

**SOUTH TEXAS COLLEGE
 BOARD OF TRUSTEES REGULAR MEETING
 Thursday, November 20, 2014 @ 5:30 p.m.
 Ann Richards Administration Building Board Room
 Pecan Campus, McAllen, Texas 78501**

AGENDA

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

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- III. Invocation
- IV. Public Comments
- V. Presentations..... 1
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 - B. Presentation on Launch of *“In the Making”* Campaign
- VI. Consideration and Action on Consent Agenda
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 - 2. The Texas Workforce Commission’s “Nursing Mentorship Program” Grant in the Amount of \$146,487
 - 3. Reallocated Funds of \$91,484 for the Carl Perkins Basic Grant from the Texas Higher Education Coordinating Board
 - 4. Additional Grants Received/Pending Official Award

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 - b. Review and Presentation on the US Department of Education Grant “STC In FOCUS – Focus on Creating Ultimate Student Success”
 - 2) November 13, 2014 Meeting
 - a. Review and Action on Approval to Develop an Associate of Applied Science Degree in Welding Technology Program
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 - 2) Hydraulic Sheet Metal Iron Worker (Award)
 - 3) Air Conditioning Equipment, Supplies, and Service (Purchase))
 - 4) Computers, Laptops, Tablets, and Printer (Purchase)
 - 5) Microscopes (Purchase)
 - 6) Network Equipment - Instructional (Purchase)
 - 7) Police Vehicles (Purchase)
 - 8) Testing Materials (Purchase)
 - 9) Three Dimensional Printers (Purchase)
 - 10) Training Services (Purchase)
 - 11) Database Software Licenses and Support Agreements (Renewal)
 - 12) Library Database Subscriptions (Renewal)
 - 13) Library Database Subscriptions and e-Book (Renewal/Purchase)
 - 14) Printing of Business Forms (Renewal)
 - 15) Rental of Firefighter Protective Clothing (Renewal)
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A. Next Meetings:	
• <u>Thursday, December 11th, 2014</u>	
➤ 3:30 p.m. – Education and Workforce Development Committee Meeting	
➤ 4:30 p.m. – Facilities Committee Meeting	
➤ 5:30 p.m. – Finance and Human Resources Committee Meeting	
• <u>Tuesday, December 16th, 2014</u>	
➤ 4:00 p.m. – Workshop with the City of McAllen	
➤ 5:30 p.m. – Regular Meeting of the Board of Trustees	

B. Other Announcements:

- South Texas College will be closed Thursday, November 27th through Sunday, November 30th in observation of Thanksgiving.
- South Texas College will hold a Commencement Ceremony on Sunday, December 14th, 2014, at 3:00 p.m., at the McAllen Convention Center, 700 Convention Center Blvd., McAllen, TX 78501.
- Board Holiday Dinner, Tuesday, December 16, 2014 at 7:30 p.m., *Patio On Guerra*, 116 S 17th St., McAllen, Texas.
- The College will be closed December 18th, 2014 – January 4th, 2015 for Winter Break.
- Some offices providing Student Services will be open on a revised schedule during this period to allow students to prepare for the Spring 2015 semester.
- The Office of the President will be open to conduct Board business on Monday, December 22, 2014 during normal business hours.

Presentations

Presentation on December 2014 Commencement Ceremony

Mr. Matthew Hebbard, Dean of Enrollment Services and Registrar, will present on the December 2014 Commencement Ceremony. This ceremony will be held on Sunday, December 14, 2014 at the McAllen Convention Center, 700 Convention Center Blvd., McAllen at 3:00 p.m.

This commencement ceremony is necessary due to the increasing number of South Texas College graduates each year. This December Commencement will allow the College to recognize students who complete their programs in a fall semester and will provide their families an opportunity to celebrate their successes without waiting for the Spring ceremony.

Presentation on Launch of “In the Making” Campaign

South Texas College has launched its “*In the Making*” marketing campaign, as designed by Richards/Carlberg of Houston.

Mr. Daniel Ramirez, Director of Public Relations and Marketing, will provide a presentation on this exciting new campaign, designed to better inform potential students and their families about the opportunities available through South Texas College.

Approval of Minutes

The following Minutes are submitted for Board approval:

1. Amendment to September 23, 2014 Regular Board Meeting Minutes
2. October 28, 2014 Special Board Meeting
3. October 28, 2014 Regular Board Meeting

The September 23, 2014 Regular Board Meeting Minutes were approved at the October 28, 2014 Regular Board Meeting. Staff has requested that they be amended to specifically include the contract award term for the Bookstore vendor. The amendment adds a statement specifying the award term, and is highlighted in this packet for the Board's review and consideration.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve the Minutes for Board Meetings 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 Board Meetings as presented.

Approval Recommended:

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

**SOUTH TEXAS COLLEGE
BOARD OF TRUSTEES REGULAR BOARD MEETING
Tuesday, September 23, 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, September 23, 2014 in the Ann Richards Administration Building Board Room at the Pecan Campus in McAllen, Texas. The meeting commenced at 5:30 p.m. with Mr. Roy de León, Chair, presiding.

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

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, Mr. George McCaleb, Mr. Daniel Ramirez, Ms. Alicia Gomez, Mr. Matthew Hebbard, Ms. Maricela Silva, Mr. Paul Varville, Sgt. Ruben Suarez, Dr. Ety Bischoff, Dr. Eric Reittinger, Ms. Merrie Van Loy, Mr. Luis Figueroa, Mr. Humberto Rodriguez, Ms. Julie Silva, Mr. Chris Remington, Mr. Bob Simpson, Mr. Trey Murray, Mr. Michael Hovar, Mr. Steve Taylor, Dr. Les Rydl, Mrs. Fern McClaugherty, Mr. Chris Kupper, Mr. Randy Jarvis, and Andrew Fish.

Determination of a Quorum

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

Invocation:

Mr. Matt Hebbard, Dean for Enrollment Services and Registrar, said the invocation.

Public Comments:

Dr. Lester Rydl, Ms. Fern McClaugherty Mr. Chris Kupper, and Mr. Randy Jarvis signed up to make public comments to the Board. Each speaker was given up to five minutes, and addressed the Board to make public comments.

The first three speakers spoke regarding their opposition to the proposed 2014 Tax Rate.

The fourth and final speaker began to address personal personnel matters, and legal counsel asked the speaker to stop, stating that the public form is not the appropriate place for such matters. Legal counsel advised the Chair not to permit comments of that nature. The speaker ended his comments and took his seat.

Review and Recommend Action on Order Adopting the Tax Rate for 2014

Dr. Shirley Reed provided a presentation on the proposed 2014 Tax Rate, sharing background information on the need to expand the College's facilities, reviewing the bond and maintenance tax election in November 2013, and addressing concerns brought up during the public hearings held at previous Board meetings.

The Board wished to convene into Executive Session prior to action on the proposed 2014 Tax Rate. Legal counsel anticipated the need to discuss another matter in executive session, and asked for permission to include an additional item as posted on the meeting agenda. Recognizing that several visitors attended the meeting primarily to observe the discussion and action on the proposed 2014 tax rate, the Chair determined that the Board would only consider the matter at hand, and any discussion of a subsequent item could occur at the appropriate later time.

Executive Session:

The South Texas College Board of Trustees convened into Executive Session at 5:55 p.m. in accordance with Chapter 551 of the Texas Government Code for the specific purpose provided in:

- Section 551.071, Consultations with Attorney

1. Review and Recommend Action on Order Adopting the Tax Rate for 2014

Open Session:

The South Texas College Board of Trustees returned to Open Session at 6:15 p.m. No action was taken in Executive Session.

Approval by record vote of the Order establishing the tax rate for the 2014 tax year was requested. Approval of the order was necessary to levy the tax for the 2014 tax year.

Chapter 26 of the Property Tax Code required taxing units to comply with truth-in-taxation laws in adopting the tax rate. The laws had two purposes: to make taxpayers aware of tax rate proposals and to allow taxpayers, in certain cases, to rollback or limit a tax increase. The truth-in-taxation required a taxing unit to calculate two (2) tax rates after receiving the certified appraisal roll from the chief appraiser the effective tax rate and the rollback tax rate.

Comparing a proposed a rate to these two (2) rates determined which truth-in-taxation steps apply. A taxing unit must publish special notices and hold two public hearings before adopting a tax rate that exceeded the lower of the effective tax rate or the rollback tax rate.

The notice concerning the 2014 Property Tax Rate and the Notice of Public Hearing on Tax Increase were published in accordance with the Truth-In-Taxation requirements in the Monitor and the Starr County and Mid Valley Town Crier newspaper and the College's website. Copies of the Proposed 2014 Tax Presentation, 2014 Property Tax Rates, the Notice of Public

Hearing on Tax Increase, and the Notice of Tax Revenue Increase were included in the Board packet for the Trustees’ information and review.

Homesteads of homeowners 65 or older or Disabled who had filed the proper tax exemption were exempt from any STC property tax rate increase. This action was approved by the Board of Trustees on October 24, 2005.

The tax rate for 2013 Tax Year was as follows:

2013 Tax Rate			
	M & O Rate	Debt Rate	Rate
2013 Tax Rate	\$0.1100	\$0.0400	\$0.1500

The voters of Hidalgo County and Starr County, as the result of the November 5, 2013 Bond and Maintenance Tax election, approved increasing the maximum M & O tax rate from \$0.1100 to \$0.1400 and the issuance of \$159M in construction bonds which would require an approximate increase in the debt service tax rate of \$0.005 for a total debt service tax rate of \$0.0450, as presented below:

2013 and 2014 Tax Rates			
	M&O Rate	Debt Rate	Rate
2013 Maximum Tax Rate	\$0.1100	\$0.0400	\$0.1500
Bond and Maintenance Tax Election – Voter Approved	\$0.0300	\$0.0050	\$0.0350
Proposed 2014 Maximum Tax Rate	\$0.1400	\$0.0450	\$0.1850

The Tax Assessors for Hidalgo County and Starr County determined South Texas College’s tax rates to be the following:

2014 Tax Rates				
	M&O Rate	Debt Rate	Rate	Revenue
Effective Tax Rate	---	---	\$0.1472	\$44,722,572
Rollback Tax Rate	\$0.1166	\$0.0450	\$0.1616	\$48,716,502
<i>Proposed Tax Rate</i>	<i>\$0.1400</i>	<i>\$0.0450</i>	<i>\$0.1850</i>	<i>\$55,206,638</i>

The South Texas College Board of Trustees held two public hearings, the first on September 11, 2014 and the second on September 18, 2014, and published special notices as required by truth-in-taxation laws prior to adopting the proposed tax rate of \$0.1850.

Approval to adopt a debt service rate of \$0.0450 and maintenance and operations rate of \$0.1400 was required. Approval of the Order required a roll call vote of the members of the Board. A copy of the Order was included in the packet for the Board’s review.

Mr. Gary Gurwitz made the following motion:

“I move that the property tax rate be increased by the adoption of a tax rate of \$0.1850, which is effectively a 25.68 percent increase in the tax rate, and with the following clarification that by virtue of an election held on November 5, 2013, the proposed tax rate was approved by the voters of Hidalgo and Starr Counties, and South Texas College was authorized to levy, assess and collect an additional three cents annual ad valorem tax on each one hundred dollars valuation for the further operation and maintenance of the South Texas College, at a rate not to exceed fourteen cents.” Mrs. Graciela Farias second the motion.

Mr. Paul R. Rodriguez asked the Chair for an opportunity to address the audience and those watching the stream prior to the vote on the proposed motion.

Mr. Rodriguez stated that he holds a great amount of respect for the public comments portion of meetings, because it is critical that government hear from all of its constituents.

This board has certainly listened to comments made at these meetings. Mr. Rodriguez shared that the Board is in a difficult position because it is not allowed to respond directly to comments as they are made.

Mr. Rodriguez wanted to be clear that the Board does listen, they do hear, and they do understand the concerns expressed. This issue was not something they took lightly.

Mr. Rodriguez announced that when he joined the Board two years previously, there was already discussion of a prospective bond issuance and tax increase. Because of this, he toured the campuses and made great efforts to learn about the College’s programs and degrees.

What the Board was considering, and what the voters approved, was an increase much less than what some advised was ideal. The Board thought this was the most reasonable increase that could be proposed.

Mr. Rodriguez stated that when you see South Texas College’s students, the student body consists of all kinds of people.... The Trustees face all kinds of demands from their constituents. It is extremely critical to the Board that the College be reasonably able to satisfy those needs. When the College has to turn people away from the offered program due to a lack of room or staff that is not good for anyone. That need to expand to meet demand was why the Board proposed this increase.

Mr. Rodriguez announced that the Trustees prepared for this issue long before the election. They did a lot to try to get the message out to all of their constituents in both counties. They were as vocal and transparent as they could be.

Mr. Rodriguez wanted the public to know that they have listened, and they continue to listen to all of the people. And because of that, he announced his intention to vote for this issue.

Dr. Reed called for a roll-call vote of the Board on the proposed motion. All seven Trustees voted for the motion, and the motion carried.

Approval of Minutes

The following Minutes were submitted for Board approval:

1. August 26, 2014 Public Hearing and Special Board Meeting on the FY 2014-2015 Budget;
2. August 26, 2014 Regular Board Meeting;
3. September 11, 2014 Public Hearing and Special Meeting on the Proposed 2014 Tax Rate;
4. September 11, 2014 Special Board Meeting; and
5. September 18, 2014 Public Hearing and Special Meeting on the Proposed 2014 Tax Rate.

Due to the timing of the delivery of packets for Board review, the Minutes for the September 18, 2014 Public Hearing and Special Meeting on the Proposed 2014 Tax Rate were not ready at the time of publication. These were provided under separate cover for Board review.

Upon a motion by Dr. Alejo Salinas, Jr. and a second by Mr. Jesse Villarreal, the Board of Trustees of South Texas College approved the Minutes for the Board Meetings as presented. The motion carried.

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 was requested:

1. The “STC In FOCUS - *Focus On Creating Ultimate Student Success*” Grant from the U.S. Department of Education in the amount of \$2,568,075

This Hispanic Serving Institution (HSI) grant from the U.S. Department of Education would begin October 1, 2014 and would continue through September 30, 2019. The Department of Education made grant funds available for research and development of STC in FOCUS:

- Faculty would receive professional development in Active Learning pedagogy to heighten student learning, and Active Learning Classrooms (ALC) would be added to facilitate student engagement in learning through collaborative group work;
- The Active Learning Classrooms/FOCUS Academy component would provide the resources to train STC faculty in the best practices in active learning and to implement those techniques in classrooms specifically designed to support active learning, engagement, and collaboration;

- The Faculty Advising component would significantly strengthen South Texas College's faculty advising program to help connect students with their faculty members, academic and career opportunities as well as all of the resources available to assist them at South Texas College; and
- The infrastructure support component with Blackboard Collaborate Software would be instrumental in increasing access to nursing program courses for Starr County students by making it possible for courses at the NAH Campus to be broadcast online in real-time to the Starr County Campus.

As part of these efforts, STC would implement STC in FOCUS grant funds to increase the higher education success of Hispanic and low-income populations.

The various components of this grant met South Texas College's Strategic Directions: (1) Clear Pathways, (2) Access and Success, (3) High Success Rate, (4) Collective Responsibility, (5) Collaboration, and (6) Cost Efficiency.

2. The City of McAllen Phase 18 Grant Award from the City of McAllen in the amount of \$500,000

This award was for the period of October 1, 2014 through September 30, 2015.

This award would provide customized training for 650 new and incumbent workers and would support job creation and retention activities under this initiative. Authorization was also requested to expend funds as required by the grant.

3. The Wagner-Peyser 7(B) Governor's STC Advanced Manufacturing Partnership Initiative and the Texas Workforce Commission funding in the amount of \$300,000

This award was for the period of October 1, 2014 through September 30, 2015.

This grant would help continue STC's efforts to provide quality services and training for its service area of Hidalgo and Starr Counties to 1,200 anticipated new participants and provide an opportunity to develop new skills and obtain FESTO Certification. This training center would serve as a model that could be replicated throughout the state.

4. Alternative Teacher Certification in the amount of \$24,000

The "Alternative Teacher Certification" grant from the Intercultural Development Research Association was awarded from August 1, 2014 through July 31, 2015 and would fund STC's Continuing Education to provide internship training and field supervision to eight (8) teacher interns participating in the Alternative Teacher Certification Program.

5. Additional funds for VIDA College Prep Academy in the amount of \$26,600

These additional funds of \$26,600 for the “VIDA College Prep Academy” grant from Valley Initiative for Development and Advancement would support continuation of the program from June 27, 2014 through December 19, 2014. The total award amount was now \$98,600.

With this additional funding, STC’s Continuing Professional and Workforce Education would 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 was 26.

6. Career Pathways to High-Wage High-Demand Welding Jobs in the amount of \$5,000

The “Career Pathways to High-Wage High-Demand Welding Jobs” grant from The Rotary Club of McAllen is awarded October 1, 2014 through September 30, 2015. Under this grant, STC’s Continuing Education department will provide 256 hours of Welding Certification training to 12 students while The Rotary Club of McAllen will pay for welding materials and supplies required for the certification training.

7. The “Child and Adult Care Food Program” grant from Texas Department of Agriculture in the amount of \$65,639.49

This grant from Texas Department of Agriculture begins October 1, 2014 and would continue through September 30, 2015.

The Texas Department of Agriculture made grant funds available to support the Mid Valley Child Care Center’s child nutrition program October 1, 2014 through September 30, 2015. These funds supported the provision of nutritious meals to the children enrolled at Mid Valley Child Care Center, preparation of reports, and other activities.

This grant met South Texas College’s Strategic Direction Five with beneficial community and education partnerships that created a collective impact on student success.

The approved grants would provide up to \$3,489,314.49 in additional funding for the College to provide services and opportunities throughout the region.

Upon a motion by Ms. Rose Benavidez and a second by Mr. Jesse Villarreal, the Board of Trustees approved and authorized acceptance of the grant awards as presented and use of related funds as authorized by each grant, contingent upon official award as appropriate. The motion carried.

Approval and Adoption of the Board of Trustees and Board Committee Meeting Schedule for FY2014-2015

The Board of Trustees for South Texas College was asked to approve and adopt the following schedule of Board and Board Committee meetings for the period from September 2014 through September 2015.

The proposed meeting schedule for the Board of Trustees was as follows:

<u>Weekday</u>	<u>Date</u>	<u>Meeting Time</u>
Tuesday	September 23, 2014	5:30 p.m.
Tuesday	October 28, 2014	5:30 p.m.
Thursday	November 20, 2014	5:30 p.m.
Tuesday	December 16, 2014	5:30 p.m.
Tuesday	January 27, 2015	5:30 p.m.
Tuesday	February 24, 2015	5:30 p.m.
Tuesday	March 31, 2015	5:30 p.m.
Tuesday	April 28, 2015	5:30 p.m.
Tuesday	May 26, 2015	5:30 p.m.
Tuesday	June 23, 2015	5:30 p.m.
Tuesday	July 28, 2015	5:30 p.m.
Tuesday	August 25, 2015	5:30 p.m.
Tuesday	September 22, 2015	5:30 p.m.

A full calendar view of the proposed Committee and Board meeting schedule was provided in the packet for the Board's information.

This schedule was reviewed by each Committee during their September 11, 2014 meetings, and each recommended Board approval.

Upon a motion by Dr. Alejo Salinas, Jr. and a second by Mrs. Graciela Farias, the Board of Trustees of South Texas College approved and adopted the Board and Board Committee meeting schedule for FY 2014-2015 as presented. The motion carried.

Review of Education and Workforce Development Committee Items

The following items were presented to and discussed with the Education and Workforce Development Committee. No action was requested of the Committee or the Board:

1) Presentation on Professional and Organizational Development Opportunities at South Texas College

Dr. Anahid Petrosian, Vice President for Academic Affairs, introduced Ms. Lee Grimes, Associate Dean of Professional and Organizational Development. Ms. Grimes presented on the many programs developed and maintained by the Office of Professional and Organizational Development.

The Office of Professional and Organizational Development provides a variety of academies and programs for faculty and staff in alignment with institutional initiatives and priorities, including:

- College-wide Events
- Faculty Development
- Staff Development
- Organizational Development

These programs provide many opportunities for faculty and staff to engage in professional, organizational and personal development. This focus on continual development contributes to the culture of highly-motivated and highly-skilled faculty and staff that makes South Texas College a world class institution.

In addition to the established programs, the Office of Professional and Organizational Development coordinates with college administration and staff to seek out opportunities to develop and offer customized workshops to provide focused training on an as-needed basis. This allows the College to meet its commitment to being dynamically responsive to the growing needs of its students, faculty, and staff.

The Committee expressed an interest in ideas on how the Board may be able to help incentivize participation in these professional and organizational development programs hosted by Ms. Grimes' department. Ms. Grimes thanked them for the support, and asked for time to consider how further incentives might be developed and integrated.

2) Presentation on “T-STEM Challenge Scholarships” Funded by a Grant from the Texas Higher Education Coordinating Board

The Texas Higher Education Coordinating Board (THECB) awarded South Texas College a grant in the amount of \$263,160 to be used to provide 100 scholarships in the amount of \$2,500 to students with a Science, Technology, Engineering, or Math (STEM) major. This award was approved and accepted by the Board on August 26, 2014, and was the third and final award year under the current THECB T-STEM Challenge Scholarships program.

In 2011, the 82nd Legislature passed a bill to address the state's need to increase student interest in and completion of STEM programs. The THECB set up a grant to provide qualifying Texas public community and technical colleges with scholarship funding to incentivize students to enter and succeed in these programs.

These funds were provided to South Texas College with no requirement of cost sharing or fund matching. \$250,000 was awarded to students over FY 2014-2015, with a focus on underserved and low income students. In addition to the direct scholarship award, these students were required to participate in career readiness workshops that will help them develop their resume and interview skills and will teach them to use the STC Job board. The remaining \$13,160 helped defray program administration costs and services for scholarship recipients.

Mr. Miguel Carranza, Associate Dean for Student Financial Services and Veterans' Affairs, provided the Committee with a review of the program, and responded to questions regarding student selection, award, and program success.

3) Presentation on Precision Manufacturing Technology

Dr. Anahid Petrosian, Vice President for Academic Affairs, introduced Mr. Daniel Morales, Chair, Precision Manufacturing Technology program.

The Precision Manufacturing Technology program at South Texas College was the first in the State of Texas to earn the National Institute for Metalworking Skills (NIMS) accreditation. This accreditation establishes the value of a South Texas College Associate Degree or Certificate in Precision Manufacturing Technology to the NIMS stakeholders base of over 6,000 metalworking companies nationwide.

The major trade associations in the industry have invested over \$7.5 million in private funds for the development of the NIMS standards and its credentials, including:

- Association for Manufacturing Technology,
- National Tooling & Machining Association,
- Precision Machine Products Association,
- Precision Metal-forming Association, and
- Tooling and Manufacturing Association.

These associations also contribute annually to sustain NIMS operations and were committed to the upgrading and maintenance of the standards.

In addition to discussing the NIMS credentialing, Mr. Morales provided the Committee with a review of the skills taught to students in the PMT program and reviewed the many efforts made to keep the training given to students immediately relevant to the trade skills needed for employability. Mr. Morales shared the various outreach efforts undertaken by his program that have led to a very successful placement strategy for graduates; the previous year 100% of the graduates found work in their field, and Mr. Morales was confident that future graduates would have just as much success.

These items were for the Committee's review and feedback to staff only, and no action was requested.

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

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

Items #1 – 21 were reviewed by the Finance and Human Resources Committee, which recommended approval.

Item #22 was an emergency purchase to replace worn components of the College's UPS (Uninterruptible Power Supply) system. The UPS system provided power to critical computer and network equipment during power outages. During brief power outages due to thunderstorms, the UPS system was not adequate to meet the network requirements. Testing revealed that components of the UPS system needed to be replaced, and the system would not be adequate until such replacement took place. The College President authorized an emergency purchase, as allowed by Policy, and submitted the item for ratification by the Board as a purchasing item.

- 1) Beverage Products (Award):** award the proposal for beverage products to PepsiCo (Hidalgo, TX), for the period beginning October 13, 2014 through October 12, 2015 with two one-year options to renew, at an estimated cost of \$50,000.00 based on prior year expenditures. PepsiCo has also included \$15,000.00 annual discretionary payment to the College;
- 2) Management and Leadership Training Services (Award):** award the proposal for management and leadership training services to PD Partners (East Lansing, MI) for the period beginning October 1, 2014 through September 30, 2015 with two one-year options to renew, at an estimated cost of \$20,000.00;
- 3) On-Line Auction Services (Award):** award the proposal for on-line auction services to The Public Group (Provo, UT) for the period beginning October 1, 2014 through September 30, 2015 with two one-year options to renew, at no charge to the College;
- 4) Projector Lamps III (Award):** award the proposal for projector lamps III to Howard Technology Solutions (Ellisville, MS) for the period beginning September 24, 2014 through September 23, 2015 with two one-year options to renew, at an estimated cost of \$12,021.00;
- 5) Advertisement – Classified Ads (Purchase):** purchase advertisement – classified ads from AIM Media Texas/The Monitor (McAllen, TX), a sole source vendor, for the period beginning September 1, 2014 through August 31, 2015, at an estimated cost of \$80,000.00;
- 6) Crime Records Services (Purchase):** purchase crime records services from the Texas Department of Public Safety (DPS) (Austin, TX), a sole source vendor, for the period beginning September 1, 2014 through August 31, 2015, at an estimated cost of \$12,000.00 which is based on prior year expenditures;
- 7) Electrical Parts and Supplies (Purchase):** purchase electrical parts and supplies from Dealers Electric Supply, Co. (McAllen, TX), a Texas Cooperative Purchasing Network

- (TCPN) approved vendor, for the period beginning September 1, 2014 through August 31, 2015, at an estimated amount of \$25,000.00 based on prior year expenditures;
- 8) Professional Market Research Services (Purchase):** purchase professional market research services from Richards Carlberg, Inc./dba Richards/Carlberg, a sole source vendor, for the period beginning October 1, 2014 through August 31, 2015, at an estimated cost of \$261,000.00;
- 9) Registration Advertisement Agreement (Purchase):** purchase a registration advertisement agreement from National CineMedia, LLC. (Centennial, CO), a sole source vendor, for the period beginning October 1, 2014 through July 31, 2015, at an estimated amount of \$44,180.00
- 10) Sponsorship Advertisement Agreement (Purchase):** purchase a sponsorship advertisement agreement from RGV Basketball, LLC. (McAllen, TX), a sole source vendor, for the period beginning September 26, 2014 through April 30, 2015, at a total cost of \$42,000.00;
- 11) Web Conferencing Software (Purchase):** purchase web conferencing software from Blackboard, Inc. (Pittsburgh, PA), a sole source vendor, for the period beginning October 1, 2014 through September 30, 2015, at a total cost of \$63,361.70;
- 12) Computer Based Coursework Agreement (Renewal):** renew the computer based coursework agreement with Edgenuity, Inc. (Scottsdale, AZ), a sole source vendor, for the period beginning October 1, 2014 through September 30, 2015, at a total cost of \$27,880.00;
- 13) Information and Research Databases (Renewal):** renew the information and research databases with ProQuest, LLC. (Chicago, IL), a sole source vendor, for the period beginning November 1, 2014 through October 31, 2015, at a total cost of \$29,040.00;
- 14) Library Database Subscription (Renewal):** renew the library database subscription with EBSCO Publishing/dba EBSCO Information Services Group (Ipswich, MA), a sole source vendor, for the period beginning November 1, 2014 through October 31, 2015, at an estimated cost of \$14,213.00;
- 15) Library Digital Video Subscription (Renewal):** renew the library digital video subscription with Film Media Group/Infobase Learning (New York, NY), a sole source vendor, for the period beginning July 1, 2014 through November 30, 2015, at a total cost of \$19,948.70;
- 16) Lumber and Building Materials (Renewal):** renew the contracts for lumber and building materials for the period beginning October 1, 2014 through September 30, 2015, at an estimated cost of \$40,000.00 with the following vendors:
- Diaz Floors & Interiors (Pharr, TX)
 - Lowe's #1702 (Pharr, TX)
 - McCoys Building Supply (Pharr, TX)
 - Pro Build (McAllen, TX)
- 17) Online Books and Videos Database Subscription (Renewal):** renew the online books and videos database subscription with ProQuest, LLC. (Chicago, IL), a sole source vendor, for the period beginning November 1, 2014 through October 31, 2015, at a total cost of \$13,925.00;
- 18) TexShare Library Database Program Participation (Renewal):** renew the TexShare library database program participation with Texas State Library and Achieves Commission (Austin, TX), a sole source vendor, for the period beginning September 1, 2015 through August 31, 2016, at a total cost of \$17,051.00. This fee is paid in advance and the vendor requires payment by October 31, 2014;

19)Time Clock Maintenance Agreement (Renewal): renew the time clock maintenance agreement with Troncoso's Time & Attendance (Pharr, TX), a sole source vendor, for the period beginning December 1, 2014 through November 30, 2015, at a total cost of \$21,738.00;

20)Welding Supplies (Renewal): renew the contracts for welding supplies for the period beginning October 1, 2014 through September 30, 2015, at an estimated cost of \$100,000.00 with the following vendors;

- Airgas USA, LLC. (McAllen, TX)
- Alamo Iron Works (Brownsville, TX)
- Matheson Gas Products (San Benito, TX)
- Weldinghouse, Inc. (Pharr, TX)

21)Facility Usage Interlocal Agreements (Lease/Rental): lease/rental facility usage interlocal agreements with the City of McAllen – McAllen Convention Center (McAllen, TX) for the period beginning September 1, 2014 through August 31, 2015, at an estimated cost of \$27,912.00.

22)Uninterruptable Power Supplies (UPS) (Emergency Purchase)

Purchase uninterruptable power supplies from SHI Government Solutions, Inc. (Austin, TX), a State of Texas Department of Information Resources (DIR) approved vendor, at a total cost of \$22,560.60.

SUMMARY TOTAL:

The total for all proposal awards, purchases, and renewals was \$943,831.00

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

Review and Action as Necessary on Disposal of Surplus Property

Approval to dispose of surplus property valued at \$1,000 and over through The Public Group, a board approved vendor, was requested.

On September 19, 2011, the Board of Trustees awarded the contract for online auction services for a period beginning October 1, 2011 through September 30, 2012 with two one-year options to renew.

The surplus property went through an evaluation process by the departments to determine if the items were damaged beyond repair and unable to be utilized district wide.

The auction items were located at the South Texas College Receiving Department, 3700 W. Military Hwy., McAllen, TX. The online auction would begin on October 1, 2014 and continue until all items were sold.

A listing of the items to be auctioned was included in the packet for the Board's information.

The items valued under \$1,000 were not included in the College's inventory but were recorded in a database. The items valued at \$1,000 and over were recorded and maintained in the College's inventory system.

The Finance and Human Resources Committee recommended Board approval to dispose of surplus property valued at \$1,000 and over through The Public Group, a board approved vendor as presented.

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 disposal of surplus property valued at \$1,000 and over through The Public Group, a board approved vendor as presented. The motion carried.

Review and Recommend Action on Vendor for Operation of College Bookstore

Approval of a vendor for the operation of the College Bookstores was requested.

Bid proposals were solicited/advertised on June 23, 2014 and June 30, 2014 for the Operation of the College Bookstores. The proposals were opened on July 30, 2014. The new contract period for the operation of the college bookstores begins November 1, 2014.

Bid proposals were sent to six (6) vendors. Four (4) responses were received. A pre-bid conference was held on Tuesday, July 8, 2014 with representatives of four (4) different companies attending.

A bookstore consultant, Tom Byrne from Campus Bookstore Consulting (CBC), was contracted to review and analyze the proposals. The bookstore proposal analysis was provided to the STC staff evaluation committee. The evaluations were completed by the STC's evaluation committee. After review and evaluation of the proposals by the STC evaluation committee, the vendors were ranked as follows:

1. Barnes & Noble College Booksellers, LLC. (Basking Ridge, NJ)
2. Nebraska Book Company, Inc./dba Neebo (Lincoln, NE)
3. Follett Higher Education Group, Inc. (Westchester, IL)
4. BBA Solutions (Little Rock, AR)

The existing contract had the following conditions:

5 Year Term Percentage Rent	12% of all gross sales up to \$5,000,000 13% of all gross sales up to \$5,000,000
Minimum Annual Guarantee	\$450,000
One-Time Unrestricted Donation	\$325,000
Facility Investment	\$30,000-Invested \$380,000 in renovations in 2004
Technology Investment	Already invested in excess of \$50,000
Annual Textbook Scholarship	\$5,000

The RFP required the contracted vendor to adhere to the following textbook/course material pricing guidelines:

- “List-Priced” new textbooks shall be sold at no higher than list price.
- “Pre-Priced new textbooks shall be sold at no higher than the pre-price.
- “Net-Priced” new textbooks shall be sold at no higher than a twenty-five percent (25%) gross profit margin.
- “Net-Priced” bundled packages of course materials (e.g. textbooks, workbook, CD, passcode, etc., bundled together) shall be sold at no higher that a twenty-five percent (25%) gross profit margin.
- Digital course materials sold by publishers to the contractor at net-price shall be sold by the Bookstore at no higher than a twenty-five percent (25%) gross profit margin.
- Digital course materials sold by publishers to the contractor via the agency fee pricing model shall be sold by the Bookstore at no higher than the retail price established by the publisher.
- Used textbooks shall be sold at no higher that seventy-five percent (75%) of the current new textbook retail price.
- Coursepacks and custom published materials (i.e., materials requiring copyright permissions) shall be sold at no higher than a twenty-five percent (25%) gross profit margin.
- New rental textbooks shall be rented at no higher than fifty percent (50%) of the current new textbooks retail price.
- Used rental textbooks shall be rented at no higher than fifty percent (50%) of the current used textbooks retail price.
- There shall be no add-ons or surcharges to cover freight, handling, publisher re-stocking fees, etc.

The Request for Proposals (RFP) included provisions which allowed the College to explore e-Texts and other textbook resources from other entities.

Mr. Byrne attended the Finance and Human Resources Committee meeting on Thursday, September 11, 2014 to discuss the proposals and answer questions. Mr. Byrne and staff advised the Committee that further review of the responses from the top two vendors prompted

the college to request further clarification regarding adherence to the pricing and the provisions in the Request for Proposals (RFP).

Mr. Byrne asked the Finance and Human Resources Committee to allow staff to request a “best and final” offer from the two top-ranked respondents, which would give them the opportunity to improve their financial offers and to clarify compliance with pricing and provisions outlined by the College in the RFP.

The two top-ranked vendors were given until noon on Monday, September 15 to submit their “best and final” offers. The offers were reviewed by the faculty and staff evaluation committee and Mr. Byrne. The offers have been ranked and are provided to the Board for consideration and action as necessary to select a vendor for the operation of the College Bookstores.

The following were provided for the Board’s review:

- Summary of “Best and Final” offers of two top-ranked vendors
- Staff Evaluation of “Best and Final” offers of two top-ranked vendors.
- Summary of Initial Financial Proposals and Staff Evaluation (Separate Cover)
- Consultant’s Analysis of Initial Bookstore Proposals (Separate Cover)
- Evaluation Form (Separate Cover)

On September 15, 2014, the College received the best and final offers from Barnes & Noble College Booksellers, LLC. and Nebraska Book Company, Inc./dba Neebo.

After reviewing the Financial Summary of the Original Proposals and the Best and Final Offers of the two top ranked companies as provided in the Board packet, the Board spoke with Mr. George McCaleb, Director of Operations and Maintenance and Chair of the committee that evaluated the response. Mr. McCaleb reviewed the comparison of the original and the best-and-final offers of the two top-ranked vendors and responded to questions from the Board.

The Board discussed the options pertaining to awarding a three year contract with single-year renewal options, or awarding the contract for a five year term. The Board determined that it would approve a five year term for the highest ranked vendor, Barnes & Noble College Booksellers, LLC.

Upon a motion by Mr. Paul R. Rodriguez and a second by Ms. Rose Benavidez, the Board of Trustees of South Texas College approved and authorized Barnes & Noble College Booksellers, LLC for the operation of the College Bookstores as presented. The motion carried.

Update on 2013 Bond Construction Program

Mr. Gilbert Gallegos, Senior Vice President with Broaddus & Associates, provided the Board with an update on the current status of the 2013 Bond Construction Program.

Mr. Gallegos informed the Board that responses to an RFQ solicitation for MEP and Civil engineering firms had been gathered, and were being reviewed by the firm and South Texas College staff.

Mr. Gallegos also informed the Board that he would provide a presentation on procurement options for construction firms, to give the Board a chance to explore the options available for 2013 Bond Construction Program projects, and to allow the Board's preference(s) to be reflected in the contracts drawn up for design services.

This item was for the Board's information and feedback to Broaddus & Associates and College staff, and no action was taken.

Review and Action as Necessary on Selection of Architectural Firms and Assignments of Construction Projects for the 2013 Bond Construction Program

Executive Session:

The South Texas College Board of Trustees convened into Executive Session at 6:45 p.m. in accordance with Chapter 551 of the Texas Government Code for the specific purpose provided in:

- Section 551.071, Consultations with Attorney

1. Review and Action as Necessary on Selection of Architectural Firms and Assignments of Construction Projects for the 2013 Bond Construction Program

Open Session:

The South Texas College Board of Trustees returned to Open Session at 7:10 p.m. No action was taken in Executive Session.

Approval of the selection of architectural firms and assignments to specific 2013 Bond Construction Program projects was requested.

Broaddus & Associates representatives along with STC staff attended the September 11, 2014 Facilities Committee meeting to provide an update on the evaluation of architect firms' statements of qualifications submitted for the 2013 Bond Construction Program.

On August 22, 2014 a total of seventeen (17) submittals were received in response to STC's solicitation of qualifications from architects for the 2013 Bond Construction Program. A team consisting of three Broaddus & Associates representatives and seven STC staff members completed evaluations of the submittals.

Evaluation of the architect’s qualifications was completed and Broaddus & Associates prepared a recommendation for the Bond construction project assignments to firms based on evaluation of the information provided. This recommendation was based on the following general requirements:

1. Overall evaluation of each firm’s qualifications, experience, and references
2. Ranking of each firm after evaluations
3. Project preferences as identified by each firm
4. Each firm’s unique experience and areas of specialization
5. Each firm’s capacity to manage each project size

At the Facilities Committee, the committee members discussed the proposed project assignments and recommended firms, and suggested further changes. After reviewing the final proposed project assignment listing, the Committee Chair asked Mr. Gilbert Gallegos with Broaddus & Associates whether the proposed assignments were feasible. Mr. Gallegos agreed that the proposed changes were reasonable and that the identified architectural firms were highly qualified to complete the assigned projects.

Spread sheets summarizing the information gathered during the evaluation team’s review and the proposed project assignments resulting from the Facilities Committee meeting were included in the Board packet.

The Facilities Committee recommended Board approval of the selection of architectural firms and assignments to specific 2013 Bond Construction Program projects as follows:

Recommended Firms	Proposed Project Assignments
Pecan Campus	
Boultinghouse Gates Architects Simpson	Pecan Campus - STEM Building
	Pecan Campus - South Academic Building
PBK Architects	Pecan Campus - North Academic Building
The Warren Architects Group	Pecan Campus - Student Activities Building and Cafeteria
Technology Campus	
EGV Architects	Technology Campus - Southwest Building Renovation
Nursing & Allied Health Campus	

Recommended Firms	Proposed Project Assignments
ERO Architects	Nursing & Allied Health Campus Expansion
Mid Valley Campus	
ROFA Architects	Mid Valley Campus - STEM and other academic programs
	Mid Valley Campus - Student Services Building Expansion
EGV Architects	Mid Valley Campus - Workforce Training Center Expansion
Mata & Garcia Architects, LLP	Mid Valley Campus - Library Expansion
Starr County Campus	
Mata & Garcia Architects, LLP	Starr County Campus - Library Expansion
	Starr County Campus - Student Services Building Expansion
	Starr County Campus - Health Professions and Science Building
	Starr County Campus - Student Activities Building Expansion
EGV Architects	Starr County Campus - Workforce Training Center Expansion
La Joya Jimmy Carter Teaching Site	
EGV Architects	La Joya Jimmy Carter Teaching Site Training Labs Improvements
Regional Center for Public Safety Excellence	
Pending Site Selection	Regional Center for Public Safety Excellence

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 selection of architectural firms and assignments to specific 2013 Bond Construction Program projects as presented. The motion carried.

Review and Action as Necessary on Architectural and Engineering Services Fee Schedule

Approval of revised fee schedules for architectural and engineering services was requested.

Broaddus & Associates was asked to re-evaluate STC's current fee schedule and provide recommendations on updating the fee schedule if they determined it was appropriate. As a result of their evaluation, B&A determined that some modifications were warranted and would be beneficial to STC. B&A's evaluation of these fees included a comparison with other public institutions located locally and in other parts of the state.

The following tables were provided in the packet for review and consideration by the Board:

1. Recommended Fee structure proposed for Board action;
2. Samples of Architect Fee Schedules from Other Colleges for Instructional and Support Buildings;
3. Samples of Architect Fee Schedules from Other Colleges for Health, Science, and Performing Arts Buildings; and
4. STC's Architect/Engineering Fee Schedule approved in 2001.

The Facilities Committee recommended Board approval of a revised fee schedule for architectural and engineering services. During that meeting, concerns were expressed about the removal of a column in the previous fee schedule that provided rates for design projects for Portable Buildings, Garages, and Warehouses. In response to those concerns, Broaddus & Associates provided an updated fee schedule that included rates for Garages and Warehouses. These rates reflected a 75-basis point reduction from previous rates, consistent with the recommended fee schedule for other types of projects.

The proposed fee schedule did not include Portable buildings. Because portables would be purchased pre-fabricated, design projects related to their installation and service were expected to fall below the minimum range of this schedule, and would therefore be negotiated on a project-by-project basis.

The proposed revised fee schedule was consistent with the version recommended for Board approval by the Facilities Committee, with the only change being the additional column. Broaddus & Associates and staff asked the Board to consider the revised fee schedule as presented.

Mr. Paul R. Rodriguez had voiced concerns about the initial fee schedule, and it was these concerns that prompted the review and development of the new schedule. Mr. Rodriguez stated that he believed that projects for South Texas College could be negotiated below a still lower ceiling. He informed staff and the College's Construction Program Management firm, Broaddus & Associates, that he would specifically request details on design services negotiations.

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 revised fee schedule for architectural and engineering services as presented. Mr. Paul R. Rodriguez abstained from the vote. The motion carried.

Review and Action as Necessary on Amendment to the Inter-local Agreement with the City of McAllen for the Nursing & Allied Health Campus Property

Approval of amendment to Inter-local Agreement with the City of McAllen for the Nursing & Allied Health Campus Property was requested.

In December 2010 the City of McAllen and STC approved an Inter-local agreement for the conveyance of 6.63 acres of land for STC's Nursing & Allied Health Campus in McAllen, Texas. The inter-local agreement included a requirement stating that STC would build a five story instructional facility on the property within five years.

With the completion of STC's district wide master plan and development of the 2013 Bond Program, a four story facility was proposed to be constructed on the 6.63 acre site. Since the proposed four story structure did not meet the requirements of the inter-local agreement, STC administration submitted a formal written request to the City of McAllen to allow STC to build a four story facility instead of the five story facility as identified in the agreement.

The City of McAllen approved the College's request for the four story facility and prepared an amendment to the inter-local agreement. A copy of the inter-local agreement amendment was included in the Board packet for review by the Trustees.

The Facilities Committee recommended Board approval of the amendment to the Inter-local Agreement with the City of McAllen for the Nursing & Allied Health Campus 6.63 acre property 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 amendment to the Inter-local Agreement with the City of McAllen for the Nursing & Allied Health Campus 6.63 acre property as presented. The motion carried.

Review and Action as Necessary on El Milagro Clinic Parking Lot License Agreement between El Milagro Clinic, the City of McAllen, and South Texas College for the Nursing & Allied Health Campus

Approval of El Milagro Clinic Parking Lot license agreement between El Milagro Clinic, the City of McAllen, and South Texas College was requested.

In November 2010 STC Board approved a license agreement for use of an 80 space vehicle parking lot located on the El Milagro Clinic property. The license agreement would expire in

October, 2014 and a new agreement would need to be approved in order for STC to continue using the parking area.

El Milagro Director, Mrs. Grace Lawson, was contacted regarding this renewal and was coordinating approval of the new agreement from the El Milagro Board and the City of McAllen who were co-owners of the property. The Board packet included a copy of the proposed license agreement, which allowed for the use of the parking lot for two years and the option to renew for two additional years. Mrs. Lawson recommended that the previous annual amount of \$1,000 be increased to \$1,250 for use of the parking lot.

The Facilities Committee recommended Board approval of the El Milagro Clinic Parking Lot license agreement between El Milagro Clinic, the City of McAllen, and South Texas College.

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 El Milagro Clinic Parking Lot license agreement between El Milagro Clinic, the City of McAllen, and South Texas College. The motion carried.

Review and Action as Necessary on Contracting Construction Services for the Pecan Campus Buildings A, G, H, and X Electrical Disconnects

Approval to select a contractor for the Pecan Campus Buildings A, G, H, and X Electrical Disconnects was requested.

In January 2014, the Board approved design services with ACR Engineering to prepare plans and specifications for these electrical disconnects. Funds for electrical disconnects to replace the existing ones which have met their lifecycle and have become a recurring maintenance problem were included in the FY 2014-2015 construction budget.

STC staff and ACR Engineering have issued the necessary plans and specifications for the solicitation of competitive sealed proposals. Solicitation of competitive sealed proposals for this project began on August 11, 2014. A total of two (2) proposals were received on September 3, 2014.

Timeline for Solicitation of Competitive Sealed Proposals	
August 11, 2014	Solicitation of competitive sealed proposals began.
September 3, 2014	Two (2) proposals were received.

Staff evaluated these proposals and included the proposal summary in the packet. It was recommended that the top ranked contractor be recommended for Board approval. Funds were budgeted in the FY 2014-2015 Construction budget for this project.

The Facilities Committee recommended Board approval to contract construction services with Metro Electric in the amount of \$101,121 for the Pecan Campus Buildings A, G, H, and X Electrical Disconnects project as presented.

Upon a motion by Mr. Gary Gurwitz and a second by Mr. Jesse Villarreal, the Board of Trustees of South Texas College approved and authorized contracting construction services with Metro Electric in the amount of \$101,121 for the Pecan Campus Buildings A, G, H, and X Electrical Disconnects project as presented. The motion carried.

Review and Action as Necessary on Contracting Construction Services for the Technology Campus Cooling Tower Replacement

Approval to select a contractor for the Technology Campus Cooling Tower Replacement was requested.

In February 2014, the Board approved design services with Halff Associates to prepare plans and specifications for replacement of one HVAC cooling tower. Funds for the cooling tower replacement were Included in the FY 2014-2015 construction budget.

Proposals were previously received and rejected due to cost exceeding the project budget. The Board of Trustees previously approved the rejections of proposals and authorized staff to work with the project engineer to value engineer and re-solicit proposals in an effort to reduce costs.

STC staff and engineers with Halff Associates revised the project plans and specifications and re-solicited competitive sealed proposals. Solicitation of competitive sealed proposals for this project began on August 11, 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 August 26, 2014.

Timeline for Solicitation of Competitive Sealed Proposals	
August 11, 2014	Solicitation of competitive sealed proposals began. Two (2) sets of construction documents were issued.
August 26, 2014	Two (2) proposals were received.

Staff evaluated these proposals and included the proposal summary in the Board packet. It was recommended that the top ranked contractor be recommended for Board approval. Funds were budgeted in the FY 2014-2015 Construction budget for this project.

This project exceeded the \$300,000 construction cost limitation used when contracting MEP Engineering services from the current pool of approved firms. All estimates prepared by the project engineer and STC staff before the solicitation of proposals indicated that construction cost would be less than \$300,000. Based on the work completed previously, including design, solicitation of proposals, rejection of proposals, re-design, value engineering, and re-

solicitation of proposals, staff recommended approving the best values proposal as determined through the re-solicitation and evaluation process.

The Facilities Committee recommended Board approval to contract construction services with Pro Tech Mechanical in the amount of \$396,000 for the Technology Campus Cooling Tower Replacement 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 contracting construction services with Pro Tech Mechanical in the amount of \$396,000 for the Technology Campus Cooling Tower Replacement project as presented. The motion carried.

Review and Action as Necessary on Rejecting Construction Proposals for the Nursing & Allied Health Campus Parking Lot Expansion and Entry Drive

Approval to reject construction proposals for the Nursing & Allied Health Campus Parking Lot Expansion and Entry Drive was requested.

In May 2014, the Board approved design services with Perez Consulting Engineers (PCE) to prepare plans and specifications for the Nursing & Allied Health Campus Parking Lot Expansion and Entry Drive. Funds in the amount of \$540,000 for construction of the new parking lot were included in the FY 2013-2014 construction budget.

STC staff worked with PCE 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 August 4, 2014. A total of six (6) proposals were received on August 21, 2014.

For the following reasons, staff recommended Board approval to reject the current proposals and allow staff to work with PCE to value engineer, determine where costs could be reduced, and re-solicit construction proposals.

1. Proposals received are significantly above the available budget
2. Lowest cost proposal ranked 4th after evaluations due to poor response to proposal questionnaire
3. The range of costs from all proposals received has a large deviation

The Facilities Committee recommended Board approval to reject construction proposals, require that PCE redesign to effectively reduce cost, and re-solicit proposals for the Nursing & Allied Health Campus Parking Lot Expansion and Entry Drive project as presented.

Upon a motion by Mr. Gary Gurwitz and a second by Mr. Jesse Villarreal, the Board of Trustees of South Texas College approved and authorized the rejection of construction proposals, requiring that PCE redesign to effectively reduce cost, and the re-solicitation of proposals for the Nursing & Allied Health Campus Parking Lot Expansion and Entry Drive project as presented. The motion carried.

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

- 1) Starr County Campus Parking Lot 5 Lighting and South Drive Lighting Improvements**
- 2) Pecan and Starr County Campus Repainting of Exterior Stucco Walls**

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

Projects		Substantial Completion	Final Completion	Documents Attached
1.	Starr County Campus Parking Lot 5 Lighting and South Drive Lighting Improvements	Recommended	Estimated October 2014	Certificate of Substantial Completion
2.	Pecan and Starr County Campus Repainting of Exterior Stucco Walls	Previously Approved	Recommended	Final Completion Letter

1. Starr County Campus Parking Lot 5 and South Drive Lighting Improvements

It was recommended that substantial completion for this project with Zitro Electric be approved.

Engineers 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 August 28, 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.

Zitro Electric 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 October 2014 Board meeting.

2. Pecan and Starr County Campus Repainting of Exterior Stucco Walls

It was recommended that final completion for this project with Alpha Building Corporation be approved.

Final Completion including punch list items were accomplished as required in the Owner/Contractor agreement for this project. It is recommended that final completion and release of final payment for this project with Alpha Building Corporation be approved. The original cost approved for this project was in the amount of \$145,475.

The following chart summarizes the above information:

Construction Budget	Approved Proposal Amount	Net Total Change Orders	Final Project Cost	Previous Amount Paid	Remaining Balance
\$210,000	\$145,475	\$3,676.56	\$149,151.56	\$141,693.98	\$7,457.58

On August 27, 2014, STC Planning & Construction Department staff inspected the site to confirm that all punch list items were completed.

It was recommended that the Facilities Committee recommend for Board approval at the September 23, 2014 Board meeting, the substantial or final completion, and release of final payment of the projects as presented.

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

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

Review and Recommend Action as Necessary on Lease Agreement with City of McAllen for use of Space in the Technology Campus Southwest Building

Approval of Lease Agreement with the City of McAllen for use of space in the Technology Campus Southwest Building was requested.

The City of McAllen has requested use of 19,438 square feet of vacant warehouse space in the Technology Campus Southwest Building for a nine (9) month period starting September 24, 2014 through June 24, 2015. The agreement prepared by STC legal counsel included a rent of \$1.00 for the proposed term and preferences to previous beneficial contributions from the City of McAllen to STC.

The City of McAllen also agreed to an in-kind contribution and installation of a 16' x 18' overhead door which would benefit their use. This door would remain in place after the lease term and would provide long term benefit to STC.

Legal Counsel also informed the Board that, in addition to the installation of the overhead door described above, there were other considerations included in this agreement between the City of McAllen and South Texas College, specifically the approval by the City of McAllen of an amendment to the interlocal agreement with South Texas College which had previously required the construction of a five-story building on land conveyed to the College by the City. As amended, the interlocal agreement would allow the College to construct a four-story building, as called for by its master plan, and still satisfy the agreement with the City.

As per Legal Counsel, this agreement was discussed and considered when establishing the terms for this lease agreement with the City of McAllen to use space in a South Texas College Technology Campus facility.

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 Lease Agreement with the City of McAllen for use of space in the Technology Campus Southwest Building as presented. The motion carried.

Update on Status of Construction Projects

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

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

Consideration and Approval of Checks and Financial Reports

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

Mrs. Mary Elizondo, Vice President for Finance and Administrative Services, was available to provide a review of the Financial Report for the month of **August 2014**, and to respond to questions posed by the Board. No review was requested, nor questions asked.

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 Dr. Alejo Salinas, Jr., 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 August 2014. The motion carried.

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

Informational Items

- President's Report
- Board Committee Meeting Minutes:
 - o September 11, 2014 Education & Workforce Development Committee

- o September 11, 2014 Facilities Committee
- o September 11, 2014 Finance and Human Resources Committee

Announcements

A. Next Meetings:

- Education and Workforce Development Committee Meeting, Tuesday, October 14th, 2014 at 3:30 p.m., Ann Richards Administration Building Board Room, Pecan Campus, McAllen, Texas
- Facilities Committee Meeting, Tuesday, October 14th, 2014 at 4:30 p.m., Ann Richards Administration Building Board Room, Pecan Campus, McAllen, Texas
- Finance and Human Resources Committee Meeting, Tuesday, October 14th, 2014 at 5:30 p.m., Ann Richards Administration Building Board Room, Pecan Campus, McAllen, Texas
- Regular Meeting of the Board of Trustees, Tuesday, October 28th. 2014 at 5:30 p.m., Ann Richards Administration Building Board Room, Pecan Campus, McAllen, Texas

B. Other Announcements:

- The 9th Annual *A Night with the Stars* will be held Thursday, October 9, 2014 from 6:00 p.m. thru 9:00 p.m. at the Corinthian Banquet & Special Event Center, 1516 E. Expressway 83, Suite A, Mission, Texas.
- The ACCT 2014 Leadership Congress will take place Wednesday, October 22, 2014 thru Saturday, October 25, 2014 in Chicago, IL.

Adjournment:

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

I certify the foregoing are the true and correct minutes of the Tuesday, September 23, 2014 Regular Board Meeting of the South Texas College Board of Trustees.

Mr. Paul R. Rodriguez

Secretary

South Texas College
Board of Trustees
Special Board Meeting
Tuesday, October 28, 2014 @ 5:00 p.m.
Ann Richards Administration Building Board Room
Pecan Campus, McAllen, Texas 78501

Minutes

Call Meeting to Order:

The Special Meeting of the South Texas College Board of Trustees was held on Tuesday, September 20, 2014 in the Ann Richards Administration Building Board Room at the Pecan Campus in McAllen, Texas. The meeting commenced at 5:00 p.m. with Mr. Roy de León, Chair, presiding.

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

Members absent: Mrs. Graciela Farias

Also present: Dr. Shirley A. Reed, Mr. Chuy Ramirez, Mrs. Mary Elizondo, Mr. Gerry Rodriguez, Mr. Gilbert Gallegos, Mr. Rolando Garcia, Mrs. Diana Bravos, Dr. Jim Broaddus by teleconference, and Andrew Fish.

Determination of a Quorum

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

Executive Session:

The South Texas College Board of Trustees convened into Executive Session at 5:03 p.m. in accordance with Chapter 551 of the Texas Government Code for the specific purpose provided in:

➤ Section 551.071, Consultations with Attorney

1. Discussion with Construction Program Management Services Firm and Action as Necessary Regarding the Firm's Contract for the 2013 Bond Construction Program

Open Session:

The South Texas College Board of Trustees returned to Open Session at 6:30 p.m. No action was taken in Executive Session.

Discussion with Construction Program Management Services Firm and Action as Necessary Regarding the Firm's Contract for the 2013 Bond Construction Program

The Board took no action regarding the Construction Program Management Services Firm nor the Firm's Contract for the 2013 Bond Construction Program.

Announcements

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

A. Next Meetings:

- Regular Meeting of the Board of Trustees, Tuesday, October 28rd, 2014 at 6:00 p.m., Ann Richards Administration Building Board Room, Pecan Campus, McAllen, Texas.

Adjournment:

There being no further business to discuss, the Special Board Meeting of the South Texas College Board of Trustees adjourned at 6:30 p.m.

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

Mr. Paul R. Rodriguez
Secretary

**SOUTH TEXAS COLLEGE
BOARD OF TRUSTEES REGULAR BOARD MEETING
Tuesday, October 28, 2014 at 6:00 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, October 28, 2014 in the Ann Richards Administration Building Board Room at the Pecan Campus in McAllen, Texas. The meeting commenced at 6:30 p.m. with Mr. Roy de León, Chair, presiding.

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

Members absent: Mrs. Graciela Farias

Also present: Dr. Shirley A. Reed, Mr. Chuy Ramirez, Mrs. Mary Elizondo, Dr. Anahid Petrosian, Mr. Gerry Rodriguez, Mrs. Becky Cavazos, Mr. Daniel Ramirez, Mrs. Jessica Garcia, Mr. Jason Rodriguez, Mr. David Arizmendi, Ms. Alicia Gomez, Mr. Matthew Hebbard, Mr. Paul Varville, Ms. Maricela Silva, Mr. Bill Buhidar, Dr. Ali Esmaeili, Mr. Roy Pedraza, Mr. Xavier Salinas, Mr. Eric Vasquez, Ms. Merrie Van Loy, Mr. Gilbert Gallegos, Mr. Rolando Garcia, Ms. Diana Bravos, Mr. Randy Jarvis, and Andrew Fish.

Determination of a Quorum

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

Invocation:

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

Chair de León announced that South Texas College was serving as an Early Voting Polling Place for the Nov. 4, 2014 General Election, and read the schedule of locations.

Board Secretary Rodriguez spoke in encouragement of everyone to vote, regardless of how they vote.

Public Comments:

Ms. Merrie Van Loy identified herself as a faculty member for nearly twenty years. She informed the Board of difficulties she has noticed with mobility and access at STC Campuses, particularly the Mid Valley Campus, and gave specific examples and proposed solutions.

The Board thanked Ms. Van Loy for her input.

There were no further Public Comments.

Presentations

Presentation on the Valley Scholars Program's 9th Annual A Night with the Stars

On Thursday, October 9, 2014, The Valley Scholars Program hosted their 9th annual *A Night with the Stars*, a fundraiser gala with proceeds directly benefiting the Valley Scholars scholarship program.

Mrs. Jessica Garcia, Valley Scholars Program Coordinator, provided a brief presentation on the fund raising gala, and thanked the Board for supporting the event and the program.

Presentation on Recognition of Public Relations and Marketing Staff Recognition by the National Council for Marketing & Public Relations

The South Texas College Office of Public Relations and Marketing continue to win national accolades for their wonderful work developing marketing campaigns for the College's programs.

In 2014, South Texas College was proud to announce that Mr. Daniel Ramirez, South Texas College Director of Public Relations and Marketing, was honored as the *National Council for Marketing & Public Relations* 2014 District 4 Communicator of the Year, and was nominated for the national Communicator of the Year Award, to be determined and announced in March 2015.

In addition to this great recognition of Mr. Ramirez and his team, they were honored with the following 2014 Medallion Awards:

Gold Medallion

- STC Social Media - *Social Marketing*

Silver Medallion

- STC Course Catalog - *Printed Academic Catalog*
- STC Course Schedule - Fall 2014 - *Printed Class Schedule - Div. B*
- Staying Connected Special Editions - Fall 2013 & Summer 2014 - *Newsletter*
- STC Viewbook - *Viewbook*
- STC Library Art Gallery Exhibits Brochures (Spring 2014) - *Brochure Flyer Series*
- STC Welcome Back Fridays - *Postcard*
- 2013 Bond & Maintenance Election - *Government Relations or Community Relations Projects*

Bronze Medallion

- South Texas College Diesel Technology Program - *College Promotional Video*

Mr. Ramirez introduced several team members, and provided a brief presentation sharing the various projects and publications that were recognized by the NCMPR.

Presentation of South Texas College Drama Department's Fall 2014/Spring 2015 Season

Mr. Joel Jason Rodriguez, Drama Instructor, presented on the South Texas College Drama Department's Fall 2014/Spring 2015 season production schedule.

Report on the Association of Community College Trustees (ACCT) 2014 National Leadership Congress

Board Secretary Mr. Paul R. Rodriguez and Trustees Ms. Rose Benavidez and Mr. Gary Gurwitz attended the Association of Community College Trustees (ACCT) 2014 National Leadership Congress.

The Board Members were joined by Dr. Shirley A. Reed, President; Dr. Anahid Petrosian, Vice President for Academic Affairs; and Dr. Ali Esmaeili, Dean for Math, Science, Bachelor Programs, and University Relations.

The Board Members and Administrators presented at five separate sessions, sharing South Texas Colleges programs and achievements with Trustees from throughout the nation.

Ms. Rose Benavidez was also elected to serve the Western Region on the ACCT Diversity Committee. On this committee, Ms. Benavidez will help the ACCT promote respect for diverse and underrepresented student populations and increased awareness of educational challenges and opportunities for students from all background.

Each Trustee made comments about the sessions they attended and their overall experience at this conference.

Approval of Minutes

The following Minutes were submitted for Board approval:

1. September 23, 2014 Regular Board Meeting; and
2. October 20, 2014 Special Board Meeting

Upon a motion by Dr. Alejo Salinas, Jr. and a second by Ms. Rose Benavidez, the Minutes were approved as written. The motion carried.

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 was requested:

1. The “Child Care Training” Grant from Texas Workforce Commission

Authorization was requested to accept the “Child Care Training” grant from Texas Workforce Commission beginning January 1, 2015 through December 31, 2015 in the amount of \$20,000.

As part of these efforts, STC would provide Conferences to Early Childhood Development (ECD) Teachers, Directors, and staff focused on topics that best meet the needs of children in licensed child care settings. STC staff will use grant funds to contract ECD professionals to present at the conferences, for materials, and other expenses to accommodate 100 participants at each of the four (4) conferences.

Authorization was requested to use the \$20,000 grant funds for ECD Conferences, preparation of reports, and other activities related to this grant.

This grant met South Texas College’s Strategic Direction Five for Collaboration: South Texas College committed to.....beneficial community and educational partnerships that create a collective impact on student success.

2. The “Child Development Associate Credential” Grant from Texas Workforce Commission

Authorization was requested to accept the “Child Development Associate Credential” grant from Texas Workforce Commission beginning January 1, 2015, through December 31, 2015 in the amount of \$35,904.

As part of these efforts, STC would provide Child Development Associate (CDA) Credentialing courses during Spring 2015 and Fall 2015 to 24 students (12 each semester).

Authorization was requested to use the \$35,904 grant funds for CDA courses, preparation of reports, and other activities related to this grant.

This grant met South Texas College’s Strategic Direction One for Clear Pathways. “South Texas College provided students with clear pathways.....leading to relevant employment...” The students who complete the CDA Credentialing would be prepared for employment as child care center directors with a Head Start Program or in any licensed child care program.

The approved grants would provide up to \$55,904 in additional funding for the College to provide services and opportunities throughout the region.

Upon a motion by Ms. Rose Benavidez and a second by Mr. Jesse Villarreal, the Board of Trustees approved and authorized acceptance of the grant awards as presented and use of related funds as authorized by each grant, contingent upon official award as appropriate. The motion carried.

Review of Education and Workforce Development Committee Items

Mrs. Graciela Farias, Chair of the Education and Workforce Development Committee was unable to attend. Her report on the presentations delivered to that committee on October 14, 2014, would be delayed until a subsequent Board Meeting.

Review and Action as Necessary on Starr County Tax Resale Property and Resolution Authorizing Tax Resale

Approval of the Starr County Tax Resale Property Cause No. TS-97-143; Rio Grande C.I.S.D. and Starr County vs. Pablo A. Saenz Jr. and the Resolution Authorizing the Tax Resale was requested.

The law offices of Linebarger Goggan Blair & Sampson, LLP requested consideration and possible action on the tax resale of this property.

On July 5, 2011, Linebarger Goggan Blair & Sampson, LLP held a Tax Resale Auction at the Starr County Courthouse for struck off properties located within Starr County. The tax resale auction was published several times in the Starr County Town Crier. No bids were received at time of auction on any Rio Grande City properties; however on April 30, 2014 a private written bid was received for one (1) property listed as follows:

- Cause No. TS-97-143; Rio Grande C.I.S.D. and Starr County vs. Pablo A. Saenz Jr.

On struck off property as follows:

Lot 9, Block 13, Town of Rio Grande City located at Hwy 83 and North East St. Rio Grande

The total amount the College would receive is \$484.16.

Linebarger Goggan Blair & Sampson, LLP submitted the private written bid for the Board of Trustees' consideration. The private written bid, the legal description for the property, as well as the amount of the bid, the South Texas College amount, the Analysis of Bid Received, and the Resale Resolution were included in the packet for the Board's information and review.

Gustavo Martinez from Linebarger Goggan Blair & Sampson, LLP attended the Board Meeting

to provide background information and respond to questions.

The Finance and Human Resources Committee recommended Board approval of the Starr County Tax Resale Property Cause No. TS-97-143; Rio Grande C.I.S.D. and Starr County vs. Pablo A. Saenz Jr. and the Resolution Authorizing the Tax Resale to Hernando and Iris Cardenas as presented.

Upon a motion by Mr. Paul R. Rodriguez and a second by Ms. Rose Benavidez, the Board of Trustees of South Texas College approved and authorized the Starr County Tax Resale Property Cause No. TS-97-143; Rio Grande C.I.S.D. and Starr County vs. Pablo A. Saenz Jr. and the Resolution Authorizing the Tax Resale to Hernando and Iris Cardenas as presented. The motion carried.

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

Approval of the following proposal awards, purchases, renewals, leases, and interlocal agreement was requested:

- 1) Audio Visual Capture Device (Award):** award the proposal for an audio visual capture device to Audio Visual Aids Corp (San Antonio, TX), at a total cost of \$30,209.00;
- 2) Merchant Services (Award):** award the proposal for merchant services (credit card processing) to BBVA Compass (McAllen, TX) for the period beginning November 1, 2014 through October 31, 2016 with three one-year options to renew for an estimated annual cost of \$271,582.11, which is based on projected transactions;
- 3) Online Defensive Driving Training (Award):** award the proposal for online defensive driving training to I Drive Safely, LLC. (Carlsbad, CA), for the period beginning November 1, 2014 through October 31, 2015 with two one-year options to renew. The College will receive \$8.75 commission payment per student, which is 35% of the total student tuition of \$25.00;
- 4) Travel Package for TexPrep Program (Reject):** reject the proposal for travel package for TexPrep program due to the one proposal received being over the allowable grant budget;
- 5) Advertisement Agreement – Buses (Purchase):** purchase an advertisement agreement for buses from Lower Rio Grande Valley Development Council/Valley Metro (Weslaco, TX), a sole source vendor, for the period beginning December 1, 2014 through August 31, 2015, at a total cost of \$29,561.40;
- 6) Advertisement Agreement – Continuing Education (Purchase):** purchase an advertisement agreement for Continuing Education from ACM Valley Multimedia Network/dba Valley Town Crier (McAllen, TX), a sole source vendor, for the period beginning September 17, 2014 through August 31, 2015, at a total cost of \$15,480.00;
- 7) Catering Services (Purchase):** purchase catering services from Centerplate at McAllen Convention Center (McAllen, TX), a sole source vendor, at an estimated cost of \$28,700.00;
- 8) 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) and from the National Joint Powers Alliance approved vendor CDW Government, in the total amount of \$98,054.44;

- 9) Digital Advertising Agreement (Purchase):** purchase a digital advertising agreement from Millennial Media, Inc./Jumtap (Baltimore, MD), a sole source vendor, for the period beginning November 1, 2014 through January 31, 2015, at a total cost of \$10,000.00;
- 10) 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 \$141,456.88.

A	Allsteel, Inc.	\$19,600.09
B	Datum	\$1,275.62
C	Exemplis Corporation	\$3,525.00
D	The Hon Company	\$1,825.48
E	Inscape, Ltd.	\$29,667.59
F	Krueger International, Inc.	\$82,163.11
G	VIA, Inc.	\$3,399.99
	Total Amount	\$141,456.88

- 11) Overnight Delivery Services (Purchase):** purchase overnight delivery services from FedEx Government Services (Memphis, TN/Pharr, TX), a Texas Procurement and Support Services (TPASS) term contract approved vendor, a division of the Texas Comptroller of Public Accounts, for the period beginning September 1, 2014 through August 31, 2015, at an estimated cost of \$11,000.00 based on prior year expenditures;
- 12) Police Equipment and Accessories (Purchase):** purchase police equipment and accessories from GT Distributors, Inc. (Austin, TX), a Texas Association of School Boards – Buyboard approved vendor, for the period beginning October 29, 2014 through August 31, 2015, at a total cost of \$145,000.00;
- 13) Police Vehicle Equipment and Accessories (Purchase):** purchase police vehicle equipment and accessories from Fleet Safety Equipment, Inc. (Houston, TX), a Texas Association of School Boards – Buyboard approved vendor, for the period beginning October 29, 2014 through August 31, 2015, at an estimated amount of \$90,000.00;
- 14) Servers (Purchase):** purchase servers from Dell Marketing, LP. (Dallas, TX), a State of Texas Department of Information Resources (DIR) approved vendor, at a total cost of \$36,944.85;
- 15) Science Instructional Supplies and Equipment (Purchase):** purchase science instructional supplies and equipment from Fisher Science Education (Hanover Park, IL), a U. S. Communities (Purchasing Cooperative) approved vendor, for the period beginning September 1, 2014 through August 31, 2015, at an estimated amount of \$20,000.00 based on prior year expenditures;
- 16) Student Information Distribution Services (Purchase):** purchase student information distribution services from Valley Newspaper Holdings, LLP./dba Valley Town Crier (McAllen, TX), a sole source vendor, for the period beginning November 1, 2014 through August 31, 2015, at an estimated cost of \$29,095.00;
- 17) Testing Materials - CAAP (Purchase):** purchase testing materials - CAAP from ACT CAAP (Iowa City, IA), a sole source vendor, at an estimated cost of \$18,375.00;
- 18) Web-Network Advertisement Agreement (Purchase):** purchase a web-network advertisement agreement from Adiant/Adblae (New York, NY), a sole source vendor, for the period beginning November 1, 2014 through January 31, 2015, at a total cost of \$10,000.00;

- 19)Welding Supplies and Gases (Purchase):** purchase welding supplies and gases from AOC Welding Supply/Praxair (McAllen, TX), a Harris County Department of Education – Choice Partner (Purchasing Cooperative) approved vendor, for the period beginning September 1, 2014 through August 31, 2015, at an estimated cost of \$25,000.00 based on prior year expenditures;
- 20)Catering Services (Renewal):** renew the contracts for catering services for the period beginning November 21, 2014 through November 20, 2015, at an estimated cost of \$55,000.00 based on prior year expenditures. The vendors are as follows:
- Cornerstone Catering (Edinburg, TX)
 - Delgar Foods/dba Delia's (Pharr, TX)
 - Domine Catering, LLC. (McAllen, TX)
 - El Reno Investments, LLC./dba Subway (Mission, TX)
 - El Patio Restaurant (Mission, TX)
 - Esperanza on Fifth, LLC./dba Blimpie (Weslaco, TX)
 - Jason's Deli (Corpus Christ, TX/McAllen, TX)
 - Pizza Properties, Inc./dba Peter Piper Pizza (El Paso, TX/McAllen, TX)
 - Teresita's/dba Atencion Selecta (McAllen, TX)
- 21)Chiller Maintenance Service (Renewal):** renew the contract for chiller maintenance service with Pro Tech Mechanical, Inc. (Corpus Christi, TX), for the period beginning November 21, 2014 through November 20, 2015, at an estimated cost of \$83,705.01;
- 22)Institutional Membership – AACC (Renewal):** renew the institutional membership with American Association of Community Colleges (AACC) (Washington, D.C.), a sole source vendor, for the period beginning January 1, 2015 through December 31, 2015, at a total cost of \$15,490.00;
- 23)Institutional Membership – TACC (Renewal):** renew the institutional membership with Texas Association of Community Colleges (TACC) (Austin, TX), a sole source vendor, for the period beginning September 1, 2014 through August 31, 2015, at a total cost of \$79,157.00;
- 24)Internet Services (Renew):** renew the internet services with Time Warner Cable through the State of Texas Department of Information Resources (DIR) for the period beginning April 1, 2015 through March 31, 2016, at a monthly cost of \$15,500.00, a one-time upgrade fee of \$500.00, a monthly federal fee of \$2,790.00, and at an annual cost of \$219,980.00. The State of Texas Department of Information Resources (DIR) contracts are for a three (3) year period. The total cost of the three-year contract is \$658,940.00;
- 25)Microsoft Campus License Agreement (Renewal):** renew the Microsoft Campus License agreement with Software House International (SHI) Government (Austin, TX), a State of Texas Department of Information Resources (DIR) approved vendor, for the period beginning November 1, 2014 through October 31, 2015, at a total cost of \$110,623.96;
- 26)Mobile Storage Services (Renewal):** renew the contracts for mobile storage services for the period beginning December 18, 2014 through December 17, 2015, at an estimated cost of \$10,000.00. The vendors are as follows:
- Mobile Mini I, Inc. (Tempe, AZ/Pharr, TX)
 - PODS of the Rio Grande Valley (Edinburg, TX)
- 27)Online Admissions Application Service (Renewal):** renew the online admissions application service with Texas Higher Education Coordinating Board (Austin, TX), a sole source vendor, for the period beginning September 1, 2014 through August 31, 2015, at a total cost of \$10,660.00;

- 28) Online Course Evaluation License Agreement (Renewal):** renew the online course evaluation license agreement with Gap Technologies, Inc. (Buffalo, NY), a sole source vendor, for the period beginning January 15, 2015 through January 14, 2016, at an estimated cost of \$22,000.00;
- 29) Physical and Mental Fitness Training (Renewal):** renew the contract for physical and mental fitness training with Cross Fit One (McAllen, TX), for the period beginning November 1, 2014 through October 31, 2015, at no charge to the College. Each student will pay South Texas College \$360.00 for the course and the vendor will bill South Texas College \$325.00. South Texas College will make a commission of \$35.00 per student enrolled in the course and provide for the recovery of administrative costs associated with the program.
- 30) Promotional Items for Student Outreach (Renewal):** renew the promotional items for student outreach for the period beginning November 27, 2014 through November 26, 2015, at an estimated cost of \$55,000.00. The vendors are as follows:
- Primary: Authentic Promotions.com (Carmichael, CA)
 - Secondary: Safeguard Universal, LLC. (Corpus Christi, TX)
Imprezos Pro Uniforms, LLC. (Pharr, TX)
Images In Ink, Inc. (McAllen, TX)
Elite Promotions (Brownsville, TX)
Gateway Printing & Office Supply (Edinburg, TX)
- 31) Promotional T-Shirts for Student Outreach (Award):** renew the contracts for promotional t-shirts for student outreach for the period beginning November 27, 2014 through November 26, 2015, at an estimated cost of \$71,000.00. The vendors are as follows:
- A & L Athletics (McAllen, TX)
 - Authentic Promotions.com (Carmichael, CA)
 - Gateway Printing & Office Supply (Edinburg, TX)
 - Images in Ink, Inc. (McAllen, TX)
 - Imprezos Pro Uniforms, LLC. (Pharr, TX)
 - Safeguard Universal, LLC. (Corpus Christi, TX)
- 32) Records Management Services (Renewal):** renew the contract for records management services with Records Consultant, Inc. (San Antonio, TX), for the period beginning November 1, 2014 through October 31, 2015, at an estimated cost of \$20,000.00;
- 33) Billboard Advertising Space (Lease/Purchase):** lease billboard advertising space from Lamar Limited Texas (San Benito, TX), a sole source vendor, for the period beginning November 17, 2014 through February 18, 2015, at a total cost of \$40,980.00;
- 34) Graduation Facility (License Agreement):** lease the graduation facility from the City of Hidalgo – Texas Municipal Facilities Corporation (State Farm Arena) (Hidalgo, TX), an interlocal license agreement for May 14, 2015 beginning at 8:00 a.m. through May 16, 2015 at midnight, at an estimated cost of \$23,000.00;
- 35) Online Access to Various Resources and Training Materials (Interlocal Agreement):** enter into an interlocal agreement with the Oregon State Board of Higher Education through Portland State University, for the period beginning October 1, 2014 through September 30, 2015, at a total cost of \$5,000.00.

SUMMARY TOTAL:

The total for all proposal awards, purchases, renewals, leases, and interlocal agreement was \$1,832,054.65.

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 proposal awards, purchases, renewals, leases, and interlocal agreement as presented. The motion carried.

Review and Action as Necessary to Revise Policy #5120: Investment Policy and Investment Strategy Statement

Approval to revise Policy #5120: Investment Policy and Investment Strategy Statement was requested.

The Public Funds Investment Act (PFIA), Chapter 2256.005 (e) required the governing body of an investing entity to review its Investment Policy and Investment Strategy Statement not less than annually. The governing body must adopt a written instrument by rule, order, ordinance, or resolution stating that it has reviewed the Investment Policy and Investment Strategy Statement and that the written instrument so adopted shall record any changes made to either the Investment Policy or Investment Strategy Statement.

The College's Investment Policy and Investment Strategy Statement was submitted and reviewed by the Government Treasurers' Organization of Texas (GTOT). Our Policy reflected several revisions recommended by GTOT. The College was awarded the Certificate of Distinction by the Government Treasurers' Organization of Texas (GTOT) for the Investment Policy. This Certificate was for a two-year period ending August 31, 2016.

The administration brought the Investment Policy and Investment Strategy Statement to the Board of Trustees annually, as required. The Investment Policy and Investment Strategy Statement were reviewed by South Texas College's legal counsel and Long Chilton, LLP, external auditors.

The following revisions were necessary to enhance understanding of the Investment Policy and Investment Strategy Statement.

Investment Policy:

- On page 2, Section I B – deleted the word “and”; and changed “Section III.D.1” to “Section III.G.1.” (to correct section reference)
- On page 3, Section II A – changed “avoided” to “minimized” and “construction” to “Unexpended Plant.” (to change wording and correct fund name)

- On page 4-5, Section III A 7 – added the word “with,” “has,” and “be”; added the statements “provides South Texas College with a prospectus and other information required by the Securities Exchange Act of 1934 or the Investment Company Act of 1940” and “and conforms to the requirements set forth in Sections 2256.016(b) and (c) of the Act relating to the eligibility of investment pools to receive and invest funds of investing entities”; and deleted the words “with,” “that,” “money market,” “and” and “no-load.” (to comply with PFIA and GTOT)
- On page 5, Section III A 8 – added the phrase “by rule, order, ordinance, or resolution.” (to comply with PFIA)
- On page 5, Section III E – added the phrase “by qualifying the broker, dealer, and financial institution with whom the College will transact” (to minimize the risk of loss)
- On page 7-8, Section III E 4 – added the statement “the Agreement states the securities and collateral will be held in South Texas College’s name as evidenced by safekeeping receipts of the institution with which the securities are deposited.” (to comply with GTOT)
- On page 8, Section III E 4 c – added the phrases “and liable” and “the collateral and.” (to strengthen the monitoring of collateral)
- On page 8-9, Section III E 5 – added the words “and custody” and added the statements “or held as collateral to secure time and demand deposits” (to strengthen the requirement for safekeeping) and “Securities and collateral will be held in South Texas College’s name as evidenced by safekeeping receipts of the institution with which the securities are deposited.” (to comply with GTOT)
- On page 9-10, Section III F – changed “Investment Officers” and “Investment Committee” to “Board of Trustees,” “including” to “include,” and “registered principal” to “qualified representative”; added the statements “The Board of Trustees may contract with an investment management firm registered under the Investment Advisers Act of 1940 or with the State Securities Board to provide for the investment and management of its public funds under its control. The contract period will be for a maximum of two years, and a renewal or extension of the contract must be made by the Board of Trustees by order, ordinance, or resolution” and “, as defined in the Act”; added the words “the following,” “dealers,” “banks,” and “pools,”; added the phrase “investment providers”; and deleted the phrase “Investment Officers will establish.” (to comply with PFIA)
- On page 10, Section III G 1 – deleted the phrase “the Associate Vice President for Financial Services”; changed “six” to “twelve”; and added the phrase “review brokers/dealers/banks/pools and independent training sources.” (to comply with PFIA)
- On page 12, Section III G 6 – changed the statement “state agency or local government” to “College” and “agency’s or local government’s” to “College’s.” (to correct College reference)

- On page 12, Section III G 7 – added the statement “The methods/sources to be used to monitor the market price of investments that have been acquired with public funds shall be from sources deemed reliable by an Investment Advisor, brokers/dealers”; added the phrase “or other market pricing services”; and deleted the phrase “will be used to monitor the market price of acquired investments.” (to include additional methods of monitoring market price)
- On page 13, Section III G 10 – deleted the statement “The College’s Investment Policy shall be adopted annually by resolution of the College’s Board of Trustees”; deleted the word “Advisory”; added the word “Investment”; and added the phrase “and Investment Strategy.” (to remove duplicate statement)

Investment Strategy Statement:

- On page 2 of the Investment Strategy Statement – changed the phrases “Operating Funds, Construction and Unexpended Plant Funds and Funds for Retirement of Indebtedness” to “all fund types” and “the Operating Funds portfolio” to “all fund types, except for Unexpended Plant Funds and Funds for Retirement of Indebtedness”; and deleted the words “Construction and.” (to change wording on fund types)

In addition, minor grammatical changes were made throughout the documents.

The revised Policy was included in the packet for the Board’s information and review. The additions to the Policy were in italics and highlighted in yellow and the deletions were designated with a strikeout.

The Finance and Human Resources Committee recommended Board approval of the revisions to Policy #5120: Investment Policy and Investment Strategy Statement as presented and which supersedes any previously adopted Board Policy.

Upon a motion by Mr. Paul R. Rodriguez and a second by Ms. Rose Benavidez, the Board of Trustees of South Texas College approved and authorized the revisions to Policy #5120: Investment Policy and Investment Strategy Statement as presented and which supersedes any previously adopted Board Policy. The motion carried.

Review and Action as Necessary on Annual Investment Report

Approval of the Annual Investment Report for FY 2013-2014 was requested.

The Annual Investment Report for FY 2013–2014 was provided in the packet for the Board’s information and review. Also included was the Annual Investment Report prepared for the State Auditor’s Office.

As required, all College funds were deposited at the College's Depository, BBVA Compass Bank, in public funds interest checking accounts or certificates of deposit. The included report reflected the total interest earned during the fiscal year and the unaudited reconciled balance of each account at August 31, 2014.

At August 31, 2014, the College had a total amount of \$240,790,545.44 in bank deposits, in seven (7) public funds interest checking accounts totaling \$76,182,904.75, and seven (7) certificates of deposit totaling \$164,607,640.69. In addition, the College held an endowment investment in the form of a coin collection valued at \$5,589.70 and maintained change funds available for cashiering purposes in the amount of \$8,950.00. As of August 31, 2014, the investments and cash on hand totaled \$240,805,085.14.

Total interest revenue earned on public funds interest checking accounts and certificates of deposit during FY 2013-2014 totaled \$214,914.66.

All the College's funds were properly collateralized during the fiscal year.

The Finance and Human Resources Committee recommended Board approval of the Annual Investment Report for FY 2013-2014, as presented.

Upon a motion by Mr. Paul R. Rodriguez and a second by Ms. Rose Benavidez, the Board of Trustees of South Texas College approved and authorized the Annual Investment Report for FY 2013-2014, as presented. The motion carried.

Update on 2013 Bond Construction Program

Mr. Gilbert Gallegos with Broaddus & Associates provided an update for the Board's information and review, and feedback to staff and to Broaddus & Associates, serving as the Construction Program Management firm for the 2013 Bond Construction Program. No action was requested.

Mrs. Mary Elizondo, Vice President for Finance and Administrative Services, announced that her staff, in conjunction with Broaddus & Associates, would develop a timetable and action plan for future committee action.

Review and Action as Necessary on the Issuance of Final Demand Letter for Hail Damage Insurance Claims

Staff has tendered to Chubb Insurance responses to all of Chubb's requests for clarifications and additional information supporting STC's claim for damages resulting from the March 2012 hail storm.

The following chart contains a breakdown of the total costs for repairs including the repairs caused by the hail storm and additional owner requested repairs. Also, included was the amount currently received from Chubb and STC's deductible. As of August 5, 2014 Chubb confirmed receipt of all STC's final documentation and indicated that additional expenses in the amount of \$427,401.35 may be paid if adequate supporting documentation was provided. If these additional expenses were covered, an amount of \$2,279,028.53 may remain as a potential disputed amount. If the additional amount was not paid, the remaining disputed amount would remain at \$2,706,429.88.

The total hail damage repair costs may be summarized as follows:

Summary of Hail Storm Damage Insurance Claims	
Total Hail Damage Repair Costs	\$8,010,314.14
Less: Owner Requested Repairs	332,688.26
Net Hail Damage Repair Costs	7,677,625.88
Less: Deductible	1,698,382.63
Less: Insurance Payments Received	3,272,813.37
Difference – Pending Claims	\$2,706,429.88

Note: Table does not include the additional pending payment amount of \$427,401.35 from Chubb

STC legal counsel previously received an agreement from Chubb that it would waive any statute of limitations claim until a formal response to STC's figures was provided. The final figures were contained herein and legal counsel sought a formal demand to Chubb from the College.

The Board was asked to approve and authorize Legal Counsel to issue a demand letter to Chubb Insurance. Legal Counsel provided a letter, as a confidential document under separate cover, for review and recommendation for Board approval. The demand letter would be sent to Chubb after Board approval.

Mr. Gurwitz advised the Board that he conferred with Legal Counsel with the suggestion that the letter be revised to include the total claim that was as-yet non-reimbursed pursuant to the insurance contract. Otherwise the numbers were correct.

The Facilities Committee recommended Board approval for Legal Counsel to proceed with the demand letter as presented. Mr. Gurwitz recommended approval with the further revision as described above.

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 Legal Counsel to proceed with the demand letter as revised by Mr. Gurwitz's suggestion. The motion carried.

Review and Action as Necessary on Construction Manager-At-Risk Construction Procurement Method for the 2013 Bond Construction Program

Approval of the Construction Manager-At-Risk Construction Procurement Method for the 2013 Bond Construction Program was requested.

Dr. Jim Broaddus with Broaddus & Associates presented at the October 14, 2014 Board Facilities Committee meeting, providing a presentation on the construction procurement methods available to STC and a recommendation on the use of the Construction Manager-At-Risk (CM@R) method. The presentation reviewed the pros and cons of each method and some detail on why the CM@R was recommended for STC's Bond Construction Program.

It was proposed that the CM@R method be used for all Bond Construction projects except for La Joya Jimmy Carter Teaching Site Improvements. A copy of the presentation as delivered to the Facilities Committee by Broaddus & Associates was included in the Board packet.

The Facilities Committee recommended Board approval of the use of the Construction Manager-At-Risk Construction Procurement Method for the 2013 Bond Construction Program as presented.

Upon a motion by Mr. Gary Gurwitz and a second by Ms. Rose Benavidez, the Board of Trustees of South Texas College approved and authorized the use of the Construction Manager-At-Risk Construction Procurement Method for the 2013 Bond Construction Program as presented. The motion carried.

Review and Action as Necessary on Standard Owner/Architect Agreement for 2013 Bond Construction Program

Approval of the Standard Owner/Architect Agreement for the 2013 Bond Construction Program was requested.

Broaddus & Associates has assisted STC staff and STC legal counsel with preparation of a proposed Standard Owner/Architect agreement to be used for STC's 2013 Bond Construction Program. The proposed agreement was designed to be used when the College has employed the services of a **Construction Program Manager** and the **Construction Manager at Risk**.

A draft of the proposed Owner/Architect agreement was included in the packet for the Board's review. The agreement was developed to identify the Owner's and Architect's responsibilities when the construction program included the use of a **Construction Program Manager** and a **Construction Manager at Risk** as the general contractor.

Some Bond projects may not require the **Construction Manager at Risk** procurement method and therefore the more typical **Competitive Sealed Proposals** procurement method could be used. In the cases where the **Competitive Sealed Proposals** method was used, STC's standard AIA Owner/Architect agreement can be used.

Broaddus & Associates has contacted the Board approved firms and has provided them with a draft copy of the proposed agreement. Providing each firm with the draft agreement has allowed B&A to begin negotiation on the scope of service and proposed fee. With Board approval of the proposed agreement in October 2014, B&A can finalize negotiations and prepare for Board approval of fees in November 2014.

Dr. Jim Broaddus and Mr. Gilbert Gallegos from Broaddus & Associates attended the October 14, 2014 Board Facilities Committee meeting to review the draft contract and addressed questions by the Committee.

Mr. Gilbert Gallegos was present at the October 28, 2014 Board meeting to address questions by the Board.

The Facilities Committee recommended Board approval of the use of the Standard Owner/Architect Agreement, substantially in the form presented, for the 2013 Bond Construction Program.

Upon a motion by Mr. Gary Gurwitz and a second by Ms. Rose Benavidez, the Board of Trustees of South Texas College approved and authorized the use of the Standard Owner/Architect Agreement, substantially in the form presented, for the 2013 Bond Construction Program. The motion carried.

Review and Action as Necessary on 2013 Bond Construction Program Priority Projects

Approval of 2013 Bond Construction Program Priority Projects was requested.

Broaddus & Associates and STC staff reviewed the overall Bond Program schedule to identify the construction programs which would provide the most desirable space and the longest design and construction schedules, in an effort to determine which projects should get started first.

The packet included a table outlining the projects which were identified as the first group to begin design work with each respective architect. The available Bond construction funds would be used to cover the costs of design and construction services for these four projects.

The Thermal Plants, Parking Lots and Site Improvement projects for each campus would be added to this list of priority projects once the MEP and civil engineers were approved.

The Facilities Committee recommended Board approval of the 2013 Bond Construction Program Priority Projects 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 2013 Bond Construction Program Priority Projects as presented. The motion carried.

Review and Action as Necessary on Short List of Mechanical, Electrical, and Plumbing (MEP) Engineering Firms and Assignments of Construction Projects for the 2013 Bond Construction Program

Approval of short list of Mechanical, Electrical, and Plumbing (MEP) engineering firms and assignments of construction projects was requested.

Broaddus & Associates representatives along with STC staff attended the October 14, 2014 Facilities Committee meeting to provide an update on the evaluation of MEP firms' statements of qualifications submitted for the 2013 Bond Construction Program.

On September 23, 2014 a total of nine (9) submittals were received in response to STC's solicitation of qualifications from MEP engineers for the 2013 Bond Construction Program. A team consisting of three Broaddus & Associates representatives and six STC staff members completed the evaluations of the submittals.

Evaluation of the MEP engineers' qualifications was completed and Broaddus & Associates delivered recommendation on how the Bond construction projects could be assigned to firms based on evaluation of the information provided. This recommendation was based on the following general requirements:

1. Overall evaluation of each firm's qualifications, experience, and references
2. Ranking of each firm after evaluations
3. Project preferences as identified by each firm
4. Each firm's unique experience and areas of specialization
5. Each firm's capacity to manage each project size

Broaddus & Associates provided spreadsheets summarizing the information gathered during the evaluation team's review and the proposed project assignments resulting from the evaluations. There were five firms determined to be qualified for consideration of the short list of firms to deliver the MEP engineering services required for these projects. Because there were only three projects, three of the five firms were recommended for approval.

The Facilities Committee noted that unlike the Pecan Campus and Mid Valley Campus building projects, the MEP firm recommended for 2013 Bond Construction Program Starr County Campus Thermal Plant is different than one proposed for the larger building on that campus and therefore requested that MEP engineer for the larger building be considered for the Thermal Plant Project.

Mr. Gilbert Gallegos with Broaddus & Associates confirmed that the MEP engineer proposed for the large building project was qualified for the Thermal Plant work and could be considered. The Facilities Committee asked whether the recommendation could be revised to assign the Thermal Plant project at the Starr County Campus to Sigma HN Engineers, PLLC, and Mr. Gallegos confirmed that this would be consistent with the evaluation committee's appraisal of qualifications. A memo reflecting this has been provided by Broaddus & Associates, and is include in the Board packet.

The final recommendation was for the MEP Engineering firms assigned to the projects as listed below:

- Pecan Campus Thermal Plant Expansion – Halff Associates, Inc.
- Mid Valley Campus – Thermal Plant Expansion – DBR Engineering Consultants, Inc.
- Starr County Campus – Thermal Plant Expansion – Sigma HN Engineers

The Facilities Committee recommended Board approval of the recommended MEP engineering firms and project assignments 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 recommended MEP engineering firms and project assignments as presented. The motion carried.

Review and Action as Necessary on Contracting Architectural Design Services for the Pecan Campus Student Support Services Building Improvements

Approval to contract architectural services for the design of the Pecan Campus Student Support Services Building to include renovations to the Admissions Office, Welcome Center, and Main Entrance was requested.

Funds for this project were included in the FY 2014-2015 construction budget. The packet included a floor plan depicting the locations for the proposed design and construction work. These improvements would provide increased efficiency in the use of interior space and improvements to the main building entrance. The interior spaces affected by these improvements included the Admissions Office and the Student Welcome Center. The proposed changes would result in more efficient services to students and more effective work spaces for staff.

The improvements to the exterior main entrance were intended to enhance the area and define it as the building's main entrance. Design and construction would focus on extension of the exterior cover up to the main entry doors, reconfiguration and repair of sidewalks, entry signage, and landscaping.

Five architectural 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. Boultinghouse Simpson Gates Architects
2. EGV Architects, Inc.
3. ERO Architects, Inc.
4. PBK Architects
5. Rike Ogden Figueroa Alex Architects

Since this list of architectural firms was approved at the June 26, 2014 Board meeting, none of these firms were contracted for on-call services. Staff recommended starting project assignments alphabetically from this new list, therefore Boultinghouse Simpson Gates Architects was recommended as the firm to provide these services. This firm also designed the original building and was familiar with the building plans.

Funds in the amount of \$250,000 were budgeted in the FY 2014-2015 construction budget for the modifications and \$37,500 was budgeted for design services with final amount to be negotiated.

Project Budget		
Budget Components	Amount Budgeted	Actual Cost
Design	\$37,500	Actual design fees are estimated at \$18,000 (7.25%) and will be finalized during contract negotiations.
Construction	\$250,000	Actual cost will be determined after the solicitation of construction proposals.

Staff would negotiate design fees with architect to determine an acceptable amount.

The Facilities Committee recommended Board approval to contract architectural services with Boultinghouse Simpson Gates Architects for the design of the Pecan Campus Student Support Services Building to include renovations to the Admissions Office, Welcome Center, and Main Entrance 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 contracting architectural services with Boultinghouse Simpson Gates Architects for the design of the Pecan Campus Student Support Services Building to include renovations to the Admissions Office, Welcome Center, and Main Entrance as presented. The motion carried.

Review and Action as Necessary on Contracting MEP Engineering Design Services for the Pecan Plaza Police Department Electrical Generator

Approval to contract Mechanical, Electrical, and Plumbing (MEP) engineering design services for the Pecan Plaza Police Department Electric Generator was requested.

With the relocation of STC's Police Department to the Pecan Plaza site, it was recommended that an electrical generator be installed to support the department's operations when electrical services are not available. The installation of a generator would ensure that police operations would continue during times of bad weather or other events which may interrupt the electrical service to the building.

The electrical power provided by the generator would provide continuous support for two way radios, telephones, dispatch systems, and other telecommunication services. Maintaining the electrical service for these communication services would allow police officers and security staff to communicate between all STC campuses.

The three MEP engineering firms listed below were previously approved by the Board for one year to provide professional services as needed for projects under \$300,000.00.

1. DBR Engineering Consultants, Inc.
2. Halff Associates, Inc.
3. Sigma HN Engineers, PLLC

Since this list of MEP firms was approved at the June 26, 2014 Board meeting, only one of these firms had been contracted for on-call services. The next recommendation was based on an alphabetical selection, placing Halff Associates as the firm to provide these services.

Funds were budgeted in the FY 2014-2015 construction budget for design and construction of these improvements, with final amount to be negotiated.

Project Budget		
Budget Components	Available Funds	Estimated Cost
Design	\$10,000	Actual design fees are estimated between \$8,000 and \$9,000 and will be finalized during contract negotiations.
Construction	\$100,000	Actual cost will be determined after the solicitation of construction proposals.

The Facilities Committee recommended Board approval to contract Mechanical, Electrical, and Plumbing (MEP) engineering design services with Halff Associates for the Pecan Plaza Police Department Electric Generator 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 Mechanical, Electrical, and Plumbing (MEP) engineering design services with Halff Associates for the Pecan Plaza Police Department Electric Generator as presented. The motion carried.

Review and Action as Necessary on Contracting Construction Services for the Nursing & Allied Health Campus West Wing Medical Labs Flooring Replacement

Approval to select a contractor for the Nursing & Allied Health Campus West Wing Medical Labs Flooring Replacement was requested.

This item was scheduled for review at the October 14, 2014 Facilities Committee meeting. The Committee did not review the item due to time constraints; however, staff requested that the Board consider taking action on this item without a Committee recommendation at this time. This would allow the contractor to order materials in time to install flooring during the Winter Break.

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

STC staff issued the necessary plans and specifications for the solicitation of competitive sealed proposals. Solicitation of competitive sealed proposals for this project began on September 11, 2014. A total of eight (8) sets of construction documents were issued to general contractors, sub-contractors and suppliers and a total of five (5) proposals were received on September 26, 2014.

Timeline for Solicitation of Competitive Sealed Proposals	
September 11, 2014	Solicitation of competitive sealed proposals. Eight (8) sets of construction documents were issued.
September 26, 2014	Five (5) proposals were received.

Staff evaluated these proposals and included a proposal summary in the packet. It was recommended that the top ranked contractor be recommended for Board approval.

Funds were available in the FY2014-2015 Renewals and Replacements budget for this project.

Source of Funding	Amount Budgeted	Highest Ranked Proposal
Renewals & Replacements	\$80,000	\$65,416.24

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 Vintage Tile and Stone, LLC in the amount of \$65,416.24 for the Nursing & Allied Health Campus West Wing Medical Labs Flooring Replacement project as presented. The motion carried.

Review and Action as Necessary on Contracting Construction Services for the Technology Campus Building B Flooring Replacement

Approval to select a contractor for the Technology Campus Building B Flooring Replacement was requested.

This item was scheduled for review at the October 14, 2014 Facilities Committee meeting. The Committee did not review the item due to time constraints; however, staff requested that the Board consider taking action on this item without a Committee recommendation at this time. This would allow the contractor to order materials in time to install flooring during the Winter Break.

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

STC staff issued the necessary plans and specifications for the solicitation of competitive sealed proposals. Solicitation of competitive sealed proposals for this project began on September 11, 2014. A total of eight (8) sets of construction documents were issued to general contractors, sub-contractors and suppliers and a total of five (5) proposals were received on September 26, 2014.

Timeline for Solicitation of Competitive Sealed Proposals	
September 11, 2014	Solicitation of competitive sealed proposals. Eight (8) sets of construction documents were issued.
September 26, 2014	Five (5) proposals were received.

Staff evaluated these proposals and included a proposal summary in the packet. It was recommended that the top ranked contractor be recommended for Board approval.

Funds were available in the FY2014-2015 Renewals and Replacements budget for this project.

Source of Funding	Amount Budgeted	Highest Ranked Proposal
Renewals & Replacements	\$80,000	\$15,462.15

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 contracting construction services with Diaz Floors and Interiors, Inc. in the amount of \$15,462.15 for the Technology Campus Building B Flooring Replacement project as presented. The motion carried.

Review and Action as Necessary on Rejecting Construction Proposals for the Starr County Campus Buildings A and B Carpet Replacement

Approval to reject and re-solicit construction proposals for the Starr County Campus Buildings A and B Carpet Replacement was requested.

This item was scheduled for review at the October 14, 2014 Facilities Committee meeting. The Committee did not review the item due to time constraints; however, staff requested that the Board consider taking action on this item without a Committee recommendation at this time. Approval to reject this proposal would allow staff to begin the process to re-solicit proposal and prevent loss of additional time. This would allow re-solicitation and potentially a recommendation for Board approval of a contractor prior to Winter Break.

STC staff worked 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 September 15, 2014. A total of four (4) proposals were received on September 30, 2014.

The Purchasing Department was notified by The Monitor that the solicitation for these services was not advertised in the newspaper for two consecutive weeks as required and requested by STC staff. For this reason, staff recommended Board approval to reject the current proposals and allow staff to re-solicit construction proposals.

Mr. Paul R. Rodriguez expressed concern that bids for service for Starr County be announced in local Starr County publications, even though this is not required under state law.

Upon a motion by Mr. Gary Gurwitz and a second by Ms. Rose Benavidez, the Board of Trustees of South Texas College approved and authorized rejecting and re-soliciting construction proposals for the Starr County Campus Buildings A and B Carpet Replacement project as presented. The motion carried.

Review and Action as Necessary on Final Completion of the Starr County Campus Parking Lot 5 Lighting and Drive Lighting

Approval of final completion and release of final payment for the Starr County Campus Parking Lot 5 Lighting and Drive Lighting was requested.

It was recommended that final completion and release of final payment for this project with Zitro Electric be approved. The original cost approved for this project was in the amount of \$98,500.

The following chart summarizes the above information:

Construction Budget	Approved Proposal Amount	Net Total Change Orders	Final Project Cost	Previous Amount Paid	Remaining Balance
\$105,000	\$98,500	\$0	\$98,500	\$93,575	\$4,925

On October 1, 2014, STC Planning & Construction Department staff along with ACR Engineering inspected the site to confirm that all punch list items were completed. A letter from ACR Engineering acknowledging all work was complete and recommending release of final payment was included in the Board packet.

The Facilities Committee recommended Board approval of the final completion and release of final payment in the amount of \$4,925 for the Starr County Campus Parking Lot 5 Lighting and Drive Lighting project with Zitro Electric 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 final completion and release of final payment in the amount of \$4,925 for the Starr County Campus Parking Lot 5 Lighting and Drive Lighting project with Zitro Electric as presented. The motion carried.

Update on Status of Construction Projects

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

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

Consideration and Approval of Checks and Financial Reports

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

Mrs. Mary Elizondo, Vice President for Finance and Administrative Services, was available to 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.

Upon a motion by Ms. Rose Benavidez and a second by Mr. Jesse Villarreal the Board of Trustees approved the submitted checks for release in an amount over \$50,000.00, the checks that were released as authorized by Board Policy #5610, and the financial reports submitted for the month of September 2014. The motion carried.

Mr. Paul R. Rodriguez requested that staff present a report on payments to Broaddus & Associates and that they provide a review of the process for approval of the payments at the next Finance and Human Resources Committee meeting.

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

Informational Items

- President's Report
- Board Committee Meeting Minutes:
 - o October 14, 2014 Education & Workforce Development Committee
 - o October 14, 2014 Facilities Committee
 - o October 14, 2014 Finance and Human Resources Committee

Announcements

A. Next Meetings:

- Thursday, November 13th, 2014
 - 3:30 p.m. - Education and Workforce Development Committee Meeting
 - 4:30 p.m. - Facilities Committee Meeting
 - 5:30 p.m. - Finance and Human Resources Committee Meeting
- Thursday, November 20th, 2014
 - 5:30 p.m. - Regular Meeting of the Board of Trustees

B. Other Announcements:

- South Texas College will be closed Thursday, November 27th through Sunday, November 30th in observation of Thanksgiving.
- South Texas College will hold a Commencement Ceremony on Sunday, December 14th, 2014, at 3:00 p.m., at the McAllen Convention Center, 700 Convention Center Blvd., McAllen, TX 78501.

Adjournment:

There being no further business to discuss, the Regular Meeting of the South Texas College Board of Trustees adjourned at 7:50 p.m.

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

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. Additional Funding of \$31,120 for the “Child Development Associate Credential” Grant from Workforce Solutions

Authorization is requested to accept \$31,120 in additional funding to increase the original grant, originally funded for \$35,9404. The total “Child Development Associate Credential” Grant from Workforce Solutions would be \$67,024 for the beginning December 1, 2014, through December 31, 2015.

As part of this grant program, STC will provide Child Development Associate (CDA) Credentialing courses during Spring 2015 and Fall 2015 to serve an additional 18 students. The original grant funding was for 12 students, the additional funds will serve a total of 40 students.

Grant funds of \$67,024 would be used for CDA courses, preparation of reports, and other activities related to this grant.

This grant meets South Texas College’s Strategic Direction One for Clear Pathways. “South Texas College provides students with clear pathways.....leading to relevant employment...” The students who complete the CDA Credentialing will be prepared for employment as child care center directors with a Head Start Program or in any licensed child care program.

2. The Texas Workforce Commission’s “Nursing Mentorship Program” Grant in the Amount of \$146,487

Authorization is requested to accept the “Nursing Mentorship Program” Grant from Texas Workforce Commission beginning November 2014, through May 31, 2016, in the amount of \$146,487.

Funds would be used to identify and train preceptors from local acute care hospitals to provide guidance for the students of South Texas College’s Associate Degree Nursing (ADN) Program in medically underserved areas (MUA) or medically underserved populations.

This grant gives South Texas College an opportunity to work with local healthcare providers to work with experienced nurses, who will serve as Preceptors to South Texas College’s Nursing students to enhance their learning experience. This grant will serve to encourage underserved and low-income students to persist in their nursing studies.

This grant meets South Texas College's strategic goal for promoting additional educational opportunities.

3. Reallocated Funds of \$91,484 for the Carl Perkins Basic Grant from the Texas Higher Education Coordinating Board

Authorization is requested to accept reallocated funds for the *Carl Perkins Basic Grant* award in the amount of \$91,484 for the period of September 1, 2014 to August 31, 2015 from the Texas Higher Education Coordinating Board. Authorization is requested to approve instructional resources and software, professional development, program promotion and other expenditures as approved by the entire awarded grant amount, totaling \$1,443,838.

Carl Perkins funds are awarded to community and technical colleges to improve graduation, retention, access, quality, and expansion of Career and Technical Education programs. This grant heavily supports STC's Strategic Directions One and Two: Clear Pathway, as well as Access and Success. Twenty-eight (28) Career and Technical Education instructional programs have been selected from the Divisions of Nursing and Allied Health; Business and Technology; and Liberal Arts & Social Sciences for improvement with these funds. In addition, in support of Career and Technical Education programs and students, funds will also be provided to the Academic Affairs, Student Affairs & Enrollment Management and Continuing and Professional Workforce Education areas.

4. Additional Grants Received/Pending Official Award

The approved grants will provide up to \$269,091 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. Additional Funding of \$31,120 for the "Child Development Associate Credential" Grant from Workforce Solutions
2. The Texas Workforce Commission's "Nursing Mentorship Program" Grant in the Amount of \$146,487
3. Reallocated Funds of \$91,484 for the Carl Perkins Basic Grant from the Texas Higher Education Coordinating Board
4. Additional Grants Received/Pending Official Award

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

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

1. Additional Funding of \$31,120 for the “Child Development Associate Credential” Grant from Workforce Solutions
2. The Texas Workforce Commission’s “Nursing Mentorship Program” Grant in the Amount of \$146,487
3. Reallocated Funds of \$91,484 for the Carl Perkins Basic Grant from the Texas Higher Education Coordinating Board
4. Additional Grants Received/Pending Official Award

Approval Recommended:

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

Review and Action as Necessary on the Approval of New Proposed Advanced Technical Certificate in Diagnostic Medical Sonography

The Board is asked to approve the proposed new Advanced Technical Certificate in Diagnostic Medical Sonography program.

Advanced Technical Certificates

Advanced Technical Certificates are workforce education programs designed to provide advanced training to a student who already holds an associate or baccalaureate degree. It must be focused and clearly related to the prerequisite degree, and must meet industry or other external agency requirements.

South Texas College has developed its first proposed Advanced Technical Certificate Program, and administration requests the recommendation of the Education and Workforce Development Committee for Board approval to implement the program as described below.

Advanced Technical Certificate in Diagnostic Medical Sonography

This advanced technical certificate is designed to offer further specialization to students who already hold an Associate Degree in Radiologic Technology and are pursuing further career advancement in that allied health field.

This program is an extension of the current Radiologic Technology Program offered by South Texas College, and as such will require students to hold an Associate of Applied Science Degree in Radiologic Technology and current certification through the American Registry of Radiologic Technologist.

Students will learn the fundamentals of ultrasound physics and instrumentation and will receive clinical and practicum training to apply learned concepts in various medical facilities. Upon completion, students will receive an Advanced Technical Certificate in Diagnostic Medical Sonography.

The following pages contain:

- The Program Summaries;
- Expected Enrollment;
- Occupational Needs in the region, state, and nation;
- Estimated Wages;
- Proposed Degree Plan;
- Course Descriptions; and
- Overview of Advanced Technical Certificates.

The program start-up costs will be offset by the generous donations of two sonogram units, one from Doctors' Hospital at Renaissance, Radiology Department, and the other from Sammy and Gracie Chong, owners of Valley Angels Home Health in Brownsville, Texas.

Perkins Grant funding is also available to provide \$123,000 in additional costs. The Operating Costs and Revenue Projects summary is provided within the packet.

The Education and Workforce Development Committee recommended Board approval of the proposed new Advanced Technical Certificate in Diagnostic Medical Sonography program as presented.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize the proposed new Advanced Technical Certificate in Diagnostic Medical Sonography program as presented.

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

The Board of Trustees of South Texas College approves and authorizes the proposed new Advanced Technical Certificate in Diagnostic Medical Sonography program as presented..

Approval Recommended:

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

Diagnostic Medical Sonography – Advanced Technical Certificate

This program is an extension of the South Texas College Radiologic Technology Program. As such, the selective admission requirements for entrance into the program will include an Associate of Applied Science (AAS) Degree in Radiologic Technology and current certification as a registered technologist by the American Registry of Radiologic Technologist (ARRT). Students in this certificate program will learn the fundamentals of ultrasound physics and instrumentation along with cross-sectional anatomy and pathophysiology in the following areas: abdomen, pelvis, obstetrics (OB), high risk OB, gynecology (GYN), superficial structures, and the use of doppler imaging. The students will also learn the importance of patient care and the legal considerations associated with sonographic imaging. Throughout the clinical and practicum aspect of the program, students will train in various medical facilities with experienced sonographers where they will have the opportunity to apply learned concepts in the clinical environment. Upon completion of the program, students will receive an Advanced Technical Certificate in Diagnostic Medical Sonography and will be competent to challenge the American Registry for Diagnostic Medical Sonography (ARDMS) national examination.

Expected Enrollment:

Years	2015-2016	2016-2017	2017-2018	2018-2019	2019-2010
# of Students	10	10	10	10	10

Occupational Need:

- According to EMSI, Diagnostic Medical Sonographers should experience 54.3 % growth rate in the South Texas Region (Cameron, Hidalgo, Jim Hogg, Starr, Willacy, and Zapata counties) between 2014 and 2024. A total of 76 job openings are expected during this time period. EMSI reports 4 average month job postings for this occupation in the region.
- According to EMSI, Diagnostic Medical Sonographers should experience 44.4 % growth rate in the State of Texas between 2014 and 2024. A total of 2,113 job openings are expected during this time period.
- According to EMSI, Diagnostic Medical Sonographers should experience 33.9% growth rate nationally between 2014 and 2024. A total of 20,892 job openings are expected during this time period.

Estimated Wages:

- EMSI indicates that the most recent median hourly earnings for Diagnostic Medical Sonographers in the South Texas Region (Cameron, Hidalgo, Starr, Zapata, Willacy, and Jim Hogg counties) were \$30.39.
- EMSI indicates that the most recent median hourly earnings for Diagnostic Medical Sonographers in the State of Texas were \$31.20.
- EMSI indicates that the most recent median hourly earnings for Diagnostic Medical Sonographers nationally were \$31.66.

PROPOSED DEGREE PLAN

			Lec	Lab	Ext	Cont	Credit
			Hrs	Hrs	Hrs	Hrs	Hrs
FIRST YEAR							
<i>Spring Semester</i>							
DMSO	1210	Introduction to Sonography	2	0	0	32	2
DMSO	1302	Basic Ultrasound Physics	3	1	0	64	3
DMSO	1405	Sonography of Abdominopelvic Cavity	3	3	0	96	4
DMSO	2405	Sonography of Obstetrics/Gynecology	<u>3</u>	<u>4</u>	<u>0</u>	<u>112</u>	<u>4</u>
		Totals:	11	8	0	304	13
 <i>Summer I Semester</i>							
DMSO	1260	Clinical	0	0	7	112	2
DMSO	2351	Doppler Physics	<u>2</u>	<u>2</u>	<u>0</u>	<u>64</u>	<u>3</u>
		Totals:	2	3	8	176	5
 <i>Summer II Session</i>							
DMSO	1166	Practicum I	0	0	7	112	1
DMSO	2353	Sonography of Superficial Structures	<u>2</u>	<u>2</u>	<u>0</u>	<u>64</u>	<u>3</u>
		Totals:	2	3	8	176	4
 <i>Fall Semester</i>							
DMSO	1367	Practicum II	0	0	28	448	3
DMSO	1342	Intermediate Ultrasound Physics	3	1	0	64	3
DMSO	2441	Sonography of Abdominopelvic Pathology	<u>3</u>	<u>3</u>	<u>0</u>	<u>96</u>	<u>4</u>
		Totals:	6	4	28	608	10
 SECOND YEAR							
<i>Spring Semester</i>							
DMSO	2366	Practicum III	0	0	28	448	3
DMSO	2342	Sonography of High Risk Obstetrics	3	1	0	64	3
DMSO	2343	Adv. Ultrasound Principles & Instrumentation	<u>3</u>	<u>1</u>	<u>0</u>	<u>64</u>	<u>3</u>
		Totals:	6	2	28	576	9
 <i>Summer I Session</i>							
DMSO	2167	Practicum IV	0	0	7	112	1
DMSO	2357	Adv. Ultrasound Professionalism and Registry Review	<u>2</u>	<u>3</u>	<u>0</u>	<u>80</u>	<u>3</u>
		Totals:	2	3	7	192	4
Total Contact Hours:		2032					
Total Credits Hours:		45					

Diagnostic Medical Sonography Course Descriptions

DMSO 1210 Introduction to Sonography

CRT HRS: 02 LEC HRS: 02 LAB HRS: 00

This course is an introduction to the profession of sonography and the role of the sonographer. Emphasis is on medical terminology, ethical/legal aspects, written and verbal communication, and professional issues relating to registry, accreditation, professional organizations and history of the profession.

DMSO 1302 Basic Ultrasound Physics

CRT HRS: 03 LEC HRS: 03 LAB HRS: 01

This course is about the basic acoustical physics and acoustical waves in human tissue. Emphasis is on ultrasound transmission in soft tissues, attenuation of sound energy, parameters affecting sound transmission and resolution of sound beams.

DMSO 1405 Sonography of Abdominopelvic Cavity

CRT HRS: 04 LEC HRS: 03 LAB HRS: 03

This course includes an overview of the normal and pelvic structures as related to scanning techniques, patient history and laboratory data, transducer selection, and scanning protocols.

DMSO 2405 Sonography of Obstetrics/Gynecology

CRT HRS: 04 LEC HRS: 03 LAB HRS: 04

This course provides a detailed study of the pelvis and obstetrics/gynecology as related to scanning techniques, patient history and laboratory data, transducer selection, and scanning protocols.

DMSO 1260 Clinical

CRT HRS: 02 LEC HRS: 00 OFF CAMPUS LAB HRS: 07

This course provides a health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional.

DMSO 2351 Doppler Physics

CRT HRS: 03 LEC HRS: 02 LAB: 03

This course provides an overview of the Doppler and hemodynamic principles relating to arterial and venous imaging and testing.

DMSO 1166 Practicum I

CRT HRS: 01 LEC HRS: 00 OFF CAMPUS LAB: 07

This course provides practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student.

DMSO 2353 Sonography of Superficial Structures

CRT HRS: 03 LEC HRS: 02 LAB: 03

This course provides a detailed study of normal and pathological superficial structures as related to scanning techniques, patient history and laboratory data, transducer selection, and scanning protocols.

DMSO 1367 Practicum II**CRT HRS: 03 LEC HRS: 00 OFF CAMPUS LAB: 28**

This course provides practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student.

DMSO 1342 Intermediate Ultrasound Physics**CRT HRS: 03 LEC HRS: 03 LAB HRS: 01**

This course offers a continuation of Basic Ultrasound Physics, which includes interaction of ultrasound with tissues, mechanics of ultrasound production and display, various transducer designs and construction, quality assurance, bioeffects, and image artifacts. It may introduce methods of Doppler flow analysis.

DMSO 2441 Sonography of Abdominopelvic Pathology**CRT HRS: 04 LEC HRS: 03 LAB HRS: 03**

This course provides an overview of the pathologies and disease states of the abdomen and pelvis as related to scanning techniques, patient history and laboratory data, transducer selection, and scanning protocols. Emphasis in the endocavity sonographic anatomy and procedures including pregnancy.

DMSO 2366 Practicum III**CRT HRS: 03 LEC HRS: 00 OFF CAMPUS LAB: 28**

This course provides practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student.

DMSO 2342 Sonography of High Risk Obstetrics**CRT HRS: 03 LEC HRS: 03 LAB HRS: 01**

This course provides an overview of maternal disease and fetal abnormalities. It includes scanning techniques, patient history and laboratory data, transducer selection, and scanning protocols.

DMSO 2343 Advanced Ultrasound Principles and Instrumentation**CRT HRS: 03 LEC HRS: 03 LAB HRS: 01**

This course includes theory and application of the ultrasound principles and advances in ultrasound technology.

DMSO 2167 Practicum IV**CRT HRS: 01 LEC HRS: 00 OFF CAMPUS LAB: 07**

This course provides practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student.

DMSO 2330 Advanced Ultrasound Professionalism and Registry Review**CRT HRS: 03 LEC HRS: 02 LAB HRS: 03**

Sonographic professional principles and scope of practice including legal and ethical issues and department management procedures. Includes review and preparation.

Operating Costs and Revenue Projections
Diagnostic Medical Sonography ATC

ESTIMATED COSTS BY YEAR FOR NEW DIAGNOSTIC MEDICAL SONOGRAPHY PROGRAM						
CATEGORY	INITIAL COST	BUDGET 2ND YEAR	BUDGET 3RD YEAR	BUDGET 4TH YEAR	BUDGET 5TH YEAR	TOTAL BUDGET
	2014-2015	2015-2016	2016-2017	2017-2018	2018-2019	2014-2019
Faculty Salaries and Benefits	\$32,375.00	\$80,937.50	\$80,937.50	\$80,937.50	\$80,937.50	\$356,125.00
Supplies and Materials (Operating)	\$1,500.00	\$1,500.00	\$1,500.00	\$1,500.00	\$1,500.00	\$7,500.00
Library Resources	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$5,000.00
Equipment and Software (Capital)	\$137,000.00	\$0.00	\$14,000.00	\$0.00	\$14,000.00	\$165,000.00
Facilities (Furniture) (Operating)	\$1,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,000.00
Faculty Professional Development/(Travel)	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$5,000.00
Subtotal - Instructional & Operating Budget	\$173,875.00	\$84,437.50	\$98,437.50	\$84,437.50	\$98,437.50	\$539,625.00
Total Budget Per Year	\$173,875.00	\$84,437.50	\$98,437.50	\$84,437.50	\$98,437.50	\$539,625.00

REVENUE PROJECTIONS BY YEAR FOR DIAGNOSTIC MEDICAL SONOGRAPHY PROGRAM						
CATEGORY						TOTAL
	2014-2015	2015-2016	2016-2017	2017-2018	2018-2019	2014-2019
State Appropriations	\$0.00	\$31,129.60	\$31,129.60	\$62,259.20	\$62,259.20	\$186,777.60
Tuition	\$25,680.00	\$51,360.00	\$51,360.00	\$51,360.00	\$51,360.00	\$231,120.00
Perkins Grant funding for Equipment	\$123,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$123,000.00
Donations-Ultrasound Units	\$14,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$14,000.00
TOTAL REVENUE	\$162,680.00	\$82,489.60	\$82,489.60	\$113,619.20	\$113,619.20	\$554,897.60

Instructional Costs and Projected Revenue for Diagnostic Medical Sonography

Faculty Salary & Benefits	Year 1	Year 2	Year 3	Year 4	Year 5	
	2014-2015	2015-2016	2016-2017	2017-2018	2018-2019	
LHE Rate	\$ 525.00	\$ 525.00	\$ 525.00	\$ 525.00	\$ 525.00	
# of LHE's per Course	3	3	3	3	3	
Subtotal	\$ 1,575.00	\$ 1,575.00	\$ 1,575.00	\$ 1,575.00	\$ 1,575.00	
# of Sections Taught by Adjunct	0	0	0	0	0	
# of Sections Taught by F/T	8	16	16	16	16	
Adjunct Salary	\$ -	\$ -	\$ -	\$ -	\$ -	
Multiplied by Benefits Rate	1.12	1.12	1.12	1.12	1.12	
Total Salary for Adjunct	\$ -	\$ -	\$ -	\$ -	\$ -	
1.25 F/T Faculty @ \$50,000	\$25,000	\$62,500	\$62,500	\$62,500	\$62,500	
Benefit Rate (F/T Salary X 29.5%)	\$7,375	\$18,438	\$18,438	\$18,438	\$18,438	
Cost for Faculty Salary/Benefits	\$ 32,375.00	\$ 80,937.50	\$ 80,937.50	\$ 80,937.50	\$ 80,937.50	\$ 356,125.00
Projected Revenue	Year 1	Year 2	Year 3	Year 4	Year 5	
	2014-2015	2015-2016	2016-2017	2017-2018	2018-2019	
State Appropriations *						
# of Sections	8	16	16	16	16	
# of Students per Section	10	10	10	10	10	
Total # of Students per Year	80	160	160	160	160	
# of Contact Hours per Student	128	128	128	128	128	
Total Contact Hours	10240	20480	20480	20480	20480	
Multiplied by State Funding Rate (\$2.80)	\$ 3.04	\$ 3.04	\$ 3.04	\$ 3.04	\$ 3.04	
State Appropriations Generated	\$ 31,129.60	\$ 62,259.20	\$ 62,259.20	\$ 62,259.20	\$ 62,259.20	
State Appropriations Received	\$ -	\$ 31,129.60	\$ 31,129.60	\$ 62,259.20	\$ 62,259.20	\$ 186,777.60
* State Appropriations funding is based upon enrollment from previous biennium						
Tuition	Year 1	Year 2	Year 3	Year 4	Year 5	
	2014-2015	2015-2016	2016-2017	2017-2018	2018-2019	
Enrollment # Projected	80	160	160	160	160	
Tuition Rate per Credit Hour	\$ 107.00	\$ 107.00	\$ 107.00	\$ 107.00	\$ 107.00	
Subtotal	\$ 8,560.00	\$ 17,120.00	\$ 17,120.00	\$ 17,120.00	\$ 17,120.00	\$ 68,480.00
# of Credit Hours per Course	3	3	3	3	3	
Total Tuition	\$ 25,680.00	\$ 51,360.00	\$ 51,360.00	\$ 51,360.00	\$ 51,360.00	\$ 231,120.00

GUIDELINES FOR INSTRUCTIONAL PROGRAMS IN WORKFORCE EDUCATION (GIPWE)
ADVANCED TECHNICAL CERTIFICATE

An Advanced Technical Certificate (ATC) is a certificate that has a defined associate or baccalaureate degree as a prerequisite. In some cases, junior-level standing may be a prerequisite for admission into an ATC. The ATC must consist of at least **16 SCH** and no more than **45 SCH**. It must be focused, clearly related to the prerequisite degree, and justifiable to meet industry or external agency requirements.

An advanced technical certificate attached to an AAS degree must be in the same program area as the AAS degree. For an advanced technical certificate attached to a baccalaureate degree or to junior-level standing in a baccalaureate program, the institution should consult with Coordinating Board staff to determine the appropriate program area to which the certificate should be assigned.

South Texas College Program Evaluation Plan

Institutional Effectiveness

South Texas College identifies expected outcomes for every instructional program and administrative and educational support service, assesses whether or not these outcomes are achieved, and makes continuous improvements based on assessment data. The College commits to continuous improvement in achieving expected outcomes through its strategic planning process, including *2-year Institutional Effectiveness (IE) Plans* for every instructional, administrative or educational support unit in the College. An *Institutional Effectiveness (IE) Plan* serves as a means to establish and assess expected outcomes for each program.

In addition, STC monitors and evaluates the and quality instructional degree and certificate programs through the Program Review Process, the assessment of Program Learning Outcomes for each degree, and assessment of Exemplary Educational Objectives for the General Education Core Curriculum.

Program Review

Instructional programs are subject to Program Review by peers through the Curriculum and Program Review Committee on a 4-year cycle. This Program Review assessment instrument evaluates program viability, effectiveness, and student achievement through a variety of outcomes including the *number of graduates, transfer rates, licensure/certification pass rates, graduate placement, program specific accreditations, faculty credentials, schedule distribution across campuses and times of day, participation in learning outcomes assessment and use of data to improve student learning, faculty professional development, and use of community advisory committees*. Program Review evaluation is conducted by a subcommittee of faculty members serving on the College Curriculum and Program Review Committee. Following the subcommittee's review, findings are presented first to the Curriculum and Program Review Committee for review and then to a subcommittee of the Planning and Development Committee (PDC), the college-wide committee charged with oversight for planning, plan implementation, and reporting. The subcommittee reviews ratings given by the faculty subcommittee and reports those rating to PDC along with any additional recommendations.

Program Learning Outcomes Assessment

A separate set of competency-based program learning outcomes had been developed for each instructional program at STC, in addition to the traditional historical student success measures in the IE Plans, such as course completion, graduation rate, and student retention. The program learning outcomes are assessed and data are collected and reported on a yearly basis. The Director for Student Learning Outcomes and Assessment, along with the College Wide Student Learning Outcomes and Assessment Instructional Team lead the systematic process across all programs allowing for significant critical amounts of dialogue among faculty members in order to develop a consistent structure for collecting and assessing data while allowing for the academic freedom of faculty members. Instructional programs utilize a variety of assessment methods, including embedded assessment, exit exams, exit interviews and portfolios to assess the program learning outcomes.

General Education Outcomes Assessment

South Texas College also assesses general education competencies in the General Education program known as the STC Core Curriculum. The general education competencies for the Core Curriculum are called the *Exemplary Educational Objectives* and were defined by the Texas Higher Education Coordinating Board. Measures to determine the extent to which *Exemplary Educational Objectives* are being achieved are assessed every semester. Data are collected and compiled by each department to evaluate the extent to which the *Exemplary Educational Objectives* are being met. Results from the assessments and changes recommended based upon the results by the department are submitted to the Director of Learning Outcomes and Assessment.

Review of Education and Workforce Development Committee Items

The following items were presented to and discussed with the Education and Workforce Development Committee. No action was requested of the Committee or the Board:

1) October 14, 2014 Meeting

a. Presentation on the Study Abroad Programs at South Texas College

Dr. Anahid Petrosian, Vice President for Academic Affairs, introduce Dr. Ali Esmaeili, Dean for Math, Science, Bachelor Programs, and University Relations. Dr. Esmaeili introduced Ms. Delia Magdaleno, Chair of the World Languages Department, Coordinator for the Study Abroad Program for the University Relations department.

Ms. Magdaleno provided the Committee with a review of the Summer 2014 Study Abroad Program, which included a student trip to Seville, Spain.

This presentation included a review over:

- the Summer 2014 Study Abroad Program,
- Study Abroad Program Curriculum
- an overview of the student experiences provided in these programs, and
- a look ahead at the plans for Summer 2015.

Study Abroad Program provide excellent opportunities for students to earn college credit while experiencing international locales that highlight the artistic, literary and historical significance of related cultures.

The 2014 STC Study Abroad Program in Seville, Spain was available for a package cost of \$4,100 per student. The fifteen day program included excursions to Seville, Granada, Córdoba, and Madrid. The package included airfare, lodging, meals, medical insurance, tuition and fees for one course (students could elect to take one additional course), and excursions. Students were individually responsible for their full costs, and payment plans were offered to help students meet this responsibility.

Curriculum for the courses taught as part of the Study Abroad Program was tied to the same course objectives as those taught traditionally. Students were held to the same rigor, and between two weeks abroad and two further weeks at the College upon their return, they were required to fully complete course requirements before credits were awarded.

b. Review and Presentation on the US Department of Education Grant “STC In FOCUS – Focus on Creating Ultimate Student Success”

Dr. Anahid Petrosian, Vice President for Academic Affairs, introduced Ms. Lee Grimes, Associate Dean of Professional and Organizational Development to present on the “STC In Focus – Focus on Creating Ultimate Student Success” Grant from the US Department of Education.

This grant was issued under the “Hispanic Serving Institutions” Title V Grant program, and would help South Texas College further develop and implement programs to provide greater access and student success in this region. The grant would be disbursed over five years, and would total approximately \$2.5 million over that period.

The grant would fund the development of Active Learning Classrooms, including the FOCUS Academy preparation to help faculty best use this innovative strategy to increase student participation and success. It would also provide for furniture and technology to enhance the Active Learning Classroom experience for students.

The grant would also fund strategic improvements to the faculty advising program, including the hiring of a Faculty Advising Coordinator and the development and implementation of a new Faculty Advising Program.

The third aspect of the grant was the development of new technology infrastructure to help broadcast face-to-face classes online and campus-to-campus. This will help students at the Starr County Campuses access the Nursing & Allied Health programs without the need for a regular commute.

Ms. Grimes provided detail on each of the programs supported by this FOCUS Grant, and responded to questions and comments on this exciting opportunity to provide innovative opportunities for the College’s students.

2) November 13, 2014 Meeting

a) Review and Action as Necessary on Approval to Develop an Associate of Applied Science Degree in Welding Technology Program

The Education and Workforce Development Committee approved the development of an Associate of Applied Science Degree in Welding Technology Program.

Students would learn welding skills, including basic metallurgy and inspection procedures, appropriate for a career in manufacturing, ship building, oil refinement and processing, nuclear and wind energy, aerospace, and motorsports industries.

Students would be encouraged to consider continuing through the Certificate programs currently offered, to obtain an associate degree. The degree program would also be available to working professional welders, who may be interested in rounding out their education or transitioning into other opportunities, such as management or teaching.

With the Committee's approval, staff will now develop the Associate of Applied Science Degree in Welding Technology Program. Once developed, the program will be brought back to the Education and Workforce Development Committee for recommendation to the Board, and then to the Board for approval to implement the proposed new Associate of Applied Science Degree in Welding Technology Program at South Texas College.

b) Report on the Mission Economic Development Authority Scholarship Fund

Mr. Miguel Carranza, Dean for Student Financial Services, Testing, and Veterans' Affairs, provided a report on the Mission Economic Development Authority (MEDA) Scholarship Fund, which provides scholarships to students living in the City of Mission.

Background on the MEDA Scholarship Fund

On August 29, 2014, the South Texas College Board of Trustees approved and authorized the acceptance of the Mission Economic Development Authority (MEDA) Scholarship Fund Endowment Agreement, which established a trust in excess of \$3 million, with Edwards Jones Trust Company as the sole Trustee and with South Texas College as the sole beneficiary, with funds to be used to establish and offer scholarships as described.

Scholarships Award History

Mr. Carranza provided the award history through Fall 2014, and included a review of the demographics of recipients.

Awards were distributed on a semester-by-semester basis to qualified students, based upon their course load for a particular semester:

- \$400 for 6 credit hours
- \$600 for 9 credit hours
- \$800 for 12 credit hours

In the 2013-2014 academic year, 47 students from Mission received support from this fund, in the total award amount of \$64,800:

- 22 of those students have graduated;
- 15 have continued receiving MEDA Scholarship funding in Fall 2014;

- 4 have continued attending South Texas College, but were taking fewer than six credit hours;
- 1 has transferred to UTPA; and
- The remaining 5 students did not continue in Fall 2014.

In Fall 2014, \$59,000 had been awarded to 86 students, marking dramatic increase over the Fall 2013 disbursement by \$33,800.

Mr. Carranza introduced Ms. Kayla Castillo, a work study in his department who is also a City of Mission resident and a recipient of the MEDA Scholarship. Ms. Castillo shared that the assistance provided by this scholarship has been very important in enabling her to attend South Texas College, and expressed her gratitude for the opportunity it provides her.

These items were for the Committee's information and feedback to staff, and no action was requested.

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

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

An item recommended by the Finance and Human Resources Committee has been removed. It was presented to the Committee as:

- 17. Science Database Subscription (Renewal): renew the science database subscription with Elsevier BV (New York, NY), a sole source vendor, for the period beginning January 1, 2015 through December 31, 2015, at a total cost of \$20,349.26;

This item has been included in 12) Library Database Subscriptions (Renewal), as presented.

1) Fire Suppression Systems Service and Alarm Monitoring (Award)

Award the proposal for fire suppression systems service and alarm monitoring with the following vendors, for the period beginning November 21, 2014 through November 20, 2015 with two one-year options to renew, at an estimated cost of \$85,099.00:

#	Services	Vendor	Amount
1	Fire Alarm Panels – Inspection Rates	Allied Fire Protection SA, LP. (McAllen, TX)	\$11,990.00
2	Fire Alarm Panels - Repairs	EI Fire & Safety, Inc. (Hidalgo, TX)	\$20,000.00
3	Kitchen Hoods – Inspection Rates	Allied Fire Protection SA, LP. (McAllen, TX)	\$1,195.00
4	Kitchen Hoods - Repairs	EI Fire & Safety, Inc. (Hidalgo, TX)	\$2,500.00
5	Fire Sprinklers – Inspection Rates	Allied Fire Protection SA, LP. (McAllen, TX)	\$9,230.00
6	Fire Sprinklers - Repairs	1 st FP Services, LLC. (McAllen, TX)	\$15,000.00
7	Fire Sprinklers - Upright Sprinkler (Item and Installation Costs)	1 st FP Services, LLC. (McAllen, TX)	\$10,000.00
8	Clean Agent Fire Suppression System Inspection – Inspection Rates	Alarm Security Group, LLC./ dba ASG Security (McAllen, TX)	\$750.00
9	Fire Extinguishers - Inspection Rates	EI Fire & Safety, Inc. (Hidalgo, TX)	\$2,500.00
10	Fire Extinguishers - Hydro Test Rates	EI Fire & Safety, Inc. (Hidalgo, TX)	\$2,500.00
11	Fire Extinguishers - Recharge Rates	EI Fire & Safety, Inc. (Hidalgo, TX)	\$2,000.00
12	Fire Alarm Monitoring	Alarm Security Group, LLC./ dba ASG Security (McAllen, TX)	\$7,434.00

The fire suppression systems and inspections contract will require periodic inspection of fire suppression systems at all South Texas College campuses. This will include inspection of the fire alarm system, fire sprinkler system inspection and repair, kitchen hood inspections, and inspection of portable fire extinguishers.

Proposal documents were advertised and issued to eleven (11) vendors. Four (4) responses were received and reviewed by Facilities Operations and Maintenance and Purchasing Department.

Funds for this expenditure are budgeted in the Facilities Operations and Maintenance budget for FY 2014-2015.

2) Hydraulic Sheet Metal Iron Worker (Award)

Award the proposal for a hydraulic sheet metal iron worker to Rex Supply Company (Pharr, TX), at a total cost of \$16,341.46.

The hydraulic sheet metal iron worker will be used by welding students who are enrolled in the Institute for Advanced Manufacturing (IAM) welding related programs. The iron worker will be used for the rapid cutting and bending of metal plates. Students are constantly cutting metal to weld and much of the cutting is through the use of welding gases. IAM would like to save on acetylene and oxygen and the time required for cutting, especially when students are testing and have to cut many lengths of flat iron. With use of the iron worker machine, students will be better able to quickly cut flat and angle iron and be able to bend test welds by which their work is rated. When students have to cut angle iron in order to practice their welding skills, they no longer have to use welding gases and an abrasive cut-off saw, which uses blades that are costly.

The iron worker saves money in the long run by eliminating the use of welding gases for cutting purposes and is faster and more efficient. The iron worker, by a touch of a button, allows a student to cut metal pieces in seconds. The overall benefit of using the iron worker machine is to achieve efficiencies and provide student with hands on training with the equipment that is being used in the workplace.

Proposal documents were advertised and issued to six (6) vendors. One (1) response was received and reviewed by the Institute for Advanced Manufacturing and Purchasing Department.

Funds for this expenditure are budgeted in the TWC Skills Development Fund 20 grant budget for FY 2014-2015.

3) Air Conditioning Equipment, Supplies, and Service (Purchase)

Purchase air conditioning equipment, supplies, and service from Carrier Corporation (Richardson, TX/ Pharr, TX) and Carrier Enterprise, LLC. (Houston, TX/ Pharr, TX), a Texas Association of School Boards (TASB) – Buyboard approved vendors, for the period beginning October 1, 2014 through August 31, 2015, at an estimated amount of \$50,000.00.

The air conditioning equipment and supplies will be used for replacement, installation and repair of units throughout the district.

Funds for this expenditure are budgeted in the Facilities – Repair and Maintenance budget for FY 2014-2015.

4) Computers, Laptops, Tablets, and Printer (Purchase)

Purchase of computers, laptops, tablets, and printer from the State of Texas Department of Information Resources (DIR) approved vendors Dell Marketing, LP (Dallas, TX), Apple Inc. (Dallas, TX), Computer Repair Center (McAllen, TX), and from the National Joint Powers Alliance approved vendor CDW Government (Vernon Hills, IL) in the total amount of \$101,611.41.

All purchase requests for computers, laptops, tablets, and printer have been evaluated by the Technology Resources Department and 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
 - ⇒ 5 Computers for Biology
 - ⇒ 1 Computer for Radiologic Technology
 - ⇒ 1 Computer for Speech
 - ⇒ 2 Computers for Professional and Organizational Development
 - ⇒ 2 Computers for Computer Science
 - ⇒ 8 Computers for STC Police
 - ⇒ 2 Computers for Public Relations/Marketing
- Faculty-Use Computers
 - ⇒ 1 Computer for Physics
 - ⇒ 2 Computers for Developmental English
 - ⇒ 3 Computers for Mathematics
 - ⇒ 33 Computers for Biology
 - ⇒ 4 Computers for Radiologic Technology
 - ⇒ 3 Computers for Computer Science
 - ⇒ 1 Computer for Engineering
 - ⇒ 1 Computer for Psychology
- Student-lab grant-funded Computers
 - ⇒ 3 Computers for Carl Perkins (Nursing & Allied Health)
- X-Ray Instrument Computer
 - ⇒ 1 Computer for Physics
- Department Lab Computers
 - ⇒ 2 Computers for Biology
- Scanning Station Computer
 - ⇒ 1 Computer for Research and Analytical Services

- TLET Dispatch Computers
⇒ 2 Computers for STC Police

- Lobby Computers
⇒ 2 Computers for STC Police

- RAVE system Computer
⇒ 1 Computer for STC Police

- Faculty-Use Laptops
⇒ 1 Laptop for Engineering
⇒ 1 Laptop for Paralegal

- Faculty and Staff Laptop
⇒ 1 Laptop for Computer Science

- Faculty, Staff and Student Laptops
⇒ 2 Laptops for Centers for Learning Excellence

- X-Ray Instrument Laptop
⇒ 1 Laptop for Physics

- Faculty-Use Tablets
⇒ 4 Tablets for Emergency Medical Technology

- Student-Use grant-funded Tablets
⇒ 8 Tablets for Carl Perkins (Information Technology)

- Student Lab Printer
⇒ 1 Printer for Instructional Resource Open Lab

Funds for these expenditures are budgeted in the requesting department budgets for FY 2014-2015 as follows: Biology, Radiologic Technology, Speech, Professional and Organizational Development, Computer Science, STC Police, Public Relations/Marketing, Physics, Developmental English, Mathematics, Engineering, Psychology, Carl Perkins (Nursing and Allied Health), Research and Analytical Services, Paralegal, Centers for Learning Excellence, Emergency Medical Technology, Carl Perkins (Information Technology), and Instructional Resource Open Lab.

5) Microscopes (Purchase)

Purchase microscopes from North Central Instruments (Plymouth, MN), a State of Texas Term Contract approved vendor, at a total cost of \$16,284.00.

The eighteen (18) microscopes will be used for student instruction in the Biology Program in the Division of Math and Science. They are primarily needed to run our General Biology, Human Anatomy & Physiology, and Microbiology labs. The increased enrollment in these

classes in conjunction with increase time allocated for open labs based on students demand are some of the reasons we are in need of these microscopes.

These microscopes will be placed in our Biology labs at the Pecan campus, so all students who are taking Biology courses will be using them. This will translate into conducting the labs smoothly and more efficiently which is important factor for a supportive learning environment.

Funds for this expenditure are budgeted in the Biology Program budget for FY 2014-2015.

6) Network Equipment - Instructional (Purchase)

Purchase network equipment – instructional 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 \$64,907.04.

The network equipment – instructional will be used for student instruction in the Information Technology Program in the Division of Business & Technology. It will be used in the networking classes to teach programming.

South Texas College is part of the Cisco Networking Academy which requires students to be taught using the most up to date Cisco equipment. This equipment will allow student to work with the current industry standard so that upon graduation they are ready to work with the most up to date equipment.

Funds for this expenditure are budgeted in the Carl Perkins grant budget for FY 2014-2015.

7) Police Vehicles (Purchase)

Purchase police vehicles from Caldwell Country Chevrolet (Caldwell, TX), a Houston-Galveston Area Council (HGAC) purchasing cooperative approved vendor for general purpose and emergency vehicles (includes law enforcement vehicles), at a total cost of \$62,032.00.

The South Texas College Police Department is expanding operations at the Weslaco and Rio Grande City campuses and requires the two (2) additional police vehicles for patrolling, responding to 911 emergency calls, and other incidents at these campuses. One of these vehicles is being shared with the STC Police Academy for use during vehicle maneuvering training.

Funds for this expenditure are budgeted in the STC Police budget for FY 2014-2015.

8) Testing Materials (Purchase)

Purchase testing materials for Texas Success Initiative (TSI) tests which use the Accuplacer Platform from The College Board (New York, NY), a sole source vendor, at a total cost of \$64,750.00.

The Texas Success Initiative (TSI) is used for all South Texas College students to obtain results so that they are able to complete advisement and registration.

Funds for this expenditure are budgeted in the TSI Examination budget for FY 2014-2015.

9) Three Dimensional Printers (Purchase)

Purchase three dimensional printers from Dell Marketing, LP. (Dallas, TX), a State of Texas Department of Information Resources (DIR) approved vendor, at a total cost of \$51,156.80.

The fourteen (14) three dimensional printers will be used by the Electronic and Computer Maintenance program in support of our Mechatronics and Computer Maintenance/Computer Support specialties in the Division of Business and Technology.

This equipment will be used in Mechatronics classes to provide rapid prototyping designs and deliverables for mechanical and electronic systems and to aid in instruction in these classes. They will be used in the Computer Maintenance/Computer Support classes as instructional equipment hardware that can be installed as peripherals or networked devices. Students will be using the three dimensional printers in their classes under the direction and supervision of instructors. Students will benefit in that they will be exposed to the latest technologies in peripheral and rapid prototyping techniques and devices.

Funds for this expenditure are budgeted in the Carl Perkins grant budget for FY 2014-2015.

10) Training Services (Purchase)

Purchase training services from FESTO Didactic, Inc. (Farmingdale, NJ), a sole source vendor, at a total cost of \$30,000.00.

South Texas College in partnership with Festo Didactic is pursuing the establishment of a Festo Authorized and Certified Training Center (FACT) at South Texas College's Technology Campus.

The FACT accreditation involves three key phases; phase 1 is the training of STC instructors in specific areas of automation technology; phase 2 is the training of STC instructors in Festo's teaching methods, delivery of materials, and class time management; and phase 3 is the final certification of STC instructors and training facilities, and ultimately, the establishment of a FACT center. At this time, phases 2 and 3 will be completed.

- Phase 1 of the FACT certification process involved the training of a select group of STC instructors by Festo trainers in 5 pre-selected areas of automation technology. Phase 1 training started in July, and was successfully completed in September of this year.
- Phase 2 of the FACT certification process involves the "Train-the-Trainer" seminars where South Texas College instructors' training focuses on following: Festo's specific teaching methods, the use and delivery of Festo's approved teaching materials, and class time management.
- Phase 3 of the FACT certification process involve the "Festo Industrial Automation and Mechatronics Certification" seminars. These seminars include the final approval of the laboratory facility and South Texas College instructors that have completed phases 1 and 2. Representatives from Festo Didactic-Germany will audit the laboratory facility and will perform "demo" class observations to evaluate South Texas College instructor's performance on the automation technologies selected in phase 1 for certification.

Upon completion of phase 3 above, South Texas College will receive the FACT center certification credentials in "Industrial Automation and Mechatronics." As a

result, trainees that sign up for South Texas College's automation training program will not only receive world recognized training, but will also receive the industry recognized credentials associated with a certified training program.

Funds for this expenditure are budgeted in the Wagner Peyser Advance Manufacturing grant budget for FY 2014-2015.

11) Database Software Licenses and Support Agreements (Renewal)

Renew the database software licenses and support agreements with Oracle America, Inc. (Dallas, TX), a sole source vendor, at a total cost of \$52,282.04 as follows:

#	Product	Quantity	Period	Amount
1	Internet Application Server Enterprise Edition, Tuning Pack, Oracle Database Enterprise Edition, Diagnostic Pack, and Oracle Real Application Clusters One Node	106	12/19/14 – 12/18/15	\$4,924.02
2	Internet Application Server Enterprise Edition, Real Application Clusters, Tuning Pack, Diagnostic Pack, and Oracle Database Enterprise Edition	2,132	12/20/14 – 12/19/15	\$47,358.02

The database software licenses and support contracts will renew support for 2238 licenses that provide software upgrades and support for the College's administrative computing system.

Funds for this expenditure are budgeted in the Infrastructure budget for FY 2014-2015.

12) Library Database Subscriptions (Renewal)

Renew library database subscriptions with Elsevier BV (New York, NY), a sole source vendor, at a total cost of \$24,324.26 as follows:

#	Subscription	Period	Amount
1	Clinical Pharmacology	10/15/14 – 9/30/15	\$3,975.00
2	Science Direct College Edition	1/1/15 – 12/31/15	\$20,349.26

The subscription to the Clinical Pharmacology database provides access to pharmacological information that supports programs in Nursing and Allied Health. The subscription to ScienceDirect College Edition provides access to extensive collections of scholarly journals that support science programs at the College.

Funds for this expenditure are budgeted in the Library Acquisitions budget for FY 2014-2015.

13)Library Database Subscriptions and e-Book (Renewal/Purchase)

Renew the library database subscriptions and e-Book with Amigos Library Services (Dallas, TX), a sole source vendor, at a total cost of \$31,730.00 as follows:

#	Subscription	Renew or Purchase	Period	Amount
1	TEXEXP Courier Services	Renewal	9/1/14 – 8/31/15	\$3,375.00
2	Baker & Taylor TS3 & Grid Module Subscription	Renewal	11/1/14 – 10/31/15	\$3,808.00
3	Emerald Databases	Renewal	11/15/14 – 11/14/15	\$9,777.00
4	Credo Reference Database	Renewal	8/1/15 – 7/31/16	\$7,430.00
5	Amigos Membership Fees	Renewal	7/1/15 – 6/30/16	\$3,840.00
6	RDA Toolkit Subscription	Renewal	6/1/15 – 5/31/16	\$500.00
7	Amigos e-Shelf	New	11/24/14 – 10/31/15	\$3,000.00

TEXEXP Courier Services provides interlibrary loan courier services that enable the College Library to borrow books and other materials from other libraries. The Baker & Taylor TS3 & Grid Module subscription enables searching, selection, purchase, and processing of library materials from vendor Baker & Taylor. The subscription to Emerald databases provides access to scholarly journals that support the baccalaureate program in Organizational Leadership. The Credo Reference database subscription provides digital reference resources that support academic programs. The Amigos membership fee provides the Library with access to services and discounts available through the Amigos Library Services consortium. The RDA Toolkit subscription is necessary for the Library to catalog and integrate library materials into the Library’s collection. Amigos e-Shelf is a platform for the purchase of e-books that will support academic programs at the College.

Funds for these expenditures are budgeted in the Library Acquisition and the BAT and Supporting Materials budgets for FY 2014-2015.

14)Printing of Business Forms (Renewal)

Renew the contracts for printing of business forms, for the period beginning December 12, 2014 through December 11, 2015, at an estimated cost of \$20,847.68 with the following vendors:

#	Form	Vendor	Amount
1	Schedule Change Form 2-Part NCR	Gateway Printing & Office Supplies, Inc. (Edinburg, TX)	\$2,012.06
2	Transcript Paper	Micah’s Printing (Berwyn, PA)	\$3,528.00
3	Reinstatement After Census Date Form	National Document Solutions (Santa Rosa, CA)	\$391.50
4	Document Sealer Z Forms	Curtis 1000 (McAllen, TX)	\$4,168.55

5	Emergency Tuition, Fees and Textbook Loan Application and Promissory Note	Micah's Printing (Berwyn, PA)	\$327.44
6	1098T Forms	Micah's Printing (Berwyn, PA)	\$2,260.12
7	Student Statement Mailers	Curtis 1000 (McAllen, TX)	\$3,681.24
8	Blank C Forms	Safeguard Universal Business Forms & Systems (Corpus Christi, TX)	\$1,731.56
9	W-2 Forms (for employee)	National Document Solutions (Santa Rosa, CA)	\$258.47
10	W-2 Forms (for employer)	National Document Solutions (Santa Rosa, CA)	\$120.04
11	Accounts Payable Checks	Safeguard Universal Business Forms & Systems (Corpus Christi, TX)	\$2,368.70

The renewal will list Curtis 1000 as primary vendor and National Document Solutions and Gateway Printing & Office Supplies, Inc. as secondary vendors for any new/additional forms.

The Board awarded the contracts for printing of business forms at the December 11, 2012 Board of Trustees meeting for one year with two one-year options to renew. The last renewal period begins on December 12, 2014 through December 11, 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 various requesting department budgets for FY 2014-2015.

15)Rental of Firefighter Protective Clothing (Renewal)

Renew the contract for rental of firefighter protective clothing with LION TotalCare (Houston, TX), for the period beginning December 12, 2014 through December 11, 2015, at an estimated cost of \$10,579.20 per semester with an annual cost of \$21,158.40.

The rental of firefighter protective clothing will be used by students in the Fire Science Program in the Division of Technology. The Fire Science Program requested the rental of the protective clothing since the sizes of the uniforms needed for the students will change for every class. It is most cost effective to rent the appropriate sizes needed for each class and important for sanitary purposes to have the uniforms returned and cleaned by the vendor.

The firefighter protective clothing requested for the students is the type used by professional firefighters. It is critical the students in the Fire Science Program use this actual protective clothing, given that "live fire training" will be part of the course.

The Board awarded the contract for rental of firefighter protective clothing at the December 11, 2012 Board of Trustees meeting for one year with two one-year options to renew. The last renewal period begins December 12, 2014 through December 12, 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 Fire Science Program budget for FY 2014-2015.

16) Reprographic Services (Renewal)

Renew the contract for reprographic services with RGV Reprographics, Inc. (McAllen, TX), for the period beginning December 12, 2014 through December 11, 2015, at an estimated cost of \$40,000.00 based on prior year expenditures.

The reprographic services will include the printing of construction/renovation projects blue prints and specifications.

The Board awarded the contract for reprographic services at the December 11, 2012 Board of Trustees meeting for one year with two one-year options to renew. The last renewal period begins December 12, 2014 through December 11, 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 Facilities Planning and Construction budget for FY 2014-2015.

17) Graduation Facility (License Agreement)

Lease the graduation facility from the City of McAllen – McAllen Convention Center (McAllen, TX), an interlocal license agreement for Sunday, December 14, 2014 beginning at 7:00 a.m. through December 14, 2014 at 7:00 p.m., at an estimated cost of \$17,339.00.

The facilities will be used for all South Texas College graduation ceremonies in December 2014. The cost includes the use of the facility, audio visual equipment and personnel.

Funds for this expenditure are budgeted in the Graduation Account budget for FY 2014-2015.

It is requested that the Finance and Human Resources Committee recommend for Board approval at the November 20, 2014 Board meeting the proposal awards, purchases, and renewals as listed below:

- 1) Fire Suppression Systems Service and Alarm Monitoring (Award):** award the proposal for fire suppression systems service and alarm monitoring with the following vendors, for the period beginning November 21, 21, 2014 through November 20, 2015 with two one-year options to renew, at an estimated cost of \$85,099.00:

#	Services	Vendor	Amount
1	Fire Alarm Panels - Inspection Rates	Allied Fire Protection SA, LP. (McAllen, TX)	\$11,990.00
2	Fire Alarm Panels-Repairs	EI Fire & Safety, Inc. (Hidalgo, TX)	\$20,000.00
3	Kitchen Hoods – Inspection Rates	Allied Fire Protection SA, LP. (McAllen, TX)	\$1,195.00
4	Kitchen Hoods - Repairs	EI Fire & Safety, Inc. (Hidalgo, TX)	\$2,500.00
5	Fire Sprinklers – Inspection Rates	Allied Fire Protection SA, LP. (McAllen, TX)	\$9,230.00
6	Fire Sprinklers - Repairs	1 st FP Services, LLC. (McAllen, TX)	\$15,000.00

7	Fire Sprinklers - Upright Sprinkler (Item and Installation Costs)	1 st FP Services, LLC. (McAllen, TX)	\$10,000.00
8	Clean Agent Fire Suppression System Inspection – Inspection Rates	Alarm Security Group, LLC./dba ASG Security (McAllen, TX)	\$750.00
9	Fire Extinguishers - Inspection Rates	EI Fire & Safety, Inc. (Hidalgo, TX)	\$2,500.00
10	Fire Extinguishers - Hydro Test Rates	EI Fire & Safety, Inc. (Hidalgo, TX)	\$2,500.00
11	Fire Extinguishers - Recharge Rates	EI Fire & Safety, Inc. (Hidalgo, TX)	\$2,000.00
12	Fire Alarm Monitoring	Alarm Security Group, LLC./dba ASG Security (McAllen, TX)	\$7,434.00

- 2) **Hydraulic Sheet Metal Iron Worker (Award):** award the proposal for a hydraulic sheet metal iron worker to Rex Supply Company (Pharr, TX), at a total cost of \$16,341.46;
- 3) **Air Conditioning Equipment, Supplies, and Service (Purchase):** purchase air conditioning equipment, supplies, and service from Carrier Corporation (Richardson, TX/ Pharr, TX) Carrier Enterprise, LLC. (Houston, TX/ Pharr, TX), a Texas Association of School Boards (TASB) – Buyboard approved vendors, for the period beginning October 1, 2014 through August 31, 2015, at an estimated amount of \$50,000.00;
- 4) **Computers, Laptops, Tablets, and Printer (Purchase):** purchase of computers, laptops, tablets, and printer from the State of Texas Department of Information Resources (DIR) approved vendors Dell Marketing, LP (Dallas, TX), Apple Inc. (Dallas, TX), Computer Repair Center (McAllen, TX), and from the National Joint Powers Alliance approved vendor CDW Government (Vernon Hills, IL) in the total amount of \$101,611.41;
- 5) **Microscopes (Purchase):** purchase microscopes from North Central Instruments (Plymouth, MN), a State of Texas Term Contract approved vendor, at a total cost of \$16,284.00;
- 6) **Network Equipment - Instructional (Purchase):** purchase network equipment – instructional 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 \$64,907.04;
- 7) **Police Vehicles (Purchase):** purchase police vehicles from Caldwell Country Chevrolet (Caldwell, TX), a Houston-Galveston Area Council (HGAC) purchasing cooperative approved vendor for general purpose and emergency vehicles (includes law enforcement vehicles), at a total cost of \$62,032.00;
- 8) **Testing Materials (Purchase):** purchase testing materials for Texas Success Initiative (TSI) tests which use the Accuplacer Platform from The College Board (New York, NY), a sole source vendor, at an estimated cost of \$64,750.00;
- 9) **Three Dimensional Printers (Purchase):** purchase three dimensional printers from Dell Marketing, LP. (Dallas, TX), a State of Texas Department of Information Resources (DIR) approved vendor, at a total cost of \$51,156.80;
- 10) **Training Services (Purchase):** purchase training services from FESTO Didactic, Inc. (Farmingdale, NJ), a sole source vendor, at a total cost of \$30,000.00;

11) Database Software Licenses and Support Agreements (Renewal): renew the database software licenses and support agreements with Oracle America, Inc. (Dallas, TX), a sole source vendor, at a total cost of \$52,282.04 as follows:

#	Product	Quantity	Period	Amount
1	Internet Application Server Enterprise Edition, Tuning Pack, Oracle Database Enterprise Edition, Diagnostic Pack, and Oracle Real Application Clusters One Node	106	12/19/14 – 12/18/15	\$4,924.02
2	Internet Application Server Enterprise Edition, Real Application Clusters, Tuning Pack, Diagnostic Pack, and Oracle Database Enterprise Edition	2,132	12/20/14 – 12/19/15	\$47,358.02

12) Library Database Subscriptions (Renewal): renew the library database subscriptions with Elsevier BV (New York, NY), a sole source vendor, at a total cost of \$24,324.26 as follows:

#	Subscription	Period	Amount
1	Clinical Pharmacology	10/15/14 – 9/30/15	\$3,975.00
2	Science Direct College Edition	1/1/15 – 12/31/15	\$20,349.26

13) Library Database Subscriptions and e-Book (Renewal/Purchase): renew the library database subscriptions and e-Book with Amigos Library Services (Dallas, TX), a sole source vendor, at a total cost of \$31,730.00 as follows:

#	Subscription	Renew or Purchase	Period	Amount
1	TEXEXP Courier Services	Renewal	9/1/14 – 8/31/15	\$3,375.00
2	Baker & Taylor TS3 & Grid Module Subscription	Renewal	11/1/14 – 10/31/15	\$3,808.00
3	Emerald Databases	Renewal	11/15/14 – 11/14/15	\$9,777.00
4	Credo Reference Database	Renewal	8/1/15 – 7/31/16	\$7,430.00
5	Amigos Membership Fees	Renewal	7/1/15 – 6/30/16	\$3,840.00
6	RDA Toolkit Subscription	Renewal	6/1/15 – 5/31/16	\$500.00
7	Amigos e-Shelf	New	11/24/14 – 10/31/15	\$3,000.00

14)Printing of Business Forms (Renewal): renew the contracts for printing of business forms, for the period beginning December 12, 2014 through December 11, 2015, at an estimated cost of \$20,847.68 with the following vendors:

#	Form	Vendor	Amount
1	Schedule Change Form 2-Part NCR	Gateway Printing & Office Supplies, Inc. (Edinburg, TX)	\$2,012.06
2	Transcript Paper	Micah's Printing (Berwyn, PA)	\$3,528.00
3	Reinstatement After Census Date Form	National Document Solutions (Santa Rosa, CA)	\$391.50
4	Document Sealer Z Forms	Curtis 1000 (McAllen, TX)	\$4,168.55
5	Emergency Tuition, Fees and Textbook Loan Application and Promissory Note	Micah's Printing (Berwyn, PA)	\$327.44
6	1098T Forms	Micah's Printing (Berwyn, PA)	\$2,260.12
7	Student Statement Mailers	Curtis 1000 (McAllen, TX)	\$3,681.24
8	Blank C Forms	Safeguard Universal Business Forms & Systems (Corpus Christi, TX)	\$1,731.56
9	W-2 Forms (for employee)	National Document Solutions (Santa Rosa, CA)	\$258.47
10	W-2 Forms (for employer)	National Document Solutions (Santa Rosa, CA)	\$120.04
11	Accounts Payable Checks	Safeguard Universal Business Forms & Systems (Corpus Christi, TX)	\$2,368.70

15)Rental of Firefighter Protective Clothing (Renewal): renew the contract for rental of firefighter protective clothing with LION TotalCare (Houston, TX), for the period beginning December 12, 2014 through December 11, 2015, at an estimated cost of \$10,579.20 per semester with an annual cost of \$21,158.40:

16)Reprographic Services (Renewal): renew the contract for reprographic services with RGV Reprographics, Inc. (McAllen, TX), for the period beginning December 12, 2014 through December 11, 2015, at an estimated cost of \$40,000.00 based on prior year expenditures;

17)Graduation Facility (License Agreement): lease the graduation facility from the City of McAllen – McAllen Convention Center (McAllen, TX), an interlocal license agreement for Sunday, December 14, 2014 beginning at 7:00 a.m. through December 14, 2014 at 7:00 p.m., at an estimated cost of \$17,339.00.

SUMMARY TOTAL:

The total for all proposal awards, purchases, and renewals is \$749,863.09

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 Hidalgo County Tax Resale Property and Resolution Authorizing Tax Resale

Approval of the Hidalgo County Tax Resale Property Bids and Resolution Authorizing Tax Resale is requested.

The law offices of Linebarger Goggan Blair & Sampson, LLP have requested consideration and possible action on the tax resale of fifty-one (51) properties.

On September 2, 2014 Linebarger Goggan Blair & Sampson, LLP held a Tax Resale Auction at the Hidalgo County Clerk Records Management Facility for struck off properties located within Hidalgo County. The tax resale auction was published in The Monitor and several other newspapers throughout Hidalgo County.

The total amount the College will receive is \$15,106.98.

Linebarger Goggan Blair & Sampson, LLP is submitting for the Board of Trustees' consideration the analysis of the bids received.

The Resolution Authorizing the Tax Resale follows in the packet for the Board's review. A listing of the bids, the legal description for each property, as well as the amount of the bid, the STC amount, and the Analysis of Bids Received are included under separate cover for the Trustees' information and review.

The Finance and Human Resources Committee asked Ms. Kelly Salazar from Linebarger Goggan Blair & Sampson, LLP whether the other taxing entities had taken action to approve or deny these tax resale items, stating that the College often defers to those entities with a greater interest. Ms. Salazar confirmed that there were several pending, but that the firm did not anticipate any issues with the properties as presented.

A representative from Linebarger Goggan Blair & Sampson, LLP will be present at the meeting.

The Finance and Human Resources Committee recommended Board approval of the Hidalgo County Tax Resale Property Bids and Resolution Authorizing the Tax Resale to Linebarger Goggan Blair & Sampson, LLP as presented.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize the Hidalgo County Tax Resale Property Bids and Resolution Authorizing the Tax Resale to Linebarger Goggan Blair & Sampson, LLP 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 Hidalgo County Tax Resale Property Bids and Resolution Authorizing the Tax Resale to Linebarger Goggan Blair & Sampson, LLP as presented.

Approval Recommended:

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

President

RESOLUTION OF SOUTH TEXAS COLLEGE

On the 20th day of November 2014, at the regularly scheduled meeting of the South Texas College Board of Education, a motion was duly made and seconded to resell the properties described on the attached list, which were acquired by South Texas College through previous tax foreclosure proceedings. The properties were sold in accordance with Texas Tax Code Ann. §34.05.

Discussion was then conducted, and upon completion of the same the Chair for South Texas College called for a vote on the motion, and the same was passed by majority. Now therefore:

BE IT RESOLVED that the Board of South Texas College approved the bids received on the properties described in the attached list and authorizes the Chair for South Texas College to execute tax resale deeds conveying the approved properties.

SIGNED on this _____ day of _____, 2014.

Roy de León, Chair

ATTEST:

Paul R. Rodriguez, Secretary

Review and Action as Necessary to Revise Policy #6312: *College Employed and Commissioned Peace Officers*

Approval to revise Policy #6312: College Employed and Commissioned Peace Officers is requested.

The revisions to the policy are necessary for the following reasons:

- To identify the procedures that South Texas College police officers must adhere to, in addition to the rules and standards of conduct applicable to all college employees.
 - These procedures are developed and updated in accordance with Texas law and guidance provided by the Texas Commission on Law Enforcement (TCOLE).
 - South Texas College peace officers are informed of revisions to procedures, provided a briefing on changes, and are required to sign acknowledgement of receipt of each update.
- To describe the requirements for carrying firearms off duty and off duty employment.
 - Federal law allows commissioned peace officers to carry firearms and ammunition while off-duty.
 - Off-duty officers have no *jurisdictional authority* but are Texas peace officers while off-duty and may respond to significant incidences.
 - The College maintains the right to authorize outside employment of individuals commissioned as Texas peace officers to ensure that outside employment does not negatively impact the College.

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, and by South Texas College's legal counsel.

The rules in standards that are referenced in the revised policy have been temporarily included online through the Board's website, so that Trustees may fully review them. They will be maintained at that website, publicly available, for at least 60 days. However, in consideration of the difficulty in maintaining updated versions in perpetuity at various locations, they will not be permanently archived on the Board's website.

The Finance and Human Resources Committee recommended Board approval of the proposed revisions to Policy #6312: College Employed and Commissioned Peace Officers 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 #6312: College Employed and Commissioned Peace Officers 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 #6312: College Employed and Commissioned Peace Officers 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	College Employed and Commissioned Peace Officers	6312
Legal Authority	Texas Education Code, Chapter 51, Subchapter E. Approval of the Board of Trustees	Page 1 of 5
Date Approved by Board	Board Minute Order dated October 30, 2012 <i>As Amended by Board Minute Order Dated November 20, 2014</i>	

The President of the College, or the President's designee(s), is authorized to employ and commission peace officers for the purpose of carrying out the provisions of Subchapter E of Chapter 51 of the Texas Education Code. In employing and commissioning peace officers, the College shall comply with all requirements of Chapter 1701 of the Texas Occupations Code and the rules and regulations promulgated by the Texas Commission on Law Enforcement Officers Standards and Education (TCLEOSE), except to the extent that the TCLEOSE minimum standards are exceeded by provisions of this policy, as authorized by §1701.003 of the Texas Occupations Code.

The following are requirements for applicants to be employed and commissioned as college peace officers.

Licensing and Oath

A person may not be employed and commissioned as a peace officer by the College unless the person holds a current license issued by TCLEOSE. Section 1701.551 of the Texas Occupations Code establishes a criminal penalty for appointment of a person as peace officer if the person is not licensed by TCLEOSE. Any peace officer assigned to duty and commissioned shall take and file the oath required of peace officers.

Polygraph Examination

As a condition of employment, applicants for peace officer positions will be required to submit to a pre-employment polygraph examination by a licensed polygraph examiner selected by the College to answer questions regarding the truthfulness of any information provided by the applicant in his/her employment application. The polygraph examination shall comply with all requirements of Chapter 1703 of the Texas Occupations Code. The applicant shall consent to the polygraph examiner disclosing any information acquired from the polygraph examination to the College. An examinee shall:

- (A) be permitted to terminate the examination, at any time;
- (B) not be asked questions in a manner designed to degrade, ridicule, or embarrass the examinee;
- (C) not be asked questions that unreasonably intrude on the privacy of such examinee, such as, but not limited to, questions concerning:
 - (i) the examinee's religious or political beliefs;

~~Strikethrough denotes deletion~~
Italics denote addition

MANUAL OF POLICY

Title	College Employed and Commissioned Peace Officers	6312
Legal Authority	Texas Education Code, Chapter 51, Subchapter E. Approval of the Board of Trustees	Page 2 of 5
Date Approved by Board	Board Minute Order dated October 30, 2012 <i>As Amended by Board Minute Order Dated November 20, 2014</i>	

- (ii) physical impairments or disabilities which the examinee may have;
- (iii) memberships in any employee, political, or social organizations;
- (iv) personal affiliations or associations;
- (v) beliefs or opinions regarding racial matters;
- (vi) any matter relating to sexual behavior or preferences; or
- (vii) beliefs, affiliations, opinions, or lawful activities regarding unions or labor organizations.

Psychological Examination

A peace officer who possesses a valid license issued by TCLEOSE and who has had a break in service or who has been licensed for five (5) years or more, whether or not he or she has had a break in service, may not be employed or commissioned until the peace officer is examined by a psychologist, selected by the College, who is licensed by the Texas State Board of Examiners of Psychologists. This examination may also be conducted by a psychiatrist licensed by the Texas Medical Board. The psychologist or psychiatrist must be familiar with the duties appropriate to the type of license sought. The individual must be declared by that professional, on a form prescribed by TCLEOSE, to be in satisfactory psychological and emotional health to serve as a peace officer. The examination is to be conducted pursuant to professionally recognized standards and methods. The examination process will consist of a review of a job description for the position sought; review of any personal history statements; review of any background documents; at least two instruments, one which measures personality traits and one which measures psychopathology; and a face to face interview conducted after the instruments have been scored.

Medical Examination

A peace officer who possesses a valid license issued by TCLEOSE and who has had a break in service or who has been licensed for five (5) years or more, whether or not he or she has had a break in service, may not be employed or commissioned until the peace officer is examined by a physician, selected by the College, who is licensed by the Texas Medical Board. The physician must be familiar with the duties appropriate to the type of license sought and appointment to be made. The appointee must be declared by that professional, on a form prescribed by the commission, within 180 days before the date of appointment by the agency to be:

- (A) physically sound and free from any defect which may adversely affect the performance of duty appropriate to the type of license sought;

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Italics denote addition

MANUAL OF POLICY

Title	College Employed and Commissioned Peace Officers	6312
Legal Authority	Texas Education Code, Chapter 51, Subchapter E. Approval of the Board of Trustees	Page 3 of 5
Date Approved by Board	Board Minute Order dated October 30, 2012 <i>As Amended by Board Minute Order Dated November 20, 2014</i>	

(B) show no trace of drug dependency or illegal drug use after a blood test or other medical test.

Physical Fitness and Capacity Test

As a condition of employment, applicants for peace officer positions will be required to pass a physical fitness test that measures the applicant's strength, agility, and stamina necessary and related to specific skills and physical requirements of the position of peace officer. The office of the chief administrator of the College's police department shall develop and administer the physical fitness and capacity to peace officer applicants.

Peace officers employed and commissioned by the college have the following jurisdiction and authority.

Primary Jurisdiction and Authority of Peace Officer

The primary jurisdiction of a peace officer employed and commissioned by the College includes all counties in which property is owned, leased, rented, or otherwise under the control of South Texas College. Within a peace officer's primary jurisdiction, a peace officer commissioned under this section:

- (1) is vested with all the powers, privileges, and immunities of peace officers;
- (2) may, in accordance with Chapter 14, Code of Criminal Procedure, arrest without a warrant any person who violates a law of the state;
- (3) may enforce all traffic laws on streets and highways; and
- (4) may enforce all rules and regulations promulgated by the College's Board of Trustees.

Outside a peace officer's primary jurisdiction a peace officer commissioned is vested with all the powers, privileges, and immunities of peace officers and may arrest any person who violates any law of the state if the peace officer:

- (1) is summoned by another law enforcement agency to provide assistance;
- (2) is assisting another law enforcement agency; or

~~Strikethrough denotes deletion~~
Italics denote addition

MANUAL OF POLICY

Title	College Employed and Commissioned Peace Officers	6312
Legal Authority	Texas Education Code, Chapter 51, Subchapter E. Approval of the Board of Trustees	Page 4 of 5
Date Approved by Board	Board Minute Order dated October 30, 2012 <i>As Amended by Board Minute Order Dated November 20, 2014</i>	

- (3) is otherwise performing his duties as a peace officer for the institution of higher education or public technical institute that employs the peace officer.

In connection with traffic and parking violations, the peace officers have the authority to issue and use traffic tickets and summons of the type used by the Texas Highway Patrol. On the issuance of any parking or traffic ticket or summons, the same procedures shall be followed as prevail in connection with the use of parking and traffic violation tickets by the cities of this state and the Texas Highway Patrol. The peace officers shall have the authority to apply for and execute arrest warrants.

Rules of Conduct

Peace officers employed and commissioned by the College shall, in addition to being subject to rules and standards of conduct applicable to all College ~~employee's~~ *employees*, be subject to College's police department's internal rules and ~~standards of conduct~~ *procedures* promulgated by the ~~office of the~~ department's chief administrator.

Police Department Procedures

South Texas College police officers must adhere to the police department procedures that include, but are not limited to the following:

- 1. STC Police Procedures*
- 2. STC Police Procedure for Use of Force*
- 3. STC Police Procedure to Prevent Racial Profiling*
- 4. STC Police Requirement for Professional Conduct*
- 5. STC Police Procedure for Eyewitness Identification*
- 6. STC Police Procedure for Supervision of Part Time Officers*
- 7. STC Police Domestic Abuse Protocols*
- 8. STC Police Procedure for Vehicle Pursuits*
- 9. STC Police Procedure for Impartial Policing*
- 10. STC Police Procedure for Response to Missing Persons*

The procedures are maintained and updated by the Chief of Police/Director of Security

~~Strikethrough denotes deletion~~
Italics denote addition

MANUAL OF POLICY

Title	College Employed and Commissioned Peace Officers	6312
Legal Authority	Texas Education Code, Chapter 51, Subchapter E. Approval of the Board of Trustees	Page 5 of 5
Date Approved by Board	Board Minute Order dated October 30, 2012 <i>As Amended by Board Minute Order Dated November 20, 2014</i>	

Carrying of Firearms off Duty

Carrying of a handgun and ammunition off duty by a commissioned police officer is authorized by the Federal Law Enforcement Officer Safety Act (Public Law 108-277). South Texas College assumes no liability for any officer using a handgun off duty.

Outside Employment

Police officers contemplating outside employment or providing services for compensation during off duty hours must receive written authorization from the South Texas College Chief of Police prior to engaging in such work. The use of college police uniforms, weapons, and ammunition is prohibited in employment outside the college.

Review and Action as Necessary to Revise Policy #5210: *Purchasing* and Renaming Policy #5120: *Purchase of Goods and Services*

The Finance and Human Resources Committee recommended that the Board review the procurement levels for the purchase of goods or services and consider the proposed revisions described at the Committee meeting. To enact the proposed changes, the Board is asked to approve the necessary revisions to Policy #5210: *Purchasing* and renaming Policy #5120: *Purchase of Goods and Services*.

Administration is proposing that the Board consider increasing the procurement thresholds for each level. The proposed thresholds will remain within the limit of the Texas Education Code for Purchasing; Contracts.

Internal controls of reviews, approvals, and monitoring of all expenses will continue as established.

Section 44.031 of the Education Code, Purchasing; Contracts, generally states the following:

contracts for the purchase of goods and services, except contracts for the purchase of produce or vehicle fuel, valued at **\$50,000** or more in the aggregate for each 12-month period shall be made by a specific type of method, such as **competitive bidding** for services other than construction services, **competitive sealed proposals** for services other than construction services, **request for proposals** for services other than construction, an interlocal contract, etc.

The College currently distinguishes the purchasing of goods and services among three different levels as follows:

Level	Requirement	Amount
Level I	One Written Quote	\$0-\$4,999
Level II	Three Written Quotes or One Purchasing Cooperative Quote	\$5,000 – to less than \$10,000
Level III	RFP, RFQ or One Purchasing Cooperative Quote	\$10,000 and Above

The current levels and proposed levels based upon dollar value and method of procurement for Board consideration are as follows:

Level	Current	Proposed
<p>Level I</p>	<p><u>Purchases valued less than \$5,000</u> When the College seeks to purchase personal property or services of a value less than \$1,000, quotations will be verbally accepted. Purchases of \$1,000 to less than \$5,000 will require written quotes. The purchasing decision will be based upon experience with the vendor, considering price, quality and deliver date.</p>	<p><u>Purchases valued less than \$10,000</u> When the College seeks to purchase personal property or services of a value less than \$1,000, quotations will be verbally accepted. Purchases of \$1,000 to less than \$10,000 will require one (1) written quote. The purchasing decision will be based upon past experience with the vendor, considering price, quality and delivery date.</p>
<p>Level II</p>	<p><u>Purchases valued \$5,000 to less than \$10,000</u> When the College seeks to purchase property or services of a value of \$5,000 to less than \$10,000 the College requires at least three written quotations which may include a quote or quotes from a catalog issued under an approved government purchasing program. Quotations will be recorded and kept with the purchasing files.</p>	<p><u>Purchases valued \$10,000 to less than \$50,000</u> When the College seeks to purchase personal property or services of a value of \$10,000 to less than \$50,000, the College shall require at least three written quotations. <i>This</i> may include a quote or quotes from <i>vendors</i> under <i>State of Texas</i> approved government purchasing program <i>such as the Department of Information Resources (DIR) and Texas Multiple Award Schedule (TXMAS) program.</i> Quotations will be recorded and kept with the purchasing file.</p>
<p>Level III</p>	<p><u>Purchases valued at or above \$10,000</u> All College purchases and contracts valued at or above \$10,000 shall be made by one of the methods authorized by Section 44.021 Texas Education Code, Local Government Code 271.082 or 271.083 and/or 271.102 or 271.103 and in accordance with the procurement required.</p>	<p><u>Purchases valued at or above \$50,000</u> All College purchases and contracts valued <i>at or above \$50,000</i> shall be made by one of the methods authorized by Section 44.031 Texas Education Code, Local Gov't Code 271.082 or 271.083 and/or 271.102 or 271.103 and in accordance with the procedures required.</p>

Levels II and III do not require Board authorization to solicit bids. Level III requires Board authorization to award the bid/proposal.

The benefits to increasing the Level II amount from \$9,999 to \$49,999.99 and Level III amount from at or above \$10,000 to at or above \$50,000 thresholds include the following:

- Increased participation by vendors who claim contract amounts are too low to justify the effort required in preparing a proposal
- Reduction in administrative costs and time associated with solicitation, preparation, advertising, and evaluation committee staff time
- Reduction in delays for purchase of items needed by students. This is often the case for grants where a short timeline is available to acquire the items needed by students.
- Expedite the increase in purchases related to the 2013 Bond Construction Program.

The table below is a comparison of the number of goods or services purchased for the last five years that currently require Board approval and the number of purchasing items that require Board approval under the proposed new threshold:

Fiscal Year	Current # of Items at or Above \$10,000	Proposed # of Items at or Above \$50,000	Variance – Reduction of Purchases Presented to Board	Percentage Reduction
2013-2014	286	89	197	69%
2012-2013	250	89	161	64%
2011-2012	227	79	148	65%
2010-2011	242	102	140	58%
2009-2010	239	96	143	60%
Average of 5 years	248	91	157	63%

Increasing Level III threshold from \$10,000 to \$50,000 would result in the total number of goods and services requiring Board approval decreasing annually by approximately 157 items or 63%. An average of 91 items would require board approval as compared to 248 items currently requiring board approval.

The total number of goods and services at or above \$10,000 and currently requiring Board approval is approximately 248 items per year.

Below is a summary of the purchasing items by amount ranges for the following fiscal years:

Fiscal Year	Amount Ranges					
	\$0 to \$9,999	\$10,000.00 to \$14,999.99	\$15,000 to \$19,999.99	\$20,000 to \$24,999.99	\$25,000 to \$49,999.99	\$50,000 and above
2013-2014	6,821	40	37	23	97	89
2012-2013	7,034	40	28	23	70	89
2011-2012	6,892	39	19	25	65	79
2010-2011	7,346	35	30	18	57	102
2009-2010	7,718	34	36	14	59	96
Average of 5 years	7,162	38	30	20	69	91

The proposed increase to \$50,000 and above would require Board approval of approximately 91 items annually. Increase to another threshold levels between \$10,000 and \$50,000 are represented below, \$15,000 and above, \$20,000 and above, and \$25,000 and above annually and result in annual percentage reduction of items requiring board approval of approximately the following:

Amount Ranges	Cumulative	% Reduction
\$50,000 and Above	91	63%
\$25,000 and Above	160	36%
\$20,000 and Above	180	27%
\$15,000 and Above	210	15%
\$10,000.01 and Above	248	0%

The procurement levels for various Texas Community College follows in the packet for the Committee's information and review.

The proposed dollar level limits have been reviewed by the College's Internal Auditor who has indicated that the proposed thresholds are in compliance with state requirements for purchasing and that the changes would make the process more efficient while maintaining appropriate accountability.

The revisions to Policy #5210: *Purchasing* as proposed, including the new name Policy #5120: *Purchase of Goods and Services*, follow in the packet.

The Finance and Human Resources Committee recommended Board approval of the proposed revisions to the procedures, as reflected in these proposed revisions to Policy #5210: *Purchasing* and including renaming Policy #5120: *Purchase of Goods and Services*, which would 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 #5210: *Purchasing* and including renaming Policy #5120: *Purchase of Goods and Services*, which would 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 #5210: *Purchasing* and including renaming Policy #5120: *Purchase of Goods and Services*, which would supersede any previously adopted Board policy.

Approval Recommended:

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

President

MANUAL OF POLICY

Title	Purchasing of Goods and Services	5210
Legal Authority	Approval of Board of Trustees	Page 1 of 3
Date Approved by Board	Board Minute Order dated November 9, 1995 As Amended by Board Minute Order dated August 27, 1998 As Amended by Board Minute Order dated July 29, 1999 As Amended by Board Minute Order dated November 20, 2014	

The general objectives of the Purchasing Policy are:

1. To afford the most competitive opportunity for individual vendors to provide items **goods and services** to the College;
2. To minimize the administrative costs of manpower, storage, and freight costs associated with accomplishing the purchasing function.
3. **To obtain maximum value from the expenditure of funds in the purchase of goods and services;** ~~The Director of Purchasing is delegated the authority to act as agent for the College in carrying out the purchasing activities of the College.~~
4. **To ensure compliance with applicable procurement laws, regulations and policies.**

The College President, as chief executive for the College, shall cause to be developed, published and kept current, such policies and regulations, governing the purchase of supplies, equipment, materials, and services necessary for the efficient operation and maintenance of the College, and shall institute such procedures, forms, documents, and records as may be necessary for the proper operation of those policies (**See Policy 5200**).

~~Any employee who individually obligates the credit of the College without adhering to the procedures outlined in the purchasing policies of the College, shall be individually responsible for payment to the vendor or return of the item.~~

Purchases ~~should~~ **shall** be divided into levels based upon dollar value and method of procurement; the levels are:

Level I (Purchases Valued Less than ~~\$5,000~~ **\$10,000)** - When the College seeks to purchase personal property or services of a value less than \$1,000, quotations will be verbally accepted. Purchases of \$1,000 to ~~\$5,000~~ **less than \$10,000** will require **one** written quote s. The purchasing decision will be based upon past experience with the vendor, considering price, quality and delivery date.

Level II (Purchases Valued ~~\$5,000 to~~ **at \$10,000 to less than \$50,000)** - When the College seeks to purchase personal property or services of a value of ~~\$5,000 to~~ **\$10,000 to less than \$50,000**, the College shall require at least three written quotations ~~which~~ **This** may include a quote or quotes from ~~a catalog issued~~ **vendors** under ~~an~~ **State of Texas** approved government purchasing programs, **such as the Department of Information Resources (DIR) and the Texas Multiple Award Schedule (TXMAS) program**. Quotations will be recorded and kept with the purchasing file.

Level III (Purchases Valued ~~at or to~~ **at or Above \$10,000 ~~\$50,000~~)** - All College purchases and contracts valued ~~at or~~ **at or** above ~~\$10,000~~ **\$50,000** shall be made by one of the methods authorized by Section 44.031 Texas Education Code, Local Gov't Code 271.082 or 271.083 and/or 271.102 or 271.103 and in accordance with the procedures required.

~~Strikethrough denotes deletion~~
Italics denote addition

MANUAL OF POLICY

Title	Purchasing of Goods and Services	5210
Legal Authority	Approval of Board of Trustees	Page 2 of 3
Date Approved by Board	Board Minute Order dated November 9, 1995 As Amended by Board Minute Order dated August 27, 1998 As Amended by Board Minute Order dated July 29, 1999 As Amended by Board Minute Order dated November 20, 2014	

Notice of Publication:

All notices of bid/proposal solicitations for Level III purchases shall be advertised in both Hidalgo County and may be advertised in Starr-Counties County as applicable.

Cooperative Purchasing

The College may, at its option, and at any time it deems advantageous, participate in the State of Texas purchasing program (Local Government Code 271.082 and 271.083) or in Information Technology purchases through the Department of Information Resources (Government Code 2054.0565).

The College may, upon approval by the Board of Trustees, enter into inter-local cooperative purchasing agreements with other governmental entities for the purchase of goods and services (Government Code 791.011, 791.025). The College may, at its option, and at any time it deems advantageous, make purchases through these cooperative agreements.

Purchases made through the State of Texas purchasing program, The Department of Information Resources, or through an inter-local cooperative purchasing agreement meet the competitive solicitation requirements for Level II and Level III purchases.

Authorization to Solicit Bids/Proposals and Award Bids Contracts:

Board of Trustees authorization is not required for solicitation of bids or proposals for Levels II and III, except for renovation or construction projects in excess of \$50,000. The Board will be informed of all solicitations for bids or proposals (except for those capital items and services specifically approved in the annual budget) in a timely manner at the next Board meeting. Level III purchases or awards require a Board of Trustees authorization to award the bid approval.

Special Provisions Consultant Services and Professional Services

Competitive bidding is not required in the procurement of professional services including, but not limited to, fees for consultants, architects, attorneys, and fiscal agents. Request for qualifications and Board of Trustees approval is required for professional service contracts over \$10,000 at or above \$50,000.

Insurance

A contract for the purchase of insurance is a contract for the purchase of personal property and shall be made in accordance with Education Code requirements.

Emergency Damage or Destruction Procedure

The President may authorize purchase of items in an emergency and subsequently report the action to the Board of Trustees.

If a College building or College equipment is destroyed or severely damaged, and the Board of Trustees determines that the time delay posed by the competitive bidding process would prevent or substantially impair the conduct of classes or other essential College activities, then contracts for the replacement or repair of such building or equipment may be made without resort to competitive bidding.

Strikethrough denotes deletion

Italics denote addition

MANUAL OF POLICY

Title	Purchasing of Goods and Services	5210
Legal Authority	Approval of Board of Trustees	Page 3 of 3
Date Approved by Board	Board Minute Order dated November 9, 1995 As Amended by Board Minute Order dated August 27, 1998 As Amended by Board Minute Order dated July 29, 1999 As Amended by Board Minute Order dated November 20, 2014	

Licensing for Commercial Activity on South Texas College Premises

South Texas College may, as it deems beneficial to the College, grant a license to a vendor for the right to conduct commercial activity such as food or beverage vending on College premises. Although this activity does not result in the purchase of goods or services directly by the College, it will be awarded only after conducting a formal competitive request for bids or proposals.

Sole Source Purchases

South Texas College recognizes that there may be instances when proprietary or sole source purchases must be made. All such purchases shall be justified in writing by the appropriate College staff member who is requesting the purchase.

The Purchasing Department shall make the final determination as to the acceptability of the justification for a sole source purchase.

**Review and Action as Necessary to Revise Policies Pertaining to College’s
 Threshold Amounts on Authorization to Sign/Initial Checks and
 Authorization to Release Checks:
 Policy #5600: *Authorization to Sign Checks*
 Policy #5610: *Release of Checks***

The Finance and Human Resources Committee recommended that the Board review the College’s threshold amounts on authorization to sign/initial checks and the authorization for the release of checks. To enact the described changes, it will be necessary to revise Policy #5600: *Authorization to Sign Checks* and Policy #5610: *Release of Checks* as presented.

The current thresholds related to check signatures/initials requirements and the authorization to release checks are as follows:

Current			
Current Threshold Levels	Authorized Signatures (Two required)	Initials Required (Two required)	Authorized Release of Checks
\$0 – Less than \$10,000	President VPFAS Comptroller	No	• Business Office
\$10,000 - Less than \$50,000	President VPFAS Comptroller	Yes	• VPFAS • President
\$50,000 and above	President VPFAS Comptroller	Yes	• VPFAS • President • Board of Trustees*

* Requires Board of Trustees approval, except for checks for payments for utility and telephone services, lease agreements, security services, postage, rental fees, insurances, transfers between bank accounts, internal revenue service deposits of payroll taxes, and employee payroll deductions.

Administration is proposing to increase the threshold amount requirements. The proposed thresholds related to check signatures/initials requirements and the authorization to release checks are as follows:

Proposed			
Proposed Threshold Levels	Authorized Signatures (Two required)	Initials Required (Two required)	Authorized Release of Checks
\$0 - Less than \$25,000	President VPFAS Comptroller	No	<ul style="list-style-type: none"> • Business Office
\$25,000 - Less than \$125,000	President VPFAS Comptroller	Yes	<ul style="list-style-type: none"> • VPFAS • President
\$125,000 and above	President VPFAS Comptroller	Yes	<ul style="list-style-type: none"> • VPFAS • President • Board of Trustees*

* Requires Vice President for Finance and Administrative Services, President, and Board of Trustees approval, except for disbursements for utility and telephone services, lease agreements, security services, postage, rental fees, insurances, transfers between bank accounts, Certificates of Deposits and other investments, payroll benefits and deductions and delinquent tax attorney fees collected from taxpayers.

Below is a summary of the amount ranges for checks issued on FY 2014:

	Amount Ranges - No. of Checks					
Fiscal Year	\$0 to \$9,999	\$10,000 to \$24,999	\$25,000 to \$49,999	\$50,000 to \$99,999	\$100,000 to \$124,999	\$125,000 and Above
2013 - 2014	65,780	334	129	50	9	25

The proposed increase to \$125,000 and above would require Board approval annually of approximately 25 checks or a reduction of 59 checks or 70%. The current threshold of \$50,000 and above requires board approval of approximately 84 checks. Other levels would require Board approval of the following number of checks.

Amount Range of Checks	Cumulative No. of Checks	% Reduction
\$125,000 and Above	25	70%
\$100,000 and Above	34	60%
\$50,000 and Above	84	0%

The total number of checks initialed by the President and Vice President for FAS would decrease annually by approximately 334 items or 61%.

Administration recommends the current thresholds be revised to increase the amounts on authorization to sign/initial checks and authorization to release checks. The benefits of increasing the threshold include the following:

- Expedite the process to release vendor checks. Prior to vendor payment, the Board of Trustees has approved the College's purchases and/or services currently above \$10,000 in compliance with the purchasing policy.
- Expedite payments related to the new bond program.
- Reduce administrative costs associated with handling and routing checks.
- Positive impact on the College's credit rating and vendor relationships due to prompt vendor payments.

A table showing the effect of the proposed changes, including the number of checks expected to be affected at each level follows in the packet for the Board's information and review.

The revisions to the policies as proposed follow in the packet.

The Finance and Human Resources Committee recommended Board approval of the proposed revisions to the College's threshold amounts on authorization to sign/initial checks and the authorization for the release of checks. The Board is asked to approve the proposed revisions to Policy #5600: *Authorization to Sign Checks* and Policy #5610: *Release of Checks*, as presented and which would 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 #5600: *Authorization to Sign Checks* and Policy #5610: *Release of Checks*, 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 #5600: *Authorization to Sign Checks* and Policy #5610: *Release of Checks*.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	Authorization to Sign Checks	5600
Legal Authority	Approval of the Board of Trustees	
Date Approved by Board	Board Minute Order dated September 8, 1994 As Amended by Board Minute Order dated March 30, 1995 As Amended by Board Minute Order dated October 15, 1998 As Amended by Board Minute Order dated July 18, 2002 <i>As Amended by Board Minute Order dated November 20, 2014</i>	

The Board of Trustees authorizes the President, the Vice President ~~of~~ *for* Finance and Administrative Services, and the Comptroller to sign checks for all accounts on behalf of the College.

In the interest of maintaining appropriate internal controls, two signatures will be required for all checks. All checks ~~in excess of \$10,000.00~~ *\$25,000.00 and above* will be approved (initialed) by the Vice President ~~of~~ *for* Finance and Administrative Services and the President. All checks ~~\$50,000.00~~ *\$125,000.00* and above will be approved by the Vice President ~~of~~ *for* Finance and Administrative Services, the President and the Board of Trustees.

~~Strikethrough denotes deletion~~
Italics denote addition

MANUAL OF POLICY

Title	Release of Disbursements Checks	5610
Legal Authority	Approval of the Board of Trustees	
Date Approved by Board	Board Minute Order dated October 12, 1995 As Amended by Board Minute Order dated July 10, 1997 As Amended by Board Minute Order dated January 8, 1998 As Amended by Board Minute Order dated August 27, 1998 As Amended by Board Minute Order dated February 15, 2001 As Amended by Board Minute Order dated July 18, 2002 As Amended by Board Minute Order dated November 20, 2014	

The following authority is required for **release of disbursements** ~~the release of checks~~:

- **Disbursements** Checks for under \$10,000 **\$25,000.00** – Business Office approval
- **Disbursements** Checks for \$10,000 **\$25,000.00 to less than \$125,000** ~~and above~~ – Vice President of ~~for~~ Finance and Administrative Services and President approval, **except for payroll and deduction disbursements.**
- **Disbursements** Checks for \$50,000 **\$125,000.00** and above – **Vice President for Finance and Administrative Services, President, and** Board of Trustees approval, except for **disbursements** checks for payments for utility and telephone services, lease agreements, security services, postage, rental fees, insurances, transfers between bank accounts, **Certificates of Deposits and other investments, internal revenue service deposits of payroll taxes, employee payroll benefits and deductions, and delinquent tax attorney fees collected from taxpayers.**

All **disbursements** checks released **without** ~~prior to~~ Board approval shall be presented to the Board ~~for approval~~ at the next scheduled Board meeting.

Emergency Damage or Destruction Procedure

In accordance with Policy 5210, Purchasing, the President may authorize payments for emergency purchases and subsequently report the action to the Board of Trustees.

~~Strikethrough denotes deletion~~
Italics denote addition

**Discussion and Action as Necessary Regarding the 2013 Bond
Construction Program**

The Board is asked to discuss and take action as necessary regarding the 2013 Bond Construction Program.

Update on Status of 2013 Bond Construction Program

Facilities Space Programs (Building Interior Spaces)

- Current facilities space programs have been forwarded to B&A for their review, recommendations, and will be used to begin Bond Construction Program design
- All of Space Data has now been converted to Macro BIM in three dimensional format for hand off to architectural firms and start of schematic design

Facilities Design Standards and Guidelines

- FPC has updated building standards and forwarded them to B&A for review
- Meetings have occurred to review standards and comments are being incorporated for handoff to A/E firms with start of design
- Goal is to have these standards complete for start of Architectural design process

Solicitation of Architectural and Engineering Firms

- Board of Trustees identified most highly qualified Architectural Design Teams and distribution of Construction Bond Program projects on September 23, 2014 and authorized Broaddus & Associates and STC Staff to commence negotiation process
- A/E draft agreement has been approved by Board for inclusion in negotiations
- Fee Schedule - STC's currently approved A/E fee schedule has been re-evaluated by B&A and recommended schedule was approved by Board of Trustees.
- Contractual information has been forwarded to A/E firms including fee schedule. Negotiation process has been delayed due to feedback provided primarily because of legal language.

Solicitation of Engineering Firms

- RFQs for Civil Engineering (CE)/Surveying Services and for Mechanical Engineering Plumbing (MEP) Engineering Services were approved by Board in August; these services will be required for design of Thermal Energy Plants and Parking and Site Improvements
- The schedule for solicitation and evaluation of MEP and CE qualifications is as follows:
 - Advertised on September 2, 2014 and September 9, 2014 and a pre-qualifications conference was held at 2:00 PM on September 11, 2014 at the Cooper Center
 - Engineering firms submitted qualifications on Friday, September 19, 2014
 - Seventeen Firms submitted for Civil Engineering Services
 - Nine Firms submitted for MEP Engineering Services for Thermal Energy Plants
 - Board of Trustees identified the top most highly qualified Thermal Energy Engineers and authorized to commence the negotiation process on October 28, 2014 meeting.
 - Identification of Civil Engineering firms will be presented to the Board Facilities Committee at November 13, 2014.

Look Ahead

- Program Confirmation Complete (except for Library requirements)
 - Design Standards and Guidelines Review
 - Macro BIM Start-up
- Focus Project Priorities
- Baseline Master Program Schedule is complete and will be updated as the Architects' and CMR contracts are completed
- Construction Managers at Risk presentation and project distribution took place on October 14, 2014
- Construction Manager at Risk Solicitation Documents are complete in draft including all supporting information such as agreement, submission forms, etc.
- AV/Telecommunication Consultant proposal has been and is currently under review
- Owner In-site project management software set-up and training in progress
- Responsibility Matrix to be presented at the December 2104 Facilities Committee Meeting
 - Delegation
 - Board Expectations
 - Establish Communication Protocol/Reporting
 - Board
 - Staff
 - Internal
- Total Project Budget Confirmation in progress
- Future Presentations
 - Volume Procurement

Note: Please see the following 2103 Bond Construction Program – Upcoming Timeline to provide summary of anticipated Facilities Committee and Board of Trustee Approvals.

**South Texas College
2013 Bond Construction Program
Four Month Look Ahead**

November 2014

Board agenda items

- Recommend approval of civil engineers
- Recommend Approval of CMR standard contract

Other

- Begin solicitation of CMR proposals - due in December after the board approval to solicit
- Commence negotiations with Thermal Engineers
- Engage Legal Counsel to review proposed A/E contract language

December 2014

Board agenda items

- Present IT/AV additional services

Other

- Receive and evaluate CMR proposals
- Issue notice to proceed to MEP engineers
- Issue notice to proceed for architects (four priority projects)

January 2015

Board agenda items

- Recommend approval of CMR
- Recommend civil engineers contract and fee approval
- Presentation on BIM for Facilities Management

Other

- Begin negotiations with CMR contractors
- Issue notice to proceed for Civil engineers

February 2015

Board agenda items

- Approval of CMR contracts and fees
- Presentation on Owner Controlled Insurance Program by B&A

Other

- Issue notice to proceed to CMR contractors (four priority projects)

Review and Action as Necessary on Architect Contracts and Fees for the 2013 Bond Construction Program Priority Projects

An update on architect contract negotiations for the design of the 2013 Bond Construction Program four priority projects was presented at the November 13, 2013 Facilities Committee meeting.

The Facilities Committee recommended Board approval of continued contract negotiations between Broaddus & Associates and the selected architectural firms for the following priority projects of the 2013 Bond Construction Program:

Pecan Campus – STEM Building

Mid Valley Campus – STEM Building

Starr County Campus – Health Professions and Science Building

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize contract negotiations between Broaddus & Associates and the Board-approved architectural firms for the selected projects as presented.

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

The Board of Trustees of South Texas College approves and authorizes contract negotiations between Broaddus & Associates and the Board-approved architectural firms for the selected projects as presented.

Approval Recommended:

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

President

Review and Action as Necessary on Short List of Civil Engineering Firms and Assignments of Site Improvement Projects for the 2013 Bond Construction Program

Approval of short list of civil engineering firms and project assignments of construction projects is requested.

Broadus & Associates representatives along with STC staff provided the Facilities Committee with an update on the evaluation of civil engineering firms' statements of qualifications submitted for the 2013 Bond Construction Program. These firms will provide design services for site improvement projects including building locations, property surveys, parking lots, storm drainage, ground elevations, sidewalks, accessible routes, area lighting, and landscaping.

On September 23, 2014 a total of seventeen (17) submittals were received in response to STC's solicitation of qualifications from civil engineers for the 2013 Bond Construction Program. A team consisting of three Broadus & Associates representatives and seven STC staff members has completed the evaluations of the submittals.

Evaluation of the civil engineers' qualifications has been completed and Broadus & Associates has prepared a recommendation on how the Bond site improvement projects could be assigned to firms based on evaluation of the information provided. This recommendation is based on the following general requirements:

1. Overall evaluation of each firm's qualifications, experience, and references
2. Ranking of each firm after evaluations
3. Project preferences as identified by each firm
4. Each firm's unique experience and areas of specialization
5. Each firm's capacity to manage each project size

Mr. Jesus Ramirez, Legal Counsel for South Texas College, asked the representatives from Broadus & Associates if the identified firms were the most highly qualified firms for the specifically identified projects, in compliance with state procurement regulations. Broadus & Associates affirmed that their recommendations were the most highly qualified firms for each specifically identified project.

The attached spreadsheets summarize the information gathered during the evaluation team's review and the proposed project assignments resulting from the evaluations.

Because no site has been identified for the construction of the Regional Center for Public Safety Excellence, the Facilities Committee did not wish to include that firm assignment in the recommendation for Board approval. As such, the recommendation of SG&E, LLC as the civil engineering firm for design work related to that location was not included in the Committee's recommendation for Board approval. The recommendation by Broadus & Associates was otherwise supported by the Facilities Committee.

The Facilities Committee recommended Board approval of the recommended civil engineering firms and project assignments as presented.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize the recommended civil engineering firms and project assignments 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 recommended civil engineering firms and project assignments as presented.

Approval Recommended:

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

President

South Texas College - 2013 Bond Construction Program Summary of Recommended Civil Engineers and Project Assignments

Short List of Recommended Firms		
Firm	Recommended Project Assignments (as applicable)	Construction Cost
Perez Consulting Engineers	Pecan Campus - Parking Lot and Site Work	\$2,000,000
Half Associates, Inc.	Mid Valley Campus - Parking Lot and Site Work	\$2,000,000
Meldon and Hunt, Inc.	Starr County Campus - Parking Lot and Site Work	\$1,000,000
Hinojosa Engineering, Inc.*	Technology Campus - Parking Lot and Site Work	\$650,000
R. Gutierrez Engineering	Nursing and Allied Health - Parking Lot and Site Work	\$1,100,000
Firms not Recommended for Short List		
Ambiotec, Engineering, Inc.		
Aranda & Associates, Inc		
Dannenbaum Engineering		
Guzman & Munoz Company		
Cruz Hogan Consultants, Inc.		
LaFevre Engineering Management Consulting LLC		
LNV, Inc.		
M Garcia Engineering LLC.		
Naismith Engineering, Inc.		
PlaGar Engineering, LLC.		
SG&E, LLC.		
SWG Engineering LLC.		

* Work will proceed once schedule is confirmed

**SOUTH TEXAS COLLEGE
CIVIL ENGINEERING SERVICES
PROJECT NO. 14-15-1015**

VENDOR	Ambiotec Civil Engineering Group, Inc.	Aranda & Associates, Inc.	Cruz-Hogan Consultants, Inc.
ADDRESS	5420 Paredes Line Rd	1552 W Dove Ave	605 E Violet Ste 5
CITY	Brownsville, TX 78526	McAllen, TX 78504	McAllen, TX 78504
PHONE	956-548-9333	956-631-0944	956-682-5022
FAX	956-548-9399	956-631-0992	956-682-5089
CONTACT	Vicente Mendez	James Aranda	Ronnie Cruz
3.1 Statement of Interest for Project	Indicated that the firm is a full service surveying and civil engineering firm which has provided services to both private and public entities.		
3.1.1 Preference on Listed Projects	Indicated interest to work on any project, but submitted the following order of preference: - Mid Valley Campus - Pecan Campus - Nursing & Allied Health Campus - Technology Campus - Regional Center for Public Safety Excellence - Starr County Campus	The firm indicated the two following projects as their preference: - Technology Campus - Regional Center for Public Safety Excellence	Listed the projects in the following order: - Pecan Campus - Mid Valley Campus - Nursing and Allied Health Campus - Technology Campus - Regional Center for Public Safety Excellence - Starr County Campus
3.1.3 History and Statistics of Firm	Established in 1986 - Total personnel of 33	- Established in 1987 - Indicated their surveying experience in the entire state of Texas	Did not directly address item, but indicated 25 years of providing services.
3.1.4 Narrative on qualifications and specialized experience	Indicated that the firm is the largest engineering firm in Cameron County. Pointed to their knowledge of local project area and site conditions.	Pointed to the firm's 27 years of experience. Listed some of their internal personnel polices concerning health and safety.	Indicated that they are a full-service planning & design firm.
3.1.5 Statement of Availability and Commitment	Indicated commitment to provide resources to complete project on time and within budget and to give it the highest priority.	Indicated their capacity to handle multiple projects and commence services immediately.	Indicated the immediate availability of staff. Stated that principle of firm is to complete projects on time and within budgets.
3.2 Prime Firm			
3.2.1 Resumes of Principals and Key Members	Included resumes for the following staff: - Carlos M. Marin, PE, Principal-in-Charge - Vicente Mendez, PE, Principal Engineer/Project Manager - John W. Clint, PE, Principal Engineer/Project Manager - Lupe Nunez, RPLS, Surveying Manager - Marc Haws, Sr. Geologist/Project Manager - Jude Benavides, Senior Project Engineer - Annemarie Whitko, Project Scientist - Robert Anzak, Senior Designer - Homer Trevino, Construction Inspection	Included resumes for the following staff: - James Arando, RPLS, Owner/President - Tony Aguirre, Executive Vice President - Jorge A. Gonzalez, PE, Project Manager - Daniel B. Davis, RPLS, Operations Manager - Silverio Salas, Jr., Field Operations Manager	Included resumes for the following staff: - Orlando S. Cruz, PE, President - Ronnie Cruz, PE, Vice-President - Marco Ramirez, EIT, Project Engineer - Marcus D. Cruz, EIT, Graduate Engineer
3.2.2 Project Assignments and Lines of Authority	Firm named the main staff members who would be involved in the project. Pointed to organization chart to show the key personnel and their roles.	Indicated that assignments and communication would be handled by project engineer.	Listed the staff who would be involved in the project and their roles. Did not show time commitment for each.
3.2.3 Prime Firm's Proximity and ability to respond to unplanned meetings	Offices in Brownsville and Harlingen. Indicated that either office is less than an hours drive from the STC Pecan Campus.	Located in McAllen. Pointed to respond quickly to planned or unexpected meetings.	Locations in McAllen and Harlingen. Indicated they would have a principal present at all significant events "whenever humanly possible."
3.2.4. Prime Firm's experience with BIM	Indicated that firm is capable of producing BIM deliverables, but has not been required to do so in past projects. Indicated that an MEP subcontractor has experience with BIM.	Indicated the firm's use of computerized technology, including BIM, but did not give examples of where it has been used.	Responded "N/A" to this section.
3.2.5 Litigation that could affect firm's ability provide services	Indicated that they are not currently involved in any litigation that would affect ability to provide services.	Indicated that they are not involved in litigation.	Responded "N/A" to this section.
3.3 Project Team			
3.3.1 Organization chart with Role of Prime Firm and basic Services consultants	Organization chart was provided that showed key staff and included the two following subconsultants: - Ethos Engineering - Stephen P. Walker Landscape Architectural Services	Organization chart was included that showed two of the firm's staff and which included the following subconsultants: - Melden & Hunt - JDC Landscape Architecture	Organization chart was included which showed the staff who would be involved in project. They included one surveying consultant - R. Robles & Associates.
3.4 Representative Projects			
3.4.1 Minimum of 5 projects firm has worked on	- Harlingen ISD - Dr. Abraham P. Cano Freshman Academy (\$26.8 million) - UTB/TSC - Fine Arts Center (\$6.9 million) - Brownsville ISD - Performing Arts Building at Hanna High School (\$2.8 million) - Brownsville ISD - BISD Early College (\$5.7 million) - South Texas ISD - Cameron County Med High School (\$28.1 million)	- City of Pharr - South Juniper St. (project cost not indicated) - Edinburg CISD - Safe Routes to School-Phase I & Phase II (project cost not indicated) - Brooks County ISD - Brooks County ISD Bond and Renovation (project cost not indicated) - McAllen Public Utility Board - McAllen PUB 23rd Street Water Main (project cost not indicated) - Hidalgo County Regional Mobility Authority - International Bridge Trade Corridor (project cost not indicated)	- Edinburg ISD - Edinburg West Middle School (Indicated cost as "unknown") - Edcouch-Elsa ISD - JFK Elementary Cafeteria Addition (Indicated cost as "unknown") - Edcouch-Elsa ISD - High School Library Addition (indicated cost as "unknown") - Edcouch-Elsa ISD - New Softball Field (indicated cost as "unknown") - Edcouch-Elsa ISD - New Elementary School (indicated cost as "unknown")
3.5 References			
3.5.1 References for five projects	- Harlingen ISD - UTB/TSC - Brownsville ISD - South Texas ISD	- City of Pharr - Edinburg CISD - Brooks County ISD - McAllen Public Utility Board - Hidalgo County Regional Mobility Authority	- City of Pharr (two separate references) - Olmito Water Supply Corporation - City of McAllen (two separate references) - McAllen Public Utility - City of San Juan - City of Donna
3.6 Project Execution			
3.6.1 Willingness and Ability to expedite services, Ability to supplement production.	Acknowledge STC's need to expedite the bond projects in a timely manner and commits to providing the resources for it.	Provided work sequence the firm would follow to expedite services.	Stated their willingness and ability to expedite services. Indicated that staff from Harlingen office would assist as needed.

**SOUTH TEXAS COLLEGE
CIVIL ENGINEERING SERVICES
PROJECT NO. 14-15-1015**

VENDOR	Dannenbaum Engineering Company	Guzman & Munoz Engineering & Surveying, Inc.	Half Associates, Inc.
ADDRESS	1109 W Nolana Loop Ste 208	2020 E Expressway 83	5000 W Military Hwy Ste 100
CITY	McAllen, TX 78504	Mercedes, TX 78570	McAllen, TX 78503
PHONE	956-686-1822	956-565-4637	956-664-0286
FAX	956-686-1822	956-565-4636	956-664-0282
CONTACT	Louis H. Jones, Jr.	Jose L. Munoz	Robert L. Saenz
3.1 Statement of Interest			
3.1.1 Statement of Interest for Project	Indicated firm's eagerness to work on the projects. Stated their ability to work well with other firms and to "fast track" projects.	Indicated the firm's 41 years of experience in providing a wide range of professional services.	Indicated the previous successful projects the firm has completed for STC and their experience working with boards and staff of educational entities.
3.1.2 Preference on Listed Projects	Listed preference on projects in the following order: - Starr County Campus - Mid Valley Campus - Pecan Campus - Nursing and Allied Health Campus - Technology Campus	Listed preference on projects in the following order: - Pecan Campus - Nursing and Allied Health Campus - Technology Campus - Mid Valley Campus - Starr County Campus - Regional Center for Public Safety Excellence	Listed preference on projects in the following order: - Mid Valley Campus - Pecan Campus - Starr County Campus - Nursing and Allied Health Campus - Technology Campus - Regional Center for Public Safety Excellence
3.1.3 History and Statistics of Firm	- Originally established in 1945. - 11 locations in Texas, including McAllen office	- Providing services since 1973 in Rio Grande Valley - Office in Mercedes, TX - staff of 22 employees	- Founded in 1950 - Staff of over 504 - 34 staff at McAllen office, including 10 PE's
3.1.4 Narrative on qualifications and specialized experience	Pointed to projects performed in cities where STC campuses are located has made firm knowledgeable about the regulations and ordinances required to deal with for the STC projects.	Indicated the firm's broad range of services. Also stated their familiarity with the constraints associated with limited budgets.	Indicated that firm is a full service firm that can provide all the disciplines required for the projects and for that reason all elements of design will be held to firm's quality control.
3.1.5 Statement of Availability and Commitment	Stated their commitment to provide personnel to meet or exceed the project schedule. Indicated a similar commitment from the subconsultant firms.	Stated that there are no conflicts with current work at this time and will be fully committed to work for STC.	Indicated that they will commit the necessary resources to meet STC's needs and expedite all phases of the project.
3.2 Prime Firm			
3.2.1 Resumes of Principals and Key Members	Included Resumes for the following staff: - Louis H. Jones, PE, Principal-in-Charge - John A. Carter, PE, QA Officer - Richard D. Seitz, PE, Project Manager - Daryl W. Duren, Project Manager - Nathaniel Olivarez, PE, Project Engineer - Manny Carrizales, RPLS, Project Surveyor - Leonardo Munoz, PE, Project Engineering-Lighting - Andrew Helfner, RLA, Project Landscape Architect - Steven L. McGarraugh, AIA, Project Architect	Included brief resumes for the following staff: - Jose L. Munoz, PE, President - Armando Gutierrez, PE, Senior Project Manager - Jorge Alcalá, PE, Projects Director - Dan Hamilton, Senior Project Manager for Construction - Michael Beardon, RPLS, Resident Surveyor	Included resumes for the following staff: - Robert L. Saenz, PE, Principal-in-Charge - Benjamin E. Macias, PE, Project Manager - Raul Garcia, PE, Drainage Design - Marcos Diaz, PE, Civil Site Design - Thomas E. Dearmin, PE, Electrical Design - Jose Delgado, PE, Electrical Design - Wayne Cooper, RLA, Landscape Architecture - Tobin L. Fox, RLA, Landscape Architecture - Paul Reilly, PE, Structural Design - Jason Jernigan, RPLS, Surveying
3.2.2 Project Assignments and Lines of Authority	Listed the staff, whose resumes were provided, their roles and time commitment from each.	Provided the time assignments for the above-listed staff on the project.	Project assignments were provided for all the staff for whom resumes were submitted. The time commitment for each was also indicated.
3.2.3 Prime Firm's Proximity and ability to respond to unplanned meetings	Firm did not directly address section, but indicated their service to the McAllen, South Texas Region for the last 20 years.	Pointed to their local presence and ability to respond to STC quickly for planned and unexpected meetings.	Located in McAllen. Indicated that staff can mobilize at a moment's notice during all phases of the project. They pointed to the previous work for STC and familiarity with its procedures and protocol.
3.2.4. Prime Firm's experience with BIM	Indicated that firm is just entering the realm of BIM, but has been working with 3D software since its inception.	Did not address this section.	Stated that firm has been using BIM for more than 10 years. List several projects in which it has been used.
3.2.5 Litigation that could affect firm's ability provide services	Indicated "Non Applicable" to this section.	Indicated that firm has no pending litigation.	Stated that firm is occasionally a defendant in litigation due to the large number of projects it is engaged in. Indicated that details on litigation need to remain confidential on advice of legal counsel; however, they affirmed that this would not adversely affect ability to perform it obligations to STC.
3.3 Project Team			
3.3.1 Organization chart with Role of Prime Firm and basic Services consultants	Included organization chart with staff who will be involved in project and included the following subconsultants: - Trinity MEP Engineering - Helfner Design Team - RGV Architecture	Included organization chart that included the staff and their roles. No subconsultants were named, but indicated that they would be utilized if there is a need.	Provided organization chart that showed the roles of the staff who would be involved in the project. No subconsultants are shown. Firm indicated that it has all resources needed to provide all services.
3.4 Representative Projects			
3.4.1 Minimum of 5 projects firm has worked on	- STC - Pecan Campus Parking Lot Expansion and Parking and Street Improvements (\$955,803.84) - South Texas Educational Technologies - Horizon Montessori - McAllen Middle School (\$875,000) - McAllen ISD - Parking Lots and Drives I22Resurfacing Projects (\$377,000) - McAllen ISD - Track and Field Resurfacing Projects (\$1,174,243) - STC - Program Wide Building to Building Access ADA Improvements (\$227,738)	- Texas Southmost College/UT-Brownsville - ITECC Remodel Project (\$2.4 million) - Weslaco ISD - Bob Lackey Parking Lot (\$400,000) - Harlingen CISD - Parking Lot, Sidewalks and Site Improvements (\$800,000) - City of Mercedes - Walter Collier Park (\$600,000) - International Boundary and Water Commission (\$50,000)	- STC - 600-Space Remote Parking Lot (\$1,412,477) - UT-Pan American - 500-Space Parking Lot (\$973,000) - Texas A&M Kingsville - Turner-Bishop-Martin Parking Lot Repair (\$18.5 million) - STC - Mid Valley Campus Southwest Parking Expansion (\$392,014) - STC - Rural Technology Center (\$2.6 million)
3.5 References			
3.5.1 References for five projects	- La Joya ISD (listed twice) - Fort Bend ISD - South Texas Educational Technologies - McAllen ISD	- Broadus & Associates - Weslaco ISD - Harlingen ISD - City of Mercedes - International Boundary and Water Commission	- General Services Administration - Hunt Valley Development - McAllen Public Utilities - Hidalgo County Regional Mobility Authority - Capote International Business Park
3.6 Project Execution			
3.6.1 Willingness and Ability to expedite services. Ability to supplement production.	Indicated that firm has more than adequate personnel from which to supplement or replace a member of the team if necessary.	Indicated their capability and resources to expedite and "fast-track" any project.	Indicated that project schedules are updated regularly and if it falls behind, a contingency plan is produced for schedule recovery.

**SOUTH TEXAS COLLEGE
CIVIL ENGINEERING SERVICES
PROJECT NO. 14-15-1015**

VENDOR	Hinojosa Engineering, Inc.	LeFevre Engineering & Management Consulting, LLC.	LNV, Inc.
ADDRESS	108 W 18th St	612 W Nolana Ste 520	801 W Nolana Ave Ste 202
CITY	Mission, TX 78572	McAllen, TX 78504	McAllen, TX 78504
PHONE	956-581-0413	956-687-5362	956-627-3979
FAX	956-581-2074		956-883-1986
CONTACT	Ricardo Hinojosa	Richard LeFevre	Robert M. Viera
3.1 Statement of Interest for Project	Indicated that firm has assembled a team especially designed for needs of the project.	Stated the firm owner's perspective on incorporating design from and educator's perspective due to his previous experience as an educator.	Firm emphasized the combined experience of the two staff members who would lead the project.
3.1.2 Preference on Listed Projects	Listed preferences in the following order: - Mid Valley Campus - Nursing and Allied Health Campus - Technology Campus - Pecan Campus - Starr County Campus - Regional Center for Public Safety Excellence	Listed three projects in the following order: - Mid Valley Campus - Starr County Campus - Pecan Campus Firm stated the reasons for selecting each of these sites, including work currently done near these locations and proximity (in the case of Pecan Campus) to the firm.	Listed preference in the following order: - Regional Center for Public Safety Excellence - Pecan Campus - Nursing and Allied Health Campus - Mid Valley Campus - Starr County Campus
3.1.3 History and Statistics of Firm	- Established in 1993 - 14 employees - 3 licensed employees	- Established in 2007 - Located in McAllen, TX	- Established in 1962 as architectural/engineering firm - More than 125 employee throughout Texas
3.1.4 Narrative on qualifications and specialized experience	Stated that they are the only engineering firm specializing in educational facilities.	Indicated their experience in providing services to school districts and municipalities that use the Construction Manager at Risk method.	Pointed out the firm's expertise in several areas. They especially felt uniquely qualified to work on the Regional Center for Public Safety Excellence, citing similar projects they have worked on.
3.1.5 Statement of Availability and Commitment	Indicated that availability to STC will be their top priority. Included the responsibilities for the project of the principal and project manager, both professional engineers.	Stated that firm is at 65% of its capacity and has selected consultants with similar availability and commitment.	Indicated that firm is operating at 75-80 percent of capacity and can complete work in a timely manner.
3.2 Prime Firm			
3.2.1 Resumes of Principals and Key Members	Included resumes for the following staff: - Ricardo Hinojosa, PE, Principal in Charge - Reynaldo Robles, PE, Project Engineer - Jorge Rodriguez, RPLS, Surveyor	Included resumes for the following staff: - Wesley Richard LeFevre, PE, Principal/Project Engineer - Emigdio Salinas, PE, Project Engineer - Hilario Ortiz, Project Manager	Included resumes for the following staff: - Robert M. Viera, PE, Principal-in-Charge - Eugene Palacios, PE, Project Manager - Richard Correa, PE, Civil Design - Ernesto Flores, CFM, Civil Design - Eric A. Trejo, PE, Structural Design - Any R. Hesseltime, PE, Environmental/Permitting
3.2.2 Project Assignments and Lines of Authority	Reiterated the roles of the two top staff of the firm, who will serve as principal and project manager.	Described the roles of the three staff named above, including their respective time commitments to the project.	The time assignments were provided for the five staff whose resumes were included.
3.2.3 Prime Firm's Proximity and ability to respond to unplanned meetings	Located in Mission, TX. Indicated that their location provides convenience to STC and can be at project site within minutes.	Pointed to the firm's location in McAllen and their proximity to the Pecan Campus and the other two sites in which they have an interest.	Indicated firm's location in McAllen. Unexpected meeting would be a non-issue.
3.2.4. Prime Firm's experience with BIM	Indicated that firm has done several projects using BIM, but did not list any specific projects.	Indicated that firm uses AutoDesk Civil 3D, which is compatible for BIM and will be used in design.	Indicated that firm employs the latest software technology, but did not specifically address their use of BIM.
3.2.5 Litigation that could affect firm's ability provide services	Listed three cases in which firm is involved. Did not indicate whether these would impact any work for STC.	Stated that firm has never been in litigation on any past or current projects.	Indicated that there is no litigation that would affect the firm's ability to provide services to STC.
3.3 Project Team			
3.3.1 Organization chart with Role of Prime Firm and basic Services consultants	Included organization chart that included all firm staff and their roles. No subconsultants were included.	Included organization chart that showed the three firm staff who would be involved in the project and included the following subconsultants: - Raba Kistner - Geotechnical - SSP Design - Landscaping - Solorio, Inc. - Structural - Aranda & Assoc. - Surveyor - Milnet Architectural Services	Included organization chart that showed the staff who would be involved in the project. They included one consultant, Sigma Engineer, for MEP engineering. Stated that additional subconsultants could be added at STC's request.
3.4 Representative Projects			
3.4.1 Minimum of 5 projects firm has worked on	- Donna ISD - Donna ISD North High School #2 (\$3.5 million) - McAllen Public Utility - City of McAllen New Convention Center (\$1,426,000) - La Joya ISD - La Joya Juarez Lincoln High School No. 3 (\$57,413,000) - PSJA ISD - Football Stadium Renovations (\$1,310,066) - STC - Mid Valley Campus (\$5,500,000)	- Brooks County ISD - Bond Improvements (cost not indicated) - Ben Bolt-Palito Blanco ISD - New Middle School Gym and Science Wing (\$4 million) - Hidalgo County - Linn-San Manuel Emergency Services Facility (\$1.3 million) - Hidalgo County - Sunflower Park and Community Resource Center (\$2.5 million) - Texas Facilities Commission - Texas Department of Public Safety-Area Office (\$4.0 million)	- City of Pearsall - Law Enforcement Center (\$1 million) - Kenedy County - New Law Enforcement Center (\$2.9 million) - Port of Corpus Christi Authority - Parking Lots at Whataburger Field (\$2.5 million) - L&F Distributors - New Building Site Improvements (\$9 million) - City of Corpus Christi - Americans With Disabilities Act Master Plan (cost not indicated)
3.5 References			
3.5.1 References for five projects	- Donna ISD - City of McAllen - La Joya ISD - PSJA ISD - City of Port Isabel	- Brooks County ISD - Hidalgo County Pct. 1 - Ben Bolt-Palito Blanco ISD - Hidalgo County Pct 4 - Texas Facilities Commission	- Kenedy County - City of Pearsall - City of Corpus Christi - Brooks County - Port of Corpus Christi
3.6 Project Execution			
3.6.1 Willingness and Ability to expedite services, Ability to supplement production.	Indicated their ability and willingness to expedite design services, but did not address how they would supplement production capability.	Indicated that they are prepared to make the necessary commitment to maintain the schedule proposed by STC. They are willing to acquire additional manpower as needed.	Firm provided a description of its process to maintain work on schedule on a project.

**SOUTH TEXAS COLLEGE
CIVIL ENGINEERING SERVICES
PROJECT NO. 14-15-1015**

VENDOR	Melden & Hunt	M Garcia Engineering, LLC.	Naismith Engineering, Inc.
ADDRESS	115 W McIntyre St	400 W Nolana Ste N2	789 E Washington St
CITY	Edinburg, TX 78541	McAllen, TX 78504	Brownsville, TX 78520
PHONE	956-381-0981	956-687-9421	956-541-1155
FAX	956-381-1839	956-687-3211	956-305-2554
CONTACT	Fred L. Kurth	Mariano Garcia	Anna A. Smith
3.1 Statement of Interest			
3.1.1 Statement of Interest for Project	Pointed out the firm's 67 years of experience and the professional expertise they present.	Pointed out the firm's McAllen location and the experience of their principal for both public and private projects.	Indicated that firm has extensive experience with similar projects, especially in the South Texas Area.
3.1.2 Preference on Listed Projects	Listed preferences in the following order: - Starr County Campus - Regional Center for Public Safety Excellence - Technology Campus - Nursing and Allied Health Campus - Mid Valley Campus - Pecan Campus	Listed preferences in the following order: - Technology Campus - Regional Center for Public Safety Excellence - Starr County Campus - Mid Valley Campus - Pecan Campus - Nursing and Allied Health Campus	Listed the three following projects for their preference: - Mid Valley Campus - Pecan Campus - Nursing & Allied Health Campus
3.1.3 History and Statistics of Firm	Founded in 1947 - Offices in Edinburg and Rio Grande City - 50 staff	Established in 2007 - 5 staff, including one professional engineer - Located in McAllen, TX	- Providing services since 1949 - Office in Corpus Christi, Austin, and Brownsville
3.1.4 Narrative on qualifications and specialized experience	Cited the firm's extensive experience within Hidalgo and Starr Counties. Also described the firm's method for maintaining quality on projects.	Made a general statement of being qualified for the projects listed. Mentioned four other firms that would comprise the design team.	Indicated that while the firm began as a civil engineering and surveying firm, it has expanded to other disciplines, which allows them to better coordinate all work.
3.1.5 Statement of Availability and Commitment	Indicated that the firm's workload capacity exceeds the project requirements and would complete the project on time.	Made a brief statement about availability and commitment.	Indicated that the "best employees" will be immediately available to work on the project and would commit from beginning to completion.
3.2 Prime Firm			
3.2.1 Resumes of Principals and Key Members	Included resumes for the following staff: - Fred L. Kurth, PE, Project Manager/Engineer - Kelley Heller-Vela, PE, Asst. Project Manager/Engineer - Robert Tamez, RPLS, Land Surveyor - Mario Reyna, PE, Project Administrator	Included resumes for the following staff: - Mariano Garcia, PE, President	Included resumes for the following staff: - Anna Aldridge Smith, PE, Principal-in-Charge - John Michael, PE, Project Principal - Terry K. Orf, AIA, Lead Project Manager - Paolina Vega, PE, Project Engineer - Lewis B. Shiner, PE, S. Project Engineer-Structural - Craig B. Thompson, PE, Construction Services - Allen Beyer, RLA, Landscape Architect/Urban Planner - Willie Rivera, PE, Project Engineer
3.2.2 Project Assignments and Lines of Authority	Enumerated the duties each of the staff members will have on the project and the time each will devote to it.	Indicated that principal will develop project assignments after review of project scope. Time assignments were given for all staff.	Showed assignments of staff, but did not include time each would dedicate to project.
3.2.3 Prime Firm's Proximity and ability to respond to unplanned meetings	Pointed out the proximity of their offices in both Hidalgo and Starr Counties to the STC campuses in each county.	Located in McAllen and indicated availability at a moment's notice.	Did not directly address the section, but have location in Brownsville, TX.
3.2.4. Prime Firm's experience with BIM	Indicated the firm's use of software and the latest technologies in performing their work, but did not directly address experience with BIM.	Stated that firm has not applied the use of BIM.	Indicated that firm has experience with BIM, but did not provide details on software type(s) or information on projects where used.
3.2.5 Litigation that could affect firm's ability provide services	Indicated that the firm is not involved in any litigation.	Stated that firm is not involved in any litigation.	Did not address this section.
3.3 Project Team			
3.3.1 Organization chart with Role of Prime Firm and basic Services consultants	Included an organization chart that included the staff who would be involved in the project, plus other staff. They did not include any subconsultants, but mentioned that they assembled a pool of MEP consultants. They indicated that they would select the consultant on consultation with the college.	Included an organization chart with the staff which also included the following subconsultants: - South Texas Infrastructure Group - ROW Surveying Services - MEP Solutions - SSP Design	Included organization chart that showed lines of authority. Did not include an subconsultants.
3.4 Representative Projects			
3.4.1 Minimum of 5 projects firm has worked on	- La Joya ISD - Elementary No. 25 (\$8,446 million) - La Joya ISD - FEMA Hurricane Safe Room (\$4.2 million) - Idea Academy - San Juan Campus Phase I (\$4.9 million) - Idea Academy - Edinburg Campus Phase I & II (\$5.4 million) - U.S. Army Corps of Engineers - Army Reserve Center (\$4.5 million)	- Sharyland ISD - Pioneer High School Subdivision (\$40,500,000) - Sharyland ISD - Support Services Bus and Staff Parking Lot Improvements (\$460,000) - Idea Public Schools - McAllen Subdivision (\$4,788,000) - Idea Public Schools - Weslaco Subdivision (\$8,371,000) - PSJA ISD - Palmer Elementary Subdivision (\$12,940,000)	- City of Alice - Multi-use Complex (\$25 million) - Nueces County - Richard M. Borchard Regional Fairgrounds (\$31.5 million) - San Patricio County - San Patricio County Fairgrounds (\$18.5 million) - UT-Brownsville - Street, Parking, and Sidewalk Improvements (\$2.15 million) - Coastal Land Resource Center - La Jarra Development CLRC & Assisted Living (\$3.3 million)
3.5 References			
3.5.1 References for five projects	- La Joya ISD - Edinburg Boys & Girl Club - IDEA Academy - McAllen ISD - US Army Corps of Engineers	Sharyland ISD (listed twice) - Idea Academy (listed twice) - PSJA ISD	- Nueces County - City of Los Fresnos - San Patricio County - UT-Brownsville - City of Alice
3.6 Project Execution			
3.6.1 Willingness and Ability to expedite services, Ability to supplement production.	Reiterated that the firm has the personnel, including several subconsultants, to draw from for completing the work.	Indicated that firm has the resources to start work immediately and will work closely with college to ensure project deadlines are met.	Did not directly address section, but had previously stated commitment to project.

**SOUTH TEXAS COLLEGE
CIVIL ENGINEERING SERVICES
PROJECT NO. 14-15-1015**

VENDOR	Perez Consulting Engineers, LLC.	PlaGar Engineering, LLC.	R. Gutierrez Engineering Corporation
ADDRESS	808 Dallas Ave	1155 Military Hwy	130 E Newcombe Ave
CITY	McAllen, TX 78501	Brownsville, TX 78520	Pharr, TX 78577
PHONE	956-631-4482	956-550-9995	956-782-2557
FAX	956-682-1545	956-550-9939	956-782-2558
CONTACT	J. David Perez	Placido J. Garcia	Ramiro Gutierrez
3.1 Statement of Interest for Project	Submitted a simple statement of interest for any and all projects for the bond program.	Stated the firm's experience in various types of infrastructure projects with state governments.	Listed the firm's and the sub-consultants' experience in various aspects of surveying and civil engineering work.
3.1.2 Preference on Listed Projects	Listed preferences in the following order: - Pecan Campus - Nursing and Allied Health Campus - Technology Campus - Mid Valley Campus - Starr County Campus - Regional Center for Public Safety Excellence	Listed the three following projects for their preference: - Mid Valley Campus - Nursing and Allied Health Campus - Technology Campus	Listed preference in the following order: - Pecan Campus - Mid Valley Campus - Nursing and Allied Health Campus - Starr County Campus - Technology Campus - Regional Center for Public Safety Excellence
3.1.3 History and Statistics of Firm	Established in 1991 - Located in McAllen, TX	Established in 2004 - Located in Brownsville, TX - Four employees	- Providing services since 1998 - three professional engineers on staff and one surveyor - staff of 16 employees
3.1.4 Narrative on qualifications and specialized experience	Indicated that principal has been providing engineering services in the area since 1976. Pointed to his in-depth knowledge of regional characteristics that affect design projects.	Emphasized the principal's experience in both public and private entities.	Firm emphasized the work they, and their consultants, have previously provided for STC.
3.1.5 Statement of Availability and Commitment	Indicated that projects would be completed within schedule. Added that current projects are 90% complete.	Did not directly address availability and commitment, but was implied in their submittal for the projects.	Stated the firm's readiness to commence work on any STC project. Indicated that if needed, they would request permission to subcontract work with other larger firm in the McAllen area.
3.2 Prime Firm			
3.2.1 Resumes of Principals and Key Members	Included resumes for the following staff: J. David Perez, PE, President - Jorge D. Perez, PE, Vice President - Rene Gonzalez, PE, Project Engineer	Included resumes for the following staff: - Placido J. Garcia, PE, Principal - Emperatriz Garza, Civil Engineering Technician - Aracely Aguilar, Administrative Assistant	Included resumes for the following staff: - Ramiro Gutierrez, PE, President and Principal-in-Charge - Hernan A. Lago, PE, Senior Project Manager - Pablo Soto, Jr., PE, Professional Engineer
3.2.2 Project Assignments and Lines of Authority	Listed all firm staff. Indicated time assignments for the top three staff.	Listed the firm staff named above and a drafting technician and the assignments for each. The time each will devote to the project was also included.	Briefly described the duties of each of the named staff who would work on the project. Did not give specific time assignments, but indicated that each will be assigned "as much as may be needed."
3.2.3 Prime Firm's Proximity and ability to respond to unplanned meetings	Indicated that they are less than 10 minutes from the Pecan Campus, which would allow them to be available for both planned and unplanned meetings.	Stated that firm is an hour away from the STC main campus.	Located in Pharr, TX. Stated that they could respond to site visits in an expedited manner.
3.2.4. Prime Firm's experience with BIM	Indicated that they are familiar with BIM, but provided not examples of projects in which it has been used.	Stated that firm staff are currently seeking training on BIM and firm is converting to software that has the BIM capability.	Stated that firm has not been asked by other clients to use BIM, but would be able to obtain ability to use it.
3.2.5 Litigation that could affect firm's ability provide services	Stated that they are not involved in any litigation that would affect ability to provide services.	Stated that firm has never been a part of any litigation.	Indicated their current involvement in one litigation case, but stated that it would not affect their ability to provide services to STC.
3.3 Project Team			
3.3.1 Organization chart with Role of Prime Firm and basic Services consultants	Included organization chart that showed the main firm staff. It included the following sub-consultants: - CVQ Land Surveying - SSP Design - SIGMA HN Engineers - GAMA Building Access & Facility Support)	Included organization chart that showed the staff and their assignments. It included the following subconsultants - Trinity MEP Engineering - Roberto Hernandez - Registered Accessibility Specialist - Amaya Surveying - Eduardo Rodriguez - Landscape and Irrigation Design	Included organization chart that showed team members and their roles. It included the following subconsultants: - Sigma HN Engineers - Stephen P. Walker Landscape Architect
3.4 Representative Projects			
3.4.1 Minimum of 5 projects firm has worked on	- STC - Pecan Campus Infrastructure Improvements Project (\$3 million) - STC - Northeast Parking Lot (\$414,913) - PSJA - 320 Space Parking Lot (\$1,800/parking space) - STC - Nursing & Allied Health Campus Center Plat and Parking Lot Addition (cost not indicated) - UTPA - Lamar Parking Lot (cost not indicated)	- Brownsville ISD - Sams Memorial Stadium Parking Lot Improvements and Expansion (\$60,000) - Brownsville ISD - Central Administration Building Parking Improvements (\$150,000) - Texas Southmost College - Brownsville Compress Area Parking Lot Improvements (\$800,000)	- STC - Pecan Plaza Parking Lot Improvements (\$213,860,57) - PSJA ISD - Sorenson Elementary School (\$850,000) - PSJA ISD - Marcia Garza Elementary School (\$946,582) - PSJA ISD - Tennis Courts Resurfacing, Demolition and Construction (\$1,027,819) - Hidalgo County - Hidalgo County Precinct 2 Office Complex (\$680,000)
3.5 References			
3.5.1 References for five projects	- ERO Architects - Boultinghouse Simpson Gates Architects - UT-Pan American - Alamo Architects - PSJA ISD	- Texas Southmost College - Brownsville ISD - Hartgen CISD - Knowles Architectural & Planner, Inc. - Walker Perez Associates	- PSJA ISD - Hidalgo County - UT-Pan American
3.6 Project Execution			
3.6.1 Willingness and Ability to expedite services, Ability to supplement production.	Stated their understanding that projects need to be on fast-track. Included a detailed summary of tasks and schedule for project.	Indicated that if selected, they would not accept any future projects that would affect the completion schedule for STC.	Indicated that the firm's work is lighter than usual and would be able to start on any of the projects immediately.

**SOUTH TEXAS COLLEGE
CIVIL ENGINEERING SERVICES
PROJECT NO. 14-15-1015**

VENDOR	S&GE, LLC.	SWG Engineering, LLC.
ADDRESS	8400 Blanco Rd	611 Bill Summers Intl Blvd
CITY	San Antonio, TX 78216	Weslaco, TX 78596
PHONE	210-493-9200	956-968-2194
FAX	210-493-9205	956-968-8300
CONTACT	Javier Garcia	Randy Winston
3.1 Statement of Interest		
3.1.1 Statement of Interest for Project	Indicated the firm's knowledge of coordinating projects with local regulatory agencies.	Firm cited their long experience and expertise in all areas of civil engineering design in the South Texas Region.
3.1.2 Preference on Listed Projects	Listed preference on the three following projects: - Regional Center for Public Safety Excellence - Starr County Campus - Technology Campus	Listed preference on projects in the following order: - Mid Valley Campus - Regional Center for Public Safety Excellence - Pecan Campus - Nursing and Allied Health Campus - Technology Campus - Starr County Campus
3.1.3 History and Statistics of Firm	- Established in 1994 - Offices in Pharr, San Antonio, and Laredo	- Established in 1945 - Listed firm's areas of expertise
3.1.4 Narrative on qualifications and specialized experience	Indicated the firm's experience with K to 12 and higher education projects throughout south Texas. Also stated the firm's relationship with the City of Pharr, which would be advantageous for the Regional Center for Public Safety Excellence project.	Indicated that most of the valley's infrastructure was designed by the firm. Added that they helped to create the STC Mid Valley Campus.
3.1.5 Statement of Availability and Commitment	Stated the availability and experience of the three top staff members within the firm and of the subconsultants.	Indicated the firm's readiness and capability for serving STC.
3.2 Prime Firm		
3.2.1 Resumes of Principals and Key Members	Included resumes for the following staff: - Javier Garcia, PE, Project Manager - Jo Emma P. Sherfey, PE, Quality Assurance/Quality Control - Jim Boenig, PE, Regulatory Compliance - Robert Allen, PE, Civil Site Design - Ricardo Salazar, Utility Coordinator - Hector H. Herrera, Survey - Frank Estrada, RPLS, Surveying	Included resumes for the following staff: - Joseph P. Winston, PE, Vice President - Randall C. Winston, PE, President - Alfonso Gonzalez, PE, Project Engineer
3.2.2 Project Assignments and Lines of Authority	Indicated the time commitment from each of the team members who would be assigned to project.	Described the roles of each of the three staff members who would be involved in the project and also provided the time assignments for each.
3.2.3 Prime Firm's Proximity and ability to respond to unplanned meetings	Indicated ability to respond quickly to planned or unplanned meetings due to their Pharr, TX location.	Located in Weslaco, TX. Indicated their ability to get to any part of the valley and their readiness for planned and unexpected meetings.
3.2.4. Prime Firm's experience with BIM	Did not provide experience with BIM, but indicated their use of a 3D model for a project they are currently working on.	Did not directly address experience with BIM. They indicated their use of AutoCAD Civil 3-D.
3.2.5 Litigation that could affect firm's ability provide services	Stated that firm is not currently involved in any litigation.	Stated that they are not involved in litigation.
3.3 Project Team		
3.3.1 Organization chart with Role of Prime Firm and basic Services consultants	Included organization chart that indicates roles of each staff member. They included the following subconsultants: - Raba-Kistner - Geotechnical - GSH - Electrical Engineering - MP Studio - Landscaping and Irrigation	Included organization chart that included the three staff for the project and their specialties. They did not show any subconsultants.
3.4 Representative Projects		
3.4.1 Minimum of 5 projects firm has worked on	- UT Health Science-San Antonio - Dental School Parking Lot Expansion (\$300,000) - UT Health Science -San Antonio - Pavilion Building, Promenade and Parking Expansion (\$35 million) - UT Health Science - San Antonio - Medical Office Building Feasibility Study (\$8.5 million) - UT Health Science - San Antonio - UTPA Campus Demolition (\$500,000) - Texas A&M International - Student Service Center (\$2.3 million)	- Mercedes ISD - Early Childhood Development (\$200,000) - Donna ISD - Donna Sanchez Elementary (\$3 million) - Idea Academy - Idea Academy (\$450,000) - Mercedes ISD - Mercedes Junior High (\$100,000) - La Feria ISD - La Feria Solis Elementary (\$1.5 Million)
3.5 References		
3.5.1 References for five projects	- UT Health Science Center - San Antonio - City of Pharr - San Antonio Water System - SSC Service Solutions - Texas A&M International	- Weslaco ISD - City of Mercedes - SWSC - City of La Feria - City of McAllen
3.6 Project Execution		
3.6.1 Willingness and Ability to expedite services. Ability to supplement production.	Stated that firm used to delivery projects on accelerated schedules. Also stated that they could pull resources from their other offices.	Did not address this section

Review and Action as Necessary on Additional Services with Perez Consulting Engineers for the Nursing & Allied Health Campus Subdivision Plat

Approval of Additional Services with Perez Consulting Engineers to include a Traffic Impact Analysis is requested.

Perez Consulting Engineers is approximately 90% complete with preparation of the subdivision plat for the Nursing & Allied Health Campus west 6.63 acres. The City of McAllen Planning Department and Engineering Department staff have completed their review of the proposed plat and provided a report with additional items which need to be completed prior to approving the plat. One of the items on the list is the preparation and submission of a Traffic Impact Analysis (TIA). This analysis will help the City forecast the impact of future traffic created by STC as the campus continues to expand.

The results of the analysis will help the City determine how STC's development will be impacted and if construction will need to include provisions to help with traffic flow in and out of the property. In the past STC has been required to build items such as turning lanes where vehicle traffic enters a campus in order to prevent impact on the traffic flow on adjacent streets. This is an example of the types of improvements which may be required as a result of the Traffic Impact Analysis.

Attached is a copy of the proposal submitted by Perez Consulting Engineers in the amount of \$7,475. Also attached is a breakdown showing the dollar amounts proposed during the negotiations of these services.

The Facilities Committee recommended Board approval to contract for additional services for the Nursing & Allied Health Campus Subdivision Plat with Perez Consulting Engineers in the amount of \$7,475 as presented.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize contracting for additional services for the Nursing & Allied Health Campus Subdivision Plat with Perez Consulting Engineers in the amount of \$7,475 as presented.

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

The Board of Trustees of South Texas College approves and authorizes contracting for additional services for the Nursing & Allied Health Campus Subdivision Plat with Perez Consulting Engineers in the amount of \$7,475 as presented.

Approval Recommended:

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



November 12, 2014

Mr. Gerry Rodriguez, A.I.A.
South Texas College
3201 W. Pecan
McAllen, Texas 78501

**Re: Traffic Engineering Fee
Level 2 Traffic Impact Analysis Fee Proposal
South Texas College West Nursing Campus Subdivision
McAllen, Texas**

Dear Mr. Rodriguez,

Perez Consulting Engineers (PCE) is pleased to submit our proposal for Traffic Engineering for preparation of a Level 2 Traffic Impact Analysis Report for the property described as being 6.63 acre tract of land out of Lot 1, Block 15, Steele and Pershing Subdivision, Hidalgo County, Texas.

SCOPE OF SERVICES:

Prepare a Level 2 Traffic Impact Analysis as per City of McAllen Traffic Engineering guidelines and requirement of and eight access point and/or intersections.

1. Project Data Retrieval
2. Traffic Data Collection ADT's and TMC's for the 8 intersections
3. Coordination with the City of McAllen
4. Site Visit(s) & Photographs
5. Trip Generation Summary
6. Trip Distribution (Percentages)
7. Trip Distribution (Volumes)
8. Traffic Model Development & Simulation
9. Project Future Traffic Conditions
10. Analyze Projected w/Development Volumes
11. Develop Exhibits & Traffic Maps
12. Access Management Considerations
13. Recommend Mitigation Measures (if applicable)
14. Conclusions, Recommendations & Final TIA Report

COMPENSATION:

The total Traffic Engineering fee for preparation of the Traffic Impact Analysis Report is:

TOTAL \$7,475.00

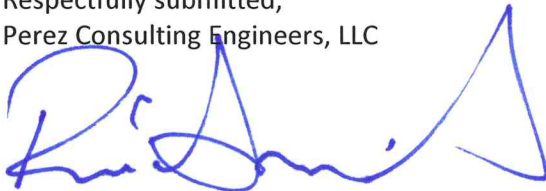
Fees included in this proposal only apply to items specifically listed in this proposal. No additional items are assumed or included.

All processing and review fees shall be paid by the client.

PCE is aware of the importance of the scheduling and coordination required with the City of McAllen and will proceed with diligence to the completion of this work.

Perez Consulting Engineers is pleased to provide these services to you for this important project.

Respectfully submitted,
Perez Consulting Engineers, LLC



René González, P.E.

APPROVAL & ACCEPTANCE

Signature: _____

Printed Name: _____

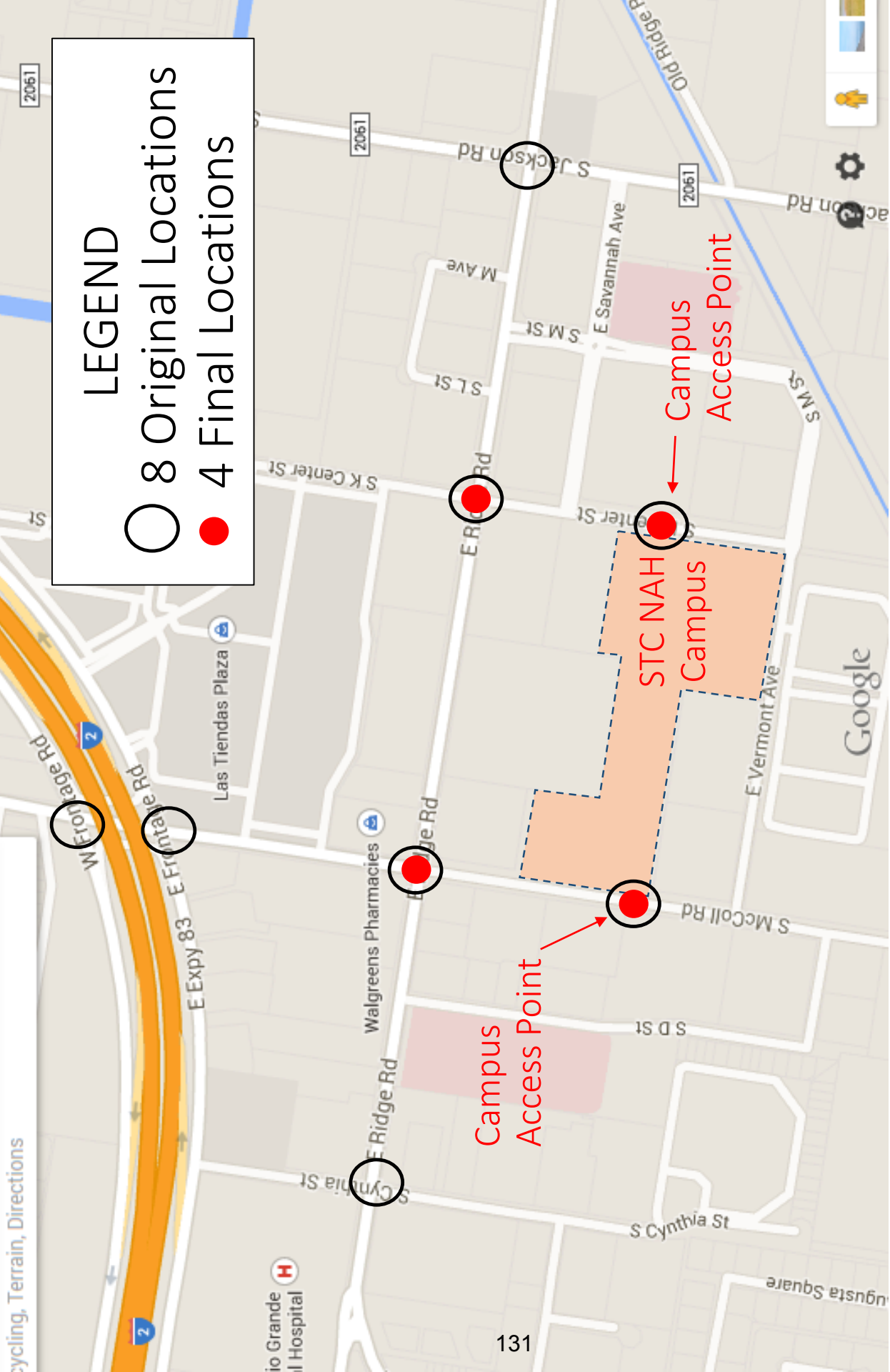
Title: _____

Address: _____

Phone: _____

This Approval Acceptance Letter is submitted in duplicate. Please return one executed letter to:

PEREZ CONSULTING ENGINEERS
808 DALLAS AVENUE
MCALLEN, TEXAS 78501



NAHC – Traffic Impact Analysis Data

Collection Points



Review and Action as Necessary on Contracting Architectural Design Services for the Pecan Campus Art Building Covered Area for Ceramic Arts

Approval to contract architectural services for the design of the Pecan Campus Art Building Covered Area for Ceramic Arts Improvements is requested.

Funds for this project are included in the FY 2014-2015 construction budget. The attached floor plans depict the locations for the proposed design and construction work. These improvements will provide additional space for ceramic kilns to be used by the Art Department. The proposed improvements for the ceramic arts studio will improve efficiency in use of space and allow for additional kilns to be installed.

Five architectural firms listed below were previously approved by the Board for one year to provide professional services as needed for projects under \$500,000.

1. Boultinghouse Simpson Gates Architects
2. EGV Architects, Inc.
3. ERO Architects, Inc.
4. PBK Architects
5. Rike Ogden Figueroa Alex Architects

During the October 28, 2013 Board meeting, EGV Architects, Inc. was approved to design the additional space for the ceramic kilns for the Art Department. The project was placed on hold due to insufficient space in the proposed location. Staff has since analyzed the spaces needed and recommends that new space be provided adjacent to the Art Building. See attached site plan for proposed location of new covered area.

Based on this previous approval, and on an alphabetical selection, EGV Architects, Inc. is recommended to resume with the architectural design services for this project.

Funds in the amount of \$325,000 are budgeted in the FY 2014-2015 construction budget for the modifications and \$48,750 is budgeted for design services with final amount to be negotiated.

Project Budget		
Budget Components	Amount Budgeted	Actual Cost
Design	\$48,750	Actual design fees are estimated at \$23,000 (7.25%) and will be finalized during contract negotiations.
Construction	\$325,000	Actual cost will be determined after the solicitation of construction proposals.

Staff will negotiate design fees with architect to determine an acceptable amount.

The Facilities Committee recommended Board approval to contract architectural services with EGV Architects, Inc. for the design of the Pecan Campus Covered Areas for Ceramic Arts project as presented.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize contracting architectural services with EGV Architects, Inc. for the design of the Pecan Campus Covered Areas for Ceramic Arts 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 EGV Architects, Inc. for the design of the Pecan Campus Covered Areas for Ceramic Arts project as presented.

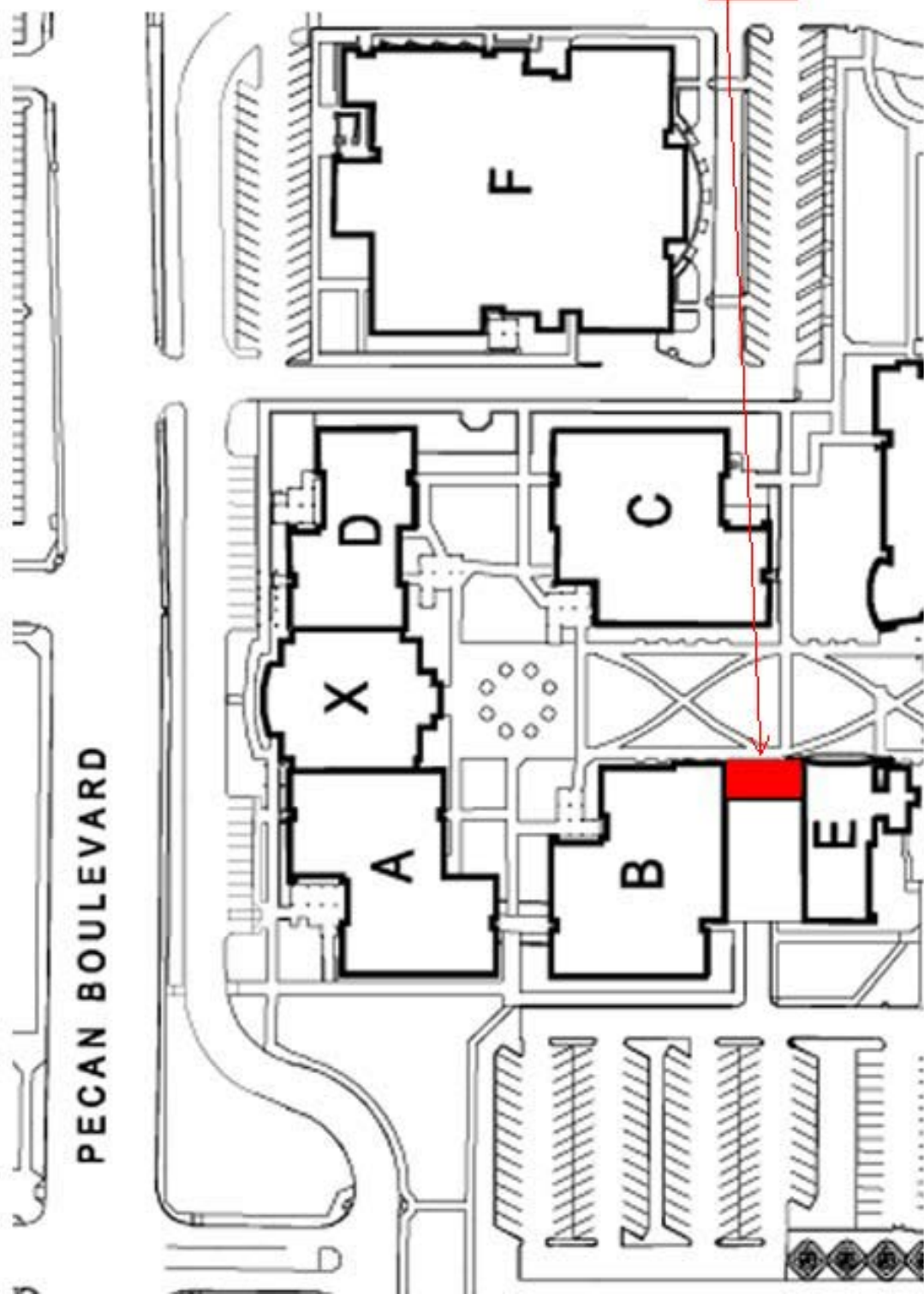
Approval Recommended:

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

President

A/E Professional Services On Call through 2015

Board Approval	Project Awarded	Firm	Campus	Project	Basic Services Fee	Additional Services	Totals	Percent Fee	Construction Amount
6/26/2014		Boultinghouse Simpson Gates Architects EGV Architects, Inc. ERO Architects, LLP. PBK Architects, Inc. Rike Ogden Figueroa Allex Architects, Inc.		Award: 6/12/14 to 6/11/15					
	10/28/2014	Boultinghouse Simpson Gates Architects	Pecan	Student Support Services Building Admissions, Welcome Center and Main Entrance Improvements	TBD				
		Boultinghouse Simpson Gates Architects							



PECAN BOULEVARD

COVERED
AREA



PECAN CAMPUS 

ART BUILDING COVERED AREA
FOR CERAMIC ARTS

Review and Action as Necessary on Contracting Civil Engineering Design Services for the Pecan Plaza Asphalt Resurfacing Along the Alley Side of Buildings

Approval to contract civil engineering design services for the Pecan Plaza Asphalt Resurfacing along the alley side of buildings adjacent to the alley is requested.

The asphalt pavement on the alley side of Pecan Plaza's center and west side buildings has deteriorated as much as 50% or more in some areas. The attached photo shows the deteriorated condition of the existing asphalt. With the Police Department now occupying space in the center building, access from the back side is needed on a daily basis. Police vehicle are parked in this asphalt area in order to enter and exit from the back door of the Police Department space. The attached site plan shows the location of the proposed asphalt resurfacing.

In order to proceed with the asphalt replacement, staff recommends contracting civil engineering services for preparation of plans and specifications.

The five civil engineering firms listed below were previously approved by the Board for one year to provide professional services as needed for project under \$500,000.

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

Based on previous project assignments with the five available firms, Halff Associates is recommended to provide civil engineering service for this project.

Funds in the amount of \$75,000 are budgeted in the FY 2014-2015 renewals and replacements budget for the proposed asphalt resurfacing and \$8,000 is budgeted for design services with final amount to be negotiated.

Project Budget		
Budget Components	Amount Budgeted	Actual Cost
Design	\$8,000	Actual design fees are estimated at \$6,800 and will be finalized during contract negotiations.
Construction	\$75,000	Actual cost will be determined after the solicitation of construction proposals.

The Facilities Committee recommended Board approval to contract civil engineering services with Halff Associates for the Pecan Plaza Asphalt Resurfacing along alley side of buildings project as presented.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize contracting civil engineering services with Halff Associates for the Pecan Plaza Asphalt Resurfacing along alley side of buildings 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 civil engineering services with Halff Associates for the Pecan Plaza Asphalt Resurfacing along alley side of buildings project as presented.

Approval Recommended:

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

President

Civil Engineering Services On Call through 2014

Board Approval	Project Awarded	Firm	Campus	Project	Fee Amount	Totals	Percent Fee	Construction Amount
11/28/2011		Dannenbaum Engineering Halff Associates, Inc. Melden & Hunt Perez Consulting Engineers R. Gutierrez Engineering		Award: 11/29/11 to 11/28/12 w/ two one-year renewals				
	11/27/2012	Dannenbaum Engineering	District-wide	ADA Improvements for Building to Building Access	27,418.90	27,418.90	12.26%	\$ 223,617.01
	11/27/2012	Dannenbaum Engineering						
	11/27/2012	Perez Consulting Engineers	Pecan	Demolition of James Property	12,960.00**	12,960.00	29.59%	\$ 43,801.00
	11/27/2012	Perez Consulting Engineers						
9/27/2012				1st Renewal: 11/29/12 to 11/28/13				
	1/29/2013	Melden & Hunt	Mid Valley	Resurfacing Existing Parking Lot 4	21,925.40	21,925.40	15.82%	\$ 138,600.23
		Melden & Hunt						
	2/26/2013	R. Gutierrez Engineering	Pecan Plaza	Parking Lot Resurfacing and Area Lighting Replacement	23,626.00	23,626.00	11.31%	\$ 208,860.57
		R. Gutierrez Engineering						
	10/28/2013	Halff Associates	Technology	Detention Pond Improvements	7,000.00	7,000.00	28.00%	\$ 25,000.00
		Halff Associates						
10/28/2013				2nd Renewal: 11/29/13 to 11/28/14				
	1/28/2014	Perez Consulting Engineers	NAH	Subdivision Plat	18,745.00	18,745.00		N/A
		Perez Consulting Engineers						
	6/26/2014	Melden & Hunt	District-wide	Portable Building Infrastructure	30,047.71	30,047.71	10.02%	\$ 300,000*
		Melden & Hunt						
	8/26/2014	Dannenbaum Engineering	District-wide	ADA Improvements for Building to Building Access Phase II	20,000*	20,000*	8.00%	\$ 250,000*
		Dannenbaum Engineering						
						20,000*		

*Estimated

** Fees for demolition design services are not consistent with fees for design of new construction.

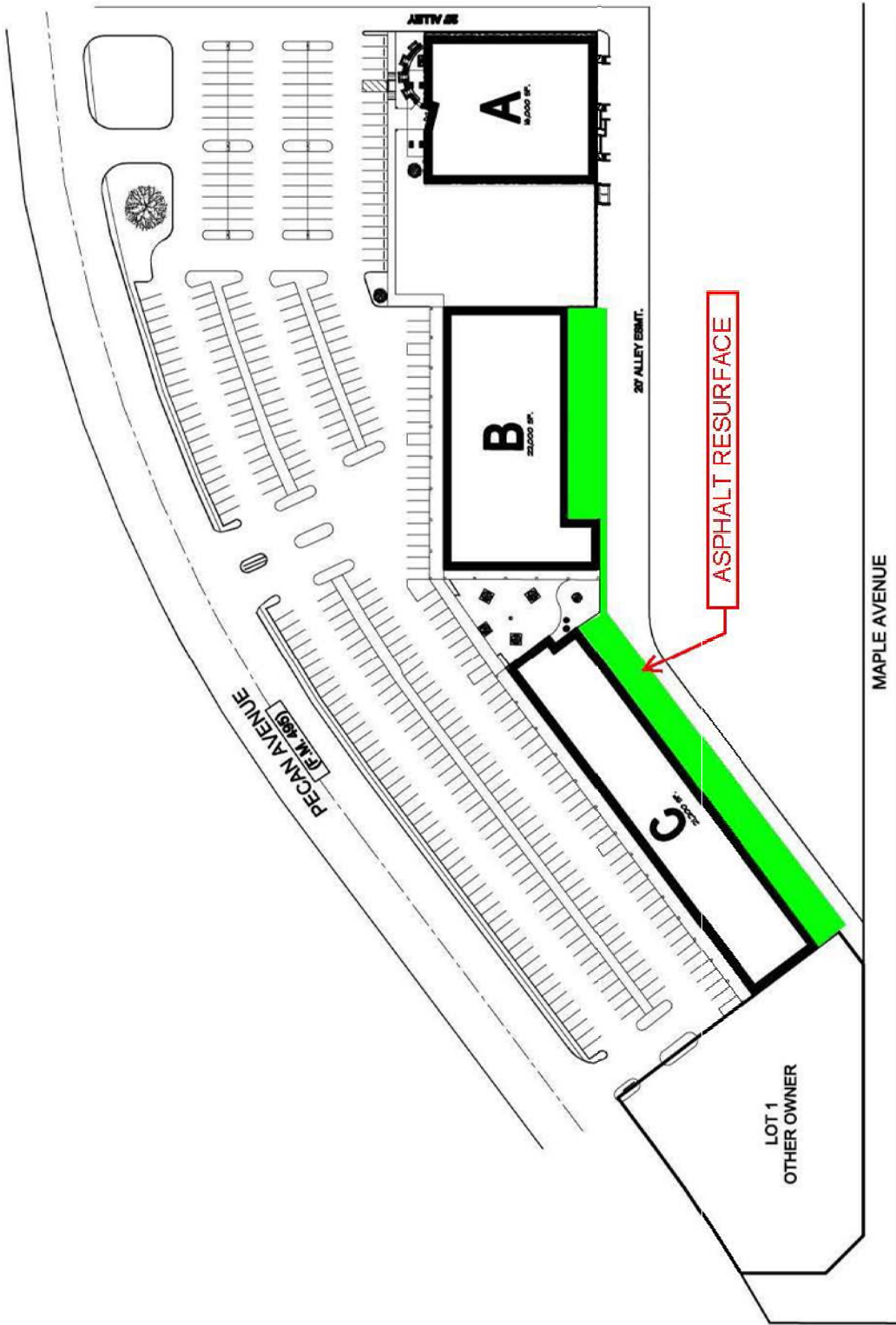
Summary of Fees Awarded for Civil Engineering Services On Call Contract Period Ending 11/28/14

	Contract Awards		Future		Total
	11/28/11 - present	Current Project	Projects* (Estimated)	Total	
Dannenbaum Engineering	\$ 47,418.90	\$ -	\$ -	\$ -	\$ 47,418.90
Halff Associates, Inc.	\$ 7,000.00	\$ 6,800.00	\$ -	\$ -	\$ 13,800.00
Melden & Hunt	\$ 51,973.11	\$ -	\$ -	\$ -	\$ 51,973.11
Perez Consulting Engineers	\$ 31,705.00	\$ -	\$ -	\$ -	\$ 31,705.00
R. Gutierrez Engineering	\$ 23,626.00	\$ 5,500.00	\$ -	\$ -	\$ 29,126.00
Total	\$ 161,723.01	\$ 12,300.00	\$ -	\$ -	\$ 174,023.01

Other future projects will continue to be awarded based on rotation, project cost amount, and other pertinent information.



Existing Condition of Asphalt



Review and Action as Necessary on Contracting Civil Engineering Design Services for the Pecan Campus Achieve Early College High School Driveway and Sidewalk Relocation

Approval to contract civil engineering design services for the Pecan Campus Achieve Early College High School Driveway and Sidewalk Relocation project is requested.

In preparation for construction of the Pecan Campus North Academic building included in the 2013 Bond Construction Program, the existing gravel service drive and pedestrian sidewalk will need to be relocated. The attached site plan show the current and proposed locations for an asphalt service drive and pedestrian sidewalk.

By starting with the design and construction for the new location, the work could be completed prior to the start of construction for the new building. In order to proceed with this construction, staff recommends contracting civil engineering services for preparation of plans and specifications.

The five civil engineering firms listed below were previously approved by the Board for one year to provide professional services as needed for project under \$500,000.

1. Dannenbaum Engineering
2. Half Associates, Inc.
3. Melden & Hunt
4. Perez Consulting Engineering
5. R. Gutierrez Engineering

Based on previous project assignments and experience with five available firms, R. Gutierrez Engineering is recommended to provide civil engineering services for this project.

Funds in the amount of \$60,000 are budgeted in the FY 2014-2015 construction budget for this construction work and \$9,000 is budgeted for design services with final amount to be negotiated.

Project Budget		
Budget Components	Amount Budgeted	Actual Cost
Design	\$9,000	Actual design fees are estimated at \$5,500 and will be finalized during contract negotiations.
Construction	\$60,000	Actual cost will be determined after the solicitation of construction proposals.

The Facilities Committee recommended Board approval to contract civil engineering services with R. Gutierrez Engineering for the Pecan Campus Achieve Early College High School Driveway and Sidewalk Relocation project as presented.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize contracting civil engineering services with R. Gutierrez Engineering for the Pecan Campus Achieve Early College High School Driveway and Sidewalk Relocation 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 civil engineering services with R. Gutierrez Engineering for the Pecan Campus Achieve Early College High School Driveway and Sidewalk Relocation project as presented.

Approval Recommended:

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

President

Civil Engineering Services On Call through 2014

Board Approval	Project Awarded	Firm	Campus	Project	Fee Amount	Totals	Percent Fee	Construction Amount
11/28/2011		Dannenbaum Engineering Halff Associates, Inc. Melden & Hunt Perez Consulting Engineers R. Gutierrez Engineering		Award: 11/29/11 to 11/28/12 w/ two one-year renewals				
	11/27/2012	Dannenbaum Engineering	District-wide	ADA Improvements for Building to Building Access	27,418.90		12.26%	\$ 223,617.01
	11/27/2012	Dannenbaum Engineering				27,418.90		
	11/27/2012	Perez Consulting Engineers	Pecan	Demolition of James Property	12,960.00**		29.59%	\$ 43,801.00
	11/27/2012	Perez Consulting Engineers				12,960.00		
9/27/2012				1st Renewal: 11/29/12 to 11/28/13				
	1/29/2013	Melden & Hunt	Mid Valley	Resurfacing Existing Parking Lot 4	21,925.40		15.82%	\$ 138,600.23
		Melden & Hunt				21,925.40		
	2/26/2013	R. Gutierrez Engineering	Pecan Plaza	Parking Lot Resurfacing and Area Lighting Replacement	23,626.00		11.31%	\$ 208,860.57
		R. Gutierrez Engineering				23,626.00		
	10/28/2013	Halff Associates	Technology	Detention Pond Improvements	7,000.00		28.00%	\$ 25,000.00
		Halff Associates				7,000.00		
10/28/2013				2nd Renewal: 11/29/13 to 11/28/14				
	1/28/2014	Perez Consulting Engineers	NAH	Subdivision Plat	18,745.00			N/A
		Perez Consulting Engineers				18,745.00		
	6/26/2014	Melden & Hunt	District-wide	Portable Building Infrastructure	30,047.71		10.02%	\$ 300,000*
		Melden & Hunt				30,047.71		
	8/26/2014	Dannenbaum Engineering	District-wide	ADA Improvements for Building to Building Access Phase II	20,000*		8.00%	\$ 250,000*
		Dannenbaum Engineering				20,000*		

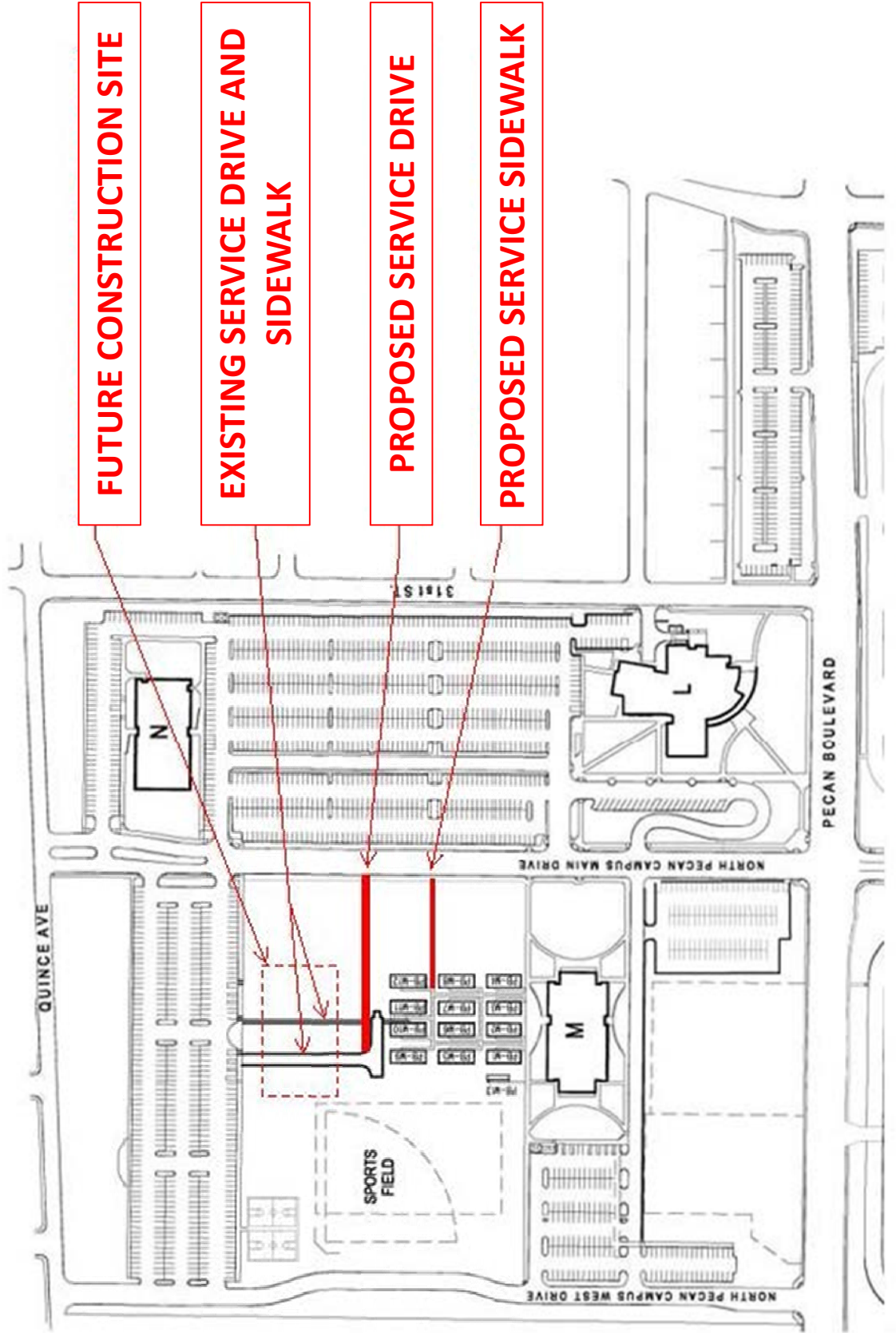
*Estimated

** Fees for demolition design services are not consistent with fees for design of new construction.

Summary of Fees Awarded for Civil Engineering Services On Call Contract Period Ending 11/28/14

	Contract Awards		Future		Total
	11/28/11 - present	Current Project	Projects* (Estimated)	Total	
Dannenbaum Engineering	\$ 47,418.90	\$ -	\$ -	\$ -	\$ 47,418.90
Halff Associates, Inc.	\$ 7,000.00	\$ 6,800.00	\$ -	\$ -	\$ 13,800.00
Melden & Hunt	\$ 51,973.11	\$ -	\$ -	\$ -	\$ 51,973.11
Perez Consulting Engineers	\$ 31,705.00	\$ -	\$ -	\$ -	\$ 31,705.00
R. Gutierrez Engineering	\$ 23,626.00	\$ 5,500.00	\$ -	\$ -	\$ 29,126.00
Total	\$ 161,723.01	\$ 12,300.00	\$ -	\$ -	\$ 174,023.01

Other future projects will continue to be awarded based on rotation, project cost amount, and other pertinent information.



FUTURE CONSTRUCTION SITE

EXISTING SERVICE DRIVE AND SIDEWALK

PROPOSED SERVICE DRIVE

PROPOSED SERVICE SIDEWALK

RELOCATION OF AECHS SERVICE DRIVE AND SIDEWALK



Review and Action as Necessary on Mechanical, Electrical, and Plumbing (MEP) Design Services for the Pecan Campus Electrical Power Line Relocation

Approval to contract mechanical, electrical, and plumbing (MEP) engineering design services for the Pecan Campus Electrical Power Line Relocation project is requested.

STC staff has been coordinating with representatives from AEP to plan for the relocation of an existing electrical overhead power line located on the Pecan Campus. This power line is current in a location that will be in conflict with the future construction of Thermal Plant Cooling Towers and the future Student Activities and Cafeteria Building. The attached site plan and photo show the current location of the electrical line.

With the assistance of AEP, staff has developed a plan to relocate the overhead line below ground. By placing the line below ground, it can be placed in a location that will not be in conflict with the future construction and will no longer be visible in that center area of campus. In order to place this line underground, STC will need to contract the services of an electrical engineer to design the proper location and conduits so that AEP can install the new underground electrical lines. These design services will include the following:

- Design locations and routes for underground lines serving existing buildings
- Design size of new underground conduits for new electrical lines
- Design size and location of new transformer pads
- Coordinate with AEP to confirm design of underground components meet service requirements
- Prepare plans and specification for construction of all underground components by electrical contractor

The three MEP engineering firms listed below were previously approved by the Board for one year to provide professional services as needed for projects under \$300,000.00.

1. DBR Engineering Consultants, Inc.
2. Halff Associates, Inc.
3. Sigma HN Engineers, PLLC

Since this list of MEP firms was approved at the June 26, 2014 Board meeting, the first two firms on the list have been contracted for on-call services. The next recommendation is based on an alphabetical selection, placing Sigma HN Engineers, PLLC as the firm to provide these services.

Funds were budgeted in the FY 2014-2015 construction budget for design and construction of these improvements, with final amount to be negotiated.

Project Budget		
Budget Components	Available Funds	Estimated Cost
Design	\$11,250	Actual design fees are estimated between \$7,000 and \$8,000 and will be finalized during contract negotiations.
Construction	\$75,000	Actual cost will be determined after the solicitation of construction proposals.

The Facilities Committee recommended Board approval to contract Mechanical, Electrical, and Plumbing (MEP) engineering design services with Sigma HN Engineers, PLLC for the Pecan Campus Electrical Power Line Relocation as presented.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize contracting Mechanical, Electrical, and Plumbing (MEP) engineering design services with Sigma HN Engineers, PLLC for the Pecan Campus Electrical Power Line Relocation as presented.

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

The Board of Trustees of South Texas College approves and authorizes contracting Mechanical, Electrical, and Plumbing (MEP) engineering design services with Sigma HN Engineers, PLLC for the Pecan Campus Electrical Power Line Relocation as presented.

Approval Recommended:

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

President

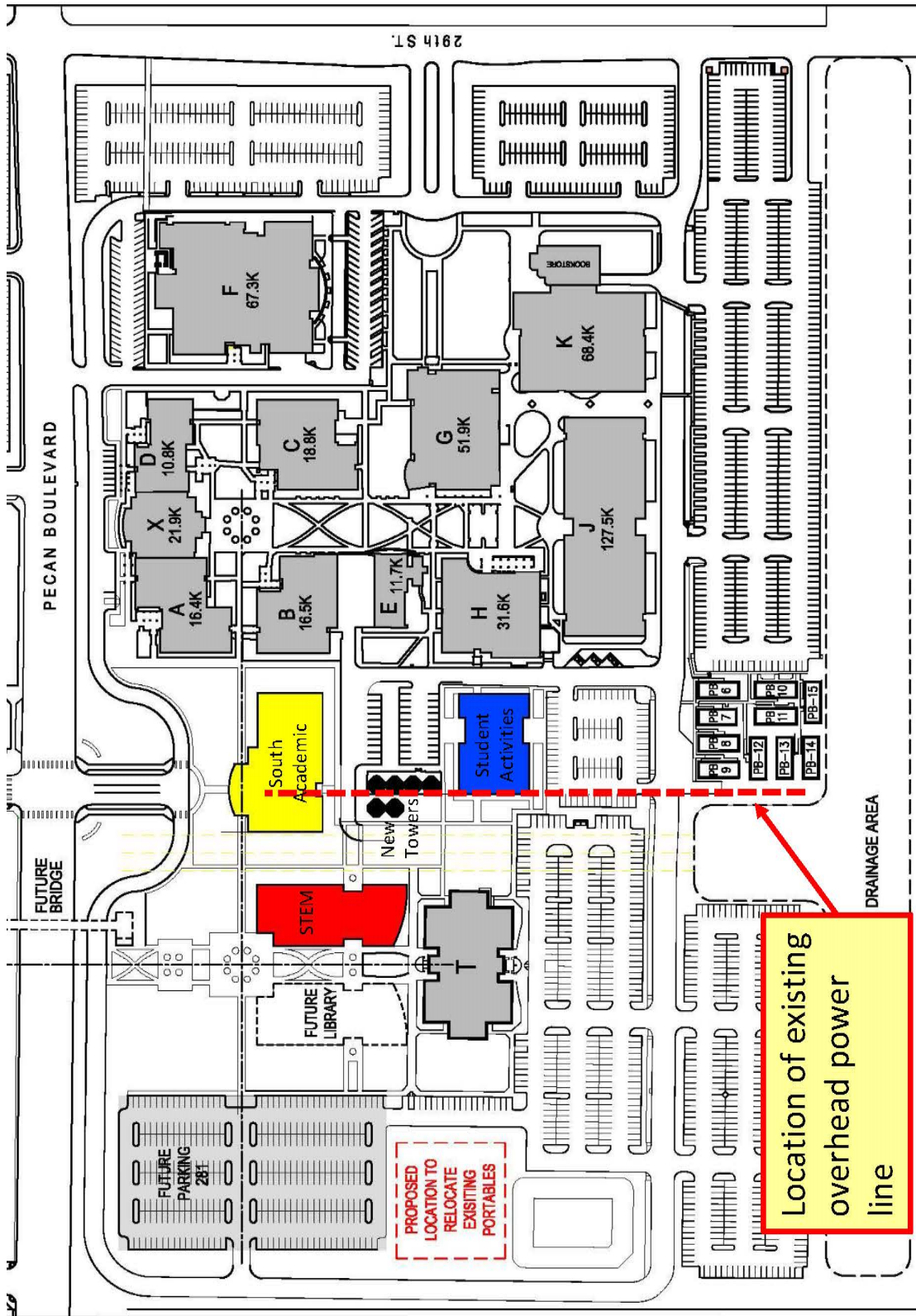
Mechanical Electrical Plumbing (MEP) Engineering Services On Call through 2015

Board Approval	Project Awarded	Firm	Campus	Project	Fee Amount	Totals	Percent Fee	Construction Amount
6/26/2014		DBR Engineering Consultants, Inc. Halff Associates Sigma HN Engineers, PLLC		Award: 6/26/2014 to 6/25/2015				
	7/29/2014	DBR Engineering Consultants, Inc.	District-wide	Parking Lot Lighting Upgrades	TBD			\$100,000.00
	10/28/2014	DBR Engineering Consultants, Inc. Halff Associates	Pecan Plaza	Police Department Electrical Generator	TBD	TBD		\$200,000.00
		Halff Associates				TBD		

*Estimated



Location of existing overhead power line



Review and Action as Necessary on Contracting Construction Services for the Pecan Campus Tree Removal Project

Approval to select a contractor for the Pecan Campus Tree Removal project is requested.

Trees on the Pecan Campus have been identified which need to be removed to avoid conflict with the 2013 Bond Construction program. Removal of these trees will avoid conflict with future buildings, parking, site improvements, and landscaping. Most of these trees are older ash trees which have exceeded their average life expectancy and have become a maintenance problem. Some trees will remain in areas where construction will not occur as part of this program. The attached site plan shows the trees identified for removal.

City of McAllen requires that new trees be planted to replace trees that are removed. STC typically installs more trees than what is required by City standards. Landscape plans will be developed so that sufficient trees are provided in beneficial locations.

Funds for the removal of trees in the future bond construction area are included in the FY 2014-2015 construction budget.

STC staff has issued the necessary plans and specifications for the solicitation of competitive sealed proposals. Solicitation of competitive sealed proposals for this project began on October 13, 2014. A total of two (2) proposals were received on October 28, 2014.

Timeline for Solicitation of Competitive Sealed Proposals	
October 13, 2014	Solicitation of competitive sealed proposals began.
October 28, 2014	Two (2) proposals were received.

Staff evaluated these proposals and prepared the attached proposal summary. It is recommended that the top ranked contractor be recommended for Board approval. Funds have been budgeted in the FY 2014-2015 Construction budget for this project.

The Facilities Committee recommended Board approval to contract construction services with Maldonado Nursery & Landscape in the amount of \$20,271 for the Pecan Campus Buildings Tree Removal project as presented.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize contracting construction services with Maldonado Nursery & Landscape in the amount of \$20,271 for the Pecan Campus Buildings Tree Removal 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 Maldonado Nursery & Landscape in the amount of \$20,271 for the Pecan Campus Buildings Tree Removal project as presented.

Approval Recommended:

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

President

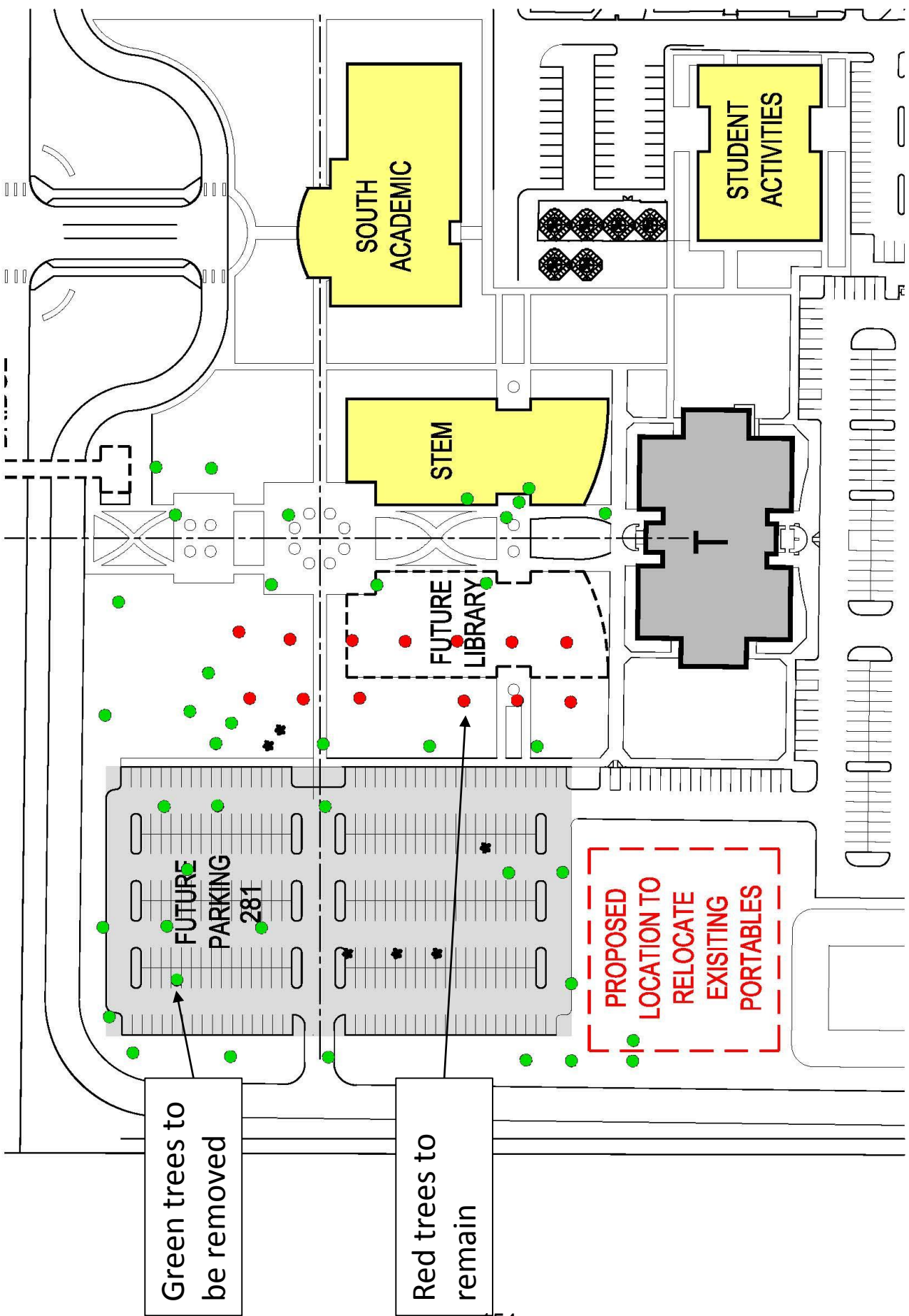
**SOUTH TEXAS COLLEGE
PECAN CAMPUS TREE REMOVAL
PROJECT NO. 14-15-1029**

VENDOR				Maldonado Nursery & Landscape		Southern Landscapes	
ADDRESS				509 N Beddoes Rd		821 E Beech Ave	
CITY/STATE				La Feria, TX 78559		McAllen, TX 78501	
PHONE				956-277-0264		956-618-1899	
FAX				956-277-0263		956-618-0850	
CONTACT				Miguel Martinez		Jon Klement	
#	Qty	Type of Tree	Description	Unit Price	Extension	Unit Price	Extension
1	2	Ash	Cut & Dispose Off-Site 12"-16" Caliper	\$ 200.00	\$ 400.00	\$ 350.00	\$ 700.00
2	6	Ash	Cut & Dispose Off-Site 17"-20" Caliper	\$ 300.00	\$ 1,800.00	\$ 400.00	\$ 2,400.00
3	8	Ash	Cut & Dispose Off-Site 21"-24" Caliper	\$ 400.00	\$ 3,200.00	\$ 450.00	\$ 3,600.00
4	16	Ash	Cut & Dispose Off-Site 25"-28" Caliper	\$ 500.00	\$ 8,000.00	\$ 650.00	\$ 10,400.00
5	3	Ash	Cut & Dispose Off-Site 29"-32" Caliper	\$ 500.00	\$ 1,500.00	\$ 900.00	\$ 2,700.00
6	2	Ash	Cut & Dispose Off-Site 33"-38" Caliper	\$ 500.00	\$ 1,000.00	\$ 1,000.00	\$ 2,000.00
7	1	Hackberry	Cut & Dispose Off-Site 17"-20" Caliper	\$ 371.00	\$ 371.00	\$ 650.00	\$ 650.00
8	2	Bottle Brush	Cut & Dispose Off-Site 12"-16" Caliper	\$ 200.00	\$ 400.00	\$ 150.00	\$ 300.00
9	2	Tallow	Cut & Dispose Off-Site 12"-16" Caliper	\$ 200.00	\$ 400.00	\$ 100.00	\$ 200.00
10	1	Wild Olive	Cut & Dispose Off-Site 12"-16" Caliper	\$ 300.00	\$ 300.00	\$ 100.00	\$ 100.00
11	5	Palm	Cut & Dispose Off-Site 30' Plus Tall	\$ 580.00	\$ 2,900.00	\$ 275.00	\$ 1,375.00
12	Begin Work Within			10 Working Days		7 Working Days	
13	Completion of Work Within			14 Consecutive Calendar Days		30 Consecutive Calendar Days	
14	Bid Bond/Certified Check/Cashier's Check			Yes		No	
TOTAL PROPOSAL AMOUNT				\$ 20,271.00		\$ 24,425.00	
TOTAL RANKING POINTS				94.15		****	
RANKING				1		****	

****The required bid bond was not submitted therefore proposal was not evaluated.

**SOUTH TEXAS COLLEGE
PECAN CAMPUS TREE REMOVAL
PROJECT NO. 14-15-1029**

VENDOR		Maldonado Nursery & Landscape	
ADDRESS		509 N Beddoes Rd	
CITY/STATE		La Feria, TX 78559	
PHONE/FAX		956-277-0264	
FAX		956-277-0263	
CONTACT		Miguel Martinez	
1	The Respondent's price proposal. (up to 45 points)	45	45
		45	
		45	
2	The Respondent's experience and reputation. (up to 10 points)	9	9
		9	
		9	
3	The quality of the Respondent's goods or services. (up to 10 points)	10	9
		9	
		8	
4	The Respondent's safety record. (up to 5 points)	4	4.16
		4	
		4.5	
5	The Respondent's proposed personal. (up to 8 points)	7	6.83
		6.5	
		7	
6	The Respondent's financial capability in relation to the size and the scope of the project. (up to 9 points)	7	7.83
		8	
		8.5	
7	The Respondent's organization and approach to the project. (up to 6 points)	5	5.33
		6	
		5	
8	The Respondent's time frame for completing the project. (up to 7 points)	7	7
		7	
		7	
TOTAL EVALUATION POINTS		94.15	
RANKING		1	



Green trees to be removed

Red trees to remain

Trees to be Removed

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 November 13, 2014

Project number	PROJECT DESCRIPTION	Project Development				Design Phase				Solicitation of Proposals				Construction Phase					Project Manager	Architect/Engineer	Contractor
		Project Development	Board approval of A/E	Concept Development	Schematic Approval	30%	60%	95%	100%	Solicitation of Proposals	Board Approval of Contract	Construction Start	30%	50%	75%	95% Substantial Completion	100%	Final Completion			
Pecan Campus and Pecan Plaza																					
14-1-012	Pecan - Annex Grant/Accountability Office Improvements																	Robert	EGV Architects	5 Star Construction	
14-1-015	Pecan - Student Services Bldg Modifications																	Rick	ERO Architects	Bullard Construction	
14-1-021	Pecan - Building A, G, D & X Electrical Disconnects																	John	ACR Engineering	Metro Electric	
15-1-002	Pecan - Covered Area for Ceramic Arts Kilns																	Robert	TBD	TBD	
15-1-011	Pecan - Removal of existing trees for Bond projects																	John	STC staff	TBD	
15-1-012	Pecan - Infrastructure for relocation of Portable Buildings																	John	Melden & Hunt	TBD	
15-1-013	Pecan - Relocation of Electrical Power Lines																	Gerry	TBD	TBD	
15-1-020	Pecan - AECHS Service Drive and Sidewalk Relocation																	John	TBD	TBD	
13-1-004	Pecan Plaza - Police Department Space Renovation																	Rick	PBK Architects	5 Star Construction	
14-1-016	Pecan Plaza - Continuing Education Space Renovation																	Robert	Boullinghouse Simpson Gales Architects	Alpha Building Corp.	
15-1-003	Pecan Plaza - Police Department Emergency Generator																	Rick	Half Associates	TBD	
15-1-004	Pecan Plaza - Asphalt Resurfacing on Back Side																	Rick	TBD	TBD	
Mid Valley Campus																					
	None currently in progress																				
Technology Campus																					
14-3-R002	TC - West Academic Building Re-roofing																	Robert	Arntech Building Sciences	TBD	
14-3-R006	TC - HVAC Cooling Tower Replacement																	Rick	Half Associates	Pro-Tech	
15-3-R001	TC - Replacement of flooring in Building B																	Robert	STC staff	Diaz Floors & Interiors	
Nursing and Allied Health Campus																					
14-4-001	NAH - Parking Lot Expansion																	John	Perez Consulting Engineers	TBD	
14-4-R004	NAH - Irrigation system upgrades																	John	SSP Design	TBD	
14-4-005	NAH - Subdivision Plat																	John	Perez Consulting Engineers	N/A	
15-4-022	NAH - Walls for Quiet Study Area																	Rick	STC staff	TBD	
15-4-R001	NAH - Carpet Replacement II - West Wing (RR)																	Robert	STC staff	Vintage Tile & Stone	
Starr County Campus																					
14-5-003	Starr - Parking Lot 5 Lighting																	Rick	ACR Engineering	Zhiro Electric	
14-5-004	Starr - South Drive Lighting																	Rick	ACR Engineering	Zhiro Electric	
District Wide Improvements																					
14-6-010	DW - Building to Building ADA Accessibility Phase II																	Robert	Dannenbaum Engineering	TBD	
14-6-011	DW - Infrastructure for Fiber Optic Lines																	Gerry	TBD	TBD	
14-6-012	DW - Parking Lots Lighting Upgrades to LED																	Robert	DBR Engineering	TBD	

For FY 2014-2015, 24 projects are currently in progress, 1 have been completed and 35 pending start up - 60 Total

Status of Non-Bond Construction Projects In Progress November 2014

Project	% Complete	Date to Complete	Current Activity	Budget	Contract Amount	Amount Paid	Balance
Pecan Campus							
Grant/Accountability Office Improvements	60%	December 2014	1. Construction Phase 2. Construction in progress	\$24,000	\$94,600	\$0	\$94,600
Student Services Building Offices Modifications	75%	December 2014	1. Construction Phase 2. Construction in progress	\$154,050	\$393,000	\$28,158	\$364,842
Pecan Campus Buildings A, G, H, & X Electrical Disconnects	15%	January 2015	1. Construction Phase 2. Construction in progress	\$100,000	\$101,121	\$0	\$101,121
Cover area for Ceramic Arts Kilns	100%	October 2014	1. Project development phase 2. Recommend Board approval of architect in November 2014 to begin design work	\$48,750	TBD	\$0	TBD
Removal of Trees for Bond Construction	100%	October 2014	1. Design Phase 2. Recommend Board approval of contractor in November 2014	\$3,750	TBD	\$0	TBD
Infrastructure for Relocation of Portable Buildings	90%	December 2014	1. Design Phase 2. Design work in progress 3. Solicitation of construction proposals in November 2014	\$52,500	TBD	\$0	TBD
Relocation of Electrical Power Lines	75%	November 2014	1. Project development phase 2. Working with AEP to confirm scope of work needed for relocation of above ground lines 3. Recommend Board approval of electrical engineer in November 2014 to begin design work	\$11,250	TBD	\$0	TBD
AECHS Service Drive and Sidewalk Relocation	100%	November 2014	1. Project development phase 2. Recommend Board approval of civil engineer in November 2014 to begin design work	\$9,000	TBD	\$0	TBD

Project	% Complete	Date to Complete	Current Activity	Budget	Contract Amount	Amount Paid	Balance
Pecan Plaza Renovations for Police Department	99%	July 2014	<ol style="list-style-type: none"> 1. Construction Phase 2. Substantial Completion has been certified 3. Punch list work is complete 4. Staff moved in during August 2014 5. Working on resolution to HVAC unit programming correction with manufacturer – 90% complete 	\$1,200,000	\$904,143.45	\$851,317.65	\$52,825.80
Pecan Plaza Continuing Education Classrooms Improvements	85%	November 2014	<ol style="list-style-type: none"> 1. Construction Phase 2. Construction in progress 	\$170,000	\$187,310	\$109,655	\$77,655
Pecan Plaza Police Department Emergency Generator	100%	November 2014	<ol style="list-style-type: none"> 1. Project development phase 2. Board approved contracting electrical engineer in October 2014 3. Contract negotiations in progress 	\$200,000	TBD	\$0	TBD
Pecan Plaza Asphalt Resurfacing on Alley Side	100%	November 2014	<ol style="list-style-type: none"> 1. Project development phase 2. Recommend Board approval of civil engineer in November 2014 to begin design work 	\$75,000	TBD	\$0	TBD
Mid Valley Campus							
No Work in Progress							
Technology Campus							
West Academic Building Re-roofing	30%	November 2014	<ol style="list-style-type: none"> 1. Design Phase 2. Design Phase in progress 	\$125,000	\$106,181.25	\$9,750	\$96,931.25
HVAC Cooling Tower Replacement	10%	January 2015	<ol style="list-style-type: none"> 1. Construction Phase 2. Contract has been signed 3. Contractor has mobilized to begin construction 	\$415,000	TBD	\$0	TBD

Project	% Complete	Date to Complete	Current Activity	Budget	Contract Amount	Amount Paid	Balance
Replacement of Flooring in Building B	5%	December 2014	<ol style="list-style-type: none"> 1. Construction Phase 2. Contract has been signed 3. Contractor has ordered materials 	\$50,000	TBD	\$0	TBD
Nursing and Allied Health Campus							
Parking Expansion	100%	August 2014	<ol style="list-style-type: none"> 1. Design Phase 2. Re-solicitation of proposals is complete 3. Board approval of contractor in November 2014 	\$54,000	\$47,755	\$38,455	\$9,300
Irrigation System upgrades	15%	November 2014	<ol style="list-style-type: none"> 1. Design Phase 2. Design work in progress 	\$2,000	TBD	\$0	TBD
Subdivision Plat for 6.63 Acres	95%	December 2014	<ol style="list-style-type: none"> 1. Design Phase, 2. Staff is working with the engineer to finalize subdivision plat 3. City of McAllen has requested a Traffic Impact Analysis; engineer has submitted proposal for additional services 	\$0	\$18,745	\$6,530	\$12,215
Walls for Library Quiet Study Area	20%	January 2015	<ol style="list-style-type: none"> 1. Construction Phase 2. Pending delivery of pre-manufactured walls 	\$25,000	TBD	\$0	TBD
West Wing Re-carpeting	10%	December 2014	<ol style="list-style-type: none"> 1. Construction phase 2. Pending delivery of carpet for installation 	\$150,000	\$97,474	\$97,474	\$0
Starr County Campus							
Parking Lot 5 and South Drive Lighting	100%	September 2014	<ol style="list-style-type: none"> 1. Construction Phase 2. Work is complete 	\$105,000	\$98,500	\$93,575	\$4,925

Project	% Complete	Date to Complete	Current Activity	Budget	Contract Amount	Amount Paid	Balance
District Wide							
Building to Building ADA Accessibility Improvements Phase II	30%	January 2015	<ol style="list-style-type: none"> Design Phase Design work is in progress 	\$60,000	TBD	\$0	TBD
Infrastructure for Fiber Optic Lines	20%	March 2015	<ol style="list-style-type: none"> Project development Phase Staff is working to confirm locations where underground infrastructure will be needed to additional fiber optic lines 	\$95,000	TBD	\$0	TBD
Parking Lots Lighting Upgrades to LED	10%	December 2014	<ol style="list-style-type: none"> Design phase Design work in progress 	\$15,000	TBD	\$0	TBD
For FY 2014-2015, 24 non-bond projects are currently in progress, 1 has been completed and 35 pending start – Total 60							

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

FINANCIAL REPORTS

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

Discussion and Action Necessary Regarding CL-08-0257-D; Armandina A. Sestin vs. South Texas College

Legal action was taken against the College by Armandina A. Sestin. The lawsuit was submitted to the College's insurance carrier, Texas Association of School Boards (TASB). TASB assigned Ms. Eileen M. Leeds from GUERRA, LEEDS, SABO & HERNANDEZ, P.L.L.C. to handle the case.

Ms. Leeds will attend the meeting with the Board during executive session to discuss this cause. Any action taken by the Board will occur in accordance with the Texas Open Meeting Act.

Informational Items

- President's Report

- Board Committee Meeting Minutes:
 - November 13, 2014 Education & Workforce Development.
 - November 13, 2014 Facilities
 - November 13, 2014 Finance and Human Resources.....

President's Report



The Association of Community College Trustees (ACCT) announced that South Texas College Trustee Rose Benavidez was elected by her peer trustees from over 1,200 member colleges of the ACCT to serve on the 2014-2015 Diversity Committee as a representative from the Western Region. The election and announcement took place at the 2014 ACCT Leadership Congress October 22-25, in Chicago, IL. The Diversity Committee consists of 10 members, two from each region, that include the Central, Northeast, Pacific, Southern and Western regions. These members serve staggered two-year terms. The ACCT is a non-profit educational organization of governing boards, representing more than 6,500 elected and appointed trustees who govern over 1,200 community, technical, and junior colleges in the United States and

beyond. Rose also serves as Secretary of the Executive Committee of the Association of Latino Community College Trustees (ALCCT), a renowned international Trustee leadership organization.



In honor of Veteran's Day, the Office of Veteran's Affairs organized commemoration ceremonies at all South Texas College Campuses. Faculty, staff, students and members of college leadership were present to thank veterans for their service, as the national flag of the United States and the Lone Star Flag were raised.



Future and current students are encouraged to register now for the Spring 2015 semester at South Texas College. Classes are set to start on January 20. Starting or continuing a higher education path can seem like a difficult process. That is why expert staff are available to help students with everything from financial aid to advising. A great first step to receive guidance on financial aid, advising, counseling and registration is at the Welcome Centers located in the Student Services Buildings on the Pecan, Mid-Valley and Starr County Campuses. Here, students can receive one-on-one help as they start the registration process. With more than 114 degree and certificate program options in a variety of business, technology, liberal art,

social science, math, science, nursing, and allied health fields of study, students have a range of options when it comes to pursuing their education. This includes online classes via South Texas College's virtual campus eSTC. And for graduates who wish to continue their education, South Texas College has applied bachelor degree programs and more than 60 articulation agreements with colleges and universities across the nation.



South Texas College continues national high rankings in awarding associate and bachelor degrees to Hispanics. *Diverse Issues In Higher Education (Diverse)*, a newsmagazine focused on matters of access and opportunity for all in higher education, recently ranked South Texas College as No. 4 in the nation in awarding associate degrees across all disciplines to Hispanics. This is the second year South Texas College has held this ranking in *Diverse's* "Top 100 Degree Producers" report. Included in the report were rankings based on academic

disciplines. South Texas College was ranked No. 1 nationwide in associate's degrees awarded to Hispanics in Business, Education and Psychology. In addition South Texas College was ranked No. 2 in associate degrees awarded to Hispanics in Law Enforcement, Firefighting, Interdisciplinary Studies and Public Administration. Registered Nursing, Nursing Administration, Nursing Research and Clinical Nursing represented a 50% increase from the previous year's report and ranked No. 3 in associate degrees awarded to Hispanics nationwide. Furthermore, South Texas College ranked No. 10 nationwide in bachelor degrees awarded to Hispanics in Health and Medical Administrative Services with a 100% graduation rate.



Students from the Weslaco Career & Technology Education Early College High School (ECHS) visited the Technology Campus on November 11th for a tour and meet with welding, precision manufacturing and diesel technology instructors in person. These students are part of the first cohort scheduled to graduate from the Weslaco CTE ECHS with an associate degree or certificate, tuition free!



Congratulations to Culinary Arts Team #1 for winning the Culinary Wars competition on November 12th at the Pecan Campus! Kudos to all of the participants and the entire Culinary Arts Dept.!



In collaboration with *AACT Now*, South Texas College extended a friendly reminder and encouraged the College community to exercise their right to vote. Early voting was available at the Mid Valley, Nursing & Allied Health, and Pecan Campuses, and everyone was reminded to “cast their ballots.”



You can cast your ballot at the following STC Campuses

Thursday 10/30
STC NAH Campus 7am-7pm

Tuesday 11/04
STC Pecan Campus (pct. 47, 49, 231)
NAH Campus (pct. 8, 150, 252) 7am-7pm

*on election day people have to vote at their designated precincts

Technology Campus

On-Campus Recruitment



Leonard's Express

Wednesday, November 5th
10:00am-2:00pm
Atrium
For details call: 872-6317



The Office of Career Employer Services in collaboration with Leonard's Express, held on-campus recruitment on November 5th from 10 AM to 2 PM at the College's Technology Campus.

A similar event was held with the Dallas Police Department, and included “on-campus interviews.” This event took place at the College's Pecan Campus on November 11th in Building H, Room 201.

Pecan Campus

On-Campus Interviews



Dallas Police Department

Tuesday, November 11th
8:00am-5:00pm
Bldg. H 201-Conference Room
For details call: 872-2790




District-Wide Resume Writing & Interviewing Workshops

The Office of Career & Employer Services invites students and alumni to attend the Resume Writing & Interviewing Workshop to learn the latest trends in resume writing, cover letters and interviewing skills. Bring your resume to be reviewed on the spot!

DATE	LOCATION	TIME
November 6	Pecan Campus-Bldg. D Auditorium	2:30-4:00pm
November 10	Nursing & Allied Health Campus-CLE 2.424	1:00-2:30pm
November 10	Pecan Campus-Bldg. D Auditorium	10:00-11:30am
November 18	Pecan Campus-Bldg. D Auditorium	10:00-11:30am
November 18	Starr County Campus-Bldg. E Auditorium	10:00-11:30am
November 18	Mid-Valley Campus-Bldg. G Lecture Hall	1:00-2:30pm
November 19	Pecan Campus-Bldg. D Auditorium	10:00-11:30am
November 20	Technology Campus-Bldg. C 128	1:00-2:30pm

The Office of Career Employer Services hosted District-wide Resume Writing and Interviewing Workshops. All students and alumni were invited to attend to learn the latest trends in resume writing, cover letters and interviewing skills.

Other student activities hosted by the Career Employer Services included a “fashion show” and District-wide “Mock Interview Days,” where students had the opportunity to observe and learn the appropriate ways of interviewing. The events included a guest speaker who provided information on the expectations of an employer.

CAREER MEETS FASHION RUNWAY SHOWCASE

You are cordially invited to attend our upcoming events and learn about the latest fashions and professional trends of the workplace! See you there!


Tuesday Oct. 28th, 2014 - 1pm
Pecan Campus Cafeteria H-126

Tuesday Nov. 4th, 2014 - 12pm
Mid-Valley Campus Bldg. G Lecture Hall G191

Wednesday Nov. 19th, 2014 - 12pm
Starr Campus Bldg. E Auditorium 1.606

For more info call (956) 872-6318





DISTRICT-WIDE MOCK INTERVIEW DAYS

9:00AM-4:00PM
Reserve a spot TODAY!
(956) 872-6318

“Dress to Impress”
For more information or special accommodations please contact The Office of Career & Employer Services at 872-6318

- November 5- PECAN CAMPUS C122
- November 6- MID-VALLEY CAMPUS Bldg. A 101G
- November 10- STARR COUNTY CAMPUS Bldg. E Auditorium
- November 11- TECHNOLOGY CAMPUS C128
- November 12- NURSING & ALLIED HEALTH CAMPUS Rm. 101

“A Night with the Stars” held an Online Auction of the remaining items from the 9th Annual “A Night with the Stars” Silent Auction. Great items such as Golf Packages, Gift Certificates, and much more were still up for bid and the auction closed at 5:00 PM on Friday, October 31. Highest bids won! Interested faculty and staff were encouraged to visit the online auction website, cast their bid, and help support the College’s Valley Scholars Program.



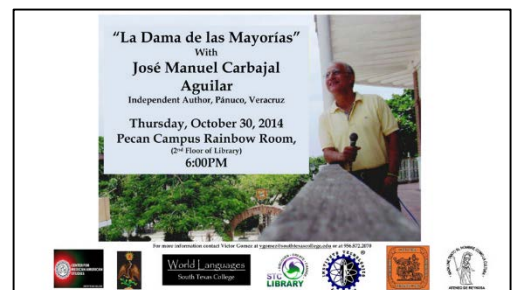
WILD (Writers in Literary Discussion) held Spooky & Creepy Day Time Poetry Readings on October 29th from 3-4 PM at the Student Lounge in Building H at the Pecan Campus. Admission was free and open to the public.

The South Texas College Libraries encouraged all faculty members to consider bringing their students to one of the South Texas College campus libraries. All libraries offer library instruction sessions for classes in every subject. They also conduct library instruction sessions specific to the subject area. The sessions introduce students to the services available at the library. They also learn how to conduct research using the library’s online catalog and electronic databases.

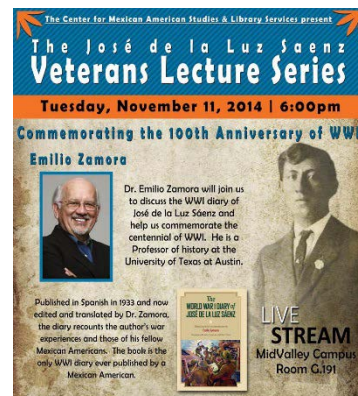


The College’s Kinesiology, Health & Wellness Department invited the Faculty/Staff to sign up for golf instruction/tips. Two events were scheduled for Friday, November 7, 21, and another on December 5, 2014 from 10:00 AM – 11:00 AM at The Palm View Golf Course at 2701 South Ware Road in McAllen. The class is designed for the beginner and those golfers who want to improve their game. Golf clubs are provided and the only cost is for the golf balls @ \$6.00 per lesson.

The Center for Mexican American Studies and the World Languages Department presented “Platicas Sol de Aztlan Lecture Series presented “La Dama de las Mayorias” with Jose Manuel Carbajal Aguilar, and independent author from Panuco, Veracruz. The presentation was held on Thursday, October 30th at the Pecan Campus Rainbow.



On November 11, 2014, everyone was invited to join in commemorating the Mexican-American participation in the Great War. Dr. Emilio Zamora was the guest speaker and discussed the *WWI diary of José de la Luz Sáenz*. He is a Professor of history at the University of Texas at Austin. The event took place at the Pecan Campus Library, Rainbow Room at 6 PM, and live streaming of the event was available at the Mid Valley Campus auditorium, Building G.



Representatives from UT-San Antonio were available to assist students with transfer information at the Mid-Valley, Pecan and Starr County campuses.

The Office of University Relations invited all interested individuals to come meet and speak with Ms. Kim London from Texas A&M Kingsville to learn about the College of Business Administrations Online MBA Program. The meeting took place on Tuesday, November 11, 2014, in Bldg. H from 2:00pm-6:00pm.



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. Two sessions were held on October 31st at the Mid Valley campus.



The College's Alumni & Friends held a *Fall Alumni Mixer* on Monday, November 10, 2014, starting with a reception from 5:30 - 6:00 PM and the Mixer from 6:00 - 7:15 PM. The event was held at the Cooper Center for Communication Arts on the Pecan Campus.



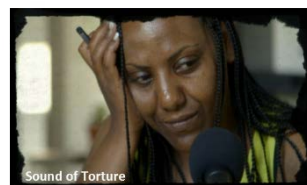
As part of "National Distance Learning Week," the College's Distance Education Department hosted webinars, course showcases, as well as an open house on Friday, November 14th from 11 AM to 2 PM for the purpose of demonstrating the programs and services that Distance Education has to offer.



Víctor Gómez, Assistant Professor of History and Coordinator of South Texas College's Center for Mexican American Studies in collaboration with Instituto Tecnológico de Reynosa presented *Amistades Concert Series 2014* by the South Texas College *Ballet Folklorico* and *El Ballet Folclorico del Nuevo Santander*. The event was held on Saturday, November 15th at the Edinburg City Auditorium.

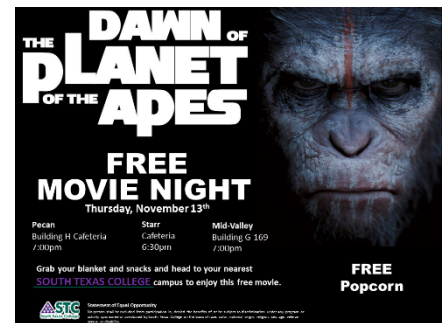
Save the date: Friday, December 19, 2014 @ 7 PM for the South Texas College *Ballet Folklorico* and the *Ballet Folklorico de la Universidad de Guanajuato* at the McAllen Civic Auditorium.

The Women's Studies Program at South Texas College presented a film festival that began on November 13th with the film; *Sound of Torture*. The other featured film was *Maria in Nobody's Land*. The movies were held at the Building D Auditorium on the Pecan Campus.





The Office of Human Resources coordinated a Medicare Preparation Seminar/Fair presented by the Employees Retirement System and held on November 18th at the Building H Student Lounge on the Pecan Campus. All interested employees were encouraged to attend.



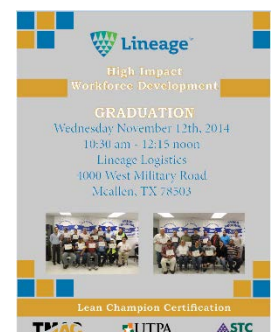
The Office of Student Activities presented “Movie Night” at the Pecan, Starr and Mid Valley campuses. Admission is free and popcorn is included. All students are invited to attend and enjoy a free movie with other students, their family and friends.

- Traveled to Austin to attend the Texas Association of Community College Quarterly.
- Attended the Easter Seals dinner honoring Gary and Bailey Gurwitz, as well as the McAllen Chamber of Commerce “Man and Woman of Year,” celebrating Mr. Gary Gurwitz and Dr. Nedra Kinerk as this year’s recipients. Both events were very nice and memorable for all. South Texas College Board members and key staff joined me at both events.



- Attended a retirement party for Mrs. Betty Torres-Herrera and to show our appreciation for her dedication and service to South Texas College. Prior to retiring, Betty served as the College’s Testing Officer. She began her employment on August 15, 1988 and served the College and its students well for 26 years. Betty will be missed by all of her colleagues.
- Participated in a teleconference with the Cadre CEOs from the Texas Completes initiative. The purpose for this call was to review the results of the Texas Completes Initiatives. It was agreed to reformat the results so all Texas Complete Colleges can be compared to each other and the Texas state colleges.

- Attended a “judge mandated” mediation on a personnel issue. This case has been ongoing for the past seven years; however, a resolution has been reached and the case will be closed.
- Met with VP Mary Elizondo, HR Director Brenda Balderaz, and Employee Relations Officer Laura Requena, to review outstanding issues from the Evergreen Compensation Study, as well as other pending personnel issues.
- Together with members of business and industry, and economic development representatives, I attended a meeting at the McAllen Chamber and government officials from the state of Tamaulipas, Mexico. They presented the Tamaulipas Energy Agenda, a transversal strategic vision based on a diagnosis of the regional context and the energy prospectus. Their objective is to promote the Energy Reform for the benefit of the people of Tamaulipas and to develop a Bi-National consortium to begin infrastructure preparation prior to development of the Burgos shale development in Tamaulipas.
- Attended a meeting coordinated by the Consulate of Mexico’s office in McAllen. The meeting included the president (rector) and key staff from the Universidad Autonoma de Tamaulipas, key staff from South Texas College, Dr. Havidan Rodriguez, Interim President of UTPA, and a representative from the McAllen Economic Development Corporation. The purpose for the meeting was for UAT to introduce themselves to South Texas College and UTPA, present their educational platform and internationalization of their institution. It was an opportunity to learn about the institution and exchange ideas on possible collaborations in the not too distant future.
- On Tuesday, November 11, I presented to Leadership McAllen’s Class XXXIV during their Education Program Agenda. This was an opportunity to give the class an overview of South Texas College’s history, accolades, and plans for expansion as a result of the bond election. The event took place at the UTPA Teaching Center from 3:45 PM to 10:00 PM.
- Attended the graduation ceremony for the “Jaguar Academy.” The Academy was created to provide intense orientation for new employees of the College. This was the “Fall 2014” Academy consisting of approximately 24 new Professional/Technical and Classified employees. The event was held in Building D, Room 106. It was an opportunity for me to learn first impressions from this group of new South Texas College employees, hand out completion certificates and take photos.
- Participated in the High Impact Workforce Development Graduation ceremony for the Lineage Logistics trainees who successfully completed all the requirements for certification. The programs included the *Lean Champion Certification* with 46 Lineage employees, and *Principles of Lean Manufacturing* with 100 Lineage employees. Training was provided by UTPA and Texas Manufacturers Assistance Center, in partnership with South Texas College’s Institute for Advanced Manufacturing (IAM). The event was held at the offices of Lineage Logistics in McAllen.



- Participated in the Mission CISD “Principal for a Day” activities. I was assigned to shadow the principal of Mission High School. It was a great opportunity to meet the faculty and staff, and especially the students, as well as to learn the day-to-day duties of the principals. God bless all principals!
- Attended a fundraiser for Senator Eddie Lucio, Jr. hosted by Glen Roney, Paul Moxley, Richard Cortez, Howard Pebley, and Paul Cowen. The fundraiser was held at the McAllen County Club on November 18th from 5-6 PM.
- 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
 - prepare for FY 2015-2016 budget, staffing plan, and operational plan
- 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 October 29th thru November 20, 2014 included:
 - Review and Discussion of Policy Revisions:
 - 4214: Violence in the Workplace
 - 4154: Documentation of Education Placement on Salary Schedule
 - 6312: College Employed and Commissioned Peace Officers
 - Discussion and Strategic Plan of Action for Moving Forward with Developing Additional Baccalaureate Degrees
 - Discussion of South Texas College 2014-2015 Strategic Enrollment Framework
 - Update on Texas Student Success Council Meeting Held October 28, 2014
 - Update on the Achieving the Dream Coaches’ Visit
 - Update on the 2014 ACCT Annual Leadership Congress Presentations
 - Discussion of Exxon Workforce Training Site Visit (Lee College) on November 7, 2014 Coordinated by Congressman Rubén Hinojosa
 - Discussion of Opportunity to Expand Awarding Credit for Prior Learning Experience
 - Discussion of Contact Hour Report from TACC

- Preparation of STC Partnerships for Distribution to Legislature:
 - Public Schools
 - Economic Development
 - Articulation Partners
 - NAAMREI
 - RESTEC
 - Grants
 - Business and Industry
 - Other
- Discussion of Planning for Summit on College and Career Readiness
- Review of Legislative Recommendations from the Texas Student Success Council
- Continued Discussion of Dual and Traditional Enrollment Projections
- Discussion of Strategic Plan for Reaching Persistence Goals:
 - Full Time-First Time in College 61.7%
 - First Time in College 57.7%
 - All Traditional Students 60.7%
- Discussion of Texas Regional STEM Degree Accelerator Initiative
- Review and Discussion of EMSI Economic Impact Study of South Texas College
- Discussion of Projected Revenue for FY 2015-2016
- Discussion of Staffing Plan for FY 2015-2016
- Discussion of Tuition and Fees for FY 2015-2016
- Discussion of Capital for FY 2015-2016
- Discussion of Capital Improvement Projects for FY 2015-2016
- Discussion of Schematic Design for:
 - Monument Sign for Pecan Campus
 - Marquee Sign for Pecan Campus
- Update on Master Schedule for Capital Improvement Proposal Projects
- Discussion of Instructional and Special Equipment Budget for Bond 2013 Proposed Construction Projects
- Update on Timeline for the Four Priority Bond 2013 Construction Projects
- Discussion of Appropriate Office for Title IX Oversight Responsibilities
- Discussion of Centralized Oversight for PC Replacements
- Discussion of Enrollment Projection Scenarios (2015 – 2020)
 - Dual
 - Traditional
- Discussion of December 2014 Commencement Ceremony
- Review of Discussion of Economic Impact of South Texas College
- Discussion on Proposed College ID Card
- Presentation on Business Office Travel and Expense System
- Discussion of Process for Identifying New and Upgraded Computer Labs
- Presentation on Students in Academic Probation, Continued Academic Probation, and Academic Suspension

- Patterns
- Criteria for Each Category
- Strategies for Prevention
- Strategies for Return to Good Academic Standing
- Presentation on Failure to Maintain Standing in Academic Program , Financial Aid Warning, and Suspension
 - Patterns
 - Criteria for Each Category
 - Strategies for Prevention
 - Strategies for Returning to Satisfactory Academic Program
- Presentation and Results of Graduate on Time (GOT) Student Initiative
- Review and Discussion of Fall 2014 to Fall 2025 Headcount Enrollment Growth Model
- Sneak Peak of “In the Making” Campaign

**The College will close for the Thanksgiving Holiday,
Thurs. Nov. 27 - Sun. Nov. 30, 2014**



*Education and Workforce
Development Committee
Minutes
November 13th, 2014*

**South Texas College
Board of Trustees
Education and Workforce Development Committee
Ann Richards Administration Building, Board Room
Pecan Campus
Thursday, November 13, 2014
@ 3:30 p.m.
McAllen, Texas**

MINUTES

The Education and Workforce Development Committee Meeting was held on Thursday, November 13, 2014 in the Ann Richards Administration Building Board Room at the Pecan Campus in McAllen, Texas. The meeting commenced at 3:35 p.m. with Dr. Alejo Salinas, Jr. presiding.

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

Other Trustees present: Mr. Paul R. Rodriguez

Members absent: Mrs. Graciela Farias

Also present: Dr. Shirley A. Reed, Dr. Anahid Petrosian, Mrs. Wanda Garza, Mrs. Melba Trevino, Mr. Mario Reyna, Ms. Laura Talbot, Ms. Crystal Bird, Mr. Richard Ingram, Ms. Linda Saucedo, Ms. Linda Cuellar, Ms. Kayla Castillo, and Mr. Andrew Fish.

Approval of Minutes for October 14th, 2014 Committee Meeting

Upon a motion by Mr. Gary Gurwitz and a second by Dr. Alejo Salinas, Jr., the Minutes for the Education and Workforce Development Committee meeting of October 14th, 2014 were approved as written. The motion carried.

Review and Recommend Action on Approval to Develop an Associate of Applied Science Degree in Welding Technology Program

The Education and Workforce Development Committee was asked to recommend Board approval to develop an Associate of Applied Science Degree in Welding Technology Program.

Students would learn welding skills, including basic metallurgy and inspection procedures, appropriate for a career in manufacturing, ship building, oil refinement and processing, nuclear and wind energy, aerospace, and motorsports industries.

The packet contained the Program Development Brief, which included:

- Program Summary;
- Program Demand;
- Admission Requirements;
- Marketing Plan;
- Retention Plan;
- Graduation Plan; and
- Resources Required for Program Operation.

The program operating and instructional costs were provided after the Program Development Brief. This is included as provided to the Texas Higher Education Coordinating Board, which requires these documents when reviewing a college's request to develop a new program.

Dr. Anahid Petrosian, Vice President for Academic Affairs and Laura Talbot, Director of Curriculum and Student Learning, reviewed the proposed new program and the development process with the Education and Workforce Development Committee on Thursday, November 13, 2014 and were joined by Mario Reyna, Dean of Business & Technology, and Richard Ingram, Welding Department Chair.

Together, they responded to questions from the Committee to provide insight into the career opportunities for students who complete an Associate of Applied Science Degree in Welding Technology.

Upon a motion by Mr. Gary Gurwitz and a second by Dr. Alejo Salinas, Jr., the Education and Workforce Development Committee recommended Board approval to develop the proposed new Associate of Applied Science Degree in Welding Technology Program as presented. The motion carried.

Review and Recommend Action on the Approval of New Proposed Advanced Technical Certificate in Diagnostic Medical Sonography

The Education and Workforce Development Committee was asked to recommend Board approval of the proposed new Advanced Technical Certificate in Diagnostic Medical Sonography program.

Advanced Technical Certificates

Advanced Technical Certificates were workforce education programs designed to provide advanced training to a student who already holds an associate or baccalaureate

degree. It must be focused and clearly related to the prerequisite degree, and must meet industry or other external agency requirements.

South Texas College developed its first proposed Advanced Technical Certificate Program, and administration requested the recommendation of the Education and Workforce Development Committee for Board approval to implement the program as described below.

Advanced Technical Certificate in Diagnostic Medical Sonography

This advanced technical certificate was designed to offer further specialization to students who already held an Associate Degree in Radiologic Technology and were pursuing further career advancement in that allied health field.

This program was an extension of the current Radiologic Technology Program offered by South Texas College, and as such would require students to hold an Associate of Applied Science Degree in Radiologic Technology and current certification through the American Registry of Radiologic Technologist.

Students would learn the fundamentals of ultrasound physics and instrumentation and would receive clinical and practicum training to apply learned concepts in various medical facilities. Upon completion, students would receive an Advanced Technical Certificate in Diagnostic Medical Sonography.

The packet contained:

- The Program Summaries;
- Expected Enrollment;
- Occupational Needs in the region, state, and nation;
- Estimated Wages;
- Proposed Degree Plan;
- Course Descriptions; and
- Overview of Advanced Technical Certificates.

This item did not include the operating costs and revenue in the Committee packet, as it was not required by the Texas Higher Education Coordinating Board. The Committee asked to have such information included for the Board packet, however, for their information.

Ms. Talbot agreed to provide the information in the Board packet. She was also joined by Mrs. Melba Trevino, Dean of the Nursing & Allied Health Division, and Ms. Crystal Bird, Department Chair of the Radiological Technology Program.

Ms. Bird informed the Committee that the program start-up costs would be offset by the generous donations of two sonogram units, one from Doctors' Hospital at Renaissance, Radiology Department, and the other from Sammy and Gracie Chong, owners of Valley Angels Home Health in Brownsville, Texas.

Perkins Grant funding was also available to provide funding to cover additional costs.

Upon a motion by Mr. Gary Gurwitz and a second by Dr. Alejo Salinas, Jr., the Education and Workforce Development Committee recommended Board approval of the proposed new Advanced Technical Certificate in Diagnostic Medical Sonography program as presented. The motion carried.

Report on the Mission Economic Development Authority Scholarship Fund

Mr. Miguel Carranza, Dean for Student Financial Services, Testing, and Veterans' Affairs, provided a report on the Mission Economic Development Authority (MEDA) Scholarship Fund, which provides scholarships to students living in the City of Mission.

Background on the MEDA Scholarship Fund

On August 29, 2014, the South Texas College Board of Trustees approved and authorized the acceptance of the Mission Economic Development Authority (MEDA) Scholarship Fund Endowment Agreement, which established a trust in excess of \$3 million, with Edwards Jones Trust Company as the sole Trustee and with South Texas College as the sole beneficiary, with funds to be used to establish and offer scholarships as described.

Scholarships Award History

Mr. Carranza provided the award history through Fall 2014, and included a review of the demographics of recipients.

Awards were distributed on a semester-by-semester basis to qualified students, based upon their course load for a particular semester:

- \$400 for 6 credit hours
- \$600 for 9 credit hours
- \$800 for 12 credit hours

In the 2013-2014 academic year, 47 students from Mission received support from this fund, in the total award amount of \$64,800:

- 22 of those students have graduated;
- 15 have continued receiving MEDA Scholarship funding in Fall 2014;
- 4 have continued attending South Texas College, but were taking fewer than six credit hours;

- 1 has transferred to UTPA; and
- The remaining 5 students did not continue in Fall 2014.

In Fall 2014, \$59,000 had been awarded to 86 students, marking dramatic increase over the Fall 2013 disbursement by \$33,800.

Mr. Carranza introduced Ms. Kayla Castillo, a work study in his department who is also a City of Mission resident and a recipient of the MEDA Scholarship. Ms. Castillo shared that the assistance provided by this scholarship has been very important in enabling her to attend South Texas College, and expressed her gratitude for the opportunity it provides her.

These items were for the Committee's information and feedback to staff, and no action was requested.

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

Adjournment

There being no further business to discuss, the Education Workforce Development Committee Meeting of the South Texas College Board of Trustees adjourned at 4:32 p.m.

I certify that the foregoing are the true and correct minutes of the November 13, 2014 Education and Workforce Development Committee of the South Texas College Board of Trustees.

Dr. Alejo Salinas, Jr.
Presiding

*Facilities Committee
Minutes
November 13th, 2014*

**South Texas College
Board of Trustees
Facilities Committee
Ann Richards Administration Building, Board Room
Pecan Campus
Thursday, November 13th, 2014
@ 4:30 PM
McAllen, Texas**

MINUTES

The Facilities Committee Meeting was held on Tuesday, October 14th, 2014 in the Ann Richards Administration Building Board Room at the Pecan Campus in McAllen, Texas. The meeting commenced at 4:32 p.m. with Mr. Gary Gurwitz presiding.

Members present: Mr. Gary Gurwitz, Dr. Alejo Salinas, Jr., Mr. Paul R. Rodriguez, Mr. Jesse Villarreal, and Ms. Rose Benavidez attended a portion by teleconference.

Members absent: Mr. Roy de León and Mrs. Graciela Farias

Also present: Dr. Shirley A. Reed, Mr. Chuy Ramirez, Mrs. Mary Elizondo, Mr. Gerry Rodriguez, Mrs. Becky Cavazos, Dr. Jim Broaddus, Mr. Gilbert Gallegos, Mr. Rolando Garcia, Ms. Diana Bravos, Me. Eli Ochoa, Mr. Rene Gonzalez, Mr. Ben Macias, Mr. Keith Moore, Mr. George McCaleb, and Mr. Andrew Fish

Approval of October 14, 2014 Facilities Committee Meeting Minutes

Upon a motion by Dr. Alejo Salinas, Jr. and a second by Mr. Paul R. Rodriguez, the Minutes for the Facilities Committee Meeting of October 14, 2014 were approved as written. The motion carried.

Executive Session:

The South Texas College Board Facilities Committee convened into Executive Session at 4:34 p.m. in accordance with Chapter 551 of the Texas Government Code for the specific purpose provided in:

- Section 551.071, Consultations with Attorney

1. Discussion and Recommend Action as Necessary Regarding the 2013 Bond Construction Program

Open Session:

The South Texas College Board Facilities Committee returned to Open Session at 5:51 p.m. No action was taken in Executive Session.

Discussion and Recommend Action as Necessary Regarding the 2013 Bond Construction Program

The Facilities Committee was asked to discuss and recommend action as necessary regarding the 2013 Bond Construction Program. No action was recommended.

Update on Status of 2013 Bond Construction Program

Mr. Gilbert Gallegos with Broaddus & Associates provided an update on the status of the 2013 Bond Construction Program. This was for the Committee's information and feedback to staff and the construction program management firm, and no action was requested.

Mr. Gallegos stated that a scheduled December presentation on Building Information Modeling (BIM) for Facilities Management would be delayed until January 2014.

Review and Update on Architect Contracts and Fees for the 2013 Bond Construction Program Priority Projects

Broaddus & Associates provided an update on architect contract negotiations for the design of the 2013 Bond Construction Program four priority projects.

Broaddus & Associates staff had begun contract and fee negotiations with each architect firm selected for these first four construction projects.

This information was presented for the Committee review and not action was requested.

The Committee clarified with Legal Counsel that it could recommend Board action interpreting that any such recommendation by the Committee was not in conflict with the agenda as posted, and Legal Counsel agreed that the Committee could make such a recommendation.

Upon a motion by Mr. Paul R. Rodriguez and a second by Mr. Jesse Villarreal, the Facilities Committee recommended Board approval to authorize Broaddus & Associates to continue contract negotiations with the architectural firms approved for design work

on three 2013 Bond Construction Program priority projects, those being the priority projects at the Pecan Campus, the Mid Valley Campus, and the Starr County Campus. The motion carried.

Review and Recommend Action on Short List of Civil Engineering Firms and Assignments of Site Improvement Projects for the 2013 Bond Construction Program

Approval of short list of civil engineering firms and project assignments of construction projects will be requested at the November 20, 2014 Board meeting.

Broaddus & Associates representatives along with STC staff were present during the November 13, 2014 Facilities Committee meeting to provide an update on the evaluation of civil engineering firms' statements of qualifications submitted for the 2013 Bond Construction Program. These firms would provide design services for site improvement projects including building locations, property surveys, parking lots, storm drainage, ground elevations, sidewalks, accessible routes, area lighting, and landscaping.

On September 23, 2014 a total of seventeen (17) submittals were received in response to STC's solicitation of qualifications from civil engineers for the 2013 Bond Construction Program. A team consisting of three Broaddus & Associates representatives and seven STC staff members has completed the evaluations of the submittals.

Evaluation of the civil engineers' qualifications has been completed and Broaddus & Associates has prepared a recommendation on how the Bond site improvement projects could be assigned to firms based on evaluation of the information provided. This recommendation is based on the following general requirements:

1. Overall evaluation of each firm's qualifications, experience, and references
2. Ranking of each firm after evaluations
3. Project preferences as identified by each firm
4. Each firm's unique experience and areas of specialization
5. Each firm's capacity to manage each project size

The Facilities Committee packet included spreadsheets summarizing the information gathered during the evaluation team's review and the proposed project assignments resulting from the evaluations. The Committee was asked to choose to recommend Board approval of the recommended firms and project assignments or recommend the firms be interviewed prior to approval of the project assignments.

Mr. Jesus Ramirez, Legal Counsel for South Texas College, asked Mr. Gilbert Gallegos from Broaddus & Associates if the identified firms were the most highly qualified firms for the specifically identified projects, in compliance with state procurement regulations.

Mr. Gallegos of Broaddus & Associates affirmed that their recommendations were for the most highly qualified firms for each specifically identified project.

The Committee chose to exclude the recommendation of SG&E, LLC for the Regional Center for Public Safety Excellence, because no site had yet been identified. Otherwise the Committee recommended the list as presented by Broaddus & Associates and as affirmed by Gilbert Gallegos as the most highly qualified firms for each specifically identified project.

Upon a motion by Mr. Paul R. Rodriguez and a second by Dr. Alejo Salinas, Jr., the Facilities Committee recommended Board approval of the recommended civil engineering firms and project assignments as described. The motion carried.

Review and Recommend Action on Additional Services with Perez Consulting Engineers for the Nursing & Allied Health Campus Subdivision Plat

Approval of Additional Services with Perez Consulting Engineers to include a Traffic Impact Analysis will be requested at the November 20, 2014 Board meeting.

Perez Consulting Engineers was approximately 90% complete with preparation of the subdivision plat for the Nursing & Allied Health Campus west 6.63 acres. The City of McAllen Planning Department and Engineering Department staff completed their review of the proposed plat and provided a report with additional items which needed to be completed prior to approving the plat. One of the items on the list was the preparation and submission of a Traffic Impact Analysis (TIA). This analysis would help the City forecast the impact of future traffic created by STC as the campus continues to expand.

The results of the analysis would help the City determine how STC's development would be impacted and if construction would need to include provisions to help with traffic flow in and out of the property. In the past STC had been required to build items such as turning lanes where vehicle traffic enters a campus in order to prevent impact on the traffic flow on adjacent streets. This was an example of the types of improvements which may be required as a result of the Traffic Impact Analysis.

A copy of the proposal submitted by Perez Consulting Engineers in the amount of \$13,325 was provided in the packet. Mr. Gerry Rodriguez announced that the number of locations required for the traffic impact study had reduced from 8 locations to 4, and therefore the costs had been reduced as well. Perez Consulting Engineering had submitted a new proposal to complete the additional services for \$7,475.

Upon a motion by Dr. Alejo Salinas, Jr. and a second by Mr. Jesse Villarreal, the Facilities Committee recommended Board approval to contract additional services with Perez Consulting Engineers in the amount of \$7,475, as revised during the presentation. The motion carried.

Review and Recommend Action on Contracting Architectural Design Services for the Pecan Campus Art Building Covered Area for Ceramic Arts

Approval to contract architectural services for the design of the Pecan Campus Art Building Covered Area for Ceramic Arts Improvements will be requested at the November 20, Board meeting.

Funds for this project were included in the FY 2014-2015 construction budget. The packet included floor plans depicting the locations for the proposed design and construction work. These improvements would provide additional space for ceramic kilns to be used by the Art Department. The proposed improvements for the ceramic arts studio would improve efficiency in use of space and allow for additional kilns to be installed.

Five architectural firms listed below were previously approved by the Board for one year to provide professional services as needed for projects under \$500,000.

1. Boultinghouse Simpson Gates Architects
2. EGV Architects, Inc.
3. ERO Architects, Inc.
4. PBK Architects
5. Rike Ogden Figueroa Alex Architects

During the October 28, 2013 Board meeting, EGV Architects, Inc. was approved to design the additional space for the ceramic kilns for the Art Department. The project was placed on hold due to insufficient space in the proposed location. Staff has since analyzed the spaces needed and recommends that new space be provided adjacent to the Art Building. See attached site plan for proposed location of new covered area. Based on this previous approval, and on an alphabetical selection, EGV Architects, Inc. was recommended to resume with the architectural design services for this project.

Funds in the amount of \$325,000 were budgeted in the FY 2014-2015 construction budget for the modifications and \$48,750 was budgeted for design services with final amount to be negotiated.

Project Budget		
Budget Components	Amount Budgeted	Actual Cost
Design	\$48,750	Actual design fees are estimated at \$23,000 (7.25%) and will be finalized during contract negotiations.
Construction	\$325,000	Actual cost will be determined after the solicitation of construction proposals.

Staff would negotiate design fees with architect to determine an acceptable amount.

Upon a motion by Dr. Alejo Salinas, Jr. and a second by Mr. Jesse Villarreal, the Facilities Committee recommended Board approval to contract architectural services with EGV

Architects, Inc. for the design of the Pecan Campus Covered Areas for Ceramic Arts project as presented. The motion carried.

Review and Recommend Action on Contracting Civil Engineering Design Services for the Pecan Plaza Asphalt Resurfacing Along the Alley Side of Buildings

Approval to contract civil engineering design services for the Pecan Plaza Asphalt Resurfacing along the alley side of buildings adjacent to the alley will be requested at the November 20, 2014 Board meeting.

The asphalt pavement on the alley side of Pecan Plaza's center and west side buildings had deteriorated as much as 50% or more in some areas. The packet included a photo showing the deteriorated condition of the existing asphalt. With the Police Department now occupying space in the center building, access from the back side was needed on a daily basis. Police vehicle were parked in this asphalt area in order to enter and exit from the back door of the Police Department space. An attached site plan showed the location of the proposed asphalt resurfacing.

In order to proceed with the asphalt replacement, staff recommended contracting civil engineering services for preparation of plans and specifications.

The five civil engineering firms listed below were previously approved by the Board for one year to provide professional services as needed for project under \$500,000.

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

Based on previous project assignments with the five available firms, Halff Associates was recommended to provide civil engineering service for this project.

Funds in the amount of \$75,000 were budgeted in the FY 2014-2015 renewals and replacements budget for the proposed asphalt resurfacing and \$8,000 was budgeted for design services with final amount to be negotiated.

Project Budget		
Budget Components	Amount Budgeted	Actual Cost
Design	\$8,000	Actual design fees are estimated at \$6,800 and will be finalized during contract negotiations.
Construction	\$75,000	Actual cost will be determined after the solicitation of construction proposals.

Upon a motion by Mr. Paul R. Rodriguez and a second by Mr. Jesse Villarreal, the Facilities Committee recommended Board approval to contract civil engineering services with Halff Associates for the Pecan Plaza Asphalt Resurfacing along alley side of buildings project as presented.

Review and Recommend Action on Contracting Civil Engineering Design Services for the Pecan Campus Achieve Early College High School Driveway and Sidewalk Relocation

Approval to contract civil engineering design services for the Pecan Campus Achieve Early College High School Driveway and Sidewalk Relocation project will be requested at the November 20, 2014 Board meeting.

In preparation for construction of the Pecan Campus North Academic building included in the 2013 Bond Construction Program, the existing gravel service drive and pedestrian sidewalk would need to be relocated. The packet included a site plan showing the current and proposed locations for an asphalt service drive and pedestrian sidewalk. By starting with the design and construction for the new location, the work could be completed prior to the start of construction for the new building. In order to proceed with this construction, staff recommended contracting civil engineering services for preparation of plans and specifications.

The five civil engineering firms listed below were previously approved by the Board for one year to provide professional services as needed for project under \$500,000.

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

Based on previous project assignments and experience with five available firms, R. Gutierrez Engineering was recommend to provide civil engineering services for this project.

Funds in the amount of \$60,000 were budgeted in the FY 2014-2015 construction budget for this construction work and \$9,000 was budgeted for design services with final amount to be negotiated.

Project Budget		
Budget Components	Amount Budgeted	Actual Cost
Design	\$9,000	Actual design fees are estimated at \$5,500 and will be finalized during contract negotiations.
Construction	\$60,000	Actual cost will be determined after the solicitation of construction proposals.

Upon a motion by Mr. Paul R. Rodriguez and a second by Mr. Jesse Villarreal, the Facilities Committee recommended Board approval to contract civil engineering services with R. Gutierrez Engineering for the Pecan Campus Achieve Early College High School Driveway and Sidewalk Relocation project as presented. The motion carried.

Review and Recommend Action on Mechanical, Electrical, and Plumbing (MEP) Design Services for the Pecan Campus Electrical Power Line Relocation

Approval to contract mechanical, electrical, and plumbing (MEP) engineering design services for the Pecan Campus Electrical Power Line Relocation project will be requested at the November 20, 2014 Board meeting.

STC staff coordinated with representatives from AEP to plan for the relocation of an existing electrical overhead power line located on the Pecan Campus. This power line would be in conflict with the future construction of Thermal Plant Cooling Towers and the future Student Activities and Cafeteria Building. The packet included a site plan and photo showing the current location of the electrical line.

With the assistance of AEP, staff developed a plan to relocate the overhead line below ground. By placing the line below ground, it could be placed in a location that would not be in conflict with the future construction and would no longer be visible in that center area of campus. In order to place this line underground, STC would need to contract the services of an electrical engineer to design the proper location and conduits so that AEP can install the new underground electrical lines. These design services would include the following:

- Design locations and routes for underground lines serving existing buildings
- Design size of new underground conduits for new electrical lines
- Design size and location of new transformer pads
- Coordinate with AEP to confirm design of underground components meet service requirements
- Prepare plans and specification for construction of all underground components by electrical contractor

The three MEP engineering firms listed below were previously approved by the Board for one year to provide professional services as needed for projects under \$300,000.00.

1. DBR Engineering Consultants, Inc.
2. Half Associates, Inc.
3. Sigma HN Engineers, PLLC

Since this list of MEP firms was approved at the June 26, 2014 Board meeting, the first two firms on the list had been contracted for on-call services. The next recommendation was based on an alphabetical selection, placing Sigma HN Engineers, PLLC as the firm to provide these services.

Funds were budgeted in the FY 2014-2015 construction budget for design and construction of these improvements, with final amount to be negotiated.

Project Budget		
Budget Components	Available Funds	Estimated Cost
Design	\$11,250	Actual design fees are estimated between \$7,000 and \$8,000 and will be finalized during contract negotiations.
Construction	\$75,000	Actual cost will be determined after the solicitation of construction proposals.

Upon a motion by Mr. Jesse Villarreal and a second by Mr. Paul R. Rodriguez, the Facilities Committee recommended Board approval to contract Mechanical, Electrical, and Plumbing (MEP) engineering design services with Sigma HN Engineers, PLLC for the Pecan Campus Electrical Power Line Relocation as presented. The motion carried.

Review and Recommend Action on Contracting Construction Services for the Pecan Campus Tree Removal Project

Approval to select a contractor for the Pecan Campus Tree Removal project will be requested at the November 20, 2014 Board meeting.

Trees on the Pecan Campus were identified which needed to be removed to avoid conflict with the 2013 Bond Construction program. Removal of these trees would avoid conflict with future buildings, parking, site improvements, and landscaping. Most of these trees were older ash trees which had exceeded their average life expectancy and have become a maintenance problem. Some trees would remain in areas where construction would not occur as part of this program. An attached site plan showed the trees identified for removal.

City of McAllen required that new trees be planted to replace trees that were removed. STC typically installed more trees than what was required by City standards. Landscape plans would be developed so that sufficient trees were provided in beneficial locations.

Funds for the removal of trees in the future bond construction area were included in the FY 2014-2015 construction budget.

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 October 13, 2014. A total of two (2) proposals were received on October 28, 2014.

Timeline for Solicitation of Competitive Sealed Proposals	
October 13, 2014	Solicitation of competitive sealed proposals began.
October 28, 2014	Two (2) proposals were received.

Staff evaluated these proposals and provided a proposal summary. It was recommended that the top ranked contractor be recommended for Board approval. Funds have been budgeted in the FY 2014-2015 Construction budget for this project.

Upon a motion by Dr. Alejo Salinas, Jr. and a second by Mr. Jesse Villarreal, the Facilities Committee recommended Board approval to contract construction services with Maldonado Nursery & Landscape in the amount of \$20,271 for the Pecan Campus Buildings Tree Removal project as presented.

Update on Status of Non-Bond 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. Gerry Rodriguez will be present to respond to questions and address concerns of the Committee.

Adjournment

There being no further business to discuss, the Facilities Committee Meeting of the South Texas College Board of Trustees adjourned at 6:15 p.m.

I certify that the foregoing are the true and correct minutes of the November 13th, 2014 Facilities Committee Meeting of the South Texas College Board of Trustees.

Mr. Gary Gurwitz, Chair

*Finance & Human
Resources Committee
Minutes
November 13th, 2014*

**South Texas College
Board of Trustees
Finance and Human Resources Committee
Ann Richards Administration Building Board Room
Pecan Campus
Thursday, November 13, 2014
@ 6:30 p.m.
McAllen, Texas**

Minutes

The Finance and Human Resources Committee Meeting was held on Thursday, November 13, 2014 in the Ann Richards Administration Building Board Room at the Pecan Campus in McAllen, Texas. The meeting commenced at 6:17 p.m. with Dr. Alejo Salinas, Jr., Chair, presiding.

Members present: Dr. Alejo Salinas, Jr. and Mr. Paul R. Rodriguez

Other Trustees Present: Mr. Gary Gurwitz

Members absent: Mr. Roy de León and Ms. Rose Benavidez

Also present: Dr. Shirley A. Reed, Mrs. Mary Elizondo, Dr. David Plummer, Mrs. Becky Cavazos, Mrs. Brenda Balderaz, Mr. Paul Varville, Ms. Kelly Salazar, Ms. Alicia Gomez, Ms. Sally Velasquez, Mr. Keith Moore, Mr. Ricky Longoria, and Mr. Andrew Fish

Approval of October 14, 2014 Finance and Human Resources Committee Minutes

Upon a motion by Mr. Paul R. Rodriguez and a second by Dr. Alejo Salinas, Jr., the Minutes for the Finance and Human Resources Committee Meeting of October 14, 2014 are presented for Committee approval.

Review and Discussion of Internal Audit Report in the Area of Instructional Technologies Inventory

Ricky Longoria from Burton McCumber & Cortez, LLP attended the Committee meeting to discuss the procedures, findings, and recommendations of the internal audit report dated September 2, 2014 in the area of Instructional Technologies Inventory.

The report was provided in the packet for the Committee's review.

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

Review and Discussion of Proposed Projects for Internal Auditors and Overview of Internal Audit Function Options

Staff recommended projects for the Board's consideration for Internal Auditor's review for this coming year. The items listed below were the projects being proposed as the next assignments for the internal auditors.

- Property Taxes – Internal controls of Hidalgo County and Starr County Tax Assessor-Collectors' tax assessing, collecting, and reporting procedures and processes (pertaining to the College's tax transactions)
- Surprise Cash Counts – Cashiers Office
- Timeforce Time Keeping System Compliance
- Custodial Services - Work Orders, Purchase Orders, and Inventory
- Departmental Fixed Assets
- Student Activities Procedures
- Mileage Reimbursement Procedures
- Banner Computer System Security and Access
- Food Services Department Cash Handling Procedures

Input was also requested from the Finance and Human Resources Committee.

Burton McCumber & Cortez, L.L.P. have reviewed the following areas during the last three years:

1. Instructional Technologies Inventory (September 2014)
2. Human Resources - Employment Eligibility Verification Form I-9 (U.S. Citizenship and Immigration Services) (In Progress) (2014)
3. Fraud Survey (November 2013)
4. Fraud Hotline Calls/Investigations (October 2013)
5. IT Security (September 2013)
6. Scholarship Funds (August 2013)
7. Facilities, Operation & Maintenance – Work orders and Purchase Orders (July 2013)
8. Financial Aid (May 2013)
9. Contracts (June 2012)
10. Continuing Professional and Workforce Education Department (January 2012)
11. Red Flag Rules (January 2012)

The list of Internal Audits conducted in the Period of FY 2003-2004 through FY 2014-2015 was provided in the packet for the Committee's information and review.

The Internal Auditor services contract with Burton McCumber & Cortez, LLP. (McAllen, TX), for the period of September 1, 2014 through August 31, 2015, at a cost of approximately \$54,000.00, was awarded at the July 29, 2014 Board of Trustees meeting.

The Board awarded the contract for internal auditor services at the June 26, 2012 Board of Trustees meeting for one year with two one-year annual renewals. The last renewal period began September 1, 2014 and would terminate on August 31, 2015.

The internal audit function at South Texas College has been outsourced for eighteen (18) fiscal years.

In an effort to increase the internal audit services to the College, during the term of the contract, Mr. Ricky Longoria from Burton McCumber & Cortez, LLP. provided the following options:

- Hiring an auditor who would be dedicated 100 percent of the time to South Texas College. Based on the current hourly rate, the approximate cost will be \$200,000 per fiscal year.
- Hiring an auditor who would be dedicated 50 percent of the time to South Texas College. Based on the current hourly rate, the approximate cost will be \$100,000 per fiscal year.

Per the current contract, the hourly payment rates per staff member were as follows:

- Partner \$200
- Manager \$150
- Senior \$90
- Staff \$75

Over the last five (5) years, the Internal Auditors conducted an average of five (5) audits annually at an average annual cost of \$39,834.

The annual payments to Burton McCumber & Cortez, LLP. for internal auditor services for fiscal year 2009-2010 through fiscal year 2013-2014 were as follows:

Fiscal Year	FY 2010	FY 2011	FY 2012	FY 2013	FY 2014	Average
Number of Audits	6	9	5	4	3	5
Annual Payment Amount	\$54,000	\$39,478	\$55,500	\$23,426	\$26,765	\$39,384

Internal Auditor Function Options

At the request of the President, the administrative staff surveyed other Texas Community Colleges and Districts. Twenty-eight (28) responded and the results confirmed that the Internal Audit function is either maintained in-house or outsourced as follows:

	In-House Services	Outsourced Services	Total # Of Community Colleges
Internal Audit Services	11	6	28

The top ten largest community colleges in Texas maintained internal audit services as follows:

In-House Services	Outsourced Services
Alamo Community College District	Austin Community College
Dallas Community College District	Collin Community College
Houston Community College	El Paso Community College
Lonestar Community College District	South Texas College
San Jacinto Community College	
Tarrant County College	

The advantages and disadvantages of the different methods of maintaining the internal audit function were provided in the packet for the Committee’s information and review.

The Internal Audit function may be maintained in-house, outsourced, or co-sourced, a combination of in-house and outsourced services.

Ricky Longoria from Burton McCumber & Cortez, LLP, Dr. Reed, and Mary Elizondo responded to any questions at the meeting. Mr. Longoria recommended that the Board consider an internal auditor operation given the growth of the College.

No action was requested from the Committee. The Committee determined that a recommendation for Board action was permitted under the agenda, and wished for this item to be brought to the full Board for consideration and review.

Upon a motion by Mr. Paul R. Rodriguez and a second by Dr. Alejo Salinas, Jr., the Finance and Human Resources Committee recommended that this discussion be placed on the Board agenda as a discussion item. The motion carried.

Review and Discussion of the Mission Economic Development Authority (MEDA) Scholarship Fund Trust with Edward Jones for Student Scholarships

Mr. Keith Moore from Edward Jones presented on the status of the MEDA Scholarship Trust Fund. Mr. Moore provided an overview of the agreement, the annual obligated amount of distribution and the anticipated annual earnings.

The table below shows a recap of the market value from October 1, 2012 through September 30, 2014:

Beginning Market Value-October 1, 2012	\$ 3,189,982.10
Income	140,838.40
Additions	132,407.84
Disbursements	(431,580.49)
Security transfers	15,330.26
Other receipts	372.05
Change in market value	623,698.32
Ending Market Value-September 30, 2014	\$ 3,671,048.48

Based on the trust agreement, which provided for a 5% annual payout, the distributions paid to the College were \$160,784.54 on June 2013 and \$185,937.10 on June 2014 for a total of \$346,721.64. A total of \$123,800.00 was awarded to 118 students (unduplicated) during the period of August 2013 through September 2014. The balance, after reducing the amounts set-aside for Cycle 1 and Cycle 2 students in future semesters, was \$30,721.64. A summary report was provided in the packet for the Committee's information and review.

In addition to the establishment of a scholarship fund, a provision was included to allow for the use of the trust funds for the restricted purpose of constructing and/or operating an educational facility within the City of Mission or its urban extra-territorial jurisdiction, if on or before January 1, 2018, the College and the City of Mission, Texas, so direct by joint resolution or separate, identical resolutions provided to the Trustee.

The Committee asked whether Edward Jones had provided a similar presentation to any other entity. Mr. Moore stated that monthly statements are provided to the College, as the sole beneficiary, but not other entity receives updates or has any entitlement to information about this trust foundation. A copy of the MEDA Scholarship Fund Endowment Agreement was included in the Committee packet.

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

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

Approval of the Hidalgo County Tax Resale Property Bids and Resolution Authorizing Tax Resale will be requested at the November 20, 2014, Board meeting.

The law offices of Linebarger Goggan Blair & Sampson, LLP requested consideration and possible action on the tax resale of fifty-one (51) properties.

On September 2, 2014 Linebarger Goggan Blair & Sampson, LLP held a Tax Resale Auction at the Hidalgo County Clerk Records Management Facility for struck off properties located within Hidalgo County. The tax resale auction was published in The Monitor and several other newspapers throughout Hidalgo County.

The total amount the College would receive is \$15,106.98.

Linebarger Goggan Blair & Sampson, LLP submitted the analysis of the bids received for the Board of Trustees' consideration.

The Resolution Authorizing the Tax Resale was included in the packet for the Committee's review. A listing of the bids, the legal description for each property, as well as the amount of the bid, the STC amount, and the Analysis of Bids Received were included under separate cover for their information and review.

The Finance and Human Resources Committee asked Ms. Kelly Salazar from Linebarger Goggan Blair & Sampson, LLP whether the other taxing entities with a more substantial interest in any tax debt had taken action to approve or deny these tax resale items, stating that the College often defers to those entities with a greater interest. Ms. Salazar confirmed that there were several pending, but that the firm did not anticipate any issues with the properties as presented.

Upon a motion by Mr. Paul R. Rodriguez and a second by Dr. Alejo Salinas, Jr., the Finance and Human Resources Committee recommended Board approval of the Hidalgo County Tax Resale Property Bids and Resolution Authorizing the Tax Resale to Linebarger Goggan Blair & Sampson, LLP as presented. The motion carried.

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

Approval of the following proposal awards, purchases, and renewals will be requested at the November 20, 2014 Board meeting as follows:

- 1) Fire Suppression Systems Service and Alarm Monitoring (Award):** award the proposal for fire suppression systems service and alarm monitoring with the following vendors, for the period beginning November 21, 21, 2014 through November 20, 2015 with two one-year options to renew, at an estimated cost of \$85,099.00:

#	Services	Vendor	Amount
1	Fire Alarm Panels - Inspection Rates	Allied Fire Protection SA, LP. (McAllen, TX)	\$11,990.00
2	Fire Alarm Panels-Repairs	EI Fire & Safety, Inc. (Hidalgo, TX)	\$20,000.00
3	Kitchen Hoods – Inspection Rates	Allied Fire Protection SA, LP. (McAllen, TX)	\$1,195.00
4	Kitchen Hoods - Repairs	EI Fire & Safety, Inc. (Hidalgo, TX)	\$2,500.00
5	Fire Sprinklers – Inspection Rates	Allied Fire Protection SA, LP. (McAllen, TX)	\$9,230.00
6	Fire Sprinklers - Repairs	1 st FP Services, LLC. (McAllen, TX)	\$15,000.00
7	Fire Sprinklers - Upright Sprinkler (Item and Installation Costs)	1 st FP Services, LLC. (McAllen, TX)	\$10,000.00
8	Clean Agent Fire Suppression System Inspection – Inspection Rates	Alarm Security Group, LLC./dba ASG Security (McAllen, TX)	\$750.00
9	Fire Extinguishers - Inspection Rates	EI Fire & Safety, Inc. (Hidalgo, TX)	\$2,500.00
10	Fire Extinguishers - Hydro Test Rates	EI Fire & Safety, Inc. (Hidalgo, TX)	\$2,500.00
11	Fire Extinguishers - Recharge Rates	EI Fire & Safety, Inc. (Hidalgo, TX)	\$2,000.00
12	Fire Alarm Monitoring	Alarm Security Group, LLC./dba ASG Security (McAllen, TX)	\$7,434.00

- 2) **Hydraulic Sheet Metal Iron Worker (Award):** award the proposal for a hydraulic sheet metal iron worker to Rex Supply Company (Pharr, TX), at a total cost of \$16,341.46;
- 3) **Air Conditioning Equipment, Supplies, and Service (Purchase):** purchase air conditioning equipment, supplies, and service from Carrier Corporation (Richardson, TX/ Pharr, TX) Carrier Enterprise, LLC. (Houston, TX/ Pharr, TX), a Texas Association of School Boards (TASB) – Buyboard approved vendors, for the period beginning October 1, 2014 through August 31, 2015, at an estimated amount of \$50,000.00;
- 4) **Computers, Laptops, Tablets, and Printer (Purchase):** purchase of computers, laptops, tablets, and printer from the State of Texas Department of Information Resources (DIR) approved vendors Dell Marketing, LP (Dallas, TX), Apple Inc. (Dallas, TX), Computer Repair Center (McAllen, TX), and from the National Joint Powers Alliance approved vendor CDW Government (Vernon Hills, IL) in the total amount of \$101,611.41;
- 5) **Microscopes (Purchase):** purchase microscopes from North Central Instruments (Plymouth, MN), a State of Texas Term Contract approved vendor, at a total cost of \$16,284.00;
- 6) **Network Equipment - Instructional (Purchase):** purchase network equipment – instructional 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 \$64,907.04;

- 7) Police Vehicles (Purchase):** purchase police vehicles from Caldwell Country Chevrolet (Caldwell, TX), a Houston-Galveston Area Council (HGAC) purchasing cooperative approved vendor for general purpose and emergency vehicles (includes law enforcement vehicles), at a total cost of \$62,032.00;
- 8) Testing Materials (Purchase):** purchase testing materials for Texas Success Initiative (TSI) tests which use the Accuplacer Platform from The College Board (New York, NY), a sole source vendor, at an estimated cost of \$64,750.00;
- 9) Three Dimensional Printers (Purchase):** purchase three dimensional printers from Dell Marketing, LP. (Dallas, TX), a State of Texas Department of Information Resources (DIR) approved vendor, at a total cost of \$51,156.80;
- 10) Training Services (Purchase):** purchase training services from FESTO Didactic, Inc. (Farmingdale, NJ), a sole source vendor, at a total cost of \$30,000.00;
- 11) Database Software Licenses and Support Agreements (Renewal):** renew the database software licenses and support agreements with Oracle America, Inc. (Dallas, TX), a sole source vendor, at a total cost of \$52,282.04 as follows:

#	Product	Quantity	Period	Amount
1	Internet Application Server Enterprise Edition, Tuning Pack, Oracle Database Enterprise Edition, Diagnostic Pack, and Oracle Real Application Clusters One Node	106	12/19/14 – 12/18/15	\$4,924.02
2	Internet Application Server Enterprise Edition, Real Application Clusters, Tuning Pack, Diagnostic Pack, and Oracle Database Enterprise Edition	2,132	12/20/14 – 12/19/15	\$47,358.02

- 12) Library Database Subscriptions (Renewal):** renew the library database subscriptions with Elsevier BV (New York, NY), a sole source vendor, at a total cost of \$24,324.26 as follows:

#	Subscription	Period	Amount
1	Clinical Pharmacology	10/15/14 – 9/30/15	\$3,975.00
2	Science Direct College Edition	1/1/15 – 12/31/15	\$20,349.26

13)Library Database Subscriptions and e-Book (Renewal/Purchase): renew the library database subscriptions and e-Book with Amigos Library Services (Dallas, TX), a sole source vendor, at a total cost of \$31,730.00 as follows:

#	Subscription	Renew or Purchase	Period	Amount
1	TEXEXP Courier Services	Renewal	9/1/14 – 8/31/15	\$3,375.00
2	Baker & Taylor TS3 & Grid Module Subscription	Renewal	11/1/14 – 10/31/15	\$3,808.00
3	Emerald Databases	Renewal	11/15/14 – 11/14/15	\$9,777.00
4	Credo Reference Database	Renewal	8/1/15 – 7/31/16	\$7,430.00
5	Amigos Membership Fees	Renewal	7/1/15 – 6/30/16	\$3,840.00
6	RDA Toolkit Subscription	Renewal	6/1/15 – 5/31/16	\$500.00
7	Amigos e-Shelf	New	11/24/14 – 10/31/15	\$3,000.00

14)Printing of Business Forms (Renewal): renew the contracts for printing of business forms, for the period beginning December 12, 2014 through December 11, 2015, at an estimated cost of \$20,847.68 with the following vendors:

#	Form	Vendor	Amount
1	Schedule Change Form 2-Part NCR	Gateway Printing & Office Supplies, Inc. (Edinburg, TX)	\$2,012.06
2	Transcript Paper	Micah's Printing (Berwyn, PA)	\$3,528.00
3	Reinstatement After Census Date Form	National Document Solutions (Santa Rosa, CA)	\$391.50
4	Document Sealer Z Forms	Curtis 1000 (McAllen, TX)	\$4,168.55
5	Emergency Tuition, Fees and Textbook Loan Application and Promissory Note	Micah's Printing (Berwyn, PA)	\$327.44
6	1098T Forms	Micah's Printing (Berwyn, PA)	\$2,260.12
7	Student Statement Mailers	Curtis 1000 (McAllen, TX)	\$3,681.24
8	Blank C Forms	Safeguard Universal Business Forms & Systems (Corpus Christi, TX)	\$1,731.56
9	W-2 Forms (for employee)	National Document Solutions (Santa Rosa, CA)	\$258.47
10	W-2 Forms (for employer)	National Document Solutions (Santa Rosa, CA)	\$120.04
11	Accounts Payable Checks	Safeguard Universal Business Forms & Systems (Corpus Christi, TX)	\$2,368.70

15)Rental of Firefighter Protective Clothing (Renewal): renew the contract for rental of firefighter protective clothing with LION TotalCare (Houston, TX), for the period beginning December 12, 2014 through December 11, 2015, at an estimated cost of \$10,579.20 per semester with an annual cost of \$21,158.40:

16)Reprographic Services (Renewal): renew the contract for reprographic services with RGV Reprographics, Inc. (McAllen, TX), for the period beginning December 12, 2014 through December 11, 2015, at an estimated cost of \$40,000.00 based on prior year expenditures;

17)Graduation Facility (License Agreement): lease the graduation facility from the City of McAllen – McAllen Convention Center (McAllen, TX), an interlocal license agreement for Sunday, December 14, 2014 beginning at 7:00 a.m. through December 14, 2014 at 7:00 p.m., at an estimated cost of \$17,339.00.

SUMMARY TOTAL:

The total for all proposal awards, purchases, and renewals was \$ 749,863.09

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

Review and Recommend Action to Revise Policy #6312: College Employed and Commissioned Peace Officers

Approval to revise Policy #6312: College Employed and Commissioned Peace Officers will be requested at the November 20, 2014 Board meeting.

The revisions to the policy were necessary for the following reasons:

- To identify the procedures that South Texas College police officers must adhere to, in addition to the rules and standards of conduct applicable to all college employees.
 - These procedures are developed and updated in accordance with Texas law and guidance provided by the Texas Commission on Law Enforcement (TCOLE).
 - South Texas College peace officers are informed of revisions to procedures, provided a briefing on changes, and are required to sign acknowledgement of receipt of each update.
- To describe the requirements for carrying firearms off duty and off duty employment.
 - Federal law allows commissioned peace officers to carry firearms and ammunition while off-duty.
 - Off-duty officers have no *jurisdictional authority* but are Texas peace officers while off-duty and may respond to significant incidences.
 - The College maintains the right to authorize outside employment of individuals commissioned as Texas peace officers to ensure that outside employment does not negatively impact the College.

The revised policy as provided 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 had been reviewed by staff, the President's Cabinet, and by South Texas College's legal counsel.

The Finance and Human Resources Committee requested the opportunity to review the procedures referenced by the Policy, and staff agreed to distribute the procedures to the Board, and has made them available through the Board website for Board and public review.

Upon a motion by Mr. Paul R. Rodriguez and a second by Dr. Alejo Salinas, Jr., the Finance and Human Resources Committee recommended Board approval of the proposed revisions to Policy #6312: College Employed and Commissioned Peace Officers as presented and which supersedes any previously adopted Board policy. The motion carried.

Review and Discussion on College's Procurement Levels for Purchase of Goods or Services

Discussion was requested to review the procurement levels for the purchase of goods or services

Section 44.031 of the Education Code, Purchasing; Contracts, generally states the following:

contracts for the purchase of goods and services, except contracts for the purchase of produce or vehicle fuel, valued at **\$50,000** or more in the aggregate for each 12-month period shall be made by a specific type of method, such as **competitive bidding** for services other than construction services, **competitive sealed proposals** for services other than construction services, **request for proposals** for services other than construction, an interlocal contract, etc.

The College currently distinguished the purchasing of goods and services among three different levels as follows:

Level	Requirement	Amount
Level I	One Written Quote	\$0-\$4,999
Level II	Three Written Quotes or One Purchasing Cooperative Quote	\$5,000 - \$9,999
Level III	RFP, RFQ or One Purchasing Cooperative Quote	\$10,000 and Above

Administration was proposing that the Board consider increasing the procurement thresholds for each level. The proposed thresholds would remain within the limit of the Texas Education Code for Purchasing; Contracts.

Internal controls of reviews, approvals, and monitoring of all expenses would continue as established.

The current levels and proposed levels based upon dollar value and method of procurement for Board consideration were as follows:

Level	Current	Proposed
Level I	<u>Purchases valued less than \$5,000</u> When the College seeks to purchase personal property or services of a value less than \$1,000, quotations will be verbally accepted. Purchases of \$1,000 to \$5,000 will require written quotes. The purchasing decision will be based upon experience with the vendor, considering price, quality and deliver date.	<u>Purchases valued less than or at \$9,999</u> When the College seeks to purchase personal property or services of a value less than \$1,000, quotations will be verbally accepted. Purchases of \$1,000 to \$9,999 will require one (1) written quote. The purchasing decision will be based upon past experience with the vendor, considering price, quality and delivery date.
Level II	<u>Purchases valued \$5,000 to \$9,999</u> When the College seeks to purchase property or services of a value of \$5,000 to \$9,999 the College requires at least three written quotations which may include a quote or quotes from a catalog issued under an approved government purchasing program. Quotations will be recorded and kept with the purchasing files.	<u>Purchases valued \$10,000 to \$49,999</u> When the College seeks to purchase personal property or services of a value of \$10,000 to \$49,999 , the College shall require at least three written quotations. <i>This</i> may include a quote or quotes from <i>vendors</i> under <i>State of Texas</i> approved government purchasing program <i>such as the Department of Information Resources (DIR) and Texas Multiple Award Schedule (TXMAS) program.</i> Quotations will be recorded and kept with the purchasing file.
Level III	<u>Purchases valued at or above \$10,000</u> All College purchases and contracts valued at or above \$10,000 shall be made by one of the methods authorized by Section 44.021 Texas Education Code, Local Government Code 271.082 or 271.083 and/or 271.102 or 271.103 and in accordance with the procurement required.	<u>Purchases valued at or above \$50,000</u> All College purchases and contracts valued at or above \$50,000 shall be made by one of the methods authorized by Section 44.031 Texas Education Code, Local Gov't Code 271.082 or 271.083 and/or 271.102 or 271.103 and in accordance with the procedures required.

Levels II and III did not require Board authorization to solicit bids. Level III required Board authorization to award the bid/proposal.

The benefits to increasing the Level II amount from \$9,999 to \$49,999.99 and Level III amount from at or above \$10,000 to at or above \$50,000 thresholds included the following:

- Increased participation by vendors who claim contract amounts are too low to justify the effort required in preparing a proposal
- Reduction in administrative costs and time associated with solicitation, preparation, advertising, and evaluation committee staff time
- Reduction in delays for purchase of items needed by students. This is often the case for grants where a short timeline is available to acquire the items needed by students.
- Expedite the increase in purchases related to the 2013 Bond Construction Program.

The table below is a comparison of the number of goods or services purchased for the last five years that currently required Board approval and the number of purchasing items that required Board approval under the proposed new threshold:

Fiscal Year	Current # of Items at or Above \$10,000	Proposed # of Items at or Above \$50,000	Variance – Reduction of Purchases Presented to Board	Percentage Reduction
2013-2014	286	89	197	69%
2012-2013	250	89	161	64%
2011-2012	227	79	148	65%
2010-2011	242	102	140	58%
2009-2010	239	96	143	60%
Average of 5 years	248	91	157	63%

Increasing Level III threshold from \$10,000 to \$50,000 would result in the total number of goods and services requiring Board approval decreasing annually by approximately 157 items or 63%. An average of 91 items would require board approval as compared to 248 items currently requiring board approval.

Below is a summary of the purchasing items by amount ranges for the following fiscal years.

Fiscal Year	Amount Ranges					
	\$0 to \$9,999	\$10,000.00 to \$14,999.99	\$15,000 to \$19,999.99	\$20,000 to \$24,999.99	\$25,000 to \$49,999.99	\$50,000 and above
2013-2014	6,821	40	37	23	97	89
2012-2013	7,034	40	28	23	70	89
2011-2012	6,892	39	19	25	65	79

2010-2011	7,346	35	30	18	57	102
2009-2010	7,718	34	36	14	59	96
Average of 5 years	7,162	38	30	20	69	91

The total number of goods and services at or above \$10,000 and currently requiring Board approval was approximately 248 items per year.

The proposed increase to \$50,000 and above would require Board approval of approximately 91 items annually. Increase to another threshold levels between \$10,000 and \$50,000 are represented below, \$15,000 and above, \$20,000 and above, and \$25,000 and above annually and result in annual percentage reduction of items requiring board approval of approximately the following:

Amount Ranges	Cumulative	% Reduction
\$50,000 and Above	91	63%
\$25,000 and Above	160	36%
\$20,000 and Above	180	27%
\$15,000 and Above	210	15%
\$10,000.01 and Above	248	0%

The procurement levels for various Texas Community College was provided in the packet for the Committee’s information and review.

The proposed dollar level limits were reviewed by the College’s Internal Auditor who indicated that the proposed thresholds were in compliance with state requirements for purchasing and that the changes would make the process more efficient while maintaining appropriate accountability.

The Committee recommended this item be brought to the full Board for consideration and review.

Upon a motion by Mr. Paul R. Rodriguez and a second by Dr. Alejo Salinas, Jr., the Finance and Human Resources Committee recommended Board approval to make the proposed adjustments to the procurement procedures and threshold levels.

Review and Discussion on the College’s Threshold Amounts on Authorization to Sign/Initial Checks and Authorization to Release Checks

Review and discussion was requested on the College’s threshold amount requirements related to check signatures/initials requirements and the authorization to release checks.

The current thresholds related to check signatures/initials requirements and the authorization to release checks were as follows:

Current			
Current Threshold Levels	Authorized Signatures (Two required)	Initials Required (Two required)	Authorized Release of Checks
\$0 - \$9,999	President VPFAS Comptroller	No	• Business Office
\$10,000 - \$49,999	President VPFAS Comptroller	Yes	• VPFAS • President
\$50,000 and above	President VPFAS Comptroller	Yes	• VPFAS • President • Board of Trustees*

* Requires Board of Trustees approval, except for checks for payments for utility and telephone services, lease agreements, security services, postage, rental fees, insurances, transfers between bank accounts, internal revenue service deposits of payroll taxes, and employee payroll deductions.

Administration proposed to increase the threshold amount requirements. The proposed thresholds related to check signatures/initials requirements and the authorization to release checks were as follows:

Proposed			
Proposed Threshold Levels	Authorized Signatures (Two required)	Initials Required (Two required)	Authorized Release of Checks
\$0 - \$24,999	President VPFAS Comptroller	No	• Business Office
\$25,000 - \$124,999	President VPFAS Comptroller	Yes	• VPFAS • President
\$125,000 and above	President VPFAS Comptroller	Yes	• VPFAS • President • Board of Trustees*

* Requires Vice President for Finance and Administrative Services, President, and Board of Trustees approval, except for disbursements for utility and telephone services, lease agreements, security services, postage, rental fees, insurances, transfers between bank accounts and to Certificates of Deposits, payroll benefits and deductions and delinquent tax attorney fees collected from taxpayers.

Below is a summary of the amount ranges for checks issued on FY 2014:

Fiscal Year	Amount Ranges - No. of Checks					
	\$0 to \$9,999	\$10,000 to \$24,999	\$25,000 to \$49,999	\$50,000 to \$99,999	\$100,000 to \$124,999	\$125,000 and Above
2013 - 2014	65,780	334	129	50	9	25

The proposed increase to \$125,000 and above would require Board approval annually of approximately 25 checks or a reduction of 59 checks or 70%. The current threshold of \$50,000 and above required board approval of approximately 84 checks. Other levels would require Board approval of the following number of checks.

Amount Range of Checks	Cumulative No. of Checks	% Reduction
\$125,000 and Above	25	70%
\$100,000 and Above	34	60%
\$50,000 and Above	84	0%

The total number of checks initialed by the President and Vice President for FAS would decrease annually by approximately 334 items or 61%.

Administration recommended the current thresholds be revised to increase the amounts on authorization to sign/initial checks and authorization to release checks. The benefits of increasing the threshold included the following:

- Expedite the process to release vendor checks. Prior to vendor payment, the Board of Trustees has approved the College's purchases and/or services currently above \$10,000 in compliance with the purchasing policy.
- Expedite payments related to the new bond program.
- Reduce administrative costs associated with handling and routing checks.
- Positive impact on the College's credit rating and vendor relationships due to prompt vendor payments.

A table showing the effect of the proposed changes, including the number of checks expected to be affected at each level was provided in the packet for the Committee's information and review.

The Committee recommended this item be brought to the full Board for consideration and review.

Upon a motion by Mr. Paul R. Rodriguez and a second by Dr. Alejo Salinas, Jr., the Finance and Human Resources Committee recommended Board approval to make the proposed

revisions to the check signature/initialing and release of checks threshold levels. The motion carried.

Review and Discussion of Vacancy Report for FY 2014-2015

The Staffing Plan Vacancy Report for FY 2014-2015 was included in the packet for the Committee's information and review. Information was current as of November 7, 2014.

The Vacancy Report for FY 2014-2015 was based on the following:

- **Vacant Full Time Regular Positions - NEW - Board Approved Positions for FY 2014-2015:**
 - ⇒ A list of twenty-six (26) new positions for FY2014-2015 represented the new board-approved staffing plan positions for FY2014-2015. These positions would be advertised until filled. Approximately 76% were currently advertised and the remaining personnel requisitions were currently in progress for final approval.
- **Vacant Full Time Regular Positions – Continuing – CONTINUED from FY 2013-2014:**
 - ⇒ A list of vacant positions due to employee resignations, terminations, and retirement was included and designated as Continuing. These positions were advertised until filled. Approximately 73% of these positions were currently advertised and the remaining personnel requisitions were currently in progress for final approval. Seven of these positions were on hold due to funding allotted for temporary positions.
- **Full Time Regular Positions – Partially Funded in FY 2014-2015:**
 - ⇒ A list of forty-four (44) vacant positions was provided which were partially funded (less than 100%) in the FY 2014-2015 staffing plan in order to balance the total projected expenditures and total projected revenues. As a result, these positions were scheduled to be filled on or after December 15, 2014. These positions were included on the staffing plan with a salary amount of \$2.00 and the total actual salary budget was designated under a “70% Salary Pool” in each account.

The Vacancy Report for Fiscal Year 2014-2015 was presented for information and review by the Committee. No action was required from the Committee. The Committee Chair stated that he was satisfied with the progress that was being made to fill vacant positions.

Review of Payments to Broaddus & Associates and Overview of the Process for the Approval of All Payments

A review of the payments to Broaddus & Associates and an overview of the process for the receipt and verification of invoices, comparison of the work done to the invoices, and controls on approval of payments was provided at the request of the Finance and Human Resources Committee. Mrs. Elizondo reviewed the entire program, from submittal of invoices to authorization of payment, under the contract. No action was taken.

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 7:18 p.m.

I certify that the foregoing are the true and correct minutes of the November 13, 2014 Finance and Human Resources Committee Meeting of the South Texas College Board of Trustees.

Dr. Alejo Salinas, Jr.
Chair

Announcements

A. Next Meetings:

- **Thursday, December 11th, 2014**
 - 3:30 p.m. – Education and Workforce Development Committee Meeting
 - 4:30 p.m. – Facilities Committee Meeting
 - 5:30 p.m. – Finance and Human Resources Committee Meeting

- **Tuesday, December 16th, 2014**
 - 4:00 p.m. – Workshop with the City of McAllen
 - 5:30 p.m. – Regular Meeting of the Board of Trustees

B. Other Announcements:

- South Texas College will be closed Thursday, November 27th through Sunday, November 30th in observation of Thanksgiving.
- South Texas College will hold a Commencement Ceremony on Sunday, December 14th, 2014, at 3:00 p.m., at the McAllen Convention Center, 700 Convention Center Blvd., McAllen, TX 78501.
- Board Holiday Dinner, Tuesday, December 16, 2014 at 7:30 p.m., *Patio On Guerra*, 116 S 17th St., McAllen, Texas.
- The College will be closed December 18th, 2014 – January 4th, 2015 for Winter Break.
- Some offices providing Student Services will be open on a revised schedule during this period to allow students to prepare for the Spring 2015 semester.
- The Office of the President will be open to conduct Board business on Monday, December 22, 2014 during normal business hours.