260120		6/1/2010	\$ 2,616.11		N00018151	Obsolete
4	1 ea	Panasonic LCD Projector	16648	SC0250014		6/1/2010	\$ 2,616.11		N00018140	Obsolete
4	1 ea	Panasonic LCD Projector	16644	SC0260163		6/1/2010	\$ 2,616.11		N00018104	Obsolete
4	1 ea	Panasonic LCD Projector	16650	SC0250011		6/1/2010	\$ 2,616.11		N00018143	Obsolete
4	1 ea	Panasonic LCD Projector	16686	SC0260116		6/1/2010	\$ 2,697.29		N00018083	Obsolete
4	1 ea	Panasonic LCD Projector	16653	SC0250005		6/1/2010	\$ 2,616.11		N00018146	Obsolete
4	1 ea	Panasonic LCD Projector	16712	SC0250119		6/1/2010	\$ 2,616.11		N00018129	Obsolete
4	1 ea	Panasonic LCD Projector	16641	SC0250110		6/1/2010	\$ 2,697.29		N00018101	Obsolete
4	1 ea	Panasonic LCD Projector	16673	SC0260115		6/1/2010	\$ 2,616.10		N00018160	Obsolete
4	1 ea	Panasonic LCD Projector	16638	SC0260172		6/1/2010	\$ 2,697.29		N00018098	Obsolete
4	1 ea	Panasonic LCD Projector	31703	SC0250099		6/1/2010	\$ 2,616.11		N00018106	Obsolete
4	1 ea	Panasonic LCD Projector	16649	SC0260170		6/1/2010	\$ 2,616.11		N00018142	Obsolete
4	1 ea	Panasonic LCD Projector	31704	SC0250115		6/1/2010	\$ 2,616.11		N00018149	Obsolete
4	1 ea	Panasonic LCD Projector	25436	SC0250008		6/1/2010	\$ 2,616.11		N00018107	Obsolete
4	1 ea	Panasonic LCD Projector	16713	SC0250113		6/1/2010	\$ 2,616.11		N00018130	Obsolete
4	1 ea	Panasonic LCD Projector	16709	SC0250080		6/1/2010	\$ 2,616.11		N00018126	Obsolete
4	1 ea	Panasonic LCD Projector	16710	SC0250015		6/1/2010	\$ 2,616.11		N00018127	Obsolete
1	1 ea	EIKI LC-XB200 Lumens XGA Projector	16815	H99A2211		6/22/2010	\$ 1,651.95		N00018324	Obsolete
3	1 ea	Panasonic LCD Projector	14764	SC0420025		7/22/2010	\$ 2,762.88		N00018596	Obsolete
3	1 ea	Panasonic LCD Projector	14763	SC0420005		7/22/2010	\$ 2,762.88		N00018595	Obsolete
4	1 ea	Panasonic LCD Projector	14760	SC0420007		7/22/2010	\$ 2,762.88		N00018592	Obsolete
3	1 ea	Panasonic LCD Projector	14651	SC0440110		8/30/2010	\$ 3,253.41		N00018612	Obsolete
4	1 ea	Panasonic LCD Projector	18891	SC0440109		8/30/2010	\$ 3,253.41		N00018614	Obsolete
3	1 ea	Panasonic LCD Projector	14883	SC1266046		5/23/2011	\$ 2,683.70		N00018982	Obsolete
3	1 ea	Panasonic LCD Projector	14878	SC1266052		5/23/2011	\$ 2,683.70		N00018985	Obsolete
3	1 ea	Panasonic LCD Projector	14886	SC1266041		5/23/2011	\$ 2,683.70		N00019002	Obsolete
3	1 ea	Panasonic LCD Projector	14885	SC1266024		5/23/2011	\$ 2,683.69		N00019003	Obsolete
3	1 ea	Panasonic LCD Projector	14879	SC1266012		5/23/2011	\$ 2,687.70		N00018987	Obsolete
4	1 ea	Panasonic LCD Projector	14881	SC1266043		5/23/2011	\$ 2,683.70		N00018984	Obsolete
4	1 ea	C-E200 Advanced Cable Trainer with DAVE Receiver	20143		5000015388	1/10/2012	\$ 2,081.21		N00019885	Obsolete

	Capital Asset
	Grant Funded Asset
	Capital and Grant Funded Asset

Review and Action as Necessary on Renewal of Delinquent Tax Collection Services for Hidalgo County and Starr County

Approval to renew the contract with Linebarger Goggan Blair & Sampson, LLP to provide delinquent tax collection services for Hidalgo and Starr counties at a 15% fee based on the amount of delinquent tax, penalty, and interest collected for a period from May 1, 2016 through April 30, 2017 is requested.

Purpose – The delinquent tax collection services contract with Linebarger Goggan Blair & Sampson, LLP expires on April 30, 2016. Approval to renew the contract for a one-year period is needed in order to provide collection services for delinquent property taxes that are owed to the College.

Justification - Property Tax Code Section 6.30 (c) states that the governing body of a taxing unit may contract with any competent attorney to represent the unit to enforce the collection of delinquent taxes. The attorney's compensation is set in the contract, but the total amount of compensation provided may not exceed 20 percent of the amount of delinquent tax, penalty, and interest collected. The Board of Trustees previously approved a 15 percent penalty fee.

Background - The contract for delinquent tax collection services was awarded to Linebarger Goggan Blair & Sampson, LLP at the March 25, 2014 Board meeting for the contract period beginning May 1, 2014 through April 30, 2015 with two (2) one-year renewal options. This is the second renewal of the two (2) one-year renewal options.

Funding Source – The delinquent tax collection services fee of 15 percent is paid to Linebarger Goggan Blair & Sampson, LLP from the tax collection revenues collected by Hidalgo County and Starr County.

Enclosed Documents - A Summary of Cumulative Delinquent Tax Levy Collections by Fiscal Year and a Summary Total Tax Levy Uncollected follows in the packet for the Board's information and review.

The Finance and Human Resources Committee recommended Board approval of the renewal of the Delinquent Tax Contracts for Starr County and Hidalgo County at a 15% fee based on the amount of delinquent tax, penalty, and interest collected with Linebarger Goggan Blair & Sampson, LLP for a one-year period from May 1, 2016 to April 30, 2017 as presented.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize the renewal of the Delinquent Tax Contracts for Starr County and Hidalgo County at a 15% fee based on the amount of delinquent tax, penalty, and interest collected with Linebarger Goggan Blair & Sampson, LLP for a one-year period from May 1, 2016 to April 30, 2017 as presented..

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

The Board of Trustees of South Texas College approves and authorizes the renewal of the Delinquent Tax Contracts for Starr County and Hidalgo County at a 15% fee based on the amount of delinquent tax, penalty, and interest collected with Linebarger Goggan Blair & Sampson, LLP for a one-year period from May 1, 2016 to April 30, 2017 as presented.

Approval Recommended:

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

South Texas College
Summary of Cumulative Delinquent Tax Levy Collections by Fiscal Year
Not Including Penalty, Interest, and Other Collections ¹
As of Each Fiscal Year End

Hidalgo and Starr County - Combined

Fiscal Year	Total Cumulative Delinquent Tax Levy (Adjusted)	Delinquent Tax Levy Collected for Current and Prior Years	% Delinquent Tax Levy Collected	Cumulative Delinquent Tax Levy Uncollected at Fiscal Year End	% Delinquent Tax Levy Uncollected
8/31/2001	3,196,614.65	914,154.23	28.60%	2,282,460.42	71.40%
8/31/2002	3,823,338.32	1,087,190.95	28.44%	2,736,147.37	71.56%
8/31/2003	4,282,997.14	1,250,120.56	29.19%	3,032,876.58	70.81%
8/31/2004	6,048,768.52	1,880,577.22	31.09%	4,168,191.30	68.91%
8/31/2005	7,227,802.27	2,302,797.10	31.86%	4,925,005.17	68.14%
8/31/2006	8,102,218.40	2,548,230.04	31.45%	5,553,988.36	68.55%
8/31/2007	8,743,052.44	2,965,049.45	33.91%	5,778,002.99	66.09%
8/31/2008	8,785,837.53	2,594,375.18	29.53%	6,191,462.35	70.47%
8/31/2009	9,373,403.56	2,716,703.89	28.98%	6,656,699.67	71.02%
8/31/2010	10,238,243.49	2,915,022.32	28.47%	7,323,221.17	71.53%
8/31/2011	10,711,114.63	2,734,335.40	25.53%	7,976,779.23	74.47%
8/31/2012	11,073,203.32	2,788,413.96	25.18%	8,284,789.36	74.82%
8/31/2013	10,914,477.70	2,630,960.02	24.11%	8,283,517.68	75.89%
8/31/2014	10,884,605.37	2,566,025.45	23.57%	8,318,579.92	76.43%
8/31/2015	10,800,006.57	2,612,116.17	24.19%	8,187,890.40	75.81%
12/31/2015	11,884,322.51	918,740.54	7.73%	10,965,581.97	92.27%

¹ Not including penalty and interest and other collections such as special inventory, refunds, and redemptions

South Texas College
Summary of Cumulative Delinquent Tax Levy Collections by Fiscal Year
Not Including Penalty, Interest, and Other Collections¹
Hidalgo County and Starr County
As of Each Fiscal Year End

Hidalgo County					
Fiscal Year	Total Cumulative Delinquent Tax Levy (Adjusted)	Delinquent Tax Levy Collected for Current and Prior Years	% Delinquent Tax Levy Collected	Cumulative Delinquent Tax Levy Uncollected at Fiscal Year End	% Delinquent Tax Levy Uncollected
8/31/2001	2,716,708.96	839,606.38	30.91%	1,877,102.58	69.09%
8/31/2002	3,244,428.26	1,006,249.37	31.01%	2,238,178.89	68.99%
8/31/2003	3,615,648.58	1,166,448.10	32.26%	2,449,200.48	67.74%
8/31/2004	5,091,331.97	1,751,912.15	34.41%	3,339,419.82	65.59%
8/31/2005	5,978,239.23	2,085,693.50	34.89%	3,892,545.73	65.11%
8/31/2006	6,746,745.98	2,358,746.57	34.96%	4,387,999.41	65.04%
8/31/2007	7,224,499.45	2,769,522.98	38.34%	4,454,976.47	61.66%
8/31/2008	7,129,924.85	2,420,602.01	33.95%	4,709,322.84	66.05%
8/31/2009	7,556,574.12	2,498,540.41	33.06%	5,058,033.71	66.94%
8/31/2010	8,258,756.74	2,729,121.63	33.05%	5,529,635.11	66.95%
8/31/2011	8,530,967.53	2,523,445.77	29.58%	6,007,521.76	70.42%
8/31/2012	8,752,982.60	2,582,406.29	29.50%	6,170,576.31	70.50%
8/31/2013	8,447,972.68	2,451,424.36	29.02%	5,996,548.32	70.98%
8/31/2014	8,177,151.97	2,332,595.47	28.53%	5,844,556.50	71.47%
8/31/2015	7,962,716.58	2,398,069.32	30.12%	5,564,647.26	69.88%
12/31/2015	8,621,036.46	866,803.85	10.05%	7,754,232.61	89.95%

Starr County					
Fiscal Year	Total Cumulative Delinquent Tax Levy (Adjusted)	Delinquent Tax Levy Collected for Current and Prior Years	% Delinquent Tax Levy Collected	Cumulative Delinquent Tax Levy Uncollected at Fiscal Year End	% Delinquent Tax Levy Uncollected
8/31/2001	479,905.69	74,547.85	15.53%	405,357.84	84.47%
8/31/2002	578,910.06	80,941.58	13.98%	497,968.48	86.02%
8/31/2003	667,348.56	83,672.46	12.54%	583,676.10	87.46%
8/31/2004	957,436.55	128,665.07	13.44%	828,771.48	86.56%
8/31/2005	1,249,563.04	217,103.60	17.37%	1,032,459.44	82.63%
8/31/2006	1,355,472.42	189,483.47	13.98%	1,165,988.95	86.02%
8/31/2007	1,518,552.99	195,526.47	12.88%	1,323,026.52	87.12%
8/31/2008	1,655,912.68	173,773.17	10.49%	1,482,139.51	89.51%
8/31/2009	1,816,829.44	218,163.48	12.01%	1,598,665.96	87.99%
8/31/2010	1,979,486.75	185,900.69	9.39%	1,793,586.06	90.61%
8/31/2011	2,180,147.10	210,889.63	9.67%	1,969,257.47	90.33%
8/31/2012	2,320,220.72	206,007.67	8.88%	2,114,213.05	91.12%
8/31/2013	2,466,505.02	179,535.66	7.28%	2,286,969.36	92.72%
8/31/2014	2,707,453.40	233,429.98	8.62%	2,474,023.42	91.38%
8/31/2015	2,837,289.99	214,046.85	7.54%	2,623,243.14	92.46%
12/31/2015	3,263,286.05	51,936.69	1.59%	3,211,349.36	98.41%

¹ Not including penalty and interest and other collections such as special inventory, refunds, and redemptions

South Texas College
Summary of Total Tax Levy Uncollected
Including Penalty, Interest, and Other Collections By Tax Year for Hidalgo County and Starr County
 As of December 31, 2015

Tax Year	Adjusted Tax Levy	Tax Levy Collections Without Penalty and Interest	Tax Levy Uncollected	Percentage of Uncollected Levy	Penalty, Interest, and Other Collections	Tax Levy Collected Including Penalty, Interest, and Other Collections	% Collected Including Penalty, Interest, and Other Collections
1996	10,216,109.31	10,162,896.26	(53,213.05)	-0.52%	786,291.58	10,949,187.84	107.18%
1997	10,590,625.38	10,518,475.38	(72,150.00)	-0.68%	657,876.90	11,176,352.28	105.53%
1998	10,920,911.19	10,766,018.98	(154,892.21)	-1.42%	696,186.43	11,462,205.41	104.96%
1999	11,625,151.68	11,380,725.28	(244,426.40)	-2.10%	574,610.39	11,955,335.67	102.84%
2000	12,511,893.67	12,398,766.50	(113,127.17)	-0.90%	846,521.04	13,245,287.54	105.86%
2001	13,863,580.21	13,669,520.42	(194,059.79)	-1.40%	780,843.48	14,450,363.90	104.23%
2002	29,282,093.65	28,797,474.35	(484,619.30)	-1.66%	1,393,434.99	30,190,909.34	103.10%
2003	30,541,243.62	30,056,879.69	(484,363.93)	-1.59%	1,403,309.93	31,460,189.62	103.01%
2004	32,872,567.75	32,549,646.92	(322,920.83)	-0.98%	1,400,100.86	33,949,747.78	103.28%
2005	34,378,940.47	33,994,947.35	(383,993.12)	-1.12%	1,340,658.25	35,335,605.60	102.78%
2006	36,845,905.51	36,448,397.19	(397,508.32)	-1.08%	1,423,500.97	37,871,898.16	102.78%
2007	41,540,793.77	41,086,421.47	(454,372.30)	-1.09%	1,687,633.02	42,774,054.49	102.97%
2008	44,649,036.38	44,140,343.10	(508,693.28)	-1.14%	1,671,501.40	45,811,844.50	102.60%
2009	45,119,039.61	44,574,023.00	(545,016.61)	-1.21%	1,552,116.34	46,126,139.34	102.23%
2010	44,770,796.78	44,082,370.16	(688,426.62)	-1.54%	1,237,091.34	45,319,461.50	101.23%
2011	44,153,041.58	43,234,436.39	(918,605.19)	-2.08%	1,067,587.66	44,302,024.05	100.34%
2012	44,309,062.43	43,362,477.73	(946,584.70)	-2.14%	1,019,751.63	44,382,229.36	100.17%
2013	45,240,755.66	43,765,742.53	(1,475,013.13)	-3.26%	623,943.09	44,389,685.62	98.12%
2014	56,771,032.76	54,247,436.74	(2,523,596.02)	-4.45%	822,389.76	55,069,826.50	97.00%
Delinquent Subtotal	600,202,581.41	589,236,999.44	(10,965,581.97)	-1.83%	20,985,349.06	610,222,348.50	101.67%
2015*	60,279,269.24	29,653,166.99	(30,626,102.25)	-50.81%	209,835.52	29,863,002.51	49.54%
Total	\$ 660,481,850.65	\$ 618,890,166.43	\$ (41,591,684.22)	-6.30%	\$ 21,195,184.58	\$ 640,085,351.01	96.91%

* The Tax Levy Uncollected for Levy 2015 will become delinquent 7/1/2016-unaudited

Review and Action as Necessary on Resolution to Impose a 15% Penalty for Collection of Delinquent Taxes as Authorized Under Section 33.07 of the Texas Property Tax Code for Attorney Fees and Expenses

Approval of the Resolution imposing a 15% penalty for collection of delinquent taxes as authorized under Section 33.07 of the Texas Property Tax Code for attorney fees and expenses is requested.

Purpose – A resolution authorizing the College to levy an additional penalty of 15% to the delinquent tax year 2015 district taxes is needed in order to recover the cost of attorney fees and expenses for the collection of delinquent taxes, penalty, and interest due on 2015 taxes which will remain delinquent on July 1, 2016.

Justification – Board action will be necessary on the Resolution previously prepared by legal counsel to approve the 15% additional penalty for the payment of attorney fees and expenses for the collection cost of delinquent taxes for Hidalgo County and Starr County collection services. According to Section 6.30 (c), Attorneys Representing Taxing Units, of the Texas Property Tax Code, the total amount of the contracted attorney's compensation may not exceed 20% of the amount of delinquent tax, penalty, and interest collected.

Background – The Resolution imposing a 15% penalty for the collection of tax year 2014 delinquent taxes, the College's prior tax levy year, was approved by the Board on February 24, 2015.

While state law allows the imposition of a higher penalty for collection of delinquent taxes, the College maintains the rate of 15% to simply cover the cost of collection services.

Enclosed Documents – The Resolution to be completed with the delinquent tax attorney firm awarded follows in the packet for your review and information.

The Finance and Human Resources Committee recommended Board approval of the Resolution imposing a 15% penalty for collection of delinquent taxes as authorized under Section 33.07 of the Texas Property Tax Code for Board approval as presented.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize the Resolution imposing a 15% penalty for collection of delinquent taxes as authorized under Section 33.07 of the Texas Property Tax Code for Board approval 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 Resolution imposing a 15% penalty for collection of delinquent taxes as authorized under Section 33.07 of the Texas Property Tax Code for Board approval as presented.

Approval Recommended:

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

RESOLUTION

A RESOLUTION OF THE BOARD OF TRUSTEES OF SOUTH TEXAS COLLEGE LEVYING AN ADDITIONAL PENALTY OF 15% TO THE DELINQUENT 2015 DISTRICT TAXES PURSUANT TO SECTION 33.07 OF THE STATE OF TEXAS PROPERTY TAX CODE.

STATE OF TEXAS §

COUNTY OF STARR §

AND HIDALGO §

SOUTH TEXAS COLLEGE §
DISTRICT

WHEREAS, South Texas College (the “College”) has an amount of uncollected delinquent taxes due and owing the College for the tax year 2015; and

WHEREAS, pursuant to Section 33.07 of the Texas Property Code, the Board of Trustees is authorized to levy an additional penalty to recover the cost of collection of the amount of taxes, penalty, and interest due on 2015 taxes which remain delinquent on July 1, 2016; and,

WHEREAS, the College has contracted Linebarger Goggan Blair & Sampson, LLP for delinquent tax collection in Hidalgo County and Starr County; and

WHEREAS, both contracts provide for compensation, pursuant to Section 6.30 of the Texas Property Tax Code, at a rate of fifteen (15%) percent of collections.

NOW, THEREFORE BE IT RESOLVED BY THE BOARD OF TRUSTEES OF SOUTH TEXAS COLLEGE, THAT;

1. Pursuant to Section 33.07 of the Texas Property Tax Code, there is hereby levied on all 2015 delinquent taxes, the penalty of fifteen (15%) percent on the amount of taxes, penalty and interest due as of July 1, 2016, and thereafter for taxes levied for the tax year 2015. Such penalty is for the purpose of defraying costs of collection under the contract with the attorneys representing the College pursuant to the authority of Section 6.30 of the Texas Property Tax Code.

2. The Tax Assessor-Collector for the College are hereby ordered and authorized to deliver a Notice of Delinquency and Notice of Additional Penalty to the property owners who have outstanding delinquent taxes for the tax year 2015 at least thirty (30) and not more than sixty (60) days before July 1, 2016.
3. A tax lien shall be attached to the property on which the 2015 tax is imposed to secure payment of the penalty herein adopted and levied.

CONSIDERED, PASSED, APPROVED AND SIGNED this _____ day of _____, 2016 at a regular meeting of the Board of Trustees of South Texas College at which a quorum was present and which was held in accordance with the provisions of Texas Government Code Chapter 551.

SOUTH TEXAS COLLEGE

BY: _____
Chairman

ATTEST:

BY: _____
Secretary

Review and Discussion of Provisions of House Bill 1295 Related to Disclosure of Interested Parties by Persons Contracting with Governmental Entities and State Agencies

Mrs. Mary Elizondo, Vice President for Finance and Administrative Services and Mrs. Becky Cavazos, Director of Purchasing will present on the provisions of House Bill 1295 related to disclosure of interested parties by person contracting with governmental entities and state agencies. House Bill 1295 was adopted by the 84th Legislature and is effective January 1, 2016.

Enclosed Documents – The House Bill 1295 PowerPoint presentation follows in the packet for the Board's review and information.

This item was discussed at the February 16, 2016 Finance and Human Resources Committee, and is presented to the Board to allow for further discussion as necessary.

No action is required from the Board. This item is presented for information and feedback to the staff.



Disclosure of Interested Parties to the Texas Ethics Commission

House Bill 1295 adopted by the
82nd Texas Legislature

Finance and Human Resources Committee Meeting
February 16, 2016



Disclosure of Interested Parties

A Business Entity that contracts with
the College must submit a **disclosure
of interested parties** to the College.

Applicable Contracts



- Contracts with the College that either
 - Require an action or vote by the Board of Trustees or
 - Have a value of at least \$1 Million

Applicable Contracts



- Examples of applicable contracts:
 - All Interlocal Agreements
 - All Awards, Purchases, and Construction (\$10,000 or greater)
 - Contract Renewals, Extensions and Amendments

Form 1295

Certificate of Interested Parties



- The Business Entity must list the names of interested parties and denote whether interest is controlling or intermediary
- Definition of interested parties:
 - A person who has a controlling interest in the Business Entity contracting with the College
 - A person who actively participates in facilitating a contract or negotiating terms on a contract with the College, including a broker, intermediary, adviser, or attorney for the Business Entity

Form 1295

Certificate of Interested Parties



CERTIFICATE OF INTERESTED PARTIES		FORM 1295					
Complete Nos. 1 - 4 and 6 if there are interested parties. Complete Nos. 1, 2, 3, 5, and 6 if there are no interested parties.		OFFICE USE ONLY					
1 Name of business entity filing form, and the city, state and country of the business entity's place of business.							
2 Name of governmental entity or state agency that is a party to the contract for which the form is being filed.							
3 Provide the identification number used by the governmental entity or state agency to track or identify the contract, and provide a description of the goods or services to be provided under the contract.							
4	Name of Interested Party	City, State, Country (place of business)	Nature of Interest (check applicable)				
			<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; text-align: center;">Controlling</td> <td style="width: 50%; text-align: center;">Intermediary</td> </tr> <tr> <td style="height: 20px;"></td> <td style="height: 20px;"></td> </tr> </table>	Controlling	Intermediary		
Controlling	Intermediary						

The Disclosure of Interest Requirements

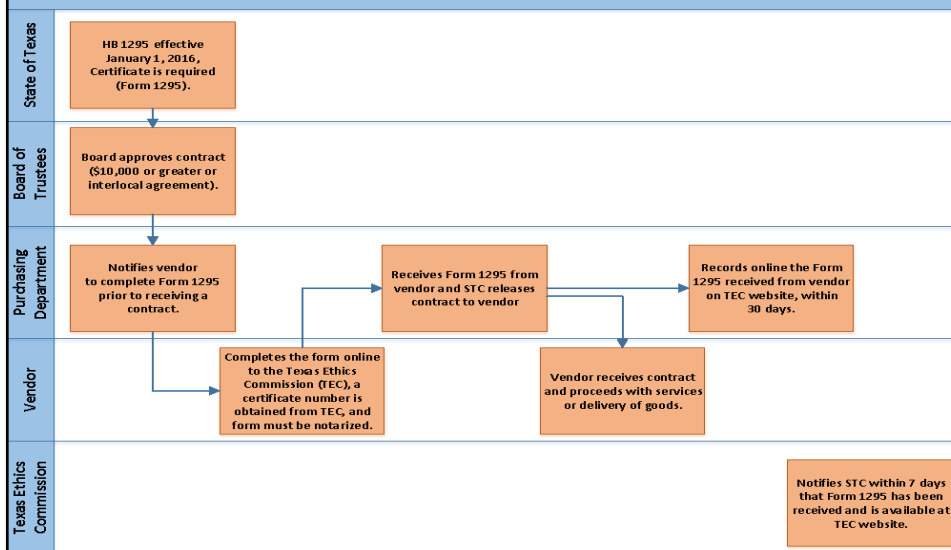


- Business Entity must:
 - Complete Form 1295 on the Texas Ethics Commission (TEC) website
 - Provide an original or copy of the notarized Form 1295 to South Texas College
- College must:
 - Record the certificate number on the TEC website
- TEC must:
 - Acknowledge receipt of the Form 1295 Certificate to the College

House Bill 1295 Certificate of Interested Parties



House Bill 1295 – Certificate of Interested Parties



Disclosure of Interested Parties to the Texas Ethics Commission



Questions

Thank you

House Bill 1295 – Certificate of Interested Parties

HB 1295 effective January 1, 2016, Certificate is required (Form 1295).

Board approves contract (\$10,000 or greater or interlocal agreement).

Notifies vendor to complete Form 1295 prior to receiving a contract.

Completes the form online to the Texas Ethics Commission (TEC), a certificate number is obtained from TEC, and form must be notarized.

Receives Form 1295 from vendor and STC releases contract to vendor

Records online the Form 1295 received from vendor on TEC website, within 30 days.

Vendor receives contract and proceeds with services or delivery of goods.

Notifies STC within 7 days that Form 1295 has been received and is available at TEC website.

State of Texas

Board of Trustees

Purchasing Department

Vendor

Texas Ethics Commission

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 February 23, 2016 Regular Board Meeting to provide the update.

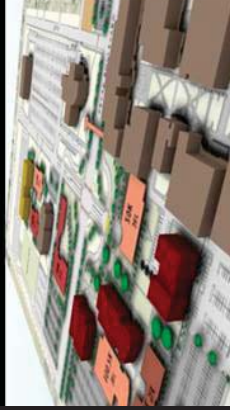
SOUTH TEXAS COLLEGE

2013 BOND CONSTRUCTION PROGRAM UPCOMING TIMELINE

Facilities Committee Meeting

February 18, 2016

**BROADDUS
& ASSOCIATES**



BOARD APPROVAL ITEMS

**South Texas College
2013 Bond Construction Program
Upcoming Timeline – 02/18/16**

December '15 January '16 February '16 March '16 April '16

	Update (No Action)	Update (No Action)	Update (No Action)	Update (No Action)	Update (No Action)	Update (No Action)
1						
2	Schematic Design Approval	Chiller Procurement Award	B&A Use of Contingency Funds			GMP Approvals – First Group, See Attached
3	FF&E Recommendation	EGV Additional Services – Starr & Mid-Valley	Starr County Site & Parking SD Approval			
4		AE Selection – Pharr Center for Public Safety Excellence	Additional Services – Landscape & Irrigation, Pecan			
5		OCIP (Owner Controlled Insurance Program) Agent	CM@R Increased Scope – NA&H Thermal Plant			
6		Civil Engineering Selection – Pharr Center for Public Safety Excellence	AE Selection – Pharr Center for Public Safety Excellence			
			GMP Schedule			

Board Approval

OPERATIONAL ITEMS

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

December '15 January '16 February '16 March '16 April '16

	December '15	January '16	February '16	March '16	April '16
1	Center for Public Safety RFQ's	Center for Public Safety Civil Engineering	Chiller Procurement	Construction Document Completion – 60%	
2	Chiller RFP Solicitation	Ongoing Pecan Campus Thermal Plant Construction	AV/IT Coordination		
3	Pharr Center for Public Excellence A/E RFQ		Library Consultant Meetings		
4	OCIP Agent RFP		Furniture, Fixtures & Fixture Design		
5	Pecan Campus Shutdown		Wage Scale Survey		
6					
7					
8					
9					
10					

Operational

INFORMATION & PRESENTATION ITEMS

South Texas College
2013 Bond Construction Program
Upcoming Timeline

December '15 January '16 February '16 March '16 April '16

	December '15	January '16	February '16	March '16	April '16
1	OCIP Presentation		Volume Procurement Strategies		
2			GMP Schedule		
3					
4					
5					
6					
7					
8					
9					
10					

Informational/Presentations

2013 BOND CONSTRUCTION PROGRAM PROGRESS REPORT - February 18, 2016

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%			Final Completion	
Pecan Campus																						
	North Academic Building																			PKB 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
Mid Valley Campus																						
	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
Technology Campus																						
	Southwest Building Renovation																				EGV Architects	ECON Construction
	Parking and Site Improvements																				Hinojosa Engineering	ECON Construction
Nursing and Allied Health Campus																						
	Campus Expansion																				ERO Architects	D. Wilson Construction
	Parking and Site Improvements																				R. Gutierrez Engineers	D. Wilson Construction
Starr County Campus																						
	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
Regional Center for Public Safety Excellence - Pharr																						
	Training Facility																				TBD	TBD
	Parking and Site Improvements																				TBD	TBD
STC La Joya Teaching Site (Jimmy Carter ECHS)																						
	Training Labs Improvements																				EGV Architects	TBD

Review and Discussion of Proposed Guaranteed Maximum Price (GMP) Timeline for the 2013 Bond Construction Program

The Guaranteed Maximum Price (GMP) timeline for the 2013 Bond Construction program will be reviewed and discussed at the February 23, 2016 Board meeting.

Purpose

The Board will be informed of the upcoming requests to approve the Guaranteed Maximum Prices (GMP's) for the 2013 Bond Construction program projects.

Justification

A Guaranteed Maximum Price is the method used by the Construction Manager-at-Risk (CM@R) to present their proposed construction cost to provide the Owner with a complete and functioning building. The proposed timeline schedule will inform the Board of the upcoming requests to approve the GMP's.

Funding Source

Funds for these expenditures are budgeted in the 2013 Bond construction budget.

Enclosed Documents

Enclosed is a Guaranteed Maximum Price Timeline provided by Broaddus and Associates showing the anticipated dates when the GMP's will be ready for Board approval.

Presenters

Representatives from Broaddus & Associates will be present at the Board meeting to present Guaranteed Maximum Price Timeline.

This item is for the Board's review and discussion only. No action is requested.

**Facilities Committee Board Approval of GMPs
2013 Bond Construction Program**

<u>Project</u>	<u>Facilities Committee GMP Recommendation</u>	<u>Board Approval GMP</u>
Pecan Campus Thermal Plant Expansion	11/10/15	11/24/15
Nursing and Allied Health Campus Expansion	04/12/16	04/26/16
Starr County Student Services Building Expansion	04/12/16	04/26/16
Technology Campus Southwest Building Renovation	04/12/16	04/26/16
Starr County Thermal Plant	04/12/16	04/26/16
Mid Valley Thermal Plant	04/12/16	04/26/16
Pecan Campus Parking and Site Improvements	04/12/16	04/26/16
Starr County Student Activities Building Expansion	04/12/16	04/26/16
Nursing and Allied Health Campus Parking and Site Improvements	04/12/16	04/26/16
Mid Valley Student Services Building Expansion	05/10/16	05/24/16
Mid Valley Health Professions and Science Building	05/10/16	05/24/16
Pecan Campus North Academic Building	05/10/16	05/24/16
Mid Valley Workforce Training Center Expansion	05/10/16	05/24/16
Technology Campus Parking and Site Improvements	05/10/16	05/24/16
Mid Valley Campus Parking and Site Improvements	05/10/16	05/24/16
Starr Campus Parking and Site Improvements	05/10/16	05/24/16
Starr County Health Professions and Science Building	06/14/16	06/28/16
Pecan Campus South Academic Building	06/14/16	06/28/16
Starr County Workforce Training Center Expansion	06/14/16	06/28/16
Pecan Campus South Academic Building	06/14/16	06/28/16
Mid Valley Library Expansion	06/14/16	06/28/16
Pecan Campus STEM Building	07/12/16	07/26/16
Pecan Campus Student Activities Building and Cafeteria	07/12/16	07/26/16
Starr County Campus Library	07/12/16	07/26/16
La Joya Teaching Site	TBD	TBD
Regional Center for Public Safety - Pharr	TBD	TBD
Regional Center for Public Safety Parking and Site Improvements	TBD	TBD
Nursing and Allied Health Campus Thermal Plant	TBD	TBD

<i>Past Board of Trustee Approval</i>
<i>Regular Meeting Schedule</i>

Review and Action as Necessary on Contracting Architectural Design Services for the 2013 Bond Construction Regional Center for Public Safety Excellence

Approval to contract architect design services to prepare plans for the 2013 Bond Construction Regional Center for Public Safety Excellence project is requested.

Purpose

Architectural design services are necessary for design and construction administration services for the 2013 Bond Construction Regional Center for Public Safety Excellence project. The design scope of work includes, but is not limited to, design, analysis, preparation of plans and specifications, permit applications, construction administration, and inspection of the project.

Justification

The proposed Regional Center for Public Safety Excellence is needed in response to the critical need for public safety and law enforcement professionals in South Texas. The facility would be a world class instructional space with the latest technologies to educate and train law enforcement professionals.

The proposed Regional Center for Public Safety Excellence project will include:

- Office and Administrative Spaces
- Classrooms
- Computer Labs
- Lecture Hall
- Support Spaces

Background

On November 30, 2015, South Texas College began soliciting for architectural design services for the purpose of selecting a firm to prepare the necessary plans and specifications for the Regional Center for Public Safety Excellence. A total of thirty-seven (37) firms received a copy of the RFQ and a total of eight (8) firms submitted their responses on December 16, 2015.

At the Board meeting on January 26, 2016, the evaluation committee members were asked by the Board of Trustees to undertake an additional review of the evaluations for each firm. The request for qualifications responses were reviewed by the evaluation committee members on January 28, 2016 as requested, and there were no significant changes to the total evaluation points and ranking of the firms.

Funding Source

Funds for these expenditures are budgeted in the bond construction budget for FY 2015-2016. Additional funding may be identified from other sources.

Reviewers

The Requests for Qualifications have been reviewed by staff from Broaddus and Associates, Facilities Planning and Construction, Operations and Maintenance, and Purchasing departments.

Enclosed Documents

A site plan indicating the location of the proposed Regional Center for Public Safety Excellence is enclosed. The evaluation team members completed evaluations for the firms and prepared the enclosed scoring and ranking summary.

The Facilities Committee recommended Board approval to contract architectural design services with PBK Architects, Inc. for preparation of plans and specifications for the 2013 Bond Construction Regional Center for Public Safety Excellence project as presented.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize contracting architectural design services with PBK Architects, Inc. for preparation of plans and specifications for the 2013 Bond Construction Regional Center for Public Safety Excellence 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 architectural design services with PBK Architects, Inc. for preparation of plans and specifications for the 2013 Bond Construction Regional Center for Public Safety Excellence project as presented.

Approval Recommended:

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

**SOUTH TEXAS COLLEGE
ARCHITECTURAL SERVICES - REGIONAL CENTER FOR PUBLIC SAFETY EXCELLENCE
PROJECT NO. 15-16-1046**

VENDOR	Boultinghouse Simpson Gates Architects	Gignac & Associates, LLP.	Mata+Garcia Architects, LLP.	Milnet Architectural Services	Negrete & Kolar Architects, LLP.	PBK Architects, Inc.	Rike Ogden Figueroa Alex Architects, Inc.	The Warren Group Architects, Inc.
ADDRESS	3301 N McColl Rd	3700 N 10th St	1314 Ivy Ave	608 S 12th St	11720 N IH 35	3900 N 10th St	1007 Walnut Ave	1801 S 2nd St Ste 330
CITY/STATE/ZIP	McAllen, TX 78501	McAllen, TX 78504	McAllen, TX 78501	McAllen, TX 78501	Austin, TX 78753	McAllen, TX 78501	McAllen, TX 78501	McAllen, TX 78503
PHONE	956-630-9494	956-686-0100	956-631-1945	956-688-5656	512-474-6526	210-854-0241	956-686-7771	956-994-1900
FAX	956-630-2058	956-662-7313	956-631-1968	956-687-9289	956-386-0613	956-687-1331	956-687-3433	956-994-1962
CONTACT	Danny Boultinghouse	Raymond Gignac	Hector Rene Garcia	Rodolfo R. Molina, Jr.	David Negrete	Cliff Whittingstall	Luis A. Figueroa	Laura Nasri Warran
3.1 Statement of Interest								
3.1.1 Statement of Interest for Project	Indicated their choice to remain a small firm by choice and are selective in projects they pursue. For that reason a project for STC will be priority. Pointed out their previous work for STC and their availability.	Pointed out their expertise with state-of-the-art educational spaces. Indicated that sustainable design is a regular practice for the firm.	Indicated that they only undertake an assignment if it can be given undivided attention. Stated that their on-time completion rate is 98% and their on-budget rate is 92%.	The company pointed out their experience in educational projects and their experience specifically in bond construction projects.	Stated that firm's work has been primarily for public institutions. Listed several projects firm has worked on that relate to public safety and education.	Mentioned the firm's significant experience in designing public safety training facilities. Also pointed out the addition of public safety design consultant as part of their team.	The firm cited the previous work they have provided for STC and stated their confidence in the ability to continue providing service.	Indicated that the firm and its team of consultants is ready to collaborate on the project. Indicated that the STC project will be the main focus for its team.
3.1.2 History and Statistics of Firm	- Firm established in 1990 - Has over 600 successful projects - Three registered architects - 8 total staff	- The principal has over 30 years of experience in architecture. - Offices in Corpus Christi, Harlingen and McAllen	- Firm originally established in 1981 - Identify themselves as medium-sized firm with two principals - Staff of 15	- Established in 2000 - Pointed out experience in educational design and bond projects. - pointed out the 30+ years experience of principal	- Firm established in 2003 - Offices in Austin and Edinburg - Principal has 30+ years experience	- Established in 1981 - 6 offices throughout Texas, including McAllen	- Established in 1947 in McAllen - Maintain offices in McAllen and Harlingen	- Established in 2004 - Offices in McAllen and Austin - Recognized as "Top 5 Small Businesses of 2013" by McAllen Chamber of Commerce
3.1.3 Narrative on qualifications and specialized experience	Pointed to the 40+ years of experience of the top two principals, over 600 successful projects and an 85% repeat client rate. Did not indicate any specialized experience.	Indicated that educational projects are their main focus. Added that they have experience with public safety projects.	Pointed out their previous experience providing services to South Texas College.	Pointed to experience in the following: - Bond experience - CMR experience - BIM experience - Cost sensitivity	Pointed to experience in wide range of buildings, including law enforcement operations and emergency centers for various entities.	Pointed to experience in academic and library buildings. Listed several public safety training facilities they and their specialty consultant have designed.	Listed several projects that indicate their experience with governmental entities.	Pointed to the firm's experience in Federal, Healthcare, Educational and Research facilities, which allows them to stay in touch with the latest technology.
3.1.4 Statement of Availability and Commitment	Indicated their availability and commitment to the project. Stated that two of their principals would be involved with the project until completed.	Pointed out their accessibility due to proximity of offices. Indicated that they will maintain the project schedule established at the beginning of project.	Indicated an ability for rapid response to STC's needs. Stated their commitment to timelines set by STC.	State that they do not pursue projects unless certain of capabilities to produce on or ahead of schedule. Indicated that staff are immediately available for the project.	Indicated that the firm will commit to having the staff available to perform the work.	Indicated that timing of project is ideal for their schedule. Stated their commitment of necessary time and resources for the project.	Indicated the immediate availability to provide services and the active participation by the key team members of the firm.	Indicated their commitment to allocate the best members of the staff to STC project.
3.2 Prime Firm								
3.2.1 Resumes of Principals and Key Members	Included resumes for the following: - Danny Boultinghouse, Principal Architect - Robert S. Simpson, Principal Architect - John Gates, Architect	Included resumes for the following staff: - Raymond Gignac, Principal-In-Charge - Rolando Garza, Architectural Design Manager - Carolyn James, Architect/Interior Designer - Nicholas Gignac, Associate AIA - Rogelio Hernandez, Project Manager - Juan Mujica, Project Manager - Sergio Lainez, Project Architect - Charlie Garcia, Project Architect - Ana Salas-Luksa, Architectural Associate	Included resumes for the following staff: - Hector R. Garcia, Coordinating Architect - Fernando Mata, Partner/Director of Administration - Rey Zamora, Architect Project Manager - Adolfo J. Vela, Construction Field Rep.	Included resumes for the following staff: - Rodolfo Molina, Jr. - President - Ramon Villalobos - Project Manager - Juan Martinez - Project Designer - Mirtha Uranga - Interiors	Included resumes for the following staff: - David Negrete, Architect Principal Partner - Diana G. Negrete, Principal Partner/Administration - Andres L. Mata, Jr., Architect Project Manager - Esteban Zamora, Project Designer - Bruce W. Menke, Asst. Project Manager - Jason T. George, Project Architect - Fernando Perez, Project Production	Included resumes for the following staff: - Cliff Whittingstall - Principal, Director of Higher Education - Erasmo Eli Alvarado, III - Associate Principal - Andre F. de Mattos - Project Manager - Scott Adams - Design Leader - A. Todd Scrimpsheer - Director, PBK Operations-San Antonio	Included resumes for the following: - Luis A. Figueroa - Principal Architect - Micheal E. Alex - Architect Principal - Humberto Rodriguez - Architect Principal - Miguel A. Martinez - Associate Architect	Included resumes for the following staff: - Laura Nassri Warren - Architect Principal - Andrina De Anda - Associate Architect Director - Natanael Perez - Senior Project Manager - Amanda Gomez - Senior Project Manager
3.2.2 Project Assignments and Lines of Authority	Lines of authority and assignments within firm are shown in an organization chart that includes nine staff members.	Lines of authority were not addressed. Project Assignments were indicated on resumes. Time commitment was addressed for only one subconsultant.	Lines of authority and project assignments were shown in organization chart.	Duties and time assignments for each staff member were included in resumes.	Lines of authority are indicated in an organization chart. Indicate that all team members will, at some point, dedicate 100% of time to project.	Lines of authority and communication are indicated in an organization chart. A table is included that shows staff that will work on project and their time assignments.	Indicated duties and time assignments for the key team members.	Duties and time assignments for firm staff and staff from consultant firms are summarized in a table.
3.2.3 Prime Firm's Proximity and ability to respond to unplanned meetings	Indicated their local presence and ability to respond to any planned or unexpected meetings. Pointed out their being just miles from any of the STC campuses.	Have three offices in South Texas with one in McAllen, Texas.	Located in McAllen, Texas.	Located in McAllen, Texas.	Located in Edinburg, Texas and would therefore be able to respond quickly to unexpected meetings.	Has an office in McAllen, Texas and can respond to unexpected meetings.	Located in McAllen, Texas.	Located in McAllen, Texas can quickly respond to unexpected meetings.
3.2.4. Prime Firm's experience with BIM	Did not address BIM.	Indicated that firm uses BIM and listed eight projects in which it has been used.	Stated that they have used BIM on several projects. Have obtained the services of a BIM consultant.	Indicated that they have been using BIM since 2011.	Indicated use of BIM for past eight years in a limited and incomplete manner.	Indicated how they will use BIM in projects for the college, but did not state their experience with it.	Stated that firm and its specialty consultants have moved to BIM in the last six years.	Indicated firm's use of BIM and listed three projects in which it has been used.
3.2.5 Litigation that could affect firm's ability provide services	Did not address question on litigation	Indicated that firm does not have any pending litigation or claims that would affect ability to provide services.	Indicated that they are not involved in litigation.	Pointed out that since its inception, firm has not been involved in litigation.	Pointed to a construction defect claim by one client.	Indicated there is no litigation.	Indicated that there is no pending litigation against the firm that would affect its ability to provide services to STC.	Indicated "Not Applicable" on the question concerning litigation.

**SOUTH TEXAS COLLEGE
ARCHITECTURAL SERVICES - REGIONAL CENTER FOR PUBLIC SAFETY EXCELLENCE
PROJECT NO. 15-16-1046**

VENDOR	Boultinghouse Simpson Gates Architects	Gignac & Associates, LLP.	Mata+Garcia Architects, LLP.	Milnet Architectural Services	Negrete & Kolar Architects, LLP.	PBK Architects, Inc.	Rike Ogden Figueroa Allex Architects, Inc.	The Warren Group Architects, Inc.
3.3 Project Team								
3.3.1 Organization chart with Role of Prime Firm and basic Services consultants	Included organization chart which showed the following consultants: - Ethos Engineering - MEP - Chanin Engineering - Structural - Perez Consulting Engineers - Civil	Submitted organization chart showing prime firm and the following consultants: - G2 Solutions Group - Public Safety Consultant - DBR Engineering - MEP - Lopez Engineering Group - Structural Engineering - Perez Consulting Engineers - Civil Engineering/Surveying	Included organization chart with staff and the following consultants: - CLH Engineering - Structural Engineer - Hinojosa Engineering - Structural Engineer - Sigma HN Engineering, MEP	Organization chart is included that shows the following consultants: - DBR Engineering - MEP - Solorio & Associates - Structural Engineer	An organization chart is included which shows the following consultants: - Half Associates - MEP - Chanin Engineering - Structural	Organization chart is included which shows the following consultants: - DBR Engineering - MEP - Chanin Engineering - Structural - SSP Design - Landscape	Organization chart was included that showed the following consultants: - Hinojosa Engineering - Structural - DBR Engineering - MEP	Organization chart was included that included the following consultants: - Chanin Engineering - Structural - Half Associates - MEP
3.3.2 Organization Chart with role of prime firm and specialized consultants	Did not included any specialized services consultant.	Included organization chart with the following specialty consultant: - G2 Solutions Group - Public Safety Facilities	Included organization chart showing staff and the following specialty consultants: - SSP Design - Landscape - Treanor Architects - Allied Health Facilities - Sigma HN Engineers - Telecommunications	Firm indicated they do not foresee need for a specialized consultant.	Indicated this was not applicable. They stated that they would incorporate specialized consultant as needed.	Organization chart was included that showed the following specialty consultant: - G2 Solutions Group, Inc. - Public Safety Consultant	No specialty consultant was named.	No specialty consultants were shown.
3.3.3 Project team's experience with BIM	Ethos Engineering indicated they could provide BIM and Revit models.	Indicated BIM experience by consultants DEBR Engineering and Lopez Engineering Group.	Did not indicate BIM experience for the consultants.	Indicated that firm and its team have utilized BIM since 2011 on several projects.	Indicated their intent to move toward full use of BIM in the future. Indicated use of BIM by all of the named consultants.	Indicated that project team has extensive experience in BIM.	Indicated that the two consultants have done projects using BIM.	Showed BIM experience for the MEP consultant.
3.4 Representative Projects								
3.4.1 Minimum of 5 projects firm has worked on	- STC - Academic Building (\$6,092,000) - STC - Classroom Building - Pecan Campus (\$11,768,638) - STC - Information Technology Building (\$4,600,000) - UT-Pan American - Annex Building Renovation (\$2,727,000) - UT-Pan American - Haggar Building Renovation (\$2,200,000)	- City of Eagle Pass - Public Safety Complex (\$3.6 million) - La Joya ISD - Police Station & Training Facility - Corpus Christi ISD - Veterans Memorial High School & Career Technology (\$93,204,494) - La Joya ISD - Juarez Lincoln High School & C.A.T.E. Labs (\$57.3 million) - Pharr San-Juan Alamo ISD - Collegiate Academy (\$17 million)	- City of Mercedes - City of Mercedes Fire Department (\$2,616,015) - Weslaco ISD - Weslaco High Music Halls (\$3,832,000) - City of Mercedes - City of Mercedes Police Department (\$1,500,000) - Hidalgo County - Community Resource Center & Linn San Manuel Fire Station (\$2,500,000) - South Texas College - Starr County Campus (\$11,531,658)	- City of McAllen - McAllen Public Safety Building (\$3,550,000) - City of Raymondville - Raymondville Public Safety Building (\$2,500,000) - City of McAllen - Northwest Police Community Center (\$579,000) - Brooks County ISD - Junior High School (\$8,474,346) - PSJA ISD - Daniel Ramirez Elementary School-Demo and Rebuild (\$12,747,800)	- UT-Pan American - Marialice Shary Shivers Admiration Building Interior Renovations (\$2,345,000) - US General Services Administration - Weslaco Border Patrol (\$13,000,000) - Texas Department of Public Safety - Dept. of Public Safety - Rio Grande City Field Office (\$3,500,000) - Flat Creek Development - Federal Bureau of Investigation Office - Brownsville (\$3,500,000) - Edinburg CISD - Network Operating & Information Technology Training Center (3,750,000)	- Tarrant County College - Fire Technology Training Center (\$13,900,000) - City of Progreso - New Police/Fire Station (\$1,824,312) - Collin College - Public Safety Training Center (\$28,500,000) - City of San Juan - Public Safety Building (\$1,200,000) - Lone Star College - Campus Expansion (\$19,400,000)	- Harlingen ISD - Harlingen ISD School of Health Professions (\$15,319,400) - PSJA ISD - PSJA Southwest Early College High School (\$45,000,000) - Valley View ISD - Valley View Early College Campus (\$15,608,800) - PSJA ISD - Zeferino Farias Elementary School (\$10,358,911) - City of McAllen - McAllen Public Safety Facility (\$8,050,000) - City of McAllen - McAllen City Hall (\$4,000,000) - South Padre Island - South Padre Island Municipal Building (7,150,000)	- South Texas College - Student Activities and Cafeteria Building - City of McAllen - McAllen International Airport Renovations and Additions (\$21,000,000) - General Services Administration - U.S. General Services Administration Facility (\$3,500,000) - General Services Administration - Social Security Services Administration Facility (\$2,080,000) - City of Pharr - Pharr International Trade Center (\$2,700,000) - Mission EDC - CEED Mission Economic Development Corporation
3.5 References								
3.5.1 References for five projects	- University of Texas Pan American - McAllen ISD	- La Joya ISD - Corpus Christi ISD - Pharr San-Juan Alamo ISD - City of Eagle Pass	- San Benito CISD - Weslaco ISD - Hidalgo County Precinct No. 4 - Brownsville ISD - Hidalgo County Housing Authority	- Brooks County ISD - Edinburg CISD - Pharr-San Juan-Alamo ISD - City of McAllen - City of Raymondville	- UT-Pan American - Edinburg CISD - E.J.C. Incorporated - Texas Facilities Commission - Flat Creek Development	- Tarrant County College - City of Progreso - Collin College - City of San Juan - Lone Star College	-Harlingen ISD - PSJA ISD - Valley View ISD - City of McAllen	- McAllen International Airport - Mission EDC - City of Pharr - U.S. General Services Administration
3.6 Project Execution								
3.6.1 Willingness and ability to expedite services. Ability to supplement production.	Reiterated the availability of the firm's staff and their commitment of whatever resources needed to fulfill work obligations.	Did not specifically address ability to expedite services, but provided very detailed project approach process and part of it addresses timely completion of project.	Indicated that firm has associated with other architectural firms to provide services for other projects (other than STC) so that work will be concentrated on STC projects.	Stated their ability to complete projects on short timelines. Indicated their previous work with STC's construction program manager.	Indicated that firm is fully capable of undertaking the project. Added that staff will work longer hours to meet expedited schedules.	Indicated that McAllen office will be the primary contact, but that it will utilize the 300+ company-wide staff to meet schedule demands.	Indicated that firm is committed to immediate and thorough response to the project. Stated that in house staff in the Rio Grande Valley is able to provide all production.	Indicated their willingness and ability to expedite design and construction administration. Will supplement production capability if necessary.
Total Evaluation Points	537.87	556.19	545.41	553.19	550.3	566.19	543.54	534.75
Ranking	7	2	5	3	4	1	6	8

**SOUTH TEXAS COLLEGE
ARCHITECTURAL SERVICES PROJECT NO. 15-16-1046 (REVIEWED)
EVALUATION FORM**

CRITERIA	Boultinghouse Simpson Gates Architects	Gignac & Associates, LLP.	Mata+Garcia Architects, LLP.	Milnet Architectural Services	Negrete & Kolar Architects, LLP.	PBK Architects, Inc.	Rike Ogden Figueroa Allex Architects, LLP.	The Warren Group Architects, Inc.
3.1 Statement of Interest (up to 100 points)								
3.1.1 Statement of interest on projects	95	95	95	95	95	95	95	95
3.1.2 Firm History and credentials	93	86	88	86	86	96	91	93
3.1.3 Narrative describing firm's qualifications and specialized design experience	98	98	98	98	98	98	98	98
3.1.4 Availability and commitment of firm, consultants, and key professionals	100	100	100	100	100	100	100	100
	94	90	87	93	95	95	85	84
	88	84	89	94	92	97	84	85
	95	95	95	95	95	95	95	95
	84	90	89	92	91	93	91	88
	95	92	93	92	92	92	90	92
3.2 Prime Firm (up to 100 points)								
3.2.1 Experience and expertise of principles and key members, including resumes	85	90	90	90	95	95	95	85
3.2.2 Proposed project assignments, lines of authority, estimated time assignment of personnel	94	88	90	88	93	95	93	93
3.2.3 Firm's proximity to college and ability to respond to project needs	95	97	97	97	98	98	98	96
3.2.4 Firm's experience with Building Information Modeling	70	90	90	95	90	95	90	95
3.2.5 Litigation prime firm is involved in	93	91	93	98	91	99	91	89
	97	89	90	98	97	98	93	89
	85	90	90	90	95	95	95	85
	84	90	92	92	90	92	91	86
	90	95	95	95	90	95	95	94
3.3 Project Team (up to 100 points)								
3.3.1 Organizational chart showing, the roles of the prime firm and basic services consultants	90	95	90	90	90	95	85	85
--Name Consultant and provide brief history	95	93	90	90	92	95	94	93
--Consultant's proposed role in project	98	99	98	98	98	99	97	97
--Projects Consultant and prime have worked together on in last 5 years	50	95	50	50	50	95	50	50
--Statement of Consultant's availability for this project	100	93	90	99	94	100	89	87
--Resumes showing experience and expertise of key individuals	90	95	90	90	90	98	90	93
3.3.2 Organizational chart showing roles of prime firm and specialized consultants	90	90	90	90	95	95	85	85
--Name Consultants and provide brief history	90	90	90	90	90	92	90	86
--Consultant's proposed role in project	92	95	90	90	90	92	90	86
--Three projects consultant has worked on during last 5 years	95	95	95	95	95	95	95	95
--Statement of Consultant's availability for the projects								
--Resumes of principles and key members of consultant assigned to projects								
3.3.3 Project team's experience with use of Building Information Modeling								

**SOUTH TEXAS COLLEGE
ARCHITECTURAL SERVICES PROJECT NO. 15-16-1046 (REVIEWED)
EVALUATION FORM**

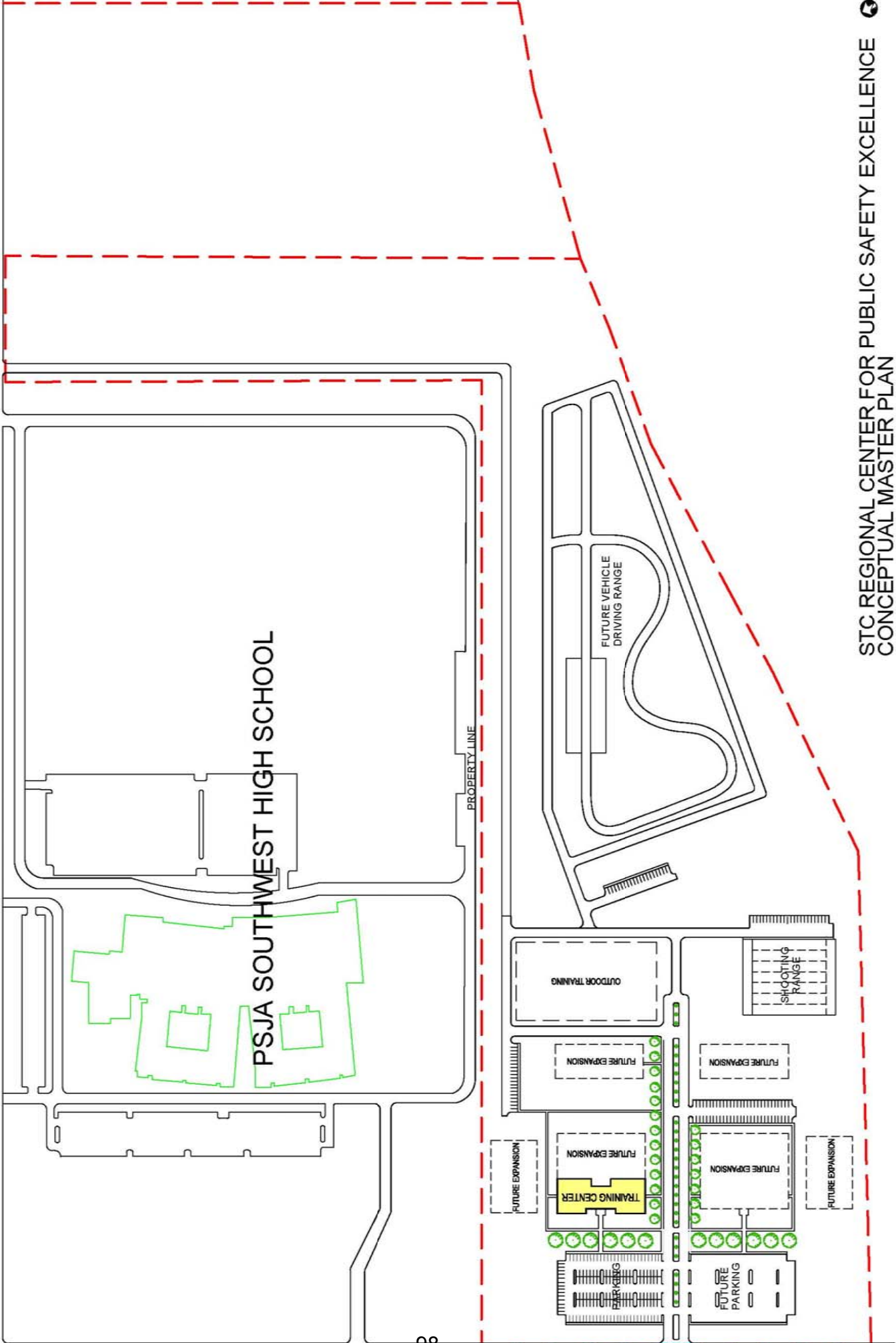
CRITERIA	Boultinghouse Simpson Gates Architects	Gignac & Associates, LLP.	Mata+Garcia Architects, LLP.	Milnet Architectural Services	Negrete & Kolar Architects, LLP.	PBK Architects, Inc.	Rike Ogden Figueroa Allex Architects, LLP.	The Warren Group Architects, Inc.								
3.4 Representative Projects (up to 100 points)																
3.4.1 Specific data on 5 representative projects showing similarities --Project name and location; Project Owner and contact information; Project construction cost; Project size in gross square feet; Date project was started and completed; Professional services prime firm provided for the project; Project manager; Project architect; Project designer; Names of consultant firms and their expertise; Description of BIM processes and deliverable provided	85 92 95 60 83 90 87 88 95	86.11	95 93 99 100 83 87 92 88 95	92.44	90 90 97 60 80 87 90 92 96	86.88	95 94 99 60 87 98 92 92 95	90.22	90 91 97 60 83 98 90 92 95	88.44	90 96 98 80 92 93 90 95 96	92.22	85 94 95 40 88 93 85 92 95	85.22	85 92 94 40 81 90 82 85 93	82.44
3.5 Five References (up to 100 points)																
3.5.1 Name Owner and Owner's Representative and phone numbers	95 95 95 95 85 90 93 90 95	92.55	95 94 94 95 90 90 93 90 95	92.88	95 95 95 95 90 93 92 92 95	93.55	95 95 96 95 90 93 92 92 95	93.66	95 92 95 95 90 92 92 90 95	92.88	95 93 94 95 85 95 91 90 95	92.55	95 95 97 95 90 95 90 90 95	93.55	95 94 90 95 90 85 91 89 95	91.55
3.6 Project Execution (up to 100 points)																
3.6.1 Expedite design and construction administration. Production capability to meet schedule demands	95 94 98 100 70 90 95 88 90	91.11	95 96 98 100 70 88 95 95 99	92.88	95 92 98 100 75 93 95 90 98	92.88	95 93 98 100 85 93 95 90 95	93.77	95 96 98 100 85 90 95 90 95	93.77	95 95 98 100 85 93 95 90 94	93.88	95 95 98 100 75 92 95 93 95	93.11	95 95 98 100 80 90 95 88 93	92.66
TOTAL EVALUATION POINTS	540.31	555.97	544.85	553.19	550.3	566.08	543.54	534.75								
RANKING	7	2	5	3	4	1	6	8								

E EL RANCHO BLANCO BLVD

PSJA SOUTHWEST HIGH SCHOOL

PROPERTY LINE

SOUTH CAGE BLVD (281)



Review and Action as Necessary 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 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, Melden and Hunt 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, 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 is part of the 2013 Bond Construction Program and includes the following scope:

- **Engineer**
 - Melden and Hunt
- **Construction Manager-at-Risk**
 - D. Wilson Construction Company
- **Construction Cost Limitation (CCL)**
 - \$1,000,000
- **Program Scope**
 - 148 Parking Spaces with a request to Rio Grande City for a variance to their 2008 Parking Ordinance
 - Drives, Sidewalks
 - Infrastructure Improvements

- Grading and Drainage
- Landscaping and Irrigation

➤ **Program Scope Alternates**

- Exhibit 1
 - Addition of south entry drive to FM 3167
- Exhibit 2
 - Provide **207** Parking Spaces
- Exhibit 3
 - Construction of south loop drive (south of new library)
- Exhibit 4
 - Repurpose to pedestrian use, a portion of the existing loop road (north of new library)

Proposed Alternates and Estimated Costs				
Proposed Alternates	Exhibit 1	Exhibit 2	Exhibit 3	Exhibit 4
South Entry Drive to FM 3167	\$ 65,000	\$ 65,000	\$ 65,000	\$ 65,000
207 Parking Spaces (59 add)		\$ 170,000	\$ 170,000	\$ 170,000
South Loop Drive			\$ 153,000	\$ 153,000
Repurpose of Existing Loop				\$ 85,000
Total	\$ 65,000	\$ 235,000	\$ 388,000	\$ 473,000

Funding Source

The current Construction Cost Limitation (CCL) is \$1,000,000 and will be adjusted once the Guaranteed Maximum Price (GMP) proposals have been submitted by the Construction Manager-at-Risk to be presented to the Board for approval. Bond funds are budgeted in the Bond Construction budget for fiscal year 2015-2016. Funding for the proposed alternates presented may be determined once the GMPs are identified.

Reviewers

The proposed schematic design has been 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 has developed a schematic presentation describing the proposed design.

Presenters

Representatives from Broaddus and Associates and Melden and Hunt will be present at the Board meeting to present the schematic design of the proposed parking and site improvements.

The Facilities Committee recommended Board approval of the proposed schematic design by Melden and Hunt for the 2013 Bond Construction Starr County Campus Parking and Site Improvements project, including all items included in Exhibits 1 – 4 to be priced out individually as construction alternates, as presented.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize the proposed schematic design by Melden and Hunt for the 2013 Bond Construction Starr County Campus Parking and Site Improvements project, including all items included in Exhibits 1 – 4 to be priced out individually as construction alternates, as presented.

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


The Board of Trustees of South Texas College approves and authorizes the proposed schematic design by Melden and Hunt for the 2013 Bond Construction Starr County Campus Parking and Site Improvements project, including all items included in Exhibits 1 – 4 to be priced out individually as construction alternates, as presented.

Approval Recommended:

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

LEGEND

-  EXIST. BLDG.
-  EXIST. PAVEMENT
-  EXIST. CONC. PAVEMENT
-  EXIST CONC. SIDEWALK
-  PROP. PAVEMENT
-  PROP. SIDEWALK
-  PROP. LANDSCAPE
-  PROP. ALTERNATE
-  PROP. BUILDING



 BEARING BASIS AS PER TEXAS STATE

 PLANE GRID COORDINATE SYSTEM NAD 83

 TEXAS SOUTH 4205


 ELEVATION DATUM AS PER NAVD 88 (GEOID 2003)

 SCALE: N.T.S.



SOUTH TEXAS COLLEGE
STARR COUNTY CAMPUS
SITE IMPROVEMENTS
OVERALL SITE
W/ APPROVED VARIANCE
(148 REDUCED PARKING SPACES)

EXISTING
 SOCCER
 FIELD
 110 X 65
 YARDS



MELDEN & HUNT INC.
 CONSULTANTS • ENGINEERS • SURVEYORS

TBPLS No. 10096900
 TEXAS REGISTRATION F-1435

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LEGEND

- EXIST. BLDG.
- EXIST. PAVEMENT
- EXIST. CONC. PAVEMENT
- EXIST CONC. SIDEWALK
- PROP. PAVEMENT
- PROP. SIDEWALK
- PROP. LANDSCAPE
- PROP. ALTERNATE
- PROP. BUILDING



**SOUTH TEXAS COLLEGE
STARR COUNTY CAMPUS
SITE IMPROVEMENTS
OVERALL SITE PLAN
W/ REPURPOSED ROAD**



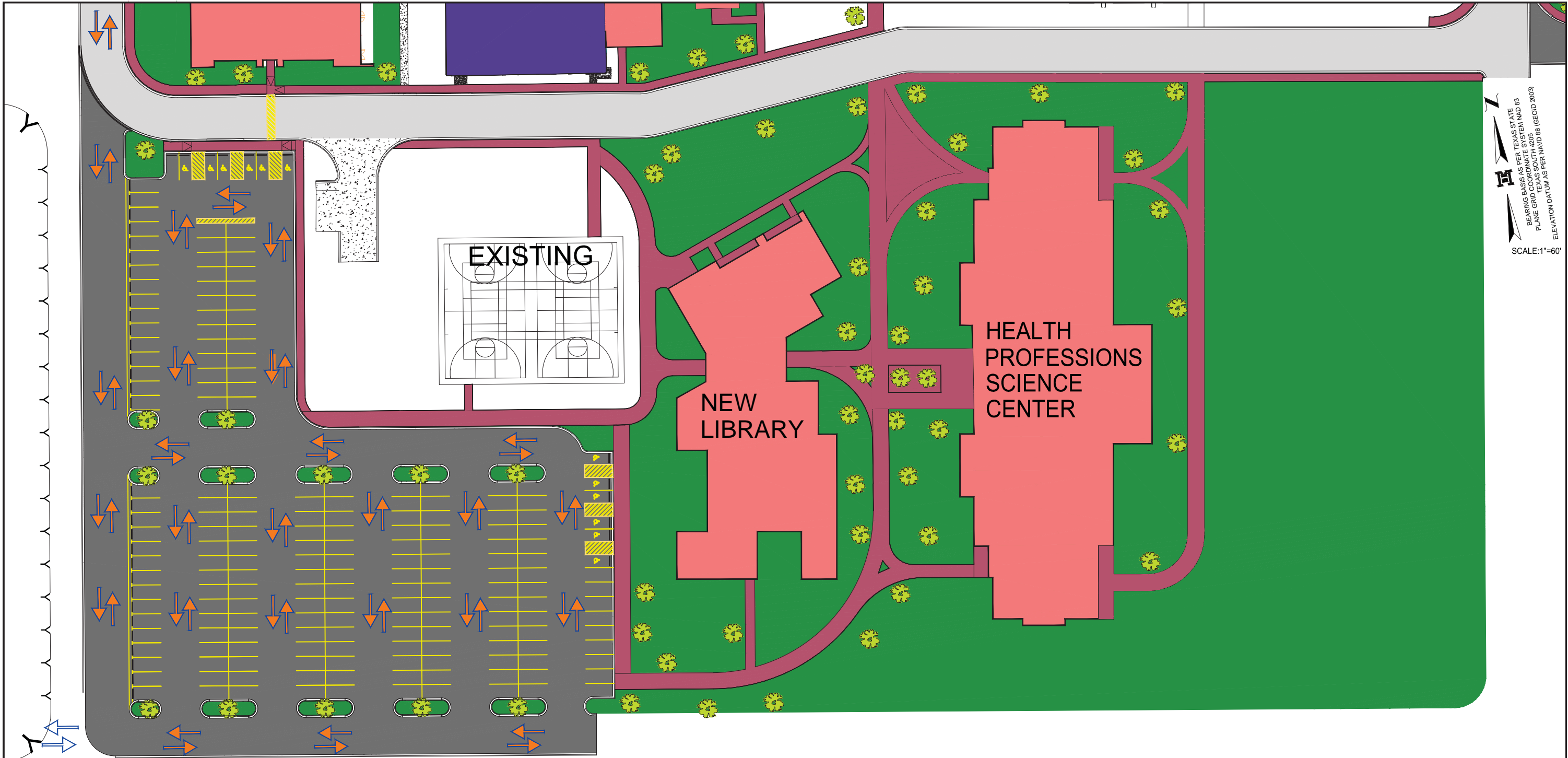
BEARING BASIS AS PER TEXAS STATE
 PLANE GRID COORDINATE SYSTEM NAD 83
 TEXAS SOUTH 4205
 ELEVATION DATUM AS PER NAVD 88 (GEOID 2003)
 SCALE: N.T.S.

EXHIBIT 4

M

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 BEARING BASED AS PER TEXAS STATE

 AND COORDINATE SYSTEM NAD 83

 PLANE GRID COXAS SOUTH 4405

 ELEVATION DATUM AS PER NAD 88 (GEOID 2003)





 SCALE: 1"=60'






SOUTH TEXAS COLLEGE
STARR COUNTY CAMPUS
SITE IMPROVEMENTS
(207 PKG. SPACES)


 PROP. PAVEMENT

LEGEND

-  EXIST. BLDG.
-  EXIST. PAVEMENT
-  EXIST. CONC. PVMT.
-  EXIST CONC. SIDEWALK

-  PROP. SIDEWALK
-  PROP. LANDSCAPE
-  PROP. ALTERNATE
-  PROP. BUILDING

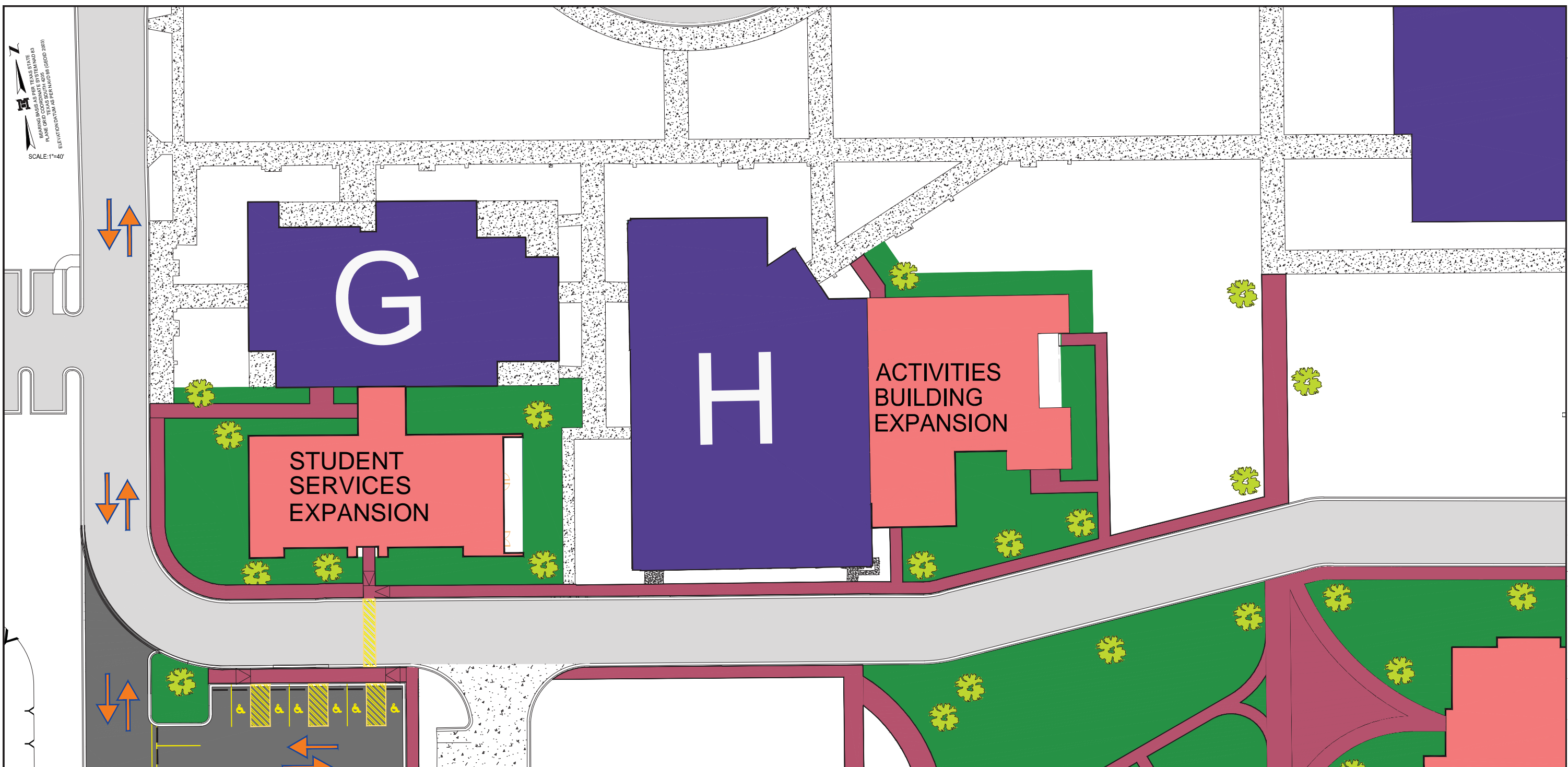
NEW LIBRARY
HEALTH PROFESSIONS
SCIENCE CENTER

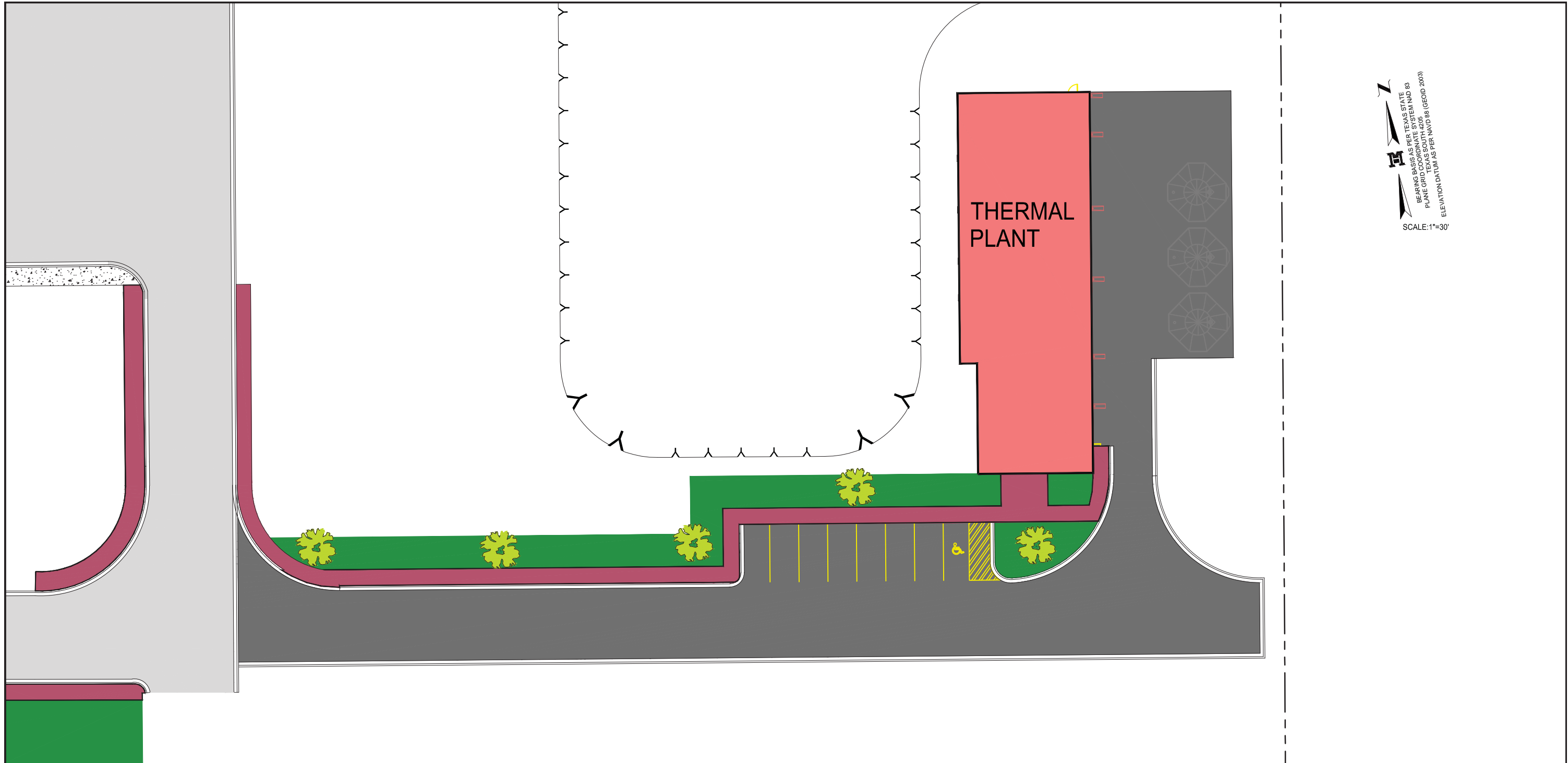



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 TEXAS REGISTRATION F-1435



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 BEARING BASIS AS PER TEXAS STATE
 PLANE GRID COORDINATE SYSTEM (MAD 83
 TEXAS SOUTH 4205)
 ELEVATION DATUM AS PER NAVD 86 (GEOID 2003)
 SCALE: 1"=30'

LEGEND

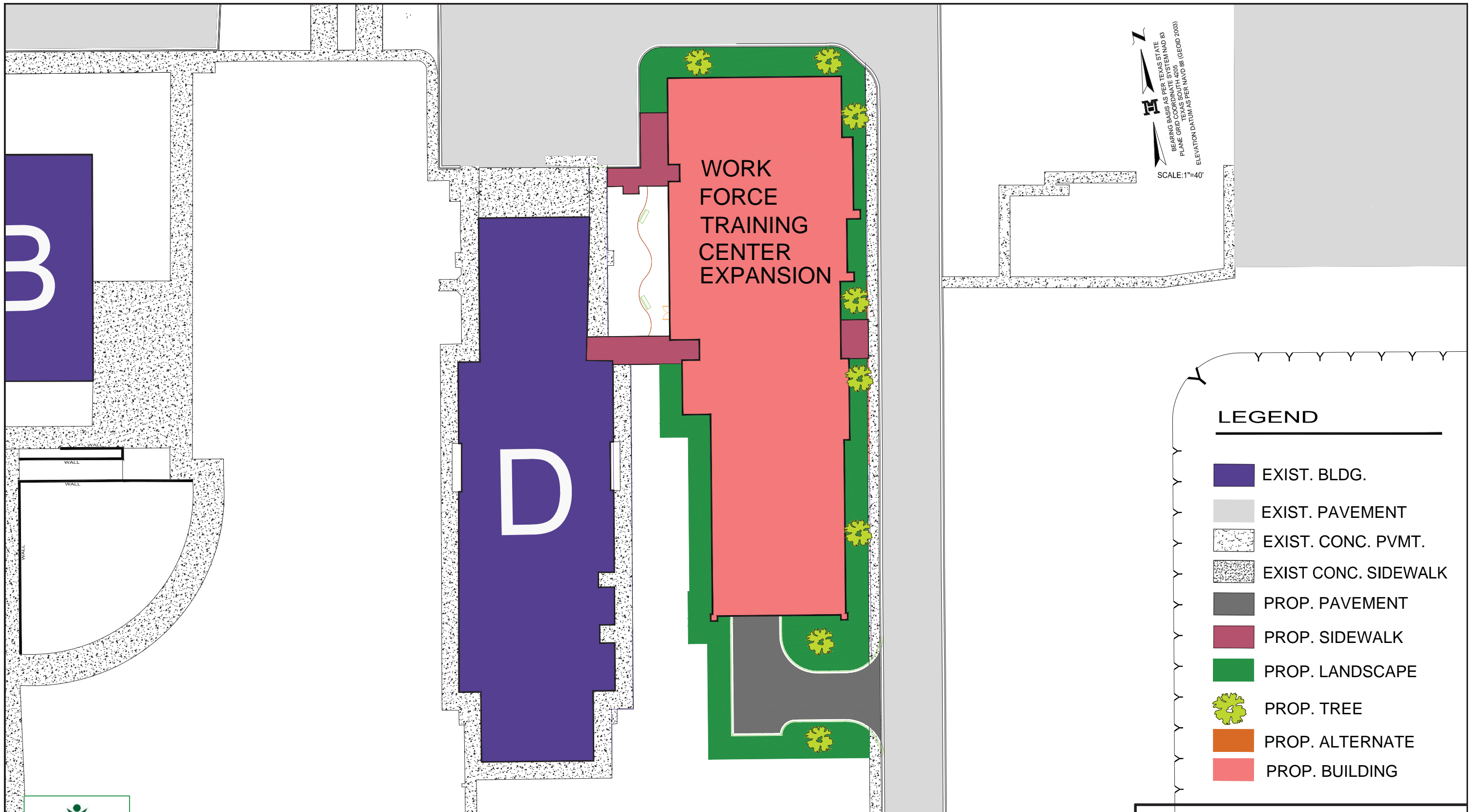
- | | |
|---|---|
|  EXIST. BLDG. |  PROP. SIDEWALK |
|  EXIST. PAVEMENT |  PROP. LANDSCAPE |
|  EXIST. CONC. PVMT. |  PROP. ALTERNATE |
|  EXIST. CONC. SIDEWALK |  PROP. BUILDING |
|  PROP. PAVEMENT | |



**SOUTH TEXAS COLLEGE
STARR COUNTY CAMPUS
SITE IMPROVEMENTS**

THERMAL PLANT


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LEGEND

-  EXIST. BLDG.
-  EXIST. PAVEMENT
-  EXIST. CONC. PVMT.
-  EXIST CONC. SIDEWALK
-  PROP. PAVEMENT
-  PROP. SIDEWALK
-  PROP. LANDSCAPE
-  PROP. TREE
-  PROP. ALTERNATE
-  PROP. BUILDING



**SOUTH TEXAS COLLEGE
STARR COUNTY CAMPUS
SITE IMPROVEMENTS**

**WORK FORCE
TRAINING CENTER**



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TBPLS No. 10096900
TEXAS REGISTRATION F-1435

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Review and Action as Necessary on an Amendment to the Agreement for Additional Services with Civil Engineering Firm for Landscape and Irrigation Design Consultants for the 2013 Bond Construction Pecan Campus Parking and Site Improvements

Approval to amend the agreement for additional services with the civil engineering firm for landscape and irrigation design consultants for the 2013 Bond Construction Pecan Campus Parking and Site Improvements is requested.

Purpose

Authorization is requested to approve additional services with civil engineering firms for the design of landscape and irrigation at the Pecan Campus for the 2013 Bond Construction program.

Justification

Landscape and irrigation is necessary to meet building codes and ordinances as required by the City.

Background

At the March 31, 2015 Board meeting, the Board approved fees for the civil engineering firms assigned to the various 2013 Bond Construction projects. Landscape and irrigation design services are not included as part of basic services and are considered additional services if needed and approved by the owner under the project engineer's contract. Additional services with civil engineering firms for landscape and irrigation with sub-consultant SSP Design is recommended for the 2013 Bond Construction Parking and Site Improvements projects at the Pecan Campus. Additional services for the remaining Bond Construction projects will be requested at a later date.

The proposed additional services fees are as follows:

Project	Engineer	Additional Service Proposed Fee*	Engineer's Coordination Fee	Reimbursable Expenses	Total
Pecan Campus	Perez Consulting Engineers	\$18,000	\$1,800	\$0	\$19,800

*Landscape and Irrigation Design Consultants – SSP Design

Funding Source

Funds for these expenditures are 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 department.

Enclosed Documents

A proposal from Perez Consulting Engineers is enclosed.

Presenters

Representatives from Broaddus & Associates attended will be present at the Board Meeting to address any questions by the committee related to this recommendation.

The Facilities Committee recommended Board approval the amendment to the agreement for additional services with Perez Consulting Engineering for landscape and irrigation design consultants in the amount of \$19,800 for the 2013 Bond Construction Pecan Campus Parking and Site Improvements as presented.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize the amendment to the agreement for additional services with Perez Consulting Engineering for landscape and irrigation design consultants in the amount of \$19,800 for the 2013 Bond Construction Pecan Campus Parking and Site Improvements as presented.

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

The Board of Trustees of South Texas College approves and authorizes the amendment to the agreement for additional services with Perez Consulting Engineering for landscape and irrigation design consultants in the amount of \$19,800 for the 2013 Bond Construction Pecan Campus Parking and Site Improvements as presented.

Approval Recommended:

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



EXHIBIT "H"
ADDITIONAL SERVICES PROPOSAL FORM #02

Project

2013 Construction Bond Program
Pecan Campus - Parking & Site Improvements
McAllen, Texas

Scope of Services

South Texas College is in the process of multiple Bond Projects at the Pecan Campus. This property is located at 3201 West Pecan in McAllen, Texas.

Additional services will include tree identification/protection/relocation plans, schematic plans, detailed landscape plans, irrigation plans, specifications, and construction administration for the limits as described in Engineering Contract and indicated in Exhibit "B".

A. Schematic Landscape Design

1. Site plan review/options for compliance with local code/ordinance
2. Schematic landscape plan indicating site landscape and overall landscape character
3. Review meetings with Owner/design team

B. Tree Preservation, Protection & Relocation

1. On site review of existing trees
2. Preparation of tree survey/preservation/relocation plans
3. Preparation of details, specifications, notes

C. Detail Planting (Softscape) Design

1. Preparation of detailed planting plans
2. Preparation of landscape schedules and details
3. Preparation of construction specifications
4. Review meeting with owner and design team

D. Detail Irrigation Design

1. Preparation of detailed irrigation plans
2. Preparation of irrigation details and construction specifications
3. Review meeting with owner and design team

E. Construction Administration

1. Bidding, negotiation, and contractor selection
2. Submittal reviews
3. Construction observation and punch lists

Proposed Fee

The proposed fee will not exceed Nineteen Thousand Eight Hundred Dollars (\$19,800.00). The amount includes an Administrative Fee of \$1,800.00 per Article 8.2.2 of the Contract. See Exhibit "A".



Exhibit "A"

DESIGN FEES

Design fees are based on scope of work and landscape construction costs. The following is a breakdown of estimated fees:

North Academic Building

(\$75,000 Softscape Estimated Cost)

Schematic Landscape Design	\$ 750
Detail Softscape Design	\$ 2,000
Detail Irrigation Design	\$ 1,000
Construction Administration	\$ 750
Total Estimated Design Fees	\$ 4,500

South Parking Lot

(\$125,000 Softscape Estimated Cost)

Schematic Landscape Design	\$ 1,250
Tree Preservation/Protection/Relocation	\$ 500
Detail Softscape Design	\$ 2,500
Detail Irrigation Design	\$ 1,500
Construction Administration	\$ 1,750
Total Estimated Design Fees	\$ 7,500

South Academic, Student Services & STEM Buildings/Common Areas

(\$100,000 Softscape Estimated Cost)

Schematic Landscape Design	\$ 1,000
Tree Preservation/Protection/Relocation	\$ 500
Detail Softscape Design	\$ 2,000
Detail Irrigation Design	\$ 1,250
Construction Administration	\$ 1,250
Total Estimated Design Fees	\$6,000

SSP Design hourly rates are as follows:

Principal/Partner	\$125.00/hr
Project Director/Manager	\$ 85.00/hr
Project Designer-I	\$ 75.00/hr
Project Designer-II	\$ 65.00/hr
Drafting	\$ 45.00/hr
Administrative	\$ 35.00/hr



Review and Action as Necessary on Increased Scope to Construction Manager-at-Risk Contract with D. Wilson Construction to Include the Non-Bond Construction Nursing and Allied Health Campus Thermal Energy Plant Project

Approval to increase the scope to the Construction Manager-at-Risk contract with D. Wilson Construction to include the non-bond Nursing and Allied Health Campus Thermal Energy Plant project, is requested.

Purpose

Authorization is requested to increase the scope of the 2013 Bond Construction Nursing and Allied Health Campus Expansion to the Construction Manager-at-Risk (CMR) with D. Wilson Construction to include the non-bond Nursing and Allied Health Campus Thermal Energy Plant project.

Justification

Broaddus & Associates and staff have reviewed the option of soliciting competitive bids for the non-bond Nursing and Allied Health Campus Thermal Energy Plant Project against the benefits of adding this project to the scope of the 2013 Bond Construction Program project assigned at that campus to D. Wilson Construction.

Their recommendation is to increase the scope of the concurrent Construction Manager-at-Risk contract with D. Wilson Construction for the following reasons:

- As with the other campuses, one CMR per campus is being used to construct the 2013 Bond Construction projects.
- Including the non-bond Thermal Energy Plant project with the current Bond 2013 Nursing and Allied Health Campus construction scope will allow the current CMR to coordinate the construction of the entire campus expansion effectively.
- The CMR can properly schedule the projects to meet the proposed completion dates and ensure that the building materials and products are consistent for all the projects.
- The use of one CMR could also provide potential cost savings in contractor general conditions and mobilization fees.

The College legal counsel has conferred with staff and has determined that the Board has authority under state procurement code and Board policy to increase the scope of this contract with D. Wilson Construction as presented.

Background

On October 27, 2015, the Board of Trustees authorized contracting mechanical, engineering, and plumbing (MEP) engineering services with Halff Associates to design the Nursing and Allied Health Campus Thermal Plant. As the CMR for the Nursing and Allied Health Campus Expansion project, D. Wilson Construction has been working with Broaddus & Associates, Facilities Planning & Construction, college staff, and ERO Architects by providing preconstruction services.

Funding Source

The current Construction Cost Limitations (CCL) for the non-bond Nursing and Allied Health Campus Thermal Energy Plant project is \$2,650,000 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. Funds have been budgeted in the non-bond construction budget for FY 2015-2016. Additional funding may be identified from the Bond Construction budget.

Enclosed Documents

Enclosed is a plan indicating the proposed location of the thermal plant at the Nursing and Allied Health Campus.

Presenters

Representatives from Broaddus & Associates will be present at the Board meeting to respond to questions.

The Facilities Committee recommended Board approval to increase the scope to the Construction Manager-at-Risk contract with D. Wilson Construction to include the non-bond Nursing and Allied Health Campus Thermal Energy Plant project as presented.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize increasing the scope to the Construction Manager-at-Risk contract with D. Wilson Construction to include the non-bond Nursing and Allied Health Campus Thermal Energy Plant project as presented.

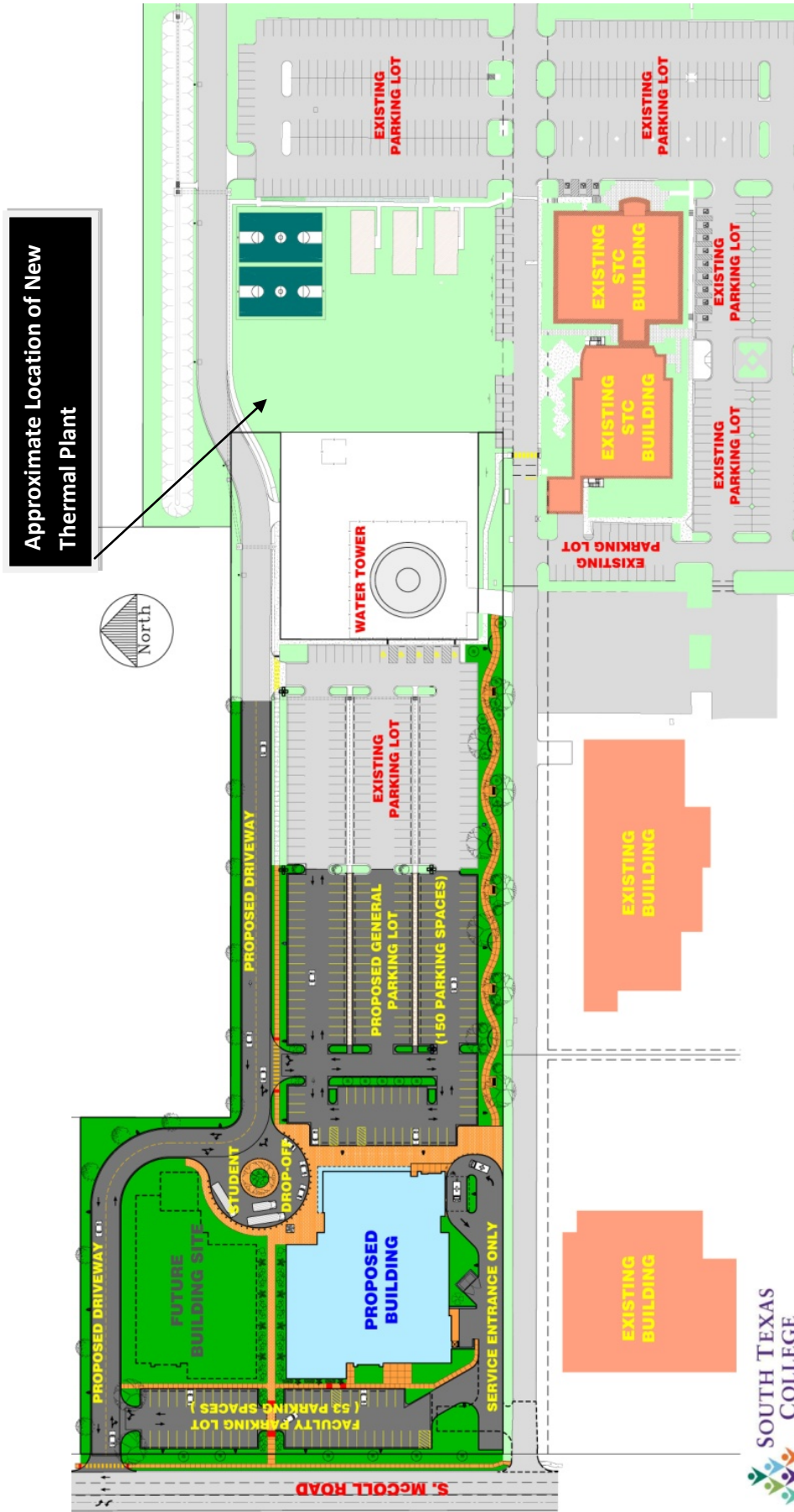
The following Minute Order is proposed for consideration by the Board of Trustees:

The Board of Trustees of South Texas College approves and authorizes increasing the scope to the Construction Manager-at-Risk contract with D. Wilson Construction to include the non-bond Nursing and Allied Health Campus Thermal Energy Plant project as presented.

Approval Recommended:

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

Nursing and Allied Health Campus - Thermal Plant



Nursing and Allied Health Thermal Plant Proposed Location

**Review and Action as Necessary on Substantial or Final Completion
 for the Following Non-Bond Construction Projects**

Approval of substantial or final completion for the following non-bond construction projects will be requested at the February 23, 2016 Board Meeting:

	Projects	Substantial Completion	Final Completion	Documents Attached
1.	Pecan Campus Building B Covered Area for Ceramic Art Kilns Architect: EGV Architects Contractor: Holchemont	Recommended	Estimated March 2016	Substantial Completion
2.	Pecan Campus Relocation of Electrical Power Lines Engineer: Sigma HN Engineers Contractor: Metro Electric	Approved January 2016	Recommended	Final Completion Letter
3.	Pecan Campus Sports Field Lighting Engineer: DBR Engineering Contractor: Zitro Electric, LLC	Approved January 2016	Recommended	Final Completion Letter
4.	Technology Campus West Academic Building Re-Roofing Architect: Amtech Building Sciences, Inc. Contractor: Rio Roofing, Inc.	Approved January 2016	Recommended	Final Completion Letter

1. Pecan Campus Building B Covered Area for Ceramic Art Kilns

It is recommended that substantial completion for this project with Holchemont be approved.

EGV Architects 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 January 20, 2016. Substantial Completion was accomplished within the time allowed in the Owner/Contractor agreement for this project. A copy of the Substantial Completion Certificate is enclosed.

Contractor Holchemont 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 March 2016 Board meeting.

2. Pecan Campus Relocation of Electrical Power Lines

It is recommended that final completion and release of final payment for this project with Metro Electric be approved.

Final Completion including punch list items were accomplished as required in the Owner/Contractor agreement for this project. It is recommended that final completion and release of final payment for this project with Metro Electric be approved. The original cost approved for this project was in the amount of \$210,478.

The following chart summarizes the above information:

Construction Budget	Approved Proposal Amount	Net Total Change Orders	Final Project Cost	Previous Amount Paid	Remaining Balance
\$220,000	\$210,478	\$5,627.65	\$216,105.65	\$203,115.37	\$12,990.28

On February 9, 2016, STC Planning & Construction Department staff along with Sigma HN Engineers inspected the site to confirm that all punch list items were completed. Enclosed is a final completion letter from Sigma HN Engineers acknowledging all work is complete and recommending release of final payment to Metro Electric in the amount of \$12,990.28.

3. Pecan Campus Sports Field Lighting

It is recommended that final completion and release of final payment for this project with Zitro Electric be approved.

Final Completion including punch list items were accomplished as required in the Owner/Contractor agreement for this project. It is recommended that final completion and release of final payment for this project with Zitro Electric be approved. The original cost approved for this project was in the amount of \$228,500.

The following chart summarizes the above information:

Construction Budget	Approved Proposal Amount	Net Total Change Orders	Final Project Cost	Previous Amount Paid	Remaining Balance
\$228,500	\$228,500	\$0	\$228,500	\$217,075	\$11,425

On February 9, 2016, STC Planning & Construction Department staff along with DBR Engineering inspected the site to confirm that all punch list items were completed. Enclosed is a final completion letter from DBR Engineering acknowledging all work is complete and recommending release of final payment to Zitro Electric in the amount of \$11,425.

4. Technology Campus West Academic Building Re-Roofing

It is recommended that final completion and release of final payment for this project with Rio Roofing Inc. be approved.

Final Completion including punch list items were accomplished as required in the Owner/Contractor agreement for this project. It is recommended that final completion and release of final payment for this project with Rio Roofing, Inc. be approved. The original cost approved for this project was in the amount of \$1,296,000.

The following chart summarizes the above information:

Construction Budget	Approved Proposal Amount	Net Total Change Orders	Final Project Cost	Previous Amount Paid	Remaining Balance
\$1,698,900	\$1,296,000	(20,300)	\$1,275,700	\$1,211,915	\$63,785

On January 15, 2016, STC Planning & Construction Department staff along with Amtech Building Sciences, Inc. inspected the site to confirm that all punch list items were completed. Enclosed is a final completion letter from Amtech Building Sciences, Inc. acknowledging all work is complete and recommending release of final payment to Rio Roofing, Inc. in the amount of \$63,785.

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

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize the substantial completion of the *Pecan Campus Building B Covered Area for Ceramic Art Kilns* project and the final completion and release of final payment of the *Pecan Campus Relocation of Electrical Power Lines; Pecan Campus Sports Field Lighting; and Technology Campus West Academic Building Re-Roofing* projects as presented.

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

The Board of Trustees of South Texas College approves and authorizes the substantial completion of the *Pecan Campus Building B Covered Area for Ceramic Art Kilns* project and the final completion and release of final payment of the *Pecan Campus Relocation of Electrical Power Lines; Pecan Campus Sports Field Lighting; and Technology Campus West Academic Building Re-Roofing* projects as presented.

Approval Recommended:

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

AIA® Document G704™ – 2000



Certificate of Substantial Completion

PROJECT:
(Name and address)
Pecan Campus - Building B Covered
Area for Ceramic Art Kilns
3201 W. Pecan Blvd.
McAllen, TX 78501

PROJECT NUMBER: /
CONTRACT FOR: General Construction
CONTRACT DATE: August 6, 2015

OWNER:
ARCHITECT:
CONTRACTOR:
FIELD:
OTHER:

TO OWNER:
(Name and address)
South Texas College
3201 W. Pecan Ave.
McAllen, TX 78501

TO CONTRACTOR:
(Name and address)
Holchemont, Ltd.
900 N. Main St.
McAllen, TX 78501

JAN 25 2016 AM 11:26

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

Entire project with the exception of the items on the punch list.

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

EGV Architects, Inc.

BY

January 20, 2016

ARCHITECT

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: \$15,000.00

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.

HOLCHEMONT, LTD.
CONTRACTOR

BY

22 JAN 16
DATE

The Owner accepts the Work or designated portion as substantially complete and will assume full possession at 12:00 noon (time) on January 20, 2016 (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.)

February 9, 2016

South Texas College
3201 W. Pecan
McAllen TX 7850

Attn: Robert Cuellar

**Re: FINAL COMPLETION
Pecan Campus Relocation of Electrical Power Lines**

Dear Mr. Cuellar,

This letter will serve as your **Notice of Final Completion** for the construction of **"Pecan Campus Relocation of Electrical Power Lines"**.

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

If you have any questions or require additional information, please contact me at 956.533.8103.

Respectfully submitted,



José Antonio Nicanor, PE, LEED AP
Sigma HN Engineers, PLLC
701 South 15th Street
McAllen, Texas 78501
Phone: 956.533.8103

January 28, 2016

South Texas College
Robert Cuellar
Facilities Planning and Construction
3201 W. Pecan Blvd
McAllen, Texas 78501

Re: South Texas College – Pecan Campus – Health/Kinesiology Sports Field Lighting
RFP 14-15-1060

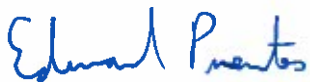
Dear Mr. Cuellar,

DBR Engineering Consultants, Inc. recommends Final Completion of the South Texas College – Pecan Campus – Health/Kinesiology Sports Field Lighting project. We recommend release of final payment to Zitro Electric for the above referenced project.

Zitro Electric, has completed the punch list items and submitted their closing documents.

If you have any questions feel free to contact our office at (956) 683-1640.

Sincerely,



Edward Puentes, PE
Partner | Operations Manager

January 15, 2016

Mr. Robert Cuellar, Project Manager
Facilities Planning and Construction
South Texas College
3200 W. Pecan Blvd., Bldg N.
McAllen, TX 78502

Re: South Texas College – Technology Campus West Academic Building Re-Roofing

Dear Mr. Cuellar,

On January 15, 2016, a walkthrough of the above referenced work was performed with STC staff, Rio Roofing, Inc. and Amtech personnel. The purpose of the walkthrough was to verify that all construction related Punch-list items had been corrected and that all work was completed according to specifications.

Based on our observations, we believe that the contractor has fulfilled the construction related requirements for this Project.

Upon receipt of all required Close-Out Documents, we will proceed with Certification of Final Payment.

Sincerely,

Amtech Building Sciences, Inc.



Michael D. Hovar, AIA, LEED AP
Director of Operations, McAllen Office

14010_Ltr_Final Acceptance_Technology Campus_RC.doc

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.

CONSTRUCTION PROJECTS PROGRESS REPORT - February 9, 2015

Project number	PROJECT DESCRIPTION	Project Development			Design Phase			Solicitation of Proposals			Construction Phase					Project Manager	Architect/Engineer	Contractor	
		Project Development	Contract Negotiations	Concept Development	Schematic Approval	30%	60%	95%	100%	Solicit of Proposals	Approve Contractor	Construction Start	30%	50%	75%				95% Substantial Comp
Pecan Campus and Pecan Plaza																			
15-1-002a	Pecan - Covered Area for Ceramic Arts Kilns																Robert	EGV Architects	Holchmont Ltd.
15-1-002b	Pecan - Interior Renovation for Ceramic Arts																Robert	EGV Architects	Heircon
15-1-006	Pecan - Library Study Rooms Additions																Robert	Broulghouse Simpson Gales Architects	TBD
15-1-007	Pecan - Student Activities Sports Field Lighting																Robert	DBR Engineering	Zifro Electric
15-1-002	Pecan - Infrastructure for Relocation of Portable Buildings																Victor	Melden & Hunt	Celso Construction
15-1-003	Pecan - Relocation of Electrical Power Lines																Robert	Sigma Engineering	Meiro Electric
15-1-007	Pecan - Building K Enrollment Center																Victor	Broulghouse Simpson Gales Architects	TBD
15-1-000	Pecan - AECHS Service Drive and Sidewalk																John	R. Gutierrez Engineering	Roth Excavation
15-1-001	Pecan - Resurfacing East Loop Road and Entrance (RR)																Victor	TBD	TBD
16-1-001	Pecan - Removal of Existing Trees																Robert	TBD	Maldonado Nursery
16-1-001	Pecan - Building A Sign Replacement (RR)																Robert	Public Relations	
16-1-002	Pecan - Upgrade Fence Along 31st Street (RR)																Victor		
15-1-003	Pecan Plaza - Emergency Generator and Wiring																Rick	TBD	
15-1-004	Pecan Plaza - Resurfacing Back Side of Building B (RR)																Victor	Half Associates	5 Star Construction
16-1-006	Pecan Plaza - Parking Area for Police Vehicles																Victor	R. Gutierrez Engineering	TBD
Mid Valley Campus																			
16-2-007	MV - Childcare Center Play Ground Flooring (RR)																Victor	N/A	Park Place Recreational
16-2-011	MV - Building H Data Cabling Infrastructure (RR)																Robert	N/A	DIR/BridgeNet
Technology Campus																			
15-3-004	TC - Building B Doors and Frame Replacement																Robert	ROFA	TBD
15-3-006	TC - GM Car Storage Area Upgrade																Robert	TBD	TBD
15-3-004	TC - Workforce Building Conference Room																Robert	ROFA	TBD
13-3-002	TC - West Academic Building Re-Roofing (RR)																Robert	Amtech Building Sciences	Rto Roofing
14-3-004	TC - Cooling Tower Replacement (RR)																Rick	Half Associates	Pro Tech
15-3-003	TC - Repair Concrete Floor Mechanical Room (RR)																Robert	CLH Engineering	TBD
16-2-012	TC - Building B Flooring Replacement (RR)																		
Nursing and Allied Health Campus																			
14-4-004	NAH - Irrigation System Upgrade (RR)																John	SSP Design	Southern Landscapes
16-4-004	NAH - Thermal Plant																Robert	Half Associates	
16-4-006	NAH - Resurface Parking Lot #2 (RR)																John	TBD	
Starr County Campus																			
15-5-005	Starr - Building E & J Crisis Mgt Center Generator																		
District Wide Improvements																			
14-6-010	DW - Building to Building ADA Compliance Ph II																Robert	Dannenbaum Engineering	TBD
14-6-002	DW - Lighting Upgrades for Parking Lots (RR)																Robert	DBR Engineering	Meiro Electric
15-6-001	DW - Outdoor Furniture																Rick	N/A	
15-6-002	DW - Directional Signage																Victor	N/A	TBD
16-6-021	DW - Air Handler Blower Wheels (RR)																Rick	N/A	TBD

For FY 2015-2016, 27 non-bond projects are currently in progress, 6 have been completed and 40 pending start up - 73 Total

Status of Non-Bond Construction Projects in Progress February 2016

Project	% Complete	Date to Complete	Current Activity	Budget	Contract Amount	Amount Paid	Balance
Pecan Campus							
Covered Area for Ceramic Arts Kilns	95%	January 2016	1. Construction Phase 2. Substantial Completion	\$325,000	\$340,602.50	\$317,561.12	\$23,041.38
Interior Renovation for Ceramic Arts	100%	November 2015	1. Construction Phase 2. Construction Complete	\$325,000	\$109,209	\$109,209	\$0
Library Additional Study Rooms	15%	July 2015	1. Design Phase 2. Design on hold	\$54,000	TBD	\$0	TBD
Sports Fields Lighting	95%	December 2015	1. Construction Phase 2. Substantial Completion	\$200,000	\$228,500	\$217,075	\$11,425
Infrastructure for Relocation of Portable Buildings	75%	January 2016	1. Construction Phase 2. Construction in progress	\$350,000	\$469,219.21	\$227,252.41	\$254,677.34
Relocation of Electrical Power Lines	95%	December 2015	1. Construction Phase 2. Substantial Completion	\$220,000	\$216,105.65	\$203,115.37	\$12,990.28
Student Services Building K Enrollment Center	5%	February 2016	1. Solicitation of Proposals 2. Bidding in progress	\$37,000	\$37,000	\$4,990	\$32,010
AECHS Service Drive and Sidewalk Relocation	100%	August 2015	1. Construction Phase 2. Construction Complete	\$60,000	\$49,472	\$49,472	\$0
Resurfacing East Loop Road and Entrance	5%	February 2016	1. Design Phase 2. Contract Negotiations	\$8,000	TBD	\$0	TBD
Removal of Trees for Bond Construction	100%	January 2016	3. Construction Phase 4. Construction Complete	\$21,000	\$7,150	\$7,150	\$0

Project	% Complete	Date to Complete	Current Activity	Budget	Contract Amount	Amount Paid	Balance
Building A Sign Replacement	0%	April 2016	1. Project Development 2. Design in progress	\$10,000	TBD	\$0	TBD
Upgrade Fence Along 31 st Street	100%	February 2016	1. Design Phase 2. Design complete	N/A	N/A	N/A	N/A
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	100%	November 2015	1. Construction Phase 2. Construction Complete	\$75,000	\$118,140	\$112,233	\$5,907
Pecan Plaza Parking Area for Police Vehicles	10%	May 2016	1. Design Phase 2. Contract Negotiations	\$250,000	TBD	\$0	TBD
Mid Valley Campus							
Childcare Center Play Ground Flooring	100%	December 2015	1. Construction Phase 2. Construction Complete	\$31,000	\$29,690.00	\$29,690.00	\$0
Building H Data Cabling Infrastructure	5%	March 2016	1. Construction Phase 2. Construction Start	\$43,500	\$42,811.75	\$0	\$42,811.75
Technology Campus							
GM Car Storage Area Upgrade	5%	February 2016	1. Design Phase 2. Contract Negotiations	\$11,250	TBD	\$0	TBD
West Academic Building Re-roofing	95%	January 2016	1. Construction Phase 2. Substantial Completion	\$1,698,900	\$1,275,700	\$1,211,915	\$63,875

Project	% Complete	Date to Complete	Current Activity	Budget	Contract Amount	Amount Paid	Balance
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
Repair Concrete Floor Mechanical Room	25%	February 2016	1. Design Phase 2. Contract Negotiations	\$5,000	TBD	\$0	TBD
Building B Flooring Replacement	5%	June 2016	1. Construction Phase 2. Construction in progress	\$44,200	\$53,114.15	\$0	\$23,867.12
Nursing and Allied Health Campus							
Irrigation System upgrades	100%	October 2015	1. Construction Phase 2. Construction Complete	\$30,000	\$37,767	\$37,767	\$0
Thermal Plant	10%	March 2016	1. Design Phase 2. Contract Negotiations	\$2,650,000	TBD	\$0	TBD
Resurface Parking Lot 2	5%	March 2016	1. Design Phase 2. Contract Negotiations	\$25,000	TBD	\$0	TBD
Starr County Campus							
Bldg E & J Crisis Management Center with Generator	0%	March 2016	1. Project Development 2. Work in progress	\$400,000	TBD	\$0	\$400,000

Project	% Complete	Date to Complete	Current Activity	Budget	Contract Amount	Amount Paid	Balance
District Wide							
Building to Building ADA Accessibility Improvements Phase II	10%	October 2016	1. Construction Phase 2. Construction Start	\$400,000	TBD	\$0	TBD
Parking Lots Lighting Upgrades to LED	100%	August 2015	1. Construction Phase 2. Construction Complete	\$100,000	\$50,691	\$50,691	\$0
Directional Signage Updates	10%	March 2016	1. Project Development 2. Work in progress	\$50,000	TBD	\$0	TBD
Outdoor Furniture	100%	January 2016	1. Construction Phase 2. Construction Complete	\$25,000	TBD	\$0	TBD
Air Handler Blower Wheels	0%	June 2016	1. Construction Phase 2. Construction Start	\$50,000	\$14,249.13	\$0	\$14,249.13
For FY 2014-2015, 27 non-bond projects are currently in progress, 6 have been completed and 40 pending startup - 73 Total							

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 January 2016. 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 **January 2016**, 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 January 2016.

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 January 2016.

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 January 2016
- B. Release of Checks for \$125,000.00 and Above
Board of Trustees Approval Required for January 2016
- C. Release of Checks for \$125,000.00 and Above
Released Prior to Board Approval (Policy 5610) for January 2016
- D. Release of Construction Fund Checks for January 2016
- E. Quarterly Investment Report for January 2016
- F. Summary of Revenue for January 2016
- G. Summary of State Appropriations Income for January 2016
- H. Summary of Property Tax Income for January 2016
- I. Summary of Expenditures by Classification for January 2016
- J. Summary of Expenditures by Function for January 2016
- K. Summary of Auxiliary Fund Revenues and Expenditures for January 2016
- L. Summary of Grant Revenues and Expenditures, January 2016
- M. Summary of Bid Solicitations
- N. Check Register for January 2016

FINANCIAL REPORTS

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

Review of the South Texas College Law Enforcement Racial Profiling Report

Pursuant to Texas Occupations Code 1701.164, the Texas Commission on Law Enforcement (TCOLE) is required to collect incident-based data, including racial profiling reports based upon vehicle traffic stops, in accordance with the Code of Criminal Procedure Article 2.131–2.138. Chief administrators of law enforcement agencies must submit the racial profiling reports to their governing body, in addition to TCOLE.

During calendar year 2015, the South Texas College Department of Public Safety conducted traffic stops within its jurisdiction in accordance with Texas Education Code section 51.203.

The Code of Criminal Procedure Article 2.132 is shown below:

Title 1. Code Of Criminal Procedure, Chapter 2. General Duties Of Officers, Art. 2.132. Law Enforcement Policy On Racial Profiling.

- (7) Require the chief administrator of the agency, regardless of whether the administrator is elected, employed, or appointed, to submit an annual report of the information collected under Subdivision (6) to:
 - (A) The Texas Commission on Law Enforcement; and
 - (B) The governing body of each county or municipality served by the agency, if the agency is an agency of a county, municipality, or other political subdivision of the state.

The South Texas College Racial Profiling Report for 2015 follows in the packet for the Board's information and review.

The state would utilize this report in any investigation of any complaint of racial profiling against a law enforcement agency. The South Texas College Department of Public Safety has received no such complaints.

South Texas Chief Administrator for Department of Public Safety, Paul Varville, will be present at the Board Meeting to respond to questions.

The South Texas College Law Enforcement Racial Profiling Report is submitted for review by the Board of Trustees and no action is necessary.

TIER 1 - PARTIAL EXEMPTION RACIAL PROFILING REPORT

Agency Name: South Texas College Police Department
Reporting Date: 01/26/2016
TCOLE Agency Number: 215006
Chief Administrator: PAUL B. VARVILLE
Agency Contact Information: Phone: 956-872-2589
Email: pbvarvil@southtexascollege.edu
Mailing Address:
South Texas College Police Department
2509 W. Pecan Blvd.
McAllen, TX 78501

This Agency claims partial racial profiling report exemption because:

Our vehicles that conduct motor vehicle stops are equipped with video and audio equipment and we maintain videos for 90 days.

Certification to This Report 2.132 (Tier 1) – Partial Exemption

Article 2.132(b) CCP Law Enforcement Policy on Racial Profiling

South Texas College Police Department has adopted a detailed written policy on racial profiling. Our policy:

- (1) clearly defines acts constituting racial profiling;
- (2) strictly prohibits peace officers employed by the South Texas College Police Department from engaging in racial profiling;
- (3) implements a process by which an individual may file a complaint with the South Texas College Police Department if the individual believes that a peace officer employed by the South Texas College Police Department has engaged in racial profiling with respect to the individual;
- (4) provides public education relating to the agency's complaint process;
- (5) requires appropriate corrective action to be taken against a peace officer employed by the South Texas College Police Department who, after an investigation, is shown to have engaged in racial profiling in violation of the South Texas College Police Department's policy adopted under this article;
- (6) require collection of information relating to motor vehicle stops in which a citation is issued and to arrests made as a result of those stops, including information relating to:
 - (A) the race or ethnicity of the individual detained;

(B) whether a search was conducted and, if so, whether the individual detained consented to the search; and

(C) whether the peace officer knew the race or ethnicity of the individual detained before detaining that individual; and

(7) require the chief administrator of the agency, regardless of whether the administrator is elected, employed, or appointed, to submit an annual report of the information collected under Subdivision (6) to:

(A) the Commission on Law Enforcement; and

(B) the governing body of each county or municipality served by the agency, if the agency is an agency of a county, municipality, or other political subdivision of the state.

I certify these policies are in effect.

Executed by: **PAUL B. VARVILLE**

Chief Administrator

South Texas College Police Department

Date: 01/26/2016

**South Texas College Police Department Motor Vehicle Racial Profiling
Information**

Number of motor vehicle stops:

- 1. **63** citation only
- 2. **2** arrest only
- 3. **397** both
- 4. **462 Total** (4, 11, 14 and 17 must be equal)

Race or Ethnicity:

- 5. **3** African
- 6. **2** Asian
- 7. **28** Caucasian
- 8. **428** Hispanic
- 9. **1** Middle Eastern
- 10. **0** Native American
- 11. **462 Total** (lines 4, 11, 14 and 17 must be equal)

Race or Ethnicity known prior to stop?

- 12. **0** Yes
- 13. **462** No
- 14. **462 Total** (lines 4, 11, 14 and 17 must be equal)

Search conducted?

- 15. **3** Yes
- 16. **459** No
- 17. **462 Total** (lines 4, 11, 14 and 17 must be equal)

Was search consented?

- 18. **2** Yes
- 19. **1** No
- 20. **3 Total** (must equal line 15)

President's Report



WELCOME WEEK

January 25th-28th, 2016

Join Us for Games, Music, and Food!

Nursing & Allied Health Campus - January 25
 Pecan Campus - January 26-27
 Technology Campus - January 26-27
 Starr County Campus - January 26-27
 Mid-Valley Campus - January 27-28

Welcome Week events were held for students at all campuses commencing January 25th through January 28, 2016.

Other student focused events included:



Club RECRUITMENT FAIR ... make FRIENDS, join a STUDENT CLUB

FEBRUARY 2
PECAN CAMPUS
 Student Activities Center
 Bldg H - Courtyard
 11:30 a.m. - 1:00 p.m.

FEBRUARY 3
TECHNOLOGY CAMPUS
 West Building
 Bldg B - Atrium
 11:00 a.m. - 1:00 p.m.

STARR CO CAMPUS
 South Academic
 Bldg E - Lobby
 11:00 a.m. - 1:00 p.m.

MID-VALLEY CAMPUS
 Student Services Building
 Bldg F - Lobby
 11:30 a.m. - 1:00 p.m.

FEBRUARY 2-3, 2016

MEET REPRESENTATIVES FROM MANY OF OUR CLUBS,
 STUDENT GOVERNMENT, CREATE YOUR OWN CLUB
 OR JOIN AN INTRAMURAL SPORTS TEAM!

For more information contact (956) 872-3528
 STC Student Activities and Wellness



SOUTH TEXAS COLLEGE
SGA
 STUDENT GOVERNMENT ASSOCIATION

BE THE VOICE OF THE STUDENTS!

Student Government Association
KICKOFF EVENT

Monday, February 1st - 11 am - 2 pm
 Nursing & Allied Health Campus - Room 101

Tuesday, February 2nd
 Technology Campus - 12 NOON - B-104
 Mid-Valley Campus - 3:00 pm - F-154

Wednesday, February 3rd
 Pecan Campus - 3:00 pm - Cafeteria
 Starr County Campus - Call 488-5866 for date
 Pecan/Nursing & Allied Health - 872-3528, Mid-Valley - 872-1224,
 Technology - 872-6192 or Starr County - 488-5866

FOR MORE INFORMATION CONTACT STUDENT ACTIVITIES & WELLNESS
 Pecan/Nursing & Allied Health - 872-3528, Mid-Valley - 872-1224,
 Technology - 872-6192 or Starr County - 488-5866

STATEMENT OF EQUAL OPPORTUNITY
 No person shall be excluded from participation in, denied the benefits of, or be subject to discrimination under any program or activity sponsored or conducted by South Texas College on the basis of race, color, national origin, religion, sex, age, veteran status or disability.
 Individuals with disabilities requiring assistance or access to receive services should contact DISABILITY Support Services at 956-872-2913.



2016 SPRING
5-ON-5 BASKETBALL
 Men's and Women's Divisions - Mid-Valley Campus

DEADLINE
 January 29th @ 5 PM

LEAGUES BEGIN
 February 1st and will run through February 11th (current enrollment in the Spring Semester is required for this league)

REGISTER ONLINE AT: WWW.IMLEAGUES.COM/SOUTHTEXASCOLLEGE

All participants must create an IMLeagues account in order to register for any sport. For more info contact:
 Israel Villalobos at (956) 872-3527, Tyrone Marshall at (956) 872-6610 or Aaron Barreiro at (956) 872-3534.

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STC Student Activities and Wellness



STUDENT LEADERSHIP ACADEMY
Kickoff Ceremony

Put Your Leadership Skills into Practice!

February 1, 2016
 Nursing & Allied Health Campus
 East Wing - Room 101
 11:00 a.m. - 2:00 p.m.

February 2, 2016
 Technology Campus
 Technology West
 Building B - Room 104
 11:00 a.m. - 1:00 p.m.

February 4, 2016
 Pecan Campus
 Student Activities Center
 Building H - Cafeteria
 4:00 p.m. - 6:00 p.m.

February 4, 2016
 Starr County Campus
 Student Activities Center
 Building H - Room H1.202
 4:00 p.m. - 6:00 p.m.

For more information contact (956) 872-3528

STC Student Activities and Wellness



2016 SPRING
4v4 FLAG FOOTBALL
 Men's and Women's Divisions

DEADLINE
 Mid-Valley Campus - January 31st @ 5 PM
 Starr County Campus - February 2

TOURNAMENTS HELD ON:
 February 5th - Mid-Valley Campus
 February 26th - Starr County Campus

REGISTER ONLINE AT: WWW.IMLEAGUES.COM/SOUTHTEXASCOLLEGE

All participants must create an IMLeagues account in order to register for any sport. For more info contact:
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 Individuals with disabilities requiring assistance or access to receive services should contact DISABILITY Support Services at 956-872-2913.

STC Student Activities and Wellness

South Texas College held a press event to announce the \$800,000 grant award from *Educate Texas* for Texas Regional STEM Degree Accelerator Initiative. The event was held on Wednesday, February 10, 2016 and participants included John Fitzpatrick, Executive Director for *Educate Texas*; Ryan Kelsey, Program Officer for the Education Program at the *Helmsley Charitable Trust*; as well as key staff from *Educate Texas* - Chris Coxon, George Tang, Kelte Garbe, Isaac Ricard, STC Board members Paul Rodriguez and Gary Gurwitz, and key South Texas College staff, representatives from Senator Hinojosa's office and Representative Bobby Guerra's office, and the Office of Congressman Rubén Hinojosa. This grant would not be possible without the support from Educate Texas, funding from The Leona and Harry Helmsley Foundation, The Kresge Foundation, and The Caruth Foundation. We have the support of our partners that includes four higher education institutions, seven public school districts, Hidalgo and Cameron Workforce Solutions, Region 1, RGV FOCUS, Rio Grande Regional Hospital, and Infragard RGV Members Alliance, representing Information Security Professionals in our Region. South Texas College could not be part of this without our Board of Trustees. The goal of this STEM initiative is to impact 43,000 students in our region and 100,000 throughout the state to meet regionally identified workforce needs, recruit and prepare STEM graduates from high school through higher education (2 year and 4 year programs) to meaningful careers. Our specific focus will be Health Care and Information Technology, redesign gateway courses in STEM pathways aligned to needs of workforce, and provide professional development for faculty to support improved and innovative teaching and learning in STEM fields.



South Texas College's Library is celebrating the contributions and achievements made by African Americans by hosting lectures and film series in commemoration of Black History Month throughout the month of February.

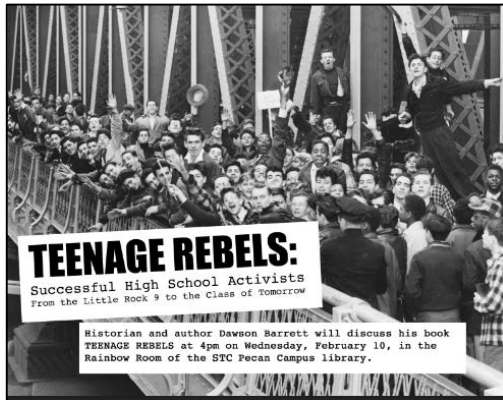


The lectures and film series will take place at the Mid-Valley, Pecan, Technology and Starr County Campuses' Libraries and are free and open to the public.

On Monday, February 15, co-authors Richard Moss and Richard Paul presented their book *We Could Not Fail* at 1:00 p.m. at the Mid-Valley Campus Library, followed by a 6:00 p.m. presentation at the Pecan Campus Rainbow Room. Book signings are scheduled to take place after the presentations. Also on Monday, February 15, the film *Bessie* was viewed at the Technology Campus Library starting at 11:00 .m. The film focuses on Bessie Smith's transformation from a struggling young singer into "The Empress of the Blues."

On Wednesday, February 17, the Mid-Valley Campus Library presented *The Pursuit of Happyness*, the true inspirational story of Chris Gardner, starting at 12:00 p.m. Those at the Starr County Campus Library also had the opportunity to view *SELMA* starting at 12:00 p.m. *SELMA* is an American historical drama based on the 1965 Selma to Montgomery voting rights marches.

On Thursday, February 4th at 6 PM, the College's Department of History and Philosophy, presented a "Black History Month" event at the Pecan Campus Library Rainbow Room. Melissa Seifert, PhD, Candidate in Art History at the University of Illinois, was featured. She talked about shifting forms of "protest art" associated with various African American political and social movements, and a contemporary focus from Black Panthers to black lives matter. Her talk included images, and a question and answer session followed her presentation.

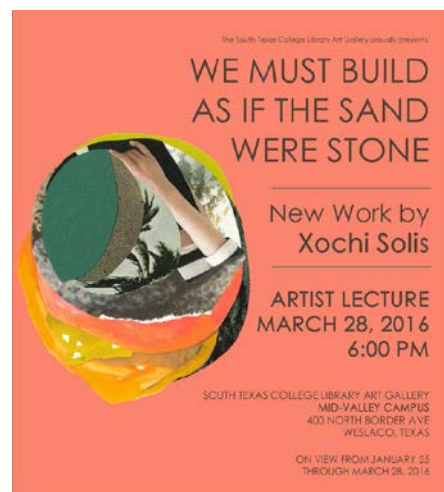


Additionally, on February 10th, Dr. Dawson Barrett, Professor at Del Mar College was featured and discussed successful moments of teenage activism, geared for Black History Month and especially for a South Texas audience.

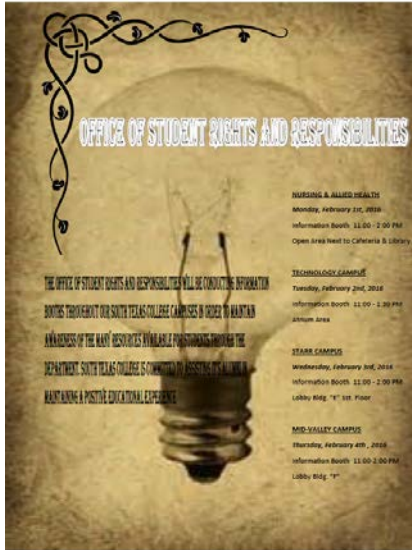
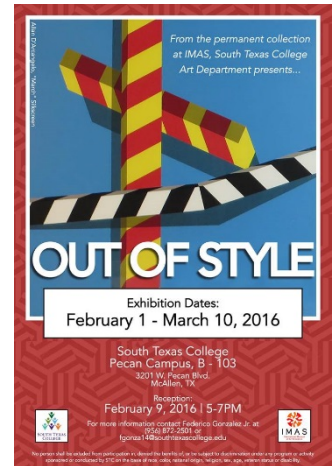
The South Texas College Pecan Campus Library Art Gallery was proud to present "Intersections of Perception and Self: A Study in Images." The exhibit is available for viewing through April 19, 2016. On Thursday, February 18, the exhibit opened with a lecture by artist Deborah Roberts at 1 p.m. and an opening reception from 5-7 p.m. The following month, on Wednesday, March 2nd, there will be a second artist lecture with Socorro Rico at 1 p.m. with a reception to follow from 5-7 p.m. The South Texas College Pecan Campus Library Art Gallery is located at 3201 West Pecan Boulevard, Bldg. F, in McAllen. All exhibits are free and open to the public.



The South Texas College Mid-Valley Campus Library Art Gallery presented "We Must Build As If the Sand Were Stone," an exhibit featuring small work and a site-specific installation by artist Xochi Solis. The exhibit opened Monday, January 25th and will be on view through March 28. The Mid-Valley Campus Library Art Gallery is located in Bldg. E at 400 N. Border in Weslaco. Admission is free and open to the public.



The South Texas College Art Department permanent collection at IMAS, “Out of Style,” is being featured at the College’s art gallery at the Pecan Campus. Building B. The exhibit will be on display through March 10, 2016.



The Office of Student Rights and Responsibilities is conducting information booths throughout all South Texas College campuses during the month of February.



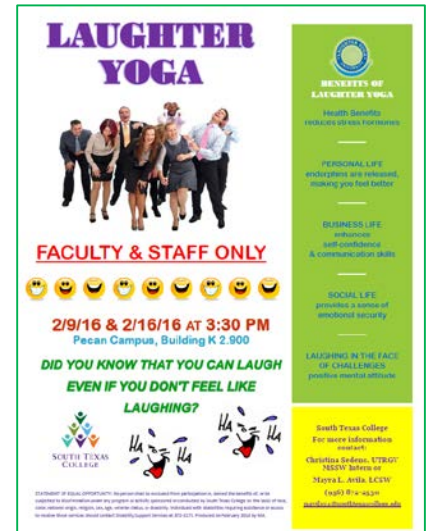
The Distance Learning Department announced the dates for the Spring sessions for its eTeach Trainings. Interested parties are asked to visit the Faculty Resources page and click on Professional Development within Blackboard. Registration opened on Monday, February 1, 2016. **e-Teach I** is a course that prepares faculty to **web-enhance**, allowing instructors to supplement their face-to-face courses through online interactivity. This course also prepares faculty to design and deliver a **Hybrid** course. Online sessions are limited to 25 seats. Face-to-Face sessions are limited 15.

Our students had fun celebrating Valentine’s Day at all campuses:



The Counseling Center held Laughter Yoga Sessions in February. These sessions were made available to Faculty and Staff, and included the following:

- **BENEFITS OF LAUGHTER YOGA:**
- **HEALTH BENEFITS-** reduces stress hormones
- **PERSONAL LIFE-** endorphins are released, making you feel better
- **BUSINESS LIFE-** enhances self-confidence & communication skills
- **SOCIAL LIFE-** provides a sense of emotional security
- **LAUGHING IN THE FACE OF CHALLENGES-** positive mental attitude



LAUGHTER YOGA

FACULTY & STAFF ONLY

2/9/16 & 2/16/16 AT 3:30 PM
Pecan Campus, Building K 2.900

DID YOU KNOW THAT YOU CAN LAUGH EVEN IF YOU DON'T FEEL LIKE LAUGHING?

BENEFITS OF LAUGHTER YOGA

- HEALTH BENEFITS**
reduces stress hormones
- PERSONAL LIFE**
endorphins are released making you feel better
- BUSINESS LIFE**
enhances self-confidence & communication skills
- SOCIAL LIFE**
provides a sense of emotional security
- LAUGHING IN THE FACE OF CHALLENGES**
provides mental attitude

South Texas College
For more information contact
Christina Torres, UTROV
STCVC, 409A 14-110
Tulsa, OK 74119
tcr@sttexas.edu
www.southtexascollege.edu

The College was closed on Friday, February 12, 2016 for College-Wide Organizational Development Day held at the Pecan Campus and other campuses. Faculty and Staff attended morning and afternoon sessions with invited speakers, as well as divisional meetings at their respective College campuses.



**KINESIOLOGY DEPARTMENT
HEALTH & WELLNESS CENTER**

Group Fitness Classes - Pecan Plaza
FEBRUARY 2016

MONDAY	TUESDAY	WEDNESDAY	THURSDAY
Boot Camp 4:30 p.m. - 5 p.m.	Boot Camp 4:30 p.m. - 5 p.m.	Boot Camp 4:30 p.m. - 5 p.m.	Boot Camp 4:30 p.m. - 5 p.m.
Spinning 5:30 p.m. - 6 p.m.	Body Sculpting 5:30 p.m. - 6 p.m.	Spinning 5:30 p.m. - 6 p.m.	Body Sculpting 5:30 p.m. - 6 p.m.
Abs 6:15 p.m. - 6:45 p.m.	Abs 6:15 p.m. - 6:45 p.m.	Abs 6:15 p.m. - 6:45 p.m.	Abs 6:15 p.m. - 6:45 p.m.

Class Description: *Group Fitness Classes will change every month.

- Abs - Work your way to a stronger core with a variety of different abdominal exercises.
- Boot Camp - Exercises will consist of basic functional movements with an exciting twist.
- Body Sculpting - Learn how to use light strength training equipment
- Spinning® - Classes are held on stationary bikes. Spinning® is an overall body workout with an emphasis on cardiovascular training.

For more information contact Janice Lee Perez, Coordinator of Health and Wellness Centers, at (956)872-3839 or jperez1@southtexascollege.edu.
Visit us online at www.southtexascollege.edu/health-wellness

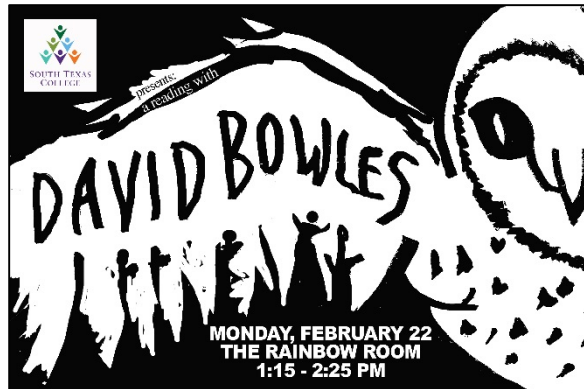
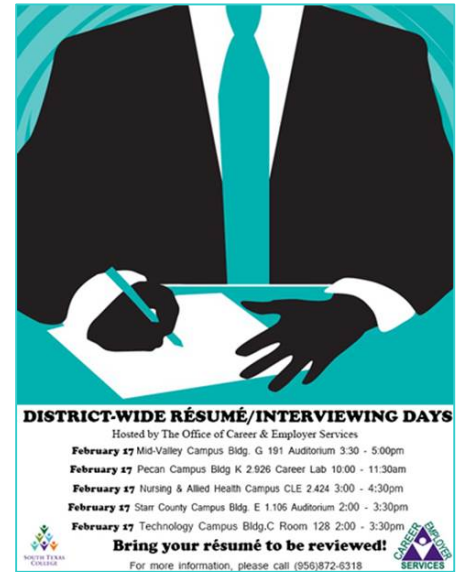
The College's Kinesiology Department Health & Wellness Center announced their Group Fitness Class/Boot Campus at the Pecan Plaza in McAllen, for the month of February.



The Office of Human Resources, as part of the UnitedHealthcare *United at Work* webinar series, held a session on Thursday, February 11th titled; *Healthy Pregnancy*. UnitedHealthcare this valuable opportunity to learn about healthy pregnancy and provided tips and tools for those who are planning to become pregnant and those who are already pregnant. Also, another webinar session took place on "*Keeping a Healthy Mouth*," Tuesday, February 16th for all faculty and staff. Participants were provided information on the physical and oral health connection as well as recommendations for oral health hygiene. Additional objectives included understanding the link between oral health and medical claims. Participants also learned the signs and symptoms of gum disease as well as learned how foods affect teeth and gums.



The Office of Career Planning, Readiness and Employer Services also hosted District-wide Resume Writing and Interviewing Workshops on February 17th at all South Texas College campuses. All students and alumni were invited to attend to learn the latest trends in resume writing, cover letters and interviewing skills.



On Monday February 22, 2016, the College’s English Department presented a “visiting reader,” namely, David Bowles. He is an educator and publisher, and currently teaches at UTRGV, works at the administrative level in Donna, and runs VAO and Flower Song Books. His books have received awards from the American Library Association, Texas Institute of Letters, and Texas Associated Press. His short work has been published in *Rattle*, *Strange Horizons*, *Apex Magazine*, *etamorphoses*, *Translation Review*, *Concho River Review*, *Huizache*, and other venues.

South Texas College’s Culinary Arts students Food Prep Class gave out 100 free omelets on a first come, first served basis. Breakfast began at 9:00 AM sharp and took place on February 9th at the Pecan Campus, Bldg H, Cafeteria. Kudos to the Culinary Arts students for show us their talents in such a positive manner!



Early voting for the March 2016 Presidential Primary Election began Tuesday, Feb. 16, 2016. Students, faculty and staff were reminded to exercise their right to vote. Most South Texas College campuses have been designated as early voting sites.

- Met with Representative Armando Martinez to make him aware of my scheduled testimony before the House Higher Education Committee regarding the community college baccalaureate degrees. He is currently assigned to the House Higher Education Committee. I did provide him with information on my testimony, which included the College's proposal to pilot offering a Bachelor of Science in Nursing (BSN) degree. He asked that I provide my testimony to his Chief of Staff in Austin, and I complied with his request prior to the hearing in Austin.
- After a national search, Dr. Virginia Champion has been selected as the Director of Grant Development, Management, and Compliance. The College's search for the Director of Grant Development, Management, and Compliance position attracted 25 candidates from the second posting of the position. After careful review and consideration of all candidates by the Search Committee, four finalists were interviewed by the Committee on December 3rd and December 16, 2015.

Following the interviews, the Committee unanimously recommended Dr. Virginia Champion for the position, and we are excited she has accepted the opportunity to work with South Texas College. Dr. Champion's many strengths and extensive knowledge gained throughout her professional career will serve her well in this position. Her dissertation, *The Role and Scope of Resource Development for the Advancement of Educational Enterprises*, will be a plus as the Director of Grant Development, Management, and Compliance at the College. She did an outstanding job during the interview and the Committee agreed she will be an asset to the College.

Dr. Champion comes to South Texas College from Region One ESC whom she joined in 1999 as a Senior Education Specialist for a Title VII Grant Project, as well as the Migrant Education Program, the Office of School Improvement, Accountability & Compliance, the Office of Curriculum Instruction & Assessment, and her position prior to accepting her new role with South Texas College was Director of Language Proficiency, Bilingual, and Cultural Diversity. Prior to joining Region One ESC, Dr. Champion served as an ESL and Language Arts Teacher with the Weslaco and Houston ISDs.

She joins us with extensive experience in writing grants, evaluating grant proposals, determining sources of funding, and developing collaborative teams to successfully receive grants. We are glad to have Dr. Champion on board.

- Together with key staff from the College, I met with Lisa Fielder, Co-Founder and Chief Executive Officer of *College Forward*. Lisa and I were fellow panelists at the Texas Tribune event last November in Waco. *College Forward* has started partnering with Texas colleges to increase student retention and completion. In their first full year at Lone Star College-North Harris, they helped increase year-to-year enrollment for some of their most at-risk students by 30%. She was very impressed by the College's commitment to student success, and with the initiatives we currently have in place. Her visit was to discuss the possibility of our partnering with *College Forward*, particularly to accelerate the Pathways work we are undertaking now, and to which she believes they can offer real value.

- Met with key staff to review data on the College's baccalaureate degrees in preparation for my scheduled hearing in Austin before the House Higher Education Committee.
- Key leadership from the College's Student Affairs Division met with Mr. Pedro Saldaña, Texas Veterans Commission. Mr. Saldaña is the new contact for this region and wanted to introduce himself as well as to share how we can work together to improve veterans relations, in particular he touched on the following topics:
 - Early alert system for veterans that are in danger of failing the current semester;
 - Veterans Resource Center,
 - Working with the community,
 - Professional Development for Faculty and Staff regarding the issues veterans encounter in Higher Education, and
 - Veterans Orientation

Mr. Saldaña was most complimentary of what the College has in place for our student Veterans and looks forward to being of service.

- Met with Dr. Tina Atkins, Administrator for College, Career & Life Readiness, Region One ESC to discuss the feasibility of establishing a college information center at PSJA ISD.
- Participated in a breakfast meeting with Dr. Jay Maddock, Dean of School of Public Health, Texas A&M Health Science Center, and Olga Gabriel, MPH, Director of the McAllen Campus. The purpose for the meeting was to discuss Texas A&M's Bachelor of Science in Public Health degree and an articulation agreement for South Texas College students to transfer to the A&M program.
- Together with South Texas College Board Members Paul Rodriguez, Dr. Alejo Salinas, Jr., and Gary Gurwitz, as well as key staff from the College, attended the City of McAllen's State of the City address at the McAllen Convention Center. Mayor Darling publicly acknowledged the critical conditions of South Texas College during his speech.
- Coordinated a meeting with the College's Program Chairs for Developmental Reading, Writing and Math. The purpose for the meeting was to seek their input on topics on the Agenda for the College's 11th Annual Summit on College and Career Readiness.
- Travelled to Austin to attend the House Committee on Higher Education public hearing to testify on the offering of baccalaureate degree programs by community colleges. I also served on a panel with other Texas community college presidents promoting the need for community colleges to



offer baccalaureate degrees related to local workforce needs. Overall, the hearing was positive and well-received by the Committee members. Dr. Paredes, Commissioner of Higher Education was also in attendance and was supportive of the community college baccalaureate degrees. My fellow Texas community college presidents and I will continue to work diligently on these degree programs to receive authorization by the Legislature to expand the offering of baccalaureate degrees by community colleges.

- Met with Dr. Alda Benavides, Superintendent for the La Joya ISD, as well as Petra Reyna to discuss the opportunities to expand student enrollment in La Joya and western Hidalgo county.
- Continue to work with the South Texas College Vice Presidents on the FY 2016-17 Budget and Staffing Plans that will be submitted for review and approval to the Finance and Human Resources Committee and Board at the April meetings.
- Participated in the *Civitas Learning Inc.* Onsite Meeting at the Pecan Campus. A *Civitas* team from Austin, TX met with representatives from the College's Student Affairs, Enrollment Management, and Information Services & Planning team to discuss leveraging *Civitas* applications to support student success initiatives at the College.
- Participated in the *Adopt an Elementary* event with the Weslaco Independent School District. The elementary school chosen was North Bridge Elementary, and is our newest adopted elementary school. College begins in kindergarten, and building connections early establishes the pathway to higher education and building a college going culture in our region. This exciting event coordinated by the College Connections Department, in the Division of Student Affairs and Enrollment Management, was held on Friday, February 19, 2016 in Weslaco, Texas.
- Coordinated the agendas and back-up materials for the Education and Workforce Development, Facilities, and Finance and Human Resources Committees, as well as the February 23rd 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 January 27, 2016 to February 23, 2016 included:

- Discussion of Spring 2016 Enrollment
 - Paid
 - Non-Paid
- Discussion of RGV Focus Scorecard
- Discussion of UTRGV Mathematics and Science Academy
- Debriefing and Suggestions: Board Member Appreciation Breakfast
- Discussion of Legislative Interim Charges
- Discussion of Meeting with Lisa Fielder, CEO, College Forward, Tuesday, February 2, 2016 @ 3 PM
- Discussion of Agenda for Achieving the Dream Coaches Site Visit
- Discussion of Texas Success Center & LearningCounts Prior Learning Assessment Project
- Discussion of Participation in White House Initiative: *Expanding College Opportunity*
- Discussion of House Higher Education Committee Testimony on Baccalaureate Degrees
- Feedback on Meeting with Lisa Fielder, CEO, College Forward
- Discussion of South Texas College's Selection by Aspen Institute as one of Top 150 Community Colleges in the Nation
- Discussion of NCLEX Testing Results for South Texas College
- Update on Property Tax Reform and Relief Hearing Testimony by Mary Elizondo
- Discussion of Policy 6421: *Bicycles, Skateboards, In-Line Skates, Roller Skates, Motorized Scooters, Hoverboards, and Similar Apparatuses*
- Feedback on Professional Development Day
- Discussion of Student Climate Survey and Survey Evaluating Police Response to Sexual Assault
- Discussion of PSJA Mobile Units and Possible Use by South Texas College
- Discussion of EduGuide Support and Collaboration with South Texas College's STEM Initiative
- Final Report on Spring 2016 Census Day Enrollment: Paid/Non-Paid
- Update on Title IX
 - Website
 - Internal Procedures
 - Flowcharts of Processes
- Discussion of Leave Reporting for Exempt Employees
- Emergency Response Training Session

*Education and Workforce
Development Committee
Minutes
February 16th, 2016*

**South Texas College
Board of Trustees
Education and Workforce Development Committee
Ann Richards Administration Building, Board Room
Pecan Campus, McAllen, Texas
Tuesday, February 16, 2016 @ 2:30 p.m.**

MINUTES

The Education and Workforce Development Committee Meeting was held on Tuesday, February 16, 2016 in the Ann Richards Administration Building Board Room at the Pecan Campus in McAllen, Texas. The meeting commenced at 2:35 p.m. with Mrs. Graciela Farias presiding.

Members present: Mrs. Graciela Farias and Mr. Gary Gurwitz

Other Trustees present: Mr. Paul R. Rodriguez and Ms. Rose Benavidez

Members absent: Dr. Alejo Salinas, Jr.

Also present: Dr. Shirley A. Reed, Dr. Erasmus Addae, Dr. Brett Millan, Mr. Juan Carlos Aguirre, Ms. Yvette Gonzalez, and Mr. Andrew Fish.

Approval of Minutes for Tuesday, January 12, 2016 Committee Meeting

Upon a motion by Mr. Gary Gurwitz and a second by Mrs. Graciela Farias, the Minutes for the Education and Workforce Development Committee meeting of Tuesday, January 12, 2016 were approved as written. The motion carried.

Presentation of South Texas College Online Programs

Dr. Erasmus Addae, Dean of Distance Learning, presented on the South Texas College Online Programs.

Launched as the Distance Learning Department in 1997 with 2 course sections offered to 57 students, the College was an early adopter of higher education over internet and teleconferencing services. South Texas College has continued to develop online course offerings at a phenomenal pace.

In 2010, the College formally launched the virtual campus, eSTC, offering fully online degree programs and comprehensive student services. These services include access to library resources, advising and counseling, registration, and tutoring.

The College updated its marketing, and the virtual campus became South Texas College Online. This program served thousands of students each semester. In Fall 2015, **5,925** students took at least one course online, and **2,206** of those students took **all** of their courses online.

The presentation included a listing of 32 degrees that can be completed fully online, including four baccalaureate programs.

The presentation also included enrollment projections through 2020, showing the anticipated enrollment increases to 8,262 students taking some or all of their courses through South Texas College Online.

The presentation also reviewed the marketing of South Texas College Online, which included partnerships with the Valley Initiative for Development and Advancement (VIDA), the US Military through the GoArmyEd Program, *Virtual College of Texas*, and the US Border Patrol.

Dr. Addae reviewed the College's support structure that helped South Texas College faculty and students leverage internet technologies into successful tools for distance learning, and will review student success and completion rates, comparable to the other large community colleges in Texas. This structure included:

- The *Online Redesign Academy* which provided intensive training in course redesign for an online platform for instructors in high-enrollment courses with comparably low success rates,
- The *Quality Matters Rubric* training, which provided 20 instructors in the use of the Quality Matters rubric, a nationally recognized, faculty-centered, peer review process designed to evaluate and certify the quality of online courses and course components.

Finally, Dr. Addae reviewed the recognition of the South Texas College Online programs, their opportunities for expansion, and the representation of these programs at the Distance Learning Symposium.

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

Review and Recommend Action on Proposed Revisions to Policy #3813: *Academic Classifications for Faculty*

Approval of the proposed revisions to Policy #3813: *Academic Classifications for Faculty* will be requested at the February 23, 2016 Regular Board Meeting.

This policy revision was proposed in response to supportive statements from the Education and Workforce Development Committee during the December 8, 2015 presentation on Academic Classification, which included a discussion of instituting the Professor Emeritus title, which would be granted as an honor, according to an established procedure, to certain faculty members upon retirement.

The packet included the proposed revised Policy #3813: *Academic Classifications for Faculty* and a copy of the draft procedures for granting the Professor Emeritus title to honor qualified retiring faculty members.

Minor changes were also included to update the language in the existing policy.

The Policy was reviewed by the President's Cabinet, the Academic Council, the College-Wide Classification Committee, and the Faculty Senate.

The Education and Workforce Development Committee identified ambiguous statements and criteria for determining academic classifications. Staff agreed to address those concerns in the proposed policy revisions that would be presented for Board approval. No concerns were expressed regarding the proposed new Professor Emeritus classification.

The Committee was asked to recommend approval of the proposed revisions to Policy #3813: *Academic Classification for Faculty* which would supersede any previously adopted Board policy. Because of the identified ambiguities and concerns, the Committee took no action, and asked staff to complete the necessary revisions and present the policy to the Board of Trustees.

Presentation of English as a Second Language (ESL) Program at South Texas College

Mr. Juan Carlos Aguirre, Dean of Continuing, Professional, and Workforce Education, presented on the South Texas College English as a Second Language (ESL) Program.

Mr. Aguirre reviewed past enrollment and performance, and important partnerships that allowed for improved curriculum and expanded offerings for the region.

The ESL program is part of South Texas College's "College and Career Preparation Institute" under the Office of Continued, Professional, and Workforce Education (CPWE).

CPWE enrolled 13,904 unduplicated students in FY 2015, which was up from 11,009 from the previous year. The College provided over 920,000 contact hours, and delivered 1,825 courses in that same year. This was completed in part through the support of over \$1.88M in grant funding.

Of the 13,904 CPWE participants in FY 15, the College and Career Preparation Institute enrolled 2,686 students, with nearly half, or 1,327 students, enrolled in ESL courses.

35 ESL students were on a Career Pathway through the College, 525 attended through a school district partnership, and 767 were from the community at large. The ESL program has been very successful, with 93% of these students satisfactorily completing their program.

Mr. Aguirre provided information on plans to develop partnerships with additional school districts, to attract further grant support for these programs, and to further engage the community to attract volunteer teachers and tutors.

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

Adjournment

There being no further business to discuss, the Education Workforce Development Committee Meeting of the South Texas College Board of Trustees adjourned at 4:07 p.m.

I certify that the foregoing are the true and correct Minutes of the February 16, 2016 Education and Workforce Development Committee of the South Texas College Board of Trustees.

Mrs. Graciela Farias
Presiding

*Facilities Committee
Minutes
February 16th, 2016*

**South Texas College
Board of Trustees
Facilities Committee
Ann Richards Administration Building, Board Room
Pecan Campus, McAllen, Texas
Tuesday, February 16, 2016 @ 4:00 PM**

MINUTES

The Facilities Committee Meeting was held on Tuesday, February 16, 2016 in the Ann Richards Administration Building Board Room at the Pecan Campus in McAllen, Texas. The meeting commenced at 4:11 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, Mrs. Graciela Farias, and Mr. Jesse Villarreal

Members absent: None

Also present: Dr. Shirley A. Reed, Mr. Chuy Ramirez, Mrs. Mary Elizondo, Mr. Ricardo de la Garza, Mr. George McCaleb, Mrs. Becky Cavazos, Mr. Gilbert Gallegos, Ms. Diana Bravos Gonzalez, Mr. Rolando Garcia, Mr. Mario Reyna, Mrs. Kelly Vela, and Mr. Andrew Fish

Approval of January 12, 2016 Facilities Committee Meeting Minutes

Upon a motion by Mr. Paul R. Rodriguez and a second by Ms. Rose Benavidez, the Minutes for the Facilities Committee meeting of January 12, 2016 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, Broaddus and Associates, provided the update.

**Review and Discussion of Proposed Guaranteed Maximum Price (GMP) Timeline
for the 2013 Bond Construction Program**

The Guaranteed Maximum Price (GMP) timeline for the 2013 Bond Construction program will be reviewed and discussed at the February 23, 2016 Board meeting.

Purpose

The Board will be informed of the upcoming requests to approve the Guaranteed Maximum Prices (GMP's) for the 2013 Bond Construction program projects.

Justification

A Guaranteed Maximum Price is the method used by the Construction Manager-at-Risk (CM@R) to present their proposed construction cost to provide the Owner with a complete and functioning building. The proposed timeline schedule will inform the Board of the upcoming requests to approve the GMP's.

Funding Source

Funds for these expenditures were budgeted in the 2013 Bond construction budget.

Enclosed Documents

The packet included a Guaranteed Maximum Price Timeline provided by Broaddus and Associates showing the anticipated dates when the GMP's would be ready for Board approval.

Presenters

Representatives from Broaddus & Associates attended the Facilities Committee meeting to present Guaranteed Maximum Price Timeline.

This item was for the Committee's review and discussion only. No action was requested.

The Facilities Committee took the following items out of order:

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 will be requested at the February 23, 2016 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 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, 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**
 - **148** Parking Spaces with a request to Rio Grande City for a variance to their 2008 Parking Ordinance
 - Drives, Sidewalks
 - Infrastructure Improvements
 - Grading and Drainage
 - Landscaping and Irrigation
- **Program Scope Alternates**
 - Exhibit 1
 - Addition of south entry drive to FM 3167
 - Exhibit 2
 - Provide **207** Parking Spaces
 - Exhibit 3
 - Construction of south loop drive (south of new library)
 - Repurpose to pedestrian use, a portion of the existing loop road (north of new library)

Proposed Alternates and Estimated Costs				
Proposed Alternates	Exhibit 1	Exhibit 2	Exhibit 3	Exhibit 4
South Entry Drive to FM 3167	\$ 65,000	\$ 65,000	\$ 65,000	\$ 65,000
207 Parking Spaces (59 add)		\$ 170,000	\$ 170,000	\$ 170,000
South Loop Drive			\$ 153,000	\$ 153,000
Repurpose of Existing Loop				\$ 85,000
Total	\$ 65,000	\$ 235,000	\$ 388,000	\$ 473,000

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. Funding for the proposed alternates presented may be determined once the GMPs are identified.

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.

Presenters

Representatives from Broaddus and Associates and Melden and Hunt attended the Facilities Committee meeting to present the schematic design of the proposed parking and site improvements.

Upon a motion by Mr. Gary Gurwitz and a second by Ms. Rose Benavidez, the Facilities Committee recommend Board approval of the proposed schematic design by Melden and Hunt for the 2013 Bond Construction Starr County Campus Parking and Site Improvements project, including all items included in Exhibits 1 – 4 to be priced out individually as construction alternates. The motion carried.

Executive Session:

The South Texas College Board Facilities Committee convened into Executive Session at 4:56 p.m. in accordance with Chapter 551 of the Texas Government Code for the specific purpose provided in:

- Section 551.071, Consultations with Attorney
 1. Review and Recommend Action on Contracting Architectural Design Services for the 2013 Bond Construction Regional Center for Public Safety Excellence

Open Session:

The South Texas College Board Facilities Committee returned to Open Session at 5:26 p.m. No action was taken in Executive Session.

Review and Recommend Action on Contracting Architectural Design Services for the 2013 Bond Construction Regional Center for Public Safety Excellence

Approval to contract architect design services to prepare plans for the 2013 Bond Construction Regional Center for Public Safety Excellence project will be requested at the February 23, 2016 Board meeting.

Purpose

Architectural design services are necessary for design and construction administration services for the 2013 Bond Construction Regional Center for Public Safety Excellence project. The design scope of work includes, but is not limited to, design, analysis, preparation of plans and specifications, permit applications, construction administration, and inspection of the project.

Justification

The proposed Regional Center for Public Safety Excellence was needed in response to the critical need for public safety and law enforcement professionals in South Texas. The facility would be a world class instructional space with the latest technologies to educate and train law enforcement professionals.

The proposed Regional Center for Public Safety Excellence project would include:

- Office and Administrative Spaces
- Classrooms
- Computer Labs
- Lecture Hall
- Support Spaces

Background

On November 30, 2015, South Texas College began soliciting for architectural design services for the purpose of selecting a firm to prepare the necessary plans and specifications for the Regional Center for Public Safety Excellence. A total of thirty-seven (37) firms received a copy of the RFQ and a total of eight (8) firms submitted their responses on December 16, 2015.

At the Board meeting on January 26, 2016, the evaluation committee members were asked by the Board of Trustees to undertake an additional review of the evaluations for each firm. The request for qualifications responses were reviewed by the evaluation committee members on January 28, 2016 and there were no significant changes to the total evaluation points and ranking of the firms.

Funding Source

Funds for these expenditures were budgeted in the bond construction budget for FY 2015-2016. Additional funding could be identified from other sources.

Reviewers

The Requests for Qualifications were reviewed by staff from Broaddus and Associates, Facilities Planning and Construction, Operations and Maintenance, and Purchasing departments.

Enclosed Documents

A site plan indicating the location of the proposed Regional Center for Public Safety Excellence was enclosed. The evaluation team members completed evaluations for the firms and prepared the enclosed scoring and ranking summary.

Upon a motion by Mrs. Graciela Farias and a second by Dr. Alejo Salinas, Jr., the Facilities Committee recommended Board approval to contract architectural design services with PBK Architects, Inc. for preparation of plans and specifications for the 2013 Bond Construction Regional Center for Public Safety Excellence project as presented. The motion carried.

Review and Recommend Action on an Amendment to the Agreement for Additional Services with Civil Engineering Firm for Landscape and Irrigation Design Consultants for the 2013 Bond Construction Pecan Campus Parking and Site Improvements

Approval to amend the agreement for additional services with the civil engineering firm for landscape and irrigation design consultants for the 2013 Bond Construction Pecan Campus Parking and Site Improvements will be requested at the February 23, 2016 Board meeting.

Purpose

Authorization was requested to approve additional services with civil engineering firms for the design of landscape and irrigation at the Pecan Campus for the 2013 Bond Construction program.

Justification

Landscape and irrigation was necessary to meet building codes and ordinances as required by the City.

Background

At the March 31, 2015 Board meeting, the Board approved fees for the civil engineering firms assigned to the various 2013 Bond Construction projects. Landscape and irrigation design services were not included as part of basic services and were considered additional services if needed and approved by the owner under the project engineer's contract. Additional services with civil engineering firms for landscape and irrigation with sub-consultant SSP Design was recommended for the 2013 Bond Construction Parking

and Site Improvements projects at the Pecan Campus. Additional services for the remaining Bond Construction projects would be requested at a later date.

The proposed additional services fees were as follows:

Project	Engineer	Additional Service Proposed Fee*	Engineer's Coordination Fee	Reimbursable Expenses	Total
Pecan Campus	Perez Consulting Engineers	\$18,000	\$1,800	\$0	\$19,800

*Landscape and Irrigation Design Consultants – SSP Design

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 department.

Enclosed Documents

A proposal from Perez Consulting Engineers was enclosed.

Presenters

Representatives from Broaddus & Associates attended the Facilities Committee meeting to address any questions by the committee related to this recommendation.

Upon a motion by Dr. Alejo Salinas, Jr. and a second by Mr. Paul R. Rodriguez, the Facilities Committee recommended Board approval of an amendment to the agreement for additional services with Perez Consulting Engineering for landscape and irrigation design consultants in the amount of \$19,800 for the 2013 Bond Construction Pecan Campus Parking and Site Improvements as presented. The motion carried.

Review and Recommend Action on Increased Scope to Construction Manager-at-Risk Contract with D. Wilson Construction to Include the Non-Bond Construction Nursing and Allied Health Campus Thermal Energy Plant Project

Approval to increase the scope to the Construction Manager-at-Risk contract with D. Wilson Construction to include the non-bond Nursing and Allied Health Campus Thermal Energy Plant project, will be requested at the February 23, 2016 Board meeting.

Purpose

Authorization was requested to increase the scope of the 2013 Bond Construction Nursing and Allied Health Campus Expansion to the Construction Manager-at-Risk

(CMR) with D. Wilson Construction to include the non-bond Nursing and Allied Health Campus Thermal Energy Plant project.

Justification

Broaddus & Associates and staff have reviewed the option of soliciting competitive bids for the non-bond Nursing and Allied Health Campus Thermal Energy Plant Project against the benefits of adding this project to the scope of the 2013 Bond Construction Program project assigned at that campus to D. Wilson Construction.

Their recommendation was to increase the scope of the concurrent Construction Manager-at-Risk contract with D. Wilson Construction for the following reasons:

- As with the other campuses, one CMR per campus was being used to construct the 2013 Bond Construction projects.
- Including the non-bond Thermal Energy Plant project with the current Bond 2013 Nursing and Allied Health Campus construction scope would allow the current CMR to coordinate the construction of the entire campus expansion effectively.
- The CMR can properly schedule the projects to meet the proposed completion dates and ensure that the building materials and products are consistent for all the projects.
- The use of one CMR could also provide potential cost savings in contractor general conditions and mobilization fees.

The College legal counsel conferred with staff and has determined that the Board has authority under state procurement code and Board policy to increase the scope of this contract with D. Wilson Construction as presented.

Background

On October 27, 2015, the Board of Trustees authorized contracting mechanical, engineering, and plumbing (MEP) engineering services with Half Associates to design the Nursing and Allied Health Campus Thermal Plant. As the CMR for the Nursing and Allied Health Campus Expansion project, D. Wilson Construction was working with Broaddus & Associates, Facilities Planning & Construction, college staff, and ERO Architects by providing preconstruction services.

Funding Source

The current Construction Cost Limitations (CCL) was \$2,650,000 and would be adjusted once the Guaranteed Maximum Price (GMP) proposals were submitted by the Construction Manager-at-Risk to be presented to the Board for approval. Funds were budgeted in the non-bond construction budget for FY 2015-2016. Additional funding may be identified from the Bond Construction budget.

Enclosed Documents

The packet included a plan indicating the proposed location of the thermal plant at the Nursing and Allied Health Campus.

Presenters

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

Upon a motion by Dr. Alejo Salinas, Jr. and a second by Mr. Paul R. Rodriguez, the Facilities Committee recommended Board approval to increase the scope to the Construction Manager-at-Risk contract with D. Wilson Construction to include the non-bond Nursing and Allied Health Campus Thermal Energy Plant project as presented. The motion carried.

Review and Recommend Action on Authorization of Use of Construction Contingency Fund by Broaddus and Associates for the 2013 Bond Construction Program

Due to time constraints, this item was postponed until a subsequent Facilities Committee meeting. No action was taken.

Review and Recommend Action on Substantial or Final Completion for the Following Non-Bond Construction Projects

Approval of substantial or final completion for the following non-bond construction projects will be requested at the February 23, 2016 Board Meeting:

	Projects	Substantial Completion	Final Completion	Documents Attached
1.	Pecan Campus Building B Covered Area for Ceramic Art Kilns Architect: EGV Architects Contractor: Holchemont	Recommended	Estimated March 2016	Substantial Completion
2.	Pecan Campus Relocation of Electrical Power Lines Engineer: Sigma HN Engineers Contractor: Metro Electric	Approved January 2016	Recommended	Final Completion Letter
3.	Pecan Campus Sports Field Lighting Engineer: DBR Engineering Contractor: Zitro Electric, LLC	Approved January 2016	Recommended	Final Completion Letter

	Projects	Substantial Completion	Final Completion	Documents Attached
4.	Technology Campus West Academic Building Re-Roofing Architect: Amtech Building Sciences, Inc. Contractor: Rio Roofing, Inc.	Approved January 2016	Recommended	Final Completion Letter

1. Pecan Campus Building B Covered Area for Ceramic Art Kilns

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

EGV Architects 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 January 20, 2016. Substantial Completion was accomplished within the time allowed in the Owner/Contractor agreement for this project. A copy of the Substantial Completion Certificate was enclosed.

Contractor Holchemont 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 March 2016 Board meeting.

2. Pecan Campus Relocation of Electrical Power Lines

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

Final Completion including punch list items were accomplished as required in the Owner/Contractor agreement for this project. It was recommended that final completion and release of final payment for this project with Metro Electric be approved. The original cost approved for this project was in the amount of \$210,478.

The following chart summarizes the above information:

Construction Budget	Approved Proposal Amount	Net Total Change Orders	Final Project Cost	Previous Amount Paid	Remaining Balance
\$220,000	\$210,478	\$5,627.65	\$216,105.65	\$203,115.37	\$12,990.28

On February 9, 2016, STC Planning & Construction Department staff along with Sigma HN Engineers inspected the site to confirm that all punch list items were completed. The packet included a final completion letter from Sigma HN Engineers acknowledging all

work was complete and recommending release of final payment to Metro Electric in the amount of \$12,990.28.

3. Pecan Campus Sports Field Lighting

It as recommended that final completion and release of final payment for this project with Zitro Electric be approved.

Final Completion including punch list items were accomplished as required in the Owner/Contractor agreement for this project. It is recommended that final completion and release of final payment for this project with Zitro Electric be approved. The original cost approved for this project was in the amount of \$228,500.

The following chart summarizes the above information:

Construction Budget	Approved Proposal Amount	Net Total Change Orders	Final Project Cost	Previous Amount Paid	Remaining Balance
\$228,500	\$228,500	\$0	\$228,500	\$217,075	\$11,425

On February 9, 2016, 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 final completion letter from DBR Engineering acknowledging all work was complete and recommending release of final payment to Zitro Electric in the amount of \$11,425.

4. Technology Campus West Academic Building Re-Roofing

It was recommended that final completion and release of final payment for this project with Rio Roofing Inc. be approved.

Final Completion including punch list items were accomplished as required in the Owner/Contractor agreement for this project. It is recommended that final completion and release of final payment for this project with Rio Roofing, Inc. be approved. The original cost approved for this project was in the amount of \$1,296,000.

The following chart summarizes the above information:

Construction Budget	Approved Proposal Amount	Net Total Change Orders	Final Project Cost	Previous Amount Paid	Remaining Balance
\$1,698,900	\$1,296,000	(20,300)	\$1,275,700	\$1,211,915	\$63,785

On January 15, 2016, STC Planning & Construction Department staff along with Amtech Building Sciences, Inc. inspected the site to confirm that all punch list items were

completed. The packet included a final completion letter from Amtech Building Sciences, Inc. acknowledging all work was complete and recommending release of final payment to Rio Roofing, Inc. in the amount of \$63,785.

Upon a motion by Mr. Gary Gurwitz and a second by Mr. Jesse Villarreal, the Facilities Committee recommended Board approval of substantial or final completion of the projects as presented. The motion carried.

Update on Status of Non-Bond Construction Projects

The Facilities Planning & Construction staff provided 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.

Adjournment

There being no further business to discuss, the Facilities Committee Meeting of the South Texas College Board of Trustees adjourned at 5:32 p.m.

I certify that the foregoing are the true and correct minutes of the February 16, 2016 Facilities Committee Meeting of the South Texas College Board of Trustees.

Mr. Gary Gurwitz, Chair

*Finance & Human
Resources Committee
Minutes
February 16th, 2016*

**South Texas College
Board of Trustees
Finance and Human Resources Committee
Ann Richards Administration Building Board Room
Pecan Campus
Tuesday, February 16, 2016
@ 5:45 p.m.
McAllen, Texas**

Minutes

The Finance and Human Resources Committee Meeting was held on Tuesday, February 16, 2016 in the Ann Richards Administration Building Board Room at the Pecan Campus in McAllen, Texas. The meeting commenced at 5:45 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, Mrs. Mary Elizondo, Dr. David Plummer, Mrs. Becky Cavazos, Mrs. Brenda Balderaz, Mr. Paul Varville, and Mr. Andrew Fish

Approval of January 12, 2016 Finance and Human Resources Committee Minutes

Upon a motion by Dr. Alejo Salinas, Jr. and a second by Ms. Rose Benavidez, the Minutes for the Finance and Human Resources Committee Meeting of January 12, 2016 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 February 23, 2016, Board meeting.

Purpose – The law offices of Linebarger Goggan Blair & Sampson, LLP requested consideration and possible action on the tax resale of ten (10) properties.

Eleven properties were presented to the Finance and Human Resources Committee, but Gustavo Martinez with Linebarger Goggan Blair & Sampson, LLP advised that the property

identified as #6 (T-193-10-C) was not approved by another entity, and the Committee was asked to strike that property from its recommendation. The remaining ten properties were presented for Committee recommendation of Board approval.

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 January 12, 2016 Linebarger Goggan Blair & Sampson, LLP held a Tax Resale Auction at the Hidalgo County Clerk Records Management Facility for struck off properties located within Hidalgo County. The tax resale auction was published in The Monitor and several other newspapers throughout Hidalgo County.

Linebarger Goggan Blair & Sampson, LLP submitted for the Board of Trustees' consideration the analysis of the bids received. The total amount the College would receive is \$6,378.63

Enclosed Documents - The Resolution Authorizing the Tax Resale was provided in the packet for the Committee's review. Also included was 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.

Mr. Gustavo Martinez from Linebarger Goggan Blair & Sampson, LLP attended the meeting to address any questions by the committee.

Upon a motion by Mr. Paul R. Rodriguez and a second by Ms. Rose Benavidez, the Finance and Human Resources Committee recommend Board approval of the Hidalgo County Tax Resale Bids and the Resolution Authorizing the Tax Resale to Linebarger Goggan Blair & Sampson, LLP as presented.

Review and Discussion of College Investments

A report on the College's investments and investment strategy was presented.

Purpose – Ms. Susan Anderson from Valley View Consulting, L.L.C. presented on the investment strategy for College funds and provided an overview of the funds that have been invested.

Justification - The presentation provided a brief overview of the Investment Advisor's investment strategy and updated the Committee on future steps.

Background – On March 31, 2015, the Board of Trustees approved the award of Investment Advisory Services to Valley View Consulting, L.L.C. Valley View Consulting, L.L.C. has advised South Texas College on options for investments with other financial institutions in addition to the College's bank depository. Valley View Consulting, L.L.C. has assisted the College in developing and executing an investment strategy for College funds while maintaining the preservation and safety of principal, adequate liquidity and maximizing yield

of the College's investment portfolio. The Investment Advisor and College staff worked closely together to review the investment strategy and to identify the best investments available.

The investment strategy considered the following elements:

- Cash flows
- BBVA Compass minimum balance requirement of \$25,000,000.00
- Laddering of investments
- CD bank solicitation responses
- Bond construction projects draw schedule and bond proceeds investments
- Collateral requirements
- Safekeeping account
- Future steps

Cash Flows

Valley View's investment strategy was developed around projected cash flows identified through extensive cash flow analysis going back for four years of College history. The cash flow model was used to divide balances into three different investment components.

- The first component was the amount that should be left liquid to cover those obligations that were expected to occur within the next three months. That portion of the portfolio should be kept in cash equivalent positions, such as investment pools and money market accounts.
- The second component was for the core portion of the portfolio, or that position that can be reasonably expected to remain unused, based upon historical experiences. Valley View looked back to identify the lowest balance that the Operating Fund ever experienced over the last four years and then categorized half of that amount as the investable core. The investable core was the portion of the portfolio balance that can comfortably be invested beyond the fiscal year.
- The third consideration was for the remainder of the portfolio balance after liquidity and core, called the intermediate portion. The intermediate portion was used to match projected obligations occurring within the fiscal year.

BBVA Compass Minimum Balance Requirement

The College's Depository Bank required that \$25 million of available funds be kept as a minimum cash balance at the bank to cover banking service fees. These funds were removed from the Operating Fund portfolio and placed into a portfolio entitled, "Operating Fund Reserves." These funds were extracted from the Operating Fund cash flow model calculations.

Laddering of Investments

Valley View targeted a laddered structure to ensure that investment maturities were available to match projected obligations. In an upward sloping yield curve, the longer the maturity term of an investment, the higher the interest rate. Laddering investments to match anticipated obligations enables the College to extend maturities out along the yield curve to enhance the overall yield of the portfolio.

CD Solicitation and Responses

The first and second round of investment transactions primarily addressed the core component of the portfolio.

The first CD rate solicitation, which was limited to South Texas area banks, occurred in November 2015. The solicitation resulted in one CD investment with Texas Regional Bank and five CD investments with Inter National Bank for operating funds. The second CD rate solicitation, which also occurred in November 2015, was expanded to banks outside of the South Texas area, but also included local area banks. The solicitation resulted in one CD investment with Texas Regional Bank and seven CD investments with Southside Bank for operating and bond funds. One CD was executed to address one of the intermediate rungs on the maturity ladder.

Bond Construction Projects Draw Schedule

Bond proceeds, in the amount of \$20 million, were invested in CD's in the second round of investments. Future bond proceed investments will consider the construction draw schedule to ensure that funds are available as needed. The investment strategy for bond proceeds must consider the requirements that the interest rate may not be lower than the treasury yield. The College must open a safekeeping account to hold securities that may be purchased through the result of a competitive yield solicitation for bond proceeds and operating funds.

Enclosed Document – A copy of the College's Quarterly Investment Report as of January 31, 2016 was provided in the packet for the Committee's information and review. In addition a Schedule of Deposit Accounts and Investments by Maturity Terms as of January 31, 2016 and a PowerPoint presentation was included for the Committee's information and review.

Ms. Anderson recommended a revision to Policy to expand the number of eligible banks that could respond to investment opportunities solicited on behalf of South Texas College.

The Finance and Human Resources Committee asked Ms. Anderson to return in March 2016 to present the 2nd quarter investment report.

Reviewers – The Vice President for Finance and Administrative Services and Business Office staff reviewed the information being presented.

Mary Elizondo, Vice President for Finance and Administrative Services, attended the February 16, 2016 Finance and Human Resources Committee meeting to address any questions by the committee.

No action was required from the Committee. This item was presented for information and feedback to staff.

Review and Recommend Action on Award of Proposals, Purchases, and Renewals

The Finance and Human Resources Committee was asked to recommend Board approval of the proposal awards, purchases, and renewals as listed below:

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

A. Awards

- 1) Moving Services (Award):** award the proposal for moving services for the period beginning February 24, 2016 through February 23, 2017 with two one-year options for renew, at an estimated amount of \$16,000.00 to the following vendors:
 - **Gateway Printing & Office Supply, Inc.** (Edinburg, TX)
 - **Groves Moving & Storage** (Harlingen, TX)
- 2) Internet Service Provider (Award):** award the proposal for an internet service provider to **Smartcom Telephone, LLC.** (McAllen, TX), for the period beginning March 1, 2016 through February 28, 2019 with two one-year options to renew, at a monthly amount of \$4,127.00, an annual amount of \$49,524.00, and a total amount of \$148,572.00;
- 3) Parking Permit and Citation Management System (Award):** award the proposal for a parking permit and citation management system to **Cardinal Tracking, Inc.** (Lewisville, TX), at a total cost of \$100,320.00;

B. Instructional Items

- 4) Braille Services (Purchase):** purchase braille services from **Mov'in & Tapin** (Weslaco, TX), (New), a sole source vendor, for the period beginning February 24, 2016 through August 31, 2016, at an estimated amount of \$30,000.00;
- 5) Exam Management Solutions (Purchase):** purchase exam management solutions from **ExamSoft Worldwide, Inc.** (Boca Raton, FL), a sole source vendor, for the period beginning March 1, 2016 through July 31, 2017, at an estimated cost of \$18,750.00;
- 6) Power Fluid Equipment (Hydraulic Trainers) (Purchase):** purchase power fluid equipment (hydraulic trainters) from **Technical Laboratory System, Inc.** (Houston, TX), a Harris County Department of Education – Choice Partner Purchasing Cooperative approved vendor, at a total cost of \$107,698.00;
- 7) Ultrasound Training Simulator (Purchase):** purchase an ultrasound training simulator from **Medsim, Inc.** (Ft. Lauderdale, FL), a sole source vendor, at a total cost of \$92,915.00;
- 8) Nursing and Allied Health Equipment and Supplies (Renewal):** renew the contracts for nursing and allied health equipment and supplies for the period beginning April 21, 2016 through April 20, 2017, at an estimated cost of \$165,000.00 with the following vendors:

a. Henry Schein, Inc. (Melville, NY)	b. Lee's Pharmacy & Medical Equipment (McAllen, TX)
c. Meadows Medical (Quogue, NY)	d. Med One Equipment Services (Sandy, UT)

e. Moore Medical, LLC. (Farmington, CT)	f. Enterprise, Inc./dba Pocket Nurse (Monaca, PA)
g. Southeastern Emergency Equipment (Youngsville, NC)	

C. Non – Instructional Items

9) Furniture (Purchase): purchase furniture from the State of Texas Multiple Award Schedule (TXMAS) approved vendors, at a total amount of \$46,072.64;

#	Vendor	Amount
A	Cramer, Inc./Gateway Printing and Office Supply, Inc. (Edinburg, TX)	\$26,150.08
B	Krueger International, Inc./Gateway Printing and Office Supply, Inc. (Edinburg, TX)	\$19,922.56
	Total	\$46,072.64

10) Civil Engineering Services – On-Call Services – Non Bond (Renewal): renew the contracts for civil engineering services – on-call services – non bond for the period beginning March 31, 2016 through March 30, 2017 with the following vendors:

- a. **Half Associates, Inc.** (McAllen, TX)
- b. **Melden & Hunt, Inc.** (Edinburg, TX)
- c. **Perez Consulting Engineers, LLC.** (McAllen, TX)
- d. **R. Gutierrez Engineering Corporation** (Pharr, TX)

11) Risk Management Services (Renewal): renew the risk management services contract with **Shepard Walton King Insurance Group** (McAllen, TX), for the period beginning May 1, 2016 through April 30, 2017, at an estimated cost of \$18,500.00;

D. Technology

12) Campus Receivable Collector (CRC) Software and Training Services (Purchase): purchase campus receivable collector (CRC) software and training services from **Texas A & M University – Corpus Christi**, an institute of higher education for the State of Texas, for an on behalf of the Texas Connection Consortium (TCC), and Ellucian Company, L.P., for the period beginning March 1, 2016 through February 28, 2017, at an estimated cost of \$18,643.00;

13) Computers, Laptops, and Tablets (Purchase): purchase of computers, laptops, and tablets from the State of Texas Department of Information Resources (DIR) approved vendor **Dell Marketing, LP.** (Dallas, TX) and **Apple, Inc.** (Dallas, TX), in the total amount of \$138,646.43;

14) Servers and Switches (Purchase): purchase servers and switches from **Dell Marketing, LP.** (Dallas, TX), a State of Texas Department of Information Resources (DIR) approved vendor, at a total cost of \$70,716.12;

15) Public Website Hosting Services (Renewal): renew the public website hosting services agreement with **Rackspace Hosting** (San Antonio, TX), a sole source vendor, for the period beginning March 1, 2016 through February 28, 2017, at an annual amount of \$30,513.24.

SUMMARY TOTAL:

The total for all proposal awards, purchases, and renewals was \$1,002,346.43.

Upon a motion by Ms. Rose Benavidez and a second by Mr. Paul R. Rodriguez, the Finance and Human Resources Committee recommended Board of proposal awards, purchases, and renewals as presented. The motion carried.

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

Approval will be requested at the February 23, 2016 Board of Trustees meeting for dispose/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 is requested.

Purpose – The Fixed Asset/Inventory Department requested 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 was 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 would clean data from all systems, recycle systems that can be repaired for inmate training or donation to schools and damaged systems were properly disposed of.

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

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

Enclosed Documents - A listing of the technology and electronic items to be disposed/recycled was provided in the packet for Committee's information and review.

Mary Elizondo, Vice President for Finance and Administrative Services, Dr. David Plummer, Interim Vice President for Information Services, Planning and Strategic Initiatives, and Becky Cavazos, Director of Purchasing, attended the February 16, 2016 Finance and Human Resources Committee meeting to address any questions by the committee.

Upon a motion by Mr. Paul R. Rodriguez and a second by Ms. Rose Benavidez, the Finance and Human Resources Committee recommended Board approval of the 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 motion carried.

Review and Recommend Action on Renewal of Delinquent Tax Collection Services for Hidalgo County and Starr County

Approval to renew the contract with Linebarger Goggan Blair & Sampson, LLP to provide delinquent tax collection services for Hidalgo and Starr counties at a 15% fee based on the amount of delinquent tax, penalty, and interest collected for a period from May 1, 2016 through April 30, 2017 will be requested at the February 23, 2016 Board meeting.

Purpose – The delinquent tax collection services contract with Linebarger Goggan Blair & Sampson, LLP expired on April 30, 2016. Approval to renew the contract for a one-year period was needed in order to provide collection services for delinquent property taxes that are owed to the College.

Justification - Property Tax Code Section 6.30 (c) states that the governing body of a taxing unit may contract with any competent attorney to represent the unit to enforce the collection of delinquent taxes. The attorney's compensation is set in the contract, but the total amount of compensation provided may not exceed 20 percent of the amount of delinquent tax, penalty, and interest collected. The Board of Trustees previously approved a 15 percent penalty fee.

Background - The contract for delinquent tax collection services was awarded to Linebarger Goggan Blair & Sampson, LLP at the March 25, 2014 Board meeting for the contract period beginning May 1, 2014 through April 30, 2015 with two (2) one-year renewal options. This was the second renewal of the two (2) one-year renewal options.

Funding Source – The delinquent tax collection services fee of 15 percent was paid to Linebarger Goggan Blair & Sampson, LLP from the tax collection revenues collected by Hidalgo County and Starr County.

Enclosed Documents - A Summary of Cumulative Delinquent Tax Levy Collections by Fiscal Year and a Summary Total Tax Levy Uncollected was provided in the packet for the Committee's information and review.

Upon a motion by Ms. Rose Benavidez and a second by Mr. Paul R. Rodriguez, the Finance and Human Resources Committee recommended Board approval of the renewal of the Delinquent Tax Contracts for Starr County and Hidalgo County at a 15% fee based on the amount of delinquent tax, penalty, and interest collected with Linebarger Goggan Blair & Sampson, LLP for a one-year period from May 1, 2016 to April 30, 2017 as presented. The motion carried.

**Review and Recommend Action on Resolution to Impose a 15%
Penalty for Collection of Delinquent Taxes as Authorized Under Section 33.07
of the Texas Property Tax Code for Attorney Fees and Expenses**

Approval of the Resolution imposing a 15% penalty for collection of delinquent taxes as authorized under Section 33.07 of the Texas Property Tax Code for attorney fees and expenses will be requested at the February 23, 2015 Board meeting.

Purpose – A resolution authorizing the College to levy an additional penalty of 15% to the delinquent tax year 2015 district taxes is needed in order to recover the cost of attorney fees and expenses for the collection of delinquent taxes, penalty, and interest due on 2015 taxes which will remain delinquent on July 1, 2016.

Justification – Board action will be necessary on the Resolution previously prepared by legal counsel to approve the 15% additional penalty for the payment of attorney fees and expenses for the collection cost of delinquent taxes for Hidalgo County and Starr County collection services. According to Section 6.30 (c), Attorneys Representing Taxing Units, of the Texas Property Tax Code, the total amount of the contracted attorney's compensation may not exceed 20% of the amount of delinquent tax, penalty, and interest collected.

Background – The Resolution imposing a 15% penalty for the collection of tax year 2014 delinquent taxes, the College's prior tax levy year, was approved by the Board on February 24, 2015.

While state law allows the imposition of a higher penalty for collection of delinquent taxes, the College maintains the rate of 15% to simply cover the cost of collection services.

Enclosed Documents – The Resolution to be completed with the delinquent tax attorney firm awarded follows in the packet for the Committee's review and information.

Upon a motion by Mr. Paul R. Rodriguez and a second by Ms. Rose Benavidez, the Finance and Human Resources Committee recommended Board approval of the Resolution imposing a 15% penalty for collection of delinquent taxes as authorized under Section 33.07 of the Texas Property Tax Code for Board approval as presented. The motion carried.

**Review and Discussion of Provisions of House Bill 1295 Related to Disclosure of
Interested Parties by Persons Contracting with Governmental Entities
and State Agencies**

Mrs. Mary Elizondo, Vice President for Finance and Administrative Services and Mrs. Becky Cavazos, Director of Purchasing were prepared to provide a presentation on the provisions of House Bill 1295 related to disclosure of interested parties by person contracting with governmental entities and state agencies. House Bill 1295 was adopted by the 84th Legislature and was effective January 1, 2016.

Mr. Paul R. Rodriguez was familiar with HB 1295, and provided his own insights into the requirements of the new law as well.

The Committee asked that this item be presented to the full Board of Trustees.

Enclosed Documents – The House Bill 1295 PowerPoint presentation was provided in the packet for the Committee’s review and information.

No action was required from the Committee. This item was presented for information and feedback to the staff.

Update on Hiring of Internal Auditor Position

At the January 27, 2015 Board Meeting, the Board of Trustees approved the plan to transition the internal audit function from outsourced services to in-house staff positions. The Board of Trustees approved the positions of an Internal Auditor and a Staff Audit Specialist.

A job description for the internal auditor was prepared and the position was advertised state-wide. Applications were received and the screening committee interviewed four applicants and recommended two applicants to participate in campus visits and faculty and staff forums.

These campus visits were scheduled for February 22, 2016. A special Finance and Human Resources Committee Meeting was scheduled for February 22, 2016, from 1:30 p.m. to 3:30 p.m. in the South Texas College Pecan Campus Ann Richards Administration Building Board Room in order for the candidates to meet with the Committee. One of the candidates would be scheduled to meet with the Committee at 1:30 p.m. and the 2nd one at 2:30 p.m.

No action was required from the Committee. This item was presented for information and feedback to staff.

Review and Discussion of Position Vacancy Report for FY 2015-2016

The Staffing Plan Position Vacancy Report for FY 2015-2016 was provided in the packet for the Committee’s information and review. Information was current as of February 10, 2016.

Dr. Shirley A. Reed and Mrs. Mary Elizondo were available to respond to questions from the Committee.

The Position Vacancy Report for FY 2015-2016 was based on the following:

- **Positions Filled in FY 2015-2016:**
 - ⇒ Seventy-three (73) positions were filled between September 1, 2015 and February 10, 2016. Of these 73 positions, 30 were new positions for FY 2015-2016 and 43 were positions continued from FY 2014-2015.

- **Positions Vacated in FY 2015-2016:**
 - ⇒ Twenty-six (26) resignations, terminations, and/or retirement notices were submitted between September 1, 2015 and February 10, 2016.

- **Vacant Full Time Regular Positions - New - Board Approved Positions for FY 2015-2016:**
 - ⇒ Thirty (30) new positions were filled in FY 2016.

 - ⇒ The staffing plan for FY 2015-2016 began with 74 new Board approved positions. Of the 74 new positions, 30 were filled, 36 are currently advertised or in progress for final approval, and the remainder of the positions were partially funded. Five (5) or 14% of the 36 advertised positions had recommendations currently in progress.

- **Vacant Full Time Regular Positions – Continuing – CONTINUED from FY 2014-2015:**
 - ⇒ Forty-three (43) continuing positions were filled in FY 2016.

 - ⇒ A list of ninety-five (95) vacant positions due to employee resignations, terminations, and retirement was included and designated as Continuing. These positions were advertised until filled. Approximately 98% or 93 of these positions were advertised or in progress for final approval. Fifteen (15) or 16% of the 93 advertised positions had recommendations currently in progress.

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 6:45 p.m.

I certify that the foregoing are the true and correct Minutes of the February 16, 2016 Finance and Human Resources Committee Meeting of the South Texas College Board of Trustees.

Dr. Alejo Salinas, Jr.
Chair

Announcements

A. Next Meetings:

- Tuesday, March 8, 2016
 - 3:00 p.m. – Education and Workforce Development Committee
 - 4:30 p.m. – Facilities Committee
 - 5:30 p.m. – Finance & HR Committee

- Tuesday, March 29, 2016
 - 5:30 p.m. – Regular Meeting of the Board of Trustees

B. Other Announcements:

- The College will be closed for Spring Break from Monday, March 14th – Sunday, March 20th, 2016.
- The College will be closed for Semester Break from Thursday, March 24th – Sunday, March 27th, 2016