

**SOUTH TEXAS COLLEGE**  
**BOARD OF TRUSTEES REGULAR MEETING**  
**Tuesday, March 25, 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:”

- I. Call Meeting to Order
- II. Determination of Quorum
- III. Invocation
- IV. Public Comments
- V. Presentations..... 1
  - A. Presentation on Needs of the Delta Region
  - B. Presentation on the New Texas Success Initiative (TSI) College Readiness Assessment
- VI. Consideration and Action on Consent Agenda
  - A. Approval of Minutes
    - 1. February 20, 2014 Regular Board Meeting.....2 - 23
  - B. Approval and Authorization to Accept Grant Award(s) .....24 - 26
    - 1. The “Child Care Development Associate (CDA) National Credentialing Program Contract” from the Lower Rio Grande Valley Workforce Development Board
    - 2. The “Wild About Nature Celebrate Earth Day” Grant from Kohl’s
    - 3. Additional Funds for The “Displaced Worker Training National Emergency” Grant from the Texas Higher Education Coordinating Board
    - 4. Additional Grants Received/Pending Official Award

VII. Consideration and Action on Committee Agenda Items

A. Education and Workforce Development Committee.....27 - 28

1. Presentation on the South Texas College's FOCUS Academy
2. Presentation on the New Texas Success Initiative (TSI) College Readiness Assessment

B. Finance and Human Resources Committee

1. Review and Action as Necessary on Approval of Firm for Delinquent Tax Collection Services for Hidalgo County and Starr County .....29 - 33
2. Review and Action as Necessary on Approval of Resolution to Impose a 15% Penalty for Collection of Delinquent Taxes as Authorized Under Section 33.07 of the Texas Property Tax Code for Attorney Fees and Expenses .....34 - 36
3. Review and Action as Necessary on Award of Proposals, Purchases, and Renewals .....37 - 41
  - 1) Security System Equipment (Award)
  - 2) Travel Services(Award)
  - 3) Computers and Laptops (Purchase)
  - 4) Door Hardware (Purchase)
  - 5) Furniture (Purchase)
  - 6) IP Phones (Purchase)
  - 7) Network Switches (Purchase)
  - 8) Participation Fee for Texas Completes Project (Purchase)
  - 9) Building Moving Services (Renewal)

C. Facilities Committee

1. Review and Action as Necessary on Approval of Job Order Contractor Proposal for Hail Damage Repair of Roof Top Mechanical Equipment ..... 42 - 44
2. Review and Action as Necessary on Contracting Construction Services for Technology Campus Detention Pond ..... 45 - 47
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5. Update on Status of Construction Projects ..... 63 - 69

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

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	A. Next Meetings:	
	• Education and Workforce Development Committee Meeting, Thursday, April 10th, 2014 at 3:30 p.m., Ann Richards Administration Building Board Room, Pecan Campus, McAllen, Texas	
	• Facilities Committee Meeting, Thursday, April 10th, 2014 at 4:30 p.m., Ann Richards Administration Building Board Room, Pecan Campus, McAllen, Texas	
	• Finance and Human Resources Committee Meeting, Thursday, April 10th, 2014 at 5:30 p.m., Ann Richards Administration Building Board Room, Pecan Campus, McAllen, Texas	
	• Regular Meeting of the Board of Trustees, Tuesday, April 22nd, 2014 at 5:30 p.m., Ann Richards Administration Building Board Room, Pecan Campus, McAllen, Texas	
	B. Other Announcements:	
	• South Texas College Trustees are invited to a reception to be held on Thursday, March 27, 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 Thursday, April 17 <sup>th</sup> through Sunday, April 20 <sup>th</sup> for Semester Break.	
XIII.	Adjournment	

## **Presentations**

### *Presentation on Needs of the Delta Region*

Congressman Rubén Hinojosa will be joined by invited guests to present on the needs of the Delta region.

This item is for the Board's information only, and no action is requested.

### *Presentation on the New Texas Success Initiative (TSI) College Readiness Assessment*

Dr. Anahid Petrosian, Vice President for Academic Affairs, will introduce Ms. Laura Boyer Talbot, Director of Curriculum and Student Learning. Ms. Talbot will provide a review of the new Texas Success Initiative (TSI) College Readiness Assessment and its impact on students seeking access to college. This review will parallel the presentation provided to the Education and Workforce Development Committee, and is provided to inform the full Board of these statewide changes to college readiness assessment for incoming students.

The new TSI program established by the state has changed the testing requirements to determine college readiness during the admissions process. This has required changes to the testing procedures used at STC for student assessment, as well as a review of developmental studies and Adult Basic Ed. opportunities for students who do not test as "TSI-complete."

This item is for the Board's review and feedback to staff only, and no action is requested.

## **Approval of Minutes February 20, 2014 Regular Board Meeting**

The minutes of the February 20, 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 February 20, 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 February 20, 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  
Thursday, February 20, 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 Thursday, February 20, 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, Mrs. Graciela Farias, Mr. Gary Gurwitz, Dr. Alejo Salinas, Jr., Mr. Jesse Villarreal, and Mr. Paul Rodriguez

Members absent: Mr. Roy de León

Also present: Dr. Shirley A. Reed, Mrs. Mary Elizondo, Dr. Anahid Petrosian, Mrs. Wanda Garza, Mr. Jesus Ramirez, Mr. Cody Gregg, Ms. Myriam Lopez, Mrs. Rebecca Cavazos, Mr. Gerry Rodriguez, Mrs. Hannah McCann, Mr. Paul Hernandez, Dr. Margaretha Bischoff, Mrs. Arely Benavidez, Mr. Daniel Montez, Mrs. Brenda Jo Balderaz, Mr. Matt Hebbard, Ms. Alicia Gomez, Mr. Randy Jarvis, Mr. Ricardo de la Garza, Ms. Lizette Moreno, Mr. Chris Sias, Mr. Alex Folchi, Kelley Heller-Vela, and Mr. Andrew Fish

**Determination of a Quorum**

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

**Invocation:**

Ms. Hannah McCann, Director of Grant Development and Management, said the invocation.

**Public Comments:**

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

**Due to a scheduling conflict for an attending Trustee, presentations and the consent agenda items were delayed until after action on other items that may require deliberation by the Board. Chair Benavidez advanced to Agenda Items:**

- VII: Consideration and Action on Committee Agenda Items,**
- VIII: Consideration and Approval of Checks and Financial Reports, and**
- IX: Other Items for Board Review.**

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

Dr. Anahid Petrosian, Vice President for Academic Affairs, had coordinated with administration, faculty, and staff to provide a review of the highlights within the Division of Academic Affairs to the Education and Workforce Development Committee. This review was 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**

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

- 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

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

**Review and Action as Necessary 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 was 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 was 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 prepared a cost analysis for each class whereby the total tuition class revenue was calculated and compared to the total class cost to determine whether associated costs are fully recovered through tuition. The total tuition

revenue per class was dependent on the number of students. The total costs of the class included administrative and faculty salaries and benefits, operating, and travel. The cost analysis prepared for each class and the supporting documentation was submitted to the Business Office for review.

The associated costs of conducting a class, in some cases, might 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 requested 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 were 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) set Guidelines for Instructional Programs in Workforce Education. Per Chapter 3, Section b. 10 (5), of the THECB Guidelines, the governing board was 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 implied that the Board may authorize staff to offer a variable tuition as appropriate to specific classes.

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 were as follows:

	<b>Board Approved FY 2013-2014</b>	<b>Proposed for FY 2013-2014</b>	<b>Proposed for FY 2014-2015</b>
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.

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

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

No Board discussion or action was required at the February 20, 2014 Board Meeting.

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

No Board discussion or action was required at the February 20, 2014 Board Meeting

### **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 was requested.

During the March 2012 hail storm, buildings on the Pecan Campus were damaged. Repairs for these damages were 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 had 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.

Upon a motion by Mr. Gary Gurwitz and a second by Dr. Alejo Salinas, Jr., the Board of Trustees of South Texas College approved and authorized the 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 motion carried.

### **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 was requested.

It was 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
<b>Final Payment Total</b>					<b>\$177,369.11</b>

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 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.

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

### **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 was requested.

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

It was 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 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. A firm was 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. Half Associates, Inc.

Half Associates, Inc. was 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 were budgeted in the FY 2013-2014 Renewals and Replacements budget for these improvements and \$12,000 was budgeted for design services with final amount to be negotiated.

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

Upon a motion by Mr. Gary Gurwitz and a second by Dr. Alejo Salinas, Jr., the Board of Trustees of South Texas College approved and authorized contracting mechanical engineering services with Halff Associates, Inc. for the Technology Campus HVAC Cooling Tower replacement as presented. The motion carried.

### **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 was requested.

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

<b>Pecan Plaza Space Renovation for the STC Police Department</b>			
<b>Change Order No.</b>	<b>Item Description and Justification</b>	<b>Cost/ Days</b>	<b>Funding Source</b>
2	<ul style="list-style-type: none"> <li>• <b>Description:</b> Replace three exterior storefront entry doors on the north side of the building.</li> <li>• <b>Justification:</b> 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.</li> </ul>	\$5,313.00	Construction

<b>Pecan Plaza Space Renovation for the STC Police Department</b>			
<b>Change Order No.</b>	<b>Item Description and Justification</b>	<b>Cost/ Days</b>	<b>Funding Source</b>
2	<ul style="list-style-type: none"> <li>• <b>Description:</b> 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.</li> <li>• <b>Justification:</b> Recently hired Police Sargent and Officers recommend including a holding cell for safe detention when necessary.</li> <li>• <b>Description:</b> 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.</li> <li>• <b>Justification:</b> 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.</li> </ul>	\$8,090.70	Construction
2	<ul style="list-style-type: none"> <li>• <b>Description:</b> Upgrade to evidence locker unit from a 6 to 8 compartment configuration.</li> <li>• <b>Justification:</b> 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.</li> </ul>	\$253.45	Construction
2	<ul style="list-style-type: none"> <li>• <b>Description:</b> Change routing of HVAC ductwork supplying air to Dispatch room in order to avoid conflict with existing overhead structural beam.</li> <li>• <b>Justification:</b> 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.</li> </ul>	\$5,901.50	Construction

<b>Pecan Plaza Space Renovation for the STC Police Department</b>			
<b>Change Order No.</b>	<b>Item Description and Justification</b>	<b>Cost/ Days</b>	<b>Funding Source</b>
2	<ul style="list-style-type: none"> <li>• <b>Description:</b> Change a standard interior door and frame to a secured bullet resistant door and frame.</li> <li>• <b>Justification:</b> 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.</li> <li>• <b>Description:</b> This item also includes a credit to change the specified hardware for standard interior doors so that it is consistent with STC's standards.</li> <li>• <b>Justification:</b> Plans and specifications did not follow STC's standards for interior door hardware.</li> </ul>	\$1,465.40	Construction
2	<ul style="list-style-type: none"> <li>• <b>Description:</b> Additional days needed to accomplish above listed change order items.</li> <li>• <b>Justification:</b> 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.</li> </ul>	45 days	
<b>Total Change Order No. 2</b>		\$21,024.05 45 days	Construction

A representative from PBK Architects and STC staff attended 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.

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 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 motion carried.



## 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 was requested.

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

<b>District-Wide Building to Building ADA Compliance</b>			
<b>Change Order No.</b>	<b>Item Description and Justification</b>	<b>Cost/ Days</b>	<b>Funding Source</b>
2	<ul style="list-style-type: none"> <li>• <b>Description:</b> Install concrete slab below outdoor covered student lunch area.</li> <li>• <b>Justification:</b> 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.</li> </ul>	\$8,101 20 days	Construction
<b>Total Change Order No. 2</b>		\$8,101 20 days	Construction

A representative from Dannenbaum Engineering and STC staff attended 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.

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

## **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 was requested.

Half 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 29<sup>th</sup> 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 recommended that additional analyses be done to confirm the long term location of this information booth. Staff also recommended that a preliminary design of a permanent brick and mortar type structure be developed for review by the Board before the electrical improvements would be requested.

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

Upon a motion by Mr. Gary Gurwitz and a second by Dr. Alejo Salinas, Jr., the Board of Trustees of South Texas College approved and authorized the rejection of the proposals for the Electrical Improvements for the Pecan Campus Information Booth as presented. The motion carried.

## **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 was 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 was included within the packet.

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

Upon a motion by Mr. Gary Gurwitz and a second by Mr. Jesse Villarreal, the Board of Trustees of South Texas College approved and authorized the substantial completion for the Technology Campus Welding Lab Expansion Phase II project as presented. The motion carried.

**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 was requested.

It was 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. A letter from Melden & Hunt, acknowledging all work is complete and recommending release of final payment, was included with the packet.

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.

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

**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 was requested.

The following item for Change Order No. 4 was 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 was ten. Liquidated damages were calculated at \$500 per day as provided in the Owner/Contractor agreement.

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

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

Upon a motion by Mr. Gary Gurwitz and a second by Mrs. Graciela Farias, the Board of Trustees of South Texas College approved and authorized the deductive change order in the amount of \$5,000 for the Pecan Plaza Parking Lot Resurfacing and Lighting Improvements project as presented. The motion carried.

### **Update on Status of Construction Projects**

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

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 January 2014. 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, was available to review of the Financial Report for the month of January 2014 and respond to questions posed by the Board.

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

Upon a motion by Mr. Jesse Villarreal and a second by Mr. Paul R. Rodriguez, 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 January 2014. The motion carried.

## **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, recommended the proposed revisions to Board Policy 1511: *Conflicts of Interest; Prohibited Conduct*.

As described by Mr. Ramirez, the significant change in the proposal was the inclusion of a new section 3, which described 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 imposed legal sanctions on a Trustee failing to uphold standards set forth in law, this new section did not carry state statutory enforceable authority. It was a statement of what the Board expects from its members, and encouraged open disclosure of potential conflict even when the conflict did 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 recommended 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*.

Upon a motion by Mr. Gary Gurwitz and a second by Dr. Alejo Salinas, Jr., the Board of Trustees of South Texas College approved and authorized the 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 motion carried.

### **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 was requested.

South Texas College legal counsel, Mr. Jesus Ramirez, prepared the Order Calling for the General Election of Board members for single-member trustee District #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 had final authority to approve Election Day Polling Places and precinct consolidation.

Staff coordinated with local cities and school districts to identify concurrent elections that would propose ballot items for voters in STC single-member trustee District #5 and single-member trustee District #7. At the time of the February 20, 2014 Board meeting, the cities of Elsa, Mercedes, and San Juan had disclosed ballot items for the May 10, 2014 general election. Early Voting logistics were prepared to coordinate with local entities and to accommodate the expected voter turnout in these cities.

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

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

Upon a motion by Dr. Alejo Salinas, Jr. and a second by Mr. Paul R. Rodriguez, the Board of Trustees of South Texas College approved and authorized the 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 motion carried.

## **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 would be contracted to administer the election of South Texas College's Trustees for District #5 and District #7 as needed.

If the Board approved and authorized 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.

Upon a motion by Mr. Paul R. Rodriguez and a second by Dr. Alejo Salinas, Jr., the Board of Trustees of South Texas College approved and authorized 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 motion carried.

**Having concluded the deliberative portion of the Board agenda, Chair Benavidez returned to the presentations and consent agenda items.**

### **Presentations**

#### *Introduction of Daniel Montez, Mid Valley Campus Administrator*

Dr. Shirley Reed introduced Mr. Daniel Montez, who recently accepted the leadership position as the Campus Administrator for the Mid Valley Campus. This position was vacated when Mr. Monte Churchill retired in December 2013.

Mr. Montez was hired from within the South Texas College community. He has been with STC for 13 ½ years, starting as an adjunct, and serving as the Business Administration Department Chair since 2005. Mr. Montez has strong connections to the students, faculty, and staff at Mid Valley, having taught at that campus every semester for the past thirteen years and having participated with area high schools through the dual enrollment program in that area since 2000.

#### *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 provided 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.

The Trustees reported that the *National Legislative Summit* was very informative for them, and the news was bright for community colleges:

- Due to the increasing need for and respect of workforce and trade skill education, the role of community colleges is gaining prestige nation wide.
- There is indication that Pell Grants may return to year-round availability for students, which would allow more students to remain enrolled during the summer months, and is expected to greatly help the student retention and ultimately student success.
- The delegates from Texas showed strong unity and were well-represented and supported on the national scene.

Additionally, it was announced that Ms. Rose Benavidez has been endorsed to represent the Western Region for the Association of Community College Trustees' Board.

#### *Presentation on the 2013 State Employee Charitable Campaign*

Mrs. Brenda Jo Balderaz, Interim Director of Human Resources and Coordinator of Benefits and Payroll, introduced 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 was a state-wide initiative coordinated by the Texas Comptroller of Public Accounts and was locally administered by The United Way of South Texas.

The SECC provided 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 would be automatically deducted from their payroll on a monthly basis. Funds from across the state were routed to the state Comptroller, who then distributed 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. STC far exceeded its goal and surpassed its previous record of \$40,805 raised in 2010. Of our 262 contributors, 8 were leadership givers who were donors who contribute \$1,000 or more annually.



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

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

Upon a motion by Mr. Gary Gurwitz and a second by Mr. Paul R. Rodriguez, the Minutes of the January 28, 2014 Regular Board Meeting were approved as written. The motion carried.

**Approval of Minutes  
February 1, 2014 Board Work Session**

Upon a motion by Mr. Paul R. Rodriguez and a second by Mrs. Graciela Farias, the Minutes of the February 1, 2014 Board Work Session were approved as written. The motion carried.

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

Upon a motion by Mrs. Graciela Farias and a second by Mr. Gary Gurwitz, 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 “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 motion carried.

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

## Informational Items

- President's Report

## Announcements

### A. Next Meetings:

- Education and Workforce Development Committee Meeting, Monday, March 3<sup>rd</sup>, 2014 at 3:30 p.m., Ann Richards Administration Building Board Room, Pecan Campus, McAllen, Texas
- Facilities Committee Meeting, Monday, March 3<sup>rd</sup>, 2014 at 4:30 p.m., Ann Richards Administration Building Board Room, Pecan Campus, McAllen, Texas
- Finance and Human Resources Committee Meeting, Monday, March 3<sup>rd</sup>, 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 25<sup>th</sup>, 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 10<sup>th</sup> through Sunday, March 16<sup>th</sup> for Spring Break.

## Adjournment:

There being no further business to discuss, the Regular Meeting of the South Texas College Board of Trustees adjourned at 6:25 p.m.

I certify the foregoing are the true and correct minutes of the Thursday, February 20, 2014 Regular Board Meeting of the South Texas College Board of Trustees.

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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 “Child Care Development Associate (CDA) National Credentialing Program Contract” from the Lower Rio Grande Valley Workforce Development Board

The “Child Care Development Associate (CDA) National Credentialing Program Contract” from the Lower Rio Grande Valley Workforce Development Board would be effective from February 1, 2014 through January 31, 2015 in the amount not to exceed \$37,271.20.

This request is in accordance with South Texas College Strategic Direction One: Clear Pathways, which has the stated purpose of facilitating “...coherent educational experiences and timely completion of a post-secondary credential leading to relevant employment and/or further educational experiences.” The CDA courses and credentials will prepare students for employment in licensed child care facilities.

South Texas College will receive funds from the Program Contract to provide two college courses which include field experiences in child care settings: CDEC 1417 CDA I and CDEC 2422 CDA II, Child Development courses for CDA credentialing will be provided during Fall 2014. The funds will pay for the CDA packet, tuition and fees for students.

The Council for Professional Recognition administers the CDA National Credentialing Program. The CDA Program is designed to assess and credential early childhood education professionals. The Council sets policies and procedures for assessment and credentialing as well as administers the assessment.

2. The “Wild About Nature Celebrate Earth Day” Grant from Kohl’s

The “Wild About Nature Celebrate Earth Day” Grant from Kohl’s would be effective April 1, 2014 to April 26, 2014 in the amount not to exceed \$1,500.00.

This request is in accordance with South Texas College Strategic Direction Five: “...mutually beneficial community and educational partnerships that create a collective impact on student success.” South Texas College students will facilitate educational activities about Earth conservation.

The “Wild About Nature Celebrate Earth Day” Grant will provide South Texas College students the opportunity to work as volunteer leaders of educational activities focused on water conservation and recycling. The activities will be for elementary students. The collaborative partners will include Kohl’s Mission Store employees volunteering as assistants for activities; and Weslaco Nature Center staff providing lessons about bird identification, bird feeders, native butterflies, and native plants. Funds will be used for supplies and to provide food for volunteers.

3. Additional Funds for The “Displaced Worker Training National Emergency” Grant from the Texas Higher Education Coordinating Board

The additional funds of \$8,921.25 for the “Displaced Worker Training National Emergency” grant from the Texas Higher Education Coordinating Board will supplement programs that began December 18, 2013 and continue through June 30, 2015. Original amount was \$137,250, thus amended amount is \$146,171.25.

The additional funds will be used for program administration, as approved in the grant.

Under this grants, STC’s Continuing Education department will prepare 30 educationally disadvantaged, dislocated workers for career-path employment and post-secondary education in high-demand jobs, focusing on vocational ESL, adult education, workforce readiness, entry-level job skills training, and Level 1 Certificate or Marketable Skills Achievement Award training. Targeted occupations include Certified Nurse Assistant, Phlebotomy, Emergency Care Attendant, Pharmacy Technician Trainee, Health Information Management Clerk, Medical Receptionist, Pipe Welding, and Office Clerk.

4. Additional Grants Received/Pending Official Award

The approved grants will provide up to \$47,692.45 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 “Child Care Development Associate (CDA) National Credentialing Program Contract” from the Lower Rio Grande Valley Workforce Development Board
2. The “Wild About Nature Celebrate Earth Day” Grant from Kohl’s
3. Additional Funds for The “Displaced Worker Training National Emergency” Grant from the Texas Higher Education Coordinating Board
4. 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 “Child Care Development Associate (CDA) National Credentialing Program Contract” from the Lower Rio Grande Valley Workforce Development Board

2. The “Wild About Nature Celebrate Earth Day” Grant from Kohl’s
3. Additional Funds for The “Displaced Worker Training National Emergency” Grant from the Texas Higher Education Coordinating Board
4. 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 March 2014 Dr. Petrosian and staff provided an additional highlight of an Academic Affairs program as well as an update on state-mandated changes to the assessment of college readiness in incoming students.

### *1. Presentation on the South Texas College's FOCUS Academy*

Dr. Anahid Petrosian, Vice President for Academic Affairs, introduced Mrs. Lee H. Etheridge, Director of Professional and Organizational Development. Mrs. Etheridge was joined by Assistant Professor of Political Science Chris Marshall and Math Instructor Reid Etheridge to review South Texas College's FOCUS Academy.

"Powerful Teaching. Powerful Learning."

The FOCUS Academy was an STC initiative to help instructors continue to develop and share their professional abilities and create ways to improve student success and student engagement. This academy was based upon observation and study of similar programs at other educational institutions that worked on collaboration between educators to develop and enhance innovate methods to enhance student success.

At the time of the March 2014 committee meeting, the FOCUS Academy was serving its third cohort of STC faculty. In the 2011-2012 Academic Year there were 15 participating faculty from the Developmental Math department. In 2012-2013, 14 faculty members participated, representing the academic divisions of Business & Technology, Math & Sciences, and Liberal Arts & Social Sciences.

The 2013-2014 Cohort included 23 faculty from the academic divisions of Business & Technology, Math & Sciences, Liberal Arts & Social Sciences, and Nursing & Allied Health.

Mrs. Etheridge was joined by two faculty members who have participated in the academy, and together they reviewed the developmental activities of participating faculty, who through group discussions, readings, classroom observations, and program coursework further improve their pedagogy and ability to help students attain success at STC and beyond.

### *2. Presentation on the New Texas Success Initiative (TSI) College Readiness Assessment*

Dr. Petrosian introduced Ms. Laura Boyer Talbot, Director of Curriculum and Student Learning. Ms. Talbot provided a review of the new Texas Success Initiative (TSI) College Readiness Assessment and its impact on students seeking access to college.

The new TSI program established by the state has changed the testing requirements to determine college readiness during the admissions process. This has required changes to the testing procedures used at STC for student assessment, as well as a review of developmental studies and Adult Basic Ed. opportunities for students who do not test as “TSI-complete.”

Previous state regulation allowed for a variety of readiness assessment exams, and gave each institution some independent discretion to interpret results for developmental education placement. The state has since developed and imposed a single exam for college readiness assessment, and established state-wide thresholds for student placement in adult basic education, developmental education, or regular college coursework.

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

## **Review and Action as Necessary on Approval of Firm for Delinquent Tax Collection Services for Hidalgo County and Starr County**

Approval to approve a firm for the contract for delinquent tax collection services for Hidalgo County and Starr County at a 15% fee based on the amount of delinquent tax, penalty, and interest collected for the period of May 1, 2014 through April 30, 2015 is requested.

The contract for delinquent tax collection services was awarded to Linebarger Goggan Blair & Sampson, LLP, at the March 28, 2011, Board meeting for the period ending April 30, 2012 with two (2) one-year renewal options. The second of the two (2) one-year renewal options was for the period of May 1, 2013 through April 30, 2014.

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

All Board members were invited to the Committee meeting. This provided all Board members the opportunity to participate in the interviews and the question and answer session.

The Finance and Human Resources Committee received presentations by the following firms:

- Linebarger Goggan Blair & Sampson, LLP and
- Perdue Brandon Fielder Collins & Mott, LLP

The Finance and Human Resources Committee recommend Board approval of the selection of Linebarger Goggan Blair & Sampson, LLP to provide services for delinquent tax collection services for Hidalgo County and Starr County at a 15% penalty fee based on the amount of delinquent tax, penalty, and interest collected as presented. The contract period will be May 1, 2014 through April 30, 2015 with two (2) one-year options to renew.

### **Recommendation:**

It is recommended that the Board of Trustees of South Texas College approve and authorize the selection of Linebarger Goggan Blair & Sampson, LLP to provide services for delinquent tax collection services for Hidalgo County and Starr County at a 15% penalty fee based on the amount of delinquent tax, penalty, and interest collected as presented. The contract period will be May 1, 2014 through April 30, 2015 with two (2) one-year options to renew.

### **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 selection of Linebarger Goggan Blair & Sampson, LLP to provide services for delinquent tax collection services for Hidalgo County and Starr County at a 15% penalty fee based on the amount of delinquent tax, penalty, and interest collected as presented. The contract period will be May 1, 2014 through April 30, 2015 with two (2) one-year options to renew.

### **Approval Recommended:**

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



**SOUTH TEXAS COLLEGE  
DELINQUENT TAX COLLECTION SERVICES  
PROJECT NO. 13-14-1038**

<b>VENDOR</b>	Linebarger Goggan Blair & Sampson, LLP.	Perdue Brandon Fielder Collins & Mott, LLP.
<b>ADDRESS</b>	205 S Pin Oak Ave	400 N McColl Ste B
<b>CITY</b>	Edinburg, TX 78539	McAllen, TX 78501
<b>PHONE</b>	956-383-4500	956-631-4026
<b>FAX</b>	956-316-4935	956-994-8042
<b>CONTACT</b>	Lucy G. Canales	Hiram A. Gutierrez
<b>1. Years In Business</b>	38 years Established: 1976	44 years Established 1970
<b>2. Type of Operation</b>	Partnership	Limited Liability Partnership
<b>3. Staff</b>	Listed the following as those who would compose project team: 7 Attorneys (4 in McAllen; 3 out of the area) 1 Operations Manager 1 Collections Manager 1 Litigation Specialist 1 Auditor/Bankruptcy Manager 1 Local Network Administrator 18 Area Managers 2 Document Production 1 Post Judgment Manager 1 Data Manager 1 Disbursement Clerk 1 Data Specialist 1 Tax Warrant Manager 4 Client Services Managers 1 Litigation Manager 1 Purchasing Manager 1 Administrative Secretary 1 Courier 1 Receptionist 1 Records Clerk 1 Clerk	McAllen Office would provide services to STC. This office has 38 employees which consist of the following: 3 Attorneys 1 Office Manager 1 Litigation Manager/Communications Director 9 Legal Assistants 1 Bankruptcy Clerk 2 Field Inspectors 4 Support Staff 1 Call Center Manager 16 Call Center Personnel Indicated that staff from other offices are available as needed to assist in collections.
<b>3. Team Members</b>	Listed the following as key team members: Lucy G. Canales, Capital Partner and Management Committee Member Lori Grover, Capital Partner (out of area) Anthony W. Nims, Capital Partner (out of area) Diane W. Sanders, Partner (out of area) Gustavo Martinez, Partner Michael G. Cano, Attorney Kelly Rivera Salazar, Attorney Tito Salinas, Director of Operations Debbie Pequeno, Litigation Specialist Clint Brown, Collections Manager Martha Lopez, Auditor/Bankruptcy Manager Gonzalo Villagomez, Local Network Administrator	Listed the following as key team members: Hiram Gutierrez, McAllen Office Thelma Banduch, Attorney, McAllen Office Jonathan Garza, Attorney, McAllen Office Marisa Yvonne Cortez, McAllen Office Romeo Cantu, McAllen Office
<b>4. Contracts with Taxing Jurisdictions in Texas</b>	Indicated that they represent over 1,700 delinquent tax clients, including nine of the ten largest taxing entities in Texas.	Indicated that they currently represent more than 2,000 taxing entities throughout the Sate of Texas.

**SOUTH TEXAS COLLEGE  
DELINQUENT TAX COLLECTION SERVICES  
PROJECT NO. 13-14-1038**

VENDOR	Linebarger Goggan Blair & Sampson, LLP.	Perdue Brandon Fielder Collins & Mott, LLP.												
<b>5. Tax Collection Efforts</b>	<p>Listed the following clients and the tax collection rates for each based on a 5-year average:            El Paso Community College: 31.5%            Edinburg CISD: 32.5%            Pharr-San Juan-Alamo ISD: 33.9%            Del Mar College: 44.1%</p>	<p>Presented a bar graph showing their collections performance on behalf of Hidalgo County compared to performance by Linebarger on behalf of STC. They showed the following collection rates for Hidalgo County:            07-08: 35.7%            08-09: 34.33%            09-10: 35.21%            10-11: 34.68%            11-12: 33.87%            12-13: 31.50%</p>												
<b>6. Reports</b>	<p>Indicated they can provide the following reports:            -Annual performance report            -Annual report summarizing and documenting the July turnover and mailing            -Periodic report detailing tax sale collection activities and results            -Bankruptcy activity Reports            -Special reports upon request</p>	<p>Indicated that they will provide status reports as required by the college. The status reports detail payment agreements, accounts in litigation and tax sales. They also stated that they can generate the following reports:            - Litigation Status reports            - Monthly Collection Activity Reports            - Annual Collection Activity Reports            - Bad Address Reports            - Payment Agreement Report            - Payment Agreements in Default Report            - Bankruptcy Reports            - Descending and Alpha Order Printouts</p>												
<b>7. References</b>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; padding: 5px;">           Rio Grande City CISD            Ms. Thelma Ruelas            Asst. Superintendent of Finance &amp; Operations            (956) 716-6711            Contract Start: June 1980         </td> <td style="width: 50%; padding: 5px;">           South Texas ISD            Dr. Marla Guerra            Superintendent            (956) 565-2454 / 800-217-8839            Contract Start: January 1990         </td> </tr> <tr> <td style="width: 50%; padding: 5px;">           Pharr-San Juan-Alamo ISD            Ms. Janet Robles            Assistant Superintendent of Finance            (956) 354-2108            Contract Start: 1987         </td> <td style="width: 50%; padding: 5px;">           Mission CISD            Mr. Ricardo Lopez            Superintendent            (956) 323-5515            Contract Start: January 209         </td> </tr> <tr> <td style="width: 50%; padding: 5px;">           Edinburg CISD            Dr. Rebecca Morrison            Asst. Superintendent for Finance &amp; Operations            (956) 289-2300 Ext-2125            Contract Start: February 1983         </td> <td style="width: 50%;"></td> </tr> </table>	Rio Grande City CISD Ms. Thelma Ruelas Asst. Superintendent of Finance & Operations (956) 716-6711 Contract Start: June 1980	South Texas ISD Dr. Marla Guerra Superintendent (956) 565-2454 / 800-217-8839 Contract Start: January 1990	Pharr-San Juan-Alamo ISD Ms. Janet Robles Assistant Superintendent of Finance (956) 354-2108 Contract Start: 1987	Mission CISD Mr. Ricardo Lopez Superintendent (956) 323-5515 Contract Start: January 209	Edinburg CISD Dr. Rebecca Morrison Asst. Superintendent for Finance & Operations (956) 289-2300 Ext-2125 Contract Start: February 1983		<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; padding: 5px;">           Hidalgo County - 7 years            Pablo "Paul" Villarreal, Jr.            Tax Assessor Collector            2804 South Business Highway 281            Edinburg, TX 78539            (956) 318-2157         </td> <td style="width: 50%; padding: 5px;">           La Joya Independent School District - 5 years            Dr. Alda T. Benavides            Superintendent            200 West Expressway 83            La Joya, Texas 78560            (956) 580-5000         </td> </tr> <tr> <td style="width: 50%; padding: 5px;">           Donna ISD - 1 year            Jesus Rene Reyna            Interim Superintendent            116 N. 10th Street            Donna, TX 78537            (956) 464-1607         </td> <td style="width: 50%; padding: 5px;">           Hidalgo County Drainage District #1 - 7 years            Pablo "Paul" Villarreal, Jr.            Tax Assessor/Collector            2804 S Business Hwy 281            Edinburg, Texas 78539            (956) 318-2157         </td> </tr> <tr> <td style="width: 50%; padding: 5px;">           McAllen Independent School District - 4 years            Dr. James Ponce            Superintendent            200 North 23rd Street            McAllen, Texas 78501            (956) 618-6027         </td> <td style="width: 50%; padding: 5px;">           City of La Joya - 2 years            Mike Alaniz, City Manager            City Manager            PO Box H            La Joya, Texas 78560            (956) 580-7001         </td> </tr> </table>	Hidalgo County - 7 years Pablo "Paul" Villarreal, Jr. Tax Assessor Collector 2804 South Business Highway 281 Edinburg, TX 78539 (956) 318-2157	La Joya Independent School District - 5 years Dr. Alda T. Benavides Superintendent 200 West Expressway 83 La Joya, Texas 78560 (956) 580-5000	Donna ISD - 1 year Jesus Rene Reyna Interim Superintendent 116 N. 10th Street Donna, TX 78537 (956) 464-1607	Hidalgo County Drainage District #1 - 7 years Pablo "Paul" Villarreal, Jr. Tax Assessor/Collector 2804 S Business Hwy 281 Edinburg, Texas 78539 (956) 318-2157	McAllen Independent School District - 4 years Dr. James Ponce Superintendent 200 North 23rd Street McAllen, Texas 78501 (956) 618-6027	City of La Joya - 2 years Mike Alaniz, City Manager City Manager PO Box H La Joya, Texas 78560 (956) 580-7001
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**SOUTH TEXAS COLLEGE  
DELINQUENT TAX COLLECTION SERVICES  
PROJECT NO. 13-14-1038**

<b>VENDOR</b>	Linebarger Goggan Blair & Sampson, LLP.	Perdue Brandon Fielder Collins & Mott, LLP.
<b>8. Bilingual Collection Services</b>	Provide bilingual collection notices and have bilingual customer services personnel. Edinburg office has 50 staff who can assist Spanish-speaking citizens. Toll free number is provided.	Indicated that their staff includes qualified bilingual staff members. Collection notices are issued in English and Spanish.
<b>9. Fees</b>	15% of the total tax, penalty, and interest collected by firm. Comprehensive delinquent tax bankruptcy litigation services are included.	15% of any amount of delinquent taxes, penalties and interest as authorized by Sections 33.07, 33.08 and/or 33.11 and 33.48 of the Texas Property Tax Code. This fee, which is paid to and collected by the tax collector as attorney fees, is paid entirely by the delinquent taxpayer.
<b>10. Tax Suit Procedures</b>	Provided detailed tax suit procedures described in writing and summarized in a flowchart.	Provided detailed litigation procedures up to sale of property.
<b>11. Tax Collection Procedures</b>	<p>Provided detailed tax collection procedures, which include the following:</p> <ul style="list-style-type: none"> <li>- Send a tax collection letter to every eligible account.</li> <li>- Follow with second letter 60 days later if no payment is made.</li> <li>- Real property lawsuits are often filed simultaneously with the second mailing to ensure that the collection process maintains credibility.</li> <li>- Meet with taxpayers - All Edinburg office personnel are available to meet with taxpayers in person and to respond to all phone inquiries and letters from taxpayers.</li> <li>- Use of several national electronic database programs to increase the likelihood of finding delinquent taxpayers that move frequently.</li> </ul>	<p>Presented a schedule of work which includes the following activities:</p> <ul style="list-style-type: none"> <li>- Schedule meeting with STC to discuss college's policies relating to collections, partial payment procedures, identification of accounts (pending litigation, protected by bankruptcy and requiring immediate action), tax warrants and seizure, and introduction of firm's staff</li> <li>- Issue of notification letters</li> <li>- Select accounts for immediate work, with emphasis on large and volatile accounts</li> <li>- Begin title work</li> <li>- Processing and filing with appropriate court</li> <li>- Turn over new accounts to call center for collection</li> <li>- Send out second mailing</li> <li>- Continue filing of lawsuits</li> <li>- Send out third and fourth letters</li> <li>- Process litigation</li> </ul>
<b>TOTAL EVALUATION POINTS</b>	96.5	93
<b>RANKING</b>	1	2

**SOUTH TEXAS COLLEGE  
DELINQUENT TAX COLLECTION SERVICES  
PROJECT NO. 13-14-1038  
EVALUATION FORM**

<b>VENDOR</b>		Linebarger Goggan Blair & Sampson, LLP.		Perdue Brandon Fielder Collins & Mott, LLP.	
<b>STREET</b>		205 S Pin Oak Ave		400 N McColl Ste B	
<b>STATE/ZIP</b>		Edinburg, TX 78539		McAllen, TX 78501	
<b>PHONE</b>		956-383-4500		956-631-4026	
<b>FAX</b>		956-316-4935		956-994-8042	
<b>CONTACT</b>		Lucy G. Canales		Hiram A. Gutierrez	
1	The purchase price. (up to 35 points)	35	35	35	35
		35		35	
		35		35	
		35		35	
2	The reputation of the vendor and the vendor's goods and/or services. (up to 18 points)	17	17.5	16	16
		18		16	
		18		16	
		17		16	
3	The quality of the vendor's goods or services. (up to 18 points)	17	17	17	17
		17		17	
		17		17	
		17		17	
4	The extent to which the vendor's goods or services meet the district's needs. (up to 15 points)	14	14	14	13.25
		14		13	
		14		13	
		14		13	
5	The vendor's past relationship with the College. (up to 3 points)	3	3	2	2
		3		2	
		3		2	
		3		2	
6	The impact on the ability of the College to comply with the laws relating to Historically Underutilized Businesses. (up to 1 point)	0	0	0	0
		0		0	
		0		0	
		0		0	
7	The total long-term cost to the College to acquire the vendor's goods or services. (up to 5 points)	5	5	5	5
		5		5	
		5		5	
		5		5	
8	The experience of the firm in the area of tax collection. (up to 5 points)	5	5	5	5
		5		5	
		5		5	
		5		5	
<b>TOTAL EVALUATION POINTS</b>		96.5		93.25	
<b>RANKING</b>		1		2	

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

Approval of the Resolution imposing a 15% penalty for collection of delinquent taxes as authorized under Section 33.07 of the Texas Property Tax Code to recover the cost of attorney fees and expenses for the collection of delinquent taxes, penalty and interest due on 2013 taxes which remain delinquent on July 1, 2014 is requested.

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

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

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

**Recommendation:**

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

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

The Board of Trustees of South Texas College approves and authorizes the Resolution imposing a 15% penalty for collection of delinquent taxes as authorized under Section 33.07 of the Texas Property Tax Code for Board approval as presented.

**Approval Recommended:**

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

**RESOLUTION**

**A RESOLUTION OF THE BOARD OF TRUSTEES OF SOUTH TEXAS COLLEGE LEVYING AN ADDITIONAL PENALTY OF 15% TO THE DELINQUENT 2013 DISTRICT TAXES PURSUANT TO SECTION 33.07 OF THE STATE OF TEXAS PROPERTY TAX CODE.**

**STATE OF TEXAS** §  
**COUNTY OF STARR** §  
**AND HIDALGO** §  
**SOUTH TEXAS COLLEGE** §  
**DISTRICT**

WHEREAS, South Texas College (the “College”) has an amount of uncollected delinquent taxes due and owing the College for the tax year 2013; and

WHEREAS, pursuant to Section 33.07 of the Texas Property Code, the Board of Trustees is authorized to levy an additional penalty to recover the cost of collection of the amount of taxes, penalty, and interest due on 2013 taxes which remain delinquent on July 1, 2014; and,

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

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

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

1. Pursuant to Section 33.07 of the Texas Property Tax Code, there is hereby levied on all 2013 delinquent taxes, the penalty of fifteen (15%) percent on the amount of taxes, penalty and interest due as of July 1, 2014, and thereafter for taxes levied for the tax year 2013. Such penalty is for the purpose of defraying costs of collection under the contract with the attorneys representing the College pursuant to the authority of Section 6.30 of the Texas Property Tax Code.

2. The Tax Assessor-Collector for the College are hereby ordered and authorized to deliver a Notice of Delinquency and Notice of Additional Penalty to the property owners who have outstanding delinquent taxes for the tax year 2013 at least thirty (30) and not more than sixty (60) days before July 1, 2014.
3. A tax lien shall be attached to the property on which the 2013 tax is imposed to secure payment of the penalty herein adopted and levied.

CONSIDERED, PASSED, APPROVED AND SIGNED this 25th day of March, 2014 at a regular meeting of the Board of Trustees of South Texas College at which a quorum was present and which was held in accordance with the provisions of Texas Government Code Chapter 551.

SOUTH TEXAS COLLEGE

BY: \_\_\_\_\_  
Chairman

ATTEST:

BY: \_\_\_\_\_  
Secretary

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

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

### **1) Security System Equipment (Award)**

Award the proposal for security system equipment to Security Solutions of DFW (Dallas, TX), at a total cost of \$32,158.00.

The security system equipment will be installed at the Pecan Plaza Police Department to store the recordings from surveillance cameras.

Proposal documents were advertised and sent to fourteen (14) vendors. Four (4) responses were received and reviewed by the STC Police and Purchasing Departments.

Funds for this expenditure are budgeted in the Construction-Pecan Plaza Police Department Space Renovation-Technology budget for FY 2013-2014.

### **2) Travel Services (Award)**

Award the proposal for travel service to Shands Brooks Travel (McAllen, TX), for the period of May 20, 2014 through May 19, 2015 with two (2) one-year annual renewal options, at a service fee of \$25.00 per airline ticket.

Proposal documents were advertised and sent to three (3) vendors. Two (2) responses were received and reviewed by the Purchasing Department.

Funds for this expenditure are budgeted in the requesting Department's travel budget for FY 2013-2014 and FY 2014-2015 pending Board approval.

### **3) Computers and Laptops (Purchase)**

Purchase computers and laptops from the State of Texas Department of Information Resources (DIR) approved vendor, Dell Marketing, LP (Dallas, TX), in the total amount of \$59,340.24.

All purchase requests for computers and laptops 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:

- Staff-Use Computers
  - ⇒ 4 Computers for Distance Education – Instructional
  - ⇒ 1 Computer for Engineering Program
  - ⇒ 3 Computers for Public Relations/Marketing Office
  - ⇒ 40 Computers for Library Information Commons
  - ⇒ 2 Computers for Mid Valley Campus



- Faculty-Use Computers
  - ⇒ 1 Computer for Art Program
  - ⇒ 1 Computer for Sociology Program
  - ⇒ 2 Computers for Psychology Program
  - ⇒ 4 Computers for English Program
- Staff-Use Laptop
  - ⇒ 1 Laptop for Risk Management Office
- Faculty-Use Laptops
  - ⇒ 1 Laptop for Sociology Program
  - ⇒ 3 Laptops for Psychology Program
- Lab-Use Computers
  - ⇒ 2 Computers for Engineering Program
  - ⇒ 5 Computers for Chemistry Program
  - ⇒ 1 Computer for Distance Education-Instructional
- Training Room Computer
  - ⇒ 1 Computer for Professional Development Office
- Surveillance Camera Laptop
  - ⇒ 1 Laptop for STC Police Department

Funds for these expenditures are budgeted in the requesting department budgets for FY 2013-2014 as follows: Distance Education–Instructional, Engineering, Art, Public Relations/Marketing, Library Information Commons, Mid Valley Campus, Sociology, Psychology, English, Risk Management, Chemistry, Professional Development, and STC Police.

#### **4) Door Hardware (Purchase)**

Purchase door hardware from ADI (Houston, TX), a sole source vendor, at a total cost of \$11,551.62.

The door hardware will be installed by the Maintenance Department at the Pecan Plaza Police Department to secure doors with access control hardware.

Funds for this expenditure are budgeted in the Construction–Pecan Plaza Police Department Space Renovation budget for FY 2013-2014.

#### **5) Furniture (Purchase)**

Purchase furniture from the State of Texas Multiple Award Schedule (TXMAS) and Texas Association of School Boards (TASB)-Buy Board approved vendors, at a total amount of \$92,977.46.

A) Computer Comforts.....	\$7,305.69
B) ERG International.....	\$4,980.18
C) The Hon Company.....	\$696.40
D) Krueger International, Inc.....	\$11,074.00
E) SYSTEC Group, LLC.....	\$51,724.99
F) Watson Furniture Group.....	\$17,196.20

The purchases can be summarized as follows:

- Computer Comforts (Kemah, TX)
  - ⇒ Mid Valley Campus
    - 1 Podium for Instructional Technologies
  - ⇒ Nursing Allied Health Campus
    - 1 Podium for Instructional Technologies
  - ⇒ Pecan Campus
    - 1 Podium for the STC Police Department
    - 1 Podium for Professional Development
- ERG International/Gateway Printing & Office (Edinburg, TX)
  - ⇒ Pecan Campus
    - 12 Tables for Professional Development
- The Hon Company/Gateway Printing & Office (Edinburg, TX)
  - ⇒ Pecan Campus
    - 4 Bookcases for Professional Development
- Krueger International, Inc./Gateway Printing & Office (Edinburg, TX)
  - ⇒ Pecan Campus
    - 40 Chairs for Professional Development
- SYSTEC Group, LLC/Southwest Solutions Group (Pewaukee, WI)
  - ⇒ Pecan Campus
    - 25 Lockers, 1 Wall Pistol Locker, 1 Mobile Evidence Storage and 1 Mechanical Assist Mobile Storage for the STC Police Department
- Watson Furniture (Poulsbo, WA)
  - ⇒ Pecan Campus
    - 1 Dispatch console for the STC Police Department

Fund for these expenditures are budgeted in the requesting department budgets for FY 2013-2014 as follows: Instructional Tech Maintenance & Replacement, Pecan Plaza Police Department Space Renovations-FFE and Professional Development.

#### **6) IP Phones (Purchase)**

Purchase IP phones from Insight Public Sector (Tempe, AZ/McAllen, TX), a State of Texas Department of Information Services (DIR) approved vendor, at a total cost of \$19,838.25.

A total of 90 phones IP phone will be purchased, seventy-five (75) will be installed in offices throughout the College district as needed to for new employees and to replace phones that are no longer working and cannot be repaired. The remaining fifteen (15) will be installed at the Pecan Plaza Police Department as part of the renovation project.

Funds for this expenditure are budgeted in the Phones Central Office and Construction-Pecan Plaza Police Department Space Renovation budgets for FY 2013-2014.

**7) Network Switches (Purchase)**

Purchase network switches from Insight Public Sector (Tempe, AZ/McAllen, TX), a State of Texas Department of Information Resources (DIR) approved vendor, at a total cost of \$22,506.50.

The network switches and related equipment are needed for the Pecan Plaza Police Department Renovation project.

Funds for this expenditure are budgeted in the Construction–Pecan Plaza Police Department Space Renovation-Technology budget for FY 2013-2014.

**8) Participation Fee for Texas Completes Project (Purchase)**

Pay the annual participation fee in the amount of \$50,000 toward the cost of the Texas Completes Project which consists of a cadre of Texas community colleges. The initial institutions in Texas Completes were South Texas College, the Lone Star College System, Alamo Colleges, Dallas Community College District, and El Paso Community College.

Austin Community College, Kilgore College, and Odessa College have joined Texas Completes, and each member institution will contribute \$50,000 annually, for a total of \$400,000, to maintain the project. This will continue through 2016 under the current MOU.

Funds for this expenditure are budgeted in the Office of Strategic Initiatives budget for FY 2013-2014.

**9) Building Moving Services (Renewal)**

Renew the contract for building moving services with Zuniga’s House Movers, LLC. (San Juan, TX), for the period of May 1, 2014 through April 30, 2015, at an estimated amount of \$180,000.00.

The building moving services contract is needed to move fourteen or fifteen portable buildings this coming year as necessary located at Pecan campus.

The Board awarded the contract for building moving services at the April 30, 2013 Board of Trustees meeting for one year with two (2) one-year annual renewals. The first renewal contract period is May 1, 2014 through April 30, 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 Unexpended Plant Fund – Construction budget for FY 2013-2014.

**Recommendation:**

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

- 1) Security System Equipment (Award):** award the proposal for security system equipment to Security Solutions of DFW (Dallas, TX), at a total cost of \$32,158.00;

- 2) Travel Services(Award):** award the proposal for travel services to Shands Brooks Travel (McAllen, TX), for the period of May 20, 2014 through May 19, 2015 with two (2) one-year annual renewal options, at a service fee of \$25.00 per airline ticket;
- 3) Computers and Laptops (Purchase):** purchase computers and laptops from the State of Texas Department of Information Resources (DIR) approved vendor, Dell Marketing, LP (Dallas, TX), in the total amount of \$59,340.24;
- 4) Door Hardware (Purchase):** purchase door hardware from ADI (Houston, TX), a sole source vendor, at a total cost of \$11,551.62;
- 5) Furniture (Purchase):** purchase furniture from the State of Texas Multiple Award Schedule (TXMAS) and Texas Association of School Boards (TASB)–Buyboard approved vendors, at a total amount of \$92,977.46:
  - Computer Comforts ..... \$ 7,305.69
  - ERG International ..... \$4,980.18
  - The Hon Company ..... \$696.40
  - Krueger International, Inc. .... \$11,074.00
  - SYSTEC Group, LLC..... \$51,724.99
  - Watson Furniture Group ..... \$17,196.20
- 6) IP Phones (Purchase):** purchase IP phones from Insight Public Sector (Tempe, AZ/McAllen, TX), a State of Texas Department of Information Services (DIR) approved vendor, at a total cost of \$19,838.25;
- 7) Network Switches (Purchase):** purchase network switches from Insight Public Sector (Tempe, AZ/McAllen, TX), a State of Texas Department of Information Resources (DIR) approved vendor, at a total cost of \$22,506.50;
- 8) Participation Fee for Texas Completes Project (Purchase):** Pay a participation fee in the amount of \$50,000 toward the cost of the Texas Completes Project which consists of a cadre of Texas community colleges. These colleges are the Lone Star College System, Alamo Colleges, Dallas Community College District, and El Paso Community College;
- 9) Building Moving Services (Renewal):** renew the building moving services with Zuniga’s House Movers, LLC. (San Juan, TX), for the contract period of May 1, 2014 through April 30, 2015, at an estimated amount of \$180,000.00.

**SUMMARY TOTAL:**

The total for all proposal awards, purchases, and renewals is \$468,372.07

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

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

**Approval Recommended:**

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

## **Review and Action as Necessary on Approval of Job Order Contractor Proposal for Hail Damage Repair of Roof Top Mechanical Equipment**

Approval of the Job Order proposal from CAS Companies for the Pecan Campus Hail Damage Repair of roof top mechanical equipment is requested.

As part of the final inspections which are currently being performed by STC staff, additional damage has been identified on some aluminum covers over roof top exhaust fan units and as well as metal jackets for one back flow preventer. Initially these repair items were included on the architect's list of damaged items but were subsequently omitted and therefore not included in the plan and specs. The architect has since prepared a list and description for these repairs and mechanical sub-contractor CAS Companies was asked to provide a proposal.

CAS Companies is available to STC for Job Order Contracting services through the Tips/Taps Cooperative Purchasing System. CAS Companies has submitted the attached proposals in the amount of \$72,414.00 for these repairs. A general contractor is not needed for these repairs since they are specific to mechanical equipment. If approved, the proposal amount will be forwarded to Chubb insurance so the cost can be included in the hail damage claim.

CAS Companies is currently under contract with STC and has completed other construction projects for STC in the past. CAS Companies is currently providing mechanical sub-contractor services for SpawGlass Contractors on STC's hail damage repairs and is familiar with the scope of work required.

The Facilities Committee withheld recommendation due to uncertainty as to whether the proposed pricing included the necessary surety bonds, listed as optional within each repair proposal.

Staff has worked with CAS Companies to consolidate these pending repair items, including the optional bonds, into a single proposal for Board review and consideration. The revised proposal is attached, and the proposed project price is \$72,414.00. This price includes the required payment bonds. CAS Companies was able to identify several projects in which equipment replacement could be completed for less cost than repair. Consequently, the new proposal with bonds is priced at \$10,672 less than the original proposal price presented at the Facilities Committee meeting.

### **Recommendation:**

It is recommended that the Board of Trustees of South Texas College approve and authorize Job Order proposal in the amount of \$72,414.00 as submitted by CAS Companies for the hail damage repair of roof top mechanical equipment at the Pecan Campus 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 Job Order proposal in the amount of \$72,414.00 as submitted by CAS Companies for the hail damage repair of roof top mechanical equipment at the Pecan Campus as presented.

### **Approval Recommended:**

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



March 5, 2014 Quote number: 2014-079-00

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

TACLA7409

Attn: Gerardo M Rodriguez

Subject: STC Pecan Campus Building B , F, G, H, J, K, L, M and N Exhaust Fan Proposal.

We propose to furnish the services specified herein at the prices stated and in accordance with C.A.S Companies Terms and Conditions. C.A.S. Companies would like to submit the following proposal for your review and approval. C.A.S Companies will provide the following Labor and Material to perform scope of the following work identified by the customer. All work will be performed in accordance with the job specifications as provided by the client to C.A.S Companies. **Tips/Taps Interlocal Contract number 2032212**

**Scope of Work:**

- Provide Labor and Material to repair existing Exhaust Fans and replace Existing fans with New Exhaust Fans, disconnect and reconnect electrical and caulk and seal fan curb.
- Bldg B repair fans number EFPH001, EFPH002, EFPH003, EFPH004, EFPH005, New EF for EFPH006 and EFPH007. **\$ 6,850.00 (bond 206.00)= 7,056.00**
- Bldg F replace EF number EF-# 14 & EF-PF001. **\$ 2,835.00 (Bond 86.00)= 2,921.00**
- Building G repair Fans, EF-PG001 and EF-PG002. **\$ 850.00 (Bond 26.00)= 876.00**
- Building H fan number repairs with New Fans EFPH001, EFPH002, EFPH004, EFPH005, EFPH006, EFPH007, EFPH008, EFPH009 and RTU-PH003 Copper Drain Line. **\$ 11,600.00 (Bond 348.00)= 11,948.00**
- Building J Replace EF Equipment: EF-1 thru EF-20. **\$ 37,121.00 (Bond 1,114.00)= 38,235.00**
- Bldg K repair fans number EF-PK001 and EF-PK002. **\$ 1500.00 (Bond 45.00)= 1,545.00**
- Building L repair fans, EF-1, EF-2, EF-3. **\$ 1,955.00 (Bond 59.00)= 2,014.00**
- Building M replace Exhaust Fan 2 and 3 disconnect and reconnect Electrical, Curb adapter, seal around curb flange, fan start up. **\$ 3,036.00 (Bond 92.00)= 3,128.00**
- Building N replace Exhaust fans 1, 3, 4 disconnect and reconnect Electrical, Curb adapter, seal around curb flange, fan start up. **\$ 4,554.00 (Bond 137.00)= 4,691.00**

Excludes: Applicable Taxes, Roofing/Curbs, Electrical Modifications, Duct Work Replacement,

**The total project price is \$ 72,414.00.** Pricing is valid for 30 days and based on standard working hours (Monday thru Friday anytime between the hours of 8:00 AM-5:00 PM). In closing thank you for the opportunity to bid this project.

Best regards,

*Raymond Moses JR*

Raymond Moses Jr  
[rmoses@caslp.com](mailto:rmoses@caslp.com)  
Office Ph 956-216-8200  
Cell Ph 956-346-9600  
Fax: 956-350-2420

Hub Certified State of Texas



1306 FM 1092, Ste. 304  
Missouri City, TX 77459  
Phone: 281.499.4747  
Fax: 281.499.6655

4402 Congressional  
Corpus Christi, TX 78413  
361-298-0227

5402 S. Expressway 83  
Harlingen, TX 78552  
Phone: 956.216.8200  
Fax: 956.216.8069

[www.caslp.com](http://www.caslp.com)

CAS Companies requires a signed proposal in order to schedule the work. Thank you for this bid opportunity.

By (print) \_\_\_\_\_

Title: \_\_\_\_\_

Purchase Order: \_\_\_\_\_

Date: \_\_\_\_\_

Acceptance Signature: \_\_\_\_\_

Sincerely, *Raymond Moses Jr.* To schedule the work, please sign and fax back to our office.

Raymond Moses (2014-079-00 ) Office: (956) 216-8200. Fax: (956) 216-8069

C.A.S South Texas Mechanical Division

By signing above, customer authorizes performance of the agreed to work and shall pay for the services and/or other services authorized and agreed to by customer. All charges shall be paid immediately upon completion of the performed services. Customer expressly agrees to pay all costs for collection of payment, if necessary, including attorney's fees and court costs. Interest on an open balance is billed at the higher of 2% per month or the maximum lawful rate.

**(Ref: TIPS) Contract #2032212**  
**HVAC Solutions**  
**Contact – Kim Thompson**  
**866-839-8477 Phone**  
**866-839-8472 Fax**

1306 FM 1092, Ste. 304  
Missouri City, TX 77459  
Phone: 281.499.4747  
Fax: 281.499.6655

4402 Congressional  
Corpus Christi, TX 78413  
361-298-0227

[www.caslp.com](http://www.caslp.com)

5402 S. Expressway 83  
Harlingen, TX 78552  
Phone: 956.216.8200  
Fax: 956.216.8069

## **Review and Action as Necessary on Contracting Construction Services for Technology Campus Detention Pond**

Approval to select a contractor for the Technology Campus Detention Pond project is requested.

For fiscal year 2013-2014 construction funds have been budgeted for cleaning of the existing detention pond and drainage outlet (ditch). This detention pond existed on the property on the west side of the Technology Campus when STC purchased the property in 2010. It was evident at the time of purchase that the detention pond and the drainage outlet had not been properly maintained and various types of vegetation has grown in the area reducing the volume of storm water that can be detained. The vegetation has also reduced the ability of the drainage outlet to allow water to exit from the detention pond causing it to backup and overflow.

STC staff and Halff Associates have issued the necessary plans and specifications for the solicitation of competitive sealed proposals. Solicitation of competitive sealed proposals for this project began February 3, 2014. Six (6) proposals were issued and a total of three (3) were received on February 19, 2014.

<b>Timeline for Solicitation of Competitive Sealed Proposals</b>	
February 3, 2014	Solicitation of competitive sealed proposals. Six (6) sets of construction documents were issued.
February 19, 2014	Three (3) proposals were received.

Staff evaluated these proposals and prepared the attached proposal summary. It is recommended that the top ranked contractor be recommended for Board approval. Funds have been budgeted in the FY 2013-2014 Construction budget for this project.

The Facilities Committee recommended Board approval to contract construction services with Roth Excavating, Inc. in the amount of \$25,000.00 for the Technology Campus Detention Pond project as presented.

**Recommendation:**

It is recommended that the Board of Trustees of South Texas College approve and authorize contracting construction services with Roth Excavating, Inc. in the amount of \$25,000.00 for the Technology Campus Detention Pond project as presented.

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

The Board of Trustees of South Texas College approves and authorizes contracting construction services with Roth Excavating, Inc. in the amount of \$25,000.00 for the Technology Campus Detention Pond project as presented.

**Approval Recommended:**

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



**SOUTH TEXAS COLLEGE  
TECH CAMPUS DETENTION POND IMPROVEMENTS  
PROJECT NO. 13-14-1041**

<b>VENDOR</b>	Fresno Construction	Holchemont, Ltd.	Roth Excavating, Inc.
<b>ADDRESS</b>	724 W Monte Cristo	900 N Main St	5820 N Cage Ste 1
<b>CITY/STATE</b>	Edinburg, TX 78541	McAllen, TX 78501	Pharr, TX 78577
<b>PHONE</b>	956-381-8875	956-686-2901	956-787-0845
<b>FAX</b>	956-287-0559	956-686-2925	956-787-5152
<b>CONTACT</b>	Rick Pacheco	Michael C. Montalvo	Tyler Wulf
<b>#</b>	<b>Description</b>	<b>Proposed</b>	<b>Proposed</b>
1	Base Bid: Technology Campus Detention Pond Improvements	\$ 29,950.00	\$ 25,000.00
2	Begin Work	3 days	10 days
3	Completion of Work	30 days	10 days
<b>TOTAL PROPOSAL AMOUNT</b>		\$ 29,950.00	\$ 25,000.00
<b>TOTAL RANKING POINTS</b>		68.75	92.25
<b>RANKING</b>		3	1

**SOUTH TEXAS COLLEGE  
TECH CAMPUS DETENTION POND IMPROVEMENTS  
PROJECT NO. 13-14-1041  
EVALUATION FORM**

<b>VENDOR</b>		Fresno Construction	Holchemont, Ltd.	Roth Excavating, Inc.			
<b>ADDRESS</b>		724 W Monte Cristo	900 N Main St	5820 N Cage Ste 1			
<b>CITY/STATE</b>		Edinburg, TX 78541	McAllen, TX 78501	Pharr, TX 78577			
<b>PHONE/FAX</b>		956-381-8875	956-686-2901	956-787-0845			
<b>FAX</b>		956-287-0559	956-686-2925	956-787-5152			
<b>CONTACT</b>		Rick Pacheco	Michael C. Montalvo	Tyler Wulf			
1	The Respondent's price proposal. (up to 45 points)	38	38	32	32	45	45
		38		32		45	
		38		32		45	
		38		32		45	
2	The Respondent's experience and reputation. (up to 10 points)	5	5.5	9	8.75	9	8.75
		6		8		9	
		5		9		9	
		6		9		8	
3	The quality of the Respondent's goods or services. (up to 10 points)	5	5.25	8	8.25	8	8.25
		6		8		8	
		5		9		9	
		5		8		8	
4	The Respondent's safety record. (up to 5 points)	3	3.5	4	4.25	5	4.75
		4		4		5	
		4		5		5	
		3		4		4	
5	The Respondent's proposed personnel. (up to 8 points)	3	4.25	6	7	6	6.5
		5		7		6	
		4		8		7	
		5		7		7	
6	The Respondent's financial capability in relation to the size and scope of the project. (up to 9 points)	5	6	7	6.5	6	7
		6		6		7	
		7		7		8	
		6		6		7	
7	The Respondent's organization and approach to the project. (up to 6 points)	5	4.25	4	4.25	5	5
		3		4		5	
		5		5		5	
		4		4		5	
8	The Respondent's time frame for completing the project. (up to 7 points)	2	2	2	2	7	7
		2		2		7	
		2		2		7	
		2		2		7	
<b>TOTAL EVALUATION POINTS</b>		68.75		73		92.25	
<b>RANKING</b>		3		2		1	

## **Review and Action as Necessary on Selection of Short List of 2013 Bond Construction Program Management Firms for Interviews**

Approval and selection of a short list of Construction Program Management (CPM) services firms to be interviewed for Bond 2013 services is requested.

Responses to the Request for Qualifications for Bond 2013 Construction Program Management Services were received on February 6, 2014. A total of five (5) responses were submitted by interested firms. The evaluation team has completed evaluations and prepared the attached summary of qualifications.

The evaluation team considered the following as critical evaluation factors:

- a. Number of licensed professionals including architects and engineers proposed as part of the team's top management
- b. Previous experience managing similar Bond programs including design, bidding and construction phases
- c. Responses from previous project references

Based on the qualifications submitted by the CPM services firms, with emphasis on the critical evaluation factors, and the overall evaluations by the evaluation committee, the following recommendations have been developed.

As shown below, the evaluation committee recommends three of the five firms for Facilities Committee consideration as part of a short list. All five firms are listed in alphabetical, unranked order.

<b>Prime Firm</b>	<b>Joint Venture or Partnership with</b>	<b>Sub-consultants</b>	<b>Recommended for Short List</b>
AG/CM, Inc.	<ul style="list-style-type: none"> <li>• Dykema Architects and</li> <li>• Prodigy Construction Management, LLC.</li> </ul>	<ul style="list-style-type: none"> <li>• None</li> </ul>	Yes
Broaddus & Associates	<ul style="list-style-type: none"> <li>• None</li> </ul>	<ul style="list-style-type: none"> <li>• HPG Design Group – Interior Design</li> <li>• HMG &amp; Associates - MEP</li> <li>• WJHW Consultants – Data, Voice &amp; Acoustical</li> <li>• Maritech Engineering - Structural</li> </ul>	Yes
Hill International	<ul style="list-style-type: none"> <li>• None</li> </ul>	<ul style="list-style-type: none"> <li>• Square One Consultants – plan review</li> </ul>	Yes

Prime Firm	Joint Venture or Partnership with	Sub-consultants	Recommended for Short List
South Texas Collaborative*	<ul style="list-style-type: none"> <li>• Dannenbaum Engineering,</li> <li>• Prodigy Construction Management, LLC.,</li> <li>• GGC Engineers, and</li> <li>• Munoz &amp; Company</li> </ul>	<ul style="list-style-type: none"> <li>• None</li> </ul>	No
STV/Gallagher	<ul style="list-style-type: none"> <li>• STV and</li> <li>• Gallagher</li> </ul>	<ul style="list-style-type: none"> <li>• Prodigy Construction Management, LLC</li> <li>• Garza Program Management, LLC</li> </ul>	No

\*South Texas Collaborative does not currently exist. It will be formed as a consortium of the identified Joint Venture firms if awarded this contract by the Board.

The evaluation committee identified significant differences between qualifications submitted by the recommended firms. The most significant difference is the inclusion or absence of licensed engineers and architects as part of the team’s top management. The evaluation team identified this as one of the critical evaluation factors. Members of the evaluation team will be present at the March 3, 2014 Facilities Committee meeting to discuss these differences and address questions as appropriate.

It is recommended that the Facilities Committee recommend for Board approval at the March 25, 2014 Board meeting a short list of Construction Program Management (CPM) services firms to be interviewed for Bond 2013 Construction Program Management services, on a date to be determined.

The Facilities Committee recommended Board approval of a short list of Construction Program Management (CPM) services firms to be interviewed for Bond 2013 Construction Program Management services, on a date to be determined. The list consists of the following three firms, in alphabetical order:

- AG/CM, Inc.
- Broaddus & Associates
- Hill International

**Recommendation:**

It is recommended that the Board of Trustees of South Texas College approve and authorize staff to coordinate presentations and interviews with the firms of AG/CM, Inc., Broaddus & Associates, and Hill International 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 staff to coordinate presentations and interviews with the firms of AG/CM, Inc., Broaddus & Associates, and Hill International as presented.

**Approval Recommended:**

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

**SOUTH TEXAS COLLEGE  
CONSTRUCTION PROGRAM MANAGEMENT SERVICES  
PROJECT NO. 13-14-1036**

<b>VENDOR</b>	<b>AGICM, Inc.</b>	<b>Broaddus &amp; Associates</b>	<b>Hill International, Inc.</b>	<b>Munoz &amp; Company / South Texas Collaborative</b>	<b>STV Construction, Inc. / Gallagher Construction Company, LP.</b>
<b>ADDRESS</b>	1101 Ocean Dr	1100 E Jasmine Ave Ste 102	16801 Greenspoint Park Dr Ste 130	1017 North Main Ave Ste 300	10370 Richmond Ave Ste 850
<b>CITY</b>	Corpus Christi, TX 78404	McAllen, TX 78501	Houston, TX 77060	San Antonio, TX 78212	Houston, TX 77042
<b>PHONE</b>	361-882-0462	956-688-2307	713-349-9333	210-349-1163	713-651-0555
<b>FAX</b>	361-884-9358	956-688-2315	713-349-9334	210-525-1038	713-975-7430
<b>CONTACT</b>	Kenneth W. Polasek	Gilbert Gallegos	Freddie T. Bustillo	Henry R. Munoz, III	Steven J. Pressler
<b>3.1 Statement of Interest</b>					
<b>3.1.1 Statement of Interest for Construction Program</b>	The firm indicated its ability to meet the scope of services required. It listed several strengths and abilities, including the following: professional CM firm; leadership; Lead cost estimating/ Constructability service firm; added value (cost savings); flexibility; strong local presence; and repeat clients.	The firm emphasized its knowledge and experience with STC and the design and construction markets in the area. Indicated that the core team resides in the Rio Grande Valley.	Firm emphasized its "long history" of providing successful program management on a wide variety of projects. Indicated that their service philosophy is built on Teamwork, Proactive management, and Communication.	Firm pointed out to the collaborative efforts of four local firms who will work together to bring nearly 100 years of experience. They employ 200 staff who are within the STC district.	The two collaborating firms pointed out their experience as program managers and owners representative for more than two decades. Indicated that they will execute all aspects of the project proactively as an extension of the STC staff.
<b>3.1.2 Statement of Availability and Commitment</b>	Firm listed team members from the three firms that are collaborating to provide the services. They indicated their ability to provide services at all STC campuses.	Indicated commitment to meeting project timeline requirements. Also stated firm's availability to begin work upon notification and their proven experience in complex design and construction projects.	Made a general statement of committing to the college experienced and knowledgeable resources. They indicated that their offices in Houston, Dallas/Fort Worth, San Antonio and Austin have the ability to quickly respond to STC's needs.	Firm pledges to complete 100% of the work locally. They pointed out their understanding of local codes, processes and procedures.	Indicated the commitment of all team members to the project and to complete each assignment with dedication to schedule and budgetary adherence.
<b>3.1.3 Statement of Benefit During Program Phases</b>	Indicated that firm brings over 680 years of combined experience. They pointed out several educational institutions for whom they currently provide program management services. Indicated that they will have their most talented staff personnel to provide services to STC.	Indicated that they will ensure the best subcontractors and trades persons will work on the project. Pointed out that project is a matter of quality - in construction, communication and leadership.	The firm pointed out three areas of experience/expertise: their experience in providing services for higher education; a highly qualified team of key personnel, and their understanding of administrative and physical challenges.	Stated that they will dedicate their most qualified project and program managers to the project. Added that they will be fully committed to the project 100% of the time.	Indicated that the two firms are currently serving as program manager for multiple clients on projects with similar features and goals as those of STC.
<b>3.2 Prime Firm Experience</b>					
<b>3.2.1 Resumes of Principals and Key Members</b>	Provided resumes for the following: - Ed Labay AVS - Program Manager - Alex Palacios - Assistant Program Manager - Marty Schmitt, CCM - Field Operations Manager - Nathan Swinney, CPE - Cost Estimator/Budget Manager - John Dykema, AIA - Design Plan Review Manager - Gerald Tyler - Sr. Construction Manager/Inspector - Jesse Rodriguez - Construction Manager/Inspector - Chris Majors, CMIT - Construction Manager/Inspector - Elvira Avila - Documents Manager/Administrative Coordinator	Provided resumes for the following: - James A. Broaddus, Ph.D., P.E. - Executive Oversight - Gilbert Gallegos, AIA - Project Executive - Diana Bravo-Gonzalez, AIA - Senior Project Manager - Rolando Garcia, FAIA, Senior Project Manager - Grayson Gurley - Senior Project Manager - Tim Weldon - Construction Representative - Jim Barraco - Construction Representative - Jacque Judy - Estimator - Joe Rafac - Procurement Strategies - Hyde Griffith, MBA-PM, P.E., PMP - BIM Specialist - Victor Palacios - BIM Standards - Edgar Sanchez - BIM Standards - Hilda Perez Garcia, RID, IDA, - Interior Design & FF&E - Florin Popa, AIA - BIM Programming - Rene Garza, ASTC - Data, Voice, Acoustical - Benigno, "Ben" Rodriguez, P.E., LEED AP - Thermal and Mechanical Engineer - Ralph Martin, P.E. - Senior Electrical Engineer - Michael Donoghue, P.E. - Structural Engineer	Provided resumes for the following: - Thomas L. Ross - Program Manager/Plan Reviewer - James D. Deslatta - Assistant Program Manager/Plan Reviewer - Ruben Gonzalez - Assistant Program Manager/Plan Reviewer - Jerry Groff - Assistant Program Manager/Plan Reviewer - W. Eric Whitlow - QA/QC Manager/Inspector - Michael B. Burch - Cost Estimator/Budget Manager	Provided resumes for the following: - Henry R. Munoz, III - Executive Committee Member - James G. Sterner, AIA, LEED, AP - Executive Committee Member - Alex Palacios - Executive Committee Member - Louis H. Jones, Jr., P.E. - Executive Committee Member - Roberto P. Gonzalez - Executive Committee Member - Charles Lampe, AIA - Program Executive - Richard D. Seitz, P.E. - Deputy Program Manager - Aaron S Sarfati, LEED, AP - Program Support Manager/Master Scheduler; Technology Oversight - Paul E. Klein, AIA, NCARB - Project Manager - Robert J. Herrera - Project Manager - Jesse Villegas - Project Manager - Steve L. McGarragh, AIA L. - Project Manager - Jesus "Jesse" L. Rodriguez - Project Manager - Gloria J. Rodriguez - Executive Committee Administrative Support	Provided resumes for the following: - Von Gallagher - Executive Program Manager - Alex Palacios - Assistant Program Manager - Jeff Fisher - Design Management Lead - Christopher Bailey - Pre-Construction Lead - Charley Conway - Construction Lead - Bobby Phillips - Project Manager- Pecan Campus - Nathan Watson - Project Manager- Nursing & Allied Health Campus - Keith Reynolds - Project Manager-Mid Valley Campus - Grant Hawkins - Project Manager- Technology Campus - Jesus Rodriguez - Project Manager- Starr County Campus - A. J. Duffey - Code Specialist - Ann Walker - Design Coordinator - Lance Aaron - Estimator - Abe Andualam - Estimator - John Solano - Estimator - Matthew J. Passero - Estimator - James P. Bernier - Scheduler - Cristina Calderon - Document Control Manager - Gus Maimis - Principal-In-Charge - Michael Spoel - QA/QC Manager - Philip A. Taylor - Safety Manager
<b>3.2.2 Project Assignments and Lines of Authority</b>	Project assignment are indicated on a table. Percentage of time for the project is shown for the prime firm staff, but not for the other key team members not with the prime firm.	Project assignments and lines of authority are indicated in an organization chart for the project. Indicated that work at each campus would be divided into two divisions.	Project assignments and lines of authority are shown in an organization chart. It includes the percentage time each of the above-listed staff will devote to the project.	Project assignment are stated as follows: Executive committee - professional oversight over entire team; Deputy program managers - oversight of work at each campus; Project managers - Each will be assigned to a campus and will be responsible for day-to-day management.	Table was provided listing the key personnel who will be involved in the project and the percentage time each will be involved. The percentage time is give for pre-construction and for the construction phase of the project. A project manager was shown for each campus.
<b>3.2.3 Years Prime Firm has Provided CPM Services</b>	Firm has provided construction program management for 18 years.	Firm has provided the services since its inception in 2000.	Firm has provided construction program management services for 37 years.	Did not indicate years providing CPM services, but reiterated their 200 years of combined experience.	STV has been providing construction program management for over 30 years. Gallagher has been providing planning, design and construction services for 45 years.
<b>3.2.4 Prime Firm Coordination, Scheduling and Management of Owner Requirements</b>	Firm listed and elaborated on the following areas of coordination, scheduling and management: Project Requirements, Scope Management, Cost Management, Schedule Management, Delivery Methods, and Project Construction Management.	Provided a detailed 14 step management process that the firm follows. These are conducted within 2 main phases: A Pre-Project Planning Phase and a Project Implementation Plan Phase.	Indicated that their professionals function as an extension of the college staff. They provided details on: cost estimating, scheduling, use of Information Technology, and quality assurance and quality control.	Provided detailed elements of their approach to the whole project, which includes initiation of a "Project Charter", process planning, project management plan, control system, monitoring of project, and cost control.	Provided a detailed description of the entire approach to the project. It included items such as design management, cost controls, scheduling, subcontractor qualification, change order management, safety, quality control, and project closeout.

**SOUTH TEXAS COLLEGE  
CONSTRUCTION PROGRAM MANAGEMENT SERVICES  
PROJECT NO. 13-14-1036**

<b>VENDOR</b>	<b>AGICM, Inc.</b>	<b>Broadtuss &amp; Associates</b>	<b>Hill Internacional, Inc.</b>	<b>Munoz &amp; Company / South Texas Collaborative</b>	<b>STV Construction, Inc. / Gallagher Construction Company, LP.</b>
3.2.5 Location of Prime Firm and Team Members When Providing Services to STC	Firm provided a corporate address of Corpus Christi, Texas, but indicated that project office in McAllen, Texas	Firm provided a McAllen, Texas Office and indicated 13 personnel.	Indicted that staff working full time on the project will reside in an office in McAllen, Texas near STC's office. They plan to rent office space during the duration of the agreement.	Provided a McAllen, Texas address as the STC Collaborative office location.	Provided a McAllen, Texas address, which is the address of one of the subconsultants who would be involved in the project.
3.2.6 Types of Insurance and Limits Prime Firm Carries	Firm showed the following as the insurance coverage and limits: - General Liability/Auto/Workers Comp - \$1 million each - Professional Liability- \$1 million aggregate and \$1 million per claim	The firm indicated that they maintain the following insurance: - General Liability - \$1 million per occurrence/\$2 million aggregate - Automobile - \$1 million - Umbrella - \$3 million/\$3 million aggregate - Workers Compensation - \$1 million - Professional Liability - \$1 million per occurrence / \$1 million aggregate	Included certificate of insurance that contain the following: - General Liability - \$1 million each occurrence; \$2 million aggregate - Auto Liability - \$1 million combined single limit each accident - Umbrella - \$20 million - Workers Compensation - \$1 million - Professional Liability - \$10 million	Firm provided the insurance carried by one of the team members, Munoz & Company: - General Liability - \$1 million each occurrence; \$2 million aggregate - Excess/Umbrella Liability - \$2 million each occurrence/aggregate - Workers Compensation - \$1 million each accident - Professional Liability - \$2 million per claim; \$2 million annual aggregate	Provided certificates of insurance for the two primary firms who are collaborating. The insurance for STV Construction is listed below: - General Liability - \$1 million each occurrence; \$2 million aggregate - Auto Liability - \$1 million combined single limit - Umbrella Liability - \$5 million - Workers Compensation - \$1 million - Professional Liability - \$5 million
<b>3.3 Project Team</b>					
3.3.1 Organization chart with Role of Prime Firm and Subgroups	Organization chart was included that showed roles of staff from the three firms that are teaming up for the project.	Organization chart was included that showed roles of prime firm staff. It included the consultants and their specialties.	Organization chart was included that showed roles of the staff previously named who would participate in the project.	Organization chart was included that indicated roles of the staff who will participate in the project.	Organization chart was included that showed the roles of the key staff for the project and the lines of authority.
3.3.2 Subgroup and/or Individual Information	Summarized the roles of the staff from the three firms forming the team and reiterated the qualification of each as was presented in their resumes. The expertise was not presented for each firm, but for each of the key staff from all firms. The other two firms partnering with AGICM are: - Prodigy Construction Management - Dykema Architects	Listed prime firm and four subconsultant firms they propose to include in the project. These are: - HMG and Associates - a mechanical and electrical engineering firm (established 1983) - HPG Design - Architectural and Interior Design (9 years in business) - Wrightson, Johnson, Haddon & Williams - Acoustical Consulting (established 1990) - Maritech Engineering - Multidiscipline engineering company (established 1995)	Listed Square One Consultants, Inc. as the subconsultant who will be involved in the project. This is a project management firm from Austin, Texas. Prime firm listed three projects in which the subconsultant worked together with them.	Provided summary of the qualifications and experience of the four firms collaborating to perform CPM services. The firms are: - Munoz & Company- a design and management firm - Prodigy Construction Management- a project management firm - Dannenbaum - design, engineering and program management - GGC Engineers, Inc. - engineering services	Presented a brief summary of the qualifications and roles of two subconsultants who would be used on the project: - Prodigy Construction Management - a construction management and engineering firm - Garza Program Management - provides various services such as project management, project controls, scheduling, constructability reviews, value engineering and quality control.
<b>3.4 Representative Projects</b>					
3.4.1 List of 5 Education Projects	Firm listed the following projects: - Texas A&M University System - Texas A&M Corpus Christi Michael and Karen O'Conner Building - Texas A&M University System - Island Hall; Nursing, Health Science & Kinesiology Building - Texas A&M University System - Texas A&M Corpus Christi Central Plant Expansion - Texas A&M University System - Bayside Parking Garage - Texas A&M University System - University Student Center Expansion and Renovation Project	Firm listed the following projects: - South Texas College - Multiple campus Building Program Management - UT Brownsville and Texas Southmost College - Bond Program Planning & Management - Edinburg CISD - 2008 Bond Program Management - Alamo Colleges - 2005 Bond Capital Improvement Program - Lone Star College System - Bond Program Management	Firm listed the following projects: - The University of Texas Medical Branch - Multiple projects - Texas Southern University - Multiple projects - Texas A&M University System - Multiple projects - Texas State University System - The University of Texas MD Anderson Cancer Center - Cancer Center projects.	Firm listed the following projects: - University Health System - University Hospital - San Antonio ISD - Construction program management services for various schools - Hidalgo County Drainage District No. 1 - 37-mile Levee Improvement/Border Wall Program - Hidalgo County Regional Mobility Authority - Program Management Consultant (Ongoing) - Texas A&M Corpus Christi Island Hall and Weslaco Citrus Center - Texas A&M San Antonio - Multi Purpose Building	Firm listed the following projects: - University of Pennsylvania - Ceddia Union Building - Columbia University - Multiple projects - Peralta Community College District - Development of Campus Master Plan - Roysse City ISD - Roysse City High School - Wylie ISD - Wylie East High School
<b>3.5 References</b>					
3.5.1 Reference for Projects Listed	The following references were provided: - Texas A&M University System - Corpus Christi ISD - Schertz-Cibolo-Universal ISD - Taft ISD	The following references were provided: - Edinburg CISD - UT-Brownsville and Texas Southmost College - Alamo Colleges - Lone Star College System	The following references were provided: - The University of Texas Medical Branch - Texas Southern University - Texas A&M University System - The Texas State University System - The University of Texas MD Anderson Cancer Center	The following reference were provided: - Texas A&M Corpus Christi University - Texas A&M International University - Texas A&M University Kingsville - Texas A&M University San Antonio - San Antonio Independent School District - Hidalgo County Drainage District No. 1 - Hidalgo County Regional Mobility Authority	The following references were provided: - Shippensburg University of Pennsylvania - Peralta Community College District - Columbia University - Wylie Independent School District - Roysse City Independent School District
<b>3.6 Additional Information</b>					
3.6.1 Additional Information on Qualifications	Firm included letters of recommendation from clients and information on additional projects in which it has provided program management services for some school districts.	The firm indicated its use of Owner InSite software, which allows all project team members (including the owner, architects, engineers, etc.) in real time. The also gave examples of the value engineering the have performed on other projects, and the use of Building Information Modeling (BIM).	The firm submitted a statement on Claims/Risk Management capabilities. They pointed out several items for managing risk and avoiding claims: establishment of communication; ensure changes are defined in contract language; provide owner involvement; assess potential risks; and define how disputes will be handled.	Firm did not submit any additional information.	The firm listed summaries of several more projects it has conducted around the country for educational institutions in which it provided services such as will be required by STC.

# South Texas College Evaluation of Construction Program Management Services for 2013 Bond Construction Program

## Top Management Organizational Charts

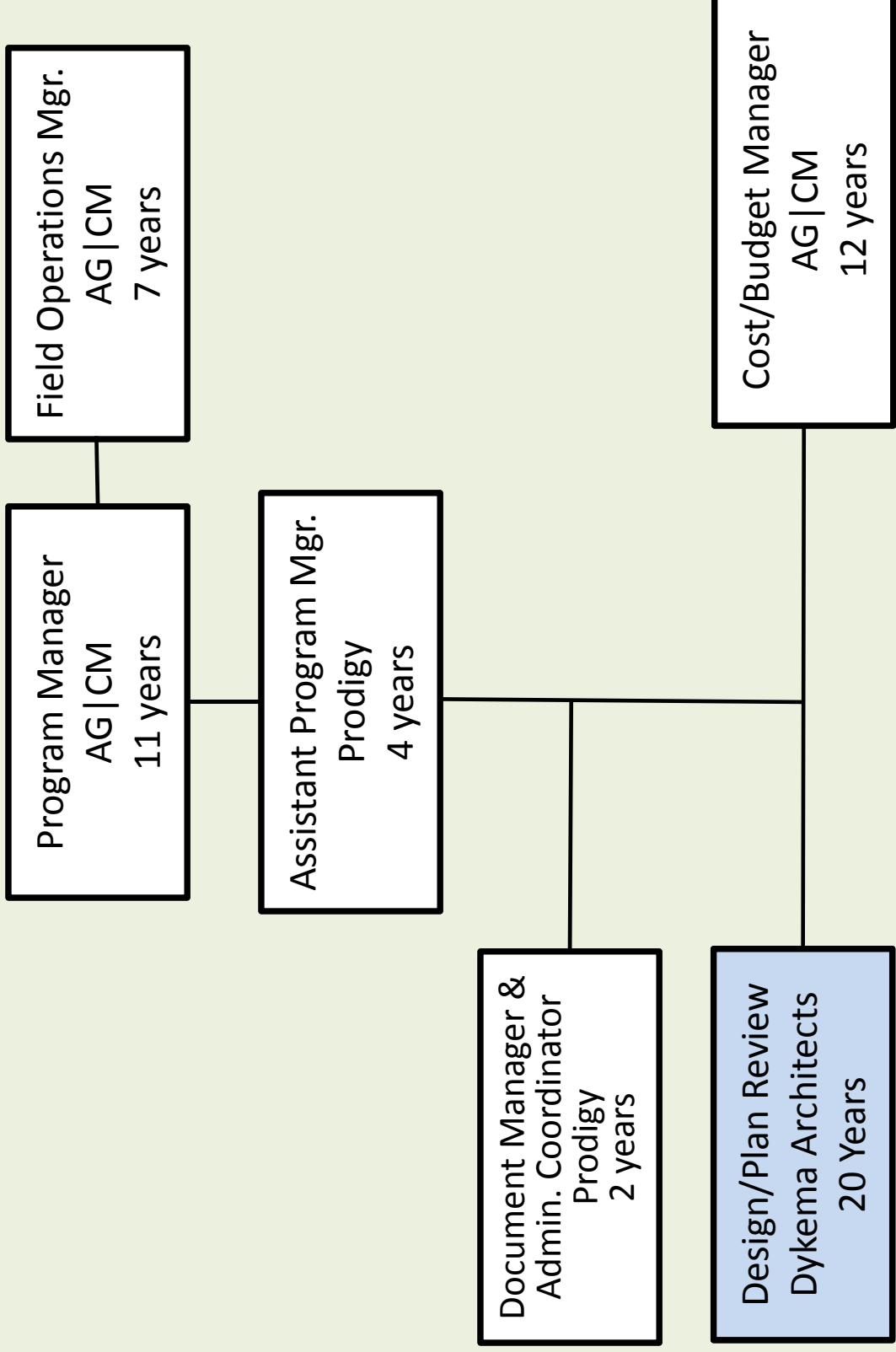
Licensed Engineer  
or Architect  
Years with firm

CPM Team  
Member  
Years with firm



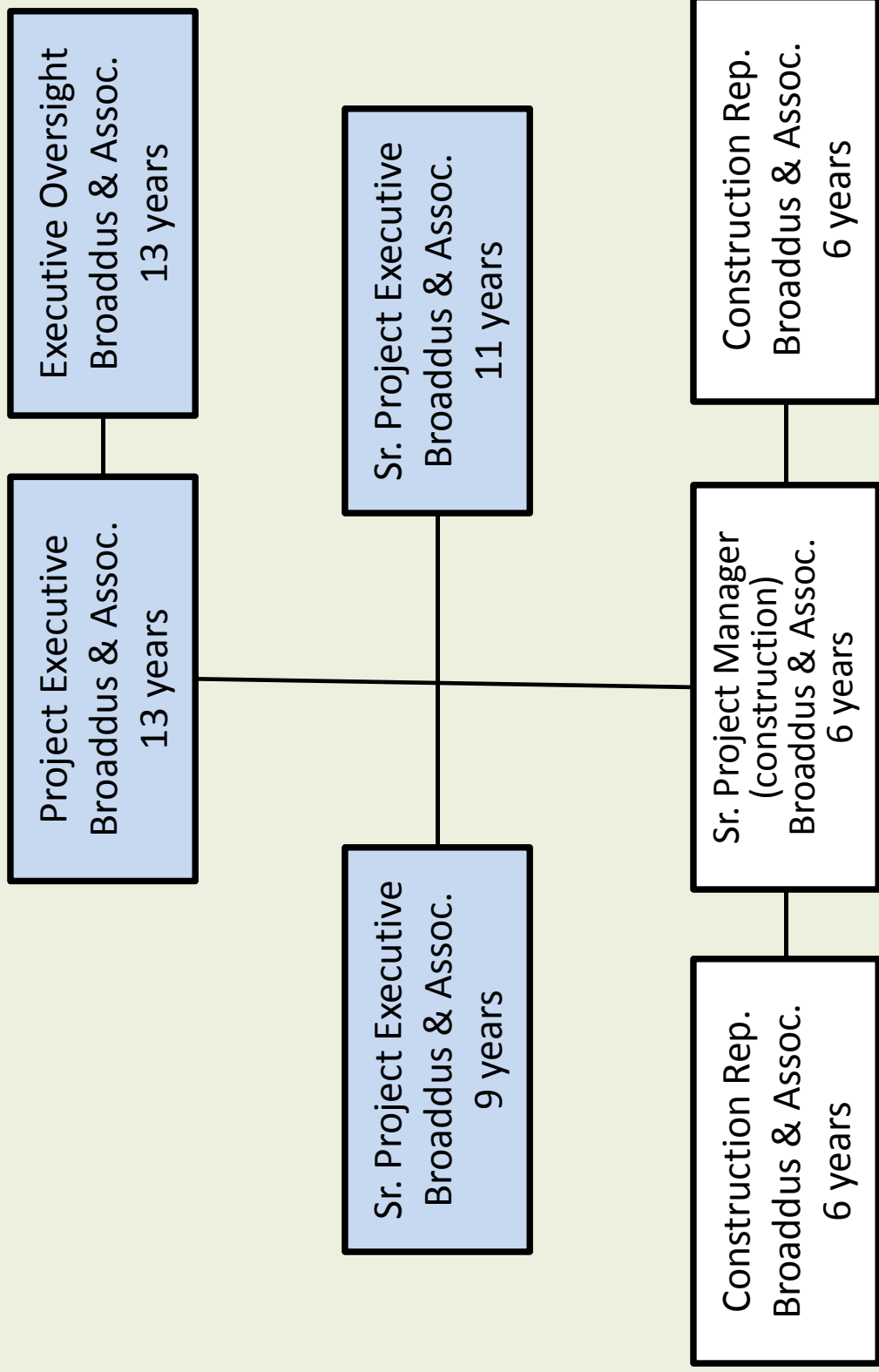
# CPM Top Management Organizational Chart

## AG|CM, Inc. and Partners



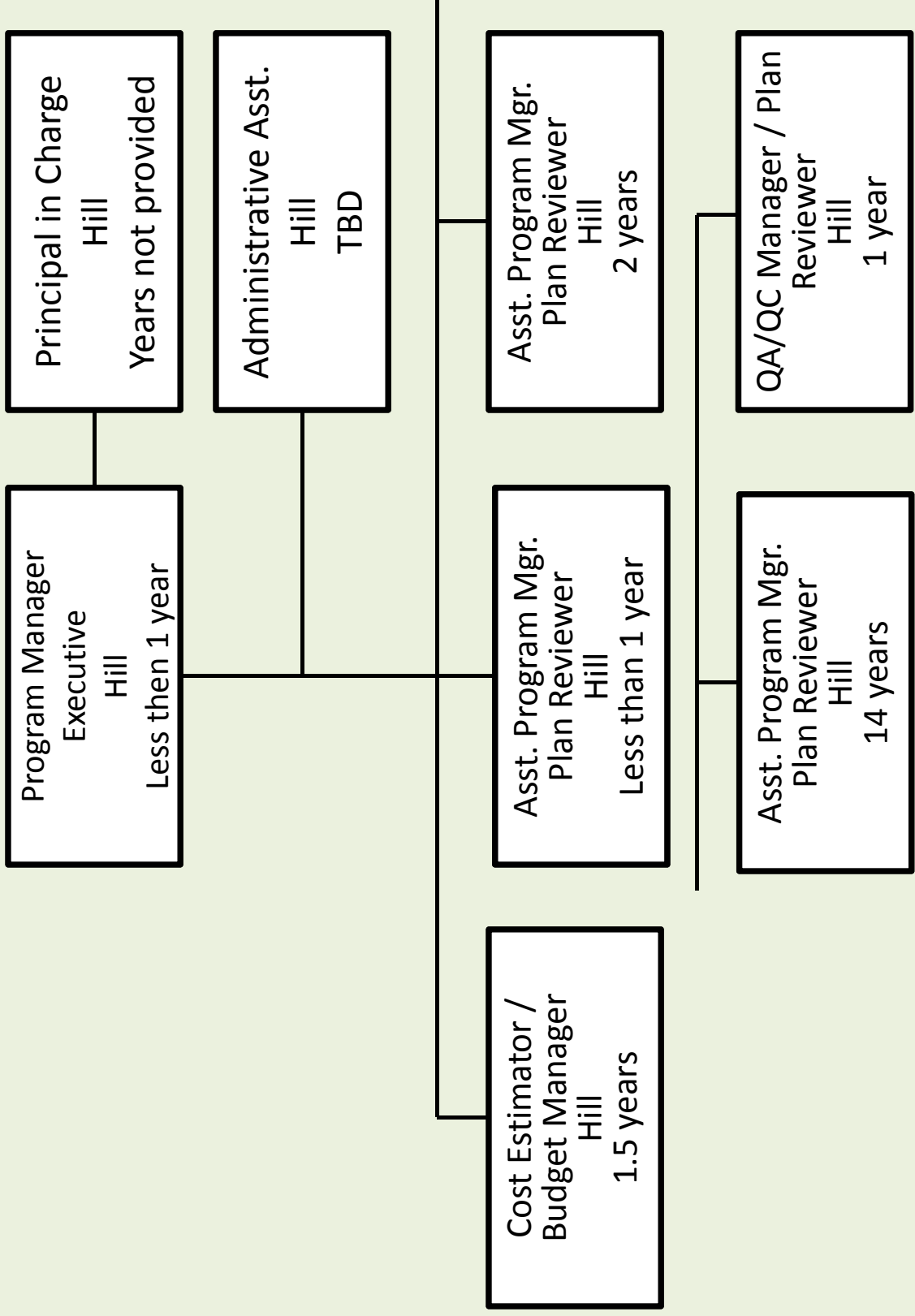
# CPM Top Management Organizational Chart

## Broaddus & Associates



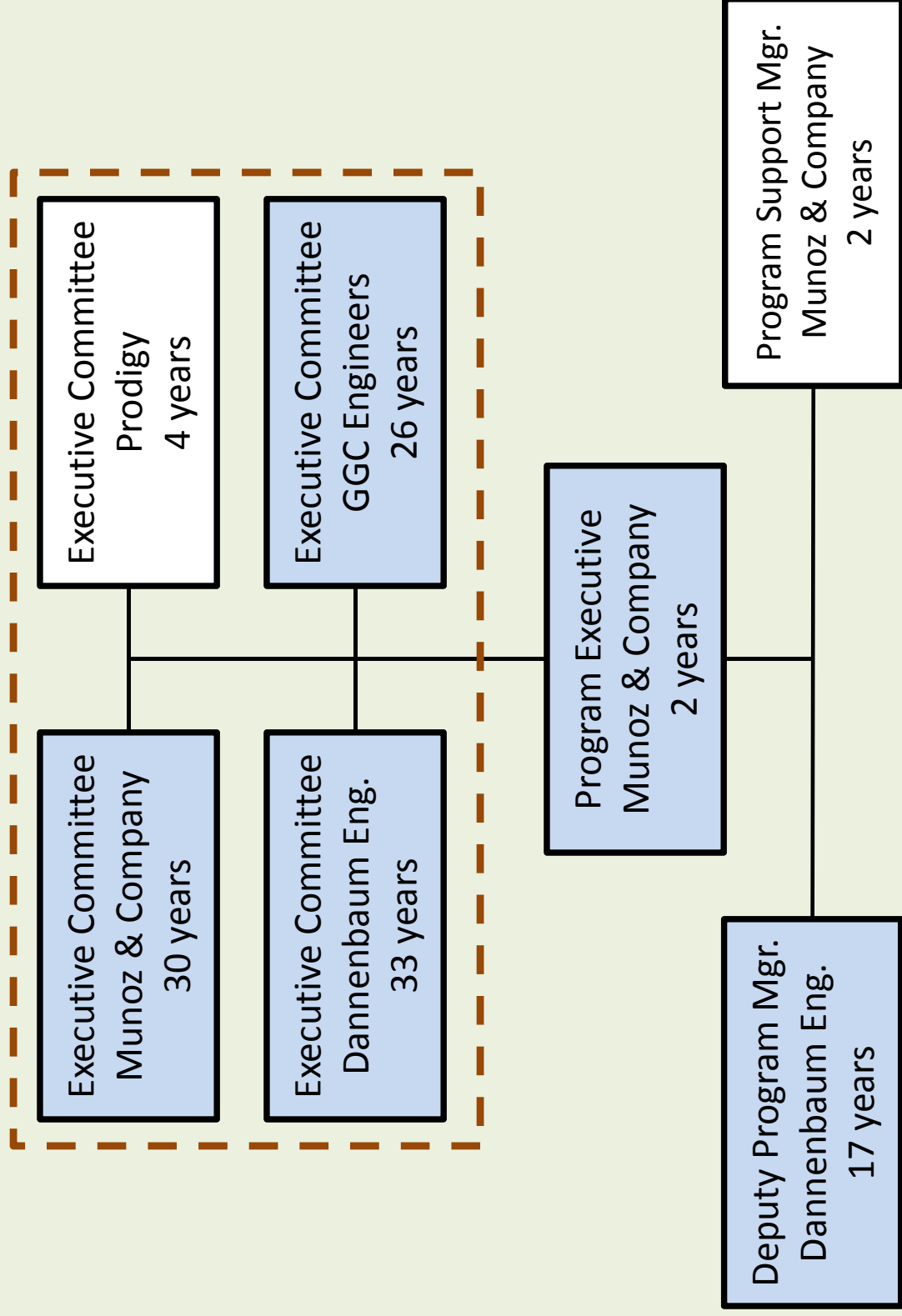
# CPM Top Management Organizational Chart

## Hill International

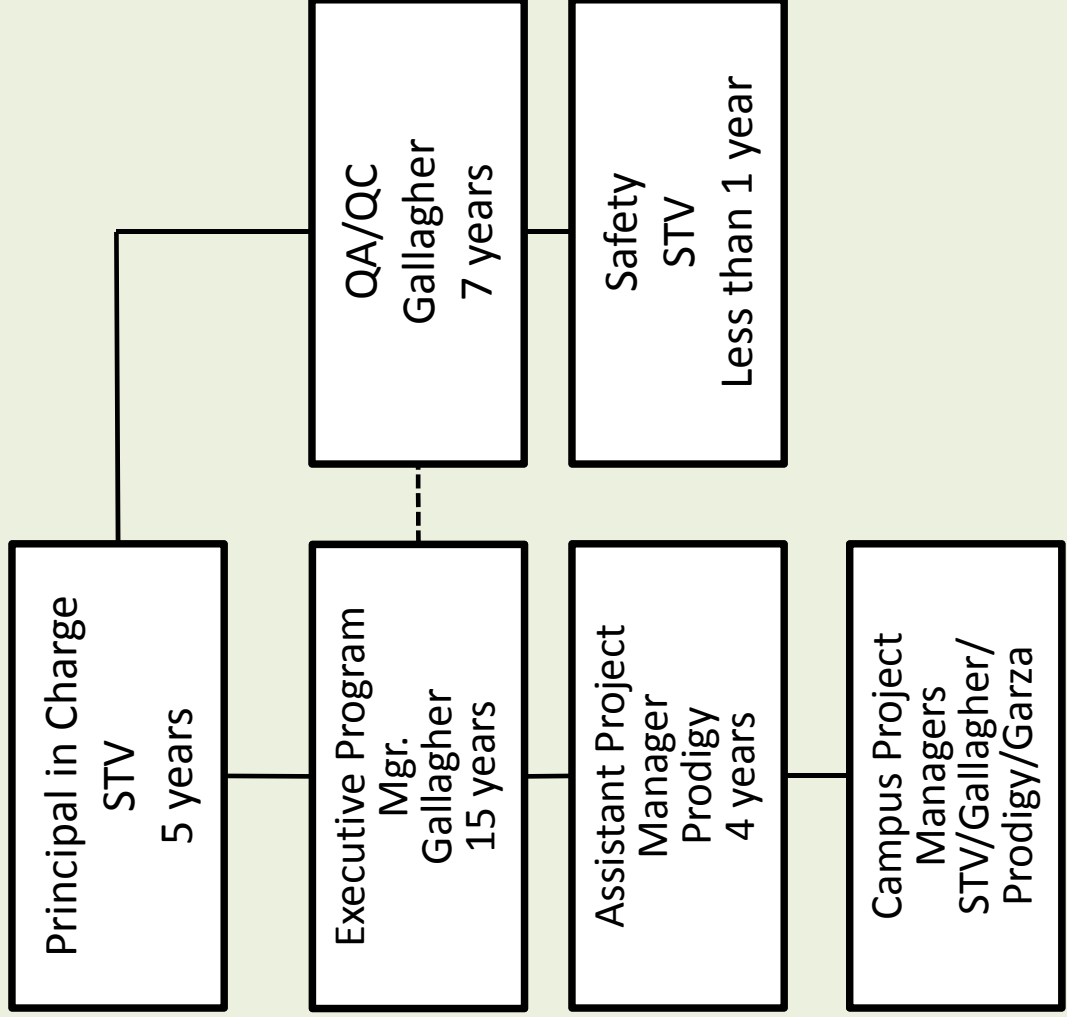


# CPM Top Management Organizational Chart

## South Texas Collaborative



# CPM Top Management Organizational Chart STV/Gallagher



## **Review and Action as Necessary on the Process and Schedule for 2013 Bond Construction Program Management Services Firms Presentations and Interviews**

Planning efforts for Bond Construction Program Management Services Firms presentations and interviews are underway and presented for Board approval.

Once a short list of CPM services firms has been approved for interviews with the Board, each firm would receive a letter of invitation with the appropriate time designated, presentation topics, and other instructions as necessary.

### ***Letters of Invitation***

Staff has drafted the attached letter of invitation which will establish the date as determined by the Board, location in the South Texas College Pecan Campus Board Room, and schedule for all interviews. The letter also indicates that each firm will have a 30 minute presentation period and 15 minutes Q&A period, as established in the table below:

<b>Firm (Order TBD)</b>	<b>Presentation</b>	<b>Q&amp;A Period</b>
Firm 1	9:00 – 9:30	9:30 – 9:45
Firm 2	10:00 – 10:30	10:30 – 10:45
Firm 3	11:00 – 11:30	11:30 – 11:45

This letter also includes eight proposed presentation topics, based upon the Facilities Committee recommendation and the discussion of firm organizations.

### ***Interview Schedule***

Staff recommends scheduling interviews during the week of April 12, 2014 to allow letters of invitation to be delivered and for each short listed firm to prepare for the presentations and interviews.

### ***Presentation/Interview Topics***

Staff has revised the topics to address concerns voiced by Trustees at the Facilities Committee meeting, and has included an eighth topic requiring each firm to describe the relationship between prime firms and any partners and/or consultants. This was added due to the variety of organizational structures proposed by respondents to the Request for Qualifications.

### ***Recommended Topics to accompany the letter:***

1. Provide details describing the day to day activities of the on-site management team personnel and communication protocol.
2. Provide details describing the method for periodic reporting to the College, including executive and staff level reporting.
3. Provide details describing previous projects where the proposed team has provided similar scope of services for bond construction program management.

4. Provide details describing the team's knowledge and experience with local construction market.
5. Provide details describing two unique qualifications your team poses applicable to the Bond program as being undertaken by STC.
6. Provide details describing the certifications and credentials for the lead program manager and day to day support staff.
7. Provide details describing litigation involving your firm or proposed team members within the past ten years.
8. Provide details describing the prime firm and relationships with other partners and/or consultants and the roles each will perform.

The Facilities Committee recommended that each Trustee prepare a list of any questions that they wished to be covered during the question and answer portion of the interview, and advised the Board members they may also pursue additional lines of inquiry as prompted by each presentation or interview.

**Recommendation:**

It is recommended that the Board of Trustees of South Texas College approve and authorize the process and schedule for interviews with firms on the Board approved short list for Bond 2013 Construction Program Management services 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 process and schedule for interviews with firms on the Board approved short list for Bond 2013 Construction Program Management services as presented.

**Approval Recommended:**

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

March 26, 2014

Firm

Address

Re: Request for Qualifications  
South Texas College 2013 Bond Construction Program Management Services  
RFP No.: xxx

Dear \_\_\_\_\_,

As part of the request for qualifications process, \_\_\_\_\_ is invited to attend an interview/presentation in order to complete the evaluation and selection of a Construction Program Management services firm.

Your firm will interview with the South Texas College Board of Trustees on April \_\_\_\_\_, 2014. Your interview/presentation is schedule from 9:00 a.m. to 9:30 a.m. followed by a 15 minute question and answer session. STC Board of Trustees meetings are broadcast live in compliance with state law.

The interview will be conducted at the STC Boardroom located at 3201 West Pecan Blvd., Ann Richards Administrative Building 2<sup>nd</sup> floor, McAllen, Texas. To maintain efficient use of time during your 30 minute interview/presentation, we ask that your team be prepared to address the eight presentation topics outlined on the following page. The information you present will be evaluated and used to make a final selection.

I thank you and your firm for your interest in seeking to provide South Texas College with Bond Construction Program Management Services and for your participation in this request for qualifications Please confirm receipt of this notice and your attendance via email **(include email address here)**, by Monday March \_\_\_\_, 2014. Should you have any question please contact my office at (956) 872-3737.

Sincerely,

Gerardo M. 'Gerry' Rodriguez, Jr., AIA  
Director of Facilities Planning & Construction



**South Texas College**  
**2013 Bond Construction Program Management Services**  
**Interview Presentation Topics for Evaluation**

1. Provide details describing the day to day activities of the on-site management team personnel and communication protocol.
2. Provide details describing the method for periodic reporting to the College, including executive and staff level reporting.
3. Provide details describing previous projects where the proposed team has provided similar scope of services for bond construction program management.
4. Provide details describing the team's knowledge and experience with local construction market.
5. Provide details describing two unique qualifications your team poses applicable to the Bond program as being undertaken by STC.
6. Provide details describing the certifications and credentials for the lead program manager and day to day support staff.
7. Provide details describing litigation involving your firm or proposed team members within the past ten years.
8. Provide details describing the prime firm and relationships with other partners and/or consultants and the roles each will perform.

## **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 03/03/14**

Project number	PROJECT DESCRIPTION	Project Development				Design Phase				Solicitation of Proposals			Construction Phase				
		Board approval of AVE	Programming	Concept development	Schematic Approval	30%	60%	95%	100%	Solicitation of Proposals	Board approval of contractor	Construction start	30%	50%	75%	95%	100%
<b>Pecan Campus and Pecan Plaza</b>																	
1-004	Pecan Plaza - Police Department Space Renovation																
1-005	Pecan - Cooper Center Conf Rm Acoustic Upgrades	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																
1-021	Pecan - Building G, H & X Electrical Disconnects																
<b>Mid Valley Campus</b>																	
2-002	MV - SAB Art Lab Improvements																
2-003	MV - Resurface Parking Lot 4 (RR)																
<b>Technology Campus</b>																	
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 - Detention Pond Improvements (RR)																
3-006	TC - HVAC Cooling Tower Replacement																
<b>Nursing and Allied Health Campus</b>																	
4-001	NAH - Parking Lot Expansion																
4-001	NAH - Subdivision Plat			N/A	N/A												
<b>Starr County Campus</b>																	
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																
<b>District Wide Improvements</b>																	
6-002	DW - Secured Storage Areas	N/A															
6-003	DW - ADA Automatic Door Openers																
6-004	DW - Building to Building ADA Accessibility																
6-006	DW - Directional Signage	N/A	N/A	N/A	N/A												
6-007	DW - Classroom Remote Door Lock System and Hardware																

**For FY 2013-2014, 28 projects are currently in progress, 9 have been completed and 14 pending start up in phases later in the fiscal year**

## Status of Construction Projects March 2014

Project	% Complete	Date to Complete	Current Activity	Budget	Contract Amount	Amount Paid	Balance
<b>Pecan Campus</b>							
<b>Pecan Plaza Renovations for Police Department</b>	55%	May, 2014	<ol style="list-style-type: none"> <li>1. Construction Phase</li> <li>2. Construction in progress</li> </ol>	\$1,200,000	\$864,000	\$256,025	\$607,975
<b>Acoustical Panels for Cooper Center Conference Rooms</b>	90%	March, 2014	<ol style="list-style-type: none"> <li>1. Construction Phase</li> <li>2. Construction in progress</li> </ol>	\$18,000	\$14,920.96	\$0	\$14,920.96
<b>Stucco Painting for Buildings M, N &amp; L</b>	10%	April, 2014	<ol style="list-style-type: none"> <li>1. Construction phase</li> <li>2. Contract has been finalized</li> <li>3. Work in progress</li> </ol>	\$210,000	\$61,067	\$0	\$61,067
<b>Pecan Plaza Parking Lot Resurfacing and Area Lighting</b>	99%	January, 2014	<ol style="list-style-type: none"> <li>1. Construction phase</li> <li>2. Substantial Completion was certified on January 5, 2014</li> <li>3. Contractor working on punch list</li> <li>4. Board approved enforcement of liquidated damages in the amount of \$5,000</li> </ol>	\$200,000	\$220,045.93	\$201,772.47	\$18,273.46
<b>Hail Damage Repairs Design</b>	100%	August, 2013	<ol style="list-style-type: none"> <li>1. Design Phase</li> <li>2. Amtech has completed design of all design phases</li> <li>3. They will continue with construction administration until punch list is completed by contractor</li> </ol>	Design \$550,000	Design \$447,426.64	Design \$419,698.22	Design \$27,728.42
<b>Hail Damage Repairs Construction</b>	95%	March, 2014	<ol style="list-style-type: none"> <li>1. Construction Phase</li> <li>2. All phases of repairs are substantially complete but one</li> <li>3. One final proposal will be presented for Board approval in March 2014 for some roof top exhaust fan units</li> <li>4. Contractor is working on punch list items and is expected to be completed in March 2014</li> </ol>	Const. \$5,500,000	Const. \$7,840,177.82	Const. \$7,088,154.58	Const. \$752,023.24

Project	% Complete	Date to Complete	Current Activity	Budget	Contract Amount	Amount Paid	Balance
Grant/Accountability Office Improvements	55%	March, 2014	<ol style="list-style-type: none"> <li>Design Phase</li> <li>Staff is working with architect to complete plans and specifications</li> </ol>	\$4,000	\$9,000	\$0	\$9,000
North Academic Building G226 Astronomy Computer Lab	75%	February, 2014	<ol style="list-style-type: none"> <li>Design Phase</li> <li>Staff has finalized scope of improvement and concluded that an electrical engineer will not be required</li> <li>Improvements will be made in house by Maintenance and IT staff</li> </ol>	\$3,700	TBD	\$0	TBD
Art Building Ceramics Studio Improvements	5%	February, 2014	<ol style="list-style-type: none"> <li>Design Phase</li> <li>Staff is considering a new location for the proposed improvements</li> <li>Additional investigation is in progress to determine possible change in project scope and cost</li> </ol>	\$3,000	TBD	\$0	TBD
Student Services Building Offices Modifications	50%	March, 2014	<ol style="list-style-type: none"> <li>Design Phase</li> <li>Staff is working with architect on design development</li> </ol>	\$23,108	\$20,700	\$0	\$20,700
Pecan Plaza Continuing Education Classrooms Improvements	75%	February, 2014	<ol style="list-style-type: none"> <li>Design Phase</li> <li>Working with staff and architect to finalize plans and specifications</li> </ol>	\$25,500	\$24,000	\$0	\$24,000
Pecan Campus Buildings G, H & X Electrical Disconnects	5%	April, 2014	<ol style="list-style-type: none"> <li>Design Phase</li> <li>Request Board approved contracting of electrical engineer in January, 2014</li> <li>Staff is working with engineer to finalize scope of work and contract</li> </ol>	\$7,500	TBD	\$0	\$7,500
<b>Mid Valley Campus</b>							
South Academic Building Art Lab Improvements	95%	March, 2014	<ol style="list-style-type: none"> <li>Construction Phase</li> <li>Construction work is substantially complete</li> <li>Punch list work is in progress</li> </ol>	\$40,000	\$42,500	\$32,623	\$9,877

Project	% Complete	Date to Complete	Current Activity	Budget	Contract Amount	Amount Paid	Balance
<b>Resurfacing Parking Lot 4</b>	100%	August, 2013	<ol style="list-style-type: none"> <li>1. Construction Phase</li> <li>2. Engineer has certified Substantial Completion</li> <li>3. Punch list work is complete</li> <li>4. Acceptance of final completion was Board approved at the February, 2014 Board meeting</li> </ol>	\$300,000	\$149,933.65	\$138,600.23	\$11,333.42
<b>Technology Campus</b>							
<b>Welding Lab Expansion</b>	95%	March, 2014	<ol style="list-style-type: none"> <li>1. Construction Phase</li> <li>2. Architect has certified substantial completion and punch list is in progress</li> </ol>	\$100,000	\$116,000	\$110,200	\$5,800
<b>Modifications for Career Planning Services Center</b>	60%	March, 2014	<ol style="list-style-type: none"> <li>1. Construction Phase</li> <li>2. Improvements are minor and are being done by STC Maintenance staff</li> <li>3. Work is in progress</li> </ol>	\$15,000	TBD	\$0	TBD
<b>Detention Pond Improvements</b>	100%	January, 2014	<ol style="list-style-type: none"> <li>1. Design Phase is complete</li> <li>2. Solicitation of construction proposals was completed in February, 2014</li> <li>3. Board approval of contractor will requested in March, 2014</li> </ol>	\$3,000	\$8,000	\$0	\$8,000
<b>HVAC Cooling Tower Replacement</b>	5%	August, 2014	<ol style="list-style-type: none"> <li>1. Design Phase</li> <li>2. Board approved engineer in February, 2014</li> <li>3. Staff is working with engineer to finalize scope of services and develop contract</li> </ol>	\$12,000	TBD	\$0	TBD

Project	% Complete	Date to Complete	Current Activity	Budget	Contract Amount	Amount Paid	Balance
<b>Nursing and Allied Health Campus</b>							
<b>Parking Expansion</b>	25%	March, 2014	1. Design Phase 2. Staff is working with engineer to develop schematic design	\$54,000	\$43,370	\$0	\$43,370
<b>Subdivision Plat</b>	10%	July, 2014	1. Design Phase, 2. Staff is work with engineer to develop subdivision plat	\$0	\$16,930	\$0	\$16,930
<b>Starr County Campus</b>							
<b>HVAC Chiller Replacement</b>	99%	March, 2013	1. Construction Phase 2. Substantial Completion approved in March, 2013 – chiller is in operation 3. Pending resolution from chiller manufacture on improper performance by water pumps	\$290,000	\$299,000	\$284,050	\$4,450
<b>Stucco Painting for Buildings E, G, &amp; H</b>	10%	April, 2014	1. Construction phase 2. Contract has been finalized 3. Work in progress	\$60,000	\$84,408	\$0	\$84,408
<b>Parking Lot 5 and South Drive Lighting</b>	45%	February, 2014	1. Design Phase 2. Staff is working with engineer on design development	\$16,000	\$10,500	\$0	\$10,500
<b>District Wide</b>							
<b>Secured Storage Rooms Hardware for Instructional Technologies</b>	30%	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

Project	% Complete	Date to Complete	Current Activity	Budget	Contract Amount	Amount Paid	Balance
ADA Automatic Door Openers	15%	April, 2014	<ol style="list-style-type: none"> <li>1. Construction Phase</li> <li>2. Construction in progress</li> </ol>	\$130,000	\$96,500	\$0	\$96,500
Building to Building Accessibility	90%	March, 2014	<ol style="list-style-type: none"> <li>1. Construction Phase</li> <li>2. Construction is in progress</li> </ol>	\$200,000	\$216,535.81	\$65,991.72	150,544.09
Directional Signage	15%	April, 2014	<ol style="list-style-type: none"> <li>1. Design Phase</li> <li>2. Staff is working with Innerface Architectural Signage to define the scope of additional signage needed</li> </ol>	\$15,000	TBD	\$0	TBD
Classroom Remote Door Lock System and Hardware	10%	March, 2014	<ol style="list-style-type: none"> <li>1. Design Phase</li> <li>2. Staff is working on finalizing quantities and locations where hardware will be installed</li> <li>3. Staff will recommend contracting with an electrical engineer in April, 2014</li> </ol>	\$50,000	TBD	\$0	TBD
<b>For FY 2013-2014, 28 projects are currently in progress, 9 have been completed and 14 pending start up in phases later in the fiscal year</b>							



## **Consideration and Approval of Checks and Financial Reports**

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

# **FINANCIAL REPORTS**

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

**Discussion and Action as Necessary on Approval of Certification of Unopposed Candidates For Trustee, South Texas College for Districts #5 and #7**

The deadline to apply for a place on the ballot for the places of South Texas College Board of Trustees District 5 or District 7 passed on Friday, February 28<sup>th</sup>, 2014 at 5:00 p.m., as established by the May 10, 2014 Election Law Calendar created by the Texas Secretary of State.

In District 5, only one candidate filed for a place on the ballot. This single candidate, Dr. Alejo Salinas, Jr., would run unopposed. Therefore, the Board is asked to approve the attached Certification of Unopposed Status for this ballot.

In District 7, only one candidate filed for a place on the ballot. This single candidate, Mr. Roy de León, would run unopposed. Therefore, the Board is asked to approve the attached Certification of Unopposed Status for this ballot.

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

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

**Recommendation:**

It is recommended that the Board of Trustees approve and authorize the Certification of Unopposed Candidates For Trustee, South Texas College for Districts #5 and #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 the Certification of Unopposed Candidates For Trustee, South Texas College for Districts #5 and #7 as presented.

**Approval Recommended:**

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

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

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

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

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

**As the authority responsible for preparing the official ballot for trustee election, South Texas College, I hereby certify that the following candidates are unopposed for election to office for the election scheduled to be held on May 10, 2014:**

Place No. 5	Dr. Alejo Salinas, Jr.
Place No. 7	Mr. Roy de León

Atravez de la autorizacion oficial de preparar la boleta para la eleccion de miembros de la mesa directiva del Colejio de Sur Texas, certifico que los siguientes candidatos son inopuestos en la eleccion fechada para llevarse acabo el de 10 de Mayo de 2014:

Lugar No. 5	Dr. Alejo Salinas, Jr.
Lugar No. 7	Mr. Roy de León

\_\_\_\_\_  
**Signature (Firma)**

Graciela Farias  
**Printed name (Nombre en letra de molde)**

\_\_\_\_\_  
**Date (Fecha)**

## **Discussion and Action as Necessary on Approval of Order Cancelling May 10, 2014 Election for STC Trustee Districts #5 and #7 Elected**

The deadline to apply for a place on the ballot for the places of South Texas College Board of Trustees District 5 or District 7 passed on Friday, February 28<sup>th</sup>, 2014 at 5:00 p.m., as established by the May 10, 2014 Election Law Calendar created by the Texas Secretary of State.

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

Legal Counsel has prepared the following Order Declaring Unopposed Candidates Elected, anticipating Board approval of the Certifications of Unopposed Status for Dr. Alejo Salinas, Jr. in Single-Member District #5 and Mr. Roy de León in Single-Member district #7.

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

### **Recommendation:**

It is recommended that the Board of Trustees approve and authorize the Order Declaring Unopposed Candidates Elected for Districts #5 and #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 Declaring Unopposed Candidates Elected for Districts #5 and #7 as presented.

### **Approval Recommended:**

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

Order Cancelling Election  
Orden de Cancelación de Eleccion

In conformity with 2.053(a) of the Texas Election Code, South Texas College hereby cancels the election scheduled to be held on May 10, 2014. The following candidates have been certified as unopposed and are hereby elected as follows:

Place No. 5	Dr. Alejo Salinas, Jr.
Place No. 7	Mr. Roy de León

Conforme con la Sección 2.053(a) del Código de Elecciones de Texas, El Colejio de Sur Texas cancela la elección que se hubiese celebrado el día 10 de Mayo de 2014. Los siguientes candidatos se certifican inopuestos quedan elegidos:

Lugar No. 5	Dr. Alejo Salinas, Jr.
Lugar No. 7	Mr. Roy de León

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

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

**Approved, this 25th day of March, 2014.**

**Aprovado, el dia 25th de Marzo de 2014.**

SEAL

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Chair

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Secretary



**Consultation with General Counsel Regarding McCall, Parkhurst, & Horton  
L.L.P. Legal Opinion on the Limited Tax Refunding Bonds, Series 2007**

Mr. Jesus Ramirez, legal counsel, will review the McCall, Parkhurst, & Horton L.L.P. legal opinion on the inquiry from the Internal Revenue Service (IRS) regarding the Limited Tax Refunding Bonds, Series 2007.

This item will be discussed with the Board in Executive Session.

Mr. Stefano Taverna, as legal counsel through McCall, Parkhurst & Horton L.L.P., will be available to join the executive session by teleconference.

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

## **Informational Items**

- President's Report
  
- Board Committee Meeting Minutes:
  - March 3, 2014 Education and Workforce Development Committee
  - March 3, 2014 Facilities Committee
  - March 3, 2014 Finance and Human Resources Committee

# *President's Report*



South Texas College held its 9<sup>th</sup> Annual Summit on College and Career Readiness. The event was held on Tuesday, March 4, 2014 at Region One-ESC in Edinburg. More than 250 educational leaders, high school counselors, advisors, administrators and STC key staff enjoyed our Summit on College & Career Readiness. Dr. Cornelio Gonzalez, Executive Director for Region One ESC and Dr. Robert Nelsen, President of UTPA joined me in providing opening remarks. At the top of the list of speakers was Commissioner Andres Alcantar, Texas

Workforce Commission, who shared his vision for improving college and career readiness in Texas.



We are grateful to those who devoted a day out of their schedule to dialogue with participants from the education community, to listen to the voices of our exceptional students and educational leaders, to learn about student performance, and to understand the plan to implement and administer the State's HB5 Career Pathway requirements. We discovered best practices for preparing students for success in college, acquiring insight to the new Texas Success Initiative, and had the opportunity to attend the concurrent sessions that took place in the afternoon.



Charles Clark Chevrolet Co. donated a 2014 Chevy Malibu to South Texas College's General Motors Automotive Service Educational Program on Feb. 20, 2014 at the Charles Clark Chevrolet dealership in McAllen.



South Texas College Psychology Club students hosted the **Fifth Starr County Role Models: Get Inspired! Conference** on Feb. 26th at the College's Starr County Campus Auditorium. Bright Star Therapy Owner & Roma ISD Board President Leticia Garza-Galvan, 229th Judicial District Court Judge Ana Lisa Garza, City of Escobares Mayor Noel Escobar and Area Director of Starr and Zapata Counties Head Start Program Adrian Ozuna were the featured "role models" and each shared their stories and unique career and academic experiences. Starr County Campus Administrator Dr. Arturo Montiel kicked off the conference, and South Texas College Board of Trustee Chair Rose Benavidez closed the event, along with

Psychology Club member Albeza Barrera, with her rendition of "You raise me up."

South Texas College hosted a delegation from the Instituto Tecnológico Superior de San Pedro de las Colonias of the Mexican state of Coahuila on March 5th at the Technology Campus, as well as a delegation from McAllen's sister City of Irapuato, Mexico, on March 6th at the Nursing and Allied Health Campus.

The delegation from Coahuila expressed the need for more students qualified in technical areas to take advantage of the opportunities that will result from the recent energy reform in Mexico, while Irapuato now has a nursing school that could benefit from a partnership with STC.



South Texas College had a huge presence on Saturday, March 8, 2014 at the City of Hidalgo Borderfest held at the State Farm Arena. A South Texas College booth was available, Jerry the Jaguar was on hand to take numerous photos with attendees, the Culinary Arts Program provided cooking demos, and there was a performance by the College's Ballet Folklórico.



A Partnership Signing Ceremony took place on March 7<sup>th</sup> between the Starr County Campus and Starr County TMC Head Start. The purpose of this partnership is to promote a college going culture for the students and their parents.

The South Texas College Visual Arts Program hosted Sharon Lee Hart's "Sanctuary" photo exhibit which began on March 6<sup>th</sup> and will run thru April 10<sup>th</sup> at the Pecan Campus Visual Arts Program Gallery in Building B, Room 103 in McAllen. In addition to the exhibit, STC Assistant Professor of Psychology Dr. Janine Israel led a discussion on "The Impact of Animal Presence on the Human Psyche and Soul" on March 25<sup>th</sup> at 11:30 a.m. at the Pecan Campus. An Artist Talk was held on April 1<sup>st</sup> at 6 p.m. at the STC Mid-Valley Campus Library, located at 400 N. Border in Weslaco, and on April 3<sup>rd</sup> at 11:30 a.m. at the Pecan Campus. A reception will be held on April 3<sup>rd</sup> from 6 to 8 p.m. at the Pecan Campus Art Gallery. The exhibit and events are free and open to the public.

## Sanctuary

Photographs by Sharon Lee Hart



Sharon Lee Hart's work in the Farm Animal Sanctuary Project investigates the relationship between humans and other animals, and how animals exist as unique beings with emotions and characteristics as diverse as any human. She visited and photographed the animal residents at ten US farm animal sanctuaries, which are all dedicated to the rescue, rehabilitation, and lifelong care of abused and neglected farmed animals. A formal portrait was made of each animal to highlight his or her personality and convey dignity.



Students were invited to learn more about the Mid-Valley JagExpress. The shuttle was at the Mid-Valley Campus on March 5. Students were able to take a tour and get details on this free service available to South Texas College students.

On March 7<sup>th</sup> students from Sharyland ISD were on the Pecan Campus for a tour and to gear up for college. This event was sponsored by the office of Student Affairs and Enrollment Management.



Representatives from the Dallas Police Department were on campus to recruit students from the College's Police Academy.

The Computer Aided Drafting and Design, Electrician Technology, Heating/Ventilation/Air-Conditioning/Refrigeration, and Construction Supervision Programs at South Texas College hosted a **Construction Technology Expo** on March 25<sup>th</sup> at the South Texas College Technology Campus. The event included seminars, presentations, vendors (local and national), and supply houses. This event was free and open to the public.



- Key staff involved in the Achieving the Dream initiative at South Texas College, and I travelled to Orlando, Florida for the DREAM 2014 Annual Institute on Student Success. The 2014 Institute marked the 10<sup>th</sup> anniversary for the Achieving the Dream national initiative. There were over 1,600 participants from colleges across the nation, including ATD coaches, advisors, state policy teams, and higher education leaders. Participants had the opportunity to attend the over 100 outstanding concurrent sessions offered at this year's Institute. Those who attend the annual Institute share the

goal of helping community college students succeed. Needless to say, it was a great opportunity to learn best practices and share lessons for student success, and to reflect on experiences with Achieving the Dream. I participated in several ATD President & CEO meetings and facilitated a session with Presidents whose colleges are recipients of the Leah Meyer Austin Award.

- Met with Hannah McCann, Director of Grant Development, Juan Carlos Aguirre, Director of Continuing, Professional and Workforce Education, and Lorena Treviño, Continuing Education Operations Officer, to review and discuss submittal of the Texas Workforce Commission Adult Education & Literacy Program Grant. The grant is for a period of 24 months starting July 1, 2014 and overall funds available for year 1 are \$60 million.
- Participated in numerous communications and strategy discussions regarding the recent media coverage of the efforts by elected officials to encourage and support development of a South Texas College campus in the Delta Region. As a result of the communications, Edcouch Elsa ISD reaffirmed their commitment to work with South Texas College to strengthen dual enrollment and early college high school programs between the two entities.
- Attended the Occupational Therapy Assistant Accreditation Site Visit exit interview at the Nursing & Allied Health Campus. Kudos to Program Chair, Espy Brattin and her staff, Dean Melba Treviño, Nursing & Allied Health, and Laura Talbot, Director of Curriculum and Student Learning for an outstanding job with the *Report of On Site Evaluation* and for ensuring a successful Re-Accreditation Site Visit for the team from the Accreditation Council for Occupational Therapy Education (ACOTE®).
- Continue to participate in the Medical School Advisory Committee meetings for the new Medical School in South Texas, the UT-RGV. I attended the meeting held Wednesday, March 5, 2014, 10:00 A.M. to 12:00 P.M. at UT Pan American, in Edinburg. The agenda included:
  - Introduction of the new Medical School Dean
  - Overview of Curriculum, construction plans and utilities, faculty/community participation in curriculum, and
  - Other comments and discussion from all members.
- Met with the South Texas College team who will lead the College's efforts for the Aspen Prize nomination for Community College Excellence Award. The meeting was called to finalize the details, review and discuss the data and narrative, for submission of the nomination by Friday, March 7, 2014. STC has been nationally recognized among the nation's 1,200 community colleges to submit a nomination 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. Cody Gregg, Kristina Wilson, Laura Talbot and Serkan Celtic will lead us on this journey to submit a competitive nomination to make STC the choice for this Aspen Prize for Community College Excellence.



- Welcomed visitors from Coastal Bend Community College, who were on campus to discuss the New Mathways Project (NMP). This was the first opportunity to collaborate with our “mentee college”: Coastal Bend Community College. As a part of our role as a New Mathways Project (NMP) Co-Development partner, we are tasked with taking an institution under our wings to guide them as they begin preparing for their own implementation of the NMP this upcoming Fall 2014. We will be providing them with some recommendations for implementation to ensure a smooth start, as well as revealing some of the challenges that we faced along the way and how we overcame them. The Coastal Bend team traveling to STC included: Dr. Jackson, Dean of Math & Science, Dr. Paula Kenney-Wallace, Mathematics Dept. Chair, and Bobbie Hill, Math faculty.

- I provided welcoming remarks at the Wagner-Peyser Grant Announcement Ceremony held Thursday, March 6, 2014, 10:00 A.M. at the South Texas College Technology Campus Atrium. Other business leaders who joined me in providing opening remarks were Mike Perez, City Manager, City of McAllen, Ralph Garcia on behalf of Keith Patridge, President & CEO, McAllen Economic Development Corporation, and Gus Garcia, Executive Director, Edinburg Economic Development Corporation



On behalf of the STC Board of Trustees, I thanked the Business Leaders and Community for coming out to support the announcement of this \$500,000 Wagner-Peyser grant awarded to NAAMREI at South Texas College. The Wagner-Peyser program is a source for workforce training funds administered through the Office of Texas Governor Rick Perry. Through this project, a total of 675 individuals will receive specialized training in areas including robotics, mechatronics, programmable logic controllers and other advanced topics. The funds will also help NAAMREI purchase advanced training equipment, develop curriculum and expand its customized training programs and credentials for the growing manufacturing industry. The training and credentials offered in this project will help the existing companies' transition into their expansions more efficiently and will provide a rapid response training solution to the new employees of the start-up companies in the region.

- Attended the Border Texan of the Year dinner honoring Chief Judge Ricardo H. Hinojosa, held at the State Farm Arena in Hidalgo, Texas. Also joining me at the dinner was STC Board Member, Mr. Paul Rodriguez and his wife, Myrna, as well as members of the College's administrative staff.
- Attended the United Way of South Texas Awards Ceremony which took place on Friday, March 7, 2014 at the McAllen Country Club at 7:30 AM. South Texas College was recognized as the **2013 Top State Agency Supporter**. Kudos to Lizette Moreno, HR Administrative Technician at STC and her State Employee Charitable Campaign team for all of their efforts in achieving this great recognition for the College.

- Participated in a teleconference with Dr. Escamilla, President of Del Mar Community College. The purpose for the phone call was to discuss the opportunity for South Texas College to partner with Del Mar Community College for commercial truck driving training. Administration will review the opportunity and determine the feasibility of moving forward on a collaborate venture.
- Participated in a “surprise” video for Mike Perez, City Manager for the City of McAllen, upon the announcement of his retirement at the end of the month.
- Attended McAllen’s MEDC “vision launch and press conference” on Tuesday, March 18<sup>th</sup> to unveil the new logo and vision for MEDC.
- Participated in a meeting with officials from the Texas A&M School of Rural Public Health at the McAllen Chamber. The purpose for the meeting was to meet their President of the Health Science Center, Dr. Brett Giroir, and critical care pediatrician. This was Dr. Giroir’s first visit to McAllen. A tour of the area was provided and culminated at the McAllen Chamber headquarters. The meeting included key stakeholders, Mike Perez, Keith Patridge, and Steve Ahlenius, to name a few. It was important for the McAllen leaders to show Dr. Giroir the opportunity for growth in this area and the collaboration that exists to make it happen. Of importance was to reinforce the current articulations agreements with both the College of Nursing’s RN to BSN, plus the need for a Bachelor’s degree in Public Health.
- Participated with key STC staff in the Spherical Training Workshop conducted by the College’s rebranding consultant, Richards/Carlberg, held at the Pecan Campus Rainbow Room to begin development of a rebranding process for South Texas College.
- Attended a press conference coordinated by the McAllen ISD and the McAllen Chamber for the MOU signing ceremony between the McAllen ISD, STC, MEDC, Big Brothers Big Sisters and the McAllen Chamber of Commerce. This was the launching of the *MISD Workplace Mentoring Program*. The first year cohort will start with seven intermediate schools serving 70 students. The *Program* is aligned with the HB 5 Operational Plan and the *Dual2Degree* Pathway that has been designed for all South Texas College Certificate and Degree programs.
- Participated in the Achieving the Dream Coaches visit. STC’s Achieving the Dream Coaches, Dr. Martha Ellis and Dr. Terri Manning, were at the Pecan Campus on March 20<sup>th</sup> and 21<sup>st</sup> to discuss the progress made on our student success work over the course of the past year. A full day of meetings took place on Thursday, with a half day of meetings on Friday. Participants discussed their most current and future student success projects, and shared relevant materials with the Coaches.
- Attended the RGV Focus Leadership Team meeting held at the Harlingen CISD Administration Building, Room 503 in Harlingen. After the welcome, introductions and host highlights, we reviewed a draft of the Engagement & Communication Models, reviewed the work of the Culture of Attending College taskforce, an overview of TAPR: College & Career Feature by Region 1, and an update on College & Career Readiness—Status of College Prep Course, and Endorsements/Algebra II.

- Coordinated the agendas for the:
  - 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, Tuesday, March 25<sup>th</sup> 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 February 21-March 25, 2014 included:
  - Review and Critique of College-Wide Professional & Organizational Development Day
  - Discussion of Preliminary Action Plan to Strengthen Summer and Fall Traditional Enrollment
  - Review and Discussion of Proposed Staffing Plan Recommendations for FY 2014-2015
  - Discussion of Concerns and Processes Regarding Dual Enrollment with PSJA
  - Discussion of Proposed Revisions to External Organization Event Guidelines and Form
  - Critique and Feedback on 9<sup>th</sup> Annual Summit on College and Career Readiness
  - Update on Task Force on Improving Persistence Rate
  - Update on Aspen Prize Nomination
  - Update on Compensation Study
  - Discussion of Possible Proposals for ACCT – Due May 2, 2014
  - Discussion of UTPA and STC, 2014 Executive Teams and Deans Working Breakfast, Thursday, March 27, 8:30-10:30 a.m. at UTPA
  - Presentation and Discussion by Dr. Royal Loresco on his Dissertation Findings- An Examination of Student Stop-Outs and Stay-Outs in a Community College: A Qualitative Investigation
  - Review and Discussion of Emerging Enrollment Trends
  - Review and Discussion of "Draft" Strategic Enrollment Management Plan with Recommended Interventions to Improve Persistence
  - Discussion of Appointment of Task Force to Develop Short Term and Long Term Recommendations for Improving Student Persistence
  - Review of Summer/Fall Marketing Plan for 2014
  - Review and Discussion of Emerging Enrollment Trends and Opportunities
  - Announcement of New Professional Development Opportunities: Customer Service Academy and Supervisory Leadership Academy Level I

*Education and Workforce  
Development Committee  
Minutes  
March 3<sup>rd</sup>, 2014*

**South Texas College  
Board of Trustees  
Education and Workforce Development Committee  
Ann Richards Administration Building, Board Room  
Pecan Campus  
Monday, March 3, 2014  
@ 3:30 p.m.  
McAllen, Texas**

**MINUTES**

The Education and Workforce Innovation Committee Meeting was held on Monday, March 3, 2014 in the Ann Richards Administration Building Board Room at the Pecan Campus in McAllen, Texas. The meeting commenced at 3:35 p.m. with Dr. Alejo Salinas, Jr. presiding.

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

Other Trustees present: None

Members absent: None

Also present: Dr. Shirley A. Reed, Dr. Anahid Petrosian, Mrs. Lee Etheridge, Mr. Chris Marshall, Mr. Reid Etheridge, and Mr. Andrew Fish

The beginning of the meeting was delayed due to technical difficulties with the web broadcast system. The Chair started the meeting at 3:38 p.m. The Broadcast system problems were corrected during the first presentation and the stream began at that point.

**Approval of Minutes for February 17, 2014 Committee Meeting**

Upon a motion by Mr. Gary Gurwitz and a second by Mrs. Graciela Farias, the Minutes for the Education and Workforce Development Committee meeting of February 17, 2014 were approved as written. The motion carried.

**Review of South Texas College's FOCUS Academy: Focus on  
Creating Ultimate Student Success**

Dr. Anahid Petrosian, Vice President for Academic Affairs, periodically coordinates with administration, faculty, and staff to provide a review of the highlights within the Division of Academic Affairs. These reviews were designed to keep members of the Education

and Workforce Development Committee informed of recent, current, and future programs of note within the Division of Academic Affairs.

Dr. Petrosian introduced Mrs. Lee H. Etheridge, Director of Professional and Organizational Development. Mrs. Etheridge was joined by Assistant Professor of Political Science Chris Marshall and Math Instructor Reid Etheridge to review South Texas College's FOCUS Academy.

**“Powerful Teaching. Powerful Learning.”**

The FOCUS Academy was an STC initiative to help instructors continue to develop and share their professional abilities and create ways to improve student success and student engagement. This academy was based upon observation and study of similar programs at other educational institutions that worked on collaboration between educators to develop and enhance innovative methods to enhance student success.

At the time of the March 2014 committee meeting, the FOCUS Academy was serving its third cohort of STC faculty. In the 2011-2012 Academic Year there were 15 participating faculty from the Developmental Math department. In 2012-2013, 14 faculty members participated, representing the academic divisions of Business & Technology, Math & Sciences, and Liberal Arts & Social Sciences.

The 2013-2014 Cohort included 23 faculty from the academic divisions of Business & Technology, Math & Sciences, Liberal Arts & Social Sciences, and Nursing & Allied Health.

Mrs. Etheridge reviewed the developmental activities of participating faculty, who through group discussions, readings, classroom observations, and program coursework further improve their pedagogy and ability to help students attain success at STC and beyond.

Mr. Marshall and Mr. Etheridge provided feedback and the perspective of faculty members who had gone through the FOCUS Academy and continue to help develop the program.

In addition to helping faculty members improve their own teaching style, this academy encourages interdisciplinary communication, allowing faculty from diverse fields to exchange ideas and evaluate one another in a productive manner.

The Committee expressed interest in the academy and asked about its implementation on a larger scale. Dr. Petrosian and Mrs. Etheridge indicated that they are working on scaling it up, but that they are doing so in measured steps:

- All newly hired faculty go through a one year training program, which now includes some aspects of the FOCUS academy, and encourages them to consider attending the full academy.

- These initial cohorts are providing excellent feedback and helping shape the academy for future success.
- Faculty members who have completed the academy are a great resource to encourage and support future participation by additional faculty.
- Data is being gathered to determine the impact on student success.

The Committee suggested incentivizing faculty participation in this program. Dr. Petrosian agreed that incentives can be considered and implemented as appropriate. However, the immediate goal is ensuring that the academy is successfully scaled up and supported by sufficient resources to allow broader access to faculty participation.

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

### **Review of New Texas Success Initiative (TSI) College Readiness Assessment**

Dr. Petrosian introduced Ms. Laura Boyer Talbot, Director of Curriculum and Student Learning. Ms. Talbot provided a review of the new Texas Success Initiative (TSI) College Readiness Assessment and its impact on students seeking access to college.

The new TSI program established by the state has changed the testing requirements to determine college readiness during the admissions process. This has required changes to the testing procedures used at STC for student assessment, as well as a review of developmental studies and Adult Basic Ed. opportunities for students who do not test as "TSI-complete."

Previous state regulation allowed for a variety of readiness assessment exams, and gave each institution some independent discretion to interpret results for developmental education placement. The state has since developed and imposed a single exam for college readiness assessment, and established state-wide thresholds for student placement in adult basic education, developmental education, or regular college coursework.

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

### **Adjournment**

There being no further business to discuss, the Education Workforce Innovation Committee Meeting of the South Texas College Board of Trustees adjourned at 4:41 p.m.

I certify that the foregoing are the true and correct minutes of the March 3, 2014 Education and Workforce Innovation Committee of the South Texas College Board of Trustees.

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Dr. Alejo Salinas, Jr.  
Chair



*Facilities Committee  
Minutes  
March 3<sup>rd</sup>, 2014*

**South Texas College  
Board of Trustees  
Facilities Committee  
Ann Richards Administration Building, Board Room  
Pecan Campus  
Monday, March 3rd, 2014  
@ 4:30 PM  
McAllen, Texas**

**MINUTES**

The Facilities Committee Meeting was held on Monday, March 3rd, 2014 in the Ann Richards Administration Building Board Room at the Pecan Campus in McAllen, Texas. The meeting commenced at 4:45 with Mr. Gary Gurwitz presiding.

Members present: Mr. Gary Gurwitz, Ms. Rose Benavidez and Mr. Jesse Villarreal

Other Trustees Present: Mrs. Graciela Farias, Dr. Alejo Salinas, Jr., and Mr. Paul R. Rodriguez

Members absent: None

Also present: Dr. Shirley A. Reed, Mr. Chuy Ramirez, Mrs. Mary Elizondo, Mr. Gerry Rodriguez, Mr. Fernando Lamas, Ms. Becky Cavazos, Mr. Robert Cuellar, Ms. Arely Benavidez, Mr. Ed Labay, and Mr. Andrew Fish

**Approval of February 12, 2014 Facilities Committee Meeting Minutes**

Upon a motion by Mr. Jesse Villarreal and a second by Ms. Rose Benavidez, the Minutes for the Facilities Committee Meeting of February 12, 2014 were approved as written. The motion carried.

**Update on Hail Damage Repairs**

Mr. Gerry Rodriguez, Director of Facilities Planning and Construction, provided an update on status of hail damage repairs during the March 3, 2014 Facilities Committee meeting.

The following table provides status of each phase of hail damage repairs:

Phase	Description	Design	Proposal	Construction
	Tech Campus Shipping & Receiving	N/A	Approved	Complete
I	HVAC chilled water lines	Complete	Approved	Complete
II	HVAC cooling towers	Complete	Approved	Complete
III	Administration Building A	Complete	Approved	Complete
IV	Administration Building X	Complete	Approved	Complete
V	Administration Building D	Complete	Approved	Complete
VI	Library Building F	Complete	Approved*	Complete
VII	Center for Learning Excellence Building C	Complete	Approved	Complete
VIII	North Academic Building G	Complete	Approved*	Complete
IX	Portable Buildings and Casso's Residence	Complete	Approved	Complete
X	South Academic Building J	Complete	Approved*	Complete
XI	Student Services Building K	Complete	Approved*	Complete
XII	Student Activities Building H	Complete	Approved*	Complete
XIII	Thermal Plant Building E	Complete	Approved	Complete
XIV	Art Building B	Complete	Approved	Complete
XV	Cooper Center Building L	Complete	Approved*	Complete
XVI	IT Building M	Complete	Approved	Complete
XVII	Administrative Services Building N	Complete	Approved	Complete
XVIII	West Academic Building T	No Repairs Required		
XIX	Chilled water piping insulation	Complete	Approved*	Complete
	Pecan Plaza Human Resources	Complete	Approved	Complete

\* Proposal amount exceeded \$500,000 and required Board approval

Chubb representative previously informed staff that an updated response related to this claim would be provided upon receipt of all final payment applications from STC's contractor. Chubb representative Rodger Blackburn confirmed with STC's legal counsel that the statute of limitation for this claim would not take effect until a final settlement offer is provided from Chubb or at the point Chubb denies the claim.

Gerry Rodriguez informed the committee that the additional work required to complete hail damage repairs, as identified below, would need to be completed before the claims could be submitted to the insurance company. Legal Counsel advised that this would not jeopardize the claim.

As part of the final inspections which were being performed by STC staff and project architects, additional damage was identified on some aluminum covers over roof top exhaust fan units as well as metal jackets for one back flow preventer. The project architect prepared a list and description for these repairs and a mechanical sub-

contractor was asked to provide a proposal. The sub-contractor's proposal would be submitted for Board approval in March 2014. The proposal amount would be forwarded to Chubb insurance so the cost can be included in the hail damage claim. Approval of this mechanical sub-contractor was presented as a separate agenda item.

A table outlining current repair costs, balances to be paid, and projected final costs was included in the packet. This item was for the Committee's information only. No action was requested.

### **Review and Recommend Action on Approval of Job Order Contractor Proposal for Hail Damage Repair of Roof Top Mechanical Equipment**

Approval of the Job Order proposal from CAS Companies for the Pecan Campus Hail Damage Repair of roof top mechanical equipment will be requested at the March 25, 2014 Board meeting.

As part of the final inspections which were being performed by STC staff, additional damage was identified on some aluminum covers over roof top exhaust fan units as well as metal jackets for one back flow preventer. Initially these repair items were included on the architect's list of damaged items but were subsequently omitted and therefore not included in the plan and specs. The architect has since prepared a list and description for these repairs and mechanical sub-contractor CAS Companies was asked to provide a proposal.

CAS Companies was available to STC for Job Order Contracting services through the Tips/Taps Cooperative Purchasing System. CAS Companies submitted the attached proposals in the amount of \$83,086.00 for these repairs. A general contractor was not needed for these repairs since they were specific to mechanical equipment. If approved, the proposal amount would be forwarded to Chubb insurance so the cost can be included in the hail damage claim.

CAS Companies was currently under contract with STC and had completed other construction projects for STC in the past. CAS Companies was providing mechanical sub-contractor services for SpawGlass Contractors on STC's hail damage repairs and was familiar with the scope of work required.

It was requested that the Facilities Committee recommend for Board approval at the March 25, 2014 Board meeting, Job Order proposal in the amount of \$83,086 as submitted by CAS Companies for the hail damage repair of roof top mechanical equipment at the Pecan Campus as presented.

The Committee asked whether the payment bond options identified in each proposal were included in the proposed total of \$83,086. Staff responded that they recommended approval of the optional bond for each proposal, and will ascertain whether or not the total is inclusive of all relevant bonds.

The Facilities Committee declined to make a recommendation for Board approval. They requested that staff work with CAS Companies to ensure that the bonds are fully included. The Committee asked that this matter be brought to the Board without committee recommendation at the March 25, 2014 Regular Board Meeting, with the full and accurate total. No action was taken.

### **Review and Recommend Action on Contracting Construction Services for Technology Campus Detention Pond**

Approval to select a contractor for the Technology Campus Detention Pond project will be requested at the March 25, 2014 Board meeting.

For fiscal year 2013-2014, construction funds were budgeted for cleaning of the existing detention pond and drainage outlet ditch. This detention pond existed on the property on the west side of the Technology Campus when STC purchased the property in 2010. It was evident at the time of purchase that the detention pond and the drainage outlet had not been properly maintained and various types of vegetation has grown in the area reducing the volume of storm water that can be detained. The vegetation also reduced the ability of the drainage outlet to allow water to exit from the detention pond causing it to backup and overflow.

STC staff and Halff Associates have issued the necessary plans and specifications for the solicitation of competitive sealed proposals. Solicitation of competitive sealed proposals for this project began February 3, 2014. Six (6) proposals were issued and a total of three (3) were received on February 19, 2014.

<b>Timeline for Solicitation of Competitive Sealed Proposals</b>	
February 3, 2014	Solicitation of competitive sealed proposals. Six (6) sets of construction documents were issued.
February 19, 2014	Three (3) proposals were received.

Staff evaluated these proposals and prepared a proposal summary, which was included in the packet. It was recommended that the top ranked contractor be recommended for Board approval. Funds were budgeted in the FY 2013-2014 Construction budget for this project.

Upon a motion by Mr. Jesse Villarreal and a second by Ms. Rose Benavidez, the Facilities Committee recommended Board approval to contract construction services with Roth Excavating, Inc. in the amount of \$25,000.00 for the Technology Campus Detention Pond project as presented. The motion carried.

**Review and Recommend Action on Selection of Short List of 2013 Bond Construction Program Management Services Firms for Interviews**

Approval and selection of a short list of Construction Program Management (CPM) services firms to be interviewed for Bond 2013 services will be requested at the March 25, 2014 Board meeting.

Responses to the Request for Qualifications for Bond 2013 Construction Program Management Services were received on February 6, 2014. A total of five (5) responses were submitted by interested firms. The evaluation team completed evaluations and prepared the a summary of qualifications, which was provided within the packet.

The evaluation team considered the following as critical evaluation factors:

- a. Number of licensed professionals including architects and engineers proposed as part of the team’s top management
- b. Previous experience managing similar Bond programs including design, bidding and construction phases
- c. Responses from previous project references

Based on the qualifications submitted by the CPM services firms, with emphasis on the critical evaluation factors, and the overall evaluations by the evaluation committee, the following recommendations were developed for the Facilities Committee’s review.

As shown below, the evaluation committee recommended three of the five firms for Facilities Committee consideration as part of a short list. All five firms were listed in alphabetical, unranked order.

<b>Prime Firm</b>	<b>Joint Venture or Partnership with</b>	<b>Sub-consultants</b>	<b>Recommended for Short List</b>
AG/CM, Inc.	<ul style="list-style-type: none"> <li>• Dykema Architects and</li> <li>• Prodigy Construction Management, LLC.</li> </ul>	<ul style="list-style-type: none"> <li>• None</li> </ul>	Yes
Broaddus & Associates	<ul style="list-style-type: none"> <li>• None</li> </ul>	<ul style="list-style-type: none"> <li>• HPG Design Group – Interior Design</li> <li>• HMG &amp; Associates - MEP</li> <li>• WJHW Consultants – Data, Voice &amp; Acoustical</li> <li>• Maritech Engineering - Structural</li> </ul>	Yes

Hill International	<ul style="list-style-type: none"> <li>• None</li> </ul>	<ul style="list-style-type: none"> <li>• Square One Consultants – plan review</li> </ul>	Yes
South Texas Collaborative*	<ul style="list-style-type: none"> <li>• Dannenbaum Engineering,</li> <li>• Prodigy Construction Management, LLC.,</li> <li>• GGC Engineers, and</li> <li>• Munoz &amp; Company</li> </ul>	<ul style="list-style-type: none"> <li>• None</li> </ul>	No
STV/Gallagher	<ul style="list-style-type: none"> <li>• STV and</li> <li>• Gallagher</li> </ul>	<ul style="list-style-type: none"> <li>• Prodigy Construction Management, LLC</li> <li>• Garza Program Management, LLC</li> </ul>	No

\*South Texas Collaborative does not currently exist. It will be formed as a consortium of the identified Joint Venture firms if awarded this contract by the Board.

The evaluation committee identified significant differences between qualifications submitted by the recommended firms. The most significant difference was the inclusion or absence of licensed engineers and architects as part of the team’s top management. The evaluation team identified this as one of the critical evaluation factors. Members of the evaluation team were present at the March 3, 2014 Facilities Committee meeting to discuss these differences and address questions as appropriate.

Upon a motion by Mr. Gary Gurwitz and a second by Ms. Rose Benavidez, the Facilities Committee recommended Board approval of a short list of three Construction Program Management (CPM) services firms to be interviewed for Bond 2013 Construction Program Management services, on a date to be determined. The list included:

- AG/CM, Inc.
- Broaddus & Associates
- Hill International

The motion carried.

After passage of the motion, Mr. Paul R. Rodriguez, a Trustee attending the committee meeting, voiced an interest in knowing whether any of short list firms or their principals were then, or previously, involved in litigation over construction projects. The Committee Chair recommended that the question could be added to the presentation topics to be included in the following agenda item.

## **Review and Recommend Action on Interview Topics/Questions for 2013 Bond Construction Program Management Services Firms Interviews**

Approval of topics/questions to be included in interview presentations by the Construction Program Management (CPM) services firms on the short list will be requested at the March 25, 2014 Board meeting.

Once a short list of CPM services firms has been approved for interviews with the Board of Trustees, each firm would receive an invitation and instructions for the interview presentation. The CPM services firms included in the short list would be asked to present on predetermined topics as approved by the Board. The Board would ask questions from a prepared list and may also pursue additional lines of inquiry prompted by each presentation or interview.

Staff prepared the following list of recommended and optional topics which could be required for presentation by each CPM services firm on the short list.

### ***Recommended Topics:***

1. Provide details about on site day to day management team personnel and communication protocol
2. Provide details about method for periodic reporting to the College including executive and staff level reporting
3. Provide details about previous projects where the proposed team has provided similar scope of services for bond construction program management
4. Provide details about team's knowledge and experience with local construction market
5. Provide details about two unique qualifications your team poses applicable to the Bond program as being undertaken by STC.
6. Provide details about the certifications and credentials for the lead program manager and day to day support staff

### ***Optional Topics:***

1. Provide details about how the CPM team will help promote participation by local design firms and contractors during the different phases of the program
2. Provide details about how the CPM team dealt with unanticipated problems or changes from the original program while managing previous bond programs

It was recommended that the Facilities Committee select the top four to five topics of most interest to be included in each presentation by the CPM services firms on the short list. Staff was present at the March 3, 2014 Facilities Committee meeting to discuss these presentation topics and address questions from the Committee.

Based upon discussion during the previous agenda item, the Committee asked staff to include the topic of previous or ongoing litigation against the firm(s) and principals. The Committee reviewed the list of topics, and determined that there was no need to reduce the topics to four or five total.



The Committee also discussed the proposal for recommended questions that could be posed to each CPM services firm during interviews. The Committee Chair asked the Trustees present, which included all but one of the seven Trustees, to come up with questions they wished to pose to each firm. The Chair advised that the Board members would not be restricted to only those questions, and would be free to pursue any line of questioning as deemed appropriate during the interview.

Upon a motion by Ms. Rose Benavidez and a second by Mr. Jesse Villarreal, the Facilities Committee recommended Board approval of the list of six recommended presentation topics/questions, with the addition of the topic of ongoing and/or previous litigation, to be used by each CPM services firm on the short list during Board interviews for selection of Bond 2013 Construction Program Management services. The motion carried.

### **Update on Status of Construction Projects**

The Facilities Planning & Construction staff prepared a design and construction update. This update, which was included in the packet, summarized the status of each capital improvement project currently in progress. Gerry Rodriguez was present to respond to questions and address concerns of the Committee. No questions were asked, and no action was necessary.

### **Adjournment**

There being no further business to discuss, the Facilities Committee Meeting of the South Texas College Board of Trustees adjourned at 5:27 p.m.

I certify that the foregoing are the true and correct minutes of the March 3, 2014 Facilities Committee Meeting of the South Texas College Board of Trustees.

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Mr. Gary Gurwitz, Chairman

*Finance & Human  
Resources Committee  
Minutes  
March 3<sup>rd</sup>, 2014*

**South Texas College  
Board of Trustees  
Finance and Human Resources Committee  
Ann Richards Administration Building Board Room  
Pecan Campus  
Monday, March 3, 2014  
@ 5:30 p.m.  
McAllen, Texas**

**Minutes**

The Finance and Human Resources Committee Meeting was held on Monday, March 3rd, 2014 in the Ann Richards Administration Building Board Room at the Pecan Campus in McAllen, Texas. The meeting commenced at 5:40 p.m. with Mr. Paul R. Rodriguez presiding.

Members present: Mr. Roy de León, Ms. Rose Benavidez, and Mr. Paul R. Rodriguez

Other Trustees Present: Mrs. Graciela Farias, Mr. Gary Gurwitz, and Dr. Alejo Salinas, Jr.

Members absent: None

Also present: Dr. Shirley A. Reed, Mrs. Mary Elizondo, Mrs. Becky Cavazos, Mr. Ali Kolahdouz, Mr. Jose Lucio Gonzalez, Ms. Myriam Lopez, Ms. Arely Benavidez, Ms. Lucy Canales, Mr. Gus Martinez, Mr. Michael Cano, Ms. Kelly Salazar, Mr. Hiram Gutierrez, Ms. Thelma Banduch, Ms. Cindy Pena, Mr. Roger Gonzalez, and Mr. Andrew Fish

Mr. Paul R. Rodriguez announced that he would preside over the meeting upon the request of Mr. Roy de León, Chairman of the Finance and Human Resources Committee.

**Approval of February 17, 2014 Finance and Human Resources Committee Minutes**

Upon a motion by Mr. Roy de León and a second by Ms. Rose Benavidez, the Minutes for the Finance and Human Resources Committee Meeting of February 17, 2014 were approved as written. The motion carried.

**Review of Current Status of Delinquent Tax Collection Services for  
Hidalgo County and Starr County**

The Texas Property Tax Code allows for the governing body of a taxing unit to determine who would represent the unit in enforcing the collection of delinquent taxes.

Property Tax Code Section 6.30 (c) states that the governing body of a taxing unit may contract with any competent attorney to represent the unit to enforce the collection of delinquent taxes.

The attorney's compensation is set in the contract, but the total amount of compensation provided may not exceed 20 percent of the amount of delinquent tax, penalty, and interest collected.

Also, by contracting with a Delinquent Tax Attorney, additional notices of amounts of delinquent taxes are issued. The first notice of delinquency and penalty should be sent at least 30 days before July 1. Additionally, a tax lien is placed on the property, and the attorneys are qualified to file lawsuits and represent the College in litigation.

The contract for delinquent tax collection services was awarded to Linebarger Goggan Blair & Sampson, LLP, at the March 28, 2011, Board meeting for the period ending April 30, 2012 with two (2) one-year renewal options. The second of the two (2) one-year renewal options was for the period of May 1, 2013 through April 30, 2014.

Proposals for delinquent tax collection services were advertised and issued to five (5) vendors. Two (2) responses were received. One response was from Linebarger Goggan Blair & Sampson, LLP and a second response was from Perdue Brandon Fielder Collins & Mott, LLP.

Linebarger Goggan Blair & Sampson, LLP has represented STC for the past seventeen (17) years. Based on STC's unaudited uncollected levy for both counties without adjustments, the total uncollected levy by years was as follows:

<b>Uncollected Levy by Tax Year</b>	<b>Amount</b>	<b>Percentage of Uncollected Levy</b>
Uncollected Levy 1996	80,940.50	1.34%
Uncollected Levy 1997	41,666.12	0.56%
Uncollected Levy 1998	95,664.54	0.69%
Uncollected Levy 1999	118,289.92	1.02%
Uncollected Levy 2000	135,723.92	1.68%
Uncollected Levy 2001	147,921.55	1.23%
Uncollected Levy 2002	331,847.21	1.36%
Uncollected Levy 2003	393,929.31	1.41%
Uncollected Levy 2004	784,795.06	1.90%
Uncollected Levy 2005	697,841.70	1.49%
Uncollected Levy 2006	521,455.78	0.77%
Uncollected Levy 2007	645,288.26	1.55%
Uncollected Levy 2008	849,504.84	1.90%
Uncollected Levy 2009	1,123,080.09	2.00%
Uncollected Levy 2010	1,263,159.14	2.75%
Uncollected Levy 2011	1,425,827.45	3.29%
Uncollected Levy 2012	2,334,401.33	5.37%
<b>Total</b>	<b>\$10,991,336.72</b>	

Tax levy collection amounts and percentages with additional collections such as penalty, interest, rollbacks, and special inventory for both counties had been collected as follows:

Year	Tax Levy	Levy Collections	Penalty & Interest Rollbacks, Sp. Inv., Refunds, Modifications/Redemptions	Total Collections	Total Perc. Collected
1996	10,221,026.74	10,140,086.24	633,163.58	10,773,249.82	105.40%
1997	10,595,844.70	10,554,178.58	610,701.14	11,164,879.72	105.37%
1998	10,957,298.19	10,861,633.65	656,258.42	11,517,892.07	105.12%
1999	11,631,658.17	11,513,368.25	233,209.13	11,746,577.38	100.99%
2000	12,520,485.15	12,384,761.23	910,289.36	13,295,050.59	106.19%
2001	13,876,362.33	13,728,440.78	783,312.59	14,511,753.37	104.58%
2002	29,296,788.89	28,964,941.68	1,453,179.27	30,418,120.95	103.83%
2003	30,555,960.99	30,162,031.68	1,402,288.14	31,564,319.82	103.30%
2004	32,889,826.04	32,105,030.98	1,425,436.86	33,530,467.84	101.95%
2005	34,396,305.61	33,698,463.91	1,311,578.47	35,010,042.38	101.78%
2006	36,865,251.03	36,343,795.25	1,499,702.12	37,843,497.37	102.65%
2007	41,565,483.91	40,920,195.65	1,601,912.16	42,522,107.81	102.30%
2008	44,674,041.63	43,824,536.79	1,124,482.12	44,949,018.91	100.62%
2009	45,192,118.31	44,069,038.22	1,338,443.00	45,407,481.22	100.48%
2010	44,837,503.61	43,574,344.47	1,012,875.51	44,587,219.98	99.44%
2011	44,198,877.14	42,773,049.69	821,184.93	43,594,234.62	98.63%
2012	44,302,675.00	41,968,273.67	708,388.26	42,676,661.93	96.33%
<b>Total</b>	<b>\$498,577,507.44</b>	<b>\$487,586,170.72</b>	<b>\$17,526,405.06</b>	<b>\$505,112,575.79</b>	

While the College still had uncollected levy, the College had received over 100% of the tax levy with the other additional collections such as penalty and interest for Tax Years 1996-2009, with 99.44% in Tax Year 2010, 98.63% in Tax Year 2011 and 96.33% in Tax Year 2012. Delinquent tax collections from prior years continued to increase annually.

All the above information was based on the College's internal reports and reconciliations.

### **Interview of Firms for Delinquent Tax Collection Services for Hidalgo County and Starr County**

At the February 17, 2014 Finance and Human Resources Committee meeting, the Committee requested to interview the firms that submitted proposals for Delinquent Tax Collection Services.

All Board members were invited to the Committee meeting. This provided the members the opportunity to participate in the interviews and the question and answer session.

All Trustees but one, Mr. Jesse Villarreal, were present at the Committee meeting.

Ms. Rose Benavidez was present at the Committee meeting, and abstained from the discussion, deliberation, and action on this item.

The Interview Schedule and the suggested Interview Criteria were provided in the packet. Also included was a Summary of Proposals and the Staff Evaluation form for the Committee's review and consideration.

In accordance with the schedule:

Mr. Gus Martinez and Mr. Michael Cano from Linebarger Goggan Blair & Sampson, LLP presented to the Committee and were joined by Ms. Lucy Canales in responding to questions from the Committee. Ms. Kelly Salazar also attended the meeting to represent the firm.

Mr. Hiram Gutierrez from Perdue Brandon Fielder Collins & Mott, LLP presented to the Committee and responded to questions. Mr. Gutierrez was joined by Ms. Thelma Banduch, Ms. Cindy Pena, and Mr. Roger Gonzalez representing the firm.

This agenda item was to allow each firm an opportunity to make a presentation and respond to questions, and no action was requested or taken.

### **Review and Recommend Board Approval of Firm for Delinquent Tax Collection Services for Hidalgo County and Starr County**

Approval will be requested at the March 25, 2014 Board meeting to approve a firm for the contract for delinquent tax collection services for Hidalgo County and Starr County at a 15% fee based on the amount of delinquent tax, penalty, and interest collected for the period of May 1, 2014 through April 30, 2015.

The contract for delinquent tax collection services was awarded to Linebarger Goggan Blair & Sampson, LLP, at the March 28, 2011, Board meeting for the period ending April 30, 2012 with two (2) one-year renewal options. The second of the two (2) one-year renewal options was for the period of May 1, 2013 through April 30, 2014.

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

All Board members were invited to the Committee meeting. This provided all Board members the opportunity to participate in the interviews and the question and answer session.

Ms. Rose Benavidez abstained from the deliberation and action on this item.

Upon a motion by Mr. Paul R. Rodriguez and a second by Mr. Roy de León, the Finance and Human Resources Committee recommended Board approval of the selection of the Linebarger Goggan Blair & Sampson, LLP to provide services for delinquent tax collection services for Hidalgo County and Starr County at a 15% penalty fee based on the amount of delinquent tax, penalty, and interest collected. The contract period would be May 1, 2014 through April 30, 2015 with two (2) one-year options to renew. The motion carried.

**Review and Recommend Board Approval of Resolution to Impose a 15% Penalty for Collection of Delinquent Taxes as Authorized Under Section 33.07 of the Texas Property Tax Code for Attorney Fees and Expenses**

Approval of the Resolution imposing a 15% penalty for collection of delinquent taxes as authorized under Section 33.07 of the Texas Property Tax Code to recover the cost of attorney fees and expenses for the collection of delinquent taxes, penalty and interest due on 2013 taxes which remain delinquent on July 1, 2014 will be requested at the March 25, 2014 Board meeting.

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

The Resolution to be completed with the delinquent tax attorney firm awarded follows in the packet for the Committee's review and information.

Upon a motion by Mr. Paul R. Rodriguez and a second by Mr. Roy de León, the Finance and Human Resources Committee recommended Board approval of the Resolution imposing a 15% penalty for collection of delinquent taxes as authorized under Section 33.07 of the Texas Property Tax Code for Board approval as presented. The motion carried.

**Review and Recommend Action on Award of Proposals, Purchases, and Renewals**

Approval of the following proposal awards, purchases, and renewals will be requested at the March 25, 2014 Board meeting as follows:

- 1) Security System Equipment (Award):** award the proposal for security system equipment to Security Solutions of DFW (Dallas, TX), at a total cost of \$32,158.00;
- 2) Travel Services(Award):** award the proposal for travel services to Shands Brooks Travel (McAllen, TX), for the period of May 20, 2014 through May 19, 2015 with two (2) one-year annual renewal options, at a service fee of \$25.00 per airline ticket;
- 3) Computers and Laptops (Purchase):** purchase computers and laptops from the State of Texas Department of Information Resources (DIR) approved vendor, Dell Marketing, LP (Dallas, TX), in the total amount of \$59,340.24;

- 4) **Door Hardware (Purchase):** purchase door hardware from ADI (Houston, TX), a sole source vendor, at a total cost of \$11,551.62;
- 5) **Furniture (Purchase):** purchase furniture from the State of Texas Multiple Award Schedule (TXMAS) and Texas Association of School Boards (TASB)–Buyboard approved vendors, at a total amount of \$92,977.46:
  - Computer Comforts .....\$ 7,305.69
  - ERG International.....\$4,980.18
  - The Hon Company .....\$696.40
  - Krueger International, Inc. ....\$11,074.00
  - SYSTEC Group, LLC .....\$51,724.99
  - Watson Furniture Group .....\$17,196.20
- 6) **IP Phones (Purchase):** purchase IP phones from Insight Public Sector (Tempe, AZ/McAllen, TX), a State of Texas Department of Information Services (DIR) approved vendor, at a total cost of \$19,838.25;
- 7) **Network Switches (Purchase):** purchase network switches from Insight Public Sector (Tempe, AZ/McAllen, TX), a State of Texas Department of Information Resources (DIR) approved vendor, at a total cost of \$22,506.50;
- 8) **Participation Fee for Texas Completes Project (Purchase):** Pay a participation fee in the amount of \$50,000 toward the cost of the Texas Completes Project which consists of a cadre of Texas community colleges. These colleges are the Lone Star College System, Alamo Colleges, Dallas Community College District, and El Paso Community College;
- 9) **Building Moving Services (Renewal):** renew the building moving services with Zuniga’s House Movers, LLC. (San Juan, TX), for the contract period of May 1, 2014 through April 30, 2015, at an estimated amount of \$180,000.00.

SUMMARY TOTAL:

The total for all proposal awards, purchases, and renewals is \$468,372.07

Upon a motion by Mr. Roy de León and a second by Ms. Rose Benavidez, the Finance and Human Resources Committee recommended Board approval of the proposal awards, purchases, and renewals as presented. The motion carried.

**Consultation with General Counsel Regarding McCall, Parkhurst, & Horton L.L.P.  
Legal Opinion on the Limited Tax Refunding Bonds, Series 2007**

Mr. Jesus Ramirez, legal counsel, would review the McCall, Parkhurst, & Horton L.L.P. legal opinion on the inquiry from the Internal Revenue Service (IRS) regarding the Limited Tax Refunding Bonds, Series 2007.

This item was discussed with the Committee in Executive Session.

**Executive Session**

The Board Screening Committee convened into Executive Session at 6:38 p.m. in accordance with Chapter 551 of the Texas Government Code for the specific purpose provided in Section 551.071, Consultations with Attorney.

The South Texas College Board of Trustees returned to Open Session at 7:15 p.m. No action was taken in Executive Session.



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

## **Adjournment**

There being no further business to discuss, the Finance and Human Resources Committee Meeting of the South Texas College Board of Trustees adjourned at 7:15 p.m.

I certify that the foregoing are the true and correct minutes of the March 3rd, 2014 Finance and Human Resources Committee Meeting of the South Texas College Board of Trustees.

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Mr. Roy de León  
Chair

## **Announcements**

### **A. Next Meetings:**

- Education and Workforce Development Committee Meeting, Thursday, April 10th, 2014 at 3:30 p.m., Ann Richards Administration Building Board Room, Pecan Campus, McAllen, Texas
- Facilities Committee Meeting, Thursday, April 10th, 2014 at 4:30 p.m., Ann Richards Administration Building Board Room, Pecan Campus, McAllen, Texas
- Finance and Human Resources Committee Meeting, Thursday, April 10th, 2014 at 5:30 p.m., Ann Richards Administration Building Board Room, Pecan Campus, McAllen, Texas
- Regular Meeting of the Board of Trustees, Tuesday, April 22nd, 2014 at 5:30 p.m., Ann Richards Administration Building Board Room, Pecan Campus, McAllen, Texas

### **B. Other Announcements:**

- South Texas College Trustees are invited to a reception to be held on Thursday, March 27, 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 Thursday, April 17<sup>th</sup> through Sunday, April 20<sup>th</sup> for Semester Break.