



**SOUTH TEXAS
COLLEGE**

**Board of Trustees
Regular Board Meeting**

**Tuesday, March 29, 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, March 29, 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. Consideration and Action on Consent Agenda

A. Approval of Board Meeting Minutes 1 - 29

1. February 23, 2016 Regular Board Meeting

B. Approval and Authorization to Accept Grant Award(s) 30 - 32

1. The Project HIRE (Helping Individuals Reach Employment) Grant Year 5 Funding from DARS (Department of Assistive and Rehabilitation Services)/TWC (Texas Workforce Commission) in the Amount of \$91,889

2. The Student Inter-Chapter Relations Grant from the American Chemical Society in the Amount of \$750

3. The NSF (National Science Foundation) STEP Grant Subaward from UTRGV in the Amount of \$58,893

4. The Community Health Worker Grant Subaward from UTRGV in the Amount of \$12,000

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

VI. Consideration and Action on Non-Committee Agenda Items

A. May 7, 2016 Election Items

1. Discussion and Action as Necessary on Approval of Certification of Unopposed Candidates For Trustee, South Texas College for Districts #3 and #4..... 33 - 34

2. Discussion and Action as Necessary on Approval of Order Declaring Unopposed Candidate(s) for STC Trustee Districts #3 and #4 Elected	35 - 37
B. Discussion and Action as Necessary on Proclamation Declaring the Week of April 10 th – 16 th , 2016 as <i>South Texas College Library Week</i>	38 - 43
C. Review and Action as Necessary on Proposed New Policy #3215: <i>Minimum Age for Continuing Education Students Enrolled in Courses Reported for Formula Funding</i>	44 - 45

VII. Consideration and Action on Committee Items

A. Education and Workforce Development Committee

1. Review and Action as Necessary on Proposed Revisions to Policy #3200: <i>Student Admissions</i>	46 - 64
2. Review and Action as Necessary on Proposed Revisions to Policy #3335: <i>Student Attendance</i>	65 - 69
3. Review and Action as Necessary to Offer an Associate of Applied Science Degree in Welding Technology	70 - 82
4. Review of Presentations to the Education and Workforce Development Committee:	83 - 84
a. Review of Proposed Prospective Student Guide for Applying to Associate Degree Nursing Program	
b. Presentation on New Ceramic Kiln Building	

B. Finance and Human Resources Committee

1. Review and Discussion of College Investment Report Presentation	85 - 93
2. Review and Action as Necessary on Award of Proposals, Rejection of a Proposal, Purchases, and Renewals	94 - 107
A. Awards	
1) Building Moving Services (Award)	
2) Digital Signage Upgrade (Award)	
3) Online Continuing Education Services (Award)	
4) Printing of Business Forms (Award)	
5) Records Management Services (Award)	
6) Food Products (Reject)	
B. Instructional Items	
7) Desktop Machining System (Purchase)	
8) Online Essay Review Services Agreement (Purchase)	
9) Online Tutoring Service Agreement (Purchase)	
10) 3D Printer (Purchase)	

11)Ultrasound Equipment Maintenance Agreement (Renewal)

C. Non – Instructional Items

12)Chiller Chemicals and Maintenance (Purchase)

13)Furniture (Purchase)

14)Professional Development Consultant Services (Purchase)

D. Technology

15)Adobe License Subscription Agreement (Purchase)

16)Computers, Laptop, and Scanner (Purchase)

17)McAfee Web Gateway Hardware (Purchase)

18)Network Cable and Supplies (Purchase)

19)Uninterruptable Power Supplies (UPS) and Batteries (Purchase)

20)Clean Address Software Support and Maintenance Subscription
(Renewal)

3. Review and Action as Necessary on Auction of the Technology Campus
Chillers..... 108 - 110

C. Facilities Committee

1. Update on Status of 2013 Bond Construction Program 111 - 116

2. 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 Starr County Campus
Parking and Site Improvements..... 117 - 123

3. Review and Action as Necessary on Partial Guaranteed Maximum Price for
the 2013 Bond Construction Technology Campus Southwest Building
Renovation..... 124 - 127

4. Review and Action as Necessary on Authorization of Use of Construction
Contingency Fund by Broaddus and Associates for the 2013 Bond
Construction Program..... 128 - 133

5. Review and Action as Necessary on the Purchase of Insurance Coverage
for the 2013 Bond Construction Program..... 134 - 140

6. Review and Action as Necessary to Reject Construction Proposals for the
Non-Bond Pecan Campus Building K Student Enrollment Center 141

7. Review and Action as Necessary on Substantial or Final Completion for the
Following Non-Bond Construction Projects..... 142 - 145
1) Pecan Campus Infrastructure for Relocation of Portable Buildings
(Substantial Completion)
2) Pecan Campus Building B Covered Area for Ceramic Art Kilns (Final
Completion)

8. Update on Status of Non-Bond Program Construction Projects ... 146 - 151

VIII. Consideration and Approval of Checks and Financial Reports... 152 - 154

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

IX. Informational Items

- President's Report 155 - 164
- Board Committee Meeting Minutes from March 8, 2016:
 - Education and Workforce Development 165 - 170
 - Facilities 171 - 182
 - Finance and Human Resources 183 - 194

X. Announcements 195

A. Next Meetings:

- Thursday, April 14, 2016
 - 3:00 p.m. – Education and Workforce Development Committee
 - 4:30 p.m. – Facilities Committee
 - 5:30 p.m. – Finance & HR Committee
- Tuesday, April 26, 2016
 - 5:30 p.m. – Regular Meeting of the Board of Trustees

B. Other Announcements:

- The College will hold its 11th Annual Summit on College and Career Readiness from 8:00 a.m. – 4:30 p.m. on Monday, April 4, 2016 at Region One Education Service Center, 1900 W Schunior, Edinburg, TX 78541
- The College will join the City of Pharr and Pharr San Juan Alamo ISD in a signing ceremony for the *Interlocal Agreement for Development of South Texas College Regional Center for Public Safety Excellence* at 10:00 a.m. on Tuesday, April 5, 2016 at Tierra Del Sol Golf Course, 700 E Hall Acres Rd., Pharr, TX 78577

Approval of Minutes

The following Board Meeting Minutes are submitted for approval:

1. February 23, 2016 Regular Board Meeting

Recommendation:

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

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

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

Approval Recommended:

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

**SOUTH TEXAS COLLEGE
BOARD OF TRUSTEES REGULAR MEETING
Tuesday, February 23, 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, February 23, 2016 in the Ann Richards Administration Building Board Room at the Pecan Campus in McAllen, Texas. The meeting commenced at 5:32 p.m. with Dr. Alejo Salinas, Jr., Vice Chair, presiding.

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

Members absent: Mr. Roy de León and Mr. Jesse Villarreal

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. Juan Carlos Aguirre, Ms. Katarina Bugariu, Mr. Paul Varville, Mr. Ricardo De La Garza, Mr. George McCaleb, Dr. Ety Bischoff, Dr. Ali Esmaeili, Dr. Brett Millan, Mr. Gilbert Gallegos, Mr. Rolando Garcia, Ms. Diana Bravos Gonzalez, Ms. Kelly Salazar, Ms. Kelly Vela, Mr. Eddie Vela, Mr. David Iglesias, Mr. Edward Puente, and Andrew Fish.

Determination of a Quorum

Dr. Shirley A. Reed announced that Mr. Roy de León, Chair, was unable to attend as he was being honored by the Mercedes Chamber of Commerce with a Lifetime Achievement Award.

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

Invocation:

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

Public Comments:

Dr. Alejo Salinas, Jr. announced that on Saturday, February 20, 2016, Dr. Shirley A. Reed, College President, was recognized as a Champion of Education by Rotary International, District 5930, and further recognized as a Paul Harris Fellow.

Dr. Salinas then called for public comments. No public comments were given and a notice of the meeting was posted.

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.

Mrs. Farias and Ms. Benavidez reported on their attendance at the summit and shared their experiences and pride in seeing how well South Texas College performs in comparisons with peers from across the nation.

Mrs. Farias specifically mentioned the National Association of Latino Elected and Appointed Officials (NALEO) Higher Education Prep Academy and their efforts to ensure meaningful opportunities for Latino students throughout the nation. Mrs. Farias then mentioned sessions at the Summit on safety and security, including the need to be prepared to respond to, and immediately after, incidences on campus. Finally, Mrs. Farias spoke of the College Promise, and organizations that work to provide critical support to students facing adverse circumstances.

Ms. Benavidez spoke on the national push toward joining employers and institutions of higher education to develop workforce partnerships, an area in which South Texas College is far ahead of many peers nation-wide. Ms. Benavidez thanked Dr. Reed and her administration, faculty, and staff for their continued innovation and partnerships that provide tremendous opportunities throughout the College's service region.

Approval of Minutes

The following Board Meeting Minutes were submitted for approval:

1. January 26, 2016 Regular Board Meeting
2. February 16, 2016 Special Board Meeting

Upon a motion by Mr. Paul R. Rodriguez and a second by Mrs. Graciela Farias, the Board of Trustees of South Texas College approved and adopted the Board Meeting Minutes as written. The motion carried.

Approval and Authorization to Accept Grant Award(s)

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

1. The 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 would 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 was 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 awards. 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 were 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 would 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 would 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 would provide opportunities for students to engage in STEM related activities, including math and computer science in a hands-on-format.

This grant gave 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 met 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.

Upon a motion by Ms. Rose Benavidez and a second by Mrs. Graciela Farias, 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. 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 motion carried.

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* was requested.

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 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 Committee noted that existing policy allowed the award of academic classification based on any of several optional criteria, including Teaching Effectiveness.

The Committee requested a revision such that Teaching Effectiveness would be a mandatory criteria, in addition to whatever other options were applicable to a candidate.

Further revisions were made at the Committee's request to clear up ambiguities in the language.

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.

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.

After a motion by Mrs. Graciela Farias and a second by Mr. Gary Gurwitz, the Board of Trustees of South Texas College discussed the proposed revisions to Policy #3813: *Academic Classifications for Faculty* as presented.

During the Board's discussion, Mrs. Graciela Farias noted that the policy included the wording: "Documented (Portfolio)" in listing those criteria required to evaluate a candidate for award of classification. Dr. Brett Millan informed the Board that this language was included in the original policy, when it was unclear whether candidates would submit their justification in a printed portfolio or other format, such as electronic documentation. Mrs. Farias suggested the wording be changed to simply "Documentation" instead.

Upon an amended motion by Mrs. Graciela Farias and a second by Mr. Gary Gurwitz, the Board of Trustees of South Texas College approved and authorized the proposed revisions to Policy #3813: *Academic Classifications for Faculty* as further revised to include "Documentation" in place of "Documented (Portfolio)" and which would supersede any previously adopted Board policy. The motion carried.

Review of Presentations to the Education and Workforce Development Committee:

Mrs. Graciela Farias reviewed the following presentations, which were 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 reviewed for the Board's information and feedback to staff, and no action was taken.

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 was requested.

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 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 the analysis of the bids received for the Board of Trustees' consideration. The total amount the College would receive was \$6,378.63

Enclosed Documents - The Resolution Authorizing the Tax Resale was provided under separate cover for the Board'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.

Ms. Kelly Salazar from Linebarger Goggan Blair & Sampson, LLP attended 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.

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 Hidalgo County Tax Resale Bids and the Resolution Authorizing the Tax Resale to Linebarger Goggan Blair & Sampson, LLP as presented. The motion carried.

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

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 trainers) 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. **Halff 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 Mr. Paul R. Rodriguez and a second by Ms. Rose Benavidez, the Board of Trustees of South Texas College approved and authorized the proposal awards, purchases, 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 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 was 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 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 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 included 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, attended 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.

Upon a motion by Mr. Paul R. Rodriguez and a second by Mrs. Graciela Farias, 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 motion carried.

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 was requested.

Purpose – The delinquent tax collection services contract with Linebarger Goggan Blair & Sampson, LLP would expire 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 were 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 was 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 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.

Upon a motion by Mr. Paul R. Rodriguez and a second by Ms. Rose Benavidez, 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 motion carried.

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 was requested.

Purpose – A resolution authorizing the College to levy an additional penalty of 15% to the delinquent tax year 2015 district taxes was 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 would remain delinquent on July 1, 2016.

Justification – Board action would be necessary on the Resolution 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 maintained 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 was provided in the packet for the Board's 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.

Upon a motion by Mr. Paul R. Rodriguez and a second by Ms. Rose Benavidez, 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 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 available to 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 was provided 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 was presented to the Board to allow for further discussion as necessary.

Mr. Paul R. Rodriguez briefed the Board on his experience complying with the requirements of HB 1295, and administration updated the Board on the impact this will have on the College's vendors.

The general view was that the legislation would impose a burden on many vendors, as it required submission of the disclosure for each and every interested party, each and every time a contract was approved by the Board and prior to the execution of that contract. With the purchasing thresholds established by the Board, below the state procurement requirements, this was a significant number of transactions what would require this disclosure form.

Legal Counsel advised that legislators had already noted the extra burden this was causing statewide, and anticipated that they would address this in time; but for now compliance would be required.

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

Update on Status of 2013 Bond Construction Program

The packet included a copy of the presentation prepared by Broaddus and Associates as an update on the status of the 2013 Bond Construction Program. Mr. Gilbert Gallegos from Broaddus and Associates will be present at the February 23, 2016 Regular Board Meeting to provide 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 was reviewed and discussed at the February 23, 2016 Board meeting.

Purpose

The Board was 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.

Enclosed Documents

The packet included 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

Mr. Gilbert Gallegos from Broaddus & Associates attended the Board meeting to present Guaranteed Maximum Price Timeline.

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

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.

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 as 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 as requested, 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 provided their 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.

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

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

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 was requested.

Purpose

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

Justification

Once schematic design was approved, 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 would 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)
- 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) was \$1,000,000 and would 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 were budgeted in the Bond Construction budget for fiscal year 2015-2016. Funding for the proposed alternates presented would be determined once the GMPs were 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 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.

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

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 was requested.

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 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.

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

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 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 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 conferred with staff and determined that the Board had 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 had 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 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 would be identified from the Bond Construction budget.

Mr. Gary Gurwitz asked about the funding distribution across bond and non-bond funds, and the CPM responded that the contribution of approximately \$370,000 in bond funds would cover the cost of the chillers, and was based upon the budgeted cost of providing chilled water cooling to the new bond program building at that campus, including running chilled water lines up to the new construction.

Staff agreed that this was an acceptable determination of the distribution of bond funds versus non-bond construction funds to be used in this project based on current cost information.

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 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.

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

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 Ms. Rose Benavidez, the Board of Trustees of South Texas College approved and authorized 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 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 January 2016. The approval was for checks submitted for release in the amount greater than \$125,000.00 and checks in the amount greater than \$25,000.00 that were released as authorized by Board Policy No. 5610.

Mrs. Mary Elizondo, Vice President for Finance and Administrative Services, was available to provide a review of the Financial Report for the month of **January 2016**, and respond to questions posed by the Board.

The checks and the financial reports submitted for approval were included in the Board packet under separate cover.

Upon a motion by Mr. Paul R. Rodriguez 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 January 2016. The motion carried.

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 was provided 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 had received no such complaints.

South Texas Chief Administrator for Department of Public Safety, Paul Varville, attended the Board meeting to respond to questions.

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

Announcements

A. Next Meetings:

- Tuesday, March 8, 2016
 - 2:30 p.m. – Education and Workforce Development Committee
 - 4:00 p.m. - Ribbon Cutting Ceremony for the new Ceramic Kiln Building
 - 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
- The College will hold its 11th Annual Summit on College and Career Readiness from 8:00 a.m. – 4:30 p.m. on Monday, April 4, 2016 at Region One Education Service Center, 1900 W Schunior, Edinburg, TX 78541

Adjournment:

There being no further business to discuss, the Regular Meeting of the South Texas College Board of Trustees adjourned at 6:38 p.m.

I certify the foregoing are the true and correct minutes of the Tuesday, February 23, 2016 Regular 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 Project HIRE (Helping Individuals Reach Employment) Grant Year 5 Funding from DARS (Department of Assistive and Rehabilitation Services)/TWC (Texas Workforce Commission) in the Amount of \$91,889

The DARS Project HIRE agreement in the amount of \$91,889 will be used for full-time and part-time Project HIRE staff, interpreter services and supplies in order to provide comprehensive disability-related services to grant participants with developmental disabilities while attending South Texas College for post-secondary training. DARS is merging with Texas Workforce Commission on September 1, 2016. These funds are through an interagency contract with TWC, which is necessary to continue year five for the period beginning May 1, 2016 and ending Spring 2017.

Project Hire [Year 5] aligns to South Texas College's Strategic Direction #2, Access and Success, by providing services that are strategically designed to increase access and the success of students with developmental disabilities.

2. The Student Inter-Chapter Relations Grant from the American Chemical Society in the Amount of \$750

The American Chemical Society - Student Inter-Chapter Relations Grant was awarded to the South Texas College Chemistry Club student group in the amount of \$750. The grant period is from February 1, 2016 to July 1, 2016. This award will support the Chemistry Club and funds will be used to support involvement in the approved outreach project for facility rentals, supplies, transportation, as well as food or beverages.

This award aligns to South Texas College's Strategic Direction's #2, Access and Success by committing to increasing college-going and college-completing for current and future Chemistry students.

3. The NSF (National Science Foundation) STEP Grant Subaward from UTRGV in the Amount of \$58,893

The NSF STEP grant subaward from UTRGV in the amount of \$58,893 provides funding for a Summer Bridge to Calculus program, a Bridge to Engineering program, student mentorship, supplemental instruction, student leadership training for mentors, and resources that support student learning outcomes. The funding period is from September 15, 2015 through August 31, 2016. The funds will be used for expenditures supporting personnel, software, and classroom tools.

This award aligns to Strategic Direction #2, Access and Success by seeking to increase the college-completion rate of students served by the program, and #3 High Success Rate, by engaging in this outcomes based collaborative effort with UTRGV to ensure student success.

4. The Community Health Worker Grant Subaward from UTRGV in the Amount of \$12,000

The Community Health Worker subaward from UTRGV in the amount of \$12,000 provides funding to STC's Continuing Professional and Workforce Education Program to train 15 participants and prepare them for certification from the Texas Department of State Health Services. The funding period begins May 1, 2016 and ends August 31, 2016. Funds support tuition, fees, and expenses to support STC students.

This award aligns to Strategic Direction # 5 Collaboration by advancing mutually beneficial community and educational partnerships that create a collective impact on student success.

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

The presented grants would provide up to \$163,532 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 Project HIRE (Helping Individuals Reach Employment) Grant Year 5 Funding from DARS (Department of Assistive and Rehabilitation Services)/TWC (Texas Workforce Commission) in the Amount of \$91,889
2. The Student Inter-Chapter Relations Grant from the American Chemical Society in the Amount of \$750
3. The NSF (National Science Foundation) STEP Grant Subaward from UTRGV in the Amount of \$58,893
4. The Community Health Worker Grant Subaward from UTRGV in the Amount of \$12,000
5. Additional Grant(s) Received/Pending Official Award

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

1. The Project HIRE (Helping Individuals Reach Employment) Grant Year 5 Funding from DARS (Department of Assistive and Rehabilitation Services)/TWC (Texas Workforce Commission) in the Amount of \$91,889
2. The Student Inter-Chapter Relations Grant from the American Chemical Society in the Amount of \$750
3. The NSF (National Science Foundation) STEP Grant Subaward from UTRGV in the Amount of \$58,893
4. The Community Health Worker Grant Subaward from UTRGV in the Amount of \$12,000
5. Additional Grant(s) Received/Pending Official Award

Approval Recommended:

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

Discussion and Action as Necessary on Approval of Certification of Unopposed Candidates For Trustee, South Texas College for Districts #3 and #4

The deadline to apply for a place on the ballot for the places of South Texas College Board of Trustees District 3 or District 4 passed on Friday, February 19th, 2016 at 5:00 p.m., as established by the May 7, 2016 Election Law Calendar created by the Texas Secretary of State.

In District 3, only one candidate filed for a place on the ballot. This single candidate, Mr. Paul R. Rodriguez, would run unopposed. Therefore, the Board is asked to approve the attached Certification of Unopposed Status for this ballot.

In District 4, only one candidate filed for a place on the ballot. This single candidate, Mr. Gary Gurwitz, would run unopposed. Therefore, the Board is asked to approve the attached Certification of Unopposed Status for this ballot.

Legal Counsel has prepared the Certifications of Unopposed Status as allowed by Texas Election Code.

As per Texas Election Code §2.052, the Board shall declare the unopposed candidates elected, Texas Election Code requires that they first accept these Certifications (pursuant to), and then may issue an Order declaring the unopposed candidates elected (pursuant to Texas Election Code §2.053) as provided for in the next agenda item.

Recommendation:

It is recommended that the Board of Trustees approve and authorize the Certification of Unopposed Candidates for Trustee, South Texas College for Districts #3 and #4 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 Certification of Unopposed Candidates for Trustee, South Texas College for Districts #3 and #4 as presented.

Approval Recommended:

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

**CERTIFICATION OF UNOPPOSED
CANDIDATES FOR TRUSTEE, SOUTH
TEXAS COLLEGE**

***CERTIFICACIÓN DE CANDIDATOS
INOPUESTOS
PARA MIEMBROS DE LA MESA DIRECTIVA,
COLEJIO DE SUR TEXAS***

**To: Board of Trustees,
South Texas College**

**A: La Mesa Directiva,
Colejio de Sur Texas**

As the authority responsible for preparing the official ballot for trustee election, South Texas College, I hereby certify that the following candidates are unopposed for election to office for the election scheduled to be held on May 7, 2016:

Place No. 3	Mr. Paul R. Rodriguez
Place No. 4	Mr. Gary Gurwitz

Atravez de la autorizacion oficial de preparar la boleta para la eleccion de miembros de la mesa directiva del Colejio de Sur Texas, certfico que los siguientes candidatos son inopuestos en la eleccion fechada para llevarse acabo el de 7 de Mayo de 2016:

Lugar No. 3	Mr. Paul R. Rodriguez
Lugar No. 4	Mr. Gary Gurwitz

Signature (Firma)

Paul R. Rodriguez

Printed name (Nombre en letra de molde)

March 29, 2016

Date (Fecha)

Discussion and Action as Necessary on Approval of Order Declaring Unopposed Candidate(s) for STC Trustee Districts #3 and #4 Elected

The deadline to apply for a place on the ballot for the places of South Texas College Board of Trustees District 3 or District 4 passed on Friday, February 19th, 2016 at 5:00 p.m., as established by the May 7, 2016 Election Law Calendar created by the Texas Secretary of State.

Once Certification(s) of Unopposed Status are approved by the Board, the Board may then approve an Order declaring unopposed candidate(s) elected.

Legal Counsel has prepared the following Order Declaring Unopposed Candidates Elected, anticipating Board approval of the Certifications of Unopposed Status for Mr. Paul R. Rodriguez in Single-Member District #3 and Mr. Gary Gurwitz in Single-Member district #4.

This order also states that the elections for Single-Member District Number Three and Single-Member District Number Four shall not be held. A copy of this Order shall be posted at each Election Day polling place which would have been used if the elections were to be held.

Recommendation:

It is recommended that the Board of Trustees approve and authorize the Order Declaring Unopposed Candidates Elected for Districts #3 and #4 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 Order Declaring Unopposed Candidates Elected for Districts #3 and #4 as presented.

Approval Recommended:

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

Order Cancelling Election
Orden de Cancelación de Eleccion

In conformity with 2.053(a) of the Texas Election Code, South Texas College hereby cancels the election scheduled to be held on May 7, 2016. The following candidates have been certified as unopposed and are hereby elected as follows:

Place No. 3	Mr. Paul R. Rodriguez
Place No. 4	Mr. Gary Gurwitz

Conforme con la Sección 2.053(a) del Código de Elecciones de Texas, El Colejio de Sur Texas cancela la elección que se hubiese celebrado el dia 7 de Mayo de 2016. Los siguientes candidatos se certifican inopuestos quedan elegidos:

Lugar No. 3	Mr. Paul R. Rodriguez
Lugar No. 4	Mr. Gary Gurwitz

A copy of this order shall be posted on Election Day at each polling place that would have been used in the election.

Se ordena que se exhibira una copia de esta orden el dia de la eleccion, en todas las casas electorales designadas para la elección.

Approved, this 29th day of March, 2016.

Aprovado, el dia 29th de Marzo de 2016.

SEAL

Mr. Roy de León, Chair

Mr. Paul R. Rodriguez, Secretary

Discussion and Action as Necessary on Proclamation Declaring the Week of April 10th – 16th, 2016 as South Texas College Library Week

Consideration and Action on the Following Proposed Proclamation is requested.

Proclamation of National Library Week at South Texas College

The department of Library Services will be hosting open house events at each STC campus library with a variety of activities for students, faculty, staff, and community members during the week of April 10 – 16, 2016, which is National Library Week. The department of Library Services requests the Board of Trustees recognize Library Week at STC by adopting the Proclamation Recognizing April 10 – 16, 2016 as National Library Week at South Texas College.

Recommendation:

It is recommended that the Board of Trustees approve and adopt the Proclamation Recognizing April 10 – 16, 2016 as National Library Week at South Texas College 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 Proclamation Recognizing April 10 – 16, 2016 as National Library Week at South Texas College as presented.

Approval Recommended:

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

President

Proclamation

of

National Library Week



WHEREAS, libraries everywhere play a vital role in supporting the quality of life in their communities;

WHEREAS, our nation’s school, academic, public and special libraries make a difference in the lives of millions of Americans today more than ever;

WHEREAS, librarians are trained professionals, helping people of all ages and backgrounds find and interpret the information they need to live, learn and work in an increasingly complex and challenging world;

WHEREAS, the South Texas College Library serves as a vital hub for students, faculty, and staff in need of Internet access, information literacy training, learning support, study space, and assistance finding resources;

WHEREAS, libraries are part of the American Dream—places for opportunity, education, self-help and lifelong learning;

WHEREAS, academic libraries are critical to student success, retention, and persistence;

WHEREAS, libraries, librarians, library workers and supporters across America are celebrating National Library Week;

WHEREAS, communities—and community colleges—thrive at your library.

NOW, THEREFORE, BE IT RESOLVED THAT WE,
the Board of Trustees of South Texas College

Proclaim April 10-16, 2016 to be


“South Texas College Library Week”
in honor of the observance of National Library Week

We encourage all students, faculty, staff, and community members to visit our libraries and to take advantage of the outstanding resources available to them.

Adopted by the South Texas College Board of Trustees this 29th Day of March 2016.



BY: _____
Roy de León, Chair Dr. Alejo Salinas, Jr., Vice Chair Paul R. Rodriguez, Secretary







Library & Learning Support Services

South Texas College
March 2016




Role of Libraries in Student Success



ASSISTANCE

Acculturation


- Facilitate meaningful, out-of-class interactions
- Navigate campus technology
- Answer non-research-specific questions



MORE SUCCESS

Resources



- Increased database logins correlate with increased GPA
- Information literacy contributes to persistence and higher grades



LEARNING

Space

- Contributes to higher grades and increased academic research confidence
- Fosters academic and social community



Role of Libraries in Student Success

American Library Association: *The State of American Libraries* (2015)

- 33% of first-year students agreed that their experience with libraries at their institution contributed “very much” to their knowledge, skills, and personal development.
- 62.7% of libraries reported repurposing space for group study, academic support, quiet study spaces, and technology. (47.3% for associate-degree granting institutions.)



SOUTH TEXAS COLLEGE
LIBRARY SERVICES



SOUTH TEXAS
COLLEGE



Role of South Texas College Libraries in Student Success

Community College Survey of Student Engagement (2015)

- 96% of student respondents reported that open computer labs were important to their academic success.

Space

- South Texas College Libraries, since 2008, have been repurposing space for group study, academic support, quiet study spaces, and technology.



SOUTH TEXAS COLLEGE
LIBRARY SERVICES



SOUTH TEXAS
COLLEGE



Role of South Texas College Libraries in Student Success

Student and Faculty Voices

- “The library is like a second home. It has the right people to help and it has the things I need to excel academically”
- “The people are very helpful. They were an important part in helping me get my degree.”
- “Your research training sessions for my classes as they are beginning to work on their papers are excellent!”



SOUTH TEXAS COLLEGE
LIBRARY SERVICES



SOUTH TEXAS
COLLEGE



Thank you for your support!

Technology Campus Library
Starr County Campus Library
Pecan Campus Library
Nursing and Allied Health Campus Library
Mid-Valley Library



SOUTH TEXAS COLLEGE
LIBRARY SERVICES



SOUTH TEXAS
COLLEGE

National Library Week Activities at South Texas College

Nursing & Allied Health Open House: Wednesday, April 13 from 11:00 a.m.-1:00 p.m.

- Movie showing: *The Hunger Games Mockingjay - Part 2*
- Popcorn, snacks, drinks, and cake
- Games
- Giveaways
- Scavenger hunt
- Information fair

Mid-Valley Library Open House: Wednesday, April 13 from 10:00 .am.-1:00 p.m.

- Contest
- Movie showing: *The Good Dinosaur*
- Popcorn, snacks, drinks, and cake
- Giveaways
- Jerry the Jaguar
- Higher Education Fair organized by Rainlilly Elizondo including information tables
- Photo booth

Technology Library Open House: Wednesday, April 13 from 11:00 a.m.-1:00 p.m.

- Drawings
- Movie showing: *The 33*
- Popcorn, snacks, drinks, and cake
- Giveaways

Pecan Campus Library: Thursday, April 14 from 11:00 a.m.-1:00 p.m.

- Movie showing: *Star Wars*
- Popcorn, snacks, drinks, and cupcakes
- Prizes
- Raffle
- Scavenger hunt
- Information fair

Starr Library Open House: Wednesday, April 13 from 11:00 a.m.-1:00 p.m.

- Staff dress up
- Contests/games
- Movie showing: *Un Gallo Con Muchos Huevos*
- Popcorn, snacks, drinks, and cupcakes
- Giveaways
- Jerry the Jaguar
- Information booths
- Photo booth
- Music- pending

**Review and Action as Necessary on Proposed New Policy
#3215: *Minimum Age for Continuing Education Students
Enrolled in Courses Reported for Formula Funding***

Approval of the proposed new Policy #3215: *Minimum Age for Continuing Education Students Enrolled in Courses Reported for Formula Funding* is requested.

The Texas Higher Education Coordinating Board recommends that colleges throughout the state have their own written policies regarding minimum age restrictions for Continuing Education students enrolled in courses reported for formula funding. Per the Coordinating Board, many colleges establish 16 or 17 as a minimum age but allow exceptions in special cases.

South Texas College recommends 16 as the minimum age for Continuing Education students enrolled in courses reported for formula funding. Exceptions in special cases will be documented by the Dean of Continuing Education, and reviewed and approved by the President.

The purpose of the policy is to minimize the number of students under age 16 enrolled in Continuing Education courses reported for formula funding, thereby aligning with the Legislature's intent to use formula funding for students enrolled in higher education.

The Policy has been reviewed by the President's Cabinet.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize the proposed new Policy #3215: *Minimum Age for Continuing Education Students Enrolled in Courses Reported for Formula Funding* 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 new Policy #3215: *Minimum Age for Continuing Education Students Enrolled in Courses Reported for Formula Funding* as presented.

Approval Recommended:

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

MANUAL OF POLICY

Title	Minimum Age for Continuing Education Students Enrolled in Courses Reported for Formula Funding	3215
Legal Authority	Approval of the Board of Trustees	Page 1 of 1
Date Approved by Board	Board Minute Order dated March 29, 2016	

South Texas College establishes 16 years as the minimum age for Continuing Education students enrolled in courses reported for formula funding. Exceptions in special cases will be documented by the Dean of Continuing Education, and reviewed and approved by South Texas College President.

Review and Action as Necessary on Proposed Revisions to Policy #3200: *Student Admissions*

Approval of the proposed revisions to Policy #3200: *Student Admissions* is requested.

It is necessary to revise Policy #3200: *Student Admissions* to bring the policy in line with concurrent changes proposed for the College Catalog which, together, will update the College's admissions and curriculum. Policy #3200 has not been updated since its last revision in November 2006.

Due to the scope of the proposed revisions to Policy #3200: *Student Admissions*, the revisions are presented as a complete document without markup showing each change. The existing policy is provided separately to allow for comparison by the Committee.

The proposed revisions would bring the policy in line with the recent Texas Success Initiatives (TSI) requirements, removing reference to alternative college readiness testing methods that are no longer available to Texas students.

The proposed revisions would narrow the policy to focus on general student admissions for South Texas College. These revisions required the removal any specific admissions requirements to selective admissions programs at the College. Those selective program admissions requirements will be addressed within the College Catalog, which provides detailed program and course information for students, faculty, and staff. The College Catalog is updated annually to provide the most current information.

The packet also includes matrices outlining the special requirements of selective admissions programs. These matrices are not part of the policy, but are provided to highlight the selective admissions programs and their requirements, which would be found in the Course Catalog as described.

The Policy has been reviewed by the President's Cabinet and the Admissions Policy Review Committee.

The Education and Workforce Development Committee recommended Board approval of the proposed revisions to Policy #3200: *Student Admissions* as presented 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 revisions to Policy #3200: *Student Admissions* 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 revisions to Policy #3200: *Student Admissions* 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	Student Admissions	3200
Legal Authority	Approval of the Board of Trustees	Page 1 of 3
Date Approved by Board	Board Minute Order dated November 9, 1995 As Amended by Board Minute Order dated March 12, 1998 As Amended by Board Minute Order dated December 17, 1998 As Amended by Board Minute Order dated February 17, 2000 As Amended by Board Minute Order dated July 19, 2001 As Amended by Board Minute Order Dated January 16, 2003 As Amended by Board Minute Order Dated June 24, 2004 As Amended by Board Minute Order Dated July 28, 2005 As Amended by Board Minute Order Dated June 15, 2006 As Amended by Board Minute Order Dated November 16, 2006 As Amended by Board Minute Order Dated March 29, 2016	

Students are admitted to South Texas College through the provisions of this policy. General admission to the College does not imply admission to all programs of the College. The College complies fully with the state mandated Texas Success Initiative (TSI) Rules as specified in Section 51.306 of the Texas Education Code. Students entering South Texas College must comply with state-mandated Texas Success Initiative Rules (TSI) and the South Texas College Developmental Education Plan regarding testing requirements.

The College is committed to student success and to a quality education for all. 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, age, sex, gender, disability, genetic information, or veterans status.

Any individual meeting any one of the following conditions may be admitted to the College:

High School Graduation

Students who are high school graduates, including public, private, and non-traditional high schools are eligible for admission to the College. The College complies fully with Texas Education Code Section 51.9241 for graduates of non-traditional secondary education. Procedures for application, submission of transcripts and test scores may be found in the College Catalog and on the College website.

Examination

Applicants who did not graduate from high school may be admitted by successfully completing the General Education Development Testing Program (GED). A copy of the GED scores or Certificate of High School Equivalency will be submitted to the Office of Admissions and Records as evidence of completion.

Individual Approval

Students who do not qualify for admission under either of the above conditions are admitted if they are at least 18 years of age and submit placement score test results from the Texas Success Initiative Assessment placement exam. All applicants must submit an official transcript from the last high school attended prior to enrollment.

Transfer from Another College

A student transferring from another accredited college or university is eligible for admission. Transfer students must comply with the Scholastic Progress Standards as outlined by Board Policy 3320.

The following conditions apply regarding transfer from another college:

1. An official transcript from each institution previously attended must be submitted to the Office of Admissions and Records.
2. All new transfer students who have been accepted will have their college transcripts evaluated on a course-by-course basis and credit will be awarded based upon applicability of transfer hours to the student's degree plan.
3. Credits for courses in which a passing grade of "C" or higher was earned may be transferred from any accredited college. Developmental or other non-degree credit courses are not transferable.
4. Credits completed at colleges outside the United States that are not accredited by one of the regional accrediting associations of the Association of Colleges and Schools will be evaluated by an AACRAO (American Association of Collegiate Registrars and Admissions Officers) approved transcript evaluation service. A list of such services is available at the Office of Admissions and Records.
5. An applicant for admission may seek to enter this institution pursuant to the state's "academic fresh start" statute. If the applicant informs the Office of Admissions and Records in writing of his or her election under this statute, the institution will not grant academic course credits or grades earned by the applicant 10 or more years prior to the starting date of the semester in which the applicant seeks to enroll. An applicant who makes the election to apply under this statute cannot receive any course credit for courses taken 10 or more years prior to enrollment.

Dual Enrollment

Dual enrollment allows high school students to enroll in college courses while attending high school and permits students to take courses in place of, or in addition to, the normal course load at high school. High school students admitted to the College must meet Student Eligibility criteria outlined in Texas Higher Education Coordinating Board Rule Title 19, Part I, Chapter 4, Subchapter D, Rule 4.85.

International Student

The college is authorized under federal law to enroll students who are valid F-1 or M-1 visa holders under the Student Exchange and Visitor Information System (SEVIS) and authorized by the United States Citizenship and Immigration Services (USCIS). Upon initial admission to the College, international students must comply with all federal regulations in order to obtain a student visa prior to enrollment and must remain in compliance throughout the duration of study. International students may seek general admission to the College or admission to selective programs.

MANUAL OF POLICY

Title	Student Admissions	3200
Legal Authority	Approval of the Board of Trustees	Page 3 of 3

SELECTIVE PROGRAMS

The following Selective Programs have application requirements which are printed in the South Texas College Catalog. Meeting the specific application requirements is not a guarantee of program acceptance.

Changes to the application requirements for selective programs at South Texas College are reviewed and approved by the program's Advisory Committee, the Division Curriculum Committee, Academic Council and the Admissions Policy Review Committee. Changes are effective the following academic year and will be published in the College Catalog.

Bachelor Degree Programs

Bachelor of Applied Technology

Bachelor of Applied Technology in Technology Management
Bachelor of Applied Technology in Computer & Information Technologies
Bachelor of Applied Technology in Medical and Health Administrative Services

Bachelor of Applied Science

Bachelor of Applied Science in Organizational Leadership

Public Safety Selective Admission Programs

Basic Peace Officer Certificate (Police Academy)
Basic Firefighter Certificate (Fire Academy)

Nursing & Allied Health Selective Admission Programs

Emergency Medical Technology
Health and Medical Administrative Services
Medical Assisting Technology
Patient Care Assistant
Pharmacy Technology

The following programs have a competitive entry selection process based on a point system:

Associate Degree Nursing
Occupational Therapy Assistant
Physical Therapy Assistant
Radiologic Technology

- Diagnostic Medical Sonography

Respiratory Therapy
Vocational Nursing

MANUAL OF POLICY

Title	Student Admissions	3200
Legal Authority	Approval of the Board of Trustees	Page 1 of 10
Date Approved by Board	Board Minute Order dated November 9, 1995 As Amended by Board Minute Order dated March 12, 1998 As Amended by Board Minute Order dated December 17, 1998 As Amended by Board Minute Order dated February 17, 2000 As Amended by Board Minute Order dated July 19, 2001 As Amended by Board Minute Order Dated January 16, 2003 As Amended by Board Minute Order Dated June 24, 2004 As Amended by Board Minute Order Dated July 28, 2005 As Amended by Board Minute Order Dated June 15, 2006 As Amended by Board Minute Order Dated November 16, 2006	

Students are admitted to South Texas College through the provisions of this policy. General admission to the College does not imply admission to all programs of the College. Selective programs, which have additional requirements for admission, are also outlined in this policy. The College complies fully with the state mandated Texas Success Initiative (TSI) Rules as specified in Section 51.306 of the Texas Education Code. Effective September 1, 2003, all College academic students entering South Texas College will need to comply with new state-mandated Texas Success Initiative Rules (TSI) and STC Developmental Education Plan regarding testing requirements. Students who are TSI liable and who have not met the TSI requirements will be limited to 13 credit hours during the Fall or Spring terms and 7 credit hours during the summer terms. Such students wishing to enroll in a greater number of credit hours must obtain a waiver from the appropriate Division Dean based on the student's declared major.

The College is committed to student success and to a quality education for all. 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. Any individual meeting any one of the following conditions may be admitted to the College:

High School Graduation

An official high school transcript indicating passing scores on the Texas Assessment of Academic Skills/ Texas Assessment of Knowledge and Skills (TAAS/TAKS) test and the date of graduation must be requested prior to enrollment. All high school graduates entering South Texas College without TAAS/TAKS scores are subject to TSI requirements. A high school transcript waiver will be accepted for students who are in the process of obtaining their official high school transcript. Students who are unable to provide an official high school transcript by census date will have a registration hold placed upon their record.

Examination

Applicants who did not graduate from high school may be admitted by successfully completing the English version of the General Education Development Testing Program (GED). A copy of the GED scores or Certificate of High School Equivalency must be submitted to the Office of Admissions and Records. Students who have completed the GED in a language other than English may be admitted to the College but are limited to enrollment in English as a Second Language (ESL) coursework to enable them to make use of already existing knowledge, training, or skills. Admission to other program and courses requires completion of the Test of English as a Foreign Language (TOEFL) with a minimum score of 500. A copy of these scores must be submitted prior to registration for other than ESL coursework.

MANUAL OF POLICY

Title	Student Admissions	3200
Legal Authority	Approval of the Board of Trustees	Page 2 of 10
Date Approved by Board	Board Minute Order dated November 9, 1995 As Amended by Board Minute Order dated March 12, 1998 As Amended by Board Minute Order dated December 17, 1998 As Amended by Board Minute Order dated February 17, 2000 As Amended by Board Minute Order dated July 19, 2001 As Amended by Board Minute Order dated January 16, 2003 As Amended by Board Minute Order Dated June 24, 2004 As Amended by Board Minute Order Dates July 28, 2005 As Amended by Board Minute Order Dated June 15, 2006 As Amended by Board Minute Order Dated November 16, 2006	

Individual Approval

Students without a high school diploma or GED are strongly encouraged to complete their GED prior to applying to South Texas College. Students, however, who do not qualify for admission under either of the above conditions may be considered for conditional acceptance if they are at least 18 years of age and can provide test results from the ACCUPLACER, ASSET, COMPASS, THEA, prior to enrollment. Special admissions will be considered on an individual basis and continued enrollment is provisional. All applicants must submit an official transcript from the last high school attended prior to enrollment. Course selection and load may be restricted. Federal legislation requires that a student admitted under provisions such as these pass a designated "Ability to Benefit" exam to be eligible to receive financial aid.

Transfer from Another College

A student transferring from another accredited college or university is eligible for admission. Transfer students must comply with the Scholastic Progress Standards.

The following conditions apply regarding transfer from another college:

1. An official transcript from each institution previously attended must be submitted to the Office of Admissions and Records.
2. All new transfer students who have been accepted will have their college transcripts evaluated on a course-by-course basis and appropriate credit will be awarded. The student will then be notified by mail, within their first semester, of courses that transferred.
3. Credits for courses in which a passing grade of "C" or higher was earned may be transferred from any college accredited through one of the regional accrediting associations of the Association of Colleges and Schools. Developmental or other non-degree credit courses are not transferable and may not be used in the calculation of the transfer grade point average.
4. Credits completed at colleges outside the United States that are not accredited by one of the regional accrediting associations of the Association of Colleges and Schools should be evaluated by an AACRAO (American Association of Collegiate Registrars and Admissions Officers) approved transcript evaluation service. A list of such services is available at the Office of Admissions and Records.

MANUAL OF POLICY

Title	Student Admissions	3200
Legal Authority	Approval of the Board of Trustees	Page 3 of 10
Date Approved by Board	Board Minute Order dated November 9, 1995 As Amended by Board Minute Order dated March 12, 1998 As Amended by Board Minute Order dated December 17, 1998 As Amended by Board Minute Order dated February 17, 2000 As Amended by Board Minute Order dated July 19, 2001 As Amended by Board Minute Order dated January 16, 2003 As Amended by Board Minute Order Dated June 24, 2004 As Amended by Board Minute Order Dates July 28, 2005 As Amended by Board Minute Order Dated June 15, 2006 As Amended by Board Minute Order Dated November 16, 2006	

5. An applicant for admission may seek to enter this institution pursuant to the state's "academic fresh start" statute. If the applicant informs the Office of Admissions and Records in writing of his or her election under this statute, the institution will not grant academic course credits or grades earned by the applicant 10 or more years prior to the starting date of the semester in which the applicant seeks to enroll. An applicant who makes the election to apply under this statute cannot receive any course credit courses taken 10 or more years prior to enrollment.
6. Out of state transfer students who have not taken ACCUPLACER, ASSET, COMPASS, THEA, will need to be advised prior to registration.

Dual Enrollment

Dual enrollment allows high school students to enroll in college courses while attending high school and permits students to take courses in place of, or in addition to, the normal course load at high school. High school students must be eligible to participate in dual enrollment as determined by the policy of the students' high school. In addition, high school students admitted to the College must meet the same requirements as all other admitted students, with the exception that successful completion of Math and/ or ELA portion of the TAKS test be required in lieu of the TSI Assessment Instrument(s) for dual students who are enrolled in TSI exempt certificate programs. High school credit may be earned with the approval of the Principal. College credit may be earned upon successful completion of the course.

International Student

An applicant from a foreign country must provide additional documentation as outlined in the Foreign Student Admissions Policy.

MANUAL OF POLICY

Title	Student Admissions	3200
Legal Authority	Approval of the Board of Trustees	Page 4 of 10
Date Approved by Board	Board Minute Order dated November 9, 1995 As Amended by Board Minute Order dated March 12, 1998 As Amended by Board Minute Order dated December 17, 1998 As Amended by Board Minute Order dated February 17, 2000 As Amended by Board Minute Order dated July 19, 2001 As Amended by Board Minute Order dated January 16, 2003 As Amended by Board Minute Order Dated June 24, 2004 As Amended by Board Minute Order Dates July 28, 2005 As Amended by Board Minute Order Dated June 15, 2006 As Amended by Board Minute Order Dated November 16, 2006	

SELECTIVE PROGRAMS

Selective programs with additional admission requirements follow:

Bachelor Degree Programs:

Bachelor of Applied Technology Admission Requirements

Admission to the Bachelor of Applied Technology Program requires the following:

- A. All applicants must meet general admission requirements to South Texas College.
- B. Demonstrate proficiency in state-mandated general knowledge content through approved means; i.e., Texas Higher Education Assessment (THEA), with program specific exemptions accepted.
- C. Applicants are eligible for admission if they meet one of the following criteria:
 - a. An ACT Composite of 19 (minimum of 16 in all areas) or above (SAT 910 or above).
 - b. Applicants with prior college level course work must have a minimum cumulative GPA of 2.5 or provide evidence of extenuating circumstances, to the Associate Dean for Bachelor Degree Programs and University Relations, for waiving the requirement.
 - c. Provisional Acceptance, for students scoring a minimum ACT Composite of 15 (SAT 740 or above) or minimum cumulative GPA of 2.25 may be granted by the Associate Dean for Bachelor Degree Programs and University Relations upon completion of a personal interview with the prospective applicant.
- D. Submit a completed Bachelor of Applied Technology program application.

MANUAL OF POLICY

Title	Student Admissions	3200
Legal Authority	Approval of the Board of Trustees	Page 5 of 10
Date Approved by Board	Board Minute Order dated November 9, 1995 As Amended by Board Minute Order dated March 12, 1998 As Amended by Board Minute Order dated December 17, 1998 As Amended by Board Minute Order dated February 17, 2000 As Amended by Board Minute Order dated July 19, 2001 As Amended by Board Minute Order Dated January 16, 2003 As Amended by Board Minute Order Dated June 24, 2004 As Amended by Board Minute Order Dated July 28, 2005 As Amended by Board Minute Order Dated June 15, 2006 As Amended by Board Minute Order Dated November 16, 2006	

Nursing & Allied Health Selective Admission Programs

Associate Degree Nursing:

- A. All applicants must meet general admission requirements to South Texas College.
- B. High School graduation or GED equivalent.
- C. Demonstrate proficiency in state-mandated general knowledge content through approved means; i.e., Texas Higher Education Assessment (THEA), ACCUPLACER, ASSET, and/or COMPASS with program specific exemptions accepted.
- D. Achieve a composite score of 19 or above on the ACT (minimum of 16 in all areas) or SAT of 910 or above. Scores must be within the past five years.
- E. Satisfy program specific requirement for math proficiency.
- F. Earn a minimum cumulative GPA of 2.5, on a 4.0 scale in all courses in the ADN degree plan.
- G. Earn a minimum grade of "B" in "Introduction to Nursing" course within past 2 years.
- H. Complete prerequisite courses with a minimum grade of "C" as listed in the degree plan.
- I. Satisfy program specific requirements for clinical practice.
- J. Submit a completed ADN program application.

Emergency Medical Technology:

- A. All applicants must meet general admission requirements to South Texas College.
- B. High School graduation or GED equivalent.
- C. Be 18-years of age for clinical/practicum experience.
- D. Degree option: Demonstrate proficiency in state-mandated general knowledge content through approved means; i.e., Texas Higher Education Assessment (THEA), ACCUPLACER, ASSET, and/or COMPASS with program specific exemptions accepted.
- E. Certificate options: Complete college placement test with minimum scores or complete developmental classes with a grade of "C" or better or course placement as follows:
 - Completion of READ 0080 or equivalent.
 - Completion of ENGL 0081 or equivalent.
 - Completion of MATH 0085 or equivalent.
- F. Earn a minimum cumulative GPA of 2.0 on a 4.0 scale for all courses completed at STC
- G. Hold a valid Texas Driver's License.
- H. Satisfy program specific requirements for clinical practice.
- I. Submit a completed EMT program application.
- J. Participate in mandatory EMT Program advisement prior to application
- K. Attend Mandatory Hospital Orientation.

MANUAL OF POLICY

Title	Student Admissions	3200
Legal Authority	Approval of the Board of Trustees	Page 6 of 10
Date Approved by Board	Board Minute Order dated November 9, 1995 As Amended by Board Minute Order dated March 12, 1998 As Amended by Board Minute Order dated December 17, 1998 As Amended by Board Minute Order dated February 17, 2000 As Amended by Board Minute Order dated July 19, 2001 As Amended by Board Minute Order Dated January 16, 2003 As Amended by Board Minute Order Dated June 24, 2004 As Amended by Board Minute Order Dated July 28, 2005 As Amended by Board Minute Order Dated June 15, 2006 As Amended by Board Minute Order Dated November 16, 2006	

Health and Medical Administrative Services:

- A. All applicants must meet general admission requirements to South Texas College.
- B. Degree option: Demonstrate proficiency in state-mandated general knowledge content through approved means; i.e., Texas Higher Education Assessment (THEA), ACCUPLACER, ASSET, and/or COMPASS with program specific exemptions accepted.
- C. Certificate options: Complete college placement test with minimum scores or complete developmental classes with a grade of "C" or better for course placement as follows;
 - Completion of READ 0080 or equivalent.
 - Completion of ENGL 0081 or equivalent.
 - Completion of MATH 0085 or equivalent.
- D. Earn a minimum cumulative GPA of 2.0 on a 4.0 scale for all courses completed at STC
- E. Satisfy program specific requirements for clinical practice.
- F. Submit a completed Health and Medical Administrative Services program application.
- G. Participate in individual student advisement with Health and Medical Administrative Services faculty prior to application.

Medical Assisting Technology:

- A. All applicants must meet general admission requirements to South Texas College.
- B. High School graduation or GED Equivalent
- C. Degree option: Demonstrate proficiency in state-mandated general knowledge content through approved means; i.e., Texas Higher Education Assessment (THEA), ACCUPLACER, ASSET, and/or COMPASS with program specific exemptions accepted.
- D. Certificate options: Pass college placement test with minimum scores or complete developmental classes with a grade of "C" or better for course placement as follows;
 - Completion of READ 0080 or equivalent.
 - Completion of ENGL 0081 or equivalent.
 - Completion of MATH 0085 or equivalent
- E. Earn a minimum cumulative GPA of 2.0 on a 4.0 scale for all courses completed at STC
- F. Satisfy program specific requirements for clinical practice.
- G. Submit a completed Medical Assisting program application.
- H. Participate in individual student advisement with Medical Assisting faculty prior to application.

MANUAL OF POLICY

Title	Student Admissions	3200
Legal Authority	Approval of the Board of Trustees	Page 7 of 10
Date Approved by Board	Board Minute Order dated November 9, 1995 As Amended by Board Minute Order dated March 12, 1998 As Amended by Board Minute Order dated December 17, 1998 As Amended by Board Minute Order dated February 17, 2000 As Amended by Board Minute Order dated July 19, 2001 As Amended by Board Minute Order dated January 16, 2003 As Amended by Board Minute Order Dated June 24, 2004 As Amended by Board Minute Order Dates July 28, 2005 As Amended by Board Minute Order Dated June 15, 2006 As Amended by Board Minute Order Dated November 16, 2006	

Occupational Therapy Assistant:

- A. All applicants must meet general admission requirements to South Texas College.
- B. Demonstrate proficiency in state-mandated general knowledge content through approved means; i.e., Texas Higher Education Assessment (THEA), ACCUPLACER, ASSET, and/or COMPASS with program specific exemptions accepted.
- C. Present documentation of a minimum of ten (10) hours of volunteer or work experience under the direction of a Registered Occupational Therapist.
- D. Earn a minimum cumulative GPA of 2.5, on a 4.0 scale in all courses in the OTA degree plan.
- E. Complete prerequisite courses with a minimum grade of "C" as listed in the OTA degree plan.
- F. Satisfy program specific requirements for clinical practice.
- G. Submit a completed OTA program application.
- H. Participate in individual student advisement with OTA faculty prior to application.

Patient Care Assistant:

- A. All applicants must meet general admission requirements to South Texas College.
- B. Pass college placement test with minimum scores or complete developmental classes with a grade of "C" or better for course placement as follows;
 - Completion of READ 0080 or equivalent.
 - Completion of ENGL 0081 or equivalent.
 - Completion of MATH 0085 or equivalent.
- C. Earn a minimum cumulative GPA of 2.0 on a 4.0 scale for all courses completed at STC
- D. Satisfy program specific requirements for clinical practice.
- E. Participate in a student advisement session with PCA program faculty prior to application.
- F. Submit a completed PCA program application.

MANUAL OF POLICY

Title	Student Admissions	3200
Legal Authority	Approval of the Board of Trustees	Page 8 of 10
Date Approved by Board	Board Minute Order dated November 9, 1995 As Amended by Board Minute Order dated March 12, 1998 As Amended by Board Minute Order dated December 17, 1998 As Amended by Board Minute Order dated February 17, 2000 As Amended by Board Minute Order dated July 19, 2001 As Amended by Board Minute Order dated January 16, 2003 As Amended by Board Minute Order Dated June 24, 2004 As Amended by Board Minute Order Dates July 28, 2005 As Amended by Board Minute Order Dated June 15, 2006 As Amended by Board Minute Order Dated November 16, 2006	

Physical Therapist Assisting:

- A. All applicants must meet general admission requirements to South Texas College.
- B. High School graduation or GED Equivalent.
- C. Demonstrate proficiency in state-mandated general knowledge content through approved means; i.e., Texas Higher Education Assessment (THEA), ACCUPLACER, ASSET, and/or COMPASS with program specific exemptions accepted.
- D. Achieve a composite score of 19 or above on the ACT (minimum of 16 in all areas.) Scores must be within the last five years.
- E. Earn a minimum cumulative GPA of 2.5, on a 4.0 scale in all transfer courses and courses completed at STC.
- F. Present documentation of minimum of fifty (50) hours of volunteer or work experience under the supervision of a PT or PTA in two different settings.
- G. Complete all prerequisite courses with a minimum grade of "C" as listed in the degree plan.
- H. Satisfy program specific requirements for clinical practice.
- I. Submit a completed PTA program application.
- J. Participate in student advisement session with PTA faculty prior to application.

Pharmacy Technology:

- A. All applicants must meet general admission requirements to South Texas College.
- B. High School graduation or GED Equivalent.
- C. Be 18-years of age for clinical/practicum experience.
- D. Degree option: Demonstrate proficiency in state-mandated general knowledge content through approved means; i.e., Texas Higher Education Assessment (THEA), ACCUPLACER, ASSET, and/or COMPASS with program specific exemptions accepted
- E. Certificate options: Pass college placement test with minimum scores or complete developmental classes with a grade of "C" or better for course placement as follows;
Completion of READ 0090 or equivalent.
Completion of ENGL 0091 or equivalent.
Completion of MATH 0090 or equivalent.
- F. Earn a minimum cumulative GPA of 2.5 on a 4.0 scale for all courses completed at STC.
- G. Complete program specific requirements for clinical practice.
- H. Submit a completed Pharmacy Technology program application.
- I. Participate in individual student advisement with Pharmacy Technician program faculty prior to application.

MANUAL OF POLICY

Title	Student Admissions	3200
Legal Authority	Approval of the Board of Trustees	Page 9 of 10
Date Approved by Board	Board Minute Order dated November 9, 1995 As Amended by Board Minute Order dated March 12, 1998 As Amended by Board Minute Order dated December 17, 1998 As Amended by Board Minute Order dated February 17, 2000 As Amended by Board Minute Order dated July 19, 2001 As Amended by Board Minute Order dated January 16, 2003 As Amended by Board Minute Order Dated June 24, 2004 As Amended by Board Minute Order Dates July 28, 2005 As Amended by Board Minute Order Dated June 15, 2006 As Amended by Board Minute Order Dated November 16, 2006	

Radiologic Technology:

- A. All applicants must meet general admission requirements to South Texas College
- B. High School graduation or GED equivalent.
- C. Demonstrate proficiency in state-mandated general knowledge content through approved means; i.e., Texas Higher Education Assessment (THEA), ACCUPLACER, ASSET, and/or COMPASS with program specific exemptions accepted.
- D. Be within three months of 18 years of age or older (required by Bureau of Radiologic Health & Safety Regulation).
- E. Achieve a composite score of 19 or above on the ACT (minimum of 16 in all areas.) Scores must be within the last five years.
- F. Complete all prerequisite courses with a minimum grade of "C" as listed in the degree plan.
- G. Earn a minimum cumulative GPA of 2.5, on a 4.0 scale in all courses in the RADT degree plan.
- H. Submit a completed Radiologic Technology program application.
- I. Participate in individual student advisement with RADT faculty prior to application.

Respiratory Therapy:

- A. All applicants must meet general admission requirements to South Texas College
- B. High School graduation or GED equivalent.
- C. Demonstrate proficiency in state-mandated general knowledge content through approved means; i.e., Texas Higher Education Assessment (THEA), ACCUPLACER, ASSET, and/or COMPASS with program specific exemptions accepted.
- D. Complete all prerequisite courses with a minimum grade of "C" as listed in the degree plan.
- E. Earn a minimum cumulative GPA of 2.5, on a 4.0 scale in all courses in the RSPT degree plan.
- F. Satisfy program specific requirements for clinical practice.
- G. Submit a completed Respiratory Therapy program application.
- H. Participate in individual student advisement with Respiratory Therapy faculty prior to application.

MANUAL OF POLICY

Title	Student Admissions	3200
Legal Authority	Approval of the Board of Trustees	Page 10 of 10
Date Approved by Board	Board Minute Order dated November 9, 1995 As Amended by Board Minute Order dated March 12, 1998 As Amended by Board Minute Order dated December 17, 1998 As Amended by Board Minute Order dated February 17, 2000 As Amended by Board Minute Order dated July 19, 2001 As Amended by Board Minute Order dated January 16, 2003 As Amended by Board Minute Order Dated June 24, 2004 As Amended by Board Minute Order Dates July 28, 2005 As Amended by Board Minute Order Dated June 15, 2006 As Amended by Board Minute Order Dated November 16, 2006	

Vocational Nursing:

- A. All applicants must meet general admission requirements to South Texas College.
- B. High School graduation or GED Equivalent
- C. Demonstrate proficiency in state-mandated general knowledge content through approved means; i.e., Texas Higher Education Assessment (THEA), ACCUPLACER, ASSET, and/or COMPASS with program specific exemptions accepted.
- D. Satisfy program specific requirements for clinical practice.
- E. Earn a minimum cumulative GPA of 2.5 on a 4.0 scale for all courses completed at STC
- F. Earn a minimum grade of "B" in Medical Terminology and Anatomy & Physiology courses.
- G. Submit a completed Vocational Nursing program application.
- H. Participate in individual student advisement with VN faculty prior to application.

South Texas College Nursing Allied Health Division
Application Requirements for NAH Programs
Academic Year 2016-2017

	Selective Program	Competitive Entry	NAH Programs	Must participate in the program advisement	Required Grade on Pre-requisite Courses	Minimum Cumulative GPA	Other Exam aside from TSI	Pass Criminal Background Test & Immunizations	Meet Technical Standards	Submission of Application	Selection Process	Pass Drug Panel Screening Test (upon program admission)	Required Volunteer Hours	Interview and Letter of Recommendation	Additional Requirements
1	X	X	ADN - Traditional - LVN to RN - EMT Paramedic to RN	X	B or Better	3.0 on a 4.0 point scale	HESI Admission Assessment (A2)	X	X	X	X	X	None	None	None
2	X	X	OTA	X	B or Better	3.0 on a 4.0 point scale	ACT plus writing component	X	X	X	X	X	25 hours	X	None
3	X	X	PTA	X	B or Better	3.0 on a 4.0 point scale	ACT plus writing component	X	X	X	X	X	25 hours under PT supervision OR 50 hours under PTA supervision	X	None
4	X	X	Radiology Technology	X	B or Better	3.0 on a 4.0 point scale	ACT plus writing component	X	X	X	X	X	None	X	None
4a	X	X	Radiology Technology: Diagnostic Medical Sonography	X	Must hold an Associate of Applied in Science Degree in Radiology Technology	None	Must hold an Associate of Applied in Science Degree in Radiology Technology	X	X	X	X	X	None	X	None
5	X	X	Respiratory Therapy	X	B or Better	3.0 on a 4.0 point scale	None	X	X	X	X	X	None	X	None
6	X	X	Vocational Nursing	X	B or Better	3.0 on a 4.0 point scale	None	X	X	X	X	X	None	None	None
7	X		Emergency Medical Technology	X	None	2.0 on a 4.0 point scale	Degree Option: TSI Complete Certificate Option: Complete development classes with a grade of "C" or better	None	Satisfy program specific requirements for clinical practice	X	First-come First-serve basis	None	None	None	1. High School Graduation/GED equivalent. 2. 18-years of age for clinical/practicum experience. 3. Hold a valid Texas Driver's license. 4. Attend Mandatory Hospital Orientation

South Texas College Nursing Allied Health Division
Application Requirements for NAH Programs
Academic Year 2016-2017

Selective Program	Competitive Entry	NAH Programs	Must participate in the program advisement	Required Grade on Pre-requisite Courses	Minimum Cumulative GPA	Other Exam aside from TSI	Pass Criminal Background Test & Immunizations	Meet Technical Standards	Submission of Application	Selection Process	Pass Drug Panel Screening Test (upon program admission)	Required Volunteer Hours	Interview and Letter of Recommendation	Additional Requirements
8	X	Health and Medical Administrative Services	X	None	2.0 on a 4.0 point scale	Degree Option: TSI Complete Certificate Option: Complete development classes with a grade of "C" or better	None	Satisfy program specific requirements for clinical practice	X	None	None	None	None	None
9	X	Medical Assistant Technology	X	None	2.5 on a 4.0 point scale	Level 2 certificate option: Pass college placement test with minimum scores or complete development classes with a grade of "C" or better	None	Satisfy program specific requirements for clinical practice	X	First-come First-serve basis	None	None	None	Have a High School Diploma or GED
10	X	Patient Care Assistant	None	None	2.0 on a 4.0 point scale	None	None	Satisfy program specific requirements for clinical practice	None	First-come First-serve basis	None	None	None	None
11	X	Pharmacy Technology	X	C or better	2.5 on a 4.0 point scale	Level 2 certificate option: Pass college placement test with minimum scores or complete development classes with a grade of "C" or better	None	Satisfy healthcare agency requirements prior to clinical practice.	X	First-come First-serve basis	None	None	None	1. High School Graduation/GED equivalent. 2. 18-years of age for clinical/practicum experience.

Note: Changes to the application requirements for Selective Programs at South Texas College are reviewed and approved by the program's Advisory Committee, Division Curriculum Committee, Academic Council, and by the Admissions Policy Review Committee. Changes are effective the following academic year and will be published in the College Catalog.

March 3, 2016 as of 4:00 pm

South Texas College
Math, Science, Bachelor Programs Division
Application Requirements for Baccalaureate Degrees
Academic Year 2016-2017

	Program Name	South Texas College General Admission Requirements	TSI Complete	Minimum Cumulative GPA	ACT Exam Scores	Letter of Recommendation
1	Organizational Leadership	X	X	2.5 on a 4.0 scale*	None	X
2	Computer Information Technologies	X	X	2.5 on a 4.0 scale*	An ACT Composite of 19 (minimum of 16 in all areas) or above (SAT 910 or above). *	None
3	Medical and Health Services MGMT	X	X	2.5 on a 4.0 scale*	An ACT Composite of 19 (minimum of 16 in all areas) or above (SAT 910 or above). *	None
4	Technology MGMT	X	X	2.5 on a 4.0 scale*	An ACT Composite of 19 (minimum of 16 in all areas) or above (SAT 910 or above). *	None

** Provisional Acceptance, for students scoring a minimum ACT Composite of 15 (SAT 740 or above) or minimum cumulative GPA of 2.25 may be granted by the Dean for Math, Science & Bachelor Programs upon completion of a personal interview with a prospective applicant. Published in the College Catalog.*

Note: Changes to the application requirements for Selective Programs at South Texas College are reviewed and approved by the program's Advisory Committee, Division Curriculum Committee, Academic Council, and by the Admissions Policy Review Committee. Changes are effective the following academic year and will be published in the College Catalog.

Date: March 2, 2016, as of 4 pm

South Texas College
 Business & Technology Division
 Application Requirements for Law Enforcement & Fire Science
 Academic Year 2016-2017

	Program Name	Other Exam Aside from TSI	Pass Criminal Background Test & Immunizations	Submission of Application	Additional Application Requirements
1	Law Enforcement	1. Pass physical agility standard, exam administered by South Texas College, in accordance with the established guidelines. 2. Polygraph Examination, by an approved South Texas College polygraph examiner.	1. Background Investigation / Personal History Statement, to be conducted by South Texas College. 2. Certified Copy of Court Disposition (for all charges on criminal history). 3. Complete Criminal History Check (state and national database): Never been convicted of a Class A Misdemeanor or above; Never been convicted of a Class B misdemeanor within the last 10 years. 4. DPS/FBI Fingerprint Return. 5. Urinalysis.	X	1. Must be 21 years of age or older by the completion of the police academy. 2. Licensee Medical Condition Declaration (TCOLE L-2 form). 3. Licensee Psychological and Emotional Health Declaration (TCOLE L-3 form). 4. Proof of U.S. Citizenship. 5. Valid Texas Driver's License. 6. Proof of Education - HS Diploma (accredited) or GED. 7. Military Discharge Form (DD 214), if applicable.
2	Fire Science	Pass physical agility standard, exam administered by South Texas College, in accordance with the established guidelines.	1. Background Investigation / Personal History Statement, to be conducted by South Texas College. 2. Certified Copy of Court Disposition (for all charges on criminal history). Never been convicted of a Class A Misdemeanor or above; Never been convicted of a Class B misdemeanor within the last 10 years.	X	1. Must be 18 years of age or older at the start of the Fire Academy. 2. Medical Release Form. 3. Proof of U.S. Citizenship. 4. Valid Texas Driver's License. 5. Proof of Education - HS Diploma (accredited) or GED. 6. Military Discharge Form (DD 214), if applicable.

Note: Changes to the application requirements for Selective Programs at South Texas College are reviewed and approved by the program's Advisory Committee, Division Curriculum Committee, Academic Council, and by the Admissions Policy Review Committee. Changes are effective the following academic year and will be published in the College Catalog.

Review and Action as Necessary on Proposed Revisions to Policy #3335: *Student Attendance*

Approval of the proposed revisions to Policy #3335: *Student Attendance* is requested.

The proposed revisions to Policy #3335: *Student Attendance*, which has not been revised since July 2006, are necessary to:

- Reflect the inclusion of attendance guidelines in the faculty and student handbooks and respective course syllabi; and
- Update the policy to refer students to Policy #4216: *Discrimination, Harassment, Retaliation, and Sexual Misconduct* as appropriate under Title IX regulations.

The Policy has been reviewed by the President's Cabinet and the President's Administrative Staff.

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

South Texas College Attendance Guidelines

The packet also includes the South Texas College Attendance Guidelines, which provide the general attendance guidelines used at the College, though some departments or divisions may implement stricter attendance requirements as appropriate to their particular disciplines.

These general guidelines outline basic absence requirements and further clarify students' rights and College resources provided in compliance with Title IX.

The Education and Workforce Development Committee recommended Board approval of the proposed revisions to Policy #3335: *Student Attendance* as presented 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 revisions to Policy #3335: *Student Attendance* 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 revisions to Policy #3335: *Student Attendance* 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	Student Attendance	3335
Legal Authority	Approval of the Board of Trustees	Page 1 of 1
Date Approved by Board	Board Minute Order dated November 9, 1995 As Amended by Board Minute Order dates July 20, 2006 <i>As Amended by Board Minute Order dated March 29, 2016</i>	

~~As a premier learning-centered higher education institution,~~ Student attendance and participation ~~is~~ *are* paramount to academic success; ~~Therefore,~~ regular and punctual attendance in class and laboratories is expected of all students *at South Texas College.*

Attendance guidelines governing student attendance are published in the faculty and student handbooks. It is the student's responsibility to be familiar with these guidelines and to address absences and make-up work with respective faculty members in a timely manner and/or ~~communicate with the faculty member concerning any absence~~ as specified by the respective course syllabus. ~~The student may be required to present evidence to support an absence and make-up work for class absences will be permitted only as specified by the faculty in the course syllabus.~~

Dropping a course is the responsibility of the student and not taking the appropriate steps may result in an "F" for the course.

In addition to *published* ~~Division-based~~ guidelines related to attendance, *a* faculty *member* may drop *a* student~~s~~, prior to the withdrawal deadline *if and* when, *the faculty member determines that the student would be unable to successfully complete the course.* ~~in the opinion of the faculty, the student would have difficulty in successfully completing the course.~~

Information on absences related to pregnancy, parenting, or related conditions can be found in South Texas College Policy #4216: Discrimination, Harassment, Retaliation, and Sexual Misconduct.

South Texas College

Attendance Guidelines

Class attendance and participation are essential to student success. Regular and punctual class attendance is expected at South Texas College. Student absences will be recorded from the first day the class meets. It is imperative that students attend on the first day of class. This is when the course syllabus, schedule, deadlines, and class expectations will be discussed.

In case of absence, it is the student's responsibility to contact the instructor prior to the absence. The student is expressly responsible for any work missed regardless of the cause of the absence. The student must discuss such work with the instructor and should do so immediately on returning to school. Communication between the student and faculty member is most important, and it is the student's responsibility to initiate such communication. The faculty member will determine, based on policies outlined in the course syllabus, whether the student will be permitted to make up work and will decide on the time and nature of the makeup. If a student does not appear at the prearranged time or meet the prescribed deadline for makeup work, they forfeit their rights for further makeup of that work. A student who stops attending class for any reason should contact the faculty member and the Admission's office to officially withdraw from the class. Failure to officially withdraw may result in a failing grade for the course.

The following attendance guidelines will apply. **Some departments or divisions may have stricter policies:**

- A student in an on-campus course missing a cumulative of **10 percent (10%)** of the class meetings may be dropped by the faculty member in accordance to the policy or policies outlined in the course syllabus.
- A student in an online course is required to successfully complete the online course orientation, if applicable, **and** actively participate in the course as described in the faculty member's course requirements. A student not meeting these requirements may be dropped in accordance to the policy

- outlined in the course syllabus.
- A student’s absence on official school business is entitled to make up coursework missed but should contact the faculty member prior to scheduled absence to make proper arrangements on course work that will be missed.
 - In addition to published guidelines related to attendance, faculty may drop a student prior to the withdrawal deadline when the faculty member determines that the student will be unable to successfully complete the course.

Example Calculations of 10% Absence

Term	# of Meetings	10% of Class Meetings	Student Dropped after X Days
16 week-1 day a week	16	1.6	2
16 week-2 days a week	31	3.1	4
16 week-3 days a week	46	4.6	5
5 week MTF (Summer I & II)	15	1.5	2
5 week MTFR (Summer I & II)	19	1.9	2
10 week MTW (Summer III)	33	3.3	4
10 week MTWR (Summer III)	38	3.8	4

TITLE IX AND PREGNANCY RELATED ABSENCES

South Texas College does not discriminate against any student on the basis of pregnancy, parenting or related conditions. Pregnant or parenting students seeking additional information should contact the Conflict Resolution Center immediately at 956-872-2180 or crc@southtexascollege.edu.

Under Title IX of the Education Amendments of 1972, and its implementing regulation at 34 C.F.R. Part 106 (Title IX), schools must excuse absences for students who are pregnant, who give birth, who are parenting, or who experience a related condition for as long as that student’s doctor determines is necessary. At the conclusion of that period, the student must be given a reasonable amount of time to make up the work they missed.

Review and Action as Necessary to Offer an Associate of Applied Science Degree in Welding Technology

Approval to offer an Associate of Applied Science Degree in Welding Technology is requested.

Development of this program was authorized by the Education and Workforce Development Committee in November 2014. The program was presented to the Education and Workforce Development Committee for review on March 8, 2016, and is now presented to the Board of Trustees for approval to make the program available to students.

South Texas College currently offers Certificates in Combination Welding and in Structural Welding.

Students will learn welding skills, including basic metallurgy and inspection procedures, appropriate for a career in manufacturing, ship building, oil refinement and processing, nuclear and wind energy, aerospace, and motorsports industries.

This program is designed to be appropriate for new students as well as for experienced professionals who desire the opportunity to pursue academic and career opportunities in this area.

The following pages contain the Program Development Brief, which includes:

- Program Summary;
- Program Demand;
- Admission Requirements;
- Marketing Plan;
- Retention Plan;
- Graduation Plan; and
- Resources Required for Program Operation.

The program operating and instructional costs have been estimated, and are provided after the Program Development Brief.

Dr. Anahid Petrosian, Vice President for Academic Affairs and Kristina Wilson, Associate Dean of Curriculum and Student Learning, will review the proposed new program and the development process with the Committee and will respond to questions.

The Education and Workforce Development Committee recommended Board approval to offer an Associate of Applied Science Degree in Welding Technology as presented.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize offering the proposed Associate of Applied Science Degree in Welding Technology 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 offering the proposed Associate of Applied Science Degree in Welding Technology as presented.

Approval Recommended:

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

President

Program Summary

Institution: South Texas College, McAllen Texas

Proposed Award: Associate of Applied Science in Welding

CURRICULUM QUALITY

Program Objective: The objective of the Welding Program is to prepare students for a career as a welding technician in the fabrication, construction and manufacturing industries. Advanced welding skills are integrated and students are also exposed to basic metallurgy and inspection procedures. Graduates of the Welding Technology AAS degree can anticipate remarkable career opportunities in manufacturing, ship building, oil refinement and processing, nuclear and wind energy, aerospace, and motorsports industries.

Curriculum: The Associate of Applied Science in Welding would require students to complete 60 semester credit hours (SCH) of course work (please see attached curriculum) from the Texas Workforce Education Course Manual. The technical courses include Advanced Layout and Fabrication and Advanced Gas Tungsten and Arc Welding. A Capstone course (WLDG 2413 Capstone: Intermediate Welding Using Multiple Processes) will be used to satisfy the Capstone requirement. South Texas College currently offers a Structural Welding Certificate and a Combination Welding Certificate. The certificates are stackable, whereby students who complete the Structural Welding certificate can take additional coursework to complete the Combination Welding certificate. The coursework within these existing certificates is included within the proposed Welding Associate Degree curriculum.

PROGRAM DEMAND

1. Occupational Need:

According to Economic Modeling Specialists, Inc., which utilizes data from the Texas Workforce Commission, welders, cutters, solderers and brazers should experience a 7.4% growth between 2016 and 2025 in the South Texas Region (Cameron, Hidalgo, Jim Hogg, Starr, Willacy, and Zapata counties). A total of 169 additional job openings are expected during this time period.

According to Economic Modeling Specialists, Inc., welders, cutters, solderers, and brazers should experience a 12.2% growth between 2016 and 2025 in State of Texas. A total of 7,001 additional job openings are expected during this time period.

According to Economic Modeling Specialists, Inc., welders, cutters, solderers, and brazers should experience an 8% growth between 2016 and 2025 nationally. A total of 34,507 additional job openings are expected during this time period.

According to the Economic Modeling Specialist Occupation, Inc., the median hourly earnings wage for welders, cutters, solderers and brazers is \$13.94 in South Texas Region.

According to the Economic Modeling Specialist Occupation, Inc., the median hourly earnings wage for welders, cutters, solderers and brazers is \$18.04 in State.

According to the Economic Modeling Specialist Occupation, Inc., the median hourly earnings wage for welders, cutters, solderers and brazers is \$17.76 nationally.

Economic Modeling Specialists, Inc. indicated a 41% increase in average monthly hires from 2011 to 2015 (Cameron, Hidalgo, Starr, Zapata, Willacy, and Jim Hogg counties) and a 9% increase in average monthly hires for the state of Texas.

EMSI Data Summary:

Geographic Area	Expected Growth Rate	Additional Job Openings	Median Hourly Wage Earnings	Increase in Avg. Monthly Hires
Regional	7.4%	169	\$13.94	41%
State	12.2%	7,001	\$18.04	9%
National	8%	34,507	\$17.76	N/A

Workforce Solutions of the Lower Rio Grande Valley included Welders, Cutters, Solderers, and Brazers in the 2014 Approved Target Occupation List and In-Demand Occupation List.

The Texas Workforce Commission’s *Report on Texas Growth Occupations 2015* included Welders, Cutters, Solderers, & Brazers as a growing occupation within the Manufacturing field, with an 18.5% growth expected within the 2012-2022 decade.

According to the U.S. Department of Labor, Occupational Outlook Handbook, employment of welders, cutters, solderers and brazers are expected to grow by 4% over the 2014-2024 decade. The Occupational Outlook Handbook states that “...skilled welders with up-to-date training should have good job opportunities.”

According to the U. S. Department of Labor, Occupational Outlook Handbook, in May 2014 the Median annual earnings for welders, cutters, solderers and brazers was \$37,420 nationally.

Student Demand: Based upon current student demand, the Welding Advisory Board anticipates approximately 65 students enrolled per year during the first five years of program existence. Admissions requirements for the Associate of Applied Science in Welding will follow the admissions requirements of the College. Taking into consideration the fact that there is no other local institution that offers this program, demand is expected to be moderate to high.

Other identified sources of potential students for the Welding Associate Degree program will be the students currently enrolled in the Welding Certificate Programs who wish to pursue further education. During the fall 2015 semester, there were 189 enrolled students with declared majors in CT1-Structural Welding and 307 enrolled students with declared majors in CT1-Combination Welding. A survey of 29 students enrolled in Welding certificate coursework during the spring 2016 semester indicated that 80% would be interested in pursuing an Associate of Applied Science in Welding degree.

Students are expected to be from varied backgrounds including special populations. The applicant pool may include: young adults graduating from high school, dual enrollment students, GED completers, and those individuals already employed seeking to upgrade their knowledge and skills to improve career opportunities.

Existing Programs: Del Mar Community College (which is approximately 150 miles from McAllen) offers Welding Technology Associate Degree Program. TSTC Harlingen (which is approximately 45 miles from McAllen) offers a Welding Technology Associate Degree.

Program Linkage and Opportunities for Further Education: The 60 hours of technical coursework from the Workforce Education Course manual should transfer to other community or technical colleges offering the same courses within a Welding program. Welding coursework is currently offered at local high schools through STC’s Dual Enrollment Program. The following school districts are currently partnered with STC to offer Welding coursework: Weslaco ISD, Pharr-San Juan-Alamo (PSJA) ISD, Donna ISD, McAllen ISD, and Mission CISD. Graduates of the AAS in Welding Program will have the opportunity to continue their education by pursuing a Bachelors in Technology Management degree at South Texas College.

Expected Enrollment: A moderate estimate of initial enrollment for the Welding Technology Associate Degree program is 25 additional students enrolled in first year coursework, with an additional 8 students enrolled in second year coursework, for a total of 33 students enrolled during the 2016-2017 academic year. Graduates of STC’s existing Welding Certificates will be able to begin the program by enrolling in the second year of the Welding AAS coursework, as they would have completed the first year coursework as part of the certificate program. An approximate average of 80-93 students will be enrolled during the program’s fourth and fifth year. Continual growth in enrollment is expected as this degree is advertised to prospective students and currently enrolled Welding Certificate students.

Years	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021
1 st Year Curriculum Enrollment	25	32	40	48	56
2 nd Year Curriculum Enrollment	8	23	27	32	37
Total	33	55	67	80	93

PROGRAM SUPPORT

Faculty: Existing qualified faculty in the Division of Business and Technology could be used to teach Welding Technology courses. Currently, several full-time faculty members and Adjunct faculty are teaching the Welding Certificate courses.

Facilities and Equipment: Existing welding classrooms and laboratories at the Technology Campus can be utilized to emphasize industrialized training; such as mastering the welding of different joint designs with fillet and groove welds in all positions on plate and pipe, and plan, design, fabricate, and weld projects using blueprint reading and layout skills. Existing welding equipment is sufficient to begin the AAS degree. As enrollment increases, additional welding working stations will be required to keep up with program growth.

New Costs: Total new costs for the first five years of the program are projected to be \$196, 260.00. Sources of funds to cover the costs are projected to include \$132,660.00 from tuition, and \$78,144.00 from state appropriations for total revenue of \$210,804.00. See attached specific budget details.

INSTITUTIONAL EFFECTIVENESS

Program Review and Improvement Plans: The Program Review Process at South Texas College is embedded within the bi-annual Institutional Effectiveness Assessment Plan cycle. Every academic and technical program at South Texas College monitors and reports on the following standards: graduation numbers, transfer rate, job placement rate, professional accreditations or certifications, licensure/credential exam pass rate, and program advisory committee meetings. Action plans are created for each program that does not meet its targeted outcomes.

Accreditation: The Welding Program is designed to be consistent with the standards of the Southern Association of College and Schools Commission on Colleges and Schools and the American Welding Society.

ENROLLMENT MANAGEMENT PLAN

POTENTIAL SOURCES OF STUDENTS

A variety of student populations have been identified as potential sources of students for the Welding AAS Program. Students participating in this program will be similar to the general current STC student body. Students are expected to be from varied backgrounds including special populations. The applicant pool will include, but not be limited to: dual enrollment students, young adults graduating from high schools, adults completing GED education programs, returning adults seeking career changes, graduates of STC's Combination Welding and Structural Welding Certificate Programs, and those individual already employed in the welding field who wish to formalize or update their knowledge and skills to improve career opportunities.

MARKETING

The Welding AAS Program will be aggressively marketed to all potential groups to ensure positive growth. Target areas of marketing will be in the high schools and the general public. Employees at local welding companies will also be targeted, as well as graduates of STC's Welding certificate programs. To improve the odds of obtaining a capable, diverse student applicant pool, the program will be marketed through all Campus Outreach and Information Centers, and the Office of Enrollment Management and Recruitment. Brochures describing the benefits of graduating in the Welding AAS program will be distributed throughout the different divisions at each STC campus, along with the Campus Information Centers and during special career day events at high schools and the STC campuses, including the annual Women in Technology event. In addition, school radio spots, newspaper articles and ads, and other media coverage will be sought as needed.

RETENTION

Several strategies will be implemented to retain students in the program. Faculty advising is one approach for the identification and clarification of student's goals and directions. Academic assistance is another support strategy for academic performance and retention. Student participation/interaction with a wide variety of programs and services on the campus is another technique we can implement for retention purposes. Additionally, tutoring support services will be available at the Center for Learning Excellence (CLE) for students taking general education coursework.

ENROLLMENT PROJECTIONS

A moderate estimate of initial enrollment for the Welding Technology Associate Degree program is 25 additional students enrolled in first year coursework, with an additional 8 students enrolled in second year coursework, for a total of 33 students enrolled during the 2016-2017 academic year. Graduates of STC's existing Welding Certificates will be able to being the program by enrolling in the second year of the Welding AAS coursework, as they would have completed the first year coursework as part of the certificate program. An approximate average

of 80-93 students will be enrolled during the program's fourth and fifth year. Continual growth in enrollment is expected as this degree is advertised to prospective students and currently enrolled Welding Certificate students.

Years	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021
1 st Year Curriculum Enrollment	25	32	40	48	56
2 nd Year Curriculum Enrollment	8	23	27	32	37
Total	33	55	67	80	93

PROJECTED NUMBER OF GRADUATES

The goal is to have at least 90% of students enrolled in the program to complete the Welding AAS degree on time (at the end of the second year). During academic year 2014-2015, there were 173 graduates in the Welding Certificate programs.

Class size will be evaluated each year and increased according to the availability of faculty, and the graduate placement rate. New students will be assigned to a specialized faculty advisor to prepare their degree plans to ensure a successful graduation rate.

2016 – 2021 Welding Student Enrollment and Graduate Forecast

Years	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021
1 st Year Curriculum Enrollment	25	32	40	48	56
2 nd Year Curriculum Enrollment	8	23	27	32	37
Graduates (90% of 2nd Year Enrollment)	7	21	24	29	33

PROPOSED DEGREE PLAN

<u>FIRST SEMESTER</u>	Lec. Hrs.	Lab Hrs.	Ext. Hrs.	Cont. Hrs.	Cred. Hrs.
ENGL 1301 <u>Composition I</u>	3	0		48	3
WLDG 1313 Intro to Blueprint Reading for Welder OR DFTG1325	2	4		96	3
MCHN 1343 Machine Shop Mathematics or TECM1303	3	0		48	3
<u>Humanities Elective</u>	3	0		48	3
WLDG 1428 Intro to Shielded Metal Arc Welding	<u>2</u>	<u>6</u>		<u>128</u>	<u>4</u>
Total	13	10		368	16

<u>SECOND SEMESTER</u>	Lec. Hrs.	Lab Hrs.	Ext. Hrs.	Cont. Hrs.	Cred. Hrs.
<u>Math Elective</u>	3	0		48	3
WLDG 1430 Intro Gas Metal Arc Welding	2	6		128	4
WLDG 1457 Intermediate Shielded Metal Arc Welding	2	6		128	4
WLDG 1434 Introduction to Gas Tungsten Arc Welding	<u>2</u>	<u>6</u>		<u>128</u>	<u>4</u>
Total	9	18		432	15

<u>THIRD SEMESTER</u>	Lec. Hrs.	Lab Hrs.	Ext. Hrs.	Cont. Hrs.	Cred. Hrs.
WLDG 1417 Intro to Layout and Fabrication	2	6		128	4
WLDG 1312 Intro to Flux Cored Arc Welding	1	6		112	3
WLDG 2406 Intermediate Pipe Welding	2	6		128	4
<u>Social/Behavioral Science Elective</u>	<u>3</u>	<u>0</u>		<u>48</u>	<u>3</u>
Total	8	18		416	14

<u>FOURTH SEMESTER</u>	Lec. Hrs.	Lab Hrs.	Ext. Hrs.	Cont. Hrs.	Cred. Hrs.
WLDG 2435 Advanced Layout and Fabrication	2	6		128	4
WLDG 2413 Capstone: Intermediate Welding Using Multiple	2	6		128	4
WLDG 2451 Advanced Gas Tungsten Arc Welding (GTAW)	2	6		128	4
<u>Speech Elective</u>	<u>3</u>	<u>0</u>		<u>48</u>	<u>3</u>
Total	9	18		432	15

TOTAL CREDIT HRS: 60
TOTAL CONTACT HRS: 1648

Operating Costs and Revenue Projections AAS in Welding Degree

ESTIMATED COSTS BY YEAR FOR AAS in Welding PROGRAM						
CATEGORY	INITIAL COST	BUDGET 2ND YEAR	BUDGET 3RD YEAR	BUDGET 4TH YEAR	BUDGET 5TH YEAR	TOTAL BUDGET
	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021	2016-2021
Faculty Salaries and Benefits	\$12,880.00	\$19,320.00	\$22,540.00	\$25,760.00	\$25,760.00	\$106,260.00
Supplies and Materials (Operating)	\$1,500.00	\$1,500.00	\$1,500.00	\$1,500.00	\$1,500.00	\$7,500.00
Library Resources	\$500.00	\$0.00	\$500.00	\$0.00	\$500.00	\$1,500.00
Equipment and Software (Capital)	\$75,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$75,000.00
Facilities (Furniture) (Operating)	\$1,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,000.00
Faculty Professional Development/(Travel)	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$5,000.00
Subtotal - Instructional & Operating Budget	\$91,880.00	\$21,820.00	\$25,540.00	\$28,260.00	\$28,760.00	\$196,260.00
Total Budget Per Year	\$91,880.00	\$21,820.00	\$25,540.00	\$28,260.00	\$28,760.00	\$196,260.00

REVENUE PROJECTIONS BY YEAR FOR AAS WELDING DEGREE						
CATEGORY	REVENUE	REVENUE	REVENUE	REVENUE	REVENUE	TOTAL
	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021	2016-2021
State Appropriations	\$ -	\$ 14,208.00	\$ 14,208.00	\$ 24,864.00	\$ 24,864.00	\$ 78,144.00
Tuition	\$ 16,080.00	\$ 24,120.00	\$ 28,140.00	\$ 32,160.00	\$ 32,160.00	\$ 132,660.00
TOTAL REVENUE	\$ 16,080.00	\$ 38,328.00	\$ 42,348.00	\$ 57,024.00	\$ 57,024.00	\$ 210,804.00

Instructional Costs and Projected Revenue for AAS in Welding

Faculty Salary & Benefits	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021	Totals
LHE Rate	\$ 575.00	\$ 575.00	\$ 575.00	\$ 575.00	\$ 575.00	
# of LHE's per Course	5	5	5	5	5	
Subtotal	\$ 2,875.00	\$ 2,875.00	\$ 2,875.00	\$ 2,875.00	\$ 2,875.00	
# of Sections Taught by Adjunct	4	6	7	8	8	
# of Sections Taught by F/T	0	0	0	0	0	
Adjunct Salary	\$ 11,500.00	\$ 17,250.00	\$ 20,125.00	\$ 23,000.00	\$ 23,000.00	
Multiplied by Benefits Rate	1.12	1.12	1.12	1.12	1.12	
Total Salary for Adjunct	\$ 12,880.00	\$ 19,320.00	\$ 22,540.00	\$ 25,760.00	\$ 25,760.00	
F/T Faculty @ \$40,000	\$0	\$0	\$0	\$0	\$0	
Benefit Rate (F/T Salary X 32.24%=12,896.00)	\$0	\$0	\$0	\$0	\$0	
Cost for Faculty Salary/Benefits	\$ 12,880.00	\$ 19,320.00	\$ 22,540.00	\$ 25,760.00	\$ 25,760.00	\$ 106,260.00

Projected Revenue	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021	Totals
State Appropriations *						
# of Sections	4	6	7	8	8	
# of Students per Section	15	15	15	15	15	
Total # of Students per Year	60	90	105	120	120	
# of Contact Hours per Student	80	80	80	80	80	
Total Contact Hours	4800	7200	8400	9600	9600	
Multiplied by State Funding Rate (\$2.96)	\$ 2.96	\$ 2.96	\$ 2.96	\$ 2.96	\$ 2.96	
State Appropriations Generated	\$ 14,208.00	\$ 21,312.00	\$ 24,864.00	\$ 28,416.00	\$ 28,416.00	
State Appropriations Received	\$ -	\$ 14,208.00	\$ 14,208.00	\$ 24,864.00	\$ 24,864.00	\$ 78,144.00

* State Appropriations funding is based upon enrollment from previous biennium

Tuition	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021	Totals
Enrollment # Projected	60	90	105	120	120	
Tuition Rate per Credit Hour	\$ 67.00	\$ 67.00	\$ 67.00	\$ 67.00	\$ 67.00	
Subtotal	\$ 4,020.00	\$ 6,030.00	\$ 7,035.00	\$ 8,040.00	\$ 8,040.00	\$ 33,165.00
# of Credit Hours per Course	4	4	4	4	4	
Total Tuition	\$ 16,080.00	\$ 24,120.00	\$ 28,140.00	\$ 32,160.00	\$ 32,160.00	\$ 132,660.00

South Texas College Program Evaluation Plan

Institutional Effectiveness

South Texas College identifies expected outcomes for every instructional program and administrative and educational support service, assesses whether or not these outcomes are achieved, and makes continuous improvements based on assessment data. The College commits to continuous improvement in achieving expected outcomes through its strategic planning process, including *2-year Institutional Effectiveness (IE) Plans* for every instructional, administrative or educational support unit in the College. An *Intuitional Effectiveness (IE) Plan* serves as a means to establish and assess expected outcomes for each program.

In addition, STC monitors and evaluates the and quality instructional degree and certificate programs through the Program Review Process, the assessment of Program Learning Outcomes for each degree, and assessment of *Core Objectives* for the General Education Core Curriculum.

Program Review

Instructional programs are subject to Program Review by peers through the Curriculum and Program Review Committee on a 4-year cycle. This Program Review assessment instrument evaluates program viability, effectiveness, and student achievement through a variety of outcomes including the *number of graduates, transfer rates, licensure/certification pass rates, graduate placement, program specific accreditations, faculty credentials, schedule distribution across campuses and times of day, participation in learning outcomes assessment and use of data to improve student learning, faculty professional development, and use of community advisory committees*. Program Review evaluation is conducted by a subcommittee of faculty members serving on the College Curriculum and Program Review Committee. Following the subcommittee's review, findings are presented first to the Curriculum and Program Review Committee for review and then to a subcommittee of the Planning and Development Committee (PDC), the college-wide committee charged with oversight for planning, plan implementation, and reporting. The subcommittee reviews ratings given by the faculty subcommittee and reports those rating to PDC along with any additional recommendations.

Program Learning Outcomes Assessment

A separate set of competency-based program learning outcomes had been developed for each instructional program at STC, in addition to the traditional historical student success measures in the IE Plans, such as course completion, graduation rate, and student retention. The program learning outcomes are assessed and data are collected and reported on a yearly basis. The Director for Student Learning Outcomes and Assessment, along with the College Wide Student Learning Outcomes and Assessment Instructional Team lead the systematic process across all programs allowing for significant critical amounts of dialogue among faculty members in order to develop a consistent structure for collecting and assessing data while allowing for the academic freedom of faculty members. Instructional programs utilize a variety of assessment methods, including embedded assessment, exit exams, exit interviews and portfolios to assess the program learning outcomes.

General Education Outcomes Assessment

South Texas College also assesses general education competencies in the General Education program known as the STC Core Curriculum. The general education competencies for the Core Curriculum are called the *Core Objectives* and were defined by the Texas Higher Education Coordinating Board. Measures to determine the extent to which *Core Objectives* are being achieved are assessed every semester. Data are collected and compiled by each department to evaluate the extent to which the *Core Objectives* are being met. Results from the assessments and changes recommended based upon the results by the department are submitted to the Director of Learning Outcomes and Assessment.

Review of Presentation to the Education and Workforce Development Committee:

The following presentation was delivered to the Education and Workforce Development Committee on Tuesday, March 08, 2016:

- a. *Review of Proposed Prospective Student Guide for Applying to Associate Degree Nursing Program*
 - A. Traditional Registered Nurse (RN) Track,
 - B. Licensed Vocational Nurse (LVN) to Registered Nurse (RN) Track, and
 - C. EMT Paramedic to Registered Nurse (RN) Track.

Background

In November 2015, Mr. Jayson Valerio, Interim Dean for Nursing & Allied Health, presented to the Education and Workforce Development Committee on the selective admission process for students wishing to pursue their Associate Degree in Nursing and subsequently to test for the Registered Nursing (RN) state licensure.

During the presentation and subsequent discussion, the Committee and administration discussed the admission requirements, program accountability, and student application process. The Committee expressed their support for the program and the caliber of safe practitioners graduating from the South Texas College Associate Degree Nursing Program.

The Committee members did express concern about comments they have received from some applicants and students that showed that some individuals have left advising and counseling sessions with inconsistent understandings of the program application and completion requirements.

The Committee advised program administration to implement clear written procedures to guide advising and counseling sessions to ensure that all applicants and students are provided with consistent information about the ADN program to minimize miscommunication and misunderstanding among those who are not admitted or who struggle to successfully complete the program's necessarily stringent requirements.

Proposed Prospective Student Guide for applying to Associate Degree Nursing Program and Process

Following the request of the Committee, administration coordinated with faculty and staff to provide a written Proposed Prospective Student Guide for applying to Associate Degree Nursing Program to provide prospective ADN Program students

with clear, consistent information about the process, application requirements, evaluation, and program expectations.

The Proposed Prospective Student Guide was developed for students applying to one of the three available tracks to earn an Associate Degree in Nursing at South Texas College:

- Traditional Registered Nurse (RN) Track,
- Licensed Vocational Nurse (LVN) to Registered Nurse (RN) Track, and
- EMT Paramedic to Registered Nurse (RN) Track.

The Proposed Prospective Student Guide for applying to Associate Degree Nursing Program as provided under separate cover for the Committee's review.

Dr. Reed, Dr. Anahid Petrosian, Vice President for Academic Affairs, and Mr. Jayson Valerio, Interim Dean for Nursing & Allied Health, reviewed the proposed guidebook with the Committee and responded to questions.

The Committee provided feedback and a few suggestions for the improvement of the guide, and supported publishing the Prospective Student Guide for applying to Associate Degree Nursing Program as a resource for students seeking information about the ADN Program application process.

b. Presentation on New Ceramic Kiln Building

Mr. William Buhidar, Assistant Dean for Fine and Performing Arts, provided a brief presentation on the Ceramic Kiln Building, recently completed after great support by the Board of Trustees.

Mr. Buhidar provided a general overview of the process of creating art and the impact that the new facility will have on students in the program.

He then shared the background of the construction project, leading up to the scheduled 4:00 p.m. Ribbon Cutting ceremony, which all Trustees and administration, faculty, staff, and students were invited to attend.

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

Presentation on Quarterly Investment Report by Valley View Consulting, L.L.C.

Ms. Susan Anderson from Valley View Consulting, L.L.C., will present the Quarterly Investment Report to the Board of Trustees. The investment report is for the quarter that ended February 29, 2016.

The presentation is for the Board's information and feedback, and no action is requested.



QUARTERLY INVESTMENT REPORT

For the Quarter Ended

February 29, 2016

Prepared by

Valley View Consulting, L.L.C.

The investment portfolio of the South Texas College is in compliance with the Public Funds Investment Act and the South Texas College Investment Policy.

Maria G. Elizondo, Vice President for Finance & Administrative Services Date

Myriam Lopez, Comptroller Date

Roy De Leon, Board of Trustees, Designated Investment Officer Date

Disclaimer: These reports were compiled using information provided by the South Texas College. No procedures were performed to test the accuracy or completeness of this information. The market values included in these reports were obtained by Valley View Consulting, L.L.C. from sources believed to be accurate and represent proprietary valuation. Due to market fluctuations these levels are not necessarily reflective of current liquidation values. Yield calculations are not determined using standard performance formulas, are not representative of total return yields and do not account for investment adviser fees.

Summary

Quarter End Results by Investment Category:

Asset Type	November 30, 2015		February 29, 2016	
	Book Value	Market Value	Book Value	Market Value
DDA/MMA/NOW	\$ 257,427,492	\$ 257,427,492	\$ 166,704,344	\$ 166,704,344
Pools	99,060,813	99,060,813	164,128,499	164,128,499
CD/Security	332,062	332,062	62,849,621	62,849,621
Totals	\$ 356,820,367	\$ 356,820,367	\$ 393,682,463	\$ 393,682,463

Quarterly Portfolio Performance

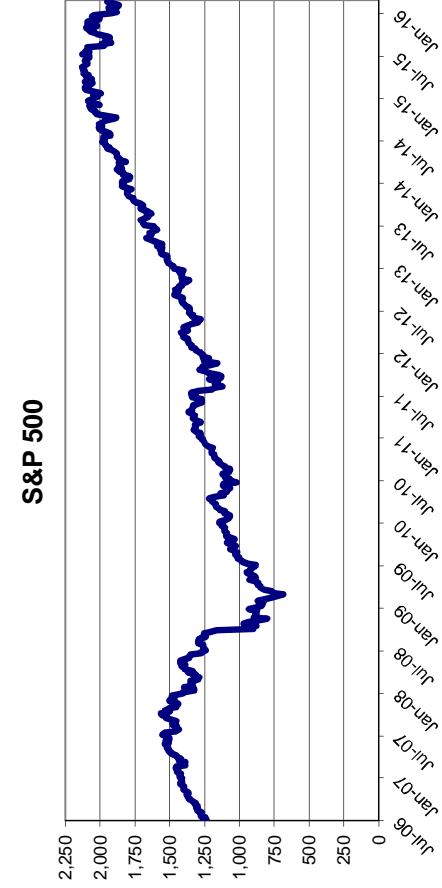
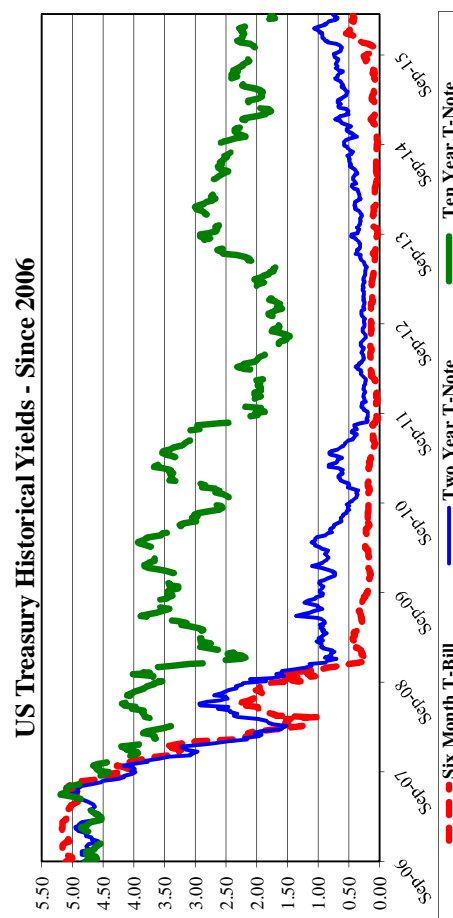
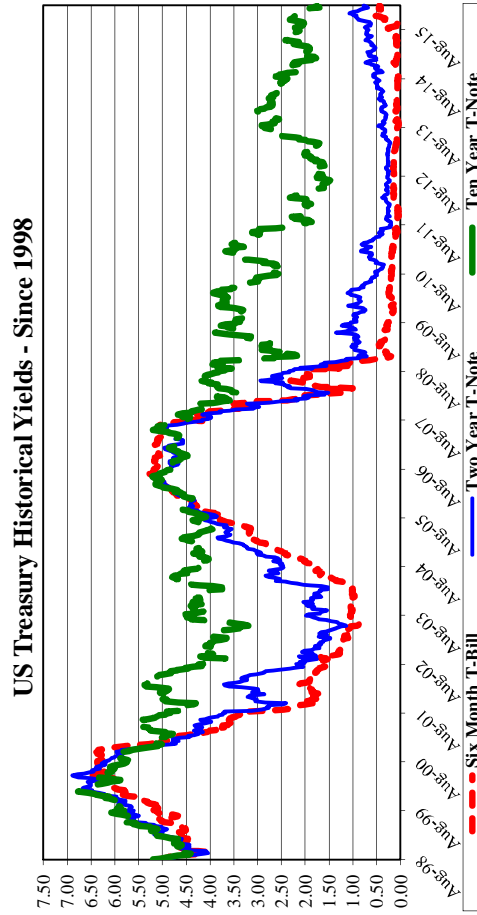
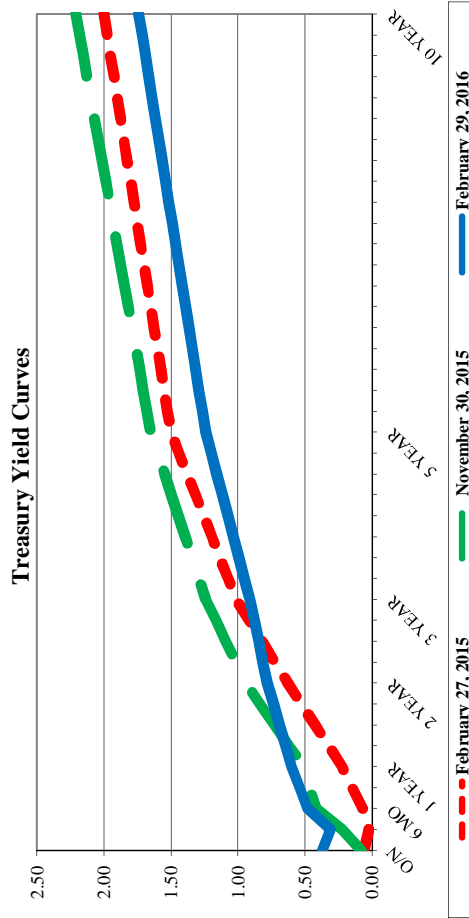
Average Quarterly Yield	0.27%
Rolling Three Mo. Treas. Yield	0.26%
Rolling Six Mo. Treas. Yield	0.33%
Quarterly Interest Received	\$171,783
Accrued Interest-End of Quarter	\$82,276

Yearly Portfolio Performance

Average Quarter End Yield	0.21%
Rolling Three Mo. Treas. Yield	0.16%
Rolling Six Mo. Treas. Yield	0.25%
Average Quarter End TexPool Yield	0.21%
Fiscal YTD Interest Received	\$232,832
	(Unaudited)

Note: Average yields calculated using quarter end report average yield and adjusted book value, but do not include adviser fees and realized and unrealized gains or losses.

The Federal Open Market Committee (FOMC) maintained the Fed Funds target range of 0.25% - 0.50% (actual Fed Funds are trading +/-37 bps). There are mixed anticipations for additional FOMC actions this year. Some look for another rise as early as the June FOMC meeting. The futures market only predicts a 50% chance rates could rise before calendar year end. International concerns dominate the uncertainty. US data reflects a modestly growing economy. The Yield Curve flattened due to the longer-term, lackluster worldwide expansion outlook. Taxable municipal bonds or CDs offer the best interest earnings opportunity, if available.



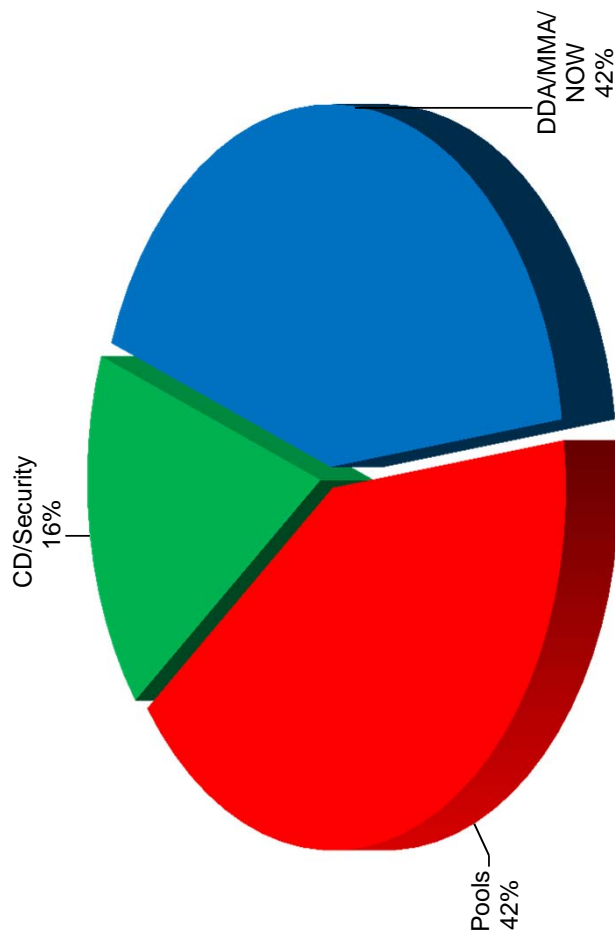
**Detail of Investment Holdings
February 29, 2016**

Description	Rating	Coupon/ Discount	Maturity Date	Settlement Date	Original Face/ Par Value	Book Value	Market Price	Market Value	Life (Days)	Yield
BBVA - Operating	0.15%	03/01/16	02/29/16	\$ 50,626,555	\$ 50,626,555	1.00	\$ 50,626,555	1	0.15%	
BBVA - Payroll	0.15%	03/01/16	02/29/16	441,164	441,164	1.00	441,164	1	0.15%	
BBVA - Student	0.15%	03/01/16	02/29/16	10,000	10,000	1.00	10,000	1	0.15%	
BBVA - Operating Reserve	0.00%	03/01/16	02/29/16	25,000,000	25,000,000	1.00	25,000,000	1	0.00%	
BBVA - I&S Bond 96,02,03,04,07,10 & 13	0.15%	03/01/16	02/29/16	8,423,908	8,423,908	1.00	8,423,908	1	0.15%	
BBVA - I&S Bond 99 & 07	0.15%	03/01/16	02/29/16	477	477	1.00	477	1	0.15%	
BBVA - Construction E&G Transfer	0.15%	03/01/16	02/29/16	27,047,231	27,047,231	1.00	27,047,231	1	0.15%	
BBVA - Construction LT Bonds Series 2014	0.15%	03/01/16	02/29/16	55,143,970	55,143,970	1.00	55,143,970	1	0.15%	
BBVA - Construction LT Bonds Series 2015	0.15%	03/01/16	02/29/16	11,039	11,039	1.00	11,039	1	0.15%	
TexPool LGIP	0.30%	03/01/16	02/29/16	164,128,499	164,128,499	1.00	164,128,499	1	0.30%	
Texas Regional Bank CD	0.32%	06/14/16	12/14/15	5,000,000	5,000,000	1.00	5,000,000	106	0.32%	
Texas Regional Bank CD	0.35%	09/01/16	12/01/15	1,501,309	1,501,309	1.00	1,501,309	185	0.35%	
Southside Bank CD	0.40%	09/14/16	12/14/15	15,000,000	15,000,000	1.00	15,000,000	198	0.40%	
Inter National Bank CD	0.45%	12/01/16	12/01/15	1,501,683	1,501,683	1.00	1,501,683	276	0.45%	
Southside Bank CD	0.57%	12/14/16	12/14/15	10,000,000	10,000,000	1.00	10,000,000	289	0.57%	
BBVA CD	0.55%	02/28/17	02/29/16	15,115	15,115	1.00	15,115	365	0.55%	
BBVA CD	0.55%	02/28/17	02/29/16	200,300	200,300	1.00	200,300	365	0.55%	
BBVA CD	0.55%	02/28/17	02/29/16	116,816	116,816	1.00	116,816	365	0.55%	
Inter National Bank CD	0.45%	03/01/17	12/01/15	2,002,244	2,002,244	1.00	2,002,244	366	0.45%	
Southside Bank CD	0.68%	03/14/17	12/14/15	5,000,000	5,000,000	1.00	5,000,000	379	0.68%	
Inter National Bank CD	0.50%	06/01/17	12/01/15	3,003,740	3,003,740	1.00	3,003,740	458	0.50%	
Southside Bank CD	0.79%	06/12/17	12/14/15	5,000,000	5,000,000	1.00	5,000,000	469	0.79%	
Inter National Bank CD	0.55%	09/01/17	12/01/15	1,502,057	1,502,057	1.00	1,502,057	550	0.55%	
Southside Bank CD	0.89%	09/14/17	12/14/15	5,000,000	5,000,000	1.00	5,000,000	563	0.89%	
Inter National Bank CD	0.85%	12/01/17	12/01/15	3,006,358	3,006,358	1.00	3,006,358	641	0.85%	
Southside Bank CD	1.01%	12/14/17	12/14/15	5,000,000	5,000,000	1.00	5,000,000	654	1.01%	
					\$ 393,682,463	\$ 393,682,463		58	0.27%	
								(1)	(2)	

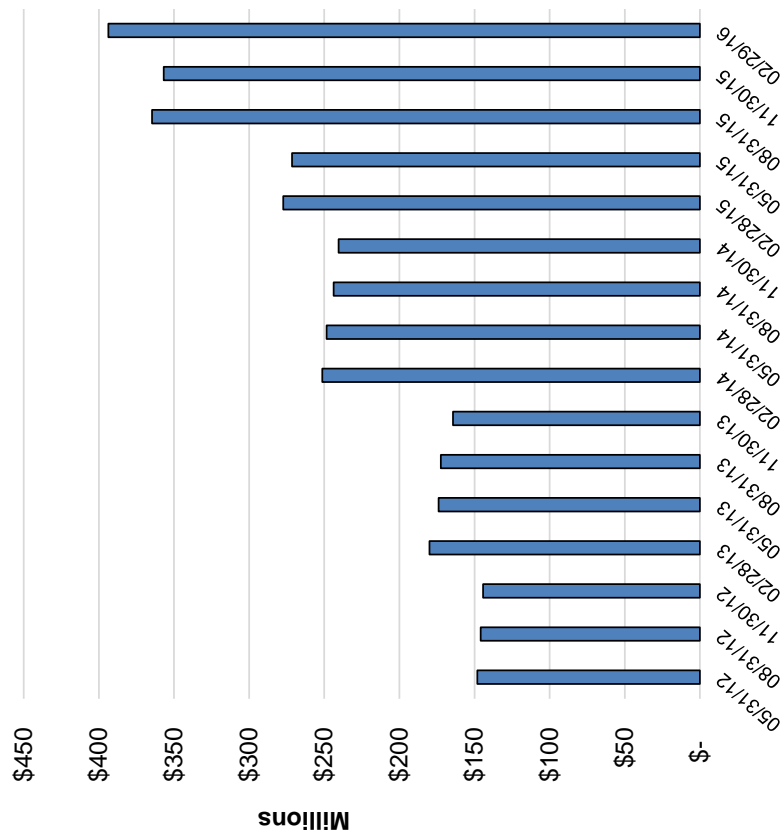
(1) **Weighted average life** - Pools, Money Market Funds, and Bank Deposits are assumed to have a one day maturity.

(2) **Weighted average yield to maturity** - The weighted average yield to maturity is based on Adjusted Book Value, adviser fees and realized and unrealized gains/losses are not considered. The pool and mutual fund yields are the average for the last month of the quarter. Bank deposit yields are estimated from the monthly allocated earnings.

Portfolio Composition



Quarter End Book Value



Book and Market Value Comparison

Description	Coupon/ Discount	Maturity Date	November 30, 2015			February 29, 2016			
			Original Face/		Purchases/ Adjustments	Sales/Adjus/ Maturities		Original Face/ Par Value	Book Value
			Par Value	Book Value		Par Value	Book Value		
BBVA - Operating	0.15%	03/01/16	\$160,365,950	\$160,365,950	\$	\$ (109,739,395)	\$ 50,626,555	\$ 50,626,555	
BBVA - Payroll	0.15%	03/01/16	471,537	471,537		(30,373)	441,164	441,164	
BBVA - Student	0.15%	03/01/16	10,000	10,000			10,000	10,000	
BBVA - Operating Reserve	0.00%	03/01/16	-	-	25,000,000		25,000,000	25,000,000	
BBVA - I&S Bond 96,02,03,04,07,10 & 13	0.15%	03/01/16	16,210,135	16,210,135		(7,786,228)	8,423,908	8,423,908	
BBVA - I&S Bond 99 & 07	0.15%	03/01/16	476	476	1		477	477	
BBVA - Construction E&G Transfer	0.15%	03/01/16	22,796,092	22,796,092	4,251,139		27,047,231	27,047,231	
BBVA - Construction LT Bonds Series 2014	0.15%	03/01/16	57,562,594	57,562,594		(2,418,624)	55,143,970	55,143,970	
BBVA - Construction LT Bonds Series 2015	0.15%	03/01/16	10,707	10,707	332		11,039	11,039	
TexPool LGIP	0.30%	03/01/16	99,060,813	99,060,813	65,067,686		164,128,499	164,128,499	
BBVA CD	0.20%	02/29/16	15,107	15,107		(15,107)	-	-	
BBVA CD	0.20%	02/29/16	200,198	200,198		(200,198)	-	-	
BBVA CD	0.20%	02/29/16	116,757	116,757		(116,757)	-	-	
Texas Regional Bank CD	0.32%	06/14/16	-	-	5,000,000		5,000,000	5,000,000	
Texas Regional Bank CD	0.35%	09/01/16	-	-	1,501,309		1,501,309	1,501,309	
Southside Bank CD	0.40%	09/14/16	-	-	15,000,000		15,000,000	15,000,000	
Inter National Bank CD	0.45%	12/01/16	-	-	1,501,683		1,501,683	1,501,683	
Southside Bank CD	0.57%	12/14/16	-	-	10,000,000		10,000,000	10,000,000	
BBVA CD	0.55%	02/28/17	-	-	15,115		15,115	15,115	
BBVA CD	0.55%	02/28/17	-	-	200,300		200,300	200,300	
BBVA CD	0.55%	02/28/17	-	-	116,816		116,816	116,816	
Inter National Bank CD	0.45%	03/01/17	-	-	2,002,244		2,002,244	2,002,244	
Southside Bank CD	0.68%	03/14/17	-	-	5,000,000		5,000,000	5,000,000	
Inter National Bank CD	0.50%	06/01/17	-	-	3,003,740		3,003,740	3,003,740	
Southside Bank CD	0.79%	06/12/17	-	-	5,000,000		5,000,000	5,000,000	
Inter National Bank CD	0.55%	09/01/17	-	-	1,502,057		1,502,057	1,502,057	
Southside Bank CD	0.89%	09/14/17	-	-	5,000,000		5,000,000	5,000,000	
Inter National Bank CD	0.85%	12/01/17	-	-	3,006,358		3,006,358	3,006,358	
Southside Bank CD	1.01%	12/14/17	-	-	5,000,000		5,000,000	5,000,000	
TOTAL			\$ 356,820,367	\$ 356,820,367	\$ 157,168,779	\$ (120,306,682)	\$ 393,682,463	\$ 393,682,463	

**Allocation
February 29, 2016
Book & Market Value**

	Total	Operating	Operating Construction	Endowment	Interest & Sinking	Bonds GO 2014	Bonds GO 2015
BBVA - Operating	\$ 50,626,555	\$ 50,626,555	\$ -	\$ -	\$ -	\$ -	\$ -
BBVA - Payroll	441,164	441,164					
BBVA - Student	10,000	10,000					
BBVA - Operating Reserve	25,000,000	25,000,000					
BBVA - Federal Draw Down	-						
BBVA - I&S Bond 96,02,03,04,07,10 & 13	8,423,908				8,423,908		
BBVA - I&S Bond 99 & 07	477				477		
BBVA - Construction E&G Transfer	27,047,231		27,047,231				
BBVA - Construction LT Bonds Series 2014	55,143,970					55,143,970	
BBVA - Construction LT Bonds Series 2015	11,039						11,039
TexPool LGIP	164,128,499	70,014,531			15,003,114		79,110,853
06/14/16-Texas Regional Bank CD	5,000,000	5,000,000					
09/01/16-Texas Regional Bank CD	1,501,309	1,501,309					
09/14/16-Southside Bank CD	15,000,000	5,000,000					10,000,000
12/01/16-Inter National Bank CD	1,501,683	1,501,683					
12/14/16-Southside Bank CD	10,000,000						10,000,000
02/28/17-BBVA CD	15,115			15,115			
02/28/17-BBVA CD	200,300			200,300			
02/28/17-BBVA CD	116,816			116,816			
03/01/17-Inter National Bank CD	2,002,244	2,002,244					
03/14/17-Southside Bank CD	5,000,000	5,000,000					
06/01/17-Inter National Bank CD	3,003,740	3,003,740					
06/12/17-Southside Bank CD	5,000,000	5,000,000					
09/01/17-Inter National Bank CD	1,502,057	1,502,057					
09/14/17-Southside Bank CD	5,000,000	5,000,000					
12/01/17-Inter National Bank CD	3,006,358	3,006,358					
12/14/17-Southside Bank CD	5,000,000	5,000,000					
Totals	\$ 393,682,463	\$ 188,609,640	\$ 27,047,231	\$ 332,231	\$ 23,427,498	\$ 55,143,970	\$ 99,121,892

**Allocation
November 30, 2015
Book & Market Value**

	Total	Operating	Operating Construction	Endowment	Interest & Sinking	Bonds GO 2014	Bonds GO 2015
BBVA - Operating	\$ 160,365,950	\$ 160,365,950	\$ -	\$ -	\$ -	\$ -	\$ -
BBVA - Payroll	471,537	471,537					
BBVA - Student	10,000	10,000					
BBVA - I&S Bond 96,02,03,04,07,10 & 13	16,210,135			16,210,135			
BBVA - I&S Bond 99 & 07	476			476			
BBVA - Construction E&G Transfer	22,796,092		22,796,092				
BBVA - Construction LT Bonds Series 2014	57,562,594					57,562,594	
BBVA - Construction LT Bonds Series 2015	10,707						10,707
TexPool LGIP	99,060,813						99,060,813
02/29/16-BBVA CD	15,107			15,107			
02/29/16-BBVA CD	200,198			200,198			
02/29/16-BBVA CD	116,757			116,757			
Totals	\$ 356,820,367	\$ 160,847,487	\$ 22,796,092	\$ 332,062	\$ 16,210,612	\$ 57,562,594	\$ 99,071,520

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

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

A. Awards

B. Instructional Items

C. Non – Instructional Items

D. Technology Items

A. Awards

1) Building Moving Services (Award)

Award the proposal for building moving services to **Zuniga’s House Movers, LLC.** (San Juan, TX), for the period beginning May 1, 2016 through April 30, 2017 with two one-year options to renew, at an estimated cost of \$75,000.00.

Purpose – Facilities-Planning and Construction is requesting building moving services for the relocation of portables buildings throughout the district as needed.

Justification and Benefit – It is necessary to move portable building to accommodate enrollment needs at various campuses.

Background - Proposal documents were advertised on January 25, 2016 and February 1, 2016 and issued to one (1) vendor. One (1) response was received on February 9, 2016 and reviewed by Facilities-Planning and Construction and the Purchasing Department.

Funds for this expenditure are budgeted in the Construction – Portable Building Relocation budget for FY 2015-2016 and FY 2016-2017 pending Board approval of the budget.

2) Digital Signage Upgrade (Award)

Award the proposal for the digital signage upgrade to **Audio Visual Aids Corp** (San Antonio, TX), at a total amount of \$172,236.00.

Purpose – Instructional Technologies is requesting the upgrade of all digital signage equipment at the Pecan, Mid-Valley, Nursing Allied Health, Starr County, and Technology campuses. The digital signage is located in buildings with high student traffic and display digital images, streaming media, and information. South Texas College has been using digital signage for over seven (7) years to provide information regarding institutional information such as registration, deadlines and special events.

Justification and Benefit – The digital signage upgrade will include purchase and installation of audio visual equipment which includes forty-five (45) displays and sixteen (16) players. This upgrade will replace aging analog displays and players as well as provide a modern interface for growth and expansion.

Background - Proposal documents were advertised on January 4, 2016 and January 11, 2016 and issued to six (6) vendors. Five (5) responses were received on January 19, 2016 and reviewed by Instructional Technologies and the Purchasing Department

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

3) Online Continuing Education Services (Award)

Award the proposal for online continuing education services for the period beginning March 30, 2016 through March 29, 2017 with two one-year options for renew, at an estimated cost of \$36.00 to \$7,495.00 per class. There are no deposits required, no minimum orders or any initial inventory to purchase.

The vendors are as follows:

- **Education To Go/A Division of Cengage Learning, Inc.** (Mason, OH)
- **World Education, LLC.** (Arlington, TX)

Purpose – Continuing Professional and Workforce Education is requesting online continuing education services which will include some of the following courses: accounting, computer applications, writing, fitness, law, business management, technology, energy, software development, etc.

Justification and Benefit – The online continuing education services will provide the community with online, non-credit, instructor-facilitated continuing and professional education courses covering the full spectrum from skills training and re-tooling to professional development and personal enrichment.

Background – Proposal documents were advertised on January 19, 2016 and January 26, 2016 and issued to seven (7) vendors. Three (3) responses were received on February 3, 2016 and reviewed by Continuing Professional and Workforce Education and the Purchasing Department.

Funds for this expenditure budgeted in the Continuing Education – State and Continuing Education – Non State budgets for FY 2015-2016.

4) Printing of Business Forms (Award)

Award the proposal for the printing of business forms for the period beginning March 30, 2016 through March 29, 2017 with two one-year options to renew, at an estimated cost of \$27,694.85. The vendors are as follows:

#	Vendor	Amount
1	Curtis 1000, Inc. (McAllen, TX)	\$15,493.72
2	Gateway Printing and Office Supply, Inc. (Edinburg, TX)	\$9,125.13
3	Micah's Printing (Berwyn, PA)	\$3,076.00

Purpose – The Business Office, Cashiers, Office of Admission and Records, Student Financial Services are requesting the printing of business form which are used for information to notify students, payments to vendors and students, and forms that are completed by student requesting services.

The award would list Curtis 1000 as **primary** vendor and Gateway Printing and Office Supply, Inc. and Micah's Printing as **secondary** vendors for any new/additional forms.

Justification and Benefit – The printing of business form will be for various South Texas College business forms used by the Business Office, Cashiers, Office of Admissions and Records, and Student Financial Services. It will include schedule change form, transcript paper, emergency tuition, fees, textbook loan application, promissory note, 1098T form, missing information letters, award letters, scholarship letters, Business Office mailers, student statement mailers, and Accounts Payable checks.

Background – Proposal documents were advertised on January 25, 2016 and February 1, 2016 and issued to eight (8) vendors. Six (6) responses were received on February 9, 2016 and reviewed by Cashiers Office, Office of Admissions and Records, and the Purchasing Department.

Funds for this expenditure are budgeted in the various requesting department budgets for FY 2015-2016 and FY 2016-2017 pending Board approval of the budget.

5) Records Management Services (Award)

Award the proposal for records management services to **Creative Imaging, LLC.** (Edinburg, TX) (New), for the period beginning March 30, 2016 through March 29, 2017 with two one-year options for renew, at an estimated cost of \$40,000.00.

Purpose – The Division of Finance and Administrative Services area of Risk Manager is requesting the records management services to comply with the College's records control schedule which includes all areas of the College.

Justification and Benefit – The records management services will provide boxing of records, dating of records, tracking of records and destruction of records for the Business Office, Admissions, Financial Aid, Human Resources, Accountability, Maintenance, Purchasing, and other departments as necessary.

Background – Proposal documents were advertised on January 25, 2016 and February 1, 2016 and issued to four (4) vendors. Two (2) responses were received on February 9, 2016 and reviewed by the Risk Manager and the Purchasing Department.

Funds for this expenditure are budgeted in the Records Retention budget for FY 2015-2016 and FY 2016-2017 pending Board approval of the budget.

6) Food Products (Reject)

Reject the proposals received for the food products to include additional food products, accessories, and supplies and re-advertise.

B. Instructional Items

7) Desktop Machining System (Purchase)

Purchase a desktop machining system from **Technical Laboratory Systems, Inc.** (Houston, TX), a sole source vendor, at a total cost of \$13,995.00.

Purpose – The Engineering Program in the Division of Math and Science is requesting to purchase a desktop machining system for student instruction at the Starr County campus. It will also include software, tooling package and milling vice.

Justification and Benefit – The desktop machining system will provide the students with the capability to produce most anything from very simple to very complex geometric forms in wood, plastic, aluminum or steel. It is also capable of applications in jewelry design, prototyping new products, model making and small parts engineering production.

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

8) Online Essay Review Services Agreement (Purchase)

Purchase an additional online essay review services agreement with **Smarthinking/NCS Pearson, Inc.** (Chicago, IL), a sole source vendor, for the period beginning April 1, 2016 through August 31, 2016, at an estimated amount of \$12,500.00 which provides 500 services hours.

Purpose - The Centers for Learning Excellence is requesting additional online essay review services for all South Texas College campuses and students.

Justification and Benefits - Through the online essay review services, students will have 24 hours per day / 7 days a week student access to submit and receive feedback on their essays in a variety of subjects, including but not limited to English, Business, Nursing and Allied Health, History, Spanish, Biology, Chemistry, Physics, Finance, Philosophy, Sociology, Criminal Justice, and Psychology from any location, on-campus or off-campus. These services supplement the services provided at the College's Centers for Learning Excellence by allowing students to access services outside of regular operating hours and from any location. The provision of online tutoring services in accordance with SACS Best Practices for Electronically Offered Degree and Certificate Programs, which stipulate that the institution recognizes that appropriate services must be available for students regardless of their location on-campus or off-campus. Usage of the online essay review service has increased during this academic year, and approximately 2/3 of the hours purchased have already been used. The Centers for Learning Excellence is seeking to purchase additional hours to continue providing this service to students for the rest of the academic year.

Funds for this expenditure are in the Centers for Learning Excellence budget for FY 2015-2016 pending Board of the budget.

9) Online Tutoring Service Agreement (Purchase)

Purchase an additional online tutoring service agreement from **Upswing International, Inc.** (Austin, TX), a sole source vendor, for the period beginning April 1, 2016 through August 31, 2016, at a total cost of \$10,000.00 which provides 500 service hours.

Purpose - The Center for Learning Excellence is requesting additional hours for the online tutoring services for students throughout the district.

Justification and Benefits - The service agreement will include online tutoring and retention services in English, Math, Developmental English, Developmental Math, Developmental Reading, History, Economics, Philosophy, Education, Business, Political Science, Nursing, Psychology, Spanish, Allied Health, Biology, Chemistry, Physics, Sociology, and many other subjects. These services supplement and enhance the services provided at the College's Centers for Learning Excellence by allowing students to access services outside of regular operating hours and from any location, and, in some cases, providing tutors for subjects in which it is difficult to find qualified tutors locally. These tutoring services provide new, enhanced features such as audio and video tutoring capabilities, data and analytics dashboards, and the ability to schedule appointments and select and rate tutors. The provision of online tutoring services is in accordance with SACS Best Practices for Electronically Offered Degree and Certificate Programs, which stipulate that the institution recognizes that appropriate services must be available for students regardless of their location on or off campus. Usage of the online tutoring service has increased during this academic year, and approximately 2/3 of the hours purchased have already been used. The Centers for Learning Excellence is seeking to purchase additional hours to continue providing this service to students for the rest of the academic year.

Funds for this expenditure are budgeted in the Centers for Learning Excellence budget for FY 2015-2016.

10)3D Printer (Purchase)

Purchase a 3D printer from **Technical Laboratory Systems, Inc.** (Houston, TX), a sole source vendor, at a total cost of \$21,000.00.

Purpose – The Engineering Program in the Division of Math and Science is requesting to purchase a 3D printer for student instruction in the Engineering Graphics courses, Intro to Engineering courses, and for special projects in other courses at the Starr County campus. It will also include software, supplies, installation, and warranty.

Justification and Benefit – The 3D printer will create models and functional prototypes which will enhance the student experience in learning about design. It is also capable of design verification for a wide range of applications.

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

11)Ultrasound Equipment Maintenance Agreement (Renewal)

Renew the ultrasound equipment maintenance agreement with **GE Healthcare** (Milwaukee, WI), a sole source vendor, for the period beginning March 1, 2016 through February 28, 2017, at a total cost of \$14,260.00.

Purpose – The Diagnostic Sonography program in the Division of Nursing and Allied Health is requesting to renew the ultrasound equipment maintenance agreement for three (3) ultrasound machines.

Justification and Benefit – The ultrasound equipment is used for student instruction and it is crucial to renew the maintenance and keep the machines running efficiently and effectively.

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

C. Non – Instructional Items

12)Chiller Chemicals and Maintenance (Purchase)

Purchase chiller chemicals and maintenance from **U.S. Water Services, Inc./dba ChemCal** (St. Michael, MN), a State of Texas Purchasing and Support Services (TPASS) - Term Contract approved vendor, for the period beginning March 30, 2016 through August 31, 2016, at an estimated amount of \$27,000.00 which is based on prior year expenditures.

Purpose – The Facilities Maintenance and Operations Department is requesting chiller chemicals and maintenance for all the chillers throughout the College district.

Justification and Benefit - The chiller chemicals will be purchased for the operation of the chillers for all South Texas College campuses which will include the monthly service of chemical equipment.

Funds for this expenditure are budgeted in the Facilities Maintenance budget for FY 2015-2016 pending Board approval of the budget.

13)Furniture (Purchase)

Purchase furniture from the State of Texas Multiple Award Schedule (TXMAS) approved vendors, at a total amount of \$48,536.56.

#	Vendor	Amount
A	Allsteel, Inc./Gateway Printing and Office Supply, Inc. (Edinburg, TX)	\$4,173.12
B	Datum Filing Systems, Inc./Gateway Printing and Office Supply, Inc. (Edinburg, TX)	\$2,038.62
C	Exemplis Corporation/Gateway Printing and Office Supply, Inc. (Edinburg, TX)	\$2,143.44
C	The Hon Company/Gateway Printing and Office Supply, Inc. (Edinburg, TX)	\$1,508.62
D	Krueger International, Inc./Gateway Printing and Office Supply, Inc. (Edinburg, TX)	\$38,672.76
	Total	\$48,536.56

The purchases can be summarized as follows:

- Allsteel Inc./Gateway Printing and Office Supply, Inc. (Edinburg, TX)
 - Pecan Campus
 - 12 Chairs for the Student Financial Services

- Datum Filing Systems Inc./Gateway Printing and Office Supply, Inc. (Edinburg, TX)
 - Pecan Campus
 - 3 Shelving units for the Learning Commons and Open Labs
 - 3 Shelving units for the BAT Program

- Exemplis Corporation/Gateway Printing and Office Supply, Inc. (Edinburg, TX)
 - Pecan Campus
 - 6 Chairs for the Academic Affairs Support

- The Hon Company/Gateway Printing and Office Supply, Inc. (Edinburg, TX)
 - Technology Campus
 - 4 Bookcases and 2 Storage Cabinets for the CADD Program

- Krueger International, Inc./Gateway Printing and Office Supply, Inc. (Edinburg, TX)
 - Technology Campus
 - 24 Computer tables, 32 Student Chairs and 16 Tables for the CADD Program

Fund for these expenditures are budgeted in the requesting department budgets for FY 2015-2016 as follows: Academic Affairs Support, BAT/BAS, CADD, Learning Commons and Open Labs, and Student Financial Services.

14) Professional Development Consultant Services (Purchase)

Purchase professional development consultant services from **Dr. Heide Wrigley** (Las Cruces, NM), a sole source vendor, for the period beginning April 1, 2016 through November 30, 2016, at a total amount of \$25,000.00.

Purpose – Continuing Professional and Workforce Education is requesting professional development consultant services to comply with one of the requirements of the Mentor College grant from Texas Higher Education Coordinating Board.

Justification and Benefit – The grant requires professional development services through a consultant subcontract to faculty and staff at South Texas College, Laredo Community College, Texas Southmost College, and Texas State Technical College-Harlingen. Dr. Wrigley will provide professional development in the areas of (1) contextualization of basic skills training such as GED and English as a Second Language, and (2) screening and selection of vulnerable populations for integrated education and training career pathways.

These services will benefit the Career Pathway faculty and staff at the following colleges: South Texas College, Laredo Community College, Texas Southmost College, and Texas State Technical College-Harlingen.

Funds for this expenditure are budgeted in the Coordinating Board Mentor College grant budget for FY 2015-2016 and FY2016-2017 pending Board approval of the budget.

D. Technology Items

15) Adobe License Subscription Agreement (Purchase)

Purchase the Adobe license subscription agreement from **Software House International (SHI) Government** (Austin, TX), a State of Texas Department of Information Resources (DIR) approved vendor, for the period beginning April 7, 2016 through April 6, 2017, at an estimated amount of \$20,400.00.

Purpose – Various South Texas College departments are requesting to purchase a non-perpetual license with a one year software assurance that includes upgrades for the currently used Adobe software that will be expiring soon. Adobe has restructured the purchase of their software program; therefore the faculty, staff or student labs currently using this product will need purchase a new license to remain in compliance.

Justification and Benefit – These licenses are used for student instruction by faculty in the Art Program, CADD Program, by students in the CADD Program labs for assignments, Center for Learning Excellence, student open labs, and staff in Public Relations and Marketing, Client Services, Vice President for Finance and Administrative Services, Nursing and Allied Health, Purchasing, and the Institute for Advanced Manufacturing.

Funds for this expenditure are budgeted in the various requesting department's budgets for FY 2015-2016.

16) Computers, Laptop, and Scanner (Purchase)

Purchase of computers, laptop, and scanner from the State of Texas Department of Information Resources (DIR) approved vendors **Dell Marketing, LP.** (Dallas, TX) and from the Texas Cooperative Purchasing Network (TCPN) approved vendor **CDW Government** (Vernon Hills, IL), in the total amount of \$40,357.94.

All purchase requests for computers, laptop, and scanner 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 needs must be clearly identified/justified for any equipment that is outside standard configuration or does not replace existing office systems. (ex. mobile devices)

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
 - 4 Computers for Public Relations/Marketing
- Faculty Computers
 - 1 Computer for Computer Science Program
 - 2 Computers for the Associate Degree Nursing Program
- Digital Signage Computers
 - 19 Computers for Instructional Technologies Maintenance & Replacement
- Conference Room Laptop
 - 1 Laptop for Centers for Learning Excellence
- Scanner
 - 1 Scanner for Admin Allowance – Pell Grant (Financial Aid)

Funds for these expenditures are budgeted in the requesting department budgets for FY 2015-2016 as follows: Public Relations/Marketing, Computer Science, Associate Degree Nursing, Instructional Technologies Maintenance & Replacement, Centers for Learning Excellence, and Admin Allowance – Pell (Financial Aid).

17) McAfee Web Gateway Hardware (Purchase)

Purchase McAfee web gateway hardware from **Dell Marketing, LP.** (Dallas, TX), a State of Texas Department of Information Resource (DIR) approved vendor, at a total cost of \$49,773.38.

Purpose – The Information Security Office is requesting to replace the existing hardware that will be unsupported by the vendor this year. This equipment will serve the college until it becomes obsolete.

Justification and Benefit – The McAfee web gateway hardware is currently used as a defense-in-depth strategy to protect College computing resources from malware. The vendor will stop supporting our existing hardware this year. It will include two units (instead of one) for high availability. This will allow us to avoid interruption of this security control.

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

18) Network Cable and Supplies (Purchase)

Purchase network cable and supplies from **Anixter, Inc.** (Shavano Park, TX), a State of Texas Department of Information Resources (DIR) approved vendor, at a total amount of \$23,596.90.

Purpose – Technology Resources (TR) is requesting the purchase of data cable, patch cable, and cabling tools which will be used to install network connections in buildings throughout the District as requested by academic programs and support services. The patch cables will be used in a project to clean up and update all data closets throughout the district replacing dated, slower Cat3 and Cat5 patch cables.

Justification and Benefit – All computers are connected to the network and internet via cabling. Departments throughout the District request additional data drops due to additional staff or equipment and TR staff installs the cable per request. The wiring closets of some buildings have a mix of old out-of-date Cat3 and Cat5 patch cables which need to be replaced with Cat6 to take advantage of faster internet speeds. The supplies and tools requested will allow TR to continue to fulfill departmental requests and to replace out-of-date patch cables in wiring closets.

Data cable and patch cables establish connections between equipment in offices, labs, and libraries to the District network and the Internet.

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

19) Uninterruptable Power Supplies (UPS) and Batteries (Purchase)

Purchase uninterruptable power supplies (UPS) and batteries from **Black Rock Technology Group** (Bridgeport, CN) (New), a Texas Association of School Boards – Buyboard approved vendor, at a total cost of \$23,832.00.

Purpose – Technology Resources requesting the purchase of uninterruptable power supplies and batteries to protect the connectivity of equipment in various buildings throughout the College district.

Justification and Benefit – The twenty (20) uninterruptable power supplies (UPS) and batteries will serve as a protection against the loss of power. If there should be an electrical power outage, the uninterruptable power supplies (UPS) and batteries will power the equipment ensuring connectivity continues. In the event the electrical power outage is lengthy, the uninterruptable power supplies (UPS) and batteries allow the equipment to shutdown properly.

Background – Uninterrupted power supplies (UPS) and batteries are common tools used by organizations and are currently in use throughout the District. The lifespan of a UPS

is approximately three (3) years requiring the purchase of new batteries and/or uninterruptable power supplies (UPS).

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

20)Clean Address Software Support and Maintenance Subscription (Renewal)

Renew the clean address software support and maintenance subscription with **Runner Technologies, Inc.** (Boca Raton, FL), a sole source vendor, for the period beginning March 6, 2016 through March 5, 2017, at a total cost of \$10,411.74.

Purpose – The Office of Admissions and Records is requesting the renewal of the clean address software support and maintenance subscription which provides address correction in real-time at the point of entry into the Banner system.

Justification and Benefit – The clean address software support and maintenance subscription provides verification and standardization of addresses in the College's Banner System for students, employees, and vendors. As addresses are created in Banner, it will verify and correct the address to comply with the United States Postal Services system.

Funds for this expenditure are budgeted in the Admissions and Records budget for FY 2015-2016.

Recommendation:

At the Committee meeting, staff also requested the removal of two items that would not be needed due to delays in the renovations of the Pecan Campus Building K Student Welcome Center. The Committee excluded those items from their recommendation, and they are not included in the presentation for Board action.

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

There has been one change to the Committee recommendation. Item 5, a Records Management Services Award, has been adjusted to \$40,000, while it was presented at \$15,000 to the Committee.

Staff has continued to review the records management needs of the College and the budgeted funds, and proposes the increased award to allow additional work to be records management projects to be completed in the coming year. Sufficient funds are budgeted to accommodate this increase.

A. Awards
B. Instructional Items

C. Non – Instructional Items
D. Technology Items

A. Awards

- 1) **Building Moving Services (Award):** award the proposal for building moving services to **Zuniga’s House Movers, LLC.** (San Juan, TX), for the period beginning May 1, 2016 through April 30, 2017 with two one-year options to renew, at an estimated cost of \$75,000.00;
- 2) **Digital Signage Upgrade (Award):** award the proposal for the digital signage upgrade to **Audio Visual Aids Corp** (San Antonio, TX), at a total amount of \$172,236.00;
- 3) **Online Continuing Education Services (Award):** award the proposal for online continuing education services for the period beginning March 30, 2016 through March 29, 2017 with two one-year option to renew, at an estimated cost of \$36.00 to \$7,495.00 per class. There are no deposits required, no minimum orders or any initial inventory to purchase. The vendors are as follows:
 - **Education To Go/A Division of Cengage Learning, Inc. (Mason, OH)**
 - **World Education, LLC.** (Arlington, TX)
- 4) **Printing of Business Forms (Award):** award the proposal for the printing of business forms for the period beginning March 30, 2016 through March 29, 2017 with two one-year options to renew, at an estimated cost of \$27,694.85. The vendors are as follows:

#	Vendor	Amount
1	Curtis 1000, Inc. (McAllen, TX)	\$15,493.72
2	Gateway Printing and Office Supply, Inc. (Edinburg, TX)	\$9,125.13
3	Micah’s Printing (Berwyn, PA)	\$3,076.00

- 5) **Records Management Services (Award):** award the proposal for records management services to **Creative Imaging, LLC.** (Edinburg, TX) (New) with two one-year options to renew, for the period beginning March 30, 2016 through March 29, 2017, at an estimated cost of \$40,000.00;
- 6) **Food Products (Reject):** reject the proposals received for the food products to include additional food products, accessories, and supplies and re-advertise;

B. Instructional Items

- 7) **Desktop Machining System (Purchase):** purchase a desktop machining system from **Technical Laboratory Systems, Inc.** (Houston, TX), a sole source vendor, at a total cost of \$13,995.00;
- 8) **Online Essay Review Services Agreement (Purchase):** purchase an additional online essay review services agreement with **Smarthinking/NCS Pearson, Inc.** (Chicago, IL), a sole source vendor, for the period beginning April 1, 2016 through August 31, 2016, at an estimate amount of \$12,500.00 which provides 500 service hours;
- 9) **Online Tutoring Service Agreement (Purchase):** purchase an additional online tutoring service agreement from **Upswing International, Inc.** (Austin, TX), a sole source vendor, for the period beginning April 1, 2016 through August 31, 2016, at a total cost of \$10,000.00 which provides 500 service hours;

- 10)3D Printer (Purchase):** purchase a 3D printer from **Technical Laboratory Systems, Inc.** (Houston, TX), a sole source vendor, at a total cost of \$21,000.00;
11)Ultrasound Equipment Maintenance Agreement (Renewal): renew the ultrasound equipment maintenance agreement with **GE Healthcare** (Milwaukee, WI), a sole source vendor, for the period beginning March 1, 2016 through February 28, 2017, at a total cost of \$14,260.00;

C. Non – Instructional Items

- 12)Chiller Chemicals and Maintenance (Purchase):** purchase chiller chemicals and maintenance from **U.S. Water Services, Inc./dba ChemCal** (St. Michael, MN), a State of Texas Purchasing and Support Services (TPASS) – Term Contract approved vendor, for the period beginning March 30, 2016 through August 31, 2016, at the estimated amount of \$27,000.00 which is based on prior year expenditures:
13)Furniture (Purchase): purchase furniture from the State of Texas Multiple Award Schedule (TXMAS) approved vendors, at a total amount of \$48,536.56;

#	Vendor	Amount
A	Allsteel, Inc./Gateway Printing and Office Supply, Inc. (Edinburg, TX)	\$4,173.12
C	Datum Filing Systems, Inc./Gateway Printing and Office Supply, Inc. (Edinburg, TX)	\$2,038.62
B	Exemplis Corporation/Gateway Printing and Office Supply, Inc. (Edinburg, TX)	\$2,143.44
C	The Hon Company/Gateway Printing and Office Supply, Inc. (Edinburg, TX)	\$1,508.62
D	Krueger International, Inc./Gateway Printing and Office Supply, Inc. (Edinburg, TX)	\$38,672.76
	Total	\$48,536.56

- 14)Professional Development Consultant Services (Purchase):** purchase professional development consultant services from **Dr. Heide Wrigley** (Las Cruces, NM), a sole source vendor, for the period beginning April 1, 2016 through November 30, 2016, at a total amount of \$25,000.00;

D. Technology

- 15)Adobe License Subscription Agreement (Purchase):** purchase the Adobe license subscription agreement from **Software House International (SHI) Government** (Austin, TX), a State of Texas Department of Information Resources (DIR) approved vendor, for the period beginning April 7, 2016 through April 6, 2017, at an estimated amount of \$20,400.00;
16)Computers, Laptop, and Scanner (Purchase): purchase of computers, laptop, and scanner from the State of Texas Department of Information Resources (DIR) approved vendors **Dell Marketing, LP.** (Dallas, TX) and from the Texas

Cooperative Purchasing Network (TCPN) approved vendor **CDW Government** (Vernon Hills, IL), in the total amount of \$40,357.94;

17)McAfee Web Gateway Hardware (Purchase): purchase McAfee web gateway hardware from **Dell Marketing, LP.** (Dallas, TX), a State of Texas Department of Information Resources (DIR) approved vendor, at a total cost of \$49,773.38;

18)Network Cable and Supplies (Purchase): purchase network cable and supplies from **Anixter, Inc.** (Shavano Park, TX), a State of Texas Department of Information Resources (DIR) approved vendor, at a total amount of \$23,596.90;

19)Uninterruptable Power Supplies (UPS) and Batteries (Purchase): purchase uninterruptable power supplies (UPS) and batteries from **Black Rock Technology Group** (Bridgeport, CN) (New), a Texas Association of School Boards – Buyboard approved vendor, at a total cost of \$23,832.00;

20)Clean Address Software Support and Maintenance Subscription (Renewal): renew the clean address software support and maintenance subscription with **Runner Technologies, Inc.** (Boca Raton, FL), a sole source vendor, for the period beginning March 6, 2016 through March 5, 2017, at a total cost of \$10,411.74.

SUMMARY TOTAL:

The total for all proposal awards, rejection of a proposal, purchases, and renewals is \$655,594.37.

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

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

Approval Recommended:

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

Review and Action as Necessary on Auction of the Technology Campus Chillers

Approval to auction the existing chiller at the Technology Campus Southwest Building E is requested.

Purpose – The Office of Facilities, Maintenance, and Operations requests the auction of an existing chiller at the South Texas College Technology Campus Southwest Building E due to the 2013 Bond Construction Renovation Project for that building.

Justification – The Carrier 160 ton chiller is proposed for auction due to the upcoming renovation of the Technology Campus Southwest building. The chiller is not in use and needs to be removed before the demolition begins. This chiller was part of the existing building's air condition system and will not be used once the 2013 Bond Construction Renovation Project is completed.

Reviewers – This item has been inspected by Facilities, Maintenance, and Operations, Fixed Assets Department, and the Vice President for Finance and Administrative Services and it is recommended that it be auctioned after Board approval.

Background – This Carrier 160 ton chiller was part of the August 31, 2013 purchase of the Southwest Building E which will be renovated as part of the 2013 Bond Construction Projects.

Mary Elizondo, Vice President for Finance and Administrative Services, George McCaleb, Director of Operations, and Becky Cavazos, Director of Purchasing, will address any questions by the Board.

The Finance and Human Resources Committee recommended Board approval of the auction of the existing Carrier 160 ton chiller at the Technology Campus Southwest Building E as presented.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize the auction of the existing Carrier 160 ton chiller at the Technology Campus Southwest Building E 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 auction of the existing Carrier 160 ton chiller at the Technology Campus Southwest Building E as presented.

Approval Recommended:

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



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.

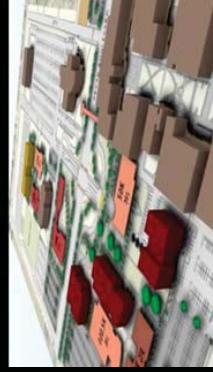
SOUTH TEXAS COLLEGE

2013 BOND CONSTRUCTION PROGRAM UPCOMING TIMELINE

Facilities Committee Meeting

March 08, 2016

**BROADDUS
& ASSOCIATES**



BOARD APPROVAL ITEMS

**South Texas College
2013 Bond Construction Program
Upcoming Timeline – 03/08/16**

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

Board Approval		December '15	January '16	February '16	March '16	April '16
1	Update (No Action)		Update (No Action)	Update (No Action)	Update (No Action)	Update (No Action)
2	Schematic Design Approval		Chiller Procurement Award	B&A Use of Contingency Funds	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	Additional Services – Landscape & Irrigation, Starr	
4			AE Selection – Pharr Center for Public Safety Excellence	Additional Services – Landscape & Irrigation, Pecan	Partial GMP – Technology Building Demolition	
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		

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	AV/IT Coordination	
3	Pharr Center for Public Excellence A/E RFQ		Library Consultant Meetings		
4	OCIP Agent RFP		Furniture, Fixtures & Fixture Design	Furniture, Fixtures & Fixture Design	
5	Pecan Campus Shutdown		Wage Scale Survey	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	Chiller Procurement Standby LOC	
2			GMP Schedule		
3					
4					
5					
6					
7					
8					
9					
10					

Informational/Presentations

2013 BOND CONSTRUCTION PROGRAM PROGRESS REPORT - March 08, 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																		PBK Architects	D. Wilson Construction	
	South Academic Building																			BSA Architects	D. Wilson Construction
	STEM Building																			BSA Architects	D. Wilson Construction
	Student Activities Building and Cafeteria																			Warren Group Architects	D. Wilson Construction
	Thermal Plant Expansion																			Half Associates	D. Wilson Construction
	Parking and Site Improvements																			PCE	D. Wilson Construction
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 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 Starr County 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 Starr County Campus Parking and Site Improvements is requested.

Purpose

Authorization is requested to approve additional services with the civil engineering firm for the design of landscape and irrigation at the Starr County 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 South Texas College Board of Trustees 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 a civil engineering firm for landscape and irrigation with sub-consultant SSP Design is recommended for the 2013 Bond Construction Parking and Site Improvements project at the Starr County 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
Starr County Campus	Melden and Hunt	\$9,000	\$900	\$0	\$9,900

*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 have been reviewed by Broaddus and Associates and staff from the Facilities Planning and Construction department.

Enclosed Documents

A proposal from Melden and Hunt is enclosed.

Presenters

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

The Facilities Committee recommended Board approval of the amendment to the agreement for additional services with Melden and Hunt for landscape and irrigation design consultants in the amount of \$9,900 for the 2013 Bond Construction Starr County 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 Melden and Hunt for landscape and irrigation design consultants in the amount of \$9,900 for the 2013 Bond Construction Starr County 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 Melden and Hunt for landscape and irrigation design consultants in the amount of \$9,900 for the 2013 Bond Construction Starr County Campus Parking and Site Improvements as presented.

Approval Recommended:

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



TBPE Firm # F-1435
TBPLS # 10096900

MELDEN & HUNT INC.

CONSULTANTS • ENGINEERS • SURVEYORS
FRED L. KURTH • ALLAN F. BOOE • KELLEY A. HELLER-VELA • ROBERT TAMEZ

STARR COUNTY CAMPUS - PARKING & SITE IMPROVEMENTS ADDITIONAL SERVICES PROPOSAL #02

March 08, 2016

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

RE: 2013 Construction Bond Program
Parking & Site Improvements
Starr County Campus, McAllen, TX

Dr. Reed:

Please refer to the Agreement dated April 20, 2015 between South Texas College ("Owner") and the ("Engineer") as amended to the date hereof (such agreement as so modified and amended being hereafter called the "Agreement") pursuant to which Project Engineer is to perform certain services. The terms which are defined in the Agreement shall have the same meanings when used in this letter.

1. Owner has requested the performance of the services described below which the Project Engineer deems to be additional services:

"Provide landscaping and irrigation design per the attached proposal from SSP Design. "

2. Project Engineer agrees to perform the Additional Services described above subject to and in accordance with the terms and provisions of the Agreement for a fee which is determined in accordance with the Agreement but which will not exceed Nine Thousand Nine Hundred Dollars (\$9,900.00). The amount noted above includes an Administrative Fee of \$900 per Article 8.2.2 of the Contract.
3. This amendment does not affect the schedule for the performance of Engineer's Basic Services in accordance with the agreement.

Should you have any questions, please feel free to contact me at 956-500-2734.

Respectfully,

Mario Reyna, P.E.
Vice-President



SOUTH TEXAS COLLEGE
MCALLEN, TEXAS

A Proposal
For

**Landscape
Design
Services**

Prepared
For

Melden & Hunt, Inc.

Prepared
By



789 East Washington Street
Brownsville, Texas 78520
www.sspdesign.com

March 2016



March 1, 2016

Mario Reyna, P.E.
Melden & Hunt, Inc.
115 W. McIntyre
Edinburg, TX 78541

**RE: Landscape Design Services
STC Star County Campus**

Dear Mr. Reyna:

Thank you for your 'request for proposal' for the provision of landscape design services for the South Texas College Star County Campus Project.

We have prepared a scope of work based on our discussions and the development of schematic design and construction documentation and administration. Our services will include tree identification/protection/relocation plans, schematic plans, detailed landscape plans, irrigation plans, specifications, and construction administration.

SSP Design has a broad range of design experience including several recent STC projects such as the Pecan Campus West Parking Lot Expansion, STC Nursing and Allied Health Parking Lot, Memorial Garden, Communication-Arts Building and the campus expansion projects in the Mid-Valley and Starr County. We are familiar with City of McAllen's Landscape Ordinance and requirements for site and parking lot design.

Please feel free to call and discuss this proposal at any time.

Thank you again for your consideration.

Sincerely,

A handwritten signature in black ink, appearing to read "S. Scott Pajeski".

S. Scott Pajeski, ASLA
Director





SCOPE OF WORK

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

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

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

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

Construction Administration

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



DESIGN FEES

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

Star County Campus

(\$150,000 Landscape Estimated Cost)

Schematic Landscape Design	\$ 1,500
Detail Landscape Design	\$ 4,800
<u>Detail Irrigation Design</u>	<u>\$ 2,700</u>
Total Estimated Design Fees	\$ 9,000

Construction Administration \$ Hourly

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

CONDITIONS OF ENGAGEMENT

SSP follows the conditions and practices of the American Society of Landscape Architects (ASLA). S. Scott Pajeski would be appointed as Project Director. Supporting him on design, project management and construction administration will be Patrick L. McCauley and Juan R. Chapa. SSP utilizes AutoCAD 2015 for all design documentation. All drawings will be submitted both in hard copy and digital formats. Invoices will be submitted monthly on a percentage of work complete. Invoices are due on receipt.

We welcome further discussions once you have reviewed this initial proposal and look forward to working with your design team, STC administration and staff. If the above scope of work, design fees and conditions are acceptable, please sign and return fax to initiate work.

Sincerely,

SSP Design, LLC

S. Scott Pajeski, ASLA

Director



Review and Action as Necessary on Partial Guaranteed Maximum Price for the 2013 Bond Construction Technology Campus Southwest Building Renovation

Approval of a partial Guaranteed Maximum Price (GMP) for the 2013 Bond Construction Technology Campus Southwest Building Renovation is requested.

Purpose

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. In certain instances, it is necessary for the CM@R to submit a request for approval of a partial GMP in order to maintain the timeline required to arrive at the scheduled date for completion of a project.

Justification

The partial GMP that is being submitted is necessary for the CM@R to begin with the work to meet their overall construction schedule. EGV Architects has submitted construction documents with enough information regarding the site and interior demolition work of the project

Background

EGV Architects is working to complete the 60% set of construction documents for the project necessary for the CM@R to provide a complete GMP for review by the project team and approval by the College's Board of Trustees. At this time, the CM@R is submitting a partial GMP for the selective site demolition around the building and extensive demolition of the interior of the building. Approval of the partial GMP will allow for the construction to begin and is in an effort for the CM@R to meet their overall construction schedule. The architect has provided the necessary construction documents to E-Con Group which has provided the partial GMP in the amount of \$550,710.

Funding Source

The current Construction Cost Limitation (CCL) for the Technology Campus Southwest Building Renovations project is \$12,000,000. The CM@R will submit the final GMP at a later date which will include this partial GMP. Bond funds are budgeted in the Bond Construction budget for fiscal year 2015-2016.

Reviewers

The partial GMP has been reviewed by Broaddus & Associates Cost Control Estimator Joseph Gonzalez, and based upon his review of similar projects concurs with the pricing as presented in the Construction Manager-at-Risk's proposal.

Enclosed Documents

A memorandum from Broaddus and Associates and a description of the partial GMP submitted by E-Con Group is enclosed.

Presenters

Representatives from Broaddus & Associates, EGV Architects, and E-Con Group will be present to address questions about the proposed partial GMP.

The Facilities Committee recommended Board approval of the partial guaranteed maximum price (GMP) in the amount of \$550,710 with E-Con Group for the 2013 Bond Construction Technology Campus Southwest Building Renovation as presented.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize the partial guaranteed maximum price (GMP) in the amount of \$550,710 with E-Con Group for the 2013 Bond Construction Technology Campus Southwest Building Renovation as presented.

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

The Board of Trustees of South Texas College approves and authorizes the partial guaranteed maximum price (GMP) in the amount of \$550,710 with E-Con Group for the 2013 Bond Construction Technology Campus Southwest Building Renovation as presented.

Approval Recommended:

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



MEMORANDUM

To: Ricardo de la Garza, Associate AIA, Senior Project Manager, FP&C

From: Gilbert Gallegos AIA, Senior Vice President

Date: March 08, 2016

Subject: Technology Campus, McAllen, Texas

Re: 2013 South Texas College Bond Construction Program – Technology Campus Expansion Demolition Package I - Partial GMP

Broaddus & Associates is pleased to bring forward the first GMP for the STC Technology Campus Expansion to the Board of Trustees for approval. This request is for the Technology Campus Expansion Demolition Package1 and is presented as a Partial GMP, because of the extensive demolition work that must occur before any new construction can be accomplished. The GMP for the remaining new work, including but not limited to, all the interior and exterior finish out and site work will follow in the following month.

The Partial GMP includes the materials and labor necessary to demolish all interior piping, plumbing ,electrical , lighting ,existing walls, doors, ceilings , chiller disconnect and selective site demolition around the building. The pricing is based on a demolition package that was issued by the Architect of Record for the Technology Campus Expansion project, EGV Architects, Inc.

Broaddus & Associates Cost Control Estimator, Joseph Gonzalez, has reviewed the submitted Partial GMP for the Technology Campus Expansion Demolition Package1 project and concurs with the pricing in the Construction Manager-at-Risk's proposal. We therefore request that the Facilities Committee consider recommending to the Board of Trustees that they approve this proposal for a Partial GMP.

**STC Technology Renovations- GMP-Demolition
Package I**



DESCRIPTION	PRELIM BUDGET 5% DESIGN	PRELIM BUDGET 50% DESIGN	FINAL BUDGET 90% DESIGN
General Conditions			
General conditions	0		93,844
Design contingency 1.5%	0		7,711
Contractor's construction contingency 2%	0		10,282
Allowance field engineering/surveying	0		-
	0		-
GENERAL CONDITIONS SUBTOTAL	0	0	111,837
Building Demo			
Selective Demolition - Interior	0		230,000
Selective Demolition - Site	0		95,000
Hauling of Site Debris	0		25,000
Equipment Rental	0		15,000
BUILDING DEMO SUBTOTAL	0	0	365,000
Mechanical & Plumbing			
Plumbing demo	0		10,000
Fire sprinkler demo	0		3,000
HVAC demo (disconnect chiller)	0		1,500
MECHANICAL & PLUMBING SUBTOTAL	0	0	14,500
Electrical			
Electrical demo	0		20,000
temporary power & lighting	0		15,000
Communications			
MDF	0		2,500
Electronic Safety & Security			
Fire alarm & security alarm	0		2,500
ELECTRICAL SUBTOTAL	0	0	40,000
DIV TOTALS	0	0	531,337
Building Permit	0		750
Subcontractor's Bonds			-
SUBTOTAL	0	0	750
Contractor's Fee 3.5%	0	0	18,623
TOTAL BUDGET	0	0	550,710

2/29/2016

Review and Action as Necessary on Authorization of Use of Construction Contingency Fund by Broaddus and Associates for the 2013 Bond Construction Program

Approval to authorize the use of construction contingency fund by Broaddus and Associates for the 2013 Bond Construction program is requested.

Purpose

Authorization is requested to allow Program Managers Broaddus and Associates, to use the construction contingency funds for the 2013 Bond Construction projects.

Justification

In anticipation of construction and management of the overall Bond Construction program, Broaddus and Associates has recommended streamlining the existing process for the use of the construction contingency funds. Upcoming construction activity will create a significant amount of information processing which includes the tracking of potential changes within the Guaranteed Maximum Price (GMP). The intent is to maintain project completion milestones by expediting decision-making and to delegate the management of the project process to Broaddus and Associates.

Background

Construction contingency allowance (CCA) is a predetermined sum of money designated for a yet to be determined issue that can change the scope of the work during the actual construction of a project. As per the Construction Manager-at-Risk contract, the CCA is controlled solely by the Owner and must be modified by Change Order issued by the Program Manager and approved by the owner. The total amount estimated for contingencies is \$1,742,000 per the enclosed table. Expenditures from the CCA will occur within the GMP amount and will not change the total Contract Price.

Use of the construction contingency by Broaddus and Associates will be for necessary changes up to \$5,000 per item but will not exceed a combined total of \$25,000 per month. The proposed change approval process is as follows:

Level	Approved By	Change Amounts		Aggregate for Month
		From	To	
Level One	Broaddus & Associates	\$.01	\$5,000.00	\$25,000
Level Two	Board of Trustees	Above \$5,000.01		N/A

Broaddus and Associates will provide a contingency expenditure update to the Facilities Committee and Board of Trustees as part of their monthly update. In addition to the construction contingency update, any associated time related to weather or unforeseen conditions will be provided as part of the monthly update.

Enclosed Documents

Enclosed is a spreadsheet outlining the construction contingency funds for the 2013 Bond Construction projects. Also included is a list of examples of potential uses for contingency fund and a sample change order document to be used for this purpose.

Presenters

Representatives from Broaddus & Associates will be present to respond to questions related to this recommendation.

Initial Request presented to the Facilities Committee

The initial request to the Facilities Committee was for approval for change orders up through \$10,000 each, and an aggregate of \$25,000 per month by the Construction Program Manager, and an additional level of approvals from \$10,000.01 through \$25,000 with approval by the VP for Finance and Administrative Services and the College president, with an aggregate total of \$25,000. Any individual change orders exceeding \$25,000, or any in addition to the aggregate monthly total of \$50,000, including \$25,000 approved by the CPM and \$25,000 approved by the VP for Finance and Administrative Services and the College President, would require Board approval.

Facilities Committee Feedback and Recommended Reduction of CCA Levels

The Facilities Committee expressed their desire to see tight controls of change order approval, and recommended delegating authorization to the CPM to approve change orders for the lower total of \$5,000 per change order, with a \$25,000 monthly limit. The Committee discussed whether College administration should provide oversight of this process, and while the Committee was split on the issue, the final recommendation was that the Board delegate authority to the CPM without oversight by College administration.

The Facilities Committee recommended Board approval to delegate the approval of Change Orders from use of construction contingencies as part of the 2013 Bond Construction Program to the Construction Program Manager as presented.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize the delegation of the approval of change orders using construction contingency allowances, in an amount not to exceed \$5,000 per change order or \$25,000 aggregate per month, as part of the 2013 Bond Construction Program to the Construction Program Manager 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 delegation of the approval of change orders using construction contingency allowances, in an amount not to exceed \$5,000 per change order or \$25,000 aggregate per month, as part of the 2013 Bond Construction Program to the Construction Program Manager as presented.

Approval Recommended:

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

President

Project CCL and Proposed Construction Contingency Breakdown

Construction Project Description	Construction Cost Limitation (CCL)	Construction Contingency @ 1.5% (Rounded)
<i>Pecan Campus</i>		
Construct new north academic building with classrooms, computer labs, and support space	\$10,500,000	\$150,000
Construct new south academic building with classrooms, computer labs, and support space	\$6,800,000	\$100,000
STEM (Science, Technology, Engineering, and Math) building	\$8,500,000	\$125,000
Multi-purpose space for student support services and activities	\$5,700,000	\$85,000
Thermal Plant Expansion	\$4,144,000	\$50,000
Parking and Site Improvements	\$2,000,000	\$30,000
Subtotal	\$37,644,000	\$540,000
<i>Nursing & Allied Health Campus</i>		
Major campus expansion for new and expanded nursing and allied health training programs, hospital simulation center, and library	\$16,600,000	\$250,000
Campus Parking and Site Improvements	\$1,100,000	\$16,000
Subtotal	\$17,700,000	\$266,000
<i>Technology Campus</i>		
Expansion for technical and workforce training programs	\$12,000,000	\$175,000
Campus Parking and Site Improvements	\$650,000	\$10,000
Subtotal	\$12,650,000	\$185,000
<i>Mid Valley Campus</i>		
Professional & Science Building	\$13,500,000	\$200,000
Expansion for technical and workforce training programs	\$1,750,000	\$25,000
Library Expansion	\$1,750,000	\$25,000
Student Services Building Expansion	\$2,500,000	\$37,000
Thermal Plant Expansion	\$3,800,000	\$55,000
Campus Parking and Site Improvements	\$2,000,000	\$30,000
Subtotal	\$25,300,000	\$372,000
<i>Starr County Campus</i>		
Construct Health Professions and Science Center to offer nursing and allied health programs and STEM programs	\$8,500,000	\$125,000
Expand technical workforce training facilities	\$1,600,000	\$25,000
Construct New Library	\$2,800,000	\$42,000
Expansion of student services, advising, admissions, and financial services building	\$850,000	\$13,000
Expansion of student activities building	\$850,000	\$13,000
Thermal Plant Expansion	\$3,800,000	\$55,000
Parking and Site Improvements	\$1,000,000	\$15,000
Subtotal	\$19,400,000	\$288,000
<i>Regional Center for Public Safety Excellence - Pharr</i>		
Establish new Regional Center for Public Safety Excellence to provide regional law enforcement, and public safety training	\$3,800,000	\$57,000
Parking and Site Improvements	\$1,200,000	\$18,000
Subtotal	\$5,000,000	\$75,000
<i>STC La Joya Teaching Site (Jimmy Carter ECHS)</i>		
Develop STEM (Science, Technology, Engineering and Math) labs and entry level workforce training programs	\$1,100,000	\$16,000
Subtotal	\$1,100,000	\$16,000
TOTAL	\$118,794,000	\$1,742,000

Potential Uses for Contingency Fund

- 1) Unforeseen Conditions
 - I. Geotechnical/Soil Condition Different as Shown
 - II. Underground Utilities Not as Shown or Anticipated
 - III. Existing Unknown Conditions Requiring Modifications
- 2) Correction of Unsafe/Hazardous Conditions
 - I. Life Safety Requirements
 - II. Environmental Abatement-Asbestos/Lead
- 3) Modification to Make Design Function
 - I. Technology Infrastructure
 - II. Foundation Design
 - III. Item Not on Original Drawings
- 4) Code Changes
 - I. Southern Building Code
 - II. International Building Code
 - III. Local Government Code
- 5) Exigent Circumstances
 - I. Hurricane Preparation
- 6) Property Issues
 - I. Unrecorded Easements
 - II. Access Issues

Change Order (For CM/R, D/B and Performance Contracts)

Project Name: _____ Change Order No.: _____

Project No.: _____ Date: _____

Location: _____

This Change Order Impacts Part _____ Services

To: _____, Contractor for the above project;
 You are hereby authorized to make the following changes in the work under your contract;

C.P./F.O. No.	Description of Work	Cost	Time Extension
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It is mutually agreed that the credit of _____ and _____ Time extension provided

For in this Change Order, constitutes full compensation to the Contracting Firm (CM/R, D/B, Performance Contractor), whether direct, consequential or otherwise, in any wise incident to, or arising out of, or resulting directly from the work performed or modified by the Contracting Firm under this Change Order. The Contract completion date, including this time extension if any, is _____

For the above changes the sum of; _____
 _____, (\$ _____) will be: _____ added to, _____ deducted from, the contract price

Original Part _____ Services Amt. (\$ _____) **Accepted:**
 OR Contingency Allowance

Previous Additions (\$ _____)

Previous Deductions (\$ _____) By: _____

Net Bal. Part _____ Services Amount (\$ _____) Construction Manager @ Risk
 OR Contingency Allowance

This **ADDITION** (\$ _____)

This **DEDUCTION** (\$ _____) By: _____

Adjusted Part _____ Services Amount (\$ _____) Broaddus & Associates

OR Contingency Allowance Balance By: _____

Architect

Summary of Other Services Total:

Part _____ Services Amount (\$ _____) By: _____

Part _____ Services Amount (\$ _____) South Texas College

Total Adjusted Contract (\$ _____)



Review and Action as Necessary on the Purchase of Insurance Coverage for the 2013 Bond Construction Program

Approval to purchase insurance coverage for the 2013 Bond Construction Program is requested.

Justification

At the December 15, 2015 Board Meeting, the benefits of using an Owner-Controlled Insurance Program (OCIP) for the 2013 Bond Construction Program were presented and the use of this program was approved.

Background

At the December 15, 2015 Board Meeting, the benefits of using an Owner-Controlled Insurance Program for the 2013 Bond Construction Program were presented and the use of this program was approved by the Board of Trustees. At the January 26, 2016 Board Meeting, authorization was requested to award proposals for the procurement of insurance agent services to establish an OCIP for the 2013 Bond Construction Program. The Board approved awarding proposals for insurance agent services to Carlisle Insurance Agency, Inc.

On February 26, 2016, Carlisle Insurance submitted a proposal to South Texas College for an Owner Controlled Insurance Program. After working with the College's risk management consultant, Raul Cabaza, college staff, and Broaddus & Associates, Carlisle Insurance gathered the necessary underwriting information required to prepare a formal quotation for the college. Multiple options are presented for the College to consider.

In reviewing other OCIPs with project sizes between \$50 million and \$400 million, Carlisle Insurance found that the average minimum limits purchased were \$50 million. Most of the OCIPs purchased limits equal to half of the project value, with some purchasing limits equivalent to the project size up to \$100 million. A number of projects between \$100 million and \$200 million are purchasing limits of \$100 million. The industry norm for OCIP costs is 1% of the total project costs. The program being recommended is therefore within the industry norm for pricing and coverage limits.

The recommended OCIP is as follows:

Primary General Liability	\$2,000,000 occurrence / \$4,000,000 aggregate
Excess Liability	\$50,000,000
Owners Protective Professional Indemnity (OPPI)	\$5,000,000
Contractors Pollution Liability (CPL)	\$10,000,000
Total Cost (Not including Builder's Risk)	\$1,250,671 (less than 1% of total Bond Program)
Builders Risk - Estimate	\$124,000 (amount not to exceed 0.10% of bond construction)*
Total Cost (Including Builder's Risk Estimate)	\$1,374,671 (approximately 1% of total Bond Program)

** Builder's Risk pricing will be determined after Guarantee Maximum Pricing (GMP) is received from the general contractors. However, Carlisle Insurance has marketed this extensively with numerous insurance providers and the best terms are coming in from Hanover Insurance and Travelers Insurance. Rates are a little less than \$0.10 per \$100 of costs. Carlisle Insurance expects to price this downward once the GMP's are available. Example: \$0.10 annual rate on bond program (approximately \$124 million in construction costs) develops a Builders Risk Premium of \$124,000. This should not be used for any budget at this time as it will likely be reduced and is for estimate purposes only.*

Coverage Descriptions:

- Primary General Liability – provides coverage for third party bodily injury or property damage along with products and completed operations with a 10 year reporting period for all contractors enrolled in the OCIP.
- Excess Liability – additional limits of coverage over the primary general liability
- Owners Protective Professional Indemnity (OPPI) - indemnifies the owner (college) for their loss resulting from a claim associated with the architects or engineers. The architects and engineers only carry a \$1,000,000 limit on their professional liability coverage; therefore, this policy would provide the College additional coverage in excess of the architects and engineers policy.
- Contractors Pollution Liability (CPL) - provides pollution/environmental coverage for a pollution related claim that arises during the project.
- Builders Risk - property coverage for the projects during the construction process, which can also include coverage for materials. Purchasing through the OCIP insures that there is continuity, no gaps in coverage, deductibles are similar, and lower costs.

Funding Source

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

Reviewers

The proposals have been reviewed by Broaddus and Associates, Risk Management Consultant, Vice President for Finance and Administrative Services, and staff from the Facilities Planning and Construction, Operations and Maintenance, Purchasing, and Risk Management Departments.

Enclosed Documents

The following documents have been provided by Carlisle Insurance and follow herein:

- Recommendation Letter
- OCIP Options Spreadsheet
- Marketing List

Presenters

Representatives Jerry Bravenec from Carlisle Insurance and Raul Cabaza, the college's risk management consultant, will be present at the meeting to respond to questions related to this recommendation.

The Facilities Committee recommended Board approval to purchase insurance coverage for the 2013 Bond Construction program as presented.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize purchasing insurance coverage for the 2013 Bond Construction program as presented.

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

The Board of Trustees of South Texas College approves and authorizes purchasing insurance coverage for the 2013 Bond Construction program as presented.

Approval Recommended:

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



February 26, 2016

South Texas College
ATTN: Facilities Committee
3200 W. Pecan Blvd.
McAllen, TX 78501

RE: Owner Controlled Insurance Program (OCIP)

Dear Facilities Committee,

We are pleased to present the following proposal to South Texas College for an Owner Controlled Insurance Program (OCIP). After working with staff and the project manager, Broaddus & Associates, we were able to gather the necessary underwriting information that was needed to put together a formal quotation for the College. We are presenting multiple options for the College to consider and have highlighted our recommendation. Our recommendation is based upon our experience and involvement in other OCIPs as well as what we are seeing other projects of similar size purchase. In reviewing other OCIPs with project sizes between \$50 Million and \$400 Million, we have found the average minimum limits purchased were \$50 Million. Most of the OCIPs purchased limits equal to half the project value, with some purchasing limits equivalent to the project size up to \$100 Million. A number of projects between \$100 Million and \$200 Million are purchasing limits of \$100 Million. The industry norm for OCIP costs is 1% of the total project costs. Therefore, you will see that the program we are recommending is within the industry norm for pricing and coverage limits





February 26, 2016

South Texas College Marketing List

Lines	Insurance Company	Status
General Liability Excess Liability	Houston Casualty Company	Quoted General Liability & Lead 10M
General Liability Excess Liability	Vela/Gemini	Unable to compete with Houston Casualty Company's rate
General Liability	ACE/Chubb	Would be more than \$750,000 for General Liability & 10M
General Liability Excess Liability	Aspen	Decline - Due to the number of projects involved and the fact that there are many that are not ground up new construction
Excess Liability	RSUI	Could only participate in an excess position
General Liability Excess Liability	Catlin	Could not meet target price of \$435,000
General Liability	Endurance	Would be double Houston Casualty Company's quoted rate
General Liability	Lexington	Will be more @ \$4 - 4.50 rate
Excess Liability	Axis	Can only participate in an Excess layer
General Liability	Markel	Looking for a minimum of \$5 rate
Excess Liability	Starr	Quoted 15M xs 10M
General Liability Excess Liability	Navigators	Quoted 25M xs 25M
Excess Liability	Travelers	Can only attach XS of \$25M
General Liability Excess Liability	Cover X	Quote must be defense inside, indicated rate of \$8-11 on \$117M, need additional details in regard to GC, and Quote would be subject to extensive QA/QC
General Liability Excess Liability	AWAC	Indicated \$100,000 for 25M xs 25M



Excess Liability	Great American	pending
Excess Liability	Berkley	Minimum attachment is \$10M for wraps - could not improve on pricing
General Liability Excess Liability	Ironshore	Quoted 25M xs 25M
General Liability Excess Liability	Arch	Unable to meet target rated
Excess Liability	Berkshire	Quoted lead 25M \$328,000
Excess Liability	Colony	Interested - can provide \$25M in capacity xs of \$10M - could not improve on pricing
Excess Liability	First Specialty	Decline - Don't offer Wraps
General Liability Excess Liability	LIU	Unable to meet target rated
Excess Liability	Scottsdale	Decline - Nature of project
General Liability	Venture	Unable to provide necessary term in General Liability
	CRC Denver	Professional & Pollution Wrap - Quoted
Contractors Pollution Liability	ACE/Chubb	Quoted \$142,613
Contractors Pollution Liability	AWAC	Quoted \$133,617
OPPI	Berkley	Quoted \$165,000

Owner-Controlled Insurance Program (OCIP) Options

	Basic Program	Recommended Program	Carrier
Primary General Liability	\$2,000,000 Occurrence / \$4,000,000 Aggregate	\$2,000,000 Occurrence / \$4,000,000 Aggregate	Houston Casualty Insurance Co. Starr Specialty Insurance Co.
Excess Liability	\$25,000,000	\$50,000,000	Navigators Insurance Company
Owners Protective Professional Indemnity (OPPI)	\$3,000,000	\$5,000,000	Berkley Insurance Company
Contractors Pollution Liability (CPL)	\$5,000,000	\$10,000,000	Navigators Insurance Company
Builders Risk	TBD*	TBD*	Hanover / Travelers
Total Cost (not inc. Builders Risk)	\$1,087,115	\$1,250,671	
Total Cost (inc. Builders Risk)		\$1,374,671	

* Builder's Risk pricing will be determined after Guarantee Maximum Pricing (GMP) is received from the general contractors. However, Carlisle Insurance has marketed this extensively with numerous insurance providers and the best terms are coming in from Hanover Insurance and Travelers Insurance. Rates are a little less than \$0.10 per \$100 of costs. Carlisle Insurance expects to price this downward once the GMP's are available. Example: \$0.10 annual rate on ~~\$159~~ million bond ~~construction~~ project (approximately \$124 million in construction costs) develops a Builders Risk Premium of \$124,000. This should not be used for any budget at this time as it will likely be reduced and is for estimate purposes only.

Optional Limits:	Additional Premium **
Excess Liability- \$35,000,000	(\$47,250)
Excess Liability- \$100,000,000	\$134,400
Owners Protective Professional Indemnity - \$10,000,000	\$73,500
Contractors Pollution Liability - \$15,000,000	\$55,440

** Premium in addition to premiums shown for Recommended Program

Coverage Descriptions:

Primary General Liability: provides primary coverage for third party bodily injury or property damage along with products and completed operations with a 10 year reporting period for all contractors enrolled in the OCIP

Excess Liability: Additional limits of coverage over the primary general liability.

Owners Protective Professional Indemnity (OPPI): indemnifies the owner (college) for their loss resulting from a claim associated with the architects or engineers. The architects and engineers only carry a \$1,000,000 limit on their professional liability coverage; therefore, this policy would provide the college additional coverage in excess of the architects and engineers policy.

Contractors Pollution Liability (CPL): provides pollution/environmental coverage for a pollution related claim that arises during the project.

Builders Risk: property coverage for the projects during the construction process, which can also include coverage for materials. Purchasing through the OCIP insures that there is continuity, no gaps in coverage, deductibles are similar, and lower costs.

Review and Action as Necessary to Reject Construction Proposals for the Non-Bond Pecan Campus Building K Student Enrollment Center

Approval to reject construction proposals for the Non-Bond Pecan Campus Building K Student Enrollment Center is requested.

On October 28, 2014, the Board of Trustees previously approved design services with Boultinghouse Simpson Gates Architects to prepare plans and specifications for the renovation of space in the Pecan Campus Student Services Building K to create the Enrollment Center. As a result, the design team at Boultinghouse Simpson Gates Architects completed the plans necessary for this project.

Boultinghouse Simpson Architects worked with STC staff in preparing and issuing the necessary plans and specifications for the solicitation of competitive sealed proposals. Solicitation of competitive sealed proposals for this project began on February 8, 2016. A total of ten (10) sets of construction documents were issued to general contractors, sub-contractors, suppliers, and plan rooms and a total of five (5) proposals were received on February 25, 2016.

Because the qualified construction proposals were over the \$500,000 construction cost limit when using the "Architectural Services On Call" process, staff recommended Board approval to reject the construction proposals for the Non-Bond Building K Student Enrollment Center project as presented.

The Facilities Committee recommended Board approval to reject construction proposals for the Non-Bond Building K Student Enrollment Center project as presented.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize the rejection of construction proposals for the Non-Bond Building K Student Enrollment Center project as presented.

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

The Board of Trustees of South Texas College approves and authorizes the rejection of construction proposals for the Non-Bond Building K Student Enrollment Center project as presented.

Approval Recommended:

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

**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 is requested:

	Projects	Substantial Completion	Final Completion	Documents Attached
1.	Pecan Campus Infrastructure for the Relocation of Portable Buildings Engineer: Melden and Hunt Contractor: Celso Gonzalez Construction, Inc.	Recommended	Estimated April 2016	Substantial Completion
2.	Pecan Campus Building B Covered Area for Ceramic Art Kilns Architect: EGV Architects Contractor: Holchemont	Approved February 2016	Recommended	Final Completion Letter

1. Pecan Campus Infrastructure for the Relocation of Portable Buildings

It is recommended that substantial completion for this project with Celso Gonzalez Construction, Inc. be approved.

Melden and Hunt 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 February 2, 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 Celso Gonzalez Construction, Inc. 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 April 2016 Board meeting.

2. Pecan Campus Building B Covered Area for Ceramic Kilns

It is recommended that final completion and release of final payment for this project with Holchemont 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 Holchemont be approved. The original cost approved for this project was in the amount of \$339,259.

The following chart summarizes the above information:

Construction Budget	Approved Proposal Amount	Net Total Change Orders	Final Project Cost	Previous Amount Paid	Remaining Balance
\$350,000	\$339,259	\$4,533.85	\$343,792.85	\$326,603.16	\$17,189.69

On February 16, 2016, Planning & Construction Department staff along with EGV Architects inspected the site to confirm that all punch list items were completed. Enclosed is a final completion letter from EGV Architects acknowledging all work is complete and recommending release of final payment to Holchemont in the amount of \$17,189.69.

The Facilities Committee recommended Board approval of the substantial completion of the *Pecan Campus Infrastructure for the Relocation of Portable Buildings* project and the final completion and release of final payment of the *Pecan Campus Building B Covered Area for Ceramic Kilns* project 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 Infrastructure for the Relocation of Portable Buildings* project and the final completion and release of final payment of the *Pecan Campus Building B Covered Area for Ceramic Kilns* project as presented.

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

The Board of Trustees of South Texas College approves and authorizes the substantial completion of the *Pecan Campus Infrastructure for the Relocation of Portable Buildings* project and the final completion and release of final payment of the *Pecan Campus Building B Covered Area for Ceramic Kilns* project as presented.

Approval Recommended:

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

Substantial Completion Acceptance

MAR 1 2016 PM 4:17

Project Name: Pecan Campus Infrastructure for Relocation of Portables Buildings

Project No.: 14-15-1056

Owner: South Texas College

Contractor: Celso Gonzalez Construction, Inc.

A/E Firm: Melden and Hunt, Inc.

Scope of Work Covered by This Acceptance:

This Certificate serves to inform you that the Pecan Campus Infrastructure for Relocation of Portable Buildings project has been inspected by the OWNER and ENGINEER and is determined to be Substantial Complete as of 02/03/2016. A punch list has been generated and submitted to the contractor for all pending items. Upon completion of the punch list the project will once again be inspected prior to final acceptance.

Effective Date of Acceptance: 2/2/2016

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

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

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

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

The Contractor shall complete/correct the items identified on the punch list(s) within Calendar days from the Effective Date of this Acceptance.		
<i>Celso Gonzalez, owner</i>		<u>3-1-16</u>
<small>Printed Name and Title</small>	<small>Signature</small>	<small>Date</small>

Celso Gonzalez - Owner

The Architect/Engineer agrees that the Work noted in this Acceptance is sufficiently complete to be used as intended.		
<i>Mario Reyna, Engineer</i>		<u>2-29-16</u>
<small>Printed Name and Title</small>	<small>Signature</small>	<small>Date</small>

Mario A. Reyna - Vice-President

With the exception of those items noted on the attached "punch list(s)", the Owner accepts the Work designated herein as Substantially Complete as of the Effective Date of this Acceptance.		
<i>Shirley Reed - President</i>		
<small>Printed Name and Title</small>	<small>Signature</small>	<small>Date</small>





February 26, 2016

South Texas College
Mr. Robert Cuellar
Facilities Planning and Construction
P. O. Box 9701
McAllen, TX 78501

Re: STC PECAN CAMPUS BUILDING B COVERED AREA FOR CERAMIC ARTS KILNS
RFP #14-15-1083

Dear Mr. R. Cuellar,

To the best of our knowledge, all work has been performed as per manufacturer's specifications. On behalf of the design team, only non-asbestos materials were specified, and to the best of our knowledge and ability, the contractor, Holchemont, Ltd., installed only non-asbestos materials.

We recommend release of final payment to Holchemont, Ltd. for the above referenced project. Holchemont, Ltd. has completed the punch list items and submitted their closing documents.

If you have any questions please call at (956) 843-2987.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Eduardo G. Vela', is written over a horizontal line.

Eduardo G. Vela, Architect

XC: Ricardo de la Garza

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 - March 1, 2016

Project number	PROJECT DESCRIPTION	Project Development				Design Phase				Construction Phase				Project Manager	Architect/Engineer	Contractor	
		Project Development		Design Phase		Construction Phase		Construction Phase									
		Project Development	Board approval of A/E	Contract Negotiations	Schematic Approval	30%	60%	95%	100%	Solicit of Proposals	Approve Contractor	Construction Start	30%				50%
Pecan Campus and Pecan Plaza																	
15-1-002a	Pecan - Covered Area for Ceramic Arts Kilns														Robert	EGV Architects	Holchemont Ltd.
15-1-002b	Pecan - Interior Renovation for Ceramic Arts														Robert	EGV Architects	Herron
15-1-006	Pecan - Library Study Rooms Additions														Robert	Boultinghouse Simpson Gates Architect	TBD
15-1-007	Pecan - Student Activities Sports Field Lighting														Robert	DBR Engineering	Zitro Electric
15-1-012	Pecan - Infrastructure for Relocation of Portable Buildings														Victor	Melden & Hunt	Celsp Construction
15-1-013	Pecan - Infrastructure for Portable Buildings - Phase II														Robert	Sigma Engineering	TBD
15-1-017	Pecan - Relocation of Electrical Power Lines														Robert	Sigma Engineering	Metro Electric
15-1-020	Pecan - Building K Enrollment Center														Victor	Boultinghouse Simpson Gates Architect	TBD
15-1-R01	Pecan - AECHS Service Drive and Sidewalk														John	R. Gutierrez Engineering	Roth Excavation
15-1-R01	Pecan - Resurfacing East Loop Road and Entrance (RR)														Victor	Melden & Hunt	TBD
16-1-xx1	Pecan - Removal of Existing Trees														Robert	TBD	Maldonado Nursery
16-1-R01	Pecan - Building A Sign Replacement (RR)														Robert	Public Relations	
16-1-R02	Pecan - Upgrade Fence Along 31st Street (RR)														Victor	TBD	TBD
15-1-003	Pecan Plaza - Emergency Generator and Wiring														Victor	Half Associates	5 Star Construction
15-1-R04	Pecan Plaza - Resurfacing Back Side of Building B (RR)														Victor	R. Gutierrez Engineering	TBD
16-1-016	Pecan Plaza - Parking Area for Police Vehicles														Victor	FPC	O&M
Mid Valley Campus																	
16-2-R07	MV - Childcare Center Play Ground Flooring (RR)														Victor	N/A	Park Place Recreational
16-2-R11	MV - Building H Data Cabling Infrastructure (RR)														Robert	N/A	DIR/BridgNet
Technology Campus																	
15-3-004	TC - Building B Doors and Frame Replacement														Robert	ROFA	TBD
15-3-005	TC - GM Car Storage Area Upgrade														Robert	R. Gutierrez Engineers	TBD
15-3-014	TC - Workforce Building Conference Room														Robert	ROFA	TBD
13-3-R002	TC - West Academic Building Re-Roofing (RR)														Robert	Amtech Building Sciences	Rio Roofing
14-3-R004	TC - Cooling Tower Replacement (RR)														Rick	Half Associates	Pro-Tech
15-3-R03	TC - Repair Concrete Floor Mechanical Room (RR)														Robert	CLH Engineering	TBD
16-2-R12	TC - Building B Flooring Replacement (RR)														Robert	FPC	TBD
Nursing and Allied Health Campus																	
14-4-R004	NAH - Irrigation System Upgrade (RR)														John	SSP Design	Southern Landscapes
16-4-xx4	NAH - Thermal Plant														Robert	Half Associates	
16-4-R16	NAH - Resurface Parking Lot #2 (RR)														Victor	PCE	
Starr County Campus																	
15-5-xx5	Starr - Building E & J Crisis Mgt. Center Generator																
District Wide Improvements																	
14-6-010	DW - Building to Building ADA Compliance Ph II														Robert	Dammenbaum Engineering	TBD
14-6-R012	DW - Lighting Upgrades for Parking Lots (RR)														Robert	DBR Engineering	Metro Electric
15-6-001	DW - Outdoor Furniture														Rick	N/A	
15-6-002	DW - Directional Signage														Victor	N/A	TBD
16-6-R21	DW - Air Handler Blower Wheels (RR)														Rick	N/A	TBD

For FY 2015-2016, 24 non-bond projects are currently in progress; 11 have been completed and 39 pending start up - 74 Total

Comment: Victor worked on these projects for this progress period. Next month, his name will be removed.

Status of Non-Bond Construction Projects in Progress March 2016

Project	% Complete	Date to Complete	Current Activity	Budget	Contract Amount	Amount Paid	Balance
Pecan Campus							
Covered Area for Ceramic Arts Kilns	100%	March 2016	1. Construction Phase 2. Final Completion	\$325,000	\$343,792.85	\$326,603.16	\$17,189.69
Interior Renovation for Ceramic Arts	100%	November 2015	1. Construction Phase 2. Construction Complete		\$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	100%	February 2016	1. Construction Phase 2. Construction Complete	\$228,500	\$228,500	\$217,075	\$11,425
Infrastructure for Relocation of Portable Buildings	95%	March 2016	1. Construction Phase 2. Substantial Completion	\$350,000	\$464,349.80	\$323,476.06	\$140,873.74
Relocation of Electrical Power Lines	100%	March 2016	1. Construction Phase 2. Construction Complete	\$220,000	\$216,105.65	\$203,115.37	\$12,990.28
Student Services Building K Enrollment Center	100%	February 2016	1. Solicitation of Proposals 2. Bidding in progress	\$400,000	TBD	\$0	TBD
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	95%	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	95%	May 2016	1. Design Phase 2. Contract Negotiations	\$25,000	\$24,788	\$0	\$24,788
Pecan Campus Total				\$2,176,500	\$1,561,507	\$1,348,334	\$213,174
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
Mid Valley Campus Total				\$74,500	\$72,502	\$29,690	\$42,812
Technology Campus							
GM Car Storage Area Upgrade	95%	February 2016	1. Design Phase 2. Contract Negotiations	\$11,250	\$11,259	\$0	\$11,259

Project	% Complete	Date to Complete	Current Activity	Budget	Contract Amount	Amount Paid	Balance
West Academic Building Re-roofing	100%	March 2016	1. Construction Phase 2. Construction Complete	\$1,698,900	\$1,275,700	\$1,211,915	\$63,875
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	\$9,000	\$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	\$53,114.15
Technology Campus Total				\$2,190,850	\$1,744,323	\$1,572,915	\$171,408
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	95%	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

Project	% Complete	Date to Complete	Current Activity	Budget	Contract Amount	Amount Paid	Balance
Nursing & Allied Health Campus Total							
				\$2,705,000	\$37,767	\$37,767	\$0
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	TBD
Starr County Campus Total							
				\$400,000	TBD	\$0	TBD
District Wide							
Building to Building ADA Accessibility Improvements Phase II	10%	October 2016	1. Construction Phase 2. Construction Start	\$400,000	\$466,112.03	\$0	\$466,112.03
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
District Wide Total							
				\$625,000	\$531,052	\$50,691	\$480,361
Non-Bond Construction Project Total							
				\$8,171,850	\$3,947,151	\$3,039,397	\$907,754
For FY 2014-2015, 24 non-bond projects are currently in progress, 11 have been completed and 39 pending start up - 74 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 February 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 **February 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 February 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 February 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 February 2016
- B. Release of Checks for \$125,000.00 and Above
Board of Trustees Approval Required for February 2016
- C. Release of Checks for \$125,000.00 and Above
Released Prior to Board Approval (Policy 5610) for February 2016
- D. Release of Construction Fund Checks for February 2016
- E. Quarterly Investment Report for February 2016
- F. Summary of Revenue for February 2016
- G. Summary of State Appropriations Income for February 2016
- H. Summary of Property Tax Income for February 2016
- I. Summary of Expenditures by Classification for February 2016
- J. Summary of Expenditures by Function for February 2016
- K. Summary of Auxiliary Fund Revenues and Expenditures for February 2016
- L. Summary of Grant Revenues and Expenditures, February 2016
- M. Summary of Bid Solicitations
- N. Check Register for February 2016

FINANCIAL REPORTS

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

President's Report

On March 8th the unveiling of the College's new Ceramic Kiln Building and remodeled art studios was held. Attendees enjoyed a tour of the new building as well as the viewing of ceramic pieces made by the art students.




**THE INSTITUTE OF ADVANCED MANUFACTURING
2016 PROFESSIONAL SEMINAR SERIES**

ISO 9001:2015 Seminar

February 26, 2016
9 am – 3 pm
Technology Campus

\$150 Registration Fee
*Group registration discount available

Lunch will be provided.
Networking opportunities.

Who should attend? Executives, Directors, Senior Managers, Managers, Supervisors, and Leaders. Networking opportunities.

Topics Include:

- ISO 9001 Overview
- What is ISO 9001?
- How Can ISO 9001 Help Your Business Succeed?
- Understanding The Current Revision ISO 9001:2015
- Tips For Making ISO 9001 Work
- Getting Started With ISO 9001:2015

Featuring Jackie McNab, President of McNab Consulting, a management consulting company that specializes in helping organizations of all sizes become high performance businesses. McNab has a proven executive management track record with over 30 years of driving business growth.

For more information, please contact us at:
iam@southtexascollege.edu or at (856) 872-6197

Technology Campus | 3700 W. Military Hwy., McAllen, TX 78503
Office (956) 872-6197 | Fax (956) 872-6198 | <http://www.iamatstc.com>



The South Texas College (STC) Institute for Advanced Manufacturing (IAM) kicked-off of its 2016 Professional Seminar Series. The first seminar took place on Friday, February 26, from 9:00 a.m. to 3:00 p.m. at the Technology Campus. The focus of IAM's first Professional Seminar Series involved maximizing efficiency in quality management and taking companies to the next level by utilizing the International Organization for Standardization (ISO) 9001:2015. ISO is an international standard-setting body and is the world's largest developer of voluntary international standards, facilitating world trade by providing common standards between nations. The seminar featured Jackie McNab, president of McNab Consulting, who specializes in helping organizations of all sizes become high performance businesses. With over 30 years of driving business growth, McNab has a proven executive management track record, and will provide a wealth of information to seminar participants.

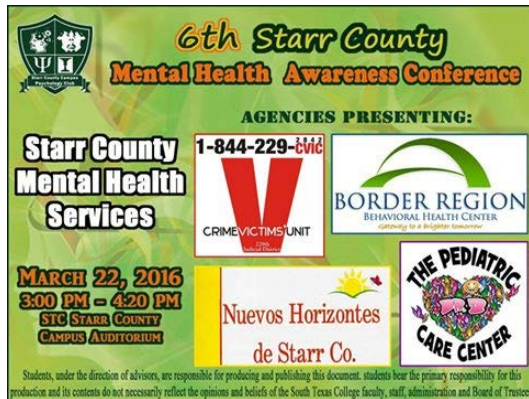


The 6th Annual Manufacturing Career & Expo was held on March 9, 2016 at the Technology Campus. Expo highlights included: Recruitment opportunities, Product Showcase, Industry Presentations, Manufacturing News, and Networking. This was another great opportunity for students, manufacturers and vendors from all over Texas.



The second in a series of hospitality seminars, made possible by a partnership between the City of McAllen, McAllen Chamber of Commerce, McAllen EDC and South Texas College Continuing Education, was designed to target McAllen's retail industry. The Customer Service Seminar took place on Wednesday, February 24, at the McAllen Chamber of Commerce from 9:00 a.m. to 5:00 p.m. After last year's successful seminar, designed for McAllen's restaurant and hotel hospitality employees, it was determined the next important

segment of frontline employees was in the retail sector. Participants who completed the seminar earned a Customer Service Certificate endorsed by all involved partners. Together with the McAllen Chamber of Commerce, the City of McAllen and the McAllen EDC, the College is focused on creating a highly skilled, highly trained retail workforce that excels in customer service and communication.



**6th Starr County
Mental Health Awareness Conference**

AGENCIES PRESENTING:

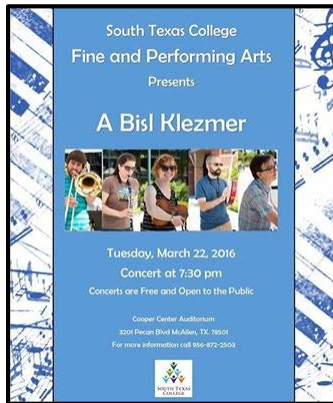
- Starr County Mental Health Services**
- 1-844-229-6VIC**
CRIME VICTIMS UNIT
- BORDER REGION BEHAVIORAL HEALTH CENTER**
COURTESY OF A BRIGHTER TOMORROW
- MARCH 22, 2016
3:00 PM - 4:20 PM
STC STARR COUNTY
CAMPUS AUDITORIUM**
- Nuevos Horizontes de Starr Co.**
- THE PEDIATRIC CARE CENTER**

Students, under the direction of advisors, are responsible for producing and publishing this document. Students bear the primary responsibility for this production and its contents do not necessarily reflect the opinions and beliefs of the South Texas College faculty, staff, administration and Board of Trustees

The Starr County Campus held its 6th annual Starr County Mental Health Awareness Conference on March 22. Everyone was invited to attend. Kudos to Alex Sarabia, Licensed Professional Counselor, Psychology Faculty / Instructor, and Starr County Campus Psychology Club Co-Advisor, for his efforts in providing another successful event for the Starr County students and community.

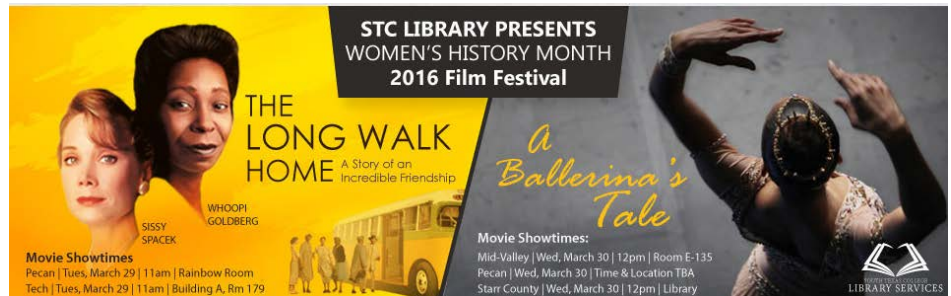
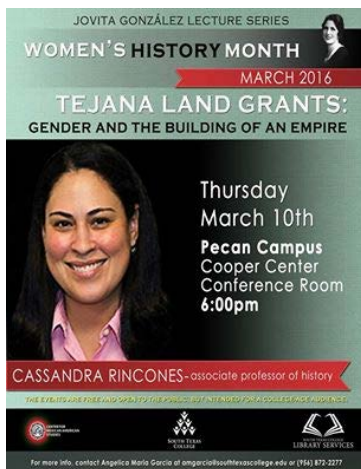
The Student Activities and Wellness at South Texas College held a "Spring Break Blitz" for students at the Pecan Campus. State agencies were present and provided Spring Break safety information. Fun activities were available for students to participate in and enjoy prior to departing for the Spring Break.





Everyone was invited to attend a performance by Bisl Klezmer, a folk music group, which took place on Tuesday March 22nd at 7:30 pm for at the Cooper Center. The performance was free and open to the public.

In honor of Women's History Month, the South Texas College Library has coordinated a variety of activities throughout the month of March. All events are free and open to the public.



On Monday, March 28, at 6:00 p.m., an artist lecture and closing reception was held with artist Xochi Solis regarding her exhibit "We Must Build As If the Sand Were Stone." The exhibit was on view through March 28. Admission is free and open to the public.



On Wednesday, March 2nd, there was a second artist lecture with Socorro Rico at 1 pm. "Intersections of Perception and Self: A Study in Images" is the name of Ms. Rico's exhibit, and will be on display through April 19, 2016. A reception followed the afternoon's lecture from 5-7:00 pm. All exhibitions are free and open to the public.

Back by popular demand, the Counseling Center provided another *Laughter Yoga* Session at the Nursing & Allied Health Campus on Monday, March 21, 2016 at 3:00 pm. The session was available for Faculty and Staff only. Benefits of *Laughter Yoga* include:

- 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

The following College visits were coordinated for students who wish to learn more about transfer options and opportunities at other universities. The visits took place throughout the month of March:

- University of Texas Rio Grande Valley
- Texas A&M University – Kingsville
- Texas A&M University School of Public Health
- University of Texas – Rio Grande Valley
- Texas A&M University School of Public Health
- National American University

On March 1st representatives from Texas A&M University Kingsville’s College of business Administration were available to answer questions regarding the Online MBA Program.

The Office of Career & Employer Services at South Texas College presented an STC Graduate Career Fair for all Nursing and Allied Health majors at the Nursing & Allied Health Campus.

The Office of Career & Employer Services also coordinated FBI Information Sessions at the Mid Valley, Pecan and Starr County Campuses. These sessions provided students a chance to learn about job opportunities with the FBI.



Join Our Team!

Immediate openings for all nursing and allied health majors.
STC Graduate Career Fair
Wednesday, March 30th, 2016
10:00 am -3:00 pm
Nursing and Allied Health Building Room101-102

Human Resources and Hiring Managers from South Texas Health System will be available for interview and direct placement opportunities.
Apply at <http://www.southtexashealthsystem.com/careers/search-jobs-online>

<p>Admissions Reps/Registrar/s</p> <p>Cashier</p> <p>Certified Nursing Assistant/s</p> <p>Clerk/s-Phlebotomy</p> <p>Coder/s</p> <p>Cook</p> <p>CRT/s-Cardiopulmonary</p> <p>Dietary Aide/s</p> <p>ER Tech/s</p> <p>Floor Tech/s</p> <p>Housekeeper/s</p> <p>Hyperbaric Tech-Wound Care</p> <p>Mental Health/Behavioral Tech/s</p>	<p>Monitor Tech/s</p> <p>Occupational Therapist Assistant/s(COTA)</p> <p>Occupational Therapist/s</p> <p>Patient Care Tech/s</p> <p>Patient Sitter/s</p> <p>Pharmacy Tech/s</p> <p>Radiology CT Technologist/s</p> <p>Registered Nurse/s</p> <p>Student Ultrasound Technologist/s</p> <p>CT TECH/S</p> <p>Tech-OR/ Certified Surgical Assistant/s</p> <p>Ultrasound Technologist/s-Radiology</p> <p>Unit Clerk/Certified Nursing Assistant/s</p>
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WE OFFER:
 • Student Benefits & Incentives
 • Specialty Area Incentive
 • Competitive Pay
 • Referral Bonus

STATEMENT OF EQUAL OPPORTUNITY: No person shall be excluded from participation in, denied the benefits of, or 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, marital status, or disability. Individuals with disabilities requiring assistance or access to receive these services should contact Disability Services at: info@stcmail.southtexascollege.edu or 956-872-2513.

FBI


FEDERAL BUREAU OF INVESTIGATION

Information Sessions


Mid-Valley Campus	Pecan Campus	Starr County Campus
Monday, March 7th 9:00am-11:00am Bldg. G 191 Lecture Hall	Monday, March 7th 12:00pm-2:00pm Bldg. D Auditorium	Wednesday, March 9th 9:00am-11:00am Bldg. E Auditorium

We cordially invite you to attend the FBI Information Sessions to learn more about job opportunities with the FBI-Foreign Language Division. Learn how to become a Contract Linguist with the FBI. This event is open to students, faculty and staff members.

For more information or special accommodations please call 956-872-6318



Sponsored by
The Office of Career & Employer Services
&
The Criminal Justice Department



On March 9th the ACD² department and Sigma Kappa Delta (English Honors Society) invited everyone to watch STC students compete in **Sketcharett 2016: Building Literacy with Little Free Libraries** at the Technology Campus. Within 1 ½ hours, teams of students finished building and assembling Little Free Libraries inspired by the literary works of authors such as Edgar Allan Poe, Dr. Seuss, J.K. Rowling, Lewis Carroll, and many more.



WILD (Writers In Literary Discussion) Events Calendar for the Month March 2016 as follows:

“Tuesday 3/8 7 PM -- Film: *The Strange Love of Martha Ivers* (1946). FREE for anyone who dresses in attire from the 1940's. Pecan Campus Auditorium, Building D, STC. A ruthless, domineering woman (Barbara Stanwyck) is married to an alcoholic D.A., (Kirk Douglas in his first film role), her childhood companion who is the only living witness to her murder of her rich aunt 17 years earlier.. Classic film noir doesn't get much darker than this sordid tale of betrayal, blackmail, intimidation and murder. Director Lewis Milestone was no stranger to award-winning work, having previously won Oscars for *Two Arabian Knights* (1927) and *All Quiet On The Western Front* (1930). He later directed the original *Oceans Eleven* (1960).

Tuesday 3/29 7:00 PM-9 PM -- Poetry Reading: WILD Night Time Poetry Reading. Student Lounge, Building H, South Texas College. FREE. The WILD Poetry Reading: Do not miss this line-up of live expressions. Singers, poets, comics, and other artists appear in an alternating series of short intervals!”

Everyone was invited to join Ballet Folklórico South Texas College as they presented: *Hechos de Tradiciones: Éxitos de Escenario Vol. 1* on Saturday, March 5th at the Edinburg City Auditorium. This concert series was a culmination of the most crowd pleasing on stage dances by the Ballet from the last four years.

The Political Science Department cordially invited everyone to attend a Candidates' Forum at the Pecan Campus on February 24, 2016. The first segment of the forum hosted candidates for Congressional District 15, and the second segment hosted candidates for the 449TH District Court.




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.	Dance Fitness 5:30 p.m. – 6 p.m.	Spinning @ 5:30 p.m. – 6 p.m.	Dance Fitness 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:
 • 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.
 • Dance Fitness - A combination of Latin dance and low-intensity strength training.
 • 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 (361)872-3839 or jlperez@southtexascollege.edu. Visit us online at www.southtexascollege.edu/health-wellness

The Kinesiology Department presented its group fitness class schedule for March 2016.

The College's extensive search for the Director of Facilities Planning and Construction position attracted 16 candidates from both inside and outside the area. After interviewing and careful consideration, two candidates, Mr. Rick de la Garza and Mr. Brian Pollard, were invited to visit our campuses to meet with faculty, staff, students, and Administration at open forums. These forums took place at the Pecan, Mid Valley, and Starr County campuses. Everyone was encouraged to take the time to meet with the candidates and assist in making this most important decision for South Texas College. A feedback form was available for the attendees to provide their feedback.

The College's extensive search for the Internal Auditor position attracted 6 candidates from both inside and outside the area. After interviewing and careful consideration, one candidate, Mr. Khalis Abdullah was been invited to visit our campuses to meet with faculty, staff, students, and Administration at open forums. Forums were held on Monday, February 22nd at the Pecan, Mid Valley, and Starr County campuses. Everyone was encouraged to attend one of the forums and their feedback on the candidate was requested.

Khalis Abdullah has a Bachelor in Business Administration degree and a Master in Accountancy degree from the University of Texas Pan American. His experience includes working as a Sr. Internal Auditor for the University of Texas System Administration, as an Internal Auditor for the University of Texas Pan American, and as Junior Professional Staff for Long Chilton, LLP. Mr. Abdullah is also a Certified Public Accountant (CPA), a Certified Internal Auditor (CIA), and a Certified Government Auditing Professional (CGAP). Mr. Abdullah has 7 years of working both in public accounting, as well as in higher education.

- Coordinated a teleconference with Cobby A. Caputo, Attorney with Bickerstaff Heath Delgado Acosta LLP to discuss his review of a current proposal for the College to coordinate with a private university in Reynosa, namely Institute Internacional de Estudios Superiores, to operate a partnership for providing workforce training to maquiladoras in Reynosa.
- Attended the open forum coordinated for administrative staff with candidate, Rick de la Garza, for the position of Director of Facilities Planning and Construction.
- Provided congratulatory remarks to the participants at this year's Science Olympiad held on the Pecan Campus on Saturday, February 27th, Building H. The College hosted the 10th annual Rio Grande Valley Regional Science Olympiad. Seventeen teams registered for the event and represented from McAllen, Weslaco, Pharr, Brownsville, Mercedes, Harlingen and a couple of town teams from Boerne, and San Antonio. There were close to 300 students and coaches, plus parents, and over 100 volunteers on the Pecan campus.
- Coordinated a meeting with Jayson Valerio, Interim Dean, Nursing and Allied Health and Dr. Anahid Petrosian, to review and finalize the Prospective Student Guide for Applying to Associate Degree Nursing Program for presentation to the Board.
- Met with Dr. Virginia Champion, Director of Grant Development, Compliance and Management to review and discuss her area's budget and staffing needs for 2016-2017.

- Met with Mary Elizondo, Vice President for Finance and Administrative Services to review personnel issues that have surfaced and need immediate attention.
- Coordinated a meeting with Wanda F. Garza, Interim Vice President for Student Affairs and Enrollment Management and Matthew Hebbard, to review and finalize the “Proposed Amended Student Admission” notebook to be presented to the Board.
- Participated in a conference call with the Texas Association of Community Colleges Legislative Committee to outline our strategy for the March 24, 2016 Joint Interim Hearing with the House Higher Education & House Appropriations Committees.
- Together with Dr. David Plummer, Interim Vice President, Information Services, Planning and Strategic Initiatives, participated in the RGV Leadership Team Data Working Group meeting held at TSTC in Harlingen. The purpose for the meeting was to develop a regional plan for meeting the real-time data needs of the four-county Collective Impact area. At this first meeting we discussed current needs and available solutions.
- Coordinated the agendas and back-up materials for the Education and Workforce Development, Facilities, and Finance and Human Resources Committees, as well as the March 29, 2016 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 2016-2017 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 February 24, 2016 through March 29, 2016 included:
 - Discussion of Spring 2016 Enrollment
 - Paid
 - Non-Paid
 - Continued Discussion of PSJA Mobile Units for Student Outreach Services
 - Discussion of New College Readiness Testing Requirements for Dual Enrollment and Early College High School Students

- Debriefing on Meeting with La Joya ISD Personnel to Revitalize Enrollment at the La Joya Teaching Center
- Continued Discussion of Needs Assessment Study for La Joya Area
- Update on Needs Assessment for La Joya Teaching Center
- Update on La Joya Advisory Committee Meeting
- Discussion of Signage Options for La Joya Teaching Center
- Discussion of Scheduling Professional Development Topics, such as Stress Management, for President's Administrative Staff Meetings
- Discussion of Policy 3335: Student Attendance
- Discussion of New Policy #3215: Minimum Age for Continuing Education Students Enrolled in Courses Reported for Formula Funding
- Discussion of New Policy #6421: Bicycles, Skateboards, In-Line Skates, Roller Skates, Motorized Scooters, Hoverboards, and Similar Apparatuses
- Discussion of New Policy #6313: Vehicle and Body Cameras
- Update on Super Saturday
- Discussion of RGV Focus Scorecard
- Review of Institutional Performance Indicators/Key Performance Indicators (IPIs/KPIs)
- Discussion of Classification for Participation at President's Administrative Staff Meetings
- Discussion of Research Brief: Which Students Drop?
- Discussion of CB Compliance Monitoring Audit of Formula Funding
- Discussion of Response to CB Rules Regarding Testing for Dual Credit Eligibility
- Discussion of Action and Feedback on March 8, 2016 Board Committee Meetings
- Discussion of ATD Coaches Visit and Feedback
- Update on Continuing Education Enrollment Audit by the CB
- Review and Discussion of Internal Reference Check Process
- Continued Discussion of Proposed LEAN Enterprise HR Hiring Procedures
- Review and Discussion of Recommendations for Licenses and Certifications
- Update on the 11th Annual Summit on College and Career Readiness
- Review and Discussion of RAND Report
- Review and Discussion of ATD Report
- Discussion of Verification of Compliance with the Provisions of HB 699 (Responses to Sexual Assaults on Campus) as Requested by the House Committee on Higher Education
- Discussion of Pilot JagNet Access for PSJA Staff
- Discussion of South Texas Doctoral Cohort with National University
- Update on Title IX
- Discussion of Achieving the Dream Coaches Site Visit
- Review of Research Brief on Dropped Students
- Review and Discussion of Institutional Performance Indicators and Key Performance Indicators
- Review of Program Summary for AAS in Welding
- Review of Policy 3335: Student Attendance
- Review and Discussion of Aspen Prize Round One Eligibility Data
- Update on Hobson's Radius CRM Project
- Update on Banner EX Upgrade

- Review of Spring 2016 Marketing Efforts
- Update on Preparations for SACS 5th Year Report
- Presentation of All Hazards Emergency Plan
- Update on Coordinating Board Mandatory Audit of Formula Funding
- Review of Campus Improvement Projects (CIP) for FY 2016-2017
- Discussion of Equipment and Furniture Needs for New Buildings
- Discussion of Building Names for the New Bond Buildings
- Discussion of Ground Breaking Events for the New Bond Buildings
- Review and Discussion of the Guaranteed Maximum Price (GMP) for Bond Projects
- Review of Staffing Needs for New Buildings



*Education and Workforce
Development Committee
Minutes
March 8th, 2016*

**South Texas College
Board of Trustees
Education and Workforce Development Committee
Ann Richards Administration Building, Board Room
Pecan Campus, McAllen, Texas
Tuesday, March 08, 2016 @ 2:30 p.m.**

MINUTES

The Education and Workforce Development Committee Meeting was held on Tuesday, March 08, 2016 in the Ann Richards Administration Building Board Room at the Pecan Campus in McAllen, Texas. The meeting commenced at 2:30 p.m. with Mrs. Graciela Farias presiding.

Members present: Mrs. Graciela Farias, Dr. Alejo Salinas, Jr., and Mr. Gary Gurwitz

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

Members absent: None

Also present: Dr. Shirley A. Reed, Dr. Anahid Petrosian, Mrs. Wanda Garza, Mr. Matthew Hebbard, Mr. Jayson Valerio, Mrs. Laura Sanchez, Dr. Christopher Nelson, Mrs. Kristina Wilson, Mr. Hector Cavazos, Mr. William Buhidar, Mrs. April Castaneda, Ms. Yvette Gonzalez, and Mr. Andrew Fish.

Approval of Minutes for Tuesday, February 16, 2016 Committee Meeting

Upon a motion by Dr. Alejo Salinas, Jr. and a second by Mr. Gary Gurwitz, the Minutes for the Education and Workforce Development Committee meeting of Tuesday, February 16, 2016 were approved as written. The motion carried.

Review of Proposed Prospective Student Guide for Applying to Associate Degree Nursing Program

- A. Traditional Registered Nurse (RN) Track,
- B. Licensed Vocational Nurse (LVN) to Registered Nurse (RN) Track, and
- C. EMT Paramedic to Registered Nurse (RN) Track.

Background

In November 2015, Mr. Jayson Valerio, Interim Dean for Nursing & Allied Health, presented to the Education and Workforce Development Committee on the selective admission process for students wishing to pursue their Associate Degree in Nursing and subsequently to test for the Registered Nursing (RN) state licensure.

During the presentation and subsequent discussion, the Committee and administration discussed the admission requirements, program accountability, and student application

process. The Committee expressed their support for the program and the caliber of safe practitioners graduating from the South Texas College Associate Degree Nursing Program.

The Committee members did express concern about comments they have received from some applicants and students that showed that some individuals have left advising and counseling sessions with inconsistent understandings of the program application and completion requirements.

The Committee advised program administration to implement clear written procedures to guide advising and counseling sessions to ensure that all applicants and students are provided with consistent information about the ADN program to minimize miscommunication and misunderstanding among those who are not admitted or who struggle to successfully complete the program's necessarily stringent requirements.

Proposed Prospective Student Guide for applying to Associate Degree Nursing Program and Process

Following the request of the Committee, administration coordinated with faculty and staff to develop a written *Proposed Prospective Student Guide for applying to Associate Degree Nursing Program* to provide prospective ADN Program students with clear, consistent information about the process, application requirements, evaluation, and program expectations.

The Proposed Prospective Student Guide was for students applying to one of the three available tracks to earn an Associate Degree in Nursing at South Texas College:
Traditional Registered Nurse (RN) Track,
Licensed Vocational Nurse (LVN) to Registered Nurse (RN) Track, and
EMT Paramedic to Registered Nurse (RN) Track.

The *Proposed Prospective Student Guide for applying to Associate Degree Nursing Program* was provided under separate cover for the Committee's review.

Dr. Reed, and Mr. Jayson Valerio, Interim Dean for Nursing & Allied Health, reviewed the proposed guidebook with the Committee and responded to questions. Dr. Anahid Petrosian, Vice President for Academic Affairs, also responded to questions.

The Committee expressed their overall satisfaction with the *Proposed Prospective Student Guide for applying to Associate Degree Nursing Program*, stating that the development of this guide was commendable. The Committee also asked for a review of the data showing the correlation between the selective admission criteria, notably HESI scores and GPA in prerequisite courses, and student success completing the program and earning licensure.

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

Review and Recommend Action on Proposed Revisions to Policy #3200: Student Admissions

Approval of the proposed revisions to Policy #3200: *Student Admissions* will be requested at the March 29, 2016 Regular Board Meeting.

It was necessary to revise Policy #3200: *Student Admissions* to bring the policy in line with concurrent changes proposed for the College Catalog which, together, would update the College's admissions and curriculum. Policy #3200 had not been updated since its last revision in November 2006.

Due to the scope of the proposed revisions to Policy #3200: *Student Admissions*, the revisions were presented as a complete document without markup showing each change. The existing policy was provided separately to allow for comparison by the Committee.

The proposed revisions would bring the policy in line with the recent Texas Success Initiatives (TSI) requirements, removing reference to alternative college readiness testing methods that are no longer available to Texas students.

The proposed revisions would narrow the policy to focus on general student admissions for South Texas College. These revisions required the removal any specific admissions requirements to selective admissions programs at the College. Those selective program admissions requirements would be addressed within the College Catalog, which provides detailed program and course information for students, faculty, and staff. The College Catalog is updated annually to provide the most current information.

The packet also included matrices outlining the special requirements of selective admissions programs. These matrices were not part of the policy, but were provided to highlight the selective admissions programs and their requirements, which would be found in the Course Catalog as described.

The Policy was reviewed by the President's Cabinet and the Admissions Policy Review Committee.

Upon a motion by Mr. Gary Gurwitz and a second by Dr. Alejo Salinas, Jr., the Committee recommended Board approval of the proposed revisions to Policy #3200: *Student Admissions* which would supersede any previously adopted Board policy. The motion carried.

Review and Recommend Action on Proposed Revisions to Policy #3335: *Student Attendance*

Approval of the proposed revisions to Policy #3335: *Student Attendance* will be requested at the March 29, 2016 Regular Board Meeting.

The proposed revisions to Policy #3335: *Student Attendance*, which had not been revised since July 2006, were necessary to:

- Reflect the inclusion of attendance guidelines in the faculty and student handbooks and respective course syllabi; and
- Update the policy to refer students to Policy #4216: *Discrimination, Harassment, Retaliation, and Sexual Misconduct* as appropriate under Title IX regulations.

The Policy was reviewed by the President's Cabinet and the President's Administrative Staff.

The revised policy was included in the packet for the Committee's information and review. The additions to the policy were highlighted in yellow and the deletions were designated with a red strikeout.

South Texas College Attendance Guidelines

The packet also included the *South Texas College Attendance Guidelines*, which provided the general attendance guidelines used at the College, though some departments or divisions may implement stricter attendance requirements as appropriate to their particular disciplines.

These general guidelines outlined basic absence requirements and further clarified students' rights and College resources provided in compliance with Title IX.

Upon a motion by Mr. Gary Gurwitz and a second by Dr. Alejo Salinas, Jr., the Committee recommended Board approval of the proposed revisions to Policy #3335: *Student Attendance* which would supersede any previously adopted Board policy. The motion carried.

Review and Committee Action as Necessary to Offer an Associate of Applied Science Degree in Welding Technology

The Education and Workforce Development Committee is asked to recommend Board approval to offer an Associate of Applied Science Degree in Welding Technology.

Development of this program was authorized by the Education and Workforce Development Committee in November 2014. The program is now presented to the Education and Workforce Development Committee for review and recommendation to the Board of Trustees for approval before being offered to students.

South Texas College currently offers Certificates in Combination Welding and in Structural Welding.

Students will learn welding skills, including basic metallurgy and inspection procedures, appropriate for a career in manufacturing, ship building, oil refinement and processing, nuclear and wind energy, aerospace, and motorsports industries.

This program is designed to be appropriate for new students as well as for experienced professionals who desire the opportunity to pursue academic and career opportunities in this area.

The following pages were included in the Program Development Brief:

1. Program Summary;
2. Program Demand;
3. Admission Requirements;
4. Marketing Plan;
5. Retention Plan;
6. Graduation Plan; and
7. Resources Required for Program Operation.

The program operating and instructional costs have been estimated, and were provided following the Program Development Brief.

Dr. Anahid Petrosian, Vice President for Academic Affairs and Kristina Wilson, Associate Dean of Curriculum and Student Learning, reviewed the proposed new program and the development process with the Committee and responded to questions.

Upon a motion by Dr. Alejo Salinas, Jr. and a second by Mr. Gary Gurwitz, the Education and Workforce Development Committee recommended Board approval to offer an Associate of Applied Science Degree in Welding Technology as presented. The motion carried.

Presentation on New Ceramic Kiln Building

Mr. William Buhidar, Assistant Dean for Fine and Performing Arts, provided a brief presentation on the Ceramic Kiln Building, recently completed after great support by the Board of Trustees.

He then shared the background of the construction project, leading up to the scheduled 4:00 p.m. Ribbon Cutting ceremony, which all Trustees and administration, faculty, staff, and students were invited to attend.

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 March 08, 2016 Education and Workforce Development Committee of the South Texas College Board of Trustees.

Mrs. Graciela Farias
Presiding

*Facilities Committee
Minutes
March 8th, 2016*

**South Texas College
Board of Trustees
Facilities Committee
Ann Richards Administration Building, Board Room
Pecan Campus, McAllen, Texas
Tuesday, March 08, 2016 @ 4:30 PM**

MINUTES

The Facilities Committee Meeting was held on Tuesday, March 08, 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. Ken Lyons, Mr. Gilbert Gallegos, Ms. Diana Bravos Gonzalez, Mr. Rolando Garcia, Mr. Raul Cabaza, Mr. Jerry Bravenec, and Mr. Andrew Fish

Approval of February 16, 2016 Facilities Committee Meeting Minutes

Upon a motion by Mr. Paul R. Rodriguez and a second by Dr. Alejo Salinas, Jr., the Minutes for the Facilities Committee meeting of February 16, 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 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 Starr County 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 Starr County Campus Parking and Site Improvements will be requested at the March 29, 2016 Board meeting.

Purpose

Authorization was requested to approve additional services with the civil engineering firm for the design of landscape and irrigation at the Starr County Campus for the 2013 Bond Construction program.

Justification

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

Background

At the March 31, 2015 South Texas College Board of Trustees 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 a civil engineering firm for landscape and irrigation with sub-consultant SSP Design was recommended for the 2013 Bond Construction Parking and Site Improvements project at the Starr County 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
Starr County Campus	Melden and Hunt	\$9,000	\$900	\$0	\$9,900

*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 Melden and Hunt was enclosed.

Presenters

Representatives from Broaddus & Associates attended the Facilities Committee meeting addressed questions by the committee related to this recommendation.

Upon a motion by Mr. Gary Gurwitz and a second by Ms. Rose Benavidez, the Facilities Committee recommended Board approval of the amendment to the agreement for additional services with Melden and Hunt for landscape and irrigation design consultants in the amount of \$9,900 for the 2013 Bond Construction Starr County Campus Parking and Site Improvements as presented. The motion carried.

Review and Recommend Action on Partial Guaranteed Maximum Price for the 2013 Bond Construction Technology Campus Southwest Building Renovation

Approval of a partial Guaranteed Maximum Price (GMP) for the 2013 Bond Construction Technology Campus Southwest Building Renovation will be requested at the March 29, 2016 Board meeting.

Purpose

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. In certain instances, it is necessary for the CM@R to submit a request for approval of a partial GMP in order to maintain the timeline required to arrive at the scheduled date for completion of a project.

Justification

The partial GMP that was submitted was necessary for the CM@R to begin with the work to meet their overall construction schedule. EGV Architects submitted construction documents with enough information regarding the site and interior demolition work of the project

Background

EGV Architects was working to complete the 60% set of construction documents for the project necessary for the CM@R to provide a complete GMP for review by the project team and approval by the College's Board of Trustees. At the time of the Committee meeting, the CM@R submitted a partial GMP for the selective site demolition around the building and extensive demolition of the interior of the building. Approval of the partial GMP would allow for the construction to begin and was in an effort for the CM@R to meet

their overall construction schedule. The architect provided the necessary construction documents to E-Con Group which provided the partial GMP in the amount of \$550,710.

Funding Source

The current Construction Cost Limitation (CCL) for the Technology Campus Southwest Building Renovations project was \$12,000,000. The CM@R would submit the final GMP at a later date which would include this partial GMP. Bond funds were budgeted in the Bond Construction budget for fiscal year 2015-2016.

Reviewers

The partial GMP was reviewed by Broaddus & Associates Cost Control Estimator Joseph Gonzalez, who concurred with the pricing as presented in the Construction Manager-at-Risk's proposal.

Enclosed Documents

A memorandum from Broaddus and Associates and a description of the partial GMP submitted by E-Con Group was enclosed.

Presenters

Representatives from Broaddus & Associates, EGV Architects, and E-Con Group attended the Facilities Committee meeting to present the proposed partial GMP.

Upon a motion by Mr. Gary Gurwitz and a second by Ms. Rose Benavidez, the Facilities Committee recommended Board approval of the partial guaranteed maximum price (GMP) in the amount of \$550,710 with E-Con Group for the 2013 Bond Construction Technology Campus Southwest Building Renovation 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

Approval to authorize the use of construction contingency fund by Broaddus and Associates for the 2013 Bond Construction program will be requested at the March 29, 2016 Board meeting.

Purpose

Authorization was requested to allow Program Managers Broaddus and Associates, to use the construction contingency funds for the 2013 Bond Construction projects.

Justification

In anticipation of construction and management of the overall Bond Construction program, Broaddus and Associates recommended streamlining the existing process for the use of the construction contingency funds. Upcoming construction activity would create a significant amount of information processing which included the tracking of potential changes within the Guaranteed Maximum Price (GMP). The intent was to maintain project

completion milestones by expediting decision-making and to delegate the management of the project process to Broaddus and Associates.

Background

Construction contingency allowance (CCA) was a predetermined sum of money designated for a yet to be determined issue that can change the scope of the work during the actual construction of a project. As per the Construction Manager-at-Risk contract, the CCA was controlled solely by the Owner and must be modified by Change Order issued by the Program Manager and approved by the owner. The total amount estimated for contingencies was \$1,742,000, as shown in a table provided as supplemental documentation within the packet. Expenditures from the CCA would occur within the GMP amount and would not change the total Contract Price.

As proposed by Broaddus and Associates, the use of the construction contingency by Broaddus and Associates would be for necessary changes up to \$10,000 per item but would not exceed a combined total of \$25,000 per month. The proposed multi-level change approval process was proposed as follows:

Level	Approved By	Change Amounts		Aggregate for Month
		From	To	
Level One	Broaddus & Associates	\$.01	\$10,000.00	\$50,000
Level Two	Vice President FAS & President	\$10,000.01	\$25,000.00	
Level Three	Board of Trustees	\$25,000.01	Above \$25,000.01	N/A

Broaddus and Associates would provide a contingency expenditure update to the Facilities Committee and Board of Trustees as part of their monthly update. In addition to the construction contingency update, any associated time related to weather or unforeseen conditions would be provided as part of the monthly update.

Enclosed Documents

The packet included a spreadsheet outlining the construction contingency funds for the 2013 Bond Construction projects. Also included was a list of examples of potential uses for contingency fund and a sample change order document to be used for this purpose.

Presenters

Representatives from Broaddus & Associates attended the Facilities Committee meeting to respond to questions related to this recommendation.

Mr. Gary Gurwitz expressed concern about the authorization levels requested by Broaddus and Associates, and the plan to include a separate level for authorization by College administration. He proposed limiting the use of CCA, without prior Board

approval, to individual change amounts at or below \$5,000, with an aggregate total not to exceed \$25,000 per calendar month. Broaddus & Associates, as Construction Program Manager, would be authorized to approve change orders as necessary within that limitation, and would report monthly to the Board.

Mr. Gurwitz stated that the established limit of \$5,000 per individual change amount would be a starting point for the bond construction program. Once construction began, the CPM would be able to request the Facilities Committee and Board to revisit the established limit if approval of change orders was impeding the ongoing projects. Any such request would need to include a detailed accounting of why change orders in excess of the established limit were necessary, to help identify any problems in the bond construction program.

Mr. Paul R. Rodriguez expressed concern that the CPM be given authority to approve any change orders without first consulting with staff, and proposed that any change order up to \$5,000 require CPM and administration approval, not to exceed an aggregate total of \$25,000 in any calendar month.

Ms. Rose Benavidez requested a review of change orders from the previous bond construction program, and Mr. Gilbert Gallegos and Mrs. Mary Elizondo, Vice President for Finance and Administrative Services, agreed to locate the information for review by the Facilities Committee.

Upon a motion by Mr. Gary Gurwitz and a second by Mr. Jesse Villarreal, the Facilities Committee recommended Board approval to delegate the approval of Change Orders from use of construction contingencies as part of the 2013 Bond Construction Program to Broaddus & Associates as the Construction Program Manager, for individual change amounts not to exceed \$5,000 and additionally not to exceed \$25,000 per calendar month, without any requirement of oversight by College administration. The motion carried, with Mr. Rodriguez opposed.

Review and Recommend Action on the Approval to Purchase Insurance Coverage for the 2013 Bond Construction Program

Approval to purchase insurance coverage for the 2013 Bond Construction Program will be requested at the March 29, 2016 Board Meeting.

Justification

At the December 15, 2015 Board Meeting, the benefits of using an Owner-Controlled Insurance Program (OCIP) for the 2013 Bond Construction Program were presented and the use of this program was approved.

Background

At the December 15, 2015 Board Meeting, the benefits of using an Owner-Controlled Insurance Program for the 2013 Bond Construction Program were presented and the use of this program was approved by the Board of Trustees. At the January 26, 2016 Board Meeting, authorization was requested to award proposals for the procurement of insurance agent services to establish an OCIP for the 2013 Bond Construction Program. The Board approved awarding proposals for insurance agent services to Carlisle Insurance Agency, Inc.

On February 26, 2016, Carlisle Insurance submitted a proposal to South Texas College for an Owner Controlled Insurance Program. After working with the College’s risk management consultant, Raul Cabaza, college staff, and Broaddus & Associates, Carlisle Insurance gathered the necessary underwriting information required to prepare a formal quotation for the college. Multiple options were presented for the College to consider.

In reviewing other OCIPs with project sizes between \$50 million and \$400 million, Carlisle Insurance found that the average minimum limits purchased were \$50 million. Most of the OCIPs purchased limits equal to half of the project value, with some purchasing limits equivalent to the project size up to \$100 million. The industry norm for OCIP costs was 1% of the total project costs. The program being recommended was therefore within the industry norm for pricing and coverage limits.

The recommended OCIP was as follows:

Primary General Liability	\$2,000,000 occurrence / \$4,000,000 aggregate
Excess Liability	\$50,000,000
Owners Protective Professional Indemnity (OPPI)	\$5,000,000
Contractors Pollution Liability (CPL)	\$10,000,000
Builders Risk	TBD*
Total Cost (Not including Builder’s Risk)	\$1,250,671 (less than 1% of total Bond Construction)

** Builder’s Risk pricing will be determined after Guarantee Maximum Pricing (GMP) is received from the general contractors. However, Carlisle Insurance has marketed this extensively with numerous insurance providers and the best terms are coming in from Hanover Insurance and Travelers Insurance. Rates are a little less than \$0.10 per \$100 of costs. Carlisle Insurance expects to price this downward once the GMP’s are available. Example: \$0.10 annual rate on \$159 million bond construction project develops a Builders Risk Premium of \$159,000. This should not be used for any budget at this time as it will likely be reduced.*

The recommended coverage did not includes Workers’ Compensation coverage.

Coverage Descriptions:

- Primary General Liability – provides coverage for third party bodily injury or property damage along with products and completed operations with a 10 year reporting period for all contractors enrolled in the OCIP.
- Excess Liability – additional limits of coverage over the primary general liability
- Owners Protective Professional Indemnity (OPPI) - indemnifies the owner (college) for their loss resulting from a claim associated with the architects or engineers. The architects and engineers only carry a \$1,000,000 limit on their professional liability coverage; therefore, this policy would provide the College additional coverage in excess of the architects and engineers policy.
- Contractors Pollution Liability (CPL) - provides pollution/environmental coverage for a pollution related claim that arises during the project.
- Builders Risk - property coverage for the projects during the construction process, which can also include coverage for materials. Purchasing through the OCIP insures that there is continuity, no gaps in coverage, deductibles are similar, and lower costs.

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, Risk Management Consultant, Vice President for Finance and Administrative Services, and staff from the Facilities Planning and Construction, Operations and Maintenance, Purchasing, and Risk Management Departments.

Enclosed Documents

The following documents were provided by Carlisle Insurance and were included within the packet:

- Recommendation Letter
- OCIP Options Spreadsheet
- Marketing List

Presenters

Representatives Jerry Bravenec from Carlisle Insurance and Raul Cabaza, the college's risk management consultant, attended the Facilities Committee meeting to respond to questions related to this recommendation.

Mr. Bravenec provided a new handout that listed the estimated cost of Builder's Risk at \$159,000. This was based on an estimate of 0.1% of the program cost, although the handout was mislabeled as 10%. During the discussion, that number was reviewed, and Mr. Bravenec agreed the final Builder's Risk premium would be even lower, as it would be based on construction costs alone, not including soft costs.

Upon a motion by Mr. Paul R. Rodriguez and a second by Mrs. Graciela Farias, the Facilities Committee recommended Board approval to purchase insurance coverage for the 2013 Bond Construction program as presented. The motion carried.

Review and Recommend Action on Contracting Construction Services for the Non-Bond Pecan Campus Building K Student Enrollment Center

Approval to contract construction services for the Non-Bond Pecan Campus Building K Student Enrollment Center will be requested at the March 29, 2016 Board meeting. On October 28, 2014, the Board of Trustees previously approved design services with Boultinghouse Simpson Gates Architects to prepare plans and specifications for the renovation of space in the Pecan Campus Student Services Building K to create the Enrollment Center. As a result, the design team at Boultinghouse Simpson Gates Architects completed the plans necessary for this project.

Boultinghouse Simpson Architects worked with STC staff in preparing and issuing the necessary plans and specifications for the solicitation of competitive sealed proposals. Solicitation of competitive sealed proposals for this project began on February 8, 2016. A total of ten (10) sets of construction documents were issued to general contractors, sub-contractors, suppliers, and plan rooms and a total of five (5) proposals were received on February 25, 2016.

Staff evaluated these proposals and prepared a proposal summary, and the highest-ranked proposal was above the budgeted amount and beyond the \$500,000 construction cost limit when using the "Architectural Services On Call" process.

Staff discussed the proposals with the architect and determined the best step forward was to reject the proposals and redesign the project to bring costs in line with the budgeted amount.

Upon a motion by Mr. Gary Gurwitz and a second by Dr. Alejo Salinas, Jr., the Facilities Committee recommended Board approval of the rejection of construction proposals for the Non-Bond Building K Student Enrollment Center project as presented. The motion carried.

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 March 29, 2016 Board Meeting:

	Projects	Substantial Completion	Final Completion	Documents Attached
1.	Pecan Campus Infrastructure for the Relocation of Portable Buildings Engineer: Melden and Hunt Contractor: Celso Gonzalez Construction, Inc.	Recommended	Estimated April 2016	Substantial Completion
2.	Pecan Campus Building B Covered Area for Ceramic Art Kilns Architect: EGV Architects Contractor: Holchemont	Approved February 2016	Recommended	Final Completion Letter

1. Pecan Campus Infrastructure for the Relocation of Portable Buildings

It was recommended that substantial completion for this project with Celso Gonzalez Construction, Inc. be approved.

Melden and Hunt 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 February 2, 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 included in the packet.

Contractor Celso Gonzalez Construction, 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 April 2016 Board meeting.

2. Pecan Campus Building B Covered Area for Ceramic Kilns

It was recommended that final completion and release of final payment for this project with Holchemont 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 Holchemont be approved. The original cost approved for this project was in the amount of \$339,259.

The following chart summarizes the above information:

Construction Budget	Approved Proposal Amount	Net Total Change Orders	Final Project Cost	Previous Amount Paid	Remaining Balance
\$350,000	\$339,259	\$4,533.85	\$343,792.85	\$326,603.16	\$17,189.69

On February 16, 2016, Planning & Construction Department staff along with EGV Architects inspected the site to confirm that all punch list items were completed. The packet included a final completion letter from EGV Architects acknowledging all work is complete and recommending release of final payment to Holchemont in the amount of \$17,189.69.

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 5:50 p.m.

I certify that the foregoing are the true and correct minutes of the March 08, 2016 Facilities Committee Meeting of the South Texas College Board of Trustees.

Mr. Gary Gurwitz, Chair

*Finance & Human
Resources Committee
Minutes
March 8th, 2016*

**South Texas College
Board of Trustees
Finance and Human Resources Committee
Ann Richards Administration Building Board Room
Pecan Campus
Tuesday, March 08, 2016
@ 5:30 p.m.
McAllen, Texas**

Minutes

The Finance and Human Resources Committee Meeting was held on Tuesday, March 08, 2016 in the Ann Richards Administration Building Board Room at the Pecan Campus in McAllen, Texas. The meeting commenced at 5:55 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, Ms. Katarina Bugariu, Mr. Cody Gregg, and Mr. Andrew Fish

**Approval of February 16, 2016 and February 22, 2016 Finance and
Human Resources Committee Minutes**

Upon a motion by Ms. Rose Benavidez and a second by Mr. Paul R. Rodriguez, the Minutes for the Finance and Human Resources Committee Meetings of February 16, 2016 and February 22, 2016 were approved as written. The motion carried.

**Review and Recommend Action on Award of Proposals, Reject Proposal,
Purchases, and Renewals**

The Finance and Human Resources Committee was asked to recommend Board approval of the following proposal awards, rejection of a proposal, purchases, and renewals:

A. Awards

B. Instructional Items

C. Non – Instructional Items

D. Technology Items

A. Awards

- 1) **Building Moving Services (Award):** award the proposal for building moving services to **Zuniga’s House Movers, LLC.** (San Juan, TX), for the period beginning May 1, 2016 through April 30, 2017 with two one-year options to renew, at an estimated cost of \$75,000.00;
- 2) **Digital Signage Upgrade (Award):** award the proposal for the digital signage upgrade to **Audio Visual Aids Corp** (San Antonio, TX), at a total amount of \$172,236.00;
- 3) **Online Continuing Education Services (Award):** award the proposal for online continuing education services for the period beginning March 30, 2016 through March 29, 2017 with two one-year option to renew, at an estimated cost of \$36.00 to \$7,495.00 per class. There are no deposits required, no minimum orders or any initial inventory to purchase. The vendors are as follows:
 - **Education To Go/A Division of Cengage Learning, Inc. (Mason, OH)**
 - **World Education, LLC.** (Arlington, TX)
- 4) **Printing of Business Forms (Award):** award the proposal for the printing of business forms for the period beginning March 30, 2016 through March 29, 2017 with two one-year options to renew, at an estimated cost of \$27,694.85. The vendors are as follows:

#	Vendor	Amount
1	Curtis 1000, Inc. (McAllen, TX)	\$15,493.72
2	Gateway Printing and Office Supply, Inc. (Edinburg, TX)	\$9,125.13
3	Micah’s Printing (Berwyn, PA)	\$3,076.00

- 5) **Records Management Services (Award):** award the proposal for records management services to **Creative Imaging, LLC.** (Edinburg, TX) (New) with two one-year options to renew, for the period beginning March 30, 2016 through March 29, 2017, at an estimated cost of \$15,000.00;
- 6) **Food Products (Reject):** reject the proposals received for the food products to include additional food products, accessories, and supplies and re-advertise;

B. Instructional Items

- 7) **Desktop Machining System (Purchase):** purchase a desktop machining system from **Technical Laboratory Systems, Inc.** (Houston, TX), a sole source vendor, at a total cost of \$13,995.00;
- 8) **Online Essay Review Services Agreement (Purchase):** purchase an additional online essay review services agreement with **Smarthinking/NCS Pearson, Inc.** (Chicago, IL), a sole source vendor, for the period beginning April 1, 2016 through August 31, 2016, at an estimate amount of \$12,500.00 which provides 500 service hours;
- 9) **Online Tutoring Service Agreement (Purchase):** purchase an additional online tutoring service agreement from **Upswing International, Inc.** (Austin, TX), a sole source vendor, for the period beginning April 1, 2016 through August 31, 2016, at a total cost of \$10,000.00 which provides 500 service hours;
- 10) **3D Printer (Purchase):** purchase a 3D printer from **Technical Laboratory Systems, Inc.** (Houston, TX), a sole source vendor, at a total cost of \$21,000.00;

11)Ultrasound Equipment Maintenance Agreement (Renewal): renew the ultrasound equipment maintenance agreement with **GE Healthcare** (Milwaukee, WI), a sole source vendor, for the period beginning March 1, 2016 through February 28, 2017, at a total cost of \$14,260.00;

C. Non – Instructional Items

12)Chiller Chemicals and Maintenance (Purchase): purchase chiller chemicals and maintenance from **U.S. Water Services, Inc./dba ChemCal** (St. Michael, MN), a State of Texas Purchasing and Support Services (TPASS) – Term Contract approved vendor, for the period beginning March 30, 2016 through August 31, 2016, at the estimated amount of \$27,000.00 which is based on prior year expenditures:

13)Furniture (Purchase): purchase furniture from the State of Texas Multiple Award Schedule (TXMAS) approved vendors, at a total amount of \$48,536.56;

#	Vendor	Amount
A	Allsteel, Inc./Gateway Printing and Office Supply, Inc. (Edinburg, TX)	\$4,173.12
C	Datum Filing Systems, Inc./Gateway Printing and Office Supply, Inc. (Edinburg, TX)	\$2,038.62
B	Exemplis Corporation/Gateway Printing and Office Supply, Inc. (Edinburg, TX)	\$2,143.44
C	The Hon Company/Gateway Printing and Office Supply, Inc. (Edinburg, TX)	\$1,508.62
D	Krueger International, Inc./Gateway Printing and Office Supply, Inc. (Edinburg, TX)	\$38,672.76
	Total	\$48,536.56

14)Professional Development Consultant Services (Purchase): purchase professional development consultant services from **Dr. Heide Wrigley** (Las Cruces, NM), a sole source vendor, for the period beginning April 1, 2016 through November 30, 2016, at a total amount of \$25,000.00;

D. Technology

15)Adobe License Subscription Agreement (Purchase): purchase the Adobe license subscription agreement from **Software House International (SHI) Government** (Austin, TX), a State of Texas Department of Information Resources (DIR) approved vendor, for the period beginning April 7, 2016 through April 6, 2017, at an estimated amount of \$20,400.00;

16)Computers, Laptop, and Scanner (Purchase): purchase of computers, laptop, and scanner from the State of Texas Department of Information Resources (DIR) approved vendors **Dell Marketing, LP.** (Dallas, TX) and from the Texas Cooperative Purchasing Network (TCPN) approved vendor **CDW Government** (Vernon Hills, IL), in the total amount of \$40,357.94;

- 17) McAfee Web Gateway Hardware (Purchase):** purchase McAfee web gateway hardware from **Dell Marketing, LP.** (Dallas, TX), a State of Texas Department of Information Resources (DIR) approved vendor, at a total cost of \$49,773.38;
- 18) Network Cable and Supplies (Purchase):** purchase network cable and supplies from **Anixter, Inc.** (Shavano Park, TX), a State of Texas Department of Information Resources (DIR) approved vendor, at a total amount of \$23,596.90;
- 19) Terminals and Servers (Purchase):** purchase terminals and servers from **Logical Front, LLC.** (The Woodlands, TX), a State of Texas Department of Information Resources (DIR) approved vendor, at a total cost of \$81,486.72;
- 20) Uninterruptable Power Supplies (UPS) and Batteries (Purchase):** purchase uninterruptable power supplies (UPS) and batteries from **Black Rock Technology Group** (Bridgeport, CN) (New), a Texas Association of School Boards – Buyboard approved vendor, at a total cost of \$23,832.00;
- 21) Virtual Desktop Licenses (Purchase):** purchase virtual desktop licenses from **Dell Marketing, LP.** (Dallas, TX), a State of Texas Department of Information Resources (DIR) approved vendor, at a total cost of \$15,389.61;
- 22) Clean Address Software Support and Maintenance Subscription (Renewal):** renew the clean address software support and maintenance subscription with **Runner Technologies, Inc.** (Boca Raton, FL), a sole source vendor, for the period beginning March 6, 2016 through March 5, 2017, at a total cost of \$10,411.74.

SUMMARY TOTAL:

The total for all proposal awards, reject proposal, purchases, and renewals was \$727,470.70.

Because the Facilities Committee previously recommended the rejection of construction bids for renovations at the Student Services Building, staff asked the Finance and Human Resources Committee to take no action on items #19 and #21 above. They may be presented again if and when renovations are started on the related project.

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 proposal awards, rejection of a proposal, purchases, and renewals as presented, except for #19 and #21. The motion carried.

Review and Recommend Action on Auction of the Technology Campus Chillers

Approval to auction the existing chiller at the Technology Campus Southwest Building E will be requested at the March 29, 2016 Board meeting.

Purpose – Facilities, Maintenance, and Operations requested the auction of an existing chiller at the South Texas College Technology Campus Southwest Building E due to the 2013 Bond Construction Renovation Project for that building.

Justification – The Carrier 160 ton chiller was proposed for auction due to the upcoming renovation of the Technology Campus Southwest building. The chiller was not in use and needed to be removed before the demolition begins. This chiller was part of the existing building's air condition system and would not be used once the 2013 Bond Construction Renovation Project was completed.

Reviewers – This item was inspected by Facilities, Maintenance, and Operations, Fixed Assets Department, and the Vice President for Finance and Administrative Services and it was recommended that it be auctioned, with Board approval.

Background – This Carrier 160 ton chiller was part of the August 31, 2013 purchase of the Southwest Building E which would be renovated as part of the 2013 Bond Construction Projects.

Mary Elizondo, Vice President for Finance and Administrative Services, George McCaleb, Director of Operations, and Becky Cavazos, Director of Purchasing, attended the 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 Mr. Roy de León, the Finance and Human Resources Committee recommended Board approval of the auction of the existing Carrier 160 ton chiller at the Technology Campus Southwest Building E as presented. The motion carried.

Review and Discussion of Preliminary Proposed Salary Adjustments for Faculty and Non-Faculty Personnel for FY 2016-2017

Proposed salary adjustments for Faculty and Non-Faculty Personnel for FY 2016-2017 were being studied.

a. Faculty Salary Increases

The College used a Faculty Salary Schedule that included Steps based on degree attainment and years of service with the College.

The approved Faculty Salary Plan for FY 2015-2016 was based on an average increase of 3%. The base for a master's degree was increased from \$40,644 to \$41,175 or by an additional \$531.00. The average 3% increase and step adjustments was approved by the Board for FY 2015-2016 at a total cost of approximately \$936,511.

In keeping with the College's commitment to retain and recruit qualified Faculty, the proposed preliminary faculty salary increase for FY 2016-2017 was approximately \$971,829, which was based on an average increase of 3%.

Faculty Salary Increases			
Category	Increase Percentage	FY 2015- 2016 Increase Amount	Proposed FY 2016-2017 Increase Amount
Faculty	3%	\$936,511	\$971,829

b. Non-Faculty Personnel Salary Increases

In Fiscal Year 2015-2016, salary increases in the amount of approximately \$806,261 were granted for existing non-faculty positions.

In keeping with the College’s commitment to recruit and retain qualified non-faculty personnel, the following estimated salary increases for Fiscal Year 2016-2017 totaling \$849,414 were proposed.

Non-Faculty Personnel Salary Increases			
Category	Increase Percentage	FY 2015- 2016 Increase Amount	Proposed FY 2016-2017 Increase Amount
Administrative	3%	\$115,899	\$122,731
Executive	3%	16,025	19,109
Classified	3%	227,205	236,112
Professional/Technical, Exempt	3%	157,618	179,383
Professional/Technical, Non Exempt	3%	289,514	292,079
Total		\$806,261	\$849,414

The FY 2016-2017 proposed estimated Salary Adjustments for Faculty were \$971,829 and for Non-Faculty Personnel were \$849,414, for a total of \$1,821,243.

Dr. Shirley Reed, President, and Mary Elizondo, Vice President for Finance and Administrative Services attended the 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. The Committee expressed support for the proposed salary increases and administration would continue to develop the FY 2016-2017 documentation as appropriate.

**Review and Discussion of Preliminary Proposed New Staff Positions
 For FY 2016-2017**

Administration reviewed the need for additional new non-faculty staffing positions for FY 2016-2017 and supported the following recommendations subject to the availability of funding and Board approval of the final budget.

A total of ten (10) new positions were requested, for a total amount of \$419,000. Funding in the amount of \$210,000, for five (5) of these new positions was identified from salary pools, resulting on a proposed net increase in salary budget of \$209,000, as follows:

Funding	Amount
Funding Requested for New Positions	\$419,000
Less -- Funding from Pool Positions	210,000
Net Salary Budget Increases for New Positions	\$209,000

A listing of the proposed new staff positions for FY 2016-2017 was included in the packet for the Committee’s information and review.

Dr. Shirley Reed, President, and Mary Elizondo, Vice President for Finance and Administrative Services attended the 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. The Committee expressed support for the new non-faculty positions and administration would continue to develop the FY 2016-2017 documentation as appropriate.

Review and Discussion of Preliminary Proposed New Non-Faculty Staff Positions for FY 2016-2017 as Necessary for the 2013 Bond Construction Program Facilities Expansion

An estimated 600,000 square feet of facilities would be added to the South Texas College campuses by the 2013 Bond Construction Program. As a result, it was anticipated that additional staff would be required to service, operate, and maintain the facilities.

Administration reviewed the need for additional new non-faculty staffing positions as necessary for the expanded facility scope for FY 2016-2017 and supported the following recommendations, subject to the availability of funding and Board approval of the final budget.

A total of 138 new positions for occupying and maintaining the new facilities was requested for a total amount of \$2,090,888. The new positions were proposed to be hired between the period of October 2016 through August 2017 in preparation of the completion and occupancy of the new facilities.

Funding Requested	Amount
2013 Bond Construction Program Facilities Expansion	
New Non-Faculty Staff Positions	\$2,090,888

A list of the preliminary proposed positions was included in the packet for the Committee's information and review.

The following is a summary of the preliminary proposed new staff positions by Classification as necessary for October 2016 through August 2017, and which therefore need to be budgeted for in Fiscal Year 2016 - 2017.

a. New Non-Faculty Staff Positions

- **Academic Affairs**
 - ⇒ 3 Classified
 - ⇒ 6 Professional/Technical Non-Exempt

- **Finance and Administrative Services**
 - ⇒ 1 Administrative/Exempt
 - ⇒ 70 Classified
 - ⇒ 3 Professional/Technical Exempt
 - ⇒ 16 Professional/Technical Non-Exempt

- **Information Services and Planning**
 - ⇒ 13 Classified
 - ⇒ 2 Professional/Technical Exempt
 - ⇒ 9 Professional/Technical Non-Exempt

- **Student Affairs and Enrollment Management**
 - ⇒ 2 Classified
 - ⇒ 4 Professional/Technical Exempt
 - ⇒ 6 Professional/Technical Non-Exempt

Dr. Shirley Reed, President, and Mary Elizondo, Vice President for Finance and Administrative Services attended the Finance and Human Resources Committee meeting to address any questions by the committee.

The Committee noted that the proposed budget included partial funding, and administration confirmed that this was because positions would be recruited and hired to be coordinated with occupancy of the new construction, and would not require full funding for the year. The Committee noted that the funding levels from these new positions would increase in subsequent years, as those positions would be funded for the entire fiscal year, as needed.

No action was required from the Committee. This item was presented for information and feedback to staff. The Committee expressed support for the proposed new positions and administration would continue to develop the FY 2016-2017 documentation as appropriate.

Review and Discussion of the Role of Investment Officers, Investment Committee, and Investment Advisor

Discussion of the role of Investment Officers, Investment Committee, and Investment Advisor was presented.

Purpose – Upon the hiring of an Investment Advisor, the College secured investments beyond CD's at the College's depository bank. Administration recommended strengthening the internal controls over the College's investments by reviewing with the Board of Trustees the role of the College's Investment Officers, Investment Committee, and Investment Advisor.

Justification – As per Policy #5120: Investment Policy and Investment Strategy Statement, Investment Officers maintain a system of internal controls over the investment activities of the College.

Background – The College's Investment Officers, Investment Committee, and Investment Advisor bear responsibilities related to the College's investments, per Board policy as indicated below. The composition and responsibilities are reflected below.

Investment Officers

The College's Investment Officers, as per College Policy #5120 Investment Policy and Investment Strategy Statement, are the Vice President for Finance and Administrative Services, the Comptroller, and one of the College's elected officials. The Investment Officers are authorized to deposit, withdraw, invest, transfer, execute documentation, and otherwise manage the College's funds accordingly. The Investment Officers may authorize one Investment Officer to deposit, withdraw, or transfer funds out of or into financial institution deposits, an investment pool or money market mutual fund in order to meet daily operating needs of South Texas College.

The Investment Officers submit an investment report to the Board of Trustees and the President on a monthly basis. The investment report describes in detail the investment position of South Texas College, is prepared jointly by all Investment Officers of the College, and is signed by each Investment Officer of the College

Investment Committee

Per Policy #5120: Investment Policy and Investment Strategy Statement, the Board of Trustees' Finance and Human Resources Committee shall be the Investment Committee. The Investment Committee shall review the investment portfolio's status and performance, determine and implement appropriate portfolio adjustments, review brokers/dealers/banks/pools and independent training sources, oversee South Texas College's Investment Advisor, monitor compliance with the Investment Policy and Investment Strategy Statement, and perform other duties as necessary to manage South Texas College's funds.

Investment Advisor

The Investment Advisor shall adhere to the spirit, philosophy, and terms of the Policy and shall invest within the same “Standard of Care.” Per the Investment Advisory Contract, approved by the Board of Trustees on March 31, 2015, the Investment Advisor, Valley View Consulting, LLC, provides consulting services to assist the College in investing public funds through an investment program consistent with its investment strategy, its investment policy and state law.

The Investment Advisor develops an investment strategy for investment of public funds by considering cash flow needs. The Investment Advisor requests solicitation from Investment Providers, such as brokers, dealers, and banks and provides the results to the College’s staff. The Investment Advisor and College staff work closely together to review the investment strategy to identify the best investments available based upon cash flow requirements, risk levels, and yields. All investment transactions are approved by the Comptroller, the Vice President for Finance and Administrative Services, and the President. As per Policy #5110: Comptroller Function: Collection, Deposit, and Disbursement of College and Grant Funds, the President, as delegated by the Board of Trustees, has the authority to open and close accounts with investment providers (brokers/dealers/banks/pools) approved by the Board. The methods/sources to be used to monitor the market price of investments that have been acquired with public funds shall be from sources deemed reliable by an Investment Advisor, including safekeeping agent, brokers/dealers, the Wall Street Journal, Bloomberg, or other market pricing services.

The Investment Advisor presents the Investment Report to the Board of Trustees on a quarterly basis.

Expanded Investment Strategies

In light of the expanded investment strategies and in order to potentially strengthen the internal controls over the investment activities of the College, Administration requests feedback on the roles and activities of the Investment Officers, Investment Committee and Investment Advisor. An example of an internal control procedure that has been recommended by the Investment Advisor is for the College’s Investment Officers, including the College’s elected official, to hold quarterly meetings with the Investment Advisor. Feedback for other strategies or activities is requested from the Committee.

Reviewers – The Vice President for Finance and Administrative Services and Business Office staff reviewed the information being presented.

Dr. Shirley A. Reed, President, and Mary Elizondo, Vice President for Finance and Administrative Services, attended the 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 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 March 3, 2016.

Dr. Shirley A. Reed, President, and Mrs. Mary Elizondo, Vice President for Finance and Administrative Services, were available to respond to questions from the Committee.

Vacancies at Beginning of Fiscal Year 2015 - 2016

Fiscal Year 2015-2016 started with 97 vacant Full Time Regular positions from the previous fiscal year, and the Board approved seventy four (74) additional new positions for a total of 171 vacant Full Time Regular positions.

Position Turnover during Fiscal Year 2015 - 2016

There were twenty eight (28) resignations, terminations, and/or retirement notices submitted for Full Time, Regular positions to date in the current fiscal year.

Positions Filled during Fiscal Year 2015 - 2016

Seventy nine (79) Full Time, Regular positions were filled to date in the current fiscal year.

Further details were provided in the Position Vacancy Report on the following pages.

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 6:37 p.m.

I certify that the foregoing are the true and correct Minutes of the March 08, 2016 Finance and Human Resources Committee Meeting of the South Texas College Board of Trustees.

Dr. Alejo Salinas, Jr.
Chair

Announcements

A. Next Meetings:

- Thursday, April 14, 2016
 - 3:00 p.m. – Education and Workforce Development Committee
 - 4:30 p.m. – Facilities Committee
 - 5:30 p.m. – Finance & HR Committee

- Tuesday, April 26, 2016
 - 5:30 p.m. – Regular Meeting of the Board of Trustees

B. Other Announcements:

- The College will hold its 11th Annual Summit on College and Career Readiness from 8:00 a.m. – 4:30 p.m. on Monday, April 4, 2016 at Region One Education Service Center, 1900 W Schunior, Edinburg, TX 78541
- The College will join the City of Pharr and Pharr San Juan Alamo ISD in a signing ceremony for the *Interlocal Agreement for Development of South Texas College Regional Center for Public Safety Excellence* at 10:00 a.m. on Tuesday, April 5, 2016 at Tierra Del Sol Golf Course, 700 E Hall Acres Rd., Pharr, TX 78577