



**SOUTH TEXAS
COLLEGE**

**Board of Trustees
Regular Board Meeting**

**Tuesday, April 28, 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, April 28, 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 - 8
 - A. Acknowledgement of the Friends of the Library-McAllen Gift to Support South Texas College Students
 - B. Presentation on May 2015 Graduation Ceremonies
 - C. Presentation on First Quarter Delinquent Tax Collection Report by Linebarger Goggan Blair & Sampson, LLP
- VI. Consideration and Action on Consent Agenda
 - A. Approval of Minutes 9 - 38
 - 1. March 31, 2015 Regular Board Meeting
 - B. Approval and Authorization to Accept Grant Award(s) 39 - 40
 - 1. The "Skills for Small Business" Grant from the Texas Workforce Commission in the Amount of \$20,000.
 - 2. Additional Funds for the "Nursing Shortage Reduction Program – Regular" Fund from the Texas Higher Education Coordinating Board in the Amount of \$35,516.10.
 - 3. Additional Grant(s) Received/Pending Official Award

VII. Consideration and Action on Committee Items

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 - 1) Presentation on March 26, 2015 Women in Technology Event
 - 2) Presentation on Building a Pathway to Baccalaureate Degrees

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 - 1) District Wide Special Event Venue Audio Visual Upgrades (Award)
 - 2) Programmable Direct Connect Power Supply (Award)
 - 3) Video Projectors (Awards)
 - 4) Computers, Laptops, and Tablets (Purchase)
 - 5) Computer Server Appliance (Purchase)
 - 6) Furniture (Purchase)
 - 7) Monitoring Hardware and Software (Purchase)
 - 8) Network Hardware (Purchase)
 - 9) Phones and Network Devices (Purchase)
 - 10) Armored Car Services (Renewal)
 - 11) Clean Address Software Support and Maintenance Subscription (Renewal)
 - 12) Software Maintenance and Support Agreements (Renewal)
 - 13) Graduation Facility (License Agreement)
 - 14) Internal Auditor Services (Contract Extension)

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• <u>Thursday, May 14, 2015</u>	
➤ 3:30 p.m. – Education and Workforce Development Committee Meeting	
➤ 4:30 p.m. – Facilities Committee Meeting	
➤ 5:30 p.m. – Finance and Human Resources Committee Meeting	
• <u>Tuesday, May 26th, 2015</u>	
➤ 5:30 p.m. – Regular Meeting of the Board of Trustees	

B. Other Announcements:

- South Texas College will be holding its 20th Annual Spring Commencement Ceremony with Graduations on Friday, May 15, 2015 and Saturday, May 16, 2015 at the State Farm Arena in Hidalgo, Texas:

Friday, May 15, 2015

11:00 a.m. *Business and Technology Division
Information Technology Graduates*

3:00 p.m. *Liberal Arts Division*

6:00 p.m. *Social & Behavioral Sciences*

Saturday, May 16, 2015

10:00 a.m. *Math, Science, and Bachelor Programs Division
Business and Technology Division*

2:00 p.m. *Nursing and Allied Health Division*

- South Texas College will be closed Monday, May 25, 2015 in observance of Memorial Day.

Presentations

Acknowledgement of the Friends of the Library-McAllen Gift to Support South Texas College Students

Mrs. Wanda Garza, Vice President for Student Affairs and Enrollment Management, will introduce Ms. Faye Cook with Friends of the Library-McAllen. Ms. Cook's organization has gifted \$37,000.00 to establish the South Texas College Student Assistance Fund.

The South Texas College Student Assistance Fund will provide students undergoing financial hardships with a grant award to assist with tuition, fees, and book expenses.

Recipients will be required to demonstrate need, and this process and fund awards will be administered through the Office of the Vice President for Student Affairs and Enrollment Management.

Presentation on May 2015 Graduation Ceremonies

Mrs. Wanda Garza, Vice President for Student Affairs and Enrollment Management, and Mr. Matthew Hebbard, Dean for Enrollment Services and Registrar, will present the plans for the May 2015 Graduation Ceremonies to the Board of Trustees.

The ceremonies will take place on Friday, May 15 and Saturday, May 16, 2015 at the State Farm Arena in Hidalgo, Texas as follows:

Friday, May 15, 2015

- 11:00 a.m.** *Business and Technology Division
Information Technology Graduates*
- 3:00 p.m.** *Liberal Arts Division*
- 6:00 p.m.** *Social & Behavioral Sciences*

Saturday, May 16, 2015

- 10:00 a.m.** *Math, Science, and Bachelor Programs Division
Business and Technology Division*
- 2:00 p.m.** *Nursing and Allied Health Division*

Presentation on First Quarter Delinquent Tax Collection Report by Linebarger Goggan Blair & Sampson, LLP

A representative from Linebarger Goggan Blair & Sampson, LLP, will provide the Board with the Delinquent Tax Report on Collection and Collection Efforts for Hidalgo and Starr Counties.



**Second Quarter
Delinquent Tax Collection Report**

Linebarger Goggan Blair & Sampson, LLP

205 S. Pin Oak Ave., Edinburg, Texas 78539 Phone: 956-383-4500 Fax: 956-383-7820

LAW OFFICES
OF
LINEBARGER GOGGAN BLAIR & SAMPSON, LLP
ATTORNEYS AT LAW
205 S Pin Oak Ave.
EDINBURG, TEXAS 78539

Telephone: (956) 383-4500
Facsimile: (956) 383-7820

April 28, 2015

Dr. Shirley A. Reed, President
Roy de León, Chair
Dr. Alejo Salinas, Jr., Vice Chair
Paul R. Rodriguez, Secretary
Rose Benavidez, Member
Graciela Farias, Member
Gary Gurwitz, Member
Jesse Villarreal, Member
South Texas College
3201 West Pecan Boulevard
McAllen, Texas 78501

RE: Delinquent Tax Collection Report from December 1, 2014 through February 28, 2015

Dear Dr. Reed:

Our firm is pleased to submit a summary of our collection efforts on behalf of **South Texas College**. We present this summary in an effort to keep you and the **Board of Trustees** informed as to our efforts and activities.

Enclosed, you will find summaries of the different collection efforts made by our office. Understanding the need of each County is unique, we have developed a team approach that individualizes the collection efforts in each area. The **Hidalgo County** team is led by Mrs. Lucy Canales and the **Starr County** team is led by Mr. Gustavo Martinez. Each attorney brings many years of experience to this endeavor and coordinates a team effort in which will result in better collections for **South Texas College**.

Very Truly Yours,



Lucy G. Canales
Capital Partner

Very Truly Yours,



Gustavo Martinez
Attorney

LINEBARGER GOGGAN BLAIR & SAMPSON APPROACH

The delinquent tax collection program for the South Texas College continues to emphasize two basic premises: work with individual taxpayers to collect taxes owed to South Texas College and use tool of litigation as a final option.

DEMAND MAILINGS

Our extensive mailing program is designed to advise people who have not paid their South Texas College taxes of their delinquency. During the course of this quarter, we sent delinquent notices, with varying degrees of intensity to the delinquent taxpayer. The intensity of the notice varies on factors, such as, time of year, type of property and the particular needs of the jurisdiction.

Hidalgo County: One (1) Mailing was completed for the Hidalgo County area with a total of 19,924 statements that were mailed out.

Starr County: One (1) Mailings Completed for the Starr County area with a total of 13,166 statements that were mailed out.

LITIGATION SUMMARY

Filing a lawsuit to collect delinquent taxes is used as a final resort; after diligent efforts to contact and work with taxpayers are fully exhausted. Once the decision to file suit has been made, a complete property title search is conducted, the taxable property is further identified and all interested parties including all lien holders, are identified and served with notice of the lawsuit.

Hidalgo County

Litigation Activity	Cases	Base, Penalty and Interest
• Lawsuits Filed	343	\$168,154
• Interventions	132	\$88,856
• Lawsuits Disposed	136	\$185,656
• Judgments Taken	184	\$132,848
• Tax Warrants	17	\$5,392
• Pending Litigation as of 4/11/15	3,926	\$2,510,201

- *Demand Mailings*
- *Litigation Statistics*
- *Taxpayer Contact*
- *Personal Visits*
- *Constable's Sales*

- *Over 7,597 Incoming/Outgoing Calls*
- *Over 109 Payment Agreements Initiated*
- *Over 1,071 Personal Visits*
- *Over 1,222 Pay Off Requests*

- Over 2,065 Incoming/Outgoing Calls
- Over 174 Personal Visits
- Over 671 Taxpayer Walk-Ins

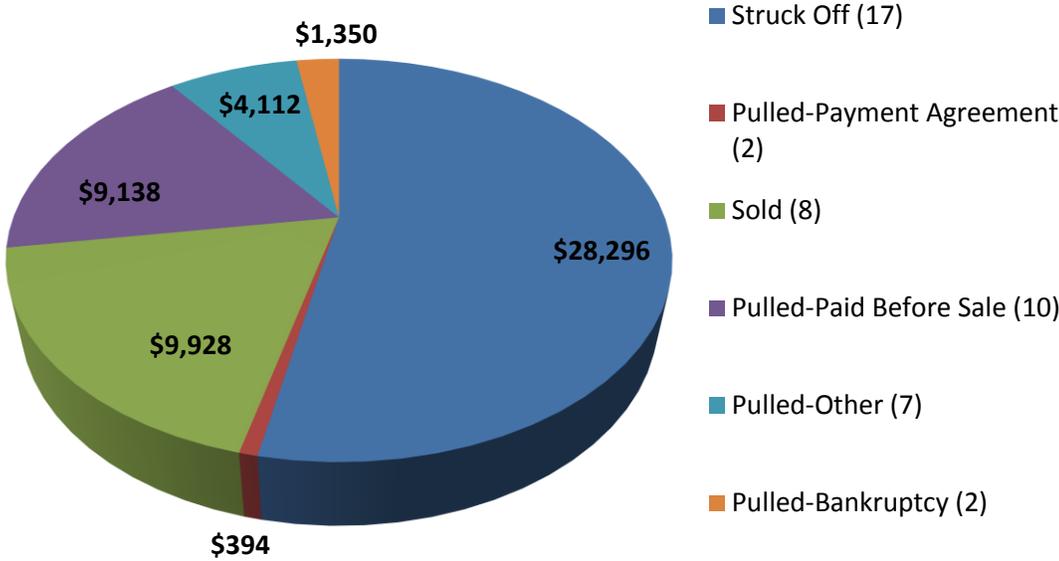
Starr County

Litigation Activity	Cases	Base, Penalty and Interest
• Lawsuits Filed	141	\$152,190
• Judgments Taken	3	\$2,464
• Pending Litigation as of 1/15/15	566	\$769,264

Tax Sale Activity

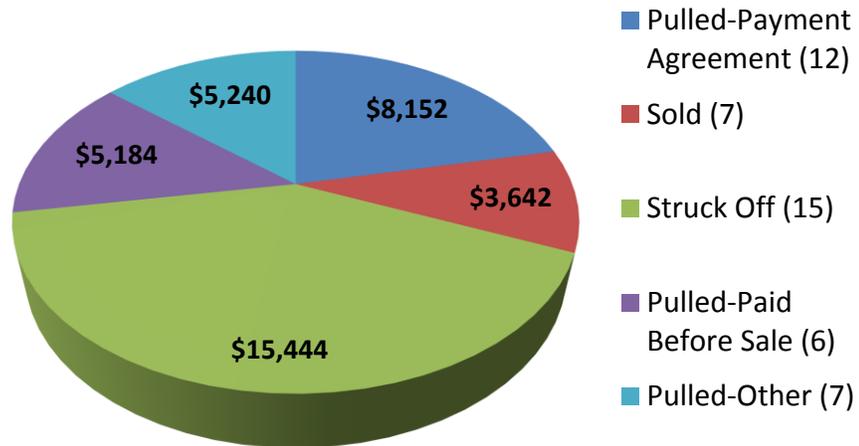
Hidalgo County

Our Office regularly monitors all judgments we take on behalf of South Texas College. During this reporting period, one (1) tax sale was conducted in Hidalgo County placing forty six (46) properties for sale.



Starr County

During this reporting period, one (1) tax sale was conducted in Starr County placing forty seven (47) properties for sale.



BANKRUPTCY CLAIMS FILED

South Texas College is represented in all bankruptcies involving a delinquent taxpayer in your jurisdiction. Representation includes filing claims, monitoring the bankruptcy process, attending hearings, engaging in active litigation and doing everything to protect and maximize the South Texas College interest. Our program identifies accounts dismissed and discharged from bankruptcy that are now ready for collections or law suit.

<i>All Bankruptcy Filings</i>		
<i>Ch. 7</i>	80	\$108,874
<i>CH. 11</i>	60	\$194,194
<i>Ch. 12</i>	3	\$1,554
<i>Ch. 13</i>	898	\$196,172
<i>Total</i>	1,041	\$500,794

Chapter Seven: Complete liquidation of a debtor's non-exempt assets.

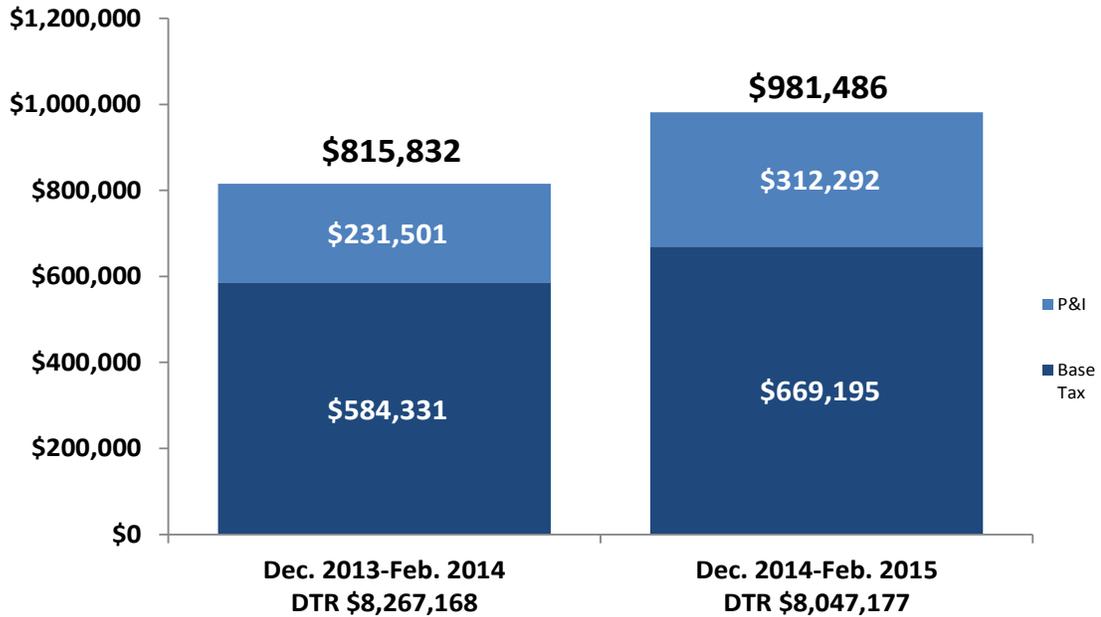
Chapter Eleven: This allows a Corporation to devise a plan to reorganize its debts and obligations to allow extended repayment of its creditors.

Chapter Twelve: Same as Chapter 13 but specifically designed for agricultural businesses.

Chapter Thirteen: Entitled "Adjustment of Debts of an Individual with Regular Income," permits a person to retain that amount of earned income necessary for living expenses while paying the court the remainder to be distributed among the individual's creditors to pay off debts on an installment basis.

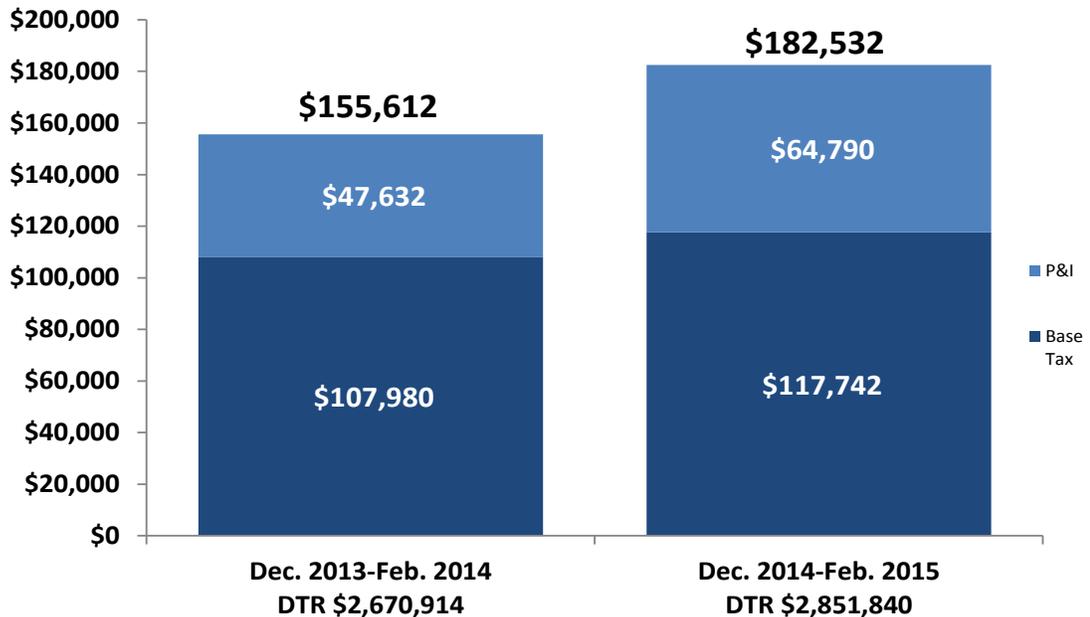
COLLECTION HIGHLIGHTS

Hidalgo County Collections



Source: Hidalgo Co. Tax Office

Starr County Collections



Source: Starr Co. Tax Office

FUTURE OVERVIEW

Review of Pending Judgments and the Filing of Additional Lawsuits

- During the next quarter we will continue to work pending lawsuits for full payment or payment agreements. We will also continue researching the delinquent tax roll for possible new lawsuits; both real and personal property accounts.
- We will place high priority on top delinquent accounts for collections that are in litigation.
- We will continue filing lawsuits every month on delinquent accounts owing 3 or more years.

Continued Monitoring of Bankruptcy Accounts

- As a continuation of our standard operating practice, we will actively monitor and verify accounts in bankruptcy for the payment of taxes, penalties, and interest owed to South Texas College.
- We will continue to represent the District in court on all bankruptcy matters.

Mailing Program

Scheduled mailings on behalf of the South Texas College for the following months:

- March 2015 (Completed)
- April 2015
- May 2015

Scheduling of Property Sales

As properties are taken to judgment, they will be reviewed and checked for payment. Those judgments with no taxpayer response will be further reviewed and scheduled for possible tax sale.

Property Visits

On site visits are being conducted on targeted accounts weekly.

Execution of the work plan established for the South Texas College will include the constant monitoring of collection figures in order to adjust resources and enforce the collection of delinquent taxes. Our collection efforts will also include prosecuting pending suits to conclusion, mailing monthly letters, and filing new suits in order to maximize the collection of taxes. We will continue to work closely with you and your administrative staff to provide assistance and advice on all property tax matters, including changes in the law brought about by amendments to the Texas Property Tax Code.

Approval of Minutes

The following Minutes are submitted for Board approval:

March 31, 2015 Regular Board Meeting

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and adopt the Minutes for the March 31, 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 March 31, 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, March 31, 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, March 31, 2015 in the Ann Richards Administration Building Board Room at the Pecan Campus in McAllen, Texas. The meeting commenced at 5:30 p.m. with Mr. Roy de León, Chair, presiding.

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

Members absent: Mrs. Graciela Farias

Also present: Dr. Shirley A. Reed, Mr. Chuy Ramirez, Mrs. Mary Elizondo, Dr. Anahid Petrosian, Dr. David Plummer, Mrs. Wanda Garza, Mr. Gerry Rodriguez, Mrs. Becky Cavazos, Ms. Myriam Lopez, Mr. Cody Gregg, Dr. Robert Gonzalez, Ms. Cindy Blanco, Mr. Daniel Ramirez, Dr. Ety Bischoff, Mr. Ricardo de la Garza, Mr. Paul Varville, Ms. Maricela Silva, Mrs. Brenda Balderaz, Ms. Lizette Moreno, Mr. Gilbert Gallegos, Mr. Rolando Garcia, Ms. Diana Bravos Gonzalez, Mr. Gus Martinez, Mr. Eddie Vela, Mr. Ben Macias, Mr. Michael Hovar, Ms. Danya Hernandez, and Andrew Fish.

Determination of a Quorum

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

Invocation:

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

Public Comments:

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

Presentations

Presentation on State Employee Charitable Campaign at South Texas College

Mrs. Brenda Balderaz, Director of Human Resources, spoke briefly about the State Employee Charitable Campaign and introduced Ms. Lizette Moreno, Human Resources Staffing Specialist. Ms. Moreno 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 was 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

A team from McAllen Independent School District attended the meeting to share a brief video and presentation on the school district’s proposed bond and tax ratification election. The team consisted of:

- Dr. James Ponce, Superintendent of McAllen Independent School District,
- Erica Lopez de la Garza, Board President
- Hilda de Shazo, Trustee
- Lawrence Esparza, Trustee
- Dr. Mike Barrera, Assistant Superintendent for District Operations,
- Gina Millin, Facilities Forecast Advisory Committee Co-Chair, and
- Norma Zamora-Guerra, Community Information Director.

The team shared their plan to continue providing community meetings to give the public information about the districts plans to address facilities needs for the students and families served by McAllen ISD.

No action was requested at this meeting. The South Texas College Board offered to consider a formal resolution at the April 28th, 2015 Regular Board Meeting if the school district wished to present one for consideration.

Approval of Minutes

The following Minutes were submitted for Board approval:

February 24, 2015 Regular Board Meeting

Upon a motion by Mr. Roy de León and a second by Mr. Jesse Villarreal, the Board of Trustees of South Texas College approved and adopted the Minutes for the February 24, 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. The second grant item was received after publication of the Board packet, and was distributed to the Board for review and consideration at the meeting, with additional information provided by Dr. Shirley A. Reed, College President.

1. Additional “Nursing Shortage Reduction Program-Regular” Funds from Texas Higher Education Coordinating Board in the amount of \$81,551.51
2. The “Jobs and Education for Texans (JET)” Grant from the Texas Comptroller of Public Accounts Office in the amount of \$113,189.31

The presented grants would provide up to \$194,740.82 in additional funding for the College to provide services and opportunities throughout the region.

Upon a motion by Mr. Roy de León and a second by Mr. Gary Gurwitz, the Board of Trustees approved and authorized acceptance of the grant awards as presented and use of related funds as authorized by each grant, contingent upon official award as appropriate. The motion carried.

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

The Board was asked to approve 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. Grant funds of \$97,999 supported the design of a Certificate program to 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 a credit-by-exam system, some skills could be demonstrated and awarded with college credit, allowing experienced and proficient students to earn their

credential more quickly than traditional programs. Other classes would be offered online or as a hybrid combination of classroom and online courses.

Students completing this program would need to complete at least three National Institute of Metalworking Skills (NIMS) credentials to complete the program. Because this program was developed as a stackable credential, graduates would 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 packet included:

- 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

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

Upon a motion by Dr. Alejo Salinas, Jr. and a second by Mr. Gary Gurwitz, the Board of Trustees of South Texas College approved and authorized the proposed new Fast Start Certificate for Precision Manufacturing Technology program as presented. The motion carried.

Review of Other Items Presented to the Committee

Dr. Alejo Salinas, Jr. presided over the March 19, 2015 Education and Workforce Development Committee Meeting. At this meeting, there were two items presented for the Committee which did not require formal Board action. Dr. Salinas reported on these items to keep the full Board informed of the presented information:

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.

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.

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 was requested 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
	Total	\$41,408.50

- 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 was \$517,193.35.

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 award, purchases, and renewal as presented. The motion carried.

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* was requested.

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.
 - ⇒ A small number of courses included lab components that increased the course LHE to a fraction above five hours (5.1 LHE of 5.2 LHE). When instructors taught these courses as overload assignments, the current wording of the policy treated anything above five hours as two courses and above ten hours as three courses, meaning these faculty required Dean or Vice President approval for the first and second overload, respectively. The proposed revision created consistency regarding the number of courses requiring approval by Chair, Dean, and Vice President across all disciplines and departments.
 - ⇒ This change was approved by the 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 was provided in the packet for the Board'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.

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.

Upon a motion by Mr. Paul R. Rodriguez and a second by Ms. Rose Benavidez, the Board of Trustees of South Texas College approved and authorized the revisions to Policy #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 Action as Necessary to Revise Policy # 4209: *The Whistle Blower Act*

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

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 provided in the packet for the Board'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.

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.

Upon a motion by Mr. Paul R. Rodriguez and a second by Mr. Jesse Villarreal, the Board of Trustees of South Texas College approved and authorized the revisions to Policy # 4209: *The Whistle Blower Act* as presented and which supersedes any previously adopted Board policy. The motion carried.

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 was requested.

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 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.

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 were 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. 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 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. was provided 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.

A representative from Valley View Consulting, L.L.C. attended the meeting and responded to questions from the Trustees regarding the nature of advising services and general compensation structure that would be provided under an agreement. The consultant would advise the College on investment options, but would not directly handle financial transactions. Furthermore, the fee would be based upon the volume of investments, rather than the performance of investment funds.

Furthermore, the consultant stated that the investment of public funds would explicitly focus on security as the primary focus any investment advice, with a secondary focus of scheduling investment opportunities to provide for liquid assets as needed for college operations. Valley View Consulting, L.L.C. would not prioritize return on investment above security and liquidity as described.

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 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 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 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 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 would begin 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 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 budget for the in-house internal audit function for the first year was estimated to be

\$200,000.00, including salaries and benefits. This total included salaries, benefits, and operating costs for the department. The requested Board action was limited to approving the position salaries, contingent upon the availability of funding and Board approval of a budget and staffing plan for FY 2015-2016. Because the action was limited to salaries, the Board was only asked to approve the proposed positions and proposed salaries totaling \$126,000.

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.

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

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.

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.

Upon a motion by Mr. Paul R. Rodriguez and a second by Dr. Alejo Salinas, Jr., the Board of Trustees of South Texas College accepted the South Texas College Police Department Racial Profiling Report as presented. The motion carried.

Update on Status of 2013 Bond Construction Program

Mr. Gilbert Gallegos from Broaddus & Associates attended the March 31, 2015 Regular Board meeting and provided an update on the 2013 Bond Construction Program.

The Board packet included 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.

Mr. Gallegos briefly outlined the ongoing projects, and announced that Construction-Manager-at-Risk proposals had been received and that Broaddus & Associates and staff were preparing to review them for a recommendation to the Facilities Committee. He informed the Board that approximately seven firms had responded as of March 31, 2015.

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

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 was requested.

Broaddus & Associates staff completed fee negotiations with all engineering firms which were previously approved for the 2013 Bond Construction Program projects. The packet included a list of projects and associated fees as 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, and was present for the Board discussion as well.

The contract for these engineering services, as approved by the Board, included the option to add additional surveying services to accompany civil engineering projects. The Facilities Committee recommended Board approval of those services, and the adjusted fees were 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.

Mr. Gary Gurwitz moved for Board approval of the proposed mechanical and civil engineering and surveying fees for the 2013 Bond Construction Program as presented, and Mr. Jesse Villarreal seconded the motion.

Mr. Paul R. Rodriguez noted a discrepancy between the recommended fees for mechanical engineering services to the Starr County Campus and Pecan Campus as compared to the negotiated fee for mechanical engineering services at the Mid Valley Campus. He asked Mr. Gallegos whether the scope of work and services would be comparable at each location, and Mr. Gallegos stated that they were reasonably comparable.

Mr. Gerry Rodriguez stated that they had confirmed the scope of services with the firm agreeing to the 7% rate, and that firm intended to deliver the full scope for that fee.

Mr. Rodriguez then asked Mr. Gallegos whether Broaddus & Associates would be able to return to the firms recommended for the Pecan Campus and Starr County Campus projects offer a best-and-final fee of 7%, to match the lowest negotiated fee for mechanical engineering services for 2013 Bond Construction Program projects.

Mr. Gallegos confirmed that Broaddus & Associates would be willing to provide a best-and-final counter offer to the firms if instructed to do so by the Board.

Dr. Alejo Salinas, Jr. indicated that there was currently a motion, and the motion would need to be modified or rescinded to permit the Board to discuss any other action.

Mr. Gary Gurwitz offered to rescind or modify the motion; however Mr. Jesse Villarreal chose not to rescind the second to the motion as presented, requiring the Board to vote on the motion as originally presented. This motion included the mechanical and civil engineering fees and additional surveying fees negotiated as follows:

Mechanical Engineering Services:

Project	Scheduled Fee	Final Fee
Pecan Campus Thermal Plant \$4,300,000 Half Associates	7.73% \$332,390	7.52% \$323,360

Project	Scheduled Fee	Final Fee
Mid-Valley Thermal Plant \$3,800,000 DBR Engineering	7.87% \$299,060	7.00% \$266,000
Starr County Thermal Plant \$3,800,000 Sigma Engineering	7.87% \$299,060	7.66% \$291,080

Civil Engineering and Surveying Services:

Project	Scheduled Fee	Final Fee	*Survey Fee	Total
Technology Campus Site Imp. \$650,000 Hinojosa Engineering	9.20% \$59,800	9.05% \$58,825	\$10,000	\$68,825
Nursing & Allied Health Site \$1,100,000 R. Gutierrez Engineering	8.75% \$96,250	8.64% \$95,040	\$9,431	\$104,471
Mid Valley Parking & Site Imp \$2,000,000 Halff Associates	8.65% \$173,000	8.50% \$170,000	\$10,000	\$180,000
Starr Co. Parking & Site Imp \$1,000,000 Melden & Hunt Eng.	8.75% \$87,500	8.25% \$82,500	\$6,500	\$89,000
Pecan Parking & Site Impr. \$2,000,000 PCE Engineers	8.65% \$173,000	8.15% \$163,000	\$10,000	\$173,000

*Note: Survey Fee is requested as an additional service

By a vote of 4 – 2, with Dr. Alejo Salinas, Jr. and Mr. Paul R. Rodriguez dissenting, the Board of Trustees of South Texas College approved and authorized the proposed mechanical and civil engineering and surveying fees for the 2013 Bond Construction Program as presented. The motion carried.

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 was requested.

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

Boultinghouse Simpson Gates Architects were ready to begin the 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.

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 to enhance 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.

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

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 was requested.

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

Below are the proposed lease terms 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 would 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.

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 facility lease agreement with McAllen Chamber of Commerce for use of Creative Incubator facility as presented. The motion carried.

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 was requested.

Funds for this project were included in the FY 2014-2015 construction budget. The packet included a 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 would 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 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) 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.

Project Budget		
Budget Components	Amount Budgeted	Actual Cost
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.

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.

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 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 motion carried.

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 was 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 would serve as a backup for the main Data Center currently 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.

Project Budget		
Budget Components	Available Funds	Estimated Cost
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 Halff Associates for the Starr County Campus Building E Data Center Generator project 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 contracting 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 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 was requested.

The previously 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 provided a summary of scoring and ranking for review by the Board.

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 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.

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 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 motion carried.

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 was requested.

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

STC staff issued the necessary plans and specifications for the solicitation of competitive sealed proposals. Solicitation of competitive sealed proposals for this project began on 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.

Timeline for Solicitation of Competitive Sealed Proposals	
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 was recommended that the top ranked contractor be recommended for Board approval.

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

Source of Funding	Budget Available	Highest Ranked Proposal
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.

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

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 March 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.

Funds for the re-roofing of the West Academic Building at the Technology Campus were included in the FY 2014-2015 renewals and replacements budget.

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.

Timeline for Solicitation of Competitive Sealed Proposals	
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.

Source of Funding	Amount Budgeted	Highest Ranked Proposal
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.

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 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 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 was 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 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 is anticipated that final acceptance of this project would 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.

U[on 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 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 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.

Legal Counsel wished There were no updates provided and this item was skipped without deliberation or action.

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 February 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.

Upon a motion by DS and a second by Mr. Jesse Villarreal, the Board of Trustees approved 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 motion carried.

Executive Session:

The South Texas College Board of Trustees convened into Executive Session at 6:57 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. Discussion and Action as Necessary on Disposition of an Interest in Certain Real Estate

Open Session:

The South Texas College Board of Trustees returned to Open Session at 7:40 p.m. No action was taken in Executive Session.

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

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

No action was taken.

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 was unable to attend the meeting, and no update was provided.

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 was unable to attend the meeting, and no update was provided.

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 postponed this item to a subsequent meeting when all Trustees could be present. No review was held and no action was taken.

Informational Items

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

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

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

Adjournment:

There being no further business to discuss, the Regular Meeting of the South Texas College Board of Trustees adjourned at 7:43 p.m.

I certify the foregoing are the true and correct minutes of the Tuesday, March 31, 2015 Regular Board Meeting of the South Texas College Board of Trustees.

Mr. Paul R. Rodriguez

Secretary

Approval and Authorization to Accept Grant Award(s)

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

1. The “Skills for Small Business” Grant from the Texas Workforce Commission in the Amount of \$20,000.

The “Skills for Small Business” grant from the Texas Workforce Commission Skills Development Fund in the amount not to exceed \$20,000 will provide resources for a program to support local employers, with services beginning April 6, 2015 and running through April 30, 2016. These resources will cover the costs for tuition, fees, and administration costs.

In the grant funded program, STC’s Continuing, Professional and Workforce Education will administer the “Skills for Small Business” grant through which participating employers request training in both credit and non-credit programs.

2. Additional “Nursing Shortage Reduction Program-Regular” Funds from Texas Higher Education Coordinating Board in the amount of \$35,516.10

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 \$35,516.10 adds to the newly amended awarded amount of \$207,638.51. The total award will not exceed \$243,154.61.

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.

3. Additional Grant(s) Received/Pending Official Award

The presented grants would provide up to \$55,516.10 in additional funding for the College to provide services and opportunities throughout the region.

Recommendation:

It is recommended the Board of Trustees approve and authorize accepting the following grant award(s) and use of related funds as authorized by each grant, contingent upon official award as appropriate:

1. The “Skills for Small Business” Grant from the Texas Workforce Commission in the Amount of \$20,000.
2. Additional “Nursing Shortage Reduction Program-Regular” Funds from Texas Higher Education Coordinating Board in the amount of \$35,516.10
3. 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. The “Skills for Small Business” Grant from the Texas Workforce Commission in the Amount of \$20,000.
2. Additional “Nursing Shortage Reduction Program-Regular” Funds from Texas Higher Education Coordinating Board in the amount of \$35,516.10
3. Additional Grant(s) Received/Pending Official Award

Approval Recommended:

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

Review of Items Presented to the Education and Workforce Development Committee

The following items were presented to the Education and Workforce Development Committee on Monday, April 13, 2015. These items were for the Committee's information and feedback to staff, and no action was taken.

1) Presentation on March 26, 2015 Women in Technology Event

On March 26, 2015 South Texas College hosted the *8th Annual Women in Technology* event at the Technology Campus, an initiative to build the education and motivation of women to explore opportunities for careers in the various technology fields offered at South Texas College.

Dr. Anahid Petrosian introduced Mr. Mario Reyna, Dean of Business & Technology, and Ms. Sara M. Lozano, Assistant Professor of Computer Assisted Drafting & Design (CADD) Technology. Mr. Reyna reviewed the background of the *Women in Technology* event and its successes in motivating female students to consider and succeed in traditionally male-dominated fields in technological areas.

Ms. Lozano spoke as Chair of the committee that oversees this event and provided more detail about the great success of the 2015 *Women in Technology* event and the increase to the scope of the event over previous years, outreach to local partnerships, and plans for future *Women in Technology* events.

The *Women in Technology* annual event started in 2008 as "*Ladies in Technology Night*" and was designed to bring females from the community onto the Technology Campus to learn about the technological fields and careers they could pursue at South Texas College. This was borne out of recognition that female professionals were underrepresented in many high-skilled technical fields. The event provided students and prospective students with an opportunity to hear from and meet females in high-skilled technology professions and to encourage these women to consider a wide range of careers.

In 2015, the event was renamed to *Women in Technology*, and was expanded to a full day of work sessions, presentations, and opportunities, including day time breakout sessions specifically for three hundred high school students and evening sessions for the community at large.

Due to space and time limitations, only three hundred high school students from the school districts in Hidalgo and Starr County were able to participate. All area high schools were invited to send 25 students, and the first respondents up to the set capacity were accepted. Plans for subsequent years will include considerations to expand the capacity to serve additional participants. Additionally, sponsorships from the community will be sought to help support the addition of live entertainment and refreshments for attendees.

In addition to the daytime program that specifically served local high school students, there were evening sessions for the general community. Ms. Lozano reported that there were many high

school students from the daytime session that brought their friends and families back to the evening to share the wonderful and inspiring programs.

Many local partners were brought on board to support the program, and showcases of our technology programs were provided to engage and encourage participants. Current students in these programs were on hand to provide a “Model your Career” fashion show, which comprised entirely of female South Texas College students participating in technical programs. These students represented their chosen field of study, carrying the tools of the trade and providing concrete examples of women pursuing, and succeeding, in high-skilled technical trades.

Dr. Vanessa Nelson, DNA Analyst with the Texas Department of Public Safety Crime Lab, was the keynote speaker, and Dr. Nelson also provided a break out session entitled *So You Want to be a Forensic Scientist*. Dr. Nelson was joined by several female members of her team in the Crime Lab, and they also hosted a Q&A session with attendees.

The March 2016 event was scheduled to be expanded to two full days, and coordinators are reaching out to community partners to develop further support for this expanded offering.

In addition to providing a review of the event and plans for the future, Mr. Reyna and Ms. Lozano shared the data of increased enrollment of female students in technical programs. Ms. Lozano shared that uniform standards are upheld for each program, and female students are achieving tremendous success competing on an equal basis with male colleagues in the same programs.

2) Presentation on Building a Pathway to Baccalaureate Degrees

Dr. Anahid Petrosian, Vice President for Academic Affairs, introduced Dr. Ali Esmaeili, Dean of Math, Science, and Bachelor Programs, and Mrs. Laura Boyer Sanchez, Associate Dean of Curriculum and Student Learning. This team presented on the College’s pathway to baccalaureate degrees.

Dual Enrollment

The “pathway to a baccalaureate degree” starts for many students with developmental education and dual enrollment opportunities to help students on the pathway toward a successful college career. South Texas College has the largest dual enrollment program in the State of Texas, serving 23 districts at 77 sites in Hidalgo and Starr counties. This included 26 Early College High Schools and 6 Academies, each of which provided opportunities for students to earn a certificate or associate’s degree concurrently with their high school diploma. Over 12,500 high school students completed over 1,500 college course sections this semester.

Stackable Credentials

Stackable Credentials were designed to provide clear value for recipients and to directly build toward a subsequent credential. From the first earned credit through the completion of a bachelor degree, students were provided many opportunities to attain a new credential, each of which could help them compete for a new job or earn new opportunities with a current employer:

- Marketable Skills
- Certificates
- Associate's Degree
- Advanced Certificate

These credentials were designed to provide the students with marketable value in the regional work force, and the College worked closely with advisory committees and independent labor market research to keep the programs aligned with regional need. Additionally, the College worked with its school district partners to align credentials with high school endorsements as developed under state law.

Bachelor Programs

In April 2015, the College offered four baccalaureate degrees. In May 2015, the College anticipated it would have conferred 917 bachelor degrees since the beginning of these programs in 2005.

The Committee packet included additional details showing the demographics of bachelor degree program graduates, including information on prior developmental coursework by graduates, dual enrollment credits held by graduates, and current baccalaureate degree graduates with stackable credentials. This data was compiled for the 802 baccalaureate degrees awarded thus far, and did not include the 115 expected graduates for May 2015.

These items are presented for review by the Board, and no action is requested.

Discussion and Action as Necessary to Adopt Tax Abatement Guidelines

South Texas College Legal Counsel, Mr. Jesus Ramirez, has drafted tax abatement guidelines for consideration by the South Texas College Board of Trustees. These guidelines are included within the Board packet for the Trustees' consideration and feedback to legal counsel and staff.

The Board is asked to discuss the proposed tax abatement guidelines with legal counsel and administration and to take any action as necessary.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize any action as necessary to adopt tax abatement guidelines 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 any action as necessary to adopt tax abatement guidelines as presented.

Approval Recommended:

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

President

Discussion and Action as Necessary on Hidalgo County Tax Resale Properties and Resolution Authorizing Tax Resale

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

The law offices of Linebarger Goggan Blair & Sampson, LLP have requested consideration and possible action on the tax resale of twenty-two (22) properties.

On February 3, 2015 Linebarger Goggan Blair & Sampson, LLP held a Tax Resale Auction at the Hidalgo County Clerk Records Management Facility for struck off properties located within Hidalgo County. The tax resale auction was published in The Monitor and several other newspapers throughout Hidalgo County.

The total amount the College will receive is \$16,157.09.

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

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

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

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

Recommendation:

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

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

The Board of Trustees of South Texas College approves and authorizes the Hidalgo County Tax Resale Bids and the Resolution Authorizing the Tax Resale to Linebarger Goggan Blair & Sampson, LLP as presented.

Approval Recommended:

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

President

SOUTH TEXAS COLLEGE

RESOLUTION NO. _____

On the 28th day of April 2015, at the regularly scheduled meeting of the South Texas College Board of Trustees, a motion was duly made and seconded to resell properties described on the attached list, which were acquired by the South Texas College through previous tax foreclosure proceedings. The properties were sold in accordance with Texas Tax Code Ann. §34.05.

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

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

SIGNED on this _____ day of _____, 2015.

Roy de León
Board Chair

ATTEST:

Paul R. Rodriguez
Secretary

**Presentation on Bond Market, Engagement of Underwriting Firm(s), and
Bond Issuance Debt Structure of the Limited Tax Bonds,
Series 2015**

Presentation on the Limited Tax Bonds, Series 2015:

Mrs. Anne Burger Entrekin with First Southwest will provide the Board with information on the bond market and the proposed timetable of events for the sale of the Limited Tax Bonds, Series 2015.

The presentation will also cover the proposed options for selection of underwriter firm(s) and recommendations of firms that the Board may choose to engage as senior or co-managing firms to underwrite the Limited Tax Bonds, Series 2015.

The Presentation follows in the packet for the Boards review and discussion.

The Board will be asked to take action on each of these items as identified in the agenda.



Contacts

Anne Burger Entrekin

Managing Director

anne.burgerentrekin@firstsw.com

70 Northeast Loop 410, Suite 710

San Antonio, Texas 78216

Direct: 210.308.2200

Cris Vela

Senior Vice President

cris.vela@firstsw.com

400 North McColl, Suite C

McAllen, Texas 78501

Direct: 956.686.0991

Jorge Delgado

Analyst

jorge.delgado@firstsw.com

325 N. Saint Paul St., Suite 800

Dallas, Texas 75201

Direct: 214.953.4019



Market Update, Tax Impact Analysis and Proposed Issuance Schedule

April 28, 2015

South Texas College

Executive Summary

- FirstSouthwest has been working in conjunction with South Texas College Staff to analyze capacity for future debt service
- This presentation provides a(n):
 - Update on current market conditions
 - Update to our tax rate impact analysis
 - Proposed schedule of events
 - Recommendation for a proposed underwriting syndicate

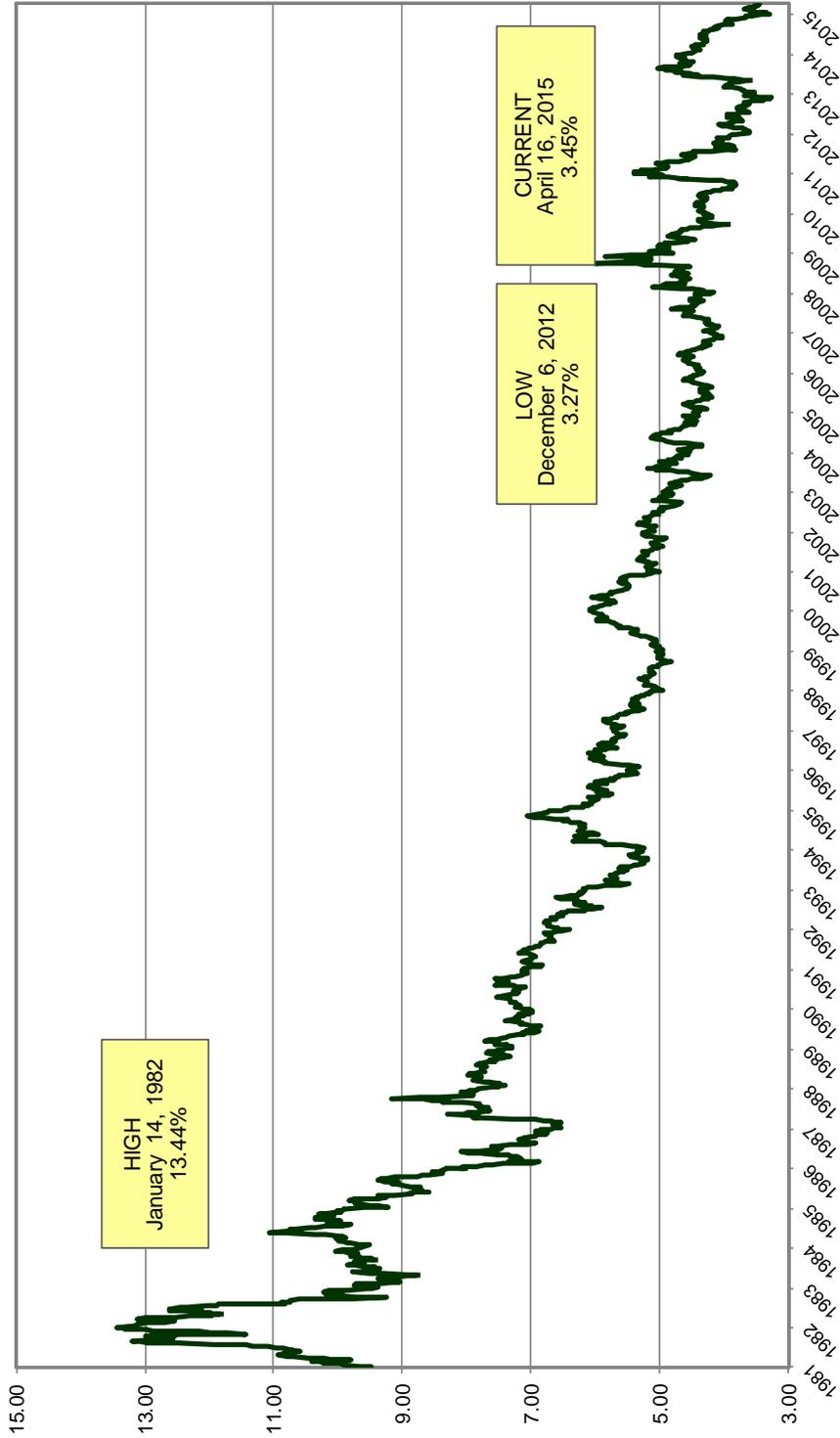
Market Update



Bond Buyer's Index of 20 Municipal Bonds

"Bond Buyer's" Index of 20 Municipal Bonds

Historical Rates Since January 1, 1981
Weekly Actual as of April 16, 2015

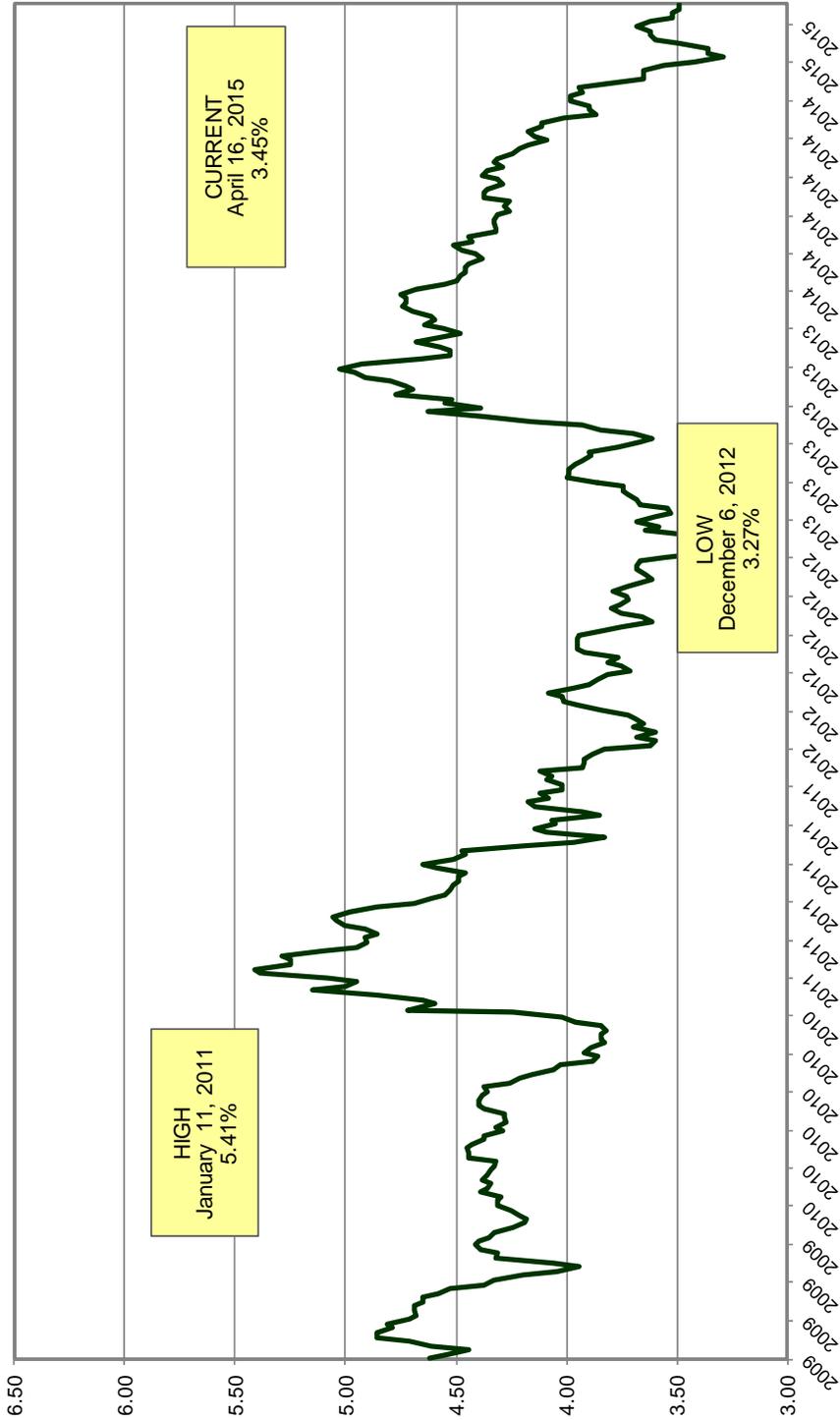


This graph depicts historical interest rates and their respective relationships. Future interest rates are dependent upon many factors such as, but not limited to, interest rate trends, tax rates, the supply and demand of short term securities, changes in laws, rules and regulations, as well as changes in credit quality and rating agency considerations. The effect of changes in such factors individually or in any combination could materially affect the relationships and effective interest rates. These results should be viewed with these potential changes in mind as well as the understanding that there may be interruptions in the short term market or no market may exist at all.

Bond Buyer's Index of 20 Municipal Bonds

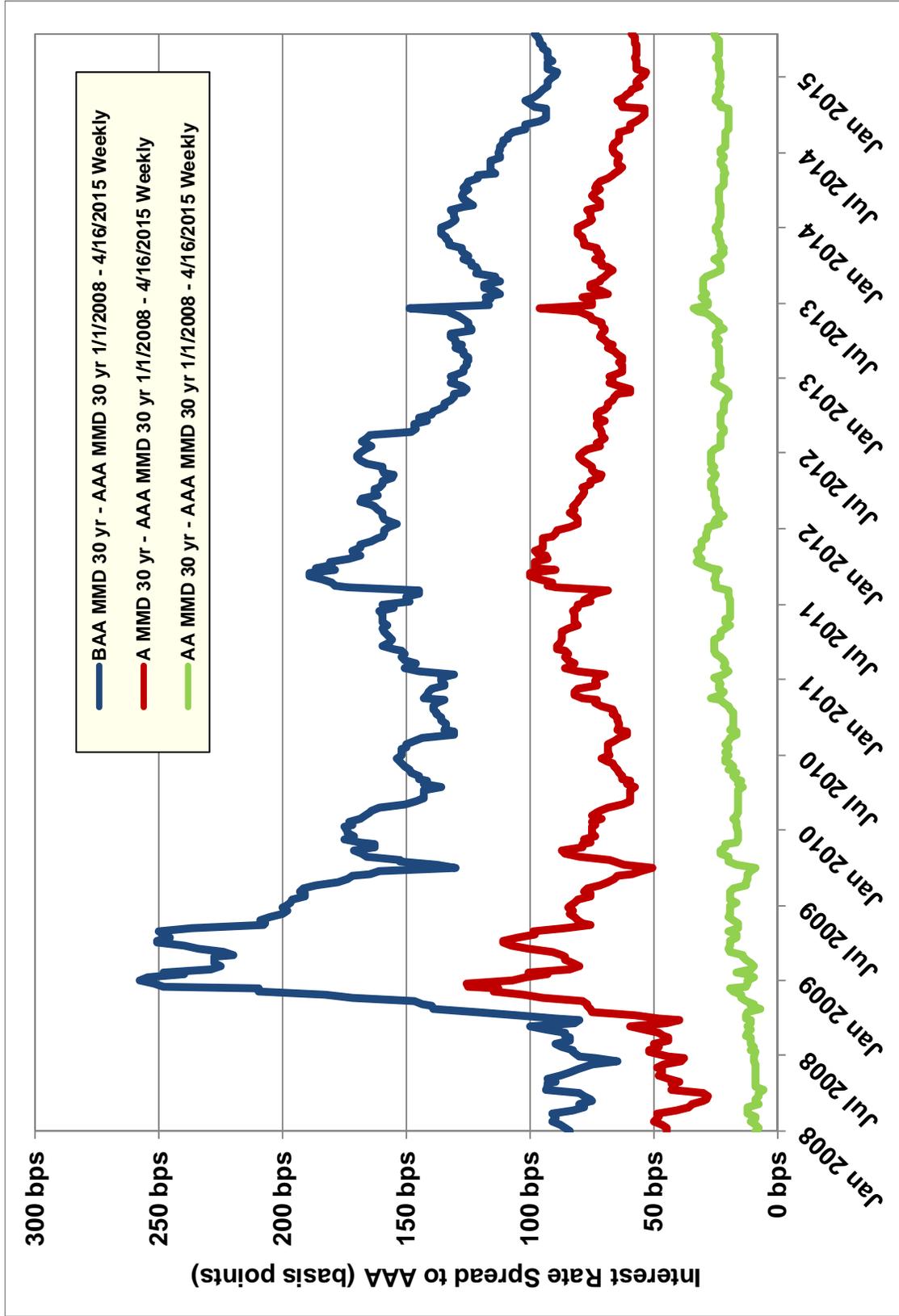
"Bond Buyer's" Index of 20 Municipal Bonds

5-Year History
Weekly Actual as of April 16, 2015

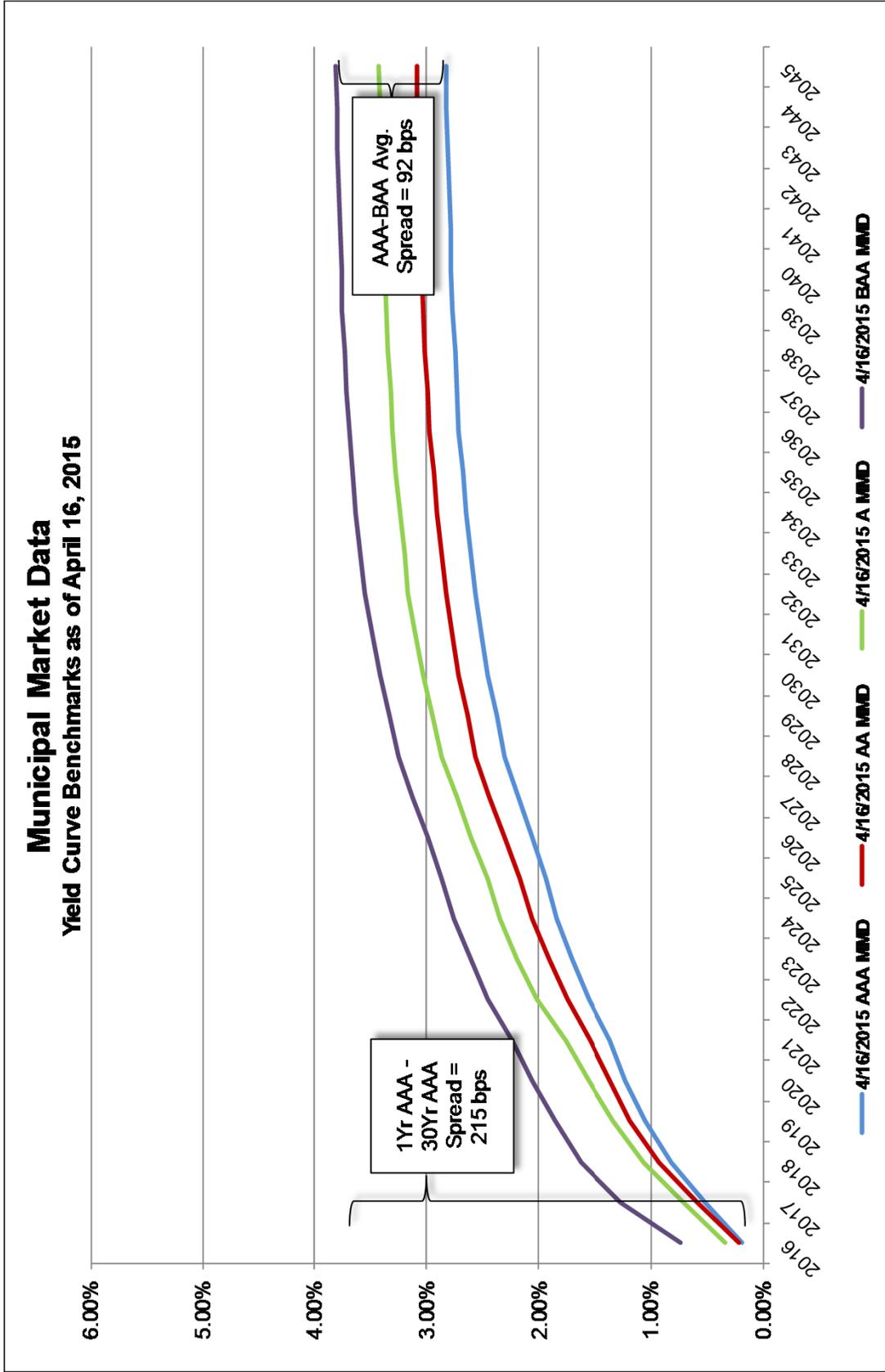


This graph depicts historical interest rates and their respective relationships. Future interest rates are dependent upon many factors such as, but not limited to, interest rate trends, tax rates, the supply and demand of short term securities, changes in laws, rules and regulations, as well as changes in credit quality and rating agency considerations. The effect of changes in such factors individually or in any combination could materially affect the relationships and effective interest rates. These results should be viewed with these potential changes in mind as well as the understanding that there may be interruptions in the short term market or no market may exist at all.

Credit Spreads



MMD Yield Comparisons



Tax Rate Impact



Proposed Series 2015 Structure

- The original Capital Improvement Program Analysis utilized for purposes of the election assumed bond issues from 2014 through 2017 with interest rates ranging 4.25% to 4.75% in order to achieve the targeted tax rate discussed with voters
- The 2014 Bond Issue was projected to be \$39.755 million and at a rate of 4.25%
 - Because the 2014 Bonds were able to achieve an interest rate of 3.85%, the issue was able to be increased to fund \$60 million in projects
- Given the conservative assumptions utilized and the low interest rate environment that has continued through this year, the STC has the ability to issue the remaining authorization of \$99,020,000 this year
 - This can be done within the tax rate projections outlined for voters
 - This will result in reduced overall cost of issuance by reducing the number of bond issues
 - This mitigates future interest rate risk by locking in the total cost of the debt service
 - Based on the projected construction schedule, STC should be able to meet the reasonable expectation of achieving 85% expenditure of bond proceeds in three years
 - Given the projected utilization of fund balance in the Debt Service Fund, the projected tax rate impact could be less than projected for voters

Summary of Tax Rate Impact Scenarios

South Texas College
\$99,020,000 Limited Tax Bonds, Series 2015
Summary of Projected Tax Rate Analysis⁽¹⁾



	Scenario A	Scenario B	Scenario C	Scenario D	Scenario E
Par Amount ⁽²⁾	\$ 86,950,000	\$ 87,115,000	\$ 87,020,000	\$ 86,970,000	\$ 86,990,000
Deposit to Project Fund	\$ 99,020,000	\$ 99,020,000	\$ 99,020,000	\$ 99,020,000	\$ 99,020,000
Aggregate Principal Years 2016-2018	\$ -	\$ 3,035,000	\$ 1,290,000	\$ 380,000	\$ 725,000
Aggregate Principal Years 2019-2035	\$ 86,950,000	\$ 84,080,000	\$ 85,730,000	\$ 86,590,000	\$ 86,265,000
I&S Funds Utilized	\$ (8,740,000)	\$ (14,000,000)	\$ (14,000,000)	\$ (10,000,000)	\$ (12,000,000)
Average Tax Rate Years 2016-2018 ⁽³⁾	0.0450	0.0425	0.0407	0.0440	0.0422
Average Tax Rate Years 2019-2035 ⁽³⁾	0.0411	0.0402	0.0407	0.0409	0.0409
True Interest Cost (TIC)	3.645%	3.630%	3.639%	3.643%	3.642%

Assumptions:

- (1) Assumes 'AA/Aa2' Current Market Interest Rates as of March 31, 2015 + 50 bps. Fiscal Year 2015 Taxable Assessed Valuation of **\$31,500,393,661** as reported by the Hidalgo and Starr Counties Appraisal Districts. Assumes no growth for purposes of illustration only; subject to change.
- (2) Par Amount assumes **Premium and a Deposit to the Project Fund of \$99,020,000.**
- (3) Est. tax collections rate: **98.50%**; after impact of outstanding debt service.

Proposed Schedule of Events



Proposed Timetable of Events

DATE	EVENT
Mon, Apr 13, 2015	Meeting with the Finance Committee to discuss Municipal Bond Market, Bond Issuance Debt Structure, and Proposed Timeline
Fri, Apr 17, 2015	FirstSouthwest and Bond Counsel begin preparation of preliminary official statement and other related documents
Mon, Apr 27, 2015	Send first draft of Preliminary Official Statement to group for review and comments
Tues, Apr 28, 2015	Meeting with the Board to discuss and consider approving the Proposed Timetable of Events, Underwriter Selection process and/or Underwriting Syndicate Selection, Discuss Market Update and possible action regarding Preliminary Debt Structure.
Mon, May 11, 2015	Comments due from working group.
Thurs, May 14, 2015	Second draft of Preliminary Official Statement and related documents to the working group.
Thurs, May 21, 2015	Comments due on second draft from working group.
Mon, May 25, 2015	Memorial Day
Thurs, May 28, 2015	Send Preliminary Official Statement and related documents to rating agencies.
Week of June 1	Send final draft of Preliminary Official Statement to group for review and comments.
Mon, Jun 8, 2015	Coordinate Calls with Rating Agencies
Thurs, Jun 11, 2015	Comments due on final draft of Preliminary Official Statement. Meeting with Finance Committee to discuss market update and review updated preliminary debt structure and recommend action as necessary. Comments due on revised draft of Preliminary Official Statement.
Fri, Jun 12, 2015	Receive Ratings
Mon, Jun 15, 2015	Preliminary Official Statement goes to i-Deal website for posting
Mon & Tues, Jun 22 & 23, 2015	Pricing
Tues, Jun 23, 2015	Meeting of the Board to conduct sale of Limited Tax Bonds. Consider the adoption of the Order Authorizing issuance of Tax Bonds and adopting the Order approving and authorizing the execution of the Bond Purchase Agreement
Tues, Jul 21, 2015	Briefing Activities as needed Closing: Delivery of Bond Proceeds

Apr-15						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

May-15						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Jun-15						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

Jul-15						
S	M	T	W	T	F	S
		1	2	3	4	
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

 = Key Dates  = Holidays

Proposed Syndicate Selection



Proposed Syndicate Selection

- Prior to the 2014 Bond issue, STC had not had a long-term bond issue over \$20 million since 2007
 - There had been a refunding for savings in 2010 of approximately \$19.55 million with a six (6) year amortization
- Given the duration of time since the last significant bond issue and the changes in the municipal markets, STC undertook a comprehensive process prior to the 2014 Bond issue to evaluate firms for the underwriter syndicate selection
 - This process included identifying the firms that had expressed an interest in working with the college, firms that had prior experience with the college, leading firms in underwriting education related bonds and Texas bonds
 - Additionally, firm overviews were provided for review
- After a deliberate process, the following firms were selected
 - Senior Manager – Estrada Hinojosa
 - Co-Managers – Jefferies, Raymond James and Stifel Nicolaus & Co.,
- Based on the performance of the syndicate in the 2014 transaction, we recommend STC consider utilization of the same syndicate for the proposed 2015 transaction
 - We have confirmed with our underwriting desk, that this syndicate has the capabilities to undertake a transaction of the proposed size being considered

Summary

- Given the conservative assumptions utilized during the Bond Election Process and the low interest rate environment last year that has continued through this year, the STC has the ability to issue the remaining authorization this year
 - This can be done within the tax rate projection outlined for voters, reduces issuance costs and mitigates future interest risk
 - Given the projected utilization of fund balance in the Debt Service Fund, the projected tax rate impact could be less than projected for voters

- We have provided a sample timeline for consideration
 - This timeline provides a balance between the timing of information from the Appraisal Districts to have a better determination of the new taxable assessed valuation which is optimal for structuring the bond issue and utilizing Debt Service Fund balance, and the tax rate setting process which includes publications

- We appreciate having the opportunity to work with STC and to assist you on this upcoming bond issue

Appendix A – Detailed Tax Rate Analysis Scenarios



Estimated Interest & Sinking Tax Rate Impact – Scenario A



South Texas College Projected Tax Rate Analysis - \$99,020,000 Limited Tax Bonds - Scenario A

FYE 8/31	Taxable Assessed Valuation ⁽¹⁾	Est. AV Growth ⁽²⁾	Existing I&S Tax- Supported D/S	Projected Existing Debt I&S Tax Rate	Proposed \$99,020,000 Limited Tax Bonds, Series 2015 ⁽³⁾⁽⁴⁾⁽⁵⁾			Projected Total Debt Service	Less: Available Funds	Estimated Net Total D/S	Debt I&S Tax Rate ⁽⁶⁾	Total I&S Tax Rate Change For Series 2015
					Principal	Interest	Total D/S					
2015	\$ 31,500,393,661		\$ 14,901,182	0.0450	-	-	-	\$ 14,901,182	-	\$ 14,901,182	0.0450	\$ -
2016	31,500,393,661	0.00%	12,529,650	0.0404	\$ 4,975,472	\$ 4,975,472	4,975,472	17,505,122	(3,550,000)	13,955,122	0.0450	-
2017	31,500,393,661	0.00%	12,446,050	0.0401	4,347,500	4,347,500	4,347,500	16,793,550	(2,840,000)	13,953,550	0.0450	-
2018	31,500,393,661	0.00%	11,973,000	0.0386	4,347,500	4,347,500	4,347,500	16,320,500	(2,350,000)	13,970,500	0.0450	-
2019	31,500,393,661	0.00%	5,740,650	0.0185	2,650,000	4,347,500	6,997,500	12,738,150	-	12,738,150	0.0411	-
2020	31,500,393,661	0.00%	4,958,750	0.0160	3,565,000	4,215,000	7,780,000	12,738,750	-	12,738,750	0.0411	-
2021	31,500,393,661	0.00%	4,959,500	0.0160	3,740,000	4,036,750	7,776,750	12,736,250	-	12,736,250	0.0410	-
2022	31,500,393,661	0.00%	4,959,250	0.0160	3,930,000	3,849,750	7,779,750	12,739,000	-	12,739,000	0.0411	-
2023	31,500,393,661	0.00%	4,957,750	0.0160	4,125,000	3,653,250	7,778,250	12,736,000	-	12,736,000	0.0410	-
2024	31,500,393,661	0.00%	4,959,750	0.0160	4,330,000	3,447,000	7,777,000	12,736,750	-	12,736,750	0.0410	-
2025	31,500,393,661	0.00%	4,959,750	0.0160	4,545,000	3,230,500	7,775,500	12,735,250	-	12,735,250	0.0410	-
2026	31,500,393,661	0.00%	4,957,500	0.0160	4,775,000	3,003,250	7,778,250	12,735,750	-	12,735,750	0.0410	-
2027	31,500,393,661	0.00%	4,957,750	0.0160	5,015,000	2,764,500	7,779,500	12,737,250	-	12,737,250	0.0411	-
2028	31,500,393,661	0.00%	4,960,000	0.0160	5,265,000	2,513,750	7,778,750	12,738,750	-	12,738,750	0.0411	-
2029	31,500,393,661	0.00%	4,958,750	0.0160	5,530,000	2,250,500	7,780,500	12,739,250	-	12,739,250	0.0411	-
2030	31,500,393,661	0.00%	4,958,750	0.0160	5,805,000	1,974,000	7,779,000	12,737,750	-	12,737,750	0.0411	-
2031	31,500,393,661	0.00%	4,959,500	0.0160	6,095,000	1,683,750	7,778,750	12,738,250	-	12,738,250	0.0411	-
2032	31,500,393,661	0.00%	4,960,500	0.0160	6,400,000	1,379,000	7,779,000	12,739,500	-	12,739,500	0.0411	-
2033	31,500,393,661	0.00%	4,961,250	0.0160	6,720,000	1,059,000	7,779,000	12,740,250	-	12,740,250	0.0411	-
2034	31,500,393,661	0.00%	4,961,250	0.0160	7,055,000	723,000	7,778,000	12,739,250	-	12,739,250	0.0411	-
2035	31,500,393,661	0.00%	-	-	7,405,000	370,250	7,775,250	7,775,250	-	7,775,250	0.0251	-
2036	31,500,393,661	0.00%	-	-	-	-	-	-	-	-	-	-
2037	31,500,393,661	0.00%	-	-	-	-	-	-	-	-	-	-
2038	31,500,393,661	0.00%	-	-	-	-	-	-	-	-	-	-
			\$ 131,980,532		\$ 86,950,000	\$ 58,171,222	\$ 145,121,222	\$ 277,101,754	\$ (8,740,000)	\$ 268,361,754		\$ -

Assumptions:

- (1) Fiscal Year 2015 Taxable Assessed Valuation as reported by the Hidalgo and Starr Counties Appraisal Districts.
- (2) Estimated Taxable Assessed Valuation assumes no growth for purposes of illustration only, subject to change.
- (3) Assumes 'AA/Aa2' Market Interest Rates as of March 31, 2015 + 50 bps (TIC @ 3.645%)
- (4) Assumes issuance in June 2015, first interest payment in February 2016, and the first principal payment in August 2019.
- (5) Assumes a deposit to the project fund of \$99,020,000
- (6) Est. tax collections rate 98.50%



Estimated Interest & Sinking Tax Rate Impact – Scenario B

South Texas College

Projected Tax Rate Analysis - \$99,020,000 Limited Tax Bonds - Scenario B



FYE 8/31	Taxable Assessed Valuation ⁽¹⁾	Est. AV Growth ⁽²⁾	Existing I&S Tax- Supported D/S	Projected Existing Debt I&S Tax Rate	Proposed \$99,020,000 Limited Tax Bonds, Series 2015 ⁽³⁾⁽⁴⁾⁽⁵⁾			Projected Total Debt Service	Less: Available Funds	Estimated Net Total D/S	Debt I&S Tax Rate ⁽⁶⁾	Total I&S Tax Rate Change For Series 2015
					Principal	Interest	Total D/S					
2015	\$ 31,500,393,661		\$ 14,901,182	0.0450	-	-	-	\$ 14,901,182	-	\$ 14,901,182	0.0450	-
2016	31,500,393,661	0.00%	12,529,650	0.0404	\$ 960,000	\$ 4,984,914	\$ 5,944,914	18,474,564	(5,300,000)	13,174,564	0.0425	-
2017	31,500,393,661	0.00%	12,446,050	0.0401	1,025,000	4,307,750	5,332,750	17,778,800	(4,600,000)	13,178,800	0.0425	-
2018	31,500,393,661	0.00%	11,973,000	0.0386	1,050,000	4,256,500	5,306,500	17,279,500	(4,100,000)	13,179,500	0.0425	-
2019	31,500,393,661	0.00%	5,740,650	0.0185	2,540,000	4,204,000	6,744,000	12,484,650	-	12,484,650	0.0402	-
2020	31,500,393,661	0.00%	4,958,750	0.0160	3,445,000	4,077,000	7,522,000	12,480,750	-	12,480,750	0.0402	-
2021	31,500,393,661	0.00%	4,959,500	0.0160	3,620,000	3,904,750	7,524,750	12,484,250	-	12,484,250	0.0402	-
2022	31,500,393,661	0.00%	4,959,250	0.0160	3,800,000	3,723,750	7,523,750	12,483,000	-	12,483,000	0.0402	-
2023	31,500,393,661	0.00%	4,957,750	0.0160	3,990,000	3,533,750	7,523,750	12,481,500	-	12,481,500	0.0402	-
2024	31,500,393,661	0.00%	4,959,750	0.0160	4,190,000	3,334,250	7,524,250	12,484,000	-	12,484,000	0.0402	-
2025	31,500,393,661	0.00%	4,959,750	0.0160	4,400,000	3,124,750	7,524,750	12,484,500	-	12,484,500	0.0402	-
2026	31,500,393,661	0.00%	4,957,500	0.0160	4,620,000	2,904,750	7,524,750	12,482,250	-	12,482,250	0.0402	-
2027	31,500,393,661	0.00%	4,957,750	0.0160	4,850,000	2,673,750	7,523,750	12,481,500	-	12,481,500	0.0402	-
2028	31,500,393,661	0.00%	4,960,000	0.0160	5,090,000	2,431,250	7,521,250	12,481,250	-	12,481,250	0.0402	-
2029	31,500,393,661	0.00%	4,958,750	0.0160	5,350,000	2,176,750	7,526,750	12,485,500	-	12,485,500	0.0402	-
2030	31,500,393,661	0.00%	4,958,750	0.0160	5,615,000	1,909,250	7,524,250	12,483,000	-	12,483,000	0.0402	-
2031	31,500,393,661	0.00%	4,959,500	0.0160	5,895,000	1,628,500	7,523,500	12,483,000	-	12,483,000	0.0402	-
2032	31,500,393,661	0.00%	4,960,500	0.0160	6,190,000	1,333,750	7,523,750	12,484,250	-	12,484,250	0.0402	-
2033	31,500,393,661	0.00%	4,961,250	0.0160	6,500,000	1,024,250	7,524,250	12,485,500	-	12,485,500	0.0402	-
2034	31,500,393,661	0.00%	4,961,250	0.0160	6,820,000	699,250	7,519,250	12,480,500	-	12,480,500	0.0402	-
2035	31,500,393,661	0.00%	-	-	7,165,000	358,250	7,523,250	7,523,250	-	7,523,250	0.0242	-
2036	31,500,393,661	0.00%	-	-	-	-	-	-	-	-	-	-
2037	31,500,393,661	0.00%	-	-	-	-	-	-	-	-	-	-
2038	31,500,393,661	0.00%	-	-	-	-	-	-	-	-	-	-
			\$ 131,980,532		\$ 87,115,000	\$ 56,591,164	\$ 143,706,164	\$ 275,686,696	\$ (14,000,000)	\$ 261,686,696		\$ -

Assumptions:

- (1) Fiscal Year 2015 Taxable Assessed Valuation as reported by the Hidalgo and Starr Counties Appraisal Districts.
- (2) Estimated Taxable Assessed Valuation assumes no growth for purposes of illustration only, subject to change.
- (3) Assumes 'AA/Aa2' Market Interest Rates as of March 31, 2015 + 50 bps (TIC at 3.630%)
- (4) Assumes issuance in June 2015, first interest payment in February 2016, and the first principal payment in August 2016.
- (5) Assumes a deposit to the project fund of \$99,020,000
- (6) Est. tax collections rate 98.50%



Estimated Interest & Sinking Tax Rate Impact – Scenario C

South Texas College

Projected Tax Rate Analysis - \$99,020,000 Limited Tax Bonds - Scenario C



FYE 8/31	Taxable Assessed Valuation ⁽¹⁾	Est. AV Growth ⁽²⁾	Existing I&S Tax- Supported D/S	Projected Existing Debt I&S Tax Rate	Proposed \$99,020,000 Limited Tax Bonds, Series 2015 ⁽³⁾⁽⁴⁾⁽⁵⁾			Projected Total Debt Service	Less: Available Funds	Estimated Net Total D/S	Debt I&S Tax Rate ⁽⁶⁾	Total I&S Tax Rate Change For Series 2015
					Principal	Interest	Total D/S					
2015	\$ 31,500,393,661		\$ 14,901,182	0.0450	-	-	-	\$ 14,901,182	-	\$ 14,901,182	0.0450	\$ -
2016	31,500,393,661	0.00%	12,529,650	0.0404	\$ 410,000	\$ 4,979,478	\$ 5,389,478	17,919,128	(5,300,000)	12,619,128	0.0407	-
2017	31,500,393,661	0.00%	12,446,050	0.0401	440,000	4,330,500	4,770,500	17,216,550	(4,600,000)	12,616,550	0.0407	-
2018	31,500,393,661	0.00%	11,973,000	0.0386	440,000	4,308,500	4,748,500	16,721,500	(4,100,000)	12,621,500	0.0407	-
2019	31,500,393,661	0.00%	5,740,650	0.0185	2,600,000	4,286,500	6,886,500	12,627,150	-	12,627,150	0.0407	-
2020	31,500,393,661	0.00%	4,958,750	0.0160	3,515,000	4,156,500	7,671,500	12,630,250	-	12,630,250	0.0407	-
2021	31,500,393,661	0.00%	4,959,500	0.0160	3,690,000	3,980,750	7,670,750	12,630,250	-	12,630,250	0.0407	-
2022	31,500,393,661	0.00%	4,959,250	0.0160	3,875,000	3,796,250	7,671,250	12,630,500	-	12,630,500	0.0407	-
2023	31,500,393,661	0.00%	4,957,750	0.0160	4,070,000	3,602,500	7,672,500	12,630,250	-	12,630,250	0.0407	-
2024	31,500,393,661	0.00%	4,959,750	0.0160	4,270,000	3,399,000	7,669,000	12,628,750	-	12,628,750	0.0407	-
2025	31,500,393,661	0.00%	4,959,750	0.0160	4,485,000	3,185,500	7,670,500	12,630,250	-	12,630,250	0.0407	-
2026	31,500,393,661	0.00%	4,957,500	0.0160	4,710,000	2,961,250	7,671,250	12,628,750	-	12,628,750	0.0407	-
2027	31,500,393,661	0.00%	4,957,750	0.0160	4,945,000	2,725,750	7,670,750	12,628,500	-	12,628,500	0.0407	-
2028	31,500,393,661	0.00%	4,960,000	0.0160	5,190,000	2,478,500	7,668,500	12,628,500	-	12,628,500	0.0407	-
2029	31,500,393,661	0.00%	4,958,750	0.0160	5,450,000	2,219,000	7,669,000	12,627,750	-	12,627,750	0.0407	-
2030	31,500,393,661	0.00%	4,958,750	0.0160	5,725,000	1,946,500	7,671,500	12,630,250	-	12,630,250	0.0407	-
2031	31,500,393,661	0.00%	4,959,500	0.0160	6,010,000	1,660,250	7,670,250	12,629,750	-	12,629,750	0.0407	-
2032	31,500,393,661	0.00%	4,960,500	0.0160	6,310,000	1,359,750	7,669,750	12,630,250	-	12,630,250	0.0407	-
2033	31,500,393,661	0.00%	4,961,250	0.0160	6,625,000	1,044,250	7,669,250	12,630,500	-	12,630,500	0.0407	-
2034	31,500,393,661	0.00%	4,961,250	0.0160	6,955,000	713,000	7,668,000	12,629,250	-	12,629,250	0.0407	-
2035	31,500,393,661	0.00%	-	-	7,305,000	365,250	7,670,250	7,670,250	-	7,670,250	0.0247	-
2036	31,500,393,661	0.00%	-	-	-	-	-	-	-	-	-	-
2037	31,500,393,661	0.00%	-	-	-	-	-	-	-	-	-	-
2038	31,500,393,661	0.00%	-	-	-	-	-	-	-	-	-	-
			\$ 131,980,532		\$ 87,020,000	\$ 57,498,978	\$ 144,518,978	\$ 276,499,510	\$ (14,000,000)	\$ 262,499,510		\$ -

Assumptions:

- (1) Fiscal Year 2015 Taxable Assessed Valuation as reported by the Hidalgo and Starr Counties Appraisal Districts.
- (2) Estimated Taxable Assessed Valuation assumes no growth for purposes of illustration only, subject to change.
- (3) Assumes 'AA/Aa2' Market Interest Rates as of March 31, 2015 + 50 bps (TIC @ 3.639%)
- (4) Assumes issuance in June 2015, first interest payment in February 2016, and the first principal payment in August 2016.
- (5) Assumes a deposit to the project fund of \$99,020,000
- (6) Est. tax collections rate 98.50%

Estimated Interest & Sinking Tax Rate Impact – Scenario D

South Texas College

Projected Tax Rate Analysis - \$99,020,000 Limited Tax Bonds - Scenario D



FYE 8/31	Taxable Assessed Valuation ⁽¹⁾	Est. AV Growth ⁽²⁾	Existing I&S Tax- Supported D/S	Projected Existing Debt I&S Tax Rate	Proposed \$99,020,000 Limited Tax Bonds, Series 2015 ⁽³⁾⁽⁴⁾⁽⁵⁾			Total D/S	Projected Total Debt Service	Less: Available Funds	Estimated Net Total D/S	Debt I&S Tax Rate ⁽⁶⁾	Total I&S Tax Rate Change For Series 2015
					Principal	Interest	Total						
2015	\$ 31,500,393,661		\$ 14,901,182	0.0450	-	-	-	\$ 14,901,182	\$ -	\$ 14,901,182	0.0450	\$ -	
2016	31,500,393,661	0.00%	12,529,650	0.0404	\$ 125,000	\$ 4,976,617	\$ 5,101,617	17,631,267	(3,970,000)	13,661,267	0.0440	-	
2017	31,500,393,661	0.00%	12,446,050	0.0401	125,000	4,342,250	4,467,250	16,913,300	(3,250,000)	13,663,300	0.0440	-	
2018	31,500,393,661	0.00%	11,973,000	0.0386	130,000	4,336,000	4,466,000	16,439,000	(2,780,000)	13,659,000	0.0440	-	
2019	31,500,393,661	0.00%	5,740,650	0.0185	2,635,000	4,329,500	6,964,500	12,705,150	-	12,705,150	0.0409	-	
2020	31,500,393,661	0.00%	4,958,750	0.0160	3,550,000	4,197,750	7,747,750	12,706,500	-	12,706,500	0.0410	-	
2021	31,500,393,661	0.00%	4,959,500	0.0160	3,725,000	4,020,250	7,745,250	12,704,750	-	12,704,750	0.0409	-	
2022	31,500,393,661	0.00%	4,959,250	0.0160	3,910,000	3,834,000	7,744,000	12,703,250	-	12,703,250	0.0409	-	
2023	31,500,393,661	0.00%	4,957,750	0.0160	4,110,000	3,638,500	7,748,500	12,706,250	-	12,706,250	0.0410	-	
2024	31,500,393,661	0.00%	4,959,750	0.0160	4,315,000	3,433,000	7,748,000	12,707,750	-	12,707,750	0.0410	-	
2025	31,500,393,661	0.00%	4,959,750	0.0160	4,530,000	3,217,250	7,747,250	12,707,000	-	12,707,000	0.0410	-	
2026	31,500,393,661	0.00%	4,957,500	0.0160	4,760,000	2,990,750	7,750,750	12,708,250	-	12,708,250	0.0410	-	
2027	31,500,393,661	0.00%	4,957,750	0.0160	4,995,000	2,752,750	7,747,750	12,705,500	-	12,705,500	0.0409	-	
2028	31,500,393,661	0.00%	4,960,000	0.0160	5,245,000	2,503,000	7,748,000	12,708,000	-	12,708,000	0.0410	-	
2029	31,500,393,661	0.00%	4,958,750	0.0160	5,505,000	2,240,750	7,745,750	12,704,500	-	12,704,500	0.0409	-	
2030	31,500,393,661	0.00%	4,958,750	0.0160	5,780,000	1,965,500	7,745,500	12,704,250	-	12,704,250	0.0409	-	
2031	31,500,393,661	0.00%	4,959,500	0.0160	6,070,000	1,676,500	7,746,500	12,706,000	-	12,706,000	0.0410	-	
2032	31,500,393,661	0.00%	4,960,500	0.0160	6,370,000	1,373,000	7,743,000	12,703,500	-	12,703,500	0.0409	-	
2033	31,500,393,661	0.00%	4,961,250	0.0160	6,690,000	1,054,500	7,744,500	12,705,750	-	12,705,750	0.0409	-	
2034	31,500,393,661	0.00%	4,961,250	0.0160	7,025,000	720,000	7,745,000	12,706,250	-	12,706,250	0.0410	-	
2035	31,500,393,661	0.00%	-	-	7,375,000	368,750	7,743,750	7,743,750	-	7,743,750	0.0250	-	
2036	31,500,393,661	0.00%	-	-	-	-	-	-	-	-	-	-	
2037	31,500,393,661	0.00%	-	-	-	-	-	-	-	-	-	-	
2038	31,500,393,661	0.00%	-	-	-	-	-	-	-	-	-	-	
			\$ 131,980,532		\$ 86,970,000	\$ 57,970,617	\$ 144,940,617	\$ 276,921,149	\$(10,000,000)	\$ 266,921,149		\$ -	

Assumptions:

- (1) Fiscal Year 2015 Taxable Assessed Valuation as reported by the Hidalgo and Starr Counties Appraisal Districts.
- (2) Estimated Taxable Assessed Valuation assumes no growth for purposes of illustration only, subject to change.
- (3) Assumes 'AA/Aa2' Market Interest Rates as of March 31, 2015 + 50 bps (TIC @ 3.643%)
- (4) Assumes issuance in June 2015, first interest payment in February 2016, and the first principal payment in August 2016.
- (5) Assumes a deposit to the project fund of \$99,020,000
- (6) Est. tax collections rate 98.50%



Estimated Interest & Sinking Tax Rate Impact – Scenario E



South Texas College Projected Tax Rate Analysis - \$99,020,000 Limited Tax Bonds - Scenario E

FYE 8/31	Taxable Assessed Valuation ⁽¹⁾	Est. AV Growth ⁽²⁾	Existing I&S Tax- Supported D/S	Projected Existing Debt I&S Tax Rate	Proposed \$99,020,000 Limited Tax Bonds, Series 2015 ⁽³⁾⁽⁴⁾⁽⁵⁾			Projected Total Debt Service	Less: Available Funds	Estimated Net Total D/S	Debt I&S Tax Rate ⁽⁶⁾	Total I&S Tax Rate Change For Series 2015
					Principal	Interest	Total D/S					
2015	\$ 31,500,393,661		\$ 14,901,182	0.0450	-	-	\$ 14,901,182	\$ -	\$ 14,901,182	0.0450	\$ -	
2016	31,500,393,661	0.00%	12,529,650	0.0404	\$ 200,000	\$ 4,977,761	\$ 5,177,761	(4,600,000)	13,107,411	0.0422	-	
2017	31,500,393,661	0.00%	12,446,050	0.0401	250,000	4,339,500	4,589,500	(3,930,000)	13,105,550	0.0422	-	
2018	31,500,393,661	0.00%	11,973,000	0.0386	275,000	4,327,000	4,602,000	(3,470,000)	13,105,000	0.0422	-	
2019	31,500,393,661	0.00%	5,740,650	0.0185	2,625,000	4,313,250	6,938,250	-	12,678,900	0.0409	-	
2020	31,500,393,661	0.00%	4,958,750	0.0160	3,535,000	4,182,000	7,717,000	-	12,675,750	0.0409	-	
2021	31,500,393,661	0.00%	4,959,500	0.0160	3,710,000	4,005,250	7,715,250	-	12,674,750	0.0408	-	
2022	31,500,393,661	0.00%	4,959,250	0.0160	3,900,000	3,819,750	7,719,750	-	12,679,000	0.0409	-	
2023	31,500,393,661	0.00%	4,957,750	0.0160	4,095,000	3,624,750	7,719,750	-	12,677,500	0.0409	-	
2024	31,500,393,661	0.00%	4,959,750	0.0160	4,295,000	3,420,000	7,715,000	-	12,674,750	0.0408	-	
2025	31,500,393,661	0.00%	4,959,750	0.0160	4,510,000	3,205,250	7,715,250	-	12,675,000	0.0409	-	
2026	31,500,393,661	0.00%	4,957,500	0.0160	4,740,000	2,979,750	7,719,750	-	12,677,250	0.0409	-	
2027	31,500,393,661	0.00%	4,957,750	0.0160	4,975,000	2,742,750	7,717,750	-	12,675,500	0.0409	-	
2028	31,500,393,661	0.00%	4,960,000	0.0160	5,225,000	2,494,000	7,719,000	-	12,679,000	0.0409	-	
2029	31,500,393,661	0.00%	4,958,750	0.0160	5,485,000	2,232,750	7,717,750	-	12,676,500	0.0409	-	
2030	31,500,393,661	0.00%	4,958,750	0.0160	5,760,000	1,958,500	7,718,500	-	12,677,250	0.0409	-	
2031	31,500,393,661	0.00%	4,959,500	0.0160	6,045,000	1,670,500	7,715,500	-	12,675,000	0.0409	-	
2032	31,500,393,661	0.00%	4,960,500	0.0160	6,350,000	1,368,250	7,718,250	-	12,678,750	0.0409	-	
2033	31,500,393,661	0.00%	4,961,250	0.0160	6,665,000	1,050,750	7,715,750	-	12,677,000	0.0409	-	
2034	31,500,393,661	0.00%	4,961,250	0.0160	7,000,000	717,500	7,717,500	-	12,678,750	0.0409	-	
2035	31,500,393,661	0.00%	-	-	7,350,000	367,500	7,717,500	-	7,717,500	0.0249	-	
2036	31,500,393,661	0.00%	-	-	-	-	-	-	-	-	-	
2037	31,500,393,661	0.00%	-	-	-	-	-	-	-	-	-	
2038	31,500,393,661	0.00%	-	-	-	-	-	-	-	-	-	
\$ 131,980,532					\$ 86,990,000	\$ 57,796,761	\$ 144,786,761	\$ (12,000,000)	\$ 276,767,293	\$ 264,767,293	\$ -	

Assumptions:

- (1) Fiscal Year 2015 Taxable Assessed Valuation as reported by the Hidalgo and Starr Counties Appraisal Districts.
- (2) Estimated Taxable Assessed Valuation assumes no growth for purposes of illustration only, subject to change.
- (3) Assumes 'AA/Aa2 Market Interest Rates as of March 31, 2015 + 50 bps (TIC @ 3.642%)
- (4) Assumes issuance in June 2015, first interest payment in February 2016, and the first principal payment in August 2016.
- (5) Assumes a deposit to the project fund of \$99,020,000
- (6) Est. tax collections rate **98.50%**



Approval of Timetable of Events for the Sale of the Limited Tax Bonds, Series 2015 and Authorize the President and Staff to Proceed Based on Timetable of Events

Approval of the proposed timetable of events for the sale of the Limited Tax Bonds, Series 2015 and action by the President and staff as necessary to follow the Timetable of Events is requested.

Anne Burger Entrekin from First Southwest Company will be present at the meeting to discuss the Proposed Timetable of Events for the sale of the Limited Tax Bonds, Series 2015.

The Proposed Timetable of Events follows in the packet for the Boards review and discussion.

The Finance and Human Resources Committee reviewed the proposed timetable with Ms. Entrekin and provided feedback, but no action was requested or taken.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize the Proposed Timetable of Events for the sale of the Limited Tax Bonds, Series 2015 and action by the President and staff as necessary to follow the Timetable of Events 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 Timetable of Events for the sale of the Limited Tax Bonds, Series 2015 and action by the President and staff as necessary to follow the Timetable of Events as presented.

Approval Recommended:

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

President

Proposed Timetable of Events

DATE	EVENT
Mon, Apr 13, 2015	Meeting with the Finance Committee to discuss Municipal Bond Market, Bond Issuance Debt Structure, and Proposed Timeline
Fri, Apr 17, 2015	FirstSouthwest and Bond Counsel begin preparation of preliminary official statement and other related documents
Mon, Apr 27, 2015	Send first draft of Preliminary Official Statement to group for review and comments
Tues, Apr 28, 2015	Meeting with the Board to discuss and consider approving the Proposed Timetable of Events, Underwriter Selection process and/or Underwriting Syndicate Selection, Discuss Market Update and possible action regarding Preliminary Debt Structure.
Mon, May 11, 2015	Comments due from working group.
Thurs, May 14, 2015	Second draft of Preliminary Official Statement and related documents to the working group.
Thurs, May 21, 2015	Comments due on second draft from working group.
Mon, May 25, 2015	Memorial Day
Thurs, May 28, 2015	Send Preliminary Official Statement and related documents to rating agencies.
Week of June 1	Send final draft of Preliminary Official Statement to group for review and comments.
Mon, Jun 8, 2015	Coordinate Calls with Rating Agencies
Thurs, Jun 11, 2015	Comments due on final draft of Preliminary Official Statement. Meeting with Finance Committee to discuss market update and review updated preliminary debt structure and recommend action as necessary.
Fri, Jun 12, 2015	Comments due on revised draft of Preliminary Official Statement. Receive Ratings
Mon, Jun 15, 2015	Preliminary Official Statement goes to i-Deal website for posting
Mon & Tues, Jun 22 & 23, 2015	Pricing
Tues, Jun 23, 2015	Meeting of the Board to conduct sale of Limited Tax Bonds. Consider the adoption of the Order Authorizing issuance of Tax Bonds and adopting the Order approving and authorizing the execution of the Bond Purchase Agreement
Tues, Jul 21, 2015	Briefing Activities as needed Closing: Delivery of Bond Proceeds

Apr-15						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

May-15						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Jun-15						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

Jul-15						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

 = Key Dates  = Holidays

Review and Action as Necessary on the Engagement of Underwriting Firm(s) for the Limited Tax Bonds, Series 2015

Approval of the engagement of underwriting firm(s) for the Limited Tax Bonds, Series 2015 is requested.

Anne Burger Entrekin from First Southwest Company is recommending that the College consider utilization of the same syndicate that was used in the 2014 transaction be used for the proposed 2015 bond transaction.

The firms selected for the 2014 transaction were

- Senior Manager – Estrada Hinojosa
- Co-Managers – Jefferies, Raymond James and Stifel Nicolaus & Co.,

STC undertook a comprehensive process prior to the 2014 Bond issue to evaluate firms for the underwriter syndicate selection. This process included identifying the firms that had expressed an interest in working with the college, firms that had prior experience with the College and leading firms in underwriting education related bonds and Texas bonds.

Anne Burger Entrekin will discuss other options and processes at the meeting, including the underwriting syndicate selection process.

The Proposed Syndicate presentation and the Underwriting Firm Summary follows in the packet for the Board's review and discussion.

The selections of the underwriting firm(s) will allow the College to proceed with the proposed timetable of events and allow for the sale of \$99,020,000 in bonds according to the earliest timeline as proposed.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize the engagement of the underwriting firm Estrada Hinojosa & Company, Inc. as the senior manager and the three firms Jefferies LLC, Raymond James, and Stifel Nicolaus Co., Inc. as co-managers for the Limited Tax Bonds, Series 2015 as presented.

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

The Board of Trustees of South Texas College approves and authorizes the engagement of the underwriting firm Estrada Hinojosa & Company, Inc. as the senior manager and the three firms Jefferies LLC, Raymond James, and Stifel Nicolaus Co., Inc. as co-managers for the Limited Tax Bonds, Series 2015 as presented.

Approval Recommended:

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

UNDERWRITING SYNDICATE SELECTION PROCESS

The South Texas College Board has several options related to the selection of the underwriting syndicates for the upcoming bond issues. Each of these options is utilized by other political subdivisions, so it is a matter of preference by the Board. Additionally, STC may utilize a combination of the methods described below.

Experience with STC – Utilize underwriting firms that (i) have supported STC’s bond sales and have a proven track record and/or (ii) have called on STC and offered proposals and ideas of value

Rankings – Select firms that have high rankings based on Texas bond issues, Education bond issues and/or Higher Education bond issues

Request for Proposals – This entails drafting a request for proposal with a broad solicitation that includes questions related to experience and other criteria that would be valuable in selecting an underwriting syndicate. May (i) be difficult to evaluate based on objective criteria (rankings can vary depending on time period and universe (i.e. TX vs all US)) and (ii) not be in STC’s best interest to select firms based on proposed expenses or pricing

Based on a discussion with our underwriting desk and on the projected size of the first transaction, our desk recommends a syndicate of four firms would be appropriate. Additionally, we suggest being sure to have firms that will reach different sectors of the market to ensure a broad distribution of the bonds.

Considerations for the Underwriting Syndicate

We believe it is important for underwriters to demonstrate their engagement in the early phases of a transaction, such as preparation of the authorizing documents and preliminary official statement. Active participation on conference calls and submission of written comments on documents demonstrate the importance of a transaction to the banker and their firm, and is often indicative of their level of engagement on the date of pricing. We inform our clients of underwriters’ level of participation, allowing them the opportunity to take action to correct such behavior, and/or consider it in the determination of liabilities, as well as future engagements.

During pre-pricing discussions, we consider the timeliness and quality of information provided by the members of the underwriting syndicate. It is important for underwriters to submit their initial price views timely, reflect current market conditions, and with realistic market levels for that specific credit. We expect a representative from each firms’ underwriting desk to actively participate in pre-pricing calls, allowing us to monitor level of engagement of the underwriting desk and the firm’s sales force.

During pricing, expectations of Senior Managers and Co-Managers is different. We expect a Senior Manager to have frequent and effective communication with our client and ourselves, as well as the other members of the underwriting team. Effective communication helps to minimize both misunderstandings and surprises that may occur during the pricing process, leading to a better outcome. With respect to the order period, it is important for the Senior Manager to set

the tone, and generate strong investor demand across the maturity spectrum from a broad range of investors. Key “anchor orders” will always drive a pricing, however generating demand in the form of smaller orders can help solidify a book of orders and drive down yields, or minimize the need to increase yields in a repricing.

With respect to Co-Managers, we evaluate the number and quality of the orders for bonds submitted. While the majority of orders will flow through the Senior Manager, it is important for Co-Managers to place priority orders to achieve the best possible pricing. We also view Co-Managers performance positively when they place member orders in the amount of their liability for maturities that are undersubscribed early in the order period. Conversely, we view negatively the submission of member orders late in the order period for maturities that are already oversubscribed. This practice can negatively impact the order book, by showing orders that are not real and therefore create unnecessary tension during repricing discussions. To monitor this practice, we track orders from co-managers during the order period, including the time the order was placed.

With the completion of the pricing, we evaluate a Senior Manager based on their proposed allocation of bonds. We review proposed allocations, and encourage our clients to take an active role as well, to ensure fair treatment of the participating underwriters. We believe consistent fair and equitable treatment of all members of the underwriting syndicate will result in the best results for a client, as their underwriters will know their efforts to sell bonds will be rewarded. We have also found post-pricing de-briefing calls with each firm beneficial to understand how the order period was conducted and ensure the allocation process was done in accordance with all applicable regulations and expectations of our client.

Proposed Syndicate Selection



Proposed Syndicate Selection

- Prior to the 2014 Bond issue, STC had not had a long-term bond issue over \$20 million since 2007
 - There had been a refunding for savings in 2010 of approximately \$19.55 million with a six (6) year amortization
- Given the duration of time since the last significant bond issue and the changes in the municipal markets, STC undertook a comprehensive process prior to the 2014 Bond issue to evaluate firms for the underwriter syndicate selection
 - This process included identifying the firms that had expressed an interest in working with the college, firms that had prior experience with the college, leading firms in underwriting education related bonds and Texas bonds
 - Additionally, firm overviews were provided for review
- After a deliberate process, the following firms were selected
 - Senior Manager – Estrada Hinojosa
 - Co-Managers – Jefferies, Raymond James and Stifel Nicolaus & Co.,
- Based on the performance of the syndicate in the 2014 transaction, we recommend STC consider utilization of the same syndicate for the proposed 2015 transaction
 - We have confirmed with our underwriting desk, that this syndicate has the capabilities to undertake a transaction of the proposed size being considered

Summary

- Given the conservative assumptions utilized during the Bond Election Process and the low interest rate environment last year that has continued through this year, the STC has the ability to issue the remaining authorization this year
 - This can be done within the tax rate projection outlined for voters, reduces issuance costs and mitigates future interest risk
 - Given the projected utilization of fund balance in the Debt Service Fund, the projected tax rate impact could be less than projected for voters

- We have provided a sample timeline for consideration
 - This timeline provides a balance between the timing of information from the Appraisal Districts to have a better determination of the new taxable assessed valuation which is optimal for structuring the bond issue and utilizing Debt Service Fund balance, and the tax rate setting process which includes publications

- We appreciate having the opportunity to work with STC and to assist you on this upcoming bond issue

Underwriting Firm Summary

UNDERWRITING FIRM SUMMARY

Estrada Hinojosa & Co, Inc. –*This Firm has previously served in an underwriting role to South Texas College*

Estrada Hinojosa & Company, Inc. is headquartered in Dallas with offices in Austin, Houston and San Antonio. Trading and underwriting is conducted out of Dallas. Estrada Hinojosa operates primarily as a broker of publicly traded securities and investments in Texas. Estrada Hinojosa financial advisory experience includes cities, counties, community college districts, school districts and special districts. The firm has also served as underwriters on numerous financings in the Southwest particularly by Texas issuers along the Texas-Mexico border.

Jefferies LLC - *This Firm has previously served in an underwriting role to South Texas College*

Jefferies Public Finance is present in the following Texas locations: Houston and Dallas. Trading and underwriting is conducted out of New York. Jefferies Group, Inc. is a publicly-traded holding company whose subsidiaries comprise a global, full-service investment banking and institutional securities firm. Services provided include: institutional securities broker-dealer, which includes several types of financial services, such as principal and agency transactions in equity, high yield, corporate bond, mortgage-and asset-backed, municipal, government and agency, convertible and international securities, as well as investment banking and fundamental research. Jefferies Group LLC (jefferies.com) is a wholly-owned subsidiary of Leucadia National Corporation (NYSE: LUK), a diversified holding company.

Raymond James - *This Firm has previously served in an underwriting role to South Texas College*

Raymond James is a diversified financial services holding company engaged primarily in investment banking, asset management, and financial planning. The Public Finance group has in-depth experience and expertise in providing financing solutions for a broad range of tax-exempt issues which include general obligation, airports, utilities, higher education, school districts, and healthcare. Raymond James is headquartered in St. Petersburg, Florida and is present in the following Texas locations: Dallas, Houston, and San Antonio. Publicly traded on the NYSE under the symbol “RJF”.

Stifel Nicolaus - *This Firm has previously served in an underwriting role to South Texas College.*

Stifel Nicolaus is a full-service brokerage and investment banking firm that is based out of St. Louis, Missouri with a Texas location in San Antonio. Stifel Nicolaus has worked with a diverse number of public and non-profit entities, including municipalities, hospitals, long-term care facilities, educational institutions, public agencies, and other state and local governments. Stifel Nicolaus is a subsidiary of Stifel Financial Corp. which was formed as a holding company and is publicly traded on the NYSE under the symbol “SF”.

**State of
Texas
Top
Underwriters/
General
Education**

The table below illustrates the most current information for the companies:

<u>Firm</u>	<u>Excess Net Capital</u>	<u>Information as of</u>	<u>S&P</u>	<u>Moody's</u>	<u>Fitch</u>
Estrada Hinojosa & Co, Inc.*	\$ 2,717,452	12/31/2014	NR	NR	NR
Jefferies LLC*	\$ 859,014,838	12/31/2014	BBB-	Baa3	BBB-
Raymond James*	\$ 425,565,000	12/31/2014	BBB	Baa2	NR
Stifel Nicolaus*	\$ 357,900,000	12/31/2014	BBB-	NR	BBB-

* These firms have previously served in an Underwriting role to the College.

UNDERWRITER RANKINGS (TEXAS ONLY)

Texas Higher Education Underwriter Rankings January 1, 2014 to Year-to-Date

<u>Rank</u>	<u>Firm</u>	<u>Par Amount (US\$ mil)</u>
1	Estrada Hinojosa	\$ 1,461.89
2	RBC Capital Mkts	1,346.45
3	Piper Jaffray	1,336.87
4	Samuel A. Ramirez	1,333.91
5	Raymond James	1,194.93
6	Barclays Capital	1,087.76
7	Morgan Stanley	1,083.24
8	Wells Fargo Secs	977.89
9	JPMorgan	866.40
10	Citigroup	819.46
11	Siebert Brandford	807.15
12	Loop Capital	733.58
13	Fidelity Capital	707.81
14	FirstSouthwest	681.70
15	Frost Bank	638.42
16	Jefferies	558.62
17	George K. Baum	538.82
18	Mesirow Financial	452.13
19	Robert W. Baird	404.80
20	Southwest Securities	360.83

Senior and CO-Managing Underwriter

Source: MuniAnalytics

Texas Education Underwriter Rankings January 1, 2014 to Year-to-Date

<u>Rank</u>	<u>Firm</u>	<u>Par Amount (US\$ mil)</u>
1	Raymond James	\$10,022.62
2	RBC Capital Mkts	7,456.66
3	Piper Jaffray	4,944.42
4	Wells Fargo Secs	4,902.51
5	BOSC	4,883.07
6	FirstSouthwest	4,083.96
7	Estrada Hinojosa	3,869.49
8	Citigroup	3,858.72
9	JPMorgan	3,671.00
10	Robert W. Baird	3,139.00
11	Frost Bank	3,127.60
12	Southwest Securities	3,071.20
13	Jefferies	2,868.93
14	Coastal Securities	2,804.38
15	Loop Capital	1,882.57
16	Stifel Nicolaus	1,608.17
17	Edward Jones	1,465.60
18	FTN Fin Cap Mkts	1,350.94
19	SAMCO Cap Mkts	1,333.48
20	CIBC World Markets	1,085.28

Senior and CO-Managing Underwriter

Source: MuniAnalytics

Texas Underwriter Rankings
January 1, 2014 to Year-to-Date

Rank	Firm	Par Amount (US\$ mil)
1	Raymond James	\$23,825.59
2	RBC Capital Mkts	20,695.85
3	Citigroup	17,282.01
4	Wells Fargo Secs	14,476.55
5	Morgan Stanley	13,644.68
6	Jefferies	9,375.71
7	Frost Bank	9,251.37
8	BOSC	8,620.84
9	Estrada Hinojosa	7,524.79
10	FirstSouthwest	6,067.73
11	Robert W. Baird	5,447.91
12	Coastal Securities	5,102.13
13	SAMCO Cap Mkts	4,630.00
14	Stifel Nicolaus	4,166.03
15	Southwest Securities	3,931.94
16	BLNS Securities	1,037.40
17	M. E. Allison	1,023.75
18	WNJ Capital	1,008.51
19	Crews & Associates	944.61
20	Ross Sinclair	859.58

Senior and CO-Managing Underwriter

Source: MuniAnalytics

Review and Action as Necessary on Award of Proposals, Purchases, Renewals, License Agreement, and Contract Extension

Approval of the following proposal awards, purchases, renewals, license agreement, and contract extension is requested.

1) District Wide Special Event Venue Audio Visual Upgrades (Award)

Award the proposal for the district wide special event venue audio visual upgrades to Audio Visual Aids Corp (San Antonio, TX), at a total cost of \$157,743.50.

Several special event venues across the district, including the auditoriums at the Technology, Starr, and Mid-Valley campuses, as well as the Pecan Campus Cooper Center, are in need of upgrading. The currently installed analog equipment ranges in age from 7 to 12 years and is experiencing connectivity issues and lacks the ability to support current technologies such as streaming, recording and archiving. This upgrade will replace the older analog audiovisual infrastructure with an up-to-date digital infrastructure capable of supporting current technologies

Proposal documents were advertised on March 9, 2015 and March 16, 2015 and issued to five (5) vendors. One (1) response was received on March 26, 2015 and reviewed by Instructional Technologies and the Purchasing Department.

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

2) Programmable Direct Connect Power Supply (Award)

Award the proposal for programmable direct connect power supply to Mouser Electronics (Mansfield, TX), at a total cost of \$16,438.00.

The two (2) programmable direct connect power supply will be used in the Engineering Program in the Division of Math and Science. They will combine two or more channels of output power to cost-effectively characterize and test a wide range of devices, circuit boards, modules and products that require more than one power source. The power supplies will provide hands on training for students in the Engineering and Digital Electronics labs.

Proposal documents were advertised on March 16, 2015 and March 23, 2015 and issued to four (4) vendors. One (1) response was received on March 31, 2015 and reviewed by Chemistry Program and the Purchasing Department.

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

3) Video Projectors (Award)

Award the proposal for video projectors to Audio Visual Aids Corp (San Antonio, TX), at a total cost of \$35,964.00.

The thirty six (36) video projectors are replacements for circulating projectors that are delivered to portable buildings and other venues that lack installed equipment throughout the district. These projectors are no longer under warranty, and their performance has tested as substandard in tests performed by the Instructional Technologies Department.

Proposal documents were advertised on February 16, 2015 and February 23, 2015 and issued to fifteen (15) vendors. Six (6) response was received on March 3, 2015 and reviewed by Instructional Technologies and the Purchasing Department.

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

4) Computers, Laptops, and Tablets (Purchase)

Purchase of computers, laptops, and tablets from the State of Texas Department of Information Resources (DIR) approved vendors Dell Marketing, LP (Dallas, TX), and from the National Joint Powers Alliance approved vendor CDW Government (Vernon Hills, IL), in the total amount of \$144,153.15.

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

The purchases can be summarized as follows:

- Staff-Use Computer
 - ⇒ 1 Computer for Division of Math, Science & BA Programs
- Faculty-Use Computers
 - ⇒ 2 Computers for Mathematics Program
 - ⇒ 5 Computers for English Program
 - ⇒ 1 Computer for Paralegal Program
 - ⇒ 1 Computer for Welding Program
 - ⇒ 1 Computer for Music Program
 - ⇒ 3 Computers for Technology Renewal Fund (PMT Department)
- Student Lab-Use Computers
 - ⇒ 39 Computers for Instructional Resource Open Lab
- Work-Study Station Computer
 - ⇒ 1 Computer for Division of Math, Science & BA Programs
- Staff-Use Laptop
 - ⇒ 1 Laptop for Purchasing Department
- Faculty-Use Class-Instruction Laptops
 - ⇒ 1 Laptop for Division of Liberal Arts & Social Sciences
 - ⇒ 5 Laptops for Sociology Program
 - ⇒ 2 Laptops for Business Administration Program

- Circulation Student-Use Laptops
 - ⇒ 38 Laptops for Starr Campus/Technology Renewal Fund (Instructional Technologies)
 - ⇒ 25 Laptops for Pecan Campus/Technology Renewal Fund (Instructional Technologies)
 - ⇒ 6 Laptops for Mid-Valley Campus/Technology Renewal Fund (Instructional Technologies)
- Student-Use Laptops
 - ⇒ 10 Laptops for Electronic & Computer Maintenance Program
- Staff-Use Tablets
 - ⇒ 2 Tablets for Facilities Planning & Construction
- Faculty-Use Tablets
 - ⇒ 2 Tablets for Pharmacy Technology Program

Funds for these expenditures are budgeted in the requesting department budgets for FY 2014-2015 as follows: Division of Math, Science & BA Programs, Mathematics, English, Paralegal, Welding, Music, Technology Renewal Fund, Instructional Resource Open Lab, Purchasing, Division of Liberal Arts & Social Sciences, Sociology, Business Administration, Electronic & Computer Maintenance, Facilities Planning and Construction, and Pharmacy Technology.

5) Computer Server Appliance (Purchase)

Purchase a computer server appliance from Dell Marketing, LP. (Dallas, TX), a State of Texas Department of Information Resources (DIR) approved vendor, at a total cost of \$17,661.76.

The computer server appliance will be used to automate the maintenance and software upgrades for the growing number of computer servers district wide. The appliance will conduct health checks on the servers which will allow for pro-active measures to be taken before a server fails.

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

6) Furniture (Purchase)

Purchase furniture from the State of Texas Multiple Award Schedule (TXMAS), U.S. Communities and Provista approved vendors, at a total amount of \$172,577.99.

All purchase requests for furniture have been evaluated by Department’s Financial Managers and Planning and Construction. The request are for new classrooms, new conference rooms, additional pieces, or replacements.

#	Vendor	Amount
A	Allsteel, Inc./ Gateway Printing and Office Supply, Inc. (Edinburg, TX)	\$41,371.40
B	Computer Comforts, Inc. (Kemah, TX)	\$11,946.96
C	Cramer, LLC./ Gateway Printing and Office Supply, Inc. (Edinburg, TX)	\$1,056.80

#	Vendor	Amount
D	Exemplis Corporation/ Gateway Printing and Office Supply, Inc. (Edinburg, TX)	\$8,056.90
E	National Office Furniture/ Workplace Resources (San Antonio, TX)	\$19,853.41
F	The Hon Company/ Gateway Printing and Office Supply, Inc. (Edinburg, TX)	\$2,784.06
G	Krueger International/ Gateway Printing and Office Supply, Inc. (Edinburg, TX)	\$49,064.29
H	Herman Miller / Workplace Resources (San Antonio, TX)	\$36,971.29
I	VIA, Inc./ Gateway Printing and Office Supply, Inc. (Edinburg, TX)	\$1,472.88
	Total	\$172,577.99

The purchases can be summarized as follows:

- A. Allsteel, Inc./Gateway Printing and Office Supply, Inc. (Edinburg, TX)
 - ⇒ Mid Valley Campus
 - 28 Tables for the Active Learning Classrooms
 - ⇒ Nursing Allied Health Campus
 - 16 Tables for the Active Learning Classrooms
 - ⇒ Pecan Campus
 - 28 Tables for the Active Learning Classrooms
 - ⇒ Starr Campus
 - 24 Tables for the Active Learning Classrooms
 - ⇒ Technology Campus
 - 20 Tables for the Active Learning Classrooms
- B. Computer Comforts, Inc. (Kemah, TX)
 - ⇒ Pecan Campus
 - 2 Podiums for Human Resources Department
 - ⇒ Mid-Valley Campus
 - 1 Podium for Instructional Technologies
 - ⇒ Starr Campus
 - 1 Podium for Instructional Technologies
 - ⇒ Technology Campus
 - 1 Podium for Instructional Technologies
- C. Cramer, LLC./Gateway Printing and Office Supply, Inc. (Edinburg, TX)

- ⇒ Nursing Allied Health Campus
 - 4 Stools for the Sonography Program
- D. Exemplis Corporation/Gateway Printing and Office Supply, Inc. (Edinburg, TX)
 - ⇒ Mid Valley Campus
 - 3 Chairs for the Student Assessment Center
 - ⇒ Pecan Campus
 - 17 Chairs for the Student Assessment Center
 - ⇒ Starr Campus
 - 3 Chairs for the Student Assessment Center
- E. National Office Furniture/Workplace Resources (San Antonio, TX)
 - ⇒ Pecan Campus
 - 24 Chairs, 6 Tables and 29 Panels for Library
- F. The HON Company/Gateway Printing and Office Supply Inc. (Edinburg, TX)
 - ⇒ Nursing Allied Health Campus
 - 1 Desk for the Respiratory Therapy Department
 - ⇒ Pecan Campus
 - 1 Bookcase for Admissions & Records
 - 1 Desk, 1 Vertical File and 1 Bookcase for the Research and Analytical Services Department
 - ⇒ Starr Campus
 - 1 Hutch for Starr County Administration Office
- G. Krueger International, Inc./Gateway Printing and Office Supply Inc.(Edinburg, TX)
 - ⇒ Mid Valley Campus
 - 43 Chairs for the Active Learning Classrooms
 - ⇒ Nursing Allied Health Campus
 - 25 Chairs for the Active Learning Classrooms
 - ⇒ Pecan Campus
 - 1 Desk and 1 Keyboard Tray for Admissions & Records
 - 43 Chairs for the Active Learning Classrooms
 - ⇒ Starr Campus
 - 37 Chairs for the Active Learning Classrooms
 - ⇒ Technology Campus
 - 31 Chairs for the Active Learning Classrooms
- H. Herman Miller/Workplace Resources (San Antonio, TX)
 - ⇒ Pecan Campus
 - 10 Stools, 6 Student Chairs and 4 Lounge Chairs for Library
- I. VIA, Inc./Gateway Printing and Office Supply Inc. (Edinburg, TX)
 - ⇒ Pecan Campus
 - 4 Chairs for the Vice President of Finance & Administrative Services

Fund for these expenditures are budgeted in the requesting department budgets for FY 2014-2015 as follows: Admissions & Records, Finance & Administrative Services, Human Resources, Library Services, New Furniture, Research and Analytical Services, Respiratory Therapy, Starr County Campus, STC in Focus and Student Assessment Center.

7) Monitoring Hardware and Software (Purchase)

Purchase monitoring hardware and software from Dell Marketing, LP. (Dallas, TX), a State of Texas Multiple Award Schedule (TXMAS) approved vendor, at a total cost of \$17,682.46.

The monitoring hardware and software will replace outdated technology used in the main data center and computer server rooms throughout the college to monitor environmental information such as temperature and humidity levels in those rooms. Monitoring environmental conditions is critical to prevent equipment failure which could result in extended downtime or even data loss.

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

8) Network Hardware (Purchase)

Purchase network hardware from Insight Public Sector (Tempe, AZ/McAllen, TX), a State of Texas Department of Information Resources (DIR) approved vendor, at a total cost of \$19,250.00.

The network hardware is for the implementation of a new network edge router that will support higher internet bandwidth. It will connect the network firewall and other network appliances at a faster speed.

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

9) Phones and Network Devices (Purchase)

Purchase phones and network devices from Insight Public Sector (Tempe, AZ/McAllen, TX), a State of Texas Department of Information Resources (DIR) approved vendor, for the period beginning April 29, 2015 through August 31, 2015, at an estimated cost of \$25,000.00.

The phones and network devices will be used district wide to replace failing equipment, out of warranty equipment or out of life equipment such as access point, phones SFP modules, fiber patch cords, special power cords, etc.

Funds for this expenditure are budgeted in the Telecom and Technology Support budgets for FY 2014-2015.

10) Armored Car Services (Renewal)

Renew the contract for armored car services with American Surveillance Co., Inc. (Brownsville, TX) for the period beginning June 1, 2015 through May 31, 2016, at an amount not to exceed \$1,328.70 per month or \$15,944.40 per year. Special trips will be scheduled on an as needed basis at an estimated cost of \$10,305.15. The total approximate cost for armored car services for the year is \$26,249.55.

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

The Board awarded the contract for armored car services at the April 22, 2014 Board of Trustees meeting for one year with two one-year options to renew. The first renewal period begins June 1, 2015 through May 31, 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 Armored Car Services budget for FY 2014-2015 and FY 2015-2016 pending Board approval.

11)Clean Address Software Support and Maintenance Subscription (Renewal)

Renew the clean address software support and maintenance subscription with Runner Technologies, Inc. (Boca Raton, FL), a sole source vendor, for the period beginning March 6, 2015 through March 5, 2016, at a total cost of \$10,011.29.

The clean address software support and maintenance subscription provides verification and standardization of addresses in the College's Banner System for students, employees and vendors. As addresses are created in Banner, it will verify and correct the address to comply with the U. S Postal System.

Funds for this expenditure are budgeted in the Admissions & Records budget for FY 2014-2015.

12)Software Maintenance and Support Agreements (Renewal)

Renew the software maintenance and support agreements with Evisions (Irvine, CA), a sole source vendor, for the period of April 1, 2015 through July 31, 2016, at a total cost of \$20,379.00.

The software maintenance and support is for the following Banner forms: purchase orders, student bills, invoices, accounts payable checks, payroll checks, student refund checks, employee W-9 forms, report writing and direct deposit.

Funds for this expenditure are budgeted in the Business Office and Infrastructure budgets for FY 2014-2015.

13)Graduation Facility (License Agreement)

Lease the graduation facility from the City of Hidalgo – Texas Municipal Facilities Corporation (State Farm Arena) (Hidalgo, TX), an interlocal license agreement for December 11, 2015 beginning at 8:00 a.m. through December 12, 2015 at midnight, at an estimated cost of \$14,500.00.

The ceremonies will be held on Saturday, December 12, 2015 at 4:00 p.m. and 7:00 p.m.

The facilities will be used for South Texas College graduation ceremonies in December 2015. The cost includes the use of the facility, audio visual equipment and personnel.

Funds for this expenditure are budgeted in the Graduation budget for FY 2015-2016 pending Board approval of the budget.

14)Internal Auditor Services (Contract Extension)

Contract extension for purchase of internal auditor services with Burton McCumber & Cortez, LLP. (McAllen, TX), for the period beginning September 1, 2015 through November 30, 2015, at a cost of approximately \$10,000.00.

The Board awarded the contract for internal auditor services at the June 26, 2012 Board of Trustees meeting for one year with two one-year annual renewals. The last renewal period began September 1, 2014 through August 31, 2015. A contract extension to the current contract

period is requested for three additional months to provide service for the Board approved projects.

Funds for this expenditure are budgeted in the Audit Services budget for FY 2015-2016 pending Board approval of the budget.

Recommendation:

The Finance and Human Resources Committee recommended Board approval of the proposal award, purchases, renewals, license agreement, and contract extension

- 1) **District Wide Special Event Venue Audio Visual Upgrades (Award):** award the proposal for the district wide special event venue audio visual upgrades to Audio Visual Aids Corp (San Antonio, TX), at a total cost of \$157,743.50;
- 2) **Programmable Direct Connect Power Supply (Award):** award the proposal for programmable direct connect power supply to Mouser Electronics (Mansfield, TX), at a total cost of \$16,438.00;
- 3) **Video Projectors (Awards):** award the proposal for video projectors to Audio Visual Aids Corp (San Antonio, TX), at a total cost of \$35,964.00;
- 4) **Computers, Laptops, and Tablets (Purchase):** purchase of computers, laptops, and tablets from the State of Texas Department of Information Resources (DIR) approved vendors Dell Marketing, LP. (Dallas, TX) and from the National Joint Powers Alliance approved vendor CDW Government (Vernon Hills, IL), in the total amount of \$144,153.15;
- 5) **Computer Server Appliance (Purchase):** purchase a computer server appliance from Dell Marketing, LP. (Dallas, TX), a State of Texas Department of Information Resources (DIR) approved vendor, at a total cost of \$17,661.76;
- 6) **Furniture (Purchase):** purchase furniture from the State of Texas Multiple Award Schedule (TXMAS), U. S. Communities and Provista approved vendors, at a total amount of \$172,577.99;

#	Vendor	Amount
A	Allsteel, Inc./ Gateway Printing and Office Supply, Inc. (Edinburg, TX)	\$41,371.40
B	Computer Comforts, Inc. (Kemah, TX)	\$11,946.96
C	Cramer, LLC./ Gateway Printing and Office Supply, Inc. (Edinburg, TX)	\$1,056.80
D	Exemplis Corporation/ Gateway Printing and Office Supply, Inc. (Edinburg, TX)	\$8,056.90
E	National Office Furniture/ Workplace Resources (San Antonio, TX)	\$19,853.41
F	The Hon Company/ Gateway Printing and Office Supply, Inc. (Edinburg, TX)	\$2,784.06

#	Vendor	Amount
G	Kruger International/ Gateway Printing and Office Supply, Inc. (Edinburg, TX)	\$49,064.29
H	Herman Miller/ Workplace Resources (San Antonio, TX)	\$36,971.29
I	VIA, Inc./ Gateway Printing and Office Supply, Inc. (Edinburg, TX)	\$1,472.88
	Total	\$172,577.99

- 7) Monitoring Hardware and Software (Purchase):** purchase monitoring hardware and software from Dell Marketing, LP. (Dallas, TX), a State of Texas Multiple Award Schedule (TXMAS) approved vendor, at a total cost of \$17,682.46;
- 8) Network Hardware (Purchase):** purchase network hardware from Insight Public Sector (Tempe, AZ/McAllen, TX), a State of Texas Department of Information Resources (DIR) approved vendor, at a total cost of \$19,250.00;
- 9) Phones and Network Devices (Purchase):** purchase phones and network devices from Insight Public Sector (Tempe, AZ/McAllen, TX), a State of Texas Department of Information Resources (DIR) approved vendor, for the period beginning April 29, 2015 through August 31, 2015, at an estimated cost of \$25,000.00;
- 10) Armored Car Services (Renewal):** renew the contract for armored car services with American Surveillance Co., Inc. (Brownsville, TX) for the period beginning June 1, 2015 through May 31, 2016, at an amount not to exceed \$1,328.70 per month or \$15,944.40 per year. Special trips will be scheduled on an as needed basis at an estimated cost of \$10,305.15. The total approximate cost for armored car services for the year is \$26,249.55;
- 11) Clean Address Software Support and Maintenance Subscription (Renewal):** renew the clean address software support and maintenance subscription with Runner Technologies, Inc. (Boca Raton, FL), a sole source vendor, for the period beginning March 6, 2015 through March 5, 2016, at a total cost of \$10,011.29;
- 12) Software Maintenance and Support Agreements (Renewal):** renew the software maintenance and support agreements with Evisions (Irvine, CA), a sole source vendor, for the period of April 1, 2015 through July 31, 2016, at a total cost of \$20,379.00;
- 13) Graduation Facility (License Agreement):** lease the graduation facility from the City of Hidalgo- Texas Municipal Facilities Corporation (State Farm Arena) (Hidalgo, TX), an interlocal license agreement for December 11, 2015 beginning at 8:00 a.m. through December 12, 2015 at midnight, at an estimated cost of \$14,500.00;
- 14) Internal Auditor Services (Contract Extension):** contract extension for purchase of internal auditor services with Burton McCumber & Cortez, LLP. (McAllen, TX), for the period beginning September 1, 2015 through November 30, 2015, at a cost of approximately \$10,000.00.

SUMMARY TOTAL:

The total for all proposal awards, purchases, and renewals is **\$687,610.70**

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, renewals, license agreement, and contract extension as presented.

Approval Recommended:

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

President

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

Approval to renew the Hidalgo County Agreement for Tax Assessment and Collection for current and delinquent taxes collected from September 1, 2015 through August 31, 2016 is requested.

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

The Board of Trustees approved the Inter-Local Cooperation Agreement for Tax Assessment and Collection with Hidalgo County on March 11, 1996 with an option to renew for subsequent tax years. The contract was last renewed on April 22, 2014, and the annual fee approved was \$98,304.00, which represented a cost increase of 5%, or \$4,678.00, as allowed per the Inter-Local Cooperation Agreement for Tax Assessment and College. Mr. Pablo Villarreal, Jr., RTA for Hidalgo County, has advised the College that the annual fee for tax year 2015 will remain at \$98,304.00. The monthly collection fee of approximately \$8,192.00 is reduced from taxes collected during the month and the remaining funds are wired to the South Texas College's bank depository account.

Below is a summary of Hidalgo County assessment and collection fee charges and corresponding fee increase percentages for Fiscal Year 2009-2010 through Fiscal Year 2015-2016.

Seven Year History of Fees for Hidalgo County Tax Assessment and Collection		
Year	Fee	Increase over Previous Year
2015 - 2016	\$98,304.00	0%
2014 – 2015	\$98,304.00	5%
2013 - 2014	\$93,626.00	0%
2012 - 2013	\$93,626.00	0%
2011 - 2012	\$93,626.00	0%
2010 - 2011	\$93,626.00	5%
2009 - 2010	\$89,167.20	0%

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

The Finance and Human Resources Committee recommended Board approval of the renewal of the Hidalgo County Agreement for Tax Assessment and Collection for current and delinquent taxes collected at an annual fee of \$98,304.00, representing a 0% increase, from September 1, 2015 through August 31, 2016 as presented.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize the renewal of the Hidalgo County Agreement for Tax Assessment and Collection for current and delinquent taxes collected at an annual fee of \$98,304.00, representing a 0% increase, from September 1, 2015 through August 31, 2016 as presented.

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

The Board of Trustees of South Texas College approves and authorizes the renewal of the Hidalgo County Agreement for Tax Assessment and Collection for current and delinquent taxes collected at an annual fee of \$98,304.00, representing a 0% increase, from September 1, 2015 through August 31, 2016 as presented.

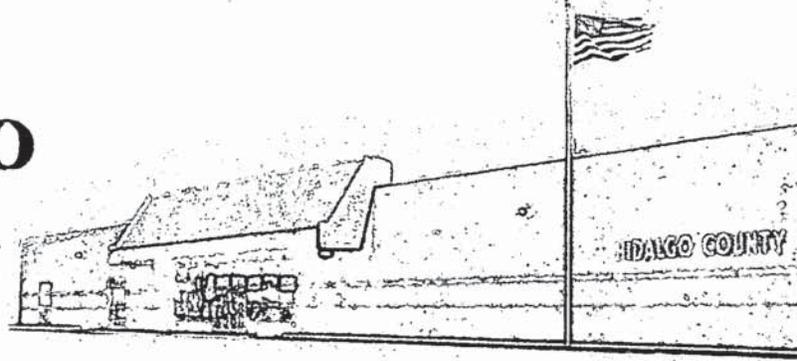
Approval Recommended:

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

President

Office of Tax Assessor - Collector
COUNTY of HIDALGO

Pablo "Paul" Villarreal, Jr. R7A



March 31, 2015

Ms. Myriam Lopez, Comptroller
South Texas College
P.O. Box 9701
McAllen, TX. 78502

P.O. Box 178
Edinburg, Texas 78540-0178
Ph. (956) 318-2157
Fax (956) 318-2733
www.hidalgocountytax.org

Dear Ms. Lopez:

As per Clause VI, consideration of our Collection of Taxes Contract, be advised that the fee for the taxable year 2015 will remain at **\$98,304**. Effective September 1, 2015

Please sign, date and return this letter to us as soon as possible.

Sincerely,

Pablo (Paul) Villarreal, Jr. PCC
Hidalgo County Tax Assessor-Collector

XC: Hon. Ramon Garcia
Hidalgo County Judge

Mr. Ray Eufrazio
Hidalgo County Auditor

Accepted & Agreed:

By: _____

Signature

Date



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

Approval to renew the Starr County Agreement for Tax Assessment and Collection for current and delinquent taxes collected from September 1, 2015 through August 31, 2016 is requested.

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

The Board of Trustees approved the Inter-Local Cooperation Agreement for Tax Assessment and Collection with Starr County on June 18, 2001, with an option to renew for subsequent tax years. The contract was last renewed on April 22, 2014, and the annual fee approved was \$87,886.00. Mr. Carmen Peña, RTA for Starr County, has advised the College that the annual fee for tax year 2015 will remain at \$87,886.00 and is scheduled to be approved by the Starr County Commissioners Court on April 27, 2015. She provided a signed memo to this effect, as included in this packet. Upon approval of the contact by the Starr County Commissioner's Court an agreement will be provided to the College for the taxable year 2015.

The monthly collection fee of \$7,323.83 is reduced from taxes collected during the month and the remaining funds collected are paid to the College.

Below is a summary of Starr County assessment and collection fee charges and corresponding fee increase percentages for Fiscal Year 2009-2010 through Fiscal Year 2015-2016.

Seven Year History of Fees for Starr County Tax Assessment and Collection		
Year	Fee	Increase over Previous Year
2015 - 2016	\$87,886.00	0%
2014 - 2015	\$87,886.00	0%
2013 - 2014	\$87,886.00	0%
2012 - 2013	\$87,886.00	0%
2011 - 2012	\$87,886.00	0%
2010 - 2011	\$87,886.00	0%
2009 - 2010	\$87,886.00	0%

The Finance and Human Resources Committee recommended Board approval of the renewal of the Starr County Agreement for Tax Assessment and Collection for current and delinquent taxes collected at an annual fee of \$87,886.00 from September 1, 2015 through August 31, 2016 as presented.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize the renewal of the Starr County Agreement for Tax Assessment and Collection for current and delinquent taxes collected at an annual fee of \$87,886.00 from September 1, 2015 through August 31, 2016 as presented.

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

The Board of Trustees of South Texas College approves and authorizes the renewal of the Starr County Agreement for Tax Assessment and Collection for current and delinquent taxes collected at an annual fee of \$87,886.00 from September 1, 2015 through August 31, 2016 as presented.

Approval Recommended:

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

President



COUNTY COURT HOUSE

STARR COUNTY

RIO GRANDE CITY, TEXAS 78582

CARMEN A. PEÑA, RTA

Tax Assessor-Collector
STARR COUNTY
RIO GRANDE CITY, TEXAS 78582

April 14, 2015

I am submitting the following item for the next Commissioner's Court Meeting.

1. Discuss and take action to approve South Texas College collection fee contract for taxable year 2015 (\$87,886.00). Carmen A. Peña, RTA-Tax Assessor/Collector.



COUNTY OF STARR
CARMEN A. PEÑA, RTA
TAX ASSESSOR-COLLECTOR

Carmen A. Peña, RTA
Tax Assessor/Collector

Review and Action as Necessary to Revise Policy #4118: *Provision of Faculty Letter of Appointment*

Approval to revise Policy #4118: *Provision of Faculty Letter of Appointment* is requested.

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

- To update the method of issuance to include electronic distribution due to automation of services within the Office of Human Resources.
- To stipulate the acceptance of letter of appointment is due by stated deadline on offer and failure to do so would constitute a rejection of the offer.
- To clarify procedure of providing adequate notice to resign in good standing as it is not limited to the end of the contract period.

The revised policy follows in the packet for the Board's information and review. At the Committee meeting, Dr. Alejo Salinas, Jr. recommended additional changes, which have been incorporated into the proposed revisions. The additions to the policy are highlighted in yellow and the deletions are designated with a red strikeout.

The revised policy, including the revisions proposed during the Committee meeting, has been reviewed by staff, the President's Cabinet, and by South Texas College's legal counsel.

The Finance and Human Resources Committee recommended Board approval of the proposed revisions to Policy #4118: *Provision of Faculty Letter of Appointment* as presented and which supersedes any previously adopted Board policy.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize the proposed revisions to Policy #4118: *Provision of Faculty Letter of Appointment* as presented and which supersedes any previously adopted Board policy.

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

The Board of Trustees of South Texas College approves and authorizes the proposed revisions to Policy #4118: *Provision of Faculty Letter of Appointment* as presented and which supersedes any previously adopted Board policy.

Approval Recommended:

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

President

MANUAL OF POLICY

Title	Provision of Faculty Letter of Appointment	4118
Legal Authority	Approval of the Board of Trustees	Page 1 of 2
Date Approved by Board	Board Minute Order dated February 21, 2002 <i>As Amended by Board Minute Order dated April 28, 2015</i>	

Notice of Letter of Appointment Renewal or Non-renewal

The College shall notify, ~~in writing~~, each faculty member whose Letter of Appointment is about to expire whether the College proposes to renew or not renew the Letter of Appointment for the next academic year as follows: Faculty members who have already completed a year of employment as full time regular faculty members with the College shall be given notice not later than February 15. Faculty members who are in their first year of employment with the College shall be given notice not later than April 15.

The College shall be deemed to have given the faculty member timely notice if it *provides notice electronically or* hand delivers the notice to the faculty member or deposits the notice to the custody of the U.S. Postal Service by the deadline date in a sealed envelope addressed to the faculty member to the address specified by the faculty member.

The College's failure to provide this notice by the specified date shall be deemed an election by the College to employ the faculty member in the same professional capacity for the following academic year.

Acceptance of Offer of Appointment

The College shall provide notice to each faculty member who is proposed to be renewed for the next academic year, an offer of appointment for the upcoming academic year. The letter of appointment, if accepted, must be electronically or manually signed by the respective employee and returned to the Office of Human Resources by the stated deadline. Failure to respond by the deadline date indicated on the letter of appointment will constitute a rejection of the offer.

Notice Under Letter of Appointment

Before a Faculty Member ~~with employed under~~ a *current* Letter of Appointment may be terminated, ~~or~~ suspended without pay, or released because of a necessary reduction of personnel, the President must notify the Faculty Member in writing of the proposed action and the grounds for the action.

Hearing Under Letter of Appointment

If a Faculty Member ~~with employed under~~ a *current* Letter of Appointment desires a hearing after receiving notice of the proposed termination, proposed non-renewal, or proposed suspension without pay, the Faculty Member shall notify the President in writing not later than the 10th day after the date the Faculty Member receives the notice of the proposed action. The President shall schedule a hearing to be held not later than the 30th day after the date the President receives the request for a hearing unless the parties agree in writing to a different date.

~~Strikethrough denotes deletion~~

Italics denote addition

MANUAL OF POLICY

Title	Provision of Faculty Letter of Appointment	4118
Legal Authority	Approval of the Board of Trustees	Page 2 of 2
Date Approved by Board	Board Minute Order dated February 21, 2002 <i>As Amended by Board Minute Order dated April 28, 2015</i>	

At the hearing, the Faculty Member may:

- (1) be represented by a representative of the Faculty Member's choice;
- (2) hear the evidence supporting the reason for the proposed action;
- (3) call witnesses;
- (4) cross-examine witnesses; and
- (5) present evidence.

Decision of President

If the Faculty Member does not request a hearing, the President shall:

- (1) proceed **on the intent** ~~to take the appropriate action~~ to terminate ~~the~~ or suspend the faculty member without pay without further notice to the Faculty Member before taking such action; and
- (2) notify the Faculty Member in writing of that action not later than the 30th day after the date the notice of proposed action was sent to the Faculty Member.

If the Faculty Member requests a hearing, following the hearing the President shall notify the Faculty Member in writing of that action not later than the 15th day after the date on which the hearing is concluded.

Resignation Under Letter of Appointment

To resign in good standing ~~at the end of the contract period~~, a Faculty Member employed under a Letter of Appointment shall be required to file a written resignation with the Office of Human Resources or the President's designee not later than the 45th day before the first day of instruction of the following academic year. A written resignation mailed by prepaid certified or registered mail to the Office of Human Resources, the President or the President's designee at the post office address of the College is considered filed at the time of mailing.

A Faculty Member employed under a Letter of Appointment may request a release from the Letter of Appointment in good standing at any other time with the consent of the President or the President's designee.

A Faculty Member who does not resign in good standing shall not be eligible for re-employment.

Termination or Suspension Under Letter of Appointment

The President may terminate a Letter of Appointment and discharge a Faculty Member at any time for good cause or a financial exigency or program change that requires a reduction in personnel as determined by Board Policy.

~~Strikethrough denotes deletion~~

Italics denote addition

Review and Action as Necessary on Disposal of Surplus Property

Approval of disposal of surplus property valued at \$1,000 and over through a live auction is requested.

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

The auction items are located at the South Texas College Receiving Department, 3700 W. Military Hwy., McAllen, TX. The auction will be scheduled during the month of June.

A listing of the items to be auctioned follows in the packet for the Board's review and information.

The items valued at \$1,000 and over are included in the College's inventory through the Banner system.

The Finance and Human Resources Committee recommended Board approval of the disposal of surplus property valued at \$1,000 and over through a live auction as presented.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize the disposal of surplus property valued at \$1,000 and over through a live auction 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 disposal of surplus property valued at \$1,000 and over through a live auction as presented.

Approval Recommended:

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

President

**SOUTH TEXAS COLLEGE
SURPLUS PROPERTY OVER \$1,000
APRIL 28, 2015**

Pallet	Qty	Description	Silver Tag	Ptag	Serial Number	Green Tag	Purchase Amount	Net Value	Condition
120	1 ea	Shelving Main Item	0000017040	000011956			\$ 2,458.14	\$ -	Obsolete
120	1 ea	Shelving Main Item	0000017041	000011957			\$ 2,458.14	\$ -	Obsolete
120	1 ea	Shelving Main Item	0000017044	000011958			\$ 2,458.14	\$ -	Obsolete
120A	1 ea	Shelving Main Item	17046	000011940			\$ 6,807.74	\$ 227.02	Obsolete
121	1 ea	Metal Master Vertical & Horizontal Milling Machine	0000007879	000009004		5000004498	\$ 25,350.00	\$ -	Damage
128	1 ea	Canon RE350 Video Visualizer	0000006812	000007457	2321100218	5000003863	\$ 1,414.23	\$ -	Obsolete
128	1 ea	Canon RE350 Video Visualizer	0000006815	000007454	2321100153	5000003866	\$ 1,414.23	\$ -	Obsolete
128	1 ea	Canon RE350 Video Visualizer	0000006813	000007456	2321100134	5000003864	\$ 1,414.23	\$ -	Obsolete
128	1 ea	PACE Thermal Flo Ball Grid Array /Surface Mount Technology	0000003840	000004489	03000192	5000002161	\$ 2,718.50	\$ -	Obsolete
128	1 ea	PACE Thermal Flo Ball Grid Array /Surface Mount Technology	0000003839	000004488	03000199	5000002160	\$ 2,718.50	\$ -	Obsolete
128	1 ea	PACE Thermal Flo Ball Grid Array /Surface Mount Technology	0000003838	000004487	03000198	5000002162	\$ 2,718.50	\$ -	Obsolete
128	1 ea	Martin Yale Auto Folder	14495	N00016971			\$ 1,695.75	\$ -	Obsolete
128	1 ea	GBC Modular Series CC2700 Binding Machine	0000004562	000006572	NOC77927301081		\$ 1,664.05	\$ -	Obsolete
128	1 ea	Electrical Machines and Control Circuit Trainer	0000004287	000004873	403G007925	5000000853	\$ 10,016.40	\$ -	Obsolete
128	1 ea	Electrical Machines and Control Circuit Trainer	0000004288	000004874	403F007840	5000000854	\$ 9,641.40	\$ -	Obsolete
128	1 ea	Electrical Machines and Control Circuit Trainer	0000004290	000004876	4031F00281155	5000000856	\$ 9,641.40	\$ -	Obsolete
128	1 ea	Electrical Machines and Control Circuit Trainer	0000004291	000004877	4031F00281140	5000000857	\$ 9,641.40	\$ -	Obsolete
128	1 ea	Electrical Machines and Control Circuit Trainer	0000004289	000004875		5000000855	\$ 9,641.40	\$ -	Obsolete
129	1 ea	PACE ARM-EVAC 1200 Fume Extractor	0000003635	000004336	910094	5000000498	\$ 9,240.00	\$ -	Obsolete
129	1 ea	Microtest PentaScanner with Accessories	0000001796	000002348	38P98BA0002		\$ 3,542.00	\$ -	Obsolete
130	1 ea	Sony Mini DV Handycam Vision with Mic Accessory	0000003260	000003930	260512		\$ 1,705.95	\$ -	Incomplete
131	1 ea	Magnisight Camera	0000001213	000001895	500342		\$ 1,234.00	\$ -	Incomplete
132	1 ea	Medical Plastics Laboratory Wooden Base Only	0000003254	000003928			\$ 1,009.57	\$ -	Incomplete
133	1 ea	Fotec Mini with Accessories	0000006165	000007612	S1562	5000003531	\$ 3,906.01	\$ -	Obsolete
133	1 ea	Fotec Mini with Accessories	0000006154	000007605	S151336	5000003524	\$ 3,906.01	\$ -	Obsolete
133	1 ea	Fotec Mini with Accessories	0000006162	000007609	S15138	5000003528	\$ 3,906.01	\$ -	Obsolete
133	1 ea	Fotec Mini with Accessories	0000006157	000007608	S151336	5000003527	\$ 3,906.01	\$ -	Obsolete
134	1 ea	AVCOM PSA-37D Portable Spectrum Analyzer	0000004634	000006306	F1272	5000002047	\$ 2,232.75	\$ -	Obsolete
135	1 ea	ELMO EV-2000AF Visual Presenter	14138	N00016351	421094		\$ 1,335.00	\$ -	Obsolete
136	1 ea	Canon Visualizer RE-455X Projector	0000004655	000006182	SG0CT220655D		\$ 6,800.00	\$ -	Obsolete
137	1 ea	JohnsonDiversey TrailBlazer	13848	N00019727			\$ 1,050.00	\$ -	Incomplete
138	1 ea	Wilton VS A5816 Drill	0000002551	000003496	810368	5000000194	\$ 183.50	\$ -	Obsolete
142	1 ea	Heathkit EWT-3567 Education System	0000006177	000007774	50721299		\$ 2,320.70	\$ -	Obsolete
140	1 ea	Heathkit EWT-3567 Education System	0000004683	000007776	50721295		\$ 2,320.70	\$ -	Obsolete
141	1 ea	Fotec Mini with Accessories	0000006164	000007611		5000003530	\$ 3,906.01	\$ -	Obsolete
139	1 ea	Microwave 3301 Training System	22991	000007698			\$ 2,002.01	\$ -	Obsolete
139	1 ea	Microwave 3301 Training System	22992	000007699			\$ 2,002.01	\$ -	Obsolete
139	1 ea	Microwave 3301 Training System	23008	000007700			\$ 2,002.01	\$ -	Obsolete
143	1 ea	Datamation Systems Laptop Storage Cabinet	0000006700	000009412			\$ 2,866.95	\$ -	Obsolete
144	1 ea	ProMaxima P-120 Biceps Curl Exercise Machine	15133	N00014709			\$ 1,484.86	\$ -	Broken
145	1 ea	ProMaxima P-145 Leg Extension Machine	15181	N00014706			\$ 1,539.86	\$ -	Broken
146	1 ea	ProMaxima P-127 Triceps Curl Extension Machine	15139	N00014708			\$ 1,484.86	\$ -	Obsolete
147	1 ea	Lincoln 250 Welding Machine	0000011818	000011990	U1050521437	5000006263	\$ 1,251.41	\$ -	Damage
148	1 ea	Lincoln 250 Welding Machine	0000011820	000011992	U1050517268	5000006265	\$ 1,251.41	\$ -	Damage
148	1 ea	Lincoln 250 Welding Machine	0000011819	000011991	U1050517270	5000027788	\$ 1,251.41	\$ -	Damage
149	1 ea	Lincoln 250 Welding Machine	18829	N00017930	U1100203976	5000019509	\$ 1,421.28	\$ -	Obsolete
149	1 ea	Lincoln 250 Welding Machine	18824	N00017927	U1100203966	5000019506	\$ 1,421.28	\$ -	Obsolete
149	1 ea	Lincoln 250 Welding Machine	13133	N00014189	U1060119051	5000010065	\$ 1,246.25	\$ -	Obsolete
150	1 ea	Lincoln 250 Welding Machine	14811	N00018200	U1100503190	5000019206	\$ 1,406.50	\$ -	Obsolete

Grant Asset
 Capital Asset
 Grant and Capital Asset

**SOUTH TEXAS COLLEGE
SURPLUS PROPERTY OVER \$1,000
APRIL 28, 2015**

Pallet	Qty	Description	Silver Tag	Ptag	Serial Number	Green Tag	Purchase Amount	Net Value	Condition
150	1 ea	Lincoln 250 Welding Machine	14812	N00018206	U1100406430	5000019553	\$ 1,406.50	\$ -	Obsolete
152	1 ea	Lincoln 250 Welding Machine	17783	N00017819	U109074776	5000027787	\$ 1,379.00	\$ -	Obsolete
152	1 ea	Lincoln 250 Welding Machine	16532	N00017940	U1100202254	5000019510	\$ 1,400.00	\$ -	Obsolete
153	1 ea	Lincoln 250 Welding Machine	16533	N00017941	U1100403372	5000019511	\$ 1,400.00	\$ -	Obsolete
153	1 ea	Lincoln 250 Welding Machine	16536	N00017944	U1100303816	5000019534	\$ 1,400.00	\$ -	Obsolete
156	1 ea	Colours Sports Wheel Chair (Rehab In Motion)	0000007490	000009053	00165; S32595	5000004760	\$ 1,500.00	\$ -	Incomplete
157	1 ea	Cress C2121 Heat Treating Furnace	9723	000010659	0409		\$ 7,149.59	\$ -	Damage
157	1 ea	Cress C2121 Heat Treating Furnace	9723	000010659	0409		\$ 7,149.59	\$ -	Damage
158	1 bx	Books						\$ -	
159	1 ea	Classroom Lectern	0000006925	000007532			\$ 7,441.32	\$ -	Obsolete
160	1 ea	Classroom Lectern	0000006905	000007534			\$ 7,441.32	\$ -	Obsolete
160	1 ea	Classroom Lectern	0000006949	000007530			\$ 7,441.32	\$ -	Obsolete
161	1 ea	VI Customized Lectern	0000006136	000006857			\$ 3,696.84	\$ -	Obsolete
162	1 ea	Sony Wireless Lab	0000008512	000009333			\$ 18,231.20	\$ -	Obsolete
163	1 ea	Classroom Lectern	0000006921	000007533			\$ 7,441.32	\$ -	Obsolete
164	1 ea	VI Customized Lectern	0000006110	000006859			\$ 3,696.84	\$ -	Obsolete
165	1 ea	Sony Wireless Lab	0000008513	000009336			\$ 16,208.80	\$ -	Obsolete
166	1 ea	VI Customized Lectern	0000006128	000006855			\$ 3,696.84	\$ -	Obsolete
167	1 ea	VI Customized Lectern	0000006112	000006861			\$ 3,696.84	\$ -	Obsolete
168	1 ea	Multimedia SEI-503 Cabinet	0000008172	000008950	SEI-2241		\$ 3,739.60	\$ -	Obsolete
169	1 ea	VI Customized Lectern	0000006107	000006850			\$ 3,696.84	\$ -	Obsolete
170	1 ea	VI Customized Lectern	0000006105	000006858			\$ 3,696.84	\$ -	Obsolete
171	1 ea	Buckstaff Wood Desk with 7 Drawers	0000001357	000001199			\$ 2,403.84	\$ -	Obsolete
172	1 ea	Definity Prologix with DCS Networking	0000004896	000005715			\$ 76,973.49	\$ -	Obsolete
173	1 ea	1992 Blue Ford Taurus Wagon	0000000176	000000165	1FACP55		\$ 11,708.00	\$ -	Damage
173	1 ea	1993 White Ford Taurus Wagon	0000000157	000000216	1FACP57U9PG324666		\$ 14,500.00	\$ -	Damage
174	1 ea	Marquee(Tsb) Electronic Sign	22657	000006989			\$ 38,999.00	\$ -	Obsolete
175	1 ea	1997 Beige Lincoln Town Car	17487	N00012881	1LNLM82W8VY744225		\$ 3,270.00	\$ -	Obsolete
176	1 ea	2000 Chevrolet Astro Van	0000003595	000004312	1GCDM19W3YB179248		\$ 17,576.28	\$ -	Obsolete

Grant Asset
 Capital Asset
 Grant and Capital Asset

Review and Action as Necessary to Issue a Request for Proposals for Call Center Services

Approval to issue a Request for Proposals (RFP) to solicit call center services is requested.

The College is seeking 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 will 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 experiences high inbound call volumes in the existing Call Center, Financial Aid, Admissions, Cashier's and Distance Learning departments. In the past year, the College received approximately 247,000 calls to these departments. While many calls are answered and/or transferred to the appropriate service area, departments are not able to handle the high-volume demand during peak periods. Additionally, the existing services are utilized to maximum capacity for outbound calls for enrollment follow-up, payment and financial aid drives, returned calls and general student inquiries.

Call Center services will 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 has drafted a Request for Proposals which has been reviewed by the following college departments: Student Financial Services, Distance Learning, College Connections and Admissions, Technology Resources, and the Purchasing Office.

The proposed timeline for the Request for Proposals (RFP) is as follows:

May 4, 2015	Advertisement of RFP
May 19, 2015	Deadline for responses
May 20-27, 2015	Evaluation of responses by staff
June 11, 2015	Review by Finance Committee
June 23, 2015	Approval by Board of Trustees

The agreement for the Call Center Services will be for the period beginning July 1, 2015 and ending August 31, 2016, with an option to renew for two additional one (1) year periods.

The Request for Proposals (RFP) follows in the packet for the Board's review and information.

During the Finance and Human Resources Committee meeting, Mr. Paul R. Rodriguez recommended that the College test existing Call Center services to see how callers are treated. Mrs. Graciela Farias volunteered to place several calls to the Kentucky Community and Technical College System, whose Call Center Services system was influential to the development of South Texas College's proposal.

Staff and student volunteers have placed several calls to the Kentucky Community and Technical College System and Ivy Tech Community College System in Indiana. Their reviews were very favorable; the first operator reached on each call was friendly, helpful, and knowledgeable and were able to address general admissions questions concerning admission procedures, in-state and out-of-state tuition differences, and programs of study.

Mrs. Farias will be available to report to the Board on her experiences as a “Mystery Shopper” caller to test the college systems’ call center services as well.

The Finance and Human Resources Committee recommended Board approval to issue a Request for Proposals (RFP) to solicit call center services as presented.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize the issuance of a Request for Proposals (RFP) to solicit call center services 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 issuance of a Request for Proposals (RFP) to solicit call center services as presented.

Approval Recommended:

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

President



SOUTH TEXAS COLLEGE

REQUEST FOR PROPOSALS

RFP NUMBER

14-15-1049

RESPONSES MUST BE RECEIVED BEFORE:

2:00 P.M. on (Pending Approval on Date)

Opening will be public

If by US Postal Service,

Mail to:

South Texas College
Purchasing Department
P.O. Box 9500
McAllen, TX 78502-9500

**Hand Deliver or Express Mail
(Overnight, 2nd day, etc) to:**

South Texas College
Purchasing Department
3200 W. Pecan Blvd, Bldg N, Ste 145
McAllen, TX 78501

Show RFP Number, Opening Date and Time on Return Envelope

NOTE: RESPONSES must be time stamped at **South Texas College Purchasing Department** before the hour and date specified for receipt of responses.

Responses shall be submitted in a sealed envelope plainly marked with the name and address of the entity submitting a response. The response envelope must contain the following: **CALL CENTER SERVICES** and the date and time of the submittal deadline.

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SECTION 1 INTRODUCTION

1.1 Background on STC

South Texas College (“STC”) is a comprehensive community college serving the counties of Hidalgo and Starr in South Texas. It has six campuses, including three which are in McAllen: the Pecan Campus, the Technology Campus, the Ramiro R. Casso Nursing and Allied Health Campus; the Mid-Valley Campus in Weslaco; the Starr County Campus in Rio Grande City; and a full service virtual campus at <http://elearn.southtexascollege.edu>. Established in 1993, STC serves an area with a population of approximately 700,000 and has an enrollment over 30,000. It offers more than 100 degree and certificate programs, including the Bachelors of Applied Technology.

1.2 Purpose and Objectives

STC is soliciting proposals from qualified firms for call center services. STC seeks to partner with a firm to provide telephone and email support to respond to inbound and outbound communications for callers contacting the college. The selected firm will be expected to assist with questions concerning enrollment/registration, financial aid, tuition payments, learning management system support, and other related questions.

1.3 Historical Call Volume

The college receives an approximate annual call volume of 250,000 calls. The specific departments receiving the volume are as follows: Distance Education, Student Information Center, and Financial Aid.

SECTION 2 SCOPE OF SERVICES

2.1 Scope of Services Overview

South Texas College is soliciting call center services that will offer a high level of customer service support. The call center will respond to questions relating to the following: enrollment at the college; admission status; how to apply for financial aid such as grants, loans, scholarships, work study, learning management system support, etc.; required documentation and how to fill out; and other related questions.

The successful respondent will provide comprehensive training to its staff members on those categories of services for which they will be expected to respond.

STC is situated in an area of the country with a large bilingual (Spanish and English) population, including recent immigrants who may have little or no English speaking ability. For this reason, availability of bilingual staff is critical.

STC expects to award a contract to the successful respondent for a initial period of 14 months from July 1, 2015 to August 31, 2016, with the option to renew for two additional one-year periods.

2.2 Service Phase Schedule

STC seeks to implement services in two phases. The first phase will be for a period of two months and be limited to outbound phone campaigns; the second (and ongoing) phase will involve inbound services.

Phase I – July 1st, 2015 – August 31st, 2015

Outbound targeted enrollment campaigns that will include the following:

- Fall 2014 semester stop-out students
- Applicants who have not registered for classes
- Applicants not complete with financial aid process
- Registered students on unpaid status reports
- Students on academic suspension

Phase II - September 1, 2015 – August 31st, 2016

Inbound Call Center support full-services implementation

2.3 Service Provisions

The selected contractor will be expected to comply with the following provisions:

- A. 24/7 inbound call support; flexibility to provide services during peak enrollment and high call volume periods
- B. Consistently high customer satisfaction;

- C. Bilingual services in English/Spanish;
- D. Support of students attending virtual campus;
- E. Provide data analysis and submit periodic reports on calls received;
- F. Must have extensive experience in provider services to institutions of higher education;
- G. Provider staff must be located with the United States.

**SECTION 3
INSTRUCTIONS AND RESPONSE REQUIREMENTS**

3.1 Submittal and Acceptance of Responses

- A. STC reserves the right to accept or reject any or all responses, to waive informalities and minor technicalities, or to cancel this RFP in part or in its entirety, according to what is in the best interest of STC.
- B. Only sealed, paper copy responses will be accepted. Responses submitted through facsimile or email attachment will NOT be accepted.
- C. Responses received after the stated deadline for submittal will not be accepted under any circumstances and will be returned to the respondent unopened.
- D. Unsigned response will NOT be considered.
- E. All accepted responses shall become the property of STC upon submission, whether or not a contract is awarded.
- F. All costs incurred in the preparation and delivery of responses shall be borne by the respondent.

3.2 Preparation Instructions

- A. Responses shall be prepared simply and economically, providing a straightforward and concise description of respondent's ability to meet the requirements of this RFP. Emphasis shall be on completeness, clarity of content and responsiveness to the RFP requirements.
- B. Responses must be typed or printed on letter size (8-1/2 x 11) white paper suitable for copies.
- C. All pages of the response should be numbered sequentially.
- D. Respondents must submit one original and four (4) copies of the complete response.

3.3 Submittal Documents

The following documents, at a minimum, must be filled out, signed by an authorized representative, and returned as part of your response submittal:

- A. Responses to Section 5
- B. Cost Proposal (Section 7)
- C. Addenda Checklist (Section 8)
- D. Execution of Offer (Section 9)
- E. Notification of Criminal History (Section 10)

3.4 Submittal Deadline and Location

- A. Proposals must be received by STC no later than 2:00 P.M. (CST), _____, **2015**. Opening will be public.
- B. Hand deliver or mail to:

If by US Postal Service, Mail to: South Texas College Purchasing Department P.O. Box 9500 McAllen, TX 78502-9500	Hand Deliver or Express Mail (Overnight, 2nd day, etc) to: South Texas College Purchasing Department 3200 W. Pecan Blvd, Bldg N, Ste 145 McAllen, TX 78501
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3.5 Validity Period

Responses are to be valid for a minimum of 60 days from the submittal deadline date to allow time for evaluation, selection, and any unforeseen delays.

3.6 STC Contacts

Any questions or concerns regarding this Request for Proposals shall be directed to:

Fernando Lamas
Assistant Director of Purchasing
3200 W. Pecan Blvd, Bldg N, Ste 145
McAllen, Texas 78501
956-872-4683
Email: flamas@southtexascollege.edu

Becky Cavazos
Director of Purchasing
3200 W. Pecan Blvd, Bldg N, Ste 145
McAllen, Texas 78501
956-872-4680
Email: beckyc@southtexascollege.edu

STC specifically requests that Respondents restrict all contact and questions regarding this RFP to the above named individual(s).

3.7 Addenda Acknowledgement

Addenda must be acknowledged with the proposals submittal. An addenda acknowledgement form is included as part of this RFP (Section 8) and must be returned with the response.

3.8 Open Records

All the information that you submit to STC, in response to this solicitation for proposals, shall be subject to public disclosure under the provisions of the Texas Government Code §552.001 *et. seq.* (commonly known as the “Texas Public Information Act”). If you consider any information that you submit to STC to be trade secrets and/or commercial or financial information that if disclosed would cause substantial competitive harm to you or your company you must submit a written statement, along with your submittal, clearly identifying the information. You may, additionally, identify the information in your submittal by enclosing it in brackets, highlighting the text, or by some other similar method. In the event that STC receives a public request for disclosure of the information which you identified as being a trade secret or confidential commercial or financial information STC will decline to release it and follow the procedure set out in Texas Government Code §552.305 to request an opinion from the Attorney General on whether or not it must disclose the information. In its request to the Attorney General, STC will not take a position on whether or not the information should be disclosed.

3.9 Award of Contract

STC is requesting responses to this RFP with the intent to award a contract for the requirements contained herein. However, STC is not obligated to award a contract under this solicitation and reserves the right to reject any and all response. STC shall reserve the right to award a contract for all or any of the requirements in this RFP, to award multiple contracts, or to not award any contract, according to what is in the best interest of STC.

**SECTION 4
EVALUATION CRITERIA FOR AWARD**

4.1 Evaluation Information

STC will utilize an evaluation team for the evaluation of this RFP. The evaluation will include the overall response to the RFP and the general requirements defined in the RFP. STC must be confident that the respondent's good/services will perform and meet the needs of STC. STC will evaluate and make the award on the proposal that is determined to be the best value to STC based on the criteria listed below.

All proposals must be complete and convey all of the information requested to be considered responsive. If the proposal fails to conform to the essential requirements of the RFP, STC alone will determine whether the proposal is a candidate for further consideration.

4.2 Evaluation Criteria and Weights

The purchase price	40 points
The reputation of the vendor and the vendor's goods or services	18 points
The quality of the vendor's goods or services	18 points
The extent to which the vendor's goods or services meet the College's needs	15 points
The vendor's past relationship with the College	3 points
The impact on the ability of the College to comply with laws and rules relating to historically underutilized businesses	1 points
The total long-term cost to the College to acquire the vendor's goods or services	5 points
TOTAL POINTS	100

SECTION 5 RESPONDENT QUESTIONNAIRE

The Respondent recognizes that in selecting a provider of the requested services, STC will rely, in part, on the answers provided in response to this Section. Accordingly, Respondent warrants to the best of its knowledge that all responses are true, correct and complete. STC reserves the right to confirm this information listed below.

5.1 Company Profile

- A. Number of Years in Business: _____
- B. Type of Operation: Sole Proprietorship ____ Partnership____ Corporation ____
Limited Liability Company ____ Government____
- C. Number of employees: Full-time:_____ Part-time: _____
- D. Provide a brief history of your organization and its experience providing the type of services requested herein.
- E. Provide evidence of your company's financial status and stability, such as a Dun and Bradstreet report, if available, or your company's financial statements.
- F. Is your firm involved in any litigation that would impact its performance under a contract with STC? If yes, provide details.
- G. Has your firm had any previous contracts for services terminated for cause? If yes, provide details.
- H. Provide a customer reference list of at least three (3) entities for which you currently provide services or have provided services of the type and scope requested herein over the past five years. References must include company name, contact person, telephone number and length of business relationship. References from past or current clients in higher education are preferred.
- I. Is your company currently certified as a Historically Underutilized Business (HUB) by the State of Texas, or certified as a woman, minority or small business under any U.S. Government agency? If yes, please attach a copy of the certificate or other proof of such certification.

5.2 Background and Experience

Please provide a response on the firm's experience and/or qualifications relating to each of the items below:

- A. Relevant call center experience specific to each of the types of services requested;
- B. Experience in serving higher education students and/or public sector clients;
- C. Qualifications of call center staff to handle support responsibilities;

- D. Experience serving Ellucian Banner, Luminis, and Blackboard;
- E. Security and training measures taken to properly handle confidential student information;
- F. Support for ADA compliance, including any limitations;
- G. Call center staffing- do your sites or offerings include multiple locations or home-based staff;
- H. Links to any demonstrations/simulations of your service.

5.3 Service Elements

Describe the following service elements:

- A. How the firm would build a centralized call center to support anticipated call volume;
- B. Detailed implementation plan and timeframes;
- C. How representatives will be trained to meet minimum service standards;
- D. How representatives handle contacts that include multiple student service and/or support issues;
- E. Measures the firm takes to ensure confidentiality and security in dealing with personal data in relation to FERPA, to meet federal financial aid compliance regulations and ADA considerations;
- F. How the firm maintains the representatives' level of training for the duration of the contract;
- G. How a "knowledge base" will be maintained to ensure relevance and how utilization of knowledge base articles will be tracked; how representatives maintain/update knowledge base; details regarding STC's access to the knowledgebase and/or written procedures;
- H. How staffing will be managed during call volume peaks;
- I. How callbacks will be handled and resolution tracked;
- J. How service escalations occur, and what will be done to track resolution;
- K. What ticketing system is used by the firm, and whether or not it integrates with other vendors' solutions;
- L. Outline experience with non-English speaking customers and proposed resolution process;
- M. Detail plans for initial and ongoing training and development and how that training will be tracked;

- N. What is the training approach for regulatory compliance and updates to Title IV regulatory issues;
- O. Will calibration calls be part of the proposed services, and if yes, what is the proposed schedule?
- P. Outline organizational criteria to assess representatives' knowledge and ability to perform;
- Q. Will software/hardware or licensing purchases be required;
- R. Will training staffing for peak volume be an additional cost;
- S. What assessment tools are used to determine representative's knowledge, as well as steps taken if knowledge is deficient; and
- T. What is the existing or proposed conflict of interest methodology for employees who become STC students or are family members of students.

5.4 Metrics and Reporting

Describe how metrics and reporting will be handled:

- A. List all metrics to be captured, frequency of capture and how the data will be accessed;
- B. How monthly and annual service level metrics will be provided;
- C. How long customer interactions are stored for quality tracking purposes;
- D. How employee performance is measured, including corrective action, recognition, and performance measurements.
- E. Describe the process whereby the College can request removal of a customer service representative for poor performance; and
- F. How customer satisfaction is tracked and handled. Please provide examples of periodic surveys used for students, faculty and staff.

Company Name: _____

Signature of Authorized Representative

SECTION 6 GENERAL TERMS AND CONDITIONS

These General Terms and Conditions shall be made a material part of and govern any Purchase Order and/or contract resulting from this Request for Proposals.

6.1 Time of Performance

Time is of the essence in the rendering of services and delivery of products hereunder. Contractor agrees to perform all obligations and render services set forth in the requirements in this Contract and according to any service schedule(s) agreed upon by STC and Contractor.

6.2 Acceptance and Ownership of Materials

All services performed under this Contract shall be to the satisfaction of STC and in accordance with the specifications, terms, and conditions of the Contract. STC reserves the right to inspect the final product furnished and/or the services performed, and to determine the quality, acceptability, and fitness of such product and/or services. Contractor agrees that the copyright to all market research results and materials developed for STC shall become the property of STC. This shall include, but not be limited to, all rights to photos, advertisements, questionnaires, survey instruments, and other creative materials developed for STC during the contract period.

6.3 Default

In the event that Contractor fails to carry out or comply with any of the terms and conditions of the Contract with STC, STC may notify Contractor of such failure or default in writing and demand that the failure or default be remedied within ten (10) days. In the event that Contractor fails to remedy such failure or default within the ten (10) day period, STC shall have the right to cancel the Contract.

The cancellation of the Contract, under any circumstances whatsoever, shall not effect or relieve the Contractor from any obligation or liability that may have been incurred or will be incurred pursuant to the Contract and such cancellation by STC shall not limit any other right or remedy available to STC at law or in equity.

6.4 Indemnification

To the fullest extent permitted by law, the Contractor agrees to indemnify and hold harmless STC, its officers, employees, and agents harmless from and against any and all claims, damages, losses and expenses of whatever kind or nature, including but not limited to attorneys' fees, of any nature or kind arising out of or caused from the performance of services, or provision of goods, by the Contractor pursuant to this contract, which are caused, in whole or in part, by any negligent act or omission of the Contractor.

6.5 Compliance with Law

Contractor is aware of and in full compliance with its obligations under existing applicable law and regulations, including the Immigration Reform and Control Act of 1986, Title VI of the Civil Rights Act of 1964 (as amended), the Age Discrimination Act of 1975, the Fair Labor Standards Act (as amended), the Americans with Disabilities Act of 1990, and all other applicable laws and regulations.

6.6 Payments

Payment for services/goods will be made after acceptable performance of services and/or receipt of items in good condition and after receipt of a valid invoice. Payment shall be in accordance with the State of Texas Prompt Payment Act, Chapter 2251, Government Code VTCA.

6.7 Termination

- A. STC shall have the right to terminate the contract for convenience and without cause upon thirty (30) days' written notice to Contractor.
- B. STC may terminate this Contract, without penalty, either in whole or in part, if funds are not appropriated by STC in its budget specifically for this contract.

In no event shall such termination by STC, as provided for under this Section, give rise to any liability on the part of STC, including, but not limited to, claims of the Contractor for compensation for anticipated profits, unabsorbed overhead, or interest on borrowing. STC's sole obligation hereunder is to pay Contractor for products and/or services ordered and received prior to the date of termination.

6.8 Contract Amendments

The Contract may be amended, in writing, within the Contract period by mutual consent of the parties. No modification or amendment to the Contract shall become valid unless in writing and signed by both parties. All correspondence regarding modifications or amendments to the Contract must be forwarded to the STC Purchasing Department for prior review and approval.

6.9 Independent Contractor Status

The Contractor shall supervise and direct the work, using its best skill and attention. The Contractor shall be solely responsible for, and have control over means, methods, techniques, sequences and procedures and for coordinating all portions of the Work, and acknowledges that it is being engaged by STC as an independent contractor.

6.10 Non-Disclosure

Contractor and STC acknowledge that they or their employees may, in the performance of this contract, come into the possession of proprietary or confidential information owned by or in the possession of the other. Neither party shall use any such information for its own benefit outside this Agreement. Subject to Section 3.8, neither party shall make such information available to any person, firm, corporation, or other organizations, whether directly or indirectly affiliated with Contractor or STC, unless required by law.

6.11 Publicity

Contractor agrees that it shall not publicize this Contract or disclose, confirm or deny any details thereof to third parties or use any photographs or video recordings of STC's name in connection with any sales promotion or publicity event without the prior express written approval of STC.

6.12 Severability

If any provision of this Contract, or the application of any provision to any party or circumstance is held invalid, unenforceable, or illegal in any respect, the remainder of the Contract and the application of the provision to other parties or circumstances shall remain

valid and in full force and effect.

6.13 Non-Waiver of Defaults

Any failure of STC at any time, to enforce or require the strict keeping and performance of any of the terms and conditions of this Contract shall not constitute a waiver of such terms, conditions, or rights, and shall not affect or impair same, or the right of STC at any time to avail itself of same.

6.14 Force Majeure

If either STC or Contractor is delayed at any time in the performance of its obligations under this contract by economic industry-wide strikes, fire, floods, acts of government, unavoidable casualties, or other causes reasonably beyond the control of either party and which could not have been reasonably anticipated, then the party affected by such an event shall give notice to the other party of the probable extent to which the affected party will be unable to perform or be delayed in performing its obligations hereunder. If the performance of either party is delayed or prevented by such an event, both parties shall be excused from performing their obligations hereunder while and to the extent the conditions arising from the event exist, after which the parties' performance shall be resumed. A delay or failure in performance by either party under this paragraph shall not constitute default hereunder, or give rise to any claim for damages.

6.15 Governing Law

This contract will be governed and construed according to the laws of the State of Texas. Both parties agree that venue for any litigation arising from this contract shall lie in Hidalgo County, Texas.

6.16 Assignment

The Contractor shall not sell, assign, transfer or convey this contract, in whole or in part, without the prior written consent of STC.

6.17 Insurance

Contractor shall obtain and keep in effect during the term of this contract, insurance coverage in the below listed types and amounts. As evidence of insurance coverage, Contractor shall furnish to STC copies of the policies of insurance before commencement of any work under this contract.

	TYPE OF COVERAGE	LIMITS
A.	Worker's Compensation	Statutory
B.	Comprehensive General Liability	\$1,000,000 each occurrence \$2,000,000 aggregate
C.	Professional Liability	\$1,000,000 each occurrence

**SECTION 7
COST PROPOSAL**

Please enter cost information in this section. Respondent may attach pricing information on his own form or format, but the price proposal form must include name of company/entity and signature of authorized person. Enter all applicable charges for services.

Phase I Pricing

Please enter pricing information relating to Phase I (Outbound phone campaign). Provide pricing model used (i.e., per student, per call, per minute, etc.)

Phase II Pricing

Please enter pricing information for Inbound services. Provide pricing model used (i.e., per call, per minute, full time equivalent, etc.)

Other Charges

Enter any other applicable charges related to the services (e.g. implementation/setup, training, reporting, etc.)

Escalation

Enter the price escalation, if any, for the second and third renewal periods of a contract. (Escalation charges will be considered in evaluation of proposals.)

2nd year: _____ %

3rd year: _____ %

Company/Entity Name: _____

Authorized Signature

**SECTION 8
ADDENDA CHECKLIST**

Any addenda issued by STC to this RFP will become part of the RFP. Addenda will be numbered sequentially. Respondent must indicate on this sheet the receipt of any and all addenda.

Receipt is hereby acknowledged of the following addenda to this RFP.

No. 1 _____

No. 2 _____

No. 3 _____

No. 4 _____

Company/Entity Name: _____

Authorized Signature

SECTION 9
EXECUTION OF OFFER

In compliance with this solicitation, and subject to all the conditions herein, the undersigned offers and agrees to furnish any or all commodities or services at the prices quoted. Failure to sign the offer, or signing it with a false statement, shall void the submitted offer or any resulting contract, and the Respondent may be removed from STC vendor lists.

By signature hereon, the Respondent hereby certifies that he/she is not currently delinquent in the payment of any franchise taxes owed the State of Texas under Chapter 171, Tax Code.

By signature hereon, the Respondent hereby certifies that the firm is not debarred, suspended or otherwise declared ineligible to contract by any federal, state or local public agency.

By executing this offer, Respondent affirms that he/she has not given, offered to give, nor intends to give at anytime hereafter, any economic opportunity, future employment, gift, loan, gratuity, special discount, trip, favor, or service to a public servant in connection with the submitted offer.

By the signature hereon, the Respondent hereby certifies that neither the Respondent nor the firm, corporation, partnership, or institution represented by the Respondent or anyone acting for such firm, corporation, or institution has violated the antitrust laws of this State, codified in Section 15.01, et seq., Texas Business and Commerce Code, or the Federal antitrust laws, nor communicated directly or indirectly the offer made to any competitor or any other person engaged in such line of business.

By signature hereon, Respondent certifies that the individual signing this document and the documents made part of this solicitation is authorized to sign such documents on behalf of the company and to bind the company under any contract which may result from the submission of this proposal.

By signature hereon, Respondent affirms that he has not prepared, or assisted in the preparation of, the specifications or other requirements for this solicitation.

Proposal must include Taxpayer Identification Number, full firm name and address of Respondent. Failure to manually sign proposal will disqualify it. The person signing the proposal should show title or authority to bind his/her firm in contract.

Taxpayer Identification Number: _____

Respondent/Company: _____

Signature: _____

Name (Typed/Printed): _____

Title: _____

Street: _____

City/State/Zip: _____

Telephone No.: _____

**SECTION 10
NOTIFICATION OF CRIMINAL HISTORY**

**THIS FORM MUST BE COMPLETED,
SIGNED, AND RETURNED WITH
PROPOSAL**

Texas Education code §44.034, Notification of Criminal History, Subsection (a) states
“ a person or business entity that enters into a contract with a school district must give advance notice to the district if the person or an owner or operator of the business entity has been convicted of a felony. The notice must include a general description of the conduct resulting in the conviction of a felony.”

Subsection (b) states “ a school district may terminate a contract with a person or business entity if the district determines that the person or business entity failed to give notice as required by Subsection (a) or misrepresented the conduct resulting in the conviction. The district must compensate the person or business entity for services performed before the termination of the contract.”

THIS NOTICE IS NOT REQUIRED OF A PUBLICLY-HELD CORPORATION

Please check off one box and sign the form in the appropriate space

I, the undersigned agent for the firm named below, certify; that the information concerning notification of felony convictions has been reviewed by me and the information furnished is true to the best of my knowledge.

VENDOR'S NAME: _____

AUTHORIZED COMPANY OFFICIAL'S NAME (PRINTED): _____

A. My firm is a publicly held corporation; therefore, this reporting requirement is not applicable.

SIGNATURE OF COMPANY OFFICIAL _____

B. My firm is not owned nor operated by anyone who has been convicted of a felony.

SIGNATURE OF COMPANY OFFICIAL _____

C. My firm is owned and/or operated by the following individual(s) who has/have been convicted of a felony:

Name of Felon(s) _____

Details of Conviction(s) _____

SIGNATURE OF COMPANY OFFICIAL _____

CONFLICT OF INTEREST QUESTIONNAIRE

FORM CIQ

For vendor or other person doing business with local governmental entity

This questionnaire reflects changes made to the law by H.B. 1491, 80th Leg., Regular Session.

This questionnaire is being filed in accordance with Chapter 176, Local Government Code by a person who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the person meets requirements under Section 176.006(a).

By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the person becomes aware of facts that require the statement to be filed. See Section 176.006, Local Government Code.

A person commits an offense if the person knowingly violates Section 176.006, Local Government Code. An offense under this section is a Class C misdemeanor.

OFFICE USE ONLY

Date Received

1 Name of person who has a business relationship with local governmental entity.

2 Check this box if you are filing an update to a previously filed questionnaire.

(The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than the 7th business day after the date the originally filed questionnaire becomes incomplete or inaccurate.)

3 Name of local government officer with whom filer has employment or business relationship.

Name of Officer

This section (item 3 including subparts A, B, C & D) must be completed for each officer with whom the filer has an employment or other business relationship as defined by Section 176.001(1-a), Local Government Code. Attach additional pages to this Form CIQ as necessary.

A. Is the local government officer named in this section receiving or likely to receive taxable income, other than investment income, from the filer of the questionnaire?

Yes No

B. Is the filer of the questionnaire receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer named in this section AND the taxable income is not received from the local governmental entity?

Yes No

C. Is the filer of this questionnaire employed by a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership of 10 percent or more?

Yes No

D. Describe each employment or business relationship with the local government officer named in this section.

4

Signature of person doing business with the governmental entity

Date

Adopted 06/29/2007

Request for Taxpayer Identification Number and Certification

**Give Form to the
requester. Do not
send to the IRS.**

Print or type See Specific Instructions on page 2.	Name (as shown on your income tax return)	
	Business name/disregarded entity name, if different from above	
	Check appropriate box for federal tax classification: <input type="checkbox"/> Individual/sole proprietor <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ _____ <input type="checkbox"/> Other (see instructions) ▶ _____	Exemptions (see instructions): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____
	Address (number, street, and apt. or suite no.)	Requester's name and address (optional)
	City, state, and ZIP code	
List account number(s) here (optional)		

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on the "Name" line to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Social security number									

Note. If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

Employer identification number									

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
3. I am a U.S. citizen or other U.S. person (defined below), and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 3.

Sign Here	Signature of U.S. person ▶	Date ▶
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General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. The IRS has created a page on IRS.gov for information about Form W-9, at www.irs.gov/w9. Information about any future developments affecting Form W-9 (such as legislation enacted after we release it) will be posted on that page.

Purpose of Form

A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, payments made to you in settlement of payment card and third party network transactions, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the

withholding tax on foreign partners' share of effectively connected income, and

4. Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct.

Note. If you are a U.S. person and a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

Definition of a U.S. person. For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,
- An estate (other than a foreign estate), or
- A domestic trust (as defined in Regulations section 301.7701-7).

Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax under section 1446 on any foreign partners' share of effectively connected taxable income from such business. Further, in certain cases where a Form W-9 has not been received, the rules under section 1446 require a partnership to presume that a partner is a foreign person, and pay the section 1446 withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid section 1446 withholding on your share of partnership income.

Update on Status of 2013 Bond Construction Program

A representative from Broaddus & Associates will be present at the April 28, 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 April 13, 2015 Board Facilities Committee meeting as an update on the status of the 2013 Bond Construction Program.

BOARD APPROVAL ITEMS

South Texas College
2013 Bond Construction Program
Upcoming Timeline – 03/13/15

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

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

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
1	AV/IT Additional Service Requisition (ASR) Executed	Notice To Proceed - Priority Projects Only	Technical Evaluation of Construction Manager at Risk Proposals	CM@R Negotiations	Update Master Program Schedule
2	Preliminary Budget Forecast	Kick - Off Session for Priority Projects	Geotechnical Test & Air Balance RFQ Evaluations	Execute Engineering Agreements	
3		Furniture Program Review & Discussion	Owner In-site Training	Ongoing Kick-Off Sessions	
4		Facilities Design Standards & Guidelines Review Completion			
5					
6					
7					
8					
9					
10					

Operational

2013 BOND CONSTRUCTION PROGRAM PROGRESS REPORT - April 8, 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
Pecan Campus																	
	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
Mid Valley Campus																	
	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
Technology Campus																	
	Southwest Building Renovation																EGV Architects
	Parking and Site Improvements																Hinojosa Engineering
Nursing and Allied Health Campus																	
	Campus Expansion																ERO Architects
	Parking and Site Improvements																R. Gutierrez Engineers
Starr County Campus																	
	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
Regional Center for Public Safety Excellence - Pharr																	
	Training Facility																TBD
	Parking and Site Improvements																TBD
STC La Joya Teaching Site (Jimmy Carter ECHS)																	
	Training Labs Improvements																EGV Architects

Review and Action as Necessary on Selection of Firms for Geotechnical Engineering and Materials Testing Services for the 2013 Bond Construction Program

Approval on selection of firms to provide geotechnical engineering and materials testing services for the 2013 Bond Construction program is requested.

These services will be necessary during the design and construction phases of these construction projects. It is recommended that a minimum of four firms be contracted and assigned projects as follows:

Recommended Project Assignments		
	Campuses	Top Ranked Firms
1	Pecan Campus	Terracon Consultants, Inc.
2	Nursing & Allied Health Campus and Technology Campus	Millennium Engineering Group
3	Mid Valley Campus and Regional Center for Public Safety Excellence	L&G Consulting Engineers, Inc.
4	Starr County Campus and La Joya Teaching Site	Raba Kistner Consultants, Inc.

On March 2, 2015 a Request for Qualifications (RFQ) for solicitation of these services was made available and responses were received on March 25, 2015. A total of seven (7) firms submitted responses to the RFQ. The evaluation team including staff and Broaddus & Associates prepared the attached summary of scoring and ranking for the Board's review.

Once firms are selected and approved by the Board of Trustees, the firms will be available to provide the College with geotechnical engineering and materials testing services as assigned for Bond construction projects. Staff in consultation with Broaddus & Associates will recommend use of firms from the proposed pool. Some of the anticipated engineering services which may be provided are 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 containing materials

Fees for these services could range from \$5,000 to \$45,000 depending on the scope and complexity of each construction project and testing needed. As part of the fee negotiations

process, each firm will be asked to provide unit costs for a standard list of possible services. These unit costs will be used as basis for each future project fee proposal.

The Facilities Committee recommended Board approval of the selection of the top four (4) ranked firms with projects assignments as identified to provide geotechnical engineering and materials testing needed for the 2013 Bond construction projects for the period beginning April 29, 2015 through April 28, 2016 with the option to renew for two one-year periods as presented.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize the top four (4) ranked firms with projects assignments as identified to provide geotechnical engineering and materials testing needed for the 2013 Bond construction projects for the period beginning April 29, 2015 through April 28, 2016 with the option to renew for two one-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 top four (4) ranked firms with projects assignments as identified to provide geotechnical engineering and materials testing needed for the 2013 Bond construction projects for the period beginning April 29, 2015 through April 28, 2016 with the option to renew for two one-year periods as presented.

Approval Recommended:

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

SOUTH TEXAS COLLEGE

VENDOR	EarthCo, LLC.	L & G Consulting Engineers, Inc.	Millennium Engineers Group, Inc.	Professional Service Industries, Inc.	Raba-Kistner Consultants, Inc.	Terracon Consultants, Inc.	T.S.I. Laboratories, Inc.
ADDRESS	1110 W Jackson St	2100 W Expressway 83	P O Box 4569	2020 N Loop 499 Ste 302	800 E Hackberry	1506 Mid Cities Dr	901 E Expressway 83
CITY/STATE/ZIP	Harlingen, TX 78550	Mercedes, TX 78570	Edinburg, TX 78540	Harlingen, TX 78550	McAllen, TX 78501	Pharr, TX 78577	La Feria, TX 78559
PHONE	956-428-2443	956-565-9813	956-702-8500	956-423-6826	956-682-5332	956-283-8254	956-797-9031
FAX	956-202-0491	956-565-9018	956-702-4180	956-423-5735	956-682-5487	956-283-8279	956-797-2056
CONTACT	Jaime Cantu	Jacinto Garza	Raul Palma	Hector J. Lopez	Isidro Arjona	Jorge A. Flores	Murphy G. Scurry
2.1 Statement of Interest							
2.1.1 Statement of Interest for Project	Firm stated their commitment to each project. They emphasized the 40 plus years experience of the two principals.	Firm pointed out their extensive experience in providing the services requested. The firm summarized the detailed services they provide.	The firm emphasized their local history and experience and the experience of project manager in performing work in the Rio Grande Valley.	Pointed out the firm's nationwide presence and experience, but also their 25 years of experience in the Rio Grande Valley.	Emphasized the 46 years of continuous service by the same executive management and their work on more than 100 projects for STC.	Provided an extended statement that mentions the firm's strong local presence, their full service capabilities and their previous experience in providing services to STC.	Firm presented a summary of the firm's 20 years' experience and that of its main staff.
2.1.2 History and Statistics of Firm	- Located in Harlingen, TX - Established in 2008 - Staff of 8, including principals	- Firm has been in business for over 12 years - Two offices: Mercedes and Mission - 60 staff members	- Firm was established in 2001 - Staff of 15 - Offices in Pharr and Harlingen	- Has operated for over 100 years - 2,500 staff nationwide - 125 office nationwide - over 25 years experience in RGV	- Firm was founded in 1968 in San Antonio - Has 24 years experience in the Rio Grande Valley - Over 400 total staff with over 50 staff in the Rio Grande Valley offices	- Firm established in 1965 - 3,000 employees nationwide - Over 500 staff in Texas offices	- 20 years in business - Offices in Victoria, San Antonio, Houston and La Feria
2.1.3 Statement of Availability and Commitment	Stated that firm has the experience and resources to meet project needs.	Stated that any and all work product for STC will be completed in a timely manner. Pointed out to current work projects, but indicated this would not detract from providing service to STC.	Indicated their commitment to STC by providing staff and resources to be responsive to South Texas College projects. Added that key personnel would be available for the life of the project.	Indicated their availability and commitment to provide the necessary services and personnel as required for the project.	Made a statement of commitment to provide the necessary staff for STC. Added that current workload will allow them to meet STC schedules and deadlines.	Indicated the commitment of the key professionals to providing services to STC. Pointed to the previous work performed for the college.	Did not directly address this item. Commitment is implied in their submittal and willingness to perform work for college.
2.1.4 Preference on Project Groups	Listed the order of preference on projects as follows: Mid Valley Campus Pecan Campus Starr County Campus Technology Campus Nursing & Allied Health Campus	Listed the order of preference on projects as follows: Pecan Campus Nursing & Allied Health Campus Technology Campus Mid Valley Campus Starr County Campus	Listed order of preference on projects as follows: Pecan Campus Mid Valley Campus Starr County Campus Nursing & Allied Health Campus Technology Campus	Listed order of preference on projects as follows: Mid Valley Campus Nursing & Allied Health Campus Starr County Campus Technology Campus Pecan Campus	Listed order of preference on projects as follows: Pecan Campus Mid Valley Campus Starr County Campus Nursing & Allied Health Campus Technology Campus	Listed order of preference on projects as follows: Pecan Campus Mid Valley Campus Starr County Campus Nursing & Allied Health Campus Technology Campus	Order of preference on projects was not provided.
2.2 Prime Firm							
2.2.1 Resumes of Principals and Key Members	Provided resumes for the following: - Jaime M. Cantu, PE - Rudy Martinez	Provided resumes for the following: - David A. Saenz, PE, Project Manager - Mark McClelland, PE, Assistant Project Manager - Ricardo Gallaga, PE, Assistant Project Manager - Ricardo A. Gil, Geotechnical & CMT Laboratory Manager - Jacinto Garza, PE, Project Principal	Provided Resumes for the following: - Raul Palma, PE, Principal Engineer - Andres Palma, PE, Geotechnical Engineer - Rick Riggins, PE, Senior Project Engineer - Humberto Palma, CWI, CMT Laboratory Manager	Provided resumes for the following staff: - Hector Lopez, PE, Branch Manager - Lucas Castillo, EIT, Graduate Engineer - Juan Rodriguez, Construction Services Manager	Provided resumes for the following staff: - Isidoro Arjona, PE, Project Manager - Katrin M. Leonard, PE, Geotechnical Engineering Task Leader - Dennis C Charkow, Supervisor Construction Materials Testing - Chris L. Schultz, PE, PMP - Carlos Ceballos, Jr., PE - Jorge L. Perez, Graduate Engineer - Tomas Crus, Jr., Environmental Scientist - Juan M. Carrillo, Construction Materials Testing Laboratory	Provided resumes for the following staff: - Jorge Flores, P.G., Principal - Alfonso A. Soto, PE, Geotechnical and CMT Manager - Stephany Chacon, EIT, Geotechnical Specialist - Juan M. Borjon, EIT, CMT Project Manager - Guadalupe Leal, CMT Project Manager - Eloy Palacios, Environmental Project Manager - Christopher Albright, Environmental Specialist	Provided resumes for the following staff: - Michael Tater, President - Daniel Tesfai, PE, Chief Engineer - Murphy G. Scurry, P.E. Branch Manager - Herman Garza, Department Manager
2.2.2 Project Assignments and Lines of Authority	Lines of authority are indicated in the organization chart.	Specific project assignments were not stated, but are implied by the titles of the staff whose resumes were provided. The lines of authority are indicated in the organization chart provided.	Indicated that Mr. Palma, the Principal Engineer, will serve as task leader for services for STC. The lines of authority are shown in an organization chart.	Provided the names and positions of the staff who would comprise the project team. These included three staff in engineering and project management plus engineering technicians, administration, materials testing and other additional personnel.	Presented assignments of three named staff member as follow: Project Manager-40%; Geotechnical Engineering Task Leader-40%; Supervisor Construction Materials Testing-40%. Lines of authority are shown on organization chart.	Pointed out the duties of the top staff of the project team, but also included other staff who would be assigned to projects. Indicated that time dedication by staff would be between 20 and 40 percent of the project time.	Summarized the duties of each staff member and the percentage time each would devote to projects.

SOUTH TEXAS COLLEGE

VENDOR	EarthCo, LLC.	L & G Consulting Engineers, Inc.	Millennium Engineers Group, Inc.	Professional Service Industries, Inc.	Raba-Kistner Consultants, Inc.	Terracon Consultants, Inc.	T.S.I. Laboratories, Inc.
2.3 Project Team							
2.3.1 Organization chart with Role of Prime Firm and Consultants	Included organization chart that shows all staff by position and their occupational titles. No consultants are shown.	Included organization chart with the main staff who would be involved in projects. They show one consultant firm, which is also a division of the prime firm.	Included organization chart which shows role of each staff member. It includes one consultant.	Included organization chart with duties of staff and lines of authority. No consultants were included.	Organization chart was included with main staff and other project team members. One drilling consultant is included.	Provided a detailed organization chart with clear lines of authority. It includes one consultant (Southwest Drilling) for geotechnical drilling.	Provided organization chart that includes main staff with lines of authority. No consultants were included.
2.4 Representative Projects							
2.4.1 Representative Projects Information	<ul style="list-style-type: none"> - City of Harlingen - Bass ProShop Infrastructure Improvements - Valley Baptist Hospital - Parking and Pavement Improvements - Weslaco ISD - Dr. Armando Cuellar Middle School - City of Donna - Western Colonias Collection System - Weslaco ISD - Sam Houston Elementary - Concordia Management Services Santana Textile 	<ul style="list-style-type: none"> - Texas Department of Transportation: Pharr District Geotechnical and CMT - La Joya ISD: School district projects - Cameron County: Carrizales-Rucker Detention Center - Hidalgo County: Linn-San Manuel Emergency Services Center - Cameron County Regional Mobility Authority: State Highway 550 	<ul style="list-style-type: none"> - South Texas College - Nursing Allied Health Campus Addition - South Texas College - Institutional Support Services Building - South Texas College - Information and Technology Building - PSJA ISD - Jaime Escalante Middle School - Valley View ISD - 9th Grade Campus 	<ul style="list-style-type: none"> - UT-Pan American - Fine Arts Auditorium - Harlingen CISD - Building and Canopy Additions - Edinburg CISD - Fine Arts Auditorium - Brownsville ISD - Hanna High School Lab Science Building - Brownsville ISD - Gladys Porter High School Lab Science Building 	<ul style="list-style-type: none"> - South Texas College-West Academic Building - South Texas College - CAAT Building - Technology Campus - South Texas College - Parking Lot - Mid Valley Campus - South Texas College - District-Wide Site Improvements 2008 - South Texas College - A, B, & K Renovations 	<ul style="list-style-type: none"> - South Texas College - Welding Lab Expansion-Technology Campus - UT-System South Texas Medical Academic Building - Texas State Technical College - Campus Building 20SS - IDEA Public Schools - IDEA Public Schools Headquarters - Pike Blvd - South Texas ISD - Academy for Medical Professions 	<ul style="list-style-type: none"> - Brooks County ISD - Lasater Elementary School - South Texas ISD - Med High Lab Addition - Sharyland ISD - Sharyland ISD Natatorium - Broaddus & Associates (Owner representative)- Santa Lucia Apartments
2.5 References							
2.5.1 List of References	<ul style="list-style-type: none"> - City of San Benito - City of Harlingen - Brownsville PUB - City of San Juan - Weslaco ISD - San Benito CISD - Los Fresnos CISD - DOS Logistics - City of Port Isabel - City of Pharr - Cruz-Hogan Consultants - City of Laguna Vista - Pesado Construction 	<ul style="list-style-type: none"> - Texas Department of Transportation - La Joya ISD - Carrizales-Rucker Detention Center - Cameron County - Cameron Count Regional Mobility Authority - Linn-San Manuel Emergency Services Center-Hidalgo County 	<ul style="list-style-type: none"> - South Texas College - PSJA ISD - Valley View ISD - City of Pharr - City of Edinburg - City of Harlingen - City of Hidalgo - City of Alamo - Sullivan City - City of Roma - City of Weslaco - Hidalgo County - Texas Department of Transportation - Port of Brownsville 	<ul style="list-style-type: none"> - UT-Pan American - Harlingen CISD - Edinburg CISD - Brownsville ISD 	<ul style="list-style-type: none"> - South Texas College (included three STC staff as references) 	<ul style="list-style-type: none"> - South Texas College - UT-System - OFPC - Texas State Technical College - IDEA Public Schools - South Texas ISD 	<ul style="list-style-type: none"> - Brooks County ISD - South Texas ISD - Sharyland ISD - Broaddus & Associates
2.6 Execution of Services							
2.6.1 Willingness and ability to expedite services. Ability to supplement production.	Indicated that they are operating at 50% capacity and would be able to accommodate client needs immediately. Indicated that they would increase personnel to keep up with demands of clients.	Indicated that firm has adequate staffing to get a project done under any circumstances. Added that in case of unforeseen circumstances, all professional team members are interchangeable if required to support any position.	Indicated that the project team assigned will devote the necessary time to meet schedules. Stated that inspectors will devote 100% of time to project and additional inspector resources will be available as needed.	Did not directly address this item, but indicated their ability to draw from specialized employees around Texas and throughout the nation to provide support as needed.	Stated that on-time services can be provided for any project for STC, but if need to supplement work is necessary, they have over 350 staff in the state who can assist the local office.	Pointed out firm's ability to expand capacity by following two practices: Sharing of work between all of firm's offices and having staff work overtime hours during heavy workload periods.	Indicated their ability to expedite services if requested by STC. They stated that additional support can be provided from other offices.
2.6.2 Firm's quality assurance program.	Did not specifically address quality assurance, but indicated their laboratory's compliance with testing standards and procedures.	Provided flowchart detailing the firm's quality control process. Have a quality control director and quality control coordinator for construction materials testing.	Indicated that quality control is monitored in every aspect of work. The QC program as been approved by the American Association of State Highway and Transportation Officials (ASSHTO).	Indicated firm's internal QA program which includes calibration programs on equipment, technical training of staff, certification of technicians, and a corporate quality assurance audit program.	Described firm's internal QC program, which shows how investigations will be performed, the training program for staff, and a peer review program.	Firm maintains a Quality Control/Quality Assurance policy and procedures manual. Indicated that specific levels of review have been established depending on size and complexity of project.	Stated that firm maintains an in-house quality assurance program. Testing equipment is calibrated in accordance with general procedures and manufacturer recommendations.
TOTAL EVALUATION POINTS	529.27	539.28	560.99	529.69	567.13	571.4	523.55
RANKING	6	4	3	5	2	1	7

**SOUTH TEXAS COLLEGE
ENGINEERING SERVICES GEOTECHNICAL MATERIALS TESTING
PROJECT NO. 14-15-1058
EVALUATION FORM**

VENDOR	EarthCo, LLC.	L & G Consulting Engineers, Inc.	Millennium Engineers Group, Inc.	Professional Service Industries, Inc.	Raba-Kistner Consultants, Inc.	Terracon Consultants, Inc.	T.S.I. Laboratories, Inc.
ADDRESS	1110 W Jackson St	2100 W Expressway 83	P O Box 4569	2020 N Loop 499 Ste 302	800 E Hackberry	1506 Mid Cities Dr	901 E Expressway 83
CITY/STATE/ZIP	Harlingen, TX 78550	Mercedes, TX 78570	Edinburg, TX 78540	Harlingen, TX 78550	McAllen, TX 78501	Pharr, TX 78577	La Feria, TX 78559
PHONE	956-428-2443	956-565-9813	956-702-8500	956-423-6826	956-682-5332	956-283-8254	956-797-9031
FAX	956-202-0491	956-565-9018	956-702-4180	956-423-5735	956-682-5487	956-283-8279	956-797-2056
CONTACT	Jaime Cantu	Jacinto Garza	Raul Palma	Hector J. Lopez	Isidro Arjona	Jorge A. Flores	Murphy G. Scurry
2.1 Statement of Interest 2.1.1 Interest and unique qualifications 2.1.2 Firm History and Important Statistics 2.1.3 Availability and Commitment of key personnel 2.1.4 Order of Preference on Projects (up to 100 points)	89	88	90	88	92	93	88
	90	95	90	95	95	95	85
	92	95	89	96	95	96	85
	90	92	92	95	95	95	90
	83	81	98	90	95	99	86
	87	90	90	91	92	94	89
	92	93	95	88	90	96	90
	87	88	95	92	95	96	90
	90	90	95	95	90	95	90
	89	90	93	95	90	94	90
2.2 Prime Firm 2.2.1 Experience and expertise of key members, Including similar projects 2.2.2 Project assignments and lines of authority and communication for key members (up to 100 points)	87.28	87.14	94	92.42	93	95.71	89.71
	85	81	98	93	98	98	88
	87	86	90	88	94	92	90
	85	85	95	90	90	100	90
	89	90	93	91	92	94	90
	90	90	95	90	95	95	95
	90	90	95	90	90	94	90
	88	90	92	94	94	95	90
	85	81	98	93	98	98	88
	85	86	90	88	94	92	90
2.3 Project Team 2.3.1 Organizational chart showing the roles of the prime firm and each consultant. Name Consultant and provide brief history, Consultants proposed role and related experience, Project Consultant and prime have worked together on in last 5 years, Statement of Consultant's availability for this project, Resumes showing experience and expertise of consultant's key individuals (up to 100 points)	88.14	89	93.14	92	94.14	95.85	90.71
	88	92	92	94	95	94	92
	90	85	96	95	98	98	98
	85	86	91	90	93	92	85
	85	90	90	90	90	100	85
	89	90	93	91	92	94	90
	90	90	95	90	95	95	95
	90	90	95	94	96	98	90
	88	92	92	94	95	94	92
	90	85	96	95	98	98	98

**SOUTH TEXAS COLLEGE
ENGINEERING SERVICES GEOTECHNICAL MATERIALS TESTING
PROJECT NO. 14-15-1058
EVALUATION FORM**

VENDOR	EarthCo, LLC.	L & G Consulting Engineers.	Millennium Engineers Group, Inc.	Professional Service Industries, Inc.	Raba-Kistner Consultants, Inc.	Terracon Consultants, Inc.	T.S.I. Laboratories, Inc.	
2.4 Representative Projects 2.4.1 Specific data on 5 representative projects: Project name and location, Project Owner, Project Description, New construction, renovation or addition, Date of substantial completion, Professional services prime provided, Project Engineer (individual responsible to the client), Project Manager, Names of consultant firms and their expertise (up to 100 points)	90	88	92	90	93	93	90	
	90	90	90	95	90	95	90	
	93	90	91	95	95	98	89	
	92	92	94	93	93	94	90	
	93	80	99	99	99	99	98	
	86	86	91	90	93	93	85	
	90	90	95	92	95	100	82	
	91	92	96	68	99	93	75	
	91	92	96	68	99	93	75	
	91	92	96	68	99	93	75	
2.5 References 2.5.1 Name Owner and Owner's Representative and give phone numbers (up to 100 points)	91	92	96	68	99	93	75	
	91	92	96	68	99	93	75	
	91	92	96	68	99	93	75	
	91	92	96	68	99	93	75	
	91	92	96	68	99	93	75	
	91	92	96	68	99	93	75	
	91	92	96	68	99	93	75	
	91	92	96	68	99	93	75	
	87	88	92	88	90	92	88	
	90	95	90	90	95	95	90	
2.6 Execution of Services 2.6.1 Willingness and ability to expedite services and supplement production 2.6.2 Firm's quality assurance program (up to 100 points)	90	94	89	91	95	95	88	
	90	96	93	95	94	95	92	
	70	95	99	97	99	99	99	
	86	90	91	91	92	93	88	
	70	90	95	92	90	99	95	
	529.27	539.28	560.99	529.69	567.13	571.4	523.55	
	6	4	3	5	2	1	7	
	TOTAL EVALUATION POINTS							
	RANKING							

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

Approval on selection of Construction Manager-at-Risk (CMR) firms for the 2013 Bond Construction Program is requested.

As previously approved by the Board of Trustees, STC staff in collaboration with Broaddus & Associates have completed the solicitation of proposals from contractors to provide Construction Manager-at-Risk services for the 2013 Bond Construction projects. Solicitation of proposals for this project began on March 1, 2015. A total of seven (7) proposals were received on March 25, 2015.

Timeline for Solicitation of Competitive Sealed Proposals	
March 1, 2015	Solicitation proposals began.
March 25, 2015	Seven (7) proposals were received.

Five STC staff members and three Broaddus & Associates representatives evaluated these proposals and prepared the attached summaries. It was recommended that the top qualified contractors be considered for Board approval.

The first summary attached outlines the top qualified contractors and the Project Groups they are most interested in.

Broaddus & Associates has divided the 2013 Bond Construction Program projects which could benefit from the Construction Manager-At-Risk procurement method into five groups, each group including all relevant projects on a specific campus.

The Board Facilities Committee reviewed the recommended short list of highly qualified respondents as prepared by Broaddus & Associates and staff. The Facilities Committee was asked to recommend specific firms for specific project groups, or to authorize interviews with firms as necessary.

Firms could be identified for more than one project group, and Broaddus & Associates stated that the 2013 Bond Construction Program could see some benefit in negotiating with any CMR firm that was assigned to several project groups.

Funds are available in the FY 2014-2015 Bond Construction budget to begin these projects.

The Facilities Committee recommended Board approval to contract Construction Manager-at-Risk services with the following Construction Manager-at-Risk firms for each project group as identified below:

<u>Project Group</u>	<u>Construction Manager-at-Risk (CMR) Firm</u>	<u>Total Construction Budget</u>
Group A – All projects on Pecan Campus	D Wilson Construction Co.	\$37,800,000
Group B – All projects on Nursing & Allied Health Campus	D Wilson Construction Co.	\$17,700,000
Group C – All projects on Technology Campus	ECON	\$12,650,000
Group D – All projects on Mid Valley Campus	Skanska USA Building, Inc.	\$25,300,000
Group E – All projects on Starr County Campus	D Wilson Construction Co.	\$19,400,000

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize contracting Construction Manager-at-Risk services with the identified Construction Manager-at-Risk firms for each project group 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 Manager-at-Risk services with the identified Construction Manager-at-Risk firms for each project group as presented.

Approval Recommended:

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

President

Summary of Top Three Contractors per Group					
Project Groups by Campus	Group A - All Projects on Pecan Campus	Group B - All Projects on the NAH Campus	Group C - All Projects on the Technology Campus	Group D - All Projects on the Mid Valley Campus	Group E - All Projects on the Starr County Campus
Total Construction Budget	\$37,800,000	\$17,700,000	\$12,650,000	\$25,300,000	\$19,400,000
Top Qualified Construction Managers-at-Risk (ordered alphabetically)	D. Wilson Skanska SpawGlass	D. Wilson Skanska SpawGlass	D. Wilson Econ SpawGlass	D. Wilson Skanska SpawGlass	D. Wilson SpawGlass VCC
Summary of Firms' Stated Preference for Project Group Assignments					
Contractor	Group A Pecan	Group B Nursing	Group C Technology	Group D Mid Valley	Group E Starr
D. Wilson	3	1	2	5	4
Econ	N/A	N/A	2	1	N/A
Skanska	3	2	4	1	5
SpawGlass	2	1	4	3	5
VCC	5	3	2	4	1
Bonding Capacity					
ECON	\$20,000,000 \$30,000,000				
D. Wilson	\$150,000,000				
Skanska	\$3,000,000,000				
SpawGlass	\$500,000,000				
VCC	\$200,000,000				



Exhibit "A"

Bond 2013 - List of Groups/Projects

Group	Construction Project Description	Square Feet	Bldg Cost
<i>Pecan Campus</i>			
A	1 - Construct new north academic building with classrooms, computer labs, and support space to accommodate student enrollment growth	61,267	\$10,500,000
	2 - STEM (Science, Technology, Engineering, and Math) building with related classrooms and labs	48,879	\$8,500,000
	3 - Multi-purpose space for student support services and activities	33,042	\$5,700,000
	4 - Construct new south academic building with classrooms, computer labs, and support space to accommodate student enrollment growth	40,000	\$6,800,000
Subtotal Group A		183,188	\$31,500,000
<i>Nursing & Allied Health Campus</i>			
B	5 - Major campus expansion for new and expanded nursing and allied health training programs, hospital simulation center, and library	87,222	\$16,600,000
Subtotal Group B		87,222	\$16,600,000
<i>Technology Campus</i>			
C	6 - Expansion for technical and workforce training programs in response to local employment opportunities	72,000	\$12,000,000
Subtotal Group C		72,000	\$12,000,000
<i>Mid Valley Campus</i>			
D	7 - Health professions, STEM (Science, Technology, Engineering, and Math) and other academic programs, labs, and related classrooms	76,069	\$13,500,000
	8 - Expansion of facilities for: high-wage, high-demand workforce training	10,000	\$1,750,000
	9 - Expansion of library	10,369	\$1,750,000
	10 - Expansion of student advising and student services building	14,269	\$2,500,000
Subtotal Group D		110,707	\$19,500,000
<i>Starr County Campus</i>			
E	11 - Construct Health Professions and Science Center with classrooms and labs to offer nursing and allied health programs and STEM (Science, Technology, Engineering, and Math) programs	48,690	\$8,500,000
	12 - Expand technical workforce training facilities for high-wage, high-demand jobs	9,302	\$1,600,000
	13 - Construct new library and renovate existing space for Cultural Arts Center	16,516	\$2,800,000
	14 - Expansion of student services, advising, admissions, and financial services building	5,000	\$850,000
	15 - Expansion of student activities building	4,923	\$850,000
	Subtotal		84,431
<i>STC La Joya Teaching Site (Jimmy Carter ECHS)</i>			
E	17 - Develop STEM (Science, Technology, Engineering and Math) labs and entry level workforce training programs	11,000	\$1,900,000
	Subtotal		11,000
	TOTAL Group E		
<i>Regional Center for Public Safety Excellence - Pharr</i>			
F	16 - Establish new Regional Center for Public Safety Excellence to provide regional law enforcement, and public safety training	16,000	\$3,000,000
Subtotal Group F		16,000	\$3,000,000
TOTAL		564,548	\$ 99,100,000

Note: Exhibit "A" shall be submitted as part of RFP response.

**SOUTH TEXAS COLLEGE
CONSTRUCTION MANAGER AT RISK SERVICES
PROJECT NO. 14-15-1045 GROUP A PECAN CAMPUS
EVALUATION FORM**

		VENDOR	D Wilson Construction Company	Skanska USA Building, Inc.	SpawGlass Contractors, Inc.	VCC, LLC.
		ADDRESS	1209 E Pecan Blvd McAllen, TX 78501	1109 Nolana Ave Ste 203 McAllen, TX 78501	4909 E Grimes #116 Harlingen, TX 78550	1100 E Jasmine Ave Ste 107 McAllen, TX 78501
		CITY/STATE/ZIP	McAllen, TX 78501	McAllen, TX 78501	Harlingen, TX 78550	McAllen, TX 78501
		PHONE	956-686-9573	956-535-3853	956-412-9880	956-587-3058
		FAX	956-686-3270	866-457-3133	956-412-3581	956-587-3059
		CONTACT	Bill Wilson	Scott Cannon	Eric Kennedy	John Davenport
1	A. Criterion: Respondent's proposed fees set forth in Section 6 (Exhibit C) 1. Refer to Section 6 (Exhibit C), Pricing and Delivery Schedule (up to 100 points)	100 100 100 100 100 100 100 100 100	100 100 100 100 100 100 100 100 100	92.47 92.47 92.47 92.47 92.47 92.47 92.47 92.47 92.47	87.18 87.18 87.18 87.18 87.18 87.18 87.18 87.18 87.18	96.73 96.73 96.73 96.73 96.73 96.73 96.73 96.73 96.73
2	B. Criterion: Respondent's previous experience with Construction Manager at Risk Construction Projects 1. List a minimum of five and maximum of ten projects for which your firm has provided/is providing construction manager at risk services which are most related to these projects 2. For past five years, please provide the firm's aggregate bond capacity for every year 3. Have any sub-contractors or materials suppliers filed suit for non-payment. If yes, please summarize the nature of claim(s) (up to 100 points)	90 96 97 95 100 97 95 91	95.125 95.125 95.125 95.125 95.125 95.125 95.125 95.125 95.125	92.5 92.5 92.5 92.5 92.5 92.5 92.5 92.5 92.5	91.125 91.125 91.125 91.125 91.125 91.125 91.125 91.125 91.125	86.375 86.375 86.375 86.375 86.375 86.375 86.375 86.375 86.375
3	C. Criterion: Respondent's capability to perform the construction management services for the project: 1. Describe your management plan for performing the work required of these projects and include your program for managing subcontractors and material providers 2. Describe your method of subcontractor contract award process including review/approval by owner 3. List separately all key personnel to be employed on site and those to be employed in home office for these projects 4. Describe your approach for partnering and team building at all levels for your preferred project group 5. Describe how you propose to interface with the design team and influence the design process 6. Describe your firm's start-up and commissioning (closeout procedures) for your preferred project group 7. Describe the pre-construction phase services to be provided by your firm for the preferred project groups (up to 100 points)	90 95 96 99 100 91 95 93	94.875 94.875 94.875 94.875 94.875 94.875 94.875 94.875 94.875	93.375 93.375 93.375 93.375 93.375 93.375 93.375 93.375 93.375	94.75 94.75 94.75 94.75 94.75 94.75 94.75 94.75 94.75	93 93 93 93 93 93 93 93 93
4	D. Criterion: Respondent's project execution plan, schedule, and technical competence as a construction manager: 1. Describe your construction execution plan and schedule for your preferred project groups 2. Describe the types of records, reports, monitoring systems, and information management systems which your firm will utilize 3. Describe your plan for assuring that the project design meets the Owner's contract requirements 4. Describe your procedures and objectives for reviewing the design and construction documents, constructability, value engineering process and providing feedback to the A/E team and Owner 5. Describe your method of assuring that materials, equipment, and construction methods meet the Owner's design requirements 6. Describe your firm's procedures for implementing the industry's "best practices" as defined by the Construction Industry Institute and similar organizations (up to 100 points)	90 93 95 96 100 86 94 92	93.25 93.25 93.25 93.25 93.25 93.25 93.25 93.25	91.5 91.5 91.5 91.5 91.5 91.5 91.5 91.5	91.5 91.5 91.5 91.5 91.5 91.5 91.5 91.5	88.875 88.875 88.875 88.875 88.875 88.875 88.875 88.875
5	E. Criterion: Respondent's utilization of project scheduling throughout the design and construction phases, as part of construction management: 1. Describe in detail the project scheduling system or methodology you propose to use on your preferred project group 2. Describe your execution plan for meeting or shortening the Owner's schedule; during design; and during construction 3. Describe any phased construction you anticipate or recommend for your preferred group of projects 4. Describe your ability to provide a scheduling system utilizing Primavera Project Planner (P3) (up to 100 points)	90 97 95 95 90 91 95 92	93.125 93.125 93.125 93.125 93.125 93.125 93.125 93.125	91.875 91.875 91.875 91.875 91.875 91.875 91.875 91.875	93.625 93.625 93.625 93.625 93.625 93.625 93.625 93.625	88.625 88.625 88.625 88.625 88.625 88.625 88.625 88.625
6	F. Criterion: Respondent's utilization of a project cost control plan, in construction management, which will assure that the Owner's project budget shall not be exceeded 1. Describe your cost control methods and what procedures you will utilize to maintain the GMP within the Owner's budget for your preferred group of projects 2. Describe your project financial plan and the projected monthly cash flow (draw-down) during the design and construction phases for your preferred group of projects 3. Describe your cost control method for confirmation of subcontractor pricing with Owner	80 94 94 90 80	87.5 87.5 87.5 87.5 87.5	90.375 90.375 90.375 90.375 90.375	91.75 91.75 91.75 91.75 91.75	89.25 89.25 89.25 89.25 89.25

SOUTH TEXAS COLLEGE
CONSTRUCTION MANAGER AT RISK SERVICES
PROJECT NO. 14-15-1045 GROUP A PECAN CAMPUS
EVALUATION FORM

VENDOR	D Wilson Construction Company		Skanska USA Building, Inc.		SpawGlass Contractors, Inc.		VCC, LLC.	
4. Describe your firm's plans for cost reporting and tracking and change order management systems 5. Describe your payment plan to the subcontractors and materials suppliers 6. Describe your cost estimating system using CSI format (up to 100 points)	76		91		90		96	
	95		94		95		94	
	91		93		93		92	
G. Criterion: Respondent's capability to perform a quality control process during the entire project duration 1. Describe your firm's quality control program for each phase for your preferred group of projects in detail 2. Describe your quality control objectives for your preferred group of projects 3. Identify the quality control team and their duties 4. Describe how you will affect the quality control during the design process and development of construction documents 5. Describe how you propose the control the quality of construction performed by your subcontractors for your preferred group of projects (up to 100 points)	80		80		80		70	
	94		94		96		95	
	95		95		95		93	
	90		90		90		90	
	90	88.75	90	90.75	90	91.875	80	88.5
	75		90		95		95	
	95		95		95		95	
	91		92		94		90	
	80		80		80		70	
	91		90		92		90	
H. Criterion: Respondent's job site safety program 1. Describe your job site safety program plan and specific safety policies in which employees must be in compliance 2. Identify the safety team and their duties (up to 100 points)	95		95		95		94	
	99		99		99		99	
	90	92	80	91.125	90	92.875	80	89.625
	94		98		98		98	
	95		95		95		95	
	92		92		94		91	
	90		80		80		70	
	97		96		95		80	
	90		90		90		90	
	98		98		98		98	
I Criterion: Service Support 1. Provide a minimum of three (3) reference letters, from previous project customers, which describe your firm's post construction quality regarding warranty service. Describe the extent to which your firm can utilize local sub-contractors and material supplies when addressing warranty requests. (up to 100 points)	90		80		100		80	
	99		90		99		99	
	95		95		95		95	
	92		93		94		94	
	838.5	824.22	828.555	809.23				
	1	3	2	4				
	3	3	2	5				
	TOTAL EVALUATION POINTS							
	RANKING							
	Contractor's Project Group Preference							

SOUTH TEXAS COLLEGE
CONSTRUCTION MANAGER AT RISK SERVICES
PROJECT NO. 14-15-1045 GROUP B NURSING AND ALLIED HEALTH
EVALUATION FORM

VENDOR	Alpha Building Corporation	D Wilson Construction Company	Holebent, Ltd.	Skanska USA Building, Inc.	SpawGlass Contractors, Inc.	VCC, LLC.
ADDRESS	24850 Blanco Rd San Antonio, TX 78260	1209 E Pecan Blvd McAllen, TX 78501	900 N Main St McAllen, TX 78501	1109 Nolana Ave Ste 203 McAllen, TX 78550	4909 E Crimes #116 Hartington, TX 78550	1100 E Jasmine Ave Ste 107 McAllen, TX 78501
CITY/STATE/ZIP	210-491-9925	956-686-9573	956-686-2901	956-535-3853	956-412-9880	956-587-3058
PHONE	210-491-9932	956-686-3270	956-686-2925	866-457-3133	956-412-3581	956-587-3059
FAX	Kathleen K. Acock	Bill Wilson	Michael C. Montalvo	Scott Cannon	Eric Kennedy	John Davenport
CONTACT	62.33	100	66.83	76.95	80.72	83.92
A. Criterion: Respondent's proposed fees set forth in Section 6 (Exhibit C) 1. Refer to Section 6 (Exhibit C), Pricing and Delivery Schedule (up to 100 points)	62.33	100	66.83	76.95	80.72	83.92
	62.33	100	66.83	76.95	80.72	83.92
	62.33	100	66.83	76.95	80.72	83.92
	62.33	100	66.83	76.95	80.72	83.92
	62.33	100	66.83	76.95	80.72	83.92
	62.33	100	66.83	76.95	80.72	83.92
	62.33	100	66.83	76.95	80.72	83.92
B. Criterion: Respondent's previous experience with Construction Manager at Risk Construction Projects 1. List a minimum of five and maximum of ten projects for which your firm has provided/is providing construction manager at risk services which are most related to these projects 2. For past five years, please provide the firm's aggregate bond capacity for every year 3. Have any sub-contractors or materials suppliers filed suit for non-payment. If yes, please summarize the nature of claim(s) (up to 100 points)	60	90	60	70	80	70
	88	96	50	98	98	90
	85	97	75	98	97	90
	75	95	50	97	98	95
	50	100	40	90	80	70
	93	97	91	99	89	91
	85	95	0	95	95	95
C. Criterion: Respondent's capability to perform the construction management services for the project: 1. Describe your management plan for performing the work required of these projects and include your program for managing subcontractors and material providers 2. Describe your method of subcontractor contract award process including review approval by owner 3. List separately all key personnel to be employed on site and those to be employed in home office for these projects 4. Describe your approach for partnering and team building at all levels for your preferred project group 5. Describe how you propose to interface with the design team and influence the design process 6. Describe your firm's start-up and commissioning (closeout procedures) for your preferred project group 7. Describe the pre-construction phase services to be provided by your firm for the preferred project groups (up to 100 points)	85	91	80	93	92	90
	70	90	70	80	80	80
	92	95	70	94	97	92
	94	96	80	96	96	90
	70	99	65	95	99	98
	92	100	40	100	100	100
	87	95	0	95	95	95
D. Criterion: Respondent's project execution plan, schedule, and technical competence as a construction manager: 1. Describe your construction execution plan and schedule for your preferred project groups 2. Describe the types of records, reports, monitoring systems, and information management systems which your firm will utilize 3. Describe your plan for assuring that the project design meets the Owner's contract requirements 4. Describe your procedures and objectives for reviewing the design and construction documents, constructability, value engineering process and providing feedback to the A/E team and Owner 5. Describe your method of assuring that materials, equipment, and construction methods meet the Owner's design requirements 6. Describe your firm's procedures for implementing the industry's "best practices" as defined by the Construction Industry Institute and similar organizations (up to 100 points)	90	96	75	90	95	96
	50	100	40	90	80	70
	91	86	66	96	96	93
	90	94	70	94	94	95
	90	92	84	92	95	92
	70	90	70	80	80	80
	92	97	55	97	98	92
E. Criterion: Respondent's utilization of project scheduling throughout the design and construction phases, as part of construction management: 1. Describe in detail the project scheduling system or methodology you propose to use on your preferred project group 2. Describe your execution plan for meeting or shortening the Owner's schedule, during design; and during construction 3. Describe any phased construction you anticipate or recommend for your preferred group of projects 4. Describe your ability to provide a scheduling system utilizing Primavera Project Planner (P3) (up to 100 points)	95	95	75	95	95	95
	60	90	60	90	100	80
	94	91	80	93	93	95
	90	95	70	93	95	94
	90	92	80	93	93	92
	70	80	70	80	80	70
	92	97	55	97	98	92
F. Criterion: Respondent's utilization of a project cost control plan, in construction management, which will assure that the Owner's project budget shall not be exceeded 1. Describe your cost control methods and what procedures you will utilize to maintain the GMP within the Owner's budget for your preferred group of projects 2. Describe your project financial plan and the projected monthly cash flow (draw-down) during the design and construction phases for your preferred group of projects 3. Describe your cost control method for confirmation of subcontractor pricing with Owner 4. Describe your firm's plans for cost reporting and tracking and change order management systems 5. Describe your payment plan to the subcontractors and materials suppliers 6. Describe your cost estimating system using CSI format (up to 100 points)	90	93.125	87.5	91.875	93.625	88.625
	83.875	87.5	80	90.375	91.75	89.25
	60	80	60	80	90	80
	89	76	69	91	90	96
	90	95	70	94	95	94
	90	91	80	93	93	92
	70	80	70	80	80	70
G. Criterion: Respondent's capability to perform a quality control process, during the entire project duration 1. Describe your firm's quality control program for each phase for your preferred group of projects in detail 2. Describe your quality control objectives for your preferred group of projects 3. Identify the quality control team and their duties 4. Describe how you will affect the quality control during the design process and development of construction documents 5. Describe how you propose the control the quality of construction performed by your subcontractors for your preferred group of projects (up to 100 points)	70	80	70	80	80	70
	93	94	80	94	96	95
	95	95	82	95	95	93
	85	90	90	90	90	90
	60	90	60	90	90	80
	93	75	69	90	95	95
	90	95	70	95	95	95
90	91	82	92	94	90	

SOUTH TEXAS COLLEGE
CONSTRUCTION MANAGER AT RISK SERVICES
PROJECT NO. 14-15-1045 GROUP B NURSING AND ALLIED HEALTH
EVALUATION FORM

VENDOR	Alpha Building Corporation		D Wilson Construction Company		Holebent, Ltd.		Skanska USA Building, Inc.		SpawGlass Contractors, Inc.		VCC, LLC.	
	70	92	80	91	70	75	80	90	80	92	70	90
H. Criterion: Respondent's job site safety program 1. Describe your job site safety program plan and specific safety policies in which employees must be in compliance 2. Identify the safety team and their duties (up to 100 points)	99	87.25	99	92	99	92	99	91.125	99	92.875	99	89.625
	60		90		60		80		90		80	
	98		94		90		98		98		98	
	95		95		74		95		95		95	
	89		92		85		92		94		91	
	80		90		70		80		80		70	
	85		97		95		96		95		80	
	90		90		88		90		90		90	
	98		98		89		98		98		98	
	60		90		70		80		100		80	
I. Criterion: Service Support 1. Provide a minimum of three (3) reference letters, from previous project customers, which describe your firm's post construction quality regarding warranty service. Describe the extent to which your firm can utilize local sub-contractors and material suppliers when addressing warranty requests. (up to 100 points)	90		99		95		90		99		99	
	94		95		85		95		95		95	
	89		92		84		93		94		94	
	733.205		838.5		636.83		808.7		822.095		796.42	
	5	1	6	3	2	1	4					
	1	1	1	1	1	1	2	1	2	1	3	
	838.5		838.5		636.83		808.7		822.095		796.42	
	733.205		838.5		636.83		808.7		822.095		796.42	
	5	1	6	3	2	1	4					
	1	1	1	1	1	1	2	1	2	1	3	
838.5		838.5		636.83		808.7		822.095		796.42		
733.205		838.5		636.83		808.7		822.095		796.42		
5	1	6	3	2	1	4						
1	1	1	1	1	1	2	1	2	1	3		
838.5		838.5		636.83		808.7		822.095		796.42		
733.205		838.5		636.83		808.7		822.095		796.42		
5	1	6	3	2	1	4						
1	1	1	1	1	1	2	1	2	1	3		
838.5		838.5		636.83		808.7		822.095		796.42		
733.205		838.5		636.83		808.7		822.095		796.42		
5	1	6	3	2	1	4						
1	1	1	1	1	1	2	1	2	1	3		
838.5		838.5		636.83		808.7		822.095		796.42		
733.205		838.5		636.83		808.7		822.095		796.42		
5	1	6	3	2	1	4						
1	1	1	1	1	1	2	1	2	1	3		
838.5		838.5		636.83		808.7		822.095		796.42		
733.205		838.5		636.83		808.7		822.095		796.42		
5	1	6	3	2	1	4						
1	1	1	1	1	1	2	1	2	1	3		
838.5		838.5		636.83		808.7		822.095		796.42		
733.205		838.5		636.83		808.7		822.095		796.42		
5	1	6	3	2	1	4						
1	1	1	1	1	1	2	1	2	1	3		
838.5		838.5		636.83		808.7		822.095		796.42		
733.205		838.5		636.83		808.7		822.095		796.42		
5	1	6	3	2	1	4						
1	1	1	1	1	1	2	1	2	1	3		
838.5		838.5		636.83		808.7		822.095		796.42		
733.205		838.5		636.83		808.7		822.095		796.42		
5	1	6	3	2	1	4						
1	1	1	1	1	1	2	1	2	1	3		
838.5		838.5		636.83		808.7		822.095		796.42		
733.205		838.5		636.83		808.7		822.095		796.42		
5	1	6	3	2	1	4						
1	1	1	1	1	1	2	1	2	1	3		
838.5		838.5		636.83		808.7		822.095		796.42		
733.205		838.5		636.83		808.7		822.095		796.42		
5	1	6	3	2	1	4						
1	1	1	1	1	1	2	1	2	1	3		
838.5		838.5		636.83		808.7		822.095		796.42		
733.205		838.5		636.83		808.7		822.095		796.42		
5	1	6	3	2	1	4						
1	1	1	1	1	1	2	1	2	1	3		
838.5		838.5		636.83		808.7		822.095		796.42		
733.205		838.5		636.83		808.7		822.095		796.42		
5	1	6	3	2	1	4						
1	1	1	1	1	1	2	1	2	1	3		
838.5		838.5		636.83		808.7		822.095		796.42		
733.205		838.5		636.83		808.7		822.095		796.42		
5	1	6	3	2	1	4						
1	1	1	1	1	1	2	1	2	1	3		
838.5		838.5		636.83		808.7		822.095		796.42		
733.205		838.5		636.83		808.7		822.095		796.42		
5	1	6	3	2	1	4						
1	1	1	1	1	1	2	1	2	1	3		
838.5		838.5		636.83		808.7		822.095		796.42		
733.205		838.5		636.83		808.7		822.095		796.42		
5	1	6	3	2	1	4						
1	1	1	1	1	1	2	1	2	1	3		
838.5		838.5		636.83		808.7		822.095		796.42		
733.205		838.5		636.83		808.7		822.095		796.42		
5	1	6	3	2	1	4						
1	1	1	1	1	1	2	1	2	1	3		
838.5		838.5		636.83		808.7		822.095		796.42		
733.205		838.5		636.83		808.7		822.095		796.42		
5	1	6	3	2	1	4						
1	1	1	1	1	1	2	1	2	1	3		
838.5		838.5		636.83		808.7		822.095		796.42		
733.205		838.5		636.83		808.7		822.095		796.42		
5	1	6	3	2	1	4						
1	1	1	1	1	1	2	1	2	1	3		
838.5		838.5		636.83		808.7		822.095		796.42		
733.205		838.5		636.83		808.7		822.095		796.42		
5	1	6	3	2	1	4						
1	1	1	1	1	1	2	1	2	1	3		
838.5		838.5		636.83		808.7		822.095		796.42		
733.205		838.5		636.83		808.7		822.095		796.42		
5	1	6	3	2	1	4						
1	1	1	1	1	1	2	1	2	1	3		
838.5		838.5		636.83		808.7		822.095		796.42		
733.205		838.5		636.83		808.7		822.095		796.42		
5	1	6	3	2	1	4						
1	1	1	1	1	1	2	1	2	1	3		
838.5		838.5		636.83		808.7		822.095		796.42		
733.205		838.5		636.83		808.7		822.095		796.42		
5	1	6	3	2	1	4						
1	1	1	1	1	1	2	1	2	1	3		
838.5		838.5		636.83		808.7		822.095		796.42		
733.205		838.5		636.83		808.7		822.095		796.42		
5	1	6	3	2	1	4						
1	1	1	1	1	1	2	1	2	1	3		
838.5		838.5		636.83		808.7		822.095		796.42		
733.205		838.5		636.83		808.7		822.095		796.42		
5	1	6	3	2	1	4						
1	1	1	1	1	1	2	1	2	1	3		
838.5		838.5		636.83		808.7		822.095		796.42		
733.205		838.5		636.83		808.7		822.095		796.42		
5	1	6	3	2	1	4						
1	1	1	1	1	1	2	1	2	1	3		
838.5		838.5		636.83		808.7		822.095		796.42		
733.205		838.5		636.83		808.7		822.095		796.42		
5	1	6	3	2	1	4						
1	1	1	1	1	1	2	1	2	1	3		
838.5		838.5		636.83								

SOUTH TEXAS COLLEGE
CONSTRUCTION MANAGER AT RISK SERVICES
PROJECT NO. 14-15-1045 GROUP C TECHNOLOGY CAMPUS
EVALUATION FORM

VENDOR	Alpha Building Corporation	D Wilson Construction Company	ECON	Holcherrmont, Ltd.	Skanska USA Building, Inc.	SpawGlass Contractors, Inc.	VCC, LLC.
ADDRESS	24850 Blanco Rd San Antonio, TX 78260	1209 E Pecan Blvd McAllen, TX 78501	3025 S Sugar Rd Edinburg, TX 78539	900 N Main St McAllen, TX 78501	1109 Nolana Ave Ste 203 McAllen, TX 78501	4909 E Grimes # 116 Hartlingen, TX 78550	1100 E Jasmine Ave Ste 107 McAllen, TX 78501
CITY/STATE/ZIP	San Antonio, TX 78260	McAllen, TX 78501	Edinburg, TX 78539	McAllen, TX 78501	McAllen, TX 78501	Hartlingen, TX 78550	McAllen, TX 78501
PHONE	210-491-9925	956-686-9573	956-259-8005	956-686-2901	956-535-3853	956-412-9880	956-587-3058
FAX	210-491-9932	956-686-3270	956-259-8009	956-686-2925	866-457-3133	956-412-3581	956-587-3059
CONTACT	Kathleen K. Aceck	Bill Wilson	Gilbert Enriquez	Michael C. Montalvo	Scott Cannon	Eric Kennedy	John Davenport
A. Criterion: Respondent's proposed fees set forth in Section 6 (Exhibit C) 1. Refer to Section 6 (Exhibit C), Pricing and Delivery Schedule (up to 100 points)	52.84	87.84	100	55.47	61.62	64.57	74.57
	52.84	87.84	100	55.47	61.62	64.57	74.57
	52.84	87.84	100	55.47	61.62	64.57	74.57
	52.84	87.84	100	55.47	61.62	64.57	74.57
	52.84	87.84	100	55.47	61.62	64.57	74.57
	52.84	87.84	100	55.47	61.62	64.57	74.57
	52.84	87.84	100	55.47	61.62	64.57	74.57
	60	90	80	60	70	80	70
	88	96	90	50	98	98	90
	85	97	98	75	98	97	90
B. Criterion: Respondent's previous experience with Construction Manager at Risk Construction Projects 1. List a minimum of five and maximum of ten projects for which your firm has provided/is providing construction manager at risk services which are most related to these projects 2. For past five years, please provide the firm's aggregate bond capacity for every year 3. Have any sub-contractors or materials suppliers filed suit for non-payment. If yes, please summarize the nature of claim(s) (up to 100 points)	75	95	84	50	97	98	95
	50	100	60	40	90	80	70
	93	97	88	91	99	89	91
	85	95	90	0	95	95	95
	85	91	90	80	93	92	90
	70	90	80	70	80	80	80
	92	95	91	70	94	97	95
	87	95	90	0	95	95	95
	90	93	90	83	93	95	92
	70	90	80	70	80	80	80
C. Criterion: Respondent's capability to perform the construction management services for the project: 1. Describe your management plan for performing the work required of these projects and include your program for managing subcontractors and material providers 2. Describe your method of subcontractor contract award process including review/approval by owner 3. List separately all key personnel to be employed on site and those to be employed in home office for these projects 4. Describe your approach for partnering and team building at all levels for your preferred project group 5. Describe how you propose to interface with the design team and influence the design process 6. Describe your firm's start-up and commissioning (closeout) procedures for your preferred project group 7. Describe the pre-construction phase services to be provided by your firm for the preferred project groups (up to 100 points)	92	91	88	71	94	96	97
	87	95	90	0	95	95	95
	90	93	90	83	93	95	92
	70	90	80	70	80	80	80
	92	95	91	70	94	97	92
	94	96	92	80	96	96	90
	70	99	75	65	95	99	98
	70	100	70	40	100	100	100
	92	91	88	71	94	96	97
	87	95	90	0	95	95	95
D. Criterion: Respondent's project execution plan, schedule, and technical competence as a construction manager: 1. Describe your construction execution plan and schedule for your preferred project groups 2. Describe the types of records, reports, monitoring systems, and information management systems which your firm will utilize 3. Describe your plan for assuring that the project design meets the Owner's contract requirements 4. Describe your procedures and objectives for reviewing the design and construction documents, constructability, value engineering process and providing feedback to the A/E team and Owner 5. Describe your method of assuring that materials, equipment and construction methods meet the Owner's design requirements 6. Describe your firm's procedures for implementing the industry's "best practices" as defined by the Construction Industry Institute and similar organizations 7. Describe your utilization of project scheduling throughout the design and construction phases, as part of construction management	90	96	84	75	90	95	96
	50	100	60	40	90	80	70
	91	86	84	66	96	96	93
	90	94	90	70	94	94	95
	90	92	90	84	92	95	92
	70	90	80	70	80	80	70
	92	97	88	55	97	98	92
	92	95	91	82	94	95	94
	95	95	80	75	95	95	95
	94	91	87	80	93	93	95
E. Criterion: Respondent's utilization of project scheduling throughout the design and construction phases, as part of construction management: 1. Describe in detail the project scheduling system or methodology you propose to use on your preferred project group 2. Describe your execution plan for meeting or shortening the Owner's schedule; during design; and during construction 3. Describe any <u>advanced construction you anticipate or</u>	90	92	90	84	92	95	92
	70	90	80	70	80	80	70
	92	97	88	55	97	98	92
	95	95	80	75	95	95	95
	94	91	87	80	93	93	95
	90	95	90	70	95	95	94
	90	92	90	80	93	93	92
	70	80	70	70	80	80	70
	90	94	91	65	95	96	95
	92	94	92	80	95	95	92
F. Criterion: Respondent's utilization of a project cost control plan, in construction management, which will assure that the Owner's project budget shall not be exceeded: 1. Describe your cost control methods and what procedures you will utilize to maintain the CMP within the Owner's budget for your preferred group of projects 2. Describe your project financial plan and the projected monthly cash flow (draw-down) during the design and construction phases for your preferred group of projects 3. Describe your cost control method for confirmation of subcontractor pricing with Owner 4. Describe your firm's plans for cost reporting and tracking and change order management systems 5. Describe your payment plan to the subcontractors and materials suppliers 6. Describe your cost estimating system using CSI format (up to 100 points)	90	90	83.625	80	95	95	95
	60	80	70	60	80	90	80
	89	76	76	69	91	90	96
	90	95	90	70	94	95	94
	90	91	90	80	93	93	92
	70	80	70	70	80	80	70
	93	94	92	80	94	96	95
	95	95	93	82	95	95	93
	85	90	90	90	90	90	90
	60	80	70	60	80	80	80
G. Criterion: Respondent's capability to perform a quality control process during the entire project duration 1. Describe your firm's quality control program for each phase for your preferred group of projects in detail 2. Describe your quality control objectives for your preferred group of projects 3. Identify the quality control team and their duties 4. Describe how you will affect the quality control during the design process and development of construction documents 5. Describe how you propose the control the quality of construction performed by your subcontractors for your preferred group of projects (up to 100 points)	90	88.75	84.25	75.375	90.75	91.875	88.5
	90	88.75	84.25	75.375	90.75	91.875	88.5
	60	80	70	60	80	80	80
	89	76	76	69	91	90	96
	90	95	90	70	94	95	94
	90	91	90	80	93	93	92
	70	80	70	70	80	80	70
	92	91	87	75	90	92	90
	95	95	88	92	95	95	94
	99	99	99	99	99	99	99
H. Criterion: Respondent's job site safety program 1. Describe your job site safety program plan and specific safety policies in which employees must be in compliance 2. Identify the safety team and their duties (up to 100 points)	60	90	84.625	60	80	92.875	89.625
	98	94	80	90	98	98	98
	95	95	95	74	95	95	95
	89	92	88	85	92	94	91
	80	90	80	70	80	80	70
	85	97	96	95	96	95	80
	90	90	90	88	90	90	90
	98	98	89	89	98	98	98
	60	90	80	70	80	100	80
	90	99	92	95	90	99	99
I. Criterion: Service Support 1. Provide a minimum of three (3) reference letters, from previous project customers, which describe your firm's post construction quality regarding warranty service. Describe the extent to which your firm can utilize local sub-contractors and material suppliers when addressing warranty requests. (up to 100 points)	94	95	94	85	95	95	95
	89	92	88	80	92	94	94
	80	90	80	70	80	80	70
	85	97	96	95	96	95	80
	90	90	90	88	90	90	90
	98	98	89	89	98	98	98
	60	90	80	70	80	100	80
	90	99	92	95	90	99	99
	94	95	94	85	95	95	95
	89	92	88	84	93	94	94
TOTAL EVALUATION POINTS RANKING	723.715	826.34	778.125	625.47	793.37	805.945	787.07
	6	1	5	7	3	2	4
	2	2	2	2	4	4	2
	Contractor's Project Group Preference						

SOUTH TEXAS COLLEGE
CONSTRUCTION MANAGER AT RISK SERVICES
PROJECT NO. 14-15-1045 GROUP D MID VALLEY CAMPUS
EVALUATION FORM

VENDOR	D Wilson Construction Company	ECON	Skanska USA Building, Inc.	SpawGlass Contractors, Inc.	VCC, LLC.
ADDRESS	1209 E Pecan Blvd McAllen, TX 78501 956-686-9573	3025 S Sugar Rd Edinburg, TX 78539 956-259-8005	1109 Nolana Ave Ste 203 McAllen, TX 78501 956-535-3853	4909 E Grimes # 116 Hartlingen, TX 78550 956-412-9880	1100 E Jasmine Ave Ste 107 McAllen, TX 78501 956-587-3058
CITY/STATE/ZIP	McAllen, TX 78501	Edinburg, TX 78539	McAllen, TX 78501	Hartlingen, TX 78550	McAllen, TX 78501
PHONE	956-686-9573	956-259-8005	956-535-3853	956-412-9880	956-587-3058
FAX	956-686-3270	956-259-8009	866-457-3133	956-412-3581	956-587-3059
CONTACT	Bill Wilson	Gilbert Enriquez	Scott Cannon	Eric Kennedy	John Davenport
1	A. Criterion: Respondent's proposed fees set forth in Section 6 (Exhibit C) 1. Refer to Section 6 (Exhibit C), Pricing and Delivery Schedule (up to 100 points)	88.83	76.39	74.51	79.89
		88.83	100	74.51	79.89
		88.83	100	76.39	79.89
		88.83	100	76.39	79.89
		88.83	100	76.39	79.89
		88.83	100	76.39	79.89
		88.83	100	76.39	79.89
		88.83	100	76.39	79.89
		88.83	100	76.39	79.89
		88.83	100	76.39	79.89
2	B. Criterion: Respondent's previous experience with Construction Manager at Risk Construction Projects 1. List a minimum of five and maximum of ten projects for which your firm has provided its providing construction manager at risk services which are most related to these projects 2. For past five years, please provide the firm's aggregate bond capacity for every year 3. Have any sub-contractors or materials suppliers filed suit for non-payment. If yes, please summarize the nature of claim(s) (up to 100 points)	90	70	80	70
		96	98	98	90
		97	98	97	90
		95	76	98	95
		100	60	80	70
		97	88	89	91
		95	90	95	95
		91	90	92	90
		90	80	80	80
		95	91	97	92
3	C. Criterion: Respondent's capability to perform the construction management services for the project: 1. Describe your management plan for performing the work required of those projects and include your program for managing subcontractors and material providers. 2. Describe your method of subcontractor contract award process including review approval by owner. 3. List separately all key personnel to be employed on site and those to be employed in home office for these projects 4. Describe your approach for partnering and team building at all levels for your preferred project group 5. Describe how you propose to interface with the design team and influence the design process 6. Describe your firm's start-up and commissioning (closeout procedures) procedures for your preferred project group 7. Describe the pre-construction phase services to be provided by your firm for the preferred project groups (up to 100 points)	95	96	96	90
		99	94.875	99	98
		100	70	100	100
		91	88	96	97
		95	90	95	95
		93	90	95	92
		90	80	80	80
		93	91	97	92
		96	92	96	90
		99	75	99	98
4	D. Criterion: Respondent's project execution plan, schedule, and technical competence as a construction manager: 1. Describe your construction execution plan and schedule for your preferred project groups 2. Describe the types of records, reports, monitoring systems, and information management systems which your firm will utilize 3. Describe your plan for assuring that the project design meets the Owner's contract requirements 4. Describe your procedures and objectives for reviewing the design and construction documents, constructability, value engineering process and providing feedback to the AE team and Owner 5. Describe your method of assuring that materials, equipment, and construction methods meet the Owner's design requirements 6. Describe your firm's procedures for implementing the industry's "best practices" as defined by the Construction Industry Institute and similar organizations (up to 100 points)	92	92	95	92
		90	80	80	80
		93	90	96	94
		95	93	96	91
		96	85	95	96
		100	60	80	70
		86	84	96	93
		94	90	94	95
		92	90	95	92
		90	80	80	80
5	E. Criterion: Respondent's utilization of project scheduling throughout the design and construction phases, as part of construction management: 1. Describe in detail the project scheduling system or methodology you propose to use on your preferred project group 2. Describe your execution plan for insuring or shortening the Owner's schedule, during design, and during construction 3. Describe any phased construction, you anticipate or recommend for your preferred group of projects 4. Describe your ability to provide a scheduling system utilizing Primavera Project Planner (P3) (up to 100 points)	90	90	95	92
		90	80	80	70
		97	88	97	92
		95	91	94	91
		95	80	95	95
		90	70	100	80
		91	87	93	95
		95	90	95	94
		92	90	93	92
		80	70	80	70
6	F. Criterion: Respondent's utilization of a project cost control plan, in construction management, which will assure that the Owner's project budget shall not be exceeded 1. Describe your cost control methods and what procedures you will utilize to maintain the GMP within the Owner's budget for your preferred group of projects 2. Describe your project financial plan and the projected monthly cash flow (draw-down) during the design and construction phases for your preferred group of projects 3. Describe your cost control method for confirmation of subcontractor pricing with Owner 4. Describe your firm's plans for cost reporting and tracking and change order management systems 5. Describe your payment plan to the subcontractors and materials suppliers 6. Describe your cost estimating system using CSI format (up to 100 points)	80	80	80	70
		94	91	96	95
		94	92	95	92
		90	90	95	95
		80	70	90	80
		76	76	90	96
		95	90	94	94
		91	90	93	92
		80	70	80	70
		94	91	96	95
7	G. Criterion: Respondent's capability to perform a quality control process during the entire project duration 1. Describe your firm's quality control program for each phase for your preferred group of projects in detail 2. Describe your quality control objectives for your preferred group of projects 3. Identify the quality control team and their duties 4. Describe how you will affect the quality control during the design process and development of construction documents 5. Describe how you propose to control the quality of construction performed by your subcontractors for your preferred group of projects (up to 100 points)	80	80	80	70
		94	92	96	95
		95	93	95	93
		90	90	90	90
		90	70	90	80
		75	79	95	95
		95	90	95	95
		91	90	92	90
		80	70	80	70
		95	88	95	90
8	H. Criterion: Respondent's job site safety program 1. Describe your job site safety program plan and specific safety policies in which employees must be in compliance 2. Identify the safety team and their duties (up to 100 points)	92	92	94	91
		90	80	80	70
		97	96	95	80
		90	90	90	90
		98	89	98	98
		90	80	100	80
		99	92	99	99
		95	94	95	95
		92	88	92	91
		90	80	80	70
9	I. Criterion: Service Support 1. Provide a minimum of three (3) reference letters, from previous project customers, which describe your firm's post construction quality regarding warranty service. Describe the extent to which your firm can utilize local sub-contractors and material suppliers when addressing warranty requests. (up to 100 points)	93.875	90.25	93.875	88.25
		92	92	92	92
		90	80	80	70
		97	96	95	80
		90	90	90	90
		98	89	98	98
		90	80	100	80
		99	92	99	99
		95	94	95	95
		92	88	92	94
TOTAL EVALUATION POINTS	827.33	778.125	808.14	815.885	792.39
RANKING	1	5	3	2	4
Contractor's Project Group Preference	5	1	1	3	4

SOUTH TEXAS COLLEGE
CONSTRUCTION MANAGER AT RISK SERVICES
PROJECT NO. 14-15-1045 Group E Starr County Campus
EVALUATION FORM

VENDOR	D Wilson Construction Company	Skanska USA Building, Inc.	SpawGlass Contractors, Inc.	VCC, LLC.
ADDRESS	1209 E Pecan Blvd	1109 Nolana Ave Ste 203	4909 E Grimes #116	1100 E Jasmine Ave Ste 107
CITY/STATE/ZIP	McAllen, TX 78501	McAllen, TX 78501	Harlingen, TX 78550	McAllen, TX 78501
PHONE	956-686-9573	956-535-3853	956-412-9880	956-587-3058
FAX	956-686-3270	866-457-3133	956-412-3581	956-587-3059
CONTACT	Bill Wilson	Scott Cannon	Eric Kennedy	John Davenport
1	100 100 100 100 100 100 100 100 100	78.21 78.21 78.21 78.21 78.21 78.21 78.21 78.21 78.21	73.61 73.61 73.61 73.61 73.61 73.61 73.61 73.61 73.61	88.19 88.19 88.19 88.19 88.19 88.19 88.19 88.19 88.19
2	90 96 97 95 100 97 95 91	70 98 98 97 90 99 95 93	80 98 97 98 80 89 95 92	70 90 90 95 70 91 95 90
3	90 95 96 99 100 91 95 93	80 94 96 95 100 94 95 93	80 97 96 99 100 96 95 95	80 92 90 98 100 97 95 92
4	90 93 95 96 100 86 94 92	80 95 95 90 90 96 94 92	80 96 96 95 80 95 94 95	80 94 91 96 70 93 95 92

SOUTH TEXAS COLLEGE
CONSTRUCTION MANAGER AT RISK SERVICES
PROJECT NO. 14-15-1045 Group E Starr County Campus
EVALUATION FORM

VENDOR	D Wilson Construction Company	Skanska USA Building, Inc.	SpawGlass Contractors, Inc.	VCC, LLC.
E. Criterion: Respondent's utilization of project screening throughout the design and construction phases, as part of construction management: 1. Describe in detail the project scheduling system or methodology you propose to use on your preferred project group 2. Describe your execution plan for meeting or shortening the Owner's schedule; during design; and during construction 3. Describe any phased construction you anticipate or recommend for your preferred group of projects 4. Describe your ability to provide a scheduling system utilizing Primavera Project Planner (P3)	90	80	80	70
	97	97	98	92
	95	94	95	91
	95	95	95	95
	90	90	100	80
	91	93	93	95
	95	93	95	94
	92	93	93	92
	80	80	80	70
	94	95	96	95
F. Criterion: Respondent's utilization of a project cost control plan, in construction management, which will assure that the Owner's project budget shall not be exceeded 1. Describe your cost control methods and what procedures you will utilize to maintain the GMP within the Owner's budget for your preferred group of projects 2. Describe your project financial plan and the projected monthly cash flow (draw-down) during the design and construction phases for your preferred group of projects 3. Describe your cost control method for confirmation of subcontractor pricing with Owner 4. Describe your firm's plans for cost reporting and tracking and change order management systems 5. Describe your payment plan to the subcontractors and materials suppliers 6. Describe your cost estimating system using CSI format (up to 100 points)	94	95	95	92
	90	95	95	95
	80	80	90	80
	76	91	90	96
	95	94	95	94
	91	93	93	92
	80	80	80	70
	94	94	96	95
	95	95	95	93
	90	90	90	90
G. Criterion: Respondent's capability to perform a quality control process during the entire project duration 1. Describe your firm's quality control program for each phase for your preferred group of projects in detail 2. Describe your quality control objectives for your preferred group of projects 3. Identify the quality control team and their duties 4. Describe how you will affect the quality control during the design process and development of construction documents 5. Describe how you propose the control the quality of construction performed by your subcontractors for your preferred group of projects (up to 100 points)	91	92	94	90
	80	80	80	70
	91	90	92	90
	95	95	95	94
	99	99	99	99
	90	80	90	80
	94	98	98	98
	95	95	95	95
	92	92	94	91
	90	80	80	70
H. Criterion: Respondent's job site safety program 1. Describe your job site safety program plan and specific safety policies in which employees must be in compliance 2. Identify the safety team and their duties (up to 100 points)	91	92	94	90
	80	80	80	70
	91	90	92	90
	95	95	95	94
	99	99	99	99
	90	80	90	80
	94	98	98	98
	95	95	95	95
	92	92	94	91
	90	80	80	70
I. Criterion: Service Support 1. Provide a minimum of three (3) reference letters, from previous project customers, which describe your firm's post construction quality regarding warranty service. Describe the extent to which your firm can utilize local sub-contractors and material supplies when addressing warranty requests. (up to 100 points)	97	96	95	80
	90	90	90	90
	98	98	98	98
	90	80	100	80
	99	90	99	99
	95	95	95	95
	92	93	94	94
	838.5	809.96	814.985	800.69
	1	3	2	4
	RANKING			
Contractor's Project Group Preference	4	5	5	1

Review and Action as Necessary on Approval of Change Order for the Nursing & Allied Health Campus Entry Drive

Approval of proposed Change Order No. 1 with Texas Cordia Construction, LLC for the Nursing & Allied Health Campus Entry Drive project is requested.

Change Order No. 1 is needed to improve an existing irrigation line to comply with the Hidalgo County Irrigation District No. 2 policy. This proposed change order item has been reviewed and confirmed by the project design team at Perez Consulting Engineers and STC staff.

Nursing & Allied Health Campus Entry Drive			
Change Order No.	Item Description and Justification	Cost/ Days	Funding Source
1	<ul style="list-style-type: none"> Description: A portion of the new Entry Drive crosses an existing irrigation line and is a requirement of the Irrigation District that when new construction occurs over an existing outdated pipe, the section of pipe below the new construction must be replaced to prevent future demolition of the new construction. 	\$9,982	Construction
Total Change Order No. 1		\$9,982 0 days	Bond Construction

A representative from Perez Consulting Engineers and STC staff attended the April 13, 2015 Facilities Committee meeting to respond to questions from the Facilities Committee members.

The Facilities Committee recommended Board approval of proposed Change Order No. 1 in the amount of \$9,982 with Texas Cordia Construction, LLC for the Nursing & Allied Health Campus Entry Drive project as presented.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize proposed Change Order No. 1 in the amount of \$9,982 with Texas Cordia Construction, LLC for the Nursing & Allied Health Campus Entry Drive project as presented.

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

The Board of Trustees of South Texas College approves and authorizes proposed Change Order No. 1 in the amount of \$9,982 with Texas Cordia Construction, LLC for the Nursing & Allied Health Campus Entry Drive project as presented.

Approval Recommended:

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

Review and Action as Necessary on Contracting Construction Services for the Pecan Campus Portable Buildings Infrastructure

Approval to select a contractor for the Pecan Campus Portable Buildings Infrastructure project is requested.

The Board of Trustees previously approved design services with Melden & Hunt to prepare plans and specifications for the portable buildings infrastructure. As plans develop for design and construction of new facilities included in the 2013 Bond Construction Program, portable buildings on the Pecan Campus will be relocated in order to make space available for construction. A total of fourteen existing portable buildings are currently located in an area on campus where the future STEM Building, South Academic Building, parking lot, and site improvements will be constructed. As a result, civil engineers with Melden & Hunt have completed plans necessary for the infrastructure required at the Pecan Campus where the ten portables will be relocated.

STC staff worked with Melden & Hunt to prepare and issue the necessary plans and specifications for the solicitation of competitive sealed proposals. Solicitation of competitive sealed proposals for this project began on March 2, 2015. A total of nine (9) sets of construction documents were issued to general contractors, sub-contractors, and suppliers and a total of three (3) proposals were received on March 26, 2015.

Timeline for Solicitation of Competitive Sealed Proposals	
March 2, 2015	Solicitation of competitive sealed proposals began.
March 26, 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 are available in the FY 2014-2015 non-bond Construction budget for this project.

Source of Funding	Budgeted Funds	Highest Ranked Proposal
Non-Bond Construction	\$350,000	\$333,249.80

The Facilities Committee recommended Board approval to contract construction services with Celso Gonzalez Construction, Inc. in the amount of \$333,249.80 for the Pecan Campus Portable Building Infrastructure project as presented.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize contracting construction services with Celso Gonzalez Construction, Inc. in the amount of \$333,249.80 for the Pecan Campus Portable Building Infrastructure 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 Celso Gonzalez Construction, Inc. in the amount of \$333,249.80 for the Pecan Campus Portable Building Infrastructure project as presented.

Approval Recommended:

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

**SOUTH TEXAS COLLEGE
PECAN CAMPUS INFRASTRUCTURE FOR RELOCATION OF PORTABLE BUILDINGS
PROJECT NO. 14-15-1056**

VENDOR	Bullard Construction	Celso Gonzalez Construction, Inc.	Holchemont, Ltd.	JCON Construction, LLC.	NM Contracting
ADDRESS	5000 W Military Hwy Ste 50	614 N Conway	900 N Main St	604 Palmview Dr	2022 Orchid Ave
CITY/STATE	McAllen, TX 78503	Mission, TX 78572	McAllen, TX 78501	Mission, TX 78574	McAllen, TX 78504
PHONE	956-972-0321	956-585-3848	956-686-2901	956-227-3215	956-631-5667
FAX	956-972-0325	956-585-7773	956-686-2925	956-580-9906	956-627-3959
CONTACT	Dan Ogletree	Celso Gonzalez, Jr.	Michael C. Montalvo	Juan Pena, Jr.	Noel Munoz
#	Description	Proposed	Proposed	Proposed	Proposed
1	Base Proposal: Pecan Campus Infrastructure for Relocation of Portable Buildings Includes the following improvements: Telecommunications, MEP, Water, Sanitary Sewer, Paving and Miscellaneous	\$ 420,000.00	\$ 523,000.00	\$ 358,630.00	\$ 430,000.00
2	Begin Work Within	10 Working Days	10 Working Days	10 Working Days	14 Working Days
3	Completion of Work Within	160 Calendar Days	120 Calendar Days	150 Calendar Days	180 Calendar Days
4	Bid Bond	Yes	Yes	Yes	Yes
TOTAL PROPOSAL AMOUNT		\$ 420,000.00	\$ 523,000.00	\$ 358,630.00	\$ 430,000.00
TOTAL RANKING POINTS		75.8	73.3	61.2	77.4
RANKING		3	4	5	2

**SOUTH TEXAS COLLEGE
PECAN CAMPUS INFRASTRUCTURE FOR RELOCATION OF PORTABLE BUILDINGS
PROJECT NO. 14-15-1056**

VENDOR		Bullard Construction	Celso Gonzalez Construction, Inc.	Holchemont, Ltd.	JCON Construction, LLC.	NM Contracting
ADDRESS		5000 W Military Hwy Ste 50	614 N Conway	900 N Main St	604 Palmview Dr	2022 Orchid Ave
CITY/STATE		McAllen, TX 78503	Mission, TX 78572	McAllen, TX 78501	Mission, TX 78574	McAllen, TX 78504
PHONE/FAX		956-972-0321	956-585-3848	956-686-2901	956-227-3215	956-631-5667
FAX		956-972-0325	956-585-7773	956-686-2925	956-580-9906	956-627-3959
CONTACT		Dan Ogletree	Celso Gonzalez, Jr.	Michael C. Montalvo	Juan Pena, Jr.	Noel Munoz
1	The Respondent's price proposal. (up to 45 points)	35.7	45	28.7	41.8	34.9
		35.7	45	28.7	41.8	34.9
		35.7	45	28.7	41.8	34.9
		35.7	45	28.7	41.8	34.9
		35.7	45	28.7	41.8	34.9
2	The Respondent's experience and reputation. (up to 10 points)	8	8	7	6	7
		9	8	7	6	8
		8	8	9	5.5	8.5
		9	9	9	7	9
		8.5	9	8.5	8.5	9
3	The quality of the Respondent's goods or services. (up to 10 points)	8	8	9	1	6
		10	9	6	1	6
		9	8	8	1	4
		8	9	9	2	7
		7.5	8	9	1	8
4	The Respondent's safety record (up to 5 points)	4.5	4	3.5	0	3.5
		4	4	4	0	5
		3.5	4	3	0	3.5
		5	4	4	1	4
		4.5	4.5	3.5	0	4
5	The Respondent's proposed personal. (up to 8 points)	6	7	6	1	7
		6	8	7	1	7
		6	6.5	7	1	6.5
		7	7	7	2	8
		5	7	6.5	1	7.5
6	The Respondent's financial capability in relation to the size and the scope of the project. (up to 9 points)	5	7	5.5	5	8
		7	6	7	0	8
		4	7	6	5	8
		5	8	7	7	8
		4.5	8	7.5	4	8
7	The Respondent's organization and approach to the project. (up to 6 points)	2	4.5	4.5	0	3.5
		4	5	4	1	4
		1	5	5	0	4
		4	5	4	1	5
		1	5.5	4.5	0	4
8	The Respondent's time frame for completing the project. (up to 7 points)	5.3	3.5	7	5.6	4.7
		5.3	3.5	7	5.6	4.7
		5.3	3.5	7	5.6	4.7
		5.3	3.5	7	5.6	4.7
		5.3	3.5	7	5.6	4.7
TOTAL EVALUATION POINTS		75.8	88.7	73.3	61.2	77.4
RANKING		3	1	4	5	2

Review and Action as Necessary on Contracting Construction Services for the Pecan Plaza Asphalt Resurfacing Along Alley Side of Building

Approval to select a contractor for the Pecan Plaza Asphalt Resurfacing Along Alley Side of Building project is requested.

The Board of Trustees previously approved design services with Halff Associates to prepare plans and specifications for this project. As a result, the civil engineering team at Halff Associates completed the plans necessary for this deferred maintenance project.

Halff Associates has worked with 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 March 2, 2015. A total of six (6) sets of construction documents were issued to general contractors, sub-contractors, and suppliers and a total of five (5) proposals were received on March 24, 2015.

Timeline for Solicitation of Competitive Sealed Proposals	
March 2, 2015	Solicitation of competitive sealed proposals began.
March 24, 2015	Five (5) 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 FY 2014-2015 non-bond construction budget for this project and from unused project savings.

Source of Funding	Budgeted Funds	Highest Ranked Proposal
Non-Bond Construction	\$75,000	\$115,000

The Facilities Committee recommended Board approval to contract construction services with 5 Star Construction in the amount of \$115,000 for the Pecan Plaza Asphalt Resurfacing Along Alley Side of Building project as presented.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize contracting construction services with 5 Star Construction in the amount of \$115,000 for the Pecan Plaza Asphalt Resurfacing Along Alley Side of Building 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 5 Star Construction in the amount of \$115,000 for the Pecan Plaza Asphalt Resurfacing Along Alley Side of Building project as presented.

Approval Recommended:

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

President

**SOUTH TEXAS COLLEGE
PECAN PLAZA ASPHALT RESURFACING ALONG ALLEY SIDE OF BUILDING B
PROJECT NO. 14-15-1057**

VENDOR	Eberle Materials, Inc.	5 Star Construction	Foremost Paving, Inc.	RDH	SAMES, Inc.
ADDRESS	P O Box 1028	3209 Melody Ln	P O Box 29	1201 E Moore Rd Lot 89	200 S Cage Blvd Ste A
CITY/STATE	Donna, Texas 78537	Mission, Texas 78574	Weslaco, TX 78599	Pharr, Texas 78577	Pharr, Texas 78577
PHONE	956-461-3478	956-867-5040	956-316-8900	956-502-5426	956-702-8880
FAX	956-461-3479	956-599-9055	956-316-8901	956-475-3917	956-702-8883
CONTACT	Jason Eberle	Alan Oakley	Joseph E. Forshage	Dianaly DeHoyos	Samuel D. Maldonado
#	Project	Proposed	Proposed	Proposed	Proposed
1	Base Proposal: Pecan Plaza Asphalt Resurfacing Along Alley Side of Building B	\$129,900.00	\$135,823.00	\$84,900.00	\$93,982.52
2	Begin Work Within	15 Working Days	10 Working Days	10 Working Days	15 Working Days
3	Completion of Work Within	60 Calendar Days	75 Calendar Days	45 Calendar Days	90 Calendar Days
Alternate #1 Base Proposal:					
1	Concrete Paving in lieu of Asphalt Paving	\$115,000.00	\$160,389.00	\$129,900.00	\$119,905.19
2	Begin Work Within	15 Working Days	10 Working Days	10 Working Days	15 Working Days
3	Completion of Work Within	60 Calendar Days	75 Calendar Days	45 Calendar Days	90 Calendar Days
TOTAL RANKING POINTS		90.7	52.3	56	55
RANKING		2	5	3	4

**SOUTH TEXAS COLLEGE
 PECAN PLAZA ASPHALT RESURFACING ALONG ALLEY SIDE OF BUILDING B
 PROJECT NO. 14-15-1057
 EVALUATION SUMMARY**

VENDOR		Eberle Materials, Inc.	5 Star Construction	Foremost Paving, Inc.	RDH Site and Concrete, LLC.		SAMES, Inc.				
ADDRESS		P O Box 1028	3209 Melody Ln	P O Box 29	1201 E Moore Rd Lot 170	200 S Cage Blvd Ste A					
CITY/STATE		Donna, Texas 78537	Mission, Texas 78574	Weslaco, TX 78599	Pharr, Texas 78577	Pharr, Texas 78577					
PHONE/FAX		956-461-3478	956-867-5040	956-316-8900	956-502-5426	956-702-8880					
FAX		956-461-3479	956-599-9055	956-316-8901	956-475-3917	956-702-8883					
CONTACT		Jason Eberle	Alan Oakley	Joseph E. Forshage	Dianaly De Hoyos	Samuel D. Maldonado					
1	Base Proposal: The Respondent's price proposal. (up to 45 points)	32.7	32.7	29.4	29.4	28.1	28.1	45	45	40.7	40.7
		32.7		29.4		28.1		45		40.7	
		32.7		29.4		28.1		45		40.7	
		32.7		29.4		28.1		45		40.7	
		32.7		29.4		28.1		45		40.7	
1	Alternate #1 Proposal: The Respondent's price proposal. (up to 45 points)	44.2	44.2	45	45	32.3	32.3	39.8	39.8	43.2	43.2
		44.2		45		32.3		39.8		43.2	
		44.2		45		32.3		39.8		43.2	
		44.2		45		32.3		39.8		43.2	
		44.2		45		32.3		39.8		43.2	
2	The Respondent's experience and reputation. (up to 10 points)	9	8.8	9	8.4	7	7.8	4	4.4	6	6.1
		9		9		7		6		7	
		9		8		8		4		5.5	
		8		8		8		4		6	
		9		8		7		4		6	
3	The quality of the Respondent's goods or services. (up to 10 points)	9	8.1	9	8.9	3	2.8	3	2.2	1	0.6
		8.5		9		2		2		2	
		8		9		3		2		0	
		7		9		3		2		0	
		8		8.5		3		2		0	
4	The Respondent's safety record (up to 5 points)	5	4.5	4	3.8	1	0.4	2	0.4	1	0.2
		4		3.5		0		0		0	
		4		3.5		0		0		0	
		5		5		0		0		0	
		4.5		3		1		0		0	
5	The Respondent's proposed personal. (up to 8 points)	7	6.2	7	6.4	1	0.8	2	0.6	1	0.4
		7		7		0		0		0	
		6		6		1		1		1	
		6		6		1		0		0	
		5		6		1		0		0	
6	The Respondent's financial capability in relation to the size and the scope of the project. (up to 9 points)	6	6.2	8	7.4	4	3	1	1.2	1	0.6
		7.5		7.5		2		2		1	
		6.5		7.5		3		1		1	
		5		7		3		0		0	
		6		7		3		2		0	
7	The Respondent's organization and approach to the project. (up to 6 points)	5	4.9	6	5.5	2	1	1	0.4	1	0.4
		4.5		5.5		0		0		0	
		5		5		1		1		1	
		5		6		1		0		0	
		5		5		1		0		0	
8	The Respondent's time frame for completing the project. (up to 7 points)	5.7	5.7	5.3	5.3	4.2	4.2	7	7	3.5	3.5
		5.7		5.3		4.2		7		3.5	
		5.7		5.3		4.2		7		3.5	
		5.7		5.3		4.2		7		3.5	
		5.7		5.3		4.2		7		3.5	
TOTAL EVALUATION POINTS		88.6	90.7	52.3		56		55			
RANKING		2	1	5		3		4			

Review and Action as Necessary on Contracting Construction Services for the District-Wide Parking Lot Lighting Upgrades

Approval to select a contractor for the District-Wide Parking Lot Lighting Upgrades project is requested.

The Board of Trustees previously approved design services with DBR Engineering to prepare plans and specifications for this lighting upgrade project. As a result, the electrical engineering team at DBR Engineering has completed plans necessary for this deferred maintenance project. This parking lot lighting replacement project is in its first of several phases which will occur over a four year period. The first phase will include replacement of lights on the original Starr County Campus parking lot.

DBR Engineering has worked with 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 March 2, 2015. A total of three (3) sets of construction documents were issued to general contractors, sub-contractors, and suppliers and a total of four (4) proposals were received on March 26, 2015.

Timeline for Solicitation of Competitive Sealed Proposals	
March 2, 2015	Solicitation of competitive sealed proposals began.
March 26, 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 FY 2014-2015 Renewals and Replacements budget for this project.

Source of Funding	Budgeted Funds	Highest Ranked Proposal
Non-Bond Construction	\$100,000	\$50,691

The Facilities Committee noted that the top ranked contractor proposed starting the project within 10 working days of the award and completing the project within 120 calendar days. The Committee asked staff whether it was a concern that they proposed 120 calendar days, while two other firms proposed completing the job in 30 days and a third firm proposed 90 days. The top ranked firm also proposed a slightly higher fee to complete the work.

Mr. Gerry Rodriguez, Director of Facilities Planning and Construction, informed the Committee that the type of lighting required for the project would likely need to be special ordered, and the bid evaluation team was surprised to see that two firms expected to complete the project within 30 calendar days of start. In experience with previous projects, the team determined it was unlikely that the firms proposing project completion within thirty days could reasonably meet that timeline.

Mr. Rodriguez felt there was some room to negotiate the project time line, and if the Board approved contracting with the top ranked firm, staff would attempt to secure a commitment to a reasonably accelerated time frame.

The Facilities Committee recommended Board approval to contract construction services with Metro Electric in the amount of \$50,691 for District-Wide Parking Lot Lighting Upgrades project as presented.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize contracting construction services with Metro Electric in the amount of \$50,691 for District-Wide Parking Lot Lighting Upgrades 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 Metro Electric in the amount of \$50,691 for District-Wide Parking Lot Lighting Upgrades project as presented.

Approval Recommended:

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

President

**SOUTH TEXAS COLLEGE
DISTRICT WIDE LIGHTING UPGRADES FOR PARKING LOTS
PROJECT NO. 14-15-1052**

NAME	Alpha Building Corporation	RG Enterprises, LLC./ dba G&G Contractors	Metro Electric, Inc.	Zitro Electric, LLC.
ADDRESS	222 E Van Buren #503	5125 S US Hwy 281	1901 Industrial Dr	604 Palmview Dr
CITY/STATE/ZIP	Harlingen, TX 78550	Edinburg, TX 78539	McAllen, TX 78504	Palmview, TX 78574
PHONE	956-622-3242	956-929-1567	956-686-2323	956-581-8899
FAX	956-622-3102	956-283-7040	956-626-4559	956-581-8892
CONTACT	Gustavo E. Grajales	Rene Garza	Michael Gerdes	Mike Pena
#	Description	Proposed	Proposed	Proposed
1	Base Proposal: District Wide Lighting Upgrades for Parking Lots	\$ 84,900.00	\$ 50,691.00	\$ 46,500.00
	Begin Work Within	10 Working Days	10 Working Days	10 Working Days
	Completion of Work Within	90 Calendar Days	120 Calendar Days	30 Calendar Days
	TOTAL AMOUNT PROPOSED	\$ 84,900.00	\$ 50,691.00	\$ 46,500.00
	TOTAL EVALUATION POINTS	67.8	84.7	83.5
	RANKING	4	1	2

**SOUTH TEXAS COLLEGE
DISTRICT WIDE LIGHTING UPGRADES FOR PARKING LOTS
PROJECT NO. 14-15-1052
EVALUATION FORM**

VENDOR		Alpha Building Corporation	RG Enterprises, LLC./ dba G&G Contractors	Metro Electric, Inc.	Zitro Electric, LLC.					
ADDRESS		222 E Van Buren #503	5125 S US Hwy 281	1901 Industrial Dr	604 Palmview Dr					
CITY/STATE		Harlingen, TX 78550	Edinburg, TX 78539	McAllen, TX 78504	Palmview, TX 78574					
PHONE		956-622-3242	956-929-1567	956-686-2323	956-581-8899					
FAX		956-622-3102	956-283-7040	956-626-4559	956-581-8892					
CONTACT		Gustavo E. Grajales	Rene Garza	Michael Gerdes	Mike Pena					
1	The Respondent's price proposal. (up to 45 points)	24.6	24.6	42.9	42.9	41.3	41.3	45	45	
		24.6				42.9		41.3		45
		24.6				42.9		41.3		45
		24.6				42.9		41.3		45
		24.6				42.9		41.3		45
2	The Respondent's experience and reputation. (up to 10 points)	9	8.4	6.6	6.6	9	9.2	8	7.4	
		8				6		9		7
		9				8		9		7
		8				5		10		7.5
		8				7		9		7.5
3	The quality of the Respondent's goods or services. (up to 10 points)	8.5	8.3	6.2	6.2	8	8.8	7	7	
		8				5		9		7
		8				7		9		7
		8				6		9		7
		9				6		9		7
4	The Respondent's safety record. (up to 5 points)	4.5	4.3	2.4	2.4	4.5	4.3	3	2.4	
		4.5				1		4		3
		4				3		4		3
		4				2		5		1
		4.5				3		4		2
5	The Respondent's proposed personnel. (up to 8 points)	7.5	7.2	5	5	7	6.8	6	6.2	
		7.5				4		7		6
		7				6		7		7.5
		7				4		6		5
		7				5		7		6.5
6	The Respondent's financial capability in relation to the size and scope of the project. (up to 9 points)	7	7.3	4.2	4.2	8.5	7.7	6	5.4	
		7.5				3		7		6
		8				3		7		5
		7				4		8		5
		7				5		8		5
7	The Respondent's organization and approach to the project. (up to 6 points)	5.5	5.4	2.4	2.4	4.5	4.8	3.5	3.1	
		4.5				1		5		2.5
		6				3		5		3.5
		6				2		5		3.5
		5				2		4.5		2.5
8	The Respondent's time frame for completing the project. (up to 7 points)	2.3	2.3	7	7	1.8	1.8	7	7	
		2.3				7		1.8		7
		2.3				7		1.8		7
		2.3				7		1.8		7
		2.3				7		1.8		7
TOTAL EVALUATION POINTS		67.8	76.7	84.7	83.5					
RANKING		4	3	1	2					

Review and Action as Necessary on Schematic Design for the Pecan Campus Art Building Covered Area for Ceramic Arts

Approval of schematic design by EGV Architects, Inc. for the Pecan Campus Art Building Covered Area for Ceramic Arts is requested.

As previously authorized by the Board of Trustees, EGV Architects, Inc. has coordinated with the Planning & Construction Department staff and with STC Art Faculty to develop plans for this renovation project.

Preliminary construction cost estimates indicate that the project cost will range between \$260,000 to 286,000. As part of the FY 2014-2015 construction budget, funds in the amount of \$325,000 are included for this project.

The following chart summarized the above information:

Source of Funding	Amount Budgeted	Preliminary Cost Estimates
Construction	\$325,000	\$260,000 to 286,000

Once schematic design is approved, EGV Architects, Inc. will proceed to prepare all necessary architectural and engineering construction drawings and specifications in preparation for solicitation of construction proposals. Attached are

- A site map showing the proposed location,
- a schematic floor plan,
- a three dimensional schematic rendering, and
- a photo of the current site with the proposed renovation space marked.

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

When the Facilities Committee packet was developed and published staff only had a rough sketch of the proposed facility, which was included in the Committee packet. Staff was asked to have a well-developed rendering of the proposed expansion for presentation. Additionally, there were concerns about the proposed location, which abuts the central mall of the Pecan Campus. Because of the concerns, the Committee refrained from taking action, and this item was deferred until the May 2015 Facilities Committee meeting.

Since the April Facilities Committee meeting, the Project Manager and the Department Chair of Visual Arts and Music have determined that the project would need to be approved in April to achieve completion in time for Fall 2015. If this project is delayed for consideration until May 2015, it would not be feasible to complete the work on this schedule, and the project would be delayed until Summer 2016.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize the proposed schematic design of the Pecan Campus Art Building Covered Area for Ceramic Arts as presented.

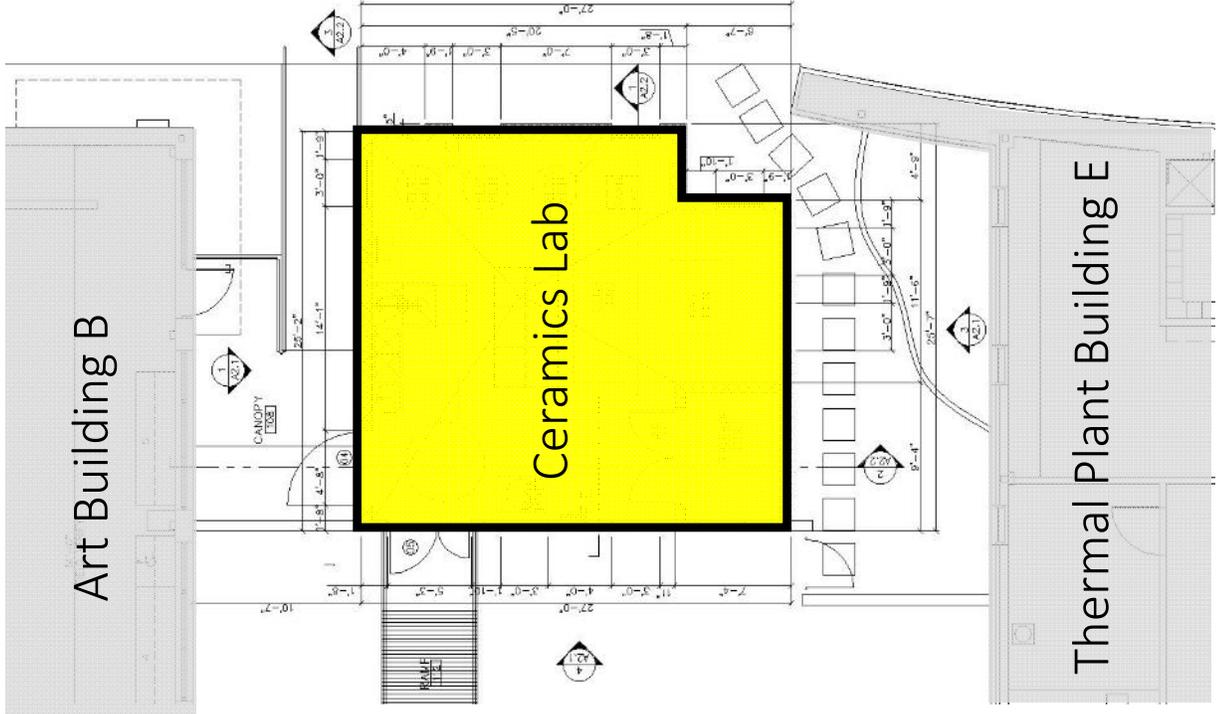
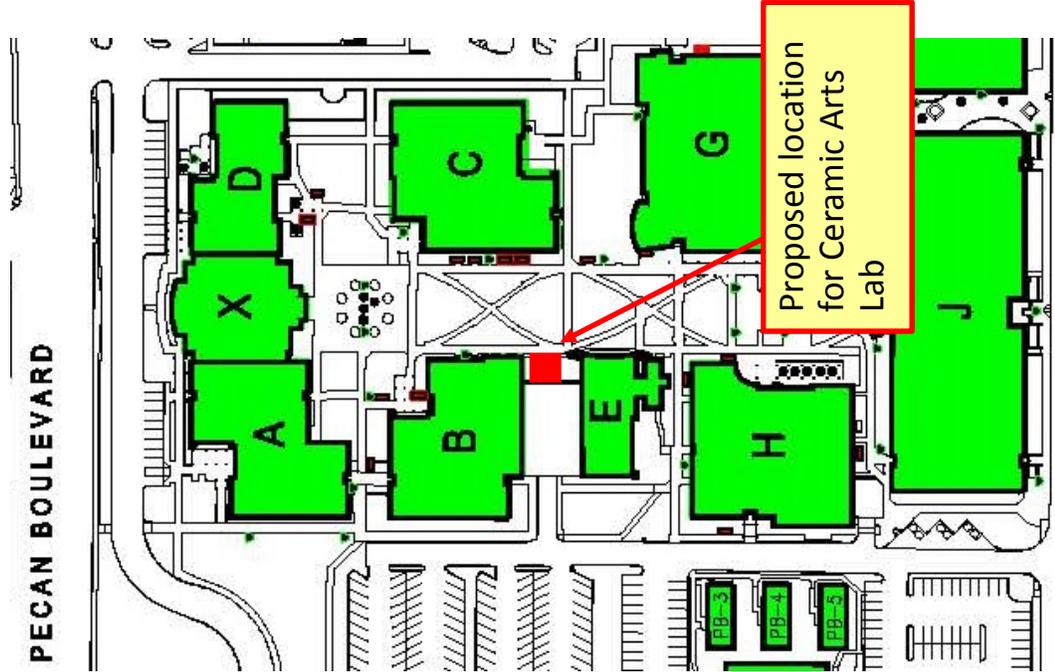
The following Minute Order is proposed for consideration by the Board of Trustees:

The Board of Trustees of South Texas College approves and authorizes the proposed schematic design of the Pecan Campus Art Building Covered Area for Ceramic Arts as presented.

Approval Recommended:

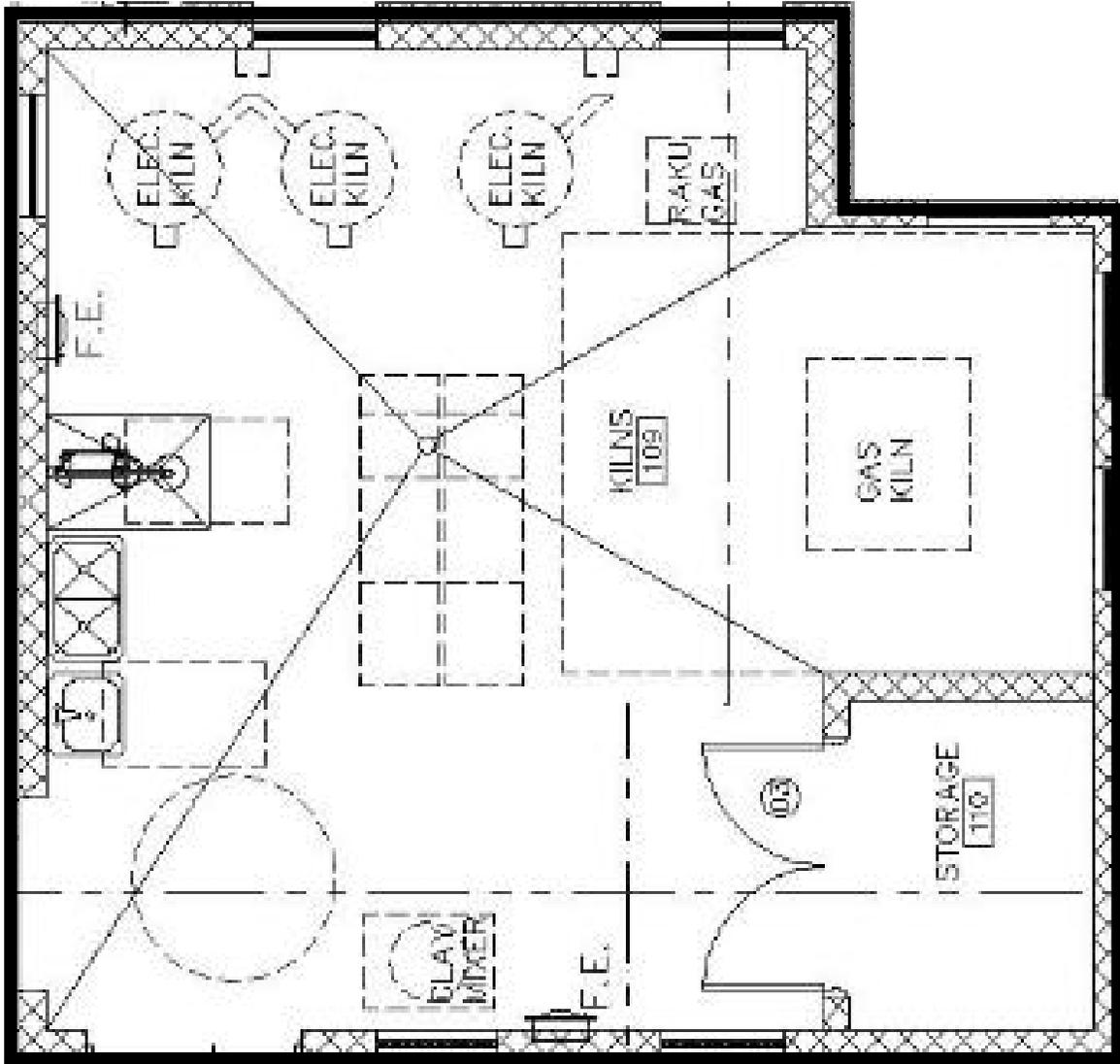
Shirley A. Reed, M.B.A., Ed.D.

President



Proposed location

Schematic Site Plan



Schematic Floor Plan



Schematic Rendering



Proposed
Building
Location

Existing Conditions

Review and Action as Necessary on Substantial or Final Completion for the Following Projects

- 1) Pecan Campus Buildings A, G, H, and X Electrical Disconnects**
- 2) Pecan Campus Ann Richards Administration Building Grants/Accountability Office Improvements**

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

Projects	Substantial Completion	Final Completion	Documents Attached
1. Pecan Campus Buildings A, G, H, and X Electrical Disconnects	Recommended	May 2015	Substantial Completion Certificate
2. Pecan Campus Ann Richards Administration Building Grants/Accountability Office Improvements	Previously Approved	Recommended	Final Completion Letter

1. Pecan Campus Buildings A, G, H and X Electrical Disconnects

It is recommended that substantial completion for this project with Metro Electric be approved.

Engineers with ACR and STC staff visited the site and developed a construction punch list. As a result of this site visit and observation of the completed work, a Certificate of Substantial Completion for the project was certified on March 26, 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.

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

2. Pecan Campus Ann Richards Administration Building Grants/Accountability Office Improvements

It is recommended that final completion and release of final payment 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 is recommended that final completion and release of final payment for this project with 5 Starr Construction be approved. The original cost approved for this project was in the amount of \$94,600.

The following chart summarizes the above information:

Construction Budget	Approved Proposal Amount	Net Total Change Orders	Final Project Cost	Previous Amount Paid	Remaining Balance
\$24,000	\$94,600	\$2,263.80	\$96,863.80	\$86,296.10	\$10,567.70

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

The Facilities Committee recommended Board approval of the substantial completion of the Pecan Campus Buildings A, G, H, and X Electrical Disconnects project and the final completion and release of final payment for 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 Buildings A, G, H, and X Electrical Disconnects project and the final completion and release of final payment for 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 Buildings A, G, H, and X Electrical Disconnects project and the final completion and release of final payment for 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)
STC Pecan Campus Electrical
Disconnects Building A, G, H, and X
3201 W. Pecan Blvd
McAllen, Texas 78501

PROJECT NUMBER: 14V20/
CONTRACT FOR: Pecan Campus Electrical
Disconnects from Building A,G,H, and X
CONTRACT DATE: 10/07/2014

OWNER:
ARCHITECT:
CONTRACTOR:
FIELD:
OTHER:

TO OWNER:
(Name and address)
South Texas College
3200 W. Pecan Blvd.
Bldg. N., Ste 145
McAllen, Texas 78501

TO CONTRACTOR:
(Name and address)
Metro Electric
1901 Industrial Drive
McAllen, Texas 78504

PROJECT OR PORTION OF THE PROJECT DESIGNATED FOR PARTIAL OCCUPANCY OR USE SHALL INCLUDE:

STC Pecan Campus Electrical Disconnects from buildings A,G,H and X

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

Warranty

Date of Commencement

ACR Engineering, Inc.

March 26, 2015

ARCHITECT

BY

DATE OF ISSUANCE

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

Cost estimate of Work that is incomplete or defective: \$0.00

The Contractor will complete or correct the Work on the list of items attached hereto within Six (6) days from the above date of Substantial Completion.

Metro Electric

CONTRACTOR

BY

DATE

The Owner accepts the Work or designated portion as substantially complete and will assume full possession at 5:00p.m. (time) on 3/26/15 (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.)



AIA Document G701™ – 2001

Change Order

PROJECT (Name and address): STC Pecan Campus Electrical Disconnects Building A, G, H, and X 3201 W. Pecan Blvd McAllen, Texas 78501	CHANGE ORDER NUMBER: 002 DATE: 3/30/2015	OWNER: <input checked="" type="checkbox"/> ARCHITECT: <input checked="" type="checkbox"/> CONTRACTOR: <input checked="" type="checkbox"/> FIELD: <input type="checkbox"/> OTHER: <input type="checkbox"/>
TO CONTRACTOR (Name and address): Metro Electric 1901 Industrial Drive McAllen, Texas 78504	ARCHITECT'S PROJECT NUMBER: 14V20 CONTRACT DATE: 10/07/2014 CONTRACT FOR: Pecan Campus Electrical Disconnects from Building A,G,H, and X	

THE CONTRACT IS CHANGED AS FOLLOWS:

(Include, where applicable, any undisputed amount attributable to previously executed Construction Change Directives)

1. Furnish and maintain 35 KW generator for Building X IT panel and Building H for refrigerators panel. Refer to attached sheet for additional information.
2. Furnish and install break metal for Building H. Refer to attached sheet for additional information.
3. Adjust the contract sum by the Contingency Allowance balance.

Beginning Contingency Allowance:	\$5,000.00
Less this change Order	<\$2,241.00>
Ending Contingency Allowance:	\$2,759.00

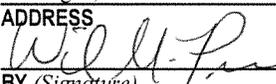
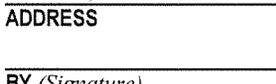
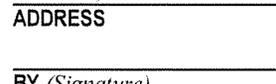
Beginning Contingency Allowance:	\$2,759.00
Less this change Order	<\$2,759.00>
Ending Contingency Allowance:	\$0

The original Contract Sum was	\$	101,121.00
The net change by previously authorized Change Orders	\$	0.00
The Contract Sum prior to this Change Order was	\$	101,121.00
The Contract Sum will be decreased by this Change Order in the amount of	\$	2,759.00
The new Contract Sum including this Change Order will be	\$	98,362.00

The Contract Time will be unchanged by Zero (0) days.
The date of Substantial Completion as of the date of this Change Order therefore is unchanged.

NOTE: This Change Order does not include changes in the Contract Sum, Contract Time or Guaranteed Maximum Price which have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.

NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONTRACTOR AND OWNER.

<u>ACR Engineering, Inc</u> ARCHITECT (Firm name)	<u>Metro Electric</u> CONTRACTOR (Firm name)	<u>South Texas College</u> OWNER (Firm name)
1221 N. 77 Sunshine Strip Harlingen, Texas 78550	1901 Industrial Drive McAllen, Texas 78504	2300 W. Pecan Blvd. McAllen, Texas 78501
ADDRESS	ADDRESS	ADDRESS
 BY (Signature)	 BY (Signature)	 BY (Signature)
Miles Ponder (Typed name)	Michael Gerdes (Typed name)	Dr. Shirley A. Reed (Typed name)
4/10/15 DATE	DATE	DATE



April 6, 2015

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

Re: STC Pecan Campus – Grants / Accountability Office Improvements
RFP #13-14-1044

Dear Mr. R. Cuellar,

To the best of our knowledge, all work has been performed as per manufacturer's specifications. We recommend release of final payment to 5-Star Construction for the above referenced project.

5-Star Construction, has completed the punch list items and submitted their closing documents.

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

Sincerely,

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

Eduardo G. Vela, Architect

XC: Gerry Rodriguez, Architect

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.

Status of Non-Bond Construction Projects in Progress April 2015

Project	% Complete	Date to Complete	Current Activity	Budget	Contract Amount	Amount Paid	Balance
Pecan Campus							
Digital Marquee Sign	95%	April 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	\$402,960.40	\$0
Buildings A, G, H, & X Electrical Disconnects	100%	March 2015	1. Construction Phase 2. Construction is substantially complete	\$100,000	\$101,121	\$34,533.39	\$66,587.61
Cover area for Ceramic Arts Kilns	60%	April 2015	1. Design phase 2. Design in progress	\$48,750	\$29,250	\$0	\$29,250
Library Additional Study Rooms	5%	June 2015	1. Design phase 2. Design in progress	\$54,000	TBD	\$0	TBD
Sports Fields Lighting	95%	April 2015	1. Design phase 2. Design in progress	\$30,000	\$16,000	\$0	\$16,000
Removal of Trees for Bond Construction	100%	January 2015	1. Construction Phase 2. Construction in complete	\$25,000	\$21,142	\$21,142	\$0
Infrastructure for Relocation of Portable Buildings	100%	February 2015	1. Re-design Phase 2. Solicitation of construction proposals is complete	\$52,500	\$30,047.71	\$27,343.05	\$2,704.66

Project	% Complete	Date to Complete	Current Activity	Budget	Contract Amount	Amount Paid	Balance
Relocation of Electrical Power Lines	25%	April 2015	1. Design phase 2. Contract negotiations complete 3. Design work in progress	\$11,250	\$7,387.50	\$0	\$7,387.50
Student Services Building 1 st Floor Modifications	10%	May 2015	1. Design Phase 2. Design in progress	\$37,500	\$23,125	\$0	\$23,125
AECHS Service Drive and Sidewalk Relocation	60%	April 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
Building A Carpet Replacement	50%	April 2015	1. Project Development Phase 2. Staff is preparing for solicitation of proposals	\$60,000	TBD	\$0	TBD
Building J Science Lab Exhaust Fan	50%	April 2015	1. Construction Phase 2. Construction in progress	\$0	\$23,300	\$0	\$23,300
Pecan Plaza Police Department Emergency Generator	30%	May 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 is complete	\$8,000	\$9,885	\$0	\$9,885
Mid Valley Campus							
No Work in Progress							

Project	% Complete	Date to Complete	Current Activity	Budget	Contract Amount	Amount Paid	Balance
Technology Campus							
West Academic Building Re-roofing	100%	March 2015	1. Design Phase 2. Design complete 3. Solicitation of proposal complete 4. Board approved contractor	\$125,000	\$106,181.25	\$75,000	\$31,681.25
HVAC Cooling Tower Replacement	75%	April 2015	1. Construction Phase 2. Construction in progress	\$415,000	\$396,000	\$252,131.22	\$143,868.78
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
Building B Main Door and Frame replacement	0%	July 2015	1. Design Phase 2. Board approved AE firm in March 2015	\$7,500	TBD	\$0	TBD
Building C Conference Room Addition	0%	July 2015	1. Design Phase 2. Board approved AE firm in March 2015	\$9,600	TBD	\$0	TBD
Nursing and Allied Health Campus							
Parking Expansion	50%	April 2015	1. Construction Phase 2. Contract executed 3. Construction in progress	\$740,000	\$655,545.80	\$163,333.50	\$492,212.30
Irrigation System upgrades	100%	March 2015	1. Design Phase 2. Design work complete	\$2,000	\$3,550	\$0	\$3,550

Project	% Complete	Date to Complete	Current Activity	Budget	Contract Amount	Amount Paid	Balance
Subdivision Plat for 6.63 Acres	95%	February 2015	<ol style="list-style-type: none"> Design Phase, Staff is working with the engineer to finalize subdivision plat Traffic Impact Analysis is complete Pending approval of conditional use permit by City of McAllen 	\$20,000	\$19,690	\$2,900	\$16,790
Walls for Library Quiet Study Area	10%	February 2015	<ol style="list-style-type: none"> Construction Phase Installation of pre-fabricated walls is complete 	\$25,000	\$15,643.34	\$0	\$15,643.34
Starr County Campus							
Installation of Backup Generator for Data Center	0%	July 2015	<ol style="list-style-type: none"> Design Phase Board approval of engineer Design in progress 	\$0	TBD	\$0	TBD
District Wide							
Building to Building ADA Accessibility Improvements Phase II	30%	April 2015	<ol style="list-style-type: none"> Design Phase Design work is in progress 	\$60,000	\$78,396.03	\$17,367.54	\$61,028.49
Parking Lots Lighting Upgrades to LED	100%	February 2015	<ol style="list-style-type: none"> Design phase Design work complete Solicitation of construction proposals is in progress 	\$15,000	\$8,000	\$5,600	\$2,400
Directional Signage Updates	0%	July 2015	<ol style="list-style-type: none"> Project development Work on progress 	\$25,000	TBD	\$0	TBD
H.S.I Grant – Five Tier One Lab Conversions	20%	April 2015	<ol style="list-style-type: none"> Project development Work on progress 	\$0	TBD	\$0	TBD
For FY 2014-2015, 26 non-bond projects are currently in progress, 12 have been completed and 23 pending start – Total 61							

Consideration and Approval of Checks and Financial Reports

Board action is requested to approve the checks for release and the financial reports for the month of March 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 **March 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 March 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 March 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 March 2015
- B. Release of Checks for \$125,000.00 and Above
Board of Trustees Approval Required for March 2015
- C. Release of Checks for \$125,000.00 and Above
Released Prior to Board Approval (Policy 5610) for March 2015
- D. Release of Construction Fund Checks for March 2015
- E. Quarterly Investment Report for March 2015
- F. Summary of Revenue for March 2015
- G. Summary of State Appropriations Income for March 2015
- H. Summary of Property Tax Income for March 2015
- I. Summary of Expenditures by Classification for March 2015
- J. Summary of Expenditures by Function for March 2015
- K. Summary of Auxiliary Fund Revenues and Expenditures for March 2015
- L. Summary of Grant Revenues and Expenditures, March 2015
- M. Summary of Bid Solicitations
- N. Check Register for March 2015

FINANCIAL REPORTS

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

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 April 13, 2015:
 - Education and Workforce Development
 - Facilities
 - Finance and Human Resources

President's Report

The College signed an articulation agreement with Texas A&M Health Science Center. This signing makes access to a Bachelor of Science in Public Health a reality for our students!



IT'S A PRETTY BIG SCHOOL.
Don't wait to register for classes! Get the ones that are right for you, not the ones that are left.



 **SOUTH TEXAS
COLLEGE**

With a little over a month until the start of the Summer semester there's no better time to register. Popular courses fill up fast so students are encouraged to register or face missing out on much needed courses.

At the *Dual2Degree* events, parents and students will learn how dual courses save them money. High school seniors and their parents were highly encouraged to attend the *Dual2Degree* events held at the Mid Valley, Starr County and Pecan Campuses. High school students are encouraged to get ready to cash in their College credits and register for Summer and Fall.

**DUAL²DEGREE
HIGH SCHOOL SENIOR &
PARENT COLLEGE DAY**

- Ca\$h in your Dual Credit Hours and Apply them to a Degree
- Apply for Financial Aid
- Register for Summer and Fall Classes

JOIN US AT OUR DUAL2DEGREE EVENTS

APRIL 11TH & 25TH, PECAN CAMPUS
Student Services Building, 3201 W. Pecan Blvd., McAllen

APRIL 18TH, MID-VALLEY CAMPUS
Student Services Building, 400 N. Borner, Westlaco

APRIL 18TH, STARR COUNTY CAMPUS
Student Services Building, 142 Fw. 3167, Rio Grande City

SESSIONS BEGIN AT 10:00 A.M. AND 12 NOON

SEATING IS LIMITED, SO PLEASE CALL 1-800-742-7822 TO RESERVE YOUR SEAT TODAY.

discover.southtexascollege.edu



High school students from across the Rio Grande Valley got a jump start on their education at the South Texas College's Manufacturing Career and Expo held April 8, 2015 at the Tech Campus.




**MANUFACTURING
CAREER AND EXPO**

Precision Manufacturing Technology (PMT) April 2015

Come join us!
 You are invited to join us for the 5th annual Manufacturing Career and Expo at South Texas College. Manufacturers and Vendors from all over Texas are gathering to discuss new products, current technology and have direct contact with students of the Precision Manufacturing Program.

"Manufacturing is not just a career, it is an every day exciting adventure to create better ways to serve, produce, and achieve customer satisfaction based on knowledge, creativity, technology, and teamwork."
 - Mario A. Oliveira

Save the date
 April 8th, 2015

From 8:00 am to 12:00 pm
 STC Technology Campus, 3700 W. Military Hwy., McAllen TX, 78503

Contact Information:
 Mario Oliveira—PMT Instructor; (956) 872-6304; molivera@southtexascollege.edu
 Arthur Barber—PMT Instructor; (956) 872-6142; abarber@southtexascollege.edu

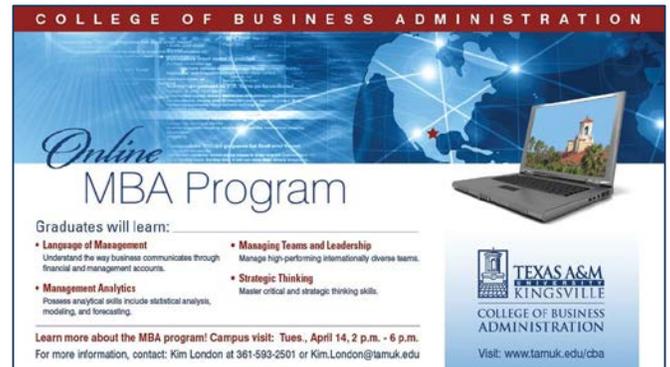
Highlights

- Recruitment Opportunities
- Product Showcase
- Industry Presentations
- Manufacturing News
- Networking

An Information Technology Career Expo was held on Thursday, April 23rd at the Tech Campus, Building B Atrium. Attendees had an opportunity to meet local IT professionals and learn about IT careers, explore IT degrees, and receive advising from IT faculty.



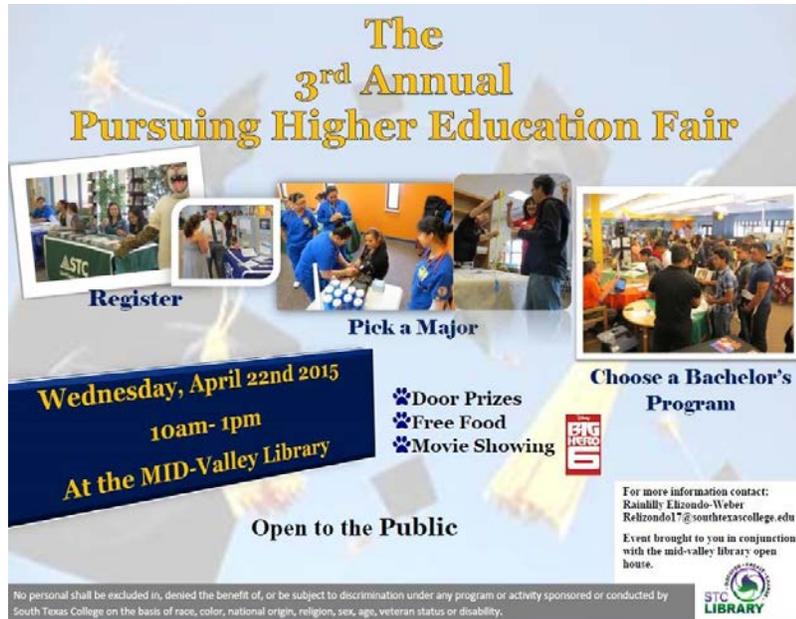
Representatives from UT-RGV, Texas State University-San Marcos, and Texas A&M Kingsville-College of Engineering were available to assist students with transfer information. The events were held April 9, April 20, and April 23rd at the Pecan Campus.



On Monday, April 27, representatives from the National American University were on the Pecan Campus to answer questions regarding a great opportunity for students. Namely, those who wish to pursue a master's degree.

“Welcome Friday” events were scheduled for April 17th and 24th at the Pecan, Starr and Mid Valley Campuses. New, current or students who perhaps started at the College, but could not continue due to certain life events, were invited to attend. Those attending had the advantage of meeting with advising, counseling, financial aid, career services and student activities specialists.





**The
3rd Annual
Pursuing Higher Education Fair**

Register Pick a Major Choose a Bachelor's Program

**Wednesday, April 22nd 2015
10am- 1pm
At the MID-Valley Library**

- Door Prizes
- Free Food
- Movie Showing

Open to the Public

For more information contact:
Raiaailly Elizondo-Weber
Relizondo17@southtexascollege.edu

Event brought to you in conjunction with the mid-valley library open house.

No person shall be excluded in, denied the benefit 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.



The Mid-Valley Community was invited to the South Texas College 3rd Annual *Pursuing Higher Education Fair* held April 22, from 10 AM to 1 PM at the Mid-Valley Campus Library.

South Texas College held the Jaguars Get Hired “career expos” on April 15th at the Starr County Campus, April 21st at Pecan, and April 29th at the Mid Valley Campus. All faculty and staff were asked to encourage students to attend one of three Career Expos. It was an opportunity for students to network with potential employers, and submit their resumes.



**SOUTH TEXAS COLLEGE
2015 SPRING CAREER EXPO
“JAGUARS GET HIRED!”**

Top Talent + Business Community = Unlimited Opportunities

April 15, 2015 10:00a.m. - 2:00p.m.	April 21, 2015 10:00a.m. - 2:00p.m.	April 29, 2015 10:00a.m. - 2:00p.m.
Starr County Campus 142 FM 3167- Rio Grande City, TX Bldg. H Cafeteria & Student Lounge	Pecan Campus 3200 W. Pecan Blvd. - McAllen, TX Cooper Center	Mid-Valley Campus 400 N. Border - Weslaco, TX Bldg. F Lobby & Game Room
• BUSINESS ATTIRE REQUIRED • BRING COPIES OF YOUR RESUME • INFO: 872-2790 #JaguarsGetHired		

A Holocaust Martyrs' and Heroes' Remembrance Day event was held April 15th and 16th at the College's Mid Valley Campus. The Mid-Valley History Capstone Class, with contributions from other history students, created an exhibit with images and personal stories from the United States Holocaust Memorial Museum. The exhibit was free and open to the public.



South Texas College Culinary Arts students hosted South Texas College faculty and staff to enjoy Hawaiian cuisine on Tuesday, April 7. Those who attended had an opportunity to enjoy delicious salads, entrees and desserts.



Congratulations to all the teams who participated in the Culinary Wars *Iron Chef* competition! Team #1 received medals for a Caribbean cuisine where the secret ingredient vanilla was at the forefront of their dishes! We are all so proud of these future chefs.



South Texas College's Ballet Folklórico was invited to Ciudad de Guanajuato by the Universidad de Guanajuato Mexico. The Ballet Folklórico had an opportunity to perform at various venues while in Guanajuato.

A recital by Philip Hii was held on April 10th @ 7:30 PM at the Cooper Center on the Pecan Campus in McAllen. The event was free and open to the public.



**South Texas College
Fine & Performing Arts Presents:**
Philip Hii, Guitarist
Friday April 10, 2015
7:30 p.m.
Cooper Center Theatre

The Office of Comprehensive Advising and Mentoring Services hosted JagFest on April 9th, an event for students to learn more about the many student support services available at South Texas College.



The Office of Comprehensive Advising & Mentoring Services
Promoting Persistence and Student Success

Count and learn more about your major, the P.A.S.S. program, Career placement, student services, BAY programs and more...

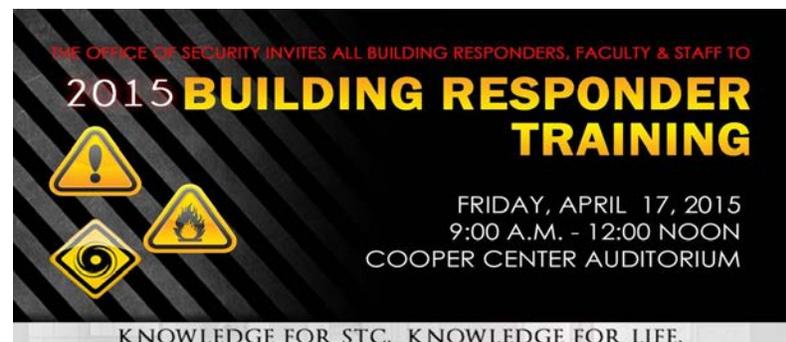
JAGFEST

The Office of Comprehensive Advising & Mentoring Services
Pecan Campus - Bldg. K1.600
Phone: (956) 872-8355
Fax: (956) 872-6477

Pecan Campus Student Lounge
Bldg. H
Thursday, April 9th
11:00 a.m. - 1:00 p.m.

SOUTH TEXAS COLLEGE. This program shall be provided to all persons regardless of race, sex, age, or disability. If you have a disability and need a special accommodation, please contact the Office of Student Support Services at (956) 872-6477.

The Office of Safety and Security provided emergency response training to interested faculty and staff on Friday, April 17th at the Cooper Center on the Pecan Campus.



THE OFFICE OF SECURITY INVITES ALL BUILDING RESPONDERS, FACULTY & STAFF TO

2015 BUILDING RESPONDER TRAINING

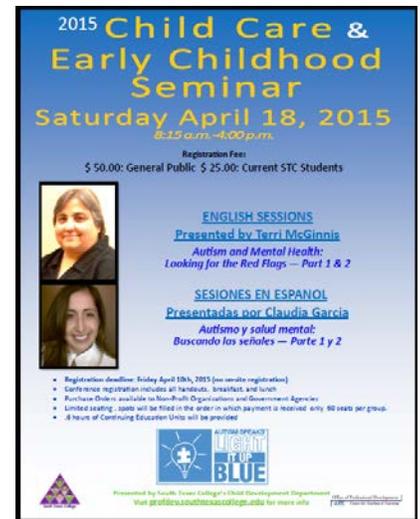
FRIDAY, APRIL 17, 2015
9:00 A.M. - 12:00 NOON
COOPER CENTER AUDITORIUM

KNOWLEDGE FOR STC. KNOWLEDGE FOR LIFE.



The College's Counseling Department held Community Resources Day on Wednesday, April 22nd at the Pecan Campus, Building K. Students attending this event benefited from connecting to the College and other community resources such as the food bank, medical and counseling services, emergency assistance, etc. Students interested in attending were encouraged to set up an appointment or simply as a walk in.

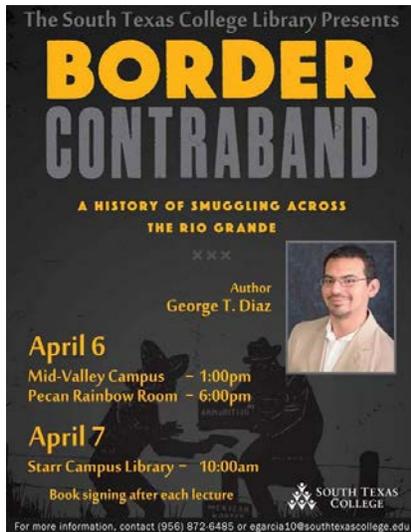
The South Texas College Child Development Department invited all interested parties to their 4th Annual "Autism Speaks - Light it Up Blue" Child Care and Early Childhood Seminar. The Seminar was held on Saturday, April 18, 2015 at the Cooper Center on the Pecan Campus.



The Starr County Campus Psychology Club hosted the Got Talent 7 competition on April 23rd at the South Texas College Starr County Campus Auditorium. Contestants included dancers, singers, and dance groups from all over Starr county. The contestants were judged by a celebrity panel of judges that included Comedian, Raymond Orta, Singer Ben De Leonel, TV Hosts of Univision's Alegre Despertar, Mayra Montoyo and Brian Lozano, La Voz Kids contestant and La Grulla native, Alexis Chapa, and Grammy nominated composer, Roy Escobedo. Every contestant was given a certificate of appreciation for participating and the proceeds from the event



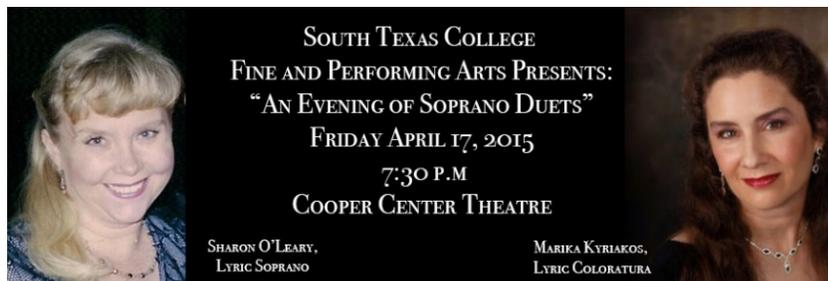
will be awarded in the form of a scholarship to a South Texas College May 2015 graduate by the Psychology Club.



Dr. George Diaz joined the South Texas College Library to discuss the history of smuggling across the U.S.-Mexico border based on the research for his book *Border Contraband: A History of Smuggling Across the Rio Grande*. On April 6th he visited the Mid-Valley and Pecan Campuses, and ended his visit on April 7th at the Starr County Campus. Following his discussions, there was an opportunity to purchase his book and have Dr. Diaz, the author, sign it.



Faculty and staff were encouraged to attend training sessions on **Microsoft PowerPoint II: Viewing a Presentation, Formatting a Presentation, Working with Objects, Working with Tables, Working with Charts and SmartArt, Applying Transition and Animation Effects, Outlook 2013 Part II: Working with Contacts, Using the Calendar, Collaborating with Other Users, Working with Tasks, Using the Journal and Notes, Word 2013 Part II: Working with Shapes, Pictures, WordArt, SmartArt, Charts, Tables, Mailings, and how to use Collaborative Editing Tools., and Excel 2013 Part II: Creating and Working with Charts, Managing Workbooks..** Sessions were held at the Pecan campuses, in Building M.



The Fine and Performing Arts at South Texas College presented an evening of soprano duets on Friday April 17th @ 7:30 PM in the Cooper Center on the Pecan Campus. Special guest artist Marika Kyriakos, lyric coloratura, joined faculty artist Sharon O'Leary, lyric soprano, in an evening of music by Rossini and Schumann. Ms. Kyriakos' visit to South Texas College included a special master class for vocal students currently studying at the College. Ms. Kyriakos completed her Doctor of Musical Arts degree in vocal performance at the University of Texas in Austin. She also holds a Master of Music degree in vocal performance from the University of Missouri-Columbia and the Bachelor of Music degree in piano performance from the University of Missouri-Kansas City Conservatory. Sharon O'Leary is the vocal instructor and Assistant Chair of the Music Department at South Texas College.



The Fine and Performing Arts at South Texas College also presented **OPUS**, a chamber orchestra, in an evening concert of Baroque music on Friday April 24 at 7:30 pm in the Cooper Center Theatre on the Pecan Campus. The concert was free and open to the public.

The Conductor, Mr. William Buhidar, is also the Music Director and Conductor of OPUS. The chamber orchestra has its residency at South Texas College and has presented concerts over the last couple of years that included “*Mozart Madness*” and “*Viva Vivaldi*”. Mr. Buhidar’s extensive conducting background includes a wide spectrum of music that has included symphonic and chamber orchestra concerts, complete dramatic opera and ballet productions, choral programs, and a wide variety of “pops” concerts.

Jaime Garcia, guitar instructor at STC, and Hector Rodriguez, guitar instructor at UT-RGV, teamed up in a performance of *Vivaldi’s Concerto for Two Guitars*. Mr. Garcia, who heads a growing and successful guitar program at STC, recently traveled to Spain where he trained in the art of flamenco guitar technique. Mr. Rodriguez is a graduate of the Conservatorio de Musica de Puerto Rico and is an active performer. Additionally, graduating STC music student Yajaira Lara-Sanchez was in the spotlight as viola soloist in *Telemann’s Viola Concerto* in G Major. Ms. Lara-Sanchez is a graduate of Edinburg North High School and excelled as a member of that high school’s award winning orchestra program. The concert included *Entrance of the Queen of Sheba* by *Handel* and selected movements from Bach’s *Orchestral Suite No. 3* in D Major.



UnitedHealthcare, the College’s insurance provider, presented an online webinar on April 22nd entitled; “There’s a Better Way to Sit! Everyone was invited to listen in and understand what ergonomics is and how we can apply it to our work environment.

- Provided a welcome at the College’s **ADA Awareness Day and High School Transition Fair** on March 31, which began at the Cooper Center on the Pecan Campus. Eight school districts and approximately 250 students participated at this event. Breakout sessions included Financial Aid and Student Activities, Admissions and Testing, and Counseling and ADA information. Following the breakout sessions, students went on a tour of the Pecan Campus and participated in activities held in the courtyard, and in Building H, Student Lounge.
- Attended the State Employees Charitable Campaign (SECC) Award Ceremony, coordinated by United Way of South Texas. Ms. Lizette Moreno, Human Resources Staffing Specialist, 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. South Texas College employees pledged \$41,268 in donations for 2014, with a total of 143 employees participating.



The local campaign is managed by the United Way of South Texas and on April 1, 2014, the United Way recognized Ms. Moreno for her outstanding efforts to the campaign which resulted in South Texas College receiving the following awards:

1. SECC Lone Star Award for the Largest Contributing Agency
2. #1 State Supporter” for 2014
3. Highest Contributions” for 2014

Kudos to Ms. Moreno for all of her efforts with the SECC at South Texas College!

- Worked with key College staff as well as with the City of Pharr to prepare testimony on HB 1887, relating to the establishment of a regional center for public safety excellence in the Rio Grande Valley by Representative Sergio Muñoz, Jr., before the Committee on Homeland Security and Public Safety, at the Capitol in Austin.

Traveled to Austin on Monday, 4/6 and Tuesday 4/7 to provide testimony before the Committee on Homeland Security and Public Safety. Joining me from South Texas College were Mario Reyna, Dean of Business and Technology, and Victor Valdez, Program Chair, Law Enforcement Program, as well as City of Pharr Chief of Police Ruben Villescas. The Committee heard the testimonies and did not have any issues.

- Together with Mary G. Elizondo, Vice President for Finance and Administrative Services, Legal Counsel, Chuy Ramirez, met with representatives from Duke Energy who were on campus to present a proposal for consideration by the College for a Tax Abatement in Starr County.
- I was interviewed by Rebecca Weber, a journalist working on an article for the American Association of Community College's 21st Century Center, about best practices for early college high schools and their partnerships with community colleges. She was interested in learning about South Texas College’s partnerships in this area as a result of our successes.
- Met with Superintendent Blaha, Hidalgo ISD, who was on campus to discuss early college high schools. He is especially interested in offering dual enrollment technical certificates.
- Attended the UTRGV Spring 2015 Leadership Alliance in Edinburg. Presentations included:
 - Admissions, Scholarships and Orientation Update
 - Student Service Centers

- Financial Aid
 - Student Academic Success
 - Jump Start Flyer
 - Frequently Asked Questions from Students About UTRGV
- Traveled to San Antonio to attend the American Association of Community Colleges (AACC) Board and Committee meetings, as well as the AACC 95th Annual Convention taking place at the Grand Hyatt San Antonio and Henry B. Gonzalez Convention Center. This year, South Texas College nominated Rep. Henry Cuellar for the American Association of Community Colleges (AACC) 2015 *Outstanding Alumni Award*. The award is given annually to community college alumni in recognition of excellence in their field and contribution to their communities. The AACC selected Rep. Cuellar as one of seven recipients nationwide, and honored them at the *Outstanding Alumni Awards* brunch held April 21. Rep. Cuellar was not able to attend because of previous commitments in D.C., and asked that I accept the award on his behalf.
 - Traveled to Austin to provide testimony on several bills impacting South Texas College. The House of Representatives Committee on Higher Education called a hearing for Wednesday, April 22, and continued on Thursday, April 23, at the Capitol in Austin. Representative Sergio Muñoz, Jr. presented HB 1574, relating to limitations imposed on baccalaureate degree programs offered by public junior colleges, and Representative Ryan Guillen presented HB 935, relating to the approval by the Texas Higher Education Coordinating Board of baccalaureate degree programs offered by public junior colleges. The agenda also included other bills relating to the baccalaureate degree programs by public junior colleges. Of course, we are in favor of these bills.

The Committee's agenda included HB 382 by Representative Terry Canales, relating to public junior college district branch campuses, including a requirement that the South Texas Community College District establish a branch campus in a certain location. Strong representation from the Delta, including representation by Congress Ruben Hinojosa, testified on the need for a campus in the Delta. Testimony was similar to their presentation to the Board of Trustees. I also provided testimony.
 - Provided welcome remarks at the College's 2nd Annual Junior Jaguar Conference on April 24th at the Cooper Center on the Pecan Campus. I also had the opportunity to participate in the "pinning" of the Junior Jaguars at the closing of their event. Each participating school brought ten 5th grade students – for a total of 80 Junior Jaguars. The participating districts and schools were:
 - Edinburg CISD – Lincoln Elementary
 - La Joya ISD – Evangelina Garza Elementary
 - Mercedes ISD – Taylor Elementary
 - McAllen ISD – Roosevelt Elementary
 - Mission CISD – Marcell Elementary

- Progreso ISD – Progreso West Elementary
- PSJA ISD – Cesar Chavez Elementary
- Rio Grande City CISD – North Grammar Elementary

- Coordinated the agendas and back-up materials for the April 2015 Education & Workforce Development Committee, Facilities Committee, and Finance & Human Resources 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 March 31, 2015 thru April 28, 2015 included:
 - Discussion of Possible Nominations for the Examples of *Excelencia* 2015 Award Due April 24, 2015
 - Discussion of Enrollment Planning Assumptions and Next Steps
 - Updates on Legislative Session:
 - HB1-- Community college funding
 - Discussion of Issuance of Faculty Letters of Appointment Prior to Finalizing Salary
 - Discussion of Proposed Revision to Policy 4118: *Provision of Faculty Letters of Appointment*
 - Recruitment of Candidates:
 - Vice President of Student Affairs and Enrollment Management
 - Director of Facilities, Planning and Construction
 - Discussion of Policy 4306: *Vacation Leave Accrual*
 - Discussion of FY 2016 to 2017 Appropriations Summary
 - Discussion of FY 2015-2016 Preliminary Revenue and Expenditures
 - Continued Discussion of Planning Assumptions for Prioritizing/Forecasting Student Enrollment for the Next Five Years
 - Discussion of Status of Comprehensive Plan Submittals
 - Update on Legislative Session
 - Review and Discussion of Policy #4111: Volunteers
 - Discussion of Performance Appraisals
 - Feedback on Discussion at UTRGV Leadership Alliance

- Update on May 2015 Commencement Ceremonies
- Discussion of Preliminary Budget for FY 2015-2016
- Discussion of Preliminary Staffing Plan for FY 2015-2016
- Discussion of Preliminary Salary Adjustments for FY 2015-2016
- Discussion of Unfilled Positions for FY 2014-2015
- Continued Discussion of Future Facility Needs
- Update on Facility Needs for Kinesiology
- Update on Status for Proposed New Library for the Pecan Campus
- Discussion of Policy #4306: Vacation Leave Accrual
- Update on Design of Pecan Campus Marquee Sign
- Update on Bond Construction Preliminary Designs
- Update on Bond Construction Program Overall Project Schedule
- Update on Non-Bond Projects Schedule
- Discussion and Feedback on TASB Training
- Review and Discussion of 2014 IPEDS Report
- Review of Texas Higher Education Coordinating Board Accountability Update
- Discussion and Review of Fall to Spring Persistence Rates
- Discussion of Planning Assumptions for Projecting / Forecasting Student Enrollment for the Next Five Years
- Review of Project Intake Management Solution
- Update and Discussion on Developmental Plan
- Review and Discussion of Mandatory Training Seminars
- Review and Discussion of CLE Student Success Outcomes
- Overview of Student Orientation Program

*Education and Workforce
Development Committee
Minutes
April 13th, 2015*

**South Texas College
Board of Trustees
Education and Workforce Development Committee
Ann Richards Administration Building, Board Room
Pecan Campus
Monday, April 13, 2015
@ 3:30 p.m.
McAllen, Texas**

MINUTES

The Education and Workforce Development Committee Meeting was held on Monday, April 13, 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 Mrs. Graciela Farias presiding.

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

Other Trustees present: Mr. Paul R. Rodriguez

Members absent: None

Also present: Dr. Shirley A. Reed, Dr. Anahid Petrosian, Dr. Ali Esmaeili, Mr. Mario Reyna, Mrs. Laura Boyer Sanchez, Ms. Sara M. Lozano, and Mr. Andrew Fish.

Approval of Minutes for Thursday, March 19, 2015 Committee Meeting

Upon a motion by Dr. Alejo Salinas, Jr. and a second by Mr. Gary Gurwitz, the Minutes for the Education and Workforce Development Committee meeting of March 19, 2015 were approved as written. The motion carried.

Presentation on March 26, 2015 Women in Technology Event

On March 26, 2015 South Texas College hosted the *8th Annual Women in Technology* event at the Technology Campus, an initiative to build the education and motivation of women to explore opportunities for careers in the various technology fields offered at South Texas College.

Dr. Anahid Petrosian introduced Mr. Mario Reyna, Dean of Business & Technology, and Ms. Sara M. Lozano, Assistant Professor of Computer Assisted Drafting & Design (CADD) Technology. Mr. Reyna reviewed the background of the *Women in Technology* event and its successes in motivating female students to consider and succeed in traditionally male-dominated fields in technological areas.

Ms. Lozano spoke as Chair of the committee that oversees this event and provided more detail about the great success of the 2015 *Women in Technology* event and the increase to the scope of the event over previous years, outreach to local partnerships, and plans for future *Women in Technology* events.

The *Women in Technology* annual event started in 2008 as "*Ladies in Technology Night*" and was designed to bring females from the community onto the Technology Campus to learn about the technological fields and careers they could pursue at South Texas College. This was borne out of recognition that female professionals were underrepresented in many high-skilled technical fields. The event provided students and prospective students with an opportunity to hear from and meet females in high-skilled technology professions and to encourage these women to consider a wide range of careers.

In 2015, the event was renamed to *Women in Technology*, and was expanded to a full day of work sessions, presentations, and opportunities, including day time breakout sessions specifically for three hundred high school students and evening sessions for the community at large.

Due to space and time limitations, only three hundred high school students from the school districts in Hidalgo and Starr County were able to participate. All area high schools were invited to send 25 students, and the first respondents up to the set capacity were accepted. Plans for subsequent years will include considerations to expand the capacity to serve additional participants. Additionally, sponsorships from the community will be sought to help support the addition of live entertainment and refreshments for attendees.

In addition to the daytime program that specifically served local high school students, there were evening sessions for the general community. Ms. Lozano reported that there were many high school students from the daytime session that brought their friends and families back to the evening to share the wonderful and inspiring programs.

Many local partners were brought on board to support the program, and showcases of our technology programs were provided to engage and encourage participants. Current students in these programs were on hand to provide a "Model your Career" fashion show, which comprised entirely of female South Texas College students participating in technical programs. These students represented their chosen field of study, carrying the tools of the trade and providing concrete examples of women pursuing, and succeeding, in high-skilled technical trades.

Dr. Vanessa Nelson, DNA Analyst with the Texas Department of Public Safety Crime Lab, was the keynote speaker, and Dr. Nelson also provided a break out session entitled *So You Want to be a Forensic Scientist*. Dr. Nelson was joined by several female members of her team in the Crime Lab, and they also hosted a Q&A session with attendees.

The March 2016 event was scheduled to be expanded to two full days, and coordinators are reaching out to community partners to develop further support for this expanded offering.

In addition to providing a review of the event and plans for the future, Mr. Reyna and Ms. Lozano shared the data on increased enrollment of female students in technical programs. Ms. Lozano shared that uniform standards are upheld for each program, and female students are achieving tremendous success competing on an equal basis with male colleagues in the same programs.

Presentation on Building a Pathway to the Baccalaureate Degrees

Dr. Anahid Petrosian, Vice President for Academic Affairs, introduced Dr. Ali Esmaeili, Dean of Math, Science, and Bachelor Programs, and Mrs. Laura Boyer Sanchez, Associate Dean of Curriculum and Student Learning. This team presented on the College's pathway to baccalaureate degrees.

Dual Enrollment

The "pathway to a baccalaureate degree" starts for many students with developmental education and dual enrollment opportunities to help students on the pathway toward a successful college career. South Texas College had the largest dual enrollment program in the State of Texas, serving 23 districts at 77 sites in Hidalgo and Starr counties. This included 26 Early College High Schools and 6 Academies, each of which provided opportunities for students to earn a certificate or associate's degree concurrently with their high school diploma. Over 12,500 high school students completed over 1,500 college course sections this semester.

Stackable Credentials

Stackable Credentials were designed to provide clear value for recipients and to directly build toward a subsequent credential. From the first earned credit through the completion of a bachelor degree, students were provided many opportunities to attain a new credential, each of which could help them compete for a new job or earn new opportunities with a current employer.

- Marketable Skills
- Certificates
- Associate's Degree
- Advanced Certificate

These credentials were designed to provide the students with marketable value in the regional work force, and the College worked closely with advisory committees and independent labor market research to keep the programs aligned with regional need. Additionally, the College worked with its school district partners to align credentials with high school endorsements as developed under state law.

Bachelor Programs

In April 2015, the College offered four baccalaureate degrees. In May 2015, the College anticipated it would have conferred 917 bachelor degrees since the beginning of these programs in 2005.

The Committee packet included additional details showing the demographics of bachelor degree program graduates, including information on prior developmental coursework by graduates, dual enrollment credits held by graduates, and current baccalaureate degree

graduates with stackable credentials. This data was compiled for the 802 baccalaureate degrees awarded thus far, and did not include the 115 expected graduates for May 2015.

These items were 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 4:00 p.m.

I certify that the foregoing are the true and correct Minutes of the April 13, 2015 Education and Workforce Development Committee of the South Texas College Board of Trustees.

Mrs. Graciela Farias
Presiding

*Facilities Committee
Minutes
April 13th, 2015*

**South Texas College
Board of Trustees
Facilities Committee
Ann Richards Administration Building, Board Room
Pecan Campus
Monday, April 13, 2015
@ 4:00 PM
McAllen, Texas**

MINUTES

The Facilities Committee Meeting was held on Monday, April 13, 2015 in the Ann Richards Administration Building Board Room at the Pecan Campus in McAllen, Texas. The meeting commenced at 4:09 p.m. with Mr. Gary Gurwitz presiding.

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

Members absent: Mr. Roy de León

Also present: Dr. Shirley A. Reed, Mr. Chuy Ramirez, Mrs. Mary Elizondo, Dr. David Plummer, Mr. Gerry Rodriguez, Mr. George McCaleb, Mr. Cody Gregg, Mr. Ricardo de la Garza, Mr. Robert Cuellar, Ms. Alicia Gomez, Dr. James Broaddus, Mr. Gilbert Gallegos, Mr. Rolando Garcia, Ms. Diana Bravos, Mr. Eddie Vela, Mr. Robert Saenz, Mr. Ben Macias, Mr. Jaime Enriquez, Mr. Gilbert Enriquez, Mr. Kelley Heiler-Vela, Mr. Mario Reyna, Mr. Juan Delgado, Mr. Chris Pennington, Mr. Bill Wilson, and Mr. Andrew Fish

Approval of March 19, 2015 Facilities Committee Meeting Minutes

Upon a motion by Mr. Paul R. Rodriguez and a second by Dr. Alejo Salinas, Jr.. the Minutes for the Facilities Committee meeting of March 19, 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.

Review and Recommend Action on Approval of Additional Services for Library Design Consultant for the 2013 Bond Construction Program for Nursing & Allied Health Campus Library

The Facilities Committee was asked to recommend Board approval of additional services with ERO Architects for library consultant services provided by 720 Design, Inc. at the April 28, 2015 Board meeting.

Specialized design services are typically approved under the project architect's contract as an additional service and was an option available to STC. For the Bond Construction Program, specialized design services with ERO Architects for library design was recommended for the Nursing & Allied Health Campus Expansion library. Additional services for design of Mid Valley Campus and Starr County Campus libraries would be submitted for Board review and approval at a later date.

Below are some of the advantages of having a single source for specialized library design services:

- Consistency in space development and design by function
- Consistency in plans and specifications
- Reduced consultant fees due to multiple project contracts
- Efficiency in design process while working with STC staff and each architect
- Quality control in use and implementation of innovative library functions
- Quality control in updating library technology systems and standards
- Efficient STC staff time and effort during design, construction phase, and future operations

STC's Library staff along with Broaddus & Associates staff have reviewed the proposed scope of related additional services design work to be included in the Bond Program. After several rounds of negotiation and scope of services, it was recommend that the proposed additional services be approved to support the project architect. Having a specialized design consultant would allow for development of design standards which can be used from project to project.

- Analyze current library spaces and functions
- Provide recommendations on master planning for long term needs
- Provide recommendations on most beneficial spaces
- Provide direction on best use of available and proposed space
- Provide recommendations on furniture to best support library functions
- Coordinate with Program Manager, project architects, and STC staff during design and construction phases
- Coordinate with each architect to develop plans and specifications for each library project

The collaboration of South Texas College library staff with a single source of library design solutions, 720 Design, Inc. increased the likelihood that proposed solutions are congruent with the strategic directions and goals set by the College for service excellence and scalability. Additionally, the College would benefit during the design and construction phases by having a centralized, accountable point of contact and standardization across multiple construction projects, effectively reducing total cost of operations in the long-term.

The packet included an additional services proposal submitted by ERO Architects in the amount of \$26,400. Broaddus & Associates representatives and STC staff attended the April 13, 2015 Board Facilities Committee meeting to address questions by the committee related to this recommendation.

The Committee expressed several concerns about the proposed additional services:

- The architect knew the project scope included specialized facilities, and could have included appropriate specialists in the design team as part of their qualifications and negotiated contract.
- The architect proposes a 10% coordination fee to implement the consultant's recommendations into the project design.
- The library projects at other campuses are being designed by another architect, and the Committee asked whether that architect had another preference for a consultant services firm.
- The Committee was concerned about what other consultant specialists would be brought to the Committee and Board for later projects.

Gilbert Gallegos addressed the concerns with the Committee, stating that the anticipated design consultants for the 2013 Bond Construction Program remained as previously presented.

Mr. Gallegos stated that the architects' contract provided for the option to include additional consultant services, and that such services could include a 10% coordination fee as proposed.

Mr. Jesus Ramirez, legal counsel, clarified with Mr. Gallegos that the contract allowed the architectural firms to propose consultant services, including coordination fees as appropriate, but that the Board had sole discretion to approve or deny any proposal. In the event that the Board did not approve a consultant, the architect remained responsible to complete the design project to the best of its ability without utilizing the consultant.

Mr. Gary Gurwitz asked Mr. Gallegos whether the architect could be asked to consider waiving the coordination fee, and Mr. Gallegos concurred that the architect could voluntarily waive such a fee and still work with a consultant. Mr. Gallegos agreed to make that request of ERO Architects at the direction of the Committee.

Upon a motion by Mrs. Graciela Farias and a second by Dr. Alejo Salinas, Jr., the Facilities Committee recommended Board approval of the additional services proposals submitted by ERO Architects in the amount of \$26,400, for specialized library design services provided by 720 Design, Inc. For the 2013 Bond Construction Program Nursing & Allied Health Campus Expansion library as presented.

Review and Recommend Action on Selection of Firms for Geotechnical Engineering and Materials Testing Services for the 2013 Bond Construction Program

The Facilities Committee was asked to recommend Board approval of selection of firms to provide geotechnical engineering and materials testing services for the 2013 Bond Construction program at the April 28, 2015 Board meeting.

These services would be necessary during the design and construction phases of these construction projects. It was recommended that a minimum of four firms be contracted and assigned projects as follows:

Recommended Project Assignments		
	Campuses	Top Ranked Firms
1	Pecan Campus	Terracon Consultants, Inc.
2	Nursing & Allied Health Campus and Technology Campus	Millennium Engineering Group
3	Mid Valley Campus and Regional Center for Public Safety Excellence	L&G Consulting Engineers, Inc.
4	Starr County Campus and La Joya Teaching Site	Raba Kistner Consultants, Inc.

On March 2, 2015 a Request for Qualifications (RFQ) for solicitation of these services was made available and responses were received on March 25, 2015. A total of seven (7) firms submitted responses to the RFQ. The evaluation team including staff and Broaddus & Associates prepared a summary of scoring and ranking for review by the Facilities Committee. This summary was included in the packet.

Once firms have been 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 assigned for Bond construction projects. Staff in consultation with Broaddus & Associates would recommend use of firms from the proposed pool. 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 containing materials

Fees for these services could range from \$5,000 to \$45,000 depending on the scope and complexity of each construction project and testing needed. 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 as basis for each future project fee proposal.

Upon a motion by Ms. Rose Benavidez and a second by Dr. Alejo Salinas, Jr., the Facilities Committee recommended Board approval of the selection of the top four (4) ranked firms to provide geotechnical engineering and materials testing needed for the 2013 Bond construction projects for the period beginning April 29, 2015 through April 28, 2016 with the option to renew for two one-year periods as presented. The motion carried.

Presentation on Construction Manager-at-Risk Construction Delivery Method for 2013 Bond Construction Program

Dr. James Broaddus representing Broaddus & Associates reviewed the benefits and recommended use of the Construction Manager-at-Risk Construction procurement method, which was recommended for most of the 2013 Bond Construction Program. Dr. Broaddus responded to questions about this procurement method.

Review and Recommend Action on Contracting Construction Manager-At-Risk Firms for the 2013 Bond Construction Program

The Facilities Committee was asked to recommend Board approval of the selection of Construction Manager-at-Risk firms for the 2013 Bond Construction Program at the April 28, 2015 Board meeting.

Mr. Gary Gurwitz disclosed that Atlas Hall, & Rodriguez, L.L.C., the law firm at which Mr. Gurwitz is a partner, represents Enriquez Construction and D. Wilson Construction. Furthermore, the a partner at Mr. Gurwitz's firm has personal interest in SpawGlass. Mr. Gurwitz announced that he does not personally work on any projects related to these firms and he has no personal interest in them. Mr. Gurwitz verified with the College's legal counsel that neither state law nor Board policy required him to abstain from the discussion or action, and Board policy simply required his disclosure as provided.

As previously approved by the Board of Trustees, STC staff in collaboration with Broaddus & Associates have completed the solicitation of proposals from contractors to

provide Construction Manager-at-Risk services for the 2013 Bond Construction projects. Solicitation of proposals for this project began on March 1, 2015. A total of seven (7) proposals were received on March 25, 2015.

Timeline for Solicitation of Competitive Sealed Proposals	
March 1, 2015	Solicitation proposals began.
March 25, 2015	Seven (7) proposals were received.

Five STC staff members and three Broaddus & Associates representatives evaluated these proposals and prepared summaries, which were included in the packet. It was recommended that the top qualified contractors be considered for Board approval. The first summary outlined a short list of the three top qualified contractors for each Project Group and the Project Groups each firm was most interested in.

The Board Facilities Committee was asked to recommend approval from the attached evaluation summaries or recommend that the Board of Trustees interview a short listed set of top qualified contractors prior to making the final selection. Funds were available in the FY 2014-2015 Bond Construction budget to begin these projects.

The Facilities Committee chose to make a separate motion for each recommendation of a Construction Manager-at-Risk services firm to a Project Group. Furthermore, they clarified with Broaddus & Associates that one firm could be recommended for more than one Project Group, and that the College may be able to negotiate better fees from a firm based on volume of construction assigned.

Upon a motion by Mr. Paul R. Rodriguez and a second by Ms. Rose Benavidez the Facilities Committee recommended Board approval of Enriquez Construction Group, LLC for Project Group C – all projects on the Technology Campus. The motion carried.

Upon a motion by Mr. Gary Gurwitz and a second by Mr. Paul R. Rodriguez the Facilities Committee recommended Board approval of D. Wilson Construction Company for Project Group A – all projects on the Pecan Campus. The motion carried.

Upon a motion by Mr. Paul R. Rodriguez and a second by Mrs. Graciela Farias the Facilities Committee recommended Board approval of D. Wilson Construction Company for Project Group B – all projects on the Nursing & Allied Health Campus. The motion carried.

Upon a motion by Ms. Rose Benavidez and a second by Mr. Paul R. Rodriguez the Facilities Committee recommended Board approval of D. Wilson Construction Company for Project Group E – all projects on the Starr County Campus. The motion carried.

Representatives from Enriquez Construction Group, LLC were in attendance at the meeting, and the Facilities Committee asked them to verify their firm's bond capacity. As presented to the Committee, the firm would only be eligible for \$15,000,000 in construction projects. The Group A project already assigned would nearly satisfy that limit by itself, potentially leaving the firm ineligible for further award. Mr. Gilbert Enriquez informed the Committee that their bond capacity was higher than presented and that with the staggered timeline of construction, he believed the firm would be sufficiently bonded, and could support, additional projects if so awarded. The Committee instructed Mr. Gallegos with Broaddus & Associates to review the issue and prepare an update for the Board.

The Board would be able to hear any further information, and then could choose whether to act in accordance with the Facilities Committee recommendation.

Upon a motion by Mr. Jesse Villarreal and a second by Ms. Rose Benavidez the Facilities Committee recommended Board approval of Skanska USA Building, Inc. for Project Group D – all projects on the Mid Valley Campus. The motion carried.

Review and Discussion on Updated Facilities Space Programs for 2013 Bond Construction Program

During the master planning process completed in 2010, facilities space programs were created for each proposed Bond construction project. These space programs include a detailed list of all spaces within each building along with the square footage and number of occupants for each.

The total of all spaces per building made up the assignable, or net square footage, which was then converted to gross square footage. The gross square footage was used to calculate the Construction Cost Limitation or CCL for each building project. Both the total gross square footage and the CCL's were forwarded to each architect to be used as controls during the design phase. The CCL's will also be forwarded to the contractors once they have been contracted.

With the architects working with STC's Facilities Advisory Council members and with Broaddus & Associates to develop the schematic designs of each Bond project, each facilities space program was being updated as needed. Updates were based on current student enrollment demands and efficiency in use of space. The packet included a set of current space programs for each Bond Construction Program project.

This information was provided to the Committee as an update, no action was required.

Review and Recommend Action on Schematic Design for the Pecan Campus Art Building Covered Area for Ceramic Arts

The Facilities Committee was asked to recommend Board approval of the schematic design by EGV Architects, Inc. for the Pecan Campus Art Building Covered Area for Ceramic Arts at the April 28, 2015 Board meeting.

As previously authorized by the Board of Trustees, EGV Architects, Inc. coordinated with the Planning & Construction Department staff and with STC Art Faculty to develop plans for this renovation project. Mr. Eddie Vela from EGV Architects, Inc. attended the Facilities Committee meeting to address questions regarding the schematic design of the proposed renovation.

Preliminary construction cost estimates indicated that the project cost would range between \$260,000 to 286,000. As part of the FY 2014-2015 construction budget, funds in the amount of \$325,000 were included for this project.

The following chart summarized the above information:

Source of Funding	Amount Budgeted	Preliminary Cost Estimates
Construction	\$325,000	\$260,000 to 286,000

The Committee packet included a schematic floor plan and a three dimensional view of the proposed renovation space. The three dimensional view was a rough sketch proposed by the architect. Formal drawings were not available at the time of the packet publication.

Furthermore, there were concerns about the proposed location of the Pecan Campus Art Building Covered Area for Ceramic Arts. The Facilities Committee asked staff to work with EGV Architects to address these concerns and bring the item back to the Committee at a later meeting for further review. No action was taken.

Review and Recommend Action on Approval of Change Order for the Nursing & Allied Health Campus Entry Drive

The Facilities Committee was asked to recommend Board approval of proposed Change Order No. 1 with Texas Cordia Construction, LLC for the Nursing & Allied Health Campus Entry Drive project at the April 28, 2015 Board meeting.

Change Order No. 1 was necessary to improve an existing irrigation line to comply with the Hidalgo County Irrigation District No. 2 policy. This proposed change order item was

been reviewed and confirmed by the project design team at Perez Consulting Engineers and STC staff.

Nursing & Allied Health Campus Entry Drive			
Change Order No.	Item Description and Justification	Cost/ Days	Funding Source
1	<ul style="list-style-type: none"> Description: A portion of the new Entry Drive crosses an existing irrigation line and is a requirement of the Irrigation District that when new construction occurs over an existing outdated pipe, the section of pipe below the new construction must be replaced to prevent future demolition of the new construction. 	\$9,982	Construction
Total Change Order No. 1		\$9,982 0 days	Bond Construction

A representative from Perez Consulting Engineers and STC staff attended the April 13, 2015 Facilities Committee meeting to respond to questions from the Facilities Committee members.

Upon a motion by Mr. Gary Gurwitz and a second by Dr. Alejo Salinas, Jr., the Facilities Committee recommended Board approval of proposed Change Order No. 1 in the amount of \$9,982 with Texas Cordia Construction, LLC for the Nursing & Allied Health Campus Entry Drive project as presented. The motion carried.

Review and Recommend Action on Contracting Construction Services for the Pecan Campus Portable Buildings Infrastructure

The Facilities Committee was asked to recommend Board approval to select a contractor for the Pecan Campus Portable Buildings Infrastructure project at the April 28, 2015 Board meeting.

The Board of Trustees previously approved design services with Melden & Hunt to prepare plans and specifications for the portable buildings infrastructure. As plans developed for design and construction of new facilities included in the 2013 Bond Construction Program, portable buildings on the Pecan Campus would be relocated in order to make space available for construction. A total of fourteen existing portable buildings were currently located in an area on campus where the future STEM Building, South Academic Building, parking lot, and site improvements will be constructed. As a

result, civil engineers with Melden & Hunt completed plans necessary for the infrastructure required at the Pecan Campus where the portables would be relocated.

STC staff worked with Melden & Hunt to prepare and issue the necessary plans and specifications for the solicitation of competitive sealed proposals. Solicitation of competitive sealed proposals for this project began on March 2, 2015. A total of nine (9) sets of construction documents were issued to general contractors, sub-contractors, and suppliers and a total of three (3) proposals were received on March 26, 2015.

Timeline for Solicitation of Competitive Sealed Proposals	
March 2, 2015	Solicitation of competitive sealed proposals began.
March 26, 2015	Three (3) proposals were received.

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

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

Source of Funding	Budgeted Funds	Highest Ranked Proposal
Non-Bond Construction	\$350,000	\$333,249.80

Upon a motion by Mr. Paul R. Rodriguez and a second by Ms. Rose Benavidez, the Facilities Committee recommended Board approval to contract construction services with Celso Gonzalez Construction, Inc. in the amount of \$333,249.80 for the Pecan Campus Portable Building Infrastructure project as presented. The motion carried.

Review and Recommend Action on Contracting Construction Services for the Pecan Plaza Asphalt Resurfacing Along Alley Side of Building

The Facilities Committee was asked to recommend Board approval to select a contractor for the Pecan Plaza Asphalt Resurfacing Along Alley Side of Building project at the April 28, 2015 Board meeting.

The Board of Trustees previously approved design services with Halff Associates to prepare plans and specifications for this project. As a result, the civil engineering team at Halff Associates completed the plans necessary for this deferred maintenance project.

Halff Associates has worked with 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 March 2, 2015. A total of six (6)

sets of construction documents were issued to general contractors, sub-contractors, and suppliers and a total of five (5) proposals were received on March 24, 2015.

Timeline for Solicitation of Competitive Sealed Proposals	
March 2, 2015	Solicitation of competitive sealed proposals began.
March 24, 2015	Five (5) proposals were received.

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

Funds were available in the FY 2014-2015 non-bond construction budget for this project and from unused project savings.

Source of Funding	Budgeted Funds	Highest Ranked Proposal
Non-Bond Construction	\$75,000	\$115,000

Upon a motion by Mr. Jesse Villarreal and a second by Ms. Rose Benavidez, the Facilities Committee recommended Board approval to contract construction services with 5 Star Construction in the amount of \$115,000 for the Pecan Plaza Asphalt Resurfacing Along Alley Side of Building project as presented. The motion carried.

Review and Recommend Action on Contracting Construction Services for the District-Wide Parking Lot Lighting Upgrades

The Facilities Committee was asked to recommend Board approval to select a contractor for the District-Wide Parking Lot Lighting Upgrades project at the April 28, 2015 Board meeting.

The Board of Trustees previously approved design services with DBR Engineering to prepare plans and specifications for this lighting upgrade project. As a result, the electrical engineering team at DBR Engineering completed plans necessary for this deferred maintenance project. This parking lot lighting replacement project was in its first of several phases which would occur over a four year period. The first phase would include replacement of lights on the original Starr County Campus parking lot.

DBR Engineering worked with 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 March 2, 2015. A total of three (3) sets of construction documents were issued to general contractors, sub-contractors, and suppliers and a total of four (4) proposals were received on March 26, 2015.

Timeline for Solicitation of Competitive Sealed Proposals	
March 2, 2015	Solicitation of competitive sealed proposals began.
March 26, 2015	Four (4) proposals were received.

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

Funds were available in the FY 2014-2015 Renewals and Replacements budget for this project.

Source of Funding	Budgeted Funds	Highest Ranked Proposal
Non-Bond Construction	\$100,000	\$50,691

The Facilities Committee noted that the top ranked contractor proposed starting the project within 10 working days of the award and completing the project within 120 calendar days. The Committee asked staff whether it was a concern that they proposed 120 calendar days, while two other firms proposed completing the job in 30 days and a third firm proposed 90 days. The top ranked firm also proposed a slightly higher fee to complete the work.

Mr. Gerry Rodriguez, Director of Facilities Planning and Construction, informed the Committee that the type of lighting required for the project would likely need to be special ordered, and the bid evaluation team was surprised to see that two firms expected to complete the project within 30 calendar days of start. In experience with previous projects, the team determined it was unlikely that the firms proposing project completion within thirty days could reasonably meet that timeline.

The firm that offered a more likely time frame of 90 calendar days for project completion proposed a fee \$34,209 higher than the top ranked respondent.

Mr. Rodriguez felt there was some room to negotiate the project time line, and if the Board approved contracting with the top ranked firm, staff would attempt to secure a commitment to a reasonably accelerated time frame.

Upon a motion by Dr. Alejo Salinas, Jr. and a second by Mrs. Graciela Farias, the Facilities Committee recommended Board approval to contract construction services with Metro Electric in the amount of \$50,691 for District-Wide Parking Lot Lighting Upgrades project as presented. The motion carried.

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

The Facilities Committee was asked to recommend Board approval of substantial or final completion and release of final payment for the following projects at the April 28, 2015 Board meeting:

Projects		Substantial Completion	Final Completion	Documents Attached
1.	Pecan Campus Buildings A, G, H, and X Electrical Disconnects	Recommended	May 2015	Substantial Completion Certificate
2.	Pecan Campus Ann Richards Administration Building Grants/Accountability Office Improvements	Previously Approved	Recommended	Final Completion Letter

1. Pecan Campus Buildings A, G, H and X Electrical Disconnects

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

Engineers with ACR and STC staff visited the site and developed a construction punch list. As a result of this site visit and observation of the completed work, a Certificate of Substantial Completion for the project was certified on March 26, 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 included in the packet.

Contractor Metro Electric would continue working on the punch list items identified and would have thirty (30) days to complete before final completion can be recommended for approval. It was anticipated that final acceptance of this project would be recommended for approval at the May 2015 Board meeting.

2. Pecan Campus Ann Richards Administration Building Grants/Accountability Office Improvements

It was recommended that final completion and release of final payment 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 Starr Construction be approved. The original cost approved for this project was in the amount of \$94,600.

The following chart summarizes the above information:

Construction Budget	Approved Proposal Amount	Net Total Change Orders	Final Project Cost	Previous Amount Paid	Remaining Balance
\$24,000	\$94,600	\$2,263.80	\$96,863.80	\$86,296.10	\$10,567.70

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

Upon a motion by Mrs. Graciela Farias and a second by Ms. Rose Benavidez, the Facilities Committee recommended Board approval of the substantial completion of the Pecan Campus Buildings A, G, H, and X Electrical Disconnects project and the final completion and release of final payment for the Pecan Campus Ann Richards Administration Building Grants/Accountability Office Improvements project as presented. The motion carried.

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.

Executive Session:

The South Texas College Board Facilities Committee convened into Executive Session at 5:50 p.m. in accordance with Chapter 551 of the Texas Government Code for the specific purpose provided in:

- Section 551.071, Consultations with Attorney
 1. Discussion and Action as Necessary Regarding STC vs Chubb Insurance for Hail Damage Claim Settlement

Open Session:

The South Texas College Board Facilities Committee returned to Open Session at 6:09 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 Facilities Committee discussed the legal settlement with Chubb Insurance for Hail Storm Damage insurance claim with legal counsel. No action was taken.

Adjournment

There being no further business to discuss, the Facilities Committee Meeting of the South Texas College Board of Trustees adjourned at 6:10 p.m.

I certify that the foregoing are the true and correct minutes of the April 13, 2015 Facilities Committee Meeting of the South Texas College Board of Trustees.

Mr. Gary Gurwitz, Chair

*Finance & Human
Resources Committee
Minutes
April 13th, 2015*

**South Texas College
Board of Trustees
Finance and Human Resources Committee
Ann Richards Administration Building Board Room
Pecan Campus
Monday, April 13, 2015
@ 5:30 p.m.
McAllen, Texas**

Minutes

The Finance and Human Resources Committee Meeting was held on Monday, April 13, 2015 in the Ann Richards Administration Building Board Room at the Pecan Campus in McAllen, Texas. The meeting commenced at 6:14 p.m. with Dr. Alejo Salinas, Jr..

Members present: Dr. Alejo Salinas, Jr., Mr. Paul R. Rodriguez, and Ms. Rose Benavidez

Other Trustees Present: Mr. Gary Gurwitz, and Mrs. Graciela Farias

Members absent: Mr. Roy de León

Also present: Dr. Shirley A. Reed, Mrs. Mary Elizondo, Dr. David Plummer, Mrs. Wanda Garza, Mrs. Becky Cavazos, Mr. Matt Hebbard, Mr. Larry Barroso, Mr. George McCaleb, Ms. Alicia Gomez, Mr. Cody Gregg, Judge Eloy Vera, Mr. Robert Pena, Mr. Graham Furlong, Mr. Jeff Neves, Mr. Gustavo Martinez, Mr. Cris Vela, and Mr. Andrew Fish

Approval of March 19, 2015 Finance and Human Resources Committee Minutes

Upon a motion by Mr. Paul R. Rodriguez and a second by Ms. Rose Benavidez, the Minutes for the Finance and Human Resources Committee Meeting of March 19, 2015 were approved as written. The motion carried.

Presentation on Los Vientos Wind Project by Duke Energy

Duke Energy Renewable Wind, LLC presented Los Vientos Wind Project in Starr County to the Committee.

Mr. Graham Furlong, Head of Development for Duke Energy Renewable Wind, LLC, Mr. Robert Peña, Vice President for Texas Energy Consultants, and Mr. Jeff Neves, Head of Development for Amshore US Wind, LLC attended the Committee meeting and presented a brief review of the project and its economic impact on Starr County.

Starr County Judge Eloy Vera also attended the meeting and spoke about the importance of this renewable energy project. Beyond the revenue generated by the wind energy production, this project has provided economic stimulus throughout the county, in terms of job creation during construction and maintenance as well as local spending.

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

Executive Session:

The South Texas College Board Finance and Human Resources Committee convened into Executive Session at 6:28 p.m. in accordance with Chapter 551 of the Texas Government Code for the specific purpose provided in:

- Section 551.071, Consultations with Attorney
 1. Legal Counsel updated the Committee on legal matters related to the Los Vientos Wind Project by Duke Energy

Open Session:

The South Texas College Board Finance and Human Resources Committee returned to Open Session at 7:05 p.m. No action was taken in Executive Session.

Discussion and Action as Necessary on Hidalgo County Tax Resale Properties and Resolution Authorizing Tax Resale

The Finance and Human Resources Committee was asked to recommend Board approval of the Hidalgo County Tax Resale Properties and the Resolution Authorizing the Tax Resale at the April 28, 2015, Board meeting.

The law offices of Linebarger Goggan Blair & Sampson, LLP requested consideration and possible action on the tax resale of twenty-two (22) properties.

On February 3, 2015 Linebarger Goggan Blair & Sampson, LLP held a Tax Resale Auction at the Hidalgo County Clerk Records Management Facility for struck off properties located within Hidalgo County. The tax resale auction was published in The Monitor and several other newspapers throughout Hidalgo County.

The total amount the College would receive was \$16,157.09.

Linebarger Goggan Blair & Sampson, LLP submitted the analysis of the bids received for the Committee's consideration.

The Resolution Authorizing the Tax Resale was provided in the packet for the Committee's review. A listing of the bids, the legal description for each property, as well as the amount of the bid, the South Texas College amount, and the Analysis of Bids Received were included under separate cover for your information and review.

Gus Martinez from Linebarger Goggan Blair & Sampson, LLP attended the meeting.

Upon a motion by Mr. Paul R. Rodriguez and a second by Ms. Rose Benavidez, the Finance and Human Resources Committee recommended Board approval of the Hidalgo County Tax Resale Bids and the Resolution Authorizing the Tax Resale to Linebarger Goggan Blair & Sampson, LLP as presented. The motion carried.

Update on Municipal Bond Market, Bond Issuance Debt Structure, and Proposed Timeline

Mr. Cris Vela from First Southwest Company attended the Finance and Human Resources Committee meeting to provide the Board Committee and administration with an up-to-date presentation on the current bond market conditions and possible bond issuance debt structure. Mr. Vela also reviewed two options of the proposed timeline of events related to the sale of the limited tax bonds.

On November 5, 2013, the voters of Hidalgo and Starr County approved the sale of \$159 million in bonds for the construction and equipping of College buildings and a 3 cents additional annual tax for the maintenance and operations of the College.

On January 28, 2014, the College issued bonds in an amount to fund \$60 million of construction and renovations.

First Southwest Company prepared information for the proposed sale of the limited tax bonds in the amount of \$99,020,000.

Mr. Cris Vela discussed the Municipal Bond Market Update, Tax Rate Impact Analysis scenarios, and proposed timeline for a bond issuance of \$99,020,000.

A Municipal Bond Market Update, the Tax Rate Impact Analysis scenarios, and the Proposed Timelines were included in the packet for the Committee's review and information.

No action was required from the Committee. This item was presented for information and feedback to staff. The Committee asked Mr. Vela and staff to coordinate any item as necessary for the Board's review at the April 28, 2015 Regular Board Meeting to allow for the recommended bond issuance.

**Review and Recommend Action on Award of Proposals,
 Purchases, and Renewals**

The Finance and Human Resources Committee was asked to recommend Board approval of the following proposal awards, purchases, and renewals at the April 28, 2015 Board meeting:

- 1) **District Wide Special Event Venue Audio Visual Upgrades (Award):** award the proposal for the district wide special event venue audio visual upgrades to Audio Visual Aids Corp (San Antonio, TX), at a total cost of \$157,743.50;
- 2) **Programmable Direct Connect Power Supply (Award):** award the proposal for programmable direct connect power supply to Mouser Electronics (Mansfield, TX), at a total cost of \$16,438.00;
- 3) **Video Projectors (Awards):** award the proposal for video projectors to Audio Visual Aids Corp (San Antonio, TX), at a total cost of \$35,964.00;
- 4) **Computers, Laptops, and Tablets (Purchase):** purchase of computers, laptops, and tablets from the State of Texas Department of Information Resources (DIR) approved vendors Dell Marketing, LP. (Dallas, TX) and from the National Joint Powers Alliance approved vendor CDW Government (Vernon Hills, IL), in the total amount of \$144,153.15;
- 5) **Computer Server Appliance (Purchase):** purchase a computer server appliance from Dell Marketing, LP. (Dallas, TX), a State of Texas Department of Information Resources (DIR) approved vendor, at a total cost of \$17,661.76;
- 6) **Furniture (Purchase):** purchase furniture from the State of Texas Multiple Award Schedule (TXMAS), U. S. Communities and Provista approved vendors, at a total amount of \$172,577.99;

#	Vendor	Amount
A	Allsteel, Inc./ Gateway Printing and Office Supply, Inc. (Edinburg, TX)	\$41,371.40
B	Computer Comforts, Inc. (Kemah, TX)	\$11,946.96
C	Cramer, LLC./ Gateway Printing and Office Supply, Inc. (Edinburg, TX)	\$1,056.80
D	Exemplis Corporation/ Gateway Printing and Office Supply, Inc. (Edinburg, TX)	\$8,056.90
E	Herman Miller/ Workplace Resources (San Antonio, TX)	\$19,853.41
F	The Hon Company/ Gateway Printing and Office Supply, Inc. (Edinburg, TX)	\$2,784.06
G	Kruger International/ Gateway Printing and Office Supply, Inc. (Edinburg, TX)	\$49,064.29
H	National Office Furniture/ Workplace Resources (San Antonio, TX)	\$36,971.29
I	VIA, Inc./ Gateway Printing and Office Supply, Inc. (Edinburg, TX)	\$1,472.88
	Total	\$172,577.99

- 7) Monitoring Hardware and Software (Purchase):** purchase monitoring hardware and software from Dell Marketing, LP. (Dallas, TX), a State of Texas Multiple Award Schedule (TXMAS) approved vendor, at a total cost of \$17,682.46;
- 8) Network Hardware (Purchase):** purchase network hardware from Insight Public Sector (Tempe, AZ/McAllen, TX), a State of Texas Department of Information Resources (DIR) approved vendor, at a total cost of \$19,250.00;
- 9) Phones and Network Devices (Purchase):** purchase phones and network devices from Insight Public Sector (Tempe, AZ/McAllen, TX), a State of Texas Department of Information Resources (DIR) approved vendor, for the period beginning April 29, 2015 through August 31, 2015, at an estimated cost of \$25,000.00;
- 10) Armored Car Services (Renewal):** renew the contract for armored car services with American Surveillance Co., Inc. (Brownsville, TX) for the period beginning June 1, 2015 through May 31, 2016, at an amount not to exceed \$1,328.70 per month or \$15,944.40 per year. Special trips will be scheduled on an as needed basis at an estimated cost of \$10,305.15. The total approximate cost for armored car services for the year is \$26,249.55;
- 11) Clean Address Software Support and Maintenance Subscription (Renewal):** renew the clean address software support and maintenance subscription with Runner Technologies, Inc. (Boca Raton, FL), a sole source vendor, for the period beginning March 6, 2015 through March 5, 2016, at a total cost of \$10,011.29;
- 12) Software Maintenance and Support Agreements (Renewal):** renew the software maintenance and support agreements with Evisions (Irvine, CA), a sole source vendor, for the period of April 1, 2015 through July 31, 2016, at a total cost of \$20,379.00;
- 13) Graduation Facility (License Agreement):** lease the graduation facility from the City of Hidalgo- Texas Municipal Facilities Corporation (State Farm Arena) (Hidalgo, TX), an interlocal license agreement for December 11, 2015 beginning at 8:00 a.m. through December 12, 2015 at midnight, at an estimated cost of \$14,500.00;
- 14) Internal Auditor Services (Contract Extension):** contract extension for purchase of internal auditor services with Burton McCumber & Cortez, LLP. (McAllen, TX), for the period beginning September 1, 2015 through November 30, 2015, at a cost of approximately \$10,000.00.

SUMMARY TOTAL:

The total for all proposal awards, purchases, and renewals was \$687,610.70

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

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

The Finance and Human Resources Committee was asked to recommend Board approval to renew the Hidalgo County Agreement for Tax Assessment and Collection for current and delinquent taxes collected from September 1, 2015 through August 31, 2016 at the April 28, 2015 Board meeting.

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

The Board of Trustees approved the Inter-Local Cooperation Agreement for Tax Assessment and Collection with Hidalgo County on March 11, 1996 with an option to renew for subsequent tax years. The contract was last renewed on April 22, 2014, and the annual fee approved was \$98,304.00, which represented a cost increase of 5%, or \$4,678.00, as allowed per the Inter-Local Cooperation Agreement for Tax Assessment and College. Mr. Pablo Villarreal, Jr., RTA for Hidalgo County, has advised the College that the annual fee for tax year 2015 would remain at \$98,304.00. The monthly collection fee of approximately \$8,192.00 is reduced from taxes collected during the month and the remaining funds are wired to the South Texas College’s bank depository account.

Below is a summary of Hidalgo County assessment and collection fee charges and corresponding fee increase percentages for Fiscal Year 2009-2010 through Fiscal Year 2015-2016.

Seven Year History of Fees for Hidalgo County Tax Assessment and Collection		
Year	Fee	Increase over Previous Year
2015 - 2016	\$98,304.00	0%
2014 – 2015	\$98,304.00	5%
2013 - 2014	\$93,626.00	0%
2012 - 2013	\$93,626.00	0%
2011 - 2012	\$93,626.00	0%
2010 - 2011	\$93,626.00	5%
2009 - 2010	\$89,167.20	0%

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

Upon a motion by Mr. Paul R. Rodriguez and a second by Ms. Rose Benavidez, the Finance and Human Resources Committee recommended Board approval of the renewal of the Hidalgo County Agreement for Tax Assessment and Collection for current and delinquent taxes collected at an annual fee of \$98,304.00, representing a 0% increase, from September 1, 2015 through August 31, 2016 as presented. The motion carried.

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

The Finance and Human Resources Committee was asked to recommend Board approval to renew the Starr County Agreement for Tax Assessment and Collection for current and delinquent taxes collected from September 1, 2015 through August 31, 2016 at the April 28, 2015 Board meeting.

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

The Board of Trustees approved the Inter-Local Cooperation Agreement for Tax Assessment and Collection with Starr County on June 18, 2001, with an option to renew for subsequent tax years. The contract was last renewed on April 22, 2014, and the annual fee approved was \$87,886.00. Mr. Carmen Peña, RTA for Starr County, advised the College that the annual fee for tax year 2015 would remain at \$87,886.00 and was scheduled to be approved by the Starr County Commissioners Court on April 13, 2015 which is before the April 28, 2015 Board meeting. The monthly collection fee of \$7,323.83 is reduced from taxes collected during the month and the remaining funds collected are paid to the College.

Below is a summary of Starr County assessment and collection fee charges and corresponding fee increase percentages for Fiscal Year 2009-2010 through Fiscal Year 2015-2016.

Seven Year History of Fees for Starr County Tax Assessment and Collection		
Year	Fee	Increase over Previous Year
2015 - 2016	\$87,886.00	0%
2014 - 2015	\$87,886.00	0%
2013 - 2014	\$87,886.00	0%
2012 - 2013	\$87,886.00	0%
2011 - 2012	\$87,886.00	0%
2010 - 2011	\$87,886.00	0%
2009 - 2010	\$87,886.00	0%

The Amendment to the Inter-local Cooperation Agreement for Tax Assessment and Collection for Fiscal Year 2014-2015 was not available at the time of publication but would be presented to the Board for review and action as necessary.

Starr County would provide the FY 2015-2016 Inter-local Cooperation Agreement prior to the April 28, 2015 Board Meeting.

Upon a motion by Ms. Rose Benavidez and a second by Mr. Paul R. Rodriguez, the Finance and Human Resources Committee recommended Board approval of the renewal of the Starr County Agreement for Tax Assessment and Collection for current and delinquent taxes collected at an annual fee of \$87,886.00 from September 1, 2015 through August 31, 2016 as presented. The motion carried.

Review and Recommend Action to Revise Policy #4118: Provision of Faculty Letter of Appointment

The Finance and Human Resources Committee was asked to recommend Board approval to revise Policy #4118: Provision of Faculty Letter of Appointment at the April 28, 2015 Board meeting.

The revisions to the policy were requested for the following reasons:

- To update the method of issuance to include electronic distribution due to automation of services within the Office of Human Resources.
- To stipulate the acceptance of letter of appointment is due by stated deadline on offer and failure to do so would constitute a rejection of the offer.

- To clarify procedure of providing adequate notice to resign in good standing as it is not limited to the end of the contract period.

The revised policy was 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 red strikeout.

Dr. Salinas provided a few suggestions for additional non-substantive revisions to the proposed policy and asked Dr. Reed to review them with staff and legal counsel, and to include any changes as appropriate in the recommendation to the Board.

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

Upon a motion by Ms. Rose Benavidez and a second by Mr. Paul R. Rodriguez, the Finance and Human Resources Committee recommended Board approval of the proposed revisions to Policy #4118: Provision of Faculty Letter of Appointment as presented and which supersedes any previously adopted Board policy. The motion carried.

Review and Recommend Action on Disposal of Surplus Property

The Finance and Human Resources Committee was asked to recommend Board approval dispose of surplus property valued at \$1,000 and over through a live auction at the April 28, 2015 Board meeting.

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

The auction items were located at the South Texas College Receiving Department, 3700 W. Military Hwy., McAllen, TX. The auction would be scheduled during the month of June.

A listing of the items to be auctioned was provided in the packet for the Committee's review and information.

The items valued at \$1,000 and over were included in the College's inventory through the Banner system.

Upon a motion by Mr. Paul R. Rodriguez and a second by Ms. Rose Benavidez, the Finance and Human Resources Committee recommended Board approval of the disposal of surplus property valued at \$1,000 and over through a live auction as presented. The motion carried.

Review and Action as Necessary to Issue a Request for Proposals for Call Center Services

The Finance and Human Resources Committee was asked to recommend Board approval to issue a Request for Proposals (RFP) to solicit call center services at the April 28, 2015 Board meeting.

The College wished to solicit 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. Mrs. Wanda Garza, Vice President for Student Affairs and Enrollment Management, stated that the College received over 247,000 calls the previous year.

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 completed the enrollment process and persisted 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.

The proposed timeline for the Request for Proposals (RFP) was as follows:

May 4, 2015	Advertisement of RFP
May 19, 2015	Deadline for responses
May 20-27, 2015	Evaluation of responses by staff
June 11, 2015	Review by Finance Committee
June 23, 2015	Approval by Board of Trustees

The agreement for the Call Center Services would be for the period beginning July 1, 2015 and ending August 31, 2016, with an option to renew for two additional two (2) year periods.

A draft of the Request for Proposals (RFP) was included in the packet for the Committee's review and information.

Mr. Paul R. Rodriguez recommended that staff call other institutions utilizing such Call Center Services to test the customer service, professionalism, and general functioning of such services. Staff agreed that such a test would be a good idea. Mrs. Graciela Farias volunteered to make a few test calls as well.

Results of the test calls would be provided to the Board for review and consideration as part of their deliberation of the proposed RFQ for Call Center Services.

Upon a motion by Mr. Paul R. Rodriguez and a second by Ms. Rose Benavidez, the Finance and Human Resources Committee recommended Board approval of administration's request to issue a Request for Proposals (RFP) to solicit call center services as presented. The motion carried.

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 April 10, 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 7:42 p.m.

I certify that the foregoing are the true and correct Minutes of the April 13, 2015 Finance and Human Resources Committee Meeting of the South Texas College Board of Trustees.

Dr. Alejo Salinas, Jr.
Presiding

Announcements

A. Next Meetings:

- **Thursday, May 14, 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, May 26th, 2015**

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

B. Other Announcements:

- South Texas College will be holding its 20th Annual Spring Commencement Ceremony with Graduations on Friday, May 15, 2015 and Saturday, May 16, 2015 at the State Farm Arena in Hidalgo, Texas:

Friday, May 15, 2015

11:00 a.m. *Business and Technology Division
Information Technology Graduates*

3:00 p.m. *Liberal Arts Division*

6:00 p.m. *Social & Behavioral Sciences*

Saturday, May 16, 2015

10:00 a.m. *Math, Science, and Bachelor Programs Division
Business and Technology Division*

2:00 p.m. *Nursing and Allied Health Division*

- South Texas College will be closed Monday, May 25, 2015 in observance of Memorial Day.