

**SOUTH TEXAS COLLEGE**  
**BOARD OF TRUSTEES REGULAR MEETING**  
**Thursday, June 26, 2014 @ 5:30 p.m.**  
**Ann Richards Administration Building Board Room**  
**Pecan Campus, McAllen, Texas 78501**

**AGENDA**

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

- I. Call Meeting to Order
- II. Determination of Quorum
- III. Invocation
- IV. Public Comments
- V. Presentations..... 1 - 10
  - A. Presentation on the JagExpress Expansion and Related Services Proposed by Valley Metro / Lower Rio Grande Valley Development Corporation
- VI. Consideration and Action on Consent Agenda
  - A. Approval of Minutes
    - 1. May 27, 2014 Regular Board Meeting ..... 11 - 38
  - B. Approval and Authorization to Accept Grant Award(s) .....39 - 40
    - 1. The “The Microsoft Excel Training” Contract from the Lower Rio Grande Valley Workforce Development Board
    - 2. The “VIDA College Prep Academy” Grant from Valley Initiative for Development and Advancement in the amount not to exceed \$72,000.
    - 3. The Caterpillar Dealer Excellence Funds and Training Engine grant from Caterpillar and Holt Cat in the amount of \$4,000 and to include a Caterpillar 3126 Training Engine.
    - 4. Additional Grants Received/Pending Official Award

VII. Consideration and Action on Committee Agenda Items

A. Finance and Human Resources Committee

1. Review and Action as Necessary on Award of Proposals, Purchases, and Renewals..... 41 - 59
  - 1) Audio Visual Equipment II (Award)
  - 2) Books and Educational Materials (Award)
  - 3) CNC Mini Milling Machines (Award)
  - 4) Grounds Maintenance (Award)
  - 5) Networking Cabling Services (Award)
  - 6) Online Employee Training Services (Award)
  - 7) Projector Replacement Project (Award)
  - 8) Travel Package for TexPREP Program (Award)
  - 9) Vending Services – Snacks (Award)
  - 10) Biology Lab Equipment I (Purchase)
  - 11) Biology Lab Equipment II (Purchase)
  - 12) Computers, Laptops and Tablets (Purchase)
  - 13) Furniture (Purchase)
  - 14) ID System Software Upgrade (Purchase)
  - 15) Intramural Sports Equipment and Supplies (Purchase)
  - 16) Medical Stretchers (Purchase)
  - 17) Medical Training Equipment – Headwalls (Purchase)
  - 18) Medical Training Equipment – Mannequins (Purchase)
  - 19) Microscopes and Cameras (Purchase)
  - 20) Mobile Ultrasound Systems (Purchase)
  - 21) Network Switch (Purchase)
  - 22) Online Tutoring Platform (Purchase)
  - 23) Training Services (Purchase)
  - 24) Web Security Professional Services (Purchase)
  - 25) Custodial Supplies (Renewal)
  - 26) Elevator Maintenance Agreement (Renewal)
  - 27) Institutional Membership – CCCSE (Renewal)
  - 28) Institutional Membership – SACS (Renewal)
  - 29) Institutional Participation Fee (Renewal)
  - 30) Library Discovery System (Renewal)
  - 31) Maintenance Management System (Renewal)
  - 32) Metal Products for Welding Programs (Renewal)
  - 33) Staff Uniforms and Services (Rental/Renewal)
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4. Review and Action as Necessary to Revise Policy #4115: Personnel Appointments ..... 68 - 70
5. Review and Action as Necessary to Revise Policy #4311: Personal Leave ..... 71 - 72

6. Review and Action as Necessary to Revise Policy #4922: Termination of Employment.....73 - 76
7. Discussion and Action as Necessary on Proposed Salary Increases and Adjustments to Faculty Pay Plan for FY 2014-2015 .....77 - 81
8. Review and Action as Necessary on Proposed Interlocal Agreement for Transportation Services between South Texas College and the Lower Rio Grande Valley Development Council .....82 - 90
9. Discussion and Action as Necessary on Proposed Budget Amendment for FY 2013-2014 .....91 - 98
10. Review and Action as Necessary on Unrestricted Fund Balance Designation as of August 31, 2014 .....99 - 101

B. Facilities Committee

1. Update and Action as Necessary on Contract Negotiations with Broaddus and Associates for 2013 Bond Construction Program Management Services ..... 102 - 134
2. Review and Action as Necessary on Memorandum of Understanding between South Texas College and Texas A&M AgriLife Extension Service for Starr County Campus Walking Trail..... 135 - 139
3. Review and Action as Necessary on Interagency Cooperative Agreement with Region One for use of Classroom Space in Building C at the Starr County Campus ..... 140 - 148
4. Review and Action as Necessary on Contracting Architectural On-Call Services for Projects less than \$500,000 in Total Construction Costs..... 149 - 154
5. Review and Action as Necessary on Contracting Mechanical, Electrical, and Plumbing Engineering On Call Services for Projects less than \$300,000 in Total Construction Costs..... 155 - 158
6. Review and Action as Necessary on Contracting Architectural Services for Technology Campus Building B Re-roofing ..... 159 - 161
7. Review and Action as Necessary on Contracting Civil Engineering Design Services for Pecan Campus Portable Buildings Infrastructure Improvements ..... 162 - 164
8. Review and Action as Necessary on Contracting Construction Services for Pecan Campus Student Services Building Modifications..... 165 - 168
9. Review and Action as Necessary on Rejection of Construction Proposals for Technology Campus Cooling Tower Replacement..... 169

10. Review and Action as Necessary on Substantial and/or Final Completion of the Following Projects:.....	170 - 172
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11. Update on Status of 2013 Bond Construction Program .....	173 - 174
12. Update on Status of Construction Projects .....	175 - 180
VIII. Consideration and Approval of Checks and Financial Reports.....	181 - 183
The Checks and the Financial Reports presented for approval are included in the Board Packet under SEPARATE COVER	
IX. Consideration and Action on Agenda Items	
1. Action as Necessary for Chair Appointment of Board Committee Chairs and Committee Members: .....	184 - 185
a. Education and Workforce Development Committee	
b. Facilities Committee	
c. Finance and Human Resources Committee	
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• Board Committee Meeting Minutes:	
○ June 12, 2014 Education & Workforce Development Committee (Cancelled)	
○ June 12, 2014 Facilities Committee .....	198 - 212
○ June 12, 2014 Finance and Human Resources Committee.....	213 - 232

A. Next Meetings:

- Education and Workforce Development Committee Meeting, Thursday, July 10th, 2014 at 3:30 p.m., Ann Richards Administration Building Board Room, Pecan Campus, McAllen, Texas
- Facilities Committee Meeting, Thursday, July 10th, 2014 at 4:30 p.m., Ann Richards Administration Building Board Room, Pecan Campus, McAllen, Texas
- Finance and Human Resources Committee Meeting, Thursday, July 10th, 2014 at 5:30 p.m., Ann Richards Administration Building Board Room, Pecan Campus, McAllen, Texas
- Regular Meeting of the Board of Trustees, Tuesday, July 29th, 2014 at 5:30 p.m., Ann Richards Administration Building Board Room, Pecan Campus, McAllen, Texas

B. Other Announcements:

- The College will be closed Friday, July 4<sup>th</sup>, 2014 in observance of Independence Day

XII. Adjournment

## **Presentations**

### *Presentation on Lower Rio Grande Development Corporation / Valley Metro and the JagExpress*

Mrs. Wanda Garza, Vice President for Student Affairs and Enrollment Management, and Mr. Tom Logan, Director of Valley Metro, will provide a presentation on the JagExpress, the collaboration between South Texas College, the City of Weslaco, and the Economic Development Corporation of Weslaco with the Lower Rio Grande Development Corporation.

With Board approval of an interlocal agreement with the LRGVDC, the JagExpress line, providing free public transportation to students, faculty, and staff with a current, valid South Texas College Student or Employee ID, will be expanded to include a new line serving a route between the three McAllen Campuses as well as a route to serve the Starr County Campus in Rio Grande City, TX. These will be in addition to the existing line that connects the Mid Valley Campus in Weslaco, TX to the Technology Campus and the NAH Campus, and other points along the way.

Additionally, Valley Metro will begin a new line connecting Weslaco to Edinburg, with regular stops in the Delta Area communities. This will replace the current “on-demand” JagExpress service to the Delta Area and will provide regular, reliable stops to members of those communities.

Mr. Logan will also describe the proposed improvements to the Valley Metro service, including additional buses, fixed bus stop locations, and free WiFi internet access provided on busses.

Approval of the interlocal agreement will be requested later in the agenda.

# Jag Express Intercampus Transit

Proposed Transportation Service



Tom Logan, Director  
Rodney Gomez, Assistant Director  
Maribel Contreras, Planner

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## Overview

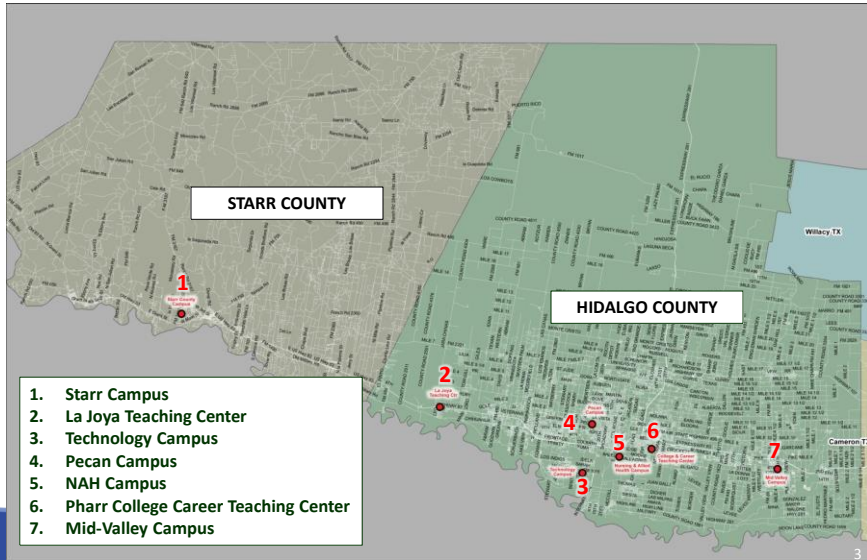
We are proposing an intercampus route system that will link STC campuses through under the “JagExpress” banner:

- Purple Line
- Green Line
- Yellow Line

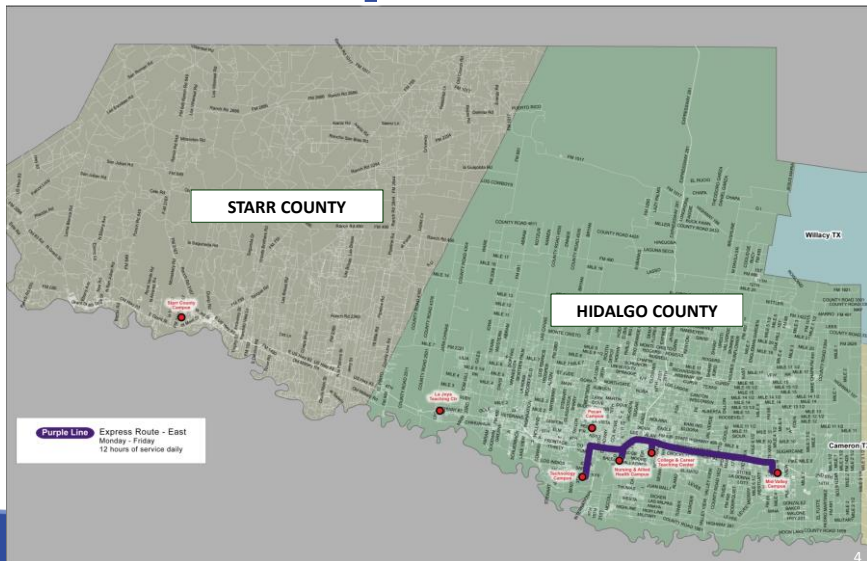


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# STC Intercampus Service Area

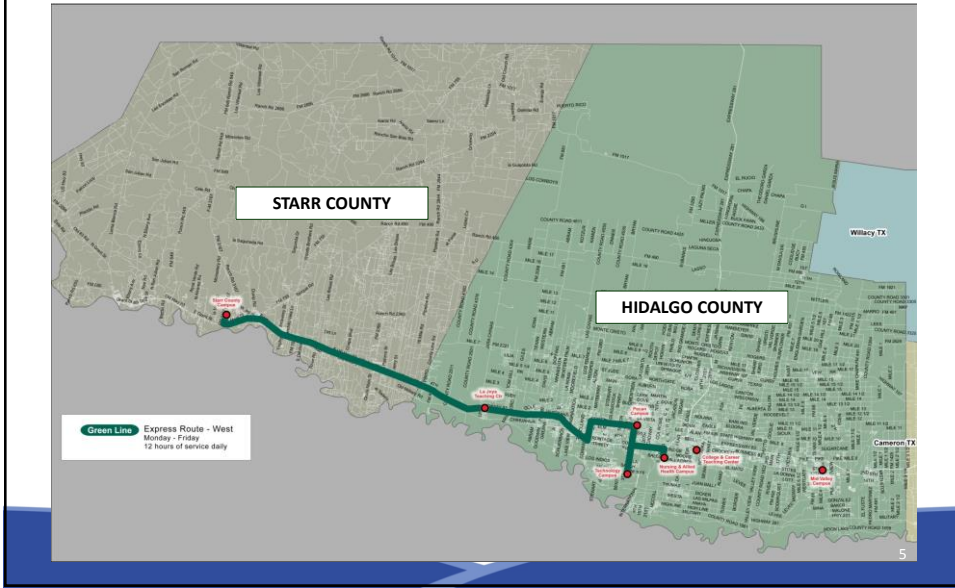


# Purple Line

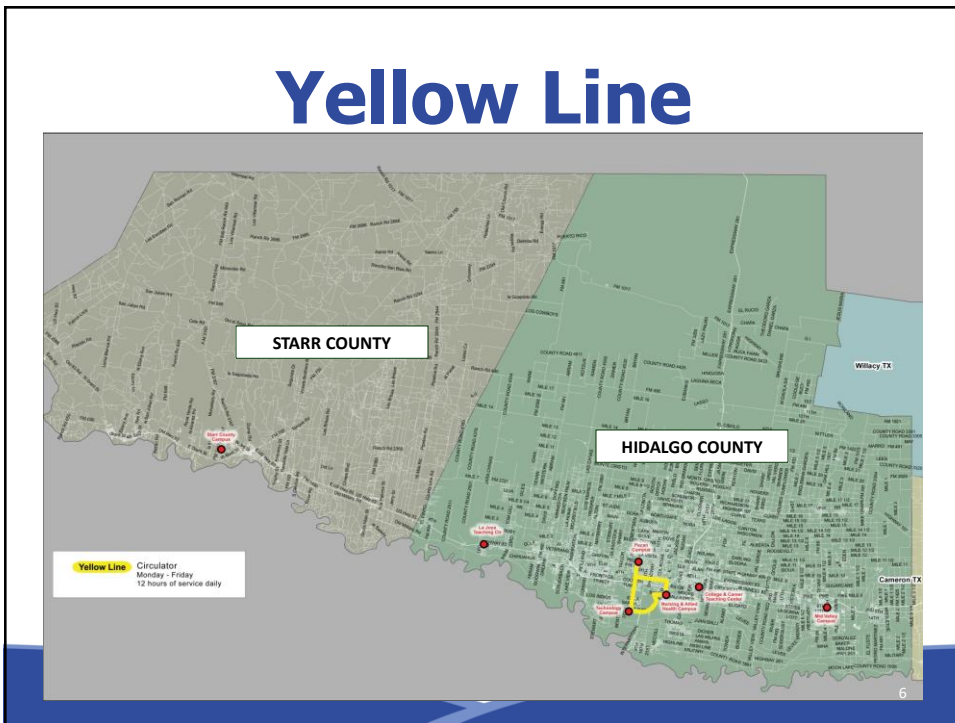


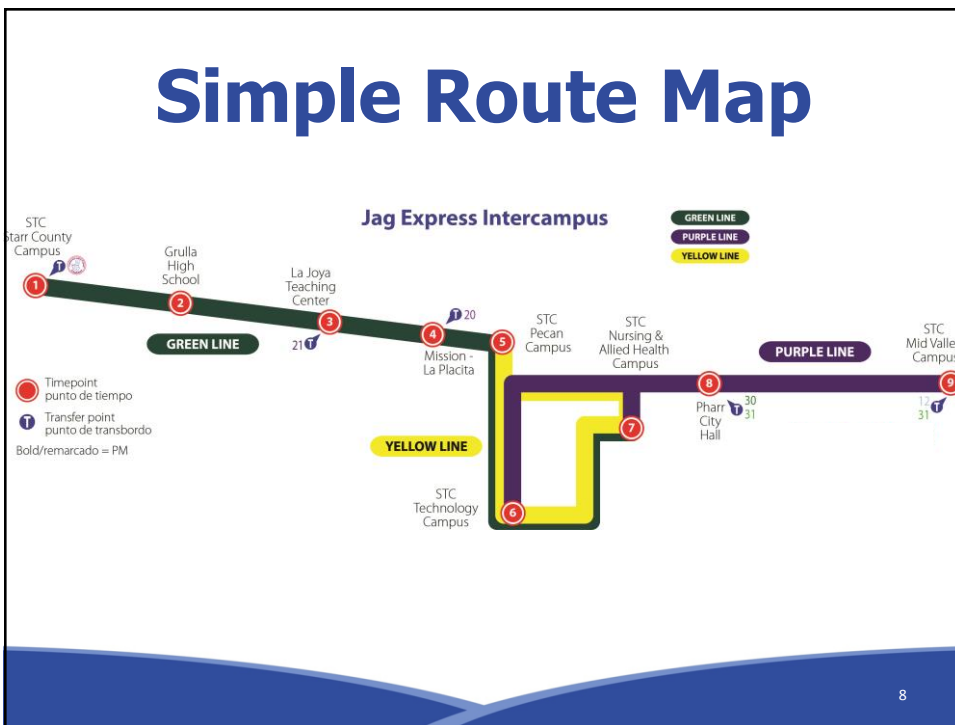


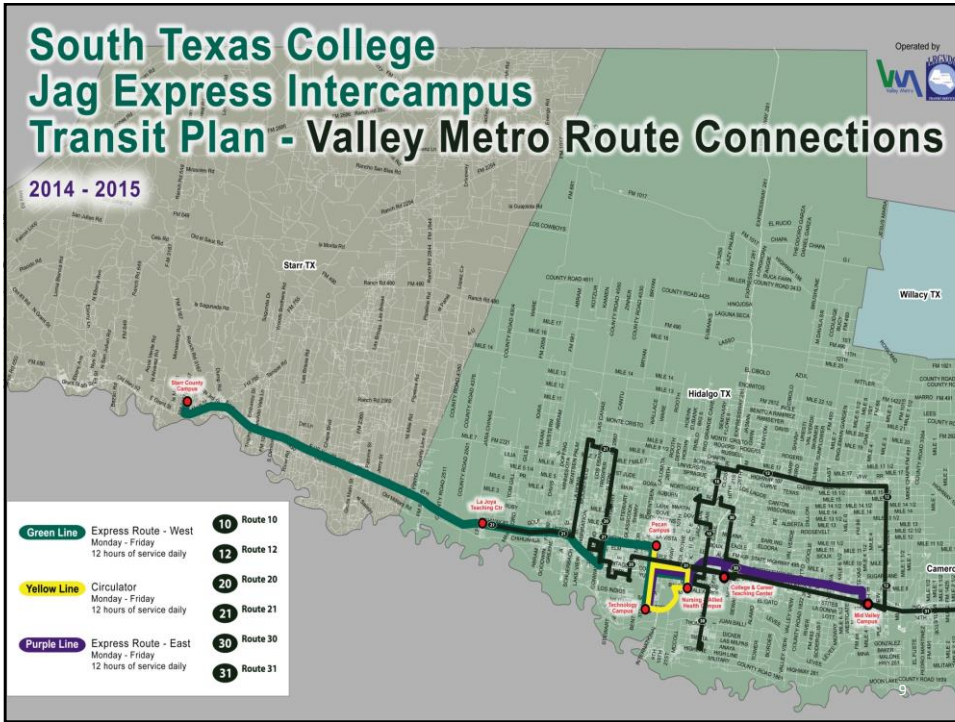
# Green Line





# Yellow Line







		South Texas College-Mid Valley JagExpress STC Student Passenger Counts Comparison 2013-2014 August - April 30, 2014			
<b>Direct Service</b>					
		STC	UTPA	General Public	Total
Route- 12 Edcouch/Elsa-Edinburg		242	57	536	835
Route- 31 Business 83		2,036	1,812	62,612	66,460
Route- 35 Mid Valley JagExpress		1,668	0	0	1,668
<b>Total</b>		<b>3,946</b>	<b>1,869</b>	<b>63,148</b>	<b>68,963</b>
* Route 35 - STC					
<b>Connecting Service</b>					
	Connection	STC	UTPA	General Public	Total
Route- 10 Edinburg-McAllen	12, 31	472	3,321	21,321	25,114
Route- 14 UTPA Annex	12	26	16,411	4,449	20,886
Route- 15 Edinburg	12	1	12	47	60
Route- 20 Mission-McAllen	31	337	5,026	18,412	23,775
Route- 30 Pharr-San Juan-Edinburg	31, 35	77	1,788	16,794	18,659
Route- 41 Harlingen Retail	31	38	5	12,662	12,705
Route- 44 La Feria/Santa Rosa/Primera	31	8	7	7,401	7,416
Route- 45 Cameron Career Connection	31	46	25	40,025	40,096
<b>Total</b>		<b>1,005</b>	<b>26,595</b>	<b>121,111</b>	<b>148,711</b>
* South Texas College Student Universal Pass (free) service on any Valley Metro destination.					
<b>Total Service</b>					
		STC	UTPA	General Public	Total
<b>Grand Total</b>		<b>4,951</b>	<b>28,464</b>	<b>184,259</b>	<b>217,674</b>

## Unlimited Rides

- Unlimited service to all STC students, faculty, and staff (FREE rides)
- STC students ride FREE not only on STC Jag Express routes, but to ALL Valley Metro routes
- Call Center services  
1-800-574-8322

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## Bus Stop Improvements

2014 - 2015

- Starr Campus
- Pecan Campus
- La Joya
- Pharr
- City of Mission

**\*Capital Improvement Plan:  
\$1.18 million**



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\* The NAH Campus and Technology Campus already have bus shelters in place.

# Bus Fleet

- 7 Vehicles: Intercampus & Park & Ride Services
- 5 Vehicle Acquisition:
  - › TV screens
  - › Bike racks
  - › Wi – Fi (free)
  - › Camera system



**\*STC buses will transition back to the college in Fall 2015.**

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# Marketing

- Branding
- Bus wraps
- Flyers/brochures
- Public meetings
- Press releases
- Social media
- Fairs/events
- Youtube



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## Funding Sources

- Valley Metro federal grant (50% of operating or 80% of capital)
- Operating: 50% provided by STC in terms of contracted services, cash, or in-kind
- Capital: 20% provided through transportation development credits (State of Texas)

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## Total Budget

### STC Jag Express Intercampus Transit Plan 2014 - 2015 Year (Fall, Spring, Summer) COMPLETE Operating Budget

Operating Cost for System	\$966,470
Capital Cost for System	\$1,118,637
Total Cost for System	\$2,085,107
Less State/Federal Contribution for Operating	-\$509,593
Less State/Federal Contribution for Capital	-\$1,118,637
<b>Total Local Cost</b>	<b>\$456,877</b>
<u>Less other local contributions:</u>	
LRGVDC Match	-\$40,000
Proposed Contribution from City of Weslaco	-\$39,236
Proposed Contribution from EDC	-\$39,000
<b>Total Cost to STC</b>	<b>\$338,641</b>
STC Employee Services Match	\$176,968
STC In-Kind Match	\$47,571
STC Cash Payment	\$114,102
<b>Total Cost to STC</b>	<b>\$338,641</b>

\* For STC JagExpress Consortium's contribution of \$456,877 the system will receive \$1,628,230 from federal/state sources (>3 to 1 return on investment).

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# Partnership Recap

- Contracted services
- Fleet acquisition
- Public relations activities
- Employee Loan Program  
(Government Code Chapter 391.007)



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# The Future



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**Approval of Minutes  
May 27, 2014 Regular Board Meeting**

The Minutes of the May 27, 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 May 27, 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 May 27, 2014 Board Meeting as presented.

**Approval Recommended:**

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



**SOUTH TEXAS COLLEGE  
BOARD OF TRUSTEES REGULAR BOARD MEETING  
Tuesday, May 27, 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, May 27, 2014 in the Ann Richards Administration Building Board Room at the Pecan Campus in McAllen, Texas. The meeting commenced at 5:39 p.m. with Ms. Rose Benavidez, Chair, presiding.

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

Members absent: None

Also present: Dr. Shirley A. Reed, Mr. Chuy Ramirez, Mrs. Mary Elizondo, Dr. Anahid Petrosian, Mrs. Wanda Garza, Mr. Gerry Rodriguez, Mrs. Becky Cavazos, Ms. Myriam Lopez, Mr. Daniel Ramirez, Mr. George McCaleb, Mrs. Hannah McCann, Mr. Nick Gonzalez, Ms. Alicia Gomez, Mr. Steve Bourdon, Mr. Ricardo De La Garza, Mr. Luis De La Garza, Dr. Paul Henley, Mr. Chris Sias, Mr. Steve McGarraugh, and Andrew Fish.

**Determination of a Quorum**

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

**Invocation:**

Mr. Gerry Rodriguez, Director of Facilities Planning and Construction, said the invocation.

**Public Comments:**

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

**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, provided the Board with a presentation and short video 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
<b>Total:</b>	<b>4818</b>

This item was for the Board's information and feedback to staff, and there was no action taken.

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

Upon a motion by Dr. Alejo Salinas, Jr. and a second by Mr. Roy de León, the Minutes of the April 22, 2014 Regular Board Meeting were approved as written. The motion carried.

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

Upon a motion by Mrs. Graciela Farias and a second by Mr. Paul R. Rodriguez, the Minutes of the April 26, 2014 Special Board Meeting were approved as written. The motion carried.

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

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

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. The Texas Pre-freshman Engineering Program (TexPREP) Grant from the University of Texas at San Antonio

The motion carried.

## **Education and Workforce Development Committee**

Dr. Alejo Salinas, Jr. chaired the May 8, 2014 Education and Workforce Development Committee, and reviewed the following two Committee items with the Board:

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

Dr. Alejo Salinas, Jr. moved that the Board approve the programs as recommended by the Education and Workforce Development Committee, and Mrs. Graciela Farias seconded the motion. Chair Benavidez noted that action was not requested at this time, and Dr. Reed verified that staff would like to formally present the programs for Board approval at a subsequent Board meeting.

Dr. Salinas and Mrs. Farias retracted the motion and second, respectively. No action was taken.

### 2. 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 was the South Texas College component of NAAMREI, and was an entity through which the College secured grants and coordinated 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 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 earned at least \$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 was working to become the first FESTO-certified training center in the U.S. FESTO was an international leader in cell manufacturing and automation labs.

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

Dr. Salinas provided these reports for the Board's information and feedback to staff, and no action was taken.

### **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 was 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 was \$25,000. **This was a voluntary product, so there was no cost to the College. No students 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 was unlimited in compliance with the Patient Protection and Affordable Care Act as compared to \$500,000 for FY 2013-2014. **This was a voluntary product, so there was no cost to the College. 48 students 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 was \$17,666 which was approximately \$10 per student.**

The recommendation was 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 was paid by the students enrolled in the allied health and child development programs. The College and faculty were insured parties at no cost to the student or to the College.**

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

Student Assurance Services/Nationwide Life Insurance Company for the period beginning from August 25, 2014 through August 24, 2015. The student accident insurance limit was \$25,000. The annual premium was \$2,700.

The Workforce Training premium was based on 344 participants. These participants were 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 included all participants. **This cost was covered by Workforce Solutions Project Grow and Accelerate Texas grants and cash paying students.**

The request for proposals was advertised and issued to 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 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.

Upon a motion by Mr. Roy de León and a second by Mr. Jesse Villarreal, the Board of Trustees of South Texas College approved and authorized the proposal awards 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.

### **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) **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 was \$ 1,626,836.76.

Two items were included in the May 8, 2014 Finance and Human Resources Committee Meeting packet but removed from that committee's recommendation to the Board, at the request of staff:

**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;

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

Upon a motion by Mr. Roy de León and a second by Mr. Paul R. Rodriguez, 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 External Auditor Services**

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

Long Chilton LLP had complied with all the terms and conditions of the contract and their services had been satisfactory. Funds for this expenditure were 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.

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

### **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 was requested.

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

The purpose of the BIA was to understand the impact of unforeseen disruption to the College. The BIA was a tool that identified and measured College units' reliance on critical business processes and information systems, identified the impact of the disruption of the process, and identified 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 were 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 needs to be conducted in FY 2014-2015.

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

The Finance and Human Resources Committee recommended Board approval of the Consulting Services contract 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

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

**Mr. Roy de León and Mr. Gary Gurwitz abstained from deliberation and action on the following Finance and Human Resources Committee item and Mr. Paul R. Rodriguez introduced it for consideration by the Board:**

### **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, was requested.

All of the College's funds would be deposited and invested at the College's depository bank. The bank would be 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) would be issued to solicit bank depository services effective September 1, 2014. The timeline was 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 provided a comprehensive list of the services to be provided under the proposed bank depository services agreement, which may include but was not limited to the following services:

- |                               |                                    |
|-------------------------------|------------------------------------|
| 1. Account Maintenance        | 12. Positive Pay                   |
| 2. On-line Banking            | 13. Stop Payments                  |
| 3. Bank Statements            | 14. Credit and Debit Card Payments |
| 4. Deposit Services           | 15. Payable Card Program           |
| 5. Remote Deposit Capture     | 16. Pay Card Program               |
| 6. Return Items               | 17. Account Analysis               |
| 7. Disbursement Services      | 18. Research                       |
| 8. Electronic Funds Transfers | 19. Check Cashing                  |
| 9. Wire Transfer Transactions | 20. Borrowings                     |
| 10. ACH Transactions          | 21. Vault Services                 |
| 11. ACH Debit Blocking        | 22. Automated Teller Machines      |

23. Other Services  
24. Support Services  
25. Account Executive  
26. Collateral

27. Investment Activities  
28. Overdraft Provisions  
29. Fraud Assurance Services

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.

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.

Mr. Roy de León and Mr. Gary Gurwitz abstained from the deliberation and action regarding this item at the Board meeting.

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

### **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, was 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 requested permission to issue a Request for Proposals.

The RFP advertisement would 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 Proposals would be issued to solicit bookstore services. The proposed timeline was 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 would be for a three year period beginning November 1, 2014 and ending October 31, 2017, and would 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.

Upon a motion by Mr. Roy de León and a second by Mrs. Graciela Farias, the Board of Trustees of South Texas College approved and authorized 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 motion carried.

## **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 was requested.

For the Pecan Campus, the 2013 Bond Construction Program included construction of four new buildings. The proposed locations for these four buildings evolved 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, an updated campus master site plan, which was included in the Board packet, was developed. This updated master plan site plan was revised by STC staff and was recommended for implementation.

The Facilities 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 nearby parking for 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, with the library site moved nearer to available parking.
- 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 was not recommended.
  - A covered outdoor gathering space could 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 could be modeled around the existing building.

- This outdoor space could 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 made the proposed location for the new North Academic Building proposed for the Pecan Campus North Side the best option.

The Facilities Committee made the following recommendation for Board approval, also shown in the schematics that were included in the Board packet:

### **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 was included in the Board packet.

The Facilities Committee also asked that the Construction Program Management Services firm, once contracted, provide feedback on the revised Master Site Plan 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 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, pending review by a Bond Construction Program Manager.

The Board then asked for clarification that the motion included the proposed North Academic Building planned for the Pecan Campus North Side, as above. Mr. Gurwitz and staff indicated that this building was included within the buildings in the proposed motion.

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 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, pending review by a Bond Construction Program Manager, and clarified to include the proposed North Academic Building on the North Campus North Side, as presented.

The Board further discussed the concerns over the placement of the proposed North Academic Building on the Pecan Campus North Side, due to its distance from other academic buildings. Staff advised that this was the best feasible location, and in compliance with the long term Master Planning of the Pecan Campus. Mr. Gurwitz reiterated a request at the Facilities Committee meeting, when a similar concern was voiced, and established that administration would be asked to schedule classes in that building to the best convenience and safety of students, insofar as possible.

The motion carried.

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

Approval of a plan for relocation of Pecan Campus portable buildings in preparation for the 2013 Bond Construction Program was 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 prepared a campus site plan providing for the following elements associated with the relocation of those portable buildings:

- **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 campus site plan was modified. 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 was developed.



The Facilities Committee also asked the Board to provide an opportunity for the Construction Program Management Services firm to provide feedback on the relocation of portable buildings in preparation for the Bond Construction Program, by approving the plan contingent upon review by any CPM Services firm contracted by the Board.

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.

Upon a motion by Mr. Gary Gurwitz and a second by Mr. Jesse Villarreal, the Board of Trustees of South Texas College approved and authorized the proposed plan for relocation of Pecan Campus portable buildings in preparation for the 2013 Bond Construction Program as presented and contingent upon review by a Construction Program Management Service firm to be contracted by the Board. The motion carried.

### **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 was 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 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. With the addition of a fourth disconnect, the total cost would increase to approximately \$100,000.

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

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

## **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 was requested.

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. The additional parking and drive were developed in accordance with the campus master plan. A campus site plan depicting the proposed additional parking and entry drive were included in the packet.

Preliminary construction cost estimates indicated that the project cost would 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:

<b>Source of Funding</b>	<b>Amount Budgeted</b>	<b>Preliminary Cost Estimates</b>
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.

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.

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 proposed schematic design of the Nursing and Allied Health Campus Parking Expansion and Entry Drive as requested. The motion carried.

## **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 was requested.

Carpeting in some areas of these buildings was over fifteen years old and were in need of replacement. Staff proposed to replace the carpet with carpet tile, which was the 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.

<b>Timeline for Solicitation of Competitive Sealed Proposals</b>	
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.

<b>Source of Funding</b>	<b>Amount Budgeted</b>	<b>Highest Ranked Proposal</b>
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.

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 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 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 was requested.

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 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.

<b>Timeline for Solicitation of Competitive Sealed Proposals</b>	
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.

<b>Source of Funding</b>	<b>Amount Budgeted</b>	<b>Highest Ranked Proposal</b>
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.

Upon a motion by Mr. Gary Gurwitz and a second by Dr. Alejo Salinas, Jr., the Board of Trustees of South Texas College approved and authorized contracting construction services with 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 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 was requested.

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.

<b>Pecan Plaza Space Renovation for the STC Police Department</b>			
<b>Change Order No.</b>	<b>Item Description and Justification</b>	<b>Cost/ Days</b>	<b>Funding Source</b>
3	<ul style="list-style-type: none"> <li>• <b>Description:</b> Upgrade City water line from 4” to 6”</li> <li>• <b>Justification:</b> 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.</li> </ul>	\$14,326	Construction
<b>Total Change Order No. 3</b>		\$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.

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

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

Upon a motion by Mr. Gary Gurwitz and a second by Mrs. Graciela Farias, the Board of Trustees of South Texas College approved and authorized the substantial completion for the Technology Campus Detention Pond Cleaning project as presented.

Dr. Alejo Salinas, Jr. asked staff whether there was fencing around the pond to provide for safety and security against accidents.

Mr. Gerry Rodriguez informed the Board that the slope of the pond was very slight, such that there was no problem running a lawnmower across the slope during routine maintenance. Additionally, the pond is only approximately three feet deep at its deepest point.

Because of the gentle grade and lack of depth, relevant building code and best practices do not require or recommend a security barrier to restrict access to the pond.

The motion carried.

## **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 was 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 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, included 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 was 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 had already paid CAS Companies \$217,186.16 for this project, and the remaining balance, pending Board approval of liquidated damages, was \$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. A letter from Dannenbaum Engineering acknowledging all work is complete and recommending release of final payment was included within the Board packet.

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 accepted the liquidated damages claim, and informed Facilities Planning and Construction staff that they would 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.

Upon a motion by Mr. Gary Gurwitz and a second by Mr. Jesse Villarreal, 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 motion carried.

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

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

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

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

Board action was requested to approve the checks for release and the financial reports for the month of April 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. Roy de León, the Board of Trustees approved the submitted checks for release in an amount over \$50,000.00, the checks that were released as authorized by Board Policy #5610, and the financial reports submitted for the month of April 2014. The motion carried.

## **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 recognized and extended their sincere appreciation to the outgoing Board Officers upon the completion of their two-year terms.

The outgoing Board Officers were:

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 was 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 recognized and thanked each Board Officer for their last two years of service.



## **Election of Board Officers**

The Board of Trustees Policy Manual called 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, as established in TEX.EDU.CODE § 130.082.

The policy outlined the regulations that govern the manner in which each officer would be elected and described the responsibilities for the given offices. Policy # 1100: Board Officers was included in the packet for the Board's review.

Ms. Rose Benavidez 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.

Mrs. Graciela Farias nominated a slate of Officers as follows:

- Mr. Roy de León was nominated for the Office of Chair
- Dr. Alejo Salinas, Jr. was nominated for the Office of Vice Chair
- Mr. Paul R. Rodriguez was nominated for the Office of Secretary

There were no further nominations.

Upon a motion by Mr. Gary Gurwitz and a second by Mrs. Graciela Farias, the Board of Trustees of South Texas College closed nominations for Officers of the Board to serve from May 2014 through May 2016. There was no discussion, and the motion carried.

With only one nomination for each Office, Chair Rose Benavidez declared by acclamation that Mr. Roy de León was elected Chair of the Board, Dr. Alejo Salinas, Jr. was elected Vice Chair, and Mr. Paul R. Rodriguez was elected Secretary. The motion carried.

Upon the completion of the election, Ms. Rose Benavidez passed the gavel to Mr. Roy de León, who presided over the remainder of the May 27, 2014 Board of Trustees Regular Board Meeting.

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

Board Policy allowed the Board Chair to appoint Committee members and Chairs as the Chair deems appropriate.

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

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

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 was included in the Board packet for the Board's information. This list was provided to the newly elected Chair for this discussion of Committee membership and consideration of any changes.

Newly elected Chair Mr. Roy de León asked each Trustee to inform him of their preferences for Committee service and consideration for Chairmanship.

Dr. Reed distributed a form to each Trustee to allow them to record their preferences and submit them for review by Chair de León.

Chair de León announced that he would defer action until the next Board meeting. No action was taken.

Mr. Roy de León announced that the following items were included within the Board Packet:

## **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

## **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 29<sup>th</sup>, 2014 at 5:30 p.m.

**Adjournment:**

There being no further business to discuss, the Regular Meeting of the South Texas College Board of Trustees adjourned at 7:02 p.m.

I certify the foregoing are the true and correct minutes of the Tuesday, May 27, 2014 Regular Board Meeting of the South Texas College Board of Trustees.

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Mr. Paul R. Rodriguez  
Secretary

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

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

1. The “The Microsoft Excel Training” Contract from the Lower Rio Grande Valley Workforce Development Board in the amount not to exceed \$5,051.

STC’s Continuing Education will provide Microsoft Excel Training to address the professional development needs of Workforce Solutions staff. The targeted number of participants to be served is 60. This contract supports STC’s Strategic Direction Two: Access and Success.

2. The “VIDA College Prep Academy” Grant from Valley Initiative for Development and Advancement in the amount not to exceed \$72,000.

STC’s Continuing Professional and Workforce Education will provide 480 hours of College Prep Academy training to address the needs of VIDA’s clients in the Rio Grande Valley. The targeted number of participants to be served is 20. These grant funds will be used for tuition, books, materials, and salaries as approved in the grant.

3. The Caterpillar Dealer Excellence Funds and Training Engine grant from Caterpillar and Holt Cat in the amount of \$4,000 and to include a Caterpillar 3126 Training Engine.

This grant allows STC to purchase equipment or for training whichever need is greater. In addition to the funding, STC Diesel Program students will now have the opportunity to train on the Caterpillar 3126 Training Engine helping them to be better prepared for the workforce. Grant funds will be used for equipment or training in the technical area at the discretion of the Dean; and not to exceed this amount.

By providing students with direct access and ‘hands on’ training on a Caterpillar 3126 Training Engine, this grant helps meet STC’s strategic goal to increase the high success rate for students. This grant also reflects a strong relationship between the College and Caterpillar and Holt Cat, which exemplifies another strategic goal of Collaboration with industry partnerships.”

4. Additional Grants Received/Pending Official Award

The approved grants will provide up to \$81,051.00 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 “The Microsoft Excel Training” Contract from the Lower Rio Grande Valley Workforce Development Board in the amount not to exceed \$5,051.
2. The “VIDA College Prep Academy” Grant from Valley Initiative for Development and Advancement in the amount not to exceed \$72,000.
3. The Caterpillar Dealer Excellence Funds and Training Engine grant from Caterpillar and Holt Cat in the amount of \$4,000 and to include a Caterpillar 3126 Training Engine.
4. Additional Grants Received/Pending Official Award

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

**Trustees:**

The Board of Trustees of South Texas College approves and authorizes accepting the following grant award(s) and using related funds as authorized by each grant, contingent upon official award as appropriate:

1. The “The Microsoft Excel Training” Contract from the Lower Rio Grande Valley Workforce Development Board in the amount not to exceed \$5,051.
2. The “VIDA College Prep Academy” Grant from Valley Initiative for Development and Advancement in the amount not to exceed \$72,000.
3. The Caterpillar Dealer Excellence Funds and Training Engine grant from Caterpillar and Holt Cat in the amount of \$4,000 and to include a Caterpillar 3126 Training Engine.
4. Additional Grants Received/Pending Official Award

**Approval Recommended:**

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

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

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

### 1) Audio Visual Equipment II (Award)

Award the proposal for audio visual equipment II, at a total cost of \$120,641.32 with the following vendors;

	Project	Vendor	Amount
1	Technology Campus Bldg B Rm 113 Classroom Upgrade	Pro Sound Video Lighting (Pensacola, FL)	\$9,528.02
2	Technology Campus Bldg B Rm 240 Classroom Upgrade	Pro Sound Video Lighting (Pensacola, FL)	\$9,372.52
3	Nursing & Allied Health Campus Rm 102 Classroom Upgrade	Pro Sound Video Lighting (Pensacola, FL)	\$22,307.62
4	Starr County Campus Bldg H Rm I-202 Student Activities Quiet Room	Pro Sound Video Lighting (Pensacola, FL)	\$13,425.53
5	Pecan Campus Building L Theater Upgrade	Pro Sound Video Lighting (Pensacola, FL)	\$10,245.31
6	Pecan Plaza Continuing Education and Cashier Renovation	Pro Sound Video Lighting (Pensacola, FL)	\$19,647.32
7	Projectors- District Wide Replacement for Classrooms and Portable Buildings	AVES Audio Visual Systems, Inc. (Sugar Land, TX)	\$36,115.00

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

Proposal documents were advertised and issued to fifteen (15) vendors. Six (6) responses were received and reviewed by Instructional Technologies and the Purchasing Department.

Funds for this expenditure are budgeted in the Instructional Technologies and Construction – Pecan Plaza Continuing Education and Cashier Renovation Program budgets for FY 2013-2014.

### 2) Books and Educational Materials (Award)

Award the proposal for books and educational materials for the period of August 27, 2014 through August 26, 2015 with two one-year options to renew, at an estimated cost of \$300,000.00, which is based on prior year expenditures, with the following vendors:

- Avanti Enterprises, Inc. (Oak Brook, IL)
- B. E. Publishing (North Kingstown, RI)
- Barnes & Noble Booksellers (The Woodlands, TX)
- Barnes & Noble College Booksellers, LLC. (Basking Ridge, NJ)
- Complete Book & Media, Supply, LLC. (Cedar Park, TX)
- Follett School Solutions, Inc. (McHenry, IL)

- Ingram Library Services, Inc. (La Vergne, TN)
- Kamico Instructional Media, Inc. (Salado, TX)
- Kaplan Early Learning Company (Lewisville, NC)

The books and educational materials will be provided to students participating in the PASS Program lending library. The PASS Program lending library and Continuing Education provide books to student in the Fall, Spring and Summer semesters.

Proposal documents were advertised and issued to eighteen (18) vendors. Nine (9) responses were received and reviewed by the Purchasing Department.

Funds for this expenditure are budgeted in the Carl Perkins and other grant budgets for FY 2013-2014 and FY 2014-2015 pending Board approval of the budget.

### **3) CNC Mini Milling Machines (Award)**

Award the proposal for two (2) CNC mini milling machines to Technical Laboratory Systems, Inc. (Houston, TX), at a total cost of \$26,970.00.

The two (2) CNC mini milling machines will be used for student instruction in the Engineering Program in the Division of Math and Science. The machines will be located at the Pecan and Mid Valley Campuses.

The CNC milling machine will be used in several Engineering courses to add more hands-on application to the curriculum. The CNC mill is a device that takes a block of material (such as wood, plastic, or aluminum) and shapes it into a desired part via a computer controlled milling tool. This milling tool removes material from the initial block of material creating the desired geometry. This is an excellent way for students to take project designs and make them into working prototypes bridging students theoretical design knowledge into practical reality.

Proposal documents were advertised and issued to seven (7) vendors. One (1) response was received and reviewed by the Engineering Program and Purchasing Department.

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

### **4) Grounds Maintenance (Award)**

Award the proposal for grounds maintenance to Maldonado Nursery & Landscape, Inc. (La Feria, TX), for the period of July 26, 2014 through July 25, 2015 with two one-year options to renew, at an estimated cost of \$266,894.00.

The ground maintenance contract will include grounds maintenance including mowing, shredding of grass, tree trimming, flower beds and landscaping areas with crushed granite for the Pecan Campus, Nursing and Allied Health Campus, Technology Campus, Starr County Campus and Mid Valley Campus.

Proposal documents were advertised and issued to seven (7) vendors. Four (4) responses were received and reviewed by the Director of Operations and Purchasing Department.

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

**5) Network Cabling Services (Award)**

Award the proposal for network cabling services to BridgeNet Communications, LLC. (Donna, TX), for the period of July 26, 2014 through July 25, 2015 with two one-year options to renew, at an estimated cost of \$75,000.00 based on prior year history.

The networking cabling services will be used across STC's various campuses on an as needed basis. These services are needed to install data cabling in new facilities and renovated areas or to install additional lines in existing classrooms or offices.

Proposal documents were advertised and issued to five (5) vendors. Two (2) responses were received and reviewed by Technology Resources and Purchasing Department.

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

**6) Online Employee Training Services (Award)**

Award the proposal for online employee training services to Workplace Answers, LLC. (Austin, TX), for the period of July 1, 2014 through June 30, 2015 with two one-year options to renew, at a total amount of \$9,995.00.

The online employee training services is needed to comply with requirements under the Title IX of the Education Amendments of 1972, Section 703 of Title VII of the 1964 Civil Rights Act, Section 504 of the Rehabilitation Act of 1973, the Federal Clery Act, and requirements under Chapter 51 Education Code, Chapter 261, Family Code, the College has requested proposals for online training programs to be provided for approximately 2600 employees (both full time and part time employees) and approximately 300 employees designated as Campus Security Authorities.

The online employee training services will include the following courses:

- Child Abuse and Molestation Awareness & Prevention in Texas
- Sexual Violence Awareness & Prevention
- Campus Security Authority Training
- Code of Conduct (Ethics) Training
- Unlawful Harassment Prevention for Faculty and Staff

Proposal documents were advertised and issued to sixteen (16) vendors. Four (4) responses were received and reviewed by Human Resources and Purchasing Department.

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



**7) Projector Replacement Project (Award)**

Award the proposal for the projector replacement project to Audio Visual Aids Corp (San Antonio, TX), at a total cost of \$205,836.00.

The projectors will replace one hundred and four (104) or 24% of existing classroom projectors district-wide that are out of warranty and whose performance levels have fallen below acceptable levels in both brightness and/or image quality for instructional use.

Proposal documents were advertised and issued to five (5) vendors. Three (3) responses were received and reviewed by Instructional Technologies and Purchasing Departments.

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

**8) Travel Package for TexPREP Program (Award)**

Award the proposal for travel package for TexPREP program to EF Explore America (Cambridge, MA), at a total cost of \$26,131.00.

The Texas PreFreshman Engineering Program (TexPREP) is an academically intense, mathematics-based summer program which stresses the development of abstract reasoning and problem solving skills. The purpose of this program is to identify achieving middle and high school students with an interest in the fields of science, technology, engineering and other mathematics-related (STEM) areas and to increase their potential for careers in the STEM fields.

Each year, we have four districts that participate in our South Texas College TexPREP program. Since we began in 2010, we have had several students who have completed all four years of the summer program. In order to recognize their willingness to work hard during the summer and focus on STEM, those students are taken on a STEM related trip upon completion. With this goal in mind, a trip to Chicago, Illinois has been planned this summer.

The travel package is an educational tour, which is STEM based and STEM focused, to Chicago, Illinois for the Progreso Independent School District TexPREP program students who have successfully completed four years of TexPREP. The travel will include airfare, lodging, meals (breakfast/dinner) and guided tours for the period of August 1, 2014 through August 4, 2014.

A total of eleven (11) high school students are participating in the Texas PreFreshman Engineering Program at Progreso ISD. This travel package will also include four (4) chaperones which include two from South Texas College and two from Progreso ISD.

The guided tour will include the following: Magnificent Mile, Water Tower, Oak Street Beach, Lake Michigan, Lincoln Park Conservatory, Frank Lloyd Wright's Robie House, Shedd Aquarium with Oceanarium Show, Field Museum, Architecture River Cruise, Navy Pier, Theater Performance, Medieval Dinner, Art Institute of Chicago, Chicago Cultural Center, Willis Tower Skydeck and Financial Center. Each location will have opportunities to experience the STEM-based activity that takes place at each as well as hands-on activities.

Proposal documents were advertised and issued to five (5) vendors. Three (3) responses were received and reviewed by Director of High School Program and Purchasing Department.

Funds for this expenditure are budgeted in the TexPREP Program – Progreso ISD grant budget for FY 2013-2014.

**9) Vending Services – Snacks (Award)**

Award the proposal for vending services – snacks to Corpus Christ Vending, Inc./dba South Texas Canteen (La Feria, TX) for the period of September 1, 2014 through August 31, 2019 with services to all STC locations.

The (five) 5 year proposal includes a monthly commission of 19% of net sales. The pricing is as follows:

Candy	\$1.15
Chips	\$0.75
Snacks	\$0.75
Pastry-Fresh	\$1.10
Cookies	\$0.85

Proposal documents were advertised and issued to four (4) vendors. Two (2) responses were received and reviewed by the Director of Operations and Purchasing Department.

**10)Biology Lab Equipment I (Purchase)**

Purchase biology lab equipment I from Ward's Science/a Division of VWR International, LLC. (Rochester, NY), a Texas Association of School Boards – Buyboard approved vendor, at a total cost of \$15,553.91.

The biology lab equipment will be used for student instruction in the Biology Program in the Division of Math and Sciences. It will include an incubator shaker and ultra-low temperature chest freezer.

The incubator shaker will incubate cell cultures by providing stable temperature conditions under which the cells can grow while being agitated in a circular motion. The freezer will have capability of storing cell cultures up to -86 degrees Celsius. This equipment will provide students with the ability to document the growth of cell cultures.

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

**11)Biology Lab Equipment II (Purchase)**

Purchase biology lab equipment II from Bio-Rad Laboratories (Hercules, CA), a sole source vendor, at a total cost of \$28,130.00.

The biology lab equipment will be used for student instruction in the Biology Program in the Division of Math and Science. The two (2) thermal cyclers will be used to amplify segments of DNA while raising and lowering the temperature. The two (2) gel doc systems are used for imaging and documentation of nucleic acid and protein suspended within gels.

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

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

Purchase of computers, laptops, and tablets from the State of Texas Department of Information Resources (DIR) approved vendors Dell Marketing, LP (Dallas, TX), Apple Computer, Inc. (Dallas, TX) and from the National Joint Powers Alliance approved vendor CDW Government in the total amount of \$201,751.62.

All purchase requests for computers, laptops, and tablets 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
  - ⇒ 2 Computers for Facility Maintenance
  - ⇒ 2 Computers for Student Affairs and Enrollment Management
  - ⇒ 19 Computers for Business Office
  - ⇒ 3 Computers for Research and Analytical Services
  - ⇒ 4 Computers for Admin-Allowance – Pell (Financial Aid)
  - ⇒ 9 Computers for Student Affairs
  - ⇒ 2 Computers for DE Computer Science Academy
  - ⇒ 1 Computer for Professional & Organizational Development
- Faculty-Use Computers
  - ⇒ 2 Computers for Math Program
  - ⇒ 1 Computer for Art Program
  - ⇒ 2 Computers for Social Work Program
  - ⇒ 2 Computers for Child Development Program
  - ⇒ 6 Computers for English Program
- Grant-Funded Student Lab Computers
  - ⇒ 30 Computers for Pecan North Academic Bldg G226 Computer Lab (Grant)
- Student Lab Computers
  - ⇒ 130 Computers for Student Labs District Wide
- Workstation/File Room Computer
  - ⇒ 1 Computer for Business Office
- Surveillance Camera Computers
  - ⇒ 6 Computers for STC Police Department
  - ⇒ 4 Computers for Office of Safety and Security
- Staff-Use Laptops
  - ⇒ 1 Laptop for Research and Analytical Services
  - ⇒ 5 Laptops for Instructional Technologies Maintenance & Replacement
  - ⇒ 1 Laptop for Finance & Administrative Services

- Faculty-Use Laptops
  - ⇒ 1 Laptop for Social Work Program
  - ⇒ 1 Laptop for Art Program
  
- Staff-Use Tablets
  - ⇒ 1 Tablet for Division of Nursing & Allied Health
  - ⇒ 1 Tablet for Student Disabilities Services
  - ⇒ 3 Tablets for Accreditation Office
  - ⇒ 1 Tablet for Counseling and Advising
  - ⇒ 2 Tablets for Chemistry Program
  - ⇒ 1 Tablet for Research and Analytical Services
  - ⇒ 1 Tablet for Instructional Technologies
  
- Faculty-Use Tablet
  - ⇒ 1 Tablet for Physics Program

Funds for these expenditures are budgeted in the requesting department budgets for FY 2013-2014 as follows: Facility Maintenance, Student Affairs and Enrollment Management, Business Office, Research and Analytical Services, Admin-Allowance – Pell (Financial Aid), Student Affairs, DE Computer Science Academy, Professional & Organizational Development, Math, Art, Social Work, Child Development, English, Pecan North Academic Bldg G226 Computer Lab (Grant), Technology Resources, STC Police, Office of Safety and Security, Instructional Technologies Maintenance & Replacement, Finance & Administrative Services, Division of Nursing & Allied Health, Student Disabilities Services, Accreditation, Counseling and Advising, Chemistry, Instructional Technologies, and Physics.

**13)Furniture (Purchase)**

Purchase furniture from the State of Texas Multiple Award Schedule (TXMAS) and Texas Association of School Boards - Buyboard approved vendors, at a total amount of \$115,275.16.

#	Vendor	Amount
A	Computer Comforts, Inc.	\$3,329.90
B	ERG International	\$1,701.10
C	Exemplis Corporation	\$26,737.50
D	The Hon Company	\$6,382.57
E	Krueger International, Inc.	\$66,384.12
F	Lyon, LLC.	\$1,394.42
G	VIA, Inc.	\$9,345.55

The purchases can be summarized as follows:

- Computer Comforts, Inc. (Kemah, TX)
  - ⇒ Pecan Campus
    - 1 Podium for Career Planning
    - 2 Podiums for Continuing Education

- ERG International/Gateway Printing & Office (Edinburg, TX)
  - ⇒ Pecan Campus
    - 1 Table for the Instructional Effectives and Assessment Department
    - 1 Table for the Information Commons Area
  
- Exemplis Corporation/Gateway Printing & Office (Edinburg, TX)
  - ⇒ Technology Campus
    - 30 Sofas for the Cooper Center Lobby
  
- The Hon Company/Gateway Printing & Office (Edinburg, TX)
  - ⇒ Mid Valley Campus
    - 2 Storage Cabinets for Instructional Resources Open Lab
  - ⇒ Pecan Campus
    - 10 Vertical Files for Planning and Construction
    - 1 Conference table and 1 Lateral File for Finance and Administrative Services
    - 1 Desk for High School Programs and Services
  
- Krueger International, Inc./Gateway Printing & Office (Edinburg, TX)
  - ⇒ Pecan Campus
    - 10 Desks for Planning and Construction
    - 4 Benches for the Testing Center Corridor
    - 40 Chairs for Building H
    - 1 Release Station and 3 Chairs for Instructional Resources Open Lab
    - 10 Chairs for High School Programs and Services
  - ⇒ Technology Campus
    - 96 Chairs for Computer Labs
    - 6 Benches for Building B Open Areas
  
- Lyon, LLC (Aurora, IL)
  - ⇒ Pecan Campus
    - 12 Shelving Units for Continuing Education
  
- VIA, Inc. / Gateway Printing & Office (Edinburg, TX)
  - ⇒ Nursing Campus
    - 2 Chairs for Instructional Resources Open Labs
  - ⇒ Pecan Campus
    - 10 Chairs for Planning and Construction to be used District Wide
    - 3 Chairs for Student Affairs & Enrollment Management
    - 5 Chairs for Student Affairs
    - 1 Chair for Student Financial Services
    - 2 Chairs for Career Planning
    - 3 Chairs for Cashiers Office
  - ⇒ Technology Campus
    - 1 Chair for Instructional Resources Open Lab

Funds for these expenditures are budgeted in the requesting department budgets for FY 2013-2014 as follows: Career Planning, Cashiers Office, DE Engineering Academy-Pecan, Finance & Administrative Services, Institutional Effectiveness and Assessment, Instructional Resources

Open Lab, New Furniture, Pecan Plaza Cashiers Space Renovation – FFE, Student Affairs, Student Affairs & Enrollment Management, Student Financial Services.

**14)ID System Software Upgrade (Purchase)**

Purchase ID system software upgrade from Jolly Technologies (Redwood City, CA), a sole source vendor, at a total cost of \$13,000.00.

The ID system software upgrade will provide an update to the software which is currently used to print all ID's for faculty, staff and students districtwide. The software will work with our current database and hardware that stores faculty, staff and student information, and allow ID stations to be more efficient and minimize station problems and prevent disruption of services. The software upgrade is required due to changes in infrastructure that plan for and keep up with the growth in enrollment.

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

**15)Intramural Sports Equipment and Supplies (Purchase)**

Purchase intramural sports equipment and supplies from BSN Sports (Dallas, TX), a Texas Association of School Boards – Buyboard approved vendor, at a total cost of \$12,359.30.

The intramural sports equipment and supplies will be used for the following intramural sport activities and tournaments: football, basketball, softball, golf and volleyball. There are various events held throughout the Fall and Spring semesters that encourage student participation and promote student retention.

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

**16)Medical Stretchers (Purchase)**

Purchase medical stretchers from Stryker (Chicago, IL), a Provista Purchasing Cooperative approved vendor, at a total cost of \$16,644.36.

The medical stretchers will be used for student training purposes in the Advanced Technical Certificate Program in Diagnostic Medical Sonography, a certificate program that will be offered as an extension of the STC Radiologic Technology Program. All certificate program didactic courses will be held in the in the Nursing and Allied Health Division. The majority of sonographic procedures that are ordered in the hospital setting are performed on with the patients in medical stretchers. The three (3) fifth wheel medical stretchers will serve several functions in the program: They will allow students to perform simulated sonographic procedures in the lab setting that mimic procedures that are performed at the hospitals/imaging centers, provide student training on all the control and mobility options of a stretcher that will increase their competency in manipulation of the equipment in the hospital setting, and assist the students in developing the clinical skills required of a medical sonographer. This equipment is currently being used in imaging departments and is an essential component to the students in clinical training. It is of utmost importance to train students with medical equipment that is equivalent to what is being used in the medical facilities in order to enhance the development of their clinical skills and these stretchers will allow the program to meet the required level of training.

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

**17)Medical Training Equipment – Headwalls (Purchase)**

Purchase medical training equipment – headwalls from Meadows Medical Supply (Quogue, NY), a sole source vendor, at a total cost of \$17,927.00.

The medical training equipment will be used for student instruction in the Vocational Nursing Program in the Division of Nursing and Allied Health. The three (3) headwall units will stimulate actual oxygenation and suctioning a patient as well as giving inhaled medications to simulated patients. It will provide students with hands on knowledge of skills that are essential to healthcare professionals and the opportunity of learning on equipment that is currently used in hospitals today. This equipment will be placed at the Starr County Campus.

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

**18)Medical Training Equipment – Mannequins (Purchase)**

Purchase medical training equipment - mannequins from Laerdal Medical Corporation (Wappingers Falls, NY), a sole source vendor, at a total cost of \$65,219.19.

The medical training equipment will be used for student instruction in the Associate Degree Nursing Program in the Division of Nursing and Allied Health. It will provide students the opportunity to perform realistic patient assessments on patient mannequin and will allow them to practice realistic scenarios which help students learn concepts and skills. The students will perform patient treatments in an advanced simulated clinical environment.

The patient simulator has the ability to create several scenarios for student education. It allows faculty to evaluate the student's care of patients and provide effective and consistent feedback. The mannequins assist the student in correcting practical skills and enhancing critical thinking. This hands on experience reinforces theory and skills that help with the board exam and/or a certification. This will also allow students to be exposed to clinical environments and situations that allow very few students for actual observation and practices in the real clinical setting.

Funds for this expenditure are budgeted in the Associate Degree Nursing budget for FY 2013-2014.

**19)Microscopes and Cameras (Purchase)**

Purchase microscopes and cameras from North Central Instruments (Plymouth, MN), a State of Texas Term Contract approved vendor, at a total cost of \$30,908.24.

The thirteen (13) microscopes and cameras will be used for student instruction in the Biology program in the Division of Math and Sciences at the Pecan, Mid-Valley and Starr County campuses.

For all of the biology courses offered at Biology program, high quality parfocal compound microscopes are crucial for teaching basic biological structures at the cellular and tissue level. Since each one of these microscopes is equipped with a digital camera the instructor will be able to demonstrate the details of the microscopy technique as well as the details of the intricate structures in the specimen on the screen as the equipment comes with a software to

show the image as seen in the field of view in the real time through the computer and via the projector to the students. The most significant aspect of using this equipment is that all of the students can follow the microscopic examination executed by the instructor through the image that is projected onto the screen via the computer and from the camera that is installed on the microscope. Furthermore, the images can be saved and used later by the instructor teaching the same subject.

Funds for this expenditure are budgeted in the Biology Program budget for F 2013-2014.

**20) Mobile Ultrasound Systems (Purchase)**

Purchase mobile ultrasound systems from GE Healthcare (Wauwatosa, WI), a sole source vendor, at a total cost of \$108,000.00.

The two (2) mobile ultrasound systems will be used for student instruction in the Radiologic Technology Program in the Division of Nursing and Allied Health. They will be used for simulation purposes for the Advanced Technical Certificate in Diagnostic Medical Sonography at the McAllen campus. The systems will be in a lab setting to allow students to perform sonographic procedures on phantoms that will increase their clinical skills and knowledge in the hospital setting. This technology will display true hemodynamics which enables direct visualization of blood flow without limitations. It is also used in hospitals and will better prepare students for the workplace.

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

**21) Network Switch (Purchase)**

Purchase network switch from Insight Public Sector (Tempe, AZ/McAllen, TX), a State of Texas Department of Information Resources (DIR) approved vendor, at a total cost of \$10,440.00.

The network switch 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 STC Police budget for FY 2013-2014.

**22) Online Tutoring Platform (Purchase)**

Purchase an online tutoring platform from AskOnline, Inc. (Braintree, MA), a sole source vendor, for the period of July 1, 2014 through June 30, 2015, at a total cost of \$14,500.00.

The AskOnline online tutoring platform will be used with the existing online tutoring platform to enhance synchronous tutoring options, especially group tutoring and video transmission for real time conferencing between students and tutors. The online tutoring platform will facilitate online tutoring sessions delivered by STC tutors in real-time (synchronous) and a submission and return (asynchronous) format. The service will be available to all STC students, accessed through the Center for Learning Excellence (CLE) website and Blackboard.

Funds for this expenditure are budgeted in the Center for Learning Excellence Online Tutoring budget for FY 2013-2014.



**23) Training Services (Purchase)**

Purchase training services from FESTO Corporation (Hauppauge, NY), a sole source vendor, at a total cost of \$40,500.00.

South Texas College in partnership with FESTO Didactic is pursuing the establishment of a FESTO Authorized and Certified Training Centre (FACT) at the Technology Campus. One of the requirements of the FACT certification process is the STC instructors must be certified to train according to the global quality standards of the FESTO Corporation.

The training services will be provided to South Texas College instructors that have technical background and will be involved in the development of the Mechatronics Program using the FESTO equipment.

The training services are as follows:

<b>Training</b>	<b>Duration</b>	<b>Participants</b>
FESTO PN111 Modern Industrial Pneumatics On-Site Training	12 days	10
FESTO EL141 Electricity for Non-Electrical Industrial Staff 1 On-Site Training	9 days	9
FESTO PLC211 Siemens & Allen-Bradley Programmable Logic Controllers Programming On-Site Training Seminar	4 days	5
FESTO ROB121 Fundamentals of Robotics On-Site Training Seminar	3 days	3

Funds for this expenditure are budgeted in the Wagner Peyser Advance Manufacturing and City of McAllen – Phase 17 grant budgets for FY 2013-2014.

**24) Web Security Professional Services (Purchase)**

Purchase web security professional services from Dell Marketing, LP. (Dallas, TX), a State of Texas Department of Information Resources (DIR) approved vendor, for the period of July 1, 2014 through June 30, 2015, at a total cost of \$31,262.00.

The web security professional services will deliver on-site configuration and knowledge transfer followed by real-time remote monitoring, correlation and expert analysis of security activity and incidents across STC public web sites. This service will enable STC to derive the maximum benefit from the web security appliances currently in place. Additionally, the Dell SecureWorks service will improve the effectiveness of the College’s web security posture and is a key element to meeting the college’s ongoing security compliance and regulatory requirements.

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

**25)Custodial Supplies (Renewal)**

Renew the custodial supplies contracts for the period of August 18, 2014 through August 17, 2015, at an estimated cost of \$185,000.00 based on prior year expenditures. The vendors are as follows:

- Primary:** Gulf Coast Paper, Co. (Brownsville, TX)
- Secondary:** Interboro Packaging Corporation (Montgomery, NY)  
Rio Paper & Supply, LLC. (Pharr, TX)  
Yanitor Paper and Supplies, LLC. (Hidalgo, TX)

The custodial supplies are used throughout the district and include cleaners, hand towels, tissues, mops, brooms, gloves and trash bags.

The Board awarded the contracts for custodial supplies at the July 24, 2012 Board of Trustees meeting for one year with two one-year annual renewals. The last renewal period begins on August 18, 2014 through August 17, 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 Custodial budget for FY 2013-2014 and FY 2014-2015 pending Board approval of the budget.

**26)Elevator Maintenance Agreement (Renewal)**

Renew the elevator maintenance agreement with Otis Elevator Equipment & Services (Farmington, CT), a Provista Purchasing Cooperative approved vendor, for the period of September 1, 2014 through August 31, 2015, at an estimated cost of \$50,000.00.

The elevator maintenance contract renewal will include the regular examinations and repairs of all twenty (20) elevators district wide.

Funds for this expenditure are budgeted in the Mechanical Systems Maintenance budget for FY 2014-2015, pending Board approval of the budget.

**27)Institutional Membership – CCCSE (Renewal)**

Renew the institutional membership – CCCSE with The University of Texas at Austin (Austin, TX), a sole source vendor, for the period of January 1, 2014 through December 31, 2014, at a total cost of \$11,500.00.

The institutional membership provides participation in the Center for Community College Student Engagement (CCCSE) Sense survey which helps institutions focus on good educational practice and identify areas in which they can improve their programs and services for students. The survey asks about institutional practices and student behaviors that are highly correlated with student learning and retention.

Funds for this expenditure are budgeted in the Research and Analytical Services budget for FY 2013-2014.

**28)Institutional Membership – SACS (Renewal)**

Renew the institutional membership with Southern Association of Colleges and Schools (SACS) (Decatur, GA), a sole source vendor, for the period of July 1, 2014 through June 30, 2015, at a total cost of \$10,442.00.

The institutional membership dues are to the regional body of accreditation for degree granting institutions of higher education.

Funds for this expenditure are budgeted in the Quality Enhancement Plan budget for FY 2013-2014.

**29)Institutional Participation Fee (Renewal)**

Renew the institutional participation fee with Achieving the Dream, Inc./Manpower Development Corporation (MDC)(Silver Spring, MD), a sole source vendor, for the period of September 1, 2014 through August 31, 2015, at a total amount of \$10,000.00.

The institutional participation fee will include a team visit to assess progress in improving student success, registration for strategy institute, data analysis and data tools, publications and resource tools, special project participation, additional technical assistance and status reports that will contribute to the competitiveness of the institution when applying for federal economic recovery or innovations funding and provide evidence to accrediting organizations.

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

**30)Library Discovery System (Renewal)**

Renew the library discovery system contract with EBSCO Industries, Inc. (Ipswich, MA) for the period of July 1, 2014 through June 30, 2015, at an estimated cost of \$19,356.00.

The library discovery system will enable library users to access library physical and digital resources using a single search box. The library's catalog provides access to over 190,000 items. The library also provides access to approximately 95 databases, most of which are licensed commercial databases with full-text serial publications. The discovery system will facilitate research by bringing library resources together under one portal.

The Board awarded the contract for the library discovery system at the May 28, 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 Library Acquisitions budget for FY 2013-2014.

**31)Maintenance Management System (Renewal)**

Renew the maintenance management system with SchoolDude.com (Cary, NC), a Texas Cooperative Purchasing Network (TCPN) approved vendor, for the period of September 1, 2014 through August 31, 2015, at an estimated cost of \$24,000.00 which is based on prior year expenditures.

The maintenance management system agreement provides upgrades and support to the Maintenance Department work order, preventive maintenance and inventory tracking system.

Funds for this expenditure are budgeted in the Operations and Maintenance budget FY 2014-2015, pending Board approval of the budget.

**32)Metal Products for Welding Programs (Renewal)**

Renew the contracts for metal products for welding programs for the period of May 29, 2014 through May 28, 2015 at an estimated amount of \$20,000.00 based on prior year expenditures with Alamo Iron Works (Brownsville, TX) and Rio Grande Steel, Ltd. (McAllen, TX).

The metal products for the welding program will be used for student instruction in the Welding Program in the Division of Technology.

The Board awarded the contract for the metal products for welding programs at the May 28, 2013 Board of Trustees meeting for one year with two one-year annual renewals. The first renewal period begins May 29, 2014 through May 28, 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 Welding Program and Continuing Education budgets for FY 2013-2014 and FY 2014-2015 pending Board approval of the budget.

**33)Staff Uniforms and Services (Rental/Renewal)**

Rental/renewal of staff uniforms and services from Unifirst Corporation (San Antonio, TX/McAllen, TX), a Texas Association of School Boards – Buyboard approved vendor, for the period of July 1, 2014 through June 30, 2015, at an annual estimated cost of \$20,500.00.

The uniforms will be worn daily by ninety (90) Facility Maintenance and Custodial Department staff for identification and safety throughout the district. The service includes weekly pickup of uniforms, delivery of clean uniforms and repairs of the uniforms as needed.

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

**Recommendation:**

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

- 1) Audio Visual Equipment II (Award):** award the proposal for audio visual equipment II, at a total amount of \$120,641.32, to the following vendors:

	<b>Project</b>	<b>Vendor</b>	<b>Amount</b>
1	Technology Campus Bldg B Rm 113 Classroom Upgrade	Pro Sound Video Lighting (Pensacola, FL)	\$9,528.02

2	Technology Campus Bldg B Rm 240 Classroom Upgrade	Pro Sound Video Lighting (Pensacola, FL)	\$9,372.52
3	Nursing & Allied Health Campus Rm 102 Classroom Upgrade	Pro Sound Video Lighting (Pensacola, FL)	\$22,307.62
4	Starr County Campus Bldg H Rm I-202 Student Activities Quiet Room	Pro Sound Video Lighting (Pensacola, FL)	\$13,425.53
5	Pecan Campus Building L Theater Upgrade	Pro Sound Video Lighting (Pensacola, FL)	\$10,245.31
6	Pecan Plaza Continuing Education and Cashier Renovation	Pro Sound Video Lighting (Pensacola, FL)	\$19,647.32
7	Projectors- District Wide Replacement for Classrooms and Portable Buildings	AVES Audio Visual Systems, Inc. (Sugar Land, TX)	\$36,115.00

- 2) Books and Educational Materials (Award):** award the proposal for books and educational materials for the period of August 27, 2014 through August 26, 2015 with two one-year options to renew, at an estimated cost of \$300,000.00, which is based on prior year expenditures, with the following vendors:
- Avanti Enterprises, Inc. (Oak Brook, IL)
  - B. E. Publishing (North Kingstown, RI)
  - Barnes & Noble Booksellers (The Woodlands, TX)
  - Barnes & Noble College Booksellers, LLC. (Basking Ridge, NJ)
  - Complete Book & Media, Supply, LLC. (Cedar Park, TX)
  - Follett School Solutions, Inc. (McHenry, IL)
  - Ingram Library Services, Inc. (La Vergne, TN)
  - Kamico Instructional Media, Inc. (Salado, TX)
  - Kaplan Early Learning Company (Lewisville, NC)
- 3) CNC Mini Milling Machines (Award):** award the proposal for two (2) CNC mini milling machines to Technical Laboratory Systems, Inc. (Houston, TX), at a total cost of \$26,970.00;
- 4) Grounds Maintenance (Award):** award the proposal for grounds maintenance to Maldonado Nursery & Landscape, Inc. (La Feria, TX), for the period of July 26, 2014 through July 25, 2015 with two one-year options to renew, at an estimated cost of \$266,894.00;
- 5) Networking Cabling Services (Award):** award the proposal for networking cabling services to BridgeNet Communications, LLC. (Donna, TX), for the period of July 26, 2014 through July 25, 2015 with two one-year options to renew, at an estimated cost of \$75,000.00 based on prior year history;

- 6) Online Employee Training Services (Award):** award the proposal for online employee training services to Workplace Answers, LLC. (Austin, TX), for the period of July 1, 2014 through June 30, 2015 with two one-year options to renew, at a total amount of \$9,995.00;
- 7) Projector Replacement Project (Award):** award the proposal for the projector replacement project to Audio Visual Aids Corp (San Antonio, TX), at a total cost of \$205,836.00;
- 8) Travel Package for TexPREP Program (Award):** award the proposal for travel package for TexPREP program to EF Explore America (Cambridge, MA), at a total cost of \$26,131.00;
- 9) Vending Services – Snacks (Award):** award the proposal for vending services – snacks to Corpus Christi Vending, Inc./dba South Texas Canteen (La Feria, TX) for the period of September 1, 2014 through August 31, 2019 with services to all South Texas College locations. The five (5) year proposal includes a monthly commission of 19% of net sales;
- 10)Biology Lab Equipment I (Purchase):** purchase Biology lab equipment I from Ward’s Science/a Division of VWR International, LLC. (Rochester, NY), a Texas Association of School Boards – Buyboard approved vendor, at a total cost of \$15,553.91;
- 11)Biology Lab Equipment II (Purchase):** purchase Biology lab equipment II from Bio-Rad Laboratories (Hercules, CA), a sole source vendor, at a total cost of \$28,130.00;
- 12)Computers, Laptops and Tablets (Purchase):** purchase computers, laptops and tablets from the State of Texas Department of Information Resources (DIR) approved vendor, Dell Marketing, LP. (Dallas, TX), Apple Computer, Inc. (Dallas, TX) and from the National Joint Powers Alliance approved vendor CDW Government, in the total amount of \$201,751.62;
- 13)Furniture (Purchase):** purchase furniture from the State of Texas Multiple Award Schedule (TXMAS) and Texas Association of School Boards – Buyboard approved vendors, at a total amount of \$115,275.16;

#	Vendor	Amount
A	Computer Comforts, Inc.	\$3,329.90
B	ERG International	\$1,701.10
C	Exemplis Corporation	\$26,737.50
D	The Hon Company	\$6,382.57
E	Krueger International, Inc.	\$66,384.12
F	Lyon, LLC.	\$1,394.42
G	VIA, Inc.	\$9,345.55

- 14)ID System Software Upgrade (Purchase):** purchase an ID system software upgrade from Jolly Technologies (Redwood City, CA), a sole source vendor, at a total cost of \$13,000.00;

- 15) Intramural Sports Equipment and Supplies (Purchase):** purchase intramural sports equipment and supplies from BSN Sports (Dallas, TX), a Texas Association of School Boards – Buyboard approved vendor, at a total cost of \$12,359.30;
- 16) Medical Stretchers (Purchase):** purchase medical stretchers from Stryker (Chicago, IL), a Provista Purchasing Cooperative approved vendor, at a total cost of \$16,644.36;
- 17) Medical Training Equipment – Headwalls (Purchase):** purchase medical training equipment – headwalls from Meadows Medical Supply (Quogue, NY), a sole source vendor, at a total cost of \$17,927.00;
- 18) Medical Training Equipment – Mannequins (Purchase):** purchase medical training equipment – mannequins from Laerdal Medical Cooperation (Wappingers Falls, NY), a sole source vendor, at a total cost of \$65,219.19;
- 19) Microscopes and Cameras (Purchase):** purchase microscopes and cameras from North Central Instruments (Plymouth, MN), a State of Texas Term Contract approved vendor, at a total cost of \$30,908.24;
- 20) Mobile Ultrasound Systems (Purchase):** purchase mobile ultrasound systems from GE Healthcare (Wauwatosa, WI), a sole source vendor, at a total cost of \$108,000.00;
- 21) Network Switch (Purchase):** purchase network switch from Insight Public Sector (Tempe, AZ/McAllen, TX), a State of Texas Department of Information Resources (DIR) approved vendor, at a total cost of \$10,440.00;
- 22) Online Tutoring Platform (Purchase):** purchase an online tutoring platform from AskOnline, Inc. (Braintree, MA), a sole source vendor, for the period of July 1, 2014 through June 30, 2015, at a total cost of \$14,500.00;
- 23) Training Services (Purchase):** purchase training services from FESTO Corporation (Hauppauge, NY), a sole source vendor, at a total cost of \$40,500.00;
- 24) Web Security Professional Services (Purchase):** purchase web security professional services from Dell Marketing, LP. (Dallas, TX), a State of Texas Department of Information Resources (DIR) approved vendor, for the period of July 1, 2014 through June 30, 2015, at a total cost of \$31,262.00;
- 25) Custodial Supplies (Renewal):** renew the custodial supplies contracts for the period of August 18, 2014 through August 17, 2015, at an estimated cost of \$185,000.00 based on prior year expenditures. The vendors are as follows:
  - Primary:** Gulf Coast Paper, Co. (Brownsville, TX)
  - Secondary:** Interboro Packaging Corporation (Montgomery, NY)  
Rio Paper & Supply, LLC. (Pharr, TX)  
Yanitor Paper and Supplies, LLC. (Hidalgo, TX)
- 26) Elevator Maintenance Agreement (Renewal):** renew the elevator maintenance agreement with Otis Elevator Equipment & Services (Farmington, CT), a Provista Purchasing Cooperative approved vendor, for the period of September 1, 2014 through August 31, 2015, at an estimated cost of \$50,000.00;
- 27) Institutional Membership – CCCSE (Renewal):** renew the institutional membership – CCCSE with The University of Texas at Austin (Austin, TX), a sole source vendor, for the period of January 1, 2014 through December 31, 2014, at a total cost of \$11,500.00;
- 28) Institutional Membership – SACS (Renewal):** renew the institutional membership – SACS with the Southern Association of Colleges and Schools (SACS) (Decatur, GA), a sole source vendor, for the period of July 1, 2014 through June 30, 2015, at a total cost of \$10,442.00;

- 29)Institutional Participation Fee (Renewal):** renew the institutional participation fee with Achieving the Dream, Inc./Manpower Development Corporation (MDC)(Silver Spring, MD), a sole source vendor, for the period of September 1, 2014 through August 31, 2015, at a total amount of \$10,000.00;
- 30)Library Discovery System (Renewal):** renew the library discovery system contract with EBSCO Industries, Inc. (Ipswich, MA), for the period beginning of July 1, 2014 through June 30, 2015, at an estimated cost of \$19,356.00;
- 31)Maintenance Management System (Renewal):** renew the maintenance management system with SchoolDude.com (Cary, NC), a Texas Cooperative Purchasing Network (TPCN) approved vendor, for the period of September 1, 2014 through August 31, 2015, at an estimated cost of \$24,000.00 which is based on prior year expenditures;
- 32)Metal Products for Welding Programs (Renewal):** renew the contracts for metal products for welding programs for the period of May 29, 2014 through May 28, 2015, at an estimated amount of \$20,000.00 based on prior year expenditures with Alamo Iron Works (Brownsville, TX) and Rio Grande Steel, Ltd. (McAllen, TX);
- 33)Staff Uniforms and Services (Rental/Renewal):** rental/ renewal of staff uniforms and service from Unifirst Corporation (San Antonio, TX/McAllen, TX), a Texas Association of School Boards – Buyboard approved vendor, for the period of July 1, 2014 through June 30, 2015, at an annual estimated cost of \$20,500.00.

**SUMMARY TOTAL:**

The total for all proposal awards, purchases, and renewals is \$2,103,736.10

**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**



## Discussion and Action as Necessary on Proposal for Vending Services – Beverages

Approval to award a contract for vending services – beverages to PepsiCo Food Service (Plano, TX) for a five (5) year period of August 1, 2014 through July 31, 2019 for all STC locations is requested.

Proposals were solicited and received on Thursday, May 29, 2014. Proposal documents were advertised and sent to two (2) vendors and two (2) responses were received, reviewed, and evaluated by the Director of Operations and Purchasing Department.

The vendors provided the following offers:

<b>Commission for 3 Years</b>		
<b>Vendor</b>	<b>Coca-Cola Refreshments</b>	<b>Pepsico Food Service</b>
Commission Rates	35% Sparkling Beverages & Water 30% PowerAde/Vitamin Water/Monster Drinks/Juices	43% Carb/Non Carb/Water 30% Enhanced Water, Isotonic, Juice, Energy Drinks
Vendor Projected Cases - Sales	14,500	11,000
Projected Commission	\$513,408.00	\$423,100.00
Discretionary Funding	\$105,000.00	\$105,000.00
Product Donation	\$3,000.00	\$5,712.00
Scholarship Support		\$45,000.00
<b>Total</b>	<b>\$621,408.00</b>	<b>\$578,812.00</b>

<b>Commission for 5 Years</b>		
<b>Vendor</b>	<b>Coca-Cola Refreshments</b>	<b>Pepsico Food Service</b>
Commission Rates	40% Sparkling Beverages & Water 25% PowerAde/Vitamin Water/Monster Drinks/Juices	43% Carb/Non Carb/Water 30% Enhanced Water, Isotonic, Juice, Energy Drinks
Vendor Projected Cases - Sales	14,500	11,000
Projected Commission	\$1,006,983.00	\$715,900.00
Discretionary Funding	\$187,500.00	\$185,000.00
Product Donation	\$5,000.00	\$9,520.00
Scholarship Support		\$75,000.00
<b>Total</b>	<b>\$1,199,483.00</b>	<b>\$985,420.00</b>

<b>Commission for 7 Years</b>		
<b>Vendor</b>	<b>Coca-Cola Refreshments</b>	<b>Pepsico Food Service</b>
Commission Rates	43% Sparkling Beverages & Water 25% PowerAde/Vitamin Water/Monster Drinks/Juices	43% Carb/Non Carb/Water 30% Enhanced Water, Isotonic, Juice, Energy Drinks
Vendor Projected Cases - Sales	14,500	11,000
Projected Commission	\$1,460,191.00	\$1,014,900.00
Discretionary Funding	\$245,000.00	\$275,000.00
Product Donation	\$7,000.00	\$13,328.00
Scholarship Support		\$105,000.00
<b>Total</b>	<b>\$1,712,191.00</b>	<b>\$1,408,228.00</b>

<b>Commission for 10 Years</b>		
<b>Vendor</b>	<b>Coca-Cola Refreshments</b>	<b>Pepsico Food Service</b>
Commission Rates	43% Sparkling Beverages & Water 25% PowerAde/Vitamin Water/Monster Drinks/Juices	43% Carb/Non Carb/Water 30% Enhanced Water, Isotonic, Juice, Energy Drinks
Vendor Projected Cases – Sales	14,500	11,000
Projected Commission	\$2,105,692.00	\$1,463,400.00
Discretionary Funding	\$400,000.00	\$425,000.00
Product Donation	\$10,000.00	\$19,040.00
Scholarship Support		\$150,000.00
<b>Total</b>	<b>\$2,515,692.00</b>	<b>\$2,057,440.00</b>

A summary of the projected vending services commissions of each vendor based on annual sales of 11,000 cases follows in the packet for the Board’s information and review.

The Finance and Human Resources Committee recommended Board approval to award the contract for vending services – beverages to Pepsico Food Service (Plano, TX) for a five (5) year period of August 1, 2014 through July 31, 2019 for all STC locations as presented.

**Recommendation:**

It is recommended that the Board of Trustees of South Texas College approve and authorize the award of the contract for vending services – beverages to Pepsico Food Service (Plano, TX) for a five (5) year period of August 1, 2014 through July 31, 2019 for all STC locations 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 award of the contract for vending services – beverages to Pepsico Food Service (Plano, TX) for a five (5) year period of August 1, 2014 through July 31, 2019 for all STC locations as presented..

**Approval Recommended:**

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

**President**

**Projected Vending Services Commission  
Based on 11,000 cases sold annually**

<b>Vendor Commissions Rates</b>								
<b>Coca-Cola Refreshments</b>			<b>Pepsico Food Service</b>					
43% Sparkling Beverages & Water			43% Carb/Non Carb/Water					
25% PowerAde/Vitamin Water/Monster Drinks/Juices			30% Enhanced Water, Isotonic, Juice, Energy Drinks					
<b>Vendor Commissions Amount</b>								
	<b>3 years</b>		<b>5 years</b>		<b>7 years</b>		<b>10 years</b>	
Number of Years	Coca-Cola Refreshments	Pepsico Food Service	Coca-Cola Refreshments	Pepsico Food Service	Coca-Cola Refreshments	Pepsico Food Service	Coca-Cola Refreshments	Pepsico Food Service
Projected Commission	\$ 439,560	\$ 496,584	\$ 739,200	\$ 827,640	\$ 1,084,776	\$ 1,158,696	\$ 1,549,680	\$ 1,655,280
Other Funding *	\$ 108,000	\$ 155,712	\$ 192,500	\$ 269,520	\$ 252,000	\$ 393,328	\$ 410,000	\$ 594,040
<b>Total</b>	<b>\$ 547,560</b>	<b>\$ 652,296</b>	<b>\$ 931,700</b>	<b>\$ 1,097,160</b>	<b>\$ 1,336,776</b>	<b>\$ 1,552,024</b>	<b>\$ 1,959,680</b>	<b>\$ 2,249,320</b>

\* Other funding includes Discretionary Funding, Product Donation, and Scholarship Support

**SOUTH TEXAS COLLEGE  
VENDING SERVICES - BEVERAGES SUMMARY  
PROJECT NO. 13-14-1060**

<b>Vendor</b>	Coca-Cola Refreshments	Pepsico Food Service
<b>Address</b>	2400 W Expway 83	5340 Legacy Dr Ste 100
<b>City/State</b>	McAllen, TX 78501	Plano, TX 75024
<b>Phone</b>	956-686-8827	469-298-7636
<b>Fax</b>	214-904-5410	469-298-7968
<b>Contact</b>	Jane Grout	Michael G. McGraw
<b>Number of Years in Business</b>	128	50+
<b>Type of Operation</b>	Corporation	Corporation
<b>Number of Employees Company Wide</b>	70,000	250,000
<b>Historical Data</b>	11,000 cases are sold annually	11,000 cases are sold annually
<b>Product Donation</b>	Product Donation \$1,000 per year	Product Donation \$1,904 per year
<b>Scholarship Support</b>	None	\$15,000/YR
<b>Product Pricing</b>	Sparkling Beverages - \$1.50 Water - \$1.50 Vitamin Water, PowerAde, Juices and Energy Drinks - \$1.75-\$2.50  Year 5 - Price increase of \$.25 in Yrs 4-5 Year 7 - Price increase of \$.25 in Yrs 3-7 Year 10 - Price increase of \$.25 in Yrs 8 and \$.50 in Yrs 9-10	Carbonated/Non-Carbonated Soft Drink - \$1.00-\$1.50 Water - \$1.50 Enhanced Water, Gatorade, Juice and Energy Drinks - \$1.50-\$2.50  Note: A \$.25 increase for each proposal option starting in Year 3
<b>Discretionary Funding</b>	3-Year: \$35,000/YR 5-Year - \$37,500/YR 7-Year - \$35,000/YR 10-Year - \$40,000/YR	3-Year: \$35,000/YR 5-Year: Years 1-3: \$35,000/YR and Years 4-5: \$40,000/YR 7-Year: Years 1-3: \$35,000/YR, Years 4-5: \$40,000/YR and Years 6-7: \$45,000/YR 10-Year: Years 1-3: \$35,000/YR, Years 4-5: \$40,000/YR, Years 6-7: \$45,000/YR and Years 8-10: \$50,000/YR
<b>Projected Commission</b>	3-Year: \$513,408 projected commission Annual Projected Commission - \$171,136  5-Year: \$1,006,983 projected commission Annual Projected Commission - Years 1-3: \$188,993 and Years 4-5: \$220,002  7-Year: \$1,460,191 projected commission Annual Projected Commission - Years 1-2: \$201,698, and Years 3-7: \$211,359  10 Year: \$2,105,692 projected commission Annual Projected Commission - Years 1-2: \$201,698, Years 3-8: \$211,359 and Years 9-10: \$217,071  Based on sales of 14,500 cases	3-Year: \$423,100 projected commission Annual Projected Commission - Year 1: \$136,500 and Years 2-3: \$143,300  5-Year: \$715,900 projected commission Annual Projected Commission - Year 1: \$136,500, Years 2-4: \$143,300 and Year 5: \$149,500  7-Year: \$1,014,900 projected commission Annual Projected Commission - Year 1: \$136,500, Years 2-4: \$143,300, and Years 5-7: \$149,500  10 Year: \$1,463,400 projected commission Annual Projected Commission - Year 1: \$136,500, Years 2-4: \$143,300, and Years 5-10: \$149,500  Based on sales of and average of 11,000 cases
<b>TOTAL EVALUATION POINTS</b>	90	93
<b>RANKING</b>	2	1

**SOUTH TEXAS COLLEGE  
VENDING SERVICES - BEVERAGES  
PROJECT NO. 13-14-1060  
EVALUATION FORM**

<b>VENDOR</b>		Coca-Cola Refreshments		Pepsico Food Service	
<b>ADDRESS</b>		2400 W Expway 83		5340 Legacy Dr Ste 100	
<b>CITY/STATE</b>		McAllen, TX 78501		Plano, TX 75024	
<b>PHONE/FAX</b>		956-686-8827		469-298-7636	
<b>FAX</b>		214-904-5410		469-298-7968	
<b>CONTACT</b>		Jane Grout		Michael G. McGraw	
1	The vendor's financial proposal (including commission, any fixed periodic payment and vending price). (up to 45 points)	42	42	45	45
		42		45	
		42		45	
2	The vendor's experience and reputation. (up to 15 points)	14	14	14	14
		14		14	
		14		14	
3	The quality and variety of product offered by the vendor. (up to 15 points)	14	14	14	14
		14		14	
		14		14	
4	The vendor's policy in handling customer service complaints/issues. (up to 11 points)	9	9	9	9
		10		9	
		9		10	
5	The contractual terms which would govern the relationship between the College and the vendor. (up to 10 points)	9	9	9	9
		9		8	
		9		9	
6	The vendor's past relationship with the College. (up to 3 points)	2	2	2	2
		2		2	
		2		2	
7	The impact on the ability of the College to comply with laws relating to historically underutilized businesses. (up to 1 point)	0	0	0	0
		0		0	
		0		0	
<b>TOTAL EVALUATION POINTS</b>		90		93	
<b>RANKING</b>		2		1	

## **Review and Action as Necessary to Eliminate Letters of Appointment for Professional–Technical Support Personnel**

Approval to eliminate letters of appointment for professional-technical support personnel is requested.

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, are 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 receive Letters of Appointments issued by the Office of Human Resources which are signed by the College President. The employee is 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 is considered a rejection of the offer. The Letters of Appointment are issued to employees in the summer months prior to the beginning of the Fall semester.

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

In addition, according to Policy 4922, Termination of Employment, Executive, Administrative, and Professional/Technical Support Staff are 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 involved in student instruction are expected to continue employment for the duration specified in their contract.

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

The College is recommending elimination 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 are approximately 346 employees in this classification.

Evergreen Solutions, the College's compensation study consulting firm, is proposing to recommend that employees in the Professional/Technical Support job classification not receive Letters of Appointment since this is 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 do not issue Letters of Appointment to employees in the Professional/Technical Support job classification.

The Finance and Human Resources Committee recommended Board approval of the elimination of letters of appointment for professional-technical personnel as presented.

**Recommendation:**

It is recommended that the Board of Trustees of South Texas College approve and authorize the elimination of letters of appointment for professional-technical personnel 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 elimination of letters of appointment for professional-technical personnel as presented.

**Approval Recommended:**

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



## **Review and Action as Necessary to Revise Policy #4115: Personnel Appointments**

Approval to revise Policy #4115: Personnel Appointments is requested.

Request for the revision to the policy is necessary for the following reasons:

- To clarify that the letter of appointment issued to Executive, Administrators, or Faculty job classifications must be electronically or manually signed by the President and respective employee and returned to the Office of Human Resources by the stated deadline.
- To eliminate the issuance of employment contracts (Letter of Appointments) to employees in the Professional/Technical Support job classification.

The revised policy follows in the packet for the Board's information and review. The additions to the policy are highlighted in yellow and the deletions are designated with a strikeout.

The revised policy has been reviewed by staff, the President's Cabinet, Coordinated Operations Council, President's Administrative Staff, and by South Texas College's legal counsel.

The Finance and Human Resources Committee recommended Board approval of the proposed revisions to Policy #4115: Personnel Appointments as presented and which supersede any previously adopted Board policy.

### **Recommendation:**

It is recommended that the Board of Trustees of South Texas College approve and authorize the proposed revisions to Policy #4115: Personnel Appointments as presented and which supersede any previously adopted Board policy.

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

The Board of Trustees of South Texas College approves and authorizes the proposed revisions to Policy #4115: Personnel Appointments as presented and which supersede any previously adopted Board policy.

### **Approval Recommended:**

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

## MANUAL OF POLICY

<b>Title</b>	<b>Personnel Appointments</b>	<b>4115</b>
<b>Legal Authority</b>	<b>Approval of Board of Trustees</b>	<b>Page 1 of 2</b>
<b>Date Approved by Board</b>	<b>Board Minute Order dated November 9, 1995</b> <b>As Amended by Minute Order dated April 8, 1998</b> <b>As Amended by Board Minute Order dated December 20, 2001</b> <b>As Amended by Board Minute Order dated May 15, 2003</b> <b><i>As Amended by Board Minute Order dated June 26, 2014</i></b>	

The President of the College or the President's designee(s) is (are) authorized to employ, set the terms of employment, terminate, suspend, and otherwise make personnel decisions concerning personnel for Board approved Staffing Plan and temporary positions. No employee of the College other than the President has any authority to make oral or written representations or agreements with any employee for employment for any specified length of time or for employee benefits.

Employees whose positions fall within the Executive, Administrative, ~~or Faculty, or Professional/Technical Support~~ job classifications, with the exception of the College President, are 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. *The letter of appointment must be electronically or manually signed by the President and by the respective employee and returned to the Office of Human Resources by stated deadline.*

Adjunct faculty are employed on an as needed basis for a semester with no expectation of continued employment or property rights beyond the semester ~~appointment~~ *assignment.*

Temporary full-time *and dual enrollment* faculty are employed on an as needed basis for a semester or one (1) year with no expectation of continued employment or property rights beyond the ~~semester appointment~~ *assignment.*

Grant funded employees are employed on an as needed basis for a one (1) year or less with no expectation of continued employment or property rights beyond the *assignment,* letter of appointment or timeline of the grant.

All employees whose positions fall within the *Professional/Technical Support, Classified, Direct Wage or Student* job classifications are employed on a non-contractual, at-will basis. ~~and any form authorizing employment of personnel will acknowledge the non-contractual, at will nature of the position. These employees have no property rights in their employment.~~

~~Student employees are employed on a direct wage basis and as needed and have no property rights in their employment.~~

Any of the above-referenced employees may be regular or temporary employees. A regular employee is an employee whose position is included in the Staffing Plan adopted by the Board of Trustees in conjunction with the College's fiscal year budget. A temporary employee is an employee whose position is not included in the Staffing Plan but is otherwise provided for in the budget or with grant provisions.

~~Strikethrough denotes deletion~~  
*Italics denote addition*

MANUAL OF POLICY

<b>Title</b>	<b>Personnel Appointments</b>	<b>4115</b>
<b>Legal Authority</b>	<b>Approval of Board of Trustees</b>	<b>Page 2 of 2</b>
<b>Date Approved by Board</b>	<b>Board Minute Order dated November 9, 1995</b> <b>As Amended by Minute Order dated April 8, 1998</b> <b>As Amended by Board Minute Order dated December 20, 2001</b> <b>As Amended by Board Minute Order dated May 15, 2003</b> <b><i>As Amended by Board Minute Order dated June 26, 2014</i></b>	

All new hires are considered to be officially employed after they have completed the required hiring documents. Each individual shall report to the *Office of* Human Resources ~~Department~~, provide the necessary documents required by the Immigration Naturalization Service, present his/her social security document for the College payroll system and complete all other new hire paperwork. When the orientation process is concluded, an Authorization to Work form will be given to the new employee ~~which allows~~ *authorizing* him/her to report to their respective Department and Supervisor.

~~Strikethrough denotes deletion~~  
*Italics denote addition*

## **Review and Action as Necessary to Revise Policy #4311: Personal Leave**

Approval to revise Policy #4311 Personal Leave is requested.

Request for the revision to the policy is necessary for the following reasons:

- To increase the number of personal leave days for faculty from one to two per year.
  - ⇒ Faculty do not accrue vacation leave and therefore use personal leave, per Policy #4311, to take care of essential personal business which may only be accomplished during their instructional schedule.
  - ⇒ A second day would allow faculty to schedule important personal appointments.
  - ⇒ This personal leave would be deducted from the faculty member's accumulated sick leave.

The revised policy follows in the packet for the Board's information and review. The additions to the policy are highlighted in yellow and the deletions are designated with a strikeout.

The revised policy has been reviewed by staff, the President's Cabinet, Coordinated Operations Council, President's Administrative Staff, and by South Texas College's legal counsel.

The Finance and Human Resources Committee recommended Board approval of the proposed revisions to Policy #4311 Personal Leave as presented and which supersedes any previously adopted Board policy.

### **Recommendation:**

It is recommended that the Board of Trustees of South Texas College approve and authorize the proposed revisions to Policy #4311 Personal Leave as presented and which supersedes any previously adopted Board policy.

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

The Board of Trustees of South Texas College approves and authorizes the proposed revisions to Policy #4311 Personal Leave as presented and which supersedes any previously adopted Board policy.

### **Approval Recommended:**

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

## MANUAL OF POLICY

<b>Title</b>	<b>Personal Leave</b>	<b>4311</b>
<b>Legal Authority</b>	<b>Approval of the Board of Trustees</b>	
<b>Date Approved by Board</b>	<b>Board Minute Order dated November 9, 1995 As Amended by Minute Order dated June 13, 1996 As Amended by Minute Order dated September 15, 2003 <i>As Amended by Board Minute Order dated June 26, 2013</i></b>	

Employees may use up to a maximum of 3 days of accrued sick leave during any fiscal year as personal leave to be used for funerals not covered by bereavement leave, religious observances not on the approved College Calendar, or for sick leave for persons outside the immediate family. ~~Provided however, f~~ Full-time faculty who do not accrue vacation leave may use ~~one~~ two of such personal leave days to conduct essential personal business *which may only be accomplished during their instructional schedule.* ~~which cannot be accomplished at times outside the instructional schedule.~~

~~This p~~ Personal leave is deducted from the employee's accumulated sick leave.

All personal leave must be approved by the employee's supervisor and the supervising Dean in advance, and the proper forms forwarded to the Office of Human Resources.

## **Review and Action as Necessary to Revise Policy #4922: Termination of Employment**

Approval to revise Policy #4922: Termination of Employment is requested.

Request for the revision to the policy is necessary for the following reasons:

- To change the title of the Policy from Termination of Employment to Separation of Employment and Re-Employment
- To clarify the expectation of Executive and Administrative staff to continue employment for duration of letter of appointment
- To clarify the expectation of Executive and Administrative staff to provide, prior to the end of the appointment period, a written notice of separation of employment no later than the 45<sup>th</sup> day prior to the last effective date of appointment
- To clarify the expectation of Executive and Administrative staff to submit advance written notice requesting to be released from the appointment due to an extenuating situation, which must be approved by appropriate supervisor(s), Office of Human Resources, and the President
- To clarify that employees planning to retire with the College must provide advance written notice of at least forty-five (45) days
- To clarify the adequate amount of notice of separation expected of Professional/Technical support staff (30 days or not less than 15 days if approved) and classified staff (15 days) to be considered in good standing

The revised policy follows in the packet for the Committee's information and review. The additions to the policy are highlighted in yellow and the deletions are designated with a strikeout.

The revised policy has been reviewed by staff, the President's Cabinet, Coordinated Operations Council, President's Administrative Staff, and by South Texas College's legal counsel.

The Finance and Human Committee recommended Board approval of the proposed revisions to Policy #4922: Termination of Employment as presented and which supersedes any previously adopted Board policy.

### **Recommendation:**

It is recommended that the Board of Trustees of South Texas College approve and authorize the proposed revisions to Policy #4922: Termination of Employment as presented and which supersedes any previously adopted Board policy.

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

The Board of Trustees of South Texas College approves and authorizes the proposed revisions to Policy #4922: Termination of Employment as presented and which supersedes any previously adopted Board policy.

**Approval Recommended:**

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

**President**

## MANUAL OF POLICY

Title	<b>Termination <i>Separation</i> of Employment and <i>Re-Employment</i></b>	4922
Legal Authority	Approval of the Board of Trustees	Page 1 of 2
Date Approved by Board	<b>Board Minute Order dated November 9, 1995 As Amended by Board Minute Order dated October 9, 1997 As Amended by Board Minute Order dated December 20, 2001 <i>As Amended by Board Minute Order dated June 26, 2014</i></b>	

### ***Separation of Employment***

Employees *voluntarily separating from* ~~terminating~~ employment *with the College* are expected to give adequate *advance written* notice to their supervisor and the Office of Human Resources to allow for an orderly transition of work activities. Vacation dates ~~are~~ *shall* not to be included as part of the required *advance* notice.

*Executive and Administrative staff are required to continue employment for the duration specified in their letter of appointment.*

~~Executive, Administrative, and Professional/Technical Support shall 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. The President, in consultation with the appropriate supervisor, must approve the release from the appointment.~~

*To remain in good standing at the end of the appointment period, an Executive and Administrative staff member employed under a Letter of Appointment, shall be required to submit a written notice of separation of employment with the Office of Human Resources and the appropriate supervisor not later than the 45th day before the last effective date of appointment.*

~~Faculty involved in student instruction are expected to continue employment for the duration specified in their contract. Extenuating circumstances may be considered for release of appointment at the end of the Fall semester.~~

*Executive and Administrative staff may submit advance written notice requesting to be released from their appointment due to an extenuating situation. Approval of release of appointment due to extenuating circumstances must be obtained from the appropriate supervisor(s), the Office of Human Resources, and the President.*

***\* Faculty should reference Policy 4118: Provision of Faculty Letter of Appointment***



## MANUAL OF POLICY

**Title** ~~Termination~~ **Separation** of Employment **and**  
**Re-Employment** 4922

**Legal Authority** Approval of the Board of Trustees Page 2 of 2

**Date Approved by Board** Board Minute Order dated November 9, 1995  
As Amended by Board Minute Order dated October 9, 1997  
As Amended by Board Minute Order dated December 20, 2001  
**As Amended by Board Minute Order dated June 26, 2014**

*Professional/Technical Support employees are expected to provide advance written notice of at least thirty (30) days prior to the effective date of separation. A reduced minimum notice of not less than fifteen (15) days may be approved by the immediate supervisor and appropriate financial manager.*

*Classified and part time non-exempt employees are expected to provide notice of at least fifteen (15) days prior to the effective date of separation.*

~~Classified employees are expected to give a minimum of two week notice.~~

*Employees planning to retire with the College must provide advance written notice of at least forty-five (45) days.*

### **Re-Employment**

Employees failing to comply with the provision of adequate ~~adequate~~ **appropriate advance written** notice **as stated above** and/or who fail to be approved for release from their appointment ~~will not be eligible for re-hire~~ **will not be eligible for re-employment with the College.**

On the last day of work, an employee shall complete **the exiting** campus clearance procedures through the Office of Human Resources, ~~and make arrangements for the disbursement of a final paycheck.~~

~~Strikethrough denotes deletion~~  
**Italics denote addition**

## **Discussion and Action as Necessary on Proposed Salary Increases and Adjustments to Faculty Pay Plan for FY 2014-2015**

Approval of proposed salary increases and adjustments to Faculty Pay Plan for FY 2014-2015 is requested.

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

The approved Faculty Salary Plan for FY 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 is based on an average increase of 3% and is proposed as follows:

- The base for a master's degree is increased from \$39,808 to \$40,644 or by an additional \$836.00 which is approximately a 2% base increase from FY 2013-2014. The proposed FY 2014-2015 pay plan also includes a move of one step at an average increase of 1%.
- The proposed plan for FY 2014-2015, adds four additional steps, from 26 years of service to 30, to the Faculty Salary Plan for faculty with educational attainment levels of master's, master's +30, and doctorate degrees. These steps would allow Faculty at the maximum step for years of service to be compensated for additional years of service in FY 2014-2015 and in the next three years. Each step is approximately a one (1%) increase in pay at these levels.

In order to encourage professional growth and achievement of higher educational attainment, the faculty salary plan includes maximum steps based on educational level. A maximum of step 10 for Level I Associates; a maximum of step 15 for Level II Associate +30; a maximum of step 20 for Levels III and IV, Bachelor and Bachelor + 18, respectively. The intent is to encourage faculty to earn higher academic degree levels.

Twenty-four (24) faculty previously reached the maximum step for years of service under Level I Associates; Level II Associate + 30; Level III Bachelor; and Level IV Bachelor + 18, and therefore their salaries were frozen (shaded steps). These faculty have not received salary increases or step adjustments since FY 2010-2011. There are an additional three (3) faculty moving into the step range where salary is frozen in FY 2014-2015. The proposed Faculty Salary Pay Plan for FY 2014-2015 adds a 2% salary increase to the previously frozen salary amounts for the twenty-seven (27) faculty within these steps. Based on the 2% increase, the cost is approximately \$23,254. Faculty will not move into the next step, but will receive a 2% salary increase in FY 2015.

Based on the proposed 3% average salary increase and adjustments to the Faculty Pay Plan and the 2% salary increase for faculty in the frozen steps, the total cost in FY 2014-2015 is approximately \$914,437.

The proposed Faculty Pay Plan for FY 2014-2015 follows in the packet for the Board's information and review.

The 2013-2014 Texas Community College Teachers Association of Faculty Salary Survey is also included for the Board's review. This salary survey shows the comparative data on faculty salaries at each community college in Texas. South Texas College faculty were ranked 13<sup>th</sup> in average salary out of the 50 community colleges state-wide in 2013-2014, The average salary paid to South Texas College Faculty was \$57,497, approximately ten percent above the reported state-wide average of \$52,128.

Additionally, the survey shows that South Texas College Faculty is ranked 8<sup>th</sup> in Average Years of Service. STC Full Time Regular Faculty have an average 14 years of service, compared to the state average of 11.2 years of service.

The Finance and Human Resources Committee recommended Board approval of the proposed salary increases and adjustments to Faculty Pay Plan for FY 2014-2015 as presented.

**Recommendation:**

It is recommended that the Board of Trustees of South Texas College approve and authorize the proposed salary increases and adjustments to Faculty Pay Plan for FY 2014-2015 as presented.

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

The Board of Trustees of South Texas College approves and authorizes the proposed salary increases and adjustments to Faculty Pay Plan for FY 2014-2015 as presented.

**Approval Recommended:**

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

**President**

# South Texas College Faculty Salary Plan FY 2014-2015

	LEVEL I	LEVEL II	LEVEL III	LEVEL IV	LEVEL V	LEVEL VI	LEVEL VII	
Step	Associate	Assoc + 30	Bachelor	Bach + 18	Master	Master + 30	Doctorate	Step
0	\$36,804	\$37,272	\$37,740	\$39,083	\$40,644	\$43,018	\$45,581	0
1	\$37,724	\$38,204	\$38,684	\$40,060	\$41,660	\$44,093	\$46,720	1
2	\$38,667	\$39,159	\$39,651	\$41,062	\$42,702	\$45,195	\$47,888	2
3	\$39,633	\$40,138	\$40,642	\$42,088	\$43,769	\$46,325	\$49,086	3
4	\$40,624	\$41,142	\$41,658	\$43,141	\$44,863	\$47,483	\$50,313	4
5	\$41,640	\$42,170	\$42,700	\$44,219	\$45,985	\$48,671	\$51,570	5
6	\$42,681	\$43,224	\$43,767	\$45,324	\$47,135	\$49,887	\$52,860	6
7	\$43,748	\$44,305	\$44,861	\$46,458	\$48,313	\$51,135	\$54,181	7
8	\$44,841	\$45,413	\$45,983	\$47,619	\$49,521	\$52,413	\$55,536	8
9	\$45,738	\$46,321	\$46,903	\$48,571	\$50,511	\$53,461	\$56,647	9
10	\$46,653	\$47,247	\$47,841	\$49,543	\$51,521	\$54,530	\$57,779	10
11		\$48,192	\$48,797	\$50,534	\$52,552	\$55,621	\$58,935	11
12		\$49,156	\$49,773	\$51,544	\$53,603	\$56,733	\$60,114	12
13		\$50,139	\$50,769	\$52,575	\$54,675	\$57,868	\$61,316	13
14		\$51,142	\$51,784	\$53,627	\$55,768	\$59,025	\$62,542	14
15		\$51,909	\$52,561	\$54,431	\$56,605	\$59,911	\$63,480	15
16			\$53,349	\$55,248	\$57,454	\$60,809	\$64,433	16
17			\$54,150	\$56,076	\$58,316	\$61,722	\$65,399	17
18			\$54,962	\$56,918	\$59,191	\$62,647	\$66,380	18
19			\$55,786	\$57,771	\$60,078	\$63,587	\$67,376	19
20			\$56,623	\$58,638	\$60,980	\$64,541	\$68,386	20
21					\$61,894	\$65,509	\$69,412	21
22					\$62,823	\$66,492	\$70,453	22
23					\$63,765	\$67,489	\$71,510	23
24					\$64,722	\$68,501	\$72,583	24
25					\$65,692	\$69,529	\$73,672	25
26					\$66,349	\$70,224	\$74,408	26
27					\$67,012	\$70,926	\$75,152	27
28					\$67,683	\$71,636	\$75,904	28
29					\$68,359	\$72,352	\$76,663	29
30					\$69,043	\$73,075	\$77,429	30

## FACULTY PAY PLAN – MAXIMUM STEPS

Placement on the faculty salary plan provides for a maximum step based on educational level as listed below.

Faculty who have reached the maximum step in prior fiscal year will be placed into the next step (shaded area) at current salary with a 2% increase for FY2014-2015. Movement to the next educational level may be achieved by attainment of additional college level credit or higher degrees. Official transcripts must be received at Human Resources for evaluation and review for movement on pay plan and appropriate educational increase.

<u>Level</u>	<u>Maximum Step</u>
I	• Associate degree 10
II	• Associate degree + 30 15
III	• Bachelor degree 20
IV	• Bachelor degree + 18 20
V	• Master 30
VI	• Master + 30 30
VII	• Doctorate 30

In support of, and to accomplish the College's mission and vision, faculty are highly encouraged to continue professional growth and achieve educational attainment to obtain the highest degree in their discipline.

All faculty are responsible for meeting and maintaining the academic and credential requirements published in Board Policy 4151, Academic and Professional Credentials of Faculty.

Faculty who have earned additional college level credit or degrees since previous placement on the salary schedule should request to have their official transcripts submitted directly to the Office of Human Resources for review and eligibility of educational increase.

### **Criteria for faculty not having completed a minimum of an Associate Degree**

Under special circumstances, with the approval of the Vice President for Academic Affairs, faculty not having a minimum of an Associate's Degree may be employed in specific workforce programs on a full-time, but temporary basis.

Salary placement will be at the Associate Degree level, Step 0, and there will be no additional salary steps or salary increase in regard to practical experience until the Associate Degree is completed.

Faculty with a Master of Fine Arts (MFA) will be placed at the doctoral degree level.



**Review and Action as Necessary on Proposed Interlocal Agreement for  
 Transportation Services between South Texas College and the Lower Rio  
 Grande Valley Development Council**

Approval of the proposed Interlocal Agreement between South Texas College and the Lower Rio Grande Valley Development Council (LRGVDC) and payment in the amount of \$192,338 to the LRGVDC is requested.

An Interlocal Agreement for the Jag Express Intercampus Transportation Services between South Texas College and the Lower Rio Grande Valley Development Council (LRGVDC) for the period beginning August 18, 2014 through August 31, 2015, in the amount of \$192,338. This includes contributions from the Economic Development Corporation of Weslaco and the City of Weslaco, in the amounts of \$39,000, and \$39,236, respectively. These contributions will be paid to the College, and contingent upon receipt, the College will remit payment to the LRGVDC. The College will be directly responsible for the remaining \$114,102, as shown below:

**Transportation Services Budget**

Total Cost for System	\$2,085,107
Less State/Federal Contribution for Capital	(1,118,637)
<b>Operating Cost for System</b>	<b>\$966,470</b>
Less State/Federal Contribution for Operating	(509,593)
Less Lower Rio Grande Valley Development Council Match	(40,000)
Less Contribution from City of Weslaco	(39,236)
Less Contribution from Weslaco Economic Development Corporation	(39,000)
<b>Total Cost to STC</b>	<b>\$338,641</b>
STC Employee Services/ In-Kind Match	224,539
STC Cash Payment	114,102

**Cash Payment to the LRGVDC**

STC Cash Contribution	\$114,102
City of Weslaco Contribution	39,236
Weslaco Economic Development Corporation Contribution	39,000
<b>Total Payment by STC to LRGVDC</b>	<b>\$192,338</b>

A copy of the Interlocal Agreement and the Transportation Services / STC Intercampus Jag Express Project Budget follows in the packet for the Board's review.

The Interlocal Agreement is intended to establish an intercampus bus route to serve all of the College's campuses. The bus routes will benefit students, faculty, and staff of South Texas College and thereby serve the goals of both organizations by facilitating access to the College and its educational programs and to increase use of public transportation in the area.

The bus routes will be free of charge to the students, faculty, and staff of South Texas College by presentation of an official identification (ID) card. The presentation of ID cards will be recorded by LRGVDC to track usage of the service.

The responsibilities of South Texas College in this Agreement will be to:

- 1) Provide part of the funding of the bus routes;
- 2) Lease three STC buses at \$1.00 to provide bus transportation services for the Yellow Line (circulator route) and Park & Ride Shuttle services;
- 3) Engage in various activities to promote its use such as newsletters, email notifications, and signage at registration and other events; and
- 4) Designate appropriate stop locations at each campus.

Funds for this expenditure are budgeted in the Metro Transportation budget for FY 2014-2015 pending Board approval of the Budget.

Mr. Tom Logan, Director of Valley Metro and representing the Lower Rio Grande Development Council (LRGVDC) presented information on this initiative to the Finance and Human Resources Committee. The presentation follows in the packet for the Board's review.

Mrs. Wanda Garza, Interim Vice President for Student Affairs and Enrollment Management, has represented South Texas College in coordinating this opportunity with the LRGVDC and Valley Metro, and will attend the Board meeting on Thursday, June 26, 2014 to review and address questions by the Board.

The Finance and Human Resources Committee reviewed the presentation and asked that this interlocal agreement be brought to the Board for consideration.

**Recommendation:**

It is recommended that the Board of Trustees of South Texas College approve and authorize the proposed Interlocal Agreement between South Texas College and the Lower Rio Grande Valley Development Council (LRGVDC) and payment in the amount of \$192,338, contingent upon receipt of contributions by the City of Weslaco and the Economic Development Corporation of Weslaco as outlined in the Interlocal Agreement, to the LRGVDC 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 Interlocal Agreement between South Texas College and the Lower Rio Grande Valley Development Council (LRGVDC) and payment in the amount of \$192,338, contingent upon receipt of contributions by the City of Weslaco and the Economic Development Corporation of Weslaco as outlined in the Interlocal Agreement, to the LRGVDC as presented.

**Approval Recommended:**

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

**President**

## **INTERLOCAL AGREEMENT FOR TRANSPORTATION SERVICES**

### **I. INTRODUCTION**

This Interlocal Agreement for Transportation Services (“Agreement”) is entered into on **August 18, 2014** by and between South Texas College (STC), a political subdivision of the State of Texas (“College”), and the Lower Rio Grande Valley Development Council, a voluntary association of local governments in Cameron, Hidalgo and Willacy Counties (“LRGVDC,”). This agreement is made pursuant to chapter 791 of the Texas Government Code (the Interlocal Cooperation Act), as amended.

### **RECITALS**

WHEREAS, the College currently operates three transportation buses to serve its student’s transportation needs to and from College campuses; and

WHEREAS, LRGVDC owns and operates a regional public transportation system;

WHEREAS, the College and LRGVDC wish to join efforts to establish a more efficient and economical bus transportation service which can connect the campuses of the College for the benefit of College students, staff and faculty; and

WHEREAS, the transportation service will support the purpose of improving access to the College’s educational programs by increasing public transportation use in the Lower Rio Grande Valley;

NOW THEREFORE, in consideration of the promises and of the mutual covenants contained herein, the parties agree as follows:

### **II. ROLE OF THE LRGVDC**

LRGVDC shall have the following responsibilities:

1. To provide a bus route to serve the College campuses during the College’s operating days and hours of service according to the attached Exhibit A;
2. To administer, operate and maintain its public transit system and ensuring compliance with rules and guidelines of the Texas Department of Transportation (TxDOT) and Federal Transit Administration (FTA);
3. To assure that College students, faculty and staff board the buses free of charge upon presentation of an official identification card upon boarding;
4. To track all trips by College students, faculty and staff;
5. To provide College with ridership participation reports within ten (10) working days after the last day of the prior month;
6. To assist with developing and to coordinate with the College to ensure that all reasonable efforts to increase use of the transportation services are explored; and
7. To maintain liability and property insurance coverage on all its vehicles in compliance with TxDOT and FTA requirements; and upon request, to supply evidence of such to the College.

### **III. ROLE OF COLLEGE**

The College shall have the following responsibilities:

1. To promote ridership by College students, faculty and staff (Promotion efforts will include publicizing the service through newsletters, email notifications, signage at special events and semester registration, and other means it determines would be beneficial to increase participation and raise awareness of the service.); and
2. To designate a park & ride location, with appropriate signage, at each of its campus stop locations.

#### **IV. CONTRACT AMOUNT AND COMPENSATION**

##### **A. Payment**

As consideration for the services to be provided by LRGVDC under this agreement, the College will remit payment for services to LRGVDC in the amount of \$56,576.00 for the Fall 2014 semester and \$57,526.00 for the Spring 2014 semester in accordance with terms contained in the attached Exhibit B.

In addition, the College will remit an additional payment for LRGVDC services contingent upon its receipt of payments to be made by the City of Weslaco in the amount of \$14,648.00 for the Fall 2014 semester, of \$14,823.00 for the Spring Semester, and of \$9,765.00 for the Summer 2015 Semester, in accordance with the terms contained in attached Exhibit B.

The College will remit an additional payment for LRGVDC services contingent upon its receipt of payments to be made by the Economic Development Corporation of Weslaco for Fall 2014 in the amount of \$14,560.00, for the Spring Semester in the amount of \$14,733.00 and for the Summer Semester in the amount of \$9,707.00, in accordance with the terms contained in attached Exhibit B.

##### **B. Match/In-Kind Report**

The College will submit to LRGVDC matching STC Employee Service and In-Kind Match Reports and supporting documentation on or before the 10<sup>th</sup> day of each month. Each report will be on College letterhead, approved and signed by an individual with the authority to request payment, and will contain the following supporting documentation:

1. Documentation of any activity claimed as match. (All expenses must be incurred only after the effective date of this agreement.)
2. For staff time, the College must provide signed documentation that the individual staff person worked the time that is stated in the report. All time must be matched to an officially signed or electronic approval timesheet.
3. Documentation that the match is drawn from local funds, is not already being used for another project, and is eligible as match. The source must be identified.

#### **V. TERM**

The term of this Agreement begins on **August 18, 2014** and expires on **August 31, 2015**. This Agreement may be amended or extended by mutual agreement of the parties.

#### **VI. TERMINATION**

In the event of a material breach of this Agreement by one of the parties, the non-breaching party, without waiving any other remedy, may terminate this Agreement upon ten (10) days advance written notice of termination to the breaching party setting forth the nature of the material breach. The termination will not be effective if the material breach is fully cured prior to the ten (10) day period.

**VII. AMENDMENT**

This Agreement may be renewed for three additional one-year periods by mutual agreement of the parties.

**VIII. COOPERATION**

The parties understand and agree that the services described in this Agreement depend upon timely and open communications between the parties. In this regard, communication of issues, changes, or problems that arise should occur as early as possible. Each party agrees to work cooperatively and in good faith in a manner that ensures timely resolution of issues.

**IX. NOTICES**

Except as otherwise specifically provided in this Agreement, all notices, consents, approvals, demands, requests or other communications provided for or permitted under this Agreement will be in writing and will be deemed to have been duly given or served when delivered by hand delivery, email or fax or deposited in the U.S. Mail by registered or certified mail, return receipt requested, postage prepaid, and addressed as follows:

If to College: South Texas College  
3201 W. Pecan Blvd.  
McAllen, TX 78501  
Attention: Paul Varville, Dir. of Security  
Phone: 956-872-6495  
Email: [pbvarvil@southtexascollege.edu](mailto:pbvarvil@southtexascollege.edu)

*With copy to:* Mrs. Wanda Garza  
South Texas College  
3201 W. Pecan Blvd.  
McAllen, TX 78501  
Attention: Wanda F. Garza  
Phone: 956-872-6495  
Email: [wgarza\\_saem@southtexascollege.edu](mailto:wgarza_saem@southtexascollege.edu)

If to LRGVDC: Lower Rio Grande Valley Development Council  
301 W. Railroad  
Weslaco, TX 78596  
Attention: Kenneth N. Jones, Jr.  
Phone: 956-682-3481  
Email: [knjones@lrgvdctransit.org](mailto:knjones@lrgvdctransit.org)

*With copy to:* Lower Rio Grande Valley Development Council  
510 S Pleasantview Dr.  
Weslaco, TX 78596  
Attention: Tom Logan  
Phone: 956-969-5761  
Email: [tlogan@lrgvdctransit.org](mailto:tlogan@lrgvdctransit.org)

## **X. GENERAL PROVISIONS**

### **A. Special Provisions**

1. This Agreement shall be interpreted, construed and enforced in accordance with the laws of the State of Texas. Venue for any action under this Agreement shall be Hidalgo County, Texas.
2. This Agreement may not be assigned except upon written approval by LRGVDC and College.
3. In case any provision in this Agreement shall, for any reason, be held invalid or unenforceable in any respect, such invalidity or unenforceability shall not affect any other provision hereof, and this Agreement shall be construed as if such invalid or unenforceable provision had not been included herein.
4. No joint venture or partnership is formed as a result of this Agreement. No employees, agents, or subcontractors of one party shall be deemed, or represent themselves to be, employees or agents of the other party.
5. This Agreement may be amended only by a written instrument executed by both parties.
6. This Agreement constitutes the entire agreement and understanding between the parties with respect to the subject matter hereof.
7. STC will maintain records of all documents and materials related to this project. STC agrees to allow LRGVDC to inspect and evaluate the work performed and any records under this agreement.
8. LRGVDC will be responsible for providing preventive maintenance of the vehicles, fueling, inspections, communications, and placing of bus wraps.
9. Valley Metro logo and the LRGVDC name will be included on the exterior of vehicles used in service.
10. Prior to commencement of operations, Valley Metro will provide training to STC staff regarding FTA requirements and expectations under this interlocal agreement.
11. STC will designate a person as its lead contact for the project. An additional person will serve as the backup contact. Contacts will be expected to meet periodically for the purpose of exchanging project updates, requesting information, providing technical assistance, and engaging in project oversight.
12. LRGVDC will perform all grant management activities regarding this interlocal agreement, including submission of a grant to FTA for project funds, fiscal management, periodic reporting to FTA, and triennial review reporting.
13. LRGVDC will perform periodic oversight of STC activities to ensure that the service is operated as public transportation and that all elements of this interlocal contract are followed. This will include inspections of vehicles, inspections of facilities, safety & security reviews, annual reviews, report generation, and similar activities.
14. LRGVDC will claim STC ridership, mileage, hours, and other statistical numbers in its reports and will publicize, market, and otherwise include the STC services as part of its public transportation network.
15. LRGVDC will have a complaint process in place to address customer complaints, including discrimination complaints.

### **B. Yellow Line and Park & Ride Shuttle**

1. STC will operate the Yellow Line and Park & Ride Shuttle as public transportation to the benefit of the College community. In this regard it is acknowledged that if space is available, a person who is not a College student, faculty or staff, may be provided ridership, but only from and to an official College campus location, consistent with 49 United States Code (USC), Chapter 53, as described in Exhibit A. LRGVDC must annually provide certifications and assurances that it will abide by all federal rules and regulations when using FTA funds for a project.
2. STC will use its own staff and vehicles to provide public transportation services for the Yellow and Park & Ride Shuttle. College staff will at all times remain employees of the College. STC

will ensure that it or its employees do not in any way represent themselves as having any STC employer/employee relationship with the LRGVDC. STC staff will adhere to the STC College Personnel Policies and all other policies related to personnel requirements, including: the drug and alcohol policy, ethics policy, physical policy, and related policies.

3. LRGVDC will provide a staff person who will perform supervisory activities of the STC staff in accordance with the Local Government Code Title 12, Planning and Development Section 391.007, Detail or Loan of an Employee. The LRGVDC staff person will have the following authority:
  - a. Supervise staff performance on a daily basis.
  - b. Implement review, improvement, recognition, and retention strategies.
  - c. Contact the STC Director of Security regarding employee discipline.
  - d. Perform all other duties necessary to carry out the project.
4. LRGVDC will ensure adherence to drug, alcohol, and substance abuse requirements by administering an FTA drug testing program. All STC staff members directly paid through project funds will be subject to this program.
5. LRGVDC will adhere to all employee and labor protections as required by law.
6. In additional consideration for the payment of a lease fee in the annual amount of one dollar (\$1.00), payable by LRGVDC to the College, the College will supply its three buses to LRGVDC for use in connection with the Agreement. LRGVDC will insure vehicles and passenger amenities against theft, damage, and loss. Valley Metro will be named as an additional insured. Vehicles must be parked in a safe and secure location. Valley Metro maintenance staff will have access to these vehicles and may drive them in order to operate the service and provide maintenance.
7. STC will notify LRGVDC of drivers terminating their employment with the College. STC will amend the contract to provide additional funds for LRGVDC to hire drivers.

### **C. Maintenance**

1. LRGVDC will provide maintenance services with its own staff for vehicles used in service. These maintenance activities will adhere to the *LRGVDC Vehicle Maintenance Plan*. Activities will include:
  - a. Responding to road calls.
  - b. Providing routine preventive maintenance according to the manufacturer's specified maintenance schedule and FTA standards.
  - c. Detailing/cleaning vehicles once a week.
  - d. Providing tire replacement service according to the manufacturer's schedule.
  - e. Providing brake maintenance according to the manufacturer's schedule.
  - f. Providing out-of-cycle repairs as necessary. Quotes for out-of-cycle repairs will be obtained according to LRGVDC policy and presented to STC for approval prior to any acquisition.
  - g. Coordinating warranty work according to manufacturer guidelines.
  - h. Keeping an inventory of all tools, equipment, parts, materials, and supplies.
  - i. Keeping maintenance records of all activities, including work orders.
  - j. Training STC staff on the maintenance process (i.e., requesting maintenance, filling out work orders).
  - k. Coordinating with STC staff to ensure proper maintenance.
  - l. Ensuring that all maintenance activities are safe and secure.
  - m. Adhering to the maintenance plan.

If a major repair or other repair is needed that will exceed the established maintenance budget, LRGVDC will present STC a plan of action to address the repair, including the cost and timeline for repair.

2. LRGVDC will perform periodic oversight of STC activities to ensure that the service is operated as public transportation and that all elements of this interlocal agreement are followed. This will

include inspections of vehicles, inspections of facilities, safety and security reviews, annual reviews, report generation, and similar activities.

3. STC will designate an area on its property for use in quick fixes and minor repairs according to the maintenance plan. This area must be clearly articulated in a site plan. The area must be insured against theft, damage, and all other forms of loss, and insurance for the facility must be provided.

**D. Warranties**

1. STC warrants that (1) the services are necessary and authorized for activities that are properly within its statutory functions and programs; (2) it has the authority to contract for the services under authority granted in Section 77, *Texas Education Code*, and Chapter 791, *Texas Government Code*; (3) it has all necessary legal authority and has received all necessary approvals to execute and deliver this agreement; and (4) the officer signing this agreement on its behalf is authorized by its governing body to sign this agreement.
2. LRGVDC warrants that (1) it has authority to perform the services under authority granted in Chapter 791, *Texas Government Code*; (2) it has all necessary legal authority and has received all necessary approvals to execute and deliver this agreement; and (3) the officers signing this agreement on its behalf is authorized by its governing body to sign this agreement.

**E. Capital**

1. LRGVDC will initiate the process of procuring capital improvements under this contract as described in Exhibit A

**The following parties attest to the contents of this document and agree to implement the provisions contained herein.**

**South Texas College**

**Lower Rio Grande Valley Development Council**

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

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Date**

## Discussion and Action as Necessary on Proposed Budget Amendment for FY 2013-2014

Approval of a proposed budget amendment for FY 2013–2014 is requested.

The budget amendment is necessary for the following reasons:

### 1. Unrestricted Revenue and Expenditures Adjustment Due to Level of Traditional Student Tuition and Fees

	<u>Increase/(Decrease)</u>
<b>Revenues</b>	
Tuition	(\$2,085,547)
Fees	(1,412,288)
<b>Total Revenue Reduction</b>	<b>(3,497,835)</b>
 <b>Expenditures</b>	
Salaries	(1,448,847)
Benefits	(409,996)
Operating	(1,484,000)
Travel	(1,500)
Capital	(153,492)
<b>Total Expenditures Reduction</b>	<b>(\$3,497,835)</b>

- Student Tuition and Fee Revenue Budget Reduction
  - ⇒ The student tuition revenue budget will be reduced by \$2,085,547, from \$33,068,844 to \$30,983,297. The student fees revenue budget will be reduced by \$1,412,288, from \$26,881,498 to \$25,469,210. This is a total reduction of \$3,497,835 in student tuition and fees revenue. The reduction in tuition and fee revenue is necessary because the actual traditional student enrollment in the Fall and Spring semesters was lower than the student enrollment used for budgeting purposes.
  
- Salary Expense Budget Reduction
  - ⇒ The salary expense budget will be decreased by \$1,448,847, from \$79,700,834 to \$78,251,987.
  
- Benefit Expense Budget Reduction
  - ⇒ The benefit expense budget will be decreased by \$409,996, from \$22,999,267 to \$22,589,271.
  
- Operating Budget Reduction
  - ⇒ The operating expense budget will be decreased by \$1,484,000, from \$29,450,291 to \$27,966,291.



- Travel Budget Reduction
  - ⇒ The travel expense budget will be decreased by \$1,500, from \$1,593,932 to \$1,592,432.
- Capital Budget Reduction
  - ⇒ The capital expense budget will be decreased by \$153,492, from \$1,555,678 to \$1,402,186.

## **2. Transfer of Unrestricted Fund Balance to Plant Funds**

- Transfer of Funds from the Unrestricted Fund Balance to the Unexpended Construction Plant Fund and the Renewals & Replacements Plant Fund
  - ⇒ Funds will be transferred from the Unrestricted Fund Balance in the amount of \$4,000,000 to the Renewals and Replacements Plant Fund for future deferred maintenance projects.
  - ⇒ Funds will be transferred from the Unrestricted Fund Balance in the amount of \$2,000,000 to the Unexpended Construction Plant Fund for future construction and renovation projects
  - ⇒ After the transfer of \$6,000,000, the Unrestricted Undesignated Fund Balance at August 31, 2013 in the amount of \$91,784,899 will be reduced to \$85,784,899. This amount is sufficient to fund approximately 7 months of operating expenditures.

## **3. \$60,000,000 Limited Tax Bonds, Series 2014 Issuance and Projected Expenditures**

- Unexpended Construction Plant Fund Increase
  - ⇒ The Unexpended Construction Plant Fund revenue budget will be increased by \$60,000,000, due the issuance of Limited Tax Bonds, Series 2014.
  - ⇒ The expenditure budget will be increased by \$60,000,000 due to the issuance of Limited Tax Bonds, Series 2014 consisting of \$156,000 for FY 2014 projected bond construction related expenses (construction program management services) and \$59,844,000 for future bond projects.

As a result of the amendment, total budgeted revenues and expenditures/reserve will increase from \$141,233,035 to \$143,735,200, \$9,335,771 to \$13,335,771, and \$9,001,802 to \$71,001,802, in the Unrestricted Fund, Renewals and Replacements Plant Fund, and the Unexpended Construction Plant Fund, respectively.

The budget amendment follows in the packet for your information and review.

The Finance and Human Resources Committee recommended Board approval of the proposed budget amendment for FY 2013-2014, as presented.

### **Recommendation:**

It is recommended that the Board of Trustees of South Texas College approve and authorize the proposed budget amendment for FY 2013-2014, 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 the proposed budget amendment for FY 2013-2014, as presented.

**Approval Recommended:**

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

**President**

# South Texas College

## Budget Amendment Unrestricted Fund Balance Allocations As of August 31, 2013

Unrestricted Undesignated Fund Balance at August 31, 2013	\$ 91,784,899
Less Proposed Budget Amendment / Fund Balance Allocation	
Transfer to - Renewals and Replacements Plant Fund	4,000,000
Transfer to - Unexpended Construction Plant Fund	2,000,000
Total Allocation	<u>6,000,000</u>
<b>Adjusted Unrestricted Undesignated Fund Balance After Allocation</b>	<b><u><u>\$ 85,784,899</u></u></b>

**South Texas College**  
**Unrestricted Fund - AMENDED**  
For the Fiscal Year Ending August 31, 2014

**Revenues**

FY 2014 Original Budget Revenue	\$	141,233,035
Amendment		
Tuition Revenue		(2,085,547)
Fee Revenue		(1,412,288)
Allocation of Unrestricted Fund Balance		
Renewals and Replacements Plant Fund		4,000,000
Unexpended Construction Plant Fund		2,000,000
		2,000,000
<b>FY 2014 Amended Budget Revenues</b>	<b>\$</b>	<b>143,735,200</b>
		<b>143,735,200</b>

**Expenditures**

FY 2014 Original Budget Expenditures	\$	141,233,035
Amendment		
Salary Budget Decrease		(1,448,847)
Benefit Budget Decrease		(409,996)
Operating Budget Decrease		(1,484,000)
Travel Budget Decrease		(1,500)
Capital Budget Decrease		(153,492)
Transfer to Renewals and Replacements Plant Fund		4,000,000
Transfer to Unexpended Construction Plant Fund		2,000,000
		2,000,000
<b>FY 2014 Amended Budget Expenditures</b>	<b>\$</b>	<b>143,735,200</b>
		<b>143,735,200</b>

# South Texas College Unrestricted Fund

Fiscal Year Ending August 31, 2014  
AMENDED

## Revenue Summary

Revenue Source	Original Budget	Increase / (Decrease)	Amended Budget
State Revenue	\$ 42,168,301	\$ -	\$ 42,168,301
Tuition	33,068,844	(2,085,547)	30,983,297
Fees	26,881,498	(1,412,288)	25,469,210
Other Revenues	2,785,934	-	2,785,934
Local Taxes	33,604,358	-	33,604,358
Special and Fund Balance Allocations (Carryover)	2,724,100	6,000,000	8,724,100
<b>Total Revenues</b>	<b>\$ 141,233,035</b>	<b>\$ 2,502,165</b>	<b>\$ 143,735,200</b>

## Expenditures Summary

Expenditures/Reserve	Original Budget	Increase / (Decrease)	Amended Budget
Salaries	\$ 79,700,834	\$ (1,448,847)	\$ 78,251,987
Benefits	22,999,267	(409,996)	22,589,271
Operating	29,450,291	(1,484,000)	27,966,291
Travel	1,593,932	(1,500)	1,592,432
Capital	1,555,678	(153,492)	1,402,186
Transfers and Contingencies	5,933,033	6,000,000	11,933,033
<b>Total Expenditures/Reserve</b>	<b>\$ 141,233,035</b>	<b>\$ 2,502,165</b>	<b>\$ 143,735,200</b>

# South Texas College

## Renewals and Replacements Plant Fund

Fiscal Year Ending August 31, 2014

AMENDED

### Revenue Summary

Revenue Source	Original Budget	Increase / (Decrease)	Amended Budget
Fund Balance Deduction	\$ 9,335,771	\$ -	\$ 9,335,771
Recovery Insurance	-	-	-
Transfers In - Unrestricted	-	4,000,000	4,000,000
<b>Total Revenues</b>	<b>\$ 9,335,771</b>	<b>\$ 4,000,000</b>	<b>\$ 13,335,771</b>

### Expenditures Summary

Expenditures/Reserve	Original Budget	Increase / (Decrease)	Amended Budget
Renewals and Replacements Expenditures	\$ 9,335,771	\$ -	\$ 9,335,771
Fund Balance Addition	-	4,000,000	4,000,000
<b>Total Expenditures/Reserve</b>	<b>\$ 9,335,771</b>	<b>\$ 4,000,000</b>	<b>\$ 13,335,771</b>

# South Texas College

## Unexpended Construction Plant Fund

Fiscal Year Ending August 31, 2014

AMENDED

### Revenue Summary

Revenue Source	Original Budget	Increase / (Decrease)	Amended Budget
Unexpended - Construction Fund Balance	\$ -	\$ -	\$ -
Interest	35,702	-	35,702
Starr County Match	10,000	-	10,000
Transfer In - Unrestricted Fund	2,500,000	2,000,000	4,500,000
Limited Tax Bonds, Series 2014	-	60,000,000	60,000,000
Fund Balance Deduction	6,456,100	-	6,456,100
<b>Total Revenues</b>	<b>\$ 9,001,802</b>	<b>\$ 62,000,000</b>	<b>\$ 71,001,802</b>

### Expenditure Summary

Expenditures/Reserve	Original Budget	Increase / (Decrease)	Amended Budget
Projected Draws for Approved Projects	\$ 9,001,802	\$ 156,000	\$ 9,157,802
Limited Tax Bonds, Series 2014 Reserve	-	59,844,000	59,844,000
Fund Balance Addition	-	2,000,000	2,000,000
<b>Total Expenditures/Reserve</b>	<b>\$ 9,001,802</b>	<b>\$ 62,000,000</b>	<b>\$ 71,001,802</b>

## Review and Action as Necessary on Unrestricted Fund Balance Designation as of August 31, 2014

Approval of the Unrestricted Fund Balance Designation as of August 31, 2014 is requested.

The Unrestricted Fund Balance Designation represents the College's intended future use of available resources and should be approved by the Board of Trustees. The amount approved for the Unrestricted Fund Balance Designation appears on the College's Comprehensive Annual Financial Report and is itemized as Board Designated.

As of August 31, 2013, the Board has designated \$9,500,000 for health insurance premiums. The need for the designation of Unrestricted Fund Balance is based on the rising costs of employee health insurance and the uncertainty of continued state funding. The designation would be available to supplement reduced state funding for employee health insurance premiums in future years.

The Board is asked to designate an additional amount of \$15,000,000 of Unrestricted Fund Balance, as of August 31, 2014, for the following initiatives.

<b>Designation</b>	<b>Amount</b>
Fund Balance Designation as of August 31, 2013	
Health Insurance Premiums	\$9,500,000
FY 2013-2014 Proposed Fund Balance Designations	
ERP Infrastructure Maintenance and Renewal	7,500,000
Facilities Deferred Maintenance	4,000,000
Business Continuity and Disaster Plan	3,500,000
<b>Total Unrestricted Fund Designations</b>	<b>\$24,500,000</b>

The designations of Unrestricted Fund Balance are requested for information technology infrastructure and consultation/training services required for the continued functionality of the College's Enterprise Resource Planning (ERP) system, the deferred maintenance of facilities, and the reserve of funds for the College's business continuity of operations in the event of serious incidents or disasters. Including the transfers of \$6,000,000 to the Plant Funds, per the proposed budget amendment, and before any adjustments to Fund Balance for FY 2013-2014 activity, the Unrestricted Fund Balance will be adjusted as follows:

<b>Unrestricted Fund Balance</b>			
	Undesignate d Fund Balance	Designated Fund Balance	Total Fund Balance
Fund Balance August 31, 2013	\$91,784,899	\$9,500,000	\$101,284,899
Less: Proposed Plant Funds Transfer	(6,000,000)	--	(6,000,000)
Proposed Amended Balance	85,784,899	9,500,000	95,284,899
Additional Designation	(15,000,000)	15,000,000	--
Adjusted Fund Balance August 31, 2013	\$70,784,899	\$24,500,000	\$95,284,899



The total Unrestricted Undesignated Fund Balance of \$70,784,899 represents approximately five and one half (5½) months of budgeted expenditures. Per Policy #5350: Unrestricted Fund Balance, the College should maintain an Unrestricted Fund Balance sufficient to cover no less than four months of budgeted expenditures.

The Finance and Human Resources Committee recommended Board approval of the Unrestricted Fund Balance Designation as of August 31, 2014 in the amount of \$15,000,000 as presented.

**Recommendation:**

It is recommended that the Board of Trustees of South Texas College approve and authorize the Unrestricted Fund Balance Designation as of August 31, 2014 in the amount of \$15,000,000 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 Unrestricted Fund Balance Designation as of August 31, 2014 in the amount of \$15,000,000 as presented.

**Approval Recommended:**

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

**President**

## MANUAL OF POLICY

<b>Title</b>	<b>Unrestricted Fund Balance</b>	<b>5350</b>
<b>Legal Authority</b>	<b>Approval of the Board of Trustees</b>	<b>Page 1 of 1</b>
<b>Date Approved by Board</b>	<b>Board Minute Order dated October 28, 2013</b> <b>Board Minute Order dated November 26, 2013</b>	

Maintaining an adequate level of unrestricted fund balance is a necessary component of the College's overall financial management strategy and long-term financial planning. An adequate level of unrestricted fund balance is a key factor in assessing the College's financial strength.

The College shall maintain an unrestricted fund balance sufficient to cover no less than four months of budgeted expenditures, unless the Board of Trustees approves the use, transfer, or designation of fund balance, and a plan to restore the fund balance to the minimum amount. This level of fund balance shall provide protection against the need to reduce service levels resulting from possible revenue shortfalls or unanticipated expenditures due to federal government shutdowns, weather-related property damages from hail storms or hurricanes, or other fiscal uncertainties.

The College's fund balance will be reviewed by the Board of Trustees on an annual basis at the time the Comprehensive Annual Financial Report is presented to the Board by the external auditors.

## **Update and Action as Necessary on Contract Negotiations with Broaddus and Associates for 2013 Bond Construction Program Management Services**

On April 26, 2014 the Board of Trustees authorized contract negotiations with Broaddus and Associates (B&A) for 2013 Bond Construction Program Management Services. The Board also appointed a negotiations team to conduct these negotiations.

Negotiations meeting number one with B&A took place on Tuesday May 13, 2014 with focus on the overall components to be addressed as negotiations continue. Below are some highlights from meeting number one.

- Review of overall 2013 Bond Construction Program
- Review of proposed scope of services and draft contract
- STC and B&A agreed to review and comment on draft contract and exhibits and develop an updated draft prior to next meeting
- STC needs to finalize overall program schedule
- Projected that the program can be completed in approximately 39 months or fall 2017
- STC will develop schedule to sell bonds so they coincide with a 39 month program
- B&A will work on strategies to reduce and control costs
- STC can consider borrowing from the unrestricted fund balance to help manage the schedule for selling of bonds
- B&A will help with payment projections to help establish bond revenue requirements
- B&A will help determine how specialized design consultants can be incorporated with the design teams
- B&A described the benefits of using Building Information Modeling (BIM) as an additional service to assist with program management
- B&A agreed to prepare a draft fee proposal for review during negotiations meeting number two

Negotiations meeting number two with B&A took place on Friday May 30, 2014 with focus on review of B&A's initial fee proposal draft. Below are some highlights from meeting number two.

- Review of program management benefits from use of Building Information Modeling (BIM) software
- Review of draft contract for Construction Program Management services
- Incorporation and management of specialized design consultants
- Review of B&A's initial fee proposal and breakdown
- Options for construction cost reductions including large volume purchases and insurance consolidation for owner purchase
- Negotiations focused on additional services option for program management software (Owner Insight) and B&A agreed to provide this option at half the cost and allow STC to use the software for non-bond projects
- STC researched other similar services and fees for comparison

The negotiations committee requested that Mr. Rodriguez prepare a summary of Construction Management Services fees for comparable projects. The summary of comparable fees was presented to the Facilities Committee for consideration as compared to the Broaddus proposed fee for the South Texas College Bond Project.

The initial fee proposal submitted by B&A was in the amount of \$4,326,387.00, which was 2.72% of the overall \$159,028,940 Bond Construction Program. After review and consideration by the negotiations committee, the recommended fee proposal and scope of services, including the optional Construction Program Management Software (Owner In-site), was presented to the Facilities Committee for feedback and a recommendation to the Board.

At the Facilities Committee, Trustees expressed concern that the fee was not negotiated below the originally proposed fee. Previous negotiations focused on determining the scope of services and reduced time. Staff presented a chart showing the proposed fee as compared to similar projects that included a CPM agreement. This chart showed that the percentage rate initially proposed to South Texas College was within the range for comparable projects. Based upon comments at the Committee, the contract negotiation team agreed to renew discussions with Broaddus & Associates to further negotiate the fee, while maintaining services presented to the Committee.

The Facilities Committee recommended Board approval authorizing Dr. Shirley A. Reed, President, and the negotiations committee to finalize a fee proposal and contract details with Broaddus & Associates to be presented for approval by the Board.

In preparation for continued negotiations, staff conducted some cost analysis to estimate the hours to be used by the CPM firm and associated hourly rates for the various team members. This analysis provided negotiations staff with an estimated total fee of \$3,960,000 for CPM Services associated with the 2013 Bond Construction Program. This estimated total fee served as the basis for the College's position during negotiations.

On June 18, 2014, the contract negotiation team met with Broaddus & Associates to further discuss the fee structure for CPM Services. South Texas College's representation approached this negotiation with a consideration of actual costs and estimated profit margin for the CPM Services, and negotiated a fee of \$3,975,000 including the full scope of services initially negotiated and approved by the Facilities Committee. Broaddus & Associates has provided the attached updated scope of services summary including the proposed fee and cost break down by service.

B&A's scope of services summary and fee currently includes a \$20,000 reduction allowing B&A to simplify their monthly invoicing process. STC staff will request additional detail from B&A regarding the monthly invoicing process before accepting the \$20,000 reduction. If the invoicing process is not acceptable, staff will request that B&A bill on a monthly percentage of completion basis and negotiate to finalize the \$20,000 fee reduction.

The proposed fee of \$3,975,000 is 2.50% of the \$159,028,940 Bond Construction Program.

**Recommendation:**

It is recommended that the Board of Trustees of South Texas College approve and authorize Dr. Shirley A. Reed, President, and the negotiations committee to finalize fee proposal details, contract details, and execute a contract with Broaddus & Associates with a fee in the amount of \$3,975,000, 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 Dr. Shirley A. Reed, President, and the negotiations committee to finalize fee proposal details, contract details, and execute a contract with Broaddus & Associates with a fee in the amount of \$3,975,000, as presented.

**Approval Recommended:**

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

May 30, 2014

Mr. Gerardo Rodriguez, AIA, Director  
Facilities Planning & Construction  
South Texas College  
3201 W. Pecan Blvd.,  
McAllen, TX 78501

RE: 2013 Bond Program – Fee Proposal

Dear Mr. Rodriguez:

Broaddus & Associates, Inc. is pleased to present this proposal based upon our discussions related to 2013 Bond Program after the Board of Trustees identified our firms as best ranked respondent. Based on these discussions we may categorize the negotiation elements into; 1) contract language, 2) scope of services, 3) contract duration, 4) basic service fee and 5) additional services or technology features which or may not be included in final negotiated fee.

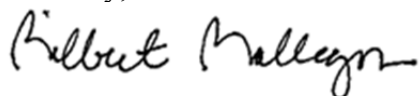
The evaluation of information may be compared to the STC 2001 Bond Program which does have differences primarily in the level of technology that has changed dramatically. Please see attached comparison that attempts to capture the differences in the original bond program and the current bond program. Additionally, several items that were not included in original bond program will be included in proposed Basic Service fee.

I am also attaching summary of items that will be provided as part of Basic Services and BIM FM Execution description for further discussion and consideration.

Our fee based on scope of services in attached breakdown will be a lump sum. We feel that we have provided a very competitive proposed fee and included several items that will provide value and make this program a much more successful program. Should additional services be required, they will be negotiated on an as-needed basis prior to any additional work occurring. We understand that target of this completion effort should to be no later than August 31, 2017 and we are prepared to meet this time frame.

We trust that this efficient approach will effectively assist South Texas College in its efforts to bring facilities to fulfill the educational mission in expeditious manner. Please let me know if you require additional information and we look forward to further discussion.

Sincerely,



Gilbert Gallegos, AIA  
Sr. Vice-President

**STC Scope of Service Summary**  
**2001 Bond Program vs. 2013 Bond Program**  
**18-Jun-14**

Fee Comparison	2001	2014	Remarks
Bond Amount	\$ 98,700,000	\$ 159,028,940	
Fee Amount	\$ 2,800,000	\$ 3,975,000	Lump Sum
Fee Percentage	2.84%	2.50%	
Duration (Months)	42	38	
<b>Scope of Services</b>			
Program Management	√	√	Program Executive, Two Senior Project Managers
Office Space	√	√	600 sf office space, internet access and janitorial services were provided as part of original bond program. Value \$37,800.
Reimbursable Expenses	√	√	Copies, Data, Voice, Delivery associated with bond program
Travel/Mileage	√	√	Mileage from home office to multiple sites is included
Cost Control/Estimating	√	√	Cost Estimating will be centrally accomplished using BIM as part of Basic Services
Macro BIM	√	√	Macro BIM allows a passing of 3D space program directly to A/E for start of design. Saves time for and effort and includes cost estimating using new technology rather than spreadsheets
Master Program Schedule	√	√	Once Board of Trustees approves schedule and priorities, B&A will generate Master Program Schedule that will be used to keep professionals on track
Owner InSite	√	√	Electronic Filing System would be used to keep all documents in a central location.
Document Control	√	√	Sharing and transfer of information is faster and more economical. Electronic copy of all information will be provided at program end
			\$ 1,925,000
			\$ 60,000
			\$ 25,000
			\$ 40,000
			\$ 150,000
			\$ 25,000
			\$ 15,000
			\$ 30,000

Scope of Services					
Design	✓	Owner In-Site was only used for Construction as part of original bond program	\$	65,000	
Construction	✓	Owner In-Site was only used for Construction as part of original bond program. Reporting mechanism has been approved dramatically	\$	85,000	
STC Local Projects	✓	STC will be able to utilize use of Owner In-Site for local projects during duration of Bond Program (38 months). Negotiated item which has been absorbed in CPM Fee. Value \$75K	\$	-	
Accounting			\$	-	
Construction Observation/Field Management & Coordination	✓	Construction Mgr. & Construction Representation	\$	1,250,000	
Engineering Support	✓	Plan Review for Structural, MEP	\$	250,000	
Volume Procurement	✓	This was not included in original bond program. Please see attached memo	\$	75,000	
Building Information Modeling (BIM)					
Macro BIM Programming	✓	Macro BIM Programming will be included as part of Basic Services. This would allow a direct handoff to A/E firms to commence Schematic Design. This would facilitate quick design start & save approx. \$60K for not having as part of A/E contract			Incl.
BIM Standards & Req'ts	✓	This was not part of original bond program but will be part of 2013 Bond Program basic services. See attached for description			Incl.
BIM FM Execution		Please see attached descriptive outline for consideration	\$	-	
FF&E Coordination	✓	FF&E was \$150,000 additional service contract amount in 2001 Bond Program. Propose to accomplish this through FF&E local coordination & volume procurement	\$	-	
Technology					
Audio Visual		AV was \$74,250 additional service contract amount in 2001 Bond Program	\$	-	



Scope of Services

Data	Data & Voice were included as additional service under each A/E Contract in original bond program	\$ -
Voice		\$ -
Monthly Billing	Negotiated item to allow for monthly billing of CPM Fee prorated over Bond Program duration. B&A will provide breakdown to STC Accounting sufficient for prorate of fee	\$ (20,000)
	<b>Total Lump Sum Fee</b>	<b>\$ 3,975,000</b>

<b>South Texas College 2013 Bond Construction Program</b>			
<b>Comparable Program Management Fees from Other Similar Bond Program</b>			
No.	Educational Institution with Similar Construction Program	Program Management Firm	Percent Fee
1	McAllen ISD Bond	Jacobs	4.00%
2	UTB/TSC Bond	Broadus & Associates	3.72%
3	Edinburg CISD Bond	Broadus & Associates	2.73%
4	Texas A&M University System - all campuses	TAMU System Office of Facilities Planning & Constructions	2.65%
5	Houston Community College	Jacobs	1.99%

Limited scope of services for overall program management.  
 HCC also contracted project management firms to supplement the Program management firm.

AGREEMENT  
between  
OWNER AND CONSULTANT  
for  
CONSTRUCTION PROGRAM MANAGEMENT SERVICES

THIS AGREEMENT is made as of June \_\_\_\_\_, 2014, between South Texas College (herein “Owner”) and Broaddus & Associates (herein “Consultant”).

Owner and Consultant, in consideration of their mutual considerations as set forth herein, agree as follows:

I. Parties, Purpose, Term & Definitions

- A. Parties. Owner is a college, a political subdivision of the State of Texas, and a “district” as that term is defined in the Texas Education Code. Consultant is a Texas corporation consisting of registered architects and engineers and professional project managers that engages in the business of providing construction program advisory and management services (as hereinafter defined) to facilities owners such as Owner.
- B. Purpose. Owner engages the Consultant as its Construction Program Manager for Owner’s Bond Construction Program (the “Program”). As Construction Program Manager, the Consultant will assist the Owner in an advisory capacity and serve as owner’s representative, on matters that impact the Program, during the planning phase for the Bond Construction Program and the design and construction phases of each Project under the Program. The Construction Program Manager’s Basic Services relate to complete oversight of the development and implementation of the Owner’s Bond Construction Program across the multiple Construction Projects in the Program, including a program-wide budget and schedule; and establishing quality control guidelines.
- C. Term. The term of this contract is anticipated to be thirty-eight months from the date of execution, subject to modifications and adjustments due to unforeseen circumstances, which may occur during the Bond Program Projects.
- D. Definitions.
1. “Basic Services” are the enumerated services under Scope of Services to be provided by the Consultant and do not include those services identified as Additional Services.
  2. “Bond Construction Program” means the Owner’s comprehensive, multi-year planning, design and construction of Projects to be undertaken with proceeds of its bond proceeds as described in Exhibit “B”.
  3. “Construction Program Management,” means a comprehensive array of consulting and advisory services provided to the Owner by a firm and team of sub-consultants, whose ultimate goal is to accomplish a series of construction projects, including, assisting and advising Owner, and service as Owner’s

representative, regarding the following matters: (1) the allocation of financial resources for the eventual construction project(s), (2) the planning of land uses and support of infrastructural facilities for the project(s), (3) the confirmation and implementation of a conceptual master plan in connection with design, construction and equipping of the project(s), (4) the development and coordination of the processes for selection of the architects, engineers and other design professionals, (5) the coordination and oversight for design of the project(s), (6) the development and coordination of the processes for procurement of contractors, (7) the oversight of the construction process for each of the project(s) and start-up and occupancy of each project.

4. "Design Guidelines" refers to Owner's adopted set of design standards and guidelines and specific design objectives and instructions issued to its staff, architects, engineers and contractors for the purpose of influencing initial capital construction costs, as well as life-cycle operation and maintenance costs.
5. "Facility Standards" refers to Owner's set of owner-provided design standards for facility construction, equipment and systems, modified from time to time, for the purpose of increasing efficiency and productivity of Owner's facilities and influencing facilities' long term-operation and maintenance costs.
6. "Project" or "Construction Project" refers to each individual construction contract for each individual facility and related work undertaken at a project site under a separate contract between Owner and a general contractor. Owner anticipates undertaking the Bond Construction Program projects at its campuses as described herein.
7. "Scope of Services" refers to the array of advisory and consultant services to be provided by the Consultant under this Contract.

## II. General Program Information

### A. Anticipated Master Schedule.

Owner's preliminary Master Schedule containing anticipated scheduling information, program duration, milestones, commencement, completion, occupancy and other critical scheduling information, subject to finalization, is incorporated herein as Exhibit "A".

### B. Location and Description of Projects.

The location and description of construction projects are contained in Owner's List of Proposed Projects (which is subject to modification), incorporated herein as Exhibit "B".

### C. Budget.

Owner has allocated the sum of \$159,028,940 from its Series 2014 Limited Tax Bonds for its Bond Construction Program and future bond issues. The budget allocation to each of the Projects, subject to final approval is contained in Exhibit "B".

### D. Design and Construction Procurement.

Owner intends to use the traditional design method by contracting professional design

services with architects and engineers, and procure construction services using the Construction Manager at Risk and Competitive Sealed Proposals methods as defined in Texas Government Code 2269.

### III. Consultant's Representations

- A. The Consultant shall perform its services consistent with the skill and care ordinarily provided by program managers practicing in the same or similar locality under the same or similar circumstances. The Consultant shall perform its services as expeditiously as is consistent with such skill and care and the orderly progress of the Program.
- B. The Consultant shall provide its services in cooperation with the services provided by the Owner and the Owner's other consultants and contractors and shall coordinate its services with those services provided by the Owner and the Owner's other consultants and contractors.
- C. The Consultant's services shall be completed in accordance with the Bond Construction Program Master Schedule. Time is of the essence in the performance by the Consultant, the design professionals and the construction contractors. The parties acknowledge that the Master Schedule timeline is reasonable under the circumstances if services of the Consultant and the work of the design professional and the construction contractors is planned and coordinated efficiently. The timely and efficient performance by the Consultant of the Construction Program Management Services and final completion of the Bond Program in accordance with the Master Schedule are critical criteria relied upon by Owner to contract with Consultant hereunder.
- D. The Consultant represents that each of its employees and sub-consultants identified in its response to Owner's Request For Qualifications No. 13-14-1036 is a key member of Consultant's team. Consultant shall not change its key staff members or engaged sub-consultants without notice to Owner and Owner's consent.
- E. Except with Owner's knowledge and consent, the Consultant shall not engage in any activity, or accept any employment, interest or contribution that would reasonably appear to compromise the Consultant's judgment.
- F. Consultant shall maintain records of the allocation of funds to projects, commencing with initial project budgets through final cost, and provide Owner reports at regular intervals and upon completion of the program.
- G. The Consultant shall provide cost estimating services, eliminating it from the Basic Services typically provided under an Architect's contract. Having the Consultant as central cost estimating control point for all of the Owner's construction will help provide consistent cost estimating and cost control.

### IV. Consultant's Basic Services

- A. The Consultant's Basic Services consists of those services performed by the Consultant as set out in Exhibit "C", Program Management Services. The

following conditions shall apply:

1. The Construction Phase for a Project shall be considered complete when a Project under this agreement has been finally accepted and final payment to the contractor has been authorized. The Bond Construction Program shall be complete when the last Project in the Program is finally accepted and final payment to the contractor has been authorized.
2. The Consultant's Basic Services shall be provided for each phase of the Projects in the Bond Construction Program as set out in Exhibit "C" attached hereto. It is not the intent of the Parties to relieve the architects, engineers or other design professionals of their design and construction administration responsibilities, except as herein provided.
3. The Consultant's costs to be incurred in connection with providing Basic Services are payable under the lump sum fee. Unless expressly excepted herein, Consultant's costs include, but are not limited to, required travel, shipping costs, supplies and materials, office administration and overhead, copying, printing, telecommunications and all other costs, including fees and costs for sub-consultants engaged by Consultant to perform its Basic Services.

Consultant's Basic Services includes the coordination, management and oversight of other consultants engaged directly by Owner for unique or specialized areas of design.

- B. The following chart illustrates generally the categories of services to be provided by the Consultant, the sequence of when those services are provided and how those services will interrelate with the services of other design professionals during the Design Phase and the Construction Phase and with contractors during the Construction Phase. This enumeration of Consultant's services in no way limits the duties and obligations of the Consultant which may be set out in more detail elsewhere herein and in Exhibit "C" attached hereto.

**INSERT RESPONSIBILITIES AND SCOPE OF SERVICES CHART**

DRAFT

C. Notwithstanding the foregoing, under Basic Services, Consultant shall also have coordination and oversight responsibilities as follows:

1. Consultant's sub-consultants and other consultants' work (whether engaged by Owner or Owner's design professionals) as needed or as required to perform design of specialized or unique building spaces and building systems as needed. This includes sub-consultants whether or not their work was included in the Consultant's contract or the architect's and engineer's contracts.
2. Coordination and oversight for procurement of specialized design sub-consultants to provide services in areas of unique or specialized building systems. These specialized areas include, but are not limited to, the following building systems:
  - a. Mechanical systems controls;
  - b. Thermal plant systems and equipment;
  - c. Postsecondary nursing and allied health training lab systems and equipment;
  - d. Postsecondary science, technology, engineering and math facility systems and equipment;
  - e. Law enforcement training lab systems and equipment;
  - f. Manufacturing industry training lab systems and equipment;
  - g. Academic libraries;
  - h. Audio-visual systems and equipment;
  - i. Telecommunications technology systems and equipment;
  - j. Student life and student activities and cafeteria facility systems and equipment;
  - k. Security systems and equipment;
  - l. Acoustics;
  - m. Other specialized learning/classroom facilities including, learning studios and active learning classrooms

D. The Consultant shall supply, free of charge, to Owner and each architect, engineer, consultant, contractor and sub-contractor, who shall be engaged to perform services or work in conjunction with the program, Consultant's "Owner In-sight" software. The Parties agree that the delivery of this product as herein provided along with its licensing or authorization, as necessary to permit its use, constitutes an element of the



Consultant's Basic Services. This obligation shall include any updates and upgrades through the completion of the Program.

- E. The Consultant shall provide as a Basic Service, to Owner, any data collected or created for purposes of three dimensional space programming and construction and all three dimensional designs created by use of Building Information Modeling software application.

V. Consultant's Additional Services and Costs

A. Basic Services Costs

It shall be presumed that, unless expressly provided, all costs incurred by Consultant in connection with or related to its performance of services under the Bond Construction Program are necessary in performing its Basic Services. Similarly, Owner shall not be liable for any cost or expense incurred by Consultant or for additional fees for additional services unless authorized in advance by Owner.

B. Advanced Authorization Required

If authorized by the Owner in advance in writing, Consultant shall itself furnish or obtain from third parties, Additional Services of the types listed below, litigation or arbitration.

C. Additional Services

1. Services resulting from significant changes or unanticipated scope, extent, or character.
2. Investigations and studies in addition to those specified in Basic Services.
3. Service as a consultant or witness for Owner in any litigation, arbitration, or other dispute resolution process related to the Program, wherein it is undisputed that the Consultant's performance of its services are not at issue in the dispute, litigation or arbitration.

D. Increase in Scope of Work/Additional Services

1. Owner retains the discretion to increase the Scope of Work hereunder (if limited to the campus projects in the Bond Construction Program) by five percent of the original bond program budget by (i) giving Consultant at least one year and one half written notice thereof and (ii) if the Consultant's services can reasonably be fully performed within no later than the projected Bond Construction Program completion date. Consultant shall be obligated to perform its services in the increased Scope of Work in accordance with the terms of this Agreement.
2. Any other increase in or adjustment to Scope of Work and Additional Services shall be negotiated.
3. The following do not constitute an increase in Scope of Work for which Additional Fees or compensation is required:

- a. A delay in completion of the Bond Construction Program which does not extend the projected completion date by more than ninety (90) days;
- b. An change in the plans or construction essential to the completion of the Bond Construction Program as intended.

## VI. Owner's Responsibilities

- A. In addition to other responsibilities of Owner as set forth in this Agreement, Owner shall:
  1. Timely provide Consultant with information as to Owner's requirements for the Program and Projects, including design guidelines and standards, space programs, technical requirements, technology requirements, security needs, and budgetary limitations.
  2. Furnish copies of Owner's standard forms, conditions, and related documents for inclusion in the Program.
  3. Furnish Consultant any other available information pertinent to the Program, including any reports and data relative to previous design efforts, or investigations at or adjacent to the Project sites.

## VII. Times for Rendering Services

- A. Consultant's services and compensation under this Agreement have been agreed to in anticipation of the orderly and reasonably continuous progress of the Bond Construction Program through completion. Consultant's obligations to render services hereunder will be for the duration of the Bond Construction Program.
- B. A material and substantial change in scope, extent, or character of the Bond Construction Program, increasing the time of performance of Consultant's services by more than ninety days shall be approved in writing by Owner and equitably adjusted.
- C. The anticipated period of the Bond Construction Program will be Thirty Eight (38) months from the date of commencement, subject to modifications and adjustments due to unforeseen circumstances, which may occur during the Bond Program Projects.
- D. As part of Consultant's Pre-Project Planning Phase and determination of project delivery methods, the Consultant will develop a Master Program Schedule (MPS) that will be the baseline for all stakeholders to monitor progress of activities and benchmarks including design professionals, contractors and community.

## VIII. Payments To Consultant

### A. Basic Services.

1. Payment to Consultant during pre-project planning phase – the fee for pre-project planning under Basic Services shall be allocable per project and payable on a

monthly basis as work proceeds and is billed.

2. Payment to Consultant's during all other phases - The payment for remaining phases of work through occupancy and commissioning shall be payable on a per project pro-rata basis. The compensation shall be a lump sum in the amount of Three Million Nine Hundred Seventy Five Thousand Dollars (\$3,975,000), payable in equal monthly payments over the course of the Thirty Eight (38) month construction program. Consultant will submit invoices on a monthly basis for review and approval by the Owner.

**B. Additional Services & Increases in Scope of Work**

1. The Consultant, upon written approval by Owner, shall be entitled to additional compensation for delayed completion of the Bond Construction Program beyond ninety days of its completion date if the delay has not been caused in part by the actions of the Consultant. The additional compensation shall be based on the following:
  - a. Hourly rates of Consultant's professionals who perform the reasonably and necessary services required by the delay;
  - b. Hourly Rates of Consultants. Compensation for Additional Services shall be based on hourly rates for each Consultant's staff member as identified in Exhibit "D".
  - c. The time necessary to complete the work;
2. Consultant shall submit a written Cost Proposal to Owner and receive approval in writing in order to increase Scope of Work.

- C. Reimbursable Expenses.** Owner shall pay Consultant for the following categories of Reimbursable Expenses at actual cost thereof: printing of drawings and other documents necessary for Owner's review and records and the Consultant's own use and cost of legal advertisements authorized by Owner. Travel costs borne by Consultant in the Bond Program Project areas are included within Basic Services. Consultant's Basic Services do not anticipate any travel as an reimbursable expense.

**D. Other Provisions Concerning Payments**

1. Preparation of Invoices. Invoices will be prepared in a form mutually agreeable to Owner and Consultant and calculated on the basis set forth herein and submitted to Owner on the 25<sup>th</sup> of each month.
2. Payment of Invoices. Invoices are due and payable within 30 days of receipt.
3. Disputed Invoices. In the event of a disputed or contested invoice, only that portion so contested may be withheld from payment, and the undisputed portion will be paid.
4. Payment Upon Termination. In the event of any termination under this Agreement, Consultant will be entitled to invoice Owner and will be paid for all services actually performed or furnished plus Reimbursable Expenses incurred

through the effective date of termination

## IX. General Conditions

### A. Suspension and Termination

The obligation to provide further services under this Agreement may be terminated as follows:

1. Termination by Consultant for Cause. If Owner shall persistently or repeatedly fail to perform any material obligation, including but not limited to payment, to the Consultant for a period of thirty (30) days after receiving written notice from the Consultant of its intent to terminate hereunder, the Consultant may terminate performance under the Contract by written notice to Owner.
  2. Termination by Owner for Cause. If, after notice by Owner, the Consultant fails to perform its services in accordance with the contract and in a timely manner or fails to meet schedules, supply adequate supervision, or otherwise perform in accordance with the Contract, then Owner may declare default by giving Consultant thirty (30) day prior written notice thereof, without prejudice to any other right or remedy against Consultant.
  3. Termination by Owner for Convenience. Owner may, for any reason whatsoever, or without reason, or for its sole convenience terminate performance under the Contract by Consultant. Owner shall give written notice of such termination to Consultant specifying the date on which termination shall become effective. Upon receipt of such notice, Consultant shall incur no further obligations in connection with the Contract and Consultant shall stop providing services when such termination becomes effective. Consultant shall settle the liabilities and claims arising out of any terminated consulting agreements. The Consultant shall provide all information, documents, and memoranda prepared in connection with the Project to the Owner.
- B. Owner's Right to Carry out the Work. If the Consultant defaults or neglects to carry out the Work in accordance with the Contract and fails within a seven-day period after receipt of written notice from the Owner to begin and prosecute correction of such default or neglect with diligence and promptness. The Owner may, without prejudice to other remedies the Owner may have, correct such deficiencies.

### C. Controlling Law

This Agreement shall be governed by the laws of the State of Texas and venue shall lie in Hidalgo County, Texas.

### D. Legal Resolution

1. Owner and Consultant agree to negotiate all disputes between them in good faith for a period of thirty (30) days from the date of notice prior to the exercising of their rights under other provisions of this Agreement, or under law. Any

applicable statute of limitations shall be tolled during such period of negotiation, and for fifteen days thereafter.

2. Exclusive venue of all actions concerning all claims, disputes, or matter in question between parties to this agreement shall lie in the state districts courts of Hidalgo County, Texas.

#### E. Indemnification and Insurance

1. To the fullest extent permitted by law, Consultant shall indemnify and hold harmless Owner, Owner's officers, directors, and employees from and against any and all claims, costs, losses, and damages (including but not limited to all fees and charges of engineers, architects, attorneys, and other professionals and all court or arbitration or other dispute resolution costs) caused by the negligent acts or omissions of Consultant or Consultant's officers, directors, partners, employees, and Consultant's sub-consultants in the performance and furnishing of Consultant's services under this Agreement.
2. Consultant shall at all times throughout the term of this contract retain in effect the insurance policy attached here to as Exhibit "E".

#### F. Survival and Severability

1. All express representations, indemnification or limitations of liability made in or given in this Agreement will survive its completion or termination for any reason.
2. Any provision or part of the Agreement held to be void or unenforceable under any law or regulation shall be deemed stricken, and all remaining provisions shall continue to be valid and binding upon Owner and Consultant, who agree that the Agreement shall be reformed to replace such stricken provision or part thereof with a valid and enforceable provision that comes as close as possible to expressing the intention of the stricken provision.

#### X. Integrated Contract

The Contract represents the entire and integrated Contract between the parties hereto and supersedes prior negotiations, representations or Contracts, either written or oral. The Parties shall not be bound by or be liable for any statement, representation, promise, inducement or understanding of any kind or nature not set forth herein. No changes, amendments or modifications of any of the terms or conditions of the Contract shall be valid unless reduced to writing and signed by both parties. Nothing contained in the Contract shall be construed to create any contractual relationship (1) between the Owner and any subcontractor to the Consultant, (2) between the Owner and any employee or supplier of the Consultant, it being the intention of the Parties that the Consultant is an independent contractor. Any changes to the contract must be approved by the Owner's Board of Trustees.

#### XI. Miscellaneous

- A. Nothing contained in this Contract shall create a contractual relationship between the Owner and any person or entity other than the Consultant. The Consultant is contractually responsible and liable for the performance of his sub-consultants under this contract.
- B. Written notice shall be deemed to have been duly served if delivered in person to the individual or a member of the firm or entity or to an officer of the corporation for which it was intended, or if delivered at or sent by registered or certified mail to the last business address known to the party giving notice as follows:

Notices shall be given by the Consultant to Owner by certified mail as follows:

Dr. Shirley A. Reed  
President  
South Texas College  
P.O. Box 9701  
McAllen, Texas 78502  
(956) 872-8366

Notices shall be given by Owner to the Consultant by certified mail as follows:

James A. Broaddus, Ph.D., P.E.  
President,  
Broaddus & Associates, Inc.  
1301 S. Capital of Texas Highway  
Suite A-302  
Austin, Texas 78746  
(512) 329-8822

IN WITNESS WHEREOF, the parties hereto have executed this Agreement, the Effective Date of which is indicated on page 1.

OWNER:

CONSULTANT:

\_\_\_\_\_

\_\_\_\_\_

By: \_\_\_\_\_

By: \_\_\_\_\_

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

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

Address for giving notices:

Address for giving notices:

\_\_\_\_\_

\_\_\_\_\_

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Designated Representative:

Designated Representative:

\_\_\_\_\_

\_\_\_\_\_

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

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

Phone Number: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Facsimile Number: \_\_\_\_\_

Facsimile Number: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

E-mail Address: \_\_\_\_\_





## Exhibit "B"



# 2013 Bond Construction Program List of Proposed Projects

Construction Project Description	Square Feet	Total Cost
<b><i>Pecan Campus</i></b>		
1 - Construct new north academic building with classrooms, computer labs, and support space to accommodate student enrollment growth	61,267	\$17,296,899
2 - Construct new south academic building with classrooms, computer labs, and support space to accommodate student enrollment growth	40,000	\$11,292,888
3 - STEM (Science, Technology, Engineering, and Math) building with related classrooms and labs	48,879	\$16,018,393
4 - Multi-purpose space for student activities and cafeteria	33,042	\$10,434,690
<b>Subtotal</b>	<b>183,188</b>	<b>\$55,042,870</b>
<b><i>Nursing &amp; Allied Health Campus</i></b>		
5 - Major campus expansion for new and expanded nursing and allied health training programs, hospital simulation center, and library	87,222	\$24,015,721
<b>Subtotal</b>	<b>87,222</b>	<b>\$24,015,721</b>
<b><i>Technology Campus</i></b>		
6 - Expansion for technical and workforce training programs in response to local employment opportunities	72,000	\$15,642,496
<b>Subtotal</b>	<b>72,000</b>	<b>\$15,642,496</b>
<b><i>Mid Valley Campus</i></b>		
7 - Health professions, STEM (Science, Technology, Engineering, and Math) and other academic programs, labs, and related classrooms	76,069	\$24,024,365
8 - Expansion of facilities for: high-wage, high-demand workforce training	10,000	\$2,934,033
9 - Expansion of library	10,369	\$3,042,299
10 - Expansion of student advising and student services building	14,269	\$4,186,572
<b>Subtotal</b>	<b>110,707</b>	<b>\$34,187,269</b>
<b><i>Starr County Campus</i></b>		
11 - Construct Health Professions and Science Center with classrooms and labs to offer nursing and allied health programs and STEM (Science, Technology, Engineering, and Math) programs to Starr County students	48,690	\$14,440,646
12 - Expand technical workforce training facilities for high-wage, high-demand jobs	9,302	\$2,733,748
13 - Construct new library and renovate existing space for Cultural Arts Center	16,516	\$3,118,928
14 - Expansion of student services, advising, admissions, and financial services building	5,000	\$2,101,815
15 - Expansion of student activities building	4,923	\$2,069,447
<b>Subtotal</b>	<b>84,431</b>	<b>\$24,464,584</b>
<b><i>Regional Center for Public Safety Excellence - Pharr</i></b>		
16 - Establish new Regional Center for Public Safety Excellence to provide regional law enforcement, and public safety training	16,000	\$4,240,000
<b>Subtotal</b>	<b>16,000</b>	<b>\$4,240,000</b>
<b><i>STC La Joya Teaching Site (Jimmy Carter ECHS)</i></b>		
17 - Develop STEM (Science, Technology, Engineering and Math) labs and entry level workforce training programs	11,000	\$1,436,000
<b>Subtotal</b>	<b>11,000</b>	<b>\$1,436,000</b>
<b>TOTAL</b>	<b>564,548</b>	<b>\$ 159,028,940</b>

**Note:** Project costs are preliminary and include related parking, utilities, site work, computer technology, fixtures, furniture, equipment and fees for design.

**Exhibit "C" - Program Management Services  
South Texas College - Scope of Services Detail**

**Overall Functions for the Project**

1	Broaddus & Associates shall provide the principal Construction Program Manager (CPM) and single point of contact for South Texas College "Owner". Services include all general leadership and management functions required of a CPM which include but are not limited to tracking budgets; managing schedules; overseeing quality of all aspects of the project; building and communicating with the project team; coordinating all issues, documentation, minutes, action items, and approvals to move the project through all its various phases; providing direct interface with the Owner's representatives and other stakeholders; and briefing executives as necessary.
2	Confirming and updating budget estimates for projects.
3	Confirm and update overall program budget including hard and soft costs. (i.e., construction, design, management, testing, furnishings, equipment, permitting, connection fees, contingency funds, etc.)
4	Develop a master schedule for project.
5	Assist in developing communication protocols for the project.
6	Keep Owner Executives and representatives informed and communicate with end-users to keep scope aligned with project objectives. Present to Owner Executives and representatives as required.
7	Establish, lead, and coordinate all project related meetings.
8	Install and implement the Broaddus & Associates <i>Owner In-Site</i> ® Web-based Project Management System - an Owner-oriented management information system that provides any project participant the ability to track and manage the entire project.
9	Coordinate with all external approval authorities and regulatory agencies.
10	Provide Project Executive services as advisor to the Owner.
11	Identify the need and coordinate special studies, surveys, investigations, etc., and implement contracts as necessary.
12	Develop a filing and document control system for the project for hardcopy and electronic records.
13	Manage all contracts (Design, Construction, Special Consultants, etc.) related to each project.
14	Manage, review and recommend approval on all payments to consultants and contractors. Cost accounting to be provided by Owner. Will assist Owner in identification of accounting structure.
15	Work with the Owner Finance Office to develop cash flow projections.
16	Begin developing strategies for cost saving and review with Owner for approval
17	Assist in the solicitation, evaluation and selection of A/E and CM firms.

***Continued Next Page***

## Exhibit "C" - Program Management Services South Texas College - Scope of Services Detail

### Procurement: A/E and Contractor Selection, Negotiation and Contracting

*Note: The following process steps are followed, with some variation, for Design firms, CM firms, and other firms selected on a Qualifications (QBS) or Best Value Basis. The process may be used several times during the project. It may include Solicitation Document Preparation, Proposal Evaluation, Selection Committee Facilitation, Negotiation with the Selected Firm, and Preparation of the Contract Documents and Associated Documents to Implement Award of the QBS/Best Value Agreement/Contract.*

- |   |  |
|---|--|
| 1   | Coordinate with Owner the preparation of Requests for Qualifications (RFQ's) and Requests for Proposals (RFP's), and guide Owner through fair, objective, and equitable evaluation and selection process that is appropriately documented as per higher education procurement code requirements.   |
| 2   | Specific activities for this phase typically include: <ul style="list-style-type: none"> <li>• Coordinate development of RFQ's documents for design-and RFP's documents for constructions</li> <li>• Assist in developing Agreement/Contract with Legal Counsel</li> <li>• Assist with organizing evaluations committee(s)</li> <li>• Assist with reviewing and establishing selection criteria</li> <li>• Assist in advertising the Request for Qualifications (RFQ) and Request for Proposals (RFP)</li> <li>• Receive and evaluate qualifications and proposals</li> <li>• Convene evaluation committee and develop a ranking list and short list of the most qualified or best value candidates</li> <li>• Request Proposals (RFP) from the short-list contractors</li> <li>• Receive and evaluate proposals</li> <li>• Convene evaluation committee and evaluate proposals</li> <li>• Coordinate interviews of short listed proposers with Board of Trustees</li> <li>• Facilitate Board selection of most qualified firms and best value contractors</li> <li>• Negotiate contract with selected firms and contractors</li> <li>• Finalize contract and prepare presentation material for Board and/or executive approval</li> </ul> |
| 3   | Maintain appropriate confidentiality and comply with the Open Records process.   |
| 4   | Provide the Owner's draft Agreement/Contract to include in the RFP, in order to eliminate extended negotiation of terms after selection.   |
| 5   | Guide the selection process consistent with a project management approach acceptable to Owner.   |
| 6   | Negotiate financial & related issues to finalize the Agreement/Contract with the selected firms and contractors  |
| 7   | Coordinate with Owner to insure all procedures are in compliance with state statutes, regulations and local building codes   |
| 8   | Provide follow-up and de-briefing sessions with non-selected firms if required.  |
| 9   | Collect & process all required documents before proceeding with work. (i.e., bonds, insurance, etc.)   |
| 10  | Issue Notices to Proceed on appropriate phases when all necessary requirements have been completed.  |
| 11  | Carry out necessary contractual actions and transactions during the various contract phases.   |
| 12  | Procure specialty consultants such as surveyor, geotechnical engineer, hazardous material & abatement firms, test & balance firm, commissioning agent, materials testing firms, specialized design sub-consultants and peer reviewers.   |
| <b>Construction Contractor Specific Procurement</b> |  |
| 13  | Review and assist Owner with development of standard construction contract.  |
| 14  | Assist Owner with development of contractor selection criteria and review of contractor qualifications and capability to perform scope of work and comply with schedule, program guidelines and construction documents.  |
| 15  | Assist Owner in negotiating with Contractors; re-bid or re-negotiate if lowest bid or proposal is greater than Project budget after selection of contractor by Owner.  |
| 16  | After selection of contractor by Owner, assist Architect with transmitting standard procurement requirements to contractors and subcontractors.  |
| 17  | Review information submitted by contractor to include insurance, employee pay scales, material suppliers, subcontractors list and bonds.   |

**Continued Next Page**

**Exhibit "C" - Program Management Services  
South Texas College - Scope of Services Detail**

**Pre-Project Planning Phase**

**Site Analysis**

- 1 Review all existing Owner baseline data and identify additional engineering and environmental information needed for compliance with master plan and design.
- 2 Assist in determining need/selection/procurement/contracting of consulting firms to perform the work.
- 3 Provide overall project management of each consultant and work task.
- 4 Evaluate engineering and environmental studies and apply results to the balance of the planning process.
- 5 Assist Owner in coordinating critical project issues with local governing agencies and authorities having jurisdiction.

**Facility Programming**

- 6 Review and update as needed building specific facility space program documents to define building specific design criteria and scope of work.
- 7 Conduct meetings if needed with users and staff to confirm the space program requirements, including but not limited to all required spaces, adjacencies, stacking diagrams, building layout, etc.
- 8 Identify building technical and engineering systems, such as communication systems, special equipment, particular utility or building support services and furniture needs.
- 9 Identify any special issues related to the site and off-site utilities not already addressed in campus master plan.
- 10 Prepare program requirements to comply with campus master plan, incorporating standards and design guidelines.
- 11 Finalize program and facilitate transmission of data to building designer.
- 12 Transmit data to Designers.

**Other Pre-Project Planning Activities**

- 13 Update & expand the master schedule for overall program.
- 14 Facilitate the integration of technology & telecommunications plans & budget into the program.
- 15 Conduct first Project Definition Rating Index (PDRI) analysis. (*Best Practice*)
- 16 Develop conceptual construction cost estimate by project for overall program.
- 17 Update & refine overall Total Project Budget (TPC) including hard and soft costs. (i.e., construction, design, management, testing, furnishings, equipment, permitting, connection fees, contingency funds, etc.)

**Continued Next Page**

## Exhibit "C" - Program Management Services South Texas College - Scope of Services Detail

### Schematic Design Phase

- 1 Conduct Partnering (*Best Practice*) and kickoff meeting with Owner, Designer & others.
- 2 Communicate all pre-project planning information to Designer.
- 3 Conduct design meetings between Owner and Designer, document and resolve issues.
- 4 Prepare Schematic Design cost estimate, conduct reviews of Designer's cost estimate, reconcile, and take action to keep cost under control.
- 5 Review Schematic design documents and identify opportunities for cost savings and provide recommendations for review and approval by Owner
- 6 Review schedule and conduct schedule optimization session(s). (*Best Practice*)
- 7 Participate in drawing reviews for completeness, constructability, and cost savings. Coordinate, review, and evaluate all Schematic Design documents submitted by Designers and consultant engineers for compliance with Owner's design guidelines, space program needs and performance specifications per campus.
- 8 Conduct PDRI analysis. (*Best Practice*)
- 9 Provide a formal Constructability Program, complete with documented cost savings and value-added impacts. (*Best Practice*)
- 10 Initiate planning for Commissioning & Start-up. Begin this process early to define requirements, costs and achieve aggressive schedules. (*Best Practice*)

### Design Development Phase

- 1 Oversee Preparation of Design Development Documents addressing architectural, structural, mechanical & electrical systems, materials and other appropriate elements.
- 2 Conduct regular meetings between Owner & Designer to review and evaluate design documents for compliance with guidelines.
- 3 Conduct review of schedule. Conduct schedule optimization session(s). (*Best Practice*)
- 4 Provide preliminary design review for code compliance.
- 5 Prepare Design Development cost estimate, conduct reviews of Designer's cost estimate, reconcile, and take action to keep cost under control.
- 6 Review design development documents and identify opportunities for cost savings and provide recommendations for review and approval by Owner
- 7 Participate in drawing reviews for completeness, constructability, and cost savings. Coordinate, review, and evaluate all Design Development documents submitted by Designer and its consultants for compliance with Owner's design guidelines, detailed program needs and performance specifications.
- 8 Conduct PDRI analysis. (*Best Practice*)
- 9 Continue formal Constructability Program. (*Best Practice*)
- 10 Begin planning for Commissioning & Start-up. (*Best Practice*)

### Construction Documents Phase

- 1 Oversee preparation of Construction Documents addressing all project elements.
- 2 Conduct design review meetings and project management meetings with Owner representatives to update on compliance, progress, financial status, construction issues and use of project contingencies.
- 3 Coordinate with regulatory government entities for any building or statutory reviews and other approvals.
- 4 Participate in drawing reviews for completeness, constructability, and cost savings. Coordinate, review, and evaluate all Construction Documents submitted by Designers and subconsultants for compliance with owner's design guidelines, detailed program needs and performance specifications before procurement of sub-contractors. (Recommend 30%, 50%, 95% and 100% complete submissions.)
- 5 Review construction documents and identify opportunities for cost savings and provide recommendations for review and approval by Owner
- 6 Prepare Construction Documents cost estimate(s), reconcile, and take action to keep cost under control.
- 7 Update detailed project schedule, including major construction elements, and conduct schedule optimization session(s). (*Best Practice*)
- 8 If CM-at-Risk project delivery method, receive Guaranteed Maximum Price (GMP) proposal, evaluate, negotiate, & recommend acceptance.

*Continued Next Page*

**Exhibit "C" - Program Management Services  
South Texas College - Scope of Services Detail**

**Construction Documents Phase (Continued)**

- |    |   |
|----|---|
| 9  | Continue Formal Constructability Program. <i>(Best Practice)</i>                    |
| 10 | Implement a Change Management System to control scope creep. <i>(Best Practice)</i> |
| 11 | Plan for Commissioning & Start-up. <i>(Best Practice)</i>                           |

**Construction Phase**

- |    |   |
|----|---|
| 1  | Serve as the Owner's Point of Contact during construction. Conduct construction update meetings at construction sites on a weekly and as-needed basis.  |
| 2  | Conduct Partnering sessions at beginning of the construction phase to include all subcontractors. <i>(Best Practice)</i>  |
| 3  | Review required documents/outlines from Contractor including Quality Control Plan, Safety Plan, Environmental Compliance Plan, and Texas Architectural Barriers Plan (TAS/TDLR) and report to Contractor and Owner.   |
| 4  | Review and participate in Construction Manager's solicitation of bids and buyout of subcontract packages; ensure scope analysis is complete and track budget/contingency adjustments.   |
| 5  | Evaluate requests for proposed Change Orders and Construction Change Proposals and make recommendations.  |
| 6  | Conduct site visits and inspections to review work in place and report in a standard format to Owner with reference to facilities standards/specifications, schedules and budgets. Monitor construction progress and advise Owner of any observations of non-conforming scope or quality workmanship. |
| 7  | Administer Construction Contract and General Conditions and serve as Owner's representative.  |
| 8  | Review compliance with all plans, specifications and required terms, and conditions and report to Owner on status. Take action as necessary to correct areas not in compliance.   |
| 9  | Assist Owner in contracting with Independent Testing Firms and review testing program results. (Tests typically include geotechnical, concrete, welding, compaction, etc.)  |
| 10 | Provide Field and Quality Assurance Oversight.  |
| 11 | Provide on-sight construction inspection services.  |
| 12 | Review approved submittals. Obtain Owner approvals needed.  |
| 13 | Managing the overall information flow during construction including submittals, RFI's, daily reports, photos, & meeting minutes through the Broadus & Associates <i>Owner In-Site</i> ® Web-based Project Management System.  |
| 14 | Continue the Change Management System into construction phase. <i>(Best Practice)</i> Analyze each potential change, estimate cost and schedule, assess its impact, and negotiate the change amount. Execute necessary contract modification documents.   |
| 15 | If a CM-at-Risk project, track the GMP savings balance and plan for its use or recapture.   |
| 16 | Monitor Requests For Information (RFI's) and Designer responsiveness.   |
| 17 | Coordinate vendors under separate contract to owner, such as security, data, telecom, move management.  |
| 18 | Review Contractor's Building Commissioning and Turnover Plan as a part of Planning for Start-up. <i>(Best Practice)</i>   |
| 19 | Evaluate payment applications and make recommendations to owner on approval of requests for progress payments.  |
| 20 | Perform final inspections and review punch list work.   |

**Occupancy & Commissioning (Turnover)**

- |   |   |
|---|---|
| 1 | Plan for furnishing procurement, installation and building turnover.                                      |
| 2 | Review the results of the HVAC Test and Balance for compliance with construction contract requirements.   |
| 3 | Monitor all pre-functional testing and check-out for compliance with commissioning plan.                  |
| 4 | Oversee turnover of all certification documentation and submittals to proper agencies on behalf of Owner. |
| 5 | Coordinating training of facility maintenance staff for familiarization with all systems.                 |

**Warranty and Occupancy**

- |   |  |
|---|--|
| 1 | Review all contractual and warranty obligations for compliance including the issuance of all documents such as operations and maintenance manuals. |
| 2 | Generate and deliver tickler file of all warranty deadlines for each project.  |
| 3 | Coordinate reviews of warranty items after a 30 day and 6 month period.  |
| 4 | Provide post-occupancy evaluation of facility prior to warranty expiration.  |

**Exhibit "D" - Hourly Rates**

*Broadus & Associates*

<b>Labor Category</b>	<b>2014 Rate</b>
Program Executive	\$ 255
Program Manager	\$ 225
Project Executive/Director/Area Manager	\$ 225
Senior Project Manager	\$ 191
Project Manager	\$ 157
Assistant Project Manager	\$ 139
Senior Construction Representative	\$ 122
Construction Representative	\$ 99
Planning Executive	\$ 220
Planning Director/Master Planner	\$ 196
Senior Planner/Programmer	\$ 174
Project Planner	\$ 115
Senior Cost Estimator	\$ 157
Cost Estimator / Scheduler	\$ 127
Architectural/Graphic Support	\$ 95
CAD/Graphics	\$ 76
Senior BIM Manager	\$ 155
BIM Manager	\$ 105
BIM Data Technician	\$ 75
Office Engineer/Administrative	\$ 64

# EXHIBIT "E"



## DECLARATIONS

### AFB A&E MEDIA TECH®

#### ARCHITECTS AND ENGINEERS PROFESSIONAL LIABILITY, ARCHITECTS, ENGINEERS AND CONTRACTORS POLLUTION LIABILITY, TECHNOLOGY BASED SERVICES, TECHNOLOGY PRODUCTS, COMPUTER NETWORK SECURITY, MULTIMEDIA AND ADVERTISING LIABILITY AND PRIVACY LIABILITY INSURANCE

THIS IS A CLAIMS MADE AND REPORTED POLICY. SUBJECT TO ITS TERMS, THIS POLICY APPLIES ONLY TO ANY CLAIM FIRST MADE AGAINST THE INSURED DURING THE POLICY PERIOD OR OPTIONAL EXTENSION PERIOD, IF APPLICABLE, AND REPORTED IN WRITING TO THE UNDERWRITERS EITHER DURING THE POLICY PERIOD, WITHIN SIXTY (60) DAYS AFTER THE EXPIRATION OF THE POLICY PERIOD OR DURING THE OPTIONAL EXTENSION PERIOD, IF APPLICABLE. AMOUNTS INCURRED AS CLAIMS EXPENSES SHALL REDUCE AND MAY EXHAUST THE LIMIT OF LIABILITY AND ARE SUBJECT TO THE DEDUCTIBLE. THE UNDERWRITERS SHALL NOT BE LIABLE FOR ANY DEFENSE COSTS OR FOR ANY JUDGMENT OR SETTLEMENT AFTER THE LIMIT OF LIABILITY HAS BEEN EXHAUSTED. PLEASE READ THIS POLICY CAREFULLY.

These Declarations along with the completed and signed **Application** and the Policy with endorsements shall constitute the contract between the **Insureds** and the Underwriters.

**Underwriters:** Beazley Insurance Company, Inc.

**Policy Number:** V1535E140101

Item 1. **Named Insured:** Broaddus & Associates  
**Address:** 1301 South Capital of Texas Highway, Suite A-302  
Austin, TX 78746

Item 2. **Policy Period:**  
**From:** 27-Mar-2014  
**To:** 27-Mar-2015

Both dates at 12:01 a.m. Local Time at the Address stated in Item 1.

Item 3. **Limit of Liability:**  
(a) \$1,000,000 Each **Claim** – includes **Claims Expenses**  
(b) \$1,000,000 Aggregate for the **Policy Period** – includes **Claims Expenses**



Item 4. **Deductible:** \$50,000 Each **Claim Deductible** – includes **Claims Expenses**

Item 5. **Premium:** \$74,904

Item 6. **Retroactive Date:** Full Prior Acts

Item 7. **Technology Based Services, Technology Products, Computer Network Security, and Multimedia and Advertising Liability Insurance Coverage Option:**

Purchased  if this box is checked then Insuring Clauses I.C., I.D., I.E., I.F., and I.G. of this Policy shall apply.

Not Purchased  if this box is checked then Insuring Clauses I.C., I.D., I.E., I.F. and I.G. of this Policy shall not apply.

If no box is checked, then Insuring Clauses I.C., I.D., I.E., I.F. and I.G. of this Policy shall not apply.

Item 8. **Optional Extension Period:**

(a) Premium for **Optional Extension Period:** 100% of the total premium as for this Policy

(b) Length of **Optional Extension Period:** 12 Months

Item 9. **Notification under this Policy:**

(a) Notification pursuant to Clause XI. shall be given to:

Email a&eclaims@beazley.com  
Fax (866) 910-1397  
Online [http://www.beazley.com/claims\\_service/ae\\_claims\\_form.aspx](http://www.beazley.com/claims_service/ae_claims_form.aspx)  
Mail Beazley Insurance Company, Inc.  
30 Batterson Park Drive  
Farmington, CT 06032  
Attn: A&E Claims

If you have any questions or for additional information please call (888) 222-1123

(b) All other notices under this Policy shall be given to:

Beazley Insurance Company, Inc.  
30 Batterson Park Road  
Farmington, CT 06032  
Tel: (860) 677-3700  
Fax: (860) 679-0247

Item 10. Endorsements Effective at Inception:

- |                        |  |
|------------------------|--|
| 1. BICMU00030507TX     | Important Notice   |
| 2. A0004 112007 ed.    | Notification Of The Availability of Loss Control Information/Services- Texas |
| 3. BICMU05090406       | Nuclear Exclusion  |
| 4. E02804 032011 ed.   | Sanction Limitation and Exclusion Clause                                     |
| 5. A00438TX 082009 ed. | Texas Amendatory Endorsement   |
| 6. BICMU05070406       | War and Civil War Exclusion  |
| 7. E01412 082009 ed.   | First Dollar Defense Endorsement   |
| 8. BICMU05020708TX     | Reliance on Another Insurance Company's Application- Texas                   |
| 9. E05106 102013 ed.   | Amend Insured to Include Scheduled Entity                                    |
| 10. BICAE00351105      | Exclude Scheduled Entity/Person  |
| 11. E04498 022013 ed.  | Notice of Cancellation to Certificate Holder                                 |
| 12. E01636 082010 ed.  | Specific Project/Client Excess Limit of Liability Endorsement                |

The Underwriters have caused this Policy to be signed and attested by its authorized officers, but it shall not be valid unless also signed by another duly authorized representative of the Underwriters.

  
\_\_\_\_\_  
Authorized Representative

01-Apr-2014  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Secretary

  
\_\_\_\_\_  
President

**Review and Action as Necessary on Memorandum of Understanding  
between South Texas College and Texas A&M AgriLife Extension Service  
for Starr County Campus Walking Trail**

Approval of a Memorandum of Understanding between STC and Texas A&M AgriLife Extension Service for creation of a Starr County Campus Walking Trail is requested.

Early in 2014 Ms. Yolanda Morado with the Texas A&M AgriLife Extension Service in Starr County contacted STC staff and requested a meeting with a team from Texas A&M University to discuss a grant opportunity, which is managed by AgriLife that could fund the development of an exercise walking trail to be created on the Starr County Campus. STC key staff has subsequently had several meetings with the team from A&M to learn more about this grant and develop details for the creation of a one-mile walking trail on campus.

The grant allows for installation of signage along existing sidewalks to guide pedestrians as they follow the one-mile trail. The AgriLife team has identified a path using existing sidewalks and has agreed to install signage consistent with STC's directional signage standards. As a result they have received quotes from STC's signage vendor and are ready to move forward. Attached is a campus map showing the proposed trail and locations of the associated signage.

Prior to moving forward, STC has requested a Memorandum of Understanding outlining the terms of this proposed partnership. As a result, the AgriLife team prepared a draft MOU which was forwarded to STC's legal counsel for review and editing. A final draft of the MOU is attached for review and consideration by the Board.

The Facilities Committee recommended Board approval of the Memorandum of Understanding between STC and Texas A&M AgriLife Extension Service for creation of a Starr County Campus Walking Trail as presented.

**Recommendation:**

It is recommended that the Board of Trustees of South Texas College approve and authorize the Memorandum of Understanding between STC and Texas A&M AgriLife Extension Service for creation of a Starr County Campus Walking Trail 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 Memorandum of Understanding between STC and Texas A&M AgriLife Extension Service for creation of a Starr County Campus Walking Trail as presented.

**Approval Recommended:**

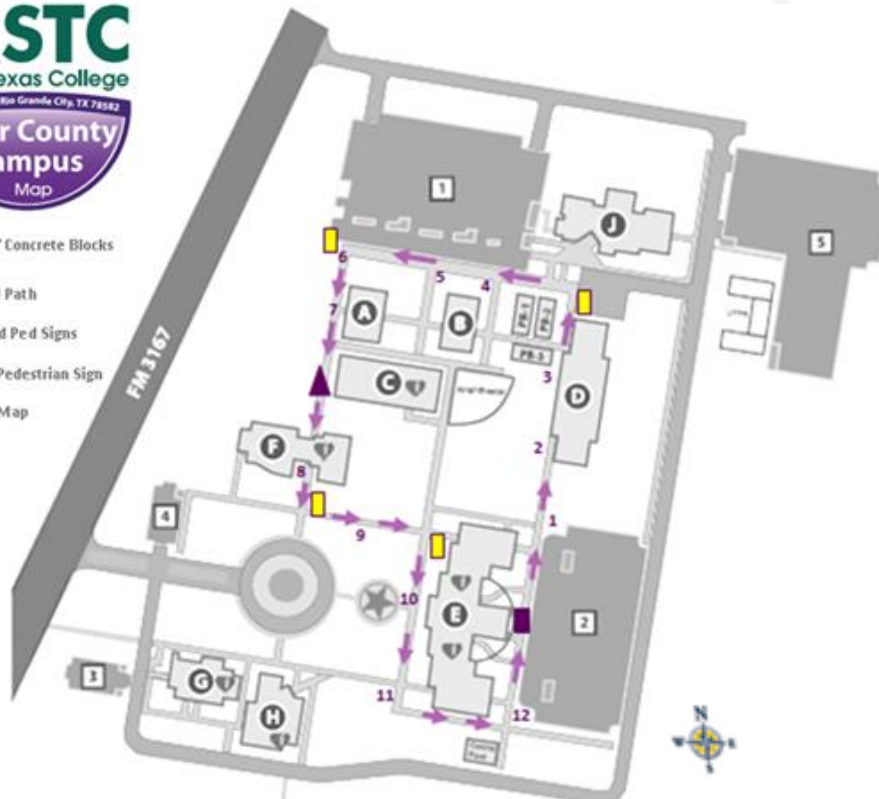
**Shirley A. Reed, M.B.A., Ed.D.**  
**President**

# Proposed Walking Trail & Signage



1-12 2' x 2' Concrete Blocks

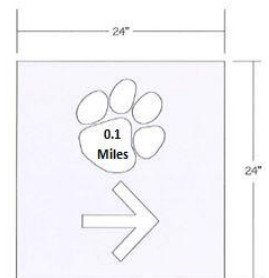
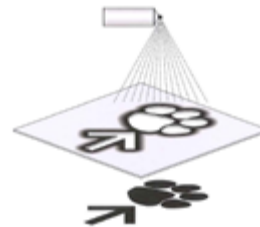
- ↓ Proposed Path
- ▭ Proposed Ped Signs
- ▲ Existing Pedestrian Sign
- Campus Map



(A)



(B)



(C)

**Route:** Designed based on existing shade and lighting, and to keep pedestrians away from cars.

**Trail Name:** Jaguar Walking Trail

**Budget:** Current Estimated Total \$7,757\*, plus paint and stencil install

**A: Walking Trail on Campus Maps and 1 Pedestrian Sign:** \$1000\*

**B: (4) new Trail Pedestrian Signs:** \$5,557\* includes estimated install

**C: (12) 2' x 2' Concrete Ground Markers with stencils\*\*** to indicate key turns and directions and four to indicate 1/10 mile distances. Note: A stencil with "1/10 mile" added to the design is being requested: Stencils \$600.00\*; concrete blocks \$600\*

\*Pending STC approval, MOU, and WOW Coalition budget approval.

\*\* Location of 12 markers will need to be confirmed based on best way-finding practices and by the Director of Facilities Planning and Construction.



**Memorandum of Understanding between  
Texas A&M AgriLife Extension Service and  
South Texas College, Starr County Campus in Rio Grande City**

This Memorandum of Understanding ("MOU") is entered into between Texas A&M AgriLife Extension ("AgriLife"), a member of The Texas A&M University System, an agency of the State of Texas, and South Texas College ("STC") and is effective from the date of execution by both parties.

**BACKGROUND & PURPOSE:**

AgriLife operates the Working on Wellness Coalition of Starr County ("the WOW Coalition"). The WOW Coalition is participating in a three year Community Transformation Grant project through the Department of State Health Services with funding being provided by the Centers for Disease Control and Prevention ("the Project"). The goal of the Project is to improve the health and quality of life for the people of Starr County through environmental and policy changes that support healthy lifestyles. The four target objectives for the Project (the "Target Objectives") are:

1. Increase the public's access to smoke-free environments;
2. Improve dietary behaviors of individuals and families by increasing access and availability of fruits and vegetables;
3. Increase access and opportunities for individuals and families to be physically active through improved walking trails, paths, parks and school grounds;
4. Increase services available to support management of chronic diseases, including high blood pressure and Type 2 diabetes.

STC is an institute of higher education with a campus in Starr County, Texas. Each semester, STC faculty, staff and thousands of students use STC's sidewalks and paths to get around the campus. STC supports the WOW Coalition, the goal of the Project and desires that its campus pathways be used as intended by the Project.

The parties desire to join their efforts and use existing facilities to address Target Objective No. 3 of the Project as follows:

**COOPERATIVE ACTIVITY:**

The WOW Coalition proposes and STC agrees to the placement of mileage markers and signs throughout the campus to be designated STC campus pathways. The pathways will be selected and so designated by the WOW Coalition, with the approval of STC. The WOW Coalition and STC will use their best efforts to promote the use of the pathways by STC faculty, staff, and students.

The WOW Coalition will work with STC's current vendor for campus signage, Innerface Architectural Signage, Inc., to design, print, and add mileage markers and signs throughout the STC campus pathways at an estimated cost to the WOW Coalition of approximately \$8,000. In addition, the WOW Coalition will endeavor to urge the use of the marked pathways by STC faculty, staff, students, and their immediate families. All out-of-pocket costs, including the purchase and printing the mileage markers and any support marketing costs will be paid for by the WOW Coalition from the grant funds it received for the Project.

The WOW Coalition intends to order/purchase the signs during Spring, 2014, and initiate its marketing of the walking path on an ongoing basis, with a concerted effort in the Fall of 2014.

The local AgriLife Extension Agent in Starr County will serve as the local contact on behalf of AgriLife for this MOU and the activities contemplated herein.

STC will approve the placement of the mileage markers to be affixed or placed on campus and will use its best efforts to promote and encourage the use of the walking paths by STC faculty, staff, students as it deems appropriate. To extent permitted under state under state law, STC shall maintain, replace or repair damaged signage at its own expense.

#### **DURATION:**

This MOU shall take effect as of the last date executed by all parties and shall, subject to annual appropriation, remain effective until September 31, 2014. All amendments, modifications and extensions hereto shall be in writing and executed by all parties. Either party may terminate this MOU at any time but should endeavor to provide at least 30 days' written notice to the other parties.

#### **MISCELLANEOUS:**

This MOU will not be construed to create any partnership, joint venture or other similar relationship between the parties, nor shall either party enter into obligations or commitments on behalf of the other party. Each party shall accept full and sole responsibility for any and all expenses incurred by that respective party relating to this MOU. Nothing in this MOU shall be construed as superseding or interfering in any way with any agreements or contracts entered into among the parties, either prior to or subsequent to the signing of this MOU. Nothing in this MOU shall be construed as an exclusive working relationship. The parties specifically acknowledge that this MOU is not an obligation of funds, and is not intended to and does not create any contractual rights or obligations, or a legally binding commitment by either party or create any rights in any third party.

AgriLife is an agency of the State of Texas and nothing in this MOU waives or relinquishes AgriLife's right to claim any exemptions, privileges, and immunities as may be provided by law.

This MOU may be executed in any number of counterparts, including facsimile or scanned/emailed PDF documents. Each such counterpart, facsimile, or scanned/emailed PDF document shall be deemed an original instrument, all of which, together, shall constitute one and the same executed MOU.

Texas A & M AgriLife Extension Service

South Texas College

By: \_\_\_\_\_  
Printed Name: Stephen A. Schulze  
Title: Asst. Vice Chancellor for Administration  
Texas A&M AgriLife

By: \_\_\_\_\_  
Printed Name: Dr. Shirley A. Reed  
Title: President

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

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

## **Review and Action as Necessary on Interagency Cooperative Agreement with Region One for use of Classroom Space in Building C at the Starr County Campus**

Approval of Interagency Cooperative Agreement with Region One for use of classroom space in Building C at the Starr County Campus is requested.

The current agreement with Region One for use of classroom space in Building C at the Starr County Campus will expire in June, 2014. Region One has requested for continued use of classroom space in the same building starting in July, 2014. The proposed agreement is for five (5) classrooms and one (1) science lab for a total of 7,978 square feet in the amount of \$74,674.08 annually.

This new agreement is proposed for a period of three years subject to annual approval for renewal by both parties.

The Facilities Committee recommended Board approval of the Interagency Cooperative Agreement with Region One for use of classroom space in Building C of the Starr County Campus as presented.

### **Recommendation:**

It is recommended that the Board of Trustees of South Texas College approve and authorize the Interagency Cooperative Agreement with Region One for use of classroom space in Building C of the Starr County Campus as presented.

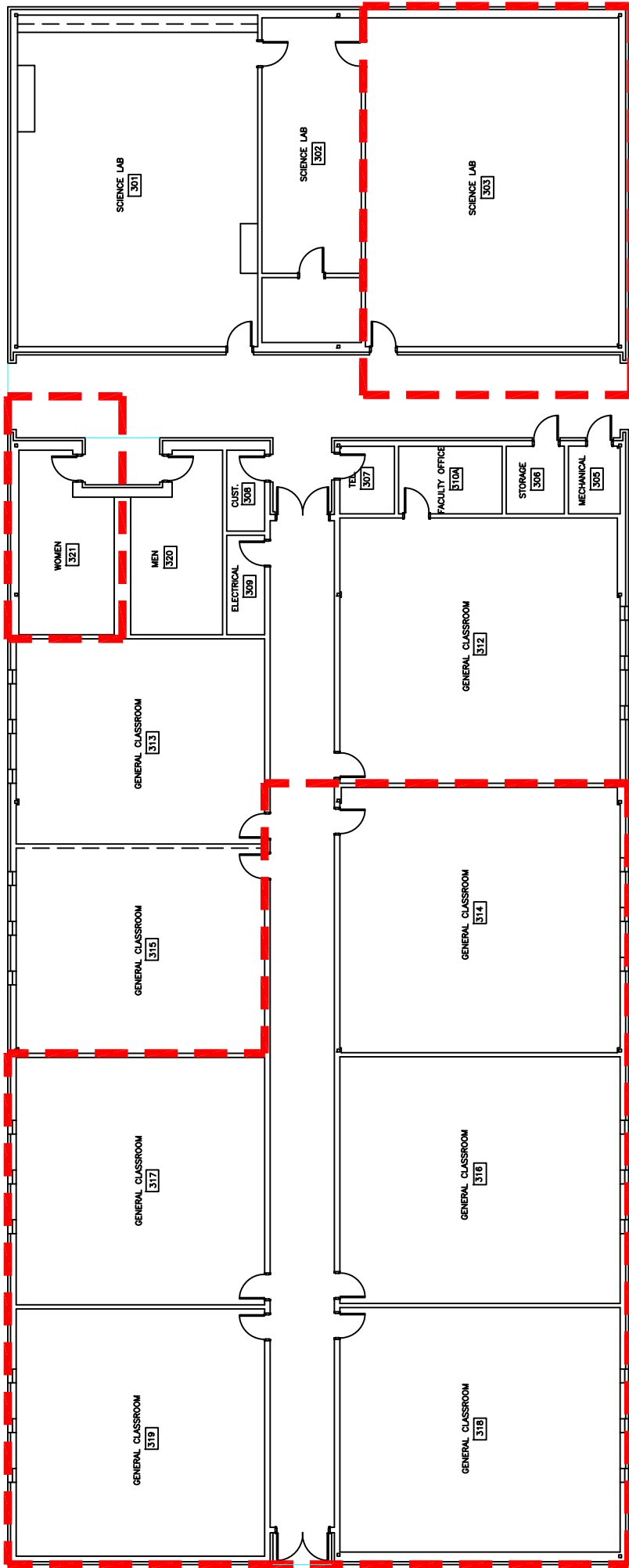
### **The following Minute Order is proposed for consideration by the Board of Trustees:**

The Board of Trustees of South Texas College approves and authorizes the Interagency Cooperative Agreement with Region One for use of classroom space in Building C of the Starr County Campus as presented.

### **Approval Recommended:**

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





# EXHIBIT "A"

STARR CAMPUS BLDG. C

STATE OF TEXAS           §  
  §  
COUNTY OF HIDALGO   §

**INTERAGENCY COOPERATION AGREEMENT  
BETWEEN  
REGION ONE EDUCATION SERVICE CENTER AND  
SOUTH TEXAS COLLEGE**

This Agreement is made this \_\_\_\_ day of \_\_\_, 2014, by and between the Region One Education Service Center, hereinafter referred to as “Region One” or “Lessee” and SOUTH TEXAS COLLEGE, hereinafter referred to as “STC” or “Lessor”.

WHEREAS, Region One desires to enter into a lease agreement (“Lease Agreement”) with STC at its Starr County Campus, located at 142 FM 3167, Rio Grande City, Texas, 78582 for the use of 7,978 square feet in building C.

WHEREAS, Region One and STC have agreed it will be mutually beneficial to both parties to lease such real property on the terms and conditions herein contained;

WHEREAS, Region One and STC desire to execute this Lease Agreement in order to document the arrangements relating to the lease.

NOW THEREFORE, in consideration of the foregoing and the following, Region One and STC hereby agree as follows:

**ARTICLE 1 - LEASE**

**1.01. Lease.** For and in consideration of the rents, covenants, and promises herein contained to be kept, performed, and observed by Region One, STC does hereby lease and demise to Region One and Region One does hereby rent and accept from STC, lease space located in Rio Grande City, Starr County, Texas, more particularly described in Exhibit “A”, which is attached hereto and made a part hereof for all purposes (hereinafter referred to as the “Leased Premises”).

**ARTICLE 2 – TERM AND TERMINATION**

**2.01. Term.** This Lease shall be for a term of one (1) year (the “Lease Term”), commencing on June 20, 2014 and ending on June 19, 2015 (the “Termination Date”), subject however, to earlier termination as provided in this Lease, or unless renewed and extended in accordance with Paragraph 2.02.

**2.02. Renewal or Termination.** Lessee shall have the right and option to renew and extend the term of this Lease for two (2) consecutive one (1) year terms upon written

notice to Lessor at least sixty (60) days prior to the expiration of the Lease Term. The terms and conditions during the option term shall be on the same terms and conditions contained herein. The notice shall contain a certificate of authority to renew the lease which shall include the following: (1) the date on which the Lessee's board of directors approved the renewal and a budget including appropriation of funds sufficient to pay for the lease for the renewed term and (2) a certificate that the board meeting satisfied the requirement of the Texas Open Meetings Act. This condition to the exercise of the renewal option shall be strictly enforced.

**2.03. Holding Over.** If Lessee shall hold over after the expiration of the Lease Term, or any renewal or extension, such tenancy shall be from month to month on all terms, covenants, and conditions of this Lease.

**2.04. Right of Termination.** This Lease may be terminated by Lessee upon sixty (60) days written notice to Lessor. This Lease may be terminated by Lessor upon sixty (60) days written notice to Lessee. Notice of termination shall be delivered to the parties pursuant to Article 21.01 herein.

### **ARTICLE 3 – RENT**

**3.01. RENT.** Lessee agrees to pay Lessor Seventy eight cents (\$.78) per square foot or the sum of six thousand two hundred twenty two dollars and eighty four cents (\$6,222.84) each month during the Lease Term. Monthly rental shall be paid in advance by the first day of each month. The lease payment shall cover all charges for garbage disposal, electrical and water and sewer utility services.

### **ARTICLE 4 – TAXES**

**4.01. Taxes.** Lessor shall pay and discharge all taxes, general and special assessments, and other charges of every description which during the term of this Lease may be levied on or assessed against the Leased Premises and all improvements and other property thereon. Lessor shall pay all such taxes, charges, and assessments, if any, to the public officer charged with the collection thereof not less than fifteen (15) days before the same shall become delinquent, and Lessor agrees to indemnify and save Lessee harmless from all such taxes, charges, and assessments. Taxes levied on personal property owned by Lessee shall be the responsibility of Lessee and Lessee shall immediately upon possession of the leased notices notify the Hidalgo County Appraisal District of its lease.

### **ARTICLE 5 – UTILITIES**

**5.01. Utilities.** Lessor shall pay or cause to be paid all charges for heat, gas, electricity and trash removal and Lessor shall pay or cause to be paid all charges for water and sewer. Lessee shall not be responsible for any utility charges used in and about the Leased Premises during the term of this Lease Agreement.

## **ARTICLE 6 – RENOVATIONS & IMPROVEMENTS**

**6.01. Renovations & Improvements.** Any and all plans for any improvements of the Leased Premises shall be submitted to Lessor in writing for written approval.

**6.02. Ownership of Improvements & Fixtures.** Subject to paragraphs 10.01, 10.02 and hereof it is expressly understood and agreed that, during the term of this Lease any and all buildings, improvements, fixtures, of whatsoever nature at any time constructed, placed, or maintained on any part of the Leased Premises if not removed by Lessee on or before the date of termination of the Lease shall become the property of Lessor.

## **ARTICLE 7 – PERMITTED USE OF LEASED PREMISES**

**7.01. Permitted Use.** Lessee may use the premises exclusively for use for instructional purposes for which Lessee has been organized.

## **ARTICLE 8 – MAINTENANCE & CUSTODIAL**

**8.01. Maintenance.** Lessor agrees to maintain and repair any portion of the Leased Premises as may be needed to continue the intended use of the Leased Premises under this Lease Agreement other than repairs deemed to have been caused through unreasonable abuse by lessee and/or its associated occupants and actions which will be repaired to conform to the condition of the premises on the commencement date at the expense of Lessee.

**8.02. Custodial.** Lessor agrees to provide usual custodial services for any portion of the Leased Premises as may be needed to continue the intended use of the Leased Premises under this Lease Agreement

## **ARTICLE 9 – TECHNOLOGY & COMMUNICATIONS**

**9.01. Technology & Communications.** Lessor agrees to provide Internet connectivity, intranet network connectivity, telephone/fax connectivity and telephone instruments. Lessee shall be responsible for contracting telephone service with local provider.

## **ARTICLE 10 - ALTERATIONS, EQUIPMENT & FIXTURES**

**10.01. Alterations.** Lessee shall not make any alterations, additions, or improvements to the Leased Premises without the prior written consent of Lessor.

**10.02. Equipment & Fixtures.** Subject to review by Lessor, and assuming any equipment or machinery will not unduly load the HVAC system or impose any additional cost of expansion of electrical or HVAC capacity, Lessee has, at all times, the right to erect or install shelves, temporary office partitions, bins, machinery, equipment, or other

trade fixtures, in, on or about the Leased Premises, provided that Lessee complies with all applicable governmental laws, ordinances, codes and regulations regarding such fixtures. Lessee has the right to remove all such trade fixtures at the termination of this Lease Agreement, provided that the fixtures can be removed without structural damage to the Leased Premises or to the building. Lessee shall repair any damage to the Leased Premises caused by the removal of trade fixtures, and all such repairs must be completed prior to the termination of this Agreement. Any trade fixtures that have not been removed by Lessee at the termination of this Agreement shall be deemed abandoned by Lessee and shall automatically become the property of Lessor.

#### **ARTICLE 11 – SIGNS**

**11.01. Signs.** Subject to the written approval of Lessor, and to the extent necessary under the terms of this Lease and subject to applicable laws, ordinances and regulations, Lessee shall have the right to install signs on the Leased Premises. Lessee must remove all signs at the termination of this Agreement and repair any damage resulting from the erection or removal of the signs.

#### **ARTICLE 12 – INSURANCE**

**12.01. Insurance.** Lessor, to the extent required under this Lease, shall, at its own expense, keep all buildings and improvements on or relating to the Leased Premises insured against loss or damage by fire with extended coverage to include direct loss by windstorm, hail, explosion, riot, or riot attending strike, civil commotion, aircraft, vehicles, and smoke, in the aggregate amounts of not less than the full fair insurable value of the buildings and improvements. The policies shall provide that any proceeds for loss or damage to the buildings or to improvements shall be payable solely to STC, as appropriate, which sum the recipient shall use for repair and restoration purposes as provided herein. Lessee shall maintain all insurance for Lessee's personal property located within the Leased Premises and Lessee covenants and agrees that Lessor shall have no responsibility for damage or destruction of Lessee's personal property located within the Leased Premises.

#### **ARTICLE 13 – LIABILITY INSURANCE**

**13.01. Liability Insurance.** Lessee shall, at its own expense, provide and maintain in force during the term of this Agreement liability insurance in the amounts deemed adequate by Lessee.

#### **ARTICLE 14 – NOTICE OF DAMAGE**

**14.01. Notice of Damage.** If the Leased Premises, or any structures or improvements on the Leased Premises, should be damaged or destroyed by fire, tornado, or other casualty, Lessee shall give immediate written notice of the damage or destruction to

Lessor, including a description of the damage and, as far as known to Lessee, the cause of the damage.

## **ARTICLE 15 – DAMAGE OR DESTRUCTION**

**15.01. Damage or Destruction.** If the building on the Leased Premises should be totally destroyed by fire, tornado, or other casualty, or if they should be so damaged that rebuilding or repairs cannot reasonably be completed within thirty (30) working days from the date of the occurrence of the damage, this Agreement, at the option of the Lessee, shall terminate, effective as of the date of said occurrence.

## **ARTICLE 16 – CONDEMNATION**

**16.01. Total Condemnation.** If during the term of this Agreement all of the Leased Premises should be taken for any public or quasi-public use under any governmental law, ordinance, or regulation, or by right of eminent domain, or should be sold to the condemning authority under threat of condemnation, this Lease Agreement shall terminate, effective as of the date of the taking of the premises by the condemning authority.

**16.02. Partial Condemnation.** If less than all, but more than ten percent (10%) of the Leased Premises is taken for any public or quasi-public use under any governmental law, ordinance, or regulation, or by right of eminent domain, or should be sold to the condemning authority under threat of condemnation, Lessee may terminate the Agreement by giving written notice to Lessor within thirty (30) days after possession of the condemned portion is taken by the entity exercising the power of condemnation.

If the Leased Premises are partially condemned and Lessee fails to exercise the option to terminate this Lease Agreement under this section, or if less than ten percent (10%) of the Leased Premises are condemned, this Lease Agreement shall not terminate, but Lessor may, at its sole expense, restore and reconstruct the building and other improvements situated on the Leased Premises to make them reasonably tenantable and suitable for the uses for which the Premises are leased.

## **ARTICLE 17 – DEFAULT BY LESSEE**

**17.01. Default by Lessee.** If Lessee shall remain in default under any condition of this Lease Agreement for a period of thirty (30) days after written notice from Lessor, Lessor may at its option, without notice to Lessee, terminate this Agreement or, in the alternative, Lessor may re-enter and take possession of the Premises and remove all persons and property without being deemed guilty of any manner of trespass and relet the Premises, or any part of the Premises, for all or any part of the remainder of the Agreement term, to a party satisfactory to Lessor and at such monthly rental as Lessor may with reasonable diligence be able to secure.

## ARTICLE 18 – DEFAULT BY LESSOR

**18.01. Default by Lessor.** If Lessor defaults in the performance of any terms, covenants, or conditions required to be performed by it under this Agreement, Lessee may elect to do either one of the following:

- (a) After not less than thirty (30) days notice to Lessor, Lessee may remedy such default by any necessary action and, in connection with such remedy, may pay expenses and employ counsel. All reasonable sums expended, or obligations incurred, by Lessee in connection with remedying Lessor's default shall be paid by Lessor to Lessee on demand and, on failure of such reimbursement, Lessee may, in addition to any other right or remedy that Lessee may have, deduct these costs and expenses from rent subsequently becoming due under this Agreement.
- (b) Lessee may terminate this Agreement by giving at least thirty (30) days notice to Lessor of such intention. In the event Lessee elects this option, the Agreement will be terminated on the date designated in Lessee's notice, unless Lessor has cured the default to the reasonable satisfaction of the Lessee prior to expiration of the thirty (30) day period.

## ARTICLE 19 – CUMULATIVE REMEDIES

**19.01. Cumulative Remedies.** All rights and remedies of Lessor and Lessee under this Agreement shall be cumulative, and none shall exclude any other right or remedy provided by law or by any other provision of this Agreement. All such rights and remedies may be exercised and enforced concurrently and whenever, and as often, as occasion for their exercise arises.

## ARTICLE 20 – WAIVER OF BREACH

**20.01. Waiver of Breach.** A waiver by either Lessor or Lessee of a breach of this Agreement by the other party does not constitute a continuing waiver or a waiver of any subsequent breach of the Agreement.

## ARTICLE 21 – NOTICE

**21.01. Notice.** Except as may be otherwise specifically provided in this Agreement, all notices, demands, requests or communication required or permitted hereunder shall be in writing and shall either be (i) personally delivered against a written receipt, or addressed to the parties at the address set forth below, or at such other address as may have been theretofore specified by written notice delivered in accordance herewith:

If to STC  
South Texas College  
Attention: Dr. Shirley A. Reed, President  
3201 West Pecan Blvd.  
McAllen, Texas 78501

If to Lessee:  
Region One Education Service Center  
Dr. Cornelio Gonzalez  
Executive Director  
1900 W. Schunior, Edinburg, TX. 78541

**ARTICLE 22 – COMMITMENT OF CURRENT REVENUES ONLY**

**22.01. Commitment of Current Revenues Only.** In the event that, during any term hereof, the governing body of any party does not appropriate sufficient funds to meet the obligations of such party under this Agreement, then any party may terminate this Agreement upon ninety (90) days written notice to the other party. Each of the parties hereto agrees, however, to use its best efforts to secure funds necessary for the continued performance of this Agreement. The parties intend this provision to be a continuing right to terminate this Agreement at the expiration of each budget period of each party hereto pursuant to the provisions of Tex. Loc. Govt. Code Ann. § 271.903.

**IN WITNESS WHEREOF**, Lessor and Lessee approve the execution of this Agreement by a motion duly made, seconded, and adopted by the appropriate governing bodies thereof.

**SOUTH TEXAS COLLEGE**

By: \_\_\_\_\_  
Dr. Shirley A. Reed, President

**REGION ONE EDUCATION SERVICE CENTER**

By: \_\_\_\_\_  
Dr. Cornelio Gonzalez, Executive Director



## **Review and Action as Necessary on Contracting Architectural On-Call Services for Projects less than \$500,000 in Total Construction Costs**

Approval of architectural on-call services as needed for district-wide construction projects less than \$500,000 in total construction costs is requested.

The benefit of a preapproved list of architectural firms is time saved by not soliciting qualifications on a project by project basis. Having a preapproved list of firms allows staff to coordinate one solicitation of qualifications for Board approval then recommend contracting with each firm as construction projects under \$500,000 are initiated. The assignment of projects to each firm is then monitored on an annual basis to ensure an equitable amount of work and fees are awarded to each firm on the list. This process has proven effective and allows architectural design services to be expedited.

The current approval of architectural on-call services for construction projects with budgets under \$500,000 expired on March 28, 2014. It is recommended that a minimum of five firms be approved for a period of one year with the option to renew for two additional one-year periods, with Board approvals.

A summary chart of the projects awarded to firms from the on-call list over the previous three years follows in the packet. There were a total of 15 projects awarded to these four firms, with a total award value of \$293,415.50, or an average award of \$19,561.03 per project. Each of these awards was brought to the Board for approval. The on-call list serves only to expedite the procurement process on projects with an expected total cost below the Board established threshold.

Request for qualifications was prepared and on March 6, 2014 solicitation of these services began. On March 25, 2014 a total of sixteen (16) firms submitted responses to the request for qualifications. The evaluation team prepared the attached summary of the scoring and ranking for review by the Board.

Previous Firms Approved for On-Call Services	Top Ranked Firms Recommended for On-Call Services
Boultinghouse Simpson Gates Architects	Boultinghouse Simpson Gates Architects
EGV Architects, Inc.	EGV Architects, Inc.
ERO Architects, LLP.	ERO Architects, LLP.
PBK Architects, Inc.	PBK Architects, Inc.
	Rike Ogden Figueroa Alex Architect, Inc.

The Facilities Committee recommended Board approval of the selection of the five top-ranked firms of Boultinghouse Simpson Gates Architects; EGV Architects, Inc.; ERO Architects, LLP.; PBK Architects, Inc.; and Rike Ogden Figueroa Alex Architect, Inc. for architectural on-call services for construction projects under \$500,000 in total construction costs for a period of one year with the option to renew for two additional one-year approvals as presented.

**Recommendation:**

It is recommended that the Board of Trustees of South Texas College approve and authorize the five top-ranked firms of Boultinghouse Simpson Gates Architects; EGV Architects, Inc.; ERO Architects, LLP.; PBK Architects, Inc.; and Rike Ogden Figueroa Allex Architect, Inc. for architectural on-call services for construction projects under \$500,000 in total construction costs for a period of one year with the option to renew for two additional one-year approvals 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 selection of the five top-ranked firms of Boultinghouse Simpson Gates Architects; EGV Architects, Inc.; ERO Architects, LLP.; PBK Architects, Inc.; and Rike Ogden Figueroa Allex Architect, Inc. for architectural on-call services for construction projects under \$500,000 in total construction costs for a period of one year with the option to renew for two additional one-year approvals as presented.

**Approval Recommended:**

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

**President**

## Summary of Fees Awarded for Architectural Services On Call Contract Period Ending 7/25/14

Firms	Year 1		Year 2		Year 3		TOTAL	
	Number of Awards	Total Awards	Number of Awards	Total Awards	Number of Awards	Total Awards	Number of Awards	Total Awards
Boultinghouse Simpson Gates Architects	1	\$ 18,000.00	2	\$ 14,800.00	1	\$ 24,000.00	4	\$ 56,800.00
EGV Architects, Inc.	3	\$ 48,540.00	2	\$ 13,900.00	0	\$ -	5	\$ 62,440.00
ERO Architects, Inc.	3	\$ 54,300.00	1	\$ 18,000.00	1	\$ 20,700.00	5	\$ 93,000.00
PBK Architects	0	\$ -	1	\$ 81,175.50	0	\$ -	1	\$ 81,175.50
<b>Total</b>	<b>7</b>	<b>\$ 120,840.00</b>	<b>6</b>	<b>\$ 127,875.50</b>	<b>2</b>	<b>\$ 44,700.00</b>	<b>15</b>	<b>\$ 293,415.50</b>

Summary of projects awarded through the On-Call List only, does not reflect any projects awarded through RFQ procedure

**SOUTH TEXAS COLLEGE  
ARCHITECTURAL SERVICES  
PROJECT NO. 13-14-1046**

VENDOR	Amtech Building Sciences, Inc.	Boultinghouse Simpson Gates Architects	EGV Architects, Inc.	ERO International, LLP.	Gignac & Associates, LLP.	Gomez Mendez Saenz, Inc.	LNV, Inc.	Mata Garcia Architects, LLP.	Megamorphosis, Inc.	Milnet Architectural Services	Negrete & Kolar Architects, LLP.	PBK Architects, Inc.	RGV Architecture	Rike Oden Figueroa Alex Architects, Inc.	RPGA Design Group, Inc.	The Warren Group Architects, Inc.
ADDRESS	2403 N 10th St Ste B	3301 N McColl Rd	220 S Bridge St	300 S 8th St	222 E Van Buren Ste 102	1150 Paredes Line Rd	801 W Nolana Ave Ste 202	1314 W Ivy Ave	324 W Van Buren Ave	608 S 12th St	11720 N IH 35	3900 N 10th St Ste 810	2020 E Expway 83	1007 Walnut Ave	101 S Jennings Ave Ste 100	1801 S 2nd St Ste 330
CITY	McAllen, TX 78501	McAllen, TX 78501	Hidalgo, TX 78557	McAllen, TX 78501	Harlingen, TX 78550	Brownsville, TX 78521	McAllen, TX 78504	McAllen, TX 78501	Harlingen, TX 78550	McAllen, TX 78501	Austin, TX 78753	McAllen, TX 78501	Mercedes, TX 78570	McAllen, TX 78501	Fort Worth, TX 76104	McAllen, TX 78503
PHONE	956-686-3095	956-630-9494	956-843-2987	956-661-0400	956-365-4820	956-546-0110	956-627-3979	956-631-1945	956-428-1779	956-688-5656	512-474-6526	210-854-0241	956-456-9828	956-686-7771	817-332-9477	956-994-1900
FAX	956-686-2233	956-630-2058	956-843-9726	956-661-0401	956-365-4822	956-546-0196	956-883-1986	956-631-1968	956-425-5886	956-687-9289	956-386-0613	713-961-4571		956-687-3433	817-332-9487	956-994-1962
CONTACT	Michael D. Hovar	Danny Boultinghouse	Eduardo Vela	Eli R. Ochoa	Raymond Gignac	Rudy V. Gomez	Robert M. Viera	Hector Rene Garcia	Meg Foster Jorn	Rodolfo R. Molina, Jr.	David Negrete	Cliff Whittingstall	Steven L. McGarraugh	Luis Figueroa	Robert Garza	Laura Nasri Warran

**2.1 Statement of Interest**

<b>2.1.1 Statement of Project</b>	Indicated that firm specializes in the Building Envelope and Roof consulting. They also mentioned two projects in which they provided work for STC.	Pointed out that firm has extensive experience in providing "on-call" service, including such current work for STC and is familiar with STC's requirements and expectations.	Mentioned the firm's "extensive" experience in the Rio Grande Valley and "exceptional" track record for meeting project scope and being within budget.	Indicated that they are the largest firm south of San Antonio specializing in education facilities. Pointed out their previous work for STC as an on-call architectural firm.	Pointed out their expertise with educational architecture in South Texas. Indicated that they have completed over 400 educational facility projects.	Emphasized the 50+ years experience of the 2 licensed architects in educational programming and design.	Indicated that they are a full services consulting firm providing solutions for public sector clients. Stated that a full-service firm, their team will provide greatest value to STC.	Stated their experience in educational facilities and their flexibility in handling all of the college's projects, new or renovated.	Made a statement about their significant experience in renovation projects and added that they have received awards for renovations they have worked on.	The company pointed out their experience in working with the challenges of renovations within an existing functioning campus.	Stated that firm seeks to work primarily for public institutions and have worked for school districts, colleges and universities.	Stated that they over 65% of their project experience is on job order projects. Pointed out work currently in progress for the college and understanding of our procedures and design guidelines.	Emphasized the experience of the firm's two main staff members, an architect and an engineer, pointing out their experience in Hidalgo County and across Texas.	The firm cited the previous work they have provided for STC and stated their confidence in the ability to continue providing service.	Cited the firm's experience with renovations and their work for higher education entities. Indicated that a principal in the firm would have continuous involvement in an STC project.	Stated that the firm's team and the consultants have their unique experience in educational facilities. Also stated that STC will become the main focus for its team members.
<b>2.1.2 History and Statistics of Firm</b>	- Firm was established in 1979. - Indicated that they are one of the oldest firms that deal with roof and building envelope assessment. - Have 24 employees firm wide and 5 offices.	-Firm was established in 1990 through merger of two independent practices. - Have a staff of nine - 600 projects and 85% repeat client rate	- Firm established in 1994 - Specialize in educational facilities - Firm has never been involved in litigation	- Established in 2001 - Have 3 registered architects and 26 employees in McAllen - Point out experience with consultants and construction firms in the region.	- The principal has 27 years of experience in architecture. - Offices in Corpus Christi and Harlingen - Have 4 architects and total staff of 17	- Firm founded in 1998 but has been in existence since 1976 under different names. - Has worked with 20+ school districts and higher education institutions in Valley	- Established in 1962 under different name - Has more than 100 employees in Texas - Has offices in Corpus Christi, McAllen, Austin, Dallas/Fort Worth, Laredo, and San Antonio	- Firm originally established in 1981 - Identify themselves as medium-sized firm with two principals - Staff of 15	- Firm established in 1995 - Has total of 7 employees - Has designed over 750 projects	- Established in 2000 - Pointed out experience in educational design	- Firm established in 1993 - Offices in Austin and Edinburg	- 33 years in business - 240 total employees - 6 offices throughout Texas, including McAllen	- Prime firm is a partnership of an architectural firm and an engineering firm which have provided services over 20 years.	- Established in 1949 in McAllen - Maintain offices in McAllen and Harlingen	- Established in 1989 - 16 total staff, including 5 architects - Located in Dallas/Fort Worth	- Established in 2004 - Offices in McAllen and Austin - Recognized as "Top 5 Small Businesses of 2013" by McAllen Chamber of Commerce
<b>2.1.3 Statement of Availability and Commitment</b>	Confirmed availability and commitment of its key staff and resources to provide services to STC.	Confirmed availability and commitment of Project Architect and Project Manager to the project.	Indicated that they will commit as much time as necessary to meet project milestones and acquire additional help to be sure project is done on time.	Stated that they are available and have sufficient staff and resources to support the requirements of the contract.	Stated that they will commit the work force necessary to complete project within the designated schedule.	Stated that they are available at STC's convenience. Indicated that they are able to provide services on an accelerated time table by project-sharing team members.	Stated that firm has immediate staff available. Added that ability to commit resources and complete projects within budget and timeline is a non-issue.	Indicated an ability for rapid response to STC's needs. Stated their commitment to timelines set by STC.	Indicated their commitment to the projects. Either of the two principals would devote their time to the projects and meet the college's delivery times.	State that they do not pursue projects unless it is certain of capabilities to produce on or ahead of schedule. Indicate that a number of their projects are nearing end of design phase and have staff available to assist STC.	Indicated that the firm will commit to having the most experienced personnel, including the principal, in the projects and to work in accordance with schedules established by STC.	Stated their sufficiency of staff and resources for the project and familiarity with STC design and construction guidelines. Indicated that the same team is involved from beginning to completion of project.	Stated firm's availability to commence services immediately for the college. Indicated that they will provide experienced staff to perform work.	Indicated the immediate availability to provide services and the active participation by the key team members of the firm, including the two principals.	Indicated that the staff of 16 will easily provide necessary resources to STC. Added their commitment to maintaining key personnel and consultants for duration of a project.	Indicated their readiness to begin work on college projects. They pointed out that their office is running at 60% utilization due to current projects.

**2.2 Prime Firm**

<b>2.2.1 Resumes of Principals and Key Members</b>	Included resumes for the following staff: - Robert F. Alford, President - Michael D. Blanchette, Vice President - Michael D. Hovar, Director of Operations - Alejandro Folchi, Project Manager	Included resumes for the following: - Danny Boultinghouse, Principal Architect - Robert S. Simpson, Principal Architect - John Gates, Architect - Carolina Civarolo, Architect	Included resumes for the following staff: - Eduardo G. Vela, Senior Project Manager - Radu D. Popescu, Project Manager - Alejandra Mina, Project Manager - Rebecca Acuña, Office Manager/CADD Technician - Gilbert Zuniga, CADD Technician - Ramiro E. Ramos, CADD Technician	Included resumes for the following staff: - Eli R. Ochoa, Principal -In-Charge - Manuel Hinojosa, Design Architect - Octavio Cantu, Design Architect/Chief Operating Officer - David Iglesias, Project Manager	Included resumes for the following staff: - Raymond Gignac, Principal-In-Charge - Rolando Garza, Senior Project Manager - David Monreal, Project Architect/Project Manager - Juan Mujica, Project Manager - Nick Gignac, Architectural Associate	Included resumes for the following staff: - Rudolph V. Gomez, President - Roan G. Gomez, Secretary - Roan Gabriel Gomez, Intern Architect	Included resumes for the following staff: - Robert M. Viera, Principal-in-Charge - Ronald W. Foster, Project Manager/Chief Architect - Eric A. Trejo, Senior Architect - Juan A. Pimentel, Senior Civil Engineer	Included resumes for the following staff: - Hector R. Garcia, Project Architect - Fernando Mata, Partner/Director of Administration - Rey Zamora, Project Manager - Christopher R. Collins, Architect - Chris A. Lopez, Construction Field Rep.	Included resumes for the following staff: - John R. Pearcy, Principal - Meg Foster Jorn, Principal - Benito Lozano, Architect Intern - Nicholas Jose Pascual, Intern Architect - Dillon Redding, CAD Technician - Doug Junkin, Project Manager	Included resumes for the following staff: - David Negrete, Partner - Juan Jose Cotera, Architect Intern - Andres L. Mata, Project Manager - Esteban Zamora, Project Manager	Included resumes for the following staff: - Cliff Whittingstall - Principal, Director of Higher Education - Erasmo Eli Alvarado, III - Associate Principal, Client Executive - Chris Sias - Project Manager - Jose Guerrero - Architectural Production and Quality Control - Greg Hughes - Principal, Director of Healthcare - Richard Chi - Partner, Director of Design - Greg Louviere - Associate Principal, Interior Designer - Mark Stehney - MEP Director - Mark Madorsky - President, MEP Engineering - Todd Scrimpsner - Facilities Consulting - John Kubala - Director, Structural Engineering - Mark Meador - Director of Technology - Brian Hood - Technology Systems Designer	Included resumes for the following staff: - Frank P. Key - Principal-in-Charge - Steven L. McGarraugh, Project Manager - Victor Palacios - Architectural Services Task Leader	Included resumes for the following: - Luis Figueroa - Principal - Michael E. Alex - Principal - Humberto Rodriguez - Associate - Cesar A. Roque - Associate AIA	Included resumes for the following staff: - Laura Nassri Warren - Principal - Andrina Garza - Director - Amanda Gomez - Project Manager - Natanael Perez - Project Manager		
<b>2.2.2 Project Assignments and Lines of Authority</b>	Enumerated the duties and assignment of the above-named staff and included the lines of authority among the same staff members. Provided the percentage time each staff would dedicate to a project.	Lines of authority and assignments within firm are shown in an organization chart that includes all nine staff.	Listed key personnel for projects in order of authority and their titles. Indicated that they adjust staff to different lines of duty depending on specific project needs.	Provided table with eight staff that showed the duties and the percentage of time each will devote to a project. Lines of authority were not spelled out.	Lines of authority and project assignments were not addressed.	Show assignments as follows: - Rudy Gomez - 100% participation - Roan Gomez - 100% participation	Assignments of staff are shown in the organization chart. Indicated that percentage time for each staff member will be determined on a per-project basis.	Project assignments are shown for all of the above-named staff along with the percentage time each will devote to STC projects. Lines of authority and communication are shown in a flow chart.	Indicated that one of the two principals will be the single point of contact for the college and will devote 50% of the time to the project.	Show the percentage of time of participation by Architect, Project Manager, Project Designer and Interiors person, but these are given as a range depending on phase of project.	Show the estimated percentage of time to be devoted to a project by the above-listed staff and consultants.	Lines of authority and communication are indicated in an organization chart. The chart shows all staff that will work on projects for college.	Lines of authority and communication are shown in the organization chart. Provided a list of tasks to be performed by the main staff members.	Showed assignments for all of the staff listed above and the percentage of time each will devote to project.	Named three specific staff members, including the principal in charge, who would be directly involved in projects for the college and the percentage time each would devote to the project.	Assignments for firm staff and consultants are summarized in a table. It includes all four staff named above. The percentage of time each will be involved in the project is indicated.

**SOUTH TEXAS COLLEGE  
ARCHITECTURAL SERVICES  
PROJECT NO. 13-14-1046**

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CITY	McAllen, TX 78501	McAllen, TX 78501	Hidalgo, TX 78557	McAllen, TX 78501	Harlingen, TX 78550	Brownsville, TX 78521	McAllen, TX 78504	McAllen, TX 78501	Harlingen, TX 78550	McAllen, TX 78501	Austin, TX 78753	McAllen, TX 78501	Mercedes, TX 78570	McAllen, TX 78501	Fort Worth, TX 76104	McAllen, TX 78503
PHONE	956-686-3095	956-630-9494	956-843-2987	956-661-0400	956-365-4820	956-546-0110	956-627-3979	956-631-1945	956-428-1779	956-688-5656	512-474-6526	210-854-0241	956-456-9828	956-686-7771	817-332-9477	956-994-1900
FAX	956-686-2233	956-630-2058	956-843-9726	956-661-0401	956-365-4822	956-546-0196	956-883-1986	956-631-1968	956-425-5886	956-687-9289	956-386-0613	713-961-4571		956-687-3433	817-332-9487	956-994-1962
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<b>2.3 Project Team</b>																
2.3.1 Org chart with Role of Prime Firm and consultants	Included Org chart that has main staff members and roles. It included the following Consultants: - MEP Solutions Engineering - MEP - Chamin Engineering - Structural Engineering	Included organization chart which showed the following consultants: - Half Associates - MEP - ACR Engineering - MEP - Green, Rubiano Assoc. - Structural - CLH Engineering - Structural - Melden & Hunt - Civil - Perez Consulting Engineers - Civil	Organization chart is included which shows lines of authority and project team. The project team includes the following: - Chamin Engineering - Structural Engineering - MEP Consultant	Organization chart is included that shows staff, and consultants that will be used. Consultants are provided as follows: - Half Associates, MEP - Raba-Kistner - Geotechnical & Testing - Perez Consulting Engineering, Civil Engineers - Armko Industries - Roofing - WJHW - Acoustical Design - SSP Designs - Landscape Design	Submitted very general organization chart showing prime firm and four consultants as follows: - MEP - Green, Rubiano & Associates - Structural Engineering - Melden & Hunt - Civil Engineering - WJHW - Audio/Video	Organization chart is included listing the architects and consultants. Consultants are also listed as follows: - Green Rubiano & Associates - Structural - ACR Engineering - MEP - SSP Design - Landscape Designer Raba-Kistner Consultants - Geotechnical Engineer - M Garcia Eng. - Civil Engineers	Organization chart is included which shows the lines of authority within firm. No consultants are listed - expertise will be provided in-house	A simple organization chart is included, which shows three consultants. These are: - Le Fevre Engineering and Management Consulting - Civil Engineering - CLH Engineering - Structural Engineer - Sigma HN Engineering, MEP - CLH Engineering, Structural and Civil Engineering	Included organization chart that show the firm staff and which includes three consultants. The consultants are as follows: - Half Associates, MEP & Civil Engineers - Green, Rubiano & Associates - Structural - SDI Engineering - AV	Organization chart is included that shows assignments and consultants. Consultants are as follows: - DBR Engineering Consultants - MEP - Solorio & Associates Structural - SDI Engineering - Civil	An organization chart is included which shows assignments of prime firm staff and consultants. Consultants are as follows: - Chamin Engineering - Structural Engineer - Half Associates - MEP	Organization chart is included which shows staff assignments. Most of engineering and other subconsultant work is done with in-house staff. One consultant is shown: - Perez Consulting Engineers - Civil	Organization chart was included. They listed two consultants as follows: - Hinojosa Engineering Structural - Trinity MEP Engineering - MEP	Organization chart was included with staff assignments and it included five consultants. The consultants are the following: - M. Garcia Engineering - Civil Engineering - Hinojosa Engineering Structural - Trinity Engineering - MEP - Cosper Associates - Kitchen - SSP Design - Landscaping	Organization chart was included that included 5 staff from prime firm and which included six consultants. The consultants are: - JQ Infrastructure - Structural - Campos Engineering - DataCom Design Group - Audio/Visual - Riddle & Goodnight - Cost Estimating - JQ Infrastructure - Civil - Berkenbile Landscape Architects - Landscape	Organization chart was included, but it indicated the phases of a project. The Staff, including consultants involved, were listed for each phase. The following consultants are listed: - Melden and Hunt, Inc. - Civil engineering and surveying - McHale Engineering, Inc. - Structural - MEP Solutions Engineering - MEP
<b>2.4 Representative Projects</b>																
2.4.1 Minimum of 5 projects firm has worked on	- Brownsville ISD - Re-Roofing Project at Morningside Elementary School (\$673,981) - Corpus Christi ISD - Re-Roofing of Smith Elementary School (\$659,314) - Edinburg CISD - Roof Replacement Project at San Carlos ES (\$672,000) - Corpus Christi ISD - Miller High School Canopy Project (\$286,473) - STC - Repair of Pecan Campus Hall Damaged Roofs (\$7,445,566)	- STC - 2501 Pecan Plaza Renovation (\$2,026,926) - UT-Pan American - Annex Building Renovation (\$2,727,000) - STC - Auditorium Remodel (\$565,802) - City of McAllen - McAllen Public Library and Dewey Park Trails (\$14,300,000) - UT-Pan American - Haggard Building Renovation (\$2,200,000)	- PSJA ISD - Whitney Elementary School (\$10,439,417) - PSJA ISD - LBJ Middle School Remodeling, Additions & Site Improvements (\$18,344,950) - Hidalgo ISD - Diaz Jr. High & Hidalgo Early College High School New Learning Resource Center (\$2,830,000) - Roma ISD - Anna S. Canavan Elementary School (\$14,495,610) - City of Hidalgo - Rio Grande Valley Border Security and Technology Training Center (\$1,866,903)	- Houston ISD - Furr High School (\$29 million) - PSJA ISD - Thomas Jefferson T-STEM Early College High School (\$8,609,726) - Harlingen CISD - New Administration Office (\$4,052,300) - Weslaco ISD - Central Middle School (\$11,000,000) - Mission CISD - Renovations & Re-Roofing - (\$29,803,089)	- Texas A&M Corpus Christi - Early Childhood Development Center - (\$98,000) - Port Isabel ISD - District-Wide Additions & Renovations - (Construction cost not shown) - Texas A&M Corpus Christi - Moody Fieldhouse Addition and Renovation - (\$5,613,753) - La Joya ISD - Juarez Lincoln High School - (\$2,387,000) - Texas A&M Corpus Christi - TAMUCC Center for Fine Arts-Window Investigations & Replacement Project (\$37,000)	- Texas State Technical College - Cultural Arts Center, (\$2,376,977) - UTB/TSC - Technical Training Center, (\$4,147,714) - UTB/TSC - West Campus Incubator & Business Development, (\$2,948,375) - Texas A&M System - Renovation of Texas A&M Ag Research & Extension Center, (\$300,000) - UT-Pan American- Student Services Building, (\$3,160,952)	- Corpus Christi Housing Authority - Navarro Place Renovations (Phase I-V), (\$4.2 million) - Kenedy County - New Law Enforcement Center, (\$1.8 million) - City of Pearsall - Law Enforcement Center, (\$1.0 million) - City of Robstown - New Public Works Building and Animal Control Shelter, (\$550,000) - Fulton, Texas - Fulton Mansion Education and History Center, (\$1.2 million)	- San Benito CISD - Frank Roberts Elementary Renovation, (\$580,800) - San Benito CISD - Miller Jordan Middle School Renovations, (\$4,989,327) - McAllen ISD - Elementary & High School Renovations, Total of (\$931,642) - Mercedes ISD - Mercedes High School Kitech Renovation, (\$300,000) - San Benito CISD - San Benito High School Renovations, (\$2,080,680)	- Harlingen CISD - Vernon Middle School, Additions and Renovations (\$17 million) - Harlingen CISD - Elementary Schools Additions (\$1.57 million) - Harlingen CISD - Harlingen High School South Kitchen & Serving Line Renovations (\$693,960) - City of La Feria - Library Addition (\$857,188) - Harlingen CISD - HCISD Performing Arts Center (\$9,547,321)	- Edinburg CISD - Robert Vela High School Renovations (\$9,727,637) - Edinburg CISD - Barrientes Middle School (\$3,000,000) - Brooks County ISD - Falfurrias High School Phase I & II Renovations (\$9,958,322) - Brooks County ISD - New Falfurrias Junior High School (\$8,427,245) - PSJA ISD - Daniel Ramirez Elementary School-Demo and Rebuild (\$12,747,800)	- UT-Pan American - Administration Building Interior Renovations Phases 1-3 (\$2,350,000) - Edinburg CISD - Brewster Elementary, Cafeteria and Gyn (\$10,400,000) - Austin ISD - Baker Center (\$1,400,000) - La Joya ISD - Nellie Schunior High School Renovations (\$2,335,800) - Edinburg CISD - Network Operating Center (\$3,750,000)	- UT-Brownsville - Oliveira Library Interior Renovations (\$1,700,000) - Texas A&M University-Kingsville - BES 100 Interiors Modifications (\$368,000) - University of Houston - IDIQ Projects - Various (\$50,000 - \$500,000) - University of Houston - Classroom Rebranding Package (\$886,749) - UT - San Antonio - Applied Engineering & Technology Building Modifications M22(\$102,718)	- South Texas Educational Technologies - Horizon Montessori School - Renovation for New Middle School (\$3 million) - South Texas Educational Technologies - Horizon Montessori School - Renovation for New Middle School (\$1.5 million) - Hidalgo Head Start Program - Palmview II and San Juan II (\$100,000) - Hidalgo County WIC Program - Edinburg WIC Clinic (\$800,000)	- Edinburg CISD - Francisco Barrientes Middle School Renovations (\$3,444,348) - Lasara ISD - Gymnasium Renovations (\$2,276,500) - PSJA ISD - PSJA High School Stadium Renovations (\$9,828,955) - Roma ISD - Manuel Guerra Administration Building (\$2,313,000) - Harlingen ISD - School of Health Professions (\$15,319,400)	- Dallas ISD - Russell Elementary School (\$8,364,464) - University of North Texas - Lewis Library (cost not shown) - Trinity University - Coates Library Renovation (\$1,500,000) - Town of Highland Park - Highland Park DPS and Town Hall Renovation and Addition (\$14,800,000) - City of Southlake - West DPS Facility Renovation (\$1.0+ million)	- City of Pharr - City of Pharr Aquatics and Natatorium Center (\$9,579,597) - Juan Diego Academy Catholic Regional High School & Campus Master Plan (\$1,719,000) - General Services Administration - Social Security Offices (SSA) Facility (\$2,080,000) - City of McAllen - McAllen International Airport Renovations and Additions (\$21,000,000) - City of Pharr - Dr. Long Specialty Needs Park (currently under bidding process)
<b>2.5 References</b>																
2.5.1 References on three of above-listed projects	- Corpus Christ ISD - Brownsville ISD - Edinburg CISD	- University of Texas- Pan C25American - City of McAllen	- Pharr-San Juan-Alamo ISD - Hidalgo ISD - Roma ISD - Mission CISD - City of Hidalgo	- Houston ISD - PSJA ISD - Weslaco ISD	- La Joya ISD - Texas A&M University Corpus Christi - Point Isabel ISD	- UT- Brownsville/Texas Southmost College - UT-Pan American - Texas A & M University System	- Kenedy County - City of Pearsall - Corpus Christi Housing Authority	- San Benito CISD (Named as reference twice but different persons) - Mercedes ISD	- Harlingen CISD (Listed twice for different projects) - City of La Feria	- Brooks County ISD - Edinburg CISD - Pharr-San Juan-Alamo ISD	- City of Edinburg - Flat Creek Development, LLP - La Joya ISD - City of McAllen - LRGVDC - City of Zapata - Edinburg CISD - Austin ISD - Hidalgo County	- UT-Brownsville - Texas A&M University-Kingsville - University of Houston	- South Texas Educational Technologies - Hidalgo County Head Start Program - Hidalgo County WIC Program	- Edinburg CISD - Lasara ISD - PSJA ISD - Roma ISD	- Dallas ISD - University of North Texas - City of Southlake	- PSJA ISD/City of Pharr - Juan Diego Academy Catholic Regional High School and Campus Master Plan - McAllen International Airport
<b>2.6 Project Execution</b>																
2.6.1 Willingness and ability to expedite services. Ability to supplement production.	Included a three-phase project execution plan and a statement of how they maintain quality control on a project. Stated in a previous section that staff from other offices would be available to assist as needed.	Provided as an example one client for whom they have provided expedited services over last 5 years. Indicated that they have controlled workload so that they have not had to add staff to meet project demands. Will take whatever measures required to meet client needs.	Stated their process of "architecture-by-team" approach in which client, architect and consultants to exchange ideas and all work together to establish goals for the project. Stated that they will acquire additional help as necessary to ensure on time delivery of project.	Stated that they are willing and able to expedite services. Added that they have the staff and resources to design and support STC's facility projects.	Do not make statement about expediting project or supplementing production. They submitted statements on managing project schedules and contract administration	Assert that they have the staff to meet or exceed the project schedule and that they have excellent record of on-time achievement on projects.	Presented a comprehensive statement on management of an entire project, including design development, bidding, construction monitoring, scheduling and budgeting.	Indicated that firm has the resources to expedite design and construction for STC projects without additional staffing.	Indicated that company is willing and able to expedite services.	Indicated that they prepared to fully commit time and resources for STC projects. Presented a detailed statement on the process they follow for projects. Also included their quality assurance process on the design phase construction phase of a project.	Stated that firm is able and willing to expedite services.	Indicated that firm pushes to beat schedules and has never missed a design deadline. Added that they are known for ability to fast-track schedules while maintaining quality and schedule control.	Indicated that firm has more than adequate personnel available from which to supplement or replace a team member to maintain a project's schedule.	Indicated their commitment to an immediate and thorough response to projects. Provided a summary of the project phases to be followed by firm.	Stated that in their history, they have provided all clients with the services to complete projects in a timely manner. Added that if necessary to expedite a project, the firm and its consultants have the resources.	Provided a detailed statement of the tasks related to each phase of a project. Indicated that firm's projects are delivered successfully every time.
Total Evaluation Points	527.8	566.2	567.4	557.8	537.8	524	518	540.7	545.3	543.6	531.6	550	517.2	560.4	538.4	538
Ranking	13	2	1	4	11	14	15	8	6	7	12	5	16	3	9	10

**SOUTH TEXAS COLLEGE  
ARCHITECTURAL SERVICES  
PROJECT NO. 13-14-1046**

<b>VENDOR</b>		<b>Amtech Building</b>	<b>Boultinghouse</b>	<b>EGV Architects, Inc.</b>	<b>ERO</b>	<b>Gignac &amp;</b>	<b>Gomez</b>	<b>LNv, Inc.</b>	<b>Mata Garcia</b>	<b>Megamorphosis, Inc.</b>	<b>Milnet</b>	<b>Negrete &amp; Kolar</b>	<b>PBK Architects, Inc.</b>	<b>RGV Architecture</b>	<b>Rike Ogden Figueroa</b>	<b>RPGA</b>	<b>The Warren Group</b>																	
<b>ADDRESS</b>		2403 N 10th St Ste B	3301 N McColl Rd	220 S Bridge St	300 S 8th St	222 E Van Buren Ste	1150 Paredes Line Rd	801 W Nolana Ave Ste	1314 W Ivy Ave	324 W Van Buren Ave	608 S 12th St	11720 N IH 35	3900 N 10th St Ste	2020 E Expway 83	1007 Walnut Ave	101 S Jennings Ave	1801 S 2nd St Ste 330																	
<b>CITY</b>		McAllen, TX 78501	McAllen, TX 78501	Hidalgo, TX 78557	McAllen, TX 78501	Harlingen, TX 78550	Brownsville, TX	McAllen, TX 78504	McAllen, TX 78501	Harlingen, TX 78550	McAllen, TX 78501	Austin, TX 78753	McAllen, TX 78501	Mercedes, TX 78570	McAllen, TX 78501	Fort Worth, TX 76104	McAllen, TX 78503																	
<b>PHONE</b>		956-686-3095	956-630-9494	956-843-2987	956-661-0400	956-365-4820	956-546-0110	956-627-3979	956-631-1945	956-428-1779	956-688-5656	512-474-6526	210-854-0241	956-456-9828	956-686-7771	817-332-9477	956-994-1900																	
<b>FAX</b>		956-686-2233	956-630-2058	956-843-9726	956-661-0401	956-365-4822	956-546-0196	956-883-1986	956-631-1968	956-425-5886	956-687-9289	956-386-0613	713-961-4571		956-687-3433	817-332-9487	956-994-1962																	
<b>CONTACT</b>		Michael D. Hovar	Danny Boultinghouse	Eduardo Vela	Eli R. Ochoa	Raymond Gignac	Rudy V. Gomez	Robert M. Viera	Hector Rene Garcia	Meg Foster Jorn	Rodolfo R. Molina, Jr.	David Negrete	Cliff Whittingstall	Steven L. McGarraugh	Luis Figueroa	Robert Garza	Laura Nasri Warran																	
1	<b>2.1 Statement of Interest</b> 2.1.1 Interest and unique qualifications 2.1.2 Firm History and important statistics 2.1.3 Availability and commitment of key personnel. (up to 100 points)	78	82.8	92	93.8	90	93.2	92	90.6	85	84.2	86	84.6	80	86.2	89	87.4	88	91.2	87	87.2	91	86.8	92	94.6	86	81.8	91	91.8	85	83.2	88	92	
		90		93		93		90		85		90		80		92		82		90		88		90		88		90		83		97		
		75		95		94		88		75		78		90		91		89		93		93		80		95		85		94		87		93
		91		90		90		95		90		91		89		93		93		93		93		92		95		85		94		87		93
		80		99		99		88		86		78		80		85		88		75		81		96		80		88		71		90		
2	<b>2.2 Prime Firm</b> 2.2.1 Experience and expertise of key members, including similar projects 2.2.2 Organization with lines of authority and communication, plus percent of time commitments. (up to 100 points)	81	87.2	94	96.6	90	94.4	93	92	88	86.8	85	87.2	80	84	92	89.4	88	88	89	85.4	90	86.4	91	90	85	83.4	91	91.6	90	88.8	86	88.6	
		90		95		95		88		85		90		93		85		92		85		90		92		90		92		92		93		
		95		99		95		88		85		98		75		93		89		95		88		94		85		99		89		94		85
		90		95		92		93		90		88		85		89		89		85		90		82		91		88		85		85		
		80		100		100		85		83		80		90		88		75		80		80		75		85		85		85				
3	<b>2.3 Project Team</b> 2.3.1 Organizational chart showing the roles of the prime firm and each consultant. Name Consultant and provide brief history, Consultants proposed role and related experience, Projects Consultant and prime have worked together on in last 5 years, Statement of Consultant's availability for this project and resume showing experience and expertise of key individuals. (up to 100 points)	80	89.4	95	95.6	90	93.8	95	94	88	90.8	86	86.8	70	83	90	87.4	90	94.2	90	91	86	90	90	86.8	86	84.4	91	93.2	84	88.8	84	86.6	
		88		92		92		90		88		85		90		93		90		90		90		93		90		92		93		90		
		95		99		99		93		93		85		90		98		98		98		93		86		98		90		90		90		90
		89		92		90		92		90		88		85		89		90		89		87		90		88		89		85		88		
		95		100		98		100		95		90		80		75		100		88		89		68		83		96		92		78		
4	<b>2.4 Representative Project</b> 2.4.1 Specific data on 5 representative projects showing similarities: Project Name and Location, Project Owner and contact information, Project construction cost, Project size in gross square feet, Date project was started and completed, Professional services prime firm provided for the project, Project manager, Project architect, Project designer and name of consultant firms and their expertise. Description of how project is similar to proposed project. (up to 100 points)	85	85	90	94.8	90	94.6	88	93.8	90	93	89	94.4	82	85	90	91.9	91	91.7	90	93.8	88	93.4	92	95.2	85	83	90	94.4	82	90.2	88	87.6	
		85		95		94		92		92		94		90		93		94		94		95		90		92		92		90		92		
		75		98		98		98		98		98		80		98		98		98		98		98		98		99		90		90		88
		85		92		92		92		90		92		85		88		88		88		90		88		92		88		88		85		
		95		99		99		99		95		99		88		93.5		93.5		99		97		99		85		99		99		87		
5	<b>2.5 Five References</b> 2.5.1 Name owner and owner's representative and phone numbers. (up to 100 points)	95	95	94	94	99	99	95	95	97	97	82	82	90	90	96	96	97	97	95	95	90	90	96	90	96	96	97	97	98	98	93	93	
		95		94		99		95		97		82		90		96		97		95		90		96		97		98		93				
		95		94		99		95		97		82		90		96		97		95		90		96		97		98		93				
		95		94		99		95		97		82		90		96		97		95		90		96		97		98		93				
		95		94		99		95		97		82		90		96		97		95		90		96		97		98		93				
6	<b>2.6 Project Execution</b> 2.6.1 Expedite design and construction with budget. Production capability to meet schedule demands. (up to 100 points)	70	88.4	85	91.4	90	92.4	91	92.4	90	86	85	89	86	89.8	88	88.6	80	83.2	90	91.2	85	85	90	93.4	91	88.6	90	92.4	85	89.4	84	90.2	
		90		94		95		90		80		90		85		83		92		90		95		90		90		90		90		92		
		95		95		95		96		80		96		96		95		85		99		85		99		93		85		97		90		
		92		88		87		90		90		90		84		90		78		90		80		88		87		90		80		90		
		95		95		95		95		90		90		90		90		90		85		90		95		90		95		95		95		
<b>TOTAL EVALUATION POINTS</b>		527.8	566.2	567.4	557.8	537.8	524	518	540.7	545.3	543.6	531.6	550	517.2	560.4	538.4	538																	
<b>RANKING</b>		13	2	1	4	11	14	15	8	6	7	12	5	16	3	9	10																	

## **Review and Action as Necessary on Contracting Mechanical, Electrical, and Plumbing Engineering On Call Services for Projects less than \$300,000 in Total Construction Costs**

Approval of Mechanical, Electrical, and Plumbing engineering on-call services as needed for district-wide construction projects less than \$300,000 in total construction costs is requested.

The benefit of a preapproved list of MEP firms is time saved by not soliciting qualifications on a project by project basis. Having a preapproved list of firms allows staff to coordinate one solicitation of qualifications for Board approval then recommend contracting with each firm as construction projects under \$300,000 are initiated. The assignment of projects to each firm is then monitored on an annual basis to ensure an equitable amount of work and fees are awarded to each firm on the list. This process has proven effective and allows MEP design services to be expedited.

The current approval of Mechanical, Electrical, and Plumbing engineering on-call services for construction projects with budgets under \$300,000 will expire on July 25, 2014. It is recommended that a minimum of three firms be approved for a period of one year with the option to renew for two additional one-year periods, with Board approval.

A summary chart of the projects awarded to firms from the on-call list over the previous three years follows in the packet. There were a total of nine projects awarded to these two MEP firms, with a total award value of \$87,761.00, or an average award of \$9,751.22 per project. Each of these awards was brought to the Board for approval. The on-call list serves only to expedite the procurement process on projects with an expected total cost below the Board established threshold.

Request for qualifications was prepared and on May 5, 2014 solicitation of these services began. On May 20, 2014 a total of five (5) firms submitted responses to the request for qualifications. The evaluation team has prepared the attached summary of the scoring and ranking for review by the Board.

The Facilities Committee recommended Board approval of the three highest-ranked firms of Halff Associates, Inc., DBR Engineering Consultants, Inc., and Sigma HN Engineers, PLLC. for Mechanical, Electrical, and Plumbing engineering on-call services for construction projects under \$300,000 in total construction costs for a period of one year with the option to renew for two additional one-year approvals as presented.

### **Recommendation:**

It is recommended that the Board of Trustees of South Texas College approve and authorize three highest-ranked firms of Halff Associates, Inc., DBR Engineering Consultants, Inc., and Sigma HN Engineers, PLLC. for Mechanical, Electrical, and Plumbing engineering on-call services for construction projects under \$300,000 in total construction costs for a period of one year with the option to renew for two additional one-year approvals 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 three highest-ranked firms of Halff Associates, Inc., DBR Engineering Consultants, Inc., and Sigma HN Engineers, PLLC. for Mechanical, Electrical, and Plumbing engineering on-call services for construction projects under \$300,000 in total construction costs for a period of one year with the option to renew for two additional one-year approvals as presented.

**Approval Recommended:**

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

**President**



**Summary of Fees Awarded for Mechanical Electrical Plumbing (MEP) Engineering Services On Call Contract  
Period Ending 7/25/14**

Firms	Year 1 7/26/11 to 7/25/2012		Year 2 7/26/12 to 7/25/2013		Year 3 7/26/13 to 7/25/2014		TOTAL	
	Number of Awards	Contract Awards Total	Number of Awards	Contract Awards Total	Number of Awards	Contract Awards Total	Number of Awards	Contract Awards Total
ACR Engineering	1	\$ 3,500.00	2	\$ 18,656.00	2	\$ 18,960.00	5	\$ 41,116.00
Halff Associates	2	\$ 36,000.00	1	\$ 6,925.00	1	\$ 3,720.00	4	\$ 46,645.00
<b>Total</b>	<b>3</b>	<b>\$ 39,500.00</b>	<b>3</b>	<b>\$ 25,581.00</b>	<b>3</b>	<b>\$ 22,680.00</b>	<b>9</b>	<b>\$ 87,761.00</b>

Summary of projects awarded through the On-Call List only, does not reflect any projects awarded through RFQ procedure

**SOUTH TEXAS COLLEGE  
MECHANICAL ELECTRICAL PLUMBING (MEP) ENGINEERING SERVICES  
PROJECT NO. 13-14-1064**

<b>VENDOR</b>	DBR Engineering Consultants, Inc.	Half Associates, Inc.	MEP Solutions Engineering, PLLC.	Sigma HN Engineers, PLLC.	Trinity MEP Engineering, LLC.
<b>ADDRESS</b>	200 S 10th St Ste 901	5000 W Military Hwy, Ste 100	600 E Beaumont Ave Ste 2	701 S 15th St	3533 Moreland Dr Ste A
<b>CITY</b>	McAllen, TX 78501	McAllen, TX 78503	McAllen, TX 78501	McAllen, TX 78501	Weslaco, TX 78596
<b>PHONE</b>	956-683-1640	956-664-0286	956-664-2727	956-332-3206	956-973-0500
<b>CONTACT</b>	Edward Puentes	Menton J. Murray III	Abram L. Dominguez	Jesus Gabriel Hinojosa	Leonardo Munoz
<b>2.1 Statement of Interest</b>					
<b>2.1.1 Statement of Interest and unique qualifications</b>	Indicated that they would respond quickly to requests for services as the need arises. Emphasized their "significant" experience with higher education facilities in the state of Texas.	Pointed to their experience in working for STC and other institutions of higher education under "on-call" contracts. Emphasized the work done on STC facilities either through direct contract or as sub-consultants under architectural firms.	Pointed out the firm's experience in providing services to governmental entities such as municipalities, universities, healthcare and other educational facilities. Indicated the ability of the firm to respond to meet aggressive schedules.	The firm emphasized the experience of the two principals in MEP engineering. They also indicated that STC would be working directly with the two principals.	Made a general statement about the firm's experience and capability of providing services. Indicated to a track record of meeting deadlines and client satisfaction.
<b>2.1.2 Firm History and Important Statistics</b>	Indicated that they have provided services since 1972. They have 92 staff members in five offices located in Houston, San Antonio, McAllen, Corpus Christi and Austin. These include 21 licensed engineers.	Founded in 1950 in Dallas. Has McAllen office since 1994. Has staff of approximately 500.	Firm was established in 2007. Has 5 employees, including two professional engineers.	Established in 2012. Indicated a combined 15 years experience of the two principals. Stated that they have completed 75 projects with 15 of these for higher education.	Firm was established in 2008. Has 15 employees. Located in Weslaco, TX.
<b>2.1.3 Availability and Commitment of key personnel</b>	Named the specific individual who would serve as project manager for STC projects. Pointed to skill-set availability from other offices as needed. Indicated their commitment to STC projects.	Named eight staff members who comprise project team, and the time commitment each would dedicate to STC projects. Indicated their readiness to execute assignments on STC projects.	Firm did not directly address this section of the RFQ, but had indicated in the Statement of Interest their commitment and availability to provide services as needed.	Indicated that firm has the resources and is prepared to perform work for STC. Listed a staff of seven. Pointed out that since firm is located in McAllen, they are able to provide services immediately upon request.	Indicated their commitment to undertake the work as outlined in STC's RFQ. Added their commitment to completing STC projects within designated schedules.
<b>2.2 Prime Firm</b>					
<b>2.2.1 Experience and expertise of key members, including similar projects</b>	Listed the following as the project team and provided resumes for all: - Brian C. Uhlrich, PE, LEED, Partner In Charge - Edward Puentes, PE, Project Manager - Antonio Salazar, Jr., Mechanical Engineer - Daniel Chavez, EIT, Electrical Designer - Maximo Antonio Leochico, Plumbing Designer	Provided resumes for the two following key staff: -Trey Murray, PE, LEED AP, Project Manager - Phillip Applebaum, PE - Hugo H. Avila, PE, Mechanical - Tom Dearnin, PE, Electrical - Jose Delgado, PE, Electrical	Provided resumes for the two professional engineers: - Luis Javier Pena, PE - Abram L. Dominguez	Provided resumes for the two principals: - Jesus Gabriel Hinojosa, PE - Jose Antonio Nicanor, PE	Provided resumes for the following staff: - Leonardo Munoz, PE, CEO - Fidencio Alvarado, Senior Electrical Designer/Project Manager
<b>2.2.2 Staff Assignments with lines of authority and communication, plus percent of time commitments</b>	Provided the duties for each of the above-named staff and the percentage of time each will commit to a project.	Roles, assignments and time commitments for staff was indicated in 2.1.3 above. The organization chart shows lines of authority.	Staff assignments were shown in the organizational chart. It included the two engineers and the three other firm staff members.	Staff assignments and time commitment for each staff was included.	Indicated that all projects go through a project manager who keeps project team informed on updates, assignments and deadlines. Stated that time involvement will be based on project complexity.
<b>2.3 Project Team</b>					
<b>2.3.1 Org chart with roles of key individuals</b>	Included organization chart that shows the staff members named above and the lines of authority between them.	Organization chart is included which shows expertise and lines of authority between key project team members.	Organizational chart was included that showed roles and lines of authority.	Organization chart was included showing roles and lines of authority for staff. They also included a structural engineering firm (CLH Engineering), which they will use as a consultant as needed.	Included organization chart with lines of authority and project assignments.
<b>2.4 Representative Projects</b>	- Texas Southmost College, \$662,000, Relocation of Health Training Program Labs - Texas State Technical College, \$2 million, Building "D" - The University of Texas - Pan American, \$2,450,000, Soccer, Track & Field Complex - La Joya ISD, \$662,000, Juarez-Lincoln & Jimmy Carter Early College High Schools - Edinburg CISD, \$9,488,337, Robert Vela High School	- STC, \$508,000, Technology Campus HVAC Improvements - STC, \$299,000, Starr County Campus Chiller Addition - UT Pan American, UC Center HVAC Renovation - TSTC Harlingen, \$1,989,026, Consolidated Student Services Center - San Benito ISD, \$5.3 Million, HVAC Renovation	- Donna ISD, \$46,000,000, Donna High School #2 - PSJA ISD, \$8,087,000, T-STEM Early College High School - Phase I Renovations and Additions - PSJA ISD, \$9,691,000, T-STEM Early College High School - Phase II - PSJA ISD, \$7,478,000, Science Lab Classroom Additions - IDEEA Academy, (three locations for total of \$12,3888,080)	- STC, \$219,000, Pecan Plaza Parking Lot Improvements - STC, \$350,00, Student Services Building Modifications - UT-Pan American, \$1.96 million, Lamar and ITT Parking - UT-Pan American, \$278,000, Dietetics Lab - UT-Pan American, \$200,000, NECC/MAGC Chilled Water Piping	- STC, \$300,000, Science Lab Remodel - STC, \$250,000, Nursing Pharmacy - PSJA ISD, \$790,000, Liberty Middle School Chiller Replacement - Monte Alto ISD, \$17 million, Monte Alto High School - Mission CISD, \$14 million, Mission Early College Campus
<b>2.5 References</b>	- Texas State Technical College - The University of Texas - Pan American - Edinburg CISD	- UT-Pan American - TSTC-Harlingen - San Benito ISD	- Bouldinghouse Simpson Gates Architects - ERO Architects - ROFA Architects	- ERO Architects - R. Gutierrez Engineering - UT-Pan American	- Mission CISD - PSJA ISD - Monte Alto ISD
<b>2.6 Project Execution</b>					
<b>2.6.1 Project Execution</b>	Affirmed that they are willing and able to expedite services. Do not anticipate having to supplement capabilities of McAllen team, but are prepared to utilize staff from other offices.	Stated commitment to meeting any reasonable schedule. Pointed out that work can be done on a timely basis due to familiarity with STC facilities. Provided detailed statement on project approach and quality control plan.	Stated their willingness and ability to expedite design and construction administration services.	Indicated that meeting schedules and accelerated timelines is part of the firm's culture. Stated that they are willing and able to expedite services. Pointed to a proven track record for the two principals.	Indicated their willingness and ability to expedite design services. Pointed out their staff of 15 employees.
<b>TOTAL EVALUATION POINTS</b>	546.65	574.32	539.48	556.81	531.65
<b>RANKING</b>	3	1	4	2	5

## **Review and Action as Necessary on Contracting Architectural Services for Technology Campus Building B Re-roofing**

Approval to contract architectural services to prepare plans and specifications for the Technology Campus Building B (West Academic Building) Re-roofing project is requested.

As part of the current fiscal year Facilities Deferred Maintenance Plan, facilities staff has included the replacement of the roof over the campus' original building. The existing roof has been in place seventeen years and has met its expected life cycle. Maintenance on the existing roof has surpassed normal levels and reoccurring leaks have become a concern. Funds have been included in the current fiscal year budget for this capital renewal project.

This proposed repair is not related to the hail storm. The Technology Campus buildings' roofs were inspected for hail damage after the hail storm in March of 2012 and it was confirmed that the roof for Building B was not damaged by hail.

On March 31, 2014, STC began soliciting architectural qualifications for the purpose of selecting a firm to prepare the necessary plans and specifications for the re-roofing of building B at the Technology Campus. A total of six (6) firms received a copy of the Request for Qualifications and a total of four (4) firms submitted their responses on April 16, 2014.

STC staff members completed evaluations for the four (4) firms and prepared the attached scoring and ranking summary. Amtech Building Sciences ranked highest and is recommended for Board approval.

The Facilities Committee recommended Board approval to contract architectural services with Amtech Building Sciences for the preparation of plans and specifications for the Technology Campus Building B Re-roofing project as presented.

### **Recommendation:**

It is recommended that the Board of Trustees of South Texas College approve and authorize contracting architectural services with Amtech Building Sciences for the preparation of plans and specifications for the Technology Campus Building B Re-roofing 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 architectural services with Amtech Building Sciences for the preparation of plans and specifications for the Technology Campus Building B Re-roofing project as presented.

### **Approval Recommended:**

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

**SOUTH TEXAS COLLEGE  
ARCHITECTURAL SERVICES - TECHNOLOGY CAMPUS BUILDING B RE-ROOFING PROJECT  
PROJECT NO. 13-14-1054**

<b>VENDOR</b>	Amtech Building Sciences, Inc.	Boullinghouse Simpson Gates Architects	EGV Architects, Inc.	Rike Ogden Figueroa Allex Architects, Inc.
<b>ADDRESS</b>	2403 N 10th St Ste B	3301 N McColl Rd	220 S Bridge St	1007 Walnut Ave
<b>CITY</b>	McAllen, TX 78501	McAllen, TX 78501	Hidalgo, TX 78557	McAllen, TX 78501
<b>PHONE</b>	956-686-3095	956-630-9494	956-843-2987	956-686-7771
<b>FAX</b>	956-686-2233	956-630-2058	956-843-9726	956-687-3433
<b>CONTACT</b>	Michael D. Hovar	Danny Boullinghouse	Eduardo Vela	Luis Figueroa
<b>2.1 Statement of Interest</b>				
<b>2.1.1 Statement of Interest for Project</b>	Indicated that firm specializes in the Building Envelope and Roof consulting. They also mentioned two projects in which they provided work for STC.	Indicated that they are a small firm by choice and are selective about projects and for that reason will make the STC project a priority on their schedule.	Mentioned the firm's "extensive" experience in the Rio Grande Valley and "exceptional" track record for meeting project scope and being within budget.	The firm cited the previous work they have provided for STC and stated their confidence in the ability to continue providing service.
<b>2.1.2 History and Statistics of Firm</b>	- Firm was established in 1979. - Indicated that they are one of the oldest firms that deal with roof and building envelope assessment. - Have 24 employees firm wide and 5 offices.	- Firm was established in 1990 through merger of two independent practices. - Have a staff of nine - 600 projects and 85% repeat client rate	- Firm established in 1994 - Specialize in educational facilities - Firm has never been involved in litigation	- Established in 1949 in McAllen and - Maintain offices in McAllen and Harlingen
<b>2.1.3 Statement of Availability and Commitment</b>	Confirmed availability and commitment of its key staff and resources to provide services to STC.	Confirmed availability and commitment of Project Architect and Project Manager to the project.	Indicated that they will commit as much time as necessary to meet project milestones and acquire additional help to be sure project is done on time.	Indicated the immediate availability to provide services and the active participation by the key team members of the firm, including the two principals.
<b>2.2 Prime Firm</b>				
<b>2.2.1 Resumes of Principals and Key Members</b>	Included resumes for the following staff: - Robert F. Alford, President - Michael D. Blanchette, Vice President - Michael D. Hovar, Director of Operations - Alejandro Folchi, Project Manager	Included resumes for the following: - Danny Boullinghouse, Principal Architect - Robert S. Simpson, Principal Architect - John Gates, Architect - Carolina Civarolo, Architect	Included resumes for the following: - Eduardo G. Vela, Senior Project Manager - Radu D. Popescu, Project Manager - Alejandra Mina, Project Manager - Rebecca Acuña, Office Manager/CADD Technician - Gilbert Zamiga, CADD Technician - Ramiro E. Ramos, CADD Technician	Included resumes for the following: - Luis Figueroa - Principal - Michael E. Allex - Principal - Humberto Rodriguez - Associate - Cesar A. Roque - Associate AIA
<b>2.2.2 Project Assignments and Lines of Authority</b>	Enumerated the duties and assignment of the above-named staff and included the lines of authority among the same staff members. Provided the percentage time each staff would dedicate to a project.	Lines of authority and assignments within firm are shown in an organization chart that includes all nine staff.	Listed key personnel for projects in order of authority and their titles. Indicated that they adjust staff to different lines of duty depending on specific project needs.	Showed assignments for all of the staff listed above and the percentage of time each will devote to project.
<b>2.3 Project Team</b>				
<b>2.3.1 Org chart with Role of Prime Firm and consultants</b>	Included Org chart that has main staff members and roles. It included the following Consultants: - MEP Solutions Engineering - MEP - Chanin Engineering - Structural Engineering	Included organization chart which showed the following consultants: - Half Associates - MEP - MHI Roofing - Roofing - CLH Engineering - Structural	Organization chart is included which shows lines of authority and project team. The project team includes the following: - Chanin Engineering -Structural - Trinity MEP Engineering - MEP Consultant - ARMKO Industries - Roofing	Organization chart was included with staff assignments and it included two consultants. The consultants are the following: - Half and Associates - MEP - Hinojosa Engineering - Structural
<b>2.4 Representative Projects</b>				
<b>2.4.1 Minimum of 5 projects firm has worked on</b>	- Edinburg CISD - Retro-Roofing and Flashing Replacement of Monte Cristo Elementary (\$225,084) - Edinburg CISD - Roof Overlay at Travis ES Gym and Roof Repairs at Escandon and Truman ES, Total of (\$439,985) - Brownsville ISD - Re-Roofing Project at Morningside Elementary School (\$673,981) - Corpus Christi ISD - Re-Roofing of Haas Middle School and Smith Elementary School, Total of (\$1,845,587) - STC - Repair of Pecan Campus Hail Damaged Roofs and Related Equipment (\$7,572,370)	- McAllen ISD - various roofing projects were listed - UT-Pan American - Math Building Physical Science East & West Wing (\$324,000) - Sharyland ISD - listed three roofing projects - City of McAllen - various roofing projects	- PSJA ISD - Whimney Elementary School (\$10,439,417) - PSJA ISD - Various Re-Roofing Projects (3 Schools), Total of (\$966,747) - Roma ISD - Anna S. Canavan Elementary School (\$14,495,610) - City of Hidalgo - Rio Grande Valley Border Security and Technology Training Center (\$1,866,903) - PSJA ISD - LBJ Middle School Remodeling, Additions & Site Improvements (\$18,344,950)	- La Villa ISD - La Villa High School Re-Roofing (\$967,200) - City of South Padre Island - South Padre Island Repairs to the Convention Center (\$3,200,000) - McAllen Housing Authority - McAllen Housing Authority Re-Roofing and Misc. Improvements (\$657,000) - Texas Facilities Commission - McAllen Department of Public Safety Regional Offices Renovations (\$1,835,000) - Roma ISD - Manuel Guerra Administration Building (\$2,313,000) - Listed an additional ten projects which involved re-roofing work
<b>2.5 References</b>				
<b>2.5.1 References on three of above-listed projects</b>	- Corpus Christ ISD - Brownsville ISD - Edinburg CISD	- University of Texas-Pan American - City of McAllen - Sharyland ISD - McAllen ISD	- Pharr-San Juan-Alamo ISD - Hidalgo ISD - Roma ISD - Mission CISD - City of Hidalgo	- La Villa ISD - South Padre Island Convention Center - McAllen Housing Authority - Roma ISD - Texas Facilities Commission
<b>2.6 Project Execution</b>				
<b>2.6.1 Willingness and ability to expedite services. Ability to supplement production.</b>	Included a three-phase project execution plan and a statement of how they maintain quality control on a project. Stated in a previous section that staff from other offices would be available to assist as needed.	Pointed out that they have been successful in controlling the work so that they never had to add staff to meet project demands. Nevertheless, they indicate that they will take whatever measure necessary to meet client needs.	Stated their process of "architecture-by-team" approach in which client, architect and consultants to exchange ideas and all work together to establish goals for the project. Stated that they will acquire additional help as necessary to ensure on time delivery of project.	Indicated their commitment to an immediate and thorough response to projects. Provided a summary of the project phases to be followed by firm.
<b>Total Evaluation Points</b>	566.25	556.75	552.75	553.75
<b>Ranking</b>	1	2	4	3

**SOUTH TEXAS COLLEGE  
ARCHITECTURAL SERVICES - TECHNOLOGY CAMPUS BUILDING B RE-ROOFING PROJECT  
PROJECT NO. 13-14-1054  
EVALUATION FORM**

<b>VENDOR</b>		Amtech Building Sciences, Inc.	Boultinghouse Simpson Gates Architects	EGV Architects, Inc.	Rike Ogden Figueroa Alex Architects, Inc.
<b>STREET</b>		2403 N 10th St Ste B	3301 N McColl Rd	220 S Bridge St	1007 Walnut Ave
<b>STATE/ZIP</b>		McAllen, TX 78501	McAllen, TX 78501	Hidalgo, TX 78557	McAllen, TX 78501
<b>PHONE</b>		956-686-3095	956-630-9494	956-843-2987	956-686-7771
<b>FAX</b>		956-686-2233	956-630-2058	956-843-9726	956-687-3433
<b>CONTACT</b>		Michael D. Hovar	Danny Boultinghouse	Eduardo Vela	Luis Figueroa
1	<b>2.1 Statement of Interest</b>	93	92	90	91
	2.1.1 Interest and unique qualifications	97	95	94	95
	2.1.2 Firm History and important statistics	95	95	95	95
	2.1.3 Availability and commitment of key personnel. (up to 100 points)	95	93	93	92
2	<b>2.2 Prime Firm</b>	93	92	90	91
	2.2.1 Experience and expertise of key members, including similar projects	95	98	95	95
	2.2.2 Organization with lines of authority and communication, plus percent of time commitments. (up to 100 points)	90	89	80	85
		95	95	95	93
3	<b>2.3 Project Team</b>	90	90	92	91
	2.3.1 Organizational chart showing, the roles of the prime firm and each consultant: Name Consultant and provide brief history, Consultants proposed role and related experience, Projects Consultant and prime have worked together on in last 5 years, Statement of Consultant's availability for this project and resume showing experience and expertise of key individuals. (up to 100 points)	98	97	97	90
		90	90	85	85
		95	92	90	92
4	<b>2.4 Representative Project</b>	95	92	90	92
	2.4.1 Specific data on 5 representative projects showing similarities: Project Name and Location, Project Owner and contact information, Project construction cost, Project size in gross square feet, Date project was started and completed, Professional services prime firm provided for the project, Project manager, Project architect, Project designer and name of consultant firms and their expertise. Description of how project is similar to proposed project. (up to 100 points)	98	85	96	98
		90	90	85	85
		98	95	92	90
5	<b>2.5 Five References</b>	95	94	99	97
	2.5.1 Name owner and owner's representative and phone numbers. (up to 100 points)	95	94	99	97
		95	94	99	97
		95	94	99	97
6	<b>2.6 Project Execution</b>	91	90	88	90
	2.6.1 Expedite design and construction with budget. Production capability to meet schedule demands. (up to 100 points)	97	97	96	98
		95	90	80	87
		95	94	92	92
<b>TOTAL EVALUATION POINTS</b>		566.25	556.75	552.75	553.75
<b>RANKING</b>		1	2	4	3

## **Review and Action as Necessary on Contracting Civil Engineering Design Services for Pecan Campus Portable Buildings Infrastructure Improvements**

Approval to contract civil engineering design services for the Pecan Campus Portable Buildings Infrastructure Improvements is requested.

In May 2014, the Board approved a plan to relocate portable buildings on the Pecan Campus in order to accommodate the 2013 Bond construction projects. The plan to relocate the portable buildings will require the design and construction of utilities infrastructure including water, sewer, power, communications, and sidewalks to support the portables.

This plan for relocation of portable buildings will be reviewed with the 2013 Bond Construction Program Management team for consistency with the master plan and Bond construction program. To support the Bond construction program schedule, staff recommends starting the design of the required infrastructure by contracting civil engineering design services with one of the current firms approved for on-call services.

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

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

Based on previous project assignments to these firms, Melden & Hunt is recommended to provide civil engineering services for this project.

Funds are available in the FY2013-2014 construction budget for design and construction of these improvements, with final amount to be negotiated.

<b>Project Budget</b>		
<b>Budget Components</b>	<b>Available Funds</b>	<b>Estimated Cost</b>
Design	\$25,000	Actual design fees are estimated at \$24,750 and will be finalized during contract negotiations
Construction	\$275,000	Actual cost will be determined after the solicitation of construction proposals

The Facilities Committee recommended Board approval to contract civil engineering design services with Melden & Hunt for the Pecan Campus Portable Buildings Infrastructure Improvements as presented.

### **Recommendation:**

It is recommended that the Board of Trustees of South Texas College approve and authorize contracting civil engineering design services with Melden & Hunt for the Pecan Campus Portable Buildings Infrastructure Improvements as presented.

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

The Board of Trustees of South Texas College approves and authorizes contracting civil engineering design services with Melden & Hunt for the Pecan Campus Portable Buildings Infrastructure Improvements as presented.

**Approval Recommended:**

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

**President**

## Civil Engineering Services On Call

Board Approval	Project Awarded	Firm	Campus	Project	Amount	Totals	Percent Fee	Construction Amount
11/28/2011		Dannenbaum Engineering Halff Associates, Inc. Meldon & Hunt Perez Consulting Engineers R. Gutierrez Engineering		Award: 11/29/11 to 11/28/12 w/ two one-year renewals	Projects under \$500K			
	9/19/2011	R. Gutierrez Engineering	Other	Starr/HUD Demolition of Housing Units	41,275		20.97%	\$ 196,841.00
		<b>R. Gutierrez Engineering</b>				<b>41,275.00</b>		
	2/23/2012	Halff Associates	Mid Valley	2012 Parking Expansion	59,000		14.42%	\$ 409,041.90
		<b>Halff Associates</b>				<b>59,000.00</b>		
	11/27/2012	Dannenbaum Engineering	District-wide	ADA Improvements for Building to Building Access	25,000		11.55%	\$ 216,535.81
		<b>Dannenbaum Engineering</b>				<b>25,000.00</b>		
	11/27/2012	Perez Consulting Engineers	Pecan	Demolition of James Property	12,960**		29.59%	\$ 43,801.00
		<b>Perez Consulting Engineers</b>				<b>12,960.00</b>		
<b>9/27/2012</b>				<b>1st Renewal: 11/29/12 to 11/28/13</b>				
	1/29/2013	Meldon & Hunt	Mid Valley	Resurfacing Existing Parking Lot 4	21,925.25		14.62%	\$ 149,933.65
		<b>Meldon &amp; Hunt</b>				<b>21,925.25</b>		
	2/26/2013	R. Gutierrez Engineering	Pecan Plaza	Parking Lot Resurfacing and Area Lighting Replacement	21,591.55		10.00%	\$ 215,915.50
		<b>R. Gutierrez Engineering</b>				<b>21,591.55</b>		
	10/28/2013	Halff Associates	Technology	Detention Pond Improvements	8,500		34.00%	\$ 25,000.00
		<b>Halff Associates</b>				<b>8,500.00</b>		
<b>10/28/2013</b>				<b>2nd Renewal: 11/29/13 to 11/28/14</b>				
	1/28/2014	Perez Consulting Engineers	NAH	Subdivision Plat	16,930			N/A
		<b>Perez Consulting Engineers</b>				<b>16,930.00</b>		
						<b>16,930.00</b>		

\*\* Fees for demolition design services are not consistent with fees for design of new construction.

Civil Engineering Services On Call - Contract Period Ending 11/28/14				
	Contract Awards		Future	
	11/28/11 - present	Current Project	Projects* (Estimated)	Total
Dannebaum Engineering	\$ 25,000.00	\$ -	\$ 20,000.00	\$ 45,000.00
Halff Associates, Inc.	\$ 67,500.00	\$ -	\$ -	\$ 67,500.00
Meldon & Hunt	\$ 21,925.25	\$ 24,750.00	\$ -	\$ 46,675.25
Perez Consulting Engineers	\$ 29,890.00	\$ -	\$ -	\$ 29,890.00
R. Gutierrez Engineering	\$ 62,866.55	\$ -	\$ -	\$ 62,866.55
<b>Total</b>	<b>\$ 207,181.80</b>	<b>\$ 24,750.00</b>	<b>\$ 20,000.00</b>	<b>\$ 251,931.80</b>

Other future projects will continue to be awarded based on rotation, project cost amount, and other pertinent information.



## **Review and Action as Necessary on Contracting Construction Services for Pecan Campus Student Services Building Modifications**

Approval to select a contractor for the Pecan Campus Student Services Building Modifications is requested.

In September 2013, the Board approved design services with ERO Architects, selected from the On-Call list of Architecture firms, to prepare plans and specifications for these building modifications. Included in the FY 2013-2014 construction budget are funds for modifications of the student services area at the Pecan Campus. These improvements include the following:

- Conversion of four classrooms into staff offices for the Judicial Affairs Department, Accounts Receivable staff who assist with student payments, and Student Orientation meeting space
- Creation of a student payment lab
- Installation of glass storefronts and glass doors for each department where students can benefit from a more accessible and more inviting entrance
- Improvement of space efficiency and creation of additional staff offices
- Creation of an ADA student lab for added assistance with enrollment process
- Improvement of efficiency of space for Veteran's Affairs Department

STC staff and ERO Architects have issued the necessary plans and specifications for the solicitation of competitive sealed proposals. Solicitation of competitive sealed proposals for this project began May 5, 2014. Eight (8) sets of construction documents were issued and a total of seven (7) were received on May 22, 2014.

<b>Timeline for Solicitation of Competitive Sealed Proposals</b>	
May 5, 2014	Solicitation of competitive sealed proposals. Eight (8) sets of construction documents were issued.
May 22, 2014	Seven (7) proposals were received.

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

The Facilities Committee recommended Board approval to contract construction services with Bullard Construction in the amount of \$393,000 for the Pecan Campus Student Services Building Modifications project as presented.

### **Recommendation:**

It is recommended that the Board of Trustees of South Texas College approve and authorize contracting construction services with Bullard Construction in the amount of \$393,000 for the Pecan Campus Student Services Building Modifications 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 Bullard Construction in the amount of \$393,000 for the Pecan Campus Student Services Building Modifications project as presented.

**Approval Recommended:**

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

**SOUTH TEXAS COLLEGE  
STUDENT SERVICES BUILDING MODIFICATIONS  
PROJECT NO. 13-14-1059**

<b>VENDOR</b>	Bullard Construction	CAS Companies, L.P.	JCON Construction, LLC.	VCI Builders, Inc.	ZIWA Corporation
<b>ADDRESS</b>	5000 W Military Hwy	1306 FM 1092 Ste 304	604 Palmview Dr	108 N Jackson Rd Ste 18	1952 S Price Rd
<b>CITY/STATE</b>	McAllen, TX 78503	Missouri City, TX 77459	Mission, TX 78574	Edinburg, TX 78541	Brownsville, TX 78521
<b>PHONE</b>	956-972-0321	956-216-8200	956-227-3215	956-781-0644	956-542-8167
<b>FAX</b>	956-972-0325	956-216-8069	956-581-8892	866-733-9889	956-986-2775
<b>CONTACT</b>	Dan Ogletree	Raymond Moses	Juan Peña Jr.	Joe Arredondo	Fabian de la Garza
<b>#</b>	<b>Description</b>	<b>Proposed</b>	<b>Proposed</b>	<b>Proposed</b>	<b>Proposed</b>
1	<b>Base Proposal:</b> Pecan Campus Student Services Building Modifications	\$ 393,000.00	\$ 415,000.00	\$ 415,142.00	\$ 489,000.00
2	Notice to Proceed	10 Working Days	10 Working Days	5 Working Days	5 Working Days
3	Completion of Work	120 Calendar Days	120 Calendar Days	60 Calendar Days	140 Calendar Days
4	Bid Bond Received	Yes	Yes	Yes	Yes
<b>TOTAL AMOUNT PROPOSED</b>		\$ 393,000.00	\$ 415,000.00	\$ 415,142.00	\$ 489,000.00
<b>TOTAL RANKING POINTS</b>		83.6	60.7	83.2	74.1
<b>RANKING</b>		1	3	2	4

**SOUTH TEXAS COLLEGE  
STUDENT SERVICES BUILDING MODIFICATIONS  
PROJECT NO. 13-14-1059  
EVALUATION FORM**

VENDOR		Bullard Construction	CAS Companies, LP.	JCON Construction, LLC.	VCI Builders, Inc.	ZIWA Corporation
ADDRESS		5000 W Military Hwy	1306 FM 1092 Ste 304	604 Palmview Dr	108 N Jackson Rd Ste 18	1952 S Price Rd
CITY/STATE		McAllen, TX 78503	Missouri City, TX 77459	Mission, TX 78574	Edinburg, TX 78541	Brownsville, TX 78521
PHONE/FAX		956-972-0321	956-216-8200	956-227-3215	956-781-0644	956-542-8167
FAX		956-972-0325	956-216-8069	956-581-8892	866-733-9889	956-986-2775
CONTACT		Dan Ogletree	Raymond Moses	Juan Peña Jr.	Joe Arredondo	Fabian de la Garza
1	The Respondent's price proposal. (up to 45 points)	45	38	42.6	42.6	36
		45	38	42.6	42.6	36
		45	38	42.6	42.6	36
		45	38	42.6	42.6	36
		45	38	42.6	42.6	36
2	The Respondent's experience and reputation. (up to 10 points)	7	7	7	7	9
		6	8	6	8	7
		6	9	6	8	8
		8	9	5	8	7
		7	9	7	8	8
3	The quality of the Respondent's goods or services. (up to 10 points)	7	7	3	7	9
		7	7	3	8	8
		8	9	3	8	6
		8	8	1	6	9
		8	9	3	7	6
4	The Respondent's safety record. (up to 5 points)	3	2	3	4	3
		4	3	2	3	4
		4	4	1	4	4
		5	4	1	2	3.5
		3.5	4	2	4	4
5	The Respondent's proposed personnel. (up to 8 points)	6	5	2	7	5
		6	5	1	7	6
		6	7	2	7	4
		5	7	1	6	5
		7	7	2	6	5
6	The Respondent's financial capability in relation to the size and scope of the project. (up to 9 points)	7	7	3	7	7
		6	8	2	6	8
		5	8	2	6	5
		5	8	1	7	7
		7	8	2	5	7
7	The Respondent's organization and approach to the project. (up to 6 points)	5	4	1	2	4
		5	4	0	2	5
		5	5	0	3	4
		4	4	0	3	4
		5	4	1	2	4
8	The Respondent's time frame for completing the project. (up to 7 points)	3.5	3.5	3.5	7	3
		3.5	3.5	3.5	7	3
		3.5	3.5	3.5	7	3
		3.5	3.5	3.5	7	3
		3.5	3.5	3.5	7	3
<b>TOTAL EVALUATION POINTS</b>		83.6	79.5	60.7	83.2	74.1
<b>RANKING</b>		1	3	5	2	4

## **Review and Action as Necessary on Rejection of Construction Proposals for Technology Campus Cooling Tower Replacement**

Approval to reject construction proposals for the Technology Campus Cooling Tower Replacement project is requested.

In February 2014, the Board approved design services with Halff Associates to prepare plans and specifications for the replacement of the original HVAC cooling tower. Included in the FY 2013-2014 renewals and replacements budget are funds for the replacement of the cooling tower at the Technology Campus. The replacement of this A/C cooling tower is included as part of the Facilities Deferred Maintenance Plan.

STC staff has been working with Halff Associates to prepare and issue the necessary plans and specifications for the solicitation of competitive sealed proposals. Solicitation of competitive sealed proposals for this project began May 5, 2014. Twelve (12) sets of construction documents were issued and a total of five (5) were received on May 27, 2014.

It was estimated during the design phase that the cost for construction of this project would be approximately \$265,000. Actual proposals received ranged from \$415,000 to \$590,000 which is well over the available budget and also exceeds the Board approved construction cost limitation of \$300,000 associated with On-Call MEP engineering services. For these reasons, staff recommends Board approval to reject the current proposals and allow staff to work with Halff Associates to redesign to effectively reduce the cost of the work and re-solicit construction proposals.

The Facilities Committee recommended Board approval to reject construction proposals, requiring that Halff Associates redesign to effectively reduce the cost, and re-solicit proposals for the Technology Campus Cooling Tower Replacement project as presented.

### **Recommendation:**

It is recommended that the Board of Trustees of South Texas College approve and authorize rejecting construction proposals, requiring that Halff Associates redesign to effectively reduce the cost, and re-solicit proposals for the Technology Campus Cooling Tower Replacement project as presented.

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

The Board of Trustees of South Texas College approves and authorizes rejecting construction proposals, requiring that Halff Associates redesign to effectively reduce the cost, and re-solicit proposals for the Technology Campus Cooling Tower Replacement project as presented..

### **Approval Recommended:**

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

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

- 1. District-Wide Automatic Door Openers Phase II**
- 2. Technology Campus Detention Pond Cleaning Project**

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

Projects		Substantial Completion	Final Completion	Documents Attached
1.	District-Wide Automatic Door Openers Phase II Project	Recommended	No	Certificate of Substantial Completion
2.	Technology Campus Detention Pond Cleaning Project	Previously Approved	Recommended	No letter recommending final acceptance since there is no engineer

**1. District-Wide Automatic Door Openers Phase II**

It is recommended that substantial completion for this project with 5 Star Construction Company be approved.

Architects with ACR Engineering and STC staff visited the site and developed a construction punch list. As a result of this site visit and observation of the completed work, a Certificate of Substantial Completion for the project was certified on May 29, 2014. Substantial Completion was accomplished within the time allowed in the Owner/Contractor agreement for this project. A copy of the Substantial Completion Certificate is attached.

5 Star Construction 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 July 2014 Board meeting.

**2. Technology Campus Detention Pond Cleaning Project**

It is recommended that Final Completion for this project CAS Construction Company be approved.

Final Completion including punch list requirements was accomplished within the time allowed in the Owner/Contractor agreement for this project. It is recommended that final completion and release of final payment for this project with Roth Excavating, Inc. be approved. The original cost approved for this project was in the amount of \$25,000.

The following chart summarizes the above information:

Construction Budget	Approved Proposal Amount	Net Total Change Orders	Final Project Cost	Previous Amount Paid	Remaining Balance
\$30,000	\$25,000	\$0	\$25,000	\$22,500	\$2,500

On May 7, 2014, 2014, STC Planning & Construction Department staff inspected the site to confirm that all punch list items were completed.

The Facilities Committee recommended Board approval of the substantial completion of the District-Wide Automatic Door Openers Phase II project and the final completion and release of final payment of 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 of the District-Wide Automatic Door Openers Phase II project and the final completion and release of final payment of 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 of the District-Wide Automatic Door Openers Phase II project and the final completion and release of final payment of the Technology Campus Detention Pond Cleaning project as presented.

**Approval Recommended:**

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

# AIA<sup>®</sup> Document G704<sup>™</sup> – 2000


## Certificate of Substantial Completion

<b>PROJECT:</b> <i>(Name and address)</i> STC District Wide Automatic Door Openers Phase II McAllen, TX	<b>PROJECT NUMBER:</b> 13v29/ <b>CONTRACT FOR:</b> District Wide Automatic Door Openers Phase II <b>CONTRACT DATE:</b> 1-10-2014	OWNER: <input checked="" type="checkbox"/> ARCHITECT: <input checked="" type="checkbox"/> CONTRACTOR: <input checked="" type="checkbox"/> FIELD: <input type="checkbox"/> OTHER: <input type="checkbox"/>
<b>TO OWNER:</b> <i>(Name and address)</i> South Texas College 3200 W. Pecan Blvd. McAllen, TX 78501	<b>TO CONTRACTOR:</b> <i>(Name and address)</i> 5 Star Construction 2609 E. Mile 2 Mission, TX 78574	

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

STC District Wide Automatic Door Openers Phase II

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

Warranty	Date of Commencement
ACR Engineering, Inc.	 May 29, 2014
ARCHITECT	BY DATE OF ISSUANCE

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

**Cost estimate of Work that is incomplete or defective:** \$14,800.00

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

5 Star Construction		
CONTRACTOR	BY	DATE

The Owner accepts the Work or designated portion as substantially complete and will assume full possession at 2:30pm (time) on May 29, 2014 (date).

South Texas College		
OWNER	BY	DATE

The responsibilities of the Owner and Contractor for security, maintenance, heat, utilities, damage to the Work and insurance shall be as follows:  
*(Note: Owner's and Contractor's legal and insurance counsel should determine and review insurance requirements and coverage.)*

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

### **Facilities Space Programs (Building interior spaces)**

- Work continues towards finalizing space programs for future Libraries
- All other building space programs are complete and ready for review by Construction Program Management (CPM) firm
- Goal is to have all space programs ready to hand over to architects in September, 2014

### **Construction Program Management Firm**

- Board of Trustees previously authorized negotiation team to negotiate contract terms with Broaddus & Associates (B&A)
- Negotiations team conducted first negotiations meeting with B&A on Tuesday May 13, 2014; meeting generally served as an orientation meeting and to identify action items needed by both B&A and STC; next meeting will take place on May 30, 2014
- B&A has offered some additional services for consideration by STC, which could add value to the overall Bond program; services include Building Information Modeling, accounting software for accounts tracking and specialized design consultants as needed
- Draft contract has been developed and is currently being reviewed by STC's negotiations team, legal counsel and B&A

### **Facilities Design Standards and Guidelines**

- FPC staff is currently working with an architect firm and MEP firm to assist with updates on various building standards
- FPC is coordinating a Facilities Technical Requirements Advisory Council to assist with input on building technical requirements and standards for all building systems
- Goal is to have these standards updated by August 2014

### **Solicitation of Architectural and Engineering Firms**

- FPC staff is currently working to outline and clarify the process for solicitation and hiring of architectural and engineering firms to assist with design of Bond construction projects
- It is anticipated that architects and engineers for the 2013 Bond Construction Program could be contracted by October 2014

**2013 Bond Construction Program**  
 Six Months Look Ahead  
 May 2014

Date	Action
May 30, 2014	CPM contract negotiations meeting no. 2 with Broaddus & Associates
June 2014	Finalize overall Bond program schedule
June 12, 2014	Update Board Facilities Committee on contract negotiations with Broaddus & Associates
June 26, 2014	Board approval of contract with Broaddus & Associates
July 2014	Prepare draft RFQ for architectural and engineer services
August 2014	Board approval of RFQ for architectural and engineer services
September 2014	Solicitation of architectural and engineer services
October 2014	Board approval of architectural and engineer firms
November 2014	Begin design work with architectural and engineer firms
November 2014	Begin solicitation of contractors using Construction Manager at Risk procurement method
December 2014	Board approval of contractors using Construction Manager at Risk procurement method

Mr. Gerry Rodriguez, Director of Facilities Planning and Construction, will attend the June 26<sup>th</sup>, 2014 Board Meeting to respond to questions on the 2013 Bond Construction Program Status.

This information is provided for the Board's information and feedback to staff, and no action is required,

## **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 JUNE 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
<b>Pecan Campus and Pecan Plaza</b>																		
1-004	Pecan Plaza - Police Department Space Renovation																PBK Architects	5 Star Construction
1-009	Pecan - M, N & L Repaint Purple Areas (RR)																Amitech Building Sciences	Alpha Building Corp
1-011	Pecan - Hall Damage Repairs (RR)																Amitech 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	Bridgenet
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
<b>Mid Valley Campus</b>																		
2-002	MV - SAB Art Lab Improvements																Boullinghouse Simpson Architects	All Pro Contractors
<b>Technology Campus</b>																		
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
<b>Nursing and Allied Health Campus</b>																		
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
<b>Starr County Campus</b>																		
5-001	Starr - HVAC Chiller Replacement (RR)																Half Associates	Highmark Construction
5-002	Starr - Stucco Painting for Buildings (RR)																Amitech Building Sciences	Alpha Building Corp
5-003	Starr - Parking Lot 5 Lighting																ACR Engineering	TBD
5-004	Starr - South Drive Lighting																ACR Engineering	TBD
<b>District Wide Improvements</b>																		
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																Dannenbaum 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 June 2014

Project	% Complete	Date to Complete	Current Activity	Budget	Contract Amount	Amount Paid	Balance
<b>Pecan Campus</b>							
<b>Pecan Plaza Renovations for Police Department</b>	85%	June 2014	<ol style="list-style-type: none"> <li>1. Construction Phase</li> <li>2. Construction in progress</li> </ol>	\$1,200,000	\$887,624.05	\$612,001.83	\$275,622.22
<b>Stucco Painting for Buildings M, N &amp; L</b>	70%	June 2014	<ol style="list-style-type: none"> <li>1. Construction phase</li> <li>2. Work in progress</li> </ol>	\$150,000	\$61,067	\$0	\$61,067
<b>Hail Damage Repairs Design</b>	100%	August 2013	<ol style="list-style-type: none"> <li>1. Design Phase</li> <li>2. Amtech has completed design of all design phases</li> <li>3. They will continue with construction administration until punch list is completed by contractor</li> </ol>	Design \$550,000	Design \$435,402.30	Design \$419,698.22	Design \$15,704.10
<b>Hail Damage Repairs Construction</b>	99%	June 2014	<ol style="list-style-type: none"> <li>1. Construction Phase</li> <li>2. All phases of repairs with SpawGlass are complete</li> <li>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 June 2014</li> </ol>	Const. \$5,500,000	Const. \$7,589,623.30	Const. \$7,098,108.28	Const. \$491,515.02
<b>Grant/Accountability Office Improvements</b>	100%	May 2014	<ol style="list-style-type: none"> <li>1. Design Phase</li> <li>2. Plans and specifications are complete</li> <li>3. Solicitation of Construction proposals is in progress</li> </ol>	\$4,000	\$9,000	\$0	\$9,000
<b>North Academic Building G226 Astronomy Computer Lab</b>	35%	July 2014	<ol style="list-style-type: none"> <li>1. Construction Phase</li> <li>2. Improvements are being done in house by Maintenance and IT staff</li> </ol>	\$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	100%	May 2014	<ol style="list-style-type: none"> <li>1. Design Phase</li> <li>2. Plans and Specification are complete</li> <li>3. Construction proposals have been received and a recommendation to hire a contractor will be made at the June 2014 Board meeting</li> </ol>	\$23,108	\$21,200	\$15,525	\$5,175
Pecan Plaza Continuing Education Classrooms Improvements	10%	Sept 2014	<ol style="list-style-type: none"> <li>1. Construction Phase</li> <li>2. Board approved contractor in April 2014</li> <li>3. Construction work in progress</li> </ol>	\$170,000	\$185,000	\$0	\$185,000
Pecan Campus North Academic Building Re-carpeting	10%	June 2014	<ol style="list-style-type: none"> <li>1. Construction Phase</li> <li>2. Request Board approved Contractor in May 2014</li> <li>3. Work in progress</li> </ol>	\$26,600	TBD	\$0	TBD
Pecan Campus South Academic Building Re-carpeting	10%	June 2014	<ol style="list-style-type: none"> <li>1. Construction Phase</li> <li>2. Request Board approved Contractor in May 2014</li> <li>3. Work in progress</li> </ol>	\$14,220	TBD	\$0	TBD
Pecan Campus Buildings A, E, G & X Electrical Disconnects	15%	August 2014	<ol style="list-style-type: none"> <li>1. Design Phase</li> <li>2. Board approved additional scope of design services in May 2014</li> <li>3. Design work in progress</li> </ol>	\$7,500	\$8,460	\$0	\$8,460
<b>Mid Valley Campus</b>							
South Academic Building Art Lab Improvements	99%	May 2014	<ol style="list-style-type: none"> <li>1. Construction Phase</li> <li>2. Construction work is substantially complete</li> <li>3. Punch list work is in progress</li> <li>4. Waiting on contractor to confirm punch list items are ready for inspection</li> <li>5. Contractor has committed to completing punch list by June 19, 2014</li> </ol>	\$40,000	\$42,500	\$32,623	\$9,877

Project	% Complete	Date to Complete	Current Activity	Budget	Contract Amount	Amount Paid	Balance
<b>Technology Campus</b>							
<b>West Academic Building Re-roofing</b>	0%	September 2014	<ol style="list-style-type: none"> <li>1. Design Phase</li> <li>2. Staff completed solicitation of qualifications from architects</li> <li>3. Staff will recommend Board approval of architect firm at the June 2014 meeting</li> </ol>	\$151,000	TBD	\$0	TBD
<b>Modifications for Career Planning Services Center</b>	100%	May 2014	<ol style="list-style-type: none"> <li>1. Construction Phase</li> <li>2. Improvements are minor and were done by STC Maintenance staff</li> <li>3. Work is complete</li> </ol>	\$15,000	\$3,773.51	\$3,773.51	\$0
<b>HVAC Cooling Tower Replacement</b>	100%	August 2014	<ol style="list-style-type: none"> <li>1. Design Phase</li> <li>2. Design work is complete</li> <li>3. Construction proposal were received and were over budget</li> <li>4. Staff will request Board approval in June 2014 to reject proposal, redesign and re-solicit proposals</li> </ol>	\$12,000	\$15,835	\$9,211.50	\$6,623.50
<b>Detention Pond Improvements</b>	100%	May 2014	<ol style="list-style-type: none"> <li>1. Construction Phase</li> <li>2. Work complete</li> <li>3. Staff will recommend Board approval of final completion at the June 2014 Board meeting</li> </ol>	\$30,000	\$29,985	\$27,485	\$2,500
<b>Nursing and Allied Health Campus</b>							
<b>Parking Expansion</b>	30%	July 2014	<ol style="list-style-type: none"> <li>1. Design Phase</li> <li>2. Board approved schematic design in May 2014</li> <li>3. Staff is working with engineer to complete plans and specifications</li> </ol>	\$54,000	\$47,755	\$0	\$47,755
<b>Subdivision Plat for 6.63 Acres</b>	25%	July 2014	<ol style="list-style-type: none"> <li>1. Design Phase,</li> <li>2. Staff is working with the engineer to develop subdivision plat</li> </ol>	\$0	\$16,930	\$0	\$16,930
<b>West Wing Re-carpeting</b>	10%	July 2014	<ol style="list-style-type: none"> <li>1. Construction phase</li> <li>2. Board approved contractor in May 2014</li> <li>3. Work is in progress</li> </ol>	\$150,000	TBD	\$0	TBD

Project	% Complete	Date to Complete	Current Activity	Budget	Contract Amount	Amount Paid	Balance
<b>Starr County Campus</b>							
HVAC Chiller Replacement	100%	April 2014	1. Commissioning Phase 2. Work is complete	\$290,000	\$299,000	\$284,050	\$4,450
Repaint Stucco Buildings	70%	June 2014	3. Construction phase 4. Work in progress	\$60,000	\$84,408	\$0	\$84,408
Parking Lot 5 and South Drive Lighting	5%	August 2014	1. Construction Phase 2. Board approved contractor at the April 2014 meeting 3. Work is in progress	\$105,000	TBD	\$0	TBD
<b>District Wide</b>							
ADA Automatic Door Openers	95%	June 2014	1. Construction Phase 2. Construction is substantially complete	\$130,000	\$96,500	\$0	\$96,500
Building to Building Accessibility	100%	May 2014	1. Construction Phase 2. Punch list work has been completed 3. Board approved final completion at the May 2014 meeting 4. Liquidated damages were enforced due to late completion	\$200,000	\$230,700.01	\$219,269.16	\$11,430.85
Classroom Remote Door Lock System and Hardware	10%	July 2014	1. Project Development Phase 2. Staff is researching best system options prior to hiring electrical engineer for design of electrical improvements needed to support this new system	\$50,000	TBD	\$0	TBD
Design Standards and Guidelines	40%	July 2014	1. Development Phase 2. Working with A/E consultants to update based on all section of Construction Specifications Institute	\$10,000	\$7,500	\$5,780	\$1,720
<b>For FY 2013-2014, 26 projects are currently in progress, 11 have been completed and 17 pending start up in phases later in the fiscal year – Total 53</b>							



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

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

# **FINANCIAL REPORTS**

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

## **Appointment as Board Committee Chairs and Committee Members**

At the May 2014 Board meeting, Chair de León gathered feedback from the Board members regarding their preferences to serve on and/or Chair the Board Committees.

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

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

The Chair 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 Chair. 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 your information. The membership and appointment of Committee Chairs is established by action of the Board Chair.

### **Recommendation:**

It is recommended that the Board Chair finalize appointments to Committee Chair and Committee Membership for FY2014-FY2016.

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

The Board Chair finalizes appointments to Committee Chair and Committee Membership for FY2014-FY2016.

### **Approval Recommended:**

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



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

**EDUCATION AND WORKFORCE DEVELOPMENT COMMITTEE**

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

**FINANCE AND HUMAN RESOURCES COMMITTEE**

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

**FACILITIES COMMITTEE**

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

**Established by the Board Chair: 12/11/2012**

## **Informational Items**

- President's Report
  
- Board Committee Meeting Minutes:
  - June 12, 2014 Education & Workforce Development Committee (Cancelled)
  - June 12, 2014 Facilities Committee
  - June 12, 2014 Finance and Human Resources Committee

# *President's Report*



On Tuesday, May 27, 2014, an Oath of Office ceremony was held in honor of Dr. Alejo Salinas, Jr. (District 5) and Mr. Roy de León (District 7). Both Trustees were sworn in and will serve additional six-year terms as Board of Trustees for South Texas College.

Following the Oath of Office ceremony, a Board of Trustees meeting was held and new officers were selected to serve through 2016. Mr. de León will serve as Chair, Dr. Salinas, Jr. will serve as Vice-Chair, and

Mr. Paul R. Rodriguez, will serve as Secretary.

During the Board meeting, past Chair, Rose Benavidez graciously handed the gavel to Mr. de León, who immediately assumed his new role as Board Chair. Special recognition and appreciation were also extended to the outgoing officers; Ms. Rose Benavidez, Chair, Mr. Roy de Leon, Vice-Chair, and Mrs. Graciela Farias, Secretary, for their contributions during their terms as officers of the Board of Trustees.



Faculty and staff were encouraged to attend training sessions on the fundamentals of Microsoft Office 2013 and to explore its new features. Participants learned some of the new enhancements and changes in the software. Sessions were held at the Mid Valley and Pecan campuses.

### District-Wide Resume Writing & Interviewing Workshops

DATE	LOCATION	TIME
June 10	Pecan Campus-CLE Rm. 128	10:00-11:00am
June 10	Nursing & Allied Health Campus-CLE 2.424	1:00-2:00pm
June 11	Technology Campus-Auditorium	2:00-3:30pm
June 18	Mid-Valley Campus-Bldg. G Lecture Hall	2:00-3:00pm
June 18	Starr County Campus-Bldg. E Auditorium	2:00-3:30pm
June 18	Pecan Campus-CLE Rm. 128	2:30-3:30pm
June 19	Technology Campus-Auditorium	10:00-11:30am

The Office of Career and Employer Services held college-wide resume writing and interviewing workshops for South Texas College students and alumni. The workshops were held June 10<sup>th</sup> thru June 19.

On Friday, June 20<sup>th</sup> the Office of Professional & Organizational Development held an event for the South



Texas Leadership Academy featuring a keynote session by Greg Stephens on Crucial Conversations. Mr. Stephens is an expert in teaching others how to have difficult conversations when the stakes are high. The South Texas Leadership Academies (STLAs) provide intensive, top-quality professional development opportunities for faculty, staff and chairs at South Texas College and, when appropriate, for the South Texas Region.



eSTC's virtual campus announced the Summer 2014 eTeach trainings which include Blackboard Basics, eTeach I-Hybrid, as well as eTeach II for those who successfully complete eTeach I-Hybrid. All interested faculty were encouraged to register for the trainings.



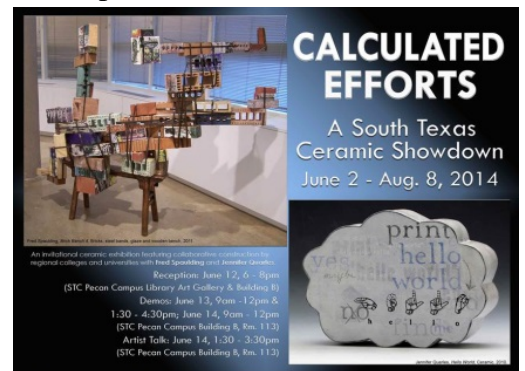


The Office of Student Activities and Wellness invited students to join some fun activities on Friday afternoons during the lunch period.

The television sets and a large portable screen have been set up for students to enjoy the World Cup Soccer games currently taking place in Brazil.

Students are also enjoying the ping pong tables that have been set up in the cafeteria.

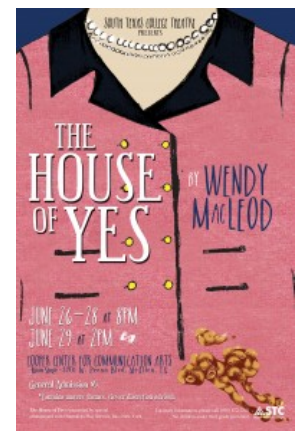
South Texas College’s Library Art Gallery, and Visual Arts and Music Department, held its annual ceramics exhibition and workshop, "Calculated Efforts: A South Texas Ceramic Showdown." The event included a full display of ceramic works by art students and professors from regional universities and community colleges. The exhibit is available for viewing from June 2nd to Aug. 8th at the College’s Pecan Campus Art Building Art Gallery, in McAllen. An exhibit reception was held on June 12th in the Visual Arts and Music Gallery and the Pecan Campus Library Art Gallery from 6-8 p.m. A two-day ceramics workshop held June 13<sup>th</sup> and June 14<sup>th</sup> at the College’s Pecan Campus Art Building (Bldg. B) Ceramics Lab, Room 113. Art talks were also held on Saturday, June 14th from 1:30 - 3:30 p.m. at the same location. The events are free and open to the public.



The Library Art Gallery and Visual Arts and Music Department also presented “Bit by Bit: A Student Digital Art Exhibition.” The exhibit showcases a collection of digital prints made by South Texas College art students. Students enrolled in Digital Art and Digital Photography classes develop technical, visual, and conceptual skills that they may use as tools for creative problem solving. The exhibit will be on display from June 19<sup>th</sup> thru Aug. 8, 2014 at the Pecan Campus Library, in McAllen. Admission is free and open to the public.



South Texas College’s Theatre presented its Summer 2014 production of *The House of Yes* by Wendy McLeod on June 26-28, 2014 at 8:00 PM and June 29, 2014 at 2:00 PM at the STC Cooper Center for Communication Arts Main Stage on the Pecan Campus in McAllen.





Five students from South Texas College were named to the 2014-2015 All-Texas Academic Team of Phi Theta Kappa. Each two-year college in Texas may nominate two students per campus to the All-USA Academic Team. Students from Texas were also nominated to the All-Texas Academic Team. Nominees are selected based on academic achievement, school involvement and community involvement.

The South Texas College *Women's Studies Committee Human Trafficking Symposium* was held on April 22-23 at the Cooper Center for Communication Arts in McAllen, Texas. Led by Women's Studies Chairperson and South Texas College Associate Professor of Political Science and Jennifer Bryson Clark, speakers included: Fuerza del Valle Workers' Center Coordinator Héctor Guzmán López, U.S. Embassy Bicomunal Support Program Coordinator Juliette Dickstein, Director of the International Labor Office in Washington, D.C., Nancy A. Donaldson, and Universidad Autónoma de Nuevo León Professor at the Institute of Social Science Research, Dr. Arun Kumar Acharya.



The Dream.US, a multi-million national scholarship fund for immigrant youth, announced its inaugural class of scholars. Among those who qualified were eleven students who will use the scholarship to pursue their higher education at South Texas College. According to TheDream.US, nearly 1,000 applications were received and evaluated by Scholarship America and an independent Selection Committee. In total, 264 DREAMers have accepted the scholarship to facilitate their education at any of the twelve partner institutions selected by The Dream.US. South Texas College is among the partner institutions.

Vanessa Calderon, one of the eleven students selected to pursue her education at South Texas College, shared that she was with her family celebrating her birthday when she received the news about being a recipient of the Dream.US scholarship. Vanessa will use her scholarship at South Texas College this Fall 2014, to help achieve her dream of becoming a speech therapist.

The Dream.US scholarships help cover a student's cost of tuition, fees and books, and range in size, depending upon the demonstrated financial need and tuition cost, up to \$25,000 per student. DREAMer scholars must maintain a cumulative 3.0 GPA, and remain enrolled in a partner college to continue to be eligible to receive the scholarship. The Dream.US launched in February 2014 with an initial \$25 million scholarship fund from philanthropic and business leaders across the country and has since reached \$32 million.



A presentation by Andres Bernal from Adams State University was held on June 3<sup>rd</sup> at 2:00 PM regarding the University's online Masters of Higher Education Leadership program. The presentation took place on the Pecan campus in the University Relations, Transfer and Articulation Center (Building H, Room 105). Everyone was welcome.

Representatives from UTPA were available on Monday, June 9<sup>th</sup> from 12:00 to 4:30 PM in Bldg. K 2.900 at the Pecan Campus to help students apply for admission, get their transcripts evaluated, provide advisement, and assist them with financial aid.



*The Center for*  
**DOCTORAL STUDIES**  
IN EDUCATIONAL LEADERSHIP  
at Lamar University Beaumont, TX



Everyone was invited to attend a presentation by Dr. Jason Mixon of Lamar University-Beaumont, Texas, regarding their online Doctoral Program in Educational Leadership. Dr. Mixon's presentation was held at 10:00 a.m. Following his presentation, he was available to answer questions and provide information until 11:45 a.m. The presentation was held at the Pecan campus in the University Relations, Transfer and Articulation Center.

South Texas College Child Development Department hosted a Child Development Leadership Conference on Saturday, June 21<sup>st</sup> at the Cooper Center on the Pecan Campus. Early childhood center professionals from across the Rio Grande Valley were encouraged to attend the Conference for an opportunity to learn, share, and professional growth.

The Mission Economic Development Authority (MEDA) in partnership with South Texas College (STC) encourages permanent residents of the City of Mission who are interested in furthering their education to apply for the MEDA scholarship. The MEDA scholarship is specific to residents who have lived in Mission for two or more consecutive years, have earned a high school diploma or GED and would like to obtain a certificate, associate or bachelor's degree from South Texas College. The MEDA scholarship application is available online at the South Texas College Student Services website at <http://studentservices.southtexascollege.edu/finaid/meda.html>. The deadline to submit applications is June 30, 2014. All scholarship applications will be reviewed by a scholarship committee and all committee decisions will be final.



The College's Study Abroad Program had another group of students and faculty travel to Spain on June 4, 2014. Students enrolled in the Study Abroad Program have the opportunity to earn college credit while immersed in the language and culture of the country. These students traveled to Sevilla, Spain.



- Participated in the search committee for the Director of Accountability position. Interviews were held with the top candidates. The next step is for the committee to recommend the candidate most suitable for hire.
- Continue participation in the search committee for the Director of Human Resources position. After interviewing and careful consideration by the search committee, three finalists were selected and invited to meet with faculty, staff and students at open forums on the Pecan, Mid Valley and Starr County campuses. Following the open forums, the evaluation forms from attendees were gathered and made available for review by the search committee. The next step was for the search committee to meet, review the feedback from the open forums and recommend the candidate most suitable for the position.
- Together with key staff, continue contract negotiations with representatives from Broaddus & Associates. Resulted in successful conclusion leading to Board action on a recommended fee for Broaddus & Associates to serve as Construction Program Manager for the College's recent \$159 million bond construction program.
- Participated in weekly meetings with the Vice Presidents to review and discuss the recommendations made by the consultants on the compensation study. Every employee classification group is being carefully reviewed, i.e. Executive, Administrative, Professional/Technical, and Classified. All position titles, pay ranges, education degrees, licenses and certificates are being reviewed. The current recommendations are being reviewed by the Vice President of Finance and Administrative Services and the administrative leadership.
- Continue to meet with the consultant firm hired for the College's "rebranding" project as well as Daniel A. Ramirez, Director of Public Relations and Marketing. The goal is to present a proposed new logo for the rebranding of South Texas College.

- Together with Gerry Rodriguez, South Texas College’s Director of Facilities Planning and Construction, met with City of Pharr officials, Police Chief Villescas, City Manager Fred Sandoval, Dr. Danny King, Superintendent, PSJA ISD to discuss possible site options for the land donation by the City of Pharr for the development of the Regional Center for Public Safety Excellence.
- Participated in telephone calls with Chancellor Mike Reeser to discuss the request by Congressman Hinojosa for a TSTC Campus in the Delta Region, as well as the action taken by the Hidalgo County Commissioners to approve a proclamation for a TSTC Campus in the Delta. Like us, Chancellor Reeser was not contacted prior to action by the Congressman and Hidalgo County Commissioners Court. Chancellor Reeser stated he had no intention or desire to build a campus in a taxing district serviced by South Texas College. We have been in contact with Commissioner Paredes and he understands our positions with regard to the Congressman and state legislators’ push for a South Texas College or TSTC Campus in the Delta.

In addition to Chancellor Reeser, I have spoken to Senator Chuy Hinojosa, Senator Eddie Lucio, Jr., as well as a representative from Senator Zaffirini’s office on this push by Congressman Hinojosa for a South Texas College campus in the Delta Region. They were all requested by Representative Oscar Longoria and Terry Canales to provide letters in support of a TSTC campus in the Delta. Per Chancellor Reeser, a state appropriation would be necessary to fund all operating and development costs before considering a campus in the Delta.

- Met with Mr. Roy Rodriguez, the new City Manager for the City of McAllen to congratulate him on his new role and to discuss the numerous partnerships that South Texas College has with the City. Of concern is the City’s request for the College to build a 5-story building on the Nursing & Allied Health Campus. The College’s bond expansion project calls for a new 4-story building that will provide expanded nursing and allied health training programs, a hospital simulation center, and library. The dimensions for the planned new building cannot accommodate the height of a 5-story structure. Mr. Rodriguez understands our concern and will request an amendment to the MOU for a 4-story building.
- We also discussed concerns as to whether or not he wished the City to continue participation in the College’s Fire Science Program. If the decision is no, then consideration needs to be given to expanding the Regional Center for Public Safety to include Fire Science training.
- A third, and equally important discussion, was the commitment to work collaboratively with the City of McAllen, state of Texas, and South Texas College to secure grant funding for construction of a pedestrian bridge over Pecan Boulevard.
- Attended a luncheon hosted by the McAllen Economic Development Corporation and the McAllen Chamber of Commerce as part of their “speaker series.” The featured speaker was Joann Brumit, CEO and Chairwoman of Karlee; a woman owned manufacturing solutions provider based in Garland and McAllen, Texas. She shared her story of leading in a male-dominated industry, her leadership struggles, and successes.

- Attended and participated in the Board Committee meetings: Facilities Committee, and Finance & Human Resources Committee.
- Presented to the “Jaguar Academy.” The Academy was created to provide intense orientation for new employees of the College. The Academy consists of a group of approximately 38 new Professional/Technical and Classified employees. The goal of my presentation with the new employees was to:
  - Introduce myself to them and encourage them to introduce themselves to me,
  - Connect with the comprehensive mission of our College and recognize they each have a vital role to play in fulfilling that mission,
  - Learn how South Texas College serves our students and our community,
  - Instill a sense of pride in the participants that they have the opportunity to work for such a world-class institution,
  - Set high expectations for excellent customer service, hard work and lastly,
  - Have each new employee complete a form stating their commitments and contributions to South Texas College and the success of our students over the next two years.
- Attended the RGV Focus Leadership Team meeting held at the Workforce Solutions Office in McAllen. After the welcome, introductions and host highlights, we reviewed and discussion RGV Profile Data, reviewed the work of the Culture of Attending College taskforce on College and Career Readiness – HB 5 College Prep Course, and Culture of Attending College. The next event following this meeting will be a Summer Leadership Retreat to set the course for 2015 RGV Focus, scheduled Thursday, July 17<sup>th</sup> and Friday, July 18.
- Traveled to Austin to serve on a panel to discuss the results of the community college baccalaureate degree study conducted by RAND Corporation, *Assessing the Potential to Expand Community College Baccalaureate Programs in Texas*. Senate Bill 414 (83<sup>rd</sup> Texas Legislature) required the Texas Higher Education Coordinating Board (THECB) to conduct a study to determine regional workforce needs, determine which areas of the state would benefit from baccalaureate programs offered at public community colleges, and develop appropriate metrics for determining whether a public community college should offer those degree programs. The THECB commissioned the RAND Corporation (in collaboration with the Texas Higher Education Policy Institute) to conduct this study, which is due to the Legislature by August 1, 2014. The draft report was opened to the public and interested stakeholders were encouraged to provide feedback on the report with the comments period ending Friday, May 16, 2014.



The Texas Higher Education Coordinating Board asked RAND Corp. to assemble a panel of college and university representatives to speak directly at the June 25<sup>th</sup> Committee on Affordability, Accountability and Planning meeting. Two panels were assembled: one panel focused on nursing,

and the other on applied sciences. I served on the applied sciences panel. We were asked to prepare remarks and were limited to short 3-5 minute statements. There was also time for interactive discussion with the Coordinating Board members. The goal with this session was to help the Coordinating Board understand the issues with regard to the community college baccalaureate degree.

- Coordinated the agendas and back-up materials 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 May 27, 2014 through June 26, 2014 included:
  - Update on Summer and Fall 2014 Enrollment
    - Paid
    - Non-Paid
  - Review and Discussion of Faculty Salary Placement Plans
  - Discussion of Texas Reverse Transfer Initiative
  - Discussion of Annual Developmental Education Program Survey
  - Discussion of UT-RGV Transition Team
  - Discussion of UT-RGV Proposed Degree Programs and Potential Impact on Existing Articulation Agreements
  - Update on College Readiness Preparation Course
  - Discussion of Timeline and Plan for Implementation of Degree Works
  - Discussion of Responses to DOE Request for Comments to Career Pathway Systems
  - Discussion of Plan for Dropping Students for Non-Payment by August 19<sup>th</sup>
  - Discussion of Timelines for Submitting Committee and Board Agendas and Packets for Distribution
  - Review and Discussion of 60 Hour Rule for Community College Associate Degrees
  - Review of Coordinating Board's Formula Funding Recommendations
  - Update on Proposed Coordinating Board Revisions to Student Success Points

- Discussion of Opportunity to Participate in Ford Foundation “Corridors for College Success”
- Update on Operational Plan to Drop Students on August 19<sup>th</sup> for Non-Payment
- Update on FY 2014-2015 Staffing Plan
- Update on FY 2014-2015 Budget
- Review and Discussion of MOU for College Readiness Course as Required by House Bill 5
- Update on Aspen Prize for Community College Excellence
- Discussion of Nominations for Coordinating Board’s Star Award
- Discussion of Transition Plan for IS&P Leadership
- Review and Discussion of Executive and Administrative Directory for FY 2014-2015
- Update on Compensation Study
  - Next Steps
- Review and Discussion of Proposals for New Human Resources Certificates:
  - Employee and Labor Relations Assistant
  - Recruiter Assistant
  - Payroll Assistant
- Discussion of UT-RGV Proposed Degree Programs and Potential Impact on Existing Articulation Agreements
- Update and Presentation from Retention Task Force
- Discussion of Meeting/Appreciation for Public School Trustees and Superintendents
  - Express appreciation for partnerships
  - Showcase our partnerships
  - Update on new initiatives
  - Implementation of HB 5
- Review and Discussion of Faculty Salary Placement Plans
- Discussion of Texas Reverse Transfer Initiative
- Discussion of Annual Developmental Education Program Survey
- Discussion of UT-RGV Transition Team
- Update on College Readiness Preparation Course
- Discussion of Timeline and Plan for Implementation of Degree Works
- Discussion of Responses to DOE Request for Comments to Career Pathway Systems
- Update on STLA Registration for Staff
- Review of Policy #4922: Separation of Employment and Re-Employment
- Review and Discussion of Facility Needs for STC Ballet Folklórico Dance Group
- Update on Board Approved Master Site Plan for Building Locations on Pecan Campus
- Update on Board Approved Plan for Relocation of Portables on Pecan Campus in Preparation for 2013 Bond Construction Program
- Review and Discussion of Recommended Capital Improvement Projects for FY 2014-2015
- Review and Discussion of Renewal and Replacement Projects (Deferred Maintenance) for FY 2014-2015
- Review and Discussion of Need for Specialized Design Consultants for 2013 Bond Construction Program
- Review of Timeline and Plan for Implementation of DegreeWorks



- Presentation on New Student U.S. Bank JagCard
- Update and Discussion on Status of Non-Faculty Staff Compensation Study
- Review of Proposed Faculty Pay Plan for FY 2014-2015
- Review and Discussion of Revision to Policy #4311: Personal Leave
- Review and Discussion of Revision to Policy #4922: Separation of Employment and Re-Employment of Non-Faculty Staff
- Review and Discussion of Recommended Capital Improvement Projects for FY 2014-2015
- Review and Discussion of Renewal and Replacement Projects (Deferred Maintenance) for FY 2014-2015
- Update on Recommendations for Early Drops for Student Non-Payment
- Review and Discussion of Preliminary Compensation Study Recommendations
  - Administrators
  - Professional Technical
  - Classified

*Facilities Committee  
Minutes  
June 12<sup>th</sup>, 2014*

**South Texas College  
Board of Trustees  
Facilities Committee  
Ann Richards Administration Building, Board Room  
Pecan Campus  
Thursday, June 12th, 2014  
@ 4:30 PM  
McAllen, Texas**

**MINUTES**

The Facilities Committee Meeting was held on Thursday, June 12th, 2014 in the Ann Richards Administration Building Board Room at the Pecan Campus in McAllen, Texas. The meeting commenced at 4:30 with Mr. Gary Gurwitz presiding.

Members present: Mr. Gary Gurwitz and Ms. Rose Benavidez

Other Trustees Present: Mr. Paul R. Rodriguez

Members absent: Mr. Jesse Villarreal

Also present: Dr. Shirley A. Reed, Mr. Chuy Ramirez, Mrs. Mary Elizondo, Mr. Gerry Rodriguez, Mr. George McCaleb, Dr. Art Montiel, Mr. Gilbert Gallegos, Mr. Rolando Garcia, Mr. Trey Murray, Mr. David Iglesias, and Mr. Andrew Fish

**Approval of May 8, 2014 Facilities Committee Meeting Minutes**

Upon a motion by Ms. Rose Benavidez and a second by Mr. Gary Gurwitz, the Minutes for the Facilities Committee Meeting of May 8, 2014 were approved as written. The motion carried.

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

Mr. Gerry Rodriguez, Director of Facilities Planning and Construction, reviewed the status of the 2013 Bond Construction Program, including the following elements:

**Facilities Space Programs (Building interior spaces)**

- Work continues towards finalizing space programs for future Libraries
- It has been proposed to swap 2,000 square feet from the future Starr County Campus Health Professions and Science building and move this space to the future Library; details related to this request will be presented to Dr. Reed for review

- All other building space programs are complete and ready for review by Construction Program Management (CPM) firm
- Goal is to have all space programs ready to hand over to architects in September, 2014

Ms. Rose Benavidez provided feedback on the proposal to swap 2,000 square feet from the Starr County Campus Health Professions and Science building to add to the proposed library. While Ms. Benavidez recognizes the need to expand the proposed library, she does not think this should be done at the expense of the other buildings, and asks staff to determine whether other options exist to expand the library.

### **Construction Program Management Firm**

- Board of Trustees previously authorized negotiation team to negotiate contract terms with Broaddus & Associates (B&A)
- Negotiations team conducted first negotiations meeting with B&A on Tuesday May 13, 2014; meeting generally served as an orientation meeting and to identify action items needed by both B&A and STC; next meeting will take place on May 30, 2014
- B&A has offered some additional services for consideration by STC, which could add value to the overall Bond program; services include Building Information Modeling, accounting software for accounts tracking and specialized design consultants as needed
- Draft contract has been developed and is currently being reviewed by STC's negotiations team, legal counsel and B&A

### **Facilities Design Standards and Guidelines**

- FPC staff is currently working with an architect firm and MEP firm to assist with updates on various building standards
- FPC is coordinating a Facilities Technical Requirements Advisory Council to assist with input on building technical requirements and standards for all building systems
- Goal is to have these standards updated by August 2014

Mr. Gurwitz asked whether the updates to the building standards are appropriate at this time, considering that the CPM Services firm, once contracted, will be expected to update and finalize these standards as part of their contract.

Gerry Rodriguez responded that staff's goal in working with outside architects and engineers is to deliver a document to the CPM firm that provides a general outline of the College's expectations so that the CPM firm has some guidelines to follow while finalizing the standards.

### **Solicitation of Architectural and Engineering Firms**

- FPC staff is currently working on a flowchart outlining the process for solicitation and hiring of architectural and engineering firms to assist with design of Bond

construction projects; this flowchart will be reviewed with CPM firm and presented to the STC's Board of Trustees in July 2014

- It is anticipated that architects and engineers could be contracted by October 2014

Mr. Gurwitz asked whether the process flowchart should be left to the CPM Services firm for development, as that is included within the services they will be contracted to provide.

Gerry Rodriguez responded that there are specific considerations that Community Colleges need to adhere to for compliance with state code. FPC staff is working with Purchasing Department staff to outline these legal requirements, to ensure that the procedures recommended by the CPM are informed by and compliant with necessary laws.

## 2013 Bond Construction Program

Six Months Look Ahead

May 2014

Date	Action
May 30, 2014	CPM contract negotiations meeting no. 2 with Broaddus & Associates
June 2014	Finalize overall Bond program schedule
June 12, 2014	Update Board Facilities Committee on contract negotiations with Broaddus & Associates
June 22, 2014	Board approval of contract with Broaddus & Associates
July 2014	Prepare draft RFQ for architectural and engineer services
August 2014	Board approval of RFQ for architectural and engineer services
September 2014	Solicitation of architectural and engineer services
October 2014	Board approval of architectural and engineer firms
November 2014	Begin design work with architectural and engineer firms
November 2014	Begin solicitation of contractors using Construction Manager at Risk procurement method
December 2014	Board approval of contractors using Construction Manager at Risk procurement method

Mr. Gurwitz asked whether the development of an RFQ for architectural and engineering services could be accelerated, so that solicitation could begin in August instead of September. This could lead to a 30 day head start on construction and, ultimately, project completion.

This item was for the Committees information and feedback to staff, and no action was taken.

## **Update and Action as Necessary on Contract Negotiations with Broaddus and Associates for 2013 Bond Construction Program Management Services**

On April 26, 2014 the Board of Trustees authorized contract negotiations with Broaddus and Associates (B&A) for 2013 Bond Construction Program Management Services. The Board also appointed a negotiations team to conduct these negotiations.

Negotiations meeting number 1 with B&A took place on Tuesday May 13, 2014 with focus on the overall components to be addressed as negotiations continue. Below are some highlights from meeting number 1.

- Review of overall 2013 Bond Construction Program
- Review of proposed scope of services and draft contract
- STC and B&A agreed to review and comment on draft contract and exhibits and develop an updated draft prior to next meeting
- STC needs to finalize overall program schedule
- Projected that the program can be completed in approximately 39 months or fall 2017
- STC will develop schedule to sell bonds so they coincide with a 39 month program
- B&A will work on strategies to reduce and control costs
- STC can consider borrowing from fund balance to help manage the schedule for selling of bonds
- B&A will help with payment projections to help establish bond revenue requirements
- B&A will help determine how specialized design consultants can be incorporated with the design teams
- B&A described the benefits of using Building Information Modeling (BIM) as an additional service to assist with program management
- B&A agreed to prepare a draft fee proposal for review during negotiations meeting number 2

Negotiations meeting number 2 with B&A took place on Friday May 30, 2014 with focus on review of B&A's initial fee proposal draft. Below are some highlights from meeting number 2.

- Review of program management benefits from use of Building Information Modeling (BIM) software
- Review of draft contract for Construction Program Management services
- Incorporation and management of specialized design consultants
- Review of B&A's initial fee proposal and breakdown – see attached
- Options for construction cost reductions including large volume purchases and insurance consolidation for owner purchase

- Negotiations focused on additional services option for program management software (Owner Insight) and B&A agreed to provide this option at half the cost and allow STC to use the software for non-bond projects
- Research other similar services and fees for comparison

The negotiations committee requested that Mr. Rodriguez prepare a summary of Construction Management Services fees for comparable projects. The summary of comparable fees will be presented to the Facilities Committee for consideration as compared to the Broaddus proposed fee for the South Texas College Bond Project.

Fee proposal submitted by B&A is in the amount of \$4,326,387.00 or 2.72% of the overall \$159,000,000 Bond Construction Program. After review and consideration by the negotiations committee, a recommended fee proposal will be considered for approval, including the optional Construction Program Management Software (Owner Insight) at half the cost. Optional software is a \$200,000 value and therefore cost of software would be reduced to \$100,000 and STC would continue to use the software after the Bond Program is complete. Staff and legal counsel will be present at the June 12, 2014 Facilities Committee meeting to review the fee proposal submitted by Broaddus & Associates for STC's 2013 Bond Construction Program Management Services as well as fees for comparable Bond projects.

Upon a motion by Mr. Gary Gurwitz and a second by Ms. Rose Benavidez, the Facilities Committee recommended Board approval authorizing Dr. Reed and the negotiations committee to finalize fee proposal details, contract details, and execute contract with Broaddus & Associates with a fee in the amount of \$4,326,387.00, approximately 2.72% of the total anticipated 2013 Bond Construction Program, as presented.

During discussion, Mr. Gurwitz asked about the inclusion of the software in the contract price, and Mr. Gerry Rodriguez confirmed that he had clarified this item with Broaddus and Associates, and the software would be included.

Mr. Paul R. Rodriguez asked for the details on the negotiation history. Staff advised the Committee that the quoted price, \$4,326,387.00 was the initial proposal offered by Broaddus, and no efforts had been made to negotiate that price lower. The contract negotiation committee reported that their efforts were focused on the scope of services to be provided under the CPM Services contract. After negotiation of these services was settled, the firm provided the quoted price. The negotiation committee then compared this fee to construction programs with a similar scope of work, and found the price to be reasonable, so did not attempt to bargain for lower pricing.

Mr. Rodriguez advised that it was his experience that it is a best practice to always negotiate down the first price offered.

Mr. Gurwitz agreed, but advised that he did not wish to see any change to the scope of services provided.

Mr. Gurwitz moved and Ms. Rose Benavidez seconded a revision to the previous motion, authorizing Dr. Reed the negotiations committee to finalize fee proposal details, contract details, and execute contract with Broaddus & Associates but without specifying the final fee and allowing for further negotiation on the pricing for the scope of services to be provided by Broaddus and Associates as a Construction Program Management Services firm for the 2013 Bond Construction Program. The motion carried.

### **Review and Recommend Action on Memorandum of Understanding between South Texas College and Texas A&M AgriLife Extension Service for Starr County Campus Walking Trail**

Approval of a Memorandum of Understanding between STC and Texas A&M AgriLife Extension Service for creation of a Starr County Campus Walking Trail will be requested at the June 26, 2014 Board meeting.

Early in 2014 Ms. Yolanda Morado with the Texas A&M AgriLife Extension Service in Starr County contacted STC staff and requested a meeting with a team from Texas A&M University to discuss a grant opportunity, which is managed by AgriLife that could fund the development of an exercise walking trail to be created on the Starr County Campus. STC key staff has subsequently had several meetings with the team from A&M to learn more about this grant and develop details for the creation of a one-mile walking trail on campus.

The grant would allow for the installation of signage along existing sidewalks to guide pedestrians as they follow the one-mile trail. The AgriLife team identified a path using existing sidewalks and agreed to install signage consistent with STC's directional signage standards. As a result they received quotes from STC's signage vendor and were ready to move forward. A campus map showing the proposed trail and locations of the associated signage was provided in the packet.

Prior to moving forward, STC requested a Memorandum of Understanding outlining the terms of this proposed partnership. As a result, the AgriLife team prepared a draft MOU which was forwarded to STC's legal counsel for review and editing. A final draft of the MOU was also included in the packet for review and consideration by the Committee.

Upon a motion by Ms. Rose Benavidez and a second by Mr. Gary Gurwitz, the Facilities Committee recommended Board approval of the Memorandum of Understanding between STC and Texas A&M AgriLife Extension Service for creation of a Starr County Campus Walking Trail as presented. The motion carried.



### **Review and Recommend Action on Interagency Cooperative Agreement with Region One for use of Classroom Space in Building C at the Starr County Campus**

Approval of Interagency Cooperative Agreement with Region One for use of classroom space in Building C at the Starr County Campus will be requested at the June 26, 2014 Board meeting.

The current agreement with Region One for use of classroom space in Building C at the Starr County Campus would expire in June, 2014. Region One requested for continued use of classroom space in the same building starting in July, 2014. The proposed agreement was for five (5) classrooms and one (1) science lab for a total of 7,978 square feet in the amount of \$74,674.08 annually. This is the same agreement, for the same space and fee, as previously established.

This new agreement was proposed for a period of three years subject to annual approval for renewal by both parties.

Upon a motion by Ms. Rose Benavidez and a second by Mr. Gary Gurwitz, the Facilities Committee recommended Board approval of an Interagency Cooperative Agreement with Region One for use of classroom space in Building C of the Starr County Campus as presented. The motion carried.

### **Review and Recommend Action on Contracting Architectural On-Call Services for Construction Projects less than \$500,000 in Total Construction Costs**

Approval of architectural on-call services as needed for district-wide construction projects less than \$500,000 in total construction costs will be requested at the June 26, 2014 Board meeting.

The benefit of a preapproved list of architectural firms is time saved by not soliciting qualifications on a project by project basis. Having a preapproved list of firms allows staff to coordinate one solicitation of qualifications for Board approval then recommend contracting with each firm as construction projects under \$500,000 are initiated. The assignment of projects to each firm is then monitored on an annual basis to ensure an equitable amount of work and fees are awarded to each firm on the list. This process has proven effective and allows architectural design services to be expedited.

The current approval of architectural on-call services for construction projects with budgets under \$500,000 expired on March 28, 2014. It was recommended that a minimum of five firms be approved for a period of one year with the option to renew for two additional one-year periods, with Board approval of each renewal.

Request for qualifications was prepared and on March 6, 2014 solicitation of these services began. On March 25, 2014 a total of sixteen (16) firms submitted responses to the request for qualifications. The evaluation team prepared the attached summary of the scoring and ranking for review by the Facilities Committee.

Previous Firms Approved for On-Call Services	Top Ranked Firms Recommended for On-Call Services
Boultinghouse Simpson Gates Architects	Boultinghouse Simpson Gates Architects
EGV Architects, Inc.	EGV Architects, Inc.
ERO Architects, LLP.	ERO Architects, LLP.
PBK Architects, Inc.	PBK Architects, Inc.
	Rike Ogden Figueroa Allex Architect, Inc.

Mr. Gurwitz asked how many projects were assigned using this "On-Call" process over the previous year. Mr. Gerry Rodriguez informed him that each of four firms received approximately 2-3 projects, and that staff worked to balance them for equitable access to project assignments.

Upon a motion by Mr. Gary Gurwitz and a second by Ms. Rose Benavidez, the Facilities Committee recommend Board approval of the recommended five firms for architectural on-call services for construction projects under \$500,000 in total construction costs for a period of one year with the option to renew for two additional one-year approvals as presented. The motion carried.

**Review and Recommend Action on Contracting Mechanical, Electrical, and Plumbing Engineering On-Call Services for Projects less than \$300,000 in Total Construction Costs**

Approval of Mechanical, Electrical, and Plumbing engineering on-call services as needed for district-wide construction projects less than \$300,000 in total construction costs will be requested at the June 26, 2014 Board meeting.

The benefit of a preapproved list of MEP firms is time saved by not soliciting qualifications on a project by project basis. Having a preapproved list of firms allows staff to coordinate one solicitation of qualifications for Board approval then recommend contracting with each firm as construction projects under \$300,000 are initiated. The assignment of projects to each firm is then monitored on an annual basis to ensure an equitable amount of work and fees are awarded to each firm on the list. This process has proven effective and allows MEP design services to be expedited.

The current approval of Mechanical, Electrical, and Plumbing engineering on-call services for construction projects with budgets under \$300,000 would expire on July 25, 2014. It was recommended that a minimum of three firms be approved for a period of

one year with the option to renew for two additional one-year periods, with Board approval of each renewal.

Request for qualifications was prepared and on May 5, 2014 solicitation of these services began. On May 20, 2014 a total of five (5) firms submitted responses to the request for qualifications. The evaluation team prepared a summary of the scoring and ranking for review by the Facilities Committee, and this summary was included in the packet.

Upon a motion by Mr. Gary Gurwitz and a second by Ms. Rose Benavidez, the Facilities Committee recommend Board approval of the three highest-ranked firms of Halff Associates, Inc., DBR Engineering Consultants, Inc., and Sigma HN Engineers, PLLC. for Mechanical, Electrical, and Plumbing engineering on-call services for construction projects under \$300,000 in total construction costs for a period of one year with the option to renew for two additional one-year approvals as presented. The motion carried.

### **Review and Recommend Action on Contracting Architectural Services for Technology Campus Building B Re-roofing**

Approval to contract architectural services to prepare plans and specifications for the Technology Campus Building B (West Academic Building) Re-roofing project will be requested at the June 26, 2014 Board meeting.

As part of the current fiscal year Facilities Deferred Maintenance Plan, facilities staff included the replacement of the roof over the campus' original building. The existing roof has been in place seventeen years and has met its expected life cycle. Maintenance on the existing roof has surpassed normal levels and reoccurring leaks have become a concern. This proposed repair was not related to the hail storm. The Technology Campus buildings' roofs were inspected for hail damage after the hail storm in March of 2012 and it was confirmed that the roof for Building B was not damaged by hail. Funds were included in the current fiscal year budget for this capital renewal project.

On March 31, 2014, STC began soliciting architectural qualifications for the purpose of selecting a firm to prepare the necessary plans and specifications for the re-roofing of building B at the Technology Campus. A total of six (6) firms received a copy of the Request for Qualifications and a total of four (4) firms submitted their responses on April 16, 2014.

STC staff members completed evaluations for the four (4) firms and prepared the attached scoring and ranking summary, which was included in the packet. Amtech Building Sciences ranked highest and is recommended for Board approval.

Upon a motion by Mr. Gary Gurwitz and a second by Ms. Rose Benavidez, the Facilities Committee recommended Board approval to contract architectural services with Amtech Building Sciences for the preparation of plans and specifications for the Technology Campus Building B Re-roofing project as presented. The motion carried.

### **Review and Recommend Action on Contracting Civil Engineering Design Services for Pecan Campus Portable Buildings Infrastructure Improvements**

Approval to contract civil engineering design services for the Pecan Campus Portable Buildings Infrastructure Improvements will be requested at the June 26, 2014 Board meeting.

In May 2014, the Board approved a plan to relocate portable buildings on the Pecan Campus in order to accommodate the 2013 Bond construction projects. The plan to relocate the portable buildings would require the design and construction of utilities infrastructure including water, sewer, power, communications, and sidewalks to support the portables.

This plan for relocation of portable buildings would be reviewed with the 2013 Bond Construction Program Management team for consistency with the master plan and Bond construction program. To support the Bond Construction Program schedule, staff recommended starting the design of the required infrastructure by contracting civil engineering design services with one of the current firms approved for on-call services.

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

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

Based on previous project assignments to these firms, Melden & Hunt was recommended to provide civil engineering services for this project.

Funds were available in the FY2013-2014 construction budget for design and construction of these improvements, with final amount to be negotiated.

<b>Project Budget</b>		
<b>Budget Components</b>	<b>Available Funds</b>	<b>Estimated Cost</b>
Design	\$25,000	Actual design fees are estimated at \$24,750 and will be finalized during contract negotiations
Construction	\$275,000	Actual cost will be determined after the solicitation of construction proposals

Upon a motion by Mr. Gary Gurwitz and a second by Ms. Rose Benavidez, the Facilities Committee recommended Board approval to contract civil engineering design services with Melden & Hunt for the Pecan Campus Portable Buildings Infrastructure Improvements as presented. The motion carried.

### **Review and Recommend Action on Contracting Construction Services for Pecan Campus Student Services Building Modifications**

Approval to select a contractor for the Pecan Campus Student Services Building Modifications will be requested at the June 26, 2014 Board meeting.

In September 2013, the Board approved design services with ERO Architects to prepare plans and specifications for these building modifications. Funds for modifications of the student services area at the Pecan Campus were included in the FY 2013-2014 construction budget. These improvements included the following:

- Conversion of four classrooms into staff offices for the Judicial Affairs Department, Accounts Receivable staff who assist with student payments, and Student Orientation meeting space
- Creation of a student payment lab
- Installation of glass storefronts and glass doors for each department where students can benefit from a more accessible and more inviting entrance
- Improvement of space efficiency and creation of additional staff offices
- Creation of an ADA student lab for added assistance with enrollment process
- Improvement of efficiency of space for Veteran's Affairs Department

STC staff and ERO Architects issued the necessary plans and specifications for the solicitation of competitive sealed proposals. Solicitation of competitive sealed proposals for this project began May 5, 2014, 2014. Eight (8) sets of construction documents were issued and a total of seven (7) were received on May 22, 2014.

<b>Timeline for Solicitation of Competitive Sealed Proposals</b>	
May 5, 2014	Solicitation of competitive sealed proposals. Eight (8) sets of construction documents were issued.
May 22, 2014	Seven (7) 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 were budgeted in the FY 2013-2014 Construction budget for this project.

Upon a motion by Ms. Rose Benavidez and a second by Mr. Gary Gurwitz, the Facilities Committee recommended Board approval to contract construction services with Bullard Construction in the amount of \$393,000 for the Pecan Campus Student Services Building Modifications project as presented. The motion carried.

### **Review and Recommend Action on Rejection of Construction Proposals for Technology Campus Cooling Tower Replacement**

Approval to reject construction proposals for the Technology Campus Cooling Tower Replacement project will be requested at the June 26, 2014 Board meeting.

In February 2014, the Board approved design services with Halff Associates to prepare plans and specifications for the replacement of the original HVAC cooling tower. Funds for the replacement of the cooling tower at the Technology Campus were included in the FY 2013-2014 renewals and replacements budget. The replacement of this A/C cooling tower was included as part of the Facilities Deferred Maintenance Plan.

STC staff worked with Halff Associates to prepare and issue the necessary plans and specifications for the solicitation of competitive sealed proposals. Solicitation of competitive sealed proposals for this project began May 5, 2014. Twelve (12) sets of construction documents were issued and a total of five (5) were received on May 27, 2014.

It was estimated during the design phase that the cost for construction of this project would be approximately \$265,000. Actual proposals received ranged from \$415,000 to \$590,000 which was well over the available budget and also exceeded the Board approved construction cost limitation of \$300,000 associated with On-Call MEP engineering services. For these reasons, staff recommended Board approval to reject the current proposals and allow staff to work with Halff Associates to redesign to effectively reduce the cost of the work and re-solicit construction proposals.

Upon a motion by Mr. Gary Gurwitz and a second by Ms. Rose Benavidez, the Facilities Committee recommended Board approval to reject construction proposals, require that

Half Associates redesign to effectively reduce the cost, and re-solicit proposals for the Technology Campus Cooling Tower Replacement project as presented. The motion carried.

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

Approval of substantial and/or final completion and release of final payment for the following project will be requested at the June 26, 2014 Board meeting:

	<b>Projects</b>	<b>Substantial Completion</b>	<b>Final Completion</b>	<b>Documents Attached</b>
1.	District-Wide Automatic Door Openers Phase II Project	Recommended	No	Certificate of Substantial Completion
2.	Technology Campus Detention Pond Cleaning Project	Previously Approved	Recommended	No letter recommending final acceptance since there is no engineer

#### ***1. District-Wide Automatic Door Openers Phase II***

It was recommended that substantial completion for this project with 5 Star Construction Company be approved.

Architects with ACR Engineering and STC staff visited the site and developed a construction punch list. As a result of this site visit and observation of the completed work, a Certificate of Substantial Completion for the project was certified on May 29, 2014. Substantial Completion was accomplished within the time allowed in the Owner/Contractor agreement for this project. A copy of the Substantial Completion Certificate was included in the packet.

5 Star Construction 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 July 2014 Board meeting.

#### ***2. Technology Campus Detention Pond Cleaning Project***

It was recommended that Final Completion for this project CAS Construction Company be approved.

Final Completion including punch list requirements was accomplished within the time allowed in the Owner/Contractor agreement for this project. It was recommended that final completion and release of final payment for this project with Roth Excavating, Inc. be approved. The original cost approved for this project was in the amount of \$25,000.

The following chart summarizes the above information:

Construction Budget	Approved Proposal Amount	Net Total Change Orders	Final Project Cost	Previous Amount Paid	Remaining Balance
\$30,000	\$25,000	\$0	\$25,000	\$22,500	\$2,500

On May 7, 2014, 2014, STC Planning & Construction Department staff inspected the site to confirm that all punch list items were completed.

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

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

The Facilities Planning & Construction staff prepared the attached design and construction update. This update 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 5:50 p.m.

I certify that the foregoing are the true and correct minutes of the June 12th, 2014 Facilities Committee Meeting of the South Texas College Board of Trustees.

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Mr. Gary Gurwitz, Chair



*Finance & Human  
Resources Committee  
Minutes  
June 12<sup>th</sup>, 2014*

**South Texas College  
Board of Trustees  
Finance and Human Resources Committee  
Ann Richards Administration Building Board Room  
Pecan Campus  
Thursday, June 12, 2014  
@ 5:30 p.m.  
McAllen, Texas**

**Minutes**

The Finance and Human Resources Committee Meeting was held on Thursday, June 12, 2014 in the Ann Richards Administration Building Board Room at the Pecan Campus in McAllen, Texas. The meeting commenced at 5:54 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: None

Members absent: None

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

**Approval of May 8, 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 May 8, 2014 were approved as written. The motion carried.

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

Approval of the following proposal awards, purchases, and renewals will be requested at the June 26, 2014 Board meeting as follows:

- 1) Audio Visual Equipment II (Award):** award the proposal for audio visual equipment II, at a total amount of \$120,641.32, to the following vendors:

	<b>Project</b>	<b>Vendor</b>	<b>Amount</b>
1	Technology Campus Bldg B Rm 113 Classroom Upgrade	Pro Sound Video Lighting (Pensacola, FL)	\$9,528.02
2	Technology Campus Bldg B Rm 240 Classroom Upgrade	Pro Sound Video Lighting (Pensacola, FL)	\$9,372.52

3	Nursing & Allied Health Campus Rm 102 Classroom Upgrade	Pro Sound Video Lighting (Pensacola, FL)	\$22,307.62
4	Starr County Campus Bldg H Rm I-202 Student Activities Quiet Room	Pro Sound Video Lighting (Pensacola, FL)	\$13,425.53
5	Pecan Campus Building L Theater Upgrade	Pro Sound Video Lighting (Pensacola, FL)	\$10,245.31
6	Pecan Plaza Continuing Education and Cashier Renovation	Pro Sound Video Lighting (Pensacola, FL)	\$19,647.32
7	Projectors- District Wide Replacement for Classrooms and Portable Buildings	AVES Audio Visual Systems, Inc. (Sugar Land, TX)	\$36,115.00

- 2) Books and Educational Materials (Award):** award the proposal for books and educational materials for the period of August 27, 2014 through August 26, 2015 with two one-year options to renew, at an estimated cost of \$300,000.00, which is based on prior year expenditures, with the following vendors:
- Avanti Enterprises, Inc. (Oak Brook, IL)
  - B. E. Publishing (North Kingstown, RI)
  - Barnes & Noble Booksellers (The Woodlands, TX)
  - Barnes & Noble College Booksellers, LLC. (Basking Ridge, NJ)
  - Complete Book & Media, Supply, LLC. (Cedar Park, TX)
  - Follett School Solutions, Inc. (McHenry, IL)
  - Ingram Library Services, Inc. (La Vergne, TN)
  - Kamico Instructional Media, Inc. (Salado, TX)
  - Kaplan Early Learning Company (Lewisville, NC)
- 3) CNC Mini Milling Machines (Award):** award the proposal for two (2) CNC mini milling machines to Technical Laboratory Systems, Inc. (Houston, TX), at a total cost of \$26,970.00;
- 4) Grounds Maintenance (Award):** award the proposal for grounds maintenance to Maldonado Nursery & Landscape, Inc. (La Feria, TX), for the period of July 26, 2014 through July 25, 2015 with two one-year options to renew, at an estimated cost of \$266,894.00;
- 5) Networking Cabling Services (Award):** award the proposal for networking cabling services to BridgeNet Communications, LLC. (Donna, TX), for the period of July 26, 2014 through July 25, 2015 with two one-year options to renew, at an estimated cost of \$75,000.00 based on prior year history;
- 6) Online Employee Training Services (Award):** award the proposal for online employee training services to Workplace Answers, LLC. (Austin, TX), for the period of July 1, 2014 through June 30, 2015 with two one-year options to renew, at a total amount of \$9,995.00;
- 7) Projector Replacement Project (Award):** award the proposal for the projector replacement project to Audio Visual Aids Corp (San Antonio, TX), at a total cost of \$205,836.00;
- 8) Travel Package for TexPREP Program (Award):** award the proposal for travel package for TexPREP program to EF Explore America (Cambridge, MA), at a total cost of \$26,131.00;
- 9) Vending Services – Snacks (Award):** award the proposal for vending services – snacks to Corpus Christi Vending, Inc./dba South Texas Canteen (La Feria, TX) for the period of September 1, 2014 through August 31, 2019 with services to

all South Texas College locations. The five (5) year proposal includes a monthly commission of 19% of net sales;

- 10)Biology Lab Equipment I (Purchase):** purchase Biology lab equipment I from Ward’s Science/a Division of VWR International, LLC. (Rochester, NY), a Texas Association of School Boards – Buyboard approved vendor, at a total cost of \$15,553.91;
- 11)Biology Lab Equipment II (Purchase):** purchase Biology lab equipment II from Bio-Rad Laboratories (Hercules, CA), a sole source vendor, at a total cost of \$28,130.00;
- 12)Computers, Laptops and Tablets (Purchase):** purchase computers, laptops and tablets from the State of Texas Department of Information Resources (DIR) approved vendor, Dell Marketing, LP. (Dallas, TX), Apple Computer, Inc. (Dallas, TX) and from the National Joint Powers Alliance approved vendor CDW Government, in the total amount of \$201,751.62;
- 13)Furniture (Purchase):** purchase furniture from the State of Texas Multiple Award Schedule (TXMAS) and Texas Association of School Boards – Buyboard approved vendors, at a total amount of \$115,275.16;

#	Vendor	Amount
A	Computer Comforts, Inc.	\$3,329.90
B	ERG International	\$1,701.10
C	Exemplis Corporation	\$26,737.50
D	The Hon Company	\$6,382.57
E	Krueger International, Inc.	\$66,384.12
F	Lyon, LLC.	\$1,394.42
G	VIA, Inc.	\$9,345.55

- 14)ID System Software Upgrade (Purchase):** purchase an ID system software upgrade from Jolly Technologies (Redwood City, CA), a sole source vendor, at a total cost of \$13,000.00;
- 15)Intramural Sports Equipment and Supplies (Purchase):** purchase intramural sports equipment and supplies from BSN Sports (Dallas, TX), a Texas Association of School Boards – Buyboard approved vendor, at a total cost of \$12,359.30;
- 16)Medical Stretchers (Purchase):** purchase medical stretchers from Stryker (Chicago, IL), a Provista Purchasing Cooperative approved vendor, at a total cost of \$16,644.36;
- 17)Medical Training Equipment – Headwalls (Purchase):** purchase medical training equipment – headwalls from Meadows Medical Supply (Quogue, NY), a sole source vendor, at a total cost of \$17,927.00;
- 18)Medical Training Equipment – Mannequins (Purchase):** purchase medical training equipment – mannequins from Laerdal Medical Cooperation (Wappingers Falls, NY), a sole source vendor, at a total cost of \$65,219.19;
- 19)Microscopes and Cameras (Purchase):** purchase microscopes and cameras from North Central Instruments (Plymouth, MN), a State of Texas Term Contract approved vendor, at a total cost of \$30,908.24;

- 20) Mobile Ultrasound Systems (Purchase):** purchase mobile ultrasound systems from GE Healthcare (Wauwatosa, WI), a sole source vendor, at a total cost of \$108,000.00;
- 21) Network Switch (Purchase):** purchase network switch from Insight Public Sector (Tempe, AZ/McAllen, TX), a State of Texas Department of Information Resources (DIR) approved vendor, at a total cost of \$10,440.00;
- 22) Online Tutoring Platform (Purchase):** purchase an online tutoring platform from AskOnline, Inc. (Braintree, MA), a sole source vendor, for the period of July 1, 2014 through June 30, 2015, at a total cost of \$14,500.00;
- 23) Training Services (Purchase):** purchase training services from FESTO Corporation (Hauppauge, NY), a sole source vendor, at a total cost of \$40,500.00;
- 24) Web Security Professional Services (Purchase):** purchase web security professional services from Dell Marketing, LP. (Dallas, TX), a State of Texas Department of Information Resources (DIR) approved vendor, for the period of July 1, 2014 through June 30, 2015, at a total cost of \$31,262.00;
- 25) Custodial Supplies (Renewal):** renew the custodial supplies contracts for the period of August 18, 2014 through August 17, 2015, at an estimated cost of \$185,000.00 based on prior year expenditures. The vendors are as follows:  
**Primary:** Gulf Coast Paper, Co. (Brownsville, TX)  
**Secondary:** Interboro Packaging Corporation (Montgomery, NY)  
Rio Paper & Supply, LLC. (Pharr, TX)  
Yanitor Paper and Supplies, LLC. (Hidalgo, TX)
- 26) Elevator Maintenance Agreement (Renewal):** renew the elevator maintenance agreement with Otis Elevator Equipment & Services (Farmington, CT), a Provista Purchasing Cooperative approved vendor, for the period of September 1, 2014 through August 31, 2015, at an estimated cost of \$50,000.00;
- 27) Institutional Membership – CCCSE (Renewal):** renew the institutional membership – CCCSE with The University of Texas at Austin (Austin, TX), a sole source vendor, for the period of January 1, 2014 through December 31, 2014, at a total cost of \$11,500.00;
- 28) Institutional Membership – SACS (Renewal):** renew the institutional membership – SACS with the Southern Association of Colleges and Schools (SACS) (Decatur, GA), a sole source vendor, for the period of July 1, 2014 through June 30, 2015, at a total cost of \$10,442.00;
- 29) Institutional Participation Fee (Renewal):** renew the institutional participation fee with Achieving the Dream, Inc./Manpower Development Corporation (MDC)(Silver Spring, MD), a sole source vendor, for the period of September 1, 2014 through August 31, 2015, at a total amount of \$10,000.00;
- 30) Library Discovery System (Renewal):** renew the library discovery system contract with EBSCO Industries, Inc. (Ipswich, MA), for the period beginning of July 1, 2014 through June 30, 2015, at an estimated cost of \$19,356.00;
- 31) Maintenance Management System (Renewal):** renew the maintenance management system with SchoolDude.com (Cary, NC), a Texas Cooperative Purchasing Network (TPCN) approved vendor, for the period of September 1, 2014 through August 31, 2015, at an estimated cost of \$24,000.00 which is based on prior year expenditures;

**32)Metal Products for Welding Programs (Renewal):** renew the contracts for metal products for welding programs for the period of May 29, 2014 through May 28, 2015, at an estimated amount of \$20,000.00 based on prior year expenditures with Alamo Iron Works (Brownsville, TX) and Rio Grande Steel, Ltd. (McAllen, TX);

**33)Staff Uniforms and Services (Rental/Renewal):** rental/ renewal of staff uniforms and service from Unifirst Corporation (San Antonio, TX/McAllen, TX), a Texas Association of School Boards – Buyboard approved vendor, for the period of July 1, 2014 through June 30, 2015, at an annual estimated cost of \$20,500.00.

### **SUMMARY TOTAL:**

The total for all proposal awards, purchases, and renewals is \$2,103,736.10.

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

### **Review and Recommend Action to Eliminate Letters of Appointment for Professional–Technical Support Personnel**

Approval to eliminate letters of appointment for professional-technical support personnel will be requested at the June 26, 2014 Board meeting.

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 Appointments 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 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 was recommending elimination 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 the recommendation 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.

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 elimination of letters of appointment for professional-technical personnel as presented. The motion carried.

## **Review and Recommend Action to Revise Policy #4115: Personnel Appointments**

Approval to revise Policy #4115: Personnel Appointments will be requested at the June 26, 2014 Board meeting.

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

- To clarify that the letter of appointment issued to Executive, Administrators, or Faculty job classifications must be electronically or manually signed by the President and respective employee and returned to the Office of Human Resources by the stated deadline.
- To discontinue the issuance of employment contracts (Letter of Appointments) to employees in the Professional/Technical Support job classification.

The revised policy was included in the packet for the Committee's information and review. The additions to the policy were highlighted in yellow and the deletions were designated with a strikeout.

The revised policy was reviewed by staff, the President's Cabinet, Coordinated Operations Council, President's Administrative Staff, and by South Texas College's legal counsel.

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 revisions to Policy #4115: Personnel Appointments as presented and which supersede any previously adopted Board policy. The motion carried.

### **Review and Recommend Action to Revise Policy #4311: Personal Leave**

Approval to revise Policy #4311 Personal Leave will be requested at the June 26, 2014 Board meeting.

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

- To increase the number of personal leave days for faculty from one to two per year.
  - ⇒ Faculty did not accrue vacation leave and therefore used personal leave, per Policy #4311, to take care of essential personal business which may only be accomplished during their instructional schedule.
  - ⇒ A second day would allow faculty to schedule important personal appointments.
  - ⇒ This personal leave would be deducted from the faculty member's accumulated sick leave.

The revised policy was included in the packet for the Committee's information and review. The additions to the policy were highlighted in yellow and the deletions were designated with a strikeout.

The revised policy was reviewed by staff, the President's Cabinet, Coordinated Operations Council, President's Administrative Staff, and by South Texas College's legal counsel.

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 revisions to Policy #4311 Personal Leave as presented and which supersede any previously adopted Board policy. The motion carried.



## **Review and Recommend Action to Revise Policy #4922: Termination of Employment**

Approval to revise Policy #4922: Termination of Employment will be requested at the June 26, 2014 Board meeting.

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

- To change the title of the Policy from Termination of Employment to Separation of Employment and Re-Employment
- To clarify the expectation of Executive and Administrative staff to continue employment for duration of letter of appointment
- To clarify the expectation of Executive and Administrative staff to provide, prior to the end of the appointment period, a written notice of separation of employment no later than the 45<sup>th</sup> day prior to the last effective date of appointment
- To clarify the expectation of Executive and Administrative staff to submit advance written notice requesting to be released from the appointment due to an extenuating situation, which must be approved by appropriate supervisor(s), Office of Human Resources, and the President
- To clarify that employees planning to retire with the College must provide advance written notice of at least forty-five (45) days
- To clarify the adequate amount of notice of separation expected of Professional/Technical support staff (30 days or not less than 15 days if approved) and classified staff (15 days) to be considered in good standing

The revised policy was included in the packet for the Committee's information and review. The additions to the policy were highlighted in yellow and the deletions were designated with a strikeout.

The revised policy was reviewed by staff, the President's Cabinet, Coordinated Operations Council, President's Administrative Staff, and by South Texas College's legal counsel.

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 revisions to Policy #4922: Termination of Employment as presented and which supersede any previously adopted Board policy. The motion carried.

## Discussion and Action on Proposal for Vending Services – Beverages

Approval to award a contract for vending services – beverages to Pepsico Food Service (Plano, TX) for a five (5) year period of August 1, 2014 through July 31, 2019 for all STC locations will be requested at the June 26, 2014 Board meeting.

Proposals were solicited and received on Thursday, May 29, 2014. Proposal documents were advertised and sent to two (2) vendors and two (2) responses were received, reviewed, and evaluated by the Director of Operations and Purchasing Department.

The vendors provided the following offers:

<b>Commission for 3 Years</b>		
<b>Vendor</b>	<b>Coca-Cola Refreshments</b>	<b>Pepsico Food Service</b>
Commission Rates	35% Sparkling Beverages & Water 30% PowerAde/Vitamin Water/Monster Drinks/Juices	43% Carb/Non Carb/Water 30% Enhanced Water, Isotonic, Juice, Energy Drinks
Vendor Projected Cases - Sales	14,500	11,000
Projected Commission	\$513,408.00	\$423,100.00
Discretionary Funding	\$105,000.00	\$105,000.00
Product Donation	\$3,000.00	\$5,712.00
Scholarship Support		\$45,000.00
<b>Total</b>	<b>\$621,408.00</b>	<b>\$578,812.00</b>

<b>Commission for 5 Years</b>		
<b>Vendor</b>	<b>Coca-Cola Refreshments</b>	<b>Pepsico Food Service</b>
Commission Rates	40% Sparkling Beverages & Water 25% PowerAde/Vitamin Water/Monster Drinks/Juices	43% Carb/Non Carb/Water 30% Enhanced Water, Isotonic, Juice, Energy Drinks
Vendor Projected Cases - Sales	14,500	11,000
Projected Commission	\$1,006,983.00	\$715,900.00
Discretionary Funding	\$187,500.00	\$185,000.00
Product Donation	\$5,000.00	\$9,520.00
Scholarship Support		\$75,000.00
<b>Total</b>	<b>\$1,199,483.00</b>	<b>\$985,420.00</b>

<b>Commission for 7 Years</b>		
<b>Vendor</b>	<b>Coca-Cola Refreshments</b>	<b>Pepsico Food Service</b>
Commission Rates	43% Sparkling Beverages & Water 25% PowerAde/Vitamin Water/Monster Drinks/Juices	43% Carb/Non Carb/Water 30% Enhanced Water, Isotonic, Juice, Energy Drinks
Vendor Projected Cases - Sales	14,500	11,000
Projected Commission	\$1,460,191.00	\$1,014,900.00
Discretionary Funding	\$245,000.00	\$275,000.00
Product Donation	\$7,000.00	\$13,328.00
Scholarship Support		\$105,000.00
Total	\$1,712,191.00	\$1,408,228.00

<b>Commission for 10 Years</b>		
<b>Vendor</b>	<b>Coca-Cola Refreshments</b>	<b>Pepsico Food Service</b>
Commission Rates	43% Sparkling Beverages & Water 25% PowerAde/Vitamin Water/Monster Drinks/Juices	43% Carb/Non Carb/Water 30% Enhanced Water, Isotonic, Juice, Energy Drinks
Vendor Projected Cases – Sales	14,500	11,000
Projected Commission	\$2,105,692.00	\$1,463,400.00
Discretionary Funding	\$400,000.00	\$425,000.00
Product Donation	\$10,000.00	\$19,040.00
Scholarship Support		\$150,000.00
Total	\$2,515,692.00	\$2,057,440.00

A summary of the projected vending services commissions of each vendor based on annual sales of 11,000 cases follows in the packet for your information and review.

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 award the contract for vending services – beverages to Pepsico Food Service (Plano, TX) for a five (5) year period of August 1, 2014 through July 31, 2019 for all STC locations as presented. The motion carried.

## **Discussion and Action as Necessary on Proposed Salary Increases and Adjustments to Faculty Pay Plan for FY 2014-2015**

Approval of proposed salary increases and adjustments to Faculty Pay Plan for FY 2014-2015 will be requested at the June 26, 2014 Board meeting.

The College followed 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% and was proposed as follows:

- The base for a master's degree was increased from \$39,808 to \$40,644 or by an additional \$836.00 which was approximately a 2% base increase from FY 2013-2014. The proposed FY 2014-2015 pay plan also included a move of one step at an average increase of 1%.
- The proposed plan for FY 2014-2015, added four additional steps, from 26 years of service to 30 years of service, to the Faculty Salary Plan for faculty with educational attainment levels of master's, master's +30, and doctorate degrees. These steps would allow Faculty at the maximum step for years of service to be compensated for additional years of experience in FY 2014-2015 and in the next three years. Each step was approximately a one (1%) increase in pay at these levels.

In order to encourage professional growth and achievement of higher educational attainment, the faculty salary plan included maximum steps based on educational level, including: a maximum of step 10 for Level I Associates; a maximum of step 15 for Level II Associate +30; and a maximum of step 20 for Levels III and IV, Bachelor and Bachelor + 18, respectively.

Twenty-four (24) faculty previously reached the maximum step for years of service under Level I Associates; Level II Associate + 30; Level III Bachelor; and Level IV Bachelor + 18, and therefore their salaries were frozen (shaded steps). These faculty had not received salary increases or step adjustments since FY 2010-2011. There were an additional three (3) faculty moving into the step range where salary was frozen in FY 2014-2015. The proposed Faculty Salary Pay Plan for FY 2014-2015 added a 2% salary increase to the previously frozen salary amounts for the twenty-seven (27) faculty within these steps. Based on the 2% increase, the cost was approximately \$23,254. Faculty would not move into the next step, but would receive a 2% salary increase in FY 2015.

Based on the proposed 3% average salary increase and adjustments to the Faculty Pay Plan and the 2% salary increase to the frozen steps, the total cost in FY 2014-2015 was approximately \$914,437.

The Faculty Pay Plan for FY 2014-2015 followed in the packet for the Committee's information and review.

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 proposed salary increases and adjustments to Faculty Pay Plan for FY 2014-2015 as presented. The motion carried.

### **Review and Discussion of Interlocal Agreement for Transportation Services between South Texas College and the Lower Rio Grande Valley Development Council**

An Interlocal Agreement for the Jag Express Intercampus Transportation Services between South Texas College and the Lower Rio Grande Valley Development Council (LRGVDC) for the period beginning August 18, 2014 through August 31, 2015, in the amount of \$192,338, consisting of payments from South Texas College, Economic Corporation of Weslaco, and City of Weslaco, in the amounts of \$114,102, \$39,000, and \$39,236, respectively is summarized below. The total costs and in-kind match were as follows:

Total Cost for System	\$2,085,107
Less State/Federal Contribution for Capital	(1,118,637)
<b>Operating Cost for System</b>	<b>\$966,470</b>
Less State/Federal Contribution for Operating	(509,593)
Less Lower Rio Grande Valley Development Council Match	(40,000)
Less Contribution from City of Weslaco	(39,236)
Less Contribution from Weslaco Economic Development Corporation	(39,000)
<b>Total Cost to STC</b>	<b>\$338,641</b>
STC Employee Services/ In-Kind Match	224,539
STC Cash Payment	114,102

STC Employee Services/In-Kind Match	\$114,102
City of Weslaco Contribution	39,236
Weslaco Economic Development Corporation Contribution	39,000
<b>Total Payment by STC to LRGVDC</b>	<b>\$192,338</b>

A copy of the Interlocal Agreement and the Transportation Services / STC Intercampus Jag Express Project Budget was included in the packet for the Committee's review.

The Interlocal Agreement was intended to establish an intercampus bus route to serve all of the College's campuses. The bus routes would benefit students, faculty, and staff of South Texas College and thereby served the goals of both organizations by facilitating

access to the College and its educational programs and to increase use of public transportation in the area.

The bus routes would be free of charge to the students, faculty, and staff of South Texas College by presentation of an official identification (ID) card. The presentation of ID cards would be recorded by LRGVDC to track usage of the service.

The responsibilities of South Texas College in this Agreement would be to:

- 1) Provide part of the funding of the bus routes;
- 2) Lease three STC buses at \$1.00 to provide bus transportation services for the Yellow Line (circulator route) and Park & Ride Shuttle services;
- 3) Engage in various activities to promote its use such as newsletters, email notifications, and signage at registration and other events; and
- 4) Designate appropriate stop locations at each campus.

Funds for this expenditure would be budgeted in the Metro Transportation budget for FY 2014-2015 pending Board approval of the Budget.

Mr. Tom Logan from the Lower Rio Grande Development Council (LRGVDC) presented the information on this initiative. The presentation was included in the packet for the Committee's review.

Mrs. Wanda Garza, Interim Vice President for Student Affairs and Enrollment Management was also present at the June 12, 2014 Finance and Human Resources Committee meeting to review and address questions by the committee.

No action was required from the Committee. This item was presented for information and feedback to staff. The Committee requested that the item be presented to the full Board for action as necessary to approve the interlocal agreement.

### **Discussion and Action as Necessary on Proposed Budget Amendment for FY 2013-2014**

Approval of a proposed budget amendment for FY 2013–2014 will be requested at the June 26, 2014 Board Meeting.

The budget amendment was necessary for the following reasons:

**1. Unrestricted Revenue and Expenditures Adjustment Due to Level of Traditional Student Tuition and Fees**

	<u>Increase/(Decrease)</u>
<b>Revenues</b>	
Tuition	(\$2,085,547)
Fees	(1,412,288)
<b>Total Revenue Reduction</b>	<b><u>(3,497,835)</u></b>
<b>Expenditures</b>	
Salaries	(1,448,847)
Benefits	(409,996)
Operating	(1,484,000)
Travel	(1,500)
Capital	(153,492)
<b>Total Expenditures Reduction</b>	<b><u>(3,497,835)</u></b>

- Student Tuition and Fee Revenue Budget Reduction
  - ⇒ The student tuition revenue budget would be reduced by \$2,085,547, from \$33,068,844 to \$30,983,297. The student fees revenue budget would be reduced by \$1,412,288, from \$26,881,498 to \$25,469,210. This was a total reduction of \$3,497,835 in student tuition and fees revenue. The reduction in tuition and fee revenue was necessary because the actual traditional student enrollment in the Fall and Spring semesters was lower than the student enrollment used for budgeting purposes.
- Salary Expense Budget Reduction
  - ⇒ The salary expense budget would be decreased by \$1,448,847, from \$79,700,834 to \$78,251,987.
- Benefit Expense Budget Reduction
  - ⇒ The benefit expense budget would be decreased by \$409,996, from \$22,999,267 to \$22,589,271.
- Operating Budget Reduction
  - ⇒ The operating expense budget would be decreased by \$1,484,000, from \$29,450,291 to \$27,966,291.
- Travel Budget Reduction
  - ⇒ The travel expense budget would be decreased by \$1,500, from \$1,593,932 to \$1,592,432.
- Capital Budget Reduction
  - ⇒ The capital expense budget would be decreased by \$153,492, from \$1,555,678 to \$1,402,186.

## **2. Transfer of Unrestricted Fund Balance to Plant Funds**

- Transfer of Funds from the Unrestricted Fund Balance to the Unexpended Construction Plant Fund and the Renewals & Replacements Plant Fund
  - ⇒ Funds would be transferred from the Unrestricted Fund Balance in the amount of \$4,000,000 to the Renewals and Replacements Plant Fund for future deferred maintenance projects.
  - ⇒ Funds would be transferred from the Unrestricted Fund Balance in the amount of \$2,000,000 to the Unexpended Construction Plant Fund for future construction and renovation projects
  - ⇒ After the transfer of \$6,000,000, the Unrestricted Undesignated Fund Balance at August 31, 2013 in the amount of \$91,784,899 would be reduced to \$85,784,899. This amount was sufficient to fund approximately 7 months of operating expenditures.

## **3. \$60,000,000 Limited Tax Bonds, Series 2014 Issuance and Projected Expenditures**

- Unexpended Construction Plant Fund Increase
  - ⇒ The Unexpended Construction Plant Fund revenue budget would be increased by \$60,000,000, due the issuance of Limited Tax Bonds, Series 2014.
  - ⇒ The expenditure budget would be increased by \$60,000,000 due to the issuance of Limited Tax Bonds, Series 2014 consisting of \$156,000 for FY 2014 projected bond construction related expenses (construction program management services) and \$59,844,000 for future bond projects.

As a result of the amendment, total budgeted revenues and expenditures/reserve would increase from \$141,233,035 to \$143,735,200, \$9,335,771 to \$13,335,771, and \$9,001,802 to \$71,001,802, in the Unrestricted Fund, Renewals and Replacements Plant Fund, and the Unexpended Construction Plant Fund, respectively.

The budget amendment followed in the packet for the Committee's information and review.

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 proposed budget amendment for FY 2013-2014, as presented. The motion carried.

## **Review and Recommend Action on Unrestricted Fund Balance Designation as of August 31, 2014**

Approval of the Unrestricted Fund Balance Designation as of August 31, 2014 will be requested at the June 26, 2014 Board Meeting.

The Unrestricted Fund Balance Designation represented the College's intended future use of available resources and required approval by the Board of Trustees. The amount



approved for the Unrestricted Fund Balance Designation appeared on the College's Comprehensive Annual Financial Report and was itemized as Board Designated.

As of August 31, 2013, the Board designated \$9,500,000 for health insurance premiums. The need for the designation of Unrestricted Fund Balance was based on the rising costs of employee health insurance and the uncertainty of continued state funding. The designation would be available to supplement reduced state funding for employee health insurance premiums in future years.

The Board was asked to designate an additional amount of \$15,000,000 of Unrestricted Fund Balance, as of August 31, 2014, for the following initiatives.

<b>Designation</b>	<b>Amount</b>
Fund Balance Designation as of August 31, 2013	
Health Insurance Premiums	<u>\$9,500,000</u>
FY 2013-2014 Proposed Fund Balance Designations	
ERP Infrastructure Maintenance and Renewal	7,500,000
Facilities Deferred Maintenance	4,000,000
Business Continuity and Disaster Plan	<u>3,500,000</u>
<b>Total Unrestricted Fund Designations</b>	<b><u><u>\$24,500,000</u></u></b>

The designations of Unrestricted Fund Balance were requested for information technology infrastructure and consultation/training services required for the continued functionality of the College's Enterprise Resource Planning (ERP) system, the deferred maintenance of facilities, and the reserve of funds for the College's business continuity of operations in the event of serious incidents or disasters. Including the transfers of \$6,000,000 to the Plant Funds, per the proposed budget amendment, and before any adjustments to Fund Balance for FY 2013-2014 activity, the Unrestricted Fund Balance would be adjusted as follows:

<b>Unrestricted Fund Balance</b>			
	Undesignated Fund Balance	Designated Fund Balance	Total Fund Balance
Fund Balance August 31, 2013	\$91,784,899	\$9,500,000	\$101,284,899
Less: Proposed Plant Funds Transfer	(6,000,000)	--	(6,000,000)
Proposed Amended Balance	85,784,899	9,500,000	95,284,899
Additional Designation	(15,000,000)	15,000,000	--
Adjusted Fund Balance August 31, 2013	<u>\$70,784,899</u>	<u>\$24,500,000</u>	<u>\$95,284,899</u>

The total Unrestricted Undesignated Fund Balance of \$70,784,899 represented approximately five and one half (5½) months of budgeted expenditures. Per Policy #5350: Unrestricted Fund Balance, the College should maintain an Unrestricted Fund Balance sufficient to cover no less than four months of budgeted expenditures.

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 Unrestricted Fund Balance Designation as of August 31, 2014 in the amount of \$15,000,000 as presented. The motion carried.

## **Update on Status of Non-Faculty Staff Compensation Study**

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 could 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.

In May, Evergreen Solutions issued to the College three salary pay plan options, in addition to the current pay plan with adjustments, as follows:

### **A. Current Pay Plan**

This option maintained the College's current pay grades. Evergreen provided a few pay plan options under the current pay plan as follows:

- Update the current pay plan to move those employees under market minimum to the market minimum; there were approximately 74 employees requiring adjustment.
- Update the pay plan to move employees under market minimum to the market minimum, with two plans
  - ⇒ one plan to bring employees to maximum range based on total years of service to the college over 30 years.

- ⇒ one plan to bring employees to maximum level based on total years of service in current position over 30 years.
- Update the pay plan to move employees under market minimum to the market minimum, with two plans
  - ⇒ move employees to the midpoint pay grade over 5 years, based on years of service with a 3% increase each year to reach maximum level over 30 years.
  - ⇒ move employees to the midpoint pay grade over 5 years, based on years of service in current position with a 3% increase each year to reach maximum level over 30 years.
- Update the pay plan to move employees under market minimum to the market minimum, with two plans
  - ⇒ move employees to the midpoint pay grade over 10 years, based on years of service with a 3% increase each year to reach maximum over 30 years.
  - ⇒ move employees to the midpoint pay grade over 10 years, based on years of service in current position with a 3% increase each year to reach maximum over 30 years.

### **B. Current Pay Plan-Altered**

This option produced the College's current pay plan altered to increase the minimum pay grade to market minimum and has uniform pay range spreads of 75%. In this pay plan, the pay levels for classified staff were reduced.

### **C. Simplified Plan**

The Simplified Plan grouped a maximum of ten (10) pay grades for both Classified and Professional Support positions; and a maximum of five (5) pay grades for both Administrative and Executive positions. This plan had uniform pay range spreads of 55%.

### **D. Banded Plan**

The Banded Plan grouped existing positions into banded levels ranging from I to IV.

In this pay plan, the pay ranges spreads were uniform and the number of pay levels were reduced. The banded pay plan provided for a total of 28 ranges with 7 bands (Specialist, Technician, Coordinator, Professional/Analytical, Supervisor, and Manager) with 4 levels for each band.

After the College's review of the pay plans options produced by Evergreen, the College requested that cost estimates be provided for the Current Pay Plan – Altered with an emphasis of correctly slotting the positions identified by Evergreen as outliers and those identified by management as potential issues.

Evergreen was currently slotting positions using the Current Pay Plan – Altered with the 75% pay range spread and will provide implementation cost estimates during the second

week of June. The College would systematically evaluate the results and would continue to work with Evergreen to correctly slot all non-faculty positions and to maintain the costs within the estimated budget.

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 7:20 p.m.

I certify that the foregoing are the true and correct minutes of the June 12th, 2014 Finance and Human Resources Committee Meeting of the South Texas College Board of Trustees.

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Mr. Roy de León  
Chair

## Announcements

### A. Next Meetings:

- Education and Workforce Development Committee Meeting, Thursday, July 10th, 2014 at 3:30 p.m., Ann Richards Administration Building Board Room, Pecan Campus, McAllen, Texas
- Facilities Committee Meeting, Thursday, July 10th, 2014 at 4:30 p.m., Ann Richards Administration Building Board Room, Pecan Campus, McAllen, Texas
- Finance and Human Resources Committee Meeting, Thursday, July 10th, 2014 at 5:30 p.m., Ann Richards Administration Building Board Room, Pecan Campus, McAllen, Texas
- Regular Meeting of the Board of Trustees, Tuesday, July 29th, 2014 at 5:30 p.m., Ann Richards Administration Building Board Room, Pecan Campus, McAllen, Texas

### B. Other Announcements:

- The College will be closed Friday, July 4<sup>th</sup> in observation of Independence Day.
- The **July 2014 Regular Board Meeting** has been moved to Tuesday, July 29<sup>th</sup>, 2014 at 5:30 p.m.