



**SOUTH TEXAS  
COLLEGE**

**Board of Trustees  
Regular Board Meeting**

**Tuesday, September 22, 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, September 22, 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. Presentation..... 1 - 5**
  - A. Report on Fall 2015 Enrollment and Review of Enrollment Trends
  - B. Report on the South Texas College Faculty Spotlight
- VI. Consideration and Action on Agenda Items**
  - A. Review and Recommend Action on Order Adopting the Tax Rate for 2015 ....  
..... 6 - 17
  - B. Approval of Resolution to Submit Nominees for the Hidalgo County Appraisal District Board of Directors for FY 2016 – 2017 ..... 18 - 20
- VII. Consideration and Action on Consent Agenda**
  - A. Approval of Board Meeting Minutes..... 21 - 76
    - 1. August 25, 2015 Public Hearing and Special Meeting on the FY 2015-2016 Budget
    - 2. August 25, 2015 Regular Board Meeting
    - 3. September 10, 2015 Public Hearing and Special Board Meeting on the Proposed 2015 Tax Rate
    - 4. September 10, 2015 Special Board Meeting
  - B. Approval and Authorization to Accept Grant Award(s)..... 77
    - 1. The "City of McAllen" Grant from the McAllen Economic Development Corporation in the amount of \$480,000
    - 2. Additional Grant(s) Received/Pending Official Award

## VIII. Consideration and Action on Committee Items

### A. Education and Workforce Development Committee

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  - 1) Presentation on Building the Pathway Out of Poverty – Stackable Credentials Provide Stepping Stones to Meaningful Employment
  - 2) Presentation on Essential Qualities of South Texas College Faculty

### B. Finance and Human Resources Committee

1. Review and Action as Necessary on Award of Proposals, Purchases, Renewals, and Contract Extension..... 80 - 98

#### A. Awards

- 1) Lumber and Building Materials (Award)
- 2) Printing of Graduation Programs (Award)
- 3) Projector Lamps (Award)
- 4) Records Management Services (Award)

#### B. Advertising or Memberships

- 5) Advertisement – Classified Ads (Purchase)

#### C. Instructional Items

- 6) Automotive Parts, Equipment and Supplies (Purchase)
- 7) Fire Fighter Gear (Purchase)
- 8) Welding Supplies (Renewal)

#### D. Non – Instructional Items

- 9) Lease of Storage Warehouse (Purchase)
- 10) OnLine Auction Services (Renewal)

#### E. Technology

- 11) Audio Visual Equipment and Supplies (Purchase)
- 12) Computers, Laptop, and Server (Purchase)
- 13) Computer Components, Peripherals, Software, and Supplies (Purchase)
- 14) Database Administrator Services (Purchase)
- 15) Network Routers, Interface Cards, and Switches (Purchase)
- 16) Internet Services (Renewal)
- 17) Internet Services – Pecan Campus (Renewal)
- 18) Library Database Subscriptions #I (Renewal)
- 19) Library Database Subscriptions #II (Renewal)
- 20) Library Database Subscriptions #III (Renewal)
- 21) Library Digital Resource Subscriptions (Renewal)
- 22) Student Enrollment Management System (Purchase)

#### F. Contract Extension

- 23) Call Center (Contract Extension)

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2. Review and Action as Necessary on Schematic Design of the 2013 Bond Construction Mid Valley Campus Thermal Plant..... 106 - 117
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5. Review and Action as Necessary on Substantial Completion for the Following Non-Bond Construction Projects..... 132 - 137
  - 1) Pecan Campus AECHS Service Drive and Sidewalk
  - 2) Pecan Campus Art Building Existing Ceramic Arts Interior Renovations
  - 3) District Wide Parking Lot Lighting Upgrades
6. Review and Action as Necessary to Authorize Staff to Negotiate Concerns Regarding the Final Completion and Close-out of the Technology Campus Cooling Tower Replacement Project ..... 138
7. Update on Status of Non-Bond Program Construction Projects ... 139 - 144

**IX. Consideration and Approval of Checks and Financial Reports... 145 - 147**

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

**X. Informational Items**

- President’s Report ..... 148 - 157
- Board Committee Meeting Minutes from August 11, 2015:
  - Education and Workforce Development ..... 158 - 161
  - Finance and Human Resources ..... 162 - 172
  - Facilities ..... 173 - 187



**XI. Announcements** ..... 188

A. Next Meetings:

- Tuesday, October 6, 2015
  - 2:00 p.m. – Education and Workforce Development Committee
  - 3:00 p.m. – Facilities Committee
  - 5:30 p.m. – Finance & HR Committee meeting
  
- Tuesday, October 27, 2015
  - 5:30 p.m. – Regular Meeting of the Board of Trustees

B. Other Announcements:

- 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.

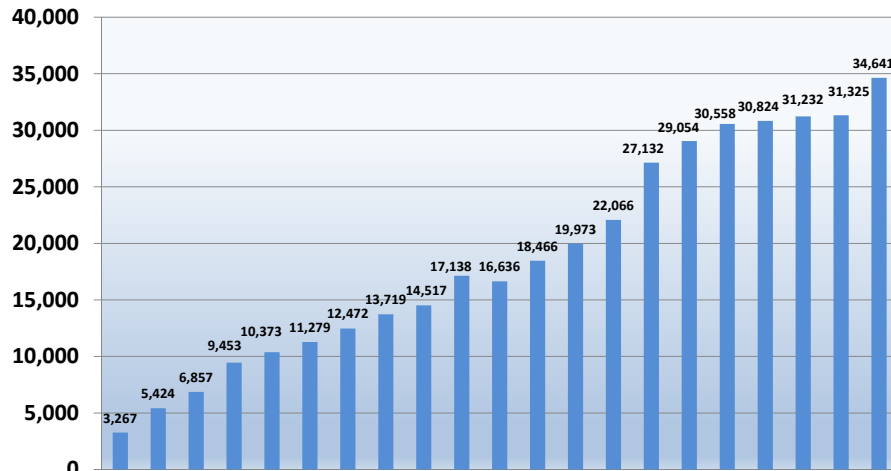
## Presentation

- Report on Fall 2015 Enrollment and Review of Enrollment Trends:  
Mr. Matthew Hebbard, Dean of Enrollment Services and Registrar, will provide the Board with the Fall 2015 Enrollment Report and a discussion of enrollment trends.
- Report on the South Texas College Faculty Spotlight  
Dr. Anahid Petrosian, Vice President for Academic Affairs, will introduce Ms. Darci Cather, Assistant Professor of English and Editor-in-Chief of the *Faculty Spotlight*. Together they will provide the Board with a report on the *Faculty Spotlight*, a recognition of some of our many talented and successful faculty at South Texas College.

# Fall 2015 Enrollment



## Student Enrollment History



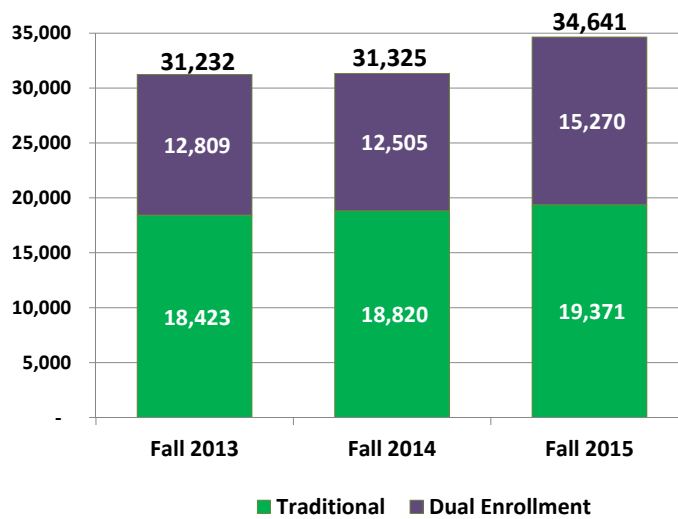
Fall 1995 to Fall 2015

## Campus Enrollment

Campus	Fall 2014	Fall 2015	+/-	%
Pecan	11,393	11,515	122	1%
Mid Valley	3,962	3,896	-66	-2%
Starr County	1,127	1,252	125	11%
NAH	2,027	2,030	3	0%
Technology	1,469	1,593	124	8%
Distance Learning	5,227	5,905	678	13%
Dual Enrollment Taking Classes at High School	11,526	14,387	2,861	25%
Total Duplicated	37,158	41,207		
<b>Total Unduplicated</b>	<b>31,325</b>	<b>34,641</b>	<b>3,316</b>	<b>11%</b>

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## Total Enrollment



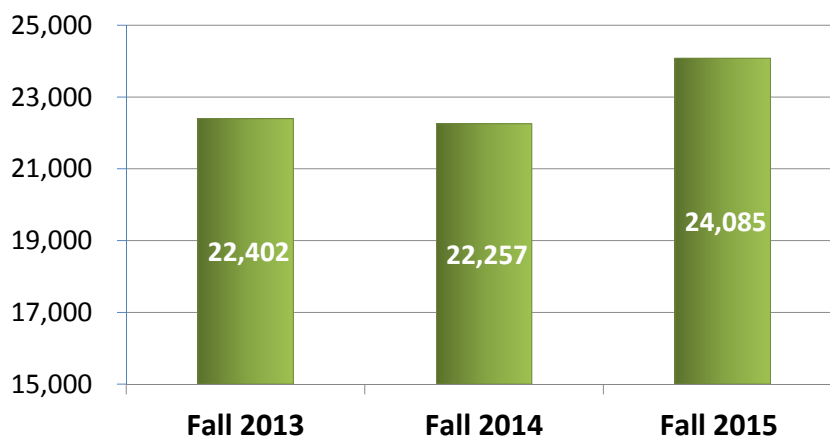
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## Unduplicated Enrollment by Residence

County	Fall 2013	Fall 2014	Fall 2015	% Increase '14 - '15
Central Hidalgo	20,686	19,560	21,298	9%
Eastern Hidalgo	5,232	5,540	6,212	12%
Western Hidalgo	2,473	3,336	3,870	16%
Starr	2,125	2,151	2,510	17%
Out of District and Country	716	738	751	2%
<b>TOTAL</b>	<b>31,232</b>	<b>31,325</b>	<b>34,641</b>	<b>11%</b>

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## Full Time Equivalency (total semester credit hours/12)



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## Dual Enrollment – Hidalgo County

	Fall 2013	Fall 2014	Fall 2015
DONNA ISD	335	401	514
EDCOUCH-ELSA HS	162	139	218
EDINBURG ISD	1,531	1,621	1,877
HIDALGO ISD	337	290	311
LA JOYA ISD	1,048	903	1,503
LA VILLA HS	93	61	53
MCALLEN ISD	1,614	1,759	1,894
MERCEDES ISD	417	321	310
MISSION ISD	700	772	951
MONTE ALTO ISD	13	15	46
PSJA ISD	2,791	3,017	3,440
PROGRESO HS	187	167	217
SHARYLAND ISD	523	380	603
SOUTH TEXAS ISD	707	697	694
VALLEY VIEW HS	575	380	458
WESLACO ISD	921	786	1,173
	<b>11,954</b>	<b>11,709</b>	<b>14,262</b>

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## Dual Enrollment – Starr County

	Fall 2013	Fall 2014	Fall 2015
RIO GRANDE CITY ISD	453	445	597
ROMA HS	250	237	263
<b>Subtotal</b>	<b>703</b>	<b>652</b>	<b>860</b>

## Other – District-wide

	Fall 2013	Fall 2014	Fall 2015
PRIVATE SCHOOLS	69	73	75
CHARTER SCHOOLS	66	57	61
HOME SCHL & OTHERS	17	14	12
<b>Subtotal</b>	<b>152</b>	<b>144</b>	<b>148</b>

	Fall 2013	Fall 2014	Fall 2015
<b>Total Dual Credit</b>	<b>12,809</b>	<b>12,505</b>	<b>15,270</b>

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## Review and Recommend Action on Order Adopting the Tax Rate for 2015

Approval by record vote of the Order establishing the tax rate for the 2015 tax year is requested. Approval of the order is necessary to levy the tax for the 2015 tax year.

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 rollback or limit a tax increase. The truth-in-taxation requires a taxing unit to calculate two (2) tax rates after receiving the certified appraisal roll from the chief appraiser the effective tax rate and the rollback tax rate.

Comparing a proposed a rate to these two (2) rates determines which truth-in-taxation steps apply. A taxing unit must publish special notices and hold two public hearings before adopting a tax rate that exceeds the lower of the effective tax rate or the rollback tax rate.

The notice concerning the 2015 Property Tax Rate and the Notice of Public Hearing on Tax Increase have been published in accordance with the Truth-In-Taxation requirements in the Monitor and the Starr County and Mid Valley Town Crier newspaper and the College's website. Attached are copies of the Proposed 2015 Tax Presentation, 2015 Property Tax Rates, the Notice of Public Hearing on Tax Increase, and the Notice of Tax Revenue Increase for your information and review.

Homeowners age 65 and older or Disabled who have filed the proper tax exemption are exempt from any STC property tax increase. This action was approved by the Board of Trustees on October 24, 2005.

The tax rate for 2014 Tax Year was as follows:

2014 Tax Rate			
	M & O Rate	Debt Rate	Rate
2014 Tax Rate	\$0.1400	\$0.0450	\$0.1850

The Tax Assessors for Hidalgo County and Starr County determined South Texas College's tax rates to be the following:

2015 Tax Rates				
	M&O Rate	Debt Rate	Rate	Revenue
Effective Tax Rate	-0-	-0-	\$0.1789	\$57,033,907
Rollback Tax Rate	\$0.1462	\$0.0450	\$0.1912	\$60,658,334
<b>Proposed Tax Rate</b>	<b>\$0.1400</b>	<b>\$0.0450</b>	<b>\$0.1850</b>	<b>\$58,831,387</b>

The South Texas College Board of Trustees held two public hearings, the first on September 10, 2015 and the second on September 17, 2015, and published special notices as required by truth-in-taxation laws prior to adopting the proposed tax rate of \$0.1850.

Approval to adopt a debt service rate of \$0.0450 and maintenance and operations rate of \$0.1400 will be required. Approval of the Order will require a roll call vote of the members of the Board. A copy of the Order follows in the packet for the Board's review.

**Recommendation:**

It is recommended that the Board of Trustees of South Texas College approve and authorize by record vote the Order establishing the tax rate for the 2015 tax year 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 the Order establishing the tax rate for the 2015 tax year as presented.

**Approval Recommended:**

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

**President**



# Proposed 2015 Tax Rate

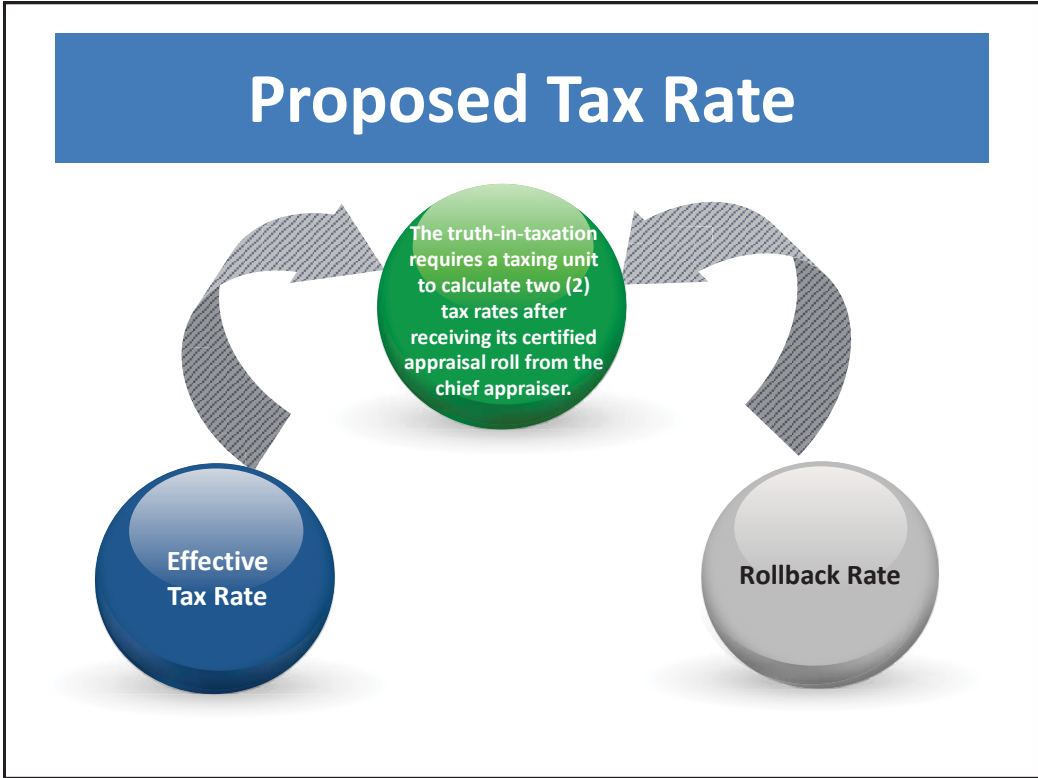


## Proposed Tax Rate



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.



## 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
<b>Proposed Tax Rate</b>	<b>\$0.1400</b>	<b>\$0.0450</b>	<b>\$0.1850</b>	<b>\$58,831,387</b>

## Proposed Tax Rate: \$0.1850



The College 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



Notice of Public Hearing on Tax Increase is published at least 7 days before public hearing - September 2, 2015



1<sup>st</sup> Public Hearing - September 10, 2015



Notice of Tax Revenue Increase published before meeting to adopt tax rate at least 7 days before meeting - September 16, 2015



## Action on Proposed Tax Rate

### Public Hearing

2<sup>nd</sup> 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 2<sup>nd</sup> Public Hearing -  
September 22, 2015



# Thank You Questions?



## 2015 Property Tax Rates in South Texas College

This notice concerns the 2015 property tax rates for South Texas College. It presents information about three tax rates. Last year's tax rate is the actual tax rate the taxing unit used to determine property taxes last year. This year's *effective* tax rate would impose the same total taxes as last year if you compare properties taxed in both years. This year's *rollback* tax rate is the highest tax rate the taxing unit can set before taxpayers start rollback procedures. In each case these rates are found by dividing the total amount of taxes by the tax base (the total value of taxable property) with adjustments as required by state law. The rates are given per \$100 of property value.

### Last year's tax rate:

Last year's operating taxes	\$38,937,258
Last year's debt taxes	\$12,515,547
Last year's total taxes	\$51,452,805
Last year's tax base	\$27,812,327,027
Last year's total tax rate	\$0.1850/\$100

### This year's effective tax rate:

Last year's adjusted taxes (after subtracting taxes on lost property)	\$51,408,617
÷ This year's adjusted tax base (after subtracting value of new property)	\$28,730,203,142
=This year's effective tax rate	\$0.1789/\$100

(Maximum rate unless unit publishes notices and holds hearings.)

### This year's rollback tax rate:

Last year's adjusted operating taxes (after subtracting taxes on lost property and adjusting for any transferred function, tax increment financing, state criminal justice mandate, and/or enhanced indigent healthcare expenditures)	\$38,902,047
÷ This year's adjusted tax base	\$28,730,203,142
=This year's effective operating rate	\$0.1354/\$100
<b>x 1.08</b> =this year's maximum operating rate	\$0.1462/\$100
+ This year's debt rate	\$0.0450/\$100
= This year's total rollback rate	\$0.1912/\$100

### Statement of Increase/Decrease

If South Texas College adopts a 2015 tax rate equal to the effective tax rate of \$0.1789 per \$100 of value, taxes would increase compared to 2014 taxes by \$1,263,454.

### Schedule A - Unencumbered Fund Balance

The following estimated balances will be left in the unit's property tax accounts at the end of the fiscal year. These balances are not encumbered by a corresponding debt obligation.

Type of Property Tax Fund	Balance
Interest and Sinking Money Market Account	15,330,515

### Schedule B - 2015 Debt Service

The unit plans to pay the following amounts for long-term debts that are secured by property taxes. These amounts will be paid from property tax revenues (or additional sales tax revenues, if applicable).

Description of Debt	Principal or Contract Payment to be Paid from Property Taxes	Interest to be Paid from Property Taxes	Other Amounts to be Paid	Total Payment
South Texas College District Limited Tax Refunding Bonds, Series 2007	5,875,000	861,750	0	6,736,750
South Texas College District Limited Tax Refunding Bonds, Series 2010	785,000	236,250	0	1,021,250
South Texas College District Limited Tax Refunding Bonds, Series 2013	1,590,000	96,750	0	1,686,750
South Texas College District Limited Tax Bonds, Series 2014	0	2,687,500	0	2,687,500
South Texas College District Limited Tax Bonds, Series 2015	520,000	4,381,340	0	4,901,340
<b>Total required for 2015 debt service</b>			<b>\$17,033,590</b>	

- Amount (if any) paid from Schedule A	\$3,770,000
- Amount (if any) paid from other resources	\$0
- Excess collections last year	\$0
= Total to be paid from taxes in 2015	\$13,263,590
+ Amount added in anticipation that the unit will collect only 100.00% of its taxes in 2015	\$0
= Total debt levy	\$13,263,590

This notice contains a summary of actual effective and rollback tax rates' calculations. You can inspect a copy of the full calculations at Hidalgo County, Administration Building, 2804 S, US Hwy 281, Edinburg, TX 78539.

Name of person preparing this notice: Pablo (Paul) Villarreal, Jr.  
Title: Hidalgo County Tax Assessor/Collector  
Date Prepared: 09/17/2015

# 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:

<b>FOR:</b>	Rose Benavidez	Paul R Rodriguez
	Roy De Leon	Alejo Salinas Jr
	Graciela Farias	Jesse Villarreal
	Gary Gurwitz	

**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.



ORDER

**AN ORDER ADOPTING THE TAX RATE AND LEVYING AD VALOREM TAXES FOR THE SOUTH TEXAS COLLEGE DISTRICT FOR THE FISCAL YEAR ENDING AUGUST 31, 2016 AND THE TAX YEAR 2015 IN CONFORMITY WITH THE PROPERTY TAX CODE OF THE STATE OF TEXAS; AND ORDERING OTHER PROVISIONS RELATED TO THE SUBJECT MATTER HEREOF.**

NOW, THEREFORE, BE IT ORDERED BY THE BOARD OF TRUSTEES OF THE SOUTH TEXAS COLLEGE DISTRICT THAT:

SECTION I: There shall be and is hereby levied for the fiscal year ending August 31, 2016, and the Tax Year 2015, upon the assessed value of all property of every description subject to taxation within the South Texas College District on the 1<sup>st</sup> day of January A.D. 2015, the following taxes rates, to wit:

- (a) An ad valorem tax to be computed at the rate of \$ 0.1400 per \$100 of the assessed value thereof estimated in lawful currency of the United States of America for the purpose of paying the annual maintenance expense of the College for the period ending August 31, 2016 as provided in the Appropriation Order adopted by the Board of Trustees of the South Texas College District, and when collected such monies are to be deposited in the fund therefore and disbursed for the purposes stated in said Order.
- (b) An ad valorem tax of be computed at the rate of \$ 0.0450 per \$ 100 of the assessed value thereof estimated in lawful currency of United States of America for the purpose of paying the interest and principal on the outstanding series 2007, series 2010, series 2013, series 2014, and series 2015 bonds issue of the South Texas College District, such levy being in conformity with the requirement of the levy of taxes hereof made by Order of the Board of Trustees of the South Texas College District relating to such indebtedness.
- (c) THIS TAX RATE WILL RAISE MORE TAXES FOR MAINTENANCE AND OPERATIONS THAN LAST YEAR'S TAX RATE.
- (d) THE TAX RATE WILL EFFECTIVELY BE RAISED BY 3.40 PERCENT AND WILL RAISE TAXES FOR MAINTENANCE AND OPERATIONS ON A \$100,000 HOME BY APPROXIMATELY \$0.00.

SECTION II: All Orders or parts of Orders in conflict herewith are hereby repealed.

SECTION III: This Order shall be and remain in full force and effect from and after its passage by the Board of Trustees.

SECTION IV: If any part or parts of this Order are found to be invalid or unconstitutional by a court having competent jurisdiction, then such invalidity or unconstitutionality shall not affect the remaining parts hereof and such remaining parts shall remain in full force and effect, and to that extent this Order is considered severable.

CONSIDERED, PASSED, AND APPROVED this 22<sup>nd</sup> day of September, 2015 at a meeting of the Board of Trustees of the South Texas College District at which a quorum was present and which was held in accordance with Chapter 551, Texas Government Code.

SIGNED this 22<sup>nd</sup> of September, 2015

South Texas College District

By: \_\_\_\_\_  
Roy de León, Chair

I hereby certify that the above Order passed on September 22<sup>nd</sup>, 2015 by the following record vote:

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___

ATTEST:

By: \_\_\_\_\_  
Alejo Salinas, Jr., Vice-Chair

## **Approval of Resolution to Submit Nominees for the Hidalgo County Appraisal District Board of Directors for FY 2016 – 2017**

Approval of a Resolution to submit nominees for the Hidalgo County Appraisal District Board of Directors is requested.

The Appraisal District Board of Directors consists of six (6) members: five (5) voting members who are appointed by vote and one (1) nonvoting member, which is the County Tax Assessor/Collector, Pablo “Paul” Villarreal, Jr.

The current 2014 - 2015 Appraisal District Board of Directors include:

- Richard A. Garza, Chair
- David Hernandez, Vice-Chair
- Amador Requenez, Secretary
- Eddie R. Cano, Member
- Albert D. Cardenas, Member
- Pablo “Paul” Villarreal, Jr. (Non-voting member, County Tax Assessor)

A voting taxing entity may nominate one (1) but no more than five (5) candidates for the election. Each voting unit shall determine its nomination by written resolution and submit it to the Chief Appraiser before October 15, 2015.

The Resolution follows in the packet.

The Chief Appraiser will prepare and deliver a listing of all candidates properly nominated, and each voting entity will be allowed to vote from this pool of candidates to elect the Board of Directors. This list will be delivered to each entity by October 30, 2015, and the governing bodies of the taxing entities will need to submit a formal resolution announcing their final vote before December 31, 2015.

### **Recommendation:**

It is recommended the Board of Trustees approve and adopt the Resolution to submit nominees for the Hidalgo County Appraisal District Board of Directors.

### **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 Resolution to submit nominees for the Hidalgo County Appraisal District Board of Directors as presented.

### **Approval Recommended:**

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

# HIDALGO COUNTY APPRAISAL DISTRICT

## ADMINISTRATION

Rolando Garza, Chief Appraiser  
Jorge Gonzalez, Asst. Chief Appraiser  
PO Box 208  
Edinburg, TX 78540-0208  
(956) 381-8466 (956) 565-2461  
Administration Fax: (956) 289-2120



[www.hidalgoad.org](http://www.hidalgoad.org)

## BOARD OF DIRECTORS

Richard A. Garza	Chairman
David Hernandez	Vice-Chairman
Amador Requenez	Secretary
Eddie R. Cano	Member
Albert D. Cardenas	Member
Pablo "Paul" Villarreal, Jr.	Member

September 11, 2015

President of the Board  
South Texas College  
PO Box 9701  
McAllen, TX 78501

Re: Selection of Board of Directors 2016-2017

Dear President of the Board:

The deadline to submit a resolution nominating a candidate or candidate(s) for the Board of Directors of the Hidalgo County Appraisal District for 2016-2017 is **October 15, 2015**. Once you have nominated someone please forward the resolution(s) to our office as soon as possible. Please note that your jurisdiction may nominate one or as many as five (5) candidates. An example of a resolution is attached or you may submit one prepared by your office.

The ballots will be prepared and forwarded to all voting entities as soon as practical after October 15, 2015 but before October 30, 2015. Voting entities will have until December 15, 2015 to submit their votes by resolution to our office. The winners will then be declared and all entities will be notified by December 31, 2015.

Should you have any questions or need any guidance in this process please do not hesitate to contact me at (956) 381-8466.

Sincerely,

A handwritten signature in cursive script that reads "Rolando Garza".

Rolando Garza, RPA  
Chief Appraiser

RG: pma

Attachment

## RESOLUTION

**A RESOLUTION OF THE BOARD OF TRUSTEES FOR SOUTH TEXAS COLLEGE EXPRESSING ITS NOMINATION FOR APPRAISAL DISTRICT DIRECTORS FOR 2016 - 2017 ON THE HIDALGO COUNTY APPRAISAL DISTRICT BOARD OF DIRECTORS:**

**WHEREAS**, the Board of Trustees for South Texas College are authorized to make nominations for each position to be filled in the Hidalgo County Appraisal District Board of Directors; and

**WHEREAS**, these directors shall serve a two (2) year term beginning January 1, 2016 and that all taxing entities associated with the Hidalgo County Appraisal District are authorized to nominate one person for said Board; and

**WHEREAS**, the Board of Trustees for South Texas College must submit the names of the nominee(s) by written resolution to the Chief Appraiser by October 15, 2015.

**NOW, THEREFORE**, BE IT RESOLVED BY SOUTH TEXAS COLLEGE, that the name(s) of:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

Is/are hereby nominated by the South Texas College Board of Trustees to the Hidalgo County Appraisal District Board of Directors.

**FURTHER**, the South Texas College directs the Chief Appraiser to submit said nomination(s) for consideration by all taxing entities within the Hidalgo County Appraisal District in the upcoming district election.

**PASSED AND APPROVED** this the 22nd day of September, 2015.

\_\_\_\_\_  
Mr. Roy de León, STC Board Chair

ATTEST:

\_\_\_\_\_  
Mr. Paul R. Rodriguez, STC Board Secretary

## **Approval of Minutes**

The following Board Meeting Minutes are submitted for approval:

1. August 25, 2015 Public Hearing and Special Meeting on the FY 2015-2016 Budget
2. August 25, 2015 Regular Board Meeting
3. September 10, 2015 Public Hearing and Special Board Meeting on the Proposed 2015 Tax Rate
4. September 10, 2015 Special Board Meeting

### **Recommendation:**

It is recommended that the Board of Trustees of South Texas College approve and adopt the Board Meeting Minutes 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 Meeting Minutes as presented.

### **Approval Recommended:**

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

**SOUTH TEXAS COLLEGE  
BOARD OF TRUSTEES  
PUBLIC HEARING AND SPECIAL MEETING ON FY 2015-2016 BUDGET  
Tuesday, August 25, 2015 @ 5:00 p.m.  
Ann Richards Administration Building Board Room,  
Pecan Campus, McAllen, Texas**

**Minutes**

**Call Meeting to Order:**

The Public Hearing and Special Board Meeting of the South Texas College Board of Trustees on the FY 2015-2016 Budget was held on Tuesday, August 25, 2015 in the Ann Richards Administration Building Board Room at the Pecan Campus in McAllen, Texas. The meeting commenced at 5:09 p.m. with Dr. Alejo Salinas, Jr., Vice Chair, presiding.

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

Members absent: Mr. Roy de León

Also present: Dr. Shirley A. Reed, Mr. Chuy Ramirez, Mrs. Mary Elizondo, Dr. David Plummer, Mrs. Wanda Garza, Mr. Cody Gregg, Mr. George McCaleb, and Andrew Fish.

**Determination of a Quorum**

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

**The Public Hearing on FY 2015 - 2016 Budget**

Mrs. Mary Elizondo, Vice President for Finance and Administrative Services, presented the FY 2015 - 2016 Budget to the public and Board of Trustees during the public hearing and prior to the formal adoption of the Budget by the Board.

The Budget was included under separate cover in the Board packet.

The Public Hearing on the FY 2015 - 2016 Budget consisted of:

- Presentation of Overview of FY 2015 - 2016 Budget  
Mrs. Elizondo presented the Overview of the proposed FY 2015-2016 Budget and responded to questions from the Board.
- Public Comments  
No public comments were given and the required notice of the meeting was posted.
- Closing of the Public Hearing on FY 2015 - 2016 Budget  
The Public Hearing closed at 5:35 p.m.

## **Consideration and Approval of the Resolution Adopting the Budget for FY 2015 - 2016**

It was recommended that the Board of Trustees approve the budget for FY 2015 - 2016 and adopt the resolution approving the Budget for FY 2015 - 2016 as presented.

A Notice of the Public Hearing on South Texas College's proposed budget for FY 2015 – 2016 was advertised on August 5, 2015 in the *Starr County Town Crier*, the *Mid Valley Town Crier*, and *The Monitor*. The Hearing gave the general public the opportunity to make comments and have input with regard to the adoption of the budget. A copy of the budget was included under separate cover.

The Resolution to Adopt the Budget was included in the packet for the Board's information and review.

A copy of the proposed budget was made available for viewing at the Office of the Vice President for Finance and Administrative Services located in the Administration Building in Room 230 at the Pecan Campus prior to the Public Hearing. Copies of the budget were made available at the Public Hearing.

The Finance and Human Resources Committee reviewed the FY 2015 - 2016 Proposed Budget which included all Funds at their August 11, 2015 meeting and recommended approval.

Upon a motion by Mrs. Graciela Farias and a second by Ms. Rose Benavidez, the Board of Trustees of South Texas College approved the Resolution adopting the Budget for FY 2015 - 2016 as presented. The motion carried.

### **Adjournment:**

There being no further business to discuss, the Public Hearing and Special Board Meeting on the FY 2015-2016 Budget adjourned at 5:37 p.m.

I certify the foregoing are the true and correct minutes of the Tuesday, August 25, 2015 Public Hearing and Special Board Meeting of the South Texas College Board of Trustees.

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Mr. Paul R. Rodriguez  
Secretary



**SOUTH TEXAS COLLEGE  
BOARD OF TRUSTEES REGULAR BOARD MEETING  
Tuesday, August 25, 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, August 25, 2015 in the Ann Richards Administration Building Board Room at the Pecan Campus in McAllen, Texas. The meeting commenced at 5:45 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, Mrs. Wanda Garza, Mrs. Becky Cavazos, Ms. Myriam Lopez, Ms. Alicia Gomez, Mrs. Brenda J. Balderaz, Mr. Cody Gregg, Mr. Paul Varville, Mr. George McCaleb, Mr. Ricardo De La Garza, Mr. Robert Cuellar, Mr. Daniel Ramirez, Mr. Juan Carlos Aguirre, Dr. Ety Bischoff, Mr. Carlos Margo, Mr. Victor Gonzalez, Mr. Gilbert Gallegos, Mr. Rolando Garcia, Ms. Diana Bravos Gonzalez, Mr. Raul Cabaza, Mr. Eddie Garza, and Mr. Jesse Gonzalez, and Andrew Fish.

**Determination of a Quorum**

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

**Invocation:**

Mr. Daniel Ramirez, Director of Public Relations and Marketing, said the invocation.

**Public Comments:**

Mr. Jesse Gonzalez, South Texas College student, spoke to the Board about the Associate Degree Nursing Program, and requested the Board intervene to authorize his admission to the program.

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

**Approval of Minutes**

The following Minutes were submitted for Board approval:

July 28, 2015 Regular Board Meeting

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

### **Approval and Authorization to Accept Grant Award(s)**

Authorization to accept and approve the following grant awards and use of related funds as authorized by each grant was 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 would 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 would 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 would 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 supported 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 was this integration that 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 would 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 would 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 would provide \$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 worked 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 gave South Texas College an opportunity to continue to work with CTN to further improve student success and enhance their learning experience. This grant would serve to encourage underserved and low-income students to persist in their studies.

This grant met South Texas College's Strategic Goal 3 to: accelerate the success of students who were 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 would 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 would 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 would occur from September 2015 through May 31, 2017

This grant met 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.

The presented grants would provide up to \$2,498,032 in additional funding for the College to provide services and opportunities throughout the region.

Upon a motion by Mr. Jesse Villarreal and a second by Ms. Rose Benavidez, the Board of Trustees approved and authorized accepting the following grant awards and use of related funds as authorized by each grant, contingent upon official award as 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 motion carried.

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

The Board of Trustees for South Texas College was 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 was as follows:

<b><u>Weekday</u></b>	<b><u>Date</u></b>	<b><u>Meeting Time</u></b>
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 was provided 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.

Upon a motion by Ms. Rose Benavidez and a second by Dr. Alejo Salinas, Jr., the Board of Trustees of South Texas College approved and adopted the Board and Board Committee meeting schedule for FY 2015-2016 as presented. The motion carried.

## **Review of Education and Workforce Development Committee Presentations**

Mrs. Graciela Farias reported on the following presentations delivered to the Education and Workforce Development Committee on August 11, 2015:

### **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 *10<sup>th</sup> Annual A Night with the Stars*, to be held Thursday, October 8, 2015 @ 6 p.m.

## **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 review was for the Board's information and feedback to staff, and no action was requested.

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

Approval was 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 was to anticipate catastrophic losses that could financially impair South Texas College. Insurance allowed 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:

	<b><u>Liability Exposure</u></b>
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 had 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.

Included Documents – The Insurance Proposal Notes and the Comparison of Current (2014-2015) and Proposed (2015-2016) Policies were included in the packet for the Board's information and review. Also, included were the letters and spreadsheets provided by Mr. Raul Cabaza, III, for the Board's information and review.

Mr. Raul Cabaza attended 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.

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 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 motion carried.

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

The Finance and Human Resources Committee recommend Board approval of the proposal awards, purchases, and renewals was requested as follows:

- |   |  |
|---|--|
| <p><b>A. Awards</b></p> <p><b>B. Advertising or Memberships</b></p> | <p><b>C. Non-Instructional Items</b></p> <p><b>D. Technology Items</b></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 <sup>nd</sup> 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	El 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	El 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 <sup>st</sup> FP Services, LLC. (McAllen, TX)	\$15,000.00
7	Fire Sprinklers – Upright Sprinkler (Item and Installation Cost)	1 <sup>st</sup> 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.
- 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 was \$3,661,189.59.

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, 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 was 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 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 ranged 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:

<b>Date</b>	<b>Card Transactions</b>	<b>Amount</b>
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
<b>Total</b>	<b>5,401</b>	<b>\$4,102,649.39</b>



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

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

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.

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

Mr. Roy de León and Mr. Gary Gurwitz abstained from the deliberation and action on this item.

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.

Upon a motion by Mr. Paul R. Rodriguez and a second by Ms. Rose Benavidez, 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 motion carried.

### **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 was requested.

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

The packet included a listing of additional proposed salary adjustments and reclassifications that were 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.

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 additional salary adjustments and reclassifications for FY 2015-2016 as presented. The motion carried.

## **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 was requested.

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 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.

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

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 Proposed Employee Salary Pay Plans for FY 2015-2016, and minor revisions have been made since that recommendation.

Upon a motion by Dr. Alejo Salinas, Jr. and a second by Mr. Gary Gurwitz, the Board of Trustees of South Texas College approved and authorized the Proposed Employee Salary Pay Plans for FY 2015-2016, as presented. The motion carried.

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

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

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 on July 28, 2015.

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

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 Proposed Staffing Plan for FY 2015-2016, and minor changes have been made since that recommendation, as necessary based upon personnel changes.

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 Staffing Plan for FY 2015-2016, as presented. The motion carried.

## Review and Discussion of South Texas College Proposed 2015 Tax Rate

Chapter 26 of the Property Tax code required 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 proposed to adopt a tax rate that exceeded 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 was published in accordance with the Truth-In-Taxation requirements in the Monitor and Town Crier. A copy was 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 required 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 was 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
<b>Proposed Tax Rate</b>	<b>\$0.1400</b>	<b>\$0.0450</b>	<b>\$0.1850</b>	<b>\$58,831,387</b>

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 were included in the packet for the Board’s information and review.

No action was required as part of this presentation.

**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 was 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
<b>Proposed Tax Rate</b>	<b>\$0.1400</b>	<b>\$0.0450</b>	<b>\$0.1850</b>	<b>\$58,831,387</b>

The proposed calculated tax rate exceeded 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 were included in the packet for the Board’s 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 exceeded the lower of the effective tax rate or the lower of the rollback tax rate 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 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.

All seven Trustees were present, and the Board voted unanimously in favor of the motion. 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.

### **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 was provided under separate cover.

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 revised west elevation façade of the 2013 Bond Construction Nursing & Allied Health Campus Expansion project as presented. The motion carried.

## **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 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 was approved, PBK 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 provided 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, 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 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**

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

### **Presenters**

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

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 Pecan Campus North Academic Building, contingent upon the addition of increased vestibule depth for the main North entrance. The motion carried.

## **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 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 was necessary to establish the basis on which the project design team was given authorization to proceed with design development and construction document phases.

### **Justification**

Once schematic design was approved, Boultinghouse Simpson Gates 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) 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, 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 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. Drawings of the site plan, floor plans, and exterior views were 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 attended 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 provided drawings included the design team's revisions in accordance with the Committee's feedback.

The Board was not satisfied that the design team had properly addressed the concerns and requests of the Facilities Committee.

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 floor plan of the proposed schematic design of the 2013 Bond Construction Pecan Campus South Academic Building and asked the design team to finalize the presentation of the north façade for approval at a subsequent Board meeting. The motion carried.

## **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 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 was necessary to establish the basis on which the project design team was given authorization to proceed with design development and construction document phases.

### **Justification**

Once schematic design was approved, Boultinghouse Simpson Gates 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) 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, 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 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 were provided under separate cover.

### **Presenters**

Boultinghouse Simpson Gates Architects developed a schematic presentation describing the proposed design. Representatives from Broaddus & Associates and Boultinghouse Simpson Gates Architects attended 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 included the design team's revisions in response to the Committee's feedback.

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 floor plan of the proposed schematic design of the 2013 Bond Construction Pecan Campus STEM Building and asked the design team to finalize the presentation of the north façade for approval at a subsequent Board meeting. The motion carried.

## **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 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 was 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) 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, 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. Drawings of the site plan, floor plans, and exterior views were provided 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 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 with the long axes on the 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.

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.

Upon a motion by Dr. Alejo Salinas, Jr. and a second by Mr. Gary Gurwitz, 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 motion carried.

## **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 was requested.

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 is based on FY 2014-2015 actual expenses.

<b>FY 15-16 Estimated Cost Based on FY14-15 Actual Expenses</b>	
<b>Facility</b>	<b>Annual Cost</b>
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
<b>Total</b>	<b>\$44,000</b>

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 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 required a lease 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 expired. No renewal options were 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 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.

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

Upon a motion by Mr. Gary Gurwitz and a second by Mr. Paul R. Rodriguez the Board of Trustees of South Texas College approved and authorized the proposed facility lease agreements for use by South Texas College as presented. The motion carried.

### **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 was requested.

#### **Purpose**

The procurement of a contractor would 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.

<b>Timeline for Solicitation of Competitive Sealed Proposals</b>	
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.

<b>Source of Funding</b>	<b>Amount Budgeted</b>	<b>Highest Ranked Proposal Metro Electric</b>
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 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.

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

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 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. The packet included a letter from Perez Consulting Engineers 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 \$66,663.80 for the Nursing & Allied Health Campus Parking Lot and Entry Drive project as presented.

Upon a motion by Mr. Gary Gurwitz and a second by Mrs. Graciela Farias, the Board of Trustees of South Texas College approved and authorized 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 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.

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 attended the meeting to respond to questions and address concerns of the committee.

### **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 July 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, attended the meeting to respond 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 Mr. Paul R. Rodriguez and a second by Ms. Rose Benavidez, the Board of Trustees approved the submitted checks for release in an amount over \$125,000.00, the checks that were released as authorized by Board Policy #5610, and the financial reports submitted for the month of July 2015. The motion carried.

### **Executive Session:**

The South Texas College Board of Trustees convened into Executive Session at 6:55 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. Update and Action as Necessary Regarding Cause No. CL-14-1526-B; Veronica Flores vs. South Texas College

### **Open Session:**

The South Texas College Board of Trustees returned to Open Session at 7:10 p.m. No action was taken in Executive Session.

### **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 provided an update in executive session.

Upon a motion by Mr. Paul R. Rodriguez and a second by Mr. Gary Gurwitz, the Board of Trustees of South Texas College approved and authorized the settlement of Cause No. CL-14-1526-B; Veronica Flores vs. South Texas College as presented by legal counsel. The motion carried.

## Announcements

### 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
  - 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.

## Adjournment:

There being no further business to discuss, the Regular Meeting of the South Texas College Board of Trustees adjourned at 7:13 p.m.

I certify the foregoing are the true and correct minutes of the Tuesday, August 25, 2015 Regular Board Meeting of the South Texas College Board of Trustees.

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Mr. Paul R. Rodriguez  
Secretary

**SOUTH TEXAS COLLEGE**  
**Public Hearing and Special Board Meeting**  
**on the Proposed 2015 Tax Rate**  
**Thursday, September 10, 2015 at 5:30 p.m.**  
**Ann Richards Administration Building Board Room**  
**Pecan Campus, McAllen, TX 78501**

**Minutes**

**Call Meeting to Order:**

The Public Hearing and Special Board Meeting of the South Texas College Board of Trustees on the Proposed 2015 Tax Rate was held on Thursday, September 10, 2015 in the Ann Richards Administration Building Board Room at the Pecan Campus in McAllen, Texas. The meeting commenced at 5:33 p.m. with Dr. Alejo Salinas, Jr., Vice Chair, presiding.

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

Members absent: Mr. Roy de León

Also present: Dr. Shirley A. Reed, Mr. Chuy Ramirez, Mrs. Mary Elizondo, Mrs. Becky Cavazos, Mr. Paul Varville, Mr. George McCaleb, Mr. Ricardo De La Garza, Mr. Robert Cuellar, Mr. Gilbert Gallegos, Mr. Rolando Garcia, Mr. Eddie Vela, and Andrew Fish.

**Determination of a Quorum**

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

**Presentation on South Texas College Proposed 2015 Tax Rate**

Mrs. Mary Elizondo, Vice President for Finance and Administrative Services, provided a presentation on the proposed 2015 Tax Rate for South Texas College to the public and Board of Trustees.

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 rollback or limit a tax increase. The truth-in-taxation requires a taxing unit to calculate two (2) tax rates after receiving the certified appraisal roll from the chief appraiser the effective tax rate and the rollback tax rate.

Comparing a proposed a rate to these two (2) rates determines which truth-in-taxation steps apply. A taxing unit must publish special notices and hold two public hearings before adopting a tax rate that exceeds the lower of the effective tax rate or the rollback tax rate.

The notice concerning the 2015 Property Tax Rate and the Notice of Public Hearing on Tax Increase were published in accordance with the Truth-In-Taxation requirements in the Monitor and the Starr County and Mid Valley Town Crier. The packet included copies of the Proposed 2015 Tax Presentation, 2015 Property Tax Rates, the Notice of Public Hearing on Tax Increase, and the Notice of Tax Revenue Increase for your information and review.

The tax rate for 2014 Tax Year was as follows:

<b>2014 Tax Rate</b>			
	<b>M &amp; O Rate</b>	<b>Debt Rate</b>	<b>Rate</b>
2014 Tax Rate	\$0.1400	\$0.0450	\$0.1850

The Tax Assessors for Hidalgo County and Starr County determined South Texas College's tax rates to be the following:

<b>2015 Tax Rates</b>				
	<b>M&amp;O Rate</b>	<b>Debt Rate</b>	<b>Rate</b>	<b>Revenue</b>
Effective Tax Rate	-0-	-0-	\$0.1789	\$57,033,907
Rollback Tax Rate	\$0.1462	\$0.0450	\$0.1912	\$60,658,334
<b>Proposed Tax Rate</b>	<b>\$0.1400</b>	<b>\$0.0450</b>	<b>\$0.1850</b>	<b>\$58,831,387</b>

**Determination of Tax Rates (M&O Rate and Debt Rate)**

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 and Series 2015. The College would maintain the FY 2014-2015 debt rate of \$0.0450.

**Public Hearings Prior to Adoption of the Proposed 2015 Tax Rate**

STC was required to hold two public hearings and publish special notices before adopting the proposed tax rate of \$0.1850 since this rate exceeded the lower of the effective tax rate or the rollback tax rate. At the August 25, 2015 Board of Trustees meeting, the Board of Trustees took a record vote and scheduled the two public hearings for the proposed tax rate of \$0.1850.

**First Public Hearing**

The first Public Hearing on the Proposed 2015 Tax Rate was scheduled for Thursday, September 10, 2015 @ 5:30 p.m. and special notices were published in accordance with state law.

**Second Public Hearing**

The second Public Hearing on the Proposed 2015 Tax Rate was scheduled for Thursday, September 17, 2015 @ 5:30 p.m. and special notices were published in accordance with state law.

**Regular Board Meeting**

The Board of Trustees of South Texas College is scheduled to take action on the proposed tax rate at a public meeting to be held on September 22, 2015 at South Texas College, Board Room, Annex Bldg., 2<sup>nd</sup> Floor, 3201 W. Pecan, McAllen, Texas at 5:30 p.m.

No action was requested of the Board at this time.



**Adjournment:**

There being no further business to discuss, the Public Hearing and Special Board Meeting Minutes of the South Texas College Board of Trustees adjourned at 5:45 p.m.

I certify the foregoing are the true and correct minutes of the Thursday, September 10, 2015 Public Hearing and Special Board Meeting of the South Texas College Board of Trustees.

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Mr. Paul R. Rodriguez

Secretary

**SOUTH TEXAS COLLEGE  
BOARD OF TRUSTEES SPECIAL BOARD MEETING  
Thursday, September 10, 2015 at 6:00 p.m.  
Ann Richards Administration Building Board Room  
Pecan Campus, McAllen, TX 78501**

**Minutes**

**Call Meeting to Order:**

The Special Board Meeting of the South Texas College Board of Trustees was held on Thursday, September 10, 2015 in the Ann Richards Administration Building Board Room at the Pecan Campus in McAllen, Texas. The meeting commenced at 6:00 p.m. with Dr. Alejo Salinas, Jr., Vice Chair, presiding.

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

Members absent: Mr. Roy de León.

Also present: Dr. Shirley A. Reed, Mr. Chuy Ramirez, Mrs. Mary Elizondo, Mrs. Wanda Garza, Mrs. Becky Cavazos, Mr. Paul Varville, Mr. George McCaleb, Mr. Ricardo De La Garza, Mr. Matthew Hebbard, Mr. Gilbert Gallegos, Mr. Rolando Garcia, Ms. Diana Bravos Gonzalez, Mr. Eddie Vela, Mrs. Laura Warren, Mr. Trey Murray, and Andrew Fish.

**Determination of a Quorum**

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

**Review and Action as Necessary on Schematic Design of the 2013 Bond  
Construction Technology Campus Southwest Building Renovation**

Approval of schematic design by EGV Architects for the 2013 Bond Construction Technology Campus Southwest Building Renovation 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 was approved, EGV 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, EGV Architects began working with Broaddus & Associates, Facilities Planning & Construction, and STC staff to develop plans and elevations. The proposed Technology Campus Southwest Building Renovation project was part of the 2013 Bond Construction Program and included the following scope:

- **Architect**
  - EGV Architects
  
- **Construction Manager-at-Risk**
  - E-Con Construction
  
- **Construction Cost Limitation (CCL)**
  - \$12,000,000
  
- **Program Scope**
  - SQ FT -77,353
  - One Floor
  
- **Departments**
  - Continuing Education
    - Classrooms and Offices
    - Open Work Bays
  - Credit
    - Classrooms
    - PMT
    - Welding
    - Offices
  - IAM
    - Classrooms
    - Machine Lab
    - Automation Lab
    - Offices
  - NAAMREI
    - Offices
    - Classroom
  - Shipping and Receiving
  - IT Receiving
  
- **Student Spaces**
  - Student Collaborative

- **Building Support Spaces**
  - Restrooms
  - Custodial
  - Storage
  - IDF & MDF
  - Mechanical/Electrical

### **Funding Source**

The current Construction Cost Limitation (CCL) was \$12,000,000 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**

EGV Architects developed a schematic presentation describing the proposed design. These drawings of the site plan, floor plans, and exterior views were included in the packet for the Board's review.

### **Presenters**

EGV Architects developed a schematic presentation describing the proposed design. Representatives from Broaddus & Associates and EGV Architects attended the September 10, 2015 Special 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 Technology Campus Southwest Building Renovation as presented.

Upon a motion by Mr. Paul R. Rodriguez and a second by Mr. Jesse Villarreal, the Board of Trustees of South Texas College approved and authorized the proposed schematic design of the 2013 Bond Construction Technology Campus Southwest Building Renovation as presented. The motion carried.

## **Review and Action as Necessary on Schematic Design of the 2013 Bond Construction Starr County Campus Workforce Expansion**

Approval of schematic design by EGV Architects for the 2013 Bond Construction Starr County Campus Workforce 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 was approved, EGV 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, EGV Architects began working with Broaddus & Associates, Facilities Planning & Construction, and STC staff to develop plans and elevations. The proposed Starr County Campus Workforce Expansion project was part of the 2013 Bond Construction Program and included the following scope:

- **Architect**
  - EGV Architects
  
- **Construction Manager-at-Risk**
  - D. Wilson Construction
  
- **Construction Cost Limitation (CCL)**
  - \$1,600,000
  
- **Program Scope**
  - SQ FT 17,752
  - One Floor
  
- **Classrooms**
  - Outdoor Welding
  - Welding Open Bay
  - PMT Lab
  - Construction Open Bay
  - Construction Trades
  
- **Departmental Office Suites**
  - Faculty/Staff Offices
  - Conference Room
  
- **Building Support Spaces**
  - Restrooms
  - Custodial
  - Storage
  - IDF
  - Mechanical/Electrical

### **Funding Source**

The current Construction Cost Limitation (CCL) was \$1,600,000 and would be adjusted once the Guaranteed Maximum Price (GMP) proposals were submitted by the Construction Manager-at-Risk to be presented to the Board for approval. Bond funds would be budgeted in the Bond Construction budget for fiscal year 2015-2016.

### **Reviewers**

The proposed schematic design was reviewed by Broaddus & Associates and staff from Facilities Planning & Construction, Operations and Maintenance, Administration, Academic Staff, Instructional Technologies, Technology Resources departments, and Coordinated Operations Council.

### **Enclosed Documents**

EGV Architects developed a schematic presentation describing the proposed design. These drawings of the site plan, floor plans, and exterior views were included in the packet for the Board's review.

### **Presenters**

EGV Architects developed a schematic presentation describing the proposed design. Representatives from Broaddus & Associates and EGV Architects attended the September 10, 2015 Special 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 Starr County Campus Workforce Expansion with the following revisions:

- The expansion was designed as a stand-alone facility adjoining an existing structure. The Committee asked that the architect design a strong aesthetic integration to tie both structures together.
- The existing structure included restrooms with doorways opening to the exterior of the building, requiring individuals to exit the building entirely to use these restrooms. The Committee asked the architect to design alternates to either make the restrooms accessible from inside the building or to expand the existing structure to provide an enclosed hallway to access these restrooms.

Although the design team proposed adding the requested modification to the existing structure as an alternate in addition to the proposed expansion design, the alternates were not finalized and as such not included as part of the enclosed schematic design drawings.

The Board was asked to approve and authorize the schematic design of the 2013 Bond Construction Starr County Campus Workforce Expansion as presented to allow necessary work to begin, with the alternates to be presented to the Facilities Committee and Board at a later date.

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 Starr County Campus Workforce Expansion as presented. The motion carried.

## **Review and Action as Necessary on Schematic Design of the 2013 Bond Construction Mid Valley Campus Workforce Expansion**

Approval of schematic design by EGV Architects for the 2013 Bond Construction Mid Valley Campus Workforce 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 was approved, EGV 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) 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, EGV Architects began working with Broaddus & Associates, Facilities Planning & Construction, and STC staff to develop plans and elevations. The proposed Mid Valley Campus Workforce Expansion project was part of the 2013 Bond Construction Program and included the following scope:

- **Architect**
  - EGV Architects
  
- **Construction Manager-at-Risk**
  - Skanska
  
- **Construction Cost Limitation (CCL)**
  - \$1,750,000
  
- **Program Scope**
  - SQ FT – 11,808
  - One Floor
  
- **Classrooms**
  - Classroom
  - Computer Classroom
  - Outdoor Welding
  - TIG Welding
  - PMT Lab
  - Construction Open Bay

- **Student Spaces**
  - Student Collaborative
  
- **Departmental Office Suites**
  - Faculty/Staff Offices
  
- **Building Support Spaces**
  - Restrooms
  - Custodial
  - Storage
  - Mechanical/Electrical

### **Funding Source**

The current Construction Cost Limitation (CCL) was \$1,750,000 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**

EGV Architects developed a schematic presentation describing the proposed design. These drawings of the site plan, floor plans, and exterior views were included in the packet for the Board's review.

### **Presenters**

EGV Architects developed a schematic presentation describing the proposed design. Representatives from Broaddus & Associates and EGV Architects attended the September 10, 2015 Special 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 Mid Valley Campus Workforce Expansion with the following revision:

- The existing structure included restrooms with doorways opening to the exterior of the building, requiring individuals to exit the building entirely to use these restrooms. The Committee asked the architect to design alternates to either make the restrooms accessible from inside the building or to expand the existing structure to provide an enclosed hallway to access these restrooms.

Although the design team proposed adding the requested modification to the existing structure as an alternate in addition to the proposed expansion design, the alternates were not finalized and as such not included as part of the enclosed schematic design drawings.



The Board was asked to approve and authorize the schematic design of the 2013 Bond Construction Mid Valley Campus Workforce Expansion as presented to allow necessary work to begin, with the alternates to be presented to the Facilities Committee and Board at a later date.

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 Workforce Expansion as presented. The motion carried.

## **Review and Action as Necessary on Schematic Design of the 2013 Bond Construction Pecan Campus Student Activities Building and Cafeteria**

Approval of schematic design by The Warren Group for the 2013 Bond Construction Pecan Campus Student Activities Building and Cafeteria 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 was approved, The Warren Group 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) 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, The Warren Group began working with Broaddus & Associates, Facilities Planning & Construction, and STC staff to develop plans and elevations. The proposed Pecan Campus Student Activities Building and Cafeteria project was part of the 2013 Bond Construction Program and included the following scope:

- **Architect**
  - The Warren Group
  
- **Construction Manager-at-Risk**
  - D. Wilson Construction
  
- **Construction Cost Limitation (CCL)**
  - \$5,700,000

➤ **Program Scope**

- SQ FT – 33,042
- Two (2) Floors
  
- **Career Placement**
  - Secretary / Lobby
  - Career Center
  - Offices
  
- **Conference Area**
  - Shared Conference Room
  - Multi-Purpose Event Space
  - Kitchen Prep
  - Internet Café
  
- **New Cafeteria**
  - Dining Area
  - Serving Area
  - Kitchen
  - Washing / Storage
  - Office
  
- **Building Support Spaces**
  - Restrooms
  - Custodial
  - Storage
  - IDF & MDF
  - Mechanical/Electrical

**Funding Source**

The current Construction Cost Limitation (CCL) was \$5,700,000 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**

The Warren Group developed a schematic presentation describing the proposed design. These drawings of the site plan, floor plans, and exterior views were included in the packet for the Board's review.

**Presenters**

The Warren Group developed a schematic presentation describing the proposed design. Representatives from Broaddus & Associates and The Warren Group will be present at the

September 10, 2015 Special 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 Student Activities Building and Cafeteria with the following revisions, which were included in the version presented for Board approval:

- The proposal included triangular accent windows which were designed to be reminiscent of the newly adopted South Texas College logo. The Committee expressed concern that there were too many accent windows, contributing to an overly “busy” façade. The Committee asked the architect to reduce the number of accent windows and space them as appropriate.

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 Pecan Campus Student Activities Building and Cafeteria as presented. The motion carried.

### **Review and Action as Necessary on Partial Guaranteed Maximum Price for the 2013 Bond Construction Pecan Campus Thermal Plant Expansion**

Approval of a Partial Guaranteed Maximum Price (GMP) for the 2013 Bond Construction Pecan Campus Thermal Plant was requested.

#### **Purpose**

A Guaranteed Maximum Price is the method used by the Construction Manager-at-Risk (CM@R) to present their proposed construction cost to provide the Owner with a complete and functioning building. In certain instances, it is necessary for the CM@R to submit a request for approval of a Partial GMP in order to maintain the timeline required to arrive at the scheduled date for completion of a project.

#### **Justification**

The Partial GMP that was submitted was necessary because of a limited block of time that would be available for the Pecan Campus Chilled Water System to be completely shut down which would mean that the air conditioning system would not be operational. This window of opportunity occurs only during the Winter Break – December 17, 2015 through January 4, 2016. If missed, the window does not repeat again until the following year.

#### **Background**

The Engineer of Record, Halff Associates worked rapidly to produce the construction documents for this important project so that construction could begin with the work necessary to complete during the Winter Break. The items included within the submitted Partial GMP were only the materials required to be installed during the campus wide shut down and were considered “long lead items” that would not arrive in time for installation during the shutdown period. The architects provided the necessary construction documents to D. Wilson Construction Company, which provided the Partial GMP in the amount of \$318,139 and it included the following items.

<b>Quantity</b>	<b>Description</b>
12	Variable Speed Drives
1	CTMSB (Cooling Tower Switchboard)
1	Panel LCT (Cooling Tower Panel)
1	TCLT (Associated Cooling Tower Transformer)
1	CMSB (Central Plant Switchboard)

### **Funding Source**

The current Construction Cost Limitation (CCL) for the Thermal Plant was \$4,300,000. The CM@R would submit the final GMP in Fall 2015 and this Partial GMP would be rolled into it. Bond funds were budgeted in the Bond Construction budget for fiscal year 2015-2016.

### **Reviewers**

The Partial GMP was reviewed by Broaddus & Associates Cost Control Estimator Joseph Gonzalez, and concurred with the pricing as presented in the Construction Manager-at-Risk's proposal.

### **Enclosed Documents**

A Partial GMP submitted by D. Wilson Construction Company was enclosed in the prescribed form provided by Broaddus & Associates and was included as an exhibit to the contract between South Texas College and D. Wilson Construction Company.

### **Presenters**

Representatives from Broaddus & Associates, Half Associates, and D. Wilson Construction Company attended the September 10, 2015 Special Board Meeting to present the schematic design of the proposed expansion project.

The Facilities Committee recommended Board approval of the partial guaranteed maximum price (GMP) in the amount of \$318,139 for the 2013 Bond Construction Pecan Campus Thermal Plant as presented.

Upon a motion by Mr. Gary Gurwitz and a second by Mr. Jesse Villarreal, the Board of Trustees of South Texas College approved and authorized the partial guaranteed maximum price (GMP) in the amount of \$318,139 for the 2013 Bond Construction Pecan Campus Thermal Plant as presented. The motion carried.

## **Announcements**

### **A. Next Meetings:**

- Thursday, September 17, 2015
  - 5:30 p.m. – Public Hearing and Special Board Meeting on Proposed 2015 Tax Rate
- Tuesday, September 22, 2015
  - 5:30 p.m. – Regular Meeting of the Board of Trustees

B. Other Announcements:

- 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.

**Adjournment:**

There being no further business to discuss, the Special Meeting of the South Texas College Board of Trustees adjourned at 6:30 p.m.

I certify the foregoing are the true and correct minutes of the Thursday, September 10, 2015 Special Board Meeting of the South Texas College Board of Trustees.

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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 “City of McAllen” Grant from the McAllen Economic Development Corporation in the amount of \$480,000**

The City of McAllen will be awarding a grant through the McAllen Economic Development Corporation in the amount of \$480,000, contingent upon final approval. This award is for the period of October 01, 2015 through September 30, 2016. This grant will fund training for at least 650 new and incumbent workers in the local manufacturing industry, possibly training over 1,000 employees total.

This grant satisfies the College’s Strategic Initiatives through job creation and retention activities in collaboration with the City of McAllen and local manufacturers under this initiative.

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

The presented grant would provide up to \$480,000 in additional funding for the College to provide services and opportunities throughout the region.

**Recommendation:**

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

1. The “City of McAllen” Grant from the McAllen Economic Development Corporation in the amount of \$480,000
2. Additional Grant(s) Received/Pending Official Award

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

The Board of Trustees of South Texas College approves and authorizes accepting the following grant awards and using related funds as authorized by each grant, contingent upon official award as appropriate:

1. The “City of McAllen” Grant from the McAllen Economic Development Corporation in the amount of \$480,000
2. Additional Grant(s) Received/Pending Official Award

**Approval Recommended:**

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

## Review of Education and Workforce Development Committee Presentations

The following presentations were delivered to the Education and Workforce Development Committee on Thursday, September 10, 2015:

### 1. Presentation on Building the Pathway Out of Poverty – Stackable Credentials Provide Stepping Stones to Meaningful Employment

Mr. Juan Carlos Aguirre, Dean for Continuing, Professional, and Workforce Education, delivered a presentation on “Building the Pathway Out of Poverty – Stackable Credentials Provide Stepping Stones to Meaningful Employment.” This presentation was designed to provide the foundation for a subsequent presentation to the 2015 Association of Community College Trustees (ACCT) Leadership Congress.

Mr. Aguirre reviewed the demographics served by South Texas College, which included a large population of adults without at least a high school education (approximately 37%). Many of these adults lacked the basic skills necessary to obtain meaningful employment, and many did not see higher education as an obtainable or valuable pursuit.

To address this need, South Texas College built a series of Career Pathways, including Stackable Credentials, which encouraged students lacking basic language, literacy, and numeracy skills to pursue a basic career credential concurrently with any GED or English-as-a-Second-Language (ESL) courses that might benefit them.

One example Career Pathway:

- A 148-contact hour “First Responder” credential, earned alongside ESL and GED credentials as necessary.
- Completing an additional 11 semester credit hours can earn the student an **Emergency Medical Technology Basic Certificate**
- Completing an additional 12 semester credit hours can earn the student an **Emergency Medical Technology Intermediate Certificate**
- Once the student tests “College Ready”, earning an additional 24 semester contact hours can earn the student an **Emergency Medical Technology Paramedic Certificate**.
- A student completing the program thus far is eligible to (1) complete another 19 semester credit hours to earn an **Emergency Medical Technology Associate of Applied Science** or (2) enroll in the **Associate Degree Nursing program** through the “Paramedic to RN” track.
- Finally, a student will be ready to pursue a **Bachelor of Applied Technology in Medical and Health Services Management**.

Each career pathway was developed in coordination with area employers within each field. Along with these employers, the College identified meaningful credentials that would translate into valuable professional skills and employment opportunities for students. Each credential was designed to be within reach of students, encouraging them

to develop and pursue further career and educational goals as they make progress through the terminal degree.

Mr. Aguirre responded to questions from the Committee members, and received feedback to help further develop this presentation for their use at the ACCT Leadership Congress.

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

## **2. Presentation on Essential Qualities of South Texas College Faculty**

Dr. Anahid Petrosian, Vice President for Academic Affairs, introduced Dr. Eric Reittinger, Psychology Instructor and Past Faculty Senate President.

Dr. Petrosian and Dr. Reittinger presented on the *Essential Qualities of South Texas College Faculty*.

*The Essential Qualities of South Texas College Faculty* was developed by faculty in conjunction with administration through a collaboration between the leadership teams of the Faculty Senate and the Academic Council. A copy of this document was included in the packet for the Committee's review.

The *Essential Qualities of South Texas College Faculty* upholds faculty to high standards as champions of students through explicit commitments to:

- Excellence in Teaching and Learning
- Student Success
- Leadership and College Service
- Professional Development
- Community Service and Creating a College-Going Culture

Dr. Petrosian and Dr. Reittinger discussed the development of this document and its impact on the faculty and their mission to the service of the students and communities of South Texas College.

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

This review of Education and Workforce Development Committee Presentations is provided for the Board's information and feedback to staff and no action is requested.



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

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

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

### A. Awards

#### 1) Lumber and Building Materials (Award)

Award the proposal for lumber and building materials for the period beginning October 1, 2015 through September 30, 2016 with two one-year options to renew at an estimated cost of \$60,000.00 based on prior year expenditures. The vendors are as follows:

- **McCoys Building Supply** (Pharr, TX)
- **Pro Build Company, LLC.** (McAllen, TX)

Award	Board Meeting Date	Original Term	Renewal Term
Original	9/22/2015	10/01/15 – 9/30/16	2 - one year options

Purpose – The Facilities Maintenance and Operations department and the Continuing Professional and Workforce Education department are requesting the purchase of lumber and building materials.

Justification and Benefit – The lumber and building materials will be used for repairs and replacement parts as needed throughout the district by the Facilities Maintenance and Operations department and for student instruction in Continuing Professional and Workforce Education (CPWE) department. The CPWE purchases are needed for Carpentry, Electricity, and Plumbing courses which build new and remodel homes. It will include plywood, paint, sheet rock, water faucets, door knobs, tools, and other various items to help students work on homes.

Background - Proposal documents were advertised on August 3, 2015 and August 10, 2015 and issued to four (4) vendors. Two (2) responses were received on August 18, 2015 and reviewed by the Facilities Maintenance and Operations Department and Purchasing Department.

Funds for this expenditure are budgeted in the Facilities Maintenance and Operations department and the Continuing Professional and Workforce Education department budgets for FY 2015-2016.

#### 2) Printing of Graduation Programs (Award)

Award the proposal for the printing of graduation programs to **Capital Spectrum, Inc.** (Buda, TX), at a total cost of \$21,403.00.

Award	Board Meeting Date	Original Term	Renewal Term
Original	9/22/2015	10/01/15 – 8/31/16	1 Year with no option

Purpose – The Division of Student Services and Office of Public Relations and Marketing are requesting the printing of graduation programs for the December 2015 and May 2016 commencement ceremonies.

Justification and Benefit – The graduation programs are available at each commencement ceremony for the graduates, family and friends attending graduation. The graduation ceremony program quantities are as follows: Fall 2015 – 10,000 and Spring 2016 – 18,000.

Background - Proposal documents were advertised on August 13, 2015 and August 20, 2015 and issued to five (5) vendors. Five (5) responses were received on August 28, 2015 and reviewed by the Office of Public Relations and Marketing, Division of Student Services, and Purchasing Department.

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

**3) Projector Lamps (Award)**

Award the proposal for projector lamps for the period beginning October 1, 2015 through September 30, 2016 with two one-year options to renew, at an annual estimated cost of \$44,401.00 from the following vendors:

- **Audio Visual Aids, Corp.** (San Antonio, TX) \$11,929.00
- **Howard Technology Solutions, a Division of Howard Industries, Inc.** (Ellisville, MS) \$32,472.00

Award	Board Meeting Date	Original Term	Renewal Term
Original	9/22/2015	10/01/15 – 9/30/16	2 – one year options

Purpose – Instructional Technologies maintains projectors in classrooms and conference rooms district wide and replaces lamps as needed.

Justification and Benefit – The projector lamps will be used by the Instructional Technologies Department to replace spent projector lamps as needed throughout the district.

Background - Proposal documents were advertised on July 27, 2015 and August 2, 2015 and issued to five (5) vendors. Two (2) responses were received on August 11, 2015 and reviewed by Instructional Technologies and the Purchasing Department.

Funds for this expenditure are budgeted in the Instructional Technologies budget for FY 2015-2016.

**4) Records Management Services (Award)**

Award the proposal for records management services to **CTC Distributing, Ltd.** (Edinburg, TX) (New) for the period beginning November 1, 2015 through October 31, 2016 with two one-year options to renew, at an estimated amount of \$15,000.00.

Award	Board Meeting Date	Original Term	Renewal Terms
Original	9/22/2015	11/01/15 – 10/31/16	2 – one year options

Purpose – The Purchasing Department and Risk Management Office are requesting the records management services to comply with the College’s records retention schedule for documents and records.

Justification and Benefit – The records management services will provide boxing of records, dating of records, tracking of records, and destruction of records for the Business Office, Admissions, Financial Aid, Human Resources, Accountability, Maintenance, Purchasing and other departments as necessary.

Background - Proposal documents were advertised on July 27, 2015 and August 3, 2015 and issued to four (4) vendors. Three (3) responses were received on August 11, 2015 and reviewed by the Risk Manager and Purchasing Department.

Funds for this expenditure are budgeted in the Records Retention budget for FY 2015-2016.

## **B. Advertising or Memberships**

### **5) Advertisement – Classified Ads (Purchase)**

Purchase advertisement – classified ads from **AIM Media Texas/The Monitor** (McAllen, TX), a sole source vendor, for the period beginning September 1, 2015 through August 31, 2016, at an estimated amount of \$80,000.00.

Purpose – The advertisement – classified ads are requested by various College departments for the advertising of proposals, budget and tax information, and personnel vacancies.

Justification and Benefit – The advertisement will be used by the Purchasing Department for classified ads soliciting request for proposals, Business Office for budget and tax legal ads, and Human Resources for advertising vacant positions.

Funds for this expenditure are budgeted in the Purchasing Department, Business Office, Human Resources and Construction budgets for FY 2015-2016.

## **C. Instructional Items**

### **6) Automotive Parts, Equipment, and Supplies (Purchase)**

Purchase automotive parts, equipment, and supplies from **Burton Companies** (Weslaco, 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 \$25,000.00 based on prior year expenditures.

Purpose – The Automotive Technology Program, Diesel Technology, Facilities Maintenance and Custodial Department are requesting to purchase automotive parts, equipment, and supplies for instruction and repairs.

Justification and Benefit – The automotive parts, equipment, and supplies will be used for student instruction in the Automotive Technology and Diesel Technology programs labs. The facility maintenance and custodial departments will use the automotive parts and supplies for the repair of equipment.

Funds for this expenditure are budgeted in the Automotive Technology, Diesel Technology, Facilities Maintenance, and Custodial budgets for FY 2015-2016.

**7) Fire Fighter Gear (Purchase)**

Purchase fire fighter gear from **Casco Industries, Inc.** (Houston, TX) a Texas Association of School Boards – Buyboard approved vendor, at a total cost of \$15,470.60.

Purpose – The Fire Science Academy in the Division of Business and Technology is requesting the purchase of fire fighter gear for student instruction.

Justification and Benefit – The fire fighter gear will include a coat, pant, boots, helmet, hood, and gloves for five (5) students to experience hands-on training in the required gear. This is the quantity provided by the grant and an additional set will be purchased or rented through the unrestricted budget.

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

**8) Welding Supplies (Renewal)**

Renew the contracts for welding supplies for the period beginning October 1, 2015 through September 30, 2016, at an estimated cost of \$100,000.00 with the following vendors:

- **Airgas USA, LLC.** (McAllen, TX)
- **Alamo Iron Works** (Brownsville, TX)
- **Matheson Gas Products** (San Benito, TX)
- **Weldinghouse, Inc.** (Pharr, TX)

Purpose – The Welding Program, Continuing, Professional, and Workforce Education, and Facilities Maintenance Department have requested to renew the contracts for welding supplies.

Justification and Benefit – The welding supplies will be used for student instruction by the Welding Program in the Division of Technology and Continuing, Professional, and Workforce Education. It will include gases and classroom/lab supplies used by students for hands on instruction in welding classes throughout the district. The Facilities Maintenance and Operations department purchases as needed for the day-to-day operation throughout the district.

Background – The Board awarded the contracts for welding supplies 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.

Award	Board Meeting Date	Original Term	Renewal Term
Original	9/23/14	10/01/14 – 9/30/15	2 - one year options
Renewal	9/22/15		1st year renewal

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 Welding Program, Continuing, Professional, and Workforce Education and Facilities Maintenance department budgets for FY 2015-2016.

## D. Non – Instructional Items

### 9) Lease of Storage Warehouse (Purchase)

Purchase the lease of storage warehouse with McAllen Foreign Trade Zone, (McAllen, TX), a board approved vendor, for the period beginning January 1, 2016 through December 31, 2016, at a monthly amount of \$4,680.00 totaling \$56,160.00 annually.

The Board previously awarded a contract to the McAllen Foreign Trade Zone at the July 28, 2015 Board of Trustees Meeting for the lease of space at a rate of \$400.00 per every 1,000 square feet.

Purpose – The Office of Facilities Planning and Construction is requesting at least 11,700 square feet of floor space near the Technology Campus during the Bond Construction to store furniture and equipment.

Justification and Benefit – The space in Building E at the Technology Campus is currently being utilized for storage and will need to be vacated while it is being renovated as part of the 2013 Bond Construction program. The items stored in this space are various classroom and office furniture items that are distributed as requested and needed throughout the district.

Funds for this expenditure are budgeted in the Facilities Planning and Construction budget for FY 2015-2016.

### 10) Online Auction Services (Renewal)

Renew the online auction services contract with **The Public Group** (Provo, UT) for the period beginning October 1, 2015 through September 30, 2016, at no charge to the College.

Purpose – The Central Receiving Department has requested to renew the contract for online auction services to be used as needed for surplus property.

Justification and Benefit – The online auction service will be used for the disposal of Board or College President approved surplus property. This option will provide a larger audience, a longer auction period, and higher percentage of sales. No commission is paid by the College and the buyer pays the premium. The property will include all items not regulated by the Environmental Protection Agency (e.g. electronics/technology equipment).

Background – The Board awarded the contract for online auction services item 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.

Award	Board Meeting Date	Original Term	Renewal Term
Original	9/23/14	10/01/14 – 9/30/15	2 - one year options
Renewal	9/22/15		1st year renewal

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

## E. Technology

### 11) Audio Visual Equipment and Supplies (Purchase)

Purchase audio visual equipment and supplies for the period beginning September 1, 2015 through August 31, 2016, at an estimated amount of \$150,000.00 which is based on prior year expenditures, with the following purchasing cooperative vendors:

Vendor/Purchasing Cooperative	Amount
<b>AISYS Consulting, LLC.</b> (McAllen, TX) – TIPS Purchasing Cooperative	\$20,000.00
<b>Audio Visual Aids Corp</b> (San Antonio, TX) – Texas Association of School Boards - Buyboard, Texas Cooperative Purchasing Network, TIPS Purchasing Cooperative, and State of Texas Multiple Award Schedule	\$50,000.00
<b>B &amp; H Foto &amp; Electronics, Corp.</b> (New York, NY) – Texas Association of School Boards – Buyboard, Harris County Dept of Ed – Choice Partners, and E & I Cooperative Services	\$50,000.00
<b>Best Buy</b> (Richfield, MN/McAllen, TX) – Texas Association of School Boards – Buyboard	\$10,000.00
<b>PCM Gov, Inc.</b> (Chantilly, VA) – Texas Association of School Boards - Buyboard	\$10,000.00
<b>Audio Fidelity Communications Corp/dba Whitlock</b> (Austin, TX) – State of Texas Department of Information Resources (DIR)	\$10,000.00

Purpose – The audio visual equipment and supplies purchases are requested district wide as needed to support classroom instruction, staff presentations, office operations, and communication with internal and external individuals or groups.

Justification and Benefit - The audio visual equipment and supplies are purchased district wide for the day to day operation of departments and instructional programs. This includes some of the following items:

- Headphones – Distance Education, Instructional Technologies and Academic programs
- Digital Cameras, Lenses, Camera Cases – Art Program, Public Relations and Marketing, Planning and Construction and all other requesting departments and academic programs
- Dome Cameras/Camcorders – Nursing Allied Health Programs, Public Relations and Marketing and Instructional Technologies
- Computer Cables, Printer Cables and Projector Cables – Technology Resources and all other requesting departments and academic programs
- Sound Equipment – Instructional Technologies and all other requesting departments and academic programs
- Projector Screens and Parts – Instructional Technologies and all other requesting departments and academic programs

Funds for this expenditure are budgeted in the various requesting departments and academic programs budgets for FY 2015-2016.

## **12)Computers, Laptop, and Server (Purchase)**

Purchase of computers, laptop, and a server from the State of Texas Department of Information Resources (DIR) approved vendor **Dell Marketing, LP.** (Dallas, TX) and **Apple, Inc.** (Dallas, TX), at a total cost of \$383,835.94.

All purchase requests for computers, laptops, and a server 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. (e.g. mobile devices)

The purchases can be summarized as follows:

- Staff Computers
  - ⇒ 4 Computers for Purchasing Department
- Faculty/Staff Computers
  - ⇒ 99 Computers for Pecan Campus/Technology Renewal Fund
  - ⇒ 36 Computers for Technology Campus/Technology Renewal Fund
  - ⇒ 21 Computers for Starr Campus/Technology Renewal Fund
  - ⇒ 18 Computers for Mid-Valley Campus/Technology Renewal Fund
  - ⇒ 16 Computers for Nursing and Allied Health Campus/Technology Renewal Fund
- Student Lab Computers
  - ⇒ 80 Computers for Pecan Campus/Technology Renewal Fund
  - ⇒ 77 Computers for Starr Campus/Technology Renewal Fund
  - ⇒ 60 Computers for Mid-Valley Campus/Technology Renewal Fund
  - ⇒ 55 Computers for Technology Campus/Technology Renewal Fund
  - ⇒ 38 Computers for Nursing and Allied Health Campus/Technology Renewal Fund
  - ⇒ 10 Computers for Learning Commons and Open Labs
- Grant-funded Student Lab Computers
  - ⇒ 20 Computers for Carl Perkins Grant (Paralegal Program)
- Staff Laptop
  - ⇒ 1 Laptop for Information Security Office

- Server
  - ⇒ 1 Server for Wagner Peyser Advanced Manufacturing (Grant)

Funds for these expenditures are budgeted in the requesting department budgets for FY 2015-2016 as follows: Purchasing, Technology Renewal Fund, Learning Commons and Open Labs, Carl Perkins Grant, Information Security, and Wagner Peyser Advanced Manufacturing (Grant).

**13) Computer Components, Peripherals, Software, and Supplies (Purchase)**

Purchase computer components, peripherals, software, and supplies for the period beginning September 1, 2015 through August 31, 2016, at an estimated cost of \$218,000.00 which is based on prior year expenditures, with the following purchasing cooperative vendors:

Vendor/Purchasing Cooperative	Amount
<b>B &amp; H Foto &amp; Electronics, Corp</b> (New York, NY) - Texas Association of School Boards - Buyboard	\$10,000.00
<b>Best Buy</b> (Richfield, MN/McAllen, TX) – Harris County Dept of Ed - Choice Partners	\$10,000.00
<b>CDW Government</b> (Vernon Hills, IL) – State of Texas Department of Information Resources (DIR), Texas Cooperative Purchasing Network (TCPN), Harris County Dept of Ed – Choice Partners, and TIPS Purchasing Cooperative	\$80,000.00
<b>GovConnection</b> (Merrimack, NH) – Texas Association of School Boards – Buyboard, State of Texas Department of Information Resources (DIR), E & I Purchasing Cooperative, and Texas Cooperative Purchasing Network	\$18,000.00
<b>PCM Gov, Inc.</b> (Chantilly, VA) – Texas Association of School Boards – Buyboard, State of Texas Department of Information Resources (DIR), and TIPS Purchasing Cooperative	\$80,000.00
<b>SHI Government Solutions, Inc.</b> (Austin, TX) – Texas Association of School Boards – Buyboard, State of Texas Department of Information Resources (DIR), and Harris County Dept of Ed – Choice Partners	\$10,000.00
<b>Tiger Direct</b> (Miami, FL) – TIPS Purchasing Cooperative	\$10,000.00

Purpose – The computer components, peripherals, software, and supplies purchases are requested district wide as needed to support classroom instruction, staff office operations, and communication with internal and external individuals or groups.

Justification and Benefit - The computer components, peripherals, software, and supplies are purchased district wide for the day to day operation of departments and instructional programs. The following are some of the items requested by programs/departments:

- Scanners, Printers, Storage Media, Surge Protectors, Toner Cartridges, and Cables – All departments district wide
- Barcode Scanners – Library Services, Security, Central Receiving, and Instructional Technologies
- Memory – Business Computer Systems Program and All Departments District Wide
- Head Phones – Open Labs and Center for Learning Excellence



- Web Cameras – Distance Education and All Departments District Wide
- Computer Parts – Business Computer Systems Program
- Hard Drives – Business Computer Systems Program and All Departments District Wide
- Software – Instructional and Business packages

Funds for this expenditure are budgeted in the Instructional Technologies, Library Services, Central Receiving and other department and academic programs budgets for FY 2015-2016.

#### **14) Database Administrator Services (Purchase)**

Purchase database administrator services from **Strata Information Group** (San Diego, CA), 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 \$50,000.00.

Purpose – The Technology Resources Department is requesting to purchase database administrator services to assist with various Banner related projects.

Justification and Benefit - The database administrator services will include support in technical environments, student and faculty/staff self-service and system administrative services, as well as assist with hardware configuration, system installation and documentation for several projects.

Funds for this expenditure are budgeted in the Technology Resources Project Management Risk and Security budget for FY 2015-2016.

#### **15) Network Routers, Interface Cards, and Switches (Purchase)**

Purchase network routers, interface cards, and switches from **Insight Public Sector** (Tempe, AZ/McAllen, TX), a State of Texas Department of Information Resources (DIR) approved vendor, at a total cost of \$63,080.92.

Purpose – The Business Computer Systems Program in the Division of Business and Technology is requesting the purchase of network routers, interface cards, and switches for student instruction.

Justification and Benefit – The network routers, interface cards, and switches are used for students to be able to complete the four (4) networking course labs. They are also used to comply with Cisco Networking Academy regulations.

Cisco 2911 Routers, Cisco 2-port WAN Interface card, and Catalyst 2960 series SI switches, are all part of the same group and need to be purchased in order for students to be able to complete the hands-on labs. These 3 items are combined to effectively build the labs required to comply with the Cisco Networking Academy regulations. Since our Business Computer Systems program is part of the Cisco Networking Academy, we are required to have these items in order to have the most up-to-date equipment required by the new curriculum which was released about a year ago. In addition to compliance, the routers and switches are used to help students get the hands-on experience needed to take the Cisco CCENT and CCNA certifications needed to obtain a better opportunity in finding employment upon graduation. Students will not only be able to successfully complete the certification exam but will obtain the technical skills needed to be successful in the job force.

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

**16)Internet Services (Renewal)**

Renew the internet services with **Time Warner Cable** (New York, NY/Harlingen, TX) through the State of Texas Department of Information Resources (DIR) (Austin, TX) for a eight (8) month period beginning May 1, 2015 through December 31, 2015, at a monthly cost of \$19,295.36, which includes a monthly federal fee or an annual cost of \$173,658.24.

Purpose - Technology Resources is requesting to renew the Internet services for the Pecan, Mid Valley, and Starr County campuses.

Justification and Benefit - The services will be utilized by students, faculty, and staff to access the internet for use in classrooms and offices throughout the Pecan, Mid Valley, and Starr County campuses.

The breakdown of costs for each campus is as follows:

- Pecan Campus - \$8,986.88 per month, \$80,881.92 (8 months)
- Mid Valley Campus (direct) - \$4,757.76 per month, \$42,819.84 (8 months)
- Mid Valley Campus (point to point)- \$2,775.36 per month, \$24,978.24 (8 months)
- Starr County Campus (point to point) - \$2,775.36 per month, \$24,978.24 (8 months)

Background – The Board approved contracts for internet services at the April 24, 2012 Board of Trustees meeting. The contracts have expired and are on a month-to-month basis, which is preferred as Technology Resources transitions and transfers these services to a different technology which will provide faster connection and a more dedicated service.

Funds for this expenditure are budgeted in the Telecom budget for FY 2014-2015 and FY2015-2016.

**17)Internet Services – Pecan Campus (Renewal)**

Renew the internet services with **AT&T Corporation (Austin, TX)** through the State of Texas Department of Information Resources (DIR) (Austin, TX) for a eight (8) month period beginning May 1, 2015 through December 31, 2015, at a monthly cost of \$12,693.68 which includes a monthly federal fee or an annual cost of \$114,243.12.

Purpose - Technology Resources is requesting to renew the Internet services for the Pecan Campus, Nursing and Allied Health Campus, Pecan Plaza, Hidalgo Center, and Pharr Center.

Justification and Benefit - The services provide a secondary connection to the internet at the Pecan Campus and a primary connection at the Nursing and Allied Health Campus, Pecan Plaza, Hidalgo Center, and Pharr Center. The services will be utilized by students, faculty, and staff to access the internet for use in classrooms and offices.

Background – The Board approved contracts for internet services at the April 24, 2012 Board of Trustees meeting. The contracts have expired and are on a month-to-month basis, which is preferred as Technology Resources transitions and transfers these services to a different technology which will provide faster connection and a more dedicated service.

Funds for this expenditure are budgeted in the Telecom budget for FY 2014-2015 and FY2015-2016.

**18)Library Database Subscriptions #I (Renewal)**

Renew the library database subscriptions #I with **ProQuest, LLC.** (Ann Arbor, MI), a sole source vendor, for the period beginning October 1, 2015 through December 31, 2016, at a total cost of \$49,006.01 for the following collections:

#	Database	Period	Amount
1	<b>Bowker’s Resources for College Libraries</b>	10/01/15 – 9/30/16	\$1,290.00
2	<b>eLibrary Curriculum Edition</b>	11/1/15 – 10/31/16	\$11,432.63
3	<b>Nursing &amp; Allied Health Source</b>	11/1/15 – 10/31/16	\$15,227.38
4	<b>PRISMA Hispanic Studies Journal</b>	11/1/15 – 10/31/16	\$4,558.00
5	<b>Safari Tech Books Online Subscription</b>	11/1/15 – 10/31/16	\$14,498.00
6	<b>Ebrary (e-Books) Hosting Fee</b>	1/1/15 – 12/31/16	\$1,500.00
7	<b>History Vault Service Fee</b>	1/1/16 – 12/31/16	\$500.00

Purpose – Library Services is requesting to renew the library database subscriptions #I to support academic programs district wide.

Justification and Benefit - The library database subscriptions #I fee will provide access for all faculty, staff, and students.

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

**19)Library Database Subscriptions #II (Renewal)**

Renew the library database subscriptions #II with **EBSCO Publishing/dba EBSCO Information Services Group** (Ipswich, MA), a sole source vendor, for the period beginning September 1, 2015 through February 28, 2017, at a total amount of \$51,664.52 for the following collections:

#	Database	Period	Amount
1	<b>EBSCO Discovery Service</b>	9/1/15 – 8/31/16	\$20,129.38
2	<b>Auto Repair Reference Center</b>	11/1/15 – 10/31/16	\$3,273.38
3	<b>CINAHL with Full Text</b>	11/1/15 – 10/31/16	\$4,531.13
4	<b>Library Information Science &amp; Technology Abstracts</b>	11/1/15 – 10/31/16	\$3,521.70
5	<b>Points of View Reference Center</b>	11/1/15 – 10/31/16	\$3,952.78
6	<b>Curriculum Builder</b>	2/1/16 – 1/31/17	\$2,687.50
7	<b>eBook Academic Subscription Collection</b>	3/1/16 – 2/28/17	\$13,568.65

Purpose – Library Services is requesting to renew the library database subscriptions #II for an additional year to support the academic programs.

Justification and Benefit - The library database subscriptions #II will provide access for all faculty, staff and students.

Funds for this expenditure are budgeted in the Library Acquisitions budget for FY 2015-2016.

**20)Library Database Subscriptions #III (Renewal)**

Renew the library database subscriptions #III with **Elsevier BV, Inc.** (San Diego, CA), a sole source vendor, for the period beginning October 1, 2015 through December 31, 2016, at a total amount of \$26,148.58 for the following collections:

#	Subscription	Period	Amount
1	<b>Gold Standard Clinical Pharmacology</b>	10/1/15 – 9/30/16	\$4,273.13
2	<b>ScienceDirect College Edition</b>	1/1/16 – 12/31/16	\$21,875.45

Purpose – Library Services is requesting to renew the library database subscriptions #III for an additional year to support the Nursing and Allied Health and Science programs.

Justification and Benefit - The subscription to the Clinical Pharmacology database provides access to pharmacological information that supports programs in Nursing and Allied Health. The subscription to ScienceDirect College Edition provides access to extensive collections of scholarly journals that support science programs at the College.

Funds for this expenditure are budgeted in the Library Acquisitions budget for FY 2015-2016.

**21)Library Digital Resource Subscriptions (Renewal)**

Renew the library digital resource subscriptions with **Film Media Group/Infobase Learning** (New York, NY), a sole source vendor, for the period beginning December 1, 2015 through May 30, 2017, at a total amount of \$27,350.55. This subscriptions package includes the following films on demand (FoD) video collections and databases:

#	Video Subscription	Period	Amount
1	<b>FoD: Business &amp; Economics Collection</b>	12/1/15 – 11/30/16	\$1,242.54
2	<b>FoD: Career &amp; Technical Education Collection</b>	12/1/15 – 11/30/16	\$1,370.95
3	<b>FoD: Health Collection</b>	12/1/15 – 11/30/16	\$2,173.63
4	<b>FoD: Humanities &amp; Social Science Collection</b>	12/1/15 – 11/30/16	\$12,413.36
5	<b>FoD: Nursing Collection</b>	12/1/15 – 11/30/16	\$2,528.50
6	<b>FoD: Science &amp; Math Collection</b>	12/1/15 – 11/30/16	\$1,715.88
7	<b>Issues &amp; Controversies</b>	5/31/16 – 5/30/17	\$1,476.42
8	<b>Today's Science</b>	5/31/16 – 5/30/17	\$1,476.42
9	<b>World News Digest</b>	5/31/16 – 5/30/17	\$2,952.85

Purpose – Library Services is requesting to renew the library digital resource subscriptions for an additional year to continue serving the virtual campus.

Justification and Benefit - The library digital resource subscriptions support the eSTC virtual campus with equal resources on-campus and online.

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

## **22) Student Enrollment Management System (Purchase)**

Purchase a student enrollment management system from Hobsons, Inc. (Cincinnati, OH) (New), a sole source vendor, for the period beginning September 28, 2015 through September 27, 2018, at a total cost of \$346,740.00. The total amount will be split evenly into three (3) annual payments.

Purpose - The Division of Student Services, Division of Academic Affairs and the Office of Public Relations are requesting the purchase of Radius® Constituent Relationship Management (CRM) and Starfish® Early Alert Systems along with professional services to assist with the implementation of these systems.

Justification and Benefit - The College does not currently utilize a Constituent Relationship Management system. Several departments including admissions, recruiting, and public relations have expressed a need for an institutional CRM system.

The college does not currently have an Early Alert System (EAS) that can support our 32,000 students. Academic Affairs and the Advising Office have requested an integrated system that would allow faculty to easily identify students at risk of not succeeding in the classroom and tie them to appropriate college services. The Starfish EAS has been reviewed and demonstrations have been provided several times over the last year to faculty, staff and administrators.

By moving to integrated systems, the college will be able to provide a more personalized service and targeted interventions for students and improve the student experience. The overall goal is to transform our current processes to be fully integrated between all departments across the college. The CRM system will provide the tools needed to support students at all stages of their student lifecycle from recruitment, enrollment, and admissions through graduation. The EAS will allow the college to get the right intervention to the right student at the right time which will lead to increased student retention and completion.

Background - EDUCAUSE, a nonprofit association committed to advancing higher education, in 2013 invited South Texas College to apply for funding of projects that improve on current Integrated Planning and Advising Services (IPAS) and related technologies.

IPAS is an integrative approach to student success that promotes shared ownership among students, faculty, and staff. It encompasses services that help students formulate and advance toward educational goals including advising, counseling, progress tracking, and academic early alerts. IPAS technologies can contribute in many ways such as documenting and tracking students' educational plans, improving data analysis, offering self-service resources that reduce advisor workloads, and triggering interventions based on student behavior or faculty input.

On June 10, 2013, South Texas College was awarded an initial IPAS grant from EDUCAUSE to assist with the purchase and implementation of the Degreeworks software program and to scale up its existing advising programs.

After successfully rolling out Degreeworks to all 32,000 students, EDUCAUSE invited South Texas College to apply for funding of a second round of projects that improve on current Integrated Planning and Advising Services and related technologies, referred to as IPAS2.

South Texas College has been awarded a grant of \$75,000 per year for three (3) years totaling \$225,000 to offset the cost of purchase and implementation of the Hobsons CRM and EAS products over that period.

In its grant application South Texas College specifically identified that the grant funds would be used to purchase the products and professional services related to HOBSONS' Radius® Customer Relationship Management (CRM) and Starfish® Early Alert technology systems.

Funds for this expenditure are budgeted in the Integrated Planning and Advising Services - 2 Grant and the Division of Information Services, Planning and Strategic Initiatives budgets for FY 2015-2016.

## **F. Contract Extension**

### **23) Call Center (Contract Extension)**

Contract extension for call center services with **Blackboard, Inc.** (Washington, DC), for the period beginning October 1, 2015 through September 30, 2016, is requested. At this time, the extension of the contract term is requested, with additional services and costs to be determined later and contingent upon Board approval.

Purpose - On June 23, 2015 the Board of Trustees awarded the contract for call center services beginning July 1, 2015 through September 30, 2015 with the option to extend the contract for one additional year.

Justification and Benefit - The Division of Student Affairs & Enrollment Management (SAEM) is requesting a no cost extension of the current contract. Blackboard, Inc. conducted an Enrollment Outreach Campaign for 3,500 prospective students. The Division will prepare a report after the Fall 2015 Census Enrollment Report on the results of the campaign for prospective students and present to the Board for review and approval of additional services.

### **Recommendation:**

It is requested that the Finance and Human Resources Committee recommend for Board approval at the September 22, 2015 Board meeting the proposal awards, purchases, renewals, and Contract Extension as listed below:

**A. Awards**

**B. Advertising or Memberships**

**C. Instructional Items**

**D. Non-Instructional Items**

**E. Technology Items**

**F. Contract Extension**

**A. Awards**

- 1) Lumber and Building Materials (Award):** award the proposal for lumber and building materials for the period beginning October 1, 2015 through September 30, 2016 with two

one-year options to renew at an estimated cost of \$60,000.00 based on prior year expenditures. The vendors are as follows:

- **McCoys Building Supply** (Pharr, TX)
- **Pro Build Company, LLC.** (McAllen, TX)

2) **Printing of Graduation Programs (Award):** award the proposal for the printing of graduation programs to **Capital Spectrum, Inc.** (Buda, TX), at a total cost of \$21,403.00;

3) **Projector Lamps (Award):** award the proposal for projector lamps for the period beginning October 1, 2015 through September 30, 2016 with two one-year options to renew, at an annual estimated cost of \$44,401.00 from the following vendors:

<b>Audio Visual Aids, Corp.</b> (San Antonio, TX)	\$11,929.00
<b>Howard Technology Solutions, a Division of Howard Industries, Inc.</b> (Ellisville, MS)	\$32,472.00

4) **Records Management Services (Award):** award the proposal for records management services to **CTC Distributing, Ltd.** (Edinburg, TX) (New) for the period beginning November 1, 2015 through October 31, 2016 with two one-year options to renew, at an estimated amount of \$15,000.00;

**B. Advertising or Memberships**

5) **Advertisement – Classified Ads (Purchase):** purchase advertisement – classified ads from **AIM Media Texas/The Monitor** (McAllen, TX), a sole source vendor, for the period beginning September 1, 2015 through August 31, 2016, at an estimated amount of \$80,000.00;

**C. Instructional Items**

6) **Automotive Parts, Equipment and Supplies (Purchase):** purchase automotive parts, equipment, and supplies from **Burton Companies** (Weslaco, 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 \$25,000.00 based on prior year expenditures;

7) **Fire Fighter Gear (Purchase):** purchase fire fighter gear from **Casco Industries, Inc.** (Houston, TX), a Texas Association of School Boards – Buyboard approved vendor, at a total cost of \$15,470.60;

8) **Welding Supplies (Renewal):** renew the contracts for welding supplies for the period beginning October 1, 2015 through September 30, 2016, at an estimated cost of \$100,000.00 with the following vendors:

- **Airgas USA, LLC.** (McAllen, TX)
- **Alamo Iron Works** (Brownsville, TX)
- **Matheson Gas Products** (San Benito, TX)
- **Weldinghouse, Inc.** (Pharr, TX)

**D. Non – Instructional Items**

9) **Lease of Storage Warehouse (Purchase):** purchase the lease of storage warehouse with McAllen Foreign Trade Zone, (McAllen, TX), a board approved vendor, for the period beginning January 1, 2016 through December 31, 2016 at a monthly amount of \$4,680.00, totaling \$56,160.00 annually;

10) **OnLine Auction Services (Renewal):** renew the online auction services with **The Public Group** (Provo, UT) for the period beginning October 1, 2015 through September 30, 2016, at no charge to the College;

**E. Technology**

**11) Audio Visual Equipment and Supplies (Purchase):** purchase audio visual equipment and supplies for the period beginning September 1, 2015 through August 31, 2016, at an estimated amount of \$150,000.00 which is based on prior year expenditures, with the following purchasing cooperative vendors:

Vendor/Purchasing Cooperative	Amount
<b>AISYS Consulting, LLC.</b> (McAllen, TX) – TIPS Purchasing Cooperative	\$20,000.00
<b>Audio Visual Aids Corp</b> (San Antonio, TX) – Texas Association of School Boards - Buyboard, Texas Cooperative Purchasing Network, TIPS Purchasing Cooperative, and State of Texas Multiple Award Schedule	\$50,000.00
<b>B &amp; H Foto &amp; Electronics, Corp.</b> (New York, NY) – Texas Association of School Boards – Buyboard, Harris County Dept of Ed – Choice Partners, and E & I Cooperative Services	\$50,000.00
<b>Best Buy</b> (Richfield, MN/McAllen, TX) – Texas Association of School Boards – Buyboard	\$10,000.00
<b>PCM Gov, Inc.</b> (Chantilly, VA) – Texas Association of School Boards - Buyboard	\$10,000.00
<b>Audio Fidelity Communications Corp/dba Whitlock</b> (Austin, TX) – State of Texas Department of Information Resources (DIR)	\$10,000.00

**12) Computers, Laptop, and Server (Purchase):** purchase of computers, laptop, and a server from the State of Texas Department of Information Resources (DIR) approved vendor **Dell Marketing, LP.** (Dallas, TX) and **Apple, Inc.** (Dallas, TX), at a total cost of \$383,835.94;

**13) Computer Components, Peripherals, Software, and Supplies (Purchase):** purchase computer components, peripherals, software and supplies for the period beginning September 1, 2015 through August 31, 2016, at an estimated cost of \$218,000.00 which is based on prior year expenditures, with the following purchasing cooperative vendors:

Vendor/Purchasing Cooperative	Amount
<b>B &amp; H Foto &amp; Electronics, Corp</b> (New York, NY) - Texas Association of School Boards - Buyboard	\$10,000.00
<b>Best Buy</b> (Richfield, MN/McAllen, TX) – Harris County Dept of Ed - Choice Partners	\$10,000.00
<b>CDW Government</b> (Vernon Hills, IL) – State of Texas Department of Information Resources (DIR), Texas Cooperative Purchasing Network (TCPN), Harris County Dept of Ed – Choice Partners, and TIPS Purchasing Cooperative	\$80,000.00
<b>GovConnection</b> (Merrimack, NH) – Texas Association of School Boards – Buyboard, State of Texas Department of Information Resources (DIR), E & I Purchasing Cooperative, and Texas Cooperative Purchasing Network	\$18,000.00



<b>PCM Gov, Inc.</b> (Chantilly, VA) – Texas Association of School Boards – Buyboard, State of Texas Department of Information Resources (DIR), and TIPS Purchasing Cooperative	\$80,000.00
<b>SHI Government Solutions, Inc.</b> (Austin, TX) – Texas Association of School Boards – Buyboard, State of Texas Department of Information Resources (DIR), and Harris County Dept of Ed – Choice Partners	\$10,000.00
<b>Tiger Direct</b> (Miami, FL) – TIPS Purchasing Cooperative	\$10,000.00

**14) Database Administrator Services (Purchase):** purchase database administrator services from **Strata Information Group** (San Diego, CA), a State of Texas Department of Information Resources (DIR) approved vendor, for the period September 1, 2015 through August 31, 2016, at an estimated cost of \$50,000.00;

**15) Network Routers, Interface Cards, and Switches (Purchase):** purchase network routers, interface cards, and switches from **Insight Public Sector** (Tempe, AZ/McAllen, TX), a State of Texas Department of Information Resources (DIR) approved vendor, at a total cost of \$63,080.92;

**16) Internet Services (Renewal):** renew the internet services with **Time Warner Cable** (New York, NY/Harlingen, TX) through the State of Texas Department of Information Resources (DIR) (Austin, TX) for a eight (8) month period beginning May 1, 2015 through December 31, 2015, at a monthly cost of \$19,295.36, which includes a monthly federal fee or an annual cost of \$173,658.24;

**17) Internet Services – Pecan Campus (Renewal):** renew the internet services with **AT&T Corporation** (Austin, TX) through the State of Texas Department of Information Resources (DIR) (Austin, TX) for a eight (8) month period beginning May 1, 2015 through December 31, 2015, at a monthly cost of \$12,693.68 which includes a monthly federal fee or an annual cost of \$114,243.12;

**18) Library Database Subscriptions #I (Renewal):** renew the library database subscriptions #I with **ProQuest, LLC.** (Ann Arbor, MI), a sole source vendor, for the period beginning October 1, 2015 through December 31, 2016, at a total cost of \$49,006.01 for the following collections:

#	Database	Period	Amount
1	<b>Bowker’s Resources for College Libraries</b>	10/01/15 – 9/30/16	\$1,290.00
2	<b>eLibrary Curriculum Edition</b>	11/1/15 – 10/31/16	\$11,432.63
3	<b>Nursing &amp; Allied Health Source</b>	11/1/15 – 10/31/16	\$15,227.38
4	<b>PRISMA Hispanic Studies Journal</b>	11/1/15 – 10/31/16	\$4,558.00
5	<b>Safari Tech Books Online Subscription</b>	11/1/15 – 10/31/16	\$14,498.00
6	<b>Ebrary (e-Books) Hosting Fee</b>	1/1/15 – 12/31/16	\$1,500.00
7	<b>History Vault Service Fee</b>	1/1/16 – 12/31/16	\$500.00

**19) Library Database Subscriptions #II (Renewal):** renew the library database subscriptions #II with **EBSCO Publishing/dba EBSCO Information Services Group** (Ipswich, MA), a sole source vendor, for the period beginning September 1, 2015 through February 28, 2017, at a total amount of \$51,664.52 for the following collections:

#	Database	Period	Amount
1	<b>EBSCO Discovery Service</b>	9/1/15 – 8/31/16	\$20,129.38
2	<b>Auto Repair Reference Center</b>	11/1/15 – 10/31/16	\$3,273.38
3	<b>CINAHL with Full Text</b>	11/1/15 – 10/31/16	\$4,531.13
4	<b>Library Information Science &amp; Technology Abstracts</b>	11/1/15 – 10/31/16	\$3,521.70
5	<b>Points of View Reference Center</b>	11/1/15 – 10/31/16	\$3,952.78
6	<b>Curriculum Builder</b>	2/1/16 – 1/31/17	\$2,687.50
7	<b>eBook Academic Subscription Collection</b>	3/1/16 – 2/28/17	\$13,568.65

**20)Library Database Subscriptions #III (Renewal):** renew the library database subscriptions #III with **Elsevier BV, Inc.** (San Diego, CA), a sole source vendor, for the period beginning October 1, 2015 through December 31, 2016, at a total amount of \$26,148.58 for the following collections:

#	Subscription	Period	Amount
1	<b>Gold Standard Clinical Pharmacology</b>	10/1/15 – 9/30/16	\$4,273.13
2	<b>ScienceDirect College Edition</b>	1/1/16 – 12/31/16	\$21,875.45

**21)Library Digital Resource Subscriptions (Renewal):** renew the library digital resource subscriptions with **Film Media Group/Infobase Learning** (New York, NY), a sole source vendor, for the period beginning December 1, 2015 through May 30, 2017, at a total amount of \$27,350.55. This subscriptions package includes the following films on demand (FoD) video collections and databases:

#	Video Subscription	Period	Amount
1	<b>FoD: Business &amp; Economics Collection</b>	12/1/15 – 11/30/16	\$1,242.54
2	<b>FoD: Career &amp; Technical Education Collection</b>	12/1/15 – 11/30/16	\$1,370.95
3	<b>FoD: Health Collection</b>	12/1/15 – 11/30/16	\$2,173.63
4	<b>FoD: Humanities &amp; Social Science Collection</b>	12/1/15 – 11/30/16	\$12,413.36
5	<b>FoD: Nursing Collection</b>	12/1/15 – 11/30/16	\$2,528.50
6	<b>FoD: Science &amp; Math Collection</b>	12/1/15 – 11/30/16	\$1,715.88
7	<b>Issues &amp; Controversies</b>	5/31/16 – 5/30/17	\$1,476.42
8	<b>Today's Science</b>	5/31/16 – 5/30/17	\$1,476.42
9	<b>World News Digest</b>	5/31/16 – 5/30/17	\$2,952.85

**22)Student Enrollment Management System (Purchase):** purchase a student enrollment management system from Hobsons, Inc. (Cincinnati, OH) (New), a sole source vendor, for the period beginning September 28, 2015 through September 27, 2018, at a total cost of \$346,740.00. The total amount will be split evenly into three (3) annual payments;

**F. Contract Extension**

**23) Call Center (Contract Extension):** contract extension for call center services with **Blackboard, Inc.** (Washington, DC), for the period beginning October 1, 2015 through September 30, 2016 is requested. At this time, the extension of the contract term is requested, with additional services and costs to be determined later and contingent upon Board approval.

**SUMMARY TOTAL:**

The total for the proposal awards, purchases, renewals, and contract extension is \$2,071,162.48

**Recommendation:**

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

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

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

**Approval Recommended:**

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

**President**

### **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.

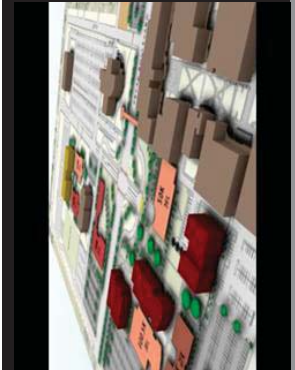
# SOUTH TEXAS COLLEGE

## 2013 BOND CONSTRUCTION PROGRAM UPCOMING TIMELINE

Facilities Committee Meeting

September 10, 2015

**BROADDUS  
& ASSOCIATES**



# BOARD APPROVAL ITEMS

**South Texas College**  
**2013 Bond Construction Program**  
**Upcoming Timeline – 09/10/15**

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

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

# 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
<b>1</b>	Execute CM@R Contracts	BIM/FM Execution Kickoff			
<b>2</b>	Execute Geotechnical & Material Testing Contracts	Schematic Design Deliverables			
<b>3</b>	Update Master Program Schedule	Nursing & Allied Health Thermal Energy Plant			
<b>4</b>		Update Master Plan Ongoing			
<b>5</b>		Library Consultant Focus Groups			
<b>6</b>		Kitchen Consultant Design			
<b>7</b>					
<b>8</b>					
<b>9</b>					
<b>10</b>					
<b>Operational</b>					

# INFORMATION & PRESENTATION ITEMS

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

	July '15	August '15	September '15	October '15	November '15
Informational/Presentations	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				



# ITEMS REQUIRING BOARD FEEDBACK

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	Thermal Plant Solution for N&AH	N&AH Thermal Energy Plant - RFQ			
2					
3					
4					
5					
6					
7					
8					
9					
10					

Items Requiring Board Feedback

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

## **Review and Action as Necessary on Schematic Design of the 2013 Bond Construction Mid Valley Campus Thermal Plant**

Approval of schematic design by DBR Engineering for the 2013 Bond Construction Mid Valley Campus Thermal Plant 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, DBR Engineering 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, DBR Engineering began working with Broaddus & Associates, Facilities Planning & Construction, and STC staff to develop plans and elevations. The proposed Mid Valley Campus Thermal Plant project is part of the 2013 Bond Construction Program and includes the following scope:

- **Engineer**
  - DBR Engineering
  
- **Construction Manager-at-Risk**
  - Skanska Building USA
  
- **Construction Cost Limitation (CCL)**
  - \$3,800,000
  
- **Program Scope**
  - SQ FT – 3,888
  - One Floor
  
- **Chillers and Mechanical Support**
  - Water cooled chillers (4 at 600 tons each)
- **Office Spaces**
  - Facility Manager
  - Office Pool
  - Inventory/Custodial

- **Building Support Spaces**
  - Restroom
  - Loading Areas

### **Funding Source**

The current Construction Cost Limitation (CCL) is \$3,800,000 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 are 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, and Technology Resources departments.

### **Enclosed Documents**

DBR Engineering has developed a schematic presentation describing the proposed design. The drawings of the site plan, floor plans, and exterior views are provided under separate cover.

### **Presenters**

DBR Engineering has developed a schematic presentation describing the proposed design. Representatives from Broaddus & Associates and DBR Engineering 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 by DBR Engineering for the 2013 Bond Construction Mid Valley Campus Thermal Plant as presented.

### **Recommendation:**

It is recommended that the Board of Trustees of South Texas College approve and authorize the proposed schematic design by DBR Engineering for the 2013 Bond Construction Mid Valley Campus Thermal Plant 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 by DBR Engineering for the 2013 Bond Construction Mid Valley Campus Thermal Plant as presented.

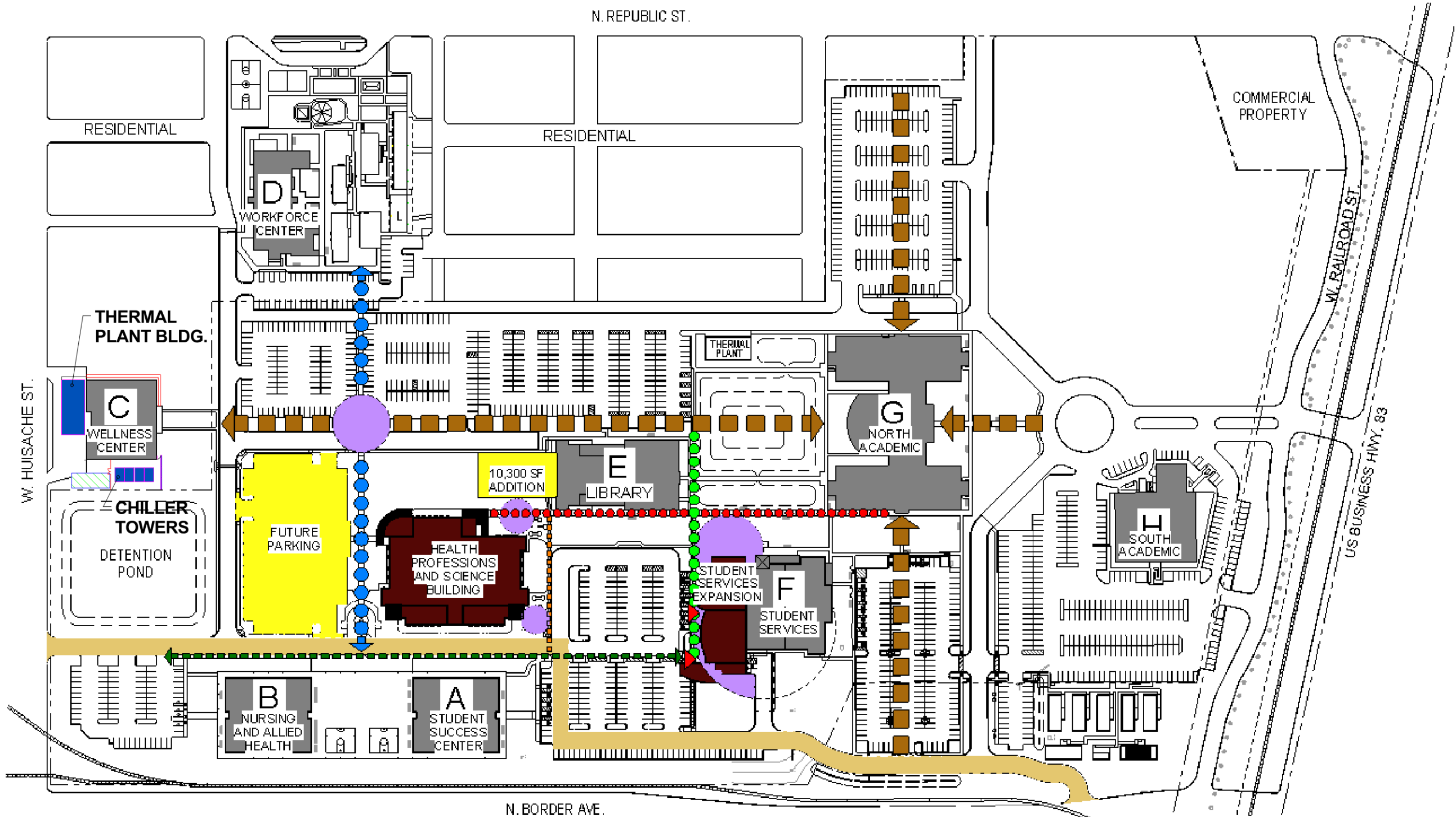
### **Approval Recommended:**

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



# **STC – 2013 Bond Program – Mid Valley Campus Thermal Plant, Weslaco, Texas**





N ◀ OVERALL SITE PLAN









NORTHEAST VIEW





NORTHWEST VIEW





## SOUTHWEST VIEW





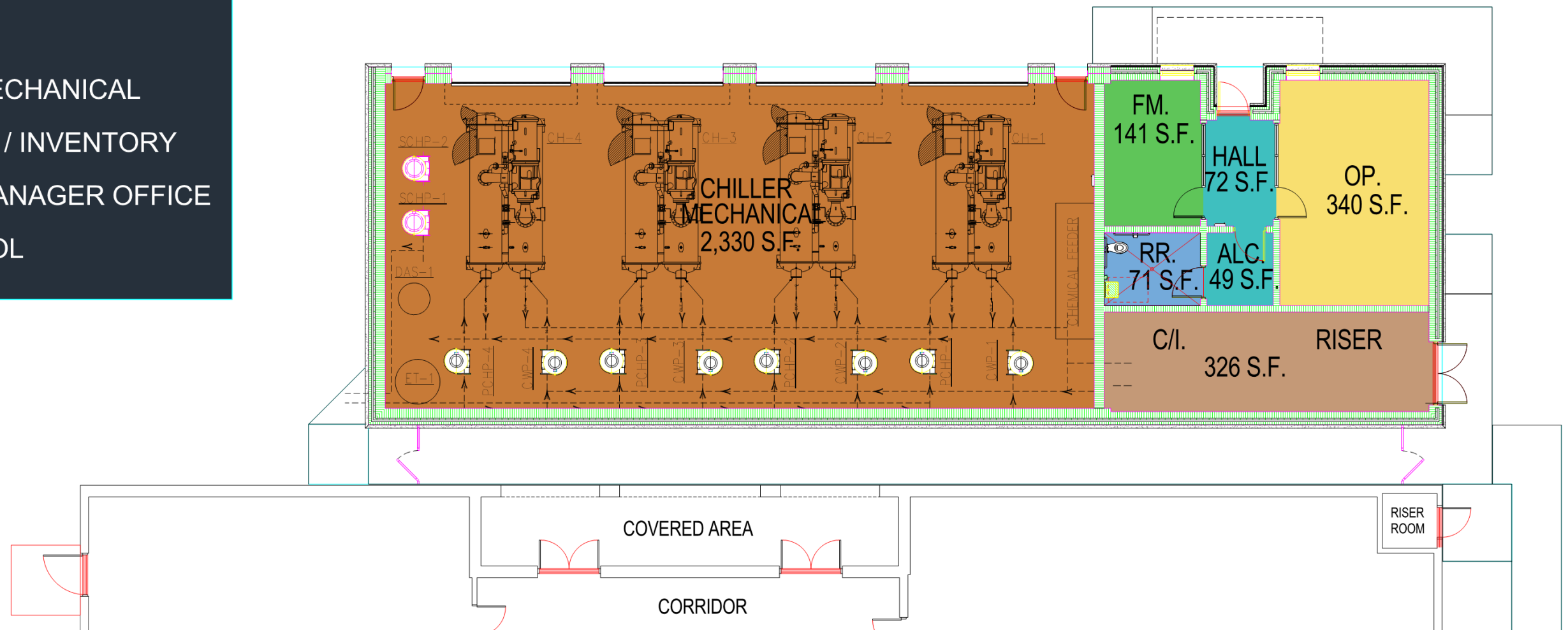
NORTH ELEVATION



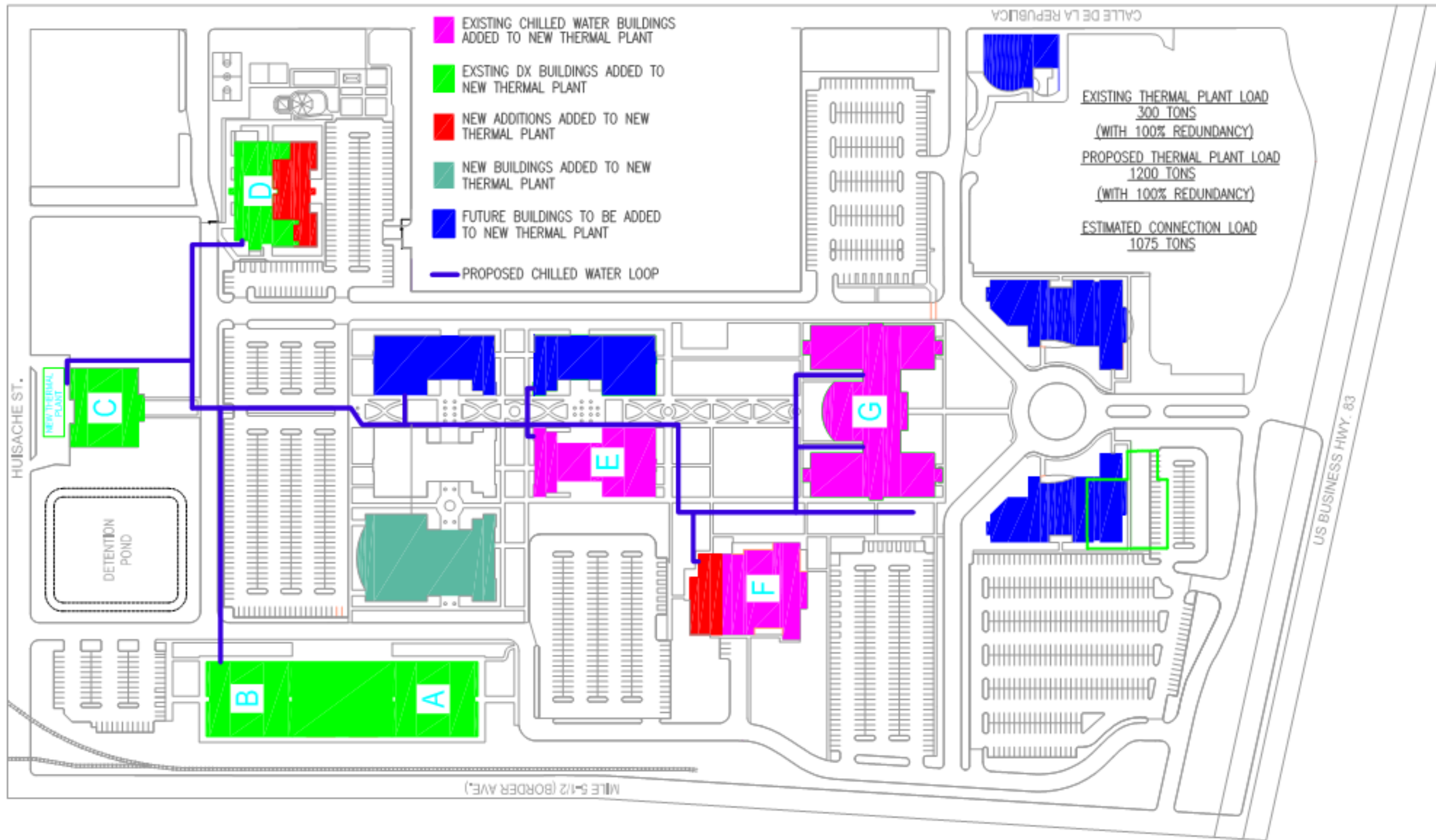
EAST ELEVATION

# LEGEND

- HALL
- RESTROOM
- CHILLER MECHANICAL
- CUSTODIAL / INVENTORY
- FACILITY MANAGER OFFICE
- OFFICE POOL



# South Texas College Mid-Valley Campus Thermal Plant Building



## N ◀ PROPOSED CHILLED WATER LOOP



## **Review and Action as Necessary on Schematic Design of the 2013 Bond Construction Starr County Campus Thermal Plant**

Approval of schematic design by Sigma HN Engineers for the 2013 Bond Construction Starr County Campus Thermal Plant 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, Sigma HN Engineers 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, Sigma HN Engineers began working with Broaddus & Associates, Facilities Planning & Construction, and STC staff to develop plans and elevations. The proposed Starr County Campus Thermal Plant project is part of the 2013 Bond Construction Program and includes the following scope:

- **Engineer**
  - Sigma HN Engineers
  
- **Construction Manager-at-Risk**
  - D. Wilson Construction
  
- **Construction Cost Limitation (CCL)**
  - \$3,800,000
  
- **Program Scope**
  - SQ FT – 4,082
  - One Floor
  
- **Chillers and Mechanical Support**
  - Water cooled chillers (3 @ 400 tons each)
- **Chiller Equipment Space**

- **Office Spaces**
  - Facility Manager
  - Office Pool
  - Inventory/Custodial
  
- **Building Support Spaces**
  - Restroom
  - Loading Area

### **Funding Source**

The current Construction Cost Limitation (CCL) is \$3,800,000 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 are 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, and Technology Resources departments.

### **Enclosed Documents**

Sigma HN Engineers has developed a schematic presentation describing the proposed design. The drawings of the site plan, floor plans, and exterior views are provided under separate cover.

### **Presenters**

Sigma HN Engineers has developed a schematic presentation describing the proposed design. Representatives from Broaddus & Associates and Sigma HN Engineers 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 by Sigma HN Engineers for the 2013 Bond Construction Starr County Campus Thermal Plant as presented.

### **Recommendation:**

It is recommended that the Board of Trustees of South Texas College approve and authorize the proposed schematic design by Sigma HN Engineers for the 2013 Bond Construction Starr County Campus Thermal Plant 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 by Sigma HN Engineers for the 2013 Bond Construction Starr County Campus Thermal Plant as presented.

### **Approval Recommended:**

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



**THERMAL PLANT EXPANSION**  
SOUTH TEXAS COLLEGE  
STARR COUNTY CAMPUS  
2013 BOND CONSTRUCTION PROGRAM







**SOUTH TEXAS  
COLLEGE**

# EXISTING HVAC SYSTEMS



## LEGEND



-  BUILDINGS CURRENTLY ON EXISTING AIR COOLED THERMAL PLANT
-  BUILDING CURRENTLY ON INDEPENDENT CHILLED WATER SYSTEM
-  BUILDINGS CURRENTLY ON INDEPENDENT DX SYSTEMS
-  PROPOSED NEW BUILDINGS



# PROPOSED THERMAL PLANT LOCATION



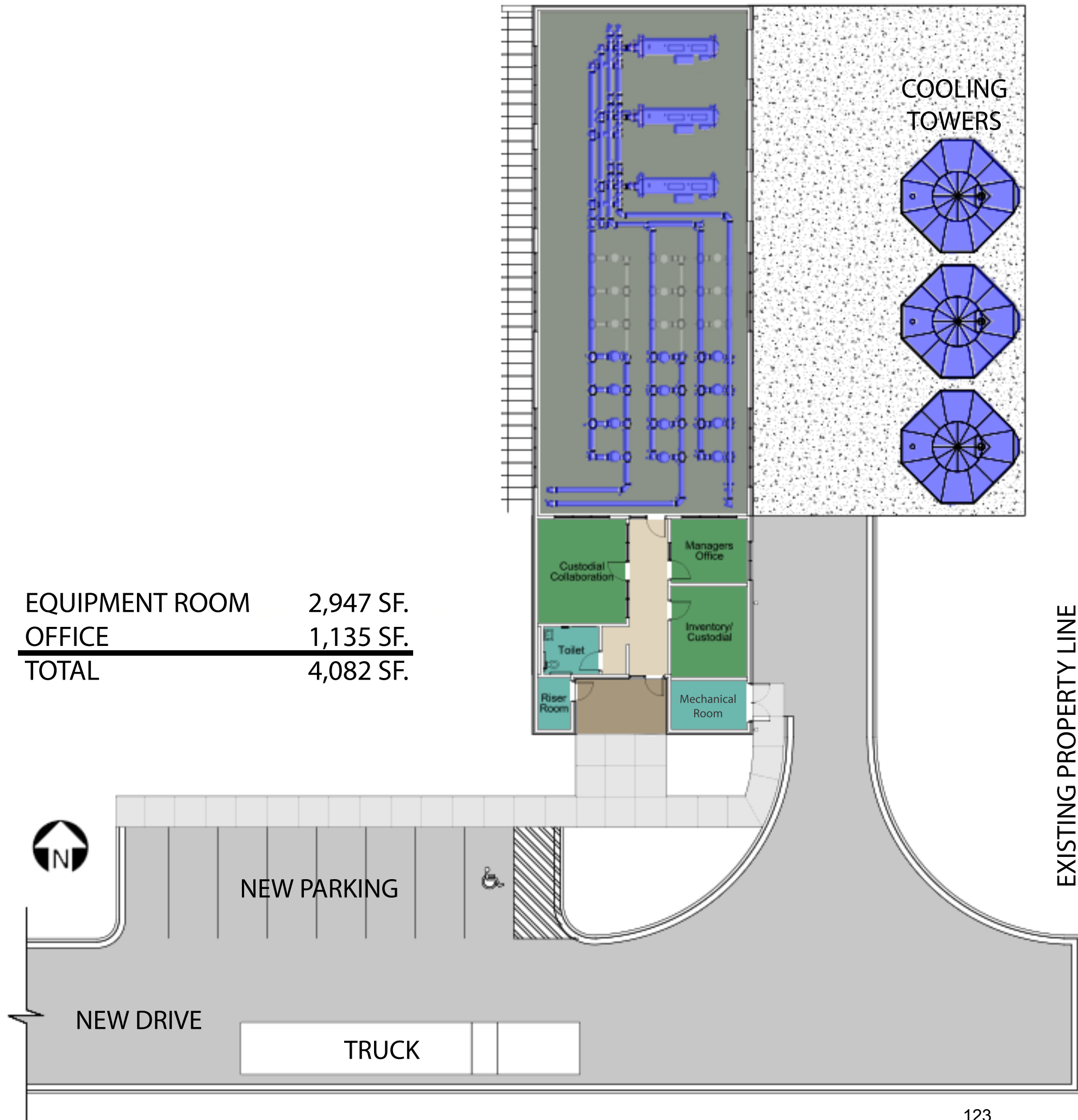
## LEGEND

-  PROPOSED THERMAL PLANT LOCATION
-  COOLING TOWERS





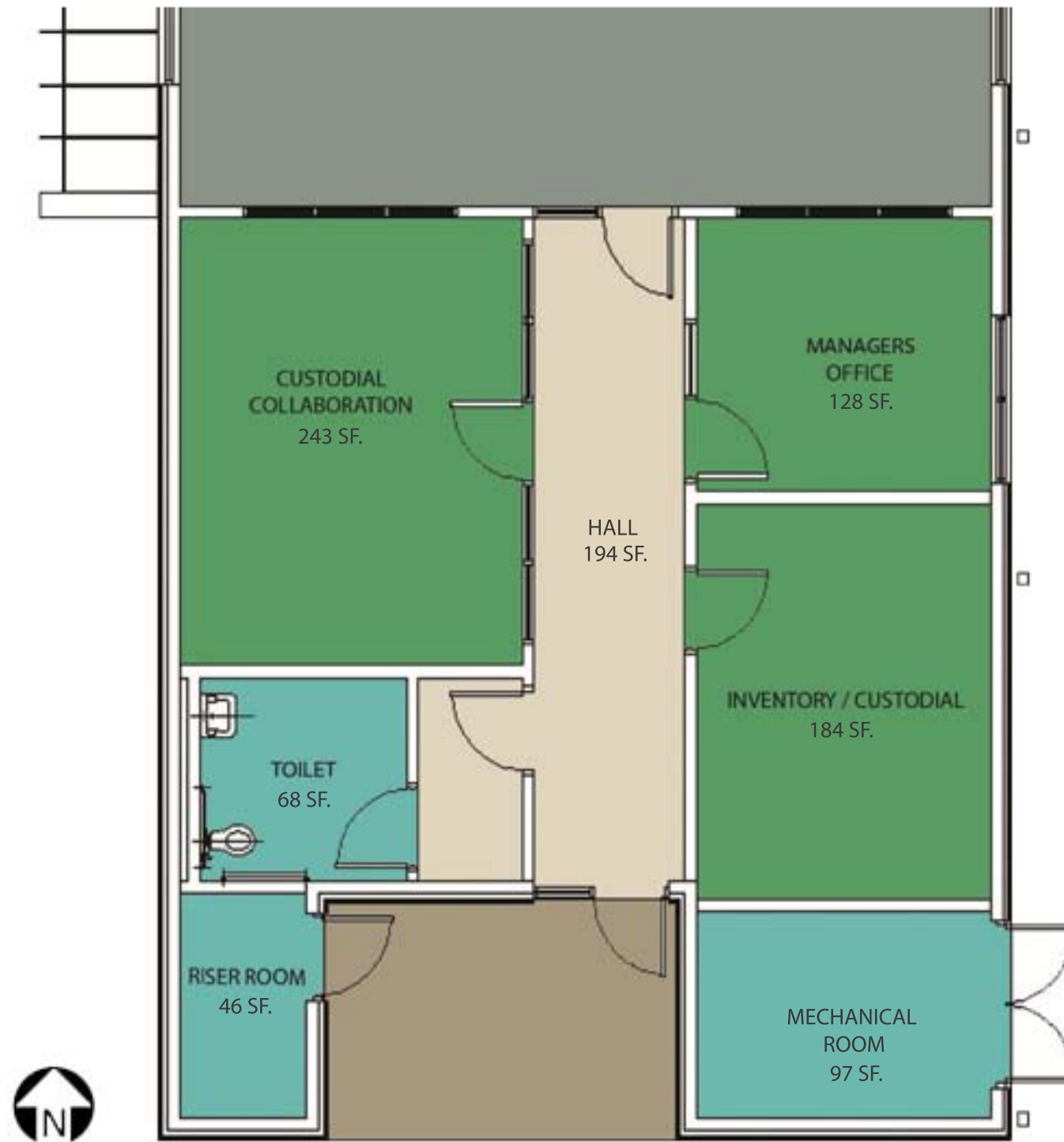
# ENLARGED SITE PLAN



EQUIPMENT ROOM	2,947 SF.
OFFICE	1,135 SF.
<b>TOTAL</b>	<b>4,082 SF.</b>

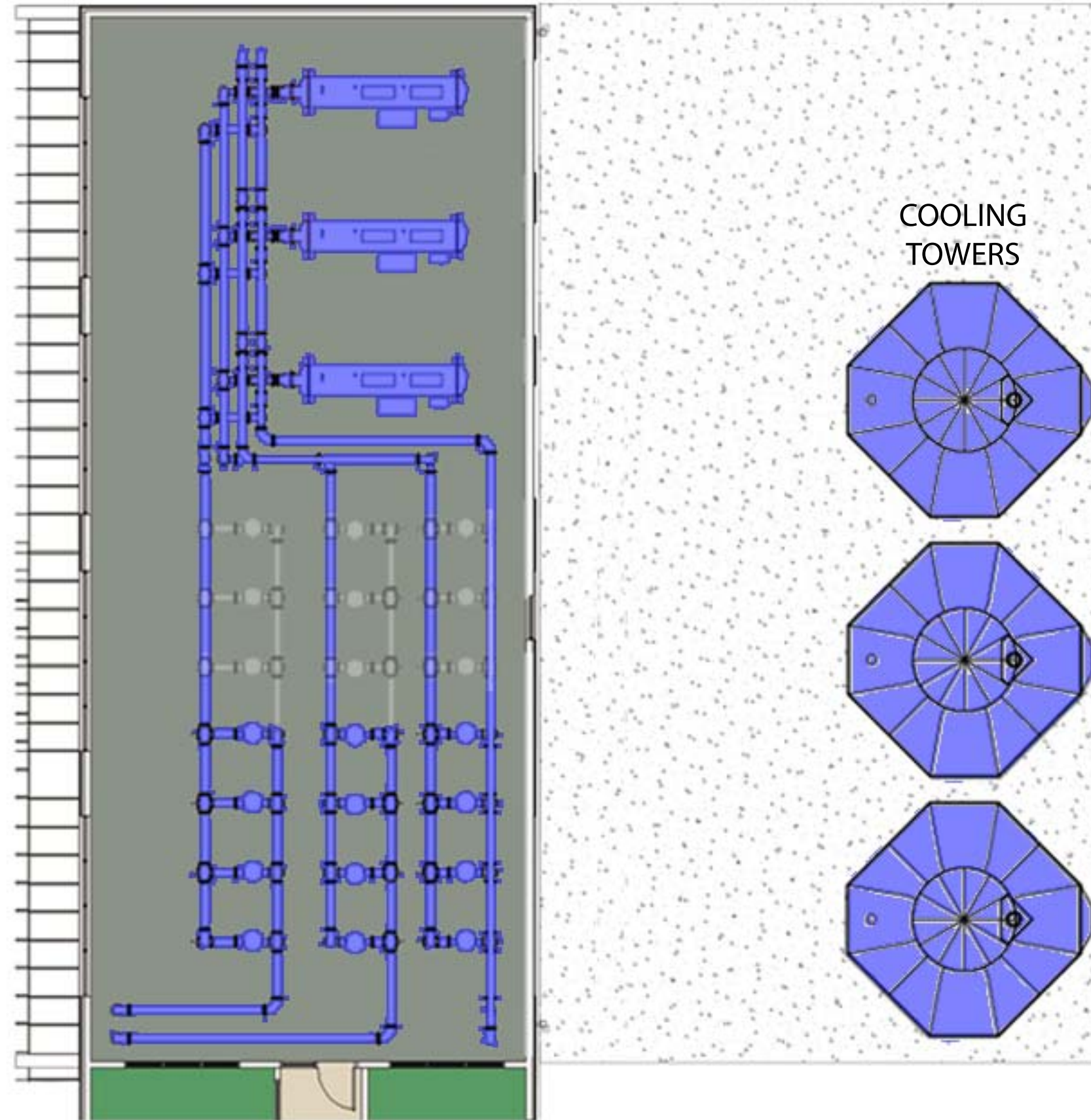
# ENLARGED FLOOR PLAN

OFFICE 1,135 SF.



# ENLARGED EQUIPMENT ROOM

EQUIP. RM. 2,947 SF.

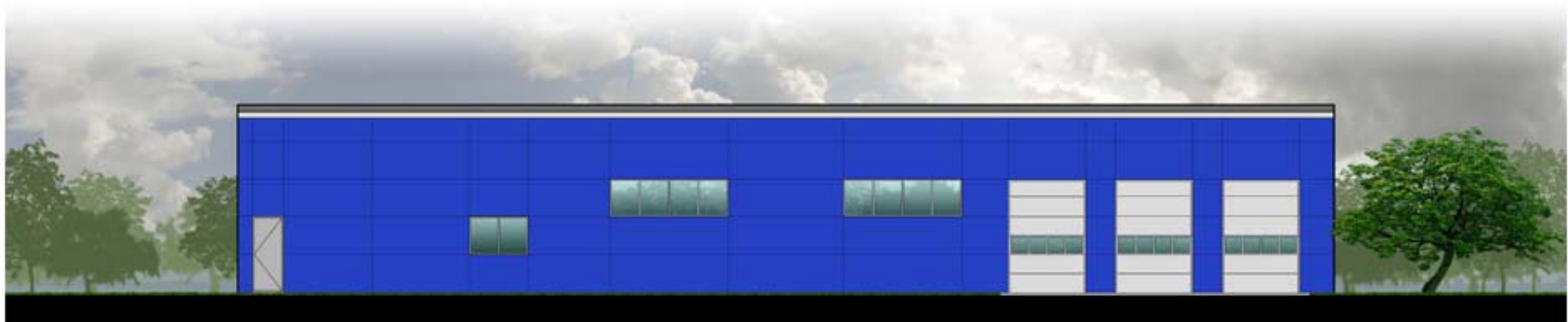




# ELEVATIONS



WEST ELEVATION



EAST ELEVATION



NORTH ELEVATION



SOUTH ELEVATION

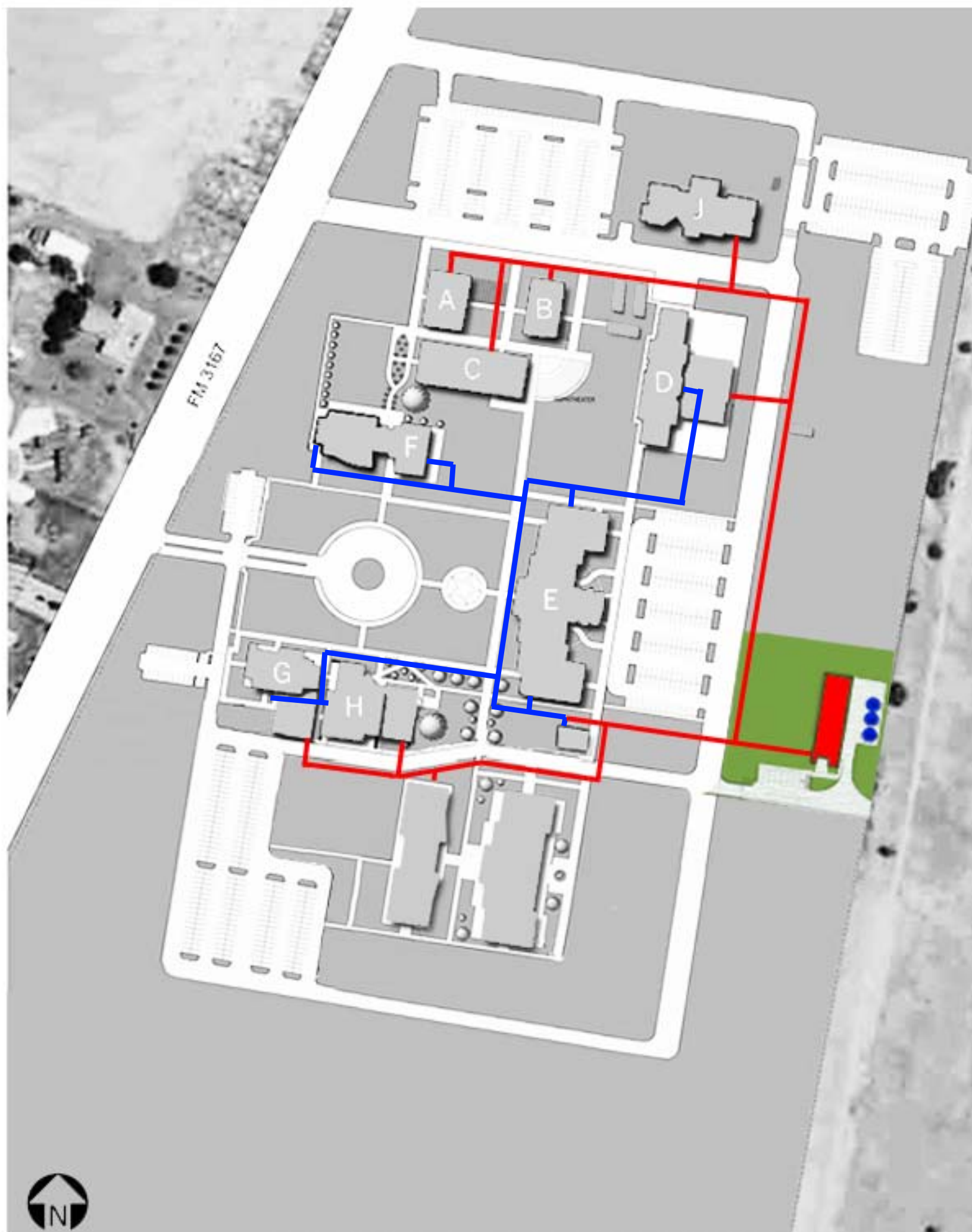






NORTHWEST PERSPECTIVE



# PROPOSED CHILLED WATER DISTRIBUTION



## LEGEND

-  EXISTING CHILLED WATER PIPE
-  PROPOSED NEW CHILLED WATER PIPE



## **Review and Action as Necessary to Authorize Staff to Investigate the Incorporation of the Redesign and Renovation of the Existing Library Building with the 2013 Bond Construction Mid Valley Campus Program Library Expansion Project**

Approval to investigate the incorporation of the redesign and renovation of the existing library building with the 2013 Bond Construction Mid Valley Campus Library Expansion project is requested.

### **Purpose**

Authorization is requested to determine the benefits of incorporating the redesign and renovation of the existing library building with the 2013 Bond Construction Mid Valley Campus Library Expansion project.

### **Justification**

The 2013 Bond Program includes an expansion to the existing Mid Valley Campus Library. Incorporating the redesign and renovation of the existing library space with the design of the 2013 Bond Construction Mid Valley Campus Library Expansion project, would ensure that the entire building is designed to function properly and provide the necessary library services effectively for the students. The design of the entire library space would allow for future planning, coordination of temporary library services, cost estimating, and scheduling for the construction of the existing library space.

### **Background**

The existing library at the Mid Valley Campus consists of 24,000 square feet. An expansion of approximately 10,000 square feet is scheduled to be constructed as part of the 2013 Bond Construction Program. The concurrent redesign and renovation of the current library space with the designing and construction of the new library expansion is recommended to allow the existing and new portions of the building to function as a cohesive whole.

As previously authorized by the Board of Trustees, Mata+Garcia Architects began working with Broaddus & Associates, Facilities Planning & Construction, and STC staff to develop the schematic design for the 2013 Bond Construction Mid Valley Campus Library Expansion. As an additional service to Mata+Garcia Architect's contract, 720 Design, Inc. has been authorized to provide an interior library design concept plan for the new library expansion as well as for the existing library building.

An option may be to expand the scope for the architect and Construction Manager-at-Risk contractor awarded the 2013 Bond Construction Mid Valley Campus Library Expansion project with the redesign and renovation of the existing library space.

The Facilities Committee asked for additional information about the incorporation of the two projects as described, including the proposed cost for the renovation project. The committee expressed that it was important to ensure comparable library resources would be available to students at any South Texas College campus.

### **Funding Source**

Funds could be identified depending on the course of action. Possible options for consideration were:

- Funds may be identified to be budgeted in the non-bond construction budget for FY 2016-2017.
- Funds may be identified by reallocating project funds in the approved non-bond construction budget for FY 2015-2016.
- Funds may be available from possible bond construction project savings in FY 2015-2016 and/or FY 2016-2017.

### **Presenters**

Representatives from Broaddus & Associates and College staff will be present at the Board meeting to present and respond to questions.

It is requested that the Facilities Committee recommend for Board approval at the September 22, 2015 Board meeting, to incorporate the redesign and renovation of the existing library building with the 2013 Bond Construction Mid Valley Campus Library Expansion project as presented.

The Facilities Committee recommended Board approval to investigate the incorporation of the redesign and renovation of the existing library building with the 2013 Bond Construction Mid Valley Campus Library Expansion project as presented.

### **Recommendation:**

It is recommended that the Board of Trustees of South Texas College approve and authorize the investigation of the incorporation of the redesign and renovation of the existing library building with the 2013 Bond Construction Mid Valley Campus Library Expansion project as presented.

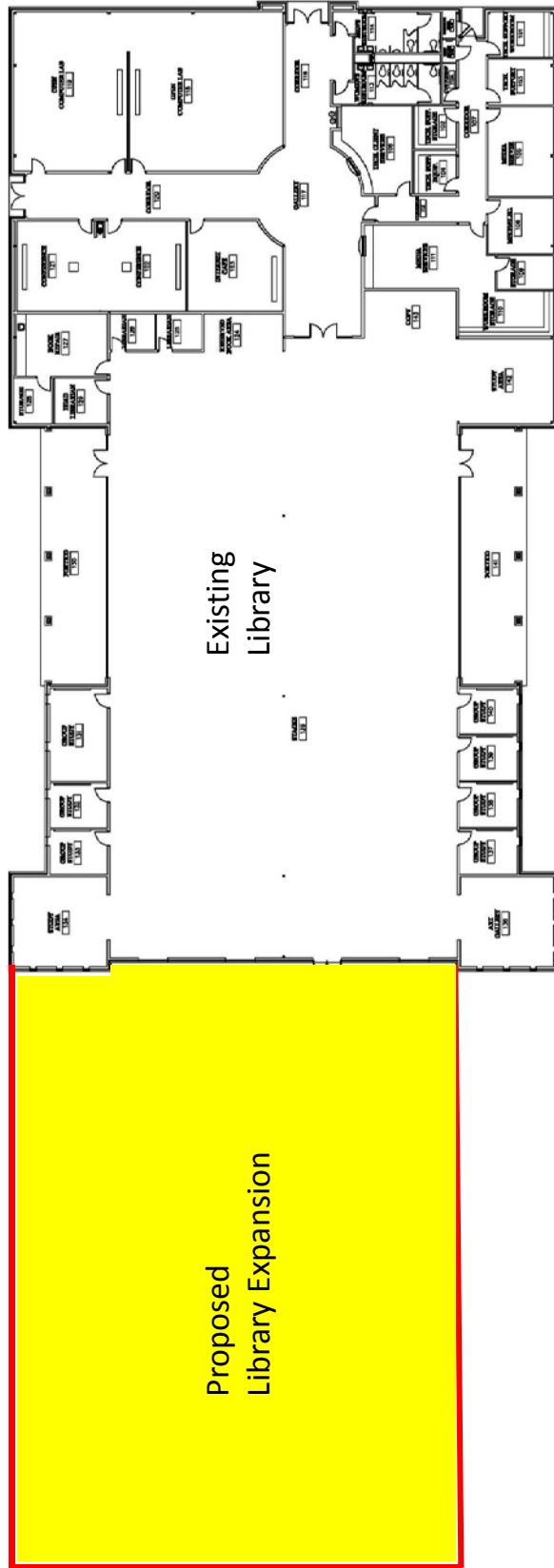
### **The following Minute Order is proposed for consideration by the Board of Trustees:**

The Board of Trustees of South Texas College approves and authorizes the investigation of the incorporation of the redesign and renovation of the existing library building with the 2013 Bond Construction Mid Valley Campus Library Expansion project as presented.

### **Approval Recommended:**

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

**President**



**MID VALLEY CAMPUS  
LIBRARY EXPANSION – BLDG E**



**Review and Action as Necessary on Substantial Completion for the  
 Following Non-Bond Construction Projects**

- 1. Pecan Campus AECHS Service Drive and Sidewalk**
- 2. Pecan Campus Art Building Existing Ceramic Arts Interior Renovations**
- 3. District Wide Parking Lot Lighting Upgrades**

Approval of substantial completion for the following projects is requested:

	<b>Projects</b>	<b>Substantial Completion</b>	<b>Final Completion</b>	<b>Documents Attached</b>
1.	Pecan Campus AECHS Service Drive and Sidewalk  Engineer: R. Gutierrez Engineering Contractor: Roth Excavating	Recommended	Expected October 2015	Substantial Completion Certificate
2.	Pecan Campus Art Building Existing Ceramic Arts Interior Renovations  Architect: EGV Architects Contractor: Herrcon, LLC	Recommended	Expected October 2015	Substantial Completion Certificate
3.	District Wide Parking Lot Lighting Upgrades  Engineer: DBR Engineering Contractor: Metro Electric	Recommended	Expected October 2015	Substantial Completion Certificate

**1. Pecan Campus AECHS Service Drive and Sidewalk**

It is recommended that substantial completion for this project with Roth Excavating be approved.

R. Gutierrez and STC staff visited the site and developed a construction punch list. As a result of this site visit and observation of the completed work, a Certificate of Substantial Completion for the project was certified on August 14, 2015. Substantial Completion was accomplished within the time allowed in the Owner/Contractor agreement for this project. A copy of the Substantial Completion Certificate is attached.

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

**2. Pecan Campus Art Building Existing Ceramic Arts Interior Renovations**

It is recommended that substantial completion for this project with Herrcon, LLC be approved.

EGV Architects and STC staff visited the site and developed a construction punch list. As a result of this site visit and observation of the completed work, a Certificate of Substantial

Completion for the project was certified on August 19, 2015. Substantial Completion was accomplished within the time allowed in the Owner/Contractor agreement for this project. A copy of the Substantial Completion Certificate is attached.

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

### **3. District Wide Parking Lot Lighting Upgrades**

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

DBR Engineering and STC staff visited the site and developed a construction punch list. As a result of this site visit and observation of the completed work, a Certificate of Substantial Completion for the project was certified on August 27, 2015. Substantial Completion was accomplished within the time allowed in the Owner/Contractor agreement for this project. A copy of the Substantial Completion Certificate is attached.

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

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

#### **Recommendation:**

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

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

The Board of Trustees of South Texas College approves and authorizes the substantial completion of the projects as presented.

#### **Approval Recommended:**

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

**R. Gutierrez Engineering Corporation**Engineering Firm Number: F-486  
Surveying Firm Number: 101650-00**Certificate of Substantial Completion**

**PROJECT:** STC ACHIEVE EARLY COLLEGE HIGH SCHOOL SERVICE DRIVE AND SIDEWALK  
**PROJECT NUMBER:** ENG15.002  
**OWNER:** SOUTH TEXAS COLLEGE  
**CONTRACTOR:** ROTH EXCAVATING, INC.

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

Ramiro Gutierrez, P.E.  
Engineer

Ramiro Gutierrez, P.E.  
By:

8/14/2015  
Date of Issuance

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

The Contractor will complete or correct the Work on the list of items attached hereto and complete the work by August 21, 2015.

Roth Excavating, Inc.  
Contractor

[Signature]  
By

8/18/15  
Date

The Owner accepts the Work or designated portion as substantially complete and will assume full possession thereof, in accordance with the contract documents.

SOUTH TEXAS COLLEGE  
Owner

\_\_\_\_\_  
By:

\_\_\_\_\_  
Date



# AIA® Document G704™ – 2000



## Certificate of Substantial Completion

**PROJECT:**  
*(Name and address)*

Pecan Campus -Building B Ceramic &  
Art Labs Renovation  
3201 W. Pecan Ave.  
McAllen, TX 78501

**PROJECT NUMBER:** /  
**CONTRACT FOR:** General Construction  
**CONTRACT DATE:** June 9, 2015

OWNER:   
ARCHITECT:   
CONTRACTOR:   
FIELD:   
OTHER:

**TO OWNER:**  
*(Name and address)*

South Texas College  
3201 W. Pecan Ave.  
McAllen, TX 78501

**TO CONTRACTOR:**  
*(Name and address)*

Herrcon, LLC  
1333 E. Jasmine Ave, Ste. B  
McAllen, TX 78501

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

Entire portion of the work with the exception of the items listed on the punch list.

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

**Warranty**

**Date of Commencement**

EGV Architects, Inc.

ARCHITECT

BY

August 19, 2015

DATE OF ISSUANCE

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

**Cost estimate of Work that is incomplete or defective: \$5,460.45**

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

Herrcon, LLC

CONTRACTOR

BY

8/20/15

DATE

The Owner accepts the Work or designated portion as substantially complete and will assume full possession at 12:00 noon (time) on August 19, 2015 (date).

South Texas College

OWNER

BY

DATE

The responsibilities of the Owner and Contractor for security, maintenance, heat, utilities, damage to the Work and insurance shall be as follows:

*(Note: Owner's and Contractor's legal and insurance counsel should determine and review insurance requirements and coverage.)*



# AIA<sup>®</sup> Document G704<sup>™</sup> – 2000

## Certificate of Substantial Completion

**PROJECT:**  
*(Name and address)*  
 District Wide Lighting Upgrade for  
 Parking Lots  
 142 FM 3167  
 Rio Grande City, Texas 78582

**PROJECT NUMBER:** 14816/000  
**CONTRACT FOR:** General Construction  
**CONTRACT DATE:** May 18, 2015

**OWNER:**   
**ARCHITECT:**   
**CONTRACTOR:**   
**FIELD:**   
**OTHER:**

**TO OWNER:**  
*(Name and address)*  
 South Texas College  
 3201 W. Pecan Blvd.,  
 McAllen, TX 78501

**TO CONTRACTOR:**  
*(Name and address)*  
 Metro Electric  
 1901 Industrial Dr.,  
 McAllen, TX 78504

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

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

**Warranty**

**Date of Commencement**  
 August 27, 2015

Edward Puentes  
 Partner | Operations Manager  
 DBR Engineering Consultants, Inc.



August 28, 2015

ARCHITECT

BY

DATE OF ISSUANCE

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

**Cost estimate of Work that is incomplete or defective: \$3,000.00**

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

Michael Gerdes  
 Vice - President  
 Metro Electric

CONTRACTOR

BY

DATE

The Owner accepts the Work or designated portion as substantially complete and will assume full possession at 11:00 a.m. (time) on August 27, 2015 (date).

Dr. Shirley Reed  
President  
South Texas College

OWNER

BY

DATE

The responsibilities of the Owner and Contractor for security, maintenance, heat, utilities, damage to the Work and insurance shall be as follows:

*(Note: Owner's and Contractor's legal and insurance counsel should determine and review insurance requirements and coverage.)*

## **Review and Action as Necessary to Authorize Staff to Negotiate Concerns Regarding the Final Completion and Close-out of the Technology Campus Cooling Tower Replacement Project**

On September 10, 2015 the Facilities Planning and Construction staff informed the Facilities Committee that ProTech Mechanical, contractor for the Technology Campus Cooling Tower Replacement project, had substantially completed that project, but did not meet the project deadline as per the construction contract. The Owner Contractor agreement has provisions to impose liquidated damages in the amount of \$500 per day beyond the project deadline. Staff is currently working with the contractor and Half Associates to verify the amount of delay days that the contractor has incurred.

Staff was reviewing the concern with the design team and contractor and were not ready to recommend action by the Facilities Committee at that time.

The Facilities Committee recommended Board approval and authorization of staff to negotiate the Final Completion and close-out of Technology Campus Cooling Tower Replacement project as necessary to develop a recommendation for Facilities Committee review and Board approval at a subsequent meeting.

### **Recommendation:**

It is recommended that the Board of Trustees of South Texas College approve and authorize staff to negotiate the Final Completion and close-out of the Technology Campus Cooling Tower Replacement project to develop a recommendation for Facilities Committee review and Board approval at a subsequent meeting.

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

The Board of Trustees of South Texas College approves and authorizes staff to negotiate the Final Completion and close-out of the Technology Campus Cooling Tower Replacement project to develop a recommendation for Facilities Committee review and Board approval at a subsequent meeting.

### **Approval Recommended:**

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

## **Update on Status of Non-Bond Program Construction Projects**

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

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

**NON-BOND CONSTRUCTION PROJECTS PROGRESS REPORT - August 25, 2015**

Project number	PROJECT DESCRIPTION	Project Development			Design Phase			Construction Phase					Project Manager	Architect/Engineer	Contractor	
		Project Development	Contract Approval	Board approval of A/E	Design Phase	Solicitation of Proposals	Construction Start	30%	50%	75%	95% Substantial Comp	100%				Final Completion
<b>Pecan Campus and Pecan Plaza</b>																
13-1-002	Pecan - Digital Marquee Sign															
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															
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	Pecan - Professional Development Office Improvements															
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															
<b>Mid Valley Campus</b>																
N/A	MV - Simulation Control Room															
<b>Technology Campus</b>																
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															
<b>Nursing and Allied Health Campus</b>																
14-4-001	NAH - Parking Lot Expansion															
14-4-R004	NAH - Irrigation system upgrades															
14-4-005	NAH - Subdivision Plat															
15-4-022	NAH - Walls for Library Quiet Study Area															
15-4-R001	NAH - Carpet Replacement II - West Wing (RR)															
<b>Starr County Campus</b>																
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															
<b>District Wide Improvements</b>																
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															
	DW - H.S.I. Grant Five Tier 1 Labs															
<b>For FY 2014-2015, 23 non-bond projects are currently in progress, 16 have been completed and 22 pending start up - 61 Total</b>																

## Status of Non-Bond Construction Projects in Progress September 2015

Project	% Complete	Date to Complete	Current Activity	Budget	Contract Amount	Amount Paid	Balance
<b>Pecan Campus</b>							
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	\$392,519.05	\$392,519.05	\$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	5%	October 2015	1. Construction Phase 2. Contracts pending signature	\$325,000	\$339,259	\$0	\$339,259
Interior Renovation for Ceramic Arts	95%	August 2015	1. Construction phase 2. Substantial Completion	\$325,000	\$109,209	\$26,636	\$85,573
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	35%	December 2015	1. Construction Phase 2. Construction in progress	\$350,000	\$333,249.50	\$76,639.85	\$256,609.95
Relocation of Electrical Power Lines	0%	December 2015	1. Board Approved vendor	\$75,000	\$15,070.22	\$0	\$15,070.22

Project	% Complete	Date to Complete	Current Activity	Budget	Contract Amount	Amount Paid	Balance
Student Services Building 1 <sup>st</sup> Floor Modifications	30%	October 2015	1. Design Phase 2. Design in progress	\$37,500	\$23,125	\$0	\$23,125
AECHS Service Drive and Sidewalk Relocation	95%	August 2015	1. Construction phase 2. Substantial Completion	\$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	95%	August 2015	1. Construction Phase 2. Construction in progress	\$60,000	\$41,320	\$40,545.47	\$774.53
Building J Science Lab Exhaust Fan	100%	May 2015	1. Construction Phase 2. Construction complete	\$0	\$23,300	\$23,300	\$0
Sports Fields Lighting	10%	December 2015	1. Construction phase 2. Construction in progress	\$200,000	\$228,000	\$0	\$228,000
Pecan Plaza Police Department Emergency Generator	10%	January 2015	1. Design phase 2. Design in progress	\$30,000	\$36,308.18	\$23,031.14	\$13,277.04
Pecan Plaza Asphalt Resurfacing on Alley Side	50%	September 2015	1. Construction Phase 2. Construction in progress	\$75,000	\$115,000	\$0	\$115,000
<b>Mid Valley Campus</b>							
Simulation Control Room	95%	August 2015	1. Construction Phase 2. Construction in progress	\$15,000	\$7,801	\$1,401.52	\$6,399.48
<b>Technology Campus</b>							

Project	% Complete	Date to Complete	Current Activity	Budget	Contract Amount	Amount Paid	Balance
West Academic Building Re-roofing	50%	October 2015	1. Construction Phase 2. Construction in progress	\$1,698,900	\$1,296,000	\$419,900	\$876,100
HVAC Cooling Tower Replacement	95%	October 2015	1. Construction Phase 2. Construction in progress	\$415,000	\$396,000	\$283,334	\$112,665.91
Replacement of Flooring in Building B	100%	January 2015	1. Construction Phase 2. Construction complete	\$50,000	\$53,114.15	\$29,247.03	\$23,867
Building B Main Door and Frame Replacement	0%	October 2015	1. Design Phase 2. Contract negotiations in progress	\$7,500	TBD	\$0	TBD
Building C Conference Room Addition	0%	October 2015	1. Design Phase 2. Contract negotiations in progress	\$9,600	TBD	\$0	TBD
<b>Nursing and Allied Health Campus</b>							
Parking Expansion	100%	June 2015	1. Construction Phase 2. Construction complete	\$740,000	\$652,410.88	\$652,410.88	\$0
Irrigation System upgrades	85%	September 2015	1. Construction Phase 2. Construction in progress	\$30,000	\$37,767	\$26,412.36	\$11,354.64
Subdivision Plat for 6.63 Acres	95%	September 2015	1. Pending recording with Hidalgo County	\$20,000	\$19,690	\$10,825	\$1,390
Carpet Replacement II – West Wing	100%	June 2015	1. Construction Phase 2. Construction complete	\$80,000	\$63,720	\$63,720	\$0
<b>Starr County Campus</b>							



Project	% Complete	Date to Complete	Current Activity	Budget	Contract Amount	Amount Paid	Balance
Bldg E & J Crisis Management Center with Generator	0%	January 2015	1. Design Phase 2. Solicitation of consultant	\$0	TBD	\$0	TBD
<b>District Wide</b>							
Building to Building ADA Accessibility Improvements Phase II	95%	September 2015	1. Design Phase 2. Design work is in progress	\$60,000	\$83,389.03	\$57,455.49	\$25,933.54
Parking Lots Lighting Upgrades to LED	95%	August 2015	1. Construction phase 2. Substantial Completion	\$100,000	\$50,691	\$0	\$50,691
Directional Signage Updates	20%	July 2015	1. Project development 2. Work in progress	\$25,000	\$2,784	\$2,784	\$0
H.S.I Grant – Five Tier One Lab Conversions	100%	August 2015	1. Construction phase 2. Construction complete	\$25,000	\$22,820	\$0	\$22,820
<b>For FY 2014-2015, 23 non-bond projects are currently in progress, 16 have been completed and 22 pending startup - 61 Total</b>							

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

# **FINANCIAL REPORTS**

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

# *President's Report*

South Texas College is still the largest higher education institution south of San Antonio! Census date is over! The enrollment numbers have been verified, and the College's **Fall Semester 2015 enrollment is at 34,641 students, an increase of 10.6% ahead of last year. CONGRATULATIONS** on this tremendous college-wide effort. This is truly a MAJOR accomplishment!



Welcome Week 2015 kicked off the fall semester with events at all South Texas College campuses Aug. 31 - Sept. 3! The goal for these events were for new and returning students to connect with student organizations and learn how they can get involved at their campus and enjoy the experience. South Texas College's Student Activities Division held a "Club Recruitment" on September 9, 2015. Students interested in joining a student organization were encouraged to stop by the informational tables to learn about the club and its activities. This is a great opportunity for students to get involved!





On Wednesday, September 9th @ 2 PM, President Obama announced his plan to offer two years of community college tuition free for eligible students. Everyone was invited to join the live stream announcement, which took place in the Student Center, Building H-216.



The public was invited to join the College's students, faculty and staff for the September 11th remembrance ceremonies that were held at the Starr County, Pecan, Mid-Valley, Technology, and Nursing & Allied Health Campuses. Thank you to all who took time to attend.





**WHITE HOUSE INITIATIVE**  
on EDUCATIONAL EXCELLENCE for HISPANICS  
*25 Years of Fulfilling America's Future*



On Tuesday, September 15, 2015, the White House Initiative on Educational Excellence for Hispanics (Initiative) released its “Bright Spots in Hispanic Education,” an online national catalog that includes South Texas College’s Early College High School Programs as one of over 230 programs, models, organizations and initiatives that invest in key education priorities for Hispanics. The announcement was made by Alejandra Ceja, Executive Director of the Initiative at the launch of Hispanic Heritage Month and in honor of the Initiative’s 25th anniversary in Washington, D.C.

The Initiative was established in 1990 to address the educational disparities faced by the Hispanic community. The Initiative seeks to leverage Bright Spots to encourage collaboration between stakeholders focused on similar issues in sharing data-driven approaches, promising practices, peer advice, and effective partnerships, ultimately resulting in increased support for the educational attainment of the Hispanic community, from cradle-to-career.

The Student Activities Division hosted *Dieciseis de Septiembre!* events on September 16<sup>th</sup> at the Pecan, Technology, Starr County and Mid-Valley Campuses! Attendees were treated to tamales, Mariachi music, grito contests and more!







received voter registration information.

Everyone was encouraged to participate in Constitution Day events, such as a reading of the Constitution on the Pecan Campus, copies of the Constitution at the Mid Valley, and a video of the U.S. House of Representatives where the Constitution was read. Students also

The South Texas College Art Department presented “Indigenous Mesamerican Culture,” an art exhibition featuring works by artist Andy Villarreal. The exhibit opened Tuesday, September 8, and will be available to view Monday through Friday from 8:00 AM to 5:00 PM until October 15, at the STC Art Gallery located in Building B – 103 on the Pecan Campus.

In addition, on Tuesday, September 15, Villarreal gave an artist talk from 4:00 p.m. to 5:00 p.m. and was present during a reception directly following the artist talk. The exhibition, artist talk and reception are free and open to the public.




**KINESIOLOGY DEPARTMENT  
HEALTH & WELLNESS CENTER**

**Fall 2015 – Hours of Operation  
Starr Co.**

Monday – Thursday  
12:30 p.m. – 4:30 p.m.  
Closed Friday, Saturday and Sunday

You must be a current STC student, staff or faculty member in order to access the facility. All students and employees must present an identification card or badge upon each entry.  
No outside visitors or children allowed.

Visit us online at [www.southtexascollege.edu/health-wellness](http://www.southtexascollege.edu/health-wellness)

142 FM 3167, Rio Grande City, Texas 78582 (956) 716-4783

For more information contact Coordinator of Health and Wellness Centers,  
Janice Lee Perez at (956)872-3837 or jperez1@southtexascollege.edu.

The College’s Kinesiology Department Health & Wellness Center announced their hours of operation at the Starr, Pecan and Mid Valley Campuses for the Fall semester. All current South Texas College students, faculty and staff are encouraged to attend and all that is required is a valid ID.

South Texas College Theatre held auditions on Sept. 22 – 23, from 7:00 PM to 10:00 PM at the South Texas College Cooper Center for Communication Arts, located in McAllen, for its November 2015 production of Beth Henley’s *The Miss Firecracker Contest*. All South Texas College and Rio Grande Valley community members, ages 18 and over, were welcomed to audition.



Representatives from the Texas A&M Kingsville’s Engineering, Public Health, and Education Departments were at the Pecan Campus on Monday, Sept. 14<sup>th</sup>.

Students interested in learning more about the programs were encouraged to attend the meeting held on the Pecan Camus, Bldg. H. Our Lady of the Lake University (La Feria Campus) presented to students on September 1<sup>st</sup> and 9<sup>th</sup> at the Pecan Campus and the University of Texas at San Antonio presented on September 2 at the Mid Valley Campus.

The Mid Valley Campus English Department are excited to host a series of presentations at their campus in Weslaco as follows:

- September 2<sup>nd</sup>: Efren Olivares of the South Texas Civil Rights Project--Civil and Human Rights in the RGV: **Legal Issues and Local Services**
- September 17<sup>th</sup>: Scott Nicol of the Lower Rio Grande Valley Sierra Club -- **Protecting our Environment and Our Communities**
- September 30<sup>th</sup>: Mindy Garces of the Joslin Diabetes Center Affiliate at Doctors Hospital at Renaissance – **Diabetes: Prevention and Treatment**
- October 14h: Astrid Dominguez of the ACLU – **Free Speech and Civil Liberties**
- October 28<sup>th</sup>: Kelsey Snapp of Texas Rio Grande Legal Aid – **LGBT Issues, Rights, and Concerns**
- November 11<sup>th</sup>: Juanita Valdez-Cox of La Union Del Pueblo Entero (LUPE)—**Social Change through Organizing and Membership**

The Office of Career & Employer Services held an on-campus recruiting opportunity for students by the U.S. Customs and Border Protection. The event was held on September 8<sup>th</sup> and 9<sup>th</sup> at the Pecan Campus, Build H, Foyer.



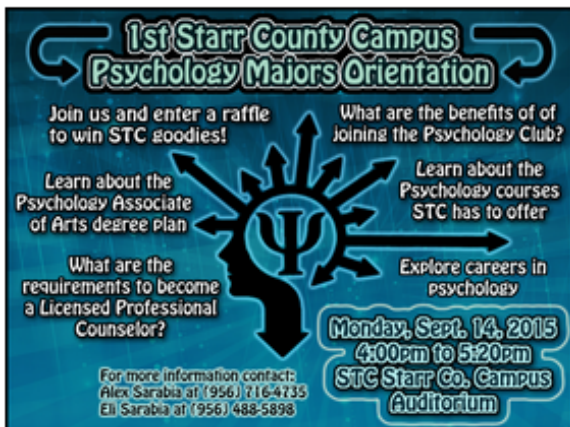
**CBP Recruiting**

Date: September 8 and 9, 2015  
 Time: 10:00am – 2:00pm  
 Location: South Texas College  
 Pecan Campus-Bldg. H Foyer  
 Email: LFORecruiting@cbp.dhs.gov

AMERICA'S FRONTLINE  
<http://www.cbp.gov/careers>



South Texas College ONLINE extended an invitation for trainings on the Blackboard Collaborate. The Blackboard Collaborate is a live web conferencing platform that allows participants to facilitate interactive instruction, provide online assistance, and host meetings to support the current teaching and learning environment. Blackboard features include two-way audio, multipoint video, interactive content, application sharing, virtual breakout rooms, session reading and more. Each session is limited to a maximum of 10 participants.



**1st Starr County Campus  
Psychology Majors Orientation**

Join us and enter a raffle to win STC goodies!

Learn about the Psychology Associate of Arts degree plan

What are the requirements to become a Licensed Professional Counselor?

What are the benefits of joining the Psychology Club?

Learn about the Psychology courses STC has to offer


Explore careers in psychology

**Monday, Sept. 14, 2015  
4:00pm to 5:20pm  
STC Starr Co. Campus  
Auditorium**

For more information contact:  
 Alex Sarabia at (956) 716-4735  
 Eli Sarabia at (956) 488-5898

The Starr County Campus held its first Psychology Majors Orientation. Students interested in this field of study were encouraged to participate. Kudos to Alex and Eli Sarabia for all of their leadership in this initiative.





**RAINN**  
**RAPE,  
ABUSE &  
INCEST  
NATIONAL  
NETWORK**

*Justice can mean different things to different people, and reporting a crime to law enforcement is an individual decision. Many who have decided to report to law enforcement have described it as the first step in seeking justice for the crime by holding the perpetrator accountable for their actions. It may not be an easy decision to make, but it's a choice that may have a positive impact on your recovery.*

PECAN CAMPUS  
Tuesday, September 15, 2015  
Information Booth 9:00 am – 11:00 am  
Videos: Room H216 @ 9:30 am

Technology Campus  
Tuesday, September 15, 2015  
Information Booth 1:00 pm – 2:30 pm  
Videos: Auditorium @ 1:30 pm

NURSING & ALLIED HEALTH  
Wednesday, September 16, 2015  
Information Booth 9:00 am – 11:00 am  
Videos: Room 101 @ 9:30 am

MID-VALLEY CAMPUS  
Wednesday, September 16, 2015  
Information Booth 1:00 pm – 4:00 pm  
Videos: Room F154 @ 2:00 pm

STARR CAMPUS  
Thursday, September 17, 2015  
Information Booth 9:00 am – 12:00 pm  
Videos: Auditorium @ 9:30 am

- RAINN events were held at all STC campuses from September 15<sup>th</sup> thru September 17<sup>th</sup>. The new Federal *Campus Sexual Violence Elimination (SAVE) ACT* requires higher education institutions provide sexual violence and harassment prevention education to all new students and employees. State of Texas HB 699 by Nevarez requires each institution of higher education to adopt a policy on campus sexual assault and make this information available to students, faculty, and staff members.

- Attended a breakfast in honor of Dr. Guy Bailey, President of UTRGV, hosted by the McAllen Chamber of Commerce.
- Together with key South Texas College staff, participated in an interview via teleconference with **Educate Texas** for the *Texas Regional STEM Degree Accelerator Initiative*. South Texas College is a finalist in the selection process for implementation grants for the Texas Regional STEM Degree Accelerator initiative. The initiative seeks to ensure that 100,000 underrepresented students in South Texas earn STEM degrees within the next three to four years. During Phase 1, Regional Planning Teams will analyze data and develop a regional STEM Pathway Plan. During Phase 2, Regional Teams that develop successful STEM Pathway Plans will receive additional funding to implement their plans beginning September 2015.



On September 21<sup>st</sup> another meeting was held with Educate Texas via teleconference. This meeting focused on grant requirements and the role and responsibility of South Texas College.

- Participated in the Starr County Industrial Foundation Economic Development Forum at the South Texas College Starr County Campus Auditorium, which took place on September 3. I also presented during a session titled; **The Duality of Progress in Higher Education**, and was joined by Mr. Joel Trigo, Superintendent, RGC CISD, and Mr. Carlos Guzman, Superintendent, Roma CISD.
- Coordinated a lunch meeting with Dr. Robert O'Connor, the new Superintendent of Schools for the Sharyland ISD. The meeting was introductory in nature and an opportunity to review the many programs offered as part of dual enrollment.
- Coordinated a meeting with Mr. Henry Oh, Regional Director, Texas Manufacturers Assistance Center (TMAC) at UTRGV. The purpose for the meeting was to learn about TMAC's work with UTPA to streamline human resources processes. The College will be looking into a possible proposal to TMAC for Process Improvement Services in areas of human resources.
- Together with Carlos Margo, Interim Executive Director, NAAMREI/The Institute for Advanced Manufacturing, met with Mr. Roy Rodriguez, City Manager, City of McAllen. The purpose for the meeting was to discuss the \$500,000 in annual funds budgeted by the City of McAllen for jobs training. Mr. Rodriguez wanted to learn more about the College's project in order to respond effectively to questions from the City Commissioners.
- I was interviewed by Dr. Gilberto de los Santos for a cover article to be published in the October issue of **Texas Border Business**.
- The College held its annual fall College-Wide Professional and Organizational Development Day event on Friday, September 18, 2015. At 8:30 AM faculty and staff gathered at the McAllen Convention Center. I provided a state of the College address titled "**South Texas College is an Institution in the Making.**" My presentation was followed by a speaker whose focus was on how we can work together in a multigenerational environment. Presentations and discussion regarding Title IX took place during lunch with administration and supervisory personnel.



After the lunch break, everyone returned to the Convention Center and participated in one of the following sessions: **The OZ Principle**, **Title IX Demystified**, and **Relationship Management in a Multigenerational Environment**. Approximately 1,300 faculty and staff participated in the day's event.

- Coordinated the agendas and back-up materials for the September 10<sup>th</sup> Education & Workforce Development Committee, Facilities Committee, Public Hearing & Special Meeting on the Proposed 2015 tax rate, Special Board Meeting on the 2013 Bond construction program items, Finance &

Human Resources Committee, the September 17<sup>th</sup> Public Hearing and Special Board meeting, and the 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 August 26, 2015 through September 22, 2015 included:
  - Update on Fall 2015 Student Enrollment
  - Update and Discussion on Institutional Technology Initiatives
  - Update on Fall 2015 Student Enrollment
    - Paid
    - Non-Paid
  - Kudos and Thank You for a Great Start for Fall 2015
  - Discussion of AACCC Pathways Project Grant Opportunity
  - Discussion of Return of B-On-Time Loan Funds
  - Discussion of SACS Preparation
    - Admission policies
    - Selective admission policies
    - Accelerate all Fall 2016 publications for July completion
    - Accelerate FY 2016-2017 staffing, budget, tuition and etc. by two months
    - Review of written procedures for addressing student complaints
    - Develop definition of "credit hour" with appropriate policies and procedures
    - Develop accreditation complaint procedures—process for keeping a log
    - Review of off-campus instructional sites
    - Verification of student identify for online courses
  - Discussion of HB 699 by Nevarez: Need to Establish an Institutional Policy on Campus Sexual Assault
  - Discussion of Membership on the Planning and Development Council (PDC)
  - Discussion of Consulting Services by TMAC on HR Automation
  - Discussion of Plan of Action for Starr County Dual Enrollment
  - Review and Discussion of South Texas College 2015-2016 Organizational Chart

- Discussion of Position Vacancy Report for FY 2015-2016
- Discussion of Interest in the Achieving the Dream (AtD) Pathways Project
- Discussion of Analytics on the Performance of Students as Related to Status of Emergency Loan /Installment Payments
- Review and Discussion of Traditional Enrollment Planning Assumptions, FY 2015-2016 to FY 2019-2020
- Presentation on Preparing for the SACS COC 5<sup>th</sup> Year Interim Report
- Discussion of Off Track Notifications and Need for Policy Procedure Adjustments
- Review of PDC Meeting Schedule for September 2015 through August 2016
- Discussion of Student Success Metrics for Fall 2015
- Discussion of Possible Proposal to TMAC for Process Improvement Services
- Discussion of Dual Enrollment Program Cost-Analysis Preliminary Results
- Discussion of UTRGV Competency-based Biomedical Services Program
- Discussion of HB 699–Nevarez: Campus Assault Policy
- Discussion of Campus Sexual Violence Elimination (SaVE) Act
- Discussion of Fall 2015 Academic Status Holds
- Discussion of New Financial Aid Earlier Application Guidelines

*Education and Workforce  
Development Committee  
Minutes  
September 10<sup>th</sup>, 2015*

**South Texas College  
Board of Trustees  
Education and Workforce Development Committee  
Ann Richards Administration Building, Board Room  
Pecan Campus  
Thursday, September 10, 2015  
@ 2:00 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 2:09 p.m. with Mrs. Graciela Farias presiding.

Members present: Mrs. Graciela Farias and Mr. Gary Gurwitz

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

Members absent: Dr. Alejo Salinas, Jr.

Also present: Dr. Shirley A. Reed, Dr. Anahid Petrosian, Mr. Juan Carlos Aguirre, Dr. Eric Reittinger Ms. April Castaneda, Ms. Yvette Gonzalez, and Mr. Andrew Fish.

**Approval of Minutes for Tuesday, August 11, 2015 Committee Meeting**

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

**Presentation on Building the Pathway Out of Poverty – Stackable Credentials Provide Stepping Stones to Meaningful Employment**

Mr. Juan Carlos Aguirre, Dean for Continuing, Professional, and Workforce Education, delivered a presentation on “Building the Pathway Out of Poverty – Stackable Credentials Provide Stepping Stones to Meaningful Employment.” This presentation was designed to provide the foundation for a subsequent presentation to the 2015 Association of Community College Trustees (ACCT) Leadership Congress.

Mr. Aguirre reviewed the demographics served by South Texas College, which included a large population of adults without at least a high school education (approximately 37%). Many of these adults lacked the basic skills necessary to obtain meaningful employment, and many did not see higher education as an obtainable or valuable pursuit.



To address this need, South Texas College built a series of Career Pathways, including Stackable Credentials, which encouraged students lacking basic language, literacy, and numeracy skills to pursue a basic career credential concurrently with any GED or English-as-a-Second-Language (ESL) courses that might benefit them.

One example Career Pathway:

- A 148-contact hour “First Responder” credential, earned alongside ESL and GED credentials as necessary.
- Completing an additional 11 semester credit hours can earn the student an **Emergency Medical Technology Basic Certificate**
- Completing an additional 12 semester credit hours can earn the student an **Emergency Medical Technology Intermediate Certificate**
- Once the student tests “College Ready”, earning an additional 24 semester contact hours can earn the student an **Emergency Medical Technology Paramedic Certificate**.
- A student completing the program thus far is eligible to (1) complete another 19 semester credit hours to earn an **Emergency Medical Technology Associate of Applied Science** or (2) enroll in the **Associate Degree Nursing program** through the “Paramedic to RN” track.
- Finally, a student will be ready to pursue a **Bachelor of Applied Technology in Medical and Health Services Management**.

Each career pathway was developed in coordination with area employers within each field. Along with these employers, the College identified meaningful credentials that would translate into valuable professional skills and employment opportunities for students. Each credential was designed to be within reach of students, encouraging them to develop and pursue further career and educational goals as they make progress through the terminal degree.

Mr. Aguirre responded to questions from the Committee members, and received feedback to help further develop this presentation for their use at the ACCT Leadership Congress.

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

## **Presentation on Essential Qualities of South Texas Faculty**

Dr. Anahid Petrosian, Vice President for Academic Affairs, introduced Dr. Eric Reitinger, Psychology Instructor and Past Faculty Senate President.

Dr. Petrosian and Dr. Reitinger presented on the *Essential Qualities of South Texas College Faculty*.

*The Essential Qualities of South Texas College Faculty* was developed by faculty in conjunction with administration through a collaboration between the leadership teams of

the Faculty Senate and the Academic Council. A copy of this document was included in the packet for the Committee's review.

The *Essential Qualities of South Texas College Faculty* upholds faculty to high standards as champions of students through explicit commitments to:

- Excellence in Teaching and Learning
- Student Success
- Leadership and College Service
- Professional Development
- Community Service and Creating a College-Going Culture

Dr. Petrosian and Dr. Reittinger discussed the development of this document and its impact on the faculty and their mission to the service of the students and communities of South Texas College.

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

### **Adjournment**

There being no further business to discuss, the Education Workforce Development Committee Meeting of the South Texas College Board of Trustees adjourned at 3:05 p.m.

I certify that the foregoing are the true and correct Minutes of the September 10, 2015 Education and Workforce Development Committee of the South Texas College Board of Trustees.

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Mrs. Graciela Farias  
Presiding

*Facilities Committee  
Minutes  
September 10<sup>th</sup>, 2015*

**South Texas College  
Board of Trustees  
Facilities Committee  
Ann Richards Administration Building, Board Room  
Pecan Campus  
Thursday, September 10, 2015  
@ 3:00 PM  
McAllen, Texas**

**MINUTES**

The Facilities Committee Meeting was held on Tuesday, August 25, 2015 in the Ann Richards Administration Building Board Room at the Pecan Campus in McAllen, Texas. The meeting commenced at 3:22 p.m. with Mr. Gary Gurwitz presiding.

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

Members absent: Mr. Roy de León and Mr. Jesse Villarreal

Also present: Dr. Shirley A. Reed, Mr. Chuy Ramirez, Mrs. Mary Elizondo, Mrs. Wanda Garza, Mr. Ricardo de la Garza, Mr. Robert Cuellar, Mr. Fernando Lamas, Mr. Ali Kolahdouz, Mr. Victor Gonzalez, Mr. Gilbert Gallegos, Mr. Rolando Garcia, Ms. Diana Bravos, Mr. Ramiro Gutierrez, Mr. Trey Murray, and Mr. Andrew Fish

**Approval of August 11, 2015 Facilities Committee Meeting Minutes**

Upon a motion by Mr. Paul R. Rodriguez and a second by Ms. Rose Benavidez, the Minutes for the Facilities Committee meeting of August 11, 2015 were approved as written. The motion carried.

**Approval of August 25, 2015 Facilities Committee Meeting Minutes**

Upon a motion by Mr. Paul R. Rodriguez and a second by Mrs. Graciela Farias, the Minutes for the Facilities Committee meeting of August 25, 2015 were approved as written. The motion carried.

## **Update on Status of 2013 Bond Construction Program**

The packet included a copy of the presentation prepared by Broaddus & Associates as an update on the status of the 2013 Bond Construction Program. Mr. Gilbert Gallegos from Broaddus & Associates attended the September 10, 2015 Board Facilities Committee meeting to provide the update.

## **Review and Recommend Action on Schematic Design of the 2013 Bond Construction Mid Valley Campus Thermal Plant**

Approval of schematic design by DBR Engineering for the 2013 Bond Construction Mid Valley Campus Thermal Plant will be requested at the September 22, 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, DBR Engineering 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, DBR Engineering began working with Broaddus & Associates, Facilities Planning & Construction, and STC staff to develop plans and elevations. The proposed Mid Valley Campus Thermal Plant project was part of the 2013 Bond Construction Program and included the following scope:

- **Engineer**
  - DBR Engineering

- **Construction Manager-at-Risk**
  - Skanska Building USA
  
- **Construction Cost Limitation (CCL)**
  - \$3,800,000
  
- **Program Scope**
  - SQ FT – 3,888
  - One Floor
  
- **Chillers and Mechanical Support**
  - Water cooled chillers (4 at 600 tons each)
- **Office Spaces**
  - Facility Manager
  - Office Pool
  - Inventory/Custodial
- **Building Support Spaces**
  - Restroom
  - Loading Areas

### **Funding Source**

The current Construction Cost Limitation (CCL) was \$3,800,000 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 were 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, and Technology Resources departments.

### **Enclosed Documents**

DBR Engineering developed a schematic presentation describing the proposed design. The packet included drawings of the site plan, floor plans, and exterior views.

### **Presenters**

DBR Engineering developed a schematic presentation describing the proposed design. Representatives from Broaddus & Associates and DBR Engineering attended the Facilities Committee meeting to present the schematic design of the proposed expansion project.

Upon a motion by Mr. Gary Gurwitz and a second by Mrs. Graciela Farias, the Facilities Committee recommended Board approval of the proposed schematic design by DBR Engineering for the 2013 Bond Construction Mid Valley Campus Thermal Plant as presented. The motion carried.

## **Review and Recommend Action on Schematic Design of the 2013 Bond Construction Starr County Campus Thermal Plant**

Approval of schematic design by Sigma HN Engineers for the 2013 Bond Construction Starr County Campus Thermal Plant will be requested at the September 22, 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, Sigma HN Engineers 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, Sigma HN Engineers began working with Broaddus & Associates, Facilities Planning & Construction, and STC staff to develop plans and elevations. The proposed Starr County Campus Thermal Plant project was part of the 2013 Bond Construction Program and included the following scope:

- **Engineer**
  - Sigma HN Engineers
- **Construction Manager-at-Risk**
  - D. Wilson Construction
- **Construction Cost Limitation (CCL)**
  - \$3,800,000
- **Program Scope**
  - SQ FT – 4,082
  - One Floor

- **Chillers and Mechanical Support**
  - Water cooled chillers (3 @ 400 tons each)
- **Chiller Equipment Space**
- **Office Spaces**
  - Facility Manager
  - Office Pool
  - Inventory/Custodial
- **Building Support Spaces**
  - Restroom
  - Loading Area

### **Funding Source**

The current Construction Cost Limitation (CCL) was \$3,800,000 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 were 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, and Technology Resources departments.

### **Enclosed Documents**

Sigma HN Engineers developed a schematic presentation describing the proposed design. The packet included drawings of the site plan, floor plans, and exterior views.

### **Presenters**

Sigma HN Engineers developed a schematic presentation describing the proposed design. Representatives from Broaddus & Associates and Sigma HN Engineers will be present at the Facilities Committee meeting to present the schematic design of the proposed expansion project.

Upon a motion by Ms. Rose Benavidez and a second by Mrs. Graciela Farias, the Facilities Committee recommended Board approval of the proposed schematic design by Sigma HN Engineers for the 2013 Bond Construction Starr County Campus Thermal Plant as presented. The motion carried.

## **Review and Recommend Action to Incorporate the Redesign and Renovation of the Existing Library Building with the 2013 Bond Construction Mid Valley Campus Program Library Expansion Project**

Approval to incorporate the redesign and renovation of the existing library building with the 2013 Bond Construction Mid Valley Campus Library Expansion project will be requested at the September 22, 2015 Board meeting.



### **Purpose**

Authorization was requested to incorporate the redesign and renovation of the existing library building with the 2013 Bond Construction Mid Valley Campus Library Expansion project will be discussed.

### **Justification**

The 2013 Bond Program included an expansion to the existing Mid Valley Campus Library. Incorporating the redesign and renovation of the existing library space with the design of the 2013 Bond Construction Mid Valley Campus Library Expansion project, would ensure that the entire building is designed to function properly and provide the necessary library services effectively for the students. The design of the entire library space would allow for future planning, coordination of temporary library services, cost estimating, and scheduling for the construction of the existing library space.

### **Background**

The existing library at the Mid Valley Campus consisted of 24,000 square feet. An expansion of approximately 10,000 square feet was scheduled to be constructed as part of the 2013 Bond Construction Program. The concurrent redesign and renovation of the current library space with the designing and construction of the new library expansion was recommended to allow the existing and new portions of the building to function as a cohesive whole.

As previously authorized by the Board of Trustees, Mata+Garcia Architects began working with Broaddus & Associates, Facilities Planning & Construction, and STC staff to develop the schematic design for the 2013 Bond Construction Mid Valley Campus Library Expansion. As an additional service to Mata+Garcia Architect's contract, 720 Design, Inc. was authorized to provide an interior library design concept plan for the new library expansion as well as for the existing library building.

Feedback to staff was requested on how to proceed with the recommendation of the concurrent design and construction of the two spaces. An option was to expand the scope for the architect and Construction Manager-at-Risk contractor awarded the 2013 Bond Construction Mid Valley Campus Library Expansion project with the redesign and renovation of the existing library space.

### **Funding Source**

Funds would be identified depending on the course of action. Possible options for consideration were:

- Funds may be identified to be budgeted in the non-bond construction budget for FY 2016-2017.
- Funds may be identified by reallocating project funds in the approved non-bond construction budget for FY 2015-2016.
- Funds may be available from possible bond construction project savings in FY 2015-2016 and/or FY 2016-2017.

### **Enclosed Documents**

The existing library floor plan with the proposed library expansion footprint was included in the packet.

### **Presenters**

Representatives from Broaddus & Associates attended the Facilities Committee meeting to present and respond to questions.

Upon a motion by Mr. Paul R. Rodriguez and a second by Ms. Rose Benavidez, the Facilities Committee recommended Board approval for staff to investigate the cost and options involved in incorporating the redesign and renovation of the existing library building with the 2013 Bond Construction Mid Valley Campus Library Expansion project as presented.

### **Review and Recommend Action on Contracting Mechanical, Electrical, Plumbing (MEP) Engineering Services for the Nursing and Allied Health Campus Thermal Plant**

Approval to contract mechanical, engineering, and plumbing (MEP) engineering services to prepare plans for the Nursing & Allied Health Campus Thermal Plant project was scheduled to be requested at the September 22, 2015 Board meeting.

It was noted that the second-firm vendor scored more highly than the first-ranked firm in every area other than references, AND the second-ranked firm scored a 90 / 100 in the reference section, whereas the first-ranked firm scored a 99 / 100. Because of the disparity of scores depending on the inclusion or exclusion of references, and the method by which references were scored and weighted, the Facilities Committee took no action.

As part of the evaluation of responses the evaluation committee called references provided by each firm. In some cases, three or four of the five submitted references were contacted. In other cases, only two references could be reached for a response. Furthermore, all responses received were provided as numerical scores by the references. The evaluation committee used these scores in the ranking of firms. The Facilities Committee expressed concern with the process for evaluating firms' references.

Due these concerns over the criteria evaluation process, the Committee took no action and instructed staff to revise the process and re-evaluate the original responses. The evaluation committee was instructed to contact an equitable number of references for each firm, and then distribute the responses to the evaluation committee members, who could then consider the responses and individually score them.

The Facilities Committee took no action.

## **Review and Recommend Action on Substantial Completion for the Following Non-Bond Construction Projects**

Approval of substantial completion for the following projects will be requested at the September 22, 2015 Board meeting:

	<b>Projects</b>	<b>Substantial Completion</b>	<b>Final Completion</b>	<b>Documents Attached</b>
1.	Pecan Campus AECHS Service Drive and Sidewalk  Engineer: R. Gutierrez Engineering Contractor: Roth Excavating	Recommended	Expected October 2015	Substantial Completion Certificate
2.	Pecan Campus Art Building Existing Ceramic Arts Interior Renovations  Architect: EGV Architects Contractor: Herrcon, LLC	Recommended	Expected October 2015	Substantial Completion Certificate
3.	District Wide Parking Lot Lighting Upgrades  Engineer: DBR Engineering Contractor: Metro Electric	Recommended	Expected October 2015	Substantial Completion Certificate

### **1. Pecan Campus AECHS Service Drive and Sidewalk**

It was recommended that substantial completion for this project with Roth Excavating be approved.

R. Gutierrez and STC staff visited the site and developed a construction punch list. As a result of this site visit and observation of the completed work, a Certificate of Substantial Completion for the project was certified on August 14, 2015. Substantial Completion was accomplished within the time allowed in the Owner/Contractor agreement for this project. A copy of the Substantial Completion Certificate was included in the packet.

Contractor Roth Excavating would continue working on the punch list items identified and would have thirty (30) days to complete before final completion can be recommended for approval. It was anticipated that final acceptance of this project would be recommended for approval at the October 2015 Board meeting.

### **2. Pecan Campus Art Building Existing Ceramic Arts Interior Renovations**

It was recommended that substantial completion for this project with Herrcon, LLC be approved.

EGV Architects and STC staff visited the site and developed a construction punch list. As a result of this site visit and observation of the completed work, a Certificate of Substantial Completion for the project was certified on August 19, 2015. Substantial Completion was accomplished within the time allowed in the Owner/Contractor agreement for this project. A copy of the Substantial Completion Certificate was included in the packet.

Contractor Herrcon, LLC would continue working on the punch list items identified and would have thirty (30) days to complete before final completion can be recommended for approval. It was anticipated that final acceptance of this project would be recommended for approval at the October 2015 Board meeting.

### ***3. District Wide Parking Lot Lighting Upgrades***

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

DBR Engineering and STC staff visited the site and developed a construction punch list. As a result of this site visit and observation of the completed work, a Certificate of Substantial Completion for the project was certified on August 27, 2015. Substantial Completion was accomplished within the time allowed in the Owner/Contractor agreement for this project. A copy of the Substantial Completion Certificate was included in the packet.

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

Upon a motion by Mr. Gary Gurwitz and a second by Mr. Paul R. Rodriguez, the Facilities Committee recommended Board approval of the substantial completion of the projects as presented. The motion carried.

### **Executive Session:**

The South Texas College Board Facilities Committee convened into Executive Session at 5:03 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. Update on Status of Non-Bond Construction Projects

### **Open Session:**

The South Texas College Board Facilities Committee returned to Open Session at 5:15 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. This update summarized the status of each capital improvement project currently in progress. Mary Elizondo and Rick de la Garza attended the meeting to respond to questions and address concerns of the committee.

Staff was reviewing the following concern with the design team and contractor. They were not ready to recommend action by the Facilities Committee or Board at this time, and anticipated making an appropriate recommendation at a subsequent Facilities Committee meeting should it be necessary.

Upon a motion by Mr. Gary Gurwitz and a second by Ms. Rose Benavidez, the Facilities Committee recommended Board authorization for staff to address the final completion and close out of the Technology Campus Cooling Tower Replacement project as discussed in executive session. The motion carried.

### **Adjournment**

There being no further business to discuss, the Facilities Committee Meeting of the South Texas College Board of Trustees adjourned at 5:16 p.m.

I certify that the foregoing are the true and correct minutes of the September 10, 2015 Facilities Committee Meeting of the South Texas College Board of Trustees.

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Mr. Gary Gurwitz, Chair

*Finance & Human  
Resources Committee  
Minutes  
September 10<sup>th</sup>, 2015*

**South Texas College  
Board of Trustees  
Finance and Human Resources Committee  
Ann Richards Administration Building Board Room  
Pecan Campus  
Thursday, September 10, 2015  
@ 6:30 p.m.  
McAllen, Texas**

**Minutes**

The Finance and Human Resources Committee Meeting was held on Thursday, September 10, 2015 in the Ann Richards Administration Building Board Room at the Pecan Campus in McAllen, Texas. The meeting commenced at 6:33 p.m. with Dr. Alejo Salinas, Jr. presiding.

Members present: Dr. Alejo Salinas, Jr., Mr. Paul R. Rodriguez, and Ms. Rose Benavidez

Other Trustees Present: Mrs. Graciela Farias and Mr. Gary Gurwitz

Members absent: Mr. Roy de León

Also present: Dr. Shirley A. Reed, Mr. Jesus Ramirez, Mrs. Mary Elizondo, Mrs. Becky Cavazos, Mr. George McCaleb, Mr. Ricardo De La Garza, Mr. Paul Varville, Mr. Daniel Ramirez, Mr. Matthew Hebbard, Mrs. Brenda Balderaz, Mr. Mario Reyna, Ms. Alicia Gomez, Mr. Ali Kolahdouz, Mr. Cody Gregg, Mrs. Kristina Wilson, and Mr. Andrew Fish

**Approval of August 11, 2015 Finance and Human Resources Committee Minutes**

Upon a motion by Mr. Paul R. Rodriguez and a second by Ms. Rose Benavidez, the Minutes for the Finance and Human Resources Committee Meeting of August 11, 2015 were approved as written. The motion carried.

**Review and Recommend Action on Award of Proposals,  
Purchases, Renewals, and Contract Extension**

The Finance and Human Resources Committee was asked to recommend Board approval of the proposal awards, purchases, renewals, and contract extension as listed below:

- |                                      |                                   |
|--------------------------------------|-----------------------------------|
| <b>A. Awards</b>                     | <b>D. Non-Instructional Items</b> |
| <b>B. Advertising or Memberships</b> | <b>E. Technology Items</b>        |
| <b>C. Instructional Items</b>        | <b>F. Contract Extension</b>      |

**A. Awards**

**1) Lumber and Building Materials (Award):** award the proposal for lumber and building materials for the period beginning October 1, 2015 through September 30, 2016 with two one-year options to renew at an estimated cost of \$60,000.00 based on prior year expenditures. The vendors are as follows:

- **McCoys Building Supply** (Pharr, TX)
- **Pro Build Company, LLC.** (McAllen, TX)

**2) Printing of Graduation Programs (Award):** award the proposal for the printing of graduation programs to **Capital Spectrum, Inc.** (Buda, TX), at a total cost of \$21,403.00;

**3) Projector Lamps (Award):** award the proposal for projector lamps for the period beginning October 1, 2015 through September 30, 2016 with two one-year options to renew, at an annual estimated cost of \$44,401.00 from the following vendors:

<b>Audio Visual Aids, Corp.</b> (San Antonio, TX)	\$11,929.00
<b>Howard Technology Solutions, a Division of Howard Industries, Inc.</b> (Ellisville, MS)	\$32,472.00

**4) Records Management Services (Award):** award the proposal for records management services to **CTC Distributing, Ltd.** (Edinburg, TX) (New) for the period beginning November 1, 2015 through October 31, 2016 with two one-year options to renew, at an estimated amount of \$15,000.00;

**B. Advertising or Memberships**

**5) Advertisement – Classified Ads (Purchase):** purchase advertisement – classified ads from **AIM Media Texas/The Monitor** (McAllen, TX), a sole source vendor, for the period beginning September 1, 2015 through August 31, 2016, at an estimated amount of \$80,000.00;

**C. Instructional Items**

**6) Automotive Parts, Equipment and Supplies (Purchase):** purchase automotive parts, equipment, and supplies from **Burton Companies** (Weslaco, 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 \$25,000.00 based on prior year expenditures;

**7) Fire Fighter Gear (Purchase):** purchase fire fighter gear from **Casco Industries, Inc.** (Houston, TX), a Texas Association of School Boards – Buyboard approved vendor, at a total cost of \$15,470.60;

**8) Welding Supplies (Renewal):** renew the contracts for welding supplies for the period beginning October 1, 2015 through September 30, 2016, at an estimated cost of \$100,000.00 with the following vendors:

- **Airgas USA, LLC.** (McAllen, TX)
- **Alamo Iron Works** (Brownsville, TX)
- **Matheson Gas Products** (San Benito, TX)
- **Weldinghouse, Inc.** (Pharr, TX)



**D. Non – Instructional Items**

- 9) Lease of Storage Warehouse (Purchase):** purchase the lease of storage warehouse with McAllen Foreign Trade Zone, (McAllen, TX), a board approved vendor, for the period beginning January 1, 2016 through December 31, 2016 at a monthly amount of \$4,680.00, totaling \$56,160.00 annually;
- 10) OnLine Auction Services (Renewal):** renew the online auction services with **The Public Group** (Provo, UT) for the period beginning October 1, 2015 through September 30, 2016, at no charge to the College;

**E. Technology**

- 11) Audio Visual Equipment and Supplies (Purchase):** purchase audio visual equipment and supplies for the period beginning September 1, 2015 through August 31, 2016, at an estimated amount of \$150,000.00 which is based on prior year expenditures, with the following purchasing cooperative vendors:

Vendor/Purchasing Cooperative	Amount
<b>AISYS Consulting, LLC.</b> (McAllen, TX) – TIPS Purchasing Cooperative	\$20,000.00
<b>Audio Visual Aids Corp</b> (San Antonio, TX) – Texas Association of School Boards - Buyboard, Texas Cooperative Purchasing Network, TIPS Purchasing Cooperative, and State of Texas Multiple Award Schedule	\$50,000.00
<b>B &amp; H Foto &amp; Electronics, Corp.</b> (New York, NY) – Texas Association of School Boards – Buyboard, Harris County Dept of Ed – Choice Partners, and E & I Cooperative Services	\$50,000.00
<b>Best Buy</b> (Richfield, MN/McAllen, TX) – Texas Association of School Boards – Buyboard	\$10,000.00
<b>PCM Gov, Inc.</b> (Chantilly, VA) – Texas Association of School Boards - Buyboard	\$10,000.00
<b>Audio Fidelity Communications Corp/dba Whitlock</b> (Austin, TX) – State of Texas Department of Information Resources (DIR)	\$10,000.00

- 12) Computers, Laptop, and Server (Purchase):** purchase of computers, laptop, and a server from the State of Texas Department of Information Resources (DIR) approved vendor **Dell Marketing, LP.** (Dallas, TX) and **Apple, Inc.** (Dallas, TX), at a total cost of \$383,835.94;
- 13) Computer Components, Peripherals, Software, and Supplies (Purchase):** purchase computer components, peripherals, software and supplies for the period beginning September 1, 2015 through August 31, 2016, at an estimated cost of \$218,000.00 which is based on prior year expenditures, with the following purchasing cooperative vendors:

Vendor/Purchasing Cooperative	Amount
<b>B &amp; H Foto &amp; Electronics, Corp</b> (New York, NY) - Texas Association of School Boards - Buyboard	\$10,000.00
<b>Best Buy</b> (Richfield, MN/McAllen, TX) – Harris County Dept of Ed - Choice Partners	\$10,000.00

<b>CDW Government</b> (Vernon Hills, IL) – State of Texas Department of Information Resources (DIR), Texas Cooperative Purchasing Network (TCPN), Harris County Dept of Ed – Choice Partners, and TIPS Purchasing Cooperative	\$80,000.00
<b>GovConnection</b> (Merrimack, NH) – Texas Association of School Boards – Buyboard, State of Texas Department of Information Resources (DIR), E & I Purchasing Cooperative, and Texas Cooperative Purchasing Network	\$18,000.00
<b>PCM Gov, Inc.</b> (Chantilly, VA) – Texas Association of School Boards – Buyboard, State of Texas Department of Information Resources (DIR), and TIPS Purchasing Cooperative	\$80,000.00
<b>SHI Government Solutions, Inc.</b> (Austin, TX) – Texas Association of School Boards – Buyboard, State of Texas Department of Information Resources (DIR), and Harris County Dept of Ed – Choice Partners	\$10,000.00
<b>Tiger Direct</b> (Miami, FL) – TIPS Purchasing Cooperative	\$10,000.00

- 14) Database Administrator Services (Purchase):** purchase database administrator services from **Strata Information Group** (San Diego, CA), a State of Texas Department of Information Resources (DIR) approved vendor, for the period September 1, 2015 through August 31, 2016, at an estimated cost of \$50,000.00;
- 15) Network Routers, Interface Cards, and Switches (Purchase):** purchase network routers, interface cards, and switches from **Insight Public Sector** (Tempe, AZ/McAllen, TX), a State of Texas Department of Information Resources (DIR) approved vendor, at a total cost of \$63,080.92;
- 16) Internet Services (Renewal):** renew the internet services with **Time Warner Cable** (New York, NY/Harlingen, TX) through the State of Texas Department of Information Resources (DIR) (Austin, TX) for a nine (9) month period beginning May 1, 2015 through December 31, 2015, at a monthly cost of \$19,295.36, which includes a monthly federal fee or an annual cost of \$173,658.24;
- 17) Internet Services – Pecan Campus (Renewal):** renew the internet services with **AT&T Corporation** (Austin, TX) through the State of Texas Department of Information Resources (DIR) (Austin, TX) for a nine (9) month period beginning May 1, 2015 through December 31, 2015, at a monthly cost of \$12,693.68 which includes a monthly federal fee or an annual cost of \$114,243.12;
- 18) Library Database Subscriptions #I (Renewal):** renew the library database subscriptions #I with **ProQuest, LLC.** (Ann Arbor, MI), a sole source vendor, for the period beginning October 1, 2015 through December 31, 2016, at a total cost of \$49,006.01 for the following collections:

#	Database	Period	Amount
1	<b>Bowker's Resources for College Libraries</b>	10/01/15 – 9/30/16	\$1,290.00
2	<b>eLibrary Curriculum Edition</b>	11/1/15 – 10/31/16	\$11,432.63
3	<b>Nursing &amp; Allied Health Source</b>	11/1/15 – 10/31/16	\$15,227.38
4	<b>PRISMA Hispanic Studies Journal</b>	11/1/15 – 10/31/16	\$4,558.00
5	<b>Safari Tech Books Online Subscription</b>	11/1/15 – 10/31/16	\$14,498.00
6	<b>Ebrary (e-Books) Hosting Fee</b>	1/1/15 – 12/31/16	\$1,500.00

7	<b>History Vault Service Fee</b>	1/1/16 – 12/31/16	\$500.00
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**19)Library Database Subscriptions #II (Renewal):** renew the library database subscriptions #II with **EBSCO Publishing/dba EBSCO Information Services Group** (Ipswich, MA), a sole source vendor, for the period beginning September 1, 2015 through February 28, 2017, at a total amount of \$51,664.52 for the following collections:

#	Database	Period	Amount
1	<b>EBSCO Discovery Service</b>	9/1/15 – 8/31/16	\$20,129.38
2	<b>Auto Repair Reference Center</b>	11/1/15 – 10/31/16	\$3,273.38
3	<b>CINAHL with Full Text</b>	11/1/15 – 10/31/16	\$4,531.13
4	<b>Library Information Science &amp; Technology Abstracts</b>	11/1/15 – 10/31/16	\$3,521.70
5	<b>Points of View Reference Center</b>	11/1/15 – 10/31/16	\$3,952.78
6	<b>Curriculum Builder</b>	2/1/16 – 1/31/17	\$2,687.50
7	<b>eBook Academic Subscription Collection</b>	3/1/16 – 2/28/17	\$13,568.65

**20)Library Database Subscriptions #III (Renewal):** renew the library database subscriptions #III with **Elsevier BV, Inc.** (San Diego, CA), a sole source vendor, for the period beginning October 1, 2015 through December 31, 2016, at a total amount of \$26,148.58 for the following collections:

#	Subscription	Period	Amount
1	<b>Gold Standard Clinical Pharmacology</b>	10/1/15 – 9/30/16	\$4,273.13
2	<b>ScienceDirect College Edition</b>	1/1/16 – 12/31/16	\$21,875.45

**21)Library Digital Resource Subscriptions (Renewal):** renew the library digital resource subscriptions with **Film Media Group/Infobase Learning** (New York, NY), a sole source vendor, for the period beginning December 1, 2015 through May 30, 2017, at a total amount of \$27,350.55. This subscriptions package includes the following films on demand (FoD) video collections and databases:

#	Video Subscription	Period	Amount
1	<b>FoD: Business &amp; Economics Collection</b>	12/1/15 – 11/30/16	\$1,242.54
2	<b>FoD: Career &amp; Technical Education Collection</b>	12/1/15 – 11/30/16	\$1,370.95
3	<b>FoD: Health Collection</b>	12/1/15 – 11/30/16	\$2,173.63
4	<b>FoD: Humanities &amp; Social Science Collection</b>	12/1/15 – 11/30/16	\$12,413.36
5	<b>FoD: Nursing Collection</b>	12/1/15 – 11/30/16	\$2,528.50
6	<b>FoD: Science &amp; Math Collection</b>	12/1/15 – 11/30/16	\$1,715.88
7	<b>Issues &amp; Controversies</b>	5/31/16 – 5/30/17	\$1,476.42
8	<b>Today's Science</b>	5/31/16 – 5/30/17	\$1,476.42
9	<b>World News Digest</b>	5/31/16 – 5/30/17	\$2,952.85

**22)Student Enrollment Management System (Purchase):** purchase a student enrollment management system from Hobsons, Inc. (Cincinnati, OH) (New), a sole

source vendor, for the period beginning September 28, 2015 through September 27, 2018, at a total cost of \$346,740.00. The total amount will be split evenly into three (3) annual payments;

**F. Contract Extension**

**23) Call Center (Contract Extension):** contract extension for call center services with **Blackboard, Inc.** (Washington, DC), for the period beginning October 1, 2015 through September 30, 2016 is requested. At this time, the extension of the contract is requested at no cost.

**SUMMARY TOTAL:**

The total for all proposal awards, purchases, renewals, and contract extension is \$2,071,162.48

Upon a motion by Mr. Paul R. Rodriguez and a second by Ms. Rose Benavidez, the Finance and Human Resources Committee recommend Board of the proposal awards, purchases, renewals, and contract extension as presented. The motion carried.

**Review and Discussion of Certificate of Achievement for Excellence in Financial Reporting Issued by Government Finance Officers Association of the United States and Canada (GFOA) for the College's Comprehensive Annual Financial Report (CAFR)**

South Texas College was awarded the Certificate of Achievement for Excellence in Financial Reporting by the Government Finance Officers Association of the United States of America and Canada (GFOA) for its Fiscal Year 2013-2014 Comprehensive Annual Financial Report (CAFR). The Certificate of Achievement is the highest form of recognition in the area of governmental accounting and financial reporting and its attainment represents a significant accomplishment by South Texas College.

The CAFR was judged by an impartial panel to meet the high standards of the program including demonstrating a constructive "spirit of full disclosure" to clearly communicate its financial story and motivate potential users and user groups to read the CAFR. The goal of the program is not to assess the financial health of participating governments, but rather to ensure that users of their financial statements have the information they need to do so themselves. Each CAFR is reviewed using a checklist designed to determine compliance with both generally accepted accounting principles (GAAP) and program policy as established by the GFOA.

A copy of the Certificate of Achievement for Excellence in Financial Reporting was provided in the packet for the Committee's information.

This was the twelfth consecutive year the award has been awarded to the College. The Fiscal Year 2014-2015 CAFR will also be submitted to the GFOA to be considered for this Certificate of Achievement.

The annual CAFR prepared by the Business Office was presented to the External Auditors to be audited. The main components of the CAFR are as follows:

- Transmittal letter
- Management’s discussion and analysis (MD&A)
- Financial statements
- Notes to the financial statements
- Supplementary information schedules
- Statistical schedules
- Special reports

The Certificate of Achievement for Excellence in Financial Reporting reflected the College’s commitment to financial integrity and accountability in all financial reporting.

Sixteen (16) of the fifty (50) Texas community colleges, including South Texas College, received the GFOA award for their FY 2013-2014 CAFR.

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

### **Review and Discussion of Functional Categories of Cost**

Mrs. Mary Elizondo, Vice President for Finance and Administrative Services, reviewed the functional categories of cost as identified by the National Association of College and University Business Officers (NACUBO). These functional categories were developed for financial accounting purposes and were used to report expenditures on the Comprehensive Annual Financial Report submitted to the Texas Higher Education Coordinating Board.

The six (6) functional categories in the unrestricted fund are:

- |                     |                                       |
|---------------------|---------------------------------------|
| 1. Instruction      | 4. Student Services                   |
| 2. Public Service   | 5. Institutional Support              |
| 3. Academic Support | 6. Operation and Maintenance of Plant |

The definitions of the functional categories per NACUBO are as follows:

1. Instruction -- The instruction category includes expenditures for all activities that are part of an institution’s instruction program. Expenditures for credit and non-credit courses; academic, vocational and technical instruction; remedial and tutorial instruction; and regular, special, and extension sessions should be included.
2. Public Service -- The public service category includes funds expended for activities established primarily to provide non-instructional services beneficial to individuals and groups external to the institution. These activities include community service programs. Included in this category are conferences and institutes, and similar non-instructional services to particular sectors of the community.

3. Academic Support -- The academic support category includes funds expended to provide support services for the institution's primary missions: instruction, research, and public service. It includes the retention, preservation, and display of educational materials, for example, libraries, museums, and galleries; media such as audio-visual services and technology such as computing support.
4. Student Services -- The student services category includes funds expended for offices of admissions and the registrar and activities with the primary purpose of contributing to students' emotional and physical well-being and intellectual, cultural, and social development outside the context of the formal instruction program. It includes expenditures for student activities, enrollment management, cultural events, student newspapers, intramural athletics, student organizations, counseling and career guidance (excluding informal academic counseling by the faculty), and student aid administration.
5. Institutional Support -- The institutional support category includes expenditures for central executive-level activities concerned with management and long-range planning for the entire institution, such as the governing board, president, planning and programming, legal services, fiscal operations, investment office, administrative data processing, space management, employee personnel and records, logistical activities that provide procurement, storerooms, safety, security, printing, and transportation services to the institution.
6. Operation and Maintenance of Plant -- The operation and maintenance of plant category includes all expenditures of current operating funds for the operation and maintenance of the physical plant. It includes all expenditures for operations established to provide services and maintenance related to grounds and facilities. Also included are utilities, fire protection, property insurance, and similar items. It does not include expenditures made from the institutional plant fund accounts.

The percentage of each functional category of cost to total cost in Fiscal Year 2015 for seven (7) large Texas community colleges were as follows:

<b>Seven Large Texas Community Colleges Percentage of Costs by Functional Category Budgeted Expenditures - Unrestricted Fund – FY 2015</b>							
<b>College</b>	<b>Instruction</b>	<b>Public Service</b>	<b>Academic Support</b>	<b>Student Services</b>	<b>Institutional Support</b>	<b>O&amp;M of Plant</b>	<b>Total</b>
Dallas County Community College District	48.95%	1.49%	6.10%	11.92%	21.01%	10.53%	100.00%
Austin Community College District	46.09%	1.79%	11.53%	11.51%	19.23%	9.85%	100.00%
Collin County Community College District	53.90%	0.12%	8.44%	8.69%	19.95%	8.91%	100.00%
El Paso Community College District	39.57%	2.97%	12.78%	6.91%	29.48%	8.29%	100.00%
Houston Community College District	42.08%	0.57%	9.35%	10.48%	24.34%	13.18%	100.00%

Lone Star College System	38.57%	0.28%	20.09%	15.89%	12.38%	12.79%	100.00%
San Jacinto College District	40.57%	3.08%	9.05%	8.47%	26.23%	12.60%	100.00%
<b>Average</b>	<b>44.25%</b>	<b>1.47%</b>	<b>11.05%</b>	<b>10.55%</b>	<b>21.80%</b>	<b>10.88%</b>	<b>100.00%</b>

The percentage of each functional category of cost to total costs in Fiscal Year 2015 and Fiscal Year 2016 for South Texas College were as follows:

<b>South Texas College Percentage of Costs by Functional Category Budgeted Expenditures - Unrestricted Fund – FY 2015 and FY 2016</b>							
<b>South Texas College</b>	<b>Instruction</b>	<b>Public Service</b>	<b>Academic Support</b>	<b>Student Services</b>	<b>Institutional Support</b>	<b>O&amp;M of Plant</b>	<b>Total</b>
<b>FY 2015</b>	48.94%	0.65%	10.67%	8.71%	19.75%	11.27%	100.00%
<b>FY 2016</b>	50.81%	1.01%	12.40%	8.83%	15.43%	11.52%	100.00%

When compared to the average percentages of the seven (7) large Texas community colleges, South Texas College’s percentages of costs by functional category were higher or lower as follows for Fiscal Year 2015.

<b>South Texas College Compared to Average of Seven Large Texas Community Colleges Percentage of Costs by Functional Category Budgeted Expenditures – Unrestricted Fund – FY 2015</b>						
<b>College</b>	<b>Instruction</b>	<b>Public Service</b>	<b>Academic Support</b>	<b>Student Services</b>	<b>Institutional Support</b>	<b>O&amp;M of Plant</b>
<b>South Texas College</b>	48.94%	0.65%	10.67%	8.71%	19.75%	11.27%
<b>Average</b>	44.25%	1.47%	11.05%	10.55%	21.80%	10.88%
<b>Variance</b>	4.69%	-0.82%	-0.38%	-1.84%	-2.05%	0.39%

A PowerPoint was included in the packet for the Committee’s review and discussion.

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

**Review and Discussion of Internal Revenue Service Determination on Limited Tax Refunding Bonds, Series 2007 Examination**

Mrs. Mary Elizondo, Vice President for Finance and Administrative Services, reviewed the Internal Revenue Service (IRS) determination on the Limited Tax Refunding Bonds, Series 2007 examination.

On May 6, 2013, the IRS notified South Texas College of an examination of the Refunding Bonds, Series 2007. The purpose of the examination was to determine compliance with Federal tax requirements.

The College retained expert legal services from Stefano Taverna from McCall, Parkhurst & Horton L.L.P. to assist in responding to the IRS inquiry. In addition, the College provided the IRS various documents requested and related to Refunding Bond, Series 2007 transaction. The information and documents were requested in four different letters, dated January 14, 2014, January 23, 2014, February 20, 2014, and April 17, 2014.

The attorney prepared and submitted to the IRS four (4) responses, which explained the bond transactions and the related practices and federal and state laws.

On August 17, 2015, the IRS notified the College that the audit has been concluded and closed. The IRS made a determination to close the examination with no change to the position that interest received by the beneficial owners of the Bonds is excludable from gross income under section 103 of the Internal Revenue Code.

The letter from the Internal Revenue Service was included in the packet for the Committee's review and discussion.

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

### **Review and Discussion of Internal Revenue Service Form 1098-T and 1099-MISC Notices and Resolution**

Mrs. Mary Elizondo, Vice President for Finance and Administrative Services, reviewed the Notices received from the Internal Revenue Service (IRS) on the determination on waiving the penalty for missing or incorrect taxpayer identification numbers (TIN) for the 2011 and 2012 tax periods.

Purpose – The College received penalty notices from the IRS due to missing or incorrect taxpayer identification numbers on Forms 1098-T, Tuition statement, provided to students and Forms 1099-MISC provided to vendors for calendar years 2011 and 2012. The fees totaled \$112,100.00 for 2011 and \$133,200.00 for 2012. The College promptly completed responses requesting to waive the penalty since the missing TINs are not due to willful neglect and the College makes required efforts to obtain TINs from students and vendors. The IRS issues a penalty of \$100.00 per missing or incorrect form.



The timeframes of the associated correspondence were as follows:

<b>Tax Period 2011</b>	
<b>Date of Notice</b>	<b>Notice</b>
09/03/2013	IRS Proposed Penalty of \$112,100.00 for tax period 2011, which consisted of 1,112 1098-T and 9 1099-MISC Forms.
10/16/2013	South Texas College's response requesting to waive fee.
11/15/13 – 08/14/14	IRS monthly notices requesting extension to provide response.
09/17/2014	IRS Notice Waiving Penalty of \$112,100.00 for tax period 2011.

<b>Tax Period 2012</b>	
<b>Date of Notice</b>	<b>Notice</b>
09/02/2014	IRS Proposed Penalty of \$133,200.00 for tax period 2012, which consisted of 1,320 1098-T and 12 1099-MISC Forms.
10/13/2014	South Texas College's response requesting to waive fee.
11/17/14 – 06/30/15	IRS monthly notices requesting extension to provide response.
08/21/2015	IRS Notice Waiving Penalty of \$133,200.00 for tax period 2012.

The College received a waiver from the IRS of all penalties assessed for both fiscal years, 2011 and 2012.

Background – Form 1099-MISC, Miscellaneous Income, reports the total amount paid to a person or company for certain types of services. The College prepares Form 1099-MISC and issues a copy to the eligible recipient and the IRS, when payments total \$600 or more during any year.

Form 1098-T is used by eligible educational institutions to report information about their students to the IRS as required by the Taxpayer Relief Act of 1997. The Taxpayer Relief Act of 1997 provides educational tax incentives for eligible taxpayers, which allows taxpayers to reduce their federal income tax based on qualified tuition and fees paid, assuming all eligibility requirements are met.

Institutions are required to mail by January 31<sup>st</sup> Form 1098-T to all students who had qualified tuition and other related educational expenses billed to them during the previous fiscal year. The purpose of Form 1098-T is to alert students that they may be eligible for federal income tax education credits on their Federal Income Tax Return.

The Forms 1098-T require the students' social security numbers, however, the College is not required to obtain social security numbers for admission purposes. The College, therefore, requests social security numbers from students by mailing W-9s forms to each student that did not provide their social security number on Apply Texas, the Texas Common Application. Apply Texas is the centralized mean for students to apply to many, post-secondary institutions in Texas.

The National Association of College and University Business Officers (NACUBO) made numerous attempts to communicate the Colleges' position to the IRS and requested a blanket waiver of penalties. NACUBO claimed that forms are filed long before the proposed fine notices are issued which does not give an opportunity to change reporting for the tax year. In addition, NACUBO also argued that a waiver is allowed if the institution acted in a "responsible manner" on collection of taxpayer identification numbers.

On August 28, 2015, the IRS posted on its website a statement indicating the waiving of penalties assessed against any college, university or other educational institution for Forms 1098-T that were filed with an incorrect or missing taxpayer identification number for tax years 2012, 2013 and 2014. This announcement was provided in the packet for the Committee's review and discussion.

The College received a waiver from the IRS of all penalties assessed for both fiscal years, 2011 and 2012.

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

### **Review and Recommend Action as Necessary on Legal Services**

The Board Chair received correspondence from Legal Counsel. The Chair wished to advise the Finance and Human Resources Committee and requested this item be placed on the agenda for discussion and action as necessary.

The Committee Chair asked staff to provide the following documentation, which was distributed at the meeting:

- History of Legal Services and supporting documentation.
- Summary of Compensation for Legal Services for FY 2013, 2014, and 2015
- Administrative Recommendation
- Proposed Legal Services Agreements
- Board Policy

The Committee Chair asked staff to place this item on the agenda again at the October 2015 Finance and Human Resources Committee meeting to allow the Committee members sufficient time to review the supporting documentation.

No action was taken.

## **Review and Discussion of Position Vacancy Report for FY 2015-2016**

The Staffing Plan Position Vacancy Report for FY 2015-2016 was included in the packet for the Committee's information and review. Information was current as of September 4, 2015.

Dr. Shirley A. Reed and Mrs. Mary Elizondo were available to discuss the report with the Committee.

The Position Vacancy Report for FY 2015-2016 was based on the following:

- **Vacant Full Time Regular Positions - New - Board Approved Positions for FY 2015-2016:**  
⇒ The staffing plan for FY 2015-2016 began with 72 new Board approved positions. Of these new positions, 20 were partially funded. Approximately 78% or 41 of the 52 available positions are currently advertised or have a requisition in progress.
- **Vacant Full Time Regular Positions – Continuing – CONTINUED from FY 2014-2015:**  
⇒ A list of eighty one (81) vacant positions due to employee resignations, terminations, and retirement is included and designated as Continuing. These positions are advertised until filled. Approximately 96% or 78 of these positions are currently advertised or in progress for final approval. Sixteen (16%) or thirteen (13) of the 77 advertised positions have recommendations currently in progress
- **Full Time Regular Positions – Partially Funded in FY 2015-2016:**  
⇒ The staffing plan for FY 2015-2016 called for **36** partially funded new and continuing positions. These positions were partially funded (less than 100%) in the FY 2015-2016 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 "Position Freeze Pool" in each account. Approximately 25% or 9 positions are currently advertised or currently in progress for final approval.

The Position Vacancy Report for Fiscal Year 2015-2016 was presented for information and review by the Committee. No action was required from the Committee.

## **Adjournment**

There being no further business to discuss, the Finance and Human Resources Committee Meeting of the South Texas College Board of Trustees adjourned at 7:07 p.m.

I certify that the foregoing are the true and correct Minutes of the September 10, 2015 Finance and Human Resources Committee Meeting of the South Texas College Board of Trustees.

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Dr. Alejo Salinas, Jr.  
Presiding

## Announcements

### A. Next Meetings:

- Tuesday, October 6, 2015
  - 2:00 p.m. – Education and Workforce Development Committee
  - 3:00 p.m. – Facilities Committee
  - 5:30 p.m. – Finance & HR Committee meeting
- Tuesday, October 27, 2015
  - 5:30 p.m. – Regular Meeting of the Board of Trustees

### B. Other Announcements:

- 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.
- The Association of Community College Trustees (ACCT) *National Leadership Congress* will be held in San Diego, CA from October 14 – 17, 2015. Mr. Roy de León, Ms. Rose Benavidez, and Mrs. Graciela Farias will attend the conference to deliver a presentation on South Texas College's stackable credentials.