

SOUTH TEXAS COLLEGE
BOARD OF TRUSTEES REGULAR MEETING
Thursday, February 20, 2014 @ 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:"

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- II. Determination of Quorum
- III. Invocation
- IV. Public Comments
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 - A. Review of the 2014 Association of Community College Trustees *National Legislative Summit* in Washington, D.C.
 - B. Presentation on the 2013 State Employee Charitable Campaign
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8) Robotic Training Arm and Software (Purchase)	
9) Three Dimensional Printer (Purchase)	
10) Vehicle Equipment (Purchase)	
11) Book Detection System Maintenance Agreement (Renewal)	
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- Finance and Human Resources Committee Meeting, Monday, March 3rd, 2014 at 5:30 p.m., Ann Richards Administration Building Board Room, Pecan Campus, McAllen, Texas
- Regular Meeting of the Board of Trustees, Tuesday, March 25th, 2014 at 5:30 p.m., Ann Richards Administration Building Board Room, Pecan Campus, McAllen, Texas

B. Other Announcements:

- The College will be closed Monday, March 10th through Sunday, March 16th for Spring Break.
- South Texas College Trustees are invited to a reception to be held on Wednesday, March 5, 2014 at 6:30 p.m. at Casa Adobe Restaurant and Bar, 101 N. Avasolo Ave., Rio Grande City, TX 78582
- The College will be closed Monday, March 10th through Sunday, March 16th for Spring Break.

XII. Adjournment

Presentations

Review of the 2014 Association of Community College Trustees National Legislative Summit in Washington, D.C.

Ms. Rose Benavidez, Chair was joined by Mr. Roy de León, Vice Chair; Mrs. Graciela Farias, Secretary; and Mr. Paul R. Rodriguez, Trustee, in attendance at the 2014 Association of Community College Trustees (ACCT) *National Legislative Summit* in Washington D.C. from February 10 – 13, 2014.

The *National Legislative Summit* brought together community college trustees and presidents from ACCT member colleges. At the summit, they were provided with valuable information on issues affecting community colleges nation-wide. Trustees were also provided with opportunities to meet with fellow Texas Trustees as well as with national legislators, including U.S. Senators John Cornyn and Ted Cruz from Texas.

This report provides the Trustees an opportunity to update the Board and the community with a review of the summit on the activities and presentations at this conference.

Presentation on the 2013 State Employee Charitable Campaign

Mrs. Brenda Jo Balderaz, Interim Director of Human Resources and Coordinator of Benefits and Payroll, will introduce Ms. Lizette Moreno, HR Administrative Technician.

In September and October 2013, Ms. Lizette Moreno coordinated South Texas College's participation in the 2013 State Employee Charitable Campaign (SECC). This campaign is a state-wide initiative coordinated by the Texas Comptroller of Public Accounts and is locally administered by The United Way of South Texas.

The SECC provides an opportunity for state employees, including employees of publicly funded institutions of higher education, to establish a direct-donation to charities of their choice. This donation is automatically deducted from their payroll on a monthly basis. Funds from across the state are routed to the state Comptroller, who then distributes them according to the selections made by individual employees.

From 2005 through 2011, South Texas College faculty and staff were the largest contributors to this campaign within the region. In 2012, UTPA was the top contributor, but South Texas College regained the top spot for 2013.

This increase in donation was due to Ms. Moreno's strategic outreach, in which she encouraged previous and new donors to set up pledges for 2013. There was a total of \$52,027 in pledges donated with only 262 contributors. This was an increase of over 35% from 2012's campaign total of \$38,521. We far exceeded our goal and surpassed our previous record of \$40,805 raised in 2010. Of our 262 contributors, 8 were leadership givers who are donors who contribute \$1,000 or more annually.

Ms. Moreno, her team, and the participating employees at South Texas College deserve great recognition for this generous outpouring of charitable support.

**Approval of Minutes
January 28, 2014 Regular Board Meeting**

The minutes of the January 28, 2014 Regular Board Meeting are submitted for Board approval.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve the minutes for the January 28, 2014 Regular Board Meeting 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 minutes for the January 28, 2014 Board Meeting as presented.

Approval Recommended:

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

**SOUTH TEXAS COLLEGE
BOARD OF TRUSTEES REGULAR BOARD MEETING
Tuesday, January 28, 2014 at 5:30 p.m.
Ann Richards Administration Building Board Room
Pecan Campus, McAllen, TX 78501**

Minutes

Call Meeting to Order:

The Regular Board Meeting of the South Texas College Board of Trustees was held on Tuesday, January 28, 2014 in the Ann Richards Administration Building Board Room at the Pecan Campus in McAllen, Texas. The meeting commenced at 5:38 p.m. with Ms. Rose Benavidez, Chair, presiding.

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

Members absent: None

Also present: Dr. Shirley A. Reed, Mrs. Diana Pena, Mrs. Mary Elizondo, Mrs. Wanda Garza, Mr. Jesus Ramirez, Mr. Cody Gregg, Mr. Juan Carlos Aguirre, Ms. Maria Evans, Mrs. Rebecca Cavazos, Mr. Gerry Rodriguez, Mrs. Hannah McCann, Mr. Paul Hernandez, Dr. Ali Esmaeili, Mrs. Arely Benavidez, Mr. Randy Jarvis, Mr. Eric Reittinger, Mr. Daniel Ramirez, Ms. Martha Pena, Ms. Jovanna Cantu, Mr. Daniel Morales, Ms. Anne Burger Entekin, Mr. Gus Martinez, Mr. Dan Gonzalez, Ms. Jennifer Mendoza, J.C. Garay, Ms. Nicole Lund, Mr. Michael Hovar, Mr. Ramiro Gutierrez, Mr. Juan Garcia, Mr. Nick Cabrera, Cris Lampa, Ms. Lizette Longoria, Mr. David Diaz, Mr. Steve Taylor, and Mr. Andrew Fish

Determination of a Quorum

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

Invocation:

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

Public Comments:

Ms. Rose Benavidez recognized a group of UTPA Doctoral Program students in a *Politics, Policy, and Governance in Higher Education* course taught by STC Trustee Dr. Alejo Salinas, Jr. These students were invited by Dr. Salinas to attend an STC Board meeting as part of their study of governance in higher education.

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

Presentation

Overview of Live Broadcast of Board and Committee Meetings

Mr. Cody Gregg, Dean of Library Services and Instructional Technologies, provided an overview of the audio/video system installed to provide live and archived broadcast of all Board and Committee meetings, as required by state law.

Recently passed HB 2668 required that all public meetings of the STC Board of Trustees, as with all junior colleges enrolling 20,000 students or more per semester, must be live broadcast through the College's website. Under this law, every meeting of the Trustees for which an agenda must be publicly posted must be broadcast in this manner, and all packets and other materials provided in support of public agenda items must also be posted online.

Executive Sessions are protected by state law. In the event that the Board must convene executive session in accordance with the Open Meetings Act, the conference room in X-206 will be kept available to allow for private discussion.

Mr. Gregg demonstrated how the installed equipment and vendor services will assist with compliance with this law.

Recognition of Trustees for Their Service and Contributions to STC

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

Each Trustee was given a small plaque with a stylized jaguar image, developed by STC Graphic Designer Mr. Christopher Trejo. This beautiful design has been used in several publications, and had caught the attention of several Trustees.

At Dr. Reed's direction, Public Relations and Marketing had the image printed onto acrylic plaques, along with each Trustees' name and a brief message of gratitude.

Recognition of Mrs. Diana Peña, Associate Vice President for Finance

Mrs. Diana Peña served South Texas College as the Vice President for Finance and Administrative Services for 12 years. During this time, the College has been recognized repeatedly for its excellent stewardship of public funds.

Mrs. Peña has also earned personal accolades while at STC, most recently being named the 2010 Outstanding Chief Business Officer for Region IV of the Community College Business Officers Association.

Before joining South Texas College, Mrs. Peña worked for 30 years at the Rio Grande City Consolidated Independent School District, five years of which she served as the Assistant Superintendent for Business and Operations.

She retired as the Vice President for Finance and Administrative Services in January 2011, but accepted a position as an Associate Vice President for Finance to help the College during the search for a new chief financial officer.

Now that she has seen the College through the transition to a new, highly-qualified Vice President for Finance and Administrative Services and has helped with the first round of sales of the bonds approved by voters in 2013, Mrs. Peña has decided to enjoy retirement full-time.

We wish Mrs. Peña the very best, and give our deepest appreciation for her exemplary leadership, responsible stewardship, and impeccable professional standards and performance. We thank you, Mrs. Peña.

The Trustees spoke in turn, expressing their appreciation and offering congratulations to Mrs. Peña.

The following items were discussed out of the agenda order. Guests were in attendance regarding these items and Chair Benavidez presented the following out of agenda order to accommodate the guests' schedules:

Consider and Approve an Order Authorizing the Issuance, Sale and Delivery of South Texas College Limited Tax Bonds, Series 2014; Levying a Continuing Direct Annual Ad Valorem Tax Within the Limits Authorized by State Law; Authorizing the Execution of a Bond Purchase Contract; Approving an Official Statement, and Making Other Provisions Regarding Such Bonds and Matters Incident Thereto

Approval of Order Authorizing the Issuance, Sale and Delivery of South Texas College Limited Tax Bonds, Series 2014; Levying a Continuing Direct Annual Ad Valorem Tax Within the Limits Authorized by State Law; Authorizing the Execution of a Bond Purchase Contract; Approving an Official Statement, and Making Other Provisions Regarding Such Bonds and Matters Incident Thereto was requested.

First Southwest Company and staff continued to work on the issuance of the Limited Tax Bonds, Series 2014. Staff provided updated information for the Preliminary Official Statement and held conference calls with First Southwest Company, Rating Agencies, Ricardo Perez, underwriter counsel, Jesus Ramirez, STC bond counsel, and representatives of the underwriting syndicate on different issues.

The following timeline was followed:

- Thursday, December 19, 2013 Send Preliminary Official Statement and related documents to rating agencies
- Week of January 13, 2014 Conference calls with rating agencies
- Tuesday, January 21, 2014 Preliminary Official Statement goes to i-Deal web site for posting
- Wednesday, January 22, 2014 Receive ratings
- Monday and Tuesday, January 27-28, 2014 Pricing
- Tuesday, January 28, 2014 Board of Trustees meeting to conduct sale of bonds and to consider the adoption of the Order Authorizing the Issuance of the Tax Bonds and Adopting the Order approving and authorizing the execution of the Bond Purchase Agreement
- Wednesday, February 26, 2014 Closing date

Mrs. Anne Burger Entrekin with First Southwest Company shared that the College had recently been re-evaluated by Standard & Poor's and Moody's, two major evaluators/raters of bond credit worthiness.

Mrs. Burger informed the Board that with Moody's, the College was evaluated and retained the bond credit rating of "Aa2".

The evaluation by Standard & Poor's led to an increased credit rating, from the previous "AA-" to "AA."

Mrs. Burger stated that between an unexpected dip in interest rates and the excellent news of the improved rating by S&P, the timing for the first issuance of bonds was better than expected. She also informed the Board that in the case of mismatched ratings, the lower rating prevails. Through the upgrade of STC's bond rating by S&P to match the retained rating by Moody's, the College was expected to save its tax payers approximately \$675,000 in debt service on the first issuance alone.

The pricing for the Limited Tax Bonds, Series 2014 was held on Monday and Tuesday, January 27-28, 2014. A Transaction Summary was presented at the meeting by Anne Burger Entrekin with First Southwest.

The College's legal counsel and bond counsel, Jesus Ramirez prepared a draft Order. The draft Bond Purchase Contract was prepared by the underwriters counsel, Ricardo Perez, and reviewed by the College's bond counsel. The packet included the Preliminary Official

Statement and a Draft Order. Mr. Ramirez distributed the Order with the updated pricing at the Board Meeting, and this documentation has been included within the Board archive.

Upon a motion by Dr. Alejo Salinas, Jr. and a second by Mr. Roy de León, the Board of Trustees of South Texas College approved and authorized the Order Authorizing the Issuance, Sale and Delivery of South Texas College Limited Tax Bonds, Series 2014; Levying a Continuing Direct Annual Ad Valorem Tax Within the Limits Authorized by State Law; Authorizing the Execution of a Bond Purchase Contract; Approving an Official Statement, and Making Other Provisions Regarding Such Bonds and Matters Incident Thereto as presented. The motion carried.

Action as Necessary to Engage Legal Services to Respond to Internal Revenue Service Inquiry

The College received an inquiry from the Internal Revenue Service (IRS) regarding the Limited Tax Refunding Bonds, Series 2007.

Based on consultation with Anne Burger Entrekin, Financial Advisor with First Southwest Company, and Chuy Ramirez, the College's Legal Counsel, administration recommended the engagement of the law office of McCall, Parkhurst, & Horton L.L.P. to respond to the IRS inquiry. This firm specialized in responding to these inquiries, and was recommended for selection by the Board.

The Board asked whether this inquiry was independent from and unrelated to the 2013 Bond and Maintenance Tax Election or the Series 2014 Limited Tax Bond sale currently taking place. Mrs. Burger Entrekin verified that the inquiry was wholly unrelated and would not affect the election or the Series 2014 Limited Tax Bond sale.

Upon a motion by Mr. Roy de León and a second by Mr. Paul R. Rodriguez, the Board of Trustees authorized the College President to engage legal services with McCall, Parkhurst, & Horton L.L.P. as necessary to respond to the Internal Revenue Service inquiry,

Presentation on Quarterly and Fiscal-Year End Collections by Linebarger Goggan Blair & Sampson, LLP

Mr. Gus Martinez, representing Linebarger Goggan Blair & Sampson, LLP, provided the Board with the Delinquent Tax Report on Collection and Collection Efforts for Hidalgo and Starr Counties for the 2013 fiscal year and also for the past quarter.

Mr. Martinez explained that the reduced delinquent collections in Hidalgo County for the past fiscal year correlated to the increased percentage of property owners in Hidalgo County that were current on their tax payments. Because fewer accounts were going delinquent, the College was seeing increased revenue through the County Tax Assessor and decreased collections on delinquent taxes.

No action was required from the Board. These presentations were for the Board's information and feedback to staff.

Discussion and Action as Necessary on Hidalgo County Tax Resale Property and Resolution Authorizing Tax Resale

Approval of the Hidalgo County Tax Resale Property on Cause No. T-749-03-B; Pharr-San Juan-Alamo I.S.D, City of Pharr, City of San Juan, South Texas College and Hidalgo County vs. Melody Cawthorn 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 this property.

On November 7, 2013, a private written bid was received by Linebarger Goggan Blair & Sampson, LLP for one (1) property listed as follows:

- Cause No. T-749-03-B; Pharr-San Juan-Alamo I.S.D, City of Pharr, City of San Juan, South Texas College and Hidalgo County vs. Melody Cawthorn

On struck off property as follows:

1.00 acre, more or less, out of the southwest corner of Lot 181, Kelly Pharr Subdivision of porciones 69 and 70, a subdivision in Hidalgo County, Texas, as described in volume 794, page 35, deed records of Hidalgo County, Texas. Account No. K2400-00-000-0181-09

The total amount the College would receive was \$1,778.25.

Linebarger Goggan Blair & Sampson, LLP submitted for the Board of Trustees' consideration the private written bid received. The Tax Resale Property was on the agenda for approval on January 20, 2014 for Pharr-San Juan-Alamo I.S.D and on January 21, 2014 for South Texas ISD and the City of Pharr. All three entities approved the Tax Resale as presented, and approval from the County of Hidalgo was still pending.

The analysis of the written bid received for struck-off property and the Resolution Authorizing Tax Resale were included in the packet for the Board's review and information.

Gus Martinez from Linebarger Goggan Blair & Sampson, LLP was present at the meeting, and confirmed that action approving this bid was taken by the City of Pharr, PSJA ISD, and South Texas ISD.

The Finance and Human Resources Committee recommended Board approval of the Hidalgo County Tax Resale Property on Cause No. T-749-03-B; Pharr-San Juan-Alamo I.S.D, City of Pharr, City of San Juan, South Texas College, and Hidalgo County vs. Melody Cawthorn and the Resolution Authorizing the Tax Resale to St. Jude Thaddeus Catholic Church as presented.

Upon a motion by Mr. Paul R. Rodriguez and a second by Mr. Roy de León, the Board of Trustees approved and authorized the Hidalgo County Tax Resale Property on Cause No. T-749-03-B; Pharr-San Juan-Alamo I.S.D, City of Pharr, City of San Juan, South Texas College, and Hidalgo County vs. Melody Cawthorn and the Resolution Authorizing the Tax Resale to St. Jude Thaddeus Catholic Church as presented. The motion carried.

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

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

- 1) Graduation Caps and Gowns (Award):** award the proposal for graduation caps and gowns to Jostens, Inc. (Minneapolis, MN) for the period beginning February 1, 2014 through January 31, 2015 with two one year options to renew, at an estimated cost of \$36,696.75;
- 2) Computers, Laptop and Server (Purchase):** purchase computers, laptop and server from the State of Texas Department of Information Resources (DIR) approved vendor Dell Marketing, LP (Dallas, TX) and Apple Computer, Inc. (Dallas, TX) in the total amount of \$17,529.00;
- 3) Interactive Pen Displays (Purchase):** purchase interactive pen displays from Computime (Saint Louis, MO) (New Vendor), a sole source vendor, at a total cost of \$20,430.13;
- 4) Internet Services (Purchase):** purchase internet services from AT&T Corporation (Dallas, TX), a State of Texas Department of Information Resources (DIR) approved vendor, for the period beginning March 1, 2014 through February 28, 2017, at a monthly cost of \$3,750.88 and an annual amount of \$45,010.56 for the following locations:
 - Nursing Allied Health Campus - \$700.00 per month; \$8,400.00 annually
 - Technology Campus - \$767.20 per month; \$9,206.40 annually
 - Pecan Plaza - \$693.40 per month; \$8,332.80 annually
 - Hidalgo Training Center - \$869.12 per month; \$10,429.44 annually
 - Pharr Training Center - \$720.16 per month; \$8,641.92 annually
- 5) Internet Services – Pecan Campus (Purchase):** purchase internet services – Pecan Campus from AT&T Corporation (Dallas, TX), a State of Texas Department of Information Resources (DIR) approved vendor, for the period beginning March 1, 2014 through February 28, 2017, at a monthly cost of \$6,246.46 and an annual amount of \$74,957.52 and a one-time installation charge of \$5,600.00;
- 6) Predictive Data Analytics Technology/Hosting Service (Purchase):** purchase predictive data analytics technology from Civitas Learning, Inc. (Austin, TX) (New Vendor), a sole source vendor, for the period beginning February 1, 2014 through January 31, 2015, at a total cost to STC of \$75,000.00. The total investment is \$300,000.00 which the THECB will pay \$150,000 and Texas A & M University – Commerce will pay \$75,000.00;
- 7) Student Printers (Purchase):** purchase student printers from Reyna Enterprises, Inc./dba Computer Repair Center (CRC) (McAllen, TX), a State of Texas Department of Information Resources (DIR) approved vendor, at a total cost of \$11,058.00;
- 8) Subscription of Online Books (Purchase):** purchase a subscription of online books from EBSCO Information Services (Dallas, TX), a sole source vendor, for the period beginning March 1, 2014 through February 28, 2015, at a total cost of \$11,277.00;
- 9) Geotechnical Engineering and Materials Testing Services (Renewal):** renew the geotechnical engineering and materials testing services contracts to provide services on an as needed basis for projects with a fee not to exceed \$30,000 per project beginning February 19, 2014 through February 18, 2015 with the following firms:
 - Raba-Kistner Consultants, Inc. (McAllen, TX)
 - Terracon Consultants, Inc. (Pharr, TX)
- 10) Training Services for Dental Assisting and Dialysis Technician (Renewal):** renew the contract for training services for dental assisting and dialysis technical with Condensed Curriculum International (Fairfield, NJ), for the period beginning February 1, 2014 through

January 31, 2015, at a commission of 20% - 35% depending on the number of students per class.

SUMMARY TOTAL:

The total for all proposal awards, purchases, and renewals was \$291,958.96.

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

Review and Action as Necessary on Establishing a Bank Account for the Bond Construction Program

Approval to establish a new bank account at the College's depository bank was requested.

The primary purpose of establishing a new bank account was for depositing the proceeds of the South Texas College District Limited Tax Bonds, Series 2014, as needed to pay for the construction and equipping of College buildings in the College District.

Per Board Policy #5110: Comptrollership Function: Collection, Deposit, and Disbursement of College and Grant Funds, the Board of Trustees must approve the establishment of a bank account. The College expected to sell Bonds in January 2014 and to receive the bond proceeds in February 2014.

The funds would be deposited in accordance with the STC Board of Trustees approved Investment Policy and in a manner meeting the construction payment requirements of the College.

The Finance and Human Resources Committee recommended Board approval to establish a new bank account at the College's depository bank for the primary purpose of depositing the proceeds of the South Texas College District Limited Tax Bonds, Series 2014, as presented.

Mr. Roy de León was not present at the Finance and Human Resources Committee that initially reviewed this item and recommended Board approval. Further, he abstained from deliberation and action on this agenda item at the January 28, 2014 Board meeting.

Mr. Gary Gurwitz announced that his law firm represented the depository bank. Mr. Gurwitz did not have a conflict of interest requiring abstention, and was simply disclosing the relationship between his firm and the depository bank for the benefit of the Board's information.

Upon a motion by Mr. Paul R. Rodriguez and a second by Mr. Jesse Villarreal the Board of Trustees of South Texas College approved and authorized the establishment of a new bank account at the College's depository bank for the primary purpose of depositing the proceeds of the South Texas College District Limited Tax Bonds, Series 2014, as presented. The motion carried.

Following the discussion and action on the items above, the Board returned to the Consent Agenda items below:

**Approval of Minutes
December 17, 2013 Regular Board Meeting**

Upon a motion by Dr. Alejo Salinas, Jr. and a second by Mr. Roy de León, the Minutes of the December 17, 2013 Regular Board Meeting were approved as written. The motion carried.

Approval and Authorization to Accept Grant Award(s)

Upon a motion by Mr. Roy de León and a second by Mr. Jesse Villarreal, the Board of Trustees approved and authorized acceptance of the following grant awards and the use of related funds as authorized by each grant, contingent upon official award as appropriate:

1. The "Winning Reading Program" Grant
2. The Learn and Earn Grant

The motion carried.

Following the discussion and action on the Consent Agenda items above, the Board returned to the scheduled order of items:

Review and Action as Necessary on Substantial Completion of Hail Damage Repairs for Pecan Campus Buildings H and J

Approval of substantial completion of Hail Damage Repairs for Pecan Campus Building H (Student Activities Center) and Building J (South Academic) was requested.

During the March 2012 hail storm, buildings on the Pecan Campus were damaged. Repairs for these damages have been included in the insurance adjuster's list of damaged items. Plans and specifications describing the repairs were issued by Amtech Building Sciences for repair of each building or phase. Job Order Contractor proposals for building repairs were submitted by SpawGlass Contractors and approved. SpawGlass has since accomplished substantial completion for these phases of repair.

Planning & Construction staff along with representatives from Amtech Building Sciences visited the site and developed a construction punch list. As a result of this site visit and observation of the completed work, Certificates of Substantial Completion for these phases of repair were prepared. Copies of the Certificates of Substantial Completion were included in the packet.

Contractor SpawGlass Contractors would continue working on the punch list items identified and would have thirty (30) days to complete before final completion can be recommended for

approval. It was anticipated that final acceptance of this project would be recommended for approval at the February, 2014 Board meeting.

The Facilities Committee recommended Board approval of the substantial completion of Hail Damage Repairs for Pecan Campus Building H (Student Activities Center) and Building J (South Academic) as presented.

Upon a motion by Mr. Gary Gurwitz and a second by Mr. Roy de León, the Board of Trustees of South Texas College approved and authorized the substantial completion of Hail Damage Repairs for Pecan Campus Building H (Student Activities Center) and Building J (South Academic) as presented. The motion carried.

Review and Action as Necessary on Contracting Civil Engineering Services for Preparation of a Subdivision Plat for the Nursing & Allied Health Campus West 6.63 Acres

Approval to contract civil engineering services for the preparation of a subdivision plat for the Nursing & Allied Health Campus west 6.63 acres was requested.

In 2010, the City of McAllen committed to provide STC 6.63 acres for the expansion of the Nursing & Allied Health Campus. In order for the City to authorize future construction projects on the west 6.63 acres, a subdivision plat must be prepared and recorded with the County of Hidalgo.

It was standard practice for STC staff to meet with the City's Planning, Utilities, Engineering and Code Enforcement staff to provide them with information on proposed projects and review the City's requirements affecting each project and therefore a meeting was held to review the proposed parking lot design. Perez Consulting Engineers (PCE) was included in this meeting since they were recently approved to design the parking expansion for the Nursing & Allied Health Campus. During this meeting, it was determined that the 6.63 acres offered by the City had not been previously platted and therefore a subdivision plat was required before new construction could proceed.

It would be beneficial to the parking lot expansion project to have Perez Consulting Engineers prepare the subdivision plat so they can become familiar with the property's characteristics and limitations which would affect the design of the parking lot expansion. Although civil engineers from the annually approved list were normally approved based on rotation order and total amount of fees approved, in this case Perez Consulting Engineers was recommended based on the knowledge they would acquire during the subdivision platting process which would impact the parking lot design.

Perez Consulting Engineers was under a one year approval to provide civil engineering services for projects under \$500,000. Fees for preparing and recording the subdivision plat were estimated to be between \$15,000 and \$18,000. A fee proposal would be requested and negotiated with Perez Consulting Engineers upon Board approval. It was recommended that Perez Consulting Engineers be contracted to develop and record the subdivision plat for this campus.

Five civil engineering firms listed below were previously approved by the Board for one year to provide professional services as needed for projects under \$500,000.00.

1. Dannenbaum Engineering
2. Halff Associates, Inc.
3. Meldon & Hunt
4. Perez Consulting Engineers
5. R. Gutierrez Engineering

Based on the benefits anticipated for the design of the parking lot expansion, Perez Consulting Engineers was recommended to provide engineering services for the preparation of a subdivision plat for this campus.

Funds were budgeted in the FY 2013-2014 Land budget and were available for this service.

Project Budget		
Budget Components	Amount Budgeted	Actual Cost
Design	\$20,000	Actual design fees are estimated at \$18,000 and will be finalized during contract negotiations

The Facilities Committee recommended Board approval to contract civil engineering services with Perez Consulting Engineers for the preparation of a subdivision plat for the Nursing & Allied Health Campus west 6.63 acres as presented.

Upon a motion by Mr. Gary Gurwitz and a second by Mrs. Graciela Farias, the Board of Trustees of South Texas College approved and authorized contracting civil engineering services with Perez Consulting Engineers for the preparation of a subdivision plat for the Nursing & Allied Health Campus west 6.63 acres as presented. The motion carried.

Review and Action as Necessary on Contracting Electrical Engineering Design Services for Pecan G, H, and X Electrical Disconnects

Approval to contract electrical engineering design services for the Pecan Campus Building G (North Academic Building), H (Student Activities Building), and X (Ann Richards Administrative Annex) Electrical Disconnects project was requested.

These proposed improvements included the replacement of three electrical disconnects which provided electrical service to three buildings on the Pecan Campus. These units were approximately fifteen years old and met their expected life cycles. The metal housings had rusted openings where moisture entered and caused them to shut down on wet days. The presence of moisture in and around these electrical power units had also become a safety concern. Replacement of these units was included in staff's deferred maintenance plan and therefore was included in the FY 2013-2014 Renewal and Replacement budget. A photo showing the current condition of one unit was included within the packet.

It was recommended that the services of an electrical engineer be contracted to prepare plans and specifications for this deferred maintenance project. When complete, the plans and specifications would be used for solicitation of construction services.

Two Mechanical, Electrical and Plumbing (MEP) engineering firms listed below were previously approved by the Board for one year to provide professional services as needed for projects under \$300,000.00.

1. ACR Engineering
2. Halff Associates, Inc.

Based on the order of previously approved services and total amount of fees paid to these firms, ACR Engineering was recommended to provide electrical engineering services for this project. Fees previously approved for ACR Engineer were approximately half of those approved for the other firm.

Funds in the amount of \$50,000 were budgeted in the FY 2013-2014 Renewals and Replacements budget for these improvements and \$7,500 was budgeted for design services with final amount to be negotiated.

Project Budget		
Budget Components	Amount Budgeted	Actual Cost
Design	\$7,500	Actual design fees are estimated at \$7,000 and will be finalized during contract negotiations
Construction	\$50,000	Actual cost will be determined after the solicitation of construction proposals

The Facilities Committee recommended Board approval, to contract electrical engineering services with ACR Engineering for the Pecan Campus Buildings G, H, and X Electrical Disconnects as presented.

Upon a motion by Mr. Gary Gurwitz and a second by Mr. Jesse Villarreal, the Board of Trustees of South Texas College approved and authorized contracting electrical engineering services with ACR Engineering for the Pecan Campus Buildings G, H, and X Electrical Disconnects as presented. The motion carried.

Review and Action as Necessary on Contracting Construction Services for Electrical Improvements for the Pecan Campus Information Booth

Approval to select a contractor for the Electrical Improvements for the Pecan Campus Information Booth project was requested.

For fiscal year 2013-2014 construction funds were budgeted for placement of two temporary information/security booths at two main entrances on the Pecan Campus. Booths were placed in their respective locations which were being monitored to determine if the locations are the

most beneficial. These booths were mobile and could be relocated if the current locations proved to be problematic.

Because they were mobile, electrical power for each booth was provided by generators. After three months of use and monitoring, staff concluded that the booth located at the 29th Street entrance should remain as a permanent location and therefore permanent electrical power should be provided. To prepare for installation of permanent power, an electrical engineer with Halff Associates assisted staff with preparation of plans and specifications.

STC staff and Halff Associates issued the necessary plans and specifications for the solicitation of competitive sealed proposals. Solicitation of competitive sealed proposals for this project began December 9, 2013. Five (5) proposals were issued and a total of three (3) were received on January 7, 2014.

Timeline for Solicitation of Competitive Sealed Proposals	
December 9, 2013	Solicitation of competitive sealed proposals. Five (5) sets of construction documents were issued.
January 7, 2014	Three (3) proposals were received.

Staff evaluated these proposals and prepared a proposal summary in the packet. It was recommended that the top ranked contractor be recommended for Board approval. Funds were available in the FY 2013-2014 Construction budget through other project savings.

The Facilities Committee recommended Board approval to contract construction services with Alpha Building Corporation in the amount of \$31,500 for the Pecan Campus Information Booth project as presented.

Upon further discussion, the Board requested that a plan be developed to construct a fixed structure at the location rather than installing the portable booth. The Board took no action on the recommended approval of the contract for construction services for electrical improvements as described.

Review and Action as Necessary on Contracting Construction Services for Pecan Campus and Starr County Campus Buildings Exterior Painting

Approval to select a contractor for the Pecan Campus and Starr County Campus Exterior Painting project was requested.

It had become apparent over the past six to nine years that bold colors on building exteriors on the Pecan Campus and Starr County Campus had faded in areas with a stucco type finish. There were a total of three buildings on the Pecan Campus and three buildings on the Starr County Campus which were in need of improvement to dark colors such as purple, red, blue, green, and yellow. Color on these surfaces was applied as an integral pigment in the final cement finish coat. Time had shown that these bold colors applied in this manner lose their intensity because of the sun's ultra violet rays.

As a remedy to the color fading, staff researched various options and proposes to bring the colors back to their original look by using paint over the original stucco finish. With the proper

paint product designed to withstand fading caused by UV rays, colors would have a longer life cycle and could be readily maintained using the same paint when needed.

STC staff issued the necessary plans and specifications for the solicitation of competitive sealed proposals. Solicitation of competitive sealed proposals for this project began November 11, 2013. A total of nine (9) proposals were issued and a total of four (4) proposals were received on November 26, 2013.

Timeline for Solicitation of Competitive Sealed Proposals	
November 11, 2013	Solicitation of competitive sealed proposals. Nine (9) sets of construction documents were issued.
November 26, 2013	Four (4) proposals were received.

Staff evaluated these proposals and prepared a proposal summary which they included in the packet.

Funds were available in the FY 2013-2014 Renewals and Replacements budget.

Source of Funding	Amount Budgeted	Highest Ranked Proposal
Renewal and Replacements	\$210,000	\$145,475

The Facilities Committee recommended Board approval to contract construction services with Alpha Building Corporation in the amount of \$145,475 for the Pecan Campus and Starr County Campus Exterior Painting project as presented.

Upon a motion by Mr. Roy de León and a second by Mr. Gary Gurwitz, the Board of Trustees of South Texas College approved and authorized contracting construction services with Alpha Building Corporation in the amount of \$145,475 for the Pecan Campus and Starr County Campus Exterior Painting project as presented. The motion carried.

Review and Action as Necessary on Substantial Completion for Pecan Plaza Parking Lot Resurfacing and Area Lighting Replacement

Approval of substantial completion for the Pecan Plaza Parking Lot Resurfacing and Area Lighting Replacement project was requested.

Engineers with R. Gutierrez Engineering and STC staff visited the site and developed a construction punch list. As a result of this site visit and observation of the completed work, a Certificate of Substantial Completion for the project was certified on January 5, 2014. A copy of the Substantial Completion Certificate was included within the packet.

SDM Construction & Development would continue working on the punch list items identified and would have thirty (30) days to complete before final completion can be recommended for approval. It was anticipated that final acceptance of this project would be recommended for approval at the February, 2014 Board meeting.

The Facilities Committee recommended Board approval of the substantial completion of Pecan Plaza Parking Lot Resurfacing and Area Lighting Replacement project as presented.

Upon a motion by Mrs. Graciela Farias and a second by Mr. Roy de León, the Board of Trustees of South Texas College approved and authorized the substantial completion of Pecan Plaza Parking Lot Resurfacing and Area Lighting Replacement project as presented. The motion carried.

Update on Status of Construction Projects

The Facilities Planning & Construction staff included a design and construction update. This update summarized the status of each capital improvement project currently in progress. Staff added a new Construction Projects Progress Report that provided a quick, one-page view of ongoing projects.

This item was for the Board's information only. No action was requested.

Consideration and Approval of Checks and Financial Reports

Board action was requested to approve the checks for release and the financial reports for the month of December 2013. The approval was for checks submitted for release in the amount greater than \$50,000 and checks in the amount greater than \$10,000 that were released as authorized by Board Policy No. 5610.

Mrs. Mary Elizondo, Vice President for Finance and Administrative Services, attended to provide a review of the Financial Report for the month of December 2013, as needed.

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

Upon a motion by Mr. Paul R. Rodriguez and a second by Mr. Roy de León, the Board of Trustees approved the submitted checks for release in an amount over \$50,000.00, the checks that were released as authorized by Board Policy #5610, and the financial reports submitted for the month of December 2013. The motion carried.

Review of May 10, 2014 Election Timeline for South Texas College Single-Member Districts #5 and #7

The Board of Trustees of South Texas College would need to order an election for May 10, 2014 to elect Trustees to represent the South Texas College Board of Trustees Single-Member District #5 and Single-Member District #7.

State law established the following deadlines that the Board should note:

<u>Date</u>	<u>Event</u>
Wednesday, January 29, 2014	First Day to File for a Place on Ballot
Thursday, February 20, 2014	STC Board Action to Call Election (Deadline 02/28/2014)
Friday, February 28, 2014	Last Day to Order General Election Last Day to File for a Place on Ballot Last Day for Write-In Candidates
Wednesday, March 5, 2014	Last Day to Withdraw & Have Name Omitted from Ballot
Tuesday, March 11, 2014	First Day to Apply for a Ballot by Mail
Thursday, April 10, 2014	Last Day to Register to Vote Campaign Finance Report Due (30th day before the May 10, 2014, uniform election)
Monday, April 28, 2014	First Day of Early Voting
Thursday, May 1, 2014	Last Day to Apply for Ballot by Mail
Friday, May 2, 2014	Campaign Finance Report Due (8th day before May 10, 2014, uniform election)
Saturday, May 10, 2014	Election Day
Tuesday, May 13, 2014	First Possible Day to Conduct Official Local Canvass of Returns
Wednesday, May 21, 2014	Last Day for Official Canvass of Returns
Tuesday, July 15, 2014	Campaign Finance Report Due (July semiannual)

As shown, the Board agenda for February 20, 2014 would include an item to take action to Order the election, as required prior to February 28, 2014.

Staff coordinated with local entities which may have concurrent elections to determine whether resources such as polling places and staff could be shared.

<u>STC</u>		
<u>District</u>	<u>Name</u>	<u>May 2014 Election(s)</u>
5	Edinburg Consolidated Independent School District	No Election
5	McAllen	No Election
5	McAllen Independent School District	No Election
5	Pharr	No Election
5	Pharr-San Juan-Alamo Independent School District	No Election
5	San Juan	Mayor
5	San Juan	Commissioner Place 2
5	San Juan	Commissioner Place 3
5	South Texas Independent School District	No Election
7	Alamo	No Election
7	Donna	No Election
7	Donna Independent School District	No Election
7	Edcouch	No Election
7	Edcouch-Elsa Independent School District	No Election
7	Edinburg	No Election
7	Elsa	Mayor
7	Elsa	City Council
7	La Villa	No Election
7	La Villa Independent School District	No Election
7	Lyford Consolidated Independent School District (partial)	No Election
7	Mercedes	Mayor
7	Mercedes	Commissioner Place 1
7	Mercedes	Commissioner Place 3
7	Mercedes Independent School District	No Election
7	Monte Alto Independent School District	No Election
7	Weslaco	No Election
7	Weslaco Independent School District	No Election

The County of Hidalgo would not have any items on the ballot for the May 10, 2014 election.

This information was for the Board's review and feedback to staff in preparation of the Election Order, and no action was requested at this time.

Discussion and Action as Necessary Regarding Cause No. 13-70370; Mike Givilancz, III vs. South Texas College

Legal action was taken against the College by Mike Givilancz. The lawsuit was submitted to the College's insurance carrier, Texas Association of School Boards (TASB). TASB assigned Edward Garza from Esparza & Garza, L.L.P to handle the case.

Mr. Garza had requested a meeting with the Board during executive session to discuss this cause.

Executive Session:

The South Texas College Board of Trustees convened into Executive Session at 7:03 p.m. in accordance with Chapter 551 of the Texas Government Code for the specific purpose provided in:

- Section 551.071, Consultations with Attorney

Open Session:

The South Texas College Board of Trustees returned to Open Session at 7:27 p.m. No action was taken in Executive Session.

Ms. Rose Benavidez announced that the following items were included within the Board Packet:

Informational Items

- President's Report
- Board Committee Meeting Minutes:
 - January 16th, 2014 Facilities Committee
 - January 16th, 2014 Finance and Human Resources Committee

Announcements

A. Next Meetings:

- Board Work Session, Saturday, February 1, 2014 at 9:00 a.m., Ann Richards Administration Building Board Room, Pecan Campus, McAllen, Texas
- Education and Workforce Development Committee Meeting, Monday, February 17th, 2014 at 3:30 p.m., Ann Richards Administration Building Board Room, Pecan Campus, McAllen, Texas
- Facilities Committee Meeting, Monday, February 17th, 2014 at 4:30 p.m., Ann Richards Administration Building Board Room, Pecan Campus, McAllen, Texas
- Finance and Human Resources Committee Meeting, Monday, February 17th, 2014 at 5:30 p.m., Ann Richards Administration Building Board Room, Pecan Campus, McAllen, Texas
- Regular Meeting of the Board of Trustees, Thursday, February 20th, 2014 at 5:30 p.m., Ann Richards Administration Building Board Room, Pecan Campus, McAllen, Texas

Adjournment:

There being no further business to discuss, the Regular Meeting of the South Texas College Board of Trustees adjourned at 7:30 p.m.

I certify the foregoing are the true and correct minutes of the Tuesday, January 28, 2014 Regular Board Meeting of the South Texas College Board of Trustees.

Mrs. Graciela Farias

Secretary

Approval of Minutes February 1, 2014 Board Work Session

The minutes of the February 1, 2014 Board Work Session are submitted for Board approval.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve the minutes for the February 1, 2014 Board Work Session 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 minutes for the February 1, 2014 Board Work Session as presented.

Approval Recommended:

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

South Texas College
Board of Trustees Work Session
Saturday, February 1, 2014 @ 9:00 a.m.
Ann Richards Administration Building Board Room
Pecan Campus, McAllen, Texas 78501

Minutes

I. Call Meeting to Order

The Board Work Session of the South Texas College Board of Trustees was held on Saturday, February 1, 2014 in the Ann Richards Administration Building Board Room at the Pecan Campus in McAllen, Texas. The meeting commenced at 9:08 a.m. with Ms. Rose Benavidez, Chair, presiding.

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

Members absent: None

Also present: Dr. Shirley A. Reed, Mrs. Mary Elizondo, Mr. Jesus Ramirez, Mr. Gerry Rodriguez, and Mr. Andrew Fish

II. Determination of Quorum

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

III. Review and Discussion of Conflict of Interest, Disclosure of Interest, and Prohibited Conduct Policy.

Mr. Jesus Ramirez, Legal Counsel for South Texas College, provided an overview of the proposed revisions to Board Policy 1511: *Conflicts of Interest; Prohibited Conduct*.

Mr. Ramirez described the changes as being legally insubstantial; the revised policy would continue to describe brief relevant sections of State Law governing Board of Trustees conflicts of interest disclosure and prohibited conduct. This section was rewritten for clarity, but substantially unchanged.

As described by Mr. Ramirez, the significant change is the inclusion of a new section 3, which describes a requirement above-and-beyond state law. This new section would require Board members to use their discretion to disclose conflicts of interest to the Board prior to any action *in situations not specifically addressed in state law*.

Whereas state code imposes legal sanctions on a Trustee failing to uphold standards set forth in law, this new section does not carry state statutory enforceable authority. It is a statement of what the Board expects from its members, and encourages open disclosure of

potential conflict even when the conflict does not trigger compliance with a state statutory requirement.

The proposed new policy would also be renamed to clarify its purpose, with the recommended name Policy 1511: *Trustee Duty to Disclose Substantial Interests in a Business Entity or in Real Estate; Disclosure Requirements and Abstention*.

The Board was not asked to approve the policy at this time. Their review with Legal Counsel was designed to provide feedback for later action. The Trustees asked that the policy revision be provided as presented at the Board Meeting in February 2014 for formal action.

No action was taken.

IV. Review and Discussion of Process for Selecting Construction Program Management Services

Mr. Gerry Rodriguez, Director of Facilities Planning and Construction, provided an overview of the process for selecting Construction Program Management (CPM) services.

Mr. Rodriguez's presentation, including a PowerPoint presentation that was streamed with the live video broadcast, illustrated the proposed steps in reviewing the Statements of Qualification being solicited through a Request for Qualification (RFQ) published January 6, 2014. The deadline for responses to be received by the College is February 6, 2014.

This discussion was to review the proposed process with the Board and to get Trustees' feedback to ensure that any screening, review, ranking, or other assessment of the responding firms be conducted in a manner consistent with the Board's preference.

Screening Committee

Staff designated by Mr. Gerry Rodriguez would form a screening committee to review all responses to the RFQ.

Committee Recommendation

This screening committee will provide the Board with a list and summary of all qualified responses, identifying an unranked "short list" of top firms as a recommendation. Copies of the complete Statement of Qualifications response from each firm will be available to the Board upon request.

Board Review

The Board will review the summaries of qualified responses and the recommended "short list" of firms. The Board will select from the qualified responses and invite firms to present to the Board. The number of firms selected for an invitation to present will be determined based upon the responses to the RFQ and the review of the Statements of Qualifications.

Board Presentation and Interview

Staff will work with Board direction to develop presentation topics and interview questions for use in the Board Presentation and Interview. The Board will give final approval to any

topics and structure to be implemented in the interview process. Upon Board approval, these will be distributed to the firms invited to present to the Board.

Staff will work with the Board to develop a set of questions and discussion points to ensure key points are discussed at each presentation, though the Board and firms will be expected to pursue lines of discussion that arise during each presentation.

Board Selection of Firm

The Board will decide the process by which it will select a firm for contract negotiation.

Mr. Gerry Rodriguez explained that procurement code for professional services prohibits the Board from considering costs in selecting the firm to be contracted with. During the contract negotiations, however, if the Board and the selected firm are unable to negotiate a satisfactory contract, the Board is authorized to discontinue negotiations and turn to an alternate choice. At the Board's discretion they may identify an alternate firm(s) in case contract negotiations with the first identified firm are not successful.

Contract Negotiation

Once the Board has selected a firm, the Board will appoint one or two Trustees to join the negotiation team, which will also include staff and Legal Counsel. Legal Counsel recommended a deadline of ten days to work out a contract with the selected firm. Failure to successfully negotiate a contract within this time frame will be reported to the Board, who may opt to instruct staff to begin negotiation with another firm.

A Construction Program Management firm is expected to be contracted by May 2014 to maintain the current timeline for the bond construction program.

V. Review and Discussion of Criteria for Evaluating Responses to Request For Qualifications for Construction Program Management Services

Mr. Gerry Rodriguez and Mrs. Mary Elizondo reviewed the criteria for evaluating responses to the RFQ. During this conversation, the Board and staff also discussed the Construction Manager at Risk process. The Board highlighted the importance of knowing whether responding firms employed the principal service providers directly, or whether they would need to sub-contract these responsibilities to another firm.

Mr. Jesus Ramirez shared that the Construction Manager at Risk firms would either employ all necessary professionals in-house, or would fully disclose that they are a Prime Firm with co-ventures with other firms as needed.

Staff and legal counsel would review the RFQ documentation to request that full disclosure of a firm's principal professionals was made in any statements of qualifications.

The Board had no other feedback on the criteria proposed for evaluating responses. While the Board specified that the staff committee reviewing Statements of Qualifications will not submit ranked recommendations to the Board, Legal Counsel recommended that staff maintain internal documentation, which could include ranking, to justify their selection of particular firms for recommendation to the "short list." This ranking would not be shared with the Board, and would simply be maintained to document the process.

Gerry Rodriguez also clarified the distinction between a General Contractor and a Construction Manager at Risk. A General Contractor is hired after the design process has been completed and is presented with plans to follow.

A Construction Manager at Risk is brought in to the project during the design phase, and works alongside the design team to facilitate clear communications and to provide practical feedback to the design team. This process can lead to greater cooperation on the project, and can also lead to considerable time and cost savings.

VI. Review and Discussion of the Role and Responsibilities of Construction Program Management Services

The RFQ for Construction Program Management services outlines the role and responsibilities of the firm to be hired. The Board reviewed the outline with Mr. Gerry Rodriguez.

The Board clarified that any recommendations of architects/design professionals and construction managers at risk for bond construction program projects would come directly from the Construction Program Manager to the Board. While STC's Facilities Planning and Construction staff would coordinate with the Construction Program Manager on logistics and could advise the Construction Program Manager, the Construction Program Manager would retain sole responsibility to make recommendations to the Board for any contracts awarded on construction bond program projects.

Any designs created for the bond construction program will need to be brought to the Board for approval. The Construction Program Manager will be responsible to act as a liaison between the design team and the Board in submitting designs for review, though College staff may help with logistics.

VII. Discussion of Next Steps, Start-Up Action Items, and Timelines

Mr. Rodriguez and Mrs. Elizondo reviewed the next steps, start-up action items, and proposed timelines for the bond construction program.

The Board reviewed the timeline provided in the packet, which was also provided as a separate handout printed to a tabloid (11" x 17") sheet.

The Board asked which projects would begin first, and when ground would be broken. Staff advised that the proposed timeline would be further refined as the design work moved forward, and the first projects would be formally identified as appropriate. It was anticipated that construction could begin on the major projects as early as Summer 2015.

VIII. Adjournment

There being no further business to discuss, the Board Work Session of the South Texas College Board of Trustees adjourned at 11:10 a.m.

I certify the foregoing are the true and correct minutes of the Saturday, February 1, 2014 Board Work Session of the South Texas College Board of Trustees.

Mrs. Graciela Farias

Secretary

Approval and Authorization to Accept Grant Award(s)

Authorization to accept and approve the following grant award(s) and use of related funds as authorized by each grant is requested:

1. The “Texas Education Consortium for Male Students of Color” Grant

The “Texas Education Consortium for Male Students of Color Grant” from Texas A&M University and University of Texas at Austin began September 1, 2013 and continues through August 1, 2016 in the amount not to exceed \$10,000.

South Texas College will be a sub-award recipient in this grant. A match was requested in the amount of \$5,000 and will be used to develop and fund staff/mentor commitments to students participating in the grant. A campus site visit for interview data collection and administering of surveys will take place.

Authorization would include the use the funds to support the travel to the Consortium meetings and Summer travel to the Austin Summer Summit Meetings as well as seed money to start a mentoring program on site.

This consortium is designed to cultivate and develop a learning community between and among Texas educational institutions focused on improving the educational outcomes for Hispanic and African American male students.

2. The “Becoming a Mom/Comenzando Bien” Grant

The “Becoming a Mom/Comenzando Bien” Grant from the March of Dimes-Texas will be in the amount not to exceed \$3,775 for the period of March 15, 2014 through March 15, 2015.

Authorization would include the use of funds for South Texas College to establish a program to educate Hispanic students, faculty, and staff and offer them accurate and timely information about prenatal care and a healthy pregnancy. This program was designed to help reduce the frequency of elective inductions and C-sections. The program which will help improve healthy pregnancy and birthing will be offered through 9-sessions, of 2-hour each.

3. The “Gateway to College” Grant

The “Gateway to College” Grant from the Gateway to College National Network begins March 1st and continues through February 28, 2015, in an amount not to exceed \$10,000.

STC’s Continuing, Professional and Workforce Education department will establish a Gateway to College program in Starr County to enroll a total of 25 students from Roma and Rio Grande City school districts who have dropped or are at risk of dropping out of high school. The goal of the program is to assist students in attaining their high school diploma while earning college credits by taking dual enrollment courses.

The grant is intended to start up the Gateway to College program in Starr County. As soon as enrollment of students begins in Fall 2014, the program will be sustained by a

negotiated percentage of the school districts' average daily attendance (ADA) funding. The Gateway to College program will be housed at the STC Starr County Campus.

South Texas College's in-kind contributions will consist of the use of facilities, and tuition to be waived for dual enrollment courses.

4. The "Child Care Training Service" Contract

The "Child Care Training Service" contract was awarded by the Lower Rio Grande Valley Workforce Development Board beginning December 20, 2013 through July 31, 2014 in the amount not to exceed \$13,750.

South Texas College will receive funds for the Service Contract to conduct three Child Care Trainings during Spring and Summer 2014. The funds will go to pay for the participants to attend.

These three trainings are provided as continuing education for licensed childcare providers, to increase the quality of care provided to children in daycare while also helping the providers maintain their license requirements.

Licensed childcare providers are required to obtain 20 hours of continuing education training per year, and each training session funded by this grant provides 6 Clock Hours of training (.6 CEUs).

The local workforce board requires the facilities they contract with to these conferences to ensure they are receiving quality training to maintain their licensing. This grant funded project benefits the STC community through increased access to quality, licensed childcare.

5. Additional Grants Received/Pending Official Award

The approved grant will provide up to \$37,525 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 award(s) and use of related funds as authorized by each grant, contingent upon official award as appropriate:

1. The "Texas Education Consortium for Male Students of Color" Grant
2. The "Becoming a Mom/Comenzando Bien" Grant
3. The "Gateway to College" Grant
4. The "Child Care Training Service" Contract
5. Additional Grants 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 award(s) and using related funds as authorized by each grant, contingent upon official award as appropriate:

1. The “Texas Education Consortium for Male Students of Color” Grant
2. The “Becoming a Mom/Comenzando Bien” Grant
3. The “Gateway to College” Grant
4. The “Child Care Training Service” Contract
5. Additional Grants Received/Pending Official Award

Approval Recommended:

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

Review of the Presentations to the Education and Workforce Development Committee

Dr. Anahid Petrosian, Vice President for Academic Affairs, has coordinated with administration, faculty, and staff provide a review of the highlights within the Division of Academic Affairs to the Education and Workforce Development Committee. This review is to help the Committee stay informed of recent, current, and future programs of note within the Division of Academic Affairs.

In February 2014 the first two in a series of highlights of Academic Affairs program were presented:

Dr. Margaretha Bischoff, Dean of Liberal Arts & Social Sciences, introduced Mr. William Buhidar, Department Chair of Visual Arts & Music. Mr. Buhidar provided the following two presentations and responded to questions from the Committee.

1. Review of Highlights in the Division of Academic Affairs for FY 2013 – 2014 Music Program

This presentation provided a brief overview the of the growth of the Music Program at South Texas College, as well as a review of performances during the Fall 2013 semester.

Mr. Buhidar was joined by Ms. Sharon O'Leary, Music Instructor.

Mr. Buhidar then shared an announcement of the upcoming performances planned for Spring 2014 and a review of the planned expansion of the Music Program offered by South Texas College.

2. Review of Highlights in the Division of Academic Affairs for FY 2013 – 2014 Visual Arts Program

This presentation provided a brief overview the of the growth of the Visual Arts Program at South Texas College, as well as a review of exhibitions during the Fall 2013 semester.

Mr. Buhidar was joined by Ms. Rachel Brown, Assistant Professor of Art.

Mr. Buhidar then shared an announcement of the upcoming performances planned for Spring 2014 and a review of proposed initiatives within the Visual Arts Program, designed to expand services to students and increase the College's presence in the cultural community of Hidalgo and Starr Counties.

A copy of each presentation was included in the Education and Workforce Development Committee packet for the February 17, 2014 committee meeting.

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

Review and Recommend Action on Award of Proposal, Purchases, and Renewals

Approval of the following proposal award, purchases, and renewals is requested.

1) ID Card Printers (Award)

Award the proposal for identification (ID) card printers to IdentiSys, Inc. (Eden Prairie, MN) (New vendor) at a total cost of \$18,493.00.

The ID card printers will be used by the Student Information Center in the Division of Student Affairs and Enrollment Management. The printers will be placed at each of our campuses (Pecan, Mid-Valley, Starr, Nursing and Technology) to provide ID cards to students, faculty and staff. Dual enrollment ID cards are also printed to allow students access to College resources. The new printers will replace obsolete and out of warranty equipment.

Proposal documents were advertised and sent to ten (10) vendors. Four (4) responses were received and reviewed by Student Outreach, Technology Resources and Purchasing Department.

Funds for this expenditure are budgeted in the Student Outreach budget for FY 2013-2014.

2) Audio Visual Equipment (Purchase)

Purchase audio visual equipment from Audio Visual Aids (San Antonio, TX), a State of Texas Department of Information Resources (DIR) approved vendor, at a total cost of \$11,552.50.

The audio visual equipment will be used for student instruction by the Art Program in the Division of Liberal Arts and Sciences. It will be installed in the graphics arts lab. This equipment will upgrade the graphic arts lab at the Mid-Valley Campus to a full multimedia room, with equipment such as a high definition projector, projection screen, control system, and audio system. The teaching of graphic arts requires the use of software programs such as Adobe Photoshop, the demonstrating of this software, and the sharing of student work, all of which are facilitated by this system.

Funds for this expenditure are budgeted in the Construction – Mid Valley South Academic Building Graphic Arts Lab budget for FY 2013-2014.

3) Computers (Purchase)

Purchase computers from the State of Texas Department of Information Resources (DIR) approved vendors Dell Marketing, LP (Dallas, TX) and Apple Computer, Inc. (Dallas, TX) in the total amount of \$54,526.74.

All purchase requests for computers have been evaluated by Technology Resources Department and the Chief Information Officer. An itemized list with justification is included for your review and information. The purchases can be summarized as follows:

The purchases can be summarized as follows:

- Staff-Use Computers
 - ⇒ 1 Computer for Public Relations/Marketing
 - ⇒ 1 Computer for Office of President

- Faculty-Use Computers
 - ⇒ 1 Computer for Mechatronics
 - ⇒ 1 Computer for Pharmacy Technology
 - ⇒ 1 Computer for College Success Healthcare
- Student Lab-Use Computers
 - ⇒ 12 Computers for Chemistry
 - ⇒ 3 Computers for Pharmacy Technology
 - ⇒ 25 Computers for Engineering
- Student-Use Kiosk Computers
 - ⇒ 7 Computers for Technology Support

Funds for these expenditures are budgeted in the requesting department budgets for FY 2013-2014 as follows: Public Relations/Marketing, Office of President, Mechatronics, Pharmacy Technology, College Success Healthcare, Chemistry, Engineering, and Technology Support.

4) Furniture (Purchase)

Purchase furniture from the State of Texas Multiple Award Schedule (TXMAS) and Texas Association of School Boards – Buyboard approved vendors, at a total amount of \$55,445.25.

A) Computer Comforts.....	\$1,250.41
B) Datum Filing Systems, Inc.....	\$146.35
C) ERG International.....	\$1,844.65
D) The Hon Company.....	\$9,067.17
E) Inscape LTD.....	\$20,698.00
F) Krueger International, Inc.....	\$21,686.62
G) Lyon Workspace Products.....	\$752.05

The purchases can be summarized as follows:

- Computer Comforts (Kemah, TX)
 - ⇒ Mid Valley Campus
 - 1 Instructor table for Instructional Technologies
- Datum Filing Systems, Inc. /Gateway Printing & Office Supply, Inc. (Edinburg, TX)
 - ⇒ Pecan Campus
 - 1 Wall cabinet for the Police Department
- ERG International/Gateway Printing & Office Supply, Inc. (Edinburg, TX)
 - ⇒ Pecan Campus
 - 6 tables for the Police Department
- The Hon Company/Gateway Printing & Office Supply, Inc. (Edinburg, TX)
 - ⇒ Pecan Campus
 - 17 Staff chairs, 7 bookcases and 1 storage cabinet for the Police Department
 - 1 Desk for the Library
 - 1 Vertical file for the Political Science Program
- Inscape LTD /Gateway Printing & Office Supply, Inc. (Edinburg, TX)
 - ⇒ Pecan Campus
 - Partition prefabricated walls for the Strategic Initiatives Department

- Krueger International, Inc. / Gateway Printing & Office Supply, Inc. (Edinburg, TX)
 - ⇒ Pecan Campus
 - 11 Desks and 41 Chairs for the Police Department
 - 1 Table for Instructional Technologies
- Lyon Workspace Products (Edinburg, TX)
 - ⇒ Nursing and Allied Health Campus
 - 5 Shelves Units for the Vocational Nursing Department

Fund for these expenditures are budgeted in the requesting department budgets for FY 2013-2014 as follows: Instructional Technologies, Library Information Commons, Mid Valley SAB Graphic Arts Lab Improvements-Technology, Construction-Pecan Plaza Police Department Space Renovations - FFE, Political Science, Construction-Strategic Initiatives Office and Vocational Nursing.

5) Internet Services (Purchase)

Purchase additional internet service from Time Warner Cable, a State of Texas Department of Information Resources (DIR) approved vendor, for the period beginning March 1, 2014 through April 30, 2015, at an additional monthly cost of \$4,424 (an annual amount of \$53,088) as well as a one-time installation fee of \$4,200.

This service is an increase to the existing three year contract for internet service which was approved by the Board of Trustees at the April 24, 2012 meeting.

It is an increase to the direct internet bandwidth services for the Mid Valley Campus from 50 to 200 megabytes as well as the internet bandwidth services from the Pecan Campus to both the Starr County Campus and the Mid Valley Campus from 50 to 100 megabytes each. The internet bandwidth increase is required in order to alleviate some of the performance issues recently experienced with the Student Learning Management System, Blackboard. The Mid Valley and Starr County Campus internet performance and speed have been reported to suffer in the recent months due to the expansion of online services provided to students. This is the first step towards scaling up and growing the technology infrastructure to meet increased STC student and community demands. A more detailed analysis on systems usage and data traffic is being performed district wide in order to address issues reported in other STC campuses.

Funds for this expenditure are budgeted in the Phone Central Office budget for FY 2013-2014.

6) Network Switches (Purchase)

Purchase network switches from Insight Public Sector (McAllen, TX), a State of Texas Department of Information Resources (DIR) approved vendor, at a total cost of \$36,416.50.

The network switches will be used as follows:

- Replace the main campus core switch that handles all internet/intranet and local traffic including all of our remote sites. The existing core switch at the Pecan Campus will be moved to the Pecan Plaza where it will handle all local and internet traffic including the new STC Police Department
- Replace a failing switch at the McAllen ISD Early College high school due to an increase of internet traffic since iPads were issued to students and teachers

Funds for this expenditure are budgeted in the Phones Central Office budget for FY 2013-2014.

7) Police Officer Uniforms (Purchase)

Purchase police officer uniforms from Sterling's Uniforms (San Antonio, TX), a Texas Association of School Boards – Buyboard approved vendor, at an estimated cost of \$10,801.00.

The police officer uniforms are needed for the seven (7) new officers for the Mid Valley Campus that will begin March 2014 and additional to be used as replacements as needed.

Funds for this expenditure are budgeted in the STC Police budget for FY 2013-2014.

8) Robotic Training Arm and Software (Purchase)

Purchase a robotic training arm and software from Technical Laboratory Systems, Inc. (Houston, TX), a sole source vendor, at a total cost of \$49,554.00.

The portable, self-contained robotic training laboratory with robotic arm and software will be used for student instruction at the Institute for Advance Manufacturing (IAM). It is an addition to the existing automation training equipment that is used for mechatronics training of manufacturing employees and students. The robotic arm is designed for high speed and precision applications such as machine tending, material handling, assembly, picking, packing and material removal.

The portable unit will give IAM the capability for providing on-site robotics training in addition to classroom training. The portability of the unit will allow IAM to better meet the training needs of the population involved in manufacturing.

Funds for this expenditure are budgeted in the Institute for Advanced Manufacturing budget for FY 2013-2014.

9) Three Dimensional Printer (Purchase)

Purchase a three dimensional printer from Technical Laboratory Systems, Inc. (Houston, TX), a sole source vendor, at a total cost of \$29,800.00.

The three dimensional printer will be used for student instruction in the Engineering Program in the Division of Math and Science. The printer will enhance the student learning and provide hands on experience in learning about design, manufacturing and achieving rapid prototyping. This printer will be installed at the Mid-Valley Campus.

Funds for this expenditure are budgeted in the Engineering Program budget for FY 2013-2014.

10) Vehicle Equipment (Purchase)

Purchase vehicle equipment from Fleet Safety Equipment, Inc. (Houston, TX), a Texas Association of School Boards – Buyboard approved vendor, at a total cost of \$16,646.13.

The vehicle equipment will be used by the new STC Police Department. It requires emergency response and law enforcement equipment in the police vehicle and all-terrain vehicles recently purchased by the College. This equipment includes emergency lights, sirens and other equipment required for police operations.

The vehicle equipment will be used by the STC Police Department on the recently purchased Police Vehicle, which requires emergency response and law enforcement equipment.

Additional equipment is also needed for the all-terrain vehicles. This equipment includes emergency lights, sirens and other equipment required for the day to day operation of the STC Police Department.

Funds for this expenditure are budgeted in the Office of Safety and Security budget for FY 2013-2014.

11)Book Detection System Maintenance Agreement (Renewal)

Renew the book detection system maintenance agreement with 3M Library Systems (St. Paul, MN), a sole source vendor, for the period beginning September 1, 2013 through August 31, 2014, at a total cost of \$20,890.00.

The book detection system maintenance agreement will provide maintenance and support for all book detection systems used at all STC libraries.

Funds for this expenditure are budgeted in the Library Services budget for FY 2013-2014.

12)Food Purchases (Renewal)

Renew the contracts for food purchases for the period beginning March 27, 2014 through March 26, 2015, at an estimated amount of \$300,000.00 with the following vendors:

- Ben E. Keith (San Antonio, 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)

The food products are necessary for the operation of the STC cafeterias at the Pecan Campus, Technology Campus, Mid-Valley Campus and Starr County Campus. It is in the best interest of the College to have multiple vendors to be able to purchase at the lowest price to keep food cost down, to obtain the best quality products, and to ensure availability.

The Board awarded the contracts for food purchases at the March 26, 2013 Board of Trustees meeting for one year with two one-year annual renewals. The first renewal period begins March 27, 2014 and extends through March 26, 2015.

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 Food Service Auxiliary Fund budget for FY 2013-2014. The food service function is self-supporting.

13)Nursing and Allied Health Supplies (Renewal)

Renew the Nursing and Allied Health supplies contracts for the period of April 21, 2014 through April 20, 2015, at an estimated cost of \$200,000.00 with the following vendors:

- Bound Tree Medical, LLC. (Dublin, OH)
- Henry Schein, Inc. (Melville, NY)
- Interboro Packaging Corp. (Montgomery, NY)
- Laerdal Medical Corporation (Wappingers Falls, NY)

- Moore Medical, LLC. (Farmington, CT)
- Pocket Nurse (Ambridge, PA)

The Nursing and Allied Health supplies will be used for student instruction in various nursing and allied health programs in the Division of Nursing and Allied Health. The supplies include some of the following items: gloves, gauzes, syringes, IV solution bags and drip lines, surgery gowns, caps and shoes, prescription bottles and caps, bandages, thermometers, bed pads, alcohol pads, and bed sheets.

The Board awarded the contracts for Nursing and Allied Health supplies at the February 23, 2012 Board of Trustees meeting for one year with two one-year annual renewals. The last renewal period begins April 21, 2014 through April 20, 2015.

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

Funds for this expenditure are budgeted in the Vocational Nursing, Associate Degree Nursing, Patient Care Assistant, Respiratory Therapy, Nursing Shortage Reduction, Medical Assistant Technology, Pharmacy Technology Program and Emergency Medical Technician budgets for FY 2013-2014.

14)Risk Management Services (Renewal)

Renew the risk management services contract with Shepard Walton King Insurance Group (McAllen, TX) for the period beginning May 1, 2014 through April 30, 2015, at an estimated cost of \$17,200.00.

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

The Board awarded the contract for risk management services at the April 24, 2012 Board of Trustees meeting for one year with four one-year annual renewals. The second renewal period begins May 1, 2014 through April 30, 2015.

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

Funds for this expenditure are budgeted in the Insurance budget for FY 2013-2014.

15)Sign Language Interpreter Services (Renewal)

Renew the contract for sign language interpreter services with Language Training Center (Indianapolis, IN) for the period beginning March 27, 2014 through March 26, 2015, at an estimated amount of \$10,000.00.

The sign language interpreter services are scheduled by the Office of Human Resources as needed with STC employee and applicants interviewing for vacant positions at STC. Additionally, these services are available for all College Departments and Programs as needed.

The Board awarded the contract for sign language interpreter services at the February 23, 2012 Board of Trustees meeting for one year with two one-year annual renewals. The last renewal period begins March 27, 2014 through March 26, 2015.

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 2013-2014.

Recommendation:

At the Finance and Human Resources Committee, the vendor Gateway Jones & Cook Stationers was mistakenly listed as the reseller for furniture items as listed in 4B, 4C, 4D, 4E, and 4F below; the correct reseller is Gateway Printing & Office Supply (Edinburg, TX).

The Board is asked to approve the proposal awards, purchases, and renewals as listed below, and as recommended by the Finance and Human Resources Committee, with the substitution of the reseller Gateway Printing & Office Supply in place of Gateway Jones & Cook Stationers, as identified.

- 1) **ID Card Printers (Award):** award the proposal for identification (Id) card printers to IdentiSys, Inc. (Eden Prairie, MN) at a total cost of \$18,493.00;
- 2) **Audio Visual Equipment (Purchase):** purchase audio visual equipment from Audio Visual Aids (San Antonio, TX), a State of Texas Department of Information Resources (DIR) approved vendor, at a total cost of \$11,552.50;
- 3) **Computers (Purchase):** purchase computers from the State of Texas Department of Information Resources (DIR) approved vendor Dell Marketing, LP (Dallas, TX) and Apple Computer, Inc. (Dallas, TX) in the total amount of \$54,526.74;
- 4) **Furniture (Purchase):** purchase furniture from the State of Texas Multiple Award Schedule (TXMAS) and the Texas Association of School Boards – Buyboard approved vendors, at a total amount of \$55,445.25:
 - A) Computer Comforts..... \$1,250.41
 - B) Datum Filing Systems, Inc..... \$146.35
 - C) ERG International..... \$1,844.65
 - D) The Hon Company \$9,067.17
 - E) Inscape LTD..... \$20,698.00
 - F) Krueger International, Inc..... \$21,686.62
 - G) Lyon Workspace Products \$752.05
- 5) **Internet Services (Purchase):** purchase additional internet service from Time Warner Cable, a State of Texas Department of Information Resources (DIR) approved vendor, for the period beginning March 1, 2014 through April 30, 2015, at an additional monthly cost of \$4,424 (an annual amount of \$53,088) as well as a one-time installation fee of \$4,200;
- 6) **Network Switches (Purchase):** purchase network switches from Insight Public Sector (McAllen, TX), a State of Texas Department of Information Resources (DIR) approved vendor, at a total cost of \$36,416.50;
- 7) **Police Officer Uniforms (Purchase):** purchase police officer uniforms from Sterling's Uniforms (San Antonio, TX), a Texas Association of School Boards – Buyboard approved vendor, at an estimated cost of \$10,801.00;

- 8) Robotic Training Arm and Software (Purchase):** purchase a robotic training arm and software from Technical Laboratory Systems, Inc. (Houston, TX), a sole source vendor, at a total cost of \$49,554.00;
- 9) Three Dimensional Printer (Purchase):** purchase a three dimensional printer from Technical Laboratory Systems, Inc. (Houston, TX), a sole source vendor, at a total cost of \$29,800.00;
- 10) Vehicle Equipment (Purchase):** purchase vehicle equipment from Fleet Safety Equipment, Inc. (Houston, TX), a Texas Association of School Boards – Buyboard approved vendor, at a total cost of \$16,646.13;
- 11) Book Detection System Maintenance Agreement (Renewal):** renew the book detection system maintenance agreement with 3M Library Systems (St. Paul, MN), a sole source vendor, for the period beginning September 1, 2013 through August 31, 2014, at a total cost of \$20,890.00;
- 12) Food Purchases (Renewal):** renew the contracts for food purchases for the period beginning March 27, 2014 through March 26, 2015, at an estimated amount of \$300,000.00 with the following vendors:
- Ben E. Keith (San Antonio, 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)
- 13) Nursing and Allied Health Supplies (Renewal):** renew the nursing and Allied Health supplies contracts for the period of April 21, 2014 through April 20, 2015, at an estimated cost of \$200,000.00 with the following vendors:
- Bound Tree Medical, LLC. (Dublin, OH)
 - Henry Schein, Inc. (Melville, NY)
 - Interboro Packaging Corp. (Montgomery, NY)
 - Laerdal Medical Corporation (Wappingers Falls, NY)
 - Moore Medical, LLC. (Farmington, CT)
 - Pocket Nurse (Ambridge, PA)
- 14) Risk Management Service (Renewal):** renew the risk management services contract with Shepard Walton King Insurance Group (McAllen, TX) for the period beginning May 1, 2014 through April 30, 2015, at an estimated cost of \$17,200.00;
- 15) Sign Language Interpreter Services (Renewal):** renew the contract for sign language interpreter services with Language Training Center (Indianapolis, IN) for the period beginning March 27, 2014 through March 26, 2015, at an estimated amount of \$10,000.00.

SUMMARY TOTAL:

The total for all proposal award, purchases, and renewals is \$888,613.12

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

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

Approval Recommended:

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

President

Review and Recommend Action on Revision of Workforce Continuing Education Tuition Rate for FY 2013-2014 and FY 2014-2015

Approval of revisions to the Workforce Continuing Education Tuition Rate that were approved in the Student Tuition and Fees Schedules for FY 2013-2014 and FY 2014-2015 is requested.

The Board of Trustees approved, on March 26, 2013 for FY 2013-2014 and on November 26, 2013 for FY 2014-2015, a tuition rate of \$6.00 per contact hour for Workforce Continuing Education classes.

The tuition rate of \$6.00 per contact hour is charged for classes offered by the Continuing, Professional and Workforce Education Department (CPWE) and the Institute for Advanced Manufacturing (IAM). The CPWE Department and the IAM prepare a cost analysis for each class whereby the total tuition class revenue is calculated and compared to the total class cost to determine whether associated costs are fully recovered through tuition. The total tuition revenue per class is dependent on the number of students. The total costs of the class include administrative and faculty salaries and benefits, operating, and travel. The cost analysis prepared for each class and the supporting documentation is submitted to the Business Office for review.

The associated costs of conducting a class, in some cases, may be higher or lower than the total tuition revenue generated by the class. In addition to the \$6.00 per contact hour tuition rate, the CPWE Department and the IAM are requesting a variable tuition rate for Workforce Continuing Education classes which would be negotiated, as deemed necessary, and set to recover the associated costs of providing the classes. The negotiation would occur between the CPWE Department and/or the IAM and the organization sponsoring the students. If the students are not sponsored by an organization, the CPWE Department and/or the IAM would set the variable tuition rate, as deemed necessary, and would submit the cost analysis and supporting documentation to the Business Office for review.

The Texas Higher Education Coordinating Board (THECB) sets Guidelines for Instructional Programs in Workforce Education. Per Chapter 3, Section b. 10 (5), of the THECB Guidelines, the governing board is responsible for establishing the tuition and fees for Workforce Continuing Education courses offered for Continuing Education Units (CEU). As per the THECB's staff, this responsibility implies that the rates may vary per class as the Board deems appropriate.

The revisions to the proposed Workforce Continuing Education Tuition Rate in the Student Tuition and Fees Schedules for FY 2013-2014 and FY 2014-2015 are as follows:

	Board Approved FY 2013-2014	Proposed for FY 2013-2014	Proposed for FY 2014-2015
Workforce/Continuing Education Tuition per contact hour and variable tuition	6.00	6.00 or variable tuition	6.00 or variable tuition

The Finance and Human Resources Committee recommended Board approval of the revisions to the Workforce Continuing Education Tuition Rate that were approved in the Student Tuition and Fees Schedules for FY 2013-2014 and FY 2014-2015 as presented.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize the revisions to the Workforce Continuing Education Tuition Rate that were approved in the Student Tuition and Fees Schedules for FY 2013-2014 and FY 2014-2015 as presented.

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

The Board of Trustees of South Texas College approves and authorizes the revisions to the Workforce Continuing Education Tuition Rate that were approved in the Student Tuition and Fees Schedules for FY 2013-2014 and FY 2014-2015 as presented.

Approval Recommended:

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

Review and Action as Necessary on Statute of Limitations Applicable to STC Hail Storm Damage Claim

This item was included in the agenda so that the Board could take action if recommended by the Facilities Committee at the Monday, February 17, 2014 Committee Meeting.

Upon the advice of Legal Counsel, there was no action for Board consideration at this point.

Staff will continue working with the contractors on the Hail Storm Damage projects to gather necessary documentation for the Hail Storm Damage Claim, and will update the Facilities Committee and the Board of Trustees as appropriate.

No Board discussion or action is required at this time.

Review and Action as Necessary on Development of a Short List and Interview Schedule for Construction Program Management Services Firms

This item was included in the agenda so that the Board could take action if recommended by the Facilities Committee at the Monday, February 17, 2014 Committee Meeting.

Upon the advice of Legal Counsel, there was no action for Board consideration at this point.

Staff will continue evaluating the responses to the Request for Qualifications for a Construction Program Management Services firm, and will provide the Facilities Committee with an update at the March 3, 2014 Committee meeting.

No Board discussion or action is required at this time.

Review and Action as Necessary on Substantial Completion of Hail Damage Repairs for Pecan Campus Building K, L, Human Resources, and HVAC Chilled Water Pipe Insulation

Approval of substantial completion of Hail Damage Repairs for Pecan Campus Building K (Student Services), Building L (Cooper Center for Communication Arts), Human Resources, and HVAC Chilled Water Pipe Insulation is requested.

During the March 2012 hail storm, buildings on the Pecan Campus were damaged. Repairs for these damages have been included in the insurance adjuster's list of damaged items. Plans and specifications describing the repairs were issued by Amtech Building Sciences for repair of each building or phase. Job Order Contractor proposals for building repairs were submitted by SpawGlass Contractors and approved. SpawGlass has since accomplished substantial completion for these phases of repair.

Planning & Construction staff along with representatives from Amtech Building Sciences visited the site and developed a construction punch list. As a result of this site visit and observation of the completed work, Certificates of Substantial Completion for these phases of repair were prepared. Copies of the Certificates of Substantial Completion are attached.

Contractor SpawGlass Contractors will continue working on the punch list items identified and will have thirty (30) days to complete before final completion can be recommended for approval. It is anticipated that final acceptance of this project will be recommended for approval at the March 2014 Board meeting.

The Facilities Committee recommended Board approval of the substantial completion of Hail Damage Repairs for Pecan Campus Building K (Student Services), Building L (Cooper Center for Communication Arts), Human Resources, and HVAC Chilled Water Pipe Insulation as presented.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize the substantial completion of Hail Damage Repairs for Pecan Campus Building K (Student Services), Building L (Cooper Center for Communication Arts), Human Resources, and HVAC Chilled Water Pipe Insulation as presented.

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

The Board of Trustees of South Texas College approves and authorizes the substantial completion of Hail Damage Repairs for Pecan Campus Building K (Student Services), Building L (Cooper Center for Communication Arts), Human Resources, and HVAC Chilled Water Pipe Insulation as presented.

Approval Recommended:

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

AIA® Document G704™ – 2000

Certificate of Substantial Completion

PROJECT:*(Name and address)*

Repair of Pecan Campus Hall
Damaged Roofs and Related Equipment
Phase 7 - Bldg K (P.O. Phase XI -
P0059589)

PROJECT NUMBER: 12-011/**CONTRACT FOR:** General Construction**CONTRACT DATE:** August 10, 2012**OWNER:** ☒**ARCHITECT:** ☒**CONTRACTOR:** ☒**FIELD:** ☐**FILE:** ☒**TO OWNER:***(Name and address)*

South Texas College
3200 W. Pecan Blvd
McAllen, Texas 78501

TO CONTRACTOR:*(Name and address)*

SpawGlass Contractors, Inc.
4909 E. Grimes, Ste. 116
Harlingen, Texas 78550

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

A Substantial Completion Certificate for Roof Areas A, B, C & D of Building K was issued on December 23, 2013 (Copy Attached). Substantial Completion for all remaining Roof Areas of Building K (Areas E, F, G, H1 & H2) is established by this Certificate of Substantial Completion. With issuance of this Certificate of Substantial Completion, the roofing work at all roof areas of Building K are now substantially complete.

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

Warranty

Garland Co. 15 Yr. NDL Warranties for SBS Modified Bitumen Roofing Systems for Roof Areas A, B, C & D

Date of Commencement

All the roof areas at the STC Pecan Campus that use Garland Co. Roofing Materials have been Substantially Complete on December 23, 2013. All the 15 yr. Garland NDL Warranties have been recorded under previous Substantial Completion Certificates and shall commence on December 23, 2013.

All other Warranties

No other warranties shall commence before February 3, 2014. Should any Manufacturer's and/or Installer's Warranties list a commencement date before February 3, 2014, they shall be revised to reflect this date as the warranty commencement date.

Michael D. Hovar, AIA, LEED AP

ARCHITECT

BY



02/03/2014

DATE OF ISSUANCE

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

Cost estimate of Work that is incomplete or defective: \$900.00

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

Clayton Frady, Project Manager
SpawGlass Contractors, Inc.

CONTRACTOR

BY

DATE

The Owner accepts the Work or designated portion as substantially complete and will assume full possession at _____ (time) on _____ (date).

Dr. Shirley A. Reed, President
South Texas College

OWNER

BY

DATE

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

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

The Contractor accepts responsibility for the safety of the building occupants and passers-by while undertaking the corrective measures outlined in the punch-list. The Owner accepts responsibility for insurance, maintenance, utilities and damages to the work - other than damage caused by the Contractor while in the process of undertaking the corrective measures - as the date of Substantial Completion.



AIA[®] Document G704[™] – 2000

Certificate of Substantial Completion

PROJECT:

(Name and address)

Repair of Pecan Campus Hall
Damaged Roofs and Related Equipment
Phase 9 - Bldg L (P.O. Phase XV -
P0059940)

PROJECT NUMBER: 12-011/

CONTRACT FOR: General Construction

CONTRACT DATE: August 10, 2012

OWNER: ☒

ARCHITECT: ☒

CONTRACTOR: ☒

FIELD: ☐

FILE: ☒

TO OWNER:

(Name and address)

South Texas College
3200 W. Pecan Blvd
McAllen, Texas 78501

TO CONTRACTOR:

(Name and address)

SpawGlass Contractors, Inc.
4909 E. Grimes, Ste. 116
Harlingen, Texas 78550

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

A Substantial Completion Certificate for Roof Areas B, C, D, E, F & H of Building L was issued on December 23, 2013 (Copy Attached). Substantial Completion for all remaining Roof Areas of Building L (Areas A, B1 & G) is established by this Certificate of Substantial Completion. With issuance of this Certificate of Substantial Completion, the roofing work at all roof areas of Building L are now substantially complete.

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

Warranty

Garland Co. 15 Yr. NDL Warranties for SBS Modified Bitumen Roofing Systems for Roof Areas B, C, D, E, F & H

Date of Commencement

All the roof areas at the STC Pecan Campus that use Garland Co. Roofing Materials have been Substantially Complete on December 23, 2013. All the 15 yr. Garland NDL Warranties have been recorded under previous Substantial Completion Certificates and shall commence on December 23, 2013.

All other Warranties

No other warranties shall commence before February 3, 2014. Should any Manufacturer's and/or Installer's Warranties list a commencement date before February 3, 2014, they shall be revised to reflect this date as the warranty commencement date.

Michael D. Hovar, AIA, LEED AP

ARCHITECT

BY

02/03/2014

DATE OF ISSUANCE

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

Cost estimate of Work that is incomplete or defective: \$7,600.00

The Contractor will complete or correct the Work on the list of items attached hereto within Forty-Five (45) days from the above date of Substantial Completion.

Clayton Frady, Project Manager
SpawGlass Contractors, Inc.

CONTRACTOR

BY

DATE

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User Notes: (1886150962)

The Owner accepts the Work or designated portion as substantially complete and will assume full possession at _____ (time) on _____ (date).

Dr. Shirley A. Reed, President
South Texas College

OWNER

BY

DATE

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

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

The Contractor accepts responsibility for the safety of the building occupants and passers-by while undertaking the corrective measures outlined in the punch-list. The Owner accepts responsibility for insurance, maintenance, utilities and damages to the work - other than damage caused by the Contractor while in the process of undertaking the corrective measures - as the date of Substantial Completion.



AIA Document G704™ – 2000

Certificate of Substantial Completion

PROJECT:

(Name and address)

Repair of Pecan Campus Hail
Damaged Roofs and Related Equipment
Phase 10 - Human Resources (P.O.
P0059330)

PROJECT NUMBER: 12-011/

CONTRACT FOR: General Construction

CONTRACT DATE: August 10, 2012

OWNER: ☒

ARCHITECT: ☒

CONTRACTOR: ☒

FIELD: ☐

FILE: ☒

TO OWNER:

(Name and address)

South Texas College
3200 W. Pecan Blvd
McAllen, Texas 78501

TO CONTRACTOR:

(Name and address)

SpawGlass Contractors, Inc.
4909 E. Grimes, Ste. 116
Harlingen, Texas 78550

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

Pecan Plaza - Human Resources Building (Bldg. A), Roof Repairs at Roof Area A (Flex Membrane) and Roof Replacement at Roof Area B (Standing Seam Metal Roofing).

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

Warranty

Flex Roofing Warranty

Date of Commencement

Provide written confirmation from Flex Membrane International Corp., that the pre-existing Warranty for the Flex Roofing System at Area A is intact and in full force, including all areas of repair. Include date that this warranty will no longer be in effect.

All other Warranties

No other warranties shall commence before February 3, 2014. Should any Manufacturer's and/or Installer's Warranties list a commencement date before February 3, 2014, they shall be revised to reflect this date as the warranty commencement date.

Michael D. Hovar, AIA, LEED AP

ARCHITECT

BY

02/03/2014

DATE OF ISSUANCE

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

Cost estimate of Work that is incomplete or defective: \$3,600.00

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

Clayton Frady, Project Manager

SpawGlass Contractors, Inc.

CONTRACTOR

BY

DATE

The Owner accepts the Work or designated portion as substantially complete and will assume full possession at _____ (time) on _____ (date).

Dr. Shirley A. Reed, President
South Texas College

OWNER

BY

DATE

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

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

The Contractor accepts responsibility for the safety of the building occupants and passers-by while undertaking the corrective measures outlined in the punch-list. The Owner accepts responsibility for insurance, maintenance, utilities and damages to the work - other than damage caused by the Contractor while in the process of undertaking the corrective measures - as the date of Substantial Completion.



AIA[®] Document G704[™] – 2000

Certificate of Substantial Completion

PROJECT:

(Name and address)

Repair of Pecan Campus Hall
Damaged Roofs and Related Equipment
Phase 1 - Pipe Insulation & Jacketing
Bldgs A, B, C, D, F, G, H & X (P.O.
Phase XIX - P0059592)

PROJECT NUMBER: 12-011/

CONTRACT FOR: General Construction

CONTRACT DATE: August 10, 2012

OWNER: ☒

ARCHITECT: ☒

CONTRACTOR: ☒

FIELD: ☐

FILE: ☒

TO OWNER:

(Name and address)

South Texas College
3200 W. Pecan Blvd
McAllen, Texas 78501

TO CONTRACTOR:

(Name and address)

SpawGlass Contractors, Inc.
4909 E. Grimes, Ste. 116
Harlingen, Texas 78550

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

Substantial Completion Certificates for the pipe insulation and jacketing replacements for the chilled water lines at Buildings A, B, C, D, F and X was issued on November 19, 2013 (a copy of each is attached). Substantial Completion Certificates for the pipe insulation and jacketing replacements for the chilled water lines at Buildings G and H was issued on January 10, 2013 (a copy of each is attached) complete as of January 10, 2014. With issuance of this Certificate of Substantial Completion, the pipe insulation and jacketing replacements for the chilled water lines at all Buildings is now substantially complete.

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

Warranty

Pipe insulation and jacketing replacements for the chilled water lines at Buildings A, B, C, D, F, G, H and X

Date of Commencement

No warranties associated with the work described above shall commence before January 10, 2014. Should any Manufacturer's and/or Installer's Warranties list a commencement date before January 10, 2014, they shall be revised to reflect this date as the warranty commencement date.

Michael D. Hovar, AIA, LEED AP

ARCHITECT

BY

January 10, 2014

DATE OF ISSUANCE

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

Cost estimate of Work that is incomplete or defective: \$0.00

The Contractor will complete or correct the Work on the list of items attached hereto within Zero (0) days from the above date of Substantial Completion.

Clayton Frady, Project Manager

SpawGlass Contractors, Inc.

CONTRACTOR

BY

DATE

The Owner accepts the Work or designated portion as substantially complete and will assume full possession at _____ (time) on _____ (date).

Dr. Shirley A. Reed, President
South Texas College

OWNER

BY

DATE

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

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

The Contractor accepts responsibility for the safety of the building occupants and passers-by while undertaking the corrective measures outlined in the punch-list. The Owner accepts responsibility for insurance, maintenance, utilities and damages to the work - other than damage caused by the Contractor while in the process of undertaking the corrective measures - as the date of Substantial Completion.

Review and Action as Necessary on Final Completion of Hail Damage Repairs for Pecan Campus Buildings B, D, X, Casso Residence, Portable Buildings, and HVAC Chilled Water Pipe Raising

Approval of final completion and release of final payments for the Pecan Campus Hail Damage Repairs for Buildings B (Art), D (Administration), X (Administration), Casso Residence, Portable Buildings, and HVAC Chilled Water Pipe Raising is requested.

It is recommended that final completion and release of final payment for these projects with SpawGlass Contractors be approved. Final payments are shown as the Remaining Balance column in the table below. The original costs approved for these projects are summarized in the following chart:

Building/Repair Phase	Approved Proposal Amount	Net Total Change Orders	Final Project Cost	Previous Amount Paid	Remaining Balance
B	\$346,505.00	(\$38,324.17)	\$308,180.83	\$248,432.56	\$59,748.27
D	\$355,862.00	(\$72,801.03)	\$283,060.97	\$264,648.41	\$18,412.56
X	\$299,183.00	(\$26,883.48)	\$272,299.52	\$247,493.52	\$24,806.00
Casso/Portables	\$208,540.00	(\$56,111.78)	\$152,428.22	\$84,930.00	\$67,498.22
Chilled Water Pipe Raising	\$227,248.00	(\$93,543.15)	\$133,704.85	\$126,800.79	\$6,904.06
Final Payment Total					\$177,369.11

STC Planning & Construction Department staff and project architect with Amtech Building Sciences inspected the sites to confirm that all punch list items were completed. Amtech Building Sciences has provided the attached letters recommending acceptance of final completion and release of final payment pending delivery of closeout documents.

The Facilities Committee recommended Board approval of the final completion and release of final payments as shown on the table above for the Pecan Campus Hail Damage Repairs for Buildings B (Art), D (Administration), X (Administration), Casso Residence, Portable Buildings, and HVAC Chilled Water Pipe Raising with SpawGlass Contractors as presented.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize the final completion and release of final payments as shown on the table above for the Pecan Campus Hail Damage Repairs for Buildings B (Art), D (Administration), X (Administration), Casso Residence, Portable Buildings, and HVAC Chilled Water Pipe Raising with SpawGlass Contractors as presented.

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

The Board of Trustees of South Texas College approves and authorizes the final completion and release of final payments as shown on the table above for the Pecan Campus Hail Damage Repairs for Buildings B (Art), D (Administration), X (Administration), Casso Residence, Portable Buildings, and HVAC Chilled Water Pipe Raising with SpawGlass Contractors as presented.

Approval Recommended:

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

November 21, 2013

Mr. Gerardo Rodriguez, AIA, Director
Facilities Planning and Construction
South Texas College
3200 W. Pecan Blvd., Bldg N.
McAllen, TX 78502

Re: Repair of Pecan Campus Hail Damaged Roofs and Related Equipment
Phase 6 – Bldg B

Dear Mr. Rodriguez,

On September 24, 2013, a walkthrough of the above referenced work was performed with STC staff, SpawGlass Project Management and Amtech personnel. The purpose of the walkthrough was to verify that all construction related Punch-list items had been corrected and that all work was completed according to specifications.

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

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

Sincerely,

Amtech Building Sciences, Inc.



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

12011_Ltr_Final Acceptance_Bldg B_112113_GR.doc

Attachments



August 14, 2013

Mr. Gerardo Rodriguez, AIA, Director
Facilities Planning and Construction
South Texas College
3200 W. Pecan Blvd., Bldg N.
McAllen, TX 78502

Re: Repair of Pecan Campus Hail Damaged Roofs and Related Equipment
Phase 3 – Bldg D

Dear Mr. Rodriguez,

On August 9, 2013, a walkthrough of the above referenced work was performed with STC staff, SpawGlass Project Management and Amtech personnel. The purpose of the walkthrough was to verify that all construction related Punch-list items had been corrected and that all work was completed according to specifications.

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

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

Sincerely,

Amtech Building Sciences, Inc.

A handwritten signature in blue ink, appearing to read 'Michael D. Hovar'.

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

12011_L_081413_GR.doc

Attachments

August 29, 2013

Mr. Gerardo Rodriguez, AIA, Director
Facilities Planning and Construction
South Texas College
3200 W. Pecan Blvd., Bldg N.
McAllen, TX 78502

Re: Repair of Pecan Campus Hail Damaged Roofs and Related Equipment
Phase 3 – Bldg X

Dear Mr. Rodriguez,

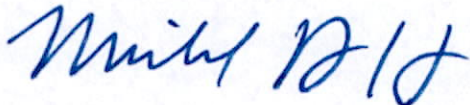
On August 28, 2013, a walkthrough of the above referenced work was performed with STC staff, SpawGlass Project Management and Amtech personnel. The purpose of the walkthrough was to verify that all construction related Punch-list items had been corrected and that all work was completed according to specifications.

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

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

Sincerely,

Amtech Building Sciences, Inc.



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

12011_L_082913_GR.doc

Attachments

December 23, 2013

Mr. Gerardo Rodriguez, AIA, Director
Facilities Planning and Construction
South Texas College
3200 W. Pecan Blvd., Bldg N.
McAllen, TX 78502

Re: Repair of Pecan Campus Hail Damaged Roofs and Related Equipment
Phase 4 – Casso Residence and Portable Bldgs PB-1, PB-3, PB-4, PB-5, PB-6,
PB-7, PB-8, PB-9, PB-10, PB-11, PB-16, PB-17, PB-18, PB-19, PB-20, PB-21,
PB-22, PB-23, PB-24, PB-25, PB-26, PB-27, PB-28, PB-29

Dear Mr. Rodriguez,

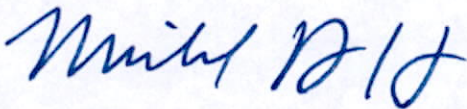
On December 23, 2013, a walkthrough of the above referenced work was performed with STC staff, SpawGlass Project Management and Amtech personnel. The purpose of the walkthrough was to verify that all construction related Punch-list items had been corrected and that all work was completed according to specifications.

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

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

Sincerely,

Amtech Building Sciences, Inc.



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

12011_Ltr_Final Acceptance_Casso Res_PB Bldgs_122313_GR.doc
Attachments

October 14, 2013

Mr. Gerardo Rodriguez, AIA, Director
Facilities Planning and Construction
South Texas College
3200 W. Pecan Blvd., Bldg N.
McAllen, TX 78502

Re: Repair of Pecan Campus Hail Damaged Roofs and Related Equipment
Phase 1 – Raise Chilled Water Lines at Buildings A, X, D, B, C, F, G and H
to Accommodate Re-roofing Operations as defined in Phase 1 Chilled Water
Piping HVAC (P.O. P0055201 – not including Installation of New Pipe Jackets)

Dear Mr. Rodriguez,

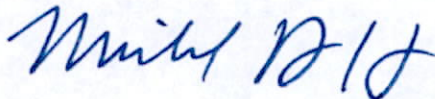
On October 8, 2013, a walkthrough of the above referenced work was performed with STC staff, SpawGlass Project Management, Javier Pena, P.E. of MEP Solutions and Amtech personnel. The purpose of the walkthrough was to verify that all construction related Punch-list items had been corrected and that all work was completed according to specifications.

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

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

Sincerely,

Amtech Building Sciences, Inc.



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

12011_Ltr_Final Acceptance_Raise Chilled Water Lines_101413_GR.doc

Attachments

Review and Action as Necessary on Contracting MEP Engineering Design Services for Technology Campus Cooling Tower Replacement

Approval to contract mechanical engineering design services for the Technology Campus HVAC Cooling Tower replacement project is requested.

This proposed improvement includes the replacement of an HVAC cooling tower which is part of the existing HVAC cooling system which provides cooling for the entire campus. This unit is approximately eighteen years old and has met its expected life cycle. Because of its age, maintenance has increased and efficiency has decreased. Also, technology has made it possible for new cooling towers to provide a higher level of efficiency than before. Replacement of this unit is included in College's deferred maintenance plan and therefore has been included in the FY 2013-2014 Renewals and Replacements budget. The attached photo shows the current condition of one unit.

It is recommended that the services of a mechanical engineer be contracted to prepare plans and specifications for this deferred maintenance project. When complete, the plans and specifications will be used for solicitation of construction services.

Two Mechanical, Electrical and Plumbing (MEP) engineering firms listed below were previously approved by the Board for one year to provide professional services as needed for projects under \$300,000.00. A firm is selected for each project on a rotating basis and considering the amount of fees paid for previous projects and other pertinent information.

1. ACR Engineering
2. Halff Associates, Inc.

Halff Associates, Inc. is recommended to provide mechanical engineering services for this project based on previous project assignments, amount of fees paid for previous projects and previous history with design of the HVAC system for the Technology Campus.

Funds in the amount of \$100,000 are budgeted in the FY 2013-2014 Renewals and Replacements budget for these improvements and \$12,000 is budgeted for design services with final amount to be negotiated.

Project Budget		
Budget Components	Amount Budgeted	Actual Cost
Design	\$12,000	Actual design fees will be negotiated and will be based on actual time to performed the work and are estimated to be below \$12,000
Construction	\$100,000	Actual cost will be determined after the solicitation of construction proposals

The Facilities Committee recommended Board approval to contract mechanical engineering services with Halff Associates, Inc. for the Technology Campus HVAC Cooling Tower replacement as presented.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize contracting mechanical engineering services with Halff Associates, Inc. for the Technology Campus HVAC Cooling Tower replacement 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 mechanical engineering services with Halff Associates, Inc. for the Technology Campus HVAC Cooling Tower replacement as presented.

Approval Recommended:

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



Technology Campus HVAC Cooling Tower No. 1

Mechanical Electrical Plumbing (MEP) Engineering Services On Call

Board Approval	Project Awarded	Firm	Campus	Project	Amount	Totals	Percent Fee	Construction Amount
7/25/2011		ACR Engineering Halff Associates		Award: 7/26/11 to 7/25/2012	Projects Under \$300K			
	11/28/2011	Halff Associates	Starr County	HVAC Chiller Replacement	28,500.00		9.88%	288,500.00
	4/4/2012	Halff Associates	Technology	Fire Sprinkler Renovation	7,500.00		4.57%	164,147.00
		Halff Associates				36,000.00		
	12/12/2011	ACR Engineering	Pecan	Demarcation Engineering Study	3,500.00			N/A
		ACR Engineering				3,500.00		
9/27/2012		ACR Engineering Halff Associates		Renewal: 7/26/12 to 7/25/13				
	11/27/2012	ACR Engineering	Pecan	Demarcation Relocation Improvements	12,656.00		22.15%	57,149.00
	6/18/2013	ACR Engineering	District Wide	Automatic Doors	6,000.00		6.22%	96,500.00
		ACR Engineering				18,656.00		
	12/11/2012	Halff Associates	Pecan	Art Lab Building Improvements	6,925.00		29.38%	23,568.00
		Halff Associates				6,925.00		
5/28/2013		ACR Engineering Halff Associates		Renewal: 7/26/13 to 7/25/14				
	8/15/2013	Halff Associates	Pecan	Information Booths	4,650.00			TBD
	11/26/2013	Halff Associates	Pecan	Pecan G226 and Pecan Plaza 2605 Computer Lab Improvements	TBD			44,000*
	10/28/2013	ACR Engineering	Starr County	Parking Lot 5 Lighting and South Drive Lighting	9,000.00		8.57%	105,000*
	1/28/2014	ACR Engineering	Pecan	G, H & X Electrical Disconnects	7,500.00		7.14%	50,000.00
		ACR Engineering				16,500.00		

*Estimated

Mechanical Engineering Plumbing (MEP) Engineering Services On Call						
	Contract Awards		Current		Future	
	7/25/11 - present		Project	Projects* (Estimated)	(A)	Total
ACR Engineering	\$ 38,656.00	\$ -	\$ -	\$ 19,500.00	(A)	\$ 58,156.00
Halff Associates, Inc.	\$ 47,575.00	\$ 10,000.00	\$ 10,000.00	\$ 6,000.00	(B)	\$ 63,575.00
	\$ 86,231.00	\$ 10,000.00	\$ 10,000.00	\$ 25,500.00		\$ 121,731.00
Future Projects *			(A) ACR	(B) Halff Associates		
Replace parking lot fixtures	\$ 10,000.00	\$ 10,000.00	\$ -	\$ -		
Monument signs electrical work	-	-	-	-		
Cooper Center marquee	6,000.00			6,000.00		
I.T. Project conduit fiber	9,500.00		9,500.00			
Total	\$ 25,500.00	\$ 19,500.00	\$ 19,500.00	\$ 6,000.00		
Other future projects will continue to be awarded based on rotation, project cost amount, and other pertinent information.						

Review and Action as Necessary on Pecan Plaza Space Renovation for the STC Police Department Change Order No. 2

Approval of proposed Change Order No. 2 with 5 Star Construction for the Pecan Plaza Space Renovation for the STC Police Department project is requested.

The following items for Change Order No. 2 are requested by STC staff and pricing has been submitted by 5 Star Construction. The proposed change order items have been reviewed and confirmed by the project design team at PBK Architects and STC staff.

Pecan Plaza Space Renovation for the STC Police Department			
Change Order No.	Item Description and Justification	Cost/ Days	Funding Source
2	<ul style="list-style-type: none"> • Description: Replace three exterior storefront entry doors on the north side of the building. • Justification: Existing doors should be replaced due to their age, poor condition, and inability to accept new standard door hardware including panic device. Removed from original plans and specifications in an effort to reduce cost. See attached photos of existing door. 	\$5,313.00	Construction
2	<ul style="list-style-type: none"> • Description: Change one office space into a holding cell by adding a dividing wall, door/frame, ply-wood lining and observation window. This change will also require modifications to the lighting and HVAC system. See plan attached. • Justification: Recently hired Police Sargent and Officers recommend including a holding cell for safe detention when necessary. • Description: This item also includes the elimination of two wall recesses adjacent to the Dispatch room which were originally planned to be used for placement of office equipment. See floor plan attached. • Justification: When metal studs were being installed, Police department visited the construction site and determined that the recesses take up needed space in the Dispatch Room making the space inefficient. 	\$8,090.70	Construction

Pecan Plaza Space Renovation for the STC Police Department			
Change Order No.	Item Description and Justification	Cost/ Days	Funding Source
2	<ul style="list-style-type: none"> • Description: Upgrade to evidence locker unit from a 6 to 8 compartment configuration. • Justification: Provide additional built in storage space for evidence collected in an effort to meet the requirements provided by the Texas Commission on Law Enforcement. Evidence collected is required to be stored until courts have determined it is no longer needed for prosecution. 	\$253.45	Construction
2	<ul style="list-style-type: none"> • Description: Change routing of HVAC ductwork supplying air to Dispatch room in order to avoid conflict with existing overhead structural beam. • Justification: This conflict was discovered after the ceiling was removed as part of the demolition work. The change to the duct routing requires an increase to the length of the ducts and additional defusers. 	\$5,901.50	Construction
2	<ul style="list-style-type: none"> • Description: Change a standard interior door and frame to a secured bullet resistant door and frame. • Justification: Staff discovered that one door separating the public area from the secured area was specified as a standard door and should have been specified as a secured bullet resistant door and frame. • Description: This item also includes a credit to change the specified hardware for standard interior doors so that it is consistent with STC's standards. • Justification: Plans and specifications did not follow STC's standards for interior door hardware. 	\$1,465.40	Construction
2	<ul style="list-style-type: none"> • Description: Additional days needed to accomplish above listed change order items. • Justification: Ordering materials related to the above outlined changes affect the project's critical path and will require additional time after the change order is approved. 	45 days	
Total Change Order No. 2		\$21,024.05 45 days	Construction

A representative from PBK Architects and STC staff will attend the February 20, 2014 Regular Board meeting to respond to questions from the Trustees.

The Facilities Committee recommended Board approval of proposed Change Order No. 2 in the amount of \$21,024.05 with 5 Star Construction for the Pecan Plaza Space Renovation for the STC Police Department project as presented.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize proposed Change Order No. 2 in the amount of \$21,024.05 with 5 Star Construction for the Pecan Plaza Space Renovation for the STC Police Department project as presented.

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

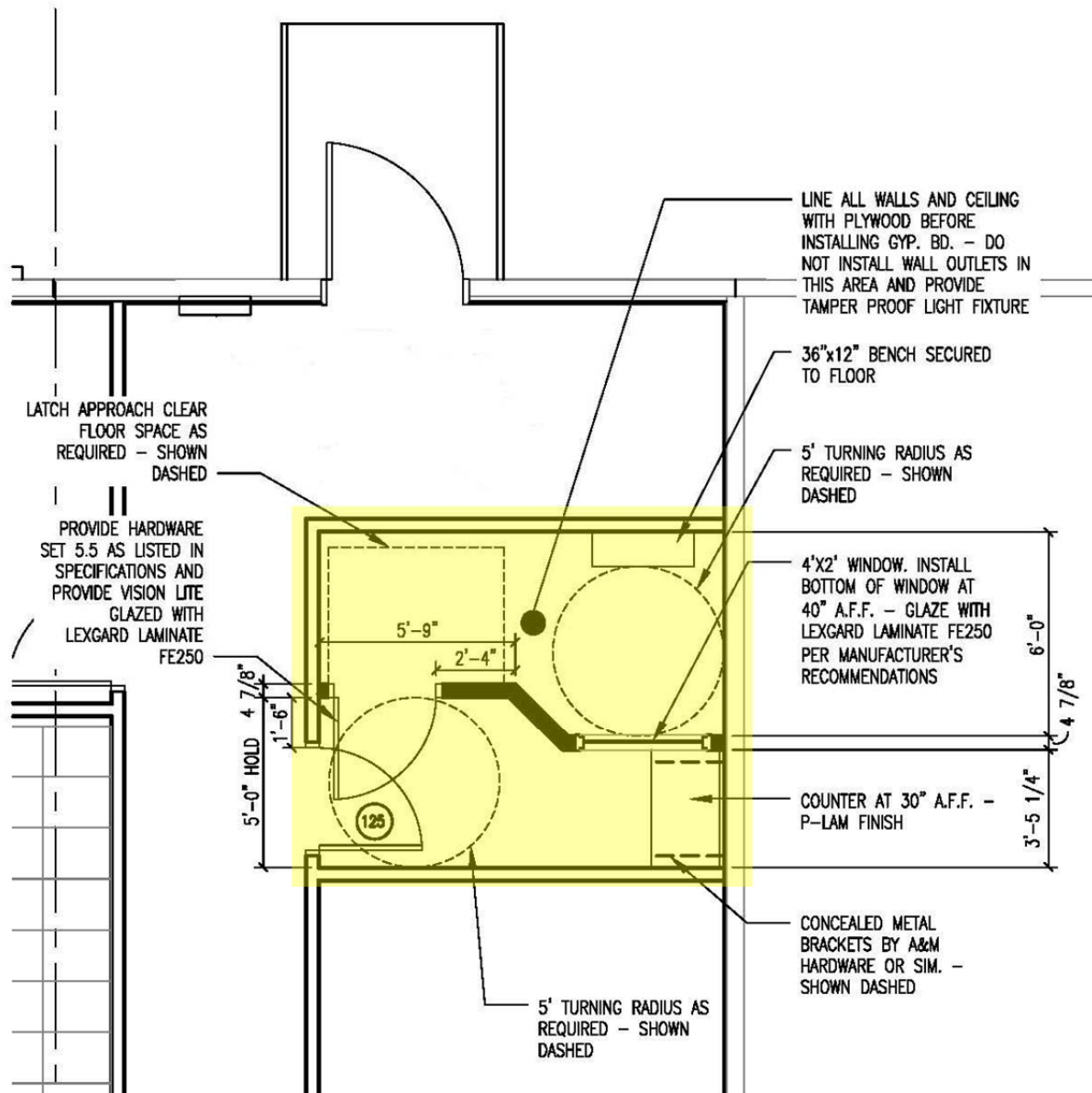
The Board of Trustees of South Texas College approves and authorizes proposed Change Order No. 2 in the amount of \$21,024.05 with 5 Star Construction for the Pecan Plaza Space Renovation for the STC Police Department project as presented.

Approval Recommended:

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



Existing Entry Doors to be Replaced



DETENTION 125 PLAN

Scale: 1/4" = 1'-0"

PRK ARCHITECTS, INC.

PRK

3900 North 10th St.
Suite 810
McAllen, Texas 78501
956.887.1330 (tel)
956.887.1331 (fax)

Project No. : 12209

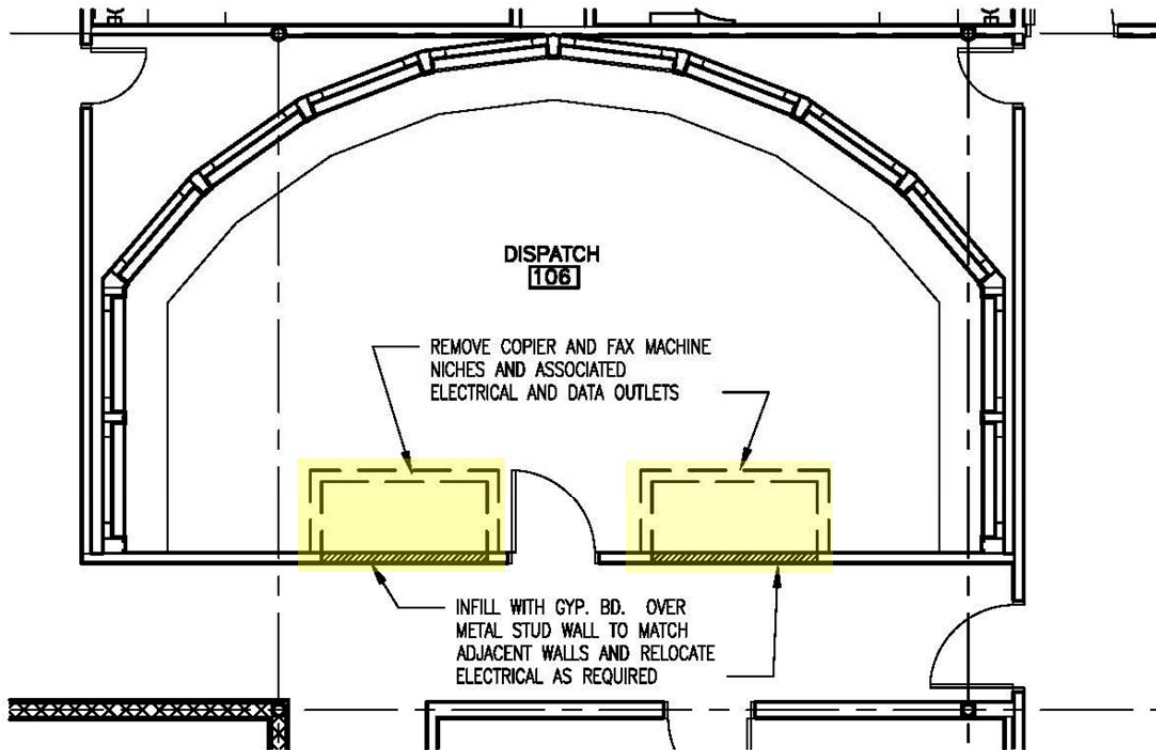
Project : PECAN PLAZA POLICE DPT.
SPACE RENOVATION

Drawing: CPR #003 - DETENTION

Date : JANUARY 22, 2014



Proposed Holding Cell



DISPATCH 106 PLAN

Scale: 3/16" = 1'-0"

PBK ARCHITECTS, INC.



3900 North 10th St.
Suite 810
McAllen, Texas 78501
956.687.1330 (tel)
956.687.1331 (fax)

Project No. : 12209

**Project : PECAN PLAZA POLICE DPT.
SPACE RENOVATION**

Drawing: CPR #003 - DISPATCH ROOM

Date : JANUARY 22, 2014



Recessed Walls in Dispatch Room

Review and Action as Necessary on District-Wide Building to Building ADA Compliance Change Order No. 2

Approval of proposed Change Order No. 2 with CAS Companies for the District-Wide Building to Building ADA Compliance project is requested.

The following item for Change Order No. 2 is requested by STC staff and pricing has been submitted by CAS Companies. The proposed change order has been reviewed and confirmed by the project design team at Dannenbaum Engineering and STC staff.

District-Wide Building to Building ADA Compliance			
Change Order No.	Item Description and Justification	Cost/ Days	Funding Source
2	<ul style="list-style-type: none"> Description: Install concrete slab below outdoor covered student lunch area. Justification: Principal with MISD Achieve Early College High School requested that a concrete slab be installed below the outdoor covered area where students gather during lunch. This is currently a dirt area which becomes muddy when it rains and is not wheelchair accessible. STC's current agreement with MISD states that STC is to provide all permanent improvements on or below the ground including items such as sidewalks and utilities. 	\$8,101 20 days	Construction
Total Change Order No. 2		\$8,101 20 days	Construction

A representative from Dannenbaum Engineering and STC staff will attend the February 20, 2014 Regular Board meeting to respond to questions from the Trustees.

The Facilities Committee recommended Board approval of proposed Change Order No. 2 in the amount of \$8,101 with CAS Companies for the District-Wide Building to Building ADA Compliance project as presented.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize proposed Change Order No. 2 in the amount of \$8,101 with CAS Companies for the District-Wide Building to Building ADA Compliance 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 proposed Change Order No. 2 in the amount of \$8,101 with CAS Companies for the District-Wide Building to Building ADA Compliance project as presented.

Approval Recommended:

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

Review and Action as Necessary on Rejection of Proposals for Electrical Improvements for the Pecan Campus Information Booth

Approval to reject proposals for Electrical Improvements for the Pecan Campus Information Booth is requested.

Halff Associates, in consultation with STC staff, prepared the necessary plans and specifications for installation of an underground electrical line to provide power to the Pecan Campus Information Booth located at the 29th Street entrance. The following contractors submitted proposals:

- Alpha Building Corporation
- Metro Electric, Inc.
- Zitro Electric

Prior to moving forward with the installation of this electrical line, staff recommends that additional analyses be done to confirm the long term location of this information booth. Staff also recommends that a preliminary design of a permanent brick and mortar type structure be developed for review by the Board before the electrical improvements are requested.

The Facilities Committee recommended Board approval to reject the proposals for the Electrical Improvements for the Pecan Campus Information Booth as presented.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize rejection of the proposals for the Electrical Improvements for the Pecan Campus Information Booth 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 rejection of the proposals for the Electrical Improvements for the Pecan Campus Information Booth as presented.

Approval Recommended:

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

Review and Action as Necessary on Substantial Completion for Technology Campus Welding Lab Expansion Phase II

Approval of substantial completion for the Technology Campus Welding Lab Expansion Phase II project is requested.

Architects with EGV Architects and STC staff visited the site and developed a construction punch list. As a result of this site visit and observation of the completed work, a Certificate of Substantial Completion for the project was certified on January 8, 2014. A copy of the Substantial Completion Certificate is attached.

All Pro Contractors, Inc. will continue working on the punch list items identified and will have thirty (30) days to complete before final completion can be recommended for approval. It is anticipated that final acceptance of this project will be recommended for approval at the March 2014 Board meeting.

The Facilities Committee recommended Board approval of the substantial completion for the Technology Campus Welding Lab Expansion Phase II project as presented.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize the substantial completion for the Technology Campus Welding Lab Expansion Phase II project as presented.

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

The Board of Trustees of South Texas College approves and authorizes the substantial completion for the Technology Campus Welding Lab Expansion Phase II project as presented.

Approval Recommended:

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



AIA Document G704™ – 2000



Certificate of Substantial Completion

PROJECT:
(Name and address)

STC Technology Campus Welding Lab
Expansion Phase II
3700 W. Military Hwy.
McAllen, TX 78501

PROJECT NUMBER:
(Number)

CONTRACT FOR: General Construction
CONTRACT DATE: August 7, 2013

 OWNER: ☒

 ARCHITECT: ☒

 CONTRACTOR: ☒

 FIELD: ☐

 OTHER: ☐
TO OWNER:
(Name and address)

South Texas College
3201 W. Pecan Ave.
McAllen, TX 78501

TO CONTRACTOR:
(Name and address)

All-Pro Contracting, Inc
1513 Jonquil
McAllen, TX 78501

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

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

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

Warranty
Date of Commencement

January 8, 2014

EGV Architects, Inc.

ARCHITECT

BY

January 8, 2014

DATE OF ISSUANCE

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

Cost estimate of Work that is incomplete or defective: \$2,000.00

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

All-Pro Contractors, Inc.

CONTRACTOR

BY

DATE

The Owner accepts the Work or designated portion as substantially complete and will assume full possession at 3:00 pm (time) on January 8, 2014 (date).

South Texas College

OWNER

BY

DATE

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

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

Review and Action as Necessary on Final Completion for Mid Valley Campus Resurfacing Parking Lot No. 4

Approval of final completion and release of final payment for the Mid Valley Campus Resurfacing Parking Lot No. 4 project is requested.

It is recommended that final completion and release of final payment for this project with Foremost Paving be approved. The original cost approved for this project was in the amount of \$144,997.85. Change Orders resulting in a credit of \$6,397.62 were previously approved and the total contract amount was reduced to \$138,600.23.

The following chart summarizes the above information:

Construction Budget	Approved Proposal Amount	Net Total Change Orders	Final Project Cost	Previous Amount Paid	Remaining Balance
\$300,000	\$144,997.85	(\$6,397.62)	\$138,600.23	\$129,081.47	\$9,518.76

On January 13, 2014, STC Planning & Construction Department staff along with Melden & Hunt inspected the site to confirm that all punch list items were completed. Attached is a letter from Melden & Hunt acknowledging all work is complete and recommending release of final payment.

The Facilities Committee recommended Board approval of the final completion and release of final payment in the amount of \$9,518.76 for the Mid Valley Campus Resurfacing Parking Lot No. 4 project with Foremost Paving as presented.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize the final completion and release of final payment in the amount of \$9,518.76 for the Mid Valley Campus Resurfacing Parking Lot No. 4 project with Foremost Paving as presented.

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

The Board of Trustees of South Texas College approves and authorizes the final completion and release of final payment in the amount of \$9,518.76 for the Mid Valley Campus Resurfacing Parking Lot No. 4 project with Foremost Paving as presented.

Approval Recommended:

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



MELDEN & HUNT INC.
CONSULTANTS • ENGINEERS • SURVEYORS
FRED L. KURTH • ALLAN F. BOOE • KELLEY A. HELLER-VELA

January 16, 2014

Mr. Gerardo Rodriguez
South Texas College - Facilities Department
3200 West Pecan Blvd
McAllen, TX 78501

RE: Mid-Valley Campus Resurfacing of Existing Parking Lot 4

Dear Mr. Rodriguez:

A final inspection for the above referenced project was conducted on January 13, 2014 and finds that it has been completed by Foremost Paving, Inc. in accordance with the plans and specifications. All punch list items for the referenced project have been addressed and "As Built" drawings of the drainage improvement will be delivered to your office. Therefore, Melden and Hunt, Inc. recommends final acceptance and release of final payment pending delivery of "As-Built" drawings. The warranty on this project begins January 17, 2014 and ends July 17, 2015.

If you have any questions, please do not hesitate to contact me.

Sincerely,

Kelley Heller-Vela, P.E.
Vice-President

Review and Action as Necessary on Liquidated Damages Change Order for the Pecan Plaza Parking Lot Resurfacing and Lighting Improvements Project

Approval of proposed deductive Change Order No. 4 with SDM Construction and Development, LLC. (SDM) for the Pecan Plaza Parking Lot Resurfacing and Lighting Improvements project is requested.

The following item for Change Order No. 4 is recommended as a result of contractor's delay in meeting the contracted substantial completion date. SDM's contractual completion date was December 26, 2013 and actual certification of completion occurred on January 5, 2014. Total amount of additional days resulting from the completion delay is ten. Liquidated damages are calculated at \$500 per day as provided in the Owner/Contractor agreement.

The proposed change order for liquidated damages has been reviewed and confirmed by STC legal counsel, STC Planning & Construction staff and the project design team at R. Gutierrez Engineering.

Pecan Plaza Parking Lot Resurfacing and Lighting Improvements			
Change Order No.	Item Description	Cost/ Days	Funding Source
4	<ul style="list-style-type: none">Credit for liquidated damages imposed on contractor for delay in meeting the contracted substantial completion date.	(\$5,000)	N/A
Total Change Order No. 4		(\$5,000)	N/A

Due to delays during the project, STC project manager previously advised the contractor regarding possible enforcement of the liquidated damages penalty. A representative from R. Gutierrez Engineers and STC staff will attend the February 20, 2014 Regular Board meeting to respond to questions from the Trustees.

The Facilities Committee recommended Board approval of the deductive change order in the amount of \$5,000 for the Pecan Plaza Parking Lot Resurfacing and Lighting Improvements project as presented

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize the deductive change order in the amount of \$5,000 for the Pecan Plaza Parking Lot Resurfacing and Lighting Improvements project as presented

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

The Board of Trustees of South Texas College approves and authorizes the deductive change order in the amount of \$5,000 for the Pecan Plaza Parking Lot Resurfacing and Lighting Improvements project as presented

Approval Recommended:

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

Update on Status of Construction Projects

The Facilities Planning & Construction staff prepared the attached design and construction update. This update summarizes the status of each capital improvement project currently in progress.

This item is for the Board's information only. No action is requested.

CONSTRUCTION PROJECTS PROGRESS REPORT 01/16/14

Project number	PROJECT DESCRIPTION	Project Development				Design Phase				Solicitation of Proposals			Construction Phase					
		Board approval of A/E	Programming	Concept development	Schematic Approval	30%	60%	95%	100%	Solicitation of Proposals	Board approval of contractor	Construction start	30%	50%	75%	95%	100%	Final Completion
	Pecan Campus and Pecan Plaza																	
1-004	Pecan Plaza - Police Department Space Renovation																	
1-005	Pecan - Cooper Center Conf Rm Acoustic Upgrades	N/A																
1-006	Pecan - Information Booths Electrical Connection	N/A	N/A	N/A	N/A													
1-007	Pecan - Library Staff Offices Re-Carpeting (RR)	N/A																
1-008	Pecan - Annex Re-Carpeting (RR)	N/A																
1-009	Pecan - M, N & L Repaint Purple Areas (RR)																	
1-010	Plaza - Resurface Parking Lot/Replace Area Lighting (RR)																	
1-011	Pecan - Hail Damage Repairs (RR)																	
1-012	Pecan - Annex Grant/Accountability Office Improvements																	
1-013	Pecan - NAB G226 Astronomy Computer Lab																	
1-014	Pecan - Art Building Ceramics Studio Improvements																	
1-015	Pecan - Stud Serv Bldg Admissions Office Modifications																	
1-016	Plaza - Continuing Education Space Renovation																	
1-017	Plaza - 2605 GED Computer Testing Lab																	
1-021	Pecan - Building G, H & X Electrical Disconnects																	
	Mid Valley Campus																	
2-002	MV - SAB Art Lab Improvements																	
2-003	MV - Resurface Parking Lot 4 (RR)																	
	Technology Campus																	
3-001	TC - Welding Lab Expansion Ph II																	
3-003	TC - Modifications for Career Planning Services Center	N/A								N/A	N/A							
3-005	TC - Detelention Pond Improvements (RR)																	
	Nursing and Allied Health Campus																	
4-001	NAH - Parking Lot Expansion																	
4-001	NAH - Subdivision Plat																	
	Starr County Campus																	
5-001	Starr - HVAC Chiller Replacement (RR)																	
5-002	Starr - Stucco Painting for Buildings (RR)																	
5-003	Starr - Parking Lot 5 Lighting																	
5-004	Starr - South Drive Lighting																	
5-006	Starr - Repair Building H Concrete Columns	N/A	N/A			Repairs will be made as part of Bond Construction Expansion												
	District Wide Improvements																	
6-002	DW - Secured Storage Areas	N/A																
6-003	DW - ADA Automatic Door Openers																	
6-004	DW - Building to Building ADA Accessibility																	
6-005	DW - Outdoor Furniture	N/A																
6-006	DW - Directional Signage	N/A	N/A	N/A	N/A													
6-007	DW - Classroom Remote Door Lock System and Hardware	N/A	N/A	N/A	N/A													

For FY 2013-2014 there are currently 34 projects in progress or completed and 24 scheduled for commencement during this fiscal year

Status of Construction Projects February 2014

Project	% Complete	Date to Complete	Current Activity	Budget	Contract Amount	Amount Paid	Balance
Pecan Campus							
Pecan Plaza Renovations for Police Department	50%	May, 2014	1. Construction Phase 2. Construction is in progress	\$1,200,000	\$864,000	\$177,175	\$686,825
Acoustical Panels for Cooper Center Conference Rooms	50%	March, 2014	1. Construction Phase 2. Materials have been ordered and will be installed during the month of February, 2014	\$18,000	\$14,920.96	\$0	\$14,920.96
Electrical Improvements to Pecan Campus Information Booth	On Hold	On Hold	1. Construction Phase 2. Request Board approval to reject proposals in February, 2014 3. Additional testing of booth locations needed before proceeding	\$0	TBD	\$0	TBD
Stucco Painting for Buildings M, N & L	05%	April, 2014	1. Construction phase 2. Request Board approval of contractor in January, 2014 3. Contract will be negotiated and finalized in February 2014	\$210,000	TBD	\$0	TBD
Pecan Plaza Parking Lot Resurfacing and Area Lighting	99%	January, 2014	1. Construction phase 2. Substantial Completion was certified on January 5, 2014 3. Contractor working on punch list 4. Liquidated damages in the amount of \$5,000 will be recommended for Board approval in February 2014 due to late completion of project	\$200,000	\$220,045.93	\$37,102.72	\$182,943.21
Hail Damage Repairs Design	100%	August, 2013	1. Design Phase 2. Amtech has completed design of all design phases 3. They will continue with construction administration until punch list is completed by contractor	Design \$550,000	Design \$447,426.64	Design \$419,698.22	Design \$27,728.42

Project	% Complete	Date to Complete	Current Activity	Budget	Contract Amount	Amount Paid	Balance
Hail Damage Repairs Construction	95%	March, 2014	1. Construction Phase 2. All phases of repairs are substantially complete 3. Contractor is working on punch list items and is expected to be completed in March 2014	Const. \$5,500,000	Const. \$8,411,854	Const. \$6,729,715.80	Const. \$1,110,462.02
Grant/Accountability Office Improvements	50%	February, 2014	1. Design Phase 2. Staff is working with architect to complete plans and specifications	\$4,000	TBD	\$0	TBD
North Academic Building G226 Astronomy Computer Lab	50%	February, 2014	1. Design Phase 2. Staff is working to finalize scope of improvements and determine if electrical engineer will be required	\$3,700	TBD	\$0	TBD
Art Building Ceramics Studio Improvements	5%	February, 2014	1. Design Phase 2. Staff is considering a new location for the proposed improvements 3. Additional investigation is in progress to determine possible change in project scope and cost	\$3,000	TBD	\$0	TBD
Student Services Building Offices Modifications	25%	March, 2014	1. Design Phase 2. Staff is working with architect on design development	\$23,108	\$20,700	\$0	\$20,700
Pecan Plaza Continuing Education Classrooms Improvements	70%	February, 2014	1. Design Phase 2. Working with staff and architect to finalize plans and specifications	\$25,500	\$24,000	\$0	\$24,000
Pecan Plaza 2605 GED Computer Testing Lab	On Hold	On Hold	1. Design Phase 2. Staff has determined that these proposed improvements are no longer needed and will consider other future space modifications to be budgeted in FY 2014-2015	\$6,000	TBD	\$0	TBD
Pecan Campus Buildings G, H & X Electrical Disconnects	0%	April, 2014	1. Design Phase 2. Request Board approved contracting of electrical engineer in January, 2014 3. Staff will negotiate and develop contract with engineer in February, 2014	\$7,500	TBD	\$0	\$7,500

Project	% Complete	Date to Complete	Current Activity	Budget	Contract Amount	Amount Paid	Balance
Mid Valley Campus							
South Academic Building Art Lab Improvements	95%	February, 2014	1. Construction Phase 2. Construction work is substantially complete 3. Punch list work is in progress	\$40,000	\$42,500	\$32,623	\$9,877
Resurfacing Parking Lot 4	100%	August, 2013	1. Construction Phase 2. Engineer has certified Substantial Completion 3. Punch list work is complete 4. Acceptance of final completion will be recommended for Board approval at the February, 2014 Board meeting	\$300,000	\$149,933.65	\$129,081.47	\$20,852.18
Technology Campus							
Welding Lab Expansion	95%	February, 2014	1. Construction Phase 2. Architect has certified substantial completion and punch list is in progress	\$100,000	\$116,000	\$110,200	\$5,800
Modifications for Career Planning Services Center	50%	February, 2014	1. Construction Phase 2. Improvements are minor and are being done by STC Maintenance staff 3. Work is in progress	\$15,000	TBD	\$0	TBD
Detention Pond Improvements	100%	January, 2014	1. Design Phase is complete 2. Solicitation of construction proposals is in progress and are due in February, 2014	\$3,000	\$8,000	\$0	\$8,000

Project	% Complete	Date to Complete	Current Activity	Budget	Contract Amount	Amount Paid	Balance
Nursing and Allied Health Campus							
Parking Expansion	15%	March, 2014	1. Design Phase 2. Staff is working with engineer to develop schematic design	\$54,000	\$43,370	\$0	\$43,370
Subdivision Plat	5%	July, 2014	1. Design Phase, 2. Staff is work with engineer to develop subdivision plat	\$0	TBD	\$0	TBD
Starr County Campus							
HVAC Chiller Replacement	99%	March, 2013	1. Construction Phase 2. Substantial Completion approved in March, 2013 – chiller is in operation 3. Substantial completion was late by twenty one days and liquidated damages was be enforced 4. Contractor has signed a deductive change order for liquated damages 5. Pending resolution from chiller manufacture on improper performance by water pumps 6. Staff has given contractor deadline for update on pending punch list items. If contractor cannot complete these items, staff will recommend termination and proceed to complete items using other resources. 7. Contractor has responded and completed 95% of the pending items	\$290,000	\$299,000	\$284,050	\$4,450

Project	% Complete	Date to Complete	Current Activity	Budget	Contract Amount	Amount Paid	Balance
Stucco Painting for Buildings E, G, & H	05%	April, 2014	1. Construction phase 2. Request Board approval of contractor in January, 2014 3. Contract will be negotiated and finalized in February 2014	\$60,000	TBD	\$0	TBD
Parking Lot 5 Lighting	40%	January, 2014	1. Design Phase 2. Staff is working with engineer on design development	\$16,000	TBD	\$0	\$6,000
South Drive Lighting	40%	January, 2014	1. Design Phase 2. Staff is working with engineer on design development	\$10,000	TBD	\$0	\$10,000
Repair Student Activities Building Columns	N/A	N/A	Repairs will not take place until building expansion occurs as part of the Bond construction program	\$0	\$0	\$0	\$0
District Wide							
Secured Storage Rooms Hardware for Instructional Technologies	15%	March, 2014	1. Construction Phase 2. Door hardware has been received 3. Maintenance Department Staff will begin installation	\$250,000	\$52,822.75	\$52,822.75	\$0
ADA Automatic Door Openers	5%	April, 2014	1. Construction Phase 2. Contractor was approved during the December, 2013 Board meeting 3. Contract have been completed and notice to proceed has been issued	\$130,000	\$96,500	\$0	\$96,500
Building to Building Accessibility	85%	February, 2014	1. Construction Phase 2. Construction is in progress	\$200,000	\$216,535.81	\$65,991.72	150,544.09
Outdoor furniture	100%	February, 2014	1. Construction Phase 2. Installation of replacement benches is complete	\$25,000	TBD	\$0	TBD

Project	% Complete	Date to Complete	Current Activity	Budget	Contract Amount	Amount Paid	Balance
Directional Signage	15%	February, 2014	1. Design Phase 2. Staff is working with Innerface Architectural Signage to define the scope of additional signage needed	\$15,000	TBD	\$0	TBD
Classroom Remote Door Lock System and Hardware	10%	March, 2014	1. Design Phase 2. Staff is working on finalizing quantities and locations where hardware will be installed 3. Staff will requests quotes for purchase of door hardware	\$50,000	TBD	\$0	TBD
For FY 2013-2014, 32 projects are currently in progress, 4 have been completed and 15 pending start up in phases later in the fiscal year							

Consideration and Approval of Checks and Financial Reports

Board action is requested to approve the checks for release and the financial reports for the month of January 2014. The approval is for checks submitted for release in the amount greater than \$50,000 and checks in the amount greater than \$10,000 that were released as authorized by Board Policy No. 5610.

Mrs. Mary Elizondo, Vice President for Finance and Administrative Services, will provide a review of the Financial Report for the month of January 2014, 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 \$50,000.00, the checks that were released as authorized by Board Policy #5610, and the financial reports submitted for the month of January 2014.

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 \$50,000.00, the checks that were released as authorized by Board Policy #5610 and the financial reports submitted for the month of January 2014.

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 \$10,000.00 - \$50,000.00
Released Prior to Board Approval for January 2014
- B. Release of Checks for \$50,000.00 and Above
Board of Trustees Approval Required for January 2014
- C. Release of Checks for \$50,000.00 and Above
Released Prior to Board Approval (Policy 5610) for January 2014
- D. Release of Construction Fund Checks for January 2014
- E. Quarterly Investment Report for January 2014
- F. Summary of Revenue for January 2014
- G. Summary of State Appropriations Income for January 2014
- H. Summary of Property Tax Income for January 2014
- I. Summary of Expenditures by Classification for January 2014
- J. Summary of Expenditures by Function for January 2014
- K. Summary of Auxiliary Fund Revenues and Expenditures for January 2014
- L. Summary of Grant Revenues and Expenditures, January 2014
- M. Summary of Bid Solicitations
- N. Check Register for January 2014

FINANCIAL REPORTS

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

Review and Action as Necessary to Delete Current Policy 1511: *Conflicts of Interest; Prohibited Conduct* and Replace with Policy 1511: *Trustee Duty to Disclose Substantial Interests in a Business Entity or in Real Estate; Disclosure Requirements and Abstention*

Mr. Jesus Ramirez, Legal Counsel for South Texas College, has recommended the proposed revisions to Board Policy 1511: *Conflicts of Interest; Prohibited Conduct*.

As described by Mr. Ramirez, the significant change in the proposal is the inclusion of a new section 3, which describes a requirement above-and-beyond state law. This new section would require Board members to use their discretion to disclose conflicts of interest to the Board prior to any action *in situations not specifically addressed in state law*.

Whereas state code imposes legal sanctions on a Trustee failing to uphold standards set forth in law, this new section does not carry state statutory enforceable authority. It is a statement of what the Board expects from its members, and encourages open disclosure of potential conflict even when the conflict does not trigger compliance with a state statutory requirement.

The proposed new policy would also be renamed to clarify its purpose, with the recommended name Policy 1511: *Trustee Duty to Disclose Substantial Interests in a Business Entity or in Real Estate; Disclosure Requirements and Abstention*.

Because of the substantial changes to the text of this policy, staff and Legal Counsel recommend Board action to delete current policy 1511: *Conflicts of Interest; Prohibited Conduct* and replacement with the proposed policy 1511: *Trustee Duty to Disclose Substantial Interests in a Business Entity or in Real Estate; Disclosure Requirements and Abstention*.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize the deletion of current policy 1511: *Conflicts of Interest; Prohibited Conduct* and replacement with the proposed policy 1511: *Trustee Duty to Disclose Substantial Interests in a Business Entity or in Real Estate; Disclosure Requirements and Abstention* as proposed and which supersedes any previously adopted Board policy.

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

The Board of Trustees of South Texas College approves and authorizes the deletion of current policy 1511: *Conflicts of Interest; Prohibited Conduct* and replacement with the proposed policy 1511: *Trustee Duty to Disclose Substantial Interests in a Business Entity or in Real Estate; Disclosure Requirements and Abstention* as proposed and which supersedes any previously adopted Board policy.

Approval Recommended:

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

PROPOSED REVISION

MANUAL OF POLICY

Title **Trustee Duty to Disclose Substantial Interests in A 5350**
Business Entity or in Real Estate; Disclosure
Requirements and Abstention

Legal Authority **Approval of the Board of Trustees** **Page 1 of 4**

Date Approved by Board **Board Minute Order Dated July 27, 1995**
As Amended by Board Minute Order Dated July 15, 2004
As Amended by Board Minute Order Dated XX

Introduction

Chapter 171 of the Texas Local Government Code prohibits certain actions by, and imposes certain obligations on, College Trustees under circumstances in which a Trustee has a Substantial Interest in a matter pending before the Board of Trustees of the College. Violation of the conduct proscribed by state law may result in a criminal offense. The policies contained herein are based on the cited statutory sources and are intended as guidance on the conflict provisions of state law. A Trustee is advised that compliance with state law is an obligation and reliance on legal counsel is advised.

1.0 **DEFINITIONS**. The following definitions apply to this policy.

Benefit: “Benefit” means anything reasonably regarded as pecuniary gain or pecuniary advantage.

Entity: “Entity” means a person, sole proprietorship, partnership, firm, corporation, holding company, joint-stock company, receivership, trust, or any other entity recognized by law.

Deliberation: “Deliberation” by the Board of Trustees refers to the exchange of information and opinions at formal or called meetings of the Board of Trustees.

Immediate Family: “Immediate Family” means persons connected a Trustee by ties of consanguinity (blood) to the third degree or affinity (marriage) to the second degree.

Consanguinity (Relationship by Blood)

<u>First Degree</u>	<u>Second Degree</u>	<u>Third Degree</u>
Father	Grandfather	Great-Grandfather
Mother	Grandmother	Great-Grandmother
Daughter	Granddaughter	Great-Granddaughter
Son	Grandson	Great-Grandson
	Sister	Aunt/Uncle
	Brother	Nephew/Niece

Affinity (Relationship by Marriage)

<u>First Degree</u>	<u>Second Degree</u>
Father	Spouse’s Grandfather
Mother	Spouse’s Grandmother

Daughter	Spouse's Granddaughter
Son	Spouse's Grandson
	Spouse's Sister
	Spouse's Brother

Substantial Interest: "Substantial interest" means:

- (a) with respect to a Business Entity, if the person owns at least:
 - (1) ten (10) percent of the voting stock or shares of the Business Entity; or
 - (2) owns ten (10) percent or more or owns \$15,000 or more, of the fair market value of the Business Entity; or
 - (3) funds received by the person from the Business Entity exceed ten (10) percent of the persons's gross income for the previous year; or
- (b) with respect to Real Property, if Trustee has an equitable or legal ownership in the Real Property with a fair market value of \$2,500.00 or more; or
- (c) Trustee is related to a person in the first degree by either affinity or consanguinity who has a Substantial Interest.

2.0 Compliance with the Policy.

2.1. Determining Existence of Substantial Interest: It is a Trustee's obligation to determine whether he or she has a Substantial Interest.

2.2. Duty to Disclose and To Abstain. A Trustee having a Substantial Interest involving a matter under consideration before the Board of Trustees shall do the following:

(a) Disclosure. Shall disclose, prior to the vote on the matter, by affidavit, the nature and extent of the interest thereof.

(b) Abstention: Shall abstain from voting on or in any other way deliberating on the matter *if* the action to be taken on the matter will have a special economic effect on that Business Entity or *if* it is reasonably foreseeable that action on the matter will have a special economic effect on the value of the Real Property, distinguishable from its effect on the public. All such abstentions shall be recorded in the minutes of the Board meeting. The Trustee's abstention shall be noted in the minutes of the meeting

2.3 Separate Vote Required. The Board of Trustees shall take a separate record vote on any matter specifically dedicated to a contract with a Business Entity in which a Trustee has given notice of a Substantial Interest.

2.4 Bank Relations: A Trustee who is a stockholder, officer, board member, or employee of a bank that has bid to become a depository for the College shall not vote on the award of the depository contract to said bank.

2.5 Disclosure Affidavit: The Disclosure shall be in the following form.

COUNTY OF HIDALGO §
STATE OF TEXAS §

A F F I D A V I T

BEFORE ME, the undersigned Notary Public in and for the State of Texas, on this day personally appeared _____, known to me to be the person whose name is subscribed hereto, who being first duly sworn in the manner provided by law, on oath stated as follows:

"My name is _____, and I am over the age of 18 years and competent to make this affidavit."

"I am a duly elected member of the Board of Trustees of the South Texas College, County of Hidalgo, Texas."

"I have a substantial interest in the following business entity: _____ (hereinafter the "business entity")."

"The nature of my interest in the business entity is as follows: (I) (my father) (my mother) (my son) (my daughter) (my spouse) (my son-in-law) (my daughter-in-law) (my father-in-law) (my mother-in-law)

- _____ own 10 percent or more of the voting stock or shares of the business entity named herein.
- _____ own either 10 percent or more of the fair market value of the business entity.
- _____ own \$15,000.00 or more of the fair market value of the business entity.
- _____ have received, in the previous year, funds from the business entity in excess of 10 percent of gross income.

"I have a substantial interest in the following described real property, because (I) (my father) (my mother) (my son) (my daughter) (my spouse) (my son-in-law) (my daughter-in-law) (my father-in-law) (my mother-in-law) have a legal or equitable ownership interest in the property with a fair market value of \$2,500 or more:

Other: _____

Affiant

SWORN TO AND SUBSCRIBED before me, the undersigned authority, by the said _____, on the _____ day of _____, _____, to certify which witness my hand and seal of office.

[S E A L]

NOTARY PUBLIC, State of Texas
My commission expires: _____

- 3.0 Other Interest. If, in addition to or other than a substantial interest as defined herein, a Trustee has a personal, professional, or economic interest in a matter before the Board for action, the nature and extent of such interest shall be disclosed to the Board prior to any action taken by the Board on the matter.

CURRENT POLICY

MANUAL OF POLICY

Title	Conflicts of Interest; Prohibited Conduct	1511
Legal Authority	Approval by the Board of Trustees	Page 1of 6
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Chapter 171 of the Texas Local Government Code provides that a “local public official” has a legal conflict of interest whenever the governing body, of which he is a member, will vote or decide any matter involving a business entity or real property in which the local public official has a substantial interest. A member of the South Texas College Board of Trustees is a “local public official”

“Substantial interest”. A Trustee has a substantial interest in a business entity or real property if:

- (1) the Trustee owns 10 percent or more of the voting stock or shares of the business entity or owns either 10 percent or more or \$5,000 or more of the fair market value of the business entity; or
- (2) the Trustee receives from the business entity 10 percent or more of his/her gross income for the previous year; or
- (3) the Trustee has an equitable or legal ownership in real property with a fair market value of \$2,500 or more.

“Business entity” means a sole proprietorship, partnership, firm, corporation, holding company, joint-stock company, receivership, trust, or any other entity recognized by law.

Conflict of Interest by Imputation. A local public official will be deemed to have substantial interest in a business entity or real property if a person related to the public official in the first degree by consanguinity (by blood) or affinity (by marriage), as determined under Chapter 573, Government Code, has a substantial interest in the business entity or real property. A person is related to a local public official in first degree by consanguinity if the person is the local public official's father, mother, son, or daughter. A person is related to a local public official in first degree by affinity if the person is the local public official's spouse, son-in-law, daughter-in-law, father-in-law, or mother-in-law

Disclosure of Conflict of Interest. If a Trustee has a substantial interest in a business entity or in real property, the Trustee shall disclose the conflict of interest by filing, before a vote or decision on any matter involving the business entity or the real property, an affidavit stating the nature and extent of the interest. The affidavit shall be filed with the Secretary of the Board.

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Abstention. A Trustee who has disclosed a conflict of interest, shall also, abstain from further participation in the matter if:

1. In the case of a substantial interest in a business entity the action taken by the Board on the matter will have a special economic effect on the business entity that is distinguishable from the effect on the public; or
2. In the case of a substantial interest in real property, it is reasonably foreseeable that an action taken by the Board on the matter will have a special economic effect on the value of the property, distinguishable from its effect on the public.

Exception where majority of Trustees subject to prohibition. If a Trustee is required to file and does file an affidavit, that Trustee shall not be required to abstain from further participation in the matter or matters requiring such an affidavit if a majority of the Trustees are likewise required to file and do file affidavits of similar interest on the same official action.

Separate Vote. The Board shall take a separate vote on any budget item specifically dedicated to a contract with a Trustee or a business entity in which a Trustee has a substantial interest. The affected Trustee shall not participate in that separate vote, but may vote on a final budget if the affidavit were filed as provided for herein and the matter in which the Trustee is concerned has been previously resolved as provided for herein.

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Conflict of Interest Disclosure Affidavit:

COUNTY OF HIDALGO §
STATE OF TEXAS §

A F F I D A V I T

BEFORE ME, the undersigned Notary Public in and for the State of Texas, on this day personally appeared _____, known to me to be the person whose name is subscribed hereto, who being first duly sworn in the manner provided by law, on oath stated as follows:

"My name is _____, and I am over the age of 18 years and competent to make this affidavit."

"I am a duly elected member of the Board of Trustees of the South Texas College, County of Hidalgo, Texas."

"I have a substantial interest in the following business entity: _____
(hereinafter the "business entity")."

"The nature of my interest in the business entity is as follows: (I) (my father) (my mother) (my son) (my daughter) (my spouse) (my son-in-law) (my daughter-in-law) (my father-in-law) (my mother-in-law)

- _____ own 10 percent or more of the voting stock or shares of the business entity named herein.
- _____ own either 10 percent or more of the fair market value of the business entity.
- _____ own \$5,000.00 or more of the fair market value of the business entity.
- _____ have received, in the previous year, funds from the business entity in excess of 10 percent of gross income.

"I have a substantial interest in the following described real property, because (I) (my father) (my mother) (my son) (my daughter) (my spouse) (my son-in-law) (my daughter-in-law) (my father-in-law) (my mother-in-law) have a legal or equitable ownership interest in the property with a fair market value of \$2,500 or more:

Other: _____

Affiant

SWORN TO AND SUBSCRIBED before me, the undersigned authority, by the said _____, on the _____ day of _____, _____, to certify which witness my hand and seal of office.

[S E A L]

NOTARY PUBLIC, State of Texas
My commission expires: _____

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Disclosure of Interest in Property

A public servant who has a legal or equitable interest in property that is to be acquired with public funds shall file an affidavit within 10 days before the date on which the property is to be acquired by purchase or condemnation.

“Public Servant” means a person who is elected, appointed, employed, or designated, even if not yet qualified for or having assumed the duties of office, as:

- a. a candidate for nomination or election to public office; or
- b. an officer of government

The affidavit must:

- a. state the name of the public servant;
- b. state the public servant's office, public title, or job designation;
- c. fully describe the property;
- d. fully describe the nature, type, and amount of interest in the property, including the percent of ownership interest in the property;
- e. state the date when the person acquired an interest in the property;
- f. include a verification as follows: "I swear that the information in this affidavit is personally known by me to be correct and contains the information required by Section 553.002, Government Code"; and
- g. contain an acknowledgment of the same type required for recording a deed in the deed records of the county.

The affidavit must be filed with the county clerk(s) of the county or counties in which the property is located and of the county in which the public servant resides.

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Contracts with Trustee-Related Businesses

The Board may contract with a Trustee or a business entity in which a Trustee has a substantial interest if the Trustee follows the disclosure and abstention procedures set out above. Atty. Gen. Op. JM-424 (1986)

Except as provided herein, a Trustee shall not knowingly:

1. Participate in a discussion, vote or decision on a matter involving a business entity or real property in which the Trustee has a substantial interest if it is reasonably foreseeable that an action on the matter would have a special economic effect on the business entity that is distinguishable from the effect on the public or will have a special economic effect on the value of the property, distinguishable from its effect on the public.
2. Act as surety for a business entity that has a contract, work, or business with the College.
3. Act as surety on any official bond required of an officer of the College.

Other Prohibited Conflict

Bribery. A Trustee shall not intentionally or knowingly offer, confer, agree to confer, solicit, accept, or agree to accept any benefit in violation of the law, including:

1. as consideration for the Trustee's decision, opinion, recommendation, vote, or other exercise of official discretion;
2. as consideration for a violation of duty imposed by law on the Trustee; or
3. that is a political contribution as defined by Title 15, Election Code, or that is an expenditure made and reported in accordance with Chapter 305, Government Code, if the benefit was offered, conferred, solicited, accepted, or agreed to pursuant to an express agreement to take or withhold a specific exercise of official discretion if such exercise of official discretion would not have been taken or withheld but for the benefit.

"Benefit" means anything reasonably regarded as pecuniary gain or pecuniary advantage, including benefit to any other person in whose welfare the Trustee has a direct and substantial interest.

Misuse of office. A Trustee shall not, with intent, obtain a benefit or with intent to harm or defraud another, intentionally or knowingly:

1. violate a law relating to his office (as defined by the Texas Government Code); or
2. misuse (as defined by the Texas Government Code) government property, services, personnel, or any other thing of value belonging to the government that has come into his custody or possession by virtue of this office.

Bank relations. A Trustee who is a stockholder, officer, director, or employee of a bank that has bid to become a depository for the College shall not vote on the awarding of a depository contract to said bank. Education Code 23.75. If a Trustee has a substantial interest in a bank with which the College is

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considering entering into a loan or other transaction besides a depository contract, then the Trustee must comply with the affidavit and abstention requirements. Atty. Gen. Op. JM-1082 (1989).

Incompatibility of Office. One person may not occupy two legally incompatible offices. Offices are legally incompatible when the faithful and independent exercise of one would necessarily interfere with the faithful and independent exercise of the other. A person may not serve in one branch of government while exercising any powers properly attached to either of the other branches of government.

Gifts. A Trustee who exercises discretion in connection with contracts, purchases, payments, claims, or other pecuniary transactions shall not solicit, accept, or agree to accept any benefit from a person the Trustee knows is interested in or likely to become interested in any such transaction of the College.

Nepotism. No person shall be employed in the College, if the individual is related to a Trustee by consanguinity (blood) within the third degree, or by affinity (marriage) within the second degree. A Trustee may not appoint, confirm the appointment of, or vote for the appointment or confirmation of the appointment of an individual to a position of employment, Chapter 573, Texas Government Code

Continuous Employment Exception. This policy shall not apply to an appointment, confirmation of an appointment, or vote for an appointment or confirmation of an appointment of an individual to a position if:

- (1) the individual is employed in the position immediately before the election or appointment of the public official to whom the individual is related in a prohibited degree; and
- (2) that prior employment of the individual is continuous for at least:
 - a. 30 days, if the public official is appointed;
 - b. six months, if the public official is elected at an election other than the general election for state and county officers; or
 - c. one year, if the public official is elected at the general election for state and county officers.
 - d. If, an individual continues in a position under the “continuous employment” exception, the Trustee to whom the individual is related in a prohibited degree may not participate in any deliberation or voting on the appointment, reappointment, confirmation of the appointment or reappointment, employment, reemployment, change in status, compensation, or dismissal of the individual if that action applies only to the individual and is not taken regarding a bona fide class or category of employees

Approval of Order Calling for May 10, 2014 Election of STC Trustees for Single-Member Trustee District #5 and Single-Member Trustee District #7

Approval of the Order Calling for the May 10, 2014 Election of an STC Trustee for single-member trustee District #5 and single-member trustee District #7 is requested.

South Texas College legal counsel, Mr. Jesus Ramirez, prepared the Order Calling for the General Election of Board members for single-member trustee District #5 and single-member trustee District #7 and advised administration that the election must be called by February 28, 2014 in order to proceed with the Saturday, May 10, 2014 election.

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

Staff has coordinated with local cities and school districts to identify concurrent elections that will propose ballot items for voters in STC single-member trustee District #5 and single-member trustee District #7. At this time, the cities of Elsa, Mercedes, and San Juan have disclosed ballot items for the May 10, 2014 general election. Early Voting logistics have been prepared to coordinate with local entities and to accommodate the expected voter turnout in these cities.

Other entities will have until February 28, 2014 to call any special elections that have not been previously disclosed. Should this occur, the authorization of the College President to adjust polling locations, dates, and times will help the College coordinate as needed with these entities.

Once this election is Ordered, the Board will have an opportunity at the March 2014 Board meeting to amend the Order should the need arise.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize the Order Calling for the May 10, 2014 Election of an STC Trustee for single-member trustee District #5 and single-member trustee District #7 as presented.

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

The Board of Trustees of South Texas College approves and authorizes the Order Calling for the May 10, 2014 Election of an STC Trustee for single-member trustee District #5 and single-member trustee District #7 as presented.

Approval Recommended:

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

ORDER CALLING GENERAL ELECTION

IT IS ORDERED BY THE BOARD OF TRUSTEES OF THE SOUTH TEXAS COLLEGE DISTRICT THAT:

Section 1. Call of Election; Date; Eligible Electors; and Hours. A general election shall be held on **Saturday, May 10, 2014**, within and throughout single-member trustee District No. 5 and single-member trustee District No. 7 of the South Texas College District. At this general election, only the resident, qualified electors of single-member trustee District No. 5 shall be entitled to vote for a trustee to represent District No. 5 on the Board of Trustees of the South Texas College District and only the resident, qualified electors of single-member trustee District No. 7 shall be entitled to vote for a trustee to represent District No. 7 on the Board of Trustees of the South Texas College District (the "Election").

The hours during which the polling places for each voting precinct within each single-member trustee district are to be open at the Election shall be from 7:00 o'clock a.m. to 7:00 o'clock p.m.

Section 2. Single-Member Trustee Districts; Boundaries Thereof. The geographical boundaries of single-member trustee District No. 5, and of single-member trustee District No. 7 are designated as follows:

SINGLE-MEMBER TRUSTEE DISTRICT NO. 5

ALL OF THE TERRITORY in Hidalgo County, Texas lying within the boundary line that begins at a point where South I-Road intersects with U.S. Highway 83; then east along the centerline of Expressway 83 to the canal that intersects Expressway 83 near the intersection with Santa Fe Street; then, north along the centerline of the canal to the point at which the canal intersects FM 495; then, east along the centerline of FM 495 to the point where FM 495 intersects with North Cesar Chavez Road; then, north along the centerline of North Cesar Chavez Road to the point where North Cesar Chavez Road intersects with East University Drive (SH 107); then, east along the centerline of East University to a point of intersection with North Tower Road; then, north along the centerline of North Tower to a point where North Tower Road intersects with Monte Cristo Road; then, east along the center line of Monte Cristo Road to the point of intersection with Brush Line Road; then, north along the centerline of Brush Line Road to the point of intersection with GI Road; then, east along the centerline of G I Road to the county boundary line between Hidalgo County and Willacy County; then, north east along the county boundary; then, north along the county boundary line to the point of intersection with the boundary line between Hidalgo County and Brooks County; then, west along said county boundary line to the point of intersection with the boundary line between Hidalgo County and Starr County; then, south – southwest along said county boundary line to the point of intersection with 14-Mile Road; then, east along the centerline of 14-Mile Road (FM 681) to the point of intersection with Cantu Road; then, south along the centerline of Cantu Road to the point of intersection with Monte Cristo Street; then, east along the centerline of Monte Cristo Street to the point of intersection with Ware Road; then, south along the centerline of Ware Road to the point of intersection with W. State Hwy. 107; then east along the centerline of W. State Highway 107 to the point of intersection with north 10th Street; then, south along the centerline of north 10th Street to a point of intersection with Sprague Street; then, east along the centerline of Sprague Street to a point of intersection with S. McColl Road; then, south along the centerline of S. McColl Road to the point of intersection with Freddy Gonzalez; then east along

the centerline of Freddy Gonzalez to the point of intersection with Bus. Highway 281; then, south along the centerline of Bus. Highway 281 to the point of intersection with Owassa Road; then, west along the centerline of Owassa Road to the point of intersection with N. Jackson Road; then, south along the centerline of N. Jackson Road to the point of intersection with Sioux Road; then, east along the centerline of Sioux Road to the point of intersection with North I – Road; then, south along the centerline of North I – Road to the point of intersection with east U.S. Highway 83; to the point of origin , and as more accurately described in the map made part of the redistricting resolution adopted by the Board of Trustees of the South Texas College District on January 31, 2012.

SINGLE-MEMBER TRUSTEE DISTRICT NO. 7

ALL OF THE TERRITORY in Hidalgo County, Texas lying within the boundary line that begins at a point where South Cesar Chavez Road intersects with U.S. Highway 83; then, east along the centerline of U.S. Highway 83 to a point approximately one-half the distance between Cesar Chavez Road and North 12th Street (Alamo, Texas); then, north along an imaginary line to the point of intersection with Nebraska Ave.; then, east along the centerline of Nebraska Ave. to the point where Nebraska Ave. intersects with North 12th Street; then, north along the centerline of North 12th Street to a point approximately one-half the distance between Nebraska Ave. and FM 495; then, east along an imaginary line to North Alamo Road; then, south along the centerline of North Alamo Road to the point where North Alamo Road intersects with Bus. Highway 83; then, east along the center line of Bus. Highway 83 to the point where Bus. Highway 83 intersects with Border Road; then, north along the centerline of Border Road to the point where Border Road intersects with Sioux Road; then, east along the centerline of Sioux Road to a point approximately one-half the distance between Border Road and Val Verde Road; then, south along an imaginary line to a point approximately one-half the distance between Sioux Road and F.M. 495; then, east along an imaginary line to the point of intersection with Val Verde Road; then, south along the centerline of Val Verde Road to the point where Val Verde Road intersects with F.M. 495; then, east along the centerline of F.M. 495 to a point just east of North Hutto Road; then, south along an imaginary line to Swallow Drive; then due east along an imaginary line to Golie Road; then, north along the centerline of Golie Road to the point where Golie Road intersects with 10-Mile Line Road; then, east along the centerline of 10-Mile Line Road to a point just east of Victoria Road; then due south along an imaginary line to Mile 9 Road; then, east along the centerline of Mile 9 Road to the point where Mile 9 Road intersects with Mile 5 ½ Road West; then, north along the centerline of Mile 5 ½ Road West to a street lying approximately one-half the distance between Mile 9 Road and 10-Mile Line Road; then, east along the centerline of said street to the point of intersection with Mile 5 Road West; then, north along the centerline of Mile 5 Road West to the point where Mile 5 Road West intersects with 10-Mile Line Road; then, east along the centerline of 10-Mile Line Road to the point where 10-Mile Line Road intersects with Mile 3 Road West; then, south along the centerline of Mile 3 Road West (International Boulevard) to a point approximately ¼ mile north of 34th Street (5 Mile Road North); then, east by northeast along a meandering line to the boundary line between Hidalgo County and Cameron County; then, north along the Hidalgo county boundary line to the point of intersection with County Line Road; then, north along the county boundary; then, north along the county boundary line to the point of intersection with the boundary line between Hidalgo County and Willacy County; then, west along the center of County Line Road to the point at which the boundary line between Hidalgo and Willacy County turns north; then, along the county boundary line to the centerline of G-I Road; then west along the centerline of G-I Road to the point where G-I Road intersects with Brush Line Road; then, south along the centerline of Brush Line Road to the point where Brush Line Road intersects with Monte Cristo Road, then west along the centerline of Monte Cristo Road to the point where Monte Cristo

Road intersects with North Tower Road; then, south along the centerline North Tower Road to the point where North Tower Road intersects with East University Drive (SH 107); then, west along the centerline of East University Drive to the point where East University Drive intersects with North Cesar Chavez Road; then, south along the centerline of North Cesar Chavez Road to the point where North Cesar Chavez Road intersects with U.S. Highway 83 at the point of origin, and as more accurately described in the map made part of the redistricting resolution adopted by the Board of Trustees of the South Texas College District on January 31, 2012.

Section 3. Early Voting Clerk and Deputy Early Voting Clerk(s). The Early Voting Clerk and the Deputy Early Voting Clerk(s) shall be the following:

Early Voting Clerk: Yvonne Ramón

Deputy Early Voting Clerk(s): to be appointed by the Early Voting Clerk

The duties of the Early Voting Clerk and the Deputy Early Voting Clerk(s) shall be those prescribed by the Texas Election Code. The early voting clerk's office shall remain open for early voting activities during the hours the polls are required to be open for voting on Election Day.

Section 4. Early Voting Days, Dates, Hours, And Polling Places: Early voting by personal appearance shall commence on **Monday, April 28, 2014** and terminate on **Tuesday, May 6, 2014**. The **main early voting polling place** and each **temporary branch early voting polling places**, for early voting by personal appearance, shall be as follows:

MAIN EARLY VOTING POLLING PLACE

Hidalgo County Elections Department Annex Bldg.
317 N. Closner "Rear"
Edinburg, Texas

TEMPORARY BRANCH EARLY VOTING POLLING PLACES

Single-Member Trustee District No. 5

Immaculate Parish Hall (Main Entrance), 28212 S. FM 2058, McCook, Texas
St. Anne Catholic Church, North Hwy. 281, San Manuel, Texas
UTPA Student Union Bldg., 1201 W. University, Edinburg, Texas
PSJA North High School, 500 E. Nolana Loop, Pharr, Texas
San Juan Fire Station #2, 2301 N. Longoria Road, San Juan, Texas

Single-Member Trustee District No. 7

Mercedes Civic Center, 530 W. 2nd St., Mercedes, Texas
La Villa High School, 200 W. Hwy. 107, La Villa, Texas

Hargill Elementary School, 11 Miles North of Edinburg on Hwy. 281, Hargill, Texas
 Elsa Municipal Building, 216 E. 4th St., Elsa, Texas
 Edcouch Fire Station, 200 W. Santa Rosa Ave., Edcouch, Texas
 Sgt. Fernando de la Rosa Library, 416 N. Tower Rd., Alamo, Texas

Any voter who is entitled to vote an early voting ballot by personal appearance may do so at the **main early voting polling place** or at any **temporary branch early voting polling place** in the voter's trustee district of residence, established herein. Early voting shall be conducted in accordance with the Texas Election Code on the following days, dates, and hours during the early voting period:

<u>Day and Date</u>		<u>Hours</u>
Monday, April 28, 2014	-	8:00 a.m. to 5:00 p.m.
Tuesday, April 29, 2014	-	8:00 a.m. to 5:00 p.m.
Wednesday, April 30, 2014	-	8:00 a.m. to 5:00 p.m.
Thursday, May 1, 2014	-	8:00 a.m. to 5:00 p.m.
Friday, May 2, 2014	-	8:00 a.m. to 5:00 p.m.
Saturday, May 3, 2014	-	8:00 a.m. to 5:00 p.m.
Sunday, May 4, 2014	-	8:00 a.m. to 5:00 p.m.
Monday, May 5, 2014	-	8:00 a.m. to 5:00 p.m.
Tuesday, May 6, 2014	-	8:00 a.m. to 5:00 p.m.

Section 5. Early Voting Clerk; Application for Ballot Voted by Mail. The mailing and physical address of the Early Voting Clerk for the Election where an application for a ballot to be voted by mail is to be submitted shall be as follows:

STC Early Voting Clerk
 Election Administration
 County of Hidalgo
 P.O. Box 1356
 Edinburg, Texas 78539

Section 6. Election Day Election Precincts, Polling Places
 The election precincts for each single-member trustee district in this Election, the boundaries of each election precinct, and the location of the polling place for each election precinct shall be, as follows:

SINGLE-MEMBER TRUSTEE DISTRICT NO. 5

The Election Precincts for this single-member trustee district shall be the same as the Hidalgo County, Texas election precincts, as follows:

<u>Precinct No.</u>	<u>Polling Place</u>
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105	B.L. Garza Middle School, 1202 N. Monmack Rd., Edinburg, Texas
19	Brewster Elem. School, 22420 FM 1017 Edinburg, Texas
239	E.B. Guerra Elem. School (Front of Library), 10010 N. Via Fernandez, Edinburg, Texas
30, 31	Edinburg North High School, 3101 N. Closner, Edinburg, Texas
108, 109	Elections Annex Bldg, 317 N. Closner, Edinburg, Texas
53, 158	Francisco Barrientes School, 1100 E. Ebony Lane, Edinburg, Texas
14, 151, 152	Jefferson Elementary School, 904 S. 12th Street, Edinburg, Texas
221, 222, 223, 241	Magee Elementary School, 3420 W. Rogers Rd, Edinburg, Texas
68, 69, 154	Monte Cristo Elem. School (Front of Library), 4010 N. Doolittle Rd., Edinburg, Texas
13,107	South Middle School, 601 W. Freddy Gonzalez, Edinburg, Texas
24, 75, 76	Immaculate Parish Hall (Main Entrance), 28212 S. FM 2058, McCook, Texas
60, 116, 142, 143, 144, 240	PSJA North High School, 500 E. Earling Road, Pharr, Texas
59, 117, 159, 245	San Juan Fire Station # 2, 2301 N. Longoria Road, San Juan, Texas

SINGLE-MEMBER TRUSTEE DISTRICT NO. 7

The Election Precincts for this single-member trustee district shall be the same as the Hidalgo County, Texas election precincts, as follows:

<u>Precinct No.</u>	<u>Polling Place</u>
44, 126, 127, 130, 181, 192, 242, 255	Sgt. Fernando de la Rosa Library, 416 N. Tower Rd., Alamo, Texas
87	Adame Elem., 5001 N FM 493, Donna, Texas
16, 79, 179	Edcouch Fire Station, 201 Santa Rosa Ave. Edcouch, Texas
15, 70, 90,119, 153, 225, 237	Elsa Municipal Building, 216 E. 4th St., Elsa, Texas
18, 92, 180	Hargill Elementary School, 13394 4th St., Hargill, Texas
17, 169, 184	La Villa High School, 200 W. Hwy. 107, La Villa, Texas

1, 32, 46, 56, 249	Mercedes Civic Center, 530 W. 2nd St., Mercedes, Texas
33	Monte Alto Community Center, 25149 1st St., Monte Alto, Texas
43, 104, 189	San Carlos Resource Comm, 230 N 86th St., San Carlos, Texas
41, 58, 110	County Comm. Pct #1, 1902 Joe Stephens Ave. Ste 101, Weslaco, Texas

Section 7. Notice of Election. Notice of the Election shall be given in the manner prescribed by the Texas Election Code.

Section 8. Authorized to Execute. The Chairperson of the Board of Trustees of South Texas College District is authorized to execute this Order, and the Secretary of the Board of Trustees is authorized to attest the same on behalf of the Board of Trustees of the South Texas College District. The President of South Texas College is authorized to do all other things legal and necessary in connection with the holding and consummation of the Election.

Section 9. Delegation of Authority to President. The President of the College is delegated the authority of approving the final precinct voting locations in conjunction with the Hidalgo County Elections Administrator.

PASSED AND APPROVED on the 20 day of February, 2014.

SOUTH TEXAS COLLEGE DISTRICT

By: _____
 _____ Benavidez,
 Chairperson
 Board of Trustees

ATTEST:

 Secretary, Board of Trustees

[S E A L]

Approval to Contract for Election Services with the County of Hidalgo to Conduct the May 10, 2014 Election of STC Trustees for District #5 and District #7

Approval to contract for election services with the County of Hidalgo to conduct the May 10, 2014 election of STC Trustees for District #5 and District #7 was requested.

With Board approval, the Hidalgo County Elections Department will be contracted to administer the election of South Texas College's Trustees for District #5 and District #7 as needed.

If the Board approves and authorizes staff to pursue a contract with Hidalgo County to conduct the May 10, 2014 Election of STC Trustees for District #5 and District #7 and the agreement for such services, the agreement would be presented to the Board of Trustees for approval at the next Regular Board Meeting after it was received and approved by legal counsel.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize contracting for election services with the County of Hidalgo to conduct the May 10, 2014 election of STC Trustees for District #5 and District #7 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 for election services with the County of Hidalgo to conduct the May 10, 2014 election of STC Trustees for District #5 and District #7 as presented.

Approval Recommended:

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

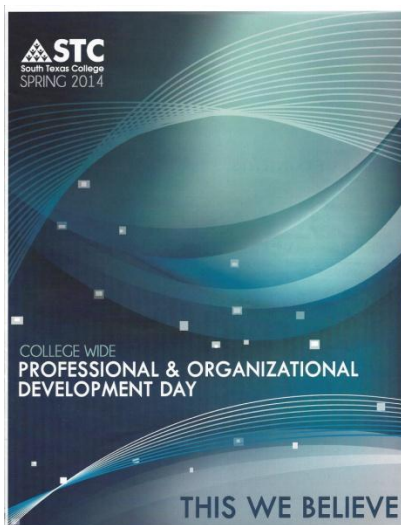
Informational Items

- President's Report

President's Report



The South Texas College Board of Trustees were recognized at the Tuesday evening, January 28, 2014 Board meeting for all of their hard work and support. A customized paper weight was gifted to each of our Board members with the College's mascot as the background, as a small token of our appreciation. The jaguar is a beautiful, artistic design created by Christopher Trejo, Graphic Designer II, Office of Public Relations and Marketing at STC. While specialty gifts will never live up to the Board's invaluable contributions, expertise, time, and dedication to the College, we wanted them to know that we are very aware and grateful for all that they do to make South Texas College the premier, model institution that it is today. **THANK YOU** Board of Trustees!



South Texas College held its semi-annual College-Wide Professional and Organizational Development Day on Friday, February 14, 2014. The morning activities were held at the McAllen Convention Center. I provided a welcome and PowerPoint presentation titled; "We Believe in STC!," which included a celebration of our passage of the bond election, a celebration of college-wide achievements and successes, teaching excellence, opportunities and challenges before us, and an introduction of the College's need to re-define itself. The purpose is to help our communities understand who we are, and how well we do things at STC. Mr. Chuck Carlberg, Principal/Brand Creative with Richards/Carlberg, the firm that will help us with re-branding, provided an overview of the company's work with various institutions of higher education and shared his thoughts of their plans for our re-branding. Chuck and key STC staff, also led us through two activities titled "Redefining the South Texas College Brand" where we used the

text message feature on our phones. We had an opportunity to respond to questions about STC and were

able to see immediate results to the questions on three huge screens located at the front of the room. Questions included: What one word describes STC? Followed by multiple choice questions (5 total) and answers (5 choices), i.e. what is STC's single greatest strength? a) its academic programs, b) faculty truly cares, c) contributing to the growth of the RGV, d) the technology available, or e) preparing students for a career. The afternoon was spent on the Pecan Campus with numerous breakout sessions for all participants.



The Texas Higher Education Coordinating Board, has launched the "Texas Affordable Baccalaureate Program," a new Bachelor of Applied Science (BAS) degree that uses a competency-based model and year-round flat-rate tuition to shorten the path to college completion. The project is a joint venture by the Texas Higher Education Coordinating Board (THECB), South Texas College, Texas A&M University–Commerce, and the College for All Texans Foundation. This is STC's fourth Bachelor degree, which was implemented this Spring 2014. This unique, low-cost degree will give Texas students the opportunity to acquire a high-quality bachelor of applied science degree with an emphasis

in organizational leadership.

South Texas College hosted the Texas Higher Education Board's (THECB) Regional Public Forum on the new Texas Success Initiative (TSI) Operational Plan. The Forum was held on January 31st at STC's Cooper Center on the Pecan Campus. Public school officials and institutions of higher education were invited to the Forum. The purpose was to discuss the Co-Board's launch of the new TSI Assessment in fall 2013. Institutions of higher education are now able to better identify students who assess at developmental and Adult Basic Education basic skill levels. The Plan proposed nine recommendations that are in DRAFT form, and they are holding these open forums to receive comments and suggestions that are critical and will help with future revisions to the Plan. The Co-Board expects to have all recommendations and a revised Plan to present to the Board at the April 2014 Co-Board meeting.



Participated in a signing ceremony between South Texas College and Instituto Internacional de Estudios Superiores de Reynosa (IIES). Representing IIES was Juan Rosendo Martinez Gomez, President. The agreement between our two institutions provides opportunities for:

- Professional development conferences with participating faculty from both institutions, along with civic and economic development leaders to discuss innovative ways to improve the quality of life on both sides of the border;

- Development of a cultural exchange for performances in dance and music by students of each institution. Committees, made up of members from each institution, can meet to develop longer term goals such as:

- faculty exchanges
- academic exchanges
- joint credit programs



Culinary Arts students served up some Middle Eastern cuisine on Tuesday, February 11th at an “invitation only” event on the Pecan Campus. The menu included: Kibbeh (crunchy Mediterranean meatballs paired with Cucumber and honey dipping sauce), Chicken Shawarma (marinated chicken baked with a tahini sauce and served with Quinoa Tabbouleh), and Beef Kabobs (juicy beef tenderloin kabobs grilled with onions, bell peppers and mushrooms, and they were served with golden couscous).



Chef Emma D. Creps, Program Chair and Ruben Limas of STC’s Culinary Arts program stopped by **Fox 2’s Good Day Valley**, with Hannah and Jessica, to show them, and their viewers, how to easily prepare treats just in time for Valentine’s Day

The public was invited to attend a candidate forum presented by the Young Democrats at STC. This event took place at the Pecan Campus. Candidates in attendance included:

DISTRICT ATTORNEY

Rene Guerra
Ricardo Rodriguez

COUNTY COMMISSIONER

Eduardo Cantu
Hector "Tito" Palacios
Ricardo Medina

92ND DISTRICT COURT JUDGE

Luis Manuel Singleterry
Rey Ortiz
Miguel Wise

JUSTICE OF THE PEACE PLACE 2

PCT. 2
Paul M. Vazaldua Jr.
Eloy Treviño Jr.
Juan "Jose" Vazquez
Hortencia "Tency" Martínez
Jaime "Jerry" Muñoz
Elvia Rios
Pete Garcia



Jerry the Jaguar encouraged students, faculty and staff to register to vote by sporting his "Voy a Votar" t-shirt at the STC Young Democrats' Meet and Greet Candidate Fair.

STC has been nationally recognized among the nation's 1,200 community colleges to apply for this \$1million award. We are one of 150 colleges selected. It is a highly competitive process to make the top 150 and this is the first time STC has achieved this recognition in its 20 year history. Kristina Wilson, Laura Talbot and Serkan Celtic will lead us on this journey to submit a competitive application to make STC the choice for this **Aspen Prize for Community College Excellence**.



South Texas College, the University of Texas Pan American, El Paso Community College, and University of Texas El Paso are the only higher education institutions in the state of Texas selected for this scholarship fund. THE DREAM.US provides college scholarships to highly motivated DREAMers who, without financial aid, cannot afford a college education that will enable them to participate in the American workforce. Mike Carranza, Associate Dean for Financial Services at STC, and his staff have already begun the effort to encourage eligible students to apply for the scholarship. Eligible students will be awarded \$30,000 each to continue their education.





STC's Health & Wellness Center continues to encourage everyone to join for as low as \$18 per month. The fee includes usage of both Pecan Campus and Mid-Valley Campus facilities as well as all classes/trainings offered at the two sites. Payment options are also available to help ease the cost of membership through May 30, 2014.



South Texas College's Pecan Campus Library presented "Women's Work," an exhibit featuring etchings by Debbie Little-Wilson. The exhibit opened Thursday, Feb. 6, 2014 with an opening reception from 6:30 to 8:30 p.m. Talks with the artist were held the same day at 1 p.m. and 5:30 p.m. at the Pecan Campus Library Rainbow Room, in McAllen. The exhibit will be on display through May 9. Admission is free and open to the public.

STC's Starr County Campus Library presented "Machistas Y Vanidad," an exhibit featuring artwork by Noel Palmenez. The exhibit opened on Feb. 6th and will be on view until May 9. A talk with the artist was held on Feb. 13th at 1 p.m. at the STC Starr County Campus Library (Bldg. F), in Rio Grande City. Admission is free and open to the public.



STC's Pecan Campus Library in McAllen presented "Beautiful Innocence," an exhibit featuring paintings by Anthony Rivera. The exhibit opened on Feb. 6th and will be on display through May 9. Admission is free and open to the public.



South Texas College's Technology Campus Library is presenting "Portrait of a Poet," an exhibit featuring photography by Ileana Garcia-Spitz. The exhibit opens Thursday, Feb. 6, 2014 and will be on view through May 9. An artist lecture was held at 5:30 p.m. on Feb. 13 at the Technology Campus Library, in McAllen. Admission is free and open to the public.





Desegregation of College Football in the Southwest, 1945-1976 at the Pecan Campus Rainbow Room.

Along with the speakers, two films were screened: *The Abolitionist* on February 5th and *Slavery by Another Name* on Feb 18. The films were shown at the D-Auditorium on the Pecan Campus, and they featured an introduction and discussion with a local scholar. In addition to the films and lectures, the exhibit, "Road to the Promise Land: Martin Luther King Jr. and the Civil Rights Movement" will be on display at the Pecan Campus Library Rainbow Room throughout the month of February.



Valley residents had the opportunity to see four musical and dance groups at one concert when Ballet Folklórico South Texas College presented its Tradiciones 2014 concert on Feb. 7th at the McAllen Civic Center.

Ballet Folklórico STC shared Center stage with the college's Conjunto Jaguar musical group in addition to special musical guests Son Luna from Veracruz, Mexico and Yetlanezi of Jalisco, Mexico.

- All STC Faculty, Staff and Students were invited to stop by and discuss undergraduate and graduate programs from the University of Phoenix on Tuesday, February 11th at Building H on the Pecan Campus. Additionally, on February 13th an information session was conducted at the Mid-Valley, Pecan and Starr County Campuses with Texas A&M - Kingsville regarding their online Master Degree Programs in the following areas:
 - M.Ed. in Adult Education
 - M.S. in Educational Administration
 - M.S. in Instructional Technology
 - Doctorate in Educational Leadership Program.
- On February 19th representatives from the University of Texas at Brownsville were on the Pecan and Mid Valley Campuses to discuss their Doctor of Education in Curriculum and Instruction with specializations in: Bilingual Studies, Educational Technology, and Higher Education Teaching.
- Participated in a meeting with a group of educators from the Dallas area. They were on the Pecan Campus to meet with key STC staff to learn about our successful Dual Enrollment and Early College High Schools. In attendance were representatives from the Lancaster High School, Lancaster Middle School, as well as Cedar Valley College with the Dallas County Community College District.
- Well wishes were extended to Mrs. Peña for a well-deserved retirement. I attended the farewell reception in her honor, and extended well wishes as she begins this new chapter in her life. Mrs. Peña has been a key member of the College's Administration and her contributions are truly appreciated. We will miss you Mrs. Peña.
- Attended the **State of the City Address** by Mayor Jim Darling, celebrating everything "Made in McAllen." The event was held on Thursday, January 20th at the McAllen Convention Center. Overall, it was another well-attended event, and I was proud to hear the long-overdue accolades for South Texas College by the City's leadership for our numerous contributions throughout the years.



- Together with key STC staff, I attended the University of Houston's Grand Opening of its **UH Rio Grande Valley Admissions Office** located on Nolana Avenue in McAllen. The event took place on Tuesday, February 11th followed by a reception at the Lone Star National Bank. It was an opportunity to discuss the need for a transfer and articulation agreement between UH and STC.
- Participated in a meeting coordinated by Francisco Almaraz, Deputy Director and Interim CEO with WorkForce Solutions, and Dr. Danny King, Superintendent with PSJA ISD to discuss the opportunity to develop a parental involvement program to provide parents access to a GED and entry level career pathway course. The primary challenge is to identify a sustainable funding stream.



RAND Corp. representatives were on the Pecan Campus on February 6th to visit with me and key staff from STC, as well as key employers from the nursing/medical, fire science, manufacturing, and computer and information technologies fields. To prepare for the visit, we were asked to respond to a series of questions forwarded by RAND representatives. RAND Corp. was hired by the Texas Higher Education Coordinating Board to look at the possibility of developing community college baccalaureate

programs in nursing and the applied sciences. This study was mandated under Senate Bill 414. As part of this study, RAND Corp. representatives are visiting four regions in Texas to gather input from stakeholders and help identify a process for decision-making on these baccalaureate programs moving forward. South Texas is one of the four regions and we were among the list of colleges they are visiting. Overall, I believe the representatives from RAND were most impressed with STC, the quality of our programs, and our passion for delivering the BAT and serving our community.

- Met with Dr. Jeff Ling, Executive Vice President, Evergreen Solutions, LLC. Evergreen Solutions is the consultant firm STC has hired to conduct a staff and administration compensation study. The College is making a sincere effort to take a fresh look at job responsibilities, classification, and compensation. The study is progressing and all groups of staff and administration have had an opportunity to express their opinions and concerns. The goal is to have a fair, equitable and competitive salary structure.
- Participated in the search committee to review applications for the Dean of Liberal Arts position at STC. The Liberal Arts and Social Sciences Division has been divided into two divisions because of its size. Dr. Ety Bischoff is serving as the Dean for Social Sciences. The committee will select the strongest candidates for on campus interviews with the search committee.

- Coordinated the agendas for the:
 - Board Work Session, Saturday, February 1st at 9:00 a.m.
 - 3:30 p.m. – Education and Workforce Development Committee
 - 4:30 p.m. – Facilities Committee
 - 5:30 p.m. – Finance and Human Resources Committee
 - Board Meeting, Thursday, February 20th at 5:30 p.m.
- Continue to meet with STC'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
- Continue to meet with STC's President's Administrative Staff to communicate information to all administrative staff and to provide the opportunity for discussion on areas of concern regarding the leadership and strategic direction for the College.
- Continue to meet with the College's Vice Presidents, Administrators, Planning and Development Council, Coordinated Operations Council, and other Councils to address immediate concerns and issues facing the College. Topics covered from January 28th thru February 20, 2014 included:
 - Discussion of Use of Cooper Center by Groups External to the College
 - Discussion of Opportunity for Diversity, Equal Opportunity and Non-Discrimination Training
 - Update on Professional Development Day
 - Update on Spring 2014 Student Enrollment
 - Paid vs. Non Paid
 - Continued Discussion of Use of Facilities by External Groups
 - Discussion of Projected Revenue and Expenditures for FY 2014-2015
 - Discussion of Budget Guidelines for FY 2014-2015
 - Discussion of Texas House Interim Committee Charges
 - Discussion of Department of Defense's **Postsecondary Education Complaint System for Veterans and Their Families**
 - Discussion of **Aspen Prize** Nomination
 - Discussion of **The DREAM.US** Scholarship Fund
 - Discussion of Task Force to Develop Guidelines for Use of Facilities by External Groups
 - Discussion of Staffing Plan for 2014-2015
 - Discussion of CB Grant Opportunity for Career and Technology Early College High School
 - Discussion of Results of UTPA Study of Students With Prior College Hours
 - Review of Professional Development Day Plan
 - Update on Clery Act Action Items

- Update on Staff and Administrative Compensation Study
- Review of FY 2014-2014 Capital Improvement Proposals and Deadline
- Discussion of Workflow Process for Faculty/Staff Office Assignments and Move Requests
- Discussion of Practice Space for the Ballet Folklorico
- Review and Discussion of Next Steps and Timelines for Implementation of Bond Construction Program
- Summary Update on Current Construction Projects
- Update on FY 2014-2015 Capital Improvement Proposals and Deadline
- Update on Preliminary Design and Construction Scheduled for Bond Construction Program
- Update on Facilities Space Programs Revisions for Bond Construction Projects
- Update on Workflow Process for Faculty/Staff Move Requests

Announcements

A. Next Meetings:

- Education and Workforce Development Committee Meeting, Monday, March 3rd, 2014 at 3:30 p.m., Ann Richards Administration Building Board Room, Pecan Campus, McAllen, Texas
- Facilities Committee Meeting, Monday, March 3rd, 2014 at 4:30 p.m., Ann Richards Administration Building Board Room, Pecan Campus, McAllen, Texas
- Finance and Human Resources Committee Meeting, Monday, March 3rd, 2014 at 5:30 p.m., Ann Richards Administration Building Board Room, Pecan Campus, McAllen, Texas
- Regular Meeting of the Board of Trustees, Tuesday, March 25th, 2014 at 5:30 p.m., Ann Richards Administration Building Board Room, Pecan Campus, McAllen, Texas

B. Other Announcements:

- The *South Texas College Summit on College and Career Readiness* will be held on Tuesday, March 4, 2014 from 8:00 a.m. through 5:00 p.m. at Region One ESC, 1900 W. Schunior, Edinburg, TX.
- South Texas College Trustees are invited to a reception to be held on Wednesday, March 5, 2014 at 6:30 p.m. at Casa Adobe Restaurant and Bar, 101 N. Avasolo Ave., Rio Grande City, TX 78582
- The College will be closed Monday, March 10th through Sunday, March 16th for Spring Break.