



**SOUTH TEXAS
COLLEGE**

**Board of Trustees
Regular Board Meeting**

**Tuesday, June 23, 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, June 23, 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

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VI. Consideration and Action on Consent Agenda

B. Approval of Minutes 2 - 33

1. May 26, 2015 Regular Board Meeting

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1. The "VIDA College Prep Academy" Grant from Valley Initiative for Development and Advancement

2. The "Texas Prefreshman Engineering Program" Grant from The University of Texas San Antonio

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

VII. Consideration and Action on Committee Items

A. Education and Workforce Development Committee

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B. Finance and Human Resources Committee

1. Consider and Approve an Order Authorizing the Issuance, Sale and Delivery of South Texas College Limited Tax Bonds, Series 2015; Levying a Continuing Direct Annual Ad Valorem Tax Within the Limits Authorized by State Law; Authorizing the Execution of a Bond Purchase Contract; Approving an Official Statement, and Making Other Provisions Regarding Such Bonds and Matters Incident Thereto..... 70 - 71
2. Review and Action as Necessary on Award of Proposals, Purchases, and Renewals..... 72 - 90

A. Awards

- 1) Audio Visual Equipment and Parts VI (Award)
- 2) Call Center Services (Award)
- 3) Front Loading Gas Kiln (Award)
- 4) Heavy Duty Truck (Award)
- 5) Security Cameras (Award)

B. Advertising or Memberships

- 6) Radio Advertising Agreement (Purchase)
- 7) Institutional Membership – SACS (Renewal)

C. Contracted Services

- 8) Architectural Services (Renewal)
- 9) Grounds Maintenance (Renewal)
- 10) Mechanical, Electrical, and Plumbing Engineering On Call Services (Renewal)

D. Furniture

- 11) Furniture (Purchase)

E. Instructional Items

- 12) Concert Grand Piano (Purchase)
- 13) Lighting Board (Purchase)
- 14) Student Orientation Speaker (Purchase)
- 15) Books and Educational Materials (Renewal)
- 16) Culinary Equipment and Accessories (Renewal)

F. Non-Instructional Item

- 17) Diploma Covers (Renewal)

G. Technology Items

- 18) Book Security Detection Equipment (Purchase)
- 19) Computers, Laptops, and Tablets (Purchase)
- 20) Network Switches (Purchase)
- 21) Network Cabling Services (Renewal)
- 22) Online Employee Training Services (Renewal)
- 23) Research and Advisory Services (Renewal)
- 24) Storage Licenses (Purchase)
- 25) Training Subscription (Renewal)

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	A. Next Meetings:	
	• <u>Monday, July 13, 2015</u>	
	➤ 12:00 p.m. – Facilities Committee Meeting	
	➤ 1:00 p.m. – Finance and Human Resources Committee Meeting	
	➤ <i>Cancelled – Education and Workforce Development Committee Meeting</i>	
	• <u>Tuesday, July 28, 2015</u>	
	➤ 5:30 p.m. – Regular Meeting of the Board of Trustees	
	B. Other Announcements:	
	• Friday, July 3, 2015 – College Closed in observance of <i>Independence Day</i>	
	• July 6 & 7, 2015 – Final Registration dates for Summer II	
	• The Valley Scholars Program <i>10th Annual A Night with the Stars</i> will be held Thursday, October 8, 2015, from 6:00 p.m. – 9:00 p.m.	

Presentations

Presentation on Kids College 2015

Mr. Juan Carlos Aguirre, Associate Dean of Continuing, Professional, and Workforce Development, will present to the Board on *Kids College 2015*.

Kids College 2015 invites elementary school children to join South Texas College faculty and staff for a “fun, scientific, and high tech adventure” exploring various fields and getting to interact with equipment in programs such as:

- Mechatronics
- Welding
- CADD
- Accounting
- Manufacturing Technology
- Automotive
- Police Academy
- Fire Science

Mr. Aguirre will share a short video of children participating in these programs. This program will continue on the following dates:

- June 22 – 26
- July 13 – 17
- July 20 – 24
- July 27 – 31

This presentation is for the Board's information and feedback to staff, and no action is requested.

Approval of Minutes

The following Minutes are submitted for Board approval:

May 26, 2015 Regular Board Meeting

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and adopt the Minutes for the May 26, 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 May 26, 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, May 26, 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 Dr. Alejo Salinas, Jr., Vice Chair, presiding.

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

Members absent: Mr. Roy de León

Also present: Dr. Shirley A. Reed, Mr. Chuy Ramirez, Mrs. Mary Elizondo, Dr. Anahid Petrosian, Dr. David Plummer, Mrs. Wanda Garza, Mr. Gerry Rodriguez, Mrs. Becky Cavazos, Ms. Myriam Lopez, Mr. Matthew Hebbard, Mr. Cody Gregg, Mr. Juan Carlos Aguirre, Mr. Paul Varville, Mr. George McCaleb, Mr. Matthew Hebbard, Mr. Daniel Ramirez, Mr. Ricardo de la Garza, Mrs. Ms. Mary Jo Chapa, Ms. Edna Leal, Mr. Roberto Cuellar, Mr. John de la Garza, Mrs. Brenda Balderaz, Mrs. Laura Requena, Mr. Reynaldo Sanchez, Mr. Jose Raul Ruiz, Mr. Meliton Hinojosa, Mr. Mario Reyna, Mr. Lucio Gonzalez, Mrs. Jessica S. Garcia, Ms. Maricela Silva, Mr. Robert Pena, Mr. Jeff Neves, Mr. Graham Furlong, Mr. Eric Briones, Mr. Matt Dorsen, Mr. Bill Wilson, Mr. Ramiro Gutierrez, Mr. Gilbert Gallegos, Mr. Rolando Garcia, Ms. Diana Bravos Gonzalez, Mr. Dave Hazel, and Andrew Fish.

Determination of a Quorum

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

Invocation:

Mr. Juan Carlos Aguirre, Associate Dean of Continuing, Professional, and Workforce Education, said the invocation.

Public Comments:

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

Presentations

Remarks from Gerry Rodriguez, Director of Facilities Planning & Construction

Mr. Gerry Rodriguez, Director of Facilities Planning & Construction, was preparing to leave South Texas College to accept a comparable position with UTRGV. Mr. Rodriguez served at

South Texas College since January 1999, and was instrumental in much of our growth, including the 2005 Bond Construction Program, and the 2013 Bond Construction Program thus far.

Mr. Rodriguez addressed the Board at his last Regular Board Meeting as the Director of Facilities Planning & Construction. He presented the Trustees, College President, and Vice President for Finance and Administrative Services with a plaque commemorating his career and service at South Texas College.

The Trustees also shared appreciative remarks for Gerry's service to the College and its mission, and their pride in the facilities of the College.

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 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 was 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 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.

The proposed tax abatement agreement guidelines and criteria and the application for tax abatement were provided to the Board for review. After publication, Legal Counsel proposed a revised set of guidelines and criteria and coordinated with Duke Energy Renewables Wind, LLC, the sole applicant for any abatement upon Board approval of a process.

At the Board meeting, Mr. Jesus Ramirez, South Texas College's Legal Counsel, provided another version of the proposed tax abatement agreement guidelines and reviewed the proposed revisions with the Board and responded to questions. Mr. Graham Furlong and Mr. Robert Pena joined in the discussion and responded to questions on behalf of Duke Energy Renewables Wind, LLC.

Upon a motion by Mr. Paul R. Rodriguez and a second by Ms. Rose Benavidez, the Board of Trustees of South Texas College approved and authorized the Resolution Electing to Participate in Tax Abatement Agreements and Guidelines and Criteria for Granting Tax Abatements as presented at the meeting by Legal Counsel. The motion carried.

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 was requested.

Duke Energy Renewables Wind, LLC 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 would 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 representatives of the firm anticipated construction would be completed and announced in June 2016.

The improvements were 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 would be determined by an appraisal by the Starr County Appraisal District. The Project was expected to include approximately 255 wind turbines and towers, although the exact number would vary substantially depending on factors such as the type of turbines used and site wind characteristics.

The Duke Energy Renewables Wind, LLC, tax abatement application, the tax abatement agreement, and the resolution for the tax abatement agreement were 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 proposed tax abatement agreement was revised in response to the proposed changes by the College's legal counsel, and presented to the Board of Trustees at the meeting. The Board reviewed each change proposed, and 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 attended the Board meeting and responded to questions.

The Board identified specific changes in the proposed tax abatement agreement between South Texas College and Duke Energy Renewables Wind, LLC, which Legal Counsel noted and agreed to incorporate into the final documents for Board signature. Representatives from Duke Energy Renewables Wind, LLC agreed with the changes as presented.

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.

Upon a motion by Ms. Rose Benavidez and a second by Mrs. Graciela Farias, the Board of Trustees of South Texas College approved and authorized the Duke Energy Renewables Wind, LLC, Tax Abatement Application and the Resolution for the Tax Abatement Agreement as

presented. The motion carried.

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

Presentations

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

Ms. Jessica S. Garcia, Valley Scholars Program Coordinator, invited 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 briefly discussed the external recognition this program has earned and shared just a few of the many success stories of the Valley Scholars alumni.

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

All were encouraged to support and participated in the *10th Annual A Night with the Stars*. Ms. Garcia announced that she was 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 -1 6, 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, introduced Mr. Matthew Hebbard, Dean of Enrollment Services and Registrar. Dean Hebbard provided 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, presented on the important issue of compliance with Title IX and Clery Act. The presentation also provided 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. The Board asked who the coordinator and deputy coordinators were, and asked that each campus be adequately served by deputy coordinators.

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 followed as a separate agenda item.

The Title IX and Clery Act Compliance Power Point Presentation was included 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, was provided under separate cover for the Board's information and review. The package included important documents including a Dear Colleague Letter, a letter to Title IX Coordinators, and a resource guide that provides Title IX requirements.

These presentations were for the Board's information and feedback to staff and no action was necessary.

Approval of Minutes

The following Minutes were submitted for Board approval:

April 28, 2015 Regular Board Meeting

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 adopted the Minutes for the April 28, 2015 Regular Board Meeting as presented. The motion carried.

Approval and Authorization to Accept Grant Award(s)

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

1. The "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. The "College and Career Bridge Program" Adult Literacy Grant from the Dollar General Literacy Foundation in the amount not to exceed \$10,000

The presented grants would provide up to \$644,648.00 in additional funding for the College to provide services and opportunities throughout the region.

Upon a motion by Ms. Rose Benavidez and a second by Mrs. Graciela Farias, 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.

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

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

Mr. Gary Gurwitz provided an update on the current status of the bill and its implications for South Texas College and the other community colleges in Texas.

No action was taken.

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 was requested.

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

Students in this program would 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 would be a stackable credential, and students completing this program would 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 packet contained:

- 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

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

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 review was presented for the Board'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 was requested.

These updates were proposed in an effort to comply with federal mandates. The new proposed Policy #4216 was 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 was 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 was 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 was 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 was 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 was 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 was 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 was 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 were include in the packet for the Board's information and review. The additions to the policy were highlighted in yellow and the deletions were designated with a red strikeout.

The revised, deleted, and new policies were reviewed by staff, the President's Cabinet, President's Administrative Staff, and by Legal Counsel. Policies were watermarked to indicate if they were 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.

Upon a motion by Mr. Paul R. Rodriguez and a second by Mrs. Graciela Farias, the Board of Trustees of South Texas College approved and authorized the proposed revisions to Policy #4205 and deletions of Policies #4206 and #4207as presented and which superseded any previously adopted Board policy. The motion carried.

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 proposed adoption of new Policy #4216 as presented and which superseded any previously adopted Board policy. The motion carried.

Upon a motion by Mr. Paul R. Rodriguez and a second by Mrs. Graciela Farias, the Board of Trustees of South Texas College approved and authorized the proposed revisions to Policy #4214; deletions of Policies #4206, #4207, #4208, and #4212; and adoption of new Policy #4216 as presented and which superseded any previously adopted Board policy. The motion carried.

Review and Action as Necessary on Award of Student Insurance

Approval was 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 was \$25,000. **This was a voluntary product, so there was 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 was unlimited in compliance with the Patient Protection and Affordable Care Act. **This was a voluntary product, so there was 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 was \$18,907 which was approximately \$10 per student.**

The recommendation was 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 was paid by the students enrolled in the allied health and child development programs. The College and Nursing and Allied Health faculty would 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 was \$25,000. The annual premium was \$2,700.

The Workforce Training premium was based on 252 participants. These participants were enrolled in non-credit Continuing Education Training Programs such as Phlebotomy, Certified Nurse Assistant, Welding, Forklift Operator and Medical Office Clerk. The

premium of \$2,700 included all participants. **This cost was covered by Workforce Solutions Project Grow and Accelerate Texas grants and cash paying students.**

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

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

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

Upon a motion by Mr. Paul R. Rodriguez and a second by Ms. Rose Benavidez, the Board of Trustees of South Texas College approved and authorized the proposal awards for voluntary student accident insurance, voluntary student accident and sickness insurance, student/faculty medical professional liability insurance, and student accident insurance-workforce training programs as presented. The motion carried.

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

Approval of the following proposal awards, purchases, and renewals was 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;
- 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 was \$3,257,773.93.

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

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

The packet included the Preliminary Summary of Projected Revenues and Expenditures for FY 2015-2016 with comparison to the FY 2014-2015 approved budget for the Board's information and review.

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

This was a preliminary plan for the next fiscal year that included the following assumptions:

Revenues:

- State appropriation revenue was projected to increase \$1,251,371 from FY 2015. In addition, there was 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 was based on the preliminary allocations in HB1 and the other state revenue was based on state allocation schedules.
- Tuition for FY 2016 was 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 indicated an increase in tuition of approximately \$1,039,060 in FY 2016 and included 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 were based on the same enrollment projections as tuition. The projections included 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 indicated an increase in fees of approximately \$641,001 in FY 2016.
- Other revenue was expected to increase \$598,101 in FY 2016. The projected increase was mainly due to the increased revenue from dual enrollment cost reimbursements.
- Tax revenue for FY 2016 was expected to increase \$1,464,855, due to an increase in tax appraised values
- Carryover Allocations was 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 was 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 was proposed to increase by \$609,737.
- The Operating expenditures budget for FY 2016 was proposed to increase by \$964,409.
- The Travel expenditures budget for FY 2016 was 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 was proposed to increase by \$555,061.
- The Transfers and Contingencies budget for FY 2016 was proposed to increase by \$2,736,280. The increase was 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 was 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 was included within the packet.

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

Update on Status of 2013 Bond Construction Program

Gilbert Gallegos from Broaddus & Associates provided an update on the 2013 Bond Construction Program. Mr. Gallegos reported that architects were working on schematic designs, and once firm decisions were made regarding locations of facilities, civil engineers would begin designing site layouts. Thermal energy plant projects were also being developed.

The Board packet included 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.

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 was requested.

Broaddus & Associates staff completed fee negotiations with each Construction Manager-at-Risk firm which were previously approved for the 2013 Bond Construction Program projects. The packet included a list of projects and associated fees negotiated with each contractor. Mr. Gallegos reviewed 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 reported that they were able to negotiate further with D Wilson Construction and with Skanska USA, and 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 provided a letter stating their recommendation to accept the final offers.

The Board packet included 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.

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 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 motion carried.

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., was requested.

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

STC's Library staff along with Broaddus & Associates staff 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 was recommended that the proposed additional services be approved to support the project architects. Having a specialized design consultant would allow for development of design standards which could be used for each project. Proposed services included:

- 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., increased the likelihood that proposed solutions were congruent with the strategic directions and goals set by the College for service excellence and scalability. Additionally, the College would benefit during the design and construction phases by having a centralized, accountable point of contact and standardization across multiple construction projects, effectively reducing total cost of operations in the long-term.

The packet included 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. 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.

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

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, was requested.

Specialized design services are typically approved under the project architect's contract as an additional service and were an option available to STC. For the Bond Construction Program, specialized design services with project architects for kitchen design was recommended for the Nursing & Allied Health Campus and Mid Valley Campus Student Services Building Expansion. Pecan Campus Student Activities Building and Cafeteria would also require these services and would be presented for approval at a future meeting.

The Board asked Broaddus & Associates whether action was required at this meeting, or whether the recommendations could be brought back to the Board once all three proposals were ready. Mr. Gallegos agreed that this would be acceptable, and delayed action would not adversely impact the construction program.

The Board also noted that the proposals included different design consultants, and asked Mr. Gallegos whether or not it was beneficial to the College to require that each designer work with the same consultant, as proposed for the Library Design Services item previously discussed. Mr. Gallegos responded that it was beneficial, and offered to coordinate with the architects to choose a single consultant.

No action was taken and staff was asked to bring this item back to the Facilities Committee in June 2015 when all proposals were available.

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 was 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 visited with the facilities staff at the Texas A&M University Health Science Center (TAMUHSC) in College Station, Texas to learn more. TAMUHSC was 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 learned that the staff of Broaddus & Associates were 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 was recommended that STC make the transition into the implementation of the Building Information Modeling, including the facilities management component.

Staff 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 submitted a 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.

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 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 motion carried.

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 was requested.

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.

Due to time constraints, the Facilities Committee did not hear this item, and it as presented for Board action as necessary without a Committee recommendation.

The presentation at the Board meeting included three options for consideration by the Board. Mr. Eddie G. Vela from EGV Architects attended the May 26, 2015 Board Committee meeting to review the options and respond to questions. The Board was asked to select and approve a design option which would be used to update the Request for Proposals.

Upon a motion by Mr. Paul R. Rodriguez and a second by Mr. Gary Gurwitz, the Board of Trustees of South Texas College approved and authorized exterior schematic design option 1 for the Pecan Campus Art Building Ceramic Arts Covered Area as presented by EGV Architects. The motion carried.

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 was 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 needed to be completed during the summer months and therefore these plans were completed first so that solicitation of proposals could proceed. Work on plans for the exterior covered areas would continue and solicitation of proposals for that portion will began as soon as plans are complete.

EGV Architects 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 was recommended that the top ranked contractor be approved.

Funds were 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 was presented for Board action as necessary without a Committee recommendation.

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

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 was 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 included a conceptual site plan showing the location of the new drive and sidewalk.

R. Gutierrez Engineers 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 included a proposal summary in the packet. It was recommended that the top ranked contractor be approved.

Funds were 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 was presented for Board action as necessary without a Committee recommendation.

Upon a motion by Ms. Rose Benavidez and a second by Mrs. Graciela Farias, the Board of Trustees of South Texas College approved and authorized 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 motion carried.

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 was requested.

Carpet was required 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 proposed to replace the existing carpet with carpet tile which had a new pattern and colors to support the Active Learn classroom concept. Carpet tile had 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 provided a proposal summary. It was recommended that the top ranked contractor be recommended for Board approval.

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

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 was presented for Board action as necessary without a Committee recommendation.

Upon a motion by Mr. Gary Gurwitz and a second by Mr. Jesse Villarreal, the Board of Trustees of South Texas College approved and authorized contracting construction services with Diaz Floors & Interiors, Inc. in the amount of \$22,820.24 for the District-Wide HSI Grants Carpet Replacement project as presented. The motion carried.

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 was requested.

Carpet in these areas of Building A was over ten years old and was in need of replacement. Staff proposed to replace the carpet with carpet tile which was the current STC standard due to its higher quality and reduced maintenance.

STC staff issued the necessary plans and specifications for the solicitation of competitive sealed proposals. Solicitation of competitive sealed proposals for this project began on 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 provided a proposal summary. It was recommended that the top ranked contractor be approved.

Funds were 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 was presented for Board action as necessary without a Committee recommendation.

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 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 motion carried.

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

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

Existing concrete floor in some areas were separating and the exposed metal tracks were becoming a trip hazard. Staff proposed to replace the concrete seal with flooring tile which was the current STC standard due to its higher quality and reduced maintenance.

STC staff issued the necessary plans and specifications for the solicitation of competitive sealed proposals. Solicitation of competitive sealed proposals for this project began on 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 provided a proposal summary. It was recommended that the top ranked contractor be approved.

Funds were 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 was presented for Board action as necessary without a Committee recommendation.

Upon a motion by Mr. Gary Gurwitz and a second by Mr. Paul R. Rodriguez, the Board of Trustees of South Texas College approved and authorized contracting construction services with 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 motion carried.

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 was requested.

It was 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. The packet included a letter from ACR Engineering acknowledging all work was complete and recommending release of final payment.

Due to time constraints, the Facilities Committee did not hear this item, and it was presented for Board action as necessary without a Committee recommendation.

Upon a motion by Mr. Gary Gurwitz and a second by Mr. Jesse Villarreal, the Board of Trustees of South Texas College approved and authorized the final completion and release of final payment in the amount of \$4,918.10 for the Pecan Campus Buildings A, G, H, and X Electrical Disconnects project with Metro Electric 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 as needed regarding the claim.

Legal Counsel requested an executive session discussion with the Board. Dr. Salinas, presiding, postponed this item to complete the Facilities Committee agenda items prior to convening executive session.

Update on Status of Non-Bond Program Construction Projects

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

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

Executive Session:

The South Texas College Board of Trustees convened into Executive Session at 8:27 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
 1. Discussion and Action as Necessary Regarding STC vs Chubb Insurance for Hail Damage Claim Settlement

Open Session:

The South Texas College Board of Trustees returned to Open Session at 8:40 p.m. No action was taken in Executive Session.

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

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

Upon a motion by Mr. Paul R. Rodriguez and a second by Mr. Gary Gurwitz, the Board of Trustees of South Texas College approved and authorized legal counsel to settle the hail damage claim according to the limits as discussed in executive session. The motion carried.

Consideration and Approval of Checks and Financial Reports

Board action was requested to approve the checks for release and the financial reports for the month of April 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 Ms. Rose Benavidez, 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 April 2015. The motion carried

Informational Items

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

- President's Report
- Minutes for the May 14, 2015 Board Committee Meetings were not available at the time of publication and were referred to the June 2015 Board Meeting.

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.

Adjournment:

There being no further business to discuss, the Regular Meeting of the South Texas College Board of Trustees adjourned at 8:41 p.m.

I certify the foregoing are the true and correct minutes of the Tuesday, May 26, 2015 Regular Board Meeting of the South Texas College Board of Trustees.

Mr. Paul R. Rodriguez
Secretary

Approval and Authorization to Accept Grant Awards

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

1. The “VIDA College Prep Academy” grant from Valley Initiative for Development and Advancement

The “VIDA College Prep Academy” grant from Valley Initiative for Development and Advancement would run from June 24, 2015 through October 26, 2015 and will be funded in the amount not to exceed \$43,000.

Funds will be used to pay for tuition, books, materials, and salaries as approved in the grant.

STC’s Continuing Professional and Workforce Education will provide 480 hours of College Prep Academy training to address the needs of VIDA’s clients in the Rio Grande Valley. Eight participants will be served under this grant funded VIDA College Prep Academy program.

2. The “Texas Prefreshman Engineering Program” Grant from The University of Texas San Antonio

The “Texas Prefreshman Engineering Program (TexPREP)” grant funds from The University of Texas San Antonio (UTSA) would provide \$19,000.00 in funding to support the TexPREP Program at South Texas College, beginning June 1, 2015 through August 31, 2015.

Funds would be used to cover costs exclusively related to supporting the TexPREP Program through personnel or other direct program costs within the grant time frame. This funding meets South Texas College’s Strategic Direction Two: *South Texas College is committed to increasing the college-going rates in the region.*

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

The presented grants would provide up to \$62,000 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 awards and use of related funds as authorized by each grant, contingent upon official award as appropriate:

1. The “VIDA College Prep Academy” grant from Valley Initiative for Development and Advancement
2. The “Texas Prefreshman Engineering Program” Grant from The University of Texas San Antonio
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 awards and using related funds as authorized by each grant, contingent upon official award as appropriate:

1. The “VIDA College Prep Academy” grant from Valley Initiative for Development and Advancement
2. The “Texas Prefreshman Engineering Program” Grant from The University of Texas San Antonio
3. Additional Grant(s) Received/Pending Official Award

Approval Recommended:

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

Review and Action as Necessary on Approval of Proposed Revisions to the 2015-2016 Academic Calendar and Approval of the 2016-2017 Academic Calendar

Approval of the proposed revisions to 2015 - 2016 Academic Calendar and the newly proposed 2016 - 2017 Academic Calendar is requested.

2015 – 2016 Academic Calendar

The 2015 - 2016 Academic Calendar was presented to the Board for approval on August 26, 2014. The Academic Calendar Steering Committee has proposed revisions to that calendar, as follows:

- changes to the ordering and specifications of faculty professional development,
- inclusion of August and December Commencement dates,
- adjustments to the final exam dates for the Spring 2016 semester, and
- adjustments to the Summer II and Summer III 2016 schedules.

The revised 2015 - 2016 Academic Calendar is provided in the packet for the Board's review and consideration, with the proposed changes shown in red text.

2016 – 2017 Academic Calendar

The 2016 - 2017 Academic Calendar is also presented for Board action at this time. This calendar has been developed to incorporate the same elements that were proposed for a change in the 2015 - 2016 Academic Calendar, and the two calendars would be consistent with each other as well as with the calendars shared by UT RGV.

The proposed 2016 - 2017 Academic Calendar is provided in the packet for the Board's review and consideration.

The Education and Workforce Development Committee recommended Board approval of the proposed revisions to 2015 - 2016 Academic Calendar and the newly proposed 2016 - 2017 Academic Calendar as presented.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize the proposed revisions to 2015 - 2016 Academic Calendar and the newly proposed 2016 - 2017 Academic Calendar as presented.

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

The Board of Trustees of South Texas College approves and authorizes proposed revisions to 2015 - 2016 Academic Calendar and the newly proposed 2016 - 2017 Academic Calendar as presented.

Approval Recommended:

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



**SOUTH TEXAS
COLLEGE**

Academic Calendar 2015- 2016

~~Final Approved 8-26-2014~~

Proposed revised Calendar 6-1-2015

Fall Semester 2015

August 12 (Wednesday)	New Faculty Start Date -New Faculty Benefits & Orientation Human Resources Dept.
August 13 (Thursday)	New Faculty Orientation
August 14 (Friday)	New Faculty Service Area Tour
August 17 (Monday)	Faculty Return – Academic Affairs Convocation/Division Meetings
August 18 (Tuesday)	Faculty Preparation Day / Departmental Meetings
August 19 (Wednesday)	Faculty Preparation Day/Focus Academy Kick-Off
August 20 (Thursday)	Distance Learning Symposium/ STC Faculty Teaching Dual Enrollment PD Day
August 21 (Friday)	Faculty Preparation Day / Departmental Meetings
August 22 (Saturday)	Adjunct / Dual Enrollment Faculty Professional Development Day
August 24 (Monday)	Classes Begin
September 7 (Monday)	College Closed – Labor Day
September 9 (Wednesday)	Census Day - Twelfth Class Day
September 18 (Friday)	College Closed - Professional & Organizational Development Day
November 13 (Friday)	Last Day to Withdraw
November 26-29 (Thursday – Sunday)	College Closed - Thanksgiving Holiday
December 7-13 (Monday – Sunday)	Finals
December 12 (Saturday)	Graduation
December 14 (Monday)	Grades Due Date
December 17-January 3 (Thursday-Sunday)	Winter Break (College Closed)

Spring Semester 2016

January 4 (Monday)	College Opens – Staff return
January 11 (Monday)	Faculty Return – Division / Department Meetings
January 12 (Tuesday)	New Faculty Benefits & Orientation - Human Resources Dept.
January 13-15 (Wednesday-Friday)	Faculty Preparation Day /Departmental Meetings
January 16 (Saturday)	Adjunct /Dual Enrollment Faculty Professional Development Day
January 18 (Monday)	Martin Luther King, Jr. Day – College Closed
January 19 (Tuesday)	Classes Begin
February 3 (Wednesday)	Census Day - Twelfth Class Day
February 12 (Friday)	College Closed Professional & Organizational Development Day
March 14 – 20 (Monday - Sunday)	College Closed - Spring Break

March 24 – March 27 (Thursday – Sunday)	College Closed - Semester Break
April 19 (Tuesday)	Last Day to Withdraw
May 7-13 12 (Saturday Friday – Friday-Thursday)	Finals
May 13-14 (Friday - Saturday)	Graduation
May 16 (Monday)	Grades Due Date

Summer Sessions 2016

Summer Session I (June 6 – July 7)

May 30 (Monday)	College Closed - Memorial Day
May 31-June 5 (Tuesday-Sunday)	Final registration dates for Summer I, III
June 6 (Monday)	Classes Begin
June 9 (Thursday)	Census Day - Fourth Class Day
June 29 (Wednesday)	Last Day to Withdraw
July 4 (Monday)	College Closed-Independence Day
July 6 (Wednesday)	End of Classes
July 7 (Thursday)	Finals
July 11 (Monday)	Grades Due Date

Summer Session II (July 13 12 – August 12 11)

July 12 11 (Tuesday Monday)	Final registration dates for Summer II
July 13 12 (Wednesday Tuesday)	Classes Begin
July 18 15 (Monday Friday)	Census Day - Fourth Class Day
August 5 4 (Friday Thursday)	Last Day to Withdraw
August 11 10 (Thursday Wednesday)	End of Classes
August 12 11 (Friday Thursday)	Finals
August 13 (Saturday)	Graduation (Proposed)
August 15 (Monday)	Grades Due Date

Summer Session III (June 6 – August 12 11)

May 31-June 5 (Tuesday-Sunday)	Final registration dates for Summer I, III
May 30 (Monday)	College Closed - Memorial Day
June 6 (Monday)	Classes Begin
June 14 (Tuesday)	Census Day - Seventh Class Day
July 4 (Monday)	College Closed-Independence Day
July 12 11 (Tuesday Monday)	No classes
July 28 27 (Thursday Wednesday)	Last Day to Withdraw
August 11 10 (Thursday Wednesday)	End of Classes
August 12 11 (Friday Thursday)	Finals
August 13 (Saturday)	Graduation (Proposed)
August 15 (Monday)	Grades Due Date



**SOUTH TEXAS
COLLEGE**

Academic Calendar 2016-2017

Final 6-1-2015

Fall Semester 2016

August 17 (Wednesday)	New Faculty Start Date -New Faculty Benefits & Orientation Human Resources Dept.
August 18 (Thursday)	New Faculty Orientation
August 19 (Friday)	New Faculty Service Area Tour
August 22 (Monday)	Faculty Return – Academic Affairs Convocation/Division Meetings
August 23 (Tuesday)	Faculty Preparation Day / Departmental Meetings
August 24 (Wednesday)	Faculty Preparation Day / Focus Academy Kick-Off
August 25 (Thursday)	Distance Learning Symposium/STC Faculty Teaching Dual Enrollment PD Day
August 26 (Friday)	Faculty Preparation Day / Departmental Meetings
August 27 (Saturday)	Adjunct / Dual Enrollment Faculty Professional Development Day
August 29 (Monday)	Classes Begin
September 5 (Monday)	College Closed – Labor Day
September 14 (Wednesday)	Census Day - Twelfth Class Day
September 23 (Friday)	College Closed - Professional & Organizational Development Day
November 18 (Friday)	Last Day to Withdraw
November 24-27 (Thursday – Sunday)	College Closed - Thanksgiving Holiday
December 12-18 (Monday – Sunday)	Finals
December 17 (Saturday)	Graduation
December 19 (Monday)	Grades Due Date
December 19-Jan 3 (Monday-Tuesday)	Winter Break (College Closed)

Spring Semester 2017

January 4 (Wednesday)	College Opens – Staff return
January 9 (Monday)	Faculty Return – Division / Department Meetings
January 10 (Tuesday)	New Faculty Benefits & Orientation - Human Resources Dept.
January 11-13 (Wednesday-Friday)	Faculty Preparation Day /Departmental Meetings
January 14 (Saturday)	Adjunct /Dual Enrollment Faculty Professional Development Day
January 16 (Monday)	Martin Luther King, Jr. Day – College Closed
January 17 (Tuesday)	Classes Begin
February 1 (Wednesday)	Census Day - Twelfth Class Day
February 10 (Friday)	College Closed Professional & Organizational Development Day
March 13-19 (Monday - Sunday)	College Closed - Spring Break
April 13-16 (Thursday – Sunday)	College Closed - Semester Break
April 18 (Tuesday)	Last Day to Withdraw
May 5-11 (Friday – Thursday)	Finals
May 12-13 (Friday - Saturday)	Graduation
May 15 (Monday)	Grades Due Date

Summer Sessions 2017

Summer Session I (June 5 – July 6)

May 29 (Monday)	College Closed - Memorial Day
May 30-June 4 (Tuesday-Sunday)	Final registration dates for Summer I, III
June 5 (Monday)	Classes Begin
June 8 (Thursday)	Census Day - Fourth Class Day
June 28 (Wednesday)	Last Day to Withdraw
July 4 (Tuesday)	College Closed-Independence Day
July 5 (Wednesday)	End of Classes
July 6 (Thursday)	Finals
July 10 (Monday)	Grades Due Date

Summer Session II (July 11 – August 10)

July 10 (Monday)	Final registration dates for Summer II
July 11 (Tuesday)	Classes Begin
July 14 (Friday)	Census Day - Fourth Class Day
August 3 (Thursday)	Last Day to Withdraw
August 9 (Wednesday)	End of Classes
August 10 (Thursday)	Finals
August 12 (Saturday)	Graduation (Proposed)
August 14 (Monday)	Grades Due Date

Summer Session III (June 5 – August 10)

May 30-June 4 (Tuesday-Sunday)	Final registration dates for Summer I, III
May 29 (Monday)	College Closed - Memorial Day
June 5 (Monday)	Classes Begin
June 13 (Tuesday)	Census Day - Seventh Class Day
July 4 (Tuesday)	College Closed-Independence Day
July 10 (Monday)	No classes
July 26 (Wednesday)	Last Day to Withdraw
August 9 (Wednesday)	End of Classes
August 10 (Thursday)	Finals
August 12 (Saturday)	Graduation (Proposed)
August 14 (Monday)	Grades Due Date

Review of Presentation on the Developmental Education Plan & Procedures Guide

Dr. Anahid Petrosian, Vice President for Academic Affairs, and Dr. Ety Bischoff, Dean of Liberal Arts and Social Sciences, and Ms. Kristina Wilson, Academic Grants and Project Officer reviewed and discussed the Developmental Education Plan & Procedures Guide.

The Committee reviewed a PowerPoint presentation that framed the review and discussion, as well as the *Developmental Education Plan & Procedures Guide* published for Fall 2015.

The Developmental Education Plan & Procedures Guide was designed to help students bridge any gaps in their academic background to help them attain success in college-level coursework. The documentation included details on assessment, placement, advisement, participation, completion, equal opportunity, and developmental course curriculum for students to complete any necessary developmental education as part of a successful college career.

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



Developmental Education Plan & Procedures Guide

Presentation for Education & Workforce Development Committee
Thursday, June 11, 2015

Presenters:
Dr. Ety Bischoff – Dean of Liberal Arts and Social Sciences
Kristina Wilson – Academic Grants & Projects Officer

TSI Planning & Implementation Committee

Objective

Committee will ensure that South Texas Colleges' practices are designed in accordance with **state requirements** and will strive to accelerate **students' attainment of college-ready status** through the use of **accelerated coursework** and non-course based options.



Committee Membership

Academic Affairs	Student Affairs & Enrollment Management	Information Services & Planning
Dr. Anahid Petrosian	V.P. Wanda Garza	Dr. David Plummer
Dr. Ety Bischoff	Matthew Hebbard	Serkan Celtek
Dr. Ali Esmaeili	Paul Hernandez	Cody Gregg
Dr. Chris Nelson	Nancy Garcia	Ali Kolahdouz
Nick Gonzalez	Mike Carranza	
Dr. Aparna Ganguli	Adrian Lozano	
Howard Price		
Florinda Rodriguez		Continuing Education
Laura Sanchez		Juan Carlos Aguirre
Kristina Wilson		

TSI Sub-Committees



Sub – Committee Topic	Co-Chairs
ABE Placement	<ul style="list-style-type: none"> • Juan Carlos Aguirre • Howard Price
Holistic Placement	<ul style="list-style-type: none"> • Nancy Garcia • Florinda Rodriguez
TSI Status	<ul style="list-style-type: none"> • Matthew Hebbard • Laura Talbot
Capturing Student Placement Information	<ul style="list-style-type: none"> • Kristina Wilson • Serkan Celtek

The Plan

- ▶ The updated **Developmental Education Plan & Procedures Guide** captures STC's placement practices and course offerings for developmental students.
- ▶ The Plan was updated by the **Developmental Chairs** and reviewed with the help of the **TSI Committee and Sub-Committee members**.
- ▶ Plan reflects procedures in place for the **Fall 2015 semester**.



Plan Components

- I. **Introduction** – Mission & Goal Statements
- II. **Mandatory Assessment**
- III. **Placement Scale & College Readiness**
- IV. **Advisement**
- V. **Mandatory Participation in Developmental Education**
- VI. **Exit Criteria**
- VII. **Equal Opportunity Statements**
- VIII. **Appendix** – Course Descriptions



Plan Highlights

TSI Flowcharts and Placement Scale

(Pgs. 3-10)

- ▶ The **TSI Flowcharts** illustrate the remediation options that students are advised to take based on their TSI test scores and holistic placement criteria.
- ▶ The **TSI Placement Scale** contains detailed information to determine college readiness based on:
 - ▶ TSI scores,
 - ▶ TSI exemptions, and
 - ▶ Other allowable test scores
- ▶ Remediation options are also included.



Plan Highlights

Non-Course Based Options

- ▶ Non-course based remediation options (NCBO's) allow students to gain the skills necessary to become college ready at their **own pace**; an **instructor is assigned** to serve as a resource for students if needed.
- ▶ NCBO's are offered as a **co-enrollment option** with linked academic courses, or as **stand-alone** courses.



Plan Highlights

Mandatory Participation in Developmental Education (pg. 11)

- ▶ Students who **do not meet** college readiness standards are **required** to enroll in developmental course(s) work until they meet the Placement Standards.
- ▶ Students placing in 1 or more developmental courses **must also enroll in a College Success course** during their first semester, until they successfully exit the course or become college ready in all three areas.



Plan Highlights

Mandatory Participation in Developmental Education (pg. 11)

- ▶ Students who fail to comply with policies and procedures **may be withdrawn** from all of their classes except College Success and may not earn any college credit hours for the semester.
- ▶ Students are entitled to a **one semester-long waiver** which will allow them not to be withdrawn from all their academic classes, but they must enroll in developmental class(es) the following semester.



Plan Highlights

Exit Criteria (pg. 14-15)

- ▶ After their initial placement into a developmental course, **students may retake the TSI exam.**
- ▶ If students obtain a score that meets or exceeds the college-level Placement Standard for reading, writing, or mathematics, **they will receive a grade of "P" for the respective developmental course (s)** they are taking.
- ▶ Students who obtain a score that meets or exceeds the college-level Placement Standard in all three skills will receive a grade of **"P" for the College Success** course as well.



Thank you for your Support!





SOUTH TEXAS
COLLEGE

Developmental Education Plan & Procedures Guide

Effective Fall 2015

UPDATED 5/13/2015

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1.0 INTRODUCTION

1.1 Developmental Education Mission Statement

South Texas College is committed to bridging any educational gaps in students' backgrounds so that they can be successful in college-level work.

1.2 Goal Statements

South Texas College, in collaboration with the Texas Higher Education Coordinating Board and its recommendations as stipulated in the TSI Operation Plan for Serving Lower Skilled Learners of April 2014, provides Developmental Education options to students that contain the essential academic skills to successfully complete academic/technical coursework. Additionally, South Texas College strives to continually meet the following goals:

1. Provide a variety of learning opportunities and services to meet the diverse educational needs of South Texas College students.
2. Implement, evaluate, and improve new initial assessment and placement procedures.
3. Advise students in developing an individualized plan to persist in college and to acquire the skills necessary to enter college-level studies.
4. Prepare students to be successful in freshman-level academic coursework in the minimum amount of time.
5. Inspire students to love learning and actively engage them in the learning process.
6. Foster self-confidence and motivation in students.
7. Engage students in the use of technology to enhance learning.
8. Challenge students to become independent learners and critical thinkers.

2.0 MANDATORY ASSESSMENT

2.1 Mandatory Assessment

All students enrolling in credit programs at South Texas College for the first time must have TSI scores as approved by the Texas Higher Education Coordinating Board prior to advisement and registration unless they are exempt.

2.2 Exemptions from Mandatory Assessment according to Texas Administrative Code Title 19, Part 1, Chapter 4, Subchapter C, RULE §4.54, whereby exempt students shall not be required to provide any additional demonstration of college readiness and shall be allowed to enroll in any entry-level freshman course as defined in §4.53(12) of this title (relating to Definitions):

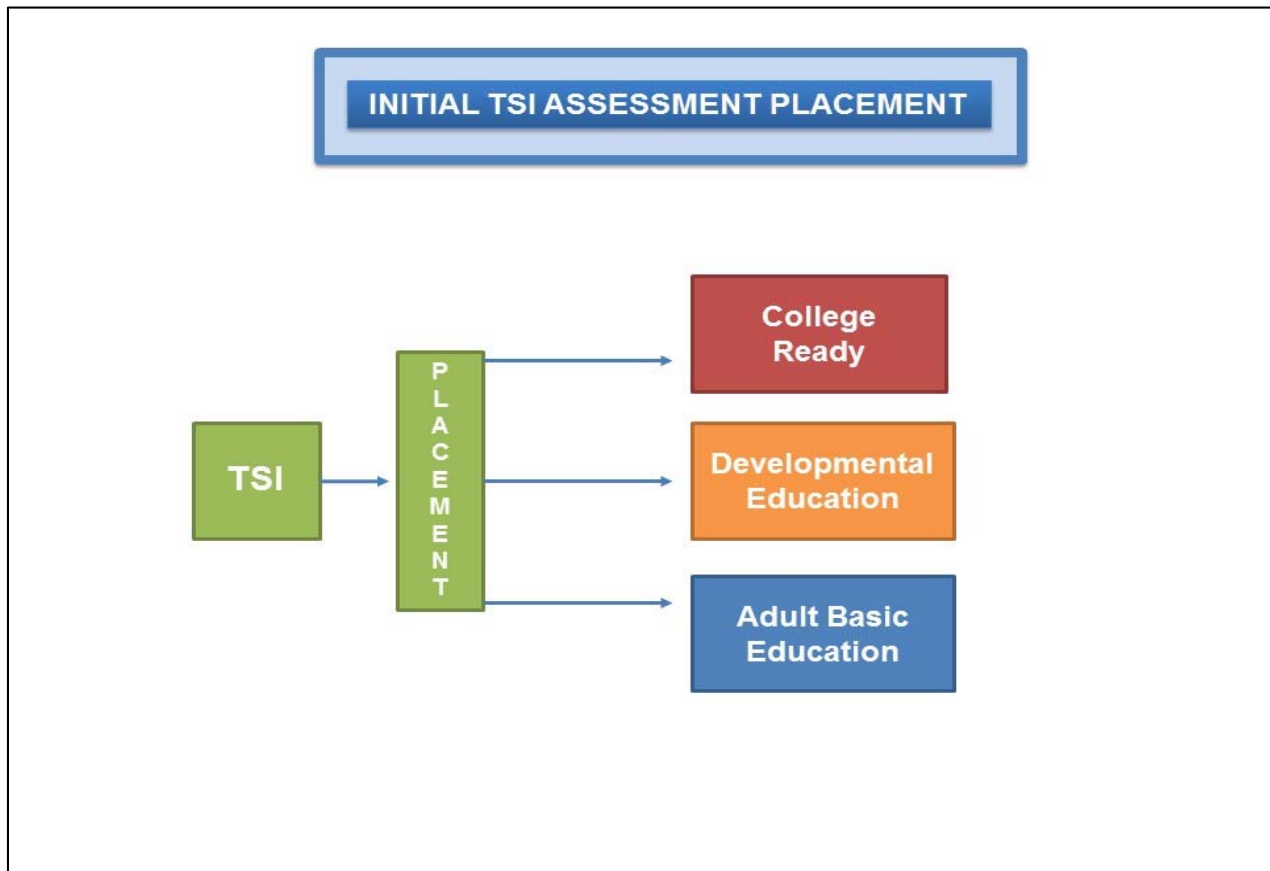
- 1) For a period of five (5) years from the date of testing, a student who is tested and performs at or above the following standards that cannot be raised by institutions:

- a) ACT: composite score of 23 with a minimum of 19 on the English test shall be exempt for both the reading and writing sections of the TSI Assessment, and/or 19 on the mathematics test shall be exempt for the mathematics section of the TSI Assessment;
 - b) SAT: a combined critical reading (formerly "verbal") and mathematics score of 1070 with a minimum of 500 on the critical reading test shall be exempt for both reading and writing sections of the TSI Assessment, and/or 500 on the mathematics test shall be exempt for the mathematics section of the TSI Assessment; or
- 2) For a period of three (3) years from the date of testing, a student who is tested and performs on the Texas Assessment of Academic Skills (TAAS) with a minimum scale score of 1770 on the writing test, a Texas Learning Index (TLI) of 86 on the mathematics test and 89 on the reading test.
 - 3) For a period of five (5) years from the date of testing, a student who is tested and performs at or above the following standards that cannot be raised by institutions:
 - a) on the Eleventh grade exit-level Texas Assessment of Knowledge and Skills (TAKS) with a minimum scale score of 2200 on the math section and/or a minimum scale score of 2200 on the English Language Arts section with a writing subsection score of at least 3, shall be exempt from the TSI Assessment required under this title for those corresponding sections; or
 - b) STAAR end-of-course (EOC) with a minimum score of Level 2 on the English III shall be exempt from the TSI Assessment required under this title for both reading and writing, and a minimum score of Level 2 on the Algebra II EOC shall be exempt from the TSI Assessment required under this title for the mathematics section.
 - 4) A student who has graduated with an associate or baccalaureate degree from an institution of higher education.
 - 5) A student who transfers to an institution from a private or independent institution of higher education or an accredited out-of-state institution of higher education and who has satisfactorily completed college-level coursework as determined by the receiving institution.
 - 6) A student who has previously attended any institution and has been determined to have met readiness standards by that institution. For students meeting non-Algebra intensive readiness standards in mathematics as defined in §4.59(d)(1)(B) of this title (relating to Determination of Readiness to Perform Entry-Level Freshman Coursework), institutions may choose to require additional preparatory coursework/interventions for Algebra intensive courses, including MATH 1314/1324/1414 (or their local equivalent). It is the institution's responsibility to ensure that students are clearly informed of the consequences of successful completion of a mathematics pathways model which results in meeting the mathematics college readiness standard only for specific courses.
 - 7) A student who is enrolled in a certificate program of one year or less (Level-One certificates, 42 or fewer semester credit hours or the equivalent) at a public junior college, a public technical institute, or a public state college.
 - 8) A student who is serving on active duty as a member of the armed forces of the United States, the Texas National Guard, or as a member of a reserve component of the armed forces of the United States and has been serving for at least three years preceding enrollment.
 - 9) A student who on or after August 1, 1990, was honorably discharged, retired, or released from active duty as a member of the armed forces of the United States or the Texas National Guard or service as a member of a reserve component of the armed forces of the United States.

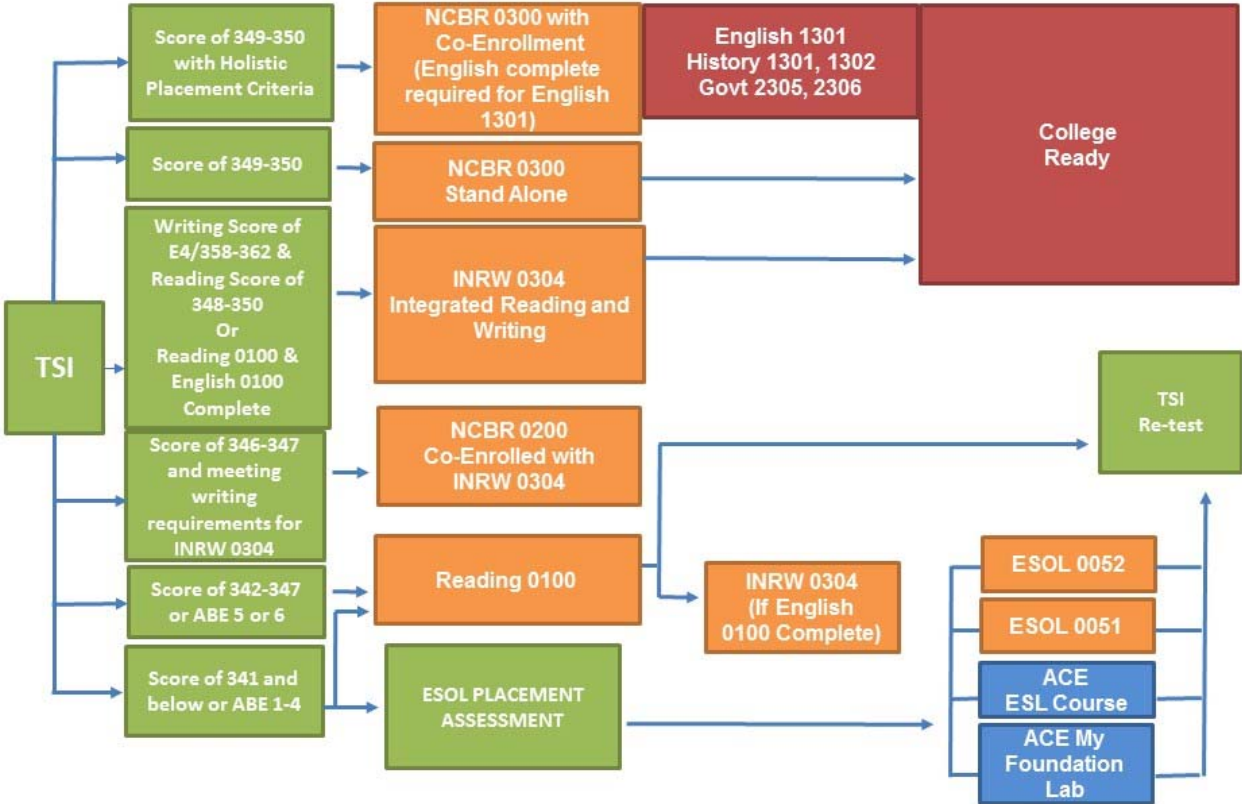
- 10) A student who successfully completes a college preparatory course under Texas Education Code §28.014 is exempt for a period of twelve (12) months from the date of high school graduation with respect to the content area of the course. This exemption applies only at the institution of higher education that partners with the school district in which the student is enrolled to provide the course. Additionally, an institution of higher education may enter into a Memorandum of Understanding with a partnering institution of higher education to accept the exemption for the college preparatory course.
- An institution may exempt a non-degree-seeking or non-certificate-seeking student.
 - ESOL Waiver--An institution may grant a temporary waiver from the assessment required under this title for students with demonstrated limited English proficiency in order to provide appropriate ESOL/ESL coursework and interventions. The waiver must be removed after the student attempts 15 credit hours of developmental ESOL coursework or prior to enrolling in entry-level freshman coursework, whichever comes first, at which time the student would be administered the TSI Assessment. Funding limits as defined in Texas Education Code, §51.3062(1)(1) and (2) for developmental education still apply.
 - Any student who has been determined to be exempt in mathematics, reading, and/or writing under subsection (a) or (b) of this section shall not be required to enroll in developmental coursework and/or interventions in the corresponding area of exemption.

3.0 PLACEMENT

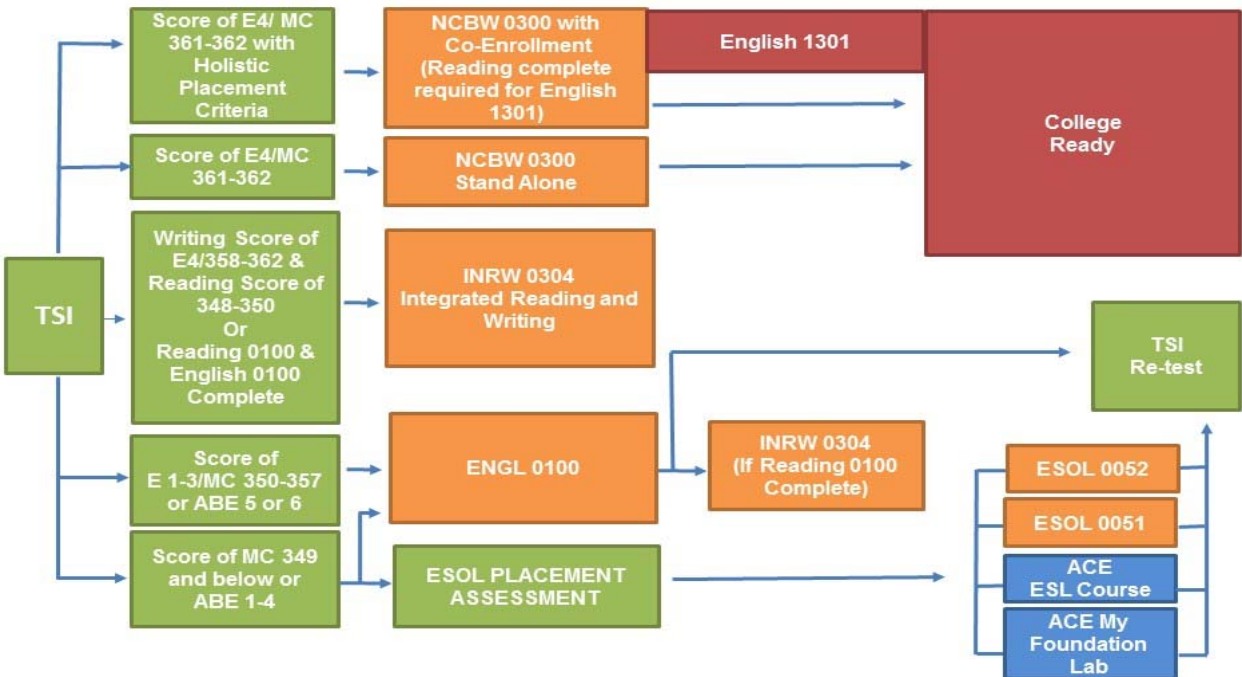
After testing, South Texas College students are placed at the college-level, developmental education level, or adult basic education level according to the placement standards in the table on page 8 and according to the following flow charts:

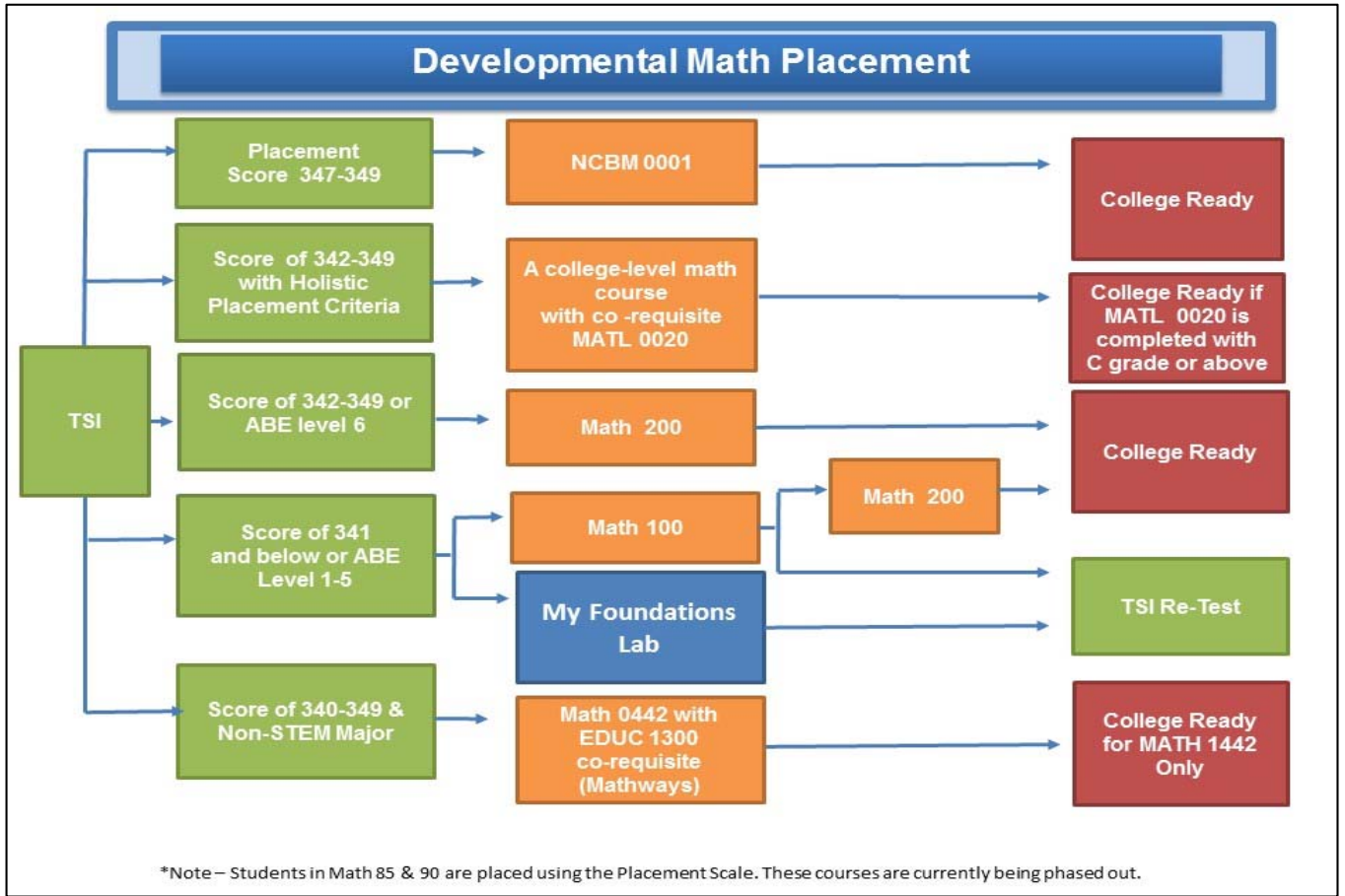


Developmental Reading Placement



Developmental Writing Placement





Holistic Advising and Placement for Reading

Students scoring just below college-readiness in Reading (349-50) and meet one of the following criteria, are given the option of the mainstreaming approach in addition to the developmental sequence approach.

Mainstreaming in this context means regular college-level classes are co-enrolled with a Non Course Based (NCB) Offering. Students qualify under the Holistic Placement Option if they meet one of the following criteria:

1. Graduated from high school with a GPA of 3.0-4.0.
2. Graduated in the top 10% of high school graduating class.

Holistic Advising and Placement for English

Students scoring just below college-readiness in Writing (TSI E4/MC 361-362) and meet one of the following criteria, are given the option of the mainstreaming approach in addition to the developmental sequence approach. Mainstreaming in this context means regular college-level classes are co-enrolled with a Non Course Based (NCB) Offering. Students qualify under the Holistic Placement Option if they meet one of the following criteria:

1. Graduated from high school with a GPA of 3.0-4.0.
2. Graduated in the top 10% of high school graduating class.
3. Are TSI Complete in Reading.
4. Developmental Instructor recommends English 0100 student for English 1301.

Holistic Advising and Placement for Developmental Mathematics

Students scoring just below developmental level in Mathematics (ABE Level 3-4) and meet two of the following criteria are given the option of the mainstreaming approach and are eligible to enroll in MATH 0085 or MATH 0100. Students qualify under the Holistic Placement Option if they meet two of the following criteria:

1. Graduated from high school within the past 5 years.

2. Graduated from high school with a GPA of 3.0-4.0.
3. Successful completion of high school mathematics courses with a grade B and above.
4. Successful completion of academic or technical college mathematics courses.

Holistic Advising and Placement for College-Level Mathematics

Students scoring just below college-readiness in Math (TSI 342-349) and meet two of the following criteria are given the option of the mainstreaming approach in addition to the developmental sequence approach.

Mainstreaming in this context means regular college-level classes are co-enrolled with a Non Course Based (NCB) Offering. Students qualify under the Holistic Placement Option if they meet two of the following criteria:

1. Returning South Texas College students or transfer students with a GPA of 2.5 or higher and a minimum of 9 semester credit hours.
2. Continuing students with the completion of MATH 0100 with a grade of “C” or better.
3. First time in college students without transfer credits that earned a grade of “B” or higher in Algebra II on their high school transcript.
4. A recommendation from a current or previous instructor.
5. Having a declared Major.

3.1 Placement Scale Effective Fall 2015

Placement Scale (effective Fall 2015) Updated April 20, 2015



Texas Success Initiative (TSI) Exemption Scores

TAAS*		TAKS*		STAAR EOC		ACT**		SAT**	
READING	89	READING	2200	ENGLISH III, LEVEL II	4000	ENGLISH	19	VERBAL	500
WRITING	1770	WRITING	& 3	MATH (ALGEBRA II, LEVEL II)	4000	MATH	19	MATH	500
MATH	86	MATH	2200			COMPOSITE	23	COMPOSITE	1070
Exemption is valid for a period of five (5) years from the date of testing.						Exemption is valid for a period of five (5) years from the date of testing.			
College Preparatory Courses in Math and ELA									
English Language Arts (CP110100)			Pass course and end-of-course assessment with a Grade of "C" or Higher.						
Mathematics (CP11200)			Pass course and end-of-course assessment with a Grade of "C" or Higher.						
College Preparatory Course Exemptions are valid for one (1) year from the date of High School graduation.									

Exemptions also granted to students who have graduated with an associate or baccalaureate degree or students and students who transfer to STC from a private or independent college or an accredited out of state college and have satisfactorily completed college-level coursework as determined by STC.

Academic and Developmental Placement Scores

SUBJECT AREA	TSI	THEA	ACCUPLACER	ASSET	COMPASS	COURSE PLACEMENT
READING	351+ or *349-350 with <i>Holistic Placement Option</i>	230+	78+	41+	81+	College Reading Standard GOVT2305 GOVT2306 ARTS 1303/1304 MUSI 1307/1310 HIST 1301/1302 +Writing Complete HIST 2327/2328 +Writing Complete
		*Students qualify under the <i>Holistic Placement Option</i> if they meet one of the following and co-enroll in NCBR 0300 : 1. Graduated from high school with a GPA of 3.0 – 4.0 or 2. Graduated in the top 10% of high school graduating class				
	349-350	227-229	76-77	N/A	N/A	NCBR 0300 (Non Course-Based/Semester Length)
	Writing: E4/MC 358-362 and Reading 348-350 or Completion of ENGL 0100 and READ 0100 with a grade of "C" or better.	Writing: 180-219 and Reading 190-229	Writing: E6-8/0-59, E5/66-79, E4/66+ and Reading: 50-77	Writing: E5/33-35, E5/36-39 and Reading: 34-40	Writing: E4/48-52, E5/53-58 and Reading: 68-80	INRW0304
	346-347 and Co-enroll in INRW 0304 (must meet writing requirement for INRW 0304)	227-229	76-77	38-40	78-80	NCBR 0200
	342-347 Or ABE Level 5 or 6	0-189	0-49	0-33	0-67	READ0100
341 and below Or ABE Level 1-4	0-189	0-49	0-33	0-67	READ0100 Or ESOL0052 Or ESOL0051	

WRITING	E5+ or E4/MC 363 or *E4/MC 361-362 with <i>Holistic Placement option</i>	220+	E8/60+ E7/60+	E6/60+ E5/80+	E6/40+	E6/59+	College Writing Standard
	*Students qualify under the <i>Holistic Placement Option</i> if they meet one of the following and co-enroll in NCBW 0300 :						ENGL1301 + Reading Complete
	<ol style="list-style-type: none"> 1. Graduated from high school with a GPA of 3.0 – 4.0 or 2. Graduated in the top 10% of high school graduating class 3. Developmental ENGL 0100 Instructor recommendation for Holistic Placement in ENGL 1301 						
	E4/MC 361-362	200-219	E6/58-59 E5/78-79	N/A	N/A	NCBW 0300 (Non Course-Based/Semester Length)	
	Writing: E4/MC 358-362 and Reading 348-350 or Completion of ENGL 0100 and READ 0100 with a grade of "C" or better.	Writing: 180-219 and Reading 190-229	Writing: E6-8/0-59, E5/66-79, E4/66+ and Reading: 50-77	Writing: E5/33-35, E5/36-39 and Reading: 34-40	Writing: E4/48-52, E5/53-58 and Reading: 68-80	INRW0304	
	E 1-3/MC 350-357 Or ABE Level 5 or 6	100-179	E3-5/0-65	E3/0-35	E3/0-47	ENGL0100	
MC 349 and below Or ABE Level 1-4	100-179	E3-5/0-65	E3/0-35	E3/0-47	ENGL0100 Or ESOL0052 Or ESOL0051		
Both Essay and Sentence Skills are required for placement (E=Essay) (MC= Multiple Choice)							

Updated April 20, 2015

	350+	230+	EA 63+ or CLM 63+	41+	42+	College Math Standard		
						MATH1414 MATH1442	MATH 1332 MATH 1324	
MATH	*342-349 with <i>Holistic Placement Option</i>	*Students qualify under the <i>Holistic Placement Option</i> if they meet two of the following criteria and co-enroll in MATL 0020 : 1. Returning STC students or transfer students, GPA of 2.5 or higher with a minimum of 9 semester credit hours. 2. Continuing students, completion of MATH 0100 with a grade of "C" or better. 3. First time in College without transfer credits, a grade of "B" or higher in Algebra II from High school transcript. 4. A recommendation from a current or previous instructor. 5. Have a declared major.				MATH 1414 MATH 1442 MATH 1332 MATH 1324		
	N/A	N/A	100+	Students who scores of 100+ on the CLM ACCUPLACER may be eligible for MATH 2413; however, chair approval is required.			MATH 2413	
Math Lab Co-requisite Math Lab & Non-Course Based Math	342-349 and <i>Co-Enrollment in College-Level Math Course</i>	N/A	N/A	N/A	N/A	MATL 0020		
	347-349	220	60	39	40	NCBM 0001 (Non Course-Based/Semester Length)		
3 Course Developmental Sequence (MATH 0080 no longer offered beginning Fall 2015)	345-349	210-229	EA 50-62 & AR 65+	38-40	39-41	MATH0090		
	340-344 or *336-339 with <i>Holistic Placement Option</i>	190-209	EA 18-49 & AR 65+	35-37	36-38	MATH0085		
2 Course Developmental Sequence	342-349 Or ABE Level 6	200-229	EA 45-62 & AR 65+	N/A	N/A	MATH0200		
	341 and Below Or ABE Level 1-5	<200 N/A	EA<45 or AR <65 N/A	N/A N/A	N/A N/A	MATH0100		
1 Course Developmental Sequence	340-349	190-209	EA 18-49 & AR 65+	35-37	36-38	**MATH 0442 <i>Co-requisite: EDUC 1300 Frameworks for Mathematical and Collegiate Learning</i>		
		**This course is designed for students who will take a College-Level Statistics or Quantitative Reasoning Course (non-STEM majors). Students choosing this option are only eligible to take MATH 1442 as a College-Level Mathematics option.						
		AR = Arithmetic, EA = Elementary Algebra, and CLM = College-Level Math						

Updated April 20, 2015

3.2 Determination of College Readiness for Texas Success Initiative

For purposes of the Texas Success Initiative (TSI), students will be determined to have met the College-Readiness Standard by either of the following methods:

1. Scoring at or above the Placement Standard for college-level reading, writing, or mathematics on the approved TSI Assessment.
 - Reading: TSI 351+
 - English: TSI Essay 5+ or Essay 4 and Multiple Choice 363
 - Mathematic: TSI 350+
2. Passing INRW0304 or MATH 200 with a “C” or better.
3. Due to an exemption as listed under 2.2 of this document

All students meeting or exceeding the Placement Standard for college-level reading, writing, and mathematics will have this readiness indicated on their transcripts.

The TSI assessment may be offered as part of the course and covered by the Developmental Studies Fee. When students have tested at or above the Placement Standard for college ready reading, writing, or mathematics while they are still enrolled in a developmental class, a grade of Pass, “P”, will be assigned for the respective developmental course final grade.

4.0 ADVISEMENT

Developmental Education Advisors, Academic Advisors, Advisors for Programs and Advisors for Majors are available for South Texas College students.

Advisors will provide recommendations for appropriate course selection. Since effective reading skills are essential for all classes including mathematics, it may be recommended that students make reading classes their first priority. The sequence of the Developmental courses will be recommended by an advisor with the ultimate purpose of completing the developmental course work in a timely fashion.

Although students who have met the College Readiness Placement Standard are not required to be advised each semester, they are encouraged to confer with their advisors prior to registration.

5.0 MANDATORY PARTICIPATION IN DEVELOPMENTAL EDUCATION

Students not meeting Placement Standards to enroll in freshman-level coursework and not qualifying for an exemption as listed under 2.2 are required to enroll in and attend developmental course(s) work until they meet the Placement Standards for those skills. Students placing in one or more Developmental courses must also enroll in and attend a College Success course (EDCS 0101, EDUC1300, PSYC1300, CSFH0101) during their first semester, until they successfully exit the course or become college ready in all three areas. Students who fail to comply with policies and procedures may be withdrawn from all of their classes except College Success and may not earn any college credit hours for the semester. Students who withdraw, are withdrawn from, or do not enroll in their required developmental classes are entitled to a one semester-long waiver which will allow them not to be withdrawn from all their academic classes, but they must enroll in the appropriate developmental

class(es) the following semester or sooner. Being withdrawn from academic classes will affect Financial Aid status.

Developmental Courses and Non-Course Based Options (NCBOs)

Standard and pilot curriculums are offered depending on the skill level of the student. Reading, Writing, Math and College Success courses are offered. Course-based classes are delivered in classroom settings, in writing labs, as hybrid classes, and as online courses. Non-course based remediation options (NCBO's) are offered as a co-enrollment option with linked academic courses, or as stand-alone courses. Standard curriculum of course-based delivery is currently offered at two and three levels:

Reading

READ 0100 Developmental Reading I

NCBR0200 Non Course Based Reading II

NCBR0300 Non Course Based Reading III

Writing

ENGL 0100 Developmental English I

NCBW0300 Non Course Based Writing III

Integrated Reading and Writing

INRW0304 Integrated Reading and Writing

ESOL

ESOL 0051 ESOL Reading and Vocabulary

ESOL 0052 Grammar for Non-native Speakers

Mathematics

MATH 0085 (*part of three-course sequence, currently being phased out*)

MATH 0090 (*part of three-course sequence, currently being phased out*)

MATH 0100 Developmental Math I

MATH 0200 Developmental Math II

MATH 0442 Foundations of Mathematical Reasoning (*statistics pathway*)

NCBM 0001 Non Course Based Math

MATL 0020 Math Lab co-requisite to any of the following: MATH 1324, MATH 1332, MATH 1442, MATH 1414

College Success/Study Skills

EDCS 0101 Educational College Success

PSYC1300 Learning Frameworks (Credit Course)

EDUC1300 Learning Frameworks (Credit Course)

CSFH0101 College Success for Health Care

Course descriptions can be found in Appendix A, page 16.

5.1 Level-One Certificates

Level-One Certificates

Students declaring a Level-One certificate (Certificates containing forty-two (42) or fewer semester credit hours) as a major are NOT required to take one of the College's approved assessment instruments prior to registration unless it is required for a prerequisite. In addition, Level-One certificate majors are not required to follow mandatory participation guidelines as long as they adhere to the following:

- Students cannot accumulate more than six (6) hours outside their degree plan;
- Students may switch from a one Level-One certificate program to another as long as they stay within the degree plan for the declared program;
- Students may be concurrently enrolled in more than one Level-One certificate at a time if they declare that intention to the institution and stay within the degree plans declared.

Students earning more than forty-two (42) semester credit hours must follow mandatory participation requirements.

5.2 College Success Courses: EDCS 0101, PSYC1300, EDUC1300

The following students are required to take a College Success Course (EDCS 0101, PSYC1300, EDUC1300) during their first semester until they pass the College Success course with a "C" or better.

- Students who are enrolled in an Associate degree and have not met the college-level Placement Standard in reading, writing, or mathematics (See Table on page 8, 9,10)
- Students, including transfer students, who have not taken a college success class and whose cumulative grade point average is below 2.0, or who are on academic probation.

Students required to take College Success must attend scheduled classes. If they drop or are dropped for non-attendance by their instructors, students must enroll in a College Success class the following semester, or sooner, or they will be blocked from enrolling in course work. Students who have passed a course equivalent to College Success at another college or university with a grade of "C" or better will receive a waiver. This grade must appear on an official transcript and be evaluated and approved by the College Success Chairperson.

5.3 Course Loads for Developmental Education Participants

Students who have not placed at or above college-level for reading, writing, or must enroll in Developmental coursework and limit their credit-hour loads as follows:

- Students who have not met the college-level Placement Standard and wish to enroll in more than 9 credits, will be required to enroll in a minimum of two (2) Developmental courses. EDCS 0101, taken during the first semester, can be counted as a developmental course. All students who have not met the college-level Placement Standard and wish to take less than 9 credits will be required to enroll in one (1) Developmental course. These rules also apply to summer terms.

5.4 Academic Status and Cumulative Grade Point Average

All Developmental courses and EDCS 0101 will be included in the student’s semester grade point average (GPA). PSYC1300, EDUC1300 are included in the cumulative GPA as well.

- A student taking Developmental courses whose current or cumulative GPA drops below 2.0 will be placed on *Academic Probation*. Students on *Academic Probation* must meet with a Counselor and follow a *Scholastic Success Plan*.
- A student taking Developmental courses who was previously on *Academic Probation* and whose current semester GPA is below 2.0 will be placed on *Continued Academic Probation*. These students must meet with a Counselor and follow a *Scholastic Success Plan*.
- A student taking Developmental courses who was previously on *Continued Academic Probation* and whose current semester GPA is below 2.0 will be placed on *Academic Suspension*, as outlined in South Texas College’s Board Policy 3320, Scholastic Progress Standards. Developmental students who wish to appeal their placement on *Academic Suspension* must meet with a Counselor and follow the *Scholastic Appeal Procedures*.

6.0 EXIT CRITERIA FOR DEVELOPMENTAL COURSES

After their initial placement into a developmental course, students may retake the TSI exam. If students obtain a score that meets or exceeds the college-level Placement Standard for reading, writing, or mathematics, they will receive a grade of "P" for the respective developmental course (s) they are taking. Students who obtain a score that meets or exceeds the college-level Placement Standard in all three skills—reading, writing, and mathematics— will receive a grade of “P” for the College Success course as well.

Developmental Education students enrolled in English 0100, Reading 0100, Math 0100, and Math 0200 have the opportunity to take a cost-free TSI assessment at the end of the semester. This developmental education initiative is for students to have the opportunity to demonstrate that they are academically ready after their 0100 level developmental education course.

For students who test college ready after having completed any of the developmental classes, a grade of “P” may be requested to count as successful completion of the course, but it will not be included in calculating the cumulative GPA. In order to be awarded a grade of "P," students must provide the instructor with official scores demonstrating that they have met the college-level Placement Standard. Students also have the option of completing the course and receiving a letter grade, which will be included in calculating the cumulative GPA. Students are encouraged to continue attending the class and complete the course in order to be better prepared for college-level courses.

Students are considered College Ready after successful completion (grade of “C” or higher) of the following Developmental courses:

Subject Area	Successful Completion of the Developmental Courses Below Indicates College Readiness
College-level Reading	INRW 0304 NCBR 0300
College-level Writing	INRW 0304 NCBW 0300
College-level Mathematics	MATH 0200

	MATL 0020 NCBM 0001
College-level Statistics	MATH 0442

Students who take NCBW0300 or NCBR0300 and co-enroll in and successfully complete (grade of “D” or higher) any of the following courses will be considered TSI complete in the following areas:

Skill Assessed	Course
College-level Reading	PHIL 1304, PHIL 2307, PHIL 2316, PHIL 1301, PHIL2303, PHIL2306, PHIL 2321, HIST2327, HIST2328, HIST 1301, HIST1302 GOVT 2305,GOVT2306, ENGL 1301, ARTS 1303/1304 MUSI 1307, 1310
College-level Writing	ENGL 1301 or higher *

*A “C” or higher in ENGL1301 is a prerequisite for ENGL 1302.

7.0 EQUAL OPPORTUNITY

7.1 Statement of Equal Employment Opportunity *(Updated statement is pending approval by Board of Trustees during May 2015)*

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, national origin, religion, age, sex, gender, 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 employment with and admission to the College.

7.2 Rights of Individuals with Disabilities

South Texas 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 admission, 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 supports efforts in making the campus more accessible and encourages individuals with disabilities to participate in all activities. Individuals seeking assistance should contact the Counseling Office.

Appendix A

COLLEGE SUCCESS COURSES

EDCS 0101 Educational College Success CRT HRS: 03 LEC HRS: 03 LAB HRS: 00

This course covers strategies for learning and success. Examine factors that underlie learning, success, and personal development in higher education. Topics covered include information processing, memory, strategic learning, self-regulation, goal setting, motivation, educational and career planning, and learning lifestyles. Techniques of study such as time management, listening and note taking, text marking, library and research skills, preparing for examinations, and utilizing learning resources are covered. This course develops students' academic skills that apply to all disciplines. This course is a requirement for all first-time developmental students who are not TSI complete. This course is required of all students (including transfer students) with grade point averages below 2.0. It is not required for students enrolled in a certificate program (42 or fewer semester credit hours or equivalent) or for students who are TSI exempt. Prerequisite: None.

PSYC 1300 Learning Framework CRT HRS: 03 LEC HRS: 03 LAB HRS: 00

This course is a study of the research and theory in the psychology of learning, cognition, and motivation, factors that impact learning, and application of learning strategies. Theoretical models of strategic learning, cognition, and motivation serve as the conceptual basis for the introduction of college-level student academic strategies. Students use assessment instruments (e.g., learning inventories) to help them identify their own strengths and weaknesses as strategic learners. Students are ultimately expected to integrate and apply the learning skills discussed across their own academic programs and become effective and efficient learners. Students developing these skills should be able to continually draw from the theoretical models they have learned. Prerequisite: None.

EDUC 1300 Learning Framework CRT HRS: 03 LEC HRS: 03 LAB HRS: 00

This course is a study of the research and theory in the psychology of learning, cognition, and motivation, factors that impact learning, and application of learning strategies. Theoretical models of strategic learning, cognition, and motivation serve as the conceptual basis for the introduction of college-level student academic strategies. Students use assessment instruments (e.g., learning inventories) to help them identify their own strengths and weaknesses as strategic learners. Students are ultimately expected to integrate and apply the learning skills discussed across their own academic programs and become effective and efficient learners. Students developing these skills should be able to continually draw from the theoretical models they have learned. Prerequisite: None

CSFH0101 College Success for Health Care CRT HRS: 03 LEC HRS: 03 LAB HRS: 00

This course aids the healthcare student to perform successfully in healthcare by understanding his or her personal learning style, understanding and using college policies and procedures including clinical requirements, criminal background authorizations, vaccinations, drug and alcohol testing, managing time, memorizing information, reading textbooks for maximum learning, taking effective notes from lectures and books, maximizing test scores, thinking critically, communicating well both orally and in writing, by learning and about each of the healthcare professions taught at South Texas College. Some healthcare programs award points toward selection for completion of CSFH with a grade of "A" or "B." This course fulfills a requirement for all first-time developmental students who are not TSI complete, and for all students (including transfer students) with grade point averages below 2.0. It is not required for students enrolled in a certificate program

(42 or fewer semester credit hours or equivalent) or for students who have passed all sections of the Accuplacer.
Prerequisite: None

MATHEMATICS COURSES

MATH 0085 Introductory Algebra

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

This course is a study of introductory algebra. Topics include simplifying algebraic expressions, solutions of linear equations and inequalities in one variable, applying rules of exponents, calculations involving scientific notations, operations on polynomials, factorization of polynomials, solving polynomial equations by factoring, systems of equations, graphs of linear equations in two variables, and application problems involving linear models. The focus of lab instruction is content reinforcement. Prerequisite: Placement based on assessment scores or TSI score of 340-344 or MATH 0080 with a grade of “C” or better or equivalent. Students see an advisor for special assessment if the TSI score is 336-339.

MATH 0090 Intermediate Algebra Part I and Geometry

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

This course is a study of intermediate algebra and geometry. Topics include factorization of polynomials, operations on rational expressions, solving rational equations, radical expressions, rational exponents, quadratic equations and inequalities and their graphs, application problems involving quadratic models, functional notation, and application problems on geometry. The focus of lab instruction is content reinforcement. Prerequisite: Placement based on assessment scores or TSI score of 345-349 or MATH 0085 with a grade of “C” or better.

MATH 0100 Developmental Mathematics I

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

This course is a study of fundamental mathematics principles and concepts. Topics include performing basic arithmetic operations on integers, fractions, and decimals; performing calculations involving exponents and order of operations; solving application problems involving proportions, percent, and fractions; simplifying algebraic expressions and solving linear equations; application problems involving linear models; applying rules of exponents, calculations involving scientific notation, and operations on polynomials. The focus of lab instruction is content reinforcement. Prerequisite: Placement based on assessment scores or TSI score 336-341 or ABE score Level 5. Students see an advisor for special assessment if the TSI score is below 336.

MATH 0200 Developmental Mathematics II

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

This course is a study of introductory and intermediate algebra concepts. Topics include graphs of linear equations in two variables, factorization of polynomials, operations on rational expressions, solving rational equations, radical expressions, rational exponents, quadratic equations and inequalities and their graphs, application problems involving quadratic models, functional notation, and application problems in geometry. The focus of lab instruction is content reinforcement. Prerequisite: A score of 342+ on the Math portions of the TSI exam or MATH 0085 or MATH 0100 with a grade of “P” or “C” or better, or equivalent.

MATH 0442 Foundations for Mathematical Reasoning

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

This course surveys a variety of mathematical topics needed to prepare students for college-level Statistics or Quantitative Reasoning courses. Topics include: numeracy with an emphasis on estimation and fluency with large numbers; evaluating expressions and formulas, rates, ratios, and proportions, percentages, solving equations; linear models; data interpretations including graphs and tables; verbal, algebraic and graphical representations of functions; and exponential models. This course is not for college-level credit. Students in this

course are required to take a co-requisite student success course (EDUC 1300-Frameworks for Mathematical and Collegiate Learning). Prerequisite: TSI Math score of 340-349.

Developmental Education Interventions – NCBO’s Non-Semester-Length/Non-Course Competency-Based Options and Interventions

MATL 0020 Math Supplementary Lab CRT HRS: 00 LEC HRS: 02 LAB HRS: 01

This course is designed as a co-requisite for freshman-level math courses taken by students who are not yet college-ready in mathematics according to Texas Success Initiative guidelines. The topics include: factoring, rational expressions, roots, and rational exponents. The topics are integrated in the college-level math course. Prerequisite: TSI Exam score of 342-349 in Math. Co-Requisite: College-level Math course.

NCBM 0001 Non-Course Based Mathematics CRT HRS: 01 LEC HRS: 00 LAB HRS: 02

The focus of this course is content reinforcement with review of Introductory and intermediate algebra concepts. Topics include graphs of linear equations in two variables, factorization of polynomials, operations on rational expressions, solving rational equations, radical expressions, rational exponents, quadratic equations and inequalities and their graphs, application problems involving quadratic models, functional notation, and application problems on geometry. This is a self-paced two week course to prepare for the TSI exam.

Prerequisite: Placement based on TSI score of 347-349.

READING AND WRITING COURSES

READ 0100 Developmental Reading I CRT HRS: 03 LEC HRS: 03 LAB HRS: 01

The READ 0100 course is designed to help students develop reading strategies in an accelerated format. Emphasis is placed on hands on activities, read aloud, silent sustained reading, and the integration of college success skills. This course has a required one-hour lab. Prerequisite: Placement based on TSI placement score of 342-347; or equivalent.

ENGL 0100 Developmental English I CRT HRS: 03 LEC HRS: 03 LAB HRS: 01

This English course is designed to advance the students’ writing skills. The aim of this course is to prepare the students for college readiness assessment tests and academic writing. The students will study professional and peer writing samples; the composing techniques of different and integrated rhetorical modes of writing; and grammar, usage, and mechanics. Curriculum will contextualize writing in projects based on college level courses. Special emphasis is placed on paragraph construction in the context of essay writing. This course has a required on-hour lab. Prerequisite: Placement based on TSI score: Essay 1-3 with Multiple Choice 350-357 and ABE score levels 5 and 6.

INRW 0304 Integrated Reading/Writing (IRW) CRT HRS: 03 LEC HRS: 03 LAB HRS: 01

Integration of critical reading and academic writing skills. The course fulfills TSI requirements for reading and/or writing. This course is designed to advance the students’ reading and writing skills to prepare them for

academic course work. Upon successful completion of this course, students will: Locate explicit textual information, draw complex inferences, and describe, analyze, and evaluate the information within and across multiple texts of varying lengths.

Comprehend and use vocabulary effectively in oral communication, reading, and writing. Identify and analyze the audience, purpose, and message across a variety of texts.

Describe and apply insights gained from reading and writing a variety of texts. Compose a variety of texts that demonstrate reading comprehension, clear focus, logical development of ideas, and use of appropriate language that advance the writer's purpose. Determine and use effective approaches and rhetorical strategies for given reading and writing situations. Generate ideas and gather information relevant to the topic and purpose, incorporating the ideas and words of other writers in student writing using established strategies. Evaluate relevance and quality of ideas and information in recognizing, formulating, and developing a claim. Develop and use effective reading and revision strategies to strengthen the writer's ability to compose college-level writing assignments. Recognize and apply the conventions of standard English in reading and writing. Prerequisite: Placement based on TSI Writing score: Essay score of 4 with Multiple Choice 358-362 **and** a TSI Reading placement score of 348-350, or completion of ENGL 0100 **and** Reading 0100 with a grade of "C" or better.

ESOL 0051 ESOL Reading and Vocabulary CRT HRS: 03 LEC HRS: 03 LAB HRS: 01

Develops English reading proficiency and vocabulary for academic, career, or personal purposes in speakers of languages other than English and prepares them to function in a multicultural, multilingual society. Upon successful completion of this course, students will: Comprehend and summarize texts, including the identification main idea, supporting details, audience, and purpose of text. Interpret and critically analyze author's bias, purpose, and perspective in academic materials. Make inferences and draw conclusions from a variety of college level texts. Respond critically, orally and in writing, to various kinds of college level texts. Understand and use academic vocabulary and linguistically complex structures across a variety of disciplines and genres. Demonstrate knowledge of cultural and historical references to American society in written materials. Prerequisite: Placement based on an English as a Second Language proficiency exam.

ESOL 0052 Grammar for Non-Native Speakers CRT HRS: 03 LEC HRS: 03 LAB HRS: 01

Focuses on Standard English grammar usage for academic purposes. Open only to non-native speakers. Upon successful completion of this course, students will: Use verb tenses and voice with proficiency. Use simple, compound, and complex sentences structures including phrases and clauses with proficiency. Use parts of speech (nouns, pronouns, verbs, adjectives, adverbs, prepositions, interjections, conjunctions) and determiners (quantifiers, articles, demonstratives, possessives) appropriately and with proficiency. Use appropriate word choice, word form, and word order with proficiency. Respond critically, orally and in writing, to various kinds of college level texts. Understand and use academic vocabulary and linguistically complex structures, orally and in writing, across a variety of disciplines and genres. Prerequisite: Placement based on an English as a Second Language proficiency exam.

**Developmental Education Interventions – NCBO’s
Non-Semester-Length/Non-Course Competency-Based Options and Interventions**

NCBR 0200 Non Course Based Developmental Reading II CRT HRS:01 LEC HRS: 01 LAB HRS: 00
This course covers the basics of the development of reading and higher order thinking skills necessary for college readiness. Prerequisite: TSI scores: Reading 346-347

NCBR0300 Non Course Based Developmental Reading III CRT HRS: 01 LEC HRS: 01 LAB HRS: 00
The development of reading and higher order thinking skills necessary for college readiness will be covered. Prerequisite: TSI scores: Reading 349-350

NCBW 0300 Non Course Based Developmental Writing III CRT HRS: 01 LEC HRS: 01 LAB HRS: 00
The development of college-level writing focusing on idea generation, drafting, organization, revision, and utilization of Standard English will be covered. Prerequisite: TSI scores: Writing: E4/MC361-362.

Consider and Approve an Order Authorizing the Issuance, Sale and Delivery of South Texas College Limited Tax Bonds, Series 2015; Levying a Continuing Direct Annual Ad Valorem Tax Within the Limits Authorized by State Law; Authorizing the Execution of a Bond Purchase Contract; Approving an Official Statement, and Making Other Provisions Regarding Such Bonds and Matters Incident Thereto

Approval of Order Authorizing the Issuance, Sale and Delivery of South Texas College Limited Tax Bonds, Series 2015; Levying a Continuing Direct Annual Ad Valorem Tax Within the Limits Authorized by State Law; Authorizing the Execution of a Bond Purchase Contract; Approving an Official Statement, and Making Other Provisions Regarding Such Bonds and Matters Incident Thereto is requested.

First Southwest Company and staff have continued to work on the issuance of the Limited Tax Bonds, Series 2015. Staff has provided updated information for the Preliminary Official Statement and has held conference calls with First Southwest Company, Rating Agencies, Ricardo Perez, underwriter counsel, Jesus Ramirez, STC bond counsel, and representatives of the underwriting syndicate on different issues.

The following timeline was followed:

- Thursday, May 28, 2015 Send Preliminary Official Statement and related documents to rating agencies
- Week of June 1, 2015 Coordinate Calles with Rating Agencies
- Monday, June 8, 2015 Comments due on final draft of Preliminary Official Statement
- Thursday, June 11, 2015 Meeting with Finance Committee to discuss market update and review updates preliminary debt structure and recommend action as necessary.
- Friday, June 12, 2015 Receive Ratings
- Monday, June 15, 2015 Preliminary Official Statement goes to i-Deal website for posting
- Monday & Tuesday, June 22 & 23, 2015 Posting
- Tuesday, June 23, 2015 Meeting of the Board to conduct sale of Limited Tax Bonds. Consider the adoption of the Order Authorizing issuance of Tax Bonds and adopting the Order approving and authorizing the execution of the Bond Purchase Agreement
- Tuesday, June 21, 2015 Closing; Delivery of Bond Proceeds

Estrada Hinojosa & Company, Inc. served as the senior manager of the Underwriters and the co-managers are Frost Bank Capital Markets, Jefferies LLC, Raymond James & Associates, Inc., Stephens Inc., and Stifel, Nicolaus & Company, Incorporated.

The pricing for the Limited Tax Bonds, Series 2015 will be held on Monday and Tuesday, June 22-23, 2015. A Transaction Summary will be presented at the meeting by Anne Burger Entrekin with First Southwest.

The College's legal counsel and bond counsel, Jesus Ramirez prepared a draft Order. The draft Bond Purchase Contract was prepared by the underwriters counsel, Ricardo Perez, and reviewed by the College's bond counsel. The Preliminary Official Statement and a Draft Order are provided under separate cover for the Board's review.

A final Order and all other related documents will be presented at the Board meeting for the Board's consideration and review.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize the Order Authorizing the Issuance, Sale and Delivery of South Texas College Limited Tax Bonds, Series 2015; Levying a Continuing Direct Annual Ad Valorem tax Within the Limits Authorized by State Law; Authorizing the Execution of a Bond Purchase Contract; Approving an Official Statement, and Making Other Provisions Regarding Such Bonds and Matters Incident Thereto as presented and any other necessary action.

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 Order Authorizing the Issuance, Sale and delivery of South Texas College Limited tax Bonds, Series 2015; Levying a continuing Direct Annual Ad Valorem Tax Within the Limits Authorized by State Law; Authorizing the Execution of a Bond Purchase Contract; Approving an Official Statement, and Making Other Provisions Regarding Such Bonds and Matters Incident Thereto as presented and any other necessary action.

Approval Recommended:

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

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

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

- | | |
|--------------------------------------|-----------------------------------|
| A. Awards | E. Instructional Items |
| B. Advertising or Memberships | F. Non-Instructional Items |
| C. Contracted Renewals | G. Technology Items |
| D. Furniture | |

A. Awards

1) Audio Visual Equipment and Parts VI (Award)

Award the proposal for audio visual equipment and parts VI to Visual Innovations Company, Inc. (San Antonio, TX), at a total cost of \$11,612.87.

The Instructional Technologies department is requesting the audio visual equipment to convert a classroom into a student QEP Math lab.

This equipment will bring the classroom into a full multimedia room which will include a mounted projector, distributed audio sound system, document camera and connections for auxiliary sources and instructor computer.

Proposal documents were advertised on April 27, 2015 and May 4, 2015 and issued to six (6) vendors. Three (3) responses were received on May 12, 2015 and reviewed by Instructional Technologies and the Purchasing Department.

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

2) Call Center Services (Award)

Award the proposal for outbound call center services to Blackboard, Inc. (Washington, DC), for the period beginning July 1, 2015 through September 30, 2015, at a total cost of \$50,000.00, with the option to extend the contract up to an additional one-year period.

The Division of Student Services is requesting call center services to better service our current and potential students.

Outbound call services will be used to enhance standard enrollment campaigns utilized by the college to encourage student completion of the enrollment process by published deadlines, including registration, financial aid and payment arrangements.

Proposal documents were advertised on May 4, 2015 and May 11, 2015 and issued to nine (9) vendors. One (1) response was received on May 19, 2015 and reviewed by the Division of Student Services and Purchasing Department.

Mrs. Wanda Garza, Vice President for Student Affairs and Enrollment Management, and Mr. Matthew Hebbard, Dean for Enrollment Services and Registrar, will be prepared to provide an overview and respond to questions at the meeting.

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

3) Front Loading Gas Kiln (Award)

Award the proposal for the front loading gas kiln to Geil Kilns (Huntingbeach, CA), at a total cost of \$18,600.00.

The Division of Liberal Arts and Social Sciences Art Program is requesting a front loading gas kiln for student instruction in the Ceramic Studio courses.

In order to be a competitive and educationally viable ceramics program, students should be exposed to both reduction and oxidation firing techniques. Oxidation and reduction, at both low and high temperatures, in fuel kilns (natural gas) and electric kilns are at the basic part of the fundamental core that a ceramist should have at the undergraduate college level. The addition of a gas kiln puts South Texas College at level of higher quality now in regard to facilities and process as our art students make the transition to four year institutions where high fire reduction (that which the gas kiln provides for) is standard.

Proposal documents were advertised on April 13, 2015 and April 20, 2015 and issued to four (4) vendors. One (1) response was received on April 28, 2015 and reviewed by the Art Program and Purchasing Department.

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

4) Heavy Duty Truck (Award)

Award the proposal for the heavy duty truck to Rush Truck Center of Texas, LP./dba Rush Truck Center, Pharr (Pharr, TX), at a total cost of \$87,960.00.

The Division of Business and Technology Diesel Technology Program is requesting a heavy duty truck for student instruction in the electronic controls training and brake and power train courses.

The supplemental catalytic reduction system is a major emission control component that students must understand to be successful in the field. Its electronic system is a manufacturer's specific system that is important for the students to be able to work with and understand its operation.

Proposal documents were advertised on April 27, 2015 and May 4, 2015 and issued to five (5) vendors. One (1) response was received on May 12, 2015 and reviewed by the Diesel Program and Purchasing Department.

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

5) Security Cameras (Award)

Award the proposal for security cameras to Darvid, Inc./dba Security Solutions of DFW (Dallas, TX), at a total cost of \$21,952.00.

The South Texas College Police Department is requesting surveillance cameras to be installed throughout the district.

The thirty (30) security system surveillance cameras will be installed at each of the five campuses and Pecan Plaza to present a deterrence to crime and document wrongdoing and acts of violence on college property. Camera recordings can be viewed live and also record video up to 30 days.

Proposal documents were advertised on May 18, 2015 and May 25, 2015 and issued to eleven (11) vendors, including local vendors. Two (2) response was received on June 2, 2015 and reviewed by the South Texas College Police Department and Purchasing Department.

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

B. Advertising or Membership

6) Radio Advertising Agreement (Purchase)

Purchase radio advertising agreement with Pandora Media, Inc. (Oakland, CA), a sole source vendor, for the period beginning June 24, 2015 through August 23, 2015, at a total cost of \$13,500.00.

The Grant Development, Management, and Compliance Office is requesting program radio advertising for the Division of Nursing and Allied Health.

Pandora continues to be the top rated digital streaming service among our students. We've had great success with our campaigns in the past and will continue through the summer months for the Nursing and Allied Health Programs. 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 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.

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

7) Institutional Membership – SACS (Renewal)

Renew the institutional membership with Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) (Decatur, GA), a sole source vendor, for the period of July 1, 2015 through June 30, 2016, at a total cost of \$10,466.00.

The Office of Curriculum and Student Learning is requesting an annual institutional membership renewal.

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

Funds for this expenditure are budgeted in the Quality Enhancement Plan budget for FY 2014-2015.

C. Contracted Services

8) Architectural Services (Renewal)

Renew the contracts for Architectural Services as needed for district wide non-bond construction projects less than \$500,000.00 in total construction costs for the period beginning June 27, 2015 through June 26, 2016 with the following vendors:

- Boultinghouse Simpson Gates Architects (McAllen, TX)
- EGV Architects, Inc. (McAllen, TX)
- ERO International, LLP. (McAllen, TX)
- PBK Architects, Inc. (McAllen, TX)
- Rike Ogden Figueroa Alex Architects, Inc. (McAllen, TX)

The Office of Planning and Construction has requested the renewal of the non-bond on call architectural services contracts for projects on an as needed basis.

The Board awarded the contracts for the architectural on call services at the June 26, 2014 Board of Trustees meeting for one year with two one-year annual renewals. The first renewal period begins June 27, 2015 through June 26, 2016.

The vendors have complied with all the terms and conditions of the contract and services have been satisfactory.

Funds for this expenditure are budgeted in the Project Construction budgets for FY 2014-2015 and FY 2015-2016 pending Board approval of the budget.

9) Grounds Maintenance (Renewal)

Renew the contract for grounds maintenance with Maldonado Nursery & Landscape, Inc. (La Feria, TX), for the period beginning July 26, 2015 through July 25, 2016, at an estimated cost of \$266,894.00.

The Office of Operation and Maintenance has requested the renewal of the grounds maintenance contract for services throughout the district.

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

The Board awarded the contract for the grounds maintenance at the June 26, 2014 Board of Trustees meeting for one year with two one-year annual renewals. The first renewal period begins July 26, 2015 through July 25, 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 Grounds Maintenance budget for FY 2014-2015 and FY 2015-2016 pending Board approval of the budget.

10) Mechanical, Electrical, and Plumbing Engineering On Call Services (Renewal)

Renew the contracts for Mechanical, Electrical, and Plumbing Engineering On Call Services as needed for district wide non-bond construction projects less than \$300,000.00 in total construction costs for the period beginning July 26, 2015 through July 25, 2016 with the following vendors:

- DBR Engineering Consultants, Inc. (McAllen, TX)
- Half Associates, Inc. (McAllen, TX)
- Sigma HN Engineers, PLLC. (McAllen, TX)

The Office of Facilities Planning and Construction has requested the renewal of the non-bond mechanical, electrical, and plumbing engineering on call services contracts for projects on an as needed basis.

The Board awarded the contracts for the mechanical, electrical, and plumbing engineering on call services at the June 26, 2014 Board of Trustees meeting for one year with two one-year annual renewals. The first renewal period begins July 26, 2015 through July 25, 2016.

The vendors have complied with all the terms and conditions of the contract and services have been satisfactory.

Funds for this expenditure are budgeted in the Project Construction budgets for FY 2014-2015 and FY 2015-2016 pending Board approval of the budget.

D. Furniture

11) Furniture (Purchase)

Purchase furniture from the State of Texas Multiple Award Schedule (TXMAS) approved vendors, at a total amount of \$146,409.48.

#	Vendor	Amount
A	Computer Comforts, Inc. (Kemah, TX)	\$2,102.84
B	Cramer, LLC. / Gateway Printing and Office Supply, Inc. (Edinburg, TX)	\$17,978.88

#	Vendor	Amount
C	Datum Filing System, Inc. / Gateway Printing and Office Supply, Inc. (Edinburg, TX)	\$1,676.37
D	ERG International / Gateway Printing and Office Supply, Inc. (Edinburg, TX)	\$23,033.66
E	Exemplis Corporation / Gateway Printing and Office Supply, Inc. (Edinburg, TX)	\$17,466.87
F	The Hon Company / Gateway Printing and Office Supply, Inc. (Edinburg, TX)	\$2,228.28
G	Krueger International / Gateway Printing and Office Supply, Inc. (Edinburg, TX)	\$81,922.58
	Total	\$146,409.48

The purchases can be summarized as follows:

- A. Computer Comforts, Inc. (Kemah, TX)
 - ⇒ Starr Campus
 - 2 Podiums for the Instructional Technologies
- B. Cramer, LLC. / Gateway Printing and Office Supply, Inc. (Edinburg, TX)
 - ⇒ Technology Campus
 - 50 Labs Stools for the Science Labs
- C. Datum Filing Systems, Inc. / Gateway Printing and Office Supply, Inc. (Edinburg, TX)
 - ⇒ Technology Campus
 - 6 Shelves for the Institute for Advance Manufacturing
- D. ERG International / Gateway Printing and Office Supply, Inc. (Edinburg, TX)
 - ⇒ Mid Valley Campus
 - 52 Tables for Classrooms
 - ⇒ Starr County Campus
 - 12 Tables for Classrooms
- E. Exemplis Corporation / Gateway Printing and Office Supply, Inc. (Edinburg, TX)
 - ⇒ Pecan Campus
 - 2 Chairs for the Grants/Accountability Department
 - 10 Chairs for Planning and Construction to be distributed District Wide
 - 7 Chairs for the Dual2Degree Department
 - 1 Chair for the Business Administration Program
 - 4 Chairs for the Student Learning & Achievement Department
 - 4 Chairs for the Engineering Academy
 - 2 Chairs for the Purchasing Department

- ⇒ Mid Valley Campus
 - 9 Chairs to be Distributed Campus Wide
 - 2 Sofas and 2 Tables for the Lobby at Bldg A
- ⇒ Starr County Campus
 - 9 Chairs to be distributed Campus Wide
 - 2 Sofas and 2 Tables for the Lobby at Bldg A
- F. The HON Company / Gateway Printing and Office Supply, Inc. (Edinburg, TX)
 - ⇒ Pecan Campus
 - 1 Bookcase for Dual2Degree
 - 1 Storage Cabinet for Administrative Office Careers Program
 - 1 Vertical File and 1 Bookcase for the Purchasing Department
 - 1 Desk and 1 Bookcase for the Professional & Organizational Development Department
- G. Krueger International, Inc. / Gateway Printing and Office Supply, Inc. (Edinburg, TX)
 - ⇒ Mid Valley Campus
 - 104 Chairs for the distributed Campus Wide
 - ⇒ Pecan Campus
 - 5 Workstations for the Dual2Degree
 - 1 Desk and 2 Chairs for the Purchasing Department
 - 20 Chairs and 10 Tables for the Conference Room at Pecan Bldg N
 - ⇒ Starr County Campus
 - 25 Chairs and 1 Table for Classrooms
 - 4 Tables for the Counseling & Disability Services

Fund for these expenditures are budgeted in the requesting department budgets for FY 2014-2015 as follows: Administrative Office Careers Program, Business Administration Program, Counseling & Disability Services, DE Engineering Academy-MV, Dual2Degree, Instructional Tech Maintenance & Replacement, New Furniture, Pecan Annex Grant/Acct Improvements-FFE, Professional & Organizational Dev, Purchasing, Student Learning & Achievement and The Institute for Advance Manufacturing.

E. Instructional Items

12) Concert Grand Piano (Purchase)

Purchase a concert grand piano from Valley Keyboards (McAllen, TX), a Texas Association of School Boards – Buyboard approved vendor, at a total cost of \$61,550.00.

The Division of Liberal Arts and Social Sciences is requesting a concert grand piano for student instruction in the Music Program.

It will prepare students for what they will find in the real world outside of academia or in graduate schools or music colleges/conservatories.

Some additional factors are as follows:

- Having a concert grand piano is a standard for a serious music program
- It is part of a student's preparation and training for upper level and eventual graduate studies
- The College has arrived at a point in growth where students are being prepared for a serious music career
- It will provide a richer, more dimensional sound, wider dynamic range, as well as tonal resonance and beauty not found in smaller pianos
- Enrollment continues to increase semester to semester with students expecting high quality instruments to practice and perform on
- Currently offer up to fifteen (15) or more music concerts or studio sessions each semester which 80% require a piano
- Spring 2015 the College hosted concert artists and master classes as a part of our students' educational experience

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

13) Lighting Board (Purchase)

Purchase a lighting board from Texas Scenic Company (San Antonio, TX), a sole source vendor, at a total cost of \$11,805.00.

The Division of Liberal Arts and Social Sciences Drama Program is requesting a lighting board for the theater. It is a control board that provides full control over still and moving fixtures (stage lights). The programmable lighting board will control the lights and run cycles as needed during performances.

It will replace the end of life and out of warranty lighting board located at the Pecan Campus Cooper Center Theater which is used primarily by the Drama Program for student performances. It is the central controller for all the lighting in the theater which allows for dimming of lights and saving and recalling of lighting preset for performances. The replacement will also allow for remote control via wireless devices (i.e. iPad).

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

14) Student Orientation Speaker (Purchase)

Purchase a student orientation speaker from College Success Program (Syracuse, NY), a sole source vendor, for the period beginning August 17, 2015 through August 22, 2015, at a total cost of \$17,500.00.

The Student Activities Department is requesting a speaker for the Fall 2015 new student orientations. It will include eleven (11) forty-five minute sessions as follows:

Campus	Monday August 17, 2015	Tuesday August 18, 2015	Wednesday August 19, 2015	Thursday August 20, 2015	Friday August 21, 2015	Saturday August 22, 2015
Pecan Campus	2 sessions	3 sessions			1 session	1 session
Mid Valley Campus				3 sessions		
Starr County			1 session			

The speaker will provide new students an engaging and motivating presentation which will include encouraging dedication, retention and timely graduation. Presentations will be held at the Pecan Campus, Mid-Valley Campus and Starr County Campus.

Funds for this expenditure are budgeted in the Student Activities and Wellness budget for FY 2014-2015.

15) Books and Educational Materials (Renewal)

Renew the contracts for books and educational materials for the period beginning August 27, 2015 through August 26, 2016, at an estimated cost of \$300,000.00 with the following vendors:

- Avanti Enterprises, Inc. (Flossmoor, IL)
- Barnes & Noble Booksellers (The Woodlands, TX/McAllen, TX)
- Barnes & Noble College Booksellers, LLC. (Basking Ridge, NJ/McAllen, TX)
- B. E. Publishing (N Kingstown, RI)
- Complete Book & Media Supply, LLC. (Cedar Park, TX)
- Follet School Solutions, Inc. (McHenry, IL/Edinburg, TX)
- Ingram Library Services, Inc. (La Vergne, TN)
- Kamico Instructional Media, Inc. (Salado, TX)
- Kaplan Early Learning Company (Lewisville, NC)

The PASS Program and Office of Continuing Professional and Workforce Education are requesting the renewal of the books and education materials contracts to serve their students. The benefit of contracting with multiple vendors is due to product availability, pricing and prompt delivery of the publications that are needed for by the requesting program.

The Board awarded the contracts for books and educational materials at the June 26, 2014 Board of Trustees meeting for one year with two one-year annual renewals. The first renewal period begins August 27, 2015 through August 26, 2016.

The vendors have complied with all the terms and conditions of the contract and services have been satisfactory.

Funds for this expenditure are budgeted in the Carl Perkins and other grant budgets for FY 2014-2015 and FY 2015-2016 pending Board approval of the budget.

16) Culinary Equipment and Accessories (Renewal)

Renew the contracts for culinary equipment and accessories for the period beginning August 1, 2015 through July 31, 2016, at an estimated cost of \$18,000.00 with the following vendors:

- Ace Mart Restaurant Supply, Co. (San Antonio, TX)
- Jean's Restaurant Supply (McAllen, TX)

The Culinary Arts Program and Food Services Department are requesting the renewal of the culinary equipment and accessories contract to serve our students.

The equipment will be used for student instruction in the Culinary Arts program in the Division of Technology. It will also be used by the South Texas College Cafeterias for the day to day operations.

The Board awarded the contracts for culinary equipment and accessories at the July 23, 2013 Board of Trustees meeting for one year with two one-year annual renewals. The last renewal period begins August 1, 2015 through July 31, 2016.

The vendors have complied with all the terms and conditions of the contract and services have been satisfactory.

Funds for this expenditure are budgeted in the Culinary Arts Program and South Texas College Cafeteria budgets for FY 2014-2015 and FY 2015-2016 pending Board approval of the budget.

F. Non-Instructional Item

17) Diploma Covers (Renewal)

Renew the contract for diploma covers with Jostens, Inc. (Owatonna, MN) for the period beginning July 1, 2015 through June 30, 2016, at an estimated cost of \$10,000.00.

The Office of Admissions and Records is requesting the renewal of the contract for diploma covers for our graduates.

The diploma covers and mailers will be used to mail the Fall 2015 and Spring 2016 diplomas to the graduates.

The Board awarded the contract for the diploma covers at the June 25, 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.

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 Graduation budget for FY 2014-2015 and FY 2015-2016 pending Board approval of the budget.

G. Technology Items

18) Book Security Detection Equipment (Purchase)

Purchase book security detection equipment from Demco, Inc. (Madison, WI), a Texas Association of School Boards – Buyboard approved vendor, at a total cost of \$14,816.00.

South Texas College Library Services is requesting the book security detection equipment to replace malfunctioning equipment located at the Technology Campus Library.

South Texas College Libraries use magnetic strip detecting gates at the entrances to each library to protect against theft of college resources. The electromagnetic gate at the Technology Campus Library has undergone repairs during the past several years and continues to malfunction. It is now necessary to replace the malfunctioning book security detection gate.

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

19) 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. (Dallas, TX), and from the National Joint Powers Alliance approved vendor CDW Government (Vernon Hills, IL), in the total amount of \$113,186.26.

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.

Criteria:

Technology Resources uses the following criteria when recommending the purchase of computers, laptops and tablets:

- Computers being requested meet the South Texas College standard configuration
- The new computer will replace an older model (5+ yrs. out of warranty)
- Software requirements exceed the computer capacity
- Computer is for a new hire and department does not have surplus computers
- Instructional and/or business need must be clearly identified/justified for any equipment that is outside standard configuration or does not replace existing office computers (ex. mobile devices)

The purchases can be summarized as follows:

- Staff-Use Desktop Computers
 - ⇒ 2 Computers for Instructional Technologies Maintenance & Replacement
 - ⇒ 6 Computers for Human Resources
 - ⇒ 3 Computers for Finance & Administrative Services
 - ⇒ 2 Computers for High School Programs and Services
 - ⇒ 2 Computers for Facility Maintenance
 - ⇒ 4 Computers for Student Financial Services
 - ⇒ 5 Computers for Technology Resources
 - ⇒ 7 Computers for Student Affairs
 - ⇒ 3 Computers for Purchasing/Receiving Department
- Staff-Use Desktop Computers - Grant
 - ⇒ 2 Computers for The Institute for Advance Manufacturing
- Faculty-Use Desktop Computers
 - ⇒ 1 Computer for Mathematics Program
 - ⇒ 1 Computer for Public Administration Program
 - ⇒ 3 Computers for Political Science Program
 - ⇒ 1 Computer for World Language Program
- Student Lab-Use Desktop Computers
 - ⇒ 4 Computers for Computer Science Program
 - ⇒ 50 Computers for College Connections
 - ⇒ 2 Desktops for Centers for Learning Excellence
- Staff-Use Laptops
 - ⇒ 6 Laptops for Technology Resources
- Faculty-Use Laptops
 - ⇒ 1 Laptop for Political Science Program
 - ⇒ 1 Laptop for World Languages Program
- Staff-Use Tablets
 - ⇒ 4 Tablets for Student Financial Services
 - ⇒ 6 Tablets for High School Programs and Services
 - ⇒ 2 Tablets for Business Office
 - ⇒ 7 Tablets for Library Services
- Faculty-Use Tablets
 - ⇒ 3 Tablets for Mathematics Program
 - ⇒ 1 Tablet for Physics Program
- Student-Use Tablet
 - ⇒ 1 Tablet for Patient Care Assistant Program

Funds for these expenditures are budgeted in the requesting department budgets for FY 2014-2015 as follows: Institutional Technology Maintenance and Replacement, Mathematics Program, Public Administration Program, Human Resources, Political Science Program, World Language Program, Finance and Administrative Services, High School Programs and Services, Institute for Advanced Manufacturing, Facility Maintenance, Student Financial Services, Computer Science Program, Technology Resources, Student Affairs, College

Connections, Centers for Learning Excellence, Patient Care Assistant Program, Physics Program, Business Office, Library Services and Purchasing.

20) Network Switches (Purchase)

Purchase network switches from Insight Public Sector (Tempe, AZ/McAllen, TX), a State of Texas Department of Information Resources (DIR) approved vendor, at a total cost of \$242,687.00.

Technology Resources is requesting the network switches to upgrade the current network.

The sixty-three (63) network switches are necessary to replace existing switches that are at end-of-life and end-of-support district-wide. The existing switches are failing and have to be constantly reloaded. A switch blade supervisor is also necessary to create redundancy at our main datacenter switch in case of any failure.

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

21) Network Cabling Services (Renewal)

Renew the contract for network cabling services with BridgeNet Communications, LLC. (Donna, TX), for the period beginning July 26, 2015 through July 25, 2016, at an estimated cost of \$75,000.00.

Technology Resources is requesting the contract for network cabling services be renewed for services throughout the district.

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

The Board awarded the contract for the network cabling services at the June 26, 2014 Board of Trustees meeting for one year with two one-year annual renewals. The first renewal period begins July 26, 2015 through July 25, 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 various requesting department budgets for FY 2014-2015 and FY 2015-2016 pending Board approval of the budget.

22) Online Employee Training Services (Renewal)

Renew the contract for online employee training services with Workplace Answers, LLC. (Austin, TX) for the period beginning July 1, 2015 through June 30, 2016, at a total amount of \$9,995.00.

The Office of Human Resources is requesting the contract for online employee training services be renewed for compliance of employee trainings.

The online employee training services are needed to comply with requirements under the Title IX of the Education Amendments of 1972, Section 703 of Title VI of the 1964 Civil Rights Act, Section 504 of the Rehabilitation Act of 1973, the Federal Clery Act, and requirements under Chapter 51 Education Code, Chapter 261, Family Code.

The online training programs will provide courses for approximately 2,600 employees (both full-time and part-time) and approximately 300 employees designated as Campus Security Authorities with required training.

The online employee training services will include the following courses:

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

The Board awarded the contract for online employee training services at the June 26, 2014 Board of Trustees meeting for one year with two one-year annual renewals. The first renewal period begins July 1, 2015 through June 30, 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 Office of Human Resources budget for FY 2014-2015 and FY 2015-2016 pending Board approval of the budget.

23) Research and Advisory Services (Renewal)

Renew research and advisory services with Gartner, Inc. (Stamford, CT), a State of Texas Department of Information Resources (DIR) approved vendor, for the period beginning June 1, 2015 through May 31, 2017, at an annual cost of \$32,566.00 and total cost of \$65,132.00.

Technology Resources (TR) is requesting the research and advisory services to provide the TR staff with findings and support in the area of information technology.

The research and advisory services provided by Gartner, Inc. are used by a wide range of higher education institutions to assist in technology and strategic decision-making and identifying cost-saving opportunities. The service includes unlimited access to an assigned advisory consultant that works with the institution to provide vendor and market research on-demand, access to industry-standard toolkits for technology implementations, a peer-connect network linking thousands of higher education and private sector IT staff, contract review services, and a campus license for all students and faculty to access Gartner, Inc.'s Core Campus Research Resources online database.

Funds for this expenditure are budgeted in the IT Risk and Security budget for FY 2014-2015 and FY 2015-2016 pending Board approval of the budget.

24) Storage Licenses (Purchase)

Purchase storage licenses from Dell Marketing, LP. (Dallas, TX), a State of Texas Department of Information Resources (DIR) approved vendor, at a total cost of \$11,556.60.

Technology Resources is requesting storage licenses to allow the systems infrastructure to run more efficiently.

The software licenses the college currently uses for the data storage devices allow only four (4) devices to be connected at a time. With the new licenses more than four (4) storage devices can be used which will increase the storage capacity for data from applications such as Banner, e-mail and Jagnet.

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

25) Training Subscription (Renewal)

Renew the training subscription with Innovative Educators (Boulder, CO), a sole source vendor, for the period beginning August 1, 2015 through July 31, 2016, at a total cost of \$11,395.00.

The Centers for Learning Excellence is requesting the training subscription for professional development of department employees. It will include flexible on-demand workshops for individuals or a group in the areas of at-risk populations, campus safety, student success, teaching and learning and technology.

The training subscription online workshops will be used and viewed by all Centers for Learning Excellence full-time and part-time staff at all five (5) campuses. They will provide the staff opportunities, tools, and trainings to assist them to better their job performance.

Funds for this expenditure are budgeted in the Centers for Learning Excellence 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 | E. Instructional Items |
| B. Advertising or Memberships | F. Non-Instructional Items |
| C. Contracted Renewals | G. Technology Items |
| D. Furniture | |

A. Awards

- 1) Audio Visual Equipment and Parts VI (Award):** award the proposal for audio visual equipment and parts VI to Visual Innovations Company, Inc. (San Antonio, TX), at a total cost of \$11,612.87;
- 2) Call Center Services (Award):** award the proposal for call center services to Blackboard, Inc. (Washington, DC), for the period beginning July 1, 2015 through

September 30, 2015, at a total cost of \$50,000.00, with the option to extend the contract up to an additional one-year period;

- 3) **Front Loading Gas Kiln (Award):** award the proposal for the front loading gas kiln to Geil Kilns (Huntingbeach, CA), at total cost of \$18,600.00;
- 4) **Heavy Duty Truck (Award):** award the proposal for the heavy duty truck to Rush Truck Center of Texas, LP./dba Rush Truck Center, Pharr (Pharr, TX), at a total cost of \$87,960.00;
- 5) **Security Cameras (Award):** award the proposal for security cameras to Darvid, Inc./dba Security Solutions of DFW (Dallas, TX), at a total cost of \$21,952.00;

B. Advertising or Memberships

- 6) **Radio Advertising Agreement (Purchase):** purchase a radio advertising agreement from Pandora Media, Inc. (Oakland, CA), a sole source vendor, for the period beginning June 24, 2015 through August 23, 2015, at a total cost of \$13,500.00;
- 7) **Institutional Membership – SACS (Renewal):** renew the institutional membership with Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) (Decatur, GA), a sole source vendor, for the period beginning July 1, 2015 through June 30, 2016, at a total cost of \$10,466.00;

C. Contracted Services

- 8) **Architectural Services (Renewal):** renew the contracts for Architectural Services as needed for district wide non-bond construction projects less than \$500,000.00 in total construction costs for the period beginning June 27, 2015 through June 26, 2016 with the following vendors:
 - Boultinghouse Simpson Gates Architects (McAllen, TX)
 - EGV Architects, Inc. (McAllen, TX)
 - ERO International, LLP. (McAllen, TX)
 - PBK Architects, Inc. (McAllen, TX)
 - Rike Ogden Figueroa Alex Architects, Inc. (McAllen, TX)
- 9) **Grounds Maintenance (Renewal):** renew the contract for grounds maintenance with Maldonado Nursery & Landscape, Inc. (La Feria, TX), for the period beginning July 26, 2015 through July 25, 2016, at an estimated cost of \$266,894.00;
- 10) **Mechanical, Electrical, and Plumbing Engineering On Call Services (Renewal):** renew the contracts for Mechanical, Electrical, and Plumbing Engineering On Call Services as needed for district wide non-bond construction projects less than \$300,000.00 in total construction costs for the period beginning July 26, 2015 through July 25, 2016 with the following vendors:
 - DBR Engineering Consultants, Inc. (McAllen, TX)
 - Half Associates, Inc. (McAllen, TX)
 - Sigma HN Engineers, PLLC. (McAllen, TX)

D. Furniture

11) Furniture (Purchase): purchase furniture from the State of Texas Multiple Award Schedule (TXMAS) approved vendors, at a total amount of \$146,409.48;

#	Vendor	Amount
A	Computer Comforts, Inc. (Kemah, TX)	\$2,102.84
B	Cramer, LLC. / Gateway Printing and Office Supply, Inc. (Edinburg, TX)	\$17,978.88
C	Datum Filing System, Inc. / Gateway Printing and Office Supply, Inc. (Edinburg, TX)	\$1,676.37
D	ERG International / Gateway Printing and Office Supply, Inc. (Edinburg, TX)	\$23,033.66
E	Exemplis Corporation / Gateway Printing and Office Supply, Inc. (Edinburg, TX)	\$17,466.87
F	The Hon Company / Gateway Printing and Office Supply, Inc. (Edinburg, TX)	\$2,228.28
G	Krueger International / Gateway Printing and Office Supply, Inc. (Edinburg, TX)	\$81,922.58
	Total	\$146,409.48

E. Instructional Items

12) Concert Grand Piano (Purchase): purchase a concert grand piano from Valley Keyboards (McAllen, TX), a Texas Association of School Boards – Buyboard approved vendor, at a total cost of \$61,550.00;

13) Lighting Board (Purchase): purchase a lighting board from Texas Scenic Company (San Antonio, TX), a sole source vendor, at a total cost of \$11,805.00;

14) Student Orientation Speaker (Purchase): purchase a student orientation speaker from College Success Program (Syracuse, NY), a sole source vendor, for the period beginning August 17, 2015 through August 22, 2015, at a total cost of \$17,500.00;

15) Books and Educational Materials (Renewal): renew the contracts for books and educational materials for the period beginning August 27, 2015 through August 26, 2016, at an estimated cost of \$300,000.00 with the following vendors:

- Avanti Enterprises, Inc. (Flossmoor, IL)
- Barnes & Noble Booksellers (The Woodlands, TX/McAllen, TX)
- Barnes & Noble College Booksellers, LLC. (Basking Ridge, NJ/McAllen, TX)
- B. E. Publishing (N Kingstown, RI)
- Complete Book & Media Supply, LLC. (Cedar Park, TX)
- Follet School Solutions, Inc. (McHenry, IL/Edinburg, TX)
- Ingram Library Services, Inc. (La Vergne, TN)

- Kamico Instructional Media, Inc. (Salado, TX)
- Kaplan Early Learning Company (Lewisville, NC)

16) Culinary Equipment and Accessories (Renewal): renew the contracts for culinary equipment and accessories for the period beginning August 1, 2015 through July 31, 2016, at an estimated cost of \$18,000.00 with the following vendors:

- Ace Mart Restaurant Supply, Co. (San Antonio, TX)
- Jean's Restaurant Supply (McAllen, TX)

F. Non-Instructional Item

17) Diploma Covers (Renewal): renew the contract for diploma covers with Jostens, Inc. (Owatonna, MN) for the period beginning July 1, 2015 through June 30, 2016, at an estimated cost of \$10,000.00;

G. Technology Items

18) Book Security Detection Equipment (Purchase): purchase book security detection equipment from Demco, Inc. (Madison, WI), a Texas Association of School Boards – Buyboard approved vendor, at a total cost of \$14,816.00;

19) 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. (Dallas, TX) and from the National Joint Powers Alliance (NJPA) approved vendor CDW Government (Vernon Hills, IL), in the total amount of \$113,186.26;

20) Network Switches (Purchase): purchase network switches from Insight Public Sector (Tempe, AZ/McAllen, TX), a State of Texas Department of Information Resources (DIR) approved vendor, at a total cost of \$242,687.00;

21) Network Cabling Services (Renewal): renew the contract for network cabling services with BridgeNet Communications, LLC. (Donna, TX), for the period beginning July 26, 2015 through July 25, 2016, at an estimated cost of \$75,000.00;

22) Online Employee Training Services (Renewal): renew the contract for online employee training services with Workplace Answers, LLC. (Austin, TX) for the period beginning July 1, 2015 through June 30, 2016, at a total amount of \$9,995.00;

23) Research and Advisory Services (Renewal): renew research and advisory services with Gartner, Inc. (Stamford, CT), a State of Texas Department of Information Resources (DIR) approved vendor, for the period beginning June 1, 2015 through May 31, 2017, an annual cost of \$32,566.00 and at a total cost of \$65,132.00;

24) Storage Licenses (Purchase): purchase storage licenses from Dell Marketing, LP. (Dallas, TX), a State of Texas Department of Information Resources (DIR) approved vendor, at a total cost of \$11,556.60;

25) Training Subscription (Renewal): renew the training subscription with Innovative Educators (Boulder, CO), a sole source vendor, for the period beginning August 1, 2015 through July 31, 2016, at a total cost of \$11,395.00.

SUMMARY TOTAL:

The total for all proposal awards, purchases, and renewals is \$2,390,017.21

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize the proposal awards, purchases, and renewals 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, purchases, and renewals as presented.

Approval Recommended:

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

**Review and Action as Necessary on Proposed New Policy #4111:
*Volunteers for Continuing Professional and Workforce Education***

Approval of proposed new Policy #4111: *Volunteers for Continuing Professional and Education* is requested.

The new policy is necessary to provide the Continuing Professional and Workforce Education Department the opportunity to secure the services of volunteers to perform tutoring and instructional support.

The individuals who wish to volunteer their services at the South Texas College Continuing Professional and Workforce Education Department in the capacity of a tutor or instructional support may do so with the approval of the Continuing Professional and Workforce Education Department Administrator, President, and the Office of Human Resources, upon review of a volunteer application. Instructional support is limited to instruction in the areas of English as a Second Language (ESL), General Education Development (GED), Computer Skills, Employability Skills, and College Success Skills within the Continuing Professional Workforce Education Department.

The policy addresses the eligibility requirements of volunteers and provides the clarification that volunteers are not considered employees for any purpose and are not eligible for wages, compensation, remuneration of any sort, employee benefits, or unemployment benefits.

The proposed new policy follows in the packet for the Board's information and review.

The proposed new policy has been reviewed by staff, the President's Cabinet, President's Administrative Staff Meeting, Planning and Development Council, and by South Texas College's legal counsel.

The Finance and Human Resources Committee recommended Board approval of the Policy #4111: *Volunteers for Continuing Professional and Workforce Education* as presented.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize Policy #4111: *Volunteers for Continuing Professional and Workforce Education* 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 Policy #4111: *Volunteers for Continuing Professional and Workforce Education* as presented.

Approval Recommended:

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

MANUAL OF POLICY

Title	Volunteers for Continuing Professional and Workforce Education	4111
Legal Authority	Approval of the Board of Trustees	
Date Approved by Board	Board Minute Order dated June 23, 2015	

A “volunteer” is defined as an individual who volunteers his or her personal services to support activities at the Continuing Professional and Workforce Education Department. By definition, a volunteer performs services without promise or expectation of receipt of any compensation, future employment, or any other tangible benefit.

A volunteer is required to complete a Volunteer Application and a Volunteer Agreement. Volunteers are limited to the positions of tutors and instruction support for the Continuing Education, Professional and Workforce Education Department.

Persons who wish to volunteer their services at South Texas College Continuing, Professional and Workforce Education in the capacity of a tutor or instructional support may do so with the approval of the Continuing Professional and Workforce Education Department Administrator, Vice President/President, and the Office of Human Resources upon review of a volunteer application. Instructional Support is limited to instruction in the areas of English as a Second Language (ESL), General Education Development (GED), Computer Skills, Employability Skills, and College Success Skills within the area of Continuing Professional Workforce Education Department.

The volunteer must have adequate experience, qualifications, and training for the task(s) he or she will be asked to perform as a volunteer. Furthermore, volunteers may not be used to replace employee positions or impair the employment of a College position.

No person under the age of 18 will be allowed to serve as a volunteer for any service or function on property or buildings of the College.

College shall provide volunteers relevant College policies, state, federal laws and regulations that may govern their actions while serving as volunteers, including but not limited to: ethical behavior, safety, confidentiality, protected health and student information, computer use, financial responsibility, and alcohol and drug use.

Volunteers are not covered by the Fair Labor Standards Act (FLSA) and are not considered employees for any purpose. Volunteers are not eligible for wages, compensation, remuneration of any sort, employee benefits, and unemployment benefits. Volunteers are covered under the College’s Worker’s Compensation Policy.

Upon tendering their application to volunteer, individuals authorize the College to conduct a background check which may include, as reasonably appropriate, credit, employment, criminal history, driving record, and other relevant information.



VOLUNTEER FOR CONTINUING PROFESSIONAL AND WORKFORCE EDUCATION

APPLICATION

Name of Volunteer: _____

Type of Assignment: _____

Projected Dates of Assignment: _____

Department: _____

Location: _____

I request to volunteer at the Continuing Professional and Workforce Education Department of South Texas College. I understand that I must complete a Volunteer Onboarding Packet and that I will be subject to a background check. Upon approval and commencement of assignment, I will adhere to all the terms of the Volunteer Agreement and applicable South Texas College policies and procedures.

Signature of Volunteer: _____ Date: _____

Volunteer Last 4 Digits of SSN: _____ DOB: _____ (required for background check)

I accept the above individual as a volunteer for the Continuing Professional and Workforce Education Department of South Texas College. I will provide training and supervision to this individual while he/she volunteers in the department and will ensure that he/she follows applicable South Texas College policies and procedures. I attest that the Volunteer Onboarding Packet has been adequately completed (initial each item below as applicable):

___ Volunteer Authorization for Background Check

___ Volunteer Agreement Form ___ Resume ___ Transcript

Name/Title of Department Administrator: _____

Signature: _____ Date: _____

APPROVALS

Vice President/President:

Print Name: _____ Signature: _____ Date: _____

Director of Human Resources: ___ Add to Workers Compensation List

Print Name: _____ Signature: _____ Date: _____



VOLUNTEER AGREEMENT FORM

between South Texas College and

(full name of Volunteer)

1. PARTIES AND TERMS OF AGREEMENT

This Agreement is entered into by and between South Texas College, hereinafter College, a political subdivision of the State of Texas and _____, hereinafter Volunteer, a person wishing to provide services to the College for no compensation or other valuable consideration. This Agreement will become effective on the established start date or upon signatory completion, whichever is later, and will continue in effect until such time as the end date.

2. SERVICE TO BE PERFORMED BY VOLUNTEER

The Volunteer agrees to assist the College under the direction of the assigned supervisor providing these services: _____ within the Continuing Professional and Workforce Education Department of the College. This Agreement is effective _____ and will terminate on _____. The College will determine the method, details, and means of performing the above described services.

The Volunteer enters into this Agreement, and will remain throughout the term of this Agreement, a volunteer. The Volunteer agrees that he/she is not and will not become an employee, partner, agent, or principal of the College while this Agreement is in effect. The Volunteer is not entitled to the rights or benefits afforded to College's employees, including disability or unemployment insurance, medical insurance, sick leave, vacation, or any other employment benefit. The Volunteer is responsible for providing at Volunteer's own expense, disability, health, accident, personal liability and other necessary or appropriate insurance, training, permits, and licenses required to volunteer.

The Volunteer agrees to indemnify the College, its Board of Trustees, officers and employees, for any claims, costs, losses, fees, penalties, interest, or damages suffered by the College resulting from the Volunteer's failure to comply with this Agreement. The Volunteer shall comply with the standards of conduct set out in the College Policy Manual and with any other policies, regulations, and guidelines that impose duties, requirements, or standards attendant to status as a College Volunteer. Violation of any

College policies, regulations, guidelines, or lawful directives of College officials may, at the sole discretion of the College, result in the immediate termination of the Volunteer Agreement.

3. SERVICES TO BE PERFORMED BY THE COLLEGE

The College will provide an appropriate worksite for the Volunteer and a College email account, if requested by supervisor. The College will provide training and supervision to Volunteer and ensure that he/she follows applicable South Texas College policies and procedures. The College will complete the Volunteer Onboarding Packet.

The College will provide the Volunteer with worker's compensation insurance coverage.

4. PROPERTY RIGHTS OF THE PARTIES

All records of the accounts of employees and students of the College, of any nature, whether existing at the time of this Agreement, procured through the efforts of the Volunteer, or learned by the Volunteer from any other sources, and whether prepared by the Volunteer or otherwise, shall be the exclusive property of the College.

All books, records and any and all other resources belonging to the College and utilized by the Volunteer in performing the Volunteer's duties under this Agreement shall be immediately returned to the College by the Volunteer upon termination of this Agreement, whether or not any dispute exists between the College and the Volunteer at, regarding, and/or following the termination of this Agreement. All books, records and any and all resources utilized and belonging to the Volunteer upon commencement of this Agreement will remain the property of the Volunteer.

The Volunteer agrees that the names, social security numbers, addresses and other personal information of the College's students, employees, customers, agents, cooperatives and the like constitute potential confidential and closed information from public disclosure and the Volunteer will not release any such information to any party without the prior written agreement of the President of the College.

All files, records, documents, drawings, specifications, equipment, and similar items relating to the business of the College, whether they are prepared by the Volunteer or come into the Volunteer's possession in any other way, shall remain the exclusive property of the College and shall not be removed from the premises of the College under any circumstances whatsoever without the prior written agreement of the President of the College.

During the term of this Agreement, the Volunteer shall not, directly or indirectly, either as a Volunteer, College consultant agent, or in any other individual or representative capacity, engage or participate in any activity that is in competition in any manner whatsoever with the business of the College.

The Volunteer agrees and acknowledges that the name, logos, brand, tags, taglines, and trademarks of the College may not be used by the Volunteer for any purpose at any time before, during or following the term of this Agreement.

5. GENERAL PROVISIONS

Entire Agreement: This Agreement supersedes any and all other agreement, either oral or in writing, between the parties hereto with respect to the placement of the Volunteer by the College, and contains all of the covenants and agreement between the parties with respect to that placement in any manner whatsoever. Each party to this Agreement acknowledges that no representation, inducements, promises or agreement, orally or otherwise, have been made by any party, or anyone acting on behalf of any party, which are not embodied herein, and that no other agreement, statement, or promise not contained in this Agreement shall be valid or binding on either party, except that any other written agreement dated concurrent with or after this Agreement shall be valid as between the signing parties thereto.

Modifications: Any modifications to this Agreement will be effective only if it is reduced to writing and signed by both parties.

Waiver: The failure of either party to insist on strict compliance with any of the terms, covenants, or conditions of this Agreement by the other party shall not be deemed a waiver of that term, covenant, or condition, nor shall any waiver or relinquishment of any right or power at any one time or times be deemed a waiver or relinquishment of that right or power for all or any other times.

Partial Invalidity: If any provision in this Agreement is held by a court of competent jurisdiction to be invalid, void, or unenforceable, the remaining provisions shall nevertheless continue in full force without being impaired or invalidated in any way.

Governing Law: The laws of the State of Texas shall govern this Agreement, with venue in Hidalgo and Starr Counties.

A volunteer is subject to the same review of references, criminal background checks and other reviews as an employee. The College may obtain from any law enforcement or criminal justice agency or a private entity that is a consumer reporting agency governed by the Fair Credit Reporting Act (15 U.S.C. Section 1681 et seq.), all criminal history

record information that relates to: (1) a volunteer or person who has indicated, in writing, an intention to serve as a volunteer with the College.

Volunteer warrants and represents that he/she has never been convicted of a felony or a crime involving moral turpitude.

This Agreement is executed in the City of _____, _____ County, and State of Texas on this _____ day of _____.

Name of Volunteer: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Telephone: _____ Emergency Telephone: _____

While we anticipate our relationship to be mutually beneficial, it is understood that neither Volunteer nor the College has entered into any contract for or promise of employment, expressed or implied.

Signatures

Date

Volunteer

Department Administrator

Vice President/President

Director of Human Resources

**Review and Action as Necessary to Revise Policy #5110:
*Comptrollership Function: Collection, Deposit, and Disbursement of
College and Grant Funds***

Approval to revise Policy #5110: *Comptrollership Function: Collection, Deposit, and Disbursement of College and Grant Funds* including the adoption of the new title Policy #5110: *Comptroller Function: Collection, Deposit, and Disbursement of College and Grant Funds* is requested.

These policy revisions are required primarily to address the new processes related to the new investment transactions that the College is proposing with investment providers. The revisions identify the authorization roles pertaining to the Board of Trustees (Board) and the President and the responsibility role pertaining to the Comptroller regarding deposits and investments.

The revisions include that: 1) the Board authorizes investment providers, 2) the President is authorized to open and close investment accounts with investment providers approved by the Board, 3) the Board, by Resolution, authorizes all operating accounts at the College's Depository Bank, and 4) all College and grant funds will be deposited as required by State law or invested in accordance with the College's Investment Policy and Investment Strategy Statement (5120) and the provisions of Chapter 2256, Texas Government Code, the Public Funds Investment Act.

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

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

The Finance and Human Resources Committee recommended Board approval of Policy #5110: *Comptrollership Function: Collection, Deposit, and Disbursement of College and Grant Funds* as presented, including the adoption of the new title Policy #5110: *Comptroller Function: Collection, Deposit, and Disbursement of College and Grant Funds* and which supersedes any previously adopted Board policy.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize Policy #5110: *Comptrollership Function: Collection, Deposit, and Disbursement of College and Grant Funds* as presented, including the adoption of the new title Policy #5110: *Comptroller Function: Collection, Deposit, and Disbursement of College and Grant Funds* 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 Policy #5110: *Comptrollership Function: Collection, Deposit, and Disbursement of College and Grant Funds* as presented, including the adoption of the new title Policy #5110: *Comptroller Function: Collection, Deposit, and Disbursement of College and Grant Funds* and which supersedes any previously adopted Board policy.

Approval Recommended:

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

MANUAL OF POLICY

Title	Comptroller ship Function: Collection, Deposit, And Disbursement of College and Grant Funds	5110
Legal Authority	Approval of the Board of Trustees	Page 1 of 2
Date Approved by Board	Board Minute Order dated November 9, 1995 As Amended by Board Minute Order dated November 19, 1998 As Amended by Board Minute Order dated October 28, 2013 As Amended by Board Minute Order dated June 23, 2015	

The Comptroller is the Chief Accountant for the College and reports to the Vice President for Finance and Administrative Services.

The Comptroller, as authorized by the Vice President ~~for~~ of Finance and Administrative Services, shall have sole responsibility to perform all accounting functions pertaining to the College and grant funds, including, but not limited to, collection, deposit, and disbursement ~~of funds~~. Authorized representatives of the Comptroller shall be designated in writing by the Comptroller.

Collection

1. ~~All~~ ~~F~~ funds collected by authorized representatives shall be hand-carried to the Business Office or Cashier's Office. Funds may be mailed or transmitted electronically to the College as approved by the Comptroller or authorized representatives.
2. These funds include: tuition and fees, state appropriations, property taxes, library fines, copy machine coins, food service sales, student organization receipts, and any and all other College and grant funds.
3. ~~All~~ ~~Any~~ personal checks, cashier's checks, or money orders payable to the College shall be made payable to "South Texas College."
4. Students, employees, and other individuals or entities shall not be assessed fees except those approved by the Board of Trustees.

Deposit

1. The Board of Trustees ~~(the Board)~~ shall by Resolution ~~approves the~~ authorize ~~ation~~ ~~all~~ ~~to open and close~~ ~~operating~~ ~~College bank~~ accounts ~~at the College's Depository Bank~~.
- 2 ~~3~~. All College and grant funds shall be deposited in Board-approved depositories by the Comptroller or authorized representative(s) ~~as required by State law or invested in accordance with the College's Investment Policy and Investment Strategy Statement (5120) and the provisions of Chapter 2256, Texas Government Code, the Public Funds Investment Act.~~
3. ~~The Board of Trustees shall approve investment providers (brokers/dealers/banks/pools).~~
- 4 ~~2~~. ~~The President approves the authorization to open and close Certificates of Deposits at the College's depository bank.~~ ~~The Board of Trustees delegates to the President authority to open and close accounts with investment providers (brokers/dealers/banks/pools) approved by the Board.~~

Review and Action as Necessary on Disposal/Return of Automotive Technology Program Donated Vehicles

Approval for the disposal/return of automotive technology program donated vehicles to General Motors is requested.

This disposal is as per Policy #5135 Disposal of Surplus Property.

The twelve (12) vehicles were donated to the South Texas College Division of Technology Automotive Technology Program for student instruction by General Motors. After many years of use, the vehicles are no longer beneficial for student instruction due to the age of the vehicles and change in technology.

The General Motors vehicle donation program requires that all donated vehicles that are no longer beneficial for student instruction be returned to General Motors at the time of disposal. When General Motors donates these vehicles to the College, it is with the understanding that the vehicles are strictly for student instruction and not to be driven on the road. In order for General Motors to assure that these vehicles will never be driven on the road, they require all instructional institutions to return the vehicles to General Motors. General Motors will be contacted and they will pick up the vehicles.

The list of the vehicles follows in the packet for the Board's review and discussion.

The Finance and Human Resources Committee recommended Board approval of the disposal/return of automotive technology program donated vehicles to General Motors as presented.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize the disposal/return of automotive technology program donated vehicles to General Motors as presented.

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

The Board of Trustees of South Texas College approves and authorizes the disposal/return of automotive technology program donated vehicles to General Motors as presented..

Approval Recommended:

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

SOUTH TEXAS COLLEGE
DISPOSAL OF AUTOMOTIVE TECHNOLOGY PROGRAM DONATED GENERAL MOTORS VEHICLES
June 23, 2015

	Year	Make	Model	VIN	Silver Tag	Ptag	Value	Net Value
1	1995	CHEVROLET	CAVALIER	1G1JC1249S7169731	7651	000008457	\$ 3,250.00	\$ -
2	1995	CADILLAC	SEVILLE	1G6KS52Y8SU830758	7649	000008452	\$ 7,128.80	\$ -
3	1995	ISUZU	RODEO	4S2CG58VOS4346586	9897	000011096	\$ 8,502.25	\$ 443.61
4	1998	CHEVROLET	CAMARO	2G1FP22K9W2129645	9905	000011092	\$ 10,811.03	\$ 564.39
5	1997	CHEVROLET	VENTURE	1GNDX03E9VD218403	9906	000011093	\$ 8,530.99	\$ 445.11
6	1999	CHEVROLET	SILVERADO	2GCEC19T5X1120018	7644	000008453	\$ 11,552.00	\$ -
7	1998	CHEVROLET	VAN/2500	1GCGG25W6W1018654	9833	000011088	\$ 14,240.67	\$ 743.46
8	2000	CHEVROLET	1500/PU	1GCEC19V8YZ126082	9895	000011103	\$ 13,584.44	\$ 708.73
9	1998	GMC	SIERRA	1GTEK19M8WR0038EX	9896	000002092	\$ 5,000.00	\$ -
10	1996	CHEVROLET	CHEYENNE	1GBKC34J5TJ103650	1214	000001060	\$ 2,745.00	\$ -
11	1996	BUICK	CENTURY	1G4AG55M6T6453450	9908	000011089	\$ 7,836.44	\$ 408.73
12	2002	PONTIAC	GRAND AM	1G2NF52F62C206786	9904	000011094	\$ 7,831.65	\$ 408.54

Discussion and Action as Necessary on Proposed Salary Adjustments for Faculty and Non Faculty Personnel for FY 2015-2016

Approval of proposed salary adjustments for Faculty, Professional/Technical Staff, Administrative Staff, and Executive Staff for FY 2015-2016 is requested.

Proposed salary adjustments for Faculty and Professional/Technical Staff, Administrative Staff, and Executive Staff for FY 2015-2016 are reflected below.

Due to the request by the Finance and Human Resources Committee for additional information regarding the Classified Staff salary levels and proposed salary adjustments, administration is providing additional information under separate cover, and is recommending a 3% salary adjustment

Administration requests approval to move forward with the proposed salary adjustments for Faculty, Professional/Technical Staff, Administrative Staff, and Executive Staff employee groups as recommended by the Finance and Human Resources Committee and requests approval of a 3% salary adjustment for Classified Staff.

a. Faculty Salary Increases

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

FY 2014-2015

The approved Faculty Salary Plan for FY 2014-2015 was based on an average increase of 3%. The base for a master's degree was increased from \$39,808 to \$40,644 or by an additional \$836.00. The approved faculty salary pay plan also added four steps, from 26 to 30 years of service, to the Faculty Salary Plan for faculty with master's, master's +30, and doctorate degrees. The average 3% increase and step adjustments were approved by the Board for FY 2014-2015 at a total cost of approximately \$914,437.

FY 2015-2016

In keeping with the College's commitment to retain and recruit qualified Faculty, the proposed Faculty Salary Pay Plan for FY 2015-2016 is based on an average increase of 3%.

The average increase of 3% was arrived at by increasing the base, which is step 1 of 30 steps for the master's degree, by \$531, from \$40,644 to \$41,175. This constituted an approximate 1.3% increase. In addition to the increase to the base value of the schedule, eligible faculty would move up one step on the schedule; the schedule-wide increase of 1.3%

added to the step increment of approximately 1.7% would yield an average increase of 3.0% for eligible faculty.

The proposed Faculty Salary Pay Plan for 2015-2016 also adds a 1.3% salary increase to the faculty who have reached the maximum step for years of service in their appropriate degree attainment level.

Based on the proposed 3% average increase, the total cost in FY 2015-2016 is approximately \$936,511.

The South Texas College FY 2014-2015 and the proposed FY 2015-2016 Faculty Salary Schedule follow in the packet for the Board's information and review.

Also included is the 2014-2015 Texas Community College Teachers Association Survey of Faculty Salaries distributed by "The Messenger". The 2015-2016 summary results will not be available until December 2015, when all Texas community colleges have finalized their faculty salary plans for 2015-2016.

b. Non Faculty Personnel Salary Increases

FY 2014-2015

In Fiscal Year 2014-2015, salary increases in the amount of approximately \$824,940 were granted for existing non-faculty positions as follows:

Category	Increase Percentage	Increase Amount
Administrative	3%	\$103,354
Executive	3%	\$19,142
Classified	3%	\$237,900
Professional/Technical, Exempt	3%	\$210,524
Professional/Technical, Non Exempt	3%	\$254,020
Total		\$824,940

In addition to the 3% salary increases of \$824,940 for non-faculty personnel, the Employee Salary Pay Plan for FY 2014-2015 was revised according to recommendations made by the compensation study firm, Evergreen Solutions, which included an additional increase of \$743,703. The total salary increases for non-faculty personnel in FY 2014-2015 was \$1,568,643.

FY 2015-2016

In keeping with the College's commitment to recruit and retain qualified non-faculty personnel, the following salary increases for existing non-faculty positions are proposed for Fiscal Year 2015-2016.

Category	Proposed Increase Percentage	Proposed Increase Amount
Administrative	3%	\$115,899
Executive	3%	\$16,025
Classified	3%	\$227,205
Professional/Technical, Exempt	3%	\$157,618
Professional/Technical, Non Exempt	3%	\$289,514
Total		\$806,261

The Finance and Human Resources Committee recommended Board approval of the Salary Adjustments in the amount of approximately \$936,511 for Faculty, and in the amount of approximately \$579,055 for Professional/Technical, Administrative, and Executive Staff. The Finance and Human Resources Committee requested additional information regarding the proposed increase for Classified Staff, and did not include the proposed 3% increase for Classified Staff in the recommendation for Board action. The Committee's recommendation would be a total Salary Adjustment of \$1,515,566 for FY 2015-2016, excluding Classified Staff at this time.

Administration has provided additional background information under separate cover and recommends a 3% salary adjustment for Classified Staff.

The proposed Salary Adjustments for FY 2015-2016 are in the amount of approximately \$936,511 for Faculty, and in the amount of approximately \$806,261 for Non-Faculty Personnel, which includes Classified Staff. This would be a total Salary Adjustment of \$1,742,772 for FY 2015-2016.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize the Salary Adjustments for Faculty in the amount of \$936,511 and for Non Faculty Personnel for FY 2015-2016 in the amount of \$806,261 for a total of \$1,742,772, subject to Board approval of the final budget, 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 Salary Adjustments for Faculty in the amount of \$936,511 and for Non Faculty Personnel for FY 2015-2016 in the amount of \$806,261 for a total of \$1,742,772, subject to Board approval of the final budget, as presented.

Approval Recommended:

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

South Texas College

2014-2015 salaries		# of faculty		total cost			
Master Base \$40,644		552		\$30,189,770			
average salary \$54,691.61							
Ratios	0.905509	0.917044	0.928557	0.961597	1.000000	1.058402	1.121465
Step	Associate	Assoc + 30	Bachelor	Bach + 18	Master	Master + 30	Doctorate
0	\$36,804	\$37,272	\$37,740	\$39,083	\$40,644	\$43,018	\$45,581
1	\$37,724	\$38,204	\$38,684	\$40,060	\$41,660	\$44,093	\$46,720
2	\$38,667	\$39,159	\$39,651	\$41,062	\$42,702	\$45,195	\$47,888
3	\$39,633	\$40,138	\$40,642	\$42,088	\$43,769	\$46,325	\$49,086
4	\$40,624	\$41,142	\$41,658	\$43,141	\$44,863	\$47,483	\$50,313
5	\$41,640	\$42,170	\$42,700	\$44,219	\$45,985	\$48,671	\$51,570
6	\$42,681	\$43,224	\$43,767	\$45,324	\$47,135	\$49,887	\$52,860
7	\$43,748	\$44,305	\$44,861	\$46,458	\$48,313	\$51,135	\$54,181
8	\$44,841	\$45,413	\$45,983	\$47,619	\$49,521	\$52,413	\$55,536
9	\$45,738	\$46,321	\$46,903	\$48,571	\$50,511	\$53,461	\$56,647
10	\$46,653	\$47,247	\$47,841	\$49,543	\$51,521	\$54,530	\$57,779
11	\$46,975	\$48,192	\$48,797	\$50,534	\$52,552	\$55,621	\$58,935
12	\$47,915	\$49,156	\$49,773	\$51,544	\$53,603	\$56,733	\$60,114
13	\$48,872	\$50,139	\$50,769	\$52,575	\$54,675	\$57,868	\$61,316
14	\$49,850	\$51,142	\$51,784	\$53,627	\$55,768	\$59,025	\$62,542
15	\$50,598	\$51,909	\$52,561	\$54,431	\$56,605	\$59,911	\$63,480
16	\$51,357	\$52,012	\$53,349	\$55,248	\$57,454	\$60,809	\$64,433
17	\$52,127	\$52,791	\$54,150	\$56,076	\$58,316	\$61,722	\$65,399
18	\$52,909	\$53,583	\$54,962	\$56,918	\$59,191	\$62,647	\$66,380
19	\$53,703	\$54,387	\$55,786	\$57,771	\$60,078	\$63,587	\$67,376
20	\$54,509	\$55,203	\$56,623	\$58,638	\$60,980	\$64,541	\$68,386
21	\$55,327	\$56,031	\$57,334	\$58,753	\$61,894	\$65,509	\$69,412
22	\$56,156	\$56,871	\$57,585	\$59,634	\$62,823	\$66,492	\$70,453
23	\$56,999	\$57,724	\$58,449	\$60,529	\$63,765	\$67,489	\$71,510
24	\$57,853	\$58,591	\$59,326	\$61,437	\$64,722	\$68,501	\$72,583
25	\$58,721	\$59,469	\$60,216	\$62,358	\$65,692	\$69,529	\$73,672
26	\$59,309	\$60,064	\$60,818	\$62,981	\$66,349	\$70,224	\$74,408
27	\$60,495	\$61,265	\$62,034	\$64,241	\$67,012	\$70,926	\$75,152
28	\$61,705	\$62,490	\$63,275	\$65,525	\$67,683	\$71,636	\$75,904
29	\$62,939	\$63,740	\$64,540	\$66,836	\$68,359	\$72,352	\$76,663
30	\$64,198	\$65,015	\$65,831	\$68,173	\$69,043	\$73,075	\$77,429

South Texas College

Proposed

2015-2016 projected		# of faculty	total cost	step + 1.3%	additional cost over 2014-2015
Master Base	\$41,175	552	average salary	\$31,124,377	\$936,511
Ratios	0.905509	0.917044	0.928557	1.000000	1.121465
Step	Associate	Assoc + 30	Bachelor	Master	Doctorate
			Bach + 18	Master + 30	Doctorate
0	\$37,284	\$37,759	\$38,233	\$41,175	\$46,176
1	\$38,216	\$38,703	\$39,189	\$42,204	\$47,331
2	\$39,172	\$39,671	\$40,169	\$43,259	\$48,514
3	\$40,151	\$40,663	\$41,173	\$44,341	\$49,727
4	\$41,155	\$41,679	\$42,202	\$45,449	\$50,970
5	\$42,184	\$42,721	\$43,258	\$46,586	\$52,244
6	\$43,238	\$43,789	\$44,339	\$47,750	\$53,550
7	\$44,319	\$44,884	\$45,447	\$48,944	\$54,889
8	\$45,427	\$46,006	\$46,584	\$50,168	\$56,261
9	\$46,336	\$46,926	\$47,515	\$51,171	\$57,387
10	\$47,263	\$47,865	\$48,466	\$52,195	\$58,534
11	\$47,586	\$48,822	\$49,435	\$53,238	\$59,705
12	\$48,538	\$49,798	\$50,424	\$54,303	\$60,899
13	\$49,507	\$50,794	\$51,432	\$55,389	\$62,117
14	\$50,498	\$51,810	\$52,461	\$56,497	\$63,359
15	\$51,256	\$52,587	\$53,248	\$57,344	\$64,310
16	\$52,025	\$52,688	\$54,046	\$58,205	\$65,274
17	\$52,805	\$53,477	\$54,857	\$59,078	\$66,254
18	\$53,597	\$54,280	\$55,680	\$59,964	\$67,247
19	\$54,401	\$55,094	\$56,515	\$60,863	\$68,256
20	\$55,218	\$55,921	\$57,363	\$61,776	\$69,280
21	\$56,046	\$56,759	\$57,472	\$62,703	\$70,319
22	\$56,886	\$57,610	\$58,334	\$63,643	\$71,374
23	\$57,740	\$58,474	\$59,209	\$64,598	\$72,445
24	\$58,605	\$59,353	\$60,097	\$65,567	\$73,531
25	\$59,484	\$60,242	\$60,999	\$66,551	\$74,634
26	\$60,080	\$60,845	\$61,609	\$67,216	\$75,380
27	\$61,281	\$62,061	\$62,840	\$67,888	\$76,134
28	\$62,507	\$63,302	\$64,098	\$68,567	\$76,896
29	\$63,757	\$64,569	\$65,379	\$69,253	\$77,665
30	\$65,033	\$65,860	\$66,687	\$69,945	\$78,441

Discussion and Action as Necessary on Resolution Authorizing Investment Brokers, Dealers, Banks, and Investment Pools

On March 31, 2015, the Board of Trustees approved the award of Investment Advisory Services to Valley View Consulting, L.L.C. (Valley View). Valley View will assist the College's staff in developing and executing an investment strategy for College funds. In order to implement the recommended strategy, the College will need to set up accounts with various brokers, dealers, banks, and investment pools that will be used to purchase securities that are allowed by State Law and the College's Investment Policy.

The Texas Public Funds Investment Act (PFIA) requires that the Board of Trustees approve any broker and dealer firms that will be used to transact investment business with the College. In addition, the College's Investment Policy requires that the Board of Trustees approve any banks and investment pools that will be used to transact investment business with the College. Upon their approval by the Board, each of those brokers, dealers, banks, and investment pools will be required to execute a Certification form to acknowledge that they have received a copy of the College's Investment Policy. They must further certify that they have read the Policy and that they will take necessary precautions to ensure that they do not violate the requirements and constraints of the College's Policy. No securities will be purchased from any approved broker or dealer until they have returned an executed Certification form.

In order to qualify and develop a list of recommended firms, banks, and pools, Valley View has prepared a list of brokers, dealers, banks, and investment pools that operate in the Texas public fund arena and have extensive knowledge of the requirements and constraints of the PFIA. Additionally, the recommended brokers, dealers, banks, and investment pools have proven to provide professional and timely responses to solicitations for investment quotes, have provided competitive quotes, and relevant new security issuance information. Valley View does not derive any incentives or soft-dollar compensation from any brokers, dealer, bank, or investment pool and has recommended this list of brokers, dealers, banks, and investment pools based solely on their previous experience in utilizing the firms and their registered representatives.

Once the list is approved by the Board of Trustees, Valley View will send solicitations to all of the approved brokers, dealers, banks, and investment pools each time the College is seeking security offerings and will complete each trade based on best price/yield offered to the College.

The list of recommended brokers, dealers, banks and investment pools will be in effect for one year and must be approved annually by the Board in accordance with the PFIA and the College's Investment Policy.

The Resolution Authorizing Investment Brokers, Dealers, Banks, and Investment Pools follows in the packet for the Board's review and information.

The Finance and Human Resources Committee recommended Board approval of the Resolution Authorizing Investment Brokers, Dealers, Banks, and Investment Pools as presented.

The Finance and Human Resources Committee specified that priority for selection should be made first and foremost with banks that are taxpayers in the South Texas College Taxing District when all other considerations are equal.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize the Resolution Authorizing Investment Brokers, Dealers, Banks, and Investment Pools 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 Authorizing Investment Brokers, Dealers, Banks, and Investment Pools as presented.

Approval Recommended:

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

A RESOLUTION BY SOUTH TEXAS COLLEGE RELATING TO THE COLLEGE'S ADOPTION AND ANNUAL REVIEW OF ITS LIST OF AUTHORIZED BROKER/DEALERS/BANKS/INVESTMENT POOLS AND AMENDING SUCH BROKER/DEALER/BANK/INVESTMENT POOL LIST AS REQUIRED BY BOARD POLICY AND STATE LAW; AND AUTHORIZING OTHER MATTERS INCIDENT AND RELATED THERETO.

WHEREAS, the Board of Trustees (the "Board") of South Texas College (the "College") has adopted a written Investment Policy which primarily emphasizes safety of principal and liquidity and addresses investment diversification, yield, and maturity and the quality and capability of investment management provisions in accordance with the Public Funds Investment Act, Texas Government Code Chapter 2256, Subchapter A, as amended, (the *Act*); and

WHEREAS, the Board must annually review the list of authorized broker/dealers/banks/investment pools that are authorized to engage in investment transactions with the College and adopt a written instrument acknowledging receipt of such list of authorized broker/dealers/banks/investment pools; and

WHEREAS, a written copy of the College's Investment Policy must be presented to any person offering to engage in an investment transaction with an investment entity or to an investment management firm under contract with an investing entity to invest or manage the entity's investment portfolio; and

WHEREAS, the authorized representatives of a business organization offering to engage in an investment transaction with the College must execute a written instrument substantially to the effect that the business organization has: (1) received and reviewed the College's Investment Policy, and (2) has acknowledged that the business organization has implemented reasonable procedures and controls in an effort to preclude investment transactions conducted between the College and the organization that are not authorized by the College's Investment Policy; now, therefore,

BE IT RESOLVED BY THE BOARD OF TRUSTEES OF SOUTH TEXAS COLLEGE THAT:

SECTION 1: The Board has reviewed the list of authorized broker/dealers/banks/investment pools authorized to engage in investment transactions with the College (Exhibit "A" attached hereto), and the Board further wishes to memorialize this review by the adoption of this Resolution.

SECTION 2: Prospective authorized broker/dealers/banks/investment pools will be provided with written copies of the College's Investment Policy who shall acknowledge receipt and review of (1) the College's Investment Policy and (2) the implementation of procedures and controls to comply with the College's Investment Policy prior to any investment transaction.

SECTION 3: This Resolution establishes the College's compliance with the requirements of the Act and the College's Investment Policy and may be relied upon by all appropriate government officials and broker/dealers/banks/investment pools and engaging in investment transaction with College.

SECTION 4: The recitals contained in the preamble hereof are hereby found to be true, and such recitals are hereby made a part of this Resolution for all purposes and are adopted as a part of the judgment and findings of the Board.

SECTION 5: All parts of resolutions which are in conflict or inconsistent with any provision of this Resolution are hereby repealed to the extent of such conflict, and the provisions of this Resolution shall be and remain controlling as to the matters resolved herein.

SECTION 6: This Resolution shall be construed and enforced in accordance with the laws of the State of Texas and the United States of America.

SECTION 7: If any provision of this Resolution or the application thereof to any person or circumstance shall be held to be invalid, the remainder of this Resolution and the application of such provision to other persons and circumstances shall nevertheless be valid, and the Board hereby declares that this Resolution would have been enacted without such invalid provision.

SECTION 8: It is officially found, determined, and declared that the meeting at which this Resolution is adopted was open to the public and public notice of the time, place, and subject matter of the public business to be considered at such meeting, including this Resolution, was given, all as required by Chapter 551, as amended, Texas Government Code.

PASSED AND APPROVED this ____ day of _____, 2015.

SOUTH TEXAS COLLEGE

Roy de León, Board Chair

ATTEST:

Paul R. Rodriguez, Board Secretary

(COLLEGE SEAL)

Exhibit "A"

List of Authorized Broker/Dealers:

Coastal Securities
Duncan Williams
Raymond James
Rice Financial
Wells Fargo Securities

List of Authorized Banks:

BBVA Compass
Bank of Texas
BTH Bank
Capital One Bank
Comerica Bank
Falcon Bank
First Community Bank
Frost Bank
Greater South Texas Bank
Independent Bank
International Bank of Commerce
Inter National Bank
JPMorgan Chase
LegacyTexas Bank
Lone Star National Bank
PlainsCapital Bank
Prosperity Bank
Rio Bank
Southwest Bank
Southside Bank
Texas Regional Bank
Wells Fargo Bank

List of Authorized Investment Pools:

TexPool
TexStar

**Discussion and Action as Necessary on Resolution Authorizing
Participation in the TexPool Investment Pools and Designating Authorized
Representatives and Approval of the TexPool Investment Pools
Participation Agreement**

Approval of the Resolution Authorizing Participation in the TexPool Investment Pools and Designating Authorized Representatives and TexPool Investment Pools Participation Agreement is requested.

Valley View Consulting, L.L.C (Valley View), in their role as Investment Advisor for the College, has recommended that the Board consider for approval this Resolution and Agreement.

From time to time, the College will have cash balances on hand that may need to be placed in safe investment options that are outside of their depository bank. This need would arise if the available collateral at the depository bank is not adequate to cover anticipated deposit balances or for diversification purposes. By spreading cash between multiple products or financial institutions, the College can minimize the risk of loss of assets or program disruption that could be caused should a single institution fail. Diversification is a major consideration for control of risk.

TexPool was created in 1989 on behalf of Texas entities whose investment objectives are preservation and safety of principal, liquidity and yield consistent with the Texas Public Funds Investment Act (PFIA). It is overseen by the Texas State Comptroller of Public Accounts and is managed by Federated Investors. Over 2,000 Texas governmental organizations participate in TexPool. An Advisory Board made up TexPool participants and investment professionals advises on Investment Policies and fee structures.

TexPool operates similarly to a money market mutual fund and seeks to maintain a \$1.00 value per share as required by the Texas Public Funds Investment Act. The PFIA requires additional risk tests and remedial actions that are in excess of those tests currently used by money market mutual funds. Participants in TexPool own equity in the underlying securities that the investment manager, Federated Investors, purchases on behalf of TexPool. The types of securities allowed by PFIA for TexPool include U.S. Government securities, repurchase agreements collateralized by U.S. Government securities and AAA-rated no-load money market mutual funds. TexPool offers next day liquidity to all participants, so that deposits and withdrawals may be made as needed. TexPool is rated AAAM by the Standard and Pools rating agency and undergoes rigorous daily analysis by Standard and Pools to retain this rating.

The College's current Investment Officers consist of Chair of the Board of Trustees, Roy de Leon, the Vice President for Finance and Administrative Services, Maria G. Elizondo, and the Comptroller, Myriam Lopez. The authorized representatives of the College, whose signatures appear in the Resolution Authorizing Participation in the TexPool Investment Pools and Designating Authorized Representatives, are the President, Dr. Shirley A. Reed, the Vice President for Finance and Administrative Services, Maria G. Elizondo, and the Comptroller, Myriam Lopez. The authorized representatives are each authorized to transmit funds and to withdraw funds for investment in TexPool.

The Resolution Authorizing Participation in the TexPool Investment Pools and Designating Authorized Representatives and the TexPool Investment Pools Participation Agreement follow in the packet for the Board's review and information.

The Finance and Human Resources Committee recommended Board approval of the Resolution Authorizing Participation in the TexPool Investment Pools and Designating Authorized Representatives and TexPool Investment Pools Participation Agreement as presented.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize the Resolution Authorizing Participation in the TexPool Investment Pools and Designating Authorized Representatives and TexPool Investment Pools Participation 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 Resolution Authorizing Participation in the TexPool Investment Pools and Designating Authorized Representatives and TexPool Investment Pools Participation Agreement as presented.

Approval Recommended:

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

5. Name: _____ Title: _____
Phone/Fax/Email: _____
Signature: _____

List the name of the Authorized Representative provided above that will have primary responsibility for performing transactions and receiving confirmations and monthly statements under the Participation Agreement.

Name: Myriam M. Lopez

In addition and at the option of the Participant, one additional authorized representative can be designated to perform inquiry only of selected information. This limited representative cannot make deposits or withdrawals. If the Participant desires to designate a representative with inquiry rights only, complete the following information.

6. Name Cynthia Villarreal Title Accounting Group Manager
Phone/Fax/Email: (956) 872-4610; (956) 872-4647; cvillar@southtexascollege.edu

C. That this resolution and its authorization shall continue in full force and effect until amended or revoked by the Participant, and until **TexPool/TexPool Prime** receives a copy of any such amendment or revocation.

This resolution is hereby introduced and adopted by the Participant at its regular/special meeting held on the ____ Day of _____, 20 ____.

Document is to be signed by your Board President, Mayor or County Judge and attested by your Board Secretary, City Secretary or County Clerk.

NAME OF PARTICIPANT: South Texas College

SIGNED: _____
Signature
Roy de León
Printed Name
Board Chair
Title

ATTEST: _____
Signature
Paul R. Rodriguez
Printed Name
Board Secretary
Title

Discussion and Action as Necessary on Resolution Authorizing the President to Execute Contracts with Banks and Investment Accounts

Approval of the Resolution Authorizing the President to Execute Contracts with Banks and Investment Accounts is requested.

On March 31, 2015 the Board of Trustees approved the award of Investment Advisory Services to Valley View Consulting, L.L.C. Valley View Consulting, L.L.C. has advised South Texas College on options for investments with other financial institutions in addition to the College's bank depository. Under the new depository contract with BBVA Compass, the College's bank depository, the interest rate structure has changed. The bank will pay an interest rate of 10 basis points per annum for demand deposits in an amount not to exceed \$100,000,000. For demand deposits exceeding \$100,000,000, the bank will pay a lower interest rate. For Certificates of Deposit, the Bank agrees to pay interest regardless of the amount based on the LIBOR index and will independently evaluate each CD rate upon request, however, there is a possibility that the interest rate may be lower than the rate of interest paid on demand deposit accounts (checking accounts) of 10 basis points per annum.

In order to maximize the rate of return on the College's investment portfolio, Valley View Consulting, L.L.C. will assist the College in developing and executing an investment strategy for College funds. In order to implement the recommended strategy, the College will need to establish accounts with other financial institutions for the purpose of investing in authorized investments and deposits that are allowed by State Law and the College's Investment Policy. The College's Investment Policy requires that the Board approve a list of qualified banks that are authorized to engage in investment transactions with the College. This Resolution authorizes the President to execute contracts and other documents in regards to the establishment of bank and investment accounts.

The Resolution Authorizing the President to Execute Contracts with Banks and Investment Accounts follows in the packet for the Board's review and information.

The Finance and Human Resources Committee recommended Board approval of the Resolution Authorizing the President to Execute Contracts with Banks and Investment Accounts as presented.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize the Resolution Authorizing the President to Execute Contracts with Banks and Investment Accounts 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 Authorizing the President to Execute Contracts with Banks and Investment Accounts as presented.

Approval Recommended:

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

President

A RESOLUTION OF THE SOUTH TEXAS COLLEGE DISTRICT AUTHORIZING THE PRESIDENT TO NEGOTIATE AND EXECUTE ANY AND ALL CONTRACTS AND OTHER DOCUMENTS INCIDENT TO ESTABLISHING BANK AND INVESTMENT ACCOUNT(S) FOR THE PURPOSE OF INVESTING IN AUTHORIZED INVESTMENTS AND FINANCIAL INSTITUTION DEPOSITS.

WHEREAS, South Texas College District desires to invest in authorized investments and financial institution deposits for investment and deposit purposes; and,

WHEREAS, South Texas College District is authorized under applicable law and South Texas College Board Policy to contract with investment firms and financial institutions for investment and deposit purposes.

NOW THEREFORE,

BE IT RESOLVED BY THE BOARD OF TRUSTEES OF THE SOUTH TEXAS COLLEGE DISTRICT:

Section 1. That the findings and provisions set out in the preamble to this resolution are hereby in all things approved and adopted.

Section 2. That the President of South Texas College is hereby authorized to negotiate and execute any and all contracts and other documents as necessary to establish the South Texas College District investment and financial institution accounts, with the express powers granted to enter into treasury management services agreements as necessary for account transactions, including but not limited to deposit, withdrawal, and transfer via wire and ACH.

Section 3. That the Secretary of the Board of Trustees is hereby authorized to provide such, incumbency and other certifications as may be necessary or convenient to confirm the title, identity, and signature of each person holding one of the aforesaid titles and the authority of said persons with respect to the transactions

authorized herein.

Section 4. That the authorization provided herein is contingent upon the approval of the South Texas College General Counsel or designee of all contracts and other documents to be executed pursuant to the authority granted herein.

Section 5. That all investments made under the authority provided herein are to be conducted in strict accordance with South Texas College District Board Policy and applicable law.

Section 6. That this resolution shall be effective immediately from and after its date of passage.

PASSED AND APPROVED this _____ day of _____, 2015.

Roy de León
Board Chair

ATTEST:

Paul R. Rodriguez
Board Secretary

APPROVED AS TO FORM:

General Counsel

Review and Discussion of South Texas College 2015 Texas School Safety Center Junior College Audit Report

Texas Education Code (TEC) §37.108 (a) states, “Each school district or public junior college district shall adopt and implement a Multi-Hazard Emergency Operations Plan for use in the district's facilities. The plan must address mitigation, preparedness, response, and recovery as defined by the commissioner of education or commissioner of higher education in conjunction with the governor's office of homeland security.

In addition, §37.108 (b) states, “At least once every three years, each school district or public junior college district shall conduct a safety and security audit of the district's facilities” and §37.108 (c) states, “A school district or public junior college district shall report the results of the safety and security audit conducted under Subsection (b) to the district's Board of Trustees and, in the manner required by the Texas School Safety Center, to the Texas School Safety Center”.

The results of the audit are entered electronically into the Safety Center database and a print copy of the database is provided for review by the Board of Trustees.

As shown in the print copy of the response to the Texas School Safety Center, the College has adopted a Multi-Hazard Emergency Operations Plan and it is reviewed annually. The college conducts annual emergency evacuation drills in conjunction with testing of the STC RAVE Alert Mass Notification System. Key personnel have received the necessary National Incident Management System (NIMS) training and the College is in compliance with the requirements of the Clery Act and with the requirements of the Texas Education Code.

The South Texas College 2015 Texas School Safety Center Junior College Audit Report follows in the packet for the Committee's review and information. This report was submitted to Texas School Safety Center on May 18, 2015.

No action is required from the Board. This item is presented in compliance with Texas Education Code and for information and feedback to staff.

2015 Junior College Audit Report

District: 38

Please review and print a copy of your report for your records.

#	Question	Response
1a	First name of person reporting	Paul
1b	Last name of person reporting	Varville
2	Title of person reporting	Chief of Police/Director of Safety and Security
3	Contact email for person reporting	pbvarvil@southtexascollege.edu
4	Contact phone for person reporting (xxx-xxx-xxxx)	956-872-2330
5	How many campuses are present in your college district?	5
6	Have all campuses been included in your safety and security audit of your college district? Please enter the number of campuses completed if not all.	Yes
7	Have the audit results of your college district been reported to the Board of Trustees?	Yes
8a	Has your college district adopted a Multi-Hazard Emergency Operations Plan?	Yes
8b	Which of the following were involved in the development and coordination of the Multi-Hazard Emergency Operations Plan for your college district? (Check all that apply)	Local and/or Regional Law Enforcement Agencies, Local and/or Regional Health Departments, Fire Departments/EMS
8c	Is your college district's Multi-Hazard Emergency Operations Plan reviewed at least annually?	Yes
8d	Does your college district's Multi-Hazard Emergency Operations Plan address the following phases of emergency management?	
	8d.1 Mitigation/Prevention	Yes
	8d.2 Preparedness	Yes
	8d.3 Response	Yes
	8d.4 Recovery	Yes

#	Question	Response
9	Does your college district make available emergency response training at least annually to the following groups?	
	9.1 Administrators	Yes
	9.2 Faculty	Yes
	9.3 Staff	Yes
	9.4 Students	Yes
10	Did your college district conduct emergency drills?	Yes
11	Did your college district conduct and document an After-Action Review (AAR) following any actual emergency incident?	Yes
12a	Has your college district identified key personnel responsible for emergency management?	Yes
12b	Have key personnel received appropriate NIMS training?	Yes
13	Does your college district provide residential facilities?	No
14a	Does your college district have its own police department?	Yes
14b	How many commissioned peace officers are employed by the district police department?	16
15	Is your college district in compliance with Clery Act?	Yes

Update on Status of 2013 Bond Construction Program

A representative from Broaddus & Associates will be present at the June 23, 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 June 11, 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

June 11, 2015

**BROADDUS
& ASSOCIATES**



BOARD APPROVAL ITEMS

South Texas College
2013 Bond Construction Program
Upcoming Timeline – 06/11/15

	May '15	June '15	July '15	August '15	September '15
1	Update (No Action)	Update (No Action)	Update (No Action)	Update (No Action)	Update (No Action)
2	Construction Manager at Risk Approval		Schematic Design Approval		Update Guidelines for Use of Contingency Funds
3	BIM Facilities Management				
4	Additional Service Approval				
5					
6					
7					
8					
9					
10					
Board Approval					

OPERATIONAL ITEMS

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

	May '15	June '15	July '15	August '15	September '15
1	Execute Engineering Agreements	Update Master Program Schedule			
2	Ongoing Kick-Off Sessions - Thermal & Civil	BIM FM Execution Commencement			
3		Ongoing Owner In-Site Training			
4					
5					
6					
7					
8					
9					
10					
Operational					

INFORMATION & PRESENTATION ITEMS

South Texas College
2013 Bond Construction Program
Upcoming Timeline

May '15 June '15 July '15 August '15 September '15

1	2	3	4	5	6	7	8	9	10
Construction Builder's Risk	Owner Controlled Insurance Program	Tax Credit Opportunity	Mass Purchasing/Volume Procurement Strategies						

Informational/Presentations

ITEMS REQUIRING BOARD FEEDBACK

South Texas College
2013 Bond Construction Program
Upcoming Timeline

May '15 June '15 July '15 August '15 September '15

	May '15	June '15	July '15	August '15	September '15
1			Options as part of Schematic Design Presentations		
2					
3					
4					
5					
6					
7					
8					
9					
10					

Items Requiring Board Feedback

2013 BOND CONSTRUCTION PROGRAM PROGRESS REPORT - June 11, 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%
Pecan Campus																			
	North Academic Building																	PBK Architects	D. Wilson Construction
	South Academic Building																	BSA Architects	D. Wilson Construction
	STEM Building																	BSA Architects	D. Wilson Construction
	Student Activities Building and Cafeteria																	Warren Group Architects	D. Wilson Construction
	Thermal Plant Expansion																	Half Associates	D. Wilson Construction
	Parking and Site Improvements																	PCE	D. Wilson Construction
Mid Valley Campus																			
	Health Professions and Science Building																	ROFA Architects	Skanska USA
	Workforce Training Center Expansion																	EGV Architects	Skanska USA
	Library Expansion																	Mata + Garcia Architects	Skanska USA
	Student Services Building Expansion																	ROFA Architects	Skanska USA
	Thermal Plant																	DBR Engineering	Skanska USA
	Parking and Site Improvements																	Half Associates	Skanska USA
Technology Campus																			
	Southwest Building Renovation																	EGV Architects	ECON Construction
	Parking and Site Improvements																	Hinojosa Engineering	ECON Construction
Nursing and Allied Health Campus																			
	Campus Expansion																	ERO Architects	D. Wilson Construction
	Parking and Site Improvements																	R. Gutierrez Engineers	D. Wilson Construction
Starr County Campus																			
	Health Professions and Science Building																	Mata + Garcia Architects	D. Wilson Construction
	Workforce Training Center Expansion																	EGV Architects	D. Wilson Construction
	Library																	Mata + Garcia Architects	D. Wilson Construction
	Student Services Building Expansion																	Mata + Garcia Architects	D. Wilson Construction
	Student Activities Building Expansion																	Mata + Garcia Architects	D. Wilson Construction
	Thermal Plant																	Sigma HN Engineers	D. Wilson Construction
	Parking and Site Improvements																	Malden & Hunt Engineering	D. Wilson Construction
Regional Center for Public Safety Excellence - Pharr																			
	Training Facility																	TBD	TBD
	Parking and Site Improvements																	TBD	TBD
STC La Joya Teaching Site (Jimmy Carter ECHS)																			
	Training Labs Improvements																	EGV Architects	TBD

Review and Action as Necessary on Approval of Additional Services for Kitchen Design Consultant for the 2013 Bond Construction Program at 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 allowed at the Board's discretion 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, Mid Valley Campus Student Services Building Expansion, and Pecan Campus Student Activities Building and Cafeteria.

The kitchen consultant is recommended based on: 1) qualifications to provide the level of services required to fulfill services; 2) previous working relationship with architect of record for projects assigned provides a comfort level for providing services; 3) by having one consultant it provides a standard that offers equality and consistency of food services preparation for each campus and; 4) having one consultant provides economy in services provided.

STC staff along with Broaddus & Associates staff have reviewed the proposed scope of related kitchen design services to be included in the Bond Program. After negotiation of fees and scope of services, it is recommended that the proposed additional services for kitchen design be approved to support the project architects. Having one 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

Broaddus & Associates recommended Board approval of a single kitchen design consultant, Cospers & Associates, to consult with each project architect. This would help maintain consistent design approach for each project. 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.

The packet includes the additional services proposals submitted by each project architect as presented below. The table below summarizes the proposed additional service fee from each architect.

Cosper & Associates						
Architect	Initial Proposed Fee	Final Proposed Fee	Architect's Coordination Fee	Total Fee	Reimbursable Expenses	Total Fee Plus Reimbursable Expense
Nursing & Allied Health Campus Expansion						
ERO Architects	\$14,500	\$12,500	\$1,250	\$13,750	\$2,000	\$15,750
Mid Valley Campus Student Services Building Expansion						
ROFA Architects	\$16,000	\$14,000	\$1,400	\$15,400	\$2,000	\$17,400
Pecan Campus Student Activities Building & Cafeteria						
The Warren Group	\$36,500	\$32,000	\$3,200	\$35,200	\$2,000	\$37,200

The Facilities Committee recommended Board approval of the additional services proposals submitted by ERO Architects, ROFA, and The Warren Group in the amounts presented for specialized kitchen design services, provided by Cosper & Associates, Inc. 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 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, ROFA, and The Warren Group in the amounts presented for specialized kitchen design services, provided by Cosper & Associates, Inc. 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 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, ROFA, and The Warren Group in the amounts presented for specialized kitchen design services, provided by Cosper & Associates, Inc. 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 kitchens as presented.

Approval Recommended:

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

EXHIBIT "H"
ADDITIONAL SERVICES PROPOSAL FORM

June 5, 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.


Cosper & Associates, Inc Design Consulting Services within the Nursing and Allied Health Sciences Building for South Texas College.

(RE: Scope of Services from Cosper & Associates, Inc. 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 thirteen thousand, seven hundred fifty Dollars (\$ 13,750.00) 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 two thousand Dollars (\$ 2,000.00).
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



**P.O. BOX 275, ELMENDORF, TEXAS 78112
PHONE: 210-633-2020 FAX: 210-633-2028**

Attn: David Iglesias
ERO International, LLP
300 S. 8th Street
McAllen, Texas 78501

June 4, 2015

**Reference Project : New approximately 1500 Sq. Ft. foodservice facility for the
Nursing and Allied Health Building – South Texas College**

Dear Mr. Iglesias,

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 **\$12,500.00 (Twelve thousand five hundred dollars and 00 cents)**. This fee is based upon the services required to develop the design and construction documents for the approximately 1500 SQ. FT. new kitchen and serving area at the referenced project.

This service includes design conferences, preliminary design analysis, construction document and administration phases. 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 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. Any additional requested site visits shall be considered additional services and invoiced based upon the hourly rate schedule listed below.

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 ERO International, LLP.

ADDITIONAL SERVICES COMPENSATION & REIMBURSEABLE EXPENSES

If Additional Service are approved by the Architect, the Consultant will provide Additional Services on a mutually agreed fixed fee basis, or on an hourly basis at the Consultant's standard billing rates as listed below.

Reimbursable expenses will be paid by the Architect to the Consultant with no mark up and only for items allowed by the Client/Owner as listed in the Prime Agreement.

Our current schedule of rates are as follows:

HOURLY RATES & REIMBURSEABLE EXPENSE RATES

Principal Consultant.....	\$95/Hour
Draftsman (CAD).....	\$55/Hour
Clerical.....	\$45/Hour
Travel.....	\$.57 per mile.
Lodging/Meals.....	Cost

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.

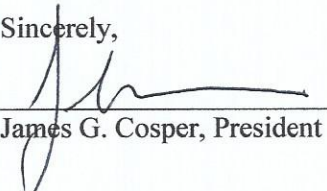
Total Fee: \$12,500.00

Schematic Design/Design Development	30%	(\$ 3,750.00)
Construction Documents	40%	(\$ 5,000.00)
Bidding Phase	5%	(\$ 625.00)
Construction Administration	25%	(\$ 3,125.00)
Estimated Reimbursable Expenses		(\$ 2,000.00)

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 ERO International, LLP 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:

David Iglesias
ERO International, LLP

Date

EXHIBIT "H"
ADDITIONAL SERVICES PROPOSAL FORM
May 5, 2015
Revised June 4, 2015

RE: STC Mid Valley Student Services

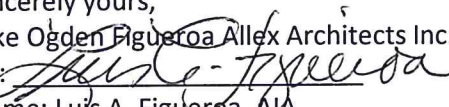
Gentlemen:

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 fifteen thousand four hundred Dollars (\$15,400.00) 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 two thousand Dollars (\$2,000.00).
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

June 4, 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 **\$14,000.00 (fourteen thousand dollars and 00 cents)**. This fee is based upon the services required to develop the design and construction documents for the approximately 1900 SQ. FT. expansion of the existing kitchen and serving areas.

This service includes design conferences, preliminary design analysis, construction document and administration phases. Cospers & 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 according to the Client's design criteria. Cospers & Associates will provide one original set of bid documents to the Architect. All copying, 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. Any additional requested site visits shall be considered additional services and invoiced based upon the hourly rate schedule listed below.

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.

ADDITIONAL SERVICES COMPENSATION & REIMBURSEABLE EXPENSES

If Additional Service are approved by the Architect, the Consultant will provide Additional Services on a mutually agreed fixed fee basis, or on an hourly basis at the Consultant's standard billing rates as listed below.

Reimbursable expenses will be paid by the Architect to the Consultant with no mark up and only for items allowed by the Client/Owner as listed in the Prime Agreement.

Our current schedule of rates are as follows:

HOURLY RATES & REIMBURSEABLE EXPENSE RATES

Principal Consultant.....	\$95/Hour
Draftsman (CAD).....	\$55/Hour
Clerical.....	\$45/Hour
Travel.....	\$.57 per mile.
Lodging/Meals.....	Cost

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.

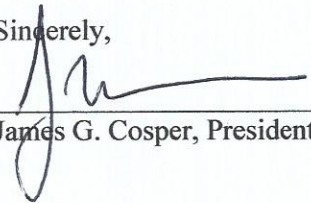
Total Fee: \$14,000.00

Schematic Design/Design Development	30%	(\$ 4,200.00)
Construction Documents	40%	(\$ 5,600.00)
Bidding Phase	5%	(\$ 700.00)
Construction Administration	25%	(\$ 3,500.00)
Estimated Reimbursable Expenses		(\$ 2,000.00)

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

**CONTRACT AMENDMENT #1
 PECAN CAMPUS CAFETERIA & STUDENT ACTIVITIES BUILDING
 ADDITIONAL SERVICES PROPOSAL #01**

June 11, 2015

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

RE: 2013 Construction Bond Program
 New Cafeteria & Student Activities Building
 Pecan Campus, McAllen, TX

Dr. Reed:

Please refer to the Agreement dated February 24, 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 Kitchen Consultant services for the new 5,790 SF Kitchen space per detailed description provided by Cospers & Associates 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-Five Thousand Two Hundred Dollars (\$35,200.00) and an amount not to be exceeded of Two Thousand Dollars (\$2,000.00) 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 \$3,200 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	\$356,535.00
Previous Additions	0.00
Previous Deductions	0.00
Net Balance Contract Amount	\$356,535.00
This Addition	35,200.00
Adjusted Contract Amount	\$391,735.00

The Warren Group Architects, Inc.

By:

Name: Laura Nassri Warren, AIA
 Title: Principal

South Texas College

By:

Name: Dr. Shirley Reed
 Title: President



P.O. BOX 275, ELMENDORF, TEXAS 78112
PHONE: 210-633-2020 FAX: 210-633-2028

Attn: Laura Warren
The Warren Group, Inc.
1801 S. 2nd St., Suite 330
McAllen, Texas 78503

June 4, 2015

**Reference Project : New foodservice facility for Pecan Student Services Building -
South Texas College**

Dear Mrs. Warren,

In accordance with the information provided on the proposed referenced project, we are pleased to submit the following proposal for our consulting and design services.

We will furnish our foodservice consulting services for the referenced project for a total fee of **\$32,000.00 (thirty-two thousand dollars and 00 cents)**. This fee is based upon the services required to develop the design and construction documents for the approximately 5000 SQ. FT. new kitchen and serving area and 600 SQ. FT. prep kitchen on the second level of the referenced project.

This service includes design conferences, preliminary design analysis, construction document and administration phases. 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 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. Any additional requested site visits shall be considered additional services and invoiced based upon the hourly rate schedule listed below.

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 The Warren Group, Inc.

ADDITIONAL SERVICES COMPENSATION & REIMBURSEABLE EXPENSES

If Additional Service are approved by the Architect, the Consultant will provide Additional Services on a mutually agreed fixed fee basis, or on an hourly basis at the Consultant's standard billing rates as listed below.

Reimbursable expenses will be paid by the Architect to the Consultant with no mark up and only for items allowed by the Client/Owner as listed in the Prime Agreement.

Our current schedule of rates are as follows:

HOURLY RATES & REIMBURSEABLE EXPENSE RATES

Principal Consultant.....	\$95/Hour
Draftsman (CAD).....	\$55/Hour
Clerical.....	\$45/Hour
Travel.....	\$.57 per mile.
Lodging/Meals.....	Cost

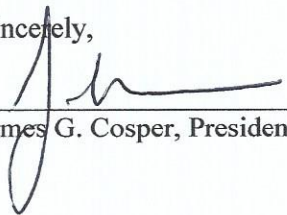
Total Fee: \$32,000.00

Schematic Design/Design Development	30%	(\$ 9,600.00)
Construction Documents	40%	(\$12,800.00)
Bidding Phase	5%	(\$ 1,600.00)
Construction Administration	25%	(\$ 8,000.00)
Estimated Reimbursable Expenses		(\$ 2,000.00)

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 The Warren Group, Inc. 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:

Laura Warren, AIA
The Warren Group, Inc. Date

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

Approval to extend the lease agreement with the City of McAllen for the use of space in the Technology Campus Southwest Building is requested.

In September 2013, the Board of Trustees approved the lease agreement with the City of McAllen for use of 19,438 square feet of vacant warehouse space in the Technology Campus Southwest Building for a nine-month period beginning September 24, 2014 through June 24, 2015. The current lease includes a rent of \$1.00 and an in-kind contribution and installation of a 16' x 18' overhead door.

The City of McAllen has requested the extension of their lease as per the attached letter for six more months ending December 24, 2015. The extension is being requested because the City has floats currently under construction in preparation for the Fourth of July and December 2015 parades.

Based on the current bond program construction schedule, the renovation of the Southwest Building at the Technology Campus will begin in January or February of 2016 and does not pose a conflict during the design phase of the building renovation.

The Facilities Committee recommended Board approval of the extension of lease with the City of McAllen for use of Space in the Technology Campus Southwest Building through December 24, 2015 as presented.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize the extension of lease with the City of McAllen for use of Space in the Technology Campus Southwest Building through December 24, 2015 as presented.

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

The Board of Trustees of South Texas College approves and authorizes the extension of lease with the City of McAllen for use of Space in the Technology Campus Southwest Building through December 24, 2015 as presented.

Approval Recommended:

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



JAMES DARLING, Mayor
HILDA SALINAS, Mayor Pro-Tem and Commissioner District 3
AIDA RAMIREZ, Mayor Pro-Tem and Commissioner District 4
RICHARD F. CORTEZ, Commissioner District 1
TREY PEBLEY, Commissioner District 2
JOHN J. INGRAM, Commissioner District 5
VERONICA VELA WHITACRE, Commissioner District 6
ROEL RODRIGUEZ, P.E., City Manager

June 4, 2015

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

RE: TECHNOLOGY CAMPUS BUILDING E LEASE

Dear Dr. Reed

I am writing to request your assistance in granting an amendment to our current agreement dated October 15, 2014 on your building located at Technology Campus, 3900 Military highway that is being leased by the City of McAllen as a float design and construction studio.

As I am sure your staff has informed you as they have the city, our current agreement ends June 24, 2015. We currently have floats under construction for our Fourth of July and December 2015 parades and do not believe it is possible for us to relocate the floats under construction to another location by June 24.

We would appreciate your assistance in amending our current agreement to end December 24, 2015 in order to have sufficient time to locate a suitable warehouse to relocate to.

After meeting with your staff on Tuesday June 2, it appears that the extension of our agreement, does not cause an inconvenience to your construction schedule for that facility.

Should you have any questions, please feel free to contact me at 956-681-1001.

Sincerely,

A handwritten signature in blue ink that reads "Roel Rodriguez". The signature is stylized and cursive.

Roel "Roy" Rodriguez, P.E.
City Manager

Review and Action as Necessary on Contracting Construction Services for the Pecan Campus Sports Field Lighting

Approval to contract construction services for the Pecan Campus Sports Field Lighting is requested.

On December 16, 2014 the Board of Trustees previously approved design services with DBR Engineering Consultants, Inc. to prepare plans and specifications for installation of lighting at the sports field located on the north side of the Pecan Campus. As a result, the electrical engineering team at DBR Engineering completed the plans necessary for this project. Attached are a conceptual site plan showing the location of the sports field lighting project and site maps and a report showing sports field utilization by student groups.

DBR Engineering has worked with STC staff in preparing and issuing the necessary plans and specifications for the solicitation of competitive sealed proposals. Solicitation of competitive sealed proposals for this project began on May 11, 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 May 26, 2015.

Timeline for Solicitation of Competitive Sealed Proposals	
May 11, 2015	Solicitation of competitive sealed proposals began.
May 26, 2015	Four (4) proposals were received.

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

Funds are budgeted in the FY 2014-2015 non-bond Construction budget for this project. Additional funds in the amount of \$28,500 are available from construction savings of other non-bond projects.

Source of Funding	Budgeted Funds	Highest Ranked Proposal Zitro Electric, LLC
Non-Bond Construction	\$200,000	\$228,500

The Facilities Committee recommended Board approval to contract construction services with Zitro Electric, LLC in the amount of \$228,500 for the Pecan Campus Sports Field Lighting project as presented.

Recommendation:

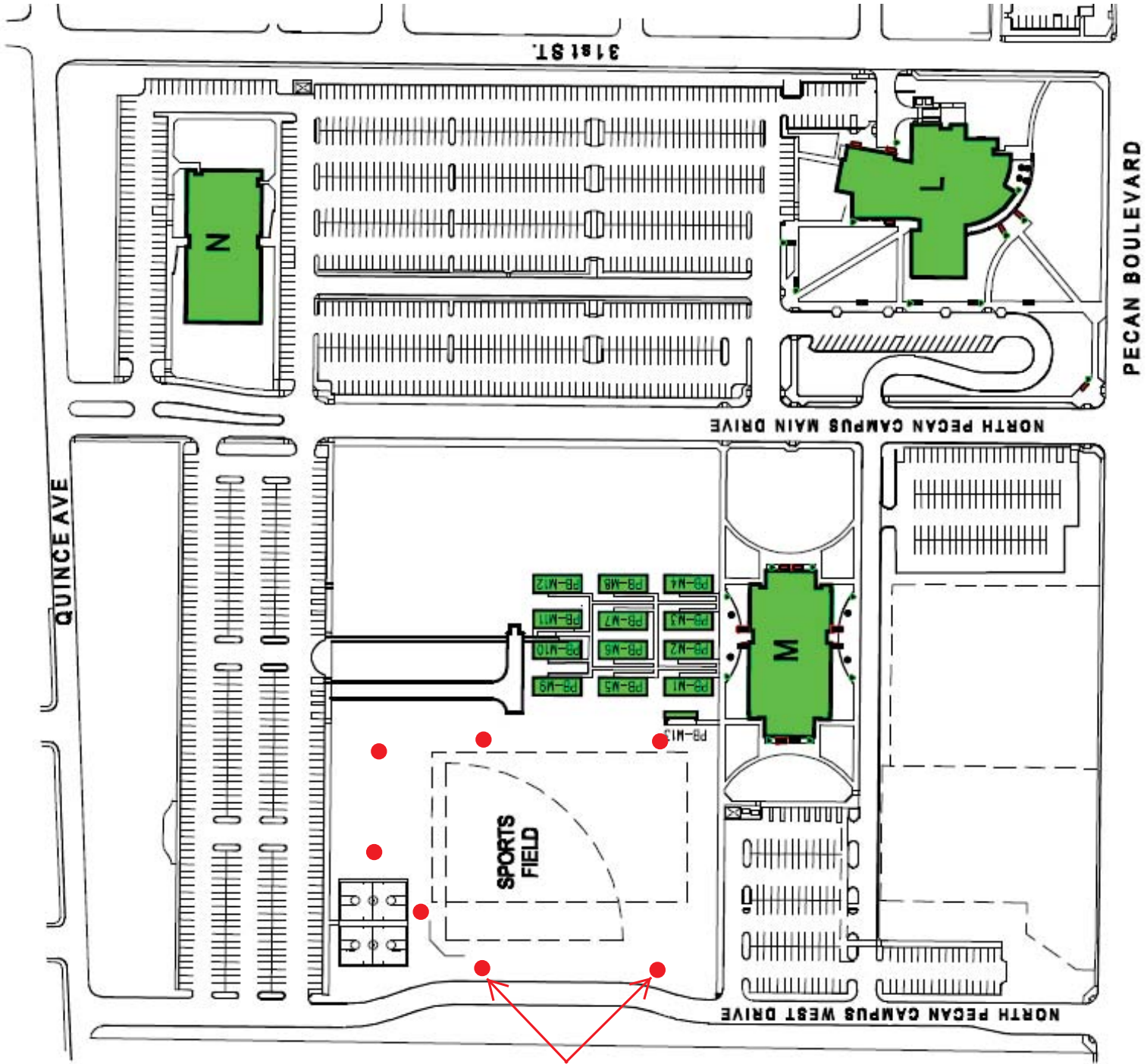
It is recommended that the Board of Trustees of South Texas College approve and authorize contracting construction services with Zitro Electric, LLC in the amount of \$228,500 for the Pecan Campus Sports Field Lighting project as presented.

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

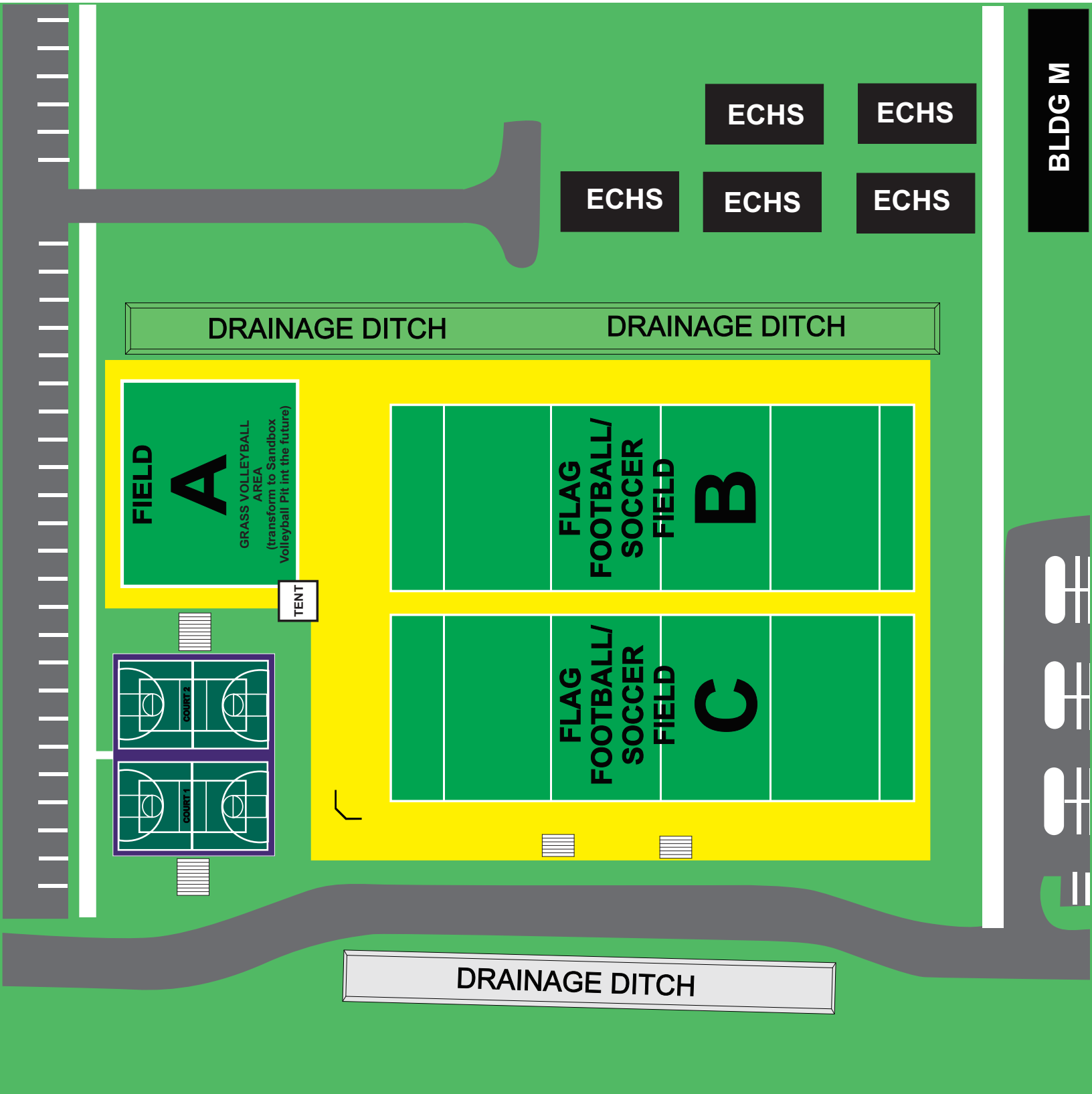
The Board of Trustees of South Texas College approves and authorizes contracting construction services with Zitro Electric, LLC in the amount of \$228,500 for the Pecan Campus Sports Field Lighting project as presented.

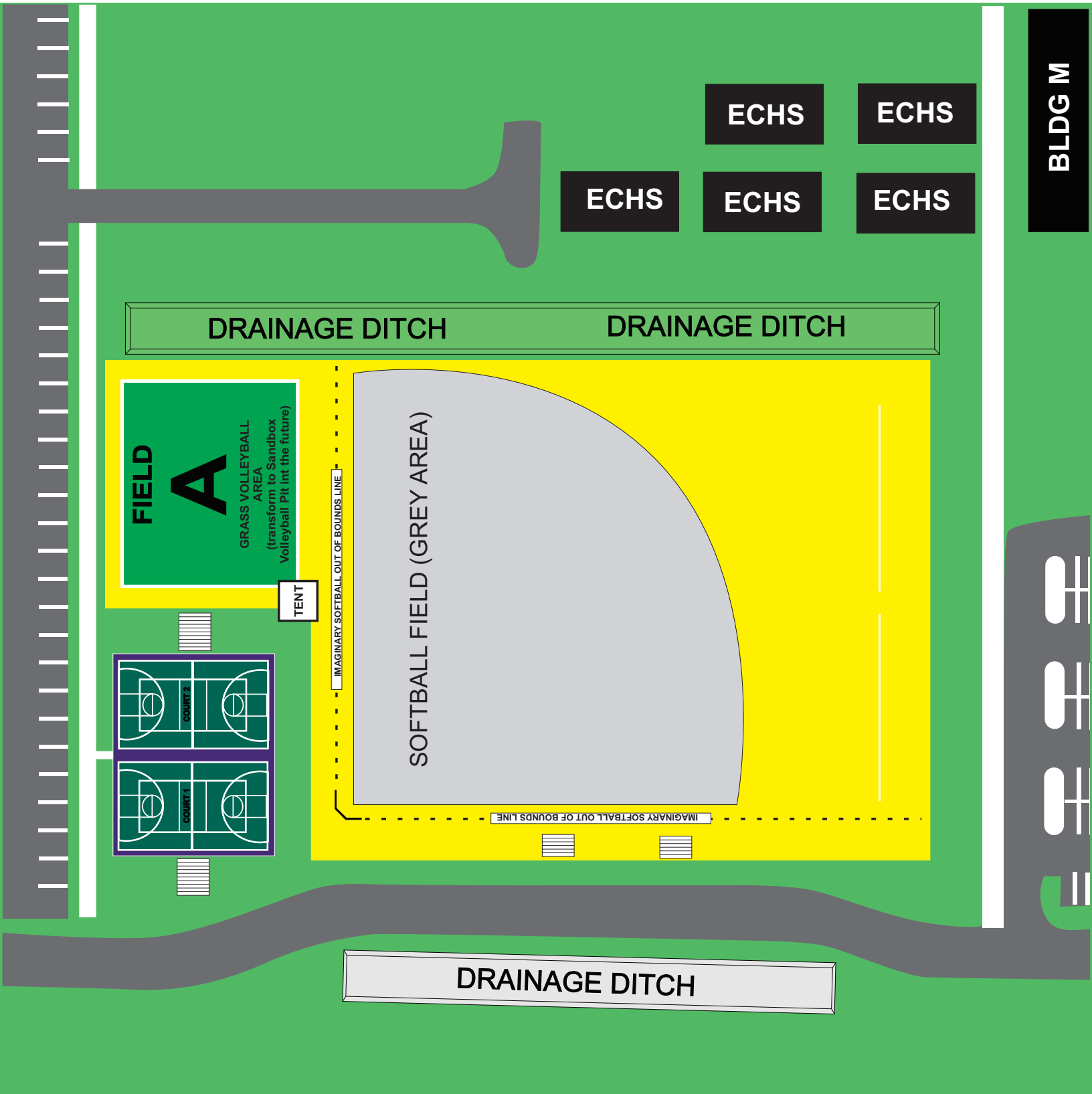
Approval Recommended:

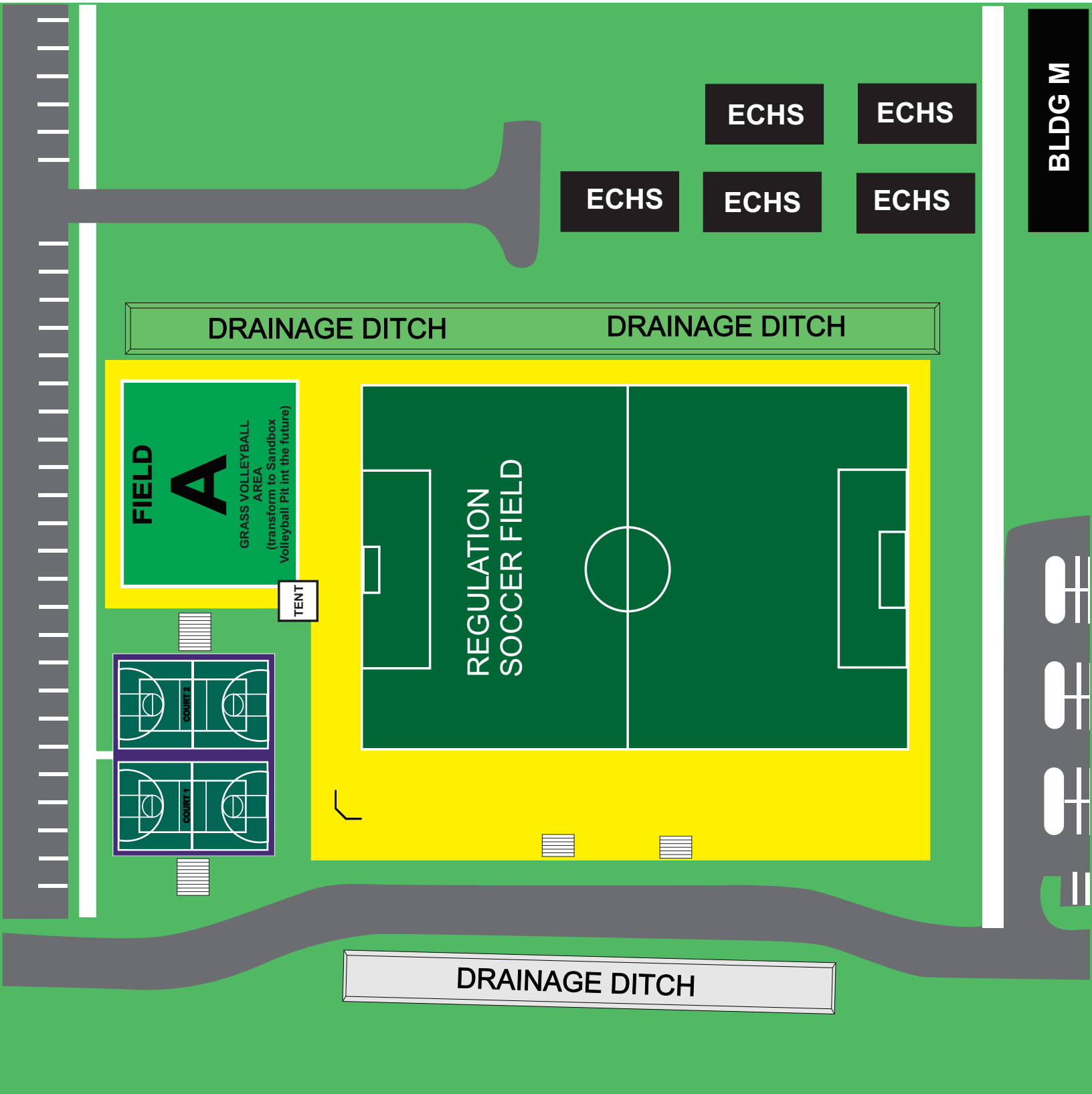
**Shirley A. Reed, M.B.A., Ed.D.
President**



Proposed
Lighting
Locations









FY 13 and FY 14 Pecan fields Intramural Sports Statistics

FALL 2013

SPORT	MALES	MALE TEAMS	FEMALES	FEMALE TEAMS	COED TEAMS	TOTAL PARTICIPANTS	Notes
Flag Football	336	28	0	0	0	336	Season is from September to October. Games are twice a week from 5:30PM to 11:30PM
Soccer	157	19	10	1	0	167	Season is from October to November. Games are twice a week from 5:30PM to 11:30PM
	493	47	10	1	0	503	

FALL 2014

SPORT	MALES	MALE TEAMS	FEMALES	FEMALE TEAMS	COED TEAMS	TOTAL PARTICIPANTS	Notes
Flag Football	443	35	57	0	6	500	Season is from September to October. Games are twice a week from 5:30PM to 11:30PM
Soccer	192	20	59	6	0	251	Season is from October to November. Games are twice a week from 5:30PM to 11:30PM
ECHS Soccer Tourney	61	6	36	4	0	97	Was a one day tournament, but is expected to grow immensely.
	696	61	152	10	6	848	

Additional considerations:

1. Coed Softball was played at a rental facility in Mission due to number of teams. However with the sports lights, this can be accommodated at Pecan.
2. With the sports lights, we will be requesting construction of a sand volleyball pit/s at the Pecan fields to accommodate this popular sport amongst females.
3. With the sports lights, the Kinesiology program can now schedule evening/night classes for soccer, flag football, etc.
4. Since 2009, STC has been paying approximately \$8,500 annually to rent manual portable sports lights to use during the field intramural sporting events.
5. Please note that numbers above strictly reflect Pecan campus field sports events, and not the entire districtwide intramural sports offerings such as basketball, volleyball, etc.

**SOUTH TEXAS COLLEGE
 PECAN CAMPUS HEALTH & WELLNESS/KINESIOLOGY SPORTS FIELD LIGHTING PROJECT
 PROJECT NO. 14-15-1060**

VENDOR	CAS Companies, LP.	D&F Industries, Inc.	Metro Electric, Inc.	Zitro Electric, LLC.
ADDRESS	5402 S Expressway 83	3106 N Sugar Rd	1901 Industrial Dr	604 Palmview Dr
CITY/STATE	Harlingen, TX 78552	Pharr, TX 78577	McAllen, TX 78504	Mission, TX 78574
PHONE	956-216-8200	956-781-2496	956-686-2323	956-581-8899
FAX	956-216-8069	956-781-0333	956-686-4559	956-581-8892
CONTACT	Kathryn Carr-Brown	Kenneth W. Hausenfluck	Michael Gerdes	Mike Pena
#	Proposed	Proposed	Proposed	Proposed
Description	Proposed	Proposed	Proposed	Proposed
1	\$ 325,000.00	\$ 265,700.00	\$ 250,749.00	\$ 228,500.00
Base Proposal: Pecan Campus Health & Wellness/Kinesiology Sports Field Lighting Project				
2	7 Working Days	10 Working Days	10 Working Days	10 Working Days
3	84 Calendar Days	100 Calendar Days	120 Calendar Days	90 Calendar Days
TOTAL PROPOSAL AMOUNT	\$ 325,000.00	\$ 265,700.00	\$ 250,749.00	\$ 228,500.00
TOTAL RANKING POINTS	73.9	81.5	90.1	90.6
RANKING	4	3	2	1

**SOUTH TEXAS COLLEGE
PECAN CAMPUS HEALTH & WELLNESS/KINESIOLOGY SPORTS FIELD LIGHTING
PROJECT NO. 14-15-1060
EVALUATION FORM**

VENDOR		CAS Companies, LP.	D&F Industries, Inc.	Metro Electric, Inc.	Zitro Electric, LLC.				
ADDRESS		5402 S Expressway 83	3106 N Sugar Rd	1901 Industrial Dr	604 Palmview Dr				
CITY/STATE		Harlingen, TX 78552	Pharr, TX 78577	McAllen, TX 78504	Mission, TX 78574				
PHONE/FAX		956-216-8200	956-781-2496	956-686-2323	956-581-8899				
FAX		956-216-8069	956-781-0333	956-686-4559	956-581-8892				
CONTACT		Kathryn Carr-Brown	Kenneth W. Hausenfluck	Michael Gerdes	Mike Pena				
1	The Respondent's price proposal. (up to 45 points)	31.6	31.6	38.7	38.7	41	41	45	45
		31.6		38.7		41		45	
		31.6		38.7		41		45	
		31.6		38.7		41		45	
		31.6		38.7		41		45	
2	The Respondent's experience and reputation. (up to 10 points)	8	6.6	9	8.8	9.5	9.5	9	9
		5		10		10		9	
		6		9		10		9	
		7		9		9		9	
		7		7		9		9	
3	The quality of the Respondent's goods or services. (up to 10 points)	9	7.2	7	7.8	9	9	8.5	8.7
		8		10		10		9	
		6		7		9		9	
		6		8		8		8	
		7		7		9		9	
4	The Respondent's safety record (up to 5 points)	3.5	3.3	3	2.8	4.5	4.5	4	3.2
		3		3		4		3	
		4		2		5		3	
		4		2		4		3	
		2		4		5		3	
5	The Respondent's proposed personal. (up to 8 points)	6.5	6.5	6	6	7	7.2	6	6.2
		7		5		7		5	
		5		6		6		6	
		7		7		8		7	
		7		6		8		7	
6	The Respondent's financial capability in relation to the size and the scope of the project. (up to 9 points)	7	6.8	7	7	8.5	8.3	7.5	7.3
		7		7		9		7	
		6		6		8		7	
		7		8		8		8	
		7		7		8		7	
7	The Respondent's organization and approach to the project. (up to 6 points)	4.5	4.9	4	4.6	5.5	5.7	4	4.8
		5		5		6		5	
		4		5		5		5	
		5		5		6		5	
		6		4		6		5	
8	The Respondent's time frame for completing the project. (up to 7 points)	7	7	5.8	5.8	4.9	4.9	6.4	6.4
		7		5.8		4.9		6.4	
		7		5.8		4.9		6.4	
		7		5.8		4.9		6.4	
		7		5.8		4.9		6.4	
TOTAL EVALUATION POINTS		73.9		81.5		90.1		90.6	
RANKING		4		3		2		1	

Review and Action as Necessary on Contracting Construction Services for the Nursing & Allied Health Campus Irrigation System Upgrade

Approval to contract construction services for the Nursing & Allied Health Campus Irrigation System Upgrade is requested.

SSP Design prepared plans and specifications for the upgrade of the irrigation system at the Nursing & Allied Health Campus. As a result, the design team at SSP Design completed the plans necessary for this project.

SSP Design 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 May 11, 2015. A total of three (3) sets of construction documents were issued to general contractors, sub-contractors, and suppliers and a total of two (2) proposals were received on May 26, 2015.

Timeline for Solicitation of Competitive Sealed Proposals	
May 11, 2015	Solicitation of competitive sealed proposals began.
May 26, 2015	Two (2) proposals were received.

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

Funds are budgeted in the FY 2014-2015 Renewals and Replacements budget for this project. Additional funds in the amount of \$7,767 are available from other renewals and replacements project savings.

Source of Funding	Budgeted Funds	Highest Ranked Proposal Southern Landscapes
Renewals & Replacements	\$30,000	\$37,767

The Facilities Committee recommended Board approval to contract construction services with Southern Landscapes in the amount of \$37,767 for the Nursing & Allied Health Campus Irrigation System Upgrade project as presented.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize contracting construction services with Southern Landscapes in the amount of \$37,767 for the Nursing & Allied Health Campus Irrigation System Upgrade 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 Southern Landscapes in the amount of \$37,767 for the Nursing & Allied Health Campus Irrigation System Upgrade project as presented.

Approval Recommended:

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

**SOUTH TEXAS COLLEGE
NURSING & ALLIED HEALTH CAMPUS IRRIGATION IMPROVEMENTS
PROJECT NO. 14-15-1080**

VENDOR		FR Green Thumb Landscaping	Southern Landscapes
ADDRESS		5212 N Jackson Rd	821 E Beech Ave
CITY/STATE		Edinburg, TX 78539	McAllen, TX 78501
PHONE		956-380-2289	956-618-1899
FAX		956-381-8631	956-618-0850
CONTACT		George Davis	Jon Klement
#	Description	Proposed	Proposed
1	Base Proposal: Nursing & Allied Health Campus Irrigation Improvements	\$40,009.10	\$37,767.00
2	Begin Work Within	****	5 Working Days
3	Completion of Work Within	****	14 Calendar Days
TOTAL PROPOSAL AMOUNT		\$40,009.10	\$37,767.00
TOTAL RANKING POINTS		53	94.5
RANKING		2	1

****Information was not provided.

**SOUTH TEXAS COLLEGE
NURSING & ALLIED HEALTH CAMPUS IRRIGATION IMPROVEMENTS
PROJECT NO. 14-15-1080
EVALUATION FORM**

VENDOR		FR Green Thumb Landscaping		Southern Landscapes	
ADDRESS		5212 N Jackson Rd		821 E Beech Ave	
CITY/STATE		Edinburg, TX 78539		McAllen, TX 78501	
PHONE/FAX		956-380-2289		956-618-1899	
FAX		956-381-8631		956-618-0850	
CONTACT		George Davis		Jon Klement	
1	The Respondent's price proposal. (up to 45 points)	42.5	42.5	45	45
		42.5		45	
		42.5		45	
		42.5		45	
2	The Respondent's experience and reputation. (up to 10 points)	6	4.75	9	9.25
		3		10	
		5		9	
		5		9	
3	The quality of the Respondent's goods or services. (up to 10 points)	3	3	9	8.75
		3		10	
		3		7	
		3		9	
4	The Respondent's safety record (up to 5 points)	0	0	4.5	4.625
		0		5	
		0		4	
		0		5	
5	The Respondent's proposed personal. (up to 8 points)	0	0	7	7
		0		8	
		0		6	
		0		7	
6	The Respondent's financial capability in relation to the size and the scope of the project. (up to 9 points)	2	2.75	8	8
		3		8	
		3		8	
		3		8	
7	The Respondent's organization and approach to the project. (up to 6 points)	0	0	4.5	4.875
		0		5	
		0		5	
		0		5	
8	The Respondent's time frame for completing the project. (up to 7 points)	0	0	7	7
		0		7	
		0		7	
		0		7	
TOTAL EVALUATION POINTS		53		94.5	
RANKING		2		1	

Note: Points are based on the November 2013 Board Approved Evaluation Criteria

A zero (0) score constitutes a no response to the questions pertaining to the criteria.

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

- 1. Pecan Campus South Academic Building Science Lab Exhaust Fan**
- 2. Technology Campus Cooling Tower Replacement**
- 3. Nursing & Allied Health Campus Parking Lot Expansion and Entry Drive**

Approval of substantial completion for the following projects is requested.

	Projects	Substantial Completion	Final Completion	Documents Attached
1.	Pecan Campus South Academic Building Science Lab Exhaust Fan Architect: EGV Architects Contractor: Holchemont, Ltd.	Recommended	Expected July 2015	Substantial Completion Certificate
2.	Technology Campus Cooling Tower Replacement Engineer: Halff Associates Contractor: Protech Mechanical	Recommended	Expected July 2015	Substantial Completion Certificate
3.	Nursing & Allied Health Campus Parking Lot Expansion and Entry Drive Engineer: Perez Consulting Engineers Contractor: Texas Cordia Construction	Recommended	Expected July 2015	Substantial Completion Certificate

1. Pecan Campus South Academic Building Science Lab Exhaust Fan

It is recommended that substantial completion for this project with Holchemont, Ltd. be approved.

EGV Architects and STC staff visited the site and developed a construction punch list. As a result of this site visit and observation of the completed work, a Certificate of Substantial Completion for the project was certified on May 29, 2015. Substantial Completion was accomplished within the time allowed in the Owner/Contractor agreement for this project. A copy of the Substantial Completion Certificate is attached.

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

2. Technology Campus Cooling Tower Replacement

It is recommended that substantial completion for this project with Protech Mechanical be approved.

Engineers with Halff Associates and STC staff visited the site and developed a construction punch list. As a result of this site visit and observation of the completed work, a Certificate of Substantial Completion for the project was certified on May 29, 2015. A copy of the Substantial Completion Certificate is attached.

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

3. Nursing & Allied Health Campus Parking Lot Expansion and Entry Drive

It is recommended that substantial completion for this project with Texas Cordia Construction be approved.

Perez Consulting Engineers 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 June 1, 2015. Substantial Completion was accomplished within the time allowed in the Owner/Contractor agreement for this project. A copy of the Substantial Completion Certificate is attached.

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

The Facilities Committee recommended Board approval of the substantial completion of the projects as presented.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize the substantial completion of the 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 substantial completion of the projects as presented.

Approval Recommended:

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

Substantial Completion Acceptance

Project Name: Pecan Campus South Academic Building Science Lab Exhaust Fan

Project No.: RFP 14-15-1046

Owner: South Texas College

Contractor: Holchemont, Ltd.

A/E Firm: EGV Architects

Scope of Work Covered by This Acceptance:

Installation of a new exhaust fan and all duct accessories on the existing roof a to serve an existing science lab.

Effective Date of Acceptance: 5/29/2015

This constitutes the Owner's acceptance for Beneficial Occupancy: Yes No

In accordance with plans and specifications of the Contract, this is to confirm the results of the substantial completion inspection(s). The "punch list(s)" of items remaining to be completed or corrected as of the effective date of this acceptance, is formally issued under separate cover. It is expressly understood that the failure to include any items on such list (s) does not alter the responsibility of the Contractor to complete all Work in accordance with the Contract Documents. In accordance with the Contract, the Date of Substantial Completion is that Date jointly certified by the Architect/Engineer, owner and Contractor that the Work is sufficiently completed for the Owner to utilize it, or designated portion thereof, for the intended purpose.

As of the effective date noted above, the Contractor is relieved of the responsibilities for utilities, maintenance, security, custodial services, and insurance coverage, which may pertain specifically to the Work, covered by this acceptance. The Contractor remains responsible; however, to maintain full insurance coverage as required by the Contract for any areas of the project not yet accepted, and such coverage as may be necessary for its employees and subcontractors while engaged in completion of the punch list items as identified above.

The Owner and A/E will continue to inspect the entire project, including the work accepted herein, until final completion and acceptance of all elements of the work. This inspection will cover such defects as may have been overlooked as well as the items currently remaining on the punch list (s). The date of Substantial Completion Acceptance of the Project or portion designated above is the date of issuance established by this document, which is also the date of commencement of applicable warranties required by the Contract Documents.

The Contractor shall complete/correct the items identified on the punch list(s) within		30
Calendar days from the Effective Date of this Acceptance.		
<i>Michael Montalvo</i>	<i>[Signature]</i>	<i>6.2.15</i>
<small>Printed Name and Title</small>	<small>Signature</small>	<small>Date</small>

The Architect/Engineer agrees that the Work noted in this Acceptance is sufficiently complete to be used as intended.		
<i>E. G. VELA, AIA</i>	<i>[Signature]</i>	<i>2/June/2015</i>
<small>Printed Name and Title</small>	<small>Signature</small>	<small>Date</small>

With the exception of those items noted on the attached "punch list(s)", the Owner accepts the Work designated herein as Substantially Complete as of the Effective Date of this Acceptance.		
<small>Printed Name and Title</small>	<small>Signature</small>	<small>Date</small>




AIA® Document G704™ – 2000
Certificate of Substantial Completion
PROJECT:
(Name and address)

 South Texas Technology
 Campus-Cooling Tower Replacement
 3700 West Military Hwy
 McAllen, Texas 78503

PROJECT NUMBER: 30076/

CONTRACT FOR: General Construction

CONTRACT DATE: February 13, 2015

 OWNER:

 ARCHITECT:

 CONTRACTOR:

 FIELD:

 OTHER:
TO OWNER:
(Name and address)

 South Texas College
 3200 West Pecan Boulevard, Bldg N.
 Suite 145
 McAllen, Texas 78501

TO CONTRACTOR:
(Name and address)

 Protech Mechanical Inc.
 6346 Harwick Drive
 Corpus Christi, Texas 78417

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

Entire Project

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

Warranty

All project Work.

Date of Commencement

May 29, 2015

Half Associates, Inc.

ARCHITECT

BY

DATE OF ISSUANCE

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

Cost estimate of Work that is incomplete or defective: \$15,000.00

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

Protech Mechanical Inc.

CONTRACTOR

BY

DATE

The Owner accepts the Work or designated portion as substantially complete and will assume full possession at 12:01am (time) on June 4, 2015 (date).

South Texas College

OWNER

BY

DATE



June 4, 2015

Texas Cordia Construction LLC
Attn: Yara M. Corbitt, PE
3149-A Center Pointe Dr.
Edinburg, Texas 78539

**Re: Rebid - Nursing & Allied Health Campus North Parking Lot Expansion
Substantial Completion Certificate
Punch List Items and Photo Exhibits**

Dear Ms. Corbitt,

As requested by Texas Cordia Construction, a site inspection was held on Monday, June 1, 2015 for this project. Representatives from South Texas College, Perez Consulting Engineers, SSP Design, and Texas Cordia Construction were present during this inspection.

Attached is the Certificate of Substantial Completion and the inspection punch list along with the photo exhibits.

Please proceed with diligence to the completion of these items. In addition to the successful corrections of the listed items, all other required close-out documents will have to be prepared and submitted for approval. Please refer to the Contract Documents for a list of Close-Out Documents.

Please advise us to schedule a Final Inspection to verify that all the items listed have been completed.

Respectfully Submitted,

A handwritten signature in blue ink, appearing to read 'J. David Perez', is written over a horizontal line.

J. David Perez, P.E.

Attachments: Certificate of Substantial Completion
Photo Exhibits

CC: John Dela Garza - South Texas College
File

Certificate of Substantial Completion

Project: South Texas College Nursing and Allied Health Campus North Parking Lot Expansion Project	Owner: South Texas College (STC)	Owner's Project No. 14-15-1036
Contract: Rebid - Nursing & Allied Health Campus North Parking Lot Expansion South Texas College - McAllen		Date of Contract: January 13, 2015 NTP: May 3, 2015
Contractor: Yara M. Corbitt, President Texas Cordia Construction, LLC 3149-A Center Pointe Dr. Edinburg, Texas 78539		Engineer: PCE-Perez Consulting Engineers 808 Dallas Avenue McAllen, Texas 78501 Project No. STC13127P2

This [~~tentative~~] [definitive] Certificate of Substantial Completion applies to:

All Work under the Contract Documents

The following specified portions:

DATE OF SUBSTANTIAL COMPLETION: June 1st, 2015

The work to which this Certificate applies has been inspected by authorized representatives of the OWNER, CONTRACTOR, and ENGINEER, and found to be substantially complete. The Date of Substantial Completion of the Project (or portion thereof designated above) is hereby declared and is also the date of commencement of applicable warranted required by Contract Documents, except as stated below.

A [~~tentative~~] [~~revised tentative~~] [definitive] list of items to be completed or corrected is attached hereto. This list may not be all-inclusive, and the failure to include any items on such list does not alter the responsibility of the Contractor to complete all Work in accordance with the Plans and Contract Documents.

The responsibilities between the OWNER and the CONTRACTOR for security, operation, safety, maintenance, heat, utilities, insurance and warranties shall be as provided by the Contract Documents except as follows:

Amended Responsibilities

Not Amended

EJCDC No. C-625 (2002 Edition)

Page 1

Prepared by the Engineer's Joint Contract Documents Committee and endorsed by the Associated General Contractors of America and the Construction Specifications Institute

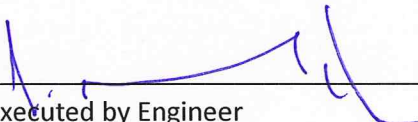
Owner's Amended Responsibilities:

Contractor's Amended Responsibilities:

The following Documents are attached to and made part of this Certificate:

Punch List Items and attached Photo Exhibits Numbered 1-5

This Certificate does not constitute acceptance of the Work not in accordance with the Contract Documents nor is it a release of Contractor's obligation to complete the Work in accordance with the Plans and Contract Documents.



Executed by Engineer
PCE-Perez Consulting Engineers, L.L.C.

Accepted by Contractor
Yara M. Corbitt, PE, President
Texas Cordia Construction, LLC.

Accepted by Owner
South Texas College

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

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

Recommendation:

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

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

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

Approval Recommended:

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

Update on Status of Non-Bond Program Construction Projects

The Facilities Planning & Construction staff prepared the attached design and construction update. This update summarizes the status of each capital improvement project currently in progress, not including 2013 Bond Construction Program projects.

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

Status of Non-Bond Construction Projects in Progress June 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 is complete	\$353,000	\$402,960.40	\$402,960.40	\$0
Buildings A, G, H, & X Electrical Disconnects	100%	March 2015	1. Construction Phase 2. Construction is complete	\$100,000	\$98,362	\$93,443.90	\$4,918.10
Covered Area for Ceramic Arts Kilns	95%	April 2015	1. Design phase 2. Design in progress	\$48,750	\$29,250	\$0	\$29,250
Library Additional Study Rooms	15%	June 2015	1. Design phase 2. Design on hold	\$54,000	TBD	\$0	TBD
Sports Fields Lighting	100%	April 2015	1. Design phase 2. Design complete	\$30,000	\$16,000	\$12,000	\$4,000
Removal of Trees for Bond Construction	100%	January 2015	1. Construction Phase 2. Construction in complete	\$25,000	\$21,142	\$21,142	\$0
Infrastructure for Relocation of Portable Buildings	5%	August 2015	1. Construction Phase 2. Construction in progress	\$350,000	\$333,249.50	\$0	\$333,249.50

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	30%	May 2015	1. Design Phase 2. Design in progress	\$37,500	\$23,125	\$0	\$23,125
AECHS Service Drive and Sidewalk Relocation	2%	July 2015	1. Construction phase 2. Contract negotiations in progress	\$60,000	\$9,493	\$7,595	\$1,898
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	\$0	TBD
Building A Carpet Replacement	2%	July 2015	1. Construction Phase 2. Construction in progress	\$60,000	\$34,120	\$0	\$34,120
Building J Science Lab Exhaust Fan	95%	May 2015	1. Construction Phase 2. Construction in progress	\$0	\$23,300	\$0	\$23,300
Pecan Plaza Police Department Emergency Generator	75%	June 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%	August 2015	1. Construction Phase 2. Construction in progress	\$75,000	\$115,000	\$0	\$115,000
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	5%	October 2015	1. Construction Phase 2. Construction 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	\$53,114.15	\$15,462.15	\$37,652
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	95%	June 2015	1. Construction Phase 2. Construction in progress	\$740,000	\$665,527.80	\$244,639.25	\$420,888.55
Irrigation System upgrades	100%	June 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	100%	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	\$30,000	\$36,308.18	\$6,369.34	\$29,938.84
District Wide							
Building to Building ADA Accessibility Improvements Phase II	60%	July 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	10%	February 2015	1. Construction phase 2. Construction in progress	\$100,000	TBD	\$0	TBD
Directional Signage Updates	20%	July 2015	1. Project development 2. Work in progress	\$25,000	TBD	\$0	TBD
H.S.I Grant – Five Tier One Lab Conversions	20%	August 2015	1. Construction phase 2. Work in progress	\$25,000	\$22,820	\$0	\$22,820
For FY 2014-2015, 25 non-bond projects are currently in progress, 14 have been completed and 22 pending startup - 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 May 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 **May 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 May 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 May 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 May 2015
- B. Release of Checks for \$125,000.00 and Above
Board of Trustees Approval Required for May 2015
- C. Release of Checks for \$125,000.00 and Above
Released Prior to Board Approval (Policy 5610) for May 2015
- D. Release of Construction Fund Checks for May 2015
- E. Quarterly Investment Report for May 2015
- F. Summary of Revenue for May 2015
- G. Summary of State Appropriations Income for May 2015
- H. Summary of Property Tax Income for May 2015
- I. Summary of Expenditures by Classification for May 2015
- J. Summary of Expenditures by Function for May 2015
- K. Summary of Auxiliary Fund Revenues and Expenditures for May 2015
- L. Summary of Grant Revenues and Expenditures, May 2015
- M. Summary of Bid Solicitations
- N. Check Register for May 2015

FINANCIAL REPORTS

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

President's Report



Summer I and III are well on their way with traditional and dual student enrollment at 10,601, an 11% increase over Summer I/III 2014. Summer sessions range from 4 to 8 weeks, giving students plenty of time to not only get ahead with their coursework, but also have time to enjoy their summer vacation. In addition, students can rely on classroom environments that facilitate learning with small classroom sizes averaging 26 students per every instructor. Whether students are planning to attend college in the Rio Grande Valley or at another institution in the fall, South Texas College

is ready to help prepare them for success. Current and future students are welcome to stop by the Student Services Buildings to visit with staff and receive assistance. Summer II is just around the corner with classes starting on July 8th!



Summer Campus Tours at Pecan, Mid-Valley and Starr County are available for new students and their families who would like to learn more about South Texas College. Tours of the Nursing and Allied Health, and the Technology Campuses are also available by special request.

Each year, thousands of students visit a South Texas College campus for college-day tours. The College Connections Department under the leadership of Lazaro Barroso, Director of College Connections and Admissions, recently welcomed students from IDEA Alamo, and Monte Alto students.





A \$127,303 grant from the Texas Workforce Commission (TWC) has made it possible for the development of a new *Fast Start Programs in Precision Manufacturing Technology* certificate starting in fall 2015. Pending approval from the Texas Higher Education Coordinating Board and the Southern Association of Colleges and School Commission on Colleges, the program will provide individuals that have working experience the opportunity to receive a certificate in a compressed amount of time.

In this program, students engage in coursework to gain technical skills in general basic manufacturing, with the curricula incorporating a variety of course studies and machine equipment. The program consists of six classes; two online, some hybrid course options, and others available through credit-by-exam to facilitate the earning of credits and provide a faster route to the workforce.

This spring, the Dollar General Literacy Foundation awarded the Department of Continuing Professional and Workforce Education at South Texas College a \$10,000 grant to support adult literacy.



Through the Department of Continuing Professional and Workforce Education, under the leadership of Juan Carlos Aguirre, Associate Dean of Continuing, Professional and Workforce Education, STC has served over 38,000 students in the past five years, 25% of them having participated in language and literacy programs.

The Dollar General Literacy Foundation is proud to support initiatives that help others improve their lives through literacy and education. Since its inception in 1993, the Dollar General Literacy Foundation has awarded more than \$100 million in grants to nonprofit organizations, helping nearly six million individuals take their first steps toward literacy or continued education.

The Department of Continuing Professional and Workforce Education currently serves over 11,000 students annually through the institutes of Arts and Design, Business and Corporate Training, College and Career Preparation, Conferences and Workshops, Education, Healthcare, Online Training, Police Academy, Real Estate, Technology and Trades, and Truck & Bus Driving. The department is committed to empowering both individuals and employers with the skills, knowledge, and credentials necessary to help them fulfill both personal and professional goals for a better quality of life.



On Thursday, May 28, 2015, the Office of Industry Training & Economic Development and the Institute for Advanced Manufacturing (IAM) at South Texas College (STC) announced their certification as a globally recognized Festo Certified Training Center, during a ceremony at the STC Technology Campus in McAllen. Festo is a privately owned German industrial control and automation company and is a leading global supplier of automation technology. The Festo Certified Training Center for Robotics and Industrial Automation is the first of its kind in the nation, opening a world of opportunities for

students and companies who are utilizing automation technology. Currently STC-IAM training partners include Alps Automotive, Cinch Connectors, Coca Cola, Fiberio Technology, Fujitsu Ten, GE Energy, Grand Rapids Foam Technologies and Royal Technologies to name a few. A combination of having the appropriate robotic and other automation equipment in our IAM Lab, certified trainers, classrooms and our proximity to manufacturers in our region is what ultimately qualified South Texas College for the certification. The College is located in a unique area where it has proved automation technology can be utilized now and also shows growth potential in the future. The Festo Lab will also serve as an inducement for prospective manufacturers who may be considering the Rio Grande Valley to establish or relocate their operations. The Festo Certified Training Center will provide the local workforce, new and incumbent, with state of the art training and globally recognized credentials in different technologies of advanced manufacturing and industrial automation such as pneumatics, electro-pneumatics, mechanics, sensors, stepper and servo motor technologies, programmable logic controllers, and industrial robotics.





**ROBOTICS & AUTOMATION
SUMMER CAMP**

Group A: Ages 8-12
Group B: Ages 13-17

**Join Us At
South Texas College!**

This one-week summer learning opportunity will allow students to engage in aspects of automation technologies and real-life robotics technology.

Who should attend: Children interested in robotics, computer science, engineering, math, automation technology, and/or advanced manufacturing.

Group A will utilize the Lego Mindstorms Education EV3 Robotics System.
Group B will utilize advanced Festo robotic and industrial automation systems located at STC.

Choose from one of the following two camps:

Camp 1:
 June 15-19, 2015 OR

Camp 2:
 June 22-26, 2015

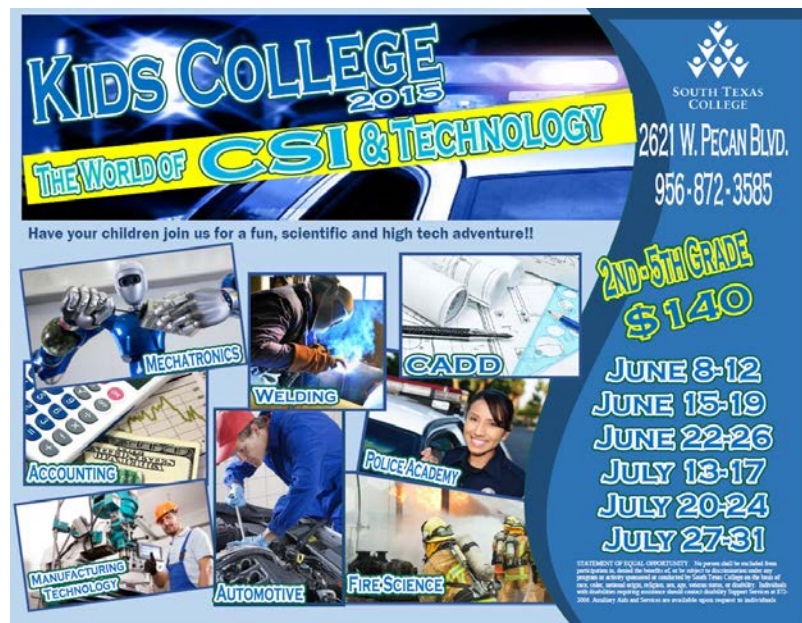
(Groups A and B will take place concurrently, but separately in each session.)

Times: 8:00 am to 12:00 pm
Location: STC Technology Campus
3700 W. Military Hwy., McAllen TX, 78503
Drop off time: 7:30 am—8:00 am
Cost: \$175.00 per student

To register, call: (956) 872-6197
tx_mjaramillo@southtexascollege.edu
Registration and payment deadline:
June 9, 2015.
Check or credit card payments only.
Make checks payable to: South Texas College

**SOUTH TEXAS
COLLEGE**

The Institute for Advanced Manufacturing (IAM) at South Texas College announced a Robotics & Automation Summer Camp for children ages 8-12 on June 15-19, and ages 13-17 on June 22-26. The summer camp was held at the College's Technology Campus.



**KIDS COLLEGE
2015**

THE WORLD OF CSI & TECHNOLOGY

2621 W. PECAN BLVD.
956-872-3585

Have your children join us for a fun, scientific and high tech adventure!!

**2ND-5TH GRADE
\$140**

JUNE 8-12
JUNE 15-19
JUNE 22-26
JULY 13-17
JULY 20-24
JULY 27-31

MECHATRONICS
WELDING
CADD
ACCOUNTING
MANUFACTURING TECHNOLOGY
AUTOMOTIVE
POLICE ACADEMY
FIRE SCIENCE

STATEMENT OF EQUAL OPPORTUNITY: This program shall be conducted in accordance with the policies of the University of Texas System and the policies of the State of Texas. No person shall be excluded from participation in, denied the benefits of, or subjected to discrimination on the basis of race, color, sex, national origin, age, marital status, or disability. Individuals with disabilities requiring auxiliary aids should contact Disability Support Services at 271-2000. Auxiliary aids and services are available upon request to participants.

Kids College 2015 is off to a great start at the Technology Campus and features Mechatronics, Welding, Computer Aided Drafting & Design, Accounting, Manufacturing Technology, Automotive, Police Academy and Fire Science. The first session is from June 8th thru the 12th and the 6th and final session is from July 27th thru the 31st. Kudos to Juan Carlos Aguirre, Associate Dean of Continuing, Professional and Workforce Education, for his leadership with the Kids College!

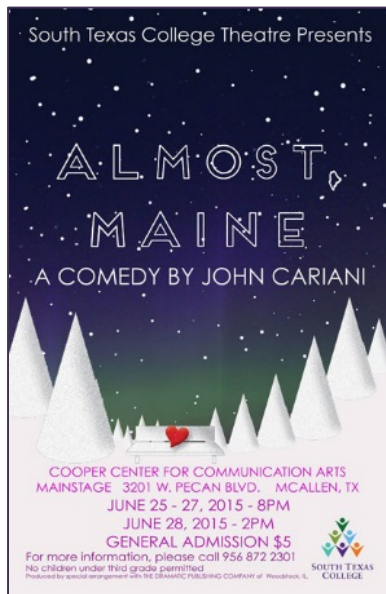




A new partnership between the City of McAllen, McAllen Chamber of Commerce, McAllen EDC and South Texas College's Continuing and Workforce Education department aims to create the most skilled frontline employees in McAllen's hospitality industry by hosting a Customer Service Seminar on Friday, June, 12, 2015, from 9:00 a.m. to 5:00 p.m. at the McAllen Convention Center. After a survey was coordinated by Workforce Solutions, it was determined that two of the most critical challenges that employers face with their existing workforce were customer service and

communication skills. The partnership was created in response to this need, with a plan to target specific segments of the hospitality industry.

This first Hospitality Customer Service Seminar was tailored for restaurant and hotel hospitality employees, teaching techniques and skills to make them the most qualified employees in their field. Participants who complete the seminar will earn a Customer Service Certificate endorsed by all partners involved. Sixty participants had the opportunity to receive training from Dr. Edward Dramberger, an international speaker and expert in hospitality, tourism sales and marketing.



South Texas College Theatre will present their final performance for the summer with their production of John Cariani's *Almost, Maine*. The production will run from June 25-27 at 8 p.m., including a Sunday, June 28 matinee at 2 p.m., at the STC Cooper Center for Communication Arts Main Stage, in McAllen.

Almost, Maine is comprised of nine tales of love in the dead of winter. The Sunday, June 28th matinee production will be interpreted in American Sign by graduates of STC's Interpreting Training Program.

The College's Public Relations and Marketing Office put out a "casting call" for students to be featured in our next TV/radio ad campaign. Students who feel they can be poised and comfortable on camera are encouraged to register for the casting. English and Spanish speaking actors are being sought for this production.





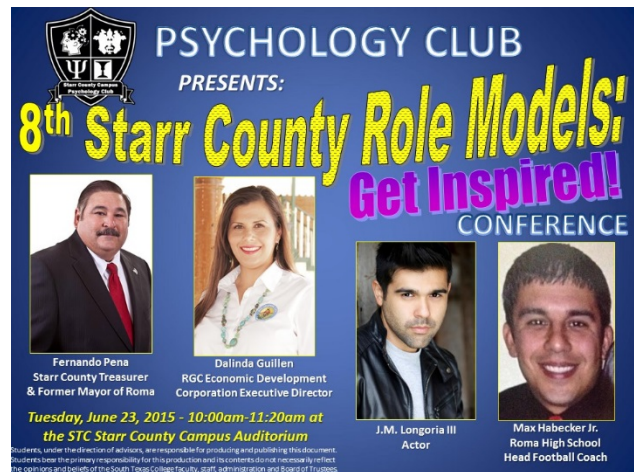
Dean Mario Reyna was featured on the Fox2 News “Good Day Valley” on June 4th to promote South Texas College’s Summer Police Academy. The program is looking for serious candidates who are looking to pursue a career as a police officer.

Transfer opportunities were made available to students by Texas Tech University on June 4th-June 5th at the Pecan Campus. Texas State University-San Marcos was also on campus during the week of June 15th.



The Office of Student Activities and Wellness are recruiting students interested in staying active over the summer to join one of the summer intramural sports. A volleyball tournament was coordinated and was held June 11th through June 25.

The Starr County Campus Psychology Club presented the 8th Starr County Role Models” *Get Inspired* Conference. Featured guests were Fernando Lamas, Assistant Director of Purchasing Peña, Starr County Treasurer and Former Mayor of Roma, Dalinda Guillen, RGC Economic Development Corporation Executive Director, J. M. Longoria III, Actor, and Max Habecker, Jr., Roma High School Head Football Coach. The event was held on June 23rd at 10:00 AM at the Starr County Campus Auditorium. Kudos to Alex Sarabia, M.A., LPC, Psychology Faculty/Instructor at South Texas College.



South Texas College held a surplus public auction on Saturday, June 20th at the Technology Campus. Viewing of items for auction began at 8:00 AM and the auction began at 10:00 AM. The Auction included furniture, equipment and miscellaneous items.






**CIRCLE OF HEALTH
INTERNATIONAL**
Join us for
**Circle of Health International
Workshop**
Topics include:
Vicarious & Secondary Trauma
Counseling & Guidance for Risk Populations
Human Trafficking
Community Asset Mapping
-6 Social Work and LPC CEUs available-
No cost to attend- For registration, please contact
Mayra Avila at 872-2530 or email
mavila24@southtexascollege.edu by 6/18/15
Lunch on your own
June 23rd, 8:30am- 4:30pm
South Texas College Mid-Valley Campus
North Academic Building G, Lecture Hall
400 N. Border
Weslaco, TX 78596
**SOUTH TEXAS
COLLEGE**

The Office of Counseling & Advising held a workshop at the Mid Valley Campus and the topics included Vicarious & Secondary Trauma, Counseling Guidance for Risk Populations, and Human Trafficking and Community Asset Mapping. The workshop was offered by Circle of Health International and was free and open to the public. Participants received six Social Work and LPC CEUs.

The Counseling Department at the Pecan Campus has provided their Workshop Schedule for Summer 2015. The workshops are open to anyone in the South Texas College Community; however, students are highly encouraged to attend the workshops.

**SOUTH TEXAS COLLEGE
COUNSELING CENTER-PECAN CAMPUS**


Summer 2015 Workshops & Mental Health Screenings

June 11th	Emotional Intelligence, 2:30pm-3:30pm, Lucia Castañeda
June 15th	How Healthy is Your Relationship?, 10am-11am, Felicia Ayala
June 16th	Choosing a Career, 1pm-2pm, Liz Diaz
June 17th	How's Your Self-Esteem?, 10:30am-11:30am, Claraly Peña-Leal
June 18th	Goal Setting, 10am-11am, Sonia Rivera
June 22nd	Benefits of Incorporating Laughter in Your Life, 1:30pm-2:30pm, Mayra Avila
June 25th	Understanding Depression and Anxiety, 10am-11am, Lucia Castañeda
June 25th	Managing Stress, 2pm-3pm, Sonia Rivera
June 30th	Anger Management, 1:30pm-2:30pm, Claraly Peña-Leal
July 9th	Wellness, Health, and Nutrition, 10:30am-11:30am, Claraly Peña-Leal
July 13th	Controlling Anger Before it Controls You, 1pm-2pm, Felicia Ayala
July 14th	Grief/Loss, 11am-12pm, Sonia Rivera
July 14th	It's More Than the Blues: Depression and Mental Health, 1:30pm-2:30pm, Claraly Peña-Leal
July 15th	Resilience: Finding Strength to Overcome Adversity, 2:30pm-3:30pm, Lucia Castañeda
July 16th	Memory Skills, 1pm-2pm, Liz Diaz
July 22nd	Tips for a Successful Transfer, 1pm-2pm, Liz Diaz
July 27th	Benefits of Incorporating Laughter in Your Life, 10:30am-11:30am, Mayra Avila
July 29th	Persistence: Seeing It through to Success, 2:30pm-3:30pm, Lucia Castañeda
July 30th	Managing Anxiety, 2pm-3pm, Sonia Rivera
August 4th	Using Art as a Coping Strategy, 9:30am-10:30am, Felicia Ayala
August 4th	How Important is Your GPA?, 1pm-2pm, Liz Diaz

**ALL SESSIONS WILL BE OFFERED AT THE PECAN CAMPUS IN BUILDING K AT THE
COUNSELING CENTER IN ROOM 2.700**

SPACE IS LIMITED! For more information, please call 872-2173 or 872-2530.
Doors will be closed 15 minutes after the session has started.




On May 27th we bid farewell to Gerry Rodriguez, Director of Facilities Planning and Construction, who accepted a position with UTRGV. South Texas College board members, administrators and staff gathered to extend appreciation for his many years of service and numerous contributions to the College. He will be missed!

- Dr. Steve Tallant, President, and a delegation from Texas A&M Kingsville, were on campus to review and discuss future engineering programs, which they will start this fall, as well as the College's dual enrollment academies in engineering, and the possibility of offering a doctoral program in education leadership.
- Met with the new mayor for the City of Pharr, Sergio Contreras, Director of External Affairs, City of Pharr, and Mario Reyna, Dean of Business and Technology. The purpose for the meeting was to review with the new mayor the development of the Regional Center for Public Safety Excellence. We discussed the City of Pharr's commitment to provide 50-60 acres for the location of the facility.
- I provided congratulatory remarks at the May 29th Ambassadors Cross Training Academy (ACTA) commissioning ceremony. The event was held at the Cooper Center on the Pecan Campus. The ACTA provides a comprehensive view of the internal structure and function of each department in the College. Participants learn to emphasize transparency, communication among departments and to eliminate roadblocks that frustrate students and employees alike.
- Coordinated a meeting with Dr. David C. Plummer, Interim Vice President, Information Services, Planning and Strategic Initiatives, to review and finalize the College's Strategic Traditional Enrollment Planning Assumptions document. In the Spring of 2015, South Texas College initiated a strategic initiative to establish traditional enrollment assumptions for planning purposes.
- Together with Dr. Alejo Salinas, Vice Chair, and Mr. Gary Gurwitz, Member, Board of Trustees, traveled to Austin for a meeting with the Governor's Policy staff to stress our concerns regarding the precedent HB 382 (by Rep. Canales) is establishing, by usurping the authority and responsibility of local trustees. We also questioned the constitutionality of the bill.
- Participated in the Search Committee for the Director of Facilities Planning and Construction. The top candidates were selected and invited for on-campus interviews with the Search Committee on June 9. The top three candidates have been invited to attend open forums at the Pecan, Mid Valley and Starr County campuses during the early part of July.
- Together with Dr. David C. Plummer, Interim Vice President, Information Services, Planning and Strategic Initiatives, met with Keith Patridge, President and CEO of the McAllen Economic Development Corporation to discuss the need to develop an updated economic outlook for the region to be used for strategic planning purposes.
- Met with Serkan B. Celtek, Director of Research and Analytical Services to review and discuss the College's responses to the Texas Completes Survey. We will be attending the Texas Completes Cadre meeting at Lone Star College in the Woodlands, Texas on June 30.
- I was interviewed by Melissa Moreland, Research Analyst with the Institute for Higher Education Policy (IHEP). IHEP is preparing to develop a tactical guidebook on college readiness as part of their work with the *Lumina Community Partnership for Attainment* initiative. In the guidebook, they

want to highlight the College³ initiative at PSJA ISD and the partnership between the District and South Texas College.

- Met with Mario Reyna, Dean of Business and Technology and Laura Boyer Sanchez, Associate Dean of Curriculum and Student Learning, to develop enrollment and revenue projections for the Regional Center for Public Safety Excellence.
- Presented to the “Jaguar Academy” on Thursday, June 18. The Academy was created to provide intense orientation for new employees of the College. The Academy consists of a group of approximately 22 new Professional/Technical and Classified employees. The goal of my presentation with the new employees was to:
 - Introduce myself to them and encourage them to introduce themselves to me,
 - Connect with the comprehensive mission of our College and recognize they each have a vital role to play in fulfilling that mission,
 - Learn how South Texas College serves our students and our community,
 - Instill a sense of pride in the participants that they have the opportunity to work for such a world-class institution,
 - Set high expectations for excellent customer service, hard work and lastly,
 - Have each new employee complete a form stating their commitments and contributions to South Texas College and the success of our students over the next two years.
- Together with Carlos L. Margo, Interim Associate Dean, The Office of Industry Training and Economic Development and Mario Reyna, Dean of Business and Technology, met with representatives from Annova LNG (a proposed Liquefied Natural Gas Transfer Facility) who recently announced LNG projects at the Port of Brownsville. They requested to meet with South Texas College to discuss the benefits of the facility to the entire RGV, which will bring approximately 165 jobs to the Valley with an average base salary of \$70,000. Annova LNG is interested in partnering with South Texas College to ensure the Valley’s workforce will be ready for the jobs they will offer at this facility.
- Coordinated the agendas and back-up materials for the June 2015 Education & Workforce Development Committee, Facilities Committee, and Finance & Human Resources Committee meetings, and the Regular Board meeting.
- Continue to meet with STC’s President’s Cabinet to:
 - facilitate administrative planning on a weekly basis;
 - review and address issues of concern;
 - formulate strategic direction and problem solving; and
 - provide communication and feedback among the President and the Vice Presidents
 - prepare for FY 2015-2016 revenue projections, budget, staffing plan, and operational plan



- Continue to meet with STC's President's Administrative Staff. The purpose of the President's Administrative Staff is to communicate information to all administrative staff and to provide the opportunity for discussion on areas of concern regarding the leadership and strategic direction for the College.
- Continue to meet with the College's Vice Presidents, Administrators, Planning and Development Council, Coordinated Operations Council, and other Councils to address immediate concerns and issues facing the College. Topics covered from May 27, 2015 through June 23, 2015 included:
 - Review of Summer and Fall 2015 Student Enrollment
- Paid vs. Non-Paid
 - Discussion of RGV Focus: Baseline Report
 - Update on Legislative Action
 - Review and Discussion of Preliminary Cost Study of Dual Enrollment
 - Review and Discussion of Valley Metro Ridership Data
 - Review and Discussion of Proposed Adjustments to 2013 Bond Construction Program
 - Discussion of CB Invitation to Student Success Summit
 - Review and Update on Status of Comprehensive Operational Plan
 - Review of "Draft" Next Higher Education Strategic Plan for Texas
 - Discussion of Employee Practicums
 - Review and Continued Discussion on Recommendations for Licenses and Certifications
 - Discussion of Participation in Workplace Answer
 - Review and Discussion of Volunteer Policy
 - Review and Discussion of Staffing Plan
 - Review and Discussion of All Hazards Emergency Plan
 - Review and Discussion of Riding Skateboards and Bikes on Campuses
 - Review and Discussion of Participating in the City of McAllen "Bike Share"
 - Discussion of Schematic Design Development and Review Processes
 - Discussion of Classified Personnel Salary Adjustment to "Living Wage"
 - Review and Discussion of Staffing Plan for FY 2015-2016
 - Presentation on Ambassadors Leadership Academy Project: South Texas College Mobile Go Center
 - Presentation on Accountability Training: The OZ Principle
 - Review and Discussion of Title IX Complaint Procedures for Students and Employees



COLLEGE CLOSED Friday, July 3, 2015

IN OBSERVANCE OF INDEPENDENCE DAY

*Education and Workforce
Development Committee
Minutes
June 11th, 2015*

**South Texas College
Board of Trustees
Education and Workforce Development Committee
Ann Richards Administration Building, Board Room
Pecan Campus
Thursday, June 11, 2015
@ 3:30 p.m.
McAllen, Texas**

MINUTES

The Education and Workforce Development Committee Meeting was held on Thursday, June 11, 2015 in the Ann Richards Administration Building Board Room at the Pecan Campus in McAllen, Texas. The meeting commenced at 3:40 p.m. with Mrs. Graciela Farias presiding.

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

Other Trustees present: None

Members absent: None

Also present: Dr. Shirley A. Reed, Dr. Anahid Petrosian, Dr. Ety Bischoff, Dr. Ali Esmaeili, Mrs. Kristina Wilson, Ms. Yvette Gonzalez, and Mr. Andrew Fish.

Approval of Minutes for Thursday, May 14, 2015 Committee Meeting

Upon a motion by Dr. Alejo Salinas, Jr. and a second by Mr. Gary Gurwitz, the Minutes for the Education and Workforce Development Committee meeting of May 14, 2015 were approved as written. The motion carried.

**Review and Recommend Action to Approve Proposed Revisions to
the 2015-2016 Academic Calendar**

Approval of the proposed revisions to 2015 - 2016 Academic Calendar will be requested at the June 23, 2015 Board meeting.

The 2015-2016 Academic Calendar was presented to the Board for approval on August 26, 2014. The Academic Calendar Steering Committee proposed revisions to that calendar, as follows:

- changes to the ordering and specifications of faculty professional development,

- inclusion of August and December Commencement dates,
- adjustments to the final exam dates for the Spring 2016 semester, and
- adjustments to the Summer II and Summer III 2016 schedules.

The revised 2015-2016 Academic Calendar was provided in the packet, with the proposed changes shown in red text.

Upon a motion by Dr. Alejo Salinas, Jr. and a second by Mr. Gary Gurwitz, the Committee recommend Board approval of the proposed revisions to the 2015 - 2016 Academic Calendar as presented. The motion carried.

Review and Recommend Approval of Academic Calendar for Academic Year 2016-2017

Approval of the 2016 - 2017 Academic Calendar will be requested at the June 23, 2015 Board meeting.

The Academic Calendar Steering Committee, which includes representatives from each area of the College, developed the 2016 - 2017 Academic Calendar. The calendar was developed to be compatible with UTPA's academic calendar and local area school district calendars. The calendar was presented to STC faculty and staff for their review, feedback, and input during the months of March and April. Input received from faculty and staff was incorporated into the proposed calendar.

The proposed calendar was unanimously approved by the Calendar Steering Committee and was reviewed and approved by the STC Planning and Development Council. The proposed calendar included those same elements that were presented to the Committee for consideration as revisions to the 2015-2016 Academic Calendar.

The proposed calendar was included in the packet for the Committee's review and consideration.

Upon a motion by Mr. Gary Gurwitz and a second by Dr. Alejo Salinas, Jr., the Committee recommended Board approval of the 2016-2017 Academic Calendar as presented. The motion carried.

Review and Discussion on the Developmental Education Plan & Procedures Guide

Dr. Anahid Petrosian, Vice President for Academic Affairs, and Dr. Ety Bischoff, Dean of Liberal Arts and Social Sciences, and Ms. Kristina Wilson, Academic Grants and Project Officer reviewed and discussed the Developmental Education Plan & Procedures Guide.

The packet contained the PowerPoint presentation that framed the review and discussion, as well as the *Developmental Education Plan & Procedures Guide* published for Fall 2015.

The Developmental Education Plan & Procedures Guide was designed to help students bridge any gaps in their academic background to help them attain success in college-level coursework. The documentation included details on assessment, placement, advisement, participation, completion, equal opportunity, and developmental course curriculum for students to complete any necessary developmental education as part of a successful college career.

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

Adjournment

There being no further business to discuss, the Education Workforce Development Committee Meeting of the South Texas College Board of Trustees adjourned at 4:31 p.m.

I certify that the foregoing are the true and correct Minutes of the June 11, 2015 Education and Workforce Development Committee of the South Texas College Board of Trustees.

Mrs. Graciela Farias
Presiding

*Facilities Committee
Minutes
June 11th, 2015*

**South Texas College
Board of Trustees
Facilities Committee
Ann Richards Administration Building, Board Room
Pecan Campus
Thursday, June 11, 2015
@ 4:30 PM
McAllen, Texas**

MINUTES

The Facilities Committee Meeting was held on Thursday, June 11, 2015 in the Ann Richards Administration Building Board Room at the Pecan Campus in McAllen, Texas. The meeting commenced at 4:40 p.m. with Mr. Gary Gurwitz presiding.

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

Members absent: Mr. Roy de León, Ms. Rose Benavidez, and Mr. Jesse Villarreal

Also present: Dr. Shirley A. Reed, Mr. Chuy Ramirez, Mrs. Mary Elizondo, Dr. David Plummer, Mr. Ricardo de la Garza, Mr. George McCaleb, Mr. Robert Cuellar, Mr. John De La Garza, Mr. Eli Nguma, Mr. Luis Banda, Mr. Gilbert Gallegos, Mr. Rolando Garcia, Ms. Diana Bravos, Mr. Radu Popescu, Mr. Rene Gonzalez, Mr. Edward Puente, and Mr. Andrew Fish

Approval of May 14, 2015 Facilities Committee Meeting Minutes

Upon a motion by Dr. Alejo Salinas, Jr. and a second by Mrs. Graciela Farias, the Minutes for the Facilities Committee meeting of May 14, 2015 were approved as written. The motion carried.

Update on Status of 2013 Bond Construction Program

The packet included a copy of the presentation prepared by Broaddus & Associates as an update on the status of the 2013 Bond Construction Program. Mr. Gilbert Gallegos from Broaddus & Associates attended the June 11, 2015 Board Facilities Committee meeting to provide the update.

Review and Recommend Action on Approval of Additional Services for Kitchen Design Consultant for the 2013 Bond Construction Program at 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 will be requested at the June 23, 2015 Board meeting.

Specialized design services were allowed at the Board's discretion under the project architect's contract as an additional service and were an option available to STC. For the Bond Construction Program, specialized design services with project architects for kitchen design was recommended for the Nursing & Allied Health Campus, Mid Valley Campus Student Services Building Expansion, and Pecan Campus Student Activities Building and Cafeteria.

The kitchen consultant was recommended based on: 1) qualifications to provide the level of services required to fulfill services; 2) previous working relationship with architect of record for projects assigned provides a comfort level for providing services; 3) by having one consultant it provides a standard that offers equality and consistency of food services preparation for each campus and; 4) having one consultant provides economy in services provided.

STC staff along with Broaddus & Associates staff reviewed the proposed scope of related kitchen design services to be included in the Bond Program. After negotiation of fees and scope of services, it was recommended that the proposed additional services for kitchen design be approved to support the project architects. Having one specialized design consultant would allow for development of design standards which can be used for each project. Proposed services included:

- 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 a single source of kitchen design consultant, Cospers & Associates increased the likelihood that proposed solutions were congruent with the strategic directions and goals set by the College for service excellence and scalability. Additionally, the College would benefit during the design and construction phases by having a centralized, accountable point of contact and standardization across multiple construction projects, effectively reducing total cost of operations in the long-term.

The packet included the additional services proposals submitted by each project architect as presented below. Mr. Gilbert Gallegos attended the June 11, 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.

Cosper & Associates						
Architect	Initial Proposed Fee	Final Proposed Fee	Architect's Coordination Fee	Total Fee	Reimbursable Expenses	Total Fee Plus Reimbursable Expense
Nursing & Allied Health Campus Expansion						
ERO Architects	\$14,500	\$12,500	\$1,250	\$13,750	\$2,000	\$15,750
Mid Valley Campus Student Services Building Expansion						
ROFA Architects	\$16,000	\$14,000	\$1,400	\$15,400	\$2,000	\$17,400
Pecan Campus Student Activities Building & Cafeteria						
The Warren Group	\$36,500	\$32,000	\$3,200	\$35,200	\$2,000	\$37,200

Upon a motion by Mrs. Graciela Farias and a second by Dr. Alejo Salinas, Jr., the Facilities Committee recommended Board approval of the additional services proposals submitted by ERO Architects, ROFA, and The Warren Group in the amounts presented for specialized kitchen design services, provided by Cosper & Associates, Inc. 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 kitchens as presented. The motion carried.

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

Approval to extend the lease agreement with the City of McAllen for the use of space in the Technology Campus Southwest Building would be requested at the Regular Meeting of the South Texas College Board of Trustees on Tuesday, June 23, 2015.

In September 2013, the Board of Trustees approved the lease agreement with the City of McAllen for use of 19,438 square feet of vacant warehouse space in the Technology Campus Southwest Building for a nine-month period beginning September 24, 2014 through June 24, 2015. That lease included a rent of \$1.00 and an in-kind contribution and installation of a 16' x 18' overhead door.

The City of McAllen requested the extension of their lease for six more months ending December 24, 2015. The extension was requested because the City has floats currently

under construction in preparation for the Fourth of July and December 2015 parades. The City submitted a letter bearing this request, which was included in the packet.

Based on the current bond program construction schedule, the renovation of the Southwest Building at the Technology Campus would begin in January or February of 2016 and did not pose a conflict during the design phase of the building renovation.

Upon a motion by Dr. Alejo Salinas, Jr. and a second by Mrs. Graciela Farias, the Facilities Committee recommended Board approval of the extension of lease with the City of McAllen for use of Space in the Technology Campus Southwest Building through December 24, 2015 as presented. The motion carried.

Review and Recommend Action on Contracting Construction Services for the Pecan Campus Sports Field Lighting

Approval to contract construction services for the Pecan Campus Sports Field Lighting will be requested at the June 23, 2015 Board meeting.

On December 16, 2014 the Board of Trustees approved design services with DBR Engineering Consultants, Inc. to prepare plans and specifications for installation of lighting at the sports field located on the north side of the Pecan Campus. As a result, the electrical engineering team at DBR Engineering completed the plans necessary for this project. The packet included a conceptual site plan showing the location of the sports field lighting project.

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 May 11, 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 May 26, 2015.

Timeline for Solicitation of Competitive Sealed Proposals	
May 11, 2015	Solicitation of competitive sealed proposals began.
May 26, 2015	Four (4) proposals were received.

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

Funds were budgeted in the FY 2014-2015 non-bond Construction budget for this project. Additional funds in the amount of \$28,500 are available from construction savings of other non-bond projects.

Source of Funding	Budgeted Funds	Highest Ranked Proposal Zitro Electric, LLC
Non-Bond Construction	\$200,000	\$228,500

Upon a motion by Mrs. Graciela Farias and a second by Dr. Alejo Salinas, Jr., the Facilities Committee recommended Board approval to contract construction services with Zitro Electric, LLC in the amount of \$228,500 for the Pecan Campus Sports Field Lighting project as presented. The motion carried.

Review and Recommend Action on Contracting Construction Services for the Nursing & Allied Health Campus Irrigation System Upgrade

Approval to contract construction services for the Nursing & Allied Health Campus Irrigation System Upgrade will be requested at the June 23, 2015 Board meeting.

SSP Design prepared plans and specifications for the upgrade of the irrigation system at the Nursing & Allied Health Campus. As a result, the design team at SSP Design completed the plans necessary for this project.

SSP Design 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 May 11, 2015. A total of three (3) sets of construction documents were issued to general contractors, sub-contractors, and suppliers and a total of two (2) proposals were received on May 26, 2015.

Timeline for Solicitation of Competitive Sealed Proposals	
May 11, 2015	Solicitation of competitive sealed proposals began.
May 26, 2015	Two (2) proposals were received.

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

Funds were budgeted in the FY 2014-2015 Renewals and Replacements budget for this project. Additional funds in the amount of \$7,767 are available from other renewals and replacements project savings.

Source of Funding	Budgeted Funds	Highest Ranked Proposal Southern Landscapes
Renewals & Replacements	\$30,000	\$37,767

Upon a motion by Dr. Alejo Salinas, Jr. and a second by Mrs. Graciela Farias, the Facilities Committee recommended Board to contract construction services with Southern Landscapes in the amount of \$37,767 for the Nursing & Allied Health Campus Irrigation System Upgrade project as presented. The motion carried.

Review and Recommend Action on Substantial Completion for the Following Projects

Approval of substantial completion for the following projects will be requested at the June 23, 2015 Board meeting:

Projects	Substantial Completion	Final Completion	Documents Attached
1. Pecan Campus South Academic Building Science Lab Exhaust Fan Architect: EGV Architects Contractor: Holchemont, Ltd.	Recommended	Expected July 2015	Substantial Completion Certificate
2. Technology Campus Cooling Tower Replacement Engineer: Halff Associates Contractor: Protech Mechanical	Recommended	Expected July 2015	Substantial Completion Certificate
3. Nursing & Allied Health Campus Parking Lot Expansion and Entry Drive Engineer: Perez Consulting Engineers Contractor: Texas Cordia Construction	Recommended	Expected July 2015	Substantial Completion Certificate

1. Pecan Campus South Academic Building Science Lab Exhaust Fan

It was recommended that substantial completion for this project with Holchemont, Ltd. be approved.

EGV Architects and STC staff visited the site and developed a construction punch list. As a result of this site visit and observation of the completed work, a Certificate of Substantial Completion for the project was certified on May 29, 2015. Substantial Completion was accomplished within the time allowed in the Owner/Contractor agreement for this project. A copy of the Substantial Completion Certificate was provided in the packet.

Contractor Holchemont, Ltd. would continue working on the punch list items identified and would have thirty (30) days to complete before final completion can be recommended for approval. It was anticipated that final acceptance of this project would be recommended for approval at the July 2015 Board meeting.

2. Technology Campus Cooling Tower Replacement

It was recommended that substantial completion for this project with Protech Mechanical be approved.

Engineers with Halff Associates and STC staff visited the site and developed a construction punch list. As a result of this site visit and observation of the completed work, a Certificate of Substantial Completion for the project was certified on May 29, 2015. A copy of the Substantial Completion Certificate was provided in the packet.

Protech Mechanical would continue working on the punch list items identified and would have thirty (30) days to complete before final completion can be recommended for approval. It was anticipated that final acceptance of this project would be recommended for approval at the July 2015 Board meeting.

3. Nursing & Allied Health Campus Parking Lot Expansion and Entry Drive

It is recommended that substantial completion for this project with Texas Cordia Construction be approved.

Perez Consulting Engineers 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 June 1, 2015. Substantial Completion was accomplished within the time allowed in the Owner/Contractor agreement for this project. A copy of the Substantial Completion Certificate was provided in the packet.

Texas Cordia Construction would continue working on the punch list items identified and would have thirty (30) days to complete before final completion can be recommended for approval. It was anticipated that final acceptance of this project would be recommended for approval at the July 2015 Board meeting.

Upon a motion by Mrs. Graciela Farias and a second by Dr. Alejo Salinas, Jr., the Facilities Committee recommended Board approval of the substantial completion of the projects as presented. The motion carried.

Update on Status of Non-Bond Construction Projects

The Facilities Planning & Construction staff included a design and construction update. This update summarized the status of each capital improvement project currently in progress. Mr. Ricardo De La Garza, Senior Facilities Planning & Construction Project Manager, was present to respond to questions and address concerns of the committee. No questions were asked

Executive Session:

The South Texas College Board Facilities Committee convened into Executive Session at 5:31 p.m. in accordance with Chapter 551 of the Texas Government Code for the specific purpose provided in:

- Section 551.071, Consultations with Attorney
 1. Discussion and Action as Necessary Regarding STC vs Chubb Insurance for Hail Damage Claim Settlement

Open Session:

The South Texas College Board Facilities Committee returned to Open Session at 5:37 p.m. No action was taken in Executive Session.

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

The Facilities Committee was asked to discuss a legal settlement with Chubb Insurance for the Hail Storm Damage insurance claim with the College's legal counsel and recommend action as necessary. No action was taken.

Adjournment

There being no further business to discuss, the Facilities Committee Meeting of the South Texas College Board of Trustees adjourned at 5:38 p.m.

I certify that the foregoing are the true and correct minutes of the June 11, 2015 Facilities Committee Meeting of the South Texas College Board of Trustees.

Mr. Gary Gurwitz, Chair

*Finance & Human
Resources Committee
Minutes
June 11th, 2015*

**South Texas College
Board of Trustees
Finance and Human Resources Committee
Ann Richards Administration Building Board Room
Pecan Campus
Thursday, June 11, 2015
@ 5:30 p.m.
McAllen, Texas**

Minutes

The Finance and Human Resources Committee Meeting was held on Thursday, May 14, 2015 in the Ann Richards Administration Building Board Room at the Pecan Campus in McAllen, Texas. The meeting commenced at 5:42 p.m. with Dr. Alejo Salinas, Jr. presiding.

Members present: Dr. Alejo Salinas, Jr. and Mr. Paul R. Rodriguez

Other Trustees Present: Mr. Gary Gurwitz, and Mrs. Graciela Farias

Members absent: Mr. Roy de León and Ms. Rose Benavidez

Also present: Dr. Shirley A. Reed, Mr. Chuy Ramirez, Mrs. Mary Elizondo, Dr. David Plummer, Mr. George McCaleb, Ms. Myriam Lopez, Mrs. Becky Cavazos, Mr. Paul Varville, Ms. Alicia Gomez, Mr. Cody Gregg, Mr. Matt Hebbard, Mrs. Brenda Balderaz, Mr. William Buhidar, Ms. Anne Burger Entekin, Ms. Susan Anderson, and Mr. Andrew Fish

Approval of May 14, 2015 Finance and Human Resources Committee Minutes

Upon a motion by Mr. Paul R. Rodriguez and a second by Dr. Alejo Salinas, Jr., the Minutes for the Finance and Human Resources Committee Meeting of May 14, 2015 were approved as written. The motion carried.

Update on Municipal Bond Market

First Southwest Company continued to work on the preparations for the sale of the Limited Tax Bonds, Series 2015. Staff provided an updated information for the Preliminary Official Statement. The following was the proposed timeline:

- Thursday, May 28, 2015 Send Preliminary Official Statement and related documents to rating agencies
- Friday, June 5, 2015 Conference calls with rating agencies
- Friday, June 12, 2015 Receive ratings

- Monday, June 15, 2015 Preliminary Official Statement goes to i-Deal website for posting
- Monday and Tuesday, June 22-23, 2015 Pricing
- Tuesday, June 23, 2015 Board of Trustees meeting to conduct sale of bonds and to consider the adoption of the Order Authorizing the Issuance of the Tax Bonds and Adopting the Order approving and authorizing the execution of the Bond Purchase Agreement
- Tuesday, July 21, 2015 Closing date

A Municipal Bond Market Update was provided in the packet for the Committee's review and information.

Ms. Anne Burger Entrekin from First Southwest Company attended the meeting to present and discuss the Municipal Bond Market Update for the bond issuance of \$99,028,940.

The College's legal counsel and bond counsel, Chuy Ramirez, would prepare the Order after the pricing and it would be presented for consideration and approval at the June 23, 2015 Board meeting.

This item was for the Committee's information and feedback to staff and bond consultants. No action was taken.

Review and Recommend Action on Preliminary Bond Issuance Debt Structure

Approval will be requested at the June 23, 2015 Board meeting for the Preliminary Bond Issuance Debt Structure in an amount of \$99,028,940.

This bond issuance was the second and last bond issuance connected with the bond program of \$159 million approved by the voters of the College's District in November 2013. On January 28, 2014, the College issued bonds in an amount to fund \$60 million of construction and renovations

The Preliminary Tax Rate Analysis for an issuance of \$99,028,940 was included in the packet for the Committee's review and information. The four scenarios in the attachment assumed the highest tax rate to be \$0.0450 and use of Interest and Sinking fund balance of approximately \$9,615,000 or \$10,000,000.

The Interest & Sinking (I&S) cash fund balance was \$25,612,864.50 as of May 31, 2015 and was estimated to be approximately \$15,001,905.67 at August 31, 2015. The reduction in the I&S fund balance was due to the debt service payments payable on August 15, 2015. This balance accumulated as a result of the bond series that were currently outstanding but would be paid off by 2019. The I&S fund balance may only be used to pay down debt.

A Tax Impact Analysis was also included in the packet for the Committee's review and information.

Ms. Anne Burger Entrekin from First Southwest attended the Finance Committee meeting to present and discuss the Preliminary Tax Rate Analysis with the Committee members.

Upon a motion by Mr. Paul R. Rodriguez and a second by Dr. Alejo Salinas, Jr., the Finance and Human Resources Committee recommended Board approval of the Preliminary Bond Issuance Debt Structure in an amount of \$99,028,940 as presented. The motion carried.

Review and Recommend Action on Award of Proposals, Purchases, and Renewals

The Finance and Human Resources Committee was asked to recommend Board approval of the proposal awards, purchases, and renewals as listed below. Staff were present to respond to questions as needed.

- | | |
|--------------------------------------|-----------------------------------|
| A. Awards | E. Instructional Items |
| B. Advertising or Memberships | F. Non-Instructional Items |
| C. Contracted Renewals | G. Technology Items |
| D. Furniture | |

A. Awards

- 1) Audio Visual Equipment and Parts VI (Award):** award the proposal for audio visual equipment and parts VI to Visual Innovations Company, Inc. (San Antonio, TX), at a total cost of \$11,612.87;
- 2) Call Center Services (Award):** award the proposal for call center services to Blackboard, Inc. (Washington, DC), for the period beginning July 1, 2015 through September 30, 2015, at a total cost of \$50,000.00, with the option to extend the contract up to an additional one-year period;
- 3) Front Loading Gas Kiln (Award):** award the proposal for the front loading gas kiln to Geil Kilns (Huntingbeach, CA), at total cost of \$18,600.00;
- 4) Heavy Duty Truck (Award):** award the proposal for the heavy duty truck to Rush Truck Center of Texas, LP./dba Rush Truck Center, Pharr (Pharr, TX), at a total cost of \$87,960.00;
- 5) Security Cameras (Award):** award the proposal for security cameras to Darvid, Inc./dba Security Solutions of DFW (Dallas, TX), at a total cost of \$21,952.00;

B. Advertising or Memberships

- 6) Radio Advertising Agreement (Purchase):** purchase a radio advertising agreement from Pandora Media, Inc. (Oakland, CA), a sole source vendor, for the period beginning June 24, 2015 through August 23, 2015, at a total cost of \$13,500.00;
- 7) Institutional Membership – SACS (Renewal):** renew the institutional membership with Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) (Decatur, GA), a sole source vendor, for the period beginning July 1, 2015 through June 30, 2016, at a total cost of \$10,466.00;

C. Contracted Services

- 8) Architectural Services (Renewal):** renew the contracts for Architectural Services as needed for district wide non-bond construction projects less than \$500,000.00 in total construction costs for the period beginning June 27, 2015 through June 26, 2016 with the following vendors:
- Boultinghouse Simpson Gates Architects (McAllen, TX)
 - EGV Architects, Inc. (McAllen, TX)
 - ERO International, LLP. (McAllen, TX)
 - PBK Architects, Inc. (McAllen, TX)
 - Rike Ogden Figueroa Alex Architects, Inc. (McAllen, TX)
- 9) Grounds Maintenance (Renewal):** renew the contract for grounds maintenance with Maldonado Nursery & Landscape, Inc. (La Feria, TX), for the period beginning July 26, 2015 through July 25, 2016, at an estimated cost of \$266,894.00;
- 10) Mechanical, Electrical, and Plumbing Engineering On Call Services (Renewal):** renew the contracts for Mechanical, Electrical, and Plumbing Engineering On Call Services as needed for district wide non-bond construction projects less than \$300,000.00 in total construction costs for the period beginning July 26, 2015 through July 25, 2016 with the following vendors:
- DBR Engineering Consultants, Inc. (McAllen, TX)
 - Half Associates, Inc. (McAllen, TX)
 - Sigma HN Engineers, PLLC. (McAllen, TX)

D. Furniture

- 11) Furniture (Purchase):** purchase furniture from the State of Texas Multiple Award Schedule (TXMAS) approved vendors, at a total amount of \$146,409.48;

#	Vendor	Amount
A	Computer Comforts, Inc. (Kemah, TX)	\$2,102.84
B	Cramer, LLC. / Gateway Printing and Office Supply, Inc. (Edinburg, TX)	\$17,978.88
C	Datum Filing System, Inc. / Gateway Printing and Office Supply, Inc. (Edinburg, TX)	\$1,676.37
D	ERG International / Gateway Printing and Office Supply, Inc. (Edinburg, TX)	\$23,033.66
E	Exemplis Corporation / Gateway Printing and Office Supply, Inc. (Edinburg, TX)	\$17,466.87
F	The Hon Company / Gateway Printing and Office Supply, Inc. (Edinburg, TX)	\$2,228.28
G	Krueger International / Gateway Printing and Office Supply, Inc. (Edinburg, TX)	\$81,922.58
	Total	\$146,409.48

E. Instructional Items

- 12) Concert Grand Piano (Purchase):** purchase a concert grand piano from Valley Keyboards (McAllen, TX), a Texas Association of School Boards – Buyboard approved vendor, at a total cost of \$61,550.00;

- 13) Lighting Board (Purchase):** purchase a lighting board from Texas Scenic Company (San Antonio, TX), a sole source vendor, at a total cost of \$11,805.00;
- 14) Student Orientation Speaker (Purchase):** purchase a student orientation speaker from College Success Program (Syracuse, NY), a sole source vendor, for the period beginning August 17, 2015 through August 22, 2015, at a total cost of \$17,500.00;
- 15) Books and Educational Materials (Renewal):** renew the contracts for books and educational materials for the period beginning August 27, 2015 through August 26, 2016, at an estimated cost of \$300,000.00 with the following vendors:
 - Avanti Enterprises, Inc. (Flossmoor, IL)
 - Barnes & Noble Booksellers (The Woodlands, TX/McAllen, TX)
 - Barnes & Noble College Booksellers, LLC. (Basking Ridge, NJ/McAllen, TX)
 - B. E. Publishing (N Kingstown, RI)
 - Complete Book & Media Supply, LLC. (Cedar Park, TX)
 - Follet School Solutions, Inc. (McHenry, IL/Edinburg, TX)
 - Ingram Library Services, Inc. (La Vergne, TN)
 - Kamico Instructional Media, Inc. (Salado, TX)
 - Kaplan Early Learning Company (Lewisville, NC)
- 16) Culinary Equipment and Accessories (Renewal):** renew the contracts for culinary equipment and accessories for the period beginning August 1, 2015 through July 31, 2016, at an estimated cost of \$18,000.00 with the following vendors:
 - Ace Mart Restaurant Supply, Co. (San Antonio, TX)
 - Jean's Restaurant Supply (McAllen, TX)

F. Non-Instructional Item

- 17) Diploma Covers (Renewal):** renew the contract for diploma covers with Jostens, Inc. (Owatonna, MN) for the period beginning July 1, 2015 through June 30, 2016, at an estimated cost of \$10,000.00;

G. Technology Items

- 18) Book Security Detection Equipment (Purchase):** purchase book security detection equipment from Demco, Inc. (Madison, WI), a Texas Association of School Boards – Buyboard approved vendor, at a total cost of \$14,816.00;
- 19) 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. (Dallas, TX) and from the National Joint Powers Alliance (NJPA) approved vendor CDW Government (Vernon Hills, IL), in the total amount of \$113,186.26;
- 20) Network Switches (Purchase):** purchase network switches from Insight Public Sector (Tempe, AZ/McAllen, TX), a State of Texas Department of Information Resources (DIR) approved vendor, at a total cost of \$242,687.00;
- 21) Network Cabling Services (Renewal):** renew the contract for network cabling services with BridgeNet Communications, LLC. (Donna, TX), for the period beginning July 26, 2015 through July 25, 2016, at an estimated cost of \$75,000.00;
- 22) Online Employee Training Services (Renewal):** renew the contract for online employee training services with Workplace Answers, LLC. (Austin, TX) for the period beginning July 1, 2015 through June 30, 2016, at a total amount of \$9,995.00;

- 23) Research and Advisory Services (Renewal):** renew research and advisory services with Gartner, Inc. (Stamford, CT), a State of Texas Department of Information Resources (DIR) approved vendor, for the period beginning June 1, 2015 through May 31, 2017, an annual cost of \$32,566.00 and at a total cost of \$65,132.00;
- 24) Storage Licenses (Purchase):** purchase storage licenses from Dell Marketing, LP. (Dallas, TX), a State of Texas Department of Information Resources (DIR) approved vendor, at a total cost of \$11,556.60;
- 25) Training Subscription (Renewal):** renew the training subscription with Innovative Educators (Boulder, CO), a sole source vendor, for the period beginning August 1, 2015 through July 31, 2016, at a total cost of \$11,395.00.

SUMMARY TOTAL:

The total for all proposal awards, purchases, and renewals is \$2,390,017.21

Upon a motion by Mr. Paul R. Rodriguez and a second by Dr. Alejo Salinas, Jr., the Finance and Human Resources Committee recommended Board approval of the proposal awards, purchases, and renewals as presented. The motion carried.

Review and Recommend Action on Proposed New Policy #4111: Volunteers for Continuing Professional and Workforce Education

Approval of proposed new Policy #4111: *Volunteers for Continuing Professional and Education* will be requested at the June 23, 2015 Board meeting.

The new policy was necessary to provide the Continuing Professional and Workforce Education Department the opportunity to secure the services of volunteers to perform tutoring and instructional support.

The individuals who wish to volunteer their services at the South Texas College Continuing Professional and Workforce Education Department in the capacity of a tutor or instructional support would do so with the approval of the Continuing Professional and Workforce Education Department Administrator, President, and the Office of Human Resources, upon review of a volunteer application. Instructional support was limited to instruction in the areas of English as a Second Language (ESL), General Education Development (GED), Computer Skills, Employability Skills, and College Success Skills within the Continuing Professional Workforce Education Department.

The policy addressed the eligibility requirements of volunteers and provided the clarification that volunteers would not be considered employees for any purpose and would not be eligible for wages, compensation, remuneration of any sort, employee benefits, or unemployment benefits.

The proposed new policy was included in the packet for the Committee's information and review.

The proposed new policy was reviewed by staff, the President's Cabinet, President's Administrative Staff Meeting, Planning and Development Council, and by South Texas College's legal counsel.

Upon a motion by Mr. Paul R. Rodriguez and a second by Dr. Alejo Salinas, Jr., the Finance and Human Resources Committee recommended Board approval on proposed adoption of new Policy #4111: *Volunteers for Continuing Professional and Workforce Education* as presented. The motion carried.

**Review and Recommend Action to Revise Policy #5110: Comptrollership
Function: Collection, Deposit, and Disbursement of College and Grant Funds**

Approval to revise Policy #5110: Comptrollership Function: Collection, Deposit, and Disbursement of College and Grant Funds including the adoption of the **new title Policy #5110: Comptroller Function: Collection, Deposit, and Disbursement of College and Grant Funds** will be requested at the June 23, 2015 Board meeting.

These policy revisions were required primarily to address the new processes related to the new investment transactions that the College was proposing with investment providers. The revisions identified the authorization roles pertaining to the Board of Trustees (Board) and the President and the responsibility role pertaining to the Comptroller regarding deposits and investments.

The revisions included that:

- 1) the Board authorizes investment providers,
- 2) the President is authorized to open and close investment accounts with investment providers approved by the Board,
- 3) the Board, by Resolution, authorizes all operating accounts at the College's Depository Bank, and
- 4) all College and grant funds will be deposited as required by State law or invested in accordance with the College's Investment Policy and Investment Strategy Statement (5120) and the provisions of Chapter 2256, Texas Government Code, the Public Funds Investment Act.

The additions to the policy were highlighted in yellow and the deletions were designated with a strikeout.

The revised policy were included in the packet for the Committee's information and review.

The revised policy was reviewed by staff, the President's Cabinet, and by South Texas College's legal counsel.

Upon a motion by Mr. Paul R. Rodriguez and a second by Dr. Alejo Salinas, Jr., the Finance and Human Resources Committee recommended Board approval of proposed revisions to Policy #5110: *Comptrollership Function: Collection, Deposit, and Disbursement of College and Grant Funds* as presented, including the adoption of the new title Policy #5110: *Comptroller Function: Collection, Deposit, and Disbursement of College and Grant Funds* and which supersedes any previously adopted Board policy. The motion carried.

Review and Recommend Action on Disposal/Return of Automotive Technology Program Donated Vehicles

Approval for the disposal/return of automotive technology program donated vehicles to General Motors will be requested at the June 23, 2015 Board meeting.

This disposal was as per Policy #5135 Disposal of Surplus Property.

The twelve (12) vehicles were donated to the South Texas College Division of Technology Automotive Technology Program for student instruction by General Motors. After many years of use, the vehicles were no longer beneficial for student instruction due to the age of the vehicles and change in technology.

The General Motors vehicle donation program required that all donated vehicles that were no longer beneficial for student instruction be returned to General Motors at the time of disposal. When General Motors donated these vehicles to the College, it was with the understanding that the vehicles were strictly for student instruction and not to be driven on the road. In order for General Motors to assure that these vehicles would never be driven on the road, they required all instructional institutions to return the vehicles to General Motors. General Motors would be contacted to pick up the vehicles.

The list of the vehicles was provided in the packet for the Committee's review and discussion.

Upon a motion by Mr. Paul R. Rodriguez and a second by Dr. Alejo Salinas, Jr., the Finance and Human Resources Committee recommended Board approval of the disposal/return of automotive technology program donated vehicles to General Motors as presented. The motion carried.

Discussion and Action on Proposed Salary Adjustments for Faculty and Non Faculty Personnel for FY 2015-2016

Approval of proposed salary adjustments for Faculty and Non Faculty Personnel for FY 2015-2016 will be requested at the June 23, 2015 Board meeting.

Proposed salary adjustments for Faculty and Non Faculty Personnel for FY 2015-2016 were reflected below.

a. Faculty Salary Increases

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

FY 2014-2015

The approved Faculty Salary Plan for FY 2014-2015 was based on an average increase of 3%. The base for a master's degree was increased from \$39,808 to \$40,644 or by an additional \$836.00. The approved faculty salary pay plan also added four steps, from 26 to 30, to the Faculty Salary Plan for faculty with master's, master's +30, and doctorate

degrees. The average 3% increase and step adjustments were approved by the Board for FY 2014-2015 at a total cost of approximately \$914,437.

FY 2015-2016

In keeping with the College’s commitment to retain and recruit qualified Faculty, the proposed Faculty Salary Pay Plan for FY 2015-2016 was based on an average increase of 3%.

The average increase of 3% was arrived at by increasing the base, which is step 1 of 30 steps for the master’s degree, by \$531, from \$40,644 to \$41,175. This constituted an approximate 1.3% increase. In addition, a move of one step for eligible faculty constituted a 1.7% average increase.

The proposed Faculty Salary Pay Plan for 2015-2016 also added a 1.3% salary increase to the faculty who have reached the maximum step for years of service in their appropriate degree attainment level. Twenty-five (25) faculty at the maximum step for years of service would not move into the next step, but would receive a 1.3% salary increase in FY 2016.

Based on the proposed 3% average increase, the total cost in FY 2015-2016 would be approximately \$936,511.

The South Texas College FY 2014-2015 and the proposed FY 2015-2016 Faculty Salary Schedule were provided in the packet for the Committee’s information and review.

Also provided was the 2014-2015 Texas Community College Teachers Association Survey of Faculty Salaries distributed by “The Messenger”.

b. Non Faculty Personnel Salary Increases

FY 2014-2015

In Fiscal Year 2014-2015, salary increases in the amount of approximately \$824,940 were granted for existing non-faculty positions as follows:

Category	Increase Percentage	Increase Amount
Administrative	3%	\$103,354
Executive	3%	\$19,142
Classified	3%	\$237,900
Professional/Technical, Exempt	3%	\$210,524
Professional/Technical, Non Exempt	3%	\$254,020
Total		\$824,940

In addition to the salary increases of \$824,940 for non-faculty personnel, the Employee Salary Pay Plan for FY 2014-2015 was revised according to recommendations made by the compensation study firm, Evergreen Solutions, which equaled to an additional increase of

\$743,703. The total salary increases for non-faculty personnel in FY 2014-2015 was \$1,568,643.

FY 2015-2016

In keeping with the College's commitment to recruit and retain qualified non-faculty personnel, the following salary increases for existing non-faculty positions were proposed for Fiscal Year 2015-2016.

Category	Proposed Increase Percentage	Proposed Increase Amount
Administrative	3%	\$115,899
Executive	3%	\$16,025
Classified	3%	\$227,205
Professional/Technical, Exempt	3%	\$157,618
Professional/Technical, Non Exempt	3%	\$289,514
Total		\$806,261

The proposed Salary Adjustments for FY 2015-2016 for Faculty were \$936,511 and Non Faculty Personnel were \$806,261 for a total of \$1,742,772.

The Committee expressed concern about staff at the lowest end of the pay range, and asked whether the Classified Staff category should be assessed further. The Committee decided to restrict the proposed increase for Classified Staff personnel. The Committee members wanted further information to review staff in these positions and to determine whether the proposed 3% increase would be appropriate.

Removing the proposed increase for Classified Staff from consideration results in a proposed Salary Adjustment for FY 2015-2016 in the amount of approximately \$579,055 for Professional/Technical, Administrative, and Executive Staff.

Upon a motion by Mr. Paul R. Rodriguez and a second by Dr. Alejo Salinas, Jr., the Finance and Human Resources Committee recommended Board approval of the Salary Adjustments in the amount of approximately \$936,511 for Faculty, and in the amount of approximately \$579,055 for Professional/Technical, Administrative, and Executive Staff, subject to Board approval of the final budget, as presented. The motion carried.

Discussion and Recommend Action on Resolution Authorizing Investment Brokers, Dealers, Banks, and Investment Pools

On March 31, 2015, the Board of Trustees approved the award of Investment Advisory Services to Valley View Consulting, L.L.C. (Valley View). Valley View would assist the College's staff in developing and executing an investment strategy for College funds. In order to implement the recommended strategy, the College would need to set up accounts with various brokers, dealers, banks, and investment pools that will be used to purchase securities that were allowed by State Law and the College's Investment Policy.

The Texas Public Funds Investment Act (PFIA) requires that the Board of Trustees approve any broker and dealer firms that would be used to transact investment business with the College. In addition, the College's Investment Policy requires that the Board of Trustees approve any banks and investment pools that would be used to transact investment business with the College. Upon their approval by the Board, each of those brokers, dealers, banks, and investment pools would be required to execute a Certification form to acknowledge that they have received a copy of the College's Investment Policy. They must further certify that they have read the Policy and that they will take necessary precautions to ensure that they do not violate the requirements and constraints of the College's Policy. No securities would be purchased from any approved broker or dealer until they have returned an executed Certification form.

In order to qualify and develop a list of recommended firms, banks, and pools, Valley View prepared a list of brokers, dealers, banks, and investment pools that operate in the Texas public fund arena and have extensive knowledge of the requirements and constraints of the PFIA. Additionally, the recommended brokers, dealers, banks, and investment pools have proven to provide professional and timely responses to solicitations for investment quotes, have provided competitive quotes, and relevant new security issuance information. Valley View does not derive any incentives or soft-dollar compensation from any brokers, dealer, bank, or investment pool and has recommended this list of brokers, dealers, banks, and investment pools based solely on their previous experience in utilizing the firms and their registered representatives.

Once the list was approved by the Board of Trustees, Valley View would send solicitations to all of the approved brokers, dealers, banks, and investment pools each time the College sought security offerings and would complete each trade based on best price/yield offered to the College.

The list of recommended brokers, dealers, banks and investment pools would be in effect for one year and must be approved annually by the Board in accordance with the PFIA and the College's Investment Policy.

The Resolution Authorizing Investment Brokers, Dealers, Banks, and Investment Pools was included in the packet for the Committee's review and information.

The Committee noted that there were banks on the list that were local taxpayers in the College's taxing district and other banks that were not. They asked Valley View whether these firms with a local presence could be given preference when all other factors were considered equal, and Valley View confirmed.

Valley View suggested that this did not need to be incorporated into the written policy, but rather that they, and College administration, would understand that when evaluating responses and placing investments, top priority would be given to the best price/yield offered to the College, and for respondents that offered equal price/yield, firms with a presence within the taxing district would be considered first.

Upon a motion by Mr. Paul R. Rodriguez and a second by Dr. Alejo Salinas, Jr., the Finance and Human Resources Committee recommended Board approval of the Resolution

Authorizing Investment Brokers, Dealers, Banks, and Investment Pools as presented. The motion carried.

Discussion and Recommend Action on Resolution Authorizing Participation in the TexPool Investment Pools and Designating Authorized Representatives and Approval of the TexPool Investment Pools Participation Agreement

Approval of the Resolution Authorizing Participation in the TexPool Investment Pools and Designating Authorized Representatives and TexPool Investment Pools Participation Agreement will be requested at the June 23, 2015 Board meeting.

Valley View Consulting, L.L.C (Valley View), in their role as Investment Advisor for the College, recommended that the Board consider for approval this Resolution and Agreement.

From time to time, the College will have cash balances on hand that may need to be placed in safe investment options that are outside of their depository bank. This need would arise if the available collateral at the depository bank is not adequate to cover anticipated deposit balances or for diversification purposes. By spreading cash between multiple products or financial institutions, the College can minimize the risk of loss of assets or program disruption that could be caused should a single institution fail. Diversification is a major consideration for control of risk.

TexPool was created in 1989 on behalf of Texas entities whose investment objectives are preservation and safety of principal, liquidity and yield consistent with the Texas Public Funds Investment Act (PFIA). It is overseen by the Texas State Comptroller of Public Accounts and is managed by Federated Investors. Over 2,000 Texas governmental organizations participate in TexPool. An Advisory Board made up TexPool participants and investment professionals advises on Investment Policies and fee structures.

TexPool operates similarly to a money market mutual fund and seeks to maintain a \$1.00 value per share as required by the Texas Public Funds Investment Act. The PFIA requires additional risk tests and remedial actions that are in excess of those tests currently used by money market mutual funds. Participants in TexPool own equity in the underlying securities that the investment manager, Federated Investors, purchases on behalf of TexPool. The types of securities allowed by PFIA for TexPool include U.S. Government securities, repurchase agreements collateralized by U.S. Government securities and AAA-rated no-load money market mutual funds. TexPool offers next day liquidity to all participants, so that deposits and withdrawals may be made as needed. TexPool is rated AAAM by the Standard and Poors rating agency and undergoes rigorous daily analysis by Standard and Poors to retain this rating.

The College's current Investment Officers consist of Chair of the Board of Trustees, Roy de Leon, the Vice President for Finance and Administrative Services, Maria G. Elizondo, and the Comptroller, Myriam Lopez. The authorized representatives of the College, whose signatures appear in the Resolution Authorizing Participation in the TexPool Investment Pools and Designating Authorized Representatives, are the President, Dr. Shirley A. Reed, the Vice President for Finance and Administrative Services, Maria G. Elizondo, and the

Comptroller, Myriam Lopez. The authorized representatives were each authorized to transmit funds and to withdraw funds for investment in TexPool.

The Resolution Authorizing Participation in the TexPool Investment Pools and Designating Authorized Representatives and the TexPool Investment Pools Participation Agreement was included in the packet for the Committee's review and information.

Upon a motion by Mr. Paul R. Rodriguez and a second by Dr. Alejo Salinas, Jr., the Finance and Human Resources Committee recommended Board approval of the Resolution Authorizing Participation in the TexPool Investment Pools and Designating Authorized Representatives and TexPool Investment Pools Participation Agreement as presented. The motion carried.

Discussion and Recommend Action on Resolution Authorizing the President to Execute Contracts with Banks and Investment Accounts

Approval of the Resolution Authorizing the President to Execute Contracts with Banks and Investment Accounts will be requested at the June 23, 2015 Board meeting.

On March 31, 2015 the Board of Trustees approved the award of Investment Advisory Services to Valley View Consulting, L.L.C. Valley View Consulting, L.L.C. has advised South Texas College on options for investments with other financial institutions in addition to the College's bank depository. Under the new depository contract with BBVA Compass, the College's bank depository, the interest rate structure changed. The bank would pay an interest rate of 10 basis points per annum for demand deposits in an amount not to exceed \$100,000,000. For demand deposits exceeding \$100,000,000, the bank would pay a lower interest rate. For Certificates of Deposit, the Bank agreed to pay interest regardless of the amount based on the LIBOR index and would independently evaluate each CD rate upon request, however, there was a possibility that the interest rate may be lower than the rate of interest paid on demand deposit accounts (checking accounts) of 10 basis points per annum.

In order to maximize the rate of return on the College's investment portfolio, Valley View Consulting, L.L.C. would assist the College in developing and executing an investment strategy for College funds. In order to implement the recommended strategy, the College would need to establish accounts with other financial institutions for the purpose of investing in authorized investments and deposits that are allowed by State Law and the College's Investment Policy. The College's Investment Policy required that the Board approve a list of qualified banks that were authorized to engage in investment transactions with the College. This Resolution authorized the President to execute contracts and other documents in regards to the establishment of bank and investment accounts.

The Resolution Authorizing the President to Execute Contracts with Banks and Investment Accounts was provided in the packet for the Committee's review and information.

Upon a motion by Mr. Paul R. Rodriguez and a second by Dr. Alejo Salinas, Jr., the Finance and Human Resources Committee recommended Board approval of the Resolution Authorizing the President to Execute Contracts with Banks and Investment Accounts as presented. The motion carried.

Review and Discussion of South Texas College 2015 Texas School Safety Center Junior College Audit Report

Texas Education Code (TEC) §37.108 (a) states, “Each school district or public junior college district shall adopt and implement a Multi-Hazard Emergency Operations Plan for use in the district's facilities. The plan must address mitigation, preparedness, response, and recovery as defined by the commissioner of education or commissioner of higher education in conjunction with the governor's office of homeland security.

In addition, §37.108 (b) states, “At least once every three years, each school district or public junior college district shall conduct a safety and security audit of the district's facilities” and §37.108 (c) states, “A school district or public junior college district shall report the results of the safety and security audit conducted under Subsection (b) to the district's Board of Trustees and, in the manner required by the Texas School Safety Center, to the Texas School Safety Center”.

The results of the audit were entered electronically into the Safety Center database and a print copy of the database was provided for review by the Board of Trustees.

As shown in the print copy of the response to the Texas School Safety Center, the college adopted a Multi-Hazard Emergency Operations Plan and it was reviewed annually. The college conducted annual emergency evacuation drills in conjunction with testing of the STC RAVE Alert Mass Notification System. Key personnel received the necessary National Incident Management System (NIMS) training and the College was in compliance with the requirements of the Clery Act and with the requirements of the Texas Education Code.

The South Texas College 2015 Texas School Safety Center Junior College Audit Report was included in the packet for the Committee's review and information. This report was submitted to Texas School Safety Center on May 18, 2015.

No action was required from the Committee. This item was presented for information and feedback to staff.

Review and Discussion of Position Vacancy Report for FY 2014-2015

The Staffing Plan Position Vacancy Report for FY 2014-2015 was included in the packet for the Committee's information and review. The included information was current as of June 5, 2015.

The Position Vacancy Report for Fiscal Year 2014-2015 was presented for information and review by the Committee. No action was required from the Committee.

Adjournment

There being no further business to discuss, the Finance and Human Resources Committee Meeting of the South Texas College Board of Trustees adjourned at 7:08 p.m.

I certify that the foregoing are the true and correct Minutes of the June 11, 2015 Finance and Human Resources Committee Meeting of the South Texas College Board of Trustees.

Dr. Alejo Salinas, Jr.
Presiding

Announcements

A. Next Meetings:

- Monday, July 13, 2015
 - 12:00 p.m. – Facilities Committee Meeting
 - 1:00 p.m. – Finance and Human Resources Committee Meeting

 - *Cancelled – Education and Workforce Development Committee Meeting*

- Tuesday, July 28, 2015
 - 5:30 p.m. – Regular Meeting of the Board of Trustees

B. Other Announcements:

- Friday, July 3, 2015 – College Closed in observance of *Independence Day*
- July 6 & 7, 2015 – Final Registration dates for Summer II

- The Valley Scholars Program *10th Annual A Night with the Stars* will be held Thursday, October 8, 2015, from 6:00 p.m. – 9:00 p.m.