



**SOUTH TEXAS
COLLEGE**

Board of Trustees

Regular Board Meeting

Tuesday, May 26, 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, May 26, 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 - 15
 - A. Remarks from Gerry Rodriguez, Director of Facilities Planning & Construction
 - B. Presentation on Valley Scholars Program and the 10th Annual A Night with the Stars
 - C. Presentation on Celebration of May 15 – 16, 2015 Commencement Ceremonies
 - D. Review and Update on Title IX and Clery Act Compliance
- VI. Consideration and Action on Consent Agenda
 - A. Approval of Minutes 16 - 47
 - 1. April 28, 2015 Regular Board Meeting
 - B. Approval and Authorization to Accept Grant Award(s) 48 - 49
 - 1. The "Accelerate Texas" grant from the Texas Higher Education Coordinating Board in the amount not to exceed \$300,000
 - 2. The Skills Development Fund Grant from Texas Workforce Commission in the amount of \$334,648
 - 3. Additional Grant(s) Received/Pending Official Award

VII. General Items for Discussion and Action as Necessary

- A. Discussion and Action as Necessary Regarding HB 382: Requiring the Establishment of an Extension Facility in the Delta Region 50

VIII. Consideration and Action on Committee Items

A. Education and Workforce Development Committee

1. Review and Action as Necessary to Offer One Semester Certificate: Voice and Data Technician 51 - 55
2. Review of Center for Mexican American Studies: Ballet Folklórico 56

B. Finance and Human Resources Committee

1. Discussion and Action as Necessary on Revision, Deletion, and Adoption of New Policies 57 - 76
- a. Revise Policy #4205: Equal Employment Opportunity/ Affirmative Action to Equal Education and Employment Opportunities
Delete Policy #4206: Persons with Disabilities
Delete Policy #4207: Age Discrimination
- b. Adopt New Policy #4216: Discrimination, Harassment, Retaliation and Sexual Misconduct
Delete Policy #4208: Racial Harassment
Delete Policy #4212: Sexual Harassment
- c. Revise Policy #4214: Violence in the Workplace to Campus and Workplace Violence Prevention
2. Discussion and Action as Necessary on Resolution Electing to Participate in Tax Abatement Agreements and on Guidelines and Criteria for Granting Tax Abatements..... 77 - 99
3. Discussion and Action as Necessary on Duke Energy Renewables Wind, LLC, Tax Abatement Application and Resolution for the Tax Abatement Agreement 100 - 101
4. Review and Action as Necessary on Award of Student Insurance 102 - 112
5. Review and Action as Necessary on Award of Proposals, Purchases, and Renewals 113 - 135

A. Awards

- 1) Active Learning Training Classrooms Audiovisual Project (Award)
- 2) Audio Visual Equipment and Parts III (Award)

- 3) Audio Visual Equipment and Parts IV (Awards)
- 4) Audio Visual Equipment and Parts V (Award)
- 5) Mid Valley Campus Analog to Digital Audiovisual Upgrade (Award)
- 6) Portable Stream/Record Device (Award)
- 7) Preferred Private Lender List (Award)
- 8) Projector Replacement Project (Award)
- 9) Temporary Personnel Services (Award)

B. Advertising or Memberships

- 10) Advertising Agreements (Purchase)
- 11) Digital Advertising Agreements (Purchase)
- 12) Institutional Membership - CCCSE (Renewal)
- 13) Radio Advertising Agreements (Purchase)

C. Furniture

- 14) Furniture (Purchase)

D. Instructional Items

- 15) Ambulance (Purchase)
- 16) Instructional Musical Instrument (Purchase)
- 17) Instructional Software (Purchase)
- 18) Instructional Tool Sets (Purchase)
- 19) Language Learning Lab Hardware (Purchase)
- 20) Spectrometer (Purchase)
- 21) Three Dimensional Printer (Purchase)
- 22) Library Discovery System (Renewal)
- 23) Metal Products for Welding Programs (Renewal)

E. Police Department Items

- 24) Citation Writers (Purchase)
- 25) Network Servers (Purchase)
- 26) 911 Call System Recorder (Purchase)
- 27) Police Dispatch Console (Purchase)
- 28) Police Officer Body Cameras (Purchase)
- 29) Police Vehicles (Purchase)
- 30) Police Vehicle Equipment and Accessories (Purchase)
- 31) Police Vehicle Two Way Radios (Purchase)

F. Technology

- 32) Computers, Laptops, and Tablets (Purchase)
- 33) Database Software Licenses (Purchase)
- 34) Database Systems Licenses (Purchase)
- 35) Network Security Appliances (Purchase)
- 36) Secure Remote Access (Purchase)
- 37) Servers (Purchase)
- 38) Systems Hardware (Purchase)
- 39) Wireless Infrastructure Hardware and Software (Purchase)
- 40) Password Reset Software Maintenance Agreement (Renewal)

6. Review and Discussion of Preliminary Summary of Projected Revenues and Expenditures for FY 2015-2016 with Comparison to FY 2014-2015 Approved Budget 136 - 143

C. Facilities Committee

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2. Review and Action as Necessary on Construction Manager-at-Risk Fee Proposals..... 150 - 152
3. Review and Action as Necessary on Approval of Additional Services for Library Design Consultant for the 2013 Bond Construction Program, Nursing & Allied Health, Mid Valley, and Starr County Campuses
..... 153 - 166
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8. Review and Action as Necessary on Contracting Construction Services for the Pecan Campus Achieve Early College High School Driveway and Sidewalk Relocation 205 - 209
9. Review and Action as Necessary on Contracting Construction Services for the District-Wide HSI Grants Carpet Replacement 210 - 212
10. Review and Action as Necessary on Contracting Construction Services for the Pecan Campus Building A Carpet Replacement 213 - 216
11. Review and Action as Necessary on Contracting Construction Services for the Technology Campus Building B Flooring Replacement..... 217 - 219

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14. Update on Status of Non-Bond Program Construction Projects ..	223 – 228
IX. Consideration and Approval of Checks and Financial Reports	229 - 231
The Checks and the Financial Reports presented for approval are included in the Board Packet under SEPARATE COVER	
X. Informational Items	
• President's Report	232 - 241
• Minutes for the May 14, 2015 Board Committee Meetings will be referred to the June 2015 Board Meeting.	
XI. Announcements	242
A. Next Meetings:	
• <u>Thursday, June 11, 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, June 23, 2015</u>	
➤ 5:30 p.m. – Regular Meeting of the Board of Trustees	
B. Other Announcements:	
• Final registration for Summer I and III, May 26 – May 31, 2015!	
• South Texas College Summer Classes begin Monday, June 1, 2015.	
• Last day of 84 th Regular Legislative Session, June 1, 2015.	
• The Valley Scholars Program <i>10th Annual A Night with the Stars</i> has been announced for Thursday, October 8, 2015, from 6:00 p.m. – 9:00 p.m.	

Presentations

Remarks from Gerry Rodriguez, Director of Facilities Planning & Construction

Mr. Gerry Rodriguez, Director of Facilities Planning & Construction, is preparing to leave South Texas College to accept a comparable position with UTRGV. Mr. Rodriguez has served at South Texas College since January 1999, and has been instrumental in much of our growth, including the 2005 Bond Construction Program, and the 2013 Bond Construction Program thus far.

Mr. Rodriguez has requested an opportunity to address the Board at his last Regular Board Meeting as the Director of Facilities Planning & Construction.

Presentation on Valley Scholars Program and the 10th Annual A Night with the Stars

Ms. Jessica S. Garcia, Valley Scholars Program Coordinator, will extend an invitation to the Board of Trustees to attend the Valley Scholars Program's *10th Annual A Night with the Stars*, a fundraising gala to be held on Thursday, October 8th, 2015 at the Corinthian Banquet & Special Events Center, 6:00 p.m. – 9:00 p.m.

A Night with the Stars supports the Valley Scholars Program, which has provided opportunities including scholarships and mentoring to over 750 students since 1997. Students in the program are given scholarships, personal advisement, opportunities to develop leadership skills, and opportunities for employment. The remarkable students also participate in numerous community service projects throughout the year.

Ms. Garcia will briefly discuss the external recognition this program has earned, and will share just a few of the many success stories of the Valley Scholars alumni.

All Board members and other attendees are invited and encouraged to consider sponsorship of the program, purchase of tickets to A Night with the Stars, and contributions for the silent auction.

All are encouraged to support and participated in the *10th Annual A Night with the Stars*. Ms. Garcia will be available to coordinate sponsorship by cash, gifts for the silent auction, or in-kind contributions.

Presentation on Celebration of May 15 – 16, 2015 Commencement Ceremonies

There were five graduation ceremonies conducted at the State Farm Arena on May 15 -16, 2015. The class of 2015 degree audits conducted in Fall 2014 and Spring 2015 identified 4,190 students that were eligible to participate in the annual commencement exercises.

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

**Number of Students Earning a
Credential in each Division:**

Liberal Arts	743
Social Sciences	814
Nursing and Allied Health	608
Business and Technology	1565
Math and Science	303
Baccalaureate	157
Total	4190

In December 2014, the College certified 1,491 graduates. South Texas College conferred 5,681 degrees, marking a new record of achievement by proud Jaguars.

Review and Update on Title IX and Clery Act Compliance

Mary Elizondo, Vice President for Finance and Administrative Service, will present on this important issue of compliance with Title IX and Clery Act. The presentation will also provide an overview of additional intersecting legislation, the Campus SaVe Act and Violence Against Women Act (VAWA), aimed at addressing sexual misconduct and other crimes on college campuses.

The Office of Civil Rights vigorously enforces Title IX to ensure that institutions that receive federal financial assistance from the US Department of Education comply with the law.

Title IX protects students, employees, applicants for admission and employment, and other persons from all forms of sex discrimination, including discrimination based on gender identity or failure to conform to stereotypical notions of masculinity or femininity. All students (as well as other persons) at higher education institutions are protected by Title IX, regardless of their sex, sexual orientation, gender identity, part-time or full-time status, disability, race, or national origin-in all aspects of a recipient’s educational programs and activities.

As part of our obligations under Title IX, the College must designate at least one employee to coordinate their efforts to comply with and carry out their responsibilities under Title IX and must notify all students and employees of that employee's contact information. This employee is generally referred to as the Title IX Coordinator.

Institutions must also adopt and disseminate a nondiscrimination policy and establish grievance procedures to address complaints of discrimination on the basis of sex in education programs and activities. To comply with these mandatory changes, the College is proposing to revise or delete existing policies and to create a new policy as follows:

- Policy #4216: Discrimination, Harassment, Retaliation, and Sexual Misconduct is being proposed to cover all of the Title IX and other legislation requirements. Policy #4212: Sexual Harassment and Policy #4208: Racial Harassment will be deleted and incorporated into the new Policy #4216: Discrimination, Harassment, Retaliation, and Sexual Misconduct.
- In addition, the College is proposing to delete Policy #4206: Persons with Disabilities and Policy #4207: Age Discrimination, and incorporate their language into a revised Policy #4205: Equal Education and Employment Opportunities.
- It is also proposed that Policy 4214: Violence in the Workplace be revised and re-titled as Campus and Workplace Violence Prevention.

The policies follow as a separate agenda item.

The Title IX and Clery Act Compliance Power Point Presentation follows in the packet for the Board's information and review.

In addition, the guidance package from the U. S. Department of Education from April 24, 2015, are provided under separate cover for the Board's information and review. The package includes important documents, including a Dear Colleague Letter, a letter to Title IX Coordinators, and a resource guide that provides Title IX requirements.



Title IX and Clery Act Compliance

Addressing Sexual Misconduct and Other Crimes on Campus

Finance and Human Resources Committee Meeting
May 14, 2015

Presented by Mary Elizondo
Vice President for Finance and Administrative Services



Why We Need to Act

According to the April 2014, Report of the White House Task Force to Protect Students From Sexual Assault -

- One in five women is sexually assaulted in college.
- Most often, it's by someone she knows – and also most often, she does not report what happened.
- Many survivors are left feeling isolated, ashamed or to blame.
- Although it happens less often, men, too, are victims of these crimes.

Federal Mandates Regarding Campus Crime



Intersecting legislation aimed at addressing sexual misconduct and other crimes on college campuses include:

- Title IX – 1972, 1975
- Clery Act – 1990
- Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act - 1998
- Campus Awareness and Campus Security Act - 1990
- Violence Against Women Act (VAWA) – 1994
- Campus SaVE Act – 2013



Title IX of the Education Amendments of 1972



Title IX is a federal civil rights law that prohibits sex-based discrimination against students and employees of educational institutions in federally funded education programs and activities.

Since 1972, the US Department of Education Office of Civil Rights (OCR) has been the guardian of civil rights in educational institutions nationwide.

Title IX Program Statement:

“No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity receiving federal financial assistance.”

Dear Colleague Letter (Office of Civil Rights)



On April 14, 2011 the Office of Civil Rights issued a “Dear Colleague Letter” (“DCL”) -

- Assertively reminds institutions across the country of their obligations under Title IX to prevent sexual harassment, namely sexual violence on their campuses.
- The DCL explains a school’s responsibility to respond promptly and effectively to sexual violence against students.

Dear Colleague Letter (Office of Civil Rights)



- Provides guidance on the unique concerns that arise in sexual violence cases, such as a school’s independent responsibility under Title IX to investigate (apart from any separate criminal investigation by local police) and address sexual violence.
- Provides guidance and examples about key Title IX requirements and how they relate to sexual violence, such as the requirements to publish a policy against sex discrimination, designate a Title IX coordinator, and adopt and publish grievance procedures.

Essential Title IX Compliance Elements



Once a school has notice, or should have known, of sexual harassment, or sexual misconduct, the school is required to:

- Take immediate and appropriate steps to investigate what occurred
- Take prompt and effective action to:
 - End the harassment
 - Remedy the effects
 - Prevent the recurrence

“Title IX in the News”



(The Washington Post, May 1, 2014)

55 Colleges, Universities under Title IX Investigations Over Handling of Sexual Violence

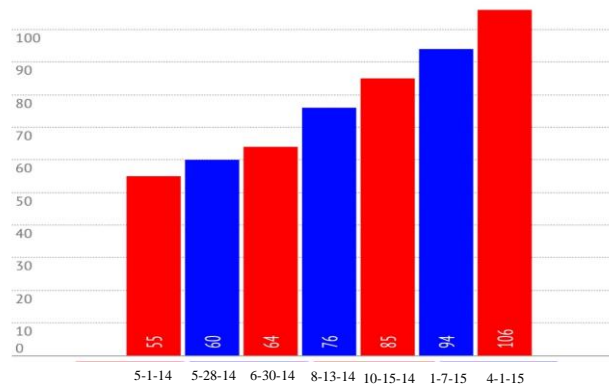
(The Huffington Post, April 06, 2015)

106 Colleges Are Under Federal Investigation For Sexual Assault Cases

Number of Higher Education Institutions Being Investigated for Title IX Violations



Huffington Post - April 06, 2015



Texas Higher Education Institutions Investigated For Title IX Violations



Of the 106 institutions under investigation on April 1, 2015, three are within the state of Texas:

- Cisco Junior College
- Southern Methodist University
- The University of Texas Pan-American

Title IX College Requirements



The College must:

- Designate a Title IX Coordinator
- Develop and publicize policies and procedures
- Provide prevention and awareness training to students, faculty, and staff
- Investigate
- Provide parity and fairness for parties
- Protect confidentiality

Title IX Coordinator and Deputy Coordinators



Title IX Coordinator

Mary Elizondo

Vice President - Finance and Administrative Services

Deputy Title IX Coordinators

Brenda Balderaz

Director of Human Resources

Paul Varville

Chief of Police / Director of Safety & Security

Pablo Hernandez

Dean of Student Affairs

Title IX College Policy and Procedures Requirements



The College policy must:

- Include a notice of non-discrimination on the basis of sex in its education programs and activities
- Reference the Title IX Coordinator
- Define sexual violence and examples of prohibited conduct
- Contain the range of possible sanctions and remedies
- Prohibit retaliation
- State the College's jurisdiction over Title IX complaints which would include off-campus conduct
- Advise victims where to report allegations of sexual assault

The College procedures must:

- Include grievance procedures to promptly and equitably resolve student and employee complaints of discrimination.

Clery Act



- In 1990 Congress passed the Crime Awareness and Campus Security Act.
- The impetus for the Act arose after the tragic rape and murder of 19-year old Jeanne Clery in her dorm room in 1986.
- The Act was designed to correct the previous lack of information provided to campus communities about crime incidents.
- In 1998 the Act was renamed for Jeanne Clery ("Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act").
- In 2000 and 2008 additional amendments became effective.

Clery Act Requirements



The College must:

- Designate Campus Security Authorities
- Publish an Annual Security Report
- Maintain a public crime log
- Disclose crime statistics for incidents that occur on campus, in unobstructed public areas immediately adjacent to or running through the campus and at certain non-campus facilities
- Issue timely warnings about Clery Act crimes which pose a serious or ongoing threat to students and employees
- Devise an emergency response, notification, and testing policy

Violence Against Women Act (VAWA)



In 1994 Congress passed the Violence Against Women Act (VAWA) in recognition of the severity of crimes associated with domestic violence, sexual assault, and stalking.

- VAWA was born out of the need for a national solution.
- This Act enhances the investigation and prosecution of violent crimes against women.



The Campus Sexual Violence Elimination (SaVE) Act



In 2013 the Campus SaVE Act, an amendment to the Clery Act, was enacted requiring all post-secondary institutions that participate in federal student financial assistance programs to provide training on campus sexual violence elimination.

- The SaVE Act is designed to increase transparency on campuses about incidents of sexual violence.
- It also is designed to guarantee victims enhanced rights, set standards for disciplinary proceedings and requires campus wide prevention and policies.
- Specifically, it added gender identity and national origin to the category of hate crimes.



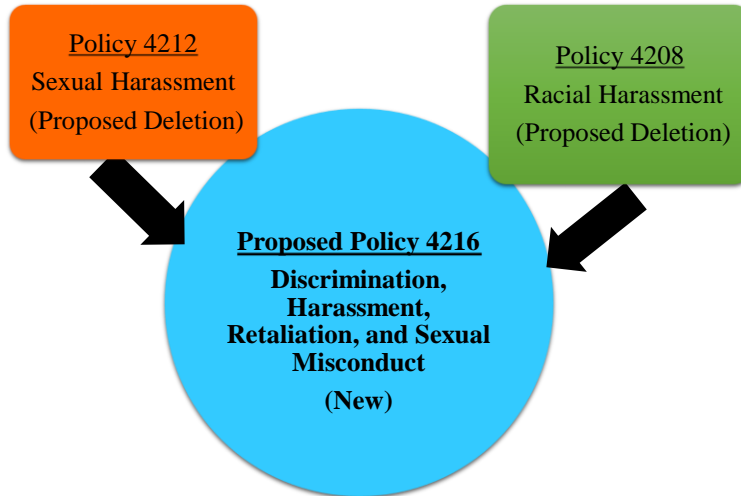
VAWA and SaVE Requirements



The College must:

- Add domestic violence, dating violence, and stalking to categories of Clery crime statistics report
- Include in campus policies and procedures statements about domestic violence, dating violence and stalking including information about prevention programs and grievance procedures
- Change academic, transportation, or working situations to avoid a hostile environment
- Obtain or enforce a no contact directive or restraining order
- Have a clear description of its disciplinary process and know the range of possible sanctions
- Provide contact information about existing counseling, health, mental health, victim advocacy, legal assistance, and other services available both on-campus and in the community

New Proposed Policy 4216 Discrimination, Harassment, Retaliation, and Sexual Misconduct



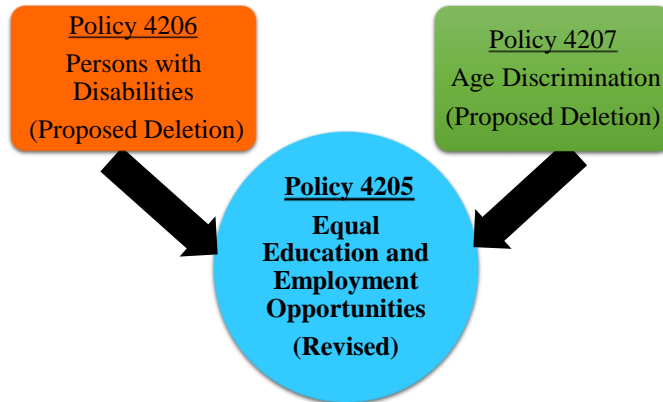
New Proposed Policy 4216 Discrimination, Harassment, Retaliation, and Sexual Misconduct



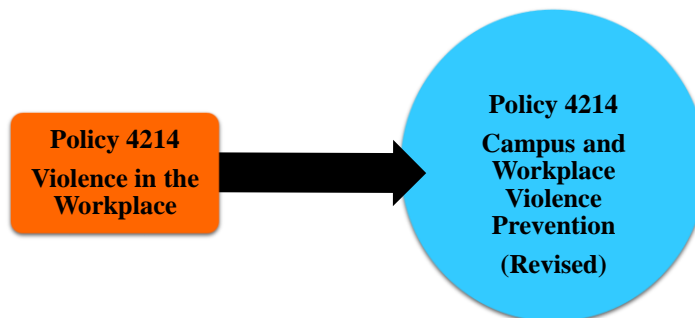
The following is an outline of the New Proposed Policy 4216 .

- | | |
|--------------------------------------|---|
| I. Purpose | VIII. Sexual Misconduct (cont.) |
| II. Title IX Statement | H) Sexual Exploitation |
| III. Prohibited Conduct | I) Dating Violence |
| IV. Discrimination | J) Domestic Violence |
| V. Harassment | K) Sexual Violence |
| VI. Racial Harassment | L) Stalking |
| VII. Retaliation | IX. Off Campus Conduct |
| VIII. Sexual Misconduct | X. Other Offenses |
| A) Sexual Misconduct | Intimidation, Hazing, Bullying |
| B) Consensual Relationships | XI. Hostile Environment |
| C) Consent | XII. Reporting |
| D) Coercion | XIII. Effect on Pending Personnel Actions |
| E) Incapacitation | XIV. Relationship of Complaint Process to
Outside Agency Time Limits |
| F) Non-Consensual Sexual Intercourse | XV. Title IX Procedures |
| G) Non-Consensual Sexual Contact | |

Revised Policy 4205 Equal Education and Employment Opportunities



Revised Policy 4214 Campus and Workplace Violence Prevention



Not Alone: White House Report



On January 22, 2014, President Barack Obama signed a Presidential Memorandum establishing the White House Task Force to protect students from sexual assault.

"Perhaps most important, we need to keep saying to anyone out there who has ever been assaulted: you are not alone.

We have your back. I've got your back."

President Barack Obama, January 22, 2014

Website: www.notalone.gov

<https://youtu.be/sLdElcv5qgc>

QUESTIONS?



Approval of Minutes

The following Minutes are submitted for Board approval:

April 28, 2015 Regular Board Meeting

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and adopt the Minutes for the April 28, 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 April 28, 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, April 28, 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, April 28, 2015 in the Ann Richards Administration Building Board Room at the Pecan Campus in McAllen, Texas. The meeting commenced at 5:35 p.m. with Mr. Paul R. Rodriguez, Secretary, presiding. Mr. Roy de León, Chair, and Dr. Alejo Salinas, Jr., Vice Chair, arrived shortly after commencement and the Chair presided over the remainder of the meeting.

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

Members absent: None

Also present: Dr. Shirley A. Reed, Mr. Chuy Ramirez, Mrs. Mary Elizondo, Dr. Anahid Petrosian, Dr. David Plummer, Mrs. Wanda Garza, Mr. Gerry Rodriguez, Mrs. Becky Cavazos, Ms. Myriam Lopez, Mr. Matthew Hebbard, Mr. Cody Gregg, Dr. Ety Bischoff, Mr. Bill Buhidar, Mr. Richard Lubben, Mr. Charles Nueman, Mrs. Alicia Gomez, Dr. Ali Esmaeili, Mr. Ricardo de la Garza, Mrs. Brenda Balderaz, Dr. Eric Reittinger, Ms. Merrie Van Loy, Mr. Robert Pena, Mr. Jeff Neves, Mr. Graham Furlong, Mr. Matt Davisen, Mr. Eric Briones, Mr. Jaime Enriquez, Mr. Radu Popescue, Mr. Rene Gonzalez, Mr. Gilbert Gallegos, Mr. Rolando Garcia, Ms. Diana Bravos Gonzalez, Mr. Gus Martinez, Mr. Josue Reyes, Mr. Ben Macias, Mr. Jorge A. Flores, Mr. Isodoro Arjona, Mr. Raul Palma, Ms. Anne Burger-Entrekin, Ms. Faye Cooke, Ms. Connie Velado, Ms. Sandy Martin, Ms. Danya Hernandez, and Andrew Fish.

Determination of a Quorum

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

Invocation:

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

Public Comments:

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

Presentations

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, introduced Ms. Faye Cook with Friends of the Library-McAllen. Ms. Cook's organization gifted \$37,000.00 to establish the South Texas College Student Assistance Fund. Ms. Cook introduced her colleagues from Friends of the Library-McAllen, Ms. Connie Velado and Ms. Sandy Martin.

The South Texas College Student Assistance Fund would use the endowment from Friends of the Library to provide students undergoing financial hardships with a grant award to assist with tuition, fees, and book expenses.

Recipients would be required to demonstrate need, and this process and fund awards would be administered through the Office of the Vice President for Student Affairs and Enrollment Management. The Board of Trustees thanked the Friends of the Library-McAllen for their generous support helping students facing economic hardships attain their higher educational goals.

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, presented the plans for the May 2015 Graduation Ceremonies to the Board of Trustees.

The ceremonies were scheduled to 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

Mr. Gustavo Martinez from Linebarger Goggan Blair & Sampson, LLP, provided the Board with the Delinquent Tax Report on Collection and Collection Efforts for Hidalgo and Starr Counties. This presentation was for the Board's information and feedback, and no action was taken.

Due to time constraints, the Board Chair took several items out of the posted agenda order. The Board deliberated on items as presented within these Minutes:

Discussion and Action as Necessary to Adopt Tax Abatement Guidelines

South Texas College Legal Counsel, Mr. Jesus Ramirez, provided tax abatement guidelines at the Board Meeting for consideration by the South Texas College Board of Trustees.

The Board asked for these guidelines to be provided to the Finance and Human Resources Committee for further deliberation and a recommendation to the Board for action as necessary at the May 2015 Regular Board Meeting.

Legal Counsel advised the Board to note three elements in particular during their review of the proposed guidelines:

1. The College would not establish tax reinvestment zones, and the abatements would only be applicable to such zones as established at the county-level;
2. The threshold investment required to be considered for an abatement was established at \$400 million; and
3. The abatement would only be available to renewable energy projects.

Upon the request of the Trustees, no action was taken and this item would be presented to the Finance and Human Resources Committee in May 2015 for a recommendation for Board action.

Legal Counsel confirmed that any application for an abatement under those guidelines could be approved in the same May 2015 meeting, subsequent to any Board action to adopt said guidelines.

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 was requested.

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 Board of Trustees' consideration.

The Resolution Authorizing the Tax Resale was provided 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.

Mr. Gustavo Martinez from Linebarger Goggan Blair & Sampson, LLP was 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.

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 Hidalgo County Tax Resale Bids and the Resolution Authorizing the Tax Resale to Linebarger Goggan Blair & Sampson, LLP as presented. The motion carried.

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

The Presentation was included in the packet for the Boards review and discussion.

Separate agenda items were provided for necessary action, and no action was requested or taken as part of the presentation.

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 was requested.

Anne Burger Entrekin from First Southwest Company previously discussed the Proposed Timetable of Events for the sale of the Limited Tax Bonds, Series 2015. The Proposed Timetable of Events was also provided in the packet for the Boards review and discussion.

The Finance and Human Resources Committee reviewed the proposed timetable with Mr. Cris Vela and provided feedback but no action was requested or taken at that meeting.

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

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 was requested.

Anne Burger Entrekin from First Southwest Company recommended that the College consider utilization of the same syndicate that was used in the 2014 transaction 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.

The Proposed Syndicate presentation and the Underwriting Firm Summary was provided in the packet for the Board's review and discussion. The selections of the underwriting firm(s) would 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.

Mr. Paul R. Rodriguez informed the Board that he had discussed an option with Mr. Cris Vela from First Southwest Company, of using the syndicate from 2014, but including two additional

firms: Frost Bank and Stephens. Because the proposed 2015 transaction would be 50% larger than the 2014 transaction, the addition of two firms to the syndicate would not undercut any of the original firms and would help spread the distribution of this transaction among additional firms.

Mr. Gary Gurwitz asked whether the addition of two firms to the syndicate protected the College, and Mr. Rodriguez asserted that the purpose of the addition was to allow two additional firms to engage in this transaction. As previously stated, the proposed transaction was approximately 50% larger in value than the 2014 transaction.

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 engagement of the underwriting firm Estrada Hinojosa & Company, Inc. as the senior manager and the five firms Jefferies LLC, Raymond James, Stifel Nicolaus Co., Inc., Frost Bank, and Stephens as co-managers for the Limited Tax Bonds, Series 2015. The motion carried.

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

Chair de León called on Mr. Gary Gurwitz, Chair of the Facilities Committee. Mr. Gurwitz advised the Board that he requested advice from legal counsel, and asked the Chair to convene into Executive Session.

Executive Session:

The South Texas College Board of Trustees convened into Executive Session at 6:307 p.m. in accordance with Chapter 551 of the Texas Government Code for the specific purpose provided in:

- Section 551.071, Consultations with Attorney and
 - Section 551.074, Personnel Matters;
1. Discussion and Action as Necessary on Contracting Construction Manager-At-Risk Firms for the 2013 Bond Construction Program
 2. Discussion and Action as Necessary Regarding STC vs Chubb Insurance for Hail Damage Claim Settlement
 3. Update Regarding Cause No. CL-14-3342-A; Thelma Saldana vs. South Texas College
 4. Update Regarding Cause No. CL-14-1526-B; Veronica Flores vs. South Texas College
 5. Review and Action as Necessary on the Assessment of the College President and the Self-Assessment of the Board of Trustees

Open Session:

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

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 was 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, 2013.

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 summaries which were included in the Board packet. It was recommended that the top qualified contractors be considered for Board approval.

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

Broaddus & Associates 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 were 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

Upon a motion by Dr. Alejo Salinas, Jr. and a second by Mrs. Graciela Farias, the Board of Trustees of South Texas College approved and authorized contracting Construction Manager-at-Risk services with the identified Construction Manager-at-Risk firms for each project group as presented.

Mr. Gurwitz asked Mr. Gilbert Gallegos with Broaddus & Associates, serving as the College's Construction Program Manager for the 2013 Bond Construction Program, whether the project assignments outlined were recommended by Broaddus & Associates as providing the best value for the specific projects for which they were recommended, based upon Broaddus & Associates' assessment of their qualifications. Mr. Gallegos responded that the presented project assignments did represent the best value.

Mr. Chuy Ramirez, Legal Counsel, asked Mr. Gallegos to clarify that it was his firm's recommendation that each of the identified contractors provided best value for the projects as assigned and Mr. Gallegos asked the Board to rely on that recommendation, and Mr. Gallegos confirmed that this was correct.

The Board voted unanimously in favor of the motion as presented, and the motion carried.

Mr. Gary Gurwitz repeated a disclosure, also announced at the Facilities Committee, that the law firm at which he served as Managing Partner represented two of the proposed awardees, D Wilson Construction Co. and ECON. Mr. Gurwitz reported that he had no ownership or interest in either firm, did not personally provide legal counsel for either firm, and was in no way paid by either firm. Mr. Gurwitz would receive no benefit for work assigned to either firm. Because of this, the College's legal counsel had informed him that there was no legal requirement to abstain from the deliberation or action on these awards. Mr. Gurwitz made the disclaimer in the interest

of transparency and to comply with the high standards of transparency established in policy by the South Texas College Board of Trustee.

Mr. Gallegos also clarified that Broaddus & Associates identified the best-value firms for each project assignment. Board approval would allow the CPM to move forward with contract negotiations with each firm, and approval of actual contracts would be brought back for the Board to review and approve at a later date.

The Board returned to the posted agenda order. The Board deliberated on remaining items as presented within these Minutes:

Approval of Minutes

The following Minutes were submitted for Board approval:

March 31, 2015 Regular Board Meeting

Mrs. Graciela Farias identified two typos within the Minutes as presented and asked that they be corrected. These were not substantive changes, and upon a motion by Ms. Rose Benavidez and a second by Mrs. Graciela Farias, the Board of Trustees of South Texas College approved and adopted the Minutes for the March 31, 2015 Regular Board Meeting contingent upon the correction of the typos identified by Mrs. Farias. The motion carried.

Approval and Authorization to Accept Grant Award(s)

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

1. The “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

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

Upon a motion by Dr. Alejo Salinas, Jr. and a second by Ms. Rose Benavidez, the Board of Trustees approved and authorized accepting the following grant award(s) and use of related funds as authorized by each grant, contingent upon official award as appropriate. The motion carried.

Review of Items Presented to the Education and Workforce Development Committee

Mrs. Graciela Farias reported that 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 were presented to the Board as a review of the Committee presentations, and no action was requested.

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 was 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;

- 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
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 was \$687,610.70

Upon a motion by Dr. Alejo Salinas, Jr. and a second by Ms. Rose Benavidez, the Board of Trustees of South Texas College approved and authorized the proposal award, purchases, renewals, license agreement, and contract extension as presented. The motion carried.

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

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

According to Texas Property Tax Code, Sec. 6.27 (c) Compensation for Assessment and Collection, the assessor or collector was entitled to a reasonable fee, not to exceed actual costs incurred, for which it assesses and collects taxes. The Inter-Local Cooperation Agreement required the County, after reviewing actual collection costs, to submit a proposed fee to the

College, which may include a cost increase of no more than 5% per year, prior to May 1st. The College would then have until June 1st to accept the recommended fee.

The Board of Trustees approved the Inter-Local Cooperation Agreement for Tax Assessment and Collection with Hidalgo County on March 11, 1996 with an option to renew for subsequent tax years. The contract was last renewed on April 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, 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 would be reduced from taxes collected during the month and the remaining funds would be wired to the South Texas College's bank depository account.

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 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.

Upon a motion by Dr. Alejo Salinas, Jr. and a second by Mrs. Graciela Farias, the Board of Trustees of South Texas College approved and authorized the renewal of the Hidalgo County Agreement for Tax Assessment and Collection for current and delinquent taxes collected at an annual fee of \$98,304.00, representing a 0% increase, from September 1, 2015 through August 31, 2016 as presented. The motion carried.

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

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

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

The Board of Trustees approved the Inter-Local Cooperation Agreement for Tax Assessment and Collection with 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 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 contract by the Starr County Commissioner's Court an agreement would be provided to the College for the taxable year 2015.

The monthly collection fee of \$7,323.83 would be reduced from taxes collected during the month and the remaining funds collected would be 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.

Upon a motion by Dr. Alejo Salinas, Jr. and a second by Ms. Rose Benavidez, the Board of Trustees of South Texas College approved and authorized the renewal of the Starr County Agreement for Tax Assessment and Collection for current and delinquent taxes collected at an annual fee of \$87,886.00 from September 1, 2015 through August 31, 2016 as presented. The motion carried.

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* was requested.

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

The revised policy, including the revisions proposed during the Committee meeting, were 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.

Upon a motion by Dr. Alejo Salinas, Jr. and a second by Mrs. Graciela Farias, the Board of Trustees of South Texas College approved and authorized 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 Action as Necessary on Disposal of Surplus Property

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

The surplus property underwent 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 included in the packet for the Board's review and information.

The items valued at \$1,000 and over were 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.

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

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

The College sought 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. In the

past year, the College received approximately 247,000 calls to these departments. While many calls were answered and/or transferred to the appropriate service area, departments were not able to handle the high-volume demand during peak periods. Additionally, the existing services were utilized to maximum capacity for outbound calls for enrollment follow-up, payment and financial aid drives, returned calls and general student inquiries.

Call Center services would be used to meet the demand of inbound calls and outbound campaigns at various stages of the student lifecycle increasing the likelihood that prospective students complete the enrollment process and persist to degree completion. A committee drafted a Request for Proposals which 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) 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 one (1) year periods.

The Request for Proposals (RFP) was provided 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 were 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 also 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 able to address general admissions questions concerning admission procedures, in-state and out-of-state tuition differences, and programs of study. Mrs. Farias was also available to report to the Board on her experiences as a "Mystery Shopper" caller to test the college systems' call center services.

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

Upon a motion by Dr. Alejo Salinas, Jr. and a second by Mr. Paul R. Rodriguez, the Board of Trustees of South Texas College approved and authorized the issuance of a Request for Proposals (RFP) to solicit call center services as presented. The motion carried.

Update on Status of 2013 Bond Construction Program

Mr. Gilbert Gallegos from Broaddus & Associates provided an update on the 2013 Bond Construction Program.

The Board packet included 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.

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 was requested.

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 which was included in the packet for the Board's review.

Once firms were selected and approved by the Board of Trustees, the firms would be available to provide the College with geotechnical engineering and materials testing services as 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 could 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.

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.

Upon a motion by Mr. Gary Gurwitz and a second by Mr. Paul R. Rodriguez, the Board of Trustees of South Texas College approved and authorized contracting with Terracon Consultants, Inc. for projects at the Pecan Campus; Millennium Engineering Group for projects at the Nursing & Allied Health and Technology Campuses; L&G Consulting Engineers, Inc. for projects at the Mid Valley Campus and the Regional Center for Public Safety Excellence; and Raba Kistner Consultants, Inc. for projects at the Starr County Campus and La Joya Teaching Site 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.

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 was requested.

Change Order No. 1 was needed to improve an existing irrigation line to comply with the Hidalgo County Irrigation District No. 2 policy. This proposed change order item was 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 crossed an existing irrigation line and there was 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.

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 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 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 was requested.

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 would be constructed. As a result, civil engineers with Melden & Hunt completed plans necessary for the infrastructure required at the Pecan Campus where the ten 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 provided a proposal summary 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

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.

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 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 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 was 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 provided a proposal summary 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

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.

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 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 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 was 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 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 provided a proposal summary 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.

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.

Upon a motion by Mr. Gary Gurwitz and a second by Mrs. Graciela Farias, the Board of Trustees of South Texas College approved and authorized contracting construction services with Metro Electric in the amount of \$50,691 for District-Wide Parking Lot Lighting Upgrades project as presented. The motion carried.

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 was 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 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

Once schematic design was approved, EGV Architects, Inc. would proceed to prepare all necessary architectural and engineering construction drawings and specifications in preparation for solicitation of construction proposals. The packet included

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

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 was 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. The revised schematics were obtained from the architect and presented to the Board for consideration.

The Board was not satisfied with the aesthetic design of the proposed schematics, concerned that it was not a good fit for the central mall of the Pecan Campus. The Board was satisfied with the location and floor plan, but instructed the architect to redesign the façade of the building and bring this to the Facilities Committee. Gerry Rodriguez confirmed that Board approval of the location and floor plan as proposed would be sufficient to allow the beginning of solicitations, and subsequent approval of a façade would be accommodated through an amendment to the RFP.

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 location and floor plan of the Pecan Campus Art Building Covered Area for Ceramic Arts as presented and asked the architect to return to the Facilities Committee with appropriate design of the façade. The motion carried.

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 was 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 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 attached.

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.

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.

Upon a motion by Mr. Gary Gurwitz and a second by Ms. Rose Benavidez, the Board of Trustees of South Texas College approved and authorized the 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.

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.

Upon a motion by Mr. Gary Gurwitz and a second by Mr. Jesse Villarreal, the Board of Trustees of South Texas College approved and authorized the rejection of the settlement offer proposed by Chubb Insurance as recommended by legal counsel. The motion carried.

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 March 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 Mr. Paul R. Rodriguez and a second by Dr. Alejo Salinas, Jr., the Board of Trustees approved the submitted checks for release in an amount over \$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 motion carried.

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.

No action was taken.

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.

No action was taken.

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 was 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.

Upon a motion by Ms. Rose Benavidez and a second by Mr. Jesse Villarreal, the Board of Trustees accepted the completion of the assessment of the College President and the self-assessment of the Board of Trustees, as conducted by the Board of Trustees. The motion carried.

Informational Items

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

- President's Report
- Board Committee Meeting Minutes from April 13, 2015:
 - Education and Workforce Development
 - Facilities
 - Finance and Human Resources

Announcements

Chair de León read aloud the following 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 would hold 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.
- Reminder: Friday, May 1, 2015 is the deadline to submit presentation topics for consideration by the AACT.

Adjournment:

There being no further business to discuss, the Regular Meeting of the South Texas College Board of Trustees adjourned at 8:40 p.m.

I certify the foregoing are the true and correct minutes of the Tuesday, April 28, 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 “Accelerate Texas” grant from the Texas Higher Education Coordinating Board in the amount not to exceed \$300,000**

The “Accelerate Texas” grant from the Texas Higher Education Coordinating Board in the amount not to exceed \$300,000 will provide resources for career pathway training for 200 participants in technical programs, beginning June 1, 2015 through August 31, 2017. Grant funds will be used for tuition, fees, books, materials, supplies, salaries, benefits and other expenses as approved in the grant.

STC’s Continuing Professional and Workforce Education will provide career pathway training services to 200 participants in technical programs such as Accounting Assistant, Certified Nurse Assistant, Computer Assistant, Emergency Care Attendant, Health Information Management Coding Clerk, Pharmacy Technician Trainee, Phlebotomy, and Pipe Welding. Additionally, the department will provide intensive college and career counseling and case management services to participants throughout the duration of the grant.

- 2. The Skills Development Fund Grant from Texas Workforce Commission in the amount of \$334,648**

The Skills Development Fund Grant Award from the Texas Workforce Commission will be awarded in the amount of \$334,648. This award is for the period of June 1, 2015 through May 31, 2016. This award will provide customized training for 217 new and incumbent workers and will support job creation and retention activities under this initiative.

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

The presented grants would provide up to \$634,648.00 in additional funding for the College to provide services and opportunities throughout the region.

Recommendation:

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

1. The “Accelerate Texas” grant from the Texas Higher Education Coordinating Board in the amount not to exceed \$300,000
2. The Skills Development Fund Grant from Texas Workforce Commission in the amount of \$334,648
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 “Accelerate Texas” grant from the Texas Higher Education Coordinating Board in the amount not to exceed \$300,000
2. The Skills Development Fund Grant from Texas Workforce Commission in the amount of \$334,648
3. Additional Grant(s) Received/Pending Official Award

Approval Recommended:

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

Discussion and Action as Necessary Regarding HB 382: Requiring the Establishment of an Extension Facility in the Delta Region

The Board is asked to discuss and take action as necessary regarding HB 382 in the 84th Regular Session of the Texas Legislature.

Dr. Reed, Mr. Gary Gurwitz, and Dr. Alejo Salinas, Jr. will provide an update on the current status of the bill and its implications for South Texas College and the other community colleges in Texas.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize action as necessary regarding HB 382.

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

The Board of Trustees of South Texas College approves and authorizes action as necessary regarding HB 382.

Approval Recommended:

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

Review and Action as Necessary to Offer One Semester Certificate: Voice and Data Technician

Board approval of the proposed new one semester Certificate for Voice and Data Technician is requested.

The Electronic Systems Professional Alliance (ESPA) sets entry-level standards for Electronic Systems Technician (ESTs) industry certification, and this one semester certificate program is designed to prepare students for that industry credential.

Students in this program will learn traditional telecommunications systems such as telephony, broadband, and structured cabling systems and the latest telecommunications technologies including voice, data, and images to deliver telephony, internet, and video services across networks.

The one semester Certificate for Voice and Data Technician will be a stackable credential, and students completing this program will be able to apply all of the required coursework towards a one year Certificate and the Computer and Advanced Technologies Associate of Applied Science Degree.

The following pages contain:

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

Mrs. Laura Sanchez, Associate Dean of Curriculum and Student Learning, and program faculty will be available to respond to any questions.

The Education and Workforce Development Committee recommended Board approval of the proposed new one semester Certificate for Voice and Data Technician as presented.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize the proposed new one semester Certificate for Voice and Data Technician as presented.

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

The Board of Trustees of South Texas College approves and authorizes the proposed new one semester Certificate for Voice and Data Technician as presented.

Approval Recommended:

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

President

One Semester Certificate – Voice and Data Technician

This one-semester certificate will provide students with the foundation skills in the telecommunication industry. The courses are aligned to the Electronic Systems Professional Alliance (ESPA) entry-level Electronic Systems Technicians (ESTs) industry certification. Students will learn traditional telecommunication systems such as telephony, broadband and structured cabling systems. Their studies will include the latest telecommunication technologies including voice, data and images to deliver telephony, Internet and video services to end users.

Students completing this program have the option to continue their education and apply all of the coursework towards a one year Certificate and the Computer and Advanced Technologies Associate of Applied Science Degree.

Expected Enrollment:

Years	2015 -2016	2016 -2017	2017 – 2018	2018 -2019	2019 -2020
# Of Students	7	10	13	15	18

Occupational Need:

- According to EMSI, Voice and Data Technician occupations should experience 23.6 % growth rate in the Lower Rio Grande Regional Area (Cameron, Hidalgo, Jim Hogg, Starr, Willacy, and Zapata counties) between 2015 and 2024. A total of 83 additional job openings are expected during this time period.
- According to EMSI, there were 184 total job postings for Voice and Data Technician occupations in January 2015, 28 of which were unique job postings, in the Lower Rio Grande Regional Area. This was higher than the Posting intensity for other occupations, indicating that companies may be trying harder to hire for these type of technicians.
- According to EMSI, Voice and Data Technician occupations should experience 12.7 % growth rate in the State of Texas between 2015 and 2024. A total of 2,467 job openings are expected during this time period.
- According to EMSI, Voice and Data Technician occupations should experience 12.2% growth rate nationally between 2015 and 2025. A total of 14,615 job openings are expected during this time period.

Estimated Wages:

- EMSI indicates that the most recent median hourly earnings Voice and Data Technician occupations in the South Texas Region (Cameron, Hidalgo, Starr, Zapata, Willacy, and Jim Hogg counties) were \$20.28.
- EMSI indicates that the most recent median hourly earnings for Voice and Data Technician occupations in the State of Texas were \$23.12.
- EMSI indicates that the most recent median hourly earnings for Voice and Data Technician occupations nationally were \$26.32.

2015-2016

TSI EXEMPT

		LEC HRS	LAB HRS	EXT HRS	CONT HRS	CRED HRS
CETT 1409	DC/AC Circuits	3	4	0	112	4
CPMT 1443	Microcomputer Architecture	3	4	0	112	4
EECT 1403	Introduction to Telecommunications	3	3	0	96	4
EECT 1440	Telecommunications Transmission Media	<u>3</u>	<u>4</u>	<u>0</u>	<u>112</u>	<u>4</u>

Total Hours: **Contact** **432**

Total Credit Hours: **16**

South Texas College Program Evaluation Plan

Institutional Effectiveness

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

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

Program Review

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

Program Learning Outcomes Assessment

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

General Education Outcomes Assessment

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

Review of Center for Mexican American Studies: Ballet Folklórico

Dr. Anahid Petrosian, Vice President for Academic Affairs, and Dr. Ety Bischoff, Dean of Liberal Arts and Social Sciences, introduced Mr. Victor Gomez, Coordinator for the Center for Mexican American Studies at the Education and Workforce Development Committee meeting. Mr. Gomez presented on the Center for Mexican American Studies (CMAS) and the Ballet Folklórico. This presentation was for the Committee's information and feedback to staff, and no action was taken.

The CMAS was established in 2011, with the mission of increasing student completion, engagement, and exposure to research within a cultural program. Through lectures, programs, conferences, and community partnerships, students are exposed to Mexican culture.

One such expression of culture takes the form of the Ballet Folklórico South Texas College. Since its establishment in Spring 2012, the Ballet Folklórico has offered a non-credit Continuing Education course and students have performed locally at festivals, parades, and other community events. The Ballet Folklórico has also represented South Texas College and the region to audiences in San Antonio, Austin, and New Orleans, LA.

Mr. Gomez shared further details of the CMAS and the Ballet Folklórico and how engagement in these programs strengthens students' academic performance and cultural development. Mr. Gomez also described the partnerships that have developed, including Cultural Exchange Workshops with peer groups through Mexico.

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

Discussion and Action as Necessary on Revision, Deletion, and Adoption of New Policies

- a. **Revise Policy #4205: Equal Employment Opportunity/ Affirmative Action to Equal Education and Employment Opportunities**
Delete Policy #4206: Persons with Disabilities
Delete Policy #4207: Age Discrimination
- b. **Adopt New Policy #4216: Discrimination, Harassment, Retaliation and Sexual Misconduct**
Delete Policy #4208: Racial Harassment
Delete Policy #4212: Sexual Harassment
- c. **Revise Policy #4214: Violence in the Workplace to Campus and Workplace Violence Prevention**

Board approval of revision, deletion, and new policies is requested.

These updates are proposed in an effort to comply with federal mandates. The new proposed Policy #4216 is created to provide a single, easily accessible, and user-friendly document for students, employees, and others affected by sexual misconduct.

a. Revise Policy #4205: Equal Employment Opportunity/ Affirmative Action to Policy #4205: Equal Education and Employment Opportunities

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

- To change the title of the Policy from Equal Opportunity/Affirmative Action to Equal Education and Employment Opportunities.
- To incorporate provisions of Policy #4206: Persons with Disabilities and Policy #4207: Age Discrimination into revised policy.
- To comply with federal guidelines on the protected types of discrimination prohibited by the laws enforced by the Equal Employment Opportunity Commission and combine separate policies referencing Persons with Disabilities and Age Discrimination into one comprehensive policy.
 - ⇒ Comply with Section 504 of the Rehabilitation Act of 1973.
 - ⇒ Comply with Age Discrimination in Employment Act of 1967.

Delete Policy #4206: Persons with Disabilities

The deletion of this policy is proposed to incorporate the content of Policy #4206 with revised Policy #4205: Equal Education and Employment Opportunities.

Delete Policy #4207: Age Discrimination

The deletion of this policy is proposed to incorporate the content of Policy #4207 with revised Policy #4205 Equal Education and Employment Opportunities.

b. Adopt New Policy #4216: Discrimination, Harassment, Retaliation, and Sexual Misconduct

The new policy is necessary for the following reasons:

- To incorporate provisions of Policy #4208: Racial Harassment and Policy #4212: Sexual Harassment into new policy.
- To comply with federal law scope of requirements under Title IX of the Education Amendments of 1972 which prohibits discrimination based on sex in education programs and activities in federally funded schools at all levels.
 - ⇒ Document obligation to designate Title IX Coordinator.
 - ⇒ Comply with Title VII of the Civil Rights Act of 1964.

Delete Policy #4208: Racial Harassment

The deletion of this policy is proposed to incorporate its contents with new Policy #4216 Discrimination, Harassment, Retaliation, and Sexual Misconduct.

Delete Policy #4212: Sexual Harassment

The deletion of this policy is proposed to incorporate its contents with new Policy #4216 Discrimination, Harassment, Retaliation, and Sexual Misconduct.

c. Revise Policy #4214: Violence in the Workplace to Campus and Workplace Violence Prevention

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

- To comply with federal requirements under the Clery Act and appropriate amendments under specific acts:
 - ⇒ Comply with Violence Against Women Reauthorization Act (VAWA).
 - ⇒ Comply with the Campus Sexual Violence Act (SaVE).

The revised, deleted, and new policies follow in the packet for the Board's information and review. The additions to the policy are highlighted in yellow and the deletions are designated with a red strikeout.

The revised, deleted, and new policies have been reviewed by staff, the President's Cabinet, President's Administrative Staff, and by Legal Counsel. Policies are watermarked to indicate if they are proposed for revision, proposed for deletion, or proposed new policies,

The Finance and Human Resources Committee recommended Board approval of the proposed revisions to Policies #4205 and #4214; deletions of Policies #4206, #4207, #4208, and #4212; and adoption of new Policy #4216 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 Policies #4205 and #4214; deletions of Policies #4206, #4207, #4208,

and #4212; and adoption of new Policy #4216 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 Policies #4205 and #4214; deletions of Policies #4206, #4207, #4208, and #4212; and adoption of new Policy #4216 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	Equal Education and Employment Opportunities y —/Affirmative Action	4205
Legal Authority	Texas Education Code and Other Statutory Provisions Regulating Higher Education	Page 1 of 2
Date Approved by Board	Board Minute Order dated November 9, 1995 As amended by Board Minute Order dated May 26, 2015	

Equal Employment Opportunity

South Texas College is an equal **education and equal** employment opportunity/affirmative action employer. As an equal opportunity employer, the College does not discriminate on the basis of race, color, ~~creed~~, national origin, religion, age, sex, **gender**, ~~political affiliation, or physical~~, disability, **genetic information, or veteran status**. Discrimination is prohibited and the College will comply with all applicable College policies, and state and federal legislation. *This policy extends to individuals seeking employment with and admission to the College.*

As an equal opportunity employer, the College will appoint employees in full compliance with existing laws. Qualification guidelines for all positions will be published by the Office of Human Resources and shall be applied consistently and fairly to all applicants. "Qualified" is defined as having the requisite education, training, and/or skills required of the position as defined in the approved job announcement.

The College shall actively seek to increase the number of minority personnel, **as defined by the U.S. Equal Employment Opportunity Commission**, through recruiting and other similar activities.

Title IX Statement

Title IX of the Education Amendments 1972 (20 U.S.C. s1681 et seq.) and it's implementing regulations, 34 C.F.R. Part 106 (Title IX),

"No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance."

The College strives to maintain a healthy and safe environment where all members of the community, students, faculty and staff feel welcome on College campuses and classrooms. Students, faculty and staff are thus prohibited from conducting themselves in a way that results in any form of sexual harassment, sex-based harassment and/or sexual violence.

Age Discrimination Employment Act

South Texas College is committed to ensuring compliance with the Federal Age Discrimination in Employment Act Amendments of 1986 and with the Texas Commission on Human Rights Act (Article 5221K, VACS) which prohibits discrimination on the basis of age.

Employees are not required to retire at any specific age and employees age 40 and over are protected from Age Discrimination.

~~Strikethrough denotes deletion~~
Italics denote addition

MANUAL OF POLICY

Title	Equal Education and Employment Opportunities y / Affirmative Action	4205
Legal Authority	Texas Education Code and Other Statutory Provisions Regulating Higher Education	Page 2 of 2
Date Approved by Board	Board Minute Order dated November 9, 1995 As amended by Board Minute Order dated May 26, 2015	

Section 504 of the Rehabilitation Act of 1973 / American with Disabilities Act

The College complies with Section 504 of the Rehabilitation Act of 1973 and with the Americans with Disabilities Act, and does not discriminate on the basis of a disability in the areas of admissions, accessibility, treatment, and employment. Individuals with disabilities, as defined under the law, who are otherwise qualified to meet the institution's academic and employment requirements will be provided with services and resources accordingly.

South Texas College shall not exclude from consideration of employment otherwise qualified applicants with a disability or disabilities because such applicants may require reasonable accommodations for known physical and mental impairments.

During any aspect of the employment process, including without limitation, hiring, promotion, transfer, training, evaluation, and compensation increases, the College shall consider the issues of a reasonable accommodation to the known physical or mental disability or disabilities of an otherwise qualified handicapped or disabled person.

South Texas College supports efforts in making the campus more accessible and encourages individuals with disabilities to participate in all activities. In compliance with regulations listed in Section 504, the College will designate an ADA compliance coordinator.

~~Strikethrough denotes deletion~~
Italics denote addition

Title	Persons with Disabilities	4206
Legal Authority	Texas Education Code and Other Statutory Provisions Regulating Higher Education	
Date Approved by Board	Board Minute Order dated April 13, 1995 As Amended by Board Minute Order dated June 12, 1997 <i>As Deleted by Board Minute Order dated May 26, 2015</i>	

South Texas College shall not exclude from consideration of employment otherwise qualified applicants with a disability or disabilities because such applicants may require reasonable accommodations for known physical and mental impairments.

During any aspect of the employment process, including without limitation, hiring, promotion, transfer, training, evaluation, and compensation increases, the College shall consider the issues of a reasonable accommodation to the known physical or mental disability or disabilities of an otherwise qualified handicapped or disabled person.

South Texas College supports efforts in making the campus more accessible and encourages individuals with disabilities to participate in all activities. In compliance with regulations listed in Section 504, the College will designate an ADA compliance coordinator.

Italics denote addition

MANUAL OF POLICY

Title	Age Discrimination	4207
Legal Authority	Age Discrimination Employment Act as Amended in 1986 Article 5221K, VACS	
Date Approved by Board	Board Minute Order dated November 9, 1995 <i>As Deleted by Board Minute Order dated May 26, 2015</i>	

South Texas College is committed to ensuring compliance with the Federal Age Discrimination in Employment Act Amendments of 1986 and with the Texas Commission on Human Rights Act (Article 5221K, VACS) which prohibits discrimination on the basis of age.

The net effect of both of these laws is that employees are not required to retire at any specific age and employees age 40 and over are protected from Age Discrimination.

MANUAL OF POLICY

Title	Discrimination, Harassment, Retaliation, and Sexual Misconduct	4216
Legal Authority	Texas Education Code; Title II of the Americans with Disabilities Act of 1990, Title VII of the 1964 Civil Rights Act; Title IX of the Education Amendments of 1972; Section 504 of the Rehabilitation Act of 1973, and the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, as amended by Section 304 of the Violence Against Women Reauthorization Act of 2013.	Page 1 of 9
Date Approved by Board	Board Minute Order dated May 26, 2015	

I. Purpose

South Texas College is committed to providing an environment that respects the dignity and worth of every member of its community. Members of the campus community are entitled to an educational, learning, and working environment free of discrimination, harassment, retaliation, and sexual misconduct. To ensure compliance with federal and state civil rights laws, the College has developed internal policies that will provide a supportive process for individuals who report discrimination, harassment, retaliation, or sexual misconduct. These laws include, but are not limited to, Title II of the Americans with Disabilities Act of 1990, Title VII of the 1964 Civil Rights Act; Title IX of the Education Amendments of 1972; Section 504 of the Rehabilitation Act of 1973, and the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, as amended by Section 304 of the Violence Against Reauthorization Act of 2013.

II. Title IX Statement

The College strives to maintain a healthy and safe environment where all members of the community, students, faculty and staff feel welcome on College campuses and classrooms. Students, faculty and staff are thus prohibited from conducting themselves in a way that results in any form of sexual harassment, sex-based harassment and/or sexual violence.

III. Prohibited Conduct

Prohibited conduct includes discrimination, harassment, retaliation and sexual misconduct as defined by this policy, even if the behavior does not rise to the level of unlawful conduct. Specific acts of prohibited conduct are described in this policy.

IV. Discrimination

The College prohibits discrimination, including harassment, against any employee, applicant for employment, student or applicant for admission on the basis of any protected class. Protected classes include: race, color, national origin, religion, age, sex, gender, physical or mental disability, genetic information, veteran status, or any other basis prohibited by law.

Discrimination is defined as prohibited conduct directed at an employee or student on the basis of race, color, national origin, religion, age, sex, gender, physical or mental disability, genetic information, veteran status, or any other basis prohibited by law, that adversely affects the employee's employment or that adversely affects the student.

V. Harassment

Employee:

Prohibited harassment of an employee is defined as physical, verbal, or nonverbal conduct based on an employee's race, color, national origin, religion, age, sex, gender, physical or mental disability, genetic

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information, veteran status, or any other basis prohibited by law, when the conduct is so severe, persistent, or pervasive that the conduct:

- 1. Has the purpose or effect of unreasonably interfering with the employee's work performance;*
- 2. Creates an intimidating, threatening, hostile, or offensive work environment; or*
- 3. Otherwise adversely affects the employee's performance, environment, or employment opportunities.*

Student:

Prohibited harassment of a student is defined as physical, verbal, or nonverbal conduct based on the student's race, color, national origin, religion, age, sex, gender, physical or mental disability, genetic information, veteran status, or any other basis prohibited by law, when the conduct is so severe, persistent, or pervasive that the conduct:

- 1. Affects a student's ability to participate in or benefit from an educational program or activity, or creates an intimidating, threatening, hostile, or offensive educational environment;*
- 2. Has the purpose or effect of substantially or unreasonably interfering with the student's academic performance; or*
- 3. Otherwise adversely affects the student's educational opportunities.*

VI. Racial Harassment

Racial harassment occurring in any campus, division, department, or any work unit by any employee or student is unacceptable behavior, and any practice or behavior that constitutes racial harassment will be dealt with appropriately.

Any employee or student who is found to have engaged in such conduct shall be subject to appropriate disciplinary action, up to and including dismissal or expulsion, in accordance with procedural and applicable due process requirements.

Racial harassment in the workplace and schools is an illegal practice under Section 703 of Title VII of the 1964 Civil Rights Act, as amended, and Title IX of the Education Amendments of 1972, as amended.

Examples of conduct that constitutes racial harassment include racially derogatory remarks, racial slurs or any other racially motivated action.

Such conduct is a violation when:

- 1. The employee's or student's submission to such conduct is an explicit or implied condition of employment or academic efforts; or*
- 2. The employee's or student's response to such conduct becomes a basis for employment or academic decision; or*
- 3. The conduct produces an intimidating hostile, or offensive work or study environment.*

MANUAL OF POLICY

Title	Discrimination, Harassment, Retaliation, and Sexual Misconduct	4216
Legal Authority	Texas Education Code; Title II of the Americans with Disabilities Act of 1990, Title VII of the 1964 Civil Rights Act; Title IX of the Education Amendments of 1972; Section 504 of the Rehabilitation Act of 1973, and the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, as amended by Section 304 of the Violence Against Women Reauthorization Act of 2013.	Page 3 of 9

Nothing in this policy should be interpreted to prohibit or restrict speech that is permitted by the Texas or U.S. Constitutions.

VII. Retaliation

The College prohibits retaliation against an employee or student who makes a claim alleging to have experienced discrimination or harassment, or against another employee or student who, in good faith, makes a report, serves as a witness, or otherwise participates in an investigation.

An employee or student who intentionally makes a false claim, offers false statements, or refuses to cooperate with a College investigation regarding harassment or discrimination is subject to appropriate discipline.

VIII. Sexual Misconduct

This policy prohibits any form of sexual misconduct. Sexual misconduct includes, but is not limited to, behaviors often described as sexual harassment, sex or gender discrimination, sexual assault, rape, stalking, and relationship violence (including domestic, dating and sexual violence). It is a violation of policy and the law, including Title IX, to commit these acts or attempt to commit them. Sexual misconduct can occur in any sex or gender configuration regardless of sex and gender identity whether it be an employee or student.

A. Sexual Harassment

South Texas College assumes an affirmative posture to prevent and eliminate sexual misconduct, including sexual harassment in any division, department, or any unit by any individual. It is the policy of South Texas College to provide an educational and working environment for its students, faculty, staff, guests and visitors that is free from sex discrimination and sexual harassment. It is the policy of the College that any practice or behavior that constitutes sexual harassment will not be tolerated. This policy has been developed to reaffirm this principle and to provide recourse for those individuals whose rights have been violated.

Sexual Harassment is unwelcome verbal or physical conduct that is,

- sufficiently severe, persistent or pervasive that it, unreasonably interferes with, denies or limits someone's ability to participate in or benefit from the College's educational program and/or activities, and is*
- based on power differentials (quid pro quo), the creation of a hostile environment, or retaliation.*

Any employee or student who is found to have engaged in sexual misconduct shall be subject to appropriate disciplinary action, up to and including dismissal or expulsion and may be prosecuted under State law. This policy shall be applied without regard to the gender of the person involved.

Sexual harassment in the workplace and schools is an illegal practice under Section 703 of Title VII of the 1964 Civil Rights Act, as amended, and Title IX of the Education Amendments of 1972, as

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amended, and the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, as amended by Section 304 of the Violence Against Women Reauthorization Act of 2013.

B. Consensual Relationships

It is the policy of South Texas College that employees with direct teaching, supervisory, advisory, or evaluative responsibility over other employees, students and/or student employees recognize and respect the ethical and professional boundaries that must exist in consensual relationships with students or employees of the College.

Consensual relationships, as defined in this policy, create conflicts of interest and/or appearances of impropriety that impair the integrity of academic and employment decisions. Such relationships also contain the potential for exploitation of the subordinate employee, student or student employee and the possible professional or academic disadvantage of third parties, and can subject both the College and individuals to the risk of liability. Therefore, it is the policy of South Texas College that supervisors and faculty shall not enter into any type of consensual romantic or sexual relationship with staff whom they supervise or with students enrolled in their courses.

When both parties have consented at the outset to a romantic, intimate, or sexual relationship, this consent does not remove grounds for a charge of conflict of interest, sexual harassment, or violation of applicable parts of misconduct as defined in Policy# 4920 Discipline and Dismissal, based upon subsequent unwelcome conduct.

C. Consent

Consent is:

- *Permission to engage in sex*
- *Clear, knowing and voluntary, prior to and during sexual activity*
- *Active, not passive. Silence, in and of itself, cannot be interpreted as consent.*

Consent can be given by words or actions, as long as those words or actions create mutually understandable clear permission regarding willingness to engage in (and the conditions of) sexual activity.

- *Consent to any one form of sexual activity cannot automatically imply consent to any other forms of sexual activity.*
- *Previous relationships or prior consent cannot imply consent to future sexual acts.*
- *In order to give effective consent, one must be of legal age. In Texas, the age of consent is 17.*
- *Sexual activity with someone who one should know to be -- or based on the circumstances should reasonably have known to be -- mentally or physically incapacitated (by alcohol or other drug use, unconsciousness or blackout), constitutes a violation of this policy.*

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D. Coercion

Coercion is unreasonable pressure for sexual activity. When someone makes clear to you that they do not want sex, that they want to stop, or that they do not want to go past a certain point of sexual interaction, continued pressure beyond that point can be coercive.

There is no requirement that a party resists the sexual advance or request, but resistance is a clear demonstration of non-consent. The presence of force is not demonstrated by the absence of resistance. Sexual activity that is forced is by definition non-consensual, but nonconsensual sexual activity is not by definition forced.

E. Incapacitation

Incapacitation is a state where someone cannot make rational, reasonable decisions because they lack the capacity to give knowing consent (e.g., to understand the “who, what, when, where, why or how” of their sexual interaction).

The sexual orientation and/or gender identity of individuals engaging in sexual activity is not relevant to allegations under this policy.

F. Non-Consensual Sexual Intercourse

Defined as any sexual penetration or intercourse (anal, oral, or vaginal), however slight, with any object by a person upon another person that is without consent and/or by force.

Sexual penetration includes vaginal or anal penetration by a penis, tongue, finger, or object, or oral copulation by mouth-to-genital contact or genital-to-mouth contact.

G. Non-Consensual Sexual Contact

Defined as any intentional sexual touching, however slight, with any object by a person upon another person that is without consent and/or by force.

Sexual touching includes any bodily contact with the breasts, groin, genitals, mouth, or other bodily orifice of another individual or any other bodily contact in a sexual manner.

1. Physical conduct that, depending on the totality of circumstances present, including frequency and severity, may constitute sexual harassment includes, but are not limited to:

- Unwelcome intentional touching; or
- Deliberate physical interference with or restriction of movement.

2. Verbal conduct is defined as oral, written, or symbolic expressions that:

- Personally describe or are personally directed at a specific individual or group of identifiable individuals; and

MANUAL OF POLICY

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- *Are not necessary to an argument for or against the substance of any political, religious, philosophical, ideological, or academic idea.*

Verbal conduct that, depending on the totality of circumstances present, may constitute sexual harassment includes, but is not limited to:

- *Explicit or implicit propositions to engage in sexual activity;*
- *Gratuitous comments, jokes, questions, anecdotes or remarks of a sexual nature about clothing or bodies;*
- *Gratuitous remarks about sexual activities or speculation about sexual experiences;*
- *Persistent, unwanted sexual or romantic attention;*
- *Subtle or overt pressure for sexual favors;*
- *Exposure to sexually suggestive visual displays such as photographs, graffiti, posters, calendars or other materials;*
- *Deliberate, repeated humiliation or intimidation based upon sex.*

H. Sexual Exploitation

Defined as taking non-consensual or abusive sexual advantage of another and the conduct does not fall within the definitions of sexual harassment, non-consensual sexual intercourse, or non-consensual sexual contact.

Examples of sexual exploitation include, but are not limited to, engaging in the following activities without the other person(s) consent:

- *Sexual voyeurism (such as watching a person undressing, using the bathroom, or engaging in sexual acts without the consent of the person observed).*
- *Taking pictures or recording another in a sexual act, or in any other private activity (such as allowing another person to hide in a closet and observe sexual activity, or disseminating sexual pictures without the photographed person's consent).*
- *Exposing one's genitals or breasts in non-consensual circumstances or inducing another to expose his or her genitals or breasts.*
- *Prostitution*
- *Sexual exploitation also includes engaging in sexual activity with another person while knowingly infected with human immunodeficiency virus (HIV) or other sexually transmitted disease (STD) and without informing the other person of the infection.*
- *Administering alcohol or drugs (such as "date rape" drugs) to another person.*

I. Dating Violence

Defined as violence by a person who has been in a romantic or intimate relationship with the victim. Whether there was such a relationship will be gauged by its length, type and frequency of interaction.

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J. Domestic Violence

Domestic violence includes asserted violent misdemeanor and felony offenses committed by the victim's current or former spouse, current or former cohabitant, person similarly situated under domestic or family violence law, or anyone else protected under domestic or family violence law.

K. Sexual Violence

Sexual violence is any unwanted physical conduct perpetrated against a person's will or where a person is incapable of giving consent (e.g. due to the person's use of drugs or alcohol, or because an intellectual, mental or physical disability prevents the person from having the capacity to give consent). Such conduct includes but is not limited to: sexual assault; sexual exploitation, sexual coercion; and unwanted sexual intercourse (rape).

- *Prohibited sexual misconduct and sexual violence could be committed by force, intimidation, or use of victim's incapacity (physical, mental, or through use of drugs or alcohol).*
- *All sexual contact between individuals must be with each person's active consent.*

The sexual orientation and/or gender identity of individuals engaging in sexual violence is not relevant to allegations under this policy.

L. Stalking

Defined as a course of conduct directed at a specific person that would cause a reasonable person to fear for his her, or others' safety, or to suffer substantial emotional distress.

IX. Off Campus Conduct

Conduct that occurs off campus can be the subject of a complaint or report and will be evaluated to determine whether it violates this policy and if off-campus harassment has continuing effects that create a hostile environment on campus.

X. Other Offenses

This policy prohibits other offenses of a discriminatory, harassing, and/or retaliatory nature not included in the previous sections as follows:

- *Intimidation, defined as implied threats or acts that cause a reasonable fear of harm in another on the basis of actual or perceived membership in a protected class*
- *Hazing, defined under this policy as acts likely to cause physical or psychological harm or social ostracism to any person within the College community when related to the admission, initiation, pledging, joining, or any other group-affiliation activity on the basis of actual or perceived membership in a protected class.*

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- *Bullying, defined under this policy as repeated and/or severe aggressive behavior likely to intimidate or intentionally hurt, control or diminish another person, physically or mentally on the basis of actual or perceived membership in a protected class.*
- *Violation of any other College rule, when it is motivated by sex or gender or the actual or perceived membership of the victim in a protected class, may be pursued using this policy and process.*

XI. Hostile Environment

A hostile environment may be created by oral, written, graphic or physical conduct that is sufficiently severe, persistent or pervasive and objectively offensive that interferes with, limits or denies the ability of an individual to participate in or benefit from educational programs, services, opportunities, or activities or the individual's employment access, benefits or opportunities. Mere subjective offensiveness is not enough to create a hostile environment.

In determining whether conduct is severe, persistent or pervasive, and thus creates a hostile environment, the following factors will be considered: (a) the degree to which the conduct affected one or more individuals' education or employment; (b) the nature, scope, frequency, duration, and location of the incident(s); (c) the identity, number, and relationships of persons involved; (d) the perspective of a "reasonable person" in the same situation as the person subjected to the conduct, and (e) the nature of higher education.

XII. Reporting

Section 703 of Title VII of the 1964 Civil Rights Act, as amended, and Title IX of the Education Amendments of 1972, as amended, and the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, as amended by Section 304 of the Violence Against Women Reauthorization Act of 2013 are three federal laws which establish responsibilities for college employees to report certain types of crimes and incidents, especially sexual misconduct.

Students are encouraged to report crimes and incidents to the Conflict Resolution Center, the Office of the Dean of Student Affairs and to report any crime to the South Texas College Police Department.

Employees, guests and visitors are encouraged to report to the Office of Human Resources or to the South Texas College Police Department.

Incidents and crimes should be reported as soon as possible after the time of their occurrence. No person is required to report sexual misconduct to the alleged offender.

A. Referral Responsibility

Every College employee is responsible for promptly reporting incidents of prohibited conduct that come to their attention to either the Office of Human Resources, the Title IX Coordinator, Deputy Title IX Coordinator, or to the South Texas College Police Department.

MANUAL OF POLICY

Title	Discrimination, Harassment, Retaliation, and Sexual Misconduct	4216
Legal Authority	Texas Education Code; Title II of the Americans with Disabilities Act of 1990, Title VII of the 1964 Civil Rights Act; Title IX of the Education Amendments of 1972; Section 504 of the Rehabilitation Act of 1973, and the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, as amended by Section 304 of the Violence Against Women Reauthorization Act of 2013.	Page 9 of 9

B. Title IX Coordinator

The Title IX Coordinator has primary responsibility for coordinating efforts related to investigation, resolution, and implementation of corrective measures and monitoring to stop, remediate, and prevent discrimination, harassment, retaliation, or sexual misconduct. The Title IX Coordinator will assign the investigation to a Deputy Title IX Coordinator or other appropriate College official.

Inquiries or complaints may be addressed to the College's Vice President of Finance and Administrative Services, 3201 W Pecan Blvd, McAllen, TX 78501 Office Location: Annex - Pecan Campus; Second Floor Phone: 956.872.3558

C. Filing of False Complaints

Any person who knowingly and intentionally files a false complaint under this policy is subject to disciplinary action up to and including dismissal or expulsion from the College.

XIII. Effect on Pending Personnel Actions

The filing of a sexual misconduct or retaliation complaint will not stop or delay any evaluation or disciplinary action related to the complainant who is not performing up to acceptable standards or who has violated the College's rules, regulations, or policies.

XIV. Relationship of Complaint Process to Outside Agency Time Limits

The filing of a sexual misconduct complaint under this policy does not excuse the complainant from meeting the time limits of outside agencies.

XV. Title IX Procedures

Complaint procedures may be found at the Office of Human Resources, the Conflict Resolution Center, and College website <http://www.southtexascollege.edu/about/notices/title-ix.html>.

MANUAL OF POLICY

Title	Racial Harassment	4208
Legal Authority	Approval of the Board of Trustees	
Date Approved by Board	Board Minute Order dated November 9, 1995 <i>As Deleted by Board Minute Order dated May 26, 2015</i>	

Racial harassment in any campus, division, department, or any work unit by any employee is unacceptable behavior, and any practice or behavior that constitutes racial harassment will be dealt with appropriately.

Any employee who is found to have engaged in such conduct shall be subject to appropriate disciplinary action, up to and including dismissal, in accordance with procedural and due process requirements. This policy shall be applied without regard to the race of the employee involved.

Racial harassment in the workplace and schools is an illegal practice under Section 703 of Title VII of the 1964 Civil Rights Act, as amended, and Title IX of the Education Amendments of 1972, as amended.

Examples of conduct that constitutes racial harassment include racially derogatory remarks, racial slurs or any other racially motivated action.

Such conduct is a violation when:

1. The employee's or student's submission to such conduct is an explicit or implied condition of employment or academic efforts; or
2. The employee's or student's response to such conduct becomes a basis for employment or academic decision; or
3. The conduct produces an intimidating hostile, or offensive work or study environment.

Nothing in this policy should be interpreted to prohibit or restrict speech that is permitted by the Texas or U.S. Constitutions.

~~Strikethrough denotes deletion~~

Italics denote addition

MANUAL OF POLICY

Title	Sexual Harassment	4212
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Legal Authority	Approval of the Board of Trustees
Date Approved by Board	Minute Order Dated April 13, 1995
	As deleted by Board Minute Order dated May 26, 2016

South Texas College assumes an affirmative posture to prevent and eliminate sexual harassment in any division, department, or any work unit by any employee. It is the policy of the college that any practice or behavior that constitutes sexual harassment will not be tolerated.

Sexual harassment of employees or students at South Texas College is strictly forbidden. Any employee who is found to have engaged in such conduct shall be subject to appropriate disciplinary action, up to and including dismissal. This policy shall be applied without regard to the gender of the employee involved.

Sexual harassment in the workplace and schools is an illegal practice under Section 703 of Title VII of the 1964 Civil Rights Act, as amended, and Title IX of the Education Amendments of 1972, as amended.

Sexual harassment is defined as "unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature."

Such conduct is a violation when:

1. the employee's or student's submission to such conduct is an explicit or implied condition of employment or academic efforts; or
2. the employee's or student's response to such conduct becomes a basis for employment or academic decision; or
3. the conduct produces an intimidating, hostile, or offensive work or study environment.

Nothing in this policy should be interpreted to prohibit or restrict speech that is permitted by the Texas or the U.S. Constitutions.

It is the policy of South Texas College that supervisors and faculty shall not enter into any type of romantic or sexual relationship with staff under their supervision or with students enrolled in their courses.

Such relationships will be looked upon as potentially detrimental to the working and learning environment, considered inappropriate and unacceptable, and grounds for disciplinary action including termination for all appropriate parties involved.

~~Strikethrough denotes deletion~~

Italics Denote addition

MANUAL OF POLICY

Title	Violence in the Campus and Workplace Violence Prevention	Policy 4214
Legal Authority	Approval by Board of Trustees	Page 1 of 2
Date Approved by Board	Board Minute Ordered dated June 11, 1998 As Amended by Board Minute Order dated May 26, 2015	

~~South Texas College encourages a safe campus environment. For purposes of this policy, violence is defined as the deliberate and wrongful violation, damage, or abuse of persons or property and includes threats of violence. Acts and threats of violence include, but are not limited to verbal, non-verbal, physical, and other violent acts and threats.~~

~~Any employee, student or other person who is found to have engaged in any violent conduct will be subject to appropriate disciplinary action, up to and including dismissal. South Texas College will implement reasonable precautions for the protection of its employees, students and others lawfully on campus and will establish procedures for reporting, investigating and documenting incidents of violence on campus. Further, any employee, student or other person who is found to have engaged in any violent conduct may be reported to law enforcement authorities.~~

South Texas College does not tolerate acts of violence or hostility committed by or against employees, students, contractual workers, temporary employment agency workers, volunteers, visitors, or other third parties on/in College facilities or on College grounds or during any College related or sponsored activity.

College employees and students are responsible for reporting either to the Human Resources, the Title IX Coordinator, Deputy Title IX Coordinator, or to the South Texas College Police Department instances of violent behavior. A person reporting such behavior shall be protected from any acts of retaliation for reporting such behavior.

“Prohibited Conduct,” for purposes of this policy, is any Violent Act committed by a student or employee whether on College grounds or at a College-related, sponsored or sanctioned event. A “Violent Act,” includes, regardless of the medium used which could be telephonic or through any form of transmission, any physical assault, including any unwanted touching, or threatening or intimidating physical or abusive verbal behavior, engaging in unwanted pursuit or attention, or intentional damage to or destruction of property.

~~Strikethrough denotes deletion~~
Italics denote addition

MANUAL OF POLICY

Title ~~Violence in the~~ Campus and Workplace Policy 4214
Violence Prevention

Legal Authority Approval by Board of Trustees Page 2 of 2

Date Approved by Board Board Minute Ordered dated June 11, 1998
As Amended by Board Minute Order dated May 26, 2015

“Prohibited Conduct” shall subject the student or employee to disciplinary action, including, termination from employment for an employee and suspension, for a student. Any disciplinary action shall be separate and apart from any criminal penalty.

“Prohibit Conduct” also includes the use of any method of communication such as email, comments posted on websites, or other paper or electronic media. Use of any College automated systems for these purposes may violate other policies, laws, and regulations regarding the use of computers and the internet.

A violation of this policy shall be considered unacceptable conduct and subject to disciplinary actions under the appropriate faculty, staff, and student policies, up to and including dismissal or expulsion.

Individuals who violate this policy may also be subject to arrest for trespassing and violation of the appropriate state criminal statute and be barred from the campus.

The College Behavioral Intervention Team shall evaluate threats of violence and assess a threat level for those individuals who display behaviors of concern.

~~Strikethrough denotes deletion~~
Italics denote addition

Discussion and Action as Necessary on Resolution Electing to Participate in Tax Abatement Agreements and on Guidelines and Criteria for Granting Tax Abatements

Approval of Resolution Electing to Participate in Tax Abatement Agreements and Guidelines and Criteria for Granting Tax Abatements is requested.

South Texas College Legal Counsel, Mr. Jesus Ramirez, drafted the tax abatement guidelines and they were presented to the South Texas College Board of Trustees at the April 28, 2015 Board Meeting. The Board recommended that the Guidelines be included in the May 14, 2015 Finance and Human Resources Committee for further review.

The proposed tax abatement agreement guidelines and criteria and the application for tax abatement follow in the packet for the Committee's information and review.

Mr. Jesus Ramirez, South Texas College's Legal Counsel, has reviewed this item and will discuss and provide additional information to the Board and address questions by the Committee as needed at the meeting.

The Finance and Human Resources Committee recommended Board approval of the Resolution Electing to Participate in Tax Abatement Agreements and Guidelines and Criteria for Granting Tax Abatements as presented.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize the Resolution Electing to Participate in Tax Abatement Agreements and Guidelines and Criteria for Granting Tax Abatements as presented.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 Resolution Electing to Participate in Tax Abatement Agreements and Guidelines and Criteria for Granting Tax Abatements as presented.

Approval Recommended:

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

President

2015 – 2017

**Guidelines and Criteria Governing
Tax Abatement Agreements by
South Texas College**

Adopted by Resolution of the Board of Trustees of South Texas College
on May 26, 2015

SOUTH TEXAS COLLEGE
GUIDELINES AND CRITERIA Governing Tax Abatement Agreements

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**SOUTH TEXAS COLLEGE
GUIDELINES AND CRITERIA
FOR GRANTING TAX ABATEMENT**

WHEREAS, South Texas College finds that tax abatement provides a valuable economic tool for use by the College and other governmental entities interested in supporting and creating jobs in Hidalgo and Starr Counties;

WHEREAS, South Texas College finds that a tax abatement policy is in the public interest and will contribute to the economic development of Hidalgo and Starr Counties;

WHEREAS, South Texas College (the "College") has considered playing a limited, but significant, role in the development of substantial renewable energy and scientific investment in South Texas;

WHEREAS, Chapter 312 of the Texas Tax Code, popularly known as the Property Redevelopment and Tax Abatement Act (the "Act"), authorizes junior college districts to join a municipality or a county in offering a temporary real property and/or tangible personal property tax abatement for limited periods of time as an inducement for financial investment in the development or redevelopment of certain taxable property; and

WHEREAS, the Act grants the College great discretion to adopt guidelines and criteria identifying the types of development or redevelopment suitable to the educational and financial goals of the College;

WHEREAS, the Act requires eligible taxing jurisdictions to establish Guidelines and Criteria as to eligibility for tax abatement agreements prior to granting any future tax abatements, said Guidelines and Criteria to be unchanged for a two-year period unless amended or repealed by a three-fourths vote of the Board of Trustees;

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of South Texas College that the following Guidelines and Criteria for granting tax abatements be adopted:

Section 1. Definitions.

- (a) "Abatement" means the temporary, full or partial exemption from ad valorem taxes of certain added value to real and personal property in a zone designated for economic development purposes pursuant to the Act by the Counties of Hidalgo and Starr.
- (b) "Added Value" means the increase in the Appraised Value of an Eligible Property as a result of "Expansion" or "Modernization" of an existing facility or construction of a "New Facility." Added Value does not mean or include "Deferred Maintenance."
- (c) "Appraised Value" means the appraised value for property tax purposes as determined by a County Appraisal District, subject to the appeal procedures set forth in the Texas Tax Code.
- (d) "Agreement" means a contractual agreement between a property owner and/or lessee in an Eligible Jurisdiction for the purposes of tax abatement. Any Agreement shall be in conformity with these Guidelines and Criteria, including any variance granted under Section 3(g) set out herein. Upon the adoption of a resolution authorizing an Agreement and the execution of same by the parties, the Agreement shall be deemed to embody all of the terms of the Abatement, and no provision of these Guidelines and Criteria shall be deemed to supersede any terms of the Agreement.

- (e) "Base Year Value" means the Appraised Value of Eligible Property as of the date specified in the Agreement.
- (f) "Basic Manufacturing or Service Facility" means buildings and structures, including fixed machinery and equipment used or to be used for the production of renewable energy.
- (g) "Construction Phase" means the period during which a material and substantial improvement of the property occurs which represents a separate and distinct construction operation undertaken for the purpose of erecting the improvements. The Construction Phase ends upon the earliest to occur of the following events:
 - (1) when a certificate of occupancy is issued for the Facility or the engineer/architect supervising construction issues a certificate of final completion,
 - (2) when the Facility has achieved commercial production of a product; provision of a service or start up for production of electrical power;
 - (3) when the architect or engineer supervising construction issues a certificate of substantial completion, or some similar instrument, or

The determination of the end of the Construction Phase shall be made by the College, in its sole and absolute discretion, based upon the above criteria and such other factors as the College may deem relevant. The determination of the completion of the Construction Phase shall be conclusive, and any judicial review of such determination shall be governed by the substantial evidence rule.

- (h) "County" means Hidalgo County, Texas and/or Starr County, Texas
- (i) "Deferred Maintenance" means improvements necessary for continued operations which do not improve productivity or alter the process technology.
- (j) "Economic Life" means the number of years a property improvement is expected to be in service in a Facility.
- (k) "Eligible Property" Abatement may be extended to the value of the improvements to real property, including buildings, structures, fixed machinery and equipment, and site improvements, plus that office space and related fixed improvements necessary to the operation and administration of the Facility.
- (l) "Expansion" means the addition of buildings, structures, fixed machinery or equipment for the purposes of increasing capacity.
- (m) "Facility" means property improvements completed or in the process of construction which together compromise an integral whole comprising the project as described in the agreement for temporary tax abatement.
- (n) "Force Majeure" means circumstances beyond the control of Owner which shall include casualty losses, national economic factors, shutdowns due to governmental regulations, strikes, acts of war, and the like.

- (o) "Ineligible Property" The following types of property shall be fully taxable and ineligible for abatement: land; inventories; supplies; tools; furnishings and other forms of movable personal property; vehicles; vessels; aircraft; housing; hotel accommodations; Deferred Maintenance investments; property to be rented or leased except as provided in Section 1(k); improvements to real property which have an economic life of less than 20 years; property owned or used by the State of Texas or its political subdivisions or by any organization owned, operated or directed by a political subdivision of the State of Texas; unless specifically authorized by the Eligible Jurisdiction.
- (p) "Modernization" means the replacement and upgrading of existing facilities which increase the productive input or output, updates the technology or substantially lowers the unit cost of the operation, and extends the economic life of the facilities. Modernization may result from the construction, alteration or installation of buildings, structures, fixed machinery or equipment. It shall not be for the purpose of reconditioning, refurbishing, repairing or completion of Deferred Maintenance.
- (q) "New Capital Investment" means the total value of expenditures capitalized for the Facility on the Owner's books, prior to depreciation, whether relating to exempt or non-exempt property, including all buildings, structures, site improvements, fixed equipment, intangibles, and pollution control equipment.
- (r) "New Facility" means a property previously undeveloped which is placed into service by means other than or in conjunction with an Expansion or Modernization.
- (s) "Owner" means the owner of a Facility subject to Abatement. If the Facility is constructed on a leased property, the owner shall be the party which owns the property subject to Abatement. The other party to the lease shall join in the execution of Agreement but shall not be obligated to assure performance of the party receiving Abatement.
- (t) "The Act" means Property Tax Code chapter 312
- (u) "Research and Development" means collaboration with South Texas College to undertake scientific, technical or educational endeavors of alternative energy programs aimed at research and development.

Section 2. **Abatement Authorized.**

- (a) Authorized Facilities. A Facility may be eligible for tax incentives in the form of tax abatement if it is substantially designed and constructed or manufactured for construction or installation (i) operated exclusively for the production, of renewable energy, including solar, geothermal, wind and hydro and (ii) the estimated proposed New Capital Investment shall exceed \$400 million. Abatement may be granted for New Facilities and improvements to existing facilities for the purpose of Modernization or Expansion.
- (b) Creation of New Value. Abatement may only be granted for the Added Value of Eligible Property improvements made subject to and listed in an Agreement between the College and the property owner or lessee (if required), subject to such limitations as the College may require. The economic life of the improvements must exceed the term of the Agreement by ten (10) years.
- (c) Period of Abatement. Abatement shall be granted effective with the January 1 valuation date specified in the Agreement. Abatement shall be allowed for a period of up to ten years following

the certification of completion of construction; provided that, in no event shall the period of Abatement, not inclusive of the Construction Phase exceed ten (10) years. Prior to the effective date of the tax abatement any improvements under construction should be taxed in full in accordance with the Tax Code

- (d) Abatement Percentage. The percentage of the total tax to be abated (1% to 100%) which is authorized by the College on a case by case basis is the Abatement Percentage.
- (e) Rehabilitation Projects. The \$400 million minimum Added Value or Capital Investment requirement for Abatement shall not apply to Rehabilitation Projects which involve the adaptive reuse of an existing structure or building for a Facility. In order to qualify as a Rehabilitation Project under this provision, the Project must involve a minimum New Capital Investment of at least \$250 million. Any Rehabilitation Project must involve the adaptive reuse of an existing structure or building currently on the property tax rolls so that the Base Year Value associated with the Project will include both the value of the land and the existing improvements. For such Rehabilitation Projects, all Eligible Property in excess of the Base Year Value shall be subject to Abatement. The value of personal property such as furniture and movable equipment shall be considered Ineligible Property.
- (f) Estimated Added Value Requirement. At the time of execution of the Agreement, the Owner shall reasonably estimate the Added Value or Capital Investment projected upon completion of construction of any improvements to real property or tangible personal property in connection with the Facility. This "Estimated Added Value" shall be stated in the Agreement.
- (g) Economic Qualification. In order to be eligible for Abatement, the Facility:
 - (1) must create no later than the January 1 following the completion of construction and maintain throughout the remainder of the term of the Agreement the minimum required number of permanent jobs in the District set out in the Agreement;
 - (2) must not adversely affect competition in the local market with established local businesses.
- (h) Taxability. From the commencement of the Abatement period to the end of the Abatement period, taxes shall be payable as follows:
 - (1) The value of Ineligible Property shall be fully taxable and;
 - (2) The Added Value of new Eligible Property (and certain personal property added in connection with a Rehabilitation Project) shall be taxable in the manner described in Section 2(d) above.
- (i) Environmental and Worker Safety Qualifications. In determining whether to grant a Abatement, consideration will be given to compliance with all state and federal laws designed to protect human health, welfare and the environment ("environmental laws") that are applicable to all facilities in the State of Texas owned or operated by the owner of the Facility or lessee, its parent, subsidiaries and, if a joint venture or partnership, every member of the joint venture or partnership ("applicants"). Consideration may also be given to compliance with environmental and worker safety laws by applicants at other facilities within the United States.

Section 3. **Application.**

- (a) Written Application. Any present or potential owner of taxable property may request Abatement by filing a written application with the President of the College.
- (b) Contents of Application. The application shall consist of a completed application form accompanied by: a general description of the new improvements to be undertaken; a descriptive list of the improvements for which Abatement is requested; a list of the kind, number and location of all proposed improvements of the property; a map and property description; proposed turbine location (if a wind turbine Facility); and a time schedule for undertaking and completing the proposed improvements. In the case of a Modernization or Expansion Project, a statement of the Appraised Value of the Facility, separately stated for real and personal property, shall be given for the tax year immediately preceding the application. The application form may require such financial and other information as the College or other Eligible Jurisdiction, as applicable, deems appropriate for evaluating the financial capacity and other relevant factors of the applicant.
- (c) Local Employment and Procurement. Owner shall, as part of the Application, provide: (i) a list and description of all component parts and equipment which are included in the construction and/or installation of the Facility, (ii) a list of maintenance and operations personal or professional services anticipated or required for the operation and maintenance of the Facility on an on-going basis; and (iii) the identify of all persons or firms in Starr County and Hidalgo County, or within 100 files thereof, with the capability of providing these services (a complete Schedule I and Schedule II).
- (d) Written Notification. Upon receipt of a completed application, the President shall evaluate the application for a determination of the proposed Facility's compliance with these Guidelines.
- (e) Feasibility. After receipt of an application for Abatement, the College shall consider the feasibility and the impact of the proposed Abatement. The study of feasibility shall include, but not be limited to, an estimate of the economic effect of the Abatement of taxes and the benefit to the College Jurisdiction and the property to be covered by such Abatement.
- (f) No Abatement if Construction has been Completed. No Agreement shall be approved if the application for the Abatement was filed after the completion of construction, alteration or installation of improvements related to the proposed Modernization, Expansion or New Facility.
- (g) Variance. Requests for variance from the provisions of these Guidelines and Criteria may be made in written form; provided, however, that no variance may extend the term of Abatement beyond five (5) years after completion of the Construction Phase. Such requests shall include a complete description of the circumstances explaining why the applicant should be granted a variance. Approval of a request for variance requires a three-fourths (3/4ths) vote of the board of trustees of the College.

Section 4. **College Approval.**

- (a) Designation of Zone. An Abatement shall be granted only for Facilities in a zone designated for Abatement under the Act by a County.
- (b) Required Findings. The College must adopt findings terms of the proposed Agreement meet the College's Guidelines and Criteria.

- (c) Reservation of Rights. Nothing shall be construed to limit the authority of the College to examine each application for Abatement on a case-by-case basis and determine in its sole and absolute discretion whether or not the proposed Facility should be granted Abatement and whether or not it complies with these Guidelines and Criteria, is feasible, and whether or not the proposed temporary Abatement of taxes will inure to the long-term benefit of the College.

Section 5. **Agreement.**

- (a) Contents of Tax Abatement Agreement. The Agreement with the Owner shall include:
- (1) the estimated value to be subject to Abatement and the Base Year Value;
 - (2) the percentage of value to be abated each year as provided in Section 2(d);
 - (3) the commencement date and termination date of Abatement;
 - (4) the proposed use of the Facility, time schedule, map, proposed turbine location, property description and improvements list as provided in the application as required;
 - (5) the contractual obligations in the event of default, delinquent taxes, recapture, administration and assignment as provided in these Guidelines and Criteria or other provisions that may be required for uniformity or by state law;
 - (6) the amount of Added Value as set out in 2(c) and required number of permanent jobs;
 - (7) a requirement that Owner shall certify to the board of trustees of the College on or before April 1 each year that the Owner is in compliance with each applicable term of the agreement;
 - (8) a requirement that the owner or lessee will obtain and maintain all required permits and other authorizations from all local, state and federal agencies with jurisdiction over the licensing or permitting, the design, construction, manufacture and operation of the Facility and for the storage, transport and disposal of waste, if any;
 - (9) a limitation that the uses of the property must be consistent with the general purpose of encouraging development or redevelopment of the zone during the period that property tax exemptions are in effect;
 - (10) provision of access to and authorization to inspect the property by employees or authorized agents of the College to ensure that the improvements or repairs are made according to the specifications and conditions of the agreement; and
 - (11) a provision that the board of trustees of the College may cancel or modify the Agreement if the Owner fails to comply with the Agreement.
- (b) Time of Execution. The Agreement shall normally be executed within 60 days after the applicant has provided all necessary information and documentation.
- (c) Attorney's Fees. In the event any attorney's fees are incurred by the College in the preparation of an Agreement, said fees shall be paid by the applicant upon execution of the Agreement.

Section 6. **Recapture.**

- (a) Failure to Commence Operation During Term of Agreement. In the event that the Facility is not completed and does not begin operation as provided in the Agreement, no Abatement shall be given for that tax year, and the full amount of taxes assessed against the property shall be due and payable for that tax year. In the event that the Owner of such a Facility fails to begin operation with the minimum required number of permanent jobs by the next January 1, then the Agreement shall be subject to termination and all abated taxes during the period of construction shall be recaptured and paid within 60 days of such termination. Notwithstanding the foregoing, in the event that the above defaults are due to a Force Majeure condition, the College may grant extensions if the Owner is diligently proceeding to cure such defaults.
- (b) Discontinuance of Operations During Term of Agreement. In the event the Facility is completed and begins operation but subsequently discontinues operations during any four (4) consecutive weeks during the term of the Agreement, for any reason except on a temporary basis due to a Force Majeure condition, the Agreement may be terminated by the College, and all taxes previously abated by virtue of the Agreement during the preceding four years shall be recaptured and paid within 60 days of such termination.
- (c) Delinquent Taxes. In the event that the Owner allows its ad valorem taxes to become delinquent and fails to timely and properly follow the legal procedures for their protest and/or contest, the Agreement shall be subject to termination and so shall the Abatement of the taxes for the tax year of the delinquency. The total taxes assessed without Abatement, for that tax year shall be paid within 60 days from the date of termination.
- (d) Notice of Default. Should the College determine that the Owner is in default according to the terms and conditions of its Agreement, it shall notify the Owner in writing at the address stated in the Agreement that if such is not cured within 60 days from the date of such notice (the "Cure Period"), then the Agreement may be terminated. In the event the Owner fails to cure said default during the Cure Period and the Agreement is terminated, the taxes abated by virtue of the Agreement will be recaptured and paid as provided herein.
- (e) Actual Capital Investment. Should the College determine that the total level of New Capital Investment is lower than provided in the Agreement, the difference between the tax abated and the tax which should have been abated based upon the actual New Capital Investment as determined shall be paid to the taxing agencies within 60 days of notification to the Owner of such determination.
- (f) Reduction in Rollback Tax Rate. If during any year of the period of Abatement with respect to any property any portion of the abated value for the Eligible Property which is added to the current total value of the College is not treated as "new property value" (as defined in Section 26.012(17) of the Texas Tax Code) for the purpose of establishing the "effective maintenance and operations rate" (as defined in Section 26.012(16) of the Texas Tax Code) in calculating the "rollback tax rate" in accord with Section 26.04(c)(2) of the Texas Tax Code and if the College's budget calculations indicate that a tax rate in excess of the "rollback tax rate" is required to fund the operations of the College for the succeeding year, then the College shall recapture from the taxpayer a tax in an amount equal to the lesser of the following:
 - (1) The amount of the taxes abated for that year by the College with respect to such property.

- (2) The amount obtained by subtracting the rollback tax rate computed without the abated property value being treated as new property value from the rollback tax rate computed with the abated property value being treated as new property value and multiplying the difference by the total Appraised Value of the College.

If the College has granted an Abatement of taxes to more than one taxpayer, then the amount of the recapture calculated in accord with subparagraph (2) above shall be prorated on the basis of the amount of the Abatement with respect to each taxpayer.

All recaptured taxes must be paid within thirty (30) days after notice thereof has been given to the affected taxpayer. Penalty and interest shall not begin to accrue upon such sum until the first day of the month following such thirty (30) day notice, at which time penalty and interest shall accrue in accord with the laws of the State of Texas.

- (g) Statutory Tax Lien. The amount of tax abated each year under the terms of these Guidelines and the Agreement shall continue to be secured by the statutory tax lien pursuant to Section 32.01 of the Texas Tax Code which shall continue in existence from year to year throughout the entire term of the Agreement or until all taxes, whether assessed or recaptured, are paid in full.
- (h) Automatic Termination. The Agreement shall automatically terminate on and as of the date any of the following events occur: the filing of a petition in bankruptcy by the Owner; or the making by the Owner of an assignment for the benefit of creditors; or if any involuntary petition in bankruptcy or petition for an arrangement pursuant to the federal bankruptcy code is filed against the Owner; or if a receiver is appointed for the business of the Owner. In the event of automatic termination for any of the above reasons, the prior notice of default provisions in subsection (d) above shall not apply.

Section 7. **Administration.**

- (a) Annual Assessment. The Starr County Appraisal District shall annually determine the Appraised Value of the real and personal property subject to an Agreement. Each year, the Owner shall furnish the Appraisal District with such information as may be necessary for the Abatement. Once value has been established, the Appraisal District shall notify the affected jurisdictions which levy taxes of the amount of the Appraised Value and the Abatement.
- (b) Access to Facility. The Agreement shall stipulate that employees and/or designated representatives of the College will have access to the Facility during the term of the Agreement to inspect the Facility to determine if the terms and conditions of the Agreement are being met. All inspections will be made only after giving 24 hours prior notice and will only be conducted in such manner as to not unreasonably interfere with the construction and/or operation of the Facility. All inspections will be made with one or more representatives of the Owner and in accordance with all applicable safety standards.
- (c) Annual Evaluation. Upon completion of construction, the College, individually or in conjunction with other affected jurisdictions, shall annually evaluate each Facility receiving Abatement to ensure compliance with the Agreement and report possible violations of the Agreement.
- (d) Annual Reports. Owner shall certify to the governing body of the College on or before April 1 each year that Owner is in compliance with each applicable term of the Agreement. Additionally, during the initial four years of the term of Abatement, the Owner shall provide to the College approving the Abatement an annual report covering those items listed on Schedule 1 in order to document its

efforts to acquire goods and services on a local basis. Such annual report shall be prepared on a calendar year basis and shall be submitted to the Eligible Jurisdiction no later than ninety (90) days following the end of each such calendar year. The annual report shall be accompanied by an audit letter prepared by an independent accounting firm which has reviewed the report.

- (e) "Buy Local" Provision. Each recipient of Abatement shall additionally agree to give preference and priority to local manufacturers, suppliers, contractors and labor for the materials, equipment and labor described on Schedule 1, except where not reasonably possible to do so without added expense, substantial inconvenience, or sacrifice in operating efficiency. In any such exceptional cases involving purchases over \$1,000,000 during construction and over \$50,000 during operations, a justification for such purchase shall be included in the annual report. Each such recipient shall further acknowledge that it is a legal and moral obligation of persons receiving Abatement to favor local manufacturers, suppliers, contractors and labor, all other factors being equal. For the purposes of this provision, the terms "materials" and "labor" shall have the meaning set out in Schedule 1. For the purposes of this provision, the term "local" as used to describe manufacturers, suppliers, contractors and labor shall include firms, businesses, and persons who reside in or maintain an office in either Hidalgo County or Starr County. In the event of a breach of the buy-local provision, the percentage of Abatement shall be proportionately reduced equal to the amount the disqualified contract bears to the total construction cost (materials and labor) for the Facility. In the event that Owner contracts the supply and construction of the Facility to an affiliate or other non-local contractor, Owner shall use commercially reasonable efforts to ensure compliance with this Section by including in such contract a flow-through provision requiring such compliance.

SCHEDULE I

"Buy Local" Annual Reports

The following information shall be reported to the College on a calendar-year basis during the first four years of the tax abatement program:

1. Dollar amount spent for materials* (local).
2. Dollar amount spent for materials* (total).
3. Dollar amount spent for labor** (local).
4. Dollar amount spent for labor** (total).
5. Number of jobs created in the construction of the Facility (local).
6. Number of jobs created in the construction of the Facility (total).
7. Number of jobs created on a permanent basis (local).
8. Number of jobs created on a permanent basis (total).

* The term "materials" is defined to include all materials used in excavation, site improvement, demolition, concrete, structural steel, fire proofing, piping, electrical, instruments, paintings and scaffolding, insulation, temporary construction facilities, supplies, equipment rental in construction, small tools and consumables. This term does not include major items of machinery and equipment not readily-available locally.

** The term "labor" is defined to include all labor in connection with the excavation, site improvement, demolition, concrete construction, structural steel, fire proofing, equipment placement, piping, electrical, instruments, painting and scaffolding, insulation, construction services, craft benefits, payroll burdens, and related labor expenses. This term does not include engineering services in connection with the design of the Facility.

The term "local" as used to describe manufacturers, suppliers, contractors and labor shall include firms, businesses, and persons who reside in or maintain an office in either Hidalgo County or Starr County.

SCHEDULE II

ADDITIONAL INFORMATION REQUIRED OF APPLICANT FOR TAX ABATEMENT

Section 1. Eligibility Criteria

1. To be eligible for consideration by College for a tax abatement under these Guidelines, an Owner of the Facility must meet or exceed all of the criteria described below:
 - The Facility must be one that will generate renewable energy;
 - The minimum amount of new real and/or personal property capital investment shall exceed \$400 million (at start of project or by year 2017);
 - Shall exceed minimum levels of full-time job creation;
 - Provide employee and dependent access to health care benefits;
 - Provide a minimum living and all-industry wage requirements for new and existing employees at project site;

Section 2. Amount and Terms of Tax Abatement Subject to Additional Commitments

- 2.1 The amount and term of the tax abatement offered will be dependent upon the Owner's commitment to exceed the minimum eligibility criteria, consideration of other public incentives offered for the same project and the overall benefit to the College and the community.
- 2.2 What resources will the Owner commit to the following:
 - (a) Sponsorship of scientific events, teacher research grants to the College; materials and equipment, teaching materials to the College; R&D collaboration with local college;
 - (b) Total number of jobs created and maintained in the area;
 - (c) Number of high-wage jobs.

Section 3. Wage Requirements

Companies receiving a tax abatement from the College must meet certain minimum wage requirements for all new and existing (i.e., retained) jobs at the project site.

- 3.1 Living Hourly Wage Requirement: In order to be eligible for a tax abatement, one hundred percent (100%) of the company's new and existing employees ***at the project location*** must earn no less than a "living wage" throughout the full term of the Tax Abatement Agreement. This wage is based on the poverty level for a family of four, as determined annually (January) by the U.S. Department of Health and Human Services (HHS). As of January 22, 2015, the living wage requirement is \$11.66 per hour.
- 3.2 All Industries Median Hourly Wage Requirement: In addition to the "Living Wage" requirement, after one year of initiating full operations at the project location, but not more than two years after execution of the Tax Abatement Agreement with the College, at least seventy percent (70%) of all new and existing employees, with at least one year of full employment with the company at the project location, must earn a cash wage at or exceeding the annual Edinburg, Pharr McAllen Metropolitan Statistical Area (MSA) Median Hourly Wage for All Industries (Companies) for the most recent year available. This wage is compiled by the Bureau of Labor Statistics (BLS) Occupational Employment Survey and published annually by the Texas Workforce Commission (TWC). This wage is updated annually, and for 2014 the current applicable wage is \$11.32 per hour.
 - High-Wage Jobs: High-wage jobs are either: (1) Qualified professional jobs reported in high-wage industries (e.g., advanced business services, aerospace, life sciences, renewable energy, high-tech/IT); or (2) Jobs for which earnings are above the Starr County average weekly wage (average for the most recent four quarters) as reported quarterly by the Bureau of Labor Statistics (currently \$31,941 in 2014).
- 3.3 If the company does not meet and maintain these wage requirements for all new and existing employees at the project location, the company will be in default of its Tax Abatement Agreement, which could result in termination of the Agreement and the recapture of all or a portion of the previously abated property taxes.

Section 4. Targeted and Qualifying Industries/Business Activities or Project team

The majority of the company's business at the project location must be engaged in one of the following qualifying industries, business activities, or Project team:

Targeted Industries:

- Energy

Section 5. Local Assessment: County and Community:

- 5.1 Describe how has the company's plan been prepared in consultation with the local community, property owners and local political leaders?
- (a) Local Community:
 - (b) Property Owners:
 - (c) Local Political Leaders:
- 5.2 Identify the local, state and federal bodies that have jurisdiction over the design, construction, licensing, regulation and operation of the Facility and here any public records of review of the Facility may be accessed by the College and the public:
- a. Local:
 - b. State:
 - c. Federal:.
- 5.3 Outline what processes, if any, were followed for community consultation for the Facility's development.
- 5.4 Is there an Environmental Impact Statement and Clearance required for the Facility? If so, identify where any public records of environmental review may be assessed by the College and members of the public.
- 5.5 If the Facility is a wind farm, did the assessment of the Facility by any governmental agency measure and assess potential environmental noise impacts from wind turbines? If so, please provide copies of any records with the Application.
- 5.6 Identify the Texas agency, if any, which has on-going regulatory authority over the Facility. Describe any approval process which has taken place in connection with locating the Facility.
- 5.7 Please state whether any of the following were considered in the assessment and location of wind turbines, and if so, how any negative impacts have/or will be addressed:

- landscape and visual amenity:
- noise impacts (have noise guidelines been developed to assess regulate noise):
- health issues (what health issues, if any, have been identified and what guidelines or policies have been adopted to address potential health impacts, if any):
- economic issues, including potential impacts on property values:
- ecological issues, including potential impacts on threatened species:
- decommissioning and rehabilitation:

The College will rely on the review of the applicable County and on state agencies with regulatory responsibility over the compatibility of the Facility site(s) with the surrounding uses, to include noise impacts, visual amenity and ecological issues.

Section 6. Life of Facility and Decommissioning

Include life projections for the Facility, depreciation schedules for income tax purposes and the decommissioning plan. If the Owner on the Application is a "pass-through" owner or intends to assign its interest in the Facility and the Abatement Agreement, include proposed contractual language that obligates Owner and any future assignee to comply with the decommissioning plan. To assure the College that the Owner, or Owner's assignee, will perform the decommissioning plan, what financial security, bond or enforceable pledge does the Owner proposed.

Section 7. Noise Auditing and compliance:

Has applicant developed a plan on procedure to undertake compliance monitoring and auditing. If so, please describe and submit relevant documents.

- Does Owner propose to maintain noise monitoring facilities? Will Special audible characteristics such as excessive amplitude modulation (including the van den Berg effect) together with cumulative impacts be considered.
- What noise standards and reporting of noise records have been developed? Does Owner propose to prepare and submit a noise compliance report on a regular basis? If so, to whom? Will Owner make noise compliance reports publicly available.

EXHIBIT A

Application for Tax Abatement

SOUTH TEXAS COLLEGE

Please submit the answers to the following questions and attach any additional pages as needed. Please complete and attach to the application completed Schedules I and II.

Applicant name:

Applicants address and phone number:

Applicant organization:

Type of Business: Wind powered generation of electricity

Organization address and phone:

Organization Contact:

Contact address and phone:

Proposed project or facility address: **[Need to add address or location]**

1. Provide brief description of project or facility for which tax abatement is sought.

2. Does this property fall under the definition of “eligible property” provided in the _____ County Guidelines & Criteria?

___ Yes

___ No

3. This application is for (choose one):

___ new plant

___ Expansion

___ Modernization

4. Please list all the taxing jurisdictions in which the proposed project or facility is located.

[Are applications for tax abatement being submitted to all these jurisdictions?]

5. Please describe the nature and scope of the tax abatement that is sought. What is the total estimated taxable value or total range of taxable values of the project or facility for which abatement is sought?

[What is the extent of the abatement being requested?]

[Does (company) contemplate that the Project will be completed in Phases?]

6. What will be the total estimated taxable value or total range of taxable values of the project or facility in the first year after the expiration of the abatement?

[The (amount) represents 5% depreciation over 10 years.]

7. Please attach information describing how the proposed project or facility meets the minimum Requirement for tax abatement outlined in the Guidelines & Criteria.

See Attachment 1

8. Please attach information on the following aspects of the proposed project or facility:

- (1) current value of land and existing improvements, if any;
- (2) type, value and purpose of proposed improvements;
- (3) productive life of proposed improvements;
- (4) impact of proposed improvements and other expenditures on existing jobs;
- (5) number and type of new jobs, if any, to be created by proposed improvements and expenditures;
- (6) costs to be incurred by Starr County, if any, to provide facilities or services directly resulting from the new improvements;
- (7) types and values of public improvements, if any, to be made by applicant seeking abatement;
- (8) estimation of the amount of ad valorem property taxes to be paid to Starr County after expiration of the abatement agreement;
- (9) the impact on the business opportunities of existing businesses and the attraction of new businesses to the area, if any;

- (10) the overall compatibility with the zoning ordinances and comprehensive plan, if any, for the area;
- (11) whether the applicant's proposed facility or improvement or modernization is an industry which is new to Starr County.

See Attachment 1

9. Please attach the following information to this application:

- (1) A map and description of the property for which abatement is sought;
- (2) A time schedule for completing the planned improvements; and
- (3) Basic financial information about yourself and your organization sufficient to enable evaluation of the applicant's financial capacity.

See Attachment 1

10. Please describe the proposed or existing Reinvestment Zone in which this project will be located.

DEGS seeks the County's approval of the Reinvestment Zone attached as Exhibit B. The Project will be located in the center portion of the Zone, Although the Project could expand north and northwest into other areas inside the zone boundary shown on the attached Exhibit B.

11. Please attach a copy of the County's approved Tax Abatement Agreement with applicant, or, if not yet approved, a copy of the proposed County's Tax Abatement Agreement.

I attest that the information provided in this application is true and correct to the best of my knowledge.

Applicant Signature:

Authorized Representative

Name of Applicant:

Date of application submission:

Exhibit A
Legal Description of Reinvestment Zone
Containing Proposed Project

Please attach a copy of the map of the County's Reinvestment Zone and the location(s) of the facility (ies)

The real property in _____ County, being all of the (lots, block/section) in the _____.

Exhibit B
Map of Project Area

ADDENDUM A

A RESOLUTION OF THE BOARD OF TRUSTEES OF SOUTH TEXAS COLLEGE
ELECTING TO PARTICIPATE IN TAX ABATEMENT AGREEMENTS AND
ADOPTING GUIDELINES AND CRITERIA FOR GRANTING TAX ABATEMENTS.

STATE OF TEXAS §

COUNTY OF STARR §

AND HIDALGO §

SOUTH TEXAS COLLEGE §
DISTRICT

WHEREAS, the Board of Trustees of South Texas College, is authorized to enter into Tax Abatement Agreements for Commercial-Industrial purposes as authorized in Chapter 312 of the Texas Tax Code, "Property Redevelopment and Tax Abatement Act" (The "Act");

WHEREAS, the Act requires South Texas College to establish Guidelines and Criteria for the designation for reinvestment zones and the entering into Tax Abatement Agreements; and

WHEREAS, the Act requires eligible taxing jurisdictions to establish Guidelines and Criteria as to eligibility for tax abatement agreements prior to granting any future tax abatements, said Guidelines and Criteria to be unchanged for a two-year period unless amended or repealed by a three-fourths vote of the Board of Trustees;

NOW, THEREFORE, BE IT RESOLVED that South Texas College declares it is eligible to participate in a Tax Abatement Program.

FURTHER, BE IT RESOLVED that South Texas College hereby adopts the attached Guidelines and Criteria for Tax Abatement for use in all Tax Abatement Programs.

CONSIDERED, PASSED, APPROVED, AND SIGNED this _____ day of _____
at a regular meeting of the Board of Trustees of South Texas College at which a quorum was
present and which was held in accordance with the provisions of Texas Government Code
Chapter 551.

SOUTH TEXAS COLLEGE

BY: _____
Chairman

ATTEST:

BY: _____
Secretary

Discussion and Action as Necessary on Duke Energy Renewables Wind, LLC, Tax Abatement Application and Resolution for the Tax Abatement Agreement

Approval of the Duke Energy Renewables Wind, LLC, Tax Abatement Application and the Resolution for the Tax Abatement Agreement is requested.

Duke Energy Renewables Wind, LLC has submitted an application and an agreement for tax abatement for their Los Vientos Wind Project in Starr County.

According to Duke Energy Renewables Wind, LLC, the improvements will consist of a proposed wind power generation facility, comprised of three phases, Los Vientos III, IV and V, expected to comprise of 510 megawatts of nameplate capacity located in the Reinvestment Zone. The project began construction prior to December 31, 2013 and anticipates construction will be complete by June 2016.

The improvements are expected to have an estimated value of at least \$400,000,000 upon completion, depending on the size of the project, although the actual value will be determined by an appraisal by the Starr County Appraisal District. The Project is expected to include approximately 255 wind turbines and towers, although the exact number may vary substantially depending on factors such as the type of turbines used and site wind characteristics.

Mr. Graham Furlong, Renewables Development Executive for Duke Energy Renewables Wind, LLC, Mr. Robert Peña, Vice President for Texas Energy Consultants, and Mr. Jeff Neves, Head of Development for Amshore US Wind, LLC will be present at the Board meeting and available to respond to any questions.

The Duke Energy Renewables Wind, LLC, tax abatement application, the tax abatement agreement, and the resolution for the tax abatement agreement are provided under separate cover for the Board's information and review.

At the Finance and Human Resources Committee meeting on May 14, 2015, Dr. Salinas asked for clarification on the Board's authority to consider an abatement on taxes of property already under construction. Mr. Robert Peña advised that his understanding was that the College could consider the abatement at any time prior to the completion of construction.

The Finance and Human Resources Committee recommended Board approval of the Duke Energy Renewables Wind, LLC, Tax Abatement Application and the Resolution for the Tax Abatement Agreement as presented.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize the Duke Energy Renewables Wind, LLC, Tax Abatement Application and the Resolution for the Tax Abatement Agreement 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 Duke Energy Renewables Wind, LLC, Tax Abatement Application and the Resolution for the Tax Abatement Agreement as presented.

Approval Recommended:

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

President

Review and Action as Necessary on Award of Student Insurance

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

- **Voluntary Student Accident Insurance:**
Student Assurance Services, Inc./Columbian Life Insurance Company for the period beginning August 24, 2015 through August 23, 2016. The student accident insurance limit is \$25,000. **This is a voluntary product, so there is no cost to the College.**
- **Voluntary Student Accident and Sickness Insurance:**
Student Assurance Services/Nationwide Life Insurance Company for the period beginning August 24, 2015 through August 23, 2016. The basic accident and sickness coverage is unlimited in compliance with the Patient Protection and Affordable Care Act. **This is a voluntary product, so there is no cost to the College.**
- **Student/Faculty Medical Professional Liability Insurance:**
Affinity Insurance Services Inc. and C.N.A. American Casualty Company of Reading PA for the period beginning August 24, 2015 through August 23, 2016. **The premium is \$18,907 which is approximately \$10 per student.**

The recommendation is based on 1,890 students with limits of \$1,000,000 per occurrence/\$5,000,000 aggregate. **The cost for the medical professional liability insurance is paid by the students enrolled in the allied health and child development programs. The College and Nursing and Allied Health faculty will be insured in this policy at no charge.**

- **Student Accident Insurance – Workforce Training Programs:**
Student Assurance Services/Nationwide Life Insurance Company for the period beginning from August 24, 2015 through August 23, 2016. The student accident insurance limit is \$25,000. The annual premium is \$2,700.

The Workforce Training premium is based on 252 participants. These participants are enrolled in non-credit Continuing Education Training Programs such as Phlebotomy, Certified Nurse Assistant, Welding, Forklift Operator and Medical Office Clerk. The premium of \$2,700 includes all participants. **This cost is covered by Workforce Solutions Project Grow and Accelerate Texas grants and cash paying students.**

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

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

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

Recommendation:

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

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

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

Approval Recommended:

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



April 23, 2015

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

Re: Voluntary Student Accident Insurance RFP# 14-15-1059 (2015-2016)

Dear Ms. Elizondo:

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

Voluntary Student Accident Insurance:

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

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

Please find spreadsheet attached for your review.

Sincerely,

A handwritten signature in black ink that reads "Raul Cabaza, III". The signature is written in a cursive, flowing style.

Raul Cabaza, III, CIC
Managing Vice President

/crp
Enclosure

SHEPARD WALTON KING
INSURANCE GROUP VALLEYWIDE

April 23, 2015

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

Re: Voluntary Student Accident and Sickness Insurance RFP# 14-15-1059 (2015-2016)

Dear Ms. Elizondo:

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

Voluntary Student Accident and Sickness Insurance:

Student Assurance Services proposed renewal with the expiring carrier, Nationwide Life Insurance Company that includes, semester, trimester and annual terms. Coverage is secondary over any other insurance. This year, they have included a column with the premium that includes the mandated in-vitro fertilization coverage option.

Recommendation:

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

Please find spreadsheets attached for your review.

Sincerely,



Raul Cabaza, III, CIC
Managing Vice President

/crp
Enclosure



April 23, 2015

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

Re: Workforce Training Programs Student Accident Insurance RFP# 14-15-1059
(2015-2016)

Dear Ms. Elizondo:

One proposal was received from Student Assurance Services.

Workforce Training Program - Student Accident Insurance:

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

Accident Medical Expense Limit: \$25,000
Basis: 252 Participants

Premium: \$2,700

Recommendation:

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

Please find spreadsheet attached for your review.

Sincerely,

A handwritten signature in black ink that reads "Raul Cabaza, III". The signature is written in a cursive, flowing style.

Raul Cabaza, III, CIC
Managing Vice President

/crp
Enclosure

SHEPARD WALTON KING
INSURANCE GROUP VALLEYWIDE

April 23, 2015

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

Re: Medical Professional Liability RFP# 14-15-1059 (2015-2016)

Dear Ms. Elizondo:

One proposal was received for Professional Liability coverage

Medical Professional Liability Insurance:

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

Limits: \$1,000,000/\$5,000,000

Premium: \$18,907

Premium Basis: 1,890 students

Coverage Highlights:

Occurrence Form

Insured includes the College and faculty

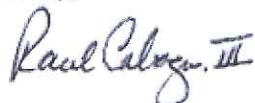
Defense Costs (Legal Representation) – Outside the Liability Limits

Recommendation:

Affinity Insurance Services and C.N.A. American Casualty Company are recommended at an annual cost of \$18,907.

Please find spreadsheet attached for your review.

Sincerely,



Raul Cabaza, III, CIC
Managing Vice President

/crp

Enclosure

SOUTH TEXAS COLLEGE
Voluntary Student Accident Only Insurance - RFP #14-15-1059
2015-16

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

SOUTH TEXAS COLLEGE

Voluntary Student Insurance - RFP 14-15-1059 (2015-2016)

Voluntary Student Accident & Sickness Insurance - RATES				
Type of Policy:	Current Program		Proposed	
Proposer:	Student Assurance Services, Inc.		Student Assurance Services, Inc.	
Carrier:	Nationwide Life Insurance Company		Nationwide Life Insurance Company	
Limit: Basic Injury & Sickness Major Medical Benefits	Unlimited, per Affordable Care Act Requirements		Unlimited, per Affordable Care Act Requirements	
Coverage:	Secondary over any other insurance. (Standard coordination of benefits rules would apply)		Secondary over any other insurance. (Standard coordination of benefits rules would apply)	
Basis: (4 months) Trimester	Basis: (4 months) Trimester		Basis: (4 months) Trimester	No-TX In-Vitro Coverage With TX Mandated In-vitro Fertilization
Student Only	Student Only - All Ages: \$ 267	Student Only - All Ages: \$ 305		340
Student & Spouse	Student + Spouse \$ 1,015	Student + Spouse \$ 610		680
Student, Spouse & Children	Student, Spouse & Children \$ 1,264	Student, Spouse & Children		
		- 3 Lives \$ 915		1020
		- 5 Lives \$ 1,525		1700
Student & Children	Student & Children \$ 876	Student & Children		
		- 2 Lives \$ 610.00		680
		- 4 Lives \$ 1,220.00		1360
Worldwide Coverage				
Basis: Semester (1/19/16 - 8/24/16)	Basis: Semester (1/19/16 - 8/24/16)		Basis: Semester (1/19/16 - 8/24/16)	
Student Only	Student Only - All Ages: \$ 468	Student Only - All Ages: \$ 545		607
Student & Spouse	Student + Spouse \$ 1,781	Student + Spouse \$ 1,090		1214
Student, Spouse & Children	Student, Spouse & Children \$ 2,219	Student, Spouse & Children		
		- 3 Lives \$ 1,635.00		1821
		- 5 Lives \$ 2,725.00		3035
Student & Children	Student & Children \$ 1,538	Student & Children		
		- 2 Lives \$ 1,090		1214
		- 4 Lives \$ 2,180		2428
Basis: Annual	Basis: Annual		Basis: Annual	
Student Only	Student Only - All Ages: \$ 769	Student Only - All Ages: \$ 915		1020
Student & Spouse	Student & Spouse \$ 2,924	Student + Spouse \$ 1,830		2040
Student Spouse & Children	Student, Spouse & Children \$ 3,643	Student, Spouse & Children		
		- 3 Lives \$ 2,745.00		3060
		- 5 Lives \$ 4,575.00		5100
Student & Children	Student & Children \$ 2,525	Student & Children		
		- 2 Lives \$ 1,830.00		2040
		- 4 Lives \$ 3,660.00		4080

SCHEDULE OF BENEFITS

Carrier:	Nationwide Life Insurance Co.	Nationwide Life Insurance Co.
Coinurance:	60% of Preferred Allowance (PA); 100% after Out-of-Pocket met	60% of Preferred Allowance (PA); 100% after Out-of-Pocket met
Out-of Pocket (OOP) Max. per Pol Year	\$6,350 per person	\$6350 per person
Deductible per person per Accident or Sickness	\$100	\$100
Hospital Inpatient:		
1. Room & Board: (Semi-Pvt room rate)	60% of R&C	60% of R&C
2. Intensive Care	60% of R&C	60% of R&C
3. Hospital Miscellaneous	60% of R&C after a \$1000 additional deductible	60% of R&C after a \$1000 additional deductible
4. Routine Newborn Care	Paid as any other Sickness	Paid as any other Sickness
5. Physician Visits (1 visit per day) 10 per conf.	60% of R&C	60% of R&C
6. Private Duty Nurse - req by attending Phys.	60% of R&C	60% of R&C
7. Pre-admission Testing	60% of R&C (within 3 working days of admission)	60% of R&C (within 3 working days of admission)
Surgery Benefits (Inpatient & Outpatient)		
6. Surgeon's Fees	60% of R&C	60% of R&C
7. Assistant Surgeon	25% of Surgeon's Fees	25% of Surgeon's Fees
8. Anesthetist:	25% of Surgeon's Fees	25% of Surgeon's Fees

SOUTH TEXAS COLLEGE
Voluntary Student Insurance - RFP 14-15-1059 (2015-2016)

Voluntary Student Accident & Sickness Insurance		
SCHEDULE OF BENEFITS (Continued)		
	Nationwide Life Insurance Co.	Nationwide Life Insurance Co.
Outpatient		
9. Wellness/Preventive & Immunizations	100% of R&C (waiver of Plan ded. & co-pays)	100% of R&C (waiver of Plan ded. & co-pays)
10. Outpatient Surgical Misc.	60% of R&C after a \$1000 additional deductible and \$1,000 copay per admission.	60% of R&C after a \$1000 additional deductible and \$1,000 copay per admission.
11. Physician's Office Visits:	60% of R&C after a \$50 copay per visit	60% of R&C after a \$50 copay per visit
12. Imaging, X rays & Laboratory	60% of R&C	60% of R&C
13. PET Scan, CT Scan and MRI	60% of R&C, after a \$500 additional Deductible	60% of R&C, after a \$500 additional Deductible
14. Anesthetist:	See Surgery Benefits (Inpatient & Outpatient)	See Surgery Benefits (Inpatient & Outpatient)
15. Chemotherapy and Radiation Therapy	60% of R&C	60% of R&C
16. Rehabilitation Svc (Physical & Chiropractic):	60% of R&C	60% of R&C
17. Medical Emergency Room	60% of R&C after a \$250 additional deductible, waived if admitted.	60% of R&C after a \$250 additional deductible, waived if admitted.
18. Urgent Care Facility	60% of R&C. In network benefit is payable after \$250 copay per visit.	60% of R&C. In network benefit is payable after \$250 copay per visit.
Other Services (Inpatient & Outpatient)		
19. Prescription Drugs:	\$25 copay for Generic Brand (Tier 1); \$0 copay for Generic Contraceptives; \$50 copay for Formulary Brand Drugs (Tier 2)	\$25 copay for Generic Brand (Tier 1); \$0 copay for Generic Contraceptives; \$50 copay for Formulary Brand Drugs (Tier 2)
20. Emergency Medical Transportation Services	60% of R&C	60% of R&C
21. Durable Medical Equipment	60% of R&C after a \$100 additional deductible per Rx	60% of R&C after a \$100 additional deductible per Rx
22. Maternity Services)	Paid as any other Sickness	Paid as any other Sickness
23. Dental Injury-Sound, Natural Teeth only	Actual charge - Max. of \$250 per Policy Year	Actual charge - Max. of \$250 per Policy Year
24. Out of Country Coverage-outside of USA	60% of R&C if not covered by any other coverage up to a maximum benefit of \$20,000	Emergency - Same as covered in the USA; Non-Emergency-Same as covered in US \$20,000Maximum
25. Mental Health/Alcoholism/Drug Abuse	Paid as any other Sickness	Paid as any other Sickness
26. Accidental Death & Dismemberment	No Benefits	No Benefits
Mandated Benefits (are included per State Requirements)		
In-Vitro Fertilization	Same as pregnancy related serv Addnl Premium:	Included per State Requirements (see Rate Options)
	Student \$ 75	
	Spouse \$ 300	
Loss of Impairment of Speech or Hearing	Subject to coinsurance; copays, policy deductibles:	No Benefits - not a State Mandated requirement
	Student \$ 5	
	Student + Spouse \$ 20	
	Student +Child \$ 13	
	Student + Children \$ 17	
	Student+ Family \$ 25	
Notes: 1. All in-force co-pays and deductibles apply 2. Intercollegiate Sports are Excluded. 3. Age-banded rates are no longer allowed under ACA. 4. International student enrolled in non-credit bearing classes are ineligible to purchase the Insurance Plan.		

SOUTH TEXAS COLLEGE
Student Insurance 2015-16

Student/Faculty Medical Professional Liability			
Type of Policy:	Limits/ Deductibles Desired	Company	Company
		<i>Current Program</i>	Recommended Program
		<i>Expiring Terms</i>	Renewal Terms
Proposer:		<i>Affinity Ins Services</i>	Affinity Ins Services
Carrier:		<i>C.N.A. American Casualty Company of Reading, PA Best Rated: A XV</i>	C.N.A. American Casualty Company of Reading, PA Best Rated A XV
Coverage Form:		<i>Occurrence</i>	Occurrence
Limit Per Occurrence:	\$1,000,000	<i>\$1,000,000</i>	\$1,000,000
Aggregate Limit:	\$3,000,000 or \$5,000,000	<i>\$5,000,000</i>	\$5,000,000
Defense Costs:	Outside the Limits	<i>Outside the Limits</i>	Outside the Limits
Deductible:		<i>None</i>	None
Annual Premium:		<i>\$17,666</i>	\$18,907
Rate per Student:		<i>1,766 students/ Approx. \$10 per participant (Reflects 25% discount)</i>	1,890students/Approx. \$10 per participant (Reflects 25% discount)

**SOUTH TEXAS COLLEGE
2015-2016**

Workforce Training Programs - Student Accident Insurance		
Type of Policy:	Current Program Limits/Deductibles	Student Assurance Services
Carrier:	Nationwide Life Ins. Co.A4	Nationwide Life Ins. Co.
WTS - Trade Students - Group Premium:	\$2,700	\$2,700
Basis:	344	252
Schedule of Benefits - Accidental Medical		
Accident Medical Expense (AME); Aggregate Maximum	\$25,000 - Excess basis	\$25,000 - Excess basis
Type of Policy:	Secondary to any other Insurance	Secondary to any other insurance.
Deductible Amount:	\$0	-0-
Benefit Period:	52 weeks	52 weeks
As Hospital Inpatient:		
1. Hospital Room & Board (incl ICU)	R&C, up to semi-pvt room rate	R&C, Semi Pvt Room rate
2. Hospital Miscellaneous Inpatient	R&C	R&C
3. Surgeon's Fees (based on FAIR Health Inc Survey)	R&C	R&C
4. Assistant Surgeon	25% of Surgeon's Fees	25% of Surgeon's Fees
5. Anesthetist	25% of Surgeon's Fees	25% of Surgeon's Fees
6. Private Duty Nurse	R&C	R&C
7. Physicians Non-Surgical Visits	1 a day/ R&C, incl Consultant Physician	1 a day/ R&C, incl Consultant Physician
8. Rehabilitation Services	R&C (1 visit per day)	R&C (1 visit per day)
9. Radiology	R&C	R&C
As Outpatient:		
1. Hospital Outpatient Surgical Miscellaneous	R&C	R&C
2. Surgeon's Fees	R&C (based on FAIR health, Inc. Survey)	R&C (based on FAIR health, Inc. Survey)
3. Assistant Surgeon	25% of Surgeon's Fees	25% of Surgeon's Fees
4. Anesthetist	25% of Surgeon's Fees	25% of Surgeon's Fees
5. Physician Non-Surgical Visits	1 a day/R&C, incl Consultant Physician	1 a day/R&C, incl Consultant Physician
6. Outpatient Diagnostic X-rays & Lab Services (Includes CAT Scans & MRI)	R&C	R&C
7. Rehabilitation Services (1 visit a day)	R&C (1 visit per day)	R&C (1 visit per day)
8. Hospital Emergency Room	R&C	R&C
8. Urgent Care Facility	R&C	R&C
9. Injections	R&C	R&C
9. Prescription Drugs	R&C, up to \$50 per injury	R&C, up to \$50
Other:		
1. Ambulance Service	R&C, up to \$250	R&C, up to \$250
2. X-ray & Treatment of Dental Injury to sound, natural teeth	R&C	R&C
3. Durable Medical Equipment (with written Rx)	R&C	R&C
4. Motor vehicle Injury	R&C	R&C

R&C means Reasonable & Customary

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

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

- | | |
|-------------------------------|----------------------------|
| A. Awards | D. Instructional Items |
| B. Advertising or Memberships | E. Police Department Items |
| C. Furniture | F. Technology Items |

A. Awards

1) Active Learning Training Classrooms Audiovisual Project (Award)

Award the proposal for the active learning training classrooms audiovisual project to Audio Visual Aids Corp (San Antonio, TX) at a total cost of \$71,793.00.

The active learning training classrooms audiovisual project will be upgrading five (5) existing traditional classrooms equipment throughout the district which are being converted into active learning classrooms. Active Learning classrooms will allow students to participate in engaging, group-structured learning, which research studies have shown to positively impact study success.

The audiovisual equipment for the active learning classrooms is also to satisfy the requirements of the HSI grant, awarded in October 2014. The five (5) Tier I Active Learning Classrooms installation will take place in Summer 2015 to prepare the rooms for usage beginning in Fall 2015.

Proposal documents were advertised on April 7, 2015 and April 14, 2015 and issued to five (5) vendors. One (1) response was received on April 23, 2015 and was reviewed by Instructional Technologies and the Purchasing Department.

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

2) Audio Visual Equipment and Parts III (Award)

Award the proposal for audio visual equipment and parts III to Audio Visual Aids Corp (San Antonio, TX) at a total cost of \$13,335.00.

The Office of Human Resources currently installed analog equipment in two (2) training rooms and one (1) conference room is experiencing connectivity issues and lacks the ability to support current technologies. This upgrade will replace the older analog audiovisual infrastructure with an up-to-date digital infrastructure capable of supporting these newer technologies. Existing equipment is currently out of warranty.

Proposal documents were advertised on March 30, 2015 and April 6, 2015 and issued to seven (7) vendors. Two (2) responses were received on April 16, 2015 and were reviewed by Instructional Technologies and the Purchasing Department.

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

3) Audio Visual Equipment and Parts IV (Award)

Award the proposal for audio visual equipment and parts IV to Audio Visual Aids Corp (San Antonio, TX) at a total cost of \$28,072.50.

The currently installed audio visual equipment at the Pecan Campus Building H Room 216 (multipurpose meeting room) ranges in age from 5 to 7 years and is experiencing connectivity issues and lacks the ability to support current technologies such as streaming and recording for archiving. This upgrade will replace the older analog audio visual infrastructure with an up-to-date digital infrastructure capable of supporting these newer technologies. Existing equipment is currently out of warranty.

Proposal documents were advertised on April 7, 2015 and April 14, 2015 and issued to five (5) vendors. Three (3) responses were received on April 22, 2015 and were reviewed by Instructional Technologies and the Purchasing Department.

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

4) Audio Visual Equipment and Parts V (Award)

Award the proposal for the audio visual equipment and parts V to Pro SVL, Inc. (Pensacola, FL) at a total cost of \$64,200.18.

Library Services is moving forward to provide collaborative experiences in twelve (12) study rooms districtwide. This implementation includes collaborative tables, displays and group services. It will also include technology that supports the “bring-your-own-device” concept by providing connections for various technologies to allow for collaboration in student group projects.

Proposal documents were advertised on April 7, 2015 and April 14, 2015 and issued to five (5) vendors. Four (4) responses were received on April 22, 2015 and were reviewed by Instructional Technologies and the Purchasing Department.

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

5) Mid Valley Campus Analog to Digital Audiovisual Upgrade (Award)

Award the proposal for the Mid Valley Campus analog to digital audiovisual upgrade to Audio Visual Aids Corp (San Antonio, TX) at a total cost of \$102,542.00.

The currently installed audiovisual equipment ranges in age from 7 to 12 years and is experiencing connectivity issues and lacks the ability to support current technologies. This upgrade will replace the older analog audiovisual infrastructure with an up-to-date digital infrastructure capable of supporting these newer technologies. Existing equipment is currently out of warranty.

Proposal documents were advertised on April 7, 2015 and April 14, 2015 and issued to five (5) vendors. One (1) response was received on April 22, 2015 and was reviewed by Instructional Technologies and the Purchasing Department.

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

6) Portable Stream/Record Device (Award)

Award the proposal for the portable stream/record device to Audio Visual Aids Corp (San Antonio, TX) at a total cost of \$34,082.00.

The portable stream/record device is needed to support the increasing number of special events requesting live streaming and recording of events districtwide. It provided one-way broadcasting of live South Texas College events at multiple locations which can be viewed with multiple sources all on one screen (i.e.: graduation, board meetings, committee meetings, conferences and community events).

Proposal documents were advertised on April 7, 2015 and April 14, 2015 and issued to five (5) vendors. Three (3) responses were received on April 22, 2015 and were reviewed by Instructional Technologies and the Purchasing Department.

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

7) Preferred Private Lender List (Award)

Award the proposal for the preferred private lender list to SallieMae (Brownsville, TX) for the period beginning July 25, 2015 through July 24, 2016 with two one-year options to renew, at no cost to the College.

The College is attempting to make available for students a list of various sources of financial assistance that will supplement other sources that may not meet all their needs. The sources will be required to visit with students at the various campuses and communicate via email or phone concerning available funding options.

Proposal documents were advertised on April 7, 2015 and April 14, 2015 and issued to ten (10) vendors. One (1) response was received on April 28, 2015 and was reviewed by the Office of Financial Aid and the Purchasing Department.

8) Projector Replacement Project (Award)

Award the proposal for the projector replacement project to Audio Visual Aids Corp (San Antonio, TX) at a total cost of \$169,620.00.

The projector replacement project will include eighty-eight (88) projectors districtwide to be replaced which is 20% of the classroom projectors that are no longer under warranty and are performing below acceptable levels based on performance testing. This is part of the institution's annual equipment replacement cycle.

Proposal documents were advertised on April 7, 2015 and April 14, 2015 and issued to five (5) vendors. One (1) response was received on April 22, 2015 and was reviewed by Instructional Technologies and the Purchasing Department.

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

9) Temporary Personnel Services (Award)

Award the proposal for temporary personnel services for a contract period of June 1, 2015 through May 31, 2016 with two one-year annual renewal options, at an estimated cost of \$475,000.00. The qualified vendors that submitted a proposal are:

- Express Employment Professionals (McAllen, TX)
- Extra Extra, Inc. (Weslaco, TX)
- Kelly Services, Inc. (McAllen, TX)
- Manpower US, Inc. (McAllen, TX)
- One Stop Staffing, LLC. (Harlingen, TX)
- R & D Contracting, Inc. (McAllen, TX)
- Select Staff (Edinburg, TX)
- Spherion Staffing, LLC. (Atlanta, GA)
- Temps Plus Staffing Service (McAllen, TX)
- Texas Staffing Pros, LLC. (McAllen, TX)

The proposals were reviewed to ensure compliance with South Texas College's requirements that the agencies provide documentation of their liability and worker's compensation coverage. Additionally, South Texas College requested that the agency prescreen prospective employees and make this information available to the College. All agencies submitting proposals were in compliance with these requirements.

The College typically approves all vendors submitting qualified proposals. These vendors form a pool of eligible staffing agencies. The Office of Human Resources maintains this pool and the proposed prices for various skill sets / job types. This provides access to wide candidate pools when services are needed.

All personnel temporary services requests from College departments are submitted to the Office of Human Resources and the following process is completed:

- The requesting department provides the Office of Human Resources the job description of the position being requested, experience preferred, and dates needed
- The requirements are sent to several vendors that have that type of position and pricing is requested. Responses from the temporary services agencies are reviewed, including pricing and one or more agency is selected to provide applicant resumes.
- If an employee or employees are available for the requesting position, resumes are returned from the vendor(s) to the Office of Human Resources
- The requesting department will review the resume(s) and make their selection

Proposal documents were advertised on March 16, 2015 and March 23, 2015 and issued to fourteen (14) vendors. Eleven (11) responses were received on March 31, 2015 and were reviewed by Human Resources and the Purchasing Department. One proposal was received incomplete.

Funds for this expenditure are budgeted in the requesting Department's budget for FY 2014-2015 and FY 2015-2016 pending Board approval of the budget.

B. Advertising or Memberships

10)Advertising Agreements (Purchase)

Purchase advertising agreements at a total cost of \$104,802.23 with the following sole source vendors:

- The Lamar Companies (San Benito, TX).....\$64,230.00
⇒ Summer 2015 outdoor advertising will include traditional billboards in addition to digital billboards in the Rio Grande Valley and surrounding areas for the period of June 8, 2015 through August 30, 2015.
- Richards/Carlberg (Dallas, TX).....\$40,572.23
⇒ Provide rebranding video, rebranding radio, voiceover talent casting, and voiceover talent fee services for the period of November 1, 2014 through February 28, 2015.

The advertising agreements for billboards will help reach all demographics and targets and is the most efficient media due to the high number of impressions. It is also a media that cannot be deleted or skipped. Our developed strategy includes eight (8) billboards and three (3) digital boards for strong coverage across both counties. We have secured high profile boards that are easily seen from major highways. We plan to rotate board locations every four (4) weeks to reach new audiences each month. The inclusion of digital billboards will allow us to schedule and change messaging frequently. They provide a variety of billboard placements, availability and number of premium locations.

An increase in scope of services totaling \$40,572.23 with Richards/Carlberg is being requested. The additional services of rebranding video, rebranding radio, and voiceover talent fee services are being requested to be provided during the period of November 1, 2013 through August 31, 2015. At the time that the scope of services was prepared, it was not anticipated that these additional items would be produced.

At the time of the original scope of service agreement we were still in the campaign development phase and could not estimate fees accurately, thus there were expenses not covered within our original scope of service. These additional creative elements were vital to our rebranding campaign and were not able to be designed in-house.

Funds for this expenditure are budgeted in the Public Relations and Marketing budget for FY 2014-2015.

11) Digital Advertising Agreements (Purchase)

Purchase digital advertising agreement for the period beginning June 1, 2015 through August 23, 2015 at a total cost of \$60,000.00 with the following sole source vendors:

- Google, Inc. (Mountain View, CA).....\$35,000.00
⇒ Summer 2015 Advertising Campaign with impressions on YouTube and various other displays and search areas.
- Millennial Media, Inc. (Baltimore, MD).....\$25,000.00
⇒ Summer 2015 Advertising Campaign through use of digital advertising and data platform through mobile-enabled devices.

Media consumption continues to move away from traditional media and into digital devices. This is especially true for the teenage and millennial targets. For example, 60% of high school students find information on colleges through a mobile device. Our strategy involves selecting a rich mix of digital devices to maximize impressions and potential reach for enrollment, for example desktop, mobile, tablet, social media, cost-per-click search, video, audio streaming. We will direct students to the South Texas College landing page to complete the form and ultimately enroll. We will utilize an ad tracker to report on impressions, clicks and conversions.

Google will allow us to leverage its search network, display network, and YouTube. Our strategy is to reach all users who are actively searching for South Texas College information, general college details or other higher education. We will utilize a cost-per-click model-only pay when someone clicks on the ad. We will connect the South Texas College google analytics account with the cost-per-click search campaign for tracking and utilize 90 word ads which can include enrollment information and other key deadlines.

Recent media consumption surveys with our students show that YouTube is the top rated delivery channel for students. YouTube allows us to target prospective students (A16-19, A20-40, Parents 35+). We will use a 0:15 video as a pre-roll to reach targets when they are watching videos on the site. We will target based on location, age, and interests.

Millennial Media is a mobile ad and app network. They allow us to behaviorally target prospective students based on their location, preferences, and other demographics. With many of our students accessing the web on mobile devices it is important to leverage mobile networks.

Funds for this expenditure are budgeted in the Public Relations and Marketing budget for FY 2014-2015.

12) Institutional Membership – CCCSE (Renewal)

Renew the institutional membership – CCCSE with The University of Texas at Austin (Austin, TX), a sole source vendor, for the period beginning September 1, 2014 through August 31, 2015 at a total cost of \$11,820.00.

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

Funds for this expenditure are budgeted in the Research and Analytical Services budget for FY 2014-2015.

13) Radio Advertising Agreements (Purchase)

Purchase radio advertising agreements for the period beginning May 4, 2015 through August 23, 2015 at a total cost of \$61,800.00 with the following sole source vendors:

- Pandora Media, Inc. (Oakland, CA).....\$41,800.00
⇒ Period: May 4, 2015 – August 23, 2015
- Total Traffic + Weather Network (San Antonio, TX).....\$20,000.00
⇒ Period: May 4, 2015 – August 21, 2015

Pandora continues to be the top rated digital streaming service among our students. We have had great success with our campaigns in the past and will continue through the summer months. Pandora allows us to reach potential students when they are listening to their favorite music either on the desktop or mobile. We will buy a mix of audio, display and video adds and run two (2) separate campaigns: one aimed at younger students and one at slightly older. We will also segment different music genres in order to optimize based on music preference.

Total Traffic and Weather Network will be utilized for terrestrial radio. They will allow us to broadcast on seven (7) local, top-rated stations during peak listening hours (Monday - Friday; 6am - 8pm). Due to many students waiting until the last minute to register, traffic will be used as a reminder about upcoming deadlines. The network also provides the flexibility to update copy and complements the billboard campaign by reaching those in their cars (see a billboard, hear traffic radio).

Funds for this expenditure are budgeted in the Public Relations and Marketing budget and Carl Perkins Grant budget for FY 2014-2015.

C. Furniture

14) 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 \$240,082.54.

#	Vendor	Amount
A	Allsteel, Inc. / Gateway Printing and Office Supply, Inc. (Edinburg, TX)	\$2,139.90
B	Bretford Manufacturing / Gateway Printing and Office Supply, Inc. (Edinburg, TX)	\$24,520.79
C	Computer Comforts, Inc. (Kemah, TX)	\$16,337.82
D	Cramer, LLC. /	\$56,184.51

#	Vendor	Amount
	Gateway Printing and Office Supply, Inc. (Edinburg, TX)	
E	Datum Filing Systems, Inc. / Gateway Printing and Office Supply, Inc. (Edinburg, TX)	\$1,977.13
F	Exemplis Corporation / Gateway Printing and Office Supply, Inc. (Edinburg, TX)	\$7,706.60
G	Herman Miller / Workplace Resources (San Antonio, TX)	\$11,688.94
H	The Hon Company / Gateway Printing and Office Supply, Inc. (Edinburg, TX)	\$4,414.07
I	Krueger International / Gateway Printing and Office Supply, Inc. (Edinburg, TX)	\$90,499.04
J	National Office Furniture / Workplace Resources (San Antonio, TX)	\$24,613.74
	Total	\$240,082.54

The purchases can be summarized as follows:

- A. Allsteel, Inc./Gateway Printing and Office Supply, Inc. (Edinburg, TX)
 - ⇒ Mid Valley Campus
 - 1 Table for the Active Learning Classrooms
 - ⇒ Nursing Allied Health Campus
 - 1 Table for the Active Learning Classrooms
 - ⇒ Pecan Campus
 - 2 Tables for the Active Learning Classrooms
 - ⇒ Starr Campus
 - 1 Table for the Active Learning Classrooms
 - ⇒ Technology Campus
 - 1 Table for the Active Learning Classrooms
- B. Bretford Manufacturing/Gateway Printing and Office Supply, Inc. (Edinburg, TX)
 - ⇒ Mid Valley Campus
 - 32 Computer Tables for the Quality Enhancement Plan Lab

C. Computer Comforts, Inc. (Kemah, TX)

⇒ Mid Valley Campus

- 2 Tables for the Instructional Resource Open Lab
- 1 Podium for the Quality Enhancement Plan Lab

⇒ Nursing Allied Health Campus

- 4 Tables for the Instructional Resource Open Lab

⇒ Pecan Campus

- 4 Tables for the Instructional Resource Open Lab
- 2 Podiums for Instructional Technologies

⇒ Starr Campus

- 1 Table for the Instructional Resource Open Lab

⇒ Technology Campus

- 1 Table for the Instructional Resource Open Lab

D. Cramer, LLC./Gateway Printing and Office Supply, Inc. (Edinburg, TX)

⇒ Mid Valley Campus

- 50 Lab Stools for the Science Labs

⇒ Pecan Campus

- 50 Lab Stools for the Science Labs

⇒ Starr Campus

- 50 Lab Stools for the Science Labs

E. Datum Filing Systems, Inc./Gateway Printing and Office Supply, Inc. (Edinburg, TX)

⇒ Pecan Campus

- 6 Shelves for the Business Office

F. Exemplis Corporation/Gateway Printing and Office Supply, Inc. (Edinburg, TX)

⇒ Pecan Campus

- 7 Chairs for the Internal Audits and Accountability and Management Services Departments
- 10 Chairs for Instructional Technologies
- 1 Chair for the Office of Strategic Initiative

⇒ Pharr Teaching Center

- 4 Chairs for the Pharr Teaching Center

G. Herman Miller/Workplace Resources (San Antonio, TX)

⇒ Pecan Campus

- 10 Lounge Chairs and 6 Chairs for the Library

H. The HON Company/Gateway Printing and Office Supply, Inc. (Edinburg, TX)

⇒ Mid Valley Campus

- 1 Vertical File for the Mathematics Department

⇒ Pecan Campus

- 1 Storage Cabinet for the Art Department
- 2 Vertical Files and 2 Bookcases for the Internal Audits and Accountability and Management Services Departments
- 1 Lateral File for Human Resources
- 1 Vertical File and 1 Bookcase for the Office of Strategic Initiatives

- ⇒ Pharr Teaching Center
 - 4 Vertical Files and 2 Bookcases for the Pharr Teaching Center
- I. Krueger International, Inc./Gateway Printing and Office Supply, Inc. (Edinburg, TX)
 - ⇒ Mid Valley Campus
 - 32 Chairs for the Quality Enhancement Plan Lab
 - ⇒ Pecan Campus
 - 77 Chairs for Instructional Resources Open Lab
 - 1 Round Table for Human Resources
 - 8 Tables and 16 Chairs for Professional & Organizational Development Department
 - 10 Workstations and 6 Tables for Instructional Technologies
 - 4 Cubicles, 2 Desks and 5 Chairs for the Internal Audits and Accountability and Management Services Departments
 - 1 Desk and 1 Chair for the Office of Strategic Initiatives
 - ⇒ Pharr Teaching Center
 - 4 Desks, 1 Table and 10 Chairs for the Pharr Testing Center
- J. National Office Furniture / Workplace Resources (San Antonio, TX)
 - ⇒ Pecan Campus
 - 18 Lounge Sofas and Tables for the Library

Funds for these expenditures are budgeted in the requesting department budgets for FY 2014-2015 as follows: Accountability Services, Art, Business Office, Division of Business & Technology, Finance and Administrative Services, Grant Compliance, Instructional Technologies Maintenance & Replacement, Instructional Resources Open Lab, Instructional Technologies, Library Services, Mathematics, New Furniture, Office of Strategic Initiatives, Professional & Organizational Development and Quality Enhancement Plan.

D. Instructional Items

15) Ambulance (Purchase)

Purchase an ambulance from The Phoenix Group Emergency Vehicles (Waxahachie, TX), a Houston Galveston Area Council (HGAC) approved vendor, at a total cost of \$87,188.39.

The purchase will be completed using HGAC, which is a purchasing cooperative, thus not requiring that proposals be submitted. Previous experience is that local vendors do not respond to such specialized requests.

The ambulance will be used in supervised training of students enrolled in the Emergency Medical Technology (EMT) Program in the Division of Nursing and Allied Health. The ambulance will enhance the level of quality training EMT program students receive by supporting their experience and contextual learning opportunities.

This program utilizes a method of instruction that provides detailed education in numerous areas of Pre-Hospital Emergency situations. Within this training, the instructors incorporate work-based experience, direct patient/client care and critical thinking scenario-based situations both in lab and at clinical sites. Specific detailed learning objectives are developed for each course by the faculty and are approved by the Medical Director of the program.

The fully-equipped ambulance will allow the students to apply the theory, concept, and skills involving specialized materials, equipment, procedures, regulations, laws, and interactions within and among other emergency responders and/or response systems. This will cultivate the political, economic, environmental, social, and legal systems associated with the practices, interpersonal, and teamwork skills required to communicate in the applicable language of the occupation and the business or industry. Student access to this ambulance will truly allow students to have “hands-on” experience, better preparing them for real-life medical emergencies.

Funds for this expenditure are budgeted in the Jobs and Education for Texans (JET) grant budget for FY 2014-2015.

16) Instructional Musical Instrument (Purchase)

Purchase an instructional musical instrument from Steve Weiss Music (Willow Grove, PA), a Texas Association of School Boards – Buyboard approved vendor, at a total cost of \$17,498.00.

The marimba, a musical instrument will be used for student instruction in the Music Program in the Division of Liberal Arts and Social Sciences. It will provide the growing program with the equipment needed for percussion students preparing for a professional music career. The high quality instrument is needed for students to practice on to prepare for their concerts or studio sessions each semester as a required part of the program.

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

17) Instructional Software (Purchase)

Purchase instructional software from Waters Technologies Corporation/dba Waters Corporation (Milford, MA), a State of Texas Multiple Award Schedule (TXMAS) approved vendor, at a total cost of \$14,561.95.

The instructional software will be used for student instruction in the Chemistry program in the Division of Math and Science. It will upgrade the Empower 3 software that is currently used to provide customizable data reports and integrated custom calculations from the High-Performance Liquid chromatography system in Organic Chemistry classes and labs.

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

18) Instructional Tool Sets (Purchase)

Purchase instructional tool sets from Snap-On Industrial (Crystal Lake, IL), a State of Texas Multiple Award Schedule (TXMAS) approved vendor, at a total cost of \$15,489.02.

The instructional tool sets will be used for student instruction in the Diesel Technology program in the Division of Technology. It will provide students with the knowledge required on how to use the tools and be familiar with the tools as they train on brake systems, power train systems, hydraulic systems and electrical systems of trucks and heavy equipment.

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

19) Language Learning Lab Hardware (Purchase)

Purchase language learning lab hardware from Teaching Systems, Inc. (Arlington, TX), a Harris County Department of Education – Choice Partner approved vendor, at a total cost of \$23,617.00.

The language learning lab hardware will be used for student instruction in the Sign Language Program in the Division of Liberal Arts. The College currently owns the software program that will be used with the hardware which includes recorder, camera, camera stand, headset, etc. It will improve the students listening skills to be able to sign.

Funds for this expenditure are budgeted in the Sign Language AAS budget for FY 2014-2015.

20) Spectrometer (Purchase)

Purchase a spectrometer from Magritek, Inc. (Chicago, IL), a sole source vendor, at a total cost of \$98,559.00.

The spectrometer will be used for student instruction in the Chemistry program in the Division of Math and Sciences. The spectrometer is used to determine the physical and chemical properties of atoms or molecules. It will be used primarily in the Organic Chemistry 2 classes at the Pecan Campus to allow students to identify compounds and their purity in a solution from experiments conducted. It also helps students determine the level of completion of a chemical reaction.

The spectrometer is a portable unit that will be used in the future for classes that will be available at the Mid-Valley and Starr County campuses.

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

21) Three Dimensional Printer (Purchase)

Purchase a three dimensional printer from Teaching Systems, Inc. (Arlington, TX), a Harris County Department of Education - Choice Partner approved vendor, at a total cost of \$44,576.15.

The three dimensional printer will be used for student instruction in the Computer Aided Drafting and Design (CADD) program in the Division of Technology. This is the first printer for the CADD Program and will be located at the Technology Campus.

The CADD program trains students in the latest software and technologies in the Architectural, Civil Engineering and Graphics Visualization fields. In the fast developing new technologies in the design and building industry, it is essential to train our students to be able to design and create 3D models of buildings, bridges and other structures, or parts of structures.

In addition, other elements may need to be drawn and produced in 3D in order for students to be able to assemble, improve design and solve different types of architectural, engineering and presentational problems and challenges. The advisory committee members and employers in our area recommend us to have up-to-date and high quality technologies available to our students, as they expect our graduates to be able to use not only the latest software, but to work with the latest standard and 3D printers.

In the Architectural, Civil Engineering and Graphics Visualization fields the models that need to be built are usually bigger, as they represent not only entire structures, but surrounding terrain, roads and other features. For these types of projects we would need a 3D printer with product output sizes around 12"x12"x14".

The CADD program strives to give students the best possible education and to best prepare them for the workforce and a 3D printer is a necessary part of that education.

Funds for this expenditure are budgeted in the Computer Aided Drafting and Design (CADD) budget for FY 2014-2015.

22) Library Discovery System (Renewal)

Renew the library discovery system contract with EBSCO Industries, Inc. (Ipswich, MA) for the period beginning July 1, 2015 through June 30, 2016 at an estimated cost of \$20,036.00.

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

The Board awarded the contract for the library discovery system at the May 28, 2013 Board of Trustees meeting for one year with two one-year annual renewals. The last renewal period begins July 1, 2015 through June 30, 2016.

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

23) Metal Products for Welding Programs (Renewal)

Renew the contracts for metal products for welding programs for the period of May 29, 2015 through May 28, 2016 at an estimated amount of \$18,000.00 based on prior year expenditures with Alamo Iron Works (Brownsville, TX) and Rio Grande Steel, Ltd. (McAllen, TX).

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

The Board awarded the contract for the metal products for welding programs at the May 28, 2013 Board of Trustees meeting for one year with two one-year annual renewals. The last renewal period begins May 29, 2015 through May 28, 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 Welding Program and Continuing Education budgets for FY 2014-2015 and FY 2015-2016 pending Board approval of the budget.

E. Police Department Items

24) Citation Writers (Purchase)

Purchase citation writers from End2End (Oxford, MS), a sole source vendor, at a total cost of \$36,000.00.

The South Texas College Police Department issues citations for violations of the College Traffic and Parking Rules and Regulations. The citations are issued by citation writers that have a direct connection to the ARMS automated dispatch program the College previously purchased. The program transmits data on vehicle parking permits to the citation writer and the fine is generated based upon the previous parking violations identified in the system.

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

25) Network Servers (Purchase)

Purchase network servers from Dell Marketing, LP. (Dallas, TX), a State of Texas Department of Information Resources (DIR) approved vendor, at a total cost of \$75,989.70.

The South Texas College Police Department operates surveillance cameras on five (5) college campuses. The cameras are connected to network servers that process and store recorded images. The surveillance cameras require network servers for operation, however many of the network servers have reached end of life and can no longer be supported. This request will replace ten (10) of the out of life and out of warranty servers.

Funds for this expenditure are budgeted in the South Texas College Police budget for FY 2014-2015.

26) 911 Call System Recorder (Purchase)

Purchase a 911 call system recorder from Voice Products, Inc. (Wichita, KS), a State of Texas Department of Information Resources (DIR) approved vendor, at a total cost of \$12,761.00.

The South Texas College Police Department receives 911 telephone calls, but is currently unable to record those conversations. The ability to record 911 calls on a seven (7) channel system will allow college dispatchers to repeat communicated information, should the caller terminate the telephone call or the call otherwise become disconnected. Recorded 911 calls will also provide documentation of the assistance given to the caller and the speed of the response.

Funds for this expenditure are budgeted in the South Texas College Police budget for FY 2014-2015.

27) Police Dispatch Console (Purchase)

Purchase a police dispatch console from Motorola Solutions, Inc. (Schaumburg, IL), a Houston Galveston Area Council (HGAC) approved vendor, at a total cost of \$33,432.51.

The South Texas College Police Department operates a police dispatch 24/7, 365 days a year as required by state law. 911 calls are received for emergencies occurring on college property and Telecommunicators contact police officers and security guards to respond to the incident. The MIP 5000 Police Dispatch Console will provide direct communication to police officers and security guards at the location, enabling a rapid response to the scene of the urgency. The console allows communications with disparate police and security guard radios and also transmits to both digital and analog radios. In addition, the console incorporates a receiver for emergency notification from police officers who may need immediate assistance.

Funds for this expenditure are budgeted in the South Texas College Police budget for FY 2014-2015.

28) Police Officer Body Cameras (Purchase)

Purchase police officer body cameras from WatchGuard Video, LLC. (Allen, TX), a Houston-Galveston Area Council (HGAC) approved vendor, at a total cost of \$14,512.00.

The South Texas College Police Department has tested a police officer body camera and it provided close up interactions between the officer and the individual the officer was in

communication with. The camera records both video and audio transmissions, providing documentation of the actions of both the police officer and the person the officer is interacting with to defend against potential liability claims that the officer's actions were unprofessional or in violation of the law, as well as documentation that the officer did not properly perform his/her duties. The recordings are only retained if there is an incident that needs to be documented. Otherwise, the recordings are copied over on the camera and are not stored. The recordings that are retained will be stored in the police department WatchGuard server.

Funds for this expenditure are budgeted in the South Texas College Police budget for FY 2014-2015.

29) Police Vehicles (Purchase)

Purchase police vehicles from Caldwell Country Chevrolet (Caldwell, TX), a Houston-Galveston Area Council (HGAC) approved vendor, at a total cost of \$91,127.00.

The specialized police vehicles will include two (2) Chevrolet Tahoes and one (1) Chevrolet Silverado which are distributed by General Motors to designated dealers.

The purchase will be completed using HGAC, which is a purchasing cooperative, thus not requiring that proposals be submitted. Previous experience is that local vendors do not respond to such specialized requests.

The South Texas College Police Department is expanding operations at the Mid-Valley, Starr County, Technology, and Nursing and Allied Health campuses and requires the additional police vehicles for newly hired police officers patrolling, responding to 911 emergency calls, and other incidents at these campuses.

Funds for this expenditure are budgeted in the South Texas College Police budget for FY 2014-2015.

30) Police Vehicle Equipment and Accessories (Purchase)

Purchase police vehicle equipment and accessories from Fleet Safety Equipment, Inc. (Houston, TX), a Texas Association of School Boards – Buyboard approved vendor, for the period beginning May 27, 2015 through August 31, 2015, at an estimated amount of \$12,000.00.

The South Texas College Police Department will be equipping three (3) new police vehicles for patrolling, responding to 911 emergency calls, and other incidents district wide. The equipment includes vehicle video cameras, required by Texas law for abbreviated racial profiling reporting, emergency lights, detention cages, and lockable safes.

Funds for this expenditure are budgeted in the South Texas College Police budget for FY 2014-2015.

31) Police Vehicle Two Way Radios (Purchase)

Purchase police vehicle two way radios from Motorola Solutions, Inc. (Schaumburg, IL), a Houston Galveston Area Council (HGAC) approved vendor, at a total cost of \$64,857.00.

South Texas College Police Department vehicles currently do not have two way radio consoles. Officers operating the vehicles are required to use portable radios worn on their person to communicate with the dispatch operators. The portable radios have insufficient power to enable

two way communications from all of the college properties and the two way radio consoles are required to correct this deficiency.

Funds for this expenditure are budgeted in the South Texas College Police budget for FY 2014-2015.

F. Technology Items

32) Computers, Laptops, and Tablets (Purchase)

Purchase of computers, laptops, and tablets from the State of Texas Department of Information Resources (DIR) approved vendors, Dell Marketing, LP (Dallas, TX), Apple, Inc. (Austin, TX) and from the National Joint Powers Alliance approved vendor CDW Government (Vernon Hills, IL), in the total amount of \$429,170.61.

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 Desktop Computers
 - ⇒ 3 Computers for DE Engineering Academy
 - ⇒ 1 Computer for Public Relations and Marketing
 - ⇒ 1 Computer for Division of Liberal Arts and Social Sciences
 - ⇒ 1 Computer for Business Office
 - ⇒ 3 Computers for Division of Finance and Administrative Services
 - ⇒ 1 Computer for Student Assessment Center – Mid Valley
 - ⇒ 1 Computer for BAT/BAS
 - ⇒ 15 Computers for STC Police Department
- Faculty-Use Desktop Computers
 - ⇒ 1 Computer for Human Resources Specialist Program
 - ⇒ 2 Computers for Diesel Technology Program
 - ⇒ 2 Computers for Biology Program
 - ⇒ 1 Computer for Chemistry Program
- Student Lab-Use Desktop Computers
 - ⇒ 30 Computers for Precision Manufacturing Program
 - ⇒ 33 Computers for Quality Enhancement Plan
 - ⇒ 23 Computers for Computer Aided Drafting and Design Program
 - ⇒ 12 Computers for Instructional Resource Open Lab
 - ⇒ 19 Computers for Computer Aided Drafting and Design Program
 - ⇒ 150 Computers for Technology Resources
- Student Lab-Use Desktop Computer – Grant
 - ⇒ 30 Computers for Administrative Office Careers Program
- Staff-Use Laptop
 - ⇒ 1 Laptop for Research and Analytical Services
 - ⇒ 2 Laptops for Central Receiving – Warehouse

- Faculty-Use Laptops
 - ⇒ 1 Laptop for Kinesiology Program
 - ⇒ 4 Laptops for Criminal Justice Program
- Student-Use Laptops
 - ⇒ 21 Laptops for BAT/BAS
- Student-Use Tablets
 - ⇒ 31 Tablets for BAT/BAS
- Staff-Use Tablets
 - ⇒ 3 Tablets for Human Resources
 - ⇒ 2 Tablets for the Division of Information Services and Planning
 - ⇒ 6 Tablets for Library Information Commons
 - ⇒ 2 Tablets for Student Assessment Center
- Faculty-Use Tablets
 - ⇒ 3 Tablets for Emergency Medical Technology Program
 - ⇒ 1 Tablet for Developmental Reading Program
 - ⇒ 5 Tablets for Book Royalties – Dev English
 - ⇒ 3 Tablets for Respiratory Therapy Program
- Faculty – Use Tablets – Grant
 - ⇒ 27 Tablets for Nursing Shortage Reduction Program (ADN Program)

Funds for these expenditures are budgeted in the requesting department budgets for FY 2014-2015 as follows: DE Engineering Academy, Public Relations and Marketing, Division of Liberal Arts and Social Sciences, Human Resources Specialist, Business Office, Diesel Technology, Precision Manufacturing, Quality Enhancement Plan, Finance and Administrative Services, Biology, Computer Aided Drafting and Design, Student Assessment Center – Mid Valley, Instructional Resource Open Lab, Chemistry, BAT/BAS, Kinesiology, Criminal Justice, Research and Analytical Services, Emergency Medical Technology, Human Resources, Nursing Shortage Reduction Program – Grant, Developmental Reading, Book Royalties – Dev English, Information Services and Planning, Library Information Commons, Student Assessment Center, Respiratory Therapy, Carl Perkins – Grant, STC Police and Technology Resource Fund.

33) Database Software Licenses (Purchase)

Purchase database software licenses from Oracle America, Inc. (Redwood Shores, CA), a State of Texas Department of Information Resources (DIR) approved vendor at a total cost of \$207,018.14.

The 24,241 database software licenses provide high availability solutions and real-time data integration support for the Banner database, which complies with current and future South Texas College's initiatives for data replication for the Disaster Recovery plan.

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

34) Database Systems Licenses (Purchase)

Purchase database systems licenses from SHI Government Solutions, Inc. (Austin, TX), a State of Texas Department of Information Resources (DIR) approved vendor, at a total cost of \$60,979.20.

The database licenses are used to support several software applications used by various college departments such as SharePoint, ARMS Security Software, and CLE Applications. The software licenses will be an upgrade to the version currently being used which is no longer supported.

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

35) Network Security Appliances (Purchase)

Purchase network security appliances from Dell Marketing, LP. (Dallas, TX), a State of Texas Department of Information Resources (DIR) approved vendor, at a total cost of \$165,027.45.

The McAfee security information and event management (SIEM) will upgrade the existing SIEM environment which is reaching its maximum capacity. The new equipment will be able to handle twice as much as our current demands and support our expanding network infrastructure. The increased capacity will allow a larger group of devices to send data logs to the appliance to expand our auditing capabilities and detect anomalies on our network.

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

36) Secure Remote Access (Purchase)

Purchase secure remote access from Dell Marketing, LP. (Dallas, TX), a State of Texas Department of Information Resources (DIR) approved vendor, at a total cost of \$37,157.40.

The secure remote access will replace our existing Virtual Private Network (VPN) environment with new generation technology. This new acquisition will give us improved capabilities when sharing access to internal resources with authorized users connecting from outside of our network. The benefits we will obtain will be in the form of reduced risk by providing granular access to resources and ease-of-use.

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

37) Servers (Purchase)

Purchase servers from Dell Marketing, LP. (Dallas, TX), a State of Texas Department of Information Resources (DIR) approved vendor, at a total cost of \$87,808.32.

The twelve (12) servers will be used to replace old servers throughout the college district that are end-of-life and are no longer supported.

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

38) Systems Hardware (Purchase)

Purchase systems hardware from Dell Marketing, LP. (Dallas, TX), a State of Texas Department of Information Resources (DIR) approved vendor, at a total cost of \$27,993.64.

The systems hardware includes two (2) brocade fiber switches which provide communication between fiber devices such as Storage Area Network (SAN) tape drives and servers. These switches will be used to replace fiber switches that are end-of-life and are no longer supported.

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

39) Wireless Infrastructure Hardware and Software (Purchase)

Purchase wireless infrastructure hardware and software from Insight Public Sector (Tempe, AZ/McAllen, TX), a State of Texas Department of Information Resources (DIR) approved vendor, at a total cost of \$114,840.00.

The wireless infrastructure hardware and software will allow for increased access to the college's wireless network by students, staff and faculty. Some of the hardware will also replace existing hardware that is failing or no longer working.

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

40) Password Reset Software Maintenance Agreement (Renewal)

Renew the password reset software maintenance agreement with Namescape Corporation (Phoenix, AZ), a sole source vendor, for the period beginning May 31, 2015 through May 30, 2016, at a total cost of \$10,425.00.

The password reset software provides users the ability to reset their Jagnet password on their own. It also provides a means to reset passwords after hours. The maintenance renewal will provide support and upgrades for the software.

Funds for this expenditure are budgeted in the Application Development Services budget for FY 2014-2015.

Recommendation:

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

- | | |
|-------------------------------|----------------------------|
| A. Awards | D. Instructional Items |
| B. Advertising or Memberships | E. Police Department Items |
| C. Furniture | F. Technology Items |

A. Awards

- 1) Active Learning Training Classrooms Audiovisual Project (Award):** award the proposal for the active learning training classrooms audiovisual project to Audio Visual Aids Corp (San Antonio, TX) at a total cost of \$71,793.00;
- 2) Audio Visual Equipment and Parts III (Award):** award the proposal for audio visual equipment and parts III to Audio Visual Aids Corp (San Antonio, TX) at a total cost of \$13,335.00;
- 3) Audio Visual Equipment and Parts IV (Awards):** award the proposal for audio visual equipment and parts IV (San Antonio, TX) at a total cost of \$28,072.50;
- 4) Audio Visual Equipment and Parts V (Award):** award the proposal for audio visual equipment and parts V to Pro SVL, Inc. (Pensacola, FL) at a total cost of \$64,200.18;

- 5) Mid Valley Campus Analog to Digital Audiovisual Upgrade (Award):** award the Mid Valley Campus analog to digital audiovisual upgrade to Audio Visual Aids Corp (San Antonio, TX) at a total cost of \$102,542.00;
- 6) Portable Stream/Record Device (Award):** award the portable stream/record device to Audio Visual Aids Corp (San Antonio, TX) at a total cost of \$34,082.00;
- 7) Preferred Private Lender List (Award):** award the proposal for the preferred private lender list to SallieMae (Brownsville, TX) for the period beginning July 25, 2015 through July 24, 2016 with two one-year options to renew, at no cost to the College;
- 8) Projector Replacement Project (Award):** award the projector replacement project to Audio Visual Aids Corp (San Antonio, TX) at a total cost of \$169,620.00;
- 9) Temporary Personnel Services (Award):** award the proposal for temporary personnel services for a contract period of June 1, 2015 through May 31, 2016 with two one-year annual renewal options, at an estimated cost of \$475,000.00. The qualified vendors that submitted a proposal are:
 - Express Employment Professionals (McAllen, TX)
 - Extra Extra, Inc. (Weslaco, TX)
 - Kelly Services, Inc. (McAllen, TX)
 - Manpower US, Inc. (McAllen, TX)
 - One Stop Staffing, LLC. (Harlingen, TX)
 - R & D Contracting, Inc. (McAllen, TX)
 - Select Staff (Edinburg, TX)
 - Spherion Staffing, LLC. (Atlanta, GA)
 - Temps Plus Staffing Services (McAllen, TX)
 - Texas Staffing Pros, LLC. (McAllen, TX)

B. Advertising or Memberships

- 10) Advertising Agreements (Purchase):** purchase advertising agreements at a total cost of \$104,802.23 with the following sole source vendors:
 - The Lamar Companies (San Benito, TX).....\$64,230.00
 - Period of June 8, 2015 through August 30, 2015
 - Richards/Carlberg (Dallas, TX).....\$40,572.23
 - Period of November 1, 2014 through February 28, 2015
- 11) Digital Advertising Agreements (Purchase):** purchase digital advertising agreements for the period beginning June 1, 2015 through August 23, 2015 at a total cost of \$60,000.00 with the following sole source vendors:
 - Google, Inc. (Mountain View, CA).....\$35,000.00
 - Millennial Media, Inc. (Baltimore, MD).....\$25,000.00
- 12) Institutional Membership - CCCSE (Renewal):** renew the institutional membership – CCCSE with The University of Texas at Austin (Austin, TX), a sole source vendor, for the period beginning September 1, 2014 through August 31, 2015 at a total cost of \$11,820.00;
- 13) Radio Advertising Agreements (Purchase):** purchase radio advertising agreements for the period beginning May 4, 2015 through August 23, 2015 at a total cost of \$61,800.00 with the following sole source vendors:
 - Pandora Media, Inc. (Oakland, CA).....\$41,800.00
 - Total Traffic + Weather Network (San Antonio, TX)....\$20,000.00

C. Furniture

14) 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 \$240,082.54;

#	Vendor	Amount
A	Allsteel, Inc. / Gateway Printing and Office Supply, Inc. (Edinburg, TX)	\$2,139.90
B	Bretford Manufacturing / Gateway Printing and Office Supply, Inc. (Edinburg, TX)	\$24,520.79
C	Computer Comforts, Inc. (Kemah, TX)	\$16,337.82
D	Cramer, LLC. / Gateway Printing and Office Supply, Inc. (Edinburg, TX)	\$56,184.51
E	Datum Filing Systems Inc. / Gateway Printing and Office Supply, Inc. (Edinburg, TX)	\$1,977.13
F	Exemplis Corporation / Gateway Printing and Office Supply, Inc. (Edinburg, TX)	\$7,706.60
G	Herman Miller / Workplace Resources (San Antonio, TX)	\$11,688.94
H	The Hon Company / Gateway Printing and Office Supply, Inc. (Edinburg, TX)	\$4,414.07
I	Krueger International / Gateway Printing and Office Supply, Inc. (Edinburg, TX)	\$90,499.04
J	National Office Furniture / Workplace Resources (San Antonio, TX)	\$24,613.74
	Total	\$240,082.54

D. Instructional Items

15) Ambulance (Purchase): purchase an ambulance from The Phoenix Group Emergency Vehicles (Waxahachie, TX), a Houston Galveston Area Council (HGAC) approved vendor, at a total cost of \$87,188.39;

16) Instructional Musical Instrument (Purchase): purchase an instructional musical instrument from Steve Weiss Music (Willow Grove, PA), a Texas Association of School Boards – Buyboard approved vendor, at a total cost of \$17,498.00;

17) Instructional Software (Purchase): purchase instructional software from Waters Technologies Corporation/dba Waters Corporation (Milford, MA), a State of Texas Multiple Award Schedule (TXMAS) approved vendor, at a total cost of \$14,561.95;

- 18) **Instructional Tool Sets (Purchase):** purchase instructional tool sets from Snap-On Industrial (Crystal Lake, IL), a State of Texas Multiple Award Schedule (TXMAS) approved vendor, at a total cost of \$15,489.02;
- 19) **Language Learning Lab Hardware (Purchase):** purchase language learning lab hardware from Teaching Systems, Inc. (Arlington, TX), a sole source vendor and a Harris County Department of Education – Choice Partner approved vendor, at a total cost of \$23,617.00;
- 20) **Spectrometer (Purchase):** purchase a spectrometer from Magritek, Inc. (Chicago, IL), a sole source vendor, at a total cost of \$98,559.00;
- 21) **Three Dimensional Printer (Purchase):** purchase a three dimensional printer from Teaching Systems, Inc. (Arlington, TX), Harris County Department of Education – Choice Partner approved vendor, at a total cost of \$44,576.15;
- 22) **Library Discovery System (Renewal):** renew the library discovery system contract with EBSCO Industries, Inc. (Ipswich, MA) for the period beginning July 1, 2015 through June 30, 2016 at an estimated cost of \$20,036.00;
- 23) **Metal Products for Welding Programs (Renewal):** renew the contracts for metal products for welding programs for the period of May 29, 2015 through May 28, 2016 at an estimated amount of \$18,000.00 based on prior year expenditures with Alamo Iron Works (Brownsville, TX) and Rio Grande Steel, Ltd. (McAllen, TX);

E. Police Department Items

- 24) **Citation Writers (Purchase):** purchase citation writers from End2End (Oxford, MS), a sole source vendor, at a total cost of \$36,000.00;
- 25) **Network Servers (Purchase):** purchase network servers from Dell Marketing, LP. (Dallas, TX), a State of Texas Department of Information Resources (DIR) approved vendor, at a total cost of \$75,989.70;
- 26) **911 Call System Recorder (Purchase):** purchase a 911 call system recorder from Voice Products, Inc. (Wichita, KS), a State of Texas Department of Information Resources (DIR) approved vendor, at a total cost of \$12,761.00;
- 27) **Police Dispatch Console (Purchase):** purchase a police dispatch console from Motorola Solutions, Inc. (Schaumburg, IL), a Houston Galveston Area Council (HGAC) approved vendor, at a total cost of \$33,432.51;
- 28) **Police Officer Body Cameras (Purchase):** purchase police officer body cameras from WatchGuard Video, LLC. (Allen, TX), a Houston Galveston Area Council (HGAC) approved vendor, at a total cost of \$14,512.00;
- 29) **Police Vehicles (Purchase):** purchase police vehicles from Caldwell Country (Caldwell, TX), a Houston Galveston Area Council (HGAC) approved vendor, at a total cost of \$91,127.00;
- 30) **Police Vehicle Equipment and Accessories (Purchase):** purchase police vehicle equipment and accessories from Fleet Safety Equipment, Inc. (Houston, TX), a Texas Association of School Boards – Buyboard approved vendor, for the period beginning May 27, 2015 through August 31, 2015 at an estimated amount of \$12,000.00;
- 31) **Police Vehicle Two Way Radios (Purchase):** purchase police vehicle two way radios from Motorola Solutions, Inc. (Schaumburg, IL), a Houston Galveston Area Council (HGAC) approved vendor, at a total cost of \$64,857.00;

F. Technology

- 32) **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 Apple, Inc. (Austin, TX) and from the National

- Joint Powers Alliance (NJPA) approved vendor CDW Government (Vernon Hills, IL), in the total amount of \$429,170.61;
- 33) **Database Software Licenses (Purchase):** purchase a database software licenses from Oracle America, Inc. (Redwood Shores, CA), a State of Texas Department of Information Resources (DIR) approved vendor at a total cost of \$207,018.14;
- 34) **Database Systems Licenses (Purchase):** purchase database systems licenses from SHI Government Solutions, Inc. (Austin, TX), a State of Texas Department of Information Resources (DIR) approved vendor, at a total cost of \$60,979.20;
- 35) **Network Security Appliances (Purchase):** purchase network security appliances from Dell Marketing, LP. (Dallas, TX), a State of Texas Department of Information Resources (DIR) approved vendor, at a total cost of \$165,027.45;
- 36) **Secure Remote Access (Purchase):** purchase secure remote access from Dell Marketing, LP. (Dallas, TX), a State of Texas Department of Information Resources (DIR) approved vendor, at a total cost of \$37,157.40;
- 37) **Servers (Purchase):** purchase servers from Dell Marketing, LP. (Dallas, TX), a State of Texas Department of Information Resources (DIR) approved vendor, at a total cost of \$87,808.32;
- 38) **Systems Hardware (Purchase):** purchase systems hardware from Dell Marketing, LP. (Dallas, TX), a State of Texas Department of Information Resources (DIR) approved vendor, at a total cost of \$27,993.64;
- 39) **Wireless Infrastructure Hardware and Software (Purchase):** purchase wireless infrastructure hardware and software from Insight Public Sector (Tempe, AZ/McAllen, TX), a State of Texas Department of Information Resources (DIR) approved vendor, at a total cost of \$114,840.00;
- 40) **Password Reset Software Maintenance Agreement (Renewal):** renew the password reset software maintenance agreement with Namescape Corporation (Phoenix, AZ), a sole source vendor, for the period beginning May 31, 2015 through May 30, 2016 at a total cost of \$10,425.00.

SUMMARY TOTAL:

The total for all proposal awards, purchases, and renewals is \$3,257,773.93

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

The Board of Trustees of South Texas College approves and authorizes the proposal awards, purchases, and renewals as presented.

Approval Recommended:

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

Review and Discussion of Preliminary Summary of Projected Revenues and Expenditures for FY 2015-2016 with Comparison to FY 2014-2015 Approved Budget

Enclosed is the Preliminary Summary of Projected Revenues and Expenditures for FY 2015-2016 with comparison to the FY 2014-2015 approved budget for your information and review.

Dr. Reed and Mrs. Mary Elizondo will discuss the preliminary revenues and expenditures projections with the Board.

This is a preliminary plan for the next fiscal year that includes the following assumptions:

Revenues:

- State appropriation revenue is projected to increase \$1,251,371 from FY 2015. In addition, there is an overall increase in other state revenues consisting of TRS, ORP, and medical insurance for FY 2016, in the amount of \$239,903. The state appropriation amount is based on the preliminary allocations in HB1 and the other state revenue is based on state allocation schedules.
- Tuition for FY 2016 is based on projected enrollment of 19,196 traditional students, a 2% increase from Fall 2014, and 13,546 dual enrollment tuition free students for Fall 2015. The projections indicate an increase in tuition of approximately \$1,039,060 in FY 2016 and include the Board approved changes to the In District, Out of District, and Out of State tuition rates, and the addition of the new Chemistry, Physics, and Astronomy differential tuitions of \$10 per semester credit hour.
- Fees for FY 2016 are based on the same enrollment projections as tuition. The projections include the Board approved increase of \$2 per semester credit hour for the Information Technology Fee, the increase of \$2 per semester credit hour for the Learning Support Fee, the new Student Activity Fee of \$2 per semester credit hour, the removal of the First Repeat and Second Repeat Fees in the amounts of \$50 per semester credit hour and \$75 per semester credit hour, respectively, and the increase of \$25 per semester credit hour for the Third or More Repeat Fee. The projections indicate an increase in fees of approximately \$641,001 in FY 2016.
- Other revenue is expected to increase \$598,101 in FY 2016. The projected increase is mainly due to the increased revenue from dual enrollment cost reimbursements.
- Tax revenue for FY 2016 is expected to increase \$1,464,855, due to an increase in tax appraised values
- Carryover Allocations is projected to increase \$2,504,834 in FY 2016. The increase mainly resulted from the increase of \$2,500,000 in the transfer to the Unexpended Plant Fund.

Expenditures:

- The Salary expenditures budget is proposed to increase by \$2,712,854 in FY 2016 mainly due to the following:

Addition of new faculty positions approved by the Board of Trustees at the February 24, 2015 Board Meeting (15 faculty)	\$825,000
Addition of Internal Audits positions approved by the Board of Trustees at the March 31, 2015 Board Meeting	126,000
Proposed salary adjustments for faculty and staff	1,742,772
New proposed non faculty positions	1,730,764
Reductions in salary pools and partially funding of positions in FY 2016	(1,711,682)
Total	\$2,712,854

- The Benefits expenditures budget for FY 2016 is proposed to increase by \$609,737.
- The Operating expenditures budget for FY 2016 is proposed to increase by \$964,409.
- The Travel expenditures budget for FY 2016 is proposed to increase by \$160,784. Approximately 25 percent of the travel budget represents local mileage reimbursement for faculty.
- The Capital Outlay expenditures budget for FY 2016 is proposed to increase by \$555,061.
- The Transfers and Contingencies budget for FY 2016 is proposed to increase by \$2,736,280. The increase is primarily due to the increase of \$2,500,000 for the transfer to the unexpended plant fund. The Limited Tax, Bond Series 2014 increased by \$234,280 and the MTR Bond Series 2007 debt service is projected to increase by \$2,000 in FY 2016. This debt service is paid from maintenance and operations taxes.

The Preliminary Summary of Projected Revenues and Expenditures for FY 2015-2016 with Comparison to the FY 2014-2015 approved budget follows in the packet.

No action is required from the Board. This item is presented for information and feedback to staff.

Preliminary Summary of Projected Revenues and Expenditures

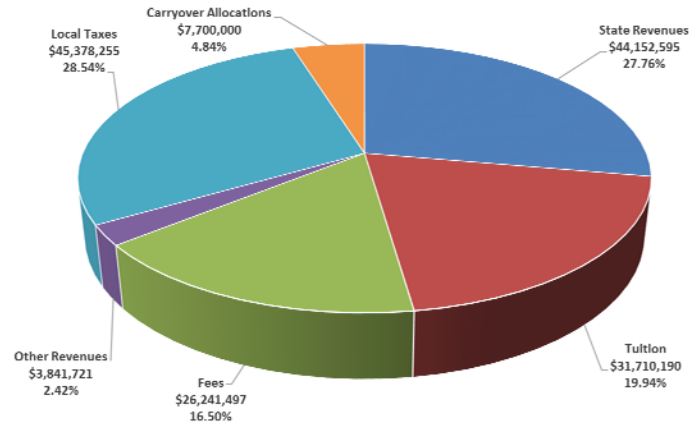
FY 2015-2016



Preliminary Summary of Projected Revenues FY 2015-2016

Summary of Revenues	FY 2015 Approved Budget	FY 2016 Requested Budget	Difference FY 2015 Approved to FY 2016 Requested
State Appropriation Revenue	\$ 35,896,669	\$ 37,148,040	\$ 1,251,371
<i>Other State Revenue-ORP</i>	462,776	465,718	2,942
<i>Other State Revenue-TRS</i>	1,813,018	1,915,313	102,295
<i>Other State Revenue-HEG1</i>	4,488,858	4,623,524	134,666
Other State Revenue Subtotal	6,764,652	7,004,555	239,903
Total State Revenues	42,661,321	44,152,595	1,491,274
Total Tuition	30,671,130	31,710,190	1,039,060
Total Fees	25,600,496	26,241,497	641,001
Total Other Revenues	3,243,620	3,841,721	598,101
Total Local Taxes	35,159,302	36,389,877	1,230,575
Total Local Taxes - Bond 2014	8,754,098	8,988,378	234,280
Total Carryover Allocations	5,195,166	7,700,000	2,504,834
Total Revenues	\$ 151,285,133	\$ 159,024,258	\$ 7,739,125

Projected Revenues FY 2015-2016



Projected State Appropriation Revenue FY 2015-2016

New Funding Pattern for Community Colleges

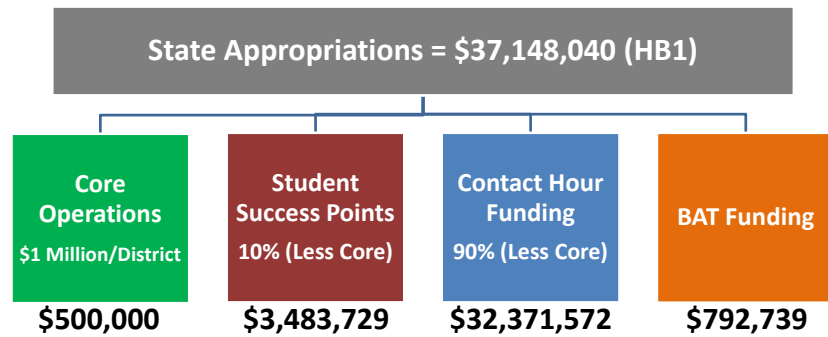
- Core Operations
- Student Success Points
- Contact Hour Funding

PUBLIC COMMUNITY/JUNIOR COLLEGES

	For the Years Ending	
	August 31, 2016	August 31, 2017
AL. Goal: SOUTH TEXAS CC		
AL.1.1. Strategy: BACHELOR OF APPLIED TECHNOLOGY	\$ 792,739	\$ 792,739
AL.2.1. Strategy: CORE OPERATIONS	\$ 500,000	\$ 500,000
AL.2.2. Strategy: STUDENT SUCCESS	\$ 3,483,729	\$ 3,483,729
AL.2.3. Strategy: CONTACT HOUR FUNDING	\$ 32,371,572	\$ 32,371,572
Total, Goal AL: SOUTH TEXAS COLLEGE	<u>\$ 37,148,040</u>	<u>\$ 37,148,040</u>

Employee Benefits Funded at 50% (HEGI) and 50% (Retirement);
SB 1812 Codifies the Cost Share Agreement

Projected State Appropriation Revenue FY 2015-2016



Projected Enrollment Traditional and Dual Enrollment Students FY 2015-2016

Term	FY 2015 - Actual/Projected*		FY 2016 - Projected				
	Traditional	Dual Enrollment	Traditional	Traditional Incr / (Decr)	Traditional Incr / (Decr) FY 2015 to FY 2016	Dual Enrollment	Dual Enrollment Incr / (Decr)
Fall	18,820	12,505	19,196	2.00%	376	13,546	8.32%
Spring	17,180	13,305	17,524	2.00%	344	13,869	4.24%
SS1*	6,823	2,100	6,959	2.00%	136	2,812	33.90%
SS2*	4,115	850	4,197	2.00%	82	1,054	24.00%
Total	46,938	28,760	47,876		938	31,281	

Projected Local Tax Revenue FY 2015-2016

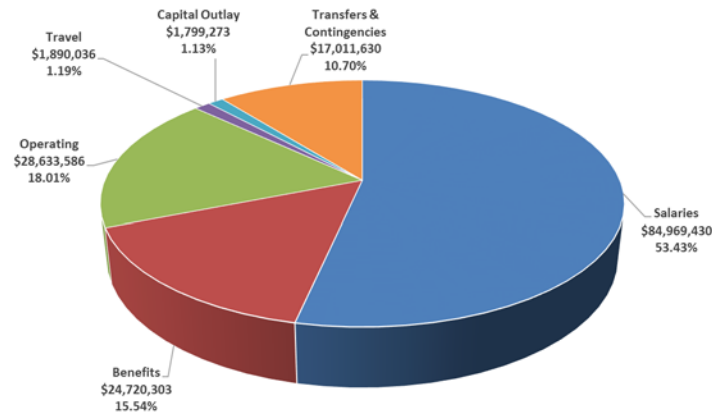
- Preliminary 2015 Certified Estimate Taxable Values from Hidalgo and Starr County received May 13, 2015
- Final Certified Taxable Values will be received July 27, 2015

Preliminary Summary of Projected Expenditures FY 2015-2016

Summary of Expenditures	FY 2015 Approved Budget	FY 2016 Requested Budget	Difference FY 2015 Approved to FY 2016 Requested
Total Salaries	\$ 82,256,576	\$ 84,969,430	\$ 2,712,854
Total Benefits	24,110,566	24,720,303	609,737
Total Operating	27,669,177	28,633,586	964,409
Total Travel	1,729,252	1,890,036	160,784
Total Capital Outlay	1,244,212	1,799,273	555,061
Total Expenditures	\$ 137,009,783	\$ 142,012,628	\$ 5,002,845
Transfers & Contingencies			
Debt Service (MTR Bond Series 2007)	395,400	397,400	2,000
Transfer to Plant Funds	2,500,000	5,000,000	2,500,000
Transfer to NAAMRE/IAM	625,852	625,852	-
Contingency Fund	2,000,000	2,000,000	-
LT, Bond Series 2014	8,754,098	8,988,378	234,280
Total Transfers & Contingencies	14,275,350	17,011,630	2,736,280
Total Expenditures, Transfers and Contingencies	\$ 151,285,133	\$ 159,024,258	\$ 7,739,125

Revenues over Expenditures	\$ -	\$ -	\$ -
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Projected Expenditures FY 2015-2016



Preliminary Summary of Projected Expenditures FY 2015-2016

Salary Expenditures Budget Proposals	Amount
Addition of New Faculty Positions Approved by the Board of Trustees at the February 24, 2015 Board Meeting	\$825,000
Proposed Salary Adjustments for Faculty and Staff	1,742,772
New Proposed Non-Faculty Positions	1,856,764
Reductions in Salary Pools and Positions Partially Funded in FY 2016	(1,711,682)
Total Proposed Increase	\$2,712,854

Questions?

Update on Status of 2013 Bond Construction Program

A representative from Broaddus & Associates will be present at the May 26, 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 May 14, 2015 Board Facilities Committee meeting as an update on the status of the 2013 Bond Construction Program.

SOUTH TEXAS COLLEGE

2013 BOND CONSTRUCTION PROGRAM UPCOMING TIMELINE

Facilities Committee Meeting

May 14, 2015

**BROADDUS
& ASSOCIATES**



BOARD APPROVAL ITEMS

South Texas College
2013 Bond Construction Program
Upcoming Timeline – 05/14/15

	April '15	May '15	June '15	July '15	August '15
	Update (No Action)	Update (No Action)	Update (No Action)	Update (No Action)	Update (No Action)
1	Construction Manager at Risk Recommendation	Construction Manager at Risk Approval		Schematic Design Approval	
2					
3	Geotechnical Recommendation	BIM Facilities Management			
4	Library Design Consultant	Additional Service Approval			
5					
6					
7					
8					
9					
10					
Board Approval					

OPERATIONAL ITEMS

South Texas College 2013 Bond Construction Program Upcoming Timeline

April '15 May '15 June '15 July '15 August '15

Operational					
1	CM@R Negotiations		Update Master Program Schedule		
2	Execute Engineering Agreements	Execute Engineering Agreements			
3	Ongoing Kick-Off Sessions	Ongoing Kick-Off Sessions - Thermal & Civil			
4					
5					
6					
7					
8					
9					
10					

INFORMATION & PRESENTATION ITEMS

South Texas College 2013 Bond Construction Program Upcoming Timeline

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

2013 BOND CONSTRUCTION PROGRAM PROGRESS REPORT - May 14, 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	Concept Development	Schematic Approval	30%	60%	95%	100%	B&A Review	Board Approval	30%	50%	75%	95% Substantial Comp			100%	Final Completion
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																	Halff 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																	Halff 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 Construction Manager-at-Risk Fee Proposals

Approval of the negotiated Construction Manager-at-Risk fees for the 2013 Bond Construction Program is requested.

Broaddus & Associates staff has completed fee negotiations with each Construction Manager-at-Risk firm which were previously approved for the 2013 Bond Construction Program projects. Attached is a list of projects and associated fees negotiated with each contractor. A representative from Broaddus & Associates will be present at the May 16, 2015 Regular Board Meeting to review the proposed fees for each project.

At the May 14, 2015 Facilities Committee meeting, the Committee reviewed the recommendation by Broaddus & Associates and suggested for Mr. Gilbert Gallegos to return to the approved Construction Manager-at-Risk firms and counter-offer each a rate at 3.5%, which was the lowest rate, negotiated with ECON for the Technology Campus.

Broaddus & Associates has reported that they were able to negotiate further with D Wilson Construction and with Skanska USA, and have returned with a proposed rate of 3.6% for overhead and profit for each project group assigned to both firms. The firms were unable to meet the suggested 3.5%, and Broaddus & Associates has provided a letter stating their recommendation to accept the final offers.

The Board packet includes this letter of recommendation from Broaddus & Associates as well as a table summarizing the negotiation and the recommended fee structure.

The Facilities Committee recommended Board approval of the negotiated Construction Manager-at-Risk fees for the 2013 Bond Construction Program.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize the negotiated Construction Manager-at-Risk fees for the 2013 Bond Construction Program as presented or to instruct Broaddus & Associates on the next steps to take regarding Construction Manager-at-Risk procurement.

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 negotiated Construction Manager-at-Risk fees for the 2013 Bond Construction Program as presented or to instruct Broaddus & Associates on the next steps to take regarding Construction Manager-at-Risk procurement.

Approval Recommended:

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

**BROADDUS
& ASSOCIATES**
INNOVATIVE PROJECT MANAGEMENT AND PLANNING

May 21, 2015

Shirley A. Reed, M.B.A., Ed.D.
President
South Texas College
P.O. Box 9701
McAllen, TX 78502

Re: Review and Action necessary on Contracting Construction Manager-At-Risk Firms of the 2013 Bond Construction Program

Subj: Facilities Committee Recommendation to Negotiate Fees

Dear Dr. Reed:

As a follow up to STC Facilities Committee direction to further negotiate fees for final approval and action to execute contract with identified best value respondents for the 2013 Bond Construction Program, our firm has engaged with D. Wilson Construction Company and Skanska USA and offered an overhead and profit fee of 3.5% of Construction Cost for assigned projects.

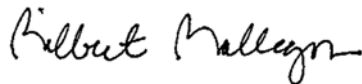
As background, the overhead & profit submitted was benchmarked against other respondents to establish a market median for each group of projects. D. Wilson's Construction Company's proposed fee for proposed group of projects is 4.0% and Skanska's USA proposed fee submitted fee was 3.8%. Econ's submitted fee was 3.5%.

Based on discussion with each firm we recommend an Overhead & Profit Fee (OH&P) of 3.6% for D. Wilson Construction Company and Skanska USA. The OH&P may be measured on the size of each organization and each these identified firms have a more substantial staff support than Econ Construction.

Based on the size of D. Wilson Construction Company and Skanska USA, we feel that the recommended fee is appropriate. Additionally, each of these firms will be coordinating multiple projects on each campus which requires more office staff support. Our contractual requirements clearly delineates what is cost of project work so specific costs may not be shifted over to STC but rather absorbed within each contractors OH&P. Hence the reluctance to acquiesce to a lower fee amount.

Therefore, we recommend acceptance of 3.6% for D. Wilson Construction Company and Skanska USA. A fee of 3.5% for Econ Construction shall remain as submitted. The reduction of submitted OH&P fee equals \$350,200 and \$41,275 for preconstruction services which totals \$391,475. This is a 7.42% reduction in fees submitted.

Respectfully,



Gilbert Gallegos, AIA
Sr. Vice President

**SOUTH TEXAS COLLEGE
CONSTRUCTION MANAGER AT RISK SERVICES
FEE NEGOTIATIONS SUMMARY**

VENDOR		D Wilson	Enriquez	Skanska USA Building, Inc.
ADDRESS		Construction Company	Construction Group, LLC.	1109 Nolana Ave Ste 203
CITY/STATE		1209 E Pecan Blvd	3025 S Sugar Rd	McAllen, TX 78501
PHONE		McAllen, TX 78501	Edinburg, TX 78539	956-535-3853
FAX		956-686-9573	956-259-8005	866-457-3133
CONTACT		956-686-3270	956-259-8009	Scott Cannon
#		Bill Wilson	Gilbert Enriquez	
Description		Proposed Amount	Proposed Amount	Proposed Amount
Pecan Campus Construction Projects - \$37,800,000				
A	Pecan Campus Projects Pre-Construction Phase Services	\$ 68,000		\$ 60,000
	Construction Phase (Overhead & Profit)	\$ 1,512,000		3.60% \$ 1,360,800
	Total	\$ 1,580,000		\$ 1,420,800
Starr County Campus Construction Projects - \$19,400,000				
E	Starr County Campus Projects Pre-Construction Phase Services	\$ 90,800		\$ 60,000
	Construction Phase (Overhead & Profit)	\$ 776,000		3.60% \$ 698,400
	Total	\$ 866,800		\$ 758,400
Nursing & Allied Health Campus Construction Projects - \$17,700,000				
B	Nursing & Allied Health Campus Projects Pre-Construction Phase Services	\$ 28,550		\$ 28,000
	Construction Phase (Overhead & Profit)	\$ 708,000		3.60% \$ 637,200
	Total	\$ 736,550		\$ 665,200
Technology Campus Construction Projects - \$12,650,000				
C	Technology Campus Projects Pre-Construction Phase Services		\$ 15,000	\$ 15,000
	Construction Phase (Overhead & Profit)		3.50% \$ 442,750	3.50% \$ 442,750
	Total		\$ 457,750	\$ 457,750
Mid Valley Campus Construction Projects - \$25,300,000				
D	Mid Valley Campus Projects Pre-Construction Phase Services			\$ 56,925
	Construction Phase (Overhead & Profit)		3.80% \$ 961,400	3.60% \$ 910,800
	Total			\$ 1,018,325

Review and Action as Necessary on Approval of Additional Services for Library Design Consultant for the 2013 Bond Construction Program, Nursing & Allied Health, Mid Valley, and Starr County Campuses

Approval of additional services with project architects for library design consultant services provided by 720 Design, Inc., is requested.

Specialized design services are typically approved under the project architect's contract as an additional service and are an option available to STC. For the Bond Construction Program, specialized design services with project architects for library design is recommended for the libraries at the Nursing & Allied Health, Mid Valley, and Starr County Campuses.

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 of fees and scope of services, it is recommended that the proposed additional services be approved to support the project architects. Having a specialized design consultant will allow for development of design standards which can be used for each project.

Proposed services include:

- Analyze current trends for 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 existing and proposed space
- Provide recommendations on furniture to best support library functions
- Coordinate with project architects, program manager, and STC staff during design and construction phases
- Coordinate with each architect to develop plans and specifications for each library project

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

The collaboration of South Texas College library staff with a single source of library design solutions, 720 Design, Inc., increases 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 will 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.

Attached are the additional services proposals submitted by each project architect as presented below. Broaddus & Associates representatives and STC staff will be present at the May 14, 2015 Board Facilities Committee meeting to address questions by the committee related to this

recommendation. The table below summarizes the proposed additional service fee from each architect.

Project	Architect	Sub-Consultant's Proposed Fee	Architect's Coordination Fee	Total
Nursing & Allied Health Campus	ERO Architects	\$26,400	\$2,640	\$29,040
Mid Valley Campus	Mata+Garcia Architects	\$24,800	\$2,480	\$27,280
Starr County Campus	Mata+Garcia Architects	\$30,200	\$3,020	\$33,220

The Facilities Committee questioned the need of contracting additional services for library design, and discussed the value of such contracts with Mr. Gallegos. After discussing the proposed services, the Committee asked Mr. Gerry Rodriguez, Director of Facilities Planning & Construction, whether he concurred with the need and value of the additional services, and Mr. Rodriguez agreed that he concurred with the recommendation.

Concerns were also raised by the Committee regarding the provision for reimbursement of additional expenses incurred by the specialized library design services firm. Broaddus & Associates has reviewed the proposals, and coordinated with 720 Design, Inc., to limit each of the three agreements to a "not to exceed" cap of \$1,800 in reimbursable expenses. Additionally, both Broaddus & Associates and South Texas College staff would review all receipts provided for reimbursement and would verify each claim prior to any payment.

The Facilities Committee recommended Board approval of the additional services proposals submitted by ERO Architects and Mata+Garcia Architects in the amounts presented for specialized library design services provided by 720 Design, Inc., for the 2013 Bond Construction Program Nursing & Allied Health, Mid Valley, and Starr County Campus libraries as presented.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize the additional services proposals submitted by ERO Architects and Mata+Garcia Architects in the amounts presented for specialized library design services provided by 720 Design, Inc., for the 2013 Bond Construction Program Nursing & Allied Health, Mid Valley, and Starr County Campus libraries as presented.

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

The Board of Trustees of South Texas College approves and authorizes the additional services proposals submitted by ERO Architects and Mata+Garcia Architects in the amounts presented for specialized library design services provided by 720 Design, Inc., for the 2013 Bond Construction Program Nursing & Allied Health, Mid Valley, and Starr County Campus libraries as presented.

Approval Recommended:

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

EXHIBIT "H"
ADDITIONAL SERVICES PROPOSAL FORM

May 21, 2015

South Texas College
Nursing and Allied Health
Science Building

RE:


Gentlemen:

Please refer to the Agreement dated February -, 2015 between South Texas College ("Owner") and the undersigned ("Architect") as amended to the date hereof (such agreement as so modified and amended being hereafter called the "Agreement") pursuant to which Project Architect is to perform certain services. The terms which are defined in the Agreement shall have the same meanings when used in this letter.

1. Owner has requested the performance of the services described below which Project Architect deems to be Additional Services.
Library Consulting Services for 12,000 SF of library space within the Nursing and Allied Health Sciences Building for South Texas College.
(RE: Scope of Services from 720 Design attached)
2. Project Architect agrees to perform the Additional Services described above subject to and in accordance with the terms and provisions of the Agreement for a fee which will be determined in accordance with the Agreement but which will not exceed twenty-nine thousand, forty Dollars (\$ 29,040.00) and for reimbursement of expenses in accordance with the Agreement incurred solely in connection with the performance of such Additional Services, but which reimbursement for expenses will not exceed one thousand eight hundred Dollars (\$ 1,800.00).
3. Project Architect will perform the service in accordance with any schedule attached hereto (attached schedule if applicable), but in any event not later than TBD () days after Project Architect is authorized to proceed.

If the foregoing is acceptable to you, please so execute by signing the enclosed copy of this letter at the space provided for this purpose and by inserting the date upon which Project Architect is authorized to commence performance of the Additional Services described in Paragraph 1 above.

Sincerely yours,
ERO Architects, Inc.

By: 
Name: Eli R. Ochoa, PE, AIA
Title: President & CEO

APPROVED By:

Name: Dr. Shirley Reed
President



*Proposal to ERO Architects
South Texas College
Nursing and Allied Health Building
Page 1 of 2
May 21, 2015 revised*

PROPOSAL PRESENTED TO: ERO Architects

Re: South Texas College Nursing Allied and Health Sciences Building

720 Design Inc. appreciates the opportunity to present this proposal for your consideration.

PROJECT GOALS AND OBJECTIVES:

This proposal is for 720 Design Inc. to provide library building consulting services for a 12,000 SF library space within the Nursing and Allied Health Sciences Building for the South Texas College.

SCOPE OF SERVICES:

Building Space Programming, Library Consulting

720 Design Inc. will provide the following services:

- Review data gathered by the library over the last four years prior to the first meeting.
- Attend three (3) owner meetings during building space programming.
- Kick off Meeting to include tours of the library and interviews with library staff to determine goals, expectations. Discussions will review needs for students, faculty and staff spaces including overall technology goals (including RFID, AV, security gates, self check, library desk tops and spaces for students to bring their own devices) and facilitate a user centered building design with unique characteristics for an allied health/medical library.
- Meeting #2 to include two focus groups with students and faculty specific to this campus. The focus group will include a visual "library possibilities" presentation and discussion. Images will include (but not be limited to) library commons areas from libraries around the country, study and seating options for groups and individuals, staff and service desk options, group and training spaces, collaboration spaces and technology spaces.
- Meeting #3 will be a discussion of findings from data, interviews and focus groups in the form of a draft.
- Assist with creating multiple space planning scenarios to integrate the library into the overall design as well as detailed space planning within the library. This will include options for the adjacency within the library space.
- Meeting #4 will discuss the multiple space plan options.
- Provide up to two preliminary furniture layouts/test fits during schematic design.
- Meeting #5 will review the furniture layout for STC Library comment. Revisions will be made based on this meeting.
- Review ADA considerations as they related to library design (i.e. shelving range spacing and height).
- Make suggestions regarding learning commons layout and design based on information gathered in the programming phase.
- Discuss structural code requirements for shelving weight with the structural engineer.
- Review plan and make suggestions for acoustical separation where appropriate for library functionality (i.e. between study rooms, offices and restrooms). Review ceiling and lighting plan and make suggestions regarding fixtures and lighting function (ceiling Plans by ERO Architects).
- Review electrical and data plans and make suggestions where appropriate.



Proposal to ERO Architects
South Texas College
Nursing and Allied Health Building
Page 2 of 2
May 21, 2015 revised

- Review technology plans and interface with the technology consultant (WJHW).
- Final review and coordination for electrical, data and technology will be provided by FFE consultant.

Deliverables:

- Summary of program review and understanding.
- Outline Building Program indicating any updates to the provided program.
- Furniture floor plan.

This proposal is for building space programming and library consulting only. ERO Architects will serve as architect of record coordinating engineering services.

KEY PERSONNEL:

Maureen Arndt shall serve as Project Manager, providing day-to-day client contact and project management.

COMPENSATION:

Our estimated fee for the scope of work as defined above (including reimbursable expenses) will be:
Building Space Programming and Library Consulting: \$26,400.00

ADDITIONAL SERVICES:

Additional Meetings or Presentations: \$150/hour plus travel expenses.

Reimbursable expenses will include printing, shipping and travel. Reimbursable expenses will be billed at the actual cost.

Change of Service: Services that are required of 720 Design Inc. that are not defined in the scope of work above shall be considered a change of service. Prior approval from the Owner will be received before any additional services are executed.

SCHEDULE:

The schedule will be developed in conjunction with ERO Architects and the owner for this project. All meetings and presentations as itemized above shall take place at South Texas College unless specified otherwise.

Submitted by:

Approved by:

Maureen Arndt, AIA, IIDA 05-21-15
President
720 Design Inc.

ERO Architects Date



Proposal to ERO Architects
South Texas College
Nursing and Allied Health Building
Page 1 of 1
May 21, 2015

PROPOSAL PRESENTED TO: *ERO Architects*

Re: **Nursing and Allied Health Building Library Estimated Travel Expenses**

720 Design Inc. appreciates the opportunity to present this proposal for your consideration.

PROJECT GOALS AND OBJECTIVES:

This proposal is for 720 Design Inc. reimbursable expenses for the above referenced project:

- Travel for (1) Library Space Programming Meetings
- Travel for (1) Library Consulting.
- Printing and shipping as required.

REIMBURSABLE EXPENSE ESTIMATE:

Estimated costs are based on coordinating the Nursing School Library, Starr County Library and Mid-Valley Library meetings to occur on the same trip.

2 Travel Project Meetings, Printing, Shipping

Not to exceed (without prior approval)

TOTAL

\$1,800.00

ADDITIONAL SERVICES:

Additional Meetings:

\$150/hour + travel expenses per person

Reimbursables: Expenses are over and above the Fee Compensation listed above. Expenses include travel (airfare, car rental, hotels) meals, mileage, shipping and printing. Reimbursables will be billed at actual costs.

Change of Service: Services that are required of 720 Design Inc. that is not defined in the scope of work above shall be considered a change of service. Prior approval from the Owner will be received before any additional services are executed.

SCHEDULE:

The schedule will be developed in conjunction with Broaddus Associates, ERO Architects and the Library Staff for this project.

All meetings and presentations as itemized above shall take place at the South Texas College unless specified otherwise.

Submitted by:

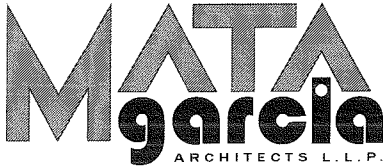
Approved by:

 5-21-15

Maureen Arndt, AIA, IIDA
President 720 Design Inc.

Date

Date



ARCHITECTURE
PROJECT MANAGEMENT
INTERIOR DESIGN

**CONTRACT AMENDMENT #4 – MID-VALLEY CAMPUS LIBRARY
ADDITIONAL SERVICES PROPOSAL #01**

May 14, 2015

Dr. Shirley Reed, President
South Texas College
P.O. Box 9701
McAllen, TX 78502

RE: 2013 Construction Bond Program
Library Building Expansion
Mid-Valley Campus, Weslaco, TX

Dr. Reed:

Please refer to the Agreement dated January 28, 2015 between South Texas College ("Owner") and the undersigned ("Architect") as amended to the date hereof (such agreement as so modified and amended being hereafter called the "Agreement") pursuant to which Project Architect is to perform certain services. The terms which are defined in the Agreement shall have the same meanings when used in this letter.

1. Owner has requested the performance of the services described below which the Project Architect deems to be additional services:

"Provide interior design and furniture specification services for a new 10,369 SF library space per detailed description provided by 720 Design in attachment A."

2. Project Architect agrees to perform the Additional Services described above subject to and in accordance with the terms and provisions of the Agreement for a fee which is determined in accordance with the Agreement but which will not exceed Twenty-Seven Thousand Two Hundred Eighty Dollars (\$27,280.00) and an amount not to be exceeded of One Thousand Eight Hundred Dollars (\$1,800.00) for reimbursement of expenses in accordance with the Agreement, incurred solely in connection with the performance of such Basic Services. The amount noted above includes a 10% mark-up of \$2,480 per Article 8.2.2 of the Contract.
3. This amendment does not affect the schedule for the performance of Architect's Basic Services in accordance with the agreement.

If the foregoing is acceptable to you, please so execute by signing this letter at the space provided for this purpose.

Original Contract Amount	\$112,700.00
Previous Additions	0.00
Previous Deductions	0.00
Net Balance Contract Amount	\$112,700.00
This Addition	27,280.00
Adjusted Contract Amount	\$139,980.00

Mata + Garcia Architects

By: 

Name: Hector Garcia, Architect

Title: Partner

South Texas College

By:

Name: Dr. Shirley Reed

Title: President



Proposal to Mata+Garcia Architects

1314 Ivy Avenue

McAllen, Texas 78501

South Texas College

Mid Valley Campus Library Information Center Commons

Page 1 of 2

April 9, 2015, revised

PROPOSAL PRESENTED TO: Mata+Garcia Architects

Re: **South Texas College Mid-Valley Campus Library Information Center Commons**

720 Design Inc. appreciates the opportunity to present this proposal for your consideration.

PROJECT GOALS AND OBJECTIVES:

This proposal is for 720 Design Inc. to provide interior design and furniture specification services for an additional 10,369 SF library space. We understand that the project is a renovation/expansion of the existing library.

SCOPE OF SERVICES:

Building Space Programming

720 Design Inc. will provide the following services:

- Review data gathered by the library over the last four years prior to the first meeting.
- Attend three (3) owner meetings during building space programming.
- Kick off Meeting to include tours of the library and interviews with library staff to determine goals, expectations. Discussions will review needs for students, faculty and staff spaces including overall technology goals (including RFID, AV, security gates, self check, library desk tops and spaces for students to bring their own devices) and facilitate a user centered building design with unique characteristics for an academic library.
- Meeting #2 to include two focus groups with students and faculty specific to this campus. The focus group will include a visual "library possibilities" presentation and discussion. Images will include (but not be limited to) library commons areas from libraries around the country, study and seating options for groups and individuals, staff and service desk options, group and training spaces, collaboration spaces and technology spaces.
- Meeting #3 will be a discussion of findings from data, interviews and focus groups in the form of a draft.
- Attend three (3) owner meetings during schematic design and design development.
- Assist with creating up to three adjacency diagrams during schematic design in order to create a functional library with the existing facility.
- Meeting #4 will discuss the multiple space plan options.
- Provide up to two preliminary furniture layouts/test fits during schematic design. Provided to Mata+Garcia in AutoCad LT.
- Make suggestions for floor plan and/or furniture layout regarding learning commons layout and design based on information gathered in the programming phase.
- Meeting #5 will review the furniture layout for STC Library comment. Revisions will be made based on this meeting.
- Review ADA considerations as they related to library design (i.e. shelving range spacing and height). The architect of record will have final responsibility for ADA reviews.
- Discuss structural code requirements for shelving weight with the structural engineer.
- Review plan and make suggestions for acoustical separation where appropriate for library functionality (i.e. between study rooms, offices and restrooms).



Proposal to Mata+Garcia Architects
1314 Ivy Avenue
McAllen, Texas 78501
South Texas College

Mid Valley Campus Library Information Center Commons

Page 2 of 2

April 9, 2015, revised

- Review ceiling and lighting plan and make suggestions regarding fixtures and lighting function (Ceiling Plans by Mata+Garcia Architects).
- Review electrical and data plans as they are developed with Mata+Garcia for conformance with furniture functional needs.
- Review technology plans as they are developed with Mata+Garcia and interface with the technology consultant (WJHW).
- Final review and coordination for electrical, data and technology will be provided by FFE consultant.

Deliverables:

- Summary of program review and understanding.
- Outline Building Program indicating any updates to the provided program.
- Furniture Floor Plan

This proposal is for interior design only. It does not include architectural or engineering services.

KEY PERSONNEL:

Maureen Arndt shall serve as Project Manager, providing day-to-day client contact and project management.

COMPENSATION:

Our estimated fee for the scope of work as defined above (including reimbursable expenses) will be:

Building Space Programming and Library Consulting: \$24,800

ADDITIONAL SERVICES:

Additional Meetings or Presentations: \$150/hour plus travel expenses

Reimbursable expenses will include printing, shipping and travel. Reimbursables will be billed at the actual cost.

Change of Service: Services that are required of 720 Design Inc. that are not defined in the scope of work above shall be considered a change of service. Prior approval from the Owner will be received before any additional services are executed.

SCHEDULE:

The schedule will be developed in conjunction with Mata+Garcia Architects and the owner for this project. All meetings and presentations as itemized above shall take place at South Texas College unless specified otherwise.

Submitted by:

Approved by:

Maureen Arndt, AIA, IIDA 4-9-15
President
720 Design Inc.

Mata+Garcia Date



Proposal to Mata+Garcia Architects
South Texas College
Mid Valley Campus Library Information Center Commons
Page 1 of 1
May 21, 2015

PROPOSAL PRESENTED TO: *Mata+Garcia Architects*

Re: **Mid-Valley Campus Library Estimated Travel Expenses**

720 Design Inc. appreciates the opportunity to present this proposal for your consideration.

PROJECT GOALS AND OBJECTIVES:

This proposal is for 720 Design Inc. reimbursable expenses for the above referenced project:

- Travel for (1) Library Space Programming Meetings.
- Travel for (1) Library Consulting.
- Printing and shipping as required.

REIMBURSABLE EXPENSE ESTIMATE:

Estimated costs are based on coordinating the Nursing School Library, Starr County Library and Mid-Valley Library meetings to occur on the same trip.

2 Travel Project Meetings, Printing, Shipping
Not to exceed (without prior approval) TOTAL

\$1,800.00

ADDITIONAL SERVICES:

Additional Meetings: \$150/hour + travel expenses per person

Reimbursables: Expenses are over and above the Fee Compensation listed above. Expenses include travel (airfare, car rental, hotels) meals, mileage, shipping and printing. Reimbursables will be billed at actual costs.

Change of Service: Services that are required of 720 Design Inc. that is not defined in the scope of work above shall be considered a change of service. Prior approval from the Owner will be received before any additional services are executed.

SCHEDULE:

The schedule will be developed in conjunction with Broaddus Associates, Mata+Garcia Architects and the Library Staff for this project.

All meetings and presentations as itemized above shall take place at the South Texas College unless specified otherwise.

Submitted by:

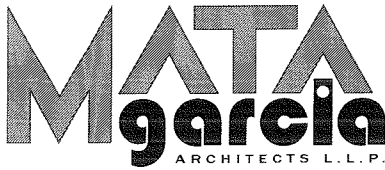
Approved by:

 5-21-15

Maureen Arndt, AIA, IIDA
President 720 Design Inc.

Date

Date



ARCHITECTURE
PROJECT MANAGEMENT
INTERIOR DESIGN

**CONTRACT AMENDMENT #1 – STARR COUNTY CAMPUS LIBRARY
ADDITIONAL SERVICES PROPOSAL #01**

May 14, 2015

Dr. Shirley Reed, President
South Texas College
P.O. Box 9701
McAllen, TX 78502

RE: 2013 Construction Bond Program
New Library Building
Starr County Campus, Rio Grande City, TX

Dr. Reed:

Please refer to the Agreement dated January 28, 2015 between South Texas College ("Owner") and the undersigned ("Architect") as amended to the date hereof (such agreement as so modified and amended being hereafter called the "Agreement") pursuant to which Project Architect is to perform certain services. The terms which are defined in the Agreement shall have the same meanings when used in this letter.

1. Owner has requested the performance of the services described below which the Project Architect deems to be additional services:

"Provide interior design and furniture specification services for a new 16,516 SF library space per detailed description provided by 720 Design in attachment A."

2. Project Architect agrees to perform the Additional Services described above subject to and in accordance with the terms and provisions of the Agreement for a fee which is determined in accordance with the Agreement but which will not exceed Thirty-Three Thousand Two Hundred Twenty Dollars (\$33,220.00) and an amount not to be exceeded of One Thousand Eight Hundred Dollars (\$1,800.00) for reimbursement of expenses in accordance with the Agreement, incurred solely in connection with the performance of such Basic Services. The amount noted above includes a 10% mark-up of \$3,020 per Article 8.2.2 of the Contract.
3. This amendment does not affect the schedule for the performance of Architect's Basic Services in accordance with the agreement.

If the foregoing is acceptable to you, please so execute by signing this letter at the space provided for this purpose.

Original Contract Amount	\$165,200.00
Previous Additions	0.00
Previous Deductions	0.00
Net Balance Contract Amount	\$165,200.00
This Addition	33,220.00
Adjusted Contract Amount	\$198,420.00

Mata + Garcia Architects

By: 

Name: Hector Garcia, Architect

Title: Partner

South Texas College

By:

Name: Dr. Shirley Reed

Title: President



Proposal to Mata+Garcia Architects
1314 Ivy Avenue
McAllen, Texas 78501
South Texas College
Starr County Campus Library
Page 1 of 2
April 9, 2015 revised

PROPOSAL PRESENTED TO: Mata+Garcia Architects

Re: South Texas College Starr County Campus Library

720 Design Inc. appreciates the opportunity to present this proposal for your consideration.

PROJECT GOALS AND OBJECTIVES:

This proposal is for 720 Design Inc. to provide interior design and furniture specification services for a 16,516 SF library space. We understand that the project is a new, freestanding library.

SCOPE OF SERVICES:

Building Space Programming

720 Design Inc. will provide the following services:

- Review data gathered by the library over the last four years prior to the first meeting.
- Attend three (3) owner meetings during building space programming.
- Kick off Meeting to include tours of the library and interviews with library staff to determine goals, expectations. Discussions will review needs for students, faculty and staff spaces including overall technology goals (including RFID, AV, security gates, self check, library desk tops and spaces for students to bring their own devices) and facilitate a user centered building design with unique characteristics for an academic library.
- Meeting #2 to include two focus groups with students and faculty specific to this campus. The focus group will include a visual "library possibilities" presentation and discussion. Images will include (but not be limited to) library commons areas from libraries around the country, study and seating options for groups and individuals, staff and service desk options, group and training spaces, collaboration spaces and technology spaces.
- Meeting #3 will be a discussion of findings from data, interviews and focus groups in the form of a draft.
- Attend three (3) owner meetings during schematic design and design development.
- Assist with creating up to three adjacency diagrams during schematic design. This will include options for the adjacency within the existing library space.
- Meeting #4 will discuss the multiple space plan options.
- Provide up to two preliminary furniture layouts/test fits during schematic design. Provided to Mata+Garcia in AutoCad LT.
- Make suggestions for floor plan and/or furniture layout regarding learning commons layout and design based on information gathered in the programming phase.
- Meeting #5 will review the furniture layout for STC Library comment. Revisions will be made based on this meeting.
- Review ADA considerations as they related to library design (i.e. shelving range spacing and height). The architect of record will have final responsibility for ADA reviews.
- Discuss structural code requirements for shelving weight with the structural engineer.
- Review plan and make suggestions for acoustical separation where appropriate for library functionality (i.e. between study rooms, offices and restrooms).
- Review ceiling and lighting plan and make suggestions regarding fixtures and lighting function (Ceiling Plans by Mata+Garcia Architects).



Proposal to Mata+Garcia Architects
1314 Ivy Avenue
McAllen, Texas 78501
South Texas College
Starr County Campus Library
Page 2 of 2
April 9, 2015 revised

- Review electrical and data plans as they are developed with Mata+Garcia for conformance with furniture functional needs.
- Review technology plans as they are developed with Mata+Garcia and interface with the technology consultant (WJHW).
- Final review and coordination for electrical, data and technology will be provided by FFE consultant.

Deliverables:

- Summary of program review and understanding.
- Outline Building Program indicating any updates to the provided program.
- Furniture Floor Plan.

This proposal is for interior design only. It does not include architectural or engineering services.

KEY PERSONNEL:

Maureen Arndt shall serve as Project Manager, providing day-to-day client contact and project management.

COMPENSATION:

Our estimated fee for the scope of work as defined above (including reimbursable expenses) will be:
Building Space Programming and Library Consulting: \$30,200.00

ADDITIONAL SERVICES:

Additional Meetings or Presentations: \$150/hour plus travel expenses

Reimbursable expenses will include printing, shipping and travel. Reimbursables will be billed at the actual cost.

Change of Service: Services that are required of 720 Design Inc. that are not defined in the scope of work above shall be considered a change of service. Prior approval from the Owner will be received before any additional services are executed.

SCHEDULE:

The schedule will be developed in conjunction with Mata+Garcia Architects and the owner for this project. All meetings and presentations as itemized above shall take place at South Texas College unless specified otherwise.

Submitted by:

Approved by:

Maureen Arndt, AIA, IIDA 4-9-15
President
720 Design Inc.

Mata+Garcia Date



Proposal to Mata+Garcia Architects
South Texas College
Starr County Campus Library
Page 1 of 1
May 21, 2015

PROPOSAL PRESENTED TO: *Mata+Garcia Architects*

Re: **Starr County Campus Library Estimated Travel Expenses**

720 Design Inc. appreciates the opportunity to present this proposal for your consideration.

PROJECT GOALS AND OBJECTIVES:

This proposal is for 720 Design Inc. reimbursable expenses for the above referenced project:

- Travel for (1) Library Space Programming Meetings.
- Travel for (1) Library Consulting.
- Printing and shipping as required.

REIMBURSABLE EXPENSE ESTIMATE:

Estimated costs are based on coordinating the Nursing School Library, Starr County Library and Mid-Valley Library meetings to occur on the same trip.

2 Travel Project Meetings, Printing, Shipping

Not to exceed (without prior approval) TOTAL

\$1,800.00

ADDITIONAL SERVICES:

Additional Meetings:

\$150/hour + travel expenses per person

Reimbursables: Expenses are over and above the Fee Compensation listed above. Expenses include travel (airfare, car rental, hotels) meals, mileage, shipping and printing. Reimbursables will be billed at actual costs.

Change of Service: Services that are required of 720 Design Inc. that is not defined in the scope of work above shall be considered a change of service. Prior approval from the Owner will be received before any additional services are executed.

SCHEDULE:

The schedule will be developed in conjunction with Broaddus Associates, Mata+Garcia Architects and the Library Staff for this project.

All meetings and presentations as itemized above shall take place at the South Texas College unless specified otherwise.

Submitted by:

Approved by:


5-21-15

Maureen Arndt, AIA, IIDA
President 720 Design Inc.

Date

Date

**Review and Action as Necessary on Approval of Additional Services for
Kitchen Design Consultants for the 2013 Bond Construction Program,
Nursing & Allied Health Campus Expansion, Mid Valley Campus Student
Services Building Expansion, and Pecan Campus Student Activities
Building and Cafeteria**

Approval of additional services with project architects for kitchen design consultant services, is requested.

Specialized design services are typically approved under the project architect's contract as an additional service and are an option available to STC. For the Bond Construction Program, specialized design services with project architects for kitchen design is recommended for the Nursing & Allied Health Campus and Mid Valley Campus Student Services Building Expansion. Pecan Campus Student Activities Building and Cafeteria will also require these services and will be presented for approval at a future meeting.

STC's 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 of fees and scope of services, it is recommended that the proposed additional services be approved to support the project architects. Having a specialized design consultant will allow for development of design standards which can be used for each project. Proposed services include:

- Analyze current trends in kitchen and cafeteria functions
- Provide recommendations on master planning for long term needs
- Provide recommendations on most beneficial spaces and equipment
- Provide direction on use of proposed space
- Provide recommendations on furniture to best support cafeteria functions
- Coordinate with Program Manager, project architects, and STC staff during design and construction phases for project oversight
- Coordinate with each architect to develop plans and specifications for each project

The collaboration of South Texas College staff with the architect and design sub-consultant will increase the likelihood that proposed solutions are congruent with the strategic directions and goals set by the College for service excellence and scalability.

The packet includes the additional services proposals submitted by each project architect as presented below. Broaddus & Associates representatives and STC staff attended the May 14, 2015 Board Facilities Committee meeting to address questions by the committee related to this recommendation. Broaddus & Associates and STC staff fielded questions from the Committee and maintained that the services provided by a specialized design consultant would add value to the design process.

The table below summarizes the proposed additional service fee from each architect.

Project	Architect	Sub-Consultant's Proposed Fee	Architect's Coordination Fee	Total
Nursing & Allied Health Campus Expansion	ERO Architects	\$10,500	\$1,050	\$11,550
Mid Valley Campus Student Services Building Expansion	ROFA	\$16,000	\$1,600	\$17,600
Pecan Campus Student Activities Building & Cafeteria	The Warren Group	Future approval will be requested.	Future approval will be requested.	Future approval will be requested.

The Facilities Committee recommended Board approval of the additional services proposals submitted by ERO Architects and ROFA in the amounts presented for specialized kitchen design services, for the 2013 Bond Construction Program Nursing & Allied Health Campus Expansion and Mid Valley Campus Student Services Building Expansion kitchens as presented.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize the additional services proposals submitted by ERO Architects and ROFA in the amounts presented for specialized kitchen design services, for the 2013 Bond Construction Program Nursing & Allied Health Campus Expansion and Mid Valley Campus Student Services Building Expansion kitchens as presented.

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

The Board of Trustees of South Texas College approves and authorizes the additional services proposals submitted by ERO Architects and ROFA in the amounts presented for specialized kitchen design services, for the 2013 Bond Construction Program Nursing & Allied Health Campus Expansion and Mid Valley Campus Student Services Building Expansion kitchens as presented.

Approval Recommended:

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

EXHIBIT "H"
ADDITIONAL SERVICES PROPOSAL FORM

May 7, 2015

South Texas College
Nursing and Allied Health
Science Building

RE:

Gentlemen:

Please refer to the Agreement dated February -, 2015 between South Texas College ("Owner") and the undersigned ("Architect") as amended to the date hereof (such agreement as so modified and amended being hereafter called the "Agreement") pursuant to which Project Architect is to perform certain services. The terms which are defined in the Agreement shall have the same meanings when used in this letter.

1. Owner has requested the performance of the services described below which Project Architect deems to be Additional Services.


Foodservice Design Consulting Services within the Nursing and Allied Health Sciences Building for South Texas College.

(RE: Scope of Services from Foodservice Design Professionals attached)

2. Project Architect agrees to perform the Additional Services described above subject to and in accordance with the terms and provisions of the Agreement for a fee which will be determined in accordance with the Agreement but which will not exceed eleven thousand, five hundred fifty Dollars (\$ 11,550.00) and for reimbursement of expenses in accordance with the Agreement incurred solely in connection with the performance of such Additional Services, but which reimbursement for expenses will not exceed five thousand Dollars (\$ 5,000.00).
3. Project Architect will perform the service in accordance with any schedule attached hereto (attached schedule if applicable), but in any event not later than TBD () days after Project Architect is authorized to proceed.

If the foregoing is acceptable to you, please so execute by signing the enclosed copy of this letter at the space provided for this purpose and by inserting the date upon which Project Architect is authorized to commence performance of the Additional Services described in Paragraph 1 above.

Sincerely yours,
ERO Architects, Inc.

By: 
Name: Eli R. Ochoa, PE, AIA
Title: President & CEO

APPROVED By:

Name: Dr. Shirley Reed
President

FOODSERVICE DESIGN PROFESSIONALS

PROPOSAL FOODSERVICE DESIGN CONSULTING SERVICE

October 24, 2014

PROJECT: **Allied Health & Nursing Building** **Owner: South Texas College**
 New Catering Kitchen

TO: **Mr. Octavio Cantu, AIA** **FROM: FDP - Foodservice Design Professionals**
 ERO Architects **Mr. Bob Millunzi**
 300 South 8th Street **26215 Oak Ridge Dr.**
 McAllen, Texas 78501 **The Woodlands, TX 77380**

Our proposal includes the professional services as listed in Article 1.0 through 8.0 necessary to design, plan, and coordinate the Foodservice Areas for the above referenced project. In addition, it includes all Administrative and Contract Administration services, from Schematic Design through Construction Administration. These services are hereinafter known as the "Basic Services". It is prepared and offered by Foodservice Design Professionals, hereinafter known as the "Consultant", to "ERO Architects" hereinafter known as the "Architect". Our proposal is intended to form the basis of an agreement between the "Architect" and the "Consultant" for the services and fees as described.

SCOPE OF PROJECT:

The Foodservice areas and criteria described hereafter are to form the scope of the work to be performed by the Consultant. They are in accordance with our understanding of the Owner's needs and project requirements.

AREAS TO BE DESIGNED AND CRITERIA:

- Full Scope of Services to design new catering kitchen, approximately 1700 sq. ft.

EXCLUSIONS:

We exclude from our proposal any Foodservice areas or criteria not defined or the following items:

- Utensils, tabletop supplies and equipment otherwise known as Smallwares.
- Interior Design related to the foodservice areas.
- Office furniture and equipment, communications and point of sales (POS) systems, etc.
- Dining room furnishings and equipment.

1. GENERAL:1.1 Full services will be provided for Foodservice systems which shall include but not be limited to consultation and review, full service design, preparation of Construction Documents including detailed technical specifications, assistance in analysis of Construction Bids, Construction Administration, and Code Analysis.

- 1.2 For the purpose of maintaining continuity, we propose to designate project responsibilities to representatives of the firm who shall be authorized to act in our behalf.

Project Administrator/Designer – Robert Millunzi

Assistant Project Manager – Melissa Krause

- 1.3 Our services will be performed in a manner, sequence, and timing so as to be coordinated with the Owner's requirements and services of the Architect and other Consultants.

- 1.4 We will prepare and provide progress copies of reports, drawings, specifications and other documents for Architect/Consultant coordination and Owners' review at intermediate intervals and each phase of progress. The documents may include on request a current budget or cost estimate for our part of the work, based on the current drawings and specifications. The Consultant, the Owner and/or his agents, Architects and other Consultants shall review the documents for design intent and estimated budget conformance. The Architect will issue a written approval and notice to proceed, and/or instructions for changes or modifications. Changes and or modifications when required will be incorporated, reviewed and approved in writing before proceeding to the next phase of the project.

- 1.5 We propose to provide all design drawings and documents in the Architects' format or typical CSI three part format for specifications.

1.5.1 Drawings, including equipment plan views, utility rough-ins, elevations, sections and details will be prepared using AutoCadd 2013 and Revit 2013 on the Architect's standard sheet size, title block and drafting standards.

1.5.2 All documents may be furnished in their native electronic format on request.

- 1.6 The Consultant agrees to enter into a Standard AIA Contract Document C141 or C142 Abbreviated Agreement, between the Architect and Consultant.

2. ARCHITECTS RESPONSIBILITIES: Provide the Consultant with reasonable promptness at the appropriate phase all required information regarding this Part of the Project as outlined hereafter.

- 2.1 Pertinent preliminary and updated CADD or reproducible Architectural background base sheets at intermediate intervals and phases of the project when necessary to communicate a spatial description of the foodservice areas and/or any changes to the space which will affect the Work of the Consultant.

- 2.2 Project Information provided by the Architect of Record including:

- Project directory including all primary code and jurisdictional authorities, Consultants, designers, engineers, Architects, contractors and owners representatives.
- Initial Foodservice equipment estimated budget.
- Project CADD, graphic and quality control standards and policies.

- 2.3 Pertinent building construction details, mechanical, electrical, plumbing and structural characteristic of the building or site, which affect the work of the Consultant.

- 2.4 Architect/Owners' design standards for Foodservice materials and equipment if applicable.

- 2.5 Foodservice operations program and planning documents outlining the following if available:

- Menu and operational concepts.
 - Staffing requirements.
 - Hours of operations.
 - Anticipated types, numbers and frequencies of persons to utilize operation.
 - Objectives of the Foodservice operation.
 - Special materials, production, and delivery requirements.
 - Historical data for current operations.
 - Spatial program for all Foodservice areas.
- 2.6 Owner operational and maintenance standards.
- 2.7 Insurance underwriter criteria.
- 2.8 Architects schedule for the project.
- 2.9 The Architect will render decisions in a timely manner pertaining to design and document submittals prepared by the Consultant in order to avoid unreasonable delays in the orderly and sequential progress of the Consultant's Work. His agent or representative shall issue any instructions, approvals, changes, modifications or directives to the Consultant in writing.
- 2.10 The Architect shall provide the Consultant with a complete set of Contract Documents and/or a set of all Contract Documents pertaining to this portion of the work for his records at no cost to the Consultant. In addition the Consultant shall be provided with copies of all Bids for this Part of the Work, Contracts, correspondence, change orders, and other documentation which may affect the Work performed by the Consultant.
- 3. CONCEPTUAL OR PRE-DESIGN PHASE:** We propose to provide the following services during this phase of the project.
- 3.1 To attend meetings, *as specified in Section 9.1*, to consult with the Owner and/or his agents, Architects, Foodservice personnel, Administrators and Consultants.
- 3.2 To gather and analyze all data pertinent to defining the scope of the overall requirement and scope of the Foodservice operations.
- 4. SCHEMATIC DESIGN PHASE:** We propose to provide the following services during this phase of the project.
- 4.1 To attend project meetings, *as specified in Section 9.1*, and assist the project team in confirming or formulating design capacities, menu/concept definition, design, schedule and operation systems identification. Further to review the architectural and interior design goals and requirements and make any recommendations needed to coordinate the work of the Architect and other Consultants.
- 4.2 To prepare conceptual, schematic design studies, drawings sketches and other illustrations necessary to indicate the utilization of space within the foodservice areas.
- 4.3 To prepare a preliminary list for Foodservice Materials and Equipment based upon the basic concepts. The list may be used to locate and identify in preliminary form, distinct materials and equipment, options, features, etc. And provide the basis for a preliminary estimated budget and bulk utility loads for the project team's use.
- 4.4 To prepare a final schematic design study of the Foodservice areas along with the preliminary estimated budget for review and approval by the Owner.

5. **DESIGN DEVELOPMENT PHASE:** We propose to provide the following services during this phase of the project.
- 5.1 To attend Design Development meetings, *as specified in Section 9.I*, with the Owner, his agents, Architects, and Consultants as necessary to review and coordinate the design work.
 - 5.2 To prepare Design Development drawings and illustrations detailing and scheduling all Foodservice areas and their functional aspects with relationship to the program.
 - 5.3 To prepare a project manual for in-house use only which shall contain manufacturer's catalogue sheets or other illustrations as may be necessary to indicate the equipment selections, components and general construction standards. Components will be keyed to the drawings and will describe the quantities, options, features and utility requirements. The document will in addition include, a check list of all items requiring coordination of the Architect and his Consultants and an outline specification for the work to be performed.
 - 5.4 To review, develop design details, and coordinate with the interior designer and Architect the Foodservice equipment, materials and areas.
 - 5.5 To provide an updated estimated budget for the Foodservice equipment for approval by the Architect based on the Design Development documents.
 - 5.6 To review all national, state and local codes governing Foodservice facilities at the Project site and to make recommendations for compliance.
6. **CONTRACT DOCUMENT PHASE:** We propose to provide the following services during this phase of the project.
- 6.1 To attend design meetings, *as specified in Section 9.I*, with the Owner, his agents, Architects and Consultants to properly coordinate the Contract Documents.
 - 6.2 Based on the approved Design Development documents and any further adjustments in the Scope or quality of the Project or in the Project estimated budget authorized by the Architect, we will prepare for approval, Construction Documents consisting of drawings and specifications setting forth in detail the requirements for the construction of the Project.
 - 6.2.1 The drawings will indicate the size and location of all equipment, equipment schedules, finish schedules, utility and special general construction requirements which are directly related to the function of the Foodservice equipment. Further, drawings shall include all necessary equipment elevations, sections and details.
 - 6.2.2 The specifications will describe all requirements for equipment and materials procurement, contractor's responsibilities, and performance standards necessary to receive competitive bids on the work to be performed in conjunction with these services.
 - 6.2.3 All services provided will comply with federal, state and local codes, regulations and agencies having jurisdiction at the project site. Foodservice Design Professionals will provide all plans and specifications to the Architect for their submission to code and jurisdictional authorities for plan review, approval and permitting.
 - 6.3 Provide an updated estimated budget for the Foodservice equipment.
7. **BIDDING AND NEGOTIATING PHASE:** We propose to provide the following services during this phase of the project.
- 7.1 Provide a list of qualified bidders for the project and to assist the Architect in the obtaining of bids or negotiated proposals for the Foodservice Work.

- 7.2 Provide written document interpretations, clarifications, addendums or changes required for this Part of the Work.
- 7.3 To consult with or assist the Architect in evaluating the bids and contractors for this part of the work.
- 7.4 Provide all cost analysis reduction required for negotiating bids consistent with the approved estimated budgets and Scope of Project approved by the Architect.

8. CONSTRUCTION ADMINISTRATION: We propose to provide the following services during this phase of the project.

- 8.1 To advise and consult with the Owner, Architect, and Consultants during this phase of the work and to assist the Architect in issuing any interpretations, change requests or instructions to the Contractor for this Part of the Work.
- 8.2 We will review and/or take other appropriate action upon, and forward to the Architect for final disposition, Contractor's submittals such as shop drawings, Product Data and Samples with respect to this Part of the Project; but only for the limited purpose of checking for conformance with information given and the design concept expressed in the Contract Documents. Included in the basic services are the first submittal and a second re-submittal review. Additional submittal reviews may be considered extra services.
- 8.3 Provide a substantial field observation upon notice by the Architect at the appropriate stage of construction. On the basis of this observation, issue a written report recommending acceptance or rejection of any work or materials that fails to comply with the Contract Documents.
- 8.4 Once the maximum number of visits by Foodservice Design Professionals to confirm completion of this field observation has been attained, the time expended by Foodservice Design Professionals to verify completion of the observation listed items will be reimbursed by the Architect to Foodservice Design Professionals based on a time and material basis.
- 8.5 Based on our evaluation of the Contractors Application for payment, assist the Architect in determining the amounts due the Contractor for this Part of the Work.
- 8.6 Foodservice Design Professionals will endeavor to protect the Owner against defects and deficiencies in the Foodservice equipment; however, we do not propose to supervise the actual installation of the equipment and cannot guarantee the performance and/or equipment of any Contractor.

9. SCHEDULE OF MEETINGS AND TRIPS:

- 9.1 We agree to meet as necessary when requested, providing such visits are authorized by the Architect, in conjunction with regular or special job meetings or reviews. In addition, the cost of travel, food and lodging associated with review meetings and trips outside a 50-mile radius of the Houston Metroplex, scheduled or non-scheduled, shall be a reimbursable expense. Such expenses are to be in accordance with the terms and conditions as described under "Reimbursable Expenses".

10. COMPENSATION FOR PROFESSIONAL SERVICES:

- 10.1 For the basic services as hereinbefore described under Sections 3.0 through 8.0, we propose a professional fee of:

For A Lump Sum Fee of \$10,500.00

For the Project plus any reimbursements as provided for in Section 11.

- 10.2 Invoices for compensation shall be submitted monthly in proportion to the services performed, which shall not exceed the following scheduled percentages for each completed phase of the work to be performed plus the reimbursable expenses incurred during the billing period.

Schematic Design Phase.....	20%
Design/Development Phase.....	25%
Construction Document Phase	35%
Bidding or Negotiation Phase.....	10%
Construction Admin. Phase	10%

- 10.3 Invoices shall be promptly presented to the Architect, and will be due upon payment by the Owner to the Architect for this Part of the Work. The Consultant reserves the right to stop work on the project, without penalty, if payment of compensation exceeds a reasonable period of time from the date of billing.
- 10.4 Any fees paid for securing the approvals of authorities having jurisdiction over the project are to be paid by the Architect.

11. REIMBURSABLE EXPENSES:

- 11.1 We propose to be compensated for reimbursable expenses at the actual expense incurred by Foodservice Design Professionals. Reimbursable expenses include, but may not be limited to the following items:
- Travel expenses, air, lodging, and transportation outside a 50-mile radius of the Houston Metroplex area.
 - Special mailing or shipping expenses of printed data, drawings, samples, etc.
 - Reproduction of printed data other than inter-Consultant coordination printings.
 - Material for mock-ups or renderings.
- 11.2 Major progress CAD plotting and/or printing at the end of each phase or review milestones described under Section 3.0 through 8.0 is included in the cost of the Basic Services. Additional plotting or printing multiple sets of documents will be charged at the current commercial printing rates.

12. EXTRA SERVICES:

- 12.1 Extra Services shall be defined as those services necessary to make changes in previously approved drawings, specifications and/or an appreciable change in the scope of the project as described under "Areas to be Designed & Criteria:". No additional services will be performed without the written consent of the Architect.
- 12.2 For extra services, we propose to be compensated on a time and material basis for such time as may be actually devoted to the extra services.

Project Principal	\$150.00
Project Manager	\$100.00
Production Manager	\$75.00
Production Staff / Secretarial Support	\$70.00

3. Reimbursable expenses related to extra services will be charged on the same basis as described under the Section titled "Reimbursable Expenses".

13. OPTIONAL SERVICES:

- 13.1 Inventory and evaluation of existing foodservice equipment – included as part of basic services.
- 13.2 Preparation of fully dimensioned electrical, plumbing and mechanical rough-in drawings.
- 13.3 Participation in value engineering analysis.
- 13.4 Foodservice Management/Operator RFP/selection process.
- 13.5 Record drawings to reflect revisions/design changes accrued during construction.
- 13.6 Commercial laundry consulting services.

14. ACCOUNTING PRACTICES:

- 14.1 Foodservice Design Professionals maintains a comprehensive set of records related to any service or expenses incurred for this Project, and agrees to provide supporting information within a reasonable time when requested by the Architect.

15. INSURANCE AND MUTUAL ASSISTANCE:

- 15.1 We propose that the Architect and Consultant, each carry insurance with reputable insurance companies in amounts sufficient to protect themselves from claims arising out of the performance of professional services caused by any persons employed by him or by others for which he is responsible. It is agreed that such policies may have a deductible clause so long as the amount of the deductible does not exceed the usual and ordinary deductible found in such policies. If the negligence or other legal fault of either party causes the other party to incur expenses or liability either because of the existence of such deductible clause or for any reason, the party who is negligent or otherwise at fault shall reimburse the other party for such expense and hold him harmless from any such liability.
- 15.2 If any claim related to performance hereunder be asserted against either party, the party claimed against shall receive all reasonable assistance from the other.
- 15.3 Foodservice Design Professionals will furnish to the Architect certificates of his standard insurance policies and coverages upon which this proposal is based. Premiums for increased limits and/or additional insurance required by the project shall be added to the fee of the Consultant.

16. USE OF CONSULTANT'S DRAWINGS SPECIFICATIONS AND OTHER DOCUMENTS

- 16.1 Except for reference and coordination purposes in connection with future additions or alterations to the Work. Drawings, Specifications and other documents prepared by the Consultant are instruments of the Consultant's service for use solely with respect to this Project and, unless otherwise provided, the Consultant shall be deemed the author of these documents and shall retain all common law, statutory and other reserved rights, including the copyright. The Architect and Owner shall be permitted to retain copies, including reproducible copies, of the Consultant's

Drawings, Specifications and other documents for information and reference. The Consultant's Drawings, Specifications or other documents shall not be used by the Architect or others on other projects, or for completion of this Project by others, unless the Consultant is adjudged to be in default under this Agreement, except by agreement in writing and with appropriate compensation to the Consultant.

- 16.2 The Architect and Consultant shall not make changes in each other's Drawings, Specifications and other documents without written permission of the other party.
- 16.3 The Consultant shall maintain on file and make available to the Architect design calculations for this Part of the Project, and shall furnish copies thereof to the Architect on request.
- 16.4 Submission or distribution of Consultant's documents to meet official regulatory requirements or for similar purposes in connection with This Part of the Project is not to be construed as publication in derogation of the Consultant's reserved rights.

17. PROFESSIONAL RECOGNITION

- 17.1 The Architect agrees to acknowledge the professional services provided by the Consultant in detailed press releases, magazine articles, and other such publications where reference is made to the planning and design consulting services performed by the Consultant relative to the Foodservice facilities for the Project.

18. TERMINATION, SUSPENSION OR ABANDONMENT

- 18.1 This Agreement may be terminated or suspended by written notice, by either party, if the Project is suspended or abandoned by the Architect. The Consultant shall be compensated in accordance with the terms and conditions of this proposal for all work and expenses incurred prior to notice of termination.
- 18.2 If the Project is suspended and resumed by the Owner or Architect, the Consultant's compensation shall be equitably adjusted to provide for expenses incurred in the interruption and resumption of the Consultant's services.

19. SUCCESSORS AND ASSIGNS

- 19.1 The Architect and the Consultant each binds himself, his partners, successors, assigns, and legal representatives to the other party to this Agreement. Neither the Architect nor the Consultant shall assign, sublet, or transfer his interest in this Agreement without written consent of the other.

20. APPLICABLE LAW

- 20.1 Unless otherwise specified, this Agreement shall be governed by the laws of the principal place of business of the Architect.

Acceptance of our proposal may be indicated by signature, where provided, and returning the original to our office. (Note – this proposal may be withdrawn by us if not accepted within 90 days from the date on Page 1 of this proposal.)

We sincerely appreciate the opportunity to offer our services on this fine project and look forward to working with you and your associates. We are hopeful that our proposal meets your needs. However we will remain open to any additional information or modifications you may require.

Please feel free to contact me for any assistance.

Respectfully submitted,

Accepted

Robert Millunzi

Robert Millunzi
Project Principal

FOODSERVICE DESIGN PROFESSIONALS

Date: _____

A-1 (rev 040802)



rike
ogden
figueroa
allex

EXHIBIT "H"
ADDITIONAL SERVICES PROPOSAL FORM
May 5, 2015

RE: STC Mid Valley Student Services

Gentlemen:

Please refer to the Agreement dated April 4, 2014 between South Texas College ("Owner") and the undersigned ("Architect") as amended to the date hereof (such agreement as so modified and amended being hereafter called the "Agreement") pursuant to which Project Architect is to perform certain services. The terms which are defined in the Agreement shall have the same meaning when used in this letter.

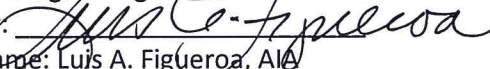
1. Owner has requested the performance of the service described below which Project Architect deems to be Additional Services.

(Food Service Consultant)
Casper & Associates, Inc.
P.O. Box 275
Elmendorf, Texas 78112

2. Project Architect agrees to perform the Additional Services described above subject to and in accordance with the terms and provisions of the Agreement for a fee which will be determined in accordance with the Agreement but which will not exceed seventeen thousand six hundred Dollars (\$17,600.00) and for reimbursement of expenses in accordance with the Agreement incurred solely in connection with the performance of such Additional Services, but which reimbursement for expenses will not exceed five thousand Dollars (\$5,000.00).
3. Project Architect will perform the service in accordance with any schedule attached hereto (attached schedule if applicable), but in any event not later than November 24, 2015.

If the foregoing is acceptable to you, please so execute by signing the enclosed copy of this letter at the space provided for this purpose and by inserting the date upon which Project Architect is authorized to commence performance of the Additional Services described in Paragraph 1 above.

Sincerely yours,
Rike Ogden Figueroa Allex Architects Inc.

By: 
Name: Luis A. Figueroa, AIA
Title: Principal

APPROVED BY:

Name: Dr. Shirley Reed
President



**P.O. BOX 275, ELMENDORF, TEXAS 78112
PHONE: 210-633-2020 FAX: 210-633-2028**

Attn: Luis Figueroa
ROFA Architects
1007 Walnut Ave.
McAllen, Texas 78501

April 9, 2015

**Reference: Mid Valley Campus Student Services Expansion
South Texas College**

In accordance with the information provided on the proposed referenced project, we are pleased to submit the following proposal for our consultation services.

FOODSERVICE CONSULTING

We will furnish our foodservice consulting services for the referenced project for a total fee of **\$16,000.00 (sixteen thousand dollars and 00 cents)**. This fee is based upon the services required to develop the design and construction documents for the expansion of the existing kitchen and dining facility.

This service includes design conferences, preliminary design analysis, construction document and administration phases. The above fee includes travel expenses for a maximum total of four (4) visits if required to be utilized for design conferences and/or during the construction administration phase. Cosper & Associates will determine the most effective solution that shall satisfy the needs, requirements and budget for this facility. We shall analyze the best use of the space and selection of new equipment to complement any existing equipment that is to be reused according to the Client's design criteria. Cosper & Associates will provide one original set of bid documents to the Architect. All coping, binding and delivery charges associated with these documents are to be the responsibility of the Architect. All electronic files are to be produced in CAD and WORD document formats.

CONSTRUCTION ADMINISTRATION PHASE

This phase of the project shall be included in the fee as listed above, which shall include inspections/site visits, submittal and shop drawing review of the kitchen equipment installation. Site visits or inspections shall not exceed the total allowance of travel expenditures as mentioned above.

Mutually acknowledged changes in the scope or design concept of the project, alternate design provisions, detached site work structures not specifically mentioned herein, and/or substantial revisions during construction are not included. In field correction of construction errors will be performed at the hourly rates listed within. No additional services shall be performed without the express written consent of ROFA Architects.

Our current schedule of hourly rates are as follows:

HOURLY RATES

Principal Consultant.....	\$95/Hour
Draftsman (CAD).....	\$55/Hour
Clerical.....	\$45/Hour

The hourly rates listed above are subject to periodic review and change. Notification will be given of hourly rate schedule changes, as they become necessary during the progress of the work. These hourly rates allow for general overhead and profit and include such things as the cost of salaries payable to such personnel plus payroll burden (social security contributions, unemployment and payroll taxes, workmen's compensation, health benefits, sick leave, vacation and holiday pay) applicable thereto. The consulting fee will be billed upon Cosper & Associates completion of each phase as listed below. The construction administration phase will be invoiced in two phases. Once all equipment submittals are reviewed, we shall bill for 50% of this phase with the remaining balance due at the completion of the construction administration phase. Compensation for our consulting services shall be computed as follows.

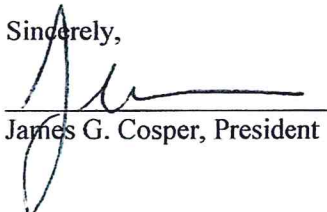
Total Fee: \$16,000.00

Schematic Design/Design Development	30%	(\$ 4,800.00)
Construction Documents	40%	(\$ 6,400.00)
Bidding Phase	5%	(\$ 800.00)
Construction Administration	25%	(\$ 4,000.00)

Payments shall be paid in full upon receipt of invoice or within 10 business days upon the architect's receipt of payment from the client. Carrying charges for overdue accounts beyond 30 days of billing date will be paid by the client at the rate of one and one half (1.5%) per month of the amount past due as well as any legal fees and expenses necessary for collection of delinquent amounts. In the event the project is postponed, canceled or normal work progress is otherwise interrupted for an indefinite period exceeding 30 days, we will invoice you for our services up to that time at the rates and direct costs listed herein.

We sincerely appreciate the opportunity to offer our services and look forward to working with ROFA Architects in the development of this project. If the above proposal is agreeable with you, please sign and return one copy for our records. This contract will be void if not accepted and signed within thirty (30) days of date listed above. If there are any questions or concerns, please advise us.

Sincerely,


James G. Cosper, President

Accepted:

Luis Figueroa, AIA
ROFA Architects

Date

Review and Action as Necessary on Building Information Modeling for Facilities Management (BIM-FM) for the 2013 Bond Construction Program

Review and action as necessary on additional services with Broaddus & Associates for development and implementation of Building Information Modeling (BIM) - Facilities Management (FM) standards and database for the 2013 Bond construction projects is requested.

Staff previously presented the benefits which this new three dimensional modeling technology provides in architectural and engineering drawings. Three dimensional drawing technology can better identify building components, their locations, and respective specifications. This information includes three dimensional graphics, the manufacturers and model numbers, as well as detailed specifications of building components which is stored and made available via the internet for facilities management after construction is completed.

After staff's previous presentation on October 14, 2014, the Board Facilities Committee requested that staff visit peer institutions where similar systems of facilities management are currently being implemented to try and learn more about the benefits. Mr. Gerry Rodriguez, Director of Facilities Planning & Construction, and Mr. George McCaleb, Director of Facilities Operations and Maintenance have since visited with the facilities staff at the Texas A&M University Health Science Center (TAMUHSC) in College Station, Texas to learn more. TAMUHSC is a leader in Texas for using BIM-FM technology for the day-to-day facilities maintenance and operations functions.

The following list outlines some major benefits possible through the implementation of Building Information Modeling (BIM) in general and for facilities management.

- Ability for STC staff to transition into the current industry standards used for development of architectural and engineering plans in three dimension
- Development of standards to be used by architects and engineers describing which building systems the College would benefit from if drawn in the three dimensional format for Bond projects and beyond
- Development of facilities three dimensional drawings and information databases which are accessible through the internet making the information available from any location
- Reduce the need for STC staff to travel to each campus to gather information on various building components which may be in need of services or repair; and therefore, reduce time spent and improve efficiency
- Access building information which would otherwise be difficult to attain without some exploratory work or demolition
- Make building systems information available through mobile electronic devices
- Streamline maintenance work order processes
- Improve the availability of building systems and components information including manufacturer, model, date of installation, and warranty period

Staff research has also learned that the staff of Broaddus & Associates are leaders in the development and implementation of the BIM-FM systems for higher education institutions in the State of Texas. Because of the benefits identified through staff's research and the expertise available through Broaddus & Associates staff, it is recommended that STC make the transition

into the implementation of the Building Information Modeling, including the facilities management component.

Staff has requested an additional services proposal from Broaddus & Associates for development and implementation of the BIM-FM system for the 2013 Bond Construction Projects. If approved, these additional services would include the following:

Service number 1

In order to begin implementation of BIM FM, Broaddus & Associates staff would first develop standards for use by architects and engineers. These standards would be customized to the types of buildings built by STC. The standards would be provided to each architect and engineer working on the current Bond construction program so that proper and equitable plans can be created. These standards would remain with the College for use on future construction projects after the current Bond program is complete.

Service number 2

Once the plans have been completed using the three dimensional drawing systems, Broaddus & Associates would then proceed to gather all plans from each architect and engineer and create a centralized database for all three dimensional drawings and specifications, accessible on the internet for each of the Bond Program buildings.

Broaddus & Associates has submitted the attached proposal to provide the services identified above. Below is a summary of the proposed fees submitted by Broaddus & Associates:

Develop BIM Standards (design phase)

- Hourly rate not to exceed \$54,000
- Reimbursable expenses not to exceed \$8,264

Collect and organize BIM data for future facilities management (construction phase)

- Hourly not to exceed \$124,800
- Reimbursable expenses not to exceed \$18,891

Total not to exceed proposal amount: \$211,400

Mr. Gerry Rodriguez, Director of Facilities Planning and Construction, and Mr. George McCaleb, Director of Operations and Maintenance, attended the May 14, 2015 Facilities Committee meeting and presented on the proposed BIM-FM services, and value such services would provide the college in its ongoing operations and maintenance of the 2013 Bond Construction Program projects after construction is complete.

They also shared that the initial proposal by Broaddus & Associates was to provide a full scope of services for approximately \$378,000. After reviewing and scaling back the scope of services, the proposal presented for Board approval provides valuable services to the College and would be provided by Broaddus & Associates for \$211,400.

The Facilities Committee recommended Board approval of the additional services with Broaddus & Associates for development and implementation of Building Information Modeling (BIM),

Facilities Management (FM) standards and database for the 2013 Bond construction projects as presented.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize the additional services with Broaddus & Associates for development and implementation of Building Information Modeling (BIM), Facilities Management (FM) standards and database for the 2013 Bond construction projects as presented.

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

The Board of Trustees of South Texas College approves and authorizes the additional services with Broaddus & Associates for development and implementation of Building Information Modeling (BIM), Facilities Management (FM) standards and database for the 2013 Bond construction projects as presented.

Approval Recommended:

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

BUILDING INFORMATION MODELING BIM

South Texas College
Board Facilities Committee
May 14, 2015

GOAL

IMPROVE EFFICIENCY AND EFFECTIVENESS
OF FACILITIES MANAGEMENT BY
INCORPORATING THREE DIMENSIONAL
DESIGN, DRAWINGS AND DATA
TECHNOLOGY, ALSO KNOW AS **BUILDING
INFORMATION MODELING**

South Texas College
Board Facilities Committee
May 14, 2015

What is Building Information Modeling?

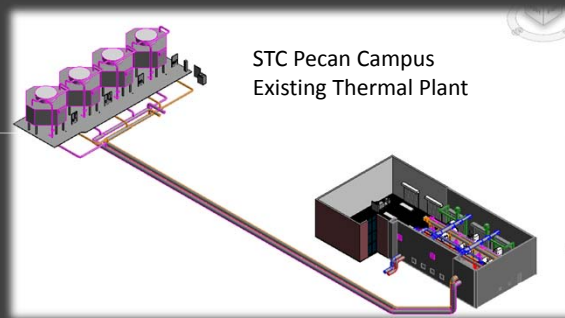
The **US National Building Information Model Standard Project Committee** has the following definition:

Building Information Modeling (BIM) is a digital representation of physical and functional characteristics of a facility. A BIM is a shared knowledge resource for information about a facility forming a reliable basis for decisions during its life-cycle; defined as existing from earliest conception to demolition



In Gerry's simple terms:

A three dimensional digital building model created by the design team during the **design phase** of a construction project, used and updated by the construction team during the **construction phase** and maintained by the end user during the **operation phase** to support effective and efficient **facilities management**

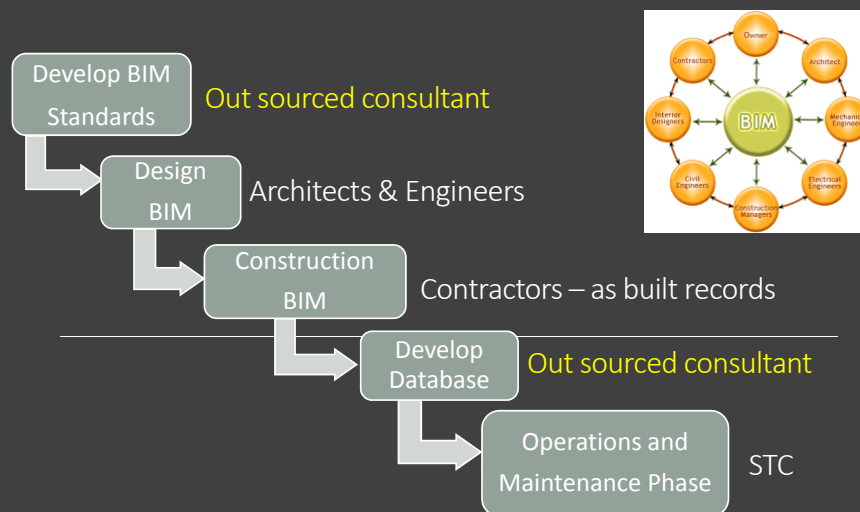


BIM versus Computer Aided Drafting (CAD):

CAD – Since the early 1990's, computer aided drafting has become an industry standard for creation of architectural and engineering type drawings, also known as construction documents. CAD drawings are created in a 2 Dimensional format which does not allow for 3 Dimensional placement of building components.

BIM – Recent technology has changed architectural and engineering drawings from 2D to 3D. The greatest benefit of 3D drawings is that the design team can digitally build a structure including all building systems components. This 3D drawing or modeling allows the design team to fit all building systems components and **reduce conflicts** between ducts, pipes, cable trays, etc. Modeling these building components reduces conflicts in the field and possible change orders needed to correct the conflicts. Allows for development of facilities management **data which is more accessible**.

Outline Steps



Outline Steps Detail:

1. **BIM standards** – key first step; develop owner desired level of building information modeling detail for use by all design teams; **outsourced consultant**
2. **Design Phase BIM** – architects and engineers will prepare equitable building information modeling plans using owner's standards; included in A/E contracts
3. **Construction Phase BIM** – contractors will use building information modeling plans for construction, as prepared by architects and engineers, and will update plans to create BIM as built plans for Owner's use; included in CMR contracts
4. **Operations Phase BIM** – collect and organize all BIM files from design and construction phases to create an online database of information for use by owner for **facilities management**; **outsourced consultant**

STC BIM Standards

Owner's written **document outlining all building components and related specifications** which are provided to the architects and engineers for preparation of BIM drawings. The level of detail can range from large HVAC equipment to small electrical switches and data ports.

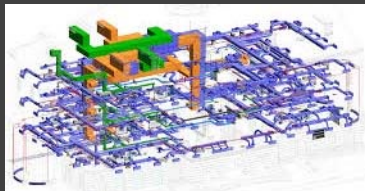
It is the desire of STC facilities staff to develop a set of BIM standards which focuses on **major building components** such as HVAC air handlers, chillers, chiller pumps, exhaust fans, electrical panels, fire alarm panels, underground infrastructure, large piping, etc.

BIM Benefits Summary

- Improves time efficiency for O&M staff
 - Reduces need for travel between multiple campuses
 - Provides access to Building systems via internet
 - Information can be updated as repairs are made
 - Building systems information is more comprehensive
-
- Information includes 3D images and specifications
 - Information accessible on mobile devices and reducing the need to conduct timely onsite investigations

Why Broaddus & Associates?

Recent peer research has also revealed that Broaddus & Associates' staff includes a team of leaders in the BIM industry. Their team led by Hyde Griffith has the experience and ability to provide the necessary level of BIM systems development which can maximize the long term benefits and return on investment to STC.



Broadus' Proposal

Develop BIM Standards (design phase)

Hourly not to exceed \$54,000
Reimbursables not to exceed \$8,264

Collect and organize BIM data for future facilities management (construction phase)

Hourly not to exceed \$124,800
Reimbursables not to exceed \$18,891

Total not to exceed amount \$211,400

Simple Payback Calculations

Fiscal Year	Staffing	# of Personnel	Salary Budget	% of BIM Savings**	Annual BIM Savings
2014-2015	Existing	28	\$1,160,075	4.50%	\$52,203.38
2016-2017*	New	23	\$ 959,000	4.50%	\$43,155.00
Totals		51	\$2,119,075		\$95,358.38
Broadus & Associates' BIM Proposal					\$211,400
Simple Payback with existing staff					4.01 years
Simple Payback with future staff					2.20 years

*Staffing proposed for new buildings

**2013 International Facility Management Association - Texas A&M Health Science Center
A Case Study of BIM and COBie for Facility Management

Sources: IFMA study and GSA study

BUILDING INFORMATION MODELING Q&A

South Texas College
Board Facilities Committee
May 14, 2015



Date: October 2nd, 2014

To: Gilbert Gallegos
Broaddus & Associates, Inc.

From: Hyde Griffith
Broaddus & Associates, Inc.

RE: South Texas College – Bond Program / BIM Support Services
Phase 2 – BIM FM Implementation Support Services

Gilbert,

We are pleased to submit the following proposal regarding Broaddus & Associates functioning as the BIM Manager and Facilities Data Integrator (FDI) for the STC Bond Program projects. According to previous discussion with the STC staff, we have aligned our proposal to the recommended path forward.

Accomplishments to date for the Phase 1 implementation include:

- 1) Assisted with BIM language for the AE RFQ.
- 2) Supported the AE RFQ pre-submittal meeting.
- 3) Loaded all STC POR data into a structured BIM database for use in program variance reporting.
- 4) Ability to export the baseline POR data in a format that each AE team's design platform can use.
- 5) Ability to generate cost estimates from BIMXML files (from the POR and AE teams).
- 6) Started development of the BIM-FM standards for STC's use in the bond program.

Goals of the BIM program include:

- 1) Apply industry experience to the development of BIM-FM processes for STC.
- 2) Leverage technology for design coordination / construction coordination.
- 3) Specify, collect, validate, and import facilities management data and documents to operational systems.
- 4) Create a repeatable process that STC can reuse on future capital projects.
- 5) Realize efficiencies in the transition from construction to operations (data / document migration).
- 6) Capture critical facility asset details and records for future use in the O&M phase. Population of the O&M systems with timely and accurate information will preserve warranties, extend asset life, and create efficiencies for future work order execution.
- 7) Allow for better transition planning for O&M staff based upon asset lists and related documents.

Staff Augmentation For BIM-FM Services

This service provides complete responsibility for the role of Facilities Data Integrator (FDI) by Broaddus & Associates. This will also afford the Facilities staff an opportunity to observe the process and learn more about how to execute the FDI role as the projects proceed. The following is a compilation of the FDI responsibilities:

- Task 0 – Upholding the stated FDI roles and responsibilities as stated in the FM Data Specifications, Revision 00 (currently under development with STC staff).
- Task 1 – Discuss with STC Facilities the BIM for FM inclusion in the project. Provide general documentation submitted to project team regarding the process. Help STC to determine the level of

BIM effort that should be required on a project prior to contracting AEC team and/or prior to issuance of RFQ's and RFP's.

- Task 2 – Attend Project Kickoff meeting(s) to introduce the BIM for FM process to project teams and answer questions. Coordinate for subsequent meetings to discuss process with project teams.
- Tasks 3 / 4 / 5 – Support BIM Execution Plan (BEP) process by reviewing requirements with project teams, reviewing individual BEP's with owner, working with STC to record owner BEP elements and determining the desired level of effort/cooperation from Facilities staff, and guiding the creation of project team BEP with the AEC team.
- Tasks 6 / 7 / 8 – Review and report of multiple design and multiple construction FM Data deliverable reviews per the BEP schedule and BIM for FM specifications. Included in the reviews are multiple sessions of field verification of FM Data for QA/QC purposes, confirming accuracy of design and construction data deliverables. Field review of data includes walking with AEC team or Facilities staff and validating together, if that is desired.
- Task 9 – Review of structured data, Facility Data import to the operational systems (CAFM/CMMS), other operational systems, and to provide troubleshooting support. Often there are numerous data issues to be identified and resolved during the import of data that require the assistance and knowledge of a party that is particularly familiar with data relationships.
- Task 10 – Additional site visits are allocated for meetings or activities that would benefit from on-site presence, such as BEP demonstration with STC, review meetings in person, deliverable handoff, project close-out, and other instances where in-person collaboration is preferred and beneficial.
- Task 11 – Update the BIM for FM specification with lessons learned during project implementation from AEC comments and as particular issues arise from project implementation that allow for a better or clearer specification.

Progress Billing

We expect to invoice based on a progress billing methodology related to the incremental completion of the agreed upon tasks and the number of task instances by service option. Each of the bond program projects has a different level of support required because of the scope, size, and complexity. These estimated levels of support are included in Attachments 1 and 2 of this proposal.

Program / Project Schedule

We expect the scope described above to take the same duration per individual project as published for the bond program.

Tasks vs Fee and Reimbursable Schedule

Support / Service Performed (tasks by instance)	Full Service - Full Staff Augmentation
Task 0 – Uphold the FDI Roles and Responsibilities (per spec)	Included
Task 1 - Support Spec Development & Application - Project Setup	In Phase 1
Task 2 - Facility Support - Project Kickoff	Included
Task 3 - BEP Support - Guide & Review AEC Execution Plan	Included
Task 4 - BEP Support - Guide Owner Execution Plan	Included
Task 5 - BEP Support - Coordinate Project Team Execution Review	Included
Task 6 - Data Review - Design Reviews	Included
Task 7 - Data Review - Construction Reviews	Included
Task 8 - Facility Support - Field Reviews (QA/QC Validation Effort)	Included
Task 9 - Facility Support – Import Support for CAFM (AiM) and CMMS (SchoolDude)	Included
Task 10 - Facility Support - Site Support Visits	Included
Task 11 - Support Spec Development & Application - Update BIM Spec	Included
Fee	\$ 179,400
Reimbursable Allowance	\$ 32,000
Total	\$ 211,400

Attachment 1 – Bond Program Schedule with Service Matrix (1 page)

Attachment 2 – Fee and Expense Schedule with Optimization Details (1 page)

Explanation of Optimization Assumptions

These project services are normally rendered on individual projects as stand-alone efforts. For the STC bond program, we have considered the expected AEC team / campus groupings that are planned. This allows for some optimization (and associated cost reductions) to occur. We expect to apply the same BIM Execution Plan to AEC teams that are paired for specific groups of projects (more than 1). This allows for a reduction in the number of BEP's needed. The same applies to BIM Kick-Off Meetings. We have also reduced the normal number of design and construction reviews in lieu of one each month. We believe that with the AEC team groupings expected, the teams will learn faster and will apply lessons learned from one project in their grouping to the other projects in their grouping. So, the learning curve will accelerate and fewer reviews will be needed to achieve the same level of quality.

Our proposed fee and expenses represent a 55% reduction from a non-optimized approach based upon the above details and others not explicitly cited in Attachment 2.

We are available to discuss in more detail the work related to this proposal and to present it to others at STC for consideration. Please let us know if we can help in clarifying anything regarding previous discussion or what is contained in this document.

Respectfully Submitted,



Hyde Griffith, PE
Vice President

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

Approval of building exterior schematic design by EGV Architects, Inc. for the Pecan Campus Art Building Covered Area for Ceramic Arts will be requested at the May 26, 2015 Board meeting.

At the April 28, 2015 Board meeting, Trustees approved the location and schematic floor plan for this construction project as designed by EGV Architects. The Board also reviewed the proposed exterior schematic design and requested that EGV Architects prepare additional options to be presented to the Facilities Committee and Board in May 2015.

The following presentation provides three options for consideration by the Board. A representative from EGV Architects will attend the May 26, 2015 Board Committee meeting to present and review the provided options and will be available to respond to questions. The Board will be asked to review and approve a design option, which would be used to update the Request for Proposals.

Due to time constraints, the Facilities Committee did not hear this item, and it is presented for Board action as necessary without a Committee recommendation.

Recommendation:

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

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

The Board of Trustees of South Texas College approves and authorizes an exterior schematic design option for the Pecan Campus Art Building Ceramic Arts Covered Area as presented by EGV Architects.

Approval Recommended:

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

PECAN CAMPUS, BUILDING B COVERED AREA FOR CERAMIC ART KILNS



EXISTING BUILDINGS

BUILDING B COVERED AREA FOR CERAMIC ART KILNS



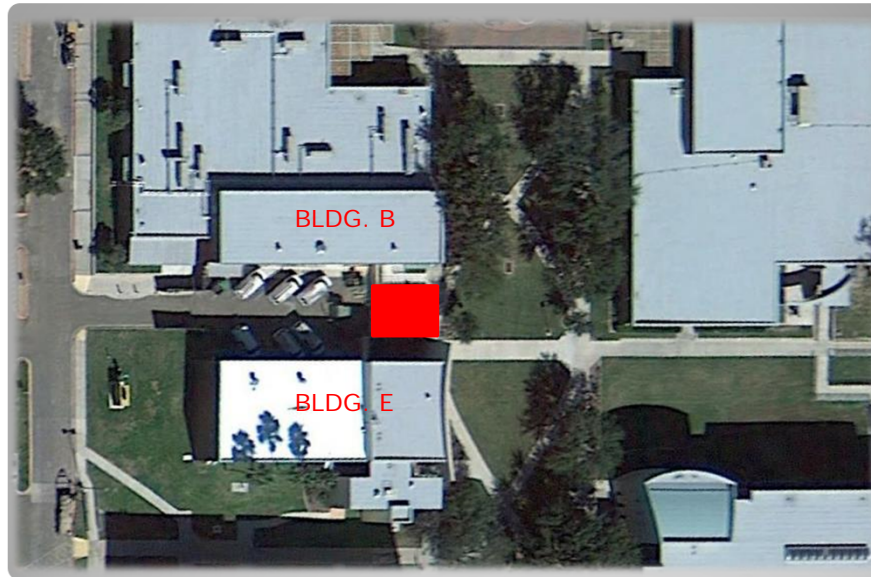
EXISTING BUILDINGS

BUILDING B COVERED AREA FOR CERAMIC ART KILNS



EXISTING BUILDINGS

BUILDING B COVERED AREA FOR CERAMIC ART KILNS



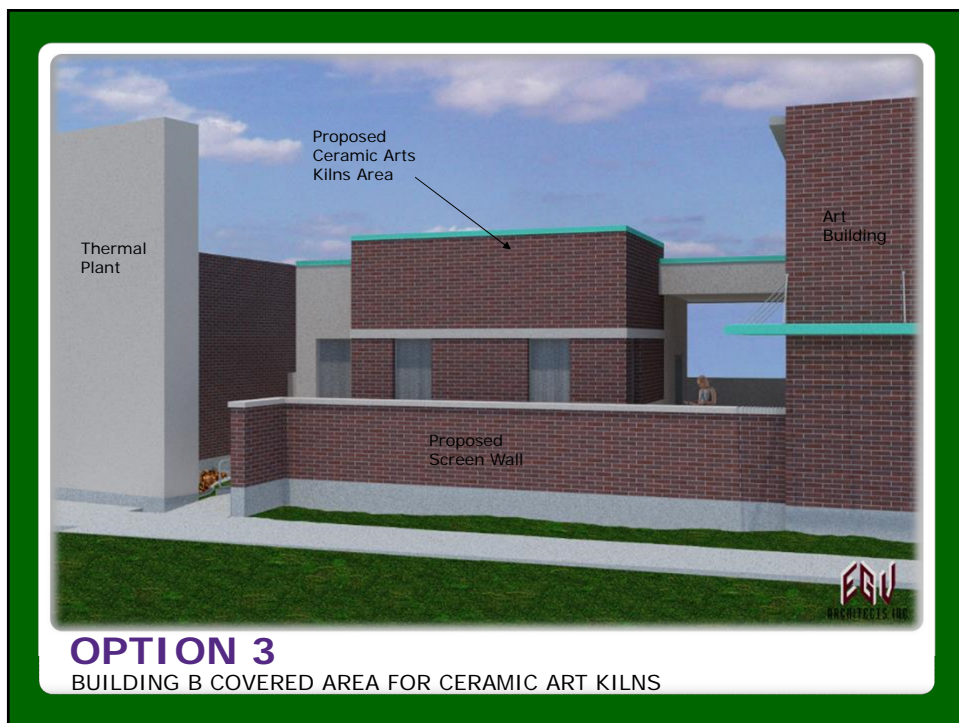
AERIAL VIEW

BUILDING B COVERED AREA FOR CERAMIC ART KILNS



OPTION 1

BUILDING B COVERED AREA FOR CERAMIC ART KILNS



Q&A



Review and Action as Necessary on Contracting Construction Services for the Pecan Campus Art Building Existing Ceramic Arts Interior Renovation

Approval to select a contractor for the Pecan Campus Art Building Existing Ceramic Arts Interior Renovation project is requested.

The Board of Trustees previously approved design services with EGV Architects to prepare plans and specifications for the Ceramic Arts Interior Space Renovation and exterior covered area. As a result, the design team at EGV Architects completed the plans and specifications necessary for the interior renovation portion of this project. The interior renovations need to be completed during the summer months and therefore these plans have been completed first so that solicitation of proposals could proceed. Work on plans for the exterior covered areas will continue and solicitation of proposals for that portion will begin as soon as plans are complete.

EGV Architects 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 April 13, 2015. A total of six (6) sets of construction documents were issued to general contractors, sub-contractors, and suppliers and a total of four (4) proposals were received on April 29, 2015.

Timeline for Solicitation of Competitive Sealed Proposals	
April 13, 2015	Solicitation of competitive sealed proposals began.
April 29, 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 approved.

Funds are budgeted in the FY 2014-2015 non-bond Construction budget for this project.

Source of Funding	Budgeted Funds	Highest Ranked Proposal
Non-Bond Construction	\$325,000	\$109,209

Due to time constraints, the Facilities Committee did not hear this item, and it is presented for Board action as necessary without a Committee recommendation.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize contracting construction services with Herrcon, LLC in the amount of \$109,209 for the Pecan Campus Art Building Existing Ceramic Arts Interior Renovation 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 Herrcon, LLC in the amount of \$109,209 for the Pecan Campus Art Building Existing Ceramic Arts Interior Renovation project as presented.

Approval Recommended:

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

**SOUTH TEXAS COLLEGE
PECAN CAMPUS BUILDING B CERAMICS & ARTS LAB INTERIOR RENOVATION
PROJECT NO. 14-15-1067**

VENDOR	5 Star Construction	Herron, LLC.	Holchemont, Ltd.	JCON Construction, LLC.
ADDRESS	3209 Melody Ln	1333 E Jasmine Ave	900 N Main St	604 Palmview Dr
CITY/STATE	Mission, TX 78574	McAllen, TX 78501	McAllen, TX 78501	Mission, TX 78574
PHONE	956-867-5040	956-330-5566	956-686-2901	956-227-3215
FAX	956-599-9055		956-686-2925	956-580-9906
CONTACT	Alan Oakley	Gilbert Herrera	Michael Montalvo	Juan Pena, Jr.
#	Description	Proposed	Proposed	Proposed
1	Base Proposal: Pecan Building B Ceramics & Arts Lab Interior Renovation	\$ 138,900.00	\$ 126,700.00	\$ 120,000.00
2	Begin Work Within	10 Working Days	10 Working Days	10 Working Days
3	Completion of Work Within	45 Calendar Days	45 Calendar Days	45 Calendar Days
TOTAL PROPOSAL AMOUNT		\$ 138,900.00	\$ 126,700.00	\$ 120,000.00
TOTAL RANKING POINTS		67.97	76.54	57.31
RANKING		3	2	4

SOUTH TEXAS COLLEGE
PECAN CAMPUS BUILDING B CERAMIC AND ART LABS INTERIOR RENOVATIONS
PROJECT NO. 14-15-1067
EVALUATION FORM

VENDOR		5 Star Construction		Herrcon, LLC.		Holchemont, Ltd.		JCON Construction, LLC.	
ADDRESS		3209 Melody Ln		1333 E Jasmine Ave		900 N Main St		604 Palmview Dr	
CITY/STATE		Mission, TX 78574		McAllen, TX 78501		McAllen, TX 78501		Mission, TX 78574	
PHONE/FAX		956-867-5040		956-330-5566		956-686-2901		956-227-3215	
FAX		956-599-9055				956-686-2925		956-580-9906	
CONTACT		Alan Oakley		Gilbert Herrera		Michael Montalvo		Juan Pena, Jr.	
1	The Respondent's price proposal. (up to 45 points)	35.4	35.4	45	45	38.8	38.8	41	41
		35.4		45		38.8		41	
		35.4		45		38.8		41	
		35.4		45		38.8		41	
		35.4		45		38.8		41	
		35.4		45		38.8		41	
2	The Respondent's experience and reputation. (up to 10 points)	9	8.33	8.5	7.58	9.5	9.08	7	5.33
		9		8		10		4	
		7		6		8		5	
		9		9		9		5	
		8		6		9		6	
		8		8		9		5	
3	The quality of the Respondent's goods or services. (up to 10 points)	9	8.16	9	7.91	9	9	2	3.66
		9		9		10		3	
		6		7		9		5	
		9		8.5		9		2	
		8		6		9		5	
		8		8		8		5	
4	The Respondent's safety record (up to 5 points)	3.5	3.33	4	3.33	4.5	4.66	0	0.33
		4		4		5		0	
		3		3		4.5		0	
		3.5		4		5		0	
		3		2		4		1	
		3		3		5		1	
5	The Respondent's proposed personal. (up to 8 points)	6.5	6.25	6	6	7	7.5	1	2.66
		6		6		8		1	
		6		5		8		4	
		7		6		7		2	
		6		6		7		4	
		6		7		8		4	
6	The Respondent's financial capability in relation to the size and the scope of the project. (up to 9 points)	6	6.5	6	6.83	6.5	7.5	4	4.33
		6		8		9		6	
		5		7		8		3	
		8		6		6.5		4	
		7		6		8		6	
		7		8		7		3	
7	The Respondent's organization and approach to the project. (up to 6 points)	5.5	4.58	4	4.5	5.5	5.08	0	1.33
		5		5		6		0	
		3		5		5		2	
		5		5		5		0	
		4		3		5		3	
		5		5		4		3	
8	The Respondent's time frame for completing the project. (up to 7 points)	7	7	7	7	7	7	7	7
		7		7		7		7	
		7		7		7		7	
		7		7		7		7	
		7		7		7		7	
		7		7		7		7	
TOTAL EVALUATION POINTS		67.97		76.65		76.54		57.31	
RANKING		3		1		2		4	

Review and Action as Necessary on Contracting Construction Services for the Pecan Campus Achieve Early College High School Driveway and Sidewalk Relocation

Approval to select a contractor for the Pecan Campus Achieve Early College High School Driveway and Sidewalk Relocation project is requested.

The Board of Trustees previously approved design services with R. Gutierrez Engineers to prepare plans and specifications for the relocation of the driveway and sidewalk at the Achieve Early College High School at the Pecan Campus. As a result, the civil engineering team at R. Gutierrez Engineers completed the plans necessary for this project. The packet includes a conceptual site plan showing the location of the new drive and sidewalk.

R. Gutierrez Engineers 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 31, 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 April 16, 2015.

Timeline for Solicitation of Competitive Sealed Proposals	
March 31, 2015	Solicitation of competitive sealed proposals began.
April 16, 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 approved.

Funds are budgeted in the FY 2014-2015 non-bond Construction budget for this project.

Source of Funding	Budgeted Funds	Highest Ranked Proposal
Non-Bond Construction	\$60,000	\$49,472

Due to time constraints, the Facilities Committee did not hear this item, and it is presented for Board action as necessary without a Committee recommendation.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize contracting construction services with Roth Excavating, Inc. in the amount of \$49,472 for the Pecan Campus Achieve Early College High School Driveway and Sidewalk Relocation project as presented.

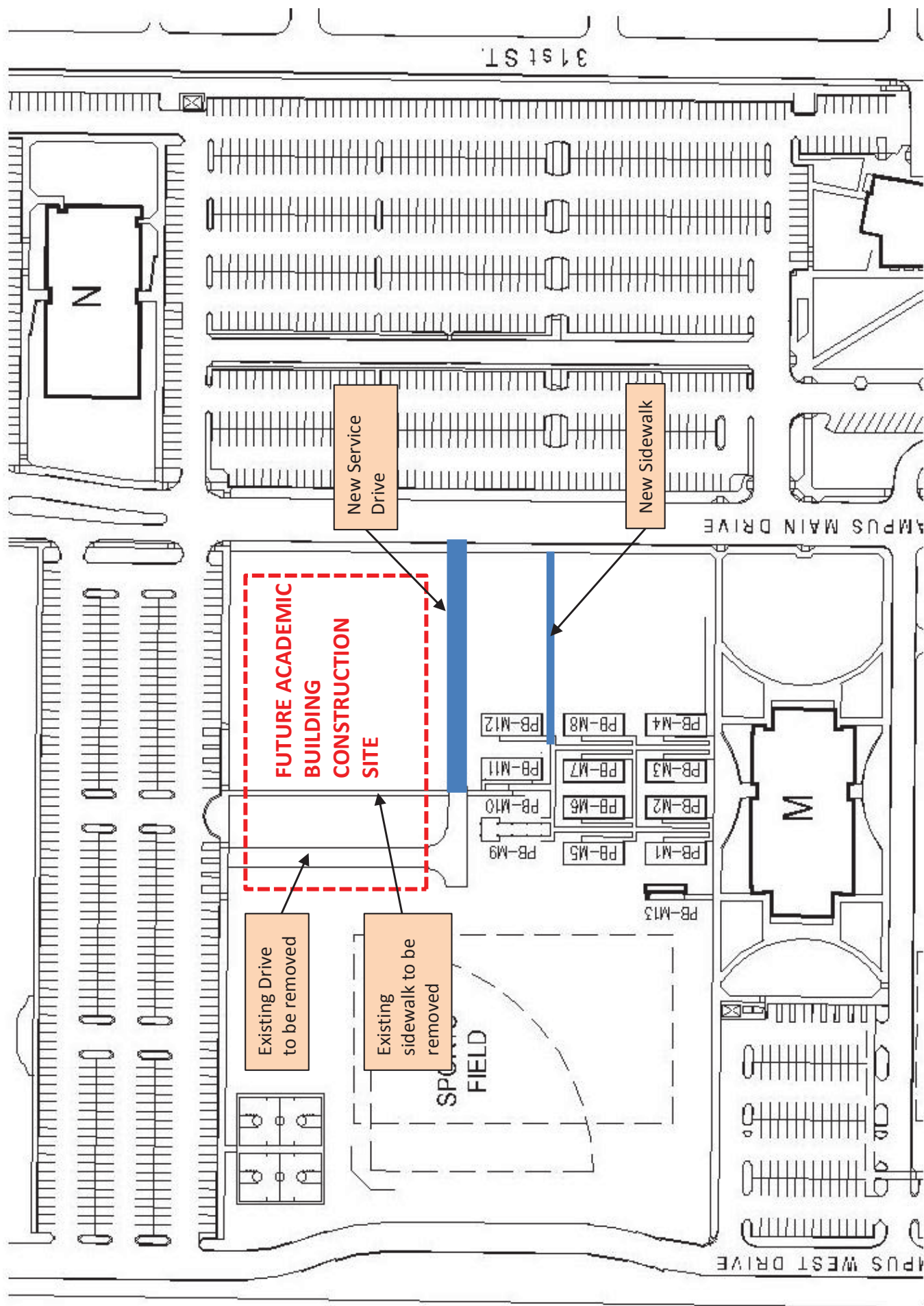
The following Minute Order is proposed for consideration by the Board of Trustees:

The Board of Trustees of South Texas College approves and authorizes contracting construction services with Roth Excavating, Inc. in the amount of \$49,472 for the Pecan Campus Achieve Early College High School Driveway and Sidewalk Relocation project as presented.

Approval Recommended:

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

President



STC AECHS Proposed Drive and Sidewalk

**SOUTH TEXAS COLLEGE
ACHIEVE EARLY COLLEGE HIGH SCHOOL SERVICE DRIVE AND SIDEWALK PROJECT
PROJECT NO. 14-15-1063**

VENDOR		Diamond Eight Industries, LLC.	DK3 Construction, LP.	5 Star Construction	Herrcon, LLC.	Roth Excavating, Inc.
ADDRESS		123 N Main St	702 W Expressway 83	3209 Melody Ln	1333 E Jasmine Ave	5820 N Cage Ste 1
CITY/STATE/ZIP		Santa Rosa, TX 78593	Weslaco, TX 78596	Mission, TX 78574	McAllen, TX 78501	Pharr, TX 78577
PHONE		956-636-1429	956-968-2829	956-867-5040	956-330-5566	956-787-2742
FAX		956-998-4008	956-969-9634	956-599-9055		956-787-5152
CONTACT		Alissa Perez	Dominic Reyna	Alan Oakley	Gilbert Herrera	Tyler Wulf
#	Description	Proposed	Proposed	Proposed	Proposed	Proposed
1	Base Proposal: Achieve Early College High School Service Drive and Sidewalk Project	\$ 70,297.20	\$ 49,840.83	\$ 67,800.00	\$ 93,466.83	\$ 49,472.00
2	Begin Work Within	10 Working Days	10 Working Days	10 Working Days	10 Working Days	5 Working Days
3	Completion of Work Within	30 Calendar Days	60 Calendar Days	45 Calendar Days	30 Calendar Days	14 Calendar Days
TOTAL PROPOSAL AMOUNT		\$ 70,297.20	\$ 49,840.83	\$ 67,800.00	\$ 93,466.83	\$ 49,472.00
TOTAL EVALUATION POINTS		55.4	61.2	74.1	61.1	94.2
RANKING		5	3	2	4	1

**SOUTH TEXAS COLLEGE
ACHIEVE EARLY COLLEGE HIGH SCHOOL SERVICE DRIVE AND SIDEWALK PROJECT
PROJECT NO. 14-15-1063
EVALUATION SUMMARY**

VENDOR		Diamond Eight Industries, LLC.		DK3 Construction, LP.		5 Star Construction		Herrcon, LLC.		Roth Excavating, Inc.	
ADDRESS		123 N Main St		702 W Expressway 83		3209 Melody Ln		1333 E Jasmine Ave		5820 N Cage Ste 1	
CITY/STATE		Santa Rosa, TX 78593		Weslaco, TX 78596		Mission, TX 78574		McAllen, TX 78501		Pharr, TX 78577	
PHONE/FAX		956-636-1429		956-968-2829		956-867-5040		956-330-5566		956-787-2742	
FAX		956-998-4008		956-969-9634		956-599-9055				956-787-5152	
CONTACT		Alissa Perez		Dominic Reyna		Alan Oakley		Gilbert Herrera		Tyler Wulf	
1	The Respondent's price proposal. (up to 45 points)	31.7	31.7	44.7	44.7	32.8	32.8	23.8	23.8	45	45
		31.7		44.7		32.8		23.8		45	
		31.7		44.7		32.8		23.8		45	
		31.7		44.7		32.8		23.8		45	
		31.7		44.7		32.8		23.8		45	
2	The Respondent's experience and reputation. (up to 10 points)	9	8.7	8.5	7.9	9	8.8	8.5	8.5	9	8.9
		8		8		9		8		8.5	
		9		8		10		9		8	
		8.5		7		9		7		9	
		9		8		7		10		10	
3	The quality of the Respondent's goods or services. (up to 10 points)	5	5.1	3	3	8.5	8.3	6	7.2	8.5	8.2
		5		3		7		6		7.5	
		5		3		10		9		9	
		4.5		3		9		7		7	
		6		3		7		8		9	
4	The Respondent's safety record (up to 5 points)	2	1.6	0	0.2	3.5	3.8	4	4	4.5	4.7
		3		0		3.5		4		5	
		2		1		4		4		5	
		1		0		3		3		4	
		0		0		5		5		5	
5	The Respondent's proposed personal. (up to 8 points)	1	0.8	0	0.4	7	6.4	5	5.2	7	7.1
		0		0		6.5		4		6.5	
		2		2		7		6		7	
		1		0		5.5		5		7	
		0		0		6		6		8	
6	The Respondent's financial capability in relation to the size and the scope of the project. (up to 9 points)	2	2.8	3	3	7	7.2	5	5	8.5	7.8
		3		3.5		6		4		7.5	
		3		2		9		6		8	
		2		2.5		7		4		7	
		4		4		7		6		8	
7	The Respondent's organization and approach to the project. (up to 6 points)	1	1.4	0	0.4	5	4.6	4	4.1	5.5	5.5
		2		0		5		4		5	
		2		1		4		5		6	
		1		1		4		3.5		5	
		1		0		5		4		6	
8	The Respondent's time frame for completing the project. (up to 7 points)	3.3	3.3	1.6	1.6	2.2	2.2	3.3	3.3	7	7
		3.3		1.6		2.2		3.3		7	
		3.3		1.6		2.2		3.3		7	
		3.3		1.6		2.2		3.3		7	
		3.3		1.6		2.2		3.3		7	
TOTAL EVALUATION POINTS		55.4		61.2		74.1		61.1		94.2	
RANKING		5		3		2		4		1	

Review and Action as Necessary on Contracting Construction Services for the District-Wide HSI Grants Carpet Replacement

Approval to select a contractor for the District-Wide HSI Grants Carpet Replacement project is requested.

Carpet is being installed in one classroom at each of STC's five campuses as part of the implementation of the HSI Grant Active Learning Classroom pilot program. Staff proposes to replace the existing carpet with carpet tile which has a new pattern and colors to support the Active Learn classroom concept. Carpet tile has become an STC standard due to its higher quality and reduced maintenance.

STC staff issued the necessary plans and specifications for the solicitation of competitive sealed proposals. Solicitation of competitive sealed proposals for this project began on April 16, 2015. A total of eight (8) sets of construction documents were issued to general contractors, sub-contractors, and suppliers and a total of four (4) proposals were received on May 1, 2015.

Timeline for Solicitation of Competitive Sealed Proposals	
April 16, 2015	Solicitation of competitive sealed proposals. Eight (8) sets of construction documents were issued.
May 1, 2015	Four (4) proposals were received.

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

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

Source of Funding	Budget Available	Highest Ranked Proposal
Renewals & Replacements	\$25,000	\$22,820.24

Due to time constraints, the Facilities Committee did not hear this item, and it is presented for Board action as necessary without a Committee recommendation.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize contracting of construction services with Diaz Floors & Interiors, Inc. in the amount of \$22,820.24 for the District-Wide HSI Grants Carpet Replacement project as presented.

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

The Board of Trustees of South Texas College approves and authorizes contracting of construction services with Diaz Floors & Interiors, Inc. in the amount of \$22,820.24 for the District-Wide HSI Grants Carpet Replacement project as presented.

Approval Recommended:

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

SOUTH TEXAS COLLEGE
DISTRICT WIDE CARPET REPLACEMENT FOR H.S.I. GRANT TIER 1 CLASSROOMS
PROJECT NO. 14-15-1076

VENDOR	Diaz Floors & Interiors, Inc.	The Carpet House	Vintage Tile & Stone, LLC.	W. E. Imhoff & Co. Inc./ dba Intertech Flooring
ADDRESS	1205 W Polk	1303 E Rogers Rd	2020 W Nolana Loop	1301 Business Park Dr Ste D
CITY/STATE/ZIP	Pharr, TX 78577	Edinburg, TX 78542	McAllen, TX 78504	Mission, TX 78572
PHONE	956-787-0056	956-383-8889	956-631-8528	956-584-3592
FAX	956-781-7917	956-287-7889	956-631-8526	956-584-2149
CONTACT	Andres Diaz, Sr.	Daniel Garza	Elizabeth Govea	Vicente Garza
#	Description	Proposed	Proposed	Proposed
1	Base Proposal: District Wide Carpet Replacement for H.S.I. Grant Tier 1 Classrooms	\$ 22,820.24	\$ 20,895.00	\$ 22,719.00
2	Begin Work Within	7 Working Days	14 Working Days	14 Working Days or on 6/22/15
3	Completion of Work Within	7-10 Calendar Days	10 Calendar Days	10 Calendar Days
TOTAL PROPOSAL AMOUNT		\$ 22,820.24	\$ 20,895.00	\$ 22,719.00
TOTAL EVALUATION POINTS		89.325	87.125	86.85
RANKING		1	2	3

**SOUTH TEXAS COLLEGE
DISTRICT WIDE CARPET REPLACEMENT FOR H.S.I. GRANT TIER 1 CLASSROOMS
PROJECT NO. 14-15-1076
EVALUATION SUMMARY**

VENDOR		Diaz Floors & Interiors, Inc.		The Carpet House		Vintage Tile & Stone, LLC.		W. E. Imhoff & Co, Inc./ dba Intertech Flooring	
ADDRESS		1205 W Polk		1303 E Rogers Rd		2020 W Nolana Loop		1301 Business Park Dr Ste D	
CITY/STATE		Pharr, TX 78577		Edinburg, TX 78542		McAllen, TX 78504		Mission, TX 78572	
PHONE/FAX		956-787-0056		956-383-8889		956-631-8528		956-584-3592	
FAX		956-781-7917		956-287-7889		956-631-8526		956-584-2149	
CONTACT		Andres Diaz, Sr.		Daniel Garza		Elizabeth Govea		Vicente Garza	
1	The Respondent's price proposal. (up to 45 points)	41.2	41.2	45	45	31.8	31.8	41.4	41.4
		41.2		45		31.8		41.4	
		41.2		45		31.8		41.4	
		41.2		45		31.8		41.4	
2	The Respondent's experience and reputation. (up to 10 points)	9	8.75	8.5	8.25	9.5	9.375	9	9
		9		8		9		9	
		9		7.5		9		9	
		8		9		10		9	
3	The quality of the Respondent's goods or services. (up to 10 points)	9	9	8	7	9.5	9.325	9	8.875
		9		6		9		8.5	
		9		6		8.8		9	
		9		8		10		9	
4	The Respondent's safety record (up to 5 points)	4	3.75	4	4	4.5	4.5	5	4.325
		4.5		3.5		4.5		3.5	
		3.5		3.5		4		3.8	
		3		5		5		5	
5	The Respondent's proposed personal. (up to 8 points)	7	6.75	7	7.125	7	7.625	7.5	7
		6		7		7.5		5.5	
		7		6.5		8		7	
		7		8		8		8	
6	The Respondent's financial capability in relation to the size and the scope of the project. (up to 9 points)	8	8.125	8	7.125	8	8.125	6	5.75
		7.5		6		7.5		6	
		8		6.5		8		4	
		9		8		9		7	
7	The Respondent's organization and approach to the project. (up to 6 points)	5	4.75	4	3.625	5	5.375	6	5.5
		4.5		3		5		5	
		4.5		3.5		5.5		5	
		5		4		6		6	
8	The Respondent's time frame for completing the project. (up to 7 points)	7	7	5	5	5	5	5	5
		7		5		5		5	
		7		5		5		5	
		7		5		5		5	
TOTAL EVALUATION POINTS		89.325		87.125		81.125		86.85	
RANKING		1		2		4		3	

Review and Action as Necessary on Contracting Construction Services for the Pecan Campus Building A Carpet Replacement

Approval to select a contractor for the Pecan Campus Building A Carpet Replacement project is requested.

Carpet in these areas of Building A is over ten years old and is in need of replacement. Staff proposes to replace the carpet with carpet tile which is the current STC standard due to its higher quality and reduced maintenance.

STC staff issued the necessary plans and specifications for the solicitation of competitive sealed proposals. Solicitation of competitive sealed proposals for this project began on March 30, 2015. A total of six (6) sets of construction documents were issued to general contractors, sub-contractors, and suppliers and a total of four (4) proposals were received on April 16, 2015.

Timeline for Solicitation of Competitive Sealed Proposals	
March 30, 2015	Solicitation of competitive sealed proposals. Six (6) sets of construction documents were issued.
April 16, 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 approved.

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

Source of Funding	Funds Budgeted	Highest Ranked Proposal
Renewals & Replacements	\$52,800	\$34,120

Due to time constraints, the Facilities Committee did not hear this item, and it is presented for Board action as necessary without a Committee recommendation.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize contracting of construction services with W.E. Imhoff Co, Inc. dba/Intertech Flooring in the amount of \$34,120 for the Pecan Campus Building A Carpet Replacement project as presented.

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

The Board of Trustees of South Texas College approves and authorizes contracting of construction services with W.E. Imhoff Co, Inc. dba/Intertech Flooring in the amount of \$34,120 for the Pecan Campus Building A Carpet Replacement project as presented.

Approval Recommended:

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

President

**SOUTH TEXAS COLLEGE
PECAN CAMPUS CARPET REPLACEMENT FOR BUILDING A
PROJECT NO. 14-15-1066**

VENDOR	Diaz Floors & Interiors, Inc.	The Carpet House	Vintage Tile & Stone, LLC.	W. E. Imhoff Co, Inc. dba/Intertech Flooring
ADDRESS	1205 W Polk	1303 E. Rodgers Rd	2020 W Nolana Loop	1301 Business Park Dr Ste D
CITY/STATE	Pharr, TX 78577	Edinburg, TX 78542	McAllen, TX 78504	Mission, TX 78572
PHONE	956-787-0056	956-383-8889	956-631-8528	956-584-3592
FAX	956-781-7917	956-287-7889	956-631-8526	956-584-2149
CONTACT	Andres Diaz, Sr.	Daniel Garza	Elizabeth Govea	Vicente Garza
#	Description	Proposed	Proposed	Proposed
1	PCN Campus Carpet Replacement for Bldg A	\$ 43,000.00	\$ 42,446.00	\$ 34,120.00
2	Begin Work Within	7-10 Working Days	21 Working Days	June 8, 2015
3	Completion of Work Within	7- 15 Calendar Days	10 Calendar Days	10 Calendar Days
TOTAL PROPOSAL AMOUNT		\$ 43,000.00	\$ 42,446.00	\$ 34,120.00
TOTAL RANKING POINTS		81.725	****	91.575
RANKING		3	****	1

****Vendor did not submitted the required Bid Bond therefore not evaluated.

**SOUTH TEXAS COLLEGE
PECAN CAMPUS CARPET REPLACEMENT FOR BUILDING A
PROJECT NO. 14-15-1066
EVALUATION FORM**

VENDOR		Diaz Floors & Interiors, Inc.		Vintage Tile & Stone, LLC.		W. E. Imhoff Co, Inc. dba/Intertech Flooring	
ADDRESS		1205 W Polk		2020 W Nolana Loop		1301 Business Park Dr	
CITY/STATE		Pharr, TX 78577		McAllen, TX 78504		Mission, TX 78572	
PHONE/FAX		956-787-0056		956-631-8528		956-584-3592	
FAX		956-781-7917		956-631-8526		956-584-2149	
CONTACT		Andres Diaz, Sr.		Elizabeth Govea		Vicente Garza	
1	The Respondent's price proposal. (up to 45 points)	35.7	35.7	35.9	35.9	45	45
		35.7		35.9		45	
		35.7		35.9		45	
		35.7		35.9		45	
2	The Respondent's experience and reputation. (up to 10 points)	9	9	9	8.75	9	9.125
		9		9		9	
		9		9		9.5	
		9		8		9	
3	The quality of the Respondent's goods or services. (up to 10 points)	9	9	9	8.825	8.5	9
		9		8.8		9	
		9		9.5		9.5	
		9		8		9	
4	The Respondent's safety record (up to 5 points)	4.5	4.2	4.5	4.5	3.5	3.95
		3.8		4		3.8	
		4.5		4.5		4.5	
		4		5		4	
5	The Respondent's proposed personal. (up to 8 points)	6	6.75	7.5	7.375	5.5	6.75
		7		8		7	
		7		7		7.5	
		7		7		7	
6	The Respondent's financial capability in relation to the size and the scope of the project. (up to 9 points)	7.5	7.625	7.5	7.625	6	5.5
		8		8		4	
		8		8		5	
		7		7		7	
7	The Respondent's organization and approach to the project. (up to 6 points)	4.5	4.75	5	5.375	5	5.25
		4.5		5.5		5	
		5		5		6	
		5		6		5	
8	The Respondent's time frame for completing the project. (up to 7 points)	4.7	4.7	7	7	7	7
		4.7		7		7	
		4.7		7		7	
		4.7		7		7	
TOTAL EVALUATION POINTS		81.725		85.35		91.575	
RANKING		3		2		1	

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

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

Existing concrete floor in some areas are separating and the exposed metal tracks are becoming a tripping hazard. Staff proposes to replace the concrete seal with flooring tile which is the current STC standard due to its higher quality and reduced maintenance.

STC staff issued the necessary plans and specifications for the solicitation of competitive sealed proposals. Solicitation of competitive sealed proposals for this project began on April 13, 2015. A total of six (6) sets of construction documents were issued to general contractors, sub-contractors, and suppliers and a total of three (3) proposals were received on April 29, 2015.

Timeline for Solicitation of Competitive Sealed Proposals	
April 13, 2015	Solicitation of competitive sealed proposals. Six (6) sets of construction documents were issued.
April 29, 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 approved.

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

Source of Funding	Funds Budgeted	Highest Ranked Proposal
Renewals & Replacements	\$50,000	\$37,652

Due to time constraints, the Facilities Committee did not hear this item, and it is presented for Board action as necessary without a Committee recommendation.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize contracting of construction services with W.E. Imhoff Co, Inc. dba/Intertech Flooring in the amount of \$37,652 for the Technology Campus Building B Flooring Replacement project as presented.

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

The Board of Trustees of South Texas College approves and authorizes contracting of construction services with W.E. Imhoff Co, Inc. dba/Intertech Flooring in the amount of \$37,652 for the Technology Campus Building B Flooring Replacement project as presented.

Approval Recommended:

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

**SOUTH TEXAS COLLEGE
TECHNOLOGY CAMPUS BUILDING B FLOORING REPLACEMENT PHASE II
PROJECT NO. 14-15-1054**

VENDOR		Diaz Floors & Interiors, Inc.	Vintage Tile & Stone, LLC.	W.E. Imhoff Co, Inc. dba/Intertech Flooring
ADDRESS		1205 W Polk	2020 W Nolana Loop	1301 Business Park Dr Ste D
CITY/STATE		Pharr, TX 78577	McAllen, TX 78504	Mission, TX 78572
PHONE		956-787-0056	956-631-8528	956-584-3592
FAX		956-781-7917	956-631-8526	956-584-2149
CONTACT		Andres Diaz	Elizabeth Govea	Vicente Garza
#	Description	Proposed	Proposed	Proposed
1	Base Proposal: Building B Flooring Replacement Phase II	\$ 63,000.00	\$ 48,041.77	\$ 37,652.00
2	Bid Bond	Yes	Yes	Yes
TOTAL PROPOSAL AMOUNT		\$ 63,000.00	\$ 48,041.77	\$ 37,652.00
TOTAL RANKING POINTS		75.9	85	90.7
RANKING		3	2	1

**SOUTH TEXAS COLLEGE
TECHNOLOGY CAMPUS BUILDING B FLOORING REPLACEMENT PHASE II
PROJECT NO. 14-15-1054
EVALUATION FORM**

VENDOR		Diaz Floors & Interiors, Inc.		Vintage Tile & Stone, LLC.		W.E. Imhoff Co, Inc. dba/ Intertech Flooring	
ADDRESS		1205 W Polk		2020 W Nolana Loop		1301 Business Park Dr Ste D	
CITY/STATE		Pharr, TX 78577		McAllen, TX 78504		Mission, TX 78572	
PHONE/FAX		956-787-0056		956-631-8528		956-584-3592	
FAX		956-781-7917		956-631-8526		956-584-2149	
CONTACT		Andres Diaz		Elizabeth Govea		Vicente Garza	
1	The Respondent's price proposal. (up to 45 points)	26.9	26.9	35.3	35.3	45	45
		26.9		35.3		45	
		26.9		35.3		45	
		26.9		35.3		45	
2	The Respondent's experience and reputation. (up to 10 points)	9	9	9	9.25	9	9.25
		9		9		9	
		9		10		10	
		9		9		9	
3	The quality of the Respondent's goods or services. (up to 10 points)	9	9.25	9	9.2	8.5	9.25
		9		8.8		9	
		10		10		10	
		9		9		9.5	
4	The Respondent's safety record (up to 5 points)	4.5	4.125	4.5	4.375	3.5	3.825
		3.5		4		3.8	
		5		5		4.5	
		3.5		4		3.5	
5	The Respondent's proposed personal. (up to 8 points)	6	7	7.5	7.375	5.5	6.5
		7		8		7	
		8		7		7.5	
		7		7		6	
6	The Respondent's financial capability in relation to the size and the scope of the project. (up to 9 points)	7.5	8.125	7.5	7.625	6	4.5
		8		8		4	
		9		8		5	
		8		7		3	
7	The Respondent's organization and approach to the project. (up to 6 points)	4.5	4.5	5	4.875	5	5.375
		4.5		5.5		5	
		4.5		4		5.5	
		4.5		5		6	
8	The Respondent's time frame for completing the project. (up to 7 points)	7	7	7	7	7	7
		7		7		7	
		7		7		7	
		7		7		7	
TOTAL EVALUATION POINTS		75.9		85		90.7	
RANKING		3		2		1	

Review and Action as Necessary on Final Completion for the Pecan Campus Buildings A, G, H, and X Electrical Disconnects

Approval of final completion and release of final payment for the Pecan Campus Buildings A, G, H, and X Electrical Disconnects project is requested.

It is recommended that final completion and release of final payment for this project with Metro Electric be approved. The original cost approved for this project was in the amount of \$101,121.

The following chart summarizes the above information:

Construction Budget	Approved Proposal Amount	Net Total Change Orders	Final Project Cost	Previous Amount Paid	Remaining Balance
\$100,000	\$101,121	(\$2,759)	\$98,362	\$94,443.90	\$4,918.10

On April 1, 2015, STC Planning & Construction Department staff along with ACR Engineering inspected the site to confirm that all punch list items were completed. Attached is a letter from ACR Engineering acknowledging all work is complete and recommending release of final payment.

Due to time constraints, the Facilities Committee did not hear this item, and it is presented for Board action as necessary without a Committee recommendation.

Recommendation:

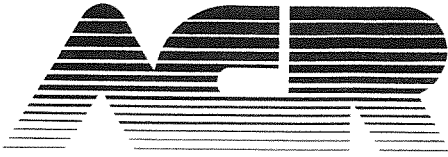
It is recommended that the Board of Trustees of South Texas College approve and authorize the final completion and release of final payment in the amount of \$4,918.10 for the Pecan Campus Buildings A, G, H, and X Electrical Disconnects project with Metro Electric as presented.

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 final completion and release of final payment in the amount of \$4,918.10 for the Pecan Campus Buildings A, G, H, and X Electrical Disconnects project with Metro Electric as presented.

Approval Recommended:

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



ACR ENGINEERING, INC.

1221 N. 77 Sunshine Strip
Harlingen, Texas 78550
Tel: 956/425-1400

May 4, 2015

South Texas College
3200 W. Pecan Blvd., Bldg N. Ste 179
McAllen, TX 78501

Phone: 956-872-3737
Fax: 956-872-3747

Re: STC Pecan Campus Electrical Disconnects from Bldg A,G,H and X

Attn: John de la Garza, Assoc. AIA
Project Manager
Facility Planning & Construction

ACR Engineering, Inc. recommends Final Completion of the STC Pecan Campus Electrical Disconnects for Buildings A,G,H and X and recommends release of final payment, pending submission of As-Builts and review of closeout documents by ACR Engineering, Inc.

If you have any questions, please contact our office.

Sincerely,

Miles Ponder
1221 N. 77 Sunshine Strip
Harlingen, Texas 78550
Phone: 956-425-1400
Fax: 956-425-4197
Email: mponder@acreng.com
www.acreng.com

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

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

Recommendation:

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

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

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

Approval Recommended:

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

Update on Status of Non-Bond Program Construction Projects

The Facilities Planning & Construction staff prepared the attached design and construction update. This update summarizes the status of each capital improvement project currently in progress, not including 2013 Bond Construction Program projects.

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

CONSTRUCTION PROJECTS PROGRESS REPORT - April 28, 2015																						
Project number	PROJECT DESCRIPTION	Project Development			Design Phase			Solicitation of Proposals			Construction Phase					Project Manager	Architect/Engineer	Contractor				
		Project Development	Board approval of A/E	Contract Negotiations	Concept Development	Schematic Approval	30%	60%	95%	100%	Solicit of Proposals	Approve Contractor	Construction Start	30%	50%				75%	95% Substantial Comp	100%	Final Completion
Pecan Campus and Pecan Plaza																						
13-1-002	Pecan - Digital Marquee Sign		N/A																Rick	N/A	TBD	
14-1-012	Pecan - Annex Grant/Accountability Office Improvements																		Robert	EGV Architects	5 Star Construction	
14-1-015	Pecan - Student Services Bldg Modifications																		Rick	ERO Architects	Bulard Construction	
14-1-021	Pecan - Building A, G, H & X Electrical Disconnects																		John	ACR Engineering	Metro Electric	
15-1-002	Pecan - Covered Area for Ceramic Arts Kilns																		Robert	EGV Architects	TBD	
15-1-006	Pecan - Library Study Rooms Additions																		Robert	Boulinghouse Simpson Gates Architects	TBD	
15-1-007	Pecan - Sports Field Lighting																		John	DBR Engineering	TBD	
15-1-011	Pecan - Removal of existing trees for Bond projects		N/A																John	STC staff	Maldonado	
15-1-012	Pecan - Infrastructure for relocation of Portable Buildings																		John	Melden & Hunt	TBD	
15-1-013	Pecan - Relocation of Electrical Power Lines																		Gerry	Sigma Engineering	TBD	
15-1-17	Pecan - Student Services Bldg. 1st Floor Modifications																		Rick	Boulinghouse Simpson Gates Architects	TBD	
15-1-020	Pecan - AECHS Service Drive and Sidewalk Relocation						N/A												John	R. Gutierrez Engineering	TBD	
N/A	Pecan - H.S.I. Grant Training Lab C111 Improvements		N/A	N/A								N/A	N/A						John	N/A	STD Staff	
N/A	Pecan - Professional Development Office Improvements		N/A	N/A															Rick	N/A	STD Staff	
15-1-002	Pecan - Building A Carpet Replacement																		John			
N/A	Pecan - Building J Exhaust Fan																		Robert	EGV Architects	TBD	
13-1-004	Pecan Plaza - Police Department Space Renovation																		Rick	PBK Architects	5 Star Construction	
14-1-016	Pecan Plaza - Continuing Education Space Renovation																		Robert	Boulinghouse Simpson Gates Architects	Alpha Building Corp.	
15-1-003	Pecan Plaza - Police Department Emergency Generator																		Rick	Half Associates	TBD	
15-1-004	Pecan Plaza - Asphalt Resurfacing on Back Side																		Rick	Half Associates	TBD	
Mid Valley Campus																						
N/A	MV - Simulation Control Room		N/A	N/A															Rick	STC staff	STC Staff	
Technology Campus																						
14-3-R002	TC - West Academic Building Re-roofing																		Robert	Amtech Building Sciences	TBD	
14-3-R006	TC - HVAC Cooling Tower Replacement																		Rick	Half Associates	Pro-Tech	
15-3-R001	TC - Replacement of flooring in Building B																		Robert	STC staff	Diaz Floors & Interiors	
	TC - Building B Main Doors and Frame Replacement																					
	TC - Building C Conference Room																					
Nursing and Allied Health Campus																						
14-4-001	NAH - Parking Lot Expansion																		John	Perez Consulting Engineers	Texas Cordia	
14-4-R004	NAH - Irrigation system upgrades		N/A	N/A															John	SSP Design	TBD	
14-4-005	NAH - Subdivision Plat					N/A						N/A	N/A	N/A	N/A	N/A	N/A		John	Perez Consulting Engineers	N/A	
15-4-022	NAH - Walls for Library Quiet Study Area					N/A	N/A	N/A											Rick	STC staff	Manufacture	
15-4-R001	NAH - Carpet Replacement II - West Wing (RR)					N/A	N/A	N/A											Robert	STC staff	Vintage Tile & Stone	
Starr County Campus																						
14-5-003	Slarr - Parking Lot 5 and South Drive Lighting																		Rick	ACR Engineering	Ztro Electric	
15-5-R01	Slarr - Carpet Replacement Buildings A, B & C																		John	N/A	Interfect Flooring	
New	Slarr - Install Backup Generator for Building E Data Center																		Gerry	TBD	TBD	
District Wide Improvements																						
14-6-010	DW - Building to Building ADA Accessibility Phase II																		Robert	Dannenbaum Engineering	TBD	
14-6-011	DW - Parking Lots Lighting Upgrades to LED																		Robert	DBR Engineering	TBD	
15-6-001	DW - Directional Signage																		Rick	N/A	TBD	
	DW - H.S.I. Grant Five Tier 1 Labs																		Rick	N/A	TBD	
For FY 2014-2015, 25 non-bond projects are currently in progress, 14 have been completed and 22 pending start up - 61 Total																						

Status of Non-Bond Construction Projects in Progress May 2015

Project	% Complete	Date to Complete	Current Activity	Budget	Contract Amount	Amount Paid	Balance
Pecan Campus							
Digital Marquee Sign	100%	April 2015	1. Design Phase 2. Vendor has finalized design and provided a proposal	\$80,000	TBD	\$0	TBD
Grant/Accountability Office Improvements	100%	January 2015	1. Construction Phase 2. Construction is complete	\$24,000	\$96,863.80	\$96,863.80	\$0
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. Acceptance of final completion will be recommended at the May 2015 Board meeting	\$100,000	\$98,362	\$93,443.90	\$4,918.10
Cover area for Ceramic Arts Kilns	75%	April 2015	1. Design phase 2. Design in progress 3. Pending approval of exterior design	\$48,750	\$29,250	\$0	\$29,250
Library Additional Study Rooms	15%	June 2015	1. Design phase 2. Design in progress	\$54,000	TBD	\$0	TBD
Sports Fields Lighting	100%	April 2015	1. Design phase 2. Design complete	\$30,000	\$16,000	\$8,800	\$7,200
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	2%	August 2015	1. Construction Phase 2. Contract negotiations in progress	\$350,000	TBD	\$0	TBD

Project	% Complete	Date to Complete	Current Activity	Budget	Contract Amount	Amount Paid	Balance
Relocation of Electrical Power Lines	50%	May 2015	1. Design phase 2. Design work in progress	\$11,250	\$7,387.50	\$0	\$7,387.50
Student Services Building 1 st Floor Modifications	20%	May 2015	1. Design Phase 2. Design in progress	\$37,500	\$23,125	\$0	\$23,125
AECHS Service Drive and Sidewalk Relocation	100%	July 2015	1. Construction 2. Contract negotiations in progress	\$60,000	TBD	\$0	TBD
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	0%	June 2015	1. Construction Phase 2. Pending Board approval of contractor in May 2015	\$60,000	TBD	\$0	TBD
Building J Science Lab Exhaust Fan	60%	May 2015	1. Construction Phase 2. Construction in progress	\$0	\$23,300	\$0	\$23,300
Pecan Plaza Police Department Emergency Generator	50%	May 2015	1. Design phase 2. Design in progress	\$30,000	\$36,308.18	\$6,369.34	\$29,938.84
Pecan Plaza Asphalt Resurfacing on Alley Side	0%	July 2015	1. Construction Phase 2. Contract negotiations in progress	\$75,000	TBD	\$0	TBD
Mid Valley Campus							
No Work in Progress							
Technology Campus							

Project	% Complete	Date to Complete	Current Activity	Budget	Contract Amount	Amount Paid	Balance
West Academic Building Re-roofing	0%	August 2015	1. Construction Phase 2. Contract negotiations in progress	\$1,698,900	\$1,296,000	\$0	\$1,296,000
HVAC Cooling Tower Replacement	95%	May 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. Contract negotiations in progress	\$7,500	TBD	\$0	TBD
Building C Conference Room Addition	0%	July 2015	1. Design Phase 2. Contract negotiations in progress	\$9,600	TBD	\$0	TBD
Nursing and Allied Health Campus							
Parking Expansion	90%	May 2015	1. Construction Phase 2. 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
Subdivision Plat for 6.63 Acres	95%	February 2015	1. Design Phase, 2. Staff is working with the engineer to finalize subdivision plat 3. Traffic Impact Analysis is complete 4. Conditional use permit approved by City of McAllen 5. Pending recording with County Hidalgo	\$20,000	\$19,690	\$2,900	\$16,790

Project	% Complete	Date to Complete	Current Activity	Budget	Contract Amount	Amount Paid	Balance
Walls for Library Quiet Study Area	10%	February 2015	1. Construction Phase 2. Installation of pre-fabricated walls is complete	\$25,000	\$14,524.46	\$14,524.46	\$0
Starr County Campus							
Installation of Backup Generator for Data Center	5%	July 2015	1. Design Phase 2. Board approved engineer 3. Design in progress	\$0	TBD	\$0	TBD
District Wide							
Building to Building ADA Accessibility Improvements Phase II	60%	May 2015	1. Design Phase 2. 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	1. Construction phase 2. Contract negotiations in progress	\$100,000	TBD	\$0	TBD
Directional Signage Updates	20%	July 2015	1. Project development 2. Work on progress	\$25,000	TBD	\$0	TBD
H.S.I Grant – Five Tier One Lab Conversions	20%	June 2015	1. Construction phase 2. Work on progress	\$0	TBD	\$0	TBD
For FY 2014-2015, 25 non-bond projects are currently in progress, 14 have been completed and 22 pending start up - 61 Total							

Consideration and Approval of Checks and Financial Reports

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

FINANCIAL REPORTS

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

President's Report

Announcements

A. Next Meetings:

- **Thursday, June 11, 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, June 23, 2015**
 - 5:30 p.m. – Regular Meeting of the Board of Trustees

B. Other Announcements:

- Final registration for Summer I and III, May 26 – May 31, 2015!
- South Texas College Summer Classes begin Monday, June 1, 2015.
- Last day of 84th Regular Legislative Session, June 1, 2015.