



**SOUTH TEXAS
COLLEGE**

**Board of Trustees
Regular Board Meeting**

**Tuesday, August 25, 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, August 25, 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. Consideration and Action on Consent Agenda

- A. Approval of Minutes 1 - 42
 - 1. July 28, 2015 Regular Board Meeting

- B. Approval and Authorization to Accept Grant Award(s)..... 43 - 46
 - 1. The "Accelerate Texas Mentor College" grant from the Texas Higher Education Coordinating Board in the Amount of \$132,000
 - 2. The Carl Perkins Basic Grant from the Texas higher Education Coordinating Board in the Amount of \$1,419,011
 - 3. The Integrated Planning and Advising for Student Success in Higher Education (iPASS) Grant from Educause in the amount of \$225,000.00
 - 4. The "Catch the Next (CTN) Puente Integrated Reading/Writing Program" Grant from the Texas Higher Education Coordinating Board (THECB) in the amount of \$50,000
 - 5. The "Accelerate Texas: Integrated Education and Training" Grant from the Texas Workforce Commission (TWC) in the amount of \$672,021
 - 6. Additional Grant(s) Received/Pending Official Award

- C. Approval and Adoption of the Board of Trustees and Board Committee Meeting Schedule for FY2015-2016 47 - 48

VI. Consideration and Action on Committee Items

A. Education and Workforce Development Committee

1. Review of Education and Workforce Development Committee Presentations..... 49 - 50
 - 1) Presentation on the Valley Scholars Program Student Success Points
 - 2) Presentation on the General Memorandum of Understanding between South Texas College and UTRGV

B. Finance and Human Resources Committee

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2. Review and Action as Necessary on Award of Proposals, Purchases, and Renewals 73 - 97
 - A. Awards
 - 1) Chiller Maintenance Services (Award)
 - 2) Maintenance and Repair Parts, Materials, and Supplies (Award)
 - 3) Pest Control Services (Award)
 - 4) Printing Projects (Award)
 - a. Printing Projects
 - b. General Purpose Printing
 - B. Advertising or Memberships
 - 5) Professional Agency Services (Purchase)
 - 6) Professional Agency & Media Planning Services (Purchase)
 - 7) Security Benchmark Membership (Purchase)
 - 8) Sponsorship Advertisement Agreement (Purchase)
 - C. Non – Instructional Items
 - 9) Beverage Products (Renewal)
 - 10) Fire Suppression Systems Services and Alarm Monitoring (Renewal)
 - 11) Food Service – Nursing and Allied Health Campus (Renewal)
 - 12) In-Store Purchases of Materials, Supplies, and Miscellaneous Items (Renewal)
 - 13) Management and Leadership Training Services (Renewal)
 - 14) Office Supplies (Renewal)
 - D. Technology
 - 15) Computers (Purchase)
 - 16) Consulting Services (Purchase)
 - 17) Digital Signage Software and Licenses (Purchase)
 - 18) Incident Response Services (Purchase)
 - 19) Portable Programmable Logic Controllers (Purchase)
 - 20) Application Monitoring Software Agreement (Renewal)
 - 21) Banner Application Maintenance Agreement (Renewal)
 - 22) Data Hosting and Maintenance Agreement (Renewal)
 - 23) Data Storage Hardware Maintenance Agreement (Renewal)
 - 24) Data Storage Software Maintenance (Renewal)
 - 25) Desktop Software Licenses Maintenance and Support (Renewal)

- 26) Email Security Software Licenses Services Agreement (Renewal)
- 27) Network Hardware and Software Maintenance Agreement (Renewal)
- 28) Online Orientation Hosted Subscription Services (Renewal)
- 29) Server Hardware and Software Maintenance Agreement (Renewal)
- 30) Server Hardware Maintenance and Support Agreement (Renewal)
- 31) System Appliance Maintenance Agreement (Renewal)
- 32) TexShare Library Database Program Participation (Renewal)
- 33) VMware Maintenance Agreement (Renewal)
- 34) Web Content Management System (Renewal)
- 35) Advertising Agreement – Buses (Interlocal/Purchase)
- 36) Professional Development and Consultant Services for the Puente Project (Renewal)

- 3. Review and Action as Necessary on Contract Extension for BBVA Compass Commercial Card Services (Accounts Payable Card)..... 98 - 99
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A. Next Meetings:

- Thursday, September 10, 2015
 - 2:00 p.m. – Education and Workforce Development Committee
 - 3:00 p.m. – Facilities Committee
 - 5:30 p.m. – Public Hearing and Special Board Meeting on Proposed 2015 Tax Rate
 - 6:00 p.m. – Special Board Meeting on 2013 Bond Construction Program Items
 - 6:30 p.m. – Finance & HR Committee meeting

- Thursday, September 17, 2015
 - 5:30 p.m. – Public Hearing and Special Board Meeting on Proposed 2015 Tax Rate

- Tuesday, September 22, 2015
 - 1:00 p.m. – Facilities Committee Meeting
 - 5:30 p.m. – Regular Meeting of the Board of Trustees

B. Other Announcements:

- Monday, September 7, 2015 – College Closed in observance of Labor Day
- Friday, September 18, 2015 – College Closed to conduct college-wide Professional & Organizational Development
- 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.

Approval of Minutes

The following Minutes are submitted for Board approval:

July 28, 2015 Regular Board Meeting

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and adopt the Minutes for the July 28, 2015 Regular Board Meeting as presented.

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

The Board of Trustees of South Texas College approves and adopts the Minutes for the July 28, 2015 Regular Board Meeting as presented.

Approval Recommended:

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

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

Minutes

Call Meeting to Order:

The Regular Board Meeting of the South Texas College Board of Trustees was held on Tuesday, July 28, 2015 in the Ann Richards Administration Building Board Room at the Pecan Campus in McAllen, Texas. The meeting commenced at 5:30 p.m. with Mr. Roy de León, Chair, presiding.

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

Members absent: None

Also present: Dr. Shirley A. Reed, Mr. Chuy Ramirez, Mrs. Mary Elizondo, Dr. David Plummer, Dr. Anahid Petrosian, Mrs. Wanda Garza, Mrs. Becky Cavazos, Ms. Myriam Lopez, Mrs. Melba Trevino, Mr. William Buhidar, Ms. Alicia Gomez, Mr. Matthew Hebbard, Mrs. Brenda J. Balderaz, Mr. Pablo Hernandez, Mr. Ray Pedraza, Dr. Erasmus Addae, Mr. Cody Gregg, Mr. Mario Reyna, Mr. Paul Varville, Mr. George McCaleb, Mr. Ricardo De La Garza, Mr. Gilbert Gallegos, Mr. Rolando Garcia, Ms. Diana Bravos Gonzalez, Mr. Eddie Vela, Mr. Benito Estimbo, III, Mr. Josias Cruz, Mr. Miguel Martinez, Jr., Mr. Tom Dearmin, Ms. Dalia Quintanilla, Ms. Maribel Contreras, Mr. Gustavo Martinez, and Andrew Fish.

Determination of a Quorum

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

Invocation:

Mr. Mario Reyna, Dean of Business and Technology, said the invocation.

Public Comments:

Mr. Jesse Gonzalez, South Texas College student, spoke to the Board about the Associate Degree Nursing Program, and concern with entrance requirements and the communication process

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

Presentations

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

Gustavo Martinez with Linebarger Goggan Blair & Sampson, LLP, provided the Delinquent Tax Report on Collection and Collection Efforts for Hidalgo and Starr Counties.

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

Approval of Minutes

Upon a motion by Dr. Alejo Salinas, Jr. and a second by Mr. Jesse Villarreal, the Board of Trustees of South Texas College approved and adopted the Minutes for the June 23, 2015 Regular Board Meeting as written. The motion carried.

Approval and Authorization to Accept Grant Award(s)

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

1. The "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.

The presented grant would provide up to \$50,000 in additional funding for the College to provide services and opportunities throughout the region.

Upon a motion by Mrs. Graciela Farias and a second by Ms. Rose Benavidez, the Board of Trustees approved and authorized accepting the following grant award and use of related funds as authorized by the 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.

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 was requested.

The law offices of Linebarger Goggan Blair & Sampson, LLP requested consideration and 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. The total amount the College would receive was \$40,119.43.

The Resolution Authorizing the Tax Resale was 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 would receive, and the Analysis of Bids Received were enclosed under separate cover for the Board's information and review.

Mr. Gustavo Martinez from Linebarger Goggan Blair & Sampson, LLP was present at the meeting.

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

Upon a motion by Mr. Paul R. Rodriguez and a second by Dr. Alejo Salinas, Jr., the Board of Trustees of South Texas College approved and authorized 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 Action as Necessary on Award of Proposals, Purchases,
Renewals, and Lease/Rental**

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

A. Awards

B. Advertising or Memberships

C. Instructional Items

D. Non-Instructional Items

E. Technology 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 was \$3,651,975.91

Upon a motion by Dr. Alejo Salinas, Jr. and a second by Mr. Paul R. Rodriguez, the Board of Trustees of South Texas College approved and authorized the proposal awards, purchases, renewals, and lease/rental as presented. The motion carried.

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

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

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 was 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 Board's review and information.

Mary Elizondo, Vice President for Finance and Administrative Services, and Becky Cavazos, Director of Purchasing attended the 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.

Upon a motion by Dr. Alejo Salinas, Jr. and a second by Mr. Gary Gurwitz, the Board of Trustees of South Texas College approved and authorized the disposal/recycling of technology items with an original value of \$1,000 and over through the Texas Department of Criminal Justice (TDCJ), a State of Texas agency approved to properly recycle technology items as presented. The motion carried.

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 was 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 prepared a revised plan for the relocation of the portable buildings. During this relocation, ten portable buildings which were in poor condition and no longer usable for the College's purposes could be disposed of through auction.

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

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, a 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

The proposed site plan was reviewed by Broaddus & Associates, 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 were no longer adequate for College use would be disposed of through public auction. These portable buildings 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.

These portable buildings were evaluated by the Facilities Planning and Construction Department and Facilities Maintenance and Operations Department staff to confirm that they were 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

Enclosed Documents

- Facilities Planning & Construction staff provided a site plan of the proposed relocation of the portable buildings at the Pecan Campus.
- A list of the portable buildings to be auctioned was also provided in the packet for the Board’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, attended 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.

Upon a motion by Dr. Alejo Salinas, Jr. and a second by Mrs. Graciela Farias, the Board of Trustees of South Texas College approved and authorized the proposed 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 motion carried.

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) was 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 proposed 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 served as the engagement partner for the last ten years. Long Chilton, LLP performed the College’s annual financial audit since FY 1994-1995.

The Sarbanes-Oxley Act of 2002 required 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 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 packet included 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, attended the Board meeting to address any questions by the Trustees.

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.

Upon a motion by Dr. Alejo Salinas, Jr. and a second by Ms. Rose Benavidez, the Board of Trustees of South Texas College approved and authorized the selection of Long Chilton, LLP for external auditor services for the first contract period as presented. The motion carried.

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 was requested.

Purpose – The Interlocal Agreement for the Jag Express Intercampus Transportation Services ended on August 31, 2015. Changes to the Agreement were proposed since the College would 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 were 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 were included in the packet for the Board's information and review.

Presenters – Ms. Maribel Contreras from the Lower Rio Grande Development Council (LRGVDC) attended the meeting to provide any requested information on this initiative and to provide an update as needed on their 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, was also present at the Board meeting to address any questions by the Trustees.

Ms. Rose Benavidez requested that the LRGVDC and the College coordinate to ensure that updated routes are posted once they are made effective, especially in new service areas.

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.

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

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

Approval to renew the contract for financial advisor services for the fiscal year ending August 31, 2016, with First Southwest Company was 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 was proposed. The financial advisor was 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, unless 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 would 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 remained the same and fees were payable only upon issuance of bonds as approved by the Board of Trustees. Otherwise, there was no annual charge to the College for financial advisory services.

Reviewers – The 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 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, attended 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.

Upon a motion by Dr. Alejo Salinas, Jr. and a second by Ms. Rose Benavidez, the Board of Trustees of South Texas College approved and authorized the renewal of the 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 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, was requested.

Purpose - The primary purpose of establishing a new bank account was for the deposit of 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 would initially be 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 included in the packet for the Board'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 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.

Chair Roy de León and Mr. Gary Gurwitz each abstained from deliberation and action on this agenda item.

Upon a motion by Dr. Alejo Salinas, Jr. and a second by Mr. Paul R. Rodriguez, 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.

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

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

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 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 would 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 would be reduced to \$80,171,492. This amount was 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, were 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 was 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.

Upon a motion by Dr. Alejo Salinas, Jr. and a second by Ms. Rose Benavidez, the Board of Trustees of South Texas College approved and authorized the proposed budget amendment for FY 2014-2015, as presented. The motion carried.

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 was 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 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 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		<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 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 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.

Upon a motion by Dr. Alejo Salinas, Jr. and a second by Mr. Paul R. Rodriguez, the Board of Trustees of South Texas College approved and authorized the Unrestricted Fund Balance Designation as of August 31, 2015 in the amount of \$4,000,000 as presented. The motion carried.

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 was requested.

Administration has reviewed the need for additional non-faculty staffing positions for FY 2015-2016 with staff and supported the recommendations below, 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 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 were 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 Board's information and review.

The expenditures for these additional positions was included in the FY 2015-2016 Preliminary Projected Summary of Revenues and Expenditures. No other positions were 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.

Upon a motion by Dr. Alejo Salinas, Jr. and a second by Mrs. Graciela Farias, the Board of Trustees of South Texas College approved and authorized the 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 was requested.

Proposed Salary Adjustments and Reclassifications for FY 2015-2016

A listing of the salary adjustments and reclassifications for FY 2015-2016 was 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.

Upon a motion by Dr. Alejo Salinas, Jr. and a second by Mr. Jesse Villarreal, the Board of Trustees of South Texas College approved and authorized the salary adjustments and reclassifications for FY 2015-2016 as presented. 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 Board meeting to provide the update. No action was taken.

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 was 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) would then be developed and would 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 was part of the 2013 Bond Construction Program and included 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 have been 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.

ERO Architects presented a preliminary version of the schematic design to the Facilities Committee on Monday, July 13, 2015 and incorporated the Committee's feedback into the proposed schematic design.

Enclosed Documents

ERO Architects developed a schematic presentation describing the proposed design. Drawings of the site plan, floor plans, and exterior views were included under separate cover.

Presenters

ERO Architects developed a schematic presentation describing the proposed design. Representatives from Broaddus & Associates and ERO Architects attended 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.

Upon a motion by Mr. Paul R. Rodriguez and a second by Dr. Alejo Salinas, Jr., the Board of Trustees of South Texas College approved and authorized the proposed floor plan of the schematic design of the 2013 Bond Construction Nursing & Allied Health Campus Expansion as presented and asked the design team to return to the Facilities Committee and Board with a revision to the west façade elevation in August 2015. The motion carried.

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 was 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 was part of the 2013 Bond Construction Program and included 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.

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. developed a schematic presentation describing the proposed design. Drawings of the site plan, floor plans, and exterior views were included under separate cover.

Presenters

ROFA Architects, Inc. developed a schematic presentation describing the proposed design. Representatives from Broaddus & Associates and ROFA Architects, Inc. attended 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.

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 schematic design of the 2013 Bond Construction Mid Valley Campus Health Professions and Science Building as presented. The motion carried.

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 was 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 was part of the 2013 Bond Construction Program and included 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 was 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. developed a schematic presentation describing the proposed design. Drawings of the site plan, floor plans, and exterior views were included under separate cover.

Presenters

ROFA Architects, Inc. developed a schematic presentation describing the proposed design. Representatives from Broaddus & Associates and ROFA Architects, Inc. attended 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.

Upon a motion by Mr. Gary Gurwitz and a second by Mrs. Graciela Farias, the Board of Trustees of South Texas College approved and authorized the proposed schematic design of the 2013 Bond Construction Mid Valley Campus Student Services Building Expansion as presented. The motion carried.

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 was 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, 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 was part of the 2013 Bond Construction Program and included 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.

Mata Garcia Architects presented a preliminary version of the schematic design to the Facilities Committee on Monday, July 13, 2015 and incorporated the Committee's feedback into the proposed schematic design.

Enclosed Documents

Mata Garcia Architects developed a schematic presentation describing the proposed design. Drawings of the site plan, floor plans, and exterior views were included under separate cover.

Presenters

Mata Garcia Architects developed a schematic presentation describing the proposed design. Representatives from Broaddus & Associates and Mata Garcia Architects attended 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.

Upon a motion by Mr. Gary Gurwitz and a second by Dr. Alejo Salinas, Jr., the Board of Trustees of South Texas College approved and authorized the proposed schematic design of the 2013 Bond Construction Starr County Campus Student Services Building Expansion as presented. The motion carried.

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 was 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, 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 was part of the 2013 Bond Construction Program and included 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.

Halff 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

Halff Associates developed a schematic presentation describing the proposed design. Drawings of the site plan, floor plans, and exterior views were included under separate cover.

Presenters

Representatives from Broaddus & Associates and Halff Associates attended 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.

Upon a motion by Mr. Gary Gurwitz and a second by Dr. Alejo Salinas, Jr., the Board of Trustees of South Texas College approved and authorized the proposed schematic design of the 2013 Bond Construction Pecan Campus Thermal Plant Expansion as presented. The motion carried.

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 was requested.

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 the proposal tabulation sheet and evaluation summary. For information purposes, a site plan was 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, including 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) indicated that 32 students were projected to be enrolled in the Ceramics Classes for the Spring 2016 semester. Currently, the Art Department and FPC staff coordinated to make provisions to conduct the classes with the use of one kiln for the Fall 2015 semester as needed, and these provisions could continue for the Spring 2016 semester until the additional ceramic kilns were available for use.

Legal counsel advised that the evaluations were conducted under published evaluation criteria and that the Board should either consider the staff recommendation for this project or reject all bids. If all bids were rejected, the College could have the option to redesign the Request for Proposals, including new evaluation criteria as appropriate to the Board's preferences.

The Board asked whether staff could attempt to negotiate the price offered by the highest-ranked bidder, and legal counsel concurred that if the Board approved the contract award to the highest-ranked bidder, staff would as part of their routine hold a thorough discussion of the project scope with the awardee, and would be able to discuss the terms of the award during that discussion.

Legal Counsel also advised staff that in instances where particular elements would be considered critical components of a project, those elements should be highlighted and given appropriate weight or even set as clear requirements as part of any procurement process and related advertisements.

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

with Holchemont, Ltd. in the amount of \$343,000 for the Pecan Campus Ceramic Arts Lab Exterior project as presented. The motion carried.

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 was requested.

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 was 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.

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 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 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 June 2015. The approval was for checks submitted for release in the amount greater than \$125,000.00 and checks in the amount greater than \$25,000.00 that were released as authorized by Board Policy No. 5610.

Mrs. Mary Elizondo, Vice President for Finance and Administrative Services, responded to questions posed by the Board.

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

Upon a motion by Mrs. Graciela Farias and a second by Mr. Jesse Villarreal, the Board of Trustees approved the submitted checks for release in an amount over \$125,000.00, the checks that were released as authorized by Board Policy #5610, and the financial reports submitted for the month of June 2015. The motion carried.

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.

Adjournment:

There being no further business to discuss, the Regular Meeting of the South Texas College Board of Trustees adjourned at 7:53 p.m.

I certify the foregoing are the true and correct minutes of the Tuesday, July 28, 2015 Regular Board Meeting of the South Texas College Board of Trustees.

Mr. Paul R. Rodriguez

Secretary

Approval and Authorization to Accept Grant Award(s)

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

1. The “Accelerate Texas Mentor College” grant from the Texas Higher Education Coordinating Board in the Amount of \$132,000

The “Accelerate Texas Mentor College” grant from the Texas Higher Education Coordinating Board would support programs from July 1, 2015 through November 30, 2016 in the amount not to exceed \$132,000.

Under the grant funded program, STC’s Office of Continuing Professional and Workforce Education will provide technical assistance and professional development mentoring services in the areas of Integrated Career Pathways to three Accelerate Texas colleges: Texas Southmost College, Texas State Technical College - Harlingen, and Laredo Community College.

South Texas College will also provide career pathway training services to 18 participants in technical programs such as Accounting Assistant, Certified Nurse Assistant, Computer Assistant, Emergency Care Attendant, Health Information Management Coding Clerk, Pharmacy Technician Trainee, Phlebotomy, and Pipe Welding.

Additionally, the grant funding will provide for intensive college and career counseling and case management services to participants throughout the duration of the program.

Funds would provide for salaries, benefits, travel, consultant subcontracts in the amount of \$25,000, tuition, fees, training subcontract with Texas State Technical College Harlingen in the amount of \$30,000, and other expenses as approved in the grant.

2. The Carl Perkins Basic Grant from the Texas higher Education Coordinating Board in the Amount of \$1,419,011

The Carl Perkins Basic Grant from the Texas Higher Education Coordinating Board in the amount of \$1,419,011 would fund supported programs and resources from September 1, 2015 through August 31, 2016. These funds would support:

- instructional resources and software,
- professional development,
- program promotion, and
- other expenditures as approved by the entire awarded grant.

Carl Perkins funds are awarded to community and technical colleges to improve graduation, retention, access, quality, and expansion of Career and Technical Education programs. This grant heavily supports STC's Strategic Directions One and Two: Clear Pathway, as well as Access and Success. Thirty (30) Career and Technical Education instructional programs have been selected from the Divisions of Nursing and Allied Health; Business and Technology; and Liberal Arts & Social Sciences for improvement with these funds. In support of Career and Technical Education programs and students, funds will also be provided to the Academic Affairs, Student Affairs & Enrollment Management and Continuing and Professional Workforce Education areas.

3. The Integrated Planning and Advising for Student Success in Higher Education (iPASS) Grant from Educause in the amount of \$225,000.00

A previous iPASS grant funded the implementation of the College's DegreeWorks degree audit and planning system, which ties into the College's Banner Student Information System and allows students, faculty, and staff to plan a student's pathway from their first semester through graduation. It is this integration that has allowed the College to keep students on track with their degree plan and show them their progress towards their requirements for graduation.

This new iPASS grant will help fund the development and extension of services through the development of multiple, robust communication channels that provide relevant and timely information on to new, continuing, or returning students. The other component will be the implementation of an early alert system to help identify students that may run a higher risk of non-completion and connect them to the most appropriate services to help them succeed. This system can help implement best practices for faculty and staff to assist these students in staying on track to completion.

The grant provides \$75,000 a year for three years.

4. The "Catch the Next (CTN) Puente Integrated Reading/Writing Program" Grant from the Texas Higher Education Coordinating Board (THECB) in the amount of \$50,000

The "Catch the Next (CTN) Puente Integrated Reading/Writing Program" grant from the Texas Higher Education Coordinating Board (THECB) in the amount of \$50,000 would continue to fund the already existing Puente Program through August 31, 2016.

South Texas College has been working closely with Catch the Next (CTN) Puente Integrated Reading/Writing Program to implement curriculum and accelerate students through the developmental reading and writing sequence. This grant gives South Texas College an opportunity to continue to work with CTN to further improve student success and enhance their learning experience. This grant will serve to encourage underserved and low-income students to persist in their studies.

This grant meets South Texas College's Strategic Goal 3 to: accelerate the success of students who are not college prepared by implementing effective college readiness programs and developmental initiatives.

5. The "Accelerate Texas: Integrated Education and Training" Grant from the Texas Workforce Commission (TWC) in the amount of \$672,021

The "Accelerate Texas: Integrated Education and Training" grant from Texas Workforce Commission in the amount of \$672,021 will fund programs to serve 240 participants through Accelerate Texas' Integrated Education and Training Initiative in collaboration with the following institutions:

- Workforce Solutions (WFS),
- AEL provider Region One Education Service Center (Region One),
- Texas A&M University HEP (TAMU HEP),
- University of Texas - Pan American HEP (UTPA HEP),
- Rio Grande Valley (RGV) Literacy Center, and
- Valley Initiative for Development and Advancement (VIDA);

and employers:

- Texas Oncology,
- Southern Steel Fabricators,
- Mission Police Department, and
- Swift Transportation.

All of the 240 participants will function at grade levels 6.0-10.9. Of the 240:

- 60 will have a high school diploma or GED and function at exit-level ESL,
- 60 will have a high school diploma or GED and function at ESL 5-6,
- 60 will not have a high school diploma or GED and function at exit-level ESL, and
- 60 will not have a high school diploma or GED and function at ESL 5-6.

The funded programs will occur from September 2015 through May 31, 2017

This grant meets South Texas College's Strategic Goal 2: provide innovative basic skills training, workforce training, and career pathway programs that promote upward educational and career mobility.

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

The presented grants would provide up to \$2,498,032 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 “Accelerate Texas Mentor College” grant from the Texas Higher Education Coordinating Board in the Amount of \$132,000
2. The Carl Perkins Basic Grant from the Texas higher Education Coordinating Board in the Amount of \$1,419,011
3. The Integrated Planning and Advising for Student Success in Higher Education (iPASS) Grant from Educause in the amount of \$225,000.00
4. The “Catch the Next (CTN) Puente Integrated Reading/Writing Program” Grant from the Texas Higher Education Coordinating Board (THECB) in the amount of \$50,000
5. The “Accelerate Texas: Integrated Education and Training” Grant from the Texas Workforce Commission (TWC) in the amount of \$672,021
6. 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 “Accelerate Texas Mentor College” grant from the Texas Higher Education Coordinating Board in the Amount of \$132,000
2. The Carl Perkins Basic Grant from the Texas higher Education Coordinating Board in the Amount of \$1,419,011
3. The Integrated Planning and Advising for Student Success in Higher Education (iPASS) Grant from Educause in the amount of \$225,000.00
4. The “Catch the Next (CTN) Puente Integrated Reading/Writing Program” Grant from the Texas Higher Education Coordinating Board (THECB) in the amount of \$50,000
5. The “Accelerate Texas: Integrated Education and Training” Grant from the Texas Workforce Commission (TWC) in the amount of \$672,021
6. Additional Grant(s) Received/Pending Official Award

Approval Recommended:

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

Approval and Adoption of the Board of Trustees and Board Committee Meeting Schedule for FY2015-2016

The Board of Trustees for South Texas College is asked to approve and adopt the following schedule of Board and Board Committee meetings for the period from September 2015 through September 2016.

The proposed meeting schedule for the Board of Trustees is as follows:

<u>Weekday</u>	<u>Date</u>	<u>Meeting Time</u>
Tuesday	September 22, 2015	5:30 p.m.
Tuesday	October 27, 2015	5:30 p.m.
Tuesday	November 24, 2015	5:30 p.m.
Tuesday	December 15, 2015	5:30 p.m.
Tuesday	January 26, 2016	5:30 p.m.
Tuesday	February 23, 2016	5:30 p.m.
Tuesday	March 29, 2016	5:30 p.m.
Tuesday	April 26, 2016	5:30 p.m.
Tuesday	May 24, 2016	5:30 p.m.
Tuesday	June 28, 2016	5:30 p.m.
Tuesday	July 26, 2016	5:30 p.m.
Tuesday	August 23, 2016	5:30 p.m.
Tuesday	September 27, 2016	5:30 p.m.

A full calendar view of the proposed Committee and Board meeting schedule follows in the packet for the Board's information.

This schedule was reviewed by each Committee during their August 11, 2015 meetings, and each recommended Board approval.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and adopt the Board and Board Committee meeting schedule 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 adopts the Board and Board Committee meeting schedule for FY 2015-2016 as presented.

Approval Recommended:

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



Board Meeting Committee Meeting Calendar FY 2015-2016

September 2015						
S	M	T	W	TH	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

October 2015						
S	M	T	W	TH	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

November 2015						
S	M	T	W	TH	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

December 2015						
S	M	T	W	TH	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

January 2016						
S	M	T	W	TH	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

February 2016						
S	M	T	W	TH	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29					

March 2016						
S	M	T	W	TH	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

April 2016						
S	M	T	W	TH	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

May 2016						
S	M	T	W	TH	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

June 2016						
S	M	T	W	TH	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

July 2016						
S	M	T	W	TH	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

August 2016						
S	M	T	W	TH	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

September 2016						
S	M	T	W	TH	F	S
			1	2	3	
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

	Regular Board Meeting
	Graduation Ceremonies
	Holiday/Professional Dev. Day, College Closed

	Committee Meetings -
	• Education & Workforce Development
	• Facilities
	• Finance & Human Resources

	* Education & Workforce Development Committee: 2nd Tuesday of the month, 3:30 p.m.
	* Facilities Committee: 2nd Tuesday of the month, 4:30 p.m.
	* Finance & Human Resources Committee: 2nd Tuesday of the month, 5:30 p.m.
	* Board Meetings: 4th Tuesday of the month, 5:30 p.m.

Board Approved: pending

Revised: 8/4/2015

Review of Education and Workforce Development Committee Presentations

1. Presentation on the Valley Scholars Program Student Success Points

Dr. Anahid Petrosian, Vice President for Academic Affairs, and Mrs. Jessica Sandoval Garcia, Coordinator of the Valley Scholars Program, reviewed the Valley Scholars Program student success points.

The Valley Scholars Program operates through significant and generous community support, and the Student Success Points demonstrate the return on that investment. The presentation covered data on Valley Scholars Program students, including:

- Historical Enrollment,
- Cohort Size & Gender,
- Campus Demographics,
- Persistence,
- Graduation, and
- Performance.

In addition to presenting the positive impact of the Valley Scholars Program on participants, the Committee heard about new program benefits:

Expansion of program benefits for students in:

Nursing & Allied Health Programs

- Associate Degree Nursing
- Occupational Therapy Assistant
- Physical Therapy Assistant
- Radiologic Technology
- Respiratory Therapy

Bachelor Programs

- Computer & Information Technologies
- Technology Management
- Medical and Health Services Management
- Organizational Leadership

Program staff then briefly reviewed the funding sources that support the Valley Scholars Program, including the upcoming *10th Annual A Night with the Stars*, to be held Thursday, October 8, 2015 @ 6 p.m.

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

2. Presentation on the General Memorandum of Understanding between South Texas College and UTRGV

Dr. Anahid Petrosian, Vice President for Academic Affairs, Dr. Ali Esmaeili, Dean of Math, Science, and Bachelor Programs, and Dr. Kelli Davis, University Relations Officer, presented on the General Memorandum of Understanding which was signed by South Texas College and UTRGV on Monday, August 10, 2015.

The signing of the MOU was completed at a signing ceremony at 10:00 a.m. on Monday, August 10, 2015 in the South Texas College Pecan Campus Library Rainbow Room.

This MOU provided South Texas College and UTRGV students many benefits to facilitate the pursuit of academic coursework at both institutions and to transfer credits easily between them. Both institutions were committed to providing a seamless transfer for students, and this MOU provided the necessary framework for the institutions and students to achieve this.

The agreement signed on August 10th included:

- Guaranteed UTRGV Admission for South Texas College students completing an:
 - Associate of Arts degree,
 - Associate of Science degree,
 - Associate of Arts in Teaching degree, or
 - the 42 hour Core Curriculum at South Texas College.
- Transfer of Courses – STC students can transfer any course listed in the Academic Course Guide Manual (ACGM), published by the Texas Higher Education Coordinating Board, for an equivalent course at UTRGV.
- Catalog Date – STC students who began a course of study under an existing catalog at UTPA or UTB will have the option to continue with that catalog or switch to the UTRGV catalog if it reduces the time to degree completion.
- Reverse Transfer – STC students who transfer credits to UTRGV and go on to meet STC's requirements for an associate degree will receive a reverse transfer of those UTRGV credits and be awarded the appropriate degree by South Texas College.

South Texas College had articulation agreements in place with UTPA and UTB. These agreements would continue to apply for one year, during which time the College and UTRGV would coordinate to revise the existing agreements as appropriate.

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

Review and Action as Necessary on Property, Casualty, Flood, & Workers Compensation Insurance

Approval is requested to award the proposal for Property / Flood, Crime, General Liability, School Board Legal Liability, Automobile and Workers Compensation Insurance for the period beginning September 1, 2015 through August 31, 2016 at a total cost of **\$729,818**.

Purpose - The basic purpose of insurance is 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 / Flood Insurance**

⇒ Request award of Property Insurance coverage 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. Property values were updated with current construction costs per square foot.

⇒ Flood insurance is included with the property insurance with a deductible of \$50,000 or \$500,000 per occurrence.

- **Crime Insurance**

⇒ Request award of Crime Insurance coverage 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**

⇒ Per legal counsel, the College's exposure is shown in the table below:

	<u>Liability Exposure</u>
General Liability	Immune under state law except in minor cases and autos; unlimited liability under Federal statutory causes of action
Automobile	\$100,000 / \$300,000

Per legal counsel, under state law, the College is immune from liability except for injuries arising from a motor vehicle accident (\$100,000 per person / \$300,000 per accident). Under Federal Law, the College has exposure under Section 1983 Clauses of Action (Civil Rights Statute); there is theoretically no limit of liability. Legal counsel advises that though there is no ceiling under civil rights cases, the Board may, based on history, develop a risk policy. Given the College's comprehensive practices and procedures to avoid liability and the experience of the College with these cases, the primary purpose is first to ensure the College has competent legal defense and coverage is within limits. Based on the College's claim history, a \$250,000 limits policy would be reasonable and sufficient coverage. Mr. Raul Cabaza, III, Risk Management Consultant, has indicated that \$1,000,000 is the minimum General Liability Limit offered by both Texas Association of Public Schools (TPS) and Texas Association of School Boards (TASB). This being the case, a \$1,000,000 policy is reasonable.

⇒ General Liability Insurance and School Board Legal Liability Insurance to Texas Association of School Boards (TASB) at a cost of **\$55,598**. The policy offers a \$1,000,000 limit for General Liability including the School Board Legal Liability with a \$25,000 deductible per claim. Mr. Raul Cabaza, III, Risk Management Consultant, is recommending the limit be reduced to \$1,000,000 from the current \$5,000,000.

⇒ Automobile Insurance to Texas Association of School Boards (TASB) at a cost of **\$13,533**. The policy offers a \$1,000 deductible for liability and physical damage. With TASB coverage, persons renting an automobile need to purchase physical damage coverage.

- **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 is **\$660,687**. The total recommended award to Texas Association of School Boards (TASB) is **\$69,131**.

Funding Source - Funds for this expenditure are 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 Insurance Proposal Notes and the Comparison of Current (2014-2015) and Proposed (2015-2016) Policies follow in the packet for the Board's information and review. Also, included are the letters and spreadsheets provided by Mr. Raul Cabaza, III, for the Board's information and review.

Mr. Raul Cabaza will be present at the Board Meeting to present his recommendation to the Board members.

The Finance and Human Resources Committee recommended Board approval of the the proposals for Property / Flood, Crime, General Liability, School Board Legal Liability, Automobile and Workers Compensation Insurance for the period September 1, 2015 through August 31, 2016 at a total cost of **\$729,818** as presented.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize the proposals for Property / Flood, Crime, General Liability, School Board Legal Liability, Automobile and Workers Compensation Insurance for the period September 1, 2015 through August 31, 2016 at a total cost of **\$729,818** 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 proposals for Property / Flood, Crime, General Liability, School Board Legal Liability, Automobile and Workers Compensation Insurance for the period September 1, 2015 through August 31, 2016 at a total cost of **\$729,818** as presented.

Approval Recommended:

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

INSURANCE PROPOSAL NOTES

INSURANCE ISSUE / QUESTION	FINDINGS / CHANGES
The Board requested to ask Hartford to remove flood to see how much of a reduction in policy.	The request was forwarded to Hartford via Raul Cabaza and he was informed that we could not remove Flood Insurance from the quote, as it was included/packaged with Property Insurance (not separable).
Additional Flood Insurance	<p>Raul Cabaza spoke to Hartford and they agreed to change their quote from “<i>per building</i>” to “<i>per occurrence</i>” which eliminated the need for the additional Flood Insurance.</p> <p>The additional Flood Insurance was initially recommended in order to lower our deductible (on a <i>per building</i> basis). However, once the quote changed to a “per occurrence” basis, Raul Cabaza changed his recommendation, and eliminated the additional Flood Insurance.</p>
The Board requested that Legal Counsel be consulted regarding the College’s exposure levels and necessary coverage.	<p>Mary Elizondo and Ken Lyons spoke to Chuy Ramirez who requested that the following be included in the Motion:</p> <p>“The College is immune from liability except for injuries arising from a motor vehicle accident (\$100,000 per person / \$300,000 per accident). Under Federal Law, the College has exposure under Section 1983 Clauses of Action (Civil Rights Statute); there is theoretically no limit of liability...though there is no ceiling under civil rights cases, the Board may, based on history, develop a risk policy. Given the College’s comprehensive practices and procedures to avoid liability and the experience of the College with these cases, the primary purpose is first to ensure the College has competent legal defense and coverage is within limits. Based on the College’s claim history, a \$250,000 limits policy would be reasonable and sufficient coverage. Mr. Raul Cabaza, III, Risk Management Consultant, has indicated that \$1,000,000 is the minimum General Liability Limit offered by both TAPS and TASB. This being the case, a \$1,000,000 policy is reasonable.”</p>

INSURANCE PROPOSAL NOTES

INSURANCE ISSUE / QUESTION	FINDINGS / CHANGES
General Liability / School Board Legal Liability	Original recommendation was to award TAPS which included excess liability coverage of \$4,000,000 for a total limit of \$5,000,000 (same as current). Per discussions with Legal Counsel, it was determined that the excess liability coverage was not necessary, and a \$1,000,000 policy was sufficient (see above). This being the case, Raul Cabaza changed his recommendation to award TASB at a \$1,000,000 policy as it is cheaper (\$55,598 vs. \$59,413) and the deductibles are lower (\$25,000 vs. \$50,000).
Letter from Carlisle Insurance regarding recommendation for Property Insurance award / Insurance Code 981.004.	Legal Counsel reviewed and discussed with Raul Cabaza Insurance Code 981.004 and advised the College of his interpretation. The original recommendation (award Hartford for Property Insurance) stands.
Cyber Liability Coverage	<p>Recommendation for General Liability through TASB includes \$100,000 for Cyber Liability Coverage. Upon discussion with the Chief Information Security Officer (Victor M. Gonzalez), Raul Cabaza and Cabinet, it was determined that the College should increase its coverage. A request for pricing was sent to TASB which responded that the maximum coverage that they could provide was \$350,000 at an additional cost of \$13,569.</p> <p>The recommendation will not change at this time as Cyber Liability Coverage was not included in the RFP however the College will likely increase its coverage in the near future.</p>

**SOUTH TEXAS COLLEGE
INSURANCE PREMIUM SUMMARY
RFP 15-16-1001
June 25, 2015**

COVERAGE PREMIUMS	<u>Bid Proposal</u> Montalvo Insurance Agency	<u>Bid Proposal</u> Texas Association of School Boards	<u>Bid Proposal</u> Carlisle Insurance Agency, Inc.
Property (w/flood & Quake) - Option 1 (2% W/H Ded.)	\$ 478,047	No quote	
Property - Option 2 (1% NSW/H Ded)			\$ 482,887
Casualty			
--Crime	\$ 8,562	No quote	\$ 12,250
--School Board Legal Liability	\$ 75,214	\$ 55,598	No Quote
--General Liability	Included w/School Board Legal	Included w/School Board Legal	No Quote
--Automobile	\$ 14,513	\$ 13,533	No Quote
--Cyber Liability	Included in TAPS Program	\$100,000 Included	No Quote
Workers Comp	\$ 174,078	\$ 223,239	No Quote
Flood - Zone B (Permanent Structures)	\$ 65,594		\$ 66,717
Flood - Zone B (Portables)			
TOTAL AWARD BY VENDOR	\$ 660,687	\$ 69,131	\$ 482,887
			Subtract \$18,274 for 2% NS Ded.
Property Total:	\$ 478,047		\$ 482,887
Crime Total:	\$ 8,562		\$ 8,562
Casualty Total:	\$ 69,131		\$ 69,131
Workers Comp Total:	\$ 174,078		\$ 174,078
Flood Total:			
TOTAL AWARD AMOUNT	\$ 729,818.00		\$ 734,658

SHEPARD WALTON KING
INSURANCE GROUP VALLEYWIDE

July 17, 2015

Ms. Maria G. Elizondo
Vice President for Finance and Administrative Services
South Texas College
P. O. Box 9701
McAllen, TX 78502-9500

Re: Property Insurance

Dear Ms. Elizondo:

We received two proposals for the Property Insurance, one from The Hartford Fire Insurance Company through Montalvo Insurance Agency and the other from AmRisc Securities through Carlisle Insurance Agency.

The most important difference is the application of wind and hail deductibles so we draw your attention to the words **any** and **named storm** in the comments below.

The Hartford Fire Insurance Company is an admitted insurance company in Texas and offers:

- 2% Wind/Hail Deductible, but not less than \$100,000 per building for **any** wind and hail event.
- \$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 or \$500,000 per occurrence
- Annual Premium: \$478,047.

AmRisc is a Non-Admitted Insurance carrier in Texas and offers:

- 1 % **named storm** Wind/Hail Deductible, but not less than \$100,000 per building
- \$100,000 deductible for all other perils
- Deductible for a **named storm** event for the entire schedule is estimated at 3.5 million on buildings and contents
- Any wind hail event other than named storm is \$100,000 per occurrence
- Annual Premium: \$482,887.

Best Value:

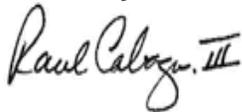
- AmRisc
- It offers a named storm deductible at 1%
- It offers a \$100,000 deductible per occurrence other than named storm
- Includes flood coverage with a \$50,000 per occurrence deductible (x or c zones)

Recommendation:

The best value in this case cannot be recommended due to a Texas Department of Insurance rule reviewed by the STC counsel that prohibits purchase of insurance from a non admitted insurance company (Amrisc) when an admitted insurance company (The Hartford) offers coverage.

We recommend purchase of the Property Coverage from The Hartford Insurance Company through Montalvo Insurance Agency for the period of September 1, 2015 to August 31, 2016 for an annual premium of \$478,047.

Submitted by:



**Raul Cabaza, III, CIC
Licensed Risk Manager/Vice President**

Enclosures

SOUTH TEXAS COLLEGE
Property Insurance RFP #15-16-1001

Proposer	Current Program Montalvo Ins. Agency	Bid Proposal Montalvo Ins. Agency	Bid Proposal Carlisle Insurance Agency, Inc.
Insurance Company	Hartford Fire Insurance Co.	The Hartford Fire Insurance Co.	AmRisc & Continental Casualty Co.
A.M. Best Rating	A XV	A XV	Various A VIII Rated carriers (8) &A, XV
PROPERTY			
Type of Coverage:	Blanket	Blanket	Blanket per Location
Building Limit:	\$190,371,061	\$277,237,274	\$273,647,540
PCAT's "Other"			\$6,132,532
Business Personal Property Limit	\$36,972,223	\$22,937,058	\$44,676,215
TOTAL LIMIT:	\$227,343,284	\$300,174,332	\$324,456,287
EDP Limit	Included with BPP	\$23,985,870	Incl in BPP
PROPERTY TIV:		\$324,160,202	\$324,456,287
Business Income	\$34,000,000	\$34,100,000	\$34,100,000
Equipment Breakdown	Property Limit	Property Limit	\$100,000,000*
- Equip. Breakdown Deductible	\$100,000	\$100,000	\$10,000
I.M. Scheduled Equipment	\$178,690	\$296,083	Incl in Prop "Other"
- I.M. Deductible	\$1,000	\$1,000	\$5,000
AOP Deductible (EDP only)	\$100,000	\$100,000	\$5,000
AOP Deductible (Other than EDP)	\$100,000	\$100,000	\$100,000
Wind/Hail Deductible (Named Storm)	2% per Bldg./ Minimum \$100K	2% per Bldg./ Minimum \$100K	1% Named Storm per Bldg.; Min.\$100K and a max. \$3,500,000 Aggr w/trailing \$50K ded.
Wind/Hail Ded. (other than Named Storm)	2% per Bldg./ Minimum \$100K	2% per Bldg./ Minimum \$100K	\$100,000 per occur.
Fine Arts Extension	\$25,000	\$25,000	\$250,000
- Fine Arts Deductible	\$1,000	\$1,000	\$5,000
Flood Coverage:			
- Flood - Zones other than A&V	\$10,000,000 Zones X or C;	\$10,000,000 Aggregate - Zones C	\$25,000,000; limited to \$10,000,000 Aggregate for Zones A,B, & V , excess of NFIP
- Flood - Zone B	\$5,000,000 Zone B	\$5,000,000 Aggregate - Zone B	\$10,000,000 Aggregate Zone B, excess of NFIP
- Flood Deductible	\$100,000 Ded. Zone X & C;	\$50,000 Ded Zone C Risk Score < than or = 30; or \$500,000 Ded Zone C Risk Score > 30 per occurrence	\$50,000 per Occurrence Zone C
- Flood Deductible	\$500 Ded. Zone B	\$500,000 Ded. Zone B per occurrence	Max NFIP limits for Zone A, V or B, plus \$100,000 per Occurrence
Earthquake Coverage:	\$1,000,000	\$1,000,000	\$25,000,000 Annual Aggregate
Quake Deductible	Earth Movement Ded.: \$50,000	Earth Movement Ded.: \$50,000	Earth Movement Ded.: \$50,000
Annual Premium:	\$387,039	\$478,047	\$468,917
Equipment Breakdown Premium	Included	Included	\$13,970
Total Annual Premium:	\$387,039	\$478,047	\$482,887
			*Equipment Breakdown quoted thru Continental Casualty Co, A, XV

SHEPARD WALTON KING
INSURANCE GROUP VALLEYWIDE

July 17, 2015

Ms Maria G. Elizondo
Vice President for Finance and Administrative Services
South Texas College
P. O. Box 9701
McAllen, TX 78502-9500

Re: Flood Insurance

Dear Ms Elizondo:

Flood Insurance proposals through the National Flood Insurance Program were received through Nationwide Mutual Insurance Company from Montalvo Insurance Agency and Carlisle Insurance Agency. The annual premium for permanent and portable buildings is \$116,267.

The rates quoted by both vendors are valid for 30 days and there is a 30-day waiting period.

We do not recommend the purchase of flood Insurance policies because coverage is included in the Hartford Property Policy with \$50,000 and up to \$500,000 Deductible per occurrence for Zones X & C and \$500,000 Deductible per occurrence for properties in Zone B.

You have the option to reduce your flood deductible to \$1,250 per building at the following additional cost:

- **Nationwide Mutual Insurance Company for permanent structures in Zone B for \$65,594,**
- **Nationwide Mutual Insurance Company for portables in Zone B at \$50,673.**

This Coverage is offered by both vendors for an additional total annual premium of \$116,267.

Sincerely,



Raul Cabaza, III, CIC
Licensed Risk Manager

/cp
Enclosure

**SOUTH TEXAS COLLEGE
FLOOD INSURANCE EVALUATION – RFP#15-16-1001**

Proposer							Montalvo Ins. Agency	Carlisle Insurance Agency
Insurance Company							Nationwide Mutual Insurance Co.	Nationwide Mutual Insurance Co.
A.M. Best Rating								
Technology Campus - McAllen, Texas								
3700 W. Military Hwy								
Bldg.			Const.	Zone	New Min. Deduct.	Building Contents	Premium	
Bldg.	A	Technology East	SFR	B	1250	\$200,000 \$200,000	\$1,913	\$1,913
Bldg.	B & C	Technology West-with 2 chillers	Brick	B	1250	\$400,000 \$500,000	\$3,022	\$3,022
		Cooling Tower #1	Metal	B		\$100,000	N/A	N/A
		Cooling Tower #2	Metal	B		\$100,000	N/A	N/A
Bldg.	D	Shipping & Receiving	Metal	B	1250	\$50,000 \$200,000	\$1,362	\$1,362
3900 W. Military Hwy								
Bldg.	E	Technology East	SFR	B	1250	\$200,000 \$200,000	\$1,913	\$1,913
Pecan Campus - McAllen, Texas								
3201 West Pecan Boulevard								
Bldg.	A	Administration	SFR	B/X	1250	\$500,000 \$500,000	\$3,188	\$3,188
Bldg.	B	Art	SFR	B/X	1250	\$500,000 \$500,000	\$3,188	\$3,188
Bldg.	C	Student Success Center	SFR	B/X	1250	\$500,000 \$500,000	\$3,188	\$3,188
Bldg.	D	Administration	SFR	B/X	1250	\$500,000 \$500,000	\$3,188	\$3,188
Bldg.	E	Physical Plant-with 3 chillers	SFR	B/X	1250	\$500,000 \$500,000	\$3,188	\$3,188
		Cooling Tower #1	Metal	B/X	1250	\$100,000	N/A	N/A
		Cooling Tower #2	Metal	B/X	1250	\$100,000	N/A	N/A
		Cooling Tower #3	Metal	B/X	1250	\$100,000	N/A	N/A
		Cooling Tower #4	Metal	B/X	1250	\$100,000	N/A	N/A
Bldg.	F	Library	SFR	B/X	1250	\$500,000 \$500,000	\$3,188	\$3,188
Bldg.	G	North Academic	SFR	B/X	1250	\$500,000 \$500,000	\$3,188	\$3,188
Bldg.	H	Student Activities Center	SFR	B/X	1250	\$500,000 \$500,000	\$3,188	\$3,188
Bldg.	J	South Academic	SFR	B/X	1250	\$500,000 \$500,000	\$3,188	\$3,188
Bldg.	K	bookstore)	SFR	B/X	1250	\$500,000 \$500,000	\$3,188	\$3,188
Bldg.	X	Administration	SFR	B/X	1250	\$500,000 \$500,000	\$3,188	\$3,188
Pecan Campus - McAllen, Texas								
3200 West Pecan Blvd. (across the street)								
Bldg.	L	Communications Art Center	SFR	B/X	1250	\$500,000 \$500,000	\$3,188	\$3,188
Bldg.	M	Information Technology	SFR	B/X	1250	\$500,000 \$500,000	\$3,188	\$3,188
Bldg.	N	Institutional Support Services	SFR	B/X	1250	\$500,000 \$500,000	\$3,188	\$3,188
3401 West Pecan Boulevard								
Bldg.	T	West Academic Building (12/16/12)	SFR	B	1250	\$500,000 \$500,000	\$3,188	\$3,188
3400 West Pecan Boulevard								
		Dr. Ramiro Casso Property		B/X	1250	\$100,000		
2601 South Texas College - Pecan East Subdivision								
Bldg.	A	Human Resources	HT	B/X	1250	\$500,000 \$500,000	\$3,188	\$3,188
Bldg.	B	Pecan Plaza-East	SFR	BX	1250	\$500,000 \$500,000	\$3,188	\$3,188
Bldg.	C	Pecan Plaza-West	SFR	B/X	1250	\$500,000 \$500,000	\$3,188	\$3,188
Note: Rates quoted are only valid for 30 days and subject to change						SUB- TOTAL:	\$ 65,594.00	\$65,594

Comments:

Nationwide - Recommend coverage on permanent structures in attached exhibit.
No coverage is included for the cooling towers or buildings valued at \$100,000 or less.

**SOUTH TEXAS COLLEGE
FLOOD INSURANCE EVALUATION – RFP#15-16-1001**

Proposer								Montalvo Ins. Agency	Carlisle Insurance Agency
Insurance Company								Nationwide Mutual Insurance Co.	Nationwide Mutual Insurance Co.
A.M. Best Rating									
Location			Const.	Square Ft.	New Minimum Deduct.	Building	Contents/ Furniture	Premium Quote:	Premium Quote:
Pecan Campus - McAllen, Texas									
3201 West Pecan Blvd									
PB	1	Portable Bldg	Frame	7,011	1,250	\$300,000	\$150,000	\$2,005	\$2,005
PB	3	Portable Bldg	Frame	1,440	1,250	\$50,000	\$50,000	\$897	\$897
PB	4	Portable Bldg	Frame	1,440	1,250	\$50,000	\$50,000	\$897	\$897
PB	5	Portable Bldg	Frame	1,440	1,250	\$50,000	\$50,000	\$897	\$897
PB	6	Portable Bldg	Frame	1,560	1,250	\$50,000	\$50,000	\$897	\$897
PB	7	Portable Bldg	Frame	1,560	1,250	\$50,000	\$50,000	\$897	\$897
PB	8	Portable Bldg	Frame	1,560	1,250	\$50,000	\$50,000	\$897	\$897
PB	9	Portable Bldg	Frame	1,560	1,250	\$50,000	\$50,000	\$897	\$897
PB	10	Portable Bldg	Frame	1,560	1,250	\$50,000	\$50,000	\$897	\$897
PB	11	Portable Bldg	Frame	8,160	1,250	\$50,000	\$50,000	\$897	\$897
PB	12	Portable Bldg	Frame	1,536	1,250	\$50,000	\$50,000	\$897	\$897
PB	13	Portable Bldg	Frame	1,536	1,250	\$50,000	\$50,000	\$897	\$897
PB	14	Portable Bldg	Frame	1,536	1,250	\$50,000	\$50,000	\$897	\$897
PB	15	Portable Bldg	Frame	1,536	1,250	\$50,000	\$50,000	\$897	\$897
PB		South Information Booth	Frame	80	1,000	\$50,000	\$0	\$479	\$324
								\$ 14,145	\$ 13,990
3401 West Pecan Blvd.									
PB	16	Portable Bldg	Frame	1,536	1,250	\$50,000	\$50,000	\$897	\$897
PB	17	Portable Bldg	Frame	1,536	1,250	\$50,000	\$50,000	\$897	\$897
PB	18	Portable Bldg	Frame	1,536	1,250	\$50,000	\$50,000	\$897	\$897
PB	19	Portable Bldg	Frame	1,536	1,250	\$50,000	\$50,000	\$897	\$897
PB	20	Portable Bldg	Frame	1,536	1,250	\$50,000	\$50,000	\$897	\$897
PB	21	Portable Bldg	Frame	1,536	1,250	\$50,000	\$50,000	\$897	\$897
PB	22	Portable Bldg	Frame	768	1,250	\$50,000	\$50,000	\$897	\$897
PB	23	Portable Bldg	Frame	1,536	1,250	\$50,000	\$50,000	\$897	\$897
PB	24	Portable Bldg	Frame	1,536	1,250	\$50,000	\$50,000	\$897	\$897
PB	25	Portable Bldg	Frame	1,536	1,250	\$50,000	\$50,000	\$897	\$897
PB	26	Portable Bldg	Frame	1,536	1,250	\$50,000	\$50,000	\$897	\$897
PB	27	Portable Bldg	Frame	1,536	1,250	\$50,000	\$50,000	\$897	\$897
PB	28	Portable Bldg	Frame	1,536	1,250	\$50,000	\$50,000	\$897	\$897
PB	29	Portable Bldg	Frame	1,536	1,250	\$50,000	\$50,000	\$897	\$897
								\$ 12,558	\$ 12,558
3200 West Pecan Blvd.									
PB		North Information Booth	Frame	80	1,000	\$50,000	\$0	\$479	\$324
PB	M-13	Portable Bldg -Security Stge.	Frame	440	1,250	\$50,000	\$50,000	\$897	\$897
4000 West Pecan Blvd.									
PB	3	Portable Bldg-Security Stge	Frame	900	1,250	\$50,000	\$50,000	\$897	\$897
								\$2,273	\$2,118
Technology Campus - McAllen, Texas									
3700 W. Military Hwy									
PB	1	Portable Bldg	Frame	1,045	1,250	\$50,000	\$50,000	\$897	\$897
PB	2	Portable Bldg	Frame	1,785	1,250	\$50,000	\$50,000	\$897	\$897
PB	3	Portable Bldg	Frame	1,632	1,250	\$50,000	\$50,000	\$897	\$897
PB	4	Portable Bldg	Frame	1,500	1,250	\$50,000	\$50,000	\$897	\$897
PB	5	Portable Bldg	Frame	1,536	1,250	\$50,000	\$50,000	\$897	\$897
PB	6	Portable Bldg	Frame	1,536	1,250	\$50,000	\$50,000	\$897	\$897
PB	7	Portable Bldg	Frame	1,536	1,250	\$50,000	\$50,000	\$897	\$897
								\$ 6,279	\$6,279

**SOUTH TEXAS COLLEGE
FLOOD INSURANCE EVALUATION – RFP#15-16-1001**

Proposer							Montalvo Ins. Agency	Carlisle Ins. Agency		
Insurance Company							Nationwide Mutual Insurance Co.	Nationwide Mutual Insurance Co.		
A.M. Best Rating										
Location		Const.	Square Ft.	Deduct.	Building	Contents/ Furniture				
Mid Valley Campus - Weslaco, Texas										
108 N. Border Ave.										
PB	1	Portable Bldg	Frame	2,380	1,250	\$50,000	\$100,000	\$1,059	\$1,059	
PB	2	Portable Bldg	Frame	1,560	1,250	\$50,000	\$50,000	\$897	\$897	
PB	3	Portable Bldg	Frame	900	1,250	\$50,000	\$50,000	\$897	\$897	
PB	4	Portable Bldg	Frame	1,536	1,250	\$50,000	\$50,000	\$897	\$897	
PB	5	Portable Bldg	Frame	1,536	1,250	\$50,000	\$50,000	\$897	\$897	
PB	6	Portable Bldg	Frame	1,536	1,250	\$50,000	\$50,000	\$897	\$897	
PB	7	Portable Bldg	Frame	1,536	1,250	\$50,000	\$50,000	\$897	\$897	
PB	8	Portable Bldg	Frame	1,536	1,250	\$50,000	\$50,000	\$897	\$897	
							\$	7,338	\$	7,338
Mid Valley Campus - Weslaco, Texas										
401 N. Border Ave.										
PB	1	Portable Bldg	Frame	2,380	1,250	\$50,000	\$150,000	\$1,214	\$1,214	
PB	2	Portable Bldg	Frame	1,560	1,250	\$50,000	\$50,000	\$897	\$897	
PB	L3	Portable Bldg	Frame	2,232	1,250	\$50,000	\$50,000	\$897	\$897	
								\$3,008		\$3,008
Nursing/Allied Health Campus-McAllen										
1101 E. Vermont Ave.										
PB	1	Portable Bldg	Frame	1,536	1,250	\$50,000	\$50,000	\$897	\$897	
PB	2	Portable Bldg	Frame	1,536	1,250	\$50,000	\$50,000	\$897	\$897	
PB	3	Portable Bldg	Frame	1,536	1,250	\$50,000	\$50,000	\$897	\$897	
								\$2,691		\$2,691
Starr County Campus - Rio Grande City										
142 FM 3167										
PB	1	Portable Bldg	Frame	1,536	1,250	\$50,000	\$50,000	\$897	\$897	
PB	2	Portable Bldg	Frame	1,536	1,250	\$50,000	\$50,000	\$897	\$897	
PB	3	Portable Bldg	Frame	1,536	1,250	\$50,000	\$50,000	\$897	\$897	
								\$2,691		\$2,691
Note: Rates quoted are only valid for 30 days and subject to change					SUB- TOTAL:		\$	50,983		\$50,673
Comment:										
No Portable Coverage at any campus because each valued less than \$50,000.										
							GRAND TOTAL:	\$116,577		\$116,267

SHEPARD WALTON KING
INSURANCE GROUP VALLEYWIDE

June 24, 2015

Maria G. Elizondo
Finance and Administrative Services
South Texas College
P. O. Box 9701
McAllen, TX 78501

Re: Crime Insurance Evaluation 2015-2016

Dear Ms Elizondo:

Two proposals were received for the Crime Coverage. One from Montalvo Insurance Agency through Hartford Fire Insurance Company and the other from Carlisle Insurance Agency through Travelers Casualty & Surety Company. Texas Association of School Boards does not offer crime without the property coverage.

We recommend purchase of The Hartford Fire Insurance Company proposal through Montalvo Insurance Agency for the period September 1, 2015 to August 31, 2016 at an annual premium of \$8,562.00.

Submitted by:



Raul Cabaza, III, CIC
Licensed Risk Manager/ Vice President

Enclosures
cp

SOUTH TEXAS COLLEGE
Crime Insurance RFP #15-16-1001

Proposer	<u>Current Program</u> Montalvo Insurance Agency	<u>Bid Proposal</u> Montalvo Insurance Agency	<u>Bid Proposal</u> Carlisle Insurance Agency, Inc.
Insurance Company	TheHartford Fire Insurance Co.	The Hartford Fire Insurance Co.	Travelers Casualty & Surety Co.
A.M. Best Rating	A XV	A XV	A++, XV
CRIME			
Public Employee Dishonesty Form O	\$1,000,000	\$1,000,000	\$1,000,000
Forgery or Alteration - Form B	\$1,000,000	\$1,000,000	\$1,000,000
Theft, Disappearance. Distruction-Form C	\$1,000,000	\$1,000,000	\$250,000
Computer Fraud - Form F	\$1,000,000	\$1,000,000	\$250,000
Deductibles:			
- Form O	\$50,000	\$50,000	\$50,000
- Form B	"	"	\$50,000
- Form C	"	"	\$50,000
- Computer Fraud	\$50,000	\$50,000	\$50,000
Premium:	\$8,446	\$8,562	\$12,250

SHEPARD WALTON KING
INSURANCE GROUP VALLEYWIDE

July 17, 2015

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

**RE: School Board Legal Liability, General Liability and
Auto Liability-Physical Damage September 1, 2015 - August 31, 2016**

Dear Ms. Elizondo:

Two proposals were received for these coverages in response to the RFP.

Montalvo Insurance Agency quoted through the Texas Association of Public Schools (TAPS). The quote has a \$5,000,000 limit for General Liability/Law Enforcement with a \$5,000 deductible and School Board Legal Liability with \$50,000 deductible resulting in a combined premium of \$91,015. Auto Insurance was quoted at \$14,513 with a deductible of \$1,000 for liability and physical damage. This policy has better coverage when a vehicle is rented because it has a \$50,000 limit for damage to the rented auto. The cost of this package is \$105,528 or \$89,727 if the limit is reduced to \$1,000,000.

Texas Association of School Boards offered renewal terms for General Liability with a \$5,000,000 Aggregate Limit and a \$25,000 deductible including the School Board Legal Liability for a combined premium of \$78,900. Automobile Insurance was quoted at \$13,533 with a deductible of \$1,000 for both liability and physical damage coverage. With TASB coverage, persons renting an automobile need to purchase physical damage coverage. The cost of this package is \$92,433 or \$69,131 if the limit is reduced to \$1,000,000.

We recommend purchase of General Liability, School Professional Liability and Automobile Coverage at the \$1,000,000 Limits from Texas Association of School Boards for the policy period September 1, 2015 through August 31, 2016 at an annual premium of \$69,131.

Submitted by:



Raul Cabaza, III, CIC
Licensed Risk Manager/ Vice President

Enclosures
RC/cp

SCHOOL BOARD LEGAL LIABILITY INSURANCE EVALUATION RFP #15-16-1001
July 17, 2015

Coverage Features	Current	Proposal	Proposal
Proposer:	Texas Association of School Boards	Texas Association of School Boards	Montalvo Insurance Agency
Address of Proposer:	P.O. Box 301 Austin, Texas 78767 800-482-7276 Frank Luna	P.O. Box 301 Austin, Texas 78767 800-482-7276 Adrian Pena	208 S. Texas Boulevard Weslaco, TX 78596 956-968-5521 Ramon Montalvo
Name of Company	TASB Risk Management Fund	TASB Risk Management Fund	Texas Association of Public Schools
A. M. Best Rating (A VIII or better)	Not Applicable	Not Applicable	Not Applicable
Admitted/Non-Admitted	Not Applicable	Not Applicable	Not Applicable
Policy Period:	9/1/14-15	9/1/15-16	9/1/15-16
Limit	\$5,000,000	\$1,000,000	\$1,000,000 *
Retentions:			
- Retention	\$25,000	\$25,000	\$50,000
- Employment Practices Retention	\$25,000	\$25,000	\$50,000
Defense Costs in addition to Limit	Yes	Yes	Yes
Duty to Defend or Indemnity Form	Duty to Defend	Duty to Defend	Duty to Defend
Non Pecuniary Claims	Yes	Yes	Yes, Defense Reimbursement - \$10,000 Limit
Adm. Hearings - ADR, Spec. Ed., EEOC	Defense reimbursement if the case goes to trial.	Defense reimbursement if the case goes to trial.	Limited defense reimbursement; sublimit \$10,000/ \$25,000 aggr.
Breach of Employment Contract Coverage	Defense expense, no damage payments.	Defense expense, no damage payments.	Included
Sexual Harassment	Employment Claims -Defense & Damages included	Employment Claims -Defense & Damages included	Included
Employment Practice Claims Only- Sexual Misconduct or Personal Injury	Defense expense. Defense in addition to Limit.	Defense expense. Defense in addition to Limit.	Included
Defense for Individuals w/Disabilities suits	Yes	Yes	Yes
Back Wages	No	No	No
Discrimination of race or national origin	Yes	Yes	Yes
Extended Discovery Period	1 Way	1 Way	One year - 100% of expiring premium; .
PREMIUM:	\$78,899.00	\$55,598	\$75,214
Option \$5,000,000 GL & SBLL		\$78,900	
*EXCESS LIABILITY			
Excess over \$1,000,000 primary:			\$4,000,000
General Liability, School Board			
Legal Liability & Law Enforcement Liability			Incl
PREMIUM:			\$15,801

SOUTH TEXAS COLLEGE
General Liability & Auto Insurance RFP #15-16-1001

Proposer	Current Program Texas Association of School Boards	Proposal Texas Association of School Boards	Proposal Montalvo Insurance Agency
Insurance Company	Texas Association of School Boards	Texas Association of School Boards	Texas Association of Public Schools (TAPS)
A.M. Best Rating	N/A	N/A	N/A
GENERAL LIABILITY			
Limits:			
- General Aggregate	\$5,000,000	\$1,000,000	\$1,000,000
- Personal & Advertising Injury	Included	Included	\$1,000,000
- Each Occurrence	\$5,000,000	\$1,000,000	\$1,000,000
- Employee Benefits	\$100,000	\$100,000	\$1,000,000
- Medical Expense Limit	N/A	N/A	N/A
Deductible	\$25,000	\$25,000	\$5,000
Addnl Enhancements:			
School Crisis Coverage			Included
Hostage Crisis			\$2,000,000
Customer Identity Threat		\$10,000	\$1,000,000
Cyber Liability Limit		\$100,000	\$1,000,000
- Deductible		\$25,000	Same as GL - \$5,000
Premium	Included with SBLL	Included with SBLL	⁽²⁾ Included with SBLL
AUTOMOBILE			
Liability Limits:	48 vehicles Scheduled	44 Vehicles Scheduled	44 Vehicles Scheduled
- Bodily Injury/Per Person	\$100,000	\$100,000	\$100,000
- Bodily Injury/Per Accident	\$300,000	\$300,000	\$300,000
- Property Damage	\$100,000	\$100,000	\$100,000
- Medical Payments	None	None	None
Liability Deductible	\$1,000	\$1,000	\$1,000
- Hired & Non-Owned Coverage	Included, with \$2,500 deductible	Yes, when leased/rented for less than 30 days; subject to \$2500 deductible	Included
Physical Damage:			
Limits/Valuation	ACV	ACV	ACV, Aggr. \$5,000,000
- Comprehensive Deductible	\$1,000	\$1,000	\$1,000
- Collision Deductible	\$1,000	\$1,000	\$1,000
- Hired Car Physical Damage Limit	Covered Auto, ACV if leased or rented for period of 30 consecutive days or longer (i.e. long-term lease only). ⁽¹⁾	Covered Auto, ACV if leased or rented for period of 30 consecutive days or longer (i.e. long-term lease only). ⁽¹⁾	\$50,000
Premium	\$13,986	\$13,533	\$14,513
TOTAL PREMIUMS:	\$13,986	\$13,533	\$14,513

⁽¹⁾No physical damage coverage for vehicles hired, rented or borrowed for a period of 14 days or less.

⁽²⁾The standalone GL Premiums is \$17,161 with a 1 million limit.

SHEPARD WALTON KING
INSURANCE GROUP VALLEYWIDE

June 24, 2015

Ms Maria G. Elizondo
Finance and Administrative Services
South Texas College
P. O. Box 9701
McAllen, TX 78501

RE: Workers Compensation Effective September 1, 2015

Dear Ms Elizondo:

Proposals were received from Texas Political Subdivisions through Montalvo Insurance Agency and from Texas Association of School Boards. The spreadsheet reflects the tabulation.

We recommend purchase of the Workers' Compensation Coverage from Texas Political Subdivisions through Montalvo Insurance Agency for the period September 1, 2015 to August 31, 2016 for an annual deposit premium of \$174,078.

Submitted by:



Raul Cabaza, III, CIC
Licensed Risk Manager/ Vice President

Enclosures
cp

SOUTH TEXAS COLLEGE

Workers Compensation RFP #15-16-1001

WORKERS COMPENSATION			
	<u>Current Program</u> Montalvo Insurance Agency	<u>Proposal</u> Montalvo Insurance Agency	<u>Proposal</u> Texas Association of School Boards
Proposer:			
A.M. Best	N/A	N/A	N/A
Insurance Company	Texas Political Subdivisions	Texas Political Subdivisions	TASB RM Fund
Payroll Classifications			
- 8810 Clerical	\$ 12,286,572	\$ 11,830,833	\$ 11,830,833
- 8868 Professionals	\$ 67,286,204	\$ 71,625,346	\$ 71,625,346
- 9101 All Other	\$ 4,944,455	\$ 6,254,771	\$ 6,254,771
- 8868 Volunteer Instructors ⁽¹⁾	\$ 234,000	\$ 234,000	\$ -
Total Gross Payroll:	\$ 84,517,231	\$ 89,944,950	\$ 89,710,950
Total Estimated Contribution	\$ 174,354	\$ 174,078	\$ 223,239

⁽¹⁾ Note: Accurate records of Volunteers' hours and days worked should be kept in order to verify a claim when it occurs.

**South Texas College
Insurance Policies
COMPARISON OF CURRENT POLICIES (2014-2015) AND PROPOSED POLICIES (2015-2016)**

Policy Type	Cost	Proposed	Coverage	Current	Proposed
<u>Commercial Auto</u>	\$ 13,986	\$ 13,533			
	TASB	TASB	Liability Limits:	48 vehicles scheduled	44 vehicles scheduled
	TASB	TASB	- Bodily Injury / Per Person	\$100,000	\$100,000
			- Bodily Injury / Per Accident	\$300,000	\$300,000
			- Property Damage	\$100,000	\$100,000
			- Medical Payments	None	None
			Liability Deductible	\$1,000	\$1,000
			- Hired & Non-Owned Coverage	Included, with \$2,500 deductible	Yes, when leased/rented for less than 30 days; subject to \$2,500 deductible
			Physical Damage:		
			Limits / Valuation	ACV	ACV
			- Comprehensive Deductible	\$1,000	\$1,000
			- Collision Deductible	\$1,000	\$1,000
			- Hired Car Physical Damage Limit	Covered Auto, ACV if leased or rented for period of 30 consecutive days or longer (i.e. long-term lease only).	Covered Auto, ACV if leased or rented for period of 30 consecutive days or longer (i.e. long-term lease only).
<u>Legal Liability</u>	\$ 78,899	\$ 55,598			
	TASB	TASB	Limit	\$5,000,000	\$1,000,000
	TASB	TASB	Retentions:		
			- Retention	\$25,000	\$25,000
			- Employment Practices Retention	\$25,000	\$25,000
			Defense Costs in addition to Limit	Yes	Yes
			Duty to Defend or Indemnify Form	Duty to Defend	Duty to Defend
			Non Pecuniary Claims	Yes	Yes
			Adm. Hearings - ADR, Spec. Ed., EEOC	Defense reimbursement if the case goes to trial	Defense reimbursement if the case goes to trial
			Breach of Employment Contract Coverage	Defense expense, no damage payments	Defense expense, no damage payments
			Sexual Harassment	Employment Claims - Defense & Damages included	Employment Claims - Defense & Damages included
			Employment Practice Claims Only - Sexual Misconduct or Personal Injury	Defense expense, Defense in addition to Limit.	Defense expense, Defense in addition to Limit.
			Defense for Individuals w/ Disabilities suits	Yes	Yes
			Back Wages	No	No
			Discrimination of race or national origin	Yes	Yes
			Extended Discovery Period	1 Way	1 Way
<u>Worker's Compensation</u>	\$ 174,354	\$ 174,078			
	TPS	TPS	Payroll Classifications		
	Montalvo	Montalvo	- 8810 Clerical	\$12,286,572	\$11,830,833
			- 8868 Professionals	\$67,286,204	\$71,625,346
			- 9101 All Other	\$4,944,455	\$6,254,771
			- 8868 Volunteer Instructors	\$234,000	\$234,000
			Total Gross Payroll:	\$84,751,231	\$89,944,950
	\$ 662,724	\$ 729,818			

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

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

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

A. Awards

1) Chiller Maintenance Services (Award)

Award the proposal for chiller maintenance services to Johnson Controls, Inc. (Corpus Christi, TX) for the period beginning November 21, 2015 through November 20, 2016 with two one-year options to renew, at an annual amount of \$29,244.00 for scheduled services and an estimated amount of \$75,000.00 for repair services totaling \$104,244.00.

Purpose – The Facilities Maintenance and Operations department is requesting services for the air cooled and water cooled chillers districtwide.

Justification and Benefit – The chiller maintenance services contract provides scheduled preventive maintenance inspections and emergency service calls for the various chiller units located throughout the College district.

- Quarterly Inspections – 15 Chillers
 - ⇒ Check refrigerant circuit for leaks
 - ⇒ Check operating pressures and temperatures
 - ⇒ Oil analysis
 - ⇒ Check electrical connections
- Semi-Annual Inspections – 2 Chillers
 - ⇒ Meg windings
 - ⇒ Operating controls
- Annual Inspection – 15 Chillers
 - ⇒ Operating Controls
 - ⇒ Inspect thermal insulation for integrity
 - ⇒ Clean condenser tubes
 - ⇒ Clean control panel interior

Background - Proposal documents were advertised on June 29, 2015 and July 6, 2015 and issued to ten (10) vendors. Five (5) responses were received on July 15, 2015 and reviewed by Facilities Maintenance and Operations and the Purchasing Department.

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

2) Maintenance and Repair Parts, Materials, and Supplies (Award)

Award the proposal for maintenance and repair parts, materials, and supplies for the period beginning August 30, 2015 through August 29, 2016 with two one-year options to renew, at an estimated amount of \$160,000.00 based on prior year expenditures.

The vendors are as follows:

Burton Companies (Weslaco, TX)	Carrier Enterprise, LLC. (Pharr, TX)
Central Fence & Supply, Ltd. (Pharr, TX)	Central Plumbing & Electrical Supply (Weslaco, TX)
Crawford Electric (Mission, TX)	Dealers Electrical Supply (McAllen, TX)
Ewing Irrigation (McAllen, TX)	Fairway Supply, Inc. (Austin, TX/ La Feria, TX)
Ferguson Enterprises (Pharr, TX)	Johnson Supply (Pharr, TX)
Johnstone Supply (Pharr, TX)	Lopez Brother Distribution, LLC./dba Interstate Batteries (McAllen, TX)
Morrison Supply Company (McAllen, TX)	MSC Industrial Supply, Co. (Harlingen, TX)
PPG Architectural Finishes, Inc. (McAllen, TX)	R. E. Friedrichs Company (Pharr, TX)
Sherwin Williams Paint, Co. (McAllen, TX)	Trane US, Inc. (Weslaco, TX)
Wofford McAllen Armature Works, Inc. (McAllen, TX)	

Purpose – The Facilities Maintenance and Operations department is requesting parts, materials, and supplies for district wide daily work order request.

Justification and Benefit – The maintenance and repair parts, materials, and supplies are needed for the day to day repairs and improvements in the areas of plumbing, painting, irrigation, electrical, door locks, vehicle and equipment batteries, and air conditioning.

Background - Proposal documents were advertised on June 29, 2015 and July 6, 2015 and issued to thirty-two (32) vendors. Twenty-one (21) responses were received on July 14, 2015 and reviewed by Facilities Maintenance and Operations and the Purchasing Department. Two vendors did not provide the required documents and therefore are not included.

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

3) Pest Control Services (Award)

Award the proposal for pest control services to Bug Works Termite & Pest Control, Co. (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 \$11,680.00.

Purpose – The Facilities Maintenance and Operations Department is requesting district wide pest control services which will be scheduled throughout the year for all South Texas College campuses and facilities.

Justification and Benefit – The pest control services include monthly service at all six (6) cafeterias and warehouse, quarterly pest control service and annual termites/fleas service for all buildings throughout the district.

Background - Proposal documents were advertised on June 29, 2015 and July 6, 2015 and issued to seventeen (17) vendors. Three (3) responses were received on July 14, 2015 and reviewed by Facilities Maintenance and Operations and the Purchasing Department.

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

4) Printing Projects (Award)

Award the proposal for printing projects and general purpose printing at an estimated amount of \$313,409.16 for the period beginning September 1, 2015 through August 31, 2016.

Purpose – The Office of Public Relations and Marketing is requesting service for the printing of publications and general purpose printing for the new fiscal year.

Justification and Benefit – The printing services are needed for various projects that are completed and distributed to faculty, staff, students and the community to provide information related to upcoming events, past events, registration, course schedules, graduation programs, etc.

a. **Printing Projects** – At an estimated amount of \$213,409.16 to the following vendors in the amounts listed below:

Publications	Vendor	Amount
Division Brochures FY 2015-2016	Grunwald Printing Company (Corpus Christi, TX)	\$2,005.73
Imprints Tabloids FY 2015-2016	The Monitor – AIM Media TX (McAllen, TX)	\$24,200.00
Program of Study Brochures FY 2015-2016	Grunwald Printing Company (Corpus Christi, TX)	\$4,912.62
Staying Connected Special Edition Tabloids FY 2015-2016	The Monitor – AIM Media TX (McAllen, TX)	\$16,596.00
Class Schedules FY 2015-2016 - Summer/Fall 2016	Gatehouse Media Texas Holdings, II/dba Valley Town Crier (McAllen, TX)	\$46,961.01
Class Schedules FY 2015-2016 - Spring 2016	Gatehouse Media Texas Holdings, II/dba Valley Town Crier (McAllen, TX)	\$20,103.80
Official Stationary FY 2015-2016 (Letterhead, Envelopes, 2 nd Sheet and Business Cards)	FedEx Office (McAllen, TX)	\$65,000.00
Student Catalog FY 2015-2016	Trend Offset Printing (Carrollton, TX)	\$26,749.00
Viewbook FY 2015-2016	Border Press, Inc. (Brownsville, TX)	\$6,525.00
Graduation Announcements & Envelopes	Border Press, Inc. (Brownsville, TX)	\$356.00

b. General Purpose Printing – At an estimated amount of \$100,000.00 will be awarded to the following ten (10) vendors:

Border Press, Inc. (Brownsville, TX)	Copy Plus (McAllen, TX)
Copy Zone, Ltd. (McAllen, TX)	Expressway Printing, Copying, and More, LLC. (Mercedes, TX)
FedEx Office (McAllen, TX)	Gateway Printing & Office Supply (Edinburg, TX)
Grunwald Printing Company (Corpus Christi, TX)	Office Depot, Inc. (McAllen, TX)
Safeguard Universal, LLC. (Corpus Christi, TX)	San Antonio Printing (McAllen, TX)

Vendors submitting proposals for the general purpose printing projects provide quotes dependent on the number of copies, type of paper (weight and color), single or double-sided copying, hole punched, bound, glued, and any other vehicles that might impact a particular project. The proposal award to each vendor will be based upon the services they provide, their pricing, and their availability (delivery timeline).

Background - Proposal documents were advertised on June 22, 2015 and June 29, 2015 and issued to twenty-four (24) vendors. Sixteen (16) responses were received on July 7, 2015 and reviewed by the Office of Public Relations and Marketing and Purchasing Department.

Funds for this expenditure are budgeted in the Public Relations and Marketing budget and various requesting department's budgets for FY 2015-2016 pending board approval of the budget.

B. Advertising or Memberships

5) Professional Agency Services (Purchase)

Purchase professional agency services from Richards Carlberg, Inc./dba Richards Carlberg (Houston, TX), a sole source vendor, at a total cost of \$15,251.62.

The Board awarded a contract for the professional agency services which included the rebranding of South Texas College at the March 26, 2013 Board of Trustees meeting to Richards/Carlberg.

The contract included three (3) phases. Phase I and II were completed in FY 2013-2014 and Phase III in FY 2014-2015. In addition to the rebranding services, the contract also included the payment of out of pocket expenses as they are incurred during the contract period.

Purpose – The Office of Public Relations and Marketing is requesting purchase/payment for the out of pocket expenses for the professional agency service for the FY 2015 contract period.

Justification and Benefit – The contract indicates that the client will reimburse at cost for outlays made such as travel costs, telephone, shipping, postage, and copies. The travel costs were approved by the College on an as needed basis. As the end of the term contract nears, the out of pocket expenses totaling \$15,251.62 are now due.

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

6) Professional Agency & Media Planning Services (Purchase)

Purchase professional agency & media planning services with Richards Carlberg, Inc. /dba Richards Carlberg (Houston, TX), a sole source vendor, for the period beginning September 1, 2015 through August 31, 2016, at an estimated cost of \$955,400.00 as follows:

#	Description	Amount
1	Brand Management + Strategy, Creative Collaboration/Consultation, Photoshoot (up to 20 students), Illustrations, Music Renewal and Creative Development	\$350,000.00
2	Creative Development: Continuation of the “In the Making “ campaign, Billboards, Digital Ads, Video and Radio	\$590,400.00
3	Out of Pocket Expenses	\$15,000.00
	Total Amount	\$955,400.00

The Board awarded a contract for the professional agency & media planning services which included the rebranding of South Texas College at the March 26, 2013 Board of Trustees meeting to Richards/Carlberg.

The contract included three (3) phases. Phases I and II were completed in FY 2013-2014 and Phase III in FY 2014-2015. The contract also included out of pocket expenses as needed during the contract period.

This is Phase IV and additional information is in the supporting documentation that follows in the packet.

Purpose - The Office of Public Relations and Marketing is requesting to continue the agency services in FY 2016 to provide brand management and creative design services to the College to support its on-going rebranding initiative. The services include but are not limited to: creative development and design and production of marketing materials. Materials produced include but are not limited to: campaign theme, digital illustrations, online ads, radio and television scripts, print ads, and billboard designs.

Richards/Carlberg and the Office of Public Relations and Marketing will enter into a contractual agreement whereas Public Relations and Marketing will be responsible for design and production of certain materials such as television commercials, radio ads, online ads and Richards/Carlberg will be responsible for material such as billboard panels, digital illustrations, photography, and commercial scripts.

We also intend to bring on Richards/Carlberg's media team as our Agency of Record. This will authorize them to coordinate the purchase of media time and space on behalf of the College. By serving as our Agency of Record, we will also be able to leverage their team for media negotiations and advanced reporting of marketing metrics.

Justification and Benefit - With the launch of the College's brand complete, it is important to move into the next phase. On-going maintenance and expansion of any campaign is vital to its success and longevity. Continuing to partner with Richards/Carlberg will allow us to: enhance the College's branding and enrollment campaign and expand the campaign to include new elements not originally included at launch.

Another critical component of the any campaign is measuring the impact and effectiveness of the advertising. Bringing in Richards/Carlberg as our agency of record (AOR) will allow us to:

- obtain better advertising rates with existing and new vendors
- leverage advertising partnerships/opportunities not currently available to the College
- adjust advertising spending based on performance more easily
- evaluate and utilize emerging advertising technologies
- leverage Richards/Carlberg in-house staffs' expertise and experience from working with other higher educational institutions

Funds for this expenditure are budgeted in the Public Relations and Marketing budget for FY 2015-2016 pending board approval of the budget.

7) Security Benchmark Membership (Purchase)

Purchase a security benchmark membership from Center for Internet Security (East Greenbush, NY), a sole source vendor, for the period beginning August 26, 2015 through August 25, 2018, at a total cost of \$13,500.00. The three (3) year membership will provide the College with a significant savings.

Purpose – The Office of Information Security is requesting the membership which will provide tools that will help us configure and audit information resources using best practice standards.

Justification and Benefit – The security benchmark membership is a tool that can check if an information resource is in compliance with an internal or external security standard. It will obtain resources that will allow us to save time in configuring information resources to industry best standards. The membership will cover the entire College, including students, which will provide the College with an additional resource for the classroom.

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

8) Sponsorship Advertisement Agreement (Purchase)

Purchase a sponsorship advertisement agreement from Viper Basketball, LLC. /Rio Grande Valley Vipers (McAllen, TX), a sole source vendor, for the period beginning July 3, 2015 through April 30, 2016, at a total cost of \$45,000.00.

Purpose - The Office of Public Relations and Marketing is requesting to purchase a sponsorship advertisement agreement which will provide marketing opportunities for potential students and increase brand awareness.

Justification and Benefit – The sponsorship advertisement agreement includes student of the week promotion to season ticket holders and other community leaders, 0:30 second video board during twelve (12) games, banner placement within the arena, sponsorship of the “Slam Dunk for Education” section, South Texas College link and logo on the Rio Grande Valley Vipers website, digital rotation signage during all twenty four (24) Vipers home games, mascot and dance appearances at College events, Jerry the Jaguar appearance at twelve (12) home games, STEM Viper/South Texas College time-out contest videos, one full-page program ad, and other promotional and marketing opportunities for the Spring, Summer, and Fall semesters.

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

C. Non – Instructional Items

9) Beverage Products (Renewal)

Renew the beverage products contract with PepsiCo (Hidalgo, TX), for the period beginning October 13, 2015 through October 12, 2016, at an estimated cost of \$50,000.00 based on prior year expenditures. PepsiCo will also include a \$15,000.00 annual discretionary payment to the College.

Purpose – The Food Services Department is requesting to renew the contract for beverage products which will be sold at the cafeterias operated by South Texas College.

Justification and Benefit – The beverage products will be purchased for the South Texas College Cafeterias located at the Pecan, Technology, Starr County and Mid Valley campuses to provide fountain drinks for students, faculty, and staff. This will also include the selling of 20 oz. carbonated drinks, 20 oz. water, 20 oz. Gatorade, 20 oz. tea, 16 oz. energy drinks and 15.2 oz. juices.

Background – The Board awarded the contract for beverage products at the September 23, 2014 Board of Trustees meeting for one year with two one-year annual renewals. The first renewal period begins October 13, 2015 through October 12, 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 Food Service Auxiliary budget for FY 2015-2016 pending Board approval of the budget.

10) Fire Suppression Systems Services and Alarm Monitoring (Renewal)

Renew the fire suppression system services and alarm monitoring contracts for the period beginning November 21, 2015 through November 20, 2016, at an estimated cost of \$85,099.00. The vendors are as follows:

#	Services	Vendor	Amount
1	Fire Alarm Panels – Inspection Rates	Allied Fire Protection SA, LP. (McAllen, TX)	\$11,990.00
2	Fire Alarm Panels – Repairs	EI Fire & Safety, Inc. (Hidalgo, TX)	\$20,000.00
3	Kitchen Hoods – Inspection Rates	Allied Fire Protection SA, LP. (McAllen, TX)	\$1,195.00
4	Kitchen Hoods – Repairs	EI Fire & Safety, Inc. (Hidalgo, TX)	\$2,500.00
5	Fire Sprinklers – Inspection Rates	Allied Fire Protection SA, LP. (McAllen, TX)	\$9,230.00
6	Fire Sprinklers – Repairs	1 st FP Services, LLC. (McAllen, TX)	\$15,000.00
7	Fire Sprinklers – Upright Sprinkler (Item and Installation Cost)	1 st FP Services, LLC. (McAllen, TX)	\$10,000.00
8	Clean Agent Fire Suppression System Inspection – Inspection Rates	Alarm Security Group, LLC./dba ASG Security (McAllen, TX)	\$750.00
9	Fire Extinguishers – Inspection Rates	EI Fire & Safety, Inc. (Hidalgo, TX)	\$2,500.00
10	Fire Extinguishers – Hydro Test Rates	EI Fire & Safety, Inc. (Hidalgo, TX)	\$2,500.00
11	Fire Extinguishers – Recharge Rates	EI Fire & Safety, Inc. (Hidalgo, TX)	\$2,000.00
12	Fire Alarm Monitoring	Alarm Security Group, LLC./dba ASG Security (McAllen, TX)	\$7,434.00

Purpose – Facilities Maintenance and Operations is requesting to renew the contracts for fire suppression systems services and alarm monitoring for buildings district wide.

Justification and Benefits – The fire suppression systems and inspections contracts will require periodic inspection of fire suppression systems at all South Texas College campuses. This will include inspection of the fire alarm system, fire sprinkler system inspection and repair, kitchen hood inspections, and inspection of portable fire extinguishers.

Background - The Board awarded the contracts for fire suppression systems services and alarm monitoring at the November 20, 2014 Board of Trustees meeting for one year with two one-year annual renewals. The first renewal period begins November 21, 2015 through November 20, 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.

11)Food Service – Nursing and Allied Health Campus (Renewal)

Renew the food service – Nursing and Allied Health Campus contract with Domine Catering, LLC. (McAllen, TX), for the period beginning October 19, 2015 through October 18, 2016 at a commission of 4% of total sales.

Purpose – The Auxiliary Services Department is requesting to renew the contract to provide food options in the space available at the Nursing and Allied Health Building.

Justification and Benefit – The prepared food is available for the South Texas College faculty, staff, and students at the Nursing and Allied Health Campus. It includes some of the following options: breakfast tacos, sandwiches (hot and cold), salads, drinks, chips, candy, etc.

Background - The Board awarded the contract for food service – Nursing and Allied Health Campus at the August 27, 2013 Board of Trustees meeting for one year with two one-year annual renewals. The last renewal period begins October 19, 2015 through October 18, 2016.

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

12)In-Store Purchases of Materials, Supplies, and Miscellaneous Items (Renewal)

Renew the in-store purchases of materials, supplies, and miscellaneous items contracts for the period beginning October 17, 2015 through October 16, 2016, at an estimated amount of \$120,000.00 based on prior year expenditures. The vendors are as follows:

HEB Grocery, Co. (McAllen, TX)	Hobby Lobby Store's, Inc. (McAllen, TX)
Sam's Club (McAllen, TX)	Wal-Mart (Mission, TX)

Purpose – Various departments and instructional programs are requesting to renew the contracts for items needed during professional meetings and classroom instruction.

Justification and Benefit – The in-store purchases of materials, supplies, and miscellaneous items are necessary throughout the district for the Culinary Arts Program, Science Program instructional labs, Nursing & Allied Health program instructional labs, student activities events, professional development training, South Texas College sponsored events and division meetings.

Background – The Board awarded the contracts for in-store purchases of materials, supplies, and miscellaneous items at the September 18, 2013 Board of Trustees meeting for one-year with two one-year annual renewals. The last renewal period begins on October 17, 2015 through October 16, 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 requesting department's budget for FY 2015-2016 pending Board approval of the budget.

13) Management and Leadership Training Services (Renewal)

Renew the management and leadership training services contract with PD Partners (East Lansing, MI) for the period beginning October 1, 2015 through September 30, 2016, at an estimated cost of \$22,000.00.

Purpose – The Office of Professional and Organizational Development is requesting to renew the contract which will include general management and leadership training for College staff.

Justification and Benefit – The management and leadership training services are necessary to cultivate and develop high-level leadership skills among the faculty, staff and administrators of South Texas College. These services will assist with succession planning and capacity-building of our dynamic and innovative institution. They will also be available to provide customized coaching and training as needed on a variety of topics including communication, building strong teams, creating a shared vision, conflict resolution, change management, and great teaching techniques.

Background – The Board awarded the contract for management and leadership training services items at the September 23, 2014 Board of Trustees meeting for one-year with two one-year annual renewals. The first renewal period begins on October 1, 2015 through September 30, 2016.

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

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

14) Office Supplies (Renewal)

Renew the office supplies contracts for the period beginning October 1, 2015 through September 30, 2016, at an estimated amount of \$450,000.00 with the following vendors:

- Primary: Gateway Printing & Office Supply, Inc. (Edinburg, TX)
- Secondary: Quill Corporation (Lincolnshire, IL)
Office Depot (Boca Raton, FL)

Purpose – It is requested to renew the contracts for office supplies which will include paper, pens, markers, folders, indexes, batteries, binders, labels, dividers, post it notes, tape, etc.

Justification and Benefit – The office supplies are needed for the day to day operation of the College's instructional programs and support services. Also considered are the delivery service they provide, their pricing, and the availability of items.

Background – The Board awarded the contracts for office supplies at the August 26, 2014 Board of Trustees meeting for one-year with two one-year annual renewals. The first renewal period begins on October 1, 2015 through September 30, 2016.

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

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

D. Technology Items

15)Computers (Purchase)

Purchase of computers from the State of Texas Department of Information Resources (DIR) approved vendor Dell Marketing, LP. (Dallas, TX), in the total amount of \$39,358.20.

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

Technology Resources used the following criteria when recommending the purchase of technology:

- Systems being requested meet the South Texas College standard configuration
- The new systems will replace an older model (5+ years and out of warranty)
- Software requirements exceed the system capacity
- System is for a new hire and Technology Resources does not have refurbished 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:

- Student Lab-Use Computers
⇒ 20 Computers for Learning Commons and Open Labs (CADD and PMT)

Funds for these expenditure are budgeted in the requesting department budgets for FY 2015-2016 pending Board approval of the budget as follows: Learning Commons and Open Labs.

16)Consulting Services (Purchase)

Purchase consulting services from Ellucian, Inc. through Texas A & M University – Corpus Christi (Corpus Christi, TX) acting by and through the State of Texas Department of Information Resources (DIR) for Texas Connection Consortium (TCC), for the period beginning September 1, 2015 through August 31, 2016, at an estimated cost of \$104,597.00.

Technology Resources is requesting the purchase of five hundred fourteen (514) hours of consulting services for the Elevate software implementation.

The consulting services include software installation and training as well as business process analysis services to document individual and shared departmental business processes related to course registration and payments for South Texas College Continuing Education students.

Funds for this expenditure are budgeted in the Technology Resources Project Manager Risk & Security budget for FY2015-2016 pending Board approval of the budget.

17)Digital Signage Software and Licenses (Purchase)

Purchase digital signage software and licenses from Software House International (SHI) Government Solutions (Austin, TX), a State of Texas Department of Information Resources (DIR) approved vendor, for the period beginning September 1, 2015 through August 31, 2016, at a total cost of \$24,726.70.

Purpose – Instructional Technologies is requesting the purchase of digital signage to place critical and time-sensitive information in the hands of students, faculty, staff and other members of the college community and allows the institution to communicate information in a modern, attention-grabbing way that reaches its audience immediately.

Justification and Benefit – The College has invested in digital signage software for over seven (7) years. Due to the growth and anticipated expansion of facilities, the digital signage committee examined several software offerings to determine efficiency and cost effective options to facilitate current digital signage needs as well as future growth. The purchase of this software will enable the college to provide digital signage services districtwide with centralized management.

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

18)Incident Response Services (Purchase)

Purchase incident response services from Dell Marketing, LP. (Dallas, TX), a State of Texas Department of Information Resource (DIR) approved vendor, for the period beginning September 1, 2015 through August 31, 2016, at a total cost of \$10,500.00.

Purpose – The Information Security Office is requesting remote or on-site services in the event of a security breach. It will include investigation and remediation services.

Justification and Benefit – The incident response services will include thirty (30) consulting hours to support the Information Security Office, either remotely or on-site, in the event of a security breach requiring timely response and remediation activities, such as forensic data collection and analysis and to maintain compliance and improve overall operational efficiency.

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

19)Portable Programmable Logic Controllers (Purchase)

Purchase portable programmable logic controllers (PLC) from Technical Laboratory Systems, Inc. (Houston, TX), a Harris County Department of Education – Choice Partner approved vendor, at a total cost of \$25,997.00.

Purpose – The Institute for Advance Manufacturing (IAM) is requesting the purchase of portable programmable logic controllers to expand the mechatronics training curriculum currently offered.

Justification and Benefit – The two (2) controllers will be utilized to support the automated courses and at the same time to support the introduction and intermediate courses in programmable logic controllers. With the portable units, IAM will have the flexibility to conduct in-house and onsite hands-on PLC training. Students will gain knowledge in programming digital/analog inputs/outputs, motor control applications, and gain knowledge in the use of related programmable logic controller software.

Funds for this expenditure are budgeted in the TWC Skills Development Fund 21 grant budget for FY 2014-2015.

20)Application Monitoring Software Agreement (Renewal)

Renew the application monitoring software agreement with Software House International (SHI) Government Solutions (Austin, TX), a State of Texas Department of Information Resources (DIR) approved vendor, for the period beginning September 1, 2015 through August 31, 2016, at a total cost of \$13,686.40.

Purpose – Technology Resources is requesting the license and maintenance renewal of the application monitoring software used to monitor the network and systems hardware and software performance.

Justification and Benefit - The application monitoring software provides automated, enterprise-level infrastructure and application monitoring across the college district and promotes a proactive posture toward identifying, analyzing, and correcting issues impacting performance and security of hardware and software. The software provides a comprehensive monitoring and incident response solution for the College’s major technology systems.

Funds for this expenditure are budgeted in the Technology Resources Project Manager Risk & Security budget for FY 2015-2016 pending Board approval of the budget.

21)Banner Application Maintenance Agreement (Renewal)

Renew the Banner application maintenance agreement with Ellucian, Inc. through Texas A & M University – Corpus Christi (Corpus Christi, TX) acting by and through the State of Texas Department of Information Resources (DIR) for Texas Connection Consortium (TCC), for the period beginning September 1, 2015 through August 31, 2016, at an estimated cost of \$401,802.66.

Purpose – Technology Resources is requesting to renew the maintenance and support for the Banner applications and existing 3rd party applications that work with the College’s Banner system.

Justification and Benefit – The applications included in the renewal agreement are Banner Financial Aid, Banner Finance, Banner Finance Self-Service, Banner HR, Banner Employee Self-Service, Banner Student, Banner Student Self-Service, Banner Faculty Self-Service, EDI Smart, Banner Integration for E-Learning, Banner Workflow, Campus Loan Manager, Operational Data Store, Luminis Basic, Enterprise Data Warehouse, Enrollment Management Recruiting, Banner Recruiting and Admission Performance, Banner Travel & Expense Management, Degree Works, Degree Works Transfer Equivalency, Financial Aid FM Need Analysis, WebFOCUS, Xtender Solutions, ApplicationXtender, AppWorx, Cognos, Document Management Suite, Application Xtender Test Bundle, Banner Enterprise Job Scheduler, Application Xtender Web Services, and Banner Document Management Suite.

The agreement is a standing maintenance agreement with Ellucian, a sole source vendor. The contract is purchased through the Texas Connection Consortium (TCC) in order to purchase at a substantially discounted rate.

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

22)Data Hosting and Maintenance Agreement (Renewal)

Renew the data hosting and maintenance agreement with TouchNet Information Systems, Inc. (Lenexa, KS), a sole source vendor, for the period beginning September 1, 2015 through August 31, 2016, at a total cost of \$184,256.24.

Purpose – Technology Resources is requesting to renew the hosting and maintenance services agreement for the College’s cashiering system.

Justification and Benefit – The agreement will provide a data secure environment for all payments received at the College. All personal, bank and credit card information must be stored in a PCI-certified data center to prevent fraud. The maintenance will cover support issues for the cashiering system including online payments by credit cards and checks and for the equipment used by South Texas College staff.

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

23)Data Storage Hardware Maintenance Agreement (Renewal)

Renew the data storage hardware maintenance agreement with Dell Marketing, LP. (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 a total cost of \$24,116.44.

Purpose – Technology Resources is requesting to renew the maintenance agreement for the College’s data storage device.

Justification and Benefit – The storage device provides a central location to store critical data from some of the major applications such as E-mail, Banner, and Jagnet. The maintenance includes twenty-four (24) hour technical support, seven (7) days a week for the hardware and software.

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

24)Data Storage Software Maintenance Agreement (Renewal)

Renew the data storage software maintenance agreement with Dell Marketing, LP. (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 a total cost of \$25,500.00.

Purpose – Technology Resources is requesting to renew the software maintenance agreement for the College’s digital computer backup and storage solution.

Justification and Benefit – The maintenance agreement supports the Commvault system which backs up critical data from Banner, Jagnet, E-mail and other critical applications, and stores it in a digital format for easier recovery. The agreement provides twenty-four (24) hour year round support for the system software.

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

25) Desktop Software Licenses Maintenance and Support (Renewal)

Renew the desktop software licenses maintenance and support with Software House International (SHI) Government Solutions (Austin, TX), a State of Texas Department of Information Resources (DIR) approved vendor, for the period beginning September 1, 2015 through August 31, 2016, at a total cost of \$40,675.00.

Purpose – Technology Resources is requesting to renew the desktop software licenses maintenance and support used on computers at all campuses as well as the support ticketing system licenses used by the Information Services & Planning (IS&P) Help Desk.

Justification and Benefit – The software licenses are installed on student lab computers and classroom instructor computers throughout all of the college’s campuses and remote sites. The software retains the computer’s original settings and configurations in order to keep them running efficiently and to prevent hardware failures or downtime. The support ticketing system licenses are used by the IS&P Help Desk to keep track of any technical support issues called in by South Texas College staff, faculty, and students.

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

26) Email Security Software Licenses Service Agreement (Renewal)

Renew the email security software licenses service agreement with Software House International (SHI) Government Solutions (Austin, TX), a State of Texas Department of Information Resources (DIR) approved vendor, for the period beginning September 1, 2015 through August 31, 2016, at a total cost of \$36,759.07.

Purpose – The Information Security Department is requesting to renew the agreement to protect email users from malware, spam, and phishing attempts. It also provides secure messaging capabilities to be able to send sensitive data through email.

Justification and Benefit – The email security software licenses protects against threats. Email is widely used as a method to deliver malware, trick people into providing login credentials, and is constantly targeted by spammers. It will provide a service for sharing sensitive information securely with trusted parties and greatly reduce the probability of a successful phishing attempt.

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

27) Network Hardware and Software Maintenance Agreement (Renewal)

Renew the network hardware and software maintenance agreement with Insight Public Sector, Inc. (Tempe, AZ/McAllen, TX), for the period beginning September 1, 2015 through August 31, 2016, at a total cost of \$135,439.78.

Purpose - Technology Resources is requesting to renew the maintenance agreement for the college’s network hardware and software.

Justification and Benefit - The network equipment and software maintenance agreement will provide online phone support and software upgrades for all Cisco network equipment. It will also cover equipment failure by providing equipment replacements within the next business day. This equipment is critical to the network infrastructure which provides faculty, staff, and student connectivity to the internet and intranet applications and services such as Blackboard and Banner.

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

28) Online Orientation Hosted Subscription Services (Renewal)

Renew the online orientation hosted subscription services with Comevo, LLC. (San Luis Obispo, CA), a sole source vendor, for the period beginning September 1, 2015 through August 31, 2016, at a total cost of \$15,600.00.

Purpose – The Office of Dual 2 Degree is requesting to renew the online orientation hosted subscription services which offers services for current, new, prospective, and dual students.

Justification and Benefit – The subscription is currently used and provides multiple services which includes the online orientation, TSI Pre-Assessment and Dual 2 Degree Student Success Plan. With these options available, students do not have to visit a South Texas College campus to complete the state-mandated TSI Assessment, or meet with a counselor advisor to clear their academic status hold. It provides a reporting option to track students, and assists the Division of Student Affairs and Enrollment Management in building a college culture by extending services to all students in our service area.

Funds for this expenditure are budgeted in the Dual 2 Degree budget for FY 2015-2016 pending Board approval of the budget.

29) Server Hardware and Software Maintenance Agreement (Renewal)

Renew the server hardware and software maintenance agreement with Hewlett Packard (HP) Company (Roseville, CA), a State of Texas Department of Information Resources (DIR) approved vendor, for the period beginning September 1, 2015 through August 31, 2016, at a total cost of \$22,128.52.

Purpose – Technology Resources is requesting to renew the maintenance agreement for the College's server hardware and software from Hewlett Packard.

Justification and Benefit – The HP hardware and software maintenance agreement supports and maintains some of the College's computer servers. The agreement covers the maintenance and technical support of the existing file and application servers and provides twenty-four (24) hour a day, year round support.

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

30)Server Hardware Maintenance and Support Agreement (Renewal)

Renew the server hardware maintenance and support agreement with Dell Marketing, LP. (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 a total cost of \$37,041.95.

Purpose – Technology Resources is requesting to renew the server hardware maintenance agreement for the College’s Dell servers.

Justification and Benefit – The Dell maintenance agreement supports and maintains the College’s computer servers which include the servers used for the security cameras. The agreement covers the maintenance and technical support of the existing servers and provides twenty-four (24) hour a day, year round support.

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

31)System Appliance Maintenance Agreement (Renewal)

Renew the system appliance maintenance agreement with Dell Marketing, LP. (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 a total cost of \$15,586.68.

Purpose – Technology Resources is requesting to renew the maintenance agreement for the F5 system appliances.

Justification and Benefit - The F5 appliances provide high availability, security and performance for critical business applications such as Luminis, JagPride, Outlook Web Access, Jag Parking and Dual Enrollment. The agreement covers the maintenance and technical support of the appliances and provides twenty-four (24) hour year round support.

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

32)TexShare Library Database Program Participation (Renewal)

Renew the TexShare library database program participation with Texas State Library and Archives Commission (Austin, TX), a sole source vendor, for the period beginning September 1, 2016 through August 31, 2017, at a total cost of \$19,157.38. This fee is paid in advance and the vendor requires payment by October 31, 2015.

Purpose – Library Services has requested the renewal of the database program participation which will service all faculty, staff and students.

Justification and Benefit - The TexShare library database program participation fee provides access to the information sharing program for all faculty, staff and students from participating Texas colleges and universities. The program provides access to 49 research databases with thousands of full text journal articles that broadly support all the major disciplines taught at South Texas College including literature, nursing and allied health, history, science/technology, business and Spanish. Among the major databases included in the TexShare package are

Academic Source Complete, Business Source Complete, Computer Source, EBSCO eBook collection, ERIC (Education Resources Information Center), Health Source Psychology & Behavioral Sciences Collection, Religion & Philosophy, Science & Technology Collection, Texas History Collection, TOPIC Search, Vocational and Career Collection and World History Collection from EBSCO; Health Reference Center Academic, Newstand and Literature Resource Center from Gale; WorldCat from OCLC; and Hertiage Quest, 20th Century American Poetry and 20th Century English Poetry from ProQuest.

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

33)VMware Maintenance Agreement (Renewal)

Renew the VMware maintenance agreement with Dell Marketing, LP. (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 a total cost of \$25,156.79.

Purpose – Technology Resources is requesting to renew the maintenance agreement for the College's virtual server infrastructure.

Justification and Benefit – The maintenance agreement offers twenty-four (24) hour, year round technical support for the college's virtual servers. These virtual servers host many applications and websites that are used college wide by various departments.

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

34)Web Content Management System (Renewal)

Renew the web content management system with Hannon Hill Corporation (Atlanta, GA), a sole source vendor, for the period beginning September 1, 2015 through August 31, 2016, at a total cost of \$46,550.00.

Purpose – The Office of Public Relations and Marketing is requesting the renewal of the web content management system which is used to create and maintain the South Texas College website.

Justification – The Cascade server will be utilized in digital campaigns and will help manage content-creating web users. In addition the server will monitor web visitor usage and trends. It is used to manage the digital campaigns and allows us to continue to generate and track leads (prospective students) throughout our website. The lead information is shared with College Connections and Admission staff who are tasked with reaching out to these students.

Funds for this expenditure are budgeted in the Public Relations and Marketing budget for FY 2015-2016 pending Board approval of the budget.

35)Advertising Agreement – Buses (Interlocal/Purchase)

Purchase advertising agreement for buses from Lower Rio Grande Valley Development Council/Valley Metro (Weslaco, TX) through an interlocal agreement, at a total cost of \$33,250.00.

Purpose – The advertisement agreement will include the advertisement setup and installation of bus wraps for Valley Metro buses that will operated by the College throughout the district.

Justification and Benefit – As part of the branding and enrollment campaign, the advertisement will include the South Texas College logo and artwork displayed/wrapped on seven (7) buses. These buses will travel through Hidalgo and Starr County and are moving billboards that offer continuous exposure to the community, driver and pedestrians.

The Lower Rio Grande Valley Development Council/Valley Metro will purchase the wraps for the buses which will include the South Texas College logo. South Texas College will reimburse The Lower Rio Grande Valley Development Council/Valley Metro for the expenditure.

Funds for this expenditure are budgeted in the Public Relations and Marketing budget for FY 2014-2015 and FY 2015-2016.

36)Professional Development and Consultant Services for the Puente Project (Renewal)
Renew the professional development and consultant services for the Puente Project with Catch the Next, Inc. (New York, NY), a sole source vendor, for the period beginning August 17, 2015 through June 31, 2016, at a total cost of \$33,720.00.

Purpose – The Division of Liberal Arts and Social Science is requesting the renewal of the agreement for professional development and consultant services for the Puente project.

Justification and Benefit – The Puente Project is a national-award winning program that has helped tens of thousands of educationally disadvantaged students who enroll in four-year colleges and universities, earn degrees, and return to the community as leaders and mentors to future generations. Begun in 1981 in California, Puente combines accelerated instruction, intensive academic counseling, and mentoring by members of the community. South Texas College's involvement with the Puente Project started in 2012 through a grant from the Texas Higher Education Coordinating Board and a collaboration with Catch the Next, Inc. The corporation provides professional development and consultant services to the Puente faculty and monitors our adherence to Puente Project concepts.

Funds for this expenditure are budgeted in the Liberal Arts and Social Sciences budget for FY 2015-2016 pending Board approval of the budget.

Recommendation:

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

A. Awards

B. Advertising or Memberships

C. Non-Instructional Items

D. Technology Items

A. Awards

- 1) Chiller Maintenance Services (Award):** award the proposal for chiller maintenance services to Johnson Controls, Inc. (Corpus Christi, TX) for the period beginning November 21, 2015 through November 20, 2016 with two one-year options to renew, at an annual amount of \$29,244.00 for scheduled services and an estimated amount of \$75,000.00 for repair services totaling \$104,244.00;
- 2) Maintenance and Repair Parts, Materials, and Supplies (Award):** award the proposal for maintenance and repair parts, materials, and supplies for the period beginning August 30, 2015 through August 29, 2016 with two one-year options to renew, at an estimated amount of \$160,000.00 based on prior year expenditures; The vendors are as follows:

Burton Companies (Weslaco, TX)	Carrier Enterprise, LLC. (Pharr, TX)
Central Fence & Supply, Ltd. (Pharr, TX)	Central Plumbing & Electrical Supply (Weslaco, TX)
Crawford Electric (Mission, TX)	Dealers Electrical Supply (McAllen, TX)
Ewing Irrigation (McAllen, TX)	Fairway Supply, Inc. (Austin, TX/La Feria, TX)
Ferguson Enterprises (Pharr, TX)	Johnson Supply (Pharr, TX)
Johnstone Supply (Pharr, TX)	Lopez Brother Distribution, LLC./dba Interstate Batteries (McAllen, TX)
Morrison Supply Company (McAllen, TX)	MSC Industrial Supply, Co. (Harlingen, TX)
PPG Architectural Finishes, Inc. (McAllen, TX)	R. E. Friedrichs Company (Pharr, TX)
Sherwin Williams Paint, Co. (McAllen, TX)	Trane US, Inc. (Weslaco, TX)
Wofford McAllen Armature Works, Inc. (McAllen, TX)	

- 3) Pest Control Services (Award):** award the proposal for pest control services to Bug Works Termite & Pest Control, Co. (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 \$11,680.00;
- 4) Printing Projects (Award):** award the proposal for printing projects and general purpose printing at an estimated amount of \$313,409.16 for the period beginning September 1, 2015 through August 31, 2016 as follows:
- a. **Printing Projects** – At an estimated amount of \$213,409.16 to the following vendors in the amounts listed below:

Publications	Vendor	Amount
Division Brochures FY 2015-2016	Grunwald Printing Company (Corpus Christi, TX)	\$2,005.73
Imprints Tabloids FY 2015-2016	Aims Media TX – The Monitor (McAllen, TX)	\$24,200.00
Program of Study Brochures FY 2015-2016	Grunwald Printing Company (Corpus Christi, TX)	\$4,912.62
Staying Connected Special Edition Tabloids FY 2015-2016	Aims Media TX – The Monitor (McAllen, TX)	\$16,596.00

Class Schedules FY 2015-2016 - Summer/Fall 2016	Gatehouse Media Texas Holdings, II/dba Valley Town Crier (McAllen, TX)	\$46,961.01
Class Schedules FY 2015-2016 - Spring 2016	Gatehouse Media Texas Holdings, II/dba Valley Town Crier (McAllen, TX)	\$20,103.80
Official Stationary FY 2015-2016 (Letterhead, Envelopes, 2 nd Sheet and Business Cards)	FedEx Office (McAllen, TX)	\$65,000.00
Student Catalog FY 2015-2016	Trend Offset Printing (Carrollton, TX)	\$26,749.00
Viewbook FY 2015-2016	Border Press, Inc. (Brownsville, TX)	\$6,525.00
Graduation Announcements & Envelopes	Border Press, Inc. (Brownsville, TX)	\$356.00

- b. **General Purpose Printing** – At an estimated amount of \$100,000.00 will be awarded to the following ten (10) vendors:

Border Press, Inc. (Brownsville, TX)	Copy Plus (McAllen, TX)
Copy Zone, Ltd. (McAllen, TX)	Expressway Printing, Copying, and More, LLC. (Mercedes, TX)
FedEx Office (McAllen, TX)	Gateway Printing & Office Supply (Edinburg, TX)
Grunwald Printing Company (Corpus Christi, TX)	Office Depot, Inc. (McAllen, TX)
Safeguard Universal, LLC. (Corpus Christi, TX)	San Antonio Printing (McAllen, TX)

B. Advertising or Memberships

- 5) **Professional Agency Services (Purchase):** purchase professional agency services from Richards Carlberg, Inc./Richards Carlberg (Houston, TX), a sole source vendor, for the period beginning September 1, 2014 through August 31, 2015, at a total cost of \$15,251.62;
- 6) **Professional Agency & Media Planning Services (Purchase):** purchase professional agency & media planning services with Richards Carlberg, Inc./dba Richard Carlberg (Houston, TX), a sole source vendor, for the period beginning September 1, 2015 through August 31, 2016, at an estimated cost of \$955,400.00 as follows:

#	Description	Amount
1	Brand Management + Strategy, Creative Collaboration/Consultation, Photoshoot (up to 20 students), Illustrations, Music Renewal and Creative Development	\$350,000.00
2	Creative Development: Continuation of the “In the Making “ campaign, Billboards, Digital Ads, Video and Radio	\$590,400.00
3	Out of Pocket Expenses	\$15,000.00
	Total Amount	\$955,400.00

7) Security Benchmark Membership (Purchase): purchase a security benchmark membership from Center for Internet Security (East Greenbush, NY), a sole source vendor, for the period beginning August 26, 2016 through August 25, 2018, at a total cost of \$13,500.00;

8) Sponsorship Advertisement Agreement (Purchase): purchase a sponsorship advertisement agreement from Viper Baseball, LLC./Rio Grande Valley Vipers (McAllen, TX), a sole source vendor, for the period beginning July 3, 2015 through April 30, 2016, at a total cost of \$45,000.00;

C. Non – Instructional Items

9) Beverage Products (Renewal): renew the beverage products contract with PepsiCo (Hidalgo, TX), for the period beginning October 13, 2015 through October 12, 2016, at an estimated cost of \$50,000.00 based on prior year expenditures. PepsiCo will also include a \$15,000.00 annual discretionary payment to the College;

10) Fire Suppression Systems Services and Alarm Monitoring (Renewal): renew the fire suppression systems services and alarm monitoring contracts for the period beginning November 21, 2015 through November 20, 2016, at an estimated cost of \$85,099.00. The vendors are as follows:

2	Services	Vendor	Amount
1	Fire Alarm Panels – Inspection Rates	Allied Fire Protection SA, LP. (McAllen, TX)	\$11,990.00
2	Fire Alarm Panels – Repairs	EI Fire & Safety, Inc. (Hidalgo, TX)	\$20,000.00
3	Kitchen Hoods – Inspection Rates	Allied Fire Protection SA, LP. (McAllen, TX)	\$1,195.00
4	Kitchen Hoods – Repairs	EI Fire & Safety, Inc. (Hidalgo, TX)	\$2,500.00
5	Fire Sprinklers – Inspection Rates	Allied Fire Protection SA, LP. (McAllen, TX)	\$9,230.00
6	Fire Sprinklers – Repairs	1 st FP Services, LLC. (McAllen, TX)	\$15,000.00
7	Fire Sprinklers – Upright Sprinkler (Item and Installation Cost)	1 st FP Services, LLC. (McAllen, TX)	\$10,000.00
8	Clean Agent Fire Suppression System Inspection – Inspection Rates	Alarm Security Group, LLC./dba ASG Security (McAllen, TX)	\$750.00
9	Fire Extinguishers – Inspection Rates	EI Fire & Safety, Inc. (Hidalgo, TX)	\$2,500.00
10	Fire Extinguishers – Hydro Test Rates	EI Fire & Safety, Inc. (Hidalgo, TX)	\$2,500.00
11	Fire Extinguishers – Recharge Rates	EI Fire & Safety, Inc. (Hidalgo, TX)	\$2,000.00
12	Fire Alarm Monitoring	Alarm Security Group, LLC./dba ASG Security (McAllen, TX)	\$7,434.00

11) Food Service – Nursing and Allied Health Campus (Renewal): renew the food service – Nursing and Allied Health Campus contract with Domine Catering, LLC. (McAllen, TX), for the period beginning October 19, 2015 through October 18, 2016 at a commission of 4% of total sales;

12) In-Store Purchases of Materials, Supplies, and Miscellaneous Items (Renewal): renew the in-store purchases of materials, supplies, and miscellaneous items contracts for the period beginning October 17, 2015 through October 16, 2016, at an estimated amount of \$120,000.00 based on prior year expenditures, with the following vendors:

HEB Grocery, Co. (McAllen, TX)	Hobby Lobby Store's, Inc. (McAllen, TX)
Sam's Club (McAllen, TX)	Wal-Mart (Mission, TX)

13)Management and Leadership Training Services (Renewal): renew the management and leadership training services with PD Partners (East Lansing, MI) for the period beginning October 1, 2015 through September 30, 2016, at an estimated cost of \$22,000.00;

14)Office Supplies (Renewal): renew the office supplies contracts for the period beginning October 1, 2015 through September 30, 2016, at an estimated amount of \$450,000.00 with the following vendors:

- Primary: Gateway Printing & Office Supply, Inc. (Edinburg, TX)
- Secondary: Quill Corporation (Lincolnshire, IL)
Office Depot (Boca Raton, FL)

D. Technology

15)Computers (Purchase): purchase of computers from the State of Texas Department of Information Resources (DIR) approved vendor Dell Marketing, LP. (Dallas, TX), at a total cost of \$39,358.20;

16)Consulting Services (Purchase): purchase consulting services from Ellucian, Inc. through Texas A & M University – Corpus Christi (Corpus Christi, TX) acting by and through the State of Texas Department of Information Resources (DIR) for Texas Connection Consortium (TCC), for the period beginning September 1, 2015 through August 31, 2016, at an estimated cost of \$104,597.00;

17)Digital Signage Software and Licenses (Purchase): purchase digital signage software and licenses from Software House International (SHI) Government Solutions (Austin, TX), a State of Texas Department of Information Resources (DIR) approved vendor, for the period beginning September 1, 2015 through August 31, 2016, at a total cost of \$24,726.70;

18)Incident Response Services (Purchase): purchase incident response services from Dell Marketing, LP. (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 a total cost of \$10,500.00;

19)Portable Programmable Logic Controllers (Purchase): purchase portable programmable logic controllers (PLC) from Technical Laboratory Systems, Inc. (Houston, TX), a Harris County Department of Education – Choice Partner approved vendor, at a total cost of \$25,997.00;

20)Application Monitoring Software Agreement (Renewal): renew the application monitoring software agreement with Software House International (SHI) Government Solutions (Austin, TX), a State of Texas Department of Information Resources (DIR) approved vendor, for the period beginning September 1, 2015 through August 31, 2016, at a total cost of \$13,686.40;

21)Banner Application Maintenance Agreement (Renewal): renew the Banner application maintenance agreement with Ellucian, Inc. through Texas A & M University – Corpus Christi (Corpus Christi, TX) acting by and through the State of Texas Department of Information Resources (DIR) for Texas Connection Consortium (TCC), for the period beginning September 1, 2015 through August 31, 2016, at an estimated cost of \$401,802.66;

22)Data Hosting and Maintenance Agreement (Renewal): renew the data hosting and maintenance agreement with TouchNet Information Systems, Inc. (Lenexa, KS), a sole source vendor, for the period beginning September 1, 2015 through August 31, 2016, at a total cost of \$184,256.24;

- 23)Data Storage Hardware Maintenance Agreement (Renewal):** renew the data storage hardware maintenance agreement with Dell Marketing, LP. (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 a total cost of \$24,116.44;
- 24)Data Storage Software Maintenance (Renewal):** renew the data storage software maintenance agreement with Dell Marketing, LP. (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 a total cost of \$25,500.00;
- 25)Desktop Software Licenses Maintenance and Support (Renewal):** renew the desktop software licenses maintenance and support with Software House International (SHI) Government Solutions (Austin, TX), a State of Texas Department of Information Resources (DIR) approved vendor, for the period beginning September 1, 2015 through August 31, 2016, at a total cost of \$40,675.00;
- 26)Email Security Software Licenses Services Agreement (Renewal):** renew the email security software licenses services agreement with Software House International (SHI) Government Solutions (Austin, TX), a State of Texas Department of Information Resources (DIR) approved vendor, for the period beginning September 1, 2015 through August 31, 2016, at a total cost of \$36,759.07;
- 27)Network Hardware and Software Maintenance Agreement (Renewal):** renew the network hardware and software maintenance agreement with Insight Public Sector, Inc. (Tempe, AZ/McAllen, TX), for the period beginning September 1, 2015 through August 31, 2016, at a total cost of \$135,439.78;
- 28)Online Orientation Hosted Subscription Services (Renewal):** renew the online orientation hosted subscription services with Comevo, LLC. (San Luis Obispo, CA), a sole source vendor, the period beginning September 1, 2015 through August 31, 2016, at a total cost of \$15,600.00;
- 29)Server Hardware and Software Maintenance Agreement (Renewal):** renew the server hardware and software maintenance agreement with Hewlett Packard (HP) Company (Roseville, CA), a State of Texas Department of Information Resources (DIR) approved vendor, for the period beginning September 1, 2015 through August 31, 2016, at a total cost of \$22,128.52;
- 30)Server Hardware Maintenance and Support Agreement (Renewal):** renew the server hardware maintenance and support agreement with Dell Marketing, LP. (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 a total cost of \$37,041.95;
- 31)System Appliance Maintenance Agreement (Renewal):** renew the system appliance maintenance agreement with Dell Marketing, LP. (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 a total cost of \$15,586.68;
- 32)TexShare Library Database Program Participation (Renewal):** renew the TexShare library database program participation with Texas State Library and Archives Commission (Austin, TX), a sole source vendor, for the period beginning September 1, 2016 through August 31, 2017, at a total cost of \$19,157.38. This fee is paid in advance and the vendor requires payment by October 31, 2015;
- 33)VMware Maintenance Agreement (Renewal):** renew the VMware maintenance agreement with Dell Marketing, LP. (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 a total cost of \$25,156.79;

34)Web Content Management System (Renewal): renew the web content management system with Hannon Hill Corporation (Atlanta, GA), a sole source vendor, for the period beginning September 1, 2015 through August 31, 2016, at a total cost of \$46,550.00.

35)Advertising Agreement – Buses (Interlocal/Purchase): purchase advertising agreement for buses from Lower Rio Grande Valley Development Council/Valley Metro (Weslaco, TX) through an interlocal agreement, at a total cost of \$33,250.00.

36)Professional Development and Consultant Services for the Puente Project (Renewal): renew the professional development and consultant services for the Puente Project with Catch the Next, Inc. (New York, NY), a sole source vendor, for the period beginning August 17, 2015 through June 31, 2016, at a total cost of \$33,720.00.

Summary Total:

The total for all proposal awards, purchases, and renewals is \$3,661,189.59.

Recommendation:

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

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

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

Approval Recommended:

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

President

Review and Action as Necessary on Contract Extension for BBVA Compass Commercial Card Services (Accounts Payable Card)

Approval of a twelve month contract extension for Commercial Card Services with BBVA Compass from September 1, 2015 through August 31, 2016 is requested.

Purpose – BBVA Compass provides a Commercial Card Account which can be used to purchase goods and services from those merchants that accept cards as a method of payment.

Justification – The AP card serves as an accounts payable department payment solution. It allows the Business Office to expedite payments to vendors and reduce payment processing and statement reconciliation costs and time for the College. In addition, the program offers the College the potential to earn revenue share on payments made using the AP card. The revenue share is calculated annually and is based on the charge volume and ranges from 1.00% for total charges between \$1,500,000 and \$1,999,999 to 1.35% for total charges of \$15,000,000 and greater. The AP card solution is provided by BBVA Compass as a service to the College.

Background – The contract for commercial card services for the period of April 1, 2013 through August 31, 2014 was awarded to BBVA Compass at the March 26, 2013 Board of Trustees meeting. On August 26, 2014, The Board of Trustees approved a twelve month agreement extension for commercial card services with BBVA Compass from September 1, 2014 through August 31, 2015.

As of July 27, 2015, the AP card was utilized as follows:

Date	Card Transactions	Amount
April 2014	126	\$ 74,050.11
May 2014	327	\$197,066.15
June 2014	250	\$218,520.72
July 2014	376	\$238,324.94
August 2014	251	\$362,230.60
September 2014	337	\$221,998.81
October 2014	383	\$326,926.04
November 2014	289	\$281,898.19
December 2014	260	\$197,584.63
January 2015	306	\$230,322.03
February 2015	381	\$206,953.62
March 2015	395	\$264,861.01
April 2015	503	\$383,926.87
May 2015	500	\$354,877.52
June 2015	430	\$323,913.19
July 2015	287	\$219,194.96
Total	5,401	\$4,102,649.39

The annual rebate received for the period of June 2014 through May 2015 was as follows:

Rate	Amount Spent	Rebate
0.45%	\$157,666.75	\$ 709.50
1.20%	\$3,188,931.97	\$38,267.18
	Total Rebate	\$38,976.68

Funding Source – There is no cost to the College for this service.

Reviewers – The payment history and annual rebate data was reviewed by the Vice President for Finance and Administrative Services, Comptroller, and Business Office.

Mrs. 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 twelve month extension for Commercial Card Services with BBVA Compass from September 1, 2015 through August 31, 2016 as presented.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize the twelve month extension for Commercial Card Services with BBVA Compass from September 1, 2015 through August 31, 2016 as presented.

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

The Board of Trustees of South Texas College approves and authorizes the twelve month extension for Commercial Card Services with BBVA Compass from September 1, 2015 through August 31, 2016 as presented.

Approval Recommended:

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

Discussion and Action as Necessary on Additional Salary Adjustments and Reclassifications for FY 2015-2016

Approval of additional salary adjustments and reclassifications for FY 2015-2016 are requested.

Salary Adjustments and Reclassifications for FY 2015-2016 were presented for Board approval on July 28, 2015.

The attached listing represents additional proposed salary adjustments and reclassifications that have been identified as requiring adjustments to properly align the position with their responsibilities.

The position were submitted for review by Evergreen Solutions, compensation study consultants. After reviewing the positions' increased duties and responsibilities and considering internal equity, Evergreen Solutions recommended the salary adjustments and reclassifications for these positions, as presented.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize the additional 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 additional 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 Additional Salary Adjustments and 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 Web Coordinator (Position #705462) to Digital Services Manager	Professional/ Technical Non Exempt to Exempt	Grade D to Grade F	\$ 44,322	\$ 17,024	\$ 61,346
Rationale: <ul style="list-style-type: none"> ▪ Align title with increased responsibilities resulting from optimization and administration of Content Management System. ▪ Manager will supervise Web Specialists and other direct reports. ▪ As reviewed and recommended by compensation consultant, Evergreen Solutions. 						
Vice President for Academic Affairs						
2	Reclassification for Coordinator of High School Programs (Position #701285)	Professional/ Technical Exempt	Grade C to Grade D	\$ -	\$ -	\$ -
<ul style="list-style-type: none"> ▪ Recommendation based on internal review for consistency with compensation study recommendations . ▪ As reviewed and recommended by compensation consultant, Evergreen Solutions. 						
Vice President for Information, Services & Planning						
3	Reclassification for Associate Dean of Institutional Research & Effectiveness (Position #703320)	Administrative	Grade C to Grade D	\$ 84,975	\$ 4,451	\$ 89,426
Rationale: <ul style="list-style-type: none"> ▪ Align pay grade with increased responsibilities resulting from added Accreditation and Quality Enhancement Plan duties. ▪ As reviewed and recommended by compensation consultant, Evergreen Solutions. 						
Total for Proposed Salary Adjustments/Reclassifications				\$ 129,297	\$ 21,475	\$ 150,772

Review and Action as Necessary on Proposed Employee Salary Pay Plans for FY 2015-2016

Approval of the Proposed Employee Salary Pay Plans for FY 2015-2016 is requested.

Purpose - The Proposed Employee Salary Pay Plans for FY 2015-2016 for all employee groups is presented for the Committee's review and consideration. The Employee Salary Pay Plans include the proposed pay grade ranges for Classified, Professional Technical (exempt and non-exempt), Administrative, Executive, and Faculty.

Justification - The Employee Salary Pay Plan information was prepared by the Office of Human Resources to reflect the College's proposed compensation structure for FY2015-2016.

Background – Evergreen Solutions conducted a full compensation study in FY 2014 and recommended a more consistent compensation structure which improved consistency within the uniformity of spread within each pay grade range. Range spreads are a measure of a pay range's width, calculated as the percent increase from the minimum salary to the maximum salary of the range. Upon completion of the compensation study, the minimum of the adopted pay plan was set to 7.3% above the minimum starting salary for the classified range of the prior pay plan to match market conditions. In addition, adjustments were made to placement in pay grade based on time in classification and educational supplements were provided to eligible employees.

Reviewers - The President and all the Vice Presidents reviewed the Plan and approved the proposed revisions. New positions included within the Plan were reviewed and approved by the Board of Trustees in July 2015.

Enclosed Documents - A copy of the Proposed Employee Salary Pay Plan is included under separate cover.

Dr. Shirley A. Reed, President, and 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 Employee Salary Pay Plans for FY 2015-2016, and minor revisions have been made since that recommendation.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize the Proposed Employee Salary Pay Plans 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 Proposed Employee Salary Pay Plans for FY 2015-2016, as presented.

Approval Recommended:

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

Review and Action as Necessary on Proposed Staffing Plan for FY 2015-2016

Approval of the Proposed Staffing Plan for FY 2015-2016 is requested.

Purpose - The Proposed Staffing Plan for FY 2015-2016 for all employee groups is presented for the Committee's review and consideration. The Staffing Plan includes all positions, titles, classifications, salaries, and salary pools under each Division and Organization of the College. The Staffing Plan also includes title changes for some positions as requested by the Vice Presidents and President and as approved by the Board of Trustees in July, 2015.

Justification - The Staffing Plan information was prepared by the Office of Human Resources, in collaboration with Business Office, to reflect the College's proposed staffing and salary structure for FY 2015-2016.

Background – As indicated in Policy 4100, College Staffing Plan, the Staffing Plan is the official document listing position titles, employees, and salaries for each fiscal year. The Staffing Plan is not a contract between the College and any person listed on it, and neither the Staffing Plan nor any action taken by the Board of Trustees concerning it should be considered creating contract rights, expectations of continued employment, or a property interest for any person listed in the Staffing Plan.

Funding Source – The organization funding each position is listed on the Staffing Plan and is subject to Board approval of the FY 2015-2016 Budget.

Reviewers - The President and all the Vice Presidents reviewed the Plan and approved the proposed revisions. New positions included within the Plan were reviewed and approved by the Board of Trustees on July 28, 2015.

Enclosed Documents - A copy of the FY 2015-2016 Staffing Plan is included under separate cover.

Dr. Shirley A. Reed, President, and 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 Staffing Plan for FY 2015-2016, and minor changes have been made since that recommendation, as necessary based upon personnel changes.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize the Proposed Staffing Plan 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 Proposed Staffing Plan for FY 2015-2016, as presented.

Approval Recommended:

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

Review and Discussion of South Texas College Proposed 2015 Tax Rate

Chapter 26 of the Property Tax code requires taxing units to comply with truth-in-taxation laws in adopting the tax rate. The laws have two purposes: to make taxpayers aware of tax rate proposals and to allow taxpayers, in certain cases, to roll back or limit a tax increase. The truth-in-taxation requires a taxing unit to calculate two (2) tax rates, the effective tax rate and the rollback tax rate, after receiving its certified appraisal roll from the chief appraisal.

Comparing a proposed tax rate to these two (2) rates determines which truth-in-taxation steps apply. A taxing unit must publish special notices and hold public hearings before adopting a tax rate that exceeds the lower of the effective tax rate or the rollback tax rate. The College is proposing to adopt a tax rate that exceeds the lower of the effective tax rate or the rollback tax rate and therefore, must hold two public hearings. It is proposed to have the first public hearing on September 10, 2015 and the second public hearing on September 17, 2015.

The notice of effective tax rate concerning the 2015 Property Tax Rate has been published in accordance with the Truth-In-Taxation requirements in the Monitor and Town Crier. A copy is enclosed for your information and review. In addition, the College must publish the Notice of Public Hearings on Tax Increase in a newspaper or mail it to each property owner at least seven (7) days before the public hearings. Furthermore, Tax Code Section 26.065 requires supplemental notice for the hearing on a tax rate increase. If the taxing unit owns, operates, or controls an Internet Web site, the unit shall post on its Web site this additional notice of the public hearings at least seven (7) days immediately before the first hearing on the proposed tax rate increase and remain until the second hearing is concluded.

The Hidalgo County Tax Assessor/Collector compiled the data for both counties and prepared the Truth-in-Taxation calculation to determine the tax rates as reflected below:

	M&O RATE	DEBT RATE	RATE	REVENUE
Effective Tax Rate			\$0.1789	\$57,033,907
Rollback Tax Rate	\$0.1462	\$0.0450	\$0.1912	\$60,658,334
Proposed Tax Rate	\$0.1400	\$0.0450	\$0.1850	\$58,831,387

The proposed maintenance and operations (M&O) tax rate of \$0.1400 is the maximum rate that the College can adopt as approved by the voters on November 5, 2013.

The proposed debt rate of \$0.0450 is the amount necessary to fully fund all the debt service payments, including the LT Bond, Series 2014. The College will maintain the FY 2014-2015 debt rate of \$0.0450.

STC is required to hold two public hearings and publish special notices before adopting the proposed tax rate of \$0.1850 since this total tax rate exceeds the lower of the effective tax rate or the rollback tax rate. The proposed tax rate would raise \$58,831,387, which is \$3,482,846 more than taxes imposed last year.

The Notice of Effective Tax Rate for 2015 and a Presentation follow in the packet for your information and review.

Proposed 2015 Tax Rate



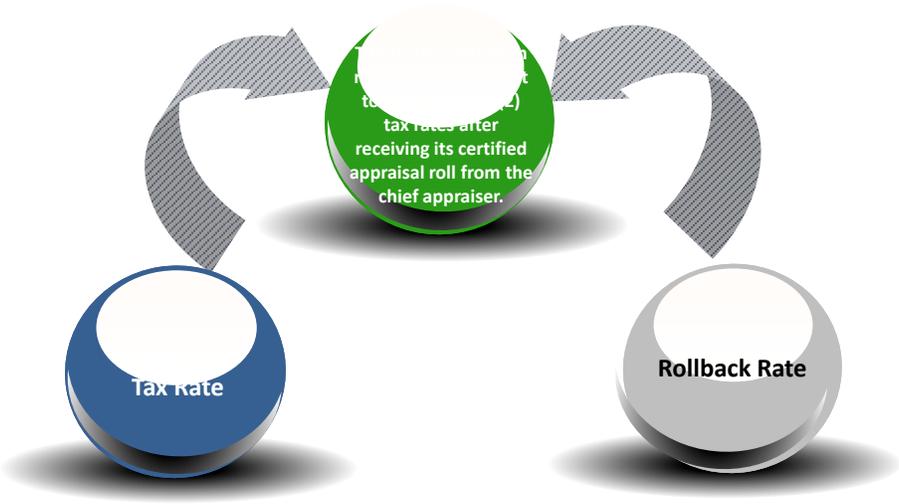
Proposed Tax Rate



Chapter 26 of the Property Tax Code requires taxing units to comply with truth-in-taxation laws in adopting the tax rate.

Truth in taxation is designed to inform the public of increases in total tax revenues assessed by taxing units.

Proposed Tax Rate



Tax Rate Calculations

	M&O Rate	Debt Rate	Rate	Revenue
Effective Tax Rate			\$0.1789	\$57,033,907
Rollback Tax Rate	\$0.1462	\$0.0450	\$0.1912	\$60,658,334
Proposed Tax Rate	\$0.1400	\$0.0450	\$0.1850	\$58,831,387

Proposed Tax Rate: \$0.1850



STC is required to hold two public hearings and publish special notices before adopting the proposed tax rate since the proposed rate (\$0.1850):

- Exceeds the lower of the effective tax rate of (\$0.1789) or;
- The rollback tax rate of (\$0.1912)

Action on Proposed Tax Rate



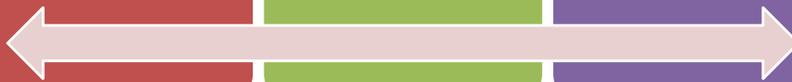
Deadline for chief appraiser to certify rolls to taxing units - July 27, 2015.



Certification of anticipated collection rate by collector.



Calculation of effective and rollback tax rates.



Action on Proposed Tax Rate



Publication of effective and rollback tax rates, statement, and schedules – August 12, 2015



Meeting of governing body to discuss tax rate - August 25, 2015



If proposed tax rate will exceed the rollback rate or the effective tax rate (whichever is lower), take record vote and schedule 2 public hearings - August 25, 2015



Action on Proposed Tax Rate



Notice of Public Hearing on Tax Increase is published at least 7 days before public hearing - September 1, 2015



1st Public Hearing - September 10, 2015



Notice of Tax Revenue Increase published before meeting to adopt tax rate at least 7 days before meeting - September 17, 2015



Action on Proposed Tax Rate

Public Hearing

2nd Public Hearing
(may not be earlier
than 3 days after 1st
Public Hearing) -
September 17, 2015



Schedule and
announce meeting to
adopt tax rate 3 to 14
days from this date -
September 17, 2015



Meeting to adopt tax
rate. Meeting is 3 to
14 days after 2nd
Public Hearing -
September 22, 2015



Thank you

Questions?

Review and Action as Necessary to Take Record Vote and Schedule Two Public Hearings Regarding Adoption of the Proposed Tax Rate that Exceeds the Lower of the Effective Tax Rate or the Rollback Tax Rate

Approval by Record Vote to Schedule two Public Hearings regarding adoption of the proposed tax rate that exceeds the lower of the effective tax rate or the rollback tax rate is requested.

A taxing unit is required to hold two public hearing and publish newspaper ads before adopting a tax rate if that tax rate exceeds the lower of the effective tax rate or the rollback rate. The Tax Assessors for Hidalgo County and Starr County determined South Texas College’s rates to be the following:

	M&O RATE	DEBT RATE	RATE	REVENUE
Effective Tax Rate			\$0.1789	\$57,033,907
Rollback Tax Rate	\$0.1462	\$0.0450	\$0.1912	\$60,658,334
<i>Proposed Tax Rate</i>	<i>\$0.1400</i>	<i>\$0.0450</i>	<i>\$0.1850</i>	<i>\$58,831,387</i>

The proposed calculated tax rate exceeds the lower of the effective tax rate or the rollback tax rate and, therefore, the Board must take record vote and schedule two public hearings.

The Record Vote of Members of the Board, Notice of Public Hearing on Tax Increase, and the Notice of Tax Revenue Increase follow in the packet for your information and review.

The Finance and Human Resources Committee recommended Board approval by record vote to take a record vote and schedule two public hearings, one on September 10, 2015 at 5:30 PM and the second hearing on September 17, 2015 at 5:30 PM before adopting the proposed tax rate of \$0.1850 which exceeds the lower of the effective tax rate or the lower of the rollback tax rate as presented.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize by record vote and schedule two public hearings, one on September 10, 2015 at 5:30 PM and the second hearing on September 17, 2015 at 5:30 PM before adopting the proposed tax rate of \$0.1850 which exceeds the lower of the effective tax rate or the lower of the rollback tax rate 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 by record vote and schedules two public hearings, one on September 10, 2015 at 5:30 PM and the second hearing on September 17, 2015 at 5:30 PM before adopting the proposed tax rate of \$0.1850 which exceeds the lower of the effective tax rate or the lower of the rollback tax rate as presented.

Approval Recommended:

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

President

Roll Call Vote of Members of the Board

Take Record Vote to Schedule Two Public Hearings for Proposed Tax Rate that Exceeds the Lower of the Effective Tax Rate or the Rollback Tax Rate

1st Public Hearing – September 10, 2015 at 5:30 p.m.

2nd Public Hearing – September 17, 2015 at 5:30 p.m.

August 25, 2015

Roy De Leon:	Yea_____	Nay_____	Absent_____
Alejo Salinas, Jr.:	Yea_____	Nay_____	Absent_____
Paul R. Rodriguez:	Yea_____	Nay_____	Absent_____
Rose Benavidez:	Yea_____	Nay_____	Absent_____
Graciela Farias:	Yea_____	Nay_____	Absent_____
Gary Gurwitz:	Yea_____	Nay_____	Absent_____
Jesse Villarreal:	Yea_____	Nay_____	Absent_____

Notice of Public Hearing on Tax Increase

The South Texas College will hold two public hearings on a proposal to increase total tax revenues from properties on the tax roll in the preceding tax year by 3.41 percent (percentage by which proposed tax rate exceeds lower of rollback tax rate or effective tax calculated under Chapter 26, Tax Code). Your individual taxes may increase at a greater or lesser rate, or even decrease, depending on the change in the taxable value of your property in relation to the change in taxable value of all other property and the tax rate that is adopted.

The first public hearing will be held on September 10, 2015 at 5:30 PM at South Texas College, Board Room, Annex Bldg, 2nd Floor, 3201 W. Pecan, McAllen, Texas.

The second public hearing will be held on September 17, 2015 at 5:30 PM at South Texas College, Board Room, Annex Bldg, 2nd Floor, 3201 W. Pecan, McAllen, Texas.

The members of the governing body voted on the proposal to consider the tax increase as follows:

FOR:

AGAINST:

PRESENT and not voting:

ABSENT:

The average taxable value of a residence homestead in South Texas College last year was \$61,214. Based on last year's tax rate of \$0.1850 per \$100 of taxable value, the amount of taxes imposed last year on the average home was \$113.25.

The average taxable value of a residence homestead in South Texas College this year is \$66,143. If the governing body adopts the effective tax rate for this year of \$0.1789 per \$100 of taxable value, the amount of taxes imposed this year on the average home would be \$118.33.

If the governing body adopts the proposed tax rate of \$0.1850 per \$100 of taxable value, the amount of taxes imposed this year on the average home would be \$122.36.

Members of the public are encouraged to attend the hearings and express their views.

NOTICE OF TAX REVENUE INCREASE

The South Texas College conducted public hearings on September 10, 2015 and September 17, 2015 on a proposal to increase the total tax revenues of the South Texas College from properties on the tax roll in the preceding year by 3.41 percent.

The total tax revenue proposed to be raised last year at last year's tax rate of \$0.1850 for each \$100 of taxable value was \$51,452,805.

The total tax revenue proposed to be raised this year at the proposed tax rate of \$0.1850 for each \$100 of taxable value, excluding tax revenue to be raised from new property added to the tax roll this year, is \$53,150,876.

The total tax revenue proposed to be raised this year at the proposed tax rate of \$0.1850 for each \$100 of taxable value, including tax revenue to be raised from new property added to the tax roll this year, is \$54,513,739.

The Board of Trustees of South Texas College is scheduled to vote on the tax rate that will result in that tax increase at a public meeting to be held on September 22, 2015 at South Texas College, Board Rm, Ann Richards Admin. Bldg, 2nd Floor, 3201 W. Pecan, McAllen, TX 78501 at 5:30 PM.

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

August 11, 2015



**BROADDUS
& ASSOCIATES**

BOARD APPROVAL ITEMS

**South Texas College
2013 Bond Construction Program
Upcoming Timeline – 08/13/15**

July '15 August '15 September '15 October '15 November '15

	Update (No Action)	Update (No Action)	Update (No Action)	Update (No Action)	
1	Update (No Action)	Update (No Action)	Update (No Action)	Update (No Action)	
2	Schematic Design Approval	Schematic Design Approval	Schematic Design Approval	Schematic Design Approval	
3				Pecan Campus Thermal Energy Plant – Partial GMP	
4				Nursing & Allied Health Thermal Energy Engineer Selection	
5					
6					
7					
8					
9					
10					

Board Approval

OPERATIONAL ITEMS

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

July '15 August '15 September '15 October '15 November '15

		July '15	August '15	September '15	October '15	November '15
1		Execute CM@R Contracts	BIM/FM Execution Kickoff	Chiller Procurement		
2		Execute Geotechnical & Material Testing Contracts	Schematic Design Deliverables			
3		Update Master Program Schedule	Nursing & Allied Health Thermal Energy Plant			
4			Update Master Plan Ongoing			
5			Library Consultant Focus Groups			
6			Kitchen Consultant Design			
7						
8						
9						
10						

Operational

INFORMATION & PRESENTATION ITEMS

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

July '15 August '15 September '15 October '15 November '15

	July '15	August '15	September '15	October '15	November '15
1		Nursing & Allied Health Campus Expansion – Updated Exterior Elevations		OCIP Presentation	Volume Procurement Strategies
2				Wage Scale Determination	
3					
4					
5					
6					
7					
8					
9					
10					
Informational/Presentations					

ITEMS REQUIRING BOARD FEEDBACK

South Texas College
2013 Bond Construction Program
Upcoming Timeline

July '15 August '15 September '15 October '15 November '15

Items Requiring Board Feedback		July '15	August '15	September '15	October '15	November '15
1	Thermal Plant Solution for N&AH		N&AH Thermal Energy Plant - RFQ			
2						
3						
4						
5						
6						
7						
8						
9						
10						

2013 BOND CONSTRUCTION PROGRAM PROGRESS REPORT - August 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																	Halff Associates	D. Wilson Construction
	Parking and Site Improvements																	PCE	D. Wilson Construction
Mid Valley Campus																			
	Health Professions and Science Building																	ROFA Architects	Skanska USA
	Workforce Training Center Expansion																	EGV Architects	Skanska USA
	Library Expansion																	Mata + Garcia Architects	Skanska USA
	Student Services Building Expansion																	ROFA Architects	Skanska USA
	Thermal Plant																	DBR Engineering	Skanska USA
	Parking and Site Improvements																	Halff Associates	Skanska USA
Technology Campus																			
	Southwest Building Renovation																	EGV Architects	ECON Construction
	Parking and Site Improvements																	Hingjosa Engineering	ECON Construction
Nursing and Allied Health Campus																			
	Campus Expansion																	ERO Architects	D. Wilson Construction
	Parking and Site Improvements																	R. Gutierrez Engineers	D. Wilson Construction
Starr County Campus																			
	Health Professions and Science Building																	Mata + Garcia Architects	D. Wilson Construction
	Workforce Training Center Expansion																	EGV Architects	D. Wilson Construction
	Library																	Mata + Garcia Architects	D. Wilson Construction
	Student Services Building Expansion																	Mata + Garcia Architects	D. Wilson Construction
	Student Activities Building Expansion																	Mata + Garcia Architects	D. Wilson Construction
	Thermal Plant																	Sigma HN Engineers	D. Wilson Construction
	Parking and Site Improvements																	Melden & 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 Update on Schematic Design of the 2013 Bond Construction Nursing & Allied Health Campus Expansion

At the July 28, 2015 Board meeting, the Board approved the floor plan of the 2013 Bond Construction Program Nursing & Allied Health Campus Expansion project as presented by ERO Architects, but requested that the design team return on August 11, 2015 to present a new design for the west elevation façade for feedback and a recommendation for Board action.

The Facilities Committee reviewed the revised west elevation façade of the Nursing & Allied Health Campus Expansion project on August 11, 2015 and recommended approval as presented.

Presenters

ERO Architects developed a revised west elevation façade presentation describing the proposed design. Representatives from Broaddus & Associates and ERO Architects will be present at the Board meeting to present the proposed revised elevation.

The proposed schematic design is provided under separate cover.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize the revised west elevation façade of the 2013 Bond Construction Nursing & Allied Health Campus Expansion project as presented.

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

The Board of Trustees of South Texas College approves and authorizes the revised west elevation façade of the 2013 Bond Construction Nursing & Allied Health Campus Expansion project 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 North Academic Building

Approval of schematic design by PBK Architects for the 2013 Bond Construction Pecan Campus North Academic 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, PBK 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, PBK Architects began working with Broaddus & Associates, Facilities Planning & Construction, and STC staff to develop plans and elevations. The proposed Pecan North Academic Building project is part of the 2013 Bond Construction Program and includes the following scope:

- **Architect**
 - PBK Architects

- **Construction Manager-at-Risk**
 - D. Wilson Construction

- **Construction Cost Limitation (CCL)**
 - \$10,500,000

- **Program Scope**
 - SQ FT – 60,000
 - Three Floors
 - **Classroom Spaces**
 - General Classrooms
 - Learning Studios
 - Computer Labs
 - **Departmental Office Suites**
 - Faculty/Staff Offices
 - Conference Rooms
 - Faculty Collaborative

- **Student Spaces**
 - Information Commons
 - Student Collaborative
- **Building Support Spaces**
 - Restrooms
 - Custodial
 - Storage
 - IDF & MDF
 - Mechanical/Electrical

Funding Source

The current Construction Cost Limitation (CCL) is \$10,500,000 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, Administration, Academic Staff, Instructional Technologies, Technology Resources departments, and Coordinated Operations Council.

Enclosed Documents

PBK Architects has developed a schematic presentation describing the proposed design. Drawings of the site plan, floor plans, and exterior views are provided under separate cover.

Presenters

PBK Architects has developed a schematic presentation describing the proposed design. Representatives from Broaddus & Associates and PBK Architects will be present at the Board meeting to present the schematic design of the proposed expansion project.

The Facilities Committee recommended Board approval of the proposed schematic design of the 2013 Bond Construction Pecan Campus North Academic Building contingent upon the addition of an exterior doorway on the west end of the building.

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 North Academic Building as presented.

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

The Board of Trustees of South Texas College approves and authorizes the proposed schematic design of the 2013 Bond Construction Pecan Campus North Academic 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 Pecan Campus South Academic Building

Approval of schematic design by Boultinghouse Simpson Gates Architects for the 2013 Bond Construction Pecan Campus South Academic 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, Boultinghouse Simpson Gates 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, Boultinghouse Simpson Gates Architects began working with Broaddus & Associates, Facilities Planning & Construction, and STC staff to develop plans and elevations. The proposed Pecan South Academic Building project is part of the 2013 Bond Construction Program and includes the following scope:

- **Architect**
 - Boultinghouse Simpson Gates Architects

- **Construction Manager-at-Risk**
 - D. Wilson Construction

- **Construction Cost Limitation (CCL)**
 - \$6,800,000

- **Program Scope**
 - SQ FT – 40,861
 - Two Floors
 - **Classroom Spaces**
 - General Classrooms
 - Learning Studios
 - Computer Labs

- **Departmental Office Suites**
 - Faculty/Staff Offices
 - Conference Room
 - Faculty Collaborative
- **Student Spaces**
 - Information Commons
 - Student Collaborative
- **Building Support Spaces**
 - Restrooms
 - Custodial
 - Storage
 - IDF & MDF
 - Mechanical/Electrical

Funding Source

The current Construction Cost Limitation (CCL) is \$6,800,000 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, Administration, Academic Staff, Instructional Technologies, Technology Resources departments, and Coordinated Operations Council.

Enclosed Documents

Boultinghouse Simpson Gates Architects has developed a schematic presentation describing the proposed design. Drawings of the site plan, floor plans, and exterior views are provided under separate cover.

Presenters

Boultinghouse Simpson Gates Architects has developed a schematic presentation describing the proposed design. Representatives from Broaddus & Associates and Boultinghouse Simpson Gates Architects will be present at the Board meeting to present the schematic design of the proposed project.

The Committee indicated that the north façade of the Pecan Campus South Academic Building would be prominently visible to anyone driving onto campus from the main entrance on Pecan Boulevard. The Committee was satisfied with the proposed floor plan, but requested additional design be given to dress up the north façade as appropriate to such a prominent feature of the campus. The design team agreed to make the necessary revisions prior to delivering the drawings to the Board for final approval.

The Facilities Committee recommended Board approval of the floor plan of the proposed schematic design of the 2013 Bond Construction Pecan Campus South Academic Building. They also requested the removal of trees added to display possible landscaping.

The enclosed drawings include the design team's revisions in accordance with the Committee's feedback.

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 South Academic Building as presented.

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

The Board of Trustees of South Texas College approves and authorizes the proposed schematic design of the 2013 Bond Construction Pecan Campus South Academic 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 Pecan Campus STEM Building

Approval of schematic design by Boultinghouse Simpson Gates Architects for the 2013 Bond Construction Pecan Campus STEM 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, Boultinghouse Simpson Gates 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, Boultinghouse Simpson Gates Architects began working with Broaddus & Associates, Facilities Planning & Construction, and STC staff to develop plans and elevations. The proposed Pecan Campus STEM Building project is part of the 2013 Bond Construction Program and includes the following scope:

- **Architect**
 - Boultinghouse Simpson Gates Architects

- **Construction Manager-at-Risk**
 - D. Wilson Construction

- **Construction Cost Limitation (CCL)**
 - \$8,500,000

- **Program Scope**
 - SQ FT – 50,708
 - Two Floors

 - **Classroom Spaces**
 - Science
 - Computer Labs
 - Engineering
 - General Classrooms

- **Laboratory Spaces**
 - A&P/Micro Biology/Genetics
 - Chemistry
 - Science Prep Labs
- **Departmental Office Suites**
 - Faculty/Staff Offices
 - Conference Room
 - Faculty Collaborative
- **Student Spaces**
 - Information Commons
 - Student Collaborative
- **Building Support Spaces**
 - Restrooms
 - Custodial
 - Storage
 - IDF & MDF
 - Mechanical/Electrical

Funding Source

The current Construction Cost Limitation (CCL) is \$8,500,000 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, Administration, Academic staff, Instructional Technologies, Technology Resources departments, and Coordinated Operations Council.

Enclosed Documents

Boultinghouse Simpson Gates Architects has developed a schematic presentation describing the proposed design. Drawings of the site plan, floor plans, and exterior views are provided under separate cover.

Presenters

Boultinghouse Simpson Gates Architects has developed a schematic presentation describing the proposed design. Representatives from Broaddus & Associates and Boultinghouse Simpson Gates Architects will be present at the Board meeting to present the schematic design of the proposed project.

The Facilities Committee recognized that the proposed STEM Building would be accessed primarily by students coming from parking to the north or south of the building. The east end would be blocked by the cooling towers.

The proposal design included primary entrances along the east and west facades, but from the north and south the doors were inadequate for traffic coming from nearby parking. The design team opined that the students coming from the south would primarily funnel through the T Building directly south, and could enter through the mall framed by the proposed South Academic Building and STEM Building, and the current T Building.

The Construction Program Manager proposed creating vestibules to accommodate traffic from the south end, and the design team agreed to modify the design to include this.

The Facilities Committee took no formal action and asked the design team to present the revised schematic design to the Board on August 25, 2015.

The enclosed drawings include the design team's revisions in accordance with the Committee's feedback.

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 STEM 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 Pecan Campus STEM 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 Starr County Campus Health Professions and Science Building

Approval of schematic design by Mata Garcia Architects for the 2013 Bond Construction Starr County 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, 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 Health Professions and Science Building 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)**
 - \$8,500,000

- **Program Scope**
 - SQ FT – 51,611
 - Two Floors

Science Department

- **Classroom Spaces**
 - Science
 - Computer Labs
 - General Classrooms
- **Laboratory Spaces**
 - A&P/Micro Biology/Genetics
 - Chemistry
 - Science Prep Labs
- **Departmental Office Suites**
 - Faculty/Staff Offices
 - Conference
 - Faculty Collaborative

Health Professions

- **Classroom Spaces**
 - Nursing Classrooms
 - Computer Labs
 - Debriefing Rooms
- **Laboratory Spaces**
 - Skills Labs
 - Simulation Labs
- **Departmental Office Suites**
 - Faculty/Staff Offices
 - Conference Rooms
 - Faculty Collaborative
- **Student Spaces**
 - Information Commons
 - Student Collaborative
- **Building Support Spaces**
 - Restrooms
 - Custodial
 - Storage
 - IDF & MDF
 - Mechanical/Electrical

Funding Source

The current Construction Cost Limitation (CCL) is \$8,500,000 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, Administration, Academic staff, Instructional Technologies, Technology Resources departments, and Coordinated Operations Council.

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 provided 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 Board meeting to present the schematic design of the proposed project.

The design team initially proposed two options for the orientation of the Starr County Campus Health Professions and Science Building and the proposed adjacent Starr County Campus Library, to also be built using 2013 Bond Construction Program funds:

- Orient both buildings such that their long axes fall on a north-south line, as called for in the Master Plan
- Orient both buildings such that their long axes fall on an east-west line, with the Library north of the Health Professions and Science Building

The Committee ultimately preferred the Master Plan orientation, and focused on that layout for the remainder of the discussion.

The design team also identified several landscaping options, as well as the possibility of incorporating a rainwater capture system to support campus wide landscaping. They offered to include those options in their proposal to the Board of Trustees.

Finally, the Committee asked about the inclusion of unisex restrooms on each floor, and the design team agreed that these could be included in the schematic design to be presented to the Board of Trustees.

The Facilities Committee recommended Board approval to align the long axis of the building along a north-south line, and approval of the proposed schematic design of the 2013 Bond Construction Starr County Campus Health Professions and Science Building, contingent upon the addition of unisex restrooms on each floor.

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 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 Starr County 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 FY 2015-2016 Facility Lease Agreements

Annual Facility Lease Agreements Renewal of Facility Lease Agreements Proposed New Facility Lease Agreements

Approval of FY 2015-2016 facility lease agreements for use by South Texas is requested.

Facility lease agreements for FY 15-16 include the following:

1. Annual Facility Lease Agreements
2. Renewal of Facility Lease Agreement
3. Proposed New Facility Lease Agreements

Purpose – Facilities Planning and Construction is requesting two (2) new facility leases and renewal of nineteen (19) facility leases for use by various academic programs that host student instruction at various locations.

Justification and Benefit – The various locations are needed to accommodate programs with specific needs and to provide courses in convenient locations for students. For the various kinesiology program courses offered at South Texas College, the facilities needed are course specific (ex. golf, swimming, tennis, weight training, etc.). Other facilities are needed for academic and continuing education courses offered at various locations convenient for students.

1. Annual Facility Lease Agreements

Below is a list of facilities which are leased on an annual basis and used for various instructional purposes. The facilities will provide for Fitness Walking, Weight Training, Bowling, Golf, Basketball, Volleyball, Swimming, and Tennis courses in the Kinesiology program for the fall 2014, spring 2015 and summer 2015. In FY 2014-2015 a total of 1,090 students enrolled in physical education courses and a Physical Education Special Activity Fee of \$55 was charged per student for each course taken. A total of \$59,950 was collected for building use fees during FY 2014-2015. The total estimated cost of \$44,000 is based on FY 2014-2015 actual expenses.

FY 15-16 Estimated Cost Based on FY14-15 Actual Expenses	
Facility	Annual Cost
City of McAllen – Boys & Girls Club Othal Brand Center	\$5,000
City of McAllen – Boys & Girls Club Roney Center	\$5,000
City of McAllen – Boys and Girls Club Pool	\$600
City of McAllen – Las Palmas Park	no charge
City of McAllen – Los Encinos Park Tennis Courts	\$600
City of McAllen – Municipal Baseball Complex	\$400
City of McAllen – Municipal Pool	\$6,600
City of McAllen – Palmview Golf Course	\$1,500

City of McAllen – Parks and Recreation	\$1,000
City of McAllen – Westside Park	\$600
City of Mission – Parks & Recreation North Side Pool	\$700
City of Weslaco – City Park Tennis Courts	\$600
Flamingo Bowl (McAllen, TX)	\$10,000
McAllen ISD – McHi Tennis Courts	\$1,350
Mighty Joe's Gym (Weslaco, TX)	\$350
Ultimate Fitness Center (Weslaco, TX)	\$6,200
Weslaco Fitness Center (Weslaco, TX)	\$3,500
Total	\$44,000

Staff recommends approval of these facility lease agreements for use during the period beginning September 1, 2015 through August 31, 2016, at an estimated total cost of \$44,000. Funds for these expenditures are budgeted in the proposed Facilities Physical Education Facilities Rent budget for FY 2015-2016.

2. Renewal of Facility Lease Agreements

The Board approved the lease agreement with PSJA School District at the August 26, 2014 Board meeting for the term of August 15, 2014 to August 14, 2015 with an option to renew. The Board also previously approved the lease agreement with City of Edinburg Fire Department at the April 22, 2014 Board meeting for the term of September 1, 2014 to May 31, 2015 with an option to renew. The facilities listed below require a lease renewal. Staff recommends approval to renew these facility lease agreements for use starting September 1, 2015.

Facility	Renewals in Contract	Renewal Requested	Lease Cost
PSJA School District – CCTA and Ballew High School - Classrooms, Science Labs, Computer Labs, Electronics Lab, Welding lab and Staff Offices	4	2nd	\$1 annually plus prorated cost of security, custodial and utilities
City of Edinburg Fire Department	3	3rd	Up to \$13,000 per semester for time and materials used

3. Proposed New Facility Lease Agreements

Staff is currently developing two (2) new facility lease agreements which will provide for use of facilities for instruction starting fall 2015. The previous lease agreements for FY 2015 have expired. No renewal options are available. The Board previously approved a lease agreement with La Joya ISD at the August 26, 2014 Board meeting for the term of August 30, 2014 to August 31, 2015. The Board also previously approved the lease agreement with McAllen Chamber of Commerce Creative Incubator at the March 31, 2015 Board meeting for the term of September 1, 2014 to August 31, 2015.

Below are the proposed new leases and a description for the proposed use:

Facility	Spaces	Estimated Cost	Term
La Joya ISD – Jimmy Carter Campus	Classrooms and library space	\$1 annually plus prorated cost of security, custodial and utilities	9/1/2015 to 8/31/2016
McAllen Chamber of Commerce Creative Incubator	Classrooms	\$3,000.00 (\$10/student)	9/1/2015 to 8/31/2016

Staff recommends approval of these two (2) new facility lease agreements for use during the period beginning September 1, 2015 through August 31, 2016.

These facilities will provide space for various academic programs during academic year 2015-2016. Funds for these expenditures are budgeted in the proposed Facilities Lease budgets for FY 2015-2016.

The Facilities Committee recommended Board approval of the proposed facility lease agreements for use by South Texas College as presented.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize the proposed facility lease agreements for use by South Texas College as presented.

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

The Board of Trustees of South Texas College approves and authorizes the proposed facility lease agreements for use by South Texas College 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 Relocation of Electrical Power Lines

Approval to contract construction services for the Pecan Campus Relocation of Electrical Power Lines project will be requested at the August 25, 2015 Board meeting.

Purpose

The procurement of a contractor will provide for construction services necessary for the Pecan Campus Relocation of Electrical Power Lines.

Background

As previously authorized by the Board of Trustees, Sigma HN Engineers prepared plans and specifications for the Pecan Campus Relocation of Electrical Power Lines project. As a result, the design team at Sigma HN Engineers worked with STC staff in preparing and issuing the necessary plans and specifications for the solicitation of competitive sealed proposals. Solicitation of competitive sealed proposals for this project began on July 13, 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 July 29, 2015.

Timeline for Solicitation of Competitive Sealed Proposals	
July 13, 2015	Solicitation of competitive sealed proposals began.
July 29, 2015	Two (2) proposals were received.

Justification

These improvements will eliminate the need for the overhead power lines on the Pecan Campus (south side) and place them underground. The proposed improvements will improve the aesthetics of the campus and will serve the existing facilities and the new Bond facilities.

Funding Source

Funds are budgeted as part of the proposed FY 2015-2016 non-bond construction budget, in the amount of \$220,000 for this project. The following chart summarizes the above information.

Source of Funding	Amount Budgeted	Highest Ranked Proposal Metro Electric
Non-Bond Construction	\$220,000	\$210,478

Reviewers

The proposals have been reviewed by staff from the Facilities Planning & Construction, Purchasing, Operations and Maintenance departments, and Sigma HN Engineers.

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.

The Facilities Committee recommended Board approval to contract construction services with Metro Electric in the amount of \$210,478 for the Pecan Campus Relocation of Electrical Power Lines project as presented.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize contracting construction services with Metro Electric in the amount of \$210,478 for the Pecan Campus Relocation of Electrical Power Lines project as presented.

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

The Board of Trustees of South Texas College approves and authorizes contracting construction services with Metro Electric in the amount of \$210,478 for the Pecan Campus Relocation of Electrical Power Lines project as presented.

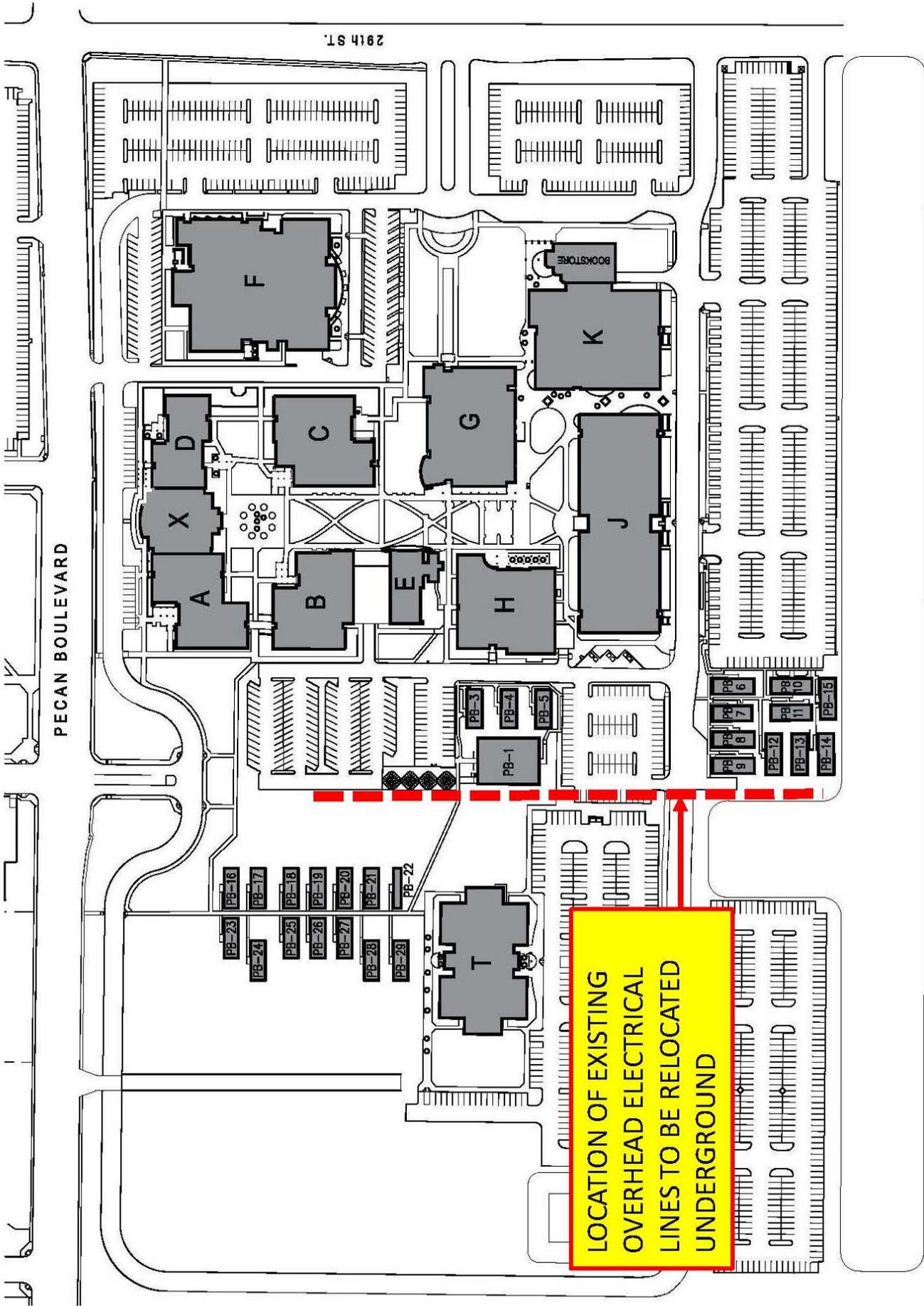
Approval Recommended:

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

President

29th ST.

PECAN BOULEVARD



LOCATION OF EXISTING
OVERHEAD ELECTRICAL
LINES TO BE RELOCATED
UNDERGROUND



PECAN CAMPUS

**SOUTH TEXAS COLLEGE
 PECAN CAMPUS RELOCATION OF ELECTRICAL POWER LINES
 PROJECT NO. 15-16-1008**

VENDOR		Metro Electric, Inc.	Zitro Electric, LLC.
ADDRESS		1901 Industrial Dr	604 Palmview Dr
CITY/STATE		McAllen, TX 78504	Mission, TX 78574
PHONE		956-686-2323	956-581-8899
FAX		956-686-4559	956-581-8892
CONTACT		Michael Gerdes	Mike Pena
#	Description	Proposed	Proposed
1	Base Proposal: Pecan Campus Relocation of Electrical Power Lines	\$ 210,478.00	\$ 189,500.00
2	Begin Work Within	10 Working Days	10 Working Days
3	Completion of Work Within	145 Calendar Days	No Response
TOTAL PROPOSAL AMOUNT		\$ 210,478.00	\$ 189,500.00
TOTAL RANKING POINTS		90.91	78.22
RANKING		1	2

**SOUTH TEXAS COLLEGE
PECAN CAMPUS RELOCATION OF ELECTRICAL POWER LINES
PROJECT NO. 15-16-1008**

VENDOR		Metro Electric, Inc.	Zitro Electric, LLC.		
ADDRESS		1901 Industrial Dr	604 Palmview Dr		
CITY/STATE		McAllen, TX 78504	Mission, TX 78574		
PHONE/FAX		956-686-2323	956-581-8899		
FAX		956-686-4559	956-581-8892		
CONTACT		Michael Gerdes	Mike Pena		
1	The Respondent's price proposal. (up to 45 points)	40.5	40.5	45	45
		40.5		45	
		40.5		45	
		40.5		45	
		40.5		45	
		40.5		45	
2	The Respondent's experience and reputation. (up to 10 points)	10	9.08	9	8.16
		9		8.5	
		8		7	
		9		8	
		9.5		8.5	
		9		8	
3	The quality of the Respondent's goods or services. (up to 10 points)	10	9	8	6.66
		9		7	
		9		4	
		9		6	
		8.5		8	
		8.5		7	
4	The Respondent's safety record (up to 5 points)	5	4.5	3	2.83
		4.5		3	
		4		2	
		4.5		2.5	
		4.5		3	
		4.5		3.5	

**SOUTH TEXAS COLLEGE
PECAN CAMPUS RELOCATION OF ELECTRICAL POWER LINES
PROJECT NO. 15-16-1008**

VENDOR		Metro Electric, Inc.		Zitro Electric, LLC.	
5	The Respondent's proposed personnel. (up to 8 points)	7	7.08	7	6.08
		7.5		6	
		8		5	
		6.5		7	
		6		5	
		7.5		6.5	
6	The Respondent's financial capability in relation to the size and the scope of the project. (up to 9 points)	9	8	8	6.16
		8		6	
		7		7	
		8		7	
		8.5		5	
		7.5		4	
7	The Respondent's organization and approach to the project. (up to 6 points)	7	5.75	3	3.33
		5.5		3	
		6		3	
		5.5		4	
		5.5		3	
		5		4	
8	The Respondent's time frame for completing the project. (up to 7 points)	7	7	0	0
		7		0	
		7		0	
		7		0	
		7		0	
		7		0	
TOTAL EVALUATION POINTS		90.91		78.22	
RANKING		1		2	

Criteria	Evaluation Points
1. Criterion: The Respondent's price proposal	Maximum 45 points
a. Refer to RFP Section 4, Pricing and Delivery Schedule.	Score will be calculated based on proposals submitted
2. Criterion: Respondent's experience and reputation.	Maximum 10 Points
<p>a. Provide total number of current company employees.</p> <p>b. Provide dollar amounts for each project contracted in the past twenty four months.</p> <p>c. Provide number of years your company has been in business.</p> <p>d. Are there currently or in the past five years, any judgments, claims, arbitration proceedings, claim on bonds or suits pending or outstanding against your organization or its officers?</p> <p>e. Provide a customer reference list of no less than five (5) organizations for whom your organization has previously provided services of equal type and scope within the past five (5) years as requested in this RFP. Reference list is to include company name, contact person, telephone number and description of the project. References will be contacted as part of this evaluation.</p>	<p>Points scale: 9 to 10 excellent 6 to 8 acceptable 3 to 5 marginal 0 to 2 poor/no response</p>

Criteria	Evaluation Points
3. Criterion: The quality of the Respondent's goods or services.	Maximum 10 Points
<ul style="list-style-type: none"> a. Describe your company's quality control program. b. Explain the methods used to maintain quality control in the construction project. c. Describe company's process for addressing warranty claims? d. Describe the experience of key personnel responsible for maintaining quality control. e. Provide examples of past STC construction projects or other similar projects. (all respondents will receive a minimum of 3 points for item (e) unless it is determined that past performance is poor). References for similar projects will be contacted and responses will be considered as part of this evaluation. 	Points scale: 9 to 10 excellent 6 to 8 acceptable 3 to 5 marginal 0 to 2 poor/no response
4. Criterion: Respondent's safety record.	Maximum 5 Points
<ul style="list-style-type: none"> a. Provide copy of your company's safety program or describe how job site safety is managed. Include safety policies which employees must be in compliance with. b. What is your company's Experience Modifier Rate (EMR) for the three (3) most recent annual insurance-year ratings? c. Have you had any OSHA fines within the last three (3) years? If yes, provide details. 	Points scale: 5 excellent 4 acceptable 2 to 3 marginal 0 to 1 poor/no response
5. Criterion: The Respondent's proposed personnel.	Maximum 8 Points
<ul style="list-style-type: none"> a. Provide resumes of the Respondent's team that will be directly involved in the project. The resume must include experience in similar projects, number of years with the firm and city of residence. b. Describe the project assignments and the percent of time each team member will be involved in the project. c. Provide list of member(s) on your staff, directly involved in managing the project, who are Certified Construction Manager through the Construction Management Association of America (CMAA) or similar. d. Within 24 hours after the proposal delivery date and time, provide a list of key subcontractors to be used including a list of five projects recently completed by each subcontractor 	Points scale: 8 excellent 6 to 7 acceptable 3 to 5 marginal 0 to 2 poor/no response

Criteria	Evaluation Points
6. Criterion: Respondent's financial capability and relation to the size and scope of the project.	Maximum 9 Points
a. Attach a letter of intent from a surety company indicating your company's ability to bond for the entire construction cost of the project and total bonding limitation. b. Is your company currently in default on any loan agreement or financing agreement with any bank, financial institution or other entity? If yes, provide details and prospects for resolution. c. Provide a list and description of all construction projects currently under contract including total cost and start and end dates. d. Attach a Dunn and Bradstreet Analysis or current financial statements, preferably audited.	Points scale: 8 to 9 excellent 6 to 7 acceptable 3 to 5 marginal 0 to 2 poor/no response
7. Criterion: The Respondent's organization and approach to the project.	Maximum 6 Points
a. Provide a statement of the project approach. b. Submit a work schedule with key dates and milestones. c. Do you anticipate difficulties in serving STC and how do you plan to manage these? What assistance will you require from STC?	Points scale: 6 excellent 4 to 5 acceptable 2 to 3 marginal 0 to 1 poor/no response
8. Criterion: Respondent's time frame for completing the project	Maximum 7 Points
a. Refer to RFP Section 4, Pricing and Delivery Schedule	Score will be calculated based on proposals submitted
Total possible points	100 Points

Definitions of evaluation terms:

Excellent – respondent provided information which fully addressed or exceeded the requirements

Acceptable – respondent provided information which addressed most but not all of the requirements

Marginal – respondent provided minimal information on requirements

Poor/no response – respondent provided inadequate responses to requirements or did not respond.

Review and Action as Necessary on Final Completion of the Nursing and Allied Health Campus Parking Lot Expansion and Entry Drive

Approval of final completion and release of final payment for the Nursing & Allied Health Campus Parking Lot and Entry Drive is requested.

It is recommended that final completion and release of final payment for this project with Texas Cordia be approved. The original cost approved for this project was in the amount of \$655,545.80.

The following chart summarizes the above information:

Available Funds	Approved Proposal Amount	Net Total Change Orders	Final Project Cost	Previous Amount Paid	Remaining Balance Texas Cordia Construction
\$740,000	\$655,545.80	(\$3,135)	\$652,410.80	\$585,747	\$66,663.80

On July 2, 2015, STC Planning & Construction Department staff along with Perez Consulting Engineers inspected the site to confirm that all punch list items were completed. Enclosed is a letter from Perez Consulting Engineers 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 \$66,663.80 for the Nursing & Allied Health Campus Parking Lot and Entry Drive project 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 \$66,663.80 for the Nursing & Allied Health Campus Parking Lot and Entry Drive project with Texas Cordia Construction 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 \$66,663.80 for the Nursing & Allied Health Campus Parking Lot and Entry Drive project with Texas Cordia Construction as presented.

Approval Recommended:

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



August 5, 2015

Dr. Shirley A. Reed
South Texas College
3201 West Pecan Blvd.
McAllen, Texas 78501

Re: FINAL COMPLETION
Rebid - Nursing & Allied Health Campus North Parking Lot Expansion
Project No.: RFP 14-15-1036
Account No. 911676 - Parking Lot Paving and Drainage Improvements
Account No. 916216 - Access Drive Paving Improvements

Dear Dr. Reed,

As requested by Texas Cordia Construction, Ltd., the final site inspection was held on Thursday, July 2, 2015 for this project. Representatives from South Texas College, Perez Consulting Engineers, SSP Design, and Texas Cordia Construction were present during this inspection.

The site was visually inspected and to the best of my knowledge based on the requirements outlined in the contract documents for final completion; we feel that Texas Cordia Construction, Ltd., has fulfilled their obligations in this contract and therefore we recommend final completion and final payment for this project.

We appreciate the opportunity to provide our consulting services to you and look forward to working with you on future projects. If you should have any questions or desire further information concerning this project please feel free to contact our office.

Respectfully submitted,
Perez Consulting Engineers

A handwritten signature in blue ink, appearing to read 'René González', is written over the printed name below.

René González, P.E.

CC: John De La Garza, STC
Rick De La Garza, STC
Texas Cordia Construction, Ltd.
File

Update on Status of Non-Bond Program 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.

At the July 28, 2015 Board meeting, the Board approved the construction services for the Pecan Campus Building B Ceramic Arts Lab Exterior improvements with Holchemont, Ltd. but requested that the college staff negotiate the final contract amount with the contractor. College staff from Purchasing department, Facilities Planning and Construction department, and EGV Architects met with Holchemont, Ltd. and negotiated a final contract amount of \$339,259. The original proposed contract amount of \$343,000 was reduced by \$3,741.

Mary Elizondo and Rick de la Garza will be present to respond to questions and address concerns of the committee.

NON-BOND CONSTRUCTION PROJECTS PROGRESS REPORT - August 4, 2015

Project number	PROJECT DESCRIPTION	Project Development			Design Phase			Construction Phase			Project Manager	Architect/Engineer	Contractor	
		Project Development	Contract Approval	Schematic Approval	Design Phase	Solicitation of Proposals	Construction Phase	Construction Phase						
		Project Development	Board approval of A/E	Contract Negotiations	Concept Development	100%	Solicit of Proposals	Approve Contractor	Construction Start	30%	50%	75%	95% Substantial Comp	Final Completion
Pecan Campus and Pecan Plaza														
13-1-002	Pecan - Digital Marquee Sign		N/A											
14-1-012	Pecan - Annex Grant/Accountability Office Improvements													
14-1-015	Pecan - Student Services Bldg Modifications													
14-1-021	Pecan - Building A, G, H & X Electrical Disconnects													
15-1-002a	Pecan - Covered Area for Ceramic Arts Kilns													
15-1-002b	Pecan - Interior Renovation for Ceramic Arts													
15-1-006	Pecan - Library Study Rooms Additions													
15-1-011	Pecan - Removal of existing trees for Bond projects		N/A											
15-1-012	Pecan - Infrastructure for relocation of Portable Buildings													
15-1-013	Pecan - Relocation of Electrical Power Lines													
15-1-17	Pecan - Student Services Bldg. 1st Floor Modifications													
15-1-020	Pecan - AECHS Service Drive and Sidewalk Relocation													
N/A	Pecan - H.S.I. Grant Training Lab C111 Improvements		N/A											
N/A	Pecan - Professional Development Office Improvements		N/A											
15-1-R02	Pecan - Building A Carpet Replacement													
N/A	Pecan - Building J Exhaust Fan													
15-1-007	Pecan-Health and Wellness Sports Field Lighting													
14-1-016	Pecan Plaza - Continuing Education Space Renovation													
15-1-003	Pecan Plaza - Police Department Emergency Generator													
15-1-004	Pecan Plaza - Asphalt Resurfacing on Back Side													
Mid Valley Campus														
N/A	MV - Simulation Control Room		N/A											
Technology Campus														
14-3-R002	TC - West Academic Building Re-roofing													
14-3-R006	TC - HVAC Cooling Tower Replacement													
15-3-R001	TC - Replacement of flooring in Building B													
	TC - Building B Main Doors and Frame Replacement													
	TC - Building C Conference Room													
Nursing and Allied Health Campus														
14-4-001	NAH - Parking Lot Expansion													
14-4-R004	NAH - Irrigation system upgrades		N/A											
14-4-005	NAH - Subdivision Plat													
15-4-022	NAH - Walls for Library Quiet Study Area		N/A											
15-4-R001	NAH - Carpet Replacement II - West Wing (RR)		N/A											
Starr County Campus														
14-5-003	Slairr - Parking Lot 5 and South Drive Lighting													
15-5-R01	Slairr - Carpet Replacement Buildings A, B & C													
New	Slairr - Install Backup Generator for Building E Data Center													
District Wide Improvements														
14-6-010	DW - Building to Building ADA Accessibility Phase II													
14-6-011	DW - Parking Lots Lighting Upgrades to LED													
15-6-001	DW - Directional Signage		N/A											
	DW - H.S.I. Grant Five Tier 1 Labs		N/A											
For FY 2014-2015, 25 non-bond projects are currently in progress. 14 have been completed and 22 pending start up - 61 Total														

Status of Non-Bond Construction Projects in Progress August 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 complete	\$24,000	\$96,863.80	\$96,863.80	\$0
Student Services Building Offices Modifications	100%	January 2015	1. Construction Phase 2. Construction 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 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	75%	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
Removal of Trees for Bond Construction	100%	January 2015	1. Construction Phase 2. Construction complete	\$25,000	\$21,142	\$21,142	\$0
Infrastructure for Relocation of Portable Buildings	25%	November 2015	1. Construction Phase 2. Construction in progress	\$350,000	\$333,249.50	\$0	\$333,249.50
Relocation of Electrical Power Lines	100%	July 2015	1. Design phase 2. Design complete	\$11,250	\$7,387.50	\$0	\$7,387.50

Project	% Complete	Date to Complete	Current Activity	Budget	Contract Amount	Amount Paid	Balance
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	75%	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	75%	August 2015	1. Construction Phase 2. Construction in progress	\$60,000	\$34,120	\$0	\$34,120
Building J Science Lab Exhaust Fan	100%	May 2015	1. Construction Phase 2. Construction complete	\$0	\$23,300	\$22,135	\$1,165
Sports Fields Lighting	10%	November 2015	1. Construction phase 2. Construction in progress	\$200,000	\$228,000	\$0	\$228,000
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	50%	August 2015	1. Construction Phase 2. Construction in progress	\$75,000	\$115,000	\$0	\$115,000
Mid Valley Campus							
Simulation Control Room	30%	August 2015	1. Construction Phase 2. Construction in progress	\$15,000	0	0	0
Technology Campus							

Project	% Complete	Date to Complete	Current Activity	Budget	Contract Amount	Amount Paid	Balance
West Academic Building Re-roofing	30%	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 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	10%	August 2015	1. Construction Phase 2. Construction in progress	\$30,000	\$37,767	\$0	\$37,767
Subdivision Plat for 6.63 Acres	95%	August 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
Carpet Replacement II – West Wing	100%	June 2015	1. Construction Phase 2. Construction complete	0	0	0	0
Starr County Campus							
Installation of Backup Generator for Data Center	5%	July 2015	1. Design Phase 1. Board approved engineer 2. Design in progress	\$0	TBD	\$0	TBD
District Wide							
Building to Building ADA Accessibility Improvements Phase II	90%	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	75%	August 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	95%	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 July 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 **July 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 July 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 July 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 July 2015
- B. Release of Checks for \$125,000.00 and Above
Board of Trustees Approval Required for July 2015
- C. Release of Checks for \$125,000.00 and Above
Released Prior to Board Approval (Policy 5610) for July 2015
- D. Release of Construction Fund Checks for July 2015
- E. Quarterly Investment Report for July 2015
- F. Summary of Revenue for July 2015
- G. Summary of State Appropriations Income for July 2015
- H. Summary of Property Tax Income for July 2015
- I. Summary of Expenditures by Classification for July 2015
- J. Summary of Expenditures by Function for July 2015
- K. Summary of Auxiliary Fund Revenues and Expenditures for July 2015
- L. Summary of Grant Revenues and Expenditures, July 2015
- M. Summary of Bid Solicitations
- N. Check Register for July 2015

FINANCIAL REPORTS

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

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

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

Mr. Garza will provide an update in executive session.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize any action as necessary regarding Cause No. CL-14-1526-B; Veronica Flores vs. South Texas College.

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

The Board of Trustees of South Texas College approves and authorizes any action as necessary regarding Cause No. CL-14-1526-B; Veronica Flores vs. South Texas College.

Approval Recommended:

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

President's Report

The 2015 Fall Semester is upon us and staff are busy with a flurry of activities to get students on track to a successful start! Extended hours were made available for registration. Students also received assistance from the Advising, Counseling and Testing Departments. Financial aid specialists were available to help students fill out their Free Application for Federal Student Aid (FAFSA) and to assist with any other financial aid questions. The Cashiers Department was also open to help students set up payment arrangements and consider options, such as installment plans and emergency loans.



The JagExpress has launched expanded routes and they also have a new look featuring inspiring “In the Making” students!

FIRST YEAR CONNECTION
Graduation Starts Here!

<p>Starr County Campus Building E Auditorium Wednesday, August 19, 2015 6:00pm - 8:30pm</p> <p>Mid-Valley Campus Lecture Hall (G.191) Thursday, August 20, 2015 10:00am - 12:30pm 2:00pm - 4:30pm 6:00pm - 8:30pm</p>	<p>Pecan Campus Building M Cafeteria Saturday, August 15, 2015 12:00pm - 2:30pm</p> <p>Monday, August 17, 2015 12:00pm - 2:30pm 6:00pm - 8:30pm</p> <p>Tuesday, August 18, 2015 10:00am - 12:30pm 2:00pm - 4:30pm 6:00pm - 8:30pm</p> <p>Friday, August 21, 2015 10:00am - 12:30pm</p> <p>Saturday, August 22, 2015 10:00am - 12:30pm 2:00pm - 4:30pm</p>
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First Year Connection (Student Orientation Sessions) were held at all South Texas College campuses. Students and their families were welcomed and had an opportunity to learn about the many resources and opportunities available at South Texas College.



South Texas College and UTRGV held a signing ceremony on August 10, 2015. Together with STC Board members, faculty and staff, we welcomed UTRGV President Dr. Guy Bailey, UTRGV Provost and Executive VP for Academic Affairs Dr. Havidan Rodriguez, and other key officials from UTRGV to the Pecan Campus for the signing of a memorandum of understanding (MOU). The signing is another

milestone in the College's history as it is a first in building a strong partnership between our two institutions. The agreement should facilitate student success by creating guidelines for students and their advisors to understand how courses will transfer between South Texas College and UTRGV. In regards to transfer admissions, the MOU states that students who have successfully completed 24 semester credit hours and have a 2.0 grade-point average, or who have earned an academic associate degree (AA, AS, or AAT), will be automatically accepted to UTRGV upon completion of the Apply Texas application and receipt of their official STC transcript(s) by UTRGV.



A check presentation was held at the College's Pecan Campus on August 12, 2015. Texas Workforce Commission Chairman Andres Alcantar presented the College with a check for \$334,648 representing a Skills Development Fund grant from the Texas Workforce Commission. The College has partnered with Worldwise Inc., Trostel Ltd. and WoodCrafters Home Products LLC. The grant will benefit workers in the Workforce Solutions Lower Rio Grande area, and will be used to provide custom training to 217 incumbent workers for manufacturing related topics

with focused instruction on computer skills, welding metallurgy, occupational safety, quality assurance, rapid improvement implementation, supply chain management and value stream mapping. Trainees who complete the training may be eligible for ISO, OSHA, Forklift and First Aid Life Saver certification. Upon completion of training, the workers will receive an average wage of \$14.90.

More than 550 faculty were welcomed by Interim Vice President for Academic Affairs, Dr. Anahid Petrosian. The Academic Convocation for faculty and staff was held on Monday, August 17, 2015 at the McAllen Convention Center.





On July 23, 2015 the Texas Board of Nursing was presented with an Innovative Pilot program from South Texas College. The Board approved the pilot for an initial class with an evaluation to be submitted following graduation of the first class. In addition to gaining approval for the pilot program, South Texas College and its partners, Doctor's Hospital at Renaissance (DHR), South Texas ISD, Pharr-San Juan-Alamo (PSJA) ISD and Region One Education Service Center (Region One), will also be responsible to follow strict requirements provided by the

Texas Board of Nursing. The Texas Board of Nursing will review the pilot's progress for the next two years and will then determine if additional cohorts will be approved.

This innovative program aims to provide dual enrollment high school students with the opportunity to earn an associate degree in nursing. The Nursing Dual Enrollment Pilot Program is the first in the nation to address the growing need for registered nurses by providing a college-level associate degree program to qualified high school students at no cost to their families.

Students had an opportunity to visit with representatives from the National American University, Texas A&M Kingsville, and UTPA.



The Office of Comprehensive Advising and Mentoring at South Texas College extended an invitation to its “Become a **Beacon Mentor**” event held August 20th at the Pecan Campus, Bldg. J. **Beacon Mentors** at South Texas College are college employees who are recruited and trained to make several short classroom presentations about services available on campus and to work with the faculty to identify struggling students and offer them help early on.



What is a 403(b) Annuity?

A 403(b) is a retirement plan set up by your employer that allows you to set aside money for retirement on a pre-tax basis through salary reduction. Your premium payments into a 403(b) annuity and any earnings grow tax-deferred until you make a withdrawal, presumably at retirement.

Putting money into a 403(b) before retirement can help offset the difference between your current salary and the amount you receive from a pension.

Need more information? Attend the annuity Fair and speak to the representatives.

Interested in SAVING for RETIREMENT?

Annuity Representatives in Attendance:

- ING – Mr. Rolando Guerra
- VALIC – Mr. Bob Cuellar
- JEFFERSON NATIONAL- Mr. Eric Meisel
- WADDELL & REED- Mr. Thomas Hickey
- AXA EQUITABLE- Mr. Sergio Rojas

Information available:

- SECURITY BENEFIT
- AMERICAN CENTURY
- FIDELITY INVESTMENTS
- COMMONWEALTH
- LINCOLN INVESTMENT PLANNING

The office of Human Resources is hosting an Annuity Fair

Join Us.....
Wednesday, August 12, 2015
Building F- Rainbow Room
9:00am – 11:00am

** Don't miss your chance...Invest in your future now!*

The Office of Human Resources held an Annuity Session on Wednesday, August 12th at the Pecan Campus Rainbow Room. This was an opportunity for employees interested in saving for retirement to speak with representatives from ING, VALIC, Jefferson National, Waddell & Reed, and AXA Equitable.

- Attended the **Doctors Hospital at Renaissance Future of Healthcare** event at the Edinburg Conference Center At Renaissance. DHR leadership were excited to share with the community the many great things that are happening in healthcare now and what is coming in the near future!!
- Attended a mediation hearing at the offices of Leo Salzman in Harlingen on the matter of Flores v. STC.
- Coordinated with Jon Hockenyos of TXP, Inc., to conduct an economic impact study of the Regional Center for Public Safety Excellence. The report was provided on August 13, 2015 and routed to the Mayor of Pharr and other key officials with the City, as well as to key staff with Senator Hinojosa's office.



WELCOME ...

*"Alone we can do so little;
together we can do so much"*
- Helen Keller

Together with South Texas College Board of Trustees, Paul Rodriguez, Secretary, and Gary Gurwitz, Member, I welcomed Dr. James Ponce, Superintendent, McAllen ISD and their new Board members, Mr. Conrado Alvarado, MISD Board of Trustees, President, Mr. Tony Forina, MISD Board of Trustees, Secretary and Mr. Marco Suarez, MISD Board of Trustees, Member. The purpose for the meeting was to meet their newly elected Board members, and to discuss the many partnerships between our two institutions. Overall, it was a productive meeting.

- Provided a welcome at a reception honoring Melba Treviño, upon her retirement from South Texas College. Melba L. Treviño, announced her retirement as Interim Dean of Nursing and Allied Health effective August 14, 2015. She joined the College in 1995 as Chair of the Vocational Nursing Program and was appointed Interim Dean in 2007. Faculty, staff, and students gathered to bid farewell and share their appreciation to Melba for her numerous contributions and years of service at the College. The event was held on Thursday, August 6th at the South Texas College Nursing & Allied Health Campus. I also had the honor of presenting her with a plaque and thanked her for her dedication, commitment, and resolve to prepare the most qualified nursing and allied health professionals possible. We are forever grateful and will forever admire her commitment, leadership, and professionalism. She will be truly missed by her colleagues and South Texas College family.



- Attended the RGV Focus Leadership Team meeting held at the South Texas College Mid Valley Campus. I welcomed the RGV Focus Leadership Team to the Mid Valley Campus, and following the meeting, welcomed the members and attendees at an *Equal Voice RGV Network - Mesa Comunitaria* meeting. They joined the RGV Focus Leadership Team to announce the key findings from a community survey they conducted about HB5-the new Foundation High School Program, passed in the last legislative session, and endorses five areas:
 1. Public Services
 2. Business & Industry
 3. Science, Technology, Engineering, & Math
 4. Arts & Humanities
 5. Multidisciplinary Studies
- Participated in a conference call with Luis Moreno and Desiree Castro with Senator Hinojosa's office, who called to discuss the Rider approved during the 84th Legislative Session, which provides approximately \$1.5 million in state funding for the South Texas College Regional Center for Public Safety Excellence.
- Participated in staff reviews of schematic designs for new facilities and coordinated adjustments in preparation for presentation to the Board. Review of the schematic designs of the 2013 Bond Construction projects included the Pecan Campus Student Activities Building and Cafeteria, Technology Campus Southwest Building Renovation, Starr County Workforce Training Center Expansion and the Mid Valley Workforce Training Center Expansion.
- Participated in a teleconference with Sarita E. Brown, President, *Excelencia in Education* based out of Washington, D.C. Sarita called to share that South Texas College's Early College High School Initiative will receive National recognition for the impact on serving Hispanic students.

- Met with Juan Carlos Aguirre, Associate Dean, Continuing, Professional and Workforce Education for an update on the expanded activities of his department.
- Participated in a luncheon meeting with representatives from Integrity High School in Reynosa, Mexico. They have expressed an interest in South Texas College's Dual2Degree options for their high school students via online delivery of dual enrollment courses.
- Coordinated the agendas and back-up materials for the August 11, 2015 Education & Workforce Development Committee, Facilities Committee, and Finance & Human Resources Committee meetings, and the August 25, 2015 Facilities Committee meeting, Public Hearing, Special Board meeting, and Regular Board meeting.
- Continue to meet with South Texas College'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
 - finalize FY 2015-2016 revenue projections, budget, staffing plan, and operational plan
- Continue to meet with South Texas College'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 July 29, 2015 through August 25, 2015 included:
 - Update on Fall 2015 Student Enrollment
 - Update on Regional Center for Public Safety Excellence
 - Discussion of Feasibility of *Mobile Go Center*
 - Review and Discussion of Revised Employee Pay Plans for FY 2015-2016
 - Review and Discussion of Faculty Overload Report for FY 2014-2015
 - Update on Schedule for Reviews of Schematic Designs and Status for Bond Construction Projects
 - Review and Discussion of CIP Projects and Budget for FY 2015-2016
 - Discussion of Priority Needs for Implementation of Title IX Compliance
 - Review and Discussion of Policies:
 - #4911: *Disciplinary Documentation Procedures for Non-Annual Employees and Non-Renewal of Annual Employees;*
 - #4921: *Termination of Annual Employees During the Term of Their Letter of Appointment;* and
 - #4920: *Discipline and Dismissal*

- Discussion of Need for New Personnel Policies
 - Notification by Employee of Any Arrest
 - Process for Grievance Hearing for Terminated Employees Without a Letter of Appointment
- Discussion of Status of International Students
- Update on Information Security Initiatives
- Discussion of Kinesiology Data
- Review and Discussion of Pay Plans for FY 2015-2016
- Discussion of Wrap Design for JagExpress
- Discussion of DREAM Annual Institute on Student Success Call for Proposals
- Review and Discussion of Capital Improvement Projects and Budget
- Review and Discussion of Non Bond Additional Scope Construction Projects
- Discussion of Facility Needs Beyond 2013 Bond
- Discussion of Need for Additional Personnel Policies
- Update on Summer and Fall 2015 Enrollment
- Presentation and Discussion by PR & Marketing on Strategies for Fall 2015 Student Enrollment
- Recap of 84th Legislative Session
- Update on Outbound Call Center Services with Blackboard
- Presentation of Title IX Grievance and Compliant Procedures and Flowchart
- Review of Timeline of Bond Projects Design and Construction (Updated)
- Review and Update on Employee Performance Appraisals
- Discussion of Need for New Personnel Policies:
 - Review and Discussion of Proposed New Policy 4115: *Notification of Misdemeanor and Felony Offenses*
 - Process for Grievance Hearing for Terminated Employees Without a Letter of Appointment
- Review and Discussion of FY 2015-2016 Budget Summaries by Financial Manager
- Review and Discussion of FY 2015-2016 Staffing Plan by Financial Manager
- Update on Preparation for SACS Five Year Report
- Discussion of Vote for 60x30TX
- Review and Discussion of HSI Space Utilization Plan
- Review and Discussion of Position Vacancy Report
- Discussion of Concerns/Unresolved Issues Impacting First Week of Classes
- Review of Results from Blackboard Outbound Call Center Services
- Review of Final Budget and Staffing Plan Revisions
- Update on Data Collection and Analysis of High School College Readiness Course
- Discussion of Survey Results Presented at *Mesa Comunitaria*
- Update on Dual Enrollment Cost Study
- Review and Discussion of Traditional Enrollment Planning Assumptions
- Discussion of MOU with UTRGV
- Presentation on New Campus Carry Law
- Discussion of *Death by PowerPoint* by Steve Ahlenius, President and CEO McAllen Chamber of Commerce

SAVE the DATE!

**BINATIONAL
INNOVATION
CONFERENCE**



Friday, September 25, 2015
8:30 am – 2:30 PM
South Texas College
Technology Campus
Building B-Atrium
3700 W. Military Highway
McAllen, TX 78503

*Education and Workforce
Development Committee
Minutes
August 11th, 2015*

**South Texas College
Board of Trustees
Education and Workforce Development Committee
Ann Richards Administration Building, Board Room
Pecan Campus
Tuesday, August 11, 2015
@ 12:00 p.m.
McAllen, Texas**

MINUTES

The Education and Workforce Development Committee Meeting was held on Tuesday, August 11, 2015 in the Ann Richards Administration Building Board Room at the Pecan Campus in McAllen, Texas. The meeting commenced at 12:05 p.m. with Mrs. Graciela Farias presiding.

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

Other Trustees present: Mr. Paul R. Rodriguez and Ms. Rose Benavidez

Members absent: None

Also present: Dr. Shirley A. Reed, Dr. Anahid Petrosian, Dr. Ali Esmaeili, Mrs. Jessica Garcia, Dr. Kelli Davis, Ms. Yvette Gonzalez, and Mr. Andrew Fish.

Approval of Minutes for Thursday, June 11, 2015 Committee Meeting

Upon a motion by Mr. Gary Gurwitz and a second by Mr. Gary Gurwitz, the Minutes for the Education and Workforce Development Committee meeting of June 11, 2015 were approved as written. The motion carried.

Review and Recommend Action on FY 2015-2016 Committee Meeting Schedule

The Education and Workforce Development Committee was asked to review the following schedule and recommend amendment or approval as appropriate. The Board will be asked to review and take action on a calendar of Committee and Board Meetings for FY 2015-2016 at the August 25, 2015 Regular Board Meeting.

The significant change to the proposed 2015-2016 Committee Meeting Schedule from the current schedule was the shift of Committee Meetings to Tuesdays instead of Thursdays. Regular Board Meetings are generally held on the 4th Tuesday, and holding Committee Meetings on the same night of the week may help keep calendars consistent and predictable.

The proposed meeting schedule for the Education and Workforce Innovation Committee was as follows:

<u>Weekday</u>	<u>Date</u>	<u>Meeting Time</u>
Thursday	September 10, 2015	12:00 p.m.*
Tuesday	October 6, 2015	3:30 p.m.
Tuesday	November 10, 2015	3:30 p.m.
Tuesday	December 8, 2015	3:30 p.m.
Tuesday	January 12, 2016	3:30 p.m.
Tuesday	February 9, 2016	3:30 p.m.
Tuesday	March 8, 2016	3:30 p.m.
Tuesday	April 12, 2016	3:30 p.m.
Tuesday	May 10, 2016	3:30 p.m.
Tuesday	June 14, 2016	3:30 p.m.
Tuesday	July 12, 2016	3:30 p.m.
Tuesday	August 9, 2016	3:30 p.m.
Tuesday	September 13, 2016	3:30 p.m.

*The date of the September 10, 2015 Committee meeting was set by the Board in September 2014, and the time was adjusted to accommodate the review of schematic designs for the 2013 Bond Construction Program.

Education and Workforce Development Committee Meetings were generally scheduled for the second Tuesday of each Month at 3:30 p.m. unless scheduling conflicts required a schedule adjustment.

A full calendar view of the proposed Committee and Board meeting schedule was provided in the packet for the Committee's information.

Upon a motion by Mr. Gary Gurwitz and a second by Mrs. Graciela Farias, the Education and Workforce Development Committee recommended Board approval of the proposed Committee meeting schedule as presented. The motion carried.

Presentation on the Valley Scholars Program Student Success Points

Dr. Anahid Petrosian, Vice President for Academic Affairs, and Mrs. Jessica Sandoval Garcia, Coordinator of the Valley Scholars Program, reviewed the Valley Scholars Program student success points.

The Valley Scholars Program operates through significant and generous community support, and the Student Success Points demonstrate the return on that investment. The presentation covered data on Valley Scholars Program students, including:

- Historical Enrollment,
- Cohort Size & Gender,
- Campus Demographics,
- Persistence,
- Graduation, and
- Performance.

In addition to presenting the positive impact of the Valley Scholars Program on participants, the Committee heard about new program benefits:

Expansion of program benefits for students in:

- Nursing & Allied Health Programs
 - Associate Degree Nursing
 - Occupational Therapy Assistant
 - Physical Therapy Assistant
 - Radiologic Technology
 - Respiratory Therapy
- Bachelor Programs
 - Computer & Information Technologies
 - Technology Management
 - Medical and Health Services Management
 - Organizational Leadership

Program staff then briefly reviewed the funding sources that support the Valley Scholars Program, including the upcoming *10th Annual A Night with the Stars*, to be held Thursday, October 8, 2015 @ 6 p.m.

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

Presentation on the General Memorandum of Understanding between South Texas College and UTRGV

Dr. Anahid Petrosian, Vice President for Academic Affairs, Dr. Ali Esmaeili, Dean of Math, Science, and Bachelor Programs, and Dr. Kelli Davis, University Relations Officer, presented on the General Memorandum of Understanding which was signed by South Texas College and UTRGV on Monday, August 10, 2015.

The signing of the MOU was completed at a signing ceremony at 10:00 a.m. on Monday, August 10, 2015 in the South Texas College Pecan Campus Library Rainbow Room.

This MOU provided South Texas College and UTRGV students many benefits to facilitate the pursuit of academic coursework at both institutions and to transfer credits easily between them. Both institutions were committed to providing a seamless transfer for students, and this MOU provided the necessary framework for the institutions and students to achieve this.

The agreement proposed for August 10th included:

- Guaranteed UTRGV Admission for South Texas College students completing an:
 - Associate of Arts degree,
 - Associate of Science degree,
 - Associate of Arts in Teaching degree, or
 - the 42 hour Core Curriculum at South Texas College.

- Transfer of Courses – STC students can transfer any course listed in the Academic Course Guide Manual (ACGM), published by the Texas Higher Education Coordinating Board, for an equivalent course at UTRGV.
- Catalog Date – STC students who began a course of study under an existing catalog at UTPA or UTB will have the option to continue with that catalog *or* switch to the UTRGV catalog if it reduces the time to degree completion.
- Reverse Transfer – STC students who transfer credits to UTRGV and go on to meet STC's requirements for an associate degree will receive a reverse transfer of those UTRGV credits and be awarded the appropriate degree by South Texas College.

South Texas College had articulation agreements in place with UTPA and UTB. These agreements would continue to apply for one year, during which time the College and UTRGV would coordinate to revise the existing agreements as appropriate.

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

Adjournment

There being no further business to discuss, the Education Workforce Development Committee Meeting of the South Texas College Board of Trustees adjourned at 12:51 p.m.

I certify that the foregoing are the true and correct Minutes of the August 11, 2015 Education and Workforce Development Committee of the South Texas College Board of Trustees.

Mrs. Graciela Farias
Presiding

*Facilities Committee
Minutes
August 11th, 2015*

**South Texas College
Board of Trustees
Facilities Committee
Ann Richards Administration Building, Board Room
Pecan Campus
Tuesday, August 11, 2015
@ 1:00 PM
McAllen, Texas**

MINUTES

The Facilities Committee Meeting was held on Tuesday, August 11, 2015 in the Ann Richards Administration Building Board Room at the Pecan Campus in McAllen, Texas. The meeting commenced at 1:03 p.m. with Mr. Gary Gurwitz presiding.

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

Members absent: Mr. Roy de León

Also present: Dr. Shirley A. Reed, Mr. Chuy Ramirez, Mrs. Mary Elizondo, Dr. David Plummer, Mrs. Wanda Garza, Mr. Ricardo de la Garza, Mr. Robert Cuellar, Mr. Victor Gonzalez, Mr. Gilbert Gallegos, Mr. Rolando Garcia, Ms. Diana Bravos, Ms. Ismael Adame, Mr. Eli Ochoa, Mr. John Gates, Mr. Chris Saab, Mr. Bob Simpson, Mr. Cliff Whittingstall, Mr. Jorge Perez, and Mr. Andrew Fish

Approval of July 13, 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 July 13, 2015 were approved as written. The motion carried.

Review and Recommend Action on FY 2015-2016 Committee Meeting Schedule

The Facilities Committee was asked to review the proposed FY 2015-2016 Board and Committee Meeting schedule and recommend amendment or approval as appropriate.

The Board will be asked to review and take action on a calendar of Committee and Board Meetings for FY 2015-2016 at the August 25, 2015 Regular Board Meeting.

The significant change to the proposed 2015-2016 Committee Meeting Schedule from the current schedule was the shift of Committee Meetings to Tuesdays instead of Thursdays. Regular Board Meetings are generally held on the 4th Tuesday, and holding

Committee Meetings on the same night of the week could help keep calendars consistent and predictable.

The proposed meeting schedule for the Facilities Committee was as follows:

<u>Weekday</u>	<u>Date</u>	<u>Meeting Time</u>
Thursday	September 10, 2015	1:00 p.m.*
Tuesday	October 6, 2015	4:30 p.m.
Tuesday	November 10, 2015	4:30 p.m.
Tuesday	December 8, 2015	4:30 p.m.
Tuesday	January 12, 2016	4:30 p.m.
Tuesday	February 9, 2016	4:30 p.m.
Tuesday	March 8, 2016	4:30 p.m.
Tuesday	April 12, 2016	4:30 p.m.
Tuesday	May 10, 2016	4:30 p.m.
Tuesday	June 14, 2016	4:30 p.m.
Tuesday	July 12, 2016	4:30 p.m.
Tuesday	August 9, 2016	4:30 p.m.
Tuesday	September 13, 2016	4:30 p.m.

*The date of the September 10, 2015 Committee meeting was set by the Board in September 2014, and the time has been adjusted to accommodate the review of schematic designs for the 2013 Bond Construction Program.

Facilities Committee Meetings were generally scheduled for the second Tuesday of each Month at 4:30 p.m. unless scheduling conflicts required a schedule adjustment.

A full calendar view of the proposed Committee and Board meeting schedule was included in the packet for the Committee's information.

Upon a motion by Mr. Paul R. Rodriguez and a second by Dr. Alejo Salinas, Jr., the Facilities Committee recommend Board approval of the proposed Committee meeting schedule as presented. 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 August 11, 2015 Board Facilities Committee meeting to provide the update.

Mr. Gallegos identified the following topics that would be presented more fully to the Facilities Committee and/or Board in the near future, as appropriate to the 2013 Bond Construction Program:

- A partial Guaranteed Maximum Price (GMP) would be proposed for the Pecan Campus Thermal Energy Plant expansion project to allow the Construction Manager @ Risk to order of necessary equipment to take advantage of the December 2015 break. If the equipment is not ordered in time, the work would not be completed until December 2016.
- BIM Facilities Management coordination has begun with the design teams to begin developing the necessary documentation for ongoing management of the facilities after construction is completed.
- Implementation of an Owner-controlled Insurance Program could save the College six figures over the course of the 2013 Bond Construction Program, and Broaddus & Associates would coordinate a review of the program with the College's own Risk Management consultant to evaluate the proposal and update the Facilities Committee and Board on any recommendation.
- Government entities often use federal wage guidelines that are not specific to or accurately reflective of conditions in the Rio Grande Valley. A local wage scale determination study could help identify the current labor market more accurately, and is expected to lead to a 2-3% savings in construction costs for the program, estimated at \$2-3M. The costs for this study could be shared with other entities, including municipalities, UTRGV, and other entities preparing to undertake large scale construction.
- Broaddus & Associates would work with contractors on the 2013 Bond Construction program to propose value procurement. As an example, procurement of the HVAC chillers and air handlers in volume could provide a six figure cost savings. Broaddus & Associates can coordinate with the Construction Managers-at-Risk to maximize volume procurement by the owner. This also has the positive effect of standardizing equipment for future maintenance and operations.

These items were for the committee members' information and feedback only, and no action was taken.

Review and Recommend Action on Update on Schematic Design of the 2013 Bond Construction Nursing & Allied Health Campus Expansion

At the July 28, 2015 Board meeting, the Board of Trustees asked ERO Architects to present a revised west elevation façade of the Nursing & Allied Health Campus to the Facilities Committee for Board approval.

The Facilities Committee was asked to recommend Board approval at the August 25, 2015 Regular Board meeting, of the revised west elevation façade of the Nursing & Allied Health Campus Expansion project as presented.

Presenters

ERO Architects developed a revised west elevation façade presentation describing the proposed design. Representatives from Broaddus & Associates and ERO Architects attended the Facilities Committee meeting to present the proposed revised elevation.

The Facilities Committee was happy with the revisions completed by the architects, voicing only a few cosmetic concerns.

During the redesign of the west elevation façade, a private faculty-only, security-controlled entrance was developed into an obvious and clear entryway facing traffic coming onto the campus from the major adjacent road, McColl. Administration expressed concern that this may cause confusion to visitors and students arriving through a nearby bus stop.

The architects agreed to scale back the entryway, and include appropriate signage to direct new arrivals toward the main, north-facing entrance. This revision would be included in the presentation to the Board for final approval of the west elevation façade.

Upon a motion by Mr. Paul R. Rodriguez and a second by Dr. Alejo Salinas, Jr., the Facilities Committee recommended Board approval of the revised west elevation façade of the 2013 Bond Construction Nursing & Allied Health Campus Expansion project subject to the suggested revisions. The motion carried.

Review and Recommend Action on Schematic Design of the 2013 Bond Construction Pecan Campus North Academic Building

Approval of schematic design by PBK Architects for the 2013 Bond Construction Pecan Campus North Academic Building will be requested at the August 25, 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, PBK 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, PBK Architects began working with Broaddus & Associates, Facilities Planning & Construction, and STC staff to develop plans and elevations. The proposed Pecan North Academic Building project was part of the 2013 Bond Construction Program and included the following scope:

- **Architect**
 - PBK Architects

- **Construction Manager-at-Risk**
 - D. Wilson Construction

- **Construction Cost Limitation (CCL)**
 - \$10,500,000

- **Program Scope**
 - SQ FT – 60,000
 - Three Floors
 - **Classroom Spaces**
 - General Classrooms
 - Learning Studios
 - Computer Labs
 - **Departmental Office Suites**
 - Faculty/Staff Offices
 - Conference Rooms
 - Faculty Collaborative
 - **Student Spaces**
 - Information Commons
 - Student Collaborative
 - **Building Support Spaces**
 - Restrooms
 - Custodial
 - Storage
 - IDF & MDF
 - Mechanical/Electrical

Funding Source

The current Construction Cost Limitation (CCL) was \$10,500,000 and would be adjusted once the Guaranteed Maximum Price (GMP) proposals were submitted by the

Construction Manager-at-Risk 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, Administration, Academic Staff, Instructional Technologies, Technology Resources departments, and Coordinated Operations Council.

Enclosed Documents

PBK Architects delivered a schematic presentation describing the proposed design. The packet included drawings of the site plan, floor plans, and exterior views.

Presenters

PBK Architects developed a schematic presentation describing the proposed design. Representatives from Broaddus & Associates and PBK Architects attended the Facilities Committee meeting to present the schematic design of the proposed expansion project.

Upon a motion by Mr. Paul R. Rodriguez and a second by Mrs. Graciela Farias, the Facilities Committee recommended Board approval of the proposed schematic design of the 2013 Bond Construction Pecan Campus North Academic Building contingent upon the addition of an exterior doorway on the west end of the building. The motion carried.

Review and Recommend Action on Schematic Design of the 2013 Bond Construction Pecan Campus South Academic Building

Approval of schematic design by Boultinghouse Simpson Gates Architects for the 2013 Bond Construction Pecan Campus South Academic Building will be requested at the August 25, 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, Boultinghouse Simpson Gates 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, Boultinghouse Simpson Gates Architects began working with Broaddus & Associates, Facilities Planning & Construction, and STC staff to develop plans and elevations. The proposed Pecan South Academic Building project was part of the 2013 Bond Construction Program and included the following scope:

- **Architect**
 - Boultinghouse Simpson Gates Architects

- **Construction Manager-at-Risk**
 - D. Wilson Construction

- **Construction Cost Limitation (CCL)**
 - \$6,800,000

- **Program Scope**
 - SQ FT – 40,861
 - Two Floors
 - **Classroom Spaces**
 - General Classrooms
 - Learning Studios
 - Computer Labs
 - **Departmental Office Suites**
 - Faculty/Staff Offices
 - Conference Room
 - Faculty Collaborative
 - **Student Spaces**
 - Information Commons
 - Student Collaborative
 - **Building Support Spaces**
 - Restrooms
 - Custodial
 - Storage
 - IDF & MDF
 - Mechanical/Electrical

Funding Source

The current Construction Cost Limitation (CCL) was \$6,800,000 and would 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 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, Administration, Academic Staff, Instructional Technologies, Technology Resources departments, and Coordinated Operations Council.

Enclosed Documents

Boultinghouse Simpson Gates Architects developed a schematic presentation describing the proposed design. The packet included drawings of the site plan, floor plans, and exterior views.

Presenters

Boultinghouse Simpson Gates Architects delivered a schematic presentation describing the proposed design.

The Committee indicated that the north façade of the Pecan Campus South Academic Building would be prominently visible to anyone driving onto campus from the main entrance on Pecan Boulevard. The Committee was satisfied with the proposed floor plan, but requested additional design be given to dress up the north façade as appropriate to such a prominent feature of the campus. The design team agreed to make the necessary revisions prior to delivering the drawings to the Board for final approval.

Upon a motion by Mr. Gary Gurwitz and a second by Dr. Alejo Salinas, Jr., the Facilities Committee recommended Board approval of the floor plan of the proposed schematic design of the 2013 Bond Construction Pecan Campus South Academic Building as presented. The motion carried.

Review and Recommend Action on Schematic Design of the 2013 Bond Construction Pecan Campus STEM Building

Approval of schematic design by Boultinghouse Simpson Gates Architects for the 2013 Bond Construction Pecan Campus STEM Building will be requested at the August 25, 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, Boultinghouse Simpson Gates 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, Boultinghouse Simpson Gates Architects began working with Broaddus & Associates, Facilities Planning & Construction, and STC staff to develop plans and elevations. The proposed Pecan Campus STEM Building project was part of the 2013 Bond Construction Program and included the following scope:

- **Architect**
 - Boultinghouse Simpson Gates Architects

- **Construction Manager-at-Risk**
 - D. Wilson Construction

- **Construction Cost Limitation (CCL)**
 - \$8,500,000

- **Program Scope**
 - SQ FT – 50,708
 - Two Floors
 - **Classroom Spaces**
 - Science
 - Computer Labs
 - Engineering
 - General Classrooms
 - **Laboratory Spaces**
 - A&P/Micro Biology/Genetics
 - Chemistry
 - Science Prep Labs
 - **Departmental Office Suites**
 - Faculty/Staff Offices
 - Conference Room
 - Faculty Collaborative

- **Student Spaces**
 - Information Commons
 - Student Collaborative
- **Building Support Spaces**
 - Restrooms
 - Custodial
 - Storage
 - IDF & MDF
 - Mechanical/Electrical

Funding Source

The current Construction Cost Limitation (CCL) was \$8,500,000 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, Administration, Academic staff, Instructional Technologies, Technology Resources departments, and Coordinated Operations Council.

Enclosed Documents

Boultinghouse Simpson Gates Architects developed a schematic presentation describing the proposed design. The packet included drawings of the site plan, floor plans, and exterior views.

Presenters

Boultinghouse Simpson Gates Architects delivered a schematic presentation describing the proposed design.

The Facilities Committee recognized that the proposed STEM Building would be accessed primarily by students coming from parking to the north or south of the building. The east entrance would be restricted by the cooling towers.

The proposal design included primary entrances along the east and west facades, but from the north and south the doors were considered inadequate for traffic coming from nearby parking. The design team opined that the students coming from the south would primarily funnel through the T Building directly south, and could enter through the mall framed by the proposed South Academic Building and STEM Building, and the current T Building.

The Construction Program Manager proposed creating vestibules to accommodate traffic from the south end, and the design team agreed to modify the design to include this.

The Facilities Committee took no formal action and asked the design team to present the revised schematic design to the Board on August 25, 2015.

The Facilities Committee took the following items out of agenda order, to accommodate guests attending the meeting:

Review and Recommend Action on Contracting Construction Services for the Pecan Campus Relocation of Electrical Power Lines

Approval to contract construction services for the Pecan Campus Relocation of Electrical Power Lines project will be requested at the August 25, 2015 Board meeting.

Purpose

The procurement of a contractor will provide for construction services necessary for the Pecan Campus Relocation of Electrical Power Lines.

Background

As previously authorized by the Board of Trustees, Sigma HN Engineers prepared plans and specifications for the Pecan Campus Relocation of Electrical Power Lines project. As a result, the design team at Sigma HN Engineers worked with STC staff in preparing and issuing the necessary plans and specifications for the solicitation of competitive sealed proposals. Solicitation of competitive sealed proposals for this project began on July 13, 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 July 29, 2015.

Timeline for Solicitation of Competitive Sealed Proposals	
July 13, 2015	Solicitation of competitive sealed proposals began.
July 29, 2015	Two (2) proposals were received.

Justification

These improvements would eliminate the need for the overhead power lines on the Pecan Campus (south side) and place them underground. The proposed improvements would improve the aesthetics of the campus and would serve the existing facilities and the new Bond facilities.

Funding Source

Funds were budgeted as part of the proposed FY 2015-2016 non-bond construction budget, in the amount of \$220,000 for this project. The following chart summarizes the above information.

Source of Funding	Amount Budgeted	Highest Ranked Proposal Metro Electric
Non-Bond Construction	\$220,000	\$210,478

Reviewers

The proposals were reviewed by staff from the Facilities Planning & Construction, Purchasing, Operations and Maintenance departments, and Sigma HN Engineers.

Enclosed Documents

The Purchasing Department provided a proposal tabulation sheet and evaluation summary. For information purposes, a site plan was also included in the packet to show the project location.

Upon a motion by Mr. Gary Gurwitz and a second by Mr. Paul R. Rodriguez, the Facilities Committee recommended Board approval to contract construction services with Metro Electric in the amount of \$210,478 for the Pecan Campus Relocation of Electrical Power Lines project as presented. The motion carried.

Review and Recommend Action on Final Completion of the Nursing & Allied Health Campus Parking Lot Expansion and Entry Drive

Approval of final completion and release of final payment for the Nursing & Allied Health Campus Parking Lot and Entry Drive will be requested at the August 25, 2015 Board meeting.

It was recommended that final completion and release of final payment for this project with Texas Cordia be approved. The original cost approved for this project was in the amount of \$655,545.80.

The following chart summarizes the above information:

Available Funds	Approved Proposal Amount	Net Total Change Orders	Final Project Cost	Previous Amount Paid	Remaining Balance
\$740,000	\$655,545.80	(\$3,135)	\$652,410.80	\$585,747	\$66,663.80

On July 2, 2015, STC Planning & Construction Department staff along with Perez Consulting Engineers inspected the site to confirm that all punch list items were completed. The packet included a letter from Perez Consulting Engineers acknowledging all work was complete and recommending release of final payment.

Upon a motion by Mr. Gary Gurwitz and a second by Dr. Alejo Salinas, Jr., the Facilities Committee recommended Board approval of the final completion and release of final payment in the amount of \$66,663.80 for the Nursing & Allied Health Campus Parking Lot and Entry Drive project with Texas Cordia as presented. The motion carried.

The Facilities Committee returned to the scheduled agenda item order for the remainder of the meeting:

Review and Recommend Action on Schematic Design of the 2013 Bond Construction Starr County Campus Health Professions and Science Building

Approval of schematic design by Mata Garcia Architects for the 2013 Bond Construction Starr County Campus Health Professions and Science Building will be requested at the August 25, 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 was approved, Mata Garcia Architects would 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 Health Professions and Science Building project was part of the 2013 Bond Construction Program and included the following scope:

- **Architect**
 - Mata Garcia Architects
- **Construction Manager-at-Risk**
 - D. Wilson Construction
- **Construction Cost Limitation (CCL)**
 - \$8,500,000
- **Program Scope**
 - SQ FT – 51,611
 - Two Floors

Science Department

- **Classroom Spaces**
 - Science
 - Computer Labs
 - General Classrooms
- **Laboratory Spaces**
 - A&P/Micro Biology/Genetics
 - Chemistry
 - Science Prep Labs
- **Departmental Office Suites**
 - Faculty/Staff Offices
 - Conference
 - Faculty Collaborative

Health Professions

- **Classroom Spaces**
 - Nursing Classrooms
 - Computer Labs
 - Debriefing Rooms
- **Laboratory Spaces**
 - Skills Labs
 - Simulation Labs
- **Departmental Office Suites**
 - Faculty/Staff Offices
 - Conference Rooms
 - Faculty Collaborative
- **Student Spaces**
 - Information Commons
 - Student Collaborative
- **Building Support Spaces**
 - Restrooms
 - Custodial

- Storage
- IDF & MDF
- Mechanical/Electrical

Funding Source

The current Construction Cost Limitation (CCL) was \$8,500,000 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, Administration, Academic staff, 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, floor plans, and exterior views.

Presenters

Mata Garcia Architects delivered a schematic presentation describing the proposed design.

The design team initially proposed two options for the orientation of the Starr County Campus Health Professions and Science Building and the proposed adjacent Starr County Campus Library, to also be built using 2013 Bond Construction Program funds:

- Orient both buildings such that their long axes fall on a north-south line, as called for in the Master Plan
- Orient both buildings such that their long axes fall on an east-west line, with the Library north of the Health Professions and Science Building

The Committee ultimately preferred the Master Plan orientation, with the long axes of both building along a north-south line, and focused on that layout for the remainder of the discussion.

The design team also identified several landscaping options, as well as the possibility of incorporating a rainwater capture system to support campus wide landscaping. They offered to include those options in their proposal to the Board of Trustees.

Finally, the Committee asked about the inclusion of unisex restrooms on each floor, and the design team agreed that these could be included in the schematic design to be presented to the Board of Trustees.

Upon a motion by Mr. Gary Gurwitz and a second by Ms. Rose Benavidez, the Facilities Committee recommended Board approval to align the long axis of the building along a north-south line, and approval of the proposed schematic design of the 2013 Bond Construction Starr County Campus Health Professions and Science Building, contingent upon the addition of unisex restrooms on each floor. The motion carried.

Review, Discussion, and Action as Necessary on Schematic Design of the 2013 Bond Construction Starr County Campus Student Activities Expansion

Approval of schematic design by Mata Garcia Architects for the 2013 Bond Construction Starr County Campus Student Activities Expansion was initially scheduled for the August 25, 2015 Board meeting.

The Committee noted that the presented proposal was approximately \$600,000 beyond the original budget, and included a project scope beyond the original request. The Committee asked that the design team review their scope and budget and bring the design back to the Facilities Committee when it was in line with the Board's original request.

The Facilities Committee took no action on the proposed schematic design of the 2013 Bond Construction Starr Student Activities Expansion.

Review and Discussion of Capital Improvements and Renewals and Replacements Projects for FY 2015 – 2016

Mary Elizondo attended the August 11, 2015 Facilities Committee meeting to review the proposed **Capital Improvement Projects** budgeted for FY 2015-2016 and the **Renewals and Replacements** budgeted for FY 2015-2016. The proposed projects listed were not related to the Bond Construction Program projects and are managed by STC's Facilities Planning & Construction Department staff.

The definitions below provide a brief description of **Capital Improvement Projects (CIP)** and **Renewals and Replacements Projects (R & R)**:

Capital Improvement Projects – the College's construction projects are identified on an annual basis through the Capital Improvements Proposal (CIP) process. This is a process by which the college's administrative staff, in conjunction with their respective department/division staff, identify facility improvement needs and justification. The various needs are described on a CIP form which includes a project description and evaluation criteria. The evaluation criteria requires the submitter to provide written statements describing how the proposed improvement supports the College's Strategic Directions. This CIP process was developed in

order to prioritize improvements, provide an equitable opportunity, and provide an integrated planning process supporting the college mission and related priorities.

Renewals and Replacements – the College's Operations and Maintenance staff along with the Planning & Construction staff work together to identify and project facilities deferred maintenance projects. These efforts result in a five year plan which is updated on an annual basis and includes capital renewal construction projects needed at each campus. Using this five year deferred maintenance plan, a Renewals and Replacements budget is prepared each year to address the needs for the following fiscal year.

A spreadsheet outlining the proposed capital improvement projects and budget for Fiscal Year 2015-2016 was provided in the packet. These spreadsheets included funds for Construction, Design, FFE (Furniture, Fixtures, & Equipment), Miscellaneous Items, Technology Equipment, and Security Equipment. The Miscellaneous items include materials testing, surveys, cost of advertisement, cost of printing, and related fees required by the governing authorities. The proposed projects would be included in the Unexpended - Construction Fund budget and the Plant Fund - Renewals and Replacements budget. Mary Elizondo addressed questions related to the proposed improvements and budget.

Review and Discussion of 2013 Bond Construction Program for FY 2015 – 2016

Mr. Gilbert Gallegos from Broaddus & Associates attended the August 11, 2015 Facilities Committee meeting to review the proposed 2013 Bond Construction program projects budgeted for FY 2015-2016.

A spreadsheet outlining the proposed Bond Construction program projects and budget for fiscal year 2015-2016 was included in the packet. The budget spreadsheet was inaccurately labeled for each project category, and the Committee rejected the report, asking that it be corrected and brought back to the Committee at a subsequent meeting. No action was taken.

Review and Recommend Action on FY 2015-2016 Facility Lease Agreements

Approval of FY 2015-2016 facility lease agreements for use by South Texas will be requested at the August 25, 2015 Board meeting.

Facility lease agreements for FY 15-16 included the following:

1. Annual Facility Lease Agreements
2. Renewal of Facility Lease Agreement

3. Proposed New Facility Lease Agreements

Purpose – Facilities Planning and Construction requested two (2) new facility leases and renewal of nineteen (19) facility leases for use by various academic programs that host student instruction at various locations.

Justification and Benefit – The various locations were needed to accommodate programs with specific needs and to provide courses in convenient locations for students. For the various kinesiology program courses offered at South Texas College, the facilities needed were course specific (ex. golf, swimming, tennis, weight training, etc.). Other facilities were needed for academic and continuing education courses offered at various locations convenient for students.

1. Annual Facility Lease Agreements

Below is a list of facilities which were leased on an annual basis and used for various instructional purposes. The facilities would provide for Fitness Walking, Weight Training, Bowling, Golf, Basketball, Volleyball, Swimming, and Tennis courses in the Kinesiology program for the fall 2014, spring 2015 and summer 2015. In FY 2014-2015 a total of 1,090 students enrolled in physical education courses and a Physical Education Special Activity Fee of \$55 was charged per student for each course taken. A total of \$59,950 was collected for building use fees during FY 2014-2015. The total estimated cost of \$44,000 was based on FY 2014-2015 actual expenses.

FY 15-16 Estimated Cost Based on FY14-15 Actual Expenses	
Facility	Annual Cost
City of McAllen – Boys & Girls Club Othal Brand Center	\$5,000
City of McAllen – Boys & Girls Club Roney Center	\$5,000
City of McAllen – Boys and Girls Club Pool	\$600
City of McAllen – Las Palmas Park	no charge
City of McAllen – Los Encinos Park Tennis Courts	\$600
City of McAllen – Municipal Baseball Complex	\$400
City of McAllen – Municipal Pool	\$6,600
City of McAllen – Palmview Golf Course	\$1,500
City of McAllen – Parks and Recreation	\$1,000
City of McAllen – Westside Park	\$600
City of Mission – Parks & Recreation North Side Pool	\$700
City of Weslaco – City Park Tennis Courts	\$600
Flamingo Bowl (McAllen, TX)	\$10,000
McAllen ISD – McHi Tennis Courts	\$1,350
Mighty Joe's Gym (Weslaco, TX)	\$350
Ultimate Fitness Center (Weslaco, TX)	\$6,200
Weslaco Fitness Center (Weslaco, TX)	\$3,500
Total	\$44,000

Staff recommended approval of these facility lease agreements for use during the period beginning September 1, 2015 through August 31, 2016, at an estimated total cost of \$44,000. Funds for these expenditures are budgeted in the proposed Facilities Physical Education Facilities Rent budget for FY 2015-2016.

2. Renewal of Facility Lease Agreements

The Board approved the lease agreement with PSJA School District at the August 26, 2014 Board meeting for the term of August 15, 2014 to August 14, 2015. The Board also previously approved the lease agreement with City of Edinburg Fire Department at the April 22, 2014 Board meeting for the term of September 1, 2014 to May 31, 2015. The facilities listed below were previously approved for lease on an annual basis and currently requires renewal. Staff recommended approval to renew these facility lease agreements for use starting September 1, 2015.

Facility	Renewals in Contract	Renewal Requested	Lease Cost
PSJA School District – CCTA and Ballew High School - Classrooms, Science Labs, Computer Labs, Electronics Lab, Welding lab and Staff Offices	4	2nd	\$1 annually plus prorated cost of security, custodial and utilities
City of Edinburg Fire Department	3	3rd	Up to \$13,000 per semester for time and materials used

3. Proposed New Facility Lease Agreements

Staff developed two (2) new facility lease agreements which would provide for use of facilities for instruction starting fall 2015. The previous lease agreements for FY 2015 had expired and the College wished to contract for an additional academic year. The Board previously approved a lease agreement with La Joya ISD at the August 26, 2014 Board meeting for the term of August 30, 2014 to August 31, 2015. The Board also previously approved the lease agreement with McAllen Chamber of Commerce Creative Incubator at the March 31, 2015 Board meeting for the term of September 1, 2014 to August 31, 2015.

Below are the proposed new leases and a description for the proposed use:

Facility	Spaces	Estimated Cost	Term
La Joya ISD – Jimmy Carter Campus	Classrooms and library space	\$1 annually plus prorated cost of	9/1/2015 to 8/31/2016
McAllen Chamber of Commerce Creative Incubator	Classrooms	\$3,000.00 (\$10/student)	9/1/2015 to 8/31/2016

Staff recommended approval of these two (2) new facility lease agreements for use during the period beginning September 1, 2015 through August 31, 2016.

These facilities would provide space for various academic programs during academic year 2015-2016. Funds for these expenditures were budgeted in the proposed Facilities Lease budgets for FY 2015-2016.

Upon a motion by Mr. Paul R. Rodriguez and a second by Dr. Alejo Salinas, Jr., the Facilities Committee recommended Board approval of the proposed facility lease agreements for use by South Texas College as presented. The motion carried.

Executive Session:

The South Texas College Board Facilities Committee convened into Executive Session at 4:37 p.m. in accordance with Chapter 551 of the Texas Government Code for the specific purpose provided in:

➤ Section 551.071, Consultations with Attorney

1. Review and Recommend Action on FY 2015-2016 Facility Lease Agreements

Open Session:

The South Texas College Board Facilities Committee returned to Open Session at 4:50 p.m. No action was taken in Executive Session.

Update on Status of Non-Bond Construction Projects

The Facilities Planning & Construction staff provided a design and construction update in the packet. This update summarized the status of each capital improvement project currently in progress. Mary Elizondo and Rick de la Garza were available 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 4:51 p.m.

I certify that the foregoing are the true and correct minutes of the August 11, 2015 Facilities Committee Meeting of the South Texas College Board of Trustees.

Mr. Gary Gurwitz, Chair

*Finance & Human
Resources Committee
Minutes
August 11th, 2015*

**South Texas College
Board of Trustees
Finance and Human Resources Committee
Ann Richards Administration Building Board Room
Pecan Campus
Tuesday, August 11, 2015
@ 5:30 p.m.
McAllen, Texas**

Minutes

The Finance and Human Resources Committee Meeting was held on Tuesday, August 11, 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 Dr. Alejo Salinas, Jr. presiding.

Members present: Dr. Alejo Salinas, Jr., Mr. Roy de León, Mr. Paul R. Rodriguez, and Ms. Rose Benavidez

Other Trustees Present: Mrs. Graciela Farias, Mr. Gary Gurwitz, and Mr. Jesse Villarreal

Members absent: none

Also present: Dr. Shirley A. Reed, Mrs. Mary Elizondo, Dr. David Plummer, Ms. Myriam Lopez, Mrs. Becky Cavazos, Mr. Ricardo De La Garza, Mr. Paul Varville, Mr. Daniel Ramirez, Mr. Matthew Hebbard, Mrs. Brenda Balderaz, Mr. Ken Lyons, Ms. Alicia Gomez, Mr. Raul Cabaza, Mr. Andrew Wisner, Mr. Brian Dycus, and Mr. Andrew Fish

Approval of July 13, 2015 Finance and Human Resources Committee Minutes

Upon a motion by Mr. Paul R. Rodriguez and a second by Mr. Roy de León, the Minutes for the Finance and Human Resources Committee Meeting of July 13, 2015 were approved as written. The motion carried.

**Review and Recommend Action on Property, Casualty, Flood, & Workers
Compensation Insurance**

Approval will be requested at the August 25, 2015 Board meeting to award the proposal for Property / Flood, Crime, General Liability, School Board Legal Liability, Automobile and Workers Compensation Insurance for the period beginning September 1, 2015 through August 31, 2016 at a total cost of **\$729,818**.

Purpose - The basic purpose of insurance is 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 / Flood Insurance**

- ⇒ Request award of Property Insurance coverage to Hartford Fire Insurance Company (Montalvo Insurance Agency) at a total cost of **\$478,047**. The policy offered 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 was estimated at \$6.4 million on building and contents. Property values were updated with current construction costs per square foot.
- ⇒ Flood insurance was included with the property insurance with a deductible of \$50,000 or \$500,000 per occurrence.

- **Crime Insurance**

- ⇒ Request award of Crime Insurance coverage 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**

- ⇒ Per legal counsel, the College's exposure was shown in the table below:

	<u>Liability Exposure</u>
General Liability	Immune under state law except in minor cases and autos; unlimited liability under Federal statutory causes of action
Automobile	\$100,000 / \$300,000

Per legal counsel, under state law, the College was immune from liability except for injuries arising from a motor vehicle accident (\$100,000 per person / \$300,000 per accident). Under Federal Law, the College had exposure under Section 1983 Clauses of Action (Civil Rights Statute); there was theoretically no limit of liability. Legal counsel advised that though there was no ceiling under civil rights cases, the Board may, based on history, develop a risk policy. Given the College's comprehensive practices and procedures to avoid liability and the experience of the College with these cases, the primary purpose was first to ensure the College has competent legal defense and coverage was within limits. Based on the College's claim history, a \$250,000 limits policy would be reasonable and sufficient coverage. Mr. Raul Cabaza, III, Risk Management Consultant, indicated that \$1,000,000 was the minimum General

Liability Limit offered by both Texas Association of Public Schools (TPS) and Texas Association of School Boards (TASB). This being the case, a \$1,000,000 policy was reasonable.

- ⇒ General Liability Insurance and School Board Legal Liability Insurance to Texas Association of School Boards (TASB) at a cost of **\$55,598**. The policy offered a \$1,000,000 limit for General Liability including the School Board Legal Liability with a \$25,000 deductible per claim. Mr. Raul Cabaza, III, Risk Management Consultant, recommended the limit be reduced to \$1,000,000 from the current \$5,000,000.
- ⇒ Automobile Insurance to Texas Association of School Boards (TASB) at a cost of **\$13,533**. The policy offered a \$1,000 deductible for liability and physical damage. With TASB coverage, persons renting an automobile need to purchase physical damage coverage.

- **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 **\$660,687**. The total recommended award to Texas Association of School Boards (TASB) was **\$69,131**.

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 Insurance Proposal Notes and the Comparison of Current (2014-2015) and Proposed (2015-2016) Policies were provided in the packet for the Committee's information and review. Also included were the letters and spreadsheets provided by Mr. Raul Cabaza, III, for the Committee's information and review.

Mr. Raul Cabaza attended the August 11, 2015 Finance Committee meeting to discuss the potential insurance options and obtain feedback from the Committee members.

Upon a motion by Mr. Paul R. Rodriguez and a second by Mr. Roy de León, the Finance and Human Resources Committee recommended Board approval to award the proposals for Property / Flood, Crime, General Liability, School Board Legal Liability, Automobile and Workers Compensation Insurance for the period September 1, 2015 through August 31, 2016 at a total cost of **\$729,818**. The motion carried.

Review and Recommend Action on FY 2015-2016 Committee Meeting Schedule

The Finance and Human Resources Committee was asked to review the following schedule and recommend amendment or approval as appropriate. The Board would be asked to review and take action on a calendar of Committee and Board Meetings for FY 2015-2016 at the August 25, 2015 Regular Board Meeting.

The significant change to the proposed 2015-2016 Committee Meeting Schedule from the current schedule was the shift of Committee Meetings to Tuesdays instead of Thursdays. Regular Board Meetings were generally held on the 4th Tuesday, and holding Committee Meetings on the same night of the week may help keep calendars consistent and predictable.

The proposed meeting schedule for the Finance and Human Resources Committee was as follows:

<u>Weekday</u>	<u>Date</u>	<u>Meeting Time</u>
Thursday	September 10, 2015	6:30 p.m.*
Tuesday	October 6, 2015	5:30 p.m.
Tuesday	November 10, 2015	5:30 p.m.
Tuesday	December 8, 2015	5:30 p.m.
Tuesday	January 12, 2016	5:30 p.m.
Tuesday	February 9, 2016	5:30 p.m.
Tuesday	March 8, 2016	5:30 p.m.
Tuesday	April 12, 2016	5:30 p.m.
Tuesday	May 10, 2016	5:30 p.m.
Tuesday	June 14, 2016	5:30 p.m.
Tuesday	July 12, 2016	5:30 p.m.
Tuesday	August 9, 2016	5:30 p.m.
Tuesday	September 13, 2016	5:30 p.m.

**The date of the September 10, 2015 Committee meeting was set by the Board in September 2014, and the time was adjusted to accommodate the review of schematic designs for the 2013 Bond Construction Program.*

Finance and Human Resources Committee Meetings were generally scheduled for the second Tuesday of each Month at 5:30 p.m. unless scheduling conflicts required a schedule adjustment.

A full calendar view of the proposed Committee and Board meeting schedule was provided in the packet for the Committee's information.

Upon a motion by Mr. Paul R. Rodriguez and a second by Ms. Rose Benavidez, the Finance and Human Resources Committee recommended Board approval of the proposed Committee meeting schedule as presented. The motion carried.

**Review and Recommend Action on Award of Proposals,
 Purchases, and Renewals**

The Finance and Human Resources Committee was asked to recommend Board approval of the following proposal awards, purchases, and renewals as follows:

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

A. Awards

- 1) **Chiller Maintenance Services (Award):** award the proposal for chiller maintenance services to Johnson Controls, Inc. (Corpus Christi, TX) for the period beginning November 21, 2015 through November 20, 2016 with two one-year options to renew, at an annual amount of \$29,244.00 for scheduled services and an estimated amount of \$75,000.00 for repair services totaling \$104,244.00;
- 2) **Maintenance and Repair Parts, Materials, and Supplies (Award):** award the proposal for maintenance and repair parts, materials, and supplies for the period beginning August 30, 2015 through August 29, 2016 with two one-year options to renew, at an estimated amount of \$160,000.00 based on prior year expenditures; The vendors are as follows:

Burton Companies (Weslaco, TX)	Carrier Enterprise, LLC. (Pharr, TX)
Central Fence & Supply, Ltd. (Pharr, TX)	Central Plumbing & Electrical Supply (Weslaco, TX)
Crawford Electric (Mission, TX)	Dealers Electrical Supply (McAllen, TX)
Ewing Irrigation (McAllen, TX)	Fairway Supply, Inc. (Austin, TX/La Feria, TX)
Ferguson Enterprises (Pharr, TX)	Johnson Supply (Pharr, TX)
Johnstone Supply (Pharr, TX)	Lopez Brother Distribution, LLC./dba Interstate Batteries (McAllen, TX)
Morrison Supply Company (McAllen, TX)	MSC Industrial Supply, Co. (Harlingen, TX)
PPG Architectural Finishes, Inc. (McAllen, TX)	R. E. Friedrichs Company (Pharr, TX)
Sherwin Williams Paint, Co. (McAllen, TX)	Trane US, Inc. (Weslaco, TX)
Wofford McAllen Armature Works, Inc. (McAllen, TX)	

- 3) **Pest Control Services (Award):** award the proposal for pest control services to Bug Works Termite & Pest Control, Co. (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 \$11,680.00;
- 4) **Printing Projects (Award):** award the proposal for printing projects and general purpose printing at an estimated amount of \$313,409.16 for the period beginning September 1, 2015 through August 31, 2016 as follows:
 - a. **Printing Projects** – At an estimated amount of \$213,409.16 to the following vendors in the amounts listed below:

Publications	Vendor	Amount
Division Brochures FY 2015-2016	Grunwald Printing Company (Corpus Christi, TX)	\$2,005.73
Imprints Tabloids FY 2015-2016	Aims Media TX – The Monitor (McAllen, TX)	\$24,200.00
Program of Study Brochures FY 2015-2016	Grunwald Printing Company (Corpus Christi, TX)	\$4,912.62
Staying Connected Special Edition Tabloids FY 2015-2016	Aims Media TX – The Monitor (McAllen, TX)	\$16,596.00
Class Schedules FY 2015-2016 - Summer/Fall 2016	Gatehouse Media Texas Holdings, II/dba Valley Town Crier (McAllen, TX)	\$46,961.01
Class Schedules FY 2015-2016 - Spring 2016	Gatehouse Media Texas Holdings, II/dba Valley Town Crier (McAllen, TX)	\$20,103.80
Official Stationary FY 2015-2016 (Letterhead, Envelopes, 2 nd Sheet and Business Cards)	FedEx Office (McAllen, TX)	\$65,000.00
Student Catalog FY 2015-2016	Trend Offset Printing (Carrollton, TX)	\$26,749.00
Viewbook FY 2015-2016	Border Press, Inc. (Brownsville, TX)	\$6,525.00
Graduation Announcements & Envelopes	Border Press, Inc. (Brownsville, TX)	\$356.00

- b. **General Purpose Printing** – At an estimated amount of \$100,000.00 will be awarded to the following ten (10) vendors:

Border Press, Inc. (Brownsville, TX)	Copy Plus (McAllen, TX)
Copy Zone, Ltd. (McAllen, TX)	Expressway Printing, Copying, and More, LLC. (Mercedes, TX)
FedEx Office (McAllen, TX)	Gateway Printing & Office Supply (Edinburg, TX)
Grunwald Printing Company (Corpus Christi, TX)	Office Depot, Inc. (McAllen, TX)
Safeguard Universal, LLC. (Corpus Christi, TX)	San Antonio Printing (McAllen, TX)

B. Advertising or Memberships

- 5) Professional Agency Services (Purchase):** purchase professional agency services from Richards Carlberg, Inc./Richards Carlberg (Houston, TX), a sole source vendor, for the period beginning September 1, 2014 through August 31, 2015, at a total cost of \$15,251.62;
- 6) Professional Agency & Media Planning Services (Purchase):** purchase professional agency & media planning services with Richards Carlberg, Inc./dba Richard Carlberg (Houston, TX), a sole source vendor, for the period beginning September 1, 2015 through August 31, 2016, at an estimated cost of \$955,400.00 as follows:

#	Description	Amount
1	Brand Management + Strategy, Creative Collaboration/Consultation, Photoshoot (up to 20 students), Illustrations, Music Renewal and Creative Development	\$350,000.00
2	Creative Development: Continuation of the “In the Making “ campaign, Billboards, Digital Ads, Video and Radio	\$590,400.00
3	Out of Pocket Expenses	\$15,000.00
	Total Amount	\$955,400.00

- 7) **Security Benchmark Membership (Purchase):** purchase a security benchmark membership from Center for Internet Security (East Greenbush, NY), a sole source vendor, for the period beginning August 26, 2016 through August 25, 2018, at a total cost of \$13,500.00;
- 8) **Sponsorship Advertisement Agreement (Purchase):** purchase a sponsorship advertisement agreement from Viper Baseball, LLC./Rio Grande Valley Vipers (McAllen, TX), a sole source vendor, for the period beginning July 3, 2015 through April 30, 2016, at a total cost of \$45,000.00;

C. Non – Instructional Items

- 9) **Beverage Products (Renewal):** renew the beverage products contract with PepsiCo (Hidalgo, TX), for the period beginning October 13, 2015 through October 12, 2016, at an estimated cost of \$50,000.00 based on prior year expenditures. PepsiCo will also include a \$15,000.00 annual discretionary payment to the College;
- 10) **Fire Suppression Systems Services and Alarm Monitoring (Renewal):** renew the fire suppression systems services and alarm monitoring contracts for the period beginning November 21, 2015 through November 20, 2016, at an estimated cost of \$85,099.00. The vendors are as follows:

#	Services	Vendor	Amount
1	Fire Alarm Panels – Inspection Rates	Allied Fire Protection SA, LP. (McAllen, TX)	\$11,990.00
2	Fire Alarm Panels – Repairs	EI Fire & Safety, Inc. (Hidalgo, TX)	\$20,000.00
3	Kitchen Hoods – Inspection Rates	Allied Fire Protection SA, LP. (McAllen, TX)	\$1,195.00
4	Kitchen Hoods – Repairs	EI Fire & Safety, Inc. (Hidalgo, TX)	\$2,500.00
5	Fire Sprinklers – Inspection Rates	Allied Fire Protection SA, LP. (McAllen, TX)	\$9,230.00
6	Fire Sprinklers – Repairs	1 st FP Services, LLC. (McAllen, TX)	\$15,000.00
7	Fire Sprinklers – Upright Sprinkler (Item and Installation Cost)	1 st FP Services, LLC. (McAllen, TX)	\$10,000.00
8	Clean Agent Fire Suppression System Inspection – Inspection Rates	Alarm Security Group, LLC./dba ASG Security (McAllen, TX)	\$750.00
9	Fire Extinguishers – Inspection Rates	EI Fire & Safety, Inc. (Hidalgo, TX)	\$2,500.00

10	Fire Extinguishers – Hydro Test Rates	EI Fire & Safety, Inc. (Hidalgo, TX)	\$2,500.00
11	Fire Extinguishers – Recharge Rates	EI Fire & Safety, Inc. (Hidalgo, TX)	\$2,000.00
12	Fire Alarm Monitoring	Alarm Security Group, LLC./dba ASG Security (McAllen, TX)	\$7,434.00

11)Food Service – Nursing and Allied Health Campus (Renewal): renew the food service – Nursing and Allied Health Campus contract with Domine Catering, LLC. (McAllen, TX), for the period beginning October 19, 2015 through October 18, 2016 at a commission of 4% of total sales;

12)In-Store Purchases of Materials, Supplies, and Miscellaneous Items (Renewal): renew the in-store purchases of materials, supplies, and miscellaneous items contracts for the period beginning October 17, 2015 through October 16, 2016, at an estimated amount of \$120,000.00 based on prior year expenditures, with the following vendors:

HEB Grocery, Co. (McAllen, TX)	Hobby Lobby Store’s, Inc. (McAllen, TX)
Sam’s Club (McAllen, TX)	Wal-Mart (Mission, TX)

13)Management and Leadership Training Services (Renewal): renew the management and leadership training services with PD Partners (East Lansing, MI) for the period beginning October 1, 2015 through September 30, 2016, at an estimated cost of \$22,000.00;

14)Office Supplies (Renewal): renew the office supplies contracts for the period beginning October 1, 2015 through September 30, 2016, at an estimated amount of \$450,000.00 with the following vendors:

- Primary: Gateway Printing & Office Supply, Inc. (Edinburg, TX)
- Secondary: Quill Corporation (Lincolnshire, IL)
Office Depot (Boca Raton, FL)

D. Technology

15)Computers (Purchase): purchase of computers from the State of Texas Department of Information Resources (DIR) approved vendor Dell Marketing, LP. (Dallas, TX), at a total cost of \$39,358.20;

16)Consulting Services (Purchase): purchase consulting services from Ellucian, Inc. through Texas A & M University – Corpus Christi (Corpus Christ, TX) acting by and through the State of Texas Department of Information Resources (DIR) for Texas Connection Consortium (TCC), for the period beginning September 1, 2015 through August 31, 2016, at an estimated cost of \$104,597.00;

17)Digital Signage Software and Licenses (Purchase): purchase digital signage software and licenses from Software House International (SHI) Government Solutions (Austin, TX), a State of Texas Department of Information Resources (DIR) approved vendor, for the period beginning September 1, 2015 through August 31, 2016, at a total cost of \$24,726.70;

18)Incident Response Services (Purchase): purchase incident response services from Dell Marketing, LP. (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 a total cost of \$10,500.00;

- 19) Portable Programmable Logic Controllers (Purchase):** purchase portable programmable logic controllers (PLC) from Technical Laboratory Systems, Inc. (Houston, TX), a Harris County Department of Education – Choice Partner approved vendor, at a total cost of \$25,997.00;
- 20) Application Monitoring Software Agreement (Renewal):** renew the application monitoring software agreement with Software House International (SHI) Government Solutions (Austin, TX), a State of Texas Department of Information Resources (DIR) approved vendor, for the period beginning September 1, 2015 through August 31, 2016, at a total cost of \$13,686.40;
- 21) Banner Application Maintenance Agreement (Renewal):** renew the Banner application maintenance agreement with Ellucian, Inc. through Texas A & M University – Corpus Christi (Corpus Christi, TX) acting by and through the State of Texas Department of Information Resources (DIR) for Texas Connection Consortium (TCC), for the period beginning September 1, 2015 through August 31, 2016, at an estimated cost of \$401,802.66;
- 22) Data Hosting and Maintenance Agreement (Renewal):** renew the data hosting and maintenance agreement with TouchNet Information Systems, Inc. (Lenexa, KS), a sole source vendor, for the period beginning September 1, 2015 through August 31, 2016, at a total cost of \$184,256.24;
- 23) Data Storage Hardware Maintenance Agreement (Renewal):** renew the data storage hardware maintenance agreement with Dell Marketing, LP. (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 a total cost of \$24,116.44;
- 24) Data Storage Software Maintenance (Renewal):** renew the data storage software maintenance agreement with Dell Marketing, LP. (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 a total cost of \$25,500.00;
- 25) Desktop Software Licenses Maintenance and Support (Renewal):** renew the desktop software licenses maintenance and support with Software House International (SHI) Government Solutions (Austin, TX), a State of Texas Department of Information Resources (DIR) approved vendor, for the period beginning September 1, 2015 through August 31, 2016, at a total cost of \$40,675.00;
- 26) Email Security Software Licenses Services Agreement (Renewal):** renew the email security software licenses services agreement with Software House International (SHI) Government Solutions (Austin, TX), a State of Texas Department of Information Resources (DIR) approved vendor, for the period beginning September 1, 2015 through August 31, 2016, at a total cost of \$36,759.07;
- 27) Network Hardware and Software Maintenance Agreement (Renewal):** renew the network hardware and software maintenance agreement with Insight Public Sector, Inc. (Tempe, AZ/McAllen, TX), for the period beginning September 1, 2015 through August 31, 2016, at a total cost of \$135,439.78;
- 28) Online Orientation Hosted Subscription Services (Renewal):** renew the online orientation hosted subscription services with Comevo, LLC. (San Luis Obispo, CA), a sole source vendor, the period beginning September 1, 2015 through August 31, 2016, at a total cost of \$15,600.00;
- 29) Server Hardware and Software Maintenance Agreement (Renewal):** renew the server hardware and software maintenance agreement with Hewlett Packard (HP)

Company (Roseville, CA), a State of Texas Department of Information Resources (DIR) approved vendor, for the period beginning September 1, 2015 through August 31, 2016, at a total cost of \$22,128.52;

- 30) Server Hardware Maintenance and Support Agreement (Renewal):** renew the server hardware maintenance and support agreement with Dell Marketing, LP. (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 a total cost of \$37,041.95;
- 31) System Appliance Maintenance Agreement (Renewal):** renew the system appliance maintenance agreement with Dell Marketing, LP. (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 a total cost of \$15,586.68;
- 32) TexShare Library Database Program Participation (Renewal):** renew the TexShare library database program participation with Texas State Library and Archives Commission (Austin, TX), a sole source vendor, for the period beginning September 1, 2016 through August 31, 2017, at a total cost of \$19,157.38. This fee is paid in advance and the vendor requires payment by October 31, 2015;
- 33) VMware Maintenance Agreement (Renewal):** renew the VMware maintenance agreement with Dell Marketing, LP. (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 a total cost of \$25,156.79;
- 34) Web Content Management System (Renewal):** renew the web content management system with Hannon Hill Corporation (Atlanta, GA), a sole source vendor, for the period beginning September 1, 2015 through August 31, 2016, at a total cost of \$46,550.00.

SUMMARY TOTAL:

The total for all proposal awards, purchases, and renewals is \$3,594,219.59

Upon a motion by Mr. Roy de León and a second by Mr. Paul R. Rodriguez, the Finance and Human Resources Committee recommend Board of the proposal awards, purchases, and renewals as presented. The motion carried.

Review and Action as Necessary on Contract Extension for BBVA Compass Commercial Card Services (Accounts Payable Card)

Approval of a twelve month contract extension for Commercial Card Services with BBVA Compass from September 1, 2015 through August 31, 2016 will be requested at the August 25, 2015 Board meeting.

Purpose – BBVA Compass provided a Commercial Card Account which could be used to purchase goods and services from those merchants that accept cards as a method of payment.

Justification – The AP card served as an accounts payable department payment solution. It allowed the Business Office to expedite payments to vendors and reduce payment

processing and statement reconciliation costs and time for the College. In addition, the program offered the College the potential to earn revenue share on payments made using the AP card. The revenue share was calculated annually and was based on the charge volume and ranges from 1.00% for total charges between \$1,500,000 and \$1,999,999 to 1.35% for total charges of \$15,000,000 and greater. The AP card solution was provided by BBVA Compass as a service to the College.

Background – The contract for commercial card services for the period of April 1, 2013 through August 31, 2014 was awarded to BBVA Compass at the March 26, 2013 Board of Trustees meeting. On August 26, 2014, The Board of Trustees approved a twelve month agreement extension for commercial card services with BBVA Compass from September 1, 2014 through August 31, 2015.

As of July 27, 2015, the AP card was utilized as follows:

Date	Card Transactions	Amount
April 2014	126	\$ 74,050.11
May 2014	327	\$197,066.15
June 2014	250	\$218,520.72
July 2014	376	\$238,324.94
August 2014	251	\$362,230.60
September 2014	337	\$221,998.81
October 2014	383	\$326,926.04
November 2014	289	\$281,898.19
December 2014	260	\$197,584.63
January 2015	306	\$230,322.03
February 2015	381	\$206,953.62
March 2015	395	\$264,861.01
April 2015	503	\$383,926.87
May 2015	500	\$354,877.52
June 2015	430	\$323,913.19
July 2015	287	\$219,194.96
Total	5,401	\$4,102,649.39

The annual rebate received for the period of June 2014 through May 2015 was as follows:

Rate	Amount Spent	Rebate
0.45%	\$157,666.75	\$ 709.50
1.20%	\$3,188,931.97	\$38,267.18
	Total Rebate	\$38,976.68

Funding Source – There was no cost to the College for this service.

Reviewers – The payment history and annual rebate data was reviewed by the Vice President for Finance and Administrative Services, Comptroller, and Business Office.

Dr. Shirley A. Reed, President, and Mary Elizondo, Vice President for Finance and Administrative Services, attended the August 13, 2015 Finance and Human Resources Committee meeting to address any questions by the committee.

Mr. Roy de León abstained from the deliberation and action on this topic.

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 twelve month extension for Commercial Card Services with BBVA Compass from September 1, 2015 through August 31, 2016 as presented. The motion carried.

Review and Recommend Action on Proposed Employee Salary Pay Plans for FY 2015-2016

Approval of the Proposed Employee Salary Pay Plans for FY 2015-2016 will be requested at the August 25, 2015 Board meeting.

Purpose - The Proposed Employee Salary Pay Plans for FY 2015-2016 for all employee groups was presented for the Committee's review and consideration. The Employee Salary Pay Plans included the proposed pay grade ranges for Classified, Professional Technical (exempt and non-exempt), Administrative, Executive, and Faculty.

Justification - The Employee Salary Pay Plan information was prepared by the Office of Human Resources to reflect the College's proposed compensation structure for FY2015-2016.

Background – Evergreen Solutions conducted a full compensation study in FY 2014 and recommended a more consistent compensation structure which improved consistency within the uniformity of spread within each pay grade range. Range spreads were a measure of a pay range's width, calculated as the percent increase from the minimum salary to the maximum salary of the range. Upon completion of the compensation study, the minimum of the adopted pay plan was set to 7.3% above the minimum starting salary for the classified range of the prior pay plan to match market conditions. In addition, adjustments were made to placement in pay grade based on time in classification and educational supplements were provided to eligible employees.

Reviewers - The President and all the Vice Presidents reviewed the Plan and approved the proposed revisions. New positions included within the Plan were reviewed and approved by the Board of Trustees in July 2015.

Enclosed Documents - A copy of the Proposed Employee Salary Pay Plan was included under separate cover. Staff was still in the process of proofing the document. There might be minor changes prior to final presentation to the Board due to personnel actions such as resignations and/or corrective revisions.

Dr. Shirley A. Reed, President, and Mary Elizondo, Vice President for Finance and Administrative Services, attended the August 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 Mr. Roy de León, the Finance and Human Resources Committee recommended Board approval of the Proposed Employee Salary Pay Plans for FY 2015-2016, as presented. The motion carried.

Review and Recommend Action on Proposed Staffing Plan for FY 2015-2016

Approval of the Proposed Staffing Plan for FY 2015-2016 will be requested at the August 25, 2015 Board meeting.

Purpose - The Proposed Staffing Plan for FY 2015-2016 for all employee groups was presented for the Committee's review and consideration. The Staffing Plan included all positions, titles, classifications, salaries, and salary pools under each Division and Organization of the College. The Staffing Plan also included title changes for some positions as requested by the Vice Presidents and President and as approved by the Board of Trustees in July, 2015.

Justification - The Staffing Plan information was prepared by the Office of Human Resources, in collaboration with Business Office, to reflect the College's proposed staffing and salary structure for FY 2015-2016.

Background – As indicated in Policy 4100, College Staffing Plan, the Staffing Plan is the official document listing position titles, employees, and salaries for each fiscal year. The Staffing Plan is not a contract between the College and any person listed on it, and neither the Staffing Plan nor any action taken by the Board of Trustees concerning it should be considered creating contract rights, expectations of continued employment, or a property interest for any person listed in the Staffing Plan.

Funding Source – The organization funding each position was listed on the Staffing Plan and was subject to Board approval of the FY 2015-2016 Budget.

Reviewers - The President and all the Vice Presidents reviewed the Plan and approved the proposed revisions. New positions included within the Plan were reviewed and approved by the Board of Trustees in July.

Enclosed Documents - A copy of the FY 2015-2016 Staffing Plan was included under separate cover. Staff was still in the process of proofing the document. There could be minor changes prior to final presentation to the Board due to personnel actions such as resignations and/or corrective revisions.

Dr. Shirley A. Reed, President, and Mary Elizondo, Vice President for Finance and Administrative Services, attended the August 13, 2015 Finance and Human Resources Committee meeting to address any questions by the committee.

Upon a motion by Mr. Roy de León and a second by Ms. Rose Benavidez, the Finance and Human Resources Committee recommended Board approval of the Proposed Staffing Plan for FY 2015-2016, as presented. The motion carried.

Review and Discussion of Proposed Budget for FY 2015-2016

The Proposed Budget for FY 2015-2016 was provided for the Committee's information and review.

Mrs. Mary Elizondo, Vice President for Finance and Administrative Services, presented the Preliminary Summary of Proposed Budget for FY 2015-2016 to the Committee.

The revenues and expenditures for FY 2015-2016 were based on the following:

Revenues:

- State appropriation revenue was projected to increase \$2,687,290 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 \$274,132. 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 \$1,054,379 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 \$552,859 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 \$1,658,376, due to an increase in tax appraised values. Of the total increase in tax revenue, approximately \$309,116 was due to the increased tax rate of 3 cents related to the 2013 Bond Program.

- Carryover Allocations was projected to decrease \$2,241,106 in FY 2016. The decrease mainly resulted from the decrease of \$3,500,000 in the transfer to the Unexpended Plant Fund and the addition of approximately \$1,000,000 in carryover funds for Information Services and Planning and Strategic Initiatives.

Expenditures:

- The Salary expenditures budget was proposed to increase \$3,297,246 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
Restoration of FY 2015 frozen positions	302,446
Reductions in salary pools and positions partially funded in FY 2016	(1,367,117)
Total	\$3,297,246

- The Benefits expenditures budget for FY 2016 was proposed to increase by \$728,221.
- The Operating expenditures budget for FY 2016 was proposed to increase by \$3,852,928 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 \$239,044. 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 \$970,061 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 decrease by \$4,457,584. The decrease was primarily due to the decrease of \$3,500,000 for the transfer to the unexpended plant fund and the decrease of \$1,000,000 for the transfer to the renewals and replacements plant fund. The Limited Tax, Bond Series 2014 Reserve increased by \$309,116 and the MTR Bond Series 2007 debt service was projected to increase by \$2,000 in FY 2016. This debt service was paid from maintenance and operations taxes.

Financial managers have submitted their anticipated expenditure budgets through the budget database for operating, travel, and capital. These expenditures were included in the Proposed Budget for FY 2015-2016.

Copies of the Proposed Draft Budget for FY 2015-2016 were included under separate cover. There could be additional changes prior to final presentation to the Board.

The Proposed Budget for Fiscal Year 2015-2016 was presented for information and review by the Committee. No action was required from the Committee.

Review and Discussion of South Texas College Proposed 2015 Tax Rate

Chapter 26 of the Property Tax code requires taxing units to comply with truth-in-taxation laws in adopting the tax rate. The laws have two purposes: to make taxpayers aware of tax rate proposals and to allow taxpayers, in certain cases, to roll back or limit a tax increase. The truth-in-taxation required a taxing unit to calculate two (2) tax rates, the effective tax rate and the rollback tax rate, after receiving its certified appraisal roll from the chief appraisal.

Comparing a proposed tax rate to these two (2) rates determines which truth-in-taxation steps apply. A taxing unit must publish special notices and hold public hearings before adopting a tax rate that exceeds the lower of the effective tax rate or the rollback tax rate. The College was proposing to adopt a tax rate that exceeds the lower of the effective tax rate or the rollback tax rate and therefore, must hold two public hearings. It was proposed to have the first public hearing on September 10, 2015 and the second public hearing on September 17, 2015.

The notice of effective tax rate concerning the 2015 Property Tax Rate has been published in accordance with the Truth-In-Taxation requirements in the Monitor and Town Crier. A copy was provided for the Committee’s information and review. In addition, the College must publish the Notice of Public Hearings on Tax Increase in a newspaper or mail it to each property owner at least seven (7) days before the public hearings. Furthermore, Tax Code Section 26.065 requires supplemental notice for the hearing on a tax rate increase. If the taxing unit owns, operates, or controls an Internet Web site, the unit shall post on its Web site this additional notice of the public hearings at least seven (7) days immediately before the first hearing on the proposed tax rate increase and remain until the second hearing is concluded.

The Hidalgo County Tax Assessor/Collector compiled the data for both counties and prepared the Truth-in-Taxation calculation to determine the tax rates as reflected below:

	M&O RATE	DEBT RATE	RATE	REVENUE
Effective Tax Rate			\$0.1789	\$57,033,907
Rollback Tax Rate	\$0.1462	\$0.0450	\$0.1912	\$60,658,334
Proposed Tax Rate	\$0.1400	\$0.0450	\$0.1850	\$58,831,387

The proposed maintenance and operations (M&O) tax rate of \$0.1400 was the maximum rate that the College can adopt as approved by the voters on November 5, 2013.

The proposed debt rate of \$0.0450 was the amount necessary to fully fund all the debt service payments, including the LT Bond, Series 2014. The College would maintain the FY 2014-2015 debt rate of \$0.0450.

STC was required to hold two public hearings and publish special notices before adopting the proposed tax rate of \$0.1850 since this total tax rate exceeded the lower of the effective tax rate or the rollback tax rate. The proposed tax rate would raise \$58,831,387, which was \$3,482,846 more than taxes imposed last year.

The Notice of Effective Tax Rate for 2015 and a Presentation followed in the packet for your information and review.

Review and Recommend Action To Take Record Vote and Schedule Two Public Hearings Regarding Adoption of the Proposed Tax Rate that Exceeds the Lower of the Effective Tax Rate or the Rollback Tax Rate

Approval to take Record Vote and Schedule two Public Hearings regarding adoption of the proposed tax rate that exceeded the lower of the effective tax rate or the rollback tax rate will be requested at the August 25, 2015 Board meeting.

A taxing unit is required to hold two public hearings and publish newspaper ads before adopting a tax rate if that tax rate exceeds the lower of the effective tax rate or the rollback tax rate. The Tax Assessors for Hidalgo County and Starr County determined South Texas College's rates to be the following:

	M&O RATE	DEBT RATE	RATE	REVENUE
Effective Tax Rate			\$0.1789	\$57,033,907
Rollback Tax Rate	\$0.1462	\$0.0450	\$0.1912	\$60,658,334
Proposed Tax Rate	\$0.1400	\$0.0450	\$0.1850	\$58,831,387

The proposed calculated tax rate exceeded the lower of the effective tax rate or the rollback tax rate and, therefore, the Board was required to take record vote and schedule two public hearings.

The proposed Notice of Public Hearing on Tax Increase and the Notice of Tax Revenue Increase were provided in the packet for the Committee's information and review.

Upon a motion by Mr. Paul R. Rodriguez and a second by Mr. Roy de León, the Finance and Human Resources Committee recommended the Board take a record vote and

schedule two public hearings, one on September 10, 2015 at 5:30 PM and the second hearing on September 17, 2015 at 5:30 PM before adopting the proposed tax rate of \$0.1850 which exceeds the lower of the effective tax rate or the rollback tax rate. The motion carried.

Review and Discussion of Position Vacancy Report for FY 2014-2015

The Staffing Plan Position Vacancy Report for FY 2014-2015 was included in the packet for the Committee's information and review. Information was current as of August 6, 2015.

Dr. Shirley A. Reed and Mrs. Mary Elizondo presented the report to the Committee.

The Position Vacancy Report for FY 2014-2015 was based on the following:

- **Vacant Full Time Regular Positions - New - Board Approved Positions for FY 2014-2015:**
 - ⇒ The staffing plan for FY 2014-2015 began with 28 new Board approved positions. As of August 6, 2015, Seven (7) new positions approved for FY 2014-2015 remain vacant. Approximately 71% or 5 of the new positions are currently advertised or an applicant recommendation is in progress. For the remaining two positions, the budget is unavailable for one and the other is a position change for FY16.

- **Vacant Full Time Regular Positions – Continuing – CONTINUED from FY 2013-2014:**
 - ⇒ A list of seventy one (71) vacant positions due to employee resignations, terminations, and retirement is included and designated as Continuing. These positions are advertised until filled. Approximately 76% or 54 of these positions are currently advertised or in progress for final approval. Ten (10) of the 71 advertised positions have recommendations currently in progress. Seventeen (17) positions are on hold primarily due to funding allotted for temporary positions.

- **Full Time Regular Positions – Partially Funded in FY 2014-2015:**
 - ⇒ The staffing plan for FY 2014-2015 called for 44 partially funded positions. As of August 6, 2015, sixteen (16) positions of the 44 remain vacant. These positions were partially funded (less than 100%) in the FY 2014-2015 staffing plan in order to balance the total projected expenditures and total projected revenues. These positions are included on the staffing plan with a salary amount of \$2.00 and the total actual salary budget is designated under a “70% Salary Pool” in each account. Approximately 56% or 9 positions are currently advertised or currently in progress for final approval.

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.

**Review and Discussion of Broaddus and Associates Construction
Program Management Fee and Payment Schedule**

A new report reflecting information regarding the Broaddus & Associates construction program management fee and payment schedule was developed for the Committee's review and information and was included in the packet.

Beginning in August 2015, the new report would be included in the Monthly Financial Reports, which were presented at the monthly Board Meeting.

Mrs. Mary Elizondo, Vice President for Finance and Administrative Services, discussed the report with the Committee.

The Broaddus and Associates Construction Program Management Fee and Payment Schedule was presented for information and review by the Committee. No action was required from the Committee.

Adjournment

There being no further business to discuss, the Finance and Human Resources Committee Meeting of the South Texas College Board of Trustees adjourned at 6:33 p.m.

I certify that the foregoing are the true and correct Minutes of the August 11, 2015 Finance and Human Resources Committee Meeting of the South Texas College Board of Trustees.

Dr. Alejo Salinas, Jr.
Presiding

A. Next Meetings:

- Thursday, September 10, 2015
 - 2:00 p.m. – Education and Workforce Development Committee
 - 3:00 p.m. – Facilities Committee
 - 5:30 p.m. – Public Hearing and Special Board Meeting on Proposed 2015 Tax Rate
 - 6:00 p.m. – Special Board Meeting on 2013 Bond Construction Program Items
 - 6:30 p.m. – Finance & HR Committee meeting

- Thursday, September 17, 2015
 - 5:30 p.m. – Public Hearing and Special Board Meeting on Proposed 2015 Tax Rate

- Tuesday, September 22, 2015
 - 1:00 p.m. – Facilities Committee Meeting
 - 5:30 p.m. – Regular Meeting of the Board of Trustees

B. Other Announcements:

- Monday, September 7, 2015 – College Closed in observance of Labor Day
- Friday, September 18, 2015 – College Closed to conduct college-wide Professional & Organizational Development
- 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.