



**SOUTH TEXAS  
COLLEGE**

**Board of Trustees  
Regular Board Meeting**

**Tuesday, March 31, 2015  
5:30 p.m.**

**Pecan Campus  
Ann Richards Administration Building  
Board Room  
McAllen, Texas**

**Online Board Packet**

**SOUTH TEXAS COLLEGE  
BOARD OF TRUSTEES REGULAR MEETING  
Tuesday, March 31, 2015 @ 5:30 p.m.  
Ann Richards Administration Building Board Room  
Pecan Campus, McAllen, Texas 78501**

**AGENDA**

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

- I. Call Meeting to Order
- II. Determination of Quorum
- III. Invocation
- IV. Public Comments
- V. Presentations..... 1
  - A. Presentation on State Employee Charitable Campaign at South Texas College
  - B. Presentation on McAllen ISD Bond Proposal
- VI. Consideration and Action on Consent Agenda
  - A. Approval of Minutes ..... 2 - 24
    - 1. February 24, 2015 Regular Board Meeting
  - B. Approval and Authorization to Accept Grant Award(s) ..... 25 - 26
    - 1. Additional "Nursing Shortage Reduction Program-Regular" Funds from Texas Higher Education Coordinating Board in the amount of \$81,551.51
    - 2. Additional Grant(s) Received/Pending Official Award

VII. Consideration and Action on Committee

A. Education and Workforce Development Committee

1. Review and Action as Necessary to Offer the Fast Start Certificate for Precision Manufacturing Technology ..... 27 - 32
2. Review of Other Items Presented to the Committee ..... 33 - 34
  - 1) Committee Approval to Develop Associate of Applied Science Degree in Law Enforcement with Specialization in Crime Scene Technology and a Certificate in Crime Scene Technology
  - 2) Report on Programs Offered through Continuing, Professional, and Workforce Education

B. Finance and Human Resources Committee

1. Review and Action as Necessary on Award of Proposals, Purchases, and Renewals ..... 35 - 41
  - 1) Fiber Optic Transceivers (Award)
  - 2) Computers, Laptops, Tablets and Printers (Purchase)
  - 3) Furniture (Purchase)
  - 4) Graduation Production Services (Purchase)
  - 5) Network Cable Analyzers (Purchase)
  - 6) Network Equipment (Purchase)
  - 7) Network Switches and Software Licenses (Purchase)
  - 8) Uninterruptible Power Supply (UPS) (Purchase)
  - 9) Travel Services (Renewal)
2. Review and Action as Necessary to Revise Policy #3800: *Full Time Regular Faculty (On Board Approved Staffing Plan) Assignments and Workloads As Conditions of Employment* ..... 42 - 45
3. Review and Action as Necessary to Revise Policy # 4209: *The Whistle Blower Act* ..... 46 - 47
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	A. Next Meetings:	
	• <b><u>Thursday, April 16th, 2015</u></b>	
	➤ 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	
	• <b><u>Tuesday, April 28th, 2015</u></b>	
	➤ 5:30 p.m. – Regular Meeting of the Board of Trustees	
	B. Other Announcements:	
	• South Texas College will be closed Thursday, April 2, 2015 through Sunday, April 5, 2015 for Semester Break	

## **Presentations**

### *Presentation on State Employee Charitable Campaign at South Texas College*

Mrs. Brenda Balderaz, Director of Human Resources, will introduce Ms. Lizette Moreno, Human Resources Staffing Specialist. Ms. Moreno also serves as the College's State Employee Charitable Campaign (SECC) Co-Coordinator, and as the Vice-Chair of the local SECC.

The State Employee Charitable Campaign is a program set up by the Texas Comptroller, and allows state employees to set up payroll deductions to support qualified charities of their choice.

The local campaign is managed by the United Way of South Texas, and on Thursday, March 12, 2015 the United Way of South Texas recognized South Texas College as the "#1 State Support of Texas" for the generous contributions of its employees through this program.

From 2005 through 2011, South Texas College faculty and staff were the largest contributors to this campaign within the region. In 2012, UTPA was the top contributor, but South Texas College regained the honor of becoming the Top State Supporter for 2013 and again for 2014.

South Texas College employees pledged \$41,268 in donations for 2014, with a total of 143 employees participating.

### *Presentation on McAllen ISD Bond Proposal*

Dr. James Ponce, Superintendent of McAllen Independent School District, has requested the opportunity to present on the proposed McAllen ISD Bond.

Dr. Ponce will present to the South Texas College Board of Trustees at the March 31, 2015 Regular Board Meeting, to update the Board on the District's plan to hold a bond election, and proposed district-wide projects to be completed with bond construction funds.

## **Approval of Minutes**

The following Minutes are submitted for Board approval:

February 24, 2015 Regular Board Meeting

### **Recommendation:**

It is recommended that the Board of Trustees of South Texas College approve and adopt the Minutes for the February 24, 2015 Regular Board Meeting as presented.

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

The Board of Trustees of South Texas College approves and adopts the Minutes for the February 24, 2015 Regular Board Meeting as presented.

### **Approval Recommended:**

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

**SOUTH TEXAS COLLEGE  
BOARD OF TRUSTEES REGULAR BOARD MEETING  
Tuesday, February 24, 2015 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, February 24, 2015 in the Ann Richards Administration Building Board Room at the Pecan Campus in McAllen, Texas. The meeting commenced at 5:38 p.m. with Dr. Alejo Salinas, Jr., Vice Chair, presiding.

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

Members absent: Mr. Roy de León

Also present: Dr. Shirley A. Reed, Mr. Chuy Ramirez, Mrs. Mary Elizondo, Dr. Anahid Petrosian, Dr. David Plummer, Mrs. Wanda Garza, Mr. Gerry Rodriguez, Mrs. Becky Cavazos, Ms. Myriam Lopez, Ms. Alicia Gomez, Mr. Matthew Hebbard, Mr. Eli Nguma, Mr. Paul Hernandez, Mr. Paul Varville, Mr. David Arizmendi, Ms. Maricela Silva, Mrs. Brenda Balderaz, Ms. Kathryn Salazar, Ms. Hilaria Hernandez, Mr. Claudio Alvarez, Mr. Steven Weinreich, Mr. Gilbert Gallegos, Mr. Rolando Garcia, Mr. Randy Jarvis, Ms. Diana Bravos Gonzalez, Mr. Gus Martinez, Mr. Michael Cano, Mr. Eddie Garza, Ms. Bernice Garza, Mr. Jorge Flores, Mr. Raul Palma, Mr. Isidoro Arjona, and Andrew Fish.

**Determination of a Quorum**

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

**Invocation:**

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

**Public Comments:**

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

**Presentations**

***Presentation on Community College Day at the Texas State Capitol***

Mr. Eli Nguma, Director of Student Activities and Wellness, coordinated a group of 31 students who joined Ms. Rose Benavidez, Board Member, Dr. Shirley Reed, President, Mrs. Wanda Garza, Vice President for Student Affairs and Enrollment Management, and additional administration and staff in representing South Texas College to the 84<sup>th</sup> Texas Legislature at *Community College Day at the State Capitol* on Tuesday, February 3<sup>rd</sup>, 2015.



Mr. Nguma was joined for this presentation by the following students:

- Steven Weinreich, Network Administration major and serving as the Technology Campus Student Government Association (SGA) President;
- Claudio Alvarez, Engineering major and serving as the Pecan Campus SGA Secretary;
- Kathryn Salazar, Organizational Leadership major and serving as the President of the National Society of Leadership and Success Chapter at South Texas College; and
- Hilaria Hernandez, Psychology major and serving as the Mid Valley Campus SGA Historian.

These four students were among the thirty-one (31) who accompanied STC leadership and staff on the visit to the Legislature, The students informed the Board of the legislative priorities that most concerned them and which they addressed at the Texas Capitol.

*Presentation on the Spring 2015 Enrollment Report:*

Mr. Matthew Hebbard, Dean of Enrollment Services and Registrar, provided a review of the Spring 2015 Enrollment Report to the Board and responded to questions about the enrollment trends and efforts to continually improve access and increase enrollment for students.

*Review and Discussion of the 2015 Association of Community College Trustees (ACCT) National Legislative Summit in Washington, D.C.*

Mr. Paul R. Rodriguez, Secretary, Ms. Rose Benavidez, Trustee and ACCT Diversity Committee Member, and Mrs. Graciela Farias, Trustee, attended the 2015 ACCT *National Legislative Summit* in Washington D.C. from February 9 – 12, 2015.

The *National Legislative Summit* brought together community college trustees and presidents from ACCT member colleges. At the summit, they were provided with valuable information on issues affecting community colleges nation-wide. Trustees met with fellow Texas Trustees and with South Texas College's national legislators, including Representative Cuellar, Representative Hinojosa, Representative Vela, and Senator John Cornyn as well as Senator Ted Cruz's Chief of Staff for Higher Education.

Mrs. Farias commented on the high quality of the sessions and presenters at this Summit. She noted that there as a national focus on addressing remedial education and helping students enter into college level coursework as quickly and effectively as possible. Mrs. Farias also noted that there was a lot of discussion of ratings vs. rankings of community colleges nationwide, with particular emphasis on evaluating institutions on affordability, access, and outcomes.

Mrs. Farias also commented on the 10th Annual Summit on College and Career Readiness, organized by South Texas College and held at Region One ESC in Edinburg, TX on Monday, February 23rd. Mrs. Farias attended the Summit, and was proud to hear the recognition of the many regional achievements in education, by leadership from Educate Texas. The Summit brings together partners in secondary education, higher education, and workforce development to discuss, strategize, and solve challenges in providing appropriate and innovative opportunities for student success.

Ms. Benavidez also spoke about the ACCT National Legislative Summit in Washington D.C. Ms. Benavidez serves on the ACCT Diversity Committee, representing the Western Region. She

commented on the national attention on the challenges faced by minority students of diverse ethnic, racial, and gender backgrounds and the efforts of institutions to bridge the gap to help students find equitable access to education and support services. Ms. Benavidez states that events like the National Legislative Summit served as an excellent platform for South Texas College to coordinate with federal legislators on behalf of the communities the College serves.

Mr. Paul R. Rodriguez spoke on the discussions of recent announcements by the U.S. President Barack Obama on his administration's plan to offer two years of community college to students at no cost. Mr. Rodriguez noted that there are still details that need to be worked out and that such a plan may or may not ultimately be fruitful, but it was apparent to him that the federal government is serious about the importance of community colleges access nationwide.

### **Approval of Minutes**

The following Minutes were submitted for Board approval:

January 27, 2015 Regular Board Meeting

Upon a motion by Ms. Rose Benavidez and a second by Mrs. Graciela Farias, the Board of Trustees of South Texas College approved and adopted the Minutes for the January 27, 2015 Regular Board Meeting as written. The motion carried.

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

Authorization to accept and approve the following grant awards and use of related funds as authorized by each grant was requested:

1. The "Interlocal Cooperation Contract for the UTeach Program" with The University of Texas – Pan American
2. The "Texas Regional STEM Degree Accelerator Initiative" Grant from Educate Texas
3. Additional Funds for the "Displaced Worker Training National Emergency" Grant from the Texas Higher Education Coordinating Board
4. The "Governor's Summer Merit Program" Grant from the Texas Workforce Commission

The presented grants would provide up to \$88,263.50 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 award as presented and use of related funds as authorized by the grant, contingent upon official award as appropriate. The motion carried.

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

Approval of the following proposal awards, purchases, and renewals w requested as follows:

- 1) **Audio Visual Equipment and Parts II (Award):** award the proposal for audio visual equipment and parts II to Audio Visual Aids Corp. (San Antonio, TX), at a total cost of \$24,312.00;
- 2) **Computers and Tablet (Purchase):** purchase of computers and a tablet from the State of Texas Department of Information Resources (DIR) approved vendors Dell Marketing, LP. (Dallas, TX) and from the National Joint Powers Alliance approved vendor CDW Government (Vernon Hills, IL), in the total amount of \$128,414.71;
- 3) **Data Storage Hardware and Software (Purchase):** purchase data storage hardware and software from Dell Marketing, LP. (Dallas, TX), a State of Texas Department of Information Resources (DIR) approved vendor, at a total cost of \$40,000.00
- 4) **Furniture (Purchase):** purchase furniture from the State of Texas Multiple Award Schedule (TXMAS) approved vendors, at a total amount of \$40,386.21.

#	Vendor	Amount
A	Bretford Manufacturing	\$24,926.98
B	Exemplis Corporation	\$4,782.75
C	Krueger International, Inc.	\$10,676.48
	Total	\$40,386.21

- 5) **Network Infrastructure Upgrades (Purchase):** purchase network infrastructure upgrades from BridgeNet Communications (Donna, TX), a board approved vendor, at a total cost of \$85,505.07;
- 6) **Nursing and Allied Health Software, Equipment and Supplies (Purchase):** purchase nursing and allied health software, equipment and supplies from Laerdal Medical Corporation (Wappingers Falls, NY), a Texas Association of School Boards – Buyboard approved vendor, for the period beginning March 1, 2015 through February 29, 2016, at an estimated cost of \$25,000.00 based on prior year history;
- 7) **Building Moving Services (Renewal):** renew the contract for building moving services with Zuniga’s House Mover, LLC. (San Juan, TX) for the period beginning May 1, 2015 through April 30, 2016, at an estimated cost of \$160,000.00;
- 8) **Food Purchases (Renewal):** renew the contracts for food purchases for the period beginning March 27, 2015 through March 26, 2016, at an estimated cost of \$350,000.00 based on prior year history, with the following vendors:
  - Devin Distributing Packaging, Inc. (Palmhurst, TX)
  - La Abuela Mexican Foods, Inc. (Weslaco, TX)
  - Labatt Food Service (Harlingen, TX)
  - Sysco Central Texas, Inc. (New Braunfels, TX)
- 9) **Online Continuing Education Services (Renewal):** renew the contract for online continuing education service with Education To Go/A Division of Cengage Learning for the period beginning March 27, 2015 through March 26, 2016, at an estimated cost of \$35.00 to \$5,495.00 per class. There are not deposits required, no minimum orders or any initial inventory to purchase;

**10)Public Website Hosting Services (Renewal):** renew the public website hosting services agreement with Rackspace Hosting (Windcrest, TX), a sole source vendor, for the period beginning March 1, 2015 through February 29, 2016, at an estimated cost of \$30,513.24;

**11)Risk Management Consultant Services (Renewal):** renew the contract for risk management consultant services with Shepard Walton King Insurance Group (McAllen, TX) for the period beginning May 1, 2015 through April 30, 2016, at an estimated cost of \$17,950.00;

**12)Subscription of Online Books (Renewal):** renew the subscription for online books with EBSCO Information Services (Ipswich, MA), a sole source vendor, for the period beginning March 1, 2015 through February 29, 2016, at a total cost of \$12,066.00.

**SUMMARY TOTAL:**

The total for all proposal awards, purchases, and renewals was \$914,147.23

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 Renewal of Delinquent Tax Collection Services for Hidalgo County and Starr County**

Approval to renew the contract with Linebarger Goggan Blair & Sampson, LLP to provide delinquent tax collection services for Hidalgo and Starr counties at a 15% fee based on the amount of delinquent tax, penalty, and interest collected for a period from May 1, 2015 through April 30, 2016 was requested.

The contract for delinquent tax collection services was awarded to Linebarger Goggan Blair & Sampson, LLP at the March 25, 2014 Board meeting for the contract period beginning May 1, 2014 through April 30, 2015 with two (2) one-year renewal options. This was the first renewal of the two (2) one-year renewal options.

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

Summaries of Total Tax Levy Collections, Total Tax Levy Uncollected, and Cumulative Delinquent Tax Levy Collections for Hidalgo County and Starr County were provided in the packet for the Board's information and review.

Mr. Rodriguez announced that Ms. Rose Benavidez abstained from participation in the discussion and action at the Finance and Human Resources Committee. Ms. Benavidez again abstained from the discussion and action on this item at the February 24, 2015 Regular Board meeting.

The Finance and Human Resources Committee recommended Board approval of the renewal of the Delinquent Tax Contracts for Starr County and Hidalgo County at a 15% fee based on the amount of delinquent tax, penalty, and interest collected with Linebarger Goggan Blair & Sampson, LLP for a one-year period from May 1, 2015 to April 30, 2016 as presented.

Upon a motion by Mr. Paul R. Rodriguez and a second by Mr. Jesse Villarreal, the Board of Trustees of South Texas College approve and authorize the renewal of the Delinquent Tax Contracts for Starr County and Hidalgo County at a 15% fee based on the amount of delinquent tax, penalty, and interest collected with Linebarger Goggan Blair & Sampson, LLP for a one-year period from May 1, 2015 to April 30, 2016 as presented. The motion carried.

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

Approval on Resolution imposing a 15% penalty for collection of delinquent taxes as authorized under Section 33.07 of the Texas Property Tax Code to recover the cost of attorney fees and expenses for the collection of delinquent taxes, penalty and interest due on 2014 taxes which remain delinquent on July 1, 2015 was requested.

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

The Resolution to be completed with the delinquent tax attorney firm awarded was provided in the packet for the Board's consideration.

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

Mr. Rodriguez noted that the Finance and Human Resources Committee confirmed that the College could levy a penalty of up to 20%, but continued to recommend the penalty of 15%.

Upon a motion by Mr. Paul R. Rodriguez and a second by Mr. Jesse Villarreal, the Board of Trustees of South Texas College approve and authorize the Resolution imposing a 15% penalty for collection of delinquent taxes as authorized under Section 33.07 of the Texas Property Tax Code for Board approval as presented.

## **Review and Action as Necessary on Disposal/Recycle of Technology Items with an Original Value of \$1,000 and Over**

Approval to dispose/recycle technology items with an original value of \$1,000 and over through the Texas Department of Criminal Justice (TDCJ), a state of Texas agency approved to properly recycle technology items was requested.

All disposal/recycling of technology items must be in compliance with the Environmental Protection Agency (EPA) regulations. TDCJ provides an environmentally sound way to dispose of surplus technology equipment.

The technology items were located at the South Texas College Receiving Department, 3700 W Military Hwy, McAllen, Texas.

A listing of the technology items to be disposed/recycled was provided in the packet for the Board's consideration.

These items were inspected by the Technology Resources (TR) and approved by the Vice President for Information Services & Planning to dispose after Board approval.

The Finance and Human Resources Committee recommended Board approval to dispose/recycle technology items with an original value of \$1,000 and over through the Texas Department of Criminal Justice (TDCJ), a state of Texas agency approved to properly recycle technology items 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 disposal/recycling of technology items with an original value of \$1,000 and over through the Texas Department of Criminal Justice (TDCJ), a state of Texas agency approved to properly recycle technology items as presented. The motion carried.

## **Discussion and Action as Necessary on Proposed New Faculty Positions for FY 2015-2016**

Approval of the proposed new faculty positions for FY 2015-16 was requested.

Administration recommended the addition of seventy (70) new faculty positions in FY 2015-2016. Fifty-five (55) of the seventy (70) positions would be to convert current full-time temporary faculty positions to regular full-time faculty positions. The remaining 15 positions were new positions requested to keep abreast of enrollment growth in traditional and dual enrollment courses and to support the 26 Early College High Schools.

For the previous several years, the College employed full-time temporary faculty to meet the College's needs on a per-semester or per-year basis. This strategy was important during the college's period of rapid enrollment growth along with concerns regarding reduced state formula

funding. During this period, the number of temporary positions was increased to allow administration to meet the student demand while remaining flexible in its long-term commitments.

Now that the economy appeared to be stabilizing and the successful bond election would allow for the expansion of facilities to meet anticipated student demand, administration revised the long term faculty staffing priorities and recommended that the Board consider approving the request for additional full time regular faculty positions.

To fill these proposed new 70 full time regular faculty positions, the College would be able to recruit from the current adjunct and full time temporary faculty as well as public advertisements of employment opportunities.

Of the 70 new faculty positions, 55 would be funded from the existing salary pool for full time temporary faculty and 15 positions would be funded approximately 50% from the public school faculty cost recovery pool. The remaining 50% of the cost would be funded by state appropriations and student tuition and fees.

A listing of the proposed new faculty positions was provided in the packet for the Board's consideration.

Administration extensively reviewed with staff the need for additional faculty positions for FY 2015-16 and recommended Board approval of the new positions subject to the availability of funding and Board approval of the final budget.

The Finance and Human Resources Committee recommended Board approval of the proposed new faculty positions for FY 2015-16 as recommended and subject to the availability of funding and final budget approval.

Upon a motion by Mr. Paul R. Rodriguez and a second by Mrs. Graciela Farias, the Board of Trustees of South Texas College approved and authorized the proposed new faculty positions for FY 2015-16 as recommended and subject to the availability of funding and final budget approval. The motion carried.

### **Update on Status of 2013 Bond Construction Program**

The Board packet included a copy of the presentation prepared by Broaddus & Associates for the February 5, 2015 Board Facilities Committee meeting as an update on the status of the 2013 Bond Construction Program. No action was taken.

### **Review and Action as Necessary to Approve the 2013 Bond Construction Program Management Responsibilities Matrix**

As part of their Construction Program Management scope of services, Broaddus & Associates prepared a matrix outlining the communication protocol, levels of responsibilities, and level of

approval for Broaddus & Associates, STC staff, Administration, and Board of Trustees. Broaddus & Associates proposed to use this matrix in order to maintain an organized and consistent system of communication, review, and authorization throughout the duration of the Bond Program.

A similar matrix and protocol was successfully used during the 2001 Bond Program. Establishing consensus by the responsible parties will develop clear direction as the Bond Program moves forward.

Broaddus & Associates reviewed a proposed matrix with the Facilities Committee on February 5, 2015. In the proposed matrix included in the Facilities Committee packet, Broaddus & Associates indicated that the Color Board and Finishes of the 2013 Bond Construction Program projects would be reviewed by the CPM and approved by Staff, with no oversight by the Board of Trustees.

Mr. Gary Gurwitz stipulated that the Board should have final review and approval of the Color Board and Finishes, and Mr. Gilbert Gallegos agreed. The matrix was revised to require Facilities Committee review and recommendation and Board approval of the Color Board and Finishes, and this version was included in the packet for Board review and approval.

Gilbert Gallegos from Broaddus & Associates attended the February 24, 2015 Regular Board meeting to review the responsibilities matrix with the Trustees and respond to questions and/or comments.

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 2013 Bond Construction Program Management Responsibilities Matrix as presented. The motion carried.

### **Review and Action as Necessary on Request for Construction Manager-at-Risk Proposals for the 2013 Bond Construction Program**

Approval of the Request for Proposals for Construction Manager-at-Risk for the 2013 Bond Construction Program was requested.

Broaddus & Associates prepared the Request for Proposals for Construction Manager-at-Risk services to be used for STC's 2013 Bond Construction Program. This RFP was prepared with the assistance of South Texas College Staff and legal counsel. A draft of the proposed Request for Proposals for Construction Manager-at-Risk was provided under separate cover for the Board's consideration.

Some Bond projects might 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/Contractor agreement could be used.

With Board approval of the proposed Request for Proposals, Broaddus & Associates and STC staff could prepare for solicitation of proposals in March 2015, including a copy of the proposed contract. Gilbert Gallegos from Broaddus & Associates attended the February 5, 2015 Board Facilities Committee meeting to review the request for proposals, and addressed questions by



the Committee. Mr. Gallegos was also present at the Board meeting, and informed the Board that if the RFP was approved as requested, it would be advertised beginning Sunday, March 1, 2015.

The Facilities Committee recommended Board approval of the Request for Proposals for Construction Manager-at-Risk for the 2013 Bond Construction Program, substantially in the form 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 Request for Proposals for Construction Manager-at-Risk for the 2013 Bond Construction Program, substantially in the form presented. The motion carried.

### **Review and Action as Necessary on Standard Contract for Construction Manager-at-Risk for the 2013 Bond Construction Program**

Approval of the Standard Contract for Construction Manager-at-Risk for the 2013 Bond Construction Program was requested.

Broaddus & Associates prepared the standard contract for Construction Manager-at-Risk services to be used for STC's 2013 Bond Construction Program. This contract was prepared with the assistance of South Texas College Staff and legal counsel.

A draft of the proposed standard contract for Construction Manager-at-Risk was provided under separate cover for the Board's consideration.

The contract was developed to identify the Owner's and Contractor'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 the more typical Competitive Sealed Proposals procurement method could be used for those projects. In the cases where the Competitive Sealed Proposals method was used, STC's standard AIA Owner/Contractor agreement could be used.

With Board approval of the proposed standard contract for Construction Manager-at-Risk, Broaddus & Associates and STC staff could prepare for solicitation of proposals in March 2015. Mr. Gilbert Gallegos from Broaddus & Associates attended the February 5, 2015 Board Facilities Committee meeting to review the request for proposals, and addressed questions by the Committee.

Based upon a recommendation by Legal counsel, the Facilities Committee recommended Board approval of the proposed Standard Contract for Construction Manager-at-Risk for the 2013 Bond Construction Program, substantially in the form presented.

Upon a motion by Mr. Gary Gurwitz and a second by Mr. Jesse Villarreal, the Board of Trustees of South Texas College approved and authorized the proposed Standard Contract for Construction Manager-at-Risk for the 2013 Bond Construction Program, substantially in the form presented. The motion carried.

## **Review and Action as Necessary on Negotiated Architect Fees for the 2013 Bond Construction Program Projects**

Approval of the negotiated architect fees for the 2013 Bond Construction Program was requested.

Broaddus & Associates staff completed fee negotiations with the architect firms which were previously approved for the 2013 Bond Construction Program projects. The Board packet included a list of projects and associated fees recommended for each architect firm assigned to each project. Mr. Gilbert Gallegos from Broaddus & Associates will attend the February 24, 2015 Regular Board meeting to review the proposed fees for each project.

The Facilities Committee requested additional information from Broaddus & Associates about the negotiation of fees with these architectural firms, and the representatives from Broaddus & Associates did not have that information available at the time of the Committee meeting.

The Committee withheld any formal action, asking Broaddus & Associates to provide the requested materials for Board review prior to further discussion or action. The negotiation summary and fees as recommended by Broaddus & Associates were provided in the Board packet.

The Board was asked to review the negotiated architect fees for the 2013 Bond Construction Program Projects with the representative from Broaddus & Associates, and take formal action as necessary.

The Board discussed the proposed fees and accepted those proposed for all firms and projects with the exception of the fees proposed for Mata-Garcia Architects. All other firms had accepted negotiated fees below the Board-approved ceiling for design fees. Mata-Garcia Architects finally accepted the ceiling, after starting negotiations above that point.

Mr. Gilbert Gallegos informed the Board that Broaddus & Associates considered Mata-Garcia Architects' fee to be equitable in light of expected travel. According to Mr. Gallegos, this travel would amount to approximately \$13,000 for the duration of the assigned projects. Mr. Gallegos stated that the recommended fees less \$13,000 would be in line with the percentages proposed for other firms, and considered the \$13,000 to be an acceptable compensation for necessary project travel.

Mr. Gary Gurwitz suggested that it may have better served the College's interests if Broaddus & Associates negotiated a fee at a rate comparable to the other firms and included a provision for reimbursement for travel, not to exceed \$13,000. Mr. Gallegos acknowledged that this was an option.

Mr. Paul R. Rodriguez noted that he was still concerned about Mata-Garcia Architects being the sole firm offered this consideration for travel expenses, and being exclusively permitted to negotiate a higher fee than other firms. Mr. Rodriguez asked Broaddus & Associates about the relative difference between the College's approved ceiling for design fees and the other firms, and Mr. Gallegos informed the Board that the other firms had accepted fees at 21 basis points below the established ceiling. Mr. Rodriguez suggested that the Board authorize a last-and-final counter offer that Mata-Garcia Architects accept the contract at a fee 21 basis points below the ceiling, and if they fail to accept such an offer, negotiations would immediately commence with the next highest ranked architect for the projects.

Mr. Gary Gurwitz stated that he did not expect the deal proposed by Mr. Rodriguez would be a sticking point for the firm, and agreed with the recommendation.

Ms. Rose Benavidez expressed concern that continued back-and-forth negotiations would delay the start of design and construction for these projects, three of which were at the Starr County Campus and the fourth and final of which was at the Mid Valley Campus. She asked that the Board consider the best way to minimize further interruption if Mata-Garcia Architects did not accept the counter offer.

Mr. Gary Gurwitz agreed with Ms. Benavidez' concerns and suggested that the Board could order a Special Board Meeting to authorize further negotiations with the next highest ranked firm for these projects, should it be necessary.

Mr. Gallegos believed that they would know within two days whether Mata-Garcia Architects accepted the Board's best-and-final offer and would inform the College as appropriate.

Mr. Paul R. Rodriguez also noted that he had learned that contract negotiations were handled by Broaddus & Associates directly with the contracted firms, without South Texas College staff involvement. This was not what he had expected. Mr. Gerry Rodriguez, Director of Facilities Planning and Construction, verified that it was staff's interpretation of previous Board instructions that all negotiations and recommendation of fees for 2013 Bond Construction Program projects was to be handled by Broaddus & Associates as the Construction Program Manager.

The Board asked whether staff could be involved in the negotiations. Mr. Gerry Rodriguez acknowledged that staff received updates of progress on a regular basis, but were not present for actual negotiations. As he understood the process by Broaddus & Associates, negotiations occurred as needed rather than according to a formal schedule, often via email or a phone call. Mr. Rodriguez confirmed that staff would be available to coordinate with Broaddus & Associates to participate in future negotiations if the Board desired. The Board provided feedback that they would prefer to have South Texas College staff present for future negotiations on behalf of College projects, although responsibility to recommend approval of negotiated fees remained the responsibility of Broaddus & Associates.

Summary of AE Fee Recommendations						
Projects	Architect Firm	Project Cost		Fee Schedule Amount	Recommended Fee	Remarks
Technology Campus	EGV Architects Inc.	\$12,000,000.00	%	7.250%	7.00%	Recommended
			\$	\$870,000.00	\$840,000.00	
La Joya Teaching Site	EGV Architects Inc.	\$1,900,000.00	%	8.03%	7.78%	Recommended
			\$	\$152,570.00	\$147,820.00	
Mid Valley Campus Workforce Training Addition	EGV Architects Inc.	\$1,750,000.00	%	6.65%	6.44%	Recommended
			\$	\$116,375.00	\$112,700.00	
Starr County Campus Workforce Training Addition	EGV Architects Inc.	\$1,600,000.00	%	6.670%	6.46%	Recommended
			\$	\$106,720.00	\$103,360.00	
Mid Valley Campus Student Services Addition	ROFA Architects, Inc.	\$2,500,000.00	%	6.41%	6.20%	Recommended
			\$	\$160,250.00	\$155,000.00	

Summary of AE Fee Recommendations						
Projects	Architect Firm	Project Cost		Fee Schedule Amount	Recommended Fee	Remarks
Pecan Campus South Academic Building	Boultinghouse Simpson Gates Architects	\$6,800,000.00	%	5.91%	5.70%	Recommended
				\$ 401,880.00	\$387,600.00	
Pecan Campus North Academic Building	PBK Architects	\$10,500,000.00	%	5.70%	5.49%	Recommended
				\$ 598,500.00	\$576,450.00	
Pecan Campus Student Activities / Cafeteria	TWG Architects	\$5,700,000.00	%	6.465%	6.255%	Recommended
				\$ 368,505.00	\$356,535.00	
Mid-Valley Campus Library Expansion	Mata-Garcia Architects	\$1,750,000.00	%	6.650%	6.44%	Recommended
				\$ 116,375.00	\$112,700.00	
Starr County Campus Library Expansion	Mata-Garcia Architects	\$2,800,000.00	%	6.550%	5.90%	Recommended
				\$ 183,400.00	\$165,200.00	
Starr County Campus Student Services Expansion	Mata-Garcia Architects	\$850,000.00	%	8.4375%	8.23%	Recommended
				\$ 71,718.75	\$69,955.00	
Starr County Campus Student Activities Expansion	Mata-Garcia Architects	\$850,000.00	%	8.4375%	8.23%	Recommended
				\$ 71,718.75	\$69,955.00	

Upon a motion by Mr. Gary Gurwitz and a second by Mrs. Graciela Farias, the Board of Trustees of South Texas College approved and authorized the proposed fees for all firms except those for Mata-Garcia Architects, and authorized Broaddus & Associates to offer Mata-Garcia Architects a fee of 21 basis points below the College’s ceiling for design firms as appropriate to each project, with approval and acceptance of those offered fees if accepted by the firm. The motion carried.

### **Review and Action as Necessary on Standard Engineering Contract for the 2013 Bond Construction Program**

Approval of the standard engineering contract for the 2013 Bond Construction Program was requested.

Broaddus & Associates recommended use of a proposed engineering contract for STC’s 2013 Bond Construction Program, which was written to address concerns raised during Board review of the previously approved architect’s contract. A copy of the recommended contract was provided under separate cover for the Board’s consideration.

Legal counsel and Broaddus & Associates recommended approval to proceed with the proposed contract to be used when mechanical and civil engineering services are required. Legal counsel and a representative from Broaddus & Associates attended the February 5, 2015 Board Facilities Committee meeting to review the proposed contract and address questions by the Committee.

The Facilities Committee recommended Board approval of the standard engineering contract for the 2013 Bond Construction Program as presented

Upon a motion by Mr. Gary Gurwitz and a second by Mr. Jesse Villarreal, the Board of Trustees of South Texas College approved and authorized the standard engineering contract for the 2013 Bond Construction Program as presented. The motion carried.

## **Review and Action as Necessary on Geotechnical Engineering and Materials Testing Services**

Approval of a pool of firms to provide geotechnical engineering and materials testing services as needed for non-bond projects was requested.

The current approval of geotechnical engineering and materials testing services expired on February 18, 2015. It was recommended that a minimum of three (3) firms be approved for a period beginning February 24, 2015 through February 23, 2016 with the option to renew for two one-year periods.

On November 24, 2014, a Request for Qualifications (RFQ) for solicitation of these services was made available and responses were received on December 16, 2014. A total of six (6) firms submitted responses to the RFQ. The evaluation team prepared a summary of scoring and ranking for review by the Board, as included in the packet.

Once firms were selected and approved by the Board of Trustees, the firms would be available to provide the College with geotechnical engineering and materials testing services as needed for non-bond projects. STC staff would recommend use of firms for non-bond projects based upon qualifications for specific projects. Some of the anticipated engineering services which may be provided were as follows:

- Testing of soil conditions for proper foundation design
- Testing of select fill dirt for proper compaction
- Testing of concrete samples during concrete pours
- Testing of sub-grades, caliche base, and asphalt for parking areas
- Testing of structural steel reinforcing
- Testing of steel welding
- Testing of floors for levelness
- Testing of fireproof materials
- Testing of environmental conditions including air quality
- Testing for identifying asbestos type materials

Fees for these services could range from \$5,000 to \$45,000 depending on the scope and complexity of each construction project. As part of the fee negotiations process, each firm would be asked to provide unit costs for a standard list of possible services. These unit costs would be used a basis for each future project fee proposal.

The initial presentation to the Facilities Committee requested a recommendation for Board approval of use of this list of geotechnical engineering and materials testing services for 2013 Bond Construction Program projects as well as for non-bond projects. The Committee directed Broaddus & Associates to conduct a separate solicitation for any projects related to the 2013 Bond Construction program, and recommended Board approval of the proposed list only for non-bond program projects.

The Facilities Committee recommended Board approval of a pool consisting of the top three (3) ranked firms, alphabetically listed as Millennium Engineers Group, Inc; Raba-Kistner Consultants, Inc.; and Terracon Consultants, Inc., to provide geotechnical engineering and materials testing services as needed for district-wide non-bond projects for the period beginning February 24, 2015 through February 23, 2016 with the option to renew for two one-year periods 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 a pool consisting of the top three (3) ranked firms, alphabetically listed as Millennium Engineers Group, Inc; Raba-Kistner Consultants, Inc.; and Terracon Consultants, Inc., to provide geotechnical engineering and materials testing services as needed for district-wide non-bond projects for the period beginning February 24, 2015 through February 23, 2016 with the option to renew for two one-year periods as presented. The motion carried.

**Review and Action as Necessary on Contracting Construction Services for the Pecan Campus South Academic Building Science Lab Exhaust Fan**

Approval to select a contractor for the Pecan Campus South Academic Building Science Lab Exhaust Fan project was requested.

During FY 2013-2014, a physics lab in the South Academic Building was converted into a biology lab. After construction was completed, it was determined that the lab did not include a code required exhaust fan for proper ventilation. Project engineer failed to include exhaust fan as required by code. This discovery was addressed with EGV Architects and their consultant mechanical engineer, Trinity Engineering. The design team agreed to provide the necessary plans and specifications for the required exhaust fan, at no additional cost to the college. Once completed, the plans and specifications were used to solicit construction proposals.

EGV Architects assisted STC staff in preparing issuing the necessary plans and specifications for the solicitation of competitive sealed proposals. Solicitation of competitive sealed proposals for this project began on January 7, 2015. A total of six (6) sets of construction documents were issued to general contractors, sub-contractors, and suppliers and a total of four (4) proposals were received on January 15, 2015.

<b>Timeline for Solicitation of Competitive Sealed Proposals</b>	
January 7, 2015	Solicitation of competitive sealed proposals began.
January 15, 2015	Four (4) proposals were received.

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

Funds were available in the FY 2014-2015 Construction budget for this project.

<b>Source of Funding</b>	<b>Available Funds</b>	<b>Highest Ranked Proposal</b>
Non-Bond Construction	\$25,000	\$23,300

The Facilities Committee recommended Board approval to contract construction services with Holchemont, Inc. in the amount of \$23,300.00 for the Pecan Campus South Academic Building Science Lab Exhaust Fan project as presented.

Mr. Gary Gurwitz asked whether this oversight by the original project design team had any adverse effect on the College. Mr. Gerry Rodriguez responded that design work to install the necessary ventilation for code compliance was designed to accommodate the previous design and avoid duplicative work, and there was no adverse effect on the College.

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 Holchemont, Inc. in the amount of \$23,300.00 for the Pecan Campus South Academic Building Science Lab Exhaust Fan project as presented. The motion carried.

**Review and Action as Necessary on Final Completion of the Following Projects.**

- 1. Pecan Campus Student Support Services Building Office Modifications**
- 2. Pecan Plaza Renovation for Continuing Education Additional Classrooms and Cashiering Space**
- 3. Pecan Plaza Space Renovation for Police Department**

Approval of final completion and release of final payment for the following projects was requested.

	<b>Projects</b>	<b>Substantial Completion</b>	<b>Final Completion</b>	<b>Documents Attached</b>
1.	Pecan Campus Student Support Services Building Office Modifications	Previously Approved	Recommended	Final Completion Letter
2.	Pecan Plaza Renovation for Continuing Education Additional Classrooms and Cashiering Space	Previously Approved	Recommended	Final Completion Letter
3.	Pecan Plaza Space Renovation for Police Department	Previously Approved	Recommended	Final Completion Letter

**1. Pecan Campus Student Support Services Building Office Modifications**

It was recommended that final completion for this project with Bullard Construction be approved.

Final Completion including punch list items were accomplished as required in the Owner/Contractor agreement for this project. It was recommended that final completion and release of final payment for this project with Bullard Construction be approved. The original cost approved for this project was in the amount of \$393,000.

The following chart summarizes the above information:

Construction Budget	Approved Proposal Amount	Net Total Change Orders	Final Project Cost	Previous Amount Paid	Remaining Balance
\$353,000	\$393,000	\$9,960.40	\$402,960.40	\$382,812.38	\$20,148.02

On January 23, 2015, STC Planning & Construction Department staff along with ERO Architects inspected the site to confirm that all punch list items were completed. This Board packet included a letter from ERO Architects acknowledging all work is complete and recommending release of final payment.

**2. Pecan Plaza Renovation for Continuing Education Additional Classrooms and Cashiering Space**

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 as 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 \$185,000.

The following chart summarizes the above information:

Construction Budget	Approved Proposal Amount	Net Total Change Orders	Final Project Cost	Previous Amount Paid	Remaining Balance
\$170,000	\$185,000	\$2,471.35	\$187,471.35	\$140,766.70	\$46,704.65

On January 27, 2015, STC Planning & Construction Department staff along with Boultinghouse Simpson Gates Architects inspected the site to confirm that all punch list items were completed. This Board packet included a letter from Boultinghouse Simpson Gates Architects acknowledging all work is complete and recommending release of final payment.



### 3. Pecan Plaza Space Renovation for Police Department

It was recommended that final completion for this project with 5 Star Construction be approved.

Final Completion including punch list items were accomplished as required in the Owner/Contractor agreement for this project. It was recommended that final completion and release of final payment for this project with 5 Star Construction be approved. The original cost approved for this project was in the amount of \$864,000.

The following chart summarizes the above information:

Construction Budget	Approved Proposal Amount	Net Total Change Orders	Final Project Cost	Previous Amount Paid	Remaining Balance
\$1,200,000	\$864,000	\$40,143.45	\$904,143.45	\$851,317.65	\$52,825.80

On January 7, 2015, STC Planning & Construction Department staff along with PBK Architects inspected the site to confirm that all punch list items were completed. After substantial completion was certified by PBK Architects, it took some time to resolve some difficulties with one HVAC roof top unit's controls. Carrier technicians have since resolved problems with the controls and the unit is now functioning as it should. This Board packet included a letter from PBK Architects acknowledging that all work is complete and recommending release of final payment.

Due to time constraints, the Facilities Committee did not discuss these projects or make a recommendation for Board action. At the request of the Facilities Committee, these requests for approval of final completion and release of final payment were presented for Board approval as recommended by staff.

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 final completion and release of final payment of the projects as presented. The motion carried.

### **Discussion and Action as Necessary Regarding STC vs Chubb Insurance for Hail Damage Claim Settlement**

The College was in discussion with Chubb Insurance regarding the Hail Damage Claim Settlement, and this item was included to provide legal counsel with an opportunity to update the Board of any updates on the claim in Executive Session.

## **Update on Status of Non-Bond Program Construction Projects**

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

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

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

Board action was requested to approve the checks for release and the financial reports for the month of January 2015. The approval was for checks submitted for release in the amount greater than \$125,000.00 and checks in the amount greater than \$25,000.00 that were released as authorized by Board Policy No. 5610.

Mrs. Mary Elizondo, Vice President for Finance and Administrative Services, responded to questions posed by the Board related to the resolution of questions about the depository services agreement, and informed the Board that the necessary modifications were being made and the College expected to receive an acceptable agreement in the near future.

Upon a motion by Mr. Paul R. Rodriguez and a second by Ms. Rose Benavidez, the Board of Trustees approved the submitted checks for release in an amount over \$50,000.00, the checks that were released as authorized by Board Policy #5610, and the financial reports submitted for the month of January 2015. The motion carried.

## **Executive Session:**

The South Texas College Board of Trustees convened into Executive Session at 7:05 p.m. in accordance with Chapter 551 of the Texas Government Code for the specific purpose provided in:

- Section 551.071, Consultations with Attorney
  - Section 551.072, Deliberation Regarding Real Property
1. Discussion and Action as Necessary Regarding STC vs Chubb Insurance for Hail Damage Claim Settlement
  2. Update Regarding C-0456-14-G; Lone Star National Bank vs. Valley View Independent School District, City of Hidalgo, South Texas Independent School District, South Texas College, Hidalgo County, Other Unknown Persons, Hidalgo County Drainage District No. 1, Miguel Rodriguez
  3. Update Regarding Cause No. CL-8798-14-G; Randy Jarvis vs. South Texas College
  4. Discussion and Action as Necessary on Real Property

## **Open Session:**

The South Texas College Board of Trustees returned to Open Session at 8:00 p.m. No action was taken in Executive Session.

### **Discussion and Action as Necessary Regarding STC vs Chubb Insurance for Hail Damage Claim Settlement**

The College was in discussion with Chubb Insurance regarding the Hail Damage Claim Settlement, and this item was included to provide legal counsel with an opportunity to update the Board of any updates on the claim.

No action was taken.

### **Update Regarding C-0456-14-G; Lone Star National Bank vs. Valley View Independent School District, City of Hidalgo, South Texas Independent School District, South Texas College, Hidalgo County, Other Unknown Persons, Hidalgo County Drainage District No. 1, Miguel Rodriguez**

South Texas College was named as a co-defendant in a lawsuit brought by Lone Star National Bank. Co-defendants include:

- Valley View Independent School District,
- City of Hidalgo,
- South Texas Independent School District,
- South Texas College,
- Hidalgo County,
- Other Unknown Persons,
- Hidalgo County Drainage District No. 1, and
- Miguel Rodriguez.

Linebarger Goggan Blair & Sampson, LLP, delinquent tax attorney, were reviewing the case.

The lawsuit was submitted to the College's insurance carrier, Texas Association of School Boards (TASB). TASB assigned Mr. Eduardo Garza from Esparza & Garza, L.L.P. to handle the case.

Michael Cano with Linebarger Goggan Blair & Sampson, LLP and Mr. Eduardo Garza provided an update during executive session. No action was taken.

## **Update Regarding Cause No. CL-8798-14-G; Randy Jarvis vs. South Texas College**

Legal action was taken against the College by Randy Jarvis. The lawsuit was submitted to the College's insurance carrier, TASB. TASB assigned Edward Garza from Esparza & Garza, L.L.P to handle the case.

No action was taken.

### **Discussion and Action as Necessary on the Real Property.**

Dr. Reed and Legal Counsel reviewed the status of issues related to real property and recommended actions as necessary with the Board in Executive Session.

Upon a motion by Ms. Rose Benavidez and a second by Mr. Jesse Villarreal, the Board approved and authorized the sale of the College's undivided interest in the tract of land described as Mikes Subdivision Lot 1, Block 21 in Alto Bonito, Texas to the County of Starr, Texas for the fair market value. The motion carried.

### **Informational Items**

The following informational items were included in the packet for the Board's review:

- President's Report
  
- Board Committee Meeting Minutes from February 5, 2015:
  - February 5, 2015 Facilities
  - February 5, 2015 Finance and Human Resources

## Announcements

A. Next Meetings:

- **Thursday, March 19, 2015**

- 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, March 31st, 2015**

- 5:30 p.m. – Regular Meeting of the Board of Trustees

B. Other Announcements:

- South Texas College will be closed Monday, March 9, 2015 through Sunday, March 15, 2015 for Spring Break.

### **Adjournment:**

There being no further business to discuss, the Regular Meeting of the South Texas College Board of Trustees adjourned at 8:01 p.m.

I certify the foregoing are the true and correct minutes of the Tuesday, February 24, 2015 Regular Board Meeting of the South Texas College Board of Trustees.

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Mr. Paul R. Rodriguez

Secretary

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

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

### **1. Additional “Nursing Shortage Reduction Program-Regular” Funds from Texas Higher Education Coordinating Board in the amount of \$81,551.51**

The additional “Nursing Shortage Reduction Program-Regular” funds from Texas Higher Education Coordinating Board are for the current fiscal year, beginning September 1, 2014 and continuing through August 31, 2015, and the College would have a deadline of August 31, 2019 to expend these additional funds in compliance with the original grant. . This award in the amount of \$81,551.51 adds to the original awarded amount of \$126,087.

The 83 Texas Legislature appropriated funding to the Texas Higher Education Coordinating Board for the Professional Nursing Shortage Reduction Program for distribution to institutions. This “Regular” program evaluates nursing programs based on the increased number of nursing graduates at the associate, baccalaureate, master’s and doctoral degree level from 2012.

These additional grant funds will be used for costs exclusively related to enrolling additional students, nursing faculty enhancement, recruitment and retention innovation, development and implementation of innovative methods involving curriculum and/or preceptorships, as well as other expenses as approved in the contract.

This State Appropriation funding meets South Texas College’s Strategic Direction Two: South Texas College is committed to increasing the college-going and college-completing rates in the region.

### **2. Additional Grant(s) Received/Pending Official Award**

The presented grant would provide up to \$81,551.51 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 “Nursing Shortage Reduction Program-Regular” Funds from Texas Higher Education Coordinating Board in the amount of \$81,551.51
2. Additional Grant(s) 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 “Nursing Shortage Reduction Program-Regular” Funds from Texas Higher Education Coordinating Board in the amount of \$81,551.51
2. Additional Grant(s) Received/Pending Official Award

**Approval Recommended:**

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

## **Review and Action as Necessary to Offer the Fast Start Certificate for Precision Manufacturing Technology**

The Education and Workforce Development Committee is asked to recommend Board approval of the proposed new Fast Start Certificate for Precision Manufacturing Technology.

As part of the *Fast Start Programs in Precision Manufacturing Technology and Computer Systems Management Technician* grant from the Texas Workforce Commission, South Texas College has developed a new certificate program: Fast Start Certificate for Precision Manufacturing Technology. The grant funds of \$97,999 have gone toward the design of a Certificate program that will allow individuals with working experience to earn a Certificate in a compressed amount of time.

Students will engage in coursework to test and gain necessary technical skills. Through the use of credit-by-exam system, some skills can be demonstrated and credits, allowing experienced and proficient students to earn their credential more quickly than traditional programs. Other classes will be offered online, or as a hybrid option.

Students completing this program will need to complete at least three National Institute of Metalworking Skills (NIMS) credentials to complete the program. Because this program is developed as a stackable credential, graduates will then have the option to build upon their Fast Start Certificate for Precision Manufacturing Technology to complete the one year Certificate or the Associate of Applied Science Degree.

The following pages contain:

- The Program Summaries;
- Expected Enrollment;
- Occupational Needs in the region, state, and nation;
- Estimated Wages;
- Proposed Degree Plan; and
- South Texas College Program Evaluation Plan

Mrs. Laura Sanchez, Associate Dean of Curriculum and Student Learning, will review the proposed program with the Board and respond to any questions.

The Education and Workforce Development Committee recommended Board approval of the proposed new Fast Start Certificate for Precision Manufacturing Technology program as presented.



**Recommendation:**

It is recommended that the Board of Trustees of South Texas College approve and authorize the proposed new Fast Start Certificate for Precision Manufacturing Technology 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 Fast Start Certificate for Precision Manufacturing Technology program as presented.

**Approval Recommended:**

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

## Fast Start Certificate - Precision Manufacturing Technology

This certificate has been developed as part of a grant received from the Texas Workforce Commission titled *Fast Start Programs in Precision Manufacturing Technology and Computer Systems Management Technician*. South Texas College received \$97,999 through this grant in order to design a Certificate that will provide individuals that have working experience the opportunity to receive a Certificate in a compressed amount of time.

In this program students will engage in coursework to gain technical skills in general basic manufacturing. The curriculum will incorporate a variety of course studies and machine equipment. This program will consist of six classes; two online, some hybrid course options, and others available through credit-by-exam to facilitate the earning of credits and provide a faster route to the workforce. The accelerated options built into this certificate are designed for students that have at least one year of industry experience. Participating students will need to complete at least three National Institute of Metalworking Skills (NIMS) credentials in order to complete the program. Students completing this program have the option to continue their education and apply all of the coursework towards the Precision Manufacturing Technology Associate of Applied Science Degree.

### Expected Enrollment:

Years	2015 -2016	2016 -2017	2017 – 2018	2018 -2019	2019 -2020
# Of Students	8	10	10	12	12

### Occupational Need:

- According to EMSI, Machinists occupations should experience 26.4 % growth rate in the Lower Rio Grande Regional Area (Cameron, Hidalgo, Jim Hogg, Starr, Willacy, and Zapata counties) between 2014 and 2024. A total of 81 additional job openings are expected during this time period.
- According to EMSI, Machinists occupations should experience 23.7 % growth rate in the State of Texas between 2014 and 2024. A total of 7,165 job openings are expected during this time period.
- According to EMSI, Machinists occupations should experience 12.2% growth rate nationally between 2014 and 2024. A total of 48,569 job openings are expected during this time period.

**Estimated Wages:**

- EMSI indicates that the most recent median hourly earnings Machinists occupations in the South Texas Region (Cameron, Hidalgo, Starr, Zapata, Willacy, and Jim Hogg counties) were \$15.36.
- EMSI indicates that the most recent median hourly earnings for Machinists occupations in the State of Texas were \$18.59.
- EMSI indicates that the most recent median hourly earnings for Machinists occupations nationally were \$19.03.

2015-2016

*TSI EXEMPT*

**FALL SEMESTER**

	Lec. Hrs.	Lab Hrs.	Ext Hrs.	Cont. Hrs.	Cred. Hrs.
*DFTG 1325 Blueprint Reading & Sketching	2	3	0	80	3
*MCHN 1338 Basic Machine Shop I	1	6	0	112	3
*MCHN 1352 Intermediate Machining I	1	6	0	112	3
*MCHN 1320 Precision Tools and Measurements	2	3	0	80	3
<b>Total:</b>	<b>6</b>	<b>18</b>	<b>0</b>	<b>384</b>	<b>12</b>

**SPRING  
SEMESTER**

*DFTG 1313 Drafting for Specific Occupations	2	3	0	80	3
*DEMR 1301 Shop Safety & Procedures	3	1	0	64	3
<b>Total:</b>	<b>5</b>	<b>4</b>	<b>0</b>	<b>144</b>	<b>6</b>

**Total Contact Hours: 528**

**Total Credit Hours: 18**

## **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 *Intuitional 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 *Core 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 *Core Objectives* and were defined by the Texas Higher Education Coordinating Board. Measures to determine the extent to which *Core Objectives* are being achieved are assessed every semester. Data are collected and compiled by each department to evaluate the extent to which the *Core 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 Other Items Presented to the Committee**

### **1) Committee Approval to Develop Associate of Applied Science Degree in Law Enforcement with Specialization in Crime Scene Technology and a Certificate in Crime Scene Technology**

The Education and Workforce Development Committee was asked for approval to develop two new programs:

- a. Associate of Applied Science Degree in Law Enforcement with Specialization in Crime Scene Technology (AAS)
- b. Certificate in Crime Scene Technology

Development of these programs could begin with Committee authorization. Upon development, each program would be presented to the Education and Workforce Development Committee for review and recommendation and the Board of Trustees for approval before being offered to students.

South Texas College currently offers a Basic Peace Officer Certificate, which is the state required training to achieve Texas Commission on Law Enforcement certification as a Law Enforcement Officer. The College also offers an A.A.S. degree in Law Enforcement, which provides additional academic training, and can be undertaken by students new to law enforcement or to certified officers pursuing academic credentials. Certified officers coming to the A.A.S. program will earn experiential credit for the coursework they completed as part of their certification process.

The proposed new programs would expand on the Law Enforcement program offered through South Texas College by offering specialist training in Crime Scene Technology as either a Certificate or as part of an Associate of Applied Science Degree.

A graduate would be prepared to work as an entry-level crime scene specialist, trained to locate, identify, process, and preserve the crime scene and to present findings in court proceedings.

These program were designed to be appropriate for new students as well as for experienced law enforcement officers who desire the opportunity to specialize and advance in this area.

The Committee Packet contained the Program Development Brief, operating, and instructional costs.

Dr. Anahid Petrosian, Vice President for Academic Affairs, Laura Sanchez, Associate Dean of Curriculum and Student Learning, and Daniel Morales, Department Chair for Precision Manufacturing Technology, reviewed the proposed new program and the development process with the Committee and responded to questions..

The Education and Workforce Development Committee approved the development of the proposed new Associate of Applied Science Degree in Law Enforcement with Specialization in Crime Scene Technology and the Certificate in Crime Scene Technology as presented. Once

these programs are developed, they will be presented to the Committee and the Board for approval.

## **2) Report on Programs Offered through Continuing, Professional, and Workforce Education**

Mr. Juan Carlos Aguirre, Associate Dean for Continuing, Professional, and Workforce Education provided a report on continuing, professional, and workforce education programs offered at South Texas College.

The mission of the Office of Continuing, Professional, and Workforce Education is to “empower individuals and employers with knowledge, skills, and credentials to help them fulfill personal and professional goals for a successful life.”

To accomplish this mission, the College provides training programs open to the community at large, onsite and online. Staff also coordinates with school districts, area employers, and other state agencies and economic development partners to develop customized programs to meet the various needs of professional and workforce development.

Mr. Aguirre reviewed enrollment trends and program growth and reported on the recently-approved Texas Adult Completion and Skills Initiative Grant from the Texas Workforce Commission, which provides funding to train workers in skills that improve their performance and professional opportunities.

The grant funded program will provide training to 60 high school credit recovery and technical programs students and 28 students enrolled in GED and technical programs. The technical programs include:

- Emergency Medical Technology
- Electronic Health Record Specialist
- Medical Assistant Technology
- Medical Office Specialist
- Combination Welding

Mr. Aguirre also provide additional information on the College’s very impressive list of online learning opportunities, delivering coursework to students over the internet to allow them to pursue their studies at flexible schedule. Mr. Aguirre highlighted some of the programs offered, and respond to questions from the Committee.

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

## **Review and Action as Necessary on Award of Proposal, Purchases, and Renewal**

Approval of the following proposal award, purchases, and renewal is requested.

### **1) Fiber Optic Transceivers (Award)**

Award the proposal for fiber optic transceivers to Optimum Data, Inc. (Omaha, NE), at a total cost of \$21,774.65.

The seventy (70) fiber optic transceivers will be used to provide faster and up-to-date connectivity from building to building at the Starr County Campus and floor to floor at the Nursing and Allied Health Campus.

Proposal documents were advertised on February 2, 2015 and February 9, 2015 and issued to four (4) vendors. One (1) response was received on February 17, 2015 and reviewed by Technology Resources and the Purchasing Department.

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

### **2) Computers, Laptops, Tablets, and Printers (Purchase)**

Purchase of computers, laptops, tablets, and printers 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 (NJPA) approved vendor CDW Government (Vernon Hills, IL), in the total amount of \$150,410.23.

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

The purchases can be summarized as follows:

- Staff-Use Computers
  - ⇒ 3 Computers for Instructional Technologies Maintenance & Replacement
  - ⇒ 1 Computer for Education Program
  - ⇒ 1 Computer for Business Office
  - ⇒ 2 Computers for Facilities Planning and Construction
  - ⇒ 1 Computer for Division of Business and Technology
  - ⇒ 4 Computers for Advising Department
  - ⇒ 2 Computers for Administrative Office Careers Program
  - ⇒ 1 Computer for Technology Support
- Faculty-Use Computers
  - ⇒ 1 Computer for Health Information Program
  - ⇒ 1 Computer for College Success Healthcare
  - ⇒ 1 Computer for Speech Program
  - ⇒ 4 Computers for Education Program



- ⇒ 4 Computers for Developmental Reading Program
- ⇒ 4 Computers for College Success
  
- Student Lab-Use Computers
  - ⇒ 32 Computers for Computer Science Program
  
- Conference-Use Computer
  - ⇒ 1 Computer for Grant Development & Compliance
  
- Staff-Use Laptops
  - ⇒ 35 Computers for Instructional Technologies Maintenance & Replacement
  - ⇒ 1 Laptop for Institutional Effectiveness and Assessment
  
- Faculty-Use Laptops
  - ⇒ 4 Laptops for English Program
  - ⇒ 1 Laptop for Sociology Program
  - ⇒ 2 Laptops for Administrative Office Careers Program
  - ⇒ 1 Laptop for Computer Science Program
  
- Circulation Laptops
  - ⇒ 15 Laptops for Instructional Technologies Maintenance & Replacement
  
- Student-Use Laptops
  - ⇒ 3 Laptops for Library Information Commons
  
- Staff-Use Tablets
  - ⇒ 1 Tablet for Academic Grants & Project Officer
  - ⇒ 1 Tablet for Instructional Technologies Maintenance & Replacement
  
- Circulation Tablets
  - ⇒ 2 Tablets for Instructional Technologies Maintenance & Replacement
  
- Printers
  - ⇒ 4 Printers for Instructional Resource Open Lab
  - ⇒ 1 Printer for CADD Program

Funds for these expenditures are budgeted in the requesting department budgets for FY 2014-2015 as follows: Instructional Technologies Maintenance & Replacement, Education, Business Office, Facilities Planning and Construction, Division of Business and Technology, Advising, Administrative Office Careers, Technology Support, Health Information, College Success Healthcare, Speech, Developmental Reading, College Success, Computer Science, Grant Development & Compliance, Institutional Effectiveness and Assessment, English, Sociology, Library Information Commons, CADD, and Academic Grants & Project Officer.

### **3) Furniture (Purchase)**

Purchase furniture from the State of Texas Multiple Award Schedule (TXMAS) and the Texas Association of School Boards – Buyboard approved vendors, at a total amount of \$41,408.50.

#	Vendor	Amount
A	Allsteel, Inc./ Gateway Printing and Office Supply, Inc. (Edinburg, TX)	\$3,031.70
B	Cramer, LLC./ Gateway Printing and Office Supply Inc. (Edinburg, TX)	\$762.02
C	Datum Filing Systems, Inc./ Gateway Printing and Office Supply, Inc. (Edinburg, TX)	\$2,155.35
D	Exemplis Corporation/ Gateway Printing and Office Supply, Inc. (Edinburg, TX)	\$3,172.70
E	The Hon Company/ Gateway Printing and Office Supply, Inc. (Edinburg, TX)	\$3,453.28
F	ISE, Inc./ Gateway Printing and Office Supply, Inc. (Edinburg, TX)	\$1,259.40
G	Lone Star Furnishing, LLC. (Edinburg, TX)	\$27,574.05
	<b>Total</b>	<b>\$41,408.50</b>

The purchases can be summarized as follows:

- A. Allsteel, Inc./Gateway Printing and Office Supply, Inc. (Edinburg, TX)
  - ⇒ Pecan Campus
    - 6 Chairs for the Child Development Program
    - 4 Chairs for Instructional Technologies
- B. Cramer, LLC./Gateway Printing and Office Supply Inc. (Edinburg, TX)
  - ⇒ Pecan Campus
    - 2 Chairs for the Computer Science Program
- C. Datum Filing Systems, Inc./Gateway Printing and Office Supply, Inc. (Edinburg, TX)
  - ⇒ Pecan Campus
    - 5 Shelves for the Student Assessment Center
- D. Exemplis Corporation/Gateway Printing and Office Supply, Inc. (Edinburg, TX)
  - ⇒ Nursing Allied Health Campus
    - 2 Chairs for the Library
  - ⇒ Pecan Campus
    - 4 Chairs for the Curriculum & Student Learning Department
    - 1 Chair for the Mathematics Program
  - ⇒ Technology Campus
    - 2 Chairs for the Library
- E. The Hon Company/Gateway Printing and Office Supply, Inc. (Edinburg, TX)
  - ⇒ Pecan Campus

- 1 Lateral File/Bookcase for the Political Science Program
  - 1 File Cabinet for the Library
  - 2 Desks, 2 Vertical Files and 2 Bookcases for the Grant/Accountability Department
- F. ISE, Inc./Gateway Printing and Office Supply, Inc. (Edinburg, TX)
- ⇒ Nursing Allied Health Campus
    - 12 CPU Holders for the Respiratory Therapy Program
- G. Lone Star Furnishing, LLC. (Edinburg, TX)
- ⇒ Pecan Campus
    - 21 Tall Cabinets with Glass Doors for the Biology Program

Funds for these expenditures are budgeted in the requesting department budgets for FY 2014-2015 as follows: Biology, Child Development, Computer Science, Curriculum & Student Learning, Instructional Technologies, Library Public Services, Mathematics, Pecan Annex Grant/Acct Improvements-FFE, Political Science, Respiratory Therapy and Student Assessment Center.

#### **4) Graduation Production Services (Purchase)**

Purchase graduation production services from Backstage Productions, LLC. (McAllen, TX), a sole source vendor, at an estimated cost of \$18,500.00.

Graduation ceremonies will be held at the State Farm Arena in Hidalgo, Texas on May 15 and May 16, 2015.

The graduation production services are needed for the May 2015 graduation ceremonies. It will include the following services:

- Provide all rigging equipment including motorized hoist and metal rigging
- 3 LED screens
- Placement of screens at facility
- Rigging of curtains and pipe and drape to block seats behind stage
- Cabling for video feed
- Set-up on load-in day, May 14<sup>th</sup>
- Tear-down complete by May 16<sup>th</sup>
- 2-day rental of screens, curtains, rigging and pipe and drape

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

#### **5) Network Cable Analyzers (Purchase)**

Purchase network cable analyzers from Black Box Network Services, Inc. (Lawrence, PA), The Interlocal Purchasing System (TIPS) approved vendor, at a total cost of \$15,363.23.

The network cable analyzers will be used in the Business Computer System Program in the Division of Business & Technology. The Network Cable Analyzers will be used in several of the Electronic and Computer Maintenance classes to provide relevant and up-to-date hands-on

experiential learning that relates directly to industry requirements. Students will benefit by gaining competency in using technology that is necessary in the field.

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

**6) Network Equipment (Purchase)**

Purchase network equipment from Insight Public Sector (Tempe, AZ/McAllen, TX), a State of Texas Department of Information Resources (DIR) approved vendor, at a total cost of \$24,801.28.

The network equipment is necessary to support the planned firewall replacement project for the Pecan, Technology and Starr County campuses. The new hardware will act as a connection point and will integrate existing networks from other campuses to the recently purchased firewall.

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

**7) Network Switches and Software Licenses (Purchase)**

Purchase network switches and software licenses from Insight Public Sector (Tempe, AZ/McAllen, TX), a State of Texas Department of Information Resources (DIR) approved vendor, at a total cost of \$229,192.40.

The network switches are for the Technology Resources Department can replace current end-of-life and end-of-support network switches district-wide.

The software licenses will help South Texas College securely support the high demand of wireless connections throughout the district. It is a solution to manage and secure our network switches in a more effective manner.

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

**8) Uninterruptible Power Supply (UPS) (Purchase)**

Purchase uninterruptible power supply from Anixter, Inc. (Shervano Park, TX) a State of Texas Department of Information Resources (DIR) approved vendor, at a total cost of \$15,743.06.

The eight (8) uninterruptible power supplies (UPS) will replace UPS's that are not functioning throughout the district. The life cycle expectancy of these devices is three (3) years. They provide electrical power backup in case of any power failures and protect from any electrical power surge and spikes that can damage the network equipment.

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

**9) Travel Services (Renewal)**

Renew the contract for travel services with Shands-Brooks Travel (McAllen, TX), for the period beginning May 20, 2015 through May 19, 2016, at a service fee of \$25.00 per airline ticket.

The Board awarded the contract for travel services at the March 25, 2014 Board of Trustees meeting for one year with two one-year options to renew. The first renewal period begins May 20, 2015 through May 19, 2016.

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 requesting Department’s travel budget for FY 2014-2015 and FY 2015-2016 pending Board approval.

**Recommendation:**

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

- 1) **Fiber Optic Transceivers (Award):** award the proposal for fiber optic transceivers to Optimum, Inc. (Omaha, NE), at a total cost of \$21,774.65;
- 2) **Computers, Laptops, Tablets and Printers (Purchase):** purchase of computers, laptops, tablets and printers 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 (NJPA) approved vendor CDW Government (Vernon Hills, IL), in the total amount of \$150,410.23;
- 3) **Furniture (Purchase):** purchase furniture from the State of Texas Multiple Award Schedule (TXMAS) and the Texas Association of School Boards – Buyboard approved vendors, at a total amount of \$41,408.50

#	Vendor	Amount
A	Allsteel, Inc./ Gateway Printing and Office Supply, Inc. (Edinburg, TX)	\$3,031.70
B	Cramer, LLC./ Gateway Printing and Office Supply Inc. (Edinburg, TX)	\$762.02
C	Datum Filing Systems, Inc./ Gateway Printing and Office Supply, Inc. (Edinburg, TX)	\$2,155.35
D	Exemplis Corporation/ Gateway Printing and Office Supply, Inc. (Edinburg, TX)	\$3,172.70
E	The Hon Company/ Gateway Printing and Office Supply, Inc. (Edinburg, TX)	\$3,453.28
F	ISE, Inc./ Gateway Printing and Office Supply, Inc. (Edinburg, TX)	\$1,259.40
G	Lone Star Furnishing, LLC. (Edinburg, TX)	\$27,574.05
	<b>Total</b>	<b>\$41,408.50</b>

- 4) **Graduation Production Services (Purchase):** purchase graduation production services from Backstage Productions, LLC. (McAllen, TX), a sole source vendor, at an

estimated cost of \$18,500.00; Graduation ceremonies will be held at the State Farm Arena in Hidalgo, Texas on May 15 and May 16, 2015.

- 5) **Network Cable Analyzers (Purchase):** purchase network cable analyzers from Black Box Network Services, Inc. (Lawrence, PA), The Interlocal Purchasing System (TIPS) approved vendor, at a total cost of \$15,363.23;
- 6) **Network Equipment (Purchase):** purchase network equipment from Insight Public Sector (Tempe, AZ/McAllen, TX), a State of Texas Department of Information Resources (DIR) approved vendor, at a total cost of \$24,801.28;
- 7) **Network Switches and Software Licenses (Purchase):** purchase network switches and software license from Insight Public Sector (Tempe/AZ/McAllen, TX), a State of Texas Department of Information Resources (DIR) approved vendor, at a total cost of \$229,192.40;
- 8) **Uninterruptible Power Supply (UPS) (Purchase):** purchase uninterruptible power supply (UPS) from Anixter, Inc. (Glenview, IL), a State of Texas Department of Information Resources (DIR) approved vendor, at a total cost of \$15,743.06;
- 9) **Travel Services (Renewal):** renew the contract for Travel Services with Shands-Brooks Travel (McAllen, TX), for the period beginning May 20, 2015 through May 19, 2016, at a service fee of \$25.00 per airline ticket.

**SUMMARY TOTAL:**

The total for all proposal award, purchases, and renewal is \$517,193.35.

**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 award, purchases, and renewal as presented.

**Approval Recommended:**

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

**President**

## **Review and Action as Necessary to Revise Policy #3800: *Full Time Regular Faculty (On Board Approved Staffing Plan) Assignments and Workloads As Conditions of Employment***

Approval to revise Policy #3800 Full Time Regular Faculty (On Board Approved Staffing Plan) Assignments and Workloads As Conditions of Employment is requested.

Revisions to the policy are necessary for the following reasons:

- Change to Item #2.
  - ⇒ Additional language is recommended to expand the description of the time and locations that faculty may be required to work. This language is included in the current letter of appointment.
  
- Change to Item #6:
  - ⇒ The purpose of the requirement for approvals of faculty overloads is to monitor faculty workload and ensure quality instruction. The current LHE approvals listed in Policy 3800 were established to require a one course overload to be approved by the Chair, a two course overload by the Dean, and more than a two course overload by the Vice President for Academic Affairs.
  
  - ⇒ A small number of courses have lab components that increase the course LHE to a fraction above five hours (5.1 LHE of 5.2 LHE). When instructors teach these courses as overload assignments, the current wording of the policy treats anything above five hours as two courses and above ten hours as three courses, meaning these faculty require Dean or Vice President approval for the first and second overload, respectively. The proposed revision will create consistency regarding the number of courses requiring approval by Chair, Dean, and Vice President across all disciplines and departments.
  
  - ⇒ This change has been approved by the Academic Council and as part of the 2014-2015 Pay Plan, and the policy needs to be updated to reflect the current Pay Plan.

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, President's Administrative Staff, Planning and Development Council Staff, and the Academic Affairs Council.

The Finance and Human Resources Committee recommended Board approval of the revisions to Policy #3800: *Full Time Regular Faculty (On Board Approved Staffing Plan) Assignments and Workloads As Conditions of Employment* as presented and which supersedes any previously adopted Board policy.

### **Recommendation:**

It is recommended that the Board of Trustees of South Texas College approve and authorize revisions to Policy #3800: *Full Time Regular Faculty (On Board Approved Staffing Plan)*

*Assignments and Workloads As Conditions of Employment* as presented and which supersedes any previously adopted Board policy.

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

The Board of Trustees of South Texas College approves and authorizes revisions to Policy #3800: *Full Time Regular Faculty (On Board Approved Staffing Plan) Assignments and Workloads As Conditions of Employment* as presented and which supersedes any previously adopted Board policy.

**Approval Recommended:**

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

**President**



## MANUAL OF POLICY

<b>Title</b>	<b>Full Time Regular Faculty (On Board Approved Staffing Plan) Assignments and Workloads As Conditions of Employment</b>	<b>3800</b>
<b>Legal Authority</b>	<b>Approval of the Board of Trustees</b>	<b>Page 1 of 2</b>
<b>Date Approved by Board</b>	<b>Board Minute Order dated November 9, 1995 As Amended by Board Minute Order dated June 24, 2004 As Amended by Board Minute Order dated July 28, 2005 As Amended by Board Minute Order dated August 22, 2011 <i>As Amended by Board Minute Order dated March 31, 2015</i></b>	

Full-time regular faculty are employees of the college whose primary responsibility is teaching, with additional responsibility for curriculum development, advisement, committee work, and other associated activities. Full time regular faculty are employees of the College whose position is included in the Staffing Plan adopted by the Board of Trustees in conjunction with the College's fiscal year budget. Full time regular faculty and Department/Program Chairs are required to work the equivalent of a 40-hour work week.

1. The workload includes instruction, office hours, course preparations, community service, advising and mentoring, committee work, curriculum development, and various other College service activities as assigned.
2. Full-time regular faculty may be required to teach day, evening or weekend classes *and at time periods that fall outside the 8 a.m. to 5 p.m. traditional schedule, or dual enrollment courses taught throughout the College's service area.*
3. Full-time regular faculty may be required to teach throughout the College district. If traveling from their "home-base" to another teaching site, mileage reimbursement will be available according to College procedures. Home base for faculty is designated by the respective Dean.
4. Full-time regular faculty must maintain a minimum of 5 regularly scheduled and posted office hours per instructional week. Office hours, office location, and instructor phone number must be publicized to students through the course handouts/syllabus and must also be posted each semester.
5. Full-time regular faculty must be available for an additional 5 hours for arranged student conferences, advising, division or department meetings, and committee work and/or departmental responsibilities per instructional week.
6. Upon approval by the Chair, full-time regular faculty may accept an overload up to ~~five (5)~~ *six (6)* Lecture Hour Equivalents (LHE<sup>2</sup>s) each fall or spring semester for additional compensation. The respective Dean must approve any overload over ~~5~~ *6* LHE's. The Vice President for Academic Affairs must approve any overload over ~~10~~ *11* LHEs. Since this is extra work for extra pay, faculty members are expected to perform all regular duties and responsibilities with no degradation in the quality of instruction or services resulting from the overload.
7. Full-time regular faculty are required to attend and participate in scheduled activities during the period of their appointment letter and on the Board-adopted academic calendar which include the dates set as faculty report to work days at the commencement of each semester, graduation, days, professional development, and other days as required by the College.
8. Expectations of full-time regular faculty teaching during summer term are established in Policy 3803.

~~Strikethrough denotes deletion~~

*Italics denote addition*

## MANUAL OF POLICY

<b>Title</b>	<b>Full Time Regular Faculty (On Board Approved Staffing Plan) Assignments and Workloads As Conditions of Employment</b>	<b>3800</b>
<b>Legal Authority</b>	<b>Approval of the Board of Trustees</b>	<b>Page 2 of 2</b>
<b>Date Approved by Board</b>	<b>Board Minute Order dated November 9, 1995 As Amended by Board Minute Order dated June 24, 2004 As Amended by Board Minute Order dated July 28, 2005 As Amended by Board Minute Order dated August 22, 2011 As Amended by Board Minute Order dated March 31, 2015</b>	

9. Full-time regular faculty may participate in "Non-traditional instruction." This includes online instruction, asynchronous instruction, non-classroom recorded telecourses, print or computer-based independent study courses, and courses taught via telecommunications to students at sites other than the location of the faculty.

### Teaching Expectations

30 Lecture Hour Equivalents (LHEs) per academic year (fall and spring semesters) for each full-time regular faculty member

- One lecture hour equals 1 Lecture Hour Equivalent (LHE)
- One laboratory (*lab*) hour equals 0.67 *LHE*. The course descriptions in the official college catalog are used to determine the lecture hours and the lab hours for each course.

### Exceptions

“Overload” refers to additional LHEs above the regular teaching load. These are paid at the adjunct rate.

“Underloads” refer to a teaching load of less than 15 LHEs per academic semester (fall and spring semesters). Full time regular faculty with an underload in the fall semester must make up the difference during the spring semester of the same academic year. Full time regular faculty who do not make up the difference during the spring semester or who have an underload during the spring semester will have their annual pay proportionately reduced by the amount of the underload.

“Courseload reduction” refers to releasing faculty members from all or part of their full-time teaching duties.

### Scheduling

Scheduling of both traditional and non-traditional instructional courses; creating additional sections; assigning, changing, or reassigning faculty rests with the appropriate Department/Program Chair.

Deans are ultimately responsible for monitoring and managing the workloads of faculty and Department/Program Chairs within their respective Academic Division. ~~s~~

~~Strikethrough denotes deletion~~

*Italics denote addition*

**Review and Action as Necessary to Revise Policy # 4209: *The Whistle Blower Act***

Approval to revise Policy # 4209: The Whistle Blower Act is requested.

Revisions to the policy are necessary for the following reasons:

- To clarify and update the state statute, Texas Government Code Chapter 554, Protection for Reporting Violation of Law which governs the provisions of The Whistle Blower Act.

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, President's Administrative Staff, Planning and Development Council Staff, and by South Texas College's legal counsel.

The Finance and Human Resources Committee recommended Board approval of the revisions to Policy # 4209: *The Whistle Blower Act* 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 revisions to Policy # 4209: *The Whistle Blower Act* 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 revisions to Policy # 4209: *The Whistle Blower Act* as presented and which supersedes any previously adopted Board policy.

**Approval Recommended:**

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

**President**

## MANUAL OF POLICY

<b>Title</b>	<b>"The Whistle Blower Act"</b>	<b>4209</b>
<b>Legal Authority</b>	<b>Approval of the Board of Trustees</b>	
<b>Date Approved by Board</b>	<b>Board Minute Order dated November 9, 1995</b> <i>As Amended by Board Minute Order dated March 31, 2015</i>	

South Texas College complies with the provisions of the "Whistle Blower Act." ~~The 68th Texas Legislative Session passed H.B. 1075 relating to the protection of public employees who report a violation of the law. It protects a public employee from retaliation, such as being fired, put on leave or otherwise discriminated against, by a government employer, if the employee acting in good faith reports a violation of law to an appropriate law enforcement authority. Texas Government Code, Chapter 554 protects employees who report in good faith to an appropriate law enforcement authority a violation of the law from retaliation, such as being fired, put on leave or otherwise discriminated against, by a government employer.~~

~~The law~~ *Texas Government Code, Chapter 554, Protection for Reporting Violation of Law*, is commonly referred to as the "Whistle Blower Act." ~~For additional information or for a copy of H.B. 1075 contact the Office of Human Resources.~~

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

## **Review and Action as Necessary on Investment Advisory Services Agreement**

Approval to award the Investment Advisory Services agreement to Valley View Consulting, L.L.C. for the initial period of April 1, 2015 through March 31, 2017, with the option to renew for two additional one (1) year periods will be requested at the March 31, 2015 Board meeting.

### **Need for Investment Advisory Services**

South Texas College's previous bank depository contract with BBVA Compass allowed investments of cash on hand in Certificates of Deposit. The interest rate earned was based on the LIBOR rate. The depository bank would also pay interest on all College's demand deposit accounts (checking accounts) regardless of the balance on the account also based on the LIBOR rate.

Under the new depository contract with BBVA Compass, the interest rate structure has changed. The bank will pay an interest rate of 10 basis points per annum for demand deposits in an amount not to exceed \$100,000,000. For demand deposits exceeding \$100,000,000, the bank will pay a lower interest rate. For Certificates of Deposit, the Bank agrees to pay interest regardless of the amount based on the LIBOR index and will independently evaluate each CD rate upon request, however, there is a possibility that the interest rate may be lower than the demand deposit accounts (checking accounts) of 10 basis points per annum.

### **Legal Authority for College to Contract for Investment Advisory Services**

In accordance with Chapter 2256, Texas Government Code, the Public Funds Investment Act, and the College's Investment Policy & Investment Strategy Statement, 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 public funds under its control.

By acquiring the services of an investment advisory firm, the college would have access to professional advice related to types of investments, yield rate, risks, accuracy and completeness of College's investment policy and other important information on an as needed basis.

### **Board and Committee Oversight of Investments**

In order to properly and safely expand into new types of investments and maximize the yield rate on the College's investment, administration recommended to the Finance and Human Resources Committee at their September 11, 2014 meeting that the services of an investment advisor would provide professional guidance regarding the College's investment portfolio.

The investment advisor would augment the College's effort to be fiscally responsible and minimize risk in its investment activities. The investment advisor would stay abreast of investment markets and would provide the investment options to the College for review by the Finance and Human Resource Committee and approval by the Board of Trustees, as applicable.

### **Solicitation of Qualifications**

The request for qualifications were advertised in The Monitor and online at the South Texas College Purchasing Department website on Monday, February 16, 2015 and Monday, February 23, 2015 and issued to six (6) firms. Three (3) responses were received and evaluated by the

Vice President for Finance and Administrative Services, the Comptroller, an Accounting Group Manager, and the Associate Director of Purchasing. This team evaluated the proposals and prepared a proposal summary and evaluation that is included in the packet. The respondents were:

- First Southwest Asset Management, LLC
- Patterson Capital Management LP, dba Patterson & Associates
- Valley View Consulting, L.L.C.

### **Recommended Firm – Background and Qualifications**

Valley View Consulting, L.L.C. is a Securities and Exchange Commission (“SEC”) registered investment advisory firm serving public entities in a variety of cash and investment management and consulting roles. They have a total of seven senior managers and associates with a combined Texas public funds experience exceeding 130 years. Each member would play an integral role in providing their expertise to fulfill the investment contract objectives of the College. Valley View Consulting, L.L.C.’s office of record and registration is in Virginia and maintains an office in Horseshoe Bay, Texas.

Additional positive information related to Valley View Consulting L.L.C. is as follows:

- Exclusively provided investment and consulting services to public entities since inception (1998).
- Two Investment Advisors, Richard Long and Susan Anderson, have provided Public Funds Investment Act (PFIA) required public fund investor training through the University of North Texas for almost two decades and were involved with the original drafting of the PFIA and subsequent reviews of proposed amendments.
- One of the Investment Advisors, Susan Anderson, held an officer position in the Government Treasurers’ Organization of Texas and also chaired their Legislative Committee.
- Staffs a Chief Compliance Officer who is responsible for ensuring that activities are compliant with all laws, rules and regulations and resolving and disclosing conflicts of interest.
- Maintains an online reporting system that the College staff may access for real-time data.
- Maintains a client/consultant ratio of 7 to 1.

### **References of Recommended Investment Advisory Firm**

At the request of the Finance and Human Resources Committee meeting, Mrs. Mary Elizondo, Vice President for Finance and Administrative Services, conducted additional reference checks with the Investment Officers at peer institutions in the State of Texas that currently receive investment advisory services from the recommended firm. In addition to the University of Texas Pan American Foundation, four colleges were contacted, Austin Community College, Houston Community College, Lone Star College, and Tyler Junior College. The college’s Investment Officers indicated that Valley View L.L.P. has provided excellent services and was highly recommended. Mrs. Elizondo will be available at the Board Meeting to respond to questions from the Board.

At the request of the President, staff surveyed ten (10) other community colleges in Texas regarding their use of investment advisors. Valley View L.L.P. currently provides investment advisory services to four (4) of these colleges.

The Finance and Human Resources Committee recommended Board approval of the award of the Investment Advisory Services agreement to Valley View Consulting, L.L.C. for the initial period of April 1, 2015 through March 31, 2017, with the option to renew, with Board approval, for two additional one (1) year periods as presented.

Mr. Paul R. Rodriguez abstained from the Finance and Human Resources Committee vote to recommend Board approval on this item.

**Recommendation:**

It is recommended that the Board of Trustees of South Texas College approve and authorize the award of the Investment Advisory Services agreement to Valley View Consulting, L.L.C. for the initial period of April 1, 2015 through March 31, 2017, with the option to renew, with Board approval, for two additional one (1) year periods as presented.

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

The Board of Trustees of South Texas College approves and authorizes the award of the Investment Advisory Services agreement to Valley View Consulting, L.L.C. for the initial period of April 1, 2015 through March 31, 2017, with the option to renew, with Board approval, for two additional one (1) year periods as presented.

**Approval Recommended:**

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

**President**

**SOUTH TEXAS COLLEGE  
INVESTMENT ADVISORY SERVICES  
PROJECT NO. 14-15-1040**

<b>Name</b>	First Southwest Asset Management, LLC.	Patterson & Associates	Valley View Consulting, LLC.
<b>Address</b>	325 N St Paul Ste 800	901 S MoPac Expway Ste 195	130 Pecan Creek Dr
<b>City/State</b>	Dallas, TX 75201	Austin, TX 78746	Horseshoe Bay, TX 78657
<b>Phone</b>	214-953-4000	512-320-5042	830-637-7755
<b>Fax</b>	214-953-4050	512-320-5041	830-637-7755
<b>Contact</b>	Rebecca Vega	Linda Patterson	Susan K. Anderson
<b>5.1 COMPANY INFORMATION</b>			
A. Provide the following information			
1. The full, legal name of the firm	First Southwest Asset Management	Patterson Capital Management, LP.	Valley View Consulting, LLC.
2. The firm address and contact information (headquarters and branch offices)	325 North St. Paul, Suite 800, Dallas, TX 75201	Barton Oaks Plaza II, 901 S MoPac Expway Ste 195, Austin, TX 78746	2428 Canters Mill Road, Huddleston, Virginia 24104
3. The location of the office from which the work will be done if firm is selected	Dallas, Texas	Austin, Texas	Horseshoe Bay, Texas
4. The number of years in business	24	20	16
5. The type of organization (Individual, Partnership, Corporation, etc.)	Limited Liability Company	Limited Partnership	Limited Liability Company
6. The number of employees	400 (5 in investment management)	4	7 Senior Managers and Associates
B. Describe your organization, including lines of authority and communications.	Adheres to same industry standards, compliance and regulatory requirements, and code of conduct as FirstSouthwest Company. Mr. McIntyre, as a Senior Vice President of FSAM, reports to Mr. Medanich, President of FirstSouthwest Asset Management and co-chairman of FirstSouthwest Company. Mr. McIntyre's regulatory supervisor is the Chief Compliance Officer at FirstSouthwest Company.	Ms. Patterson sole owner and hands-on principal of Patterson Capital Management and its General Partner of the partnership. Prides itself on its independence not affiliated with any other institution, disclosure and building long-term client relationships.	Seven team members-Mr. Long oversees all operations and services and serves as Chief Compliance Officer; Ms. Anderson and Mr. Long will provide strategy development and implementation; Mr. Koch will support bank relationship selection and documentation; Mr. Ross and Mr. Pifer will provide monthly accounting and quarterly investment reporting; Ms. Gerhardt and Mr. Day will assist as needed. Any team member may provide any or all services. Each week, the firm reviews every client with updates on all portfolio activities and strategies.
C. Provide a financial rating of your company and any documentation (such as a Dunn and Bradstreet Analysis), which indicates the financial stability of your company.	Registered with the SEC but doesn't have a separate credit rating. As of 1/31/15, FirstSouthwest's Excess Net Capital position is \$60.67 million (at 12/31/12-\$44.8 million, 12/31/13-\$70.8 million, 12/31/14-\$59 million)	Privately held company and is not rated	Small, privately held LLC has been a service provider for over 15 years and is committed to allocating the resources necessary to complete the Colleges objectives; confident we have the ability, commitment, and financial resources to provide the services the College desires; DUNS #241044003
<b>5.2 REFERENCES</b>	Yes (2 Colleges included)	Yes (2 Colleges included)	Yes (4 Colleges & 1 University included)
Provide a customer reference list of no less than five (5) organizations with whom you currently have a contract to provide services of equal type and scope as requested herein. The reference list is to include company name, contact person, telephone number and length of business relationship. References in higher education are preferred.			
<b>5.3 QUESTIONNAIRE HISTORY &amp; ORGANIZATION</b>			
A. Describe the ownership structure of your organization, giving specific details with regard to your parent and any affiliated companies.	First Southwest Asset Management, LLC, First Southwest Company, LLC and FSW Advisory Services, Inc., are wholly-owned subsidiaries of First Southwest Holdings LLC, which is a wholly-owned subsidiary of Hilltop Holding Securities LLC, which is wholly-owned by Hilltop Holdings Inc.	Small firm with 4 professionals (President, Analyst & Reporting & 2 Portfolio Managers) and an intern. Currently in the process of adding an additional position. Ms. Patterson is a hands-on manager.	SEC registered investment advisory firm serving public entities in a variety of cash and investment management and consulting roles. Company provides independent advice and consultation. Founded in 1998 and registered with SEC in 1999. Mr. Long owns the firm and has teamed with six members with a combined experience exceeding 130 years primarily working with Texas local governments. Team capable of assessing the needs of the College, examining the current cash management policies and practices, reviewing and managing bank relationships, and developing effective and comprehensive investment strategies. Office of registration in Virginia, fully registered with the State of Texas and has personnel in Austin, Dallas and Fort Worth areas.



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Name	First Southwest Asset Management, LLC.	Patterson & Associates	Valley View Consulting, LLC.
<p>B. Within the past three years, have there been any significant developments in your organization, such as changes in ownership, restructuring, or personnel reorganizations? Do you anticipate future significant changes in your organization?</p>	<p>PlainsCapital Corporation, the then ultimate parent of FSAM, merged with a subsidiary of Hilltop Holdings Inc., a Dallas-based holding company, on November 30, 2012. On April 1, 2014, Hilltop entered into a definitive merger agreement with SWS Group, Inc., the parent company of Southwest Securities, Inc., providing for the merger of SWSG with and into Hilltop. The merger was completed 1/1/15, at which time FSAM, a wholly-owned subsidiary of First Southwest Holdings LLC, ceased to be a subsidiary of PlainsCapital Bank and PlainsCapital Corporation, and along with Southwest Securities, Inc., became subsidiary of Hilltop Securities Holdings LLC, which is wholly-owned by Hilltop. As a part of the merger, FSAM reorganized from a Delaware corporation to a Delaware limited liability company. No material changes are anticipated within the near future.</p>	<p>Termination of 1 portfolio manager and the hiring of a new portfolio manager. Anticipating to add a new administrative position supporting the trading desk.</p>	<p>No - added staff to meet growing client base and anticipate maintaining that business objective</p>
<p>C. Have any of the developments or changes described in question 2 immediately above been reported or described in a filing with the SEC or any other government authority? If so, please provide a copy of that filing.</p>	<p>See attached Form ADV</p>	<p>No</p>	<p>No only the routine, annual Form ADV updates have been required</p>
<p>D. Provide any details of all past or pending litigation or claims filed against your company that would negatively impact your company's performance under an agreement with STC.</p>	<p>None</p>	<p>None</p>	<p>N/A</p>
<p>E. Is your company currently in default on any loan agreement or financing agreement with any bank, financial institution, or other entity? If yes, specify date(s), details, circumstances, and prospects for resolution.</p>	<p>No</p>	<p>No</p>	<p>No</p>
<p>F. Are there any circumstances specifically related to your investment consulting activities under which your firm, its officers or employees receive direct or indirect compensation from investment managers or brokers/dealers? If so, describe in detail.</p>	<p>No, none. FSAM does not receive any soft-dollar compensation or any other form of additional compensation for client transactions aside from the direct fee paid by clients.</p>	<p>No</p>	<p>No; Valley View does not generate any additional revenue, income, soft dollar, or other form of compensation, either disclosed or undisclosed, related to performing investment advisor services for the College. No transactions will flow through an affiliated trading desk or be subject to additional price mark-up. No pool management or referral fees will be generated. No deposit broker or placement fees will be received. In rare instance that the College would issue tax-exempt bonds and the proceeds would most effectively be invested utilizing a flexible repurchase agreement or other form of structured investment product, the relevant IRS regulations would determine the form and type of compensation.</p>
<p>G. Summarize fidelity bond coverage, errors and omissions, employee dishonesty, fiduciary liability insurance, or other fiduciary coverage your firm carries.</p>	<p>General liability with general aggregate limit \$2 million; Single limit automobile liability insurance \$1 million; Workers' compensation and employer's liability \$500,000; Professional liability as a licensed broker/dealer with aggregate limit \$2 million and Errors &amp; Omissions with aggregate limit \$10 million. Umbrella insurance carried on mentioned policies.</p>	<p>Standard Commercial General Liability, automobile liability &amp; umbrella coverage for \$2 million through State Farm; Worker's Compensation insurance through State Farm \$500,000; E&amp;O and professional liability insurance \$5 million through Chubb Insurance. Certificate of Insurance may be provided.</p>	<p>General Liability \$2,000,000; Professional Liability \$2,000,000; As needs or industry requirements increase, we are committed to maintaining the necessary coverages.</p>
<p>H. What is your firm's experience in developing portfolio investment guidelines for universities/colleges, foundations, not for profits and/or public entities?</p>	<p>Since 1988, FSAM has assisted hundreds of governmental entities with development and implementation of investment policies, separate written investment strategies, and internal procedures. As a firm, have worked actively with representatives from state legislatures to adopt and make subsequent revisions to state investment laws. Vast experience with municipalities from debt issuance to arbitrage rebate compliance. Will be prepared as investment advisor, to revise, refine and clarify College's policy. Investment guidelines and procedures are developed or fine-tuned soon after initial contract is signed. Investment policies reviewed on annual basis for all clients. Over past 20 years, countless policies have been amended, clarified and refined based on FSAM suggestions.</p>	<p>Works with each of its clients immediately to create or review their investment policy (reviewed for practicality and compliance each year at a minimum). Reviewing and updating policies and guideline is done on an on-going basis to reflect changes in the marketplace as well as internally to the College. Available to work on developing internal procedures. Ms. Patterson authored the Texas Public Funds Investment Act &amp; Public Funds Collateral Act and initiated the certification process with the GTOT. She wrote investment policy for City of Forth Worth and Texas State Treasury.</p>	<p>All client service arrangements involve cash and investment services directly related to the needs of the College. Firm focused on public funds, primarily Texas public funds. Firm created in 1988 for purpose of servicing Texas local governments. Team exhibits extensive experience with the PFIA which influence development of compliant policies and strategies. Two members have provided PFIA-required public fund investor training through UNT for two decades and were involved with original drafting of the PFIA and subsequent reviews of proposed amendments. Other consulting activities that include cash and investment-related projects, but do not meet the definition of investment advisory service.</p>

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<p><b>Name</b></p> <p>I. Describe the in-house technical and research support services you have available. What other sources are used by the firm on a regular basis?</p>	<p>First Southwest Asset Management, LLC.</p> <p>External research from S&amp;P, Moody's and Fitch, and relies heavily on Bloomberg Information Systems for modeling, analysis, and security research. Access to in-house research on certain municipal offerings, regional and sector market data, as well as internal "white papers" on money market reform to municipal advisory role. Structured product desk in Dallas can perform bidding agent services if interest in Guaranteed Investment Contract or Flexible Repurchase Agreement. In-house continuing disclosure and arbitrage compliance-separate services.</p>	<p>Patterson &amp; Associates</p> <p>Bloomberg Analytics, multiple firms and their economists, utilize full resources of the market and connections to multiple firms, rely on clients cash flow requirements and risk tolerance levels. Broad and daily monitoring of the market sectors.</p>	<p>Valley View Consulting, LLC.</p> <p>Independent research; Bloomberg Investor Services, the Federal Reserve Bank, various federal agencies and many other sites provide most of the market information needed to serve clients; Subscription to Bloomberg Investor Service allows us to monitor markets on a real-time basis and also provides access to broker offerings and new issue security details.</p>
<p>J. Does your firm, its parent or affiliates sell information or any other services to investment managers? If so, describe in detail.</p>	<p>No</p>	<p>No</p>	<p>No</p>
<p>K. Describe the firm's policy and process for identifying, resolving and disclosing conflicts of interest.</p>	<p>Conflict checks are conducted internally within the organization and the firm's Compliance department also monitors potential conflicts of interest pursuant to internal policies and procedures and MSRB rules. Should a conflict of interest arise, FirstSouthwest would establish information barriers between certain FSAM personnel. Precise terms of policies that are implemented in the creation and maintenance of the information barrier is determined based on the facts and circumstances as they exist at the time and are tailored to meet specific requests, needs and requirements of clients.</p>	<p>Code of Ethics is registered with the SEC. Code of Ethics and Compliance Policy of the firm take all violations of conflict issues as cause for strict disciplinary action up to and including termination. The firm has never had any incident of conflicts because we monitor our individual professionals closely and use very tight competitive procedures to assure that every action is done with full disclosure and tight oversight by at least two registered managers.</p>	<p>In accordance with the SEC regulations, a Code of Ethics is maintained to ensure professional behavior of all representatives and to establish controls over conflicts of interest, among other things. All licensed representatives of Valley View are required to undergo annual review of the Code of Ethics and other compliance-related rules, to sign a certification that they have received, read and commit to abide by the document, and must disclose all relevant personal investment holdings to Valley View's Chief Compliance Officer on a quarterly basis.</p>
<p><b>PERFORMANCE &amp; EMPLOYEES</b></p>			
<p>L. Address customer service strategies for delivering a high level of customer service. Describe how the firm handles complaints, comments, or suggestions received. How is the firm managed for these types of services?</p>	<p>Manage all accounts on individual basis, and strive to be responsive at all times; listen carefully to client comments; responsive to suggestions on everything from communication methods to reporting; if complaint received it is formally reported to compliance department, a compliance officer would then contact client to determine if corrective action required.</p>	<p>Owner of firm is hands-on member of the team. Goal is to handle, resolve and report on any problem of concern within the business day, if it hasn't been solved you will get an update on the progress by day's end. Assigned portfolio manager is the lead person on any question or concern but the whole team gets involved to solve or answer any item.</p>	<p>Ability to provide a customized relationship with that client by fully understanding the client's unique needs and must be able to develop a investment portfolio that meets or exceeds that client's expectations. Must be able to communicate complex financial concepts in a way that is easily understood by client and their governing body, and must be readily available to address any question or issue that may arise. A small list of select clients is kept to deliver the high degree of customer service. Compliance Manual establishes how comments, suggestions, and complaints are to be handled. It states that all complaints must be reported to the Chief Compliance Officer immediately. Chief Compliance Officer is responsible for ensuring all client complaints are handled in accordance with applicable laws, rules and regulations.</p>
<p>M. How many clients does the firm currently have using this service and how many employees are assigned?</p>	<p>37 asset management clients with 5 professionals-added staff when workload increases</p>	<p>45 clients - 1 lead portfolio manager for each client and the team including 2 more portfolio managers backing that individual up. All members of the team are kept up-to-date. All clients have portfolios which are restricted to the same markets and to certain extent same portfolio restrictions such as maximum maturity allowing them to see and act on value to any of the portfolios.</p>	<p>37 full investment advisory clients as of 12/31/14 (all government entities); all 7 team members are involved in some aspect of each client's relationship</p>
<p>N. How many portfolios has the firm added in the past year? Please provide details.</p>	<p>2014-added two and lost none</p>	<p>2014 - 12 clients and their portfolios</p>	<p>1 full investment advisory service clients &amp; performed 9 additional consulting projects (including primary depository bank selection projects, investment policy reviews and specialized investment management consulting projects)</p>
<p>O. How many portfolios has the firm lost in the past year? Please provide details.</p>	<p>None</p>	<p>2014 - 1 portfolio</p>	<p>No investment advisory clients have dropped or not renewed their contracts for non-performance or service-related issues. 2 clients have not renewed their contracts at expiration based upon a universal budget-tightening mandate by the governing body or administrator. Local governments may contract to invest a specific bond issue's proceeds and when proceeds are expended the contract naturally expires. Non-advisory consulting clients ebb and flow as projects are developed and completed.</p>
<p>P. Has your firm in the last year, lost an investment account due to malfeasance, lack of adherence to professional standard or general neglect?</p>	<p>No</p>	<p>No</p>	<p>No</p>
<p>Q. What is your client/consultant ratio?</p>	<p>9:1 clients to investment managers; seek additional staffing if 5 or 6 clients are added</p>	<p>45 clients, 3 managers - ratio 15:1; Assignments are made on assets, similarities or portfolios and objectives</p>	<p>approx. 37 clients and 5 registered investment advisor representatives - average client/advisor ratio is 7</p>

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Name	First Southwest Asset Management, LLC.	Patterson & Associates	Valley View Consulting, LLC.
<p>R. How frequently would the firm's staff make contact with the Parties' staff?</p>	<p>Prefer daily but up to College staff; offer daily market updates; call prior to securities maturing or being called; monthly or weekly portfolio discussions; interactive market calls every two weeks and communicate important economic news via e-mail and online posting; meet with staff on quarterly basis and available for School Board meetings as needed.</p>	<p>On-going communications, available each business day, information through emails on market conditions and rate anticipation, weekly email alerts to the next two weeks' upcoming maturities or coupon distributions, weekly/daily Economic Update newsletter used to keep you up-to-date on market news translating data and statistics into information, regular scheduled meetings with management (initial &amp; semi-annual meetings) and if desired make a presentation of portfolio performance and economic views to either an Investment Committee or Board.</p>	<p>The needs and desires of the College dictate the optimum schedule for portfolio review and meetings. Minimum review schedule is: quarterly strategy/portfolio review and annual performance review. Initially, cash flow analysis, strategy development, mutual fund manager selection and broker/dealer review will require additional interaction with staff. Market cycles and the cash flow schedule will largely determine appropriate ongoing interaction. Regular communication will focus on: current cash requirements, specific security opportunities, market information, appropriate transaction execution levels, transaction settlement status and Investment Reporting. Contact and meeting frequency based on the ebb and flow of the investment portfolio and other assignments from College. Emergency meetings or conference calls due to major market shifts or portfolio modifications. Additional meetings if necessary.</p>
<p>S. Include resumes indicating the qualifications of the staff that would be assigned to perform work for STC.</p>	<p>Included 5 resumes</p>	<p>Included 4 resumes</p>	<p>Included 7 resumes</p>
<p>T. List senior staff hires and departures over the last three (3) years. For departures, indicate the reason for leaving.</p>	<p>None. Both Senior Portfolio Managers have been with FirstSouthwest for almost 17 years</p>	<p>June 2014 one portfolio manager was terminated for cause; June 2014 one portfolio manager (investment advisor) was added</p>	<p>No departures since inception. Mr. Phifer joined staff in early 2015.</p>
<p>U. Does your firm have a written code of conduct or ethics? How is it monitored and enforced?</p>	<p>Yes. All employees are required to sign a statement acknowledging they have read and understand written ethics requirements. Registered reps maintain continuing education on topics centering on ethics, conduct and industry practice. Compliance department monitors and enforces conduct. SEC oversees FSAM as a registered investment advisor. FSAM adheres to the Code of Professional and Ethical Standards as described by CFA Institute.</p>	<p>Code of Ethics is registered with the SEC. Code of Ethics and Compliance Policy of the firm take all violations of conflict issues as cause for strict disciplinary action up to and including termination. The firm has never had any incident of conflicts because we monitor our individual professionals closely and use very tight competitive procedures to assure that every action is done with full disclosure and tight oversight by at least two registered managers.</p>	<p>Yes and must ensure all licensed representatives are aware of, understand and certify that they will conduct business in accordance with policies and procedures designated within the Compliance Manual and Code of Ethics. At least annually, the Chief Compliance Officer must review the Compliance Manual, Code of Ethics and FINRA regulations with all registered representatives and each registered representative is required to sign a Certification of acknowledgement of his/her understanding of the rules and requirements. The Chief Compliance Officer is responsible for surveillance of all communications with clients and/or prospects to ensure adherence to rules, to review all reports prepared and to monitor all investment trades and transactions made on behalf of clients.</p>
<p>V. Give a brief overview of the hardware and software systems used in producing reports? Do you offer on-line access to clients?</p>	<p>SS&amp;C Technologies' CAMRA investment accounting and portfolio management system. CAMRA reports are AMR-compliant and will be produced on monthly basis. Reports are available in an electronic medium format distributed monthly and quarterly in PDF and many reports can be exported in Excel format. Security market prices are obtained from independent sources-subscribe to Interactive Data Corporation to price most investment securities and use Bloomberg Financial Markets for pricing commercial paper and other instruments. All client data and CAMRA system are stored on secure network file server and backed up nightly.</p>	<p>SymPro - stand-alone system for fixed income investment portfolios; no online direct access into SymPro; choice to receive all monthly and quarterly reports electronically</p>	<p>Quarterly Investment Reports will be prepared in compliance with PFIA and STC Investment Policy. Monthly accounting reports will be prepared. Tracker System, a web-based investment reporting system, is used. Reports are in PDF or downloaded into Excel. College staff can access data and reports on-line through Tracker website.</p>

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Name	First Southwest Asset Management, LLC.	Patterson & Associates	Valley View Consulting, LLC.
<p>W. Describe your plans and methodology for performing the services requested.</p>	<p>Investment management philosophy is conservative. Losing money can never be an option. Approach changes with interest rate and market outlook that presents itself. Portfolio Management-most accounts managed are driven by known cashflows; first step in investment approach and overriding philosophy-ensure safety and provide adequate liquidity to fund expenditures; believe maturities should be extended within cashflow limitations and policy constraints; advocate laddering funds out on curve, careful to keep weighted average portfolio maturity below 270-day maximum; safety increase earnings by diversifying its maturities; understand client risk profile to determine the asset mix of portfolio; select market sectors and specific securities that adhere to policy and best meet College's safety goals; begin process to evaluate actual securities; perform analysis of entire portfolio; analyze securities in context of current market and economic conditions. Adding Value to the Portfolio-for wide range of authorized investments select best offerings among a large number of premier financial sources; restrictive cash flows or conservative policy rely on ability to access market; conservative strategy is to "ladder" portfolio maturities to correspond to known expense payment dates; diversification to earn competitive market rate of return. Bi-weekly strategy calls to client. Research is freely traded on the desk. Conversations between portfolio managers are ongoing. Portfolio managers read client policy. Every security reviewed and approved prior to purchase. All trades subject to internal compliance review from independent department.</p>	<p>Reporting is a key element in investments-system generated reports and produce additional reports. Portfolio reports are provided on a monthly and quarterly basis. GASB annual reporting is provided as well as annual report, if desired. -Monthly portfolio holdings report, summary quarterly reports, diversification graphics, monthly accounting reports, transaction report and cash flow.</p>	<p>Portfolio strategy development will be suggested only after thorough analysis and conclusive evidence that the adjustment provides long-term benefit to the College. Interest rate cycle timing and appropriate yield curve positioning provide the most effective and consistent yield enhancement. Valley View's services will include the research and analysis necessary for the College to formulate strategy recommendations. Valley View will provide an operating portion of the portfolio, guidance on bond proceeds investment, maturity distribution, managing market risk by limiting investment maturities, adjusting to market movements, and adding potential returns through investment selection. The most important strategy to keep in mind is to ensure that all cash flow needs are covered and that a laddered approach to investing is diligently practiced. Combining all of these concepts into active portfolio management will enhance portfolio return over the long run.</p>
<b>CLIENTELE</b>			
<p>X. Please provide a list of your major current clients, including universities/colleges, foundations, not-for profits and/or public entities.</p>	<p>Provided (2 colleges included)</p>		
<p>Y. What is the total market value of the portfolios you provide investment advisory services for your clients?</p>	<p>As of 12/31/14, FSAM managed approx. \$7.7 billion in assets for 37 clients; served as investment advisor on \$5.6 billion for a total of \$13.3 billion in assets under management or advisory services</p>		
<p>Z. Please provide the names of all clients who have terminated your firms' services in the last three (3) years. In each case, detail the reason for termination.</p>	<p>None</p>		
<p>AA. Please provide the names of all new client relationships gained in the last three (3) years.</p>	<p>Provided 5 clients</p>		
<b>PORTFOLIO PERFORMANCE</b>			
<p>BB. Submit anonymous illustrations of portfolio performance of three (3) current clients' portfolios. Provide details of the market characteristics, investment returns and risk assumed for each portfolio.</p>	<p>Provided</p>	<p>Provided</p>	<p>Provided</p>
<p>CC. Continue the performances of the sample portfolios according to the market conditions that existed at that time. Identify the risk of tolerances of the client and the impact of the client's risk tolerance on recommended investments. What would have been recommended if the client's risk tolerances had been higher or lower?</p>	<p>All clients subject to Texas PFIA as well as investment policies designed to protect principal. All cases, cashflow restrictions further limit how far maturity can be extended and how much credit risk can be assumed. With short yields being at historically low levels since 2008, we would not have encouraged any of these clients to assume a level of risk they were uncomfortable with. As a result, at present time these clients are well positioned for interest rate increases later this year. The proposed risk tolerance for STC will be conservative, with safety of principal being the primary objective.</p>	<p>The performance versus the benchmarks shows how despite fluctuations the portfolios have outperformed those benchmarks which are representative of the client's cash flows, risk tolerances and authorized investments. Team has been successful in making appropriate moves to lengthen maturities as rates are dropping to hold onto rates and then matching back up with rates as they change. Team moved assets to CDs in 2009 when banks wanted deposits and payed well for longer CDs, then moved clients' portfolios to larger percentage of state and local governmental debt. Pro-active on finding safe and worthwhile value for clients.</p>	<p>Provided. Each of the case studies has a different portfolio composition and strategy, with appropriate benchmarks established for their individual and unique situation. Each has a low risk tolerance and seeks to create a dependable and reasonable rate of return relative to their individual benchmark. Their performance results demonstrate that Valley View's disciplined strategy can yield a positive outcome without using a cookie cutter approach and produces a customized experience for each of our clients.</p>
<b>TOTAL EVALUATION POINTS</b>	71.775	76.6	84.1
<b>RANKING</b>	3	2	1

**SOUTH TEXAS COLLEGE  
INVESTMENT ADVISORY SERVICES  
PROJECT NO. 14-15-1040  
EVALUATION FORM**

<b>NAME</b>		First Southwest Asset Management, LLC.	Patterson & Associates	Valley View Consulting, LLC.			
<b>ADDRESS</b>		325 N St Paul Ste 800	901 S MoPac Expway Ste 195	130 Pecan Creek Dr			
<b>CITY/STATE</b>		Dallas, TX 75201	Austin, TX 78746	Horseshoe Bay, TX 78657			
<b>PHONE</b>		214-953-4000	512-320-5042	830-637-7755			
<b>FAX</b>		214-953-4050	512-320-5041	830-637-7755			
<b>CONTACT</b>		Rebecca Vega	Linda Patterson	Susan K. Anderson			
1	The experience, expertise and capability of the firm in performing the services requested. (up to 10 points)	9.9	9.8	8.5	8.25	9.4	9.175
		10		8		9	
		9.8		8.5		9.3	
		9.5		8		9	
2	The quality of the references from past customers of Respondent. (up to 10 points)	9.7	9.7	9.5	9.5	10	10
		9.7		9.5		10	
		9.7		9.5		10	
		9.7		9.5		10	
3	The completeness of the response and satisfaction of requirements. (up to 10 points)	9.5	8.875	9.5	8.875	9.8	9.575
		9		9		10	
		9		9		9.5	
		8		8		9	
4	The Respondent's experience with educational institutions. (up to 10 points)	4	5	10	10	10	10
		4		10		10	
		4		10		10	
		8		10		10	
5	Adherence to South Texas College's policies and procedures. (up to 10 points)	8.2	8.175	8.4	8.225	9.9	9.35
		8.5		8.5		9.5	
		8		8		9	
		8		8		9	
6	Investment performance and transaction pricing within accepted risk constraints. (up to 10 points)	3.9	5.725	6.8	7.45	9.8	9.2
		7		8		9	
		5		7		9	
		7		8		9	
7	Responsiveness to South Texas College's requests for services, information and open communication. (up to 10 points)	7.8	7.825	6.5	7.125	9.9	9.475
		8		7.5		9.5	
		7.5		6.5		9.5	
		8		8		9	
8	Understanding of the inherent fiduciary responsibility of investing public funds. (up to 10 points)	7.3	7.325	8.8	8.575	9.8	9.575
		7		8		9	
		7		8.5		9.5	
		8		9		10	
9	Similarity in philosophy and strategy with South Texas College's objectives. (up to 10 points)	9.9	9.35	8.9	8.6	8	7.75
		9		8		7	
		9.5		9		8	
		9		8.5		8	
<b>TOTAL EVALUATION POINTS</b>		71.775	76.6	84.1			
<b>RANKING</b>		3	2	1			

**Discussion and Action as Necessary on Proposed New Staff Positions for  
 the In-House Internal Audit Function for FY 2015-2016**

Approval of the proposed new staff positions for the In-House Internal Audit Function for FY 2015-2016 in the total amount of \$126,000 is requested.

The Board of Trustees, at their January 27, 2015 Board Meeting, approved the plan for the transition of out-sourced internal audit function to an in-house function. An internal auditor position and a staff audit specialist position were approved as part of this function as follows:

Position	Classification	Salary	Benefits	Total
Internal Auditor	Administrative  Grade E	\$90,000	\$27,000	\$117,000
Staff Audit Specialist	Professional/  Technical  Non Exempt  Grade B	\$36,000	\$10,800	\$46,800
		\$126,000	\$37,800	\$163,800

The College administration recommends the following plan for transitioning to an in-house internal audit function.

- The contract with Burton McCumber & Cortez, LLP will be extended for a period of three months after the end of their current contract. The extended period will be from September 2015 through November 2015.
- During the period of January 2015 through November 2015, Burton McCumber & Cortez, LLP will continue to perform internal audits, as approved by the board.
- An internal auditor position and a staff audit specialist position will be included in the FY 2015-2016 Staffing Plan and Budget, which begins on September 1, 2015. Budgets for operating, travel, and capital expenses will also be included.
- The internal auditor will functionally report to the Board of Trustees and President and administratively to the Vice President for Finance and Administrative Services.

- The internal auditor will be expected to follow the provisions of the Texas Internal Auditing Act and comply with the Code of Ethics and the Standards for the Professional Practice of Internal Auditing as promulgated by the Institute of Internal Auditors.

The budget for the in-house internal audit function for the first year is estimated to be \$200,000.00, including salaries and benefits.

The department's budget and job descriptions for the internal auditor and the staff audit specialist follows in the packet.

These new staff positions are recommended for FY 2015-2016 subject to the availability of funding and Board approval of the final budget.

Advertising of the proposed new staff positions can begin in April 2015, with the understanding that the positions will not be filled until final approval of the Staffing Plan for FY 2015-2016 and the Budget for FY 2015-2016.

The Finance and Human Resources Committee recommended Board approval of the proposed new staff positions for the In-House Internal Audit Function for FY 2015-2016 in the amount of \$126,000 as presented and subject to the availability of funding and Board approval of the final budget and staffing plan.

**Recommendation:**

It is recommended that the Board of Trustees of South Texas College approve and authorize the proposed new staff positions for the In-House Internal Audit Function for FY 2015-2016 in the amount of \$126,000 as presented and subject to the availability of funding and Board approval of the final budget and staffing plan.

**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 staff positions for the In-House Internal Audit Function for FY 2015-2016 in the amount of \$126,000 as presented and subject to the availability of funding and Board approval of the final budget and staffing plan.

**Approval Recommended:**

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

**President**



# South Texas College

## Classification Description

**Title: Internal Auditor**

**Dept: Internal Audits**

**Reports to: \*Board of Trustees and  
President (Functionally)  
\*VP-FAS (Administratively)**

**Date: September 1, 2015**

**Pay Grade: Administrative Grade E  
Salary Range: \$80,000 – \$140,000**

**FLSA Status: Exempt**

### **General Statement of Job**

To provide independent and objective assurance, consulting services, evaluations, audits, analyses and appraisals designed to add value and improve the College's operations and effectiveness of governance and risk management processes, and internal controls environment.

### **Specific Duties and Responsibilities**

#### **Essential Functions:**

1. Carry out independent evaluations, audits, and appraisals of the effectiveness of the policies, rules and procedures through which College financial, physical, Enterprise Risk Management and human resources and other activities are managed and in accordance with the auditing standards, Texas Internal Auditing Act and The Institute of Internal Auditors Standards.
2. Provide management with a comprehensive risk management process to ensure that risks are identified, and evaluate existing internal controls' ability to mitigate the impact and likelihood of occurrence of the identified risks.
3. Maintaining an awareness of changes in operations, regulations and audit practices in order to evaluate effectiveness and efficiency, and advocate and influence the highest standards of ethics, discipline, and professionalism.
4. Research and keep abreast of legislative issues, new audit regulations/trends, new and emerging technologies, tools, and methodology, and elicit information from knowledgeable internal/external sources about areas and functions to evaluate or analyze.
5. Keep management informed of emerging trends and successful practices in auditing and controls testing.
6. Facilitate the formulation of new procedures and organizational changes resulting from audit/consulting engagements and discuss changes in related policies, rules, procedures, and methods.



7. Perform special analyses and reviews, including compliance, instances of alleged fraud and unethical misconduct. Review and report on the accuracy, timeliness and relevance of the financial and other information that is provided for management.
8. Develop a flexible risk based annual internal audit plan using risk based support models and methodologies, and ensure its full implementation.
9. Approve and oversee audit programs and testing procedures to ensure appropriateness for the areas in scope; fieldwork is within scope constraints and deadlines; identified risks are addressed and adequately provided for; and activities conform to regulation, college policies, departmental procedures, and professional standards.
10. Supervise, hire, evaluate, instruct, delegate duties and tasks, direct, mentor, counsel and monitors the audit staff, and ensure staff compliance with regulations, College policies, deadlines, and auditing standards.
11. Maintain a professional audit staff with sufficient knowledge, training, skills, and experience to meet the requirements of the Internal Audit Charter.
12. Develop and implement fraud and unethical behavior prevention programs driven by risk based support models.
13. Participate in various committees or task forces geared to policy and procedure development and operational improvement.
14. Coordinate coverage with the external auditors, state and federal agencies, and external consultants, and that each party is not only aware of the other's work, but also well briefed on areas of concern to ensure appropriate coverage.

### **Required Education and Experience**

1. Bachelor's Degree in Accounting required. Master's Degree preferred.
2. At least three (3) years of Auditing experience, preferably in a higher education institution.
3. Certified Internal Auditor (CIA) or Certified Public Accountant (CPA) required.

### **Required Knowledge, Skills and Abilities**

1. Handling the demands and requirements of senior-level management in higher education.
2. Auditing standards, techniques, activities, and processes.
3. Risk management and risk assessment.
4. Public accounting and financial rules, laws, standards, and practices.
5. Fraud investigation and detection criteria and strategies.
6. Organizational management and human resources concepts.
7. Effective management and leadership models and techniques.
8. Handling Multiples projects and meeting deadlines.
9. Planning and managing Budgets.
10. Maintaining an established work schedule.

11. Effectively using interpersonal and communications skills including tact and diplomacy
12. Effectively using organizational and planning skills with attention to detail and follow through.
13. Managing and implementing annual audit plans and processes.
14. Designing internal audit master plan initiatives.
15. Providing management with a comprehensive enterprise risk management process.
16. Coordinating work with external auditors, federal and state agencies, and external consultants.
17. Effectively supervising, leading, and delegating tasks and authority.
18. Maintaining confidentiality of information and materials.

### **Checks, Certificates, Licenses, and Registrations**

1. Certified Internal Auditor (CIA) or Certified Public Accountant (CPA) required.
2. All applicants are subject to a national criminal background check under STC policy.

### **Physical Requirements**

1. Exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body.
2. Expressing or exchanging ideas by means of the spoken word including the ability to convey detailed or important spoken instructions to other workers accurately and concisely.
3. Expressing or exchanging ideas by means of the spoken word including those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.
4. Have close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; and/or extensive reading.

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The above job description is not intended as, nor should it be construed as, exhaustive of all responsibilities, skills, efforts, or working conditions associated with this job.

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job.

No person shall be excluded from participation in, denied the benefits of, or be subject to discrimination under any program or activity sponsored or conducted by South Texas College on the basis of race, color, national origin, religion, sex, age, veteran status, or disability.

Position #

# South Texas College

## Classification Description

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**Title: Staff Audit Specialist**  
**Dept: Internal Audits**  
**Reports to: Internal Auditor**  
**Date: September 1, 2015**

**Pay Grade: P/T NE Grade B**  
**Salary Range: \$29,000 - \$50,750**  
**FLSA Status: Non-Exempt**

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### **General Statement of Job**

To coordinate and execute the annual audit plan and audit activities, coordinate risk assessment processes; perform administrative tasks related to the Internal Audit operations and effectiveness of governance and risk management processes, and internal controls environment

### **Specific Duties and Responsibilities**

#### **Essential Functions:**

1. Coordinates audit activities in accordance with applicable laws, college policies, Texas Internal Auditing Act and the Institution of Internal Auditors Standards.
2. Assists in identifying the audit population; assists in designing audit programs for scheduled areas of risk; assists with coordinating the Enterprise Risk Management (ERM) process.
3. Provides assistance in planning, designing, scheduling, and implementing training sessions initiated by the Office of Internal Audit.
4. Coordinates administrative support in relation to the completion of audit files, ordering and purchasing office supplies and equipment, processing approved internal budget transfers, and other administrative tasks as required.
5. Coordinates with various departments requesting auditing consulting services.
6. Provides assistance with the investigation of alleged fraud and material misconduct.
7. Assists with planning the internal audit Master Plan initiatives as required.
8. Serves on shared governance committees or boards as required.

### **Required Education and Experience**

1. Bachelor's Degree in Accounting, Business, or Finance.
2. At least three (3) years of accounting or audit work experience.

### **Required Knowledge, Skills and Abilities**

1. Audit standards, methods, activities and processes.
2. Public accounting and financial rules, laws, standards, and practices.
3. Records and supporting documentation utilized in audit processes.
4. General processes in relation to fraud investigation and risk management.
5. Maintaining an established work schedule.
6. Effectively using interpersonal and communications skills including tact and diplomacy.
7. Effectively using organizational and planning skills with attention to detail and follow through.
8. Coordinating audit activities, records, and documentation.
9. Complying with applicable laws, policies and standards in relation to audits.
10. Coordinating with departments that request consulting services.
11. Providing general administrative support.
12. Maintaining confidentiality of information and materials.

### **Checks, Certificates, Licenses, and Registrations**

1. All applicants are subject to a national criminal background check under STC policy.

### **Physical Requirements**

1. Exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body.
2. Expressing or exchanging ideas by means of the spoken word including the ability to convey detailed or important spoken instructions to other workers accurately and concisely.
3. Expressing or exchanging ideas by means of the spoken word including those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.
4. Have close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; and/or extensive reading.

---

The above job description is not intended as, nor should it be construed as, exhaustive of all responsibilities, skills, efforts, or working conditions associated with this job.

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job.

No person shall be excluded from participation in, denied the benefits of, or be subject to discrimination under any program or activity sponsored or conducted by South Texas College on the basis of race, color, national origin, religion, sex, age, veteran status, or disability.

Position #

# Proposed FY 2015-2016 Budget for Internal Auditor Function

The first year of the internal audit function budget is projected to be \$200,000.00 as reflected below.

Expenditure Classification	Expenditure Detail	Amount
Salaries	Internal Auditor	\$90,000
	Administrative Assistant	36,000
Total Salaries		<u>\$126,000</u>
Benefits	30.0% of salaries	37,800
Operating	Includes out-sourced consulting	18,200
Travel		8,000
Capital		<u>10,000</u>
Total Budget		<u><u>\$200,000</u></u>

## **Review and Acceptance of South Texas College Police Department Racial Profiling Report**

Pursuant to Texas Occupations Code 1701.164, the Texas Commission on Law Enforcement (TCOLE) is required to collect incident-based data, including racial profiling reports based upon vehicle traffic stops, in accordance with the Code of Criminal Procedure Article 2.131–2.138. Chief administrators of law enforcement agencies must submit the racial profiling reports to their governing body, in addition to TCOLE.

During calendar year 2014, the South Texas College Police Department conducted traffic stops within its jurisdiction in accordance with Texas Education Code section 51.203.

The Code of Criminal Procedure Article 2.132 is shown below:

Title 1. Code Of Criminal Procedure, Chapter 2. General Duties Of Officers, Art. 2.132.  
Law Enforcement Policy On Racial Profiling.

- (7) Require the chief administrator of the agency, regardless of whether the administrator is elected, employed, or appointed, to submit an annual report of the information collected under Subdivision (6) to:
  - (A) The Texas Commission on Law Enforcement; and
  - (B) The governing body of each county or municipality served by the agency, if the agency is an agency of a county, municipality, or other political subdivision of the state.

The South Texas College Police Department Racial Profiling Report for 2014 follows in the packet for the Board's information and review. This report was submitted to the State of Texas, through the Texas Commission on Law Enforcement (TCOLE), on January 5, 2015. TCOLE confirmed receipt of the report, and the confirmation is attached.

The state would utilize this report in any investigation of any complaint of racial profiling against a law enforcement agency. The South Texas College Police Department has received no such complaints.

South Texas College Police Chief and Director of Safety and Security Paul Varville will be present at the Board Meeting to respond to questions.

This item was presented to the Finance and Human Resources Committee on March 19, 2015 for a preliminary review. It is now presented to the Board of Trustees of South Texas College as required by the State of Texas.

### **Recommendation:**

It is recommended that the Board of Trustees of South Texas College accept the South Texas College Police Department Racial Profiling Report as presented.

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

The Board of Trustees of South Texas College accepts the South Texas College Police Department Racial Profiling Report as presented.


**Approval Recommended:**

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

**President**

www.tcleose.texas.gov/ x Racial Profiling Reports x Department Reporting S x https://tcleose.texas.gov/ x https://tcleose.texas.gov/ x www.tcleose.texas.gov/ x

State of Texas - Dept of Information Resources [US] https://tcleose.texas.gov/tcleosedrs/main\_menu%20-%20202014.cfm



# The Texas Commission on Law Enforcement

Home Forms and Requests Reports Account Information Help Logout

Welcome to the TCOLE Department Reporting System!  
**Thank you, your Racial Profile Report has been accepted.**

**Chief/Administrator:** Paul B. Varville  
**Department:** South Texas College Police Department  
**TCOLE Agency No.:** 215006  
**Department Address:** 2509 W. Pecan Blvd  
 McAllen, TX 78501  
**Department Phone:** 9568722589  
**Department Fax:** 9568722372

**Account Holder:** Paul Varville  
**Date Modified:** 01/05/2015  
**Account Holder Email:** pavarvl@southtexascollege.edu  
**Account Holder Phone:** (956) 872-2589

**Your TCOLE Department Information**

TCLEDDS Account Active: YES  
 2014 Racial Profile Report YES on File?

Chief Administrator Email: pavarvl@southtexascollege.edu  
 To change your Department information, choose Account Information, Account Updates from the Menu.



# SOUTH TEXAS COLLEGE POLICE DEPARTMENT

## Racial Profiling Report



The mission of the South Texas College Police Department is to provide a safe educational environment for students, faculty, staff, and campus visitors.



Agency Name: South Texas College Police Department  
Reporting Date: 01/05/2015  
TCLEOSE Agency Number: 215006  
Chief Administrator: Paul Varville  
Agency Contact Information: 956-872-2589  
Email: [pbvarvil@southtexascollege.edu](mailto:pbvarvil@southtexascollege.edu)  
Mailing Address:  
South Texas College Police Department  
2509 W. Pecan Blvd.  
McAllen, Texas 78501

The South Texas College Police Department chooses Tier 2 Full Reporting.

Pursuant to Article 2.132(b) Code of Criminal Procedure Law Enforcement Policy on Racial Profiling, the South Texas College Police Department has a detailed written policy on racial profiling that:

- (1) Clearly defines acts constituting racial profiling.
- (2) Strictly prohibits peace officers employed by the South Texas College Police Department from engaging in racial profiling.
- (3) Implements a process by which an individual may file a complaint with the South Texas College Police Department if an individual believes that a peace officer employed by the department has engaged in racial profiling with respect to that individual.
- (4) Provides public information relating to the agency's complaint process.
- (5) Requires appropriate corrective action to be taken against a peace officer employed by the South Texas College Police Department who, after an investigation, is shown to have engaged in racial profiling in violation of the department's policy.
- (6) Requires collection of information concerning motor vehicle stops in which a citation is issued and arrests made as a result of those stops, including information relating to:
  - (A) The race or ethnicity of the individual detained.
  - (B) Whether a search was conducted and if so, whether the individual detained consented to the search.
  - (C) Whether the peace officer knew the race or ethnicity of the individual detained before detaining that individual.
- (7) Requires the chief administrator to submit an annual report of the information collected under Subdivision (6) to:
  - (A) The Texas Commission On Law Enforcement.

(B) The College Board of Trustees.

I certify the above is in effect.

Paul Varville (01/05/2015)  
Chief Administrator, South Texas College Police Department

## South Texas College Police Department Tier 2 – Full Racial Profiling Report

### Gender:

- 1. Female-250
- 2. Male -251
- 3. Total - 501

### Race or Ethnicity:

- 4. African - 5
- 5. Asian - 5
- 6. Caucasian - 48
- 7. Hispanic - 442
- 8. Middle Eastern - 1
- 9. Native American- 0
- 10. Total - 501

### Race or Ethnicity known prior to stop?

- 11. Yes - 0
- 12. No - 501
- 13. Total - 501

### Reason for stop:

- 14. Violation of law other than traffic - 28
- 15. Pre-existing knowledge (warrant) - 3
- 16. Moving Traffic Violation - 411
- 17. Vehicle Traffic Violation - 59
- 18. Total - 501

Search conducted?

19. Yes - 4

20. No - 497

21. Total – 501

Reason for search?

22. Consent - 4

23. Contraband/evidence in plain sight - 0

24. Probable cause, reasonable suspicion- 0

25. Inventory search re: towing - 0

26. Incident to arrest/warrant - 0

27. Total - 4

Contraband discovered?

28. Yes - 3

29. No - 1

30. Total 4

Description of Contraband

31. Illegal drugs/drug paraphernalia - 2

32. Currency - 0

33. Weapons - 0

34. Alcohol - 0

35. Stolen property - 1

36. Other - 0

37. Total - 3

Arrest result of stop or search:

38. Yes - 4

39. No - 497

40. Total – 501

Arrest based on:

- 41. Violation of the Penal Code - 4
- 42. Violation of a Traffic Law - 0
- 43. Violation of City Ordinance - 0
- 44. Outstanding Warrant - 0

Street address or approximate location of the stop:

- 45. City Street - 209
- 46. US Highway - 0
- 47. County Road - 0
- 48. Private Property or Other - 292

Written warning or a citation as a result of the stop:

- 49. Yes - 115
- 50. No - 386
- 51. Total - 501

The South Texas College Police Department has electronically submitted the statistics shown above in PDF format which contains the following, as required by 2.134 CCP(c):

(1) A comparative analysis of the information compiled pursuant to Article 2.133 to:

- (A) Evaluate and compare the number of motor vehicle stops, within the applicable jurisdiction, of persons who are recognized as racial or ethnic minorities and persons who are not recognized as racial or ethnic minorities.
- (B) Examine the disposition of motor vehicle stops made by officers employed by the South Texas College Police Department, categorized according to the race or ethnicity of the affected persons, as appropriate, including any searches resulting from stops within the applicable jurisdiction.

(2) A statement that no person filed a complaint of racial discrimination against the South Texas College Police Department during 2014.

I certify the analysis meets the above requirements.

Paul Varville (01/05/2015)  
Chief Administrator, South Texas College Police Department

## South Texas College Police Department Tier 2 – Full Racial Profiling Report

### Analysis of Ethnicity

The ethnicity of South Texas College students reflects the heavily Hispanic population of South Texas border cities. In addition, all college police officers are Hispanic.

	<u>2014 Student Population</u>		<u>2014 Traffic Stops</u>	
		<u>Percent</u>		<u>Percent</u>
African	92	.3	5	1
Asian	264	.7	5	1
Caucasian	893	2.7	48	9.8
Hispanic	29,306	94	442	88
Middle Eastern	Not Classified		1	.2
Native American	15	.1	0	0
Other	755	2.2	0	0
<b>Total</b>	<b>31,325</b>	<b>100%</b>	<b>501</b>	<b>100%</b>

No person filed a complaint of racial discrimination against the South Texas College Police Department during 2014.

Paul Varville (01/05/2015)

Chief Administrator, South Texas College Police Department

### **Update on Status of 2013 Bond Construction Program**

A representative from Broaddus & Associates will be present at the March 31, 2015 Regular Board meeting to provide an update on the 2013 Bond Construction Program.

The Board packet includes a copy of the presentation prepared by Broaddus & Associates for the March 19, 2015 Board Facilities Committee meeting as an update on the status of the 2013 Bond Construction Program.



# SOUTH TEXAS COLLEGE

## 2013 BOND CONSTRUCTION PROGRAM UPCOMING TIMELINE

Facilities Committee Meeting

March 19, 2015

**BROADDUS  
& ASSOCIATES**



# BOARD APPROVAL ITEMS

**South Texas College  
2013 Bond Construction Program  
Upcoming Timeline – 02/24/15**

January '15      February '15      March '15      April '15      May '15

	January '15	February '15	March '15	April '15	May '15
<b>1</b>	Master Schedule	Update (No Action)	Update (No Action)	Update (No Action)	Update (No Action)
<b>2</b>	Standard Architect Contract	Construction Manager at Risk - Contract	Negotiated Thermal Engineering Fees	Construction Manager at Risk Selection	
<b>3</b>	Engineer Fee Schedule	Construction Manager at Risk - RFP	Negotiated Civil Engineering Fees	Geotechnical Test & Air Balance Recommendation	
<b>4</b>		Construction Program Management Responsibility Matrix	Centralized & Consolidation of Specialty Consultants	BIM Facilities Management	
<b>5</b>		Standard Engineering Contract			
<b>6</b>		Negotiated Balance of Architect Fees			
<b>7</b>					
<b>8</b>					
<b>9</b>					
<b>10</b>					

Board Approval

# OPERATIONAL ITEMS

**South Texas College  
2013 Bond Construction Program  
Upcoming Timeline**

January '15      February '15      March '15      April '15      May '15

	January '15	February '15	March '15	April '15	May '15
<b>1</b>	AV/IT Additional Service Requisition (ASR) Executed	Notice To Proceed - Priority Projects Only	Technical Evaluation of Construction Manager at Risk Proposals	Update Master Program Schedule	
<b>2</b>	Preliminary Budget Forecast	Kick - Off Session for Priority Projects	Geotechnical Test & Air Balance RFQ Evaluations		
<b>3</b>		Furniture Program Review & Discussion	Owner In-site Training		
<b>4</b>		Facilities Design Standards & Guidelines Review Completion			
<b>5</b>					
<b>6</b>					
<b>7</b>					
<b>8</b>					
<b>9</b>					
<b>10</b>					
<b>Operational</b>					

# INFORMATION & PRESENTATION ITEMS

South Texas College  
2013 Bond Construction Program  
Upcoming Timeline

January '15      February '15      March '15      April '15      May '15

	January '15	February '15	March '15	April '15	May '15
1				Mass Purchasing/Volume Procurement Strategies	Construction Builder's Risk
2				Construction Management @ Risk Process	Owner Controlled Insurance Program
3					Tax Credit Opportunity
4					
5					
6					
7					
8					
9					
10					
Informational/Presentations					

2013 BOND CONSTRUCTION PROGRAM PROGRESS REPORT - March 6, 2015

Project Number	PROJECT DESCRIPTION	Project Development				Design Phase				Price Proposals		Construction Phase					Architect/Engineer	Contractor
		Project Development	Board approval of A/E	Contract Negotiations	Schematic Approval	30%	60%	95%	100%	B&A Review	Board Approval	30%	50%	75%	95% Substantial Comp	100%		
<b>Pecan Campus</b>																		
	North Academic Building																PBK Architects	
	South Academic Building																BSA Architects	
	STEM Building																BSA Architects	
	Student Activities Building and Cafeteria																Warren Group Architects	
	Thermal Plant Expansion																Half Associates	
	Parking and Site Improvements																PCE	
<b>Mid Valley Campus</b>																		
	Health Professions and Science Building																ROFA Architects	
	Workforce Training Center Expansion																EGV Architects	
	Library Expansion																Mala + Garcia Architects	
	Student Services Building Expansion																ROFA Architects	
	Thermal Plant																DBR Engineering	
	Parking and Site Improvements																Half Associates	
<b>Technology Campus</b>																		
	Southwest Building Renovation																EGV Architects	
	Parking and Site Improvements																Hinojosa Engineering	
<b>Nursing and Allied Health Campus</b>																		
	Campus Expansion																ERO Architects	
	Parking and Site Improvements																R. Gutierrez Engineers	
<b>Starr County Campus</b>																		
	Health Professions and Science Building																Mala + Garcia Architects	
	Workforce Training Center Expansion																EGV Architects	
	Library																Mala + Garcia Architects	
	Student Services Building Expansion																Mala + Garcia Architects	
	Student Activities Building Expansion																Mala + Garcia Architects	
	Thermal Plant																Sigma HN Engineers	
	Parking and Site Improvements																Melden & Hunt Engineering	
<b>Regional Center for Public Safety Excellence - Pharr</b>																		
	Training Facility																TBD	
	Parking and Site Improvements																TBD	
<b>STC La Joya Teaching Site (Jimmy Carter ECHS )</b>																		
	Training Labs Improvements																EGV Architects	

## **Review and Action as Necessary on Mechanical and Civil Engineering and Surveying Fees for the 2013 Bond Construction Program**

Approval of the negotiated mechanical and civil engineering and surveying fees for the 2013 Bond Construction Program is requested.

Broaddus & Associates staff has completed fee negotiations with all engineering firms which were previously approved for the 2013 Bond Construction Program projects. Attached is a list of projects and associated fees negotiated with each firm. Mr. Gilbert Gallegos from Broaddus & Associates attended the March 19, 2015 Board Facilities Committee meeting to review the proposed fees for each project.

The Board approved contract for these engineering services included the option to add additional surveying services to accompany civil engineering projects. The Facilities Committee recommended Board approval of those services, and they have been included in the recommendation and total fees shown in the table included in the Board packet.

The Facilities Committee recommended Board approval of the proposed mechanical and civil engineering and surveying fees for the 2013 Bond Construction Program as presented.

### **Recommendation:**

It is recommended that the Board of Trustees of South Texas College approve and authorize the proposed mechanical and civil engineering and surveying fees for the 2013 Bond Construction Program as presented.

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

The Board of Trustees of South Texas College approves and authorizes the proposed mechanical and civil engineering and surveying fees for the 2013 Bond Construction Program as presented.

### **Approval Recommended:**

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

**SOUTH TEXAS COLLEGE  
THERMAL PLANT MECHANICAL ENGINEERING FEE NEGOTIATION**

<b>Project</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>Scheduled Fee</b>	<b>Final Fee</b>
Pecan Campus Thermal Plant		7.17%	7.52%	7.73%	7.52%
\$4,300,000		\$308,310	\$323,360	\$332,390	\$323,360
Half Associates	7.87%	7.53%	0.00%		0.000%
	\$338,000	\$323,790	\$0		0.000%
Mid-Valley Thermal Plant		0.00%	0.00%	7.87%	7.00%
\$3,800,000		\$0	\$0	\$299,060	\$266,000
DBR Engineering	7.00%	0.00%	0.00%		0.000%
	\$266,000	\$0	\$0		0.000%
Starr County Thermal Plant		7.17%	7.66%	7.87%	7.66%
\$3,800,000		\$272,460	\$291,080	\$299,060	\$291,080
Sigma Engineering	9.30%	7.86%	7.80%		
	\$353,400	\$298,680	\$296,400		

**SOUTH TEXAS COLLEGE  
CIVIL ENGINEERING FEE NEGOTIATION**

Project	1	2	3	Scheduled Fee	Final Fee	*Survey Fee	Total
Technology Campus Site Imp. B&A \$650,000	9.05% \$58,825	9.00% \$58,500	9.05% \$58,825	9.20% \$59,800	9.05% \$58,825	\$10,000	<b>\$68,825</b>
Hinojosa Engineering Civil Eng.	9.25% \$60,125	9.10% \$59,150	0.00% \$0				
Nursing & Allied Health Site B&A \$1,100,000	8.64% \$95,040	8.64% \$95,040	0.00% \$0	8.75% \$96,250	8.64% \$95,040	\$9,431	<b>\$104,471</b>
R. Gutierrez Engineering Civil Eng.	8.94% \$98,340	0.00% \$0	0.00% \$0				
Mid Valley Parking & Site Impr B&A \$2,000,000	8.75% \$175,000	8.45% \$169,000	8.50% \$170,000	8.65% \$173,000	8.50% \$170,000	\$10,000	<b>\$180,000</b>
Half Associates Civil Eng.	8.75% \$175,000	8.58% \$171,600	0.00% \$0				
Starr Co. Parking & Site Imp B&A \$1,000,000	9.00% \$90,000	8.25% \$82,500	0.00% \$0	8.75% \$87,500	8.25% \$82,500	\$6,500	<b>\$89,000</b>
Melden & Hunt Eng. Civil Eng.	9.00% \$90,000	0.00% \$0	0.00% \$0				
Pecan Parking & Site Impr. B&A \$2,000,000	8.15% \$163,000.00	0.00% \$0	0.00% \$0	8.65% \$173,000	8.15% \$163,000	\$10,000	<b>\$173,000</b>
PCE Engineers Civil Eng.	8.15% \$ 163,000.00	0.00% \$0	0.00% \$0				

\*Note: Survey Fee is requested as an additional service



## **Discussion and Action as Necessary to Designate Location of New Library Building for the Pecan Campus**

Approval of the new location of the South Academic Building and designation of the location of any future library in the former location of the South Academic Building is requested.

The need for a new library building on the Pecan Campus is a priority facility need. While a new library was eliminated from the 2013 Bond Program, the need remains for a new building on the Pecan Campus.

Boultinghouse Simpson Gates Architects are ready to begin design of the South Academic building located at the main entrance to the Pecan Campus while this is the preferred location for a new library. Administration asks the Facilities Committee to consider the following:

1. Switch the locations of the South Academic Building and the location of the future library;
2. Support construction of a new 100,000 square foot library to be funded from Plant Fund Revenue; and
3. Let the new library be the signature building for the Pecan Campus.

### ***Need for Library Space on Pecan Campus***

Administration recently evaluated future facility needs for the Pecan campus and determined that the highest priority and concern is the need for a new larger library. Boultinghouse Simpson Gates Architects previously determined that the present library would be difficult and costly to expand. Even if the present library could be expanded, it would have to be vacated in order to complete the renovation. Therefore, it is recommended that a new building be built in order to maintain library operations in the existing building until a new building is ready - no disruption. The existing library could then be retrofitted for new classrooms and computer labs or could serve as a location for student services functions.

The 2013 Bond Construction Program did not include the library even though it was a high priority. The library was eliminated from the projects included in the 2013 Bond in an effort to reduce the total amount of the bond. The proposed new library was included in the Master Plan; however, it was scaled back and then placed on the list of second level priorities.

A new library is being built in Starr County, the Mid Valley Campus library will double in size, and the Nursing Campus will have a new library.

Adequate library space on the Pecan Campus is equally important. The attached *New Pecan Campus Library Talking Points* outline the need and justification for the new facility.

### ***Master Plan Information***

The District-Wide Campus Expansion Master Plan developed by Freese and Nichols in 2010 identified the following space/construction needs:

Library, Center for Learning Excellence and Information Commons

- a. New Library stacks, CLE and Information Commons space – 100,500 GSF

Retrofitting of Existing Library into Classroom and Offices

- a. Renovate existing library building for classroom use and faculty offices.

The current Master Plan completed in 2010 identified the need for a 100,000 square foot library for the Pecan Campus to serve the number of students attending that campus. The current Library has a total of 67,000 square feet and no room for future growth. As part of their master plan development for the Pecan Campus, Freese and Nichols, Inc. recommended the construction of a new 100,000 square foot library building.

***Options for Location of a New Library on Pecan Campus***

The Master Plan recommendation included possible locations on the Pecan Campus for the construction of a new library Building. The library could be located at any of the four new facility locations on the Pecan Campus South Side.

Staff has reviewed the possible locations and recommends switching the locations of the South Academic Building with the location of the future Library, as approved by the Board on May 27, 2014, for the following reasons:

- Centrally located for most beneficial access
- Creates a focal point at the Campus entrance which enhances the “*heart of the campus*” image
- A north facing entrance would capitalize on the environmental conditions and permit greater use of glass in the design
- Location would be appropriate for a four story structure

***Other Considerations***

Staff presented options for parking, funding, and other construction issues as necessary to the Facilities Committee and these issues will be discussed further at subsequent meetings.

The Facilities Committee recommended Board approve the new location of the South Academic Building and designate the location of any future library to the former location of the South Academic Building as presented.

**Recommendation:**

It is recommended that the Board of Trustees of South Texas College approve and authorize the new location of the South Academic Building and designate the location of any future library to the former location of the South Academic Building 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 new location of the South Academic Building and designates the location of any future library to the former location of the South Academic Building as presented.

**Approval Recommended:**

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

**President**

# New Campus Pecan Library Talking Points

3/4/2015

## 1. STC Libraries are evolving toward a Learning Commons model of service.

Recent changes in pedagogy (primarily an emphasis on collaborative learning and multimedia projects) and the ongoing shift to electronic books and databases have forced libraries to reconfigure their space by incorporating large numbers of computer workstations, group work areas, flexible and configurable furniture, and additional support services such as technological help and tutoring.

The Pecan Campus library has reached the limit of these types of modifications. While it has met the need in the past, the current library space was not designed with these functions in mind, and a new library that integrates space for support services, additional computer workstations, collaborative study, individual study, research, and library instruction is sorely needed.

### a. **A new library at the Pecan Campus will provide the College with an opportunity to align spaces for current and future requirements.**

- Students need different environments within a library ranging from active group work areas to quiet study areas. A new multi-story library would enable the Library Services to manage noise throughout the library by assigning noise level zones on different floors thereby meeting conflicting student needs and reducing noise related complaints from users.
- A new library at the Pecan campus would enable the College to effectively plan and implement a learning commons environment bringing diverse student learning services into the same area to provide students with a seamless learning experience.
- Library Services working with Facilities Planning & Construction, could layout adjacencies in the new library space that conform with current and anticipated library use.

## 2. **Student feedback has shown that the Pecan Campus library design no longer accommodates the needs of today's students.**

- a. The 2014 library quality survey (LIBQUAL+) identified "Library as Place" as the dimension of library service quality with the greatest gap between what students would like to see and what they perceive (superiority mean = **-0.40**). Specifically, the categories with the greatest gap were "Quiet Space for Individual Activities" (superiority mean = **-0.76**) followed by "Library space that inspires study and learning" (superiority mean = **-0.47**).
- b. The 2012 library quality survey (LIBQUAL+) identified "Library as Place" as the dimension of library service quality with the greatest gap between what students would like to see and what they perceive (superiority mean = **-0.33**). Specifically, the categories with the greatest gap were "Quiet Space for Individual Activities" (superiority

mean = -0.50) followed by “Library space that inspires study and learning” (superiority mean = -0.40).

- c. Between the 2012 and 2014 administrations of the LIBQUAL survey, **the gap between students’ desired and perceived levels of service has increased approximately 21%** (from a superiority mean of -33 to -40).

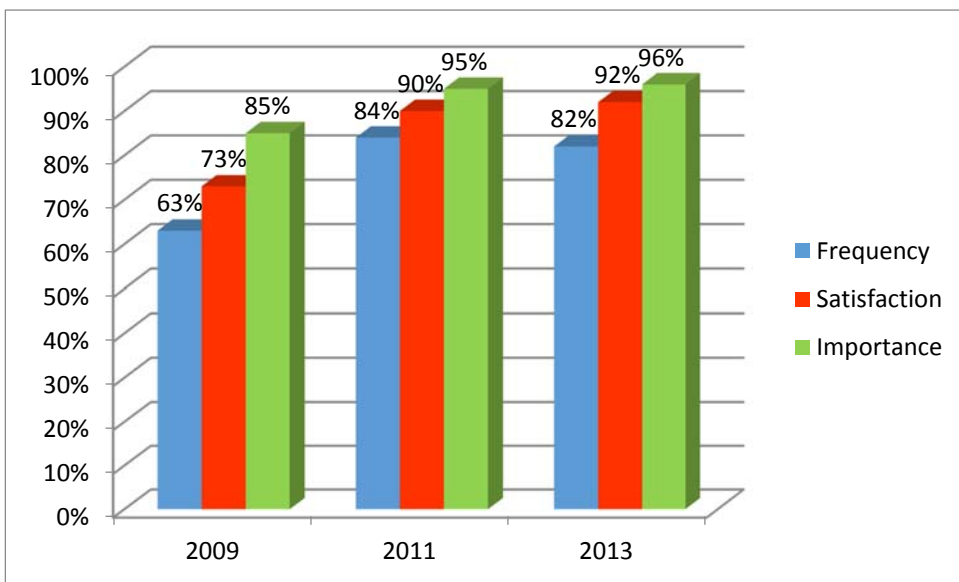
### 3. Student Feedback on Computers

In a qualitative study conducted by the Office of Research and Analytical Services in 2010, students reported that computers, group stations, and related services play a vital role in their ability to gather information to complete assignments and projects at the library.

- a. Students from the Pecan and Mid-Valley campuses reported that morning hours are usually the hardest times to find a computers or group station available. “What I think, what I have noticed, is that there is not enough computers....every time I come it’s full. “
- b. Students reported satisfaction with group stations and declared: “But they do need more of those because there are a lot of groups that go especially during the finals or like mid-terms and there is a lot of groups like one class alone can have six or eight groups.”
- c. Students at South Texas College rated the importance, satisfaction and frequency of use of computers on campus in the Community College Survey of Student engagement (CCSSE).

Community College Survey of Student Engagement (CCSSE)  
Computer Labs

	2009	2011	2013
Frequency	63%	84%	82%
Satisfaction	73%	90%	92%
Importance	85%	95%	96%



- The Student Satisfaction Survey conducted in 2013 and 2014 at the Information Commons and Open Labs, indicated that there is approximately 35 percent of students who have to wait or leave without using the services because the computer lab or group stations are in use.

- The following graph shows the percentage of students who had to wait to use a computer.

	Fall 2013	Fall 2014
Never	59.2%	60.8%
1 or 2 Times	31.2%	29.0%
3 or 4 Times	7.2%	8.0%
5 or More Times	2.5%	2.3%

- The table below shows the percentage of students that had to leave without using a computer or group station:

	Fall 2013	Fall 2014
Never	63.1%	65.8%
1 or 2 Times	26.9%	24.2%
3 or 4 Times	6.2%	6.7%
5 or More Times	3.8%	3.4%

#### 4. Library Visits & Lack of Space

Library visits at the Pecan Campus have averaged over 439,000 to 525,000 visits each year since 2009-2010, accounting for 53-55% of the visits at all STC libraries. Visits reached a high point in 2011-2012 but have remained constant at over 450,000 during most years. We believe these numbers have plateaued because of physical space and resources: there is little space left to accommodate additional students. Student reports and comments in the various surveys conducted over the past 4 years detailed above corroborate this belief.

Approximately a year and a half ago, the Pecan Campus library opened an after-hours, self-service area called the JagWired Café. This space stays open for several hours past the normal operating hours of the library each day, typically until midnight during the week. This space is consistently full until closing each day. However, this area only has 12 computer stations and the library is unable to expand further to meet students' needs. Designing a new library space would allow us to design spaces more adequately equipped to meet the need for extended hours services.

#### 5. Lack of Specialized Spaces

##### a. Study Rooms

The Pecan Campus currently has 7 study rooms available for student use. When compared to the other campuses, this number is severely deficient. Considering that the Pecan Campus library serves over 50% of the student population districtwide shows just how far behind the other campus libraries it is in the number of study rooms. (A CIP

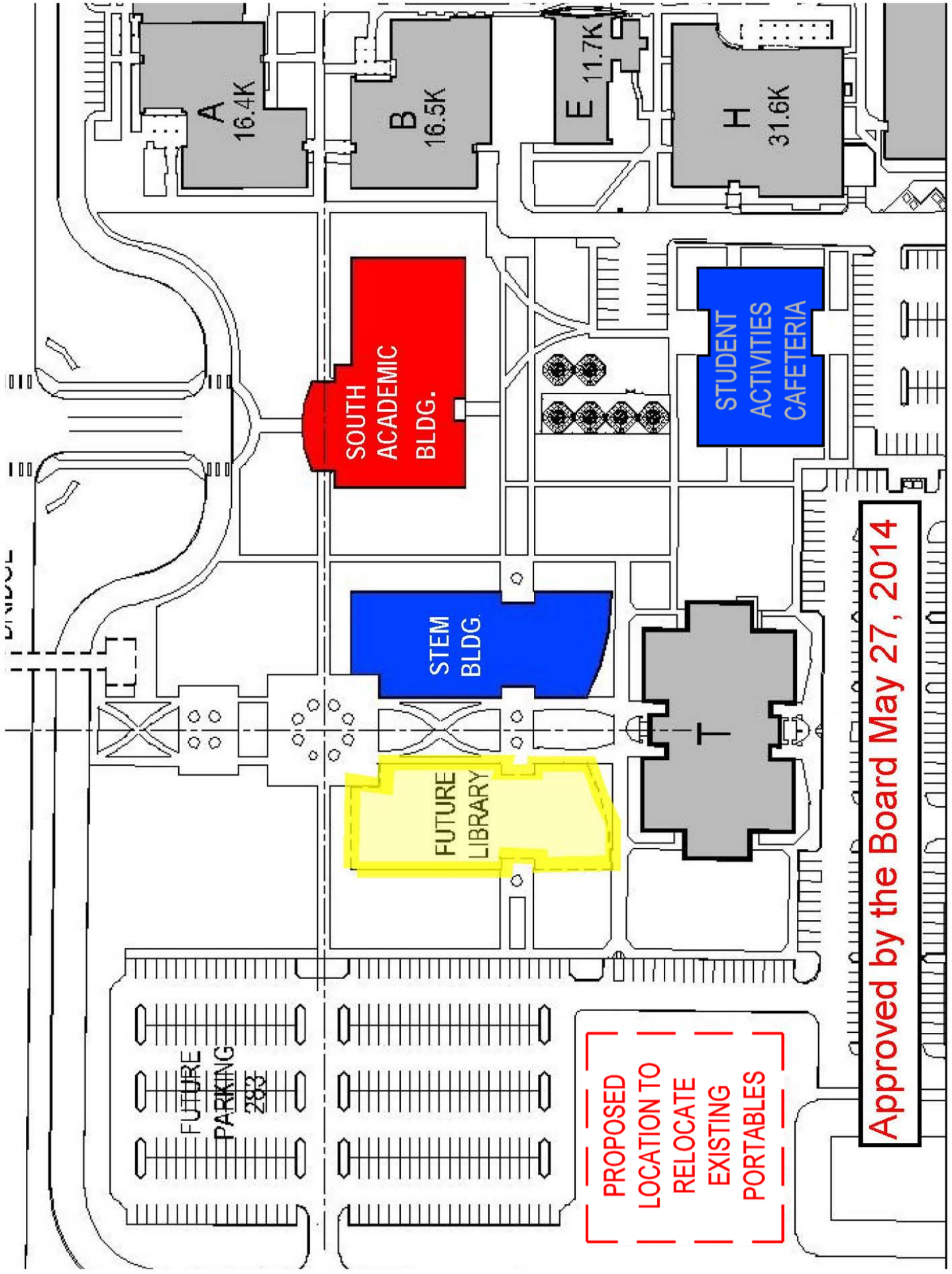
for additional study rooms is scheduled for this fiscal year, but these will be built at the expense of group and quiet study areas, reducing the availability of these spaces.)

The Pecan Campus library study rooms average between 600 and 900 uses per month. Average checkouts for study rooms are 2 hours. These numbers have remained relatively constant over the past several years, showing that there is little room for growth.

<b>Library</b>	<b>Study Rooms</b>
MV	7
NAH	4
Pecan	7
Starr	5
Tech	3

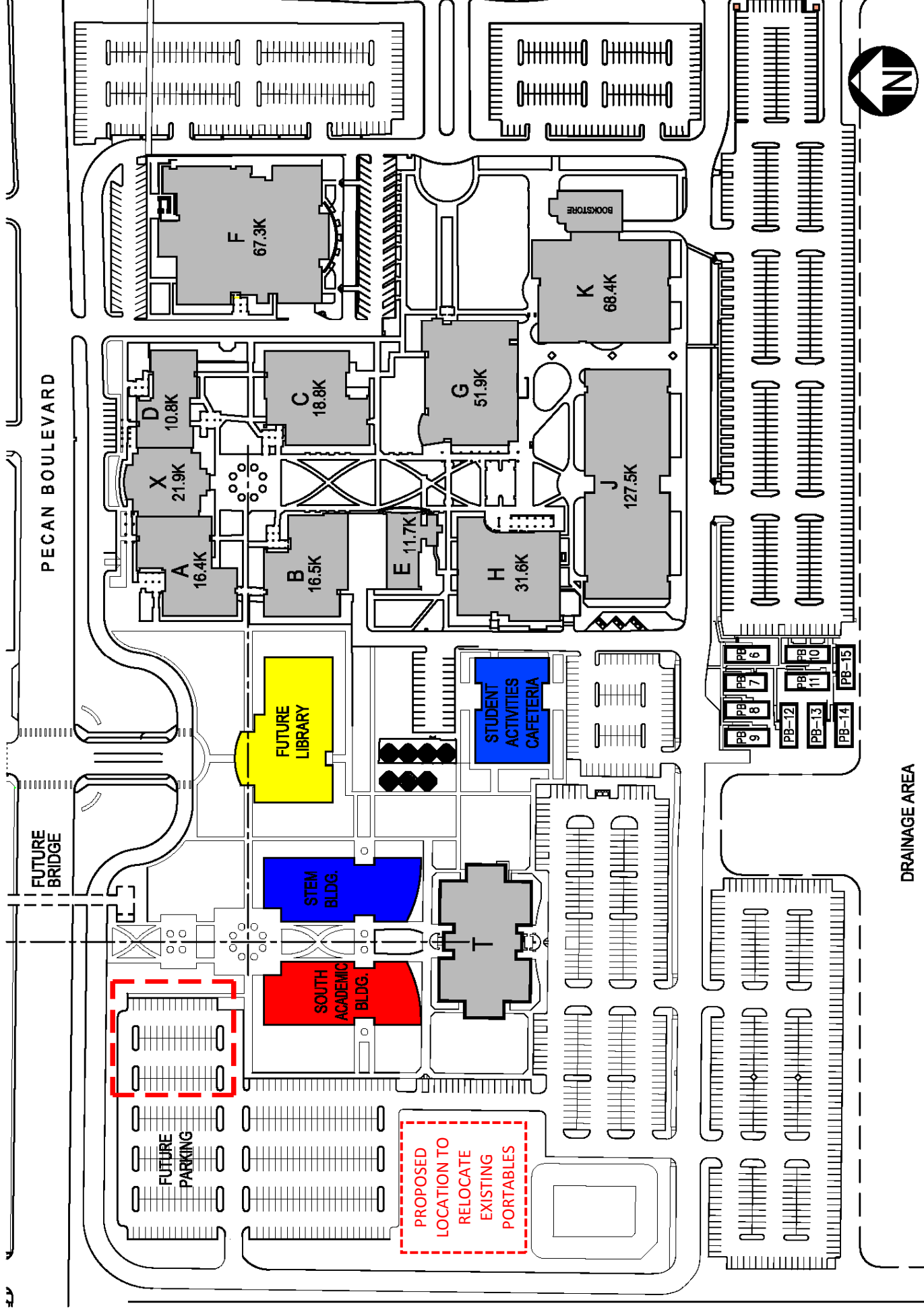
b. Lack of space for Library Instruction

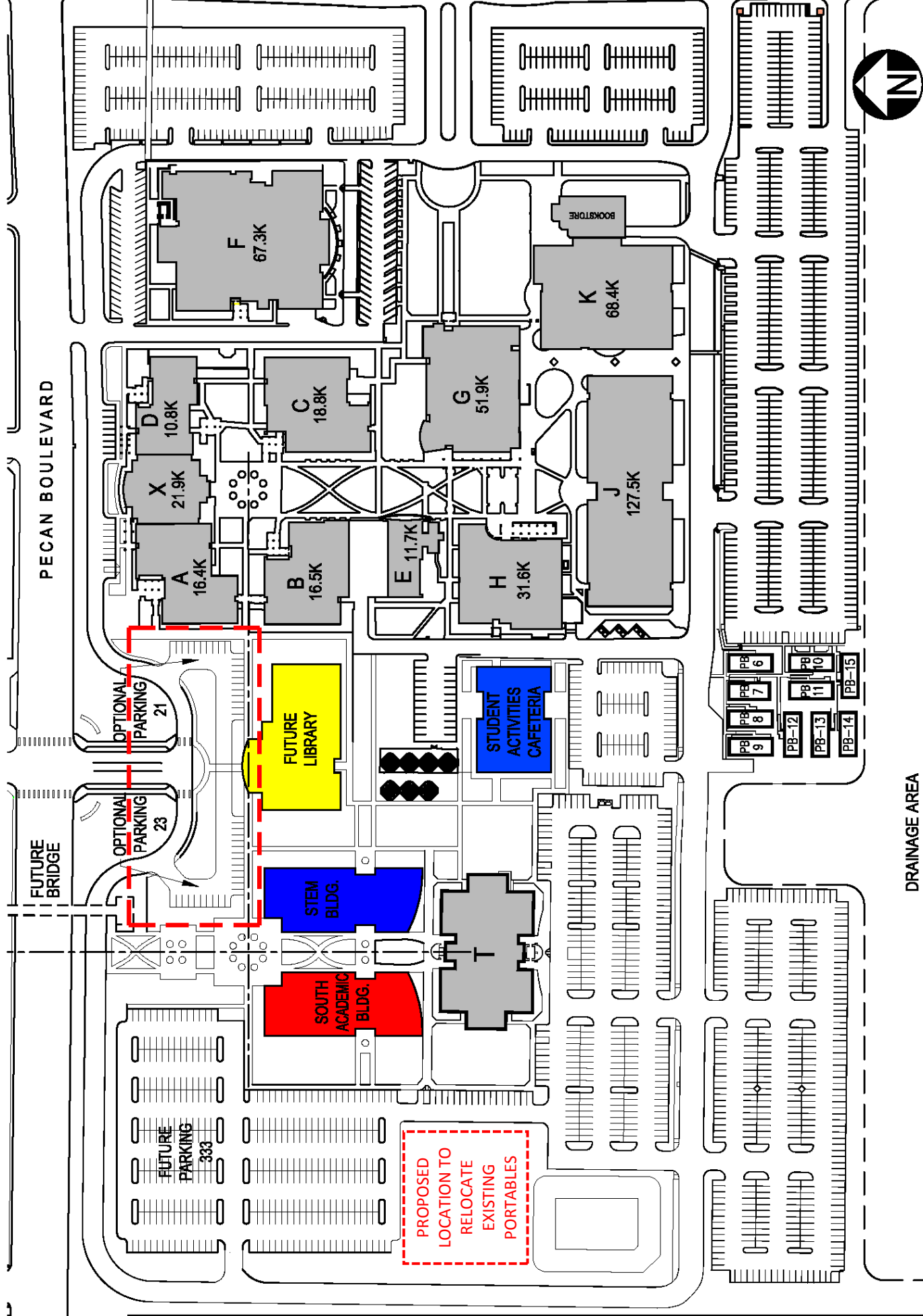
The Pecan Campus library has one teaching space dedicated to providing library instruction and orientation. The library often has to decline faculty requests for library instruction because this space is already in use. This space occupied consistently throughout the day, and in order to expand this service, additional teaching space is needed. To date in this academic year, the Pecan Campus library has served 2,478 students through library instruction.



**PECAN CAMPUS SOUTH SIDE - LOCATION OF BOND BUILDINGS**



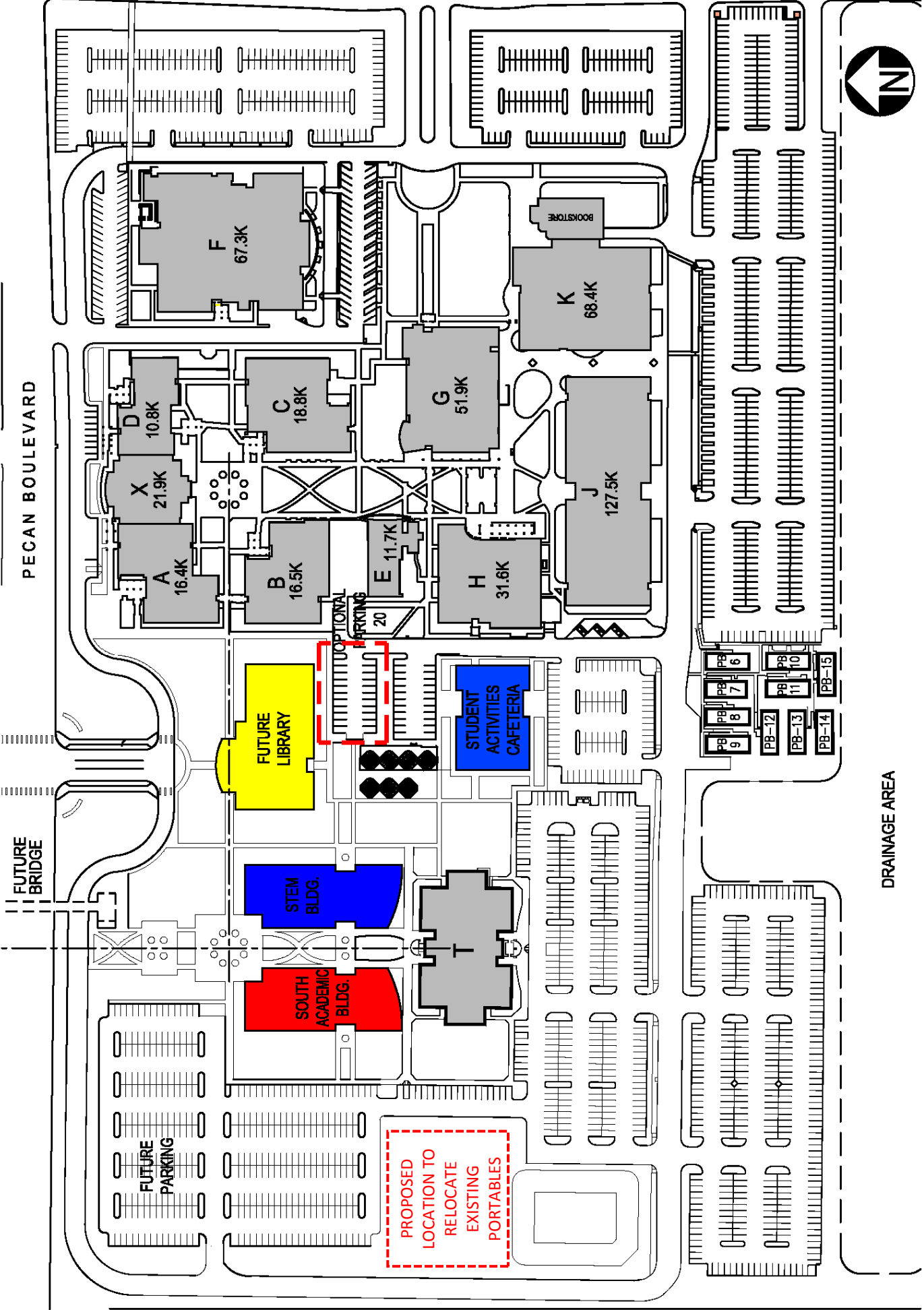




PROPOSED  
LOCATION TO  
RELOCATE  
EXISTING  
PORTABLES



PECAN CAMPUS SOUTH SIDE - LIBRARY/PARKING OPTION #2



# PECAN CAMPUS SOUTH SIDE - LIBRARY/PARKING OPTION #3

**Review and Action as Necessary on Proposed Facility Lease Agreement  
 with McAllen Chamber of Commerce Creative Incubator**

Approval of proposed facility lease agreement with McAllen Chamber of Commerce Creative Incubator is requested.

STC's Continuing Education Department has continued offering art classes in the McAllen Chamber of Commerce Creative Incubator (former McAllen Library). The current lease agreement has expired and therefore staff is recommending that the agreement be approved for an additional year in order to continue using this facility.

Below is the proposed lease and a description for the proposed use:

Site	Spaces	Proposed Use	Estimated Cost	Term
McAllen Creative Incubator	Two classrooms	Art classes for Continuing Education	\$3,000.00 (\$10/student)	9/1/2014 to 8/31/2015

Staff recommends approval of this facility lease agreement for use during the period beginning September 1, 2014 through August 31, 2015. Funds for this lease will be generated by students' fees. It is estimated about 300 students will enroll in these art classes during the fiscal year.

The Facilities Committee recommended Board approval of the proposed facility lease agreement with McAllen Chamber of Commerce for use of Creative Incubator facility as presented.

**Recommendation:**

It is recommended that the Board of Trustees of South Texas College approve and authorize the proposed facility lease agreement with McAllen Chamber of Commerce for use of Creative Incubator facility 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 facility lease agreement with McAllen Chamber of Commerce for use of Creative Incubator facility as presented.

**Approval Recommended:**

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

**President**

## **Review and Action as Necessary on Contracting Architectural Design Services for the Technology Campus Building B Main Door and Frame Replacement and Building C Conference Room**

Approval to contract architectural design services for the design of the Technology Campus Building B Main Door and Frame Replacement and Building C Conference Room project will be requested at the March 31, 2015 Board meeting.

Included in the FY 2014-2015 construction budget are funds for this project. The attached floor plan depicts the locations of the proposed improvements. The improvements to the main door will replace the existing door and frame to prevent water leaks. An exterior cover will be added to the main entrance to provide shade and to prevent blowing rain from entering. The conference room will serve the NAAMREI Department and will be built in a space that is currently underutilized.

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

Based on the following criteria, Rike Ogden Figueroa Alex Architects (ROFA) has been identified as the most qualified firm from the current list of approved architects and therefore recommended to provide architectural design services for this project.

**Criteria:**

- Previous experience with facilities on the Technology Campus
- Project architect when this building was previously readapted for its current use
- Experience with other STC campus projects

Funds in the amount of \$110,000 are budgeted in the FY 2014-2015 construction budget for these improvements and \$16,500 are budgeted for design services with final amount to be negotiated.

<b>Project Budget</b>		
<b>Budget Components</b>	<b>Amount Budgeted</b>	<b>Actual Cost</b>
Design	\$16,500	Actual design fees are estimated at \$10,450 and will be finalized during contract negotiations.
Construction	\$110,000	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 design services with Rike Ogden Figueroa Alex Architects (ROFA) for the design of the Technology Campus

Building B Main Door and Frame Replacement and Building C Conference Room project as presented.

**Recommendation:**

It is recommended that the Board of Trustees of South Texas College approve and authorize contracting architectural design services with Rike Ogden Figueroa Alex Architects (ROFA) for the design of the Technology Campus Building B Main Door and Frame Replacement and Building C Conference Room project as presented.

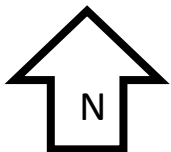
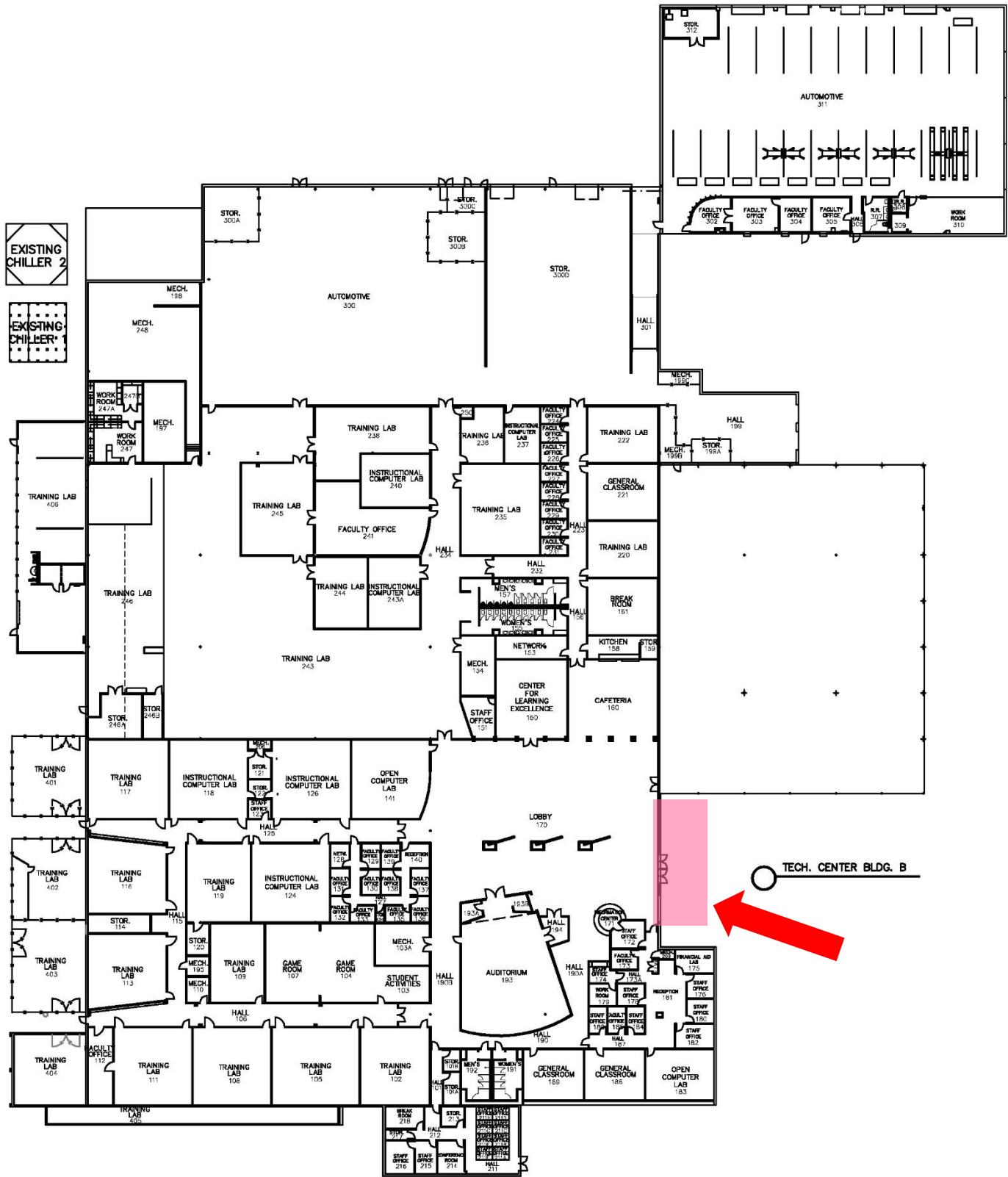
**The following Minute Order is proposed for consideration by the Board of Trustees:**

The Board of Trustees of South Texas College approves and authorizes contracting architectural design services with Rike Ogden Figueroa Alex Architects (ROFA) for the design of the Technology Campus Building B Main Door and Frame Replacement and Building C Conference Room project as presented..

**Approval Recommended:**

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

**President**



Technology Campus Building B  
Main Door and Frame Replacement

## **Review and Action as Necessary on Contracting MEP Design Services for the Starr County Campus Building E Data Center Generator**

Approval to contract mechanical, electrical, and plumbing (MEP) engineering design services for the Starr County Campus Building E Data Center Generator project is requested.

As a result of the recent college-wide Business Impact Analysis (BIA), it was recommended that a backup Data Center be prepared at the Starr County Campus. This Data Center will serve as a backup for the main Data Center currently located on the Pecan Campus. The existing Data Center houses the necessary computer servers which support the college's business operations and telecommunications. Preparing the backup Data Center at the Starr County Campus to include an electrical generator, will allow the College to continue operating in the event of a disaster, fire, or extended power outage affecting the Pecan Campus Data Center.

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

Based on the following criteria, Half Associates has been identified as the most qualified firm from the current list of approved engineers and therefore recommended to provide architectural design services for this project.

**Criteria:**

- Previous experience with facilities on the Starr County Campus
- Project engineer for the building where the generator will be installed
- Experience with other STC generators

Funds are available in the FY 2014-2015 construction budget for design and construction of these improvements, with final engineering fees to be negotiated.

<b>Project Budget</b>		
<b>Budget Components</b>	<b>Available Funds</b>	<b>Estimated Cost</b>
Design	\$25,000	Actual design fees are estimated between \$22,000 and \$24,000 and will be finalized during contract negotiations.
Construction	\$225,000	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 Half Associates for the Starr County Campus Building E Data Center Generator project 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 Half Associates for the Starr County Campus Building E Data Center Generator 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 Mechanical, Electrical, and Plumbing (MEP) engineering design services with Half Associates for the Starr County Campus Building E Data Center Generator project as presented.

**Approval Recommended:**

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

**President**

## **Review and Action as Necessary on Pool of Firms for Civil Engineering Services**

Approval of a pool of firms to provide civil engineering design services as needed for non-bond projects with construction costs of less than \$500,000 will be requested at the March 31, 2015 Board meeting.

The previous approved pool to provide civil engineering design services expired on November 28, 2014. It is recommended that a minimum of four (4) firms be approved for a period beginning March 31, 2015 through March 30, 2016 with the option to renew for two one-year periods.

On January 2, 2015, a Request for Qualifications (RFQ) for solicitation of these services was made available and responses were received on January 27, 2015. A total of fifteen (15) firms submitted responses to the RFQ. The evaluation team prepared the attached summary of scoring and ranking for review by the Board.

Once a pool of firms has been selected and approved by the Board of Trustees, the firms will be available to provide the College with civil engineering design services as needed for non-bond projects. Staff will recommend use of firms from the proposed pool, for non-bond projects as needed. Some of the anticipated engineering services which may be provided are as follows:

- Preparation of subdivision plats
- Preparation of property surveys
- Preparation of topographic surveys
- Preparation of meets and bounds surveys
- Design of parking lots
- Design of sidewalks and ADA accessible routes
- Design of site drainage systems
- Design of underground infrastructure
- Design of landscape improvements
- Design of irrigation systems
- Design of roadways and drives
- Resurfacing of existing parking lots and drives

Fees for these services could range from \$1,000 to \$48,000 depending on the scope and complexity of each construction project. As part of the fee negotiations process, each firm will be asked to submit a proposal after they have been assigned to a project. Each fee proposal will be reviewed by staff and negotiated to reach a fair and reasonable amount.

The Facilities Committee recommended Board approval of a pool consisting of the top four (4) ranked firms, listed alphabetically as: Halff Associates, Inc.; Melden & Hunt, Inc.; Perez Consulting Engineers, LLC; and R. Gutierrez Engineering Corporation, to provide civil engineering design services as needed for district-wide non-bond projects for the period beginning March 31, 2015 through March 30, 2016 with the option to renew for two one-year periods.

**Recommendation:**

It is recommended that the Board of Trustees of South Texas College approve and authorize the pool consisting of the top four (4) ranked firms, listed alphabetically as: Halff Associates, Inc.; Melden & Hunt, Inc.; Perez Consulting Engineers, LLC; and R. Gutierrez Engineering Corporation, to provide civil engineering design services as needed for district-wide non-bond projects for the period beginning March 31, 2015 through March 30, 2016 with the option to renew for two one-year periods.

**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 pool consisting of the top four (4) ranked firms, listed alphabetically as: Halff Associates, Inc.; Melden & Hunt, Inc.; Perez Consulting Engineers, LLC; and R. Gutierrez Engineering Corporation, to provide civil engineering design services as needed for district-wide non-bond projects for the period beginning March 31, 2015 through March 30, 2016 with the option to renew for two one-year periods..

**Approval Recommended:**

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

**SOUTH TEXAS COLLEGE  
CIVIL ENGINEERING SERVICES  
PROJECT NO. 14-15-1048**

<b>VENDOR</b>	<b>Dammenbaum Engineering Company- McAllen, LLC.</b>	<b>Half Associates, Inc.</b>	<b>Hinojosa Engineering, Inc.</b>	<b>Javier Hinojosa Engineering</b>	<b>LVN, Inc.</b>	
<b>ADDRESS</b>	1109 W Nolana Loop Ste 208	5000 W Military Hwy Ste 100	108 W 18th St	416 E Dove Ave	801 W Nolana Ave Ste 202	
<b>CITY</b>	McAllen, TX 78504	McAllen, TX 78503	Mission, TX 78572	McAllen, TX 78504	McAllen, TX 78504	
<b>PHONE</b>	956-682-3677	956-664-0286	956-581-0143	956-668-1588	956-627-3979	
<b>FAX</b>	956-686-1822	956-664-0282	956-581-2074	956-994-8102	361-883-1986	
<b>CONTACT</b>	Louis H. Jones, Jr.	Robert L. Saenz	Ricardo Hinojosa	Javier Hinojosa	Robert M. Viera	
<b>2.1 Statement of Interest</b>						
<b>2.1.1 Statement of Interest for Project</b>	Stated the firm's established relationships with local, State and Federal agencies and their understanding of local site conditions.	Pointed to the previous successful projects the firm has completed for STC and other educational institutions and their experience working with boards and staff of educational entities.	Indicated that they are the only local engineering firm that specialized in educational facilities.	Indicated that firm has assembled a project the will bring proper focus to the services. Stated that the principal will serve as the project engineer.	Firm emphasized the combined experience of the two staff members who would lead the project.	
<b>2.1.2 History and Statistics of Firm</b>	- Originally established in 1945. - 11 locations in Texas, including McAllen office	- Founded in 1950 - Staff of over 504 - 33 staff at McAllen office, including 11 PE's	- Established in 1993 - 17 Employees - 2 professional engineers	- Established in 1996 - Located in McAllen, TX	- Established in 1962 as architectural/engineering firm - More than 126 employee throughout Texas - Offices in McAllen, Corpus Christi, Austin, Dallas/Ft Worth, Laredo and San Antonio	
<b>2.1.3 Statement of Availability and Commitment</b>	Stated their commitment to provide personnel to meet or exceed the project schedule. Indicated a similar commitment from the subconsultant firms.	Indicated that they will commit the necessary resources to meet STC's needs and expedite all phases of the project.	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.	Indicated that they can begin work immediately on projects and will provide the necessary manpower to meet college timelines.	Indicated that firm is operating at 75-80 percent of capacity and can complete work in a timely manner.	
<b>2.2 Prime Firm</b>						
<b>2.2.1 Resumes of Principals and Key Members</b>	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 - Nathaniel Olivarez, PE, Site Civil Surveyor - Manny Carrizales, RPLS, EIT, Project Surveyor - Daryl W. Duren, Scheduler - James M. Kiesel, PE, MEP/HVAC - Leonardo Munoz, PE, RME, MEP/Fire Protection - Andrew T. Heffner, RLA, Landscape Architect - Steven L. McGarraugh, AIA, Architect/URE	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: - Robert L. Saenz, PE, CFM, PMP, Principal-in-Charge - Benjamin E. Macias, PE, Project Manager - Raul Garcia JR., PE, CFM, Drainage Design - Marcos Diaz, PE, Civil Site Design - Thomas E. Dearmin, PE, LEED AP, Electrical Design - Jose Delgado, PE, LEED AP, Electrical Design - Wayne Cooper, RLA, AICP, Landscape Architecture - Tobin L. Fox, RLA, LI, Landscape Architecture - Paul Rielly, PE, Structural Design - Jason Jernigan, RPLS, Surveying	Included resumes for the following staff: - Robert M. Viera, PE, RPLS, Principal-in-Charge - Eugene Palacios, PE, CFM, Project Manager - Juan Pimentel, PE, Civil Support - Richard Correa, PE, CFM, Civil Support - Ernesto Flores, CFM, Civil Support - Eric A. Trejo, PE, SECB, Structural Design - Amy R. Hesselhine, PE, Environmental/Permitting	Included resumes for the following staff: - Robert M. Viera, PE, RPLS, Principal-in-Charge - Eugene Palacios, PE, CFM, Project Manager - Juan Pimentel, PE, Civil Support - Richard Correa, PE, CFM, Civil Support - Ernesto Flores, CFM, Civil Support - Eric A. Trejo, PE, SECB, Structural Design - Amy R. Hesselhine, PE, Environmental/Permitting	Included resumes for the following staff: - Robert M. Viera, PE, RPLS, Principal-in-Charge - Eugene Palacios, PE, CFM, Project Manager - Juan Pimentel, PE, Civil Support - Richard Correa, PE, CFM, Civil Support - Ernesto Flores, CFM, Civil Support - Eric A. Trejo, PE, SECB, Structural Design - Amy R. Hesselhine, PE, Environmental/Permitting
<b>2.2.2 Project Assignments and Lines of Authority</b>	Listed the staff, whose resumes were provided, their roles and time commitment from each.	Project assignments were provided for all the staff for whom resumes were submitted. The time commitment for each was also indicated.	Reiterated the roles of the two top staff of the firm, who will serve as principal and project manager.	Listed Principal's and three other staff member's duties on projects. Specific time assignments were not indicated.	The time assignments were provided for the seven staff whose resumes were included.	
<b>2.3 Project Team</b>						
<b>2.3.1 Organization chart with Role of Prime Firm and basic Services consultants</b>	Included organization chart with staff who will be involved in project. Included the following sub-consultants: - Trinity MEP Engineering - Heffner Design Team (Landscape Architect) - RGV Architecture	Provided organization chart that showed the roles of the staff who would be involved in the project. No sub-consultants are shown. Firm indicated that it has all resources needed to provide all services.	Included organization chart that showed all firm staff and their roles. No sub-consultants were included.	Included organization chart with staff who will be involved in project and included the following sub-consultants: - CVQ Land Surveyors - Trinity MEP Engineering	Included organization chart that showed the staff who would be involved in the project. They included one consultant, Sigma HN Engineers, for MEP consultants could be added at STC's request.	
<b>2.4 Representative Projects</b>						
<b>2.4.1 Minimum of 5 projects firm has worked on</b>	- STC - Pecan Campus Parking Lot Expansion and Parking and Street Improvements - South Texas Educational Technologies Horizon Montessori McAllen Middle School - McAllen ISD - Parking Lots and Drives Resurfacing Projects - McAllen ISD - Track and Field Resurfacing Projects - Hidalgo County WIC Program-Women, Infant and Children's (WIC) Clinic	- McAllen ISD- McAllen Veterans Memorial Stadium Improvements (\$4 million) - UT-Pan American - 500-Space Parking Lot (\$973,000) - Texas A&M Kingsville - Turner-Bishop-Martin Parking Lot Repair (\$18.5 million) - Texas State Technical College - Oak Tree Apartments (\$130,000) - STC - Mid Valley Campus Southwest Parking Expansion (\$392,014)	- 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 Linceo High School No. 3 (\$57,413,000) - PSJA ISD - Football Stadium Renovations (\$1,310,066) - City of Port Isabel - Events Center (\$3,930,000)	- Mission CISD - Tom Laundry Stadium Parking Lot Improvements (\$762,776) - Mission CISD - Storm Drainage Improvements at Bryan, Hurla Midkiff, and Salinas Elementary School (\$589,603.28) - Mission CISD - Mission High School Girls Softball Field Parking Lot Improvements (\$210,000) - PSJA ISD - Alda C. Escobar (Whiney) Elementary School (\$700,000) - La Joya ISD - Nellie Schunior Central Administration Building Parking Lot Improvements (\$690,000)	- 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)	
<b>2.5 References</b>						
<b>2.5.1 References for five projects</b>	- South Texas College - McAllen ISD (listed twice) - Hidalgo County WIC Program	- McAllen ISD - Texas A&M University- Kingsville - University of Texas-Pan American - Texas State Technical College - South Texas College	- Donna ISD - City of McAllen - La Joya ISD - PSJA ISD - City of Port Isabel	- Mission CISD (listed 3 times) - PSJA ISD - La Joya ISD	- Kenedy County - City of Pearsall - City of Corpus Christi - Brooks County - Port of Corpus Christi	
<b>2.6 Project Execution</b>						
<b>2.6.1 Willingness and ability to expedite services. Ability to supplement production.</b>	Indicated that firm has more than adequate personnel from which to supplement or replace a member of the team if necessary.	Indicated that project schedules are updated regularly and if it falls behind, a contingency plan is produced for schedule recovery.	Indicated their ability and willingness to expedite design services, but did not address how they would supplement production capability.	Did not directly address the section, but indicated that firm has the experience, resource, personnel, knowledge and commitment to perform services.	Firm provided a description of its process to maintain work on schedule on a project.	
<b>2.6.2 Firm's quality assurance program</b>	Submitted a quality control plan. Indicated that they developed an integrated quality control program founded upon STC and industry best practices.	Provided a summary quality assurance program that largely entails document review both internally and by client.	Indicated that firm identifies quality requirements for a project, but did not elaborate on the program.	Firm did not address this section.	Described their internal reviews for maintaining quality control through peer review of designs. They also submit documents to an internal 3rd party review.	
<b>TOTAL EVALUATION POINTS</b>	543	570	541.25	548.5	543.5	
<b>RANKING</b>	8	1	10	6	7	

**SOUTH TEXAS COLLEGE  
CIVIL ENGINEERING SERVICES  
PROJECT NO. 14-15-1048**

VENDOR	Melden & Hunt, Inc.	M Garcia Engineering, LLC.	Naismith Engineering, Inc.	Perez Consulting Engineers, LLC.	PlaGar Engineering, LLC.
ADDRESS	115 W McInyre St Edinburg, TX 78541	400 Nolana Ste N2 McAllen, TX 78504	789 E Washington St Brownsville, TX 78520	808 Dallas Ave McAllen, TX 78501	1155 Military Hwy Brownsville, TX 78520
CITY	Edinburg, TX 78541	McAllen, TX 78504	Brownsville, TX 78520	McAllen, TX 78501	Brownsville, TX 78520
PHONE	956-381-0981	956-687-9421	956-541-1155	956-631-4482	956-550-9995
FAX	956-381-1839	956-687-3211	775-305-2554	956-682-1545	956-550-9939
CONTACT	Fred L. Kurth	Mariano Garcia	Anna A. Smith	J. David Perez	Placido J. Garcia
<b>2.1 Statement of Interest</b>					
<b>2.1.1 Statement of Interest for Project</b>	Pointed out the firm's 67 years of experience in the Rio Grande Valley and the professional expertise they present.	Pointed out the firm's McAllen location and the experience of their principal in both public and private projects.	Pointed out the firms experience in infrastructure projects for governmental entities in the Rio Grande Valley.	Stated their interest in work for STC and cited previous work at four of its campuses.	Stated the firm's experience in various types of infrastructure projects with governmental entities.
<b>2.1.2 History and Statistics of Firm</b>	- Founded in 1947 - Offices in Edinburg and Rio Grande City - 50 staff	- Established in 2007 - 4 staff, including one professional engineer - Located in McAllen, TX	- Established in 1949 - Office in Corpus Christi, Austin, and Brownsville - 19 civil engineers companywide	- Established in 1991 - Located in McAllen, TX	- Established in 2004 - Located in Brownsville, TX - 4 employees
<b>2.1.3 Statement of Availability and Commitment</b>	Pointed to the firm's depth and flexibility. Indicated that with current workload, they have enough capacity to complete projects on time.	Affirmed availability and commitment to projects. Indicated they will provide a "streamlined" approach.	Indicated that the "best employees" will be immediately available to work on the projects and would commit from beginning to completion.	Indicated that STC projects would be completed within schedule. Added that current projects are 85% complete.	Did not directly address availability and commitment, but was implied in their submittal for the projects.
<b>2.2 Prime Firm</b>					
<b>2.2.1 Resumes of Principals and Key Members</b>	Included resumes for the following staff: - Fred L. Kurth, PE, RPLS, 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 - Paolina Vega, PE, Sitework Engineer - Lewis B. Shrier, PE, Structural Engineer - Craig B. Thompson, PE, Construction Services - Allen Beyer, PL.A, Landscape Architect - Wilfredo Rivera Jr., PE, Project Engineer - Jim Boggs, AIA, Project Architect	Included resumes for the following staff: - Anna A. Smith, PE, Principal - Paolina Vega, PE, Sitework Engineer - Lewis B. Shrier, PE, Structural Engineer - Craig B. Thompson, PE, Construction Services - Allen Beyer, PL.A, Landscape Architect - Wilfredo Rivera Jr., PE, Project Engineer - Jim Boggs, AIA, Project Architect	Included resumes for the following staff: - J. David Perez, PE, President - Jorge D. Perez, PE, Vice President - Rene Gonzalez, PE, Project Engineer - Aracely Aguilar, Administrative Assistant	Included resumes for the following staff: - Placido J. Garcia, PE, Principal - Emperatriz Garza, Civil Engineering Technician - Aracely Aguilar, Administrative Assistant
<b>2.2.2 Project Assignments and Lines of Authority</b>	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 provided for all 4 staff members.	Showed list of staff to be assigned to projects. Did not include time assignments.	Indicated time assignments on STC projects for the top three staff.	Listed the firm staff named above and a drafting technician and the assignments for each. Time assignments for each were also included.
<b>2.3 Project Team</b>					
<b>2.3.1 Organization chart with Role of Prime Firm and basic Services consultants</b>	Included an organization chart that included the staff who would be involved in projects. They included the following subconsultants: Sigma HN Engineers (MEP) and SSP Design (Landscape Architect).	Included an organization chart showing staff duties. Included the following subconsultants: - ROW Surveying Services - MEP Solutions - SSP Design - Chanin Engineering	Included organization chart that showed lines of authority. Did not include any sub-consultants.	Included organization chart that showed the main firm staff. It included the following sub-consultants: - CVQ Land Surveyors - SSP Design - MEP Solutions Engineering - Raba Kistner, Inc. - GAMA Building Access & Facility Support	Included organization chart that showed the staff and their assignments. It included the following sub-consultants - Amaya Surveying - Felix Zapata
<b>2.4 Representative Projects</b>					
<b>2.4.1 Minimum of 5 projects firm has worked on</b>	- South Texas College - Pecan Campus Portable Relocation - (\$450,000) - IDEA Public Schools - Campus Parking Renovation (\$193,000) - Edinburg CISD - L.B. Johnson Elementary (\$115,000) - McAllen ISD - McAllen ISD Pavilion Additions (\$1,125,000) - US Army Corps of Engineers - Army Reserves 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) - PSIA ISD - Palmer Elementary Subdivision (\$12,940,000)	- UT-Brownsville - Street, Parking, and Sidewalk Improvements (\$2.15 million) - City of Los Fresnos - City Engineer (\$471,000) - City of Alice - Multi-use Complex (\$25 million) - City of Brownsville - Metro Bus Stop Improvements (\$550,000) - Nueces County - Richard M. Borchard Regional Fairgrounds (\$31.5 million)	- STC - Nursing & Allied Health Center (cost not indicated) - UTPA - Lamar Parking Lot (cost not indicated) - STC - Pecan Campus Infrastructure Improvements Project (\$3 million) - PSIA ISD - T-STEM Early College & Football Stadium Parking Lot (\$1,800/parking space)	- Brownsville ISD - Sams Memorial Stadium Parking Lot Improvements and Expansion (cost not indicated) - Brownsville ISD - Central Administration Building Parking Improvements (cost not indicated) - Texas Southmost College - UTB/TSC E. 19th St./E. Jackson St. Parking Improvements (cost not indicated) - Texas Southmost College- Brownsville Campus Area Parking Lot Improvements ( cost not indicated)
<b>2.5 References</b>					
<b>2.5.1 References for five projects</b>	- South Texas College - IDEA Academy - Edinburg CISD - McAllen ISD - US Army Corps of Engineers	Sharyland ISD (listed twice) - Idea Academy (listed twice) - PSIA ISD	- City of Los Fresnos - UT Brownsville - City of Alice - City of Brownsville	- Boutinghouse Simpson Gates Architects - UT-Pan American - PSIA ISD - ERO Architects	- City of Brownsville - Brownsville ISD - Harlingen CISD - Knowles Architectural & Planner, Inc. - Walker Perez Associates
<b>2.6 Project Execution</b>					
<b>2.6.1 Willingness and ability to expedite services. Ability to supplement production.</b>	Retiterated the availability of their extensive staff resources to meet project needs and add any additional resources that may be required.	Indicated that firm recognizes project timelines and will allocate the necessary resources to achieve project milestones.	Indicated that firm has sufficient staff to meet any timeline established by client.	Stated their understanding that projects need to be on fast-track. Indicated that additional personnel would be added as workload increases.	Indicated experience in providing services on "as-needed" basis. Stated that they will assign additional work hours necessary for work to be done.
<b>2.6.2 Firm's quality assurance program</b>	Outlined the firm's methodology for maintaining quality on projects.	Firm did not address this section.	Mentioned need of quality control but did not provide details on how it is accomplished. Did indicate need for on-site presence of firm during entire construction period.	Listed a set of procedures that are implemented to maintain quality on projects.	Did not directly address this section, but made mention of need to maintain clear communication between owner and engineer.
<b>TOTAL EVALUATION POINTS</b>	554.75	540.75	536	568	515
<b>RANKING</b>	3	11	13	2	14



**SOUTH TEXAS COLLEGE  
CIVIL ENGINEERING SERVICES  
PROJECT NO. 14-15-1048**

VENDOR	R. Gutierrez Engineering Corporation	S&GE, LLC.	SWG Engineering, LLC.	South Texas Infrastructure Group, LLC.	TEDSI Infrastructure Group, Inc.
ADDRESS	130 E Park Ave	1803 Mozelle St	611 International Blvd	900 S Stewart Rd Ste 13	1201 E Expway 83
CITY	Pharr, TX 78577	Pharr, TX 78577	Weslaco, TX 78596	Mission, TX 78572	Mission, TX 78572
PHONE	956-782-2557	956-475-3118	956-968-2194	956-424-3335	956-424-7898
FAX	956-782-2558	210-493-9205	956-968-8300	956-583-7116	956-424-7022
CONTACT	Ramiro Gutierrez	Javier Garcia	Randy Winston	Julio Cerda	Jesse Salinas
<b>2.1 Statement of Interest</b>					
<b>2.1.1 Statement of Interest for Project</b>	Stated the firm's interest in continuing a partnership to be one of the college's providers of engineering services.	Indicated that firm is suited for the services required. Pointed to firm's expertise in providing services to educational institutions, including higher education.	Pointed to the firm's long experience in the Rio Grande Valley. Pointed to work on STC Mid Valley Campus.	Firm presented a summary of their qualifications and expressed their interest in providing services to STC.	Firm cited their participation in Hidalgo County civic organizations that work to improve quality of life and their infrastructure work for school, local governments and other governmental organizations.
<b>2.1.2 History and Statistics of Firm</b>	- Established in 1998 - Two professional engineers on staff - One Surveyor - 14 total staff members	- Established in 1994 - Offices in Pharr and San Antonio	- Established in 1945 - Over 25 employees - Has provided work for various area school districts.	- 2 years in business - 5 employees	- Established in 1984 - 33 employees - 10 professional engineers - Offices located in Mission, and Houston
<b>2.1.3 Statement of Availability and Commitment</b>	Stated the firm's readiness to commence work on any STC project. Indicated that if needed, they have the resources to acquire additional personnel.	Indicated that firm leadership will be significantly involved in the project.	Indicated the firm's readiness and capability for serving STC on any size project.	Stated that their goal is to provide STC with projects that can be completed in a timely manner within the available funding.	Indicated their availability and commitment to completion of projects according to STC schedules. Pointed to track record for other clients.
<b>2.2 Prime Firm</b>					
<b>2.2.1 Resumes of Principals and Key Members</b>	Included resumes for the following staff: - Ramiro Gutierrez, PE, President and Principal-in-Charge - Hernan A. Lugo, PE, Senior Project Manager - Pablo Soto, Jr., RPLS	Included resumes for the following staff: - Javier Garcia, PE, Project Manager - JoEmma P. Sherley, PE, Quality Assurance/Quality Control - Jim Boenig, PE, Regulatory Compliance - Robert Allen, PE, Civil Site Design-Grading/Paving & Drainage - Ricardo Salazar, Utility Coordinator - Hector H. Herrera, Survey, Drafting, Design Support, Utility Relocation - Denyce Alcorta, Staff Design Engineer - Frank Estrada, RPLS, Surveying	Included resumes for the following staff: - Joseph B. Winston Jr., PE, Vice President - Randall C. Winston, PE, President - Alfonso A. Gonzalez, PE, Project Engineer - Humberto Lopez, EIT - Cindy Meza, Project Manager	Included resumes for the following staff: - Julio C. Cerda, PE, Project Manager - Victor Treviño, EIT - David Perez, Graduate Engineer	Included resumes for the following staff: - Craig F. Strong, PE, QA/QC - Jose A. Sanchez, PE, Project Manager - Roberto Fina Carral, PE, Roadway Design, Civil Improvements and Task Leader - Mark D. Corbitt, PE, Drainage Design/Studies Task Leader - Eric R. Dietrich, PE, Traffic Engineering Design/Studies Task Leader
<b>2.2.2 Project Assignments and Lines of Authority</b>	Briefly described the duties of each of the named staff who would work on a project. Did not give specific time assignments, but indicated that each will be assigned "as much as may be needed."	Indicated the time commitment from each of the team members who would be assigned to project.	Described the roles and time assignments of each of the three professional engineers on staff who would be involved in projects.	Described the roles of each of the three staff members named above. Also provided the time assignments for each.	Reiterated list of staff whose resumes were included and their respective duties. Indicated time commitment for each staff member.
<b>2.3 Project Team</b>					
<b>2.3.1 Organization chart with Role of Prime Firm and basic Services consultants</b>	Included organization chart that showed team members and their roles. It included the following sub-consultants: - Sigma HN Engineers - CLH Engineering, Inc. - Stephen P. Walker Landscape Architect	Included organization chart that showed the top three staff and their specialties. They did not show any sub-consultants.	Included organization chart. It included the following sub-consultants: - M. Garcia Engineering, LLC - Chamin Engineering, LLC - R.O.W. Surveying Services, LLC - MEP Solutions Engineering	Included organization chart that showed team members and their roles. It included the following sub-consultants: - Raba Kistner - Aranda & Associates, Inc.	Included organizational chart that showed team members and their roles. It included the following sub-consultants: - Raba Kistner - Aranda & Associates, Inc.
<b>2.4 Representative Projects</b>					
<b>2.4.1 Minimum of 5 projects firm has worked on</b>	- STC - Pecan Plaza Parking Lot Improvements (cost not indicated) - PSJA ISD - LBI Middle School Renovations and Additions (cost not indicated) - PSJA ISD - Camahan Elementary Parking Lot Additions (cost not indicated) - PSJA ISD - Audie Murphy Middle School (cost not indicated) - PSJA ISD - Tennis Courts Resurfacing, Demolition and Construction	- 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 - MARC Building and Parking Lot (\$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 (cost not indicated) - Donna ISD - Donna Sanchez Elementary (cost not indicated) - Idea Academy - Idea Academy (cost not indicated) - Mercedes ISD - Mercedes Junior High - La Feria ISD - La Feria Solis Elementary (cost not indicated)	- Steve Lollis - Orchard States (no cost indicated) - Gabriel Kamel - Marvel Plaza- (no cost indicated) - Charles Carter - Rockingham Subdivision (no cost indicated) - City of Mission - Inspiration Road Overpass (no cost indicated) - City of Edinburg - Mile 2 Hike and Bike Trail (no cost indicated)	- City of Edinburg - Edinburg Safe Routes to School Phase I & II Improvements - Hidalgo County Regional Mobility Authority - SH 365/International Bridge Trade Corridor (IBTC) Lighting Study - UTPA - UTPA Pedestrian Study - STC - Proposed Expansion of STC Westlaco Campus Traffic Study
<b>2.5 References</b>					
<b>2.5.1 References for five projects</b>	- South Texas College - PSJA ISD (listed 4 times)	- UT Health Science Center - San Antonio (listed twice) - City of Pharr - San Antonio Water System (listed twice) - SSC Service Solutions - Texas A&M International University	- Mercedes ISD - Donna ISD - Idea Academy - City of La Feria	- Joseph Palacios - Hidalgo County Commissioner-Precinct #3 - Cameron County Commissioner Precinct #3 - City of Mission	- City of Edinburg - City of McAllen - Dannenbaum Engineering Corporation - Perez Consulting Engineers - South Texas College
<b>2.6 Project Execution</b>					
<b>2.6.1 Willingness and ability to expedite services. Ability to supplement production.</b>	Indicated that the firm's ability to commence work on any project immediately.	Stated that firm used to delivery projects on accelerated schedules. Also stated that they could pull resources from their other office.	Indicated willingness to expedite services and meet schedule demands.	Did not specifically address expediting of work, but detailed the phases of work that would be followed to maintain work schedule.	Stated their commitment to deadlines and the allocation of additional resources from Houston office if needed.
<b>2.6.2 Firm's quality assurance program</b>	Firm did not address this section.	Summarized their quality control process and gave three examples of projects where it has been applied.	Firm described the phases they follow for a project to maintain within budget and schedule, but did not detail how quality is maintained.	Indicated their commitment to quality control. Described their review process for maintaining quality in the design process.	One of the PE's is assigned to quality control. Summarized their quality control process in the design work.
<b>TOTAL EVALUATION POINTS</b>	553.25	552	542.25	537	537
<b>RANKING</b>	4	5	9	12	12

SOUTH TEXAS COLLEGE  
CIVIL ENGINEERING SERVICES  
PROJECT NO. 14-15-1048  
EVALUATION SUMMARY

NAME		Dannenbaum Engineering Company-McAllen, LLC.	Half Associates, Inc.	Hinojosa Engineering, Inc.	Javier Hinojosa Enigneering	LNV, Inc.			
ADDRESS		1109 Nolana Loop Ste 208	5000 W Military Hwy Ste 100	108 W 18th St	416 E Dove Ave	801 W Nolana Ave Ste 202			
CITY/STATE/ZIP		McAllen, TX 78504	McAllen, TX 78503	Mission, TX 78572	McAllen, TX 78504	McAllen, TX 78504			
PHONE		956-686-1822	956-664-0286	956-581-0143	956-668-1588	956-627-3979			
FAX		956-686-1822	956-664-0282	956-581-2074	956-994-8102	361-883-1986			
CONTACT		Louis H. Jones, Jr.	Robert L. Saenz	Ricardo Hinojosa	Javier Hinojosa	Robert M. Viera			
1	2.1 Statement of Interest - up to 100 points	92	96	90	88	90			
	2.1.1 Statement of interest on projects	92	95	96.5	92.5	90.5			
	2.1.2 History and important statistics about the prime firm		90				92	90	
	2.1.3 Availability and commitment of firm, consultants and key professionals		91				97	90	88
	95		98				92	92	
2	2.2 Prime Firm - up to 100 points	92	97	89	88	90			
	2.2.1 Experience and expertise of principles and key members, including resumes	90.75	95	96.25	92	89			
	2.2.2 Proposed project assignments, lines of authority, estimated time assignment of personnel		91				92	88	91
			90				97	90	90
	90		96				95	92	
3	2.3 Project Team - up to 100 points	92	94	88	90	90			
	2.3.1 Organizational chart showing, the roles of the prime firm and basic services consultants	90.5	92	95	85	90.75			
	--Name Consultant and provide brief history		91				90	91	89
	--Consultant's proposed role in project		89				82	90	90
--Projects Consultant and prime have worked together on in last 5 years	90		98				92	90	
--Resumes showing experience and expertise of key individuals			80						
4	2.4 Representative Projects - up to 100 points	90	94	88	90	91			
	2.4.1 Specific data on 5 representative projects showing similarities	90.75	93	94.25	89	91			
	Project name and location, Project owner, project description, whether the project was new construction, an addition, or a renovation, date project was started and completed, professional services prime firm provided for the project, project engineer, project manager, and names of firms and their expertise.		90				92	90	88
			93				90	92	92
5	2.5 Five References - up to 100 points	87	95	93	98	90			
	2.5.1 Name Owner and Owner's Representative and phone numbers	87	95	95	93	98			
			87				93	98	90
			87				95	98	90
	87		95				98	90	
6	2.6 Project Execution - up to 100 points	94	94	89	86	94			
	2.6.1 Expedite design and construction administration. Production capability to meet schedule demands.	92	91	93	89.75	89.25			
	2.6.2 Firm's quality assurance program and how the firm maintains quality control.		90				91	92	93
			89				92	86	90
	95		95				92	93	
TOTAL EVALUATION POINTS		543	570	541.25	548.5	543.5			
RANKING		8	1	10	6	7			

SOUTH TEXAS COLLEGE  
CIVIL ENGINEERING SERVICES  
PROJECT NO. 14-15-1048  
EVALUATION SUMMARY

NAME		Melden & Hunt, Inc.	M Garcia Engineering, LLC.	Naismith Engineering, Inc.	Perez Consulting Engineers, LLC.	PlaGar Engineering, LLC.
ADDRESS		115 W McIntyre St	400 Nolana Ste N2	789 E Washington St	808 Dallas Ave	1155 Military Hwy
CITY/STATE/ZIP		Edinburg, TX 78541	McAllen, TX 78504	Brownsville, TX 78520	McAllen, TX 78501	Brownsville, TX 78520
PHONE		956-381-0981	956-687-9421	956-541-1155	956-631-4482	956-550-9995
FAX		956-381-1839	956-687-3211	775-305-2554	956-682-1545	956-550-9939
CONTACT		Fred L. Kurth	Mariano Garcia	Anna A. Smith	J. David Perez	Placido J. Garcia
1	2.1 Statement of Interest - up to 100 points	94	85	92	93	83
	2.1.1 Statement of interest on projects	91	90	90	92	86
	2.1.2 History and important statistics about the prime firm	93	85	82	96	84
	2.1.3 Availability and commitment of firm, consultants and key professionals	96	93	93	97	90
		93.5	88.25	89.25	94.5	85.75
2	2.2 Prime Firm - up to 100 points	92	84	88	93	88
	2.2.1 Experience and expertise of principles and key members, including resumes	91	91	90	95	82
	2.2.2 Proposed project assignments, lines of authority, estimated time assignment of personnel	93	84	88	93	84
		95	90	88	98	88
		92.75	87.25	88.5	94.75	85.5
3	2.3 Project Team - up to 100 points	92	90	90	94	85
	2.3.1 Organizational chart showing, the roles of the prime firm and basic services consultants	92	91	84	94	82
	--Name Consultant and provide brief history	94	88	85	95	85
	--Consultant's proposed role in project	90	88	90	95	88
		92	89.25	87.25	94.5	85
4	2.4 Representative Projects - up to 100 points	92	90	90	92	85
	2.4.1 Specific data on 5 representative projects showing similarities	90	88	89	95	84
	Project name and location, Project owner, project description, whether the project was new construction, an addition, or a renovation, date project was started and completed, professional services prime firm provided for the project, project engineer, project manager, and names of firms and their expertise.	90	90	88	92	84
		95	85	92	90	85
		91.75	88.25	89.75	92.25	84.5
5	2.5 Five References - up to 100 points	92	100	90	97	88
	2.5.1 Name Owner and Owner's Representative and phone numbers	92	100	90	97	88
		92	100	90	97	88
		92	100	90	97	88
		92	100	90	97	88
6	2.6 Project Execution - up to 100 points	93	90	88	94	88
	2.6.1 Expedite design and construction administration. Production capability to meet schedule demands.	92	86	92	93	84
	2.6.2 Firm's quality assurance program and how the firm maintains quality control.	91	85	90	95	84
		95	90	95	98	89
		92.75	87.75	91.25	95	86.25
<b>TOTAL EVALUATION POINTS</b>		<b>554.75</b>	<b>540.75</b>	<b>536</b>	<b>568</b>	<b>515</b>
<b>RANKING</b>		<b>3</b>	<b>11</b>	<b>13</b>	<b>2</b>	<b>14</b>



SOUTH TEXAS COLLEGE  
CIVIL ENGINEERING SERVICES  
PROJECT NO. 14-15-1048  
EVALUATION SUMMARY

NAME		R. Gutierrez Engineering Corporation	S&GE, LLC.	SWG Engineering, LLC.	South Texas Infrastructure Group, LLC.	TEDSI Infrastructure Group, Inc.					
ADDRESS		130 E Newcombe Park Ave	1803 Mozelle St	611 International Blvd	900 S Stewart Rd Ste 13	1201 E Expyway 83					
CITY/STATE/ZIP		Pharr, TX 78577	Pharr, TX 78577	Weslaco, TX 78596	Mission, TX 78572	Mission, TX 78572					
PHONE		956-782-2557	956-475-3118	956-968-2194	956-424-3335	956-424-7898					
FAX		956-782-2558	956-475-3118	956-968-8300	956-583-7116	956-424-7022					
CONTACT		Ramiro Gutierrez	Javier Garcia	Randy Winston	Julio Cerda	Jesse Salinas					
1	2.1 Statement of Interest - up to 100 points	92	91	91	88	88					
	2.1.1 Statement of interest on projects	92.25	91.25	90.25	89.5	88.25					
	2.1.2 History and important statistics about the prime firm						91	89	88	89	
	2.1.3 Availability and commitment of firm, consultants and key professionals						91	88	90	86	
	95						93	92	90		
2	2.2 Prime Firm - up to 100 points	92	92	91	85	90					
	2.2.1 Experience and expertise of principles and key members, including resumes	92.75	90.25	90.25	85.75	89.75					
	2.2.2 Proposed project assignments, lines of authority, estimated time assignment of personnel						91	88	88	90	
							92	90	85	89	
	96						93	85	90		
3	2.3 Project Team - up to 100 points	92	92	90	90	90					
	2.3.1 Organizational chart showing, the roles of the prime firm and basic services consultants	92	90	87.5	89.5	89.5					
	--Name Consultant and provide brief history						90	86	90	90	
	--Consultant's proposed role in project						91	89	88	88	
--Projects Consultant and prime have worked together on in last 5 years	95						93	90	90		
	--Resumes showing experience and expertise of key individuals										
4	2.4 Representative Projects - up to 100 points	90	92	90	82	82					
	2.4.1 Specific data on 5 representative projects showing similarities	91.25	90.75	89.5	83.75	85.25					
	Project name and location, Project owner, project description, whether the project was new construction, an addition, or a renovation, date project was started and completed, professional services prime firm provided for the project, project engineer, project manager, and names of firms and their expertise.						90	91	87	84	85
							90	90	88	84	86
	95						90	93	85	88	
5	2.5 Five References - up to 100 points	97	98	95	98	94					
	2.5.1 Name Owner and Owner's Representative and phone numbers	97	98	95	98	94					
							97	98	95	98	94
							97	98	95	98	94
	97						98	95	98	94	
6	2.6 Project Execution - up to 100 points	87	91	90	88	88					
	2.6.1 Expedite design and construction administration. Production capability to meet schedule demands.	88	91.75	89.75	90.5	90.25					
	2.6.2 Firm's quality assurance program and how the firm maintains quality control.						87	90	88	89	
							88	87	91	89	
	90						92	95	95		
TOTAL EVALUATION POINTS		553.25	552	542.25	537	537					
RANKING		4	5	9	12	12					

## **Review and Action as Necessary on Contracting Construction Services for the Pecan Campus Student Support Services Building Second Floor Re-carpeting**

Approval to select a contractor for the Pecan Campus Student Support Services Building Second Floor Re-Carpeting project is requested.

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

STC staff issued the necessary plans and specifications for the solicitation of competitive sealed proposals. Solicitation of competitive sealed proposals for this project began on February 9, 2015. A total of seven (7) sets of construction documents were issued to general contractors, sub-contractors, and suppliers and a total of four (4) proposals were received on February 24, 2015.

<b>Timeline for Solicitation of Competitive Sealed Proposals</b>	
February 9, 2015	Solicitation of competitive sealed proposals. Seven (7) sets of construction documents were issued.
February 24, 2015	Four (4) proposals were received.

Staff evaluated these proposals and prepared the attached proposal summary. It is recommended that the top ranked contractor be recommended for Board approval.

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

<b>Source of Funding</b>	<b>Budget Available</b>	<b>Highest Ranked Proposal</b>
Renewals & Replacements	\$35,000	\$31,336

The Facilities Committee recommended Board approval to contract construction services with Diaz Floors & Interiors in the amount of \$31,336 for the Pecan Campus Student Support Services Building Second Floor Re-Carpeting project as presented.

**Recommendation:**

It is recommended that the Board of Trustees of South Texas College approve and authorize contracting construction services with Diaz Floors & Interiors in the amount of \$31,336 for the Pecan Campus Student Support Services Building Second Floor Re-Carpeting 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 Diaz Floors & Interiors in the amount of \$31,336 for the Pecan Campus Student Support Services Building Second Floor Re-Carpeting project as presented.

**Approval Recommended:**

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

**SOUTH TEXAS COLLEGE  
 PECAN CAMPUS STUDENT SERVICES BUILDING CARPET REPLACEMENT AT 2ND FLOOR  
 PROJECT NO. 14-15-1050**

<b>VENDOR</b>	<b>Diaz Floors &amp; Interiors, Inc.</b>	<b>G &amp; G Contractors</b>	<b>Imhoff Co, Inc. /dba Intertech Flooring</b>	<b>Lopez Carpets</b>	<b>Vintage Tile &amp; Stone, LLC.</b>
<b>ADDRESS</b>	1205 W Polk	5125 S Hwy 281	1301 Bus Park Dr Ste D	1326 W Alton Blvd	2020 W Nolana Ave
<b>CITY/STATE</b>	Pharr, TX 78577	Edinburg, TX 78539	Mission, TX 78572	Alton, TX 78573	McAllen, TX 78504
<b>PHONE</b>	956-787-0056	956-929-1567	956-584-3592	956-585-7515	956-631-8528
<b>FAX</b>	956-781-7917	956-283-7040	956-584-2149	956-585-8889	956-631-8526
<b>CONTACT</b>	Andres Diaz	Rene Garza	Vicente Garza	Santiago Lopez	Elizabeth Govea
<b>#</b>	<b>Proposed</b>	<b>Proposed</b>	<b>Proposed</b>	<b>Proposed</b>	<b>Proposed</b>
<b>Project Proposed:</b>					
1	PCN Campus Student Services Building Carpet Replacement at 2nd Floor \$ 31,336.00 7-10 Working Days 7-15 Calendar Days	\$ 46,940.00 10 Working Days 60 Calendar Days	\$ 41,309.00 14 Working Days 10 Calendar Days	\$ 38,500.00 30 Working Days 5 Calendar Days	\$ 39,302.29 21 Working Days 7 Calendar Days
<b>TOTAL PROPOSAL AMOUNT</b>	<b>\$ 31,336.00</b>	<b>\$ 46,940.00</b>	<b>\$ 41,309.00</b>	<b>\$ 38,500.00</b>	<b>\$ 39,302.29</b>
<b>TOTAL RANKING POINTS</b>	<b>91.575</b>	<b>62.9</b>	<b>81.2</b>	<b>****</b>	<b>83.725</b>
<b>RANKING</b>	<b>1</b>	<b>4</b>	<b>3</b>	<b>****</b>	<b>2</b>

\*\*\*\*The proposer did not submitted the required bond therefore was not evaluated.

**SOUTH TEXAS COLLEGE  
PECAN CAMPUS STUDENT SERVICES BUILDING CARPET REPLACEMENT AT 2ND FLOOR  
PROJECT NO. 14-15-1050**

<b>VENDOR</b>		Diaz Floors & Interiors, Inc.		G & G Contractors		Imhoff Co, Inc. /dba Intertech Flooring		Vintage Tile & Stone, LLC.	
<b>ADDRESS</b>		1205 W Polk		5125 S Hwy 281		1301 Bus Park Dr Ste D		2020 W Nolana Ave	
<b>CITY/STATE</b>		Pharr, TX 78577		Edinburg, TX 78539		Mission, TX 78572		McAllen, TX 78504	
<b>PHONE/FAX</b>		956-787-0056		956-283-7030		956-584-3592		956-631-8528	
<b>FAX</b>		956-781-7917		956-283-7040		956-584-2149		956-631-8526	
<b>CONTACT</b>		Andres Diaz		Rene Garza		Vicente Garza		Elizabeth Govea	
1	The Respondent's price proposal. (up to 45 points)	45	45	30	30	34	34	35.9	35.9
		45		30		34		35.9	
		45		30		34		35.9	
		45		30		34		35.9	
2	The Respondent's experience and reputation. (up to 10 points)	9	8.75	7	7.25	9	9	8	8.375
		9		8		9		9	
		8		7		9		8.5	
		9		7		9		8	
3	The quality of the Respondent's goods or services. (up to 10 points)	9	8.625	8	6.75	9	9	9	8.7
		9		6		9		8.8	
		7.5		6		9		9	
		9		7		9		8	
4	The Respondent's safety record (up to 5 points)	4	3.875	3.5	2.875	4	4.075	4.5	4.375
		3.5		3		3.8		4	
		4		2		4		4	
		4		3		4.5		5	
5	The Respondent's proposed personal. (up to 8 points)	6.5	6.625	5	4.625	6.5	6.875	7.5	7.375
		7		5.5		7		8	
		6		4		7		7	
		7		4		7		7	
6	The Respondent's financial capability in relation to the size and the scope of the project. (up to 9 points)	8	7.5	5	5	6	6.125	8	7.75
		8		5		6.5		8	
		7		5		7		8	
		7		5		5		7	
7	The Respondent's organization and approach to the project. (up to 6 points)	3.5	4.5	4.5	4	4.5	5.125	4.5	5.25
		4.5		4.5		5		5.5	
		5		3		5		5	
		5		4		6		6	
8	The Respondent's time frame for completing the project. (up to 7 points)	6.7	6.7	2.4	2.4	7	7	6	6
		6.7		2.4		7		6	
		6.7		2.4		7		6	
		6.7		2.4		7		6	
<b>TOTAL EVALUATION POINTS</b>		91.575		62.9		81.2		83.725	
<b>RANKING</b>		1		4		3		2	

## **Review and Action as Necessary on Contracting Construction Services for Technology Campus West Academic Building Re-roofing**

Approval to select a contractor for the Technology Campus West Academic Building Re-roofing project is requested.

As part of the current fiscal year Facilities Deferred Maintenance Plan, facilities staff has included the replacement of the roof over the campus' original building. The existing roof has been in place seventeen years and has met its expected life cycle. Maintenance on the existing roof has surpassed normal levels and reoccurring leaks have become a concern. This proposed repair is not related to the hail storm. The Technology Campus building roofs were inspected for hail damage after the hail storm in March of 2012 and it was confirmed that the roof for Building B was not damaged by hail.

Included in the FY 2014-2015 renewals and replacements budget are funds for the re-roofing of the West Academic Building at the Technology Campus.

Amtech Building Sciences, Inc. has assisted STC staff in preparing and issuing the necessary plans and specifications for the solicitation of competitive sealed proposals. Solicitation of competitive sealed proposals for this project began on January 8, 2015. A total of seven (7) sets of construction documents were issued to general contractors, sub-contractors, and suppliers and a total of three (3) proposals were received on January 28, 2015.

<b>Timeline for Solicitation of Competitive Sealed Proposals</b>	
January 8, 2015	Solicitation of competitive sealed proposals began.
January 28, 2015	Three (3) proposals were received.

Staff evaluated these proposals and prepared the attached proposal summary. It is recommended that the top ranked contractor be recommended for Board approval.

Funds have been budgeted in the FY 2014-2015 Renewals and Replacements budget for this project.

<b>Source of Funding</b>	<b>Amount Budgeted</b>	<b>Highest Ranked Proposal</b>
Renewals & Replacements	\$1,698,900	\$1,296,000

The Facilities Committee recommended Board approval to contract construction services with Rio Roofing, Inc. in the amount of \$1,296,000 for the Technology Campus West Academic Building Re-roofing project as presented.

**Recommendation:**

It is recommended that the Board of Trustees of South Texas College approve and authorize contracting construction services with Rio Roofing, Inc. in the amount of \$1,296,000 for the Technology Campus West Academic Building Re-roofing project as presented.

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

The Board of Trustees of South Texas College approves and authorizes contracting construction services with Rio Roofing, Inc. in the amount of \$1,296,000 for the Technology Campus West Academic Building Re-roofing project as presented.

**Approval Recommended:**

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

**SOUTH TEXAS COLLEGE  
TECHNOLOGY CAMPUS WEST ACADEMIC BUILDING RE-ROOFING  
PROJECT NO. 14-15-1042**

<b>VENDOR</b>	Rain King, Inc.	Rio Roofing, Inc.	Sechrist-Hall Company
<b>ADDRESS</b>	2006 Delmar	310 Hanmore Industrial Parkway	2826 W Expway 83
<b>CITY/STATE/ZIP</b>	Victoria, TX 77901	Harlingen, TX 78550	Harlingen, TX 78552
<b>PHONE</b>	361-576-0606	956-423-3359	956-423-7086
<b>FAX</b>	361-576-2089	956-423-3382	956-423-4700
<b>CONTACT</b>	Alan Cain	Thomas Gonzalez	Bill McBride
<b>#</b>	<b>Description</b>	<b>Proposed</b>	<b>Proposed</b>
1	<b>Base Proposal:</b> Technology Campus West Academic Building Re-Roofing	\$ 1,646,200.00	\$ 1,296,000.00
2	Begin Work Within	21 Working Days	14 Working Days
3	Completion of Work Within	180 Calendar Days	150 Calendar Days
<b>TOTAL PROPOSAL AMOUNT</b>		\$ 1,646,200.00	\$ 1,296,000.00
<b>TOTAL RANKING POINTS</b>		81.87	94.47
<b>RANKING</b>		3	1



**SOUTH TEXAS COLLEGE  
TECHNOLOGY CAMPUS WEST ACADEMIC BUILDING RE-ROOFING  
PROJECT NO. 14-15-1042**

<b>VENDOR</b>		Rain King, Inc.		Rio Roofing, Inc.		Sechrist-Hall Company	
<b>ADDRESS</b>		2006 Delmar		310 Hanmore Industrial Parkway		2826 W Expway 83	
<b>CITY/STATE</b>		Victoria, TX 77901		Harlingen, TX 78550		Harlingen, TX 78552	
<b>PHONE/FAX</b>		361-576-0606		956-423-3359		956-423-7086	
<b>FAX</b>		361-576-2089		956-423-3382		956-423-4700	
<b>CONTACT</b>		Alan Cain		Thomas Gonzalez		Bill McBride	
1	The Respondent's price proposal. (up to 45 points)	35.4	35.4	45	45	38.8	38.8
		35.4		45		38.8	
		35.4		45		38.8	
		35.4		45		38.8	
		35.4		45		38.8	
		35.4		45		38.8	
2	The Respondent's experience and reputation. (up to 10 points)	9	8.71	9	8.83	9	8.78
		9		8		9	
		8		9		8.5	
		8		8		8	
		8.5		9		8.5	
		9.8		10		9.7	
3	The quality of the Respondent's goods or services. (up to 10 points)	9	8.83	9	8.91	8.5	8.83
		9		9		9	
		8		8.5		9	
		8		8		8	
		9		9		8.5	
		10		10		10	
4	The Respondent's safety record (up to 5 points)	4.5	4.41	4.5	4.16	4	3.58
		5		3.5		3	
		4		4.5		4	
		4		3.5		3	
		5		4.5		3.5	
		4		4.5		4	
5	The Respondent's proposed personal. (up to 8 points)	7	6.16	7.5	7.16	7.5	7.08
		7		7		7	
		6		7		7	
		5		6		6	
		6		7.5		7	
		6		8		8	
6	The Respondent's financial capability in relation to the size and the scope of the project. (up to 9 points)	8	7.83	8	8	8.5	8.25
		9		8		9	
		7		8		8	
		6		7		7	
		8		8		8	
		9		9		9	

**SOUTH TEXAS COLLEGE  
TECHNOLOGY CAMPUS WEST ACADEMIC BUILDING RE-ROOFING  
PROJECT NO. 14-15-1042**

<b>VENDOR</b>		Rain King, Inc.		Rio Roofing, Inc.		Sechrist-Hall Company	
7	The Respondent's organization and approach to the project. (up to 6 points)	4.5	4.83	5.5	5.41	5.5	5.5
		5		5		6	
		4.5		5.5		5	
		5		5		5	
		5		5.5		5.5	
		5		6		6	
8	The Respondent's time frame for completing the project. (up to 7 points)	5.7	5.7	7	7	5.7	5.7
		5.7		7		5.7	
		5.7		7		5.7	
		5.7		7		5.7	
		5.7		7		5.7	
		5.7		7		5.7	
<b>TOTAL EVALUATION POINTS</b>		81.87		94.47		86.52	
<b>RANKING</b>		3		1		2	

## **Review and Action as Necessary on Substantial Completion of the Pecan Campus Ann Richards Administration Building Grants/Accountability Office Improvements**

Approval of substantial completion of the Pecan Campus Ann Richards Administration Building Grants/Accountability Office Improvements project is requested.

Architects with EGV Architects and STC staff visited the site and developed a construction punch list. As a result of this site visit and observation of the completed work, a Certificate of Substantial Completion for the project was certified on February 6, 2015. Substantial Completion was accomplished within the time allowed in the Owner/Contractor agreement for this project. A copy of the Substantial Completion Certificate is attached.

5 Star Construction will continue working on the punch list items identified and will have thirty (30) days to complete before final completion can be recommended for approval. It is anticipated that final acceptance of this project will be recommended for approval at the April 2015 Board meeting.

The Facilities Committee recommended Board approval of the substantial completion of the Pecan Campus Ann Richards Administration Building Grants/Accountability Office Improvements project as presented.

### **Recommendation:**

It is recommended that the Board of Trustees of South Texas College approve and authorize the substantial completion of the Pecan Campus Ann Richards Administration Building Grants/Accountability Office Improvements project as presented.

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

The Board of Trustees of South Texas College approves and authorizes the substantial completion of the Pecan Campus Ann Richards Administration Building Grants/Accountability Office Improvements project as presented.

### **Approval Recommended:**

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

**AIA® Document G704™ – 2000****Certificate of Substantial Completion****PROJECT:***(Name and address)*Pecan Campus - Grants/Accountability  
Office Improvements  
3201 W. Pecan Ave.  
McAllen, TX 78501**PROJECT NUMBER:** /**CONTRACT FOR:** General Construction**CONTRACT DATE:** August 11, 2014OWNER: ARCHITECT: CONTRACTOR: FIELD: OTHER: **TO OWNER:***(Name and address)*South Texas College  
3201 W. Pecan Ave.  
McAllen, TX 78501**TO CONTRACTOR:***(Name and address)*5 Star Construction  
3209 Melody  
Mission, TX 78574**PROJECT OR PORTION OF THE PROJECT DESIGNATED FOR PARTIAL OCCUPANCY OR USE SHALL INCLUDE:**

Entire project with the exception of the items listed on the punch list.

The Work performed under this Contract has been reviewed and found, to the Architect's best knowledge, information and belief, to be substantially complete. Substantial Completion is the stage in the progress of the Work when the Work or designated portion is sufficiently complete in accordance with the Contract Documents so that the Owner can occupy or utilize the Work for its intended use. The date of Substantial Completion of the Project or portion designated above is the date of issuance established by this Certificate, which is also the date of commencement of applicable warranties required by the Contract Documents, except as stated below:

**Warranty****Date of Commencement**

February 6, 2015

EGV Architects, Inc.

ARCHITECT

BY

February 6, 2015

DATE OF ISSUANCE

A list of items to be completed or corrected is attached hereto. The failure to include any items on such list does not alter the responsibility of the Contractor to complete all Work in accordance with the Contract Documents. Unless otherwise agreed to in writing, the date of commencement of warranties for items on the attached list will be the date of issuance of the final Certificate of Payment or the date of final payment.

**Cost estimate of Work that is incomplete or defective: \$3,000.00**

The Contractor will complete or correct the Work on the list of items attached hereto within Thirty (30) days from the above date of Substantial Completion.

5 Star Construction

CONTRACTOR

BY

3-14-15

DATE

The Owner accepts the Work or designated portion as substantially complete and will assume full possession at 2:00 pm (time) on February 6, 2015 (date).

South Texas College

OWNER

BY

DATE

The responsibilities of the Owner and Contractor for security, maintenance, heat, utilities, damage to the Work and insurance shall be as follows:

*(Note: Owner's and Contractor's legal and insurance counsel should determine and review insurance requirements and coverage.)*

## **Discussion and Action as Necessary Regarding STC vs Chubb Insurance for Hail Damage Claim Settlement**

The College is in discussion with Chubb Insurance regarding the Hail Damage Claim Settlement, and this item is included to provide legal counsel with an opportunity to update the Board of any updates on the claim.

### **Recommendation:**

It is recommended that the Board of Trustees of South Texas College approve and authorize any appropriate action as recommended by legal counsel.

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

The Board of Trustees of South Texas College approves and authorizes any appropriate action as recommended by legal counsel.

### **Approval Recommended:**

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

### **Update on Status of Non-Bond Program 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, not including 2013 Bond Construction Program projects.

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

CONSTRUCTION PROJECTS PROGRESS REPORT - March 3, 2015

Project number	PROJECT DESCRIPTION	Project Development			Design Phase			Construction Phase			Project Manager	Architect/Engineer	Contractor			
		Project Development	Board approval of A/E	Contract Negotiations	Concept Development	Schematic Approval	30%	60%	95%	100%				Solicit of Proposals	Approve Contractor	Construction Start
<b>Pecan Campus and Pecan Plaza</b>																
13-1-001	Pecan - Monument signs										Gerry	TBD	TBD			
13-1-002	Pecan - Digital Marquee Sign										Rick	N/A	TBD			
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	EGV Architects	TBD			
15-1-006	Pecan - Library Study Rooms Additions										Robert	Boulinghouse Simpson Gates Architects	TBD			
15-1-007	Pecan - Sports Field Lighting										John	DBR Engineering	TBD			
15-1-011	Pecan - Removal of existing trees for Bond projects										John	STC staff	Maldonado			
15-1-012	Pecan - Infrastructure for relocation of Portable Buildings										John	Meldden & Hunt	TBD			
15-1-013	Pecan - Relocation of Electrical Power Lines										Gerry	Sigma Engineering	TBD			
15-1-17	Pecan - Student Services Bldg. 1st Floor Modifications										Rick	Boulinghouse Simpson Gates Architects	TBD			
15-1-020	Pecan - AECHS Service Drive and Sidewalk Relocation										John	R. Gutierrez Engineering	TBD			
N/A	Pecan - H.S.I. Grant Training Lab C111 Improvements										John	N/A	STD Staff			
N/A	Pecan - Professional Development Office Improvements										Rick	N/A	STD Staff			
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	Boulinghouse Simpson Gates 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	Half Associates	TBD			
<b>Mid Valley Campus</b>																
	None currently in progress															
<b>Technology Campus</b>																
14-3-R002	TC - West Academic Building Re-roofing										Robert	Amtech 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			
<b>Nursing and Allied Health Campus</b>																
14-4-001	NAH - Parking Lot Expansion										John	Perez Consulting Engineers	Texas Cordia			
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 Library Quiet Study Area										Rick	STC staff	Manufacture			
15-4-R001	NAH - Carpet Replacement II - West Wing (RR)										Robert	STC staff	Vintage Tile & Stone			
<b>Starr County Campus</b>																
14-5-003	Starr - Parking Lot 5 and South Drive Lighting										Rick	ACR Engineering	Zhiro Electric			
15-5-R01	Starr - Carpet Replacement Buildings A, B & C										John	N/A	Innertech Flooring			
<b>District Wide Improvements</b>																
14-6-010	DW - Building to Building ADA Accessibility Phase II										Robert	Damenbaum Engineering	TBD			
14-6-011	DW - Infrastructure for Fiber Optic Lines										Gerry	N/A	N/A			
14-6-011	DW - Parking Lots Lighting Upgrades to LED										Robert	DBR Engineering	TBD			
15-6-002	DW - Directional Signage										Rick	N/A	TBD			

For FY 2014-2015, 21 non-bond projects are currently in progress, 11 have been completed and 31 pending start up - 63 Total

## Status of Non-Bond Construction Projects In Progress March 2015

Project	% Complete	Date to Complete	Current Activity	Budget	Contract Amount	Amount Paid	Balance
<b>Pecan Campus</b>							
Digital Marquee Sign	80%	March 2015	1. Project Development Phase 2. Vendor has completed preliminary design for review and approval by STC	\$80,000	TBD	\$0	TBD
Grant/Accountability Office Improvements	100%	January 2015	1. Construction Phase 2. Construction is complete	\$24,000	\$96,863.80	\$86,296.10	\$10,567.70
Student Services Building Offices Modifications	100%	January 2015	1. Construction Phase 2. Construction in complete	\$353,000	\$402,960.40	\$382,812.38	\$20,148.02
Buildings A, G, H, & X Electrical Disconnects	95%	March 2015	1. Construction Phase 2. Construction in progress 3. Installation was completed during Spring Break	\$100,000	\$101,121	\$2,343.65	\$98,777.35
Cover area for Ceramic Arts Kilns	30%	April 2015	1. Design phase 2. Design in progress	\$48,750	\$29,250	\$0	\$29,250
Removal of Trees for Bond Construction	100%	January 2015	1. Construction Phase 2. Construction in complete	\$25,000	\$20,271	\$20,271	\$0
Infrastructure for Relocation of Portable Buildings	100%	February 2015	1. Re-design Phase 2. Design work to reduce cost 3. Solicitation of construction proposals in progress	\$52,500	\$30,047.71	\$27,343.05	\$2,704.66
Relocation of Electrical Power Lines	20%	March 2015	1. Design phase 2. Contract negotiations complete 3. Design work in progress	\$11,250	TBD	\$0	TBD
Student Services Building 1 <sup>st</sup> Floor Modifications	5%	May 2015	1. Design Phase 2. Design in progress	\$37,500	TBD	\$0	TBD



Project	% Complete	Date to Complete	Current Activity	Budget	Contract Amount	Amount Paid	Balance
AECHS Service Drive and Sidewalk Relocation	60%	March 2015	1. Design phase 2. Design in progress	\$9,000	\$9,493	\$0	\$9,493
HSI Grant Training Lab C111 Improvements	100%	February 2015	1. Construction Phase 2. Construction complete	Grant	TBD	\$0	Grant
Professional Development Office Improvements	100%	February 2015	1. Construction Phase 2. Construction complete	\$10,000	TBD	TBD	\$10,000
Pecan Plaza Renovations for Police Department	100%	July 2014	1. Construction Phase 2. Construction in complete	\$1,200,000	\$904,143.45	\$904,143.45	\$0
Pecan Plaza Continuing Education Classrooms Improvements	100%	January 2015	1. Construction Phase 2. Construction in complete	\$170,000	\$187,471.35	\$187,471.35	\$0
Pecan Plaza Police Department Emergency Generator	30%	March 2015	1. Design phase 2. Design in progress	\$30,000	\$36,308.18	\$0	\$36,308.18
Pecan Plaza Asphalt Resurfacing on Alley Side	100%	March 2015	1. Design phase 2. Design complete 3. Solicitation of construction proposals in progress	\$8,000	\$9,885	\$0	\$9,885
<b>Mid Valley Campus</b>							
No Work in Progress							
<b>Technology Campus</b>							
West Academic Building Re-roofing	100%	January 2015	1. Design Phase 2. Design complete 3. Solicitation of proposal complete	\$125,000	\$106,181.25	\$75,000	\$31,681.25

Project	% Complete	Date to Complete	Current Activity	Budget	Contract Amount	Amount Paid	Balance
HVAC Cooling Tower Replacement	50%	March 2015	1. Construction Phase 2. Construction in progress	\$415,000	\$396,000	\$73,055.87	\$322,944.13
Replacement of Flooring in Building B	100%	January 2015	1. Construction Phase 2. Construction is complete	\$50,000	\$15,462.15	\$15,462.15	\$0
<b>Nursing and Allied Health Campus</b>							
Parking Expansion	30%	April 2015	1. Construction Phase 2. Contract executed 3. Construction in progress	\$740,000	\$655,545.80	\$70,018.80	\$585,527
Irrigation System upgrades	95%	February 2015	1. Design Phase 2. Design work in progress	\$5,000	\$3,550	\$0	\$3,550
Subdivision Plat for 6.63 Acres	95%	February 2015	1. Design Phase, 2. Staff is working with the engineer to finalize subdivision plat 3. Traffic Impact Analysis is complete 4. Pending approval of conditional use permit by City of McAllen	\$20,000	\$19,690	\$2,900	\$16,790
Walls for Library Quiet Study Area	95%	February 2015	1. Construction Phase 2. Installation of pre-fabricated walls is substantially complete	\$25,000	\$15,643.34	\$0	\$15,643.34
West Wing Re-carpeting	100%	January 2015	1. Construction phase 2. Construction complete	\$80,000	\$63,720.94	\$63,720.94	\$0
<b>Starr County Campus</b>							
Parking Lot and South Drive Lighting	100%	October 2014	1. Construction phase 2. Construction complete	\$100,000	\$98,500	\$98,500	\$0
Carpet replacement for Buildings A, B & C	100%	January 2015	1. Construction phase 2. Construction complete	\$75,000	\$22,196	\$22,196	\$0

Project	% Complete	Date to Complete	Current Activity	Budget	Contract Amount	Amount Paid	Balance
<b>District Wide</b>							
Building to Building ADA Accessibility Improvements Phase II	15%	April 2015	<ol style="list-style-type: none"> <li>1. Design Phase</li> <li>2. Design work is in progress</li> </ol>	\$60,000	\$78,396.03	\$0	\$78,396.03
Parking Lots Lighting Upgrades to LED	100%	February 2015	<ol style="list-style-type: none"> <li>1. Design phase</li> <li>2. Design work complete</li> <li>3. Solicitation of construction proposals is in progress</li> </ol>	\$15,000	\$8,000	\$0	\$8,000
<b>For FY 2014-2015, 21 non-bond projects are currently in progress, 9 have been completed and 33 pending start – Total 63</b>							

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

Board action is requested to approve the checks for release and the financial reports for the month of February 2015. The approval is for checks submitted for release in the amount greater than \$125,000.00 and checks in the amount greater than \$25,000.00 that were released as authorized by Board Policy No. 5610.

Mrs. Mary Elizondo, Vice President for Finance and Administrative Services, will provide a review of the Financial Report for the month of **February 2015**, 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 \$125,000.00, the checks that were released as authorized by Board Policy #5610, and the financial reports submitted for the month of February 2015.

### **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 \$125,000.00, the checks that were released as authorized by Board Policy #5610 and the financial reports submitted for the month of February 2015.

### **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 \$25,000.00 to less than \$125,000.00  
Released Prior to Board Approval for February 2015
- B. Release of Checks for \$125,000.00 and Above  
Board of Trustees Approval Required for February 2015
- C. Release of Checks for \$125,000.00 and Above  
Released Prior to Board Approval (Policy 5610) for February 2015
- D. Release of Construction Fund Checks for February 2015
- E. Quarterly Investment Report for February 2015
- F. Summary of Revenue for February 2015
- G. Summary of State Appropriations Income for February 2015
- H. Summary of Property Tax Income for February 2015
- I. Summary of Expenditures by Classification for February 2015
- J. Summary of Expenditures by Function for February 2015
- K. Summary of Auxiliary Fund Revenues and Expenditures for February 2015
- L. Summary of Grant Revenues and Expenditures, February 2015
- M. Summary of Bid Solicitations
- N. Check Register for February 2015

# **FINANCIAL REPORTS**

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

**Discussion and Action as Necessary on Disposition of an Interest in  
Certain Real Estate**

Dr. Reed, Mr. Jesus Ramirez, and Mr. Gustavo Martinez, will review the status of issues related to real property and recommended actions as necessary with the Board in Executive Session.

Any action will be taken in Open Session.

**Update Regarding Cause No. CL-14-3342-A; Thelma Saldana vs. South Texas College**

Legal action was taken against the College by Thelma Saldana. The lawsuit was submitted to the College's insurance carrier, TASB. TASB assigned Edward Garza from Esparza & Garza, L.L.P to handle the case.

Mr. Garza will provide an update in executive session.



**Update Regarding Cause No. CL-14-1526-B; Veronica Flores vs. South Texas College**

Legal action was taken against the College by Veronica Flores. The lawsuit was submitted to the College's insurance carrier, TASB. TASB assigned Edward Garza from Esparza & Garza, L.L.P to handle the case.

Mr. Garza will provide an update in executive session.

## **Review and Action as Necessary on the Assessment of the College President and the Self-Assessment of the Board of Trustees**

Approval to conduct the assessment of the College President and the self-assessment of the Board of Trustees by the Trustees was granted by the Board on January 27, 2014. The evaluations were distributed with addressed, postage-paid envelopes to the Board Members and were returned to Mr. Roy de León, Board Chair.

Mr. de León is asked to review and discuss the results of the assessments with the Board of Trustees, and to take action to accept the results of the assessments as necessary.

### **Recommendation:**

It is recommended that the Board of Trustees accept the results of the assessment of the College President and the self-assessment of the Board of Trustees, as conducted by the Board of Trustees.

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

The Board of Trustees of South Texas College accepts the results of the assessment of the College President and the self-assessment of the Board of Trustees, as conducted by the Board of Trustees.

### **Approval Recommended:**

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

## **Informational Items**

- President's Report
  
- Board Committee Meeting Minutes from March 19, 2015:
  - Education and Workforce Development
  - Facilities
  - Finance and Human Resources

# *President's Report*

Student Activities and Wellness Presents

# Spring Break Blitz

Find your way to a SAFE and FUN Spring Break!!!

<u>Pecan</u>	<u>Starr</u>	<u>Technology</u>	<u>Nursing</u>	<u>Mid-Valley</u>
Courtyard	Student Activities Center	Atrium	First Floor	F-Lobby & North Field
March 3 - 4	March 4 - 5	March 3-4	March 2	March 5
11:30am-1:00pm	11:30am-1:00pm	11:30am-1:00pm	11:30am-1:00pm	10:00am – 2:00pm

For more information about the events at your campus call 956-872-3530

**Food-Games-Music-Inflatables**



The Office of Student Activities and Wellness held a **Spring Break Blitz** for our students at all campuses.



Donna High School and South Texas College Dual Enrollment Computer Science Academy student Michael Salinas, with his sister and mother, during the 10th Annual Summit on College and Career Readiness on Feb. 23, 2015 at Region One in Edinburg. Michael Salinas stood nervously at the podium before a roomful of Rio Grande Valley educators at the South Texas College **Summit on College and Career Readiness** on Feb. 23, 2015 at the Region One Esc headquarters in Edinburg. Michael shared his educational journey as evidence of the collaboration that has been achieved between educational institutions across the Valley over the

past decade. His experience concluded a series of presentations and sessions that included dual enrollment and early college high schools among the hot topics discussed at STC's 10<sup>th</sup> Annual College Summit at Region One in Edinburg. The topics discussed during the summit ranged from how to improve Hispanic student success and collective impact to House Bill 5 (HB5) and the Texas Success Initiative (TSI), among others.





Educate Texas Chief Program Officer Chris Coxon said; “The summit has been an exemplary model of bringing together different groups like school districts, universities and non-profits. We’re recognizing the work that’s been done and seeing who’s doing it better than others so that we can continue to learn from the different models and implement them where they are needed to benefit our children.” The Summit was a huge success with over 250 participants in attendance.



New York Times best-selling author, Karen Abbott, spoke to a crowd at the South Texas College Mid-Valley Campus on March 4<sup>th</sup> as part of **Women’s History Month**.

Ms. Abbott’s presentation focused on her latest book, “*Liar, Temptress, Soldier, Spy: Four Women*

*Undercover in the Civil War*,” true stories of four extraordinary women during the American Civil War. Community members joined together at the Pecan, Mid-Valley and Starr County campuses to explore the secret lives of these women and the roles they played in our nation’s past. A socialite, a farm girl, an abolitionist, and a widow who served as soldiers and spies during the Civil War. Ms. Abbott expressed that history is mainly written about men, by men, and for men. Abbott’s presentation was followed by a Q&A session many in attendance were South English, political science, history and other academic fields.



JOVITA GONZÁLEZ LECTURE SERIES  
**WOMEN'S HISTORY MONTH**  
MARCH 2015  
**LIAR TEMPTRESS SOLDIER SPY:  
FOUR WOMEN UNDERCOVER IN THE CIVIL WAR**

Wed Mid-Valley Campus  
3/04 Auditorium - 1:00pm  
Wed Pecan Campus Library  
3/04 Rainbow Room - 6:00pm

“With this book Abbott declares herself the John le Carré of Civil War espionage... beautifully researched.” — Erik Larson Author of *The Devil in the White City*

**KAREN ABBOTT - NY Times Bestselling Author**

**BOOK SIGNINGS AFTER EACH LECTURE**  
THE EVENTS ARE FREE AND OPEN TO THE PUBLIC. NOT INTENDED FOR A COLLEGE-AGE AUDIENCE.

For more info, contact Esther Garcia at [egarcia1@southtexascollege.edu](mailto:egarcia1@southtexascollege.edu) or (956) 872-4485

and a book signing. Among the Texas College students from

The film, *Twenty Feet from Stardom*, the untold true story of the backup singers behind some of the greatest musical legends of the 21st century was shown at the Pecan and Mid-Valley Libraries in honor of Women’s History Month. The film is both a tribute to the unsung voices who brought shape and style to popular music and a reflection on the conflicts, sacrifices and rewards of a career spent harmonizing with others.

**STC Library Presents**  
**Women's History Month**  
2015 *Film Festival*

Movie • Pecan Campus Library			F-102
20 Feet From Stardom	Mar 25	1:00 PM	
For more info, contact Esther Garcia at (956) 872-6485			

Movie • Mid Valley Library			
20 Feet From Stardom	Mar 25	11:30 AM	
	Mar 26	10:00 AM 11:30 AM	
For more info, contact Lillian Carrillo at (956) 447-1288			

For more info, contact Esther Garcia at [egarcia1@southtexascollege.edu](mailto:egarcia1@southtexascollege.edu) or (956) 872-4485

This film series is open to the community, but the movies are intended for college age audiences.

**20 FEET FROM STARDOM**  
THE BEST DOCUMENTARY FEATURE  
"Irresistible!"



Committed to continuous improvement, a group of Humanetics production managers and supervisors recently completed and graduated from a Leadership Level I Training conducted by the South Texas College Institute for Advanced Manufacturing. This was an opportunity to demonstrate how managers and supervisors can become better leaders in their respective areas. The Humanetics management team learned about leadership styles, leading organization culture through vision, communication and how to lead

organizational resources toward success. Through STC's IAM Leadership Training, the Humanetics production managers and supervisors gained a better understanding and appreciation on leadership history and theory, as well as comprehending the roots to their personal leadership style.

Female cadets at South Texas College's Fire Science Academy. Six women cadets are currently proving how much heart they have as they go through the physical and mental rigors of the South Texas College Fire Science Academy as part of the latest cohort of 24 full and part-time students.



South Texas College hosted a **Women in Technology** event on March 26<sup>th</sup> from 11 a.m. to 8 p.m. at the Technology Campus, in McAllen. The event was free and open to the public.

South Texas College is one of many educational institutions around the country that wants to challenge women to pursue careers in technology by exposing current and potential female students to a vast array of technology fields of study, where salaries can range from \$40,000 per year and oscillate to over six digit figures. Despite the smaller amount of women in technology fields compared to men, measures are being taken across the nation to encourage more females to enter male-dominated industries in technology, like the event at South Texas College. Programs in fields of study such as Computer Aided Drafting and Design (CADD), Precision Manufacturing (PMT), Electrician Technician, Welding, Plumbing, Heating, Ventilation, Air Conditioning and Refrigeration (HVACR), Automotive



Technology, Diesel Technology and Electronic and Computer Maintenance Technology will be present to show the different career pathways available to current and future students.



Heading this year event committee was Sara Lozano, assistant professor of architectural drafting. From the halls of Yale University to offices at local architecture firms, Lozano is the perfect example of a successful woman in the technology field.



The event also featured special high school workshops from 12:30 p.m. to 3:30 p.m. and the evening portion of the event began at 5:00 p.m. Gift bags and door prizes were given away over the course of the event, refreshments were served and a fashion show was held among the variety of activities.



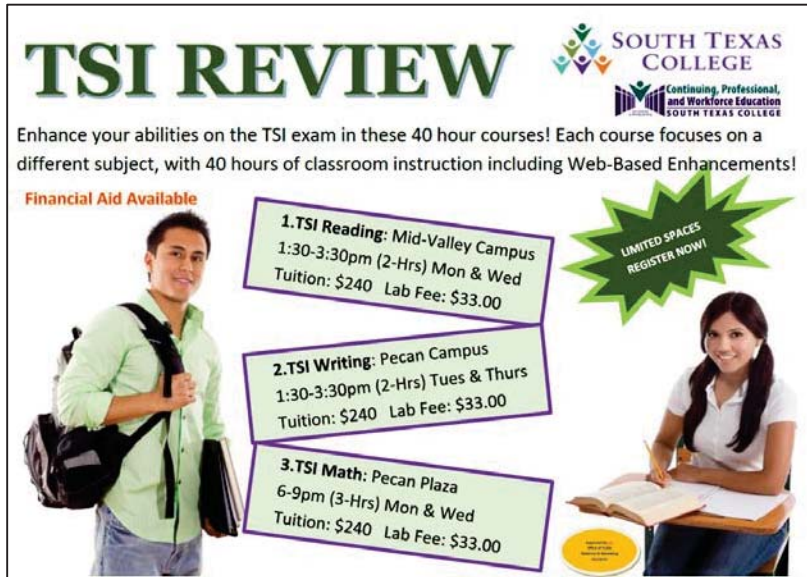
On the first day of orientation at the Dr. Ramiro R. Casso Nursing and Allied Health Campus, Occupational Therapy Assistant (OTA) student Amanda Delgado sat quietly in her chair, surrounded by unfamiliar faces, carrying a level of nervousness that made her doubt if she was going to make it through that first session. Then, her instructor walked into the room, and before even introducing himself, called out, "Who's the veteran?" Immediately Amanda felt a wave of relief as she raised her hand,

knowing that there was someone who understood what it was like to transition into a civilian environment.

Amanda has not only transitioned, but has excelled in the OTA Program. She is currently completing her clinical hours at Kids Korner LLC, where rehabilitative physical, occupational and speech services are provided for children. The thought of working with children was daunting at first, but just as with her other obstacles, Amanda has proved ready for the task.







**TSI REVIEW**

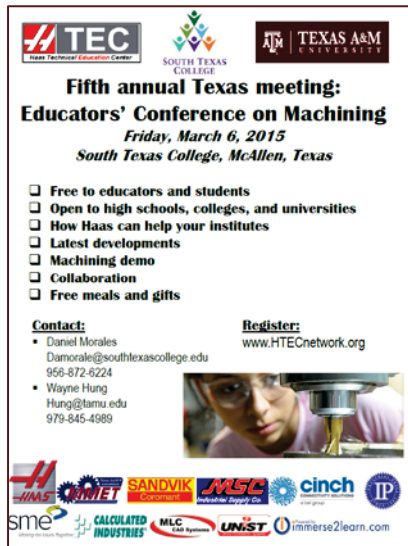
Enhance your abilities on the TSI exam in these 40 hour courses! Each course focuses on a different subject, with 40 hours of classroom instruction including Web-Based Enhancements!

**Financial Aid Available**

- 1. TSI Reading:** Mid-Valley Campus  
1:30-3:30pm (2-Hrs) Mon & Wed  
Tuition: \$240 Lab Fee: \$33.00
- 2. TSI Writing:** Pecan Campus  
1:30-3:30pm (2-Hrs) Tues & Thurs  
Tuition: \$240 Lab Fee: \$33.00
- 3. TSI Math:** Pecan Plaza  
6-9pm (3-Hrs) Mon & Wed  
Tuition: \$240 Lab Fee: \$33.00

**LIMITED SPACES  
REGISTER NOW!**

The College's Continuing, Professional & Workforce Education department is providing new TSI courses.



**TEC** **SOUTH TEXAS COLLEGE** **TEXAS A&M**

**Fifth annual Texas meeting:  
Educators' Conference on Machining**  
Friday, March 6, 2015  
South Texas College, McAllen, Texas

- Free to educators and students
- Open to high schools, colleges, and universities
- How Haas can help your institutes
- Latest developments
- Machining demo
- Collaboration
- Free meals and gifts

**Contact:**  
 • Darnel Morales  
 Darnem@southtexascollege.edu  
 956-872-8224  
 • Wayne Hung  
 Hung@tamuk.edu  
 979-845-4989

**Register:**  
[www.HTECnetwork.org](http://www.HTECnetwork.org)

**Logos:** HMAS, KIMET, SANDVIK, MSC, cinch, IP, sme, CALCULATED INDUSTRIES, MLC, UNST, immerse2learn.com

The Fifth Annual Texas HTEC Educators' Conference was held on Fri, Mar 6, 2015, at the South Texas College Technology Campus in McAllen. The event was free to instructors and students from high schools, colleges, and universities.

A representative from UT-San Antonio was available to assist students with transfer information at the Starr County, Pecan and Mid Valley Campuses, from March 23<sup>rd</sup> thru March 25<sup>th</sup>, respectively.




**COLLEGE OF BUSINESS ADMINISTRATION**

*Online*  
**MBA Program**

Graduates will learn:

- Language of Management**  
Understand the way business communicates through financial and management accounts.
- Management Analytics**  
Possesses analytical skills include statistical analysis, modeling, and forecasting.
- Managing Teams and Leadership**  
Manage high-performing internationally diverse teams.
- Strategic Thinking**  
Master critical and strategic thinking skills.

Learn more about the MBA program! Campus visit: Tues., March 3, 4 p.m. - 7 p.m.  
 For more information, contact: Kim London at 361-593-2501 or Kim.London@tamuk.edu

**TEXAS A&M KINGSVILLE**  
 COLLEGE OF BUSINESS ADMINISTRATION  
 Visit: [www.tamuk.edu/cba](http://www.tamuk.edu/cba)

Ms. Longoria from Texas A&M Kingsville-College of Business was on the Pecan Campus to answer questions regarding transfer.

Texas A&M Health Science Center-College of Pharmacy was at the Pecan Campus, Bldg. H- Lobby to answer questions regarding this incredible transfer opportunity.



**Texas A&M  
Health Science Center  
Irma Lerma Rangel  
College of Pharmacy  
Campus Visit**

**When:** March 5, 2015  
**Time:** 10am to 3pm  
**Where:** Pecan Campus  
Building H - Lobby

**Representative:**  
María de León  
Director of Admissions



**UTPA UTRGV  
TRANSFER DAY**

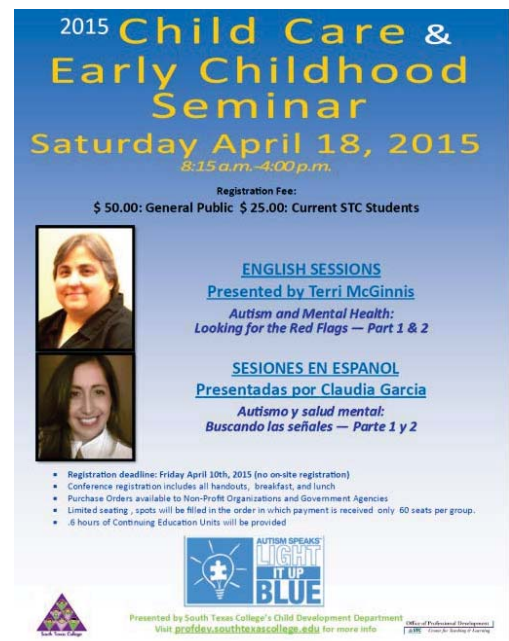
This event is designed to help you complete your transfer process to UTPA/UTRGV.  
**March 26, April 16 & May 7**  
**STC Pecan Campus**  
**Building H Student Lounge**  
**11 a.m.-4 p.m.**

*Don't forget to bring your STC transcript!*

*\*Light refreshments will be served.*  
If you have any questions or would like more information, contact us at (956) 665-7442 or send an email to [transfer2@utpa.edu](mailto:transfer2@utpa.edu).

UTRGV was at the Pecan Campus, Bldg. H- Student Lounge on Thursday, March 26<sup>th</sup> from 11:00 AM – 4:00 PM to answer questions regarding transfer for the upcoming semester.

South Texas College Child Development Department would like to cordially invite you to participate in 4<sup>th</sup> Annual Autism Seminar scheduled for April 18, 2015. This is the second year we are excited to offer this seminar with a Spanish track. Please send in your registration as soon as possible we expect to fill up quickly. There will only be 60 seats for each track.



**2015 Child Care & Early Childhood Seminar**  
**Saturday April 18, 2015**  
*8:15 a.m. - 4:00 p.m.*

**Registration Fee:**  
\$ 50.00: General Public \$ 25.00: Current STC Students

**ENGLISH SESSIONS**  
**Presented by Terri McGinnis**  
*Autism and Mental Health:  
Looking for the Red Flags — Part 1 & 2*

**SESIONES EN ESPANOL**  
**Presentadas por Claudia Garcia**  
*Autismo y salud mental:  
Buscando las señales — Parte 1 y 2*

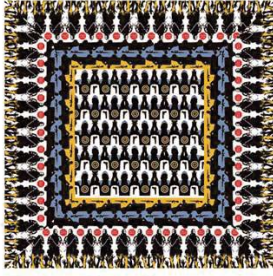
- Registration deadline: Friday April 10th, 2015 (no on-site registration)
- Conference registration includes all handouts, breakfast, and lunch
- Purchase Orders available to Non-Profit Organizations and Government Agencies
- Limited seating, spots will be filled in the order in which payment is received only 60 seats per group.
- .6 hours of Continuing Education Units will be provided

**Autism Speaks LIGHT IT UP BLUE**

Presented by South Texas College's Child Development Department  
Visit [profdev.southtexascollege.edu](http://profdev.southtexascollege.edu) for more info



The College's Art Department presented the 10<sup>th</sup> Annual Human Rights Art Exhibit on March 23<sup>rd</sup> and will be on display thru April 24<sup>th</sup> at the Cooper Center on the Pecan Campus.



The South Texas College Annual Human Rights Art Exhibit serves as an educational event and addresses global and regional human rights, social justice and environmental concerns. The juried exhibit will be held March 23 - April 24 at the Cooper Center for Communication Arts in McAllen, Texas. Please view our website for more details about this year's exhibit and to learn more about our history.

**HUMANRIGHTSARTEXHIBIT.COM**

Best of Show Award 2015  
Margi Weir, "We are all Targets: Don't Shoot", Digital Print

**10TH ANNUAL HUMAN RIGHTS ART EXHIBIT**

South Texas College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award the Baccalaureate and Associate degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of South Texas College.



The College's Information Services and Planning (ISP) department held training sessions for all interested faculty and staff. The training sessions include: i) What's New in MS Office 2014, ii) Discover the Fundamentals of Office 2013, iii) MS Outlook 2013 Part 1, and iv) MS PowerPoint 2013 Part 1. The sessions were held on Thursday, 3/19 and Friday, 3/20 at the Pecan Campus, building M.

**Motivational Speaking through Communication**

was the theme at this year's Communication Arts Festival took place on Friday, March 27th at the Cooper Center on the Pecan Campus. Speakers included Hidalgo County Sheriff Eddie Guerra, Miss Texas USA Ylianna Guerra, KRGV 5 Anchor Oscar Adame, The Real Estate Source Sally F. Guerra, and Peña Eye Institute Dr. Raul Peña.

**Communication Arts Festival 2015**

MOTIVATIONAL SPEAKING THROUGH COMMUNICATION!  
CATCH THAT MAGIC MOMENT!



Sheriff Eddie Guerra  
Hidalgo County



Ylianna Guerra  
Miss Texas USA



Oscar Adame  
KRGV 5 Anchor



Sally Frustrro Guerra  
The Real Estate Source



Dr. Raul "Raulito" Peña  
Peña Eye Institute

Join us in one of the most inspirational, rewarding and educational events at South Texas College. This is a hands on event designed to encourage, recognize, and celebrate student's work through speech competitions, career panels, drama and networking.

**COOPER CENTER FOR COMMUNICATION ARTS**  
3200 Pecan Blvd.  
McAllen, TX 78501

**Friday, March 27, 2015**

**9:00 a.m. – 11:00 a.m.**  
Career Panels

**10:00 a.m.- 2:00 p.m.**  
Public Relations Outreach Panels

**1:00 p.m. – 4:00 p.m.**  
Speech Competition

**11:00 a.m.- 12:00 noon**  
Featuring Miss Texas USA –Autograph signing

For more information contact:  
Irma Garcia, Communication Arts Festival Chair  
872- 2366  
Committee members: Andrea Fuentes, Jason Chapa,  
Elizabeth Ortega, Michael Scales

The Starr Campus held an **ADA Day & Community Social Service Fair** on March 18th! A variety of Community Agencies were available to inform students about the resources in the community.

**South Texas College, Starr Campus**  
**ADA Day & Community Social Service Fair**  
**Wednesday, March 18, 2015**  
**10:00 am-1:00 pm**  
**Building H (Student Activities)**

The Office of Career & Employer Services is providing a Career Expo Workshop on Saturday, March 28<sup>th</sup> at the Cooper Center on the Pecan Campus. This valuable workshop will help students:

- Put finishing touches on your resume
- Brush up on Career Expo networking techniques
- Plan effective Career Expo strategies
- Follow up with employers to increase your job chances

## District-Wide Backpack to Briefcase Workshop

The Office of Career & Employer Services invites students and alumni to attend the Backpack to Briefcase Workshop to help transition from campus life into the workforce. This resource provides information beginning with how to create your professional image to learning proper communication skills, and ending with how to advance in your career.

DATE	LOCATION	TIME
March 3	Nursing & Allied Health Campus-CLE 2.424	3:30-4:30pm
March 6	Pecan Campus-Bldg. D Auditorium	3:30-4:30pm
March 16	Technology Campus-Bldg. C 128	10:00-11:00am
March 17	Mid-Valley Campus-Bldg. G Lecture Hall	3:00-4:00pm
March 24	Starr County Campus-Bldg. E Auditorium	10:00-11:00am

Stephanie Fielding was at the Mid Valley Library on March 30 and at the Pecan Library on the March 31. Ms. Fielding is a member of the Council of Elders for the Mohegan Tribe, and she is working on resurrecting the Mohegan language since the last speaker passed away in 1908.

## SUIT UP!

HOW TO WORK A CAREER EXPO (Like a pro!)



**Gentlemen**




**Ladies**

**Saturday, March 28, 2015 10:00AM-12:00PM**  
**Pecan Campus-Cooper Center Conference Rooms**

We invite you to attend this workshop to learn how to prepare for the Career Expos!

The Office of Career & Employer Services also provided district-wide Backpack to Briefcase Workshops, which began March 3<sup>rd</sup> thru March 24.

The STC History and Philosophy Department present



**Stephanie Fielding**  
**Mohegan tribal linguist**

— reviving heritage  
— through language

"In order for a language to survive and resurrect, it needs people talking it, and for people to talk it, there has to be a society that works on it."

**WILD (Writers In Literary Discussion)** has made available its "Events Calendar." Upcoming events include:

**WILD's Short Film Contest.** Rules: 1. Your film may not be any longer than 20 minutes. There is no minimum length requirement. 2. Your film must have a plot. 3. Your film must include a title and credits. A committee will determine if your film can be shown in the contest. 4. Deadline: April 20th. Films will be at the D Auditorium on April 21st at the Pecan Campus of STC.

Wednesday 3/25/ from 3-4 PM. EVENT – **WILD Presents *The Cristina Show*** – . Cristina Rios presents her one-woman show in the student lounge this Wednesday from 3-4 PM. Admission: free.

Tuesday 4/7 8 PM in the Building D Auditorium. EVENT – **WILD's International Animation Festival.** WILD (Writers In Literary Discussion) Pecan Campus Auditorium.

Tuesday 4/14 8:00-9 PM – BUILDING D Auditorium. **WILD Poetry Reading.** 8:00 PM to 9 PM. Student Lounge, Building D, Pecan Campus, South Texas College. FREE. A line-up of live expressions. Poets in alternating series of short intervals! FREE. All people are invited.

Wednesday 4/22 3-4 PM -- **The WILD SHOW** (Writers In Literary Discussion) EVENT – Film: FREE. Student Lounge, STC. Original Short films created by WILD for a one-hour presentation. All people are invited.

Tuesday 4/21 – 8:00 PM WILD's **Film Contest.** Building D Pecan Campus Auditorium, STC. 8:00 PM. FREE. See original films shown for the first time: dramas, comedies, tragedies, romances, satires, parodies, and experimental cinema. The winners will be decided 50% by a jury of film personalities and 50% from audience-participation ballots. All people are invited.

Tuesday, 4/28 -- 8:00 PM **WILD's Awards.** Building D Pecan Campus Auditorium, STC. 8:00 PM. FREE. *The WILD Awards Ceremony.* Building D, Pecan Campus, South Texas College. The only films shown will be those that won awards as determined on Nov. 27th. All people are invited.







The Child Development Center held its 2<sup>nd</sup> Annual Open House & Art Show on Thursday, March 26<sup>th</sup>.

It is always a joy to personally witness the wonderful things happening at the College's Child Development Center, where our youngest students learn and grow in a safe and nurturing environment.

- Attended the City of McAllen Mayor's State of the City Address held Wednesday, February 25<sup>th</sup> at the McAllen Convention Center. Mr. Gary Gurwitz was featured on the video produced by the City of McAllen specifically for this annual event.
- Worked collaboratively with President Valek of Brazosport to produce a statement of fiscal impact for the BAT degree legislation, which was forwarded to an analyst with the Legislative Budget Board.
- Continue to participate in the Search Committee for the Director of Accountability position. Top candidates were invited to interview with the Committee. A recommendation has been made and this position should be finalized within the next week.
- Provided a welcome and assisted with handing out the awards to the winning teams at this year's Science Olympiad, which was held at the Pecan Campus on Saturday, February 28. The Science Olympiad is a nonprofit organization developed over 30 years ago to improve the quality of science education for students. The Olympiad consists of interscholastic competitions for students in grades 6th-12th. It is a way to provide recognition of outstanding achievement in science education by both students and teachers as teams from all 50 states compete at the regional, state and national level. The Regional Science Olympiad, hosted by the Physical Science Department at South Texas College, encourages students to participate in math and science. Students from across the Rio Grande Valley are encouraged to participate. Competitions are available in two divisions, providing opportunities for both high school and middle school students.
- Provided a welcome at the Texas Regional STEM Accelerator grant Regional Workshop on March 2<sup>nd</sup> at the Cooper Center on the Pecan Campus.

- Participated in a teleconference with Sarita Brown, President of *Excelencia* in Education who wanted to get an update on the Summit on College and Career Readiness. Sarita was the College's choice for the keynote speech but due to the inclement weather conditions in D.C., she was not able to attend.
- Participated in an interview with Eileen Mattei, Valley Business Report. She expressed having an interest in South Texas College's relationship with the business community and the impact of its graduates on the Rio Grande Valley's economy.
- Provided an update on the proposed expansion of the Mid Valley Campus to the Lion's Club of Weslaco. I was invited to speak to the members on March 17, which took place at the Pimientos Restaurant, in Weslaco. The group ranged in age from late 20's to over 70. They were quite an interesting group and appreciated hearing about the planned expansion. Daniel Montez, Campus Administrator - Mid Valley and I brought along the "site design" boards of the Mid Valley Campus proposed expansion. They enjoyed hearing about the expansion, as well as viewing the site plans.
- Together with Rose Benavidez, met with representatives from Duke Energy. The purpose for the meeting was to learn about the Duke-Los Vientos Wind Project in Starr County.
- Participated in the Search Committee for the Administrative Specialist for Board Relations position. The top candidates were interviewed by the Committee and the hiring process should conclude shortly.
- Met with Mary G. Elizondo, Vice President for Finance and Administrative Services and Gerardo M. Rodriguez, current Director of Facilities Planning and Construction to discuss the transition plan for the vacancy caused by Gerry's decision to resign from South Texas College to join the UTRGV team.
- Met with Juan Carlos Aguirre, Associate Dean, Continuing, Professional and Workforce Education for an update on his department's activities.
- Participated in the Search Committee for the Associate Dean of Institutional Research and Effectiveness position. The Committee reviewed the applications and selected the top candidates for interviews with the Committee, which were held on March 26. We interviewed five candidates and the process should conclude within the next two weeks.
- Provided a welcome at the 10<sup>th</sup> Annual Human Trafficking Conference, held March 25<sup>th</sup> at the Cooper Center on the Pecan Campus. Over 500 individuals registered for this event. The theatre was standing room only.



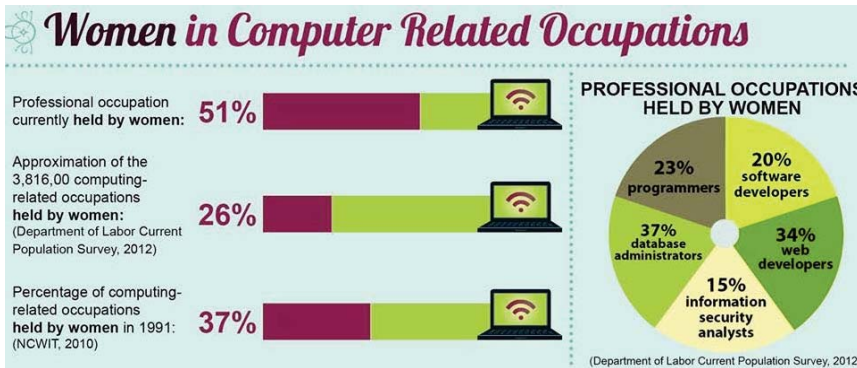


This year's keynote speaker was Tony Payan, a Françoise and Edward Djerejian Fellow Mexico Studies Director at the Mexico Center, Baker Institute, and Rice University. His speech was outstanding! The Conference serves many purposes:

- to raise community awareness about the pervasiveness of the labor and sex trafficking trades, both around the world and in our own neighborhoods,
- to provide a forum for networking and training opportunities for professionals and practitioners within related fields, and
- ultimately to provide an opportunity to take part in the larger international conversation about how to stop this insidious crime.

Kudos to Jenny Clark, Political Science Associate Professor at South Texas College and the South Texas College Women's Studies Committee for providing us with another exceptional Conference.

- Attended the **Women in Technology** event at the Technology Campus held Thursday, March 26. It was a pleasure to personally witness the excitement demonstrated by faculty, staff, and students who are eager to share the numerous programs offered at the Technology Campus. Kudos to Sara Lozano, Assistant Professor of architectural drafting and the event committee for another outstanding event.



- Provided a welcome and remarks at the South Texas College and University of Houston-College of Pharmacy signing ceremony on March 27, 2015, at the Rainbow Room, Pecan Campus in McAllen. Joining me in providing remarks from the University of Houston were Dr. Pritchard, Dean of the College of Pharmacy, and Dr. Pitman, Assistant Dean for Student and Professional Affairs. The cooperative articulation agreement allow our South Texas College Pre-Pharmacy students to apply to the University of Houston's College of Pharmacy program during their undergraduate work at South Texas College. Completion of the coursework will satisfy initial admission requirements into the College of Pharmacy. After the signing of the agreements, lunch was provided and everyone had an opportunity to network.



- Attended the mandatory training session held March 27<sup>th</sup> for all supervisors at South Texas College. The training was conducted by Amy Magee (Senior Attorney for Community Colleges, Legal Services) of TASB (Texas Association of School Boards) and we covered the following topics:
  - Documenting and investigating misconduct
  - Preparing corrective action plans
- Dr. Ali Esmaeili, Dean for Math, Science and Bachelor Programs and I, participated in the South Texas Technical and Community College meeting coordinated by Linda K. Johnsrud, Ph.D., Associate Vice Chancellor for Academic Affairs, University of Texas System, held March 30<sup>th</sup> at the RHAC in Harlingen. We look forward to seeing you for lunch and discussion about the new competency-based BS in Biomedical Sciences at UTRGV. The agenda included introductions, updates, an overview of the Middle School to Medical School Project and Curriculum, discussion of partnership roles, and next steps.
- Coordinated efforts of VPs and their key staff for the revision of the College's Comprehensive Plan for FY Coordinated the agendas and back-up materials for the Finance and Human Resources, and Facilities Committee meetings, and the 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 revenue projections, 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 February 25<sup>th</sup> thru March 31, 2015 included:
  - Discussion of State Spring 2015 Enrollment and Contact Hours
  - Discussion of Spring Break Scheduling
  - Review and Critique of the 10<sup>th</sup> Annual Summit on College and Career Readiness
  - Discussion of the Texas A&M Dwight Look College of Engineering: Free Transfer Institution Symposium, Monday, March 9, 2015
  - Discussion of Missing Sections for Comprehensive Plan:
    - Library Services
    - Instructional Technology

- Technology Resources
- Workforce Development
- Student Services and Enrollment Management
- Facilities Planning
- Update on Legislative Agenda
- Update on STARS Applications
- Update on Marketing Plan for Summer and Fall 2015
- Update on Fiscal Note for HB 1574: *Relating to limitations imposed on baccalaureate degree programs offered by public junior colleges*
- Discussion of Areas of Concern Regarding Dual Enrollment
- Update on Comprehensive Operational Plan: *FY 2015-2016 to FY 2019-2020*
- Discussion of Request by SACSCOC for Website with “Statements of Goals for Student Achievement and the Success of Students in Achieving Those Goals”
- Discussion of New Library for Pecan Campus Master Plan as a Facility Priority Project
- Discussion of Feedback from Faculty Senate and Council of Chairs on Proposed Policy Revisions
- Discussion of Issuing Faculty Letters of Appointment in May 2015
- Discussion of Attendance at UTRGV Leadership Alliance
- Discussion of ATD Assessment Report
- Discussion of Feasibility of Hosting a Data Summit for ATD
- Legislative Update – HB1 Funding Concerns
- Review and Discussion of Proposal to Integrate Centers for Learning Excellence with Library Services and Instructional Technologies to Create a New Administrative Structure: *Library and Academic Support Services*
- Continued Discussion of Advising for Students Who Are TSI Liable
- Discussion of Options for Retrofitting Building F
- Review and Discussion of Draft Comprehensive Plan
- Overview and Discussion of People Admin
- Review and Discussion of Xitracs and IE Planning for the 2015-2017 Cycle
- Discussion of Fire Drills
- Continued Discussion of New Policy #4111: Volunteers
- Review and Discussion of Space Allocation for Bond Construction Projects
- Distribution of Preliminary Budgets for FY 2015-2016
- Discussion of Proposed College ID System
- Review and Discussion of 2014 IPEDS Report
- Review of Texas Higher Education Coordinating Board Accountability Update
- Review and Discussion of Program Approval
  - Fast Start Precision Manufacturing Certificate
  - Associates of Applied Science in Law Enforcement - Specialization in Crime Scene Technology and Certificate in Crime Scene Technology
- Review and Discussion of Policy #3800: Full Time Regular Faculty (On Board Approved Staffing Plan) Assignments and Workloads As Conditions of Employment
- Review and Discussion of Policies
  - Revise Policy #4205: Equal Employment Opportunity/Affirmative Action

- Delete Policy #4206: Persons with Disabilities
- Delete Policy #4207: Age Discrimination
- Delete Policy #4208: Racial Harassment
- Revise Policy #4209: The Whistle Blower
- Revise Policy #4212: Sexual Harassment
- Revise Policy #4214: Violence in the Workplace
- New Policy #4216: Freedom from Discrimination, Harassment, and Retaliation
- Discussion of Power Outage Scheduled for Pecan Campus During Spring Break 2015
- Update on Plans for Relocation of Portable Buildings on the Pecan Campus
- Update on Design of Pecan Campus Marquee Sign
- Update on 2013 Bond Construction Program
- Update on FY 2015-2016 Capital Improvement Proposals
- Identification of Future Facility Needs (Beyond 2013 Bond)



*Education and Workforce  
Development Committee  
Minutes  
March 19<sup>th</sup>, 2015*

**South Texas College  
Board of Trustees  
Education and Workforce Development Committee  
Ann Richards Administration Building, Board Room  
Pecan Campus  
Thursday, March 19, 2015  
@ 3:30 p.m.  
McAllen, Texas**

**MINUTES**

The Education and Workforce Development Committee Meeting was held on Thursday, March 19, 2015 in the Ann Richards Administration Building Board Room at the Pecan Campus in McAllen, Texas. The meeting commenced at 3:33 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 and Ms. Rose Benavidez

Members absent: Mrs. Graciela Farias

Also present: Dr. Shirley A. Reed, Dr. Anahid Petrosian, Mrs. Laura Sanchez, Mr. Daniel Morales, Mr. Victor Valdez, Mr. Mario Reyna, Mr. Juan Carlos Aguirre, and Mr. Andrew Fish.

**Approval of Minutes for Thursday, January 15, 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 January 15, 2015 were approved as written. The motion carried.

**Review and Recommend Action as Necessary to Offer the Fast Start Certificate for Precision Manufacturing Technology**

The Education and Workforce Development Committee was asked to recommend Board approval of the proposed new Fast Start Certificate for Precision Manufacturing Technology.

As part of the *Fast Start Programs in Precision Manufacturing Technology and Computer Systems Management Technician* grant from the Texas Workforce Commission, South Texas College developed a new certificate program: Fast Start Certificate for Precision Manufacturing Technology. The grant funds of \$97,999 supported the design of a Certificate program that would allow individuals with working experience to earn a Certificate in a compressed amount of time.

Students would engage in coursework to test and gain necessary technical skills. Through the use of credit-by-exam system, some skills can be demonstrated and credits, allowing experienced and proficient students to earn their credential more quickly than traditional programs. Other classes would be offered online, or as a hybrid option.

Students completing this program would need to complete at least three National Institute of Metalworking Skills (NIMS) credentials to complete the program. They would then have the option to continue their education in the Precision Manufacturing Technology Associate of Applied Science Degree.

The packet pages contained:

- The Program Summaries;
- Expected Enrollment;
- Occupational Needs in the region, state, and nation;
- Estimated Wages;
- Proposed Degree Plan; and
- South Texas College Program Evaluation Plan

Dr. Anahid Petrosian, Vice President for Academic Affairs and Mrs. Laura Sanchez, Associate Dean of Curriculum and Student Learning, reviewed the proposed program with the Committee. Mr. Daniel Morales, Department Chair for Precision Manufacturing Technology reviewed the demand for this program and the benefit this program would offer to non-credentialed workers in the PMT field, who would benefit from an accelerated certificate program that would award them for the skills they learned on the job.

This certificate would be a stackable credential; students earning the Fast Start Certificate would be able to apply their completed credits toward the full certificate program and the associate degree program.

Upon a motion Mr. Gary Gurwitz and a second by Dr. Alejo Salinas, Jr., the Education and Workforce Development Committee recommended Board approval of the proposed new Fast Start Certificate for Precision Manufacturing Technology program as presented. The motion carried.

## **Review and Committee Action as Necessary to Develop:**

- A. Associate of Applied Science Degree in Law Enforcement with Specialization in Crime Scene Technology (AAS)**
- B. Certificate in Crime Scene Technology**

The Education and Workforce Development Committee was asked for approval to develop two new programs:

- a. Associate of Applied Science Degree in Law Enforcement with Specialization in Crime Scene Technology (AAS)
- b. Certificate in Crime Scene Technology

Development of these programs would begin with Committee authorization. Upon development, each program would be presented to the Education and Workforce Development Committee for review and recommendation and the Board of Trustees for approval before being offered to students.

South Texas College already offers a Basic Peace Officer Certificate, which is the state-required training to achieve Texas Commission on Law Enforcement certification as a Law Enforcement Officer. The College also offered an A.A.S. degree in Law Enforcement, which provided additional academic training, and could be undertaken by students new to law enforcement or to certified officers pursuing academic credentials. Certified officers coming to the A.A.S. program earned experiential credit for the coursework they completed as part of their certification process.

The proposed new programs would expand on the Law Enforcement program offered through South Texas College by offering specialist training in Crime Scene Technology as either a Certificate or as part of an Associate of Applied Science Degree.

A graduate would be prepared to work as an entry-level crime scene specialist, trained to locate, identify, process, and preserve the crime scene and to present findings in court proceedings.

This program was designed to be appropriate for new students as well as for experienced law enforcement officers who desire the opportunity to specialize and advance in this area.

The packet contained the Program Development Brief, which included:

- 1. Program Summary;
- 2. Program Demand;

3. Admission Requirements;
4. Marketing Plan;
5. Retention Plan;
6. Graduation Plan; and
7. Resources Required for Program Operation.

The program operating and instructional costs estimates were provided as well.

Dr. Anahid Petrosian, Vice President for Academic Affairs and Mrs. Laura Sanchez, Associate Dean of Curriculum and Student Learning, were joined by Mr. Victor Valdez, Department Chair for Public Safety, and together they reviewed the proposed new programs and the need for this program to serve regional law enforcement. There was no comparable program in the region, forcing local law enforcement to rely on programs around the state for Crime Scene Technology credentialing.

Upon a motion by Mr. Gary Gurwitz and a second by Dr. Alejo Salinas, Jr., the Education and Workforce Development Committee approved the development of the proposed new Associate of Applied Science Degree in Law Enforcement with Specialization in Crime Scene Technology and the Certificate in Crime Scene Technology as presented. The motion carried.

## **Report on Programs Offered through Continuing, Professional, and Workforce Education**

### **A. Texas Adult Completion and Skills Initiative Grant from the Texas Workforce Commission**

### **B. Online Continuing Education Services Programs**

Mr. Juan Carlos Aguirre, Associate Dean for Continuing, Professional, and Workforce Education provided a report on continuing, professional, and workforce education programs offered at South Texas College.

The mission of the Office of Continuing, Professional, and Workforce Education is to “empower individuals and employers with knowledge, skills, and credentials to help them fulfill personal and professional goals for a successful life.”

To accomplish this mission, the College provided training programs open to the community at large, onsite and online. Staff also coordinated with school districts, area employers, and other state agencies and economic development partners to develop customized programs to meet the various needs of professional and workforce development.

Mr. Aguirre reviewed enrollment trends and program growth with the Committee.



Mr. Aguirre reported on the recently-approved Texas Adult Completion and Skills Initiative Grant from the Texas Workforce Commission, which provided funding to train workers in skills that improve their performance and professional opportunities.

The grant funded program provided training to 60 high school credit recovery and technical programs students and 28 students enrolled in GED and technical programs. The technical programs include:

- Emergency Medical Technology
- Electronic Health Record Specialist
- Medical Assistant Technology
- Medical Office Specialist
- Combination Welding

Mr. Aguirre also provided additional information on the College's very impressive list of online learning opportunities, delivering coursework to students over the internet to allow them to pursue their studies at flexible schedule. Mr. Aguirre highlighted some of the programs offered, and responded to questions from the Committee.

This item was for the Committee's information and feedback to staff, and no action was 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 4:29 p.m.

I certify that the foregoing are the true and correct minutes of the March 19, 2015 Education and Workforce Development Committee of the South Texas College Board of Trustees.

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Dr. Alejo Salinas, Jr.  
Presiding

*Facilities Committee  
Minutes  
March 19<sup>th</sup>, 2015*

**South Texas College  
Board of Trustees  
Facilities Committee  
Ann Richards Administration Building, Board Room  
Pecan Campus  
Thursday, March 19, 2015  
@ 4:30 PM  
McAllen, Texas**

**MINUTES**

The Facilities Committee Meeting was held on Thursday, March 19, 2015 in the Ann Richards Administration Building Board Room at the Pecan Campus in McAllen, Texas. The meeting commenced at 4:33 p.m. with Mr. Gary Gurwitz presiding.

Members present: Mr. Gary Gurwitz, Mr. Roy de León, Dr. Alejo Salinas, Jr., Mr. Paul R. Rodriguez, Ms. Rose Benavidez, 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. George McCaleb, Mr. Cody Gregg, Mr. Ricardo de la Garza, Ms. Noemi Garza, Mr. Jesus Campus, Mr. Gilbert Gallegos, Mr. Rolando Garcia, Ms. Diana Bravos, Mr. Eddie Vela, Mr. Robert Saenz, Mr. Ben Macias, Mr. Trey Murray, and Mr. Andrew Fish

**Approval of February 5, 2015 Facilities Committee Meeting Minutes**

Upon a motion by Ms. Rose Benavidez and a second by Dr. Alejo Salinas, Jr., the Minutes for the Facilities Committee Meeting of February 5, 2015 were approved as written. The motion carried.

**Update on Status of 2013 Bond Construction Program**

Mr. Gilbert Gallegos from Broaddus & Associates provided an update on the status of the 2013 Bond Construction Program.

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

### **Update and Discussion on Additional Services with Project Architects for Specialty Design Consultants for the 2013 Bond Construction Program**

Mr. Gilbert Gallegos presented to the Facilities Committee on the specialized sub-consultants that would be necessary to assist with design of specialty spaces for buildings which contained unique or highly-technical spaces. These specialized design services were identified as additional services in the approved contracts for each architect. Therefore, each architect would be instructed to provide an additional services proposal when specialized services were required. These proposals would be reviewed by Broaddus & Associates and presented to the Board with a recommendation for approval.

Below is a list of specialized design services which were anticipated as part of the 2013 Bond Construction Program.

- Technology, audio visual and telecommunications infrastructure and systems – previously approved as additional services with Broaddus & Associates
- Libraries – Additional services with architects
- Kitchens and dining spaces - Additional services with architects
- Nursing simulation training Labs - Additional services with architects

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

### **Review and Recommend Action on Mechanical and Civil Engineering Fees for the 2013 Bond Construction Program**

Approval of the negotiated mechanical and civil engineering fees for the 2013 Bond Construction Program was scheduled for the March 31, 2015 Board meeting.

Broaddus & Associates staff completed fee negotiations with all engineering firms which were previously approved for the 2013 Bond Construction Program projects. A list of projects and associated fees negotiated with each firm was provided in the Committee packet. Mr. Gilbert Gallegos from Broaddus & Associates was present at the March 19, 2015 Board Facilities Committee meeting to review the proposed fees for each project.

Mr. Gurwitz expressed concern that the fees for mechanical engineering services for the Starr County Campus were higher than fees for services to all other campus, and asked for justification. Mr. Gallegos informed the Committee that Broaddus & Associates felt that the fees as presented were reasonable and that travel and time associated with design work at the Starr County Campus was significant enough to lead to the higher fees.

Ms. Benavidez stated that she was glad to see that there was some variance between the negotiated rates. This variance shows that actual negotiations are taking place, rather

than the Construction Program Manager simply issuing fees to firms and demanding acceptance with no room to negotiate.

Upon a motion by Mr. Gary Gurwitz and a second by Dr. Alejo Salinas, Jr., the Facilities Committee recommended Board approval of the proposed mechanical engineering fees for the 2013 Bond Construction Program as presented. The motion carried.

The Committee reviewed the proposed civil engineering fees separately, and noted the same concerns as with the mechanical engineering fees.

Upon a motion by Mr. Gary Gurwitz and a second by Dr. Alejo Salinas, Jr., the Facilities Committee recommended Board approval of the proposed civil engineering fees for the 2013 Bond Construction Program as presented.

Mr. Gilbert Gallegos indicated that the approval of civil engineering fees needed to include additional surveying fees, and asked for clarification of the motion. Because the Committee had not voted on the motion, Mr. Gurwitz amended the motion to include approval of the proposed civil engineering fees and surveying fees as presented, and Dr. Salinas seconded the motion. The motion carried as modified.

### **Discussion and Action as Necessary on Consideration of Construction of New Library Building for the Pecan Campus**

The need for a new library building on the Pecan Campus was expressed as a priority facility need. While a new library was eliminated from the 2013 Bond Program, the need remains for a new library building on the Pecan Campus.

While Boultinghouse Simpson Gates Architects was ready to begin design of the South Academic building located at the main entrance to the Pecan Campus, this location is the preferred site for a new library. Administration asks the Facilities Committee to consider the following:

1. Switch the locations of the South Academic Building and the location of the future library;
2. Support construction of a new 100,000 square foot library to be funded from Plant Fund Revenue; and
3. Let the new library be the signature building for the Pecan Campus.

#### **Need for Library Space on Pecan Campus**

Administration recently evaluated future facility needs for the Pecan campus and determined that the highest priority and concern is the need for a new larger library. Boultinghouse Simpson Gates Architects previously determined that the present library would be difficult and costly to expand, if not impossible. Even if the present library could be expanded, the library would have to be vacated for approximately 1 to 1 ½ years in

order to complete the renovation. Therefore, it is recommended that a new library building be built in order to maintain library operations in the existing building until a new building is ready - no disruption. The existing library could then be retrofitted for new classrooms and computer labs or could serve as a location for student services functions.

The 2013 Bond Construction Program did not include the library even though it was a high priority. The library was eliminated from the projects included in the 2013 Bond in an effort to reduce the total amount of the bond. The proposed new library was included in the Master Plan; however, it was scaled back and then placed on the list of second level priorities.

A new library is being built in Starr County, the Mid Valley Campus library will double in size, and the Nursing Campus will have a new library.

Adequate library space on the Pecan Campus is equally important. The attached *New Pecan Campus Library Talking Points* outline the need and justification for the new facility.

#### Master Plan Information

The District-Wide Campus Expansion Master Plan developed by Freese and Nichols in 2010 identified the following space/construction needs:

##### Library, Center for Learning Excellence and Information Commons

- a. New Library stacks, CLE and Information Commons space – 100,500 GSF

##### Retrofitting of Existing Library into Classroom and Offices

- a. Renovate existing library building for classroom use and faculty offices.

The current Master Plan completed in 2010 identified the need for a 100,000 square foot library for the Pecan Campus to serve the number of students attending that campus. The current Library has a total of 67,000 square feet and no room for future growth. As part of their master plan development for the Pecan Campus, Freese and Nichols, Inc. recommended the construction of a new 100,000 square foot library building.

#### Options for Location of a New Library on Pecan Campus

The Master Plan recommendation included possible locations on the Pecan Campus for the construction of a new library Building. The library could be located at any of the four new facility locations on the Pecan Campus South Side.

Staff has reviewed the possible locations and recommends switching the locations of the South Academic Building with the location of the future Library, as approved by the Board on May 27, 2014, for the following reasons:

- Centrally located for most beneficial access

- Creates a focal point at the Campus entrance which enhances the “*heart of the campus*” image
- A north facing entrance would capitalize on the environmental conditions and permit greater use of glass in the design
- Location would be appropriate for a four story structure

Staff also discussed parking options, estimated costs, funding options, and other considerations. The Facilities Committee contained its action to a recommendation to approve the location, leaving the other items for subsequent meetings.

Staff recommended that the Committee hear these other issue soon, as the parking option, at least, could impact ongoing 2013 Bond Construction Program design work.

Upon further discussion of the parking issue, it was determined that establishing the site of the library and the new location of the South Academic Building would not necessarily change the parking. The Committee and Board could look at parking options in the upcoming months and make those decisions in time to coordinate with the civil engineering firm on any necessary changes.

Upon a motion by Mr. Gary Gurwitz and a second by Mr. Paul R. Rodriguez, the Facilities Committee recommended Board approval of the new location of the South Academic Building and designation of the location of any future library in the former location of the South Academic Building as presented. The motion carried.

**Review and Recommend Action on Proposed Facility Lease Agreement with McAllen Chamber of Commerce Creative Incubator**

Approval of proposed facility lease agreement with McAllen Chamber of Commerce Creative Incubator was scheduled for the March 31, 2015 Board meeting.

STC’s Continuing Education Department continued offering art classes in the McAllen Chamber of Commerce Creative Incubator (former McAllen Library). The previous lease agreement expired and therefore staff recommended that the agreement be approved for an additional year in order to continue using this facility.

Below is the proposed lease and a description for the proposed use:

Site	Spaces	Proposed Use	Estimated Cost	Term
McAllen Creative Incubator	Two classrooms	Art classes for Continuing Education	\$3,000.00 (\$10/student)	9/1/2014 to 8/31/2015

Staff recommended approval of this facility lease agreement for use during the period beginning September 1, 2014 through August 31, 2015. Funds for this lease would be generated by students' fees. It was estimated about 300 students will enroll in these art classes during the fiscal year.

Upon a motion by Mr. Gary Gurwitz and a second by Mr. Roy de León, the Facilities Committee recommended Board approval of the proposed facility lease agreement with McAllen Chamber of Commerce for use of Creative Incubator facility as presented. The motion carried.

### **Review and Recommend Action on Contracting Architectural Design Services for the Technology Campus Building B Main Door and Frame Replacement and Building C Conference Room**

Approval to contract architectural design services for the design of the Technology Campus Building B Main Door and Frame Replacement and Building C Conference Room project was scheduled for the March 31, 2015 Board meeting.

Funds for this project were included in the FY 2014-2015 construction budget. The packet included floor plan depicting the locations of the proposed improvements. The improvements to the main door would replace the existing door and frame to prevent water leaks. An exterior cover will be added to the main entrance to provide shade and to prevent blowing rain from entering. The conference room would serve the NAAMREI Department and would be built in a space that was underutilized.

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

Based on the following criteria, Rike Ogden Figueroa Alex Architects (ROFA) was identified as the most qualified firm from the current list of approved architects and therefore recommended to provide architectural design services for this project.

**Criteria:**

- Previous experience with facilities on the Technology Campus
- Project architect when this building was previously readapted for its current use
- Experience with other STC campus projects



Funds in the amount of \$110,000 were budgeted in the FY 2014-2015 construction budget for these improvements and \$16,500 were budgeted for design services with final amount to be negotiated.

<b>Project Budget</b>		
<b>Budget Components</b>	<b>Amount Budgeted</b>	<b>Actual Cost</b>
Design	\$16,500	Actual design fees are estimated at \$10,450 and will be finalized during contract negotiations.
Construction	\$110,000	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 Mr. Paul R. Rodriguez and a second by Ms. Rose Benavidez, the Facilities Committee recommended Board approval to contract architectural design services with Rike Ogden Figueroa Allex Architects (ROFA) for the design of the Technology Campus Building B Main Door and Frame Replacement and Building C Conference Room project as presented. The motion carried.

**Review and Recommend Action on Contracting MEP Design Services for the Starr County Campus Building E Data Center Generator**

Approval to contract mechanical, electrical, and plumbing (MEP) engineering design services for the Starr County Campus Building E Data Center Generator project was scheduled for the March 31, 2015 Board meeting.

As a result of the recent college-wide Business Impact Analysis (BIA), it was recommended that a backup Data Center be prepared at the Starr County Campus. This Data Center would serve as a backup for the main Data Center located on the Pecan Campus. The existing Data Center housed the necessary computer servers which supported the college's business operations and telecommunications. Preparing the backup Data Center at the Starr County Campus to include an electrical generator would allow the College to continue operating in the event of a disaster, fire, or extended power outage affecting the Pecan Campus Data Center.

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

Based on the following criteria, Halff Associates was identified as the most qualified firm from the current list of approved engineers and therefore recommended to provide architectural design services for this project.

**Criteria:**

- Previous experience with facilities on the Starr County Campus
- Project engineer for the building where the generator will be installed
- Experience with other STC generators

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

<b>Project Budget</b>		
<b>Budget Components</b>	<b>Available Funds</b>	<b>Estimated Cost</b>
Design	\$25,000	Actual design fees are estimated between \$22,000 and \$24,000 and will be finalized during contract negotiations.
Construction	\$225,000	Actual cost will be determined after the solicitation of construction proposals.

Upon a motion by Ms. Rose Benavidez and a second by Ms. Rose Benavidez, the Facilities Committee recommended Board approval to contract Mechanical, Electrical, and Plumbing (MEP) engineering design services with Halff Associates for the Starr County Campus Building E Data Center Generator project as presented. The motion carried.

**Review and Recommend Action on Pool of Firms for Civil Engineering Services**

Approval of a pool of firms to provide civil engineering design services as needed for non-bond projects with construction costs of less than \$500,000 was scheduled for the March 31, 2015 Board meeting.

The previous approved pool to provide civil engineering design services expired on November 28, 2014. It was recommended that a minimum of four (4) firms be approved for a period beginning March 31, 2015 through March 30, 2016 with the option to renew for two one-year periods.

On January 2, 2015, a Request for Qualifications (RFQ) for solicitation of these services was made available and responses were received on January 27, 2015. A total of fifteen (15) firms submitted responses to the RFQ. The evaluation team prepared the attached summary of scoring and ranking for review by the Facilities Committee.

Once a pool of firms was selected and approved by the Board of Trustees, the firms would be available to provide the College with civil engineering design services as needed for non-bond projects. Staff would recommend use of firms from the proposed pool, for non-bond projects as needed. Some of the anticipated engineering services which may be provided were as follows:

- Preparation of subdivision plats
- Preparation of property surveys
- Preparation of topographic surveys
- Preparation of meets and bounds surveys
- Design of parking lots
- Design of sidewalks and ADA accessible routes
- Design of site drainage systems
- Design of underground infrastructure
- Design of landscape improvements
- Design of irrigation systems
- Design of roadways and drives
- Resurfacing of existing parking lots and drives

Fees for these services could range from \$1,000 to \$48,000 depending on the scope and complexity of each construction project. As part of the fee negotiations process, each firm would be asked to submit a proposal after they have been assigned to a project. Each fee proposal would be reviewed by staff and negotiated to reach a fair and reasonable amount.

The Facilities expressed concern about the stated cap of \$500,000 for procurement of services through this on-call listing. Staff stated that process can save up to two months in time required to publish and review the solicitation of qualifications and proceed through a recommendation of the most highly qualified firm for Board consideration. They stated that in some examples of small projects the procurement process can take more than two months while the project itself can be completed in under one month.

Upon a motion by Mr. Gary Gurwitz and a second by Dr. Alejo Salinas, Jr., the Facilities Committee recommended Board approval of a pool consisting of the top four (4) ranked firms, listed alphabetically as: Half Associates, Inc.; Melden & Hunt, Inc.; Perez Consulting Engineers, LLC; and R. Gutierrez Engineering Corporation, to provide civil engineering design services as needed for district-wide non-bond projects for the period beginning March 31, 2015 through March 30, 2016 with the option to renew for two one-year periods.

**Review and Recommend Action on Contracting Construction Services for the Pecan Campus Student Support Services Building Second Floor Re-Carpeting**

Approval to select a contractor for the Pecan Campus Student Support Services Building Second Floor Re-Carpeting project was scheduled for the March 31, 2015 Board meeting.

Carpeting in some areas of these buildings was greater than ten years old and in need of replacement. Staff proposed replacing 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 February 9, 2015. A total of seven (7) sets of construction documents were issued to general contractors, sub-contractors, and suppliers and a total of four (4) proposals were received on February 24, 2015.

<b>Timeline for Solicitation of Competitive Sealed Proposals</b>	
February 9, 2015	Solicitation of competitive sealed proposals. Seven (7) sets of construction documents were issued.
February 24, 2015	Four (4) proposals were received.

Staff evaluated these proposals and the packet included a proposal summary. 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.

<b>Source of Funding</b>	<b>Budget Available</b>	<b>Highest Ranked Proposal</b>
Renewals & Replacements	\$35,000	\$31,336

Upon a motion by Mr. Paul R. Rodriguez and a second by Mr. Roy de León, the Facilities Committee recommended Board approval to contract construction services with Diaz Floors & Interiors in the amount of \$31,336 for the Pecan Campus Student Support Services Building Second Floor Re-Carpeting project as presented. The motion carried.

**Review and Recommend Action on Contracting Construction Services for Technology Campus West Academic Building Re-roofing**

Approval to select a contractor for the Technology Campus West Academic Building Re-roofing project was scheduled for the March 31, 2015 Board meeting.

As part of the current fiscal year Facilities Deferred Maintenance Plan, facilities staff included the replacement of the roof over the campus' original building. The existing roof was in place seventeen years and met its expected life cycle. Maintenance on the existing roof surpassed normal levels and reoccurring leaks were a concern. This proposed repair was not related to the 2012 hail storm. The Technology Campus building roofs were inspected for hail damage after the hail storm in March of 2012 and it was confirmed that the roof for Building B was not damaged by hail.

Included in the FY 2014-2015 renewals and replacements budget were funds for the re-roofing of the West Academic Building at the Technology Campus.

Amtech Building Sciences, Inc. assisted STC staff in preparing and issuing the necessary plans and specifications for the solicitation of competitive sealed proposals. Solicitation of competitive sealed proposals for this project began on January 8, 2015. A total of seven (7) sets of construction documents were issued to general contractors, sub-contractors, and suppliers and a total of three (3) proposals were received on January 28, 2015.

<b>Timeline for Solicitation of Competitive Sealed Proposals</b>	
January 8, 2015	Solicitation of competitive sealed proposals began.
January 28, 2015	Three (3) 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 budgeted in the FY 2014-2015 Renewals and Replacements budget for this project.

<b>Source of Funding</b>	<b>Amount Budgeted</b>	<b>Highest Ranked Proposal</b>
Renewals & Replacements	\$1,698,900	\$1,296,000

Upon a motion by Ms. Rose Benavidez and a second by Mr. Paul R. Rodriguez, the Facilities Committee recommended Board approval to contract construction services with Rio Roofing, Inc. in the amount of \$1,296,000 for the Technology Campus West Academic Building Re-roofing project as presented. The motion carried.

### **Review and Recommend Action on Substantial Completion of the Pecan Campus Ann Richards Administration Building Grants/Accountability Office Improvements**

Approval of substantial completion of the Pecan Campus Ann Richards Administration Building Grants/Accountability Office Improvements project was scheduled for the March 31, 2015 Board meeting.

Architects with EGV Architects and STC staff visited the site and developed a construction punch list. As a result of this site visit and observation of the completed work, a Certificate of Substantial Completion for the project was certified on February 6, 2015. Substantial Completion was accomplished within the time allowed in the Owner/Contractor agreement for this project. A copy of the Substantial Completion Certificate was provided in the packet.

5 Star Construction would continue working on the punch list items identified and would have thirty (30) days to complete before final completion can be recommended for approval. It was anticipated that final acceptance of this project would be recommended for approval at the April 2015 Board meeting.

Upon a motion by Mr. Gary Gurwitz and a second by Mr. Roy de León, the Facilities Committee recommended Board approval of the substantial completion of the Pecan Campus Ann Richards Administration Building Grants/Accountability Office Improvements project as presented. The motion carried.

### **Discussion and Action as Necessary Regarding STC vs Chubb Insurance for Hail Damage Claim Settlement**

The Facilities Committee was asked to discuss with legal counsel and recommend action as necessary regarding legal settlement with Chubb Insurance for Hail Storm Damage insurance claim.

Legal Counsel had no update for the Committee, thus no executive session was necessary and no action was taken.

### **Update on Status of Non-Bond Construction Projects**

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

## **Adjournment**

There being no further business to discuss, the Facilities Committee Meeting of the South Texas College Board of Trustees adjourned at 5:42 p.m.

I certify that the foregoing are the true and correct minutes of the March 19<sup>th</sup>, 2015 Facilities Committee Meeting of the South Texas College Board of Trustees.

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Mr. Gary Gurwitz, Chair

*Finance & Human  
Resources Committee  
Minutes  
March 19<sup>th</sup>, 2015*



**South Texas College  
Board of Trustees  
Finance and Human Resources Committee  
Ann Richards Administration Building Board Room  
Pecan Campus  
Thursday, March 19, 2015  
@ 5:30 p.m.  
McAllen, Texas**

**Minutes**

The Finance and Human Resources Committee Meeting was held on Thursday, March 19, 2015 in the Ann Richards Administration Building Board Room at the Pecan Campus in McAllen, Texas. The meeting commenced at 5:54 p.m. with Mr. Paul R. Rodriguez presiding.

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

Other Trustees Present:

Members absent: Dr. Alejo Salinas, Jr.

Also present: Dr. Shirley A. Reed, Mrs. Mary Elizondo, Dr. David Plummer, Dr. Anahid Petrosian, Mrs. Wanda Garza, Mrs. Becky Cavazos, Mr. Matt Hebbard, Mr. George McCaleb, Mrs. Brenda Balderaz, Mrs. Myriam Lopez, Mr. Paul Varville, Ms. Alicia Gomez, and Mr. Andrew Fish

**Approval of February 5, 2015 Finance and Human Resources Committee Minutes**

Upon a motion by Mr. Roy de León and a second by Ms. Rose Benavidez, the Minutes for the Finance and Human Resources Committee Meeting of February 5, 2015 were approved as written. The motion carried.

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

Approval of the following proposal awards, purchases, and renewals was scheduled to be requested at the March 31, 2015 Board meeting as follows:

- 1) Fiber Optic Transceivers (Award):** award the proposal for fiber optic transceivers to Optimum, Inc. (Omaha, NE), at a total cost of \$21,774.65;
- 2) Computers, Laptops, Tablets and Printers (Purchase):** purchase of computers, laptops, tablets and printers 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 (NJPA) approved vendor CDW Government (Vernon Hills, IL), in the total amount of \$150,410.23;

- 3) Furniture (Purchase):** purchase furniture from the State of Texas Multiple Award Schedule (TXMAS) and the Texas Association of School Boards – Buyboard approved vendors, at a total amount of \$41,408.50

#	Vendor	Amount
A	Allsteel, Inc./ Gateway Printing and Office Supply, Inc. (Edinburg, TX)	\$3,031.70
B	Cramer, LLC./ Gateway Printing and Office Supply Inc. (Edinburg, TX)	\$762.02
C	Datum Filing Systems, Inc./ Gateway Printing and Office Supply, Inc. (Edinburg, TX)	\$2,155.35
D	Exemplis Corporation/ Gateway Printing and Office Supply, Inc. (Edinburg, TX)	\$3,172.70
E	The Hon Company/ Gateway Printing and Office Supply, Inc. (Edinburg, TX)	\$3,453.28
F	ISE, Inc./ Gateway Printing and Office Supply, Inc. (Edinburg, TX)	\$1,259.40
G	Lone Star Furnishing, LLC. (Edinburg, TX)	\$27,574.05
	<b>Total</b>	<b>\$41,408.50</b>

- 4) Graduation Production Services (Purchase):** purchase graduation production services from Backstage Productions, LLC. (McAllen, TX), a sole source vendor, at an estimated cost of \$18,500.00; Graduation ceremonies will be held at the State Farm Arena in Hidalgo, Texas on May 15 and May 16, 2015.
- 5) Network Cable Analyzers (Purchase):** purchase network cable analyzers from Black Box Network Services, Inc. (Lawrence, PA), The Interlocal Purchasing System (TIPS) approved vendor, at a total cost of \$15,363.23;
- 6) Network Equipment (Purchase):** purchase network equipment from Insight Public Sector (Tempe, AZ/McAllen, TX), a State of Texas Department of Information Resources (DIR) approved vendor, at a total cost of \$24,801.28;
- 7) Network Switches and Software Licenses (Purchase):** purchase network switches and software license from Insight Public Sector (Tempe/AZ/McAllen, TX), a State of Texas Department of Information Resources (DIR) approved vendor, at a total cost of \$229,192.40;
- 8) Uninterruptible Power Supply (UPS) (Purchase):** purchase uninterruptible power supply (UPS) from Anixter, Inc. (Glenview, IL), a State of Texas Department of Information Resources (DIR) approved vendor, at a total cost of \$15,743.06;

- 9) Travel Services (Renewal):** renew the contract for Travel Services with Shands-Brooks Travel (McAllen, TX), for the period beginning May 20, 2015 through May 19, 2016, at a service fee of \$25.00 per airline ticket.

SUMMARY TOTAL:

The total for all proposal awards, purchases, and renewals is \$517,193.35

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

**Review and Recommend Action to Revise Policy #3800: Full Time Regular Faculty  
(On Board Approved Staffing Plan) Assignments and Workloads  
As Conditions of Employment**

Approval to revise Policy #3800: *Full Time Regular Faculty (On Board Approved Staffing Plan) Assignments and Workloads As Conditions of Employment* was scheduled to be requested at the March 31, 2015 Board meeting.

Revisions to the policy were necessary for the following reasons:

- Change to Item #2.
  - ⇒ Additional language was recommended to expand the description of the time and locations that faculty may be required to work. This language was included in the current letter of appointment.
- Change to Item #6:
  - ⇒ The purpose of the requirement for approvals of faculty overloads was to monitor faculty workload and ensure quality instruction. The current LHE approvals listed in Policy 3800 were established to require a one course overload to be approved by the Chair, a two course overload by the Dean, and more than a two course overload by the Vice President for Academic Affairs.
  - ⇒ South Texas College had a small number of courses that had slightly more than five LHE's per course (5.1 LHE or 5.2 LHE) due to a large number of required lab hours. This minor increase in the number of LHE's requiring approval would create consistency regarding the number of courses requiring approval by the Chair, Dean and Vice President across all disciplines and departments.
  - ⇒ This change was approved by Academic Council and as part of the 2014-2015 Pay Plan, and the policy needed to be updated to reflect the current Pay Plan.

The revised policy were 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 was reviewed by staff, the President's Cabinet, President's Administrative Staff, Planning and Development Council Staff, and the Academic Affairs Council.

Upon a motion by Mr. Roy de León and a second by Ms. Rose Benavidez, the Finance and Human Resources Committee recommended Board approval to revise Policy #3800: *Full Time Regular Faculty (On Board Approved Staffing Plan) Assignments and Workloads As Conditions of Employment* as presented and which supersedes any previously adopted Board policy. The motion carried.

### **Review and Recommend Action to Revise Policy # 4209: The Whistle Blower Act**

Approval to revise Policy # 4209: *The Whistle Blower Act* was scheduled to be requested at the March 31, 2015 Board meeting.

Revisions to the policy were necessary for the following reasons:

- To clarify and update the state statute, Texas Government Code Chapter 554, Protection for Reporting Violation of Law which governs the provisions of The Whistle Blower Act.

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

The revised policy was reviewed by staff, the President's Cabinet, President's Administrative Staff, Planning and Development Council Staff, and by South Texas College's legal counsel.

Upon a motion by Ms. Rose Benavidez and a second by Mr. Roy de León, the Finance and Human Resources Committee recommended Board approval to revise Policy # 4209: The Whistle Blower Act as presented and which supersedes any previously adopted Board policy. The motion carried.

### **Review and Recommend Action on Investment Advisory Services Agreement**

Approval to award the Investment Advisory Services agreement to Valley View Consulting, L.L.C. for the initial period of April 1, 2015 through August 31, 2017, with the option to renew for two additional one (1) year periods was scheduled to be requested at the March 31, 2015 Board meeting.

South Texas College's previous bank depository contract with BBVA Compass allowed investments of cash on hand in Certificates of Deposit. The interest rate earned was based on the LIBOR rate. The depository bank would also pay interest on all College's demand deposit accounts (checking accounts) regardless of the balance on the account also based on the LIBOR rate.

Under the new depository contract with BBVA Compass, the interest rate structure changed. The bank would pay an interest rate of 10 basis points per annum for demand deposits in an amount not to exceed \$100,000,000. For demand deposits exceeding \$100,000,000, the bank would pay a lower interest rate. For Certificates of Deposit, the Bank agreed to pay interest regardless of the amount based on the LIBOR index and would independently evaluate each CD rate upon request, however, there was a possibility that the interest rate may be lower than the demand deposit accounts (checking accounts) of 10 basis points per annum.

In order to maximize the rate of return on the College's investment, administration recommended to the Finance and Human Resources Committee at their September 11, 2014 meeting that the services of an investment advisor would provide professional guidance regarding the College's investment portfolio.

The request for qualifications were advertised on Monday, February 16, 2015 and Monday, February 23, 2015 and issued to six (6) firms. Three (3) responses were received and evaluated by the Vice President for Finance and Administrative Services, the Comptroller, an Accounting Group Manager, and the Purchasing Department. The respondents were:

- First Southwest Asset Management, LLC
- Patterson Capital Management LP, dba Patterson & Associates
- Valley View Consulting, L.L.C.

Valley View Consulting, L.L.C. was a Securities and Exchange Commission ("SEC") registered investment advisory firm serving public entities in a variety of cash and investment management and consulting roles. They had a total of seven senior managers and associates with a combined Texas public funds experience exceeding 130 years. Each member would play an integral role in providing their expertise to fulfill the contract objectives of the College. Valley View Consulting, L.L.C.'s office of record and registration was in Virginia and maintained an office in Horsehoe Bay, Texas.

In accordance with Chapter 2256, Texas Government Code, the Public Funds Investment Act, and the College's Investment Policy & Investment Strategy Statement, 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 public funds under its control.

A proposal summary and evaluation conducted by the staff was provided in the packet for the Committee's information and review.

Mr. Paul R. Rodriguez expressed concern that he was not familiar with the recommended firm although he had heard of the other two respondents. He asked questions about the efforts undertaken to evaluate the responses and follow up with reference checks with peer institutions that utilized the services of the reference checks. Mr. Rodriguez announced that he would abstain from any recommendation to the Board, and suggested that the College's

Vice President for Finance and Administrative Services provide a report on reference checks with peer institutions to the Board to support any recommendation taken for Board action.

Mr. Roy de León shared that as Investment Officer for the College, he attends periodic courses as mandated by the Texas Public Funds Investment Act. Mr. de León was familiar with one of the senior managers of the recommended firm through their role as an instructor for the state-mandated course. He was familiar with the firm and confident that the recommendation could be made to the Board, to be further supported by the reference checks from peer institutions.

Upon a motion by Mr. Roy de León and a second by Ms. Rose Benavidez, with Mr. Paul R. Rodriguez abstaining from the vote, the Finance and Human Resources Committee recommended Board approval to award the Investment Advisory Services agreement to Valley View Consulting, L.L.C. for the initial period of April 1, 2015 through August 31, 2017, with the option to renew for two additional one (1) year periods as presented. The motion carried.

**Discussion and Action as Necessary on Proposed New Staff Positions for the In-House Internal Audit Function for FY 2015-2016**

Approval of the proposed new staff positions for the In-House Internal Audit Function for FY 2015-2016 in the total amount of \$126,000 was scheduled to be requested at the March 31, 2015 Board meeting.

The Board of Trustees, at their January 27, 2015 Board Meeting, approved the plan for the transition of out-sourced internal audit function to an in-house function. An internal auditor position and a staff audit specialist position were approved as part of this function as follows:

<b>Position</b>	<b>Classification</b>	<b>Salary</b>	<b>Benefits</b>	<b>Total</b>
Internal Auditor	Administrative Grade E	\$90,000	\$27,000	\$117,000
Staff Audit Specialist	Professional/ Technical Non Exempt Grade B	\$36,000	\$10,800	\$46,800
		<b>\$126,000</b>	<b>\$37,800</b>	<b>\$163,800</b>

The College administration recommended the following plan for transitioning to an in-house internal audit function.

- The contract with Burton McCumber & Cortez, LLP would be extended for a period of three months after the end of their current contract. The extended period would be from September 2015 through November 2015.
- During the period of January 2015 through November 2015, Burton McCumber & Cortez, LLP would continue to perform internal audits, as approved by the board.

- An internal auditor position and a staff audit specialist position would be included in the FY 2015-2016 Staffing Plan and Budget, which begins on September 1, 2015. Budgets for operating, travel, and capital expenses would also be included.
- The internal auditor would functionally report to the Board of Trustees and President and administratively to the Vice President for Finance and Administrative Services.
- The internal auditor would be expected to follow the provisions of the Texas Internal Auditing Act and comply with the Code of Ethics and the Standards for the Professional Practice of Internal Auditing as promulgated by the Institute of Internal Auditors.

The budget for the in-house internal audit function for the first year was estimated to be \$200,000.00, including salaries and benefits.

The department's budget and job descriptions for the internal auditor and the staff audit specialist were provided in the packet.

These new staff positions were recommended for FY 2015-2016 subject to the availability of funding and Board approval of the final budget.

Advertising of the proposed new staff positions could begin in April 2015, with the understanding that the positions would not be filled until final approval of the Staffing Plan for FY 2015-2016 and the Budget for FY 2015-2016.

Upon a motion by Ms. Rose Benavidez and a second by Mr. Roy de León, the Finance and Human Resources Committee recommended Board approval of the proposed new staff positions for the In-House Internal Audit Function for FY 2015-2016 in the amount of \$126,000 as presented and subject to the availability of funding and Board approval of the final budget and staffing plan. The motion carried.

### **Review and Discussion of South Texas College Law Enforcement Racial Profiling Report**

Pursuant to Texas Occupations Code 1701.164, the Texas Commission on Law Enforcement (TCOLE) was required to collect incident-based data, including racial profiling reports based upon vehicle traffic stops, in accordance with the Code of Criminal Procedure Article 2.131–2.138. Chief administrators of law enforcement agencies must submit the racial profiling reports to their governing body, in addition to TCOLE.

During calendar year 2014, the South Texas College Police Department conducted traffic stops within its jurisdiction in accordance with Texas Education Code section 51.203.

The Code of Criminal Procedure Article 2.132 is shown below:

Title 1. Code Of Criminal Procedure, Chapter 2. General Duties Of Officers, Art. 2.132. Law Enforcement Policy On Racial Profiling.

- (7) Require the chief administrator of the agency, regardless of whether the administrator is elected, employed, or appointed, to submit an annual report of the information collected under Subdivision (6) to:
  - (A) The Texas Commission on Law Enforcement; and
  - (B) The governing body of each county or municipality served by the agency, if the agency is an agency of a county, municipality, or other political subdivision of the state.

The South Texas College Racial Profiling Report for 2014 was provided in the packet for the Committee's information and review. This report was submitted to TCOLE on January 5, 2015.

In response to the Mr. Rodriguez's concerns about who monitors these reports, Mr. Paul Varville, South Texas College Chief of Police and Director of Safety and Security, informed the Committee that the report is submitted to the State of Texas, through TCOLE, and the College receives a confirmation of receipt. The College does not receive an evaluation of the report from TCOLE. However, any complaints of racial profiling violations against the College would be reported to the state and the College would be investigated, had there been such complaints.

No action was required from the Committee. This item was presented for information and feedback to staff. The report would be provided to the full Board of Trustees in compliance with TCOLE requirements.

### **Review and Action as Necessary on Request for Proposals for Call Center Services**

The College is considering call center services to support and enhance all Student Enrollment Services (Financial Aid, Admissions, Registration, Payment, General Advising, and General College Information). Call center services would also be utilized to increase Enrollment Services hours through a 24/7 schedule, support for students on all campuses and online.

During peak enrollment times, the college experienced high inbound call volumes in the existing Call Center, Financial Aid, Admissions, Cashier's and Distance Learning departments. While many calls were answered and/or transferred to the appropriate service area, departments were not able to handle the high-volume demand during peak periods. Additionally, the existing services were utilized to maximum capacity for outbound calls including enrollment, payment and financial aid drives, returned calls and general student inquiries.

Call center services would be used to meet the demand of inbound calls and outbound campaigns at various stages of the student lifecycle increasing the likelihood that



prospective students complete the enrollment process and persist to degree completion. A committee drafted a Request for Proposals which was reviewed by the following college departments: Student Financial Services, Distance Learning, College Connections and Admissions, Technology Resources, and the Purchasing Office.

Mrs. Wanda Garza, Vice President for Student Affairs and Enrollment Management, described the need for call center services and the impact that such services would have on College operations. Mrs. Garza highlighted the following points:

- Call center services would provide “tier 1” support, freeing up College staff to respond to “tier 2” and above calls and to provide excellent, timely on-campus service.
  - **Tier 1** support includes responses to general information requests and support for basic customer service issues.
  - **Tier 2** support and above includes services that require more in-depth technical support, direct experience and knowledge of College operations, coordination between College departments, and/or access to College resources or require interaction
- Preference could be given to a respondent that would operate a call center within the College’s service region.
- Customer Service would be a top priority, and the call center services firm would be required to maintain the College’s standards.

With Committee support, an RFP would be finalized and brought to the Committee and the Board for approval to publish a Request for Proposals. The Request for Proposals is scheduled for presentation for review by the Finance and Human Resources Committee and action by the Board in April 2015.

The agreement for call center services would be for a one (1) year period beginning July 1, 2015 and ending June 30, 2016, with an option to renew for two additional two (2) year periods.

Upon a motion by Ms. Rose Benavidez and a second by Mr. Roy de León, the Finance and Human Resources Committee approved staff to pursue the proposed utilization of call center services to support College operations.

### **Review and Discussion of Position Vacancy Report for FY 2014-2015**

The Staffing Plan Position Vacancy Report for FY 2014-2015 was included in the packet for the Committee’s information and review. Information was current as of March 16, 2015.

The Position Vacancy Report for Fiscal Year 2014-2015 was presented for information and review by the Committee. No action was required from the Committee.

## **Adjournment**

There being no further business to discuss, the Finance and Human Resources Committee Meeting of the South Texas College Board of Trustees adjourned at 6:36 p.m.

I certify that the foregoing are the true and correct Minutes of the March 19, 2015 Finance and Human Resources Committee Meeting of the South Texas College Board of Trustees.

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Mr. Paul R. Rodriguez  
Presiding

## Announcements

A. Next Meetings:

- **Thursday, April 16th, 2015**

- 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, April 28th, 2015**

- 5:30 p.m. – Regular Meeting of the Board of Trustees

B. Other Announcements:

- South Texas College will be closed Thursday, April 2, 2015 through Sunday, April 5, 2015 for Semester Break