

**SOUTH TEXAS COLLEGE
BOARD OF TRUSTEES REGULAR MEETING
Tuesday, April 22, 2014 @ 5:30 p.m.
Ann Richards Administration Building Board Room
Pecan Campus, McAllen, Texas 78501**

AGENDA

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

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- III. Invocation
- IV. Public Comments
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 - 1. The “Scholarships for Technical Students” grant from the Kenedy Memorial Foundation
 - 2. The “Texas Fast Start” grant from Texas Workforce Commission
 - 3. Additional Grants Received/Pending Official Award

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 - 2) Audio Visual Equipment (Award)
 - 3) Medical Manikins (Award)
 - 4) Purchase of Projectors (Award)
 - 5) Temporary Personnel Services (Award)
 - 6) Communication Equipment (Purchase)
 - 7) Computers (Purchase)
 - 8) Fiber Optic Project Equipment and Installation (Purchase)
 - 9) Furniture (Purchase)
 - 10) Instructional Videos (Purchase)
 - 11) Lab Training Equipment and Materials (Purchase)
 - 12) Online Continuing Education Services (Renewal)
 - 13) Password Reset Software License Maintenance (Renewal)
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A.	Next Meetings:	
•	Special Board Meeting to Interview Construction Program Management Services Firms, Saturday, April 26th, 2014 at 8:30 a.m., Ann Richards Administration Building Board Room, Pecan Campus, McAllen, Texas	
•	Education and Workforce Development Committee Meeting, Thursday, May 8th, 2014 at 3:30 p.m., Ann Richards Administration Building Board Room, Pecan Campus, McAllen, Texas	
•	Facilities Committee Meeting, Thursday, May 8th, 2014 at 4:30 p.m., Ann Richards Administration Building Board Room, Pecan Campus, McAllen, Texas	
•	Finance and Human Resources Committee Meeting, Thursday, May 8th, 2014 at 5:30 p.m., Ann Richards Administration Building Board Room, Pecan Campus, McAllen, Texas	
•	Regular Meeting of the Board of Trustees, Tuesday, May 27th, 2014 at 5:30 p.m., Ann Richards Administration Building Board Room, Pecan Campus, McAllen, Texas	

B. Other Announcements:

- Commencement Ceremonies will be held Friday, May 16th and Saturday, May 17th at the State Farm Arena.
- The College will be closed Monday, May 26th, 2014 in observance of Memorial Day.
- A Swearing-In Ceremony for Dr. Alejo Salinas, Jr. (District 5) and Mr. Roy de León (District 7) will be held on Tuesday, May 27th, 2014 at 4:00 p.m. in the Rainbow Room at the STC Pecan Campus Library, McAllen, Texas.

XI. Adjournment

Presentations

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
March 25, 2014 Regular Board Meeting**

The minutes of the March 25, 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 March 25, 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 March 25, 2014 Board Meeting as presented.

Approval Recommended:

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

**SOUTH TEXAS COLLEGE
BOARD OF TRUSTEES REGULAR BOARD MEETING
Tuesday, March 25, 2014 at 5:30 p.m.
Ann Richards Administration Building Board Room
Pecan Campus, McAllen, TX 78501**

Minutes

Call Meeting to Order:

The Regular Board Meeting of the South Texas College Board of Trustees was held on Tuesday, March 25, 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 Ms. Rose Benavidez, Chair, presiding.

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

Members absent: None

Also present: Dr. Shirley A. Reed, U.S. Congressman Rubén Hinojosa, Texas Representative Oscar Longoria, Jr., Texas Representative Terry Canales, Hon. Robert Schmalzried, Mr. Jose L. Saldivar, Mr. Bobby Villarreal, Mr. Chuy Ramirez, Mrs. Mary Elizondo, Dr. Anahid Petrosian, Mrs. Wanda Garza, Mrs. Laura Talbot, Mr. Gerry Rodriguez, Mr. Paul Varville, Mr. Nick Gonzalez, Mrs. Becky Cavazos, Ms. Myriam Lopez, Mr. Juan Carlos Aguirre, Mr. Daniel Ramirez, Mrs. Hannah McCann, Mr. Howard Price, Mr. Eric Reittinger, Mr. Randy Jarvis, Mr. Matthew Hebbard, Ms. Alicia Gomez, Mr. Paul Hernandez, Mr. Ric de la Garza, Ms. Florinda Rodriguez, Mr. Rey Villarreal, Ricardo Lopez, Jr., Jorge E. Recio, E.S. Alanis, J.C. Garay, Nicole Luna, Teo Ozuna, Mauricia Atilano, Mike Trippel, Alejo Salazar, Jr., Claudia Vela, Alex Rios, Michelle Villarreal, Jennifer Mendoza-Albertson, Blanca Villalpando, Lizette Longoria, Jose Saldivar, Raul Cantu Jr., Alicia Segura, Rina Castillo, Mauro Hernandez, Mari Valdez, Manuel Castillo, Angel Magdalena, Rolando Garcia, Sandra Sanchez, Bernard Rodriguez, Orlando Salinas, Steve McGarraugh, Veronica Solis, Pete De La Cruz, and Andrew Fish.

Determination of a Quorum

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

Invocation:

Mr. Daniel Ramirez, Director of Public Relations and Marketing, said the invocation.

Public Comments:

U.S. Congressman Rubén Hinojosa was joined by State Representatives Oscar Longoria, Jr., and Terry Canales and Mr. Bobby Villarreal from the office of Hidalgo County Judge Ramon Garcia. They each spoke in support of the establishment of further resources to help the Delta Region develop economic, educational, and cultural opportunities for its residents.

Presentations

Presentation on Needs of the Delta Region

The Honorable Robert Schmalzried, Mayor of the City of Edcouch, was joined by Mr. Jose L. Saldivar, President of the Edcouch-Elsa ISD School Board. Together they delivered a presentation on the educational needs of the Delta Region, and the resources currently in place that could be used to help with the establishment of facilities to offer higher education services in that area. These resources include the now vacant Delta Mercado, as well as surrounding land. They also stated grant funds might be available to renovate and open the Delta Mercado.

Mayor Schmalzried and Mr. Saldivar invited Edcouch-Elsa High School student Mr. Rey Villarreal to speak to the Board as well. Mr. Villarreal shared that he was grateful for the opportunities provided to him through the dual enrollment classes offered by South Texas College in collaboration with Edcouch-Elsa ISD, and advocated on behalf of his fellow students and those that follow him for opportunities to be expanded so that all students in the Delta Region have access to higher education.

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

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

Ms. Laura Boyer Talbot, Director of Curriculum and Student Learning, was scheduled to provide a review of the new Texas Success Initiative (TSI) College Readiness Assessment and its impact on students seeking access to college. This review would have paralleled the presentation she provided to the Education and Workforce Development Committee on March 3, 2014. Due to delays starting the meeting and the length of the previous presentation, the Board asked that Ms. Talbot return at a later meeting for this important presentation.

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

Approval of Minutes February 20, 2014 Regular Board Meeting

Upon a motion by Dr. Alejo Salinas, Jr. and a second by Mrs. Graciela Farias, the Minutes of the February 20, 2014 Regular Board Meeting were approved as written. The motion carried.

Approval and Authorization to Accept Grant Award(s)

Upon a motion by Mr. Paul R. Rodriguez and a second by Mr. Jesse Villarreal, the Board of Trustees approved and authorized accepting the following grant awards and use of related funds as authorized by each grant, contingent upon official award as appropriate:

1. The "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, and

The motion carried.

Review of the Presentations to the Education and Workforce Development Committee

Dr. Alejo Salinas, Jr. reviewed the following presentations, which were delivered to the March 3, 2014 Education and Workforce Development Committee:

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 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 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 was 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.

Ms. Rose Benavidez abstained from discussion and action related to this agenda item at the March 3, 2014 Finance and Human Resources Committee meeting. Ms. Benavidez also abstained from the discussion and action at the March 25, 2014 Board meeting, and asked Mr. Roy de León, Chair of the Finance and Human Resources Committee, to preside over the Board meeting for any deliberation and action related to this item.

Upon a motion by Mr. Roy de León and a second by Mr. Jesse Villarreal, the Board of Trustees of South Texas College approved and authorized 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 was for May 1, 2014 through April 30, 2015 with two (2) one-year options to renew. The motion carried.

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 remained delinquent on July 1, 2014 was requested.

Board action was 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 was included in the packet for the Board's review and information.

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

Upon a motion by Mr. Roy de León and a second by Mr. Gary Gurwitz, the Board of Trustees of South Texas College approved and authorized 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 Action as Necessary on Award of Proposals, Purchases, and Renewals

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

- 1) 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 Mr. Jesse Villarreal, 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 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 was requested.

As part of the final inspections which are currently being performed by STC staff, additional damage was 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 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 \$72,414.00 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 could 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 also then providing mechanical sub-contractor services for SpawGlass Contractors on STC's hail damage repairs and was familiar with the scope of work required.

In March 2014, 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 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 was included in the packet, and the proposed project price was \$72,414.00. This price included 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 was priced at \$10,672 less than the original proposal price presented at the Facilities Committee meeting.

Upon a motion by Mr. Gary Gurwitz and a second by Mr. Roy de León, the Board of Trustees of South Texas College approved and authorized 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.

Mr. Gary Gurwitz then raised a point of concern regarding the proposals, in that the final paragraph demanded payment immediately upon project completion, and provided for penalty damages to start immediately upon project completion if payment was delayed.

Mr. Gary Gurwitz moved to amend the original motion to approve the proposal contingent upon a revision to remove the proposed section dealing with payment and penalty terms that were not compliant with the College's standard contracts. Mr. Roy de León seconded the motion to amend.

The Board voted to approve the amendment to the initial motion. The Board then voted to approve the amended initial motion, and that motion carried.

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 was requested.

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 had 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 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.

Timeline for Solicitation of Competitive Sealed Proposals	
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.

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.

Upon a motion by Mr. Gary Gurwitz and a second by Dr. Alejo Salinas, Jr., the Board of Trustees of South Texas College approved and authorized contracting construction services with Roth Excavating, Inc. in the amount of \$25,000.00 for the Technology Campus Detention Pond project as presented. The motion carried.

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 was 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 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 were developed.

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 are listed below in alphabetical, unranked order.

Prime Firm	Joint Venture or Partnership with	Sub-consultants	Recommended for Short List
AG/CM, Inc.	<ul style="list-style-type: none"> • Dykema Architects and • Prodigy Construction Management, LLC. 	<ul style="list-style-type: none"> • None 	Yes
Broaddus & Associates	<ul style="list-style-type: none"> • None 	<ul style="list-style-type: none"> • HPG Design Group – Interior Design • HMG & Associates - MEP • WJHW Consultants – Data, Voice & Acoustical • Maritech Engineering - Structural 	Yes
Hill International	<ul style="list-style-type: none"> • None 	<ul style="list-style-type: none"> • Square One Consultants – plan review 	Yes
South Texas Collaborative*	<ul style="list-style-type: none"> • Dannenbaum Engineering, • Prodigy Construction Management, LLC., • GGC Engineers, and • Munoz & Company 	<ul style="list-style-type: none"> • None 	No
STV/Gallagher	<ul style="list-style-type: none"> • STV and • Gallagher 	<ul style="list-style-type: none"> • Prodigy Construction Management, LLC • Garza Program Management, LLC 	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 and the March 25th, 2014 Board Meeting to discuss these differences and address questions as appropriate.

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

Upon a motion by Mr. Gary Gurwitz and a second by Mr. Roy de León, the Board of Trustees of South Texas College approved and authorized staff to coordinate presentations and interviews with the firms of AG/CM, Inc., Broaddus & Associates, and Hill International as presented. The motion carried.

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 was 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 drafted a letter of invitation which established 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 indicated that each firm will have a 30 minute presentation period and 15 minutes Q&A period, as established in the table below:

Firm (Order TBD)	Presentation	Q&A Period
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 recommended scheduling interviews during or after 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 revised the topics to address concerns voiced by Trustees at the Facilities Committee meeting, and 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.

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 schedule for interviews with firms on the Board approved short list for Bond 2013 Construction Program Management services, with interviews to take place during a Special Board meeting to be held on Saturday, April 26th, 2014 starting at 8:30 a.m., in the Board Room and live broadcast over the internet. The motion carried.

Update on Status of Construction Projects

The Facilities Planning & Construction staff prepared 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 February 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.

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

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

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 28th, 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 was 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 was asked to approve the attached Certification of Unopposed Status for this ballot.

Legal Counsel 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.

Dr. Alejo Salinas, Jr., asked legal counsel whether he would need to abstain from deliberation and voting on this item, and legal counsel advised him that this was not legally necessary.

Upon a motion by Mr. Paul R. Rodriguez and a second by Mr. Jesse Villarreal, the Board of Trustees approved and authorized the Certification of Unopposed Candidates For Trustee, South Texas College for Districts #5 and #7 as presented. The motion carried.

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 28th, 2014 at 5:00 p.m., as established by the May 10, 2014 Election Law Calendar created by the Texas Secretary of State.

Certification(s) of Unopposed Status was approved by the Board during the previous agenda item, and the Board could approve an Order declaring unopposed candidate(s) elected.

Legal Counsel prepared the Order Declaring Unopposed Candidates Elected.

This order also stated 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.

Upon a motion by Mr. Paul R. Rodriguez and a second by Mrs. Graciela Farias, the Board of Trustees approved and authorized the Order Declaring Unopposed Candidates Elected for Districts #5 and #7 as presented. The motion carried.

Executive Session:

The South Texas College Board of Trustees convened into Executive Session at 7:12 p.m. in accordance with Chapter 551 of the Texas Government Code for the specific purpose provided in:

- Section 551.071, Consultations with Attorney

Open Session:

The South Texas College Board of Trustees returned to Open Session at 7:31 p.m. No action was taken in Executive Session.

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, was available to 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.

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

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

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

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 17th through Sunday, April 20th for Semester Break.

Adjournment:

There being no further business to discuss, the Regular Meeting of the South Texas College Board of Trustees adjourned at 7:36 p.m.

I certify the foregoing are the true and correct minutes of the Tuesday, March 25, 2014 Regular Board Meeting of the South Texas College Board of Trustees.

Mrs. Graciela Farias

Secretary

Approval and Authorization to Accept Grant Award(s)

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

1. The “Scholarships for Technical Students” grant from the Kenedy Memorial Foundation

The “Scholarships for Technical Students” grant from the Kenedy Memorial Foundation will begin May 1, 2014 and run through April 30, 2015, in the amount of \$15,000.

Authorization is also requested to use the funds for scholarships for students seeking to complete their Associate of Applied Science degree in a technical field as approved by the grantor.

This will allow for 7 scholarships to be awarded to AAS students for the Fall 2014 Semester to allow them to complete their respective degrees. These awards are annually rotated through the BCS, Information Technology, Automotive, and CADD programs. In Fall 2014, it is expected to divide the awards between Automotive and CADD.

2. The “Texas Fast Start” grant from Texas Workforce Commission

The “Texas Fast Start” grant from Texas Workforce Commission began March 3, 2014 and runs through May 31, 2015, in the amount of \$131,000.

Authorization is also requested to create a Memorandum of Understanding for the partnership with Texas State Technical College (Harlingen) with a subcontract in the amount of \$44,482.

The grant and MOU will allow for South Texas College to partner with Texas State Technical College (TSTC) to reduce the preparation time for high demand jobs. STC will develop curriculum to accelerate course completion time for the Precision Manufacturing Technology Certificate from two semesters to one semester to provide enough graduates to meet the industry demand; and TSTC will do the same for their Computer Support Specialist Certificate.

This grant includes:

- salary and fringe - \$56,000;
- Travel - \$10,000; and
- supplies \$8,000.

This grant meets South Texas College Strategic Direction Two... “Offer comprehensive academic and technical programs that are responsive to regional workforce and employer needs.”

3. Additional Grants Received/Pending Official Award

The approved grants will provide up to \$146,000.00 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 “Scholarships for Technical Students” grant from the Kenedy Memorial Foundation
2. The “Texas Fast Start” grant from Texas Workforce Commission
3. 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 “Scholarships for Technical Students” grant from the Kenedy Memorial Foundation
2. The “Texas Fast Start” grant from Texas Workforce Commission
3. Additional Grants Received/Pending Official Award

Approval Recommended:

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

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

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

1) Armored Car Services (Award)

Award the proposal for armored car services to American Surveillance Co. Inc. (Brownsville, TX), for a contract period of June 1, 2014 through May 31, 2015 with two one-year options to renew in an amount not to exceed \$1,290.00 per month or \$15,480.00 per year. Special trips will be scheduled on an as needed basis at an approximate cost of \$10,005.00 per year. The total approximate cost for armored car services for the year is \$25,485.00.

The armored car service is required daily for cashiers at the Pecan Campus, Technology Campus, Business Office, Mid-Valley Campus, Starr County Campus and Nursing and Allied Health Campus.

Proposal documents were advertised and issued to three (3) vendors. One (1) response was received and reviewed by the Business Office and Purchasing Department.

Funds for this expenditure are budgeted in the Armored Car Services budget for FY 2013-2014 and FY 2014-2015 pending Board approval.

2) Audio Visual Equipment (Award)

Award the proposal for audio visual equipment at a total amount of \$28,076.30 as follows:

	Project	Vendor	Amount
1.	Mid Valley Building A104 Computer Lab	Ford Audio Video Systems, Inc. (Austin, TX)	\$8,359.71
2.	Pecan Plaza STC Police Department Training Room	Whitlock (Austin, TX)	\$8,170.02
3.	Pecan Building D106 Professional Development Training Room	Whitlock (Austin, TX)	\$7,573.08
4.	Technology Campus A209 CADD Upgrade	Pro Svl, Inc. (Pensacola, FL)	\$3,973.49

The audio visual equipment will be used for conference rooms and classrooms at the following campuses/departments:

- Mid Valley Campus - Bldg. A104 Computer Lab
- Pecan Plaza - STC Police Department Training Room
- Pecan Campus - Bldg. D106 Professional Development Training Room
- Technology Campus - A209 CADD Program Lab Upgrade

This technology facilitates internal communication and meetings within the college by allowing staff and faculty to view presentations, communicate with each other and collaborate as well as serve the instructional needs of the students.

Proposal documents were advertised and sent to thirteen (13) vendors. Seven (7) responses were received and reviewed by Instructional Technologies and the Purchasing Department.

Funds for this expenditure are budgeted in the Instructional Technology Maintenance & Replacement, Construction-Pecan Plaza Police Department Space Renovation, Office of Professional Development, and CADD Program budgets for FY 2013-2014.

3) Medical Manikins (Award)

Award the proposal for medical manikins to Southeastern Emergency Equipment (Youngsville, NC), at a total cost of \$16,493.44.

The medical manikins will be used for student instruction in the Vocational Nursing program in the Division of Nursing Allied Health and other Allied Health programs. It will provide students the opportunity to perform realistic patient assessments on patient manikins and will allow them to practice realistic scenarios which help student learn concepts and skills related to patients. The students will perform patient treatments in an advanced simulated clinical environment.

Proposal documents were advertised and sent to five (5) vendors. Five (5) responses were received and reviewed by the Vocational Nursing Program and Purchasing Department.

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

4) Purchase of Projectors (Award)

Award the proposal for the purchase of projectors to AVES Audio Visual Systems, Inc. (Sugarland, TX), at a total cost of \$18,544.00.

The sixteen (16) projectors are used by faculty and staff throughout the district. They will replace obsolete and out of warranty projectors.

Proposal documents were advertised and sent to fourteen (14) vendors. Twelve (12) responses were received and reviewed by the Instructional Technologies and Purchasing Department.

Funds for this expenditure are budgeted in the Instructional Technologies Maintenance and Replacement budget for FY 2013-2014.

5) Temporary Personnel Services (Award)

Award the proposal for temporary personnel services for a contract period of June 1, 2014 through May 31, 2015 with two one-year annual renewal options at an approximate cost of \$500,000.00. The qualified vendors that submitted a proposal are:

- Extra, Extras, Inc. (Weslaco, TX)
- Five Star Staffing, Inc./dba Spherion Staffing, LLC. (Pharr, TX)
- Kelly Services, Inc. (McAllen, TX)
- Manpower Group US, Inc. (McAllen, TX)
- One Stop Staffing, LLC. (Harlingen, TX)
- R & D Contracting, Inc./dba R & D Personnel (McAllen, TX)
- Select Staff (Edinburg, TX)
- Texas Staffing Pros, LLC. (McAllen, TX)

The proposals were reviewed to ensure compliance with South Texas College's requirements that the agencies provide documentation of their liability and worker's compensation coverage. Additionally, STC requested that the agency prescreen prospective employees and make this information available to the College. All agencies submitting proposals were in compliance with these requirements.

Proposal documents were advertised and issued to twelve (12) vendors. Eight (8) responses were received and reviewed by the Office of Human Resource and Purchasing Department.

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

6) Communication Equipment (Purchase)

Purchase a communication equipment from Motorola Solutions, Inc. (Schaumburg, IL), a Houston-Galveston Area Council (HGAC) approved vendor, at a total cost of \$78,271.92.

The new STC Police Department requires communication equipment to allow the expansion of police department coverage to the Mid Valley and Starr County campuses and a more effective communication with police officers and security guards at other campuses. This will include a base station and six (6) portable radios.

The base station will be located at the Pecan Plaza Police Department Dispatch Office currently under construction. It will permit communication via digital and analog radio frequencies and allow contact with police officers assigned to the Mid Valley and Starr County campuses.

Currently there are insufficient radios to communicate with the Mid Valley and Starr County campuses and radio coverage at the Starr County campus is not possible due to the different broadcast bands in that county. The equipment will permit emergency 911 communication and response by officers stationed at both campuses.

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

7) 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 \$33,706.33.

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:

The purchases can be summarized as follows:

- Staff-Use Computers
 - ⇒ 1 Computer for CPWE
 - ⇒ 2 Computers for Facilities Planning and Construction
 - ⇒ 2 Computers for Centers for Learning Excellence
 - ⇒ 2 Computers for Technology Resource Fund

- ⇒ 1 Computer for Professional Development
- ⇒ 1 Computer for Public Relations/Marketing
- Faculty-Use Computers
 - ⇒ 1 Computer for Chemistry
 - ⇒ 1 Computer for Child Development
- Student Lab-Use Computers
 - ⇒ 4 Computers for Chemistry
 - ⇒ 4 Computers for Physics
 - ⇒ 12 Computers for Respiratory Therapy
- Podium-Use Computer
 - ⇒ 1 Computer for CPWE

Funds for these expenditures are budgeted in the requesting department budgets for FY 2013-2014 as follows: CPWE, Facilities Planning and Construction, Centers for Learning Excellence, Technology Resource Fund, Professional Development, Public Relations/Marketing, Chemistry, Child Development, Physics, and Respiratory Therapy.

8) Fiber Optic Project Equipment and Installation (Purchase)

Purchase fiber optic network equipment and installation from Insight Public Sector, Inc. (Palo Alto, CA/McAllen, TX), a State of Texas Department of Information Resources (DIR) approved vendor, at a total cost of \$695,574.11.

On June 25, 2013, the Board of Trustees approved a fiber optic network usage cooperative agreement with VTX Communications, LLC./Valley Telephone Cooperative, Inc. with a twenty (20) year term. The agreement is part of the Broadband Technology Opportunities Program (BTOP) funded by a federal grant. The BTOP Program will deploy new and improved broadband internet facilities to connect “community anchor institutions” such as schools, libraries, hospitals and public safety facilities.

The equipment will be used to install a fiber optic network that will connect all South Texas College campuses to the larger fiber optic network established by the Broadband Technology Opportunities Program (BTOP).

Some of the benefits from implementing this equipment are:

- High speed connectivity between all South Texas College campuses
- Opportunity to create a Disaster Recovery site and transfer services instantly
- Opportunity to share and transfer data between South Texas College and other institutions
- Redundant connection paths to add reliable internet service
- Live Streams/Video Conferencing classes will be possible without affecting services
- Increase accessibility of services and courses provided by South Texas College

The equipment and services will also allow STC to connect to research organizations such as Internet2, an advanced not-for-profit United States networking consortium led by members

from the research and education communities, the Lonestar Education and Research Network (LEARN), a non-profit organization formed by Texas universities, university systems and other education-related organizations to design, build, and operate a statewide, advanced data network in support of research and education.

The equipment installation will take place in FY2015 due to the time required to receive the equipment.

Funds for this expenditure are budgeted in the Telecom budget for FY 2013-2014 and FY 2014-2015 pending Board approval of the budget.

9) Furniture (Purchase)

Purchase furniture from the State of Texas Multiple Award Schedule (TXMAS) approved vendor, at a total amount of \$48,912.41.

A) The Hon Company	\$ 2,693.49
B) ERG International	\$ 5,313.53
C) Krueger International, Inc.	\$30,879.03
D) Landscape Forms	\$10,026.36

The purchases can be summarized as follows:

- A. The Hon Company/Gateway Printing & Office (Edinburg, TX)
 - ⇒ Pecan Campus
 - 2 Bookcases for Finance & Administrative Services
 - ⇒ Starr Campus
 - 5 Chairs for staff at Starr Campus
- B. ERG International/Gateway Printing & Office (Edinburg, TX)
 - ⇒ Pecan Campus
 - 10 Tables for Bldg G Computer Lab
- C. Krueger International, Inc./Gateway Printing & Office (Edinburg, TX)
 - ⇒ Pecan Campus
 - 30 Chairs for Bldg G Computer Lab
 - ⇒ Starr Campus
 - 53 Classroom chairs, 34 sled chairs, 4 guest chairs and 5 staff chairs for Starr Campus
- D. Landscape Forms (Kalamazoo, MI)
 - ⇒ Pecan Campus
 - 2 Outside tables and 4 trash cans to be placed outside Pecan Plaza and Pecan Cooper Center

Fund for these expenditures are budgeted in the requesting department budgets for FY 2013-2014 as follows: District Wide - Renovations – FFE, Finance & Administrative Services, New Furniture and Pecan Bldg. G226 Computer Lab Improvements-FFE.

10) Instructional Videos (Purchase)

Purchase instructional videos from Loch Ness Productions (Nederland, CO), a sole source vendor, at a total cost of \$12,320.00.

The three (3) instructional videos will be used for student instruction in the Physics Program in the Division of Math and Science. It will provide students throughout the district in the astronomy courses with knowledge in the area of celestial navigation. They will work with the portable planetarium which was approved by the Board of Trustees at the November 2013 meeting.

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

11) Lab Training Equipment and Materials (Purchase)

Purchase lab training equipment and materials from Lab Resources, Inc. (Tomball, TX), a sole source vendor, at a total cost of \$104,577.61.

This purchase will add additional training equipment to the Mechatronics laboratory for the purpose of training students in the use of stepper and servo motors. This will allow the Mechatronics laboratory to develop curriculum in the areas of automated motor control. Included in the equipment are additional programmable logic controllers (PLC's). Automated motor control is an integral part of PLC automation applications.

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

12) Online Continuing Education Services (Renewal)

Renew the contract for online continuing education services with Education To Go/A Division of Cengage Learning for the period of March 27, 2014 through March 26, 2015, at an estimated cost of \$35.00 to \$5,495.00 per class. There are no deposits required, no minimum orders or any initial inventory to purchase.

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

The Board awarded the contract for online continuing education services at the March 26, 2013 Board of Trustees meeting for one year with two one-year annual renewals. The first renewal period begins March 27, 2014 through March 26, 2015.

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

Funds for this expenditure are budgeted in the Continuing Education-State and Continuing Education-Non State budget for FY 2013-2014.

13) Password Reset Software License Maintenance (Renewal)

Renew the password reset software license maintenance agreement with Namescape Corporation (Phoenix, AZ), a sole source vendor, for the period of May 31, 2014 through May 30, 2015, at an annual cost of \$10,425.00.

This software provides users with the ability to reset their own password at any time without having to call the help desk. The maintenance will allow technology staff to call the vendor for any support issues as well as updates to the software throughout the year.

Funds for this expenditure are budgeted in the Infrastructure 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) **Armored Car Services (Award):** award the proposal for armored car services to American Surveillance Co. Inc. (Brownsville, TX), for a contract period of June 1, 2014 through May 31, 2015 with two one-year options to renew in an amount not to exceed \$1,290.00 per month or \$15,480.00 per year. Special trips will be scheduled on an as needed basis at an approximate cost of \$10,005.00 per year. The total approximate cost for armored car services for the year is \$25,485.00;
- 2) **Audio Visual Equipment (Award):** award the proposal for audio visual equipment at a total of \$28,076.30 as follows:

	Project	Vendor	Amount
1.	Mid Valley Building A104 Computer Lab	Ford Audio Video Systems, Inc. (Austin, TX)	\$8,359.71
2.	Pecan Plaza STC Police Department Training Room	Whitlock (Austin, TX)	\$8,170.02
3.	Pecan Building D106 Professional Development Training Room	Whitlock (Austin, TX)	\$7,573.08
4.	Technology Campus A209 CADD Upgrade	Pro Svl, Inc. (Pensacola, FL)	\$3,973.49

- 3) **Medical Manikins (Award):** award the proposal for medical manikins to Southeastern Emergency Equipment (Youngsville, NC), at a total cost of \$16,493.44;
- 4) **Purchase of Projectors (Award):** award the proposal for the purchase of projectors to AVES Audio Visual Systems, Inc. (Sugarland, TX), at a total cost of \$18,544.00;
- 5) **Temporary Personnel Services (Award):** award the proposal for temporary personnel services for a contract period of June 1, 2014 through May 31, 2015 with two one-year annual renewal options at an approximate cost of \$500,000.00. The qualified vendors that submitted a proposal are:
 - Extra, Extras, Inc. (Weslaco, TX)
 - Five Star Staffing, Inc./dba Spherion Staffing, LLC. (Pharr, TX)
 - Kelly Services, Inc. (McAllen, TX)
 - Manpower Group US, Inc. (McAllen, TX)
 - One Stop Staffing, LLC. (Harlingen, TX)
 - R & D Contracting, Inc. /dba R & D Personnel (McAllen, TX)
 - Select Staff (Edinburg, TX)
 - Texas Staffing Pros, LLC. (McAllen, TX)

- 6) Communication Equipment (Purchase):** purchase a communication equipment from Motorola Solutions, Inc. (Schaumburg, IL), a Houston-Galveston Area Council (HGAC) approved vendor, at a total cost of \$78,271.92;
- 7) 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 \$33,706.33;
- 8) Fiber Optic Project Equipment and Installation (Purchase):** purchase fiber optic network equipment and installation from Insight Public Sector, Inc. (Palo Alto, CA/McAllen, TX), a State of Texas Department of Information Resources (DIR) approved vendor, at a total cost of \$695,574.11;
- 9) Furniture (Purchase):** purchase furniture from the State of Texas Multiple Award Schedule (TXMAS) approved vendor, at a total amount of \$48,912.41:
 - The Hon Company \$ 2,693.49
 - ERG International \$ 5,313.53
 - Krueger International, Inc. \$30,879.03
 - Landscape Forms \$10,026.36
- 10) Instructional Videos (Purchase):** purchase instructional videos from Loch Ness Productions (Nederland, CO), a sole source vendor, at a total cost of \$12,320.00;
- 11) Lab Training Equipment and Materials (Purchase):** purchase lab training equipment and materials from Lab Resources, Inc. (Tomball, TX), a sole source vendor, at a total cost of \$104,577.61;
- 12) Online Continuing Education Services (Renewal):** renew the contract for online continuing education services with Education To Go/A Division of Cengage Learning for the period of March 27, 2014 through March 26, 2015, at an estimated cost of \$35.00 to \$5,495.00 per class. There are no deposits required, no minimum orders or any initial inventory to purchase;
- 13) Password Reset Software License Maintenance (Renewal):** renew the password reset software license maintenance agreement with Namescape Corporation (Phoenix, AZ), a sole source vendor, for the period of May 31, 2014 through May 30, 2015, at an annual cost of \$10,425.00.

SUMMARY TOTAL:

The total for all proposal awards, purchases, and renewals is \$1,572,386.12.

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

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

Approval Recommended:

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

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

Approval to renew the Hidalgo County Agreement for Tax Assessment and Collection for current and delinquent taxes collected from September 1, 2014 through August 31, 2015 is requested.

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

The Board of Trustees approved the Inter-Local Cooperation Agreement for Tax Assessment and Collection with Hidalgo County on March 11, 1996 with an option to renew for subsequent tax years. The contract was last renewed on April 30, 2013, and the annual fee approved was \$93,626.00. Mr. Pablo Villarreal, Jr., RTA for Hidalgo County, has advised the College that the annual fee for tax year 2014 will increase to \$98,304.00 which is a 5% increase as allowed by the amended Inter-local Cooperation Agreement. The monthly collection fee of approximately \$8,192.00 is reduced from taxes collected during the month and the remaining funds are wired to the South Texas College's bank depository account.

The Amendment to Inter-local Cooperation Agreement for Tax Assessment and Collection follows in the packet for the Board's review and information.

The Finance and Human Resources Committee asked that staff provide a summary of fee increases charged by Hidalgo County each year for the last six years.

Six Year History of Fees for Hidalgo County Tax Assessment and Collection		
Year	Fee	Increase over Previous Year
2014 – 2015	\$98,304.00	5%
2013 - 2014	\$93,626.00	0%
2012 - 2013	\$93,626.00	0%
2011 - 2012	\$93,626.00	0%
2010 - 2011	\$93,626.00	5%
2009 - 2010	\$89,167.20	0%

The Finance and Human Resources Committee recommended Board approval of the renewal of the Hidalgo County Agreement for Tax Assessment and Collection for current and delinquent taxes collected at an annual fee of \$98,304.00 from September 1, 2014 through August 31, 2015 as presented.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize the renewal of the Hidalgo County Agreement for Tax Assessment and Collection for current and delinquent taxes collected at an annual fee of \$98,304.00 from September 1, 2014 through August 31, 2015 as presented.

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

The Board of Trustees of South Texas College approves and authorizes the renewal of the Hidalgo County Agreement for Tax Assessment and Collection for current and delinquent taxes collected at an annual fee of \$98,304.00 from September 1, 2014 through August 31, 2015 as presented.

Approval Recommended:

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

STATE OF TEXAS

COUNTY OF HIDALGO

**AMENDMENT TO
INTER-LOCAL COOPERATION AGREEMENT
FOR TAX ASSESSMENT AND COLLECTION**

This AMENDMENT TO INTER-LOCAL COOPERATION AGREEMENT FOR TAX ASSESSMENT AND COLLECTION ("AMENDMENT"), dated September 1st, 2014, is made between **South Texas College**, hereinafter referred to as "STC," and Hidalgo County, hereinafter referred to as "COUNTY", pursuant to the provisions of the Texas Inter-local Cooperation Act, as follows:

WHEREAS, on or about March 11, 1996, COUNTY entered into an Inter-local Cooperation Agreement "(Inter-local)" with STC for the consolidation of the assessment and collection of property taxes; and

WHEREAS, COUNTY and STC, now desire to amend the Inter-local as hereinafter provided.

WHEREAS, THEREFORE, for and in consideration of TEN and No/100 Dollars (\$10.00) and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, COUNTY and STC hereby agree to the following amendments to the Inter-local:

1. Section VI of the Inter-local is amended to read as follows:

- "A. STC hereby agrees to pay and COUNTY agrees to accept a fee of \$98,304.00 of all current and delinquent base taxes collected from September 1st through August 31st. For subsequent years after reviewing actual collection costs, COUNTY will submit to STC, prior to May 1st, the fee for the following year. In no event will the cost increase by more than five percent (5%) per year. STC will have until June 1st to accept the recommended fee.
- B. COUNTY will be paid by deducting the fee at the rate of \$8,192.00 from monthly collections and will submit Monthly Collections Reports"

2. Except as modified herein, all terms and conditions of the Inter-local, as amended, remain in full force and effect.

WITNESS THE HANDS OF THE PARTIES effective as of the date and year first written above.

SOUTH TEXAS COLLEGE

BY: _____

Rose Benavidez
Chair, Board of Trustees

ATTEST:

Graciela Farias
Secretary, Board of Trustees

HIDALGO COUNTY

By: _____

Ramon Garcia
Hidalgo County Judge

ATTEST:

Arturo Guajardo Jr.
Hidalgo County Clerk

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

Approval to renew the Starr County Agreement for Tax Assessment and Collection for current and delinquent taxes collected from September 1, 2014 through August 31, 2015 is requested.

According to Texas Property Tax Code, *Sec. 6.27 (c) Compensation for Assessment and Collection*, the assessor or collector is entitled to a reasonable fee, not to exceed actual costs incurred, for which it assesses and collects taxes. The Inter-Local Cooperation Agreement requires the County, after reviewing actual collection costs, to submit a proposed fee to the College, prior to May 1st. The College will then have until June 1st to accept the recommended fee.

The Board of Trustees approved the Inter-Local Cooperation Agreement for Tax Assessment and Collection with Starr County on June 18, 2001, with an option to renew for subsequent tax years. The contract was last renewed on April 30, 2013, and the annual fee approved was \$87,886.00. Ms. Carmen Peña, RTA for Starr County, has advised the College that the annual fee for the tax year 2014 will remain at \$87,886.00 and will be reviewed for approval by the Starr County Commissioners Court on April 28, 2014 which is after the April 22, 2014 Board meeting. The monthly collection fee of approximately \$7,323.83 is reduced from taxes collected during the month and the remaining funds collected are paid to the College.

The Finance and Human Resources Committee asked that staff provide a summary of fee increases charged by Starr County each year for the past six years. There has been no requested fee increase in the past six years.

Six Year History of Fees for Starr County Tax Assessment and Collection		
Year	Fee	Increase over Previous Year
2014 - 2015	\$87,886.00	0%
2013 - 2014	\$87,886.00	0%
2012 - 2013	\$87,886.00	0%
2011 - 2012	\$87,886.00	0%
2010 - 2011	\$87,886.00	0%
2009 - 2010	\$87,886.00	0%

The Finance and Human Resources Committee recommended Board approval of the renewal of the Starr County Agreement for Tax Assessment and Collection for current and delinquent

taxes collected at an annual fee of \$87,886.00 from September 1, 2014 through August 31, 2015 as presented.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize the renewal of the Starr County Agreement for Tax Assessment and Collection for current and delinquent taxes collected at an annual fee of \$87,886.00 from September 1, 2014 through August 31, 2015 as presented.

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

The Board of Trustees of South Texas College approves and authorizes the renewal of the Starr County Agreement for Tax Assessment and Collection for current and delinquent taxes collected at an annual fee of \$87,886.00 from September 1, 2014 through August 31, 2015 as presented.

Approval Recommended:

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

President

Review and Action as Necessary on Bookstore Contract and eTextbook Options

Approval to select one of the following options for bookstore services is requested:

1. Amend the existing contract with Barnes and Noble as presented below.
2. Issue a Request for Proposals (RFP)

The contract for bookstore services was awarded to Barnes and Noble College Bookstores (B&N) at the September 17, 2009 Board meeting for a five year period ending October 31, 2014. As the expiration of the bookstore contract approaches, the College is considering options related to providing textbooks in electronic format (eTextbooks) to students and faculty in addition to traditional printed textbooks.

College and universities across the nation are moving towards providing eTextbooks. The eTextbook is designed to replace print textbooks and enhance the teaching/learning activities at a cost of 25-30% of printed textbooks.

The STC Bookstore Taskforce, which is compromised of the President of Council of Chairs, the Math Department Chair, the Dean of Library Services and Instructional Technologies, the Chair of Distance Education (eSTC) and the Director of Operations, is recommending that the existing bookstore contract with B&N be extended for a two year period. The bookstore contract, however, would also be amended to allow the College to explore and pilot the implementation of eTextbooks with B&N and/or other sources, such as publishers or independent platforms.

During the two year period, the Bookstore Taskforce would fully explore and pilot the eTextbook option with a group of faculty and students, primarily in eSTC, to gain a better understanding of the eTextbook technology and to learn how to tailor this option for college-wide use. The College has already identified a consultant who may visit with the Council of Chairs, Bookstore Taskforce, and other College staff to review the electronic textbook process.

Listed below are two options for consideration regarding the Bookstore contract:

- 1. Amend the existing contract with Barnes and Noble (April - May 2014)**
 - Begin the dialogue with B&N to:
 - ⇒ Extend the contract by two years
 - ⇒ Include a provision on the contract which will allow the college to explore and pilot the implementation of eTextbooks with B&N and/or other sources, such as publishers or independent software platforms
- 2. Issue a Request for Proposals (RFP) (May - August 2014)**
 - If an extension to the existing contract, with the eTextbook option is not agreed upon with B&N, then a new bookstore RFP will be advertised to college bookstore vendors.

- The RFP advertised will include the eTextbook option and the College's ability to explore and pilot the implementation of eTextbooks with the bookstore awarded the contract and/or other sources, such as publishers or independent software platforms.

While both options are viable, Option 1, amending the existing contract with B&N with the eTextbook option, will allow for a smoother implementation and transition for students and faculty.

The Finance and Human Resources Committee asked several questions about the pricing, delivery of eTextbook services, and protections in place in the eTextbook industry. Mr. George McCaleb, Director of Operations and Maintenance, chairs the committee tasked with reviewing and piloting this project.

Mr. McCaleb informed the Finance and Human Resources Committee that many of the questions will be resolved during the piloting process. The initial benefit is that textbooks can be offered to students at significantly lower prices. The piloting program will help establish a system that will allow students to access textbook on a variety of operating systems and platforms, give them full use of textbooks for their coursework, such as printing as needed, and will comply with copyright laws as needed.

The Finance and Human Resources Committee recommended Board approval to extend the contract with Barnes and Noble for two years, with an included provision on the contract which will allow the college to explore and pilot the implementation of eTextbooks with B&N and/or other sources, such as publishers or independent software platforms as presented.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize extending the contract with Barnes and Noble for two years, with an included provision on the contract which will allow the college to explore and pilot the implementation of eTextbooks with B&N and/or other sources, such as publishers or independent software platforms 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 extending the contract with Barnes and Noble for two years, with an included provision on the contract which will allow the college to explore and pilot the implementation of eTextbooks with B&N and/or other sources, such as publishers or independent software platforms as presented.

Approval Recommended:

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

President

Review and Action as Necessary on Renewal of Facility Lease Agreement with the City of Edinburg

Approval to renew the facility lease agreement with the City of Edinburg for use by STC is requested.

Below is the facility which has been previously approved for lease on an annual basis and currently requires renewal.

Facility	Renewals in Contract	Renewal Requested	Lease Cost
Edinburg Fire Training Facility	3	2nd	Up to \$13,000 per semester for time and materials used

This facility will provide space for fire academy programs during academic year 2014-2015. Staff recommends approval to renew this facility lease agreement for use starting September 1, 2014. City of Edinburg has requested approval of this agreement at this time in order to prepare plans for FY 2014-2015. Funds for these expenditures will be presented for approval as part of the Facilities Lease budget for FY 2014-2015.

The Facilities Committee recommended Board approval of the renewal of facility lease agreement with the City of Edinburg for use by STC as presented.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize the renewal of facility lease agreement with the City of Edinburg for use by STC as presented.

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

The Board of Trustees of South Texas College approves and authorizes the renewal of facility lease agreement with the City of Edinburg for use by STC as presented.

Approval Recommended:

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

Review and Action as Necessary on Final Completion of Hail Damage Repairs for Pecan Campus Buildings E, G, H, J, K, L, M, N, Human Resources, and HVAC Chilled Water Pipe Insulation

Approval of final completion and release of final payments for the Pecan Campus Hail Damage Repairs for Buildings E (Thermal Plant), G (North Academic), H (Student Activities Center), J (South Academic), K (Student Services), L (Cooper Center for Communication Arts), M (Information Technology), N (Institutional Support Services), Human Resources, and HVAC Chilled Water Pipe Insulation is requested.

It is recommended that final completion and release of final payment for these phases of repair 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
E	\$180,037.00	(\$14,165.24)	\$165,871.76	\$125,880.89	\$39,990.87
G	\$583,072.00	(\$39,670.00)	\$543,402.00	\$477,052.95	\$66,349.05
H	\$583,438.00	(\$34,760.48)	\$548,677.52	\$475,936.16	\$72,741.36
J	\$694,400.00	(\$54,156.43)	\$640,243.57	\$601,587.90	\$38,655.67
K	\$788,443.00	(\$46,131.85)	\$742,311.15	\$670,124.28	\$72,186.87
L	\$535,557.00	(\$6,538.02)	\$529,018.98	\$484,596.70	\$44,422.28
M	\$370,911.00	(\$28,691.90)	\$342,219.10	\$323,118.96	\$19,100.14
N	\$337,486.00	(\$28,550.51)	\$308,935.49	\$283,936.38	\$24,999.11
Human Resources	\$72,814.00	(\$0)	\$72,814.00	\$68,670.21	\$4,143.79
HVAC Chilled Water Pipe Insulation	\$578,509.00	(\$84,469.33)	\$494,039.67	\$458,481.79	\$35,557.88
Total	\$4,724,667.00	(\$337,133.76)	\$4,387,533.24	\$3,969,386.22	\$418,147.02

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

final completion for these phases of work will complete the repairs provided by SpawGlass Contractors.

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 E (Thermal Plant), G (North Academic), H (Student Activities Center), J (South Academic), K (Student Services), L (Cooper Center for Communication Arts), M (Information Technology), N (Institutional Support Services), Human Resources, and HVAC Chilled Water Pipe Insulation with SpawGlass Contractors as presented.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize the final completion and release of final payments as shown on the table above for the Pecan Campus Hail Damage Repairs for Buildings E (Thermal Plant), G (North Academic), H (Student Activities Center), J (South Academic), K (Student Services), L (Cooper Center for Communication Arts), M (Information Technology), N (Institutional Support Services), Human Resources, and HVAC Chilled Water Pipe Insulation with SpawGlass Contractors as presented.

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

The Board of Trustees of South Texas College approves and authorizes the final completion and release of final payments as shown on the table above for the Pecan Campus Hail Damage Repairs for Buildings E (Thermal Plant), G (North Academic), H (Student Activities Center), J (South Academic), K (Student Services), L (Cooper Center for Communication Arts), M (Information Technology), N (Institutional Support Services), Human Resources, and HVAC Chilled Water Pipe Insulation with SpawGlass Contractors as presented.

Approval Recommended:

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

March 26, 2014

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

Re: Repair of Pecan Campus Hail Damaged Roofs and Related Equipment
Phase 10 – Pecan Plaza Human Resources Building (PO P059330)
Pecan Plaza HR Emergency Repairs (PO 0061526)

Dear Mr. Rodriguez,

On March 18, 2014, a walkthrough of the above referenced work was performed with STC staff, SpawGlass Project Management and Amtech personnel. The purpose of the walkthrough was to verify that all construction related Punch-list items had been corrected and that all work was completed according to specifications.

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

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

Sincerely,

Amtech Building Sciences, Inc.



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

12011_Ltr_Final Acceptance_HR_Bldg_032614_GR.doc

Attachments

November 27, 2013

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

Re: Repair of Pecan Campus Hail Damaged Roofs and Related Equipment
Phase 8 – Bldg N

Dear Mr. Rodriguez,

On November 27, 2013, a walkthrough of the above referenced work was performed with STC staff, SpawGlass Project Management and Amtech personnel. The purpose of the walkthrough was to verify that all construction related Punch-list items had been corrected and that all work was completed according to specifications.

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

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

Sincerely,

Amtech Building Sciences, Inc.



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

12011_Ltr_Final Acceptance_Bldg N_112713_GR.doc

Attachments

November 27, 2013

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

Re: Repair of Pecan Campus Hail Damaged Roofs and Related Equipment
Phase 8 – Bldg M

Dear Mr. Rodriguez,

On November 27, 2013, a walkthrough of the above referenced work was performed with STC staff, SpawGlass Project Management and Amtech personnel. The purpose of the walkthrough was to verify that all construction related Punch-list items had been corrected and that all work was completed according to specifications.

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

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

Sincerely,

Amtech Building Sciences, Inc.



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

12011_Ltr_Final Acceptance_Bldg M_112713_GR.doc

Attachments

March 26, 2014

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

Re: Repair of Pecan Campus Hail Damaged Roofs and Related Equipment
Phase 9 – Bldg L

Dear Mr. Rodriguez,

On March 18, 2014, a walkthrough of the above referenced work was performed with STC staff, SpawGlass Project Management and Amtech personnel. The purpose of the walkthrough was to verify that all construction related Punch-list items had been corrected and that all work was completed according to specifications.

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

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

Sincerely,

Amtech Building Sciences, Inc.



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

12011_Ltr_Final Acceptance_Bldg K_032614_GR.doc

Attachments

March 26, 2014

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

Re: Repair of Pecan Campus Hail Damaged Roofs and Related Equipment
Phase 7 – Bldg K

Dear Mr. Rodriguez,

On March 18, 2014, a walkthrough of the above referenced work was performed with STC staff, SpawGlass Project Management and Amtech personnel. The purpose of the walkthrough was to verify that all construction related Punch-list items had been corrected and that all work was completed according to specifications.

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

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

Sincerely,

Amtech Building Sciences, Inc.



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

12011_Ltr_Final Acceptance_Bldg K_032614_GR.doc

Attachments

March 26, 2014

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

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

Dear Mr. Rodriguez,

On February 3, 2014, a walkthrough of the above referenced work was performed with STC staff, SpawGlass Project Management and Amtech personnel. The purpose of the walkthrough was to verify that all construction related Punch-list items had been corrected and that all work was completed according to specifications.

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

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

Sincerely,

Amtech Building Sciences, Inc.



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

12011_Ltr_Final Acceptance_Bldg J_112113_GR.doc

Attachments

March 26, 2014

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

Re: Repair of Pecan Campus Hail Damaged Roofs and Related Equipment
Phase 7 – Bldg H

Dear Mr. Rodriguez,

On February 3, 2014, a walkthrough of the above referenced work was performed with STC staff, SpawGlass Project Management and Amtech personnel. The purpose of the walkthrough was to verify that all construction related Punch-list items had been corrected and that all work was completed according to specifications.

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

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

Sincerely,

Amtech Building Sciences, Inc.



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

12011_Ltr_Final Acceptance_Bldg H_032614_GR.doc

Attachments

November 27, 2013

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

Re: Repair of Pecan Campus Hail Damaged Roofs and Related Equipment
Phase 5 – Bldg G

Dear Mr. Rodriguez,

On November 27, 2013, a walkthrough of the above referenced work was performed with STC staff, SpawGlass Project Management and Amtech personnel. The purpose of the walkthrough was to verify that all construction related Punch-list items had been corrected and that all work was completed according to specifications.

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

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

Sincerely,

Amtech Building Sciences, Inc.



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

12011_Ltr_Final Acceptance_Bldg G_112713_GR.doc

Attachments

November 21, 2013

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

Re: Repair of Pecan Campus Hail Damaged Roofs and Related Equipment
Phase 6 – Bldg E (PO 0059656)
Phase 6 – Bldg E Alternate #1 (PO P0059204)

Dear Mr. Rodriguez,

On March 18, 2014, a walkthrough of the above referenced work was performed with STC staff, SpawGlass Project Management and Amtech personnel. The purpose of the walkthrough was to verify that all construction related Punch-list items had been corrected and that all work was completed according to specifications.

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

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

Sincerely,

Amtech Building Sciences, Inc.



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

12011_Ltr_Final Acceptance_Bldg E_Including Alternate 1_032614_GR.doc
Attachments

March 18, 2014

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

Re: Repair of Pecan Campus Hail Damaged Roofs and Related Equipment
Phase 1 – Chilled Water Piping Insulation and Jacketing Replacement for Bldgs:
A, B, C, D, F, G, H and X (P.O. Phase XIX P0059592)

Dear Mr. Rodriguez,

On January 22, 2014, a walkthrough of the above referenced work was performed with STC staff, SpawGlass Project Management, Javier Pena, P.E. of MEP Solutions and Amtech personnel. The purpose of the walkthrough was to verify that all construction related Punch-list items had been corrected and that all work was completed according to specifications.

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

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

Sincerely,

Amtech Building Sciences, Inc.



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

12011_Ltr_Final Acceptance_CWL_Pipe_Jacket_Insul_All_Bldgs_012214_GR.doc
Attachments

Review and Action as Necessary on Contracting Construction Services for Pecan Plaza Renovation for Continuing Education Additional Classrooms and Cashiers Office

Approval to select a contractor for the Pecan Plaza Renovation for Continuing Education Additional Classrooms and Cashiers Office project is requested.

Included in the FY 2013-2014 construction budget are funds for renovations to create additional classrooms for Continuing Education Department and a Cashiers Office at Pecan Plaza. This renovation will consist of demolition and improvements to approximately 1,300 square feet of space vacated by the previous lease tenant.

STC staff and Boultinghouse Simpson Gates Architects have issued the necessary plans and specifications for the solicitation of competitive sealed proposals. Solicitation of competitive sealed proposals for this project began March 10, 2014. Six (6) sets of construction documents were issued and a total of three (3) were received on March 27, 2014.

Timeline for Solicitation of Competitive Sealed Proposals	
March 10, 2014	Solicitation of competitive sealed proposals. Six (6) sets of construction documents were issued.
March 27, 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 noted that there were two bids that came in for the same price. One significant difference between the two bids was that the highest-ranked bid proposed taking nearly three months longer for completion. The Committee asked whether completion time was considered as an important factor in contract awards.

Staff acknowledged the concern and reviewed the bid evaluation submitted by staff. Project Completion time is a stand-alone criterion, and is worth 7% of the total ranking.

While both firms ranked equally on pricing (45% of the total evaluation weight), and the 2nd highest-ranked firm received more points for project completion time frame (7% of the total evaluation weight) the highest-ranked firm received better scoring on other metrics used to evaluate the bids, such as experience, reputation, personnel, safety record, and organization and approach to the project.

The Facilities Committee recommended Board approval to contract construction services with Alpha Construction in the amount of \$185,000.00 for the Pecan Plaza Renovation for Continuing Education Additional Classrooms and Cashiers Office project as presented.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize contracting construction services with Alpha Construction in the amount of \$185,000.00 for the

Pecan Plaza Renovation for Continuing Education Additional Classrooms and Cashiers Office 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 Alpha Construction in the amount of \$185,000.00 for the Pecan Plaza Renovation for Continuing Education Additional Classrooms and Cashiers Office project as presented.

Approval Recommended:

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

**SOUTH TEXAS COLLEGE
PECAN PLAZA CONTINUING EDUCATION & CASHIER RENOVATIONS
PROJECT NO. 13-14-1047**

VENDOR	All Pro Contractors, Inc.	Alpha Building Corporation	5 Star Construction
ADDRESS	1513 Jonquil	222 E Van Buren #503	2609 East Mile 2
CITY/STATE	McAllen, TX 78501	Harlingen, TX 78550	Mission, TX 78574
PHONE	956-971-9688	956-622-3242	956-867-5040
FAX	956-971-9626	956-622-3102	956-599-9055
CONTACT	Richard Daughtry	Gustavo E. Grajales	Alan Oakley
#	Description	Proposed	Proposed
1	Base Proposal: Pecan Plaza Continuing Education and Cashier Renovations	\$ 185,000.00	\$ 220,000.00
2	Notice to Proceed	No Response	15 days
3	Completion of Work	82 days	130 days
TOTAL PROPOSAL AMOUNT		\$ 185,000.00	\$ 220,000.00
TOTAL RANKING POINTS		86.2	80.9
RANKING		2	3

**SOUTH TEXAS COLLEGE
STARR COUNTY CAMPUS PARKING LOT 5 & SOUTH DRIVE LIGHTING
PROJECT NO. 13-14-1049
EVALUATION FORM**

VENDOR		All Pro Contractors, Inc.	Alpha Building Corporation	5 Star Construction	
ADDRESS		1513 Jonquil	222 E Van Buren #503	2609 East Mile 2	
CITY/STATE		McAllen, TX 78501	Harlingen, TX 78550	Mission, TX 78574	
PHONE/FAX		956-971-9688	956-622-3242	956-867-5040	
FAX		956-971-9626	956-622-3102	956-599-9055	
CONTACT		Richard Daughtry	Gustavo E. Grajales	Alan Oakley	
1	The Respondent's price proposal. (up to 45 points)	45	45	37.8	37.8
		45	45	37.8	
		45	45	37.8	
		45	45	37.8	
		45	45	37.8	
2	The Respondent's experience and reputation. (up to 10 points)	8	9	9	8.4
		8	9	8	
		8	9	9	
		8	9	8	
		8	9	8	
3	The quality of the Respondent's goods or services. (up to 10 points)	8	9	9	8.6
		6	9	9	
		6	9	8.5	
		8	9	8	
		6	9	8.5	
4	The Respondent's safety record. (up to 5 points)	4	5	4	4
		4	5	4	
		4	4.5	4	
		4	5	4	
		4	4.5	4	
5	The Respondent's proposed personnel. (up to 8 points)	5	7	6	6.8
		5	7	7	
		5	6.5	6	
		6	7	8	
		5	7	7	
6	The Respondent's financial capability in relation to the size and scope of the project. (up to 9 points)	7	8	6	6
		6	8	6	
		5	8	6	
		6	8	6	
		6	8	6	
7	The Respondent's organization and approach to the project. (up to 6 points)	4	6	5	4.9
		4	6	5	
		4	5.5	5	
		5	5	5	
		4	5	4.5	
8	The Respondent's time frame for completing the project. (up to 7 points)	7	3.6	4.4	4.4
		7	3.6	4.4	
		7	3.6	4.4	
		7	3.6	4.4	
		7	3.6	4.4	
TOTAL EVALUATION POINTS		86.2	91.8	80.9	
RANKING		2	1	3	

Review and Action as Necessary on Contracting Construction Services for Starr County Campus Parking Lot 5 Lighting and South Drive Lighting

Approval to select a contractor for the Starr County Campus Parking Lot 5 Lighting and South Drive Lighting project is requested.

Included in the FY 2013-2014 construction budget are funds for construction of electrical lighting improvements for Starr County Campus Parking Lot 5 and South Drive Area. These improvements include additional electrical circuits and light poles which will provide exterior area lighting in one parking lot as well as along the south drive.

Parking Lot 5 was built by UTPA when they were leasing space on campus for their portable buildings. Now that UTPA is no longer leasing the space, STC is able to use the parking lot which currently has less than standard lighting. The use of the parking lot in the evenings continues to grow and creates a safety concern due to the minimal lighting. The south drive does not currently have the standard lighting recommended that is used along other STC campus drives.

STC staff and ACR Engineering have issued the necessary plans and specifications for the solicitation of competitive sealed proposals. Solicitation of competitive sealed proposals for this project began March 10, 2014. Six (6) sets of construction documents were issued and a total of three (3) were received on March 25, 2014.

Timeline for Solicitation of Competitive Sealed Proposals	
March 10, 2014	Solicitation of competitive sealed proposals. Six (6) sets of construction documents were issued.
March 25, 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 Zitro Electric in the amount of \$98,500 for the Starr County Campus Parking Lot 5 Lighting and South Drive Lighting project as presented.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize contracting construction services with Zitro Electric in the amount of \$98,500 for the Starr County Campus Parking Lot 5 Lighting and South Drive Lighting 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 Zitro Electric in the amount of \$98,500 for the Starr County Campus Parking Lot 5 Lighting and South Drive Lighting project as presented.

Approval Recommended:

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

**SOUTH TEXAS COLLEGE
STARR CAMPUS PARKING LOT 5 & SOUTH DRIVE LIGHTING
PROJECT NO. 13-14-1049**

VENDOR	D & F Industries, Inc.	F & W Electrical Contractors, Inc.	Zitro Electric
ADDRESS	3106 N Sugar Rd	6880 US Hwy 181 N	604 Palmview Dr
CITY/STATE	Pharr, Texas 78577	Floresville, TX 78114	Palmview, TX 78574
PHONE	956-781-2496	830-393-0083	956-581-8899
FAX	956-781-0333	830-393-4730	956-581-8892
CONTACT	K.W. Hausenfluck	Jennifer Kincaid	Mike Pena
#	Description	Proposed	Proposed
1	Base Proposal Amount: Starr Campus Parking Lot 5 and South Drive Lighting	\$ 104,200.00	\$ 203,080.20
2	Begin Work Within of Notice	5 days	75 days
3	Completion of Work	75 days	60 days
TOTAL PROPOSAL AMOUNT		\$ 104,200.00	\$ 203,080.20
TOTAL RANKING POINTS		86.84	62.9
RANKING		2	3

**SOUTH TEXAS COLLEGE
STARR COUNTY CAMPUS PARKING LOT 5 & SOUTH DRIVE LIGHTING
PROJECT NO. 13-14-1049
EVALUATION FORM**

VENDOR		D & F Industries, Inc.	F & W Electrical Contractors, Inc.	Zitro Electric			
ADDRESS		3106 N Sugar Rd	6880 US Hwy 181 N	604 Palmview Dr			
CITY/STATE		Pharr, Texas 78577	Floresville, TX 78114	Palmview, TX 78574			
PHONE/FAX		956-781-2496	830-393-0083	956-581-8899			
FAX		956-781-0333	830-393-4730	956-581-8892			
CONTACT		K.W. Hausenfluck	Jennifer Kincaid	Mike Pena			
1	The Respondent's price proposal. (up to 45 points)	42.5	42.5	21.8	21.8	45	45
		42.5		21.8		45	
		42.5		21.8		45	
		42.5		21.8		45	
		42.5		21.8		45	
2	The Respondent's experience and reputation. (up to 10 points)	9	9.44	8	8.9	9	8.8
		10		10		9	
		9.2		8.5		9	
		10		9		8	
		9		9		9	
3	The quality of the Respondent's goods or services. (up to 10 points)	6	7.8	8	7.6	8	8
		9		7		8	
		8.5		8		9	
		9		7		8	
		6.5		8		7	
4	The Respondent's safety record. (up to 5 points)	3	3.5	4	3.8	3	3.1
		3		3.5		3	
		3.5		3.5		2.5	
		4		4		4	
		4		4		3	
5	The Respondent's proposed personnel. (up to 8 points)	6	6.9	6	5.7	7	6.8
		7		5		6	
		6.5		5.5		7	
		8		6		8	
		7		6		6	
6	The Respondent's financial capability in relation to the size and scope of the project. (up to 9 points)	5	6.4	7	7.2	5	5.4
		8		8		6	
		6		7		6	
		7		7		6	
		6		7		4	
7	The Respondent's organization and approach to the project. (up to 6 points)	3	4.2	4	4.3	3	4.2
		5		4.5		4	
		4		5		4	
		5		4		5	
		4		4		5	
8	The Respondent's time frame for completing the project. (up to 7 points)	6.1	6.1	3.6	3.6	7	7
		6.1		3.6		7	
		6.1		3.6		7	
		6.1		3.6		7	
		6.1		3.6		7	
TOTAL EVALUATION POINTS		86.84	62.9	88.3			
RANKING		2	3	1			

Review and Action as Necessary on Substantial and/or Final Completion of the Following Projects:

- 1. District-Wide ADA Improvements for Building to Building Access; Substantial Completion**
- 2. Pecan Campus Acoustic Upgrades for Cooper Center Conference Rooms; Substantial and Final Completion**
- 3. Technology Campus Welding Lab Expansion Phase II; Final Completion**

Approval of substantial and/or final completion and release of final payment for the following projects is requested:

	Projects	Substantial Completion	Final Completion	Documents Attached
1.	District-Wide ADA Improvements for Building to Building Access	Recommended	No	Certificate of Substantial Completion
2.	Pecan Campus Acoustic Upgrades for Cooper Center Conference Rooms	Recommended	Recommended	Certification of Substantial Completion No letter recommending final acceptance since there is no architect
3.	Technology Campus Welding Lab Expansion Phase II	Previously Approved	Recommended	Final Completion Letter

1. District-Wide ADA Improvements for Building to Building Access; Substantial Completion

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

Engineers with Dannenbaum Engineering Company 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 March 20, 2014. A copy of the Substantial Completion Certificate is attached.

CAS Companies 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 May 2014 Board meeting.

2. Pecan Campus Acoustic Upgrades for Cooper Center Conference Rooms; Substantial and Final Completion

It is recommended that substantial completion, final completion, and release of final payment for this project with Alpha Building Corporation be approved. The original cost approved for this project was in the amount of \$14,920.96.

The following chart summarizes the above information:

Construction Budget	Approved Proposal Amount	Net Total Change Orders	Final Project Cost	Previous Amount Paid	Remaining Balance
\$18,000	\$14,920.96	\$0	\$14,920.96	\$0	\$14,920.96

STC Planning & Construction 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 this project was certified.

On March 3, 2014, STC Planning & Construction Department staff inspected the site to confirm that all punch list items were completed.

3. Technology Campus Welding Lab Expansion Phase II; Final Completion

It is recommended that final completion and release of final payment for this project with All Pro Contractors be approved. The original cost approved for this project was in the amount of \$116,000.

The following chart summarizes the above information:

Construction Budget	Approved Proposal Amount	Net Total Change Orders	Final Project Cost	Previous Amount Paid	Remaining Balance
\$100,000	\$116,000	\$0	\$116,000	\$110,200	\$5,800

Certification of substantial completion and preparation of a punch list for this project occurred on January 8, 2014 and Board approved substantial completion on February 20, 2014. The AIA Owner/Contractor agreement used for this project requires the contractor to complete the punch list within thirty days from the date of substantial completion, which in this case was February 8, 2014. The actual punch list completion day was March 28, 2014 resulting in a total of seventy one days for completion of these items. Penalties for late completion of the punch list are not included in this contract.

On March 21, 2014, STC Planning & Construction Department staff along with EGV Architects inspected the site to confirm that all punch list items were completed. Attached is a letter from EGV Architects acknowledging all work is complete and recommending release of final payment.

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

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize the substantial and/or final completion and release of final payment of the projects as presented.

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

The Board of Trustees of South Texas College approves and authorizes the substantial and/or final completion and release of final payment of the projects as presented.

Approval Recommended:

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

DANNENBAUM ENGINEERING COMPANY – MCALLEN, LLC
 1109 NOLANA AVENUE, SUITE 208 MCALLEN, TEXAS 78504 (956) 682-3677

March 20, 2014

South Texas College
 3200 West Pecan Blvd., Bldg. N, Suite 179
 McAllen, Texas 78501

ATTN: Mr. Roberto Cuellar

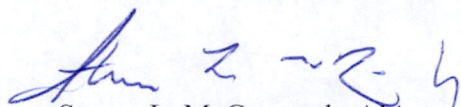
**REF: South Texas College – District Wide
 Building to Building Access - ADA Improvements**

SUBJ: Substantial Completion Certification

Dear Mr. Cuellar,

As you are aware, the punch list review for Substantial Completion of the ADA Improvements took place Tuesday and Thursday morning, March 18 and 20, 2014. I have attached the compiled punch list herewith and do hereby certify that the Building to Building Access - ADA Improvements are Substantially Complete. The Punch List has been issued to the Contractor and the items listed on the punch list will be completed by the Contractor within 30 days of the date of substantial completion.

At this time South Texas College may begin using the new improvements. Should you have questions regarding this subject, please contact me at (956) 682-3677. The signature below certifies and attests to the facts as stated above:

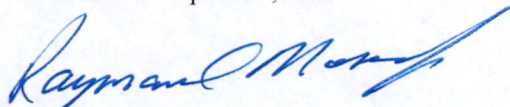


Steven L. McGarraugh, AIA
 Dannenbaum Engineering

3/31/2014

Date

The Contractor, CAS Companies, LLC, acknowledges the facts stated above and agrees to complete the attached substantial completion punch list within 30 days of the above date, calculated as April 19, 2014:



Raymond Moses
 CAS Companies, LLC

Date 3/31/14

Substantial Completion Certification – STC District Wide –
Building To Building Access ADA Improvements

The owner accepts the work, or portion thereof, as Substantially Complete and agrees to take possession of and responsibility for the work per the stipulations of the contract:

Shirley A Reed
South Texas College

Date

Attachments:

Punch List dated March 20, 2014



March 28, 2014

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

Re: STC Re-Bid Technology Campus Welding Lab Expansion Phase II
RFP #13-14-1005

Dear Mr. R. Cuellar,

To the best of our knowledge, all work has been performed as per manufacturer's specifications. We recommend release of final payment to All-Pro Contractors, Inc., for the above referenced project.

All-Pro Contractors, Inc., has completed the punch list items and submitted their closing documents.

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

Sincerely,

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

Eduardo G. Vela, Architect

XC: Gerry Rodriguez, Architect

Substantial Completion Acceptance

Project Name: Pecan Campus Acoustic Upgrades for Cooper Center Conference Rooms
Project No.: 13-14-1027
Owner: South Texas College
Contractor: Alpha Building Corporation
A/E Firm: N/A

Scope of Work Covered by This Acceptance:

Installation of acoustic panels in Cooper Center conference rooms 143 and 149

Effective Date of Acceptance: 3/3/2014

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

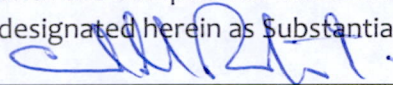
In accordance with plans and specifications of the Contract, this is to confirm the results of the substantial completion inspection(s). The "punch list(s)" of items remaining to be completed or corrected as of the effective date of this acceptance, is formally issued under separate cover. It is expressly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

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

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

The Contractor shall complete/correct the items identified on the punch list(s) within _____		
Calendar days from the Effective Date of this Acceptance.		
Printed Name and Title	Signature	Date

The Architect/Engineer agrees that the Work noted in this Acceptance is sufficiently complete to be used as intended.		
N/A		
Printed Name and Title	Signature	Date

With the exception of those items noted on the attached "punch list(s)", the Owner accepts the Work designated herein as Substantially Complete as of the Effective Date of this Acceptance.		
		<u>4.3.14</u>
Printed Name and Title	Signature	Date



Review and Action as Necessary on Final Completion and Discussion of Additional Liquidated Damages for Pecan Plaza Parking Lot Resurfacing and Lighting Improvements

Approval of final completion, release of final payment, and discussion of additional liquidated damages for the Pecan Plaza Parking Lot Resurfacing and Lighting Improvements is requested.

Liquidated Damages for Substantial Completion

Substantial Completion for this project was accomplished ten days after the contractual date. The contractual date for substantial completion was December 26, 2013, but the project was not ready for certification by the project engineer until January 5, 2014. Subsequently, liquidated damages of \$500 per day were enforced and SDM Construction and Development, LLC has been charged a total of \$5,000 for their delay in accomplishing substantial completion.

Additional Liquidated Damages for Final Completion/Punch List

On January 5, 2014 when substantial was certified, SDM was also provided with a punch list. The project contract requires that the punch list be completed in thirty days in order to recommend approval of final completion. SDM exceeded the punch list completion date by twenty days and is subject to additional liquidated damages in the amount of \$10,000.

This project's construction contract is based upon a modified version of a contract available from the Engineers Joint Contract Documents Committee (EJCDC). The contract, modified by STC legal counsel, also includes additional liquidated damages of \$500 per day for delay in completing the punch list and accomplishing final completion. This EJCDC contract used for site improvements is different from the AIA construction contract, which is used for building construction and does not currently include liquidated damages for failure to meet the final completion deadline.

Initial Staff Recommendation

Because faculty, staff, and students were able to use the parking lot facilities upon certification of substantial completion, staff and legal counsel recommended against enforcing liquidated damages for failure to meet the final completion deadline in this case.

Committee Response

The Facilities Committee was concerned about establishing a precedent or presenting the impression that damages would not be enforced against contractors who fail to uphold their contracted obligations in construction projects.

They also indicated that project completion time is a significant consideration during the procurement process, and contractors should be held accountable to the terms under which they are awarded contracts.

For this reason, the Committee did not take action on a formal recommendation of Board action on this item. Instead, they asked Dr. Reed to work with staff to attempt to negotiate damages with the vendor, suggesting that staff start with an amount equal to half the contractually-established damages.

The Committee asked the staff to inform the full Board regarding the attempted negotiations with the contractor. Staff will update the Board at their April 22, 2014 Regular Board Meeting of any communications with SDM Construction and Development, LLC.

It is recommended that final completion and release of final payment for this project with SDM Construction and Development, LLC be approved if the Board is satisfied with the final payment and liquidated damages negotiated between staff and the contractor. The original cost approved for this project was in the amount of \$215,915.50, with \$12,088.10 remaining as an unpaid balance.

The following chart summarizes the above information:

Construction Budget	Approved Proposal Amount	Net Total Change Orders	Final Project Cost	Previous Amount Paid	Remaining Balance
\$200,000	\$215,915.50	(\$2,054.93)	\$213,860.57	\$201,772.47	\$12,088.10

Mr. Gerry Rodriguez, Director of Facilities Planning and Construction, and Legal Counsel will be present at the Board Meeting to update the Board on any liquidated damages for Board consideration.

On February 25, 2014, STC Planning & Construction Department staff along with R. Gutierrez Engineering inspected the site to confirm that all punch list items were completed. Attached is a letter from R. Gutierrez Engineering acknowledging all work is complete and recommending release of final payment.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize the final completion, and release of final payment in the amount of \$12,088.10, adjusted as appropriate for any liquidated damages, for the Pecan Plaza Parking Lot Resurfacing and Lighting Improvements project with SDM Construction and Development, LLC as presented.

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

The Board of Trustees of South Texas College approves and authorizes the final completion, and release of final payment in the amount of \$12,088.10, adjusted as appropriate for any liquidated damages, for the Pecan Plaza Parking Lot Resurfacing and Lighting Improvements project with SDM Construction and Development, LLC as presented.

Approval Recommended:

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

R. Gutierrez Engineering CorporationEngineering Firm Number: F-486
Surveying Firm Number: 101650-00

March 3, 2014

Mr. Roberto Cuéllar, Project Manager
South Texas College
3200 West Pecan Boulevard
Building N, Suite 179
McAllen, Texas 78501

RE: Recommendation for Final Payment and Retainage
STC Pecan Plaza Parking Lot Improvements

Dear Mr. Cuéllar:

This letter serves as recommendation for payment #4 and release of retainage to SDM Construction and Development, LLC in the amount of \$12,088.10 for work completed through February 27, 2014 on the Pecan Plaza Parking Lot Improvements project. I have observed the work completed and find it to be in accordance with Contract Documents. The conditions precedent to Contractor being entitled to such payment appear to have been fulfilled in so far as it is the Engineer's responsibility to observe the work.

Attached are three (3) signed and notarized Applications for Payment submitted by SDM Construction and Development, LLC indicating the original amount of the contract \$215,915.50, amount decreased by Change Orders 1-4 (\$2,054.93), the total amount of the contract including change orders \$213,860.57, the amount billed to date \$213,860.57, the amount paid by previous payment applications \$201,772.47 and amount of payment requested \$12,088.10.

If you require our assistance please do not hesitate to call me at 956-782-2557 or on my cell phone at 956-227-2154. R. Gutierrez Engineering Corporation is ready to assist you in making this project a success.

Sincerely,

A handwritten signature in blue ink that reads "Ramiro Gutierrez, PE". The signature is stylized and includes the letters "P.E." at the end.

Ramiro Gutierrez, PE
President

Attachments

cc: SDM Construction
South Texas College
Files

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 APRIL 2014

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%
Pecan Campus and Pecan Plaza																	
1-003	Pecan - DMARC Relocation																
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																
1-019	Pecan - North Academic Building Re-carpeting																
1-020	Pecan - South Academic Building Re-Carpeting																
1-021	Pecan - Building A, G, D & X Electrical Disconnects																
Mid Valley Campus																	
2-002	MV - SAB Art Lab Improvements																
2-003	MV - Resurface Parking Lot 4 (RR)																
Technology Campus																	
3-001	TC - Welding Lab Expansion Ph II																
3-003	TC - Modifications for Career Planning Services Center	N/A								N/A	N/A						
3-005	TC - Detention Pond Improvements (RR)																
3-006	TC - HVAC Cooling Tower Replacement																
Nursing and Allied Health Campus																	
4-001	NAH - Parking Lot Expansion																
4-002	NAH - West Wing Recarpeting	N/A	N/A	N/A	N/A												
4-005	NAH - Subdivision Plat			N/A	N/A												
Starr County Campus																	
5-001	Starr - HVAC Chiller Replacement (RR)																
5-002	Starr - Stucco Painting for Buildings (RR)																
5-003	Starr - Parking Lot 5 Lighting																
5-004	Starr - South Drive Lighting																
District Wide Improvements																	
6-002	DW - Secured Storage Areas	N/A															
6-003	DW - ADA Automatic Door Openers																
6-004	DW - Building to Building ADA Accessibility																
6-016	DW - Update design standards and guidelines	N/A	N/A	N/A	N/A												

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 April 2014

Project	% Complete	Date to Complete	Current Activity	Budget	Contract Amount	Amount Paid	Balance
Pecan Campus							
Pecan Plaza Renovations for Police Department	65%	May, 2014	<ol style="list-style-type: none"> 1. Construction Phase 2. Construction in progress 	\$1,200,000	\$887,624.05	\$320,078.75	\$567,545.30
Acoustical Panels for Cooper Center Conference Rooms	100%	March, 2014	<ol style="list-style-type: none"> 1. Construction Phase 2. Complete 	\$18,000	\$14,920.96	\$0	\$14,920.96
Stucco Painting for Buildings M, N & L	15%	April, 2014	<ol style="list-style-type: none"> 1. Construction phase 2. Contract has been finalized 3. Work in progress 	\$150,000	\$61,067	\$0	\$61,067
Pecan Plaza Parking Lot Resurfacing and Area Lighting	99%	January, 2014	<ol style="list-style-type: none"> 1. Construction phase 2. Substantial Completion was certified on January 5, 2014 3. Contractor completed punch list 4. Board approved enforcement of liquidated damages in the amount of \$5,000 5. Approval of final completion will be recommended in April 2014 	\$200,000	\$220,045.93	\$201,772.47	\$18,273.46
Hail Damage Repairs Design	100%	August, 2013	<ol style="list-style-type: none"> 1. Design Phase 2. Amtech has completed design of all design phases 3. They will continue with construction administration until punch list is completed by contractor 	Design \$550,000	Design \$447,426.64	Design \$419,698.22	Design \$27,728.42
Hail Damage Repairs Construction	98%	March, 2014	<ol style="list-style-type: none"> 1. Construction Phase 2. All phases of repairs are substantially complete but one 3. One final proposal was for Board approval in March 2014 for some roof top exhaust fan units 4. Contractor is working on work related to final proposal and is expected to be completed in May 2014 	Const. \$5,500,000	Const. \$7,518,163.30	Const. \$7,098,108.28	Const. \$420,055.02

Project	% Complete	Date to Complete	Current Activity	Budget	Contract Amount	Amount Paid	Balance
Grant/Accountability Office Improvements	85%	April, 2014	<ol style="list-style-type: none"> 1. Design Phase 2. Staff is working with architect to complete plans and specifications 3. Design was delayed on month due to information needed from AT&T 	\$4,000	\$9,000	\$0	\$9,000
North Academic Building G226 Astronomy Computer Lab	100%	February, 2014	<ol style="list-style-type: none"> 1. Design Phase 2. Staff has finalized scope of improvement and concluded that an electrical engineer will not be required 3. Improvements will be made in house by Maintenance and IT staff 	\$3,700	N/A	\$0	N/A
Art Building Ceramics Studio Improvements	5%	February, 2014	<ol style="list-style-type: none"> 1. Design Phase 2. Staff is considering a new location and revised scope of work for these proposed improvements 3. The additional work scope of work will require additional budget and therefore will be postponed until FY 2014-2015 	\$3,000	N/A	\$0	N/A
Student Services Building Offices Modifications	75%	April, 2014	<ol style="list-style-type: none"> 1. Design Phase 2. Staff is working with architect to finalize construction documents 	\$23,108	\$20,700	\$0	\$20,700
Pecan Plaza Continuing Education Classrooms Improvements	100%	February, 2014	<ol style="list-style-type: none"> 1. Design Phase 2. Construction documents and request for proposals are complete 3. A recommendation to hire a contractor will be presented at the April 2014 Board meeting. 	\$25,500	\$24,000	\$21,500	\$2,500
Pecan Campus North Academic Building Re-carpeting	100%	March 2014	<ol style="list-style-type: none"> 1. Design Phase 2. Bid documents were prepared by staff 3. Solicitation of proposals in progress 	N/A	N/A	N/A	N/A
Pecan Campus South Academic Building Re-carpeting	100%	March 2014	<ol style="list-style-type: none"> 1. Design Phase 2. Bid documents were prepared by staff 3. Solicitation of proposals in progress 	N/A	N/A	N/A	N/A

Project	% Complete	Date to Complete	Current Activity	Budget	Contract Amount	Amount Paid	Balance
Pecan Campus Buildings A, E, G & X Electrical Disconnects	15%	April, 2014	<ol style="list-style-type: none"> Design Phase Request Board approved contracting of electrical engineer in January, 2014 Design Phase in progress 	\$7,500	TBD	\$0	\$7,500
Mid Valley Campus							
South Academic Building Art Lab Improvements	95%	March, 2014	<ol style="list-style-type: none"> Construction Phase Construction work is substantially complete Punch list work is in progress Waiting on contractor to confirm punch list items are ready for inspection; this work has gone beyond the 30 day time limit as outlined in the contract 	\$40,000	\$42,500	\$32,623	\$9,877
Technology Campus							
Welding Lab Expansion	100%	March, 2014	<ol style="list-style-type: none"> Construction Phase Construction is complete Final completion will be presented for Board approval in April 2014 	\$100,000	\$116,000	\$110,200	\$5,800
West Academic Building Re-roofing	0%	August 2014	<ol style="list-style-type: none"> Design Phase Staff is currently soliciting qualifications from architects 	\$151,000	TBD	\$0	TBD
Modifications for Career Planning Services Center	80%	March, 2014	<ol style="list-style-type: none"> Construction Phase Improvements are minor and are being done by STC Maintenance staff Work is in progress 	\$15,000	\$3,773.51	\$0	\$3,773.51

Project	% Complete	Date to Complete	Current Activity	Budget	Contract Amount	Amount Paid	Balance
HVAC Cooling Tower Replacement	10%	August, 2014	<ol style="list-style-type: none"> 1. Design Phase 2. Board approved engineer in February, 2014 3. Contract with engineer has been executed 4. Design work is in progress 	\$12,000	\$15,835	\$0	\$15,835
Detention Pond Improvements	100%	January, 2014	<ol style="list-style-type: none"> 1. Design Phase is complete 2. Solicitation of construction proposals was completed in February, 2014 3. Board approval of contractor was approved in March, 2014 4. Construction will begin in April 2014 	\$3,000	\$8,000	\$7,000	\$1,000
Nursing and Allied Health Campus							
Parking Expansion	25%	May, 2014	<ol style="list-style-type: none"> 1. Design Phase 2. Staff is working with engineer to develop schematic design 	\$54,000	\$47,755	\$0	\$47,755
Subdivision Plat	15%	July, 2014	<ol style="list-style-type: none"> 1. Design Phase, 2. Staff is work with engineer to develop subdivision plat 	\$0	\$16,930	\$0	\$16,930
West Wing Re-carpeting	50%	April 2014	<ol style="list-style-type: none"> 1. Design Phase 2. Staff is preparing request for proposal for solicitation during the month of April 2014 	N/A	N/A	N/A	N/A
Starr County Campus							
HVAC Chiller Replacement	99%	March, 2013	<ol style="list-style-type: none"> 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 4. On site meeting took place with manufacturer's representative on April 3, 2014; waiting for report 	\$290,000	\$299,000	\$284,050	\$4,450

Project	% Complete	Date to Complete	Current Activity	Budget	Contract Amount	Amount Paid	Balance
Repaint Stucco Buildings	10%	June 2014	1. Construction Phase 2. Construction is in progress	\$60,000	\$84,408	\$0	\$84,408
Parking Lot 5 and South Drive Lighting	100%	February, 2014	1. Design Phase 2. Design is complete 3. Construction proposals were received in March 2014 4. Recommendation to hire contractor will be presented for Board approval in April 2014	\$16,000	\$10,500	\$0	\$10,500
District Wide							
Secured Storage Rooms Hardware for Instructional Technologies	40%	May, 2014	1. Construction Phase 2. Door hardware has been received 3. Maintenance Department Staff will begin installation	\$250,000	\$52,822.75	\$52,822.75	\$0
ADA Automatic Door Openers	20%	April, 2014	1. Construction Phase 2. Construction in progress	\$130,000	\$96,500	\$0	\$96,500
Building to Building Accessibility	95%	March, 2014	1. Construction Phase 2. Engineer has certified substantial completion	\$200,000	\$224,636.81	\$161,423.14	\$63,213.67
Classroom Remote Door Lock System and Hardware	10%	March, 2014	1. Design Phase 2. Staff is working on finalizing quantities and locations where hardware will be installed 3. Staff will begin the solicitation for electrical engineering services	\$50,000	TBD	\$0	TBD
For FY 2013-2014, 30 projects are currently in progress, 8 have been completed and 13 pending start up in phases later in the fiscal year – Total 51							

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

FINANCIAL REPORTS

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

Informational Items

- President's Report

- Board Committee Meeting Minutes:
 - April 10, 2014 Education & Workforce Development Committee (cancelled)
 - April 10, 2014 Facilities Committee
 - April 10, 2014 Finance and Human Resources Committee

President's Report



South Texas College’s Liberal Arts, and Social Sciences Divisions held a Common Reading Program presentation by Sandy Breisacher Lessig. Sandy grew up with a father who was a Holocaust survivor from Breisach, Germany. She is the creator of “Through Their Eyes,” an interactive video presentation of a survivor and his adult child. The video allows her father to share his story of life in Germany under the rise of Nazism and Hitler. Questions and discussion also took place following the video. The event was held at the Cooper Auditorium on Wednesday, March 26 at 6:00 pm., was free to attend and open to the public. This event was held in conjunction with the Common Reading Program for 2013-2014.



South Texas College’s Music Department presented the STC Guitar Ensemble in concert under the direction of Jaime A. Garcia. The event took place at the STC Cooper Center for Communication Arts Theatre on Friday, April 11th at 7:30 PM, and was free to attend and open to the public.

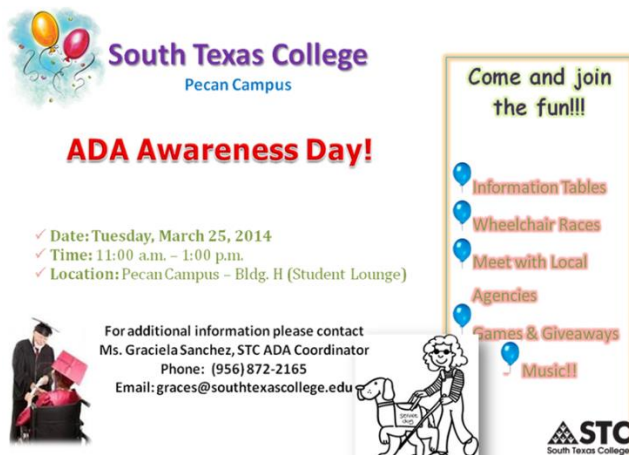
The South Texas College Pecan Library presented the film “Inequality for All” on March 25th at 6 p.m. at the Pecan Campus Auditorium. A panel discussion and Q&A with STC faculty members followed the presentation of the film, and was moderated by English Instructor Chris Richardson. The event was open to the public and featured Spanish Subtitles.





South Texas College's Office of Information Services & Planning held training for all College faculty and staff in Microsoft Outlook Web Access. Several sessions were held at all campuses. The sessions included an opportunity to explore the new features, new enhancements and changes in Composing, Sending, Receiving, Sorting and Deleting of emails, all implemented in this updated software program.

ADA Awareness activities began on March 25th at the Pecan Campus Building H (Student Lounge). Local agencies were available to provide students with information on the services they provide. It was a very well attended event and the students enjoyed the activities made available by STC staff.



South Texas College
Pecan Campus

ADA Awareness Day!

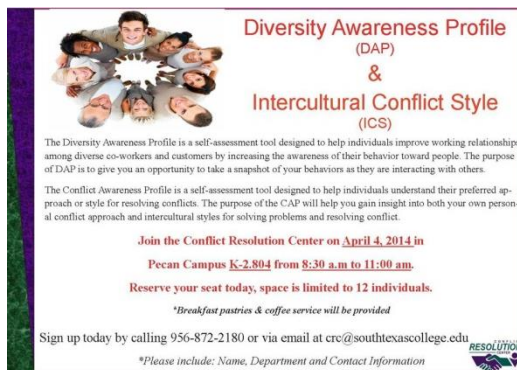
- ✓ Date: Tuesday, March 25, 2014
- ✓ Time: 11:00 a.m. - 1:00 p.m.
- ✓ Location: Pecan Campus - Bldg. H (Student Lounge)

For additional information please contact
Ms. Graciela Sanchez, STC ADA Coordinator
Phone: (956) 872-2165
Email: graces@southtexascollege.edu

Come and join the fun!!!

- Information Tables
- Wheelchair Races
- Meet with Local Agencies
- Games & Giveaways
- Music!!

STC
South Texas College

Diversity Awareness Profile (DAP) & Intercultural Conflict Style (ICS)

The Diversity Awareness Profile is a self-assessment tool designed to help individuals improve working relationships among diverse co-workers and customers by increasing the awareness of their behavior toward people. The purpose of DAP is to give you an opportunity to take a snapshot of your behaviors as they are interacting with others.

The Conflict Awareness Profile is a self-assessment tool designed to help individuals understand their preferred approach or style for resolving conflicts. The purpose of the CAP will help you gain insight into both your own personal conflict approach and intercultural styles for solving problems and resolving conflict.

Join the Conflict Resolution Center on April 4, 2014 in Pecan Campus K-2.804 from 8:30 a.m to 11:00 am.

Reserve your seat today, space is limited to 12 individuals.

**Breakfast pastries & coffee service will be provided*

Sign up today by calling 956-872-2180 or via email at cro@southtexascollege.edu

**Please include: Name, Department and Contact Information*

RESOLUTION

The College's Conflict Resolution Center has made available their schedule of events at all campuses, which began on April 4th with two sessions for faculty and staff entitled "Diversity Awareness Profile" and "Intercultural Conflict Style Inventory." Events will continue through the month of April.

South Texas College has initiated "Welcome Fridays" in an effort to reach out to the Fall 2013 students that did not return in the Spring 2014 semester. These students were invited

to visit the Welcome Centers at the Pecan, Starr and Mid Valley Campuses on Friday, April 4th, 11th and 25. The goal is to address these students' individual needs by providing them with one-on-one guidance to their educational and career pathways. A taskforce was formed to develop short and long-term recommendations for improving student persistence.





The 4th Annual Manufacturing Career & Expo was held on April 2, 2014 at the South Texas College Technology Campus. Everyone with an interest in learning more about programs and careers in the manufacturing field were encouraged to attend. Machining technicians with diversified skills are in high demand and jobs are plentiful. Wages for machining related trades range from \$8-\$20 per hour for graduates who complete the certificate program. Wages are even higher for those who graduate with additional training and an Associate's degree, with wages increasing to \$13-\$30 per hour or an annual income of \$30,000-

\$50,000. This event was free and open to the public.



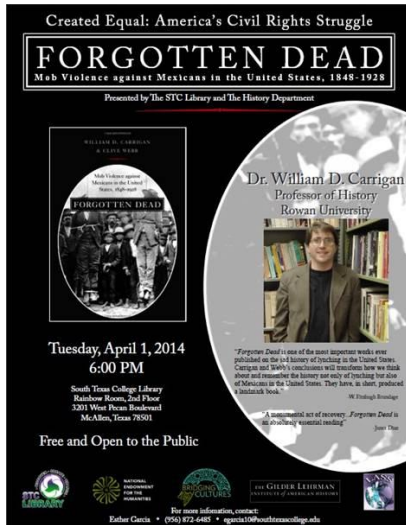
The College's Communication Arts Department presented the *Communication Arts Festival 2014* from Fri., April 4th - Sat., April 5, 2014. This event was designed to encourage, recognize and celebrate students' works through speech competitions, career panels, drama and networking, and moderated by Oscar Adame, Channel 5 News.



On Saturday, April 5th @ 8:00 PM, Lonny Joseph Gordon presented "Networking through Communication." This piece incorporated movement and spoken word entitled *Performing Bodies: Night Shadows*. The performance involved 22 handmade Japanese paper scrolls which incorporated students' creative talent and artistry. Other works included solos from Lonny Joseph Gordon's world repertory. This collaboration consisted of a series of devising workshops led by Joel Jason Rodriguez and Lonny Gordon which focused on movement, dance and theatre.

April is Sexual Assault Awareness Month and the Office of Student Conduct Administration has installed informational booths at all campuses to provide the latest information about Sexual Assault and the *Clery Act*, which is the landmark federal law, originally known as the Campus Security Act, that requires colleges and universities across the U.S. to disclose information about crime on and around their campuses. The law is tied to an institution's participation in federal student financial aid programs and it applies to most institutions of higher education both public and private. The Act is enforced by the United States Department of Education.





Dr. William Carrigan, one of the co-authors of the book *Forgotten Dead*, visited STC's Pecan Campus Library on April 1st at 6 p.m.

The book relates the numerous acts of resistance by Mexicans, including armed self-defense, crusading journalism and lobbying by diplomats who pressured the U.S. to honor its rhetorical commitment to democracy. It also contains the first-ever inventory of Mexican victims of mob violence in the U.S. This event was part of a Created Equal: America's Civil Rights Struggle lecture series and is sponsored by the STC History Department, STC Library, and the National Endowment for the Humanities. The event was free and open to the public.



Students were encouraged to attend the College Fairs that took place at the Starr County, Pecan, and Mid Valley Campuses. With a two year degree from South Texas College students can be successful anywhere. Students had the opportunity to learn about transfer opportunities at the College Fair.



Students are encouraged to **“Plan Ahead. Get Ahead”** and register early for the upcoming Summer semesters!



I had the pleasure of providing a warm welcome to the students, teachers, and parents from our Adopted Elementary Schools in Hidalgo and Starr counties, who were on the Pecan Campus attending the Jr. Jaguars Leadership Conference.




Students from Progreso High School were at our Mid-Valley Campus. This is one of numerous *Dual2Degree* events planned with our partner school districts.

Congratulations to Ashley Ramirez and Alexandria Arevalo on winning the STC Culinary Arts Spring 2014 Pastry Competition with their pastry entry poached apple wrapped in puff pastry with triple berry sauce.



Information Technologies Career Expo 2014

<p>NETWORKING SPECIALIST</p>  <p>INFORMATION SECURITY SPECIALIST</p>  <p>COMPUTER SPECIALIST</p>  	<p>BENEFITS</p> <ul style="list-style-type: none"> ◦ Meet IT Professionals & learn about their careers ◦ Learn about our IT degrees ◦ Get Advising from IT faculty ◦ Register for classes <p>EVENT INFO</p> <ul style="list-style-type: none"> ◦ Thursday, April 10, 2014 ◦ 9:00 a.m. to 12:00 p.m. ◦ STC Technology Campus ◦ Building "B" - Atrium <p>CONTACT</p> <ul style="list-style-type: none"> • Information Technology (formerly Business Computer Systems) • For more information contact Araceli Garcia at (956) 872-6101 • patricia@southtexascollege.edu
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SPONSORED BY



The Information Technologies Program at the South Texas College Technology Campus held *Information Technologies Career Expo 2014* on Thursday, April 10. Local IT professionals and STC faculty were available to discuss IT careers offered at STC and to answer questions about the IT field. The event was free and open to the public.



The South Texas College Police Academy held a recruiting event featuring the City of Austin Police Department on Friday, April 11, 2014.

The Mid Valley Campus held a *Community Awareness Fair* on April 10th at the Student Services Building F Lobby. The Fair included informational booths from several local agencies: *Affordable Homes of South Texas Inc., Better Business Bureau, Dept. of Assistive and Rehabilitative Services Division for the Blind, Motivation Education and Training (MET), South Texas Literacy Coalition, VIDA, Weslaco Public Library, Mujeres Unidas-Women Together, Planned Parenthood*, to name a few.

STC Mid Valley Campus
COMMUNITY AWARENESS FAIR

Need help and don't know where to go?
Find the assistance you've been looking for.

Thursday, April 10, 2014
9 am-12 pm
400 N. Border, Weslaco
Student Services Bldg F Lobby

Open to the Public

Sponsored by the STC MVC Counseling Office
For more Information Contact
Dr. Melissa Martinez or Diana Hernandez 447-1229

FREE



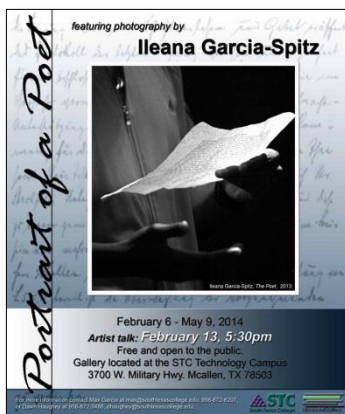
W.I.L.D (Writers In Literary Discussion) presented the film "Lonestar Border Justice" on Tuesday- April 8, 2014 at 8:00 PM at the Ann Richards Administration Building (D) Auditorium.

W.I.L.D. also presented *Fuzzy's Tummy at the Easter Egg Hunt*, a children's puppet show written and directed by Tom Fuschetto. "What happens when Fuzzy is not careful about how much and what he eats as he heads to an Easter Egg Hunt with his friends the Pirate and the rest of the gang?" This children's event took place on Saturday, April 11th at 1 p.m., at the Student Lounge, in Building H, on the Pecan Campus. An Easter egg hunt followed the show.



The College's Child Development Department presented a Child Care and Early Childhood Seminar on Saturday, April 12th at the Cooper Center for Communication Arts on the Pecan Campus. English sessions were presented by Mrs. Terri McGinnis and included Signs and Symptoms of Autism Spectrum Disorders, and Strategies for Children with Autism Spectrum Disorders. These sessions were also provided in Spanish by Ms. Maribel Garza. Educational director, infant/toddler, preschool, and school age teachers and assistants were encouraged to attend.

The Center for Mexican American Studies at STC and its Ballet Folklórico held its inaugural *Competencia Folklórica del Colegio del Sur de Tejas 2014*. This two-day event was scheduled April 4-5th at the McAllen Civic Center. This event was to provide an artistic and educational environment for public schools, colleges, university, and private dance centers to showcase their folkloric dance art.



South Texas College's Technology Campus Library presented "Portrait of a Poet," an exhibit featuring photography by Ileana Garcia-Spitz. She received her bachelor's degree in English and works as a teacher and a local photojournalist. Ms. Garcia-Spitz was beckoned to document the Valley poetry scene after attending a performance, and her love for sounds of words bonded her to the performing poets. As an English teacher, Garcia-Spitz is drawn to words and their smiths, and as a photographer she is drawn to the impact of words as they are spoken and heard. The exhibit will be on view through May 9. A poetry reading was held on Thursday, April 10 at 5:30 p.m. at the Technology Campus Library, in McAllen. Admission was free and open to the public.



I attended the Starr County Campus Psychology Club's 2nd Mental Health Awareness Conference that featured Dr. Fred Ernst, Clinical Psychologist and Professor of Psychology at UTPA. He presented on the causes (risk factors) and prevention of suicide, as well as the importance of family and community involvement. The event took place on Wednesday, March 26th from 6:30-8:00 pm at STC Starr County Campus Auditorium.

Alex Sarabia, M.S., LPC and STC Psychology Faculty coordinated this event as a result of the

five or six suicidal attempts in Starr County over the past couple of months, of which approximately three resulted in completed suicides. The local high schools hosted presentations educating staff, parents, and students about suicide. Alex was contacted by Roma HS Asst. Principal to present to Roma ISD staff about causes (risk factors) and prevention of suicide. Local media (Enlace, South Texas Reporter, Starr County Town Crier) also contacted Alex requesting similar information about suicide. He recognized the importance of this topic and moved forward with coordinating the conference. Dr. Ernst did an excellent job with his presentation.


The College's Visual Arts Program Presented "The Benefits of TNR" Trap-Neuter-Return by Janis Silveri, TNR Colony Caretaker. The event took place on Tuesday, April 8th at the Pecan Campus Visual Arts Program Gallery (B-103).




Everyone was invited to the Mid-Valley Campus to attend a University of Texas-Pan American information session, where attendees learned more about UTPA's Master of Public Administration and Master of Business Administration online degree programs.

Representatives from UT Pan American were also at the Nursing & Allied Health, Mid Valley, Pecan and Starr County campuses to assist students with transfer information from April 7th thru April 10, respectively.

- Provided a deposition at the Law Offices of Guerra, Leeds, etal. in McAllen on an ongoing personnel matter.
- The College's Vice Presidents, Deans and key administrative staff, and I attended the 2014 Executive Teams and Deans Working Breakfast on Thursday, March 27, 8:30 – 10:30 AM, at the University of Texas-Pan American, Community Engagement & Student Success (CESS) Building in Edinburg. The agenda included: Welcome, Introductions, UTRGV, Bond & STC campus growth . We also shared successes and new opportunities for partnerships, renewed commitments from the perspective of each institution, and discussed future meetings.
- Provided a welcome to a team from MDRC regarding the New Mathways Project. The team was conducting an on-site visit to meet with key staff, gather data, and for classroom observations of: MATH 1442-Statistics, MATH 80-Basic Mathematics, MATH 85-Intermediate Mathematics, MATH 100/200-QEP Mathematics courses.



THE
New Mathways
PROJECT


- Attended the Achieving the Dream/Aspen Institute Presidents' Symposium in Queenstown, MD. The Presidents' Symposium was absolutely outstanding. The agenda included a keynote address by Dr. Tony Bryk, President, Carnegie Foundation for the Advancement of Teaching. All participants attended sessions in Transformational Organizational Redesign: Models & Practices, From a Culture of Evidence to a Culture of Action and Inquiry, Equity in Practice, Challenges Faced & Lessons Learned, and culminated in a three-hour facilitated peer mentoring session applying all of the above. Following the Symposium I traveled to Washington, D.C. to attend the American Association of Community Colleges (AACC) 94th Annual Convention. While at the AACC Convention, I also attended the AACC Board of Directors Meetings and special events, including the session with Vice President Joe Biden on Monday, April 7. He was joined by his wife, Dr. Jill Biden, an English professor at Northern Virginia Community College and an advocate for community colleges and their role in creating the best educated and trained workforce in the world.
- Participated in a teleconference with Sarita E. Brown, President, *Excelencia* in Education based out of Washington, D.C. She called to discuss my interest in participating in the new Presidents for Latino Student Success- an enhanced level of the *Excelencia* in Action Network. It is an opportunity to build the national momentum to make the U.S. stronger with the talents, skills and contributions of greater numbers of Latino college graduates.
- Participated in a teleconference with John Fitzpatrick, Executive Director, Educate Texas | Communities Foundation of Texas (Dallas). I agreed to participate on a panel, "Challenges and Opportunities to Close the Achievement Gaps for Latino Students" before the Meadows Foundation board on Friday, April 11th from 9 AM to 11 AM, in the Board Room of the International Trade & Technology Building at UTPA. Others invited to serve on a panel were Presidents Juliet Garcia (UTB), President Robert Nelsen (UTPA) and Dr. Steve Murdoch, and moderated by John. The teleconference was to review and discuss the format and questions that John had prepared for our responses. The goal was to share with the Meadows Foundation board the opportunities and challenges in postsecondary education in the Rio Grande Valley.

- Coordinated a meeting with key STC staff to review concerns, questions, and responses to the RAND Report on the community college baccalaureate. RAND Corp. was hired by the Texas Higher Education Coordinating Board to look at the possibility of developing community college baccalaureate programs in nursing and the applied sciences. This study was mandated under Senate Bill 414. As part of this study, RAND Corp. representatives visited four regions in Texas to gather input from stakeholders and help identify a process for decision-making on these baccalaureate programs moving forward.

After reviewing the RAND Report presented during a Coordinating Board Webinar, we found numerous discrepancies. The next step was to conduct a teleconference between all three Texas community colleges authorized to offer the baccalaureate degree to see if we have consensus regarding our concerns and questions, and see how we want to respond.

- Participated in a teleconference with key STC staff and President Millicent Valek, Brazosport College, and Chancellor Brenda Hellyer, San Jacinto College to review our concerns about the RAND Corp. report, and to reach consensus on our responses.
- Together with Board Chair, Rose Benavidez, met with Congressman Ruben Hinojosa at his office in Edinburg. The meeting focused on the proposed Delta project that was addressed to the STC Board at the March 26th Board meeting.
- Attended the State Employee Charitable Campaign (SECC) Awards Ceremony to celebrate another successful year for the SECC. South Texas College was recognized as the **2013 Top State Agency Supporter**. Kudos to Lizette Moreno, HR Administrative Technician at STC and her SECC team for all of their efforts in achieving this great recognition for the College. Together, the Rio Grande Valley raised over \$250,000 in pledges.
- Together with Nick Gonzalez, Administrator for High School Programs and Services, met with Phillip Garza, Jo Ann Gama, and Sandra Barbosa from IDEA Public Schools to discuss a possible partnership with the College's dual enrollment program.
- Coordinated the agendas for the:
 - 4:30 p.m. – Facilities Committee
 - 5:30 p.m. – Finance and Human Resources Committee
 - Board Meeting, Tuesday, April 22nd 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 March 26, 2014 – April 22, 2014 included:
 - Review and Discussion of Report from Strategy Implementation Team
 - Discussion on Feedback on AtD Coaches Visit
 - Discussion of Capital Expenditures for FY 2014-2015
 - Review and Discussion of Proposed Budget for FY 2014-2015
 - Update on Compensation Study and Proposed Next Steps
 - Discussion of Policy 3620: College Sanctioned Travel for Students
 - Review and Discussion of Agenda for the UTPA/STC Executive Teams and Deans Working Breakfast, Thurs., March 27th @ 8:30 a.m.
 - Review of 2014 Commencement Ceremonies for May 16th and May 17th
 - Discussion of UTPA Leadership Alliance, April 2, 2014, 10:30 AM – 2:00 PM
 - Update on Strategic Leadership Team Priorities
 - Update on Learnings at AACC 94th Annual Convention
 - Update on Proposed Budget for 2014-2015
 - Review and Discussion of College-Wide Employee Recognition Proposal
 - Review and Discussion of Graduation Ceremony Agenda
 - Overview of STC Participation in Achieving the Dream - Completion of Achieving the Dream On-Line Survey
 - Update on the Strategic Leadership Teams and Next Steps
 - Update from Retention Task Force on Short-Term Recommendations
 - Review and Discussion of Summer Marketing Strategies
 - Review and Discussion of South Texas College Institutional Performance and Characteristics as Reported in the 2014 Texas Public Higher Education Almanac

SAVE the DATE! South Texas College will be hosting **Ladies in Technology Night on Thursday, April 24th from 5 PM to 8 PM, at the Technology Campus.** A new video was created for the event and can be seen at <http://youtu.be/L8KcoMMuXEG>



*Facilities Committee
Minutes
April 10th, 2014*

**South Texas College
Board of Trustees
Facilities Committee
Ann Richards Administration Building, Board Room
Pecan Campus
Thursday, April 10th, 2014
@ 4:30 PM
McAllen, Texas**

MINUTES

The Facilities Committee Meeting was held on Thursday, April 11th, 2014 in the Ann Richards Administration Building Board Room at the Pecan Campus in McAllen, Texas. The meeting commenced at 4:35 with Mr. Gary Gurwitz presiding.

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

Other Trustees Present: Dr. Alejo Salinas, Jr.

Members absent: None

Also present: Dr. Shirley A. Reed, Mr. Chuy Ramirez, Mrs. Mary Elizondo, Mr. Gerry Rodriguez, Mr. Robert Cuellar, Mr. George McCaleb, Ms. Alicia Gomez, Mr. Eddie Vela, Mr. Bob Simpson, Mr. Ramiro Gutierrez, and Mr. Andrew Fish

Approval of March 3, 2014 Facilities Committee Meeting Minutes

Upon a motion by Ms. Rose Benavidez and a second by Mr. Gary Gurwitz, the Minutes for the Facilities Committee Meeting of March 3, 2014 were approved as written. The motion carried.

Review and Recommend Action on Renewal of Facility Lease Agreement with the City of Edinburg

Approval to renew the facility lease agreement with the City of Edinburg for use by STC will be requested at the April 22, 2014 Board meeting.

Below is the facility which was previously approved for lease on an annual basis and currently required renewal.

Facility	Renewals in Contract	Renewal Requested	Lease Cost
Edinburg Fire Training Facility	3	2nd	Up to \$13,000 per semester for time and materials used

This facility would provide space for fire academy programs during academic year 2014-2015. Staff recommended approval to renew this facility lease agreement for use starting September 1, 2014. City of Edinburg requested approval of this agreement at this time in order to prepare plans for FY 2014-2015. Funds for these expenditures would be presented for approval as part of the Facilities Lease budget for FY 2014-2015.

Upon a motion by Mr. Gary Gurwitz and a second by Ms. Rose Benavidez, the Facilities Committee recommended Board approval of the renewal of facility lease agreement with the City of Edinburg for use by STC as presented. 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 April 10, 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 pipe raising	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	Institutional Support Services Building N	Complete	Approved	Complete
XVIII	West Academic Building T	No Repairs Required		
XIX	HVAC Chilled water pipe insulation	Complete	Approved*	Complete
	Pecan Plaza Human Resources	Complete	Approved	Complete
	Pecan Roof Top Mechanical Equip.	Complete	Approved	50%

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

A Chubb representative 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 by Chubb or at the point Chubb denies the claim.

STC staff was working with contractors to finalize all repair costs. Once all final costs are determined, contractors would submit final invoices for payment and copies will be forwarded to Chubb.

Tables outlining current repair costs, balances to be paid, and 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 Final Completion of Hail Damage Repairs for Pecan Campus Buildings E, G, H, J, K, L, M, N, Human Resources and HVAC Chilled Water Pipe Insulation

Approval of final completion and release of final payments for the Pecan Campus Hail Damage Repairs for Buildings E (Thermal Plant), G (North Academic), H (Student Activities Center), J (South Academic), K (Student Services), L (Cooper Center for Communication Arts), M (Information Technology), N (Institutional Support Services), Human Resources, and HVAC Chilled Water Pipe Insulation will be requested at the April 22, 2014 Board meeting.

It was recommended that final completion and release of final payment for these phases of repair 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
E	\$180,037.00	(\$14,165.24)	\$165,871.76	\$125,880.89	\$39,990.87
G	\$583,072.00	(\$39,670.00)	\$543,402.00	\$477,052.95	\$66,349.05
H	\$583,438.00	(\$34,760.48)	\$548,677.52	\$475,936.16	\$72,741.36
J	\$694,400.00	(\$54,156.43)	\$640,243.57	\$601,587.90	\$38,655.67
K	\$788,443.00	(\$46,131.85)	\$742,311.15	\$670,124.28	\$72,186.87
L	\$535,557.00	(\$6,538.02)	\$529,018.98	\$484,596.70	\$44,422.28
M	\$370,911.00	(\$28,691.90)	\$342,219.10	\$323,118.96	\$19,100.14
N	\$337,486.00	(\$28,550.51)	\$308,935.49	\$283,936.38	\$24,999.11
Human Resources	\$72,814.00	(\$0)	\$72,814.00	\$68,670.21	\$4,143.79
HVAC Chilled Water Pipe Insulation	\$578,509.00	(\$84,469.33)	\$494,039.67	\$458,481.79	\$35,557.88
Total	\$4,724,667.00	(\$337,133.76)	\$4,387,533.24	\$3,969,386.22	\$418,147.02

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 letters recommending acceptance of final completion and release of final payment pending delivery of closeout documents, and these letters were included in the Committee packet. Approval of final completion for these phases of work would complete the repairs provided by SpawGlass Contractors.

Upon a motion by Mr. Gary Gurwitz and a second by Ms. Rose Benavidez, 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 E (Thermal Plant), G (North Academic), H (Student Activities Center), J (South Academic), K (Student Services), L (Cooper Center for Communication Arts), M (Information Technology), N (Institutional Support Services), Human Resources, and HVAC Chilled Water Pipe Insulation with SpawGlass Contractors as presented. The motion carried.

Review and Recommend Action on Contracting Construction Services for Pecan Plaza Renovation for Continuing Education Additional Classrooms and Cashiers Office

Approval to select a contractor for the Pecan Plaza Renovation for Continuing Education Additional Classrooms and Cashiers Office project will be requested at the April 22, 2014 Board meeting.

Included in the FY 2013-2014 construction budget were funds for renovations to create additional classrooms for Continuing Education Department and a Cashiers Office at Pecan Plaza. This renovation would consist of demolition and improvements to approximately 1,300 square feet of space vacated by previous lease tenant.

STC staff and Boultinghouse Simpson Gates Architects have issued the necessary plans and specifications for the solicitation of competitive sealed proposals. Solicitation of competitive sealed proposals for this project began March 10, 2014. Six (6) sets of construction documents were issued and a total of three (3) were received on March 27, 2014.

Timeline for Solicitation of Competitive Sealed Proposals	
March 10, 2014	Solicitation of competitive sealed proposals. Six (6) sets of construction documents were issued.
March 27, 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.

The Facilities Committee noted that there were two bids that came in for the same price. One significant difference between the two bids was that the highest-ranked bid proposed taking nearly three months longer for completion. The Committee asked whether completion time was considered as an important factor in contract awards.

Staff acknowledged the concern and reviewed the bid evaluation submitted by staff. Project Completion time is a stand-alone criteria, and is worth 7% of the total ranking.

While both firms ranked equally on pricing (45% of the total evaluation weight), and the 2nd highest-ranked firm received more points for project completion time frame (7% of the total evaluation weight) the highest-ranked firm received better scoring on other metrics used to evaluate the bids, such as experience, reputation, personnel, safety record, and organization and approach to the project.

The Facilities Committee also noted that the price reflected a high square footage cost compared to other projects. Mr. Bob Simpson, representing the architectural firm,

advised the Committee that this project included several items that contributed to this relatively high cost: bullet-proof glass for the Cashier's Office, a new A/C system, and the upgrade of the electrical service to accommodate the new layout each added significant cost increase to the project.

Upon a motion by Ms. Rose Benavidez and a second by Mr. Jesse Villarreal, the Facilities Committee recommended Board approval to contract construction services with Alpha Construction in the amount of \$185,000.00 for the Pecan Plaza Renovation for Continuing Education Additional Classrooms and Cashiers Office project as presented. The motion carried.

Review and Recommend Action on Contracting Construction Services for Starr County Campus Parking Lot 5 Lighting and South Drive Lighting

Approval to select a contractor for the Starr County Campus Parking Lot 5 Lighting and South Drive Lighting project will be requested at the April 22, 2014 Board meeting.

Included in the FY 2013-2014 construction budget were funds for construction of electrical lighting improvements for Starr County Campus Parking Lot 5 and South Drive Area. These improvements included additional electrical circuits and light poles which would provide exterior area lighting in one parking lot as well as along the south drive.

Parking Lot 5 was built by UTPA when they were leasing space on campus for their portable buildings. Now that UTPA was no longer leasing the space, STC was able to use the parking lot which currently had less than standard lighting. The use of the parking lot in the evenings continued to grow and create a safety concern due to the minimal lighting. The south drive did not have the standard lighting recommended that was used along other STC campus drives.

STC staff and ACR Engineering issued the necessary plans and specifications for the solicitation of competitive sealed proposals. Solicitation of competitive sealed proposals for this project began March 10, 2014. Six (6) sets of construction documents were issued and a total of three (3) were received on March 25, 2014.

Timeline for Solicitation of Competitive Sealed Proposals	
March 10, 2014	Solicitation of competitive sealed proposals. Six (6) sets of construction documents were issued.
March 25, 2014	Three (3) proposals were received.

Staff evaluated these proposals and prepared the proposal summary, which was included in the packet. It was 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.

Upon a motion by Mr. Jesse Villarreal and a second by Ms. Rose Benavidez, the Facilities Committee recommended for Board approval to contract construction services with Zitro Electric in the amount of \$98,500 for the Starr County Campus Parking Lot 5 Lighting and South Drive Lighting project as presented. The motion carried.

Review and Recommend Action on Substantial and/or Final Completion of the Following Projects

Approval of substantial and/or final completion and release of final payment for the following projects will be requested at the April 22, 2014 Board meeting:

	Projects	Substantial Completion	Final Completion	Documents Attached
1.	District-Wide ADA Improvements for Building to Building Access	Recommended	No	Certificate of Substantial Completion
2.	Pecan Campus Acoustic Upgrades for Cooper Center Conference Rooms	Recommended	Recommended	Certification of Substantial Completion No letter recommending final acceptance since there is no architect
3.	Technology Campus Welding Lab Expansion Phase II	Previously Approved	Recommended	Final Completion Letter

1. District-Wide ADA Improvements for Building to Building Access; Substantial Completion

It was recommended that substantial completion for this project with CAS Companies be approved.

Engineers with Dannenbaum Engineering Company 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 March 20, 2014. A copy of the Substantial Completion Certificate was included in the packet.

CAS Companies would continue working on the punch list items identified and would have thirty (30) days to complete before final completion could be recommended for approval. It was anticipated that final acceptance of this project would be recommended for approval at the May 2014 Board meeting.

2. Pecan Campus Acoustic Upgrades for Cooper Center Conference Rooms; Substantial and Final Completion

It was recommended that substantial completion, final completion, and release of final payment for this project with Alpha Building Corporation be approved. The original cost approved for this project was in the amount of \$14,920.96.

The following chart summarizes the above information:

Construction Budget	Approved Proposal Amount	Net Total Change Orders	Final Project Cost	Previous Amount Paid	Remaining Balance
\$18,000	\$14,920.96	\$0	\$14,920.96	\$0	\$14,920.96

STC Planning & Construction 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 this project was certified.

On March 3, 2014, STC Planning & Construction Department staff inspected the site to confirm that all punch list items were completed.

3. Technology Campus Welding Lab Expansion Phase II; Final Completion

It was recommended that final completion and release of final payment for this project with All Pro Contractors be approved. The original cost approved for this project was in the amount of \$116,000.

The following chart summarizes the above information:

Construction Budget	Approved Proposal Amount	Net Total Change Orders	Final Project Cost	Previous Amount Paid	Remaining Balance
\$100,000	\$116,000	\$0	\$116,000	\$110,200	\$5,800

Certification of substantial completion and preparation of a punch list for this project occurred on January 8, 2014 and Board approved substantial completion on February 20, 2014. The AIA Owner/Contractor agreement used for this project required the contractor to complete the punch list within thirty days from the date of substantial completion, which in this case was February 8, 2014. The actual punch list completion day was March 28, 2014 resulting in a total of seventy one days for completion of these items. Penalties for late completion of the punch list were not included in this contract.

On March 21, 2014, STC Planning & Construction Department staff along with EGV Architects inspected the site to confirm that all punch list items were completed.

A letter from EGV Architects acknowledging all work is complete and recommending release of final payment was included in the packet.

Upon a motion by Mr. Jesse Villarreal and a second by Ms. Rose Benavidez, the Facilities Committee recommended Board approval of the substantial and/or final completion and release of final payment of the projects as presented. The motion carried.

Review and Recommend Action on Final Completion and Discussion of Additional Liquidated Damages for Pecan Plaza Parking Lot Resurfacing and Lighting Improvements

Approval of final completion, release of final payment, and discussion of additional liquidated damages for the Pecan Plaza Parking Lot Resurfacing and Lighting Improvements will be requested at the April 22, 2014 Board meeting.

Liquidated Damages for Substantial Completion

Substantial Completion for this project was accomplished ten days after the contractual date. The contractual date for substantial completion was December 26, 2013, but the project was not ready for certification by the project engineer until January 5, 2014. Subsequently, liquidated damages of \$500 per day were enforced and SDM Construction and Development, LLC has been charged a total of \$5,000 for their delay in accomplishing substantial completion.

Additional Liquidated Damages for Final Completion/Punch List

On January 5, 2014 when substantial was certified, SDM was also provided with a punch list. The project contract required that the punch list be completed in thirty days in order to recommend approval of final completion. SDM exceeded the punch list completion date by twenty days and was subject to additional liquidated damages in the amount of \$10,000.

This project's construction contract is based upon a modified version of a contract available from the Engineers Joint Contract Documents Committee (EJCDC). The contract, modified by STC legal counsel, also includes additional liquidated damages of \$500 per day for delay in completing the punch list and accomplishing final completion. This EJCDC contract used for site improvements is different from the AIA construction contract, which is used for building construction and does not currently include liquidated damages for failure to meet the final completion deadline.

Initial Staff Recommendation

Because faculty, staff, and students were able to use the parking lot facilities upon certification of substantial completion, staff and legal counsel recommended against enforcing liquidated damages for failure to meet the final completion deadline in this case.

Committee Response

The Facilities Committee was concerned about establishing a precedent or presenting the impression that damages would not be enforced against contractors who fail to uphold their contracted obligations in construction projects.

They also indicated that project completion time is a significant consideration during the procurement process, and contractors should be held accountable to the terms under which they are awarded contracts.

For this reason, the Committee did not take action on a formal recommendation of Board action on this item. Instead, they asked Dr. Reed to work with staff to attempt to negotiate damages with the vendor, suggesting that staff start with an amount equal to half the contractually-established damages.

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 5:25 p.m.

I certify that the foregoing are the true and correct minutes of the April 10, 2014 Facilities Committee Meeting of the South Texas College Board of Trustees.

Mr. Gary Gurwitz, Chairman

*Finance & Human
Resources Committee
Minutes
April 10th, 2014*

**South Texas College
Board of Trustees
Finance and Human Resources Committee
Ann Richards Administration Building Board Room
Pecan Campus
Thursday, April 10, 2014
@ 5:30 p.m.
McAllen, Texas**

Minutes

The Finance and Human Resources Committee Meeting was held on Thursday, April 10, 2014 in the Ann Richards Administration Building Board Room at the Pecan Campus in McAllen, Texas. The meeting commenced at 5:35 p.m. with Mr. Roy de León presiding.

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

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

Members absent: None

Also present: Dr. Shirley A. Reed, Mrs. Mary Elizondo, Mrs. Becky Cavazos, Ms. Myriam Lopez, Ms. Alicia Gomez, Mr. Daniel Ramirez, Mr. George McCaleb, Mr. Paul Varville, and Mr. Andrew Fish

Approval of March 3, 2014 Finance and Human Resources Committee Minutes

Upon a motion by Mr. Paul R. Rodriguez and a second by Ms. Rose Benavidez, the Minutes for the Finance and Human Resources Committee Meeting of March 3, 2014 were approved as written. 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 April 22, 2014 Board meeting as follows:

- 1) Armored Car Services (Award):** award the proposal for armored car services to American Surveillance Co. Inc. (Brownsville, TX), for a contract period of June 1, 2014 through May 31, 2015 with two one-year options to renew in an amount not to exceed \$1,290.00 per month or \$15,480.00 per year. Special trips will be scheduled on an as needed basis at an approximate cost of \$10,005.00 per year. The total approximate cost for armored car services for the year is \$25,485.00;

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- 2) Audio Visual Equipment (Award):** award the proposal for audio visual equipment at a total of \$28,076.30 as follows:

	Project	Vendor	Amount
1.	Mid Valley Building A104 Computer Lab	Ford Audio Video Systems, Inc. (Austin, TX)	\$8,359.71
2.	Pecan Plaza STC Police Department Training Room	Whitlock (Austin, TX)	\$8,170.02
3.	Pecan Building D106 Professional Development Training Room	Whitlock (Austin, TX)	\$7,573.08
4.	Technology Campus A209 CADD Upgrade	Pro Svl, Inc. (Pensacola, FL)	\$3,973.49

- 3) Medical Manikins (Award):** award the proposal for medical manikins to Southeastern Emergency Equipment (Youngsville, NC), at a total cost of \$16,493.44;
- 4) Purchase of Projectors (Award):** award the proposal for the purchase of projectors to AVES Audio Visual Systems, Inc. (Sugarland, TX), at a total cost of \$18,544.00;
- 5) Temporary Personnel Services (Award):** award the proposal for temporary personnel services for a contract period of June 1, 2014 through May 31, 2015 with two one-year annual renewal options at an approximate cost of \$500,000.00. The qualified vendors that submitted a proposal are:
- Extra, Extras, Inc. (Weslaco, TX)
 - Five Star Staffing, Inc./dba Spherion Staffing, LLC. (Pharr, TX)
 - Kelly Services, Inc. (McAllen, TX)
 - Manpower Group US, Inc. (McAllen, TX)
 - One Stop Staffing, LLC. (Harlingen, TX)
 - R & D Contracting, Inc. /dba R & D Personnel (McAllen, TX)
 - Select Staff (Edinburg, TX)
 - Texas Staffing Pros, LLC. (McAllen, TX)
- 6) Communication Equipment (Purchase):** purchase a communication equipment from Motorola Solutions, Inc. (Schaumburg, IL), a Houston-Galveston Area Council (HGAC) approved vendor, at a total cost of \$78,271.92;
- 7) 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 \$33,706.33;
- 8) Fiber Optic Project Equipment and Installation (Purchase):** purchase fiber optic network equipment and installation from Insight Public Sector, Inc. (Palo Alto, CA/McAllen, TX), a State of Texas Department of Information Resources (DIR) approved vendor, at a total cost of \$695,574.11;

- 9) Furniture (Purchase):** purchase furniture from the State of Texas Multiple Award Schedule (TXMAS) approved vendor, at a total amount of \$48,912.41:
- The Hon Company \$ 2,693.49
 - ERG International \$ 5,313.53
 - Krueger International, Inc. \$30,879.03
 - Landscape Forms \$10,026.36
- 10) Instructional Videos (Purchase):** purchase instructional videos from Loch Ness Productions (Nederland, CO), a sole source vendor, at a total cost of \$12,320.00;
- 11) Lab Training Equipment and Materials (Purchase):** purchase lab training equipment and materials from Lab Resources, Inc. (Tomball, TX), a sole source vendor, at a total cost of \$104,577.61;
- 12) Online Continuing Education Services (Renewal):** renew the contract for online continuing education services with Education To Go/A Division of Cengage Learning for the period of March 27, 2014 through March 26, 2015, at an estimated cost of \$35.00 to \$5,495.00 per class. There are no deposits required, no minimum orders or any initial inventory to purchase;
- 13) Password Reset Software License Maintenance (Renewal):** renew the password reset software license maintenance agreement with Namescape Corporation (Phoenix, AZ), a sole source vendor, for the period of May 31, 2014 through May 30, 2015, at an annual cost of \$10,425.00.

SUMMARY TOTAL:

The total for all proposal awards, purchases, and renewals is \$1,572,386.12.

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

**Review and Recommend Action to Renew the Hidalgo County Agreement
for Tax Assessment and Collection**

Approval to renew the Hidalgo County Agreement for Tax Assessment and Collection for current and delinquent taxes collected from September 1, 2014 through August 31, 2015 will be requested at the April 22, 2014 Board meeting.

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

The Board of Trustees approved the Inter-Local Cooperation Agreement for Tax Assessment and Collection with Hidalgo County on March 11, 1996 with an option to renew

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for subsequent tax years. The contract was last renewed on April 30, 2013, and the annual fee approved was \$93,626.00. Mr. Pablo Villarreal, Jr., RTA for Hidalgo County, advised the College that the annual fee for tax year 2014 would increase to \$98,304.00 which was a 5% increase as allowed by the amended Inter-local Cooperation Agreement. The monthly collection fee of \$8,192.00 would be reduced from taxes collected during the month and the remaining funds would be wired to the South Texas College's bank depository account.

The Amendment to Inter-local Cooperation Agreement for Tax Assessment and Collection was included in the packet for the Committee's review and information.

The Committee asked that the Board packet include a review of the fees assessed by Hidalgo County for tax assessment and collection over the past several years.

Upon a motion by Mr. Paul R. Rodriguez and a second by Ms. Rose Benavidez, the Finance and Human Resources Committee recommended Board approval to renew the Hidalgo County Agreement for Tax Assessment and Collection for current and delinquent taxes collected at an annual fee of \$98,304.00 from September 1, 2014 through August 31, 2015 as presented. The motion carried.

Review and Recommend Action to Renew the Starr County Agreement For Tax Assessment and Collection

Approval to renew the Starr County Agreement for Tax Assessment and Collection for current and delinquent taxes collected from September 1, 2014 through August 31, 2015 will be requested at the April 22, 2014 Board meeting.

According to Texas Property Tax Code, *Sec. 6.27 (c) Compensation for Assessment and Collection*, the assessor or collector was entitled to a reasonable fee, not to exceed actual costs incurred, for which it assessed and collected taxes. The Inter-Local Cooperation Agreement required the County, after reviewing actual collection costs, to submit a proposed fee to the College, prior to May 1st. The College would then have until June 1st to accept the recommended fee.

The Board of Trustees approved the Inter-Local Cooperation Agreement for Tax Assessment and Collection with Starr County on June 18, 2001, with an option to renew for subsequent tax years. The contract was last renewed on April 30, 2013, and the annual fee approved was \$87,886.00. Ms. Carmen Peña, RTA for Starr County, advised the College that the annual fee for the tax year 2014 would remain at \$87,886.00 and would be approved by the Starr County Commissioners Court on April 14, 2014 which was before the April 22, 2014 Board meeting. The monthly collection fee of \$7,323.83 would be reduced from taxes collected during the month and the remaining funds collected would be paid to the College.

The Committee asked that the Board packet include a review of the fees assessed by Starr County for tax assessment and collection over the past several years.

Upon a motion by Mr. Paul R. Rodriguez and a second by Ms. Rose Benavidez, the Finance and Human Resources Committee recommended Board approval of the renewal of the Starr County Agreement for Tax Assessment and Collection for current and delinquent taxes collected at an annual fee of \$87,886.00 from September 1, 2014 through August 31, 2015 as presented. The motion carried.

Review and Discussion on the Implementation of the BBVA Compass-Visa Commercial Card Services (Accounts Payable Card)

Mary Elizondo, Vice President for Finance and Administrative Services, provided an update on the implementation of the BBVA Compass-Visa Commercial Card Services (Accounts Payable (AP) Card). The commercial card agreement was approved at the March 26, 2013 Board meeting and was valid through August 31, 2014, which coincided with the expiration of the depository agreement with BBVA Compass.

The College secured the AP card to serve as an accounts payable department payment solution. This was a new initiative by the Business Office to expedite payments to vendors and reduce payment processing and statement reconciliation costs. In addition, the program offered the College the potential to earn revenue share on payments made using the AP card. The revenue share was based on the charge volume and ranges from .80% for total charges between \$83,333.33 and \$124,999.99 to 1.10% for total charges of \$416,666.67 and greater. The AP card solution was provided by BBVA Compass at no cost to the College.

Implementation Status

On June 25, 2013, South Texas College received three AP Commercial Cards and the Welcome Kit from BBVA Compass. On August 13, 2013, the administrators of the card program (Comptroller and 2 Accounting Group Supervisors) received training and setup one card on the BBVA Compass CenterSuite system. Credit limits, daily credit limits, amount per transaction limits, number of transactions per day limits, and number of transactions per month limits were created for the card with the assistance of the bank's representative.

The AP Commercial Card testing began on October 9, 2013, and was ongoing. The AP card had been utilized and five transactions had been extracted from CenterSuite and uploaded to Banner, the College administrative computer system. These transactions however, did not post to the vendor history files or to the encumbrance records. The transactions processed through the AP card were recorded to Banner with manual entries. The Business Office and Technology Resources were working on identifying a solution because posting the correct amount to vendor history was critical for year-end reporting to the Internal Revenue Service and other internal reporting.

Although a solution to fully automate the process in Banner had not been identified, the Business Office was moving forward with the implementation of the process. The postings would be prepared manually until the automation was functional.

The Business Office was working expeditiously to enroll the sixty two (62) vendors who had recently expressed interest in participating in the program and aimed to continue to expand the program and take advantage of the associated benefits.

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

Review and Recommend Action on Bookstore Contract and eTextbook Options

Approval will be requested at the April 22, 2014 Board meeting to select one of the following options for bookstore services:

1. Amend the existing contract with Barnes and Noble as presented below.
2. Issue a Request for Proposals (RFP)

The contract for bookstore services was awarded to Barnes and Noble College Bookstores (B&N) at the September 17, 2009 Board meeting for a five year period ending October 31, 2014. As the expiration of the bookstore contract approached, the College considered options related to providing textbooks in electronic format (eTextbooks) to students and faculty in addition to traditional printed textbooks.

College and universities across the nation were moving towards providing eTextbooks. The eTextbook was designed to replace print textbooks and enhance the teaching/learning activities at a cost of 25-30% of printed textbooks.

The STC Bookstore Taskforce, which was comprised of the President of Council of Chairs, the Math Department Chair, the Dean of Library Services and Instructional Technologies, the Chair of Distance Education (eSTC) and the Director of Operations, recommended that the existing bookstore contract with B&N be extended for a two year period. The bookstore contract, however, would also be amended to allow the College to explore and pilot the implementation of eTextbooks with B&N and/or other sources, such as publishers or independent platforms.

During the two year period, the Bookstore Taskforce would fully explore and pilot the eTextbook option with a group of faculty and students, primarily in eSTC, to gain a better understanding of the eTextbook technology and to learn how to tailor this option for college-wide use. The College has already identified a consultant who may visit with the Council of Chairs, Bookstore Taskforce, and other College staff to review the electronic textbook process.

Listed below are two options for consideration regarding the Bookstore contract:

- 1. Amend the existing contract with Barnes and Noble (April - May 2014)**
 - Begin the dialogue with B&N to:
 - ⇒ Extend the contract by two years

- ⇒ Include a provision on the contract which will allow the college to explore and pilot the implementation of eTextbooks with B&N and/or other sources, such as publishers or independent software platforms

2. Issue a Request for Proposals (RFP) (May - August 2014)

- If an extension to the existing contract, with the eTextbook option is not agreed upon with B&N, then a new bookstore RFP will be advertised to college bookstore vendors.
- The RFP advertised will include the eTextbook option and the College's ability to explore and pilot the implementation of eTextbooks with the bookstore awarded the contract and/or other sources, such as publishers or independent software platforms.

Although both options are viable, Option 1, amending the existing contract with B&N with the eTextbook option, may allow for a smoother implementation and transition for students and faculty.

Upon a motion by Ms. Rose Benavidez and a second by Mr. Paul R. Rodriguez, the Finance and Human Resources Committee recommended Board approval to extend the contract with Barnes and Noble for two years, with an included provision on the contract which would allow the college to explore and pilot the implementation of eTextbooks with B&N and/or other sources, such as publishers or independent software platforms as presented as presented. The motion carried.

Review of Long Term Plan for Updating of STC Website

Mr. Daniel Ramirez, Director of Public Relations and Marketing, presented on the state of the South Texas College website and provided an update on the long term plans for future growth and enhancements.

One of the objectives of the 2013-2014 Marketing and Communication Plan was to conduct regular surveys and research to support marketing and outreach decisions. This year's surveys focused on media consumption and website usability. Mr. Ramirez presented key findings from these surveys and discussed how recommendations are vetted for approval. Mr. Ramirez also reviewed other methods for which feedback was solicited and incorporated into proposed web revisions. This included, but was not limited to web feedback forms, direct inquiries, and web traffic tools, such as Google Analytics and the Spectate Inbound Marketing platform.

Mr. Ramirez also discussed major obstacles and challenges that the web team faces and their plans to address them as they look toward the long term growth and expansion of the South Texas College website.

Mr. Ramirez also provided a follow up regarding accessibility to Board streams and archives.

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

Adjournment

There being no further business to discuss, the Finance and Human Resources Committee Meeting of the South Texas College Board of Trustees adjourned at 6:40 p.m.

I certify that the foregoing are the true and correct minutes of the April 10th, 2014 Finance and Human Resources Committee Meeting of the South Texas College Board of Trustees.

Mr. Roy de León
Chair

Announcements

A. Next Meetings:

- Special Board Meeting to Interview Construction Program Management Services Firms, Saturday, April 26th, 2014 at 8:30 a.m., Ann Richards Administration Building Board Room, Pecan Campus, McAllen, Texas
- Education and Workforce Development Committee Meeting, Thursday, May 8th, 2014 at 3:30 p.m., Ann Richards Administration Building Board Room, Pecan Campus, McAllen, Texas
- Facilities Committee Meeting, Thursday, May 8th, 2014 at 4:30 p.m., Ann Richards Administration Building Board Room, Pecan Campus, McAllen, Texas
- Finance and Human Resources Committee Meeting, Thursday, May 8th, 2014 at 5:30 p.m., Ann Richards Administration Building Board Room, Pecan Campus, McAllen, Texas
- Regular Meeting of the Board of Trustees, Tuesday, May 27th, 2014 at 5:30 p.m., Ann Richards Administration Building Board Room, Pecan Campus, McAllen, Texas

B. Other Announcements:

- Commencement Ceremonies will be held Friday, May 16th and Saturday, May 17th at the State Farm Arena.
- The College will be closed Monday, May 26th, 2014 in observance of Memorial Day.
- A Swearing-In Ceremony for Dr. Alejo Salinas, Jr. (District 5) and Mr. Roy de León (District 7) will be held on Tuesday, May 27th, 2014 at 4:00 p.m. in the Rainbow Room at the STC Pecan Campus Library, McAllen, Texas.