



**SOUTH TEXAS  
COLLEGE**

**Board of Trustees  
Regular Board Meeting**

**Tuesday, May 24, 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, May 24, 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. Consideration and Action on Agenda Items**

- 1. Recognition of Outgoing Board Officers for 2014 – 2016 ..... 1
- 2. Election of Board Officers..... 2 - 3

**V. Public Comments**

**VI. Presentations ..... 4**

- A. Presentation on Celebration of May 13-14, 2016 Commencement Ceremonies

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

**A. Approval of Board Meeting Minutes ..... 5 - 45**

- 1. April 26, 2016 Regular Board Meeting

**B. Approval and Authorization to Accept Grant Award(s) ..... 46 - 47**

- 1. The Center for International Business Education and Research (CIBER) Minority Serving Institution and Community College Case Development Competition Grant from Indiana University in the Amount of \$1,500.00
- 2. The Texas Science, Technology, Engineering, and Mathematics (T-STEM) Challenge Scholarship Program Grant from the Texas Higher Education Coordinating Board (THECB) in the Amount of \$368,980.00
- 3. Additional Grant(s) Received/Pending Official Award

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

### **A. Education and Workforce Development Committee**

1. Review of Presentation to the Education and Workforce Development Committee: ..... 48 - 49
  - a. Review and Discussion of Concerns Raised by ADN Program Students in Advanced Concepts of Adult Health (RNSG 2331)

### **B. Finance and Human Resources Committee**

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    - 2) Audio Visual Equipment and Parts – II (Award)
    - 3) Audio Visual Equipment and Parts – III (Award)
    - 4) Cooper Center Conference Rooms Audio Visual Upgrade (Award)
    - 5) Distance Learning Lab Audio Visual Upgrade (Award)
    - 6) Library Database Subscription (Award)
    - 7) Metal Products for Welding Programs (Award)
    - 8) Science and Engineering Labs Analog to Digital Audio Visual Upgrades (Award)
  - B. Instructional Items
    - 9) Online Essay Review Services Agreement (Purchase)
    - 10) Simulation Recording System (Purchase)
    - 11) Spectrophotometers (Purchase)
  - C. Non – Instructional Items
    - 12) Carpet and Installation (Purchase)
    - 13) Furniture (Purchase)
    - 14) Shuttle Buses (Purchase)
    - 15) Training Services (Purchase);
    - 16) Architectural On-Call Services (Renewal)
    - 17) Grounds Maintenance (Renewal)
    - 18) Mechanical, Electrical, and Plumbing Engineering On-Call Services (Renewal)
    - 19) Online Employee Training Services (Renewal)
    - 20) Facility Usage Interlocal Agreements (Lease/Rental)
  - D. Technology
    - 21) Application Management Services (Purchase)
    - 22) Computers, Laptops, and Tablets (Purchase)
    - 23) Integration Services (Purchase)
    - 24) Online Catalog Management Software (Purchase)
    - 25) Network Cabling Services (Renewal)
    - 26) Software Maintenance and Support Agreements (Renewal)

E. Amendment of a Previously Approved Purchase

- 27) Pecan Campus Library Compact Shelving and Installation (Purchase)
- 3. Review and Action as Necessary on Participation in the National Intergovernmental Purchasing Alliance (NIPA) and National Joint Powers Alliance (NJPA) Purchasing Cooperatives..... 78 - 79
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A. Next Meetings:

- Tuesday, June 14, 2016
  - 4:00 p.m. – Facilities Committee
  - 5:30 p.m. – Finance & HR Committee
  
- Tuesday, June 28, 2016
  - 4:00 p.m. – Education and Workforce Development Committee
  - 5:30 p.m. – Regular Meeting of the Board of Trustees

B. Other Announcements:

- The College will be closed Monday, May 30th, 2016 in observance of Memorial Day.
- Summer classes begin Monday, June 6, 2016.

## **Recognition of Outgoing Board Officers for 2014 – 2016**

In appreciation for their leadership and support of South Texas College, the students, faculty, staff and administration would like to recognize and extend our sincere appreciation to the outgoing Board Officers who have completed their two-year terms.

The outgoing Board Officers are:

Mr. Roy de León, Chair  
Dr. Alejo Salinas, Jr., Vice Chair  
Mr. Paul R. Rodriguez, Secretary

Their service and dedication to making STC a world-class higher education institution and their commitment to providing each student with high expectations for success is appreciated.

This Board undertook and successfully passed its third bond and maintenance tax election, allowing for the greatly needed expansion of each of its five campuses, as well as a significant investment in the Jimmy Carter Early College High School teaching site, and the construction of a new Regional Center for Public Safety Excellence.

Dr. Reed wishes to recognize and thank each Board Officer for their last two years of service.

## **Election of Board Officers**

The Board of Trustees Policy Manual calls for the election of officers to be held at the first regular meeting of the Board of Trustees following the May trustee election in even numbered years or at any other time when necessary to fill a vacancy, TEX.EDU.CODE § 130.082.

The policy outlines the regulations that govern the manner in which each officer will be elected and describes the responsibilities for the given offices. Policy # 1100: Board Officers is included in the packet for your information.

Mr. Roy de León has served as Chair, Dr. Alejo Salinas, Jr. as Vice Chair, and Mr. Paul R. Rodriguez as Secretary for the last two years from May 2014 to May 2016.

It is necessary to elect new officers for the positions of Chair, Vice Chair, and Secretary. The Board may elect each office separately or elect a slate of officers at one time.



## MANUAL OF POLICY

<b>Title</b>	<b>Board Officers</b>	<b>1100</b>
<b>Legal Authority</b>	<b>Approval by Board of Trustees</b>	
<b>Date Approved by Board</b>	<b>Board Minute Order Dated September 14, 1995</b>	

The Board shall elect the following officers, who shall have the following duties:

### **Chairman**

A Chairman of the Board, who shall be a member of the Board, and who shall:

- a. Preside at the meetings of the Board; and
- b. Perform such other duties and functions as may, from time to time, be assigned by the Board.

### **Vice Chairman**

A Vice Chairman, who shall be a member of the Board, and who shall:

- a. Preside at meetings of the Board during the absence of the Chairman; and
- b. Perform such other duties and functions as may, from time to time, be assigned by the Board.

### **Secretary**

A Secretary who may, but does not have to, be a member of the Board and who shall:

- a. Be the official custodian of the minutes, books, records and seal of the Board; and
- b. Perform such other duties and functions as may, from time to time, be assigned by the Board.

Any other officers, as deemed necessary or advisable, who shall have the duties and responsibilities assigned by the Board.

Each officer, after election, maintains all rights and responsibilities of all Trustees, if a member of the Board, including the right to vote.

### **Eligibility for Office**

No officer shall succeed himself or herself. An officer shall be entitled to hold another office after completing a term, or terms in one office. An officer shall also be entitled to be elected to an office he has held previously, but which he did not hold in the immediately preceding term.

### **Election of Officers**

Officers of the Board shall be elected at the first regular meeting of the Board after the May trustee election in even-numbered years or at any other time when necessary to fill a vacancy. In addition to the required post-election organization, the Board may also organize at any other times.

## Presentations

### A. Presentation on Celebration of May 13-14, 2016 Commencement Ceremonies

There were five graduation ceremonies conducted at the State Farm Arena on May 13 -14, 2016.

Mrs. Wanda Garza, Vice President for Student Affairs and Enrollment Management, will introduce Mr. Matthew Hebbard, Dean of Enrollment Services and Registrar. Dean Hebbard will provide the Board with a presentation on the collaborative strategies for preparing a record number of graduates and “behind the scenes” production of the graduation ceremonies. There were over 120 people, including Trustees, administrators, faculty, and staff, that participated in the planning and production of the graduation ceremonies to honor these graduates.

#### **Number of Students Earning a Credential in each Division in Spring 2016:**

Liberal Arts	919
Social Sciences	681
Nursing and Allied Health	614
Business and Technology	1716
Math and Science	290
Baccalaureate	139
<b>Total</b>	<b>4359</b>

This presentation is for the Board’s information and feedback to staff, and no action is requested.

## **Approval of Minutes**

The following Board Meeting Minutes are submitted for approval:

1. April 26, 2016 Regular Board Meeting

### **Recommendation:**

It is recommended that the Board of Trustees of South Texas College approve and adopt the April 26, 2016 Regular 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 April 26, 2016 Regular 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, April 26, 2016 @ 5:30 p.m.**  
**Ann Richards Administration Building Board Room**  
**Pecan Campus, McAllen, Texas 78501**

**Minutes**

**Call Meeting to Order:**

The Regular Board Meeting of the South Texas College Board of Trustees was held on Tuesday, April 26, 2016 in the Ann Richards Administration Building Board Room at the Pecan Campus in McAllen, Texas. The meeting commenced at 5:30 p.m. with Mr. Roy de León, presiding.

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

Members absent: Mrs. Graciela Farias and Mr. Jesse Villarreal

Also present: Dr. Shirley A. Reed, Mr. Chuy Ramirez, Mrs. Mary Elizondo, Dr. Anahid Petrosian, Mrs. Wanda Garza, Mrs. Becky Cavazos, Mr. Cody Gregg, Dr. Virginia Champion, Mr. Pablo Hernandez, Mr. Victor Gonzalez, Mr. Matthew Hebbard, Mr. Khalil Abdullah, Dr. Margaretha Bischoff, Mrs. Brenda Balderaz, Ms. Katarina Bugariu, Mr. Paul Varville, Mr. Ricardo De La Garza, Ms. Martha Pena, Mr. Gilbert Gallegos, Mr. Rolando Garcia, Ms. Diana Bravos Gonzalez, Mr. Ruben De Jesus, Mr. Gustavo Martinez, Ms. Ana Ortega, Ms. Cristina Rodriguez, Ms. Leah Farias, Mr. Felix M. Rodriguez, Ms. Lisa Scherff, Ms. Myra Davenport, Ms. Celia Olivares, Mr. Martin Davila, Ms. Gabi Bridges, Ms. Ida Bridges, Ms. Irma De La Fuente, Ms. Genesis Acuna, Ms. Sonia Romero, Mr. David Padilla, Ms. Lilly Padilla, Ms. Priscilla Diaz, Ms. Marlena Lazalde, and Andrew Fish.

**Determination of a Quorum**

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

**Invocation:**

Ms. Rebecca Cavazos, Director of Purchasing, said the invocation.

**Public Comments:**

A delegation of students signed in for public comments and chose to defer to Ms. Lisa Scherff and Ms. Myra Davenport, who spoke on behalf of Level IV ADN Program students who had complaints regarding student success, faculty, and program related to RNSG 2331: Advanced Concepts in Adult Health Care.

Following these comments, Ms. Vanessa Tijerina spoke regarding the same issue, urging the Board to look into the students' concerns.

## **Presentations**

### **A. Review of Board of Trustees Institute, Santa Fe, NM**

Mrs. Graciela Farias was unable to attend the Board Meeting and her presentation on this item was postponed to the following Regular Board Meeting.

### **B. Presentation on May 2016 Graduation Ceremonies**

Mr. Matthew Hebbard, Dean for Enrollment Services and Registrar, presented the plans for the May 2016 Graduation Ceremonies to the Board of Trustees.

The ceremonies will take place on Friday, May 13 and Saturday, May 14, 2016 at the State Farm Arena in Hidalgo, Texas as follows:

#### **Friday, May 13, 2016**

**11:00 a.m.** Business and Technology Division  
*Information Technology Graduates*

**3:00 p.m.** Liberal Arts and Social Sciences Division  
*Liberal Arts Graduates*

**6:30 p.m.** Liberal Arts and Social Sciences Division  
*Social Science Graduates*

#### **Saturday, May 14, 2016**

**10:00 a.m.** Math and Science Division  
Nursing and Allied Health Division

**2:00 p.m.** Bachelor Programs  
Business and Technology Division

## **Approval of Minutes**

The following Board Meeting Minutes were submitted for approval:

1. March 29, 2016 Regular Board Meeting

Upon a motion by Dr. Alejo Salinas, Jr. and a second by Ms. Rose Benavidez, the Board of Trustees of South Texas College approved and adopted the March 29, 2016 Regular Board Meeting Minutes as written. The motion carried.

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

Mrs. Graciela Farias, Chair of the Education and Workforce Development Committee was unable to attend the Board Meeting and her presentation on this item was postponed to the following Regular Board Meeting.

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

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

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

The law offices of Linebarger Goggan Blair & Sampson, LLP requested consideration and possible action on the tax resale of eighty-nine (89) properties.

On March 1, 2016 Linebarger Goggan Blair & Sampson, LLP held a Tax Resale Auction at the Hidalgo County Clerk Records Management Facility for thirty-six (36) struck off properties located within Hidalgo County. The tax resale auction was published in The Monitor and several other newspapers throughout Hidalgo County.

On January 12, 2016, Linebarger Goggan Blair & Sampson, LLP held a Tax Resale Auction at the Starr County Courthouse for fifty-two (52) struck off properties located within Starr County. The tax resale auction was published in the Starr County Town Crier.

The total amount the College would receive was \$15,286.26

Linebarger Goggan Blair & Sampson, LLP submitted the analysis of the bids received for the Board of Trustees' consideration.

The Resolution Authorizing the Tax Resale was included in the packet for the Board's review. A listing of the bids, the legal description for each property, as well as the amount of the bid, the South Texas College amount, and the Analysis of Bids Received were included under separate cover for information and review.

Mr. Gustavo Martinez from Linebarger Goggan Blair & Sampson, LLP attended the meeting and recommended approval as presented.

The Finance and Human Resources Committee recommended Board approval of the

Hidalgo and Starr County Tax Resale Bids and the Resolution Authorizing the Tax Resale to Linebarger Goggan Blair & Sampson, LLP as presented and contingent upon approval of the tax resale of these same properties by other taxing entities.

Upon a motion by Dr. Alejo Salinas, Jr. and a second by Mr. Paul R. Rodriguez, the Board of Trustees of South Texas College approved and authorized the Hidalgo and Starr County Tax Resale Bids and the Resolution Authorizing the Tax Resale to Linebarger Goggan Blair & Sampson, LLP as presented and contingent upon approval of the tax resale of these same properties by other taxing entities. 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) Food and Related Non-Food Related Products (Award):** award the proposal for food related non-food products for the period beginning April 27, 2016 through April 26, 2017 with two one-year options to renew, at an estimated amount of \$346,000.00 based on prior year history. The vendors are as follows:

- **Ben E. Keith** (La Feria, TX)
- **Devin Distributing & Packaging, Inc.** (Palmhurst, TX)
- **La Abuela Mexican Foods, Inc.** (Weslaco, TX)
- **Labatt Food Service** (Harlingen, TX)
- **Sysco Central Texas, Inc.** (New Braunfels, TX)

**B. Instructional Items**

**2) Active Learning Classroom Whiteboards (Purchase):** purchase active learning classroom whiteboards from **Gateway Printing and Office Supply, Inc.** (Edinburg, TX), a State of Texas Multiple Award Schedule (TXMAS) approved vendor, at a total amount of \$13,324.36;

**3) Instructional Oscillator (Purchase):** purchase an instructional oscillator from **CareFusion Respiratory Technologies** (Yorba Linda, CA), a sole source vendor, at a total cost of \$18,000.00;

**4) Training Simulator (Purchase):** purchase a training simulator from **The Institute for Advanced Clinical Imaging** (Lexington, KY) (New), a sole source vendor, at a total amount of \$24,375.00;

**5) Ultrasound Training Solution (Purchase):** purchase an ultrasound training solution from **SonoSim, Inc.** (Santa Monica, CA) (New), a sole source vendor, at a total cost of \$13,590.00;

**C. Non – Instructional Items**

**6) Furniture (Purchase):** purchase furniture from the National Intergovernmental Purchasing Alliance (NIPA), TCPN, US Communities and the State of Texas Multiple Award Schedule (TXMAS) approved vendors, at a total amount of \$95,851.10.

#	Vendor	Amount
A	Allsteel, Inc./Gateway Printing and Office Supply, Inc. (Edinburg, TX)	\$3,397.14
B	Cramer Inc./Gateway Printing and Office Supply, Inc. (Edinburg, TX)	\$19,503.84
C	Datum Filing Systems Inc./Gateway Printing and Office Supply, Inc. (Edinburg, TX)	\$7,892.01
D	Exemplis Corporation/Gateway Printing and Office Supply, Inc. (Edinburg, TX)	\$377.24
E	Exemplis Corporation/Workplace Resources, LLC. (McAllen, TX)	\$2,277.94
F	The Hon Company/Gateway Printing and Office Supply, Inc. (Edinburg, TX)	\$1,920.60
G	Krueger International, Inc./Gateway Printing and Office Supply, Inc. (Edinburg, TX)	\$40,674.23
H	National Office Furniture/Workplace Resource, LLC. (McAllen, TX)	\$5,640.09
I	OFS Brands/Workplace Resources, LLC. (McAllen, TX)	\$6,920.49
J	Versteel/Ditto Sales, Inc./Workplace Resources, LLC. (McAllen, TX)	\$7,247.96
	Total	\$95,851.10

**7) Pecan Campus Library Compact Shelving, Installation, and Services (Purchase):** purchase Pecan Campus library compact shelving, installation, and services from **Library Design Systems, Inc.** (Houston, TX), a State of Texas Multiple Award Schedule (TXMAS) approved vendor, at an estimated amount of \$337,269.63;

**8) Armored Car Services (Renewal):** renew the armored car services contract with **American Surveillance Co., Inc.** (Brownsville, TX) for the period beginning June 1, 2016 through May 31, 2017, at an amount not to exceed \$1,580.74 per month or \$18,968.88 per year. Special trips will be scheduled on an as needed basis at an approximate cost of \$7,595.82 per year. The total approximate cost for armored car services for the year is \$26,564.70;

**9) Travel Services (Renewal):** renew the travel services contract with **Shands-Brooks Travel** (McAllen, TX), for the period beginning May 20, 2016 through May 19, 2017, at a service fee of \$25.00 per airline ticket;

**10) Graduation Facility (License Agreement):** lease the graduation facility from the **City of Hidalgo – Texas Municipal Facilities Corporation** (State Farm Arena) (Hidalgo, TX), through an interlocal license agreement for December 16, 2016



beginning at 8:00 a.m. through December 18, 2016 at midnight, at an estimated cost of \$23,000.00;

#### **D. Technology**

- 11)Computers, Laptop, and Tablets (Purchase):** purchase of computers, laptop, and tablets from the State of Texas Department of Information Resources (DIR) approved vendor **Dell Marketing, LP.** (Dallas, TX), in the total amount of \$14,413.17;
- 12)Server (Purchase):** purchase a server from **Dell Marketing, LP.** (Dallas, TX), a State of Texas Department of Information Resources (DIR) approved vendor, at a total cost of \$11,087.97;
- 13)Password Reset Software Maintenance Agreement (Renewal):** renew the password reset software maintenance agreement with **Namescape Corporation** (Phoenix, AZ), a sole source vendor, for the period beginning May 31, 2016 through May 30, 2017, at a total cost of \$10,425.00;
- 14)Sonic Wall Firewall Maintenance Agreement (Renewal):** renew the sonic wall firewall maintenance agreement with **Dell Marketing, LP.** (Dallas, TX), a State of Texas Department of Information Resources (DIR) approved vendor, for the two year period beginning March 24, 2016 through March 23, 2018, at a total amount of \$32,382.00 to obtain a savings of \$6,000.00.

#### **SUMMARY TOTAL:**

The total for all proposal awards, purchases, and renewals was \$966,282.93

Upon a motion by Dr. Alejo Salinas, Jr. and a second by Ms. Rose Benavidez, the Board of Trustees of South Texas College approved and authorized the proposal awards, purchases, and renewals as presented. The motion carried.

### **Review and Action as Necessary to Renew the Hidalgo County Agreement for Tax Assessment Collection**

Approval to renew the Hidalgo County Agreement for Tax Assessment and Collection for current and delinquent taxes collected from September 1, 2016 through August 31, 2017 was requested.

Purpose – The Hidalgo County Agreement for Tax Assessment and Collection needed to be approved by the College by June 1, 2016. Approval of the tax assessment and collection fee was needed in order for the Hidalgo County Tax Assessor to assess and collect taxes levied.

Justification – According to Texas Property Tax Code, Sec. 6.27 (c) Compensation for Assessment and Collection, the assessor or collector is entitled to a reasonable fee, not to exceed actual costs incurred, for which it assesses and collects taxes. The Inter-Local Cooperation Agreement requires the County, after reviewing actual collection costs, to submit a proposed fee to the College, which may include a cost increase of no more than

5% per year, prior to May 1st. The College would then have until June 1st to accept the recommended fee.

Background – The Board of Trustees approved the Inter-Local Cooperation Agreement for Tax Assessment and Collection with Hidalgo County on March 11, 1996 with an option to renew for subsequent tax years. The contract was last renewed on April 28, 2015, and the annual fee approved was \$98,304.00. Mr. Pablo Villarreal, Jr., RTA for Hidalgo County, advised the College that the annual fee for tax year 2016 would remain at \$98,304.00. The monthly collection fee of approximately \$8,192.00 is reduced from taxes collected during the month and the remaining funds are wired to the South Texas College’s bank depository account.

Below is a summary of fee increases charged by Hidalgo County each fiscal year since FY 2010.

<b>Eight Year History of Fees for Hidalgo County Tax Assessment and Collection</b>		
<b>Year</b>	<b>Fee</b>	<b>Increase over Previous Year</b>
2016 - 2017	\$98,304.00	0%
2015 - 2016	\$98,304.00	0%
2014 - 2015	\$98,304.00	5%
2013 - 2014	\$93,626.00	0%
2012 - 2013	\$93,626.00	0%
2011 - 2012	\$93,626.00	0%
2010 - 2011	\$93,626.00	5%
2009 - 2010	\$89,167.20	0%

Funding Source – The annual collection fee is reduced monthly from taxes collected during the month.

Enclosed Documents – The Hidalgo County Collection of Taxes Contract 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 Hidalgo County Agreement for Tax Assessment and Collection for current and delinquent taxes collected at an annual fee of \$98,304.00 from September 1, 2016 through August 31, 2017 as presented.

Upon a motion by Dr. Alejo Salinas, Jr. and a second by Ms. Rose Benavidez, the Board of Trustees of South Texas College approved and authorized the renewal of the Hidalgo County Agreement for Tax Assessment and Collection for current and delinquent taxes collected at an annual fee of \$98,304.00 from September 1, 2016 through August 31, 2017 as presented. The motion carried.

### **Review and Action as Necessary to Renew the Starr County Agreement for Tax Assessment Collection**

Approval to renew the Starr County Agreement for Tax Assessment and Collection for current and delinquent taxes collected from September 1, 2016 through August 31, 2017 was requested.

Purpose – The Starr County Agreement for Tax Assessment and Collection needed to be approved by the College by June 1, 2016. Approval of the tax assessment and collection fee was needed in order for the Starr County Tax Assessor to assess and collect taxes levied.

Justification – According to Texas Property Tax Code, Sec. 6.27 (c) Compensation for Assessment and Collection, the assessor or collector is entitled to a reasonable fee, not to exceed actual costs incurred, for which it assesses and collects taxes. The Inter-Local Cooperation Agreement requires the County, after reviewing actual collection costs, to submit a proposed fee to the College, which may include a cost increase of no more than 5% per year, prior to May 1st. The College will then have until June 1st to accept the recommended fee.

Background – The Board of Trustees approved the Inter-Local Cooperation Agreement for Tax Assessment and Collection with Starr County on June 18, 2001, with an option to renew for subsequent tax years. The contract was last renewed on April 28, 2015, and the annual fee approved was \$87,886.00. Mr. Juan M. Cantu, Interim Tax Assessor-Collector for Starr County, advised the College that the annual fee for tax year 2016 would remain at \$87,886.00 and would be approved by the Starr County Commissioners Court on April 25, 2016 which was before the April 26, 2016 Board meeting. The monthly collection fee of \$7,323.83 was reduced from taxes collected during the month and the remaining funds collected are paid to the College.

Below is a summary of fee increases charged by Starr County each fiscal year since FY 2010.

<b>Eight Year History of Fees for Starr County Tax Assessment and Collection</b>		
<b>Year</b>	<b>Fee</b>	<b>Increase over Previous Year</b>
2016 - 2017	\$87,886.00	0%
2015 - 2016	\$87,886.00	0%
2014 - 2015	\$87,886.00	0%
2013 - 2014	\$87,886.00	0%
2012 - 2013	\$87,886.00	0%
2011 - 2012	\$87,886.00	0%
2010 - 2011	\$87,886.00	0%
2009 - 2010	\$87,886.00	0%

Funding Source – The annual collection fee is reduced monthly from taxes collected during the month.

Starr County provided the Collection of Taxes Contract for taxable year 2016 prior to the April 26, 2016 Board Meeting, which was approved by the Starr County Commissioners' Court on April 25, 2016.

The Finance and Human Resources Committee recommended Board approval of the renewal of the Starr County Agreement for Tax Assessment and Collection for current and delinquent taxes collected at an annual fee of \$87,886.00 from September 1, 2016 through August 31, 2017 as presented.

Upon a motion by Dr. Alejo Salinas, Jr., and a second by Ms. Rose Benavidez, the Board of Trustees of South Texas College approved and authorized the renewal of the Starr County Agreement for Tax Assessment and Collection for current and delinquent taxes collected at an annual fee of \$87,886.00 from September 1, 2016 through August 31, 2017 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 was requested at the April 26, 2016 Board of Trustees meeting for disposal/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.

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 provided 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 Dr. Alejo Salinas, Jr. and a second by Mr. Gary Gurwitz, the Board of Trustees of South Texas College approved and authorized 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 New and Revised Policies**

The Board was asked to approve and adopt the new and revised policies as presented and which would supersede any previously adopted Board policy:

#### **The Following New are Proposed for Adoption:**

##### **1) Adopt New Policy #6313: Vehicle and Body Cameras**

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

- To comply with Texas Occupation Code Section 1701.655, which requires that a law enforcement agency that operates a body worn camera program adopts a policy for the use of body worn cameras.
- The policy must include the state law requirements pertaining to the use of body cameras, the retention period of videos, and the restrictions for release of videos to the public.

##### **2) Adopt New Policy #6421: Bicycles, Skateboards, In-Line Skates, Roller Skates, Motorized Scooters, Hoverboards, and Similar Apparatuses**

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

- To describe the proper use of skateboards and similar apparatuses at college campuses.
- To restrict the use of the mentioned apparatuses on campus to increase safety on campus, since their use has increase over the last few years.
- To clarify that individuals not following the policy would be subject to fine and/or disciplinary action.

The proposed fees, listed below, would be presented for recommendation to the Board as part of the Tuition and Fee Schedules at a later date.

<b>Proposed Skateboard and Other Appliance Violation Fees</b>	
<b>Violation Number</b>	<b>Fine</b>
First	Warning
Second	\$30.00
Third	\$50.00
Fourth	\$70.00
Fifth	\$90.00

**The Following Existing Policies are Proposed for Revision:**

**1) Revise Policy #4205: Equal Education and Employment Opportunities**

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

- To clarify the College is an equal education institution and an equal employment opportunity employer, as requested by faculty senate and student government association.
- To add two additional categories prohibited from discrimination: Sexual Orientation and Gender Identity.  
⇒ Although previously protected under the general term of sex and gender, the addition of these categories will clarify the Equal Employment Opportunity Commission's enforcement of Title VII's prohibition of sex discrimination based on sexual orientation or gender identity.

**2) Revise Policy #4110: Filling of Vacancies**

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

- To clarify protected categories under prohibited discrimination and to keep consistent with Policy 4205 – Equal Education and Employment Opportunity
- To add additional categories prohibited from discrimination: Sexual Orientation and Gender Identity.  
⇒ Although previously protected under the general term of sex and gender, the addition of these categories will clarify the Equal Employment Opportunity Commission's enforcement of Title VII's prohibition of sex discrimination based on sexual orientation or gender identity.

### 3) **Revise Policy #4216: Discrimination, Harassment, Retaliation, and Sexual Misconduct**

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

- To clarify protected categories under prohibited harassment and to keep consistent with Policy 4205 – Equal Education and Employment Opportunity
- To add two additional categories prohibited from discrimination: Sexual Orientation and Gender Identity, as requested by faculty senate and student government association.  
⇒ Although previously protected under the general term of sex and gender, the addition of these categories will clarify the Equal Employment Opportunity Commission's enforcement of Title VII's prohibition of sex discrimination based on sexual orientation or gender identity.

The new and revised policies were provided in the packet for the Board's information and review. The additions to the policies were highlighted in yellow and the deletions were designated with a red strikeout. Also included were the proposed fees for the Skateboard and Other Appliance Violation for the Board's information and review.

The new and revised policies were reviewed by staff, the President's Cabinet, President's Administrative Staff, Planning and Development Council (PDC) staff, and/or by Legal Counsel.

The Finance and Human Resources Committee recommended Board approval and adoption of the new Policy #6313: *Vehicle and Body Cameras* and Policy #6421: *Bicycles, Skateboards, In-Line Skates, Roller Skates, Motorized Scooters, Hoverboards, and Similar Apparatuses* and the revised Policy #4205: *Equal Education and Employment Opportunities*; Policy #4110: *Filling of Vacancies*; and Policy #4216: *Discrimination, Harassment, Retaliation, and Sexual Misconduct* as presented and which supersede existing policy.

Upon a motion by Dr. Alejo Salinas, Jr. and a second by Ms. Rose Benavidez, the Board of Trustees of South Texas College approved and adopted the new Policy #6313: *Vehicle and Body Cameras* and Policy #6421: *Bicycles, Skateboards, In-Line Skates, Roller Skates, Motorized Scooters, Hoverboards, and Similar Apparatuses* and the revised Policy #4205: *Equal Education and Employment Opportunities*; Policy #4110: *Filling of Vacancies*; and Policy #4216: *Discrimination, Harassment, Retaliation, and Sexual Misconduct* as presented and which supersede existing policy. The motion carried.



## **Review and Action as Necessary to Revise the Resolution Authorizing Investment Brokers, Dealers, Banks, and Investment Pools**

Approval to revise the Resolution Authorizing Investment Brokers, Dealers, Banks, and Investment Pools was requested.

Purpose – Two additional banks, Green Bank and Wallis State Bank, were recommended for addition to the approved bank list. The Texas Public Funds Investment Act (PFIA) requires that the Board of Trustees approve any broker and dealer firms that will be used to transact investment business with the College. In addition, the College's Investment Policy requires that the Board of Trustees approve any banks and investment pools that will be used to transact investment business with the College. As per Policy #5120: *Investment Policy* and Investment Strategy Statement and in accordance with the PFIA, the Board of Trustees shall at least annually, review, revise, and adopt a list of qualified Investment Providers.

Justification – The Resolution Authorizing Investment Brokers, Dealers, Banks, and Investment Pools was approved and authorized on June 23, 2015. A revised list of brokers, dealers, banks, and investment pools that include two additional banks, Green Bank and Wallis State Bank, that operate in the Texas public fund arena and have extensive knowledge of the requirements and constraints of the PFIA were included on Exhibit "A".

Background – The Board adopted specific limitations on banks that could be used for College deposits with the adoption of Resolution Authorizing Investment Brokers, Dealers, Banks, and Investment Pools on June 23, 2015. This limitation prevented the use of money market accounts in banks that were not included on the list. Valley View Consulting, LLC, the investment advisor under contract with the College, identified several money market account offerings that would be advantageous to the College, yet because the offering banks were not on the approved list, they could not be utilized.

Reviewers – The Resolution was reviewed by Valley View Consulting, LLC (Investment Advisor) and was previously reviewed by South Texas College's legal counsel. No changes were being presented, except for the addition of two banks to Exhibit "A".

Enclosed Documents – The revised Resolution Authorizing Investment Brokers, Dealers, Banks, and Investment Pools was provided in the packet for the Board's information and review.

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

The Finance and Human Resources Committee recommended Board approval of the Resolution Authorizing Investment Brokers, Dealers, Banks, and Investment Pools as presented, and which supersedes any previously adopted Board Resolution.

Upon a motion by Dr. Alejo Salinas, Jr. and a second by Mr. Paul R. Rodriguez, the Board of Trustees of South Texas College approved and authorized the Resolution Authorizing Investment Brokers, Dealers, Banks, and Investment Pools as presented, and which supersedes any previously adopted Board Resolution. The motion carried.

### **Review and Action as Necessary on South Texas College Education Foundation's Registered Agent and Directors**

Appointment and approval of a new Registered Agent and a minimum of three new Board of Directors for South Texas College Education Foundation ("the Foundation") was requested.

Purpose – Administration proposed to amend 1) the College Name, 2) the Registered Agent/Registered Office, and 3) the Articles of Incorporation of the Foundation on Form 424, Certificate of Amendment.

In order to make the changes necessary to update the above mentioned items, Form 424, Certificate of Amendment, must be completed and submitted to the Secretary of State.

Once the Board approved the proposed revisions, the College would submit Form 802, Periodic Report of a Nonprofit Corporation, reflecting the updated information.

Justification – The College was required to file Form 424, Certificate of Amendment, with the Secretary of State to amend 1) the College Name, 2) the Registered Agent/Registered Office, and 3) the Articles of Incorporation of the Foundation.

A nonprofit corporation is required by Section 22.357 of the Texas Business Organization Code to file a period report (Form 802, Periodic Report of a Nonprofit Corporation) every four years that lists the names and addresses of the Registered Agent and all Directors and Officers of the corporation. A minimum of three Board of Directors is required and must include a President and a Secretary.

Background – The original Articles of Incorporation of the Foundation, filed with the Secretary of State of Texas on September 15, 1997, reflected the following Registered Agent and Board of Directors:

Registered Agent: James E. Darling

Board of Directors: Gary Gurwitz, Chairman of the Board  
Rosalinda Gonzalez, Vice-Chairman  
Glen Roney, Secretary  
Manuel Benavidez Jr

Dr. Amparo Cardenas  
 Dr. Alejo Salinas

Form 424, Certificate of Amendment, must be compiled and filed in order to update the pertinent College information as detailed in Table A, which includes the registered agent and the Board of Directors.

Form 802, Periodic Report of a Nonprofit Corporation, which must be completed and filed with the Secretary of State in order for the Foundation to remain active will be filed after the College information is updated by Form 424, Certificate of Amendment.

The annual Texas Franchise Tax No Tax Due Information Reports and Texas Franchise Tax Public Information Report have been completed by Long Chilton, LLP and filed by the College.

Enclosed Documents – Items that were provided in the packet for the Board’s information and review included: original and proposed revisions to the Articles of Incorporation of South Texas College Education Foundation; Form 424, Certificate of Amendment; and Form 802, Periodic Report of a Nonprofit Corporation.

Reviewers – The Foundation’s write-up was reviewed by South Texas College’s legal counsel, Mr. Chuy Ramirez, who recommended assigning Dr. Reed as the registered agent.

The revisions recommended for the name of the Foundation were necessary to align with the name change from South Texas Community College to South Texas College, which the Board of Trustees officially approved in 2004. The minor revisions to the Article of Incorporation were the following:

Table A			
#	Section	From	To
1	On page 1, title	Deleted <ul style="list-style-type: none"> <li>The word "COMMUNITY"</li> </ul>	
2	On page 1, under Article I	Deleted <ul style="list-style-type: none"> <li>The word "Community"</li> </ul>	
3	On page 1, under Article IV	Deleted <ul style="list-style-type: none"> <li>The word "Community"</li> </ul>	
4	On page 1, under Article V	Deleted <ul style="list-style-type: none"> <li>The words "initial" , "3319 North McColl Road", "initial", and "James E. Darling"</li> </ul>	Added <ul style="list-style-type: none"> <li>The words "3201 West Pecan Boulevard" and "Dr. Shirley A. Reed"</li> </ul>

Table A			
#	Section	From	To
5	On page 1, under Article VI	Deleted <ul style="list-style-type: none"> <li>• The words "initial", "six", "initial", and "Chairman of the Board"</li> <li>• Rosalinda Gonzalez, Vice-Chairman, Mission CISD, 1201 Bryce Drive, Mission, Texas 78572</li> <li>• Glen Roney, Secretary, 3700 North Tenth, Suite 301, McAllen, Texas 78501</li> </ul>	Added <ul style="list-style-type: none"> <li>• The word "seven"</li> <li>• Roy de León, Chairman of the Board, 201 Star Street, Mercedes, Texas 78570</li> <li>• Dr. Alejo Salinas, Jr., Vice Chairman, 301 E Peter Street, Edinburg, Texas 78539</li> </ul>
5	On page 1, under Article VI (continued)	Deleted <ul style="list-style-type: none"> <li>• Manuel Benavidez, Jr., RGCISD, PO Box 139, La Grulla, Texas 78548</li> <li>• Dr. Amparo Cardenas, St Luke's Home Health, 212 West 3rd Street, Weslaco, Texas 78596</li> <li>• Dr. Alejo Salinas, Hidalgo ISD, 324 East Flora, PO Drawer D, Hidalgo Texas 78557</li> </ul>	Added <ul style="list-style-type: none"> <li>• Paul R. Rodriguez, Secretary, Valley Land Title Co, 6013 North 10th Street, McAllen, Texas 78504</li> <li>• Rose Benavidez, Starr County Industrial Foundation, 601 E Main Street, Rio Grande City, Texas 78582</li> <li>• Graciela Farias, P.O. Box 92, La Joya, Texas 78560,</li> <li>• Jesse Villarreal, Gonzalez Elementary, 3801 W 5 1/2 N, Weslaco, Texas 78596</li> </ul>

Table A			
#	Section	From	To
6	On page 2, under Article VII	Deleted <ul style="list-style-type: none"> <li>• The words "Chairman of the Board"</li> <li>• Rosalinda Gonzalez, Vice-Chairman, Mission CISD, 1201 Bryce Drive, Mission, Texas 78572</li> <li>• Glen Roney, Secretary, 3700 North Tenth, Suite 301, McAllen, Texas 78501</li> <li>• Manuel Benavidez, Jr., RGCISD, PO Box 139, La Grulla, Texas 78548</li> <li>• Dr. Amparo Cardenas, St Luke's Home Health, 212 West 3rd Street, Weslaco, Texas 78596</li> <li>• Dr. Alejo Salinas, Hidalgo ISD, 324 East Flora, PO Drawer D, Hidalgo Texas 78557</li> </ul>	Added <ul style="list-style-type: none"> <li>• Roy de León, Chairman of the Board, 201 Star Street, Mercedes, Texas 78570</li> <li>• Dr. Alejo Salinas, Jr., Vice Chairman, 301 E Peter Street, Edinburg, Texas 78539</li> <li>• Paul R. Rodriguez, Secretary, Valley Land Title Co, 6013 North 10th Street, McAllen, Texas 78504</li> <li>• Rose Benavidez, Starr County Industrial Foundation, 601 E Main Street, Rio Grande City, Texas 78582</li> <li>• Graciela Farias, P.O. Box 92, La Joya, Texas 78560,</li> <li>• Jesse Villarreal, Gonzalez Elementary, 3801 W 5 1/2 N, Weslaco, Texas 78596</li> </ul>
7	On page 2, second paragraph under Article VIII	Deleted <ul style="list-style-type: none"> <li>• The words "Community" and "community"</li> </ul>	Added <ul style="list-style-type: none"> <li>• The word "public"</li> </ul>
8	On page 3, first paragraph	Deleted <ul style="list-style-type: none"> <li>• The words "May", "1997", and "COMMUNITY"</li> <li>• Gary Gurwitz</li> <li>• Rosalinda Gonzalez</li> <li>• Glen E Roney</li> <li>• Manuel Benavidez, Jr.</li> <li>• Dr. Amparo Cardenas</li> <li>• Dr. Alejo Salinas</li> </ul>	Added <ul style="list-style-type: none"> <li>• The word "April" and the year "2016"</li> <li>• Roy De León</li> <li>• Dr. Alejo Salinas, Jr.</li> <li>• Paul R. Rodriguez, Secretary</li> <li>• Rose Benavidez</li> <li>• Graciela Farias</li> <li>• Gary Gurwitz,</li> <li>• Jesse Villarreal</li> </ul>

Table A			
#	Section	From	To
9	On page 3, last paragraph	Deleted <ul style="list-style-type: none"> <li>• The year "1997"</li> <li>• Gary Gurwitz</li> <li>• Rosalinda Gonzalez</li> <li>• Manuel Benavidez, Jr.</li> <li>• Dr. Amparo Cardenas</li> <li>• Dr Alejo Salinas</li> </ul>	Added <ul style="list-style-type: none"> <li>• The year "2016"</li> <li>• Roy De León</li> <li>• Dr. Alejo Salinas, Jr.</li> <li>• Paul R. Rodriguez</li> <li>• Rose Benavidez</li> <li>• Graciela Farias</li> <li>• Gary Gurwitz</li> <li>• Jesse Villarreal</li> </ul>

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

The Finance and Human Resources Committee recommended Board approval of a new Registered Agent and a minimum of three Board of Directors.

Upon a motion by Dr. Alejo Salinas, Jr. and a second by Mr. Paul R. Rodriguez, the Board of Trustees of South Texas College approved and authorized a new Registered Agent and a minimum of three Board of Directors. The motion carried.

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

The packet included a copy of the presentation prepared by Broaddus and Associates as an update on the status of the 2013 Bond Construction Program. Mr. Gilbert Gallegos from Broaddus and Associates provided the update.

### **Review and Action as Necessary on 2013 Bond Construction Program, Projects, and Budgets**

Gilbert Gallegos of Broaddus and Associates presented the 2013 Bond Construction budget to the Committee at the April 24<sup>th</sup> and April 25<sup>th</sup>, 2016 Special Board Facilities Committee meetings. No action was required at the Board meeting.

## **Review and Recommend Action on Wage Scale Determination Survey for the 2013 Bond Construction Program**

The Board was asked to accept the Wage Scale Determination Study conducted by Broaddus and Associates and approve the use of the identified prevailing local wage rates for the 2013 Bond Construction Program as presented.

### **Purpose**

The purpose was to review, approve, and adopt the wage scale determination survey conducted by Broaddus and Associates for the 2013 Bond Construction Program.

### **Justification**

The requirement to enforce Prevailing Wages is detailed in Texas Government Code, Title 10, Chapter 2258 – Prevailing Wage Rates (referenced in Article III of the College's Uniform General Conditions specified in the construction contract). In summary, the Code mandates that localities pay prevailing wage rates for public construction projects or face monetary penalty. The Code defines the method for determining prevailing wages as either by a survey or adoption of the Davis-Bacon (DB) Act determined rates. Many states throughout the United States conduct Prevailing Wage Determining Surveys annually, however, Texas does not.

The consequences of relying on Davis-Bacon wage determinations (common practice in the Valley) are severe, but most notably to owners is the cost impact. Locally applied Davis-Bacon wage rates were, on average, 36% higher than the mean wage data for identical trades, as collected by the Texas Workforce Commission for the Rio Grande Valley. The range of disparity when using Davis-Bacon was significant and just a few key examples of the higher rates were; Masons 32% higher, Carpenters 29% higher, Electricians 18% higher, and Plumbers 179% higher.

### **Background**

At the November 24, 2015 Board meeting, the Board of Trustees approved additional services with Broaddus & Associates for a Wage Scale Determination Survey for the 2013 Bond Construction program. Broaddus and Associates since then established legitimate prevailing wages associated with the various construction worker classifications.

### **Enclosed Documents**

The proposed prevailing wage rates determination provided by Broaddus and Associates as included in the packet. Also included was a side-by-side comparison of prevailing local wages and the Davis-Bacon wages that would be used in the absence of such a survey.

### **Presenters**

Representatives from Broaddus & Associates attended the Board meeting to address any questions related to the wage scale determination survey.

The Facilities Committee recommended Board acceptance of the study conducted by Broaddus and Associates for a wage scale determination and approval to use the identified prevailing local wage rates for the 2013 Bond Construction Program as presented.

Upon a motion by Mr. Gary Gurwitz and a second by Dr. Alejo Salinas, Jr., the Board of Trustees of South Texas College accepted the study conducted by Broaddus and Associates for a wage scale determination and approved the use of the identified prevailing local wage rates for the 2013 Bond Construction Program as presented. The motion carried.

### **Review and Action as Necessary on Proposed Guaranteed Maximum Price (GMP) and Occupancy Timeline for the 2013 Bond Construction Program**

The Guaranteed Maximum Price (GMP) timeline for the 2013 Bond Construction program was scheduled for presentation for review and action as necessary.

The proposed timeline was not complete and did not include the requested timeline for construction and occupancy. Broaddus & Associates was asked to complete the form and present it for Facilities Committee review and Board action on May 24, 2016.

No action was taken at this meeting.

### **Review and Action as Necessary on Guaranteed Maximum Price for the 2013 Bond Construction Mid Valley Campus Parking and Site Improvements**

Approval of a Guaranteed Maximum Price (GMP) for the 2013 Bond Construction Mid Valley Campus Parking and Site Improvements was requested.

#### **Purpose**

A Guaranteed Maximum Price was the method used by the Construction Manager-at-Risk (CM@R) to present their proposed construction cost to provide the Owner with a complete and functioning project.

#### **Justification**

The submitted GMP was necessary for the CM@R to begin with the work to meet their overall construction schedule. Halff Associates submitted construction documents with enough information regarding the construction work of the project.

#### **Background**

Halff Associates completed 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. Approval of the GMP would allow for the construction to begin and was an effort for the CM@R to meet their overall construction schedule. The Engineer provided the necessary construction documents to Skanska USA Building, Inc. which had provided a GMP in the amount of \$2,291,839. Since the initial



GMP was submitted additional cost items were negotiated to bring the GMP to the current amount of **\$1,987,090**.

Initial GMP submitted March 30, 2016	<b>\$2, 291,839</b>
Cost items April 15, 2016	
Reduction of parking lot from 161 to 80 spaces	<b>(\$180,000)</b>
Removal of the unforeseen underground allowance	<b>(\$ 75,000)</b>
Reduction of allowance for Landscaping	<b>(\$ 25,000)</b>
Concrete at Electrical Primaries	<b>(\$ 4,749)</b>
Wage Rate Savings (Estimated)	<b>(\$ 20,000)</b>
<b>Current GMP</b>	<b>\$1,987,090</b>
Alternate 1 Telecom Fiber Duct Bank	\$ 492,063
Total GMP for Mid Valley Campus Site Improvements	\$2,479,153

### **Funding Source**

The current Construction Cost Limitation (CCL) for the 2013 Bond Construction Mid Valley Campus Parking and Site Improvements project was \$2,000,000. Bond funds were budgeted in the Bond Construction budget for fiscal year 2015-2016. The Relocation of the Fiber duct banks were unforeseen scope items to be funded through the Technology Budget Contingency.

### **Reviewers**

The 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 GMP submitted by Skanska USA Building, Inc. was included in the packet.

### **Presenters**

Representatives from Broaddus & Associates, Half Associates, and Skanska USA Building, Inc. attended the Board meeting to present the proposed Guaranteed Maximum Price.

The Facilities Committee deliberated this item on April 26, 2016 and recommended Board approval of the Guaranteed Maximum Price (GMP) as proposed for the Mid Valley Campus Parking and Site Improvements project, including the alternate Telecom Fiber Duct Bank, in the amount of \$2,479,153, with the option within 90 days to reinstate the full scope of parking to 161 spaces at the cost of \$180,000.

Upon a motion by Mr. Gary Gurwitz and a second by Dr. Alejo Salinas, Jr., the Board of Trustees of South Texas College approved and authorized the Guaranteed Maximum Price (GMP) as proposed for the Mid Valley Campus Parking and Site Improvements project, including the alternate Telecom Fiber Duct Bank, in the amount of \$2,479,153, with the option within 90 days to reinstate the full scope of parking to 161 spaces at the cost of \$180,000. The motion carried.

## Review and Action as Necessary on Guaranteed Maximum Price for the 2013 Bond Construction Mid Valley Campus Thermal Plant

Approval of a Guaranteed Maximum Price (GMP) for the 2013 Bond Construction Mid Valley Campus Thermal Plant was 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.

### Justification

The submitted GMP was necessary for the CM@R to begin with the work to meet their overall construction schedule. DBR Engineering submitted construction documents with enough information regarding the construction work of the project.

### Background

DBR Engineering completed the 100% 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. Approval of the GMP would allow for the construction to begin and was an effort for the CM@R to meet their overall construction schedule. The Engineer provided the necessary construction documents to Skanska USA Building, Inc. which had provided an initial GMP in the amount of \$3,877,838.

Since the initial GMP was submitted additional cost items were negotiated to bring the GMP to the current amount of \$3,787,322. Chiller costs were not included in the GMP due to volume procurement.

Initial GMP submitted March 30, 2016	<b>\$3,877,838</b>
Cost items April 15, 2016	
Delete 1 Cooling Tower Complete	( <b>\$106,516</b> )
Delete Chilled Water Piping along Building G (existing)	( <b>\$ 35,000</b> )
Add chilled water piping to Building D (new addition)	\$ 51,000
Current GMP	<b>\$3,787,322</b>
Alternate 1- Building A& B <i>(All underground, interior piping and equipment )</i>	\$ 511,399
Alternate 2- Building D <i>(All interior piping and equipment)</i>	\$ 207,548
Alternate 3- Additional underground valves and vaults for future	\$ 156,301

### Funding Source

The current Construction Cost Limitation (CCL) for the 2013 Bond Construction Mid Valley Campus Parking and Site Improvements project was \$3,800,000. Bond funds were budgeted in the Bond Construction budget for fiscal year 2015-2016. Alternate 1 and 2 related to non-bond projects and Alternate 3 was not required at the time of the bond construction.

### **Reviewers**

The 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 GMP submitted by Skanska USA Building, Inc. was included in the packet.

### **Presenters**

Representatives from Broaddus & Associates, DBR Engineering, and Skanska USA Building, Inc. attended the Board meeting to present the proposed Guaranteed Maximum Price.

The Facilities Committee deliberated this item on April 26, 2016 and recommended Board approval of the Guaranteed Maximum Price (GMP) for the Mid Valley Campus Thermal Plant project in the amount of \$3,787,322, and for the option within 60 days to add the deleted cooling tower to the project at the cost of \$106,516. Also included was the inclusion of Alternate 1 in the amount of \$511,399 and Alternate 2 in the amount of \$207,548 to be paid from non-bond funds.

Upon a motion by Mr. Gary Gurwitz and a second by Dr. Alejo Salinas, Jr., the Board of Trustees of South Texas College approved and authorized the Guaranteed Maximum Price (GMP) for the Mid Valley Campus Thermal Plant project in the amount of \$3,787,322, and for the option within 60 days to add the deleted cooling tower to the project at the cost of \$106,516. Also included was the inclusion of Alternate 1 in the amount of \$511,399 and Alternate 2 in the amount of \$207,548 to be paid from non-bond funds. The motion carried.

### **Review and Action as Necessary on Guaranteed Maximum Price for the 2013 Bond Construction Starr County Campus Student Services Building Expansion**

Broaddus and Associates advised that the Guaranteed Maximum Price (GMP) for the 2013 Bond Construction Starr County Campus Student Services Building Expansion was not ready for presentation to the Board. No action was taken.

### **Review and Action as Necessary on Guaranteed Maximum Price for the 2013 Bond Construction Starr County Campus Student Activities Building Expansion**

Broaddus and Associates advised that the Guaranteed Maximum Price (GMP) for the 2013 Bond Construction Starr County Campus Student Activities Building Expansion was not ready for presentation to the Board. No action was taken.

## Review and Action as Necessary on Change Order for 2013 Bond Construction Pecan Campus Thermal Plant

Approval of proposed change order with D. Wilson Construction Company for the 2013 Bond Construction Pecan Campus Thermal Plant was requested.

### Purpose

The purpose of this change order was to request authorization to use construction contingency to fund these items.

### Justification

This change order was needed for owner requested items as well as unforeseen existing conditions in order to move forward with construction. Below is a description of the change order items.

<b>2013 Bond Construction Pecan Campus Thermal Plant</b>			
<b>Change Order No.</b>	<b>Item Description and Justification</b>	<b>Cost/ Days</b>	<b>Funding Source</b>
1	CPR#2 The protective existing underground chilled water piping wrap was deteriorated and needs to be replaced.	\$5,565	Construction Contingency
	CPR#3 Existing underground chilled water lines were not in locations shown on existing drawings. Modifications need to be done to reconfigure chilled water lines.	\$6,822	Construction Contingency
	CPR#5 Existing underground chilled water pipes and fittings need to be replaced due to pitting and deterioration. Cost includes field epoxy coating, draining, filling, and treating the condenser water system.	\$32,119	Construction Contingency
	CPR#7 Delete chiller installation cost not needed by owner. Cost of installation is included in purchase of chillers.	(\$2,792)	Construction Contingency
<b>Net Total Change Order No. 1</b>		<b>\$41,714</b>	Construction Contingency

### Funding Source

This change order would be funded by the project's construction contingency.

<b>Construction Contingency Fund</b>	
Original Contingency Amount:	\$50,000.00
Prior Change Orders:	\$0
Proposed Change Order No. 1:	(\$41,714.00)
Remaining Contingency Balance:	\$8,286.00

### **Presenters**

Representatives from Broaddus & Associates attended the Board meeting to present the proposed Guaranteed Maximum Price.

The Facilities Committee deliberated this item on April 26, 2016 and recommended Board approval of the requested approval of the change order with D. Wilson Construction Company in the amount of \$41,714 using the project's owner contingency for the 2013 Bond Construction Pecan Campus Thermal Plant 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 change order with D. Wilson Construction Company in the amount of \$41,714 using the project's owner contingency for the 2013 Bond Construction Pecan Campus Thermal Plant as presented. The motion carried.

### **Review and Action as Necessary on Amendment to the Agreement with R. Gutierrez Engineering to Increase Civil Design Services for the Non-Bond Construction Nursing and Allied Health Campus Thermal Plant**

Approval to amend the agreement with R. Gutierrez to increase civil design services for the Non-Bond Construction Nursing and Allied Health Campus Thermal Plant project was requested.

### **Purpose**

Authorization was requested to increase civil design services for R. Gutierrez Engineering to include the design of the parking and infrastructure related to the thermal plant at the Nursing and Allied Health Campus.

### **Justification**

As with the other campuses, one civil engineer per campus was used to design the 2013 Bond Construction projects. Including the non-bond Thermal Energy Plant project with the current Bond 2013 Nursing and Allied Health Campus construction scope would allow the civil engineer to coordinate the design work of the entire campus expansion effectively.

### **Background**

On November 20, 2014, the Board authorized R. Gutierrez Engineering as the civil engineer for design services for the 2013 Bond Construction Nursing and Allied Health Campus Parking and Site Improvements. R. Gutierrez Engineering began working with Broaddus & Associates, staff from Facilities Planning & Construction, and the Nursing and Allied Health Departments to develop the parking and site design. On October 27, 2015, the Board approved contracting mechanical, electrical, and plumbing (MEP) engineering design services with Halff Associates for the thermal energy plant at the Nursing and Allied Health Campus. These design services did not include civil engineering services.

<b>Nursing and Allied Health Campus</b>		
<b>Engineer</b>	<b>Bond Funded</b>	<b>Non-Bond Funded</b>
R. Gutierrez Engineering	Parking and Site Improvements	
Half Associates		Thermal Plant
R. Gutierrez Engineering		Thermal Plant Parking and Site Improvements

Broaddus and Associates negotiated with R. Gutierrez and submitted a proposal for this increased scope. R. Gutierrez submitted a proposal in the amount of \$17,200 for the increased design services.

**Funding Source**

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

**Reviewers**

The proposal was reviewed by Broaddus and Associates and Facilities Planning and Construction staff.

**Enclosed Documents**

The packet included a proposal from R. Gutierrez Engineering.

**Presenters**

Representatives from Broaddus & Associates and R. Gutierrez Engineering attended the meeting to respond to questions related to this recommendation.

The Facilities Committee deliberated this item on April 26, 2016 and recommended Board approval to amend the agreement with R. Gutierrez to increase civil design services in the amount of \$17,200 for the Non-Bond Construction Nursing and Allied Health Campus Thermal Plant project as presented.

Upon a motion by Mr. Gary Gurwitz and a second by Dr. Alejo Salinas, Jr., the Board of Trustees of South Texas College approved and authorized the amendment to the agreement with R. Gutierrez to increase civil design services in the amount of \$17,200 for the Non-Bond Construction Nursing and Allied Health Campus Thermal Plant project as presented. The motion carried.

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

Approval of negotiated fees for architectural design services for the 2013 Bond Construction Regional Center for Public Safety Excellence was requested.

**Purpose**

Authorization was requested to approve negotiated fees with PBK Architects for architectural design services for the 2013 Bond Construction Regional Center for Public Safety Excellence.

**Justification**

Broaddus and Associates negotiated fees with PBK Architects to finalize design fees.

**Background**

On February 23, 2016, the Board approved contracting architectural design services with PBK Architects for the 2013 Bond Construction Regional Center for Public Safety Excellence. Broaddus & Associates further negotiated with PBK Architects to finalize design fees based on previously approved fees by the board for the other bond projects. PBK would incorporate the services of a specialty public safety training facility consultant, G2 Solutions Group. The proposed fees submitted by PBK Architects were as follows:

<b>PBK Architects</b>				
<b>Construction Cost Limitations (CCL)</b>	<b>Percentage Fee</b>	<b>Design Fee*</b>	<b>Consultant's Reimbursable Expenses**</b>	<b>Total Fee</b>
\$3,910,000	6.41%	\$250,600	\$5,000	\$255,600

\* Includes consultant services with G2 Solutions Group

\*\*Reimbursable expenses are not to exceed \$5,000

The project scope would include a new 21,000 square foot public safety training building and a possible new shooting range. In addition, a master plan would be proposed to be developed prior to proceeding with the building, shooting range alternatives, and site design.

**Funding Source**

Funds for these expenditures were budgeted in the Bond Construction budget for FY 2015-2016.

**Reviewers**

The fee proposal was reviewed by Broaddus and Associates and Facilities Planning and Construction staff.

**Enclosed Documents**

The recommended fee proposal from PBK Architects was included in the packet.

**Presenters**

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

The Facilities Committee recommended Board approval of the negotiated fees for architectural design services with PBK Architects in the amount of \$255,600 for the 2013 Bond Construction Regional Center for Public Safety Excellence and with the request for alternatives to include an indoor shooting range, an outdoor shooting range, or to utilize an adjacent existing shooting range with any necessary 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 negotiated fees for architectural design services with PBK Architects in the amount of \$255,600 for the 2013 Bond Construction Regional Center for Public Safety Excellence and with the request for alternatives to include an indoor shooting range, an outdoor shooting range, or to utilize an adjacent existing shooting range with any necessary improvements as presented. The motion carried.

### **Review and Action as Necessary on Amendment to the Agreement for Additional Services with PBK Architects for the 2013 Regional Center for Public Safety Excellence Master Plan**

Approval to amend the agreement for additional services with PBK Architects for the 2013 Regional Center for Public Safety Excellence Master Plan was requested.

#### **Purpose**

Authorization was requested to approve additional services with PBK Architects for the design of the master plan for the Regional Center for Public Safety Excellence.

#### **Justification**

The new training site was located in the City of Pharr and was undeveloped. After several meetings and discussions with the architects, engineers, Broaddus and Associates, college staff, and administration, it was determined and proposed that an overall master plan should be developed to properly plan the new training site for the current and future needs.

#### **Background**

At the February 23, 2016 Board meeting, the Board approved PBK Architects to design the 2013 Bond Construction Regional Center for Public Safety Excellence. The master plan 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 architect's contract for the design of the Regional Center for Public Safety Excellence.

Approval of additional services with PBK Architects was recommended for the 2013 Bond Construction Regional Center for Public Safety Excellence. PBK Architects listed G2 Solutions as a consultant for the project and G2 Solutions would graphically develop the Overall Site Master Plan depicting the initial build-out as well as future considerations for buildings, site improvements, and possible additional property acquisitions. Included as part of the master plan, PBK and G2 Solutions would provide recommendations for the shooting range design. This master plan would incorporate additional land that has not been acquired but has been considered for the possible future expansion of the facility to include Fire Science training.

Additionally, serious consideration should be given regarding an adjacent shooting range that may be available on a multi-year contract.



The proposed additional services fees were as follows:

Project	Engineer	Additional Service Proposed Fee*	Reimbursable Expenses	Total
Regional Center for Public Safety Excellence Master Plan	PBK Architects	\$17,000	\$3,000	\$20,000

\*Includes Master Plan Design services with G2 Solutions Group

### **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 PBK Architects was included in the packet.

### **Presenters**

Representatives from Broaddus & Associates and PBK Architects attended the meeting 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 PBK Architects for the 2013 Regional Center for Public Safety Excellence Master Plan in the amount of \$20,000 for the 2013 Bond Construction Pecan Campus Parking and Site Improvements as presented.

Upon a motion by Mr. Gary Gurwitz and a second by Dr. Alejo Salinas, Jr., the Board of Trustees of South Texas College approved and authorized the amendment to the agreement for additional services with PBK Architects for the 2013 Regional Center for Public Safety Excellence Master Plan in the amount of \$20,000 for the 2013 Bond Construction Pecan Campus Parking and Site Improvements as presented. The motion carried.

## **Review and Action as Necessary on Procurement for the 2013 Bond Construction Program Chillers**

Approval of procurement for the 2013 Bond Construction Program Chillers was requested.

### **Purpose**

Authorization was requested to approve the procurement for the 2013 Bond Construction Program chillers to take advantage of savings from the vendor.

## **Background**

On January 26, 2016, the Board of Trustees approved and authorized awarding the proposal for owner procurement of thermal energy plant chillers for the 2013 Bond Construction program to Johnson Controls, Inc. in the amount of \$2,209,711.01 subject to Broaddus & Associates' ability to negotiate an adjustment to the payment terms to allow the College some discount on that total. Broaddus and Associates discussed savings regarding payment terms with Johnson Controls, Inc.

The vendor offered prepayment savings in the amount of \$71,998 should prepayment be received by May 1, 2016 for the Mid Valley Campus chillers, June 1, 2016 for the Starr Campus chillers, and July 1, 2016 for the Nursing & Allied Health chillers. Broaddus and Associates since then discussed with legal counsel and advised the best approach to secure savings was to prepay and receive the offered savings provided that a guarantee was put into place to protect the Owner. Legal Counsel recommends incorporating a Standby Letter of Credit to protect the College in case the chillers were not delivered after prepayment has been made.

The cost for incorporating a Standby Letter of Credit was \$17,910 which would protect the Owner. The amount of \$54,088 (\$71,998 less \$17,910) would be the net savings to the college for prepayment of the chillers.

## **Funding Source**

Funds for the procurement of the chillers were budgeted in the bond construction budget for FY 2015-2016.

## **Reviewers**

The proposed prepayment option and savings was since reviewed by Broaddus and Associates, Vice President for Finance and Administrative Services, legal counsel and staff from the Facilities Planning and Construction, Operations and Maintenance, and Purchasing Departments.

## **Enclosed Documents**

The packet included a prepayment cost savings spreadsheet prepared by Broaddus & Associates.

## **Presenters**

Representatives from Broaddus & Associates attended the April 26, 2016 Board meeting to present the prepayment savings offered by the Vendor as well as the Standing Letter of Credit option. Mr. Gilbert Gallegos recommended procurement of the chillers without accepting the prepayment terms offered. He suggested that the offered savings would not offset the additional risk, and proposed payment upon receipt of the chillers would be in the College's best interest.

## **Recommendation**

The Facilities Committee deliberated this item on April 26, 2016 and recommended Board approval of the procurement of the 2013 Bond Construction Program chillers for Mid Valley Campus, Starr County Campus, and Nursing & Allied Health Campus 2013 Bond Construction Program without accepting the prepayment terms offered.

Upon a motion by Mr. Gary Gurwitz and a second by Dr. Alejo Salinas, Jr., the Board of Trustees of South Texas College approved and authorized the procurement of the 2013 Bond Construction Program chillers for Mid Valley Campus, Starr County Campus, and Nursing & Allied Health Campus 2013 Bond Construction Program without accepting the prepayment terms offered. The motion carried.

## **Review and Action as Necessary on Liquidated Damages and Final Completion for the Non-Bond Technology Campus Cooling Tower Replacement**

Approval of final completion and liquidated damages for the Non-Bond Technology Campus Cooling Tower Replacement project was requested.

### **Purpose**

Final completion is the last phase of the construction project. The approval of this phase was necessary to authorize the release of any final payment to the contractor. Part of the close out was to finalize the amount of liquidated damages that would be imposed on the contractor for not meeting the amount of days allowed in the contract.

### **Justification**

Halff Associates and STC staff worked with the contractor, Pro Tech Mechanical to verify that all pending items from the Substantial Completion punch list were addressed. The contractor completed the project and final completion was recommended by Halff Associates. The current Owner Contractor agreement allowed for liquidated damages of \$500 per day to be imposed when the contractor does not meet the number of construction days allowed in the contract.

### **Background**

The contractor had achieved Substantial Completion on April 29, 2014 but did not meet the number of construction days per the construction contract. The contractor was late in completing the project by 63 days. The amount of \$31,500 would be the total amount for liquidated damages if they are to be imposed to the contractor. In the months following substantial completion, the cooling tower has experienced a number of vibration related shutdowns which have ranged from alignment to harmonics, switches, and ladder connections which has since been addressed by the engineer and contractor and been remedied.

Furthermore, the College incurred actual damages of approximately \$4,900 related to the continued project oversight and coordination with the project engineer.

**Funding Source**

The following chart summarizes the above information:

Construction Budget	Approved Proposal Amount	Net Total Change Orders	Final Project Cost	Previous Amount Paid	Remaining Balance	Liquidated Damages
\$415,000	\$396,000	\$0	\$396,000	\$361,000	\$35,000	\$31,500

On April 21, 2016, Halff Associates provided a final letter acknowledging all work is complete and recommending final completion and release of final payment.

**Enclosed Documents**

A letter from Halff Associates recommending Final Completion and release of final payment of the project.

**Presenters**

Representatives from Halff Associates and STC Facilities Planning and Construction attended the Board meeting to respond to questions.

**Recommendation**

The Facilities Committee deliberated this item on April 26, 2016 and recommended Board approval of the acceptance of final completion and authorization to keep the full retainage of \$35,000 to compensate the College for liquidated damages of \$31,500 and incurred damages of approximately \$4,900.

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 acceptance of final completion and authorization to keep the full retainage of \$35,000 to compensate the College for liquidated damages of \$31,500 and incurred damages of approximately \$4,900. The motion carried.

**Review and Action as Necessary on Rejecting Construction Proposals for the Non-Bond Pecan Campus Portable Buildings Infrastructure Phase II**

Approval to reject construction proposal for the Non-Bond Pecan Campus Portable Buildings Infrastructure Phase II project was requested.

**Purpose**

The procurement of a contractor would provide for construction services necessary for the Non-Bond Pecan Campus Portable Buildings Infrastructure Phase II project; however, staff requested the Board reject the proposal submitted for this project.

### **Justification**

Infrastructure for the two additional portable buildings was necessary to be complete for use by the fall semester.

### **Background**

The college contracted with Sigma HN Engineers to prepare plans and specifications for phase II of the infrastructure for additional portable buildings at the Pecan Campus. The design team at Sigma HN Engineers worked with college 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 29, 2016. A total of five (5) sets of construction documents were issued to general contractors and sub-contractors and one (1) proposal was received on March 23, 2016.

Due to the proposal submitted being over the \$25,000 cost estimated by Sigma HN Engineers, staff recommended Board rejection of the current proposal and authorization for staff to work with Sigma HN Engineers to reduce the project scope where possible, determine where costs can be reduced, and re-solicit construction proposals.

### **Reviewers**

The proposal was reviewed by staff from the Facilities Planning & Construction and Purchasing departments.

The Facilities Committee recommended Board approval to reject construction proposal for the Non-Bond Pecan Campus Portable Buildings Infrastructure Phase II project as presented.

Upon a motion by Mr. Gary Gurwitz and a second by Ms. Rose Benavidez, the Board of Trustees of South Texas College approved and authorized rejecting the construction proposal for the Non-Bond Pecan Campus Portable Buildings Infrastructure Phase II project as presented. The motion carried.

## **Review and Action as Necessary on Contracting Construction Services for the Non-Bond Technology Campus Flooring Replacement**

Approval to contract construction services for the Non-Bond Technology Campus Flooring Replacement project was requested.

### **Purpose**

The procurement of a contractor would provide for construction services necessary for the replacement of flooring in Building B at the Technology Campus.

### **Background**

College staff prepared the necessary plans and specifications for the solicitation of competitive sealed proposals.

Solicitation of competitive sealed proposals for this project began on February 25, 2016. A total of four (4) sets of construction documents were issued to general contractors and sub-contractors, and a total of four (4) proposals were received on March 11, 2016.

<b>Timeline for Solicitation of Competitive Sealed Proposals</b>	
February 25, 2016	Solicitation of competitive sealed proposals began.
March 11, 2016	Four (4) proposals were received.

**Justification**

The existing concrete flooring in Building B was deteriorated and new vinyl tile flooring needed to be installed.

**Funding Source**

As part of the FY 2015-2016 Renewals and Replacements construction budget, funds in the amount of \$44,200 were budgeted for this project.

<b>Source of Funding</b>	<b>Amount Budgeted</b>	<b>Highest Ranked Proposal Imhoff Co., Inc. dba/Intertech Flooring</b>
Renewals and Replacements	\$44,200	\$35,008

**Reviewers**

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

**Enclosed Documents**

Staff evaluated these proposals and prepared a proposal summary. It was recommended that the top ranked contractor be recommended for Board approval.

The Facilities Committee deliberated this item on April 26, 2016 and recommended Board approval to contract construction services with Imhoff Co., Inc. dba/Intertech Flooring in the amount of \$35,008 for the Non-Bond Technology Campus Flooring Replacement project as presented.

Upon a motion by Mr. Gary Gurwitz and a second by Dr. Alejo Salinas, Jr., the Board of Trustees of South Texas College approved and authorized contracting construction services with Imhoff Co., Inc. dba/Intertech Flooring in the amount of \$35,008 for the Non-Bond Technology Campus Flooring Replacement project as presented. The motion carried.

## **Review and Action as Necessary on Contracting Construction Services for the Non-Bond Pecan Campus Resurfacing of East Loop Road**

Approval to contract construction services for the Non-Bond Pecan Campus Resurfacing of East Loop Road project was requested.

### **Purpose**

The procurement of a contractor would provide for construction services necessary for the Non-Bond Pecan Campus Resurfacing of East Loop Road project.

### **Background**

On December 15, 2015, the Board of Trustees previously approved design services with Melden and Hunt to prepare plans and specifications for Non-Bond Pecan Campus Resurfacing of East Loop Road. The design team at Melden and Hunt worked with college 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 March 16, 2016. A total of two (2) sets of construction documents were issued to general contractors and a total of two (2) proposals were received on March 31, 2016.

<b>Timeline for Solicitation of Competitive Sealed Proposals</b>	
March 16, 2016	Solicitation of competitive sealed proposals began.
March 31, 2016	Two (2) proposals were received.

### **Justification**

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

### **Funding Source**

As part of the FY 2015-2016 Renewals and Replacements construction budget, funds in the amount of \$75,000 were budgeted for this project.

<b>Source of Funding</b>	<b>Amount Budgeted</b>	<b>Highest Ranked Proposal Mid Valley Paving, Inc.</b>
Renewals and Replacements	\$75,000	\$28,942.40

### **Reviewers**

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

### **Enclosed Documents**

Staff evaluated these proposals and prepared a proposal summary. It was recommended that the top ranked contractor be recommended for Board approval.

The Facilities Committee deliberated this item on April 26, 2016 and recommended Board approval to contract construction services with Mid Valley Paving in the amount of \$28,942.40 for the Non-Bond Pecan Campus Resurfacing of East Loop Road project as presented.

Upon a motion by Mr. Gary Gurwitz and a second by Ms. Rose Benavidez, the Board of Trustees of South Texas College approved and authorized contracting construction services with Mid Valley Paving in the amount of \$28,942.40 for the Non-Bond Pecan Campus Resurfacing of East Loop Road project as presented. The motion carried.

## **Review and Action as Necessary on Renewal of Facility Lease Agreements**

Approval of the facility lease agreements for use by South Texas College for instructional use was requested.

### **Purpose**

Authorization was requested to renew the current facility lease agreements with the City of Hidalgo and the City of Edinburg Fire Department to continue providing instructional facilities.

### **Justification**

The continuation of these leases was needed to accommodate programs with specific needs for continuing education, criminal justice, fire science courses being offered.

### **Background**

The Board of Trustees previously approved these facility leases.

At the November 24, 2015 Board meeting, the Board approved the renewal of the classroom lease agreement with the City of Hidalgo for the use of the Rio Grande Valley Border Security and Technology Training Center. The South Texas College Continuing Education and Criminal Justice staff wished to continue to use this facility.

At the August 25, 2015 Board meeting, the Board approved the lease agreement with the City of Edinburg to use the Edinburg Fire Department Training facility. The South Texas College Fire Science Academy staff wished to continue to use this facility.



Staff recommended approval to renew these lease agreements as noted below.

Facility	Renewals in Contract	Renewal Requested	Lease Cost
City of Hidalgo	6 academic semesters	2nd June 1, 2016 to August 31, 2016	\$1,524.37 per month
City of Edinburg	3 successive terms of one year renewals	1st September 1, 2016 to May 31, 2017	Up to \$13,000 per semester

**Funding Source**

Funds for these expenditures were budgeted in the facility lease budget for FY 2015-2016.

The Facilities Committee deliberated this item on April 26, 2016 and recommended Board approval to renew the current facility lease agreements with the City of Hidalgo and the City of Edinburg for use of instructional facilities for the periods as presented.

Upon a motion by Mr. Gary Gurwitz and a second by Dr. Alejo Salinas, Jr., the Board of Trustees of South Texas College approved and authorized the renewal of the current facility lease agreements with the City of Hidalgo and the City of Edinburg for use of instructional facilities for the periods as presented. The motion carried.

**Review and Action as Necessary on Final Completion for the Non-Bond Pecan Campus Infrastructure for Relocation of Portable Buildings**

Approval of final completion for the Non-Bond Pecan Campus Infrastructure for Relocation of Portable Buildings was requested.

Project	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.	Approved March 2016	Recommended	Final Completion Letter

**1. Pecan Campus Infrastructure for the Relocation of Portable Buildings**

It was recommended that final completion and release of final payment for this project with Celso Gonzalez Construction, 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 Celso Gonzalez Construction, Inc. be approved. The original cost approved for this project was in the amount of \$333,249.80.

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	\$333,249.80	\$39,088.13	\$372,337.93	\$353,721.03	\$18,616.90

On February 17, 2016, Planning & Construction Department staff along with Melden and Hunt inspected the site to confirm that all punch list items were completed. The packet included a final completion letter from Melden and Hunt acknowledging all work was complete and recommending release of final payment to Celso Gonzalez Construction, Inc. in the amount of \$18,616.90.

The Facilities Committee deliberated this item on April 26, 2016 and recommended Board approval of final completion for the Non-Bond Pecan Campus Infrastructure for Relocation of Portable Buildings as presented.

Upon a motion by Mr. Gary Gurwitz and a second by Ms. Rose Benavidez, the Board of Trustees of South Texas College approved and authorized the final completion and release of final payment for the Non-Bond Pecan Campus Infrastructure for Relocation of Portable Buildings as presented. The motion carried.

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

The Facilities Planning and Construction staff prepared a design and construction update. This update summarized the status of each capital improvement project currently in progress. Mary Elizondo and Rick de la Garza attended the meeting to respond to questions and address concerns of the 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 March 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 **March 2016**, and respond to questions posed by the Board.

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 March 2016, with the exception of the check for Carlisle Insurance.

On further deliberation, legal counsel and administration discussed the payment to Carlisle Insurance. The agency had confirmed in writing the coverage provided under the 2013 Bond Construction Program OCIP policies would be extended by an additional two months to accommodate delays in construction. Furthermore, they had clarified that the OCIP policies needed to be in place prior to the completion of GMPs.

Mr. Paul R. Rodriguez amended his motion, and Ms. Rose Benavidez seconded, to 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 March 2016 as initially presented. The motion carried.

## **Announcements**

### A. Next Meetings:

- Tuesday, May 10, 2016
  - 3:00 p.m. – Education and Workforce Development Committee
  - 4:00 p.m. – Facilities Committee
  - 5:30 p.m. – Finance & HR Committee
- Tuesday, May 24, 2016
  - 5:30 p.m. – Regular Meeting of the Board of Trustees

### B. Other Announcements:

- Commencement Ceremonies will be held Friday, May 13th and Saturday, May 14th at the State Farm Arena.
- The College will be closed Monday, May 30th, 2016 in observance of Memorial Day.

## **Adjournment:**

There being no further business to discuss, the Regular Meeting of the South Texas College Board of Trustees adjourned at 6:29 p.m.

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

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Mr. Paul R. Rodriguez

Secretary

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

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

### **1. The Center for International Business Education and Research (CIBER) Minority Serving Institution and Community College Case Development Competition Grant from Indiana University in the Amount of \$1,500.00**

Indiana University (IU) Center for International Business Education and Research (CIBER) research grant in the amount of \$1,500 is awarded for a project titled "A Natural Gas Pipeline Network Between Russia and China: Is this a Viable Option to Improve Economic Growth and Well-being in Both Countries?"

This grant award supports faculty research and development of a case study for Economics courses. Faculty will develop the case as a learning opportunity that integrates technology so that South Texas College students can study the reduction of emissions, decreases in lung/asthma cases, and gains from trade. The case study will be utilized by instructors who teach the following courses: ECON.2301 (Macroeconomics) and ECON.2302 (Microeconomics). Funds will be utilized for case research and development, travel, applet development, and printing for instructional materials. The funding period is from April 2016 through March 2017.

This award aligns with Strategic Direction #4, Collective Responsibility. The development and integration of this case into Economics course will provide innovative curriculum for students that integrates technology and that concurrently helps develop faculty knowledge as they research and develop the case for students.

### **2. The Texas Science, Technology, Engineering, and Mathematics (T-STEM) Challenge Scholarship Program Grant from the Texas Higher Education Coordinating Board (THECB) in the Amount of \$368,980.00**

This grant will provide funding for scholarships for students enrolled in science, technology, engineering, and mathematics (STEM) programs. The purpose of the grant is to support the development, implementation, and maintenance of scholarships to eligible, high achieving college students pursuing degree programs in identified STEM programs at eligible institutions.

T-STEM grants are intended to increase the graduation of students enrolled in STEM and related degree and certificate programs. The funding period is for FY 2017 and FY 2018 (\$184,490 for FY 2017 and \$184,490 for FY 2018).

This award aligns to Strategic Direction #1, Clear Pathways by seeking to increase graduation and by supporting their educational experience, and to #3 High Success Rate,

by promoting student academic success through scholarships for high-achieving students.

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

The presented grants would provide up to \$370,480 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 Center for International Business Education and Research (CIBER) Minority Serving Institution and Community College Case Development Competition Grant from Indiana University in the Amount of \$1,500.00
2. The Texas Science, Technology, Engineering, and Mathematics (T-STEM) Challenge Scholarship Program Grant from the Texas Higher Education Coordinating Board (THECB) in the Amount of \$368,980.00
3. 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 Center for International Business Education and Research (CIBER) Minority Serving Institution and Community College Case Development Competition Grant from Indiana University in the Amount of \$1,500.00
2. The Texas Science, Technology, Engineering, and Mathematics (T-STEM) Challenge Scholarship Program Grant from the Texas Higher Education Coordinating Board (THECB) in the Amount of \$368,980.00
3. Additional Grant(s) Received/Pending Official Award

#### **Approval Recommended:**

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

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

The following presentation was delivered to the Education and Workforce Development Committee on Tuesday, May 10, 2016:

*a. Review and Discussion of Concerns Raised by ADN Program Students in Advanced Concepts of Adult Health (RNSG 2331)*

Several concerns had been brought to administration by students in the Advanced Concepts of Adult Health (RNSG 2331) course that is the end-of-program course for the Associate Degree Nursing Program. This course is the most critical and challenging of the entire program. The course requires students to apply all concepts, theory, and content from all courses in the preceding two years of the program.

Because this is the most challenging course, there frequently are high failure rates. While this course is extremely difficult, it is designed to prepare students for the comprehensive NCLEX exam (state RN licensure exam). The College maintains the academic rigor of the course in order to maintain the state-mandated licensure pass rate.

Students had become very active on social media both criticizing and supporting the nursing faculty and academic rigor of the course. A delegation of twelve students signed up for Public Comments at the April 26, 2016 Regular Board Meeting, and ADN Program students Lisa Scherff and Mayra Davenport spoke on behalf of those students. The delegation claimed to represent some of the 80 students from the ADN Program Level 4 students who did not pass RNSG 2331 in Spring 2016.

Ms. Scherff voiced several complaints against the faculty, program, and College, asserting that their efforts to resolve their concerns with the faculty, department chair, and dean were not effective. Following her public comments at the Board Meeting, Ms. Scherff provided the Office of the President with her notes, which were included in this packet for the Committee's review.

This presentation to the Education and Workforce Committee was coordinated to provide an overview of the recent changes to the NCLEX testing format, corollary changes to the testing methodology at South Texas College, and the administrative response to the complaints.

Mr. Jayson Valerio, Interim Dean for Nursing and Allied Health, presented the following information to the Committee and responded to questions.

### **Recent Changes to the NCLEX Testing Format**

The NCLEX was changed in April 2013 to increase the passing score, increase the content related to management of care, and to change the question format from primarily “multiple choice” questions to heavily relying on “alternate type” questions such as “fill-in-the-blank” and “multiple response/select all that apply” questions.

### **Changes to the Testing in RNSG 2331**

In response to the changes to the NCLEX, program faculty and students (elected by their peers to represent each student cohort) collaborated to re-design the tests for RNSG 2331 to better prepare students for the NCLEX’s new, more challenging format.

- Additional Non-Multiple Choice Questions: Program tests were developed to better prepare students for the types of questions (various formats other than multiple-choice) that they will encounter during the NCLEX, as supported by feedback from recent graduates who have completed the NCLEX.
- Peer Review: As tests are designed for RNSG 2331, they are peer-reviewed by faculty from within the program. This peer-review process helps verify that these cumulative unit exams are representative of the materials presented to students throughout their ADN Program careers and to the content of the NCLEX exam.

### **Administrative Response to Student Complaints**

In response to the students’ complaints, administration was in the process of conducting a follow-up investigation:

- Students have met with administration and their statements of complaint and support are being considered.
- Human Resources was conducting an investigation into the complaints against the faculty.
- Students were advised to follow the official grade appeals process whereby their grade and circumstances will be reviewed by a panel of independent faculty reviewers.
- A review committee was established to review the course content, syllabus, testing process, and instructional strategies to provide recommendations for improving the student success rate in this course.
- The process was expected to take approximately 30 days and the results would be shared with students, faculty, and the Board.

The PowerPoint was included in the packet, as well as a memo that was sent to the Board of Trustees on April 25, 2016 in response to the student complaints and ongoing investigation.

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

## **Review and Action as Necessary on Award of Student Insurance**

Approval is requested to award the student insurance proposals for voluntary student accident insurance, voluntary student accident and sickness insurance, student/faculty medical professional liability insurance, and student accident insurance- workforce training programs as follows:

- **Voluntary Student Accident Insurance:**

Student Assurance Services, Inc. / National Guardian Life Insurance Company for the period beginning August 29, 2016 through August 28, 2017. The student accident insurance limit is \$25,000. **This is a voluntary product, so there is no cost to the College.**

- **Voluntary Student Accident and Sickness Insurance:**

No proposals were received for Voluntary Student Accident and Sickness Insurance. The lack of proposals on this line of coverage is due to the implementation of the Affordable Health Care Act which requires individuals to carry personal health insurance.

- **Student / Faculty Medical Professional Liability Insurance:**

Affinity Insurance Services Inc. and C.N.A. American Casualty Company of Reading PA for the period beginning August 29, 2016 through August 28, 2017. The premium is \$25,269 which is approximately \$10 per student.

The recommendation is based on 2,526 students with limits of \$1,000,000 per occurrence / \$5,000,000 aggregate. **The cost for the Medical Professional Liability Insurance is paid by the students enrolled in the Allied Health and Child Development programs. The College and Faculty are insured parties at no cost to the student or to the College.**

- **Student Accident Insurance – Workforce Training Programs:**

Student Assurance Services / National Guardian Life Insurance Company for the period beginning from August 29, 2016 through August 28, 2017. The student accident insurance limit is \$25,000. The annual premium is \$2,700.

The Workforce Training premium is based on 767 participants. These participants are enrolled in non-credit Continuing Education Training Programs such as Phlebotomy, Emergency Care Assistant, Pharmacy Technician, Dental Assistant, Medication Aide, Medical Office Clerk, Forklift, Medical Coding, Welding, Green Retrofit, Logistics and Framing. The premium of \$2,700 includes all participants. **This cost is covered by Workforce Solutions Project Grow and Accelerate Texas grants and cash paying students.**



The request for proposals was advertised and issued to three (3) vendors. Two (2) responses were received and reviewed by Mr. Raul Cabaza, III, Risk Management Consultant, Mrs. Mary Elizondo, Vice President for Finance and Administrative Services, Ken Lyons, Risk Manager and the Purchasing Department.

The recommendation provided by Mr. Raul Cabaza, III, follows in the packet for the Board's information and review.

The Finance and Human Resources Committee recommended Board approval of the proposal awards for voluntary student accident insurance, student/faculty medical professional liability insurance, and student accident insurance- workforce training programs as presented.

**Recommendation:**

It is recommended that the Board of Trustees of South Texas College approve and authorize the proposal awards for voluntary student accident insurance, student/faculty medical professional liability insurance, and student accident insurance- workforce training programs as presented.

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

The Board of Trustees of South Texas College approves and authorizes the proposal awards for voluntary student accident insurance, student/faculty medical professional liability insurance, and student accident insurance- workforce training programs as presented.

**Approval Recommended:**

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

**SHEPARD WALTON KING**  
INSURANCE GROUP

May 2, 2016

Ms. Mary Elizondo  
Vice President for Finance & Administrative Services  
South Texas College  
PO Box 9701  
McAllen, TX 78501

Re: Voluntary Student Accident Insurance RFP #15-16-1062

Dear Ms. Elizondo:

One proposal was received from Student Assurance Services in response to your request for Voluntary Student Accident Insurance.

**Voluntary Student Accident Insurance**

Student Assurance Services proposed placement of coverage through National Guardian Life Insurance Company on a primary basis for school time or 24-hour basis. The annual premium is \$75 for school time and \$160 on a 24-hour basis and includes an option for dental coverage at cost of \$8 per student.

Recommendation:

Student Assurance Services for Voluntary Student Accident Insurance. This is a voluntary product so there is no budgetary impact to the college.

Sincerely,



Raul Cabaza III, CIC  
Managing Vice President

ao

**SHEPARD WALTON KING**  
INSURANCE GROUP

May 2, 2016

Ms. Mary Elizondo  
Vice President for Finance & Administrative Services  
South Texas College  
PO Box 9701  
McAllen, TX 78501

Re: Voluntary Student Accident and Sickness Insurance RFP #15-16-1062

Dear Ms. Elizondo:

No proposals were received for Voluntary Student Accident and Sickness Insurance. The lack of proposals on this line of coverage is due to the implementation of the Affordable Health Care Act which requires individuals to carry personal health insurance, thus this is no longer a voluntary product.

In this light, this product is no longer available.

Sincerely,



Raul Cabaza III, CIC  
Managing Vice President

ao

**SHEPARD WALTON KING**  
INSURANCE GROUP

May 2, 2016

Ms. Mary Elizondo  
Vice President for Finance & Administrative Services  
South Texas College  
PO Box 9701  
McAllen, TX 78501

Re: Medical Professional Liability RFP #15-16-1062

Dear Ms. Elizondo:

One proposal was received for Professional Liability coverage

**Medical Professional Liability Insurance:**

Affinity Insurance Services, Inc. offered renewal terms through the current carrier, C.N.A. American Casualty Company of Reading PA with the following options:

Limits:	Premium:	Cost per Student
\$1,000,000/\$5,000,000.	\$25,269.	\$10.00
\$2,000,000/\$5,000,000.	\$31,100.	\$12.31
Basis: 2,526 students		

Cost per student at \$1,000,000/\$5,000,000 limit remains at \$10.00 as per expiring.  
Number of students has increased from 1,890 to 2,526 resulting in the premium increase.

*Coverage Highlights:*

Occurrence Form

Insured includes the College and faculty

Defense Costs (Legal Representation) – Outside the Liability Limits

Recommendation:

Affinity Insurance Services and C.N.A. American Casualty Company are recommended at an annual cost of \$25,269.

Sincerely,



Raul Cabaza III, CIC  
Managing Vice President

**SHEPARD WALTON KING**  
INSURANCE GROUP

May 2, 2016

Ms. Mary Elizondo  
Vice President for Finance & Administrative Services  
South Texas College  
PO Box 9701  
McAllen, TX 78501

Re: Workforce Training Programs Student Accident Insurance RFP #15-16-1062

Dear Ms. Elizondo:

One proposal was received from Student Assurance Services.

**Workforce Training Program- Student Accident Insurance**

Student Assurance Services proposed placement through National Guardian Life Insurance Company on an Excess Basis for students participating in Workforce related programs.

Accident Medical Expense Limit: \$25,000.  
Basis: 767 Participants

Premium: \$2,700.

Recommendation:

Student Assurance Services and National Guardian Life Insurance Company for Workforce Training Student Accident Insurance are recommended.

Sincerely,



Raul Cabaza III, CIC  
Managing Vice President

ao

## **Review and Action as Necessary on Award of Proposals, Purchases, Renewals, and Amendment of a Previously Approved Purchase**

Approval of the following proposal awards, purchases, renewals, and amendment of a previously approved purchase is requested as follows:

- |                                    |   |
|------------------------------------|---|
| <b>A. Awards</b>                   | <b>D. Technology Items</b>                            |
| <b>B. Instructional Items</b>      | <b>E. Amendment of a Previously Approved Purchase</b> |
| <b>C. Non- Instructional Items</b> |   |

### **A. Awards**

#### **1) Audio Visual Equipment and Parts – I (Award)**

Award the proposal for audio visual equipment and parts - I to **Audio Visual Aids** (San Antonio, TX), at a total amount of \$18,032.00.

Purpose – Instructional Technologies is requesting audio visual equipment and parts for two (2) concept rooms at the Pecan Campus and to upgrade the Starr County Campus Cyber Lounge.

Justification and Benefit – The audio visual equipment and parts are needed at Starr County to upgrade the multi-purpose meeting room to meet the needs of faculty, staff, and community for collaborative events and presentations.

The audio visual equipment and parts are needed at Pecan Campus to develop and pilot two proof of concept rooms featuring technology that will be used to upgrade the current institutional classrooms and classrooms which are part of the 2013 Bond construction program.

Background - Proposal documents were advertised on March 28, 2016 and April 4, 2016 and issued to nine (9) vendors. Three (3) responses were received on April 13, 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.

#### **2) Audio Visual Equipment and Parts – II (Award)**

Award the proposal for audio visual equipment and parts - II to **Adorama, Inc.** (New York, NY), at a total amount of \$15,787.35.

Purpose – Instructional Technologies is requesting audio equipment and parts for the audio system project at the Pecan Campus Cooper Center Theater, which is over seven (7) years old.

Justification and Benefit – The audio visual equipment and parts will include nine (9) large venue full range speakers and two (2) sub-woofers which are needed to upgrade the audio system in the Cooper Center Theater to allow better support of college/community

events through a more intelligible audio system. This will enhance live group events, audio presentation content, and spoken word for multi-person panel events.

Background - Proposal documents were advertised on March 28, 2016 and April 4, 2016 and issued to nine (9) vendors. Three (3) responses were received on April 13, 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) Audio Visual Equipment and Parts – III (Award)**

Award the proposal for audio visual equipment and parts - III to **Audio Visual Aids** (San Antonio, TX), at a total amount of \$23,772.00.

Purpose – Instructional Technologies is requesting audio visual equipment and parts for the Multi-Purpose Meeting Room display project at the Starr County campus and the Proof of Concept Rooms at Pecan Campus.

Justification and Benefit – The audio visual equipment and parts will include the multimedia displays for 3 rooms: one (1) at Starr County Campus and two (2) at Pecan Campus.

The multimedia displays are needed at Starr County to upgrade the multi-purpose meeting room to meet the needs of faculty, staff, and community for collaborative events and presentations.

The multimedia displays are needed at Pecan Campus to develop and pilot two proof of concept rooms featuring technology to be used to upgrade the current institutional classrooms and classrooms, which are part of the 2013 Bond construction program.

Background - Proposal documents were advertised on March 28, 2016 and April 4, 2016 and issued to nine (9) vendors. Three (3) responses were received on April 13, 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.

### **4) Cooper Center Conference Rooms Audio Visual Upgrade (Award)**

Award the proposal for the Cooper Center conference rooms audio visual upgrade to **Audio Visual Aids** (San Antonio, TX), at a total amount of \$95,676.50.

Purpose – Instructional Technologies is requesting to upgrade the audio visual equipment at Cooper Center conference rooms which is used by the faculty, staff, student, and community for various meetings, events, and presentations.

Justification and Benefit – The Cooper Center conference room audio visual equipment upgrade is needed due to the existing audio visual hardware is currently over seven (7) years old, out of warranty, and does not support current digital technologies.

Background - Proposal documents were advertised on March 28, 2016 and April 4, 2016 and issued to seven (7) vendors. Two (2) responses were received on April 12, 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.

#### **5) Distance Learning Lab Audio Visual Upgrade (Award)**

Award the proposal for the distance learning lab audio visual upgrade to **Audio Visual Aids** (San Antonio, TX), at a total amount of \$23,960.00.

Purpose – Instructional Technologies is requesting the audio visual upgrade for the Distance Learning lab at the Pecan Campus.

Justification and Benefit – The Distance Learning department is requesting an upgrade to existing, outdated audio-visual hardware currently installed in the faculty training lab. This upgrade will help to provide first-rate training to online faculty as well as introduce active learning pedagogy into the trainings.

Background - Proposal documents were advertised on March 28, 2016 and April 4, 2016 and issued to seven (7) vendors. Two (2) responses were received on April 12, 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.

#### **6) Library Database Subscription (Award)**

Award the proposal for a library database subscription to **Amigos Library Services** (Dallas, TX), for the period beginning August 1, 2016 through July 31, 2017 with two one-year options to renew, at an amount of \$9,940.00.

Purpose – Library services is requesting the purchase of a library database subscription which will serve all the South Texas College Libraries.

Justification and Benefit – The library database subscription LexisNexis Academic available through Amigos Library Services is a comprehensive database service for legal research, news, and company research providing users with a multifaceted view of current events, business, and legal issues. LexisNexis Academic provides coverage of federal and state court cases, secondary legal materials including over 550 law journal articles, federal statutes and statutes from all 50 states. The service provides access to more than 18,000 news and business information sources, including newspapers, newswires, television, and radio transcripts. The service also contains company information for over 80 million public and private companies. LexisNexis Academic



resources will support several programs including Government, Communication, English, Business, and Paralegal studies. It will also support online and distance education students with a comprehensive legal research, news research, and company research tool.

Background - Proposal documents were advertised on March 3, 2016 and March 10, 2016 and issued to two (2) vendors. Two (2) responses were received on April 5, 2016 and reviewed by Library Services and the Purchasing Department.

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

### **7) Metal Products for Welding Programs (Award)**

Award the proposal for the metal products for welding programs for the period beginning May 29, 2016 through May 28, 2017 with two one-year options to renew, at an estimated amount of \$30,000.00 based on prior history. The vendors are as follows:

- **Alamo Distribution, LLC./dba Alamo Iron Works** (San Antonio, TX)
- **George Baldree Consulting** (Brownsville, TX) (New)
- **Industrial Suppliers Larey, Inc./dba International Industrial Supply, Co.** (Brownsville, TX)
- **Rio Grande Steel** (Edinburg, TX)
- **Rodriguez Pipe & Steel/dba Lone Star Steel & Supply** (McAllen, TX) (New)

Purpose – The Welding programs are requesting the purchase of different types of metal products which will be used by students during class. The products will include some of the following items: aluminum plates, stainless steel plates, black iron pipe, square tubing, flat, and round bar stock.

Justification and Benefit – The metal products for the welding programs will be used for student instruction in the credit and non-credit Welding Programs in the Division of Technology and Continuing, Professional, and Workforce Education.

Background - Proposal documents were advertised on March 21, 2016 and March 28, 2016 and issued to seven (7) vendors. Five (5) responses were received on April 5, 2016 and reviewed by the Purchasing Department.

Funds for this expenditure are budgeted in the Welding Program and Continuing Education budgets for FY 2015-2016 and FY 2016-2017 pending Board approval of the budget.

### **8) Science and Engineering Labs Analog to Digital Audio Visual Upgrades (Award)**

Award the proposal for the science and engineering labs analog to digital audio visual upgrades to **Audio Visual Aids** (San Antonio, TX), at a total amount of \$106,181.00.

Purpose – Instructional Technologies is requesting the analog to digital audio visual upgrades to six (6) science labs and one (1) engineering lab which are located at the Pecan Campus Building G first floor.

Justification and Benefit – The science and engineering labs analog to digital audio visual upgrades is needed for student instruction. The current audio visual equipment is analog in nature and does not support newer digital technologies. This upgrade will replace the outdated hardware and add components that will give the science program an opportunity to explore/experience for inclusion in the upcoming bond construction projects.

Background - Proposal documents were advertised on March 28, 2016 and April 4, 2016 and issued to seven (7) vendors. Two (2) responses were received on April 12, 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.

## **B. Instructional Items**

### **9) Online Essay Review Services Agreement (Purchase)**

Purchase an online essay review services agreement with **Smarthinking/NCS Pearson, Inc.** (Chicago, IL), a sole source vendor, for the period beginning May 25, 2016 through August 31, 2016, at an estimated amount of \$10,000.00 which provides 400 service hours.

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

Justification and Benefit – 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 student 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 budgeted in the Centers for Learning Excellence budget for FY 2015-2016.

**10)Simulation Recording System (Purchase)**

Purchase a simulation recording system from **Laerdal Medical Corporation** (Wappingers Falls, NY), a sole source vendor, at a total amount of \$21,793.54.

Purpose – The Division of Nursing and Allied Health Clinical Simulation program is requesting to purchase a simulation recording system for student instruction at the Mid-Valley Campus.

Justification and Benefit – The simulation recording system will interact with the College owned manikins and provide training activities for the students. It will capture and record audio and video of simulation and other learning activities for student to later study, replay, and evaluate each learning experience.

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

**11)Spectrophotometers (Purchase)**

Purchase spectrophotometers from **Shimadzu Scientific Instruments** (Houston, TX), a State of Texas Multiple Award Schedule (TXMAS) approved vendor, at a total cost of \$44,724.62.

Purpose - The Chemistry Program in the Division of Math and Science is requesting to purchase two (2) spectrophotometer for student instruction.

Justification and Benefit – The spectrophotometers will be used by students in the Organic I and Organic II courses to identify functional groups in organic compounds. One spectrophotometer will be delivered to the Pecan Campus and the other at the Mid-Valley Campus.

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

**C. Non – Instructional Items**

**12)Carpet and Installation (Purchase)**

Purchase carpet and installation from **Intertech Flooring** (Austin, TX/Mission, TX), a State of Texas Multiple Award Schedule (TXMAS) approved vendor, for the period beginning June 1, 2016 through May 31, 2017, at an estimated amount of \$25,000.00.

Purpose – Facilities Operation and Maintenance is requesting to purchase carpet and installation to replace old and worn carpet in faculty/staff offices and instructional classrooms as needed.

Justification and Benefit – The carpet replacements will take place as needed during small renovation projects, water damaged carpet, or any unforeseen incidents through the College district.

Funds for this expenditure are budgeted in the Facilities – Repair and Maintenance budget for FY 2015-2016 and FY 2016-2017 pending Board approval of the budget.

### 13)Furniture (Purchase)

Purchase furniture from the National Joint Powers Alliance (NJPA) and the State of Texas Multiple Award Schedule (TXMAS) approved vendors, at a total amount of \$143,417.35.

#	Vendor	Amount
A	<b>Cramer, Inc./Gateway Printing and Office Supply, Inc. (Edinburg, TX)</b>	\$10,564.58
B	<b>Exemplis Corporation/ Gateway Printing and Office Supply, Inc. (Edinburg, TX)</b>	\$9,886.38
C	<b>The Hon Company/Gateway Printing and Office Supply, Inc. (Edinburg, TX)</b>	\$1,743.96
D	<b>Krueger International, Inc./Gateway Printing and Office Supply, Inc. (Edinburg, TX)</b>	\$121,222.43
	Total	\$143,417.35

The purchases can be summarized as follows:

- Cramer, Inc./Gateway Printing and Office Supply, Inc. (Edinburg, TX)
  - Mid Valley Campus
    - 26 Lab stools for the Mid Valley Campus Labs
- Exemplis Corporation/Gateway Printing and Office Supply, Inc. (Edinburg, TX)
  - Pecan Campus
    - 4 Chairs for Computer Science Program
    - 3 Chairs for the Library
    - 1 Chair for Business Office
    - 5 Sofas and 2 Tables for Student Financial Services
- The Hon Company/Gateway Printing and Office Supply, Inc. (Edinburg, TX)
  - Pecan Campus
    - 2 Storage Cabinets for the World Language Program
    - 2 Storage Cabinets for Student Financial Services
- Krueger International, Inc./Gateway Printing and Office Supply, Inc. (Edinburg, TX)
  - Pecan Campus
    - 14 Chairs for the BAT/BAS Program
    - 40 Chairs for the Library
    - 55 Chairs for the Active Learning Classrooms

- 1 Service Desk for the Library
- 8 Chairs and 4 Tables for Student Financial Services
- 30 Chairs for the Learning Commons and Open Labs
  
- Technology Campus
  - 24 Computer Tables, 32 Student Chairs, and 16 Tables for the CADD Program
  - 24 Chairs for the Technology Campus
  - 18 Student Chairs and 9 Computer Tables for the Learning Commons and Open Labs

Fund for these expenditures are budgeted in the requesting department budgets for FY 2015-2016 as follows: BAT/BAS, Biology, Business Office, CADD, Computer Science, Grant Compliance HSI Grant, Learning Commons and Open Labs, New Furniture, PCN Library Compact Shelving and Furniture-FFE, Student Financial Services, and World Language.

#### **14) Shuttle Buses (Purchase)**

Purchase of shuttle buses from **National Bus Sales** (Justin, TX), a Houston Galveston Area Council (HGAC) approved vendor, at total cost of \$363,975.75.

Purpose – The South Texas College Department of Public Safety is requesting approval for the purchase of three (3) thirty eight (38) passenger shuttle buses to be used on the college Yellow Line and Park and Ride routes.

Justification and Benefit – As of February 2016, ridership on the Yellow Line, servicing the Pecan, Technology, and Nursing Allied Health campuses and the Park & Ride has increased 86% compared to the previous year. It is expected that, with the beginning of bond building construction and increased enrollment, additional riders will take advantage of the shuttle bus service. The need for additional buses has already manifested itself at the Park and Ride, with students unable to board buses due to maximum occupancy during peak periods.

Background – Beginning the fall 2015 semester, the college began operating the Yellow Line and Park and Ride to provide reliable transportation services for college students and employees. Shuttle buses arrive at pickup locations every 20 minutes and transport students to the McAllen campuses and the Park and Ride facility, east of the Pecan campus. As ridership has increased, the need for additional and larger buses has become evident.

Since there are no bus sales companies in the Rio Grande Valley, HGAC purchasing cooperative is used to purchase three (3) thirty eight (38) passenger buses at a cost of \$121,325.25 each and a total of \$363,975.75 for the three buses.

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

### **15) Training Services (Purchase)**

Purchase of training services from **The University of Texas Rio Grande Valley** (UTRGV) (McAllen, TX) through an interlocal agreement, for the period beginning June 29, 2016 through July 1, 2016, at a total cost of \$29,250.00.

Purpose -- The Division of Information Services, Planning & Strategic Initiatives is seeking to purchase *Information Technology Information Library (ITIL) Practitioner and Information Technology Information Library (ITIL) Polestar Simulation* training services from The University of Texas Rio Grande Valley. The training services will assist South Texas College, ISP Division, and Technical Resources (TR) department, to develop and improve the delivery of departmental related services across the entire college.

Justification –The benefit of the service will be to assist the Technical Resources Department in analyzing, improving the design/functionality of the department in five (5) areas: (1) Service Management, (2) Guiding Principles, (3) Service Improvement, (4) Organizational Change Management, (5) Metrics and Measurements.

Background –As part of the ISP’s broader plan of an ongoing assessment of the college’s technological related resources and technology support needs, the need for *the Information Technology Information Library (ITIL) Practitioner and Information Technology Information Library (ITIL) Polestar Simulation* was identified. The initiative is in line with the College’s Strategic Direction of innovative redesign of processes and functions and implementation of changes to improve the Technology and Resources Department’s productivity and efficiency.

Funds for this expenditures are budgeted in the Information Services, Planning & Strategic Initiatives budget for FY 2015-2016.

### **16) Architectural On- Call Services (Renewal)**

Renew the contracts for architectural on-call services as needed for district wide non-bond construction projects less than \$500,000.00 in total construction costs for the period beginning June 27, 2016 through June 26, 2017 with the following vendors:

- a. **Boultinghouse Simpson Gates Architects** (McAllen, TX)
- b. **EGV Architects, Inc.** (Hidalgo, TX)
- c. **ERO International, LLP.** (McAllen, TX)
- d. **PBK Architects, Inc.** (McAllen, TX)
- e. **Rike Ogden Figueroa Alex Architects, Inc.** (McAllen, TX)

Purpose – The Office of Planning and Construction has requested the renewal of the non-bond on call architectural services contracts for projects on an as needed basis.

Justification and Benefit – The benefit is time saved by allowing staff to coordinate with vendors from a preapproved list of Architectural firms and recommending contracts with each firm on an as-needed basis for those construction projects under an estimated construction cost \$500,000.00.

The architectural contracts are needed for Capital Improvement projects, and renewal and replacement projects requiring these types of architectural design services.

Background - The Board awarded the contracts for the architectural on call services at the June 26, 2014 Board of Trustees meeting for one year with two one-year annual renewals. The last renewal period begins June 27, 2016 and ends June 26, 2017.

Award	Board Meeting Date	Original Term	Renewal Term
Original	6/26/14	6/27/14 - 6/26/15	2 – one year options
1 <sup>st</sup> Renewal	6/23/15		6/27/15 – 6/26/16
2 <sup>nd</sup> Renewal	5/24/16		6/27/16 – 6/26/17

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

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

**17) Grounds Maintenance (Renewal)**

Renew the grounds maintenance contract with **Maldonado Nursery & Landscape, Inc.** (La Feria, TX), for the period beginning July 26, 2016 through July 25, 2017, at an estimated cost of \$266,894.00.

Purpose – Facilities-Operation and Maintenance has requested the renewal of the grounds maintenance contract for service through the College district.

Justification and Benefit – The services will includes mowing, shredding of grass, tree trimming, flower beds, and landscaping areas with crushed granite for the Pecan Campus, Nursing and Allied Health Campus, Technology Campus, Starr County Campus, and Mid Valley Campus.

Background – The Board awarded the contract for grounds maintenance at the June 26, 2014 Board of Trustees meeting for one year with two one-year option to renew. The last renewal period begins July 26, 2016 and ends July 25, 2017.

Award	Board Meeting Date	Original Term	Renewal Term
Original	6/26/14	7/26/14 - 7/25/15	2 – one year options
1 <sup>st</sup> Renewal	4/28/15		7/26/15 – 7/25/16
2 <sup>nd</sup> Renewal	5/24/16		7/26/16 – 7/25/17

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

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

**18) Mechanical, Electrical, and Plumbing Engineering On-Call Services (Renewal)**

Renew the contracts for Mechanical, Electrical, and Plumbing (MEP) Engineering On-Call Services as needed for district wide non-bond construction projects less than \$300,000.00 in total construction costs for the period beginning July 26, 2016 through July 25, 2017 with the following vendors:

- a. **DBR Engineering Consultants, Inc.** (McAllen, TX)
- b. **Half Associates, Inc.** (McAllen, TX)
- c. **Sigma HN Engineers, PLLC.** (McAllen, TX)

Purpose – The Office of Facilities Planning and Construction has requested the renewal of the non-bond mechanical, electrical, and plumbing engineering on-call services contracts for projects on an as needed basis.

Justification and Benefit – The benefit is time saved by allowing staff to coordinate with vendors from a preapproved list of MEP firms and recommending contracts with each firm on an as-needed basis for those MEP projects under an estimated construction cost \$300,000.00.

The mechanical, electrical, and plumbing engineering on-call services contracts are needed for small renovation projects, lighting projects and capital improvement projects requiring these types of engineering services.

Background – The Board awarded the contracts for the mechanical, electrical, and plumbing engineering on-call services at the June 26, 2014 Board of Trustees meeting for one year with two one-year annual renewals. The last renewal period begins July 26, 2016 and ends July 25, 2017.

Award	Board Meeting Date	Original Term	Renewal Term
Original	6/26/14	7/26/14 - 7/25/15	2 – one year options
1 <sup>st</sup> Renewal	6/23/15		7/26/15 – 7/25/16
2 <sup>nd</sup> Renewal	5/24/16		7/26/16 – 7/25/17

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

Funds for this expenditure are budgeted in the Project Construction budgets for FY 2015-2016 and FY 2016-2017 pending board approval of the budget.



**19)Online Employee Training Services (Renewal)**

Renew the online employee training services contract with **Workplace Answers, LLC.** (Austin, TX) for the period beginning July 1, 2016 through June 30, 2017, at a total amount of \$14,995.00.

Purpose – The Office of Human Resources is requesting the contract for online employee training services be renewed for compliance of employee trainings.

Justification and Benefit – The online employee training services are needed to comply with requirements under the Title IX of the Education Amendments of 1972, Section 703 of Title VI of the 1964 Civil Rights Act, Section 504 of the Rehabilitation Act of 1973, the Federal Clery Act, and requirements under Chapter 51 Education Code, Chapter 261, Family Code.

The online training programs will provide courses for approximately 2,600 employees (both full-time and part-time) and approximately 300 employees designated as Campus Security Authorities with required training.

The online employee training services will include the following courses:

- Child Abuse and Molestation Awareness & Prevention in Texas
- Sexual Violence Awareness & Prevention
- Campus Security Authority Training
- Code of Conduct (Ethics) Training
- Unlawful Harassment Prevention for Faculty and Staff
- Preventing Discrimination and Sexual Violence: Title IX, VAWA, and Clery Act

Background – The Board awarded the contract for online employee training services at the June 26, 2014 Board of Trustees meeting for one year with two one-year annual renewals. The last renewal period begins July 1, 2016 and ends June 30, 2017.

Award	Board Meeting Date	Original Term	Renewal Term
Original	6/26/14	7/1/14 - 6/30/15	2 – one year options
1 <sup>st</sup> Renewal	6/23/15		7/1/15 – 6/30/16
2 <sup>nd</sup> Renewal	5/24/16		7/1/16 – 6/30/17

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

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

**20) Facility Usage Interlocal Agreements (Lease/Rental)**

Lease/Rental facility usage interlocal agreements with the **City of McAllen – McAllen Convention Center** (McAllen, TX), for the period beginning September 23, 2016 through August 26, 2017, at an estimated amount of \$40,177.60.

Purpose – The Office of Professional Development is requesting lease/rental of the McAllen Convention Center for various faculty and staff professional development events.

Justification and Benefits – The four (4) facility usage interlocal agreements are for South Texas College’s Professional Development events held throughout the year for faculty and staff. The events are as follows:

Date	Events	Amount
September 23, 2016	College-Wide Professional Development for Faculty and Staff	\$15,140.80
February 10, 2017	College-Wide Professional Development for Faculty and Staff	\$15,140.80
August 21, 2017	Academic Affairs Professional Development Day	\$5,896.00
August 26, 2017	Adjunct/Dual Enrollment Faculty Professional Development Day	\$4,000.00

Funds for this expenditure are budgeted in the Professional and Organizational Development budgets for FY 2016-2017 pending Board approval of the budget.

**D. Technology Items**

**21) Application Management Services (Purchase)**

Purchase application management services from **Texas A&M University – Corpus Christi** on behalf of the **Texas Connection Consortium** and **Ellucian Company, L.P.** for the period beginning June 1, 2016 through August 31, 2018, at a total amount of \$644,684.00. The annual payments are as follows: 1<sup>st</sup> Year - \$72,924.00, 2<sup>nd</sup> Year - \$287,622.00, and 3<sup>rd</sup> Year - \$284,138.00.

Purpose – Technology Resources is requesting to purchase enterprise application management services to assist with the administration of the College’s Enterprise Resources Planning systems, Banner, the Student Degree planner solution, Degree Works, and the Jagnet student portal.

Justification and Benefit – Application Management Services will improve the reliability and availability of the Banner, Degree Works, and Jagnet systems partnering with a dedicated team providing proactive application, server, and network monitoring and troubleshooting. Application and database upgrades will be performed on a regular basis by the engineers to ensure the College’s Banner system is up-to-date and running efficiently at all times.

Background – The Banner system was purchased in 2004. Maintenance and support is purchased annually for updates and technical assistance on minor issues. Major upgrades to Banner, Degree Works, or the Jagnet systems or any of the accompanying applications are performed by Technology Resources.

Funds for this expenditure are budgeted in the Technology Resources Project Management Risk & Security for FY 2015-2016 and FY 2016-2017 and FY 2017-2018 pending Board approval of the budgets.

## **22)Computers, Laptops, and Tablets (Purchase)**

Purchase of computers, laptops, and tablets from the State of Texas Department of Information Resources (DIR) approved vendors **Dell Marketing, LP.** (Dallas, TX) and the Texas Cooperative Purchasing Network (TCPN) approved vendor **CDW Government** (Vernon Hills, IL), in the total amount of \$46,793.61.

All purchase requests for computers, laptops, and tablets have been evaluated by Technology Resources Department and the Chief Information Officer. Technology Resources does not have refurbished systems available for new hires. Instructional and/or business need must be clearly identified/justified for any equipment that is outside standard configuration or does not replace existing office systems. (ex. mobile devices)

An itemized list with justification is included for your review and information.

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

- Systems being requested meet the South Texas College standard configuration
- The new systems will replace an older model (5+ years and out of warranty)
- Software requirements exceed the system capacity

The purchases can be summarized as follows:

- Faculty Computers
  - ⇒ 1 Computer for Vocational Nursing Program
  - ⇒ 1 Computer for Criminal Justice Program
  - ⇒ 1 Computer for Computer Science Program
- Staff Computers
  - ⇒ 1 Computer for Student Assessment Center
  - ⇒ 3 Computers for BAT/BAS Program
  - ⇒ 3 Computers for Division of Math, Science & BAT Programs
  - ⇒ 3 Computers for Business Office
  - ⇒ 2 Computers for High School Programs and Services

- Student-Lab Computers  
⇒ 10 Computers for Computer Science Program
- Classroom Instruction Laptops  
⇒ 3 Laptops for Diesel Technology Program
- Staff Laptop  
⇒ 1 Laptop for Division of Liberal Arts & Social Sciences
- Staff Tablets  
⇒ 2 Tablets for High School Programs and Services  
⇒ 2 Tablets for DE Quality and Sustainability  
⇒ 4 Tablets for DE Computer Science Academy  
⇒ 1 Tablet for Accreditation Office  
⇒ 2 Tablets for Cashier's Office
- Faculty Tablets  
⇒ 4 Tablets for Philosophy Program
- Classroom Instruction Tablet  
⇒ 1 Tablet for Computer Science Program

Funds for these expenditures are budgeted in the requesting department budgets for FY 2015-2016 as follows: Vocational Nursing, Criminal Justice, Computer Science, Student Assessment Center, BAT/BAS, Division of Math, Science & BA Programs, Business Office, HS Programs and Services, Diesel Technology, Division of Liberal Arts & Social Sciences, DE Quality and Sustainability, DE Computer Science Academy, Accreditation, Cashier's Office, and Philosophy.

### **23)Integration Services (Purchase)**

Purchase of integration services from **Texas A&M University-Corpus Christi** on behalf of **Texas Connection Consortium** and **Ellucian Company, LP.** for the period beginning May 25, 2016 through August 31, 2016, at a total cost of \$20,196.00.

Purpose – The integration services will allow the Department of Public Safety ticket-trac parking system to be infused with the College Banner system. The South Texas College Board of Trustees approved the acquisition of the ticket-trac parking program to provide issuance of parking permits, traffic and parking citations, and a citation appeals process to facilitate the college parking program. Integration of this program with Banner is necessary to assign the permits and citations, along with account holds for violations.

Justification and Benefit –The integration of ticket-trac with the college Banner system is needed to allow the recording of permit purchases, citation fines, and holds for non-payment on student and employee accounts.

Background – South Texas College manages a Board approved parking program that issues in excess of 15,000 parking permits each year. The program includes the issuance of citations for violations of the college traffic and parking rules and regulations and provides an appeals process for individuals who receive citations. The integration of ticket-trac with the college Banner system is required to manage the college parking program.

Funds for this acquisition are from the Technology Resources budget for FY 2015-2016.

#### **24) Online Catalog Management Software (Purchase)**

Purchase an online catalog management software from **Leepfrog Technologies** (Iowa City, IA) (New), a sole source vendor, at a cost of \$89,000.00 for the period beginning June 1, 2016 through May 31, 2017. It will include the software license, delivery services, and transition services for the first year of service. On-going costs after the initial year will be \$16,020.00 per year, which includes ongoing support services, upgrades and modifications, maintenance, and training as needed.

Purpose – The Office of Curriculum and Student Learning is requesting the purchase of an online catalog management software tool in order to increase the efficiency of the yearly student catalog update process, which is currently maintained by the Academic Affairs, Student Affairs and Enrollment Management, and Public Relations and Marketing Divisions/Departments.

Justification and Benefit – The production and maintenance of the College Catalog, which includes information on all degrees, certificates, and courses offered at South Texas College, is currently managed through a manual process. The current process often leads to duplication of efforts and inefficiencies of time. The purchase and implementation of the catalog management software will provide the following benefits:

- A more efficient and timely process for updating the catalog
- Student access to a user-friendly online catalog which is easily searchable
- Reduction in the duplication of staff effort (content is integrated with Banner and DegreeWorks, content in the online catalog can be easily copied and replicated on other college webpages)

Funds for this expenditure are budgeted in the Office of Curriculum & Student Learning budget for FY 2015-2016.

#### **25) Network Cabling Services (Renewal)**

Renew the network cabling services contract with **BridgeNet Communications, LLC.** (Donna, TX), for the period beginning July 26, 2016 through July 25, 2017, at an estimated amount of \$75,000.00.

Purpose – Technology Resources is requesting the contract for network cabling services be renewed for services throughout the district.

Justification and Benefit – The network cabling services will be used across various South Texas College campuses on an as needed basis. These services will include installing data cabling in new facilities and renovated areas or installing additional lines in existing classrooms and offices.

Background – The Board awarded the contract for network cabling services at the June 26, 2014 Board of Trustees meeting for one year with two one-year options to renew. The last renewal period begins July 26, 2016 and ends July 25, 2017.

Award	Board Meeting Date	Original Term	Renewal Term
Original	6/26/14	7/26/14 - 7/25/15	2 – one year options
1 <sup>st</sup> Renewal	6/19/15		7/26/15 – 7/25/16
2 <sup>nd</sup> Renewal	5/24/16		7/26/16 – 7/25/17

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

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

**26) Software Maintenance and Support Agreements (Renewal)**

Renew the software maintenance and support agreements with **Evisions** (Irvine, CA), a sole source vendor, for the period beginning April 1, 2016 through July 31, 2017, at a total amount of \$22,902.00.

Purpose – The Business Office is requesting to renew the maintenance agreements for software used to print Banner business forms.

Justification and Benefit – The software maintenance and support is for the following Banner forms: purchase orders, student bills, invoices, accounts payable checks, payroll checks, student refund checks, employee W-9 form, report writing, and direct deposit.

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

**E. Amend Previously Approved Purchase**

**27) Pecan Campus Library Compact Shelving and Installation (Purchase)**

At the April 26, 2016 Board Meeting, the Board of Trustees approved the purchase of the Pecan Campus Library Compact Shelving, Installation, and Services from Library Design Systems, Inc. in the amount of \$337,269.64. In discussion with the manufacturer, the purchase order needs to be amended as follows:

- **Compact Shelving and Installation** - Change vendor from Library Design Systems, Inc. (authorized dealer) to **Montel Aetnastak, Inc.** (Satellite Beach, FL) (New), (manufacturer), the State of Texas Multiple Award Schedule (TXMAS) approved vendor. The purchase order is required to be issued to the manufacturer instead of the dealer, according to the TXMAS program.
- **Services** - Remove the services from the purchase, as per manufacturer's request. Services included removing books from the shelves, packing books for storage, disassembling book shelves, unpacking of books, and re-shelving books. The College plans to issue a new RFP in the future to expand the services to cover this project and additional proposed project, such as the 2013 Bond Construction library projects.
- **Total Purchase Amount** - Decrease from \$337,269.64 to \$283,121.63, which will cover the Compact Shelving and Installation.

Purpose: Library and Learning Support Services is requesting to purchase compact shelving for the library collection in the Pecan Campus Library. This is also part of a Capital Improvement Project approved for fiscal year 2016. It will include the compact shelving, installation, and removal of debris.

Justification and Benefit: The compact shelving will allow the storage of books and other library materials in a smaller footprint. Purchasing the compact shelving will condense the square footage of the library collection and will allow Library and Learning Support Services to devote additional square footage on the first floor to group study.

In addition, it will enable the Library and Center for Learning Excellence to offer writing tutoring in the library, which will provide students with access to tutoring, reference librarians, and computing resources in one convenient location. It will also open up the 2<sup>nd</sup> floor of the Pecan Campus Library so that more space can be dedicated to quiet study. This purchase will provide substantial benefit to students by expanding the amount of space and furniture available for group study, tutoring, and quiet study.

Background: Over the past 8 to 10 years, Library Services has moved toward the Learning Commons service model, which places an emphasis on learning-centered spaces and technology support in libraries. Nationwide, this movement has involved reducing the footprint of library books and other resources and maximizing the space available for student study and other learning support activities. In planning for the 2013 bond construction, Library Services began evaluating compact shelving systems to standardize the collection storage at each campus and devote additional space to student study. Although the Pecan Campus library is not part of this construction, Library Services seeks to do the same on this campus.

Funds for this expenditure are budgeted in the Construction – Pecan Library Compact Shelving and Furniture budget for FY 2015-2016.

**Recommendation:**

The Finance and Human Resources Committee recommended Board of the proposal awards, purchases, renewals, and amendment of a previously approved purchase as listed below:

- |                                    |   |
|------------------------------------|---|
| <b>A. Awards</b>                   | <b>D. Technology Items</b>                            |
| <b>B. Instructional Items</b>      | <b>E. Amendment of a Previously Approved Purchase</b> |
| <b>C. Non- Instructional Items</b> |   |

**A. Awards**

- 1) **Audio Visual Equipment and Parts – I (Award):** award the proposal for audio visual equipment and parts – I to **Audio Visual Aids** (San Antonio, TX), at a total amount of \$18,032.00;
- 2) **Audio Visual Equipment and Parts – II (Award):** award the proposal for audio visual equipment and parts – II to **Adorama, Inc.** (New York, NY), at a total amount of \$15,787.35;
- 3) **Audio Visual Equipment and Parts – III (Award):** award the proposal for audio visual equipment and parts – III to **Audio Visual Aids** (San Antonio, TX), at a total amount of \$23,772.00;
- 4) **Cooper Center Conference Rooms Audio Visual Upgrade (Award):** award the proposal for the Cooper Center conference rooms audio visual upgrade to **Audio Visual Aids** (San Antonio, TX), at a total amount of \$95,676.50;
- 5) **Distance Learning Lab Audio Visual Upgrade (Award):** award the proposal for the distance learning lab audio visual upgrade to **Audio Visual Aids** (San Antonio, TX), at a total amount of \$23,960.00;
- 6) **Library Database Subscription (Award):** award the proposal for a library database subscription to **Amigos Library Services** (Dallas, TX), for the period beginning August 1, 2016 through July 31, 2017 with two one-year options to renew, at an amount of \$9,940.00;
- 7) **Metal Products for Welding Programs (Award):** award the proposal for the metal products for welding programs for the period beginning May 29, 2016 through May 28, 2017 with the two one-year options to renew, at an estimated amount of \$30,000.00 based on prior history. The vendors are as follows:
  - **Alamo Distribution, LLC./dba Alamo Iron Works** (San Antonio, TX)
  - **George Baldree Consulting** (Brownsville, TX) (New)
  - **Industrial Suppliers Larey, Inc./dba International Industrial Supply, Co.** (Brownsville, TX)
  - **Rio Grande Steel** (Edinburg, TX)
  - **Rodriguez Pipe & Steel/dba Lone Star Steel & Supply** (McAllen, TX) (New)
- 8) **Science and Engineering Labs Analog to Digital Audio Visual Upgrades (Award):** award the proposal for science and engineering labs analog to digital audio visual upgrades to **Audio Visual Aids** (San Antonio, TX), at a total amount of \$106,181.00;



**B. Instructional Items**

- 9) Online Essay Review Services Agreement (Purchase):** purchase an online essay review services agreement with **Smarthinking/NCS Pearson, Inc.** (Chicago, IL), a sole source vendor, for the period beginning May 25, 2016 through August 31, 2016, at an estimated amount of \$10,000.00 which provides 400 service hours;
- 10) Simulation Recording System (Purchase):** purchase a simulation recording system from **Laerdal Medical Corporation** (Wappingers Falls, NY), a sole source vendor, at a total amount of \$21,793.54;
- 11) Spectrophotometers (Purchase):** purchase spectrophotometers from **Shimadzu Scientific Instruments** (Houston, TX), a State of Texas Multiple Award Schedule (TXMAS) approved vendor, at a total cost of \$44,724.62;

**C. Non – Instructional Items**

- 12) Carpet and Installation (Purchase):** purchase carpet and installation from **Intertech Flooring** (Austin, TX/Mission, TX), a State of Texas Multiple Award Schedule (TXMAS) approved vendor, for the period beginning June 1, 2016 through May 31, 2017, at an estimated amount of \$25,000.00;
- 13) Furniture (Purchase):** purchase furniture from the National Joint Powers Alliance (NJPA) and the State of Texas Multiple Award Schedule (TXMAS) approved vendors, at a total amount of \$143,417.35;

#	Vendor	Amount
A	<b>Cramer, Inc./Gateway Printing and Office Supply, Inc.</b> (Edinburg, TX)	\$10,564.58
B	<b>Exemplis Corporation/Gateway Printing and Office Supply, Inc.</b> (Edinburg, TX)	\$9,886.38
C	<b>The Hon Company/Gateway Printing and Office Supply, Inc.</b> (Edinburg, TX)	\$1,743.96
D	<b>Krueger International, Inc./Gateway Printing and Office Supply, Inc.</b> (Edinburg, TX)	\$121,222.43
	Total	\$143,417.35

- 14) Shuttle Buses (Purchase):** purchase of shuttle buses from **National Bus Sales** (Justin, TX), a Houston Galveston Area Council (HGAC) approved vendor, at a total cost of \$363,975.75;
- 15) Training Services (Purchase):** purchase of training services from **The University of Texas Rio Grande Valley (UTRGV)** (McAllen, TX) through an interlocal agreement, for the period beginning June 29, 2016 through July 1, 2016, at a total cost of \$29,250.00;
- 16) Architectural On-Call Services (Renewal):** renew the contracts for architectural on-call services as needed for district wide non-bond construction projects less than \$500,000.00 in total construction costs for the period beginning June 27, 2016 through June 26, 2017 with the following vendors:
- a. **Boultinghouse Simpson Gates Architects** (McAllen, TX)
  - b. **EGV Architects, Inc.** (Hidalgo, TX)

- c. **ERO International, LLP.** (McAllen, TX)
  - d. **PBK Architects, Inc.** (McAllen, TX)
  - e. **Rike Odgen Figueroa Alex Architects, Inc.** (McAllen, TX)
- 17) Grounds Maintenance (Renewal):** renew the grounds maintenance contract with **Maldonado Nursery & Landscape, Inc.** (La Feria, TX), for the period beginning July 26, 2016 through July 25, 2017, at an estimated cost of \$266,894.00;
- 18) Mechanical, Electrical, and Plumbing Engineering On-Call Services (Renewal):** renew the contracts for mechanical, electrical, and plumbing engineering on-call services as needed for district wide non-bond construction projects less than \$300,000.00 in total construction costs for the period beginning July 26, 2016 through July 25, 2017 with the following vendors:
- a. **DBR Engineering Consultants, Inc.** (McAllen, TX)
  - b. **Half Associates, Inc.** (McAllen, TX)
  - c. **Sigma HN Engineers, PLLC.** (McAllen, TX)
- 19) Online Employee Training Services (Renewal):** renew the online employee training services contract with **Workplace Answer, LLC.** (Austin, TX) for the period beginning July 1, 2016 through June 30, 2017, at a total amount of \$14,995.00;
- 20) Facility Usage Interlocal Agreements (Lease/Rental):** lease/rental facility usage interlocal agreements with the **City of McAllen – McAllen Convention Center** (McAllen, TX), for the period beginning September 23, 2016 through August 26, 2017, at an estimated amount of \$40,177.60;

#### **D. Technology**

- 21) Application Management Services (Purchase):** purchase application management services from **Texas A & M University – Corpus Christi** on behalf of the **Texas Connection Consortium** and **Ellucian Company, LP.** for the period beginning June 1, 2016 through August 31, 2018, at a total amount of \$644,684.00. The annual payments are as follows: 1<sup>st</sup> Year - \$72,924.00, 2<sup>nd</sup> Year - \$287,622.00, and 3<sup>rd</sup> Year - \$284,138.00;
- 22) 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 the Texas Cooperative Purchasing Network (TCPN) approved vendor **CDW Government** (Vernon Hill, IL), in the total amount of \$46,793.61;
- 23) Integration Services (Purchase):** purchase of integration services from **Texas A&M University-Corpus Christi** on behalf of **Texas Connection Consortium** and **Ellucian Company, LP.**, for the period beginning May 25, 2016 through August 31, 2016, at a total cost of \$20,196.00;
- 24) Online Catalog Management Software (Purchase):** purchase an online catalog management software from **Leepfrog Technologies** (Iowa City, IA) (New), a sole source vendor, for a cost of \$89,000.00 for the period beginning June 1, 2016 through May 31, 2017. It will include the software license, delivery services, and transition services for the first year of service. On-going cost after the initial year will be \$16,020.00 per year, which includes ongoing support services, upgrades and modifications, maintenance, and training as needed;

**25) Network Cabling Services (Renewal):** renew the network cabling services contract with **BridgeNet Communications, LLC.** (Donna, TX), for the period beginning July 26, 2016 through July 25, 2017, at an estimated amount of \$75,000.00;

**26) Software Maintenance and Support Agreements (Renewal):** renew the software maintenance and support agreements with **Evisions** (Irvine, CA), a sole source vendor, for the period beginning April 1, 2016 through July 31, 2017, at a total amount of \$22,902.00;

**E. Amendment of a Previously Approved Purchase**

**27) Pecan Campus Library Compact Shelving and Installation (Purchase):** at the April 26, 2016 Board Meeting, the Board of Trustees approved the purchase of the Pecan Campus Library Compact Shelving, Installation, and Services from Library Design Systems, Inc. in the amount of \$337,269.64. In discussion with the manufacturer, the purchase order needs to be amended as follows:

- **Compact Shelving and Installation** - Change vendor from Library Design Systems, Inc. (authorized dealer) to **Montel Aetnastak, Inc.** (Satellite Beach, FL) (New), (manufacturer), the State of Texas Multiple Award Schedule (TXMAS) approved vendor. The purchase order is required to be issued to the manufacturer instead of the dealer, according to the TXMAS program.
- **Services** - Remove the services from the purchase, as per manufacturer's request. Services included removing books from the shelves, packing books for storage, disassembling book shelves, unpacking of books, and re-shelving books. The College plans to issue a new RFP in the future to expand the services to cover this project and additional proposed project, such as the 2013 Bond Construction library projects.
- **Total Purchase Amount** - Decrease from \$337,269.64 to \$283,121.63, which will cover the Compact Shelving and Installation.

The total for all proposal awards, purchases, renewals, and amendment of a previously approved purchase is \$2,465,273.95.

**The following Minute Order is proposed for consideration by the Board of Trustees:**  
The Board of Trustees of South Texas College approves and authorizes all proposal awards, purchases, renewals, and the amendment of a previously approved purchase as presented.

**Approval Recommended:**

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

## **Review and Action as Necessary on Participation in the National Intergovernmental Purchasing Alliance (NIPA) and National Joint Powers Alliance (NJPA) Purchasing Cooperatives**

Approval to participate in the National Intergovernmental Purchasing Alliance (NIPA) and National Joint Powers Alliance (NJPA) Purchasing Cooperative is requested.

Purpose – The Purchasing Department is requesting participation in the two (2) purchasing cooperatives, which will provide larger purchase discounts, reduces administrative cost in preparing request for proposal (RFP), and reduces the solicitation cost.

Justification – The Board of Trustees previously approved the purchasing cooperative participation with the Texas Cooperative Purchasing Network (TCPN) at the October 26, 2000 Board of Trustees Meeting. TCPN has been acquired by the National Intergovernmental Purchasing Alliance to provide a greater number of products and services for public agencies.

National Joint Powers Alliance is also available to all levels of government, schools, higher education institutions, and non-profit entities to provide a greater number of products and services.

The following are some of the benefits:

- There is no membership or participation fee
- No bulk purchasing is required
- Quality products and services
- No purchase obligations
- Significant discounts
- National vendors are available
- No lengthy costly bid processes
- No advertising or posting fees
- Annual evaluation of contracts
- Reasonable shipping fees (if any)
- NIPA and NJPA maintains open competition for purchases by complying with purchasing laws of Texas

Purchases through these cooperatives will be conducted as options and will be completed only after it has been determined to be the best value for the College. Some of the participations in the cooperatives are local vendors.

Participation in these purchasing cooperatives will provide additional sources of vendors which have competitively awarded bids. This membership will not preclude participation in the State of Texas Department of Information Resources (DIR) Purchasing Cooperative, State of Texas Multiple Award Schedule (TXMAS), and State of Texas Term Contracts.

The participation in these purchasing cooperatives will benefit the College during transitions periods of the state contracts and prevent any delaying in procuring products and services.

Mary Elizondo, Vice President for Finance and Administrative Services and Becky Cavazos, Director of Purchasing, attended the May 10, 2016 Finance and Human Resources Committee meeting to address any questions by the committee.

The Finance and Human Resources Committee recommended Board approval to participate in the National Intergovernmental Purchasing Alliance (NIPA) and National Joint Powers Alliance (NJPA) Purchasing Cooperatives as presented.

**Recommendation:**

It is recommended that the Board of Trustees of South Texas College approve and authorize the College's participation in the National Intergovernmental Purchasing Alliance (NIPA) and National Joint Powers Alliance (NJPA) Purchasing Cooperatives 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 College's participation in the National Intergovernmental Purchasing Alliance (NIPA) and National Joint Powers Alliance (NJPA) Purchasing Cooperatives as presented.

**Approval Recommended:**

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

## Discussion and Action as Necessary on Proposed Salary Adjustments for Faculty and Non-Faculty Personnel for FY 2016-2017

Approval of the Proposed Salary Adjustments for Faculty and Non-Faculty Personnel for FY 2016-2017 is requested.

### a. Faculty Salary Increases

*The College has a Faculty Salary Schedule that includes 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 is approximately \$971,829, which is based on an average increase of 3%. Additional modifications including reductions may be necessary prior to final approval of the Staffing Plan by the Board.

<b>Faculty Salary Increases</b>			
<b>Category</b>	<b>Average Increase Percentage</b>	<b>FY 2015-2016 Increase Amount</b>	<b>FY 2016-2017 Proposed Increase Amount</b>
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 awarded for existing non-faculty positions which were based on a 3% increase.

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 \$755,018, based on 3% increase, are proposed. Additional modifications including reductions may be necessary prior to final approval of the Staffing Plan by the Board.

<b>Non-Faculty Personnel Salary Increases</b>			
<b>Category</b>	<b>Increase Percentage</b>	<b>FY 2015-2016 Increase Amount</b>	<b>FY 2016-2017 Proposed Increase Amount</b>
Administrative	3%	\$115,899	\$122,731
Executive	3%	16,025	19,109
Classified	3%	227,205	204,647
Professional/Technical, Exempt	3%	157,618	147,918

Professional/Technical, Exempt	Non	3%	289,514	260,613
<b>Total</b>			<b>\$806,261</b>	<b>\$755,018</b>

The FY 2016-2017 proposed estimated Salary Adjustments for Faculty are \$971,829 and for Non-Faculty Personnel are \$755,018, for a total of \$1,726.847.

Dr. Shirley Reed, President, and Mary Elizondo, Vice President for Finance and Administrative Services attended the May 10, 2016 Finance and Human Resources Committee meeting to address any questions by the committee.

The Finance and Human Resources Committee recommended Board approval of the Proposed Salary Adjustments for Faculty and Non-Faculty Personnel for FY 2016-2017 as presented.

**Recommendation:**

It is recommended that the Board of Trustees of South Texas College approve and authorize the Proposed Salary Adjustments for Faculty and Non-Faculty Personnel for FY 2016-2017 as presented.

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

The Board of Trustees of South Texas College approves and authorizes the Proposed Salary Adjustments for Faculty and Non-Faculty Personnel for FY 2016-2017 as presented.

**Approval Recommended:**

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

## **Discussion and Action as Necessary on New Staff Positions for FY 2016-2017**

Approval of the New Staff Positions for FY 2016-2017 is requested.

Administration reviewed the need for additional new non-faculty staffing positions for FY 2016-2017 with staff and supports the recommendations subject to the availability of funding and Board approval of the final budget. Additional modifications including reductions may be necessary prior to final approval of the Staffing Plan by the Board.

Since the Committee reviewed this information, there have been some changes due to additional title revisions/corrections or adjustments/reclassifications. All changes are shown in the following documentation, with proposed additions highlighted in yellow and proposed deletions marked with red strikethrough.

A total of twelve (12) new positions are requested for a total amount of \$494,000. Funding in the amount of \$260,000, for six (6) of these new positions has been identified from salary pools, resulting on a proposed net increase in salary budget of \$234,000, as follows:

Funding	Amount
Funding Requested for New Positions	\$494,000
Less -- Funding from Pool Positions	\$260,000
Net Salary Budget Increases for New Positions	\$234,000

A listing of the proposed new staff positions for FY 2016-2017 is included in the packet for the Board's information and review.

Dr. Shirley Reed, President, and Mary Elizondo, Vice President for Finance and Administrative Services attended the May 10, 2016 Finance and Human Resources Committee meeting to address any questions by the committee.

The Finance and Human Resources Committee recommended Board approval of the New Staff Positions for FY 2016-2017. Administration has made some revisions, as shown in the following documentation, and recommends approval as presented.

### **Recommendation:**

It is recommended that the Board of Trustees of South Texas College approve and authorize the New Staff Positions for FY 2016-2017 as presented.

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

The Board of Trustees of South Texas College approves and authorizes the New Staff Positions for FY 2016-2017 as presented.

### **Approval Recommended:**

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



**South Texas College**  
**New Staff Positions for FY 2016 -2017**

	<b>ORG NUMBER</b>	<b>ACCOUNT NAME</b>	<b>TITLE</b>	<b>CLASSIFICATION EXEMPT/NON EXEMPT</b>	<b>GRADE</b>	<b>SALARY BUDGET</b>
<b>Office of the President</b>						
1	120000	Public Relations/Marketing	Chief Photographer	Professional/Technical Non-Exempt	Grade B	\$ 37,500
2	120000	Public Relations/Marketing	Community Relations Assistant	Classified	Grade G	\$ 32,000
<b>Total for Office of the President</b>						<b>\$ 69,500</b>
<b>Vice President for Academic Affairs</b>						
3	223025	Psychology	Faculty Secretary	Classified	Grade A	\$ 25,000
4	223020	History	Faculty Secretary	Classified	Grade A	\$ 25,000
5	224005	Associate Degree Nursing	Faculty Secretary	Classified	Grade A	\$ 25,000
6	210002	Academic Affairs	Project Manager - <b>VPAA</b>	Professional/Technical Exempt	Grade E	\$ 50,000
7	224013	Nursing & Allied Health Division	Project Manager - <b>NAH</b>	Professional/Technical Exempt	Grade E	\$ 50,000
<b>Total for Vice President for Academic Affairs</b>						<b>\$ 175,000</b>
<b>Vice President for Finance and Administrative Services</b>						
8	480001	Compliance	Compliance Manager	Professional/Technical Exempt	Grade G	\$ 60,000
9	480001	Compliance	Coordinator of Victim Assistance	Professional/Technical Exempt	Grade C	\$ 42,000
10	400003	Office of VP for Finance & Adm. Services	Project Manager - <b>Finance and Administrative Services FAS</b>	Professional/Technical Exempt	Grade E	\$ 50,000
<b>Total for Vice President for Finance and Administrative Services</b>						<b>\$ 152,000</b>
<b>Vice President for Student Affairs and Enrollment Mgmt.</b>						
11	350001	Student Affairs	Director of Advisement for Dual Enrollment	Administrative/ Exempt	Grade B	\$ 60,000
12	360001	Student Assessment	Testing Specialist	Professional/Technical Non-Exempt	Grade B	\$ 37,500
<b>Total for Vice President for Student Affairs and Enrollment Management</b>						<b>\$ 97,500</b>
<b>Total for Funding for New Positions</b>						<b>\$ 494,000</b>

## **Discussion and Action as Necessary on Non-Faculty Salary Adjustments/Reclassifications for FY 2016-2017**

Approval of the Non-Faculty Salary Adjustments/Reclassifications for FY 2016-2017 is requested.

Administration has reviewed the proposed non-faculty salary adjustments / reclassifications for FY 2016-2017 with staff and supports the recommendations subject to the availability of funding and Board approval of the final budget. Additional modifications including reductions may be necessary prior to final approval of the Staffing Plan by the Board.

Since the Committee reviewed this information, there have been some changes due to additional title revisions/corrections or adjustments/reclassifications. All changes are shown in the following documentation, with proposed additions highlighted in yellow and proposed deletions marked with red strikethrough.

A total of thirty-eight (38) salary adjustments/reclassifications for FY 2016-2017 are being requested for a total amount of \$141,308. Funding in the amount of \$100,470 has been identified from salary pools, resulting on a proposed net increase in salary budget of \$40,838.

A listing of the salary adjustments and reclassifications for FY 2016-2017 is included in the packet for the Board's information and review.

Dr. Shirley Reed, President, and Mary Elizondo, Vice President for Finance and Administrative Services attended the May 10, 2016 Finance and Human Resources Committee meeting to address any questions by the committee.

The Finance and Human Resources Committee reviewed and recommended Board approval of the Non-Faculty Salary Adjustments/Reclassifications for FY 2016-2017. Administration has made some revisions, as shown in the following documentation, and recommends approval as presented.

### **Recommendation:**

It is recommended that the Board of Trustees of South Texas College approve and authorize the Non-Faculty Salary Adjustments/Reclassifications for FY 2016-2017 as presented.

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

The Board of Trustees of South Texas College approves and authorizes the Non-Faculty Salary Adjustments/Reclassifications for FY 2016-2017 as presented.

### **Approval Recommended:**

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

**South Texas College**  
**Non-Faculty Salary Adjustments/Reclassifications for FY 2016-2017**  
**(Non Bond, Non Faculty, Not Vacant)**

	TITLE	CLASSIFICATION EXEMPT/ NON-EXEMPT	GRADE	CURRENT SALARY	SALARY ADJUSTMENT	ADJUSTED SALARY
<b>Office of the President</b>						
1	Title Change from Coordinator of Publications (Position 700462) to Creative Services Manager	Professional/ Technical Exempt	Grade C to Grade E	\$ 54,442	\$ 7,558	\$ 62,000
Rationale: <ul style="list-style-type: none"> <li>• Current title is outdated and doesn't accurately reflect the services the area provides. In recent years Publications has evolved into an agency-level creative services area. The Manager would oversee the creative services area of the department.</li> <li>• Important roles for this position would include implementing, maintaining, updating, supervising and enforcing graphic and identity standards that ensure brand consistency for the College.</li> <li>• Also provide creative and artistic direction for projects and align with similar adjustments made last year to the Digital Services for department.</li> </ul>						
<b>Total for Office of the President</b>					<b>\$ 7,558</b>	
<b>Vice President for Academic Affairs</b>						
2	Title Change from Learning Outcomes Technician (Position 701335) to Learning Outcomes Specialist	Classified to Professional/Technical Non-Exempt	Grade C to Grade B	\$ 26,099	\$ 7,901	\$ 34,000
Rationale: <ul style="list-style-type: none"> <li>• Salary Adjustment and Title Change to align title with current job duties and responsibilities including working collaboratively with faculty and chairs; overseeing upgrades and maintenance to the JagPride student learning outcome assessment system.</li> </ul>						
3	Title Change from Lab Specialist I (Position 703202) to Lab Specialist II <b>- Physics</b>	Professional/ Technical Non-Exempt	Grade A to Grade B	<del>\$ 31,640</del> \$ 32,640	\$ 2,000	<del>\$ 33,640</del> \$ 34,640
Rationale: <ul style="list-style-type: none"> <li>• Salary Adjustment and Title Change to align title with job responsibilities in order to keep up with job market and to compensate for education requirements and job experience.</li> <li>• She holds Bachelor's Degree in respective discipline.</li> </ul>						
4	Title Change from Lab Specialist I (Position 705415) to Lab Specialist II <b>- Physics</b>	Professional/ Technical Non-Exempt	Grade A to Grade B	\$ 29,400	\$ 2,000	\$ 31,400
Rationale: <ul style="list-style-type: none"> <li>• Salary Adjustment and Title Change to align title with job responsibilities in order to keep up with job market and to compensate for education requirements and job experience.</li> </ul>						
5	Title Change from Lab Specialist I (Position 701202) to Lab Specialist II <b>- Physics</b>	Professional/ Technical Non-Exempt	Grade A to Grade B	\$ 32,194	\$ 2,000	\$ 34,194
Rationale: <ul style="list-style-type: none"> <li>• Salary Adjustment and Title Change to align title with job responsibilities in order to keep up with job market and to compensate for education requirements and job experience.</li> </ul>						

**South Texas College**  
**Non-Faculty Salary Adjustments/Reclassifications for FY 2016-2017**  
**(Non Bond, Non Faculty, Not Vacant)**

	<b>TITLE</b>	<b>CLASSIFICATION EXEMPT/ NON-EXEMPT</b>	<b>GRADE</b>	<b>CURRENT SALARY</b>	<b>SALARY ADJUSTMENT</b>	<b>ADJUSTED SALARY</b>
6	Title Change from Lab Specialist I (Position 702200) to Lab Specialist II - Chemistry	Professional/ Technical Non-Exempt	Grade A to Grade B	\$ 29,294	\$ 2,000	\$ 31,294
Rationale: <ul style="list-style-type: none"> <li>Salary Adjustment and Title Change to align title with job responsibilities in order to keep up with job market and to compensate for education requirements and job experience.</li> </ul>						
7	Title Change from Distance Education Media Technician (Position 702374) to Distance Learning Assistive Technologies Specialist	Professional/ Technical Non-Exempt to Professional/ Technical Exempt	Grade B to Grade C	\$ 41,942	\$ 8,000	\$ 49,942
Rationale: <ul style="list-style-type: none"> <li>Align title with increase in responsibilities. The position will support online faculty, online students, and staff in providing assistive technology services in order to fully meet ADA and online learning accessibility compliance.</li> <li>In Fall 2015, there were 15 visually impaired and 38 deaf students in the college (there were 447 students with disabilities in total). Some of these students took online or hybrid classes who needed modifications and ADA services. At a meeting with VP Information Services and Planning and Director, Instructional Technology we discussed how we could better serve our students with disabilities to ensure compliance.</li> <li>The college does not currently have assistive technology designated positions and so it was recommended at the meeting for Distance Learning and Instructional Technologies to identify and convert one position each to fulfil the needs of students with disabilities.</li> <li>The converted position from Distance Learning will service online students while the other position at Instructional Technology Department will service face-to-face students. Position will also help Human Resources Department in serving the needs of staff with disabilities.</li> <li>To fund this position a vacant position #701274 will be eliminated (due to department reorganization).</li> </ul>						
8	Reclassification of Distance Education Technologies Specialist (Position 702276)	Professional/ Technical Non-Exempt	Grade C	\$ 34,359	\$ 6,000	\$ 40,359
Rationale: <ul style="list-style-type: none"> <li>Align salary with increased responsibilities resulting from eliminating vacant position 701274 due to department reorganization.</li> <li>Some of the responsibilities of position 701274 will be performed by the Distance Education Technologist in addition to current responsibilities.</li> </ul>						
9	Title Change from Coordinator of Distance Learning Technologies (Position 701276) to Distance Learning Media Manager	Professional/ Technical Exempt	Grade C to Grade F Grade E	\$ 52,270	\$ 6,000	\$ 58,270
Rationale: <ul style="list-style-type: none"> <li>Align title with responsibilities of the position.</li> <li>The position currently performs high level functions that assists the Dean of Distance Learning in supervising and managing all distance learning initiatives and staff in a manner that assures the maintenance of professional standards for quality distance learning.</li> </ul>						

**South Texas College**  
**Non-Faculty Salary Adjustments/Reclassifications for FY 2016-2017**  
**(Non Bond, Non Faculty, Not Vacant)**

	TITLE	CLASSIFICATION EXEMPT/ NON-EXEMPT	GRADE	CURRENT SALARY	SALARY ADJUSTMENT	ADJUSTED SALARY
10	Reclassification of Instructional <del>Technologies</del> Designer (Position 705276)	Professional/ Technical Exempt	Grade D to Grade E	\$ 43,775	\$ 3,000	\$ 46,775
Rationale: <ul style="list-style-type: none"> <li>The request is made to align salary with similar positions in other community colleges and for the purposes of instructional designer staff retention. Instructional designer position has become very difficult to fill as a result of non-competitive salary.</li> <li>The department has lost experienced instructional designers and replacement designers have declined job offers due to salaries.</li> </ul>						
11	Reclassification of Instructional <del>Technologies</del> Designer (Position 706276)	Professional/ Technical Exempt	Grade D to Grade E	\$ 52,270	\$ 3,000	\$ 55,270
Rationale: <ul style="list-style-type: none"> <li>The request is made to align salary with similar positions in other community colleges and for the purposes of instructional designer staff retention. Instructional designer position has become very difficult to fill as a result of non-competitive salary.</li> <li>The department has lost experienced instructional designers and replacement designers have declined job offers due to salaries.</li> </ul>						
12	Reclassification of Instructional <del>Technologies</del> Designer (Position 704276)	Professional/ Technical Exempt	Grade D to Grade E	<del>\$ 52,270</del> \$ 53,000	\$ 3,000	<del>\$ 55,270</del> \$ 56,000
Rationale: <ul style="list-style-type: none"> <li>The request is made to align salary with similar positions in other community colleges and for the purposes of instructional designer staff retention. Instructional designer position has become very difficult to fill as a result of non-competitive salary.</li> <li>The department has lost experienced instructional designers and replacement designers have declined job offers due to salaries.</li> </ul>						
13	Reclassification of Curriculum and Scheduling Coordinator (Position 703335)	Professional/ Technical Exempt	Grade D	\$ 48,000	\$ 3,600	\$ 51,600
Rationale: <ul style="list-style-type: none"> <li>To align salary with additional duties assigned to the position.</li> <li>HR is reviewing the revised job description.</li> </ul>						
<b>Total for Vice President for Academic Affairs</b>					<del>\$ 44,901</del> \$ 48,501	
<b>Vice President for Finance and Administrative Services</b>						
14	Reclassification of Director of Purchasing (Position 700219)	Administrative/ Exempt	Grade C	\$ 85,438	\$ 5,807	\$ 91,245
Rationale: <ul style="list-style-type: none"> <li>Adjustment to salary based on level of responsibilities and in accordance with compensation study which identified salary at 26% below market.</li> </ul>						
15	Reclassification of Associate Director of Purchasing (Position 704580)	Administrative/ Exempt	Grade B	\$ 68,518	\$ 4,657	\$ 73,175
Rationale: <ul style="list-style-type: none"> <li>Adjustment to salary based on increased level of responsibilities including expanded review of legal agreements, contracts, and purchasing documents.</li> </ul>						

**South Texas College**  
**Non-Faculty Salary Adjustments/Reclassifications for FY 2016-2017**  
**(Non Bond, Non Faculty, Not Vacant)**

	TITLE	CLASSIFICATION EXEMPT/ NON-EXEMPT	GRADE	CURRENT SALARY	SALARY ADJUSTMENT	ADJUSTED SALARY
16	Title Change from Director of Accountability (Position 702160) to Director of Accountability, Risk, and Compliance	Administrative/ Exempt	Grade B to Grade C	\$ 71,000	\$ 4,816	\$ 75,816
Rationale: <ul style="list-style-type: none"> <li>Reclass to higher pay grade based on creation of new department by combining accountability and risk functions and adding a compliance function and staff.</li> </ul>						
<b>Total for Vice President for Finance and Administrative Services</b>					<b>\$ 15,280</b>	
<b>Vice President for Information Services &amp; Planning</b>						
17	<del>Reclassification of</del> <b>Title Change</b> from Director of Library Public Services (Position 700060) to <b>Associate Dean of Library Services</b>	Administrative/ Exempt	Grade C	\$ 64,340	\$ 10,000	\$ 74,340
Rationale: <ul style="list-style-type: none"> <li><b>Title Change and</b> reorganization of Library Services to streamline administrative personnel.</li> </ul>						
18	Reclassification of Instructional Technologies Assistant I (Position 700085)	Classified	Grade C	\$ 24,075	\$ 2,000	\$ 26,075
Rationale: <ul style="list-style-type: none"> <li>Reorganization of Library Services to streamline administrative personnel.</li> </ul>						
19	Reclassification of Instructional Technologies Assistant I (Position 706102)	Classified	Grade C	\$ 32,884	\$ 2,000	\$ 34,884
Rationale: <ul style="list-style-type: none"> <li>Reorganization of Library Services to streamline administrative personnel.</li> </ul>						
20	Reclassification of Instructional Technologies Assistant I (Position 705102)	Classified	Grade C	\$ 26,608	\$ 2,000	\$ 28,608
Rationale: <ul style="list-style-type: none"> <li>Reorganization of Library Services to streamline administrative personnel.</li> </ul>						
21	Reclassification of Instructional Technologies Assistant I (Position 721102)	Classified	Grade C	\$ 24,000	\$ 2,000	\$ 26,000
Rationale: <ul style="list-style-type: none"> <li>Reorganization of Library Services to streamline administrative personnel.</li> </ul>						
22	Reclassification of Instructional Technologies Assistant I (Position 710102)	Classified	Grade C	\$ 24,570	\$ 2,000	\$ 26,570
Rationale: <ul style="list-style-type: none"> <li>Reorganization of Library Services to streamline administrative personnel.</li> </ul>						
23	Reclassification of Instructional Technologies Assistant I (Position 700186)	Classified	Grade C	<del>\$ 25,584</del> \$ 24,500	\$ 416	<del>\$ 26,000</del> \$ 24,916
Rationale: <ul style="list-style-type: none"> <li>Reorganization of Library Services to streamline administrative personnel.</li> </ul>						

**South Texas College**  
**Non-Faculty Salary Adjustments/Reclassifications for FY 2016-2017**  
**(Non Bond, Non Faculty, Not Vacant)**

	<b>TITLE</b>	<b>CLASSIFICATION EXEMPT/ NON-EXEMPT</b>	<b>GRADE</b>	<b>CURRENT SALARY</b>	<b>SALARY ADJUSTMENT</b>	<b>ADJUSTED SALARY</b>
24	Reclassification of Instructional Technologies Assistant I (Position 707271)	Classified	Grade C	\$ 22,000	\$ 2,000	\$ 24,000
Rationale: • Reorganization of Library Services to streamline administrative personnel.						
25	Reclassification of Instructional Technologies Assistant I (Position 707102)	Classified	Grade C	\$ 23,433	\$ 2,000	\$ 25,433
Rationale: • Reorganization of Library Services to streamline administrative personnel.						
26	Reclassification of Instructional Technologies Assistant I (Position 704102)	Classified	Grade C	\$ 25,472	\$ 2,000	\$ 27,472
Rationale: • Reorganization of Library Services to streamline administrative personnel.						
27	Reclassification of Instructional Technologies Assistant I (Position 703100)	Classified	Grade C	\$ 22,297	\$ 2,000	\$ 24,297
Rationale: • Reorganization of Library Services to streamline administrative personnel.						
28	Reclassification of Instructional Technologies Assistant I (Position 720102)	Classified	Grade C	\$ 22,158	\$ 2,000	\$ 24,158
Rationale: • Reorganization of Library Services to streamline administrative personnel.						
29	Title Change from Instructional Technologies Assistant II (Position 702102) to ADA Instructional Technologies Specialist	Classified to Professional/Technical Exempt	Grade D to Grade B	\$ 32,395	\$ 10,105	\$ 42,500
Rationale: • Upgrade in position needed to meet ADA compliance for classroom, student and staff support.						
30	Reclassification of Instructional Technologies Assistant I (Position 709102)	Classified	Grade C	\$ 24,435	\$ 2,000	\$ 26,435
Rationale: • Change in job responsibilities.						
31	Reclassification of Database Analyst III (Position 709395)	Professional/Technical Exempt	Grade G	\$ 67,559	\$ 3,500	\$ 71,059
Rationale: • Change and addition in job responsibilities; adjustment to support upgrade to duties.						
32	Reclassification of Network Services Analyst I (Position 705395)	Professional/ Technical Non-Exempt	Grade C	\$ 37,179	\$ 4,000	\$ 41,179
Rationale: • Reorganization of Library Services to streamline administrative personnel.						
<b>Total for Vice President for Information Services &amp; Planning</b>					<del>\$ 40,521</del>	<b>\$ 50,021</b>

**South Texas College**  
**Non-Faculty Salary Adjustments/Reclassifications for FY 2016-2017**  
**(Non Bond, Non Faculty, Not Vacant)**

TITLE	CLASSIFICATION EXEMPT/ NON-EXEMPT	GRADE	CURRENT SALARY	SALARY ADJUSTMENT	ADJUSTED SALARY	
<b>Vice President for Student Affairs and Enrollment Management</b>						
33	Title Change from Financial Aid Technician (Position 705440) to Financial Aid Specialist	Classified to Professional/Technical Non-Exempt	Grade B to Grade B	\$ 24,694	\$ 4,306	\$ 29,000
Rationale: <ul style="list-style-type: none"> <li>The department needs cross functional teams to perform at a higher skill level as a result of verification, compliance requirements and new regulations.</li> <li>Staff meets the Bachelor Degree requirements.</li> </ul>						
34	Title Change from Financial Aid Technician (Position 700103) to Financial Aid Specialist	Classified to Professional/Technical Non-Exempt	Grade B to Grade B	<del>\$ 23,664</del> \$ 24,664	\$ 5,336	<del>\$ 29,000</del> \$ 30,000
Rationale: <ul style="list-style-type: none"> <li>The department needs cross functional teams to perform at a higher skill level as a result of verification, compliance requirements and new regulations.</li> <li>Staff meets the Bachelor Degree requirements.</li> </ul>						
35	Title Change from Financial Aid Technician (Position 709440) to Financial Aid Specialist	Classified to Professional/Technical Non-Exempt	Grade B to Grade B	\$ 24,694	\$ 4,306	\$ 29,000
Rationale: <ul style="list-style-type: none"> <li>The department needs cross functional teams to perform at a higher skill level as a result of verification, compliance requirements and new regulations.</li> <li>Staff meets the Bachelor Degree requirements.</li> </ul>						
36	Title Change from Financial Aid Technician (Position 707440) to Financial Aid Specialist	Classified to Professional/Technical Non-Exempt	Grade B to Grade B	\$ 30,787	\$ 2,000	\$ 32,787
Rationale: <ul style="list-style-type: none"> <li>The department needs cross functional teams to perform at a higher skill level as a result of verification, compliance requirements and new regulations.</li> <li>Staff meets the Bachelor Degree requirements.</li> </ul>						
37	Title Change from Financial Aid Technician (Position 700187) to Financial Aid Specialist	Classified to Professional/Technical Non-Exempt	Grade B to Grade B	\$ 33,205	\$ 2,000	\$ 35,205
Rationale: <ul style="list-style-type: none"> <li>The department needs cross functional teams to perform at a higher skill level as a result of verification, compliance requirements and new regulations.</li> <li>Staff meets the Bachelor Degree requirements.</li> </ul>						
38	Title Change from Counselor (Position 700172) to Licensed Counselor	Professional/ Technical Exempt	Grade C to Grade D	\$ 46,149	\$ 2,000	\$ 48,149
Rationale: <ul style="list-style-type: none"> <li>Title IV has impacted the level of services required for accommodations (ADA, Pregnancy) and sexual assault, harrasment, BIT cases.</li> <li>The Masters and Licensed Professional Counseling Certification will be required.</li> <li>Counselors that completed their LPC certification were receiving an educational supplement. (Completed LPC certification in 2014-2015)</li> </ul>						
<b>Total for Vice President for Student Affairs and Enrollment Management</b>				<b>\$ 19,948</b>		
<b>Total for Salary Adjustments/Reclassifications</b>				<del><b>\$ 128,208</b></del> <b>\$ 141,308</b>		



## **Discussion and Action as Necessary on New Non-Faculty Staff Positions for FY 2016-2017 as Necessary for the 2013 Bond Construction Program Facilities Expansion**

Approval of the New Non-Faculty Staff Positions for FY 2016-2017 as necessary for the 2013 Bond Construction Program Facilities Expansion for FY 2016-2017 is requested.

An estimated 600,000 square feet of facilities will be added to the South Texas College campuses by the 2013 Bond Construction Program. As a result, it is anticipated that additional staff will be required to service, operate, and maintain the facilities.

Administration has reviewed the need for additional new non-faculty staffing positions necessary for the expanded facility scope for FY 2016-2017 with staff and supports the recommendations subject to the availability of funding and Board approval of the final budget. Additional modifications including reductions may be necessary prior to final approval of the Staffing Plan by the Board.

Since the Committee reviewed this information, there have been some changes due to additional title revisions/corrections or adjustments/reclassifications. All changes are shown in the following documentation, with proposed additions highlighted in yellow and proposed deletions marked with red strikethrough.

A total of 152 new positions for occupying and maintaining the new facilities is being requested for a total amount of \$2,399,100. The new positions are 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 <b>2013 Bond Construction Program Facilities Expansion</b>	Amount
New Non-Faculty Staff Positions	\$2,399,100

A list of the preliminary proposed positions is included in the packet for the Board's information and review.

A summary of the preliminary proposed new staff positions by Classification necessary for the expanded facility scope are as follows:

### **a. New Non-Faculty Staff Positions**

- Academic Affairs - 16 position titles
  - ⇒ 7 Classified
    - 4 Faculty Secretary
    - 2 Lab Assistant - NAH
    - 1 Speech Lab Technician

- ⇒ 2 Professional/Technical Exempt
  - 1 Distance Learning Instructional Facilitator
  - 1 Simulation Coordinator
  
- ⇒ 7 Professional/Technical Non-Exempt
  - 1 Biomedical Simulation Specialist
  - 1 Lab Coordinator
  - 1 Lab Specialist II - Engineering
  - 2 Student Services Specialist II
  - 2 Student Success Specialists
  
- Finance and Administrative Services – 100 position titles
  - ⇒ 2 Administrative/Exempt
    - 1 Assistant Director of Facilities Operations and Maintenance
    - 1 Assistant Director of Facilities Planning and Construction
  
  - ⇒ 76 Classified
    - 1 Administrative Assistant
    - 2 Carpenter
    - 28 Custodian
    - 3 Electrician
    - 2 Energy Technician
    - 2 Fixed Asset & Receiving Technician
    - 5 Floor Technicians
    - 1 FPC Project Technician
    - 2 HR Assistant
    - 4 Lead Custodian
    - 1 Locksmith
    - 3 Maintenance Assistant
    - 4 Maintenance Technician
    - 2 Painter
    - 3 Plumber
    - 12 Security Guard
    - 1 Warehouse Technician
  
  - ⇒ 5 Professional/Technical Exempt
    - 2 Campus Facility Manager
    - 1 Facilities Operations & Maintenance Administrative Coordinator
    - 1 FPC Project Manager
    - 1 Buyer
  
  - ⇒ 17 Professional/Technical Non-Exempt
    - 1 Accounting Specialist
    - 1 Accounts Payable Specialist
    - 1 Construction Supervisor
    - 1 Coordinator or Emergency Preparedness and Training
    - 1 Custodial Supervisor
    - 1 Distribution Services Specialist
    - 1 HR Staffing Specialist

- 1 Operations Support Coordinator
  - 1 Payroll Specialist
  - 1 Police Compliance Coordinator
  - 5 Police Officer
  - 1 Security Support Specialist
  - 1 Technical Facilities Specialist
- Information Services and Planning – 23 position titles
    - ⇒ 14 Classified
      - 2 IT Assistant I
      - 1 IT Assistant I
      - 1 IT Assistant I
      - 2 IT Assistant I
      - 1 IT Assistant II
      - 1 IT Assistant II
      - 6 Open Lab Technician
    - ⇒ 1 Professional/Technical Exempt
      - 1 Project Manager – Instructional Technologies
    - ⇒ 9 Professional/Technical Non-Exempt
      - 1 Client Services Specialist
      - 1 Computer Analyst
      - 3 Computer Services Specialist
      - 1 Network Services Analyst I
      - 1 Library Specialist
      - 1 Open Labs Analyst
      - 1 Technology Specialist
  - Student Affairs and Enrollment Management – 12 position titles
    - ⇒ 2 Classified
      - 2 Secretary (Student Activities)
    - ⇒ 4 Professional/Technical Exempt
      - 2 Coordinator of Student Activities for Events
      - 2 Counselor
    - ⇒ 6 Professional/Technical Non-Exempt
      - 2 Admissions Specialist
      - 2 Financial Aid Specialist for Veterans
      - 2 Student Activities Specialist

Dr. Shirley Reed, President, and Mary Elizondo, Vice President for Finance and Administrative Services attended the May 10, 2016 Finance and Human Resources Committee meeting to address any questions by the committee.

The Finance and Human Resources Committee recommended Board approval of the New Non-Faculty Staff Positions for FY 2016-2017 as necessary for the 2013 Bond Construction Program Facilities Expansion for FY 2016-2017. Administration has made some revisions, as shown in the following documentation, and recommends approval as presented.

**Recommendation:**

It is recommended that the Board of Trustees of South Texas College approve and authorize the New Non-Faculty Staff Positions for FY 2016-2017 as necessary for the 2013 Bond Construction Program Facilities Expansion for FY 2016-2017, as presented.

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

The Board of Trustees of South Texas College approves and authorizes the New Non-Faculty Staff Positions for FY 2016-2017 as necessary for the 2013 Bond Construction Program Facilities Expansion for FY 2016-2017, as presented.

**Approval Recommended:**

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

**South Texas College**  
**New Non-Faculty Staff Positions for FY 2016 -2017**  
**Necessary for the 2013 Bond Construction Program Facilities Expansion**

	ORG NUMBER	ACCOUNT NAME	TITLE	CLASSIFICATION EXEMPT/NON EXEMPT	GRADE	SALARY BUDGET
<b>Vice President for Academic Affairs</b>						
1	224013	Nursing & Allied Health Division	Biomedical Simulation Specialist	Professional/Technical Non-Exempt	Grade C	\$ 32,083
2	211001	Distance Learning	Distance Learning Instructional Facilitator	Professional/Technical Exempt	Grade E	\$ 50,000
3	224013	Nursing & Allied Health Division	Faculty Secretary	Classified	Grade A	\$ 8,333
4	224013	Nursing & Allied Health Division	Faculty Secretary	Classified	Grade A	\$ 8,333
5	223012	LASS	Faculty Secretary	Classified	Grade A	\$ 12,000
6	223012	LASS	Faculty Secretary	Classified	Grade A	\$ 12,000
7	224013	Nursing & Allied Health Division	Lab Assistant - NAH	Classified	Grade B	\$ 8,333
8	224013	Nursing & Allied Health Division	Lab Assistant - NAH	Classified	Grade B	\$ 8,333
9	221303	Math, Science, & Bachelor Program	Lab Coordinator	Professional/Technical Non-Exempt	Grade C	\$ 12,031
10	221302	Math, Science, & Bachelor Program	Lab Specialist II - Engineering	Professional/Technical Non-Exempt	Grade B	\$ 13,292
11	224013	Nursing & Allied Health Division	Simulation Coordinator	Professional/Technical Exempt	Grade E	\$ 50,000
12	223003	Speech	Speech Lab Technician	Classified	Grade D	\$ 12,000
13	<del>217301</del> 217101	Starr County Campus	Student Services Specialist II	Professional/Technical Non-Exempt	Grade B	\$ 13,000
14	<del>217101</del> 217301	Mid-Valley	Student Services Specialist II	Professional/Technical Non-Exempt	Grade B	\$ 13,000
15	223012	LASS	Student Success Specialists	Professional/Technical Non-Exempt	Grade C	\$ 17,500
16	223012	LASS	Student Success Specialists	Professional/Technical Non-Exempt	Grade C	\$ 17,500
<b>Total for Vice President for Academic Affairs</b>						<b>\$ 287,738</b>
<b>Vice President for Finance and Administrative Services</b>						
17	410013	Business Office	Accounting Specialist	Professional/Technical Non-Exempt	Grade B	\$ 17,500
18	410013	Business Office	Accounts Payable Specialist	Professional/Technical Non-Exempt	Grade B	\$ 17,500
19	430001	Dir Fac Planning & Construction	Administrative Assistant	Classified	Grade F	\$ 18,667
20	450006	Facility Maintenance	Assistant Director of Facilities Operations and Maintenance	Administrative/ Exempt	Grade A	\$ 17,935
21	430001	Dir Fac Planning & Construction	Assistant Director of Facilities Planning and Construction	Administrative/ Exempt	Grade A	\$ 43,333
22	420007	Purchasing	Buyer	Professional/ Technical Exempt	Grade B	\$ 23,334
23	450006	Facility Maintenance	Campus Facility Manager	Professional/ Technical Exempt	Grade E	\$ 26,719
24	450006	Facility Maintenance	Campus Facility Manager	Professional/ Technical Exempt	Grade E	\$ 26,719

**South Texas College**  
**New Non-Faculty Staff Positions for FY 2016 -2017**  
**Necessary for the 2013 Bond Construction Program Facilities Expansion**

	<b>ORG NUMBER</b>	<b>ACCOUNT NAME</b>	<b>TITLE</b>	<b>CLASSIFICATION EXEMPT/NON EXEMPT</b>	<b>GRADE</b>	<b>SALARY BUDGET</b>
25	450006	Facility Maintenance	Carpenter	Classified	Grade C	\$ 12,325
26	450006	Facility Maintenance	Carpenter	Classified	Grade C	\$ 12,325
27	450006	Facility Maintenance	Construction Supervisor	Professional/Technical Non-Exempt	Grade C	\$ 13,854
28	450051	Department of Public Safety	Coordinator of Emergency Preparedness and Training	Professional/Technical Non-Exempt	Grade C	\$ 10,500
29	450004	Custodial	Custodial Supervisor	Professional/Technical Non-Exempt	Grade C	\$ 10,391
30	450004	Custodial	Custodian	Classified	Grade A	\$ 16,721
31	450004	Custodial	Custodian	Classified	Grade A	\$ 14,631
32	450004	Custodial	Custodian	Classified	Grade A	\$ 14,631
33	450004	Custodial	Custodian	Classified	Grade A	\$ 14,631
34	450004	Custodial	Custodian	Classified	Grade A	\$ 12,541
35	450004	Custodial	Custodian	Classified	Grade A	\$ 12,541
36	450004	Custodial	Custodian	Classified	Grade A	\$ 12,541
37	450004	Custodial	Custodian	Classified	Grade A	\$ 12,541
38	450004	Custodial	Custodian	Classified	Grade A	\$ 12,541
39	450004	Custodial	Custodian	Classified	Grade A	\$ 12,541
40	450004	Custodial	Custodian	Classified	Grade A	\$ 10,450
41	450004	Custodial	Custodian	Classified	Grade A	\$ 10,450
42	450004	Custodial	Custodian	Classified	Grade A	\$ 10,450
43	450004	Custodial	Custodian	Classified	Grade A	\$ 10,450
44	450004	Custodial	Custodian	Classified	Grade A	\$ 10,450
45	450004	Custodial	Custodian	Classified	Grade A	\$ 8,360
46	450004	Custodial	Custodian	Classified	Grade A	\$ 8,360
47	450004	Custodial	Custodian	Classified	Grade A	\$ 8,360
48	450004	Custodial	Custodian	Classified	Grade A	\$ 8,360
49	450004	Custodial	Custodian	Classified	Grade A	\$ 8,360
50	450004	Custodial	Custodian	Classified	Grade A	\$ 8,360
51	450004	Custodial	Custodian	Classified	Grade A	\$ 6,270

**South Texas College**  
**New Non-Faculty Staff Positions for FY 2016 -2017**  
**Necessary for the 2013 Bond Construction Program Facilities Expansion**

	<b>ORG NUMBER</b>	<b>ACCOUNT NAME</b>	<b>TITLE</b>	<b>CLASSIFICATION EXEMPT/NON EXEMPT</b>	<b>GRADE</b>	<b>SALARY BUDGET</b>
52	450004	Custodial	Custodian	Classified	Grade A	\$ 6,270
53	450004	Custodial	Custodian	Classified	Grade A	\$ 6,270
54	450004	Custodial	Custodian	Classified	Grade A	\$ 6,270
55	450004	Custodial	Custodian	Classified	Grade A	\$ 6,270
56	450004	Custodial	Custodian	Classified	Grade A	\$ 6,270
57	450004	Custodial	Custodian	Classified	Grade A	\$ 6,270
58	420004	Central Receiving	Distribution Services Specialist	Professional/Technical Non-Exempt	Grade B	\$ 23,334
59	450006	Facility Maintenance	Electrician	Classified	Grade G	\$ 15,026
60	450006	Facility Maintenance	Electrician	Classified	Grade G	\$ 15,026
61	450006	Facility Maintenance	Electrician	Classified	Grade G	\$ 15,026
62	450006	Facility Maintenance	Energy Technician	Classified	Grade F	\$ 11,678
63	450006	Facility Maintenance	Energy Technician	Classified	Grade F	\$ 11,678
64	450003	Operations & Maintenance	Facilities Operations & Maintenance Administrative Coordinator	Professional/ Technical Exempt	Grade E	\$ 10,500
65	420004	Central Receiving	Fixed Asset & Receiving Technician	Classified	Grade A	\$ 16,667
66	420004	Central Receiving	Fixed Asset & Receiving Technician	Classified	Grade A	\$ 16,667
67	450004	Custodial	Floor Technicians	Classified	Grade A	\$ 8,360
68	450004	Custodial	Floor Technicians	Classified	Grade A	\$ 6,270
69	450004	Custodial	Floor Technicians	Classified	Grade A	\$ 6,270
70	450004	Custodial	Floor Technicians	Classified	Grade A	\$ 6,270
71	450004	Custodial	Floor Technicians	Classified	Grade A	\$ 6,270
72	430001	Dir Fac Planning & Construction	FPC Project Manager	Professional/ Technical Exempt	Grade F	\$ 40,000
73	430001	Dir Fac Planning & Construction	FPC Project Technician	Classified	Grade E	\$ 16,000
74	460001	Human Resources	HR Assistant	Classified	Grade C	\$ 26,583
75	460001	Human Resources	HR Assistant	Classified	Grade C	\$ 26,583
76	460001	Human Resources	HR Staffing Specialist	Professional/Technical Non-Exempt	Grade B	\$ 32,083
77	450004	Custodial	Lead Custodian	Classified	Grade C	\$ 17,255

**South Texas College**  
**New Non-Faculty Staff Positions for FY 2016 -2017**  
**Necessary for the 2013 Bond Construction Program Facilities Expansion**

	<b>ORG NUMBER</b>	<b>ACCOUNT NAME</b>	<b>TITLE</b>	<b>CLASSIFICATION EXEMPT/NON EXEMPT</b>	<b>GRADE</b>	<b>SALARY BUDGET</b>
78	450004	Custodial	Lead Custodian	Classified	Grade C	\$ 14,790
79	450004	Custodial	Lead Custodian	Classified	Grade C	\$ 9,860
80	450004	Custodial	Lead Custodian	Classified	Grade C	\$ 9,860
81	450006	Facility Maintenance	Locksmith	Classified	Grade F	\$ 10,617
82	450006	Facility Maintenance	Maintenance Assistant	Classified	Grade E	\$ 13,307
83	450006	Facility Maintenance	Maintenance Assistant	Classified	Grade E	\$ 13,307
84	450006	Facility Maintenance	Maintenance Assistant	Classified	Grade E	\$ 13,307
85	450006	Facility Maintenance	Maintenance Technician	Classified	Grade F	\$ 14,598
86	450006	Facility Maintenance	Maintenance Technician	Classified	Grade F	\$ 14,598
87	450006	Facility Maintenance	Maintenance Technician	Classified	Grade F	\$ 14,598
88	450006	Facility Maintenance	Maintenance Technician	Classified	Grade F	\$ 14,598
89	450003	Operations & Maintenance	Operations Support Coordinator	Professional/Technical Non-Exempt	Grade C	\$ 8,975
90	450006	Facility Maintenance	Painter	Classified	Grade A	\$ 10,450
91	450006	Facility Maintenance	Painter	Classified	Grade A	\$ 10,450
92	410013	Business Office	Payroll Specialist	Professional/Technical Non-Exempt	Grade B	\$ 17,500
93	450006	Facility Maintenance	Plumber	Classified	Grade A	\$ 10,450
94	450006	Facility Maintenance	Plumber	Classified	Grade A	\$ 10,450
95	450006	Facility Maintenance	Plumber	Classified	Grade A	\$ 10,450
96	450051	Department of Public Safety	Police Compliance Coordinator	Professional/Technical Non-Exempt	Grade C	\$ 12,031
97	450051	Department of Public Safety	Police Officer	Professional/Technical Non-Exempt	Grade C	\$ 32,000
98	450051	Department of Public Safety	Police Officer	Professional/Technical Non-Exempt	Grade C	\$ 32,000
99	450051	Department of Public Safety	Police Officer	Professional/Technical Non-Exempt	Grade C	\$ 32,000
100	450051	Department of Public Safety	Police Officer	Professional/Technical Non-Exempt	Grade C	\$ 32,000
101	450051	Department of Public Safety	Police Officer	Professional/Technical Non-Exempt	Grade C	\$ 32,000
102	450002	Safety and Security	Security Guard	Classified	Grade D	\$ <b>15,333</b>
103	450002	Safety and Security	Security Guard	Classified	Grade D	\$ <b>15,333</b>



**South Texas College**  
**New Non-Faculty Staff Positions for FY 2016 -2017**  
**Necessary for the 2013 Bond Construction Program Facilities Expansion**

	<b>ORG NUMBER</b>	<b>ACCOUNT NAME</b>	<b>TITLE</b>	<b>CLASSIFICATION EXEMPT/NON EXEMPT</b>	<b>GRADE</b>	<b>SALARY BUDGET</b>
104	450002	Safety and Security	Security Guard	Classified	Grade D	\$ 15,333
105	450002	Safety and Security	Security Guard	Classified	Grade D	\$ 15,333
106	450002	Safety and Security	Security Guard	Classified	Grade D	\$ 15,333
107	450002	Safety and Security	Security Guard	Classified	Grade D	\$ 15,333
108	450002	Safety and Security	Security Guard	Classified	Grade D	\$ 23,000
109	450002	Safety and Security	Security Guard	Classified	Grade D	\$ 23,000
110	450002	Safety and Security	Security Guard	Classified	Grade D	\$ 23,000
111	450002	Safety and Security	Security Guard	Classified	Grade D	\$ 23,000
112	450002	Safety and Security	Security Guard	Classified	Grade D	\$ 23,000
113	450002	Safety and Security	Security Guard	Classified	Grade D	\$ 23,000
114	450002	Safety and Security	Security Support Specialist	Professional/Technical Non-Exempt	Grade B	\$ 9,969
115	430001	Dir Fac Planning & Construction	Technical Facilities Specialist	Professional/Technical Non-Exempt	Grade B	\$ 21,333
116	450006	Facility Maintenance	Warehouse Technician	Classified	Grade E	\$ 12,541
<b>Total for Vice President for Finance and Administrative Services</b>						<del>\$ 1,528,847</del> \$ 1,528,845
<b>Vice President for Information Services and Planning</b>						
117	511001	Client Support Services	Client Services Specialist	Professional/Technical Non-Exempt	Grade B	\$ 11,250
118	520005	Technology Support Services	Computer Analyst	Professional/Technical Non-Exempt	Grade D	\$ 27,147
119	520005	Technology Support Services	Computer Services Specialist	Professional/Technical Non-Exempt	Grade B	\$ 15,750
120	520005	Technology Support Services	Computer Services Specialist	Professional/Technical Non-Exempt	Grade B	\$ 15,750
121	520005	Technology Support Services	Computer Services Specialist	Professional/Technical Non-Exempt	Grade B	\$ 15,750
122	540001	Instructional Technologies	IT Assistant I (MV)	Classified	Grade C	\$ 7,667
123	540001	Instructional Technologies	IT Assistant I (MV)	Classified	Grade C	\$ 7,667
124	540001	Instructional Technologies	IT Assistant I (STR)	Classified	Grade C	\$ 7,667
125	540001	Instructional Technologies	IT Assistant I (TCH)	Classified	Grade C	\$ 7,667
126	540001	Instructional Technologies	IT Assistant I (PEN)	Classified	Grade C	\$ 15,333
127	540001	Instructional Technologies	IT Assistant I (PEN)	Classified	Grade C	\$ 15,333
128	540001	Instructional Technologies	IT Assistant II (MV)	Classified	Grade E	\$ 8,667

**South Texas College**  
**New Non-Faculty Staff Positions for FY 2016 -2017**  
**Necessary for the 2013 Bond Construction Program Facilities Expansion**

	ORG NUMBER	ACCOUNT NAME	TITLE	CLASSIFICATION EXEMPT/NON EXEMPT	GRADE	SALARY BUDGET
129	540001	Instructional Technologies	IT Assistant II <del>(TCH)</del>	Classified	Grade E	\$ 8,667
130	530013	Library Public Services	Library Specialist	Professional/Technical Non-Exempt	Grade B	\$ 22,000
131	520002	Telecom	Network Services Analyst I	Professional/Technical Non-Exempt	Grade C	\$ 27,417
132	540005	Learning Commons and Open Labs	Open Lab Technician	Classified	Grade E	\$ 13,000
133	540005	Learning Commons and Open Labs	Open Lab Technician	Classified	Grade E	\$ 13,000
134	540005	Learning Commons and Open Labs	Open Lab Technician	Classified	Grade E	\$ 17,333
135	540005	Learning Commons and Open Labs	Open Lab Technician	Classified	Grade E	\$ 17,333
136	540005	Learning Commons and Open Labs	Open Lab Technician	Classified	Grade E	\$ 17,333
137	540005	Learning Commons and Open Labs	Open Lab Technician	Classified	Grade E	\$ 17,333
138	540005	Learning Commons and Open Labs	Open Labs Analyst	Professional/Technical Non-Exempt	Grade C	\$ 24,000
139	540001	Instructional Technologies	Project Manager - Instructional Technologies	Professional/Technical Exempt	Grade E	\$ 21,333
140	540005	Learning Commons and Open Labs	Technology Specialist	Professional/Technical Non-Exempt	Grade B	\$ 22,000
<b>Vice President for Information Services and Planning</b>						<del>\$ 359,064</del> \$ 376,397
<b>Vice President for Student Affairs and Enrollment Mgmt.</b>						
141	320001	Admissions & Records	Admissions Specialist	Professional/Technical Non-Exempt	<del>Grade C</del> Grade B	\$ 29,166
142	320001	Admissions & Records	Admissions Specialist	Professional/Technical Non-Exempt	<del>Grade C</del> Grade B	\$ 14,583
143	350032	Student Affairs	Coordinator of Student Activities for Events	Professional/Technical Exempt	Grade D	\$ 19,500
144	350032	Student Affairs	Coordinator of Student Activities for Events	Professional/Technical Exempt	Grade D	\$ 16,250
145	330004	Student Affairs	Counselor <del>(Veterans Support)</del>	Professional/Technical Exempt	Grade C	\$ 25,000
146	330004	Student Affairs	Counselor <del>(Veterans Support)</del>	Professional/Technical Exempt	Grade C	\$ 12,500
147	310012	Student Financial Services	Financial Aid Specialist for Veterans	Professional/Technical Non-Exempt	Grade B	\$ 24,167
148	310012	Student Financial Services	Financial Aid Specialist for Veterans	Professional/Technical Non-Exempt	Grade B	\$ 12,083
149	350032	Student Affairs	Secretary (Student Activities)	Classified	Grade B	\$ 9,748
150	350032	Student Affairs	Secretary (Student Activities)	Classified	Grade B	\$ 8,123
151	350032	Student Affairs	Student Activities Specialist	Professional/Technical Non-Exempt	Grade C	\$ 17,500
152	350032	Student Affairs	Student Activities Specialist	Professional/Technical Non-Exempt	Grade C	\$ 17,500
<b>Total for Vice President for Student Affairs and Enrollment Management</b>						\$ 206,120
<b>Total for Funding for New Positions Related to Bond Construction</b>						<del>\$ 2,381,769</del> \$ 2,399,100

## **Discussion and Action as Necessary on Non-Faculty Salary Adjustments/Reclassifications for FY 2016-2017 as Necessary for the 2013 Bond Construction Program Facilities Expansion**

Approval of the Non-Faculty Salary Adjustments/Reclassifications for FY 2016-2017 as Necessary for the 2013 Bond Construction Program Facilities Expansion is requested.

Administration has reviewed the proposed non-faculty salary adjustments / reclassifications for the 2013 Bond Construction Program Facilities Expansion for FY 2016-2017 with staff and supports the recommendations subject to the availability of funding and Board approval of the final budget. Additional modifications including reductions may be necessary prior to final approval of the Staffing Plan by the Board.

Since the Committee reviewed this information, there have been some changes due to additional title revisions/corrections or adjustments/reclassifications. All changes are shown in the following documentation, with proposed additions highlighted in yellow and proposed deletions marked with red strikethrough.

A total of eleven (11) Non-Faculty salary adjustments/reclassifications for the 2013 Bond Construction Program Facilities Expansion are being requested for a total amount of \$86,341.

A listing of the salary adjustments and reclassifications as necessary for the 2013 Bond Construction Program Facilities Expansion for FY 2016-2017 follows 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 May 10, 2016 Finance and Human Resources Committee meeting to address any questions by the committee.

The Finance and Human Resources Committee reviewed and recommended Board approval of the Non-Faculty Salary Adjustments/Reclassifications for FY 2016-2017 as necessary for the 2013 Bond Construction Program Facilities Expansion. Administration has made some revisions, as shown in the following documentation, and recommends approval as presented.

### **Recommendation:**

It is recommended that the Board of Trustees of South Texas College approve and authorize the Non-Faculty Salary Adjustments/Reclassifications for FY 2016-2017 as necessary for the 2013 Bond Construction Program Facilities Expansion as presented.

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

The Board of Trustees of South Texas College approves and authorizes the Non-Faculty Salary Adjustments/Reclassifications for FY 2016-2017 as necessary for the 2013 Bond Construction Program Facilities Expansion as presented.

### **Approval Recommended:**

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

**South Texas College**  
**Non-Faculty Salary Adjustments/Reclassifications for FY 2016 - 2017**  
**Bond (Not Vacant)**

	TITLE	CLASSIFICATION EXEMPT/ NON-EXEMPT	GRADE	CURRENT SALARY	SALARY ADJUSTMENT	ADJUSTED SALARY
<b>Vice President for Finance and Administrative Services</b>						
1	Title Change from Receiving & Distribution Supervisor (Position 700584) to Receiving & Distribution Manager	Professional/ Technical Exempt	Grade E to Grade F	\$ 61,805	\$ 13,820	\$ 75,625
Rationale: • Align title with increased responsibilities resulting from Bond: increase in facilities and additional department staff.						
2	Title Change from Operations Contract Manager (Position 700310) to Operations Contract Support Manager	Professional/ Technical Exempt	Grade E to Grade E	\$ 51,000	\$ 8,900	\$ 59,900
Rationale: • 2013 Bond Construction - 40% increase of sqft, three new physical plants to service, four (4) new emergency generators to maintain, 18 new fire suppression systems to manage, provide pest control and lawn maintenance district-wide.						
3	Title Change from Operations Procurement Manager (Position 717501) to Operations Inventory Procurement Manager	Professional/ Technical Exempt	Grade E to Grade E	\$ 51,700	\$ 8,750	\$ 60,450
Rationale: • 2013 Bond Construction - 40% increase of sqft, one new employee, three new physical plants and increase of inventory to manage district-wide.						
4	Title Change from Lead Custodian III (Position 700259) to Custodial Supervisor	Classified to Professional/Technical Non-Exempt	Grade F to Grade C	\$ 38,841	\$ 6,000	\$ 44,841
Rationale: • 2013 Bond Construction - Mid Valley Campus will have a sqft increase of 43% , 8 new custodians and one physical plant with an inventory room to manage.						
5	Title Change from Lead Custodian III (Position 752502) to Custodial Logistics Supervisor	Classified to Professional/Technical Non-Exempt	Grade F to Grade C	\$ 42,700	\$ 5,000	\$ 47,700
Rationale: • 2013 Bond Construction - 40% increase of sqft district wide and with an increase of moves and setups to manage district-wide.						
6	Title Change from Lead Custodian III (Position 700070) to Custodial Supervisor	Classified to Professional/Technical Non-Exempt	Grade F to Grade C	\$ 43,974	\$ 5,000	\$ 48,974
Rationale: • 2013 Bond Construction - Pecan Campus will have a sqft increase of 30% and 14 new custodians.						
7	Title Change from HVAC Supervisor (Position 716501) to HVAC Supervisor II	Professional/Technical Non-Exempt	Grade C to Grade C	\$ 46,412	\$ 8,588	\$ 55,000
Rationale: • 2013 Bond Construction - 40% increase of sqft, four (4) new employees, three new physical plants and HVAC equipment to service district-wide.						

**South Texas College**  
**Non-Faculty Salary Adjustments/Reclassifications for FY 2016 - 2017**  
**Bond (Not Vacant)**

	<b>TITLE</b>	<b>CLASSIFICATION EXEMPT/ NON-EXEMPT</b>	<b>GRADE</b>	<b>CURRENT SALARY</b>	<b>SALARY ADJUSTMENT</b>	<b>ADJUSTED SALARY</b>
8	Title Change from Plumbing Supervisor (Position 714501) to Plumbing Supervisor II	Professional/Technical Non-Exempt	Grade C to Grade C	\$ 47,801	\$ 8,199	\$ 56,000
Rationale: • 2013 Bond Construction - 40% increase of sqft, three (3) new employees, three new physical plants and plumbing equipment to service district-wide.						
9	Title Change from Electrician Supervisor (Position 715501) to Electrician Supervisor II	Professional/Technical Non-Exempt	Grade C to Grade C	\$ 52,234	\$ 8,044	\$ 60,278
Rationale: • 2013 Bond Construction - 40% increase of sqft, three (3) new employees, three new physical plants and electrical equipment to maintain district-wide.						
10	Title Change from Locksmith Supervisor (Position 712501) to Locksmith Supervisor II	Professional/Technical Non-Exempt	Grade B to Grade C	\$ 46,854	\$ 8,040	\$ 54,894
Rationale: • 2013 Bond Construction - 40% increase of sqft, one(1) new employees, numerous access control devices and door hardware to maintain district-wide.						
11	Title Change from Lead Custodian III (Position 700117) to Custodial Supervisor	Classified to Professional/Technical Non-Exempt	Grade F to Grade C	\$ 41,458	\$ 6,000	\$ 47,458
Rationale: • 2013 Bond Construction = Starr County Campus will have a sqft increase 56%, 6 new custodians and one physical plant with an inventory room to manage.						
<b>Total for Vice President for Finance and Administrative Services</b>					<del>\$ 80,341</del>	
					<b>\$ 86,341</b>	
<b>Total for Salary Adjustments/Reclassifications - BOND</b>					<del>\$ 80,341</del>	
					<b>\$ 86,341</b>	

## **Discussion and Action as Necessary on Proposed Projects for Internal Auditor**

Approval of proposed projects for the Internal Auditor is requested.

Staff is recommending projects for the Board's consideration for the Internal Auditor's review for this Fiscal Year and Fiscal Year 2016-2017. The projects listed below are proposed as the assignments for the Internal Auditor.

- FY 2015-2016 (Scheduled)
  1. Fraud Survey
  2. Surprise Cash Counts – Cashiers Office
  3. Departmental Fixed Assets
  4. Human Resources - Employment Eligibility Verification Form I-9 (U.S. Citizenship and Immigration Services)
  5. Mileage Reimbursement Procedures
  6. Food Services Department Cash Handling Procedures
  
- FY 2016-2017 (Scheduled)
  1. Property Taxes – Internal controls of Hidalgo County and Starr County Tax Assessor-Collectors' tax assessing, collecting, and reporting procedures and processes (pertaining to the College's tax transactions)
  2. Fraud Survey
  3. Time Keeping System Compliance
  4. Custodial Services - Work Orders, Purchase Orders, and Inventory
  5. Student Activities Procedures
  6. Banner Computer System Security and Access

The list of Internal Audits conducted for FY 2003-2004 through FY 2016-2017 is included in the packet for the Board's information and review.

The Finance and Human Resources Committee recommended Board approval of the proposed projects for the Internal Auditor as presented.

### **Recommendation:**

It is recommended that the Board of Trustees of South Texas College approve and authorize the proposed projects for the Internal Auditor 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 projects for the Internal Auditor as presented

### **Approval Recommended:**

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

**South Texas College  
Internal Auditing Services for the Period of FY 2004 through FY 2017**

	<b>Audit Area</b>	<b>FY 2004</b>	<b>FY 2005</b>	<b>FY 2006</b>	<b>FY 2007</b>	<b>FY 2008</b>	<b>FY 2009</b>	<b>FY 2010</b>	<b>FY 2011</b>	<b>FY 2012</b>	<b>FY 2013</b>	<b>FY 2014</b>	<b>FY 2015</b>	<b>FY 2016</b>	<b>FY 2017</b>
1	Accounts Payable -Operations		07/24/07												
2	Accounts Payable -Purchasing & A/P								06/30/11						
3	Cash -Controls and safeguards -Bank Reconciliation -Check and deposit preparation					02/06/08									
4	Cash -Bank Reconciliation								06/15/11						
5	Contracts -Solicitation/Renewal Process -Record keeping					06/25/08				06/28/12					
6	Student Receivables/ Third Party -Billing -Collections -Reconciliation							05/25/10							
7	Scholarship Funds -Valley Scholars -Pledges -Awards -Other Scholarships							05/25/10			08/22/13				
8	Property Taxes -Rec. & Rollback Taxes								10/14/10			Requested- Not Performed	Proposed Not Completed		Proposed
9	Grants- Title V				01/08/07										
10	Grants- Wired						05/19/09 06/19/09								
11	Financial Aid -Accounting -Awards -Reporting				03/01/07						05/07/13				
12	Fraud Survey		10/27/04	09/22/05	02/19/07	11/22/07	11/03/08	11/18/09	11/12/10	11/08/11	10/18/12	11/08/13	Complete	Proposed	Proposed



**South Texas College**  
**Internal Auditing Services for the Period of FY 2004 through FY 2017**

	Audit Area	FY 2004	FY 2005	FY 2006	FY 2007	FY 2008	FY 2009	FY 2010	FY 2011	FY 2012	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017
13	Investments -Compliance -Collateral Documentation -Transfers for Debt Service -System for Monitoring Maturities			08/28/06				02/19/10							
14	Travel			06/27/06											
15	Purchasing		06/30/05					02/19/10							
16	Grants - Federal Workstudy, Federal Pell Grant, Carl Perkins, and Workforce Investment Act	06/30/04		10/27/05			01/19/09								
17	Human Resources and Payroll -Compliance & Controls			01/31/06						10/21/11					
18	Surprise Cash Counts and Cash Handling Controls over Student Tuition and Fees Collection		06/30/05						10/20/10 06/16/11			Requested- Not Performed	Proposed Not Completed		
19	Fixed Assets		09/28/04												
20	Fixed Assets -Capital Assets							02/19/10	07/01/11						
21	Construction Contracts	02/11/04													
22	Debt Service -Bond Payments -Continuing Disclosure Requirements -Arbitrage -Bond Restrictions			03/01/06					10/14/10 10/14/10						
23	Copiers														
24	Cell Phones														
25	Fuel Cards & Related Expenditures														



**South Texas College  
Internal Auditing Services for the Period of FY 2004 through FY 2017**

	<b>Audit Area</b>	<b>FY 2004</b>	<b>FY 2005</b>	<b>FY 2006</b>	<b>FY 2007</b>	<b>FY 2008</b>	<b>FY 2009</b>	<b>FY 2010</b>	<b>FY 2011</b>	<b>FY 2012</b>	<b>FY 2013</b>	<b>FY 2014</b>	<b>FY 2015</b>	<b>FY 2016</b>	<b>FY 2017</b>
26	TimeForce Time Keeping System Compliance -Internal Control Procedures								5/5/2011 In Progress Not completed						
27	Time Keeping System Compliance -Departmental Procedures											Requested - Not Performed	Proposed Not Completed		Proposed
28	Red Flag Rules									01/06/12					
29	Continuing Professional and Workforce Education Department									01/05/12					
30	Fraud Hotline Calls/Investigations											10/29/13			
31	Facilities, Operation & Maintenance- Workorders and Purchase Orders										07/18/13				
32	IT Security and Procedures											09/05/13			
33	Custodial Services- Work Orders, Purchase Orders and Inventory											Requested - Not Performed	Proposed Not Completed		Proposed
34	Departmental Fixed Assets											Requested - Not Performed	Proposed Not Completed		
35	Human Resources- Employment Eligibility Verification Form I-9 (U.S. Citizenship and Immigration Services)											Requested - In Progress	In Progress		Proposed
36	Instructional Technologies Inventory											Requested - In Progress	11/06/14		
37	Student Activities Procedures												Proposed Not Completed		Proposed

**South Texas College  
Internal Auditing Services for the Period of FY 2004 through FY 2017**

	Audit Area	FY 2004	FY 2005	FY 2006	FY 2007	FY 2008	FY 2009	FY 2010	FY 2011	FY 2012	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017
38	Mileage Reimbursement Procedures												Proposed Not Completed	Proposed	
39	Banner Computer System Security and Access												Proposed Not Completed		Proposed
40	Food Services Department Cash Handling Procedures												Proposed Not Completed	Proposed	
	<b>Total Number of Audits Completed</b>	<b>2</b>	<b>4</b>	<b>6</b>	<b>4</b>	<b>4</b>	<b>7</b>	<b>6</b>	<b>9</b>	<b>5</b>	<b>4</b>	<b>3</b>		<b>6 proposed</b>	<b>6 proposed</b>

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

The packet includes 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 May 24, 2016 Regular Board Meeting to provide the update.

# SOUTH TEXAS COLLEGE

## 2013 BOND CONSTRUCTION PROGRAM UPCOMING TIMELINE

Facilities Committee Meeting

May 10, 2016

**BROADDUS  
& ASSOCIATES**





# OPERATIONAL ITEMS

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

	March '16	April '16	May '16	June '16	July '16
<b>Operational</b>					
1	Construction Document Completion – 60%	Construction Document Completion	Technology Campus Demo Commencement	Building Standards	NTP's
2	AV/IT Coordination	Ongoing Plan Review	Pharr RCPSE Master Plan Charrette	Notice to Proceed Issuance (NTP)	Staff Increase
3			MVC Thermal & Site Commencement		
4	Furniture, Fixtures & Fixture Design		Budget FY '17		
5	Wage Scale Survey		Starr County Bid Package Strategy		
6			On going Plan Reviews		
7					
8					
9					
10					

# INFORMATION & PRESENTATION ITEMS

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

March '16      April '16      May '16      June '16      July '16

1	2	3	4	5	6	7	8	9	10
<b>Chiller Procurement Standby LOC</b>									

Informational/Presentations

2013 BOND CONSTRUCTION PROGRAM PROGRESS REPORT - May 10, 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
<b>Pecan Campus</b>																					
	North Academic Building																		PBK Architects	D. Wilson Construction	
	South Academic Building																			BSA Architects	D. Wilson Construction
	STEM Building																			BSA Architects	D. Wilson Construction
	Student Activities Building and Cafeteria																			Warren Group Architects	D. Wilson Construction
	Thermal Plant Expansion																			Half Associates	D. Wilson Construction
	Parking and Site Improvements																			PCE	D. Wilson Construction
<b>Mid Valley Campus</b>																					
	Health Professions and Science Building																			ROFA Architects	Skanska USA
	Workforce Training Center Expansion																			EGV Architects	Skanska USA
	Library Expansion																			Mata + Garcia Architects	Skanska USA
	Student Services Building Expansion																			ROFA Architects	Skanska USA
	Thermal Plant																			DBR Engineering	Skanska USA
	Parking and Site Improvements																			Half Associates	Skanska USA
<b>Technology Campus</b>																					
	Southwest Building Renovation																			EGV Architects	ECON Construction
	Parking and Site Improvements																			Hinojosa Engineering	ECON Construction
<b>Nursing and Allied Health Campus</b>																					
	Campus Expansion																			ERO Architects	D. Wilson Construction
	Parking and Site Improvements																			R. Gutierrez Engineers	D. Wilson Construction
<b>Starr County Campus</b>																					
	Health Professions and Science Building																			Mata + Garcia Architects	D. Wilson Construction
	Workforce Training Center Expansion																			EGV Architects	D. Wilson Construction
	Library																			Mata + Garcia Architects	D. Wilson Construction
	Student Services Building Expansion																			Mata + Garcia Architects	D. Wilson Construction
	Student Activities Building Expansion																			Mata + Garcia Architects	D. Wilson Construction
	Thermal Plant																			Sigma HN Engineers	D. Wilson Construction
	Parking and Site Improvements																			Melden & Hunt Engineering	D. Wilson Construction
<b>Regional Center for Public Safety Excellence - Pharr</b>																					
	Training Facility																			TBD	TBD
	Parking and Site Improvements																			TBD	TBD
<b>STC La Joya Teaching Site (Jimmy Carter ECHS)</b>																					
	Training Labs Improvements																			EGV Architects	TBD



## **Review and Action as Necessary to Adopt Scheduled Guaranteed Maximum Prices (GMPs) and Occupancy Timeline for the 2013 Bond Construction Program**

The Scheduled Guaranteed Maximum Prices (GMPs) and Occupancy Timeline for the 2013 Bond Construction Program will be reviewed and presented for adoption at the May 24, 2016 Board meeting.

### **Purpose**

The Board will be asked to approve the Scheduled Guaranteed Maximum Prices (GMPs) and Occupancy Timeline for the 2013 Bond Construction Program projects.

By approving and adopting an official GMP Timeline, the Board would formalize the schedule to give all concerned parties clear expectations on the delivery of GMPs for Board approval. Broaddus & Associates has developed clear dates for the occupancy of 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 scheduled GMPs and updated occupancy timeline will confirm that the Program Manager consultant will submit GMPs per the Board approved timeline.

### **Background**

On April 26, 2016 a proposed Guaranteed Maximum Price (GMP) Timeline was presented to the Board for information only. Broaddus and Associates has since then updated the schedule to include construction and occupancy dates, and for formal adoption by the Board.

### **Enclosed Documents**

Enclosed is the scheduled Guaranteed Maximum Prices (GMPs) and updated occupancy timeline provided by Broaddus and Associates.

### **Presenters**

Representatives from Broaddus & Associates will be present at the Board Meeting to present the Scheduled Guaranteed Maximum Prices (GMPs) and Occupancy Timeline for the 2013 Bond Construction Program.

The Facilities Committee is expected to discuss the Scheduled Guaranteed Maximum Prices (GMPs) and Occupancy Timeline for the 2013 Bond Construction Program at a special Facilities Committee Meeting on Tuesday, May 24, 2016 at 3:30 p.m. and to recommend Board action as appropriate.

**Recommendation:**

It is recommended that the Board of Trustees of South Texas College approve and adopt the Scheduled Guaranteed Maximum Prices (GMPs) and Occupancy Timeline 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 adopts the Scheduled Guaranteed Maximum Prices (GMPs) and Occupancy Timeline for the 2013 Bond Construction Program as presented.

**Approval Recommended:**

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

## 2013 Bond Construction Program Schedule

#	Projects	B&A Contract Sq. ft	B&A Contract Budget	Architect/Engineers	Contractors	Facilities Committee GMP Schedule			Board Approval GMP Schedule			Previous B&A Master Schedule		Revised Dates As of 5/19/16		Construction Period	Completion of Move In	Semester
						GMP Schedule As of 2/23/16	Revised Schedule As of 4/14/16	Revised Schedule As of 5/19/16	GMP Schedule As of 2/23/16	Revised Schedule As of 4/14/16	Revised Schedule As of 5/19/16	Construction Start Date	Substantial Completion Date	Construction Start Date	Substantial Completion Date			
<b>Buildings , Expansions and Renovations</b>																		
<b>Pecan Campus</b>																		
1	North Academic Building	61,267	\$14,843,110	PBK Architects	D. Wilson Construction	05/10/16	06/14/16	06/28/16	05/24/16	06/28/16	06/28/16	6/2016	6/2017	7/1/2016	7/2017	12 months	8/2017	Fall 2017
2	South Academic Building	40,000	\$9,454,426	BSA Architects	D. Wilson Construction	06/14/16	06/14/16	08/09/16	06/28/16	06/28/16	08/23/16	7/2016	5/2017	9/1/2016	9/1/2017	12 months	11/1/2017	Spring 2018
3	STEM Building	48,879	\$13,103,319	BSA Architects	D. Wilson Construction	07/12/16	07/12/16	08/09/16	07/26/16	07/26/16	08/23/16	8/2016	9/2017	9/1/2016	11/1/2017	14 months	1/1/2017	Spring 2018
4	Student Activities Building and Cafeteria	33,042	\$8,828,254	Warren Group Architects	D. Wilson Construction	07/12/16	07/12/16	06/28/16	07/26/16	07/26/16	06/28/16	8/2016	6/2017	7/1/2016	4/2017	10 months	7/2017	Fall 2017
<b>Mid-Valley Campus</b>																		
5	Health Professions and Science Building	76,069	\$19,794,354	ROFA Architects	Skanska USA	05/10/16	06/14/16	07/12/16	05/24/16	06/28/16	07/26/16	6/2016	7/2017	8/1/2016	9/2017	13 months	12/2017	Spring 2018
6	Library Expansion	10,369	\$1,882,184	Mata+Garcia Architects	Skanska USA	06/14/16	07/12/16	07/12/16	06/28/16	07/26/16	07/26/16	7/2016	6/2017	8/1/2016	7/2017	11 months	9/2017	Fall 2017
7	Student Services Building Expansion	14,269	\$2,836,391	ROFA Architects	Skanska USA	05/10/16	06/14/16	07/12/16	05/24/16	06/28/16	07/26/16	6/2016	5/2017	8/1/2016	7/2017	11 months	9/2017	Fall 2017
8	Workforce Training Center Expansion	10,000	\$1,921,739	EGV Architects	Skanska USA	05/10/16	06/14/16	07/12/16	05/24/16	06/28/16	07/26/16	6/2016	3/2017	8/1/2016	7/2017	11 months	9/2017	Fall 2017
<b>Starr County Campus</b>																		
9	Health Professions and Science Building Package 1	48,690	\$12,123,842	Mata+Garcia Architects	D. Wilson Construction	06/14/16	06/14/16	06/28/16	06/28/16	06/28/16	06/28/16	7/2016	7/2017	7/1/2016	6/30/2017	12 months	8/2017	Fall 2017
	Health Professions and Science Building Package 2														7/2017	7/2018	9/1/2016	6/30/2017
10	Library	16,516	\$3,376,229	Mata+Garcia Architects	D. Wilson Construction	07/12/16	07/12/16	08/09/16	07/26/16	07/26/16	08/23/16	8/2016	8/2017	9/1/2016	6/30/2017	10 months	8/2017	Fall 2017
11	Student Activities Building Expansion	4,923	\$1,010,002	Mata+Garcia Architects	D. Wilson Construction	04/12/16	05/10/16	08/09/16	04/26/16	05/24/16	08/23/16	5/2016	2/2017	9/1/2016	6/30/2017	10 months	8/2017	Fall 2017
12	Student Services Building Expansion	5,000	\$1,034,955	Mata+Garcia Architects	D. Wilson Construction	04/12/16	05/10/16	08/09/16	04/26/16	05/24/16	08/23/16	5/2016	1/2017	9/1/2016	6/30/2017	10 months	8/2017	Fall 2017
13	Workforce Training Center Expansion	9,302	\$2,050,676	EGV Architects	D. Wilson Construction	06/14/16	06/14/16	08/09/16	06/28/16	06/28/16	08/23/16	7/2016	7/2017	9/1/2016	6/30/2017	10 months	8/2017	Fall 2017
<b>Nursing &amp; Allied Campus</b>																		
14	Campus Expansion Package 1	87,222	\$22,645,000	ERO Architects	D. Wilson Construction	04/12/16	05/10/16	05/10/16	04/26/16	05/10/16	05/24/16	5/2016	1/2018	6/1/2016	-	19 months	5/2018	Summer 2018
	Campus Expansion Package 2														5/2016	1/2018	9/1/2016	2/2018
<b>Technology Campus</b>																		
15	Southwest Building Renovation Demolition Package	72,000	\$14,583,033	EGV Architects	ECON Construction	04/12/16	05/10/16	-	04/26/16	05/01/16	NTP	5/2016	5/2017	5/2016	-	12 months	9/2017	Fall 2017
	Southwest Building Renovation Building Package							06/14/16			06/28/16	5/2016	5/2017	7/2016	7/2017	12 months	9/2017	Fall 2017
<b>Regional Center for Public Safety Excellence</b>																		
16	Training Facility	16,000	\$3,974,471	PBK Architects	TBD	TBD	TBD		TBD	TBD		TBD	TBD	3/2017	1/2018	10 months	4/2018	Summer 2018
<b>La Joya Center</b>																		
17	Training Labs Improvements	11,000	\$1,436,000	EGV Architects	TBD	TBD			TBD	TBD		TBD	TBD	11/2016	5/2017	6 months	8/2017	Fall 2017
<b>Thermal Plants</b>																		
18	Pecan Campus Thermal Plant Expansion	1,440	\$5,542,049	Halff Associates	D. Wilson Construction	11/10/15	11/10/15	NA	11/24/15	11/24/15	NTP	10/2015	9/2016	12/2015	9/2016	9 months	9/2016	Summer 2016
19	Mid Valley Thermal Plant	4,000	\$4,885,586	DBR Engineering	D. Wilson Construction	04/12/16	04/12/16	NTP	04/26/16	04/26/16	NTP	5/2016	12/2016	5/2016	2/2017	7 months	12/2016	Fall 2017
20	Starr County Thermal Plant	4,000	\$4,885,584	Sigma HN Engineers	D. Wilson Construction	04/12/16	06/14/16	06/14/16	04/26/16	06/28/16	06/28/16	7/2016	12/2016	7/1/2016	5/2017	10 months	8/2017	Fall 2017
21	Nursing and Allied Health Campus Thermal Plant*	-	\$3,000,000		D. Wilson Construction	TBD	TBD	10/11/16	TBD	TBD	10/25/16	TBD	TBD	11/2016	9/2017	10 months	11/2017	Fall 2017
<b>Parking &amp; Site Improvements</b>																		
22	Pecan Campus Parking and Site Improvements	-	\$2,490,261	Perez Consulting Engineer	D. Wilson Construction	04/12/16	04/12/16	08/09/16	04/26/16	04/26/16	08/23/16	5/2016	2/2017	9/2017	7/2017	10 months	7/2017	Fall 2017
23	Mid Valley Campus Parking and Site Improvements	-	\$2,456,421	Halff Associates	Skanska USA	05/10/16	04/14/16	NTP	05/24/16	04/26/16	NTP	6/2016	8/2017	5/2016	5/2017	12 months	7/2017	Fall 2017
24	Starr County Campus Parking and Site Improvements	-	\$1,235,739	Melden & Hunt Engineerin	D. Wilson Construction	05/10/16	06/14/16	08/09/16	05/24/16	06/28/16	08/23/16	6/2016	7/2017	9/2017	7/2017	10 months	7/2017	Fall 2017
25	Nursing and Allied Health Campus Parking and Site Improvements	-	\$1,448,033	R.Gutierrez Engineers	D. Wilson Construction	04/12/16	06/14/16	08/09/16	04/26/16	06/28/16	08/23/16	5/2016	11/2017	9/2016	1/2018	18 months	1/2018	Spring 2018
26	Technology Campus Parking and Site Improvements	-	\$1,187,281	Hinojosa Engineering	ECON Construction	05/10/16	05/10/16	06/14/16	05/24/16	05/24/16	06/28/16	6/2016	6/2017	7/2016	7/2017	12 months	7/2017	Fall 2017
27	Regional Center for Public Safety Parking and Site Improvements	-	\$ -	TBD	TBD	TBD	TBD		TBD	TBD		TBD	TBD	3/2017	1/2018	10 months	4/2018	Summer 2018

TOTAL **573,988** \$ **159,028,940**  
 \*Non Bond Funds **\$3,000,000**

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

Approval of negotiated fees for civil engineering design services for the 2013 Bond Construction Regional Center for Public Safety Excellence Parking and Site Improvements is requested.

### **Purpose**

Authorization is being requested to approve negotiated fees with Dannenbaum Engineering Company for civil engineering design services and surveying for the 2013 Bond Construction Regional Center for Public Safety Excellence Parking and Site Improvements.

### **Justification**

Broaddus and Associates has negotiated fees with Dannenbaum Engineering Company to finalize design fees.

### **Background**

On February 23, 2016, the Board approved contracting with civil engineering design services with Dannenbaum Engineering Company for the 2013 Bond Construction Regional Center for Public Safety Excellence Parking and Site Improvements. Broaddus & Associates has negotiated with Dannenbaum Engineering Company to finalize design fees based on previously approved fees by the Board for the other bond projects. The proposed fees submitted by Dannenbaum Engineering Company are as follows:

<b>Dannenbaum Engineering Co.</b>						
<b>Construction Cost Limitations (CCL)</b>	<b>Initial Percentage</b>	<b>Offer</b>	<b>Accepted</b>	<b>Design Fee</b>	<b>Consultant's Reimbursable Expenses</b>	<b>Total Fee</b>
\$1,350,000	26.80%	8.61%	8.60%	\$116,100	\$0	\$116,100

The project scope will include all civil engineering services, utilities, infrastructure and grading to support the new building, new parking lot, and vehicle driving track.

### **Funding Source**

Funds for these expenditures are budgeted in the Bond Construction budget for FY 2015-2016, Texas Department of Public Safety, and non-bond funds.

### **Reviewers**

The fee proposal has been reviewed by Broaddus and Associates and Facilities Planning and Construction Department staff.

**Enclosed Documents**

The recommended fee proposal from Dannenbaum Engineering Company is included in the packet.

**Presenters**

Representatives from Broaddus & Associates and Dannenbaum Engineering Company will be present at the Board Meeting to respond to questions related to this recommendation.

The Facilities Committee recommended Board approval of the negotiated fees for civil engineering design services with Dannenbaum Engineering Company in the amount of \$116,100 for the 2013 Bond Construction Regional Center for Public Safety Excellence Parking and Site Improvements as presented.

**Recommendation:**

It is recommended that the Board of Trustees of South Texas College approve and authorize the negotiated fees for civil engineering design services with Dannenbaum Engineering Company in the amount of \$116,100 for the 2013 Bond Construction Regional Center for Public Safety Excellence Parking and Site Improvements as presented.

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

The Board of Trustees of South Texas College approves and authorizes the negotiated fees for civil engineering design services with Dannenbaum Engineering Company in the amount of \$116,100 for the 2013 Bond Construction Regional Center for Public Safety Excellence Parking and Site Improvements as presented.

**Approval Recommended:**

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

**Dannenbaum Engineering Company – McAllen, LLC**  
1109 WEST NOLANA LOOP, SUITE 208 MCALLEN, TEXAS 78504 (956) 682-3677

April 20, 2016

BROADDUS & ASSOCIATES  
1100 E. Jasmine Ave.  
Suite 102  
McAllen, Texas 78501

**Attn:** Diana Bravo Gonzalez, AIA  
Senior Project Manager

**Ref:** STC Regional Center for Public Safety Excellence, Pharr, Texas

**Subj:** Proposal for Professional Engineering Design and Construction Management and Inspection (CMI) Services

Dear Ms. Gonzalez

Dannenbaum Engineering Company – McAllen, LLC (Dannenbaum) is pleased to present this proposal for providing Professional Engineering Design and Construction Management and Inspection (CMI) Services as set forth in the draft copy of South Texas College’s (STC) proposed “Contract Agreement Between Owner and Engineer” for the above referenced project, a copy of which is herewith attached as “ATTACHMENT A”.

Dannenbaum’s proposed fee is based upon the items of work set forth in the draft copy of South Texas College’s (STC) proposed “Contract Agreement Between Owner and Engineer” subject to assumptions and limitations set forth in “Dannenbaum’s List of Assumptions” a copy of which is herewith attached as “ATTACHMENT B” and made a part of this “Agreement”.

It is understood that the “Basis Services” on the project will be divided into five (5) distinct phases of work each requiring its own separate written “Notice to Proceed” from the Owner before Dannenbaum’s is to proceed with the work. The following is a listing of the individual phases of work.

- **SCHEMATIC DESIGN AND PLANNING PHASE SERVICES**
- **DESIGN DEVELOPMENT PHASE SERVICES**
- **CONSTRUCTION DOCUMENTS PHASE SERVICES**
- **BIDDING OR NEGOTIATION PHASE SERVICES**
- **CONSTRUCTION PHASE ADMINISTRATION OF THE CONTRACT SERVICES**

The following is Dannenbaum’s proposed fee for the “Basic Services” for each phase of the work as set forth on the herewith copy of ATTACHMENT C.

<b><i>Total Amount Requested under this Contract</i></b>	
Schematic Design and Planning Phase Services .....	\$ 17,415.00
Design Development Phase Services .....	\$ 23,220.00
Construction Documents Phase Services.....	\$ 40,635.00
Bidding or Negotiation Phase Services .....	\$ 5,805.00
Construction Phase Administration of the Contract Services .....	\$ 29,025.00
<hr/>	
<b>Grand Total</b>	<b>\$ 116,100.00</b>

Ltr: Dated April 20, 2016 to Ms. Diana Bravo Gonzalez, AIA  
Ref: STC Regional Center for Public Safety Excellence, Pharr, Texas  
Subj: Proposal for Professional Engineering Design and CMI Services

Page 2 of 2

Should you require further information or clarification regarding this matter, please contact me at (956) 682-3677 at your earliest convenience.

Respectfully,  
Dannenbaum Engineering Company - McAllen, LLC



Louis Jones, P.E.  
President

Attachments: Attachment A – Draft copy of South Texas College’s (STC) proposed “Contract Agreement Between Owner and Engineer”  
Attachment B – Dannenbaum’s List of Assumptions  
Attachment C – Summary of Fees for Regional Center for Public Safety Excellence, Pharr, Tx

cc: Mr. Richard D. Seitz      Senior Project Manager      Dannenbaum Engineering Co.-McAllen, LLC  
Ms. Cynthia Luera      Senior Administrative Assistant      Dannenbaum Engineering Co.-McAllen, LLC

## **Review and Action as Necessary on Request for Construction Manager-at-Risk Proposals (RFP) for the 2013 Bond Construction Regional Center for Public Safety Excellence**

Approval to request Construction Manager-at-Risk proposals for the 2013 Bond Construction Regional Center for Public Safety Excellence is requested.

### **Purpose**

Authorization is being requested to solicit for Construction Manager-at-Risk proposals for the 2013 Bond Construction Regional Center for Public Safety Excellence.

### **Justification**

Requests for Construction Manager-at-Risk proposals are necessary to be able to procure a firm to provide construction management-at-risk services. Once the proposals are received, an evaluation team will review the RFP's using the currently approved procurement process and will recommend a Construction Manager-at-Risk firm to the Facilities Committee at a later date.

### **Background**

On March 25, 2015, RFP submittals were received for construction manager-at-risk services for the 2013 Bond Construction Program. This RFP excluded the Regional Center for Public Safety Excellence project. At this time, we are requesting an RFP for this project.

### **Funding Source**

Funds for these expenditures are budgeted in the bond construction budget for FY 2015-2016. Additional funding from the Texas Department of Public Safety and Pharr-San Juan-Alamo ISD have also been identified.

The Facilities Committee recommended Board approval to issue a Request for Proposals for Construction Manager-at-Risk services for the 2013 Bond Construction Regional Center for Public Safety Excellence project as presented.

### **Recommendation:**

It is recommended that the Board of Trustees of South Texas College approve and authorize the Request for Proposals for Construction Manager-at-Risk services for the 2013 Bond Construction Regional Center for Public Safety Excellence project as presented.

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

The Board of Trustees of South Texas College approves and authorizes the Request for Proposals for Construction Manager-at-Risk services for the 2013 Bond Construction Regional Center for Public Safety Excellence project as presented.

### **Approval Recommended:**

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



## **Review and Action as Necessary on Partial Guaranteed Maximum Price for the 2013 Bond Construction Nursing and Allied Health Campus Expansion**

Approval of a Partial Guaranteed Maximum Price (GMP) for the 2013 Bond Construction Nursing and Allied Health Campus Expansion 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 project. 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 and to procure the steel prior to an anticipated price increase. ERO Architects has submitted construction documents with enough information regarding the construction work of the project. The construction work for the Partial GMP is for the foundation and structure and includes areas of concrete, steel, and under slab mechanical, electrical and plumbing infrastructure work only.

### **Background**

ERO Architects completed the 100% set of construction documents for the project necessary for the CM@R to provide a partial GMP for review by the project team and approval by the College's Board of Trustees. 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 engineer has provided the necessary construction documents to D. Wilson Construction Company which has provided the partial GMP in the amount of \$4,256,400. The CM@R will submit the final GMP for approval at a later date.

At the May 10, 2016 Facilities Committee meeting, the Facilities Committee requested to view the schematic renderings showing options with and without the alternate arched roof on the west side and east sides of the building. This would allow the Committee to make an informed decision on whether to include Alternate 1 in the GMP.

Base Bid	Alternate 1 (Arched Roof- Top Structure)	Partial GMP	Estimated Future Additional Finished Arched Roof-Top*	Estimated Total for Arched Roof- Top
\$4,142,000	\$114,400	\$4,256,400	\$150,000	\$264,400

*\*Estimate provided by D. Wilson Construction Company and Broaddus and Associates*

### **Funding Source**

The current Construction Cost Limitation (CCL) for the 2013 Bond Construction Nursing and Allied Health Campus project is \$16,600,000. 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 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 D. Wilson Construction Company is included in the packet.

### **Presenters**

Representatives from Broaddus & Associates, ERO Architects, and D. Wilson Construction Company will be present at the Board Meeting to present the proposed Partial Guaranteed Maximum Price.

### **Review of Construction Alternate for Curved Roof-Top Structure**

The Schematic Design included a decorative curved roof-top structure that was added at the request of the Board of Trustees to tie the new and prominently visible to the aesthetic of other South Texas College buildings.

D. Wilson Construction has priced the decorative curved roof-top structure as a construction alternate to let the Board of Trustees determine its added cost to the project. For structural materials alone, it is expected to add \$114,400 to the cost of the project; with finishing it is expected to cost over \$200,000 total.

The Facilities Committee asked the item to be brought back before it at the special Facilities Committee Meeting on May 24, 2016, including renderings with and without the curved roof-top structure to let them weight its aesthetic value to the prominent building.

The Construction Manager-at-Risk has advised that the decision needs to be made at this time, during GMP approval, because the design would require additional support features for the curved roof-top structure that will not be built if the structure is not approved at this time.

With the arched roof-top structure, the GMP would be \$4,256,400. Without this structure, the GMP would be \$4,142,000.

The Facilities Committee is expected to discuss this item at a special Facilities Committee Meeting on Tuesday, May 24, 2016 at 3:30 p.m. and to recommend Board action as appropriate.

**Recommendation:**

It is recommended that the Board of Trustees of South Texas College approve and authorize the Partial Guaranteed Maximum Price (GMP) with D. Wilson Construction Company, with guidance to include or not include the arched roof, for the 2013 Bond Construction Nursing and Allied Health Campus Expansion as presented.

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

The Board of Trustees of South Texas College approves and authorizes the Partial Guaranteed Maximum Price (GMP) with D. Wilson Construction Company, with guidance to include or not include the arched roof, for the 2013 Bond Construction Nursing and Allied Health Campus Expansion 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:** May 10, 2016

**Subject:** Nursing and Allied Health Campus Partial GMP for Package 1- Foundation and Structure- D  
Wilson Construction

**Re:** 2013 South Texas College Bond Construction Program – Nursing and Allied Health Campus  
Partial GMP-Package 1- Foundation and Structure

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Broaddus & Associates is pleased to bring forward the first Guaranteed Maximum Price (GMP) for the STC Nursing and Allied Health Campus to the Board of Trustees for approval. This request is for the Nursing and Allied Health Campus Package 1- Foundation and Structure which is presented prior to the building and site project GMP because of the need to procure the steel prior to an anticipated price increase and to attempt to compress the schedule for completion of this project. The project has been advertised and bid and the concrete and steel bid were lower than the design development estimates. The GMP for the remaining building project and site work will be presented as: Package II which will include: NAH remaining building work and Site improvements in July. The Thermal Plant GMP will follow in August.

The Partial GMP for Package I- Foundation and Structure includes all the materials and labor for the project scope. The pricing is based on 100% drawings designed by the Architectural firm of ERO Architects Inc. and has been bid out to local subcontractors.

Broaddus & Associates' Cost Control Estimator, Joseph Gonzalez, has reviewed GMP for the Nursing and Allied Health Campus Package 1- Foundation and Structure 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 these proposals as presented .



McAllen • San Antonio

**South Texas College – Nursing and Allied Health Expansion**

**100% CD/GMP-1 Package**

**Guaranteed Maximum Price**

**May 3, 2016**

**Schedule of Values**

CSI Section	STC Nursing and Allied Health Expansion Guaranteed Maximum Price	Base Bid	Alt #1 Curved Roof-Top Structure	
01 00 00	GENERAL REQUIREMENTS	281,300	870	—
03 00 00	CONCRETE	1,202,130	14,790	—
04 00 00	MASONRY	336,415	1,190	—
05 00 00	STRUCTURAL STEEL	1,739,950	90,908	—
06 00 00	CARPENTRY	—	—	—
07 00 00	MOISTURE PROTECTION	9,922	—	—
08 00 00	DOORS & WINDOWS	3,500	—	—
09 00 00	FINISHES	—	—	—
10 00 00	SPECIALTIES	—	—	—
12 00 00	FURNISHINGS	—	—	—
21 00 00	FIRE SUPPRESSION	—	—	—
22 00 00	PLUMBING	50,220	—	—
23 00 00	HVAC	—	—	—
26 00 00	ELECTRICAL	53,000	—	—
27 00 00	STRUCTURED CABLING	—	—	—
28 00 00	ELECTRONIC SAFETY AND SECURITY	—	—	—
31 00 00	EARTHWORK	174,882	—	—
	CONTRACTOR'S DESIGN CONTINGENCY	1%	42,600	-
	CONTRACTOR'S CONSTRUCTION CONTINGENCY	1.5%	63,900	-
	CONSTRUCTION PHASE FEE	3.60%	142,800	3,900
	BOND SUBTOTAL		40,812	2,692
	<b>SUBTOTALS:</b>		<b>4,141,431</b>	<b>114,350</b>
			-	-
			-	-
	<b>SERVICES GMP TOTAL:</b>		<b>4,142,000</b>	<b>114,400</b>
	<b>SERVICES GMP Base + Alternate No.1 TOTAL:</b>		<b>4,142,000</b>	<b>114,400</b>
				<b>4,256,400</b>

General Construction

Design Build

Construction Management



SOUTHWEST VIEW WITH ARCHED ROOF









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

Broaddus and Associates will be present to discuss the current status of the Guaranteed Maximum Price (GMP) for the 2013 Bond Construction Technology Campus Southwest Building Renovation.

Broaddus and Associates, EGV Architects, and E-Con have been reviewing the current GMP cost estimates. It has been determined that these costs have exceeded the current Construction Cost Limitation (CCL). The project team will continue to address cost issues and plan to present the balance of the GMP at the June 2016 Facilities Committee meeting.

## **Review and Action as Necessary on Guaranteed Maximum Price for the 2013 Bond Construction Technology Campus Parking and Site Improvements**

Broaddus and Associates will be present to discuss the current status of the Guaranteed Maximum Price (GMP) for the 2013 Bond Construction Technology Campus Parking and Site Improvements.

Broaddus and Associates, Hinojosa Engineering, and E-Con have been reviewing the current GMP cost estimates. It has been determined that these costs have exceeded the current Construction Cost Limitation (CCL). The project team will continue to address cost issues and plan to present the GMP at the June 2016 Facilities Committee meeting.

## **Discussion and Action as Necessary on Design Space and Program for the 2013 Bond Construction Mid Valley Campus Student Services Building Expansion**

The design space and program for the 2013 Bond Construction Mid Valley Campus Student Services Building Expansion will be reviewed and discussed at the May 24, 2016 Board meeting.

### **Purpose**

The Board will be informed of the design space and for the 2013 Bond Construction Mid Valley Campus Student Services Building Expansion.

### **Justification**

The current design space and program exceed the budget limitations. Discussion on this item is requested to provide options on how to proceed.

### **Background**

On April 25, 2016 as part of the budget confirmation update, Broaddus and Associates identified projects that were becoming budget challenged due to space program increases. Mid Valley Campus Student Services Addition is one of these projects. An update will be provided on the current status of the project in terms of space, cost, and options. Listed below is the original space program and the revised space program based on the design meetings with the project team and college staff.

<b>Space</b>	
Original Program (per contract)	
Cafeteria (servery, vending, etc.)	4,800SF
Dining/Storage/Student Activities	4,470SF
Net To Gross	4,992SF
<b>Total SF</b>	<b>14,262SF</b>

<b>Revised Program</b>	
Cafeteria (server, vending etc.)	TBD
Dining/Storage/Student Activities	5,220 SF
Student Admissions	3,420 SF
Net To Gross	4,652 SF
Current Kitchen (remodel)	3,600 SF
<b>Total SF New and Remodeled</b>	<b>16,892SF</b>

Listed below are the costs budgeted for the project and preliminary construction estimates provided by Skanska USA based on design development drawings from ROFA Architects.

<b>Costs</b>	
Construction Cost Limitation	\$2,500,000
Budget for kitchen equipment	\$325,000
OCIP Cost	(\$32,401)
Total Current Budget	\$2,792,599
Design Development Skanska Estimate	\$4,007,807
Amount Over Budget	(\$1,215,208)

### **Funding Source**

The current Construction Cost Limitation (CCL) for the 2013 Bond Construction Mid Valley Campus Student Services Building project is \$2,500,000. Bond funds are budgeted in the Bond Construction budget for fiscal year 2015 - 2016. Broaddus and Associates has provided possible options for addressing the budget.

### Options

1. Remove outdoor canopy to help reduce overage  
\$ 157,810 (Design Development Estimate)
2. Re-allocate funds from other campus program contingencies
3. Use local funds for remodeling of kitchen

### **Enclosed Documents**

Space programs, space diagram, and schematic floor plan.

### **Presenters**

Representatives from Broaddus & Associates, ROFA Architects, and Skanska USA Building, Inc. will be present at the Facilities Committee meeting to present the proposed Guaranteed Maximum Price.

The Facilities Committee is expected to discuss this item at a special Facilities Committee Meeting on Tuesday, May 24, 2016 at 3:30 p.m. and to recommend Board action as appropriate.

### **Recommendation:**

It is recommended that the Board of Trustees of South Texas College approve and authorize action as necessary.

**The following Minute Order is proposed for consideration by the Board of Trustees:**  
The Board of Trustees of South Texas College approves and authorizes action as necessary.

### **Approval Recommended:**

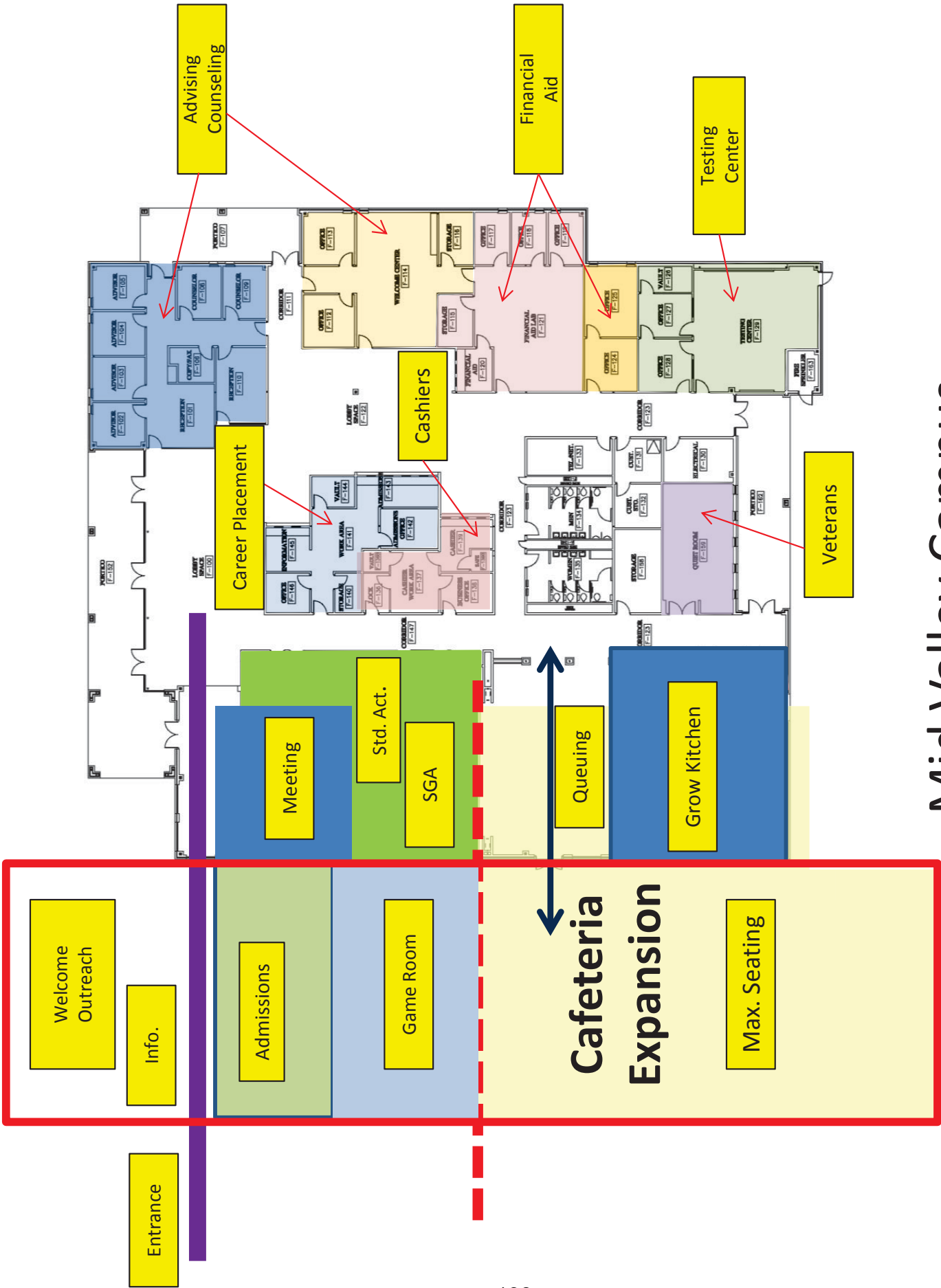
**Shirley A. Reed, M.B.A., Ed.D.**  
**President**

South Texas College  
 Mid-Valley Campus  
**Student Services Building Expansion**

Name / Type of Space	Max Student	Qty	ASF	Total ASF
<b>Student Services Spaces</b>				
<b>Cafeteria</b>				
Kitchen / Prep / Catering Area		1	@ 1,400 asf	1,400
Servery		1	@ 500 asf	500
Seating	167	1	@ 2,500 asf	2,500
Vending Alcove / Area		1	@ 200 asf	200
Storage		1	@ 200 asf	200
<b>Subtotal Cafeteria Spaces</b>				<b>4,800</b>
<b>Lounge Space</b>				
Multi-Purpose Room (divisible into 2 rooms @ 1000)	100	1	@ 1,500 asf	1,500
AV Closet		1	@ 150 asf	100
Storage		1	@ 150 asf	150
Student Activity Space		1	@ 1,200 asf	1,200
Game Room		1	@ 800 asf	800
Storage		1	@ 300 asf	300
<b>Subtotal Student Lounge Spaces</b>				<b>4,050</b>
<b>Building Support</b>				
Lobby		1	@ 300 asf	300
Master Custodial Closet		1	@ 120 asf	120
Loading Area		1	included in net to gross	
<b>Subtotal Building Support</b>				<b>420</b>
<b>Building Subtotal</b>				<b>9,270</b>
<i>net to Gross for Classrooms and Faculty Spaces (65%)</i>				<i>4,992</i>
<b>Building Total</b>				<b>14,262</b>

South Texas College  
 Mid-Valley Campus  
**Student Services Building Expansion**

Name / Type of Space	Max Students	Qty	ASF	Total ASF
<b>Cafeteria</b>				
<b>Cafeteria</b>				
Kitchen / Prep / Catering Area		1	Existing Space TBD	
Servery		1	Existing Space TBD	
Staff lockers		1	Existing Space TBD	
Dry Storage		1	Existing Space TBD	
Seating/Multi-Purpose	200	1	@ 3,000 asf	3,000
Vending Alcove / Area		1	@ 200 asf	200
Table and Chair Storage		1	@ 400 asf	400
<b>Subtotal Cafeteria Spaces</b>				<b>3,600</b>
<b>Student Services</b>				
Admissions Lobby	40	1	@ 600 asf	600
Admissions offices	1	5	@ 120 asf	600
Admissions Vault	2	1	@ 120 asf	120
Admissions Storage	1	1	@ 200 asf	200
Admissions Workroom	6	1	@ 350 asf	350
Welcome Center	40	1	@ 1,000 asf	1,000
AV Closet		1	@ 150 asf	150
Storage		1	@ 300 asf	400
<b>Subtotal Student Lounge Spaces</b>				<b>3,420</b>
<b>Game Room/Student Activities</b>				
Game Room/Student Lounge		1	@ 1,200 asf	1,200
Storage		1	@ 300 asf	300
General Custodial Closet		1	@ 120 asf	120
Student Activities		1	Existing Space 800 s.f.	
Loading Area		1	included in net to gross	
<b>Subtotal Building Support</b>				<b>1,620</b>
<b>Building Subtotal</b>				<b>8,640</b>
Net to Gross for Classrooms and Faculty Spaces (65%)				4,652
<b>Building Total</b>				<b>13,292</b>



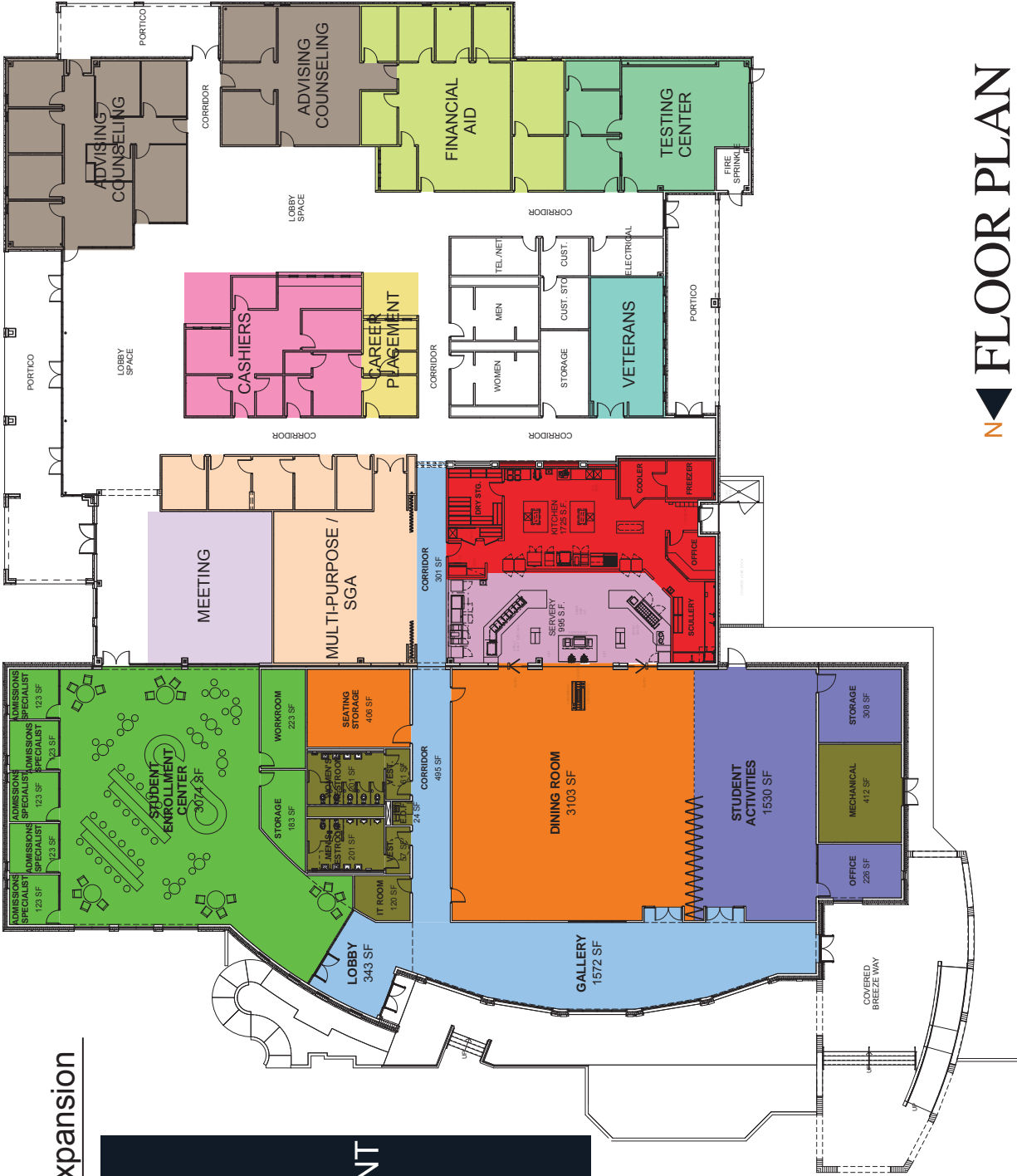
# Mid Valley Campus Student Service Building Expansion



South Texas College  
 Mid-Valley Campus  
 Student Services Building Expansion

**LEGEND**

- BUILDING SUPPORT
- CAFETERIA
- STUDENT ACTIVITIES
- STUDENT ENROLLMENT
- SERVERY
- KITCHEN
- CORRIDORS



**14,055 SF**



**N FLOOR PLAN**

## Review and Action as Necessary on Testing and Balancing Engineering Services for the 2013 Bond Construction Program

Approval of testing and balancing engineering services for the 2013 Bond Construction program is requested.

### Purpose

Authorization is being requested to approve a pool of testing and balancing engineering firms for the 2013 Bond Construction program for a period of one year with two one-year options to renew.

### Justification

Testing and balancing engineering services are necessary to certify that all heating, ventilation, and air conditioning (HVAC) equipment and systems are operating at the required design capacities as specified in the construction documents for each building. Some of the anticipated engineering services which may be provided are as follows:

- Confirm HVAC system controls function as specified
- Confirm HVAC system air flow and volume meet specifications
- Confirm HVAC system equipment function as specified
- Make recommendations on adjustment to HVAC system to maximize performance and minimize energy consumption
- Prepare reports identifying deficiencies in the system so contractor can make corrections prior to final acceptance of construction work

### Background

Solicitation for Request for Proposals for these services began on September 28, 2015. A total of two (2) proposals were received on October 13, 2015. The proposals have been confirmed with the vendors and are still valid proposals.

<b>Timeline for Solicitation for Request for Proposals</b>	
September 28, 2015	Solicitation for Request for Proposals began.
October 13, 2015	Two (2) proposals were received.

Broaddus and Associates and college staff evaluated the qualifications for the testing and balancing engineering firms' and recommended the following campuses be assigned per firm:

<b>Firm</b>	<b>Campus</b>
Engineered Air Balance Co, Inc. (EAB)	Pecan Campus
	Nursing Allied Health Campus
	La Joya Teaching Center
National Precisionaire, LLC	Mid-Valley Campus
	Starr County Campus
	Technology Campus
	Regional Center for Public Safety Excellence

### **Reviewers**

The proposals were reviewed by staff from the Broaddus and Associates, and the college's Facilities Planning & Construction, Operations & Maintenance, and Purchasing departments.

### **Enclosed Documents**

Staff evaluated these proposals and prepared the enclosed proposal and ranking for review by the Facilities Committee.

The Facilities Committee voiced concerns about approving the award for projects to firms without clear price proposals, and sought a way to better control the costs associated with the related services. Legal Counsel and staff discussed the option of approving the qualifications of both firms so that they could be provided subsequent opportunities to bid upon projects within the 2013 Bond Construction Program, providing their pricing for each project, as well as their time to complete the services. This would allow the Board to control the costs.

The Facilities Committee recommended Board approval of the qualifications for testing and balancing engineering services for the 2013 Bond Construction Program with both National Precisionaire, LLC and Engineered Air Balance Co. Inc. for the period of May 2016 to May 2017 with two one-year options to renew, with each firm to be allowed to competitively bid pricing and completion time on individual projects within the 2013 Bond Construction Program for evaluation and award by the Board of Trustees.

### **Recommendation:**

It is recommended that the Board of Trustees of South Texas College approve and authorize the qualifications for testing and balancing engineering services for the 2013 Bond Construction Program with both National Precisionaire, LLC and Engineered Air Balance Co. Inc. for the period of May 2016 to May 2017 with two one-year options to renew, with each firm to be allowed to competitively bid pricing and completion time on individual projects within the 2013 Bond Construction Program for evaluation and award by the Board of Trustees 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 qualifications for testing and balancing engineering services for the 2013 Bond Construction Program with both National Precisionaire, LLC and Engineered Air Balance Co. Inc. for the period of May 2016 to May 2017 with two one-year options to renew, with each firm to be allowed to competitively bid pricing and completion time on individual projects within the 2013 Bond Construction Program for evaluation and award by the Board of Trustees as presented.

### **Approval Recommended:**

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

**SOUTH TEXAS COLLEGE  
TESTING & BALANCING FOR HVAC SYSTEMS - BOND CONSTRUCTION PROGRAM  
PROJECT NO. 15-16-1026**

<b>VENDOR</b>		Engineered Air Balance Co, Inc.				National Precisionaire, LLC.		
<b>ADDRESS</b>		4400 Piedras Dr S Ste 150				21321 Inverness Forest Blvd		
<b>CITY/STATE/ZIP</b>		San Antonio, TX 78228				Houston, TX 77073		
<b>PHONE</b>		210-736-9494				281-449-0961		
<b>FAX</b>		210-736-9595				281-449-1925		
<b>CONTACT</b>		Gary L. Miller				Felix M. Garza		
<b>#</b>	<b>Description</b>	<b>Proposed</b>					<b>Proposed</b>	
		<b>Project Manager</b>	<b>Project Leader</b>	<b>Technician</b>	<b>Field Support (Office)</b>	<b>Adm (Office)</b>	<b>All-Inclusive</b>	
							<b>TAB Crew Rate*</b>	<b>Project Manager**</b>
1	Base Rate (No Travel) Non-Onsite Hourly Rates	\$125.00	\$100.00	\$90.00	\$80.00	\$65.00	\$160.00	\$175.00
2	All-Inclusive 5-day Trip (Includes Travel)	\$165.00	\$140.00	\$130.00	\$80.00	\$65.00		
3	All-Inclusive 3-day Trip (Includes Travel)	\$205.00	\$180.00	\$170.00	\$80.00	\$65.00		
4	All-Inclusive 2-day Trip (Includes Travel)	\$265.00	\$240.00	\$230.00	\$80.00	\$65.00		
5	All-Inclusive 1-day Trip (Includes Travel)	\$370.00	\$345.00	\$335.00	\$80.00	\$65.00		
<b>TOTAL EVALUATION POINTS</b>		83.41					89.82	
<b>EVALUATION RANKING</b>		2					1	

\*TAB - Technician and Apprentice

\*\*Pre-Inspection and Job Site Meetings

**SOUTH TEXAS COLLEGE  
TESTING & BALANCING SERVICES FOR HVAC SYSTEMS-BOND  
CONSTRUCTION PROGRAM  
PROJECT NO. 15-16-1026  
EVALUATION FORM**

<b>VENDOR</b>		Engineered Air Balance Co, Inc.	National Precisionaire, LLC.	
<b>ADDRESS</b>		4400 Piedras Dr S Ste 150	21321 Inverness Forest Blvd	
<b>CITY/STATE/ZIP</b>		San Antonio, TX 78228	Houston, TX 77073	
<b>PHONE</b>		210-736-9494	281-449-0961	
<b>FAX</b>		210-736-9595	281-449-1925	
<b>CONTACT</b>		Gary L. Miller	Felix M. Garza	
1	The purchase price. (up to 40 points)	31	40	40
		31	40	
		31	40	
		31	40	
		31	40	
		31	40	
2	The reputation of the vendor and the vendor's goods and/or services. (up to 18 points)	17	16	15.83
		17	16	
		14	16	
		17	16	
		17	16	
		16	15	
3	The quality of the vendor's goods and/or services. (up to 18 points)	17	16	15.5
		17	17	
		14	15	
		16	15	
		17	16	
		15	14	
4	The extent to which the vendor's goods and/or services meet the College's needs. (up to 15 points)	14	14	12.33
		14	14	
		11	11	
		13	11	
		15	13	
		11	11	
5	The vendor's past relationship with the College. (up to 3 points)	3	3	2.66
		3	3	
		3	3	
		3	2	
		2	2	
		2.5	3	
6	The impact on the ability of the College to comply with laws and rules relating to Historically Underutilized Business. (up to 1 point)	0	0	0
		0	0	
		0	0	
		0	0	
		0	0	
		0	0	
7	The total long-term cost to the College to acquire the vendor's goods or services. (up to 5 points)	5	3	3.5
		5	4	
		4	3	
		4	4	
		4	4	
		4	3	
<b>TOTAL EVALUATION POINTS</b>		83.41	89.82	
<b>RANKING</b>		2	1	

## **Review and Action as Necessary on Contracting Construction Services for the Non-Bond Pecan Campus Upgrade of Fencing along 31st Street**

Approval to contract construction services for the Non-Bond Pecan Campus Upgrade of Fencing along 31<sup>st</sup> Street project is requested.

### **Purpose**

The procurement of a contractor will provide for construction services necessary for the replacement of the fence along 31<sup>st</sup> Street on the north side of the Pecan Campus.

### **Background**

College staff prepared the necessary plans and specifications for the solicitation of competitive sealed proposals.

Solicitation of competitive sealed proposals for this project began on April 4, 2016. A total of five (5) sets of construction documents were issued to general contractors and sub-contractors, and a total of two (2) proposals were received on April 20, 2016.

<b>Timeline for Solicitation of Competitive Sealed Proposals</b>	
April 4, 2016	Solicitation of competitive sealed proposals began.
April 20, 2016	Two (2) proposals were received.

### **Justification**

The existing wooden cedar fence has deteriorated and is in need of repair and replacement. The new cedar fencing will also be stained and sealed to extend the longevity of the finished appearance.

### **Funding Source**

As part of the FY 2015-2016 Renewals and Replacements construction budget, funds in the amount of \$50,000 are budgeted for this project.

<b>Source of Funding</b>	<b>Amount Budgeted</b>	<b>Highest Ranked Proposal Central Fence &amp; Supply, Ltd.</b>
Renewals and Replacements	\$50,000	\$27,092

### **Reviewers**

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

### **Enclosed Documents**

Staff evaluated these proposals and prepared the enclosed proposal summary. It is recommended that the top ranked contractor be awarded the contract for this project.

The Facilities Committee is expected to discuss this item at a special Facilities Committee Meeting on Tuesday, May 24, 2016 at 3:30 p.m. and to recommend Board action as appropriate.

**Recommendation:**

It is recommended that the Board of Trustees of South Texas College approve and authorize contracting construction services with Central Fence and Supply, Ltd. in the amount of \$27,092 for the Non-Bond Pecan Campus Upgrade of Fencing along 31<sup>st</sup> Street project as presented.

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

The Board of Trustees of South Texas College approves and authorizes contracting construction services with Central Fence and Supply, Ltd. in the amount of \$27,092 for the Non-Bond Pecan Campus Upgrade of Fencing along 31<sup>st</sup> Street project as presented.

**Approval Recommended:**

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

**SOUTH TEXAS COLLEGE  
 PECAN CAMPUS - UPGRADE OF FENCING ALONG 31ST STREET  
 PROJECT NO. 15-16-1070**

<b>VENDOR</b>		Central Fence & Supply, Ltd.	Roth Excavating, Inc.
<b>ADDRESS</b>		504 E Ferguson	5820 N Cage Ste 1
<b>CITY/STATE/ZIP</b>		Pharr, TX 78577	Pharr, TX 78577
<b>PHONE</b>		956-783-7959	956-787-2742
<b>FAX</b>		956-787-4311	956-787-5152
<b>CONTACT</b>		Celia S. Gregory	Tyler Wulf
<b>#</b>	<b>Description</b>	<b>Proposed</b>	<b>Proposed</b>
1	<b>Base Bid:</b> Pecan Campus - Upgrade of Fencing Along 31st Street	\$27,092.00	\$27,500.00
<b>Alternate #1</b>			
2	Provide 2 x 4 pressure treated (PT) wood runners in lieu of 2 x 4 cedar runners.	(\$4,517.00)	\$0.00
<b>Unit Price for Fence Post</b>			
3	Fence post with Concrete Footing - Quantity 15	\$256.20	\$1,125.00
4	Begin Work Within	5 Working Days	10 Working Days
5	Completion of Work Within	10 Calendar Days	14 Calendar Days
<b>TOTAL PROPOSAL AMOUNT</b>		\$27,092.00	\$27,500.00
<b>TOTAL EVALUATION POINTS</b>		91.125	87.75
<b>RANKING</b>		1	2



**SOUTH TEXAS COLLEGE  
PECAN CAMPUS UPGRADE OF FENCING ALONG 31ST SREET  
PROJECT NO. 15-16-1070**

<b>VENDOR</b>		Central Fence & Supply, Ltd.	Roth Excavating, Inc.		
<b>ADDRESS</b>		504 E Ferguson	5820 N Cage Ste 1		
<b>CITY/STATE/ZIP</b>		Pharr, TX 78577	Pharr, TX 78577		
<b>PHONE</b>		956-783-7959	956-787-2742		
<b>FAX</b>		956-787-4311	956-787-5152		
<b>CONTACT</b>		Celia S. Gregory	Tyler Wulf		
1	The Respondent's price proposal. (up to 45 points)	45	45	44.6	44.6
		45		44.6	
		45		44.6	
		45		44.6	
2	The Respondent's experience and reputation. (up to 10 points)	9	8.75	9	8
		9		7	
		8		8	
		9		8	
3	The quality of the Respondent's goods or services. (up to 10 points)	8	8.5	8	8
		9		7	
		8		9	
		9		8	
4	The Respondent's safety record (up to 5 points)	4	4.125	4.5	4.125
		4		4	
		4		4	
		4.5		4	
5	The Respondent's proposed personal. (up to 8 points)	7	7.125	6	6.125
		7		6	
		7		6.5	
		7.5		6	
6	The Respondent's financial capability in relation to the size and the scope of the project. (up to 9 points)	6	6	8	7.75
		6		7	
		6		8	
		6		8	
7	The Respondent's organization and approach to the project. (up to 6 points)	4	4.625	5	4.75
		5.5		4	
		5		5	
		4		5	
8	The Respondent's time frame for completing the project. (up to 7 points)	7	7	4.4	4.4
		7		4.4	
		7		4.4	
		7		4.4	
<b>TOTAL EVALUATION POINTS</b>		91.125		87.75	
<b>RANKING</b>		1		2	



View of Existing Fence



View of Existing Fence



View of Existing Fence

## **Review and Recommend Action on Contracting Construction Services for the Non-Bond Nursing and Allied Health Campus Active Learning Classrooms Flooring Replacement**

Approval to contract construction services for the Non-Bond Nursing and Allied Health Campus Active Learning Classrooms Flooring Replacement project is requested.

### **Purpose**

The procurement of a contractor will provide for construction services necessary for the replacement of flooring in an Active Learning Classroom at the Nursing and Allied Health Campus.

### **Background**

College staff prepared the necessary plans and specifications for the solicitation of competitive sealed proposals.

Solicitation of competitive sealed proposals for this project began on April 18, 2016. A total of five (5) sets of construction documents were issued to general contractors and sub-contractors, and a total of three (3) proposals were received on May 2, 2016.

<b>Timeline for Solicitation of Competitive Sealed Proposals</b>	
April 18, 2016	Solicitation of competitive sealed proposals began.
May 2, 2016	Three (3) proposals were received.

### **Justification**

The existing classroom is being converted to an Active Learning Classroom and requires that the carpet be replaced to meet the carpet style and pattern of the standard Active Learning Classrooms.

### **Funding Source**

As part of the FY 2015 - 2016 Renewals and Replacements construction budget, funds in the amount of \$10,000 are budgeted for this project.

<b>Source of Funding</b>	<b>Amount Budgeted</b>	<b>Highest Ranked Proposal Diaz Floors &amp; Interiors, Inc.</b>
Renewals and Replacements	\$10,000	\$4,260

### **Reviewers**

The proposals have been reviewed by staff from the Facilities Planning & Construction, HSI Grants, and Purchasing departments.

### **Enclosed Documents**

Staff evaluated these proposals and prepared the enclosed proposal summary. It is recommended that the top ranked contractor be recommended for Board approval. A floor

plan is also provided indicating the locations of the flooring replacement at the Nursing and Allied Health Building.

The Facilities Committee is expected to discuss this item at a special Facilities Committee Meeting on Tuesday, May 24, 2016 at 3:30 p.m. and to recommend Board action as appropriate.

**Recommendation:**

It is recommended that the Board of Trustees of South Texas College approve and authorize contracting construction services with Diaz Floors and Interiors, Inc. in the amount of \$4,260 for the Non-Bond Nursing and Allied Health Campus Active Learning Classrooms Flooring Replacement project as presented.

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

The Board of Trustees of South Texas College approves and authorizes contracting construction services with Diaz Floors and Interiors, Inc. in the amount of \$4,260 for the Non-Bond Nursing and Allied Health Campus Active Learning Classrooms Flooring Replacement project as presented.

**Approval Recommended:**

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

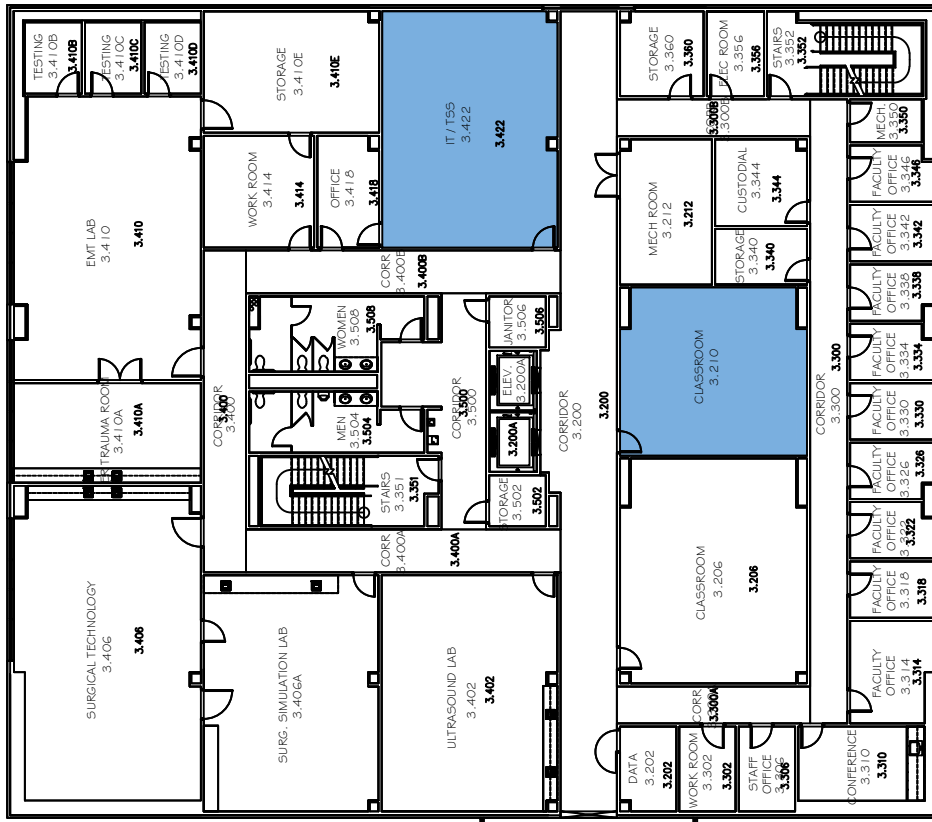
**SOUTH TEXAS COLLEGE  
ACTIVE LEARNING CLASSROOMS - FLOORING REPLACEMENT  
PROJECT NO. 15-16-1073**

<b>VENDOR</b>	Diaz Floors & Interiors, Inc.	Tabeza Holdings, LLC.	W.E. Imhoff Co, Inc. dba/Intertech Flooring
<b>ADDRESS</b>	1205 W Polk	4121 N 10th St No. 116	1301 Business Park Dr Ste D
<b>CITY/STATE/ZIP</b>	Pharr, TX 78577	McAllen, TX 78504	Mission, TX 78572
<b>PHONE</b>	956-787-0056	956-739-8201	956-584-3592
<b>FAX</b>	956-781-7917		956-584-2149
<b>CONTACT</b>	Andres Diaz	Francisco Meza	Vicente Garza
<b>#</b>	<b>Description</b>	<b>Proposed</b>	<b>Proposed</b>
1	Active Learning Classrooms- Flooring Replacement	\$ 4,260.00	\$ 7,190.00
2	Begin Work Within	7-10 days	14 days
3	Completion of Work Within	2-4 Calendar Days	5 Calendar Days
<b>TOTAL PROPOSAL AMOUNT</b>		\$ 4,260.00	\$ 7,190.00
<b>TOTAL EVALUATION POINTS</b>		90.625	66.425
<b>RANKING</b>		1	2

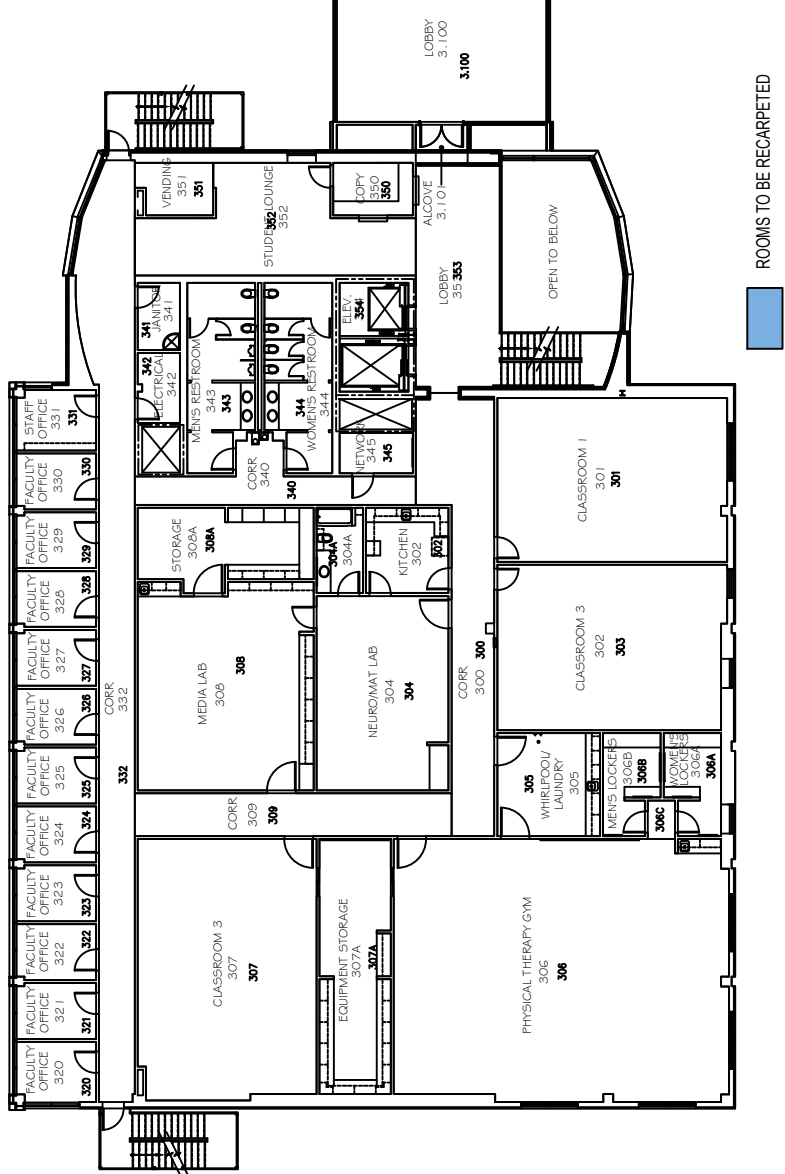
**SOUTH TEXAS COLLEGE  
ACTIVE LEARNING CLASSROOMS - FLOORING REPLACEMENT  
PROJECT NO. 15-16-1073**

<b>VENDOR</b>		Diaz Floors & Interiors, Inc.		Tabeza Holdings, LLC.		W. E. Imhoff Co, Inc. dba/Intertech Flooring	
<b>ADDRESS</b>		1205 W Polk		4121 N 10th St No. 116		1301 Business Park Dr	
<b>CITY/STATE</b>		Pharr, TX		McAllen, TX 78504		Mission, TX	
<b>PHONE/FAX</b>		956-787-0056		956-739-8201		956-584-3592	
<b>FAX</b>		956-781-7917				956-584-2149	
<b>CONTACT</b>		Andres Diaz		Francisco Meza		Vicente Garza	
1	The Respondent's price proposal. (up to 45 points)	45	45	8.1	8.1	26.6	26.6
		45		8.1		26.6	
		45		8.1		26.6	
		45		8.1		26.6	
2	The Respondent's experience and reputation. (up to 10 points)	9	9	8.5	8	9	8.75
		9		9		9	
		9		8.5		9	
		9		6		8	
3	The quality of the Respondent's goods or services. (up to 10 points)	9	8	8	6.875	9	8
		8		7		7	
		8		6.5		8	
		7		6		8	
4	The Respondent's safety record (up to 5 points)	4	3.5	4.5	4.375	3.5	2.625
		3		4		2	
		4		4		3	
		3		5		2	
5	The Respondent's proposed personnel. (up to 8 points)	6.5	6.625	7	7.25	6	5
		6		7		5	
		7		7		6	
		7		8		3	
6	The Respondent's financial capability in relation to the size and the scope of the project. (up to 9 points)	7	7.25	4	5.5	7	6
		7		6		5	
		7		6		6	
		8		6		6	
7	The Respondent's organization and approach to the project. (up to 6 points)	4	4.25	2	2.5	4	4.25
		4		3		4	
		4		2		5	
		5		3		4	
8	The Respondent's time frame for completing the project. (up to 7 points)	7	7	3.3	3.3	5.2	5.2
		7		3.3		5.2	
		7		3.3		5.2	
		7		3.3		5.2	
<b>TOTAL EVALUATION POINTS</b>		90.625		45.9		66.425	
<b>RANKING</b>		1		3		2	





NURSING AND ALLIED HEALTH CENTER  
3RD FLOOR - EAST WING



NURSING AND ALLIED HEALTH CENTER  
3RD FLOOR - WEST WING

## **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 - May 3, 2016**

Project Number	PROJECT DESCRIPTION	Project Development				Design Phase			Construction Phase			Project Manager	Architect/Engineer	Contractor							
		Project Development	Board approval of A/E	Contract Negotiations	Concept Development	Schematic Approval	30%	60%	95%	100%	Solicit of Proposals				Approve Contractor	Construction Start	30%	50%	75%	95% Substantial Comp	100%
<b>Pecan Campus and Pecan Plaza</b>																					
15-1-002a	Pecan - Covered Area for Ceramic Arts Kilns																		Robert	EGV Architects	Holchmont Ltd.
15-1-002b	Pecan - Interior Renovation for Ceramic Arts																		Robert	EGV Architects	Herron
15-1-006	Pecan - Library Study Rooms Additions																		Robert	Boulinghouse Simpson Gates Architects	TBD
15-1-007	Pecan - Student Activities Sports Field Lighting																		Robert	DBR Engineering	Zitro Electric
15-1-002	Pecan - Infrastructure for Relocation of Portable Buildings - Phase II																		Rick	Melden & Hunt	Celso Construction
15-1-003	Pecan - Relocation of Electrical Power Lines																		Robert	Sigma Engineering	TBD
15-1-007	Pecan - Building K Enrollment Center																		Robert	Boulinghouse Simpson Gates Architects	Metro Electric
15-1-020	Pecan - AECHS Service Drive and Sidewalk																		David	Boulinghouse Simpson Gates Architects	TBD
15-1-001	Pecan - Resurfacing East Loop Road and Entrance (RR)																		Rick	R. Gutierrez Engineering	Roth Excavation
16-1-001	Pecan - Removal of Existing Trees																		Robert	TBD	TBD
16-1-001	Pecan - Building A Sign Replacement (RR)																		Robert	TBD	Maldonado Nursery
16-1-002	Pecan - Upgrade Fence Along 31st Street (RR)																		David	Public Relations	
15-1-003	Pecan Plaza - Emergency Generator and Wiring																		Rick	TBD	TBD
15-1-004	Pecan Plaza - Resurfacing Back Side of Building B (RR)																		Rick	Halt Associates	5 Star Construction
16-1-016	Pecan Plaza - Parking Area for Police Vehicles																		David	R. Gutierrez Engineering	TBD
	Pecan Plaza - Renovation - Music Practice Rooms																		Rick	FPC	O&M
<b>Mid Valley Campus</b>																					
16-2-007	MV - Childcare Center Play Ground Flooring (RR)																		Rick	N/A	Park Place Recreational
16-2-011	MV - Building H Data Cabling Infrastructure (RR)																		Robert	N/A	DIR/BridgeNet
<b>Technology Campus</b>																					
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
13-3-002	TC - West Academic Building Re-Roofing (RR)																		Robert	Amiech Building Sciences	Rio Roofing
14-3-004	TC - Cooling Tower Replacement (RR)																		Rick	Halt Associates	Pro-Tech
15-3-003	TC - Repair Concrete Floor Mechanical Room (RR)																		Robert	CLH Engineering	TBD
16-2-012	TC - Building B Flooring Replacement (RR)																		Robert	FPC	TBD
<b>Nursing and Allied Health Campus</b>																					
14-4-004	NAH - Irrigation System Upgrade (RR)																		Rick	SSP Design	Southern Landscapes
16-4-004	NAH - Thermal Plant																		Robert	Halt Associates	
16-4-016	NAH - Resurface Parking Lot #2 (RR)																		Robert	PCE	
<b>Starr County Campus</b>																					
15-5-005	Starr - Building E & J Crisis Mgt. Center Generator																				
<b>District Wide Improvements</b>																					
14-6-010	DW - Building to Building ADA Compliance Ph II																		Robert	Damenbaum Engineering	TBD
14-6-012	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																		David	N/A	TBD
16-6-021	DW - Air Handler Blower Wheels (RR)																		Rick	N/A	TBD
	DW - La Joya Monument Sign																		David	N/A	TBD
	DW - Active Learning Classrooms-Flooring Replacement																		David	N/A	TBD

For FY 2015-2016, 24 non-bond projects are currently in progress, 12 have been completed and 38 pending start up - 74 Total

# Status of Non-Bond Construction Projects in Progress May 2016

Project	% Complete	Date to Complete	Current Activity	Original Budget	Comparison to Budget	Contract Amount	Amount Paid	Contract Balance
Pecan Campus								
Covered Area for Ceramic Arts Kilns	100%	December 2015	1. Construction Phase 2. Final Completion	\$ 325,000.00	\$ (18,792.85)	\$ 343,792.85	\$ 343,792.85	\$ -
Interior Renovation for Ceramic Arts	100%	November 2015	1. Construction Phase 2. Final Completion	\$ 325,000.00	\$ 215,791.00	\$ 109,209.00	\$ 109,209.00	\$ -
Library Additional Study Rooms	15%	July 2015	1. Design Phase 2. Design on hold	\$ 54,000.00	TBD	TBD	\$ -	TBD
Sports Fields Lighting	100%	February 2016	1. Construction Phase 2. Construction Complete	\$ 228,500.00	\$ -	\$ 228,500.00	\$ 228,500.00	\$ -
Infrastructure for Relocation of Portable Buildings	100%	March 2016	1. Construction Phase 2. Final Completion	\$ 350,000.00	\$ (22,337.93)	\$ 372,337.93	\$ 372,337.93	\$ -
Relocation of Electrical Power Lines	100%	March 2016	1. Construction Phase 2. Construction Complete	\$ 220,000.00	\$ 3,894.35	\$ 216,105.65	\$ 216,105.65	\$ -
Student Services Building K Enrollment Center	80%	July 2016	1. Design Phase 2. Re-design in Progress	\$ 42,825.00	\$ 10,815.00	\$ 32,010.00	\$ 22,407.00	\$ 9,603.00
AECHS Service Drive and Sidewalk Relocation	100%	August 2015	1. Construction Phase 2. Construction Complete	\$ 60,000.00	\$ 10,528.00	\$ 49,472.00	\$ 49,472.00	\$ -
Resurfacing East Loop Road	10%	June 2016	1. Construction Phase 2. Contract Negotiations	\$ 75,000.00	TBD	TBD	\$ -	TBD
Removal of Trees for Bond Construction	100%	January 2016	1. Construction Phase 2. Construction Complete	\$ 21,000.00	\$ 13,850.00	\$ 7,150.00	\$ 7,150.00	\$ -
Building A Sign Replacement	0%	April 2016	1. Project Development 2. Design in Progress	\$ 10,000.00	TBD	TBD	\$ -	TBD
Upgrade Fence Along 31st Street	100%	February 2016	1. Construction Phase 2. Bidding Phase	\$ 50,000.00	TBD	TBD	\$ -	TBD
Pecan Plaza Police Department Emergency Generator	0%	June 2016	1. Project Development 2. Work in Progress	\$ 400,000.00	TBD	TBD	\$ -	TBD

Project	% Complete	Date to Complete	Current Activity	Original Budget	Comparison to Budget	Contract Amount	Amount Paid	Contract Balance
Pecan Plaza Asphalt Resurfacing on Alley Side	100%	November 2015	1. Construction Phase 2. Construction Complete	\$ 75,000.00	\$ (43,140.00)	\$ 118,140.00	\$ 118,140.00	\$ -
Pecan Plaza Parking Area for Police Vehicles	20%	May 2016	1. Design Phase 2. Design in Progress	\$ 25,000.00	\$ 212.00	\$ 24,788.00	\$ -	\$ 24,788.00
<b>Pecan Campus Total</b>				<b>\$ 2,261,325.00</b>	<b>\$ 170,819.57</b>	<b>\$ 1,501,505.43</b>	<b>\$ 1,467,114.43</b>	<b>\$ 34,391.00</b>
<b>Mid Valley Campus</b>								
Childcare Center Play Ground Flooring	100%	December 2015	1. Construction Phase 2. Construction Complete	\$ 31,000.00	\$ 1,310.00	\$ 29,690.00	\$ 29,690.00	\$ -
Building H Data Cabling Infrastructure	100%	March 2016	1. Construction Phase 2. Construction Complete	\$ 43,500.00	\$ 688.25	\$ 42,811.75	\$ 42,811.75	\$ -
<b>Mid Valley Campus Total</b>				<b>\$ 74,500.00</b>	<b>\$ 1,998.25</b>	<b>\$ 72,501.75</b>	<b>\$ 72,501.75</b>	<b>\$ -</b>
<b>Technology Campus</b>								
GM Car Storage Area Upgrade	60%	May 2016	1. Design Phase 2. Design in Progress	\$ 11,250.00	\$ (9.00)	\$ 11,259.00	\$ 6,079.86	\$ 5,179.14
West Academic Building Re-roofing	100%	March 2016	1. Construction Phase 2. Construction Complete	\$ 1,698,900.00	\$ 423,200.00	\$ 1,275,700.00	\$ 1,275,700.00	\$ -
HVAC Cooling Tower Replacement	95%	May 2015	1. Construction Phase 2. Final Completion in progress	\$ 415,000.00	\$ 54,000.00	\$ 361,000.00	\$ 361,000.00	\$ -
Building B Main Door and Frame Replacement	60%	May 2016	1. Design Phase 2. Design in Progress	\$ 7,500.00	\$ 3,750.00	\$ 3,750.00	\$ -	\$ 3,750.00
Building C Conference Room Addition	60%	May 2016	1. Design Phase 2. Design in Progress	\$ 9,000.00	\$ 4,500.00	\$ 4,500.00	\$ -	\$ 4,500.00
Repair Concrete Floor Mechanical Room	95%	May 2016	1. Design Phase 2. Contract Negotiations	\$ 5,000.00	TBD	TBD	\$ -	TBD
Building B Concrete Floor Repairs	95%	May 2016	1. Design Phase 2. Contract Negotiations	\$ 50,000.00	TBD	TBD	\$ -	TBD

Project	% Complete	Date to Complete	Current Activity	Original Budget	Comparison to Budget	Contract Amount	Amount Paid	Contract Balance
Building B Flooring Replacement	5%	July 2016	1. Construction Phase 2. Construction in Progress	\$ 44,200.00	\$ 9,192.00	\$ 35,008.00	\$ -	\$ 35,008.00
<b>Technology Campus Total</b>				<b>\$ 2,240,850.00</b>	<b>\$ 494,633.00</b>	<b>\$ 1,691,217.00</b>	<b>\$ 1,642,779.86</b>	<b>\$ 48,437.14</b>
<b>Nursing and Allied Health Campus</b>								
Irrigation System Upgrades	100%	October 2015	1. Construction Phase 2. Construction Complete	\$ 30,000.00	\$ (7,767.00)	\$ 37,767.00	\$ 37,767.00	\$ -
Thermal Plant	10%	June 2016	1. Design Phase 2. Design in Progress	\$ 260,000.00	\$ 53,300.00	\$ 206,700.00	\$ -	\$ 206,700.00
Resurface Parking Lot 2	95%	May 2016	1. Design Phase 2. Design in Progress	\$ 25,000.00	\$ 1,550.00	\$ 23,450.00	\$ -	\$ 23,450.00
<b>Nursing and Allied Health Campus Total</b>				<b>\$ -</b>	<b>\$ 315,000.00</b>	<b>\$ 267,917.00</b>	<b>\$ 37,767.00</b>	<b>\$ 230,150.00</b>
<b>Starr County Campus</b>								
Bldg E & J Crisis Management Center with Generator	0%	June 2016	1. Project Development 2. Work in Progress	\$ 400,000.00	TBD	TBD	\$ -	TBD
<b>Starr County Campus Total</b>				<b>\$ 400,000.00</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>District Wide</b>								
Building to Building ADA Accessibility Improvements Phase II	85%	June 2016	1. Construction Phase 2. Construction in Progress	\$ 400,000.00	\$ (66,112.03)	\$ 466,112.03	\$ -	\$ 466,112.03
Parking Lot Lighting Upgrades to LED	100%	August 2015	1. Construction Phase 2. Construction Complete	\$ 100,000.00	\$ 49,309.00	\$ 50,691.00	\$ 50,691.00	\$ -
Directional Signage Updates	10%	May 2016	1. Project Development 2. Work in Progress	\$ 50,000.00	TBD	TBD	\$ -	TBD
Outdoor Furniture	100%	January 2016	1. Construction Phase 2. Construction Complete	\$ 25,000.00	TBD	TBD	\$ -	TBD
Air Handler Blower Wheels	90%	June 2016	1. Construction Phase 2. Construction in Progress	\$ 50,000.00	\$ 32,640.13	\$ 17,359.87	\$ 12,582.95	\$ 4,776.92
La Joya Monument Sign	90%	May 2016	1. Project Development 2. Work in Progress	\$ 35,000.00	TBD	TBD	\$ -	TBD

Project	% Complete	Date to Complete	Current Activity	Original Budget	Comparison to Budget	Contract Amount	Amount Paid	Contract Balance
Active Learning Classrooms- Flooring Replacement	95%	June 2016	1. Construction Phase 2. Bidding Complete	\$ 10,000.00	TBD	TBD	\$ -	TBD
District Wide Total				\$ 670,000.00	\$ 15,837.10	\$ 534,162.90	\$ 63,273.95	\$ 470,888.95
Non-Bond Construction Project Total				\$ 5,961,675.00	\$ 951,204.92	\$ 4,067,304.08	\$ 3,283,436.99	\$ 783,867.09
<b>For FY 2015 - 2016, 27 non-bond projects are currently in progress, 12 have been completed and 35 pending start up - 74 Total</b>								

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

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

# **FINANCIAL REPORTS**

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

# *EXECUTIVE SESSION*

**Update and Action as Necessary Regarding Cause No. CL-13-0849-D;  
Karen Armitano v. South Texas College**

Legal action was taken against the College by Karen Armitano. The lawsuit was submitted to the College's insurance carrier, TASB. TASB assigned Edward Garza from Esparza & Garza, L.L.P to handle the case.

Mr. Garza will provide an update in executive session.

**Recommendation:**

It is recommended that the Board of Trustees of South Texas College approve and authorize any action as necessary regarding Cause No. CL-13-0849-D; Karen Armitano vs. South Texas College.

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

The Board of Trustees of South Texas College approves and authorizes any action as necessary regarding Cause No. CL-13-0849-D; Karen Armitano vs. South Texas College.

**Approval Recommended:**

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

**Update and Action as Necessary Regarding Cause No. CL-13-0729-F;  
Jose Luis Salazar vs. South Texas College**

Legal action was taken against the College by Jose Luis Salazar. The lawsuit was submitted to the College's insurance carrier, TASB. TASB assigned Edward Garza from Esparza & Garza, L.L.P to handle the case.

Mr. Garza will provide an update in executive session.

**Recommendation:**

It is recommended that the Board of Trustees of South Texas College approve and authorize any action as necessary regarding Cause No. CL-13-0729-F; Jose Luis Salazar vs. South Texas College.

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

The Board of Trustees of South Texas College approves and authorizes any action as necessary regarding Cause No. CL-13-0729-F; Jose Luis Salazar vs. South Texas College.

**Approval Recommended:**

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

**Update and Action as Necessary Regarding Cause No. C-8798-14-G;  
Randy Jarvis vs. South Texas College**

Legal action was taken against the College by Randy Jarvis. The lawsuit was submitted to the College's insurance carrier, TASB. TASB assigned Edward Garza from Esparza & Garza, L.L.P to handle the case.

Mr. Garza will provide an update in executive session.

**Recommendation:**

It is recommended that the Board of Trustees of South Texas College approve and authorize any action as necessary regarding Cause No. C-8798-14-G; Randy Jarvis vs. South Texas College.

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

The Board of Trustees of South Texas College approves and authorizes any action as necessary regarding Cause No. C-8798-14-G; Randy Jarvis vs. South Texas College.

**Approval Recommended:**

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

**Update and Action as Necessary Regarding Cause No. C-0706-16-H;  
Fabio Hernandez vs. South Texas Community College and Paul B.  
Varville**

Legal action was taken against the College by Fabio Hernandez. Mr. Paul B. Varville, serving as the College's Chief Administrator for the South Texas College Department of Public Safety, was named as a co-defendant. The lawsuit was submitted to the College's insurance carrier, TASB. TASB assigned Edward Garza from Esparza & Garza, L.L.P to handle the case.

Mr. Garza will provide an update in executive session.

**Recommendation:**

It is recommended that the Board of Trustees of South Texas College approve and authorize any action as necessary regarding Cause No. C-0706-16-H; Fabio Hernandez vs. South Texas Community College and Paul B. Varville.

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

The Board of Trustees of South Texas College approves and authorizes any action as necessary regarding Cause No. C-0706-16-H; Fabio Hernandez vs. South Texas Community College and Paul B. Varville.

**Approval Recommended:**

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

# *President's Report*





**South Texas College celebrated five commencement ceremonies** at the State Farm Arena. On Friday, May, 13, ceremonies were held for graduates from the Business & Technology – Information Technology at 11:00 a.m., followed by Liberal Arts at 3:00 p.m. and Social Sciences at 6:30 p.m. On Saturday, May 14, ceremonies were held for graduates from the Divisions of Math & Science and Nursing & Allied Health followed by Bachelor Programs and the Division of Business & Technology at 2:00 p.m. The Arena was bursting with family and friends of our graduates, as we celebrated the accomplishments of over 4,300 graduates! We were honored with the presence of our Board of Trustees, and special guests from our partnering school districts.




On May 17<sup>th</sup> the Physical Therapist Assistant program held a pinning ceremony for its students at the Cooper Center for Communication Arts, on the Pecan Campus in McAllen. This was one of many programs celebrating their graduates!



The following universities from Texas visited with students, who are interested in transfer opportunities, during the month of May:

- The University of Texas RGV – Engineering Initiative
- Texas A&M University – Kingsville – Engineering Initiative and the College of Education
- Texas A&M University School of Public Health
- National American University

All were welcomed to our campuses and we appreciate their interest in our students!



**NATIONAL AMERICAN UNIVERSITY**  
*INVITES YOU*


**To Application/Orientation Night!!**  
When: Wednesday, May 18th, 2016  
Where: South Texas College – Building H 216  
Time: 6:00pm-8:00pm

Bring a friend and join us in learning about the scholarship opportunity you have being a South Texas College Graduate/Employee.

- ON-SITE APPLICATION
- DINNER PROVIDED
- DOOR PRIZES

**CHANGE YOUR LIFE...TAKE A STEP IN ACHIEVING YOUR MASTER'S DEGREE WITH NAU!**

Must RSVP by Monday, May 16, 2016 to:  
Kathryn Salazar at [krsalazar@national.edu](mailto:krsalazar@national.edu) OR 956-238-7300



Thinking about transferring?

**TRANSFER ADMISSIONS EVENT**

**STOP BY AND YOU WILL BE ABLE TO:**

- Apply to UTRGV
- Sign up for classes
- Set up an appointment with an Academic Advisor
- Have your College Transcript Evaluated
- Meet with Admissions and Financial Aid Advisors
- Meet with Academic Departments

**TUESDAY, APRIL 26<sup>TH</sup>** | **TUESDAY, MAY 10<sup>TH</sup>**  
STC PECAN CAMPUS  
11:00 AM - 4:00 PM / ROOM H 216



The UTRGV representatives will be on campus assisting students with their transfer process  
If you have any questions or would like more information contact us at (956) 665-7442 or send an email to [transfer@utrgv.edu](mailto:transfer@utrgv.edu)

**THE RIO GRANDE VALLEY ENGINEERING INITIATIVE**  
&  
**SOUTH TEXAS COLLEGE**

**Will Host**  
**2016 Summer Engineering Bootcamp**

Boot Camp begins Monday June 6  
8:00am - 12:00pm  
Mondays thru Thursdays  
Last day Wednesday July 6

Enrollment limited to 40 participants  
Camp participants will have the opportunity to work with students and faculty in the TAMUK College of Engineering and STC. They will participate in hands-on activities designed to introduce a variety of engineering disciplines.

For more information about registration or to receive a registration packet contact:

David Torres, Enrollment and Retention Coordinator  
(956) 543-4988  
[david.torres@tamuk.edu](mailto:david.torres@tamuk.edu)

Gaby Cavazos, Office Manager  
(956) 852-2633  
[gabriela.cavazos@tamuk.edu](mailto:gabriela.cavazos@tamuk.edu)

The La Joya ISD held an Open House on Tuesday, May 17, from 2:00 p.m. to 7:00 p.m. at the Jimmy Carter Building located at 603 Coyote Dr. in La Joya. The public was invited to attend. Registration assistance for classes at the South Texas College La Joya Teaching Center in addition to classes at other South Texas College campuses were also available for registration during the Open House. This event was an opportunity for current and new students and the community to learn about courses that are available for the summer and fall semesters while getting one-on-one help from our registration specialists. STC's La Joya Teaching Center offers more than 40 courses to fit busy schedules.



Starting this fall semester, associate degrees in education and criminal justice will be offered during afternoons and evenings. This is a significant alternative for local residents who can now earn these associate degrees close to their hometown without traveling to one of STC's traditional campuses. In addition, certificates in business administration, human resources, information technology and human resources, developmental courses and popular science, technology, engineering and math (STEM) courses are also available at the La Joya Teaching Center.

The South Texas College **Continuing, Professional, and Workforce Education** program is offering a variety of technical programs. Adults who may not have a GED or high school diploma are able to register for these technical programs:

- CNA
- Phlebotomy
- Pipe Welding
- Computer Assistant
- Medical Records
- Accounting



**SHORT TECHNICAL PROGRAMS**  
**NO GED/H.S. DIPLOMA NEEDED**



programs available

- ❖ CNA
- ❖ PHLEBOTOMY
- ❖ PIPE WELDING
- ❖ COMPUTER ASSISTANT
- ❖ MEDICAL RECORDS
- ❖ ACCOUNTING
- ❖ OTHER PROGRAMS AVAILABLE

TUITION IS FREE for Those That Qualify

MUST MEET PROGRAM REQUIREMENTS

**(956) 872-3589 or  
(956) 872-20878**

Continuing, Professional, and Workforce Education  
SOUTH TEXAS COLLEGE

The Institute of Advanced Manufacturing at South Texas College will be hosting its 2<sup>nd</sup> Robotics & Automation Summer Camp 2016:



**SOUTH TEXAS COLLEGE**

**ROBOTICS & AUTOMATION  
SUMMER CAMP 2016**

*Join us!*

This one-week summer learning opportunity allows students to engage in aspects of automation technologies and real-life robotics technology.

**Who should attend:** Students interested in robotics, computer science, engineering, math, automation technology, or advanced manufacturing.

**Group A (ages 8-12)** will utilize the Lego Mindstorms Education EV3 Robotics System.

**Group B (ages 13-17)** will utilize advanced robotic and industrial automation systems located at STC.

**Choose from one of the following camps:**  
(Groups A and B will take place concurrently, but separately in each camp)

**Camp 1: June 13-17**  
**Camp 2: June 20-24**  
**Camp 3: June 27-July 1**

**All sessions: 8:00 am - 12:00 pm**  
STC Technology Campus  
3700 W. Military Hwy.  
McAllen TX, 78503

Register Early!  
Seats are limited.

**Cost: \$175 per student**

T-shirt included • Breakfast provided  
Certificates of Recognition provided upon completion of summer camp

To register, visit:  
[www.southtexascollege.edu/go/robotics](http://www.southtexascollege.edu/go/robotics)  
or call (956) 872-6197  
iam@southtexascollege.edu

Check or credit card payments only.  
Make checks payable to:  
South Texas College

The Office of Human Resources coordinated a health fair, arranged for a mobile digital mammography unit, as well as immunizations for the convenience of College employees.



**EMPLOYEE HEALTH FAIR 2016**

**DATE: THURSDAY, MAY 12, 2016**  
**TIME: 9:00AM-11:30AM & 1:00PM-3:30PM**  
**PLACE: PECAN CAMPUS: STUDENT LOUNGE- BUILDING/H-H-216**

The Office of Human Resources is sponsoring a campus-wide Health Fair for all employees.

The purpose of the Health Fair is to increase health awareness through education and prevention. We will be providing basic health screenings, immunizations, nutrition information, and trainings on exercise routines. Informational booths will also be available to help our staff become aware of the many health-related programs and services located in our surrounding community.

**Exhibitors in Attendance**

- Preventive Health Solutions
- Pharr Recycling Center
- McAllen Police Department
- South Texas Health Systems
- Doctors Hospital at Renaissance
- Rodeo Dental & Orthodontics
- Ms. Susie Pena/Ms. Loli Chan - Massage Therapist
- Dr. Pablo Tagle - Chiropractor
- Uptown Family Dentistry
- Shah Eye Center
- United Health Care
- Mobile Digital Mammography Preventive and Bone Density by Southwestern Ultrasound DBA Desert Imaging - See attached flier for more information.
  - o Mammograms - covered as preventive for women ages 40 and older.
  - o Bone Density - covered as preventive for women ages 65 and older.
  - o Covered as preventive means the HealthSelect medical plan will cover this benefit at 100% of eligible expenses provided claim is submitted with the appropriate preventive diagnosis codes and CPT codes. Note that copayments and/or coinsurance may apply. Contact UnitedHealthcare to 1-866-336-9371 for more information.

**Employee Health  
Fair 2016**

**The Greatest  
Wealth is Health!**



**Join Us!**



**Healthy Fun for  
Everyone!**



**SOUTH TEXAS COLLEGE**

The Office of Human Resources  
2501 W. Pecan Blvd.  
McAllen, TX 78501  
Phone: (956)872-448

Questions? Contact us @

[HR\\_Benefits@southtexascollege.edu](mailto:HR_Benefits@southtexascollege.edu)

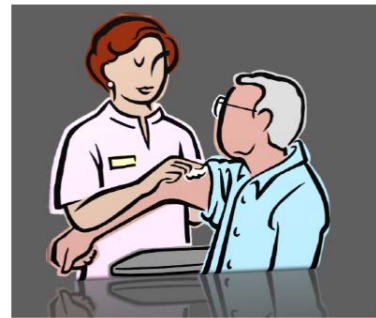


**Screening Mammograms**

- Screening is approximately 10 minutes
- You must be 40 years of age or over per the American College of Radiology guidelines
- It should be a year since your last mammogram
- Dr.'s orders accepted as well as self-referrals and self-requests
- Most Insurances Accepted including Medicare/Medicaid
- Bring ID and Insurance card to your appointment

**Bone Density**

- Exam takes 10-15 minutes
- Exam should be done every two years
- No intake of calcium 24 hours prior to exam



Preventative Health Solutions will be on campus administering vaccines.

**Schedule as follows:**

1. **Pecan Campus**  
Where: Building H: Room H-216  
When: Thursday, May 12, 2016  
Time: 9:00am-3:00pm
2. **Starr Campus**  
Where: Building D: Room D1.116  
When: Wednesday, May 11, 2016  
Time: 9:00am-11:00am
3. **Mid Valley Campus**  
Where: Building G: Room G-288  
When: Wednesday, May 11, 2016  
Time: 9:00am-11:00am

Questions? Contact us @

[HR\\_Benefits@southtexascollege.edu](mailto:HR_Benefits@southtexascollege.edu)

PREVENTATIVE  
HEALTH SOLUTIONS

IMMUNIZATION  
CLINIC

FLU VACCINES

DON'T FORGET TO  
BRING YOUR UNITED  
HEALTH CARE  
CARD!

AS WELL AS YOUR  
IMMUNIZATION  
RECORD.

PREVENTATIVE  
HEALTH SOLUTIONS  
508 N. 10th Street  
McAllen, Texas 78501

Phone: (956)618-4700



An encore performance of the South Texas College Theatre production of Raúl Castillo's *Between You, Me and the Lampshade!* was presented by Edinburg Arts on Friday, May 6<sup>th</sup> at the Edinburg Municipal Auditorium. Set in Zapata, TX, the lives of a single mother, Jesse, and her teenage son are turned upside down one night when a wounded, undocumented immigrant breaks into their trailer home.

Raúl Castillo is a graduate of McAllen High School and Boston University's School for the Arts. He is also a proud member of LAByrinth Theater Company in New York City. *Between You, Me and the Lampshade* had its world-premiere in 2015 in Chicago's Teatro Vista. As an actor, Castillo stars as Richie in HBO's *Looking* and as Domingo in the upcoming Ricky Gervais comedy Special *Correspondents*.



South Texas College (STC) Theatre held auditions May 10th – 11th, from 7:00 p.m. to 10:00 p.m. at the STC Cooper Center for Communication Arts, Pecan Campus in McAllen for its June 2016 production of *A Night with Edgar Allen Poe*. All STC and Rio Grande Valley community members, ages 18 and over, were welcome to audition. The director was hoping to find a diverse cast of actors, artist, musicians, dancers, poets, and various talents. *A Night with Edgar Allen Poe* is scheduled for performance at the STC Cooper Center for Communication Arts Main Stage June 26-29, 2016.

The South Texas College Kinesiology Department made available Yoga Fitness Classes to faculty, staff and students Monday, May 2<sup>nd</sup> through Thursday, May 12<sup>th</sup>:



**KINESIOLOGY DEPARTMENT**  
Health & Wellness Center – Pecan Plaza

# Yoga Fitness Class

**Monday – Thursday**  
**4:30 p.m. and 5:30 p.m.**

*Benefits include:*

- ✓ Increased flexibility and posture
- ✓ Increased muscle strength and tone
- ✓ Improved respiration, energy and vitality



The facility is equipped with yoga mats. Feel free to bring your own.

For more information contact Janice Lee Perez (956)872-3839 or [jperez1@southtexascollege.edu](mailto:jperez1@southtexascollege.edu)

**Statement of Equal Opportunity:** No person shall be excluded from participation in, denied the benefits of, or be subject to discrimination under any program or activity sponsored or conducted by South Texas College on the basis of race, color, national origin, religion, sex, age, veteran status, or disability

On Friday, April 29<sup>th</sup> a breakfast reception was held for visitors from Baylor University (Waco) on the Pecan Campus. We welcomed:

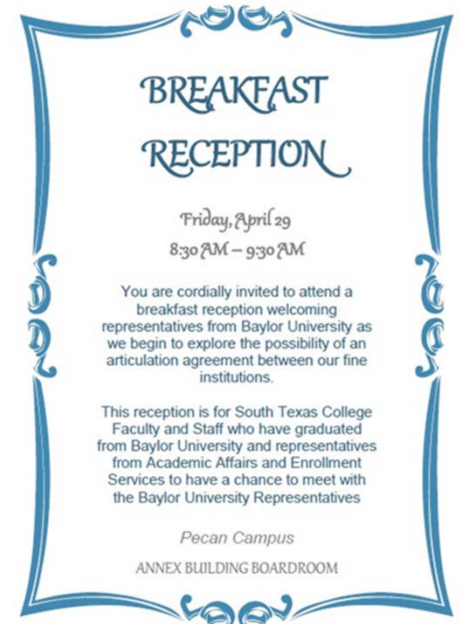
- Dr. Wesley Null, Vice Provost for Undergraduate Education
- Bob Shipp, Associate Director of University Advisement
- Kyle Pyron, Transfer Admissions Coordinator
- Michelle Diaz, Assistant Director of Admissions, Counseling and Recruitment
- Joe Oliver, Transfer Year Experience LLC Program Director

The reception also included Baylor alumni currently with South Texas College as well as members of the community, including McAllen Mayor, Jim Darling. Following the reception, we began the planning and coordination phase for an agreement between our two institutions. Joining me at the meeting were representatives from the College's Academic Affairs, Admissions and Advising areas:

- Dr. Anahid Petrosian, Interim Vice President for Academic Affairs
- Wanda Garza, Interim Vice President for Student Affairs and Enrollment Management
- Dr. Ali Esmaili, Dean for Math, Science and Bachelor's Program
- Matthew Hebbard, Dean for Enrollment Services and Registrar
- Nancy Garcia, Director of Comprehensive Advising and Mentoring Services
- Dr. Kelli Davis, Interim University Relations Officer

We look forward to signing an agreement with Baylor University so that our students have numerous opportunities for transfer to four-year institutions.

- Traveled to Austin
  - Wednesday, April 27<sup>th</sup> for the Texas Association of Community Colleges (TACC) Quarterly meeting held at the TACC offices;
  - Monday, May 2<sup>nd</sup> through Tuesday, May 3<sup>rd</sup> for the inaugural P-TECH (Pathways in Technology Early College High School) Advisory Council meeting to be held at the Capitol with Lieutenant Governor Dan Patrick. P-TECH is based upon an early college high school model, but was developed to create a direct pathway for students from high school to college to the workplace. The Council was provided with an overview of the P-TECH model, looking at how it was created, and then begin to identify how to develop a P-TECH model that best works for Texas.; and
  - Monday, May 16<sup>th</sup> and Tuesday, May 17<sup>th</sup> to attend meetings with Texas community college presidents and representatives from the Bill & Melinda Gates Foundation, as they develop their Texas strategy aimed at helping "fulfill the promise" of 60x30TX, Texas Higher Education plan that lays out goals for educational attainment, completion, marketable skills, and student debt. By the year 2030, at least 60 percent of Texans ages 25-34 will have a certificate or degree.



- Met with Daniel A. Ramirez, Director of Public Relations and Marketing to review the Summer and Fall media campaign.
- Met with Dr. Virginia Champion, Director of Grant Development, Management and Compliance to review grant opportunities under review, and to discuss any areas of concern.
- Participated in the Pharmacy Technology Program's site accreditation exit meeting with the surveyors and key staff from South Texas College. Thanks to the leadership of Dr. Theresa Garza, Program Chair, Mr. Roger Rodriguez, Mr. David Castro, and Ms. Belinda Diaz, the American Society of Health System Pharmacists/Accreditation Council for Pharmacy Education has confirmed reaccreditation through 2020.
- Coordinated the search committee for the Vice President of Student Affairs and Enrollment Management position. Over 51 applications were received for the position. After careful review and consideration, the committee has selected the top candidates for interviews. The next step in the process is to contact the selected candidates and arrange for on-campus interviews with the search committee.
- Provided congratulatory remarks at the May 5, 2016 Ambassadors Cross Training Academy (ACTA) commissioning ceremony. The event was held at the Auditorium on the Pecan Campus. The ACTA provides a comprehensive view of the internal structure and function of each department in the College. Participants learn to emphasize transparency, communication among departments and to eliminate roadblocks that frustrate students and employees alike.
- Provided a welcome and congratulatory remarks at the Office of Comprehensive Advising & Mentoring Services' New Enhanced Faculty Advising (NEFA) Certificate Award Ceremony, held Thursday, May 5th from 4-5 pm, Bldg. D Auditorium, Pecan Campus. This faculty training is part of the HSI grant initiative. All participants are full time faculty at South Texas College. A total of 78 faculty successfully completed the new enhanced faculty advising training (4 phases -- curriculum basics, student support services, technology tools, and advisor-student relations) this academic year and they were all invited to participate in the award ceremony.
- Provided congratulatory remarks and participated in the "Student of the Week Ceremony" held May 5<sup>th</sup> at the Cooper Center on the Pecan Campus.
- Participated in a meeting with Dr. Daniel King and Dr. Narciso Garcia with the PSJA ISD, as well as Dr. Eliza Alvarado with Doctor's Hospital at Renaissance to discuss our joint Nursing program.
- Met with Khalil Abdullah, Internal Auditor at South Texas College, to discuss the proposed Internal Audit Charter, and proposed revisions to the Internal Audit policy.
- Together with key South Texas College staff, Keith Patridge, President of the McAllen EDC, and Mike Willis with the South Texas Manufacturers Association, participated in a meeting with Representative Eddie Lucio III to showcase the College's support for high tech manufacturing training.

- Together with key South Texas College staff, participated in an exit audit conference with auditors from the Texas Higher Education Coordinating Board regarding an audit of Formula Funding for Continuing Education courses at South Texas College.
- Joined Wynn Rosser, Ph.D., President and CEO, Greater Texas Foundation, Bryan, Texas, to meet with Sergio Gonzalez, an attorney from Austin, who will be establishing the Hector and Gloria Lopez Foundation upon the death of his aunt. The family is interested in education and south Texas students. We focused our conversation on South Texas College's partnerships with K-12 and the significant contributions South Texas College is making to improve the quality of life in the Rio Grande Valley.
- Coordinated the search committee interviews with candidates for the Associate Dean of Industry Training and Economic Development. The top four candidates selected for on-campus interviews met with the search committee on Thursday, May 19, 2016.
- Participated in a conference call with the RGV FOCUS Governance Task Force to discuss recommendations of new Leadership Team members, adoption of Scorecard at the Partner level, investment and sustainability, and to finalize our planning for the Leadership Team retreat in July.
- Provided a welcome and participated in the Texas Regional STEM Accelerator Grant industry partners quarterly meeting to encourage their continued participation in this initiative to increase the number of students pursuing majors in the STEM fields.
- Coordinated the agendas and back-up materials for the Education and Workforce Development, Facilities, and Finance and Human Resources Committees, as well as the May 24, 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 April 27, 2016 through May 24, 2016 included:



- Discussion of Summer and Fall 2016 Enrollment
  - Paid
  - Non-Paid
- Discussion of Key Performance Indicators
- Discussion of Senate Finance Committee Approach to Use Zero Based Budgeting to Develop State Budget
- Update on Concerns Expressed by ADN Students
- Continued Discussion of Repeat Fee and/or Tuition for Repeating Dual Enrollment Courses
- Discussion of Dual Enrollment Student Performance Data
- Discussion of Membership of South Texas College Grant Development Advisory Committee
- Discussion of Dual Enrollment Process Mapping
- Discussion of Dual Enrollment SWOT Analysis
- Continued Discussion of Repeat Fee and/or Tuition for Repeating Dual Enrollment Courses
- Discussion of HVAC Technician Certification by Texas Department of Licensing & Regulation (TDLR)
- Kudos on Commencement 2016
- Update of Summer and Fall 2016 Student Enrollment
- Review and Discussion of Timeline and Scope of Dual Enrollment Process Mapping
- Continued Discussion of Repeat Fee and/or Tuition for Repeating Dual Enrollment Courses
- Update on SWOT Analysis Sessions for Dual Enrollment
- Discussion on Achieving the Dream Annual Review
- Review and Discussion of Which Tuition and Fees are Waived for Which Dual Enrollment Students
- Discussion of Updating Traditional Enrollment Planning Assumptions (Fiscal Years 2015-2016 to 2019-2020)
- Discussion of Updating Comprehensive Operational Plan and Mid-Year Status Report (Fiscal Years 2015-2016 to 2019-2020)
- Discussion of Exempt Employee Leave Reporting for Professional Support/Administrative and Executive Personnel
- Review and Discussion of Letter from Dr. Belle S. Wheelan, President, Southern Association of Colleges and Schools Commission on Colleges Regarding Dual Enrollment
- Review of PR and Marketing New Project Request Process
- Review of Proposed 2017-2018 Academic Calendar
- Review and Discussion of Proposed FY 2016-2017 Budget
- Review and Discussion of State Record Retention Guidelines

*Education and Workforce  
Development Committee  
Minutes  
May 10<sup>th</sup>, 2016*

**South Texas College  
Board of Trustees  
Education and Workforce Development Committee  
Ann Richards Administration Building, Board Room  
Pecan Campus, McAllen, Texas  
Tuesday, May 10, 2016 @ 3:00 p.m.**

**MINUTES**

The Education and Workforce Development Committee Meeting was held on Thursday, April 14, 2016 in the Ann Richards Administration Building Board Room at the Pecan Campus in McAllen, Texas. The meeting commenced at 3:05 p.m. with Mrs. Graciela Farias presiding.

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

Other Trustees present: Mr. Paul R. Rodriguez

Members absent: None

Also present: Dr. Shirley A. Reed, Dr. Anahid Petrosian, Mrs. Wanda Garza, Mr. Jayson Valerio, Mr. Serkan Celtek, Mrs. Laura Sanchez, Mrs. Brenda Balderaz, Mrs. Kristina Wilson, Mrs. April Castaneda, Ms. Sharon Rice, Ms. Chelan Williams, Dr. Yemi Adebowale, Ms. Sylvia Sandoval, Ms. Raquel DeGuzman Esguerra, and Mr. Andrew Fish.

**Approval of Minutes for Thursday, April 14, 2016 Committee Meeting**

Upon a motion by Mr. Gary Gurwitz and a second by Dr. Alejo Salinas, Jr., the Minutes for the Education and Workforce Development Committee meeting of Thursday, April 14, 2016 were approved as written. The motion carried.

**Review and Discussion of Concerns Raised by ADN Program  
Students in RNSG 2331**

Several concerns had been brought to administration by students in the Advanced Concepts of Adult Health (RNSG 2331) course that is the end-of-program course for the Associate Degree Nursing Program. This course is the most critical and challenging of the entire program. The course requires students to apply all concepts, theory, and content from all courses in the preceding two years of the program.

Because this is the most challenging course, there frequently are high failure rates. While this course is extremely difficult, it is designed to prepare students for the comprehensive NCLEX exam (state RN licensure exam). The College maintains the academic rigor of the course in order to maintain the state-mandated licensure pass rate.

Students had become very active on social media both criticizing and supporting the nursing faculty and academic rigor of the course. A delegation of twelve students signed up for Public Comments at the April 26, 2016 Regular Board Meeting, and ADN Program students Lisa Scherff and Mayra Davenport spoke on behalf of those students. The delegation claimed to represent some of the 80 students from the ADN Program Level 4 students who did not pass RNSG 2331 in Spring 2016.

Ms. Scherff voiced several complaints against the faculty, program, and College, asserting that their efforts to resolve their concerns with the faculty, department chair, and dean were not effective. Following her public comments at the Board Meeting, Ms. Scherff provided the Office of the President with her notes, which were included in this packet for the Committee's review.

This presentation to the Education and Workforce Committee was coordinated to provide an overview of the recent changes to the NCLEX testing format, corollary changes to the testing methodology at South Texas College, and the administrative response to the complaints.

Mr. Jayson Valerio, Interim Dean for Nursing and Allied Health, presented the following information to the Committee and responded to questions.

### **Recent Changes to the NCLEX Testing Format**

The NCLEX was changed in April 2013 to increase the passing score, increase the content related to management of care, and to change the question format from primarily "multiple choice" questions to heavily relying on "alternate type" questions such as "fill-in-the-blank" and "multiple response/select all that apply" questions.

### **Changes to the Testing in RNSG 2331**

In response to the changes to the NCLEX, program faculty and students (elected by their peers to represent each student cohort) collaborated to re-design the tests for RNSG 2331 to better prepare students for the NCLEX's new, more challenging format.

- **Additional Non-Multiple Choice Questions:** Program tests were developed to better prepare students for the types of questions (various formats other than multiple-choice) that they will encounter during the NCLEX, as supported by feedback from recent graduates who have completed the NCLEX.
- **Peer Review:** As tests are designed for RNSG 2331, they are peer-reviewed by faculty from within the program. This peer-review process helps verify that these cumulative unit exams are representative of the materials presented to students throughout their ADN Program careers and to the content of the NCLEX exam.

### **Administrative Response to Student Complaints**

In response to the students' complaints, administration was in the process of conducting a follow-up investigation:

- Students have met with administration and their statements of complaint and support are being considered.
- Human Resources was conducting an investigation into the complaints against the faculty.
- Students were advised to follow the official grade appeals process whereby their grade and circumstances will be reviewed by a panel of independent faculty reviewers.
- A review committee was established to review the course content, syllabus, testing process, and instructional strategies to provide recommendations for improving the student success rate in this course.
- The process was expected to take approximately 30 days and the results would be shared with students, faculty, and the Board.

The PowerPoint was included in the packet, as well as a memo that was sent to the Board of Trustees on April 25, 2016 in response to the student complaints and ongoing investigation.

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

### **Presentation on Texas Higher Education Coordinating Board Almanac Data on South Texas College Student Performance Data from 2011 - 2015**

Mr. Serkan Celtek, Director of Research and Analytical Services, was scheduled to present data from the Texas Higher Education Coordination Board (THECB) *Almanac of Higher Education* related to student performance data at South Texas College.

Due to time constraints, this item was postponed to a subsequent meeting.

### **Adjournment**

There being no further business to discuss, the Education Workforce Development Committee Meeting of the South Texas College Board of Trustees adjourned at 4:20 p.m.

I certify that the foregoing are the true and correct Minutes of the May 10, 2016 Education and Workforce Development Committee of the South Texas College Board of Trustees.

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Mrs. Graciela Farias  
Presiding

*Facilities Committee  
Minutes  
May 10<sup>th</sup>, 2016*

**South Texas College  
Board of Trustees  
Facilities Committee  
Ann Richards Administration Building, Board Room  
Pecan Campus, McAllen, Texas  
Tuesday, May 10, 2016 @ 4:00 PM**

**MINUTES**

The Facilities Committee Meeting was held on Tuesday, May 10, 2016 in the Ann Richards Administration Building Board Room at the Pecan Campus in McAllen, Texas. The meeting commenced at 4:28 p.m. with Mr. Gary Gurwitz presiding.

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

Members absent: Mr. Roy de León and Ms. Rose Benavidez

Also present: Dr. Shirley A. Reed, Mr. Chuy Ramirez, Mrs. Mary Elizondo, Mrs. Wanda Garza, Mr. Ricardo de la Garza, Mr. George McCaleb, Mr. Robert Cuellar, Mr. David Valdez, Mr. Gilbert Gallegos, Ms. Diana Bravos Gonzalez, Mr. Rolando Garcia, Mr. Bill Wilson, and Mr. Andrew Fish

**Approval of Facilities Committee Meeting Minutes**

Upon a motion by Dr. Alejo Salinas, Jr. and a second by Mrs. Graciela Farias, the following Minutes for the Facilities Committee meetings were approved as written:

1. April 14, 2016 Facilities Committee Meeting
2. April 25, 2016 Special Facilities Committee Meeting
3. April 26, 2016 Facilities Committee Meeting

The motion carried.

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

The packet included a copy of the presentation prepared by Broaddus and Associates as an update on the status of the 2013 Bond Construction Program. Mr. Gilbert Gallegos from Broaddus and Associates provided the update.

## **Review and Recommend Action of Scheduled Guaranteed Maximum Price (GMP) Updated Timeline for the 2013 Bond Construction Program**

The Guaranteed Maximum Price (GMP) timeline for the 2013 Bond Construction program will be reviewed and discussed at the May 24, 2016 Board meeting.

### **Purpose**

The Board will be asked to approve the scheduled timeline for the upcoming requests to approve the Guaranteed Maximum Prices (GMPs) 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 scheduled timeline will confirm that the Program Manager consultant will submit GMPs per the Board approved timeline.

### **Background**

On April 26, 2016 a proposed Guaranteed Maximum Price (GMP) Timeline was presented to the Board for information only. Broaddus and Associates has since then updated the schedule.

### **Enclosed Documents**

The packet included a Scheduled Guaranteed Maximum Price Timeline provided by Broaddus and Associates showing the scheduled dates when the GMPs would be ready for Board approval.

### **Presenters**

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

Mr. Gallegos has been asked to also include the scheduled construction and occupancy dates within the timeline, and those dates were not identified. The Committee asked Mr. Gallegos to present that information at the next Facilities Committee. No action was taken.

## **Review and Recommend Action on Owner Controlled Insurance Program (OCIP) in relation to the Guaranteed Maximum Prices (GMPs) for the 2013 Bond Construction Program**

The Facilities Committee was asked to review the provisions of the OCIP as it applied to the Guaranteed Maximum Prices (GMPs) for 2013 Bond Construction Program Projects.



The Committee asked Mr. Gilbert Gallegos on clarification of questions regarding whether the College and the Construction Managers-at-Risk (CM@R) were providing duplicative coverage for work completed on the 2013 Bond Construction Program. The concerns were based on the fact that at least on CM@R had purchased sufficient coverage for the 2013 Bond Construction Program projects assigned to that firm prior to the establishment of the OCIP.

Mr. Bill Wilson with D Wilson Construction explained that his annual premium was based on the amount of contracted projects his firm anticipated, and the current premium included projects awarded to his firm under the 2013 Bond Construction Program. This premium was established prior to the College's implementation of an OCIP.

Mr. Gurwitz asked who was responsible for the costs of overlapping policies, whether it would be the College, the CM@R firm, or whether it should be deducted from the cost of the OCIP policies. Mr. Gallegos agreed that there was some overlap, but that the amount was not expected to be significant, and that the CM@R firms would not need to provide their own coverage for projects covered under OCIP for the remainder of the 2013 Bond Construction Program.

Mr. Gurwitz asked Mr. Gallegos to determine how much the duplicative coverage would cost, and to present this information at the May 24, 2016 Facilities Committee meeting. He also requested an update on the OCIP savings to the College at that time.

No action was taken.

### **Review and Recommend Action on Negotiated Fees for Civil Engineering Services for the 2013 Bond Construction Regional Center for Public Safety Excellence Parking and Site Improvements**

Approval of negotiated fees for civil engineering design services for the 2013 Bond Construction Regional Center for Public Safety Excellence Parking and Site Improvements will be requested at the May 24, 2016 Board meeting.

#### **Purpose**

Authorization was requested to approve negotiated fees with Dannenbaum Engineering Company for civil engineering design services and surveying for the 2013 Bond Construction Regional Center for Public Safety Excellence Parking and Site Improvements.

#### **Justification**

Broadus and Associates negotiated fees with Dannenbaum Engineering Company to finalize design fees.

**Background**

On February 23, 2016, the Board approved contracting with civil engineering design services with Dannenbaum Engineering Company for the 2013 Bond Construction Regional Center for Public Safety Excellence Parking and Site Improvements. Broaddus & Associates negotiated with Dannenbaum Engineering Company to finalize design fees based on previously approved fees by the Board for the other bond projects. The proposed fees submitted by Dannenbaum Engineering Company were as follows:

<b>Dannenbaum Engineering Co.</b>						
<b>Construction Cost Limitations (CCL)</b>	<b>Initial Percentage</b>	<b>Offer</b>	<b>Accepted</b>	<b>Design Fee</b>	<b>Consultant's Reimbursable Expenses</b>	<b>Total Fee</b>
\$1,350,000	26.80%	8.61%	8.60%	\$116,100	\$0	\$116,100

The project scope included all civil engineering services, utilities, infrastructure and grading to support the new building, new parking lot, and vehicle driving track.

**Funding Source**

Funds for these expenditures were budgeted in the Bond Construction budget for FY 2015-2016, Texas Department of Public Safety, and non-bond funds.

**Reviewers**

The fee proposal was reviewed by Broaddus and Associates and Facilities Planning and Construction Department staff.

**Enclosed Documents**

The recommended fee proposal from Dannenbaum Engineering Company was provided in the packet.

**Presenters**

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

**Recommended Action**

Upon a motion by Mr. Gary Gurwitz and a second by Dr. Alejo Salinas, Jr., the Facilities Committee recommended Board approval of the negotiated fees for civil engineering design services with Dannenbaum Engineering Company in the amount of \$116,100 for the 2013 Bond Construction Regional Center for Public Safety Excellence Parking and Site Improvements as presented. The motion carried.

**Review and Recommend Action on Request for Construction Manager-at-Risk Proposals (RFP) for the 2013 Bond Construction Regional Center for Public Safety Excellence**

Approval to request Construction Manager-at-Risk proposals for the 2013 Bond Construction Regional Center for Public Safety Excellence will be requested at the May 24, 2016 Board meeting.

**Purpose**

Authorization was requested to solicit for Construction Manager-at-Risk proposals for the 2013 Bond Construction Regional Center for Public Safety Excellence.

**Justification**

Requests for Construction Manager-at-Risk proposals were necessary to be able to procure a firm to provide construction management-at-risk services. Once the proposals are received, an evaluation team would review the RFP's using the approved procurement process and would recommend a Construction Manager-at-Risk firm to the Facilities Committee at a later date.

**Background**

On March 25, 2015, RFP submittals were received for construction manager-at-risk services for the 2013 Bond Construction Program. This RFP excluded the Regional Center for Public Safety Excellence project. Staff requested permission to issue an RFP for this project.

**Funding Source**

Funds for these expenditures were budgeted in the bond construction budget for FY 2015-2016. Additional funding from the Texas Department of Public Safety and Pharr-San Juan-Alamo ISD have also been identified.

**Recommended Action**

Upon a motion by Dr. Alejo Salinas, Jr. and a second by Mrs. Graciela Farias, the Facilities Committee recommended Board approval to request Construction Manager-at-Risk Proposals (RFP) for the 2013 Bond Construction Regional Center for Public Safety Excellence as presented. The motion carried.

**Review and Recommend Action on Partial Guaranteed Maximum Price for the 2013 Bond Construction Nursing and Allied Health Campus Expansion**

Approval of a Partial Guaranteed Maximum Price (GMP) for the 2013 Bond Construction Nursing and Allied Health Campus Expansion will be requested at the May 24, 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 project. In certain instances, it was 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 was necessary for the CM@R to begin with the work to meet their overall construction schedule and to procure the steel prior to an anticipated price increase. ERO Architects submitted construction documents with enough information regarding the construction work of the project. The construction work for the Partial GMP was for the foundation and structure and included areas of concrete, steel, and under slab mechanical, electrical and plumbing infrastructure work only.

### **Background**

ERO Architects completed the 100% set of construction documents for the project necessary for the CM@R to provide a partial GMP for review by the project team and approval by the College's Board of Trustees. Approval of the partial GMP would allow for the construction to begin and is in an effort for the CM@R to meet their overall construction schedule. The engineer provided the necessary construction documents to D. Wilson Construction Company which provided the partial GMP in the amount of \$4,256,400. The CM@R would submit the final GMP for approval at a later date.

### **Funding Source**

The current Construction Cost Limitation (CCL) for the 2013 Bond Construction Nursing and Allied Health Campus project was \$16,600,000. 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, and he 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 D. Wilson Construction Company was provided in the packet.

### **Presenters**

Representatives from Broaddus & Associates, ERO Architects, and D. Wilson Construction Company attended the Facilities Committee meeting to present the proposed Partial Guaranteed Maximum Price.

The proposed Partial GMP included a construction alternate for the decorative curved roof-top structure that was added during the schematic design process at the request of the Board. This structure was purely aesthetic, but would require additional steel and framework to support its construction. The Partial GMP included a construction alternate

in the amount of \$114,000 for the structure, and estimated that the total price, including finishing, would be at least \$200,000 for this design feature.

The Committee members recalled the discussion during schematic design, but at that time had not been given the expectation that there would be significant cost for the addition. They asked that the item be presented to the Facilities Committee again on May 24, 2016 along with a rendering of the building with and without the curved roof-top structure.

Mrs. Graciela Farias moved for approval of the proposed Partial GMP, and then withdrew the motion to await presentation of this item at the May 24, 2016 meeting.

No action was taken.

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

Broadus and Associates announced that the Guaranteed Maximum Price (GMP) for the 2013 Bond Construction Technology Campus Southwest Building Renovation was not ready for presentation to the Facilities Committee.

### **Review and Recommend Action on Guaranteed Maximum Price for the 2013 Bond Construction Technology Campus Parking and Site Improvements**

Broadus and Associates announced that the Guaranteed Maximum Price (GMP) for the 2013 Bond Construction Technology Campus Parking and Site Improvements was not ready for presentation to the Facilities Committee.

### **Review and Recommend Action on Testing and Balancing Engineering Services for the 2013 Bond Construction Program**

Approval of testing and balancing engineering services for the 2013 Bond Construction program will be requested at the May 24, 2016 Board meeting.

#### **Purpose**

Authorization was requested to approve a pool of testing and balancing engineering firms for the 2013 Bond Construction program for a period of one year with two one-year options to renew.

#### **Justification**

Testing and balancing engineering services were necessary to certify that all heating, ventilation, and air conditioning (HVAC) equipment and systems were operating at the

required design capacities as specified in the construction documents for each building. Some of the anticipated engineering services which may be provided were as follows:

- Confirm HVAC system controls function as specified
- Confirm HVAC system air flow and volume meet specifications
- Confirm HVAC system equipment function as specified
- Make recommendations on adjustment to HVAC system to maximize performance and minimize energy consumption
- Prepare reports identifying deficiencies in the system so contractor can make corrections prior to final acceptance of construction work

**Background**

Solicitation for Request for Proposals for these services began on September 28, 2015. A total of two (2) proposals were received on October 13, 2015. The proposals were confirmed with the vendors and are still valid proposals.

<b>Timeline for Solicitation for Request for Proposals</b>	
September 28, 2015	Solicitation for Request for Proposals began.
October 13, 2015	Two (2) proposals were received.

Broaddus and Associates and college staff evaluated the qualifications for the testing and balancing engineering firms' and recommended the following campuses be assigned per firm:

<b>Firm</b>	<b>Campus</b>
Engineered Air Balance Co, Inc. (EAB)	Pecan Campus
	Nursing Allied Health Campus
	La Joya Teaching Center
National Precisionaire, LLC	Mid-Valley Campus
	Starr County Campus
	Technology Campus
	Regional Center for Public Safety Excellence

**Reviewers**

The proposals were reviewed by staff from the Broaddus and Associates, and the college's Facilities Planning & Construction, Operations & Maintenance, and Purchasing departments.

**Enclosed Documents**

Staff evaluated these proposals and prepared a proposal and ranking for review by the Facilities Committee.

The Facilities Committee noted that one firm offered more advantageous pricing for services than the other firm, and asked whether the College would be better served to simply contract with the firm offering better pricing, if all other aspects were equivalent.

Mr. Gallegos opined that there might be too much work for a single firm to complete once the 2013 Bond Construction Program buildings begin to come online and are ready for testing services. During the 2001 Bond Construction Program, Mr. Gallegos recalled periods during which other progress stopped while awaiting the completion of these services. He suggested retaining the services of both firms to alleviate the concurrent work load that he expected might overwhelm any single firm.

The Committee then asked about the portioning of projects as outlined in the proposal, and whether it might be better to instead approve the qualifications for both firms as a “short list” that can be offered the opportunity to bid on individual projects as they are ready for such services. At the time of any bidding, the Facilities Committee would want to review the pricing and the completion project for that specific budget.

Mr. Gallegos agreed that this would be a sound approach to secure the necessary testing and balancing services.

#### **Recommended Action**

Upon a motion by Mr. Gary Gurwitz and a second by Mrs. Graciela Farias, the Facilities Committee recommended Board approval of the qualifications for testing and balancing engineering services for the 2013 Bond Construction Program with both National Precisionaire, LLC and Engineered Air Balance Co. Inc. for the period of May 2016 to May 2017 with two one-year options to renew, with each firm to be allowed to competitively bid pricing and completion time on individual projects within the 2013 Bond Construction Program for evaluation and award by the Board of Trustees.

**Due to time constraints the following items were postponed until a subsequent meeting. No deliberation or action was taken on the following agenda items:**

- XI. Review and Recommend Action on Contracting Construction Services for the Non-Bond Pecan Campus Upgrade of Fencing along 31st Street**
- XII. Review and Discussion of 2013 Bond Construction Program Budget for FY 2016 – 2017**
- XIII. Review and Discussion of FY16-17 Non-Bond Unexpended Plant Funds - Construction and Renewals and Replacements Budgets**
- XIV. Review and Recommend Action on District-Wide Building Names**
- XV. Update on Status of Non-Bond Construction Projects**

## **Adjournment**

There being no further business to discuss, the Facilities Committee Meeting of the South Texas College Board of Trustees adjourned at 5:37 p.m.

I certify that the foregoing are the true and correct minutes of the May 10, 2016 Facilities Committee Meeting of the South Texas College Board of Trustees.

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Mr. Gary Gurwitz, Chair



*Finance & Human  
Resources Committee  
Minutes  
May 10<sup>th</sup>, 2016*

**South Texas College  
Board of Trustees  
Finance and Human Resources Committee  
Ann Richards Administration Building Board Room  
Pecan Campus  
Tuesday, May 10, 2016  
@ 5:30 p.m.  
McAllen, Texas**

**Minutes**

The Finance and Human Resources Committee Meeting was held on Tuesday, May 10, 2016 in the Ann Richards Administration Building Board Room at the Pecan Campus in McAllen, Texas. The meeting commenced at 5:48 p.m. with Dr. Alejo Salinas, Jr., Committee Chair, presiding.

Members present: Dr. Alejo Salinas, Jr. and Mr. Paul R. Rodriguez

Other Trustees Present: Mrs. Graciela Farias and Mr. Gary Gurwitz

Members absent: Mr. Roy de León and Ms. Rose Benavidez

Also present: Dr. Shirley A. Reed, Mrs. Mary Elizondo, Dr. David Plummer, Mrs. Becky Cavazos, Mr. Rick De La Garza, Mr. George McCaleb, Mr. Paul Varville, Mrs. Brenda Jo Balderaz, Ms. Katarina Bugariu, Mr. Cody Gregg, Mrs. Kristina Wilson, Mrs. Christina Cavazos, Mr. Jesus Campos, Ms. Alicia Gomez, Mr. Khalil Abdullah, Mr. Raul Cabaza, and Mr. Andrew Fish

**Approval of April 14, 2016 Finance and Human Resources Committee Minutes**

Upon a motion by Mr. Paul R. Rodriguez and a second by Dr. Alejo Salinas, Jr., the Minutes for the Finance and Human Resources Committee Meeting of April 14, 2016 were approved as presented. The motion carried.

**Review and Recommend Action on Award of Student Insurance**

Approval will be requested at the May 24, 2016 Board meeting to award the student insurance proposals for voluntary student accident insurance, voluntary student accident and sickness insurance, student/faculty medical professional liability insurance, and student accident insurance- workforce training programs as follows:

- **Voluntary Student Accident Insurance:**  
Student Assurance Services, Inc. / National Guardian Life Insurance Company for the period beginning August 29, 2016 through August 28, 2017. The student

accident insurance limit was \$25,000. **This was a voluntary product, so there was no cost to the College.**

- **Voluntary Student Accident and Sickness Insurance:**

No proposals were received for Voluntary Student Accident and Sickness Insurance. The lack of proposals on this line of coverage was due to the implementation of the Affordable Health Care Act which requires individuals to carry personal health insurance.

- **Student / Faculty Medical Professional Liability Insurance:**

Affinity Insurance Services Inc. and C.N.A. American Casualty Company of Reading PA for the period beginning August 29, 2016 through August 28, 2017. The premium was \$25,269 which was approximately \$10 per student.

The recommendation was based on 2,526 students with limits of \$1,000,000 per occurrence / \$5,000,000 aggregate. **The cost for the Medical Professional Liability Insurance was paid by the students enrolled in the Allied Health and Child Development programs. The College and Faculty were insured parties at no cost to the student or to the College.**

- **Student Accident Insurance – Workforce Training Programs:**

Student Assurance Services / National Guardian Life Insurance Company for the period beginning from August 29, 2016 through August 28, 2017. The student accident insurance limit was \$25,000. The annual premium was \$2,700.

The Workforce Training premium was based on 767 participants. These participants were enrolled in non-credit Continuing Education Training Programs such as Phlebotomy, Emergency Care Assistant, Pharmacy Technician, Dental Assistant, Medication Aide, Medical Office Clerk, Forklift, Medical Coding, Welding, Green Retrofit, Logistics and Framing. The premium of \$2,700 included all participants. **This cost was covered by Workforce Solutions Project Grow and Accelerate Texas grants and cash paying students.**

The request for proposals was advertised and issued to three (3) vendors. Two (2) responses were received and reviewed by Mr. Raul Cabaza, III, Risk Management Consultant, Mrs. Mary Elizondo, Vice President for Finance and Administrative Services, Ken Lyons, Risk Manager and the Purchasing Department.

The recommendation and spreadsheets provided by Mr. Raul Cabaza, III, were included in the packet for the Committee's information and review.

### **Recommend Action**

Upon a motion by Mr. Paul R. Rodriguez and a second by Dr. Alejo Salinas, Jr., the Finance and Human Resources Committee recommended Board approval of the proposal awards for voluntary student accident insurance, student/faculty medical professional liability insurance, and student accident insurance- workforce training programs as presented. The motion carried.

**Review and Recommend Action on Award of Proposals, Purchases, Renewals,  
 and Amend Previously Approved Purchase**

The Finance and Human Resources Committee was asked to recommend Board approval of the proposal awards, purchases, renewals, and amend previously approved purchase as listed below:

<b>A. Awards</b> <b>B. Instructional Items</b> <b>C. Non- Instructional Items</b>	<b>D. Technology Items</b> <b>E. Amend Previously Approved Purchase</b>
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**A. Awards**

- 1) **Audio Visual Equipment and Parts – I (Award):** award the proposal for audio visual equipment and parts – I to **Audio Visual Aids** (San Antonio, TX), at a total amount of \$18,032.00;
- 2) **Audio Visual Equipment and Parts – II (Award):** award the proposal for audio visual equipment and parts – II to **Adorama, Inc.** (New York, NY), at a total amount of \$15,787.35;
- 3) **Audio Visual Equipment and Parts – III (Award):** award the proposal for audio visual equipment and parts – III to **Audio Visual Aids** (San Antonio, TX), at a total amount of \$23,772.00;
- 4) **Cooper Center Conference Rooms Audio Visual Upgrade (Award):** award the proposal for the Cooper Center conference rooms audio visual upgrade to **Audio Visual Aids** (San Antonio, TX), at a total amount of \$95,676.50;
- 5) **Distance Learning Lab Audio Visual Upgrade (Award):** award the proposal for the distance learning lab audio visual upgrade to **Audio Visual Aids** (San Antonio, TX), at a total amount of \$23,960.00;
- 6) **Library Database Subscription (Award):** award the proposal for a library database subscription to **Amigos Library Services** (Dallas, TX), for the period beginning August 1, 2016 through July 31, 2017 with two one-year options to renew, at an amount of \$9,940.00;
- 7) **Metal Products for Welding Programs (Award):** award the proposal for the metal products for welding programs for the period beginning May 29, 2016 through May 28, 2017 with the two one-year options to renew, at an estimated amount of \$30,000.00 based on prior history. The vendors are as follows:
  - **Alamo Distribution, LLC./dba Alamo Iron Works** (San Antonio, TX)
  - **George Baldree Consulting** (Brownsville, TX) (New)
  - **Industrial Suppliers Larey, Inc./dba International Industrial Supply, Co.** (Brownsville, TX)
  - **Rio Grande Steel** (Edinburg, TX)
  - **Rodriguez Pipe & Steel/dba Lone Star Steel & Supply** (McAllen, TX) (New)
- 8) **Science and Engineering Labs Analog to Digital Audio Visual Upgrades (Award):** award the proposal for science and engineering labs analog to digital audio visual upgrades to **Audio Visual Aids** (San Antonio, TX), at a total amount of \$106,181.00;

**B. Instructional Items**

- 9) **Online Essay Review Services Agreement (Purchase):** purchase an online essay review services agreement with **Smarthinking/NCS Pearson, Inc.**

(Chicago, IL), a sole source vendor, for the period beginning May 25, 2016 through August 31, 2016, at an estimated amount of \$10,000.00 which provides 400 service hours;

- 10) Simulation Recording System (Purchase):** purchase a simulation recording system from **Laerdal Medical Corporation** (Wappingers Falls, NY), a sole source vendor, at a total amount of \$21,793.54;
- 11) Spectrophotometers (Purchase):** purchase spectrophotometers from **Shimadzu Scientific Instruments** (Houston, TX), a State of Texas Multiple Award Schedule (TXMAS) approved vendor, at a total cost of \$44,724.62;

**C. Non – Instructional Items**

- 12) Carpet and Installation (Purchase):** purchase carpet and installation from **Intertech Flooring** (Austin, TX/Mission, TX), a State of Texas Multiple Award Schedule (TXMAS) approved vendor, for the period beginning June 1, 2016 through May 31, 2017, at an estimated amount of \$25,000.00;
- 13) Furniture (Purchase):** purchase furniture from the National Joint Powers Alliance (NJPA) and the State of Texas Multiple Award Schedule (TXMAS) approved vendors, at a total amount of \$143,417.35;

#	Vendor	Amount
A	<b>Cramer, Inc./Gateway Printing and Office Supply, Inc.</b> (Edinburg, TX)	\$10,564.58
B	<b>Exemplis Corporation/Gateway Printing and Office Supply, Inc.</b> (Edinburg, TX)	\$9,886.38
C	<b>The Hon Company/Gateway Printing and Office Supply, Inc.</b> (Edinburg, TX)	\$1,743.96
D	<b>Krueger International, Inc./Gateway Printing and Office Supply, Inc.</b> (Edinburg, TX)	\$121,222.43
	Total	\$143,417.35

- 14) Shuttle Buses (Purchase):** purchase of shuttle buses from **National Bus Sales** (Justin, TX), a Houston Galveston Area Council (HGAC) approved vendor, at a total cost of \$363,975.75;
- 15) Training Services (Purchase):** purchase of training services from **The University of Texas Rio Grande Valley (UTRGV)** (McAllen, TX) through an interlocal agreement, for the period beginning June 29, 2016 through July 1, 2016, at a total cost of \$29,250.00;
- 16) Architectural On-Call Services (Renewal):** renew the contracts for architectural on-call services as needed for district wide non-bond construction projects less than \$500,000.00 in total construction costs for the period beginning June 27, 2016 through June 26, 2017 with the following vendors:
  - a. **Boultinghouse Simpson Gates Architects** (McAllen, TX)
  - b. **EGV Architects, Inc.** (Hidalgo, TX)
  - c. **ERO International, LLP.** (McAllen, TX)
  - d. **PBK Architects, Inc.** (McAllen, TX)
  - e. **Rike Odgen Figueroa Alex Architects, Inc.** (McAllen, TX)
- 17) Grounds Maintenance (Renewal):** renew the grounds maintenance contract with **Maldonado Nursery & Landscape, Inc.** (La Feria, TX), for the period beginning July 26, 2016 through July 25, 2017, at an estimated cost of \$266,894.00;

- 18) Mechanical, Electrical, and Plumbing Engineering On-Call Services (Renewal):** renew the contracts for mechanical, electrical, and plumbing engineering on-call services as needed for district wide non-bond construction projects less than \$300,000.00 in total construction costs for the period beginning July 26, 2016 through July 25, 2017 with the following vendors:
- a. **DBR Engineering Consultants, Inc.** (McAllen, TX)
  - b. **Halff Associates, Inc.** (McAllen, TX)
  - c. **Sigma HN Engineers, PLLC.** (McAllen, TX)
- 19) Online Employee Training Services (Renewal):** renew the online employee training services contract with **Workplace Answer, LLC.** (Austin, TX) for the period beginning July 1, 2016 through June 30, 2017, at a total amount of \$14,995.00;
- 20) Facility Usage Interlocal Agreements (Lease/Rental):** lease/rental facility usage interlocal agreements with the **City of McAllen – McAllen Convention Center** (McAllen, TX), for the period beginning September 23, 2016 through August 26, 2017, at an estimated amount of \$40,177.60;

#### **D. Technology**

- 21) Application Management Services (Purchase):** purchase application management services from **Texas A & M University – Corpus Christi** on behalf of the **Texas Connection Consortium** and **Ellucian Company, LP.** for the period beginning June 1, 2016 through August 31, 2018, at a total amount of \$644,684.00. The annual payments are as follows: 1<sup>st</sup> Year - \$72,924.00, 2<sup>nd</sup> Year - \$287,622.00, and 3<sup>rd</sup> Year - \$284,138.00;
- 22) 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 the Texas Cooperative Purchasing Network (TCPN) approved vendor **CDW Government** (Vernon Hill, IL), in the total amount of \$46,793.61;
- 23) Integration Services (Purchase):** purchase of integration services from **Texas A&M University-Corpus Christi** on behalf of **Texas Connection Consortium** and **Ellucian Company, LP.**, for the period beginning May 25, 2016 through August 31, 2016, at a total cost of \$20,196.00;
- 24) Online Catalog Management Software (Purchase):** purchase an online catalog management software from **Leepfrog Technologies** (Iowa City, IA) (New), a sole source vendor, for a cost of \$89,000.00 for the period beginning June 1, 2016 through May 31, 2017. It will include the software license, delivery services, and transition services for the first year of service. On-going cost after the initial year will be \$16,020.00 per year, which includes ongoing support services, upgrades and modifications, maintenance, and training as needed;
- 25) Network Cabling Services (Renewal):** renew the network cabling services contract with **BridgeNet Communications, LLC.** (Donna, TX), for the period beginning July 26, 2016 through July 25, 2017, at an estimated amount of \$75,000.00;
- 26) Software Maintenance and Support Agreements (Renewal):** renew the software maintenance and support agreements with **Evisions** (Irvine, CA), a sole source vendor, for the period beginning April 1, 2016 through July 31, 2017, at a total amount of \$22,902.00;

### **E. Amend Previously Approved Purchase**

**27) Pecan Campus Library Compact Shelving and Installation (Purchase):** at the April 26, 2016 Board Meeting, the Board of Trustees approved the purchase of the Pecan Campus Library Compact Shelving, Installation, and Services from Library Design Systems, Inc. in the amount of \$337,269.64. In discussion with the manufacturer, the purchase order needs to be amended as follows:

- **Compact Shelving and Installation** - Change vendor from Library Design Systems, Inc. (authorized dealer) to **Montel Aetnastak, Inc.** (Satellite Beach, FL) (New), (manufacturer), the State of Texas Multiple Award Schedule (TXMAS) approved vendor. The purchase order is required to be issued to the manufacturer instead of the dealer, according to the TXMAS program.
- **Services** - Remove the services from the purchase, as per manufacturer's request. Services included removing books from the shelves, packing books for storage, disassembling book shelves, unpacking of books, and re-shelving books. The College plans to issue a new RFP in the future to expand the services to cover this project and additional proposed project, such as the 2013 Bond Construction library projects.
- **Total Purchase Amount** - Decrease from \$337,269.64 to \$283,121.63, which will cover the Compact Shelving and Installation.

The total for all proposal awards, purchases, renewals, and amend previously approved purchase was \$2,465,273.95.

### **Recommend Action**

Upon a motion by Mr. Paul R. Rodriguez and a second by Dr. Alejo Salinas, Jr., the Finance and Human Resources Committee recommended Board approval of the proposal awards, purchases, renewals, and amendment to a previously approved purchase as presented. The motion carried.

### **Review and Recommend Action on Participation in the National Intergovernmental Purchasing Alliance (NIPA) and National Joint Powers Alliance (NJPA) Purchasing Cooperatives**

Approval to participate in the National Intergovernmental Purchasing Alliance (NIPA) and National Joint Powers Alliance (NJPA) Purchasing Cooperative will be requested at the May 24, 2016 Board meeting.

Purpose – The Purchasing Department requested participation in the two (2) purchasing cooperatives, which would provide larger purchase discounts, reduces administrative cost in preparing request for proposal (RFP), and reduce the solicitation cost.

Justification – The Board of Trustees previously approved the purchasing cooperative participation with the Texas Cooperative Purchasing Network (TCPN) at the October 26, 2000 Board of Trustees Meeting. TCPN was acquired by the National Intergovernmental Purchasing Alliance to provide a greater number of products and services for public agencies.

National Joint Powers Alliance was also available to all levels of government, schools, higher education institutions, and non-profit entities to provide a greater number of products and services.

The following are some of the benefits:

- There is no membership of participation fee
- No bulk purchasing is required
- Quality products and services
- No purchase obligations
- Significant discounts
- National vendors are available
- No lengthy costly bid processes
- No advertising or posting fees
- Annual evaluation of contracts
- Reasonable shipping fees (if any)
- NIPA and NJPA maintains open competition for purchases by complying with purchasing laws of Texas

Purchases through these cooperatives would be conducted as options and would be completed only after it was determined to be the best value for the College. Some of the participations in the cooperatives were local vendors.

Participation in these purchasing cooperatives would provide additional sources of vendors which have been competitively awarded bids. This membership would not preclude participation in the State of Texas Department of Information Resources (DIR) Purchasing Cooperative, State of Texas Multiple Award Schedule (TXMAS), and State of Texas Term Contracts.

The participation in these purchasing cooperatives would benefit the College during transitions periods of the state contracts and prevent any delaying in procuring products and services.

Mary Elizondo, Vice President for Finance and Administrative Services and Becky Cavazos, Director of Purchasing, attended the May 10, 2016 Finance and Human Resources Committee meeting to address any questions by the committee.

### **Recommend Action**

Upon a motion by Mr. Paul R. Rodriguez and a second by Dr. Alejo Salinas, Jr., the Finance and Human Resources Committee recommended Board approval to participate in the National Intergovernmental Purchasing Alliance (NIPA) and National Joint Powers Alliance (NJPA) Purchasing Cooperatives as presented. The motion carried.



## Discussion and Action as Necessary on Proposed Salary Adjustments for Faculty and Non-Faculty Personnel for FY 2016-2017

Approval of the Proposed Salary Adjustments for Faculty and Non-Faculty Personnel for FY 2016-2017 will be requested at the May 24, 2016 Board meeting.

### a. Faculty Salary Increases

The College has a Faculty Salary Schedule that includes 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%. Additional modifications including reductions may be necessary prior to final approval of the Staffing Plan by the Board.

<b>Faculty Salary Increases</b>			
<b>Category</b>	<b>Average Increase Percentage</b>	<b>FY 2015- 2016 Increase Amount</b>	<b>FY 2016-2017 Proposed Increase Amount</b>
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 awarded for existing non-faculty positions which were based on a 3% increase.

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 \$755,018, based on 3% increase, were proposed. Additional modifications including reductions may be necessary prior to final approval of the Staffing Plan by the Board.

<b>Non-Faculty Personnel Salary Increases</b>			
<b>Category</b>	<b>Increase Percentage</b>	<b>FY 2015- 2016 Increase Amount</b>	<b>FY 2016-2017 Proposed Increase Amount</b>
Administrative	3%	\$115,899	\$122,731
Executive	3%	16,025	19,109
Classified	3%	227,205	204,647
Professional/Technical, Exempt	3%	157,618	147,918
Professional/Technical, Non Exempt	3%	289,514	260,613
<b>Total</b>		<b>\$806,261</b>	<b>\$755,018</b>

The FY 2016-2017 proposed estimated Salary Adjustments for Faculty were \$971,829 and for Non-Faculty Personnel were \$755,018, for a total of \$1,726,847.

Dr. Shirley Reed, President, and Mary Elizondo, Vice President for Finance and Administrative Services attended the May 10, 2016 Finance and Human Resources Committee meeting to address any questions by the committee.

### **Recommend Action**

Upon a motion by Mr. Paul R. Rodriguez and a second by Dr. Alejo Salinas, Jr., the Finance and Human Resources Committee recommended Board approval of the Proposed Salary Adjustments for Faculty and Non-Faculty Personnel for FY 2016-2017 as presented. The motion carried.

### **Discussion and Action as Necessary on New Staff Positions for FY 2016-2017**

Approval of the New Staff Positions for FY 2016-2017 will be requested at the May 24, 2016 Board meeting.

Administration reviewed the need for additional new non-faculty staffing positions for FY 2016-2017 with staff and supported the recommendations subject to the availability of funding and Board approval of the final budget. Additional modifications including reductions may be necessary prior to final approval of the Staffing Plan by the Board.

A total of twelve (12) new positions were requested for a total amount of \$494,000. Funding in the amount of \$245,990, for six (6) of these new positions was identified from salary pools, resulting on a proposed net increase in salary budget of \$248,010, as follows:

Funding	Amount
Funding Requested for New Positions	\$494,000
Less -- Funding from Pool Positions	245,990
<b>Net Salary Budget Increases for New Positions</b>	<b>\$248,010</b>

A listing of the proposed new staff positions for FY 2016-2017 was provided 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 May 10, 2016 Finance and Human Resources Committee meeting to address any questions by the committee.

### **Recommend Action**

Upon a motion by Mr. Paul R. Rodriguez and a second by Dr. Alejo Salinas, Jr., the Finance and Human Resources Committee recommended Board approval of the New Staff Positions for FY 2016-2017 as presented. The motion carried.

### **Discussion and Action as Necessary on Non-Faculty Salary Adjustments/Reclassifications for FY 2016-2017**

Approval of the Non-Faculty Salary Adjustments/Reclassifications for FY 2016-2017 will be requested at the May 24, 2016 Board meeting.

Administration reviewed the proposed non-faculty salary adjustments / reclassifications for FY 2016-2017 with staff and supported the recommendations subject to the availability of funding and Board approval of the final budget. Additional modifications including reductions may be necessary prior to final approval of the Staffing Plan by the Board.

A total of thirty-four (34) salary adjustments / reclassifications for FY 2016-2017 were requested for a total amount of \$128,208. Funding in the amount of \$87,370 was identified from salary pools, resulting on a proposed net increase in salary budget of \$40,838.

The Finance and Human Resources Committee was asked to review the recommended salary adjustments and reclassifications.

A listing of the salary adjustments and reclassifications for FY 2016-2017 was provided 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 May 10, 2016 Finance and Human Resources Committee meeting to address any questions by the committee.

#### **Recommend Action**

Upon a motion by Mr. Paul R. Rodriguez and a second by Dr. Alejo Salinas, Jr., the Finance and Human Resources Committee recommended Board approval of the Non-Faculty Salary Adjustments/Reclassifications for FY 2016-2017 as presented. The motion carried.

### **Discussion and Action as Necessary on New Non-Faculty Staff Positions for FY 2016-2017 as Necessary for the 2013 Bond Construction Program Facilities Expansion**

Approval of the New Non-Faculty Staff Positions for FY 2016-2017 as necessary for the 2013 Bond Construction Program Facilities Expansion for FY 2016-2017 will be requested at the May 24, 2016 Board meeting.

An estimated 600,000 square feet of facilities will 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 necessary for the expanded facility scope for FY 2016-2017 with staff and supported the recommendations subject to the availability of funding and Board approval of the final budget. Additional modifications including reductions may be necessary prior to final approval of the Staffing Plan by the Board.

A total of 151 new positions for occupying and maintaining the new facilities was requested for a total amount of \$2,381,769. 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.

<b>Funding Requested</b>	<b>Amount</b>
<b>2013 Bond Construction Program Facilities Expansion</b>	
New Non-Faculty Staff Positions	\$2,381,769

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 necessary for the expanded facility scope:

**a. New Non-Faculty Staff Positions**

- Academic Affairs - 16 position titles
  - ⇒ 7 Classified
    - 4 Faculty Secretary
    - 2 Lab Assistant
    - 1 Speech Lab Technician
  - ⇒ 2 Professional/Technical Exempt
    - 1 Distance Learning Instructional Facilitator
    - 1 Simulation Coordinator
  - ⇒ 7 Professional/Technical Non-Exempt
    - 1 Biomedical Simulation Specialist
    - 1 Lab Coordinator
    - 1 Lab Specialist II
    - 2 Student Services Specialist II
    - 2 Student Success Specialists
- Finance and Administrative Services – 100 position titles
  - ⇒ 2 Administrative/Exempt
    - 1 Assistant Director of Facilities Operations and Maintenance
    - 1 Assistant Director of Facilities Planning and Construction
  - ⇒ 76 Classified
    - 1 Administrative Assistant
    - 2 Carpenter
    - 28 Custodian
    - 3 Electrician
    - 2 Energy Technician
    - 2 Fixed Asset & Receiving Technician
    - 5 Floor Technicians

- 1 FPC Project Technician
- 2 HR Assistant
- 4 Lead Custodian
- 1 Locksmith
- 3 Maintenance Assistant
- 4 Maintenance Technician
- 2 Painter
- 3 Plumber
- 12 Security Guard
- 1 Warehouse Technician

⇒ 5 Professional/Technical Exempt

- 2 Campus Facility Manager
- 1 Facilities Operations & Maintenance Administrative Coordinator
- 1 FPC Project Manager
- 1 Buyer

⇒ 17 Professional/Technical Non-Exempt

- 1 Accounting Specialist
- 1 Accounts Payable Specialist
- 1 Construction Supervisor
- 1 Coordinator or Emergency Preparedness and Training
- 1 Custodial Supervisor
- 1 Distribution Services Specialist
- 1 HR Staffing Specialist
- 1 Operations Support Coordinator
- 1 Payroll Specialist
- 1 Police Compliance Coordinator
- 5 Police Officer
- 1 Security Support Specialist
- 1 Technical Facilities Specialist

• Information Services and Planning – 23 position titles

⇒ 13 Classified

- 2 IT Assistant I (MV)
- 1 IT Assistant I (STR)
- 1 IT Assistant I (TCH)
- 2 IT Assistant I (PCN)
- 1 IT Assistant II (MV)
- 1 IT Assistant II (TCH)
- 5 Open Lab Technician

⇒ 1 Professional/Technical Exempt

- 1 Project Manager – Instructional Technologies

⇒ 9 Professional/Technical Non-Exempt

- 1 Client Services Specialist
- 1 Computer Analyst
- 3 Computer Services Specialist

- 1 Network Services Analyst I
  - 1 Custodial Supervisor
  - 1 Open Labs Analyst
  - 1 Technology Specialist
- Student Affairs and Enrollment Management – 12 position titles
    - ⇒ 2 Classified
      - 2 Secretary (Student Activities)
    - ⇒ 4 Professional/Technical Exempt
      - 2 Coordinator of Student Activities for Events
      - 2 Counselor (Veterans Support)
    - ⇒ 6 Professional/Technical Non-Exempt
      - 2 Admissions Specialist
      - 2 Financial Aid Specialist for Veterans
      - 2 Student Activities Specialist

Dr. Shirley Reed, President, and Mary Elizondo, Vice President for Finance and Administrative Services attended the May 10, 2016 Finance and Human Resources Committee meeting to address any questions by the committee.

### **Recommend Action**

Upon a motion by Mr. Paul R. Rodriguez and a second by Dr. Alejo Salinas, Jr., the Finance and Human Resources Committee recommended Board approval of the New Non-Faculty Staff Positions for FY 2016-2017 as necessary for the 2013 Bond Construction Program Facilities Expansion for FY 2016-2017, as presented. The motion carried.

### **Discussion and Action as Necessary on Non-Faculty Salary Adjustments / Reclassifications for FY 2016-2017 as Necessary for the 2013 Bond Construction Program Facilities Expansion**

Approval of the Non-Faculty Salary Adjustments/Reclassifications for FY 2016-2017 as Necessary for the 2013 Bond Construction Program Facilities Expansion will be requested at the May 24, 2016 Board meeting.

Administration reviewed the proposed non-faculty salary adjustments / reclassifications for the 2013 Bond Construction Program Facilities Expansion for FY 2016-2017 with staff and supported the recommendations subject to the availability of funding and Board approval of the final budget. Additional modifications including reductions may be necessary prior to final approval of the Staffing Plan by the Board.

A total of ten (10) Non-Faculty salary adjustments/reclassifications for the 2013 Bond Construction Program Facilities Expansion were requested for a total amount of \$80,341.

The Finance and Human Resources Committee was asked to review the recommended salary adjustments and reclassifications as necessary for the 2013 Bond Construction Program Facilities Expansion.

A listing of the salary adjustments and reclassifications as necessary for the 2013 Bond Construction Program Facilities Expansion for FY 2016-2017 was provided 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 May 10, 2016 Finance and Human Resources Committee meeting to address any questions by the committee.

### **Recommend Action**

Upon a motion by Mr. Paul R. Rodriguez and a second by Dr. Alejo Salinas, Jr., the Finance and Human Resources Committee recommended Board approval of the Non-Faculty Salary Adjustments/Reclassifications for FY 2016-2017 as necessary for the 2013 Bond Construction Program Facilities Expansion as presented. The motion carried.

### **Review and Discussion of Preliminary Summary of Projected Revenues and Expenditures for FY 2016-2017 with Comparison to FY 2015-2016 Approved Budget**

The packet included the Preliminary Summary of Projected Revenues and Expenditures for FY 2016-2017 with comparison to the FY 2015-2016 approved budget for the Committee's information and review.

Dr. Reed and Mrs. Mary Elizondo discussed the preliminary revenues and expenditures projections with the Committee.

This was a preliminary plan for the next fiscal year that included the following assumptions:

#### **Revenues:**

- State appropriation revenue was projected to remain at the FY 2016 level since FY 2017 is the second year of the biennium. An increase was projected in other state revenues consisting of TRS, ORP, and medical insurance for FY 2017, in the amount of \$218,282. The state appropriation amount was based on the allocations in HB1 and the other state revenue was based on state allocation schedules.
- Tuition for FY 2017 was based on projected enrollment of 19,755 traditional students, a 2% increase from Fall 2015, and 16,796 dual enrollment tuition free students for Fall 2016. The projections indicated an increase in tuition of approximately \$36,208 in FY 2017 and included the Board approved increases to the Biology and Chemistry differential tuition rates of \$5 per semester credit hour.
- Fees for FY 2017 were based on the same enrollment projections as tuition. The projections included the Board approved increase of \$50 per student and course for the Dual Credit Late Processing Fee, the increase of \$10 per student for the Registration Fee, the increase of \$10 per student for the Registration Fee After Deadline, the increase of \$2 per semester credit hour for the Information

Technology Fee, the increase of \$1 per semester credit hour for the Learning Support Fee, the increase of \$5 for the Installment Plan Fee, the increase of \$5 for the Installment Plan Late Payment Fee, and the \$5 increase for the Emergency Loan Late Payment Fee. The projections indicated an increase in fees of approximately \$1,564,386 in FY 2017.

- Other revenue was expected to increase \$412,012 in FY 2017. The projected increase was mainly due to the increased interest revenue.
- Tax revenue for FY 2017 was expected to increase \$1,000,000, due to an increase in tax appraised values. Of the total increase in tax revenue, approximately \$200,000 was due to the increase tax rate of 3 cents related to the 2013 Bond Program.
- Carryover Allocations was projected to increase \$12,637,859 in FY 2017. The increase mainly resulted from the decrease of \$2,000,000 in the transfer to the Unexpended Plant Fund, the increase of \$1,886,634 in the Capital Carryover, and the increase of \$12,751,225 funded from FY 2015 and FY 2016 M&O tax revenue which would be used for furniture and equipment.

**Expenditures:**

- The Salary expenditures budget was proposed to increase by \$8,120,962 in FY 2017 mainly due to the following:

Addition of new faculty positions approved by the Board of Trustees at the November 24, 2015 Board Meeting	\$550,000
Proposed salary adjustments for faculty and staff	1,726,847
New proposed non faculty positions	248,010
Full funding of previously partially funded positions	1,732,835
Adjunct Pool Salary Increase approved by the Board of Trustees at the January 22, 2016 Board Meeting	1,174,339
Salary Adjustments/Reclassifications and Pool Adjustments	226,821
Bond-New Positions	2,381,769
Bond-Salary Adjustments/Reclassifications	80,341
<b>Total</b>	<b>\$8,120,962</b>

- The Benefits expenditures budget for FY 2017 was proposed to increase by \$1,241,887.
  - The Operating expenditures budget for FY 2017 was proposed to increase by \$9,298,435.
- ⇒ The operating budget was proposed to decrease by \$264,984 based on the needs of the College's departments.



- ⇒ In addition, the operating budget was proposed to increase by \$9,563,419 for furniture and equipment for the new bond buildings to be funded from the new bond M&O tax revenue.
- The Travel expenditures budget for FY 2017 was proposed to increase by \$127,383. Approximately 25 percent of the travel budget represents local mileage reimbursement for faculty.
- The Capital Outlay expenditures budget for FY 2017 was proposed to increase by \$3,860,167.
  - ⇒ The capital budget was proposed to increase by \$672,361 based on the needs of the College's departments.
  - ⇒ In addition, the capital budget was proposed to increase by \$3,187,806 for equipment for the new bond buildings to be funded from the new bond M&O tax revenue.
- The Transfers and Contingencies budget for FY 2017 was proposed to decrease by \$6,780,087. The decrease was primarily due to the decrease of \$4,776,487 to the M&O Tax Bond Program Reserve because a portion of the M&O tax revenue generated in FY 2017 would be used to fund salaries, benefits, operating, and capital expenditures. The transfer to the Unexpended Plant Fund decreased by \$2,000,000 and the MTR Bond Series 2007 debt service was projected to decrease by \$3,600 in FY 2017. This debt service was paid from maintenance and operations taxes.

The Preliminary Summary of Projected Revenues and Expenditures for FY 2016-2017 with Comparison to the FY 2015-2016 approved budget was provided in the packet.

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

### **Discussion and Action as Necessary on Proposed Projects for Internal Auditor**

Approval of proposed projects for the Internal Auditor will be requested at the May 24, 2016 Board meeting.

Staff recommended projects for the Board's consideration for the Internal Auditor's review for this Fiscal Year and Fiscal Year 2016-2017. The projects listed below were proposed as the assignments for the Internal Auditor.

- FY 2015-2016 (Scheduled)
  1. Fraud Survey
  2. Surprise Cash Counts – Cashiers Office
  3. Departmental Fixed Assets
  4. Human Resources - Employment Eligibility Verification Form I-9 (U.S. Citizenship and Immigration Services)
  5. Mileage Reimbursement Procedures

## 6. Food Services Department Cash Handling Procedures

- FY 2016-2017 (Scheduled)
  1. Property Taxes – Internal controls of Hidalgo County and Starr County Tax Assessor-Collectors' tax assessing, collecting, and reporting procedures and processes (pertaining to the College's tax transactions)
  2. Fraud Survey
  3. Time Keeping System Compliance
  4. Custodial Services - Work Orders, Purchase Orders, and Inventory
  5. Student Activities Procedures
  6. Banner Computer System Security and Access

The list of Internal Audits conducted for FY 2003-2004 through FY 2016-2017 was included in the packet for the Committee's information and review.

### **Recommend Action**

Upon a motion by Mr. Paul R. Rodriguez and a second by Dr. Alejo Salinas, Jr., the Finance and Human Resources Committee recommended Board approval of the proposed projects for the Internal Auditor as presented. The motion carried.

## **Review and Discussion of Position Vacancy Report for FY 2015-2016**

The Staffing Plan Position Vacancy Report for FY 2015-2016 was provided in the packet for the Committee's information and review. Information was current as of May 5, 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.

### **Positions Filled during Fiscal Year 2015 - 2016**

- One hundred fifteen (115) Full Time, Regular positions were filled as of May 5, 2016.
- Eighteen (18) Full Time, Regular positions were filled since the last vacancy report provided as of April 7, 2016.

### **Position Turnover during Fiscal Year 2015 - 2016**

- There were thirty nine (39) resignations, terminations, and/or retirement notices submitted for Full Time, Regular positions as of May 5, 2016.
- There were six (6) resignations, terminations, and/or retirement notices submitted since the last vacancy report provided as of April 7, 2016.

Further details were found in the Position Vacancy Report within the packet.

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 6:10 p.m.

I certify that the foregoing are the true and correct Minutes of the May 10, 2016 Finance and Human Resources Committee Meeting of the South Texas College Board of Trustees.

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Dr. Alejo Salinas, Jr.  
Chair

## Announcements

### A. Next Meetings:

- Tuesday, June 14, 2016
  - 4:00 p.m. – Facilities Committee
  - 5:30 p.m. – Finance & HR Committee
  
- Tuesday, June 28, 2016
  - 4:00 p.m. – Education and Workforce Development Committee
  - 5:30 p.m. – Regular Meeting of the Board of Trustees

### B. Other Announcements:

- The College will be closed Monday, May 30th, 2016 in observance of Memorial Day.
- Summer classes begin Monday, June 6, 2016.