



**SOUTH TEXAS
COLLEGE**

**Board of Trustees
Regular Board Meeting**

**Tuesday, July 28, 2015
5:30 p.m.**

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

Online Board Packet

SOUTH TEXAS COLLEGE
BOARD OF TRUSTEES REGULAR MEETING
Tuesday, July 28, 2015 @ 5:30 p.m.
Ann Richards Administration Building Board Room
Pecan Campus, McAllen, Texas 78501

AGENDA

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

- I. Call Meeting to Order**
- II. Determination of Quorum**
- III. Invocation**
- IV. Public Comments**
- V. Presentations..... 1 - 8**
 - A. Presentation on Second Quarter Delinquent Tax Collection Report by Linebarger Goggan Blair & Sampson, LLP
- VI. Consideration and Action on Consent Agenda**
 - B. Approval of Minutes 9 - 37
 - 1. June 23, 2015 Regular Board Meeting
 - B. Approval and Authorization to Accept Grant Award(s) 38
 - 1. The "VIDA College Prep Academy" grant from Valley Initiative for Development and Advancement in the amount not to exceed \$50,000.
 - 2. Additional Grant(s) Received/Pending Official Award
- VII. Consideration and Action on Committee Items**
 - A. Finance and Human Resources Committee
 - 1. Discussion and Action as Necessary on Hidalgo and Starr County Tax Resale Properties and Resolution Authorizing Tax Resale..... 39 - 41

2. Review and Action as Necessary on Award of Proposals, Purchases, Renewals, and Lease/Rental 42 - 76

A. Awards

- 1) Childcare Services (Award)
- 2) Custodial Supplies (Award)
- 3) Library Materials (Award)
- 4) Mail Services (Award)
- 5) Rental of Storage Facilities (Award)
- 6) Science Laboratory Supplies (Award)

B. Advertising or Memberships

- 7) Registration Radio Advertising Agreements (Purchase)
- 8) Registration Television Advertisement Agreements (Purchase)
- 9) Institutional Participation Fee (Renewal)

C. Instructional Items

- 10) Portable X-Ray Machine (Purchase)
- 11) Testing Materials – CAAP (Purchase)
- 12) Ultrasound Simulator (Purchase)

D. Non-Instructional Items

- 13) Air Conditioning Equipment and Supplies (Purchase)
- 14) Air Conditioning Filters (Purchase)
- 15) Building Automation Control Equipment, Parts, and Equipment Maintenance (Purchase)
- 16) Catering Services (Purchase)
- 17) Chiller Chemicals and Maintenance (Purchase)
- 18) Electrical Parts and Supplies (Purchase)
- 19) Library Furniture, Equipment, and Supplies (Purchase)
- 20) Parts and Supplies (Purchase)
- 21) Police Vehicle Equipment and Accessories (Purchase)
- 22) Rental Equipment (Purchase)
- 23) Collection Agency Services (Renewal)
- 24) Elevator Maintenance Agreement (Renewal)
- 25) Equipment Rental Services (Renewal)
- 26) Glass Replacement and Installation (Renewal)
- 27) Online Real Estate Courses (Renewal)
- 28) Truck Driver/Bus Driver Training (Renewal)
- 29) Staff Uniforms and Services (Rental/Renewal)
- 30) Facility Usage Interlocal Agreements (Lease/Rental)

E. Technology

- 31) Citation Writers and Printers (Purchase)
- 32) Computers and Tablets (Purchase)
- 33) Enterprise Software and Maintenance (Purchase)
- 34) Local Telephone Service – McAllen (Purchase)
- 35) Local Telephone Service – Mid Valley and Starr County (Purchase)
- 36) Long Distance Phone Service (Purchase)
- 37) Network Cabling Services (Purchase)
- 38) Network Server (Purchase)

- 39) Online Tutoring Service Agreement (Purchase)
- 40) Performance Review Software Component (Purchase)
- 41) Software License Subscription (Purchase)
- 42) Training Services (Purchase)
- 43) ARMS Annual Maintenance Agreement (Renewal)
- 44) Book Detection System Maintenance Agreement (Renewal)
- 45) Course Management and Hosting Services (Renewal)
- 46) Library Database Subscription (Renewal)
- 47) Library Serials (Renewal)
- 48) Maintenance Management System Agreement (Renewal)
- 49) Mobile Application Software Agreement (Renewal)
- 50) Online Essay Review Services Agreement (Renewal)
- 51) Oracle License Maintenance (Renewal)
- 52) Predictive Data Analytics Technology/Hosting Service (Renewal)
- 53) Public Website Hosting Services (Renewal)
- 54) Student Schedule Software Agreement (Renewal)

- 3. Review and Action as Necessary on Disposal/Recycle of Technology Items with an Original Value of \$1,000 and Over 77 - 90
- 4. Review and Action as Necessary on Revised Plan for Relocation of Portable Buildings on the Pecan Campus in Preparation for the Bond Construction Projects and Disposal of Portable Buildings as Appropriate 91 - 101
- 5. Review and Action as Necessary on External Auditor Services ... 102 - 123
- 6. Review and Action as Necessary on Interlocal Agreement for Transportation Services between South Texas College and the Lower Rio Grande Valley Development Council 124 - 136
- 7. Review and Action as Necessary on Renewal of Financial Advisor Services Agreement 137 - 148
- 8. Review and Action as Necessary on Establishing a Bank Account for the Bond Construction Program..... 149 - 152
- 9. Discussion and Action as Necessary on Proposed Budget Amendment for FY 2014-2015 153 - 157
- 10. Review and Action as Necessary on Unrestricted Fund Balance Designations as of August 31, 2015 158 - 159
- 11. Discussion and Action as Necessary on New Staff Positions for FY 2015-2016..... 160 - 163
- 12. Discussion and Action as Necessary on Salary Adjustments/Reclassifications for FY 2015-2016 164 - 169

B. Facilities Committee

1. Update on Status of 2013 Bond Construction Program 170 - 176
2. Review and Action as Necessary on Schematic Design of the 2013 Bond Construction Nursing & Allied Health Campus Expansion 177 - 179
3. Review and Action as Necessary on Schematic Design of the 2013 Bond Construction Mid Valley Campus Health Professions and Science Building 180 - 182
4. Review and Action as Necessary on Schematic Design of the 2013 Bond Construction Mid Valley Campus Student Services Building Expansion 183 - 184
5. Review and Action as Necessary on Schematic Design of the 2013 Bond Construction Starr County Campus Student Services Building Expansion 185 - 186
6. Review and Action as Necessary on Schematic Design of the 2013 Bond Construction Pecan Campus Thermal Plant Expansion 187 - 188
7. Review and Action as Necessary on Contracting Construction Services for the Pecan Campus Building B Ceramic Arts Lab Exterior 189 - 194
8. Review and Action as Necessary on Final Completion for the Pecan Campus South Academic Building Science Lab Exhaust Fan 195 - 196
9. Update on Status of Non-Bond Program Construction Projects ... 197 - 202

VIII. Consideration and Approval of Checks and Financial Reports... 203 - 205

The Checks and the Financial Reports presented for approval are included in the Board Packet under SEPARATE COVER

IX. Informational Items

- President’s Report 206 - 216
- Board Committee Meeting Minutes from July 13, 2015:
 - Finance and Human Resources 217 - 244
 - Facilities 245 - 261

X. Announcements 262

A. Next Meetings:

- Tuesday, August 11, 2015
 - 12:00 p.m. – Education and Workforce Development Committee Meeting
 - 1:00 p.m. – Facilities Committee Meeting
 - 5:30 p.m. – Finance and Human Resources Committee Meeting

- Tuesday, August 25, 2015
 - 1:00 p.m. – Facilities Committee Meeting
 - 5:30 p.m. – Regular Meeting of the Board of Trustees

B. Other Announcements:

- Thursday, August 6, 2015 – End of Summer II and III 2015 Sessions
- Monday, August 24, 2015 – Fall 2015 Classes Begin
- 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.

Presentations

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

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

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



**Third Quarter
Delinquent Tax Collection Report**

Linebarger Goggan Blair & Sampson, LLP

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

LAW OFFICES
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July 28, 2015

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

RE: Delinquent Tax Collection Report from March 1, 2015 through May 31, 2015

Dear Dr. Reed:

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

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

Very Truly Yours,



Lucy G. Canales
Capital Partner

Very Truly Yours,



Gustavo Martinez
Attorney

LINEBARGER GOGGAN BLAIR & SAMPSON APPROACH

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

DEMAND MAILINGS

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

Hidalgo County: Two (2) Mailing was completed for the Hidalgo County area with a total of 26,875 statements that were mailed out.

Starr County: Two (2) Mailings Completed for the Starr County area with a total of 34,643 statements that were mailed out.

LITIGATION SUMMARY

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

Hidalgo County

Litigation Activity	Cases	Base, Penalty and Interest
• Lawsuits Filed	525	\$237,918
• Interventions	156	\$133,539
• Lawsuits Disposed	238	\$141,301
• Judgments Taken	208	\$165,045
• Tax Warrants	29	\$8,012
• Pending Litigation as of 7/15/15	4,083	\$2,530,109

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

- *Over 10,069 Incoming/Outgoing Calls*
- *Over 1,982 Taxpayer Walk-Ins*
- *Over 1,047 Property Inspections*
- *Over 1,017 Pay Off Requests*

- Over 199 Incoming/Outgoing Calls
- Over 39 Property Inspections
- Over 62 Taxpayer Walk-Ins

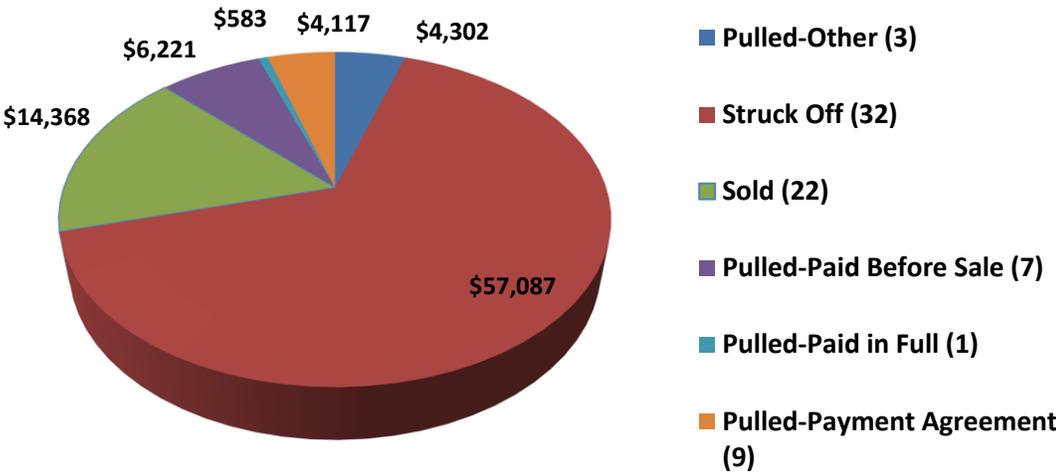
Starr County

Litigation Activity	Cases	Base, Penalty and Interest
• Lawsuits Filed	13	\$16,260
• Judgments Taken	19	\$12,661
• Pending Litigation as of 7/15/15	576	\$788,592

Tax Sale Activity

Hidalgo County

Our Office regularly monitors all judgments we take on behalf of South Texas College. During this reporting period, **one (1)** tax sale was conducted in Hidalgo County placing **seventy four (74)** properties for sale.



BANKRUPTCY CLAIMS FILED

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

All Bankruptcy Filings

<i>Ch. 7</i>	71	\$104,013
<i>CH. 11</i>	53	\$170,841
<i>Ch. 12</i>	2	\$1,391
<i>Ch. 13</i>	792	\$177,477
<i>Total</i>	918	\$453,722

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

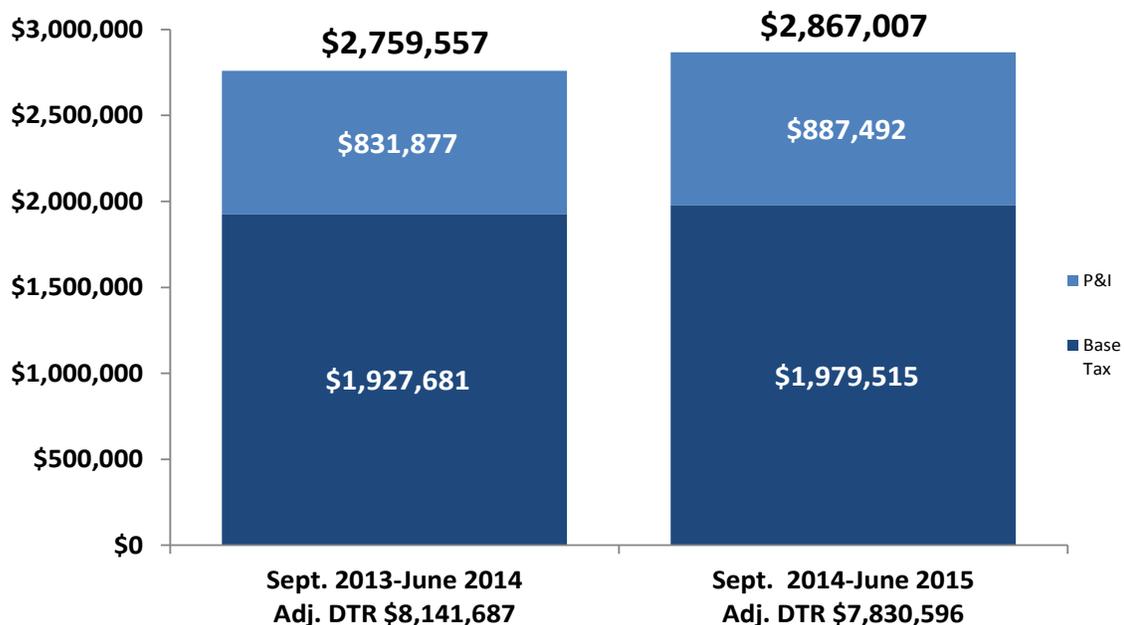
Chapter Eleven: This allows a Corporation to devise a plan to reorganize its debts and obligations to allow extended repayment of its creditors.

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

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

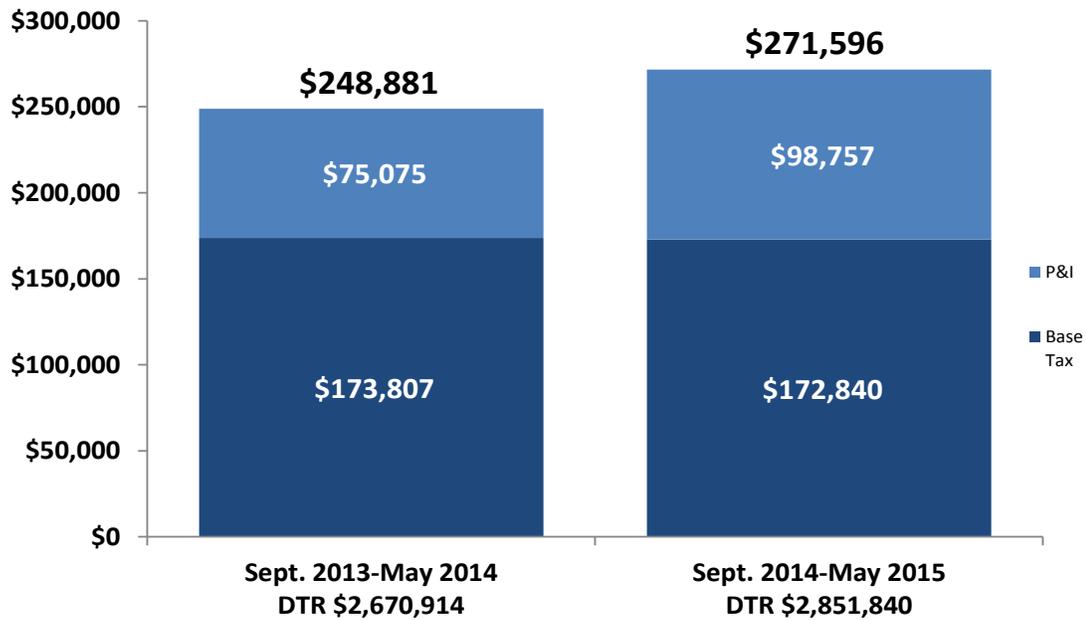
COLLECTION HIGHLIGHTS

Hidalgo County Collections



Source: Hidalgo Co. Tax Office

Starr County Collections



Source: Starr Co. Tax Office

FUTURE OVERVIEW

Review of Pending Judgments and the Filing of Additional Lawsuits

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

Continued Monitoring of Bankruptcy Accounts

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

Mailing Program

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

- July 2015 (Completed)
- August 2015

Scheduling of Property Sales

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

Property Visits

On site visits are being conducted on targeted accounts weekly.

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

Approval of Minutes

The following Minutes are submitted for Board approval:

June 23, 2015 Regular Board Meeting

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and adopt the Minutes for the June 23, 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 June 23, 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, June 23, 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, June 23, 2015 in the Ann Richards Administration Building Board Room at the Pecan Campus in McAllen, Texas. The meeting commenced at 5:30 p.m. with Mr. Roy de León, Chair, presiding.

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

Members absent: Dr. Alejo Salinas, Jr. and Mrs. Graciela Farias

Also present: Dr. Shirley A. Reed, Mr. Chuy Ramirez, Mrs. Mary Elizondo, Dr. David Plummer, Mrs. Wanda Garza, Mrs. Becky Cavazos, Ms. Myriam Lopez, Mr. Matthew Hebbard, Mr. Juan Carlos Aguirre, Mr. Paul Varville, Mr. George McCaleb, Mr. Ricardo De La Garza, Mrs. Brenda Balderaz, Mr. William Buhidar, Mr. Nick Gonzalez, Ms. Alicia Gomez, Dr. Ali Esmaeili, Mrs. Laura Sanchez, Ms. Lori Trevino, Mr. John De La Garza, Mr. Luis Banda, Mr. Gilbert Gallegos, Mr. Rolando Garcia, Ms. Diana Bravos Gonzalez, Mr. Radu Popescu, Ms. Anne Burger, Ms. Susan Anderson, and Andrew Fish.

Determination of a Quorum

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

Invocation:

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

Public Comments:

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

Approval of Minutes

The following Minutes were submitted for Board approval:

May 26, 2015 Regular Board Meeting

Upon a motion by Mr. Paul R. Rodriguez and a second by Mr. Jesse Villarreal, the Board of Trustees of South Texas College approved and adopted the Minutes for the May 26, 2015 Regular Board Meeting as written. The motion carried.

Presentations

Presentation on Kids College 2015

Mr. Juan Carlos Aguirre, Associate Dean of Continuing, Professional, and Workforce Development, presented a brief video and background information on *Kids College 2015*.

Kids College is open to school districts and the community at large, and is designed to encourage elementary school children to join South Texas College faculty and staff for a “fun, scientific, and high tech adventure” exploring Higher Educational opportunities and workforce training. In Kids College 2015 featured various fields and provided attendees with sessions to interact with equipment in programs such as:

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

This program was scheduled to continue with the following sessions:

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

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

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 was 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.*

The presented grants would provide up to \$62,000 in additional funding for the College to provide services and opportunities throughout the region.

Upon a motion by Mr. Paul R. Rodriguez and a second by Ms. Rose Benavidez, the Board of Trustees approved and authorized accepting the following grant awards and use of related funds as authorized by each grant, contingent upon official award, as presented:

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

The motion carried.

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 was 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 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 for the Board's review and consideration, with the proposed changes shown in red text.

2016 – 2017 Academic Calendar

The 2016 - 2017 Academic Calendar was presented for Board action. This calendar was 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 provided by UT RGV.

The proposed 2016 - 2017 Academic Calendar was 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.

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 proposed revisions to 2015 - 2016 Academic Calendar and the newly proposed 2016 - 2017 Academic Calendar as presented. The motion carried.

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. Both the presentation and the guide were included in the Board packet.

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 Board's information and feedback to staff, and no action was requested.

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 was requested.

First Southwest Company and staff have continued to work on the issuance of the Limited Tax Bonds, Series 2015. Staff provided updated information for the Preliminary Official Statement and 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, July 21, 2015 Closing; Delivery of Bond Proceeds

Estrada Hinojosa & Company, Inc. served as the senior manager of the Underwriters and the co-managers were 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 was held on Monday and Tuesday, June 22-23, 2015. A Transaction Summary was presented at the meeting by Anne Burger Entrekin with First Southwest. Ms. Burger announced that the pricing was completed June 23, 2015, the day of the Board meeting, and the final price was 22 basis points below the pricing for the Limited Tax Bonds, Series 2014 issued in January 2014.

The draft Bond Purchase Contract had been prepared by the underwriters counsel, Ricardo Perez, and reviewed by the College's bond counsel. The Preliminary Official Statement and a Draft Order were provided under separate cover for the Board's review. The College's legal counsel and bond counsel, Jesus Ramirez, delivered a final Order, adjusted to reflect the pricing, at the meeting.

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 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 motion carried.

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

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)
 - Halff 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

#	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

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 Ms. Rose Benavidez, the Board of Trustees of South Texas College approved and authorized the proposal awards, purchases, and renewals as presented. The motion carried.

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

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

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.

Under the proposed new policy, 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 have the opportunity to 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 would be 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 Board'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.

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

**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* was requested.

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 revised policy was included 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 strikethrough.

The revised policy was 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.

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 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 superseded any previously adopted Board policy. The motion carried.

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 was requested.

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 and would will pick up the vehicles.

The list of the vehicles was included 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.

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 the disposal/return of automotive technology program donated vehicles to General Motors as presented. The motion carried.

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 was requested.

Proposed salary adjustments for Faculty and Professional/Technical Staff, Administrative Staff, and Executive Staff for FY 2015-2016 were as 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 provided additional information under separate cover, and requested 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 including 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 was based on an average increase of 3%.

The average increase of 3% was arrived at by increasing the base, which was 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 added a 1.3% salary increase to the faculty who 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 would be approximately \$936,511.

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

Also included was the 2014-2015 Texas Community College Teachers Association Survey of Faculty Salaries distributed by “The Messenger”. The 2015-2016 summary results would not be available until December 2015, when all Texas community colleges 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 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 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 have been a total Salary Adjustment of \$1,515,566 for FY 2015-2016, excluding Classified Staff at this time.

Administration provided the additional background information pertaining to the Classified Staff salary proposal under separate cover and recommends a 3% salary adjustment for Classified Staff.

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

Mr. Paul R. Rodriguez announced that he had questions at the Committee regarding the increase proposed for Classified Staff, but he had reviewed the information provided and was satisfied by the elevation of salaries at the lowest end of the Classified Pay Scales during the previous year's salary survey, and was comfortable with the proposal presented for Board consideration.

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 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 motion carried.

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 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 would 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 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 prepared a list of brokers, dealers, banks, and investment pools that operated in the Texas public fund arena and had extensive knowledge of the requirements and constraints of the PFIA. Additionally, the recommended brokers, dealers, banks, and investment pools were proven to provide professional and timely responses to solicitations for investment quotes, and provided competitive quotes, and relevant new security issuance information. Valley View did not derive any incentives or soft-dollar compensation from any brokers, dealer, bank, or investment pool and 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 provided 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, and Mr. Paul R. Rodriguez confirmed that instruction as the Board's direction to the consultant and administration.

Mr. Paul R. Rodriguez read the following lists as authorized in the included resolution:

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

Mr. Roy de León abstained from deliberation and action on this agenda item.

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 Authorizing Investment Brokers, Dealers, Banks, and Investment Pools as presented. The motion carried.

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 was requested.

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

From time to time, the College would have cash balances on hand that may need to be placed in safe investment options that were outside of their depository bank. This need would arise if the available collateral at the depository bank was 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 was 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 of 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 consisted 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, were 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 were included 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.

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 Authorizing Participation in the TexPool Investment Pools and Designating Authorized Representatives and TexPool Investment Pools Participation Agreement as presented. The motion carried.

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 was 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. 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 would 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. assisted 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 were 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 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. The motion carried.

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 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 have 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 provided 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 Board. This item was presented in compliance with Texas Education Code and for information and feedback to staff.

Review of Presentation on the Developmental Education Plan & Procedures Guide

Upon completion of the presentation of Finance and Human Resources Committee agenda items for Board consideration, Chair de León called on Mr. Gary Gurwitz to review the Facilities Committee items.

Mr. Gurwitz asked for the opportunity to provide greater detail regarding the Education and Workforce Development Committee's presentation on the College's Developmental Education Plan & Procedures Guide. Mr. Gurwitz indicated that the plan had been included in the Board packet, and while it was too detailed to adequately summarize, the College's dedication to Developmental Education was clearly apparent in the plan. Mr. Gurwitz expressed that this was one of the most important areas of the College's service to its communities, and he praised faculty, administration, and staff for their dedication to making South Texas College a true leader in providing meaningful and efficient pathways to students who required developmental education to move into college level coursework.

Update on Status of 2013 Bond Construction Program

Mr. Gilbert Gallegos from Broaddus & Associates attended the June 23, 2015 Regular Board meeting and reviewed the update on the 2013 Bond Construction Program.

The Board packet included 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.

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 was requested.

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, contingent upon Board approval. For the Bond Construction Program, specialized design services with project architects for kitchen design were 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 could 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

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 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. 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.

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 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 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 was 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 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 had floats 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 would begin in January or February of 2016 and the use of the facility by the City of McAllen would conflict with 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.

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 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 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 was 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. The packet included 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 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 were 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.

Upon a motion by Mr. Gary Gurwitz and a second by Ms. Rose Benavidez, the Board of Trustees of South Texas College approved and authorized contracting construction services with Zitro Electric, LLC in the amount of \$228,500 for the Pecan Campus Sports Field Lighting project as presented. The motion carried.

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 was 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 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 were 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.

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 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 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 was 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 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 included 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 included 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 was 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 included 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.

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

Upon a motion by Mr. Gary Gurwitz and a second by Ms. Rose Benavidez, the Board of Trustees of South Texas College approved and authorized the substantial completion of the projects as presented. The motion carried.

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

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

Upon a motion by Mr. Gary Gurwitz and a second by Ms. Rose Benavidez, the Board of Trustees of South Texas College approved and authorized the proposed settlement of the Hail Damage Claim recommended by legal counsel, which included a final payment of \$2,000,000.00, which would be in addition to all previous payments made to the College on this claim. The motion carried.

Update on Status of Non-Bond Program Construction Projects

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

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

Consideration and Approval of Checks and Financial Reports

Board action was requested to approve the checks for release and the financial reports for the month of May 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.

The checks and the financial reports submitted for approval were included in the Board packet under separate cover.

Upon a motion by Mr. Jesse Villarreal and a second by Mr. Paul R. Rodriguez, 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 May 2015. The motion carried.

Announcements

A. Next Meetings:

- Monday, July 13, 2015
 - 12:00 p.m. – Finance and Human Resources Committee Meeting
 - 1:00 p.m. – Facilities 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:

- Tuesday, June 23rd, 2015 – City of Pharr’s Legislators Appreciation Reception, 6:00 – 8:30 p.m. at the Pharr Economic Development Corporation, 1215 S. Cage Blvd.
- Thursday, June 25th, 2015 – Open Forums with Candidate for Director of Facilities Planning & Construction:
 - 9:35 a.m. – 10:15 a.m. @ Pecan Campus
 - 12:10 p.m. – 12:55 p.m. @ Mid Valley Campus
 - 3:35 p.m. – 4:15 p.m. @ Starr County Campus
- 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.

Adjournment:

There being no further business to discuss, the Regular Meeting of the South Texas College Board of Trustees adjourned at 6:31 p.m.

I certify the foregoing are the true and correct minutes of the Tuesday, June 23, 2015 Regular Board Meeting of the South Texas College Board of Trustees.

Mr. Paul R. Rodriguez

Secretary

Approval and Authorization to Accept Grant Award(s)

Authorization to accept and approve the following grant 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 in the amount not to exceed \$50,000.

The grant program would take place beginning August 3, 2015 through November 23, and the grant funds would be used toward 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. The targeted number of participants to be served is 8 to 10.

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

The presented grant would provide up to \$50,000 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 in the amount not to exceed \$50,000.
2. Additional Grant(s) Received/Pending Official Award

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

The Board of Trustees of South Texas College approves and authorizes accepting the following grant 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 in the amount not to exceed \$50,000.
2. Additional Grant(s) Received/Pending Official Award

Approval Recommended:

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

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

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

The law offices of Linebarger Goggan Blair & Sampson, LLP have requested consideration and possible action on the tax resale of fifty-three (53) properties.

Hidalgo County - On June 2, 2015 Linebarger Goggan Blair & Sampson, LLP held a Tax Resale Auction at the Hidalgo County Clerk Records Management Facility for struck off properties located within Hidalgo County. The tax resale auction was published in The Monitor and several other newspapers throughout Hidalgo County. Bids were received on fifty-two (52) properties.

Starr County - On July 31, 2012, Linebarger Goggan Blair & Sampson, LLP held a Tax Resale Auction at the Starr County Courthouse for struck off properties located within Starr County. The tax resale auction was published several times in the Starr County Town Crier. No bids were received at time of auction on any of the Rio Grande City properties; however on March 2, 2015 a private written bid was received.

Linebarger Goggan Blair & Sampson, LLP is submitting for the Board of Trustees' consideration, the analysis of the bids received. **The total amount the College will receive is \$40,119.43.**

The Resolution Authorizing the Tax Resale is included in the packet for the Board's review. A listing of the bids including the legal description for each property, the amount of the bid, the amount South Texas College will receive, and the Analysis of Bids Received are enclosed under separate cover for the Board's information and review.

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

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

Recommendation:

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

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

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

Approval Recommended:

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

President

SOUTH TEXAS COLLEGE

RESOLUTION NO. _____

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

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

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

SIGNED on this 28th day of July, 2015.

Roy de León
Board Chair

ATTEST:

Paul R. Rodriguez
Secretary

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

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

- | | |
|--|--|
| <p>A. Awards
 B. Advertising or Memberships
 C. Instructional Items</p> | <p>D. Non-Instructional Items
 E. Technology Items</p> |
|--|--|

A. Awards

1) Childcare Services (Award)

Award the proposal for childcare services for the period beginning September 1, 2015 through August 31, 2016, at an estimated amount of \$105,000.00 with the following eighty seven (87) qualifying vendors:

Blessings Learning Academy of Alamo (Alamo, TX)	iKids Academy (Alamo, TX)	New Generation Child Care Center (Alamo, TX)
Super Kids Academy Day Care Center (Alamo, TX)	We Are The Future Child Development Center (Alamo, TX)	My Alphabet Academy (Alton, TX)
Kid'z First Child Care Center, Inc. No. 2 (Alton, TX)	Anna's Childcare (Donna, TX)	Building Blocks Academy (Donna, TX)
Early Start Child Care Development Center (Donna, TX)	Garza's Childcare and Development Center (Donna, TX)	Monte Cristo Learning Center (Edcouch, TX)
All American Child Development (Edinburg, TX)	Alma's Daycare (Edinburg, TX)	Gaby's Day Care Center, Inc. (Edinburg, TX)
Genesis Learning Center, Inc. (Edinburg, TX)	Kids' Kollege Learning Center (Edinburg, TX)	Learning Garden Child Care Center (Edinburg, TX)
Learning Journey Child Care (Edinburg, TX)	Learning Journey, LLC. (Edinburg, TX)	Little Kingdom Learning Center (Edinburg, TX)
Little U Learning Center (Edinburg, TX)	Little Voices Day Care (Edinburg, TX)	Small Wonders Day Care Center (Edinburg, TX)
The Learning Journey Day School (Edinburg, TX)	V.I.P. Learning Center (Edinburg, TX)	Play, Learn, Construct & Conserve Child Care Center (La Joya, TX)

Creative Kidz Day Care Center (Mercedes, TX)	ABC University Early Child Care Center (McAllen, TX)	Adventureland Academy (McAllen, TX)
Brackenridge Children's Center, LLC. (McAllen, TX)	Bright Beginnings (McAllen, TX)	Coky's Day Care Center (McAllen, TX)
Devanhi's Day Care (McAllen, TX)	Generations Academy, LLC. (McAllen, TX)	Kids Avenue Learning Center (McAllen, TX)
Learning Box Academy (McAllen, TX)	Little Cowboys Child Care Center (McAllen, TX)	Little Dreamers Learning Academy (McAllen, TX)
Little Shining Stars Daycare I (McAllen, TX)	Little Rockets Academy (McAllen, TX)	Loving Angels Child Development Center, LLC. (McAllen, TX)
Maria Del Refugio Vargas (McAllen, TX)	Royal Education Center (McAllen, TX)	TLT Childcare and Development Center, LLC. (McAllen, TX)
Tony's Playhouse (McAllen, TX)	Bright Beginnings Learning Center (Mission, TX)	Eaglets Daycare/Development Center (Mission, TX)
Honey's Little Bee's Learning Center (Mission, TX)	Imagination Express Learning Center, LLC. (Mission, TX)	Kidz Crusade Learning and Development (Mission, TX)
Kidz Crusade Childcare and Pre K Academy #2 (Mission, TX)	Love Bugs C E C, LLC. (Mission, TX)	Solecitos Child Care & Development Center (Mission, TX)
Super Star Kids Learning Center, LLC. (Mission, TX)	Martha Alicia Garcia (Mission, TX)	Children's Garden Day Care (Palmview, TX)
Little Minions Learning Academy (Penitas, TX)	Campanitas Day Care (Pharr, TX)	Children's Education Center (Pharr, TX)
Futuros Lideres Learning Center (Pharr, TX)	Kids Academy Daycare (Pharr, TX)	Little Bear Academy Day Care Center (Pharr, TX)
Little Explorers Development & Learning Center (Pharr, TX)	Little One's Discovery Center II, Inc. (Pharr, TX)	Lupita's Day Care (Pharr, TX)
Mara's Little Bears Day Care (Pharr, TX)	My First Steps Child Care & Development Center (Pharr, TX)	My Precious Moments Childcare Development Center (Pharr, TX)

Tiny Rascals Schoolhouse (Pharr, TX)	Tweaty and Christy Day Care (Pharr, TX)	Building Blocks Learning Center (Rio Grande City, TX)
Cutie Pies Children's Development Center (Rio Grande City, TX)	Kami's Cuddling Center (Rio Grande City, TX)	Learning Central, LLC. (Rio Grande City, TX)
Learning Zone City (Rio Grande City, TX)	Learning Zone II (Rio Grande City, TX)	The Methodist Day Care Center (Rio Grande City, TX)
Bright Future Kids Academy (San Juan, TX)	Childtime Academy (San Juan, TX)	The Learning Express (San Juan, TX)
Thomas and Friends Learning Center (San Juan, TX)	We Are The Future Child Development Center (San Juan, TX)	Christian Day Care (Weslaco, TX)
El Shaddai International Christian Day Care Center (Weslaco, TX)	The Growing Patch Early Learning Center (Weslaco, TX)	Kids "R" Kids Learning Academy (Weslaco, TX)

Purpose - The Providing Academic Support to Students (PASS) Program is requesting a list of childcare centers for students participating in the PASS Program majoring in a career and technical education programs that qualify for assistance with their childcare expenses based on available funding through the Carl Perkins grant.

Justification and Benefits - A selection of approved childcare providers in Hidalgo and Starr County is necessary so that students can select the childcare provider that best meets their needs. All eighty seven (87) respondents submitted a rate form, criminal history form, and license which have been reviewed.

Background - Proposal documents were advertised on May 1, 2015 and May 8, 2015 and issued to five hundred thirty two (532) vendors. Eighty seven (87) responses were received on June 23, 2015 and reviewed by the PASS Program and Purchasing Department.

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

2) Custodial Supplies (Award)

Award the proposal for custodial supplies for the period beginning August 18, 2015 through August 17, 2016 with two one-year options to renew, at an estimated amount of \$175,000.00 based on prior year expenditures. The vendors are as follows:

- **Primary:** Gulf Coast Paper, Co. (Brownsville, TX)
- **Secondary:** Cielo Office Products (McAllen, TX)
 Rio Paper & Supply, LLC. (Pharr, TX)
 Yanitor Paper and Supplies, LLC. (Hidalgo, TX)

Purpose - The Facilitates Maintenance and Operations Department is requesting custodial supplies to be used throughout the district which include cleaners, hand towels, tissues, mops, brooms, gloves, trash bags and other miscellaneous supplies.

Justification and Benefit - The custodial supplies are needed for the day to day cleaning and maintenance of all South Texas College facilities.

Background - Proposal documents were advertised on May 18, 2015 and May 25, 2015 and issued to twelve (12) vendors. Nine (9) responses were received on June 2, 2015 and reviewed by Facility Maintenance and Operations and the Purchasing Departments.

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

3) Library Materials (Award)

Award the proposal for library materials for the period beginning September 1, 2015 through August 31, 2016 with two one-year options to renew, at an estimated cost of \$233,537.00 with the following vendors:

ABDO Publishing (Minneapolis, MN)	Bearport Publishing (New York, NY)
Bound to Stay/Bound Book, Inc. (Jacksonville, IL)	Cavendish Square Publishing (New York, NY)
Cengage Learning, Inc. (Farmington Hills, MI)	Complete Book and Media Supply, LLC. (Cedar Park, TX)
CRM Learning, LP. (Carlsbad, CA)	Delaney Educational Enterprises (San Diego, CA)
EBSCO Industries, Inc. (Ipswich, MA)	Enslow Publishing, LLC. (New York, NY)
Follett School Solutions, Inc. (McHenry, IL)	Gareth Stevens Publishing (New York, NY)
Salem Press Div of Grey House Publishing (Amenia, NY)	Grey House Publishing, (Amenia, NY)
Central Programs, Inc./dba Gumdrop Books (Bethany, MO)	Ingram Library Services, Inc. (La Vergne, TN)
JOVE (Cambridge, MA)	Latin American Book Source, Inc. (Chula Vista, CA)
Midwest Tape, LLC. (Holland, OH)	Hertzberg New Method, Inc./dba Perma Bound Books (Jacksonville, IL)
Plunkett Research, Ltd. (Houston, TX)	Quality Books, Inc. (Oregon, IL)
Rittenhouse Book Distributors, Inc. (King of Prussia, PA)	Rosen Publishing Group (New York NY)
Scholastic Library Publishing, Inc. (Danbury, CT)	Yankee Book Peddler, Inc./dba YBP Library Services (Contoocook, NH)
World Book, Inc. (Chicago, IL)	

Purpose - Library Services is requesting proposals for the purchase of library materials to support instructional programs and other needs of South Texas College students, faculty and patrons district wide.

Justification – The library materials will include books, reference materials and other materials for all the College’s academic programs. A list of vendors is needed to fulfill the large variety of requests needed district wide.

Background - Proposals documents were advertised and issued to fifty nine (59) vendors. Twenty seven (27) responses were received and reviewed by the Library Services and Purchasing Department.

Funds for this expenditure are budgeted in the Library Acquisitions and BAT & Support Materials budgets for FY 2015-2016 pending board approval of the budget.

4) Mail Services (Award)

Award the proposal for mail services to Upper Valley Mail Services (McAllen, TX) for the period beginning September 1, 2015 through August 31, 2016 with two one-year options to renew, at an estimated cost of \$73,000.00 based on prior year expenditures.

Purpose: The Mail Services Department requested proposals for the following services: barcoding all envelopes/packages, postage on all envelopes/packages, pre-sorting of mail, pick up of mail and delivery of mail to the McAllen post office.

Justification and Benefits – With these services, the College will receive lower postage rates for all outgoing mail. Since the service provider is able to group mail with the same zip code and bundle it with other entities the College saves in postage.

Background - Proposal documents were advertised on May 18, 2015 and May 25, 2015 and issued to two (2) vendors. One (1) response was received on June 3, 2015 and reviewed by Mail Services and Purchasing Departments. The College first advertised for proposals for these services in 2006.

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

5) Rental of Storage Facilities (Award)

Award the proposal for the rental of storage facilities for the period beginning August 1, 2015 through July 31, 2016 with two one-year options to renew, at an estimated cost of \$28,000.00 with the following vendors:

- A-Ok McAllen 5/dba Best Little Warehouse in Texas (McAllen, TX)
- Ware Affordable Attic III, LP. (McAllen, TX)
- McAllen Foreign Trade Zone, Inc. (McAllen, TX)

Purpose - The rental of storage facilities is requested by various department for the storage of student catalogs, tabloids, documents, event tables, equipment, and graduation items.

Justification and Benefit - The rental of storage facilities is used by various College departments with the following requirements: temperature control, storage size and location. Due to the College's growth over the years, the need for storage facilities has increased. The College will need approximately eight (8) units and one (1) storage area for the first term of the awarded contract.

Background - Proposal documents were advertised on May 11, 2015 and May 18, 2015 and issued to seven (7) vendors. Three (3) responses were received on June 5, 2015 and reviewed by the Purchasing Department.

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

6) Science Laboratory Supplies (Award)

Award the proposal for science laboratory supplies for the period beginning September 1, 2015 through August 31, 2016 with two one-year options to renew, at an estimated cost of \$200,000.00 based on prior year expenditures. The vendors are as follows:

Carolina Biological Supply Company (Burlington, NC)	Chemglass Life Sciences (Vineland, NJ)
Flinn Scientific, Inc. (Batavia, IL)	Frey Scientific (Nashua, NH)
Harlan Laboratories, Inc. (Indianapolis, IN)	Midsci (St. Louis, MO)
Nasco (Fort Atkinson, WI)	PASCO Scientific (Roseville, CA)
Phenix Research Products (Candler, NC)	Thomas Scientific (Swedesboro, NJ)
VWR International, LLC. (Radnor, PA)	

Purpose - The Science programs are requesting lab supplies for the instructional labs which are required for science courses.

Justification and Benefit - The science laboratory supplies are used for student instruction in the Division of Math and Science by the following programs: Biology, Chemistry, Physics, Geology, and Geography. The programs require labs for students to conduct experiments and testing.

Background - Proposal documents were advertised on May 18, 2015 and May 25, 2015 and issued to twenty four (24) vendors. Eleven (11) responses were received on June 3, 2015 and reviewed by the Purchasing Department.

Funds for this expenditure are budgeted in the Biology, Chemistry, Physics, Geology, and Geography budgets for FY 2015-2016 pending Board approval of the budget.

B. Advertising or Memberships

7) Registration Radio Advertisement Agreements (Purchase)

Purchase radio advertisement agreements for the period beginning August 1, 2015 through August 31, 2015, at an estimated cost of \$16,443.00 from the following sole source vendors:

iHeart Media (Weslaco, TX)	\$7,923.00
Entravision Communication Corporation (ECC) (McAllen, TX)	\$8,520.00

Purpose - The Office of Public Relations and Marketing is requesting to purchase radio advertising services to provide registration information to current students and potential students.

Justification and Benefits - The registration radio advertisement agreements will include a mix of 15 seconds and 30 seconds radio commercials, live mentions, in-studio opportunities, and social mentions. This strategy leverages data from our media consumption survey to reach all key demos and is aligned with peak listening hours. The primary focus will be on Fall 2015 registration messaging.

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

8) Registration Television Advertisement Agreements (Purchase)

Purchase registration television advertisement agreements for the period beginning August 1, 2015 through August 31, 2015, at an estimated cost of \$50,080.00 from the following sole source vendors:

ECC/KCWT TV/RGV CW21 (McAllen, TX)	\$3,000.00
ECC/KFXV TV/Fox Channel 2 (McAllen, TX)	\$3,000.00
KGBT TV/Channel 4 (Pharr, TX)	\$9,130.00
KRGV TV/Channel 5 News (Weslaco, TX)	\$7,000.00
ECC/KNVO TV/Univision 48 (McAllen, TX)	\$5,925.00
KTLM TV/Telemundo 40 (McAllen, TX)	\$7,025.00
KVEO TV/News Center 23 (Brownsville, TX)	\$7,000.00
Time Warner Cable Media (McAllen, TX)	\$8,000.00

Purpose - The Office of Public Relations and Marketing is requesting to purchase radio advertising services to provide registration information to current students and potential students.

Justification and Benefits - The registration television advertisement agreements are for television commercials on several network television channels providing registration information for the Fall 2015 semester and to promote South Texas College’s brand.

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

9) Institutional Participation Fee (Renewal)

Renew the institutional participation fee with Achieving the Dream, Inc./Manpower Development Corporation (MDC)(Silver Spring, MD), a sole source vendor, for the period beginning July 1, 2015 through June 30, 2016, at a total cost of \$10,000.00.

Purpose - The Office of Strategic Initiatives is requesting the renewal of the institutional participation fee in order to continue its membership with Achieving the Dream.

Justification and Benefits - South Texas College is an eleven (11) year Achieving the Dream (ATD) member and has been an ATD Leader College for the past six (6) years. The Annual membership fee for Achieving the Dream participants is \$10,000. Included in the annual membership fee is a team visit to assess progress in improving student success, registration for strategy institute, data analysis and data tools, publications, access to publications and resource tools, special project participation, additional technical assistance and status reports that will contribute to the competitiveness of the institution when applying for federal grants or innovation funding and provide evidence to accrediting organizations.

Funds for this expenditure are budgeted in the Office of Strategic Initiatives budget for FY 2014-2015.

C. Instructional Items

10) Portable X-Ray Machine (Purchase)

Purchase a portable x-ray machine from Merry X-Ray/SourceOne Healthcare (Mentor, OH), a sole source vendor, at a total cost of \$36,687.00.

Purpose - The Radiology Technology Program in the Division of Nursing and Allied Health is requesting the purchase of a portable x-ray machine for student instruction.

Justification and Benefits - The portable x-ray machine is the same type as will be encountered during their clinical/practicum training. Use of this machine in the radiologic lab will maximize the development of their clinical skills. This is the first unit for the Division of Nursing and Allied Health which will be located at the McAllen campus, but can be relocated to other campuses as the program grows.

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

11) Testing Materials – CAAP (Purchase)

Purchase testing materials – CAAP from ACT CAAP (Iowa City, IA), a sole source vendor, at an estimated cost of \$25,725.00.

Purpose - The Student Assessment Center is requesting the purchase of seven hundred (700) ACT test which will be taken by the BAT program students in FY 2016.

Justification and Benefits - Students enrolled in the BAT Program are administered the Collegiate Assessment of Academic Proficiency (CAAP) in the Fall, Spring, and Summer semesters. It is the exam selected that meets SACS quality control management requirement. The exams consist of five sections: Writing Skills, Writing Essay, Mathematics, Reading, and Critical Thinking.

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

12) Ultrasound Simulator (Purchase)

Purchase an ultrasound simulator from CAE Healthcare, Inc. (Sarasota, FL), a sole source vendor, at a total cost of \$60,320.00,

Purpose - The Diagnostic Medical Sonography Program in the Division of Nursing and Allied Health is requesting an ultrasound simulator which will be used for student instruction.

Justification and Benefits - It is a comprehensive training simulator for cardiac, pleural, and abdominal ultrasonography. It is composed of a life-size mannequin, computer simulator and screen that assists students in learning sonography techniques without risk or inconvenience to live patients. It also offers realistic graphic representations of the anatomy being scanned with normal and pathological scenarios to increase student competency in interpreting ultrasound scans. This is the first unit for the Division of Nursing and Allied Health which will be located at the McAllen campus.

Funds for this expenditure are budgeted in the Diagnostic Medical Sonography Program budget for FY 2014-2015.

D. Non-Instructional Items

13)Air Conditioning Equipment and Supplies (Purchase)

Purchase air conditioning equipment and supplies from Carrier Corporation (Richardson, TX/Pharr, TX) and Carrier Enterprise, LLC. (Houston, TX/Pharr, TX), a Texas Association of School Boards – Buyboard approved vendors, for the period beginning September 1, 2015 through August 31, 2016, at an estimated cost of \$50,000.00.

Purpose - The Facilitates Maintenance and Operations Department is requesting air conditioning equipment and supplies to be used for replacement, installation, and repair of units throughout the district.

Justification and Benefit - The air conditioning equipment and supplies will include air condition units, blower wheels and miscellaneous parts.

Funds for this expenditure are budgeted in the Facilities – Repair and Maintenance budget for FY 2015-2016 pending Board approval of the budget.

14)Air Conditioning Filters (Purchase)

Purchase and installation of air conditioning filters from J. F. Filtration, Inc. (Harlingen, TX), a Texas Association of School Boards – Buyboard approved vendor, for the period beginning September 1, 2015 through August 31, 2016, at an estimated cost of \$102,000.00 based on prior year expenditures.

Purpose - The Facilities Maintenance and Operations Department is requesting the purchase and installation of air conditioning filters. These air conditioning filters are replaced monthly for all buildings throughout the district.

Justification and Benefit – The air conditioning filters are needed to maintain air quality in the building and to keep the systems clean and running properly.

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

15)Building Automation Control Equipment, Parts, and Equipment Maintenance (Purchase)

Purchase building automation control equipment, parts, and equipment maintenance from Siemens Industry, Inc. (Austin, TX/La Feria, TX), a State of Texas Multiple Award Schedule (TXMAS) approved vendor, for the period beginning September 1, 2015 through August 31, 2016, at an estimated cost of \$75,000.00 which is based on prior year expenditures.

Purpose - The Facilities Maintenance and Operations Department is requesting building automation control equipment maintenance which will include replacement parts and services for all new and renovated buildings throughout the College.

Justification and Benefit - It will include ordering and replacing parts for the air conditioning building control systems as needed.

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

16)Catering Services (Purchase)

Purchase catering services from Centerplate at McAllen Convention Center (McAllen, TX), a sole source vendor, for the period beginning September 18, 2015 through August 27, 2016, at an estimated cost of \$32,722.44.

Purpose - The Office of Professional Development is requesting catering services for various faculty and staff professional development events.

Justification and Benefit - The catering services will be provided for faculty and staff on professional development days which will be held at the McAllen Convention Center. It will include food and beverages for the following morning events:

Date	Event	Amount
September 18, 2015	College-Wide Professional Development for Faculty and Staff	\$10,511.22
February 12, 2016	College-Wide Professional Development for Faculty and Staff	\$10,511.22
August 22, 2016	Academic Affairs Professional Development Day	\$7,000.00
August 27, 2016	Adjunct Professional Development Day	\$4,700.00

Funds for this expenditure are budgeted in the Staff Development – College Wide Auxiliary budget for FY 2015-2016 pending Board approval of the budget.

17)Chiller Chemicals and Maintenance (Purchase)

Purchase chiller chemicals and maintenance from ChemCal, Inc. (Grapevine, TX), a State of Texas Multiple Award Schedule (TXMAS) approved vendor, for the period beginning September 1, 2015 through August 31, 2016, at an estimated cost of \$40,000.00 which is based on prior year expenditures.

Purpose - The Facilities Maintenance and Operations Department is requesting chiller chemicals and maintenance for all the chillers throughout the district.

Justification and Benefit - The chiller chemicals will be purchased for the operation of the chillers for all South Texas College campuses which will include the monthly service of chemical equipment.

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

18)Electrical Parts and Supplies (Purchase)

Purchase electrical parts and supplies from Bush Supply, Inc. (Edinburg, TX), a Texas Association of School Boards – Buyboard approved vendor, for the period beginning September 1, 2015 through August 31, 2016, at an estimated cost of \$55,000.00 which is based on prior year expenditures.

Purpose - The Facilities Maintenance and Operations Department is requesting electrical parts and supplies which will be purchased for the day to day operations of the College.

Justification and Benefit - These items will be used throughout the district for repairs of buildings electrical components. It will include various electrical components for facilities at all campuses.

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

19)Library Furniture, Equipment, and Supplies (Purchase)

Purchase library furniture, equipment, and supplies from Demco, Inc. (Madison, WI), a Texas Association of School Boards – Buyboard approved vendor, for the period beginning July 29, 2015 through August 31, 2015, at an estimated cost of \$10,000.00.

Purpose – Library Services is requesting the purchase of library furniture, equipment, and supplies for the libraries through the district.

Justification and Benefits – The library is adding additional magazine racks, newspaper racks, directional signs, informational signs, scanners and miscellaneous library supplies. These items will be placed at different libraries to be used by for faculty, staff, students, and the community. Funds for this expenditure are budgeted in the Library Programming and Community Service budget for FY 2014-2015.

20)Parts and Supplies (Purchase)

Purchase parts and supplies from W.W. Grainger (Austin, TX/McAllen, TX), a Texas Association of School Boards – Buyboard approved vendor, for the period beginning September 1, 2015 through August 31, 2016, at an estimated amount of \$60,000.00 based on prior year expenditures.

Purpose - The Facilities Maintenance and Operations Department is requesting parts and supplies which will be purchased for the day to day operations of the College. These items will be used throughout the district for repairs in the electrical HVAC and plumbing areas.

Justification and Benefits - It will include various electrical, plumbing and HVAC parts for facilities operation and maintenance for all campuses.

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

21)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 July 29, 2015 through August 31, 2015, at a total cost of \$10,000.00.

Purpose – The South Texas College Police Department will be equipping police vehicles for patrolling, responding to 911 emergency calls and other incidents district wide.

Justification and Benefits – The equipment includes vehicles video cameras, required by Texas law for abbreviated racial profiling reporting, emergency lights, detention cages, and lockable safes.

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

22)Rental Equipment (Purchase)

Purchase rental equipment from United Rentals, Inc. (Dallas, TX/Pharr, TX), a State of Texas Multiple Award Schedule (TXMAS) approved vendor, for the period beginning September 1, 2015 through August 31, 2016, at an estimated cost of \$35,000.00 based on prior year expenditures.

Purpose - The Facilities Maintenance and Operations Department is requesting rental equipment which will be for heavy or specialized equipment to be used at all South Texas College campuses by the maintenance department for repairs and projects.

Justification and Benefits - The equipment consists of welders, backhoes, lifts, trenchers, parking lot sweepers, forklifts, generators, portable lights, pressure washers and excavators.

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

23)Collection Agency Services (Renewal)

Renew the collection agency services contracts for the period beginning September 1, 2015 through August 31, 2016, at no charge to the College. The collection fee shall be charged directly to the student. The vendors are as follows:

- Primary: S & S Recovery, Inc. (Memphis, TN)
- Secondary: Williams and Fudge, Inc. (Rock Hill, SC) and Immediate Credit Recovery (Wappingers Falls, NY)

Purpose - The Business Office and Cashiers are requesting the renewal of the Collection Agency Services contracts to assist with student accounts.

Justification and Benefits - The collection services will provide collection for delinquent emergency student loans, tuition and fees, accounts receivable and other unpaid accounts. Students may have delinquent balances due to circumstances such as returned checks and/or financial aid award reversals. Employees may also have delinquent accounts due to failure to comply with tuition waiver reimbursement guidelines.

Background - The Board awarded the contracts for the collection agency services at the July 29, 2014 Board of Trustees meeting for one year with two one-year annual renewals. The first renewal period begins September 1, 2015 through August 31, 2016.

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

24)Elevator Maintenance Agreement (Renewal)

Renew the elevator maintenance agreement with Otis Elevator, Co. (Farmington, CT/McAllen, TX), a Provista approved vendor, for the period beginning September 1, 2015 through August 31, 2016, at an estimated cost of \$55,000.00.

Purpose - The Facilities Maintenance and Operations is requesting the renewal of the elevator maintenance agreement which will include the regular examination and repairs of all twenty (20) elevators district wide.

Justification and Benefits – This will keep all elevators working properly district wide and prevent any from not functioning when needed.

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

25)Equipment Rental Services (Renewal)

Renew the equipment rental services contracts for the period beginning September 1, 2015 through August 31, 2016, at an estimated cost of \$70,000.00 based on prior year expenditures.

The vendors are as follows:

- Backstage Productions, LLC. (McAllen, TX)
- Blueline Rental (Pharr, TX)
- Rental World (McAllen, TX)
- Space Jump Rentals (Pharr, TX)
- Tejas Equipment Rental (McAllen, TX)

Purpose - Various College departments are requesting the renewal of the equipment rental services contracts for district wide events and projects.

Justification and Benefits - The equipment rental services will be used for South Texas College Public Relations and Marketing sponsored events, Professional Development Office events for faculty and staff, graduation, and student activities events for students at all South Texas College campuses.

Background - The Board awarded the contracts for equipment rental services at the July 29, 2014 Board of Trustees meeting for one year with two one-year annual renewals. The first renewal period begins September 1, 2015 through August 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 various requesting department budgets for FY 2015-2016 pending Board approval of the budget.

26)Glass Replacement and Installation (Renewal)

Renew the glass replacement and installation contracts for the period beginning August 28, 2015 through August 27, 2016, at an estimated cost of \$20,000.00 which is based on prior year expenditures with the following vendors:

- Luna Glass, LLC. (McAllen, TX)
- Risica & Sons, Inc. (Edinburg, TX)
- SDM Construction and Development, LLC. (Pharr, TX)

Purpose - Facilities Maintenance and Operations is requesting the renewal of the glass replacement and installation contracts for the day to day operations of the College.

Justification and Benefits - The glass will be used throughout the district to replace broken glass or install new windows as needed.

Background - The Board awarded the contracts for the glass replacement and installation at the August 27, 2013 Board of Trustees meeting for one year with two one-year annual renewals. The last renewal period begins August 28, 2015 through August 27, 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 Facilities Maintenance budget for FY 2015-2016 pending Board approval of the budget.

27)Online Real Estate Courses (Renewal)

Renew the contract for online real estate courses contract with OnCourse Learning Corporation (Atlanta, GA), for the period beginning September 1, 2015 through August 31, 2016, at an estimated amount of \$2.50 to \$257.50 per class.

Purpose - The Continuing Education Program is requesting the renewal of the online real estate courses contract for the community or any interested individual.

Justification and Benefits - The purpose of this project is to provide the community with on-line, non-credit, instructor-facilitated real estate courses that lead to certification as realtors.

Background - The Board awarded the contract for online real estate courses at the June 25, 2013 Board of Trustees meeting for one year with two one-year annual renewals. The last renewal period begins September 1, 2015 through August 31, 2016. The vendor has complied with all the terms and conditions of the contract and services have been satisfactory.

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

28)Truck Driver/Bus Driver Training (Renewal and Assignment)

Renew the truck driver/bus driver training contract for the period beginning September 1, 2015 through August 31, 2016, at an 18% commission to the College retained from each student's tuition. International Schools (El Paso, TX), the company originally awarded the contract, is in the process of being acquired by Piedmont Business Colleges, Inc. (Virginia Beach, VA) and International Schools wishes to assign the contract to this company. Consent to assign the contract to Piedmont Business Colleges, Inc. is required from the College.

Purpose - The Office of Continuing Professional and Workforce Education is requesting the renewal of the truck driver/bus driver training contract which is available to the public.

Justification and Benefits - The truck driver/bus driver training contractor will provide training, instruction and preparation for the Commercial Driver's License Exam which requires a minimum of 200 clock hours and related services in support of such training in McAllen, Weslaco, and Rio Grande City.

Background - The Board awarded the contract for truck driver/bus driver training at the June 25, 2013 Board of Trustee meeting for one year with two one-year annual renewals. The last renewal period begins September 1, 2015 through August 31, 2016.

International Schools has complied with all the terms and conditions of the contract and services and has indicated that no changes will be made in the services provided to South Texas College under Piedmont Business Colleges. All equipment and training staff will be retained by the new company.

29) Staff Uniform and Services (Rental/Renewal)

Rental/renewal of staff uniforms and services from Unifirst Corporation (San Antonio, TX/McAllen, TX), a Texas Association of School Boards – Buyboard approved vendor, for the period beginning July 1, 2015 through June 30, 2016, at an estimated cost of \$20,500.00.

Purpose - The Facilities Maintenance and Operations is requesting the rental/renewal of the uniforms which will be worn daily by ninety (90) Facility Maintenance and Custodial Department staff for identification throughout the District.

Justification and Benefits - The uniform identifies the staff districtwide and the service includes weekly pickup of uniforms, delivery of clean uniforms and repairs of the uniforms as needed.

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

30) Facility Usage Interlocal Agreements (Lease/Rental)

Lease/Rental facility usage interlocal agreements with the City of McAllen – McAllen Convention Center (McAllen, TX) for the period beginning September 18, 2015 through August 27, 2016, at an estimated cost of \$21,688.00.

Purpose - The Office of Professional Development is requesting lease/rental of the McAllen Convention Center for various faculty and staff professional development events.

Justification and Benefits - The four (4) facility usage interlocal agreements are for South Texas College's Professional Development events held throughout the year for faculty and staff. The events are as follows:

Date	Event	Amount
September 18, 2015	College-Wide Professional Development for Faculty and Staff	\$5,896.00
February 12, 2016	College-Wide Professional Development for Faculty and Staff	\$5,896.00
August 22, 2016	Academic Affairs Professional Development Day	\$5,896.00
August 27, 2016	Adjunct Professional Development Day	\$4,000.00

Funds for this expenditure are budgeted in the Professional and Organizational Development budget for FY 2015-2016 pending Board approval of the budget.

E. Technology Items

31) Citation Writers and Printers (Purchase)

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

Purpose - The South Texas College Police Department currently operates the Automated Records Management System (ARMS) Computer Aided Dispatch (CAD) program to track the

dispatch of all police officers to calls for service and maintain police reports and records that are required by Federal and State law.

Justification and Benefit - The South Texas College Police Department issues parking permits and citations for violations of the Board approved STC Parking Rules and Regulations. The additional ten (10) citation writers and printers are needed for the five college campuses.

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

32)Computers and Tablets (Purchase)

Purchase of computers 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 \$35,664.73.

All purchase requests for computers 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.

Technology Resources (TR) uses the following criteria when recommending the purchase of technology:

- Systems being requested meet the South Texas College standard configuration
- New systems to replace an older model (5+ yrs out of warranty)
- Software requirements exceed the system capacity
- System is for a new hire and TR does not have surplus systems available
- Instructional and/or business need must be clearly identified/justified for any equipment that is outside standard configuration or does not replace existing office systems (ex. mobile devices)

The purchases can be summarized as follows:

- Staff-Use Computers
 - ⇒ 2 Computers for Purchasing Department
 - ⇒ 1 Computer for Division of Nursing and Allied Health
- Faculty-Use Computer
 - ⇒ 1 Computer for Welding Program
- Student Lab-Use Computers
 - ⇒ 14 Computers for Counseling and Disability Services
 - ⇒ 2 Computers for Learning Commons and Open Labs
- Staff-Use Tablets
 - ⇒ 2 Tablets for Speech Program
 - ⇒ 3 Tablets for Instructional Technologies Maintenance and Replacement

- ⇒ 10 Tablets for College Connections Department
- ⇒ 1 Tablet for Public Relations and Marketing

- Faculty/Staff Tablets
 - ⇒ 3 Tablets for Distance Education Instructional Technology

- Circulation Faculty/Staff Tablets
 - ⇒ 2 Tablets for Instructional Technologies Maintenance and Replacement

Funds for these expenditures are budgeted in the requesting department budgets for FY 2014-2015 as follows: Purchasing, Division of Nursing and Allied Health, Welding, Counseling and Disability Services, Learning and Open Labs, Speech, Instructional Technologies Maintenance and Replacement, College Connections, Public Relations/ Marketing, and Distance Education Instructional Technology.

33)Enterprise Software and Maintenance (Purchase)

Purchase enterprise software and maintenance from Ellucian, Inc. through Texas A & M University – Corpus Christi (Corpus Christi, TX) acting by and through State of Texas Department of Information Resources (DIR) for Texas Connection Consortium (TCC), at a total cost of \$60,000.00.

Purpose - Technology Resources is requesting to purchase a software solution to assist the Continuing, Professional and Workforce Education (CPWE) department in creating an online system for students to register for continuing education courses.

Justification and Benefit - The Ellucian Elevate system will streamline Continuing, Professional and Workforce Education business operations by making student registration easier, automating business processes, facilitating collaboration with other College departments, and marketing the CPWE program.

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

34)Local Telephone Service - McAllen (Purchase)

Purchase local telephone service - McAllen from AT&T Texas/AT&T Corporation (San Antonio, TX), a State of Texas Department of Information Resources (DIR) approved vendor, for the period beginning September 1, 2015 through August 31, 2016, at an estimated cost of \$240,000.00 based on prior year expenditures.

Purpose - Technology Resources is requesting the purchase of phone service for the Pecan Campus, Technology Campus, Nursing and Allied Health Campus and Pecan Plaza.

Justification and Benefits - These services are needed for faculty, staff and students to be able to make telephones calls from any phone at the McAllen campuses and sites.

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

35)Local Telephone Service – Mid Valley and Starr County (Purchase)

Purchase local telephone service – Mid Valley and Starr County from Verizon Southwest, Inc./Verizon Business Network Services, Inc. (Dallas, TX), a State of Texas Department of Information Resources (DIR) approved vendor, for the period beginning September 1, 2015 through August 31, 2016, at an estimated cost of \$72,000.00 based on prior year expenditures.

Purpose - Technology Resources is requesting phone service be purchased for the Mid Valley and Starr County campuses.

Justification and Benefits - Services will be for the Mid Valley and Starr County campuses. These services are needed for faculty, staff, and students to be able to make telephone calls from any phone on the previously mentioned campuses and sites.

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

36)Long Distance Phone Service (Purchase)

Purchase long distance phone service from AT&T Corporation through the State of Texas Department of Information Resources (DIR)(Dallas, TX), for the period beginning September 1, 2015 through August 31, 2016, at an estimated cost of \$12,030.00 based on prior year expenditures.

Purpose - Technology Resources is requesting the long distance phone service be purchased for all South Texas College campuses.

Justification and Benefits - Services will be for the Pecan, Nursing and Allied Health, Technology, Mid Valley, and Starr County campuses as well as all remote sites. These services are needed for faculty, staff, and students to be able to make long distance telephone calls from any phone on the previously mentioned campuses and sites.

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

37)Network Cabling Services (Purchase)

Purchase network cabling services from BridgeNet Communications, LLC. (Donna, TX), a Board approved vendor, at a total cost of \$101,410.13.

Purpose - Technology Resources is requesting to purchase network cabling services for Building G at the Pecan Campus to complete the project prior to classes beginning in August.

Justification and Benefits - The services provided will include the installation of six hundred twenty two (622) data lines at the Pecan Campus Building G as well as the removal of existing data lines identified by Technology Resources. The new lines will be Cat6 data lines which is newer technology than what the building currently has. This will allow Technology Resources and Instructional Technologies to deliver the latest technology to the student computers labs and classrooms.

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

38)Network Server (Purchase)

Purchase a network server from Insight Public Sector (Tempe, AZ/McAllen, TX), a State of Texas Department of Information Resources (DIR) approved vendor, at a total cost of \$39,762.93.

Purpose - Technology Resources is requesting the purchase of a network server to support desktop virtualization district wide.

Justification and Benefits - The server will provide and enhance virtual desktop capabilities. What this means is that software currently installed on an individual computer will be separated from the hardware and will sit on the server instead. This will provide for a more efficient use of resources and energy, improved data integrity, and fewer issues with desktops. Currently Technology Resources is running a virtual desktop infrastructure in some of the computer labs and this server would allow for the expansion of that infrastructure to include more computer labs throughout the college.

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

39)Online Tutoring Service Agreement (Purchase)

Purchase online tutoring service agreement from Upswing International, Inc. (Austin, TX), a sole source vendor, for the period beginning September 1, 2015 through August 31, 2016, at a total cost of \$29,000.00.

Purpose - The Center for Learning Excellence is requesting online tutoring services for students throughout the district.

Justification and Benefits - The service agreement will include online tutoring and retention services in English, Math, Developmental English, Developmental Math, Developmental Reading, History, Economics, Philosophy, Education, Business, Political Science, Nursing, Psychology, Spanish, Allied Health, Biology, Chemistry, Physics, Sociology, and many other subjects. These services supplement and enhance the services provided at the College's Centers for Learning Excellence by allowing students to access services outside of regular operating hours and from any location, and, in some cases, providing tutors for subjects in which it is difficult to find qualified tutors locally. These tutoring services provide new, enhanced features such as audio and video tutoring capabilities, data and analytics dashboards, and the ability to schedule appointments and select and rate tutors. The provision of online tutoring services in accordance with SACS Best Practices for Electronically Offered Degree and Certificate Programs, which stipulate that the institution recognizes that appropriate services must be available for students regardless of their location on or off campus.

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

40)Performance Review Software Component (Purchase)

Purchase a performance review software component from PeopleAdm, Inc. (Austin, TX), a sole source vendor, at a total cost of \$22,617.00.

Purpose- The Office of Human Resources is requesting the purchase of the performance review software component to comply with the Comprehensive Standards of the Commission of Colleges Southern Association of Colleges and Schools. It is an add-on module to College's existing applicant tracking system it will allow for automating and electronic storage and tracking of all faculty and staff performance evaluations.

- SACS Comprehensive Standard **3.2.10** The institution periodically evaluates the effectiveness of its administrators. **(Administrative staff evaluations)** and **3.7.2** The institution regularly evaluates the effectiveness of each faculty member in accord with published criteria, regardless of contractual or tenured status. **(Faculty evaluation)**

Justification and Benefits- The performance review software component add-on to our recruiting and applicant management system will provide an efficient, effective, and flexible means to deploy, facilitate, and monitor the performance review process. Added capabilities of the optional Talent Pack boost efficiency by streamlining these activities:

- Reduce supervisor time completing evaluation process by 60%
- Reduce HR staff time tracking and managing evaluation process by 75%
- Reduce HR Staff time tracking and managing onboarding activities by 20%
- Increase employee productivity by 0.5%

Currently, performance appraisals are administered and routed via paper resulting in a manual process for tracking progress and receipt using an Excel database.

Background- PeopleAdmin has deployed over one thousand higher education solutions, leveraging the best practices and know-how gained from working with higher education institutions like ours. PeopleAdmin is able to design the College's implementation after a brief discovery process. The existing applicant tracking system and hiring proposal process has been proven to be very user-friendly and has improved efficiency in the hiring process. All implementations include online training for the Office of Human Resources staff.

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

41)Software License Subscription (Purchase)

Purchase a software license subscription from Medicat, LLC. (Atlanta, GA), a sole source vendor, for the period beginning August 1, 2015 through July 31, 2016, at a total amount of \$14,900.00.

Purpose - The Counseling Department is requesting the purchase of the hosted patient mental health management system software license subscription designed for college counseling services.

Justification and Benefits - It is an electronic health record (EHR) software that provides a built-in student portal that allows for controls and security necessary to support integration with student health. Some of the features of the software include robust appointment scheduling, client visit documentation, and built-in intake forms designed for college counseling services.

The software license subscription includes appointment scheduling, client visit documentation and built in intake forms. The EHR software solution will provide the Counseling Department with the functionality to create documentation with ease while being HIPAA compliant. The solution will also allow the Counseling Department to better handle scheduling and provides internal staff messaging to handle/process any last minute requests. Many of the features unique to this product are as follows: Medicat is a Certified CCAPS distributor for the Collegiate Mental Health (CCMH), Medicat provides a hosted solution that is HIPAA compliant with a custom student portal, and the product has the capability of providing internal staff messaging.

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

42) Training Services (Purchase)

Purchase training services from Technology for Education, LLC. (Hewitt, TX), a Texas Association of School Boards – Buyboard approved vendor, for the period July 29, 2015 through August 31, 2015, at a total cost of \$40,000.00.

Purpose - Technology Resources (TR) is requesting to purchase training services for professional development of the all Technology Resources staff.

Justification and Benefits - The training would cover the Information Technology Infrastructure Library (ITIL) or ITIL foundation. ITIL is a set of practices for IT service management and describes processes, procedures, tasks, and checklists that can be applied to any organization to better integrate with the organization's strategic direction.

Funds for this expenditure are budgeted in the TR PM Risk & Security and Applications Development Services budget for FY 2014-2015.

43) ARMS Annual Maintenance Agreement (Renewal)

Renew the ARMS annual maintenance agreement with End2End (Oxford, MS), a sole source vendor, for the period beginning October 1, 2015 through September 30, 2016, at a total cost of \$12,000.00.

Purpose - The South Texas College Police Department currently operates the Automated Records Management System (ARMS) Computer Aided Dispatch (CAD) program to track the dispatch of all police officers to calls for service and maintain police reports and records that are required by Federal and State law.

Justification and Benefits - The Federal Clery Act and Texas State law require documentation of contacts made by police officers for calls for service and traffic stops, as well as crimes reported to the South Texas College Police Department.

The annual maintenance fee for the ARMS CAD program will provide the means to continue documenting contacts made by police officers for calls for service and traffic stops and crimes reported, as required by Federal and State law.

Funds for this expenditure are budgeted in the STC Police budget for FY 2015-2016.

44)Book Detection System Maintenance Agreement (Renewal)

Renew the book detection system maintenance agreement with 3M Library Systems (St. Paul, MN), a sole source vendor, for the period beginning September 1, 2015 through August 31, 2016, at a total cost of \$21,808.00.

Purpose - Library Services is requesting the renewal of the book detection system maintenance agreement for the security gates throughout the district.

Justification and Benefits - It will provide support and maintenance for all the book detection systems (gates) used at all South Texas College Libraries.

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

45)Course Management and Hosting Services (Renewal)

Renew the course management and hosting services with Blackboard, Inc. (Washington, DC), a sole source vendor, for the period beginning September 30, 2015 through September 29, 2016, at a total cost of \$566,233.00.

Purpose - The Distance Education Department is requesting to renew the course management and hosting and collaborate services for faculty and students district wide.

Justification and Benefits - The course management will provide South Texas College with the virtual environment through which online courses are taught and service provided for the virtual campus (eSTC). The hosting services agreement will provide South Texas College with the technical services needed to keep up with the growth and success of the virtual campus (eSTC).

The collaborate services will provide the instructors with the ability to engage students through online classrooms in several ways which includes: meet, share and learn in real time.

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

46)Library Database Subscription (Renewal)

Renew the library database subscription contract with West Publishing Corporation/dba West, A Division of Thomson Reuter Business (Eagan, MN), for the period beginning August 1, 2015 through July 31, 2016, at an amount of \$20,321.28 and extend the subscription period from August 1, 2016 through August 31, 2016 at an amount of \$1,612.80 to align the term of service with the College's fiscal year for a total cost of \$21,934.08.

Purpose - Library Services is requesting the renewal of the library database subscription to support the faculty, student and patrons of the library.

Justification and Benefits - The library database subscription/Campus Research powered by WestlawNext is a comprehensive database service for legal research, news and company research providing users with a multifaceted view of current events, business and legal issues. It provides access to more than 1,940 databases including federal and state case law, statues, regulations, administrative codes, law reviews and journals, American Law Reports, (AOR), and American Jurisprudence 2d (AMJUR). The service also provided access to more than 4,900

news and business information databases, including newspapers, magazines, newswire, and foreign language publications. Campus Research resources will support several programs including Government, English, Business, and Paralegal studies. It will also support online and distance education students with a comprehensive legal research, news research and company research tool.

Background - The Board awarded the contract for the library database subscription at the July 24, 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 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 Library Acquisition budget for FY 2014-2015 and FY 2015-2016 pending Board approval of the budget.

47)Library Serials (Renewal)

Renew the library serials contract with Magazine Subscriptions, PTP. (Austin, TX), for the period beginning September 1, 2015 through August 31, 2016, at an estimated cost of \$70,268.59.

Purpose - Library Services is requesting the renewal of the library serials contract for all the libraries district wide.

Justification and Benefits - The two hundred forty eight (248) serials which include magazines, journals, and newspapers will be used by the libraries district-wide to support the instructional programs and other needs of South Texas College students, faculty and patrons.

Background - The Board awarded the contract for the library serials at the July 29, 2014 Board of Trustees meeting for one year with two one-year annual renewals. The first renewal period begins September 1, 2015 through August 31, 2016. The vendor has complied with all the terms and conditions of the contract and services have been satisfactory.

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

48)Maintenance Management System Agreement (Renewal)

Renew the maintenance management system agreement with SchoolDude.com (Cary, NC), a Texas Cooperative Purchasing Network (TCPN) approved vendor, for the period beginning September 1, 2015 through August 31, 2016, at an estimated cost of \$24,000.00.

Purpose - The Facilities Maintenance and Operations Department is requesting the renewal of the maintenance management system agreement for the existing system.

Justification and Benefits - It will provide upgrades and support to the Facilities Operations and Maintenance Department's work orders, preventative maintenance and inventory tracking system.

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

49) Mobile Application Software Agreement (Renewal)

Renew the mobile application software agreement with AT&T Mobility (Atlanta, GA), a State of Texas Department of Information Resources (DIR) approved vendor, for the period beginning June 16, 2015 through June 15, 2016, at a total cost of \$39,724.00.

Purpose - Technology Resources is requesting the license and maintenance renewal of the mobile application software for the Jag mobile services.

Justification and Benefits - The mobile application software is used to create and provide mobile applications that are accessible by students, staff, and faculty on smart phones and tablet mobile devices. Some of the applications available provide access to the student handbook and course catalog, campus maps, emergency contacts, and information about South Texas College events.

Funds for this expenditure are budgeted in the Application Development Services budget for FY 2014-2015 and FY 2015-2016 pending Board approval of the budget.

50) Online Essay Review Services Agreement (Renewal)

Renew the online essay review services agreement with Smarthinking/NCS Pearson, Inc. (Chicago, IL), a sole source vendor, for the period beginning September 1, 2015 through August 31, 2016, at an estimated amount of \$40,500.00 which provides 1,500 services hours.

Purpose - The Centers for Learning Excellence is requesting the renewal of the online essay review services agreement for all South Texas College campuses and students.

Justification and Benefits - Through the online essay review services, students will have 24 hours per day / 7 days a week student access to submit and receive feedback on their essays in a variety of subjects, including but not limited to English, Business, Nursing and Allied Health, History, Spanish, Biology, Chemistry, Physics, Finance, Philosophy, Sociology, Criminal Justice, and Psychology from any location, on-campus or off-campus. These services supplement the services provided at the College's Centers for Learning Excellence by allowing students to access services outside of regular operating hours and from any location. The provision of online tutoring services in accordance with SACS Best Practices for Electronically Offered Degree and Certificate Programs, which stipulate that the institution recognizes that appropriate services must be available for students regardless of their location on-campus or off-campus.

Funds for this expenditure are in the Centers for Learning Excellence budget for FY 2015-2016 pending Board approval of the budget.

51) Oracle License Maintenance (Renewal)

Renew software license maintenance with Oracle America, Inc. (Redwood City, CA), a Texas Department of Information Resources (DIR) approved vendor, for the period beginning August 30, 2015 through August 31, 2016, at a total cost of \$346,373.01.

Purpose - Technology Resources is requesting the support renewal of 21,769 database licenses and 23,896 database security licenses used for the College's administrative computing system.

Justification and Benefits - The support services includes maintenance and upgrades to the database licenses. The upgrades are needed so that the College stays up to date with the latest version of the software supported by the Banner system.

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

52) Predictive Data Analytics Technology/Hosting Service (Renewal)

Renew the predictive data analysis technology/hosting services with Civitas Learning, Inc. (Austin, TX), for the period beginning March 1, 2015 through February 28, 2016, at a total cost of \$75,000.00. The total investment is \$300,000.00 which the Texas Higher Education Coordinating Board (THECB) will pay \$150,000.00 and Texas A & M University – Commerce will pay \$75,000.00.

Purpose - The Bachelors of Applied Science in Organizational Leadership (BAS-OL) was approved by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) on December 18, 2013. As a part of this program, the College is required to have in place a student learning and analytic assessment solution. The BAS-OL program began Spring 2014 with 15 students and Fall 2014 the program has grown to over one hundred (100) students. This degree is part of a grant project being completed with THECB and Texas A & M University – Commerce.

Justification and Benefits - The predictive analytics technology/hosting service is a cloud based service that also includes integrative applications (APPS). The technology platform delivers real time data analytics recommendations based on inputs from various information systems internal to the college (Banner, Blackboard, etc.). The platform takes in information from these various systems and makes predictions about student performance and success. This information is refreshed and updated in real time and predictions are adjusted accordingly. Based on these predictions information is sent to students, faculty, advisors, and administrators within the college, allowing for real time action and interventions.

This technology will be utilized to analyze student data to make predictions about student performance and success. These predictions will serve as triggers so that all parties know what type and when intervention is required to ensure student progress and success. It is a behavioral based technology that looks at past and present student performance to make predictions about future success. The technology allows students, faculty, advisors, and administrators to implement informative, individualized, preventive measures to aid in student performance and success. The Bachelors of Applied Science in Organizational Leadership degree is structured with six seven week terms. As such early identification and intervention will be critical to ensuring student success.

The predictive analysis technology/hosting service benefits are as follows:

- Students can easily select the best courses and degree plans for themselves, and identify ideal support resources to achieve their goals
- Faculty and advisors increase student engagement, understand which students are at risk, and know the right time to intervene
- Administrators analyze student performance, correctly identify which investments are working, and forecast needs for staffing, programs, and courses
- Ability to capture and understand performance of competency-based students in comparison to the student completing the curriculum in the traditional manner

- Facilitates degree completion, supports South Texas College Comprehensive mission and strategic initiatives by being student centered, affordable, accessible, providing an alternative pathway to a bachelor degree with an emphasis on student success and completion

Funds for this expenditure are budgeted in the BAT/BAS budget for FY 2014-2015 and FY 2015-2016 pending Board approval of the budget.

53)Public Website Hosting Services (Renewal)

Renew the public website hosting services maintenance agreement with Rackspace Hosting, Inc. (San Antonio, TX), a sole source vendor, for the period beginning September 1, 2015 through August 31, 2016, at a total monthly cost of \$2,504.00 and annual cost of \$30,048.00.

Purpose - Technology Resources is requesting to renew the maintenance agreement for the College's website hosting service.

Justification and Benefits - The public website hosting service hosts the South Texas College public and library websites in a secure off-site location. The maintenance agreement provides 24 x 7 technical support and the ability to keep the websites running during events such as hurricanes or routine systems maintenance. The service also provides redundancy to the College's public website in the event of a shutdown of computing resources at the College.

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

54)Student Schedule Software Agreement (Renewal)

Renew the student schedule software agreement with College Scheduler, LLC. (Redding, CA), a sole source vendor, for the period beginning July 1, 2015 through June 30, 2016, at a total cost of \$30,000.00.

Purpose - The Office of Admissions is requesting to renew the student schedule software agreement which will allow thirty thousand (30,000) dual and traditional students to build a schedule from Degree Works and Banner registration in a visual format.

Justification and Benefits - The software helps the student filter and sort through hundreds of course schedule options and allows them to choose classes that fit their schedule. In addition, the software uses an interface that is user-friendly and displays the student schedule in a daily and hourly format so that the student can plan out each week and the entire semester. The service requires no additional hardware or server installation and is hosted by the service provider.

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

Recommendation:

The Finance and Human Resources Committee recommend Board approval of the proposal awards, purchases, renewals, and lease/rental as listed below:

- | | |
|--------------------------------------|-----------------------------------|
| A. Awards | D. Non-Instructional Items |
| B. Advertising or Memberships | E. Technology Items |
| C. Instructional Items | |

A. Awards

- 1) **Childcare Services (Award):** award the proposal for childcare services for the period beginning September 1, 2015 through August 31, 2016, at an estimated amount of \$105,000.00 with the following eighty seven (87) qualifying vendors:

Blessings Learning Academy of Alamo (Alamo, TX)	iKids Academy (Alamo, TX)	New Generation Child Care Center (Alamo, TX)
Super Kids Academy Day Care Center (Alamo, TX)	We Are The Future Child Development Center (Alamo, TX)	My Alphabet Academy (Alton, TX)
Kid'z First Child Care Center, Inc. No. 2 (Alton, TX)	Anna's Childcare (Donna, TX)	Building Blocks Academy (Donna, TX)
Early Start Child Care Development Center (Donna, TX)	Garza's Childcare and Development Center (Donna, TX)	Monte Cristo Learning Center (Edcouch, TX)
All American Child Development (Edinburg, TX)	Alma's Daycare (Edinburg, TX)	Gaby's Day Care Center, Inc. (Edinburg, TX)
Genesis Learning Center, Inc. (Edinburg, TX)	Kids' Kollege Learning Center (Edinburg, TX)	Learning Garden Child Care Center (Edinburg, TX)
Learning Journey Child Care (Edinburg, TX)	Learning Journey, LLC. (Edinburg, TX)	Little Kingdom Learning Center (Edinburg, TX)
Little U Learning Center (Edinburg, TX)	Little Voices Day Care (Edinburg, TX)	Small Wonders Day Care Center (Edinburg, TX)
The Learning Journey Day School (Edinburg, TX)	V.I.P. Learning Center (Edinburg, TX)	Play, Learn, Construct & Conserve Child Care Center (La Joya, TX)
Creative Kidz Day Care Center (Mercedes, TX)	ABC University Early Child Care Center (McAllen, TX)	Adventureland Academy (McAllen, TX)
Brackenridge Children's Center, LLC. (McAllen, TX)	Bright Beginnings (McAllen, TX)	Coky's Day Care Center (McAllen, TX)

Devanhi's Day Care (McAllen, TX)	Generations Academy, LLC. (McAllen, TX)	Kids Avenue Learning Center (McAllen, TX)
Learning Box Academy (McAllen, TX)	Little Cowboys Child Care Center (McAllen, TX)	Little Dreamers Learning Academy (McAllen, TX)
Little Shining Stars Daycare I (McAllen, TX)	Little Rockets Academy (McAllen, TX)	Loving Angels Child Development Center, LLC. (McAllen, TX)
Maria Del Refugio Vargas (McAllen, TX)	Royal Education Center (McAllen, TX)	TLT Childcare and Development Center, LLC. (McAllen, TX)
Tony's Playhouse (McAllen, TX)	Bright Beginnings Learning Center (Mission, TX)	Eaglets Daycare/Development Center (Mission, TX)
Honey's Little Bee's Learning Center (Mission, TX)	Imagination Express Learning Center, LLC. (Mission, TX)	Kidz Crusade Learning and Development (Mission, TX)
Kidz Crusade Childcare and Pre K Academy #2 (Mission, TX)	Love Bugs C E C, LLC. (Mission, TX)	Solecitos Child Care & Development Center (Mission, TX)
Super Star Kids Learning Center, LLC. (Mission, TX)	Martha Alicia Garcia (Mission, TX)	Children's Garden Day Care (Palmview, TX)
Little Minions Learning Academy (Penitas, TX)	Campanitas Day Care (Pharr, TX)	Children's Education Center (Pharr, TX)
Futuros Lideres Learning Center (Pharr, TX)	Kids Academy Daycare (Pharr, TX)	Little Bear Academy Day Care Center (Pharr, TX)
Little Explorers Development & Learning Center (Pharr, TX)	Little One's Discovery Center II, Inc. (Pharr, TX)	Lupita's Day Care (Pharr, TX)
Mara's Little Bears Day Care (Pharr, TX)	My First Steps Child Care & Development Center (Pharr, TX)	My Precious Moments Childcare Development Center (Pharr, TX)
Tiny Rascals Schoolhouse (Pharr, TX)	Tweaty and Christy Day Care (Pharr, TX)	Building Blocks Learning Center (Rio Grande City, TX)
Cutie Pies Children's Development Center (Rio Grande City, TX)	Kami's Cuddling Center (Rio Grande City, TX)	Learning Central, LLC. (Rio Grande City, TX)
Learning Zone City (Rio Grande City, TX)	Learning Zone II (Rio Grande City, TX)	The Methodist Day Care Center (Rio Grande City, TX)

Bright Future Kids Academy (San Juan, TX)	Childtime Academy (San Juan, TX)	The Learning Express (San Juan, TX)
Thomas and Friends Learning Center (San Juan, TX)	We Are The Future Child Development Center (San Juan, TX)	Christian Day Care (Weslaco, TX)
EI Shaddai International Christian Day Care Center (Weslaco, TX)	The Growing Patch Early Learning Center (Weslaco, TX)	Kids "R" Kids Learning Academy (Weslaco, TX)

2) Custodial Supplies (Award): award the proposal for custodial supplies for the period beginning August 18, 2015 through August 17, 2016 with two one-year options to renew, at an estimated amount of \$175,000.00 based on prior year expenditures. The vendors are as follows:

- **Primary:** Gulf Coast Paper, Co. (Brownsville, TX)
- **Secondary** Cielo Office Products (McAllen, TX)
Rio Paper & Supply, LLC. (Pharr, TX)
Yanitor Paper and Supplies, LLC. (Hidalgo, TX)

3) Library Materials (Award): award the library materials for the period beginning September 1, 2015 through August 31, 2016 with two one-year options to renew, at an estimated cost of \$233,537.00 with the following vendors:

ABDO Publishing (Minneapolis, MN)	Bearport Publishing (New York, NY)
Bound to Stay/Bound Book, Inc. (Jacksonville, IL)	Cavendish Square Publishing (New York, NY)
Cengage Learning, Inc. (Farmington Hills, MI)	Complete Book and Media Supply, LLC. (Cedar Park, TX)
CRM Learning, LP. (Carlsbad, CA)	Delaney Educational Enterprises (San Diego, CA)
EBSCO Industries, Inc. (Ipswich, MA)	Enslow Publishing, LLC. (New York, NY)
Follett School Solutions, Inc. (McHenry, IL)	Gareth Stevens Publishing (New York, NY)
Salem Press Div of Grey House Publishing (Amenia, NY)	Grey House Publishing, (Amenia, NY)
Central Programs, Inc./dba Gumdrop Books (Bethany, MO)	Ingram Library Services, Inc. (La Vergne, TN)
JOVE (Cambridge, MA)	Latin American Book Source, Inc. (Chula Vista, CA)
Midwest Tape, LLC. (Holland, OH)	Hertzberg New Method, Inc./dba Perma Bound Books (Jacksonville, IL)
Plunkett Research, Ltd. (Houston, TX)	Quality Books, Inc. (Oregon, IL)
Rittenhouse Book Distributors, Inc. (King of Prussia, PA)	Rosen Publishing Group (New York NY)
Scholastic Library Publishing, Inc. (Danbury, CT)	Yankee Book Peddler, Inc./dba YBP Library Services (Contoocook, NH)
World Book, Inc. (Chicago, IL)	

- 4) Mail Services (Award):** award the proposal for mail services to Upper Valley Mail Services (McAllen, TX) for the period beginning September 1, 2015 through August 31, 2016 with two one-year options to renew, at an estimated cost of \$73,000.00 based on prior year expenditures;
- 5) Rental of Storage Facilities (Award):** award the proposal for the rental of storage facilities for the period beginning August 1, 2015 through July 31, 2016 with one-years options to renew, at an estimated cost of \$28,000.00 with the following vendors:
 - A-Ok McAllen 5/dba Best Little Warehouse in Texas (McAllen)
 - Ware Affordable Attic III, LP. (McAllen, TX)
 - McAllen Foreign Trade Zone, Inc. (McAllen, TX)
- 6) Science Laboratory Supplies (Award):** award the proposal for science laboratory supplies for the period beginning September 1, 2015 through August 31, 2016 with two one-year options to renew, at an estimated cost of \$200,000.00 based on prior year expenditures. The vendors are as follows:

Carolina Biological Supply Company (Burlington, NC)	Chemglass Life Sciences (Vineland, NJ)
Flinn Scientific, Inc. (Batavia, IL)	Frey Scientific (Nashua, NH)
Harlan Laboratories, Inc. (Indianapolis, IN)	Midsci (St. Louis, MO)
Nasco (Fort Atkinson, WI)	PASCO Scientific (Roseville, CA)
Phenix Research Products (Candler, NC)	Thomas Scientific (Swedesboro, NJ)
VWR International, LLC. (Radnor, PA)	

B. Advertising or Memberships

- 7) Registration Radio Advertising Agreements (Purchase):** purchase registration radio advertising agreements for the period beginning August 1, 2015 through August 31, 2015, at an estimated cost of \$16,443.00 from the following sole source vendors:

iHeart Media (Weslaco, TX)	\$7,923.00
Entravision Communication Corporation (ECC) (McAllen, TX)	\$8,520.00

- 8) Registration Television Advertisement Agreements (Purchase):** purchase registration television advertisement agreements for the period beginning August 1, 2015 through August 31, 2015, at an estimated cost of \$50,080.00 from the following sole source vendors:

ECC/KCWT TV/RGV CW21 (McAllen, TX)	\$3,000.00
ECC/KFXV TV/Fox Channel 2 (McAllen, TX)	\$3,000.00
KGBT TV/Channel 4 (Pharr, TX)	\$9,130.00
KRGV TV/Channel 5 News (Weslaco, TX)	\$7,000.00
ECC/KNVO TV/Univision 48 (McAllen, TX)	\$5,925.00
KTLM TV/Telemundo 40 (McAllen, TX)	\$7,025.00
KVEO TV/News Center 23 (Brownsville, TX)	\$7,000.00
Time Warner Cable Media (McAllen, TX)	\$8,000.00

- 9) Institutional Participation Fee (Renewal):** renew the institutional participation fee with Achieving the Dream, Inc./Manpower Development Corporation (MDC)(Silver Spring,

MD), a sole source vendor, for the period beginning July 1, 2015 through June 30, 2016, at a total cost of \$10,000.00;

C. Instructional Items

10) Portable X-Ray Machine (Purchase): purchase portable x-ray machine from Merry X-Ray/Source One Healthcare (Mentor, OH), a sole source vendor, at a total cost of \$36,687.00;

11) Testing Materials – CAAP (Purchase): purchase testing materials – CAAP from ACT CAAP (Iowa City, IA), a sole source vendor, at an estimated cost of \$25,725.00;

12) Ultrasound Simulator (Purchase): purchase an ultrasound simulator from CAE Healthcare, Inc. (Sarasota, FL), a sole source vendor, at a total cost of \$60,320.00;

D. Non-Instructional Items

13) Air Conditioning Equipment and Supplies (Purchase): purchase air conditioning equipment and supplies from Carrier Corporation (Richardson, TX/Pharr, TX) and Carrier Enterprise, LLC. (Houston, TX/Pharr, TX), a Texas Association of School Boards – Buyboard approved vendor, for the period beginning September 1, 2015 through August 31, 2016, at an estimated cost of \$50,000.00;

14) Air Conditioning Filters (Purchase): purchase and installation of air conditioning filters from J. F. Filtration, Inc. (Harlingen, TX), a Texas Association of School Boards – Buyboard approved vendors, for the period beginning September 1, 2015 through August 31, 2016, at an estimated cost of \$102,000.00 based on prior year expenditures;

15) Building Automation Control Equipment, Parts, and Equipment Maintenance (Purchase): purchase building automation control equipment, parts, and equipment maintenance from Siemens Industry, Inc. (Austin, TX/La Feria, TX), a State of Texas Multiple Award Schedule (TXMAS) approved vendor, for the period beginning September 1, 2015 through August 31, 2016, at an estimated cost of \$75,000.00 which is based on prior year expenditures;

16) Catering Services (Purchase): purchase catering services from Centerplate at McAllen Convention Center (McAllen, TX), a sole source vendor, for the period beginning September 18, 2015 through August 27, 2016, at an estimated cost of \$32,722.44;

17) Chiller Chemicals and Maintenance (Purchase): purchase chiller chemicals and maintenance from ChemCal, Inc. (Grapevine, TX), a State of Texas Multiple Award Schedule (TXMAS) approved vendor, for the period beginning September 1, 2015 through August 31, 2016, at an estimated cost of \$40,000.00 which is based on prior year expenditures;

18) Electrical Parts and Supplies (Purchase): purchase electrical parts and supplies from Bush Supply, Inc. (Edinburg, TX), a Texas Association of School Boards – Buyboard approved vendor, for the period beginning September 1, 2015 through August 31, 2016, at an estimated cost of \$55,000.00 which is based on prior year expenditures;

19) Library Furniture, Equipment, and Supplies (Purchase): purchase library furniture, equipment, and supplies from Demco, Inc. (Madison, WI), a Texas Association of School Boards – Buyboard approved vendor, for the period beginning July 29, 2015 through August 31, 2015, at an estimated cost of \$10,000.00;

20) Parts and Supplies (Purchase): purchase parts and supplies from W.W. Grainger (Austin, TX/McAllen, TX), a Texas Association of School Boards – Buyboard approved vendor, for the period beginning September 1, 2015 through August 31, 2016, at an estimated amount of \$60,000.00 based on prior year expenditures;

21) 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 July 29, 2015 through August 31, 2015, at a total cost of \$10,000.00;

- 22)Rental Equipment (Purchase):** purchase rental equipment from United Rentals, Inc. (Dallas, TX/Pharr, TX), a State of Texas Multiple Award Schedule (TXMAS) approved vendor, for the period beginning September 1, 2015 through August 31, 2016, at an estimated cost of \$35,000.00 based on prior year expenditures;
- 23)Collection Agency Services (Renewal):** renew the collection agency services contracts for the period beginning September 1, 2015 through August 31, 2016, at no charge to the College. The collection fee shall be charged directly to the student. The vendors are as follows:
- Primary: S & S Recovery, Inc. (Memphis, TN)
 - Secondary: Williams and Fudge, Inc. (Rock Hill, SC) and Immediate Credit Recovery (Wappingers Falls, NY)
- 24)Elevator Maintenance Agreement (Renewal):** renew the elevator maintenance agreement with Otis Elevator Co. (Farmington, CT/McAllen, TX), a Provista approved vendor, for the period beginning September 1, 2015 through August 31, 2016, at an estimated cost of \$55,000.00;
- 25)Equipment Rental Services (Renewal):** renew the equipment rental services contracts for the period beginning September 1, 2015 through August 31, 2016, at an estimated cost of \$70,000.00 based on prior year expenditures. The vendors are as follows:
- Backstage Productions, LLC. (McAllen, TX)
 - Blueline Rental (Pharr, TX)
 - Rental World (McAllen, TX)
 - Space Jump Rentals (Pharr, TX)
 - Tejas Equipment Rental (McAllen, TX)
- 26)Glass Replacement and Installation(Renewal):** renew the glass replacement and installation contracts for the period beginning August 28, 2015 through August 27, 2016, at an estimated cost of \$20,000.00 which is based on prior year expenditures with the following vendors:
- Luna Glass, LLC. (McAllen, TX)
 - Risica & Sons, Inc. (Edinburg, TX)
 - SDM Construction and Development, LLC. (Pharr, TX)
- 27)Online Real Estate Courses (Renewal):** renew the online real estate courses contract with OnCourse Learning Corporation (Atlanta, GA), for the period beginning September 1, 2015 through August 31, 2016, at an estimated amount of \$2.50 to \$257.50 per class;
- 28)Truck Driver/Bus Driver Training (Renewal):** renew the truck driver/bus driver training contract for the period beginning September 1, 2015 through August 31, 2016, at an 18% commission to the College retained from each student's tuition. International Schools, the company originally awarded the contract, is in the process of being acquired by Piedmont Business Colleges, Inc. (Virginia Beach, Virginia) and International Schools wishes to assign the contract to this company. Consent to assign the contract to Piedmont Business Colleges, Inc. is required from the College;
- 29)Staff Uniforms and Services (Rental/Renewal):** rental/renewal of staff uniforms and services from Unifirst Corporation (San Antonio, TX/McAllen, TX), a Texas Association of School Boards – Buyboard approved vendor, for the period beginning July 1, 2015 through June 30, 2016, at an estimated cost of \$20,500.00;
- 30)Facility Usage Interlocal Agreements (Lease/Rental):** lease/rental facility usage interlocal agreements with the City of McAllen – McAllen Convention Center (McAllen, TX) for the period beginning September 18, 2015 through August 27, 2016, at an estimated cost of \$21,688.00.

E. Technology

- 31) Citation Writers and Printers (Purchase):** purchase citation writers and printers from End2End (Oxford, MS), a sole source vendor, at a total cost of \$36,000.00;
- 32) Computers and Tablets (Purchase):** purchase of computers 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 \$35,664.73;
- 33) Enterprise Software and Maintenance (Purchase):** purchase enterprise software and maintenance from Ellucian, Inc. through Texas A & M University – Corpus Christi (Corpus Christi, TX) acting by and through State of Texas Department of Information Resources (DIR) for Texas Connection Consortium (TCC), at a total cost of \$60,000.00.;
- 34) Local Telephone Service – McAllen (Purchase):** purchase local telephone services – McAllen from AT&T Texas/AT&T Corporation (San Antonio, TX), a Texas Department of Information Resources (DIR) approved vendor, for the period beginning September 1, 2015 through August 31, 2016, at an estimated cost of \$240,000.00 based on prior year expenditures;
- 35) Local Telephone Service – Mid Valley and Starr County (Purchase):** purchase local telephone service – Mid Valley and Starr County from Verizon Southwest, Inc./Verizon Business Network Services, Inc. (Dallas, TX), a State of Texas Department of Information Resources (DIR) approved vendor, for the period beginning September 1, 2015 through August 31, 2016, at an estimated cost of \$72,000.00 based on prior year expenditures;
- 36) Long Distance Phone Service (Purchase):** purchase long distance phone service from AT&T Corporation through the State of Texas Department of Information Resources (DIR)(Dallas, TX), for the period beginning September 1, 2015 through August 31, 2016, at an estimated cost of \$12,030.00 based on prior year expenditures;
- 37) Network Cabling Services (Purchase):** purchase network cabling services with BridgeNet Communications, LLC. (Donna, TX), a Board approved vendor, at a total cost of \$101,410.13;
- 38) Network Server (Purchase):** purchase a network server from Insight Public Sector (Tempe, AZ/McAllen, TX), a State of Texas Department of Information Resources (DIR) approved vendor, at a total cost of \$39,762.93;
- 39) Online Tutoring Service Agreement (Purchase):** purchase online tutoring service agreement from Upswing International, Inc. (Austin, TX), a sole source vendor, for the period beginning September 1, 2015 through August 31, 2016, at a total cost of \$29,000.00;
- 40) Performance Review Software Component (Purchase):** purchase a performance review software component from PeopleAdm, Inc. (Austin, TX), a sole source vendor, at a total cost of \$22,617.00;
- 41) Software License Subscription (Purchase):** purchase a software license subscription from Medicat, LLC. (Atlanta, GA), a sole source vendor, for the period beginning August 1, 2015 through July 31, 2016, at a total amount of \$14,900.00;
- 42) Training Services (Purchase):** purchase training services from Technology for Education, LLC. (Hewitt, TX), a Texas Association of School Boards – Buyboard approved vendor, for the period beginning July 29, 2015 through August 31, 2015, at a total cost of \$40,000.00;
- 43) ARMS Annual Maintenance Agreement (Renewal):** renew the ARMS annual maintenance agreement with End2End (Oxford, MS), a sole source vendor, for the period beginning October 1, 2015 through September 30, 2016, at a total cost of \$12,000.00;

- 44)Book Detection System Maintenance Agreement (Renewal):** renew the book detection system maintenance agreement with 3M Library Systems (St. Paul, MN), a sole source vendor, for the period beginning September 1, 2015 through August 31, 2016, at a total cost of \$21,808.00;
- 45)Course Management and Hosting Services (Renewal):** renew the course management and hosting services with Blackboard, Inc. (Washington, DC), a sole source vendor, for the period beginning September 30, 2015 through September 29, 2016, at a total cost of \$566,233.00;
- 46)Library Database Subscription (Renewal):** renew the library database subscription contract with West Publishing Corporation/dba West, A Division of Thomson Reuter Business (Eagan, MN), for the period beginning August 1, 2015 through July 31, 2016, at an amount of \$20,321.28 and extend the subscription period from August 1, 2016 through August 31, 2016 at an amount of \$1,612.80 to align the term of service with the College's fiscal year for a total cost of \$21,934.08;
- 47)Library Serials (Renewal):** renew the library serials contract with Magazine Subscriptions, PTP. (Austin, TX) for the period beginning September 1, 2015 through August 31, 2016, at an estimated cost of \$70,268.59;
- 48)Maintenance Management System Agreement (Renewal):** renew the maintenance management system agreement with SchoolDude.com (Cary, NC), a Texas Cooperative Purchasing Network (TCPN) approved vendor, for the period beginning September 1, 2015 through August 31, 2016, at an estimated cost of \$24,000.00;
- 49)Mobile Application Software Agreement (Renewal):** renew the mobile application software agreement with AT&T Mobility (Atlanta, GA), a State of Texas Department of Information Resources (DIR) approved vendor, for the period beginning June 16, 2015 through June 15, 2016, at a total cost of \$39,724.00;
- 50)Online Essay Review Services Agreement (Renewal):** renew the online essay review services agreement with Smarthinking/NCS Pearson, Inc. (Chicago, IL), a sole source vendor, for the period beginning September 1, 2015 through August 31, 2016, at an estimated amount of \$40,500.00 which provides 1,500 services hours;
- 51)Oracle License Maintenance (Renewal):** renew software license maintenance with Oracle America, Inc. (Redwood City, CA), a Texas Department of Information Resources (DIR) approved vendor, for the period beginning August 30, 2015 through August 31, 2016, at a total cost of \$346,373.01;
- 52)Predictive Data Analytics Technology/Hosting Service (Renewal):** renew the predictive data analysis technology/hosting services with Civitas Learning, Inc. (Austin, TX), for the period beginning March 1, 2015 through February 28, 2016, at a total cost of \$75,000.00. The total investment is \$300,000.00 which the Texas Higher Education Coordinating Board (THECB) will pay \$150,000.00 and Texas A & M University – Commerce will pay \$75,000.00;
- 53)Public Website Hosting Services (Renewal):** renew the public website hosting services maintenance agreement with Rackspace Hosting, Inc. (San Antonio, TX), a sole source vendor, for the period beginning September 1, 2015 through August 31, 2016, at a total monthly cost of \$2,504.00 and annual cost of \$30,048.00;
- 54)Student Schedule Software Agreement (Renewal):** renew the student schedule software agreement with College Scheduler, LLC. (Redding, CA), a sole source vendor, for the period beginning July 1, 2015 through June 30, 2016, at a total cost of \$30,000.00;

SUMMARY TOTAL:

The total for all proposal awards, purchases, renewals, and lease/rental is \$3,651,975.91

Recommendation:

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

Approval Recommended:

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

President

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

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

Purpose – The Fixed Asset/Inventory Department is requesting the disposal/recycling of technology items to be in compliance with the Environmental Protection Agency (EPA) regulations. TDCJ provides an environmentally sound way to dispose of surplus technology equipment.

Justification – As technology becomes obsolete, out of warranty or not functioning, it is disposed of according to South Texas Board Policy #5135 Disposal of Surplus Property. TDCJ is the method of disposal to comply with all EPA regulations. They will clean data from all systems, recycle systems that can be repaired for inmate training or donation to schools and damaged systems are properly disposed of. The technology is currently located at the South Texas College Receiving Department, 3700 W Military Hwy Building D, McAllen, Texas.

Reviewers - These items have been inspected by the Technology Resources (TR) and approved by the Vice President for Information Services, Planning & Strategic Initiatives to dispose after Board approval.

Enclosed Documents - A listing of the technology items to be disposed/recycled follows in the packet for the Board's review and information.

Mary Elizondo, Vice President for Finance and Administrative Services, and Becky Cavazos, Director of Purchasing will be present Board meeting to address any questions by the Trustees.

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

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize the disposal/recycling of technology items with an original value of \$1,000 and over through the Texas Department of Criminal Justice (TDCJ), a State of Texas agency approved to properly recycle technology items as presented.

The 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/recycling of technology items with an original value of \$1,000 and over through the Texas Department of Criminal Justice (TDCJ), a State of Texas agency approved to properly recycle technology items as presented.

Approval Recommended:

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

President

**SOUTH TEXAS COLLEGE
TECHNOLOGY AND ELECTRONICS FOR RECYCLE WITH VALUE OF \$1,000 AND OVER
JULY 28, 2015**

Pallet	Qty	Description	Silver Tag	Serial Number	Green Tag	Purchase Date	Amount	Current Net Value	Ptag	Condition
24	1 ea	IBM 350 Computer	000000701	23NRG45		2/21/1997	\$ 3,178.50	\$ -	000001922	Obsolete
23	1 ea	Cisco PIX Firewall	0000001317	06005580		6/17/1997	\$ 6,221.00	\$ -	000001619	Obsolete
2	1 ea	Cisco 2500 Catalyst	22363			12/4/1997	\$ 5,545.00	\$ -	000002111	Obsolete
31	1 ea	HP LaserJet 4000TN Printer	0000001452	USEK034663		2/9/1998	\$ 1,060.00	\$ -	000002145	Obsolete
25	1 ea	HP LaserJet 4000N Printer	0000001485	USEF089895		3/4/1998	\$ 1,084.00	\$ -	000002143	Obsolete
3	1 ea	PACE MBT SensaTemp Soldering Station	0000001538	01170441	5000000085	4/16/1998	\$ 1,494.90	\$ -	000002156	Obsolete
31	1 ea	HP LaserJet 4000 Printer	0000001595	USEK038395		4/30/1998	\$ 1,295.00	\$ -	000002200	Obsolete
31	1 ea	HP Printer (No Model)	0000001596	USEK065743		4/30/1998	\$ 1,295.00	\$ -	000002201	Obsolete
31	1 ea	HP LaserJet 4000 Printer	0000001610	USEK066216		5/19/1998	\$ 1,084.00	\$ -	000002241	Obsolete
2	1 ea	Cisco 5500 Catalyst	0000001517	69027936		7/14/1998	\$ 41,564.24	\$ -	000002544	Obsolete
3	1 ea	HP LaserJet Printer	0000001876	USMC085246		8/31/1998	\$ 1,332.00	\$ -	000002768	Obsolete
9	1 ea	HP LaserJet 4000TN Printer	0000001949	USNC152223		8/31/1998	\$ 1,468.00	\$ -	000002753	Obsolete
24	1 ea	HP LaserJet 4000N Printer	0000001896	USMB231803		8/31/1998	\$ 1,332.00	\$ -	000002782	Obsolete
31	1 ea	HP LaserJet 4000N Printer	0000001893	USMB231805		8/31/1998	\$ 1,332.00	\$ -	000002779	Obsolete
9	1 ea	HP LaserJet 4000TN Printer	0000002818	USEX030594		11/2/1998	\$ 1,456.00	\$ -	000003021	Obsolete
23	1 ea	Cisco 5505 Catalyst	0000002161	66522985		11/12/1998	\$ 8,928.81	\$ -	000003875	Obsolete
23	1 ea	Cisco 5505 Catalyst	0000002775	66521923		11/12/1998	\$ 10,201.62	\$ -	000003878	Obsolete
23	1 ea	Cisco 5505 Catalyst	0000002162	66522983		11/12/1998	\$ 8,928.81	\$ -	000003875	Obsolete
38	1 ea	HP LaserJet 4000N Printer	0000002241	USEF218514		11/16/1998	\$ 1,320.00	\$ -	000002873	Obsolete
23	1 ea	Cisco 5502 Catalyst	0000002941	65104723		12/18/1998	\$ 8,526.22	\$ -	000003488	Obsolete
3	1 ea	HP LaserJet 4000N Printer	0000002491	USEX040805	5000000189	4/1/1999	\$ 1,069.00	\$ -	000003165	Obsolete
31	1 ea	HP LaserJet 4000 Printer	0000002542	USQC001414		4/5/1999	\$ 1,069.00	\$ -	000002990	Obsolete
35	1 ea	Digital Alpha 4100 Server	0000002950	N185114307		4/14/1999	\$ 67,016.00	\$ -	000003160	Incomplete
29	1 ea	HP LaserJet 4050TN Printer	0000003238	USQF023926		4/29/1999	\$ 1,427.00	\$ -	000003763	Obsolete
29	1 ea	HP LaserJet 4050TN Printer	0000003237	USQF023492		4/29/1999	\$ 1,427.00	\$ -	000003762	Obsolete
35	1 ea	Cisco 5505 Catalyst	0000003009	66540977		4/29/1999	\$ 16,697.00	\$ -	000003745	Incomplete
35	1 ea	Dell G1 Computer	0000003181	44H1E		4/29/1999	\$ 1,290.00	\$ -	000003781	Obsolete
35	1 ea	Dell G1 Computer	0000003136	441VE		4/29/1999	\$ 1,290.00	\$ -	000003797	Obsolete
3	1 ea	HP LaserJet 4000N Printer	0000002640	USQA023408	5000000281	6/8/1999	\$ 1,305.00	\$ -	000003198	Incomplete
25	1 ea	HP LaserJet 4000N Printer	0000002642	USQA023426	5000000294	6/8/1999	\$ 1,305.00	\$ -	000003200	Obsolete
24	1 ea	HP LaserJet 4000 Printer	000002749	USR041876		8/3/1999	\$ 1,013.00	\$ -	000003537	Damaged
35	1 ea	Gateway E3200 Computer	0000003049	0014570018		8/6/1999	\$ 1,293.67	\$ -	000003652	Obsolete
38	1 ea	IBM ThinkPad Laptop	0000003251	AF-18HN0		8/31/1999	\$ 5,590.00	\$ -	000003864	Obsolete
39	1 ea	Scientific Laser with Accessories	0000003287	LD0883		11/19/1999	\$ 1,030.00	\$ -	000004031	Obsolete
22	1 ea	NIDA Model 130E Trainer with Accessories	0000003519	E9X11248		3/20/2000	\$ 2,500.00	\$ -	000004243	Obsolete
22	1 ea	NIDA Model 130E Trainer with Accessories	0000003521	E9X11208		3/20/2000	\$ 2,500.00	\$ -	000004245	Obsolete
22	1 ea	NIDA Model 130E Trainer with Accessories	0000003518	E9X11247		3/20/2000	\$ 2,500.00	\$ -	000004242	Obsolete
22	1 ea	NIDA Model 130E Trainer with Accessories	0000003520	E9X11252		3/20/2000	\$ 2,500.00	\$ -	000004244	Obsolete
22	1 ea	NIDA Model 130E Trainer with Accessories	0000003517	E9X12243		3/20/2000	\$ 2,500.00	\$ -	000004241	Obsolete
39	1 ea	Nida Fiber optic 130E Trainer	23905	E9X11245		3/20/2000	\$ 2,500.00	\$ -	000004246	Obsolete
39	1 ea	Nida Fiber optic 130E Trainer	25425	E9X11250		3/20/2000	\$ 2,500.00	\$ -	000004248	Obsolete
39	1 ea	Nida Fiber optic 130E Trainer	0000003526	E9X11244		3/20/2000	\$ 2,500.00	\$ -	000004250	Obsolete
39	1 ea	Nida Fiber optic 130E Trainer	25428	E9X11249		3/20/2000	\$ 2,500.00	\$ -	000004249	Obsolete
39	1 ea	Scientific Laser with Accessories	0000003568	LD0940		3/31/2000	\$ 1,100.00	\$ -	000004287	Obsolete
39	1 bx	Scientific Laser with Accessories	0000003569	LD0939		3/31/2000	\$ 1,100.00	\$ -	000004288	Obsolete
23	1 ea	Cisco 5505 Catalyst	0000004877	66566788		4/1/2000	\$ 5,474.76	\$ -	000004838	Obsolete
23	1 ea	Cisco 5505 Catalyst	0000004878	66566792		4/1/2000	\$ 22,150.49	\$ -	000004837	Obsolete
35	1 ea	M&A Computer	0000003658	E2K0840732		5/2/2000	\$ 1,449.42	\$ -	000004518	Incomplete
32	1 ea	Fluke 87 IV True RMS Multimeter	0000003751	75690580		5/3/2000	\$ 2,420.00	\$ -	000004562	Obsolete
32	1 ea	Fluke 87 IV True RMS Multimeter	0000003755	75690576		5/3/2000	\$ 2,420.00	\$ -	000004566	Obsolete
24	1 ea	M&A Computer	0000004086	E2K0843817		5/24/2000	\$ 1,062.59	\$ -	000005165	Obsolete
32	1 ea	3M 955 Desensitizer for Library Anti-Theft	0000003866	5068799		6/9/2000	\$ 2,265.00	\$ -	000004431	Obsolete
39	1 ea	Protek 6504 Oscilloscope	0000004210	650404761	5000000623	7/20/2000	\$ 3,526.00	\$ -	000004854	Obsolete
39	1 ea	Protek 6504 Oscilloscope	0000004213	650404688	5000000626	7/20/2000	\$ 3,526.00	\$ -	000004857	Obsolete
39	1 ea	Protek 6504 Oscilloscope	0000004212	650401432	5000000625	7/20/2000	\$ 3,526.00	\$ -	000004856	Obsolete
39	1 ea	Protek 6504 Oscilloscope	0000004214	650401306	5000000627	7/20/2000	\$ 3,526.00	\$ -	000004858	Obsolete

	Capital Asset
	Grant Funded Asset
	Capital and Grant Funded Asset

**SOUTH TEXAS COLLEGE
TECHNOLOGY AND ELECTRONICS FOR RECYCLE WITH VALUE OF \$1,000 AND OVER
JULY 28, 2015**

Pallet	Qty	Description	Silver Tag	Serial Number	Green Tag	Purchase Date	Amount	Current Net Value	Ptag	Condition
39	1 ea	Protek 6504 Oscilloscope	000004211	650401365	500000624	7/20/2000	\$ 3,526.00	\$ -	00004855	Obsolete
39	1 ea	Protek Sweep Function Generator	000004216	G30506616	500000631	7/20/2000	\$ 1,701.20	\$ -	00004860	Obsolete
39	1 ea	Protek Sweep Function Generator	000004218	G30506477	500000629	7/20/2000	\$ 1,701.20	\$ -	00004862	Obsolete
39	1 ea	Protek Sweep Function Generator	000004215	G30506598	500000632	7/20/2000	\$ 1,701.20	\$ -	00004859	Obsolete
39	1 ea	Protek Sweep Function Generator	000004217	G30506597	500000630	7/20/2000	\$ 1,701.20	\$ -	00004861	Obsolete
39	1 ea	Protek Sweep Function Generator	000004219	G30506615	500000628	7/20/2000	\$ 1,701.20	\$ -	00004863	Obsolete
22	1 ea	Cisco 2500 Catalyst	000004900	251148277		7/21/2000	\$ 1,537.00	\$ -	00004825	Obsolete
29	1 ea	HP LaserJet 4050TN Printer	000005267	USCC165871		8/21/2000	\$ 1,592.71	\$ -	00005289	Obsolete
29	1 ea	HP LaserJet 4050TN Printer	000004474	USCC096492		8/23/2000	\$ 1,574.00	\$ -	00005218	Obsolete
3	1 ea	HP LaserJet 4050TN Printer	000005553	USCC165872		8/31/2000	\$ 1,592.71	\$ -	00005292	Obsolete
3	1 ea	HP LaserJet 4050 Printer	000003399	USBC054063		8/31/2000	\$ 1,069.00	\$ -	00004010	Obsolete
35	1 ea	M&A Computer	000005281	E2K0851152		8/31/2000	\$ 1,532.55	\$ -	00005281	Obsolete
35	1 ea	M&A Computer	000005270	E2K0851173		8/31/2000	\$ 1,138.00	\$ -	00005598	Obsolete
5	1 ea	Power Ware 9 150 Uninterruptable Power System	000005592	TS503W0262		11/7/2000	\$ 8,554.00	\$ -	00006122	Obsolete
5	1 ea	Power Ware 9 150 Extended Battery Cabinet	000005594	BP292C0393		11/7/2000	\$ 26,656.00	\$ -	00006119	Obsolete
25	1 ea	EIKI Notebook Projector	000004827	G0X03355		11/20/2000	\$ 3,048.00	\$ -	00005765	Incomplete
29	1 ea	HP LaserJet 2100TN Printer	000004541	USGR119953		2/21/2001	\$ 1,050.00	\$ -	00006076	Obsolete
8	1 ea	Gateway Solo 5300 Laptop	000004642	BQB01127315		4/16/2001	\$ 2,039.00	\$ -	00006190	Obsolete
29	1 ea	HP LaserJet 4100N Printer	000004623	USBND10374		5/1/2001	\$ 1,479.00	\$ -	00006199	Obsolete
39	1 ea	BK Precision 2190B Dual Trace Oscilloscope	000004606	21020936	5000002345	5/17/2001	\$ 1,208.75	\$ -	00006307	Obsolete
4	1 ea	Dell 150 Computer	000005802	2R32M01	5000002509	6/27/2001	\$ 1,152.06	\$ -	00006407	Obsolete
33	1 ea	HP LaserJet 8150N Printer on Stand with Casters	000005933	JPBTL00485	5000002803	8/29/2001	\$ 4,169.40	\$ -	00006698	Obsolete
34	1 ea	HP LaserJet 8150N Printer on Stand with Casters	000005996	JPBTM06271	5000002854	8/29/2001	\$ 4,169.40	\$ -	00006703	Incomplete
12	1 ea	Smart Board	000006109	SB580-35121		8/31/2001	\$ 2,435.84	\$ -	00006873	Obsolete
18	1 ea	HP Laser Printer	000006272	455NK20012		12/20/2001	\$ 1,570.00	\$ -	00007118	Incomplete
4	1 ea	Dell 240 Computer	000006603	21QL411	5000003619	1/9/2002	\$ 1,091.00	\$ -	00007078	Obsolete
4	1 ea	Dell 240 Computer	000006628	5ZPL411	5000003644	1/9/2002	\$ 1,091.00	\$ -	00007103	Obsolete
22	1 ea	Compaq EVO N180 Laptop	000006850	2V23FP8ZN0LZ	5000003907	4/8/2002	\$ 2,418.00	\$ -	00007568	Obsolete
22	1 ea	Compaq EVO N180 Laptop	000006851	2V23FP8ZN0LY	5000003906	4/8/2002	\$ 2,418.00	\$ -	00007567	Obsolete
22	1 ea	Compaq EVO N180 Laptop	000006853	2V23FP8Z4HH	5000003904	4/8/2002	\$ 2,418.00	\$ -	00007570	Obsolete
10	1 ea	Compaq EVO CM2080 Laptop	000006230	5Y23KHYZB17		4/12/2002	\$ 2,078.00	\$ -	00007705	Obsolete
17	1 ea	Dell 745 Computer	000006175	50720769		4/17/2002	\$ 2,320.70	\$ -	00007775	Obsolete
12	1 ea	Smart Board	000007748			6/5/2002	\$ 3,046.75	\$ -	00008279	Obsolete
12	1 ea	Smart Board	000006174			6/5/2002	\$ 3,046.75	\$ -	00008276	Obsolete
8	1 ea	Dell 240 Computer	000007727	FR6WJ11		6/7/2002	\$ 1,818.00	\$ -	00008077	Obsolete
31	1 ea	HP LaserJet 4100N Printer	000007720	USJNH26867	5000004031	6/7/2002	\$ 1,836.00	\$ -	00007998	Obsolete
18	1 ea	Dell 240 Computer	000007756	JDGTF11		6/12/2002	\$ 1,979.57	\$ -	00008099	Obsolete
10	1 ea	Panasonic KVS2065 High-speed Scanner	000007710	61424DC1210	5000004022	6/21/2002	\$ 5,900.00	\$ -	00007788	Obsolete
19	1 ea	Dell 260 Computer	000007035	2LQ7L11		6/21/2002	\$ 1,664.72	\$ -	00007983	Obsolete
36	1 ea	Dell 260 Computer	000007033	FLQ7L11		6/21/2002	\$ 1,664.72	\$ -	00007981	Obsolete
25	1 ea	Compaq EVO Laptop	000007248	6J27KBSZ80AE		7/18/2002	\$ 2,726.00	\$ -	00008312	Obsolete
8	1 ea	Dell 260 Computer	000007275	BBW6Q11		8/1/2002	\$ 2,083.00	\$ -	00008063	Obsolete
29	1 ea	HP LaserJet 4600 Printer	000007290	JPAKC02430	5000004395	8/20/2002	\$ 1,872.00	\$ -	00008331	Obsolete
24	1 ea	Dell 820 Computer	000007901	FQKFN11		8/21/2002	\$ 1,822.60	\$ -	00008148	Obsolete
7	1 ea	Dell 260 Computer	000007685	CDJDY11		10/7/2002	\$ 1,142.00	\$ -	00008620	Obsolete
22	1 ea	Dell 260 Computer	000008096	1K8NY11		10/10/2002	\$ 1,228.04	\$ -	00008573	Obsolete
25	1 ea	Dell 260 Computer	000007657	DWRLY11		10/17/2002	\$ 1,240.28	\$ -	00008585	Obsolete
26	1 ea	Dell 620 Computer	000007655	JWRLY11		10/17/2002	\$ 1,240.28	\$ -	00008583	Obsolete
26	1 ea	Dell 260 Computer	000007382	6826021	5000005022	10/22/2002	\$ 1,233.08	\$ -	00008749	Obsolete
27	1 ea	Mammography Kit	7579		5000004696	10/24/2002	\$ 2,925.00	\$ -	N00020984	Obsolete
8	1 ea	Dell 260 Computer	000007568	92C1421		12/3/2002	\$ 1,428.20	\$ -	00008863	Obsolete
8	1 ea	Dell 260 Computer	000007558	82C1421		12/3/2002	\$ 1,428.20	\$ -	00008854	Obsolete
2	1 ea	Cisco PIX 525 Security Appliance	22436	FOX06240DPL		12/5/2002	\$ 25,384.80	\$ -	00009175	Obsolete
25	1 ea	Dell 2650 Inspiron Laptop	000007478	IFL1421	5000004753	12/10/2002	\$ 1,401.65	\$ -	00008988	Obsolete
25	1 ea	Dell 2650 Inspiron Laptop	000007480	HDL1421	5000004754	12/10/2002	\$ 1,401.65	\$ -	00008989	Obsolete
25	1 ea	Dell 2650 Inspiron Laptop	000007507	GDL1421	5000004752	12/10/2002	\$ 1,401.65	\$ -	00008987	Obsolete

	Capital Asset
	Grant Funded Asset
	Capital and Grant Funded Asset

**SOUTH TEXAS COLLEGE
TECHNOLOGY AND ELECTRONICS FOR RECYCLE WITH VALUE OF \$1,000 AND OVER
JULY 28, 2015**

Pallet	Qty	Description	Silver Tag	Serial Number	Green Tag	Purchase Date	Amount	Current Net Value	Ptag	Condition
19	1 ea	Dell 260 Computer	0000008127	BQKL821		1/9/2003	\$ 1,734.20	\$ -	000008843	Obsolete
27	1 ea	Smart Board	0000007538	73897		1/16/2003	\$ 1,979.60	\$ -	000008949	Obsolete
8	1 ea	Dell 260 Computer	0000008231	C008B21		1/24/2003	\$ 1,534.76	\$ -	000009112	Obsolete
26	1 ea	Dell 260 Computer	0000008354	FMSND21		2/13/2003	\$ 1,296.44	\$ -	000009101	Obsolete
22	1 ea	Compaq EVO N600C Laptop	0000006698	N6CP120P430WC25X2L		4/14/2003	\$ 1,802.56	\$ -	000009054	Incomplete
19	1 ea	Dell 270 Computer	0000008424	DDS4431		7/24/2003	\$ 1,367.00	\$ -	000009266	Incomplete
27	1 ea	Smart Board	0000007639	SB58082375		8/22/2003	\$ 10,250.95	\$ -	000009225	Incomplete
22	1 ea	NIDA Model 130E Trainer with Accessories	0000008528	E9U15327	5000005241	11/20/2003	\$ 4,289.25	\$ -	000009427	Obsolete
22	1 ea	NIDA Model 130E Trainer with Accessories	0000008531	E9U15329	5000005242	11/20/2003	\$ 4,289.25	\$ -	000009426	Obsolete
27	1 ea	Smart Board	0000008631	98933		11/25/2003	\$ 5,239.68	\$ -	000009423	Incomplete
9	1 ea	HP LaserJet 4200N Printer	0000008658	USGNX09029		12/1/2003	\$ 1,310.00	\$ -	000009708	Obsolete
23	1 ea	HP LaserJet 4200N Printer	0000008657	USGNN09095		12/1/2003	\$ 1,310.00	\$ -	000009707	Obsolete
19	1 ea	Dell 270 Computer	0000010513	CG49V31		12/4/2003	\$ 1,695.23	\$ -	000009654	Obsolete
24	1 ea	Dell 270 Computer	0000010504	9K49V31		12/4/2003	\$ 1,695.23	\$ -	0000010504	Obsolete
31	1 ea	Dell Computer	0000008787	DDR8441		1/16/2004	\$ 1,767.20	\$ -	000009717	Obsolete
36	1 ea	Dell 270 Computer	0000008894	HR3R641		1/29/2004	\$ 1,694.40	\$ -	000009738	Obsolete
25	1 ea	Panasonic LCD Projector with Accessories	0000008799	SA3640248		2/24/2004	\$ 2,106.79	\$ -	000009789	Obsolete
9	1 ea	HP ProLiant DL380 Server	0000027323	R408LDN10000		3/4/2004	\$ 3,947.70	\$ -	000010625	Obsolete
19	1 ea	Dell 270 Computer	0000009754	G9JQJ41		3/24/2004	\$ 1,871.20	\$ -	000009833	Obsolete
22	1 ea	Dell 270 Computer	0000009756	1PNQJ41		3/24/2004	\$ 1,871.20	\$ -	000009835	Incomplete
25	1 ea	Dell 280 Computer	0000009753	7GWH871		3/24/2004	\$ 1,871.20	\$ -	000009832	Obsolete
3	1 ea	EIKI Notebook LC-NB3E Projector with Remote	0000010099	G39A7590		4/1/2004	\$ 2,102.52	\$ -	000009840	Obsolete
1	1 ea	Cisco 6500 Catalyst	0000009792	SAL08154LYK		6/8/2004	\$ 62,303.00	\$ -	000010467	Obsolete
2	1 ea	Cisco 2950 Catalyst	0000009806	FHK0819Y0C6		6/8/2004	\$ 3,849.55	\$ -	000010479	Obsolete
2	1 ea	Cisco 2950 Catalyst	0000009794	FHK0819Y0C7		6/8/2004	\$ 3,849.55	\$ -	000010474	Obsolete
2	1 ea	Cisco 2950 Catalyst	0000009809	FHK0819Z0AS		6/8/2004	\$ 3,849.55	\$ -	000010481	Obsolete
2	1 ea	Cisco 2950 Catalyst	0000009808	FHK0819Y0CY		6/8/2004	\$ 3,849.55	\$ -	000010492	Obsolete
2	1 ea	Cisco 2950 Catalyst	0000009799	FHK0819Z0A0		6/8/2004	\$ 3,849.55	\$ -	000010486	Obsolete
2	1 ea	Cisco 2950 Catalyst	0000009813	CAT0822Z1NS		6/8/2004	\$ 4,149.55	\$ -	0000010506	Obsolete
2	1 ea	Cisco 3560 Catalyst	0000009801	CAT0822Y1XK		6/8/2004	\$ 4,149.55	\$ -	0000010494	Obsolete
2	1 ea	Cisco 3550 Catalyst	0000009803	CAT0822Y1XB		6/8/2004	\$ 4,149.55	\$ -	000010498	Obsolete
2	1 ea	Cisco 2950 Catalyst	0000009303	CAT0822Y1YT		6/8/2004	\$ 4,776.20	\$ -	000010261	Obsolete
2	1 ea	Cisco 2950 Catalyst	0000009795	FHK0819Y0CF		6/8/2004	\$ 3,849.55	\$ -	000010477	Obsolete
2	1 ea	Cisco 2950 Catalyst	0000009807	FHK0819Z0A5		6/8/2004	\$ 3,849.55	\$ -	000010499	Obsolete
2	1 ea	Cisco 2950 Catalyst	0000009811	FHK0819Z0A4		6/8/2004	\$ 3,849.55	\$ -	000010500	Obsolete
2	1 ea	Cisco 3560 Catalyst	0000009812	CAT0820Z02R		6/8/2004	\$ 4,149.55	\$ -	000010503	Obsolete
2	1 ea	Cisco 2950 Catalyst	0000009793	FHK0819Y0CH		6/8/2004	\$ 3,849.55	\$ -	000010469	Obsolete
3	1 ea	Cisco Unity Server Blade	10802	M00WLJHF32		6/8/2004	\$ 92,429.26	\$ -	000010197	Obsolete
25	1 ea	APC Uninterruptible Power Supply	0000009278	QS0411115164		6/8/2004	\$ 1,535.19	\$ -	000010598	Obsolete
36	1 ea	Dell 270 Computer	0000009334	H9TT851		7/16/2004	\$ 1,579.08	\$ -	000009949	Obsolete
32	1 ea	HP Compaq NX9110 Laptop	0000009422	2UA430P1LS		8/16/2004	\$ 2,092.00	\$ -	000009964	Obsolete
7	1 ea	Dell 270 Computer	0000009006	CRYQC51		8/24/2004	\$ 1,251.00	\$ -	000010138	Obsolete
7	1 ea	Dell 270 Computer	0000008983	6XTPC51		8/24/2004	\$ 1,251.00	\$ -	000010111	Obsolete
8	1 ea	Dell 270 Computer	0000008952	GRYQC51		8/24/2004	\$ 1,251.00	\$ -	000010111	Obsolete
8	1 ea	Dell 270 Computer	0000008987	8STPC51		8/24/2004	\$ 1,251.00	\$ -	000010115	Obsolete
8	1 ea	Dell 270 Computer	0000008992	CPVRC51		8/24/2004	\$ 1,251.00	\$ -	000010121	Obsolete
8	1 ea	Dell 270 Computer	0000009021	5GXQC51		8/24/2004	\$ 1,251.00	\$ -	000010160	Obsolete
8	1 ea	Dell 270 Computer	0000008958	HSTPC51		8/24/2004	\$ 1,251.00	\$ -	000010077	Obsolete
8	1 ea	Dell 270 Computer	0000008976	6WTPC51		8/24/2004	\$ 1,251.00	\$ -	000010102	Obsolete
8	1 ea	Dell 270 Computer	0000008949	HXSQC51		8/24/2004	\$ 1,251.00	\$ -	000010064	Obsolete
8	1 ea	Dell 270 Computer	0000008980	HPVRC51		8/24/2004	\$ 1,251.00	\$ -	000010107	Obsolete
8	1 ea	Dell 270 Computer	0000009139	JZTQC51		8/24/2004	\$ 1,251.00	\$ -	000010257	Obsolete
8	1 ea	Dell 270 Computer	0000009141	2YVQC51		8/24/2004	\$ 1,251.00	\$ -	000010259	Obsolete
9	1 ea	Dell 270 Computer	0000009476	1C9PC51		8/24/2004	\$ 1,251.00	\$ -	000010430	Obsolete
17	1 ea	Dell 270 Computer	0000009023	7SYQC51		8/24/2004	\$ 1,251.00	\$ -	000010162	Obsolete
26	1 ea	Dell 270 Computer	0000008902	1FXQC51		8/24/2004	\$ 1,251.00	\$ -	000010014	Obsolete

	Capital Asset
	Grant Funded Asset
	Capital and Grant Funded Asset

**SOUTH TEXAS COLLEGE
TECHNOLOGY AND ELECTRONICS FOR RECYCLE WITH VALUE OF \$1,000 AND OVER
JULY 28, 2015**

Pallet	Qty	Description	Silver Tag	Serial Number	Green Tag	Purchase Date	Amount	Current Net Value	Ptag	Condition
26	1 ea	Dell 270 Computer	0000009215	JR7RC51		8/24/2004	\$ 1,251.00	\$ -	000010365	Obsolete
26	1 ea	Dell 270 Computer	0000008968	DVSQC51		8/24/2004	\$ 1,251.00	\$ -	000010089	Obsolete
26	1 ea	Dell 270 Computer	0000009131	60NPC51		8/24/2004	\$ 1,251.00	\$ -	000010249	Obsolete
26	1 ea	Dell 270 Computer	0000009525	B27RC51		8/24/2004	\$ 1,251.00	\$ -	000010504	Obsolete
26	1 ea	Dell 270 Computer	0000009207	7NVRC51		8/24/2004	\$ 1,251.00	\$ -	000010351	Obsolete
26	1 ea	Dell 270 Computer	0000009194	BRVRC51		8/24/2004	\$ 1,251.00	\$ -	000010336	Obsolete
26	1 ea	Dell 270 Computer	0000009527	8K8RC51		8/24/2004	\$ 1,251.00	\$ -	000010507	Obsolete
26	1 ea	Dell 270 Computer	0000009208	3N8RC51		8/24/2004	\$ 1,251.00	\$ -	000010352	Obsolete
26	1 ea	Dell 270 Computer	0000009186	1B8RC51		8/24/2004	\$ 1,251.00	\$ -	000010328	Obsolete
26	1 ea	Dell 270 Computer	0000009219	GYJ3L51		8/24/2004	\$ 1,251.00	\$ -	000010371	Obsolete
26	1 ea	Dell 270 Computer	0000009191	93XQC51		8/24/2004	\$ 1,251.00	\$ -	000010333	Obsolete
28	1 ea	Dell 270 Computer	0000009190	6S7PC51		8/24/2004	\$ 1,251.00	\$ -	000010332	Obsolete
28	1 ea	Dell 270 Computer	0000009192	2PWQC51		8/24/2004	\$ 1,251.00	\$ -	000010334	Obsolete
28	1 ea	Dell 270 Computer	0000009205	5MVRC51		8/24/2004	\$ 1,251.00	\$ -	000009205	Obsolete
28	1 ea	Dell 270 Computer	0000009119	2ZMPC51		8/24/2004	\$ 1,251.00	\$ -	000010237	Obsolete
28	1 ea	Dell 270 Computer	0000009127	FZMPC51		8/24/2004	\$ 1,251.00	\$ -	000010245	Obsolete
28	1 ea	Dell 270 Computer	0000009189	G89PC51		8/24/2004	\$ 1,251.00	\$ -	000010331	Obsolete
28	1 ea	Dell 270 Computer	0000009447	8P8RC51		8/24/2004	\$ 1,251.00	\$ -	000010401	Obsolete
28	1 ea	Dell 270 Computer	0000009120	4YVQC51		8/24/2004	\$ 1,251.00	\$ -	000010238	Obsolete
28	1 ea	Dell 270 Computer	0000009121	8ZMPC51		8/24/2004	\$ 1,251.00	\$ -	000010239	Obsolete
28	1 ea	Dell 270 Computer	0000009445	D79PC51		8/24/2004	\$ 1,251.00	\$ -	000010399	Obsolete
28	1 ea	Dell 270 Computer	0000009124	F0VQC51		8/24/2004	\$ 1,251.00	\$ -	000010242	Obsolete
28	1 ea	Dell 270 Computer	0000009460	JB9PC51		8/24/2004	\$ 1,251.00	\$ -	000010414	Obsolete
28	1 ea	Dell 270 Computer	0000009524	HM8RC51		8/24/2004	\$ 1,251.00	\$ -	000010502	Obsolete
28	1 ea	Dell 270 Computer	0000009188	DRVRC51		8/24/2004	\$ 1,251.00	\$ -	000010330	Obsolete
28	1 ea	Dell 270 Computer	0000009456	5M8RC51		8/24/2004	\$ 1,251.00	\$ -	000010410	Obsolete
28	1 ea	Dell 270 Computer	0000009135	9ZMPC51		8/24/2004	\$ 1,251.00	\$ -	000010253	Obsolete
28	1 ea	Dell 270 Computer	0000009123	5YTQC51		8/24/2004	\$ 1,251.00	\$ -	000010241	Obsolete
28	1 ea	Dell 270 Computer	0000009526	FMVRC51		8/24/2004	\$ 1,251.00	\$ -	000010505	Obsolete
28	1 ea	Dell 270 Computer	0000009450	F37RC51		8/24/2004	\$ 1,251.00	\$ -	000010404	Obsolete
28	1 ea	Dell 270 Computer	0000009467	4Y6QC51		8/24/2004	\$ 1,251.00	\$ -	000010421	Obsolete
28	1 ea	Dell 270 Computer	0000009117	FR7PC51		8/24/2004	\$ 1,251.00	\$ -	000010235	Obsolete
28	1 ea	Dell 270 Computer	0000009463	4MVRC51		8/24/2004	\$ 1,251.00	\$ -	000010417	Obsolete
28	1 ea	Dell 270 Computer	0000009227	44HRC51		8/24/2004	\$ 1,251.00	\$ -	000010379	Obsolete
28	1 ea	Dell 270 Computer	0000009466	GVVQC51		8/24/2004	\$ 1,251.00	\$ -	000010420	Obsolete
28	1 ea	Dell 270 Computer	0000009206	7DXQC51		8/24/2004	\$ 1,251.00	\$ -	000010350	Obsolete
28	1 ea	Dell 270 Computer	0000009122	C0NPC51		8/24/2004	\$ 1,251.00	\$ -	000010240	Obsolete
30	1 ea	Dell 270 Computer	0000009451	4THRC51		8/24/2004	\$ 1,251.00	\$ -	000010405	Obsolete
30	1 ea	Dell 270 Computer	0000009203	7RVRC51		8/24/2004	\$ 1,251.00	\$ -	000010347	Obsolete
30	1 ea	Dell 270 Computer	0000008905	1VTPC51		8/24/2004	\$ 1,251.00	\$ -	000010017	Obsolete
30	1 ea	Dell 270 Computer	0000009226	60K3L51		8/24/2004	\$ 1,251.00	\$ -	000010378	Obsolete
30	1 ea	Dell 270 Computer	0000009446	8PVRC51		8/24/2004	\$ 1,251.00	\$ -	000010400	Obsolete
30	1 ea	Dell 270 Computer	0000009126	CZMPC51		8/24/2004	\$ 1,251.00	\$ -	000010244	Obsolete
30	1 ea	Dell 270 Computer	0000009187	F3XQC51		8/24/2004	\$ 1,251.00	\$ -	000010329	Obsolete
30	1 ea	Dell 270 Computer	0000009200	H79PC51		8/24/2004	\$ 1,251.00	\$ -	000010343	Obsolete
30	1 ea	Dell 270 Computer	0000009035	2RVRC51		8/24/2004	\$ 1,251.00	\$ -	000009035	Obsolete
30	1 ea	Dell 270 Computer	0000009222	B1K3L51		8/24/2004	\$ 1,251.00	\$ -	000010374	Obsolete
30	1 ea	Dell 270 Computer	0000009454	437RC51		8/24/2004	\$ 1,251.00	\$ -	000010408	Obsolete
30	1 ea	Dell 270 Computer	0000009529	BN8RC51		8/24/2004	\$ 1,251.00	\$ -	000010510	Obsolete
30	1 ea	Dell 270 Computer	0000009198	7XVQC51		8/24/2004	\$ 1,251.00	\$ -	000010340	Obsolete
30	1 ea	Dell 270 Computer	0000009449	9WVQC51		8/24/2004	\$ 1,251.00	\$ -	000010403	Obsolete
30	1 ea	Dell 270 Computer	0000009218	90K3L51		8/24/2004	\$ 1,251.00	\$ -	000010370	Obsolete
30	1 ea	Dell 270 Computer	0000009129	61NPC51		8/24/2004	\$ 1,251.00	\$ -	000010247	Obsolete
30	1 ea	Dell 270 Computer	0000009118	H0NPC51		8/24/2004	\$ 1,251.00	\$ -	000010236	Obsolete
30	1 ea	Dell 270 Computer	0000009195	GNBQC51		8/24/2004	\$ 1,251.00	\$ -	000010337	Obsolete
30	1 ea	Dell 270 Computer	0000009133	30NPC51		8/24/2004	\$ 1,251.00	\$ -	000010251	Obsolete

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	Grant Funded Asset
	Capital and Grant Funded Asset

**SOUTH TEXAS COLLEGE
TECHNOLOGY AND ELECTRONICS FOR RECYCLE WITH VALUE OF \$1,000 AND OVER
JULY 28, 2015**

Pallet	Qty	Description	Silver Tag	Serial Number	Green Tag	Purchase Date	Amount	Current Net Value	Ptag	Condition
30	1 ea	Dell 270 Computer	0000009197	HGDQC51		8/24/2004	\$ 1,251.00	\$ -	000010339	Obsolete
30	1 ea	Dell 270 Computer	0000008911	JQVRC51		8/24/2004	\$ 1,251.00	\$ -	000010023	Obsolete
30	1 ea	Dell 270 Computer	0000009193	HPWQC51		8/24/2004	\$ 1,251.00	\$ -	000010335	Obsolete
30	1 ea	Dell 270 Computer	0000009201	3XVQC51		8/24/2004	\$ 1,251.00	\$ -	000010344	Obsolete
30	1 ea	Dell 270 Computer	0000009461	3MVRC51		8/24/2004	\$ 1,251.00	\$ -	000010415	Obsolete
30	1 ea	Dell 270 Computer	0000009130	JMBQC51		8/24/2004	\$ 1,251.00	\$ -	000010248	Obsolete
30	1 ea	Dell 270 Computer	0000009212	4ZJ3L51		8/24/2004	\$ 1,251.00	\$ -	000010360	Obsolete
30	1 ea	Dell 270 Computer	0000009459	647RC51		8/24/2004	\$ 1,251.00	\$ -	000010413	Obsolete
30	1 ea	Dell 270 Computer	0000009518	G69PC51		8/24/2004	\$ 1,251.00	\$ -	000010487	Obsolete
31	1 ea	Dell 270 Computer	0000009018	CQVRC51		8/24/2004	\$ 1,251.00	\$ -	000010157	Obsolete
31	1 ea	Dell 270 Computer	0000008959	3STPC51		8/24/2004	\$ 1,158.00	\$ -	000010079	Obsolete
31	1 ea	Dell 270 Computer	0000008965	9QVRC51		8/24/2004	\$ 1,251.00	\$ -	0000100086	Obsolete
31	1 ea	Dell 270 Computer	0000008901	8YTPC51		8/24/2004	\$ 1,251.00	\$ -	000010013	Obsolete
31	1 ea	Dell 270 Computer	0000008914	2XTPC51		8/24/2004	\$ 1,251.00	\$ -	000010026	Obsolete
31	1 ea	Dell 270 Computer	0000008981	GSTPC51		8/24/2004	\$ 1,251.00	\$ -	000010108	Obsolete
3	1 ea	HP LaserJet 4200/4300 Printer	0000009438	USGNX37569		8/25/2004	\$ 1,378.00	\$ -	000010078	Obsolete
9	1 ea	HP LaserJet 4200N Printer	0000009436	USGNX51543		8/25/2004	\$ 1,378.00	\$ -	000010071	Obsolete
32	1 ea	HP LaserJet 4200N Printer	0000009437	USGNX37529		8/25/2004	\$ 1,378.00	\$ -	000010076	Obsolete
1	1 ea	Cisco 6500 Catalyst	0000010794			8/31/2004	\$ 63,118.12	\$ -	000010533	Incomplete
2	1 ea	Cisco 2950 Catalyst	11837	FHK0821Y0R3		8/31/2004	\$ 3,416.03	\$ -	000010536	Obsolete
17	1 ea	Ademco Video Machine	0000010536	5707458		8/31/2004	\$ 32,362.16	\$ -	000010577	Obsolete
4	1 ea	Dell 280 Computer	0000011659	5ZK5G61		9/1/2004	\$ 1,251.00	\$ -	000011735	Obsolete
4	1 ea	Dell 280 Computer	0000011676	9ZXQG61		9/1/2004	\$ 1,251.00	\$ -	000011752	Obsolete
4	1 ea	Dell 280 Computer	0000011662	32YQG61		9/1/2004	\$ 1,251.00	\$ -	000011738	Obsolete
7	1 ea	Dell 280 Computer	0000011368	FLY3G61		9/1/2004	\$ 1,251.00	\$ -	000011444	Obsolete
8	1 ea	Dell 280 Computer	0000010718	B8D3G61		9/1/2004	\$ 1,251.00	\$ -	000011373	Obsolete
8	1 ea	Dell 280 Computer	0000011603	9XK5G61		9/1/2004	\$ 1,251.00	\$ -	000011679	Obsolete
8	1 ea	Dell 280 Computer	0000010733	34YQG61		9/1/2004	\$ 1,251.00	\$ -	000011388	Obsolete
8	1 ea	Dell 280 Computer	0000011445	3VH3G61		9/1/2004	\$ 1,251.00	\$ -	000011388	Obsolete
8	1 ea	Dell 280 Computer	0000011600	9YK5G61		9/1/2004	\$ 1,251.00	\$ -	000011676	Obsolete
9	1 ea	Dell 280 Computer	0000011630	9FL5G61		9/1/2004	\$ 1,251.00	\$ -	000011706	Obsolete
10	1 ea	Dell 280 Computer	0000011381	CMY3G61		9/1/2004	\$ 1,251.00	\$ -	000011457	Obsolete
10	1 ea	Dell 280 Computer	0000011648	3ML5G61		9/1/2004	\$ 1,251.00	\$ -	000011724	Obsolete
10	1 ea	Dell 280 Computer	0000011644	8KL5G61		9/1/2004	\$ 1,251.00	\$ -	000011720	Obsolete
10	1 ea	Dell 280 Computer	0000011643	4ML5G61		9/1/2004	\$ 1,251.00	\$ -	000011719	Obsolete
10	1 ea	Dell 280 Computer	0000010732	63YQG61		9/1/2004	\$ 1,251.00	\$ -	000011387	Obsolete
10	1 ea	Dell 280 Computer	0000009561	94YQG61		9/1/2004	\$ 1,251.00	\$ -	000011340	Obsolete
10	1 ea	Dell 280 Computer	0000011656	G2L5G61		9/1/2004	\$ 1,251.00	\$ -	000011732	Obsolete
18	1 ea	Dell 280 Computer	0000011588	71L5G61		9/1/2004	\$ 1,251.00	\$ -	000011664	Obsolete
19	1 ea	Dell 280 Computer	0000011411	FNY3G61		9/1/2004	\$ 1,251.00	\$ -	000011487	Obsolete
23	1 ea	Dell 280 Computer	0000011692	9TFCG61		9/1/2004	\$ 1,251.00	\$ -	000011768	Obsolete
23	1 ea	Dell 280 Computer	0000011410	9MY3G61		9/1/2004	\$ 1,251.00	\$ -	000011486	Obsolete
24	1 ea	Dell 280 Computer	0000011434	70X3G61		9/1/2004	\$ 1,251.00	\$ -	000011510	Obsolete
25	1 ea	Dell 280 Computer	0000011458	4TW3G61		9/1/2004	\$ 1,251.00	\$ -	000011534	Obsolete
25	1 ea	Dell 280 Computer	0000011544	D7L5G61		9/1/2004	\$ 1,251.00	\$ -	000011620	Obsolete
25	1 ea	Dell 280 Computer	0000011548	DSJ3G61		9/1/2004	\$ 1,251.00	\$ -	000011624	Obsolete
28	1 ea	Dell 270/280 Computer	0000011617	4HJ3G61		9/1/2004	\$ 1,251.00	\$ -	000011693	Obsolete
28	1 ea	Dell 280 Computer	0000009558	1MD3G61		9/1/2004	\$ 1,251.00	\$ -	000011337	Obsolete
28	1 ea	Dell 280 Computer	0000011616	FTJ3G61		9/1/2004	\$ 1,251.00	\$ -	000011692	Obsolete
28	1 ea	Dell 280 Computer	0000011516	DMJ3G61		9/1/2004	\$ 1,251.00	\$ -	000011592	Obsolete
30	1 ea	Dell 280 Computer	0000011514	F4L5G61		9/1/2004	\$ 1,251.00	\$ -	000011590	Obsolete
36	1 ea	Dell 280 Computer	0000011667	F2L5G61		9/1/2004	\$ 1,251.00	\$ -	000011743	Obsolete
38	1 ea	Dell 280 Computer	0000011497	9LJ3G61		9/1/2004	\$ 1,251.00	\$ -	000011573	Obsolete
38	1 ea	Dell 680 Computer	0000010719	3BD3G61		9/1/2004	\$ 1,251.00	\$ -	000011374	Obsolete
38	1 ea	Dell 280 Computer	0000011501	63L5G61		9/1/2004	\$ 1,251.00	\$ -	000011577	Obsolete
38	1 ea	Dell 280 Computer	0000011433	BVW3G61		9/1/2004	\$ 1,251.00	\$ -	000011509	Obsolete

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Capital and Grant Funded Asset

**SOUTH TEXAS COLLEGE
TECHNOLOGY AND ELECTRONICS FOR RECYCLE WITH VALUE OF \$1,000 AND OVER
JULY 28, 2015**

Pallet	Qty	Description	Silver Tag	Serial Number	Green Tag	Purchase Date	Amount	Current Net Value	Ptag	Condition
38	1 ea	Dell 280 Computer	0000011432	DZW3G61		9/1/2004	\$ 1,251.00	\$ -	000011432	Obsolete
38	1 ea	Dell 280 Computer	0000011441	3YH3G61		9/1/2004	\$ 1,251.00	\$ -	000011517	Obsolete
24	1 ea	Dell 280 Computer	0000010904	58BM461		11/30/2004	\$ 1,345.47	\$ -	000010762	Damaged
32	1 ea	HP LaserJet 4250N Printer	0000010243	USBXS07841		12/2/2004	\$ 1,163.00	\$ -	000010837	Obsolete
32	1 ea	HP LaserJet 4250N Printer	0000010242	USBXX05192		12/2/2004	\$ 1,163.00	\$ -	000010836	Obsolete
32	1 ea	HP LaserJet 4250N Printer	0000010245	USBXX05191		12/2/2004	\$ 1,163.00	\$ -	000010839	Obsolete
4	1 ea	Dell 280 Computer	0000010622	JB4G061		12/6/2004	\$ 1,300.34	\$ -	000010728	Obsolete
18	1 ea	Smart ID250 Sympodium	0000010649	4JFP00553		12/9/2004	\$ 2,070.00	\$ -	000010859	Obsolete
18	1 ea	Dell 280 Computer	0000010268	DBHB761		12/9/2004	\$ 1,591.17	\$ -	000010918	Obsolete
24	1 ea	Dell 280 Computer	0000010644	3Y1F461		12/9/2004	\$ 1,404.41	\$ -	000010834	Obsolete
38	1 ea	Dell 280 Computer	0000010645	HX1F461		12/9/2004	\$ 1,404.41	\$ -	000010835	Obsolete
29	1 ea	Canon Visualizer RE-450X Presenter	0000010920	2870110058		12/15/2004	\$ 4,592.14	\$ -	000012669	Obsolete
38	1 ea	Dell 280 Computer	0000010598	2BYW461		1/7/2005	\$ 1,777.87	\$ -	000010885	Obsolete
10	1 ea	Dell 280 Computer	0000010285	FC4JK61		1/14/2005	\$ 1,310.00	\$ -	000010945	Obsolete
10	1 ea	Dell 280 Computer	0000010293	1B4JK61		1/14/2005	\$ 1,310.67	\$ -	000010948	Obsolete
38	1 ea	Dell 280 Computer	0000009593	6RT9J61		1/14/2005	\$ 1,400.87	\$ -	000010926	Obsolete
2	1 ea	Cisco 2950 Catalyst	0000011300	FHK0636X1V6		1/25/2005	\$ 2,223.00	\$ -	000011053	Obsolete
38	1 ea	Dell 280 Computer	0000009683	4GCTQ61		1/31/2005	\$ 1,242.61	\$ -	000011012	Obsolete
1	1 ea	Cisco 6500 Catalyst Blade	0000010368	SAD03352877		2/25/2005	\$ 3,283.60	\$ -	000011071	Obsolete
2	1 ea	Cisco 3560 Catalyst	0000009914	CAT0906N1HQ		3/18/2005	\$ 3,897.00	\$ -	000011068	Obsolete
24	1 ea	Dell 280 Computer	0000010378	CS32X61	5000005670	3/18/2005	\$ 1,294.27	\$ -	000011111	Obsolete
4	1 ea	Dell 280 Computer	0000011000	GKT0871		4/14/2005	\$ 1,251.00	\$ -	000011186	Obsolete
26	1 ea	Dell 280 Computer	0000009954	HMKY771	5000005609	4/14/2005	\$ 1,251.00	\$ -	000011164	Obsolete
26	1 ea	Dell 280 Computer	0000009950	3NKY771	5000005605	4/14/2005	\$ 1,251.00	\$ -	000011160	Obsolete
26	1 ea	Dell 280 Computer	0000009953	9MKY771	5000005608	4/14/2005	\$ 1,251.00	\$ -	000011163	Obsolete
26	1 ea	Dell 280 Computer	0000009951	GMKY771	5000005606	4/14/2005	\$ 1,251.00	\$ -	000011161	Obsolete
30	1 ea	Dell 280 Computer	0000009952	2NKY771	5000005607	4/14/2005	\$ 1,251.00	\$ -	000011162	Obsolete
10	1 ea	Dell Latitude 610 Laptop	0000009983	66WW771	5000005592	4/20/2005	\$ 1,807.05	\$ -	000011166	Obsolete
25	1 ea	Dell 270 Computer	0000009976	3SMQJ41		5/13/2005	\$ 1,251.00	\$ -	000011170	Obsolete
17	1 ea	Dell 280 Computer	0000010014	52G7L71		5/26/2005	\$ 1,266.77	\$ -	000011261	Obsolete
8	1 ea	Dell 280 Computer	0000010033	DBF7M71		6/8/2005	\$ 1,287.48	\$ -	000011797	Obsolete
7	1 ea	Dell 280 Computer	0000011282	FFBPS71	5000005893	7/1/2005	\$ 1,304.35	\$ -	000011900	Obsolete
25	1 ea	Dell 280 Computer	0000011790	BWK7S71		7/1/2005	\$ 1,315.47	\$ -	000011875	Obsolete
38	1 ea	Dell 280 Computer	0000011797	D95HS71		7/1/2005	\$ 1,464.18	\$ -	000011866	Obsolete
3	1 ea	Cisco 7800 Media Convergence Server Blade	22588	MX283200NL		7/25/2005	\$ 13,146.00	\$ -	000012525	Obsolete
3	1 ea	Cisco 7800 Media Convergence Server Blade	22587	MX283200TE		7/25/2005	\$ 1,800.00	\$ -	000012524	Obsolete
17	1 ea	Dell 280 Computer	0000012149	73X2581		8/3/2005	\$ 1,304.73	\$ -	000012410	Obsolete
18	1 ea	Dell 280 Computer	0000012150	11X2581		8/3/2005	\$ 1,304.73	\$ -	000012419	Obsolete
24	1 ea	Dell 280 Computer	0000011845	FMS5581		8/3/2005	\$ 1,304.73	\$ -	000012355	Obsolete
24	1 ea	Dell 280 Computer	0000012143	7ZW2581		8/3/2005	\$ 1,304.73	\$ -	000012420	Obsolete
24	1 ea	Dell 280 Computer	0000012165	77X2581		8/3/2005	\$ 1,304.73	\$ -	000012414	Obsolete
24	1 ea	Dell 280 Computer	0000012134	39X2581		8/3/2005	\$ 1,304.73	\$ -	000012427	Obsolete
38	1 ea	Dell 280 Computer	0000011875	HLS5581		8/3/2005	\$ 1,304.73	\$ -	000012384	Obsolete
4	1 ea	Dell 620 Computer	10428	G74NM81		10/14/2005	\$ 1,261.86	\$ -	N00013026	Obsolete
7	1 ea	Dell 620 Computer	10423	9PPNM81		10/14/2005	\$ 1,261.86	\$ -	N00013021	Obsolete
10	1 ea	Dell 620 Computer	10419	BJPNM81		10/14/2005	\$ 1,261.86	\$ -	N00013048	Obsolete
17	1 ea	Dell 620 Computer	10426	HPPNM81		10/14/2005	\$ 1,261.86	\$ -	N00013024	Obsolete
19	1 ea	Dell 620 Computer	10412	CQPNM81		10/14/2005	\$ 1,261.86	\$ -	N00013054	Obsolete
18	1 ea	Dell 620 Computer	10406	5D4NM81		10/14/2005	\$ 2,005.00	\$ -	N00013047	Obsolete
8	1 ea	Dell 620 Computer	12247	9MZHQ81		11/2/2005	\$ 1,398.41	\$ -	N00013093	Obsolete
8	1 ea	Dell 620 Computer	12255	HMZHQ81		11/2/2005	\$ 1,398.41	\$ -	N00013099	Obsolete
38	1 ea	Dell 620 Computer	12245	1NZHQ81		11/2/2005	\$ 1,398.41	\$ -	N00013091	Obsolete
26	1 ea	Dell 620 Computer	12276	1PCHQ81		11/5/2005	\$ 1,140.34	\$ -	N00012980	Obsolete
26	1 ea	Dell 620 Computer	12271	3BBHQ81		11/5/2005	\$ 1,140.34	\$ -	N00012975	Obsolete
19	1 ea	Dell 620 Computer	12397	6CDYR81	5000005763	11/7/2005	\$ 1,192.70	\$ -	N00013193	Obsolete
19	1 ea	Dell 620 Computer	12392	5DDYR81	5000005758	11/7/2005	\$ 1,192.70	\$ -	N00013188	Obsolete

	Capital Asset
	Grant Funded Asset
	Capital and Grant Funded Asset

SOUTH TEXAS COLLEGE
TECHNOLOGY AND ELECTRONICS FOR RECYCLE WITH VALUE OF \$1,000 AND OVER
JULY 28, 2015

Pallet	Qty	Description	Silver Tag	Serial Number	Green Tag	Purchase Date	Amount	Current Net Value	Ptag	Condition
19	1 ea	Dell 620 Computer	12385	FDDYR81	5000005309	11/7/2005	\$ 1,192.70	\$ -	N00013181	Obsolete
19	1 ea	Dell 620 Computer	12316	2GDYR81	5000005936	11/7/2005	\$ 1,192.70	\$ -	N00013168	Obsolete
19	1 ea	Dell 620 Computer	12396	DCDYR81	5000005762	11/7/2005	\$ 1,192.70	\$ -	N00013192	Obsolete
19	1 ea	Dell 620 Computer	12389	4CDYR81	5000005755	11/7/2005	\$ 1,192.70	\$ -	N00013185	Obsolete
19	1 ea	Dell 620 Computer	12393	CDDYR81	5000005759	11/7/2005	\$ 1,192.70	\$ -	N00013189	Obsolete
19	1 ea	Dell 620 Computer	12394	5CDYR81	5000005760	11/7/2005	\$ 1,192.70	\$ -	N00013190	Obsolete
19	1 ea	Dell 620 Computer	12395	1CDYR81	5000005761	11/7/2005	\$ 1,192.70	\$ -	N00013191	Obsolete
19	1 ea	Dell 620 Computer	12384	2DDYR81	5000005308	11/7/2005	\$ 1,192.70	\$ -	N00013180	Obsolete
19	1 ea	Dell 620 Computer	12388	JCDYR81	5000005754	11/7/2005	\$ 1,192.70	\$ -	N00013184	Obsolete
19	1 ea	Dell 620 Computer	12391	JDDYR81	5000005757	11/7/2005	\$ 1,192.70	\$ -	N00013187	Obsolete
19	1 ea	Dell 620 Computer	12390	FCDYR81	5000005756	11/7/2005	\$ 1,192.70	\$ -	N00013186	Obsolete
26	1 ea	Dell 620 Computer	12292	2MCHQ81		11/7/2005	\$ 1,140.34	\$ -	N00012996	Obsolete
26	1 ea	Dell 620 Computer	12284	5PCHQ81		11/7/2005	\$ 1,140.34	\$ -	N00012988	Obsolete
26	1 ea	Dell 620 Computer	12294	89BHQ81		11/7/2005	\$ 1,140.34	\$ -	N00012998	Obsolete
26	1 ea	Dell 620 Computer	12289	9MCHQ81		11/7/2005	\$ 1,140.34	\$ -	N00012993	Obsolete
26	1 ea	Dell 620 Computer	12286	DPCHQ81		11/7/2005	\$ 1,140.34	\$ -	N00012990	Obsolete
26	1 ea	Dell 620 Computer	12263	41BHQ81		11/7/2005	\$ 1,140.34	\$ -	N00012967	Obsolete
26	1 ea	Dell 620 Computer	12270	9Z9HQ81		11/7/2005	\$ 1,140.34	\$ -	N00012974	Obsolete
26	1 ea	Dell 620 Computer	12302	8NCHQ81		11/7/2005	\$ 1,140.34	\$ -	N00013006	Obsolete
38	1 ea	Dell 620 Computer	12386	BCDYR81	5000005310	11/7/2005	\$ 1,192.70	\$ -	N00013182	Obsolete
24	1 ea	Dell 620 Computer	12190	HB6ZR81		11/7/2005	\$ 1,283.37	\$ -	N00013162	Obsolete
6	1 ea	Dell 620 Computer	12497	1Z2CS81		11/9/2005	\$ 1,358.84	\$ -	N00014562	Parts
25	1 ea	Dell D610 Latitude Laptop	15549	5QMRR81		11/9/2005	\$ 1,572.93	\$ -	N00014564	Obsolete
32	1 ea	Dell 620 Small Form Computer	14906	BK0TS81		11/15/2005	\$ 1,230.05	\$ -	N00013402	Obsolete
32	1 ea	Dell 620 Small Form Computer	14904	9K0TS81		11/15/2005	\$ 1,230.05	\$ -	N00013400	Obsolete
32	1 ea	Dell 620 Small Form Computer	14910	9J0TS81		11/15/2005	\$ 1,230.05	\$ -	N00013406	Obsolete
6	1 ea	Dell 620 Computer	12492	BGK5W81		11/23/2005	\$ 1,166.65	\$ -	N00013479	Obsolete
10	1 ea	Dell 620 Small Form Computer	12479	41Q5W81		11/23/2005	\$ 1,252.79	\$ -	N00013453	Obsolete
8	1 ea	Dell 280 Computer	10473	B1WCW81	5000006350	11/30/2005	\$ 1,238.01	\$ -	N00013473	Obsolete
19	1 ea	Dell 620 Computer	17307	4RW2X81		12/2/2005	\$ 1,083.68	\$ -	N00013496	Obsolete
31	1 ea	Dell 620 Computer	17308	FRW2X81		12/2/2005	\$ 1,083.68	\$ -	N00013497	Obsolete
31	1 ea	Dell 620 Computer	17322	3SW2X81		12/2/2005	\$ 1,083.68	\$ -	N00013484	Obsolete
26	1 ea	Dell 620 Computer	12406	5DXNS81		12/7/2005	\$ 1,272.14	\$ -	N00013205	Obsolete
24	1 ea	Meritline CD/DVD Replicator	12418	dup8013291		12/8/2005	\$ 2,199.00	\$ -	N00012963	Obsolete
18	1 ea	Scantron Scanmark ES2800 Scanner	17330	2861		12/14/2005	\$ 8,201.20	\$ -	N00012800	Obsolete
19	1 ea	Dell 620 Computer	12916	2P85491		11/10/2006	\$ 1,163.98	\$ -	N00014064	Obsolete
20	1 ea	Dell 620 Computer	12917	3P85491		11/10/2006	\$ 1,163.98	\$ -	N00014065	Obsolete
7	1 ea	Dell Dimension 9150 Computer	12477	21RX791		11/11/2006	\$ 2,486.40	\$ -	N00013107	Obsolete
4	1 ea	Dell 620 Computer	12907	gjl7391		1/24/2006	\$ 1,102.70	\$ -	N00013876	Obsolete
4	1 ea	Dell 620 Computer	21902	JZZKY81		1/24/2006	\$ 1,102.70	\$ -	N00013699	Obsolete
4	1 ea	Dell 620 Computer	21568	4ZZKY81		1/24/2006	\$ 1,102.70	\$ -	N00013693	Obsolete
4	1 ea	Dell 620 Computer	12870	2YZKY81		1/24/2006	\$ 1,102.70	\$ -	N00013684	Obsolete
4	1 ea	Dell 620 Computer	21570	GXZKY81		1/24/2006	\$ 1,102.70	\$ -	N00013680	Obsolete
4	1 ea	Dell 620 Computer	21569	30LY81		1/24/2006	\$ 1,102.70	\$ -	N00013701	Obsolete
6	1 ea	Dell 620 Computer	12598	3R4LY81		1/24/2006	\$ 1,102.70	\$ -	N00013710	Obsolete
6	1 ea	Dell 620 Computer	12833	3XZKY81		1/24/2006	\$ 1,102.70	\$ -	N00013673	Obsolete
6	1 ea	Dell 620 Computer	17049	4SZKY81		1/24/2006	\$ 1,102.70	\$ -	N00013754	Obsolete
6	1 ea	Dell 620 Computer	12860	185LY81		1/24/2006	\$ 1,102.70	\$ -	N00013741	Obsolete
6	1 ea	Dell 620 Computer	12584	5R4LY81		1/24/2006	\$ 1,102.70	\$ -	N00013799	Obsolete
6	1 ea	Dell 620 Computer	12896	G55LY81		1/24/2006	\$ 1,102.70	\$ -	N00013730	Obsolete
6	1 ea	Dell 620 Computer	12591	435LY81		1/24/2006	\$ 1,102.70	\$ -	N00013711	Obsolete
6	1 ea	Dell 620 Computer	12582	735LY81		1/24/2006	\$ 1,102.70	\$ -	N00013712	Obsolete
6	1 ea	Dell 620 Computer	21154	845LY81		1/24/2006	\$ 1,102.70	\$ -	N00013719	Obsolete
6	1 ea	Dell 620 Computer	12597			1/24/2006	\$ 1,102.70	\$ -	N00013706	Obsolete
6	1 ea	Dell 620 Computer	12885	F45LY81		1/24/2006	\$ 1,102.70	\$ -	N00013721	Obsolete
6	1 ea	Dell 620 Computer	12894	985LY81		1/24/2006	\$ 1,102.70	\$ -	N00013745	Obsolete

	Capital Asset
	Grant Funded Asset
	Capital and Grant Funded Asset

**SOUTH TEXAS COLLEGE
TECHNOLOGY AND ELECTRONICS FOR RECYCLE WITH VALUE OF \$1,000 AND OVER
JULY 28, 2015**

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6	1 ea	Dell 620 Computer	12895	475LY81		1/24/2006	\$ 1,102.70	\$ -	N00013737	Obsolete
6	1 ea	Dell 620 Computer	12510	1WZKY81		1/24/2006	\$ 1,102.70	\$ -	N00013782	Obsolete
6	1 ea	Dell 620 Computer	12832	GWZKY81		1/24/2006	\$ 1,102.70	\$ -	N00013670	Obsolete
6	1 ea	Dell 620 Computer	12518	D25LY81		1/24/2006	\$ 1,102.70	\$ -	N00013709	Obsolete
6	1 ea	Dell 620 Computer	12589	245LY81		1/24/2006	\$ 1,102.70	\$ -	N00013716	Obsolete
6	1 ea	Dell 620 Computer	12882	1TZKY81		1/24/2006	\$ 1,102.70	\$ -	N00013762	Obsolete
6	1 ea	Dell 620 Computer	12588	545LY81		1/24/2006	\$ 1,102.70	\$ -	N00013717	Obsolete
6	1 ea	Dell 620 Computer	12655	FRK7391		1/24/2006	\$ 1,102.70	\$ -	N00014025	Obsolete
7	1 ea	Dell 620 Computer	12780	h066391		1/24/2006	\$ 1,102.70	\$ -	N00013871	Obsolete
7	1 ea	Dell 620 Computer	17050	8R4LY81		1/24/2006	\$ 1,102.70	\$ -	N00013800	Obsolete
7	1 ea	Dell 620 Computer	17054	3SZKY81		1/24/2006	\$ 1,102.70	\$ -	N00013753	Obsolete
7	1 ea	Dell 620 Computer	12701	fj17391		1/24/2006	\$ 1,102.70	\$ -	N00013976	Obsolete
7	1 ea	Dell 620 Computer	12673	8h17391		1/24/2006	\$ 1,102.70	\$ -	N00013973	Obsolete
7	1 ea	Dell 620 Computer	12745	3ML7391		1/24/2006	\$ 1,102.70	\$ -	N00013960	Obsolete
7	1 ea	Dell 620 Computer	12758	8GL7391		1/24/2006	\$ 1,102.70	\$ -	N00013950	Obsolete
7	1 ea	Dell 620 Computer	12675	chl7391		1/24/2006	\$ 1,102.70	\$ -	N00013971	Obsolete
7	1 ea	Dell 620 Computer	12748	1h17391		1/24/2006	\$ 1,102.70	\$ -	N00013955	Obsolete
7	1 ea	Dell 620 Computer	12729	4WK7391		1/24/2006	\$ 1,102.70	\$ -	N00013953	Obsolete
7	1 ea	Dell 620 Computer	12672	1JL7391		1/24/2006	\$ 1,102.70	\$ -	N00013978	Obsolete
7	1 ea	Dell 620 Computer	12667	4j17391		1/24/2006	\$ 1,102.70	\$ -	N00013968	Obsolete
7	1 ea	Dell 620 Computer	12668	5j17391		1/24/2006	\$ 1,102.70	\$ -	N00013979	Obsolete
8	1 ea	Dell 620 Computer	12788	d066391		1/24/2006	\$ 1,102.70	\$ -	N00013873	Obsolete
8	1 ea	Dell 620 Computer	12654	gjk7391		1/24/2006	\$ 1,102.70	\$ -	N00014017	Obsolete
8	1 ea	Dell 620 Computer	12680	CVK7391		1/24/2006	\$ 1,102.70	\$ -	N00014024	Obsolete
10	1 ea	Dell 620 Computer	12811	HW4LY81		1/24/2006	\$ 1,102.70	\$ -	N00013836	Obsolete
10	1 ea	Dell 620 Computer	12558	4VZKY81		1/24/2006	\$ 1,102.70	\$ -	N00013775	Obsolete
10	1 ea	Dell 620 Computer	12559	6VZKY81		1/24/2006	\$ 1,102.70	\$ -	N00013776	Obsolete
10	1 ea	Dell 620 Computer	12565	FVZKY81		1/24/2006	\$ 1,102.70	\$ -	N00013779	Obsolete
10	1 ea	Dell 620 Computer	12507	865LY81		1/24/2006	\$ 1,102.70	\$ -	N00013734	Obsolete
17	1 ea	Dell 620 Computer	12756	jgl7391		1/24/2006	\$ 1,102.70	\$ -	N00013917	Obsolete
18	1 ea	Dell 620 Computer	14782	4WZKY81		1/24/2006	\$ 1,102.70	\$ -	N00013784	Obsolete
19	1 ea	Dell 620 Computer	12909	d117391		1/24/2006	\$ 1,102.70	\$ -	N00013884	Obsolete
19	1 ea	Dell 620 Computer	12515	5WZKY81		1/24/2006	\$ 1,102.70	\$ -	N00013785	Obsolete
20	1 ea	Dell 620 Computer	12531	GS4LY81		1/24/2006	\$ 1,102.70	\$ -	N00013811	Obsolete
20	1 ea	Dell 620 Computer	12763	2nl7391		1/24/2006	\$ 1,102.70	\$ -	N00013940	Obsolete
20	1 ea	Dell 620 Computer	17051	BSZKY81		1/24/2006	\$ 1,102.70	\$ -	N00013758	Obsolete
20	1 ea	Dell 620 Computer	1752	5pl7391		1/24/2006	\$ 1,102.70	\$ -	N00013949	Obsolete
20	1 ea	Dell 620 Computer	12754	1pl7391		1/24/2006	\$ 1,102.70	\$ -	N00013935	Obsolete
20	1 ea	Dell 620 Computer	12691	2kl7391		1/24/2006	\$ 1,102.70	\$ -	N00013934	Obsolete
20	1 ea	Dell 620 Computer	12723	cxk7391		1/24/2006	\$ 1,102.70	\$ -	N00013930	Obsolete
20	1 ea	Dell 620 Computer	12544	FR4LY81		1/24/2006	\$ 1,102.70	\$ -	N00013802	Obsolete
20	1 ea	Dell 620 Computer	12761	fgl7391		1/24/2006	\$ 1,102.70	\$ -	N00013944	Obsolete
20	1 ea	Dell 620 Computer	12760	3hl7391		1/24/2006	\$ 1,102.70	\$ -	N00013937	Obsolete
20	1 ea	Dell 620 Computer	12755	7GL7391		1/24/2006	\$ 1,102.70	\$ -	N00013942	Obsolete
20	1 ea	Dell 620 Computer	12727	CKL7391		1/24/2006	\$ 1,102.70	\$ -	N00013931	Obsolete
20	1 ea	Dell 620 Computer	17052	3Q4LY81		1/24/2006	\$ 1,102.70	\$ -	N00013791	Obsolete
20	1 ea	Dell 620 Computer	12746	cgl7391		1/24/2006	\$ 1,102.70	\$ -	N00013948	Obsolete
20	1 ea	Dell 620 Computer	12753	9nl7391		1/24/2006	\$ 1,102.70	\$ -	N00013941	Obsolete
20	1 ea	Dell 620 Computer	12690	5QK7391		1/24/2006	\$ 1,102.70	\$ -	N00013929	Obsolete
20	1 ea	Dell 620 Computer	17053	J35LY81		1/24/2006	\$ 1,102.70	\$ -	N00013715	Obsolete
20	1 ea	Dell 620 Computer	12767	hnl7391		1/24/2006	\$ 1,102.70	\$ -	N00013945	Obsolete
20	1 ea	Dell 620 Computer	12757	hgl7391		1/24/2006	\$ 1,102.70	\$ -	N00013936	Obsolete
20	1 ea	Dell 620 Computer	12548	8S4LY81		1/24/2006	\$ 1,102.70	\$ -	N00013808	Obsolete
20	1 ea	Dell 620 Computer	12688	6XK7391		1/24/2006	\$ 1,102.70	\$ -	N00013933	Obsolete
20	1 ea	Dell 620 Computer	12759	jnl7391		1/24/2006	\$ 1,102.70	\$ -	N00013943	Obsolete
20	1 ea	Dell 620 Computer	12743	4nl7391		1/24/2006	\$ 1,102.70	\$ -	N00013947	Obsolete

	Capital Asset
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**SOUTH TEXAS COLLEGE
TECHNOLOGY AND ELECTRONICS FOR RECYCLE WITH VALUE OF \$1,000 AND OVER
JULY 28, 2015**

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20	1 ea	Dell 620 Computer	12750	9ML7391		1/24/2006	\$ 1,102.70	\$ -	N00013946	Obsolete
21	1 ea	Dell 620 Computer	12778	bml7391		1/24/2006	\$ 1,102.70	\$ -	N00013910	Obsolete
21	1 ea	Dell 620 Computer	12540	CR4LY81		1/24/2006	\$ 1,102.70	\$ -	N00013801	Obsolete
21	1 ea	Dell 620 Computer	12717	APL7391		1/24/2006	\$ 1,102.70	\$ -	N00013900	Obsolete
21	1 ea	Dell 620 Computer	12777	fz56391		1/24/2006	\$ 1,102.70	\$ -	N00013911	Obsolete
21	1 ea	Dell 620 Computer	12784	8166391		1/24/2006	\$ 1,102.70	\$ -	N00013914	Obsolete
21	1 ea	Dell 620 Computer	12718	2KK7391		1/24/2006	\$ 1,102.70	\$ -	N00013896	Obsolete
21	1 ea	Dell 620 Computer	12785	fsk7391		1/24/2006	\$ 1,102.70	\$ -	N00013912	Obsolete
21	1 ea	Dell 620 Computer	12714	fml7391		1/24/2006	\$ 1,102.70	\$ -	N00013893	Obsolete
21	1 ea	Dell 620 Computer	12715	ckk7391		1/24/2006	\$ 1,102.70	\$ -	N00013892	Obsolete
21	1 ea	Dell 620 Computer	12792	c166391		1/24/2006	\$ 1,102.70	\$ -	N00013891	Obsolete
21	1 ea	Dell 620 Computer	12722	jwk7391		1/24/2006	\$ 1,102.70	\$ -	N00013902	Obsolete
21	1 ea	Dell 620 Computer	12770	7ql7391		1/24/2006	\$ 1,102.70	\$ -	N00013897	Obsolete
21	1 ea	Dell 620 Computer	12505	D55LY81		1/24/2006	\$ 1,102.70	\$ -	N00013728	Obsolete
21	1 ea	Dell 620 Computer	12737	1nl7391		1/24/2006	\$ 1,102.70	\$ -	N00013984	Obsolete
21	1 ea	Dell 620 Computer	12720	hkk7391		1/24/2006	\$ 1,102.70	\$ -	N00013904	Obsolete
21	1 ea	Dell 620 Computer	12769	dnl7391		1/24/2006	\$ 1,102.70	\$ -	N00013898	Obsolete
21	1 ea	Dell 620 Computer	12781	7z56391		1/24/2006	\$ 1,102.70	\$ -	N00013909	Obsolete
21	1 ea	Dell 620 Computer	12793	4166391		1/24/2006	\$ 1,102.70	\$ -	N00013915	Obsolete
21	1 ea	Dell 620 Computer	12783	1TK7391		1/24/2006	\$ 1,102.70	\$ -	N00013913	Obsolete
21	1 ea	Dell 620 Computer	12768	3ql7391		1/24/2006	\$ 1,102.70	\$ -	N00013899	Obsolete
21	1 ea	Dell 620 Computer	12719	7kk7391		1/24/2006	\$ 1,102.70	\$ -	N00013895	Obsolete
21	1 ea	Dell 620 Computer	12721	2sk7391		1/24/2006	\$ 1,102.70	\$ -	N00013903	Obsolete
21	1 ea	Dell 620 Computer	12716	9pl7391		1/24/2006	\$ 1,102.70	\$ -	N00013901	Obsolete
21	1 ea	Dell 620 Computer	12779	CML7391		1/24/2006	\$ 1,102.70	\$ -	N00013906	Obsolete
21	1 ea	Dell 620 Computer	12541	JR4LY81		1/24/2006	\$ 1,102.70	\$ -	N00013803	Obsolete
21	1 ea	Dell 620 Computer	12795	jz56391		1/24/2006	\$ 1,102.70	\$ -	N00013890	Obsolete
21	1 ea	Dell 620 Computer	12724	9kk7391		1/24/2006	\$ 1,102.70	\$ -	N00013894	Obsolete
21	1 ea	Dell 620 Computer (Minitower)	12787	5266391		1/24/2006	\$ 1,102.70	\$ -	N00013905	Obsolete
25	1 ea	Dell 620 Computer	12883	HP4LY81		1/24/2006	\$ 1,102.70	\$ -	N00013789	Obsolete
25	1 ea	Dell 620 Computer	12713	5KK7391		1/24/2006	\$ 1,102.70	\$ -	N00013983	Obsolete
25	1 ea	Dell 620 Computer	12733	dml7391		1/24/2006	\$ 1,102.70	\$ -	N00013982	Obsolete
38	1 ea	Dell 620 Computer	12509	C65LY81		1/24/2006	\$ 1,102.70	\$ -	N00013735	Obsolete
38	1 ea	Dell 620 Computer	12501	765LY81		1/24/2006	\$ 1,102.70	\$ -	N00013733	Incomplete
9	1 ea	Canon Visualizer RE-450X Presenter	12935	5100000157		1/30/2006	\$ 1,297.00	\$ -	N00014031	Obsolete
4	1 ea	Dell 620 Computer	15346	1638K91	5000010115	2/17/2006	\$ 1,102.70	\$ -	N00014100	Obsolete
4	1 ea	Dell 620 Computer	15301	G938K91	5000010070	2/17/2006	\$ 1,102.70	\$ -	N00014152	Obsolete
4	1 ea	Dell 620 Computer	12964	G4X4J91	5000006937	2/17/2006	\$ 1,102.70	\$ -	N00014134	Obsolete
4	1 ea	Dell 620 Computer	15342	9838K91	5000010111	2/17/2006	\$ 1,102.70	\$ -	N00014096	Obsolete
4	1 ea	Dell 620 Computer	12961	7ML4J91	5000006934	2/17/2006	\$ 1,102.70	\$ -	N00014131	Obsolete
10	1 ea	Dell 620 Computer	15320	J838K91	5000010089	2/17/2006	\$ 1,102.70	\$ -	N00014171	Obsolete
20	1 ea	Dell 620 Computer	12979	54X4J91		2/17/2006	\$ 1,102.70	\$ -	N00014149	Obsolete
20	1 ea	Dell 620 Computer	15327	H738K91		2/17/2006	\$ 1,102.70	\$ -	N00014081	Obsolete
21	1 ea	Dell 620 Computer	10468	J9X2J91		2/17/2006	\$ 1,102.70	\$ -	N00014179	Obsolete
25	1 ea	Dell 620 Computer	12924	94X4J91	5000006927	2/17/2006	\$ 1,102.70	\$ -	N00014124	Obsolete
25	1 ea	Dell 620 Computer	15313	B838K91	5000010082	2/17/2006	\$ 1,102.70	\$ -	N00014164	Obsolete
25	1 ea	Dell 620 Computer	12973	C7X4J91	5000006946	2/17/2006	\$ 1,102.70	\$ -	N00014143	Obsolete
25	1 ea	Dell 620 Computer	12495	86X4J91	5000006922	2/17/2006	\$ 1,102.70	\$ -	N00014119	Obsolete
25	1 ea	Dell 620 Computer	15347	H638K91	5000010116	2/17/2006	\$ 1,102.70	\$ -	N00014101	Obsolete
23	1 ea	Dell 620 Computer	14939	4WFRJ91		2/23/2006	\$ 1,429.60	\$ -	N00014246	Obsolete
6	1 ea	Dell 620 Computer	12585	JRZKY81		2/24/2006	\$ 1,102.70	\$ -	N00013751	Obsolete
10	1 ea	Dell 620 Computer	13051	FGFRJ91		2/27/2006	\$ 1,166.65	\$ -	N00014205	Obsolete
10	1 ea	Dell 620 Computer	13048	DGFRJ91		2/27/2006	\$ 1,166.65	\$ -	N00014211	Obsolete
10	1 ea	Dell 620 Computer	13060	GHFRJ91		2/27/2006	\$ 1,166.65	\$ -	N00014214	Obsolete
10	1 ea	Dell 620 Computer	13062	DFFRJ91		2/27/2006	\$ 1,166.65	\$ -	N00014212	Obsolete
19	1 ea	Dell 620 Computer	13055	3HFRJ91		2/27/2006	\$ 1,166.65	\$ -	N00014219	Obsolete

	Capital Asset
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**SOUTH TEXAS COLLEGE
TECHNOLOGY AND ELECTRONICS FOR RECYCLE WITH VALUE OF \$1,000 AND OVER
JULY 28, 2015**

Pallet	Qty	Description	Silver Tag	Serial Number	Green Tag	Purchase Date	Amount	Current Net Value	Ptag	Condition
19	1 ea	Dell 620 Computer	13061	2GFRJ91		2/27/2006	\$ 1,166.65	\$ -	N00014213	Obsolete
18	1 ea	Dell 620 Computer	13005	746NJ91		3/21/2006	\$ 1,429.60	\$ -	N00014199	Obsolete
19	1 ea	Dell 620 Computer	13006	F46NJ91		3/21/2006	\$ 1,429.60	\$ -	N00014200	Obsolete
21	1 ea	Dell 620 Computer	13008	C46NJ91		3/21/2006	\$ 1,429.60	\$ -	N00014202	Obsolete
32	1 ea	Aladdin Telesensory Classic Video Magnifier	13197	ISPALV702060030		3/22/2006	\$ 1,489.00	\$ -	N00014336	Obsolete
20	1 ea	Dell 620 Computer	15421	9GQPQ91		4/4/2006	\$ 1,172.11	\$ -	N00014366	Obsolete
38	1 ea	Dell 620 Computer	15385	54NPQ91		4/4/2006	\$ 1,145.11	\$ -	N00014394	Obsolete
38	1 ea	Dell 620 Computer	15384	C4NPQ91		4/4/2006	\$ 1,145.11	\$ -	N00014393	Obsolete
38	1 ea	Dell 620 Computer	15417	9MVPQ91		4/4/2006	\$ 1,230.54	\$ -	N00014392	Obsolete
4	1 ea	Dell 620 Computer	14944	6HRPQ91		4/7/2006	\$ 1,213.79	\$ -	N00014355	Obsolete
4	1 ea	Dell 620 Computer	14947	5HRPQ91		4/7/2006	\$ 1,213.79	\$ -	N00014358	Obsolete
2	1 ea	Cisco 2950 Catalyst	13282	FHK0945Y0BZ		4/21/2006	\$ 2,309.73	\$ -	N00014408	Obsolete
4	1 ea	Dell 620 Computer	15517	3BRK1B1	5000007038	5/30/2006	\$ 1,072.34	\$ -	N00014613	Obsolete
4	1 ea	Dell 620 Computer	15553	8BRK1B1	5000007033	5/30/2006	\$ 1,072.34	\$ -	N00014608	Obsolete
4	1 ea	Dell 620 Computer	15501	C6RK1B1		5/30/2006	\$ 1,075.01	\$ -	N00014489	Obsolete
6	1 ea	Dell 620 Computer	15652	G8PL1B1		5/30/2006	\$ 1,088.14	\$ -	N00014577	Obsolete
9	1 ea	Dell 620 Computer	15500	75RK1B1		5/30/2006	\$ 1,075.01	\$ -	N00014488	Obsolete
10	1 ea	Dell 620 Computer	15524	H8FY5B1	5000007045	5/30/2006	\$ 1,075.01	\$ -	N00014620	Obsolete
10	1 ea	Dell 620 Computer	15496	G6RK1B1		5/30/2006	\$ 1,075.01	\$ -	N00014484	Obsolete
19	1 ea	Dell 620 Computer	15607	90YJ0B1		5/30/2006	\$ 1,417.09	\$ -	N00014578	Obsolete
19	1 ea	Dell 620 Computer	15498	J6RK1B1		5/30/2006	\$ 1,075.01	\$ -	N00014486	Obsolete
24	1 ea	Dell 620 Computer	15546	7TRK1B1	5000007007	5/30/2006	\$ 1,072.34	\$ -	N00014582	Obsolete
25	1 ea	Dell 620 Computer	15539	226K1B1	5000007013	5/30/2006	\$ 1,072.34	\$ -	N00014588	Obsolete
37	1 ea	Slabv Financial Kiosk	15544	0431745		5/30/2006	\$ 3,331.92	\$ -	N00014690	Obsolete
20	1 ea	Dell 620 Computer	15541	FSRK1B1		5/30/2006	\$ 1,072.34	\$ -	N00014590	Obsolete
20	1 ea	Dell 620 Computer	15523	2TRK1B1		5/30/2006	\$ 1,072.34	\$ -	N00014619	Obsolete
25	1 ea	Dell D620 Latitude Laptop	15445	75FH0B1	5000010249	6/6/2006	\$ 1,454.42	\$ -	N00014627	Obsolete
36	1 ea	Dell 620 Computer	15597	HPPN1B1		6/6/2006	\$ 1,322.49	\$ -	N00014581	Obsolete
36	1 ea	Dell 620 Computer	15596	CPPN1B1		6/6/2006	\$ 1,322.49	\$ -	N00014580	Obsolete
36	1 ea	Dell 620 Computer	15454	8LQX5B1		6/19/2006	\$ 1,298.78	\$ -	N00014801	Obsolete
38	1 ea	Dell 620 Computer	15574	2CSX5B1		6/19/2006	\$ 1,048.64	\$ -	N00014810	Obsolete
19	1 ea	Dell 620 Computer	15572	CHXX5B1		6/22/2006	\$ 1,155.44	\$ -	N00014815	Obsolete
38	1 ea	Dell 620 Computer	13293	6S716B1		6/23/2006	\$ 1,923.49	\$ -	N00014797	Obsolete
38	1 ea	Dell 620 Computer	13292	8R716B1		6/23/2006	\$ 1,923.49	\$ -	N00014796	Obsolete
38	1 ea	Dell 620 Computer	12537	7V4LY81		6/23/2006	\$ 1,923.49	\$ -	N00014797	Obsolete
8	1 ea	Dell 620 Computer	14976	GWR36B1		6/26/2006	\$ 1,048.64	\$ -	N00014770	Obsolete
25	1 ea	Dell Latitude D620 Laptop	15010	55G96B1		6/29/2006	\$ 1,330.00	\$ -	N00014784	Obsolete
25	1 ea	Dell Latitude D620 Laptop	15009	94G96B1		6/29/2006	\$ 1,330.00	\$ -	N00014783	Obsolete
25	1 ea	Dell Latitude D620 Laptop	15007	84G96B1		6/29/2006	\$ 1,330.00	\$ -	N00014781	Obsolete
24	1 ea	Dell 620 Computer	15095	5KHJHB1		8/3/2006	\$ 1,135.53	\$ -	N00014749	Obsolete
3	1 ea	Cisco 3140 Clean Access Server	17392	MX2619000L		8/9/2006	\$ 89,362.00	\$ -	N00014911	Obsolete
18	1 ea	Extron 5 IP Switcher	15697	A0157MH		8/29/2006	\$ 4,111.40	\$ -	N00014932	Obsolete
10	1 ea	Dell 620 Computer	15729	8TBGWB1	5000010657	10/5/2006	\$ 1,048.31	\$ -	N00015073	Obsolete
17	1 ea	Dell 745 Computer	15750	DW4YZB1		10/24/2006	\$ 1,110.04	\$ -	N00015097	Obsolete
24	1 ea	Dell 745 Computer	15735	GVN80C1		10/27/2006	\$ 1,074.98	\$ -	N00015079	Obsolete
18	1 ea	Samsung SDP-950DXA Digital Presenter with Case	15786	T6900473		11/3/2006	\$ 2,155.00	\$ -	N00015137	Incomplete
6	1 ea	Dell 620 Small Form Computer	15798	5CD32C1		11/6/2006	\$ 1,102.01	\$ -	N00015161	Obsolete
10	1 ea	Dell 745 Computer	14652	2MJ72C1		11/8/2006	\$ 2,532.09	\$ -	N00015164	Obsolete
22	1 ea	HP Color Laser Jet 5550N Printer	15127	JPGC68200F		11/10/2006	\$ 4,110.00	\$ -	N00015224	Obsolete
25	1 ea	Dell D810 Latitude Laptop	15818	DKYF1C1	5000010670	11/15/2006	\$ 1,835.89	\$ -	N00015290	Obsolete
1	1 ea	Cisco 6500 Catalyst	22650	SMG0629A07X		12/13/2006	\$ 29,070.70	\$ -	N00016048	Obsolete
37	1 ea	Slabv Financial Kiosk	15859	0435420		1/18/2007	\$ 4,448.75	\$ -	N00015241	Obsolete
36	1 ea	Dell Latitude D830 Laptop	15263	JVHDDC1		1/29/2007	\$ 1,408.26	\$ -	N00015198	Obsolete
8	1 ea	Dell 745 Computer	15173	D5TXGC1		2/7/2007	\$ 1,051.45	\$ -	N00015275	Obsolete
17	1 ea	Dell 745 Computer	13420	D4D3LC1		3/20/2007	\$ 1,021.40	\$ -	N00015280	Obsolete
4	1 ea	Dell 745 Computer	13432	C4X4J91		4/2/2007	\$ 1,128.17	\$ -	N00015398	Obsolete

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**SOUTH TEXAS COLLEGE
TECHNOLOGY AND ELECTRONICS FOR RECYCLE WITH VALUE OF \$1,000 AND OVER
JULY 28, 2015**

Pallet	Qty	Description	Silver Tag	Serial Number	Green Tag	Purchase Date	Amount	Current Net Value	Ptag	Condition
17	1 ea	Dell 745 Computer	15940	BBBZQC1		4/4/2007	\$ 1,128.17	\$ -	N00015438	Obsolete
17	1 ea	Dell 745 Computer	15968	CLXNVC1		4/24/2007	\$ 1,128.92	\$ -	N00015501	Obsolete
25	1 ea	Dell 745 Small Form Computer	15974	G1QXVC1		5/1/2007	\$ 1,002.54	\$ -	N00015563	Obsolete
17	1 ea	Panasonic KV-S7065C Scanner	15951	72371DB1006		5/15/2007	\$ 5,153.30	\$ -	N00015602	Obsolete
17	1 ea	Panasonic KV-S7065C Scanner	16052	72371DB1023		5/15/2007	\$ 5,153.30	\$ -	N00015590	Obsolete
6	1 ea	Dell 745 Computer	16085	HGJZC1		5/24/2007	\$ 1,128.92	\$ -	N00015607	Obsolete
18	1 ea	Smart ID350 Symposium without Pen	13498	7AFP00199		5/24/2007	\$ 1,843.65	\$ -	N00015457	Obsolete
36	1 ea	Dell 745 Computer	14286	BDJJZC1		5/24/2007	\$ 1,128.92	\$ -	N00015604	Obsolete
17	1 ea	Dell 745 Computer	13581	5M9ZZC1		5/31/2007	\$ 1,093.40	\$ -	N00015783	Obsolete
17	1 ea	Dell 745 Computer	13579	7M9ZZC1		5/31/2007	\$ 1,093.40	\$ -	N00015780	Obsolete
18	1 ea	Dell Small Form Computer	18323	5RY81L1		5/31/2007	\$ 1,026.57	\$ -	N00015627	Obsolete
25	1 ea	Dell ATG Laptop	13513	8MVXZC1		5/31/2007	\$ 1,933.00	\$ -	N00015767	Obsolete
25	1 ea	Dell ATG Laptop	13514	JMVXZC1		5/31/2007	\$ 1,933.00	\$ -	N00015768	Obsolete
25	1 ea	Dell ATG Laptop	13512	GSVXZC1		5/31/2007	\$ 1,933.00	\$ -	N00015766	Obsolete
25	1 ea	Dell ATG Laptop	13511	3SVXZC1		5/31/2007	\$ 1,933.00	\$ -	N00015764	Obsolete
25	1 ea	Dell ATG Laptop	13505	5VVXZC1		5/31/2007	\$ 1,933.00	\$ -	N00015754	Obsolete
25	1 ea	Dell ATG Laptop	13509	CMVXZC1		5/31/2007	\$ 1,933.00	\$ -	N00015761	Obsolete
25	1 ea	Dell ATG Laptop	13508	CQVXZC1		5/31/2007	\$ 1,933.00	\$ -	N00015759	Obsolete
32	1 ea	Dell 745 Small Form Computer	15380	7D4TZC1		5/31/2007	\$ 1,138.28	\$ -	N00015694	Obsolete
32	1 ea	Dell 745 Small Form Computer	13544	7ZNSZC1		5/31/2007	\$ 1,026.57	\$ -	N00015655	Obsolete
36	1 ea	Dell Latitude D830 Laptop	15921	5Z4QZC1		5/31/2007	\$ 1,628.69	\$ -	N00015745	Obsolete
24	1 ea	Dell Latitude D820 Laptop	13590	5R9F0D1		6/6/2007	\$ 2,157.29	\$ -	N00015744	Obsolete
17	1 ea	Dell 5310 Printer	13603	HWOV4B1		6/8/2007	\$ 1,348.00	\$ -	N00015777	Obsolete
4	1 ea	Dell 745 Computer	13640	8FQL2D1		6/18/2007	\$ 1,126.25	\$ -	N00015733	Obsolete
18	1 ea	Smart ID350 Symposium with Stand and Pen	16110	7AFP00857		6/25/2007	\$ 1,493.93	\$ -	N00015980	Obsolete
3	1 ea	Cisco 7800 Media Convergence Server Blade	13622	USM71601ZS		6/28/2007	\$ 10,728.04	\$ -	N00016039	Obsolete
23	1 ea	Cisco MCS 7800 Media Convergence Server	13624	USM71605N1		6/28/2007	\$ 11,846.64	\$ -	N00016041	Obsolete
23	1 ea	Cisco MCS 7800 Media Convergence Server	13633	USM71605MD		6/28/2007	\$ 11,846.64	\$ -	N00016042	Obsolete
4	1 ea	Dell 745 Computer	16205	B4Z45D1		7/3/2007	\$ 1,101.62	\$ -	N00015821	Obsolete
18	1 ea	Dell Latitude D820 Laptop	16171	81G25D1		7/3/2007	\$ 3,118.94	\$ -	N00015830	Obsolete
7	1 ea	Dell 745 Computer	16242	C8DDBD1		7/24/2007	\$ 1,101.62	\$ -	N00015850	Obsolete
7	1 ea	Dell 745 Computer	16276	65MCBD1		7/24/2007	\$ 1,101.62	\$ -	N00015868	Obsolete
7	1 ea	Dell 745 Computer	16273	H5MCBD1		7/24/2007	\$ 1,101.62	\$ -	N00015865	Obsolete
7	1 ea	Dell 745 Computer	16248	38DDBD1		7/24/2007	\$ 1,101.62	\$ -	N00015863	Obsolete
7	1 ea	Dell 745 Computer	16243	F7DDBD1		7/24/2007	\$ 1,101.62	\$ -	N00015851	Obsolete
7	1 ea	Dell 745 Computer	16274	D5MCBD1		7/24/2007	\$ 1,101.62	\$ -	N00015866	Obsolete
7	1 ea	Dell 745 Computer	16305	J8DDBD1		7/24/2007	\$ 1,101.62	\$ -	N00015857	Obsolete
7	1 ea	Dell 745 Computer	16245	1XGDBD1		7/24/2007	\$ 1,101.62	\$ -	N00015853	Obsolete
8	1 ea	Dell 745 Computer	16247	68DDBD1		7/24/2007	\$ 1,101.62	\$ -	N00015856	Obsolete
3	1 ea	Cisco 7800 Media Convergence Server Blade	16127	USM727026U		7/26/2007	\$ 11,141.20	\$ -	N00016038	Obsolete
17	1 ea	Toshiba Laptop	16499	87025617H		8/17/2007	\$ 2,102.86	\$ -	N00015948	Obsolete
23	1 ea	Dell 745 Computer	16416	1FWVYD1		10/24/2007	\$ 1,101.62	\$ -	N00016285	Obsolete
36	1 ea	Dell 745 Small Form Computer	14033	CD2F0F1		10/31/2007	\$ 1,024.89	\$ -	N00016296	Obsolete
36	1 ea	Dell 745 Small Form Computer	14068	3D2F0F1		10/31/2007	\$ 1,024.89	\$ -	N00016301	Obsolete
17	1 ea	Toshiba Laptop	14252	18073934H		1/28/2008	\$ 1,581.52	\$ -	N00016375	Obsolete
25	1 ea	Dell 755 Small Form Computer	16315	80VXRF1		3/4/2008	\$ 1,171.83	\$ -	N00016434	Obsolete
25	1 ea	Dell 755 Small Form Computer	14412	90VXRF1		3/4/2008	\$ 1,171.83	\$ -	N00016433	Obsolete
18	1 ea	Dell Latitude D830 Laptop	14361	99Q0SF1		3/7/2008	\$ 1,405.60	\$ -	N00016461	Obsolete
7	1 ea	Dell 755 Small Form Computer	12018	883WBG1		5/27/2008	\$ 1,256.68	\$ -	N00016583	Obsolete
32	1 ea	Dell 755 Small Form Computer	12026	573WBG1		5/27/2008	\$ 1,256.68	\$ -	N00016578	Obsolete
32	1 ea	Dell 755 Small Form Computer	12019	783WBG1		5/27/2008	\$ 1,256.68	\$ -	N00016586	Obsolete
32	1 ea	Dell Latitude D630 Laptop	11905	43TBCG1		5/28/2008	\$ 1,678.99	\$ -	N00016641	Obsolete
7	1 ea	Dell 755 Small Form Computer	11917	4C94CG1		5/29/2008	\$ 1,147.21	\$ -	N00016607	Obsolete
32	1 ea	Dell Latitude D630 Laptop	11947	FMWBCG1		5/29/2008	\$ 1,678.99	\$ -	N00016637	Obsolete
9	1 ea	HP Color Laser Jet 5550N Printer	14326	JPSC81J05B		6/2/2008	\$ 3,071.00	\$ -	N00016684	Obsolete
18	1 ea	MacBook Laptop	13913	W882424P1QA		7/2/2008	\$ 1,501.95	\$ -	N00016752	Obsolete

	Capital Asset
	Grant Funded Asset
	Capital and Grant Funded Asset

**SOUTH TEXAS COLLEGE
TECHNOLOGY AND ELECTRONICS FOR RECYCLE WITH VALUE OF \$1,000 AND OVER
JULY 28, 2015**

Pallet	Qty	Description	Silver Tag	Serial Number	Green Tag	Purchase Date	Amount	Current Net Value	Ptag	Condition
22	1 ea	Toshiba Protégé Laptop	17684	48046235H		10/23/2008	\$ 1,539.99	\$ -	N00017220	Obsolete
18	1 ea	Dell E6400 Laptop	17689	HRX5NH1		10/29/2008	\$ 1,158.00	\$ -	N00017240	Damage
17	1 ea	Sony Flat Screen TV	13757	8207669		1/12/2009	\$ 1,799.00	\$ -	N00017331	Damage
38	1 ea	Dell T5400 Precision Workstation Computer	17895	DH3SNJ1		4/3/2009	\$ 3,816.00	\$ -	N00017462	Obsolete
25	1 ea	Dell Precision T5400 Computer	17911	G672PJ1		4/8/2009	\$ 3,357.90	\$ -	N00017481	Obsolete
18	1 ea	Sun Fire T2000 Server	17946	0912RC0557		4/16/2009	\$ 8,741.50	\$ -	N00017457	Obsolete
18	1 ea	Smart ID350 Symposium without Pen	18398	8FFP00682		4/30/2009	\$ 1,857.34	\$ -	N00017459	Obsolete
25	1 ea	Dell E6400 Laptop	18335	53F0QJ1	5000010995	5/5/2009	\$ 1,158.00	\$ -	N00019356	Obsolete
25	1 ea	Dell E6400 Laptop	18336	43F0QJ1I	5000010993	5/5/2009	\$ 1,158.00	\$ -	N00019357	Obsolete
25	1 ea	Dell E6400 Laptop	18337	5Y60QJ1	5000010994	5/5/2009	\$ 1,158.00	\$ -	N00019358	Obsolete
32	1 ea	Index Braille Embosser	18568	39371		6/5/2009	\$ 3,710.70	\$ -	N00019305	Obsolete
18	1 ea	Panasonic PT-F300 Projector	18468	SC9250017		6/10/2009	\$ 2,601.10	\$ -	N00017678	Obsolete
25	1 ea	Dell 760 Small Form Computer	18632	C8DS5J1		6/17/2009	\$ 1,142.10	\$ -	N00019366	Obsolete
25	1 ea	Dell 760 Small Form Computer	18631	C8DS4J1		6/17/2009	\$ 1,142.10	\$ -	N00019365	Obsolete
25	1 ea	Dell 760 Small Form Computer	18633	C8DR5J1		6/17/2009	\$ 1,142.10	\$ -	N00019367	Obsolete
2	1 ea	Cisco MCS 7800 Media Convergence Server	18288	MX2926006C		7/15/2009	\$ 4,213.30	\$ -	N00019701	Obsolete
2	1 ea	Cisco MCS 7800 Media Convergence Server	18289	MX292601B9		7/15/2009	\$ 4,213.30	\$ -	N00019702	Obsolete
3	1 ea	Cisco 7800 Media Convergence Server Blade	18290	MX2926009B		7/15/2009	\$ 4,213.30	\$ -	N00019699	Obsolete
3	1 ea	Cisco 7800 Media Convergence Server Blade	18287	MX292600S6		7/15/2009	\$ 4,213.30	\$ -	N00019700	Obsolete
38	1 ea	Dell Latitude E6400 Laptop	18683	7JDSNK1		8/5/2009	\$ 1,554.39	\$ -	N00019611	Obsolete
32	1 ea	Dell Mono Laser 7330 Printer	18299	2Y43KH1	5000010916	8/19/2009	\$ 3,205.36	\$ -	N00019517	Obsolete
38	1 ea	Dell 5500 Precision Workstation Computer	11966	38691L1		10/28/2009	\$ 4,151.25	\$ -	N00018077	Obsolete
9	1 ea	Magocard Tango 2E Secure ID Card Printer	18180	48E3202		1/6/2010	\$ 3,500.00	\$ -	N00019572	Obsolete

	Capital Asset
	Grant Funded Asset
	Capital and Grant Funded Asset

Review and Action as Necessary on Revised Plan for Relocation of Portable Buildings on the Pecan Campus in Preparation for the Bond Construction Projects and Disposal of Portable Buildings as Appropriate

Approval of the proposed revised plan for relocation of Pecan Campus portable buildings in preparation for the 2013 Bond Construction program and the disposal of ten (10) portable buildings with a purchase price of \$30,154.89 and above through a live auction is requested.

Purpose

In an effort to accommodate the start of construction for the 2013 Bond Construction Program on the Pecan Campus and due to the change in location of the Bond South Academic Building, staff has prepared a revised plan for the relocation of the portable buildings. During this relocation, ten portable buildings which are in poor condition and no longer usable for the College's purposes could be disposed of through auction.

The Office of Planning and Construction is requesting to auction ten (10) portable buildings which were acquired in used condition during the period from 1995 to 1999. It is requested to auction these buildings through a live auction in phases due to their deteriorated condition.

Background on Relocation of Portables

At the May 27, 2014 Board meeting, the Board of Trustees approved and authorized a proposed plan for relocation of Pecan Campus portable buildings contingent upon review by the Construction Program Management firm, Broaddus & Associates.

Facilities Planning & Construction staff along with staff from Broaddus & Associates, reviewed the approved plan and provided feedback. As a result of recent review, the enclosed revised site plan was developed. A total of 14 existing portable buildings need to be relocated to allow for the construction of the Bond projects. The plan provides for the following phases.

Begin Summer 2015; complete Fall 2015

Phase I – Relocation of the first 12 portable buildings to west side of Pecan Campus

- May to August – Build Infrastructure
- July – Start relocating PB16 and PB21
- August – Relocate PB17 & PB26
- September – Relocate PB23, PB24, and PB28
- October – Relocate PB20, PB22, and PB29
- November – Relocate PB25 and PB27

Phase II – Auction two oldest portable buildings

- August/September – Auction PB8, and PB9
- October – Remove from site

Phase III – Relocation of remaining portable buildings

- November/December – Relocate PB18 and PB19

Begin Summer 2016

Phase IV – Auction remaining four oldest portable buildings

- May – Auction PB1, PB3, PB4 and PB5
- June – Remove from site

Phase	Portable and Location	Tentative Date
Phase I	Relocate PB16, PB21, PB17, PB26, PB23, PB24, PB28, PB20, PB22, PB29, PB25, and PB27	July 2015 to November 2015
Phase II	Auction and Removal PB8, and PB9	August to October 2015
Phase III	Relocate PB18 and PB19	November 2015 to December 2015
Phase IV	Auction and Removal PB1, PB3, PB4, PB5	May 2016 to June 2016

The proposed site plan has been reviewed by Broaddus & Associates and Facilities Planning & Construction department staff, and the Coordinated Operations Council.

Background on Disposal of Portable Buildings through Public Auction

During this relocation process, ten portable buildings that are no longer adequate for college use could be disposed of through public auction. These portable buildings were acquired from Texas State Technical College (TSTC) and Hidalgo Independent School District and are included in the College’s Banner computer system fixed assets/inventory module.

These portable buildings have been evaluated by the Facilities Planning and Construction Department and Facilities Maintenance and Operations Department staff to confirm that they are beyond repair.

The auction will take place at the South Texas College Pecan Campus, 3201 W Pecan Blvd, McAllen, Texas and Mid Valley Campus, 400 N Border, Weslaco, TX.

The auctions will be scheduled in phases due to bond construction schedules:

Phase	Portable and Location	Tentative Auction Date
Phase I	Pecan Portables 8 & 9 Mid Valley Portables 1 & 2	August 2015 or September 2015
Phase II	Pecan Portables 1, 3, 4, & 5	May 2016
Phase III	Pecan Portables 6 & 7	December 2017

The auction date will be determined based on the bond construction schedule of new buildings at the Pecan and Mid Valley Campuses.

After the portable buildings are auctioned and moved out of their existing locations, the space will be used as follows:

Portable Buildings	New Use of Space
Pecan Portables 8 & 9	Newer portable buildings 18 & 19
Mid Valley Portables 1 & 2	Additional room for the Workforce Building Expansion
Pecan Portables 1, 3, 4, & 5	New Student Activities and Cafeteria Building
Pecan Portables 6 & 7	Newer portable buildings 25 & 27

Enclosed Documents

- Facilities Planning & Construction staff has developed the enclosed site plan of the proposed relocation of the portable buildings at the Pecan Campus.
- A list of the portable buildings to be auctioned follows in the packet for the Committee’s review and information.

Mary Elizondo, Vice President for Finance and Administrative Services, Mr. Ricardo de la Garza, Senior Project Manager of Facilities Planning and Construction, and Mrs. Becky Cavazos, Director of Purchasing, will attend the Board meeting to address any questions by the Trustees.

The Facilities Committee recommended Board approval of the proposed revised plan for relocation of Pecan Campus portable buildings in preparation for the 2013 Bond Construction program as presented.

The Finance and Human Resources Committee recommended Board approval of the disposal of ten (10) portable buildings with a purchase price of \$30,154.89 and above through a live auction as presented.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize the proposed revised plan for relocation of Pecan Campus portable buildings in preparation for the 2013 Bond Construction program and the disposal of ten (10) portable buildings with a purchase price of \$30,154.89 and above through a live auction as presented.

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

The Board of Trustees of South Texas College approves and authorizes the proposed revised plan for relocation of Pecan Campus portable buildings in preparation for the 2013 Bond Construction program and the disposal of ten (10) portable buildings with a purchase price of \$30,154.89 and above through a live auction as presented.

Approval Recommended:

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

President

**South Texas College
Pecan Campus
2014- 2015
Portable Buildings Relocation - Revised**



PORTABLE BUILDINGS RELOCATION SCHEDULE

Begin Summer 2015; complete Fall 2015

Phase I – Relocation of the first 12 portable buildings to west side of Pecan Campus

- May to August – Build Infrastructure
- July – Start relocating PB16 and PB21
- August – Relocate PB17 & PB26
- September – Relocate PB23, PB24, and PB28
- October – Relocate PB20, PB22, and PB29
- November – Relocate PB25 and PB27

Phase II – Auction two oldest portable buildings

- August/September – Auction PB8, and PB9
- October – Remove from site

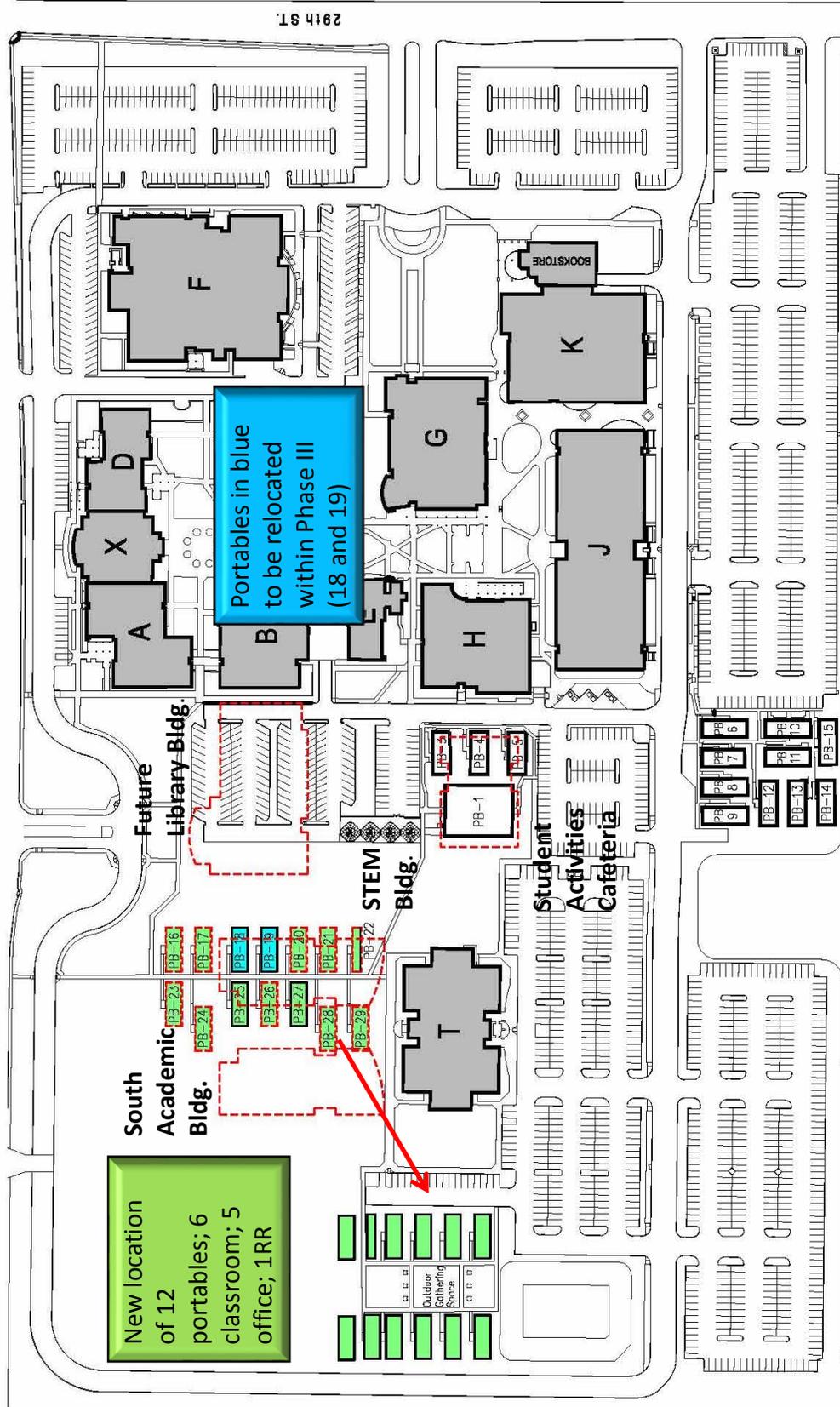
Phase III – Relocation of remaining portable buildings

- November/December – Relocate PB18 and PB19

Begin Summer 2016

Phase IV – Auction remaining four oldest portable buildings

- May – Auction PB1, PB3, PB4 and PB5
- June – Remove from site

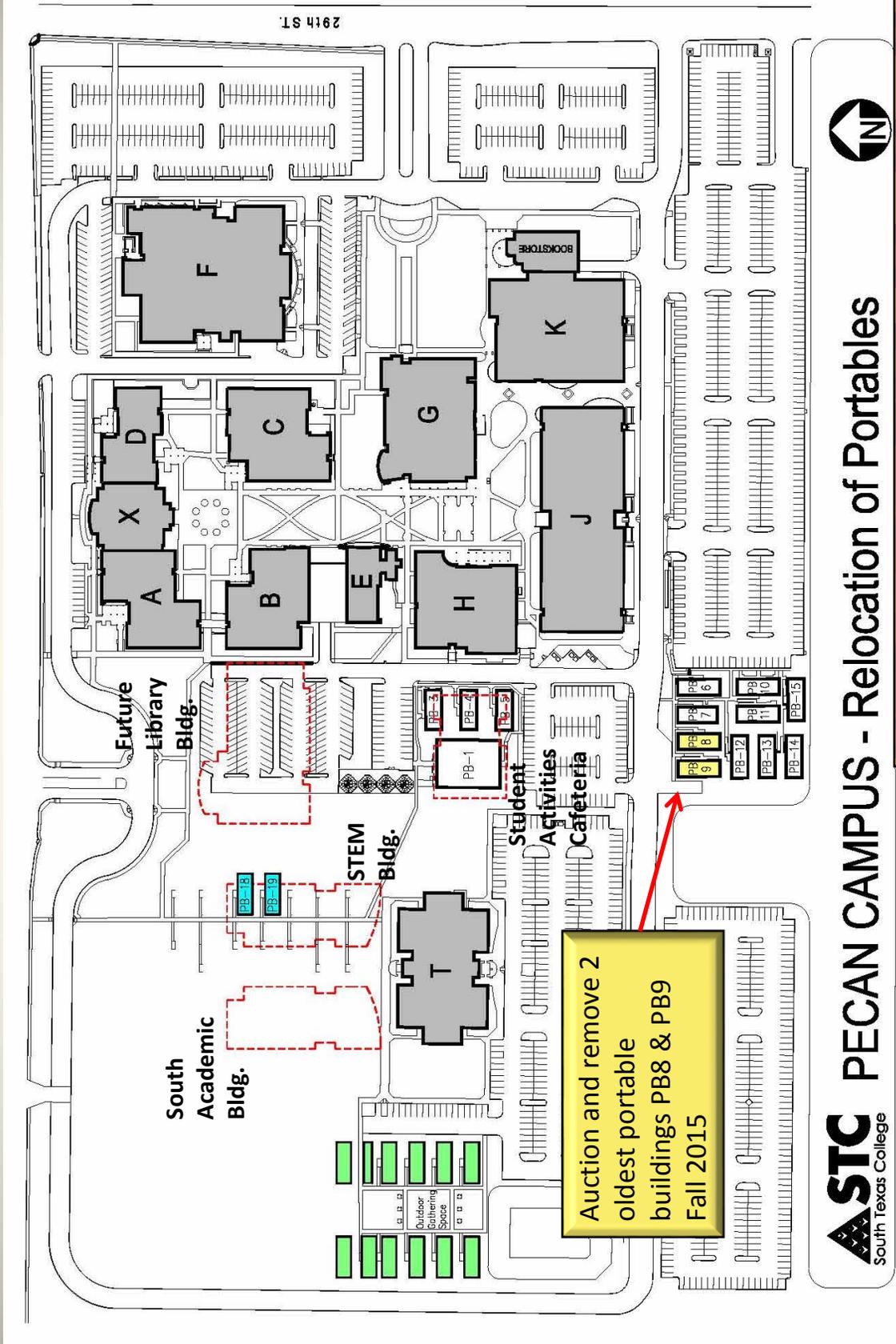


STC South Texas College

PECAN CAMPUS - Relocation of Portables

Phase I

Relocate 12 Portables (July through Nov. of 2015)



Auction and remove 2
oldest portable
buildings PB8 & PB9
Fall 2015

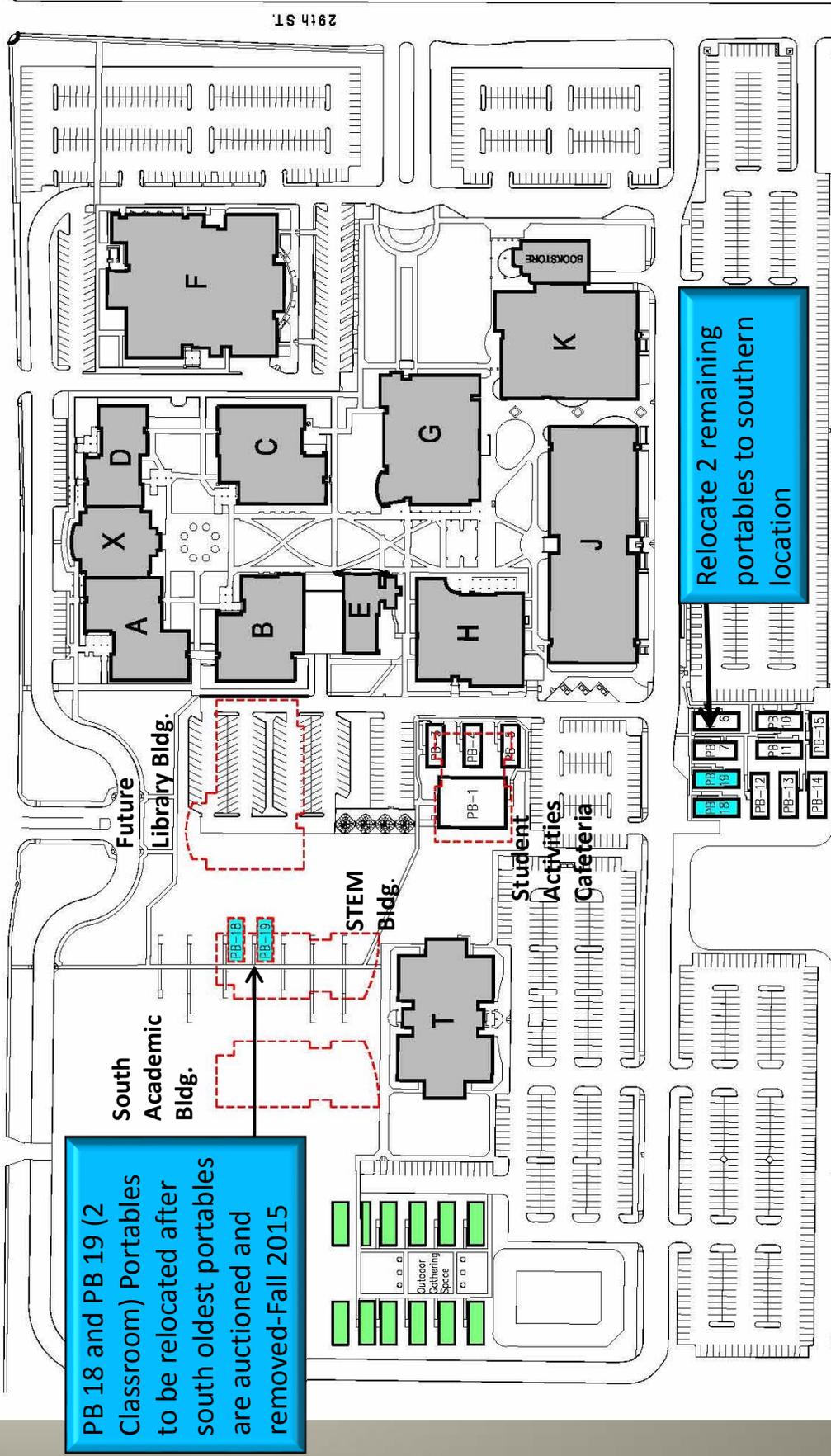


PECAN CAMPUS - Relocation of Portables



Phase II

Auction and Remove 2 Portables (Aug. through Nov. of 2015)



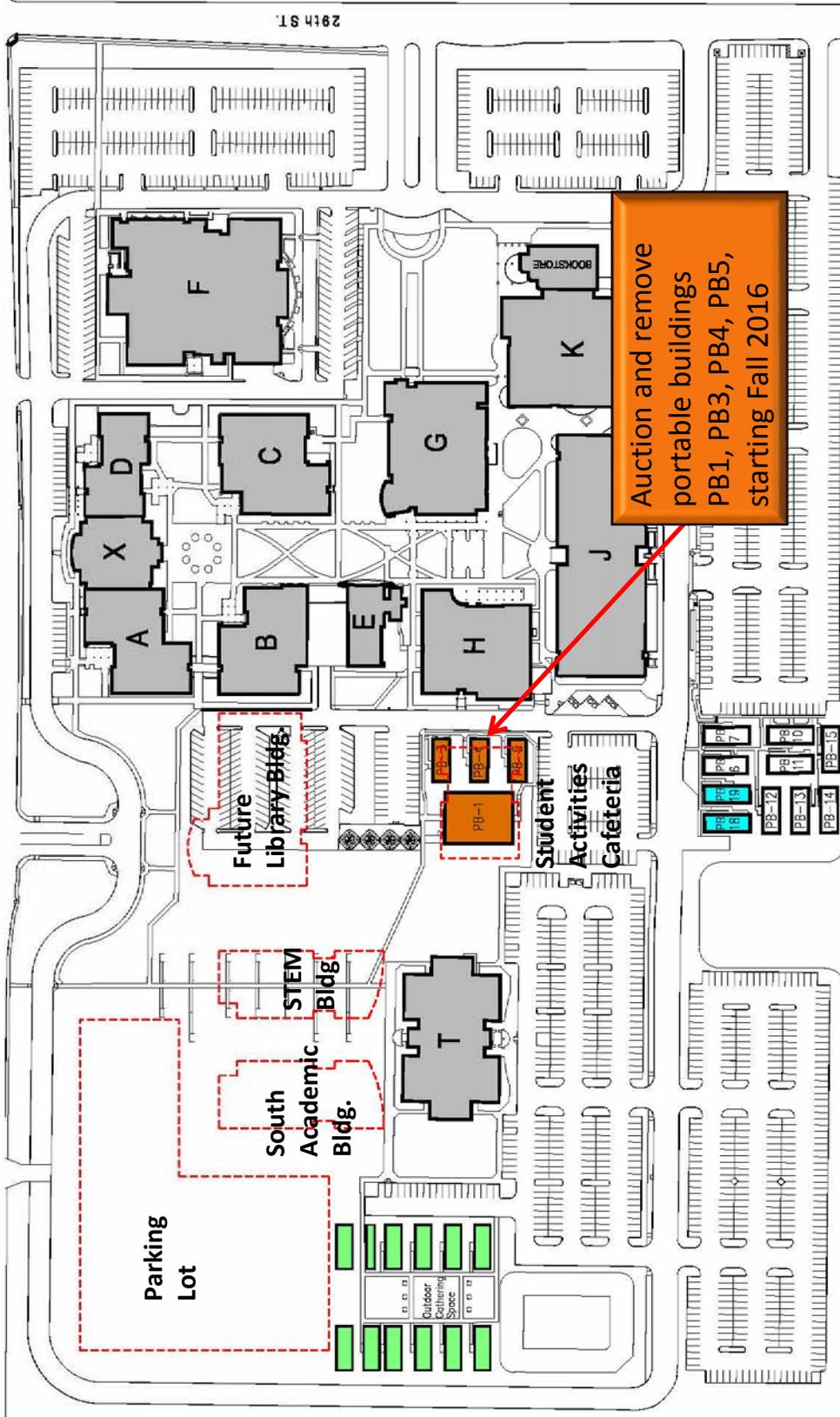
PB 18 and PB 19 (2 Classroom) Portables to be relocated after south oldest portables are auctioned and removed-Fall 2015

Relocate 2 remaining portables to southern location

STC South Texas College **PECAN CAMPUS - Relocation of Portables**



PHASE III
Relocate 2 Portable Buildings (Nov./Dec. 2015)



Auction and remove portable buildings PB1, PB3, PB4, PB5, starting Fall 2016



STC PECAN CAMPUS - Relocation of Portables



Phase IV

Auction 4 Oldest Portables – May 2016
 Remove from site – June 2016

**SOUTH TEXAS COLLEGE
DISPOSAL OF PECAN CAMPUS PORTABLE BUILDINGS
JULY 28, 2015**

#	Ptag	Asset Description	Location	Acquisition Date	Vendor	Purchase Price
1	614	Portable Building 01	Pecan Campus	8/31/1995	TSTC	\$ 443,474.35
2	1603	Portable Building 03	Pecan Campus	12/15/1995	TSTC	\$ 57,419.33
3	1604	Portable Building 04	Pecan Campus	12/15/1995	TSTC	\$ 57,419.33
4	1605	Portable Building 05	Pecan Campus	12/15/1995	TSTC	\$ 57,419.34
5	1606	Portable Building 06	Pecan Campus	1/23/1996	TSTC	\$ 36,311.00
6	3944	Portable Building 07	Pecan Campus	6/4/1999	Hidalgo ISD	\$ 30,154.90
7	3945	Portable Building 08	Pecan Campus	6/4/1999	Hidalgo ISD	\$ 30,154.90
8	3946	Portable Building 09	Pecan Campus	6/4/1999	Hidalgo ISD	\$ 30,154.89
9	3949	Portable Building 01	Mid Valley Campus	6/4/1999	Hidalgo ISD	\$ 30,154.89
10	3950	Portable Building 02	Mid Valley Campus	6/4/1999	Hidalgo ISD	\$ 30,154.89

Total		\$ 802,817.82
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Review and Action as Necessary on External Auditor Services

Approval to award a contract for external auditor services for the fiscal year ending August 31, 2015, with four (4) one-year renewal options to Long Chilton, LLP. (McAllen, TX) is requested.

Purpose – The external auditors perform the College's annual financial audit and issue an opinion on the financial statements prepared by the College Business Office staff. The audited Comprehensive Annual Financial Report (CAFR) must be submitted annually to the Texas Higher Education Coordinating Board by December 31st.

Justification – The external auditors start the interim audit work related to the financial audit prior to fiscal year end, therefore the College is proposing the selection of an external auditor at this time.

Background - Requests for qualifications for external auditors were advertised on May 4, 2015 and May 11, 2015, and five (5) requests for qualifications were mailed to the following firms:

- Belt Harris Pechacek (Houston, TX)
- Burton McCumber & Cortez, LLP. (McAllen, TX)
- Hart, Silva & Co. (McAllen, TX)
- Long Chilton, LLP. (McAllen, TX)
- Pattillo, Brown & Hill, LLP. (Brownsville, TX)

Two (2) responses were received from the following firms:

- Belt Harris Pechacek (Houston, TX)
- Long Chilton, LLP. (McAllen, TX)

Long Chilton, LLP listed Ruben Moreno, CPA as the audit engagement partner. He has served as the engagement partner for the last ten years. Long Chilton, LLP has performed the College's annual financial audit since FY 1994-1995.

The Sarbanes-Oxley Act of 2002 requires a more frequent external audit partner rotation. The Finance Committee recommended the request of a rotation of the audit engagement partner for the new contract period.

Funding Source - Expenditures are budgeted in the Audit Services budget for FY 2014-2015 budget and in the FY 2015-2016 budget, pending Board approval of the budget.

Reviewers - Responses were reviewed by the Vice President for Finance and Administrative Services, Comptroller, and Purchasing Department.

Enclosed Documents - Included in this packet for consideration and review are the following materials:

1. Sample Request for Qualifications
2. External Auditor Qualification Summary
3. Evaluation Summary

Dr. Shirley A. Reed, President, and Mary Elizondo, Vice President for Finance and Administrative Services, will attend the Board meeting to address any questions by the Trustees.

After further review and discussion of the information provided at this meeting, it is requested that the Finance and Human Resources Committee make a recommendation on the selection of external auditor services for Board approval at the July 28, 2015, Board Meeting for the first contract period.

The Finance and Human Resources Committee recommended Board approval of the selection of Long Chilton, LLP for external auditor services for the first contract period as presented.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize the selection of Long Chilton, LLP for external auditor services for the first contract period 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 selection of Long Chilton, LLP for external auditor services for the first contract period as presented.

Approval Recommended:

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



SOUTH TEXAS COLLEGE

South Texas College
PURCHASING DEPARTMENT
P. O. BOX 9701
MCALLEN, TX 78502-9701

REQUEST FOR QUALIFICATIONS

RFQ NUMBER
14-15-1079

RESPONSES MUST BE RECEIVED BEFORE:
May 19, 2015, 3:00 PM

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

NOTE: Responses must be time stamped at **South Texas College Purchasing Department** before the hour and date specified.

The statement of qualifications shall be submitted in a sealed envelope plainly marked with the name and address of the entity submitting a response. It shall include the following information: **EXTERNAL AUDITOR** plus the RFQ number and the due date and time given above.

SECTION 1 INTRODUCTION

1.1 **Background on South Texas College**

South Texas College (“STC”) is a comprehensive community college serving the counties of Hidalgo and Starr in South Texas. It has five campuses, including three which are in McAllen: the Pecan Campus, the STC Technology Campus, the Nursing and Allied Health Campus; the Mid-Valley Campus in Weslaco; and the Starr County Campus in Rio Grande City. Established in 1993, STC serves an area with an estimated population of 789,431 and has an enrollment of approximately 31,000. It offers more than 100 degree and certificate programs. STC is accredited by the Southern Association of Colleges and Schools as well as by numerous program agencies and organizations.

For fiscal year ending August 31, 2015, unrestricted and restricted current fund expenditures and transfers are budgeted at \$225,082,449. South Texas College employs approximately 1,938 full-time and part-time faculty and staff. Plant fund indebtedness includes bonds payable of \$88,834,991 as of August 31, 2014.

Eligible students receive financial aid, including Pell, Supplemental Educational Opportunity, Texas Public Educational, and State Student Incentive Grants; Scholarships and College Work/Study. Total operating revenues for fiscal year 2014 were \$36,728,902. In addition, tax state allocations and maintenance tax revenues amounted to \$42,766,020 and \$33,983,319, respectively. There were 35,268 students in the College in the Fall 2013 semester.

1.2 **Purpose and Objectives**

STC is soliciting a statement of qualifications from interested firms for the Financial and Compliance Audit. The selected firm will provide services as an independent contractor to audit procedures requested and outlined by the STC Board of Trustees. All responses must address the requirements, terms, and conditions as set forth in this Request for Qualifications.

The purpose of these services shall be to provide the STC Board of Trustees with reasonable assurance that the assets of South Texas College are safeguarded against loss from unauthorized use or disposition; that all transactions are executed in accordance with the General Accepted Accounting Principals; that all federal and state funds, grant funds, and all other restricted funds are managed in accordance with applicable statutes and constraints; and that all transactions are done in compliance with STC Policies and Procedures as adopted by the Board of Trustees.

A contract awarded as a result of this solicitation shall be for a period of one year, with an option to renew for four additional one-year periods.

SECTION 2 SCOPE OF SERVICES

2.1 Services

The successful respondent to this solicitation shall be required to provide the annual Financial and Compliance Audit for South Texas College. The scope of services is as follows:

- A. Audit financial statements and schedules, including the Schedule of Expenditures of Federal Awards, prepared in conformity with generally accepted accounting principles for Colleges and Universities as prescribed by the American Institute of Certified Public Accountants (AICPA), the National Association of College and University Business Officers (NACUBO), and the Texas Higher Education Coordinating Board (THECB). The audit report will express an audit opinion as to the fairness of the presentation of the College District's overall financial statements for all funds including, but not limited to Unrestricted and Restricted Current Funds, Loan Funds, Endowment Funds, Plant Funds and Agency Funds.
- B. Test compliance with applicable laws and regulations of major federal financial assistance programs and report thereon, including disclosure of instances of noncompliance. The audit will include examination of a representative sample of charges made to federal grants and programs in order to ascertain whether the programs are being properly administered and whether such charges fall within the grant and programs guidelines. Such audit will include all federal direct and passthrough grants and contracts.
- C. The audit will comply with the standards for financial audits contained in the Standards for Audits of Governmental Organizations, Programs, Activities and Functions issued by the U.S. General Accounting Office; the Single Audit Act of 1984; Office of Management and Budget Circular *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*, Subpart F-Audit Requirements (formerly A-133); Audits of State and Local Governments; the U.S. Department of Education, Office of Inspector General, Student Financial Assistance AUDIT GUIDE; the U.S. Department of Education The Blue Book, the DHHS Manual for Recipients Financed under the Payment Management System (PMS); and any other pertinent federal grantor publications. Special attention should be given to state rules and regulations in the Texas School Law Bulletin and rules and regulations prescribed by the Texas Higher Education Coordinating Board. Test compliance of management controls on investments and adherence to established investment policies as required under the Public Funds Investment Act of 1987, as amended (Government Code Chapter 2256, as amended).
- D. Assist college staff to prepare from the college's District's financial records, the financial statements of the college with applicable notes to the financial statements and supplemental schedules for the fiscal years ending August 31, 2015; August 31, 2016; August 31, 2017; August 31, 2018 and August 31, 2019. These financial statements and supplemental schedules will cover the operations of the College District (including each fund and each grant the College District has received) for each fiscal year and the financial condition of the College District (and of each fund and grant) as of August 31 of each year. Neither the financial statements nor the underlying accounting records will be adjusted by the auditors without the consent of management.
- E. Perform a study and evaluation of the College District's internal accounting and administrative controls, including additional tests as required by the Single Audit Act for major federal financial assistance programs, and prepare a management report which shall include findings, observations, opinions, comments or recommendations with regard to internal control, accounting systems, compliance with laws, and rules and regulations that come to the attention

of the auditors during their examination. The auditors shall evaluate and report their assessment of the condition of the College District's accounting records and system.

- F. Present the audit report and management report to the Board of Trustees during the regularly scheduled November board meeting each year. At a minimum, the audit report shall contain all of the financial statements, notes, schedules and all reports required by OMB Circular 2CFR Chapter II, Subpart F-Audit Requirements (formerly A-133) and the Texas Higher Educative Coordinating Board.
- G. The College District will require 100 auditor's reports, and 100 Reports to Management. Additional copies of reports must be available in electronic format suitable for duplication.
- H. The audit firm will retain working papers, audit programs, and other documents prepared or obtained during the course of the, audit for a minimum of seven years, or for a longer period where conditions of exceptions exist. The audit firm selected shall meet with federal, state, or other auditors as requested and make available all the aforementioned documents to said auditors for examination upon request.

2.2 Audit Report

South Texas College anticipates closing its books for each fiscal year by the 15th working day of October.

A draft of the audit report and report to management shall be ready for preliminary review by the Vice President for Finance and Administrative Services by November 1st of each year. An exit conference will be held between the audit firm and the STC administration before November 5th of each year.

Copies of the completed audit and management reports will be delivered by the Vice President for Finance and Administrative Services for distribution to the Board of Trustees by seven working days prior to the November Board Meeting of each year.

Reports to be issued:

- Financial Statements – fair presentation in accordance with Generally Accepted Accounting Principles (GAAP)
- Internal Control Structures in Accordance with Government Auditing Standards (GAS)
- Compliance with Applicable Laws
- Internal Control Structure & Financial Aid for Federal {OMB Circular 2CFR Chapter II, Subpart F-Audit Requirements (formerly A-133)} & State (Single Audit)
- Compliance with Applicable Laws and Regulations for Financial Aid, Federal {OMB Circular 2CFR Chapter II, Subpart F-Audit Requirements (formerly A-133)} & State (Single Audit)
- Any other reports required by law.

SECTION 3
INSTRUCTIONS AND RESPONSE REQUIREMENTS

3.1 Acceptance of Submittals

- A. STC reserves the right to accept or reject any or all responses, to waive informalities and minor technicalities, or to cancel this RFQ in part or in its entirety, according to what is in the best interest of STC.
- B. All responses must comply with the following criteria:
 - 1. Shall be timely delivered only to the address and office indicated by this RFQ. Responses delivered to any other office within STC will not be considered as having been submitted until the same is routed to the proper address and office, and STC shall have no obligation or duty to timely route such mis-delivered response;
 - 2. Shall be delivered in plain-colored, sealed, envelope that is properly addressed and labeled; and
 - 3. Shall be signed in blue or black ink by the person with authority to bind the respondent to a contract with STC.
- C. Respondents submitting responses through the U.S. Mail or private courier services do so at their own risk that the submittal document may be delivered to the incorrect address and/or office or after the deadline for submittal.
- D. Responses submitted after the deadline shall not be accepted, and any response received after the deadline shall be returned unopened to the respondent.
- E. All submittals will become the property of STC, whether or not a contract is awarded.

3.2 Preparation Instructions

- A. Responses shall be prepared simply and economically, providing a straightforward and concise description of Respondent's ability to meet the requirements of this RFQ. Emphasis shall be on completeness, clarity of content and responsiveness to the requirements.
- B. Qualification Statements must be typed or printed on letter size (8-1/2 x 11) white paper suitable for copies.
- C. Respondents must submit one original and two (2) copies, of the complete response.

3.3 Submittal Documents

The following documents, at a minimum, must be included as part of your proposal:

- A. Statement of Qualifications that addresses items in Section 4
- B. Execution of Offer (Section 5)
- C. Notification of Criminal History (Section 6)
- D. Conflict of Interest Questionnaire

3.4 Validity Period

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

3.5 Submittal Deadline and Location

- A. All responses must be received by STC no later than May 19, 2015, 3:00 PM.
- B. Submit responses to:

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

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

Becky Cavazos
Director of Purchasing
3200 W. Pecan Blvd., Bldg N, Ste 145
McAllen, Texas 78501
956-872-4681
Email: beckyc@southtexascollege.edu

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

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

3.7 Open Records

Information, documentation and other materials submitted in response to this solicitation shall be subject to public disclosure under the Texas Public Information Act (Texas Government code, Chapter 552). Notwithstanding the foregoing, disclosure of information related to this solicitation shall be made only after a contract is awarded.

3.8 Award of Contract

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

SECTION 4 STATEMENT OF QUALIFICATIONS

Respondents must submit a Statement of Qualifications that addresses the following minimum requirements.

4.1 Company Information

- A. Include the full, legal name of the company; the number of years in business; type of organization (Individual, Partnership, Corporation, Etc.); number of employees.
- B. Describe your organization, including lines of authority and communications.
- C. Provide a financial rating of your company and any documentation (such as a Dunn and Bradstreet Analysis), which indicates the financial stability of your company.

4.2 Narrative

Include a brief narrative of your experience and expertise relating to the scope of services as requested in Section 2 of this RFQ.

Address any experience your firm has in the following areas:

- Single audit {OMB Circular 2CFR Chapter II, Subpart F-Audit Requirements (formerly A-133)} requirements (both financial and compliance) and associated preparation
- Governmental Accounting Standards Board (GASB) Statements
- Government Auditing Standards
- Auditing Institutions of Higher Education

4.3 Respondent Qualifications

Respondent must meet the following minimum qualifications:

- Must have conducted auditing services for at least five years
- Must be a properly licensed certified public accountant
- Must be in good standing and will not have any disciplinary actions with the Texas Board of Public Accountancy or the American Institute of Certified Public Accountants
- Meets the independence requirements promulgated by the U.S. Government Accountability Office and the American Institute of Certified Public Accountants

4.4 References

Provide a customer reference list of no less than five (5) organizations with whom you currently have a contract to provide services of equal type and scope as requested herein. The reference list is to include company name, contact person, telephone number and length of business relationship. References involved in higher education are preferred.

4.5 Questionnaire

- A. Provide any details of all past or pending litigation or claims filed against your company that would negatively impact your company's performance under an agreement with STC.
- B. Is your company currently in default on any loan agreement or financing agreement with any bank, financial institution, or other entity? If yes, specify date(s), details, circumstances, and prospects for resolution.
- C. Does any relationship exist whether by relative, business associate, capital funding agreement or any other type of relationship between your company and any STC employee or member of the STC Board of Trustees?

- D. Include resumes indicating the qualifications of the staff that would be assigned to perform the work for STC. State the names of the person(s) authorized to make firm representations and bind the firm.
- E. Provide a statement concerning the independence of the firm, including direct and indirect financial interest and the relationship of the proposed audit team to employees of STC and any members of the STC Board of Trustees.
- G. Provide documentation on the continuing education acquired, in the past three years, by all staff who will be involved in the audit.
- H. Provide the names and qualifications of outside specialists and consultants, if any, who will assist the firm in providing services.
- I. Describe and provide documentation on the firm's internal quality control system.
- J. Describe and provide documents on the firm's participation in, and results, of its external quality control review program. State whether the firm has received an unqualified report. Include the name of the external quality control review organization of which the firm is a member and the length of the membership.

SECTION 5

EXECUTION OF OFFER

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

By signature hereon, Respondent acknowledges and agrees that 1) this RFQ is a solicitation for Qualification Statements and is not a contract or an offer to contract; 2) the submission of a Statement of Qualifications by Respondent in response to this RFQ will not create a contract between STC and Respondent; 3) STC has made no representation or warranty, written or oral, that one or more contracts with STC will be awarded under the RFQ; and 4) Respondent shall bear, at its sole risk and responsibility, any cost which arises from Respondent's preparation of a response to this RFQ.

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

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

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

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

By signature hereon, Respondent represents and warrants that:

1. Respondent is a reputable company regularly engaged in providing products and/or services necessary to meet the term, conditions and requirements of the RFQ;
2. Respondent has the necessary experience, knowledge, abilities, skills and resources to satisfactorily perform the terms, conditions and requirements of the RFQ;
3. Respondent is aware of, if fully informed about, and is in full compliance with all applicable federal, state and local laws, rules, regulations and ordinances affecting the services required in this RFQ;
4. Respondent understands 1) the requirements and specifications set forth in this RFQ and 2) the terms and conditions under which Respondent will be required to operate;
5. Respondent, if selected by STC, will maintain insurance as required by the contract;
6. All statements, information and representations prepared and submitted in response to the RFQ are current, complete, true and accurate. Respondent acknowledges that STC will rely on such statements, information and representations in selecting the successful Respondent. If selected by STC as the successful Respondent, Respondent will notify STC immediately of any material change in any matters with regard to which Respondent has made a statement or representation or provided information.

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

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

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

Taxpayer Identification Number: _____

Sole Owner should also enter social security No.: _____

Respondent/Company: _____

Signature: _____

Name (Typed/Printed): _____

Title: _____

Street: _____

City/State/Zip: _____

Telephone No.: _____

Fax No.: _____

**SECTION 6
NOTIFICATION OF CRIMINAL HISTORY**

**THIS FORM MUST BE COMPLETED,
SIGNED, AND RETURNED WITH
STATEMENT OF QUALIFICATIONS**

State of Texas legislative Bill No. 1 Section 4.034, Notification of Criminal History, Subsection (a) states “ a person or business entity that enters into a contract with a school district must give advance notice to the district if the person or an owner or operator of the business entity has been convicted of a felony. The notice must include a general description of the conduct resulting in the conviction of a felony.”

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

THIS NOTICE IS NOT REQUIRED OF A PUBLICLY-HELD CORPORATION

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

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

VENDOR'S NAME: _____

AUTHORIZED COMPANY OFFICIAL'S NAME (PRINTED): _____

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

SIGNATURE OF COMPANY OFFICIAL _____

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

SIGNATURE OF COMPANY OFFICIAL _____

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

Details of Conviction(s) _____

SIGNATURE OF COMPANY OFFICIAL _____

CONFLICT OF INTEREST QUESTIONNAIRE
For vendor or other person doing business with local governmental entity

FORM CIQ

This questionnaire reflects changes made to the law by H.B. 1491, 80th Leg., Regular Session. This questionnaire is being filed in accordance with Chapter 176, Local Government Code by a person who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the person meets requirements under Section 176.006(a).
 By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the person becomes aware of facts that require the statement to be filed. See Section 176.006, Local Government Code.
 A person commits an offense if the person knowingly violates Section 176.006, Local Government Code. An offense under this section is a Class C misdemeanor.

OFFICE USE ONLY
Date Received

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

2 Check this box if you are filing an update to a previously filed questionnaire.
 (The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than the 7th business day after the date the originally filed questionnaire becomes incomplete or inaccurate.)

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

Name of Officer

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

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

Yes No

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

Yes No

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

Yes No

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

4

Signature of person doing business with the governmental entity

Date

Adopted 06/29/2007

SECTION 7
EVALUATION CRITERIA FOR AWARD

7.1 Evaluation Criteria

STC will utilize an evaluation team for the evaluation of responses. The evaluation team will evaluate responses based on the criteria set forth below:

- A. The Respondent's demonstrated ability to perform the services requested.
- B. The qualifications and experience of the Respondent's staff.
- C. The quality of references from past customers of Respondent.
- D. The Respondent's experience as an auditor, particularly for institutions of higher education.

7.2 Contract Award Process

STC will evaluate responses and rank respondents based on the total points received for the above listed criteria. STC will attempt to negotiate a contract with the top-rated respondent. If STC is unable to negotiate a contract with the top-rated respondent, STC will terminate negotiations and begin to negotiate a contract with the next highest rated respondent. This process will continue until a contract is awarded.

SECTION 8 GENERAL TERMS AND CONDITIONS

These General Terms and Conditions shall be made a part of and govern any contract resulting from this Request for Qualifications.

8.1 Time of Performance

Time is of the essence in the rendering of services hereunder. Contractor agrees to perform all obligations and render services set forth in the requirements in this Contract.

8.2 Acceptance of Products and Services

All products furnished and all services performed under this Contract shall be to the satisfaction of STC and in accordance with the scope of work, specifications, terms, and conditions of the Contract. STC reserves the right to inspect the products furnished or the services performed, and to determine the quality, acceptability of such products and services.

8.3 Default and Termination

- a. In the event of substantial failure by a party to perform in accordance with the terms hereof, the other party may terminate this Contract upon ten (10) days' written notice of termination stating the nature of the failure (the termination shall not be effective if the failure is fully cured prior to the end of the ten-day period), provided that said failure is through no fault of the terminating party.
- b. STC may terminate this Contract for convenience by giving thirty (30) days' written notice to Contractor. In no event shall termination under this section give rise to any liability on the part of STC. STC's sole obligation hereunder is to pay Contractor for services/products provided under this Contract prior to the date of termination.
- c. Termination under section a. and b. above shall not relieve the Contractor or any of its employees of liability for violations of this Contract or any act or omission of the Contractor.

8.4 Indemnification

To the fullest extent permitted by applicable law, the Contractor agrees to indemnify, protect and hold harmless STC from and against all claims, damages, losses, causes of action, suits or judgments arising out of, caused by, or resulting from the Contractor's violation of the Rules of Professional Conduct of the Texas State Board of Public Accountancy or by any negligent act or omission of the Contractor.

8.5 Compliance with Law

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

8.6 Payments

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

8.7 Contract Amendments

The Contract may be amended within the Contract period by mutual consent of the parties. No modifications or amendments to the Contract shall become valid unless in writing and signed by both parties.

8.8 Independent Contractor Status

Contractor recognizes that it is engaged as an independent contractor and acknowledges that STC will have no responsibility to provide transportation, insurance or other fringe benefits normally associated with employee status. Contractor, in accordance with its status, agrees that it shall conduct itself consistent with such status, that it will neither hold itself out as nor claim to be an officer, partner, employee or agent of STC, and that it will not by reason make any claim, demand or application to or for any right or privilege applicable to an officer, partner, employee or agent of STC.

8.9 Non-Disclosure

Contractor and STC acknowledge that they or their employees may, in the performance under this Contract, come into the possession of proprietary or confidential information owned by or in the possession of the other. Neither party shall use any such information for its own benefit or make such information available to any person, firm, corporation, or other organization except as necessary to perform under the terms of the Contract or as required by law.

8.10 Publicity

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

8.11 Non-Waiver of Defaults

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

8.12 Force Majeure

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

8.13 Severability

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

8.14 Governing Law

This contract and all of the rights and obligations of the parties and all of the terms and conditions shall be construed, interpreted and applied in accordance with and governed by the laws of the State of Texas.

8.15 Assignment

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

8.16 Insurance

Contractor shall carry insurance coverage in the below listed types and amounts for the term of the contract.

- | | | |
|----|------------------------------------|--|
| A. | Worker's Compensation | Statutory |
| B. | Comprehensive General Liability | \$1,000,000 each occurrence
\$1,000,000 aggregate |
| C. | Comprehensive Automobile Liability | |
| | 1) Bodily Injury | \$500,000 each person
\$500,000 each occurrence |
| | 2) Property Damage | \$300,000 each occurrence |
| D. | Professional Liability | \$1,000,000 |

SECTION 9
LISTING OF INFORMATION AVAILABLE BY WEBLINK

- 9.1 Comprehensive Annual Financial Reports**
<http://finance.southtexascollege.edu/businessoffice/cafr.html>
- 9.2 South Texas College Policies**
<http://admin.southtexascollege.edu/president/policies/index.html>
- 9.3 Annual Budget**
http://finance.southtexascollege.edu/businessoffice/budget_download.html

**SOUTH TEXAS COLLEGE
EXTERNAL AUDITOR
PROJECT NO. 14-15-1079
SUMMARY**

	<p>Long Chilton, LLP 4100 N 23rd St McAllen, TX 78504 PH: 956-686-3701 FAX: 956-686-6830</p>	<p>Belt Harris Pechacek 3210 Bingle Rd Ste 300 Houston, TX 77055 PH: 713-263-1123 FAX: 713-263-1550</p>
Firm Information	<ul style="list-style-type: none"> • Firm established in 1951 • Offices in McAllen, Harlingen and Brownsville • Employ approximately 94 staff • Ten partners: 5-McAllen; 2-Harlingen; 3-Brownsville • Listed membership in several professional associations including AICPA, TASBO, GFOA and Association of Certified Fraud Examiners • Last peer review was In November 2013 (pass) 	<ul style="list-style-type: none"> • Firm has offices in Houston, Austin, and Belleville, Texas • Have approximately 25 staff • Member of AICPA Governmental Audit Quality Center • Indicate 50+ years experience of partners in audit of governmental entities • Last peer review was October 2012 (pass)
Governmental Experience	<ul style="list-style-type: none"> • Listed South Texas College and two other education related entities. • Provided list of additional clients that includes 9 school districts and 25 governmental entities that includes cities, counties and other special districts in the area. 	<ul style="list-style-type: none"> • Named three clients in higher education • Listed 10 school districts and 4 cities as clients but, indicated that they perform audits for 70 entities in the education field
Audit Approach	<ul style="list-style-type: none"> • Provided detailed plan on approach to audit that includes the following: <ol style="list-style-type: none"> 1. Planning Phase 2. Interim Fieldwork/Samples 3. Year-End Audit 4. Management Letter 5. Timeline of Services • Will perform audit in accordance with Government Auditing Standards of Comptroller General, the Single Audit Act, OMB Circular A-133, State of Texas Single Audit Circular, NACUBO and Texas Higher Education Coordinating Board guidelines • Will test compliance under the Public Funds Investment Act • Besides audit work, they indicated that they are available for year-round questions and consultation • Audit will be conducted out of the McAllen office. 	<p>Provided details on audit that includes the following:</p> <ul style="list-style-type: none"> • Methodology and audit approach • The analytical procedures • Sample Testing • Substantive work on account balances • Timeline • Will perform according to the generally accepted auditing standards established by AICPA; the generally accepted government auditing standards (GAGAS); The Single Audit Act; OMB Circular A-133. • Will test for compliance under the Public Funds Investment Act.
References	<ul style="list-style-type: none"> • South Texas College 1995-present • Rio Grande Valley - Linking Economic and Academic Development • Valley Initiative for Development and Advancement • Listed 30+ additional reference, which include school districts cites and other special districts. 	<ul style="list-style-type: none"> • Alvin Community College • Texas Southern University • Lone Star College • Listed 18 other clients as references, which includes school districts, cities and charter schools

**SOUTH TEXAS COLLEGE
EXTERNAL AUDITOR
PROJECT NO. 14-15-1079
SUMMARY**

	Long Chilton, LLP 4100 N 23rd St McAllen, TX 78504 PH: 956-686-3701 FAX: 956-686-6830	Belt Harris Pechacek 3210 Bingle Rd Ste 300 Houston, TX 77055 PH: 713-263-1123 FAX: 713-263-1550
Staff Assigned to Perform Work	<p>Named the following as part of audit team:</p> <ul style="list-style-type: none"> • Ruben Moreno, CPA – Engagement Partner (30+ years) • Georgia Loidl, CPA, CGMA – Audit Partner (20+ years) • Rance G. Sweeten, CPA, CFE, GVA, CFF – Audit Partner (30+ years) • Charles Fankhauser, CPA, CGMA – Principal (28+ years) • Aaron Rios, CPA – Manager (13+ years) • Grace DeLeon, CPA, CGMA, CFE – Supervisor (5+ years) 	<p>Named the following as part of audit team:</p> <ul style="list-style-type: none"> • Robert Belt, CPA, CGMA – Engagement Partner (25 years) • Stephanie Harris, CPA – Concurring Review Partner (12 years) • Mike Brotherton, CPA – Audit Manager (4 years) • Catherine Rodgerson, CPA - Senior Auditor (3 years) • Dennis Walls, Professional Associate (1 year)
Resumes	Provided brief profiles on all staff named above, which included their education and years of audit experience.	Provided detailed resumes for the audit team members named above.
Independence Statement	Submitted statement of independence requirements of the Government Auditing Standards. Indicated that they take steps to ensure that staff meet independence standards.	Submitted a statement confirming that they are independent with respect to South Texas College. They indicated that there is no relationship between the firm or its employees and South Texas College and with South Texas College's Board of Trustees that would impair the independence of an engagement with the college.
Continuing Education	<ul style="list-style-type: none"> • Firm requires that all professional staff receive minimum of 48 hours of continuing education annually. • Follow the continuing education requirements of the “Yellow Book” and Government Auditing Standards for all partners and professional staff • Provided list of specific continuing education classes taken by all member of audit team listed above 	<ul style="list-style-type: none"> • All audit staff members obtain 40 or more hours of Continuing Professional Education each year. • All auditors undergo the annual education and training required by the governmental auditing requirements of the Government Auditing Standards, the Single Audit Act of 1996 and the OMB Circular A-133.
Quality Control and Peer Review	<ul style="list-style-type: none"> • Has a “Quality Control Document” to assure compliance with auditing standards • Received an unqualified opinion on the most recent peer review in 2013. Copy of report was attached. 	<ul style="list-style-type: none"> • Member of AICPA Governmental Audit Quality Center • Received an unqualified report on the most recent peer review in 2012. Copy of report was attached.
TOTAL EVALUATION POINTS	92.99	94.66
RANKING	2	1

**SOUTH TEXAS COLLEGE
EXTERNAL AUDITOR
PROJECT NO. 14-15-1079
EVALUATION SUMMARY**

VENDOR		Belt Harris Pachacek		Long Chilton, LLP.	
ADDRESS		3210 Bingle Rd Ste 300		4100 N 23rd St	
CITY/STATE		Houston, TX 77055		McAllen, TX 78504	
PHONE		713-263-1123		956-686-3701	
FAX		713-263-1550		956-686-6830	
CONTACT		Robert Belt		Ruben Moreno	
1	The Respondent's demonstrated ability to perform the services requested. (up to 25 points)	24	24.33	24	24.33
		24		24	
		25		25	
2	The qualification and experience of the Respondent's staff. (up to 25 points)	21	21.66	24	24.33
		22		24	
		22		25	
3	The quality of references from past customers of Respondent. (up to 25 points)	24	24	25	25
		24		25	
		24		25	
4	The Respondent's experience as an auditor, particularly for institutions of higher education. (up to 25 points)	22	23	20	21
		25		23	
		22		20	
TOTAL EVALUATION POINTS		92.99		94.66	
RANKING		2		1	

Review and Action as Necessary on Interlocal Agreement for Transportation Services between South Texas College and the Lower Rio Grande Valley Development Council

Approval of the Interlocal Agreement for the Jag Express Intercampus Transportation Services between South Texas College and the Lower Rio Grande Valley Development Council (LRGVDC) for the period beginning September 1, 2015 through August 31, 2016 is requested.

Purpose – The Interlocal Agreement for the Jag Express Intercampus Transportation Services ends on August 31, 2015. Changes are being made to the Agreement since the College will manage and operate the Circulator (Yellow) and Park & Ride routes. The Circulator route provides transportation between the College’s Pecan Campus, Technology Campus and Nursing and Allied Health Campus. The Park & Ride routes provide transportation between the Park & Ride Facility directly to and from Pecan Campus Building A. The total net costs to the College are as presented below but may be reduced upon potential contributions from City of Weslaco and Economic Development of Weslaco in the amount of \$78,236.

	Amount
Total Operating Cost for System	\$1,041,636
Less Contributions	
State/Federal Operating	(578,731)
Lower Rio Grande Valley Development Council Match	(40,000)
Total Net Cost to STC	\$422,905
STC In-Kind and Direct Expenditures	236,848
STC Payment to LRGVDC	186,057

Costs by transportation routes are as follows:

Transportation Routes	Total Operating Cost for System	Contributions	STC In-Kind & Direct Expenditures	STC Payment to LRGVDC
Mid Valley (Purple)	\$165,500	\$87,264	\$0	\$78,236
Starr (Green)	468,466	310,992	50,0000	107,821
Circulator (Yellow)	254,213	132,934	121,279	0
Park & Ride	153,457	87,888	65,569	0
Total	\$1,041,636	\$618,731	\$236,848	\$186,057

The State/Federal Contributions of \$578,731 consist of 50 percent for expenses related to operating, such as fuel, bus driver salaries and benefits, and vehicle insurance, and 80 percent for expenses related to preventive maintenance.

In Fiscal Year 2014, the College paid LRGVDC a total of \$338,641 for the Jag Express Intercampus Transportation Services, which included contributions from the City of Weslaco and the Economic Development Corporation of Weslaco, in the amounts of \$39,236 and \$39,000 respectively.

Justification - The Interlocal Agreement is intended to establish an intercampus bus route to serve all of the College's campuses. The bus routes will benefit students, faculty, and staff of South Texas College and thereby serve the goals of both organizations by facilitating access to the College and its educational programs and to increase use of public transportation in the area.

The bus routes will be free of charge to the students, faculty, and staff of South Texas College by presentation of an official identification (ID) card. The presentation of ID cards will be recorded by LRGVDC to track usage of the service.

The responsibilities of South Texas College in this Agreement will be to:

1. To operate and maintain three buses owned by the College and three buses leased from LRGVDC for the Circulator (yellow) and Park & Ride transportation routes during the College's business days and hours of service according to a schedule;
2. To promote ridership by College students, faculty and staff (promotion efforts will include publicizing the service through newsletters, email notifications, signage at special events and semester registration, and other means it determines would be beneficial to increase participation and raise awareness of the service); and
3. To designate boarding locations at each campus with appropriate signage at each of its campus stop locations.

Funding Source - Funds for this expenditure are budgeted in the Shuttle Buses budget for FY 2015-2016 pending Board approval of the Budget.

Reviewers – The Interlocal Agreement was reviewed by Mr. Tom Logan, Director of Valley Metro at the Lower Rio Grande Valley Development Council, the College's Legal Counsel, Vice President for Finance and Administrative Services, Chief of Police and Director of Safety and Security, and Comptroller.

Enclosed Documents - A copy of the Proposed Interlocal Agreement and the transportation schedule (Exhibit A), and the Valley Metro Routes and Ridership information follows in the packet for the Board's information and review.

Presenters – Mr. Tom Logan from the Lower Rio Grande Development Council (LRGVDC) will present the information on this initiative and provide an update on his outreach to the Hidalgo County Commissioners' Court, the City of Weslaco, The Weslaco EDC, and Delta area communities to help support this program. Mary Elizondo, Vice President for Finance and Administrative Services, will be present at the Board meeting to address any questions by the Trustees.

The Finance and Human Resources Committee recommended Board approval of the proposed Interlocal Agreement between South Texas College and the Lower Rio Grande Valley Development Council (LRGVDC) as outlined in the Interlocal Agreement, to the LRGVDC as presented.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize the proposed Interlocal Agreement between South Texas College and the Lower Rio Grande Valley Development Council (LRGVDC) as outlined in the Interlocal Agreement, to the LRGVDC as presented.

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

The Board of Trustees of South Texas College approves and authorizes the proposed Interlocal Agreement between South Texas College and the Lower Rio Grande Valley Development Council (LRGVDC) as outlined in the Interlocal Agreement, to the LRGVDC as presented.

Approval Recommended:

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

President

Jag Express Intercampus

GREEN LINE

PURPLE LINE

YELLOW LINE

- * **Starts August 17, 2015.**
- * A partir de 17 de agosto, 2015.
- * **Ends August 11, 2016.**
- * Finaliza el 11 de agosto, 2016.

Monday - Friday
Lunes - Viernes
 Open to the public.
 Abierto al publico

Reduced Service on Fridays
 Servicio Reducido los Viernes



Serving Servicio a



Transfers / transbordos

- STC Pecan Campus
- STC Technology Campus
- STC Nursing & Allied Health Campus
- STC Starr County Campus
- Grulla High School
- La Joya Teaching Center
- City of Mission - La Placita
- STC Mid Valley Campus - Weslaco

- Route 12 - Edcouch/Elsa - Edinburg
- Route 20 - Mission - McAllen
- Route 21 - Sullivan City - Mission
- Route 30 - Pharr/San Juan - Edinburg
- Route 31 - Business 83

fares/tarifas

Jag Express Intercampus routes are **FREE** and sponsored by STC.
 Rutas de Jag Express Intercampus son **GRATIS** y patrocinado por STC.



commuter routes
ruta commuter

Indicates a commuter route.
 Bus will stop only at designated locations. /
Indica ruta "commuter". El autobús parará sólomente en los lugares designados.



Indicates that the bus has free wi-fi service. / *Indica que el bus tiene servicio de wi-fi gratuita.*

1-800-574-8322



A program of the LRGVDC.
www.lrgvdc.org/valleymetro



ValleyMet
 ValleyMetroRGV
southtexascollege.edu/jagexpress

Jag Express Intercampus



GREENLINE

* Limited Service Friday only

1	10	1	2	3	4	5	4	3	2	1	7
Starr	Roma	Starr	La Grulla	La Joya	Mission	Pecan	Mission	La Joya	La Grulla	Starr	Nurse
6:00	6:30	7:00									7:30
7:00	7:30	8:00	*								
8:00	8:30	9:00		7:45	8:00	8:15	8:20	8:40	9:00		
9:00	9:30	10:00		6:45	7:05	7:25	7:45	8:00	8:15	8:35	8:55
10:00	10:30	11:00	*	9:10	9:30	9:50	10:10	10:25	10:40	11:00	11:20
11:00	11:30	12:00		9:25	9:45	10:05	10:25	10:40	10:55	11:15	11:35
1:00	1:30	2:00	*	11:50	12:10	12:30	12:50	1:05	1:20	1:40	2:00
2:00	2:30	3:00		1:00	1:20	1:40	2:00	2:15	2:30	2:50	3:10
3:00	3:30	4:00	*	3:10	3:30	3:50	4:05	4:20	4:35	4:50	5:10
4:00	4:30	5:00		3:40	4:00	4:20	4:40	4:55	5:10	5:30	5:50
5:00	5:30	6:00	*	5:40	6:00	6:20	6:40	7:00	7:10	7:30	7:50
6:00	6:30	7:00									8:10
7:00	7:30	8:00									

YELLOWLINE

* Only 1 Bus operates on Fridays

5	6	7	5
Pecan	Tech	Nurse	Pecan
7:00	7:20	7:40	8:00
7:20	7:40	8:00	8:20
7:40	8:00	8:20	8:40
8:00	8:20	8:40	9:00
8:20	8:40	9:00	9:20
8:40	9:00	9:20	9:40
9:00	9:20	9:40	10:00
9:20	9:40	10:00	10:20
9:40	10:00	10:20	10:40
10:00	10:20	10:40	11:00
10:20	10:40	11:00	11:20
10:40	11:00	11:20	11:40
11:00	11:20	11:40	12:00
11:20	11:40	12:00	
11:40	12:00		1:00
			1:20
			2:00
			2:20
			2:40
			3:00
			3:20
			3:40
			4:00
			4:20
			4:40
			5:00
			5:20
			5:40
			6:00
			6:20
			6:40
			7:00
			7:20
			7:40
			8:00

PURPLELINE

9	8	7	8	9
Weslaco	Pharr	Nurse	Pharr	Weslaco
6:40	7:05	7:15	7:25	7:50
7:55	8:20	8:30	8:40	9:05
9:10	9:35	9:45	9:55	10:20
10:25	10:50	11:00	11:10	11:35
1:00	1:25	1:35	1:45	2:10
2:15	2:40	2:50	3:00	3:25
3:30	3:55	4:05	4:15	4:40
4:45	5:10	5:20	5:30	5:55
6:00	6:25	6:35	6:45	7:10
7:15	7:40	7:50	8:00	8:25

Legend

- Time Point (refer to map)
- Transfer Point (refer to map)
- Time Table/Horarios

Bold/remarcado = PM

South Texas College

FY 2015

Valley Metro Routes and Ridership

Routes	Aug-Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Total
(10) Edinburg -McAllen	162	-	85	42	62	89	40	55	48	179	762
(12) Edcouch/Elsa-Edinburg	113	-	37	19	37	79	55	83	37	33	493
(14) UTPA Annex	13	-	14	4	4	2	3	3	7	6	56
(15) Edinburg	-	-	-	-	-	-	-	-	-	-	-
(20) Mission-McAllen	124	-	86	48	62	68	60	43	39	40	570
(30) Pharr-San Juan-Edinburg	5	-	31	16	12	7	5	9	3	8	96
(31) Business 83	722	-	332	182	210	278	146	174	37	85	2,166
(40) Harlingen (Medical Route)	-	-	7	7	1	-	-	-	-	-	15
(41) Harlingen Retail	44	-	4	-	2	1	-	-	-	-	51
(42) San Benito - Harlingen	-	-	9	6	2	-	-	-	-	-	17
44 La Feria-Santa Rosa-Primera	-	-	1	-	-	-	-	-	-	3	4
45 Cameron Career Connection	31	-	3	6	2	-	1	2	-	1	46
Purpleline(Midvalley/Nursing)	2,108	1,129	676	349	321	486	426	472	234	148	6,349
Yellowline 1 (Pecan/Tech/Nursing)	2,629	1,679	1,115	510	562	1,442	1,221	1,546	683	356	11,743
Total	5,951	2,808	2,400	1,189	1,277	2,452	1,957	2,387	1,088	859	22,368
Park & Ride	10,751	6,927	4,358	1,382	2,477	4,183	2,846	2,645	747	-	36,316
Greenline (Starr/Pecan)	1,038	1,019	825	386	377	904	705	925	353	-	6,532
Total	11,789	7,946	5,183	1,768	2,854	5,087	3,551	3,570	1,100	-	42,848
Grand Total	17,740	10,754	7,583	2,957	4,131	7,539	5,508	5,957	2,188	859	65,216

**INTERLOCAL AGREEMENT FOR
TRANSPORTATION SERVICES**

I. INTRODUCTION

This Interlocal Agreement for Transportation Services (“Agreement”) entered into to be effective as of **September 1, 2015**, is between South Texas College, a political subdivision of the State of Texas (“College”), and the Lower Rio Grande Valley Development Council, a voluntary association of local governments in Cameron, Hidalgo and Willacy Counties (“LRGVDC”). This agreement is made pursuant to chapter 791 of the Texas Government Code (the Interlocal Cooperation Act), as amended.

RECITALS

WHEREAS, the College currently owns three transportation buses to serve its student’s transportation needs to and from College campuses through the Circulator (Yellow) and Park & Ride transportation routes; and

WHEREAS, LRGVDC owns and operates a regional public transportation system;

WHEREAS, the College and LRGVDC wish to join efforts to establish a more efficient and economical bus transportation service which can connect the campuses of the College for the benefit of College students, staff and faculty; and

WHEREAS, the transportation service will advance the objective of improving access to the College’s educational programs by increasing public transportation use in the Lower Rio Grande Valley;

NOW THEREFORE, in consideration of the promises and of the mutual covenants contained herein, the parties agree as follows:

II. ROLE OF THE LRGVDC (for Mid Valley (Purple) and Starr (Green) transportation routes)

LRGVDC shall have the following responsibilities:

1. To provide a bus route to serve the Mid Valley and Starr College campuses during the College’s business days and hours of service according to the attached schedule on Exhibit A;
2. To operate and maintain its public transit system in compliance with regulations and guidelines of the Texas Department of Transportation (“TxDOT”) and Federal Transit Administration (“FTA”);
3. To annually provide certifications and assurances that it will abide by all federal rules and regulations when using FTA funds for a project;
4. To assure that College students, faculty and staff board the buses free of charge upon presentation of an official identification card upon boarding;
5. To track all trips by College students, faculty and staff;
6. To provide College with monthly ridership participation reports within ten (10) working days after the last day of the prior month;
7. To develop initiatives in coordination with the College to ensure that all reasonable efforts are undertaken to increase use of the transportation services;
8. To lease three (3) buses to the College which will be operated and maintained by the College to perform its obligations under this Agreement; and
9. To maintain liability and property insurance coverage on all its vehicles, including the vehicles being leased to the College, in compliance with TxDOT and FTA requirements; and upon request, to supply evidence of such to the College.

III. ROLE OF COLLEGE

The College shall have the following responsibilities:

1. To operate and maintain three buses owned by the College and three buses leased from LRGVDC for the Circulator (Yellow) and Park & Ride transportation routes during the College's business days and hours of service according to the attached schedule on Exhibit A;
2. To promote ridership by College students, faculty and staff (promotion efforts will include publicizing the service through newsletters, email notifications, signage at special events and semester registration, and other means it determines would be beneficial to increase participation and raise awareness of the service); and
3. To designate boarding locations at each campus with appropriate signage at each of its campus stop locations.

IV. CONTRACT AMOUNT AND COMPENSATION

A. Expense Reimbursement and Payment

On a quarterly-annual basis, the College will submit to LRGVDC expense reimbursement vouchers with supporting documentation for its operations and maintenance expenses arising from operation of the Circulator (Yellow) and Park & Ride transportation routes. LRGVDC shall remit payment to the College for approximately \$220,822 (50 percent of the operation expenses and 80 percent of the maintenance expenses).

As consideration for the services to be provided by LRGVDC under this agreement, the College will remit payment to LRGVDC in the amount of \$53,911.00 for the Fall 2015 semester and \$53,910.00 for the Spring 2016 semester.

In addition, the College will remit an additional payment for LRGVDC services contingent upon its receipt of payments to be made by the City of Weslaco in the amount of \$14,648.00 for the Fall 2015 semester, of \$14,823.00 for the Spring 2016 Semester, and of \$9,765.00 for the Summer 2016 Semester.

The College will remit an additional payment for LRGVDC services contingent upon its receipt of payments to be made by the Economic Development Corporation of Weslaco for Fall 2015 in the amount of \$14,560.00, for the Spring 2016 Semester in the amount of \$14,733.00 and for the Summer 2016 Semester in the amount of \$9,707.00.

B. Match/In-Kind Report

“Match/In-Kind Report” refers to:

- (a) the personnel services provided by the College in performing its obligations under this Agreement. The amount of “in-kind” will be reported as the employee's gross hourly compensation multiplied by the actual hours dedicated by an employee to perform work essential to the implementation and operation of the transportation services hereunder, and
- (b) the College's actual operation and maintenance expenses incurred in connection with operation of the transportation services.

The College will submit to LRGVDC Match/In-Kind reports and supporting documentation on or before the 10th day of each fiscal year quarter (November, February, May, and August). Each report will be on College letterhead, approved and signed by an individual with the authority to request payment, and will contain the following supporting documentation:

1. Documentation of any activity claimed as Match/In-Kind. All expenses claimed as Match/In-Kind must be incurred only after the effective date of this agreement.
2. For staff time, the College must provide signed documentation that the individual staff person worked the time that is stated in the report. All time must be matched to an officially signed or electronic College employee approved timesheet.
3. Documentation that the Match/In-Kind is drawn from local funds; the expenditure is not credited or allocated to any other program or project for which a matching expenditure is required and is eligible as match. The source must be identified.

V. TERM

The term of this Agreement begins on **September 1, 2015** and expires on **August 31, 2016**. This Agreement may be amended or extended by mutual agreement of the parties.

VI. TERMINATION

In the event of a material breach of this Agreement by one of the parties, the non-breaching party, without waiving any other remedy, may terminate this Agreement upon ten (10) days advance written notice of termination to the breaching party setting forth the nature of the material breach. The termination will not be effective if the material breach is fully cured prior to the ten (10) day period.

VII. AMENDMENT

This Agreement may be renewed for two additional one-year periods by mutual agreement of the parties.

VIII. COOPERATION

The parties understand and agree that the services described in this Agreement depend upon timely and open communications between the parties. In this regard, communication of issues, changes, or problems that arise should occur as early as possible. Each party agrees to work cooperatively and in good faith in a manner that ensures timely resolution of issues.

IX. NOTICES

Except as otherwise specifically provided in this Agreement, all notices, consents, approvals, demands, requests or other communications provided for or permitted under this Agreement will be in writing and will be deemed to have been duly given or served when delivered by hand delivery, email or fax or deposited in the U.S. Mail by registered or certified mail, return receipt requested, postage prepaid, and addressed as follows:

If to College: South Texas College
3201 W. Pecan Blvd.
McAllen, TX 78501
Attention: Paul Varville, Director of Safety and Security
Phone: 956-872-6495
Email: pbvarvil@southtexascollege.edu

With copy to: Mrs. Wanda Garza
South Texas College
3201 W. Pecan Blvd.
McAllen, TX 78501
Attention: Wanda F. Garza
Phone: 956-872-6495

Email: wgarza_saem@southtexascollege.edu

If to LRGVDC:

Lower Rio Grande Valley Development Council
301 W. Railroad
Weslaco, TX 78596
Attention: Kenneth N. Jones, Jr.
Phone: 956-682-3481
Email: knjones@lrgvdctransit.org

With copy to:

Lower Rio Grande Valley Development Council
510 S Pleasantview Dr.
Weslaco, TX 78596
Attention: Tom Logan, Director for Valley Metro
Phone: 956-969-5761
Email: tlogan@lrgvdctransit.org

X. GENERAL PROVISIONS

A. Special Provisions

1. This Agreement shall be interpreted, construed and enforced in accordance with the laws of the State of Texas. Venue for any action under this Agreement shall be Hidalgo County, Texas.
2. This Agreement may not be assigned except upon written approval by LRGVDC and College.
3. In case any provision in this Agreement shall, for any reason, be held invalid or unenforceable in any respect, such invalidity or unenforceability shall not affect any other provision hereof, and this Agreement shall be construed as if such invalid or unenforceable provision had not been included herein.
4. No joint venture or partnership is formed as a result of this Agreement. No employees, agents, or subcontractors of one party shall be deemed, or represent themselves to be, employees or agents of the other party. All transportation services provided by LRGVDC are on an independent contractor basis.
5. This Agreement may be amended only by a written instrument executed by both parties.
6. This Agreement constitutes the entire agreement and understanding between the parties with respect to the subject matter hereof.
7. The College will maintain records of all documents and materials related to this project. The College agrees to allow LRGVDC to inspect and evaluate the work performed and any records under this agreement.
8. LRGVDC shall provide Mid Valley (Purple) and Starr (Green) shuttle buses preventive maintenance, fueling, and inspections.
9. The College shall provide Circulator (Yellow) and Park & Ride shuttle buses preventative maintenance, and shall provide preventative maintenance reports to LRGVDC, fueling, and inspections.
10. The College may place advertising wraps on buses; subject to their removal upon termination of the Agreement.
11. Valley Metro logo and the LRGVDC name will be included on the exterior of vehicles used in service and owned by Valley Metro and operated by the College for the Circulator (Yellow) and Park & Ride transportation routes.
12. Prior to commencement of operations, Valley Metro will provide training to the College's staff regarding FTA and TXDOT requirements and expectations under this Agreement.
13. The College will designate a person as its lead representative for the project. An additional person will serve as the backup contact. Designated representatives will be expected to meet periodically for the purpose of exchanging project updates, requesting information, providing technical assistance, and engaging in project oversight.
14. LRGVDC will perform all grant management activities regarding this Agreement, including submission of a grant application to FTA for project funds, fiscal management, periodic reporting to FTA and triennial review reporting.
15. LRGVDC will perform periodic oversight and compliance of College activities for Circulator (Yellow) Line & Park and Ride transportation routes to ensure that the service is operated as public transportation and that all elements of this Agreement are followed. This will include inspections of vehicles, inspections of facilities, safety & security reviews, drug and alcohol reviews, annual reviews, report generation, and similar activities.
16. LRGVDC will claim the College's ridership, mileage, hours, and other statistical numbers in its reports and will publicize, market, and otherwise include the College services as part of its public transportation network.
17. LRGVDC will institute a complaint process to record and address customer complaints, including discrimination complaints.
18. The College will record and submit any complaints to LRGVDC representative person within 24 hours for documentation purpose.
19. For the duration of this Agreement, LRGVDC shall, at no separate cost to the College, lease three buses to the College to be operated in the Circulator (Yellow) and Park & Ride transportation routes. The maintenance and operation costs thereof are elsewhere provided for in this Agreement.

B. Circulator (Yellow) and Park & Ride Transportation Routes

1. The College will operate the Circulator (Yellow) and Park & Ride transportation routes as public transportation for the benefit of the College community. In this regard it is acknowledged that if space is available, a person who is not a College student, faculty or staff, may be provided ridership, but only from and to an official College campus location, consistent with 49 United States Code (USC), Chapter 53, as described in Exhibit A.
2. The College will use its own staff and vehicles to provide public transportation services for the Circulator (Yellow) and Park & Ride transportation routes. College staff will at all times remain employees of the College.
3. Vehicles must be parked in a safe and secure location. LRGVDC maintenance staff will have access to these vehicles and may drive them in order to operate the service and provide maintenance.
4. The College will provide service reports for Circulator (Yellow) and Park & Ride shuttles.
5. The College will maintain auto liability on all College owned vehicles and leased vehicles within the limits of the Texas Tort Claims Act.

C. Maintenance - Starr (Green) and Mid Valley (Purple) Transportation Routes

1. LRGVDC will provide maintenance services with its own staff for vehicles used in the project. These maintenance activities will adhere to the *LRGVDC Vehicle Maintenance Plan*. Activities will include:
 - a. Responding to road calls;
 - b. Providing routine preventive maintenance according to the manufacturer's specified maintenance schedule and FTA standards;
 - c. Detailing/cleaning vehicles once a week;
 - d. Providing tire replacement service according to the manufacturer's schedule;
 - e. Providing brake maintenance according to the manufacturer's schedule;
 - f. Providing out-of-cycle repairs as necessary;
 - g. Coordinating warranty work according to manufacturer guidelines;
 - h. Keeping an inventory of all tools, equipment, parts, materials, and supplies;
 - i. Keeping maintenance records of all activities, including work orders;
 - j. Ensuring that all maintenance activities are safe and secure; and
 - k. Adhering to the maintenance plan.

If a major repair or other repair is needed that will exceed the established maintenance budget, LRGVDC will present the College a plan of action to address the repair, including the cost and timeline for repair.

2. LRGVDC will perform periodic oversight of the College activities to ensure that the service is operated as public transportation and that all elements of this Agreement are followed. This will include inspections of vehicles, inspections of facilities, safety and security reviews, annual reviews, report generation, and similar activities.

D. Warranties

1. The College warrants that (a) the transportation services are necessary and authorized for activities that are properly within its statutory functions and programs; (b) it has the authority to contract for the services under authority granted in § 130.022, 130.010, and 130.084, *Texas Education Code*, and Chapter 791, *Texas Government Code*; (3) it has all necessary legal authority and has received all necessary approvals to execute and deliver this agreement; and (4) the officer signing this agreement on its behalf is authorized by its governing body to sign this agreement.
2. LRGVDC warrants that (1) it has authority to perform the services under authority granted in Chapter 791, *Texas Government Code*; (2) it has all necessary legal authority and has received all necessary approvals to execute and deliver this agreement; and (3) the officers signing this agreement on its behalf is authorized by its governing body to sign this agreement.

E. Capital

1. LRGVDC will initiate the process of procuring capital improvements under this contract.

The following parties attest to the contents of this document and agree to implement the provisions contained herein.

South Texas College

**Lower Rio Grande Valley Development
Council**

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

Kenneth N. Jones, Jr.
Executive Director

Date

Date

Review and Action as Necessary on Renewal of Financial Advisor Services Agreement

Approval to renew a contract for financial advisor for the fiscal year ending August 31, 2016, with First Southwest Company is requested.

Purpose – The financial advisor renders services to the College by providing independent and professional advice regarding the authorization and issuance of indebtedness in various amounts and forms, and in connection with the authorization, sale, issuance and delivery of such indebtedness, and other financial matters.

Justification – Continuation of financial advisory services on various financial matters from First Southwest to the College are proposed. The financial advisor is registered with the Securities Exchange Commission and Municipal Securities Rulemaking Board, as required by the Dodd-Frank Act.

Background – The College signed an agreement on March 25, 2004, for the period beginning April 1, 2004 and ending March 31, 2009. The College subsequently modified the renewal anniversary date to August 31, 2009 so that it coincides with the College's fiscal year end. On February 26, 2013 the Board of Trustees approved the First Amendment to Financial Advisory Agreement which states that, effective April 1, 2013, the anniversary date for renewals will be September 1 of each year.

In addition, First Southwest Company or the College notifies the other party in writing at least thirty (30) days in advance of the applicable anniversary date that the agreement will not be renewed, the agreement will be automatically renewed on the fifth anniversary of the date thereof for an additional one (1) year period and thereafter will be automatically renewed on each anniversary date for successive one (1) year periods.

Funding Source – The fee schedule remains the same and fees are payable only upon issuance of bonds as approved by the Board of Trustees. Otherwise, there is no annual charge to the College for financial advisory services.

Reviewers – Agreement was reviewed by the Vice President for Finance and Administrative Services, Comptroller, and Purchasing Department.

Enclosed Documents – A copy of the amended and modified agreement is included in the packet for the Board's information and review.

Dr. Shirley A. Reed, President, and Mary Elizondo, Vice President for Finance and Administrative Services, will attend the Board meeting to address any questions by the Trustees.

The Finance and Human Resources Committee recommended Board approval of the renewal of the financial advisor services agreement with First Southwest Company for an additional term beginning September 1, 2015 and ending August 31, 2016, as presented.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize the renewal of the financial advisor services agreement with First Southwest Company for an additional term beginning September 1, 2015 and ending August 31, 2016, as presented.

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

The Board of Trustees of South Texas College approves and authorizes the renewal of the financial advisor services agreement with First Southwest Company for an additional term beginning September 1, 2015 and ending August 31, 2016, as presented.

Approval Recommended:

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

FINANCIAL ADVISORY AGREEMENT

This Financial Advisory Agreement (the "Agreement") is made and entered into by and between South Texas Community College District ("Issuer") and First Southwest Company ("FSC") effective as of the date executed by the Issuer as set forth on the signature page hereof.

WITNESSETH:

WHEREAS, the Issuer will have under consideration from time to time the authorization and issuance of indebtedness in amounts and forms which cannot presently be determined and, in connection with the authorization, sale, issuance and delivery of such indebtedness, Issuer desires to retain an independent financial advisor; and

WHEREAS, the Issuer desires to obtain the professional services of FSC to advise the Issuer regarding the issuance and sale of certain evidences of indebtedness or debt obligations that may be authorized and issued or otherwise created or assumed by the Issuer (hereinafter referred to collectively as the "Debt Instruments") from time to time during the period in which this Agreement shall be effective; and

WHEREAS, FSC, as a registered municipal advisor with the Municipal Securities Rulemaking Board and the United States Securities and Exchange Commission, is willing to provide its professional services and its facilities as financial advisor in connection with all programs of financing as may be considered and authorized by Issuer during the period in which this Agreement shall be effective.

NOW, THEREFORE, the Issuer and FSC, in consideration of the mutual covenants and agreements herein contained and other good and valuable consideration, do hereby agree as follows:

SECTION I DESCRIPTION OF SERVICES

Upon the request of an authorized representative of the Issuer, FSC agrees to perform the financial advisory services stated in the following provisions of this Section I; and for having rendered such services, the Issuer agrees to pay to FSC the compensation as provided in Section V hereof.

A. Financial Planning. At the direction of Issuer, FSC shall:

1. Survey and Analysis. Conduct a survey of the financial resources of the Issuer to determine the extent of its capacity to authorize, issue and service any Debt Instruments contemplated. This survey will include an analysis of any existing debt structure as compared with the existing and projected sources of revenues which may be pledged to secure payment of debt service and, where appropriate, will include a study of the trend of the assessed valuation, taxing power and present and future taxing requirements of the Issuer. In the event revenues of existing or projected facilities operated by the Issuer are to be pledged to repayment of the Debt Instruments then under consideration, the survey will take into account any outstanding indebtedness payable from the revenues thereof, additional revenues to be available from any proposed rate increases and additional revenues, as projected by consulting engineers employed by the Issuer, resulting from improvements to be financed by the Debt Instruments under consideration.
2. Future Financings. Consider and analyze future financing needs as projected by the Issuer's staff and consulting engineers or other experts, if any, employed by the Issuer.
3. Recommendations for Debt Instruments. On the basis of the information developed by the survey described above, and other information and experience available, submit to the Issuer recommendations regarding the Debt Instruments under consideration, including such elements as the date of issue, interest payment dates, schedule of principal maturities, options of prior payment, security provisions, and such other provisions as may be appropriate in order to make the issue attractive to investors while achieving the objectives of the Issuer. All recommendations will be consistent with the goal of designing the Debt Instruments to be sold on terms which are advantageous to the Issuer, including the lowest interest cost consistent with all other considerations.
4. Market Information. Advise the Issuer of our interpretation of current bond market conditions, other related forthcoming bond issues and general information, with economic data, which might normally be expected to influence interest rates or bidding conditions so that the date of sale of the Debt Instruments may be set at a favorable time.
5. Elections. In the event it is necessary to hold an election to authorize the Debt Instruments then under consideration, FSC will assist in coordinating the assembly of such data as may be required for the preparation of necessary petitions, orders, resolutions, ordinances, notices and certificates in connection with the election, including assistance in the

transmission of such data to a firm of municipal bond attorneys ("Bond Counsel") retained by the Issuer.

B. Debt Management and Financial Implementation. At the direction of Issuer, FSC shall:

1. Method of Sale. Evaluate the particular financing being contemplated, giving consideration to the complexity, market acceptance, rating, size and structure in order to make a recommendation as to an appropriate method of sale, and:

a. If the Debt Instruments are to be sold by an advertised competitive sale, FSC will:

(1) Supervise the sale of the Debt Instruments, reserving the right, alone or in conjunction with others, to submit a bid for any Debt Instruments issued under this Agreement which the Issuer advertises for competitive bids; however, in keeping with the provisions of Rule G-23 of the Municipal Securities Rulemaking Board, FSC will request and obtain written consent to bid prior to submitting a bid, in any instance wherein FSC elects to bid, for any installment of such Debt Instruments;

(2) Disseminate information to prospective bidders, organize such informational meetings as may be necessary, and facilitate prospective bidders' efforts in making timely submission of proper bids;

(3) Assist the staff of the Issuer in coordinating the receipt of bids, the safekeeping of good faith checks and the tabulation and comparison of submitted bids; and

(4) Advise the Issuer regarding the best bid and provide advice regarding acceptance or rejection of the bids.

b. If the Debt Instruments are to be sold by negotiated sale, FSC will:

(1) Recommend for Issuer's final approval and acceptance one or more investment banking firms as managers of an underwriting syndicate for the purpose of negotiating the purchase of the Debt Instruments.

(2) Cooperate with and assist any selected managing underwriter and their counsel in connection with their efforts to prepare any Official Statement or Offering Memorandum. FSC will cooperate with and assist the underwriters in the

preparation of a bond purchase contract, an underwriters agreement and other related documents. The costs incurred in such efforts, including the printing of the documents, will be paid in accordance with the terms of the Issuer's agreement with the underwriters, but shall not be or become an obligation of FSC, except to the extent specifically provided otherwise in this Agreement or assumed in writing by FSC.

(3) Assist the staff of the Issuer in the safekeeping of any good faith checks, to the extent there are any such, and provide a cost comparison, for both expenses and interest which are suggested by the underwriters, to the then current market.

(4) Advise the Issuer as to the fairness of the price offered by the underwriters.

2. Offering Documents. Coordinate the preparation of the notice of sale and bidding instructions, official statement, official bid form and such other documents as may be required and submit all such documents to the Issuer for examination, approval and certification. After such examination, approval and certification, FSC shall provide the Issuer with a supply of all such documents sufficient to its needs and distribute by mail or, where appropriate, by electronic delivery, sets of the same to prospective purchasers of the Debt Instruments. Also, FSC shall provide copies of the final Official Statement to the purchaser of the Debt Instruments in accordance with the Notice of Sale and Bidding Instructions.

3. Credit Ratings. Make recommendations to the Issuer as to the advisability of obtaining a credit rating, or ratings, for the Debt Instruments and, when directed by the Issuer, coordinate the preparation of such information as may be appropriate for submission to the rating agency, or agencies. In those cases where the advisability of personal presentation of information to the rating agency, or agencies, may be indicated, FSC will arrange for such personal presentations, utilizing such composition of representatives from the Issuer as may be finally approved or directed by the Issuer.

4. Trustee, Paying Agent, Registrar. Upon request, counsel with the Issuer in the selection of a Trustee and/or Paying Agent/Registrar for the Debt Instruments, and assist in the negotiation of agreements pertinent to these services and the fees incident thereto.

5. Financial Publications. When appropriate, advise financial publications of the forthcoming sale of the Debt Instruments and provide them with all pertinent information.

6. Consultants. After consulting with and receiving directions from the Issuer, arrange for such reports and opinions of recognized independent consultants as may be appropriate for the successful marketing of the Debt Instruments.
7. Auditors. In the event formal verification by an independent auditor of any calculations incident to the Debt Instruments is required, make arrangements for such services.
8. Issuer Meetings. Attend meetings of the governing body of the Issuer, its staff, representatives or committees as requested at all times when FSC may be of assistance or service and the subject of financing is to be discussed.
9. Printing. To the extent authorized by the Issuer, coordinate all work incident to printing of the offering documents and the Debt Instruments.
10. Bond Counsel. Maintain liaison with Bond Counsel in the preparation of all legal documents pertaining to the authorization, sale and issuance of the Debt Instruments.
11. Changes in Laws. Provide to the Issuer copies of proposed or enacted changes in federal and state laws, rules and regulations having, or expected to have, a significant effect on the municipal bond market of which FSC becomes aware in the ordinary course of its business, it being understood that FSC does not and may not act as an attorney for, or provide legal advice or services to, the Issuer.
12. Delivery of Debt Instruments. As soon as a bid for the Debt Instruments is accepted by the Issuer, coordinate the efforts of all concerned to the end that the Debt Instruments may be delivered and paid for as expeditiously as possible and assist the Issuer in the preparation or verification of final closing figures incident to the delivery of the Debt Instruments.
13. Debt Service Schedule; Authorizing Resolution. After the closing of the sale and delivery of the Debt Instruments, deliver to the Issuer a schedule of annual debt service requirements for the Debt Instruments and, in coordination with Bond Counsel, assure that the paying agent/registrars and/or trustee has been provided with a copy of the authorizing ordinance, order or resolution.

SECTION II OTHER AVAILABLE SERVICES

In addition to the services set forth and described in Section I herein above, FSC agrees to make available to Issuer the following services, when so requested by the Issuer and subject to the agreement by Issuer and FSC regarding the compensation, if any, to be paid for such services, it being understood and agreed that the services set forth in this Section II shall require further agreement as to the compensation to be received by FSC for such services:

1. Investment of Funds. From time to time, as an incident to the other services provided hereunder as financial advisor, FSC may purchase such investments as may be directed and authorized by Issuer to be purchased, it being understood that FSC will be compensated in the normal and customary manner for each such transaction. In any instance wherein FSC may become entitled to receive fees or other compensation in any form from a third party with respect to these investment activities on behalf of Issuer, we will disclose to Issuer the nature and, to the extent such is known, the amount of any such compensation so that Issuer may consider the information in making its investment decision. It is understood and agreed that FSC is a duly licensed broker/dealer and is affiliated with First Southwest Asset Management, Inc. ("FSAMI"), a duly registered investment advisor. Issuer may, from time to time, utilize the broker/dealer services of FSC and/or the investment advisory services of FSAMI with respect to matters which do not involve or affect the financial advisory services referenced in this Agreement. The terms and conditions of the engagement of FSC and/or FSAMI to provide such services shall be determined by mutual agreement at the time such services are requested.
2. Exercising Calls and Refunding. Provide advice and assistance with regard to exercising any call and/or refunding of any outstanding Debt Instruments.
3. Capital Improvements Programs. Provide advice and assistance in the development of any capital improvements programs of the Issuer.
4. Long-Range Planning. Provide advice and assistance in the development of other long-range financing plans of the Issuer.
5. Post-Sale Services. Subsequent to the sale and delivery of Debt Instruments, review the transaction and transaction documentation with legal counsel for the Issuer, Bond Counsel, auditors and other experts and consultants retained by the Issuer and assist in developing appropriate responses to legal processes, audit procedures, inquiries, internal reviews and similar matters.

**SECTION III
TERM OF AGREEMENT**

This Agreement shall become effective as of the date executed by the Issuer as set forth on the signature page hereof and, unless terminated by either party pursuant to Section IV of this Agreement, shall remain in effect thereafter for a period of five (5) years from such date. Unless FSC or Issuer shall notify the other party in writing at least thirty (30) days in advance of the applicable anniversary date that this Agreement will not be renewed, this Agreement will be automatically renewed on the fifth anniversary of the date hereof for an additional one (1) year period and thereafter will be automatically renewed on each anniversary date for successive one (1) year periods.

**SECTION IV
TERMINATION**

This Agreement may be terminated with or without cause by the Issuer or FSC upon the giving of at least thirty (30) days' prior written notice to the other party of its intention to terminate, specifying in such notice the effective date of such termination. In the event of such termination, it is understood and agreed that only the amounts due FSC for services provided and expenses incurred to the date of termination will be due and payable. No penalty will be assessed for termination of this Agreement.

**SECTION V
COMPENSATION AND EXPENSE REIMBURSEMENT**

The fees due to FSC for the services set forth and described in Section I of this Agreement with respect to each issuance of Debt Instruments during the term of this Agreement shall be calculated in accordance with the schedule set forth on Appendix A attached hereto. Unless specifically provided otherwise on Appendix A or in a separate written agreement between Issuer and FSC, such fees, together with any other fees as may have been mutually agreed upon and all expenses for which FSC is entitled to reimbursement, shall become due and payable concurrently with the delivery of the Debt Instruments to the purchaser.

**SECTION VI
MISCELLANEOUS**

1. Choice of Law. This Agreement shall be construed and given effect in accordance with the laws of the State of Texas.

2. Binding Effect; Assignment. This Agreement shall be binding upon and inure to the benefit of the Issuer and FSC, their respective successors and assigns; provided however, neither party hereto may assign or transfer any of its rights or obligations hereunder without the prior written consent of the other party.

3. Entire Agreement. This instrument contains the entire agreement between the parties relating to the rights herein granted and obligations herein assumed. Any oral or written representations or modifications concerning this Agreement shall be of no force or effect except for a subsequent modification in writing signed by all parties hereto.

FIRST SOUTHWEST COMPANY

By: Hill A. Feinberg
Hill A. Feinberg, Chairman and
Chief Executive Officer

By: Anne Burger Entekin
Anne Burger Entekin
Managing Director

**SOUTH TEXAS COMMUNITY
COLLEGE DISTRICT**

By: Ray de Leon
Title: Board Chair
Date: _____

ATTEST:

[Signature]
Secretary

APPENDIX A

The fees due FSC will not exceed those contained in our customary fee schedule as listed below.

Base	Fee -	Any	Issue				\$ 4,500			
Plus	\$7.50	per	\$1,000	up to	\$ 500,000	or	\$ 8,250	for	\$ 500,000	Bonds
Plus	6.50	per	\$1,000	next	500,000	or	11,500	for	1,000,000	Bonds
Plus	4.50	per	\$1,000	next	1,500,000	or	18,250	for	2,500,000	Bonds
Plus	2.50	per	\$1,000	next	2,500,000	or	24,500	for	5,000,000	Bonds
Plus	2.00	per	\$1,000	next	5,000,000	or	34,500	for	10,000,000	Bonds
Plus	1.25	per	\$1,000	over	10,000,000					

The above charges shall be multiplied by 1.25 times for the completion of an application to a federal or state government agency or for the issuance of revenue bonds, reflecting the additional services required.

Fees for Advance Refunding Bond Issues shall be the amount shown plus a 10% additional charge, reflecting the additional services required.

The charges for ancillary services, including computer structuring and official statement printing, shall be levied only for those services which are reasonably necessary in completing the transaction and which are reasonable in amount, unless such charges were incurred at the specific direction of the Issuer.

The payment of charges for financial advisory services described in Section I of the foregoing Agreement shall be contingent upon the delivery of bonds and shall be due at the time that bonds are delivered. The payment of charges for services described in Section II of the foregoing Agreement shall be due and payable in accordance with the mutual agreement therefor between FSC and Issuer.

The Issuer shall be responsible for the following expenses, if and when applicable, whether they are charged to the Issuer directly as expenses or charged to the Issuer by FSC as reimbursable expenses:

- Bond counsel
- Bond printing
- Bond ratings
- Computer structuring
- Credit enhancement
- CPA fees for refunding
- Official statement preparation and printing
- Paying agent/registrar/trustee
- Travel expenses
- Underwriter and underwriters counsel
- Miscellaneous, including copy, delivery, and phone charges

The payment of reimbursable expenses that FSC has assumed on behalf of the Issuer shall NOT be contingent upon the delivery of bonds and shall be due at the time that services are rendered and payable upon receipt of an invoice therefor submitted by FSC.

**FIRST AMENDMENT TO
FINANCIAL ADVISORY AGREEMENT**

WITNESSETH:

WHEREAS, South Texas College (the "Issuer"), and First Southwest Company ("FSC"), previously entered into a certain Financial Advisory Agreement, effective on or about March 25, 2004 (the "Agreement"); and

WHEREAS, the Issuer and FSC desire to amend the Agreement modify the term such that the anniversary date for renewal is September 1 of each year.

NOW THEREFORE, the Issuer and FSC, in consideration of the mutual covenants and agreements contained in the Agreement and those set forth herein, do hereby agree to amend the Agreement as follows:

AMENDMENTS

Section III of the Agreement shall be amended only to add the following sentence at the end of Section III:

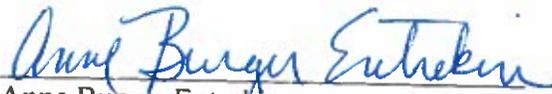
"FSC and Issuer hereby agree that anniversary date, as used herein, shall mean September 1."

MODIFICATIONS

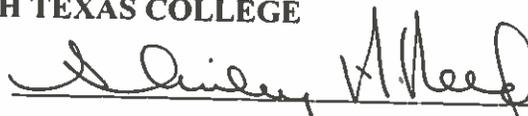
The Agreement, except as amended by this First Amendment to the Financial Advisory Agreement, remains in effect in all other respects.

IN WITNESS WHEREOF, the parties have made and executed this First Amendment to be effective as of April 1, 2013.

FIRST SOUTHWEST COMPANY

By: 
Anne Burger Entekin
Managing Director

SOUTH TEXAS COLLEGE

By: 
Name: Dr. Shirley A. Reed
Title: President

Review and Action as Necessary on Establishing a Bank Account for the Bond Construction Program

Approval to establish a new bank account at the College's depository bank, BBVA Compass, is requested.

Purpose - The primary purpose of establishing a new bank account is for depositing the proceeds of the South Texas College District Limited Tax Bonds, Series 2015, as needed to pay for the construction and equipping of College buildings, as per the bond construction program.

Justification - The College conducted the sale of the Bonds in June 2015 and anticipates receiving the bond proceeds in July 2015. The bond proceeds will be initially deposited in TexPool, however, transfers to the operating bank account will be scheduled to coincide with the bond construction program payments.

Background - Per Board Policy #5110: Comptroller Function: Collection, Deposit, and Disbursement of College and Grant Funds, the Board of Trustees must approve by Resolution the establishment of an operating bank account with the College's Depository Bank.

Enclosed Document – The Resolution Approving the Opening of a New Bank Account is included in the packet for the Board's information and review.

Reviewers – South Texas College's legal counsel, Jesus Ramirez, has reviewed the Resolution Approving the Opening of a New Bank Account.

Mary Elizondo, Vice President for Finance and Administrative Services, will attend the Board meeting to address any questions by the Trustees.

The Finance and Human Resources Committee recommended Board approval to establish a new bank account at the College's depository bank, BBVA Compass, for the primary purpose of depositing the South Texas College District Limited Tax Bonds, Series 2015 proceeds, as presented.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize the establishment of a new bank account at the College's depository bank, BBVA Compass, for the primary purpose of depositing the South Texas College District Limited Tax Bonds, Series 2015 proceeds, 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 establishment of a new bank account at the College's depository bank, BBVA Compass, for the primary purpose of depositing the South Texas College District Limited Tax Bonds, Series 2015 proceeds, as presented.

Approval Recommended:

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

President

A RESOLUTION APPROVING THE OPENING OF A NEW BANK ACCOUNT FOR THE PURPOSE OF DEPOSITING THE PROCEEDS OF THE SOUTH TEXAS COLLEGE DISTRICT LIMITED TAX BONDS, SERIES 2015.

WHEREAS, South Texas College District has designated BBVA as its authorized depository bank; and,

WHEREAS, South Texas College District desires to open a new account for the deposit of proceeds of its Limited Tax Bonds, Series 2015;

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 Board of Trustees of South Texas College is hereby authorized to open a new bank account in the following name: South Texas College LT Bonds Series 2015.

Section 3. That the Secretary of the Board of Trustees is authorized to provide such an incumbency certificate and other make such other representations and 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 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

Discussion and Action as Necessary on Proposed Budget Amendment for FY 2014-2015

Approval of a proposed budget amendment for FY 2014–2015 is requested.

A budget amendment is proposed to transfer funds from the Unrestricted Fund Balance to the Unexpended Construction Plant Fund and the Renewals and Replacements Plant Fund, as follows:

- Funds will be transferred from the Unrestricted Fund Balance in the amount of \$6,000,000 to the Unexpended Construction Plant Fund for future construction and renovation projects.
- Funds will be transferred from the Unrestricted Fund Balance in the amount of \$1,000,000 to the Renewals and Replacements Plant Fund for future deferred maintenance projects.

As a result of the amendment, the total budgeted revenues and expenditures/reserves for fiscal year 2014-2015 will increase as follows:

- \$151,285,133 to \$158,285,133 in the Unrestricted Fund;
- \$44,101,542 to \$50,101,542 in the Unexpended Construction Plant Fund and
- \$4,607,595 to \$5,607,595 in the Renewals and Replacements Plant Fund

as reflected below.

Fiscal Year 2014-2015 Budgeted Revenues and Expenditures/Reserves

Fund	Exh.	Original Budget	Amended Budget	Proposed Amendment
Unrestricted Fund	A	\$151,285,133	\$158,285,133	\$7,000,000
Unexpended Construction Plant Fund	B	\$44,101,542	\$50,101,542	\$6,000,000
Renewals and Replacements Plant Fund	C	\$4,607,595	\$5,607,595	\$1,000,000

After the transfer of \$7,000,000, the Unrestricted Undesignated Fund Balance at September 1, 2014 in the amount of \$87,171,492 will be reduced to \$80,171,492. This amount is sufficient to fund approximately 6 months of operating expenditures.

The fund balances at September 1, 2014 for these three funds, and after the proposed amendments, are as follows:

Fund Balances at September 1, 2014

Fund	Fund Balance at September 1, 2014	Proposed Amendment	Amended Fund Balance
Unrestricted Fund	\$87,171,492	(\$7,000,000)	\$80,171,492
Unexpended Construction Plant Fund	\$16,752,241	\$6,000,000	\$22,752,241
Renewals and Replacements Plant Fund	\$20,627,007	\$1,000,000	\$21,627,007

The budget amendment is provided in the packet for the Board's information and review.

The Finance and Human Resources Committee recommended Board approval of the proposed budget amendment for FY 2014-2015, as presented.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize the proposed budget amendment for FY 2014-2015, 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 proposed budget amendment for FY 2014-2015, as presented

Approval Recommended:

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

South Texas College Unrestricted Fund

Fiscal Year Ending August 31, 2015
AMENDED

Revenue Summary

Revenue Source	Original Budget	Increase / (Decrease)	Amended Budget
State Revenue	\$ 42,661,321	\$ -	\$ 42,661,321
Tuition	30,671,130	-	30,671,130
Fees	25,600,496	-	25,600,496
Other Revenues	3,243,620	-	3,243,620
Local Taxes	35,159,302	-	35,159,302
Local Taxes - Bond 2014	8,754,098	-	8,754,098
Special and Fund Balance Allocations (Carryover)	5,195,166	-	5,195,166
Unexpended Construction Plant Fund	-	6,000,000	6,000,000
Renewals and Replacements Plant Fund	-	1,000,000	1,000,000
Total Revenues	\$ 151,285,133	\$ 7,000,000	\$ 158,285,133

Expenditures Summary

Expenditures/Reserves	Original Budget	Increase / (Decrease)	Amended Budget
Salaries	\$ 82,256,576	\$ -	\$ 82,256,576
Benefits	24,110,566	-	24,110,566
Operating	27,669,177	-	27,669,177
Travel	1,729,252	-	1,729,252
Capital	1,244,212	-	1,244,212
Transfers and Reserves	14,275,350	-	14,275,350
Unexpended Construction Plant Fund	-	6,000,000	6,000,000
Renewals and Replacements Plant Fund	-	1,000,000	1,000,000
Total Expenditures/Reserves	\$ 151,285,133	\$ 7,000,000	\$ 158,285,133

South Texas College Unexpended Plant Fund

Fiscal Year Ending August 31, 2015
AMENDED

Revenue Summary

Revenue Source	Original Budget	Increase / (Decrease)	Amended Budget
Interest	\$ 16,908	\$ -	\$ 16,908
Interest Limited Tax Bonds, Series 2014	32,807	-	32,807
Transfer In - Unrestricted Fund	2,500,000	6,000,000	8,500,000
Fund Balance Deduction	6,571,057	-	6,571,057
Fund Balance Deduction Bond Series 2014	34,980,770	-	34,980,770
Total Revenues	\$ 44,101,542	\$ 6,000,000	\$ 50,101,542

Expenditure Summary

Expenditures/Reserve	Original Budget	Increase / (Decrease)	Amended Budget
Projected Draws for Approved Projects	\$ 9,087,965	\$ -	\$ 9,087,965
Projected Draws for Approved Projects Bond Series 2014	35,013,577	-	35,013,577
Fund Balance Addition	-	6,000,000	6,000,000
Total Expenditures/Reserve	\$ 44,101,542	\$ 6,000,000	\$ 50,101,542

South Texas College Renewals and Replacements Plant Fund

Fiscal Year Ending August 31, 2015

AMENDED

Revenue Summary

Revenue Source	Original Budget	Increase / (Decrease)	Amended Budget
Fund Balance Deduction	\$ 4,607,595	\$ -	\$ 4,607,595
Recovery Insurance	-	-	-
Transfers In - Unrestricted	-	1,000,000	1,000,000
Total Revenues	\$ 4,607,595	\$ 1,000,000	\$ 5,607,595

Expenditures Summary

Expenditures/Reserve	Original Budget	Increase / (Decrease)	Amended Budget
Renewals and Replacements Expenditures	\$ 4,607,595	\$ -	\$ 4,607,595
Fund Balance Addition	-	1,000,000	1,000,000
Total Expenditures/Reserve	\$ 4,607,595	\$ 1,000,000	\$ 5,607,595

Review and Action as Necessary on Unrestricted Fund Balance Designations as of August 31, 2015

Approval of the Unrestricted Fund Balance Designations as of August 31, 2015 is requested.

The Unrestricted Fund Balance Designations represents the College's intended future use of available resources and must be approved by the Board of Trustees. The amount approved as the Unrestricted Fund Balance Designations appears on the College's Comprehensive Annual Financial Report and is itemized as Board Designated.

As of August 31, 2014, the Board has designated a total of \$24,500,000, as reflected in the table below. The total designation of \$24,500,000 includes 1) a \$9,500,000 designation for employee health insurance premiums due to the rising costs of employee health insurance and the uncertainty of continued state funding, 2) a \$7,500,000 designation for the continued functionality of the College's Enterprise Resource Planning (ERP) system, 3) a \$4,000,000 designation for the deferred maintenance of facilities, and 4) a \$3,500,000 designation for the College's business continuity of operations in the event of serious incidents or disasters.

Management is proposing additional Unrestricted Fund Balance designations in the total amount of \$4,000,000 in fiscal year 2014-2015 for ERP infrastructure maintenance and renewals and for furniture replacements in the amount of \$2,000,000 and \$2,000,000, respectively. In addition management is proposing that \$2,000,000 of previously designated funds for health insurance premiums be reassigned as designated funds for ERP infrastructure maintenance and renewals. Including the proposed additional fund balance designations for fiscal year 2014-2015, the total designation as of August 31, 2015 would be \$28,500,000, as follows.

Fund Balance Designations Per Fiscal Year	FY 2011 to FY 2014 Amount	FY 2015 Amount
FY 2010-2011		
Health Insurance Premiums	\$5,000,000	
FY 2011-2012		
Health Insurance Premiums	2,500,000	
FY 2012-2013		
Health Insurance Premiums	2,000,000	(2,000,000)
FY 2013-2014		
ERP Infrastructure Maintenance and Renewal	7,500,000	
Facilities Deferred Maintenance	4,000,000	
Business Continuity and Disaster Plan	3,500,000	
FY 2014-2015 Proposed Fund Balance Designations		
ERP Infrastructure Maintenance and Renewal		4,000,000
Furniture Replacement		2,000,000
Total	\$24,500,000	\$4,000,000
Total Fund Balance Designation as of August 31, 2015		<u>\$28,500,000</u>

Including the transfers of \$7,000,000 to the Plant Funds, per the proposed budget amendment and the additional designations, and before any adjustments to the Fund Balance for FY 2014-2015 activity, the Unrestricted Fund Balance will be adjusted as follows:

Unrestricted Fund Balance			
	Undesignated Fund Balance	Designated Fund Balance	Total Fund Balance
Fund Balance – September 1, 2014	\$87,171,492	\$24,500,000	\$111,671,492
Less: Proposed Plant Funds Transfer	(7,000,000)	--	(7,000,000)
Proposed Amended Fund Balance	80,171,492	24,500,000	104,671,492
Additional Designation	(4,000,000)	4,000,000	--
Adjusted Fund Balance	<u>\$76,171,492</u>	<u>\$28,500,000</u>	<u>\$104,671,492</u>

The total Unrestricted Undesignated Fund Balance of \$76,171,492 represents approximately five and one half (5½) months of budgeted expenditures. Per Policy #5350: Unrestricted Fund Balance, the College should maintain an Unrestricted Fund Balance sufficient to cover no less than four months of budgeted expenditures.

The Finance and Human Resources Committee recommended Board approval of the Unrestricted Fund Balance Designation as of August 31, 2015 in the amount of \$4,000,000 as presented.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize the Unrestricted Fund Balance Designation as of August 31, 2015 in the amount of \$4,000,000 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 Unrestricted Fund Balance Designation as of August 31, 2015 in the amount of \$4,000,000 as presented.

Approval Recommended:

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

Discussion and Action as Necessary on New Staff Positions for FY 2015-2016

Approval of the proposed preliminary new staff position requests for FY 2015-2016 in the amount of \$2,460,907 is requested.

Administration has reviewed with staff the need for additional non-faculty staffing positions for FY 2015-2016 and supports the recommendations subject to the availability of funding and Board approval of the final budget.

A total of seventy-one (71) new positions are being requested for a total amount of \$2,460,907. Thirty (30) of these new positions are currently funded from Pools as Full Time Temporary positions. If approved, they will be changed from Full Time Temporary to new positions and funds will be reduced from the Pools. These thirty (30) positions consist of ten (10) Security Guard Specialists and twenty (20) Security Guards.

The net increase to the salary budget, however, is \$1,387,341, since certain new positions are being funded by existing non-faculty positions, temporary positions, or pool positions as follows:

Funding	Amount
Funding Requested for New Positions	\$2,460,907
Reduce Funding from Pool Positions	(942,566)
Reduce Funding from Current Positions	(67,000)
Reduce Funding from Full Time Temporary Positions	(64,000)
Net Salary Budget Increases	\$1,387,341

A listing of the proposed new staff positions for FY 2015-2016 follows in the packet for the Committee's information and review.

The expenditures for these additional positions have been included in the FY 2015-2016 Preliminary Projected Summary of Revenues and Expenditures. No other positions are expected to be requested to be budgeted for FY 2015-2016.

The Finance and Human Resources Committee recommended Board approval of the new staff positions for FY 2015-2016 in the amount of \$2,460,907 as presented and subject to the availability of funding and Board approval of the final budget and proposed revisions by administration.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize the new staff positions for FY 2015-2016 in the amount of \$2,460,907 as presented and subject to the availability of funding and Board approval of the final budget and proposed revisions by administration.

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

The Board of Trustees of South Texas College approves and authorizes the new staff positions for FY 2015-2016 in the amount of \$2,460,907 as presented and subject to the availability of funding and Board approval of the final budget and proposed revisions by administration.

Approval Recommended:

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

President

South Texas College
New Staff Position Requests for FY 2015 -2016

Funding for New Positions						
	Org. Number	ACCOUNT NAME	TITLE	CLASSIFICATION Exempt/Non Exempt	GRADE	SALARY BUDGETED
Office of the President						
1	120000	Public Relations	Social Media Specialist	Professional/ Technical Non-Exempt	Grade A	\$ 30,000
2	120000	Public Relations	Multimedia Designer	Professional/ Technical Non-Exempt	Grade A	\$ 30,000
3	120000	Public Relations	Copy Writer	Professional/ Technical Non-Exempt	Grade C	\$ 38,000
Total for Office of the President				\$		98,000
Vice President for Academic Affairs						
4	212003	High School Programs & Services	Coordinator ECHS	Professional/ Technical Exempt	Grade D	\$ 42,000
5	225005	Math, Science & Business	Academic Coach	Professional/Technical Exempt	Grade D	\$ 42,000
6	225005	Math, Science & Business	Science Lab Coordinator	Professional/ Technical Exempt	Grade C	\$ 40,000
7	221001	Business Technology	Lab Assistant, MV	Classified	Grade B	\$ 20,000
8	223027	Liberal Arts/Social Sciences	Coordinator for Kinesiology Instructional Facilities	Professional/Technical Exempt	Grade D	\$ 42,000
9	213001	Curriculum and Student Learning	Curriculum & Scheduling Coordinator	Professional/ Technical Exempt	Grade D	\$ 42,000
10	225005	Math, Science & Bachelor Division	University Relations & Articulation Center Officer	Professional/ Technical Exempt	Grade F	\$ 70,000
Total for Vice President for Academic Affairs				\$		298,000
Vice President for Finance and Administrative Services						
11	460001	Human Resources	Employee Relations Officer	Administrative	Grade E	\$ 65,000
12	420007	Purchasing Office	Contracts Manager	Professional/Technical Exempt	Grade E	\$ 60,000
13	410013	Business Office	Accounting Specialist (Travel)	Professional/Technical Non Exempt	Grade B	\$ 35,000
14	410013	Business Office	Accountant (Accounts Payable)	Professional/ Technical Non- Exempt	Grade D	\$ 42,000
15	420007	Purchasing	Purchasing Specialist (Travel)	Professional/Technical Non Exempt	Grade B	\$ 35,000
16	410013	Business Office	Financial Analyst	Professional/Technical Exempt	Grade E	\$ 52,000
17	420007	Purchasing	Construction Buyer	Professional/Technical Exempt	Grade E	\$ 45,000
18	420007	Purchasing	Specifications Writer	Professional/Technical Exempt	Grade C	\$ 31,000
19	420004	Central Receiving	Fixed Asset & Receiving Technician	Classified	Grade A	\$ 23,000
20	420004	Central Receiving	Fixed Asset & Receiving Technician	Classified	Grade A	\$ 23,000
21	430001	Facilities Planning and Construction	Space Management Technician	Classified	Grade D	\$ 25,000
22	450002	Safety and Security	Change 10 Security Guard Specialist from Full Time Temp Position to a Regular Position	Professional Support/ Non Exempt	Grade B	\$ 330,000
23	450002	Safety and Security	Change 20 Security Guards from Full Time Temp Positions to Regular Positions	Classified	Grade D	\$ 460,000

South Texas College
New Staff Position Requests for FY 2015 -2016

Funding for New Positions						
	Org. Number	ACCOUNT NAME	TITLE	CLASSIFICATION Exempt/Non Exempt	GRADE	SALARY BUDGETED
24	460001	Human Resources	HR Specialist	Professional Support/ Non Exempt	Grade B	\$ 40,000
25	460001	Human Resources	HR Specialist	Professional Support/ Non Exempt	Grade B	\$ 40,000
Total for Vice President for Finance and Administrative Services				\$		1,306,000
Vice President for Information Services and Planning						
25	510005	IT Risk and Security	Info Security Analyst	Professional /Technical Exempt	E	\$ 50,000
26	520004	Database and Systems	Database Analyst	Professional /Technical Exempt	E	\$ 50,000
27	530002	Library Technical Services	Graphics & Multimedia Specialist	Professional/ Technical Non-Exempt	Grade B	\$ 34,000
28	550001	Research and Analytical Services	Institutional Research Analyst	Professional Support - Exempt	D	\$ 43,000
29	540005	Information Commons and Open Labs	Lab Supervisor	Professional Technical - Non-Exempt	C	\$ 40,000
30	520003	CIO/CISO	Administrative Assistant	Classified	Grade C	\$ 30,000
31	550002	Institutional Effectiveness & Assessment (IEA)	Institutional Effectiveness Analyst	Professional Support - Exempt	Grade C	\$ 46,000
32	New	320004 -- Centers for Learning Excellence	Student Learning Assistant	Classified	Grade C	\$ 28,671
33	New	320004 -- Centers for Learning Excellence	Learning Excellence Specialist	Professional/ Technical Non-Exempt	Grade B	\$ 36,000
34	New	320004 -- Centers for Learning Excellence	Learning Excellence Specialist	Professional/ Technical Non-Exempt	Grade B	\$ 36,000
Total for Vice President for Information Services and Planning				\$		393,671
Vice President for Student Affairs and Enrollment Mgmt.						
35	330003	Advising	Advisor	Professional/Technical Non Exempt	Grade B	\$ 39,875
36	310012	Student Financial Services	Coordinator of Scholarships	Professional/Technical Exempt	Grade C	\$ 49,500
37	330003	Advising	Advisor	Professional/Technical Non Exempt	Grade B	\$ 39,875
38	330003	Advising	Advisor	Professional/Technical Non Exempt	Grade B	\$ 39,875
39	320001	Enrollment Services & Records	Transcript/Graduation Analyst	Professional/Technical Non Exempt	Grade C	\$ 48,125
40	360001	Student Assessment Center	Testing Specialist	Professional/Technical Non Exempt	Grade B	\$ 39,875
41	310012	Student Financial Services	Financial Aid Specialist	Professional/Technical Non Exempt	Grade B	\$ 39,875
42	330004	Counseling & Disability Services	Secretary	Classified	Grade B	\$ 34,118
43	350030	Judicial Affairs	Secretary	Classified	Grade B	\$ 34,118
Total for Vice President for Student Affairs and Enrollment Management				\$		365,236
Total for Funding for New Positions				\$		2,460,907

Discussion and Action as Necessary on Salary Adjustments/ Reclassifications for FY 2015-2016

Approval of salary adjustments and reclassifications for FY 2015-2016 is requested.

Proposed Salary Adjustments and Reclassifications for FY 2015-2016

A listing of the salary adjustments and reclassifications for FY 2015-2016 is provided in the packet for the Board's information and review.

Background Information on STC Compensation Study Market Comparison

Prior to the compensation study conducted by Evergreen Solutions, LLC, the average of the minimum salary was 7.3% below market minimum.

Evergreen Solutions consultants conducted a comprehensive market salary survey for South Texas College (STC) which included 38 market peers and 50 job classifications. Of the market peers contacted, 15 provided responses and aggregately, market relevant matches were made for all 50 positions.

TARGET MARKET PEERS WHO RESPONDED

1. Alamo College, TX	9. San Jacinto College, TX
2. Austin Community College, TX	10. Tarleton State University, TX
3. City of McAllen, TX	11. Tarrant Community College, TX
4. Collin College, TX	12. Texas A & M International University, TX
5. Dallas County Community College District, TX	13. Texas A & M University-Kingsville, TX
6. Edinburg Consolidated I.S.D., TX	14. University of Texas Medical Branch, TX
7. Laredo Community College, TX	15. University of Texas-Pan American, TX
8. McAllen Independent School District, TX	

Source: Evergreen Solutions, April 2014.

Based on Evergreen Solutions' analysis, the compensation structure was below market at the minimum, midpoint and maximum of the respective pay ranges. Moreover, pay range spreads were not entirely consistent within the pay plan. In this light, Evergreen Solutions recommended a more consistent structure which maintains the overall design theme while updating it to match market conditions and improve consistency.

From the analysis of the data gathered in the external labor market assessment, the following major conclusions were reached:

- STC was approximately 7.3 percent on average below the market minimum.
- STC was approximately 5.2 percent on average below the market midpoint.
- STC was approximately 2.3 percent on average below the market maximum.

Market differentials ranged from -59.5% below market to 18.5% above market for the positions surveyed within the market minimums. Within the market midpoints, market differentials ranged from -29.2% up to 22.9% above market average. For the market maximums, of the positions surveyed, market differentials ranged from -33.7% to 33.1% above market average. A positive differential indicates that STC is above market at that measurement point, and a negative differential indicates below market averages.

Upon completion of the compensation study, the minimum of the adopted FY15 pay plan (\$18,241) was set to 7.3% above the minimum starting salary for classified range of the prior pay plan.

In addition, adjustments were made to

- Grade Minimum adjustments
- Placement in Grade based on time in classification
- Educational Supplements

The Finance and Human Resources Committee recommended Board approval of the salary adjustments and reclassifications for FY 2015-2016 as presented.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize the salary adjustments and reclassifications for FY 2015-2016 as presented.

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

The Board of Trustees of South Texas College approves and authorizes the salary adjustments and reclassifications for FY 2015-2016 as presented.

Approval Recommended:

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

South Texas College
Proposed Salary Adjustments/Reclassifications for FY 2015 - 2016

	Title	CLASSIFICATION Exempt/ Non Exempt	Grade	Current Salary with % Increase	Salary Adjustment	New Salary
Office of the President						
1	Title Change from Associate Dean of Continuing Professional and Workforce Education (Position 712590) to Dean of Continuing Professional and Workforce Education	Administrative Exempt	Grade C to Grade E	\$ 85,902	\$ 10,000	\$ 95,902
Rationale: <ul style="list-style-type: none"> ▪ Align title with increased responsibilities resulting from continued growth in enrollment and activity in general. ▪ Dean will supervise 3 Directors, manage a department comprised of 73 employees, and oversee the success of over 11,000 students a year. ▪ As reviewed and recommended by compensation consultant, Evergreen Solutions. 						
Vice President for Academic Affairs						
2	Title Change from Dean for Social Behavioral Sciences (Position 700150) to Dean for Liberal Arts & Social and Sciences	Administrative Exempt	Grade E	\$ 105,496	\$ 10,800	\$ 116,296
Rationale: <ul style="list-style-type: none"> ▪ Will be accountable for combined divisions and adjustment is needed for increased responsibilities. The total salary will be in line with the other Instructional Dean's salaries. ▪ Recommendation based on internal review for consistency with compensation study recommendations considering additional duties and responsibilities. 						
3	Reclassification of Distance Learning Media Manager (Position 717102)	Professional/ Technical Non Exempt to Exempt	Grade C to Grade E	\$ 44,088	\$ 4,000	\$ 48,088
Rationale: <ul style="list-style-type: none"> ▪ The duties performed involves determining such things as conceptualizing, designing, and determining what and how instructional media is created and delivered. Also involves development, documentation, analysis, creation, testing or modification of instructional media. ▪ Align title and justification with increased responsibilities of position. ▪ Recommendation based on internal review for consistency with compensation study recommendations considering additional duties and responsibilities. 						
4	Professional Stipend for PTCA Instructor (Position 380001)	Faculty	N/A	\$ 57,419	\$ 2,500	\$ 59,919
Rationale: <ul style="list-style-type: none"> ▪ Professional stipend for having one year experience in Long Term Care. This increase is necessary to retain existing faculty under the Patient Care Assistant Program. 						
5	Professional Stipend for PTCA Instructor (Position 301555)	Faculty	N/A	\$ 48,822	\$ 2,500	\$ 51,322
Rationale: <ul style="list-style-type: none"> ▪ Professional stipend for having one year experience in Long Term Care. This increase is necessary to retain existing faculty under the Patient Care Assistant Program. 						

South Texas College
Proposed Salary Adjustments/Reclassifications for FY 2015 - 2016

	Title	CLASSIFICATION Exempt/ Non Exempt	Grade	Current Salary with % Increase	Salary Adjustment	New Salary
6	Professional Stipend for PTCA Instructor (Position 300047)	Faculty	N/A	\$ 47,586	\$ 2,500	\$ 50,086
Rationale: <ul style="list-style-type: none"> ▪ Professional stipend for having one year experience in Long Term Care. This increase is necessary to retain existing faculty under the Patient Care Assistant Program. 						
Vice President for Information Services & Planning						
7	Title Change and Salary Adjustment from Technology Inventory Specialist (Position 704170) to Project Management Analyst I	Professional/Technical Non Exempt	Grade B to Grade C	\$ 32,782	\$ 4,500	\$ 37,282
Rationale: <ul style="list-style-type: none"> ▪ Currently assists Project Analyst II. ▪ Adjustment to reflect added Project Management duties and responsibilities. ▪ Recommendation based on internal review for consistency with compensation study recommendations considering additional duties and responsibilities. 						
8	Title Change and Salary Adjustment from Computer Services Specialist (Position 705391) to Technology Generalist Analyst	Professional/Technical Non Exempt	Grade B to Grade C	\$ 36,287	\$ 3,774	\$ 40,061
Rationale: <ul style="list-style-type: none"> ▪ Currently supports technology services for the Mid Valley Campus. ▪ Adjustment to reflect added Networking and Systems duties and responsibilities. ▪ Recommendation based on internal review for consistency with compensation study recommendations considering additional duties and responsibilities. 						
9	Title Change and Salary Adjustment from Computer Services Specialist (Position 703392) to Technology Generalist Analyst	Professional/Technical Non Exempt	Grade B to Grade C	\$ 37,326	\$ 3,137	\$ 40,463
Rationale: <ul style="list-style-type: none"> ▪ Currently supports technology services for the Starr Campus. ▪ Adjustment to reflect added Networking and Systems duties and responsibilities. ▪ Recommendation based on internal review for consistency with compensation study recommendations considering additional duties and responsibilities. 						
10	Title Change from Library Specialist (Position 728101) to Librarian II	Professional/Technical Non Exempt to Exempt	Grade B to Grade D	\$ 34,094	\$ 8,616	\$ 42,710
Rationale: <ul style="list-style-type: none"> ▪ Employee currently manages the Technology Campus Library and performs all the duties of a Librarian II. ▪ Employee possesses Masters in Library Science degree. ▪ Technology Campus is the only campus without a Librarian managing operations. ▪ Recommendation based on internal review for consistency with compensation study recommendations considering additional duties and responsibilities. 						

South Texas College

Proposed Salary Adjustments/Reclassifications for FY 2015 - 2016

	Title	CLASSIFICATION Exempt/ Non Exempt	Grade	Current Salary with % Increase	Salary Adjustment	New Salary
11	Title Change from Lab Specialist II Open Labs (Position 712102) to Lab Supervisor	Professional/Technical Non Exempt	Grade B to Grade C	\$ 32,388	\$ 6,251	\$ 38,639
Rationale: <ul style="list-style-type: none"> ▪ Employee has taken on additional supervisory duties at the Mid Valley, Technology, and Nursing and Allied Health Campuses. ▪ Employee assists with district-wide inventory for department. ▪ Employee oversees TimeForce for all direct-wage, part-time employees in the department. ▪ Recommendation based on internal review for consistency with compensation study recommendations considering additional duties and responsibilities. 						
12	Salary Increase and Title Change from Instructional Technologies Technician (Position 710271) to IT Assistant II	Classified to Professional/Technical Non Exempt	Grade C to Grade E	\$ 24,590	\$ 1,902	\$ 26,492
Rationale: <ul style="list-style-type: none"> ▪ Employee has taken on additional, technically advanced responsibilities. ▪ Employee manages digital signage for all campuses in the college district. ▪ As reviewed and recommended by compensation consultant, Evergreen Solutions. 						
13	Salary Adjustment for Librarian III (Position 730101)	Professional/Technical Exempt	Grade E	\$ 57,520	\$ 1,500	\$ 59,020
Rationale: <ul style="list-style-type: none"> ▪ The Centers for Learning Excellence are being reorganized and integrated with Library Services & Instructional Technologies. ▪ As a result of the reorganization, employee is taking on additional duties, including information systems, web development, and supervision of additional staff. ▪ Recommendation based on internal review for consistency with compensation study recommendations considering additional duties and responsibilities. 						
14	Salary Adjustment for Director of Library Technical Services (Position 722101)	Administrative Exempt	Grade B	\$ 65,416	\$ 1,000	\$ 66,416
Rationale: <ul style="list-style-type: none"> ▪ The Centers for Learning Excellence are being reorganized and integrated with Library Services & Instructional Technologies. ▪ Employee is taking on responsibility for additional employees and technological systems as part of the reorganization. ▪ Recommendation based on internal review for consistency with compensation study recommendations considering additional duties and responsibilities. 						
15	Salary Adjustment and Title Change for Director of Information Commons and Open Labs (Position 711102) to Director of Learning Commons and Open Labs	Administrative Exempt	Grade B to Grade C	\$ 65,792	\$ 5,000	\$ 70,792
Rationale: <ul style="list-style-type: none"> ▪ The Centers for Learning Excellence are being reorganized and integrated with Library Services & Instructional Technologies. ▪ Employee is taking on responsibility for maintenance and staffing of an additional 9 open computer labs (approximately 300 computers) and supervision of additional staff for these areas. ▪ Recommendation based on internal review for consistency with compensation study recommendations considering additional duties and responsibilities. 						

South Texas College
Proposed Salary Adjustments/Reclassifications for FY 2015 - 2016

	Title	CLASSIFICATION Exempt/ Non Exempt	Grade	Current Salary with % Increase	Salary Adjustment	New Salary
16	Salary adjustment and Title Change from Dean of Library Svcs & Instr Tech (Position 702101) to Dean of Library & Learning Support Services	Administrative Exempt	Grade D	\$ 98,346	\$ 6,000	\$ 104,346
Rationale: <ul style="list-style-type: none"> ▪ The Centers for Learning Excellence are being reorganized and integrated with Library Services & Instructional Technologies. ▪ Employee is taking on additional responsibility for leadership and oversight of approximately 150-160 employees total in the Centers for Learning Excellence. ▪ Recommendation based on internal review for consistency with compensation study recommendations considering additional duties and responsibilities. 						
17	Reclassification, Salary Adjustment, and Title Change from Lab Manager (Position 711397) to Coordinator of Open Labs	Professional/Technical Non Exempt to Exempt	Grade C	\$ 40,503	\$ 1,124	\$ 41,627
Rationale: <ul style="list-style-type: none"> ▪ Employee has taken on additional supervisory duties at multiple campuses ▪ Employee performs district-level management and coordination, including inventory and supervision at 3 campus open lab operations. ▪ Recommendation based on internal review for consistency with compensation study recommendations considering additional duties and responsibilities. 						
Total for Proposed Salary Adjustments/Reclassifications				\$ 914,358	\$ 75,104	\$ 989,462

Update on Status of 2013 Bond Construction Program

Enclosed is a copy of the presentation prepared by Broaddus & Associates as an update on the status of the 2013 Bond Construction Program. A representative from Broaddus & Associates will be present at the Board meeting to provide the update.

SOUTH TEXAS COLLEGE

2013 BOND CONSTRUCTION PROGRAM UPCOMING TIMELINE

Facilities Committee Meeting

Jul 13, 2015

**BROADDUS
& ASSOCIATES**



BOARD APPROVAL ITEMS

South Texas College
2013 Bond Construction Program
Upcoming Timeline – 07/13/15

	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	Schematic Design Approval	Schematic Design Approval
3	BIM Facilities Management				Guidelines for Use of Contingency Funds
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

	May '15	June '15	July '15	August '15	September '15
1	Execute Engineering Agreements		Execute CM@R Contracts		
2	Ongoing Kick-Off Sessions - Thermal & Civil	BIM FM Execution Commencement	Execute Geotechnical & Material Testing Contracts		
3		Ongoing Owner In-Site Training	Update Master Program Schedule		
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					Construction Builder's Risk
2					Owner Controlled Insurance Program
3					Tax Credit Opportunity
4					Mass Purchasing/Volume Procurement Strategies
5					
6					
7					
8					
9					
10					
Informational/Presentations					

ITEMS REQUIRING BOARD FEEDBACK

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
Items Requiring Board Feedback									
			Thermal Plant Solution for N&AH						

2013 BOND CONSTRUCTION PROGRAM PROGRESS REPORT - July 13, 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																	Mala + 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																	Mala + Garcia Architects	D. Wilson Construction
	Workforce Training Center Expansion																	EGV Architects	D. Wilson Construction
	Library																	Mala + Garcia Architects	D. Wilson Construction
	Student Services Building Expansion																	Mala + Garcia Architects	D. Wilson Construction
	Student Activities Building Expansion																	Mala + 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 Schematic Design of the 2013 Bond Construction Nursing & Allied Health Campus Expansion

Approval of schematic design by ERO Architects for the 2013 Bond Construction Nursing & Allied Health Campus Expansion is requested.

Purpose

Schematic design is the first phase of basic design services provided by the project design team. In this phase, the design team prepares schematic drawings based on the Owner's project program and design meetings with staff. The approval of this phase is necessary to establish the basis on which the project design team is given authorization to proceed with design development and construction document phases.

Justification

Once schematic design is approved, ERO Architects will proceed to prepare all necessary design development drawings and specifications in preparation for the construction documents phase using STC design standards as well as all applicable codes and ordinances. The phases of a construction project are as follows: 1.) Schematic Design, 2.) Design Development, 3.) Construction Documents, 4.) Guaranteed Maximum Price, 5.) Construction, and 6.) Closeout

The Construction Manager-at-Risk provides preconstruction services during the design processes leading to the construction phase. A Guaranteed Maximum Price (GMP) will then be developed and will be presented to the Facilities Committee for review at a future date.

Background

As previously authorized by the Board of Trustees, ERO Architects began working with Broaddus & Associates, Facilities Planning & Construction, and STC staff to develop plans and elevations. The proposed Nursing & Allied Health Campus Expansion project is part of the 2013 Bond Construction Program and includes the following scope:

- **Architect**
 - ERO Architects

- **Construction Manager-at-Risk**
 - D. Wilson Construction

- **Construction Cost Limitation (CCL)**
 - \$16,600,000

- **Program Scope**
 - SQ FT – 89,356
 - Four Floors
 - **First Floor**
 - Lobby
 - Library
 - Kitchen/Dining Area
 - Community Room
 - Support Spaces - Restrooms, Storage , Custodial

- **Second Floor**
 - Classrooms
 - Computer Lab
 - Faculty Offices
 - Student Areas
 - Support Spaces - Restrooms, Storage, Custodial, Mechanical
- **Third Floor**
 - Classrooms
 - Training Labs
 - Faculty Offices
 - Student Areas
 - Support Spaces - Restrooms, Storage, Custodial
- **Fourth Floor**
 - Simulation Labs
 - Control Room
 - Deans Office Suite
 - Student Areas
 - Support Spaces - Restrooms, Storage, Custodial, Mechanical

Funding Source

The current Construction Cost Limitation (CCL) is \$16,600,000 and will be adjusted once the Guaranteed Maximum Price (GMP) proposals have been submitted by the Construction Manager-at-Risk to be presented to the Board for approval. Bond funds will be budgeted in the Bond Construction budget for fiscal year 2015-2016.

Reviewers

The proposed schematic design has been reviewed by Broaddus & Associates and staff from Facilities Planning & Construction, Operations and Maintenance, Nursing & Allied Health Division, Instructional Technologies, Technology Resources, Library Services, Food Services departments, and Coordinated Operations Council.

ERO Architects presented a preliminary version of the schematic design to the Facilities Committee on Monday, July 13, 2015 and has incorporated the Committee's feedback into the proposed schematic design.

Enclosed Documents

ERO Architects has developed a schematic presentation describing the proposed design. Drawings of the site plan, floor plans, and exterior views are included under separate cover.

Presenters

ERO Architects has developed a schematic presentation describing the proposed design. Representatives from Broaddus & Associates and ERO Architects will be present at the Facilities Committee meeting to present the schematic design of the proposed expansion project.

The Facilities Committee provided feedback to the design team and the Construction Program Manager and asked that the schematic design be brought to the Board with that feedback incorporated.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize the proposed schematic design of the 2013 Bond Construction Nursing & Allied Health Campus Expansion as presented.

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

The Board of Trustees of South Texas College approves and authorizes the proposed schematic design of the 2013 Bond Construction Nursing & Allied Health Campus Expansion as presented.

Approval Recommended:

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

President

Review and Action as Necessary on Schematic Design of the 2013 Bond Construction Mid Valley Campus Health Professions and Science Building

Approval of schematic design by ROFA Architects, Inc. for the 2013 Bond Construction Mid Valley Campus Health Professions and Science Building is requested.

Purpose

Schematic design is the first phase of basic design services provided by the project design team. In this phase, the design team prepares schematic drawings based on the Owner's project program and design meetings with staff. The approval of this phase is necessary to establish the basis on which the project design team is given authorization to proceed with design development and construction document phases.

Justification

Once schematic design is approved, ROFA Architects, Inc. will proceed to prepare all necessary design development drawings and specifications in preparation for the construction documents phase using STC design standards as well as all applicable codes and ordinances. The phases of a construction project are as follows: 1.) Schematic Design, 2.) Design Development, 3.) Construction Documents, 4.) Guaranteed Maximum Price, 5.) Construction, and 6.) Closeout

The Construction Manager-at-Risk provides preconstruction services during the design processes leading to the construction phase. A Guaranteed Maximum Price (GMP) will then be developed and will be presented to the Facilities Committee for review at a future date.

Background

As previously authorized by the Board of Trustees, ROFA Architects, Inc. began working with Broaddus & Associates, Facilities Planning & Construction, and STC staff to develop plans and elevations. The proposed Mid Valley Campus Health Professions and Science Building project is part of the 2013 Bond Construction Program and includes the following scope:

- **Architect**
 - ROFA Architects

- **Construction Manager-at-Risk**
 - Skanska Construction

- **Construction Cost Limitation (CCL)**
 - \$13,500,000

- **Program Scope**
 - SQ FT – 73,696
 - Two Floors

 - **Classroom Spaces**
 - Science
 - Computer
 - Engineering
 - General Classrooms

- **Laboratory Spaces**
 - Micro Biology/Genetics
 - Chemistry
 - Engineering
 - A&P Laboratory
- **Departmental Office Suites**
 - Faculty Offices & Support spaces
- **Health Professions**
 - Departmental Office Suite
 - Nursing Labs
 - Classrooms/Teaching space
- **Student Spaces**
 - Learning Commons
 - Student Collaborative
- **Building Support Spaces**
 - Restrooms
 - Custodial
 - IDF & MDF
 - Mechanical

Funding Source

The current Construction Cost Limitation (CCL) is \$13,500,000 and will be adjusted once the Guaranteed Maximum Price (GMP) proposals have been submitted by the Construction Manager-at-Risk to be presented to the Board for approval. Bond funds will be budgeted in the Bond Construction budget for fiscal year 2015-2016.

Reviewers

The proposed schematic design has been reviewed by Broaddus & Associates and staff from Facilities Planning & Construction, Operations and Maintenance, Nursing & Allied Health Division, Instructional Technologies, Technology Resources, Science departments, and Coordinated Operations Council.

Mr. Roy de León, Board Chair, reviewed these schematic designs with administration, the Construction Program Manager, and the project architects on July 2nd, 2015, and recommended their delivery to the Facilities Committee as presented.

ROFA Architects, Inc. presented a preliminary version of the schematic design to the Facilities Committee on Monday, July 13, 2015 and has incorporated the Committee's feedback into the proposed schematic design.

Enclosed Documents

ROFA Architects, Inc. has developed a schematic presentation describing the proposed design. Drawings of the site plan, floor plans, and exterior views are included under separate cover.

Presenters

ROFA Architects, Inc. has developed a schematic presentation describing the proposed design. Representatives from Broaddus & Associates and ROFA Architects, Inc. will be present at the Facilities Committee meeting to present the schematic design of the proposed project.

The Facilities Committee provided feedback to the design team and the Construction Program Manager and asked that the schematic design be brought to the Board with that feedback incorporated.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize the proposed schematic design of the 2013 Bond Construction Mid Valley Campus Health Professions and Science Building as presented.

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

The Board of Trustees of South Texas College approves and authorizes the proposed schematic design of the 2013 Bond Construction Mid Valley Campus Health Professions and Science Building as presented.

Approval Recommended:

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

Review and Action as Necessary on Schematic Design of the 2013 Bond Construction Mid Valley Campus Student Services Building Expansion

Approval of schematic design by ROFA Architects, Inc. for the 2013 Bond Construction Mid Valley Campus Student Services Building Expansion is requested.

Purpose

Schematic design is the first phase of basic design services provided by the project design team. In this phase, the design team prepares schematic drawings based on the Owner's project program and design meetings with staff. The approval of this phase is necessary to establish the basis on which the project design team is given authorization to proceed with design development and construction document phases.

Justification

Once schematic design is approved, ROFA Architects, Inc. will proceed to prepare all necessary design development drawings and specifications in preparation for the construction documents phase using STC design standards as well as all applicable codes and ordinances. The phases of a construction project are as follows: 1.) Schematic Design, 2.) Design Development, 3.) Construction Documents, 4.) Guaranteed Maximum Price, 5.) Construction, and 6.) Closeout

The Construction Manager-at-Risk provides preconstruction services during the design processes leading to the construction phase. A Guaranteed Maximum Price (GMP) will then be developed and will be presented to the Facilities Committee for review at a future date.

Background

As previously authorized by the Board of Trustees, ROFA Architects, Inc. began working with Broaddus & Associates, Facilities Planning & Construction, and STC staff to develop plans and elevations. The proposed Mid Valley Campus Student Services Building Expansion project is part of the 2013 Bond Construction Program and includes the following scope:

- **Architect**
 - ROFA Architects

- **Construction Manager-at-Risk**
 - Skanska Construction

- **Construction Cost Limitation (CCL)**
 - \$2,500,000

- **Program Scope**
 - SQ FT – 13,798
 - Renovation SQ FT – 3,225
 - One Floor
 - Support Services Spaces
 - Student Enrollment Center
 - Activity Room
 - Kitchen Expansion
 - Multipurpose and Dining Room

- Support Spaces
 - Restrooms
 - Custodial
 - Storage

Funding Source

The current Construction Cost Limitation (CCL) is \$2,500,000 and will be adjusted once the Guaranteed Maximum Price (GMP) proposals have been submitted by the Construction Manager-at-Risk to be presented to the Board for approval. Bond funds will be budgeted in the Bond Construction budget for fiscal year 2015-2016.

Reviewers

The proposed schematic design has been reviewed by Broaddus & Associates and staff from Facilities Planning & Construction, Operations and Maintenance, Student Affairs and Enrollment, Food Services, Instructional Technologies, Technology Resources departments, and Coordinated Operations Council.

Mr. Roy de León, Board Chair, reviewed these schematic designs with administration, the Construction Program Manager, and the project architects on July 2nd, 2015, and recommended their delivery to the Facilities Committee as presented.

ROFA Architects, Inc. presented a preliminary version of the schematic design to the Facilities Committee on Monday, July 13, 2015 and has incorporated the Committee's feedback into the proposed schematic design.

Enclosed Documents

ROFA Architects, Inc. has developed a schematic presentation describing the proposed design. Drawings of the site plan, floor plans, and exterior views are included under separate cover.

Presenters

ROFA Architects, Inc. has developed a schematic presentation describing the proposed design. Representatives from Broaddus & Associates and ROFA Architects, Inc. will be present at the Facilities Committee meeting to present the schematic design of the proposed expansion project.

The Facilities Committee provided feedback to the design team and the Construction Program Manager and asked that the schematic design be brought to the Board with that feedback incorporated.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize the proposed schematic design of the 2013 Bond Construction Mid Valley Campus Student Services Building Expansion as presented.

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

The Board of Trustees of South Texas College approves and authorizes the proposed schematic design of the 2013 Bond Construction Mid Valley Campus Student Services Building Expansion as presented.

Approval Recommended:

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

Review and Action as Necessary on Schematic Design of the 2013 Bond Construction Starr County Campus Student Services Building Expansion

Approval of schematic design by Mata Garcia Architects for the 2013 Bond Construction Starr County Campus Student Services Building Expansion will be requested at the July 28, 2015 Board meeting.

Purpose

Schematic design is the first phase of basic design services provided by the project design team. In this phase, the design team prepares schematic drawings based on the Owner's project program and design meetings with staff. The approval of this phase is necessary to establish the basis on which the project design team is given authorization to proceed with design development and construction document phases.

Justification

Once schematic design is approved, Mata Garcia Architects will proceed to prepare all necessary design development drawings and specifications in preparation for the construction documents phase using STC design standards as well as all applicable codes and ordinances. The phases of a construction project are as follows: 1.) Schematic Design, 2.) Design Development, 3.) Construction Documents, 4.) Guaranteed Maximum Price, 5.) Construction, and 6.) Closeout

The Construction Manager-at-Risk provides preconstruction services during the design processes leading to the construction phase. A Guaranteed Maximum Price (GMP) will then be developed and will be presented to the Facilities Committee for review at a future date.

Background

As previously authorized by the Board of Trustees, Mata Garcia Architects began working with Broaddus & Associates, Facilities Planning & Construction, and STC staff to develop plans and elevations. The proposed Starr County Campus Student Services Building Expansion project is part of the 2013 Bond Construction Program and includes the following scope:

- **Architect**
 - Mata Garcia Architects

- **Construction Manager-at-Risk**
 - D. Wilson Construction

- **Construction Cost Limitation (CCL)**
 - \$850,000

- **Program Scope**
 - SQ FT – 5,704
 - One Floor

- **Student Admissions**
 - Student Enrollment Center
 - Orientation
 - Admissions Offices

- **Financial Aid / Veterans**
 - Computer Lab
 - Offices
 - Meeting Room
- **Building Support Spaces**
 - Restrooms
 - Mechanical Rooms

Funding Source

The current Construction Cost Limitation (CCL) is \$850,000 and will be adjusted once the Guaranteed Maximum Price (GMP) proposals have been submitted by the Construction Manager-at-Risk to be presented to the Board for approval. Bond funds will be budgeted in the Bond Construction budget for fiscal year 2015-2016.

Reviewers

The proposed schematic design has been reviewed by Broaddus & Associates, and staff from Facilities Planning & Construction, Operations and Maintenance, Student Affairs and Enrollment, Instructional Technologies, Technology Resources departments, and Coordinated Operations Council.

Mata Garcia Architects presented a preliminary version of the schematic design to the Facilities Committee on Monday, July 13, 2015 and has incorporated the Committee's feedback into the proposed schematic design.

Enclosed Documents

Mata Garcia Architects has developed a schematic presentation describing the proposed design. Drawings of the site plan, floor plans, and exterior views are included under separate cover.

Presenters

Mata Garcia Architects has developed a schematic presentation describing the proposed design. Representatives from Broaddus & Associates and Mata Garcia Architects will be present at the Facilities Committee meeting to present the schematic design of the proposed expansion project.

The Facilities Committee provided feedback to the design team and the Construction Program Manager and asked that the schematic design be brought to the Board with that feedback incorporated.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize the proposed schematic design of the 2013 Bond Construction Starr County Campus Student Services Building Expansion as presented.

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

The Board of Trustees of South Texas College approves and authorizes the proposed schematic design of the 2013 Bond Construction Starr County Campus Student Services Building Expansion as presented.

Approval Recommended:

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

Review and Action as Necessary on Schematic Design of the 2013 Bond Construction Pecan Campus Thermal Plant Expansion

Approval of schematic design by Halff Associates for the 2013 Bond Construction Pecan Campus Thermal Plant Expansion will be requested at the July 28, 2015 Board meeting.

Purpose

Schematic design is the first phase of basic design services provided by the project design team. In this phase, the design team prepares schematic drawings based on the Owner's project program and design meetings with staff. The approval of this phase is necessary to establish the basis on which the project design team is given authorization to proceed with design development and construction document phases.

Justification

Once schematic design is approved, Halff Associates will proceed to prepare all necessary design development drawings and specifications in preparation for the construction documents phase using STC design standards as well as all applicable codes and ordinances. The phases of a construction project are as follows: 1.) Schematic Design, 2.) Design Development, 3.) Construction Documents, 4.) Guaranteed Maximum Price, 5.) Construction, and 6.) Closeout

The Construction Manager-at-Risk provides preconstruction services during the design processes leading to the construction phase. A Guaranteed Maximum Price (GMP) will then be developed and will be presented to the Facilities Committee for review at a future date.

Background

As previously authorized by the Board of Trustees, Halff Associates began working with Broaddus & Associates, Facilities Planning & Construction, and other STC staff to develop plans and elevations. The proposed Pecan Campus Thermal Plant Expansion project is part of the 2013 Bond Construction Program and includes the following scope:

- **Engineer**
 - Halff Associates

- **Construction Manager-at-Risk**
 - D. Wilson Construction

- **Construction Cost Limitation (CCL)**
 - \$4,300,000

- **Program Scope**
 - SQ FT – 3,462
 - One Floor
 - **Chillers and Mechanical Support**
 - **Office Spaces**
 - Facility Manager
 - Office Pool
 - Inventory
 - **Building Support Spaces**
 - Restrooms

Funding Source

The current Construction Cost Limitation (CCL) is \$4,300,000 and will be adjusted once the Guaranteed Maximum Price (GMP) proposals have been submitted by the Construction Manager-at-Risk to be presented to the Board for approval. Bond funds will be budgeted in the Bond Construction budget for fiscal year 2015-2016.

Reviewers

The proposed schematic design has been reviewed by Broaddus & Associates, Facilities Planning & Construction, and Operations and Maintenance departments.

Half Associates presented a preliminary version of the schematic design to the Facilities Committee on Monday, July 13, 2015 and has incorporated the Committee's feedback into the proposed schematic design.

Enclosed Documents

Half Associates has developed a schematic presentation describing the proposed design. Drawings of the site plan, floor plans, and exterior views are included under separate cover.

Presenters

Representatives from Broaddus & Associates and Half Associates will be present at the Facilities Committee meeting to present the schematic design of the proposed expansion project.

The Facilities Committee did not take any action on this item and asked that it be presented to the Board.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize the proposed schematic design of the 2013 Bond Construction Pecan Campus Thermal Plant Expansion as presented.

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

The Board of Trustees of South Texas College approves and authorizes the proposed schematic design of the 2013 Bond Construction Pecan Campus Thermal Plant Expansion as presented.

Approval Recommended:

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

Review and Action as Necessary on Contracting Construction Services for the Pecan Campus Building B Ceramic Arts Lab Exterior

Approval to contract construction services for the Pecan Campus Building B Ceramic Arts Lab Exterior project is requested.

Purpose

The procurement of a contractor will provide for construction services necessary for the Pecan Campus Building B Ceramic Arts Lab Exterior improvements.

Background

As previously authorized by the Board of Trustees, EGV Architects prepared plans and specifications for the Pecan Campus Building B Ceramic Arts Lab Exterior project. As a result, the design team at 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 June 8, 2015. A total of seven (7) sets of construction documents were issued to general contractors, sub-contractors, and suppliers and a total of seven (7) proposals were received on June 23, 2015.

Timeline for Solicitation of Competitive Sealed Proposals	
June 8, 2015	Solicitation of competitive sealed proposals began.
June 23, 2015	Seven (7) proposals were received.

Justification

These improvements will provide additional space for ceramic kilns to be used by the Art Department. The proposed improvements for the ceramic arts studio will improve efficiency in use of space and allow for additional kilns to be installed.

Funding Source

As part of the FY 2014-2015 non-bond construction budget, funds in the amount of \$325,000 were budgeted for this project. Additional funds are available from non-bond construction project savings. The following chart summarizes the above information.

Source of Funding	Amount Budgeted	Highest Ranked Proposal Holchemont, Ltd.
Non-Bond Construction	\$325,000	\$343,000

Reviewers

The proposals have been reviewed by staff from the Facilities Planning & Construction, Purchasing, and Art departments.

Enclosed Documents

The Purchasing Department has prepared the enclosed proposal tabulation sheet and evaluation summary. For information purposes, a site plan has been included to show the project location.

Facilities Committee Discussion

It was requested that the Facilities Committee recommend Board approval at the June 28, 2015 Board meeting, to contract construction services with Holchemont, Ltd. in the amount of \$343,000 for the Pecan Campus Ceramic Arts Lab Exterior project as presented. The Committee took no action at the meeting.

The Facilities Committee noted that another vendor offered a better price but was ranked lower based on other criteria, notably the completion time.

Staff explained that this completion time was particularly important for this project, as the bid by Holchemont would have the work completed in time for the Spring 2016 semester.

Additionally, staff stated that the ranking was completed by six staff members and in accordance with the Board-designated scoring rubric, which sets explicit weight on ranking of each criteria.

The Facilities Committee requested information regarding the amount of students that would be affected if the project construction schedule was extended an additional 80 days as proposed by the second ranked construction contractor.

South Texas College Instructional Staff (Art Department) has indicated that 32 students are projected to be enrolled in the Ceramics Classes for the Spring 2016 semester. Currently, the Art Department and FPC staff have coordinated to make provisions to conduct the classes with the use of one kiln for the Fall 2015 semester and these provisions can continue for the Spring 2016 semester until the additional ceramic kilns are available for use.

Recommendation:

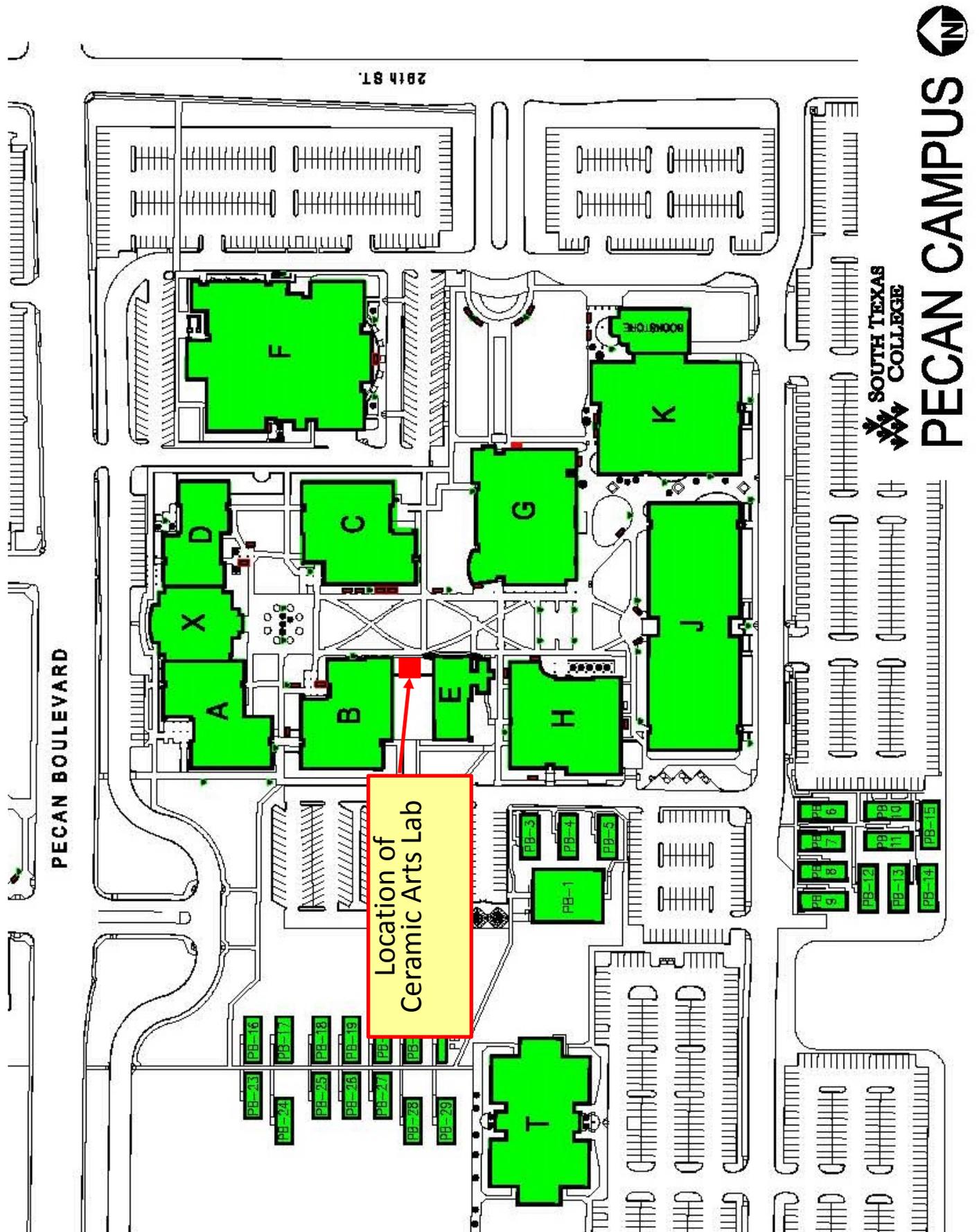
It is recommended that the Board of Trustees of South Texas College approve and authorize to contract construction services with Holchemont, Ltd. in the amount of \$343,000 for the Pecan Campus Ceramic Arts Lab Exterior project as presented.

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

The Board of Trustees of South Texas College approves and authorizes to contract construction services with Holchemont, Ltd. in the amount of \$343,000 for the Pecan Campus Ceramic Arts Lab Exterior project as presented.

Approval Recommended:

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



PECAN CAMPUS

**SOUTH TEXAS COLLEGE
PECAN CAMPUS BUILDING B COVERED AREA FOR CERAMIC ART KILNS
PROJECT NO. 14-15-1083**

VENDOR	Alpha Building Corporation	Celso Gonzalez Construction, Inc.	Chapa Construction	Herrcon, LLC.	Holchemont, Ltd.	NM Contracting, LLC.	Rivmor General Contractors, LLC.
ADDRESS	222 E Van Buren #503 Harlingen, TX 78550	614 N Conway Mission, TX 78572	131 W Jonquil Ave McAllen, TX 78501	1333 E Jasmine Ave Ste B McAllen, TX 78501	900 N Main St McAllen, TX 78501	2022 Orchid Ave McAllen, TX 78504	611 N McColl Ste B McAllen, TX 78501
CITY/STATE							
PHONE	956-622-3242	956-585-3848	956-821-2039	956-330-5566	956-686-2901	956-631-5667	956-638-0661
FAX	956-622-3102	956-585-7773	956-782-5788		956-686-2925	956-627-3959	956-688-8314
CONTACT	Gustavo E. Grajales	Celso Gonzalez, Jr.	Gustavo Chapa	Gilbert Herrera	Michael C. Montalvo	Noel Munoz	Miguel A. Rivera
#	Description	Proposed	Proposed	Proposed	Proposed	Proposed	Proposed
1	Base Bid: Pecan Campus Building B Covered Area for Ceramic Art Kilns	\$ 414,715.00	\$ 312,000.00	\$ 250,000.00	\$ 343,000.00	\$ 353,000.00	\$ 338,000.00
2	Begin Work Within	10 Working Days	10 Working Days	10 Working Days	10 Working Days	10 Working Days	10 Working Days
3	Completion of Work Within	230 Calendar Days	135 Calendar Days	180 Calendar Days	100 Calendar Days	120 Calendar Days	150 Calendar Days
TOTAL PROPOSAL AMOUNT		\$ 414,715.00	\$ 312,000.00	\$ 250,000.00	\$ 343,000.00	\$ 353,000.00	\$ 338,000.00
TOTAL RANKING POINTS		68.91	79.16	79.87	81.2	72.94	57.15
RANKING		6	3	2	1	5	7

**SOUTH TEXAS COLLEGE
PECAN CAMPUS BUILDING B COVERED AREA FOR CERAMIC ART KILNS
PROJECT NO. 14-15-1083**

VENDOR	Alpha Building Corporation	Celso Gonzalez Construction, Inc.	Chapa Construction	Herrcon, LLC.	Holchemont, Ltd.	NM Contracting, LLC.	Rivmor General Contractors, LLC.
ADDRESS	222 E Van Buren #503 Hearlingen, TX 78550	614 N Conway Mission, TX 78572	131 W Jonquil Ave McAllen, TX 78501	1555 Eastmaine Ave Ste B McAllen, TX 78501	900 N Main St McAllen, TX 78501	2022 Orchid Ave McAllen, TX 78504	611 N McColl Ste B McAllen, TX 78501
CITY/STATE	Hearlingen, TX 78550	Mission, TX 78572	McAllen, TX 78501	McAllen, TX 78501	McAllen, TX 78501	McAllen, TX 78504	McAllen, TX 78501
PHONE/FAX	956-622-3242	956-585-3848	956-821-2039	956-330-5566	956-686-2901	956-631-5667	956-638-0661
FAX	956-622-3102	956-585-7773	956-782-5788		956-686-2925	956-627-3959	956-688-8314
CONTACT	Gustavo E. Grajales	Celso Gonzalez, Jr.	Gustavo Chapa	Gilbert Herrera	Michael C. Montalvo	Noel Munoz	Miguel A. Rivera
1 The Respondent's price proposal. (up to 45 points)	27.1	36.1	45	34.9	32.8	31.9	33.3
	27.1	36.1	45	34.9	32.8	31.9	33.3
	27.1	36.1	45	34.9	32.8	31.9	33.3
	27.1	36.1	45	34.9	32.8	31.9	33.3
	27.1	36.1	45	34.9	32.8	31.9	33.3
	10	9	7	8	8	9	6
	9	8.5	7	7	7.5	6.5	6
	8	7	5.5	8	9	8	4
	7	6	7	4	8	7	3
	7.5	8.5	6	8	9.5	8	6
2 The Respondent's experience and reputation. (up to 10 points)	8.5	9	8.5	8	9	8	5
	8	8	7	8	9	7	2
	7	8	7	7	8	6.5	3
	9	7	5	8	9	8	3
	6	7	7	5	9	5	3
	7.5	8.75	6.5	6.5	9	6.5	3
	9	8	7.5	8	9.5	7.5	3
	5	4	3	3	4	3	3
	4	4	3	3	3.5	3.5	1
	5	4	3	4	4	5	2
3 The quality of the Respondent's goods or services. (up to 10 points)	7.75	7.79	6.66	7.08	8.91	6.75	2.83
	6	7	7	5	9	8	3
	7.5	8.75	6.5	6.5	9	5	3
	9	8	7.5	8	9.5	6.5	3
	5	4	3	3	4	3	3
	4	4	3	3	3.5	3.5	1
	5	4	3	4	4	5	2
	5	4	1	1	4	2	0
	4	4	3.5	4	4.5	4	3
	4.5	4.5	3.5	4	4	4	1
4 The Respondent's safety record (up to 5 points)	7	7	6	6	7	7	4
	7	5	4	6	7	7	3
	8	4	5	6	8	6	5
	6	6	4	5	8	6	3
	8	7.5	7	7	8	3.5	5
	7	6.5	5	5	8	7	2
	7	6.5	5	5	5.5	7	2
	7	6.5	5	5	5.5	7	2
	7	6.5	5	5	5.5	7	2
	7	6.5	5	5	5.5	7	2
5 The Respondent's proposed personnel. (up to 8 points)	7.16	6	5.16	5.83	7.25	6.08	3.66
	6	4	4	5	8	6	5
	8	6	5	6	8	6	3
	6	6	4	5	8	6	3
	8	7.5	7	7	8	3.5	5
	7	6.5	5	5	5.5	7	2
	7	6.5	5	5	5.5	7	2
	7	6.5	5	5	5.5	7	2
	7	6.5	5	5	5.5	7	2
	7	6.5	5	5	5.5	7	2

**SOUTH TEXAS COLLEGE
PECAN CAMPUS BUILDING B COVERED AREA FOR CERAMIC ART KILNS
PROJECT NO. 14-15-1083**

VENDOR	Alpha Building Corporation		Celso Gonzalez Construction, Inc.		Chapa Construction		Herrcon, LLC.		Holchemont, Ltd.		NM Contracting, LLC.		Rivmor General Contractors, LLC.	
	7	6	7	6	6	4	5	8	7	7	5	4	5	3
6 The Respondent's financial capability in relation to the size and the scope of the project. (up to 9 points)	6.41		7.16	5.33	5.66	7.83	7	6.5	7.08	4	5	4	5	4
	6.5		8	6	7	7.5	5	8	7.08	2	5	4	5	4
	7		8	6	7	9.5	5	7.5	7.08	2	5	4	5	4
	5		8	5	4	7	5	8.5	7.08	3	3	3	3	3
	5		4.5	4.5	4	5.5	5	4	5	1	1	1	1	1
	4	4.58	4	3	4.16	5	4.25	4	3	4	3	4	3	2
	3		5	5	4.5	4	4.5	4	4	4	1	4	3	2
7 The Respondent's organization and approach to the project. (up to 6 points)	5.5		5	4	5	5	5	5	4.91	4	4	4	4	4
	3		5.2	3.9	7	7	7	7	4.91	4	4	4	4	4
	3		5.2	3.9	7	7	7	7	4.91	4	4	4	4	4
	3		5.2	3.9	7	7	7	7	4.91	4	4	4	4	4
	3		5.2	3.9	7	7	7	7	4.91	4	4	4	4	4
	3	3	5.2	3.9	3.9	4.16	4.25	4	4.91	4	4	4	4	4
	3		5.2	3.9	3.9	4.16	4.25	4	4.91	4	4	4	4	4
8 The Respondent's time frame for completing the project. (up to 7 points)	68.91		79.16	79.87	75.04	81.2	72.94	57.15	7	5	7	4.7	4.7	4.7
	6		3	2	4	1	5	7	4.7	5	7	4.7	4.7	4.7
	6		3	2	4	1	5	7	4.7	5	7	4.7	4.7	4.7
	6		3	2	4	1	5	7	4.7	5	7	4.7	4.7	4.7
	6		3	2	4	1	5	7	4.7	5	7	4.7	4.7	4.7
	6		3	2	4	1	5	7	4.7	5	7	4.7	4.7	4.7
	6		3	2	4	1	5	7	4.7	5	7	4.7	4.7	4.7
TOTAL EVALUATION POINTS	68.91		79.16	79.87	75.04	81.2	72.94	57.15	7	5	7	4.7	4.7	4.7
RANKING	6		3	2	4	1	5	7	4.7	5	7	4.7	4.7	4.7

Review and Action as Necessary on Final Completion for the Pecan Campus South Academic Building Science Lab Exhaust Fan

Approval of final completion and release of final payment for the Pecan Campus South Academic Building Science Lab Exhaust Fan project is requested.

It is recommended that final completion and release of final payment for this project with Holchemont, Ltd be approved. The original cost approved for this project was in the amount of \$23,300.

The following chart summarizes the above information:

Available Funds	Approved Proposal Amount	Net Total Change Orders	Final Project Cost	Previous Amount Paid	Remaining Balance
\$30,000	\$23,300	\$0	\$23,300	\$22,135	\$1,165

On June 18, 2015, STC Planning & Construction Department staff along with EGV Architects inspected the site to confirm that all punch list items were completed. Enclosed is a letter from EGV Architects acknowledging all work is complete and recommending release of final payment.

The Facilities Committee recommended Board approval of the final completion and release of final payment in the amount of \$1,165 for the Pecan Campus South Academic Building Science Lab Exhaust Fan project with Holchemont, Ltd. as presented.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize the final completion and release of final payment in the amount of \$1,165 for the Pecan Campus South Academic Building Science Lab Exhaust Fan project with Holchemont, Ltd. as presented.

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

The Board of Trustees of South Texas College approves and authorizes the final completion and release of final payment in the amount of \$1,165 for the Pecan Campus South Academic Building Science Lab Exhaust Fan project with Holchemont, Ltd. as presented.

Approval Recommended:

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



June 18, 2015

South Texas College
Attn: Mr. Ricardo de la Garza,
Senior Project Manager of Facilities, Planning and Construction
P. O. Box 9701
McAllen, TX 78501

Re: STC Pecan Campus South Academic Building
Science Lab Exhaust Fan - # 14-15-1041

Dear Mr. Ricardo de la Garza,
Senior Project Manager of Facilities, Planning and Construction

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

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

Sincerely,

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

Eduardo G. Vela, Architect

XC: Robert Cuellar, STC

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 July 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	\$40,000	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	\$98,362	\$0
Covered Area for Ceramic Arts Kilns	100%	June 2015	1. Design phase 2. Design is complete	\$48,750	\$29,250	\$0	\$29,250
Interior Renovation for Ceramic Arts	10%	August 2015	1. Construction Phase 2. Construction in Progress	\$325,000	\$109,209	\$0	\$109,209
Library Additional Study Rooms	15%	June 2015	1. Design phase 2. Design on hold	\$54,000	TBD	\$0	TBD
Sports Fields Lighting	0%	April 2015	1. Construction phase 2. Contract negotiations in progress	\$200,000	\$228,000	\$0	\$228,000
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	25%	October 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%	July 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%	July 2015	1. Design Phase 2. Design in progress	\$37,500	\$23,125	\$0	\$23,125
AECHS Service Drive and Sidewalk Relocation	0%	August 2015	1. Construction phase 2. Construction in progress	\$60,000	\$49,472	\$0	\$49,472
HSI Grant Training Lab C111 Improvements	100%	February 2015	1. Construction Phase 2. Construction complete	\$0	\$4,882.32	\$4,882.32	\$0
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	\$22,135	\$1,165
Pecan Plaza Police Department Emergency Generator	75%	June 2015	1. Design phase 2. Design in progress	\$30,000	\$36,308.18	\$29,908.03	\$15,400.15
Pecan Plaza Asphalt Resurfacing on Alley Side	10%	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	\$46,550	\$1,249,450
HVAC Cooling Tower Replacement	95%	May 2015	1. Construction Phase 2. Construction in progress	\$415,000	\$396,000	\$309,179.26	\$86,820.74
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	\$585,747.25	\$79,780.55
Irrigation System upgrades	0%	June 2015	1. Construction Phase 2. Contract negotiations in progress	\$30,000	\$37,767	\$0	\$37,767
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 Hidalgo County	\$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	\$0	TBD	\$0	TBD
District Wide							
Building to Building ADA Accessibility Improvements Phase II	60%	July 2015	1. Design Phase 2. Design work is in progress	\$60,000	\$83,389.03	\$39,695.07	\$43,693.96
Parking Lots Lighting Upgrades to LED	10%	October 2015	1. Construction phase 2. Construction in progress	\$100,000	\$50,691	\$0	\$50,691
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, 26 non-bond projects are currently in progress, 13 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 June 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 **June 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 June 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 June 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 June 2015
- B. Release of Checks for \$125,000.00 and Above
Board of Trustees Approval Required for June 2015
- C. Release of Checks for \$125,000.00 and Above
Released Prior to Board Approval (Policy 5610) for June 2015
- D. Release of Construction Fund Checks for June 2015
- E. Quarterly Investment Report for June 2015
- F. Summary of Revenue for June 2015
- G. Summary of State Appropriations Income for June 2015
- H. Summary of Property Tax Income for June 2015
- I. Summary of Expenditures by Classification for June 2015
- J. Summary of Expenditures by Function for June 2015
- K. Summary of Auxiliary Fund Revenues and Expenditures for June 2015
- L. Summary of Grant Revenues and Expenditures, June 2015
- M. Summary of Bid Solicitations
- N. Check Register for June 2015

FINANCIAL REPORTS

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

President's Report



South Texas College student, Anahi, took time to pose for a photo, near the billboard that featured her picture, as part of the College's newest billboard campaign! We are proud of Anahi, "a nurse in the making."

Devanee Gonzalez was one of four students in the nation selected by the American Society of Radiologic Technologists Foundation to receive the Royce Osborn Minority Student Scholarship. Devanee is a first year radiologic technology student, has gained clinical experience at McAllen Medical Center, and at Doctors Hospital at Renaissance. We are so proud of her successes!



South Texas College continues to make childcare services available to its students with children, as well as to its staff, faculty and the community at the Mid Valley Campus.

With Fall 2015 just around the corner, all efforts are being made to reach students and encourage them to enroll. So many great options are available, including traditional, hybrid and online classes which start on Monday, August 24, 2015:

The deep South Texas heat keeps driving the demand for HVACR technicians! Students are encouraged to explore the College's HVACR program ...



South Texas College's Chef Ruben was featured on Fox's Good Day Valley. He showcased cooking healthy food options while on the Good Day Valley Morning Show. It was a great opportunity to highlight another career option for students at South Texas College.



Our certificate options are great for helping our students become stronger in the workforce. From Medical Coding Specialist to Construction Supervision, there are a variety of options.



Continuing with many great certificate and program options at the College are the bachelor degrees that we offer: Bachelor of Applied Technology degrees in Technology Management, Computer and Information Technologies and Medical and Health Services Management and a new Bachelor of Applied Science in Organizational Leadership!

**SOUTH TEXAS COLLEGE
BACHELOR'S
DEGREES**



The College's new Continuing, Professional, and Workforce Education website has launched, and visitors to the new website will learn about popular programs including Alternative Teacher Certification, Real Estate, GED, ESL, Arts & Crafts, and much more. Another opportunity for individuals who want to continue their education in various fields.



To help students get to and from South Texas College campuses, a free shuttle service to all campuses is available. Students are encouraged to "get on board the Jag Express" this Fall 2015!



Representatives from Our Lady of the Lake University-RGV were at the Pecan Campus, Bldg. H Student Lounge on July 22, from 11 am-1:00 pm. Students, faculty and staff interested in learning about OLLU RGV bachelor's, master's and doctoral programs were encouraged to attend. OLLU is offering these programs at their new campus located in La Feria.



South Texas College also welcomed the following higher education institutions, who were on campus to visit with students and provide program and transfer information:

Wednesday June 24th:
Texas A&M University – Kingsville
Engineering Department
9:00 AM – 1:00 PM

University of Phoenix
12:00 PM – 3:00 PM
In University Relations (H 104)

Texas A&M University – Kingsville
Master of Business Administration
Program
3:00 PM – 7:00 PM
In J 1.414

COLLEGE OF BUSINESS ADMINISTRATION

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- **Management Analytics**
Possess analytical skills include statistical analysis, modeling, and forecasting.
- **Strategic Thinking**
Master critical and strategic thinking skills.

Learn more about the MBA program! Campus visit: Wed., June 24, 3 p.m. - 7 p.m.
For more information, contact: Kim London at 361-593-2501 or Kim.London@tamuk.edu

TEXAS A&M KINGSVILLE
COLLEGE OF BUSINESS ADMINISTRATION
Visit: www.tamuk.edu/cba

Thursday June 25th:
The University of Texas – Rio Grande Valley
One Stop Shop (Admissions, Financial Aid and Advisors)
9:00 AM – 3:00 PM
H Building Student Lounge

Texas A&M University – Kingsville
Education Department
12:00 PM – 3:00 PM
In University Relations (H 104)



A representative from the Adams State University Higher Education Administration & Leadership (HEAL) Program visited our campuses over a two-day period. Adams State University offers a Master's Degree program and also an Executive Leadership Institute for those already possessing a Master's Degree. Those interested in talking to the representative to visit on Wednesday, June 24th in the G Building Atrium on the Mid-Valley Campus or on Thursday, June 25th in the H Building on the Pecan Campus.

A new opportunity is being made available by Western International University, the Master of Arts in Human Dynamics Online Community College Cohort which begins on October 6, 2015. Several presentations were made available through the month of July. Interested individuals are encouraged to “enhance their community college career success by inspiring and leading change. Learn to create the organizational culture, style, and structure that will lead to a positive and productive community college environment.”



Join a Virtual Information Session to hear more about Western International University and the Community College Cohort opportunity. Five info sessions to choose from:

- July 9th at 9am CST – Dial In:(877) 886-3404 Code: 2417942, Presentation Link: www.aegpresents.com/amber.horsley
- July 17th at 3pm CST– Dial In:(877) 886-3404 Code: 2417942, Presentation Link: www.aegpresents.com/amber.horsley
- July 22nd at 4pm CST– Dial In:(877) 886-3404 Code: 2417942, Presentation Link: www.aegpresents.com/amber.horsley
- July 28th at 4pm CST– Dial In:(877) 886-3404 Code: 2417942, Presentation Link: www.aegpresents.com/amber.horsley



South Texas College Distance Learning announced its upcoming online trainings for Blackboard Collaborate. Blackboard Collaborate is a live web conferencing platform that allows you to facilitate interactive instruction, provide online assistance, and

host meetings to support today’s teaching and learning environment. Features include: two-way audio, multipoint video, interactive content, application sharing, virtual breakout rooms, session recording and more. A maximum of 10 participants will be accepted for each session. Those who have successfully registered will receive additional information regarding the training.

Student Activities and Wellness presented Summer Splashdown. The event for students included food, music, and a water slide. All students were encouraged to join the fun. The event was held on June 25, 2015.

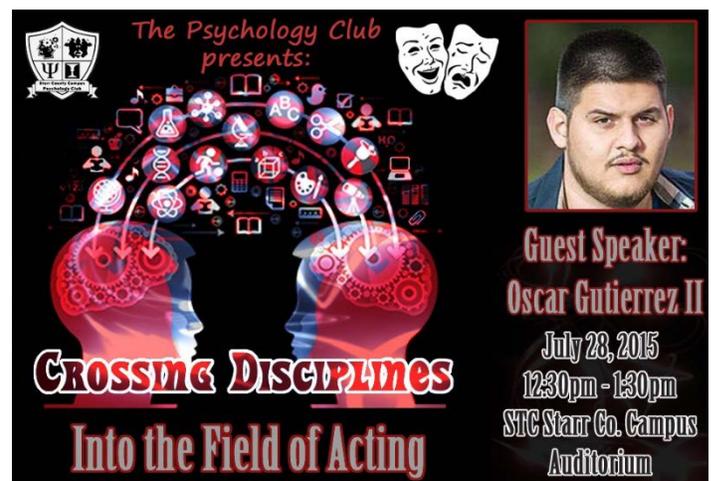


Student Activities also coordinated a Men's and Women's Division Ping Pong Tournament on July 14-16, 2015 at the Pecan Campus.

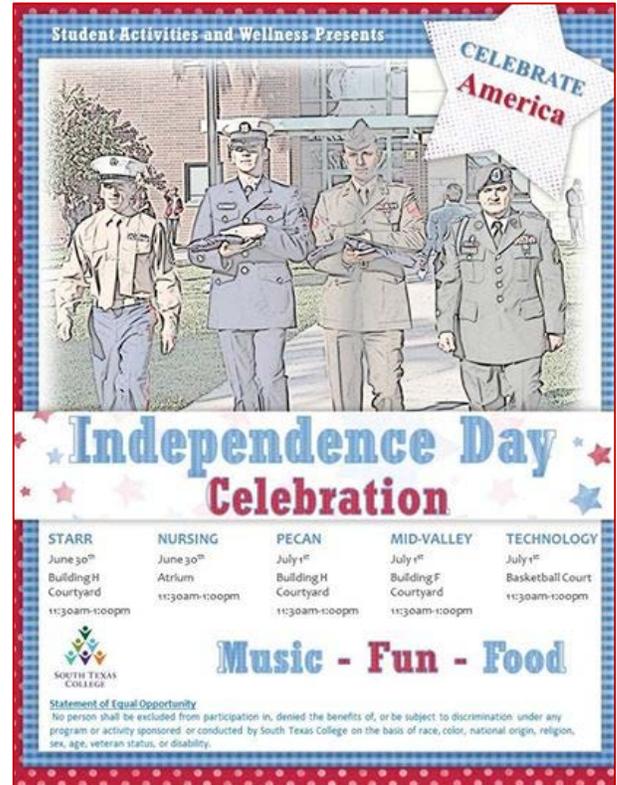
The Mid Valley Campus Health & Wellness Center presented a 3 on 3 Basketball Tournament on July 21-23. Everyone was encouraged to participate in this Summer activity for students, faculty and staff.



South Texas College faculty and staff were asked to encourage students to attend the *Crossing Disciplines Into the Field of Acting* event sponsored by the STARR COUNTY CAMPUS PSYCHOLOGY CLUB on Tuesday, July 28th from 12:30-1:30 PM at the auditorium. The Guest Speaker was San Juan Native Oscar Gutierrez II, who appeared in the movie "Spare Parts," with actor/comedian George Lopez. Oscar attended Univision's *Premios Juventud* recently held and has met many celebrities (actors/actresses/TV hosts/radio hosts). His discussion focused on his acting career, background, experiences and future goals.



Starr & Nursing Campuses held Independence Day Celebrations on June 30. 11:30 a.m.-1:00 p.m.





ERS
EMPLOYEES' RETIREMENT
SYSTEMS OF TEXAS

ERS Annual Enrollment Presentation/Fair 2015
Hosted by South Texas College



Participants:
ERS, Aon Hewitt, Minnesota Life, United Health Care, Caremark, Humana Dental, Careington Dental, Tex Flex, TexaSaver, and the Texas Department of Insurance.

Schedule:
When: Monday, July 13, 2015
Where: The Cooper Center:
Conference Room North and South
Time: Fair 9:00am-12:00pm-Conference Room North
Presentation- Conference Room South: 9:15am

Questions? Contact us @
HR_Benefits@southtexascollege.edu

The Office of Human Resources hosted ERS Annual Enrollment Presentation/Fair on Monday, July 13th at the Cooper Center on the Pecan Campus. Participants included ERS, Aon Hewitt, Minnesota Life, United Health Care, Caremark, Humana Dental, Careington Dental, TexFlex, TexaSaver, and the Texas Department of Insurance. With the 2015 Summer Enrollment period just around the corner, interested parties were encouraged to attend.

- On June 24th I attended the UT System & UTRGV Leadership Meeting ... “A conversation with Chancellor William McRaven, Dr. Guy Bailey, and Dean Francisco Fernandez” regarding an update of UTRGV. The event took place at the UTPA Academic Performing Arts Center in Edinburg.
- Met with Juan Carlos Aguirre, Associate Dean, Continuing, Professional and Workforce Education for an update on the growth and expanded activities of his department.
- Together with Sarita E. Brown, President of *Excelencia* in Education, met with Dr. Havidan Rodriguez, President ad interim for UTPA and Provost/Executive Vice President for Academic Affairs for UTRGV. The purpose was to introduce Sarita to Dr. Havidan so that she could share the work of *Excelencia* in Education. Also, *Excelencia* has just released their latest report, **Finding Your Workforce: Latinos in Science, Technology, Engineering and Math**, and prior to our meeting I had shared a copy for his review. I thought he would find it of interest, plus it served as a sample of the type of work done by *Excelencia* in Education under Sarita’s leadership.
- Participated in the Search Committee for the Vice President of Student Affairs and Enrollment Management. The Committee and I interviewed the top four candidates. After the interview, we agreed to extend the search and hopefully attract additional candidates.
- Met with Dr. Daniel King, Superintendent for the Pharr ISD and the Mayor of Pharr, Dr. Ambrosio Hernandez. They were on campus to discuss the Regional Center for Public Service Excellence and a PSJA ISD Criminal Justice Academy in the City of Pharr.
- Traveled to Houston to attend the Texas Completes Cadre Working Meeting and review “Best Practices” at the Lone Star System offices in The Woodlands, Texas.
- Together with Mary Elizondo, VP for Finance and Administrative Services, traveled to the Mid Valley Campus for the Mid Valley Bond Schematics Meeting. Also, reviewed the Schematic Design of the 2013 Bond Construction with the Coordinated Operations Council, as well as at a meeting with key staff coordinated by Mary Elizondo on Monday, July 6th for presentation to the Board at the July 28th meeting.
- Traveled to Austin for the Texas Student Success Council meeting at Austin Community College in Austin on July 8, and the Texas Association of Community Colleges Summer Conference 2015, July 8th thru July 11th at Horseshoe Bay, Texas.
- Traveled to South Padre Island to attend the 2015 RGV Focus’ annual Leadership Team Retreat commencing the evening of July 15th thru July 17, 2015.

**GREAT
NEWS**

100% of Physical Therapy Assistant (PTA) graduates of 2015 passed their national licensure examination on the first attempt! Kudos to Diana Hernandez, P.T., M.Ed., Program Chair!

- Met with the Physical Therapy Assistant (PTA) Program Accreditation Site Visit team on July 20th to discuss the re-accreditation of the College's PTA program by the Commission on Accreditation in Physical Therapy Education (CAPTE).
- Met with Roger Dale Richards, Integrated Media Manager, with *Livability McAllen*. He is working with Steve Ahlenius and the McAllen Chamber of Commerce on their upcoming edition of *Livability McAllen*. This annual publication is the Chamber's official relocation guide that is used to promote the community and businesses in the area. The McAllen Chamber felt it was important for Mr. Richards to meet with South Texas College as they are also meeting with UT-RGV to show them what's new with the program and what they have planned for 2016.
- Participated in a teleconference with Carol Lincoln, Senior Vice President, Achieving the Dream, to discuss South Texas College's desire to benchmark its performance against Aspen Prize finalists. South Texas College was a recipient of the Leah Meyer Austin Award, and the Aspen Prize is the next tier in recognizing the success of community colleges in preparing successful students.
- Coordinated the agendas and back-up materials for the July 2015 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 June 24, 2015 to July 28, 2015 included:
 - Review of Capital Improvement Proposals for FY 2015-2016
 - Review of Schematic Design of the 2013 Bond Construction
 - Nursing & Allied Health Campus Expansion
 - Mid Valley Campus Health Professions and Science Building
 - Mid Valley Campus Student Services Building Expansion
 - Starr County Campus Student Services Building Expansion
 - Starr County Campus Student Activities Gym
 - Pecan Campus Student Support Services Building Improvements

- Discussion of Benefits Enrollment for Same-Sex Spouses of Texas Employees Group Benefits Program Members
- Discussion of Shuttle Bus Operations
- Discussion of Auction and Relocation of Portables
- Review of Title IX Procedures Manual

We look forward to the start of the Fall 2015 Semester!



*Finance & Human
Resources Committee
Minutes
July 13th, 2015*

**South Texas College
Board of Trustees
Finance and Human Resources Committee
Ann Richards Administration Building Board Room
Pecan Campus
Monday, July 13, 2015
@ 5:30 p.m.
McAllen, Texas**

Minutes

The Finance and Human Resources Committee Meeting was held on Monday, July 13, 2015 in the Ann Richards Administration Building Board Room at the Pecan Campus in McAllen, Texas. The meeting commenced at 11:35 a.m. with Dr. Alejo Salinas, Jr. presiding.

Members present: Dr. Alejo Salinas, Jr., Mr. Paul R. Rodriguez, and Ms. Rose Benavidez

Other Trustees Present: Mr. Gary Gurwitz, and Mrs. Graciela Farias

Members absent: Mr. Roy de León

Also present: Dr. Shirley A. Reed, Mrs. Mary Elizondo, Dr. David Plummer, Mrs. Wanda Garza, Mr. George McCaleb, Ms. Myriam Lopez, Mrs. Becky Cavazos, Mr. Ricardo De La Garza, Mr. Stephen Crum, Mr. Cody Gregg, Mr. Matt Hebbard, Mrs. Brenda Balderaz, Mr. Rey Pedraza, Ms. Lupita Castillo, Mr. Gustavo Martinez, Mr. Raul Cabaza, Mr. Tom Logan, and Mr. Andrew Fish

Approval of June 11, 2015 Finance and Human Resources Committee Minutes

Upon a motion by Mr. Paul R. Rodriguez and a second by Ms. Rose Benavidez, the Minutes for the Finance and Human Resources Committee Meeting of June 11, 2015 were approved as written. The motion carried.

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

Approval of the Hidalgo and Starr County Tax Resale Properties and the Resolution Authorizing the Tax Resale will be requested at the July 28, 2015, Board meeting.

The law offices of Linebarger Goggan Blair & Sampson, LLP requested consideration and possible action on the tax resale of fifty-three (53) properties.

Hidalgo County

On June 2, 2015 Linebarger Goggan Blair & Sampson, LLP held a Tax Resale Auction at the Hidalgo County Clerk Records Management Facility for struck off properties located within Hidalgo County. The tax resale auction was published in The Monitor and several other newspapers throughout Hidalgo County. Bids were received on fifty-two (52) properties.

Starr County

On July 31, 2012, Linebarger Goggan Blair & Sampson, LLP held a Tax Resale Auction at the Starr County Courthouse for struck off properties located within Starr County. The tax resale auction was published several times in the Starr County Town Crier. No bids were received at time of auction on any of the Rio Grande City properties; however on March 2, 2015 a private written bid was received.

Linebarger Goggan Blair & Sampson, LLP submitted the analysis of the bids received for the Committee's consideration. The total amount the College would receive was \$40,119.43.

The Resolution Authorizing the Tax Resale was included in the packet for the Committee's review. A listing of the bids including, the legal description for each property, the amount of the bid, the amount South Texas College would receive, and the Analysis of Bids Received were enclosed under separate cover for their information and review.

Mr. Gustavo Martinez from Linebarger Goggan Blair & Sampson, LLP was present at the meeting. He informed the Committee that none of the properties proposed for tax resale were believed to be homesteads of the property owners.

Upon a motion by Mr. Paul R. Rodriguez and a second by Ms. Rose Benavidez, the Finance and Human Resources Committee recommended Board approval of the Hidalgo and Starr County Tax Resale Bids and the Resolution Authorizing the Tax Resale to Linebarger Goggan Blair & Sampson, LLP as presented. The motion carried.

Review and Recommend Action on Property, Casualty, Flood, & Workers Compensation Insurance

A request to award the proposal for Property, Flood (for permanent structures), Crime, General Liability / Law Enforcement, School Board Legal Liability, Automobile and Workers Compensation Insurance for a period beginning September 1, 2015 through August 31, 2016 at a total cost of \$816,008 was scheduled for the July 28, 2015 Regular Board meeting.

Purpose - The basic purpose of insurance was to anticipate catastrophic losses that could financially impair South Texas College. Insurance allows the College to minimize risk of loss from circumstances beyond its control.

Justification - Every year, prior to year end, The College requests proposals for an insurance program that provides the broadest coverage at the most competitive price available in accord with approved or acceptable insurance practice in the State of Texas.

Background - The request for proposals was advertised and issued to seven (7) vendors. Three (3) responses were received.

- **Property Insurance**

⇒ Property Insurance to Hartford Fire Insurance Company (Montalvo Insurance Agency) at a total cost of **\$478,047**. The policy offers a 2% Wind/Hail Deductible, but not less than \$100,000 per building for any wind and hail event and a \$100,000 deductible for all other perils. The Deductible for any wind and hail event for the entire schedule is estimated at \$6.4 million on building and contents. The flood coverage is \$50,000 through \$500,000 per building based on the value of the building. The insurance coverage was updated with current construction costs per square foot.

- **Flood Insurance**

⇒ The property deductible is \$100,000 per building therefore structures with lower valuations have no coverage. Thus, the flood coverage for portables is not recommended at this time since they are all below this deductible amount. Flood Insurance to Nationwide Mutual Insurance Company (Montalvo Insurance Agency) for permanent structures in Zone B at a cost of **\$65,594**.

- **Crime Insurance**

⇒ Crime Insurance to The Hartford Fire Insurance Company (Montalvo Insurance Agency) at a cost of **\$8,562**

- **General Liability / Law Enforcement, School Board Legal Liability and Automobile Insurance**

⇒ General Liability / Law Enforcement Insurance and School Board Legal Liability Insurance to Texas Association of Public Schools (TAPS) (Montalvo Insurance Agency) at a cost of **\$91,015**. The policy offers a \$5,000,000 limit for General Liability / Law Enforcement with a \$5,000 deductible and School Board Legal Liability with a \$50,000 deductible.

⇒ Automobile Insurance to Texas Association of Public Schools (TAPS) (Montalvo Insurance Agency) at a cost of **\$14,513**. The policy offers a \$1,000 deductible for liability and physical damage and a \$50,000 limit for damage to a rented vehicle.

⇒ The combined cost is \$105,528 (\$91,015 + \$14,513) with a limit of \$5,000,000 or \$89,727 (\$75,214 + (\$14,513) if the limit is reduced to \$1,000,000 for General Liability / Law Enforcement. Mr. Raul Cabaza, III, Risk Management Consultant, is recommending the limit be reduced to \$1,000,000. Therefore, the cost will total **\$89,727**.

- **Workers Compensation Insurance**

⇒ Workers Compensation Insurance to Texas Political Subdivisions (Montalvo Insurance Agency) at a total cost of **\$174,078**; includes Volunteers.

The total recommended award to Montalvo Insurance Agency was **\$816,008**.

Funding Source - Funds for this expenditure were budgeted in the Insurance and Benefits budgets for FY 2015-2016, pending Board approval of the budget.

Reviewers - Responses were received and reviewed by Mr. Raul Cabaza, III, Risk Management Consultant, Mrs. Mary Elizondo, the Vice President for Finance and Administrative Services, Mr. Ken Lyons, Risk Manager and the Purchasing Department.

Enclosed Documents - The recommendation letters and spreadsheets provided by Mr. Raul Cabaza, III, were provided in the packet for the Committee's information and review.

Mr. Raul Cabaza attended the July 13, 2015 Finance Committee meeting to discuss the potential insurance options and obtain feedback from the Committee members.

Due to various issues raised by Board and Committee members, the Committee asked Mr. Cabaza whether action could be delayed until August 2015, to allow further time to solicit additional information from respondents, and Mr. Cabaza agreed that this would be acceptable. Furthermore, he agreed to solicit additional information as follows:

- Request pricing on Property Insurance if flood coverage for low-risk zones: Mid Valley, Starr County, and N.A.H. Campuses were removed entirely (currently proposed with \$100,000 deductible).
- Request pricing on Flood Insurance to include aforementioned campuses with appropriately reduced deductible.
- Request analysis of optional self-insurance against flood damage by the College.
- Review of Cyber Crime coverage and additional services offered in response to potential losses/exposure.
- Review of appropriate limits on liability related to School Board Legal Liability Insurance / General Liability Insurance

The Committee requested that legal counsel review all proposed insurance coverage and limits.

No action was taken, and Mr. Cabaza agreed to return to the August Finance and Human Resources Committee to provide an update and recommendations based upon answers to the Committee's questions.

**Review and Recommend Action on Award of Proposals,
 Purchases, Renewals, and Lease/Rental**

The Finance and Human Resources Committee was asked to recommend Board approval of the proposal awards, purchases, renewals, and lease/rental as follows:

- | | |
|--------------------------------------|-----------------------------------|
| A. Awards | D. Non-Instructional Items |
| B. Advertising or Memberships | E. Technology Items |
| C. Instructional Items | |

A. Awards

- 1) Childcare Services (Award):** award the proposal for childcare services for the period beginning September 1, 2015 through August 31, 2016, at an estimated amount of \$105,000.00 with the following eighty seven (87) qualifying vendors:

Blessings Learning Academy of Alamo (Alamo, TX)	iKids Academy (Alamo, TX)	New Generation Child Care Center (Alamo, TX)
Super Kids Academy Day Care Center (Alamo, TX)	We Are The Future Child Development Center (Alamo, TX)	My Alphabet Academy (Alton, TX)
Kid'z First Child Care Center, Inc. No. 2 (Alton, TX)	Anna's Childcare (Donna, TX)	Building Blocks Academy (Donna, TX)
Early Start Child Care Development Center (Donna, TX)	Garza's Childcare and Development Center (Donna, TX)	Monte Cristo Learning Center (Edcouch, TX)
All American Child Development (Edinburg, TX)	Alma's Daycare (Edinburg, TX)	Gaby's Day Care Center, Inc. (Edinburg, TX)
Genesis Learning Center, Inc. (Edinburg, TX)	Kids' Kollege Learning Center (Edinburg, TX)	Learning Garden Child Care Center (Edinburg, TX)
Learning Journey Child Care (Edinburg, TX)	Learning Journey, LLC. (Edinburg, TX)	Little Kingdom Learning Center (Edinburg, TX)
Little U Learning Center (Edinburg, TX)	Little Voices Day Care (Edinburg, TX)	Small Wonders Day Care Center (Edinburg, TX)
The Learning Journey Day School (Edinburg, TX)	V.I.P. Learning Center (Edinburg, TX)	Play, Learn, Construct & Conserve Child Care Center (La Joya, TX)
Creative Kidz Day Care Center (Mercedes, TX)	ABC University Early Child Care Center (McAllen, TX)	Adventureland Academy (McAllen, TX)
Brackenridge Children's Center, LLC. (McAllen, TX)	Bright Beginnings (McAllen, TX)	Coky's Day Care Center (McAllen, TX)
Devanhi's Day Care (McAllen, TX)	Generations Academy, LLC. (McAllen, TX)	Kids Avenue Learning Center (McAllen, TX)
Learning Box Academy (McAllen, TX)	Little Cowboys Child Care Center (McAllen, TX)	Little Dreamers Learning Academy (McAllen, TX)
Little Shining Stars Daycare I (McAllen, TX)	Little Rockets Academy (McAllen, TX)	Loving Angels Child Development Center, LLC. (McAllen, TX)
Maria Del Refugio Vargas (McAllen, TX)	Royal Education Center (McAllen, TX)	TLT Childcare and Development Center, LLC. (McAllen, TX)
Tony's Playhouse (McAllen, TX)	Bright Beginnings Learning Center (Mission, TX)	Eaglets Daycare/Development Center (Mission, TX)

Honey's Little Bee's Learning Center (Mission, TX)	Imagination Express Learning Center, LLC. (Mission, TX)	Kidz Crusade Learning and Development (Mission, TX)
Kidz Crusade Childcare and Pre K Academy #2 (Mission, TX)	Love Bugs C E C, LLC. (Mission, TX)	Solecitos Child Care & Development Center (Mission, TX)
Super Star Kids Learning Center, LLC. (Mission, TX)	Martha Alicia Garcia (Mission, TX)	Children's Garden Day Care (Palmview, TX)
Little Minions Learning Academy (Penitas, TX)	Campanitas Day Care (Pharr, TX)	Children's Education Center (Pharr, TX)
Futuros Lideres Learning Center (Pharr, TX)	Kids Academy Daycare (Pharr, TX)	Little Bear Academy Day Care Center (Pharr, TX)
Little Explorers Development & Learning Center (Pharr, TX)	Little One's Discovery Center II, Inc. (Pharr, TX)	Lupita's Day Care (Pharr, TX)
Mara's Little Bears Day Care (Pharr, TX)	My First Steps Child Care & Development Center (Pharr, TX)	My Precious Moments Childcare Development Center (Pharr, TX)
Tiny Rascals Schoolhouse (Pharr, TX)	Tweaty and Christy Day Care (Pharr, TX)	Building Blocks Learning Center (Rio Grande City, TX)
Cutie Pies Children's Development Center (Rio Grande City, TX)	Kami's Cuddling Center (Rio Grande City, TX)	Learning Central, LLC. (Rio Grande City, TX)
Learning Zone City (Rio Grande City, TX)	Learning Zone II (Rio Grande City, TX)	The Methodist Day Care Center (Rio Grande City, TX)
Bright Future Kids Academy (San Juan, TX)	Childtime Academy (San Juan, TX)	The Learning Express (San Juan, TX)
Thomas and Friends Learning Center (San Juan, TX)	We Are The Future Child Development Center (San Juan, TX)	Christian Day Care (Weslaco, TX)
El Shaddai International Christian Day Care Center (Weslaco, TX)	The Growing Patch Early Learning Center (Weslaco, TX)	Kids "R" Kids Learning Academy (Weslaco, TX)

2) Custodial Supplies (Award): award the proposal for custodial supplies for the period beginning August 18, 2015 through August 17, 2016 with two one-year options to renew, at an estimated amount of \$175,000.00 based on prior year expenditures. The vendors are as follows:

- **Primary:** Gulf Coast Paper, Co. (Brownsville, TX)
- **Secondary** Cielo Office Products (McAllen, TX)
 Rio Paper & Supply, LLC. (Pharr, TX)
 Yanitor Paper and Supplies, LLC. (Hidalgo, TX)

3) Library Materials (Award): award the library materials for the period beginning September 1, 2015 through August 31, 2016 with two one-year options to renew, at an estimated cost of \$233,537.00 with the following vendors:

ABDO Publishing (Minneapolis, MN)	Bearport Publishing (New York, NY)
Bound to Stay/Bound Book, Inc. (Jacksonville, IL)	Cavendish Square Publishing (New York, NY)
Cengage Learning, Inc. (Farmington Hills, MI)	Complete Book and Media Supply, LLC. (Cedar Park, TX)
CRM Learning, LP. (Carlsbad, CA)	Delaney Educational Enterprises (San Diego, CA)
EBSCO Industries, Inc. (Ipswich, MA)	Enslow Publishing, LLC. (New York, NY)

Follett School Solutions, Inc. (McHenry, IL)	Gareth Stevens Publishing (New York, NY)
Salem Press Div of Grey House Publishing (Amenia, NY)	Grey House Publishing, (Amenia, NY)
Central Programs, Inc./dba Gumdrop Books (Bethany, MO)	Ingram Library Services, Inc. (La Vergne, TN)
JOVE (Cambridge, MA)	Latin American Book Source, Inc. (Chula Vista, CA)
Midwest Tape, LLC. (Holland, OH)	Hertzberg New Method, Inc./dba Perma Bound Books (Jacksonville, IL)
Plunkett Research, Ltd. (Houston, TX)	Quality Books, Inc. (Oregon, IL)
Rittenhouse Book Distributors, Inc. (King of Prussia, PA)	Rosen Publishing Group (New York NY)
Scholastic Library Publishing, Inc. (Danbury, CT)	Yankee Book Peddler, Inc./dba YBP Library Services (Contoocook, NH)
World Book, Inc. (Chicago, IL)	

- 4) Mail Services (Award):** award the proposal for mail services to Upper Valley Mail Services (McAllen, TX) for the period beginning September 1, 2015 through August 31, 2016 with two one-year options to renew, at an estimated cost of \$73,000.00 based on prior year expenditures;
- 5) Rental of Storage Facilities (Award):** award the proposal for the rental of storage facilities for the period beginning August 1, 2015 through July 31, 2016 with one-years options to renew, at an estimated cost of \$28,000.00 with the following vendors:
- A-Ok McAllen 5/dba Best Little Warehouse in Texas (McAllen)
 - Ware Affordable Attic III, LP. (McAllen, TX)
 - McAllen Foreign Trade Zone, Inc. (McAllen, TX)
- 6) Science Laboratory Supplies (Award):** award the proposal for science laboratory supplies for the period beginning September 1, 2015 through August 31, 2016 with two one-year options to renew, at an estimated cost of \$200,000.00 based on prior year expenditures. The vendors are as follows:

Carolina Biological Supply Company (Burlington, NC)	Chemglass Life Sciences (Vineland, NJ)
Flinn Scientific, Inc. (Batavia, IL)	Frey Scientific (Nashua, NH)
Harlan Laboratories, Inc. (Indianapolis, IN)	Midsci (St. Louis, MO)
Nasco (Fort Atkinson, WI)	PASCO Scientific (Roseville, CA)
Phenix Research Products (Candler, NC)	Thomas Scientific (Swedesboro, NJ)
VWR International, LLC. (Radnor, PA)	

B. Advertising or Memberships

- 7) Registration Radio Advertising Agreements (Purchase):** purchase registration radio advertising agreements for the period beginning August 1, 2015 through August 31, 2015, at an estimated cost of \$16,443.00 from the following sole source vendors:

iHeart Media (Weslaco, TX)	\$7,923.00
Entravision Communication Corporation (ECC) (McAllen, TX)	\$8,520.00

- 8) Registration Television Advertisement Agreements (Purchase):** purchase registration television advertisement agreements for the period beginning August 1,

2015 through August 31, 2015, at an estimated cost of \$50,080.00 from the following sole source vendors:

ECC/KCWT TV/RGV CW21 (McAllen, TX)	\$3,000.00
ECC/KFXV TV/Fox Channel 2 (McAllen, TX)	\$3,000.00
KGBT TV/Channel 4 (Pharr, TX)	\$9,130.00
KRGV TV/Channel 5 News (Weslaco, TX)	\$7,000.00
ECC/KNVO TV/Univision 48 (McAllen, TX)	\$5,925.00
KTLM TV/Telemundo 40 (McAllen, TX)	\$7,025.00
KVEO TV/News Center 23 (Brownsville, TX)	\$7,000.00
Time Warner Cable Media (McAllen, TX)	\$8,000.00

- 9) Institutional Participation Fee (Renewal):** renew the institutional participation fee with Achieving the Dream, Inc./Manpower Development Corporation (MDC)(Silver Spring, MD), a sole source vendor, for the period beginning July 1, 2015 through June 30, 2016, at a total cost of \$10,000.00;

C. Instructional Items

- 10) Portable X-Ray Machine (Purchase):** purchase portable x-ray machine from Merry X-Ray/Source One Healthcare (Mentor, OH), a sole source vendor, at a total cost of \$36,687.00;
- 11) Testing Materials – CAAP (Purchase):** purchase testing materials – CAAP from ACT CAAP (Iowa City, IA), a sole source vendor, at an estimated cost of \$25,725.00;
- 12) Ultrasound Simulator (Purchase):** purchase an ultrasound simulator from CAE Healthcare, Inc. (Sarasota, FL), a sole source vendor, at a total cost of \$60,320.00;

D. Non-Instructional Items

- 13) Air Conditioning Equipment and Supplies (Purchase):** purchase air conditioning equipment and supplies from Carrier Corporation (Richardson, TX/Pharr, TX) and Carrier Enterprise, LLC. (Houston, TX/Pharr, TX), a Texas Association of School Boards – Buyboard approved vendor, for the period beginning September 1, 2015 through August 31, 2016, at an estimated cost of \$50,000.00;
- 14) Air Conditioning Filters (Purchase):** purchase and installation of air conditioning filters from J. F. Filtration, Inc. (Harlingen, TX), a Texas Association of School Boards – Buyboard approved vendors, for the period beginning September 1, 2015 through August 31, 2016, at an estimated cost of \$102,000.00 based on prior year expenditures;
- 15) Building Automation Control Equipment, Parts, and Equipment Maintenance (Purchase):** purchase building automation control equipment, parts, and equipment maintenance from Siemens Industry, Inc. (Austin, TX/La Feria, TX), a State of Texas Multiple Award Schedule (TXMAS) approved vendor, for the period beginning September 1, 2015 through August 31, 2016, at an estimated cost of \$75,000.00 which is based on prior year expenditures;
- 16) Catering Services (Purchase):** purchase catering services from Centerplate at McAllen Convention Center (McAllen, TX), a sole source vendor, for the period

beginning September 18, 2015 through August 27, 2016, at an estimated cost of \$32,722.44;

- 17)Chiller Chemicals and Maintenance (Purchase):** purchase chiller chemicals and maintenance from ChemCal, Inc. (Grapevine, TX), a State of Texas Multiple Award Schedule (TXMAS) approved vendor, for the period beginning September 1, 2015 through August 31, 2016, at an estimated cost of \$40,000.00 which is based on prior year expenditures;
- 18)Electrical Parts and Supplies (Purchase):** purchase electrical parts and supplies from Bush Supply, Inc. (Edinburg, TX), a Texas Association of School Boards – Buyboard approved vendor, for the period beginning September 1, 2015 through August 31, 2016, at an estimated cost of \$55,000.00 which is based on prior year expenditures;
- 19)Library Furniture, Equipment, and Supplies (Purchase):** purchase library furniture, equipment, and supplies from Demco, Inc. (Madison, WI), a Texas Association of School Boards – Buyboard approved vendor, for the period beginning July 29, 2015 through August 31, 2015, at an estimated cost of \$10,000.00;
- 20)Parts and Supplies (Purchase):** purchase parts and supplies from W.W. Grainger (Austin, TX/McAllen, TX), a Texas Association of School Boards – Buyboard approved vendor, for the period beginning September 1, 2015 through August 31, 2016, at an estimated amount of \$60,000.00 based on prior year expenditures;
- 21)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 July 29, 2015 through August 31, 2015, at a total cost of \$10,000.00;
- 22)Rental Equipment (Purchase):** purchase rental equipment from United Rentals, Inc. (Dallas, TX/Pharr, TX), a State of Texas Multiple Award Schedule (TXMAS) approved vendor, for the period beginning September 1, 2015 through August 31, 2016, at an estimated cost of \$35,000.00 based on prior year expenditures;
- 23)Collection Agency Services (Renewal):** renew the collection agency services contracts for the period beginning September 1, 2015 through August 31, 2016, at no charge to the College. The collection fee shall be charged directly to the student. The vendors are as follows:
 - Primary: S & S Recovery, Inc. (Memphis, TN)
 - Secondary: Williams and Fudge, Inc. (Rock Hill, SC) and Immediate Credit Recovery (Wappingers Falls, NY)
- 24)Elevator Maintenance Agreement (Renewal):** renew the elevator maintenance agreement with Otis Elevator Co. (Farmington, CT/McAllen, TX), a Provista approved vendor, for the period beginning September 1, 2015 through August 31, 2016, at an estimated cost of \$55,000.00;
- 25)Equipment Rental Services (Renewal):** renew the equipment rental services contracts for the period beginning September 1, 2015 through August 31, 2016, at an estimated cost of \$70,000.00 based on prior year expenditures. The vendors are as follows:
 - Backstage Productions, LLC. (McAllen, TX)
 - Blueline Rental (Pharr, TX)
 - Rental World (McAllen, TX)

- Space Jump Rentals (Pharr, TX)
 - Tejas Equipment Rental (McAllen, TX)
- 26) Glass Replacement and Installation (Renewal):** renew the glass replacement and installation contracts for the period beginning August 28, 2015 through August 27, 2016, at an estimated cost of \$20,000.00 which is based on prior year expenditures with the following vendors:
- Luna Glass, LLC. (McAllen, TX)
 - Risica & Sons, Inc. (Edinburg, TX)
 - SDM Construction and Development, LLC. (Pharr, TX)
- 27) Online Real Estate Courses (Renewal):** renew the online real estate courses contract with OnCourse Learning Corporation (Atlanta, GA), for the period beginning September 1, 2015 through August 31, 2016, at an estimated amount of \$2.50 to \$257.50 per class;
- 28) Truck Driver/Bus Driver Training (Renewal):** renew the truck driver/bus driver training contract for the period beginning September 1, 2015 through August 31, 2016, at an 18% commission to the College retained from each student's tuition. International Schools, the company originally awarded the contract, is in the process of being acquired by Piedmont Business Colleges, Inc. (Virginia Beach, Virginia) and International Schools wishes to assign the contract to this company. Consent to assign the contract to Piedmont Business Colleges, Inc. is required from the College;
- 29) Staff Uniforms and Services (Rental/Renewal):** rental/renewal of staff uniforms and services from Unifirst Corporation (San Antonio, TX/McAllen, TX), a Texas Association of School Boards – Buyboard approved vendor, for the period beginning July 1, 2015 through June 30, 2016, at an estimated cost of \$20,500.00;
- 30) Facility Usage Interlocal Agreements (Lease/Rental):** lease/rental facility usage interlocal agreements with the City of McAllen – McAllen Convention Center (McAllen, TX) for the period beginning September 18, 2015 through August 27, 2016, at an estimated cost of \$21,688.00.

E. Technology

- 31) Citation Writers and Printers (Purchase):** purchase citation writers and printers from End2End (Oxford, MS), a sole source vendor, at a total cost of \$36,000.00;
- 32) Computers and Tablets (Purchase):** purchase of computers 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 \$35,664.73;
- 33) Enterprise Software and Maintenance (Purchase):** purchase enterprise software and maintenance from Ellucian, Inc. through Texas A & M University – Corpus Christi (Corpus Christi, TX) acting by and through State of Texas Department of Information Resources (DIR) for Texas Connection Consortium (TCC), at a total cost of \$60,000.00.;
- 34) Local Telephone Service – McAllen (Purchase):** purchase local telephone services – McAllen from AT&T Texas/AT&T Corporation (San Antonio, TX), a Texas Department of Information Resources (DIR) approved vendor, for the period beginning

September 1, 2015 through August 31, 2016, at an estimated cost of \$240,000.00 based on prior year expenditures;

- 35) Local Telephone Service – Mid Valley and Starr County (Purchase):** purchase local telephone service – Mid Valley and Starr County from Verizon Southwest, Inc./Verizon Business Network Services, Inc. (Dallas, TX), a State of Texas Department of Information Resources (DIR) approved vendor, for the period beginning September 1, 2015 through August 31, 2016, at an estimated cost of \$72,000.00 based on prior year expenditures;
- 36) Long Distance Phone Service (Purchase):** purchase long distance phone service from AT&T Corporation through the State of Texas Department of Information Resources (DIR)(Dallas, TX), for the period beginning September 1, 2015 through August 31, 2016, at an estimated cost of \$12,030.00 based on prior year expenditures;
- 37) Network Cabling Services (Purchase):** purchase network cabling services with BridgeNet Communications, LLC. (Donna, TX), a Board approved vendor, at a total cost of \$101,410.13;
- 38) Network Server (Purchase):** purchase a network server from Insight Public Sector (Tempe, AZ/McAllen, TX), a State of Texas Department of Information Resources (DIR) approved vendor, at a total cost of \$39,762.93;
- 39) Online Tutoring Service Agreement (Purchase):** purchase online tutoring service agreement from Upswing International, Inc. (Austin, TX), a sole source vendor, for the period beginning September 1, 2015 through August 31, 2016, at a total cost of \$29,000.00;
- 40) Performance Review Software Component (Purchase):** purchase a performance review software component from PeopleAdm, Inc. (Austin, TX), a sole source vendor, at a total cost of \$22,617.00;
- 41) Software License Subscription (Purchase):** purchase a software license subscription from Medicat, LLC. (Atlanta, GA), a sole source vendor, for the period beginning August 1, 2015 through July 31, 2016, at a total amount of \$14,900.00;
- 42) Training Services (Purchase):** purchase training services from Technology for Education, LLC. (Hewitt, TX), a Texas Association of School Boards – Buyboard approved vendor, for the period beginning July 29, 2015 through August 31, 2015, at a total cost of \$40,000.00;
- 43) ARMS Annual Maintenance Agreement (Renewal):** renew the ARMS annual maintenance agreement with End2End (Oxford, MS), a sole source vendor, for the period beginning October 1, 2015 through September 30, 2016, at a total cost of \$12,000.00;
- 44) Book Detection System Maintenance Agreement (Renewal):** renew the book detection system maintenance agreement with 3M Library Systems (St. Paul, MN), a sole source vendor, for the period beginning September 1, 2015 through August 31, 2016, at a total cost of \$21,808.00;
- 45) Course Management and Hosting Services (Renewal):** renew the course management and hosting services with Blackboard, Inc. (Washington, DC), a sole source vendor, for the period beginning September 30, 2015 through September 29, 2016, at a total cost of \$566,233.00;
- 46) Library Database Subscription (Renewal):** renew the library database subscription contract with West Publishing Corporation/dba West, A Division of Thomson Reuter

Business (Eagan, MN), for the period beginning August 1, 2015 through July 31, 2016, at an amount of \$20,321.28 and extend the subscription period from August 1, 2016 through August 31, 2016 at an amount of \$1,612.80 to align the term of service with the College's fiscal year for a total cost of \$21,934.08;

- 47)Library Serials (Renewal):** renew the library serials contract with Magazine Subscriptions, PTP. (Austin, TX) for the period beginning September 1, 2015 through August 31, 2016, at an estimated cost of \$70,268.59;
- 48)Maintenance Management System Agreement (Renewal):** renew the maintenance management system agreement with SchoolDude.com (Cary, NC), a Texas Cooperative Purchasing Network (TCPN) approved vendor, for the period beginning September 1, 2015 through August 31, 2016, at an estimated cost of \$24,000.00;
- 49)Mobile Application Software Agreement (Renewal):** renew the mobile application software agreement with AT&T Mobility (Atlanta, GA), a State of Texas Department of Information Resources (DIR) approved vendor, for the period beginning June 16, 2015 through June 15, 2016, at a total cost of \$39,724.00;
- 50)Online Essay Review Services Agreement (Renewal):** renew the online essay review services agreement with Smarthinking/NCS Pearson, Inc. (Chicago, IL), a sole source vendor, for the period beginning September 1, 2015 through August 31, 2016, at an estimated amount of \$40,500.00 which provides 1,500 services hours;
- 51)Oracle License Maintenance (Renewal):** renew software license maintenance with Oracle America, Inc. (Redwood City, CA), a Texas Department of Information Resources (DIR) approved vendor, for the period beginning August 30, 2015 through August 31, 2016, at a total cost of \$346,373.01;
- 52)Predictive Data Analytics Technology/Hosting Service (Renewal):** renew the predictive data analysis technology/hosting services with Civitas Learning, Inc. (Austin, TX), for the period beginning March 1, 2015 through February 28, 2016, at a total cost of \$75,000.00. The total investment is \$300,000.00 which the Texas Higher Education Coordinating Board (THECB) will pay \$150,000.00 and Texas A & M University – Commerce will pay \$75,000.00;
- 53)Public Website Hosting Services (Renewal):** renew the public website hosting services maintenance agreement with Rackspace Hosting, Inc. (San Antonio, TX), a sole source vendor, for the period beginning September 1, 2015 through August 31, 2016, at a total monthly cost of \$2,504.00 and annual cost of \$30,048.00;
- 54)Student Schedule Software Agreement (Renewal):** renew the student schedule software agreement with College Scheduler, LLC. (Redding, CA), a sole source vendor, for the period beginning July 1, 2015 through June 30, 2016, at a total cost of \$30,000.00;

SUMMARY TOTAL:

The total for all proposal awards, purchases, renewals, and lease/rental is \$3,651,975.91

Upon a motion by Ms. Rose Benavidez and a second by Mr. Paul R. Rodriguez, the Finance and Human Resources Committee recommend Board of the proposal awards, purchases, renewals, and lease/rental as presented. The motion carried.

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

Approval will be requested at the July 28, 2015 Board meeting to dispose/recycle technology items with an original value of \$1,000 and over through the Texas Department of Criminal Justice (TDCJ), a State of Texas agency approved to properly recycle technology items.

Purpose – The Fixed Asset/Inventory Department requested the disposal/recycling of technology items to be in compliance with the Environmental Protection Agency (EPA) regulations. TDCJ provides an environmentally sound way to dispose of surplus technology equipment.

Justification – As technology becomes obsolete, out of warranty or not functioning, it is disposed of according to South Texas Board Policy #5135 Disposal of Surplus Property. TDCJ is the method of disposal to comply with all EPA regulations. They will clean data from all systems, recycle systems that can be repaired for inmate training or donation to schools and damaged systems are properly disposed of. The technology is currently located at the South Texas College Receiving Department, 3700 W Military Hwy Building D, McAllen, Texas.

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

Enclosed Documents - A listing of the technology items to be disposed/recycled was provided in the packet for the Committee's review and information.

Mary Elizondo, Vice President for Finance and Administrative Services, and Becky Cavazos, Director of Purchasing attended the July 13, 2015 Finance and Human Resources Committee meeting to address any questions by the committee.

Upon a motion by Mr. Paul R. Rodriguez and a second by Ms. Rose Benavidez, the Finance and Human Resources Committee recommended Board approval to dispose/recycle technology items with an original value of \$1,000 and over through the Texas Department of Criminal Justice (TDCJ), a State of Texas agency approved to properly recycle technology items as presented. The motion carried.

Review and Recommend Action as Necessary on Disposal of Portable Buildings

Approval of disposal of ten (10) portable buildings with a purchase price of \$30,154.89 or above through a live auction will be requested at the July 28, 2015 Board meeting.

Purpose – The Office of Planning and Construction requested authorization to auction ten (10) portable buildings which were acquired in used condition during the period from 1995 to 1999. Approval was requested to auction these buildings through a live auction in phases.

Disposal was requested due to their deteriorated condition, and an auction could allow the College to recoup some of its investment in the portable buildings.

Justification - The portable buildings were evaluated by the Facilities Planning and Construction Department and Facilities Maintenance and Operations Department staff to determine that they are beyond repair.

The auction would take place at the South Texas College Pecan Campus, 3201 W Pecan Blvd, McAllen, Texas and Mid Valley Campus, 400 N Border, Weslaco, TX.

The auctions would be scheduled in phases due to bond construction schedules:

Phase	Portable and Location	Tentative Auction Date
Phase I	Pecan Portables 8 & 9 Mid Valley Portables 1 & 2	August 2015 or September 2015
Phase II	Pecan Portables 1, 3, 4, & 5	May 2016
Phase III	Pecan Portables 6 & 7	December 2017

The auction date would be determined based on the bond construction schedule of new buildings at the Pecan and Mid Valley Campuses.

After the portable buildings were auctioned and moved out of their existing locations, the space would be used as follows:

Portable Buildings	New Use of Space
Pecan Portables 8 & 9	Newer portable buildings 18 & 19
Mid Valley Portables 1 & 2	Additional room for the Workforce Building Expansion
Pecan Portables 1, 3, 4, & 5	New Student Activities and Cafeteria Building
Pecan Portables 6 & 7	Newer portable buildings 25 & 27

Background - These portables were acquired from Texas State Technical College (TSTC) and Hidalgo Independent School District and were included in the College's Banner computer system fixed assets/inventory module.

Enclosed Documents - A list of the portable buildings to be auctioned was provided in the packet for the Committee's review and information.

Mary Elizondo, Vice President for Finance and Administrative Services, and Becky Cavazos, Director of Purchasing attended the July 13, 2015 Finance and Human Resources Committee meeting to address any questions by the committee.

Upon a motion by Mr. Paul R. Rodriguez and a second by Ms. Rose Benavidez, the Finance and Human Resources Committee recommended Board approval of the disposal of ten (10) portable buildings with a purchase price of \$30,154.89 and above through a live auction as presented. The motion carried.

Review and Recommend Action on External Auditor Services

Approval to award a contract for external auditor services for the fiscal year ending August 31, 2015, with four (4) one-year renewal options to Long Chilton, LLP. (McAllen, TX) will be requested at the July 28, 2015 Board meeting.

Purpose – The external auditors perform the College's annual financial audit and issue an opinion on the financial statements prepared by the College Business Office staff. The audited Comprehensive Annual Financial Report (CAFR) must be submitted annually to the Texas Higher Education Coordinating Board by December 31st.

Justification – The external auditors start the interim audit work related to the financial audit prior to fiscal year end, therefore the College is proposing the selection of an external auditor at this time.

Background - Requests for qualifications for external auditors were advertised on May 4, 2015 and May 11, 2015, and five (5) requests for qualifications were mailed to the following firms:

- Belt Harris Pechacek (Houston, TX)
- Burton McCumber & Cortez, LLP. (McAllen, TX)
- Hart, Silva & Co. (McAllen, TX)
- Long Chilton, LLP. (McAllen, TX)
- Pattillo, Brown & Hill, LLP. (Brownsville, TX)

Two (2) responses were received from the following firms:

- Belt Harris Pechacek (Houston, TX)
- Long Chilton, LLP. (McAllen, TX)

Long Chilton, LLP listed Ruben Moreno, CPA as the audit engagement partner. He has served as the engagement partner for the last ten years. Long Chilton, LLP has performed the College's annual financial audit since FY 1994-1995.

Funding Source - Expenditures were budgeted in the Audit Services budget for FY 2014-2015 budget and in the FY 2015-2016 budget, pending Board approval of the budget.

Reviewers - Responses were reviewed by the Vice President for Finance and Administrative Services, Comptroller, and Purchasing Department.

Enclosed Documents - the following materials were included in the Committee packet:

1. Sample Request for Qualifications
2. External Auditor Qualification Summary
3. Evaluation Summary
4. Blank Evaluation Form

Dr. Shirley A. Reed, President, and Mary Elizondo, Vice President for Finance and Administrative Services, attended the July 13, 2015 Finance and Human Resources Committee meeting to address any questions by the committee.

Dr. Reed recommended that if the Committee recommended the top-ranked firm Long Chilton, LLP. they also recommend that the firm rotate the engagement partner, and the Committee agreed.

Upon a motion by Mr. Paul R. Rodriguez and a second by Ms. Rose Benavidez, the Finance and Human Resources Committee recommended Board approval of the selection of Long Chilton, LLP. for external auditor services with the requested rotation of their engagement partner as proposed. The motion carried.

**Review and Recommend Action as Necessary on Interlocal Agreement
for Transportation Services between South Texas College and the
Lower Rio Grande Valley Development Council**

Approval of the Interlocal Agreement for the Jag Express Intercampus Transportation Services between South Texas College and the Lower Rio Grande Valley Development Council (LRGVDC) for the period beginning September 1, 2015 through August 31, 2016 will be requested at the July 28, 2015 Board meeting.

Purpose – The Interlocal Agreement for the Jag Express Intercampus Transportation Services would end on August 31, 2015. Changes were being made to the Agreement since the College would manage and operate the Circulator (Yellow) and Park & Ride routes. The Circulator route provided transportation between the College's Pecan Campus, Technology Campus and Nursing and Allied Health Campus. The Park & Ride routes provided transportation between the Park & Ride Facility directly to and from Pecan Campus Building A. The total net costs to the College were as presented below but may be reduced upon potential contributions from City of Weslaco and Economic Development of Weslaco in the amount of \$78,236.

	Amount
Total Operating Cost for System	\$1,041,636
Less Contributions	
State/Federal Operating	(578,731)
Lower Rio Grande Valley Development Council Match	(40,000)
Total Net Cost to STC	\$422,905
STC In-Kind and Direct Expenditures	236,848
STC Payment to LRGVDC	186,057

Costs by transportation route were as follows:

Transportation Route	Total Operating Cost for System	Contributions	STC In-Kind & Direct Expenditures	STC Payment to LRGVDC
Mid Valley (Purple)	\$165,500	\$87,264	\$0	\$78,236
Starr (Green)	468,466	310,992	50,000	107,821
Circulator (Yellow)	254,213	132,934	121,279	0
Park & Ride	153,457	87,888	65,569	0
Total	\$1,041,636	\$618,731	\$236,848	\$186,057

Justification - The Interlocal Agreement was intended to establish an intercampus bus route to serve all of the College's campuses. The bus routes would benefit students, faculty, and staff of South Texas College and thereby serve the goals of both organizations by facilitating access to the College and its educational programs and to increase use of public transportation in the area.

The bus routes would be free of charge to the students, faculty, and staff of South Texas College by presentation of an official identification (ID) card. The presentation of ID cards would be recorded by LRGVDC to track usage of the service.

The responsibilities of South Texas College in this Agreement would be to:

1. Operate and maintain three buses owned by the College and three buses leased from LRGVDC for the Circulator (yellow) and Park & Ride transportation routes during the College's business days and hours of service according to a schedule;
2. Promote ridership by College students, faculty and staff (promotion efforts will include publicizing the service through newsletters, email notifications, signage at special events and semester registration, and other means it determines would be beneficial to increase participation and raise awareness of the service); and
3. Designate boarding locations at each campus with appropriate signage at each of its campus stop locations.

Funding Source - Funds for this expenditure were budgeted in the Shuttle Buses budget for FY 2015-2016 pending Board approval of the Budget.

Reviewers – The Interlocal Agreement was reviewed by Mr. Tom Logan, Director of Valley Metro at the Lower Rio Grande Valley Development Council, the College's Legal Counsel, Vice President for Finance and Administrative Services, Chief of Police and Director of Safety and Security, and Comptroller.

Enclosed Documents - A copy of the Proposed Interlocal Agreement and the transportation schedule (Exhibit A) was provided in the packet for the Committee's information and review.

Presenters – Mr. Tom Logan from the Lower Rio Grande Development Council (LRGVDC) presented the information on this initiative, including ridership data for the previous year. Mary Elizondo, Vice President for Finance and Administrative Services, and Wanda Garza, Interim Vice President for Student Affairs and Enrollment Management, attended the July 13, 2015 Finance and Human Resources Committee meeting to address any questions by the committee.

Upon a motion by Mr. Paul R. Rodriguez and a second by Ms. Rose Benavidez, the Finance and Human Resources Committee recommended Board approval of the proposed Interlocal Agreement between South Texas College and the Lower Rio Grande Valley Development Council (LRGVDC) as presented. The motion carried.

Review and Action as Necessary on Renewal of Financial Advisor Services Agreement

Approval to renew a contract for financial advisor for the fiscal year ending August 31, 2016, with First Southwest Company will be requested at the July 28, 2015 Board meeting.

Purpose – The financial advisor renders services to the College by providing independent and professional advice regarding the authorization and issuance of indebtedness in various amounts and forms, and in connection with the authorization, sale, issuance and delivery of such indebtedness, and other financial matters.

Justification – Continuation of financial advisory services on various financial matters from First Southwest to the College are proposed. The financial advisor is registered with the Securities Exchange Commission and Municipal Securities Rulemaking Board, as required by the Dodd-Frank Act.

Background – The College signed an agreement on March 25, 2004, for the period beginning April 1, 2004 and ending March 31, 2009. The College subsequently modified the renewal anniversary date to August 31, 2009 so that it coincides with the College's fiscal year end. On February 26, 2013 the Board of Trustees approved the First Amendment to Financial Advisory Agreement which states that, effective April 1, 2013, the anniversary date for renewals will be September 1 of each year.

In addition, First Southwest Company or the College notifies the other party in writing at least thirty (30) days in advance of the applicable anniversary date that the agreement will not be renewed, the agreement will be automatically renewed on the fifth anniversary of the date thereof for an additional one (1) year period and thereafter will be automatically renewed on each anniversary date for successive one (1) year periods.

Funding Source – The fee schedule remains the same and fees are payable only upon issuance of bonds as approved by the Board of Trustees. Otherwise, there is no annual charge to the College for financial advisory services.

Reviewers – Agreement was reviewed by the Vice President for Finance and Administrative Services, Comptroller, and Purchasing Department.

Enclosed Documents – A copy of the amended and modified agreement was provided in the packet for the Committee’s information and review.

Dr. Shirley A. Reed, President, and Mary Elizondo, Vice President for Finance and Administrative Services, attended the July 13, 2015 Finance and Human Resources Committee meeting to address any questions by the committee.

Upon a motion by Ms. Rose Benavidez and a second by Mr. Paul R. Rodriguez, the Finance and Human Resources Committee recommended Board approval of the renewal of the financial advisor services agreement with First Southwest Company for an additional term beginning September 1, 2015 and ending August 31, 2016, as presented. The motion carried.

Review and Recommend Action on Establishing a Bank Account for the Bond Construction Program

Approval to establish a new bank account at the College’s depository bank, BBVA Compass, will be requested at the July 28, 2015 Board meeting.

Purpose - The primary purpose of establishing a new bank account was for depositing the proceeds of the South Texas College District Limited Tax Bonds, Series 2015, as needed to pay for the construction and equipping of College buildings, as per the bond construction program.

Justification - The College conducted the sale of the Bonds in June 2015 and anticipated receiving the bond proceeds in July 2015. The bond proceeds would be initially deposited in TexPool, however, transfers to the operating bank account would be scheduled to coincide with the bond construction program payments.

Background - Per Board Policy #5110: Comptroller Function: Collection, Deposit, and Disbursement of College and Grant Funds, the Board of Trustees must approve by

Resolution the establishment of an operating bank account with the College's Depository Bank.

Enclosed Document – The Resolution Approving the Opening of a New Bank Account was provided in the packet for the Committee's information and review.

Reviewers – South Texas College's legal counsel, Jesus Ramirez, reviewed the Resolution Approving the Opening of a New Bank Account.

Mary Elizondo, Vice President for Finance and Administrative Services, attended the July 13, 2015 Finance and Human Resources Committee meeting to address any questions by the committee.

Upon a motion by Mr. Paul R. Rodriguez and a second by Ms. Rose Benavidez, the Finance and Human Resources Committee recommended Board approval to establish a new bank account at the College's depository bank, BBVA Compass, for the primary purpose of depositing the South Texas College District Limited Tax Bonds, Series 2015 proceeds, as presented. The motion carried.

Discussion and Action as Necessary on Proposed Budget Amendment for FY 2014-2015

Approval of a proposed budget amendment for FY 2014–2015 will be requested at the July 28, 2015 Board Meeting.

A budget amendment was proposed to transfer funds from the Unrestricted Fund Balance to the Unexpended Construction Plant Fund and the Renewals and Replacements Plant Fund, as follows:

- Funds would be transferred from the Unrestricted Fund Balance in the amount of \$6,000,000 to the Unexpended Construction Plant Fund for future construction and renovation projects.
- Funds would be transferred from the Unrestricted Fund Balance in the amount of \$1,000,000 to the Renewals and Replacement Plant Fund for future deferred maintenance projects.

After the transfer of \$7,000,000, the Unrestricted Undesignated Fund Balance at September 1, 2014 in the amount of \$87,171,492 would be reduced to \$80,171,492. This amount was sufficient to fund approximately 6 months of operating expenditures.

As a result of the amendment, the total budgeted revenues and expenditures/reserves for fiscal year 2014-2015 would increase from \$151,285,133 to \$158,285,133, \$44,101,542 to \$50,101,542, and \$4,607,595 to \$5,607,595 in the Unrestricted Fund, the Unexpended Construction Plant Fund, and the Renewals and Replacement Plant Fund, respectively, as reflected below.

Fiscal Year 2014-2015 Budgeted Revenues and Expenditures/Reserves

Fund	Original Budget	Proposed Amended Budget	Incr/(Decr)
Unrestricted Fund	\$151,285,133	\$158,285,133	\$7,000,000
Unexpended Construction Plant Fund	\$44,101,542	\$50,101,542	\$6,000,000
Renewals and Replacements Plant Fund	\$4,607,595	\$5,607,595	\$1,000,000

The budget amendment was provided in the packet for the Committee’s information and review.

Upon a motion by Mr. Paul R. Rodriguez and a second by Ms. Rose Benavidez, the Finance and Human Resources Committee recommended Board approval of the proposed budget amendment for FY 2014-2015, as presented. The motion carried.

Review and Recommend Action on Unrestricted Fund Balance Designations as of August 31, 2015

Approval of the Unrestricted Fund Balance Designations as of August 31, 2015 will be requested at the July 28, 2015 Board Meeting.

The Unrestricted Fund Balance Designations represents the College’s intended future use of available resources and must be approved by the Board of Trustees. The amount approved as the Unrestricted Fund Balance Designations appears on the College’s Comprehensive Annual Financial Report and is itemized as Board Designated.

As of August 31, 2014, the Board designated a total of \$24,500,000, as reflected in the table below. The total designation of \$24,500,000 included 1) a \$9,500,000 designation for employee health insurance premiums due to the rising costs of employee health insurance and the uncertainty of continued state funding, 2) a \$7,500,000 designation for the continued functionality of the College’s Enterprise Resource Planning (ERP) system, 3) a \$4,000,000 designation for the deferred maintenance of facilities, and 4) a \$3,500,000 designation for the College’s business continuity of operations in the event of serious incidents or disasters.

Management proposed additional Unrestricted Fund Balance designations in the total amount of \$4,000,000 in fiscal year 2014-2015 for ERP infrastructure maintenance and renewals and for furniture replacements in the amount of \$2,000,000 and \$2,000,000, respectively. In addition management proposed that \$2,000,000 of previously designated funds for health insurance premiums be reassigned as designated funds for ERP infrastructure maintenance and renewals. Including the proposed additional fund balance designations for fiscal year 2014-2015, the total designation as of August 31, 2015 would be \$28,500,000, as follows.

Fund Balance Designations Per Fiscal Year	FY 2011 to FY 2014 Amount	FY 2015 Amount
FY 2010-2011		
Health Insurance Premiums	\$5,000,000	
FY 2011-2012		
Health Insurance Premiums	2,500,000	
FY 2012-2013		
Health Insurance Premiums	2,000,000	(2,000,000)
FY 2013-2014		
ERP Infrastructure Maintenance and Renewal	7,500,000	
Facilities Deferred Maintenance	4,000,000	
Business Continuity and Disaster Plan	3,500,000	
FY 2014-2015 Proposed Fund Balance Designations		
ERP Infrastructure Maintenance and Renewal		4,000,000
Furniture Replacement		2,000,000
Total	\$24,500,000	\$4,000,000
Total Fund Balance Designation as of August 31, 2015		\$28,500,000

Including the transfers of \$7,000,000 to the Plant Funds, per the proposed budget amendment and the additional designations, and before any adjustments to the Fund Balance for FY 2014-2015 activity, the Unrestricted Fund Balance would be adjusted as follows:

Unrestricted Fund Balance			
	Undesignated Fund Balance	Designated Fund Balance	Total Fund Balance
Fund Balance – September 1, 2014	\$87,171,492	\$24,500,000	\$111,671,492
Less: Proposed Plant Funds Transfer	(7,000,000)	--	(7,000,000)
Proposed Amended Balance	80,171,492	24,500,000	104,671,492
Additional Designation	(4,000,000)	4,000,000	--
Adjusted Fund Balance	<u>\$76,171,492</u>	<u>\$28,500,000</u>	<u>\$104,671,492</u>

The total Unrestricted Undesignated Fund Balance of \$76,171,492 represented approximately five and one half (5½) months of budgeted expenditures. Per Policy #5350: Unrestricted Fund Balance, the College should maintain an Unrestricted Fund Balance sufficient to cover no less than four months of budgeted expenditures.

Upon a motion by Mr. Paul R. Rodriguez and a second by Ms. Rose Benavidez, the Finance and Human Resources Committee recommended Board approval of the Unrestricted Fund Balance Designation as of August 31, 2015 in the amount of \$4,000,000 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 Committee's information and review.

Dr. Shirley A. Reed, President and Mrs. Mary Elizondo, Vice President for Finance and Administrative Services, discussed the preliminary revenues and expenditures projections with the Committee.

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

Revenues:

- State appropriation revenue was projected to increase \$2,686,366 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 \$265,657. The state appropriation amount was based on the allocations included in House Bill 1 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 \$1,327,759 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 \$673,986 in FY 2016.
- Other revenue was expected to increase \$582,204 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. Of the total increase in tax revenue, approximately \$234,280 was due to the increased tax rate of 3 cents related to the 2013 Bond Program.

- Carryover Allocations was projected to increase \$4,707,676 in FY 2016. The increase mainly resulted from the increase of \$2,500,000 in the transfer to the Unexpended Plant Fund and the addition of approximately \$1,581,000 in carryover funds for Continuing Education and Information Services and Planning and Strategic Initiatives.

Expenditures:

- The Salary expenditures budget was proposed to increase \$2,994,800 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
Salary adjustments for faculty and staff	1,742,772
Proposed new positions (net)	1,387,341
Proposed increase for pools	82,000
Proposed salary reclassifications/adjustments	198,804
Reductions in salary pools and positions partially funded in FY 2016	(1,367,117)
Total	<u>\$2,994,800</u>

- The Benefits expenditures budget for FY 2016 was proposed to increase by \$602,746.
- The Operating expenditures budget for FY 2016 was proposed to increase by \$3,716,784 primarily due to additional marketing and advertising, and improvements for the College’s technology resources.
- The Travel expenditures budget for FY 2016 was proposed to increase by \$238,832. Approximately twenty five percent of the travel budget represents local mileage reimbursement for faculty.
- The Capital Outlay expenditures budget for FY 2016 was proposed to increase by \$1,419,061 primarily due to equipment needed for instructional programs, improvements for the College’s technology resources, and items essential for improving the efficiency of the College.
- 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 Reserve 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 FY 2014-2015 Approved Budget and presentation was provided in the packet.

Mrs. Mary Elizondo, Vice President for Finance and Administrative Services, presented the Preliminary Summary of Projected Revenues and Expenditures for FY 2015-2016.

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

Discussion and Action as Necessary on New Staff Positions for FY 2015-2016

Approval of the proposed preliminary new staff position requests for FY 2015-2016 in the amount of \$2,460,907 will be requested at the July 28, 2015 Board meeting.

Administration reviewed the need for additional non-faculty staffing positions for FY 2015-2016 and supported the recommendations subject to the availability of funding and Board approval of the final budget.

A total of seventy-one (71) new positions were requested for a total amount of \$2,460,907. Thirty (30) of these new positions were currently funded from Pools as Full Time Temporary positions. If approved, they would be changed from Full Time Temporary to new positions and funds would be reduced from the Pools. These thirty (30) positions consisted of ten (10) Security Guard Specialists and twenty (20) Security Guards.

The net increase to the salary budget, however, was \$1,387,341, since certain new positions would be funded by existing non-faculty positions, temporary positions, or pool positions as follows:

Funding	Amount
Funding Requested for New Positions	\$2,460,907
Reduce Funding from Pool Positions	(942,566)
Reduce Funding from Current Positions	(67,000)
Reduce Funding from Full Time Temporary Positions	(64,000)
Net Salary Budget Increases	\$1,387,341

A listing of the proposed new staff positions for FY 2015-2016 was included in the packet for the Committee's information and review.

The expenditures for these additional positions were included in the FY 2015-2016 Preliminary Projected Summary of Revenues and Expenditures. No other positions were expected to be requested for FY 2015-2016.

Upon a motion by Mr. Paul R. Rodriguez and a second by Ms. Rose Benavidez, the Finance and Human Resources Committee recommended Board approval of the new staff positions for FY 2015-2016 in the amount of \$2,460,907 as presented and subject to the availability of funding and Board approval of the final budget and proposed revisions by administration. The motion carried.

**Discussion and Action as Necessary on Salary Adjustments/
Reclassifications for FY 2015-2016**

Approval of salary adjustments and reclassifications for FY 2015-2016 will be requested at the July 28, 2015 Board meeting.

The Finance and Human Resources Committee was asked to review the recommended salary adjustments and recommend that the adjustments and reclassifications be included in the Staffing Plan for FY 2015-2016.

A listing of the salary adjustments and reclassifications for FY 2015-2016 was provided in the packet for the Committee's information and review.

Upon a motion by Ms. Rose Benavidez and a second by Mr. Paul R. Rodriguez, the Finance and Human Resources Committee recommended Board approval of the salary adjustments and reclassifications for FY 2015-2016 as presented. The motion carried.

Review and Discussion of Position Vacancy Report for FY 2014-2015

The Staffing Plan Position Vacancy Report for FY 2014-2015 was provided in the packet for the Committee's information and review. Information was current as of July 9, 2015.

Dr. Shirley A. Reed and Mrs. Mary Elizondo discussed the report with the Committee, including difficulties encountered in filling some vacancies due to non-competitive salary offers to prospective candidates. The Committee requested further information provided for their review.

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 1:55 p.m.

I certify that the foregoing are the true and correct Minutes of the July 13, 2015 Finance and Human Resources Committee Meeting of the South Texas College Board of Trustees.

Dr. Alejo Salinas, Jr.
Presiding

*Facilities Committee
Minutes
July 13th, 2015*

**South Texas College
Board of Trustees
Facilities Committee
Ann Richards Administration Building, Board Room
Pecan Campus
Monday, July 13, 2015
@ 1:00 PM
McAllen, Texas**

MINUTES

The Facilities Committee Meeting was held on Monday, July 13, 2015 in the Ann Richards Administration Building Board Room at the Pecan Campus in McAllen, Texas. The meeting commenced at 2:08 p.m. with Mr. Gary Gurwitz presiding.

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

Members absent: Mr. Roy de León and Mr. Jesse Villarreal

Also present: Dr. Shirley A. Reed, Mr. Chuy Ramirez, Mrs. Mary Elizondo, Dr. David Plummer, Mrs. Wanda Garza, Dr. Anahid Petrosian, Mr. Ricardo de la Garza, Mr. George McCaleb, Mr. Robert Cuellar, Mr. John De La Garza, Mr. Cody Gregg, Mr. Matthew Hebbard, Mr. Paul Hernandez, Mr. Gilbert Gallegos, Mr. Rolando Garcia, Ms. Diana Bravos, Ms. Sara Lozano, Ms. Ismaeil Adame, Mr. Eli Ochoa, Mr. Trey Murray, and Mr. Andrew Fish

Approval of June 11, 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 June 11, 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 July 13, 2015 Board Facilities Committee meeting to provide the update.

Review and Recommend Action on Schematic Design of the 2013 Bond Construction Nursing & Allied Health Campus Expansion

Approval of schematic design by ERO Architects for the 2013 Bond Construction Nursing & Allied Health Campus Expansion will be requested at the July 28, 2015 Board meeting.

Purpose

Schematic design is the first phase of basic design services provided by the project design team. In this phase, the design team prepares schematic drawings based on the Owner's project program and design meetings with staff. The approval of this phase is necessary to establish the basis on which the project design team is given authorization to proceed with design development and construction document phases.

Justification

Once schematic design is approved, ERO Architects will proceed to prepare all necessary design development drawings and specifications in preparation for the construction documents phase using STC design standards as well as all applicable codes and ordinances. The phases of a construction project are as follows: 1.) Schematic Design, 2.) Design Development, 3.) Construction Documents, 4.) Guaranteed Maximum Price, 5.) Construction, and 6.) Closeout

The Construction Manager-at-Risk provides preconstruction services during the design processes leading to the construction phase. A Guaranteed Maximum Price (GMP) will then be developed and will be presented to the Facilities Committee for review at a future date.

Background

As previously authorized by the Board of Trustees, ERO Architects began working with Broadus & Associates, Facilities Planning & Construction, and STC staff to develop plans and elevations. The proposed Nursing & Allied Health Campus Expansion project is part of the 2013 Bond Construction Program and includes the following scope:

- **Architect**
 - ERO Architects

- **Construction Manager-at-Risk**
 - D. Wilson Construction

- **Construction Cost Limitation (CCL)**
 - \$16,600,000

- **Program Scope**
 - SQ FT – 89,356
 - Four Floors
 - **First Floor**
 - Lobby

- Library
- Kitchen/Dining Area
- Community Room
- Support Spaces - Restrooms, Storage , Custodial
- **Second Floor**
 - Classrooms
 - Computer Lab
 - Faculty Offices
 - Student Areas
 - Support Spaces - Restrooms, Storage, Custodial, Mechanical
- **Third Floor**
 - Classrooms
 - Training Labs
 - Faculty Offices
 - Student Areas
 - Support Spaces - Restrooms, Storage, Custodial
- **Fourth Floor**
 - Simulation Labs
 - Control Room
 - Deans Office Suite
 - Student Areas
 - Support Spaces - Restrooms, Storage, Custodial, Mechanical

Funding Source

The current Construction Cost Limitation (CCL) was \$16,600,000 and would be adjusted once the Guaranteed Maximum Price (GMP) proposals were submitted by the Construction Manager-at-Risk to be presented to the Board for approval. Bond funds would be budgeted in the Bond Construction budget for fiscal year 2015-2016.

Reviewers

The proposed schematic design was reviewed by Broaddus & Associates and staff from Facilities Planning & Construction, Operations and Maintenance, Nursing & Allied Health Division, Instructional Technologies, Technology Resources, Library Services, Food Services departments, and Coordinated Operations Council.

Enclosed Documents

ERO Architects developed a schematic presentation describing the proposed design. The packet included drawings of the site plan, floor plans, and exterior views. A revised set was distributed at the meeting for the Committee's review.

Presenters

ERO Architects developed a schematic presentation describing the proposed design. Representatives from Broaddus & Associates and ERO Architects were present at the Facilities Committee meeting to present the schematic design of the proposed expansion project.

The Facilities Committee was asked to recommend Board approval of the proposed schematic design of the 2013 Bond Construction Nursing & Allied Health Campus Expansion as presented.

The Committee refrained from making a recommendation, and instead provided feedback to the architects and asked to have the feedback incorporated into the schematic designs to be presented to the Board of Trustees.

Review and Recommend Action on Schematic Design of the 2013 Bond Construction Mid Valley Campus Health Professions and Science Building

Approval of schematic design by ROFA Architects, Inc. for the 2013 Bond Construction Mid Valley Campus Health Professions and Science Building will be requested at the July 28, 2015 Board meeting.

Purpose

Schematic design is the first phase of basic design services provided by the project design team. In this phase, the design team prepares schematic drawings based on the Owner's project program and design meetings with staff. The approval of this phase is necessary to establish the basis on which the project design team is given authorization to proceed with design development and construction document phases.

Justification

Once schematic design is approved, ROFA Architects, Inc. will proceed to prepare all necessary design development drawings and specifications in preparation for the construction documents phase using STC design standards as well as all applicable codes and ordinances. The phases of a construction project are as follows: 1.) Schematic Design, 2.) Design Development, 3.) Construction Documents, 4.) Guaranteed Maximum Price, 5.) Construction, and 6.) Closeout

The Construction Manager-at-Risk provides preconstruction services during the design processes leading to the construction phase. A Guaranteed Maximum Price (GMP) will then be developed and will be presented to the Facilities Committee for review at a future date.

Background

As previously authorized by the Board of Trustees, ROFA Architects, Inc. began working with Broaddus & Associates, Facilities Planning & Construction, and STC staff to develop plans and elevations. The proposed Mid Valley Campus Health Professions and Science Building project was part of the 2013 Bond Construction Program and includes the following scope:

- **Architect**
 - ROFA Architects

- **Construction Manager-at-Risk**
 - Skanska Construction

- **Construction Cost Limitation (CCL)**
 - \$13,500,000

- **Program Scope**
 - SQ FT – 73,696
 - Two Floors

- **Classroom Spaces**
 - Science
 - Computer
 - Engineering
 - General Classrooms
- **Laboratory Spaces**
 - Micro Biology/Genetics
 - Chemistry
 - Engineering
 - A&P Laboratory
- **Departmental Office Suites**
 - Faculty Offices & Support spaces
- **Health Professions**
 - Departmental Office Suite
 - Nursing Labs
 - Classrooms/Teaching space
- **Student Spaces**
 - Learning Commons
 - Student Collaborative
- **Building Support Spaces**
 - Restrooms
 - Custodial
 - IDF & MDF
 - Mechanical

Funding Source

The current Construction Cost Limitation (CCL) was \$13,500,000 and would be adjusted once the Guaranteed Maximum Price (GMP) proposals were submitted by the Construction Manager-at-Risk to be presented to the Board for approval. Bond funds would be budgeted in the Bond Construction budget for fiscal year 2015-2016.

Reviewers

The proposed schematic design was reviewed by Broaddus & Associates and staff from Facilities Planning & Construction, Operations and Maintenance, Nursing & Allied Health Division, Instructional Technologies, Technology Resources, Science departments, and Coordinated Operations Council. Mr. Roy de León, Board Chair, reviewed these

schematic designs with administration, the Construction Program Manager, and the project architects on July 2nd, 2015, and recommended their delivery to the Facilities Committee as presented.

Enclosed Documents

ROFA Architects, Inc. developed a schematic presentation describing the proposed design. The packet included drawings of the site plan, renderings, elevations, and floor plans. A revised set was distributed at the meeting for the Committee's review.

Presenters

ROFA Architects, Inc. developed a schematic presentation describing the proposed design. Representatives from Broaddus & Associates and ROFA Architects, Inc. was present at the Facilities Committee meeting to present the schematic design of the proposed project.

The Facilities Committee was asked to recommend Board approval of the proposed schematic design of the 2013 Bond Construction Mid Valley Campus Health Professions and Science Building as presented.

The Committee refrained from making a recommendation, and instead provided feedback to the architects and asked to have the feedback incorporated into the schematic designs to be presented to the Board of Trustees.

Review and Recommend Action on Schematic Design of the 2013 Bond Construction Mid Valley Campus Student Services Building Expansion

Approval of schematic design by ROFA Architects, Inc. for the 2013 Bond Construction Mid Valley Campus Student Services Building Expansion will be requested at the July 28, 2015 Board meeting.

Purpose

Schematic design is the first phase of basic design services provided by the project design team. In this phase, the design team prepares schematic drawings based on the Owner's project program and design meetings with staff. The approval of this phase is necessary to establish the basis on which the project design team is given authorization to proceed with design development and construction document phases.

Justification

Once schematic design is approved, ROFA Architects, Inc. will proceed to prepare all necessary design development drawings and specifications in preparation for the construction documents phase using STC design standards as well as all applicable codes and ordinances. The phases of a construction project are as follows: 1.) Schematic Design, 2.) Design Development, 3.) Construction Documents, 4.) Guaranteed Maximum Price, 5.) Construction, and 6.) Closeout

The Construction Manager-at-Risk provides preconstruction services during the design processes leading to the construction phase. A Guaranteed Maximum Price (GMP) will then be developed and will be presented to the Facilities Committee for review at a future date.

Background

As previously authorized by the Board of Trustees, ROFA Architects, Inc. began working with Broaddus & Associates, Facilities Planning & Construction, and STC staff to develop plans and elevations. The proposed Mid Valley Campus Student Services Building Expansion project is part of the 2013 Bond Construction Program and includes the following scope:

- **Architect**
 - ROFA Architects

- **Construction Manager-at-Risk**
 - Skanska Construction

- **Construction Cost Limitation (CCL)**
 - \$2,500,000

- **Program Scope**
 - SQ FT – 13,798
 - Renovation SQ FT – 3,225
 - One Floor
 - Support Services Spaces
 - Student Enrollment Center
 - Activity Room
 - Kitchen Expansion
 - Multipurpose and Dining Room
 - Support Spaces
 - Restrooms
 - Custodial
 - Storage

Funding Source

The current Construction Cost Limitation (CCL) was \$2,500,000 and would be adjusted once the Guaranteed Maximum Price (GMP) proposals were submitted by the Construction Manager-at-Risk to be presented to the Board for approval. Bond funds would be budgeted in the Bond Construction budget for fiscal year 2015-2016.

Reviewers

The proposed schematic design were reviewed by Broaddus & Associates and staff from Facilities Planning & Construction, Operations and Maintenance, Student Affairs and Enrollment, Food Services, Instructional Technologies, Technology Resources departments, and Coordinated Operations Council. Mr. Roy de León, Board Chair,

reviewed these schematic designs with administration, the Construction Program Manager, and the project architects on July 2nd, 2015, and recommended their delivery to the Facilities Committee as presented.

Enclosed Documents

ROFA Architects, Inc. developed a schematic presentation describing the proposed design. The packet included drawings of the site plan, renderings, elevations, and floor plan. A revised set was distributed at the meeting for the Committee's review.

Presenters

ROFA Architects, Inc. developed a schematic presentation describing the proposed design. Representatives from Broaddus & Associates and ROFA Architects, Inc. were present at the Facilities Committee meeting to present the schematic design of the proposed expansion project.

The Facilities Committee was asked to recommend Board approval of the proposed schematic design of the 2013 Bond Construction Mid Valley Campus Student Services Building Expansion as presented.

The Committee refrained from making a recommendation, and instead provided feedback to the architects and asked to have the feedback incorporated into the schematic designs to be presented to the Board of Trustees.

Review and Recommend Action on Schematic Design of the 2013 Bond Construction Starr County Campus Student Services Building Expansion

Approval of schematic design by Mata Garcia Architects for the 2013 Bond Construction Starr County Campus Student Services Building Expansion will be requested at the July 28, 2015 Board meeting.

Purpose

Schematic design is the first phase of basic design services provided by the project design team. In this phase, the design team prepares schematic drawings based on the Owner's project program and design meetings with staff. The approval of this phase is necessary to establish the basis on which the project design team is given authorization to proceed with design development and construction document phases.

Justification

Once schematic design is approved, Mata Garcia Architects will proceed to prepare all necessary design development drawings and specifications in preparation for the construction documents phase using STC design standards as well as all applicable codes and ordinances. The phases of a construction project are as follows: 1.) Schematic Design, 2.) Design Development, 3.) Construction Documents, 4.) Guaranteed Maximum Price, 5.) Construction, and 6.) Closeout

The Construction Manager-at-Risk provides preconstruction services during the design processes leading to the construction phase. A Guaranteed Maximum Price (GMP) will then be developed and will be presented to the Facilities Committee for review at a future date.

Background

As previously authorized by the Board of Trustees, Mata Garcia Architects began working with Broaddus & Associates, Facilities Planning & Construction, and STC staff to develop plans and elevations. The proposed Starr County Campus Student Services Building Expansion project is part of the 2013 Bond Construction Program and includes the following scope:

- **Architect**
 - Mata Garcia Architects

- **Construction Manager-at-Risk**
 - D. Wilson Construction

- **Construction Cost Limitation (CCL)**
 - \$850,000

- **Program Scope**
 - SQ FT – 5,704
 - One Floor

 - **Student Admissions**
 - Student Enrollment Center
 - Orientation
 - Admissions Offices
 - **Financial Aid / Veterans**
 - Computer Lab
 - Offices
 - Meeting Room
 - **Building Support Spaces**
 - Restrooms
 - Mechanical Rooms

Funding Source

The current Construction Cost Limitation (CCL) was \$850,000 and would be adjusted once the Guaranteed Maximum Price (GMP) proposals were submitted by the Construction Manager-at-Risk to be presented to the Board for approval. Bond funds would be budgeted in the Bond Construction budget for fiscal year 2015-2016.

Reviewers

The proposed schematic design was reviewed by Broaddus & Associates, and staff from Facilities Planning & Construction, Operations and Maintenance, Student Affairs and

Enrollment, Instructional Technologies, Technology Resources departments, and Coordinated Operations Council.

Enclosed Documents

Mata Garcia Architects developed a schematic presentation describing the proposed design. The packet included drawings of the site plan, renderings, elevations, and floor plan. A revised set was distributed at the meeting for the Committee's review.

Presenters

Mata Garcia Architects developed a schematic presentation describing the proposed design. Representatives from Broaddus & Associates and Mata Garcia Architects were present at the Facilities Committee meeting to present the schematic design of the proposed expansion project.

The Facilities Committee was asked to recommend Board approval of the proposed schematic design of the 2013 Bond Construction Starr County Campus Student Services Building Expansion as presented.

The Committee refrained from making a recommendation, and instead provided feedback to the architects and asked to have the feedback incorporated into the schematic designs to be presented to the Board of Trustees.

Review and Recommend Action on Schematic Design of the 2013 Bond Construction Pecan Campus Thermal Plant Expansion

Approval of schematic design by Halff Associates for the 2013 Bond Construction Pecan Campus Thermal Plant Expansion will be requested at the July 28, 2015 Board meeting.

Purpose

Schematic design is the first phase of basic design services provided by the project design team. In this phase, the design team prepares schematic drawings based on the Owner's project program and design meetings with staff. The approval of this phase is necessary to establish the basis on which the project design team is given authorization to proceed with design development and construction document phases.

Justification

Once schematic design is approved, Halff Associates will proceed to prepare all necessary design development drawings and specifications in preparation for the construction documents phase using STC design standards as well as all applicable codes and ordinances. The phases of a construction project are as follows: 1.) Schematic Design, 2.) Design Development, 3.) Construction Documents, 4.) Guaranteed Maximum Price, 5.) Construction, and 6.) Closeout

The Construction Manager-at-Risk provides preconstruction services during the design processes leading to the construction phase. A Guaranteed Maximum Price (GMP) will

then be developed and will be presented to the Facilities Committee for review at a future date.

Background

As previously authorized by the Board of Trustees, Halff Associates began working with Broaddus & Associates, Facilities Planning & Construction, and other STC staff to develop plans and elevations. The proposed Pecan Campus Thermal Plant Expansion project is part of the 2013 Bond Construction Program and includes the following scope:

- **Engineer**
 - Halff Associates

- **Construction Manager-at-Risk**
 - D. Wilson Construction

- **Construction Cost Limitation (CCL)**
 - \$4,300,000

- **Program Scope**
 - SQ FT – 3,462
 - One Floor
 - **Chillers and Mechanical Support**
 - **Office Spaces**
 - Facility Manager
 - Office Pool
 - Inventory
 - **Building Support Spaces**
 - Restrooms

Funding Source

The current Construction Cost Limitation (CCL) was \$4,300,000 and would be adjusted once the Guaranteed Maximum Price (GMP) proposals were submitted by the Construction Manager-at-Risk to be presented to the Board for approval. Bond funds would be budgeted in the Bond Construction budget for fiscal year 2015-2016.

Reviewers

The proposed schematic design was reviewed by Broaddus & Associates, Facilities Planning & Construction, and Operations and Maintenance departments.

Enclosed Documents

Halff Associates developed a schematic presentation describing the proposed design. The packet included drawings of the site plan, renderings, elevations, and floor plan. A revised set was distributed at the meeting for the Committee's review.

Presenters

Mr. Trey Murray from Broaddus & Associates and Halff Associates was present at the Facilities Committee meeting to present the schematic design of the proposed expansion project.

The Facilities Committee was asked to recommend Board approval of the proposed schematic design of the 2013 Bond Construction Pecan Campus Thermal Plant Expansion as presented.

The Committee refrained from making a recommendation, and instead provided feedback to the architects and asked to have the feedback incorporated into the schematic designs to be presented to the Board of Trustees.

Review and Recommend Action on Revised Plan for Relocation of Portable Buildings on the Pecan Campus in Preparation for the Bond Construction Projects

Approval of a revised plan for relocation of Pecan Campus portable buildings in preparation for the 2013 Bond Construction program will be requested at the July 28, 2015 Board meeting.

Purpose

In an effort to accommodate the start of construction for the 2013 Bond Construction Program on the Pecan Campus and due to the change in location of the Bond South Academic Building, staff prepared a revised plan for the relocation of the portable buildings.

Background

At the May 27, 2014 Board meeting, the Board of Trustees approved and authorized a proposed plan for relocation of Pecan Campus portable buildings contingent upon review by the Construction Program Management firm, Broaddus & Associates. Facilities Planning & Construction staff along with staff from Broaddus & Associates, reviewed the approved plan and provided feedback. As a result of recent review, the enclosed revised site plan was developed. A total of 14 existing portable buildings needed to be relocated to allow for the construction of the Bond projects. The plan provided for the following phases.

Begin Summer 2015; complete Fall 2015

Phase I – Relocation of the first 12 portable buildings to west side of Pecan Campus

- May to August – Build Infrastructure
- July – Start relocating PB16 and PB21
- August – Relocate PB17 & PB26
- September – Relocate PB23, PB24, and PB28
- October – Relocate PB20, PB22, and PB29
- November – Relocate PB25 and PB27

Phase II – Auction two oldest portable buildings

- August/September – Auction PB8, and PB9
- October – Remove from site

Phase III – Relocation of remaining portable buildings

- November/December – Relocate PB18 and PB19

Begin Summer 2016

Phase IV – Auction remaining four oldest portable buildings

- May – Auction PB1, PB3, PB4 and PB5
- June – Remove from site

Phase	Portable and Location	Tentative Date
Phase I	Relocate PB16, PB21, PB17, PB26, PB23, PB24, PB28, PB20, PB22, PB29, PB25, and PB27	July 2015 to November 2015
Phase II	Auction and Removal PB8, and PB9	August to October 2015
Phase III	Relocate PB18 and PB19	November 2015 to December 2015
Phase IV	Auction and Removal PB1, PB3, PB4, PB5	May 2016 to June 2016

Reviewers

The proposed site plan was reviewed by Broaddus & Associates and Facilities Planning & Construction department staff, and the Coordinated Operations Council.

Enclosed Documents

Facilities Planning & Construction staff developed the enclosed site plan of the proposed relocation of the portable buildings at the Pecan Campus.

Mary Elizondo, Vice President for Finance and Administrative Services and Ricardo de la Garza, Senior Project Manager of Facilities Planning and Construction, attended the July 13, 2015 Facilities Committee meeting to review the proposed relocation plan and address questions by the committee.

Upon a motion by Mrs. Graciela Farias and a second by Ms. Rose Benavidez, the Facilities Committee recommended Board approval of the proposed revised plan for relocation of Pecan Campus portable buildings in preparation for the 2013 Bond Construction program as presented. The motion carried.

Review and Recommend Action on Contracting Construction Services for the Pecan Campus Building B Ceramic Arts Lab Exterior

Approval to contract construction services for the Pecan Campus Building B Ceramic Arts Lab Exterior project will be requested at the July 28, 2015 Board meeting.

Purpose

The procurement of a contractor would provide for construction services necessary for the Pecan Campus Building B Ceramic Arts Lab Exterior improvements.

Background

As previously authorized by the Board of Trustees, EGV Architects prepared plans and specifications for the Pecan Campus Building B Ceramic Arts Lab Exterior project. As a result, the design team at 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 June 8, 2015. A total of seven (7) sets of construction documents were issued to general contractors, sub-contractors, and suppliers and a total of seven (7) proposals were received on June 23, 2015.

Timeline for Solicitation of Competitive Sealed Proposals	
June 8, 2015	Solicitation of competitive sealed proposals began.
June 23, 2015	Seven (7) proposals were received.

Justification

These improvements would provide additional space for ceramic kilns to be used by the Art Department. The proposed improvements for the ceramic arts studio would improve efficiency in use of space and allow for additional kilns to be installed.

Funding Source

As part of the FY 2014-2015 non-bond construction budget, funds in the amount of \$325,000 were budgeted for this project. Additional funds were available from non-bond construction project savings. The following chart summarizes the above information.

Source of Funding	Amount Budgeted	Highest Ranked Proposal Holchemont, Ltd.
Non-Bond Construction	\$325,000	\$343,000

Reviewers

The proposals were reviewed by staff from the Facilities Planning & Construction, Purchasing, and Art departments.

Enclosed Documents

The Purchasing Department provided a proposal tabulation sheet and evaluation summary. For information purposes, a site plan was included to show the project location.

The Facilities Committee noted that the second-ranked bid was substantially lower in cost, and asked for additional information related to the evaluation. They also asked how many students would be impacted if the project was not completed in the time frame provided by the top-ranked firm. Staff agreed to provide that information to the Board.

It was requested that the Facilities Committee recommend Board approval at the June 28, 2015 Board meeting, to contract construction services with Holchemont, Ltd. in the amount of \$343,000 for the Pecan Campus Ceramic Arts Lab Exterior project as presented. No action was taken.

Review and Recommend Action on Final Completion for the Pecan Campus South Academic Building Science Lab Exhaust Fan

Approval of final completion and release of final payment for the Pecan Campus South Academic Building Science Lab Exhaust Fan project will be requested at the July 28, 2015 Board meeting.

It was recommended that final completion and release of final payment for this project with Holchemont, Ltd be approved. The original cost approved for this project was in the amount of \$23,300.

The following chart summarizes the above information:

Available Funds	Approved Proposal Amount	Net Total Change Orders	Final Project Cost	Previous Amount Paid	Remaining Balance
\$30,000	\$23,300	\$0	\$23,300	\$22,135	\$1,165

On June 18, 2015, STC Planning & Construction Department staff along with EGV Architects inspected the site to confirm that all punch list items were completed. The packet included a letter from EGV Architects acknowledging all work is complete and recommending release of final payment.

Upon a motion by Mr. Paul R. Rodriguez and a second by Ms. Rose Benavidez, the Facilities Committee recommended Board approval of the final completion and release of final payment in the amount of \$1,165 for the Pecan Campus South Academic Building Science Lab Exhaust Fan project with Holchemont, Ltd. as presented.

Update on Status of Non-Bond Construction Projects

The Facilities Planning & Construction staff prepared the enclosed design and construction update. This update summarizes the status of each capital improvement project currently in progress. Mary Elizondo and Rick de la Garza will be present to respond to questions and address concerns of the committee.

Adjournment

There being no further business to discuss, the Facilities Committee Meeting of the South Texas College Board of Trustees adjourned at 5:23 p.m.

I certify that the foregoing are the true and correct minutes of the July 13, 2015 Facilities Committee Meeting of the South Texas College Board of Trustees.

Mr. Gary Gurwitz, Chair

Announcements

A. Next Meetings:

- Tuesday, August 11, 2015
 - 12:00 p.m. – Education and Workforce Development Committee Meeting
 - 1:00 p.m. – Facilities Committee Meeting
 - 5:30 p.m. – Finance and Human Resources Committee Meeting

- Tuesday, August 25, 2015
 - 1:00 p.m. – Facilities Committee Meeting
 - 5:30 p.m. – Regular Meeting of the Board of Trustees

B. Other Announcements:

- Thursday, August 6, 2015 – End of Summer II and III 2015 Sessions
- Monday, August 24, 2015 – Fall 2015 Classes Begin
- 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.