

**SOUTH TEXAS COLLEGE
 BOARD OF TRUSTEES REGULAR MEETING
 Tuesday, May 27, 2014 @ 5:30 p.m.
 Ann Richards Administration Building Board Room
 Pecan Campus, McAllen, Texas 78501**

AGENDA

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

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- II. Determination of Quorum
- III. Invocation
- IV. Public Comments
- V. Presentations..... 1
 - A. Presentation on Celebration of May 16 – 17, 2014 Commencement Ceremonies
- VI. Consideration and Action on Consent Agenda
 - A. Approval of Minutes
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 - 2. The Memorandum of Understanding for the Del Mar College Geographic Information Systems (GIS) Curriculum and Instruction Program utilizing Geographic GIS Curriculum Funded through Department of Labor (DOL) Trade Adjustment Assistance Community College and Career Training (TAACCCT) Round One Funding
 - 3. Additional Grants Received/Pending Official Award

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3) Custodial Equipment (Purchase)	
4) Data Cable and Supplies (Purchase)	
5) Energy Management Automation System Upgrade (Purchase)	
6) Finger Printing System (Purchase)	
7) Furniture (Purchase)	
8) Hardware and Software (Purchase)	
9) McAfee Professional Services (Purchase)	
10)Memory Modules (Purchase)	
11)Mobile Application Software (Purchase)	
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18)Server Hardware and Software (Purchase)	
19)Spectrophotometer (Purchase)	
20)Student Schedule Software (Purchase)	
21)Technical Support Services (Purchase)	
22)Uninterruptable Power Supply (UPS) (Purchase)	
23)Utility Vehicles (Purchase)	
24)Vehicle Cameras and Emergency Equipment (Purchase)	
25)X-Ray Diffraction & Element Analyzer (Purchase)	
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	A. Next Meetings:	
	• Education and Workforce Development Committee Meeting, Thursday, June 12th, 2014 at 3:30 p.m., Ann Richards Administration Building Board Room, Pecan Campus, McAllen, Texas	
	• Facilities Committee Meeting, Thursday, June 12th, 2014 at 4:30 p.m., Ann Richards Administration Building Board Room, Pecan Campus, McAllen, Texas	
	• Finance and Human Resources Committee Meeting, Thursday, June 12th, 2014 at 5:30 p.m., Ann Richards Administration Building Board Room, Pecan Campus, McAllen, Texas	
	• Regular Meeting of the Board of Trustees, Thursday, June 26th, 2014 at 5:30 p.m., Ann Richards Administration Building Board Room, Pecan Campus, McAllen, Texas	
	B. Other Announcements:	
	• The July 2014 Regular Board Meeting has been moved to Tuesday, July 29th, 2014 at 5:30 p.m.	
XII.	Adjournment	

Presentations

Presentation on Celebration of May 16 – 17, 2014 Commencement Ceremonies

There were six graduation ceremonies conducted at the State Farm Arena on May 16-17, 2014. The class of 2014 degree audits conducted in Fall 2013 and Spring 2014 identified 4,818 students that were eligible to participate in the annual commencement exercises.

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

Number of Students Earning a Credential in each Division:

Bachelor Programs	158
Business & Technology Division	1,945
Liberal Arts and Social Sciences Division	1,603
Math & Science Division	339
Nursing and Allied Health Division	773
Total:	4818

**Approval of Minutes
April 22, 2014 Regular Board Meeting**

The minutes of the April 22, 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 April 22, 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 April 22, 2014 Regular 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, April 22, 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, April 22, 2014 in the Ann Richards Administration Building Board Room at the Pecan Campus in McAllen, Texas. The meeting commenced at 5:37 p.m. with Ms. Rose Benavidez, Chair, presiding.

Members present: Ms. Rose Benavidez, Mrs. Graciela Farias, Mr. Gary Gurwitz, Mr. Jesse Villarreal, and Mr. Paul Rodriguez

Members absent: Mr. Roy de León and Dr. Alejo Salinas, Jr.

Also present: Dr. Shirley A. Reed, Mr. Chuy Ramirez, Mrs. Mary Elizondo, Dr. Anahid Petrosian, Mrs. Wanda Garza, Ms. Laura Boyer Talbot, Mr. Gerry Rodriguez, Mrs. Becky Cavazos, Ms. Myriam Lopez, Mr. Daniel Ramirez, Mrs. Hannah McCann, Mr. Eric Reittinger, Mr. Randy Jarvis, Ms. Alicia Gomez, Mr. David Diaz, and Andrew Fish.

Determination of a Quorum

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

Invocation:

Mrs. Mary Elizondo, Vice President for Finance and Administrative Services, said the invocation.

Public Comments:

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

Presentations

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

Ms. Laura Boyer Talbot, Director of Curriculum and Student Learning, provided a review of the new Texas Success Initiative (TSI) College Readiness Assessment and its impact on students seeking access to college. This review was provided to inform the 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 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 was for the Board’s review and feedback to staff only, and no action was requested.

Approval of Minutes March 25, 2014 Regular Board Meeting

Upon a motion by Mr. Paul R. Rodriguez and a second by Mr. Jesse Villarreal, the minutes of the March 25, 2014 Regular Board Meeting were approved as written. The motion carried.

Approval and Authorization to Accept Grant Award(s)

Upon a motion by Mrs. Graciela Farias and a second by Mr. Gary Gurwitz, the Board of Trustees approved and authorized accepting the following grant awards and use of related funds as authorized by each grant, contingent upon official award as presented:

1. The “Scholarships for Technical Students” grant from the Kenedy Memorial Foundation
2. The “Texas Fast Start” grant from Texas Workforce Commission

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) 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	Whitlock (Austin, TX)	\$7,573.08

	Training Room		
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 Mrs. Graciela Farias, the Board of Trustees of South Texas College approved and authorized the proposal awards, purchases, and renewals as presented. The motion carried.

Review and Action as Necessary 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 was requested.

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 assesses and collects 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 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 approximately \$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 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.

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

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 was requested.

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 assesses and collects 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 reviewed for approval by the Starr County Commissioners Court on April 28, 2014 which was after the April 22, 2014 Board meeting. The monthly collection fee of approximately \$7,323.83 would be reduced from taxes collected during the month and the remaining funds collected 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 had 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.

Upon a motion by Mr. Paul R. Rodriguez and a second by Mrs. Graciela Farias, the Board of Trustees of South Texas College approved and authorized the 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 Action as Necessary on Bookstore Contract and eTextbook Options

Approval to select one of the following options for bookstore services was 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 approached, the College was 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 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 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 were viable, Option 1, amending the existing contract with B&N with the eTextbook option, would 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 was that textbooks

could be offered to students at significantly lower prices. The piloting program would help establish a system to 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 would 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.

Upon a motion by Mr. Paul R. Rodriguez and a second by Mr. Jesse Villarreal, the Board of Trustees of South Texas College approved and authorized extending 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 and upon subsequent recommendation by legal counsel after a review of procurement practices. The motion carried.

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 was requested.

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

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

Upon a motion by Mr. Gary Gurwitz and a second by Mrs. Graciela Farias, the Board of Trustees of South Texas College approved and authorized the renewal of facility lease agreement with the City of Edinburg for use by STC as presented. The motion carried.

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 was requested.

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. These letters were included in the

Board packet for Trustee review. Approval of final completion for these phases of work would 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.

Upon a motion by Mr. Gary Gurwitz and a second by Mr. Paul R. Rodriguez, the Board of Trustees of South Texas College approved and authorized the final completion and release of final payments as shown on the table above for the Pecan Campus Hail Damage Repairs for Buildings 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 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 was requested.

Funds for renovations to create additional classrooms for Continuing Education Department and a Cashiers Office at Pecan Plaza were included in the FY 2013-2014 construction budget. This renovation would 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 a proposal summary, which was included in the Board packet. It was recommended that the top ranked contractor be recommended for Board approval. Funds for this project were budgeted in the FY 2013-2014 Construction budget.

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 was a stand-alone criterion, and was 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.

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

Funds for construction of electrical lighting improvements for Starr County Campus Parking Lot 5 and South Drive Area were included in the FY 2013-2014 construction budget. 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, but noted it had insufficient 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 a proposal summary, which was included in the Board packet. It was recommended that the top ranked contractor be recommended for Board approval. Funds for this project were budgeted in the FY 2013-2014 Construction budget.

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.

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

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

Upon a motion by Mr. Gary Gurwitz and a second by Mrs. Graciela Farias, the Board of Trustees of South Texas College approved and authorized the substantial and/or final completion and release of final payment of the projects as presented. The motion carried.

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 was 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 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 was 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 included 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 was different from the AIA construction contract, which was used for building construction and did not 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.

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

For this reason, the Committee did not take action on a formal recommendation of Board action at their Committee Meeting. 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. Gerry Rodriguez informed the Board at their April 22, 2014 Regular Board Meeting that SDM Construction and Development, LLC. accepted the initial offer of liquidated damages in the amount of \$5,000.

It was recommended that final completion and release of final payment for this project with SDM Construction and Development, LLC be approved if the Board was 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

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

Upon a motion by GG and a second by Mr. Jesse Villarreal, the Board of Trustees of South Texas College approved and authorized the final completion, and release of final payment in the amount of \$7,088.10, which reflected the agreed upon liquidated damages in the amount of \$5,000, for the Pecan Plaza Parking Lot Resurfacing and Lighting Improvements project with SDM Construction and Development, LLC as presented.

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 March 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 March 2014. The motion carried.

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

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

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:

- *Ladies in Technology Night* will be held this Thursday, April 24, 2014 at the South Texas College Technology Campus from 5 p.m. through 8 p.m.
- Come join us for Vivaldi's *The Four Seasons* on Friday, April 25th, 2014 at 7:30 p.m. in the Cooper Center.
- There will be a Flag Raising ceremony next week, Wednesday, April 30 at 9:00 a.m. at Zachary Elementary in Mercedes, TX. Through a generous grant from BBVA, STC and Mercedes ISD are partnering up to raise the **8th College Bound flag** in South Texas!
- 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.

Adjournment:

There being no further business to discuss, the Regular Meeting of the South Texas College Board of Trustees adjourned at 6:43 p.m.

I certify the foregoing are the true and correct minutes of the Tuesday, April 22, 2014 Regular Board Meeting of the South Texas College Board of Trustees.

Mrs. Graciela Farias

Secretary

**Approval of Minutes
April 26, 2014 Special Board Meeting**

The minutes of the April 26, 2014 Special 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 April 26, 2014 Special 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 April 26, 2014 Special Board Meeting as presented.

Approval Recommended:

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

**SOUTH TEXAS COLLEGE
BOARD OF TRUSTEES REGULAR BOARD MEETING
Saturday, April 26, 2014 at 8:30 a.m.
Ann Richards Administration Building Board Room
Pecan Campus, McAllen, TX 78501**

Minutes

Call Meeting to Order:

The Special Board Meeting of the South Texas College Board of Trustees was held on Saturday, April 26, 2014 in the Ann Richards Administration Building Board Room at the Pecan Campus in McAllen, Texas. The meeting commenced at 8:45 a.m. with Ms. Rose Benavidez, Chair, presiding.

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

Members absent: Mr. Roy de León

Also present: Dr. Shirley A. Reed, Mr. Chuy Ramirez, Mrs. Mary Elizondo, Mr. Gerry Rodriguez, Mr. Ricardo De La Garza, and Andrew Fish.

Determination of a Quorum

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

Overview of Responsibilities and Expectations for Construction Program Management (CPM) Services Firm for the 2013 Bond Construction Program

Mr. Gerry Rodriguez, Director of Facilities Planning & Construction provided an overview of the responsibilities and expectations for a Construction Program Management (CPM) Services firm for the 2013 Bond Construction Program. These responsibilities and expectations were developed by staff and legal counsel, with input and approval of the Board of Trustees.

These responsibilities and expectations for the CPM Services firm are outlined in the Request for Qualifications (RFQ) section 2 as modified by *Addendum No. 3*, issued January 30, 2014.

Section 2 of the Request for Qualifications as modified outlines and provides detail on the following services to be provided by a CPM Services firm:

- 2.1 General Program Management Requirements
- 2.2 Architects and Engineers Selection
- 2.3 Implement Space Program Requirements
- 2.4 Schematic Design Phase
- 2.5 Design Development Phase

- 2.6 Construction Document Phase
- 2.7 Contractor Procurement Phase
- 2.8 Construction Phase
- 2.9 Final Phase

This review was for the Board information and feedback to staff, and no action was requested.

Review of Interview and Selection Process for Construction Program Management (CPM) Services Firm for the 2013 Bond Construction Program

Mr. Gerry Rodriguez, Director of Facilities Planning and Construction, provided an overview of the selection process for a Construction Program Management (CPM) Services firm for the 2013 Bond Construction Program.

Dr. Reed, Gerry Rodriguez, and Chuy Ramirez were available to respond to questions about the interview and selection process.

November 5, 2013 – Voters approved the 2013 Bond Program

November 23, 2013 – At a Board Work Session, the Trustees reviewed the Master Plan, Bond Construction Program, and a draft of the Request for Qualifications for CPM Services.

December 17, 2013 – At the December 2013 Regular Board Meeting, the Board approved the publication of the RFQ for CPM Services

January 6, 2014 – The RFQ for CPM Services was published, and respondents were given until February 6, 2014 to submit responses. The RFQ and its addenda are provided under a separate cover

March 3, 2014 – The Facilities Committee reviewed and recommended Board approval of the short list of three CPM Services Firms as presented by staff.

March 25, 2014 – The Board of Trustees approved the short list of three CPM Services firms as recommended by the Facilities Committee, and authorized staff to coordinate interviews with these firms for Saturday, April 26, 2014.

April 1, 2014 – The invitations to the short list firms were finalized and sent to each firm. Firms were invited to present in alphabetical order, and each firm was given ½ hour for their presentation and fifteen minutes for a Q&A with the Board, with a buffer of fifteen minutes between each presentation.

April 26, 2014 – The Board was asked to review the presentations and interview the short list firms.

This item was for the Board's information and feedback to staff prior to the interviews with the short list firms.

Presentations and Interviews

A committee of South Texas College staff reviewed the five responses to the published Request for Qualifications for Construction Program Management (CPM) Services, and proposed a short list of three respondents who were most qualified to provide services for the 2013 Bond Construction Program.

On March 3, 2014 the Facilities Committee concurred with the short list presented by staff, and recommended Board approval of the same.

On March 25, 2014 the Board of Trustees approved the recommended short list and authorized staff to coordinate presentations and interviews with the three short listed firms

Staff established a schedule inviting each firm to present in alphabetical order and on April 1st, 2014 sent formal invitations to each firm. All three firms accepted, and the order of presentations and interviews was as presented below.

Representatives from each firm attended only that portion of the Special Board Meeting during which their firm presented and was interviewed. After each presentation/interview, the Board adjourned briefly prior to reconvening for the next agenda item.

The Presentations and Interviews took place as follows:

A. Presentation and Interview with AG/CM, Inc.

9:18 a.m. – 9:48 a.m.	Presentation
9:48 a.m. – 10:07 a.m.	Interview

The Board adjourned briefly for a break before reconvening for the second presentation. No action was taken and no deliberation occurred during this break.

B. Presentation and Interview with Broaddus & Associates

10:22 a.m. – 10:53 a.m.	Presentation
10:53 a.m. – 11:18 a.m.	Interview

The Board adjourned briefly for a break before reconvening for the third presentation. No action was taken and no deliberation occurred during this break.

C. Presentation and Interview with Hill International, Inc.

11:29 a.m. – 12:00 p.m.	Presentation
12:00 p.m. – 12:07 p.m.	Interview

The Board adjourned briefly for a break before reconvening for the remainder of the meeting. No action was taken and no deliberation occurred during this break.

This item was for the presentations and interviews only, and no action by the Board was requested. The next agenda item called for the Board to take action as necessary.

Deliberation and Action as Necessary to Identify the Top-Ranked Construction Program Management (CPM) Services Firm(s) for the 2013 Bond Construction Program and Authorize Contract Negotiations with the Top-Ranked Firm

Following Texas procurement rules, the College solicited the services of a Construction Program Management (CPM) Services firm using the method prescribed for professional services.

The Board was asked to identify the top ranked CPM Services firm(s) based upon the responses to the Request for Qualifications, presentations and interviews, and answers to questions as posed by the Board.

The Board was also asked to authorize a team to negotiate contract terms with the top-ranked CPM Services firm.

Staff and Legal Counsel recommended that the negotiation team include:

- Dr. Shirley A. Reed, President
- Mrs. Mary Elizondo, Vice President for Finance and Administrative Services
- Mr. Gerry Rodriguez, Director of Facilities Planning and Construction
- Mr. Jesus Ramirez Legal Counsel

Should this negotiation team be unable to successfully negotiate a contract for CPM Services with the top-ranked firm, they would report to the Facilities Committee and the Board of Trustees. The Board would then determine the appropriate action to terminate contract negotiations and take any further steps as necessary.

Any contract negotiated with a CPM Services firm would be delivered to the Facilities Committee for review and consideration of recommendation for Board approval.

Chair Benavidez called for any motion to be discussed by the Board. Prior to a motion being made, Dr. Alejo Salinas, Jr., asked about documents provided to the Board which recorded the reference checks conducted by College staff on each of the three firms. The individuals responding to the questions were identified by a code, and no key was provided to the Board members. Dr. Salinas expressed concern that the Board could not determine who had been contacted to provide the references.

Staff informed the Board that the references checked were from among the list provided in each firm's response to the RFQ. The names of respondents were protected by a code system because these documents, as part of a Board packet, are publicly posted online and subject to open records request under the Texas Open Meetings Act.

Upon a motion by Mr. Paul R. Rodriguez and a second by Mr. Gary Gurwitz, the Board identified Broaddus & Associates as the top-ranked firm.

Mr. Rodriguez then amended the motion to include the appointment of a contract negotiation team as presented and to require that any contract negotiated be presented to the Facilities Committee and to the Board of Trustees. Mr. Gurwitz seconded the motion as amended.

The motion was presented for vote to the Board, and the motion carried.

Ms. Rose Benavidez made the following announcements:

Announcements

A. Next Meetings:

- 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.

Adjournment:

There being no further business to discuss, the Regular Meeting of the South Texas College Board of Trustees adjourned at 12:32 p.m.

I certify the foregoing are the true and correct minutes of the Saturday, April 26, 2014 Special 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 “School to Career Early College High School” grant from the Texas Higher Education Coordinating Board

The “School to Career Early College High School” grant from the Texas Higher Education Coordinating Board began April 1, 2014 and runs through December 31, 2015, with an award amount of \$664,545.00.

South Texas College will disburse \$600,900 to the partner school districts, as outlined in the grant to help offset the costs for developing these new Career and Technology Education Early College High Schools.

The College will use the remaining balance of the grant award as follows:

- Salaries and Fringe Benefits of \$27,500;
- Administration costs of \$31,645;
- Travel \$3,500;
- Program Materials and supplies \$1,000;

This grant allows for STC to partner with Mission CISD and Weslaco ISD to develop and implement a Career and Technical Education Early College High School (CTE ECHS) in their respective District. The two CTE ECHS's will be new, autonomous ECHS's focused exclusively on CTE and will assist these Districts in meeting the HB5 CTE pathway requirement. The Districts understand they bear any costs beyond the grant funding during implementation and that they are required to maintain these ECHS High Schools beyond the grant period as part of District Operations.

This grant meets STC's strategic goal for Access and Success; High Success Rate; and Collaboration.

2. The Memorandum of Understanding for the Del Mar College Geographic Information Systems (GIS) Curriculum and Instruction Program utilizing Geographic GIS Curriculum Funded through Department of Labor (DOL) Trade Adjustment Assistance Community College and Career Training (TAACCCT) Round One Funding

The funding for this MOU comes from the Department of Labor (DOL) Trade Adjustment Assistance Community College and Career Training Grants Program (TAACCCT). This project will begin on or after May 1, 2014 and run through April 30, 2016, or until funds in the amount of \$63,200 are expired.

This grant allows for South Texas College to partner with Del Mar College and implement GIS curriculum at STC. The funding will pay salaries for 1 Instructor and 1 Career Coach for 19 hours per week at \$35/hour. The Instructor will be trained by Del Mar and provided

the curriculum to be taught and the Career Coach will recruit and provide guidance to students so they will participate in the class and seek careers utilizing their GIS training. Del Mar will also provide the textbooks or other instructional materials that are to be used by the students.

This grant meets STC's Strategic Direction 4: Collective Responsibility through its development of a new high-tech offering for South Texas College students.

This grant also incorporates Strategic Directions 5 and 6, Collaboration and Cost Efficiency respectively, through teaming the College with a peer institution and a federal grant to offer this opportunity to students in South Texas.

3. Additional Grants Received/Pending Official Award

The approved grant will provide up to \$727,745.00 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 "School to Career Early College High School" grant from the Texas Higher Education Coordinating Board
2. The Memorandum of Understanding for the Del Mar College Geographic Information Systems (GIS) Curriculum and Instruction Program utilizing Geographic GIS Curriculum Funded through Department of Labor (DOL) Trade Adjustment Assistance Community College and Career Training (TAACCCT) Round One Funding
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 “School to Career Early College High School” grant from the Texas Higher Education Coordinating Board
2. The Memorandum of Understanding for the Del Mar College Geographic Information Systems (GIS) Curriculum and Instruction Program utilizing Geographic GIS Curriculum Funded through Department of Labor (DOL) Trade Adjustment Assistance Community College and Career Training (TAACCCT) Round One Funding
3. Additional Grants Received/Pending Official Award

Approval Recommended:

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

Education and Workforce Development Committee

Recommendation of Proposed New One Semester Certificate Programs in the following areas:

1. Employee and Labor Relations Assistant,
2. Recruiter Assistant, and
3. Payroll Assistant

The Education and Workforce Development Committee reviewed and recommended Board approval of three proposed new one semester certificate programs. These programs are designed to be stackable credentials, building toward the one year Human Resources Assistant Certificate and the Associate of Applied Science Degree in Human Resources Specialist.

The Education and Workforce Development Committee recommended Board approval of the three new one semester certificate programs as presented.

The College is still pending formal program approval by the Southern Association of Colleges and Schools (SACS). The official notice of approval is expected in June 2014. Staff expects to request Board approval of the programs, as presented to and recommended by the Education and Workforce Development Committee, at the June 2014 Board meeting.

Update on the Institute for Advanced Manufacturing

Mr. Carlos Margo, Executive Director of the North American Advanced Manufacturing Research and Education Initiative (NAAMREI) and Director of the Institute for Advanced Manufacturing (IAM), presented the Committee with an update on IAM.

IAM is the South Texas College component of NAAMREI, and is an entity through which the College secures grants and coordinates with local economic development partners to provide professional and technical training to employees in the Rio Grande Valley.

Since its inception in 2007, the IAM has secured nearly \$16 million in grants to provide training to 16,354 employees in the Rio Grande Valley. As a result of these trainings, local workers have earned \$18.2 million in increased wages.

IAM is continuing to develop more and more trainings to bring even greater versatility to the Valley workforce and attract more employers to invest in this region as a leader in manufacturing. IAM is currently working to become the first FESTO-certified training center in the U.S. FESTO is an international leader in cell manufacturing and automation labs.

This update was for the Committee's information, and no action was requested.

Review and Action as Necessary on Award of Student Insurance

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

- **Voluntary Student Accident Insurance:**
Student Assurance Services/ Columbian Life Insurance Company for the period beginning August 25, 2014 through August 24, 2015. The student accident insurance limit is \$25,000. **This is a voluntary product, so there is no cost to the College. No students have enrolled in this coverage during the current year.**
- **Voluntary Student Accident and Sickness Insurance:**
Student Assurance Services/Nationwide Life Insurance Company for the period beginning August 25, 2014 through August 24, 2015. The basic accident and sickness coverage is unlimited in compliance with the Patient Protection and Affordable Care Act as compared to \$500,000 for FY 2013-2014. **This is a voluntary product, so there is no cost to the College. 48 students have enrolled in this coverage during the current year.**
- **Student/Faculty Medical Professional Liability Insurance:**
Affinity Insurance Services Inc. and C.N.A. American Casualty Company of Reading PA for the period beginning August 25, 2014 through August 24, 2015. **The premium is \$17,666 which is approximately \$10 per student.**

The recommendation is based on 1,766 students with limits of \$1,000,000 per occurrence/\$5,000,000 aggregate. **The cost for the medical professional liability insurance is paid by the students enrolled in the allied health and child development programs. The College and faculty are insured parties at no cost to the student or to the College.**

- **Student Accident Insurance – Workforce Training Programs:**
Student Assurance Services/Nationwide Life Insurance Company for the period beginning from August 25, 2014 through August 24, 2015. The student accident insurance limit is \$25,000. The annual premium is \$2,700.

The Workforce Training premium is based on 344 participants. These participants are enrolled in non-credit Continuing Education Training Programs such as Phlebotomy, Certified Nurse Assistant, Welding, Forklift Operator and Medical Office Clerk. The premium of \$2,700 includes all participants. **This cost is covered by Workforce Solutions Project Grow and Accelerate Texas grants and cash paying students.**

The request for proposals was advertised and issued to eight (8) vendors. Two (2) responses were received and reviewed by Mr. Raul Cabaza, III, Risk Management Consultant, Mrs. Mary Elizondo, Vice President for Finance and Administrative Services and the Purchasing Department.

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

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

Recommendation:

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

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

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

Approval Recommended:

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

SHEPARD WALTON KING
INSURANCE GROUP VALLEYWIDE

April 29, 2014

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

Re: Voluntary Student Accident Insurance RFP# 13-14-1045 (2014-2015)

Dear Ms. Elizondo:

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

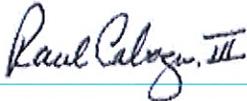
Voluntary Student Accident Insurance:

Student Assurance Services proposed renewal through the current carrier, Columbian Life Insurance Company on a Primary Basis for school time or 24-hour basis. The annual premium is \$75 for school time and \$160 on a 24 hour basis and includes options for dental coverage.

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

Please find spreadsheet attached for your review.

Sincerely,



Raul Cabaza, III, CIC
Managing Vice President

/crp
Enclosure

SOUTH TEXAS COLLEGE
Voluntary Student Accident Only Insurance - RFP #13-14-1045
2014-2015

Voluntary Student Accident Insurance		
	Current Program	
Proposer:	Student Assurance Services, Inc.	Student Assurance Services, Inc.
Carrier:	Columbian Life Insurance Co.	Columbian Life Insurance Co.
Limits:	\$25,000 Maximum Medical Benefit	\$25,000 Maximum Medical Benefit
Type of Policy:	Primary Basis - will pay benefits regardless of Other Valid Coverage.	Primary Basis - will pay benefits regardless of Other Valid Coverage.
2000 packets for registration	Yes	Yes
School Time Rate (Annual Cost)	\$75 per student	\$75 per student
24-Hour Basis (Annual Cost)	\$160 per student	\$160 per student
Cost for extended dental	\$8	\$8
	Stand Alone covg. - Not available	Stand Alone covg. - Not available
All school sponsored activities?	Yes	Yes

SHEPARD WALTON KING
INSURANCE GROUP VALLEYWIDE

April 29, 2014

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

Re: Voluntary Student Accident and Sickness Insurance RFP# 13-14-1045 (2014-15)

Dear Ms. Elizondo:

One proposal was received for Voluntary Student Accident and Sickness Insurance from Student Assurance Services.

Voluntary Student Accident and Sickness Insurance:

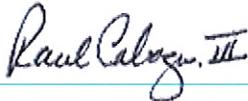
Student Assurance Services proposed renewal with the expiring carrier, Nationwide Life Insurance Company that includes, semester, trimester and annual terms. Coverage is secondary over any other insurance. This year, coverage is unlimited as required under the Affordable Care Act.

Recommendation:

We recommend purchase of coverage from Student Assurance Services – Nationwide Life Insurance Company for Voluntary Student Accident and Sickness Insurance. This is a voluntary product so there is no budgetary impact to the college.

Please find spreadsheets attached for your review.

Sincerely,



Raul Cabaza, III, CIC
Managing Vice President

/carp
Enclosure

SOUTH TEXAS COLLEGE

Voluntary Student Insurance - RFP 13-14-1045 (2014-2015)

Voluntary Student Accident & Sickness Insurance - RATES			
Type of Policy:	Current Program		
Proposer:	Student Assurance Services, Inc.		Student Assurance Services, Inc.
Carrier:	Nationwide Life Insurance Co.		Nationwide Life Insurance Company
Limit: Basic Injury & Sickness Major Medical Benefits	\$500,000 Maximum Benefit;		Unlimited, per Affordable Care Act Requirements
Coverage:	Secondary over any other insurance, except standard coordination of benefits rules would apply.		Secondary over any other insurance. (Standard coordination of benefits rules would apply)
Basis: Semester (4 months)	Basis: (4 months) Trimester		Basis: (4 months) Trimester
Student Only 35 & under	Student Only: 35 & Under	\$267	Student Only - All Ages: \$ 267
36-50	36 to 50	\$327	
50 and over	50 and Over	\$446	
Spouse ONLY 35 & under	Spouse Only: 35 & Under	\$1,525	Student + Spouse \$ 1,015
36-50	36 to 50	\$1,525	
50 and over	50 and Over	\$1,525	
Each CHILD:	Each Child	\$926	Student, Spouse & Children \$ 1,264
			Student & Children \$ 876
Worldwide Coverage			
Basis: Semester (1/21/14 - 8/26/14)	Basis: Semester (1/21/14 - 8/26/14)		Basis: Semester (1/21/15 - 8/26/15)
Student Only 35 & under	Student Only: 35 & Under	\$468	Student Only - All Ages: \$ 468
36-50	36 to 50	\$575	
50 and over	50 and Over	\$788	
Spouse ONLY 35 & under	Spouse Only: 35 & Under	\$2,714	Student + Spouse \$ 1,781
36-50	36 to 50	\$2,714	
50 and over	50 and Over	\$2,714	
Each CHILD:	Each Child	\$1,644	Student, Spouse & Children \$ 2,219
			Student & Children \$ 1,538
Basis: Annual	Basis: Annual		Basis: Annual
Student Only 35 & under	Student Only: 35 & Under	\$769	Student Only - All Ages: \$ 769
36-50	36 to 50	\$949	
50 and over	50 and Over	\$1,308	
Spouse ONLY: 35 & under	Spouse Only: 35 & Under	\$4,544	Student + Spouse \$ 2,924
36-50	36 to 50	\$4,544	
50 and over	50 and Over	\$4,544	
Each CHILD:	Each Child:	\$2,746	Student, Spouse & Children \$ 3,643
			Student & Children \$ 2,525
SCHEDULE OF BENEFITS			
Carrier:	Nationwide Life Insurance Co.		Nationwide Life Insurance Co.
Coinsurance:	Plan pays 60% after \$100 ded. of R&C charges up to \$1,000 of benefits paid; then plan pays 50% R&C up to \$75,000 incurred; then 90% R&C up to \$500,000 Max benefits Incurred.		60% of Preferred Allowance (PA); 100% after Out-of-Pocket met
Deductible per person per Accident or Sickness			\$100
Hospital Inpatient:			
1. Room & Board: (Semi-Pvt room rate)	Reasonable & Customary, \$1,000 additional Deductible		60% of R&C
2. Intensive Care	R&C		60% of R&C
3. Hospital Miscellaneous	R&C		60% of R&C after a \$1000 additional deductible
4. Routine Newborn Care	Same as any Sickness, 48 hrs. vaginal, 96 hrs. cesarean delivery max.		Paid as any other Sickness
5. Surgery Benefits (based on 75% percentile of FAIR Health Survey)	R&C		60% of R&C
6. Assistant Surgeon	25% of Surgeon's Fees		25% of Surgeon's Fees
7. Anesthetist:	25% of Surgeon's Fees		25% of Surgeon's Fees
8. Registered Nurse	R&C, 30 days/Policy Year		60% of R&C (up to 30 days per Policy year)
10. Pre-admission Testing	R&C (within 3 working days of admission)		60% of R&C (within 3 working days of admission)
11. Psychotherapy:	R&C, up to 10 visits/Policy Year		Included as Hospital Miscellaneous, #3 above
12. Preventive Care/Wellness	R&C, incl's routine newborn, well-child care, well adult services & contraception. Ded. and copays do not apply.		100% of R&C (waiver of Plan ded. & co-pays)
13. Deductible:	\$100, & additional \$1,000 Hospital Room & Board		\$100, & additional \$1,000 Hospital Miscellaneous

SOUTH TEXAS COLLEGE

Voluntary Student Insurance - RFP 13-14-1045 (2014-2015)

Voluntary Student Accident & Sickness Insurance		
SCHEDULE OF BENEFITS (Continued)		
	Nationwide Life Insurance Co.	Nationwide Life Insurance Co.
As an Outpatient:		
1. Hospital Outpatient Surgical Misc.	R&C, \$1,000 additional Deductible	60% of R&C, after a \$1,000 additional deductible
2. Surgery:	R&C, Based on FAIR Health, Inc. Survey	60% of R&C after a \$1000 additional deductible and \$1,000 copay per admission.
3. Anesthetist:	25% of Surgeon's Fees	Included in Hospital Outpatient Surgical Misc.
4. Physician's Visits:	R&C, \$50 copay/visit, up to 10 visits/Policy Year	60% of R&C after a \$50 copay per visit
5. Physiotherapy:	R&C, 10 days/Policy Year	60% of R&C
6. Medical Emergency Room	R&C, \$250 copay per visit, waived if admitted.	60% of R&C after a \$250 additional deductible, waived if admitted.
7. Urgent Care Facility	R&C	60% of R&C. In network benefit is payable after \$250 copay per visit.
8. X rays & Laboratory	R&C	60% of R&C
9. Chemotherapy and Radiation Therapy	R&C	60% of R&C
10. Prescription Drugs:	U&C, \$25 copay for generic; \$50 copay for brand medications; per each 31 day supply. Generic contraceptives paid at 100% and are not subject to copay.	\$25 copay for Generic Brand (Tier 1); \$0 copay for Generic Contraceptives; \$50 copay for Formulary Brand Drugs (Tier 2)
11. PET Scan, CT Scan & MRI	U&C, after an additional \$500 deductible	60% of R&C
Other:		
1. Ambulance Services (ground)	R&C	60% of R&C
2. Durable Medical Equipment	R&C after a \$100 copay	60% of R&C after a \$100 additional deductible per Rx
3. Consultant Physician (when requested by attending physician)	R&C, after a \$100 copay	No Benefit
4. Dental Injury-Sound, Natural Teeth only	R&C, \$250/Policy Year	Actual charge - Max. of \$250 per Policy Year
5. Alcoholism/Drug Abuse:	R&C, up to 10 visits/Policy Year	Paid as any other Sickness
6. Maternity	R&C	Paid as any other Sickness
7. Psychotherapy (Mental and Nervous Disorders)	R&C, up to 10 visits/Policy Year	Paid as any other Sickness
8. Accidental Death & Dismemberment	No Benefits	No Benefits
Mandated Offering:		
In-Vitro Fertilization		Additional Premium:
		Same as pregnancy related services:
		Student \$ 75
		Spouse \$ 300
Loss of Impairment of Speech or Hearing		Subject to coinsurance; copays, deductibles of policy:
		Student \$ 5
		Student + Spouse \$ 20
		Student +Child \$ 13
		Student + Children \$ 17
		Student+ Family \$ 25
Notes:		
1. 12-month pre-Existing Condition Limitation is removed for insureds over age 19.		
2. Intercollegiate Sports are Excluded.		
3. Age-banded rates are no longer allowed under ACA.		
4. International student enrolled in non-credit bearing classes are ineligible to purchase the Insurance Plan.		

SHEPARD WALTON KING

INSURANCE GROUP VALLEYWIDE

May 6, 2014

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

Re: Medical Professional Liability RFP# 13-14-1045 (2014-2015)

Dear Ms. Elizondo:

One proposals was received for Professional Liability coverage

Medical Professional Liability Insurance:

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

Limits: \$1,000,000/\$5,000,000
Premium Basis: 1,766 students

Premium: \$17,666

Coverage Highlights:

Occurrence Form

Insured includes the College and faculty

Defense Costs (Legal Representation) – Outside the Liability Limits

Recommendation:

Affinity Insurance Services and C.N.A. American Casualty Company are recommended at an annual cost of \$17,666.

Please find spreadsheet attached for your review.

Sincerely,



Raul Cabaza, III, CIC
Managing Vice President

/crp
Enclosure

**SOUTH TEXAS COLLEGE
Student Insurance 2014-15**

Student/Faculty Medical Professional Liability			
Type of Policy:	Limits/ Deductibles Desired	Company	Company
		<i>Current Program</i>	Recommended Program
		<i>Expiring Terms</i>	Renewal Terms
Proposer:		<i>Affinity Ins Services</i>	Affinity Ins Services
Carrier:		<i>C.N.A. American Casualty Company of Reading PA Best Rated: A XV</i>	C.N.A. American Casualty Company of Reading PA Best Rated A XV
Coverage Form:		<i>Occurrence</i>	Occurrence
Limit Per Occurrence:	\$1,000,000	<i>\$1,000,000</i>	\$1,000,000
Aggregate Limit:	\$3,000,000 or \$5,000,000	<i>\$5,000,000</i>	\$5,000,000
Defense Costs:	Outside the Limits	<i>Outside the Limits</i>	Outside the Limits
Deductible:		<i>None</i>	None
Annual Premium:		\$18,706	\$17,666
Rate per Student:		<i>1,870 students/ Approx. \$10. per participant (Reflects 25%discount)</i>	1,766 students/Approx. \$10. per participant (Reflects 25% discount)

SHEPARD WALTON KING
INSURANCE GROUP VALLEYWIDE

April 29, 2014

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

Re: Workforce Training Programs Student Accident Insurance RFP# 13-14-1045
(2014-2015)

Dear Ms. Elizondo:

One proposal was received from Student Assurance Services.

Workforce Training Program - Student Accident Insurance:

Student Assurance Services proposed renewal through the current carrier, Nationwide Life Insurance Company on an Excess Basis for students participating in Workforce related programs.

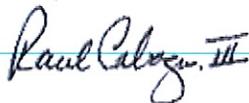
Accident Medical Expense Limit: \$25,000 Premium: \$2,700
Basis: 344 Participants

Recommendation:

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

Please find spreadsheet attached for your review.

Sincerely,



Raul Cabaza, III, CIC
Managing Vice President

/crp
Enclosure

**SOUTH TEXAS COLLEGE
2014-2015**

Workforce Training Programs - Student Accident Insurance		
Type of Policy:	Current Program Limits/Deductibles	Limits/Deductibles
	Student Assurance Services	Student Assurance Services
Carrier:	Nationwide Life Ins. Co.A4	Nationwide Life Ins. Co.
WTS - Trade Students	\$2,700	\$2,700
Number of Students	150 Participants	344 Participants
	Offer contingent upon STC awarding the Voluntary Accident & Sickness Insurance to Student Assurance Services	
Schedule of Benefits - Accidental Medical		
Accident Medical Expense (AME); Aggregate Maximum	\$25,000 - Excess basis	\$25,000 - Excess basis
Type of Policy:	Secondary to any other Insurance	Secondary to any other insurance.
Deductible Amount:	\$0	-0-
Benefit Period:	52 weeks	52 weeks
As Hospital Inpatient:		
1. Hospital Room & Board (incl ICU)	R&C, up to semi-pvt room rate	R&C, Semi Pvt Room rate
2. Hospital Miscellaneous Inpatient	R&C	R&C
3. Surgical Treatment	R&C	R&C
4. Assistant Surgeon	25% of Surgeon's Fees	25% of Surgeon's Fees
5. Anesthetist	25% of Surgeon's Fees	25% of Surgeon's Fees
6. Private Duty Nurse	R&C	R&C
7. Physicians Non-Surgical Visits	1 a day/ R&C, incl Consultant Physician	1 a day/ R&C, incl Consultant Physician
8. Physiotherapy	R&C (1 visit per day)	R&C (1 visit per day)
9. Radiology	R&C	R&C
As Outpatient:		
1. Hospital Outpatient Surgical Miscellaneous	R&C	R&C
2. Surgical Treatment	R&C (based on FAIR health, Inc., Survey)	R&C (based on FAIR health, Inc., Survey)
3. Assistant Surgeon	25% of Surgeon's Fees	25% of Surgeon's Fees
4. Anesthetist	25% of Surgeon's Fees	25% of Surgeon's Fees
5. Physician Non-Surgical Visits	1 a day/ R&C, incl Consultant Physician	1 a day/ R&C, incl Consultant Physician
6. Physiotherapy	R&C (1 visit per day)	R&C (1 visit per day)
7. Hospital Emergency Room	R&C	R&C
8. Urgent Care Facility	R&C	R&C
9. Injections	R&C	R&C
9. Prescription Drugs	R&C, up to \$50 per injury	R&C, up to \$50
Other:		
1. Ambulance Service	R&C, up to \$250	R&C, up to \$250
2. X-ray & Treatment of Dental Injury to sound, natural teeth (no biting or chewing injuries)	R&C	R&C
3. Durable Medical Equipment (with written Rx)	R&C	R&C
4. Motor vehicle Injury	Included	R&C

R&C means Reasonable & Customary

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

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

1) LED Displays (Award)

Award the proposal for LED Displays to Audio Visual Aids, Corp. (San Antonio, TX), at a total cost of \$33,900.00.

The twenty (20) LED displays will be installed at the Pecan Plaza Police Department Dispatch Room.

Proposal documents were advertised and issued to fourteen (14) vendors. Six (6) responses were received and reviewed by Instructional Technologies and Purchasing Department.

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

2) Computers, Laptops and Tablet (Purchase)

Purchase of computers, laptops, and a tablet from the State of Texas Department of Information Resources (DIR) approved vendors Dell Marketing, LP. (Dallas, TX) and Apple Computer, Inc. (Dallas, TX) in the total amount of \$136,544.15.

All purchase requests for computers, laptops, and tablet have been evaluated by Technology Resources Department and the Chief Information Officer. An itemized list with justification is included for your review and information.

The purchases can be summarized as follows:

- Staff-Use Computers
 - ⇒ 1 Computer for Division of Nursing and Allied Health
 - ⇒ 3 Computers for Centers for Learning Excellence
 - ⇒ 4 Computers for Admin Allowance – Pell (Financial Aid)
 - ⇒ 15 Computers for Human Resources
 - ⇒ 2 Computers for Paralegal
- Faculty-Use Computers
 - ⇒ 2 Computers for Vocational Nursing
 - ⇒ 1 Computer for Developmental Reading
 - ⇒ 1 Computer for Drama
 - ⇒ 2 Computers for Speech
 - ⇒ 2 Computers for College Success
 - ⇒ 4 Computers for Business Computer Systems
 - ⇒ 4 Computers for Sociology
 - ⇒ 4 Computers for Paralegal

- Student Lab Computers
 - ⇒ 17 Computers for Physics
 - ⇒ 32 Computers for Quality Enhancement Plan
- Podium-Use Computers
 - ⇒ 2 Computers for Instructional Technologies Maintenance and Replacement
 - ⇒ 1 Computer for Engineering
- Training Room Computer
 - ⇒ 1 Computer for Pecan Plaza Police Department
- Workstudy Station Computer
 - ⇒ 1 Computer for Accreditation
- Staff-Use Laptop
 - ⇒ 1 Laptop for Office of Strategic Initiatives
- Faculty-Use Laptops
 - ⇒ 3 Laptops for Psychology
 - ⇒ 3 Laptops for Criminal Justice
- Grant-Funded Student Lab Laptops
 - ⇒ 8 Laptops for Weyerhauser Electrical Fund
- Student Lab Laptops
 - ⇒ 31 Laptops for Instructional Resource Open Lab
- Staff-Use Tablet
 - ⇒ 1 Tablet for Grant Development & Compliance

Funds for these expenditures are budgeted in the requesting department budgets for FY 2013-2014 as follows: Division of Nursing and Allied Health, Centers for Learning Excellence, Admin Allowance – Pell (Financial Aid), Human Resources, Paralegal, Vocational Nursing, Developmental Reading, Drama, Speech, College Success, Business Computer Systems, Sociology, Paralegal, Physics, Quality Enhancement Plan, Instructional Technologies Maintenance and Replacement, Engineering, Pecan Plaza Police Department, Accreditation, Technology Resource Fund, Psychology, Criminal Justice, Weyerhauser Electrical Fund, Instructional Resource Open Lab, and Grant Development & Compliance.

3) Custodial Equipment (Purchase)

Purchase custodial equipment from Gulf Coast Paper Company (Corpus Christi, TX/Brownsville, TX), a Texas Association of School Boards – Buyboard approved vendor, at a total cost of \$49,697.85.

The custodial equipment will replace obsolete equipment and will be used for the maintenance of floors and carpets throughout the district.

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

4) Data Cable and Supplies (Purchase)

Purchase data cable and supplies from Anixter, Inc. (Shavano Park, TX), a State of Texas Department of Information Resources (DIR) approved vendor, at a total cost of \$16,124.66.

The data cable and supplies will be used to provide data drops throughout the district as needed for new employees and student computers labs.

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

5) Energy Management Automation System Upgrade (Purchase)

Purchase energy management automation system upgrade from Siemens Industry, Inc. (Austin, TX), a State of Texas Multiple Award Schedule (TXMAS) approved vendor, at a total cost of \$112,239.59.

An upgrade is needed to the existing software and hardware of the energy management automation systems at the Dr. Ramiro Casso Nursing Allied and Health Campus West Wing. The upgrade to the systems in this building is needed to maintain savings in annual energy and operations. The vendor will perform the installation of this upgrade to ensure compatibility with the existing Siemens energy management automation systems that the College has throughout the district.

Energy savings will be realized through a more accurate control and scheduling of the temperature throughout specific zones of the building. Operational savings will be realized as a result of the upgrades.

Funds for this expenditure are budgeted in the Energy Efficiency Improvement budget for FY 2013-2014.

6) Finger Printing System (Purchase)

Purchase a fingerprinting system from Morpho Trust USA (Bloomington, MN), a sole source vendor, at a total cost of \$14,601.00.

The new STC Police Department requires an electronic fingerprint system to send fingerprints directly to the Texas Department of Public Safety (DPS) and Federal Bureau of Investigation (FBI). The DPS has entered a contract with Morpho Trust USA Inc. to allow authorized entities access to a consolidated response of the DPS and FBI criminal history fingerprint result including new arrest activity. The criminal records stored at the DPS and the FBI are based on fingerprints submitted at the time of arrest. The DPS and the FBI use Automated Fingerprint Identification Systems (AFIS) that take an electronic image of fingerprints submitted and compares it to fingerprints of persons previously reported to the DPS and the FBI as having been arrested in Texas or elsewhere in the Nation. The DPS and the FBI have criminal history files of all arrests, prosecutions and court dispositions of the persons that have arrest fingerprints in either AFIS. When a match is identified through either AFIS, the corresponding criminal history record is pulled from the DPS or the FBI system.

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

7) Furniture (Purchase)

Purchase furniture from the State of Texas Multiple Award Schedule (TXMAS) approved vendors, at a total amount of \$95,203.54.

A) Bretford Manufacturing	\$23,345.55
B) Computer Comforts, Inc.	\$5,399.18
C) Datum.....	\$26,528.71
D) ERG International	\$1,163.60
E) Exemplis Corporation	\$4,698.80
F) The Hon Company	\$2,579.64
G) Krueger International, Inc./Gateway Printing & Office	\$11,609.69
H) Krueger International, Inc./Workplace Resources	\$19,877.51

The purchases can be summarized as follows:

- Bretford Manufacturing/Gateway Printing & Office (Edinburg, TX)
 - ⇒ Pecan Campus
 - 32 Computer tables for the Quality Enhancement Plan Lab
- Computer Comforts, Inc. (Kemah, TX)
 - ⇒ Pecan Campus
 - 1 Podium for Professional Development
 - ⇒ Technology Campus
 - 2 Podiums for Instructional Technologies
- Datum/Gateway Printing & Office (Edinburg, TX)
 - ⇒ Nursing Allied Health Campus
 - 1 Compact Shelving System for the Library
- ERG International/Gateway Printing & Office (Edinburg, TX)
 - ⇒ Pecan Campus
 - 1 Table for the Cashiers
 - 1 Table for the Information Commons Area
- Exemplis Corporation/Gateway Printing & Office (Edinburg, TX)
 - ⇒ Technology Campus
 - 3 Sofas and 2 Tables for the Career Readiness Center
- The Hon Company/Gateway Printing & Office (Edinburg, TX)
 - ⇒ Pecan Campus
 - 2 Vertical Files and 1 Bookcases for the Purchasing Department
 - 2 Storage Cabinets for the Child Development Program
 - ⇒ Starr Campus
 - 1 Vertical File for the Biology Department
 - ⇒ Technology Campus
 - 1 Chair and 3 Bookcases for the Career Readiness Center
- Krueger International, Inc. / Gateway Printing & Office (Edinburg, TX)
 - ⇒ Pecan Campus
 - 2 Chairs for the Cashiers

- 32 Chairs for the Quality Enhancement Plan Lab
- 3 Chairs for the Information Commons Area
- ⇒ Technology Campus
 - 1 Desk for the Career Readiness Center
- Krueger International, Inc. / Workforce Resources (Austin, TX)
 - ⇒ Pecan Campus
 - 36 Chairs, 12 Tables and 4 Mobile Marker boards for Professional Development

Funds for these expenditures are budgeted in the requesting department budgets for FY 2013-2014 as follows: Biology, Child Development, Instructional Tech Maintenance & Replacement, Instructional Resources Open Lab, Library Information Commons, Pecan Plaza Cashiers Space Renovation – FFE, Professional Development, Purchasing, Quality Enhancement Plan and Technology Mod Career Plan Service Center-Fee.

8) Hardware and Software (Purchase)

Purchase hardware and software from Dell Marketing, LP. (Dallas, TX), a State of Texas Department of Information Resources (DIR) approved vendor, at a total cost of \$63,330.54.

The hardware and software will be installed at the Starr County Campus to serve as a backup solution for the Banner system. This equipment will aid in the disaster recovery planning efforts by establishing a secondary location for all information contained in the college's ERP system.

Funds for this expenditure are budgeted in the IT Risk & Security and Distance Education Technology budgets for FY 2013-2014.

9) McAfee Professional Services (Purchase)

Purchase McAfee professional services from McAfee, Inc. (Santa Clara, CA), a sole source vendor, at a total cost of \$45,900.00.

The security consultants will support the Information Security Office and Technology Resources teams upgrade and integrate college network and endpoint security products used to safeguard the STC network. McAfee will also provide up-to-date training and guidance to effectively monitor and manage the overall security posture of college data and information resources.

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

10)Memory Modules (Purchase)

Purchase memory modules from Dell Marketing, LP. (Dallas, TX), a State of Texas Department of Information Resources (DIR) approved vendor, at a total cost of \$14,579.28.

The memory modules will be used to upgrade four (4) virtual cluster servers that will host Identity Service Engine (ISE) servers which control authentication and management on the wireless infrastructure. The College's wireless network will be able to handle up to 10,000 users connected to it simultaneously.

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

11) Mobile Application Software (Purchase)

Purchase mobile application software from AT&T Mobility (Atlanta, GA), a State of Texas Department of Information Resources (DIR) approved vendor, for the period of June 1, 2014 through May 31, 2015, at a total cost of \$56,826.00.

The mobile application software will be used to create and provide mobile applications that will be accessible on smart phones and tablet mobile devices by students, faculty and staff. This purchase is a continuation of the JagMobile project which provides a mobile presence for the college.

Funds for this expenditure are budgeted in the Information Technology Risk & Security, Applications Development Services, and Infrastructure budgets for FY 2013-2014.

12) Network Support Services (Purchase)

Purchase network support services from Insight Public Sector, Inc. (Tempe, AZ/McAllen, TX), a State of Texas Department of Information Resources (DIR) approved vendor, at a total cost of \$36,135.00.

The network support services will include an assessment of the college's technology network to analyze bandwidth utilization, and connection speeds between campuses and buildings within each campus. The vendor will provide a report explaining all of its findings including the identification of network equipment in need of repair or replacement.

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

13) Network Switches I (Purchase)

Purchase network switches I from Insight Public Sector, Inc. (Tempe, AZ/McAllen, TX), a State of Texas Department of Information Resources (DIR) approved vendor, at a total cost of \$101,201.30.

The ten (10) network switches and two (2) network blades will be used to replace existing network switches that continue to fail and are no longer under support and have reached End-of-Life and End-of-Support status. The switches will be installed in the Starr County Campus.

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

14) Network Switches II (Purchase)

Purchase network switches II from Insight Public Sector, Inc. (Tempe, AZ/McAllen, TX), a State of Texas Department of Information Resources (DIR) approved vendor, at a total cost of - \$167,380.30.

The forty five (45) network switches will be used to replace existing network switches that continue to fail, are no longer under support, and have reached EoL (End-of-Life) and EoS (End-of-Support). The switches will be installed in the Mid Valley Campus.

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

15)Network Switches III (Purchase)

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

The four (4) network switches will be installed at the new STC Police Department located at the Pecan Plaza to provide network connectivity to the STC Police Department and to be able to connect the surveillance cameras to the STC network.

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

16)Police Vehicles (Purchase)

Purchase police vehicles from Caldwell Country Chevrolet (Caldwell, TX), a Houston-Galveston Area Council (HGAC) approved vendor, at a total cost of \$122,204.00.

The South Texas College Police Department is expanding to the Weslaco and Rio Grande City campuses and requires four (4) police vehicles to be used for patrolling and responding to 911 emergency calls and other incidents at these campuses.

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

17)Research and Advisory Services (Purchase)

Purchase research and advisory services from Gartner, Inc. (Ft. Myers, FL), a State of Texas Department of Information Resources (DIR) approved vendor, at a total cost of \$24,492.00 for the period of June 1, 2014 through May 31, 2015.

The research and advisory services will provide a wealth of in-depth technical and strategic research material to support Information Technology (IT) leaders in executing IT strategy and guide technical teams. This service also includes unlimited access to an assigned advisory consultant, contract review services to identify cost-saving opportunities, as well as a campus license for students and faculty to access Gartner's Core Campus Research Resources online database.

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

18)Server Hardware and Software (Purchase)

Purchase server hardware and software from Dell Marketing, LP. (Dallas, TX), a State of Texas Department of Information Resources (DIR) approved vendor, at a total cost of \$92,388.81.

The server hardware and software will be used to upgrade the college's current database environment. The purchase will include physical servers needed to accommodate for the increased demand in data information resources.

Funds for this expenditure are budgeted in the Distance Education Technology budget for FY 2013-2014.

19)Spectrophotometer (Purchase)

Purchase a spectrophotometer from Shimadzu Scientific Instruments (Houston, TX), a sole source vendor, at a total cost of \$22,316.40.

The spectrophotometer will be used for student instruction by the Chemistry Program in the Division of Math and Science. This is the third unit to be purchased to support program outcomes and it will be placed at the Starr County Campus.

It will provide students in Organic Chemistry labs with the quantitative measurement of the reflection or transmission properties of a material as a function of wavelength. This unit will identify functional groups which are specific groups of atoms or bonds in a molecule that is responsible for the characteristic (acts and reacts) of the molecules. It measures the vibrations of atoms and is able to determine the functional group in organic compounds for their characterization.

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

20)Student Schedule Software (Purchase)

Purchase student schedule software from College Scheduler, LLC. (Redding, CA), a sole source vendor, for the period of July 1, 2014 through June 30, 2015, at a total cost of \$35,000.00.

The student schedule software will allow thirty thousand (30,000) dual and traditional students to build a schedule from Degree Works and Banner registration in a visual format. The software helps the student filter and sort through hundreds of course schedule options and allows them to choose classes that fit their schedule. In addition, the software uses an interface that is user-friendly and displays the student schedule in a daily and hourly format so that the student can plan out each week and the entire semester. The service requires no additional hardware or server installation and is hosted by the service provider.

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

21)Technical Support Services (Purchase)

Purchase technical support services from Microsoft Corporation (Redmond, WA), a State of Texas Department of Information Resources (DIR) approved vendor, for the period of June 1, 2014 through May 31, 2015, at a total cost of \$51,615.00.

Microsoft Support Premier Services allows Technology Resources access to higher level support for Microsoft products. This includes a Support Manager, Problem Resolutions for case elevations, One Health Check and Workshop for MS products. This elevated support assists in continuance of exceptional support of the College's Enterprise level Microsoft applications.

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

22)Uninterruptable Power Supply (UPS) (Purchase)

Purchase uninterruptable power supply (UPS) from Graybar Electric Company, Inc. (Pflugerville, TX), a State of Texas Department of Information Resources (DIR) approved vendor, at a total cost of \$15,735.00.

The fifteen (15) uninterruptable power supplies will be used throughout the district to provide uninterruptable electrical power in case of any power outages to all network devices. This will also keep the network devices safe from electrical power surges that can physically damage a network device.

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

23)Utility Vehicles (Purchase)

Purchase eight (8) utility vehicles from John Deere Company (Cary, NC/Mission, TX), a State of Texas Department of Information Resources (DIR) approved vendor, at a total cost of \$83,431.25.

- Five (5) utility vehicles will be used by the South Texas College Police Department for use at four campuses by security officers and police officers to patrol and respond to emergency and other incidents.
- Two (2) of the utility vehicles will be used by the Maintenance Department on a daily basis addressing work orders and projects on the Mid Valley and Starr County Campuses.
- One (1) of the utility vehicles will be used by the Facilities Planning & Construction (FPC) staff regularly attends various meetings and inspections on the Pecan Campus related to ongoing design and construction projects in multiple locations. Because of the limited parking available throughout the day, the FPC staff typically walks between locations as needed. With the growing number on construction projects on campus, the FPC staff has experienced an increased amount of walking during the course of a normal work day. The increased walking is reducing the efficiency of work time and impacts productivity during times of poor weather conditions. It is necessary that FPC staff be available when needed for each construction project in order to support the continuation of progress. Having available transportation such as the proposed All-Terrain Vehicle will allow the FPC staff to travel to each project location on campus as needed and when needed.

Funds for this expenditure are budgeted in the STC Police, Facilities Maintenance and Planning and Construction budgets for FY 2013-2014.

24) Vehicle Cameras and Emergency Equipment (Purchase)

Purchase vehicle cameras and emergency equipment from Fleet Safety Equipment, Inc. (Houston, TX), a Texas Association of School Boards – Buyboard approved vendor, at a total cost of \$133,433.59.

The vehicle cameras are needed for ten (10) police vehicles as specified by the Texas Commission On Law Enforcement (TCOLE) to meet the requirements for the required annual Racial Profiling Reporting.

The emergency equipment will be used for four (4) new police vehicles required for 911 emergency response and other incident response and includes emergency lights, sirens and other equipment needed for police operations.

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

25) X-Ray Diffraction & Element Analyzer

Purchase an x-ray diffraction & element analyzer from Bruker Elemental (Kennewick, WA), a sole source vendor, at a total cost of \$40,200.00.

The x-ray diffraction & element analyzer will be used for student instruction in the Division of Math and Science by the following programs: Physics, Geology, Oceanography and Chemistry. It will enhance learning and allow the student to experience formation, composition and classification of minerals, rocks and related earth materials.

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

26) Culinary Equipment and Accessories (Renewal)

Renew the contract for culinary equipment and accessories with Ace Mart Restaurant Supply, Co. (San Antonio, TX) and Jean's Restaurant Supply (McAllen, TX), for the period of August 1, 2014 through July 31, 2015, at an estimated cost of \$18,000.00.

The culinary equipment and accessories will be used for student instruction in the Culinary Arts program in the Division of Technology. It will also be used by the STC Cafeteria for the day to day operations.

The Board awarded the contract for culinary equipment and accessories at the July 23, 2013 Board of Trustees meeting for one year with two one-year annual renewals. The first renewal period begins August 1, 2014 through July 31, 2015.

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

Funds for this expenditure are budgeted in the Culinary Arts Program and STC Cafeteria budgets for FY 2013-2014 and FY 2014-2015 pending Board approval of the budget.

27) Diploma Covers (Renewal)

Renew the contract for diploma covers with Jostens, Inc. (Owatonna, MN) for the period of July 1, 2014 through June 30, 2015, at an estimated cost of \$10,000.00.

The diploma covers and mailers will be used to mail the Spring 2014 diplomas to the graduates.

The Board awarded the contract for diploma covers at the June 25, 2013 Board of Trustees meeting for one year with two one-year annual renewals. The first renewal period begins July 1, 2014 through June 30, 2015.

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

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

28)Private Lenders (Renewal)

Renew the private lenders service contract with Sallie Mae (Reston, VA) for the period of July 25, 2014 through July 24, 2015, at no charge to the College.

Sallie Mae, the private lender will provide a loan option to STC students needing additional financial aid assistance or receiving minimal financial aid assistance.

The Board award the contract for private lenders to Sallie Mae at the July 24, 2012, Board of Trustees meeting for one year with two one-year annual renewals with services at all STC locations. Sallie Mae was the only firm that responded to the Request for Proposals. The last renewal period begins July 25, 2014 through July 24, 2015.

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

29)Software Maintenance and Support (Renewal)

Renew the software maintenance and support agreement with Evisions, Inc. (Irvine, CA), a sole source vendor, for the period of August 1, 2014 through July 31, 2015, at a total cost of \$11,851.00.

The software maintenance and support is for the following Banner forms: purchase orders, student bills, invoices, accounts payable checks, payroll checks, student refund checks, and direct deposit.

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

Recommendation:

At the May 8, 2014 Finance and Human Resources Committee Meeting, staff asked the Committee to consider changing two items prior to their recommendation:

Change 1 – Item 7, Furniture (Purchase)

Library staff had requested the recommendation of approval to purchase a shelving system for installation at the Nursing & Allied Health Campus from the vendor Datum, at a total cost of \$22,369.65.

After submitting the item for the Committee packet, staff determined that the planned installation would require expensive changes to the electrical service on site. Library staff then redesigned the shelving system, requiring different shelving components, and totaling \$26,529.57. The new components list, from the same vendor, is included under separate cover for the Board's review.

Change 2 – Item 24 (removed from current listing) Web Security Professional Services (Purchase)

Technology Resources staff had included a request for Committee review and recommendation of an additional purchase, but withdrew their request and asked the Finance and Human Resources Committee to disregard the item below:

24) Web Security Professional Services (Purchase): purchase web security professional services from Slait Consulting, LLC. (Virginia Beach, VA), a State of Texas Department of Information Resources (DIR) approved vendor, at a total cost of \$24,600.00;

Dr. Reed asked the Committee to consider accepting these changes and including them in the recommendation for Board Approval.

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

- 1) **LED Displays (Award):** award the proposal for LED displays to Audio Visual Aids, Corp. (San Antonio, TX), at a total cost of \$33,900.00;
- 2) **Computers, Laptops and Tablet (Purchase):** purchase computers, laptops and a tablet 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 \$136,544.15;
- 3) **Custodial Equipment (Purchase):** purchase custodial equipment from Gulf Coast Paper Company (Corpus Christi, TX/Brownsville, TX), a Texas Association of School Boards – Buyboard approved vendor, at a total cost of \$49,697.85;
- 4) **Data Cable and Supplies (Purchase):** purchase data cable and supplies from Anixter, Inc. (Shavano Park, TX), a State of Texas Department of Information Resources (DIR) approved vendor, at a total cost of \$16,124.66;
- 5) **Energy Management Automation System Upgrade (Purchase):** purchase energy management automation system upgrade from Seimens Industry, Inc. (Austin, TX), a State of Texas Multiple Award Schedule (TXMAS) approved vendor, at a total cost of \$112,239.59;
- 6) **Finger Printing System (Purchase):** purchase a finger printing system from Morpho Trust USA (Blooming, MN), a sole source vendor, at a total cost of \$14,601.00;
- 7) **Furniture (Purchase):** purchase furniture from the State of Texas Multiple Award Schedule (TXMAS) approved vendors, at a total amount of \$ 95,203.54:
 - A) Bretford Manufacturing..... \$23,345.55
 - B) Computer Comforts, Inc. \$5,399.18
 - C) Datum \$26,529.57
 - D) ERG International..... \$1,163.60
 - E) Exemplis Corporation..... \$4,698.80

- F) The Hon Company \$2,579.64
- G) Krueger International, Inc./Gateway Printing & Office \$11,609.69
- H) Krueger International, Inc./Workplace Resources \$19,877.51
- 8) **Hardware and Software (Purchase):** purchase hardware and software from Dell Marketing, LP. (Dallas, TX), a State of Texas Department of Information Resources (DIR) approved vendor, at a total cost of \$63,330.54;
- 9) **McAfee Professional Services (Purchase):** purchase McAfee professional services from McAfee, Inc. (Santa Clara, CA), a sole source vendor, at a total cost of \$45,900.00;
- 10) **Memory Modules (Purchase):** purchase memory modules from Dell Marketing, LP. (Dallas, TX), a State of Texas Department of Information Resources (DIR) approved vendor, at a total cost of \$14,579.28;
- 11) **Mobile Application Software (Purchase):** purchase mobile application software from AT&T Mobility (Atlanta, GA), a State of Texas Department of Information Resources (DIR) approved vendor, for the period of June 1, 2014 through May 31, 2015, at a total cost of \$56,826.00;
- 12) **Network Support Services (Purchase):** purchase network support services from Insight Public Sector, Inc. (Tempe, AZ/McAllen, TX), a State of Texas Department of Information Resources (DIR) approved vendor, at a total cost of \$36,135.00;
- 13) **Network Switches I (Purchase):** purchase network switches I from Insight Public Sector, Inc. (Tempe, AZ/McAllen, TX), a State of Texas Department of Information Resources (DIR) approved vendor, at a total cost of \$101,201.30;
- 14) **Network Switches II (Purchase):** purchase network switches II from Insight Public Sector, Inc. (Tempe, AZ/McAllen, TX), a State of Texas Department of Information Resources (DIR) approved vendor, at a total cost of \$167,380.30;
- 15) **Network Switches III (Purchase):** purchase network switches III from Insight Public Sector, Inc. (Tempe, AZ/McAllen, TX), a State of Texas Department of Information Resources (DIR) approved vendor, at a total cost \$22,506.50;
- 16) **Police Vehicles (Purchase):** purchase police vehicles from Caldwell Country Chevrolet (Caldwell, TX), a Houston Galveston Area Council (HGAC) approved vendor, at a total cost of \$122,204.00;
- 17) **Research and Advisory Services (Purchase):** purchase research and advisory services from Gartner, Inc. (Ft. Myers, FL), a State of Texas Department of Information Resources (DIR) approved vendor, at a total cost of \$24,492.00 for the period of June 1, 2014 through May 31, 2015;
- 18) **Server Hardware and Software (Purchase):** purchase server hardware and software from Dell Marketing, LP. (Dallas, TX), a State of Texas Department of Information (DIR) approved vendor, at a total cost of \$92,388.81;
- 19) **Spectrophotometer (Purchase):** purchase a spectrophotometer from Shimadzu Scientific Instruments (Houston, TX), a sole source vendor, at a total cost of \$22,316.40;
- 20) **Student Schedule Software (Purchase):** purchase student schedule software from College Scheduler, LLC. (Redding, CA), a sole source vendor, for the period of July 1, 2014 through June 30, 2015, at a total cost of \$35,000.00;
- 21) **Technical Support Services (Purchase):** purchase technical support services from Microsoft Corporation (Redmond, WA), a State of Texas Department of Information Resources (DIR) approved vendor, for the period of June 1, 2014 through May 31, 2015, at a total cost of \$51,615.00;
- 22) **Uninterruptable Power Supply (UPS) (Purchase):** purchase uninterruptable power supply (UPS) from Graybar Electric Company, Inc. (Pflugerville, TX), a State of Texas Department of Information Resources (DIR) approved vendor, at a total cost of \$15,735.00;

- 23)Utility Vehicles (Purchase):** purchase eight (8) utility vehicles from John Deere Company (Cary, NC/Mission, TX), a State of Texas Department of Information Resources (DIR) approved vendor, at a total cost of \$83,431.25;
- 24)Vehicle Cameras and Emergency Equipment (Purchase):** purchase vehicle cameras and emergency equipment from Fleet Safety Equipment, Inc. (Houston, TX), a Texas Association of School Boards – Buyboard approved vendor, at a total cost of \$133,433.59;
- 25)X-Ray Diffraction & Element Analyzer (Purchase):** purchase x-ray diffraction & element analyzer from Bruker Elemental (Kennewick, WA), a sole source, at a total cost of \$40,200.00;
- 26)Culinary Equipment and Accessories (Renewal):** renew the contract for culinary equipment and accessories with Ace Mart Restaurant Supply, Co. (San Antonio, TX) and Jean’s Restaurant Supply (McAllen, TX), for the period of August 1, 2014 through July 31, 2015, at an estimated cost of \$18,000.00;
- 27)Diploma Covers (Renewal):** renew the contract for diploma covers with Jostens, Inc. (Owatonna, MN) for the period of July 1, 2014 through June 30, 2015, at an estimated cost of \$10,000.00;
- 28)Private Lenders (Renewal):** renew the private lenders service contract with Sallie Mae (Reston, VA) for the period of July 25, 2014 through July 24, 2015, at no charge to the College;
- 29)Software Maintenance and Support (Renewal):** renew the software maintenance and support agreement with Evisions, Inc. (Irvine, CA), a sole source vendor, for the period of August 1, 2014 through July 31, 2015, at a total cost of \$11,851.00.

SUMMARY TOTAL:

The total for all proposal award, purchases, and renewals is \$ 1,626,836.76.

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 External Auditor Services

Approval to renew the contract with Long Chilton LLP for external financial auditor services for fiscal year ending August 31, 2014 is requested.

The contract for external financial auditor services was awarded to Long Chilton LLP, at the June 23, 2010 Board meeting for the fiscal year ending August 31, 2010 with four (4) one-year renewal options. The fourth and final renewal period is for audit services for the fiscal year ending August 31, 2014.

Long Chilton LLP has complied with all the terms and conditions of the contract and their services have been satisfactory. Funds for this expenditure are budgeted in the Audit Services budget for FY 2013-2014 and in the 2014-2015 budget pending Board approval.

Staff confirmed that the cost estimate for external financial auditor services was in line with the annual cost of previous years under the same contract.

The Finance and Human Resources Committee recommended Board approval to renew the contract with Long Chilton LLP for the external financial auditor services at a cost of approximately \$92,000 for the fiscal year ending August 31, 2014 as presented.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize renewal of the contract with Long Chilton LLP for external financial auditor services at a cost of approximately \$92,000 for fiscal year ending August 31, 2014 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 renewal of the contract with Long Chilton LLP for external financial auditor services at a cost of approximately \$92,000 for fiscal year ending August 31, 2014 as presented.

Approval Recommended:

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

Review and Action as Necessary on Consulting Services for Business Impact Analysis (BIA)

Approval of consulting services for a Business Impact Analysis (BIA) from Dell Marketing, Inc. (Dallas, TX), a State of Texas Department of Information Resources (DIR) approved vendor, at a total cost of \$45,880.00 is requested.

The Business Impact Analysis (BIA) is an essential component and the first step to preparing a Business Continuity Plan for South Texas College. The Business Continuity Plan provides a roadmap for continuing operations when there is an unexpected disruption due to items such as a natural, man-made, or technology-related outage or disaster.

The purpose of the BIA is to understand the impact of unforeseen disruption to the College. The BIA is a tool that identifies and measures College units' reliance on critical business processes and information systems, identifies the impact of the disruption of the process, and identifies strategies for maintaining business continuity for each process. College functions in all Divisions, such as Admissions, Financial Aid, Payroll, and Technology Resources, will be included in the BIA.

The objectives of the BIA include the following:

- Identify all business processes within each selected College unit
- Determine the financial, customer, operational, legal and/or regulatory impacts of each process
- Establish the time frames in which business and technology processes must be recovered
- Define key internal and external relationships and dependencies of each process and associated recovery time frames
- Provide a foundation for the risk assessment process
- Educate and obtain participation from individuals who play a critical part in recovery
- Raise awareness throughout the College on contingency planning

Dell Marketing will gather information and identify critical processes by using an online survey tool and face-to-face interviews. A technology profile analysis will be performed and the data will be analyzed before the findings are reported. The estimated time to complete the BIA is five (5) weeks.

The BIA deliverables consist of:

- Project plan with a Gantt chart
- Executive report to management including next steps
- Individual departmental reports
- Weekly status reports
- Summary of findings
- Summary of survey results

In order to complete the Business Continuity Plan, a Risk Assessment must be conducted in FY 2014-2015.

Funds for this expenditure are budgeted in the Business Office budget for FY 2013-2014

The Finance and Human Resources Committee recommended Board approval of the Consulting Services for a Business Impact Analysis (BIA) from Dell Marketing, Inc. (Dallas, TX), a State of Texas Department of Information Resources (DIR) approved vendor, at a total cost of \$45,880.00 as presented

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize contracting the Consulting Services for a Business Impact Analysis (BIA) from Dell Marketing, Inc. (Dallas, TX), a State of Texas Department of Information Resources (DIR) approved vendor, at a total cost of \$45,880.00 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 the Consulting Services for a Business Impact Analysis (BIA) from Dell Marketing, Inc. (Dallas, TX), a State of Texas Department of Information Resources (DIR) approved vendor, at a total cost of \$45,880.00 as presented

Approval Recommended:

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

President

Review and Action as Necessary on Request for Proposals for Bank Depository Services

Approval to publish a Request for Proposals to solicit bank depository services effective September 1, 2014 for a period of two years, with the option to renew for two additional two year periods at the Board's discretion, is requested.

All of the College's funds are deposited and invested at the College's depository bank. The bank is selected by the Board after a review of responses solicited through a Request for Proposals. All time and demand deposits of funds South Texas College deposited in the depository bank must be fully federally insured or collateralized continuously in conformance with the Texas Public Funds Collateral Act (Texas Government Act, Chapter 2257) and Section 51.002 of the Texas Education Code.

Depository Services History:

June 2006	STC Board reviewed four responses to an RFP and selected Texas State Bank for the Depository Services Agreement for a period of two years, with an option to renew for an additional two year period. (total 4 years)	
Sept. 2006 – August 2008	Initial Two (2) Year Agreement	Texas State Bank
Sept. 2008 – August 2010	Two (2) Year Renewal Agreement	Texas State Bank
June 2010	STC Board reviewed three responses to the RFP, and selected BBVA Compass Bank for the Depository Services Agreement for a period of two years, with an option to renew for an additional two year period. (total 4 years)	
Sept. 2010 – August 2012	Initial Two (2) Year Agreement	BBVA Compass Bank
Sept. 2012 – August 2014	Two (2) Year Renewal Agreement	BBVA Compass Bank
May 2014	Staff requests authorization to solicit responses for future Bank Depository Services for a period of two years, with an option to renew for up to two additional two year periods. (total six years)	

A Request for Proposal (RFP) will be issued to solicit bank depository services effective September 1, 2014. The timeline is as follows:

<u>Date</u>	<u>Action</u>
June 2, 2014	Advertisement of RFP
June 23, 2014	Deadline for responses
June 23-27, 2014	Evaluation of responses by staff
July 10, 2014	Review by Finance and Human Resources Committee
July 29, 2014	Approval by Board of Trustees

The Request for Proposals provides a comprehensive list of the services to be provided under the proposed bank depository services agreement, which may include but is not limited to the following services:

- | | |
|------------------------------------|-------------------------------|
| 1. Account Maintenance | 16. Pay Card Program |
| 2. On-line Banking | 17. Account Analysis |
| 3. Bank Statements | 18. Research |
| 4. Deposit Services | 19. Check Cashing |
| 5. Remote Deposit Capture | 20. Borrowings |
| 6. Return Items | 21. Vault Services |
| 7. Disbursement Services | 22. Automated Teller Machines |
| 8. Electronic Funds Transfers | 23. Other Services |
| 9. Wire Transfer Transactions | 24. Support Services |
| 10. ACH Transactions | 25. Account Executive |
| 11. ACH Debit Blocking | 26. Collateral |
| 12. Positive Pay | 27. Investment Activities |
| 13. Stop Payments | 28. Overdraft Provisions |
| 14. Credit and Debit Card Payments | 29. Fraud Assurance Services |
| 15. Payable Card Program | |

The agreement for bank depository services will be for a two (2) year period beginning September 1, 2014 and ending August 31, 2016, with an option to renew for two additional two (2) year periods.

Texas Education Code (45.205) was amended in June 2007 to extend the allowable length of the bank depository contract term. The length of the contract term was extended from a two-year period and one additional two-year period (4 years) to a two-year period and two additional two-year periods (6 years). As per Legal Counsel, this Texas Education Code section applies to Community Colleges.

During the Finance and Human Resources Committee meeting, Ms. Rose Benavidez presided over the meeting for the duration of the deliberation and action on this item. Mr. Roy de León abstained from all deliberation and action. Mr. Gary Gurwitz had already excused himself from the meeting before this item was presented; he had earlier announced his intention to abstain from the deliberation.

The Finance and Human Resources Committee recommended Board approval of the Request for Proposals to solicit bank depository services effective September 1, 2014, as presented.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize the Request for Proposals to solicit bank depository services effective September 1, 2014 for a period of two years with the option to renew for two additional two year periods at the Board's discretion, as presented.

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

The Board of Trustees of South Texas College approves and authorizes the Request for Proposals to solicit bank depository services effective September 1, 2014 for a period of two years with the option to renew for two additional two year periods at the Board's discretion, as presented.

Approval Recommended:

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

President

Review and Action as Necessary on Request for Proposals for Bookstore Contract and eTextbook Options

Approval to publish the Request for Proposals to solicit book store services effective November 1, 2014 through October 31, 2017, with two optional one year renewals and including a provision allowing the College to explore and pilot the implementation of an eTextbook solution with the bookstore awarded the contract and other sources, is requested.

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.

The Bookstore Contract and eTextbook Options were presented at the April 22, 2014 Board of Trustees Meeting. Upon subsequent consultation with legal counsel, as requested by the Board of Trustees, staff decided against extending the existing contract, and instead would issue a Request for Proposals.

The RFP advertisement will include the eTextbook option and stipulate that any contract would authorize the College to explore and pilot the implementation of an eTextbook solution with the bookstore awarded the contract and other sources, such as publishers or independent platforms.

A Request for Proposal will be issued to solicit bookstore services. The proposed timeline is as follows:

RFP Issue Date & Advertisement	Monday, June 16, 2014
Pre-Proposal Conference	Tuesday, July 8, 2014
Bidders Written Questions Due	Thursday, July 10, 2014
STC Issues Responses to Written Questions	Monday, July 14, 2014
Proposals Due	Friday, July 25, 2014
Proposal Review by STC	August 2014
Presentations by Contractors	August 2014 (Dates TBD)
Board Action on Award of Proposal	September 23, 2014
Intent To Notify Contractor	September 24, 2014
Contract Commencement	November 1, 2014

The bookstore services contract will be for a three year period beginning November 1, 2014 and ending October 31, 2017, and will include two optional one year renewals.

The Finance and Human Resources Committee recommended Board approval of the Request for Proposals to solicit book store services effective November 1, 2014 through October 31, 2017 with two optional one year renewals and including a provision allowing the College to explore and pilot the implementation of an eTextbook solution with the bookstore awarded the contract and other sources, as presented.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize the Request for Proposals to solicit book store services effective November 1, 2014 through October 31, 2017 with two optional one year renewals and including a provision allowing the College to explore and pilot the implementation of an eTextbook solution with the bookstore awarded the contract and other sources, as presented.

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

The Board of Trustees of South Texas College approves and authorizes the Request for Proposals to solicit book store services effective November 1, 2014 through October 31, 2017 with two optional one year renewals and including a provision allowing the College to explore and pilot the implementation of an eTextbook solution with the bookstore awarded the contract and other sources, as presented.

Approval Recommended:

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

President

Review and Action as Necessary of Building Locations on Pecan Campus for 2013 Bond Construction Program

Approval of building locations on the Pecan Campus as part of the 2013 Bond Construction Program is requested.

For the Pecan Campus, the 2013 Bond Construction Program includes construction of four new buildings. The proposed locations for these four buildings have been evolving since the District Wide Campus Master Plan was completed in 2010. The following factors have impacted the evolution of these four building locations over the past four years.

- Original master plan information
- Increased number of portable buildings on campus
- Increased demand for a larger library
- Desire to place an icon building at the main entrance of campus
- Need to balance pedestrian and vehicular traffic on campus
- Limited property available on campus for expansion
- Density of students and traffic on campus reaching maximum amounts
- Proximity of building types to one another
- Additional parking
- Pedestrian circulation

As a result of recent re-evaluation and consideration of these factors and overall master plan guiding principles, the attached updated campus master site plan has been developed. This updated master plan site plan was revised by STC staff and was recommended for implementation.

The Committee voiced several preferences and concerns about the proposed map for building locations at the Pecan Campus:

- The Bond Construction Program does not include a new library for the Pecan Campus, but the Board wishes to include space allocation for a future library while updating the Master Plan.
- A building with a prominent façade should be built at the main entrance from Pecan Boulevard
 - The initial conversation was to make this location the future site of a new library, not included in the Bond Construction Program
 - Due to concerns about access to parking from the future Library, it was determined that an academic building included in the bond program may be better suited in this location near the main entrance.
- The new Student Services building should be aesthetically connected to or contiguous with the existing H building
 - Due to buried utilities and the chilled water lines between the proposed new building and the existing H building, contiguous construction is not recommended.
 - A covered outdoor gathering space can be built to create a visual as well as physical connection between the new Student Activities building and the existing Building H.
 - The design of the outdoor space and the new building can be modeled around the existing building.
 - This outdoor space can incorporate pavers and an elevated cover to accommodate service vehicle access to the chillers and physical plant, as needed.

- The presence of the Achieve Early College High School makes the proposed location for the new North Academic Building proposed for the Pecan Campus North Side the best option.

After the Committee discussion, they made the following recommendation for Board approval, also shown in the attached schematics:

Pecan Campus South Side

- The new South Academic Building could be placed at the main entrance to the campus, and the façade could be worked into its design;
- The new STEM Building could be placed north and east of the existing Building T;
- The Student Services Building could be built due west of the H Building and incorporate an outdoor space tying the two buildings together aesthetically; and
- The future building site of the Library could be designated due west of the proposed location of the STEM Building.

Pecan Campus North Side

- The North Academic Building could be placed north of the current location of the Achieve Early College High School, as shown.

The Facilities Committee recommended Board approval of an updated Pecan Campus master site plan identifying the location of four new buildings and designated space for future construction of a library included in the 2013 Bond Construction Program as presented. An updated site plan showing building locations for the south side of campus is attached.

The Facilities Committee also asked that the Construction Program Management Services firm to provide feedback on the revised Master Site Plan as presented.

Recommendation:

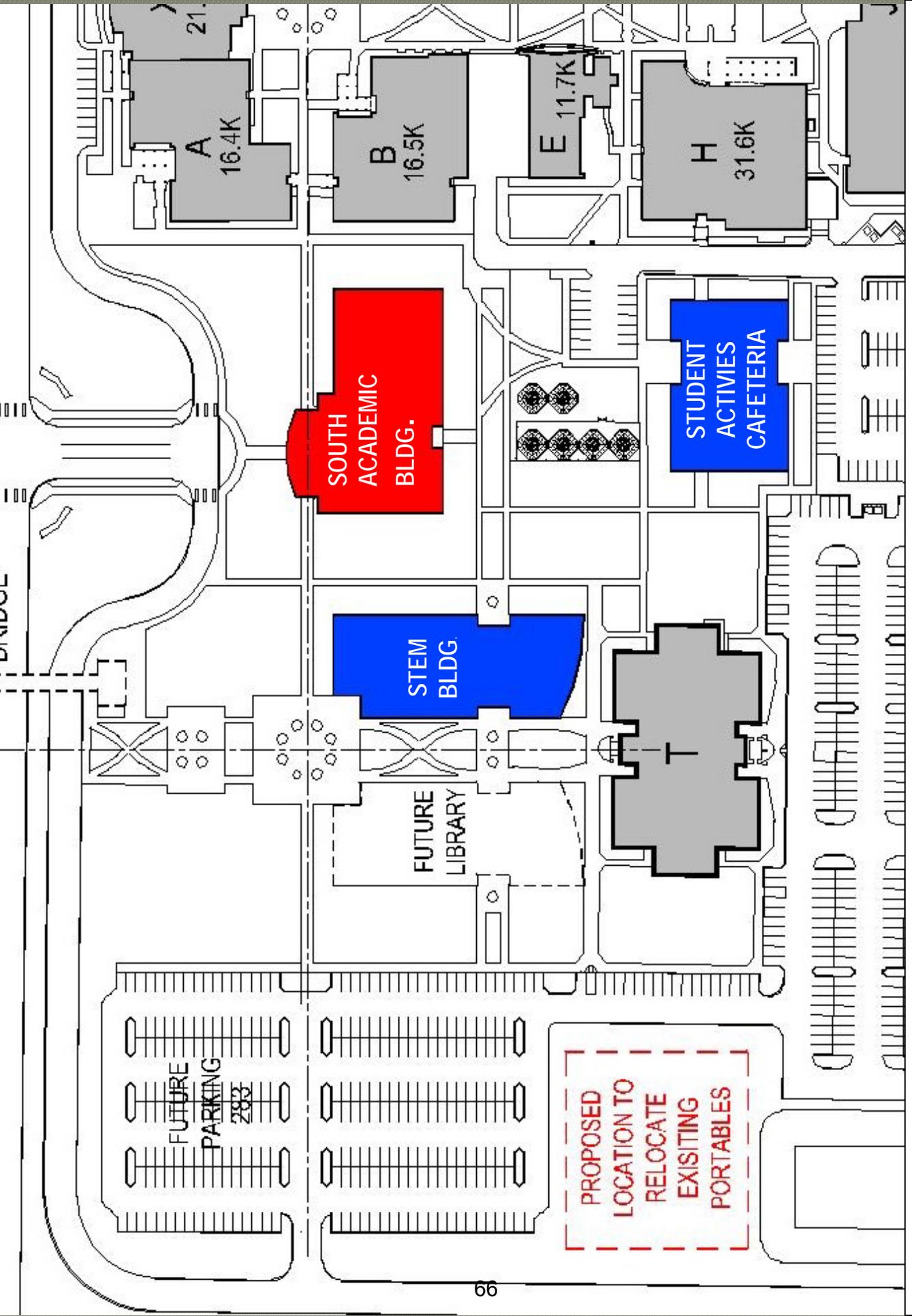
It is recommended that the Board of Trustees of South Texas College approve and authorize the updated Pecan Campus Master Site Plan identifying the location of four new buildings and designated space for future construction of a library included in the 2013 Construction program as presented and pending review by Bond Construction Program Manager.

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

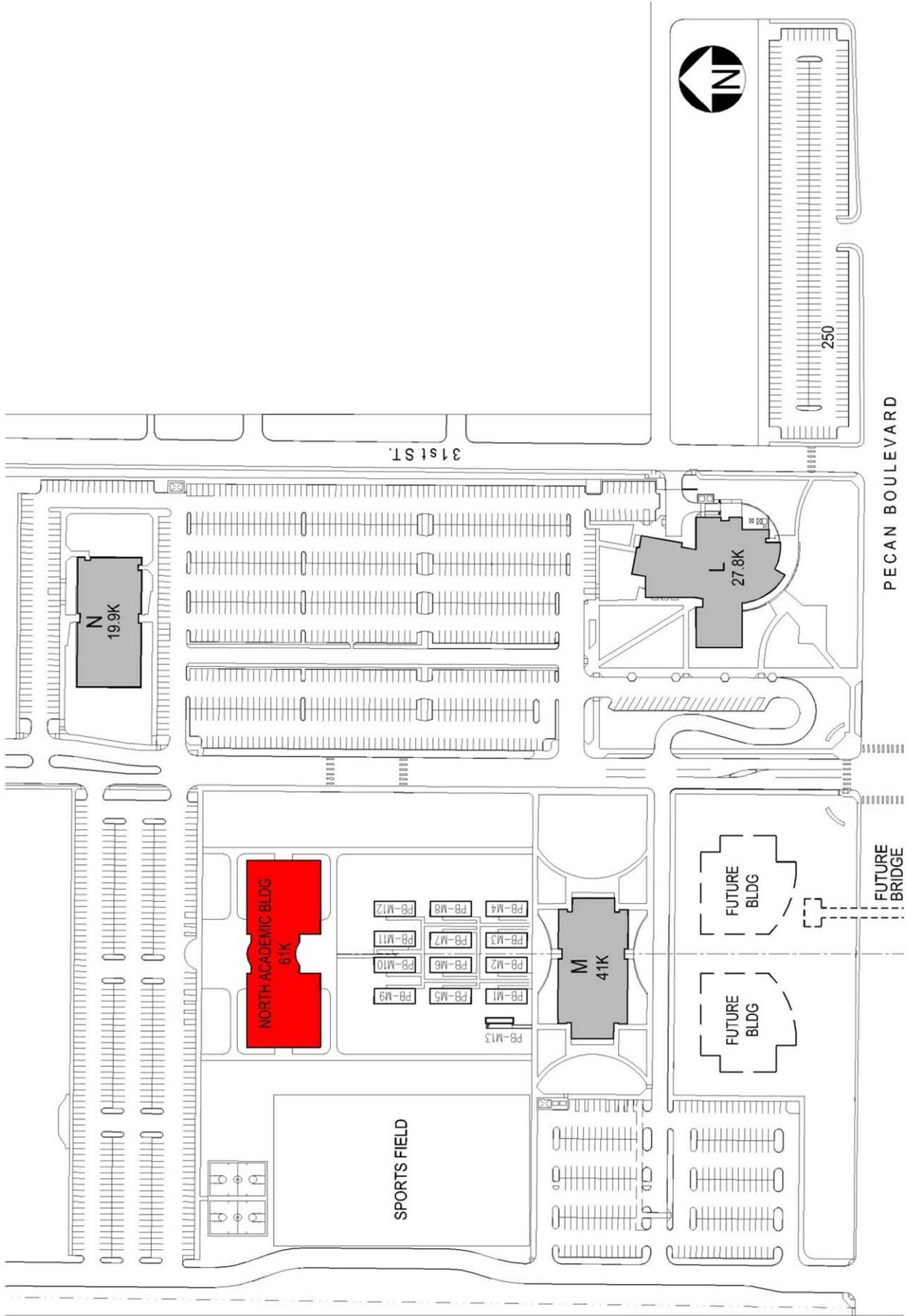
The Board of Trustees of South Texas College approves and authorizes the updated Pecan Campus Master Site Plan identifying the location of four new buildings and designated space for future construction of a library included in the 2013 Construction program as presented and pending review by Bond Construction Program Manager.

Approval Recommended:

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



PECAN CAMPUS SOUTH SIDE - LOCATION OF BOND BUILDINGS



STC South Texas College
PECAN CAMPUS NORTH SIDE - LOCATION OF BOND BUILDINGS

Review and Action as Necessary on Plan for Relocation of Portable Buildings on the Pecan Campus in Preparation for Bond Construction Projects

Approval of plan for relocation of Pecan Campus portable buildings in preparation for the 2013 Bond Construction Program is requested.

In an effort to accommodate the start of construction for the 2013 Bond Construction Program on the Pecan Campus and maintain use of existing portable buildings, staff has prepared a plan. The plan provides for the following elements associated with the relocation:

- **Phase I - Start in Summer 2014 and Complete in Summer 2015**
 - Propose area on campus for relocation of nine portables
 - Design and Construction of infrastructure in proposed area
 - Relocate faculty and students in portables as needed
 - Accommodate phase I construction including the new North Side Academic Building I and South Side Academic Building II

- **Phase II- Start in Summer 2016 and Complete in Summer 2017**
 - Sell and remove ten oldest portable buildings on campus
 - Relocate five more existing portable buildings
 - Relocate faculty and students in portables as needed
 - Accommodate phase II construction including Student Activities/Cafeteria Building and STEM Building

As a result of recent review of these related elements and associated time lines, the attached campus site plan has been developed. Mr. Gerry Rodriguez Director of Facilities Planning and Construction attended the May 8, 2014 Facilities Committee meeting to review the proposed relocation plan and address questions by the committee.

The Facilities Committee commented that the proposed layout of the portable buildings was reminiscent of barracks, and asked that a more communal layout, such as arrangement around a central courtyard, be considered and proposed to the Board. A revised site plan showing the portable buildings proposed location include a central courtyard is attached.

The Facilities Committee would also like the Construction Program Management Services firm to provide feedback on the relocation of portable buildings in preparation for the Bond Construction Program.

The Facilities Committee recommended Board approval of the proposed plan for relocation of Pecan Campus portable buildings in preparation for the 2013 Bond Construction Program as presented.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize the proposed plan for relocation of Pecan Campus portable buildings in preparation for the 2013 Bond Construction Program as presented.

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

The Board of Trustees of South Texas College approves and authorizes the proposed plan for relocation of Pecan Campus portable buildings in preparation for the 2013 Bond Construction Program as presented.

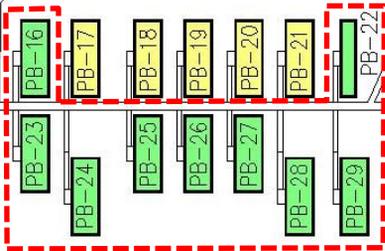
Approval Recommended:

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

President

PECAN BOULEVARD

**Proposed location
for 9 Portable
Buildings with
Outdoor Gathering
Space**



Pecan Campus – Phase I Relocation of 9 Portable Buildings

Review and Action as Necessary on Revised Scope of Electrical Engineering Design Services Related to Pecan Campus Electrical Disconnects

Approval of revised scope of electrical engineering design services for the Pecan Campus Electrical Disconnects replacement project is requested.

At the February, 2014 Board meeting electrical design services with ACR Engineering were approved for replacement of three electrical disconnects for Pecan Campus Buildings G, H and X. During the beginning stages of the design, discussion with Operations & Maintenance staff revealed that the electrical disconnect for Building A is also in need for replacement.

It is estimated that the replacement cost of each disconnect will be approximately \$25,000. Therefore the total cost of construction for these disconnects was originally estimated at \$75,000. With the addition of a fourth disconnect, the total cost will increase to approximately \$100,000.

With this proposed increased cost in construction, it is anticipated that engineering fees will also increase from approximately \$6,345 to the new total of \$8,460. This is a 33% increase, parallel to the change in the overall project scope. Final fees will be negotiated once the total scope of work is confirmed.

The Facilities Committee recommended Board approval of the additional electrical engineering design services to include installation of one additional electrical disconnect as presented.

Recommendation:

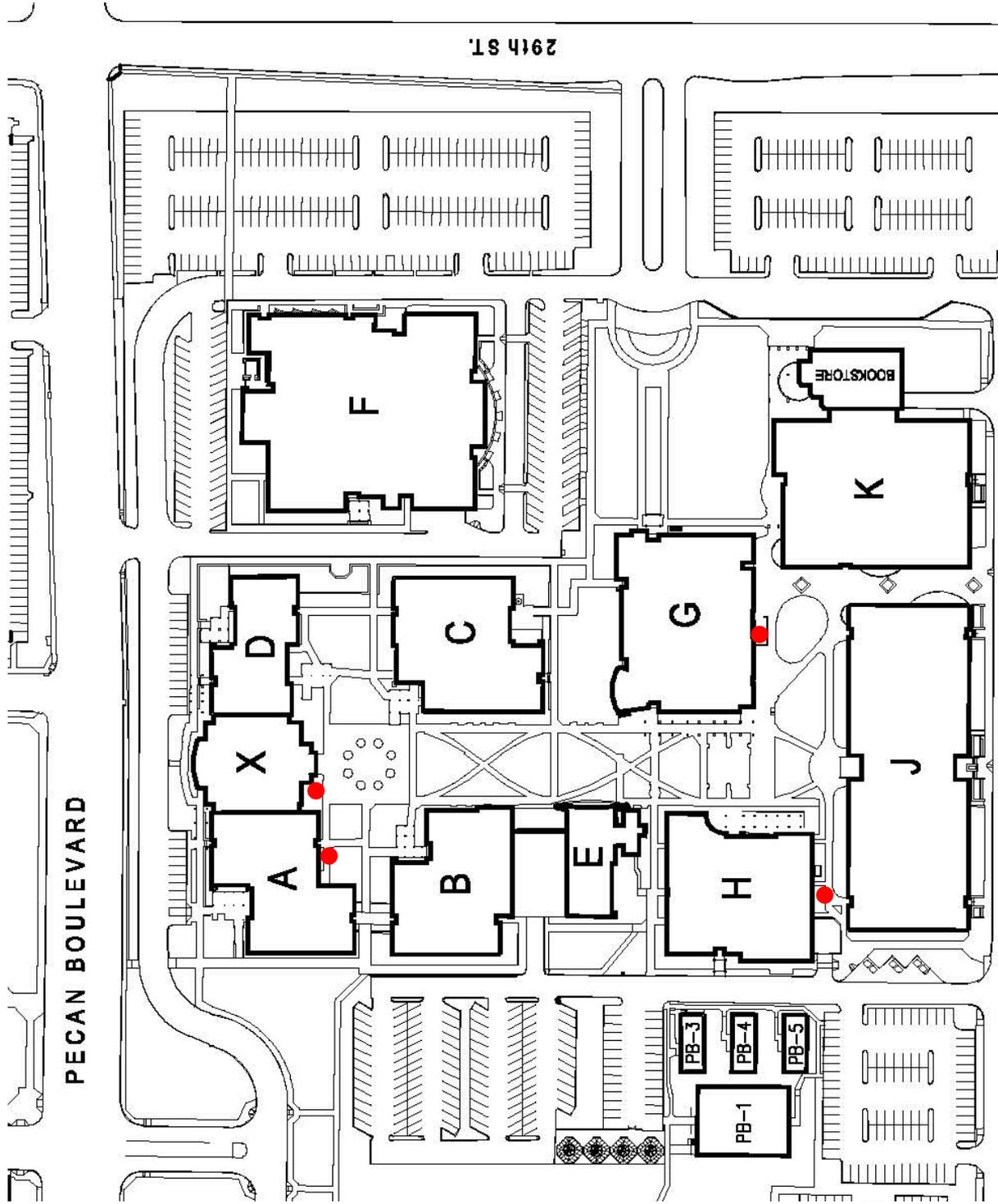
It is recommended that the Board of Trustees of South Texas College approve and authorize the additional electrical engineering design services to include installation of one additional electrical disconnect as presented.

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 additional electrical engineering design services to include installation of one additional electrical disconnect as presented.

Approval Recommended:

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



Pecan Campus

- Locations of Electrical Disconnects to be Replaced



Ann Richards Administrative Annex Bldg. A
Electrical Disconnect



Science Building G
Electrical Disconnect



Student Activities Building H
Electrical Disconnect



Ann Richards Administrative Annex Building X
Electrical Disconnect

Pecan Campus Electrical Disconnects to be replaced

Review and Action as Necessary on Schematic Design for Nursing and Allied Health Campus Parking Expansion and Entry Drive

Approval of schematic design by Perez Consulting Engineers for the Nursing and Allied Health Campus Parking Expansion and Entry Drive is requested.

As previously authorized by the Board of Trustees, Facilities Planning & Construction staff has coordinated with Perez Consulting Engineers to develop schematic design plans for parking expansion on the Nursing and Allied Health Campus to include 180 spaces and a new entry drive. This additional parking and drive have been developed in accordance with the campus master plan. Attached is a campus site plan depicting the proposed additional parking and entry drive.

Preliminary construction cost estimates indicate that the project cost will range between \$500,000 and \$525,000. Funds in the amount of \$540,000 were budgeted for this project as part of the FY 2013-2014 construction budget,

The following chart summarizes the above information:

Source of Funding	Amount Budgeted	Preliminary Cost Estimates
Construction	\$540,000	\$500,000 to \$525,000

Once schematic design is approved, Perez Consulting Engineers will proceed to prepare all necessary engineering construction drawings and specifications in preparation for solicitation of construction proposals. The drawings and specifications, which make up the construction documents, will be developed using STC design standards as well as all applicable codes and ordinances. STC Facilities Planning & Construction staff will review all construction documents to ensure compliance with project needs. Construction documents will then be issued for solicitation of construction proposals. Once received, construction proposals will be evaluated and submitted to the Board of Trustees with a recommendation to award a construction contract.

The Facilities Committee recommended Board approval of the proposed schematic design of the Nursing and Allied Health Campus Parking Expansion and Entry Drive as requested.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize the proposed schematic design of the Nursing and Allied Health Campus Parking Expansion and Entry Drive as requested.

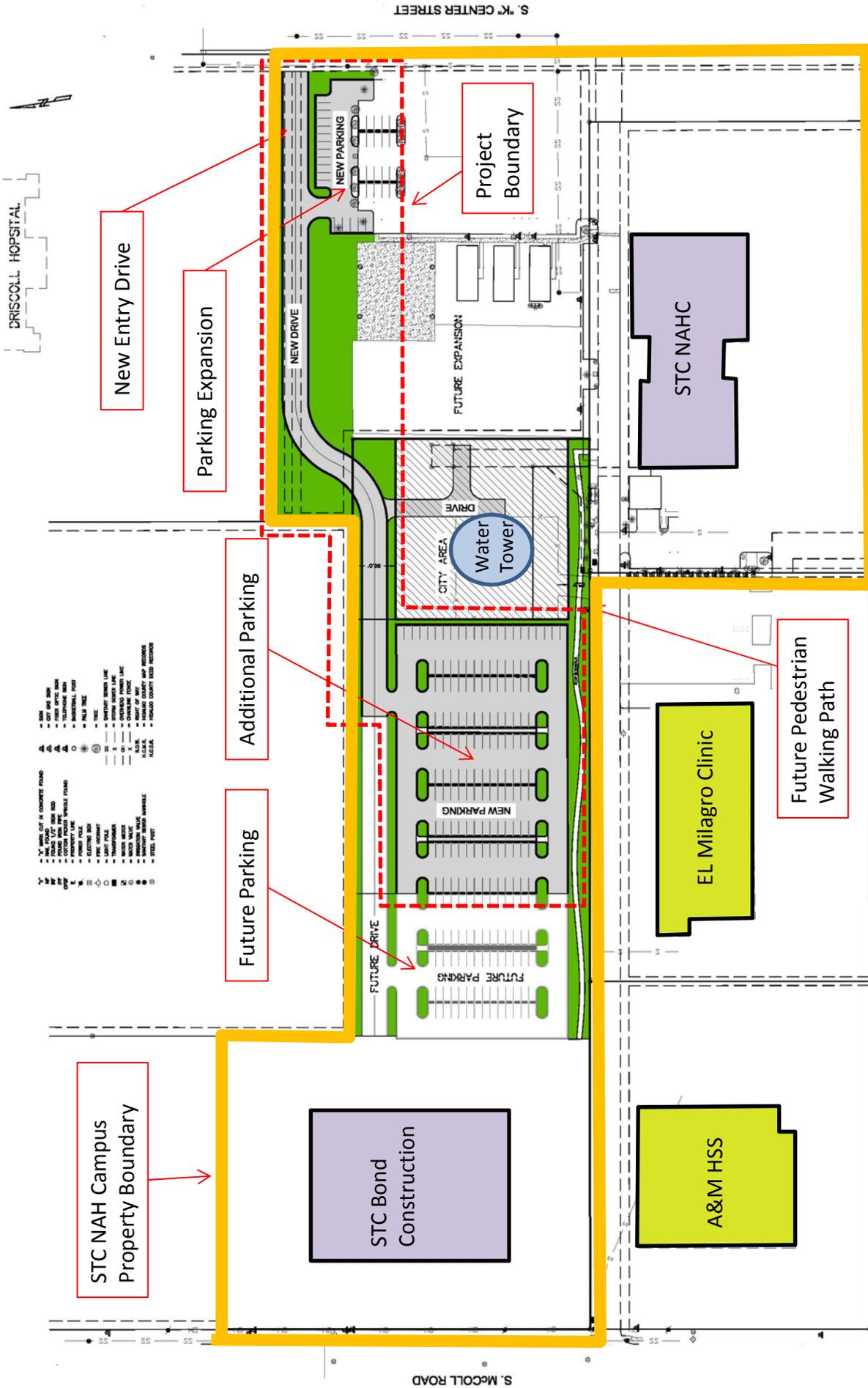
The following Minute Order is proposed for consideration by the Board of Trustees:

The Board of Trustees of South Texas College approves and authorizes the proposed schematic design of the Nursing and Allied Health Campus Parking Expansion and Entry Drive as requested.

Approval Recommended:

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

President



Review and Action as Necessary on Contracting Construction Services for the Replacement of Carpet in Offices at the Pecan Campus North Academic and Student Activities Buildings

Approval to select a contractor for the replacement of carpet in offices at the Pecan Campus North Academic and Student Activities Buildings is requested.

Carpeting in some areas of these buildings are over fifteen years old and are in need of replacement. Staff proposes to replace the carpet with carpet tile which is the current STC standard due to its higher quality and reduced maintenance.

STC staff issued the necessary plans and specifications for the solicitation of competitive sealed proposals. Solicitation of competitive sealed proposals for this project began on March 31, 2014. A total of two (2) sets of construction documents were issued to general contractors, sub-contractors and suppliers and a total of two (2) proposals were received on April 16, 2014.

Timeline for Solicitation of Competitive Sealed Proposals	
March 31, 2014	Solicitation of competitive sealed proposals. Two (2) sets of construction documents were issued.
April 16, 2014	Two (2) 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 are available in the FY2013-2014 District Wide Renewals and Replacements budget.

Source of Funding	Amount Budgeted	Highest Ranked Proposal
Renewals & Replacements	\$40,820	\$40,561.52

The Facilities Committee recommended Board approval to contract construction services with Diaz Floors & Interiors, Inc. in the amount of \$40,561.52 for the Replacement of Carpet in Offices at the Pecan Campus North Academic and Student Activities Buildings as presented.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize contracting construction services with Diaz Floors & Interiors, Inc. in the amount of \$40,561.52 for the Replacement of Carpet in Offices at the Pecan Campus North Academic and Student Activities Buildings 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 of construction services with Diaz Floors & Interiors, Inc. in the amount of \$40,561.52 for the Replacement of Carpet in Offices at the Pecan Campus North Academic and Student Activities Buildings as presented.

Approval Recommended:

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

President

**SOUTH TEXAS COLLEGE
PECAN CAMPUS CARPET REPLACEMENT BUILDINGS G & H
PROJECT NO. 13-14-1048**

NAME			Diaz Floors & Interiors, Inc.		W.E. Imhoff & Co. Inc./ dba Intertech Flooring	
ADDRESS			1205 W Polk		1301 Business Park Dr	
CITY/STATE/ZIP			Pharr, TX 78577		Mission, TX 78572	
PHONE			956-787-0056		956-584-3592	
FAX			956-781-7917		956-584-2149	
CONTACT			Andres Diaz		Vicente Garza	
#	Qty	Description	Unit Price	Extension	Unit Price	Extension
1	1	Base Carpet Proposal for: Pecan Campus Building G	\$ 18,790.00	\$ 18,790.00	\$ 21,956.00	\$ 21,956.00
2	1	Base Carpet Proposal for: Pecan Campus Building H	\$ 21,771.52	\$ 21,771.52	\$ 23,514.00	\$ 23,514.00
3	Begin Work Within		20 Days		45 Days	
4	Completion of Work Within		20-30 Days		21 Days	
5	Bid Bond Received		Yes		Yes	
TOTAL AMOUNT PROPOSED			\$ 40,561.52		\$ 45,470.00	
TOTAL EVALUATION POINTS			94.5		84.05	
RANKING			1		2	

**SOUTH TEXAS COLLEGE
PECAN CAMPUS CARPET REPLACEMENT BUILDINGS G & H
PROJECT NO. 13-14-1048
EVALUATION FORM**

NAME		Diaz Floors & Interiors, Inc.		W.E. Imhoff & Co./ dba Intertech Flooring	
ADDRESS		1205 W Polk		1301 Business Park Dr	
CITY/STATE/ZIP		Pharr, TX 78577		Mission, TX 78572	
PHONE		956-787-0056		956-584-3592	
FAX		956-781-7917		956-584-2149	
CONTACT		Andres Diaz		Vicente Garza	
1	The purchase price. (up to 45 points)	45	45	40	40
		45		40	
		45		40	
		45		40	
2	The Respondent's experience and reputation. (up to 10 points)	10	9	8	8.75
		9		9	
		9		9	
		8		9	
3	The quality of the Respondent's goods or services. (up to 10 points)	9	9	7	7.75
		9		8	
		9		8	
		9		8	
4	The Respondent's safety record. (up to 5 points)	4	4.25	4	4
		4		4	
		5		4	
		4		4	
5	The Respondent's proposed personnel. (up to 8 points)	7	7	6	6.25
		7		7	
		7		6	
		7		6	
6	The Respondents' financial capability in relation to the size and scope of the project. (up to 9 points)	8	8	6	6.75
		8		8	
		8		6	
		8		7	
7	The Respondent's organization and approach to the project. (up to 6 points)	6	5.25	5	5.25
		5		5	
		5		6	
		5		5	
8	The Respondent's time frame for completing the project. (up to 7 points)	7	7	5.3	5.3
		7		5.3	
		7		5.3	
		7		5.3	
Total Evaluation Points		94.5		84.05	
Ranking		1		2	

Review and Action as Necessary on Contracting Construction Services for the Replacement of Carpet for Nursing & Allied Health Campus West Wing

Approval to select a contractor for the Replacement of Carpet for the Nursing & Allied Health Campus West Wing is requested.

Carpeting in some areas of these buildings is over thirteen years old and is in need of replacement. Staff proposes to replace the carpet with carpet tile which is the current STC standard due to its higher quality and reduced maintenance.

STC staff issued the necessary plans and specifications for the solicitation of competitive sealed proposals. Solicitation of competitive sealed proposals for this project began on April 7, 2014. A total of four (4) sets of construction documents were issued to general contractors, sub-contractors and suppliers and a total of three (3) proposals were received on April 24, 2014.

Timeline for Solicitation of Competitive Sealed Proposals	
April 7, 2014	Solicitation of competitive sealed proposals. Four (4) sets of construction documents were issued.
April 24, 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 are available in the FY2013-2014 District Wide Renewals and Replacements budget.

Source of Funding	Amount Budgeted	Highest Ranked Proposal
Renewals & Replacements	\$150,000	\$97,474

The Facilities Committee recommended Board approval to contract construction services with W. E. Imhoff & Co. Inc./dba Intertech Flooring in the amount of \$97,474 for the Replacement of Carpet for the Nursing & Allied Health Campus West Wing project as presented.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize contracting construction services with W. E. Imhoff & Co. Inc./dba Intertech Flooring in the amount of \$97,474 for the Replacement of Carpet for the Nursing & Allied Health Campus West Wing 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 W. E. Imhoff & Co. Inc./dba Intertech Flooring in the amount of \$97,474 for the Replacement of Carpet for the Nursing & Allied Health Campus West Wing project as presented.

Approval Recommended:

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

President

**SOUTH TEXAS COLLEGE
NURSING ALLIED HEALTH CAMPUS CARPET REPLACEMENT WEST WING
PROJECT NO. 13-14-1057**

VENDOR	Diaz Floors & Interiors, Inc.	W. E. Imhoff & Co. Inc./ dba Intertech Flooring	Vintage Tile & Stone, LLC.
ADDRESS	1205 West Polk	1301 Business Park Dr	1215 E Hackberry
CITY/STATE	Pharr, TX 78577	Mission, TX 78572	McAllen, TX 78501
PHONE	956-787-0056	956-584-3592	956-631-8528
FAX	956-781-7917	956-584-2149	956-631-8526
CONTACT	Andres Diaz	Vicente Garza	Elizabeth R. Govea
#	Description	Proposed	Proposed
1	Base Proposal: NAHC Carpet Replacement West Wing	\$ 125,360.60	\$ 97,474.00
2	Notice to Proceed	20 Days	45 Days
3	Completion of Work	30-40 Days	28 Days
4	Bid Bond	Yes	Yes
TOTAL PROPOSAL AMOUNT		\$ 125,360.60	\$ 97,474.00
TOTAL RANKING POINTS		82.75	91.175
RANKING		2	1

**SOUTH TEXAS COLLEGE
NURSING ALLIED HEALTH CAMPUS CARPET REPLACEMENT WEST WING
PROJECT NO. 13-14-1057
EVALUATION FORM**

VENDOR		Diaz Floors & Interiors, Inc.	W. E. Imhoff & Co. Inc./ dba Intertech Flooring	Vintage Tile & Stone, LLC.			
ADDRESS		1205 West Polk	1301 Business Park Dr	1215 E Hackberry			
CITY/STATE		Pharr, TX 78577	Mission, TX 78572	McAllen, TX 78501			
PHONE/FAX		956-787-0056	956-584-3592	956-631-8528			
FAX		956-781-7917	956-584-2149	956-631-8526			
CONTACT		Andres Diaz	Vicente Garza	Elizabeth R. Govea			
1	The Respondent's price proposal. (up to 45 points)	35	35	45	45	33.8	33.8
		35		45		33.8	
		35		45		33.8	
		35		45		33.8	
2	The Respondent's experience and reputation. (up to 10 points)	9	8.5	9	9.125	9	8.25
		9		9		8	
		8		9.5		8	
		8		9		8	
3	The quality of the Respondent's goods or services. (up to 10 points)	9	8.25	8	8.25	9	9
		7		8		9	
		8		9		9	
		9		8		9	
4	The Respondent's safety record. (up to 5 points)	4	4.25	4	4	3	3.25
		5		4		3	
		4		4		4	
		4		4		3	
5	The Respondent's proposed personnel. (up to 8 points)	7	7	7	6.5	6	6.75
		7		6		7	
		7		7		8	
		7		6		6	
6	The Respondent's financial capability in relation to the size and scope of the project. (up to 9 points)	8	7.75	8	7.25	6	7
		8		6		7	
		7		8		8	
		8		7		7	
7	The Respondent's organization and approach to the project. (up to 6 points)	5	5	5	5.25	5	5.5
		5		6		5	
		5		5		6	
		5		5		6	
8	The Respondent's time frame for completing the project. (up to 7 points)	7	7	5.8	5.8	7	7
		7		5.8		7	
		7		5.8		7	
		7		5.8		7	
TOTAL EVALUATION POINTS		82.75		91.175		80.55	
RANKING		2		1		3	

Review and Action as Necessary on Pecan Plaza Space Renovation for the STC Police Department Change Order No. 3

Approval of proposed Change Order No. 3 with 5 Star Construction for the Pecan Plaza Space Renovation for the STC Police Department project is requested.

The following item for Change Order No. 3 is needed for connection of domestic water line and pricing has been submitted by 5 Star Construction. This proposed change order item has been reviewed and confirmed by the project design team at PBK Architects and STC staff.

Pecan Plaza Space Renovation for the STC Police Department			
Change Order No.	Item Description and Justification	Cost/ Days	Funding Source
3	<ul style="list-style-type: none"> • Description: Upgrade City water line from 4” to 6” • Justification: As part of the construction documents, a new 6” water line is included in order to provide domestic water to the building. When installation for the line began, it was discovered that the City water main is a 4” line. In order to supply sufficient water flow and water pressure, a section of the City water main needs to be replaced with a 6” line. This change has been reviewed with the City’s utility department staff and they have informed STC that the cost will be STC’s responsibility. 	\$14,326	Construction
Total Change Order No. 3		\$14,326 30 days	Construction

The Facilities Committee recommended Board approval of proposed Change Order No. 3 in the amount of \$14,326 with 5 Star Construction for the Pecan Plaza Space Renovation for the STC Police Department project as presented.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize proposed Change Order No. 3 in the amount of \$14,326 with 5 Star Construction for the Pecan Plaza Space Renovation for the STC Police Department project as presented.

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

The Board of Trustees of South Texas College approves and authorizes proposed Change Order No. 3 in the amount of \$14,326 with 5 Star Construction for the Pecan Plaza Space Renovation for the STC Police Department project as presented.

Approval Recommended:

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

President

Review and Action as Necessary on Substantial Completion of Technology Campus Detention Pond Cleaning Project

Approval of substantial completion for the Technology Campus Detention Pond Cleaning project is requested.

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 April 25, 2014. A copy of the Substantial Completion Certificate and photos are attached.

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

The Facilities Committee recommended Board approval of the substantial completion for the Technology Campus Detention Pond Cleaning project as presented.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize the substantial completion for the Technology Campus Detention Pond Cleaning project as presented.

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

The Board of Trustees of South Texas College approves and authorizes the substantial completion for the Technology Campus Detention Pond Cleaning project as presented.

Approval Recommended:

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

Substantial Completion Acceptance

Project Name: Technology Campus Detention Pond Improvements

Project No.: RFP No. 13-14-1041

Owner: South Texas College

Contractor: Roth Excavating, Inc.

A/E Firm: Halff Associates

Scope of Work Covered by This Acceptance:

Removal of chain link fence, tree/plant material, and existing 12" HDPE pipe. Excavation and grading, 18" HDPE pipe with sloped ends, erosion control measures.

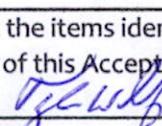
Effective Date of Acceptance: 4/25/2014

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.		
<u>Tyler Wulf - President</u>		<u>4.30.2014</u>
<small>Printed Name and Title</small>	<small>Signature</small>	<small>Date</small>

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

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.		
<small>Printed Name and Title</small>	<small>Signature</small>	<small>Date</small>





BEFORE



AFTER

Review and Action as Necessary on Liquidated Damages, Final Completion, and Release of Final Payment for District Wide Building to Building ADA Improvements

Approval of liquidated damages, final completion, and release of final payment for the District Wide Building to Building ADA Improvements is requested.

Substantial Completion for this project was accomplished on time and certified by the project engineer on April 30, 2014. A punch list including forty-one items was provided to contractor CAS Companies on the date of substantial completion and they had thirty days, or until April 20, 2014, to complete all punch list items.

CAS was able to complete all punch list items within thirty days except for the correction of two handrails at two handicap ramps. It took a total of ten additional days for CAS to complete all punch list items. 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 includes liquidated damages in the amount of \$500 per day for delays in completing the punch list and accomplishing final completion. Therefore a total of \$5,000 in liquidated damages is proposed to be enforced as part of this project's final completion approval.

The original cost approved for this project was in the amount of \$216,535.81. Through the course of the project, there were four change orders, with a net total increase of \$12,081.20, yielding a revised contract cost of \$228,617.01.

Upon Board approval of liquidated damages of \$5,000.00 as allowed under contract, the final project cost would be \$223,617.01. The College has already paid CAS Companies \$217,186.16 for this project, and the remaining balance, pending Board approval of liquidated damages, is \$6,430.85.

The following chart summarizes the above information:

Construction Budget	Approved Proposal Amount	Net Total Change Orders	Proposed Liquidated Damages	Final Project Cost	Previous Amount Paid	Remaining Balance
\$200,000	\$216,535.81	\$12,081.20	\$5,000.00	\$223,617.01	\$217,186.16	\$6,430.85

On April 30, 2014, STC Planning & Construction Department staff along with Dannenbaum Engineering inspected the site and confirmed that all punch list items were completed. Attached is a letter from Dannenbaum Engineering acknowledging all work is complete and recommending release of final payment.

The Facilities Committee recommended Board approval of liquidated damages in the amount of \$5,000.00, the final completion, and release of final payment in the amount of \$6,430.85 to CAS Companies as presented.

A representative of CAS Companies has accepted the liquidated damages claim, and has informed Facilities Planning and Construction staff that they will sign the change order including these damages upon Board approval of the liquidated damages, final completion, and release of final payment in the amount of \$6,430.85 to CAS Companies as presented.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize liquidated damages in the amount of \$5,000.00, the final completion, and release of final payment in the amount of \$6,430.85 to CAS Companies 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 liquidated damages in the amount of \$5,000.00, the final completion, and release of final payment in the amount of \$6,430.85 to CAS Companies as presented.

Approval Recommended:

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

President

April 30, 2014

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

ATTN: Mr. Roberto Cuellar

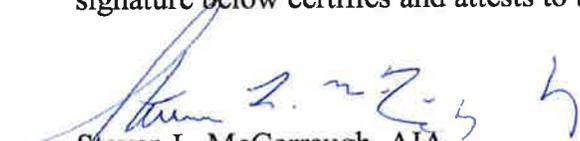
**REF: South Texas College – District Wide
Building to Building Access - ADA Improvements**

SUBJ: Final Completion Certification

Dear Mr. Cuellar,

As you are aware, Substantial Completion of the ADA Improvements project was granted March 20, 2014. The Substantial Completion Punch List was issued to the Contractor and the items on the punch list were to be completed by the Contractor within 30 days of the date of substantial completion per the contract for construction. We have reviewed the completed punch list items and do hereby certify that the Building to Building Access - ADA Improvements project is Complete as of April 30. We recommend that payment for retainage be released to the Contractor. The Contractor's one year warranty for the project shall begin May 1, 2014.

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

April 30, 2014
Date

The Contractor, CAS Companies, LLC, acknowledges the facts stated above:

Raymond Moses
CAS Companies, LLC

Date

The owner accepts the work, or portion thereof, as Complete:

Shirley A Reed
South Texas College

Date

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 MAY 2014

Project number	PROJECT DESCRIPTION	Project Development			Design Phase			Solicitation of Proposals			Construction Phase				Architect/Engineer	Contractor			
		Board approval of A/E	Programming	Concept development	Schematic Approval	30%	60%	95%	100%	Solicitation of Proposals	Board approval of contractor	Construction start	30%	50%			75%	95% Substantial Completion	100%
Pecan Campus and Pecan Plaza																			
1-004	Pecan Plaza - Police Department Space Renovation																	PBK Architects	5 Star Construction
1-009	Pecan - M, N & L Repaint Purple Areas (RR)																	Amtech Building Sciences	Alpha Building Corp
1-011	Pecan - Hall Damage Repairs (RR)																	Amtech Building Sciences	SpawGlass Contractors
1-012	Pecan - Annex Grant/Accountability Office Improvements																	EGV Architects	TBD
1-013	Pecan - NAB G226 Astronomy Computer Lab																	N/A	Bridgetnet
1-015	Pecan - Stud Serv Bldg Modifications																	ERO Architects	TBD
1-016	Plaza - Continuing Education Space Renovation																	Boullinghouse Simpson Gates Architects	TBD
1-019	Pecan - North Academic Building Re-carpeting																	TBD	TBD
1-020	Pecan - Student Activities Building Re-Carpeting																	N/A	TBD
1-021	Pecan - Building A, G, D & X Electrical Disconnects																	ACR Engineering	TBD
Mid Valley Campus																			
2-002	MV - SAB Art Lab Improvements																	Boullinghouse Simpson Architects	All Pro Contractors
Technology Campus																			
3-002	TC - West Academic Building Re-roofing																	TBD	TBD
3-003	TC - Modifications for Career Planning Services Center	N/A								N/A	N/A							N/A	STC Staff
3-005	TC - Detention Pond Improvements (RR)																	Half Associates	Roth Excavating
3-006	TC - HVAC Cooling Tower Replacement																	Half Associates	TBD
Nursing and Allied Health Campus																			
4-001	NAH - Parking Lot Expansion																	Perez Consulting Engineers	TBD
4-002	NAH - West Wing Recarpeting	N/A	N/A	N/A	N/A													N/A	TBD
4-005	NAH - Subdivision Plat																	Perez Consulting Engineers	N/A
Starr County Campus																			
5-001	Starr - HVAC Chiller Replacement (RR)																	Half Associates	Highmark Construction
5-002	Starr - Stucco Painting for Buildings (RR)																	Amtech Building Sciences	Alpha Building Corp
5-003	Starr - Parking Lot 5 Lighting																	ACR Engineering	TBD
5-004	Starr - South Drive Lighting																	ACR Engineering	TBD
District Wide Improvements																			
6-002	DW - Secured Storage Areas	N/A																N/A	ADI
6-003	DW - ADA Automatic Door Openers																	ACR Engineering	5 Star Construction
6-004	DW - Building to Building ADA Accessibility																	Dammenbaum Engineering	CAS Companies
6-007	DW - Classroom Remote Door Lock Hardware																	TBD	TBD
6-016	DW - Update design standards and guidelines	N/A	N/A	N/A	N/A													Boullinghouse Simpson Gates Architects	N/A

For FY 2013-2014, 27 projects are currently in progress, 11 have been completed and 17 pending start up in phases later in the fiscal year

Status of Construction Projects In Progress May 2014

Project	% Complete	Date to Complete	Current Activity	Budget	Contract Amount	Amount Paid	Balance
Pecan Campus							
Pecan Plaza Renovations for Police Department	75%	June 2014	<ol style="list-style-type: none"> 1. Construction Phase 2. Construction in progress 	\$1,200,000	\$887,624.05	\$472,109.58	\$415,514.47
Stucco Painting for Buildings M, N & L	50%	May 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
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 with SpawGlass are complete 3. One final proposal was Board approved in March 2014 for repair of some roof top exhaust fan units and 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
Grant/Accountability Office Improvements	90%	May 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 one month due to information needed from AT&T 	\$4,000	\$9,000	\$0	\$9,000
North Academic Building G226 Astronomy Computer Lab	40%	May 2014	<ol style="list-style-type: none"> 1. Construction Phase 2. Improvements are being done in house by Maintenance and IT staff 	\$18,500	\$7,378.80	\$7,378.80	\$0

Project	% Complete	Date to Complete	Current Activity	Budget	Contract Amount	Amount Paid	Balance
Student Services Building Offices Modifications	95%	May 2014	<ol style="list-style-type: none"> 1. Design Phase 2. Staff is working with architect to finalize construction documents 	\$23,108	\$21,200	\$6,210	\$14,490
Pecan Plaza Continuing Education Classrooms Improvements	50%	Sept 2014	<ol style="list-style-type: none"> 1. Construction Phase 2. Board approved contractor in April 2014 3. Construction work will begin in May 2014 	\$170,000	TBD	\$0	TBD
Pecan Campus North Academic Building Re-carpeting	100%	May 2014	<ol style="list-style-type: none"> 1. Bidding Phase 2. Request Board approval of Contractor in May 2014 	\$26,600	TBD	\$0	TBD
Pecan Campus South Academic Building Re-carpeting	100%	May 2014	<ol style="list-style-type: none"> 1. Bidding Phase 2. Request Board approval of Contractor in May 2014 	\$14,220	TBD	\$0	TBD
Pecan Campus Buildings A, E, G & X Electrical Disconnects	15%	July 2014	<ol style="list-style-type: none"> 1. Design Phase 2. Request Board approval of additional scope of design services in May 2014 	\$7,500	\$8,460	\$0	\$8,460
Mid Valley Campus							
South Academic Building Art Lab Improvements	95%	May 2014	<ol style="list-style-type: none"> 1. Construction Phase 2. Construction work is substantially complete 3. Punch list work is in progress 4. Waiting on contractor to confirm punch list items are ready for inspection 	\$40,000	\$42,500	\$32,623	\$9,877
Technology Campus							
West Academic Building Re-roofing	0%	August 2014	<ol style="list-style-type: none"> 1. Design Phase 2. Staff completed solicitation of qualifications from architects 3. Staff will recommend Board approval of architect firm at the May 2014 meeting 	\$151,000	TBD	\$0	TBD

Project	% Complete	Date to Complete	Current Activity	Budget	Contract Amount	Amount Paid	Balance
Modifications for Career Planning Services Center	90%	May 2014	<ol style="list-style-type: none"> 1. Construction Phase 2. Improvements are minor and are being done by STC Maintenance staff 3. Work is in progress 	\$15,000	\$3,773.51	\$0	\$0
HVAC Cooling Tower Replacement	30%	August 2014	<ol style="list-style-type: none"> 1. Design Phase 2. Design work is in progress 	\$12,000	\$15,835	\$0	\$15,835
Detention Pond Improvements	95%	January 2014	<ol style="list-style-type: none"> 1. Construction Phase 2. Substantially complete 3. Staff will recommend Board approval of substantial completion at the May 2014 Board meeting 	\$30,000	\$29,985	\$4,985	\$25,000
Nursing and Allied Health Campus							
Parking Expansion	25%	June 2014	<ol style="list-style-type: none"> 1. Design Phase 2. Staff is working with engineer to develop schematic design 3. Staff will recommend Board approval of schematic design at the May 2014 meeting 	\$54,000	\$47,755	\$0	\$47,755
Subdivision Plat for 6.63 Acres	25%	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. Bidding Phase 2. Staff has completed solicitation of construction proposals 3. Staff will recommend Board approval to hire contractor at the June 2014 meeting 	\$150,000	N/A	N/A	N/A

Project	% Complete	Date to Complete	Current Activity	Budget	Contract Amount	Amount Paid	Balance
Starr County Campus							
HVAC Chiller Replacement	100%	April 2014	<ol style="list-style-type: none"> 1. Commissioning Phase 2. Operational concerns have been resolved with assistance from project engineer and chiller manufacturer 3. Chiller is performing as design and with high efficiency 	\$290,000	\$299,000	\$284,050	\$4,450
Repaint Stucco Buildings	10%	June 2014	<ol style="list-style-type: none"> 1. Construction Phase 2. Construction is in progress 	\$60,000	\$84,408	\$0	\$84,408
Parking Lot 5 and South Drive Lighting	0%	August 2014	<ol style="list-style-type: none"> 1. Construction Phase 2. Board approved contractor at the April 2014 meeting 3. Staff is working with contractor to execute contract 	\$105,000	TBD	\$0	TBD
District Wide							
Secured Storage Rooms Hardware for Instructional Technologies	60%	May 2014	<ol style="list-style-type: none"> 1. Construction Phase 2. Door hardware has been received 3. Maintenance Department Staff is working on installation 	\$250,000	\$52,822.75	\$52,822.75	\$0
ADA Automatic Door Openers	50%	May 2014	<ol style="list-style-type: none"> 1. Construction Phase 2. Construction in progress 	\$130,000	\$96,500	\$0	\$96,500
Building to Building Accessibility	100%	March 2014	<ol style="list-style-type: none"> 1. Construction Phase 2. Engineer has certified substantial completion 3. Punch list work has been completed 4. Staff will recommend Board approval of final completion at the May 2014 meeting 	\$200,000	\$230,700.01	\$219,269.16	\$11,430.85

Project	% Complete	Date to Complete	Current Activity	Budget	Contract Amount	Amount Paid	Balance
Classroom Remote Door Lock System and Hardware	10%	May 2014	<ol style="list-style-type: none"> Design Phase Staff will begin the solicitation for electrical engineering services 	\$50,000	TBD	\$0	TBD
Design Standards and Guidelines	30%	July 2014	<ol style="list-style-type: none"> Development Phase Working with A/E consultants to update based on all section of Construction Specifications Institute 	\$10,000	\$7,500	\$2,980	\$4,520
For FY 2013-2014, 27 projects are currently in progress, 11 have been completed and 17 pending start up in phases later in the fiscal year – Total 53							

Consideration and Approval of Checks and Financial Reports

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

FINANCIAL REPORTS

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

Recognition of Outgoing Board Officers for 2012 – 2014

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

The outgoing Board Officers are:

Ms. Rose Benavidez, Chair
Mr. Roy de León, Vice Chair
Mrs. Graciela Farias, Secretary

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

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

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

Election of Board Officers

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

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

Ms. Rose Benavidez has served as Chair, Mr. Roy de León as Vice Chair, and Mrs. Graciela Farias as Secretary for the last two years from May 2012 to May 2014.

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

MANUAL OF POLICY

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

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

Chairman

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

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

Vice Chairman

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

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

Secretary

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

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

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

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

Eligibility for Office

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

Election of Officers

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

Request for Consideration of Appointment as Board Committee Chairs and Committee Members

Input from Board members on their Committee preferences for appointment and service as a Committee Chair and Committee Members is requested.

Policy # 1110: *Board Committees* designates the three (3) committees of the Board:

- Education and Workforce Development
- Finance and Human Resources
- Facilities

The Chairman may, from time to time as deemed necessary, create committees to advise the Board and facilitate the efficient operation of the Board. Their membership is to be established by action of the Chairman. A committee that includes one or more Trustees is subject to the Open Meetings Act when it meets to discuss public business or policy. *Atty. Gen. Op. No. JM-1072 (1989)*.

A list of the current Committee members and appointed Chairs is included for the Board's information. The membership and appointment of Committee Chairs is established by action of the Board Chairman.

Recommendation:

It is recommended that the newly elected Board Chair request input from Board members on their Committee preferences and desire to serve as a Committee Chair prior to appointment by the elected Chair of the Board.

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

No action is needed at this time. Appointment to the Board Committee and Chair of the Committee positions will take place at the next Regular Board Meeting. The current Committee membership will continue until new Committee Chairs and Members are appointed.

Approval Recommended:

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

MANUAL OF POLICY

Title	Board Committees	1110
Legal Authority	Approval by the Board of Trustees	Page 1 of 1
Date Approved by Board	Board Minute Order Dated July 27, 1995 As Amended by Board Minute Order Dated June 24, 2004 As Amended by Board Minute Order Dated September 15, 2004 As Amended by Board Minutes Order Dated December 11, 2012	

The Chairman may, from time to time as it deems necessary, create committees to advise the Board and facilitate the efficient operation of the Board. Their membership is to be established by action of the Chairman. A committee that includes one or more Trustees is subject to the Open Meetings Act when it meets to discuss public business or policy. *Atty. Gen. Op. No. JM-1072 (1989)*. The following committees are designated by the Board:

1. Education and Workforce Development - is responsible for reviewing and evaluating proposals for new academic and workforce programs for submission to the Texas Higher Education Coordinating Board, proposing economic development projects to the Board that will expand the College's capacity and stimulate the community's economic competitiveness. The Committee will recommend initiatives for the College to be on the cutting edge of innovation and will recommend new technologies and strategies to help create the skilled workers demanded by the global economy. Additionally, the Committee will review and develop policies for admissions requirements, academic advising and counseling.

2. Finance and Human Resources - is responsible for reviewing all budgetary and fiscal matters of the College within the applicable state laws and rules and regulations of the Texas Higher Education Coordinating Board. These may include tuition and fee requirements, contracts and grants and bids for the College. The committee will oversee and monitor activities relating to foundations, grants, and endowments in perpetuity. It will ensure that the Board of Trustees is adequately informed about the financial condition and stability of the College. Additionally, the Committee is responsible for reviewing and developing personnel policies and procedures as necessary, including employee compensation and benefits, adherence to equal employment opportunity regulations and, grievance and due process regulation, and employee recognitions.

3. Facilities - is responsible for reviewing the current instructional and recreational use of facilities and for developing plans to meet projected needs. The committee will assist in developing the facilities master plan for the College. The committee will make periodic visits to inspect all facilities utilized by the College and make appropriate recommendations for improvements to the Board of Trustees. It will also review and oversee the construction or expansion of facilities on all campuses and centers.

Additional committees may be created by the Chairman as necessary or desirable. All committees shall consist of a minimum of 3 Trustees. A quorum for action by any committee shall be a majority of the committee. In the event a quorum is not present at a duly called committee meeting, one of the officers of the Board (with preference given to first the Chairman, second the Vice Chairman and third the Secretary) shall be entitled to serve as a committee member with full power to vote and take other action as if the officer was a duly appointed committee member. The officer present at the committee meeting shall serve only so long as a quorum does not exist.



**BOARD OF TRUSTEES
COMMITTEE MEMBERSHIP
2012-2014**

EDUCATION AND WORKFORCE DEVELOPMENT COMMITTEE

Dr. Alejo Salinas, Jr. - Chairman
Mr. Gary Gurwitz
Mrs. Graciela Farias

FINANCE AND HUMAN RESOURCES COMMITTEE

Mr. Roy de León - Chairman
Ms. Rose Benavidez
Mr. Paul R. Rodriguez

FACILITIES COMMITTEE

Mr. Gary Gurwitz - Chairman
Mr. Jesse Villarreal
Ms. Rose Benavidez

Membership Established by the Board Chair: 10/30/2012

Informational Items

- President's Report

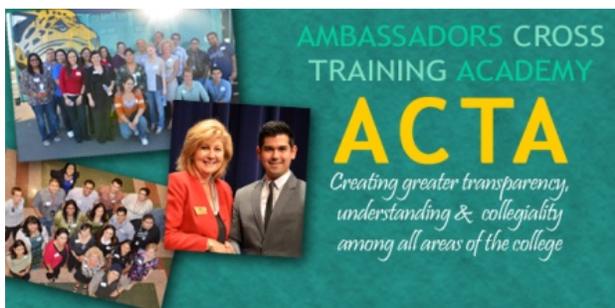
- Board Committee Meeting Minutes:
 - May 8, 2014 Education & Workforce Development Committee
 - May 8, 2014 Facilities Committee
 - May 8, 2014 Finance and Human Resources Committee

President's Report

South Texas College continues to pave the way in college completion for Rio Grande Valley residents as approximately **4,800 students** received their certificate, associate or baccalaureate degree this spring 2014. Included in this number were **1,500 high school seniors** who impressively received their college diplomas before graduating from high school as dual enrollment students. **Six outstanding commencement ceremonies** were held at the State Farm Arena on Friday, May 16, 2014 @ 11 a.m., 4 p.m. and 7 p.m., and on Saturday, May 17, 2014 at 10 a.m., 2 p.m., and 6 p.m. The Arena was filled with family and friends of our graduates, as we celebrated the accomplishments of over 4,800 graduates!



Kudos, sincere appreciation and much-deserved recognition to South Texas College's Board of Trustees, faculty and staff for these magnificent events for our graduates and their loved ones. Our exceptional faculty, department/program chairs, Vice Presidents, and Deans helped guide and ensured a quality educational experience for our graduates, and numerous others at the College made available the critical support services necessary to provide for their success. A special appreciation is extended to all who made the ceremonies a HUGE success. It took the hard work and commitment of the Graduation Ceremony Committee members, the entire staff from Student Affairs and Enrollment Management, as well as the contributions and efforts from Academic Affairs, Purchasing and the Business Office, Technology Resources, Public Relations and Marketing, Security, and Operations and Maintenance, to efficiently deliver six amazing ceremonies. A special thank you is extended to Matthew S. Hebbard, Dean of Enrollment Services, for his leadership throughout the entire process. The coordination of a commencement ceremony is never an easy task, let alone six! **What an amazing job by all!**



I provided a welcome, and expressed congratulations at the graduation ceremony for Class XIV of the Ambassadors Cross-Training Academy held Friday, May 22, 2014 at the Cooper Center Auditorium on the Pecan Campus. The Ambassadors Cross-Training Academy is designed to help STC employees improve their knowledge of all aspects of the college and provide better assistance for students and colleagues.

The Office of Professional & Organizational Development is accepting applications for the third cohort of the **Ambassadors Leadership Academy**. All South Texas College employees currently serving in a leadership capacity are encouraged to apply. Additionally, all faculty members are encouraged to apply for the **Focus Academy**, a faculty learning community that works together to enhance and contextualize teaching techniques. The Focus Academy will begin on September 12, 2014. Other professional

development opportunities include two new academies: the **Customer Service Academy** and the **Supervisory Leadership Academy** that will begin on Friday, May 30th thru July 25, 2014, at the Pecan Campus.

A National Peace Officers Memorial Day event was held on May 15th at the South Texas College Starr County Campus in honor of our fallen law enforcement officers. The celebration began with a presentation of colors by the Texas DPS Color Guard, the US Border Patrol Honor Guard and the Starr County Sheriff's Honor Guard. After the national anthem was sung by student Albeza Barrera, Starr County Judge Eloy Vera read a proclamation honoring the approximately 20,000 officers killed in the line of duty around the nation.



The South Texas College summer semester is right around the corner with classes starting on June 2, 2014. Current and new students, including high school seniors, are encouraged to make the most of their summer by registering now for the summer semester at South Texas College.



South Texas College digital photography students used art to bring to light an increasing need for the spaying and neutering of pets. Nine billboards across the Rio Grande Valley were donated by Lamar Advertising to exhibit the various art pieces throughout the upcoming weeks. Each student created a piece and then jointly voted on the top nine pieces to be featured on a billboard. The Billboard Project originates from a photography course taught by South Texas College art instructor David Freeman. Each year, Freeman works with photography students to raise awareness about a different social issue. By combining photography with humor, the pieces were designed to garner attention and educate the general public about being a responsible pet owner.

South Texas College GATEWAY to COLLEGE Program student Alejandro Hernández won a scholarship to attend the GradNation Summit in Washington, D.C., where he told his story as part of an 11-person panel during the event held on April 27-29. Alejandro won a scholarship in March to attend the GradNation Summit after submitting an essay and video as part of the scholarship's application process. The summit is the flagship event of the America's Promise Alliance GradNation Campaign.



South Texas College/Veterans Memorial High School Precision Manufacturing's Dual Enrollment program student Ricardo Gabriel De La Garza recently placed first in the State of Texas at the SkillsUSA competition in Corpus Christi. Ricardo will compete this June against 49 other top students from across the nation at the SkillsUSA Championships in Kansas City, Missouri. De La Garza is one of more than 13,000 students who receive tuition-free college credit while still enrolled in high school through South Texas College.

The Starr County Campus Psychology Club hosted the Got Talent 5 competition on April 23rd at the STC Starr County Campus Auditorium in Rio Grande City. Fourteen contestants that included dancers, singers, and dance groups from all over Starr county participated in the competition. The contestants were judged by a celebrity panel of judges that included TV Host Yolanda de La Cruz, TV host Issi Garza, La Voz Mexico reality show contestant and singer Yomara Cortez, singer and actress Mireya Limon and owner/singer of Mariachi 7 Leguas, Emilio D. Santos Zermeño. Every contestant was given a certificate of appreciation for participating and the proceeds from the event benefit the third annual Psychology Club scholarship awarded to an STC graduate in mid-May.



South Texas College Information Technologies (IT) held a Career Expo on April 10th at the Technology Campus. Over 150 students and 30 organizations from across the Rio Grande Valley came together for this event. High school and college students from McAllen, Mission, Weslaco and Edinburg crowded the STC Technology Campus Atrium for a chance to meet presenters and learn about the latest in computer technology, networking and multimedia. The IT Career Expo also served to bring awareness to local IT career and internship opportunities. Among the organizations in attendance included Tough Dog Security, Form Fast, the City of McAllen, the City of Hidalgo, Alps Electric and Insight.





South Texas College expressed appreciation and best wishes to Espy Brattin, who announced her retirement from the College effective May 2014. Espy was hired as the Occupational Therapy Assistant (OTA) Program Chair in 1996 to plan for program and curriculum development and to obtain the national program accreditation from the AOTA. In addition to receiving exemplary status from the Texas Higher Education Coordinating Board, the overall passing rate of OTA graduates who have taken the national certification exam and passed it on the first try has been near 100% for the past 15 years. She led the reaccreditation process that resulted in 10 years of additional accreditation for the program. Espy was appointed by former Texas State Governor Ann Richards to serve on the Texas Board of Occupational Therapy Examiners in 1992. She also worked as an Occupational Therapist with Easter Seals Treatment Center, Tropical Texas MH/MR and with the national rehabilitation agency, RehabCare. While we are sad to see her leave South Texas College, we wish her the very best in this new chapter of her life called “retirement.”

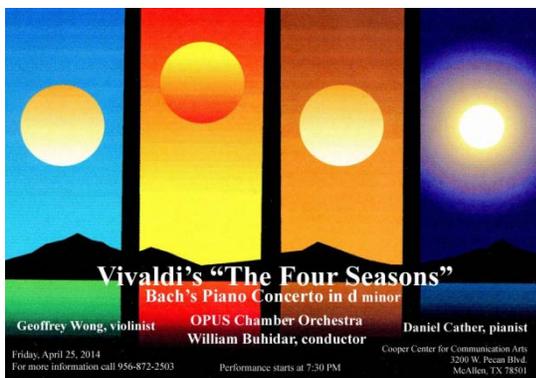


On May 10, 2014 students, faculty and staff from the Tech Campus teamed up with **Habitat for Humanity** during their National Women Build Week initiative in San Juan, TX and raised the walls on new homes in the San Juan neighborhood. It was the perfect mother’s day gift to the homeowners.



South Texas College’s Pecan Campus held a Cinco de Mayo celebration on Monday, May 5th that included numerous festive activities including performances by the Mexican American Studies at South Texas College Ballet Folklórico as well as performances by the Reynosa Instituto Internacional de Estudios Superiores Ballet Folklórico. This was our first cultural exchange with IIES.

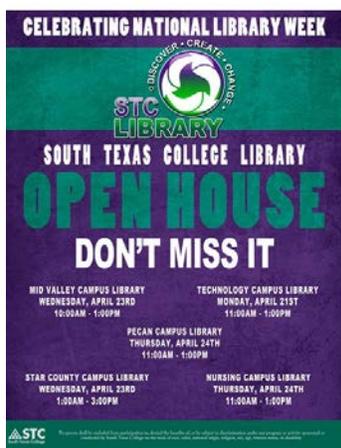
The South Texas College Mid Valley Campus Library Art Gallery presented “Bear Hugs,” a capstone student exhibit on display April 23rd thru May 14th featuring the artwork by Jose Amaro. Everyone was invited to visit the display and to attend a reception on April 30.



The works of Vivaldi were featured at the “Bravo Baroque” concert held April 25th at 7:30 p.m. at the South Texas College Cooper Center for Communication Arts on the Pecan Campus. Featured artists included Geoffrey Wong, violinist, William Buhidar, Conductor of the OPUS Chamber Orchestra, and Daniel A. Ramirez, Director of Public Relations and Marketing Cather, pianist. This concert was free and open to the public.



The annual *Ladies in Technology Night* was held on Thursday, April 24th at the Tech Campus. This annual event is an initiative to build the education and motivation of women to explore opportunities for careers in the various technology fields offered at STC’s Technology Campus. I had the pleasure of attending the event and personally witnessing the excitement of the students, faculty and staff who worked so hard to make this another successful event. The featured speaker was Laura Nassri Warren, AIA, the founder and Principal Owner of The Warren Group Architects, Inc. in McAllen. She shared her amazing story and wowed the crowd, especially when she presented via PowerPoint the graduates from South Texas College who are now employed by her company. Kudos to all of the South Texas College faculty and staff for their contributions.



The South Texas College Library joined libraries nationwide in celebrating National Library Week, April 23rd through April 24. An “open house” was held at all South Texas College campuses. All were welcome to attend this event, which was free and open to the public.

Representatives from UT Pan American visited the Pecan, Mid Valley and Starr County Campuses to assist students with transfer information on Monday, May 5th through Wednesday, May 7th.

Additionally, all interested parties were invited to attend an information session with representatives from UTPA to learn more about the Master of Public Administration and Master of Business Administration online degree programs.

- Attended the Texas Association of Community Colleges Quarterly meeting in Austin on April 23, 2014.
- Participated in the Dean of Liberal Arts Search Committee. The top candidates were interviewed by the Committee and it was agreed to close the search without a recommendation. At this time, the Committee has made the decision to revisit the vacant position within a year's time. Dr. Margaretha E. Bischoff, Dean of Social Sciences will continue to serve as interim dean of Liberal Arts until the position is successfully filled.
- Participated and provided a welcome at the Adopt an Elementary School event held at the Taylor Elementary School in Mercedes, Texas.
- Participated in a teleconference with Dr. Martha Ellis, who currently serves as the College's Achieving the Dream Coach. The purpose for the call was to review the progress the College has made with the Achieving the Dream nationwide initiative, of which South Texas College is a Leader College.
- Together with Maria G. Elizondo, Vice President for Finance and Administrative Services, met with Mr. Paul Rodriguez, Board Member, to review and have a better understanding of the College's proposed budget for FY 2014-FY 2015.
- Participated in a telephone call with Dr. Guy Bailey, new President, of UT-RGV. His purpose for calling was to introduce himself and discuss priorities for maintaining the current close relationship between UTPA and South Texas College. We both pledged to maintain and expand the relationship for the benefit of all students.
- Provided welcome and congratulatory remarks at the Student of the Week Recognition Ceremony held Wednesday, May 7th at the South Texas College Cooper Center Conference Room. I was joined by Mrs. Graciela Farias, Secretary, Board of Trustees, who provided remarks on academic excellence, as well as Elvira Alonzo, South Texas College graduate and currently serving as the City of McAllen's Deputy Director of Public Works. Fifty students were recognized for their academic excellence and received letters, certificates and gifts. Mr. Gary Gurwitz and Paul Rodriguez also joined in recognizing these outstanding students. Overall, it was another great event coordinated by the College's Office of Public Relations and Marketing staff.
- Met with key staff from Academic Affairs to strategize on the scheduled site visit by a team from the Texas Higher Education Coordinating Board to discuss the progress of the Texas Affordable Baccalaureate Program at South Texas College. This new competency based Bachelor's of Applied Science in Organizational Leadership is a prototype for a new system of awarding college credit for competencies and not just seat time. The actual site visit took place on May 12-13, 2014 on the Pecan Campus and the visiting team met with the program implementation team, faculty and program chairs; as well as members of the Administrative and Student Services Departments, the

Vice President of Academic Affairs and Deans. I attended the exit interview and luncheon with the visiting team.

- South Texas College has established an AAWCC Chapter on campus and I had the opportunity to share my experience with respect to women in leadership positions.
- Continue to work with key staff on responses to the RAND Corp. commissioned by the Coordinating Board to study the expansion of community college baccalaureate degrees. A coordinated response was orchestrated in response to their request for public comments. As a result, I was invited to serve on a panel before the Coordinating Board to present on the importance of the community college baccalaureate degrees.
- Continue to work with key staff and legal counsel on the construction contract negotiations with Broaddus & Associates.
- Met with key staff to discuss the New Pathways Project. Concerns regarding the math curriculum have surfaced and it is challenging to transition math faculty to look at new models for meeting higher education math requirements.
- Participated in the **“The Road to College Completion: What it takes to survive and thrive the Rio Grande Valley,”** a community forum highlighting the challenges Texas’ working families face in their quest to become financially independent. This free event was hosted by RGV Focus, and South Texas College, the Center for Public Policy Priorities and provided a presentation about the link between college completion and getting ahead in Texas. The event concluded with a panel discussion with Dr. James Ponce, Superintendent, McAllen ISD, Ms. Myra Gacría, Director, Valley Initiative for Development and Advancement (VIDA), and me, on what opportunities exist in the Rio Grande Valley to support college access and success and that promote family economic security.

We (the panelists) also discussed the opportunities created by House Bill 5 mandates to collaborate across sectors to better prepare students for college and career success, which is aligned with the goals of the RGV FOCUS collective impact initiative of which I am a member. I continue to participate in the RGV Collective Impact meetings. I attended the meetings held April 25th at the Lincoln Middle School in McAllen and May 23rd at the Brownsville Breeden Elementary School Library.

- Attended the Citizen’s League of McAllen luncheon on Thursday, May 22nd held at the Salvation Army in McAllen. The featured speaker was Dr. Julio Leon, Special Advisor to the UT System’s Office of Academic Affairs. I had the pleasure of meeting Dr. Leon in January this year when he was part of the UT Delegation accompanying Chancellor Figueroa on their visit to the College’s Nursing Campus. Dr. Leon took the time to acknowledge the successes of South Texas College during his speech. Mr. Gary Gurwitz joined me in this opportunity to learn more about UT-RGV’s plans for the near future.

- I met with Dr. Victor Saenz, Associate Professor, UT-Austin, and Dr. Luis Ponjuan, Associate Professor, Texas A&M University, who were on campus to discuss a new research project they are working on for Educate Texas. They are looking at dual enrollment programs and opportunities in the Valley to determine the capacity for expansion as a response to the need to create a “college-going culture.”
- Attended and participated in the Board Interviews with prospective construction companies and the Board Committee meetings: Education and Workforce Innovation, Facilities Committee, and Finance & Human Resources Committee.
- Continue to meet with Daniel A. Ramirez, Director of Public Relations and Marketing regarding the South Texas College rebranding campaign.
- Participated in the Director of Human Resources Search Committee. Top candidates were interviewed and asked to attend open forums with faculty and staff campus-wide.
- Coordinated the agendas for the Education and Workforce Innovation Committee meeting, Facilities Committee meeting, Finance Committee meeting, and Regular Board meeting.
- 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. The purpose of the President’s Administrative Staff is to communicate information to all administrative staff and to provide the opportunity for discussion on areas of concern regarding the leadership and strategic direction for the College.
- Continue to meet with the College’s Vice Presidents, Administrators, Planning and Development Council, Coordinated Operations Council, and other Councils to address immediate concerns and issues facing the College. Topics covered from April 23rd through May 27, 2014 included:
 - Review and Discussion of Summer and Fall 2014 Enrollment
 - Update on May 2014 Graduation
 - Update on FY 2014-2015 Proposed Budget
 - Review of Proposed Policy Revisions:
 - #4115: *Personnel Appointments*
 - #4922: *Termination of Employment*
 - Review of Revised Facilities Usage Procedures
 - Update on Compensation Study

- Review and Discussion of Construction Program Manager Contract Provisions
- Review and Discussion of Preliminary Proposed Budget for FY 2014-FY 2015
- Review and Discussion of Delta Request for a Campus
- Discussion of Economic Impact Study by EMSI
- Discussion of External Organization Facility Use Guidelines
- Discussion of Responses to RAND Study Commissioned by the Coordinating Board
- Review and Discussion of Opportunities to Participate in Heritage Village PalmFest, October 2014
- Review and Discussion of Faculty Salary Schedule for FY 2014-2015
- Presentation on Status of STC Website and Long Term Plan for Updating
- Review of Achieving the Dream Annual Reflection Survey Results
- Review and Discussion of Excelencia in Education Report on Latino College Completion in Texas and the U.S.
- Review and Discussion of May 2014 Graduation Plans, Guidelines and Ceremonies
- Review of 2015 – 2016 Academic Calendar
- Working Toward a Clear Understanding of STC Initiatives and Assessment
- Special Recognition of Espy Brattin on her Well-deserved Retirement from STC
- Discussion of Letters of Appointment for Professional Technical Personnel
- Update on eText Option and Bookstore Contract



*Education and Workforce
Development Committee
Minutes
May 8th, 2014*

**South Texas College
Board of Trustees
Education and Workforce Development Committee
Ann Richards Administration Building, Board Room
Pecan Campus
Thursday, May 8, 2014
@ 3:30 p.m.
McAllen, Texas**

MINUTES

The Education and Workforce Innovation Committee Meeting was held on Thursday, May 8, 2014 in the Ann Richards Administration Building Board Room at the Pecan Campus in McAllen, Texas. The meeting commenced at 3:35 p.m. with Dr. Alejo Salinas, Jr. presiding.

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

Other Trustees present: None

Members absent: None

Also present: Dr. Shirley A. Reed, Dr. Anahid Petrosian, Ms. Laura Talbot, Mr. Mario Reyna, Mr. Francisco De Jesus Gomez, Mr. Carlos Margo, Dr. Ety Bischoff, Dr. Rosalinda Cantu, Mr. Joel Jason Rodriguez, and Mr. Andrew Fish

Approval of Minutes for March 3, 2014 Committee Meeting

Upon a motion by Dr. Alejo Salinas, Jr. and a second by Mrs. Graciela Farias, the Minutes for the Education and Workforce Development Committee meeting of March 3, 2014 were approved as written. The motion carried.

**Review and Recommend Action on Proposed New One Semester
Certificate Programs:**

- 1. Employee and Labor Relations Assistant,**
- 2. Recruiter Assistant, and**
- 3. Payroll Assistant**

The Education and Workforce Development Committee was asked to recommend Board approval of the proposed new one semester Certificate Programs for Employee

and Labor Relations Assistant, Recruiter Assistant, and Payroll Assistant for Board approval.

These proposed certificates were described as:

- Employee and Labor Relations Assistant – One Semester Certificate
Students would learn:
 - Employee and labor relations practices,
 - Conflict resolution and mediation, and
 - Grievance procedures.
- Recruiter Assistant – One Semester Certificate
Students would learn:
 - Recruiting practices,
 - Attainment of most-qualified employees, and
 - Skills for interviewing and worker placement.
- Payroll Assistant – One Semester Certificate
Students would learn:
 - Benefits and compensation practices and laws,
 - Software for time and payroll record keeping and reporting, and
 - Computation of wages and deductions and preparation of paychecks.

These certificate programs would provide students with the knowledge and skills necessary for employment in a human resources office. Each of these three certificate programs would allow students to transfer credits to the Human Resources Assistant Certificate (1 Year Certificate) and the Associate of Applied Science degree in the Human Resources Specialist program.

The Committee packet also contained:

- The Program Summary, including the objectives, curriculum, program demand to meet occupational need, expected enrollment;
- The proposed curriculum for each one-semester Certificate program; and
- A summary the evaluation processes for new and ongoing programs.

Dr. Anahid Petrosian, Vice President for Academic Affairs and Laura Talbot, Director of Curriculum and Student Learning, reviewed the proposed Certificate programs with the Committee. They were joined by Mr. Frank Gomez, HR Specialist Instructor, in responding to questions about the job prospects and specific skill sets of students earning these credentials.

Upon a motion by Mr. Gary Gurwitz and a second by Mrs. Graciela Farias, the Education and Workforce Development Committee recommended Board approval of the proposed new one semester Certificate Programs for Employee and Labor Relations Assistant, Recruiter Assistant, and Payroll Assistant for Board approval as presented. The motion carried.

Update on the Institute for Advanced Manufacturing

The Institute for Advanced Manufacturing (IAM) is an affiliate of the North American Advanced Manufacturing Research and Education Initiative (NAAMREI), both headquartered at South Texas College.

The goal of the IAM is to develop and deliver training to local manufacturers and workforce to keep the manufacturing base and workforce skills in the Rio Grande Valley competitive in the global market.

From 2007 – 2014, the IAM provided 715,975 hours of training to 15,697 students. In that same time, IAM worked with local employers and the Texas Workforce Commission to provide \$6,230,962 in Skill Development Fund grants toward training for 4,710 local jobs.

The Skill Development Fund (SDF) Projects for 2014 included proposals for:

- SDF 20 - \$225,000 in grant funding to provide training from May 2014 – May 2015 to 280 employees of a consortium of four McAllen-based companies.
- SDF 21 - \$265,000 in grant funding to provide training from August 2014 – August 2015 to 300 employees of five companies in McAllen and Weslaco.

Overall, the North American Advanced Manufacturing Research and Education Initiative (NAAMREI) and Institute for Advanced Manufacturing (IAM) brought in almost \$16,000,000 in grant awards since their founding in 2007.

Most recently, the Wagner-Peyser Grant was awarded to NAAMREI and STC. This \$500,000 grant from the Office of Texas Governor Rick Perry would support training of 675 workers in the areas of robotics, mechatronics, programmable logic controllers, and other advanced topics.

IAM was actively engaged in adopting nationally recognized credentials and certifications as part of its offerings to local industry. IAM was working with Festo, a world leader in automation technology and industrial training. Through IAM, STC was preparing to become the first FESTO Certified Training Center in the U.S.

IAM was dedicated to its mission of working with local employers to keep their workforce trained, to keep their companies innovating and investing in the region, and keeping the Rio Grande Valley an attractive prospect for new manufacturing development.

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

Update on South Texas College's Drama Program

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

Dr. Ety Bischoff, Dean of Liberal Arts and Social Sciences, attended the May 8, 2014 Education and Workforce Development Committee meeting to introduce Mr. Joel Jason Rodriguez, Drama Instructor. Mr. Rodriguez was scheduled to provide an update on the Drama Program at South Texas College.

Due to longer than expected discussion during the preceding items, there was not enough time remaining in the Education and Workforce Development Committee meeting to include the update on STC's Drama Program as scheduled. Dr. Petrosian, Dr. Bischoff, and Mr. Rodriguez were invited to return in June 2014 to update the Committee at that time.

Adjournment

There being no further business to discuss, the Education Workforce Innovation Committee Meeting of the South Texas College Board of Trustees adjourned at 4:31 p.m.

I certify that the foregoing are the true and correct minutes of the May 8, 2014 Education and Workforce Innovation Committee of the South Texas College Board of Trustees.

Dr. Alejo Salinas, Jr.
Chair

*Facilities Committee
Minutes
May 8th, 2014*

**South Texas College
Board of Trustees
Facilities Committee
Ann Richards Administration Building, Board Room
Pecan Campus
Thursday, May 8th, 2014
@ 4:30 PM
McAllen, Texas**

MINUTES

The Facilities Committee Meeting was held on Thursday, May 8th, 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. and Mrs. Graciela Farias

Members absent: None

Also present: Dr. Shirley A. Reed, Mr. Chuy Ramirez, Mrs. Mary Elizondo, Mr. Jose Cruz, Mr. Gerry Rodriguez, Mr. Robert Cuellar, Mr. George McCaleb, Mr. Cody Gregg, Mr. Eli Alvarado, Mr. Rene Gonzalez, Mr. Steven McGarraguh, and Mr. Andrew Fish

Approval of April 10, 2014 Facilities Committee Meeting Minutes

Upon a motion by Ms. Rose Benavidez and a second by Mr. Jesse Villarreal, the Minutes for the Facilities Committee Meeting of April 10, 2014 were approved as written. The motion carried.

**Review and Discussion of Building Locations on Pecan Campus for
2013 Bond Construction Program**

Approval of building locations on the Pecan Campus as part of the 2013 Bond Construction Program will be requested at the May 27, 2014 Board meeting.

For the Pecan Campus, the 2013 Bond Construction Program included construction of four new buildings. The proposed locations for these four buildings had been evolving since the District Wide Campus Master Plan was completed in 2010. The following factors impacted the evolution of these four building locations over the past four years.

- Original master plan information
- Increased number of portable buildings on campus

- Increased demand for a larger library
- Desire to place an icon building at the main entrance of campus
- Need to balance pedestrian and vehicular traffic on campus
- Limited property available on campus for expansion
- Density of students and traffic on campus reaching maximum amounts
- Proximity of building types to one another
- Additional parking
- Pedestrian circulation

As a result of recent re-evaluation and consideration of these factors and overall master plan guiding principles, a campus master site plan was developed and included in the Facilities Committee packet. This updated master plan site plan was revised by STC staff and is recommended for implementation.

Mr. Gerry Rodriguez Director of Facilities Planning and Construction was present at the May 8, 2014 Facilities Committee meeting to review the updated campus master plan and addressed questions by the committee.

The Committee voiced several preferences and concerns about the proposed map for building locations at the Pecan Campus:

- The Bond Construction Program did not include a new library for the Pecan Campus, but the Board wished to include space allocation for a future library while updating the Master Plan.
- A building with a prominent façade should be built at the main entrance from Pecan Boulevard
 - The initial conversation was to make this location the future site of a new library, not included in the Bond Construction Program
 - Due to concerns about access to parking from the future Library, it was determined that an academic building included in the bond program may be better suited in this location near the main entrance.
- The new Student Services building should be aesthetically connected to or contiguous with the existing H building
 - A covered outdoor gathering space can be built to create a visual as well as physical connection between the new Student Activities building and the existing Building H.
 - The design of the outdoor space and the new building can be modeled around the existing building.
 - This outdoor space can incorporate pavers and an elevated cover to accommodate service vehicle access to the chillers and physical plant, as needed.
- The presence of the Achieve Early College High School makes the proposed location for the new North Academic Building proposed for the Pecan Campus North Side the best option.

After the discussion, the Committee made the following recommendation for Board approval, also shown in the attached schematics:

Pecan Campus South Side

- The new South Academic Building could be placed at the main entrance to the campus, and the façade could be worked into its design;
- The new STEM Building could be placed north and east of the existing Building T;
- The Student Services Building could be built due west of the H Building and incorporate an outdoor space tying the two buildings together aesthetically; and
- The future building site of the Library could be designated due west of the proposed location of the STEM Building.

Pecan Campus North Side

- The North Academic Building could be placed north of the current location of the Achieve Early College High School, as shown.

The Facilities Committee would also asked that the Construction Program Management Services firm to provide feedback on the revised Master Site Plan as presented.

Upon a motion by Ms. Rose Benavidez and a second by Mr. Jesse Villarreal, the Facilities Committee recommended Board approval of the updated Pecan Campus Master Site Plan identifying the location of four new buildings and designated space for future construction of a library included in the 2013 Bond Construction Program as presented and pending review by Bond Construction Program Manager. The motion carried.

Review and Recommend Action on Plan for Relocation of Portable Buildings on the Pecan Campus in Preparation for Bond Construction Projects

Approval of plan for relocation of Pecan Campus portable buildings in preparation for the 2013 Bond Construction Program will be requested at the May 27, 2014 Board meeting.

In an effort to accommodate the start of construction for the 2013 Bond Construction Program on the Pecan Campus and maintain use of existing portable buildings, staff prepared a plan providing for the following elements associated with the relocation:

- ***Phase I - Start in Summer 2014 and Complete in Summer 2015***
 - Propose area on campus for relocation of nine portables
 - Design and Construction of infrastructure in proposed area
 - Relocate faculty and students in portables as needed
 - Accommodate phase I construction including new STEM Building and North Side Academic Building I
- ***Phase II- Start in Summer 2016 and Complete in Summer 2017***
 - Sell and remove ten oldest portable buildings on campus
 - Relocate five more existing portable buildings
 - Relocate faculty and students in portables as needed

- Accommodate phase II construction including Student Activities, Cafeteria Building and South Side Academic Building II

As a result of recent review of these related elements and associated time lines, a campus site plan was developed and included in the packet. Mr. Gerry Rodriguez Director of Facilities Planning and Construction attended the May 8, 2014 Facilities Committee meeting to review the proposed relocation plan and addressed questions by the committee.

Upon a motion by Ms. Rose Benavidez and a second by Mr. Jesse Villarreal, the Facilities Committee recommended Board approval of the proposed plan for relocation of Pecan Campus portable buildings in preparation for the 2013 Bond Construction Program as presented.

Review and Recommend Action on Revised Scope of Electrical Engineering Design Services Related to Pecan Campus Electrical Disconnects

Approval of revised scope of electrical engineering design services for the Pecan Campus Electrical Disconnects replacement project will be requested at the May 27, 2014 Board meeting.

At the February, 2014 Board meeting electrical design services with ACR Engineering were approved for replacement of three electrical disconnects for Pecan Campus Buildings G, H and X. During the beginning stages of the design, discussion with Operations & Maintenance staff revealed that the electrical disconnect for Building A is also in need for replacement.

It was estimated that the replacement cost of each disconnect would be approximately \$25,000. Therefore the total cost of construction for these disconnects was originally estimated at \$75,000 and with the addition of a fourth disconnect, the total cost would increase to approximately \$100,000, or 33% more than the original total.

With this proposed increased cost in construction, it was anticipated that engineering fees would also increase from approximately \$6,345 to \$8,460. Final fees would be negotiated once the total scope of work was confirmed.

Upon a motion by Mr. Jesse Villarreal and a second by Ms. Rose Benavidez, the Facilities Committee recommended Board of the additional electrical engineering design services to include installation of one additional electrical disconnect as presented. The motion carried.

Review and Recommend Action on Schematic Design for Nursing and Allied Health Campus Parking Expansion and Entry Drive

Approval of schematic design by Perez Consulting Engineers for the Nursing and Allied Health Campus Parking Expansion and Entry Drive will be requested at the May 27, 2014 Board meeting.

As previously authorized by the Board of Trustees, Facilities Planning & Construction staff coordinated with Perez Consulting Engineers to develop schematic design plans for parking expansion on the Nursing and Allied Health Campus to include 180 spaces and a new entry drive. This additional parking and drive was developed in accordance with the campus master plan. A campus site plan depicting the proposed additional parking and entry drive was provided in the packet. A representative from Perez Consulting Engineers attended the Facilities Committee meeting to present the schematic design for this proposed parking and drive.

Preliminary construction cost estimates indicated that the project cost would range between \$500,000 and \$525,000. As part of the FY 2013-2014 construction budget, funds in the amount of \$540,000 were budgeted for this project.

The following chart summarized the above information:

Source of Funding	Amount Budgeted	Preliminary Cost Estimates
Construction	\$540,000	\$500,000 to \$525,000

Once schematic design was approved, Perez Consulting Engineers would proceed to prepare all necessary engineering construction drawings and specifications in preparation for solicitation of construction proposals.

The drawings and specifications, which make up the construction documents, would be developed using STC design standards as well as all applicable codes and ordinances. STC Facilities Planning & Construction staff would review all construction documents to ensure compliance with project needs. Construction documents would then be issued for solicitation of construction proposals.

Once received, construction proposals would be evaluated and submitted to the Board of Trustees with a recommendation to award a construction contract.

Upon a motion by Ms. Rose Benavidez and a second by Mr. Jesse Villarreal, the Facilities Committee recommended Board approval of the proposed schematic design of the Nursing and Allied Health Campus Parking Expansion and Entry Drive as requested. The motion carried.

Review and Recommend Action on Contracting Construction Services for the Replacement of Carpet in Offices at the Pecan Campus North Academic and Student Activities Buildings

Approval to select a contractor for the replacement of carpet in offices at the Pecan Campus North Academic and Student Activities Buildings will be requested at the May 27, 2014 Board meeting.

Carpeting in some areas of these buildings are over fifteen years old and were in need of replacement. Staff proposed to replace the carpet with carpet tile which was the current STC standard due to its higher quality and reduced maintenance.

STC staff issued the necessary plans and specifications for the solicitation of competitive sealed proposals. Solicitation of competitive sealed proposals for this project began on March 31, 2014. A total of two (2) sets of construction documents were issued to general contractors, sub-contractors and suppliers and a total of two (2) proposals were received on April 16, 2014.

Timeline for Solicitation of Competitive Sealed Proposals	
March 31, 2014	Solicitation of competitive sealed proposals. Two (2) sets of construction documents were issued.
April 16, 2014	Two (2) 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 available in the FY2013-2014 District Wide Renewals and Replacements budget.

Source of Funding	Amount Budgeted	Highest Ranked Proposal
Renewals & Replacements	\$40,820	\$40,561.52

Upon a motion by Mr. Gary Gurwitz and a second by Mr. Jesse Villarreal, the Facilities Committee recommended Board approval to contract construction services with Diaz Floors & Interiors, Inc. in the amount of \$40,561.52 for the Replacement of Carpet in Offices at the Pecan Campus North Academic and Student Activities Buildings as presented. The motion carried.

Review and Recommend Action on Contracting Construction Services for the Replacement of Carpet for the Nursing & Allied Health Campus West Wing

Approval to select a contractor for the Replacement of Carpet for the Nursing & Allied Health Campus West Wing will be requested at the May 27, 2014 Board meeting.

Carpeting in some areas of these buildings was over thirteen years old and was in need of replacement. Staff proposed to replace the carpet with carpet tile which was the current STC standard due to its higher quality and reduced maintenance.

STC staff issued the necessary plans and specifications for the solicitation of competitive sealed proposals. Solicitation of competitive sealed proposals for this project began on April 7, 2014. A total of four (4) sets of construction documents were issued to general contractors, sub-contractors and suppliers and a total of three (3) proposals were received on April 24, 2014.

Timeline for Solicitation of Competitive Sealed Proposals	
April 7, 2014	Solicitation of competitive sealed proposals. Four (4) sets of construction documents were issued.
April 24, 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 available in the FY2013-2014 District Wide Renewals and Replacements budget.

Source of Funding	Amount Budgeted	Highest Ranked Proposal
Renewals & Replacements	\$150,000	\$97,474

Upon a motion by Mr. Gary Gurwitz and a second by Ms. Rose Benavidez, the Facilities Committee recommended Board approval to contract construction services with W. E. Imhoff & Co. Inc./dba Intertech Flooring in the amount of \$97,474 for the Replacement of Carpet for the Nursing & Allied Health Campus West Wing project as presented. The motion carried.

Review and Recommend Action on Pecan Plaza Space Renovation for the STC Police Department Change Order No. 3

Approval of proposed Change Order No. 3 with 5 Star Construction for the Pecan Plaza Space Renovation for the STC Police Department project will be requested at the May 27, 2014 Board meeting.

The following item for Change Order No. 3 was needed for connection of domestic water line and pricing was submitted by 5 Star Construction. This proposed change order item was reviewed and confirmed by the project design team at PBK Architects and STC staff.

Pecan Plaza Space Renovation for the STC Police Department			
Change Order No.	Item Description and Justification	Cost/ Days	Funding Source
3	<ul style="list-style-type: none"> • Description: Upgrade City water line from 4" to 6" • Justification: As part of the construction documents, a new 6" water line is included in order to provide domestic water to the building. When installation for the line began, it was discovered that the City water main is a 4" line. In order to supply sufficient water flow and water pressure, a section of the City water main needs to be replaced with a 6" line. This change has been reviewed with the City's utility department staff and they have informed STC that the cost will be STC's responsibility. 	\$14,326	Construction
Total Change Order No. 3		\$14,326 30 days	Construction

A representative from PBK Architects and STC staff attended the May 8, 2014 Facilities Committee meeting to respond to questions from the Facilities Committee members.

Upon a motion by Mr. Gary Gurwitz and a second by Mr. Jesse Villarreal, the Facilities Committee recommended Board of proposed Change Order No. 3 in the amount of \$14,326 with 5 Star Construction for the Pecan Plaza Space Renovation for the STC Police Department project as presented. The motion carried.

Review and Recommend Action on Substantial Completion of Technology Campus Detention Pond Cleaning Project

Approval of substantial completion for the Technology Campus Detention Pond Cleaning project will be requested at the May 27, 2014 Board meeting.

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 April 25, 2014. A copy of the Substantial Completion Certificate and photos was included in the packet.

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

Upon a motion by Mr. Gary Gurwitz and a second by Ms. Rose Benavidez, the Facilities Committee recommended Board approval of the substantial completion for the Technology Campus Detention Pond Cleaning project as presented. The motion carried.

Review and Recommend Action on Liquidated Damages, Final Completion, and Release of Final Payment for District Wide Building to Building ADA Improvements

Approval of liquidated damages, final completion, and release of final payment for the District Wide Building to Building ADA Improvements will be requested at the May 27, 2014 Board meeting.

Substantial Completion for this project was accomplished on time and certified by the project engineer on April 30, 2014. A punch list including forty-one items was provided to contractor CAS Companies on the date of substantial completion and they had thirty days, or until April 20, 2014, to complete all punch list items.

CAS was able to complete all punch list items within thirty days except for the correction of two handrails at two handicap ramps. It took a total of ten additional days for CAS to complete all punch list items. 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 includes liquidated damages in the amount of \$500 per day for delays in completing the punch list and accomplishing final completion. Therefore a total of \$5,000 in liquidated damages is proposed to be enforced as part of this project's final completion approval.

The original cost approved for this project was in the amount of \$216,535.81. Through the course of the project, there were four change orders, with a net total increase of \$12,081.20, yielding a revised contract cost of \$228,617.01.

Upon Board approval of liquidated damages of \$5,000.00 as allowed under contract, the final project cost would be \$223,617.01. The College has already paid CAS Companies \$217,186.16 for this project, and the remaining balance, pending Board approval of liquidated damages, is \$6,430.85.

The following chart summarizes the above information:

Construction Budget	Approved Proposal Amount	Net Total Change Orders	Proposed Liquidated Damages	Final Project Cost	Previous Amount Paid	Remaining Balance
\$200,000	\$216,535.81	\$12,081.20	\$5,000.00	\$223,617.01	\$217,186.16	\$6,430.85

On April 30, 2014, STC Planning & Construction Department staff along with Dannenbaum Engineering inspected the site and confirmed that all punch list items were completed. Attached is a letter from Dannenbaum Engineering acknowledging all work is complete and recommending release of final payment.

Upon a motion by Mr. Gary Gurwitz and a second by Mr. Jesse Villarreal, the Facilities Committee recommended Board approval of liquidated damages in the amount of \$5,000.00, the final completion, and release of final payment in the amount of \$6,430.85 to CAS Companies as presented. The motion carried.

Update on Status of Construction Projects

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

Adjournment

There being no further business to discuss, the Facilities Committee Meeting of the South Texas College Board of Trustees adjourned at 5:45 p.m.

I certify that the foregoing are the true and correct minutes of the May 8th, 2014 Facilities Committee Meeting of the South Texas College Board of Trustees.

Mr. Gary Gurwitz, Chairman

*Finance & Human
Resources Committee
Minutes
May 8th, 2014*

**South Texas College
Board of Trustees
Finance and Human Resources Committee
Ann Richards Administration Building Board Room
Pecan Campus
Thursday, May 8, 2014
@ 5:30 p.m.
McAllen, Texas**

Minutes

The Finance and Human Resources Committee Meeting was held on Thursday, May 8, 2014 in the Ann Richards Administration Building Board Room at the Pecan Campus in McAllen, Texas. The meeting commenced at 5:50 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, Dr. Anahid Petrosian, Mr. Jose Cruz, Mrs. Becky Cavazos, Ms. Myriam Lopez, Ms. Alicia Gomez, Mr. Daniel Ramirez, Mr. George McCaleb, Mr. Paul Varville, Mr. Cody Gregg, Dr. Ali Esmaeili, and Mr. Andrew Fish

Due to technical difficulties, the live internet broadcast and recorded archive of the Finance and Human Resources Committee Meeting on Thursday, May 8, 2014 did not include the audio track. This was due to an internal error in the device that streams the video and audio signal, and the vendor 323 Link believes it has corrected the problem.

**Approval of April 10, 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 April 10, 2014 were approved as written. The motion carried.

Review and Recommend Action on Award of Student Insurance

Approval will be requested at the May 27, 2014 Board meeting to award the student insurance proposals for voluntary student accident insurance, voluntary student accident

and sickness insurance, student/faculty medical professional liability insurance, and student accident insurance-workforce training programs as follows:

- **Voluntary Student Accident Insurance:**
Student Assurance Services/ Columbian Life Insurance Company for the period beginning August 25, 2014 through August 24, 2015. The student accident insurance limit is \$25,000. **This is a voluntary product, so there is no cost to the College.**
- **Voluntary Student Accident and Sickness Insurance:**
Student Assurance Services/Nationwide Life Insurance Company for the period beginning August 25, 2014 through August 24, 2015. The basic accident and sickness coverage is unlimited in compliance with the Patient Protection and Affordable Care Act as compared to \$500,000 for FY 2013-2014. **This is a voluntary product, so there is no cost to the College.**
- **Student/Faculty Medical Professional Liability Insurance:**
Affinity Insurance Services Inc. and C.N.A. American Casualty Company of Reading PA for the period beginning August 25, 2014 through August 24, 2015. **The premium is \$17,666 which is approximately \$10 per student.**
The recommendation is based on 1,766 students with limits of \$1,000,000 per occurrence/\$5,000,000 aggregate. **The cost for the medical professional liability insurance is paid by the students enrolled in the allied health and child development programs. The College and faculty are insured parties at no cost to the student or to the College.**
- **Student Accident Insurance – Workforce Training Programs:**
Student Assurance Services/Nationwide Life Insurance Company for the period beginning from August 25, 2014 through August 24, 2015. The student accident insurance limit is \$25,000. The annual premium is \$2,700.

The Workforce Training premium is based on 344 participants. These participants are enrolled in non-credit Continuing Education Training Programs such as Phlebotomy, Certified Nurse Assistant, Welding, Forklift Operator and Medical Office Clerk. The premium of \$2,700 includes all participants. **This cost is covered by Workforce Solutions Project Grow and Accelerate Texas grants and cash paying students.**

The request for proposals was advertised and issued to eight (8) vendors. Two (2) responses were received and reviewed by Mr. Raul Cabaza, III, Risk Management Consultant, Mrs. Mary Elizondo, Vice President for Finance and Administrative Services and the Purchasing Department.

The recommendation and spreadsheets provided by Mr. Raul Cabaza, III, were included in the packet for the Committee's information and review.

The spreadsheets initially contained an estimated total for the Student/Faculty Medical Professional Liability Insurance, and the estimate was for \$17,660. On May 8, 2014, Mr.

Raul Cabaza III provided the final quote, which was for \$17,666, only six dollars above the estimate. The Committee was given an updated spreadsheet with the correct quoted total.

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 for voluntary student accident insurance, voluntary student accident and sickness insurance, student/faculty medical professional liability insurance, and student accident insurance-workforce training programs as presented. The motion carried.

To accommodate the schedules of Committee Members who needed to depart early, the Committee Chairman took the following action items out of the posted agenda order:

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

Approval of the following proposal award, purchases, and renewals will be requested at the May 27, 2014 Board meeting as follows:

- 1) LED Displays (Award):** award the proposal for LED displays to Audio Visual Aids, Corp. (San Antonio, TX), at a total cost of \$33,900.00;
- 2) Computers, Laptops and Tablet (Purchase):** purchase computers, laptops and a tablet 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 \$136,544.15;
- 3) Custodial Equipment (Purchase):** purchase custodial equipment from Gulf Coast Paper Company (Corpus Christi, TX/Brownsville, TX), a Texas Association of School Boards – Buyboard approved vendor, at a total cost of \$49,697.85;
- 4) Data Cable and Supplies (Purchase):** purchase data cable and supplies from Anixter, Inc. (Shavano Park, TX), a State of Texas Department of Information Resources (DIR) approved vendor, at a total cost of \$16,124.66;
- 5) Energy Management Automation System Upgrade (Purchase):** purchase energy management automation system upgrade from Seimens Industry, Inc. (Austin, TX), a State of Texas Multiple Award Schedule (TXMAS) approved vendor, at a total cost of \$112,239.59;
- 6) Finger Printing System (Purchase):** purchase a finger printing system from Morpho Trust USA (Blooming, MN), a sole source vendor, at a total cost of \$14,601.00;
- 7) Furniture (Purchase):** purchase furniture from the State of Texas Multiple Award Schedule (TXMAS) approved vendors, at a total amount of \$95,203.54:
 - A) Bretford Manufacturing**..... \$23,345.55
 - B) Computer Comforts, Inc.** \$5,399.18
 - C) Datum** \$26,529.57
 - D) ERG International** \$1,163.60
 - E) Exemplis Corporation**..... \$4,698.80
 - F) The Hon Company** \$2,579.64

- G) Krueger International, Inc./Gateway Printing & Office..... \$11,609.69**
H) Krueger International, Inc./Workplace Resources..... \$19,877.51
- 8) Hardware and Software (Purchase):** purchase hardware and software from Dell Marketing, LP. (Dallas, TX), a State of Texas Department of Information Resources (DIR) approved vendor, at a total cost of \$63,330.54;
- 9) McAfee Professional Services:** purchase McAfee professional services from McAfee, Inc. (Santa Clara, CA), a sole source vendor, at a total cost of \$45,900.00;
- 10)Memory Modules (Purchase):** purchase memory modules from Dell Marketing, LP. (Dallas, TX), a State of Texas Department of Information Resources (DIR) approved vendor, at a total cost of \$14,579.28;
- 11)Mobile Application Software (Purchase):** purchase mobile application software from AT&T Mobility (Atlanta, GA), a State of Texas Department of Information Resources (DIR) approved vendor, for the period of June 1, 2014 through May 31, 2015, at a total cost of \$56,826.00;
- 12)Network Support Services (Purchase):** purchase network support services from Insight Public Sector, Inc. (Tempe, AZ/McAllen, TX), a State of Texas Department of Information Resources (DIR) approved vendor, at a total cost of \$36,135.00;
- 13)Network Switches I (Purchase):** purchase network switches I from Insight Public Sector, Inc. (Tempe, AZ/McAllen, TX), a State of Texas Department of Information Resources (DIR) approved vendor, at a total cost of \$101,201.30;
- 14)Network Switches II (Purchase):** purchase network switches II from Insight Public Sector, Inc. (Tempe, AZ/McAllen, TX), a State of Texas Department of Information Resources (DIR) approved vendor, at a total cost of \$167,380.30;
- 15)Network Switches III (Purchase):** purchase network switches III from Insight Public Sector, Inc. (Tempe, AZ/McAllen, TX), a State of Texas Department of Information Resources (DIR) approved vendor, at a total cost \$22,506.50;
- 16)Police Vehicles (Purchase):** purchase police vehicles from Caldwell Country Chevrolet (Caldwell, TX), a Houston Galveston Area Council (HGAC) approved vendor, at a total cost of \$122,204.00;
- 17)Research and Advisory Services (Purchase):** purchase research and advisory services from Gartner, Inc. (Ft. Myers, FL), a State of Texas Department of Information Resources (DIR) approved vendor, at a total cost of \$24,492.00 for the period of June 1, 2014 through May 31, 2015;
- 18)Server Hardware and Software (Purchase):** purchase server hardware and software from Dell Marketing, LP. (Dallas, TX), a State of Texas Department of Information (DIR) approved vendor, at a total cost of \$92,388.81;
- 19)Spectrophotometer (Purchase):** purchase a spectrophotometer from Shimadzu Scientific Instruments (Houston, TX), a sole source vendor, at a total cost of \$22,316.40;
- 20)Student Schedule Software (Purchase):** purchase student schedule software from College Scheduler, LLC. (Redding, CA), a sole source vendor, for the period of July 1, 2014 through June 30, 2015, at a total cost of \$35,000.00;
- 21)Technical Support Services (Purchase):** purchase technical support services from Microsoft Corporation (Redmond, WA), a State of Texas Department of Information Resources (DIR) approved vendor, for the period of June 1, 2014 through May 31, 2015, at a total cost of \$51,615.00;
- 22)Uninterruptable Power Supply (UPS) (Purchase):** purchase uninterruptable power supply (UPS) from Graybar Electric Company, Inc. (Pflugerville, TX), a State of

Texas Department of Information Resources (DIR) approved vendor, at a total cost of \$15,735.00;

- 23) Utility Vehicles (Purchase):** purchase eight (8) utility vehicles from John Deere Company (Cary, NC/Mission, TX), a State of Texas Department of Information Resources (DIR) approved vendor, at a total cost of \$83,431.25;
- 25) Vehicle Cameras and Emergency Equipment (Purchase):** purchase vehicle cameras and emergency equipment from Fleet Safety Equipment, Inc. (Houston, TX), a Texas Association of School Boards – Buyboard approved vendor, at a total cost of \$133,433.59;
- 26) X-Ray Diffraction & Element Analyzer (Purchase):** purchase x-ray diffraction & element analyzer from Bruker Elemental (Kennewick, WA), a sole source, at a total cost of \$40,200.00;
- 27) Culinary Equipment and Accessories (Renewal):** renew the contract for culinary equipment and accessories with Ace Mart Restaurant Supply, Co. (San Antonio, TX) and Jean's Restaurant Supply (McAllen, TX), for the period of August 1, 2014 through July 31, 2015, at an estimated cost of \$18,000.00;
- 28) Diploma Covers (Renewal):** renew the contract for diploma covers with Jostens, Inc. (Owatonna, MN) for the period of July 1, 2014 through June 30, 2015, at an estimated cost of \$10,000.00;
- 29) Private Lenders (Renewal):** renew the private lenders service contract with Sallie Mae (Reston, VA) for the period of July 25, 2014 through July 24, 2015, at no charge to the College;
- 30) Software Maintenance and Support (Renewal):** renew the software maintenance and support agreement with Evisions, Inc. (Irvine, CA), a sole source vendor, for the period of August 1, 2014 through July 31, 2015, at a total cost of \$11,851.00.

Changes to Purchasing Requests:

Change 1 – Item 7, Furniture (Purchase)

Library staff had requested the recommendation of approval to purchase a shelving system for installation at the Nursing & Allied Health Campus from the vendor Datum, at a total cost of \$22,369.65.

After submitting the item for the Committee packet, staff determined that the planned installation would require expensive changes to the electrical service on site. Library staff then redesigned the shelving system, requiring new shelving components, and totaling \$26,529.57. The furniture would be purchased from the same vendor, and the Committee was given a new parts list that showed the change in components requested.

Change 2 – Item 24 (removed from listing above) Web Security Professional Services (Purchase)

Technology Resources staff had included a request for Committee review and recommendation of an additional purchase, but withdrew their request and asked the Finance and Human Resources Committee to disregard the item below:

- 24) Web Security Professional Services (Purchase):** purchase web security professional services from Slait Consulting, LLC. (Virginia Beach, VA), a State of Texas Department of Information Resources (DIR) approved vendor, at a total cost of \$24,600.00;

Dr. Reed asked the Committee to consider accepting these changes and asked they be included in the recommendation for Board Approval.

SUMMARY TOTAL:

The total for all proposal award, purchases, and renewals, as revised according to the two changes listed above, was \$1,626,836.76.

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

Review and Recommend Action to Renew the External Auditor Services

Approval to renew the contract with Long Chilton LLP for the external financial auditor services for the fiscal year ending August 31, 2014 will be requested at the May 27, 2014 Board meeting.

The contract for external financial auditor services was awarded to Long Chilton LLP, at the June 23, 2010 Board meeting for the fiscal year ending August 31, 2010 with four (4) one-year renewal options. The fourth and final renewal period is for audit services for the fiscal year ending August 31, 2014.

Long Chilton LLP has complied with all the terms and conditions of the contract and their services have been satisfactory. Funds for this expenditure are budgeted in the Audit Services budget for FY 2013-2014 and in the 2014-2015 budget pending Board approval.

Staff confirmed that the cost estimate for external financial auditor services was in line with the annual cost of previous years under the same contract.

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 contract with Long Chilton LLP for the external financial auditor services at a cost of approximately \$92,000 for the fiscal year ending August 31, 2014 as presented. The motion carried.

Review and Recommend Action on Consulting Services for Business Impact Analysis (BIA)

Approval of consulting services for a Business Impact Analysis (BIA) from Dell Marketing, Inc. (Dallas, TX), a State of Texas Department of Information Resources (DIR) approved vendor, at a total cost of \$45,880.00 will be requested at the May 27, 2014 Board meeting.

The BIA is an essential component and the first step to preparing a Business Continuity Plan for South Texas College. The Business Continuity Plan provides a roadmap for continuing operations when there is an unexpected disruption due to items such as a natural, man-made, or technology-related outage or disaster.

The purpose of the BIA is to understand the impact of the disruption to the College. The BIA is a tool that identifies and measures College units' reliance on critical business processes and information systems, identifies the impact of the disruption of the process, and identifies strategies for maintaining business continuity for each process. College functions in all Divisions, such as Admissions, Financial Aid, Payroll, and Technology Resources, would be included in the BIA.

The objectives of the BIA included the following:

- Identify all business processes within each selected College unit
- Determine the financial, customer, operational, legal and/or regulatory impacts of each process
- Establish the time frames in which business and technology processes must be recovered
- Define key internal and external relationships and dependencies of each process and associated recovery time frames
- Provide a foundation for the risk assessment process
- Educate and obtain participation from individuals who play a critical part in recovery
- Raise awareness throughout the College on contingency planning

Dell Marketing would gather information and identify critical processes by using an online survey tool and face-to-face interviews. A technology profile analysis would be performed and the data would be analyzed before the findings are reported. The estimated time to complete the BIA was five (5) weeks.

The BIA deliverables consisted of:

- Project plan with a Gantt chart
- Executive report to management including next steps
- Individual departmental reports
- Weekly status reports
- Summary of findings
- Summary of survey results

In order to complete the Business Continuity Plan, a Risk Assessment was planned to be conducted in FY 2014-2015.

Funds for this expenditure were budgeted in the Business Office budget for FY 2013-2014

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 contract the Consulting Services for a Business Impact Analysis (BIA) from Dell Marketing, Inc. (Dallas, TX), a State of Texas Department of Information Resources (DIR) approved vendor, at a total cost of \$45,880.00 as presented. The motion carried.

Review and Discussion on Request for Proposals for Bank Depository Services Agreement

The agreement for bank depository services was awarded to BBVA Compass Bank at the June 23, 2010 Board meeting for a two (2) year period of September 1, 2010 through August 31, 2012, with an option to renew for an additional two (2) year period. At the May 31, 2012 meeting, the Board approved the additional two (2) year period of September 1, 2012 through August 31, 2014. During this Request for Proposal (RFP), three banks responded.

The prior agreement for bank depository services was awarded to Texas State Bank at the June 15, 2006 Board meeting for a two (2) year period of September 1, 2006 through August 31, 2008, with an option to renew for an additional two (2) year period. At the June 19, 2008 meeting, the Board approved the additional two (2) year period of September 1, 2008 through August 31, 2010. During this Request for Proposal (RFP), four banks responded.

All of the College's funds were deposited and invested at the College's depository bank.

A Request for Proposal (RFP) would be issued to solicit bank depository services effective September 1, 2014. The timeline was as follows:

June 2, 2014	Advertisement of RFP
June 23, 2014	Deadline for responses
June 23-27, 2014	Evaluation of responses by staff
July 10, 2014	Review by Finance and Human Resources Committee
July 29, 2014	Approval by Board of Trustees

The agreement for bank depository services would be for a two (2) year period beginning September 1, 2014 and ending August 31, 2016, with an option to renew for two additional two (2) year periods.

Texas Education Code (45.205) was amended in June 2007 to extend the allowable length of the bank depository contract term. The length of the contract term was extended from a two-year period and one additional two-year period (4 years) to a two-year period and two additional two-year periods (6 years). As per Legal Counsel, this Texas Education Code section applied to Community Colleges.

During the Finance and Human Resources Committee meeting, Ms. Rose Benavidez presided over the meeting for the duration of the deliberation and action on this item. Mr. Roy de León abstained from all deliberation and action. Mr. Gary Gurwitz had already excused himself from the meeting before this item was presented; he had earlier announced his intention to abstain from the deliberation.

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 Request

for Proposals to solicit bank depository services effective September 1, 2014, as presented. The motion carried.

Review and Update on Request for Proposals for Bookstore Contract and eTextbook Options

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.

The Bookstore Contract and eTextbook Options were presented at the April 22, 2014 Board of Trustees Meeting. Upon subsequent consultation with legal counsel, as requested by the Board of Trustees, it was recommended not to extend the existing contract, but to instead solicit for proposals.

The RFP advertisement would include the eTextbook option and the College's ability to explore and pilot the implementation of eTextbook with the bookstore awarded the contract and other sources, such as publishers or independent platforms.

A Request for Proposal would be issued to solicit bookstore services. The timeline was presented as follows:

May 18, 2014	Advertisement of RFP
June 3, 2014	Deadline for responses
June 4-6, 2014	Evaluation of responses by staff
June 12, 2014	Review by Finance and Human Resources Committee
July 10, 2014	Firm Presentations to Finance and Human Resources Committee
July 29, 2014	Approval by Board of Trustees

The Finance and Human Resources Committee requested that this item be presented to the Board for formal approval of the new plan. The timeline presented above would be adjusted as appropriate to allow for Board review and approval of the plan to advertise an RFP for bookstore services.

The bookstore services contract was planned to be for a five year period beginning November 1, 2014 and ending October 31, 2019. Upon feedback from the Committee, staff agreed that the contract could instead be established as a single three-year contract with two optional one year renewals.

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 Request for Proposals to solicit book store services effective November 1, 2014 through October 31, 2017 with two optional one year renewals, as presented. The motion carried.

Having addressed all Finance and Human Resources Committee Agenda items requiring action, the Committee Chairman returned to the posted agenda order for the remainder of the meeting:

Presentation on Faculty Employment Status

Dr. Anahid Petrosian, Vice President for Academic Affairs, provided the Finance and Human Resources Committee with a presentation on the Employment Status of South Texas College's Faculty.

This staffing method allowed administration some flexibility in allocating funds to meet faculty needs on a per-semester or per-year basis without making commitments for subsequent fiscal years. This was very important during the College's enrollment growth and periods of concern about the state funding formula.

From Fall 2007 to Fall 2013 overall enrollment at South Texas College, student enrollment increased from 19,973 to 31, 232 students, an increase of 56%.

During this same time, there were concerns about revenue streams and the College's ability to meet the growing needs of the community:

- Each biennium the state legislature discusses shifting full responsibility of employee health insurance benefits to the institutions.
- The funding formula for state appropriations to community colleges has been changed to depend significantly on performance criteria.
- Funding to expand and staff facilities required for future growth was uncertain prior to the successful November 2013 Bond and Maintenance Tax Election.
- During the 82nd Legislative Session, the State called for a return of funds already-appropriated to South Texas College, along with other state-funded agencies.

During this period, the relative percentage of temporary versus regular full time positions was increased; this allowed administration to meet student demand while remaining flexible in its long-term commitments. Importantly, this also allowed the College to provide mainly full time faculty for its students without increasing its reliance on part time faculty.

While many peer institutions relied heavily on adjunct faculty to meet enrollment/course load requirements, South Texas College employed a high number of full time faculty members.

Texas Higher Education Coordinating Board data from 2011(the latest statewide data available from the THECB, published in 2013) showed that South Texas College employed 59.1% of its faculty as Full Time, whereas the state average for community colleges was 37.9%.

Three Year Plan

Now that the economy appeared to be stabilizing and the successful bond election would allow for the expansion and operation of facilities to meet anticipated student demand, administration reviewed its long term faculty staffing priorities. Administration was confident in recommending that the Board consider increasing the number of Full Time Regular Faculty positions and rely less on the use of Full Time Temporary Faculty.

The goal was to bring the percentage of Full Time Temporary Faculty down to 12% of the overall Full Time Faculty roster. This could be accomplished by increasing the number of Full Time Regular Faculty positions in appropriate departments as follows:

- Fall 2014* – 40 new Full Time Regular Faculty positions
- Fall 2015 – 40 new Full Time Regular Faculty positions
- Fall 2016 – 30 new Full Time Regular Faculty positions

**included in current Board-approved Staffing Plan*

To fill these proposed new 110 Full Time Regular Faculty positions, the College would be able to recruit from Adjunct and Full Time Temporary Faculty as well as through the public advertisement of employment opportunities. Adding these Full Time Regular Faculty positions to the staffing plan would allow a proportional reduction in Full Time Temporary Faculty assignments without sacrificing the College's ability to serve its students.

Staff would also continue with scheduling efficiency plans, to monitor faculty staffing needs, and keep the roster closely responsive to the course load demands of students.

Administration still considered the use of Full Time Temporary Faculty to be an important and viable means to balance student demand and financial responsibility, and would continue to request that the Board approve sufficient funding in the annual Staffing Plans to maintain and utilize this classification as needed.

A copy of the "STC Faculty Employment Status" presentation was provided in the packet for the Committee's review and information.

This presentation was for the Finance and Human Resources Committee's information and feedback to staff, and no action was requested at this time.

Review and Discussion of Preliminary Summary of Projected Revenues and Expenditures for FY 2014-2015 with Comparison to FY 2013-2014 Proposed Amended Budget

The Preliminary Summary of Projected Revenues and Expenditures for FY 2014-2015 with comparison to the FY 2013-2014 proposed amended budget was included in the packet for the Committee's information and review.

The FY 2013-2014 proposed budget amendment would be presented for Board approval at the June 2014 Board of Trustees meeting.

Dr. Reed and Mrs. Mary Elizondo discussed the preliminary revenues and expenditures projections with the Committee.

This was a preliminary plan for the next fiscal year that included the following assumptions:

Revenues:

- State contact hour revenue of \$35,896,669 remained constant from FY 2014 since FY 2015 was the second year of the 2014-2015 biennium. There was an overall increase in other state revenues consisting of TRS, ORP, and medical insurance for FY 2015, in the amount of \$412,447. The contact hour funding amounts were based on the allocations in HB1 and the other state revenue was based on state allocation schedules.
- Tuition for FY 2015 was based on projected enrollment of 18,423 traditional students and on a projected enrollment of 13,500 dual enrollment tuition free students for Fall 2014. Enrollment stabilized over the last two years. The projections indicated an increase in tuition of approximately \$38,500 in FY 2015.
- Fees for FY 2015 were based on the same enrollment projections as tuition. The projections included the Board approved increase of \$2 per semester credit hour for the Information Technology Fee, the decrease of \$11 per semester credit hour for the Electronic Distance Learning Fee, the removal of the THEA/Accuplacer Reservation and Preparation Fee, and the removal of the Accuplacer Exam Fee. The projections indicated an increase in fees of approximately \$31,286 in FY 2015.
- Other revenue was expected to increase \$428,967 in FY 2015. The projected increase was due to the addition of revenues for administrative costs and testing commission for GED exams and increased revenue from dual enrollment cost reimbursements.
- Tax revenue for FY 2015 was expected to increase \$9,500,000, consisting of \$500,000 due to an increase in tax appraised values and \$9,000,000 due to the issuance of the Limited Tax, Bond Series 2014.
- Carryover Allocations were projected to decrease \$3,504,761 in FY 2015. The decrease mainly resulted from the increase of \$500,000 in the transfer to the unexpended plant fund and a \$4,000,000 reduction in the transfer to the renewals and replacements plant fund.

Expenditures:

- The Salary expenditures budget was proposed to increase \$891,183 in FY 2015 mainly due to the salary increase for Faculty.
- Salary increases for Classified, Professional/Technical Support, Administrative, and Executive staff would be evaluated upon review of the compensation study.
- The Benefits expenditures budget for FY 2015 was proposed to increase by \$24,832.
- The Operating expenditures budget for FY 2015 was proposed to decrease by \$33,829.
- The Travel expenditures budget for FY 2015 was proposed to increase by \$157,491.
- The Capital Outlay expenditures budget for FY 2015 was proposed to increase by \$80,576.
- The Transfers and Contingencies budget for FY 2015 was proposed to increase by \$2,802,600. The increase was primarily due to the addition of a reserve for the maintenance and operations taxes associated with the new Limited Tax, Bond Series 2014 in the amount of \$9,000,000 and to the decrease in the transfer to the Unexpended Plant Fund in the amount of \$6,000,000. The MTR Bond Series 2007 was projected to increase by \$2,600 in FY 2015. This debt service was paid from maintenance and operations taxes. In addition, the contingency fund was reduced by \$200,000 from \$2,200,000 to \$2,000,000.

Revenues over Expenditures:

- The Revenues over Expenditures amount, estimated at \$2,782,379, would be used to fund approved new positions, salary adjustments, compensation study adjustments, and salary increases for Classified and Professional/Technical Support staff.

The Preliminary Summary of Projected Revenues and Expenditures for FY 2014-2015 with Comparison to the FY 2013-2014 proposed amended budget was provided in the packet.

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

Review and Update on Compensation Study of Full-Time Non-Faculty Employees

Mary Elizondo, Vice President for Finance and Administrative Services provided an update on the Compensation Study of Full-Time Non-Faculty Employees.

The contract for the Compensation Study of full-time non-faculty employees was awarded to Evergreen Solutions, LLC at the November 26, 2013 Board meeting. The primary objective of the compensation study was to develop recommendations for a locally comparable and competitive salary structure so that the College may attract and retain high quality personnel. The compensation study included a review of employee pay structure, job classifications, pay grades, position titles, job descriptions, and employee exempt and non-exempt status.

During the months of December 2013 and January 2014, the College provided Evergreen Solutions with personnel policies, organizational charts, job descriptions and a database of full-time non-faculty employees' information, including pay and titles.

In February, Evergreen Solutions conducted employee outreach sessions where the purpose of the compensation study was communicated and where employees provided input regarding classification and compensation improvements, benefits, competitors, specific positions requiring additional review, and performance evaluations.

In March, the College employees individually completed an online document, on which they described their job duties and responsibilities. Supervisors reviewed their employees' responses and were able to comment. Overall, 89% of full-time non-faculty employees, or 684 employees, completed or partially completed the online documents. In addition, Vice Presidents also completed a document used to highlight any specific salary, classification, or title issues to Evergreen Solutions.

In April, Evergreen Solutions reviewed job descriptions, the above mentioned online documents, and collected and analyzed market data.

On April 25, 2014, Evergreen Solutions issued to the College the assessment of current conditions, market survey results (private and public institutions), and individual online survey scores.

The initial observations were as follows:

- Pay levels of 50 positions representing all classifications of employees were compared to Public Institutions (15 institutions, including seven (7) colleges, five (5) universities, two (2) school districts, and one (1) municipality)
 - ⇒ Average of 7.3% lower at the minimum pay level.
 - ⇒ Average of 5.2% lower at the midpoint pay level.
 - ⇒ Average of 2.3% lower at the maximum pay level.

- Pay levels compared to Private Entities (For Profit Companies) (Source: Economic Research Institution data)
 - ⇒ Average of 5.4% lower at the minimum pay level.
 - ⇒ Average of 17.4% lower at the midpoint pay level.
 - ⇒ Average of 31.9% lower at the maximum pay level.
- The South Texas College Classified pay plan was a step plan with grades and levels, and applied to 48.1% of non-faculty employees.
- The South Texas College Professional/Technical Support Exempt and Non-Exempt, Administrative, and Executive pay plans were open range plans that applied to 51.9% of non-faculty employees.
- There was a lack of range-spread uniformity across Classified and non-Classified grades and the range-spread was high in some cases.
- 62.3% of non-faculty employees had salaries below the midpoint of their respective level on the current pay plan (39.4% of all employees being in the first quartile), 3.1% have salaries that were at their midpoint, and 34.6% had salaries above their midpoint.
- The overall average years of employment of South Texas College non-faculty employees was 9.7 years, which was above the national median of 7.8 years for employees in the public sector.
- Some positions may have had progression issues or lack market competitiveness.

Evergreen Solution would use the above information with market data and feedback from the College to develop a recommended non-faculty compensation plan that aligned with the goals and needs of South Texas College.

The future timeline for the compensation study was projected to be as follows:

Draft Report of New/Revised Pay Grades and Ranges	May 7, 2014
Draft Report Due Date (Initial Cost Estimate)	May 14, 2014
Study Completion Date	May 22, 2014

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

Review and Discussion of Letters of Appointment for Professional/Technical Personnel

According to current Board Policy 4115, Personnel Appointments, employees whose positions fall within the Executive, Administrative, Faculty, or Professional/Technical Support job classifications, with the exception of the College President, were employed on

a one (1) year or less employment contract basis with no expectation of continued employment or property rights beyond the length of appointment.

Employees in the above mentioned categories received Letters of Appointment issued by the Office of Human Resources which were signed by the College President. The employee was expected to sign, date, and return the Letter of Appointment to the Office of Human Resources by the stated deadline. Failure to return a signed letter was considered a rejection of the offer. The Letters of Appointment were issued to employees in the summer months prior to the beginning of the Fall semester.

The Letters of Appointment included the offer of appointment and the employee's salary, benefits, and compensation package totals for the upcoming fiscal year and indicated the terms of employment.

In addition, according to Policy 4922, Termination of Employment, Executive, Administrative, and Professional/Technical Support Staff were required to submit a request for release from their letter of appointment at least one month prior to the requested release date, or as stipulated by the immediate supervisor. Faculty members involved in student instruction were expected to continue employment for the duration specified in their contract.

Classified, Direct Wage, Student, Adjunct Faculty, and Temporary Full-Time Faculty, were considered non-contractual, at-will employees and did not receive Letters of Appointment. Classified employees were expected to give a minimum of two weeks' notice. Adjunct Faculty and Temporary Full-Time Faculty were expected to continue employment for the duration specified in their assignments.

The College recommended discontinuation of Letters of Appointment to employees in the Professional/Technical Support job classification. This change would remove the College's expectation of an annual appointment for employees in the Professional/Technical Support job classification. There were approximately 346 employees in this classification.

Evergreen Solutions, the College's compensation study consulting firm, proposed to recommend that employees in the Professional/Technical Support job classification not receive Letters of Appointment since this was normally the practice at other Texas Community Colleges.

The College contacted other community colleges in Texas to inquire about issuance of Letters of Appointment practices. Twenty-two (22) of the thirty-two (32) colleges contacted did not issue Letters of Appointment to employees in the Professional/Technical Support job classification.

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

Review and Preliminary Discussion of Proposed Salary Increases for Faculty and Administrative/Executive Personnel for FY 2014-2015

a. Faculty Salary Increases

The College has a Faculty Salary Schedule that included steps based on degree attainment and years of service with the College.

The approved Faculty Salary Plan for FY 2013-2014 moved the Faculty one step. In keeping with the College's commitment to retain and recruit qualified Faculty, an average of 3 percent salary increase was approved by the Board for FY 2013-2014 at a total cost of approximately \$844,187.

The proposed Faculty Salary Pay Plan for FY 2014-2015 was based on an average increase of 3%. The base for a master's degree was also increased from \$39,808 to \$40,644 or by an additional \$836.00.

The proposed plan also added four steps, from 26 to 30, to the Faculty Salary Plan for faculty with master's, master's +30, and doctorate degrees. These steps would allow Faculty at the maximum step to be compensated for additional years of experience in FY 15 and in the next three years. Each step was approximately a one (1%) increase in pay at these levels. Only six (6) Faculty members with a master's degree would move from step 26 to step 27 in FY 2014-2015. Without the additional step, these Faculty members would not qualify for a step increase because the current maximum number of steps is 26.

Based on the proposed 3% average increase, the cost was approximately \$891,183.

b. Non-Faculty Personnel Salary Increases

In keeping with the College's commitment to recruit and retain qualified non-faculty personnel, a competitive salary plan would be proposed for Fiscal Year 2014-2015.

In Fiscal Year 2013-2014, salary increases were granted for Professional/Technical Support, Administrative, and Executive personnel at 3%. Classified staff were given a salary increase of 4% that same year.

Salary increases for Professional/Technical Support and Classified personnel in Fiscal Year 2014-2015 would be determined after the compensation study recommendations are reviewed.

While administration considered requesting Committee approval for a 3% increase for Administrative and Executive personnel for FY 2014-2015, they determined it would be better to await the recommendations of the compensation study and design the salary plan for all non-faculty personnel classification at that time.

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 6:55 p.m.

I certify that the foregoing are the true and correct minutes of the May 8th, 2014 Finance and Human Resources Committee Meeting of the South Texas College Board of Trustees.

Mr. Roy de León
Chair

Announcements

A. Next Meetings:

- Education and Workforce Development Committee Meeting, Thursday, June 12th, 2014 at 3:30 p.m., Ann Richards Administration Building Board Room, Pecan Campus, McAllen, Texas
- Facilities Committee Meeting, Thursday, June 12th, 2014 at 4:30 p.m., Ann Richards Administration Building Board Room, Pecan Campus, McAllen, Texas
- Finance and Human Resources Committee Meeting, Thursday, June 12th, 2014 at 5:30 p.m., Ann Richards Administration Building Board Room, Pecan Campus, McAllen, Texas
- Regular Meeting of the Board of Trustees, Thursday, June 26th, 2014 at 5:30 p.m., Ann Richards Administration Building Board Room, Pecan Campus, McAllen, Texas

B. Other Announcements:

- The July 2014 Regular Board Meeting has been moved to Tuesday, July 29th, 2014 at 5:30 p.m.