



**SOUTH TEXAS
COLLEGE**

**Board of Trustees
Regular Board Meeting**

**Tuesday, October 27, 2015
4:00 p.m.**

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

Online Board Packet

SOUTH TEXAS COLLEGE
BOARD OF TRUSTEES REGULAR MEETING
Tuesday, October 27, 2015 @ 4:00 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. Recognition of Trustee Rose Benavidez for Election as Chair of the Diversity Committee of the Association of Community College Trustees (ACCT) 1

VI. Consideration and Action on Consent Agenda

- A. Approval of Board Meeting Minutes 2 - 24
 - 1. September 17, 2015 Public Hearing and Special Board Meeting on the Proposed 2015 Tax Rate
 - 2. September 22, 2015 Special Board Meeting

- B. Approval and Authorization to Accept Grant Award(s) 25 - 28
 - 1. The "T-STEM Challenge Scholarship" Grant from the Texas Higher Education Coordinating Board in the Amount of \$283,500
 - 2. The "Texas Regional STEM Degree Accelerator Initiative" Grant from Educate Texas in the Amount of \$300,000
 - 3. The "Work-Study Student Mentorship Program" Grant from the Texas Higher Education Coordinating Board in the Amount of \$75,000
 - 4. The "GED" Grant from Region One Education Service Center in the Amount Not to Exceed \$146,490
 - 5. The "Child Care Training - Conferences" Grant from Workforce Solutions in the Amount up to \$20,000
 - 6. The "RAND-IES IC" grant from the Texas Higher Education Coordinating Board in the Amount of \$80,000
 - 7. Additional Grant(s) Received/Pending Official Award

VII. Consideration and Action on Committee Items

A. Finance and Human Resources Committee

1. Review and Action as Necessary on Award of Proposals, Purchases, Renewals, and License Agreement..... 29 - 43

A. Awards

- 1) Business Skills Training Services (Award)
- 2) Catering Services (Award)
- 3) Lease of Warehouse (Reject)
- 4) Travel Package for TexPrep Program (Reject)

B. Advertising or Memberships

- 5) Advertisement Agreement – Continuing Education (Purchase)
- 6) Institutional Membership – AACC (Renewal)
- 7) Institutional Membership – TACC (Renewal)

C. Instructional Items

- 8) Instructional Training Equipment (Purchase)
- 9) Science Instructional Supplies and Equipment (Purchase)

D. Non – Instructional Items

- 10) Call Center Services (Purchase)
- 11) Furniture (Purchase)
- 12) Lumber and Materials (Purchase)
- 13) Overnight Delivery Services (Purchase)
- 14) Playground Flooring (Purchase)
- 15) Student Information Distribution Services (Purchase)
- 16) Mobile Storage Services (Renewal)
- 17) Online Defensive Driving Training (Renewal)

E. Technology Items

- 18) Computers, Laptops, and Tablets (Purchase)
- 19) Accreditation Compliance and Institutional Effectiveness Management License (Renewal)
- 20) Microsoft Campus License Agreement (Renewal)
- 21) Online Admission Application Service (Renewal)
- 22) Online Course Evaluation License Agreement (Renewal)

F. Facility Usage Agreement

- 23) Graduation Facility (License Agreement)

2. Review and Action as Necessary to Revise Policy #5120: Investment Policy and Investment Strategy Statement..... 44 - 73

3. Review and Action as Necessary on Disposal of Surplus Property
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4. Review and Action as Necessary for Revision of Existing Policy and Adoption of New Policies..... 76 - 82
 - a. Revise Policy #4317: *Military Leave*
 - b. Adopt New Policy #4321: *Right to Express Breast Milk in the Workplace*
 - c. Adopt New Policy #4322: *Donation of Sick Leave*

B. Facilities Committee

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2. Review and Action as Necessary on Vendor Reference Process for Request for Construction Proposals and Request for Qualifications 90 - 91
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12. Review and Action as Necessary on Schematic Design of the Non-Bond Pecan Campus Student Support Services Building K Student Enrollment Center..... 163 – 172
13. Review and Action as Necessary on Approval of Change Order for the Non-Bond Pecan Campus Portable Buildings Infrastructure ... 173 - 174
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 - a. Nursing and Allied Health Campus Irrigation System Upgrade
 - b. Pecan Campus AECHS Service Drive and Sidewalk
15. Update on Status of Non-Bond Program Construction Projects
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The Checks and the Financial Reports presented for approval are included in the Board Packet under SEPARATE COVER

IX. Informational Items

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 - Facilities 206 - 228
 - Finance and Human Resources 229 - 252

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A. Next Meetings:

- Tuesday, November 10, 2015
 - 3:00 p.m. – Education and Workforce Development Committee
 - 4:30 p.m. – Facilities Committee
 - 5:30 p.m. – Finance & HR Committee meeting
- Tuesday, November 24, 2015
 - 5:30 p.m. – Regular Meeting of the Board of Trustees

B. Other Announcements:

- The College will be closed November 26 – 29th in observance of the Thanksgiving Holiday.

**Recognition of Trustee Rose Benavidez for Election as Chair of the Diversity Committee
of the Association of Community College Trustees (ACCT)**

Board Chair Mr. Roy de León and Trustees Ms. Rose Benavidez and Mrs. Graciela Farias attended the Association of Community College Trustees (ACCT) 2015 National Leadership Congress in San Diego, California.

The Trustees delivered the presentation *Building the Pathway out of Poverty – Stackable Credentials Provide Stepping Stones to Meaningful Employment* to an audience of Trustees, CEOs, and administration from among the ACCT's 1200 member colleges, sharing South Texas Colleges programs and achievements with leaders from peer institutions throughout the continent.

Ms. Rose Benavidez was elected to serve as the Chair of the ACCT Diversity Committee. On this committee, Ms. Benavidez helps the ACCT promote respect for diverse and underrepresented student populations and increased awareness of educational challenges and opportunities for students from all background. She will also serve as the Diversity Committee appointment to the ACCT Board of Directors.

Approval of Minutes

The following Board Meeting Minutes are submitted for approval:

1. September 17, 2015 Public Hearing and Special Board Meeting on the Proposed 2015 Tax Rate
2. September 22, 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
Public Hearing and Special Board Meeting
on the Proposed 2015 Tax Rate
Thursday, September 17, 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 5:35 p.m. with Mr. Roy de León, Chair, presiding.

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

Members absent: Mr. Paul R. Rodriguez, Ms. Rose Benavidez, and Mr. Jesse Villarreal

Also present: Dr. Shirley A. Reed, Mrs. Mary Elizondo, Ms. Katarina Bugariu, 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 the Board's information and review.

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
Proposed Tax Rate	\$0.1400	\$0.0450	\$0.1850	\$58,831,387

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 at 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 at 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 was 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., 2nd 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 5:43 p.m.

I certify the foregoing are the true and correct minutes of the Thursday, September 17, 2015 Public Hearing and Special Board Meeting of the South Texas College Board of Trustees.

Mr. Paul R. Rodriguez

Secretary

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

Minutes

Call Meeting to Order:

The Regular Board Meeting of the South Texas College Board of Trustees was held on Tuesday, September 22, 2015 in the Ann Richards Administration Building Board Room at the Pecan Campus in McAllen, Texas. The meeting commenced at 5:30 p.m. with Mr. Roy de León, Chair, presiding.

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

Members absent: None.

Also present: Dr. Shirley A. Reed, Mr. Chuy Ramirez, Mrs. Mary Elizondo, Dr. David Plummer, Mrs. Wanda Garza, Dr. Anahid Petrosian, Mrs. Becky Cavazos, Ms. Alicia Gomez, Mrs. Brenda J. Balderaz, Mr. Cody Gregg, Mr. Paul Varville, Mr. Ricardo De La Garza, Mr. Matthew Hebbard, Mr. Isaac Garza, Mr. Jose Raul Ruiz, Ms. Darci Cather, Ms. Maricela Silva, Mr. Gilbert Gallegos, Mr. Rolando Garcia, Ms. Diana Bravos Gonzalez, Mr. Trey Murray, and Andrew Fish.

Determination of a Quorum

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

Invocation:

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

The following items were taken out of agenda order:

**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 was requested.

Purpose

Authorization was 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 included an expansion to the existing Mid Valley Campus Library. Incorporating the redesign and renovation of the existing Mid Valley Campus 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 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 by the Board to provide an interior library design concept plan for the new library expansion as well as for the existing library building renovation.

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.

The Facilities Committee recommended Board approval for staff to investigate the incorporation of these projects and present it for Board approval. Staff was still in the process of reviewing this information, and did not have a recommendation for the Board's review and feedback at the September 22, 2015 Regular Board Meeting.

The Board took no action on this item and asked staff to return to the Facilities Committee when they had additional information for the Trustees' review.

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 included provisions to impose liquidated damages in the amount of \$500 per day beyond the project deadline. Staff

was working with the contractor and Halff Associates to verify the amount of delay days that the contractor incurred.

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

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.

Staff were still working to resolve this issue and had not yet arrived at a recommendation for Board review and action.

The Board took no action on this item and asked staff to return to the Facilities Committee when they had additional information for the Trustees' review.

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 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, DBR Engineering 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 were 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, 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 drawings of the site plan, floor plans, and exterior views were provided under separate cover.

Presenters

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

DBR Engineering for the 2013 Bond Construction Mid Valley Campus Thermal Plant as presented. The motion carried.

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 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, Sigma HN Engineers 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, 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 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) 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 drawings of the site plan, floor plans, and exterior views were provided under separate cover.

Presenters

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

**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 was requested:

	Projects	Substantial Completion	Final Completion	Documents Attached
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.

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

Upon a motion by Mr. Gary Gurwitz and a second by Dr. Alejo Salinas, Jr., the Board of Trustees of South Texas College approved and authorized the substantial completion of the projects as presented. The motion carried.

Update on Status of 2013 Bond Construction Program

Gilbert Gallegos with Broaddus & Associates provided an update on the status of the 2013 Bond Construction Program.

Update on Status of Non-Bond Program Construction Projects

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

The Board returned to the posted agenda order and took up the following items:

Public Comments:

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

Presentation

- Report on Fall 2015 Enrollment and Review of Enrollment Trends:
Mr. Matthew Hebbard, Dean of Enrollment Services and Registrar, provided 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, introduced Ms. Darci Cather, Assistant Professor of English and Editor-in-Chief of the *Faculty Spotlight*. Ms. Cather provided the Board with a report on the *Faculty Spotlight*, a recognition of some of our many talented and successful faculty at South Texas College.

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 was requested. Approval of the order was 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 were 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. 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 the Trustees’ information and review.

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
Proposed Tax Rate	\$0.1400	\$0.0450	\$0.1850	\$58,831,387

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 was required. Approval of the Order required a roll call vote of the members of the Board. A copy of the Order followed in the packet for the Board’s review.

It was 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.

Mr. Roy de León, Board Chair, made the following motion:

“I move that the property tax rate be increased by the adoption of a tax rate of 0.1850, which is effectively a 3.41 percent increase in the tax rate.”

Mr. Jesse Villarreal seconded the motion, and Chair de León called for a roll-call vote. All six Trustees present voted in favor of the motion, with Mr. Gary Gurwitz absent. The motion carried.

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 was 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 was the County Tax Assessor/Collector, Pablo “Paul” Villarreal, Jr.

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

- 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 was included 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.

Upon a motion by Mr. Paul R. Rodriguez and a second by Ms. Rose Benavidez, the Board of Trustees approved and adopted the Resolution to submit the sitting Board of Directors as nominees for the Hidalgo County Appraisal District Board of Directors. The motion carried.

Approval of Minutes

The following Board Meeting Minutes were 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

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

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

This grant satisfied 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. The "Child And Adult Care Food Program" Grant from the Texas Department of Agriculture in the amount of \$48,514.14

The "Child and Adult Care Food Program" Grant from the Texas Department of Agriculture would provide funds beginning October 1, 2015, through September 30, 2016, in the amount of \$48,514.14.

The Texas Department of Agriculture made grant funds available for the Mid-Valley Child Care Center's child nutrition program. As part of these efforts, STC would prepare and serve nutritious meals to the children enrolled at Mid-Valley Child Care Center.

This grant met South Texas College's Strategic Direction Five: beneficial community and education partnerships that create a collective impact on student success.

The presented grants would provide up to \$528,514.14 in additional funding for the College to provide services and opportunities throughout the region.

Upon a motion by Ms. Rose Benavidez and a second by Mrs. Graciela Farias, the Board of Trustees approved and authorized accepting the following grant awards and use of related funds as authorized by each grant as presented, contingent upon official award as appropriate. The motion carried.

Review of Education and Workforce Development Committee Presentations

Mrs. Graciela Farias reviewed the following presentations, which 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 was provided for the Board's information and feedback to staff and no action was requested.

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

The Finance and Human Resources Committee recommended Board approval of 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:

Audio Visual Aids, Corp. (San Antonio, TX)	\$11,929.00
Howard Technology Solutions, a Division of Howard Industries, Inc. (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
AISYS Consulting, LLC. (McAllen, TX) – TIPS Purchasing Cooperative	\$20,000.00
Audio Visual Aids Corp (San Antonio, TX) – Texas Association of School Boards - Buyboard, Texas Cooperative Purchasing	\$50,000.00

Network, TIPS Purchasing Cooperative, and State of Texas Multiple Award Schedule	
B & H Foto & Electronics, Corp. (New York, NY) – Texas Association of School Boards – Buyboard, Harris County Dept of Ed – Choice Partners, and E & I Cooperative Services	\$50,000.00
Best Buy (Richfield, MN/McAllen, TX) – Texas Association of School Boards – Buyboard	\$10,000.00
PCM Gov, Inc. (Chantilly, VA) – Texas Association of School Boards - Buyboard	\$10,000.00
Audio Fidelity Communications Corp/dba Whitlock (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 & H Foto & Electronics, Corp (New York, NY) - Texas Association of School Boards - Buyboard	\$10,000.00
Best Buy (Richfield, MN/McAllen, TX) – Harris County Dept of Ed - Choice Partners	\$10,000.00
CDW Government (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
GovConnection (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
PCM Gov, Inc. (Chantilly, VA) – Texas Association of School Boards – Buyboard, State of Texas Department of Information Resources (DIR), and TIPS Purchasing Cooperative	\$80,000.00
SHI Government Solutions, Inc. (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
Tiger Direct (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	Bowker’s Resources for College Libraries	10/01/15 – 9/30/16	\$1,290.00
2	eLibrary Curriculum Edition	11/1/15 – 10/31/16	\$11,432.63
3	Nursing & Allied Health Source	11/1/15 – 10/31/16	\$15,227.38
4	PRISMA Hispanic Studies Journal	11/1/15 – 10/31/16	\$4,558.00
5	Safari Tech Books Online Subscription	11/1/15 – 10/31/16	\$14,498.00
6	Ebrary (e-Books) Hosting Fee	1/1/15 – 12/31/16	\$1,500.00
7	History Vault Service Fee	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	EBSCO Discovery Service	9/1/15 – 8/31/16	\$20,129.38
2	Auto Repair Reference Center	11/1/15 – 10/31/16	\$3,273.38
3	CINAHL with Full Text	11/1/15 – 10/31/16	\$4,531.13
4	Library Information Science & Technology Abstracts	11/1/15 – 10/31/16	\$3,521.70
5	Points of View Reference Center	11/1/15 – 10/31/16	\$3,952.78
6	Curriculum Builder	2/1/16 – 1/31/17	\$2,687.50
7	eBook Academic Subscription Collection	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	Gold Standard Clinical Pharmacology	10/1/15 – 9/30/16	\$4,273.13
2	ScienceDirect College Edition	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	FoD: Business & Economics Collection	12/1/15 – 11/30/16	\$1,242.54
2	FoD: Career & Technical Education Collection	12/1/15 – 11/30/16	\$1,370.95
3	FoD: Health Collection	12/1/15 – 11/30/16	\$2,173.63
4	FoD: Humanities & Social Science Collection	12/1/15 – 11/30/16	\$12,413.36
5	FoD: Nursing Collection	12/1/15 – 11/30/16	\$2,528.50
6	FoD: Science & Math Collection	12/1/15 – 11/30/16	\$1,715.88
7	Issues & Controversies	5/31/16 – 5/30/17	\$1,476.42
8	Today's Science	5/31/16 – 5/30/17	\$1,476.42
9	World News Digest	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 was \$2,071,162.48

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

Consideration and Approval of Checks and Financial Reports

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

Upon a motion by Mr. Paul R. Rodriguez and a second by Dr. Alejo Salinas, Jr., the Board of Trustees approved the submitted checks for release in an amount over \$125,000.00, the checks that were released as authorized by Board Policy #5610, and the financial reports submitted for the month of August 2015. The motion carried.

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.

Adjournment:

There being no further business to discuss, the Regular Meeting of the South Texas College Board of Trustees adjourned at 6:17 p.m.

I certify the foregoing are the true and correct minutes of the Tuesday, September 22, 2015 Regular Board Meeting of the South Texas College Board of Trustees.

Mr. Paul R. Rodriguez

Secretary

Approval and Authorization to Accept Grant Award(s)

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

1. The “T-STEM Challenge Scholarship” Grant from the Texas Higher Education Coordinating Board in the Amount of \$283,500

The “T-STEM Challenge Scholarship” grant from the Texas Higher Education Coordinating Board will fund scholarships beginning September 1, 2015, through August 31, 2016, in the amount of \$283,500.

A portion of the total award, \$13,500, will provide for Salaries and Fringe costs associated with managing the scholarships, and the remaining balance of \$270,000 will directly fund scholarship awards.

This grant allows South Texas College to provide scholarships to students in a STEM major. In addition to the scholarship, students will be required to participate in career readiness workshops designed to assist them in writing a resume, interview skills training, and training in accessing South Texas College’s Job Board. This grant will serve to encourage underserved and low-income students to persist in their STEM studies.

This grant meets South Texas College’s strategic goal for Access and Success and a High Success Rate through the provision of financial and career counseling support for meritorious students as they pursue their goal of a degree in a STEM related field. It also serves as a successful start in a career or continuation of their pursuit of an advanced STEM degree.

2. The “Texas Regional STEM Degree Accelerator Initiative” Grant from Educate Texas in the Amount of \$300,000

The “Texas Regional STEM Degree Accelerator Initiative” grant from Educate Texas will provide \$300,000 to support a regional initiative beginning November 1, 2015, through August 31, 2016.

As part of this initiative, STC has partnered with several school districts, other higher education institutions, and community organizations from the Rio Grande Valley, and will provide leadership in the implementation of the program, which focuses on working collaboratively with these partners to improve curriculum alignment programs to enhance and accelerate student success. The alliance will also collaborate to develop a strategy focused on improving student success in STEM fields. Partners will implement evidence-based interventions focused on increasing student persistence and completion in STEM-related disciplines to produce a diverse, highly-skilled pool of students who are prepared to transition from a two-year to a four-year institution and/or are career ready upon graduation.

The grant funds would provide for year one of the pilot program to develop a professional development program for all partnering institutions, travel to Conferences, meetings, preparation of reports, and other activities related to this grant. In addition, this grant has a potential, based on the success of year one, to receive an additional \$500,000 to be split between Years 2 and 3.

This grant meets South Texas College's Strategic Direction Two: South Texas College is committed to increasing the college-going and college-completing rates in the region. In addition, the grant meets Strategic Direction Five for Collaboration: South Texas College commits to effective interdepartmental and interdivisional collaborations and advances mutually beneficial community and educational partnerships that create a collective impact on student success.

3. The "Work-Study Student Mentorship Program" Grant from the Texas Higher Education Coordinating Board in the Amount of \$75,000

Authorization is requested to accept the "Work-Study Student Mentorship Program" grant from the Texas Higher Education Coordinating Board (THECB) beginning November 1, 2015, through August 31, 2017, in the amount of \$75,000.

The Work-Study Student Mentorship Program is designed to maximize efforts to build a college-going culture within our high schools in South Texas College's service districts. STC will be working with college/career centers at the Starr County high schools and STC's Starr County Campus. The program addresses components in THECB's requirements by: 1) promoting and supporting a college-going culture at the high schools by allowing work-study mentors to mentor at high school college/career centers; and 2) promoting college retention and completion rates at STC's Starr County Campus.

The funds will pay work-study mentor salaries for the grant period.

This grant meets South Texas College's Strategic Direction Two: South Texas College is committed to increasing the college-going and college-completing rates in the region.

4. The "GED" Grant from Region One Education Service Center in the Amount Not to Exceed \$146,490

The "GED" grant from Region One Education Service Center (Region One) will provide funds in the amount not to exceed \$146,490 to provide GED Preparation services to 200 Region One participants. These services will be provided through STC's Continuing Professional and Workforce Education Department from November 1, 2015 through June 30, 2016

The grant funds will support tuition, supplies, materials, testing, travel, and other expenses on behalf of program students, as approved in the grant.

5. The “Child Care Training - Conferences” Grant from Workforce Solutions in the Amount up to \$20,000

The “Child Care Training - Conferences” grant from Workforce Solutions would fund conferences beginning January 1, 2016, through December 31, 2016 in the amount of up to \$20,000.00

Under this grant, STC will provide various training conference for child care providers in the WorkForce Solution Child Care Services Division network. Four conferences will be offered and a total of 100 participants will be accepted per conference. Participants will be awarded a total of 6 clock hours and .6 CEU’s as part of their participation. A maximum of 400 participants will participate throughout the award period.

Funds would support Child Development Conferences admissions fee and other activities related to this grant.

This grant meets South Texas College’s Strategic Direction 2.1 and 2.3 Promote a college-going culture through proactive outreach and marketing programs that emphasize the value of post-secondary educational, credentials, including certificates, associate degrees, and baccalaureate degrees. As well as provide a community need for high quality training in the area of Early Childhood Education.

6. The “RAND-IES IC” grant from the Texas Higher Education Coordinating Board in the Amount of \$80,000

The “RAND-IES IC” grant from the Texas Higher Education Coordinating Board will fund South Texas College’s collaboration in the RAND-IES IC Initiative beginning July 1, 2015 through June 30, 2019 in the amount of \$80,000.

Under this grant funded program South Texas College staff will work with RAND to develop strategies to improve student success in Adult Basic Education (ABE) programs. The College will monitor the success of these strategies and share data with RAND. The College will work with RAND to improve and/or develop new strategies to better support ABE students.

This grant meets South Texas College’s strategic goal for Collaboration through effective educational partnerships that create a collective impact on student success. Furthermore, promote collective responsibility for student success by establishing and sustaining collaborative community and educational partnerships.

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

The presented grants would provide up to \$904,990 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 “T-STEM Challenge Scholarship” Grant from the Texas Higher Education Coordinating Board in the Amount of \$283,500
2. The “Texas Regional STEM Degree Accelerator Initiative” Grant from Educate Texas in the Amount of \$300,000
3. The “Work-Study Student Mentorship Program” Grant from the Texas Higher Education Coordinating Board in the Amount of \$75,000
4. The “GED” Grant from Region One Education Service Center in the Amount Not to Exceed \$146,490
5. The “Child Care Training - Conferences” Grant from Workforce Solutions in the Amount up to \$20,000
6. The “RAND-IES IC” grant from the Texas Higher Education Coordinating Board in the Amount of \$80,000
7. 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 “T-STEM Challenge Scholarship” Grant from the Texas Higher Education Coordinating Board in the Amount of \$283,500
2. The “Texas Regional STEM Degree Accelerator Initiative” Grant from Educate Texas in the Amount of \$300,000
3. The “Work-Study Student Mentorship Program” Grant from the Texas Higher Education Coordinating Board in the Amount of \$75,000
4. The “GED” Grant from Region One Education Service Center in the Amount Not to Exceed \$146,490
5. The “Child Care Training - Conferences” Grant from Workforce Solutions in the Amount up to \$20,000
6. The “RAND-IES IC” grant from the Texas Higher Education Coordinating Board in the Amount of \$80,000
7. Additional Grant(s) Received/Pending Official Award

Approval Recommended:

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

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

Approval of the following proposal awards, purchases, renewals, and license agreement will be requested at the October 27, 2015 Board meeting as follows:

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

1) Business Skills Training Services (Award)

Award the proposal for business skills training services to **World Class Training** (Brownsville, TX) for the period beginning October 28, 2015 through October 27, 2016 with two one-year options to renew, at a commission of \$18.00 per instructional hour. Since instructional costs will be covered by World Class Training, students will be registered by South Texas College at zero (0) tuition for Workforce Education Course Manual (WECM) courses.

Award	Board Meeting Date	Original Term	Renewal Term
Original	10/27/15	10/28/15 – 10/27/16	2 – one year options

Purpose – The Office of Continuing Professional and Workforce Education is requesting proposals for corporate and business skills training services to serve the community and College.

Justification and Benefit – The business skills training services provide the development of skills used in corporate and business workplace settings. These include training in Business Writing, Goal Setting, Leadership Skills, Project Management and other similar skills. The training is to be provided to staff of client firms through the College’s Department of Continuing Professional and Workforce Education.

Background - Proposal documents were advertised on August 31, 2015 and September 7, 2015 and issued to five (5) vendors. Two (2) responses were received on September 15, 2015 which was reviewed by Continuing Professional and Workforce Education and the Purchasing Department.

2) Catering Services (Award)

Award the proposal for catering services for the period beginning November 21, 2015 through November 20, 2016 with two one-year options to renew, at an estimated cost of \$65,000.00 based on prior year expenditures.

The vendors are as follows:

- **Blimpie** (McAllen, TX)
- **CB Cafes McAllen I, LLC. (Corner Bakery Café)** (McAllen, TX) (New)
- **Cornerstone Catering** (Mission, TX)
- **Delgar Foods/dba Delia’s** (McAllen, TX)
- **Domine Catering, LLC.** (McAllen, TX)
- **El Reno Investments, LLC./dba Subway 41178** (Mission, TX)

- **Esperanza on Fifth/dba Blimpie Weslaco** (Weslaco, TX)
- **H&B Southern Investments/dba Don Pepe’s Mexican Restaurant** (McAllen, TX)
- **Jason’s Deli** (Corpus Christi, TX)
- **Pizza Properties, Inc./dba Peter Piper Pizza** (El Paso, TX)
- **RGV Pizza Hut, LLC.** (McAllen, TX)

Award	Board Meeting Date	Original Term	Renewal Term
Original	10/27/15	11/21/15 – 11/20/16	2 – one year options

Purpose – Various College departments and programs are requesting to purchase food and drinks for meetings and events that are attended by employees and the community.

Justification and Benefit – The catering services are necessary throughout the district for student activities events, professional development events, South Texas College sponsored events, and division meetings.

Background - Proposal documents were advertised on September 7, 2015 and September 14, 2015 and issued to twenty four (24) vendors. Eleven (11) responses were received on September 23, 2015 and reviewed by the Purchasing Department.

Funds for this expenditure are budgeted in the various auxiliary budgets for FY 2015-2016.

3) Lease of Warehouse (Reject)

Reject the proposal for lease of warehouse for the Facilities Planning and Construction Department due to the one proposal received being over the available budget.

Background - Proposal documents were advertised on July 16, 2015 and July 23, 2015 and issued to six (6) vendors. One (1) response was received on July 31, 2015 and reviewed by Facilities Planning and Construction and the Purchasing Department.

4) Travel Package for TexPrep Program (Reject)

Reject the proposal for travel package for TexPrep program due to the one proposal received being over the allowable grant budget.

Background - Proposal documents were advertised on August 31, 2015 and September 7, 2015 and issued to three (3) vendors. One (1) response was received on September 15, 2015 and reviewed by High School Programs and the Purchasing Department.

B. Advertising or Memberships

5) Advertisement Agreement – Continuing Education (Purchase)

Purchase advertisement agreement – Continuing Education from **ACM Valley Multimedia Network/dba Valley Town Crier** (McAllen, TX), a sole source vendor, for the period beginning September 16, 2015 through August 31, 2016, at a total cost of \$17,139.20.

Purpose – The Continuing Professional and Workforce Education Department is requesting the advertisement of various educational programs available to the community.

Justification and Benefit – The advertisement is for all the courses offered through the Continuing Education Department, including ESL. This will include the following courses: Alternative Teacher Certification Program, Real Estate, Activity Director, Pharmacy Tech Trainee, Phlebotomy, Certified Nurse Assistant, Computer Applications, Pipe Welding, Certified Dietary Manager, Emergency Attendant, Police Academy, ACT Prep and several other courses.

Funds for this expenditure are budgeted in the Continuing Professional and Workforce Education budget for FY 2015-2016.

6) Institutional Membership - AACC (Renewal)

Renew the institutional membership with **American Association of Community Colleges** (AACC) (Washington, DC), a sole source vendor, for the period beginning January 1, 2016 through December 31, 2016, at a total cost of \$15,490.00.

Purpose – The Office of the President is requesting to renew the institutional membership with the American Association of Community Colleges.

Justification and Benefit - The AACC represents the nation's 1200 community college and assists in protecting Pell Grant funds, works to expand leadership development opportunities, and is the national voice with the federal government, national media, and business leaders for community colleges.

Funds for this expenditure are budgeted in the Institutional Membership budget for FY2015-2016.

7) Institutional Membership - TACC (Renewal)

Renew the institutional membership with **Texas Association of Community Colleges** (TACC) (Austin, TX), a sole source vendor, for the period beginning September 1, 2015 through August 31, 2016, at a total cost of \$98,701.62.

Purpose – The Office of the President is requesting to renew the institutional membership with the Texas Association of Community Colleges.

Justification and Benefit – TACC is comprised of all 50 public community college district in the state and represents the interests of the colleges before the Texas Legislature and state agencies. The General Appropriations Bill and legislation affecting public community colleges in general have been and remain the principal concern of TACC.

Funds for this expenditure are budgeted in the Non-Public Fund Project budget for FY2015-2016.

C. Instructional Items

8) Instructional Training Equipment (Purchase)

Purchase instructional training equipment from **CPAT Distribution, Inc.** (Wildomar, CA) (New), a sole source vendor, at a total cost of \$12,141.76.

Purpose – The Fire Science Academy is requesting simulation training equipment for the students to complete their required hours of hands-on training and to be able to prepare for their physical ability test.

Justification and Benefit – The training equipment will consist of a practice ceiling breach and pull, forcible entry machine, and calibration unit. This equipment is designed to simulate the critical task of breaching and pulling down a ceiling to check for fire extension, training on the forcible entry machine and training on the calibration unit. These events challenge the student's aerobic capacity, upper and lower body muscular strength and endurance, grip strength and endurance, and anaerobic endurance.

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

9) Science Instructional Supplies and Equipment (Purchase)

Purchase science instructional supplies and equipment from **Fisher Science Education** (Hanover Park, IL), a U. S. Communities and Texas Association of School Boards (TASB) – Buyboard (Purchasing Cooperatives) approved vendor, for the period beginning September 1, 2015 through August 31, 2016, at an estimated amount of \$22,000.00 based on prior year expenditures.

Purpose – Several science programs and the N.A.H. Medical Technology program are requesting the purchase of science instructional supplies and equipment.

Justification and Benefit – The science instructional supplies and equipment will be used for student instruction in several science and the Medical Technology programs. These supplies and equipment will include some of the items that follow: beakers, flasks, glass bottles, glass funnels, and lab chemicals.

Fund for this expenditure are budgeted in the Biology, Chemistry, Physics, Geology, Geography, and Medical Technology budgets for FY 2015-2016.

D. Non – Instructional Items

10) Call Center Services (Purchase)

Purchase call center services from **Blackboard, Inc.** (Washington, DC), for period beginning October 1, 2015 through September 30, 2016, at a total cost of \$150,000.00.

Purpose – On September 22, 2015 the Board of Trustees approved the one-year contract extension for call center services pending the Fall 2015 campaign results and to negotiate the fee for the additional services.

Justification and Benefit – The services will include the following enrollment and retention campaigns for approximately up to 15,500 students.

- Aging Inquiries – Prospective students who have not applied to South Texas College.
- Aging Applicants – Students who have submitted an application but have not completed the South Texas College application process.
- Financial Aid Completion – Students who have applied for financial aid but not completed the South Texas College Financial Aid process

- Stop Outs – Students who have withdrawn (stopped out) and have not completed a degree or certificate

These services will increase the enrollment rate, enhance services to reach out to more students, encourage more students to stay and remain enrolled through graduation/completion, and recover students that are stop outs.

Funds for this expenditure are budgeted in the Dean of Enrollment Services and Registrar budget for FY 2015-2016.

11)Furniture (Purchase)

Purchase furniture from the State of Texas Multiple Award Schedule (TXMAS) approved vendors, at a total amount of \$31,114.79.

#	Vendor	Amount
A	Allsteel, Inc./Gateway Printing and Office Supply, Inc. (Edinburg, TX)	\$1,196.24
B	Exemplis Corporation/ Gateway Printing and Office Supply, Inc. (Edinburg, TX)	\$367.24
C	The Hon Company/ Gateway Printing and Office Supply, Inc. (Edinburg, TX)	\$3,586.03
D	Krueger International, Inc./ Gateway Printing and Office Supply, Inc. (Edinburg, TX)	\$9,138.28
E	Southwest Solutions Group, LLC. (Lewisville, TX)	\$16,827.00
	Total	\$31,114.79

The purchases can be summarized as follows:

- Allsteel, Inc./Gateway Printing and Office Supply, Inc. (Edinburg, TX)
 - ⇒ Pecan Campus
 - 4 Chairs for the Division of Liberal Arts & Social Sciences
- Exemplis Corporation/Gateway Printing and Office Supply, Inc. (Edinburg, TX)
 - ⇒ Pecan Campus
 - 1 Chair for the Division of Liberal Arts & Social Sciences
- The Hon Company/Gateway Printing and Office Supply, Inc. (Edinburg, TX)
 - ⇒ Pecan Campus
 - 1 Vertical File and 1 Bookcase for the Division of Liberal Arts & Social Sciences
 - 1 Desk, 1 Vertical File and 1 Bookcase for Academic Advancement
 - 2 Bookcases for the Student Assessment Center
 - 1 Stack on Storage and 1 Lateral File for the Division of Liberal Arts & Social Sciences

- Krueger International, Inc./Gateway Printing and Office Supply, Inc. (Edinburg, TX)
 - ⇒ Pecan Campus
 - 1 Desk and 2 Chairs for the Purchasing Department
 - 1 Desk and 2 Chairs for the Division of Liberal Arts & Social Sciences
 - 1 Desk, 4 Chairs, and Privacy Dividers for the Student Assessment Center
 - 1 Conference Table for the Division of Liberal Arts & Social Sciences

- Southwest Solutions Group, LLC. (Lewisville, TX)
 - ⇒ Pecan Campus
 - 18 Mobile Shelving Units for Planning and Construction Department

Funds for these expenditures are budgeted in the requesting department budgets for FY 2015-2016 as follows: Academic Advancement, Division of Liberal Arts & Social Science, Facilities Planning & Construction, Purchasing Department and Student Assessment Center.

12) Lumber and Materials (Purchase)

Purchase lumber and materials from **Lowe's Home Centers, LLC.** (Chicago, IL/Pharr, TX), a Texas Cooperative Purchasing Network (TCPN) approved vendor, for the period beginning September 1, 2015 through August 31, 2016, at an estimated amount of \$35,000.00 based on prior year expenditures.

Purpose – The Facilities Maintenance and Operations department and the Continuing Professional and Workforce Education department are requesting the purchase of lumber and building materials for student instruction and district wide repairs.

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.

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.

13) Overnight Delivery Services (Purchase)

Purchase overnight delivery services from **FedEx Government Services** (Memphis, TN/Pharr, TX), a Texas Procurement and Support Services (TPASS) term contract approved vendor, for the period beginning September 1, 2015 through August 31, 2016, at an estimated cost of \$11,000.00 based on prior year expenditures.

Purpose – The Mail Services and Receiving Department are requesting the overnight delivery services for the daily shipment request of letters and packages that may require expedited shipping, a signature upon delivery, insurance and tracking.

Justification and Benefits – The overnight, second day and ground delivery services will be used for letters and/or packages that are required to be delivered, insured and tracked by various

South Texas College departments. The state program provides the services at a significant savings on all packages, more hours are available and outgoing packages are picked up at various South Texas College campuses.

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

14) Playground Flooring (Purchase)

Purchase playground flooring from **Park Place Recreation Designs, Inc.** (San Antonio, TX), a Texas Association of School Boards – Buyboard (TASB) approved vendor, at a total cost of \$29,690.00.

Purpose – The Mid Valley Campus Child Development Center through Facilities Planning and Construction is requesting to purchase new playground flooring to be installed at the center’s playground area.

Justification and Benefit – The proposed playground surface is required in order to meet the new Texas Accessibility Standards (TAS)/Americans with Disabilities Act (ADA) accessibility and safety guidelines. This playground flooring project must be completed before December 31, 2015 to prevent the center from losing funding.

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

15) Student Information Distribution Services (Purchase)

Purchase student information distribution services for the period beginning November 1, 2015 through August 31, 2016, at a total cost of \$42,781.00 with the following sole source vendors:

#	Vendor	Amount
1	La Feria News (La Feria, TX)	\$900.00
2	AIM Media Texas/Mid-Valley Town Crier (McAllen, TX)	\$5,566.00
3	Starr County Town Crier, LLC. (Rio Grande City, TX)	\$4,950.00
4	AIM Media Texas/Valley Morning Star (McAllen, TX)	\$2,270.00
5	Valley Newspaper Holdings, LLP./Valley Town Crier (McAllen, TX)	\$29,095.00

Purpose – The Office of Public Relations and Marketing is requesting the student information distribution services for the distribution of the newspaper that provides course information and the Staying Connected magazine.

Justification and Benefit – The student information distribution services will include inserting the student class schedules for Spring 2016, Summer 2016, Fall 2016, and Staying Connected Fall 2015, Spring 2016, and Summer 2016 issues in the different newspapers.

Funds for this expenditure are budgeted in the Catalogs and Brochures budget for FY 2015-2016.

16) Mobile Storage Services (Renewal)

Renew the contracts for mobile storage services for the period beginning December 18, 2015 through December 17, 2016, at an estimated cost of \$10,000.00. The vendors are as follows:

- **Mobile Mini I, Inc.** (Tempe, AZ/Pharr, TX)
- **PODS of the Rio Grande Valley** (Edinburg, TX)

Purpose – The Office of Facilities Planning and Construction have requested to renew the contracts for mobile storage to facilitate temporary storage needs.

Justification and Benefit – The mobile storage services contracts will provide rental of mobile storage containers to the College as needed throughout the district to store furniture and other equipment during construction and renovation projects.

Background – The Board awarded the contracts for mobile storage services at the November 26, 2013 Board of Trustees meeting for one-year with two one-year annual renewals. The last renewal period begins on December 18, 2015 through December 17, 2016.

Award	Board Meeting Date	Original Term	Renewal Term
Original	11/26/13	12/18/13 – 12/17/14	2 – one year options
Renewal	10/28/14	12/18/14 – 12/17/15	1 st year renewal
Renewal	10/27/15		2 nd 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 Facilities Planning and Construction budget for FY 2015-2016.

17) Online Defensive Driving Training (Renewal)

Renew the contract for online defensive driving training with **I Drive Safely, LLC.** (Carlsbad, CA), for the period beginning November 1, 2015 through October 31, 2016. The College will receive \$8.75 commission payment per student, which is 35% of the total tuition of \$25.00.

Purpose – The Office for Continuing Professional and Workforce Education Department is requesting to renew the contract for online defensive driving training which is available to the community.

Justification and Benefit – The online defensive driving training will be provided through the South Texas College Continuing Professional and Workforce Education Department. The course provides an alternative to the traditional defensive driving classroom course. The course is available to anyone who desires to improve their driving skills and also provides traffic citation dismissal benefits for those individuals who have received approval from a Texas court.

Background – The Board awarded the contract for online defensive driving training at the October 28, 2014 Board of Trustees meeting for one-year with two one-year annual renewals. The first renewal period begins on November 1, 2015 through October 31, 2016.

Award	Board Meeting Date	Original Term	Renewal Term
Original	10/28/14	11/1/13 – 10/31/14	2 – one year options
Renewal	10/27/15		1 st year renewal

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

E. Technology Items

18)Computers, Laptops, and Tablets (Purchase)

Purchase of computers, laptops, and tablets from the State of Texas Department of Information Resources (DIR) approved vendors **Dell Marketing, LP.** (Dallas, TX) and **Apple, Inc.** (Dallas, TX), and from the National Joint Powers Alliance approved vendor **CDW Government** (Vernon Hills, IL), in the total amount of \$27,430.99.

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

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

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

The purchases can be summarized as follows:

- Faculty Computers
 - ⇒ 1 Computer for World Language Program
 - ⇒ 1 Computer for Kinesiology Program
 - ⇒ 1 Computer for Respiratory Therapy Program
 - ⇒ 1 Computer for HVAC Program
 - ⇒ 1 Computer for CADD Program
- Staff Computers
 - ⇒ 1 Computer for Curriculum & Student Learning
 - ⇒ 1 Computer for Instructional Technologies Maintenance & Replacement
 - ⇒ 1 Computer for Instructional Technologies
 - ⇒ 4 Computers for Public Relations/Marketing

- Faculty Laptops
 - ⇒ 1 Laptop for Medical Information Program
 - ⇒ 1 Laptop for Health Information Program
 - ⇒ 1 Laptop for World Language Program
 - ⇒ 1 Laptop for Computer Science Program
- Staff Laptops
 - ⇒ 2 Laptops for Instructional Technologies
- Student Lab Tablets
 - ⇒ 2 Tablets for Emergency Medical Technology Program
- Faculty Class Instruction Tablets
 - ⇒ 1 Tablet for College Success Healthcare
 - ⇒ 1 Tablet for Medical Information Program

Funds for these expenditures are budgeted in the requesting department budgets for FY 2015-2016 as follows: World Language Department, Kinesiology, Respiratory Therapy, Property Loss Fund, CADD, Curriculum & Student Learning, Instructional Technologies Maintenance & Replacement, Instructional Technologies, Public Relations/Marketing, Medical Information, Health Information, Computer Science, Emergency Medical Technologies, and College Success Healthcare.

19) Accreditation Compliance and Institutional Effectiveness Management License (Renewal)

Renew the accreditation compliance and institutional effectiveness management license with **Concord USA, Inc.** (Atlanta, GA), a sole source vendor, for the period beginning October 1, 2015 through September 30, 2016, at a total cost of \$22,605.00.

Purpose – The Office of Institutional Research and Effectiveness is requesting the renewal of the license fee for the enterprise system that manages the College’s accreditation and institutional effectiveness processes.

Justification and Benefit – The accreditation compliance and institutional effectiveness management license manages all aspects of accreditation and compliance reporting process, including reaffirmation report preparation, substantive change report preparation, and documentation and evidence collection and web-based hosting for accreditation reports. It allows collecting, managing and reporting of all data and evidence documents required for ongoing accreditation reporting to various agencies. This system also manages the Institutional Effectiveness Planning process, including documentation and reporting.

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

20) Microsoft Campus License Agreement (Renewal)

Renew the Microsoft campus license agreement with **Software House International Government** (Austin, TX), a State of Texas Department of Information Resources (DIR)

approved vendor, for the period beginning November 1, 2015 through October 31, 2016, at a total cost of \$109,005.08.

Purpose – Technology Resources is requesting to purchase a non-perpetual license with a one year software assurance that includes upgrades for currently used software products and to ensure that all the College owned computers are Microsoft License compliant. These software licenses are used by the College faculty, staff and students.

Justification and Benefit - The Microsoft Campus License agreement includes the following software: Windows 7 Enterprise Upgrade, Microsoft Office Professional Plus 2013 and Office for Mac 2011, Microsoft Enterprise Client Access License (CAL) Suite, CAL for Lync Server Plus, Office 365 Plan A 2 for Faculty/Staff, Office 365 Plan A2 for Students, fifty MS Windows Server Standard licenses, and twenty Microsoft Visual Studio Professional with MSDN licenses.

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

21)Online Admission Application Service (Renewal)

Renew the online admission application service with **Texas Higher Education Coordinating Board** (Austin, TX), a sole source vendor, for the period beginning September 1, 2015 through August 31, 2016, at a total cost of \$10,839.00.

Purpose – The Office of Admissions and Records is requesting to renew the online admission application service which is required for all students wishing to attend South Texas College.

Justification and Benefit – The online admissions application service is the statewide application for college and university admission. South Texas College is requesting to use this online application system to admit to the college. All of our new students, transfer, and returning students use this application to apply. All Texas colleges and universities are required by state law to use this application called “ApplyTexas”.

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

22)Online Course Evaluation License Agreement (Renewal)

Renew the online course evaluation license agreement with **Gap Technologies, Inc.** (Cheektowaga, NY), a sole source vendor, for the period beginning January 1, 2016 through December 31, 2016, at a total cost of \$21,999.00.

Purpose – The Office of Curriculum and Student Learning is requesting to renew the license agreement which will be used in 2015 Spring, Summer and Fall semesters for faculty evaluations.

Justification and Benefit – The online evaluation license agreement is a hosted service that provides the online administration of the Student Evaluations of South Texas College Faculty which includes detailed reporting tools for analyzing and publishing of evaluation results.

Funds for this expenditure are budgeted in the Curriculum and Student Learning budget for FY 2015-2016.

F. Facility Usage Agreement

23) Graduation Facility (License Agreement)

Lease the graduation facility from the **City of Hidalgo – Texas Municipal Facilities Corporation** (State Farm Arena) (Hidalgo, TX), an interlocal license agreement for May 12, 2016 beginning at 8:00 a.m. through May 15, 2016 at midnight, at an estimated cost of \$23,500.00.

Purpose – The Division of Student Services is request the interlocal license agreement for the ceremonies which will be held on Friday, May 13, 2016 through Saturday May 14, 2016.

Justification and Benefit – The facilities will be used for all South Texas College graduation ceremonies in May 2016. The cost includes the use of the facility, audio visual equipment, and personnel.

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

Recommendation:

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

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

A. Awards

- 1) Business Skills Training Services (Award):** award the proposal for business skills training services to **World Class Training** (Brownsville, TX), for the period beginning October 28, 2015 through October 27, 2016 with two one-year options to renew, at a commission of \$18.00 per instructional hour. Since instructional costs will be covered by World Class Training, students will be registered by South Texas College at zero (0) tuition for Workforce Education Course Material (WECM) courses;
- 2) Catering Services (Award):** award the proposal for catering services for the period beginning November 21, 2015 through November 20, 2016 with two one-year options to renew, at an estimated cost of \$65,000.00 based on prior year expenditures. The vendors are as follows:
 - **Blimpie** (McAllen, TX)
 - **CB Cafes McAllen I, LLC. (Corner Bakery Café)** (McAllen, TX) (New)
 - **Cornerstone Catering** (Mission, TX)
 - **Delgar Foods/dba Delia's** (McAllen, TX)
 - **Domine Catering, LLC.** (McAllen, TX)
 - **El Reno Investments, LLC./dba Subway 41178** (Mission, TX)
 - **Esperanza on Fifth/dba Blimpie Weslaco** (Weslaco, TX)
 - **H&B Southern Investments/dba Don Pepe's Mexican Restaurant** (McAllen, TX)
 - **Jason's Deli** (Corpus Christi, TX)
 - **Pizza Properties, Inc./dba Peter Piper Pizza** (El Paso, TX)
 - **RGV Pizza Hut, LLC.** (McAllen, TX)

- 3) **Lease of Warehouse (Reject):** reject the proposal for lease of warehouse for the Facilities Planning and Construction Department due to the one proposal received being over the available budget;
- 4) **Travel Package for TexPrep Program (Reject):** reject the proposal for travel package for TexPrep program due to the one proposal received being over the allowable grant budget;

B. Advertising or Memberships

- 5) **Advertisement Agreement – Continuing Education (Purchase):** purchase advertisement agreement – Continuing Education from **ACM Valley Multimedia Network/dba Valley Town Crier** (McAllen, TX), a sole source vendor, for the period beginning September 16, 2015 through August 31, 2016, at a total cost of \$17,139.20;
- 6) **Institutional Membership – AACC (Renewal):** renew the institutional membership with **American Association of Community Colleges** (AACC) (Washington, DC.), a sole source vendor, for the period beginning January 1, 2016 through December 31, 2016, at a total cost of \$15,490.00;
- 7) **Institutional Membership – TACC (Renewal):** renew the institutional membership with **Texas Association of Community Colleges** (TACC) (Austin, TX), a sole source vendor, for the period beginning September 1, 2015 through August 31, 2016, at a total cost of \$98,701.62;

C. Instructional Items

- 8) **Instructional Training Equipment (Purchase):** purchase instructional training equipment from **CPAT Distribution, Inc.** (Wildomar, CA) (New), a sole source vendor, at a total cost of \$12,141.76;
- 9) **Science Instructional Supplies and Equipment (Purchase):** purchase science instructional supplies and equipment from **Fisher Science Education** (Hanover Park, IL), a U. S. Communities and Texas Association of School Boards (TASB) - Buyboard (Purchasing Cooperatives) approved vendor, for the period beginning September 1, 2015 through August 31, 2016, at an estimated amount of \$22,000.00 based on prior year expenditures;

D. Non – Instructional Items

- 10) **Call Center Services (Purchase):** purchase call center services from **Blackboard, Inc.** (Washington, DC), for period beginning October 1, 2015 through September 30, 2016, at a total cost of \$150,000.00;
- 11) **Furniture (Purchase):** purchase furniture from the State of Texas Multiple Award Schedule (TXMAS) approved vendors, at a total amount of \$31,114.79.

#	Vendor	Amount
A	Allsteel, Inc./Gateway Printing and Office Supply, Inc. (Edinburg, TX)	\$1,196.24
B	Exemplis Corporation/ Gateway Printing and Office Supply, Inc. (Edinburg, TX)	\$367.24
C	The Hon Company/ Gateway Printing and Office Supply, Inc. (Edinburg, TX)	\$3,586.03
D	Krueger International Inc./ Gateway Printing and Office Supply, Inc. (Edinburg, TX)	\$9,138.28

E	Southwest Solutions Group, LLC. (Lewisville, TX)	\$16,827.00
	Total	\$31,114.79

12) Lumber and Materials (Purchase): purchase lumber and materials from **Lowe’s Home Centers, LLC.** (Chicago, IL/Pharr, TX), a Texas Cooperative Purchasing Network (TCPN) approved vendor, for the period beginning September 1, 2015 through August 31, 2016, at an estimated amount of \$35,000.00. based on prior year expenditures;

13) Overnight Delivery Services (Purchase): purchase overnight deliver services from **FedEx Government Services** (Memphis, TN/Pharr, TX), a Texas Procurement and Support Services (TPASS) term contract approved vendor, for the period beginning September 1, 2015 through August 31, 2016, at an estimated cost of \$11,000.00 based on prior year expenditures

14) Playground Flooring (Purchase): purchase playground flooring from **Park Place Recreation Designs, Inc.** (San Antonio, TX), a Texas Association of School Boards – Buyboard (TASB) approved vendor, at a total cost of \$29,690.00;

15) Student Information Distribution Services (Purchase): purchase student information distribution services for the period beginning November 1, 2015 through August 31, 2016, at a total cost of \$42,781.00 with the following sole source vendors:

#	Vendor	Amount
1	La Feria News (La Feria, TX)	\$900.00
2	AIM Media Texas/Mid-Valley Town Crier (McAllen, TX)	\$5,566.00
3	Starr County Town Crier, LLC. (Rio Grande City, TX)	\$4,950.00
4	AIM Media Texas/Valley Morning Star (McAllen, TX)	\$2,270.00
5	Valley Newspaper Holdings, LLP./Valley Town Crier (McAllen, TX)	\$29,095.00

16) Mobile Storage Services (Renewal): renew the contracts for mobile storage services for the period beginning December 18, 2015 through December 17, 2016, at an estimated cost of \$10,000.00. The vendors are as follows:

- **Mobile Mini I, Inc.** (Tempe, AZ/Pharr, TX)
- **PODS of the Rio Grande Valley** (Edinburg, TX)

17) Online Defensive Driving Training (Renewal): renew the contract for online defensive driving training with **I Drive Safely, LLC.** (Carlsbad, CA), for the period beginning November 1, 2015 through October 31, 2016. The College will receive \$8.75 commission payment per student, which is 35% of the total tuition of \$25.00;

E. Technology Items

18) Computers, Laptops, and Tablets (Purchase): purchase of computers, laptops, and tablets from the State of Texas Department of Information Resources (DIR) approved vendors **Dell Marketing, LP.** (Dallas, TX) and **Apple, Inc.** (Dallas, TX), and from the National Joint Powers Alliance approved vendor **CDW Government** (Vernon Hills, IL), in the total amount of \$27,430.99;

19) Accreditation Compliance and Institutional Effectiveness Management License (Renewal): renew the accreditation compliance and institutional effectiveness management license with **Concord USA, Inc.** (Atlanta, GA), a sole source vendor, for the

period beginning October 1, 2015 through September 30, 2016, at a total cost of \$22,605.00;

20)Microsoft Campus License Agreement (Renewal): renew the Microsoft campus license agreement with **Software House International Government** (Austin, TX), a State of Texas Department of Information Resources (DIR) approved vendor, for the period beginning November 1, 2015 through October 31, 2016, at a total cost of \$109,005.08;

21)Online Admission Application Service (Renewal): renew the online admission application service with **Texas Higher Education Coordinating Board** (Austin, TX), a sole source vendor, for the period beginning September 1, 2015 through August 31, 2016, at a total cost of \$10,839.00;

22)Online Course Evaluation License Agreement (Renewal): renew the online course evaluation license agreement with **Gap Technologies, Inc.** (Cheektowaga, NY), a sole source vendor, for the period beginning January 1, 2016 through December 31, 2016, at a total cost of \$21, 999.00;

F. Facility Usage Agreement

23)Graduation Facility (License Agreement): lease the graduation facility from the **City of Hidalgo – Texas Municipal Facilities Corporation** (State Farm Arena) (Hidalgo, TX), an interlocal license agreement for May 12, 2016 beginning at 8:00 a.m. through May 15, 2016 at midnight, at an estimated cost of \$23,500.00.

SUMMARY TOTAL:

The total for all proposal awards, purchases, renewals, and a license agreement is \$755,437.44

Recommendation:

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

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

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

Approval Recommended:

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

Review and Action as Necessary to Revise Policy #5120: *Investment Policy* and the Investment Strategy Statement

Approval to revise Policy #5120: *Investment Policy* and the Investment Strategy Statement is requested.

Purpose – The Public Funds Investment Act (PFIA), Chapter 2256.005 (e) and the College’s Policy requires the governing body of an investing entity to review its Investment Policy and Investment Strategy Statement not less than annually. The governing body must adopt a written instrument by rule, order, ordinance, or resolution stating that it has reviewed the Investment Policy and Investment Strategy Statement and that the written instrument so adopted shall record any changes made to either the Investment Policy or Investment Strategy Statement.

Justification – Revisions to Policy #5120: *Investment Policy* and the Investment Strategy Statement were approved and authorized on October 28, 2014. The administration brings the Investment Policy and Investment Strategy Statement to the Board of Trustees annually, as required.

Background – The College’s Investment Policy and Investment Strategy Statement was submitted and reviewed by the Government Treasurers’ Organization of Texas (GTOT). Our Policy reflects several revisions recommended by GTOT. The College was awarded the Certificate of Distinction by the Government Treasurers’ Organization of Texas (GTOT) for the Investment Policy. This Certificate is for a two-year period ending August 31, 2016.

Reviewers – The Investment Policy and the Investment Strategy Statement were reviewed by South Texas College’s legal counsel, Valley View Consulting, LLC (Investment Advisor) and Long Chilton, LLP (external auditors).

The revisions recommended are necessary to strengthen and enhance understanding of the Investment Policy and Investment Strategy Statement. The revisions include numerous minor changes to wording in an effort to align with the investment strategy of the College, align with the Public Funds Investment Act statement, include additional sources for monitoring investment market prices, correct Act title, correct grammar, and provide clarification.

The minor revisions include:

Investment Policy:

	Section	From	To
1	On page 1, Preface -to provide clarification as recommended by legal counsel	deleted “Resolution”	added “Tax Exempt” and “Issue”

	Section	From	To
2	On page 2, Section I A -to change wording as recommended by legal counsel	“authorized”	“adopted”
3	On page 2, Section I A -to change wording as recommended by the external auditor		deleted “to”
4	On page 2, Section I B -to provide clarification as recommended by legal counsel		added “Designation of Investment Officers and Investment Committee to”, “Authorized investments”, and “and oversight”
5	On page 2, Section I B -to provide clarification as recommended by legal counsel		deleted “who can”, “how South Texas College funds will be invested”, “when and how a periodic”, and “will be made”
6	On page 3, Section II A On page 4, Section III A On page 6, Section III E 1 On page 9, Section III E 6 -to include all deposits as recommended by Investment Advisor	“certificates of deposit”	“financial institution deposits” and “those transactions with financial institution deposits”
7	On page 3, Section II A -to provide clarification	“operating funds”	“all fund types, except for Unexpended Plant Funds and Funds for Retirement of Indebtedness,”
8	On pages 4, Section III A -to provide clarification and recommended by legal counsel	“securities”	“as”

	Section	From	To
9	On pages 4, Section III A -to provide clarification as recommended by the Investment Advisor	"1-5 above"	"the Public Funds Collateral Act (Chapter 2257, Texas Government Code),"
10	On pages 5, Section III A -to provide clarification as recommended by the Investment Advisor		added "The College will maintain", "to address", and "that fall below the required rating"
11	On pages 4-5, Section III A -to provide clarification as recommended by the Investment Advisor		deleted "certificates" and "such"
12	On page 5-6, Section III C -to align with the PFIA statement as recommended by the Investment Advisor	"South Texas College expressly prohibits any direct investment in asset or mortgage backed securities. South Texas College expressively prohibits the acceptance for collateralized deposits in interest-only and principal-only mortgage backed securities and collateralized mortgage obligations."	"In accordance with Texas state law, the following are not authorized investments: 1) Obligations whose payment represents the coupon payments on the outstanding principal balance of the underlying mortgage-backed security collateral and pays no principal; 2) Obligations whose payment represents the principal stream of cash flow from the underlying mortgage-backed security collateral and bears no interest; 3) Collateralized mortgage obligations that have a stated final maturity date of greater than 10 years; and 4) Collateralized mortgage obligations the interest rate of which is determined by an index that adjusts opposite to the changes in a market index."

	Section	From	To
13	On page 6, Section III E 1 -to correct word as recommended by the Investment Advisor	"investments"	"securities"
14	On page 6, Section III E 1 -to correct word as recommended by the Investment Advisor	"investments"	"security"
15	On page 7, Section III E 3 -to provide clarification		deleted "anticipating cash flow requirements, by" and "investing in"
16	On page 7, Section III E 3 -to provide clarification	"local government"	"eligible"
17	On page 7, Section III E 3 -to include additional investment type		added "maintaining minimum balances in financial institution deposits,"
18	On page 8, Section III E 3 -to provide clarification	"otherwise to"	"to otherwise"
19	On page 8, Section III E 4 -to correct Act title as recommended by the Investment Advisor		added "Reform," "and", and "of 1989"
20	On page 8, Section III E 4 -to correct Act title as recommended by the Investment Advisor		deleted "Resource" and "and"
21	On page 9, Section III E 6 -to provide clarification	"local government"	"eligible"
22	On pages 10, Section III F -to provide clarification		deleted "specific" and "designated"

	Section	From	To
23	On page 11, Section III G 1 -to provide clarification as recommended by the Investment Advisor		deleted “Acting as a committee,”
24	On page 11, Section III G 1 -to provide clarification as recommended by the Investment Advisor		added “financial institution deposits”
25	On page 11, Section III G 2 -to provide clarification		deleted “designated”
26	On page 12, Section III G 3 -to correct word as recommended by the Investment Advisor	“investor”	“person”
27	On page 12, Section III G 4 -to provide clarification		deleted “designated”
28	On page 13, Section III G 7 -to include additional sources as recommended by the Investment Advisor		added “including safekeeping agent,” and “Bloomberg,”
29	On page 13, Section III G 8 -to include all deposits and provide clarification as recommended by the Investment Advisor		added “financial institution deposits” and “funds”

Investment Strategy Statement:

	Section	Added	Deleted
1	On page 2 of the Investment Strategy Statement -to provide clarification		“the”

In addition, several more significant revisions are being recommended to clarify methods to be used for portfolio rate of return, remove authorized investments with a high risk, indicate credit rating review process, clarify process for certain investment selection criteria, include additional

reporting requirement, and remove terms from the Policy that will be integrated within procedures. A majority of the significant revisions are being recommended by Valley View Consulting, LLC (Investment Advisor).

The more significant revisions include:

Investment Policy:

	Section	Added/Deleted
1	On page 4, Section II C -to clarify method to be used as recommended by the Investment Advisor	added “Weighted Average Yield to Maturity shall be the standard for calculating portfolio rate of return.”
2	On pages 4-5, Section III A -to remove high risk authorized investments as recommended by the Investment Advisor	deleted “Collateralized mortgage obligations directly issued by a federal agency or instrumentality of the United States, the underlying security for which is guaranteed by an agency or instrumentality of the United States.” and “No-load mutual funds must be registered with the Securities and Exchange Commission (SEC), have an average weighted maturity of less than two years, be invested exclusively in obligations approved in this section, be is continuously rated as to investment quality by at least one nationally recognized investment rating firm of not less than AAA or its equivalent, and conforms to the requirements set forth in Sections 2256.016(b) and (c) of the Act relating to the eligibility of investment pools to receive and invest funds of investing entities. South Texas College may not invest funds under its control in an amount that exceeds 15% of its monthly average fund balance, excluding bond proceeds and reserves and other funds held for debt service in no-load mutual funds. The College may not invest any portion of bond proceeds, reserves and funds held for debt service, in no-load mutual funds or invest its funds or funds under its control, including bond proceeds and reserves and other funds held for debt service, in any one mutual fund in an amount that exceeds 10 percent of the total assets of the mutual fund.”
3	On pages 4, Section III A -to provide clarification and recommended by the Investment Advisor	added “102% of”, “plus accrued interest”, and “deposit less the applicable level of FDIC insurance”

	Section	Added/Deleted
4	On pages 4, Section III A -to provide clarification as recommended by the Investment Advisor	added “Issued in a manner consistent with the Act that distributes the deposit among multiple financial institutions to effectively provide FDIC insurance for the entire deposit.”
5	On pages 6, Section III D -to strengthen rating monitoring and recommended by the Investment Advisor	added “Credit Rating Review and” and “The College will seek to control the risk of loss due to failure of an investment issuer by monitoring the ratings of portfolio positions to ensure compliance with the rating requirements imposed by the Public Funds Investment Act. Not less than quarterly, the Investment Officers will obtain, from a reliable source, the current credit rating for each held investment that has a PFIA-required minimum rating. Any authorized investment that requires a minimum rating does not qualify during the period the investment does not have the minimum rating.”
6	On page 9, Section III E 6 -to provide clarification	added “Rather than relying solely on yield, investments in financial institution deposits, money market mutual funds, and eligible investment pools shall be based on criteria determined by the Investment Officers.”
7	On page 13, Section III G 6 -to comply with procedures as required by the PFIA as recommended by the Investment Advisor	added “provide the credit rating for each separately invested asset that has a required minimum rating, and”
8	Glossary of Common Treasury Terminology -as recommended by the Investment Advisor	delete the entire glossary of common treasury terminology

In addition, minor grammatical changes were made throughout the documents.

Enclosed Documents – The revised Policy follows in the packet for the Board’s information and review. The additions to the Policy are in italics and highlighted in yellow and the deletions are designated with a red strikeout.

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

The Finance and Human Resources Committee recommended Board approval of the revisions to Policy #5120: *Investment Policy* and the Investment Strategy Statement as presented and which supersedes any previously adopted Board Policy.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize the revisions to Policy #5120: *Investment Policy* and the Investment Strategy Statement as presented and which supersedes any previously adopted Board Policy.

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

The Board of Trustees of South Texas College approves and authorizes the revisions to Policy #5120: *Investment Policy* and the Investment Strategy Statement as presented and which supersedes any previously adopted Board Policy.

Approval Recommended:

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

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Legal Authority	Approval of the Board of Trustees	Page 1 of 14
Date Approved by Board	Board Minute Order Dated October 12, 1995	
Date Amended by Board	As Amended by Board Minute Order Dated August 8, 1996	
	As Amended by Board Minute Order Dated December 11, 1997	
	As Amended by Board Minute Order Dated October 15, 1998	
	As Amended by Board Minute Order Dated October 17, 2002	
	As Amended by Board Minute Order Dated October 16, 2003	
	As Amended by Board Minute Order Dated October 21, 2004	
	As Amended by Board Minute Order Dated November 17, 2005	
	As Amended by Board Minute Order Dated October 19, 2006	
	As Amended by Board Minute Order Dated February 15, 2007	
	As Amended by Board Minute Order Dated October 18, 2007	
	As Amended by Board Minute Order Dated October 13, 2008	
	As Amended by Board Minute Order Dated June 25, 2009	
	As Amended by Board Minute Order Dated November 23, 2009	
	As Amended by Board Minute Order Dated October 25, 2010	
	As Amended by Board Minute Order Dated October 27, 2011	
	As Amended by Board Minute Order Dated October 30, 2012	
	As Amended by Board Minute Order Dated October 28, 2013	
	As Amended by Board Minute Order Dated October 28, 2014	
	<i>As Amended by Board Minute Order Dated October 27, 2015</i>	

PREFACE

It is the policy of South Texas College that, giving due regard to the safety and risk of investment, all available funds shall be invested in conformance with State and Federal Regulations, applicable **Tax Exempt** Bond **Issue Resolution** requirements, adopted Investment Policy and adopted Investment Strategy.

Effective cash management is recognized as essential to good fiscal management. Aggressive cash management and effective investment strategy development will be pursued to take advantage of interest earnings as viable and material revenue to all South Texas College funds. The South Texas College portfolio shall be designed and managed in a manner responsive to the public trust and consistent with this Policy.

Investments shall be made with the primary objectives of:

- Preservation of capital and safety of South Texas College funds,
- Maintenance of sufficient liquidity,
- Maximization of return within acceptable risk constraints, and
- Diversification of investments.

~~Strikethrough denotes deletion~~
Italics denote addition

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I. PURPOSE

A. Formal Adoption

This Investment Policy (hereinafter “Investment Policy” or “Policy”) is *adopted* ~~authorized~~ by South Texas College in accordance with Chapter 2256, Texas Government Code, the Public Funds Investment Act (hereinafter the “Act” or “Public Funds Investment Act”) and shall be interpreted ~~to~~ at all times to comply with the Act.

B. Scope

This Investment Policy applies to all financial assets of South Texas College and includes the following funds or fund types: Unrestricted, Auxiliary, Restricted, Loan, Endowment, Agency, Funds for Renewal and Replacement, Unexpended Plant Funds, Funds for Retirement of Indebtedness, and any other funds which have been contractually delegated to South Texas College for management purposes.

This Policy establishes guidelines for:

- 1) *Designation of Investment Officers and Investment Committee to* ~~who can~~ invest South Texas College funds,
- 2) *Authorized investments* ~~how South Texas College funds will be invested~~, and
- 3) ~~when and how a periodic~~ Review *and oversight* of investments ~~will be made~~. In addition to this Policy, bond funds (as defined by the Internal Revenue Service) shall be managed in accordance with their issuing documentation and all applicable State and Federal Laws.

All investments made with South Texas College (hereinafter “South Texas College” or the “College”) funds prior to the adoption of this Investment Policy shall be held or liquidated as determined by the Investment Committee (defined hereinafter in Section III.G.1 of the Policy) to be in the best interest of the financial well-being of South Texas College.

C. Review and Amendment

This Policy shall be reviewed annually by the Board of Trustees. Amendments must be adopted by the Board of Trustees.

D. Investment Strategy

In conjunction with the annual Policy review, the Board of Trustees shall review the separate written investment strategy for each of South Texas College’s funds. The investment strategy must describe the investment objectives for each fund according to the following priorities:

- 1) understanding of the suitability of the investment to the financial requirements of South Texas College,
- 2) preservation and safety of principal,
- 3) liquidity,
- 4) marketability of the investment if the need arises to liquidate the investment prior to maturity,

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- 5) diversification of the investment portfolio, and
- 6) yield.

II. INVESTMENT OBJECTIVES

A. Safety of Principal

The primary objective of all investment activity is the preservation of capital and the safety of principal in the overall portfolio. Each investment transaction shall seek to ensure first that capital losses are minimized, whether they are from securities defaults or erosion of market value.

The objective will be to mitigate credit and interest rate risk.

- **Credit Risk:** In accordance with State law and the College's Investment Policy, the College limits its exposure to credit risk, the risk that the issuer of a debt security will not pay its pay value upon maturity, by limiting its investments to the types herein described: obligations of the United States and its Agencies and Instrumentalities, direct or guaranteed obligations of the State of Texas, obligations of states, agencies, counties, cities or other political subdivisions of any state rated as to investment quality by a nationally recognized investment rating firm of not less than "A" or its equivalent, ~~certificates of deposit~~ *financial institution deposits* which are secured by obligations described above and governed by a depository agreement, money market mutual funds regulated by the SEC, or eligible investment pools organized and operating in compliance with the Public Funds Investment Act. The College's Investment Policy also seeks to minimize its concentration of credit risk by establishing the following maximum percentages of investment types for the total College portfolio: U.S. Treasury Bills/Notes/Bonds 100%; U.S. Agencies and Instrumentalities 100%; States, Counties, Cities, and Other 25%; ~~Certificates of Deposit~~ *Financial Institution Deposits* 100%; Money Market Mutual Funds 25%; and Eligible Investment Pools 50%.
- **Interest Rate Risk:** In accordance with its Investment Policy, the College limits its exposure to interest rate risk by investing in securities whose maturities will not exceed the anticipated cash flow requirements for the funds. College policy states that investments of ~~operating funds~~ *all fund types, except for Unexpended Plant Funds and Funds for Retirement of Indebtedness*, are limited to a weighted average of 270 days until maturity for all investments, with a maximum allowable maturity of two years for any one investment. The investment maturities of Unexpended Plant Funds and of Funds for Retirement of Indebtedness are generally limited to the anticipated cash flow requirements of the funds.

B. Maintenance of Adequate Liquidity

The investment portfolio will remain sufficiently liquid to meet the cash flow requirements that might be reasonably anticipated. Liquidity shall be achieved by matching investment maturity with forecasted cash flow requirements; investing in securities with active secondary markets; and maintaining appropriate portfolio diversification.

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Italics denote addition

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C. Market Rate of Return (Yield)

The College's investment portfolio shall be designed with the objective of attaining a rate of return throughout budgetary and economic cycles, consistent with the College's investment risk constraints and the cash flow needs projected. Return on investment is of secondary importance compared to the safety and liquidity objectives described above. The core of investments is limited to relatively low risk securities in anticipation of earning a fair return relative to the risk being assumed. *Weighted Average Yield to Maturity shall be the standard for calculating portfolio rate of return.*

III. INVESTMENT POLICIES

A. Authorized Investments

Investments described below are authorized by the Public Funds Investment Act as eligible securities. South Texas College restricts its investments to the following, ~~as securities~~ authorized by the Public Funds Investment Act.

- 1) Obligations, including letters of credit, of the United States or its agencies and instrumentalities.
- 2) Direct obligations of the State of Texas, or its agencies and instrumentalities.
- 3) ~~Collateralized mortgage obligations directly issued by a federal agency or instrumentality of the United States, the underlying security for which is guaranteed by an agency or instrumentality of the United States.~~
- 4) Other obligations, the principal and interest on which are unconditionally guaranteed or insured by, or backed by the full faith and credit of, the State of Texas or the United States or their respective agencies and instrumentalities, including obligations that are fully guaranteed or insured by the Federal Deposit Insurance Corporation or by the explicit full faith and credit of the United States.
- 5) Obligations of states, agencies, counties, cities, and other political subdivisions of any State rated as to investment quality by a nationally recognized investment rating firm not less than "A" or its equivalent. The College will take all prudent measures that are consistent with its Investment Policy to liquidate an investment that does not have the minimum rating.
- 6) ~~Certificates of deposit~~ *Financial institution deposits* issued by a depository institution that has its main office or branch in Texas and is:
 - a) guaranteed or insured by the Federal Deposit Insurance Corporation (FDIC) or its successors or the National Credit Union Share Insurance Fund or its successor;
 - b) secured by obligations that are described by ~~1-5 above~~ *the Public Funds Collateral Act (Chapter 2257, Texas Government Code)*, including mortgage backed securities directly issued by a federal agency or instrumentality that have a market value of not less than *102% of* the principal amount *plus accrued interest* of the ~~deposit certificates~~ *less the applicable level of FDIC insurance*; or
 - c) secured in any other manner and amount provided by law for deposits of the College.
 - d) *Issued in a manner consistent with the Act that distributes the deposit among multiple financial institutions to effectively provide FDIC insurance for the entire deposit.*
 - e) governed by a Depository Agreement, as described in E.4 of this section, that complies with Federal and State Regulation; and
 - f) solicited for bid orally, in writing, electronically, or any combination of those methods, unless acquired exclusively from the South Texas College depository.

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Italics denote addition

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- 7) No-load money market mutual funds registered with and regulated by the Securities and Exchange Commission; provides South Texas College with a prospectus and other information required by the Securities and Exchange Act of 1934 or the Investment Company Act of 1940; has a dollar weighted average portfolio maturity of 90 days or less; fully invest dollar-for-dollar all South Texas College funds without sales commissions or loads; and, whose investment objectives include seeking to maintain a stable net asset value of \$1 per share.
- ~~No-load mutual funds must be registered with the Securities and Exchange Commission (SEC), have an average weighted maturity of less than two years, be invested exclusively in obligations approved in this section, be continuously rated as to investment quality by at least one nationally recognized investment rating firm of not less than AAA or its equivalent, and conforms to the requirements set forth in Sections 2256.016(b) and (c) of the Act relating to the eligibility of investment pools to receive and invest funds of investing entities. South Texas College may not invest funds under its control in an amount that exceeds 15% of its monthly average fund balance, excluding bond proceeds and reserves and other funds held for debt service in no-load mutual funds. The College may not invest any portion of bond proceeds, reserves and funds held for debt service, in no-load mutual funds or invest its funds or funds under its control, including bond proceeds and reserves and other funds held for debt service, in any one mutual fund in an amount that exceeds 10 percent of the total assets of the mutual fund.~~
- 8) Eligible investment pools organized and operating in compliance with the Public Funds Investment Act that have been authorized by the Board of Trustees by rule, order, ordinance, or resolution and whose investment philosophy and strategy is consistent with this Policy and South Texas College's ongoing investment strategy. A public funds investment pool must be continuously rated no lower than AAA or AAA-m or at an equivalent rating by at least one nationally recognized rating service.
- ~~9) To the extent the bonds or other obligations of the College or a municipal bond insurance policy further limits the types of investments the College makes with funds pledged to the payment of those bonds or obligations, the provisions thereof shall govern.~~
- 10) *The College will maintain* procedures to monitor rating changes in investments acquired with public funds and *to address* the liquidation of ~~such~~ investments *that fall below the required rating* consistent with the provisions of Section III D.

B. Existing Investments

The College is not required to liquidate investments that were authorized investments at the time of the purchase.

C. Prohibited Investment

~~South Texas College expressly prohibits any direct investment in asset or mortgage backed securities. South Texas College expressly prohibits the acceptance for collateralized deposits in interest only and principal only mortgage backed securities and collateralized mortgage obligations. In accordance with Texas state law, the following are not authorized investments:~~

- 1) *Obligations whose payment represents the coupon payments on the outstanding principal balance of the underlying mortgage-backed security collateral and pays no principal;*

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Italics denote addition

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- 2) *Obligations whose payment represents the principal stream of cash flow from the underlying mortgage-backed security collateral and bears no interest;*
- 3) *Collateralized mortgage obligations that have a stated final maturity date of greater than 10 years; and*
- 4) *Collateralized mortgage obligations the interest rate of which is determined by an index that adjusts opposite to the changes in a market index.*

D. *Credit Rating Review and* Effect of Loss of Required Rating

The College will seek to control the risk of loss due to failure of an investment issuer by monitoring the ratings of portfolio positions to ensure compliance with the rating requirements imposed by the Public Funds Investment Act. Not less than quarterly, the Investment Officers will obtain, from a reliable source, the current credit rating for each held investment that has a PFIA-required minimum rating. Any authorized investment that requires a minimum rating does not qualify during the period the investment does not have the minimum rating. All prudent measures will be taken to liquidate an investment that is downgraded to less than the required minimum rating.

E. Protection of Principal

South Texas College shall seek to control the risk of loss due to the failure of a security issuer or grantor. Such risk shall be controlled by investing only in the safest types of securities as defined in the Policy; by qualifying the broker, dealer, and financial institution with whom the College will transact; by collateralization as required by law; and through portfolio diversification by maturity and type.

The purchase of individual securities shall be executed “delivery versus payment” (DVP) through the South Texas College Safekeeping Agent. By so doing, South Texas College’s funds are not released until South Texas College has received, through the Safekeeping Agent, the securities purchased.

1. Diversification by Investment Type

Diversification by investment type shall be maintained by ensuring an active and efficient secondary market in portfolio ~~investments~~ *securities* and by opportunity risks associated with specific ~~investment~~ *security* types.

Diversification by investment type shall be established by the following maximum percentages of investment type to the total South Texas College investment portfolio at the time of each investment transaction:

- a. U.S. Treasury Bills/Notes/Bonds 100%
- b. U.S. Agencies and Instrumentalities 100%
- c. States, Counties, Cities, and Other 25%
- d. ~~Certificates of Deposit~~ *Financial Institution Deposits* 100%
- e. Money Market Mutual Funds 25%
- f. Eligible Investment Pools 50%

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Italics denote addition

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Bond proceeds may be invested in a single security or investment if the Investment Committee determines that such an investment is necessary to comply with Federal arbitrage restrictions or to facilitate arbitrage record-keeping and calculations.

2. Diversification by Investment Maturity

In order to minimize risk of loss due to interest rate fluctuations, investment maturities will not exceed the anticipated cash flow requirements of the funds. Maturity guidelines by fund are as follows: (Investment transactions made prior to the adoption of this Policy are not subject to these guidelines).

a) Unrestricted, Auxiliary, Restricted, Loan, Endowment, Agency and Plant Renewal and Replacement Funds

The weighted average days to maturity for the portfolio of these funds shall be less than 270 days and the maximum allowable maturity shall be two years for any one investment.

b) Unexpended Plant Funds

The investment maturity of Unexpended Plant Funds, allocable to a bond issue, shall generally be limited to the anticipated cash flow requirements or the “Temporary Period,” as defined by the U.S. Tax Code and the regulations thereunder. During the Temporary Period, bond proceeds may be invested at an unrestricted yield. After the expiration of the Temporary Period, bond proceeds subject to yield restriction shall be invested consistent with yield restrictions under the U.S. Tax Code and the regulations thereunder.

The weighted average days to maturity for the Unexpended Plant Funds not allocable to a bond issue shall be less than 270 days and the maximum allowable maturity shall be two years for any one investment.

c) Funds for Retirement of Indebtedness

Funds, along with other available monies, shall be invested to ensure adequate funding for debt service payment. The Investment Officers shall ensure that the investments shall mature on such dates as the available monies and the anticipated receipts from investments will be sufficient to pay, when due, the principal, interest and call premiums, if any, of the outstanding obligations.

South Texas College’s funds that are considered “bond proceeds” for arbitrage purposes will be invested using a more conservative approach than the standard investment strategy when arbitrage rebate rules require rebate of excess earnings. All earnings in excess of the allowable arbitrage earnings (“rebate liability”) will be segregated and made available for any necessary payments to the U.S. Treasury.

3. South Texas College Liquidity

Liquidity shall be achieved by ~~anticipating cash flow requirements, by~~ investing in securities with active secondary markets and by *maintaining minimum balances in financial institution deposits*, ~~investing in~~ eligible money market mutual funds and *eligible* ~~local government~~ investment pools.

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Italics denote addition

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A security may be liquidated to meet unanticipated cash requirements, to redeploy cash into other investments expected to outperform current holdings, or ~~to~~ otherwise ~~to~~ adjust the portfolio.

4. Depository Agreements

Consistent with the requirements of State law, South Texas College requires all bank deposits to be federally insured or collateralized with eligible securities. Financial institutions serving as South Texas College's Depositories will be required to sign a Depository Agreement (hereinafter "Agreement") with South Texas College and South Texas College's safekeeping agent.

The safekeeping portion of the Agreement shall define South Texas College's rights to the collateral in case of default, bankruptcy, or closing and shall establish a perfected security interest in compliance with Federal and State regulations, including:

- the Agreement must be in writing;
- the Agreement has to be executed by the Depository and South Texas College contemporaneously with the acquisition of the asset;
- the Agreement must be executed in compliance with the Financial Institutions ~~Reform, Resource and Recovery, and~~ Enforcement Act *of 1989* (FIRREA) and approved by the Board of Directors or the loan committee of the Depository and a copy of the meeting minutes must be delivered to South Texas College;
- the Agreement must be part of the Depository's "official record" continuously since its execution.
- the Agreement states the securities and collateral will be held in South Texas College's name as evidenced by safekeeping receipts of the institution with which the securities are deposited.

a) Allowable Collateral

Eligible securities for collateralization of deposits are defined by the Public Funds Collateral Act, Chapter 2257, Texas Government Code, as amended, and those that meet the constraints of this Policy.

b) Collateral Levels

The market value of the principal portion of collateral pledged must at all times be equal to or greater than 102% of par value of the time and demand deposits plus accrued interest, less the applicable level of FDIC insurance.

c) Monitoring Collateral Adequacy

South Texas College shall require monthly reports with market values of pledged securities from all financial institutions with which South Texas College has collateralized deposits. The bank shall be responsible and liable for monitoring and maintaining the collateral and collateral margins on a daily basis and for reporting these activities monthly. The Investment Officers will monitor adequacy of collateralization levels to verify market values and total collateral positions.

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d) Additional Collateral

If the market value of the collateral pledged for a deposit falls below 102% of par value of time and demand deposits, plus accrued interest and less FDIC insurance, the institution holding the deposit will be notified by the Investment Officers and will be required to pledge additional allowable collateral as defined above no later than the end of the next succeeding business day.

e) Security Substitution

Collateralized deposits often require substitution of securities. Any financial institution requesting substitution must contact the Investment Officers for approval and settlement. The substituted security's value will be calculated and substitution approved if the substitution maintains a pledged value equal to or greater than the required security level. An Investment Officer must provide written notification of the decision to the bank or the safekeeping agent holding the security prior to any security release. Substitution is allowable for all transactions, but should be limited, if possible, to minimize potential administrative problems and transfer expense. The Investment Officer may limit substitution and assess appropriate fees if substitution becomes excessive or abusive.

5. Safekeeping

a) Safekeeping Agreement

South Texas College shall contract with a bank or banks for the safekeeping and custody of securities either owned by South Texas College as a part of its investment portfolio or as part of its depository agreements or held as collateral to secure time and demand deposits. Securities and collateral will be held in South Texas College's name as evidenced by safekeeping receipts of the institution with which the securities are deposited.

b) Safekeeping of Deposit Collateral

All collateral securing bank and savings and loan deposits must be held by a third party banking institution acceptable to and under contract with South Texas College or by the Federal Reserve Bank.

6. Competitive Bidding

The College will require at least three competitive offers or bids for all individual security purchases and sales (excluding *those transactions with financial institution deposits*, money market mutual funds, ~~certificates of deposit~~, and ~~local government~~ *eligible* investment pools (Section III A)) and require any investment advisor to do the same. *Rather than relying solely on yield, investments in financial institution deposits, money market mutual funds, and eligible investment pools shall be based on criteria determined by the Investment Officers.*

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F. Investment Advisors and Investment Providers

Investment Advisors shall adhere to the spirit, philosophy, and ~~specific~~ terms of this Policy and shall invest within the same “Standard of Care.” Investment Providers shall adhere to the spirit and philosophy of this Policy and shall avoid recommending or suggesting transactions outside that “Standard of Care.”

Selection of Investment Advisors and Investment Providers will be performed by the Board of Trustees. The Board of Trustees may contract with an investment management firm registered under the Investment Advisers Act of 1940 or with the State Securities Board to provide for the investment and management of its public funds under its control. The contract period will be for a maximum of two years, and a renewal or extension of the contract must be made by the Board of Trustees by order, ordinance, or resolution. The criteria to evaluate Investment Advisors and Investor Providers include the following:

- a) Adherence to South Texas College’s policies and strategies,
- b) Investment performance and transaction pricing within accepted risk constraints,
- c) Responsiveness to South Texas College’s requests for services, information and open communication,
- d) Understanding of the inherent fiduciary responsibility of investing public funds, and
- e) Similarity in philosophy and strategy with South Texas College’s objectives.

Selected Investment Advisors and Investment Providers shall provide timely transaction confirmations and monthly activity reports.

Business organizations eligible to transact investment business with South Texas College shall be presented a written copy of this Investment Policy. Additionally, the qualified representative of the business organization, as defined in the Act, seeking to transact investment business shall execute a written instrument substantially to the effect that the qualified representative has:

- 1) received and thoroughly reviewed this Investment Policy, and
- 2) acknowledged that the organization has implemented reasonable procedures and controls in an effort to preclude investment transactions conducted between South Texas College and the organization that are not authorized by the College’s Investment Policy, except to the extent that this authorization is dependent on an analysis of the makeup of the College’s entire portfolio or requires an interpretation of subjective investment standards.

South Texas College shall not enter into an investment transaction with a business organization prior to receiving the written instrument described above.

The ~~designated~~ Board of Trustees of South Texas College shall, at least annually, review, revise, and adopt a list of qualified Investment Providers (brokers/dealers/banks/pools) that are authorized to engage in investment transactions with the College.

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G. Responsibility and Controls

1. Authority to Invest

South Texas College's "Investment Officers" are the Vice President for Finance and Administrative Services, the Comptroller, and one of South Texas College's elected officials (selected by the Board of Trustees). ~~Acting as a committee,~~ The Investment Officers are authorized to deposit, withdraw, invest, transfer, execute documentation, and otherwise manage South Texas College's funds according to this Policy. The Investment Officers may authorize one Investment Officer to deposit, withdraw, or transfer funds out of or into *financial institution deposits*, an investment pool or money market mutual fund in order to meet daily operating needs of South Texas College.

The Board of Trustees' Finance and Human Resources Committee shall be the Investment Committee. The Investment Committee shall review the investment portfolio's status and performance, determine and implement appropriate portfolio adjustments, review brokers/dealers/banks/pools and independent training sources, oversee South Texas College's Investment Advisor, monitor compliance with the Investment Policy and Investment Strategy Statement, and perform other duties as necessary to manage South Texas College's funds.

Each member of the Board of Trustees and the Investment Officers shall attend at least one training session, relating to the person's responsibilities under the Act within six months after taking office or assuming duties. The Texas Higher Education Coordinating Board shall provide the training.

The Investment Officers shall receive not less than 10 hours of instruction within the first twelve months after taking office or assuming duties. The Investment Officer shall prepare a report on any changes in the Public Funds Investment Act and deliver the report to the Board of Trustees not later than the 180th day after the last day of each regular session of the legislature.

The Investment Officers shall attend an investment training session not less than once each state fiscal biennium, and receive not less than 10 hours of instruction relating to investment responsibilities that addresses investment controls, security risks, strategy risks, market risks, diversification of investment portfolio and compliance with the Public Funds Investment Act. The investment training session shall be provided by the following approved training sources: the Texas Higher Education Coordinating Board, the Government Finance Officers Association of Texas, the Government Treasurers Organization of Texas, the Texas Municipal League, and the University of North Texas Center for Public Management.

2. Prudent Investment Management

The ~~designated~~ Investment Officers shall perform their duties in accordance with the adopted Investment Policy and internal procedures. In determining whether an Investment Officer has exercised prudence with respect to an investment decision, the investment of all funds over which the Investment Officer had responsibility, rather than the prudence of a single investment, shall be considered. Investment Officers acting in good faith and in accordance with these policies and procedures shall be relieved of personal liability.

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3. Standard of Care

The standard of care used by the College shall be the “prudent ~~investor~~ *person* rule” and shall be applied in the context of managing the overall portfolio within the applicable legal constraints. The Public Funds Investment Act states:

“Investments shall be made with judgment and care, under circumstances then prevailing, that a person of prudence, discretion, and intelligence would exercise in the management of the person’s own affairs, not for speculation, but for investment, considering the probable safety of capital and the probable income to be derived.”

4. Standard of Ethics and Conflicts of Interest

The ~~designated~~ Investment Officers shall act as custodians of the public trust avoiding any transaction which might involve a conflict of interest, the appearance of a conflict of interest, or any activity which might otherwise discourage public confidence. Investment Officers shall refrain from personal business activity that could conflict with proper execution of the investment program, or which could impair their ability to make impartial investment decisions. If the Investment Officer has a personal business relationship with a business organization offering to engage in an investment transaction with South Texas College, the Investment Officer shall file a statement disclosing that personal business interest. If the Investment Officer is related within the second degree by affinity or consanguinity, as determined under Chapter 573 of the Texas Government Code, to an individual seeking to sell an investment to South Texas College, the Investment Officer shall file a statement disclosing that relationship as stated in the Public Funds Investment Act Chapter 2256.005 (i) (1-3). This disclosure statement must be filed with the Texas Ethics Commission and the Board of Trustees. An Investment Officer has a personal business relationship with a business organization if:

- a) the Investment Officer owns 10 percent or more of the voting stock or shares of the business organization or owns \$5,000 or more of the fair market value of the business organization;
- b) funds received by the Investment Officer from the business organization exceed 10 percent of the Investment Officer’s gross income for the previous year; or
- c) the Investment Officer has acquired from the business organization during the previous year investments with a book value of \$2,500 or more for the personal account of the Investment Officer.

5. Establishment of Internal Controls

South Texas College’s Investment Officers will maintain a system of internal controls over the investment activities of South Texas College.

South Texas College, in conjunction with its annual financial audit, shall perform a compliance audit of management controls on investments and adherence to South Texas College’s Investment Policy and Investment Strategy Statement.

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6. Reporting

Investment performance will be monitored and evaluated by the Investment Officers. The Investment Officers shall submit an investment report to the Board of Trustees and the President quarterly. This investment report shall:

- 1) describe in detail the investment position of South Texas College
- 2) be prepared jointly by all Investment Officers of the College
- 3) be signed by each Investment Officer of the College
- 4) contain a summary statement of each pooled fund group that states the:
 - a. beginning market value for the reporting period,
 - b. ending market value for the period and
 - c. fully accrued interest for the reporting period.
- 5) state the book value and market value of each separately invested asset at the end of the reporting period by the type of asset and fund type invested
- 6) state the maturity date of each separately invested asset that has a maturity date
- 7) state the account or fund or pooled group fund in the College for which each individual investment was acquired; and
- 8) *provide the credit rating for each separately invested asset that has a required minimum rating, and*
- 9) state the compliance of the investment portfolio of the College as it relates to:
 - a) the investment strategy expressed in the College's Investment Policy; and
 - b) relevant provisions of the Act.

7. Methods used to Monitor the Market Price of Acquired Investments

The methods/sources to be used to monitor the market price of investments that have been acquired with public funds shall be from sources deemed reliable by an Investment Advisor, *including safekeeping agent*, brokers/dealers, the Wall Street Journal, *Bloomberg*, or other market pricing services.

8. Investment Transactions must be Settled on a Delivery Versus Payment Basis

Investment transactions will be settled on a delivery versus payment (DVP) basis with the exception of *financial institution deposits*, investment pool *funds* and mutual funds.

9. Review by Independent Auditor

In conjunction with its annual financial audit, the auditor shall perform a compliance audit of management controls on investments and adherence to the College's established Investment Policy. The results of the audit shall be reported to the College's Board of Trustees by the auditor.

If the College invests in other than money market mutual funds, investment pools or accounts offered by its depository bank in the form of certificates of deposit, or money market accounts or similar accounts, the reports prepared by the investment officers must be formally reviewed at least annually by an independent auditor, and the result of the review shall be reported to the Board of Trustees by the auditor.

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10. Investment Policy Adoption

The Investment Policy and Investment Strategy shall be reviewed annually by the Investment Committee and any modifications made thereto must be approved by the Board of Trustees. The Board of Trustees shall review its Investment Policy and investment strategies not less than annually. The Board shall adopt a written instrument by rule, order, ordinance, or resolution stating that it has reviewed the Investment Policy and Investment Strategy and that the written instrument so adopted shall record any changes made to either the Investment Policy or Investment Strategy.

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INVESTMENT STRATEGY STATEMENT

Page 1

PREFACE

It is the policy of South Texas College that, giving due regard to the safety and risk of investment, all available funds shall be invested in conformance with State and Federal Regulations, applicable Bond Resolution requirements, adopted Investment Policy and adopted Investment Strategy.

In accordance with the Public Funds Investment Act, South Texas College's investment strategies shall address the following priorities (in order of importance):

- * Understanding of the suitability of the investment to the financial requirements of South Texas College,
- * Preservation and safety of principal,
- * Liquidity,
- * Marketability of the investment if the need arises to liquidate the investment prior to maturity,
- * Diversification of the investment portfolio, and
- * Yield

Effective investment strategy development coordinates the primary objectives of South Texas College's Investment Policy and cash management procedures to enhance interest earnings and reduce investment risk. Aggressive cash management will increase the available "investment period" and subsequently interest earnings. Maturity selections shall be based on cash flow and market conditions to take advantage of various interest rate cycles. South Texas College's portfolio shall be designed and managed in a manner responsive to the public trust and consistent with the Investment Policy.

Each major fund type has varying cash flow requirements and liquidity needs. Therefore specific strategies shall be implemented considering the fund's unique requirements. South Texas College's funds shall be analyzed and invested according to the following fund types:

- a) Unrestricted,
- b) Auxiliary,
- c) Restricted,
- d) Loan,
- e) Endowment,
- f) Agency,
- g) Funds for Renewal and Replacement,
- h) Unexpended Plant Funds, and
- i) Funds for Retirement of Indebtedness

INVESTMENT STRATEGY

In order to minimize risk of loss due to interest rate fluctuations, investment maturities will not exceed the anticipated cash flow requirements of the fund. Investment guidelines for all fund-types are as follows:

A. Funds

South Texas College's funds include:

Unrestricted Fund
Auxiliary Fund

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INVESTMENT STRATEGY STATEMENT

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Restricted Fund
Loan Fund
Endowment Fund
Agency Fund
Funds for Renewal and Replacement
Unexpended Plant Funds
Funds for Retirement of Indebtedness

Suitability: Any investment eligible in the Investment Policy is suitable for ~~the~~ all fund types.

Safety of Principal: All investments shall be of high quality securities with no perceived default risk. Market price fluctuations will occur. However by managing the weighted average days to maturity for all fund types, except for Unexpended Plant Funds and Funds for Retirement of Indebtedness, to less than 270 days for all investments and restricting the maximum allowable maturity to two years for any one investment, the price volatility of the overall portfolio will be minimized. Unexpended Plant Funds investments should be as per Section III E 2 b and Funds for Retirement of Indebtedness investments should be as per Section III E 2 c.

Marketability: Securities with active and efficient secondary markets are necessary in the event of an unanticipated cash requirement. Historical market “spreads” between the bid and offer prices of a particular security-type of less than a quarter of a percentage point shall define an efficient secondary market. Unexpended Plant Funds investment should be as per Section III E 2 b and Funds for Retirement of Indebtedness investment should be as per Section III E 2 c.

Liquidity: All fund types, except for Unexpended Plant Funds and Funds for Retirement of Indebtedness require the greatest short-term liquidity of any of the fund types. Short-term investment pools and money market mutual funds shall provide daily liquidity and may be utilized as a competitive yield alternative to fixed maturity investments.

Diversification: Investment maturities shall be staggered throughout the budget cycle to provide cash flow based on the anticipated operating needs of South Texas College. Market cycle risk will be reduced by diversifying the appropriate maturity structure out through two years.

Yield: Attaining a competitive market yield for comparable security-types and portfolio restrictions is the desired objective. The yield of an equally weighted, rolling three months Treasury bill portfolio shall be the minimum yield objective.

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~~**Accrued Interest:** The accumulated interest due on a bond as of the last interest payment made by the issuer.~~

~~**Agency:** A debt security issued by a federal or federally sponsored agency. General agencies are backed by the full faith and credit of the U.S. Government. Federally sponsored agencies (FSAs) are backed by each particular agency with a market perception that there is an implicit government guarantee. An example of federal agency is the Government National Mortgage Association (GNMA). An example of a FSA is the Federal National Mortgage Association (FNMA).~~

~~**Asked:** The price at which securities are offered.~~

~~**Bankers' Acceptance (BA):** A draft of bill or exchange accepted by a bank or trust company. The accepting institution guarantees payment of the bill, as well as the issuer.~~

~~**Basis Point:** A unit of measurement used in the valuation of fixed income securities equal to 1/100 of a percent of yield. e.g., "1/4" of 1 percent is equal to 25 basis points.~~

~~**Bid:** The indicated price at which a buyer is willing to purchase a security or commodity.~~

~~**Book Value:** The value at which a security is carried on the inventory lists or other financial records of an investor. The book value may differ significantly from the security's current value in the market.~~

~~**Broker:** A broker brings buyers and sellers together for a commission paid by the initiator of the transaction or by both sides; he does not position. In the money market, brokers are active in markets in which banks buy and sell money and in inter-dealer markets.~~

~~**Certificate of Deposit (CD):** A time deposit with a specific maturity evidenced by a certificate. Large-denomination CD's are typically negotiable.~~

~~**Collateral:** Securities, evidence of deposit or other property that a borrower pledges to secure repayment of a loan. Also refers to securities pledged by a bank to secure deposits of public monies.~~

~~**Collateralization:** Process by which a borrower pledges securities, property, or other deposits for the purpose of securing the repayment of a loan and/or security.~~

~~**Commercial Paper:** An unsecured short-term promissory note issued by corporations, with maturities ranging from 2 to 270 days.~~

~~**Comprehensive Annual Financial Report (CAFR):** The official annual report for the College includes the basic financial statements prepared in conformity with GAAP. It also includes supporting schedules necessary to demonstrate compliance with finance-related legal and contractual provisions; extensive introductory material, and a detailed statistical section.~~

~~**Coupon Rate:** (a) The annual rate of interest that a bond's issuer promises to pay the bondholder on the bond's face value. (b) A certificate attached to a bond evidencing interest due on a payment date.~~

~~**Credit Quality:** The measurement of the financial strength of a bond issuer. This measurement helps an investor to understand an issuer's ability to make timely interest payments and repay the loan principal upon maturity. Generally, the higher the credit quality of a bond issuer, the lower the interest rate paid by the issuer because the risk of default is lower. Credit quality ratings are provided by nationally recognized rating agencies.~~

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~~**Credit Risk:** The risk to an investor that an issuer will default in the payment of interest and/or principal on a security.~~

~~**Current Yield (Current Return):** A yield calculation determined by dividing the annual interest received on a security by the current market price of that security.~~

~~**Dealer:** A dealer, as opposed to a broker, acts as a principal in all transactions, buying and selling for his own account.~~

~~**Debenture:** A bond secured only by the general credit of the issuer.~~

~~**Delivery versus Payment (DVP):** There are two methods of delivery of securities: delivery versus payment and delivery versus receipt (DVR) (also called free). Delivery versus payment means delivery of securities with an exchange of money for the securities. Delivery versus receipt means delivery of securities with an exchange of a signed receipt for the securities.~~

~~**Derivative Security:** Financial instrument created from, or whose value depends upon, one or more underlying assets or indexes of asset values.~~

~~**Discount:** The difference between the cost price of a security and its value at maturity when quoted at lower than face value. A security selling below original offering price shortly after sale also is considered to be at a discount.~~

~~**Discount Securities:** Non interest bearing money market instruments that are issued at a discount and redeemed at maturity for full face value, for example, U.S. Treasury bills.~~

~~**Diversification:** Dividing investment funds among a variety of securities offering independent returns.~~

~~**Fair Value:** The amount at which an investment could be exchanged in a current transaction between willing parties, other than in a forced or liquidation sale.~~

~~**Federal Credit Agencies:** Agencies of the Federal government set up to supply credit to various classes of institutions and individuals, for example, S & L's, small business firms, students, farmers, farm cooperatives, and exporters.~~

~~**Federal Deposit Insurance Corporation (FDIC):** A federal agency that insures bank deposits.~~

~~**Federal Funds (Fed Funds):** Funds placed in Federal Reserve banks by depository institutions in excess of current reserve requirements. These depository institutions may lend fed funds to each other overnight or on a longer basis. They may also transfer funds among each other on a same day basis through the Federal Reserve banking system. Fed funds are considered to be immediately available funds.~~

~~**Federal Funds Rate (the Fed Rate):** The rate of interest at which Federal funds are traded. This rate is currently pegged by the Federal Reserve through open market operations.~~

~~**Federal Home Loan Banks (FHLB):** The institutions that regulate and lend to savings and loan associations. The Federal Home Loan Banks play a role analogous to that played by the Federal Reserve Banks in relation to member commercial banks.~~

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~~**Federal National Mortgage Association (FNMA or Fannie Mae):** FNMA, like GNMA, was chartered under the Federal National Mortgage Association Act in 1938. FNMA is a federal corporation working under the auspices of the Department of Housing and Urban Development, H.U.D. It is the largest single provider of residential mortgage funds in the United States. Fannie Mae is a private stockholder-owned corporation. The corporation's purchases include a variety of adjustable mortgages and secondary loans in addition to fixed-rate mortgages. FNMA's securities are highly liquid and widely accepted. FNMA assumes and guarantees that all security holders will receive timely payment of principal and interest.~~

~~**Federal Open Market Committee (FOMC):** Consists of seven members of the Federal Reserve Board and five of the twelve Federal Reserve Bank Presidents. The president of the New York Federal Reserve Bank is a permanent member while the other presidents serve on a rotating basis. The Committee periodically meets to set Federal Reserve guidelines regarding purchases and sales of government securities in the open market as a means of influencing the volume of bank credit and money.~~

~~**Federal Reserve System:** The central bank of the United States created by Congress and consisting of a seven member Board of Governors in Washington, D.C., twelve (12) regional banks, and about 5,700 commercial banks that are members of the system.~~

~~**Government National Mortgage Association (GNMA or Ginnie Mae):** Securities guaranteed by GNMA and issued by mortgage bankers, commercial banks, savings and loan associations, and other institutions. The security holder is protected by the full faith and credit of the U.S. Government. Ginnie Mae securities are backed by FHA, VA, or FMHM mortgages. The term pass-through is often used to describe Ginnie Mae.~~

~~**Interest Rate Risk:** The risk associated with declines or rises in interest rates which cause an investment in a fixed income security to increase or decrease in value.~~

~~**Internal Control:** An internal control structure designated to ensure that the assets of the entity are protected from loss, theft, or misuse. The internal control structure is designed to provide reasonable assurance that these objectives are met. The concept of reasonable assurance recognized that 1) the cost of a control should not exceed the benefits likely to be derived and 2) the valuation of costs and benefits requires estimates and judgments by management. Internal controls should address the following points:~~

~~— **Control of collusion** — Collusion is a situation where two or more employees are working in conjunction to defraud their employer.~~

~~— **Separation of transaction authority from accounting and record keeping** — By separating the person who authorizes or performs the transaction from the people who record or otherwise account for the transaction a separation of duties is achieved.~~

~~— **Custodial safekeeping** — Securities purchased from any bank or dealer including appropriate collateral (as defined by state law) shall be placed with an independent third party for custodial safekeeping.~~

~~**Investment Policy:** A concise and clear statement of the objectives and parameters formulated by an investor or investment manager for a portfolio of investment securities.~~

~~**Letter of Credit:** A letter issued by a bank authorizing the bearer to draw a stated amount of money from the issuing bank, its branches, or other associated banks or agencies.~~

~~**Liquidity:** A liquid asset is one that can be converted easily and rapidly into cash without a substantial loss of value. In the money market, a security is said to be liquid if the spread between bid and asked prices is narrow and reasonable quantities can be purchased at those quotes.~~

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~~**Local Government Investment Pool (LGIP):** The aggregate of all funds from political subdivisions that are placed in the custody of the State Treasurer for investment and reinvestment.~~

~~**Market Risk:** The risk that the value of a security will rise or decline as a result of changes in market conditions.~~

~~**Market Value:** The price at which a security is trading and could presumably be purchased or sold.~~

~~**Master Repurchase Agreement:** To protect investors, many public investors will request that repurchase agreements be preceded by a master repurchase agreement between the investor and the financial institution or dealer. The master agreement should define the nature of the transaction, identify the relationship between the parties, establish normal practices regarding ownership and custody of the collateral securities during the term of the investment, provide remedies in the case of default by either party, and clarify issues of ownership. The master repurchase agreement protects the investors to liquidate collateral if a bank or dealer defaults during the term of the agreement.~~

~~**Maturity:** The date at which the principal or stated value of an investment becomes due and payable.~~

~~**Money Market:** The market in which short-term debt instruments (bills, commercial paper, bankers' acceptances, etc.) are issued and traded.~~

~~**Money Market Mutual Fund:** Mutual funds that invest solely in money market instruments.~~

~~**Mutual Fund:** An investment company that pools money and can invest in a variety of securities, including fixed income securities and money market instruments. Mutual funds are regulated by the Investment Company Act of 1940.~~

~~**National Association of Securities Dealers (NASD):** A self-regulatory organization (SRO) of brokers and dealers in the over-the-counter securities business. Its regulatory mandate includes authority over firms that distribute mutual fund shares as well as other securities.~~

~~**Net Asset Value:** The market value of one share of an investment company, such as a mutual fund. This figure is calculated by totaling a fund's assets which includes securities, cash, and any accrued earnings, subtracting this from the fund's liabilities, and dividing this total by the number of shares outstanding. This is calculated once a day based on the closing price for each security in the fund's portfolio.~~

~~**No Load Mutual Fund:** A mutual fund which does not levy a sales charge on the purchase of its shares.~~

~~**Nominal Yield:** The stated rate of interest that a bond pays its current owner, based on par value of the security. It is also known as the "coupon, coupon rate, or interest rate".~~

~~**Offer:** The price asked by a seller of securities. (When you are buying securities, you ask for an offer.) See Asked and Bid.~~

~~**Open Market Operations:** Purchases and sales of government and certain other securities in the open market by the New York Federal Reserve Bank as directed by the FOMC in order to influence the volume of money and credit in the economy. Purchases inject reserves into the bank system and stimulate growth of money and credit; sales have the opposite effect. Open market operations are the Federal Reserve's most important and most flexible monetary policy tool.~~

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~~**Par:** Face value or principal value of a bond, typically \$1,000 per bond.~~

~~**Portfolio:** Collection of securities held by an investor.~~

~~**Positive Yield Curve:** A chart formation that illustrates short term securities having lower yields than long term securities.~~

~~**Premium:** The amount by which the price paid for a security exceeds the security's par value.~~

~~**Prime Rate:** A preferred interest rate charged by commercial banks to their most creditworthy customers. Many interest rates are keyed to this rate.~~

~~**Primary Dealer:** A primary dealer is made up of a group of government securities dealers that submit daily reports of market activity and positions and monthly financial statements to the Federal Reserve Bank of New York and are subject to its informal oversight. Primary dealers include Securities and Exchange Commission (SEC) registered securities broker-dealers, banks and a few unregulated firms.~~

~~**Principal:** The face value or par value of a debt instrument. Also may refer to the amount of capital invested in a given security.~~

~~**Prospectus:** A legal document that must be provided to any prospective purchaser of a new securities offering registered with the SEC. This can include information on the issuer, the issuer's business, the proposed use of proceeds, the experience of the issuer's management, and certain certified financial statement.~~

~~**Prudent Person Rule:** An investment standard. Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion, and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived.~~

~~**Qualified Public Depositories:** A financial institution that does not claim exemption from the payment of any sales or compensating use or ad valorem taxes under the laws of this state, and that has segregated for the benefit of the Public Deposit Protection Commission eligible collateral having a value of not less than its maximum liability and which has been approved by the commission to hold public deposits.~~

~~**Rate of Return:** The yield obtainable on a security based on its purchase price or its current market price. This may be the amortized yield to maturity on a bond or the current income return.~~

~~**Repurchase Agreement (RP or REPO):** A holder of securities sells these securities to an investor with an agreement to repurchase them at a fixed price on a fixed date. The security "buyer" in effect lends the "seller" money for the period of the agreement, and the terms of the agreement are structured to compensate him for this. Dealers used RP extensively to finance their positions. Exception: When the Fed is said to be doing RP, it is lending money to increase bank reserves.~~

~~**Safekeeping:** A service to customers rendered by banks for a fee whereby securities and valuables of all types and descriptions are held in the bank's vaults for protection.~~

~~**SEC Rule 15C3-1:** See uniform Net Capital Rule.~~

~~**Secondary Market:** A market made for the purchase and sale of outstanding issues following the initial distribution.~~

~~Strikethrough denotes deletion~~

Italics denote addition

GLOSSARY OF COMMON TREASURY TERMINOLOGY

Page 6

~~**Securities & Exchange Commission (SEC):** Agency created by Congress to protect investors in securities transactions by administering securities legislation.~~

~~**Securities & Exchange Commission (SEC) Structured Notes:** Notes issued by Government Sponsored Enterprises (FHLB, FNMA, SLMA, etc.) and Corporations which have imbedded options (e.g., call features, step-up coupons, floating rate coupons, derivative-based returns) into their debt structure. Their market performance is impacted by the fluctuation of interest rates, the volatility of the imbedded options and shifts in the shape of the yield curve.~~

~~**Serial Bond:** A bond issue, usually of a municipality, with various maturity dates scheduled at regular intervals until the entire issue is retired.~~

~~**Sinking Fund:** Money accumulated on a regular basis in a separate custodial account that is used to redeem debt securities or preferred stock issues.~~

~~**Swap:** Trading one asset for another.~~

~~**Term Bond:** Bonds comprising a large part of all or a particular issue which come due in a single maturity. The issuer usually agrees to make periodic payments into a sinking fund for mandatory redemption of term bonds before maturity.~~

~~**Total Return:** The sum of all investment income plus changes in the capital value of the portfolio. For mutual funds, return on an investment is composed of share price appreciation plus any realized dividends or capital gains. This is calculated by taking the following components during a certain time period. (Price Appreciation) + (Dividends paid) + (Capital gains) = Total Return.~~

~~**Treasury Bills (T Bills):** A non interest bearing discount security issued by the U.S. Treasury to finance the national debt. Most bills are issued to mature in three months, six months, or one year.~~

~~**Treasury Bond:** Long term U.S. Treasury securities having initial maturities of more than ten years.~~

~~**Treasury Notes:** Intermediate term, coupon bearing U.S. Treasury securities having initial maturities from one to ten years.~~

~~**Uniform Net Capital Rule:** Securities and Exchange Commission requirement that member firms as well as nonmember broker dealers in securities maintain a maximum ratio of indebtedness to liquid capital of 15 to 1; also called net capital rule and net capital ratio. Indebtedness covers all money owed to a firm, including margin loans and commitments to purchase securities. This is one reason new public issues are spread among members of underwriting syndicates. Liquid capital includes cash and assets easily converted into cash.~~

~~**Volatility:** A degree of fluctuation in the price and valuation of securities.~~

~~**Yield:** The rate of annual income return on an investment, expressed as a percentage. (a) Income Yield is obtained by dividing the current dollar income by the current market price of the security. (b) Net Yield or Yield to Maturity is the current income yield minus any premium above par.~~

~~**Yield-to-maturity:** The rate of return yielded by a debt security held to maturity when both interest payments and the investor's potential capital gain or loss are included in the calculation of return.~~

~~Strikethrough denotes deletion~~

Italics denote addition

Review and Action as Necessary on Disposal of Surplus Property

Approval to dispose of surplus property valued at \$1,000 and over through a live auction is requested.

Purpose – The Fixed Assets Department is requesting the disposal through a live auction of surplus property valued at \$1,000 and over.

Justification – It is necessary to dispose of obsolete, damaged, and non-functioning property for safety purposes and due to the lack of storage area for surplus property.

Background – The surplus property goes through an evaluation process by the departments to determine if the items are damaged beyond repair and unable to be utilized district wide. After this evaluation process, the department submits a request to have the property removed from the department and relocated to the Shipping and Receiving Warehouse for auction.

The auction items are located at the South Texas College Receiving Department, 3700 W. Military Hwy., McAllen, TX. The auction will be scheduled for the month of November.

The items valued over under \$1,000 are not included in the College's inventory but are recorded in a database. The items valued over \$1,000 are included in the College's inventory through the Banner system.

Enclosed Documents - The listing of the items to be auctioned follows in the packet for the Board's review and information.

The Finance and Human Resources Committee recommended Board approval to dispose of surplus property valued at \$1,000 and over through a live auction as presented.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize the disposal of surplus property valued at \$1,000 and over through a live auction as presented.

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

The Board of Trustees of South Texas College approves and authorizes the disposal of surplus property valued at \$1,000 and over through a live auction as presented.

Approval Recommended:

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

**SOUTH TEXAS COLLEGE
SURPLUS PROPERTY AT \$1,000 AND OVER
OCTOBER 27, 2015**

Pallet	Qty	Description	Silver Tag	Ptag	Serial Number	Green Tag	Purchase Amount	Net Value	Condition
1	1 EA	Hill-Rom Centra Adjustable Bed	20746	N00020423		5000015612	\$ 1,900.95		Obsolete
2	1 EA	Hill-Rom Centra Adjustable Bed	20744	N00020425		5000015614	\$ 1,900.95		Obsolete
3	1 EA	Bretford 30 Laptop Storage Cabinet	18142	N00019575			\$ 1,407.99		Damaged
4	1 EA	Olympus Camedia E-10 Electornic Camera with Accessories	0000006451	000006590	1097924		\$ 1,660.00		Obsolete
4W	1 EA	Conference Table; Banner Gateway 2500 Laptop	0000002662	000003561	001408550		\$ 1,979.00		Obsolete
5	1 EA	Tandberg 800 Camera	0000006458	000006570	0804471	5000002733	\$ 2,488.01		Obsolete
6	1 EA	Pullman-Holt 1090 Gloss Boss Burnisher	17153	000001281	1024		\$ 1,200.00		Obsolete
6	1 EA	Pullman-Holt DC2000 Burnisher	17154	000001283	1033		\$ 1,200.00		Damaged
7	1 EA	Nilfisk Advance BA5321 Floor Scrubber	0000004536	000006325	1465493		\$ 3,000.00		Obsolete
8	1 EA	Nilfisk Advance BA5321 Floor Scrubber	0000009419	000009959	1765203		\$ 3,600.00		Obsolete
9	1 EA	Bretford Laptop Storage Cabinet	0000006904	000007768			\$ 2,866.95		Obsolete
10	1 EA	Polycom View Station NTSC Camera	0000008391	000009204	82024902E999A3	5000004550	\$ 4,024.00		Obsolete
11	1 EA	Robinair Refrigerant Recovery, Recycling and Recharging System	15581	N00014331	116095	5000010256	\$ 2,595.00		Obsolete
12	1 EA	Robinair Refrigerant Recovery, Recycling and Recharging System	17403	N00014330	115372	5000005935	\$ 2,595.00		Obsolete
13	1 EA	Robinair Refrigerant Recovery, Recycling and Recharging System	15392	N00014332	116852	5000010246	\$ 2,039.00		Obsolete
14	1 EA	Snap-On Vacuum Pump	0000008525	000009635	0309A0251	5000005243	\$ 4,860.73		Obsolete
15	1 EA	Canon RE-455X Visualizer Presenter Document Camera	17363	N00013431	5100000047		\$ 1,427.23		Obsolete
16	1 EA	Sencore Video Pro VP300 Multimedia Video Generator	0000006839	000007555	672465	5000003909	\$ 4,424.00		Obsolete
17	1 EA	Ohaus Adventurer SL AS313 Precision Balance with Draftshield	15806	N00015133	8027431154		\$ 1,021.25		Obsolete
20	1 EA	Claridge Display 6' Case-Natural Tan Cork	15149	N00014397			\$ 1,444.78		Incomplete
21	1 EA	Ice-O-Matic Ice ICEU060A Maker with Bin	15039	N00014724		5000007386	\$ 1,529.00		Damage
22	1 EA	Sencore Video Pro VP300 Multimedia Video Generator	0000006840	000007556	6712477	5000003910	\$ 4,370.21		Obsolete
23	1 EA	Medical Plastics Laboratory Multi-Sounds Trainer with Case	0000006787	000007392	000678		\$ 4,909.45		Obsolete
24	1 EA	Robinair Refrigerant Recovery, Recycling and Recharging System	0000011319	000010581	00234		\$ 4,689.63		Obsolete
25	1 EA	Da-Lite, DAL-79079, Boardroom Projector Screen with Harness	18123	N00019582			\$ 2,234.99		Obsolete
26	1 EA	Canon RE-455X Visualizer Presenter Document Camera	15846	N00015232	5270100000		\$ 1,275.00		Obsolete
27	1 EA	Canon RE-455X Visualizer Presenter Document Camera	15843	N00015229	5290100133		\$ 1,275.00		Obsolete
28	1 EA	Canon RE-455X Visualizer Presenter Document Camera	15845	N00015231	5290100042		\$ 1,275.00		Obsolete
29	1 EA	Canon RE-455X Visualizer Presenter Document Camera	15844	N00015230	5290100044		\$ 1,275.00		Obsolete
31	1 EA	Axis 2120 Network Camera	0000005630	000006032	00408C504344		\$ 1,460.75		Obsolete
32	1 EA	Fiber Optic Curing Oven	0000006163	000007610	1568	5000003529	\$ 3,906.01		Obsolete
33	1 EA	Allen & Heath GL-2400 Dual-Function Live Sound Mixer with Accessories	13947	N00016840	L2K42412073095		\$ 2,627.84		Obsolete
34	1 EA	NIKON Microscope	0000001760	000002275	1104455		\$ 1,086.31		Obsolete
34	1 EA	NIKON Microscope	0000001773	000002268	1104367		\$ 1,086.31		Obsolete
34	1 EA	NIKON Microscope	0000002509	000003207	1106921		\$ 1,088.02		Obsolete
34	1 EA	NIKON Microscope	0000001754	000003207	11038/20		\$ 1,088.02		Obsolete
34	1 EA	NIKON Microscope	0000001763	000002278	1104534		\$ 1,086.31		Obsolete
34	1 EA	NIKON Microscope	0000001762	000002277	1103691		\$ 1,086.31		Obsolete
34	1 EA	NIKON Microscope	0000001761	000002276	1104428		\$ 1,086.31		Obsolete
34	1 EA	NIKON Microscope	0000002219	000002822	242307		\$ 1,088.00		Obsolete
34	1 EA	GBC DocuSeal 2700 With Table	0000004633	000006195	MIM9899		\$ 1,432.02		Obsolete
34	1 EA	Eppendorf Centrifuge5410	0000002637	000003195	541003394		\$ 1,292.31		Obsolete
35	1 EA	Victor-1640S Highspeed Lathe	0000003060	000003870	S8806027		\$ 13,545.50	\$ -	Damage
36	1 EA	Dynamic 1760C Acer Lathe	0000011245	000011138			\$ 13,324.00	\$ -	Damage
37	1 EA	Chevalier FSG-18M Surface Grinder	0000003061	000003871	A3885007		\$ 6,866.50	\$ -	Damage
39	1 EA	Chevalier FM-33H Mill	0000001354	000010631	HC85A035		\$ 33,925.00	\$ -	Damage
40	1 EA	Auto Transmission Xslide Dynamometer	0000004531	000006385	329995R+11		\$ 89,923.20	\$ -	Damage
41	1 EA	Nilfisk Advance BA5321 Floor Scrubber	0000009420	000009959	1765213		\$ 3,600.00		Obsolete
42	1 EA	Snap-On EEBR312A Brake Lathe	0000008820	000010177	0406602807		\$ 5,606.44		Obsolete

Capital Asset (\$5,000 and over)
Grant Asset

**Review and Action as Necessary for Revision of Existing Policy and
Adoption of New Policies**

- a. Revise Policy #4317: *Military Leave***
- b. Adopt New Policy #4321: *Right to Express Breast Milk in the Workplace***
- c. Adopt New Policy #4322: *Donation of Sick Leave***

Approval of the following proposed revision of current policy and adoption of new policies is requested.

These updates are being proposed in an effort to comply with federal and state laws.

a. Revise Policy #4317: Military Leave

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

- To incorporate the provisions of Texas Government Code, section 437.202 amended by the 84th Legislature, H.B. 445.
- To incorporate a requirement that the College provide notice of the availability of paid leave, by the end of the fiscal year, of the number of workdays the eligible employee is entitled to, the net balance of unused accumulated leave available, and the requirement to retain the records of available short term military leave in the employee's personnel file.

b. Adopt New Policy #4321: Right to Express Breast Milk in the Workplace

Request for the new policy is necessary for the following reason:

- To comply with House Bill 786, 84th Legislature, effective September 1, 2015 relating to the regulations that a public employer, including an institution of higher education, develop a written policy on the right of employees to express breast milk in the workplace.

c. Adopt New Policy #4322: Donation of Sick Leave

Request for the new policy is necessary for the following reason:

- To comply with House Bill 1771, 84th Legislature, effective September 1, 2015 relating to the regulations that employees may voluntarily donate sick leave hours to another employee.

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

The revised policy and new policies have been reviewed by staff, the President's Cabinet, President's Administrative Staff, and by Legal Counsel.

The Finance and Human Resources Committee recommended Board approval of the revised policy and the proposed new policies as presented and which supersedes any previously adopted Board policy.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize the revised policy and the proposed new policies as presented and which supersedes any previously adopted Board policy.

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

The Board of Trustees of South Texas College approves and authorizes the revised policy and the proposed new policies as presented and which supersedes any previously adopted Board policy.

Approval Recommended:

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

MANUAL OF POLICY

Title	Military Leave	4317
Legal Authority	Approval of the Board of Trustees	Page 1 of 3
Date Approved by Board	Board Minute Order dated November 9, 1995 As Amended by Board Minute Order dated July 28, 2005 As Amended by Board Minute Order dated October 27, 2015	

The College complies with State and Federal Laws regarding the rights to Military Leave. These State and Federal laws include the Texas Government Code 437.202 as amended by 84th Legislature, HB 445, and The Uniformed Services Employment and Reemployment Rights Act 1994 (USERRA). Military Leave provides employment protection, income protection, and a means for employees to secure time off when called to uniformed U.S. military service. The College will comply with The Uniformed Services Employment and Reemployment Rights Act (USERRA), which covers all categories of military training and service, including duty performed on a voluntary or involuntary basis, in time of peace or war. It applies to the National Guard and reserve military personnel and also applies to persons serving in the active components of the Armed Forces as provided by state and federal law.

~~The College will comply with The Uniformed Services Employment and Reemployment Rights Act (USERRA). An employee who is drafted or otherwise called to active duty, or who leaves for extended active duty in the military services of the United States during a war or national emergency, shall be granted a military leave without pay for the duration of such war or national emergency after notifying the employee's supervisor, appropriate Vice President, Office of Human Resources, and the President. A copy of military orders should be submitted as supporting documentation to the military leave request. Notification of intent to return to the College must be made in accordance with guidelines established in the Uniformed Services Employment and Reemployment Rights Act (USERRA). Such leaves of absence shall not be considered a break in service; however, the employee shall not accrue leave during this period and will be responsible for payment of group health benefit premiums.~~

State Leave for Member of Military or Rescue Team

Short Term Military Leave

A person who is an officer or employee of the state, a municipality, a county, or another political subdivision of the state, including a college district, and who is a member of the state military forces, a reserve component of the armed forces, or a member of a state or federally authorized urban search and rescue team is entitled to a paid leave of absence from the person's duties on a day on which the person is engaged in authorized training or duty ordered or authorized by proper authority for not more than 15 workdays in a fiscal year. During a leave of absence, the person may not be subjected to loss of time, efficiency rating, personal time, sick leave, or vacation time.

(1) The College shall provide written notice, to the employee, of the number of workdays of paid leave to which the employee is entitled each fiscal year.

~~Strikethrough denotes deletion~~
Italics denote addition

MANUAL OF POLICY

Title	Military Leave	4317
Legal Authority	Approval of the Board of Trustees	Page 2 of 3
Date Approved by Board	Board Minute Order dated November 9, 1995 As Amended by Board Minute Order dated July 28, 2005 As Amended by Board Minute Order dated October 27, 2015	

(2) The College shall carry forward from one fiscal year to the next the net balance of unused accumulated leave under the Short Term Military Leave available not to exceed 45 workdays.

(3) The employee who is such a member of the armed forces, or a member of a state or federally authorized urban search and rescue team and who has been ordered to duty by proper authority is entitled, when relieved from duty, to be restored to the position that the employee held when ordered to duty.

The College shall maintain complete and accurate records of the granted and accumulated leave in the employee's personnel file to include the net balance of unused accumulated military leave and the net balance of unused accumulated leave that the individual is entitled to carry forward to the next fiscal year.

Employee Request for Short Term Military Leave

A prior written notification, provided at minimum five business days prior to leave begin date, accompanied by copy of the official military orders must be submitted to the employee's supervisor, appropriate Vice President, and to the Office of Human Resources. Failure to provide the required notice on a timely basis may be grounds for disciplinary action, but shall not be grounds for refusal of the leave.

Unpaid Extended Military Leave

An employee who is drafted or otherwise called to active duty, or who leaves for extended active duty in the military services of the United States during a war or national emergency, shall be granted a military leave without pay for the duration of such war or national emergency after notifying the employee's supervisor, appropriate Vice President, Office of Human Resources, and the President. *Written notification of request for extended military leave shall be provided at minimum five business days prior to leave begin date.* A copy of military orders should be submitted as supporting documentation to the military leave request. Notification of intent to return to the College must be made in accordance with guidelines established in the Uniformed Services Employment and Reemployment Rights Act (USERRA). Such leaves of absence shall not be considered a break in service; however, the employee shall not accrue leave during this period and will be responsible for payment of group health benefit premiums.

~~An employee may take a two week leave of absence per year to perform temporary active duty with Reserve or National Guard units. During such leave of absence and while engaged in the performance of such military duty, the employee will be entitled to receive regular pay for~~

~~Strikethrough denotes deletion~~
Italics denote addition

MANUAL OF POLICY

Title	Military Leave	4317
Legal Authority	Approval of the Board of Trustees	Page 3 of 3
Date Approved by Board	Board Minute Order dated November 9, 1995 As Amended by Board Minute Order dated July 28, 2005 <i>As Amended by Board Minute Order dated October 27, 2015</i>	

~~required military training periods up to a maximum of two weeks. A prior written notification of intent to perform this two week duty must be submitted to the employee's supervisor, appropriate Vice President, and to the Office of Human Resources. A copy of the official military orders must be attached. If orders are not provided, leave will not be approved. Such leave of absence shall not be considered a break of service.~~

~~Strikethrough denotes deletion~~
Italics denote addition

MANUAL OF POLICY

Title **Rights of Nursing Mothers to Express Breast Milk in the Workplace** **4321**

Legal Authority **Approval of the Board of Trustees**

Date Approved by Board **Board Minute Order dated October 27, 2015**

The College complies with State and Federal Laws regarding the right of nursing mothers to express breast milk in the workplace. These State and Federal laws include the Texas Health & Safety Code, Chapter 165; the United State Code, as amended by the Patient Protection and Affordable Care Act, Title 29, Chapter 8 (Fair Labor Standards Act of 1938), Section 207(r); and the Texas Government Code, Chapter 619.

The College supports the rights of nursing mothers in the workplace. The College shall provide an employee a reasonable break time and a reasonable space for the employee to express breast milk for up to one year from the child's birth. Requests for extensions to the one-year provision will be considered on a case by case basis.

The College shall provide a space reasonably accessible to the employee, except a bathroom, which is shielded from view and free from intrusion by the employee's co-workers or by the public.

The College shall provide a break time to the employee, reasonably sufficient to accommodate the employee's particular need to express breast milk.

The employee shall submit a written request for the accommodation to express milk from the Office of Human Resources. The written request shall be submitted at least two weeks prior to the accommodation being required.

Procedures to implement this policy shall be developed by the Office of Human Resources and approved by the President.

MANUAL OF POLICY

<i>Title</i>	<i>Donation of Sick Leave</i>	<i>4322</i>
<i>Legal Authority</i>	<i>Approval of the Board of Trustees</i>	
<i>Date Approved by Board</i>	<i>Board Minute Order dated October 27, 2015</i>	

The College complies with House Bill 1771, 84th Legislature, effective September 1, 2015. The employees may voluntarily donate sick leave hours to another employee. A sick leave donation made specifically to benefit another employee should not be confused with an employee's donation of accrued sick leave hours to the sick leave pool.

The sick leave donation policy is intended to benefit those employees who have exhausted all accrued sick leave entitlement including any amounts from the College's sick leave pool. The additional donation granted by one employee to another allows the employee on sick leave to remain on paid leave status during a recovery from an illness or injury. Employees may also use donated sick leave in order to care for eligible immediate family members.

The employee may not provide or receive remuneration or a gift in exchange for sick leave donation.

Donated sick leave will be used in accordance with Policy 4308 Sick Leave, with the exception that donated sick leave hours cannot be used for Employee Retirement System of Texas credit.

The President or designee has the authority and responsibility, with the appropriate participation of the faculty and staff, to develop and administer guidelines and procedures for the donation of sick leave, which is maintained by the Office of Human Resources.

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.

2013 BOND CONSTRUCTION PROGRAM PROGRESS REPORT - October 6, 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	Schematic Approval	30%	60%	95%	100%	B&A Review	Board Approval	30%	50%	75%			95% Substantial Comp	100%
Pecan Campus																		
	North Academic Building																PBK Architects	D. Wilson Construction
	South Academic Building																BSA Architects	D. Wilson Construction
	STEM Building																BSA Architects	D. Wilson Construction
	Student Activities Building and Cafeteria																Warren Group Architects	D. Wilson Construction
	Thermal Plant Expansion																Hallif Associates	D. Wilson Construction
	Parking and Site Improvements																PCE	D. Wilson Construction
Mid Valley Campus																		
	Health Professions and Science Building																ROFA Architects	Skanska USA
	Workforce Training Center Expansion																EGV Architects	Skanska USA
	Library Expansion																Mata + Garcia Architects	Skanska USA
	Student Services Building Expansion																ROFA Architects	Skanska USA
	Thermal Plant																DBR Engineering	Skanska USA
	Parking and Site Improvements																Hallif Associates	Skanska USA
Technology Campus																		
	Southwest Building Renovation																EGV Architects	ECON Construction
	Parking and Site Improvements																Hinojosa Engineering	ECON Construction
Nursing and Allied Health Campus																		
	Campus Expansion																ERO Architects	D. Wilson Construction
	Parking and Site Improvements																R. Gutierrez Engineers	D. Wilson Construction
Starr County Campus																		
	Health Professions and Science Building																Mata + Garcia Architects	D. Wilson Construction
	Workforce Training Center Expansion																EGV Architects	D. Wilson Construction
	Library																Mata + Garcia Architects	D. Wilson Construction
	Student Services Building Expansion																Mata + Garcia Architects	D. Wilson Construction
	Student Activities Building Expansion																Mata + Garcia Architects	D. Wilson Construction
	Thermal Plant																Sigma HN Engineers	D. Wilson Construction
	Parking and Site Improvements																Melden & Hunt Engineering	D. Wilson Construction
Regional Center for Public Safety Excellence - Pharr																		
	Training Facility																TBD	TBD
	Parking and Site Improvements																TBD	TBD
STC La Joya Teaching Site (Jimmy Carter ECHS)																		
	Training Labs Improvements																EGV Architects	TBD

SOUTH TEXAS COLLEGE

2013 BOND CONSTRUCTION PROGRAM UPCOMING TIMELINE

Facilities Committee Meeting

October 6, 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)	Update (No Action)	Update (No Action)	Update (No Action)	Update (No Action)
1	Update (No Action)	Update (No Action)	Update (No Action)	Update (No Action)	Update (No Action)
2	Schematic Design Approval	Schematic Design Approval	Schematic Design Approval	Schematic Design Approval	Schematic Design Approval
3		Pecan Campus Thermal Energy Plant – Partial GMP		Nursing & Allied Health Thermal Energy Engineer Selection	Pecan Campus Thermal Plant Expansion GMP Approval
4				Chiller Procurement	Wage Scale Determination
5				Additional Services – MVC Library Renovation	FF&E RFQ Solicitation
6					
7					
8					
9					
10					

Board Approval

OPERATIONAL ITEMS

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

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

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

INFORMATION & PRESENTATION ITEMS

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

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

Review and Action as Necessary on Vendor Reference Process for Request for Construction Proposals and Request for Qualifications

Review and action on the process to evaluate vendor references for Requests for Construction Proposals and Requests for Qualifications for architects and engineers is requested.

Purpose

To review the current vendor reference process and to propose an updated vendor reference process for Requests for Construction Proposals and Requests for Qualifications for architects and engineers.

The non-bond construction evaluation committee will consist of members from the following departments: Facilities Planning and Construction, Facilities Maintenance and Operations, Purchasing, and Project Architect or Engineer. The Bond construction evaluation committee will include the above members and representatives from the Construction Program Manager for the bond program, Broaddus and Associates.

The current process for the evaluation of construction vendor references:

#	Vendor Reference Process	Department
1	The request for proposal or qualification requires a minimum of five (5) reference to be submitted	RFP/RFQ
2	The Purchasing Department contacts the references with a phone call and/or via email	Purchasing
3	The references complete each question with a rating and are provided a comments section	Purchasing
4	All responses are returned by the reference via fax or email	Purchasing
5	Reference ratings are averaged from all references received for each firm to arrive at the reference score.	Purchasing
6	The reference score is used as one of the evaluation criteria	Committee

The current process is designed to have each reference indicate to South Texas College how well the company performed for them by providing a numerical score to that performance. This made the factor more objective by removing the wide disparity in the interpretation of comments by each evaluator.

Other community colleges were surveyed and it was found that the following methods are utilized to evaluate references: numerical score and comments, comments only, or references are requested but are not contacted.

The proposed evaluation process for vendor references is as follows:

#	Vendor Reference Process	Department
1	Request 5 minimum to 10 maximum references per construction proposal or request for qualifications	RFP/RFQ
2	Develop the vendor reference questions project specific (proposal or qualifications)	Purchasing Department/Planning and Construction
3	Purchasing Department will contact the references and document responses	Purchasing Department
4	A minimum of four (4) responses will be collected from the vendor references.	Purchasing Department
5	All comments received from all references will be shared with the proposal or qualification evaluation committee for evaluation purposes.	Purchasing Department and Evaluation Committee
6	The evaluation committee members will review the comments provided by each reference and each evaluator will interpret the comments according to his/her own discretion and evaluate accordingly.	Evaluation Committee

Justification and Benefit

This proposed process will allow each evaluator to review and interpret the comments to provide points for this part of the evaluation criteria.

The Facilities Committee recommended Board approval of the proposed process to evaluate vendor references for Request for Construction Proposals and Requests for Qualifications for architects and engineers as presented.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize the proposed process to evaluate vendor references for Request for Construction Proposals and Requests for Qualifications for architects and engineers 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 process to evaluate vendor references for Request for Construction Proposals and Requests for Qualifications for architects and engineers as presented.

Approval Recommended:

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

Review and Action as Necessary on Solicitation of Request for Proposals (RFP) for Owner Procurement of Thermal Energy Plant Chillers for 2013 Bond Construction Projects

Approval to solicit for Request for Proposals (RFP) for Owner Procurement of Thermal Energy Plant Chillers for the 2013 Bond Construction program is requested.

Purpose

The design process is proceeding on all the Thermal Energy Plants for each respective campus with the exception of Nursing and Allied Health Campus which will commence once the Mechanical Electrical Plumbing (MEP) Engineering firm is selected as Engineer of Record. As part of design process, it is the intent of South Texas College Facilities Operations & Maintenance Department to standardize manufactured equipment which would allow for consistent operations and maintenance procedures.

Justification

In addition to the standardization of having one chiller manufacturer, the consolidation of all required chillers will provide South Texas College considerable savings as part of volume procurement. This procurement will allow the College to identify the best value respondent based on criteria established within the Request for Proposals. The selection will be based on:

- 1) Cost,
- 2) Energy Efficiency,
- 3) Service Commitment,
- 4) Delivery Capability,
- 5) Warranty,
- 6) Refrigerant Life Cycle, and
- 7) References.

The selection committee will consist of STC staff, Broaddus & Associates representatives, and the three MEP Engineering firms assigned to each respective campus for the thermal energy plant designs.

Background

As previously authorized by the Board of Trustees, three MEP Engineers have been executing the design for Thermal Energy Plants for Pecan, Mid Valley, and Starr County Campuses. The intent is to standardize equipment for maintenance and at the same time provide value for procurement of this equipment. These procurement funds are part of the 2013 Bond Construction Program.

Enclosed Documents

A schedule of water cooled chillers for various campuses is enclosed for the Board's review.

Presenters

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

The Facilities Committee recommended Board approval to solicit Request for Proposals (RFP) for Owner Procurement of Thermal Energy Plant Chillers for the 2013 Bond Construction program as presented.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize the solicitation of Request for Proposals (RFP) for Owner Procurement of Thermal Energy Plant Chillers for the 2013 Bond Construction program 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 solicitation of Request for Proposals (RFP) for Owner Procurement of Thermal Energy Plant Chillers for the 2013 Bond Construction program as presented.

Approval Recommended:

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

STC - MID VALLEY CAMPUS - WATER COOLED CHILLER SCHEDULE					
GENERAL	MARK	CH-1	CH-2	CH-3	CH-4
	COOLING CAPACITY (TONS)	600	600	600	600
	MAX RATED NPLV kW/ton	0.334	0.334	0.334	0.334
	VOLT/PHASE/CYCLES	480/3/60	480/3/60	480/3/60	480/3/60
	MCA (AMPS)	460	460	460	460
	MOCP (AMPS)	800	800	800	800
EVAPORATOR	WATER FLOW (GPM)	854	854	854	854
	EWT (°F)	56	56	56	56
	MIN TUBE THICKNESS (IN)	0.025	0.025	0.025	0.025
	LWT (°F)	42	42	42	42
CONDENSER	WATER FLOW (GPM)	1405	1405	1405	1405
	EWT (F)	85	85	85	85
	MIN TUBE THICKNESS (IN)	0.028	0.028	0.028	0.028
	LWT (F)	95	95	95	95
DESIGN BASIS	MANUFACTURER	YORK	YORK	YORK	YORK
	MODEL	YMC2	YMC2	YMC2	YMC2
	OPERATING WEIGHT (LBS)	26,745	26,745	26,745	26,745
	NOTES:				

1. PROVIDE UNIT MOUNTED AFD (VFD) WITH ACTIVE HARMONIC FILTERS PER IEEE 519.
2. PROVIDE UNIT WITH DDC INTERFACE LON OR BACNET.

** PRODUCT INFORMATION PROVIDED BY DBR ENGINEERING.

STC - STARR COUNTY CAMPUS - WATER COOLED CHILLER SCHEDULE				
GENERAL	MARK	CH-1	CH-2	CH-3
	COOLING CAPACITY (TONS)	500	500	500
	MAX RATED NPLV kW/ton	0.327	0.327	0.327
	VOLT/PHASE/CYCLES	460/3/60	460/3/60	460/3/60
	REFRIGERANT	R-134A	R-134A	R-134A
	MCA (AMPS)	489	489	489
	MOCP (AMPS)	683	683	683
EVAPORATOR	WATER FLOW (GPM)	1000	1000	1000
	EWT (F)	43	43	43
	LWT (F)	55	55	55
CONDENSER	WATER FLOW (GPM)	1500	1500	1500
	EWT (F)	85	85	85
	LWT (F)	95	95	95
DESIGN BASIS	MANUFACTURER	DAIKIN	DAIKIN	DAIKIN
	MODEL	WME-500	WME-500	WME-500
	OPERATING WEIGHT (LBS)	16,928	16,928	16,928

NOTES:

1. PROVIDE SINGLE POINT POWER WITH NON-FUSED DISCONNECT
2. ALL CHILLERS TO BE PROVIDED WITH 3/4" THERMAL INSULATION ON COLD SURFACES
3. PROVIDE WITH BACKNET IP WITH ETHERNET COMMUNICATION CARD.
4. PROVIDE CHILLERS WITH FACTORY VFD'S.
5. PROVIDE FACTORY RUN TEST, FACTORY START-UP AND 5 YR WARRANTY ENTIRE UNIT PARTS, LABOR AND REPLACEMENT REFRIGERANT WARRANTY. START-UP AND WARRANTY TO BE EXECUTED BY A FACTORY SERVICE EMPLOYEE, NOT AN "AUTHORIZED AGENT/REPRESENTATIVE."
6. PROVIDE THERMAL DISPERSION TYPE WATER FLOW INDICATORS
7. PROVIDE .028" COPPER TUBES IN EVAPORATOR AND .035" COPPER TUBES IN CONDENSER
8. CHILLER SHALL UNLOAD TO 25% WITH 78F CONDENSER WATER

** PRODUCT INFORMATION PROVIDED BY SIGMA ENGINEERING.

STC - PECAN CAMPUS - WATER COOLED CHILLER SCHEDULE			
GENERAL	MARK	CH-4	CH-5
	COOLING CAPACITY (TONS)	940	940
	MAX RATED NPLV kW/ton	0.533	0.533
	VOLT/PHASE/CYCLES	460/3/60	460/3/60
	REFRIGERANT	R-134a	R-134A
	MCA (AMPS)	913	913
	MOCP (AMPS)	1600	1600
EVAPORATOR	WATER FLOW (GPM)	1880	1880
	EWT (F)	55	55
	LWT (F)	43	43
CONDENSER	WATER FLOW (GPM)	2820	2820
	EWT (F)	85	85
	LWT (F)	94.2	94.2
DESIGN BASIS	MANUFACTURER	YORK	YORK
	MODEL	YK	YK
	OPERATING WEIGHT (LBS)	16,928	16,928

NOTES:

1. ALL CHILLERS TO BE PROVIDED WITH 3/4" THERMAL INSULATION ON COLD SURFACES.
2. PROVIDE THERMAL DISPERSION TYPE WATER FLOW INDICATORS.
3. PROVIDE WITH BACNET IP WITH ETHERNET COMMUNICATION CARD.
4. PROVIDE .028" COPPER TUBES IN EVAPORATORS AND .035" COPPER TUBES IN CONDENSER.
5. PROVIDE CHILLERS WITH FACTORY VFD.
6. PROVIDE SINGLE POINT POWER WITH NON-FUSED DISCONNECT.]
7. CHILLER SHALL UNLOAD TO 25% WITH CONSTANT 85F CONDENSER WATER.

** PRODUCT INFORMATION PROVIDED BY HALFF ASSOCIATES.

STC - NURSING ALLIED HEALTH SERVICES - WATER COOLED CHILLER SCHEDULE

STC - NURSING ALLIED HEALTH SERVICES - WATER COOLED CHILLER SCHEDULE			
GENERAL	MARK	CH-1	CH-2
	COOLING CAPACITY (TONS)	500	500
	MAX RATED NPLV kW/ton	INFORMATION NOT YET ESTABLISHED	
	VOLT/PHASE/CYCLES		
	REFRIGERANT		
	MCA (AMPS)		
	MOCP (AMPS)		
EVAPORATOR	WATER FLOW (GPM)	INFORMATION NOT YET ESTABLISHED	
	EWT (F)		
	LWT (F)		
CONDENSER	WATER FLOW (GPM)	INFORMATION NOT YET ESTABLISHED	
	EWT (F)		
	LWT (F)		
DESIGN BASIS	MANUFACTURER	YORK	YORK
	MODEL		
	OPERATING WEIGHT (LBS)		

NOTES:

**SUFFICIENT INFORMATION HAS NOT YET BEEN ESTABLISHED FOR THIS PARTICULAR PROJECT SINCE A DESIGN TEAM HAS NOT BEEN OFFICIALLY AWARDED THIS PROJECT.

Review and Action as Necessary 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 is requested.

Purpose

Mechanical, Electrical, Plumbing (MEP) professional engineering services are necessary for design and construction administration services for the thermal energy plant project. The engineering scope of work includes, but is not limited to, design, analysis, preparation of plans and specifications, permit applications, construction administration, and inspection for the thermal plant.

Justification

This thermal energy plant project will provide heating, ventilation, and air conditioning (HVAC) systems for the existing facilities located on the South Texas College Nursing & Allied Health Campus as well as for the new 2013 Bond Construction Nursing & Allied Health Campus expansion project.

The current HVAC systems in the existing buildings are air cooled chiller systems and are near their “end of useful life” periods and scheduled to be replaced. The proposed thermal plant will be designed as a water cooled chiller system servicing all three buildings.

The 2013 Bond Nursing & Allied Health Campus Expansion project budget will include:

- HVAC system within the building
- Chilled water piping extending to the new proposed thermal plant

The proposed Nursing & Allied Health Thermal Plant project budget will include:

- New thermal plant facility
- New water cooled chillers
- New cooling towers
- New piping to the existing buildings
- Retrofitting of the existing system to accept the new thermal plant system
- Removal and salvaging of existing air cooled chillers

Background

On August 3, 2015, STC began soliciting MEP engineering qualifications for the purpose of selecting a firm to prepare the necessary plans for the thermal plant. A total of eight (8) firms received a copy of the RFQ and a total of five (5) firms submitted their responses on August 19, 2015.

On September 10th, 2015, the Facilities Committee recommended a vendor reference process which staff has followed and completed. The evaluation committee has evaluated a minimum of four references as directed by the Facilities Committee. The comments received from each reference were provided to the evaluation committee and evaluated by each member of the evaluation committee.

Funding Source

Funds for these expenditures are budgeted in the non-bond construction budget for FY 2015-2016.

Enclosed Documents

A site plan indicating the location of the proposed thermal plant is enclosed. STC staff members completed evaluations for the firms and prepared the enclosed scoring and ranking summary. A blank evaluation form and a blank vendor reference form are also enclosed for the Board's review.

The Facilities Committee recommended Board approval to contract mechanical, engineering, and plumbing (MEP) engineering services with Halff Associates for preparation of plans for the Nursing & Allied Health Campus Thermal Plant project as presented.

Recommendation:

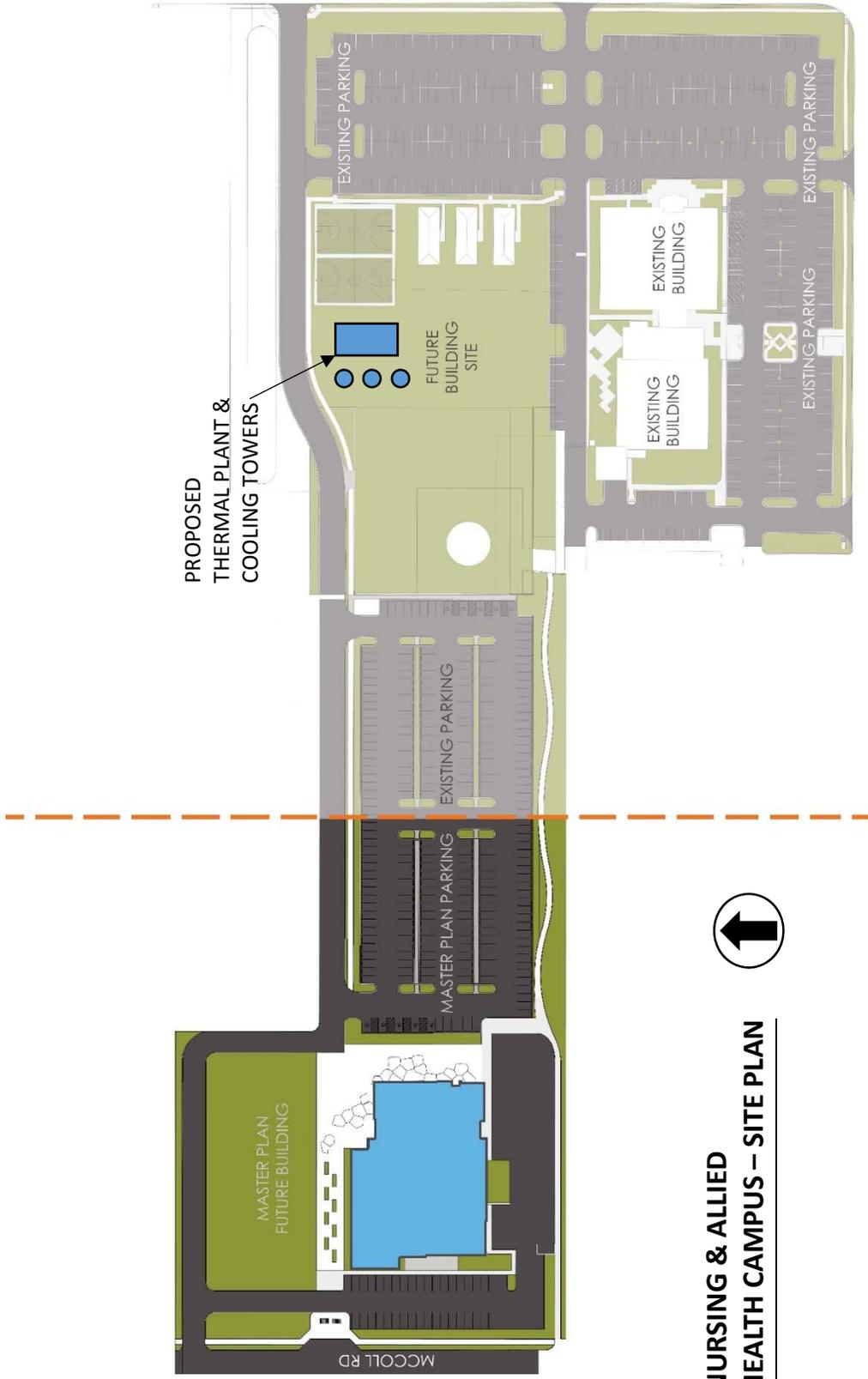
It is recommended that the Board of Trustees of South Texas College approve and authorize contracting mechanical, engineering, and plumbing (MEP) engineering services with Halff Associates for preparation of plans for the Nursing & Allied Health Campus Thermal Plant project as presented.

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

The Board of Trustees of South Texas College approves and authorizes contracting mechanical, engineering, and plumbing (MEP) engineering services with Halff Associates for preparation of plans for the Nursing & Allied Health Campus Thermal Plant project as presented.

Approval Recommended:

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



**NURSING & ALLIED
HEALTH CAMPUS – SITE PLAN**

**SOUTH TEXAS COLLEGE
MECHANICAL, ELECTRICAL, AND PLUMBING ENGINEERING SERVICES
PROJECT NO. 15-16-1015**

VENDOR	DBR Engineering Consultants, Inc.	Ethos Engineering	Halif Associates, Inc.	MEP Solutions Engineering, PLLC.	Sigma HN Engineers, PLLC.
ADDRESS	200 S. 10th St Ste 901 McAllen, TX 78501	119 W. Van Buren Ave Ste 101 Harlingen, TX 78550	5000 W. Military Ste. 100 McAllen, TX 78503	600 E. Beaumont Ave Ste 2 McAllen, TX 78501	701 S. 15th St. McAllen, TX 78501
CITY/STATE/ZIP	McAllen, TX 78501	Harlingen, TX 78550	McAllen, TX 78503	McAllen, TX 78501	McAllen, TX 78501
PHONE	956-683-1640	956-230-3435	956-664-0286	956-664-2727	956-332-3206
FAX	956-683-1903	956-720-0830	956-664-0282	956-664-2726	956-687-5561
CONTACT	Edward Puentes	Cesar Gonzalez	Menton Murray III	Luis Javier Pena	Jesus Gabriel Hinojosa
3.1 Statement of Interest					
3.1.1 Statement of Interest on projects	Pointed out the work the firm has provided for STC recently, including services for a thermal plant at Mid-Valley Campus. Indicated their understanding of STC's need for quick response and attention to detail.	Pointed out the personnel's experience in providing services. Emphasized their familiarity with the campuses, staff and design standards.	Pointed to the firm's work already provided to the college in the past. Added that they have first-hand knowledge of the NAH Campus from the previous projects and the design of MEP systems for the new building at the campus under the 2013 Bond Program.	Pointed out the firm's experience in providing "full service" MEP engineering to governmental entities such as municipalities, universities, healthcare and other educational facilities.	The firm emphasized the experience of the two principals within the firm. They indicated that STC would be working directly with the two principals and pointed out that the firm's size would be better able to meet the needs in a cost-effective manner.
3.1.2 Firm History and Credentials	- Providing services since 1972 - 117 staff member in 5 offices in Texas - 22 licensed engineers - 14 LEED accredited professionals	- 8 full time employees - 2 registered engineers - Firm established in spring of 2014	- Founded in Dallas in 1950 - Has 13 offices in Texas - McAllen office since 1994 - About 550 total staff	- Firm was established in 2007 - Has 5 employees - Staff includes two professional engineers	Established in 2012. Indicated a combined 15 years experience of the two principals. Stated that they have completed over 100 projects with 20 of these for higher education.
3.1.3 Narrative describing firm's qualifications and specialized design experience	Pointed out design work on many thermal plants for educational clients and their current work for STC on a thermal plant project. Also emphasized their hands-on construction administration services and their commissioning services.	Summarized the experience of the three top staff members (20, 25 and 9 years). Emphasized the experience of one of their principals in the design of large central plants and thermal energy storage projects.	Firm stated their familiarity with the existing STC HVAC systems and their distribution systems, and in particular, their design of the system at the Pecan and Starr County campuses.	Pointed out the experience of the two engineers within the firm and the specific experience with the design of various systems, including thermal plants.	Pointed out the work of the two principals on thermal energy projects for STC and various school districts.
3.1.4 Statement of Availability and Commitment of firm, consultants, and key professionals	Indicated that staff are qualified and prepared to dedicate themselves to the project. Pointed to the availability of staff from other offices to assist if needed.	Indicated that they are available as soon as they are awarded and will make the STC project their top priority.	Indicated that the staff identified will be ready and available for the project. They pointed to the depth of staff at their McAllen office and the support from other offices.	Firm did not directly address this section of the RFO, but had indicated that the project manager will dedicate the required time to scheduled milestones.	Indicated that firm has the resources and is prepared to perform work for STC. Listed a staff of seven, including the principals. Stated that they will ensure the necessary resources for the project.
3.2 Prime Firm					
3.2.1 Experience and expertise of principals and key members, including resumes	Included resumes for the following staff: - Edward Puentes, PE, Partner in Charge/Project Manager - Antonio Salazar, Jr., Mechanical Designer - Thomas Raveney, EIT, Electrical Designer - Maritza Garza, EIT, Plumbing Designer	Included resumes for the following staff: - Rajesh Kapleshwari, PE, Principal - Guillermo Quintanilla, Principal - Cesar Gonzalez, PE, Principal	Included resumes for the following staff: - Menton "Trey" Murray III, PE, Project Leader - Robert Tijerina, EIT, HVAC/Plumbing - Hugo H. Avila, PE, HVAC/Plumbing - Tom Dearmin, PE, LEED AP, Electrical - Robert L. Saenz, PE, CFM, Civil Principal - Benjamin E. Macias, PE, Civil Project Manager - Raul Garcia Jr., PE CFM, Drainage/Site Design	Provided resumes for the two professional engineers: - Luis Javier Pena, PE - Abram L. Dominguez, PE	Provided resumes for the two principals: - Jesus Gabriel Hinojosa, PE, LEED AP - Jose Antonio Nicanor, PE, LEED AP
3.2.2 Proposed project assignments, lines of authority, estimated time assignment of personnel	Listed the assignments for the above named staff and the time commitment each will devote to the project.	Indicated the specific duties of all three principals and other staff who will be involved in project. Indicated that the principals will devote from 66% to 100% of their time to the project. Lines of authority are shown in the organization chart submitted.	Showed time assignments for the four top staff member from firm who will be involved in the project. Also included the time assignment by the architect for the project and the Structural design subconsultant.	Statement of project assignments was not submitted, but is shown on the organization chart.	Indicated a 100% time commitment from both principals for the project and provided the time commitments from the five other staff.
3.2.3 Prime Firm's Proximity to College and ability to respond to project needs	Pointed to their McAllen location and that they are only 10 minutes away from the STC Nursing & Allied Health Campus.	Located in Harlingen. Indicate that they are able to respond to calls for meetings in about an hour.	Located in McAllen. Stated that they are 10 minutes away from the STC Nursing and Allied Health Campus.	Located in McAllen and is therefore in close proximity to STC.	Location is in McAllen. Indicated that their office is 2.5 miles from the campus and this means they are five minutes away.
3.2.4. Prime Firm's experience with Building Information Model	Indicated their use of Autodesk Revit since 2006. Stated that their are 80+ projects in which this software has been used and listed several of these projects.	Stated that firm has used BIM models for several years. They added that the firm has the software and design expertise to design the project in an integrated BIM environment.	Indicated that the McAllen team has used BIM on more than 25 projects in the last 5 years. Has designed three water-cooled plants using BIM.	Indicated that firm has used BIM since 2011.	Indicated that the two principals underwent training on Revit in 2011. Currently using BIM software for Starr County Campus thermal plant project and have used on other projects.
3.2.5 Litigation prime firm is involved in	Indicated that there is no past or pending litigation that would affect ability to provide services to STC.	Stated that there is no pending or outstanding litigation against the firm.	Stated that because of the size and the number of projects the firm is involved in, it is occasionally a defendant in litigation, but indicated that there are no present matters that would affect the firm's ability to meet obligations on the project.	Stated that firm is not currently under any litigation.	Indicated that they are not currently involved in litigation that would affect ability to provide services to STC.
3.3 Project Team					
3.3.1 Organization chart with Role of Prime Firm and basic Services consultants	Included organization chart with the staff who will be assigned to project and also included the following subconsultants: - Melden & Hunt - Civil Engineering - Hinojosa Engineering - Structural Engineering - ERO International Architects - Architectural	Included organization chart that showed all firm staff and which included the following subconsultants: - Boulinghouse Simpson Gates Architects - Architect - Green Rubiano & Associates - Structural Engineer - Perez Consulting Engineers - Civil Engineer	Included organization chart with the staff who will be assigned to the project and also included the following subconsultants: - ERO Architects - Architectural - Chanin Engineering - Structural	Organizational chart was included that showed all firm staff with their roles and lines of authority. It did not show any subconsultants.	Organization chart was included showing the primary role of the two principals and which included two subconsultants. The subconsultants are: - Mata Garcia Architects - CLH Engineering
3.4 Representative Projects					

**SOUTH TEXAS COLLEGE
MECHANICAL, ELECTRICAL, AND PLUMBING ENGINEERING SERVICES
PROJECT NO. 15-16-1015**

VENDOR	DBR Engineering Consultants, Inc.	Ethos Engineering	Halif Associates, Inc.	MEP Solutions Engineering, PLLC.	Sigma HN Engineers, PLLC.
3.4.1 Minimum of 5 projects firm has worked on	<ul style="list-style-type: none"> - South Texas College - Mid Valley Campus - Central Thermal Plant (\$3.8 million) - Klein ISD - Klein High School (\$103,548,388) - Rio Grande City CISD - Rio Grande City High School (\$52,268,703) - Blinn College - Chiller Replacement and Central Plant Upgrade (\$585,515) - Laredo Community College - New South Campus (\$32.5 million) 	<ul style="list-style-type: none"> - South Texas ISD - BETA Campus Chiller Replacements (\$1,612,744) - Brownsville ISD - Veterans Memorial High School (\$60,000,000) - Los Fresnos CISD - Los Fresnos United 9th Grade Center (\$50,000) - Valley International Airport - Mechanical Upgrades (\$2,163,395) - Idea Academy - Headquarters Building (\$11,500,000) 	<ul style="list-style-type: none"> - South Texas College - Starr County Campus (\$12 million) - South Texas College - New Thermal Plant and Distribution System (\$4.1 million) - Mission Veterans Memorial High School Phase I & II (\$1.4 million) - San Benito CISD - San Benito High School Renovation (\$5.3 million) - Texas State Technical College - Central Chiller Plant Upgrade (\$8 million) 	<ul style="list-style-type: none"> - Donna ISD - Donna North High School (\$46,500,000) - PSJA ISD - T-STEM Early College High School - Phase I Renovations and Additions (\$8,087,000) - PSJA ISD - T-STEM Early College High School - Phase II (\$9,691,000) - PSJA ISD - Science Lab Classroom Additions (\$7,478,000) - IDEA Academy, (three locations for total of \$12,388,080) 	<ul style="list-style-type: none"> - La Joya ISD - Hidalgo County FEMA Safe Room (\$5.75 million) - STC - Pecan Campus Student Services Building Modifications (\$350,000) - UT-Pan American - NECC/MAGC Chilled Water Piping (\$200,000) - Edinburg CISD - Freddy Gonzalez Elementary School Renovations (\$1.36 million) - South Texas College Starr County Thermal Plant Expansion (\$3.8 million)
3.5 References					
3.5.1 References	<ul style="list-style-type: none"> - Texas State Technical College - UT-Pan American - Texas Southmost College - La Joya ISD - Blinn College - Edinburg CISD - PSJA ISD - City of McAllen - McAllen ISD - Harlingen ISD 	<ul style="list-style-type: none"> - South Texas ISD - Brownsville ISD - Los Fresnos CISD - Valley International Airport - Idea Public Schools 	<ul style="list-style-type: none"> - Texas State Technical College - UT-Pan American - McAllen ISD - La Joya ISD - Mission CISD 	<ul style="list-style-type: none"> - Boullinghouse Simpson Gates Architects - ERO Architects - ROFA Architects - PBK Architects - The Warran Group Architects 	<ul style="list-style-type: none"> - La Joya ISD - UT-RGV - UT - Pan American - Hidalgo County, Precinct 4 - Edinburg CISD - Donna ISD
3.6 Project Execution					
3.6.1 Willingness and ability to expedite services. Ability to supplement production.	Indicated their ability to expedite design services. Reiterated the availability of staff from other office within Texas.	Reiterated their commitment to the project, including commitment by their subconsultants. Stated that they are willing to add more design staff if needed.	Indicated that their staff of 20 at the McAllen office provides a production capacity that no other local firm can match. Also added that staff from other offices are available if needed.	Stated their willingness to expedite design services and construction administration for the project.	Indicated that meeting schedules and accelerated timelines is part of the firm's culture. Stated that they are willing and able to expedite services. Pointed to a proven track record for the two principals.
Total Evaluation Points	550.73	559.81	566.72	504.15	540.97
Ranking	3	2	1	5	4

**SOUTH TEXAS COLLEGE
MECHANICAL, ELECTRICAL, AND PLUMBING ENGINEERING SERVICES
PROJECT NO. 15-16-1015
EVALUATION SUMMARY**

NAME	DBR Engineering Consultants, Inc.	Ethos Engineering	Half Associates, Inc.	MEP Solutions Engineering, PLLC.	Sigma HN Engineers, PLLC.
ADDRESS	200 S 10th St Ste 901	119 W Van Buren Ave Ste 101	5000 W Military Ste 100	600 E Beaumont Ave Ste 2	701 S 15th St
CITY/STATE/ZIP	McAllen, TX 78501	Harlingen, TX 78550	McAllen, TX 78503	McAllen, TX 78501	McAllen, TX 78501
PHONE	956-683-1640	956-230-3435	956-664-0286	956-664-2727	956-332-3206
FAX	956-683-1903	956-720-0830	956-664-0282	956-664-2726	956-687-5561
CONTACT	Edward Puentes	Cesar Gonzalez	Menton Murray III	Luis Javier Pena	Jesus Gabriel Hinojosa
1 3.1 Statement of interest - up to 100 points 3.1.1 Statement of interest on projects 3.1.2 Firm History and Credentials 3.1.3 Narrative describing firm's qualification and specialized design experience 3.1.4 Availability and commitment of firm, consultants and key professionals	86	93	92	84	85
	95	97	98	90	94
	90	85	95	70	85
	91	97	95	80	85
	92	95	95	90	92
	95	94	95	93	93
	85	92	90	76	89
	93	95	95	85	89
	95	85	95	65	80
	93	98	95	95	97
2 3.2 Prime Firm - up to 100 points 3.2.1 Experience and expertise of principles and key members, including resumes 3.2.2 Proposed project assignments, lines of authority, estimated time assignment of personnel 3.2.3 Firm's proximity to college and ability to respond to project needs 3.2.4 Firm's experience with Building Information Modelling 3.2.5 Litigation prime firm is involved in	90	92	94	80	89
	95	95	90	60	89
	95	85	95	65	80
	95	99	96	50	93
	92	95	95	80	92
	94	93	95	92	93
	90	92	94	80	89
	95	95	90	60	89
	95	85	95	65	80
	95	99	96	50	93
3 3.3 Project Team - up to 100 points 3.3.1 Organizational chart showing, the roles of the prime firm and basic services consultants --Name Consultant and provide brief history --Consultant's proposed role in project --Projects Consultant and prime have worked together on in last 5 years --Statement of Consultant's availability for this project --Resumes showing experience and expertise of key individuals	90	92	94	80	89
	95	95	90	60	89
	95	85	95	65	80
	95	99	96	50	93
	92	95	95	80	92
	94	93	95	92	93
	86	90	92	80	84
	90	93	95	85	89
	90	85	95	75	85
	95	97	99	85	93
4 3.4 Representative Projects - up to 100 points 3.4.1 Specific data on 5 representative projects Project name and location, Project owner and contact information, project construction cost, project size in gross square feet, date project was stated and completed, professional services prime firm provided for the project, project manager, project engineer, project designer, names of consultant firms and their expertise and description of BIM processes.	90	95	93.75	90	95
	92.5	95	93.75	95	95
	90	96	94	92	92
	90	99	95	95	95
	92	94	95	89	93
	91	94	93	91	92
	86	92	92	80	84
	95	95	95	95	95
	90	80	90	75	80
	97	99	98	98	95
5 3.5 Five References - up to 100 points 3.5.1 Name Owner and Owner's Representative and phone numbers	90	95	94.08	90	95
	92.5	95	93.75	95	95
	90	96	94	92	92
	90	99	95	95	95
	92	94	95	89	93
	91	94	93	91	92
	86	92	92	80	84
	95	95	95	95	95
	90	80	90	75	80
	97	99	98	98	95
6 3.6 Project Execution - up to 100 points 3.6.1 Willingness and ability to expedite design and construction administration for project.	92	95	94.16	92	92
	95	95	94.16	95	95
	90	80	90	75	80
	97	99	98	98	95
	92	95	95	92	92
	95	95	95	95	95
	86	92	92	80	84
	95	95	95	95	95
	90	80	90	75	80
	97	99	98	98	95
TOTAL EVALUATION POINTS	550.73	559.81	566.72	504.15	540.97
RANKING	3	2	1	5	4

South Texas College
Statement of Qualifications for Mechanical, Electrical and Plumbing Engineering Services
RFQ Evaluations
Project No.

Evaluator:		Criteria Weight	Vendor	Vendor	Vendor	Vendor
CRITERIA						
3.1 Statement of Interest		100				
3.1.1	Statement of interest on projects					
3.1.2	Firm History and credential					
3.1.3	Narrative describing firm's qualification and specialized design experience					
3.1.4	Availability and commitment of firm, consultants and key professionals					
3.2 Prime Firm		100				
3.2.1	Experience and expertise of principles and key members, Including resumes					
3.2.2	Proposed project assignments, lines of authority, estimated time assignment of personnel					
3.2.3	Firm's proximity to college and ability to respond to project needs					
3.2.4	Firm's experience with Building Information Modeling					
3.2.5	Litigation prime firm is involved in					
3.3 Project Team		100				
3.3.1	Organizational chart showing, the roles of the prime firm and basic services consultants					
	Name Consultant and provide brief history					
	Consultant's proposed role in project					
	Projects Consultant and prime have worked together on in last 5 year					
	Statement of Consultant's availability for this project					
	Resumes showing experience and expertise of key individuals					
3.4 Representative Projects		100				
3.4.1	Specific data on 5 representative projects					
	Project name and location					
	Project Owner and contact information					
	Project construction cost					
	Project size in gross square feet					
	Date project was started and completed					
	Professional services prime firm provided for the project					
	Project manager					
	Project engineer					
	Project designer					
	Names of consultant firms and their expertise.					
	Description of BIM processes					
3.5 Five References		100				
3.5.1	Name Owner and Owner's Representative and phone numbers.					
3.6 Project Execution		100				
3.6.1	Willingness and ability to expedite design and construction administration for project.					
TOTAL:		600	0	0	0	0

Reference Questionnaire

Reference for (firm name): _____

Person called: _____

We request your responses to the below questions. Please provide comments.

1. How do you rate the quality of the firm's work?

Comments:

2. Do they have knowledgeable and qualified staff? Please explain.

Comments:

3. How responsive was the firm in addressing any concerns or issues that came up?

Comments:

4. How well did the firm meet schedules?

Comments:

5. Did the firm staff communicate well with your staff? Please explain.

Comments:

6. How well did the firm fulfill contractual obligations from beginning to end of the project?

Comments:

7. Would you recommend them? Please explain.

Comments:

For STC Use:

Person conducting reference check: _____

Date reference questionnaire was conducted or sent: _____

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

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

Purpose

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

Justification

Incorporating the redesign and renovation of the existing Mid Valley Campus library space with the design and construction of the 2013 Bond Construction Program Mid Valley Campus Library Expansion project will provide a comprehensive and functional design to meet present and future student needs. 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 2013 Bond Construction Program Mid Valley Campus Library project is an expansion of the existing library facility. The planning process to incorporate both the renovation and the expansion projects began in 2012.

The existing library facility consists of 24,000 square feet and the proposed 2013 Bond Construction Program Library Expansion space consists of approximately 10,000 additional square feet. Please refer to Exhibit A – Existing Library Plan

Staff has gathered information regarding the integration of the two spaces to function as a cohesive whole, as stated below:

Library functions – Please refer to Exhibit B – Library Flow Diagram

- Changes in library functions and spaces
- Proliferation of mobile technology
- Changes in pedagogy
- Anticipated future enrollment growth

Space adjacencies – Please refer to Exhibit C – Space Adjacency Plan

- Preliminary discussion and development of adjacencies began in 2012
- Library staff gathered data reflecting the level of satisfaction with current library facilities from 2008 to present.
- This data is being utilized by the design team to plan and integrate the existing and proposed library spaces

- 720 Design (library design consultant) was authorized by the STC Board on May 26, 2015 to develop the program and integrate an interior library design concept plan for the new library expansion, as well as, for the existing library building

Preliminary Anticipated Costs – Please refer to Exhibit D – Cost Summary

- Entire renovation project – \$2,200,000
- Phased renovation project – The overall cost will increase by an additional amount of \$63,210 for a total cost of \$2,263,210

Budget Options – Possible options for consideration are:

- Non-bond construction budget
- Possible bond construction project savings

Library Service Continuity – Please refer to Exhibit E – Plan for Continuity for Library Services at Mid Valley Campus

- Anticipated limitation of library services for 6-8 months
- Plan has been developed including the relocation of the Library services to the Center for Learning Excellence Building and the distribution of Library books to other campuses

Current Architect

- 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 Program Mid Valley Campus Library Expansion. On May 26, 2015, the Board approved additional services to Mata Garcia Architect's contract, to allow 720 Design, Inc. to provide an interior library design concept plan for the new library expansion as well as for the existing library building.

Current Construction Manager-at-Risk

- At the April 28, 2015 Board meeting, the Board awarded the Construction Manager-at-Risk contract to Skanska Building USA to provide construction services for the 2013 Bond Construction Program Mid Valley Campus projects.

Anticipated Fees

- Architect fees: approximately 8.25% of construction cost, \$120,000 (negotiable)
- Program Manager fees: None anticipated due to costs being under the 5 % threshold allowed in the contract
- Library consultant fees: Fees are included as part of previously approved additional services with Mata Garcia Architects
- Construction Manager-at-Risk: 3.6% of construction cost, \$52,200

Enclosed Documents

Exhibit A – Existing Library Plan, Exhibit B - Library Flow Diagram, Exhibit C – Space Adjacency Plan, Exhibit D – Cost Summary, Exhibit E – Plan for Continuity for Library Services at Mid Valley Campus

Presenters

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

The Facilities Committee recommended Board approval to incorporate the redesign and renovation of the existing Mid Valley Campus library building with the 2013 Bond Construction Program Mid Valley Campus Library Expansion project at the October 27, 2015, Board meeting.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize incorporating the redesign and renovation of the existing Mid Valley Campus library building with the 2013 Bond Construction Program Mid Valley Campus Library Expansion project at the October 27, 2015, Board meeting.

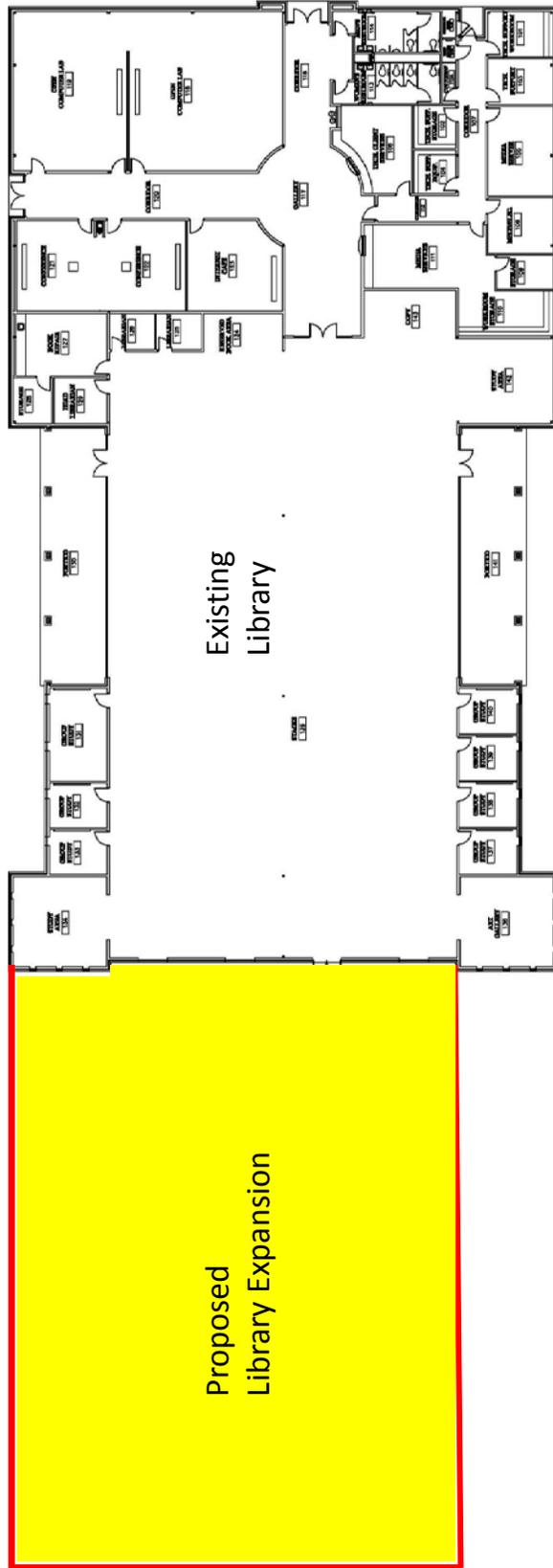
The following Minute Order is proposed for consideration by the Board of Trustees:

The Board of Trustees of South Texas College approves and authorizes incorporating the redesign and renovation of the existing Mid Valley Campus library building with the 2013 Bond Construction Program Mid Valley Campus Library Expansion project at the October 27, 2015, Board meeting.

Approval Recommended:

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

Exhibit A - Existing Library Plan

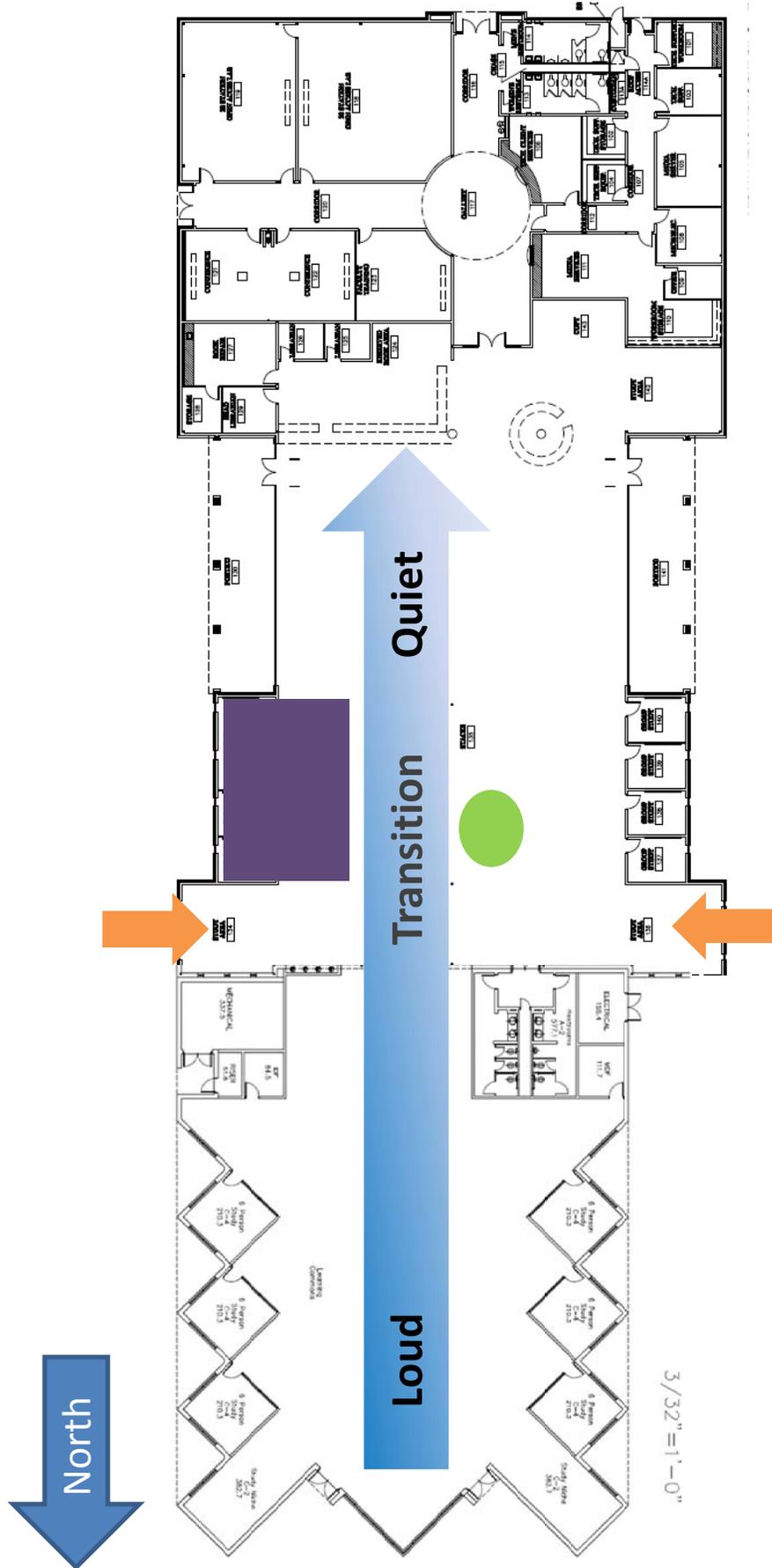


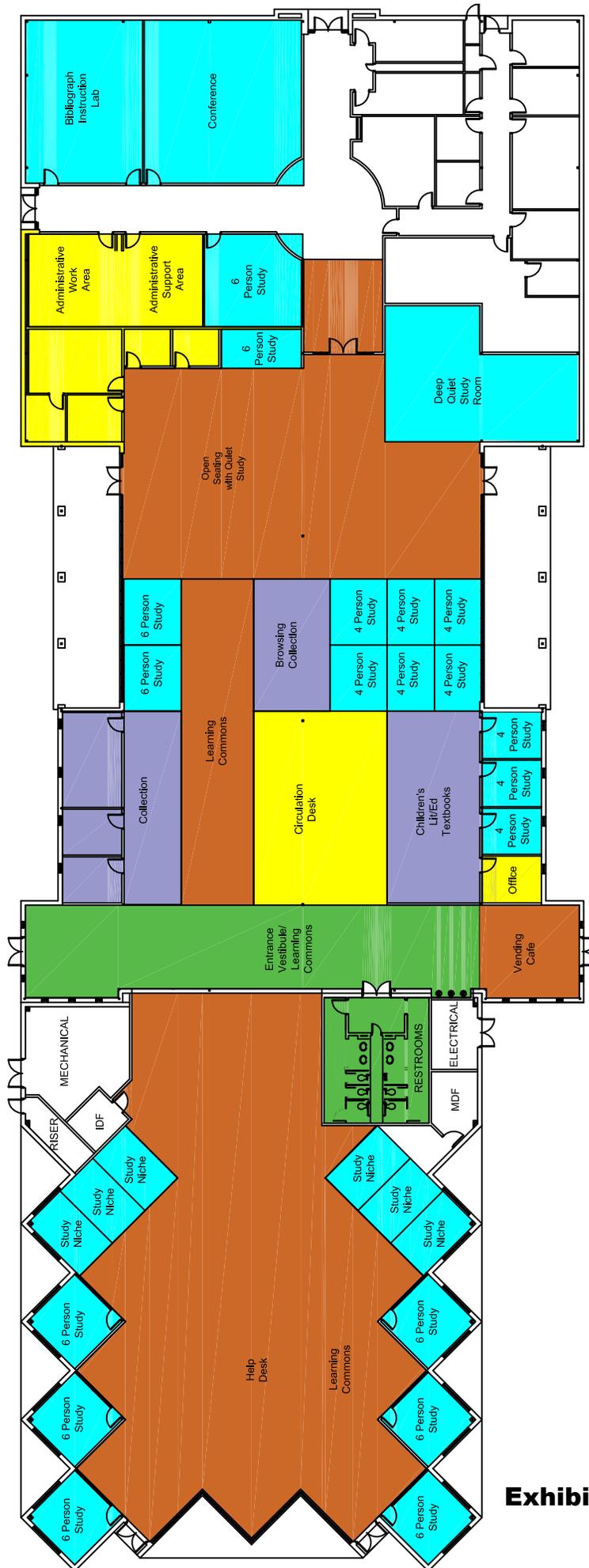
MID VALLEY CAMPUS
LIBRARY EXPANSION – BLDG E



Mid Valley Campus Library Concept: Learning on Display

Exhibit B - Library Flow Diagram





Mid-Valley Campus Library
Space Adjacency Plan

Exhibit C - Space Adjacency Plan

Exhibit D - Cost Summary

**South Texas College
MVC Library Renovation Non-Bond
Opinion of Probable Project Costs**

Construction Project Description	Square Feet	Construction	Design	FFE	Technology	Security	Contingency	Miscellaneous	Program Management	Total Cost
<i>Mid Valley Campus</i>										
Renovation of Existing Library Space	15,555	1,450,000	119,600	425,000	75,000	20,000	72,500	2,000	0	2,164,100
Phase I	10,000	1,028,600	84,850	300,000	35,000	15,000	51,430	1,500		1,516,380
Phase II	3,000	176,000	14,520	35,000	20,000	0	8,800	1,500		255,820
Phase III	1,800	182,400	15,040	80,000	10,000	0	9,120	1,500		298,060
Alt. Art Gallery	755	63,000	5,190	10,000	10,000	5,000	3,150	1,500		97,840
Total	15,555	1,450,000	119,600	425,000	75,000	20,000	72,500	6,000	0	2,168,100

Additional construction costs for project if phased separately such as mobilization and inflation

63,210.00

Exhibit E
Plan for Continuity of Mid-Valley Library Services:

Anticipated Length of Service Limitation: 8-12 months

Library Staff:

- Library Staff will operate out of the CLE in Building A.

Library Collection

- A small collection of the most-circulated books will be housed in the CLE with the Library for quick access and checkout. Other books will be redistributed to other campuses or stored.
- Items from other campuses will be available through intra-campus loan with a turnaround time of one business day.

Study Space:

- The CLE has limited study rooms and study space for students to use during the closure of the library.
- Librarians and other staff will be available to assist students with searching for electronic resources and other library related questions.

Library Open Computers:

- The south end of the existing library, with the open computer labs, will remain open during the construction and initial renovations.
- Building G, Room 207, and Building A, Room 105, can be used for additional open computer lab space if needed.

Library Art Gallery

- The Library Art Gallery will be temporarily relocated to another location on campus, most likely the lobby of Building G.

Review and Action as Necessary on Increased Design Services for Mata Garcia Architects to Incorporate the Redesign of the Existing Library Building with the 2013 Bond Construction Program Mid Valley Campus Library Expansion Project

Approval to increase design services with Mata Garcia Architects to incorporate the redesign of the existing library building with the 2013 Bond Construction Program Mid Valley Campus Library Expansion project, is requested.

Purpose

Authorization is being requested to increase design services for Mata Garcia Architects to incorporate the redesign of the existing library building with the 2013 Bond Construction Program Mid Valley Campus Library Expansion project.

Justification

Incorporating the redesign of the existing library space with the design of the 2013 Bond Construction Program Mid Valley Campus Library Expansion project will provide a comprehensive and functional design to meet student present and future needs. The schematic 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. The current architect authorized to design the 2013 Bond Construction Program Mid Valley Library Expansion is familiar with the conditions of the existing library and how the library should function with the design of the expansion.

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 the schematic design for the 2013 Bond Construction Program Mid Valley Campus Library Expansion. On May 26, 2015, the Board approved additional services to Mata Garcia Architect's contract, to allow 720 Design, Inc. to provide an interior library design concept plan for the new library expansion as well as for the existing library building.

Based on the current adjacency designs being developed by 720 Design, Inc., Broaddus & Associates, Facilities Planning & Construction, and STC library staff recognize the efficient value in incorporating the architectural services of the existing library space with the proposed expansion of the library by using the same architectural design team.

The proposed fees for Mata Garcia Architects to provide the increased design services are estimated to be approximately \$120,000. This fee may be adjusted based upon the estimated construction cost and negotiated percentage fee to perform the design services. Broaddus & Associates and STC staff will work with the architects to define the project scope and negotiate a percentage fee for the architectural services.

Presenters

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

The Facilities Committee recommended Board approval to increase design services with Mata Garcia Architects to incorporate the redesign of the existing library building with the 2013 Bond Construction Program Mid Valley Campus Library Expansion project at the October 27, 2015, Board meeting.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize increasing design services with Mata Garcia Architects to incorporate the redesign of the existing library building with the 2013 Bond Construction Program Mid Valley Campus Library Expansion project at the October 27, 2015, Board 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 increasing design services with Mata Garcia Architects to incorporate the redesign of the existing library building with the 2013 Bond Construction Program Mid Valley Campus Library Expansion project at the October 27, 2015, Board meeting.

Approval Recommended:

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

Review and Action as Necessary on Schematic Design of the 2013 Bond Construction Program Mid Valley Campus Parking and Site Improvements

Approval of schematic design by Halff Associates for the 2013 Bond Construction Program Mid Valley Campus Parking and Site Improvements project 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, Halff Associates will proceed to prepare all necessary design development drawings and specifications in preparation for the construction documents phase using STC design standards as well as all applicable codes and ordinances. The phases of a construction project are as follows: 1.) Schematic Design, 2.) Design Development, 3.) Construction Documents, 4.) Guaranteed Maximum Price, 5.) Construction, and 6.) Closeout

The Construction Manager-at-Risk provides preconstruction services during the design processes leading to the construction phase. A Guaranteed Maximum Price (GMP) will then be developed and will be presented to the Facilities Committee for review at a future date.

Background

As previously authorized by the Board of Trustees, Halff Associates began working with Broaddus & Associates, Facilities Planning & Construction, and STC staff to develop parking and site plans. The proposed Mid Valley Campus Parking and Site Improvements project is part of the 2013 Bond Construction Program and includes the following scope:

- **Engineer**
 - Halff Associates

- **Construction Manager-at-Risk**
 - Skanska USA Building

- **Construction Cost Limitation (CCL)**
 - \$2,000,000

- **Program Scope**
 - 154 Parking Spaces
 - Drives and Sidewalks
 - Infrastructure Improvements
 - Landscaping and Irrigation
 - Grading

Funding Source

The current Construction Cost Limitation (CCL) is \$2,000,000 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, Technology Resources departments, and Campus Coordinator.

Enclosed Documents

Halff Associates has developed a schematic presentation describing the proposed design. Enclosed are drawings of the site plans.

Presenters

Halff Associates has developed a schematic presentation describing the proposed design. Representatives from Broaddus & Associates and Halff Associates will be present at the Board meeting to present the schematic design of the proposed parking and site improvements.

The Facilities Committee recommended Board approval of the proposed schematic design by Halff Associates for the 2013 Bond Construction Program Mid Valley Campus Parking and Site Improvements project as presented.

Recommendation:

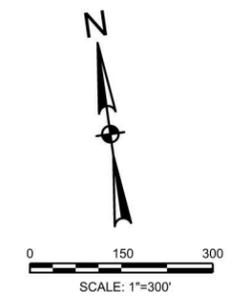
It is recommended that the Board of Trustees of South Texas College approve and authorize the proposed schematic design by Halff Associates for the 2013 Bond Construction Program Mid Valley Campus Parking and Site Improvements project as presented.

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 proposed schematic design by Halff Associates for the 2013 Bond Construction Program Mid Valley Campus Parking and Site Improvements project as presented.

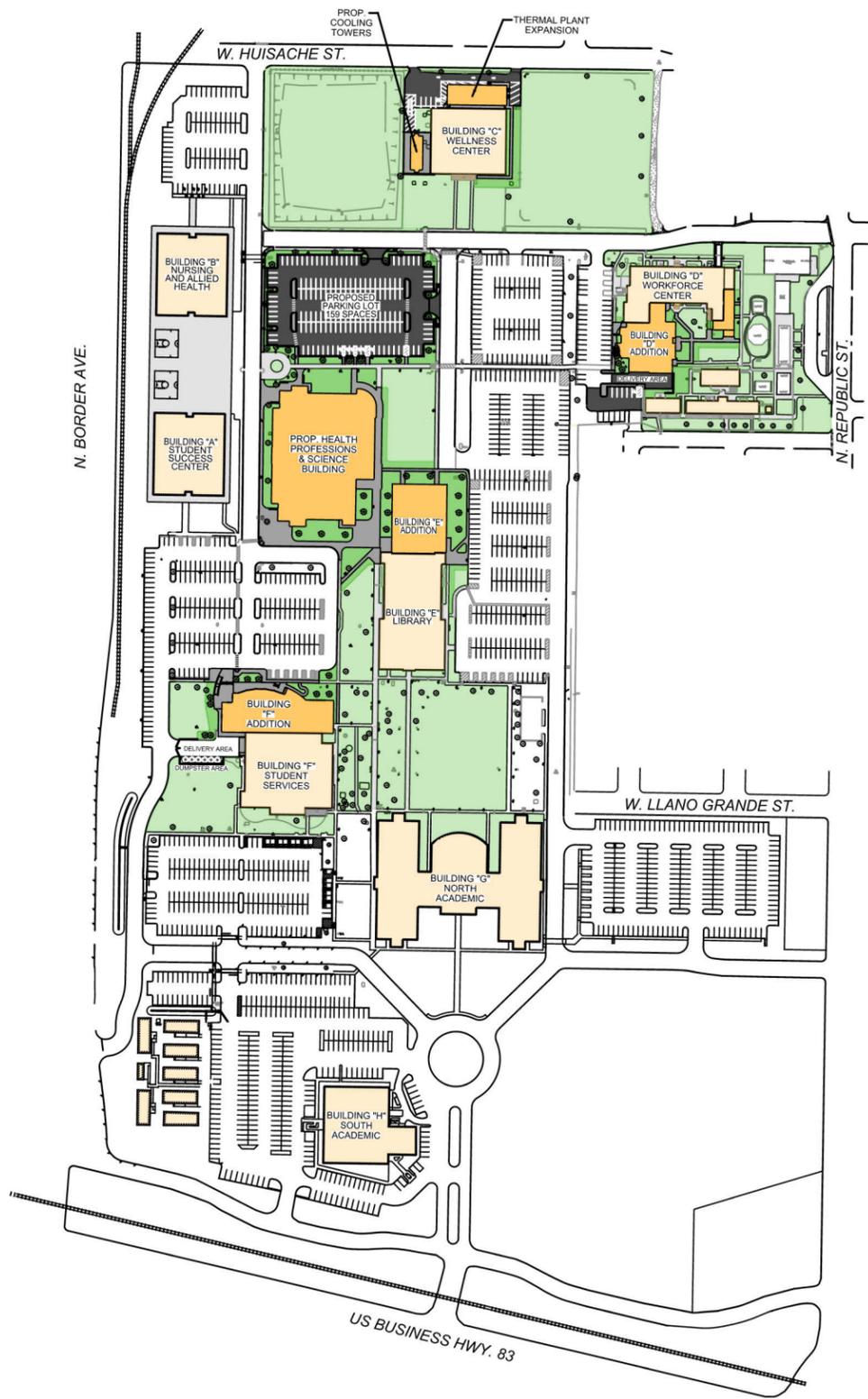
Approval Recommended:

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

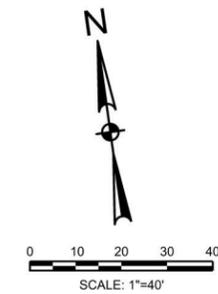
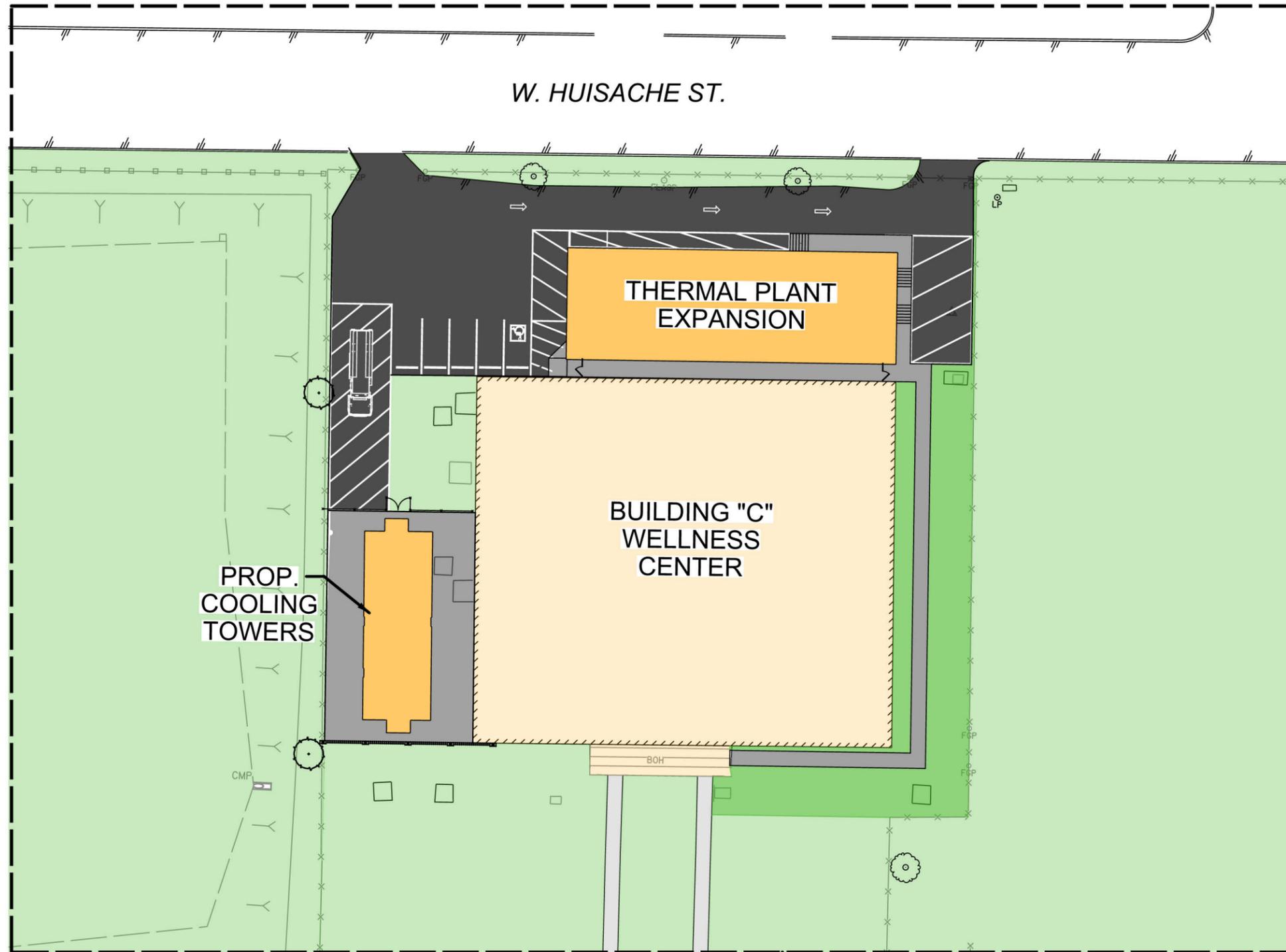


LEGEND

PROPOSED	EXISTING	
		BUILDING
		SIDEWALKS
		LANDSCAPE AREA
		PAVING
		TREES



OVERALL SITE PLAN



LEGEND

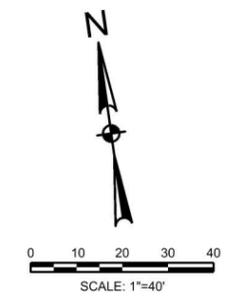
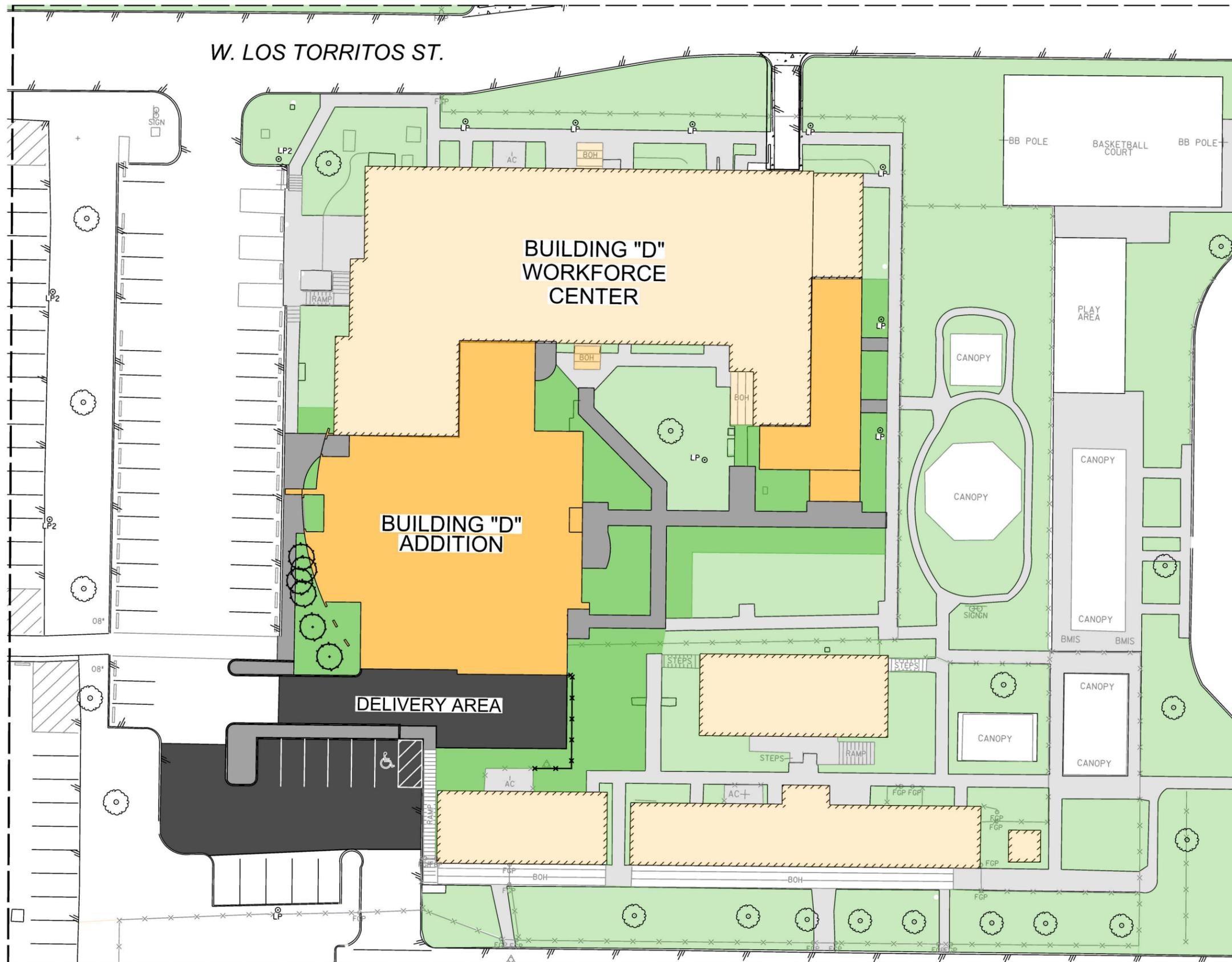
PROPOSED	EXISTING	
		BUILDING
		SIDEWALKS
		LANDSCAPE AREA
		PAVING
		TREES



SOUTH TEXAS COLLEGE
 MID VALLEY CAMPUS
 SITE IMPROVEMENTS

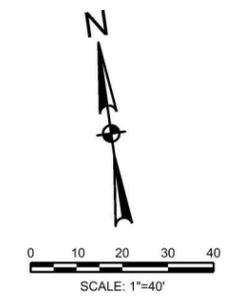
1 - THERMAL PLANT EXPANSION





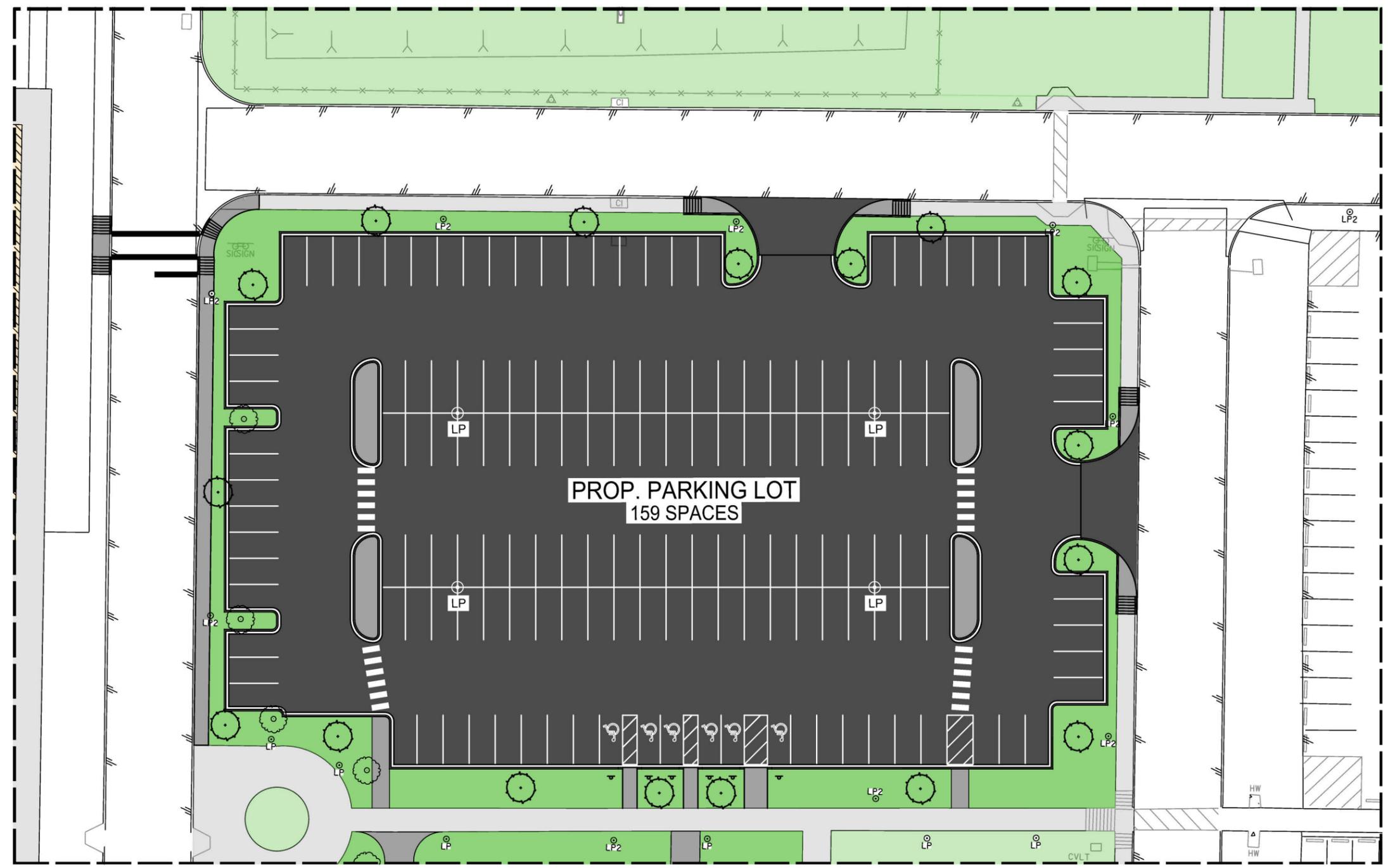
LEGEND

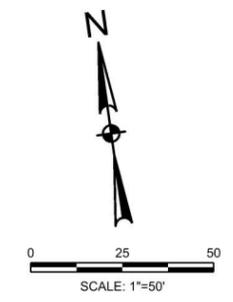
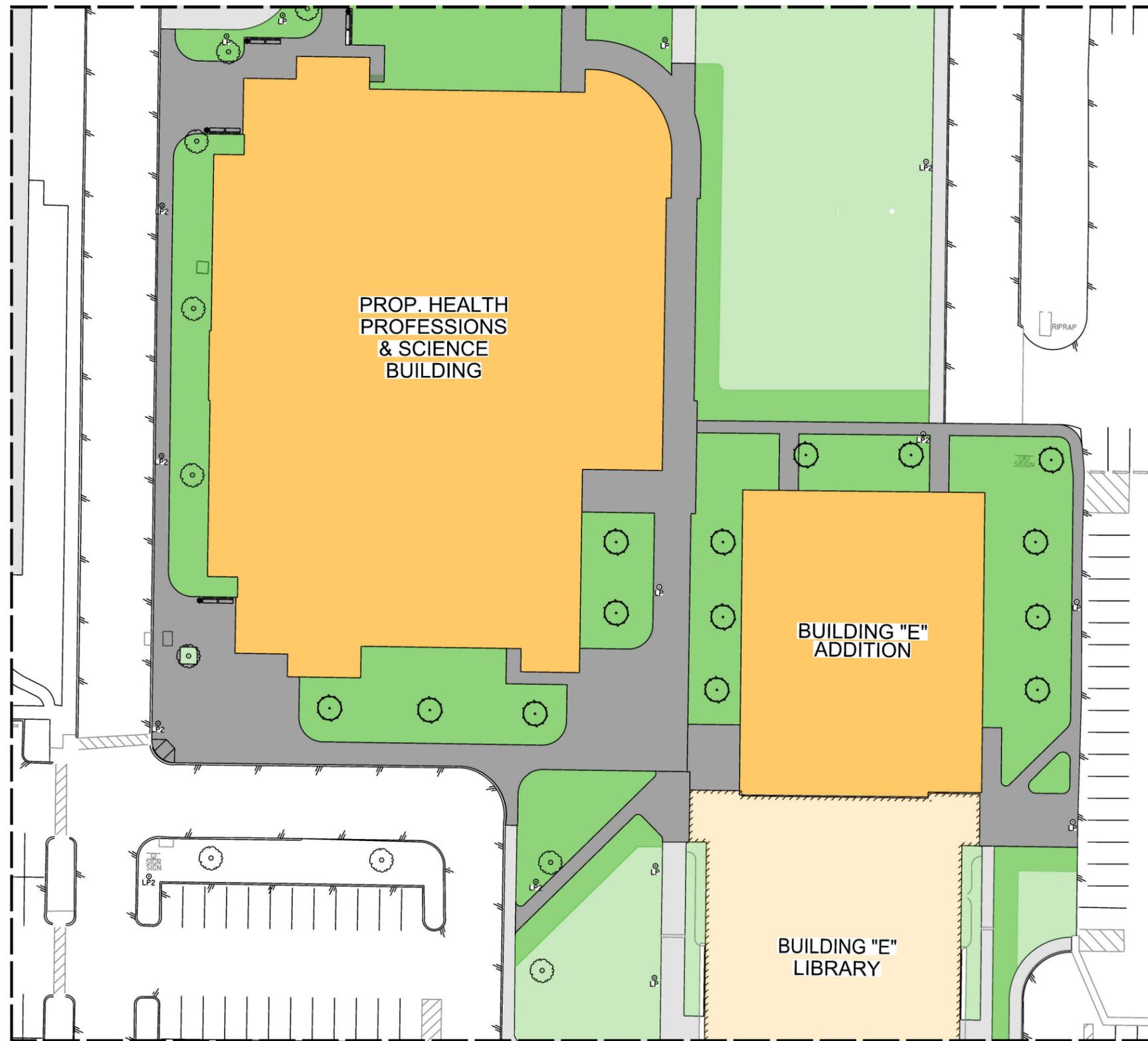
PROPOSED	EXISTING	
		BUILDING
		SIDEWALKS
		LANDSCAPE AREA
		PAVING
		TREES



LEGEND

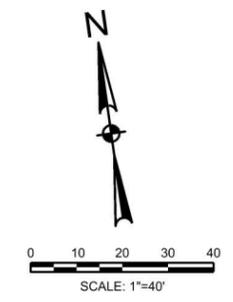
PROPOSED	EXISTING	
		BUILDING
		SIDEWALKS
		LANDSCAPE AREA
		PAVING
		TREES





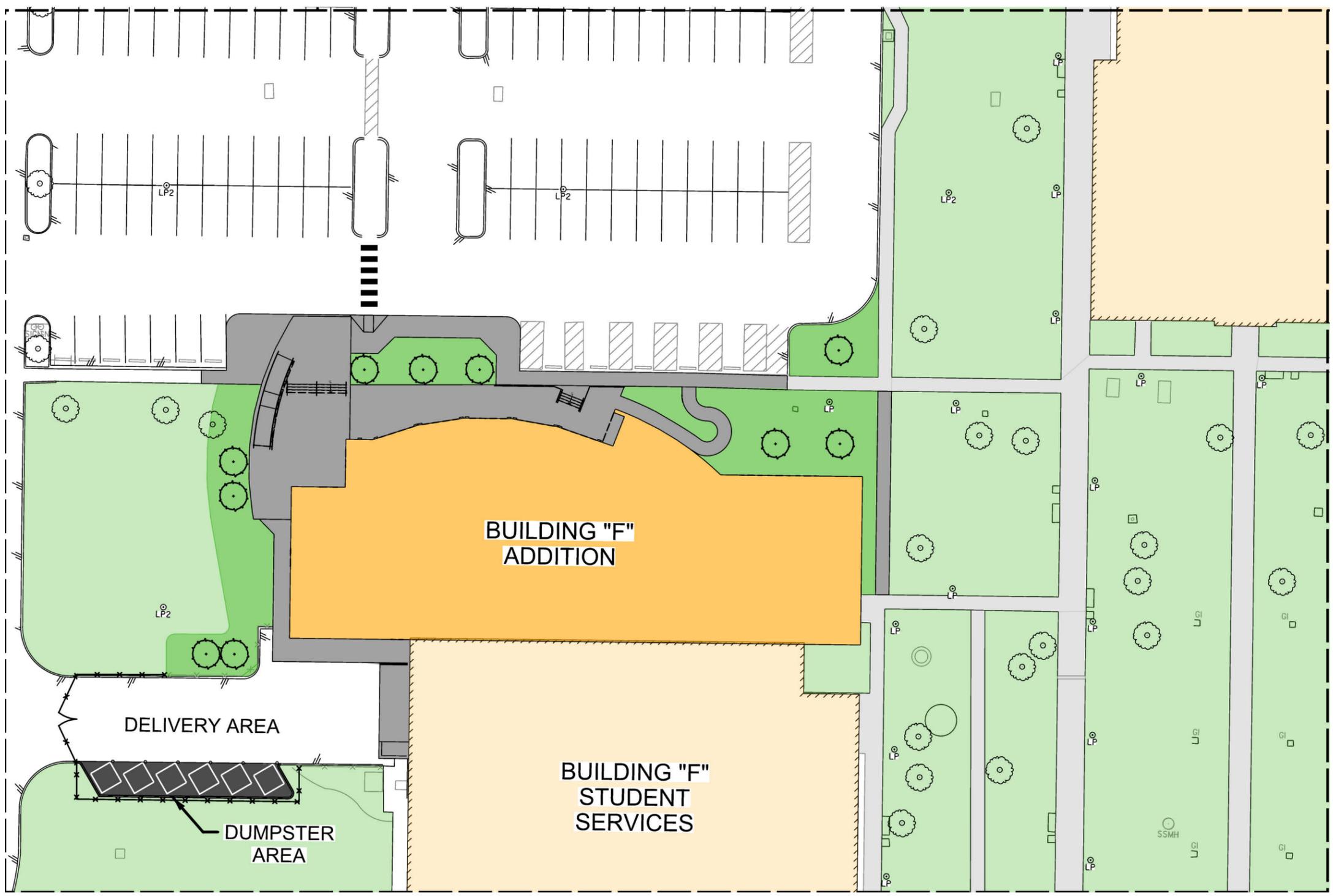
LEGEND

PROPOSED	EXISTING	
		BUILDING
		SIDEWALKS
		LANDSCAPE AREA
		PAVING
		TREES



LEGEND

PROPOSED	EXISTING	
		BUILDING
		SIDEWALKS
		LANDSCAPE AREA
		PAVING
		TREES



Review and Action as Necessary on Schematic Design of the 2013 Bond Construction Program Technology Campus Parking and Site Improvements

Approval of schematic design by Hinojosa Engineering for the 2013 Bond Construction Program Technology Campus Parking and Site Improvements project 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, Hinojosa 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, Hinojosa Engineering began working with Broaddus & Associates, Facilities Planning & Construction, and STC staff to develop parking and site plans. The proposed Technology Campus Parking and Site Improvements project is part of the 2013 Bond Construction Program and includes the following scope:

- **Engineer**
 - Hinojosa Engineering

- **Construction Manager-at-Risk**
 - E-Con Construction, Inc.

- **Construction Cost Limitation (CCL)**
 - \$650,000

- **Program Scope**
 - 164 Parking Spaces
 - Drives and Sidewalks
 - Infrastructure Improvements
 - Truck Driving Pad
 - Landscaping and Irrigation
 - Grading

Funding Source

The current Construction Cost Limitation (CCL) is \$650,000 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, Technology Resources departments, and Campus Coordinator.

Enclosed Documents

Hinojosa Engineering has developed a schematic presentation describing the proposed design. Enclosed are drawings of the site plans.

Presenters

Hinojosa Engineering has developed a schematic presentation describing the proposed design. Representatives from Broaddus & Associates and Hinojosa Engineering will be present at the Board meeting to present the schematic design of the proposed parking and site improvements.

The Facilities Committee recommended Board approval of the proposed schematic design by Hinojosa Engineering for the 2013 Bond Construction Program Technology Campus Parking and Site Improvements project as presented.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize the proposed schematic design by Hinojosa Engineering for the 2013 Bond Construction Program Technology Campus Parking and Site Improvements 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 proposed schematic design by Hinojosa Engineering for the 2013 Bond Construction Program Technology Campus Parking and Site Improvements project as presented.

Approval Recommended:

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



SOUTH TEXAS
COLLEGE

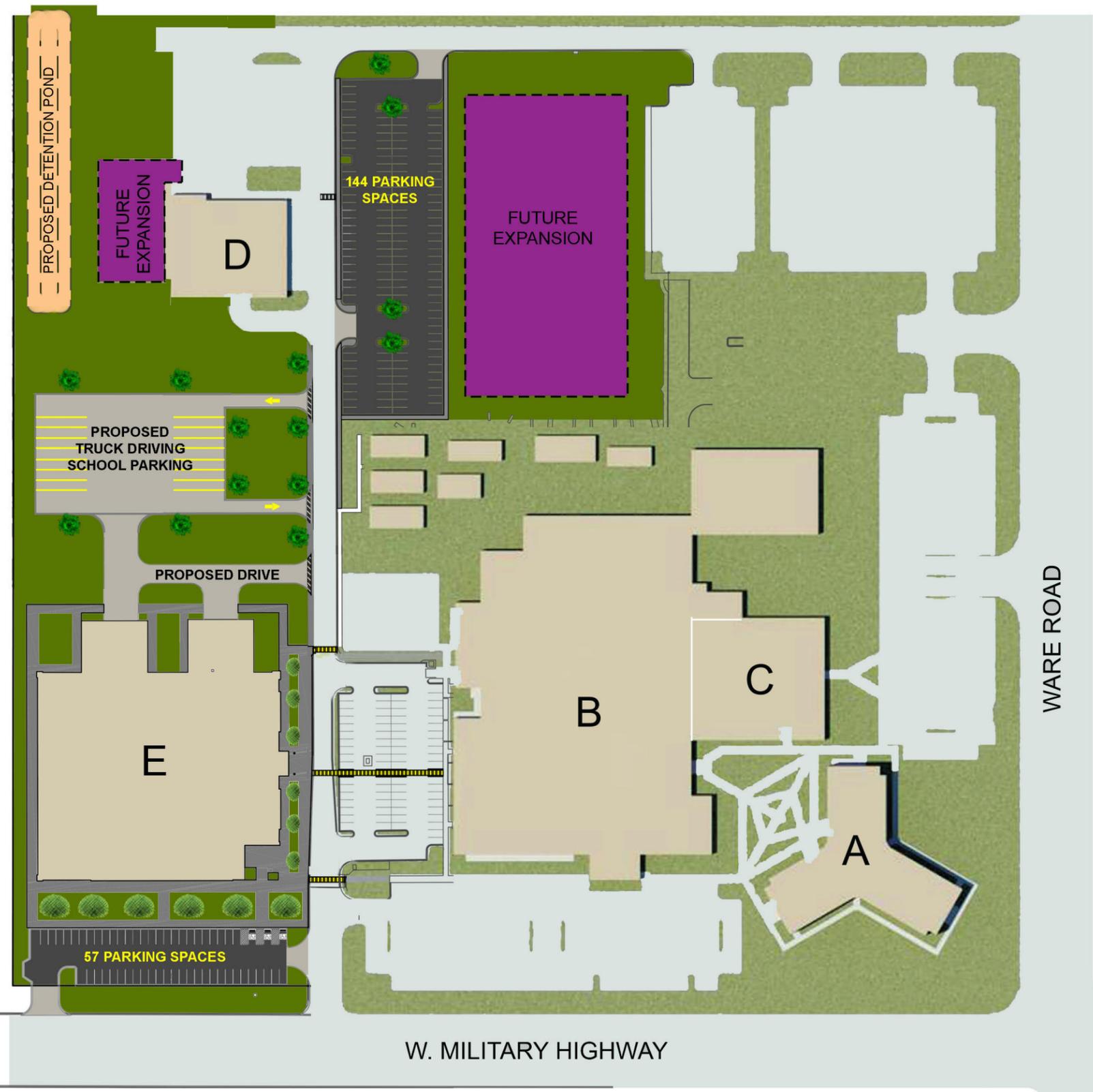
SOUTH TEXAS COLLEGE TECHNOLOGY CAMPUS
PARKING AND SITE IMPROVEMENTS

LEGEND

-  ASPHALT
-  SIDEWALKS
-  CONCRETE DRIVES
-  FUTURE EXPANSIONS



SITE PLAN



HINOJOSA ENGINEERING, INC.

STRUCTURAL AND CIVIL ENGINEERING

108 W. 18TH ST. MISSION, TEXAS

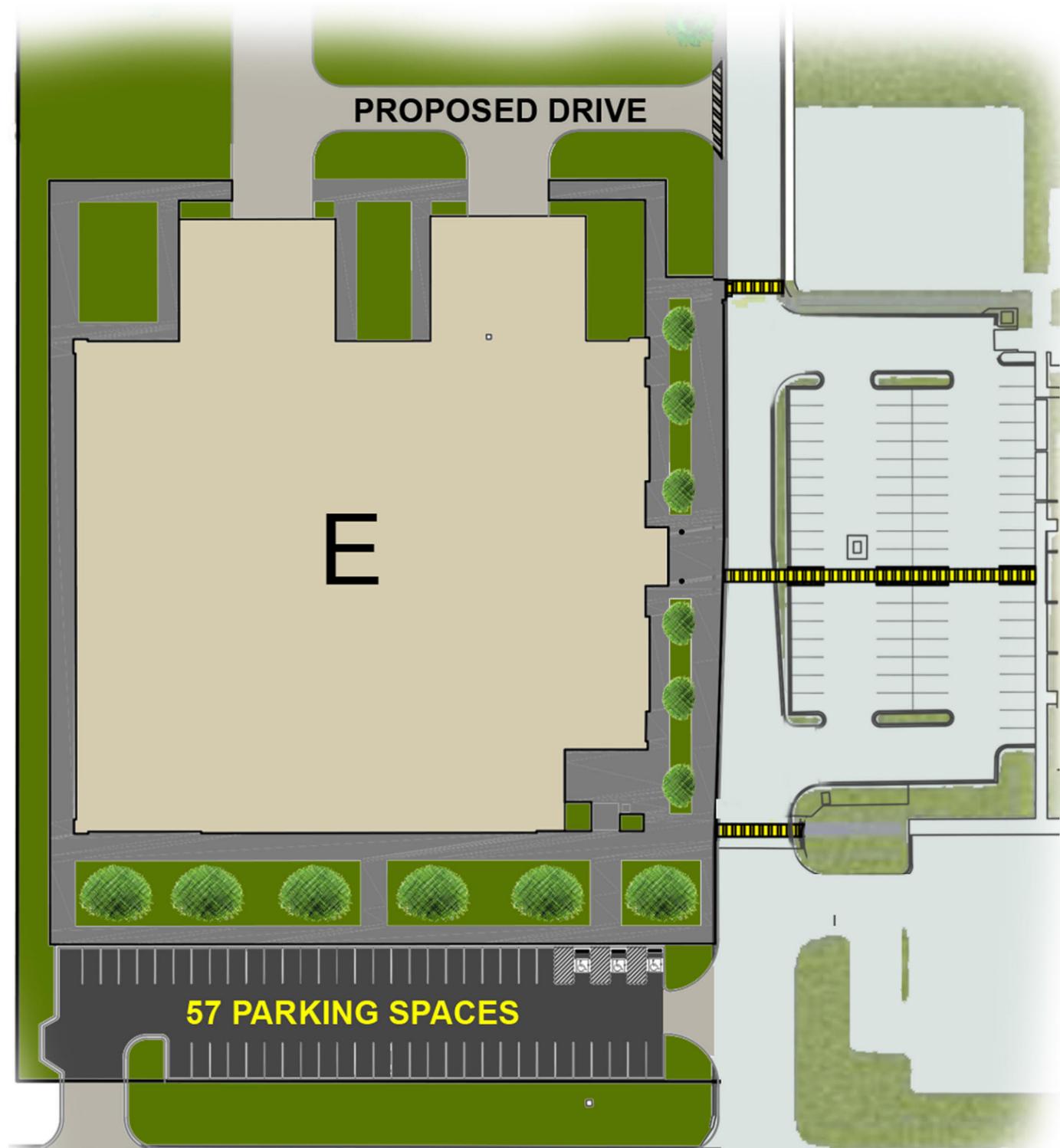
(956) 581-0143 FAX: (956) 581-2074

E-MAIL: HINOJOSAENGINC@AOL.COM



SOUTH TEXAS
COLLEGE

SOUTH TEXAS COLLEGE TECHNOLOGY CAMPUS
PARKING AND SITE IMPROVEMENTS



LEGEND

- ASPHALT
- SIDEWALKS
- CONCRETE DRIVES
- FUTURE EXPANSIONS



ENLARGED
SOUTHWEST PARKING
AND SITE IMPROVEMENTS

W. MILITARY HIGHWAY

57 PARKING SPACES

E

PROPOSED DRIVE



HINOJOSA ENGINEERING, INC.
STRUCTURAL AND CIVIL ENGINEERING
108 W. 18TH ST. MISSION, TEXAS
(956) 581-0143 FAX: (956) 581-2074
E-MAIL: HINOJOSAENGINC@AOL.COM



SOUTH TEXAS
COLLEGE

SOUTH TEXAS COLLEGE TECHNOLOGY CAMPUS
PARKING AND SITE IMPROVEMENTS

LEGEND

-  ASPHALT
-  SIDEWALKS
-  CONCRETE DRIVES
-  FUTURE EXPANSIONS



ENLARGED
TRUCK DRIVING
SCHOOL PARKING



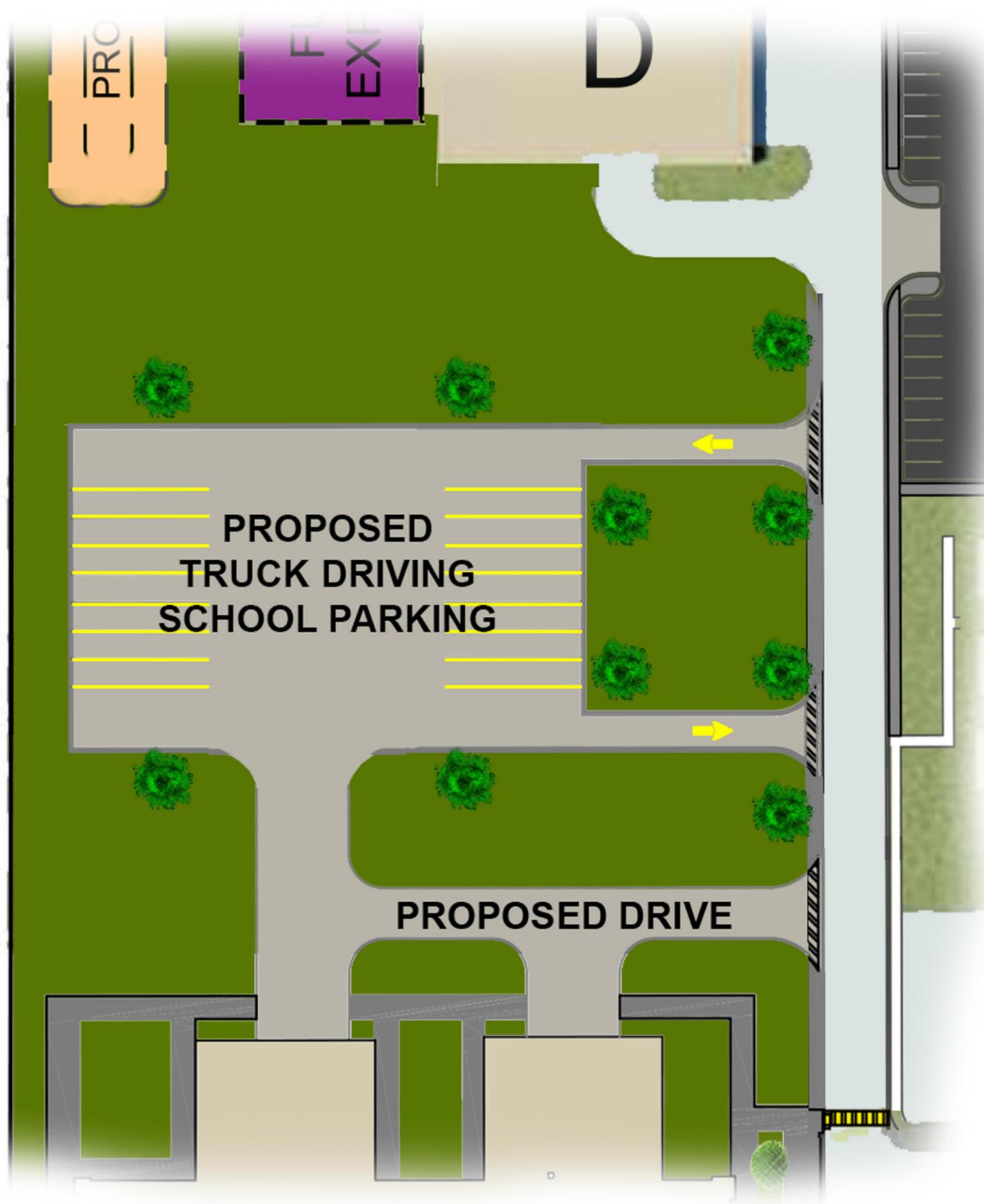
HINOJOSA ENGINEERING, INC.

STRUCTURAL AND CIVIL ENGINEERING

108 W. 18TH ST. MISSION, TEXAS

(956) 581-0143 FAX: (956) 581-2074

E-MAIL: HINOJOSAENGINC@AOL.COM





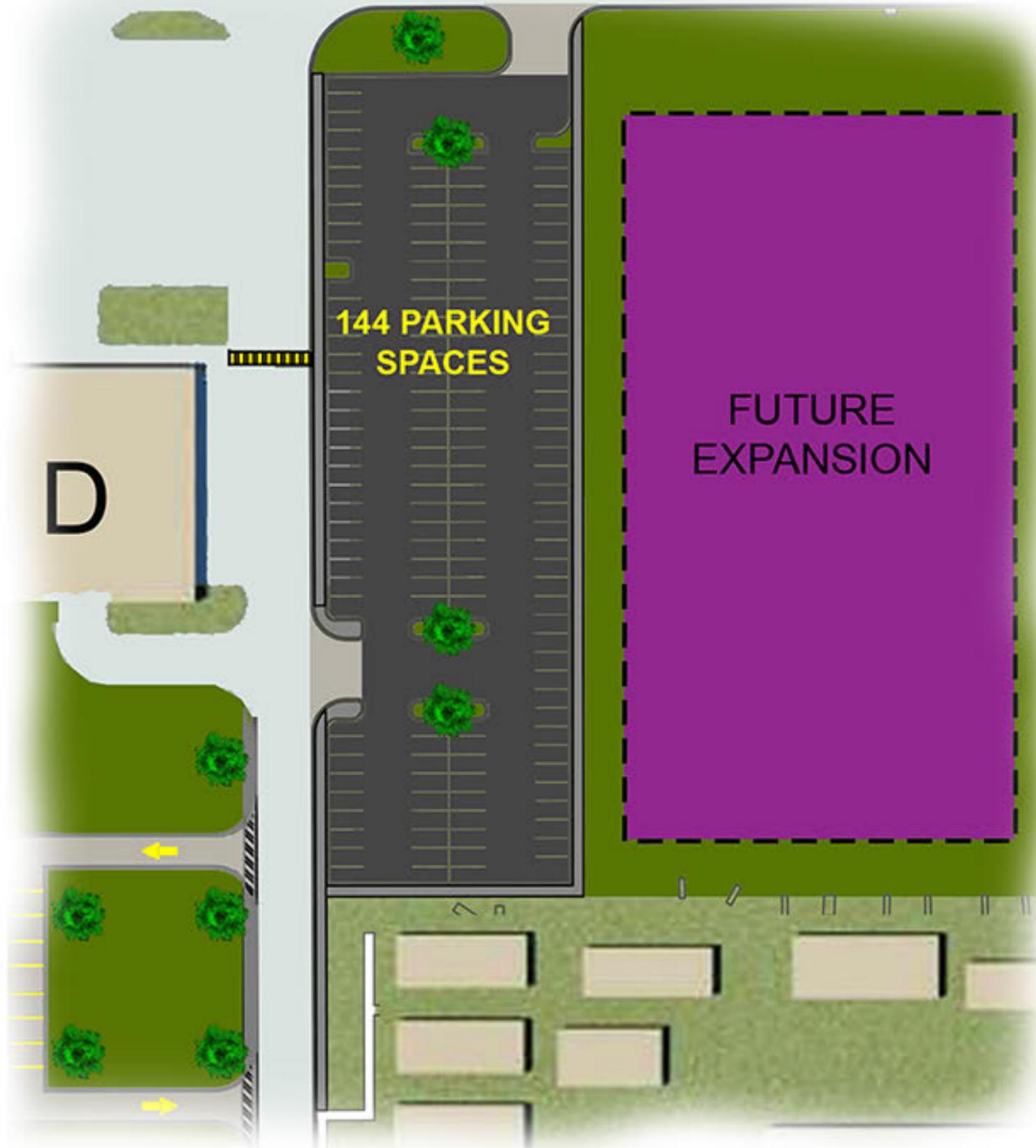
SOUTH TEXAS
COLLEGE

SOUTH TEXAS COLLEGE TECHNOLOGY CAMPUS
PARKING AND SITE IMPROVEMENTS

LEGEND

-  ASPHALT
-  SIDEWALKS
-  CONCRETE DRIVES
-  FUTURE EXPANSIONS


ENLARGED
NORTHEAST
PARKING LOT



HINOJOSA ENGINEERING, INC.
STRUCTURAL AND CIVIL ENGINEERING
108 W. 18TH ST. MISSION, TEXAS
(956) 581-0143 FAX: (956) 581-2074
E-MAIL: HINOJOSAENGINC@AOL.COM

Review and Action as Necessary on Update for Schematic Design of the 2013 Bond Construction Program Exterior Elevations of the Pecan Campus South Academic Building

At the August 25, 2015 Board meeting, the Board of Trustees approved schematic design floor plans and asked Boultinghouse Simpson Gates Architects to present revised exterior elevations of the Pecan Campus South Academic Building to the Facilities Committee for Board approval.

The Board is asked to approve the revised exterior elevations of the Pecan Campus South Academic Building project as presented.

Presenters

Boultinghouse Simpson Gates Architects has developed a presentation on the revised exterior elevations. Representatives from Broaddus & Associates and Boultinghouse Simpson Gates Architects will be present at the Facilities Committee meeting to present the proposed revised elevations.

The Facilities Committee recommended Board approval of the revised exterior elevations of the 2013 Bond Construction Program Pecan Campus South Academic Building project as presented.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize the revised exterior elevations of the 2013 Bond Construction Program Pecan Campus South Academic Building project as presented.

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

The Board of Trustees of South Texas College approves and authorizes the revised exterior elevations of the 2013 Bond Construction Program Pecan Campus South Academic Building project as presented.

Approval Recommended:

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



SOUTH

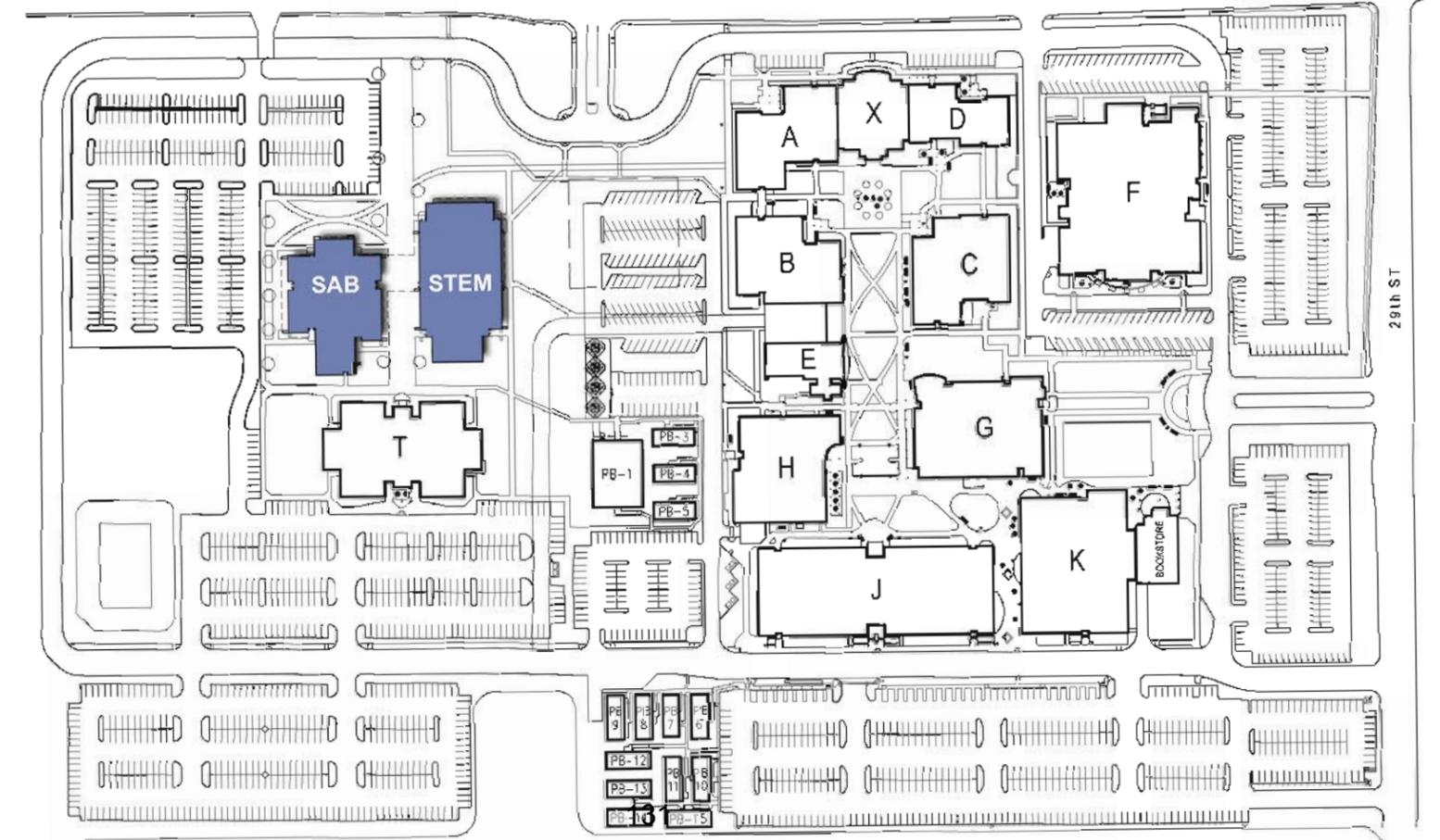
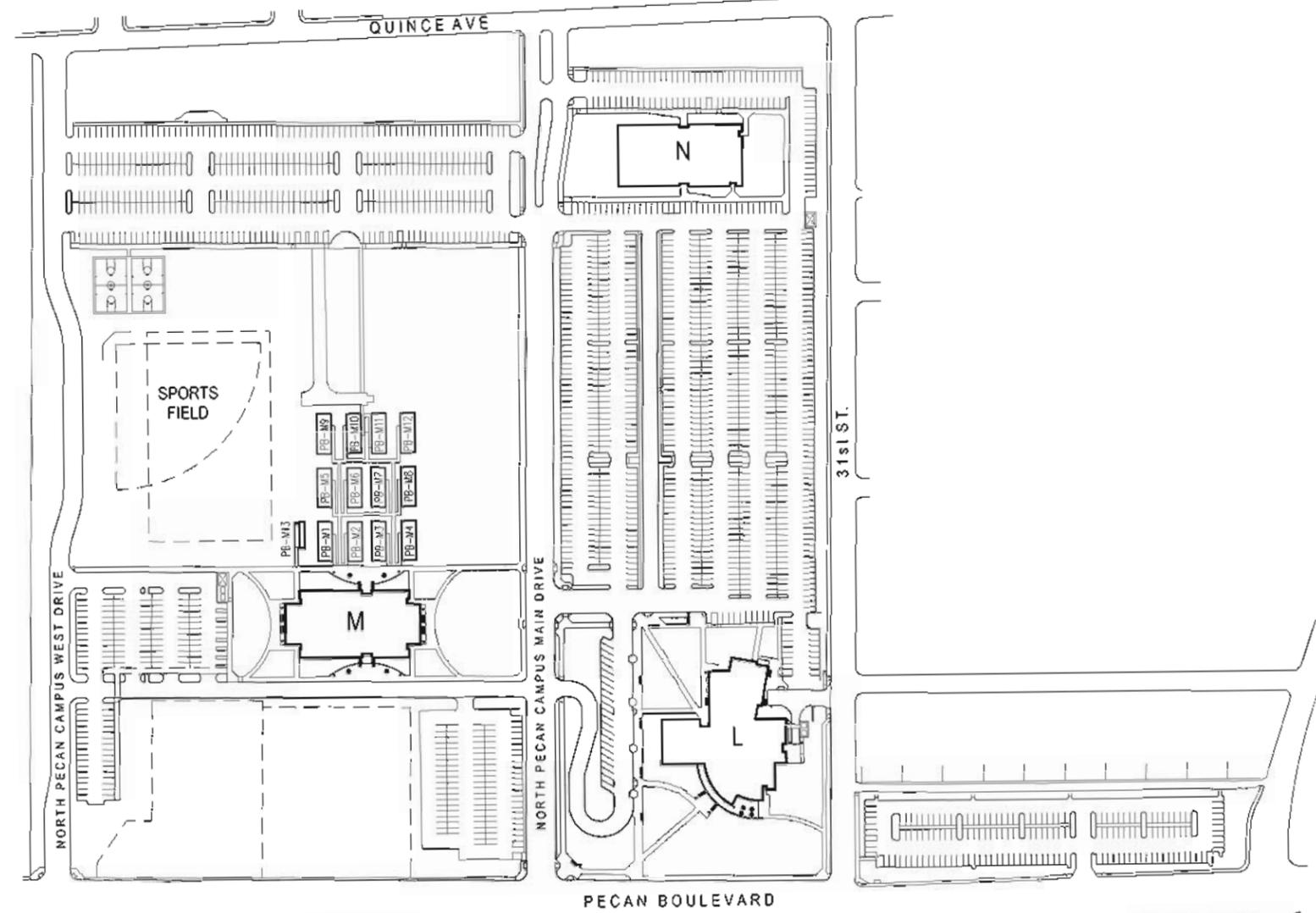
ACADEMIC

BUILDING



SOUTH TEXAS COLLEGE

OCTOBER 6TH, 2015

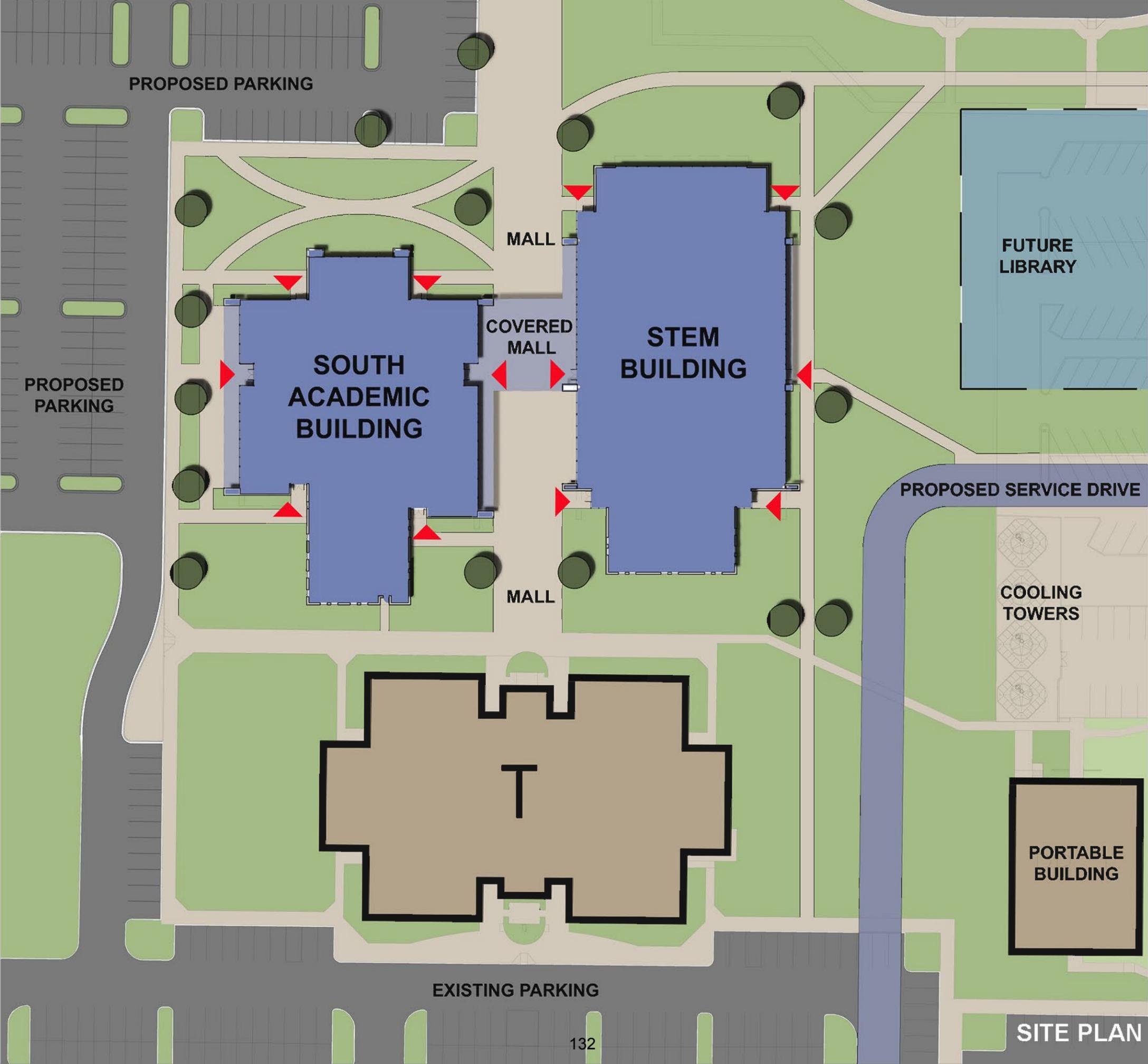




SOUTH ACADEMIC BUILDING



OCTOBER 6TH, 2015



SITE PLAN



SOUTH

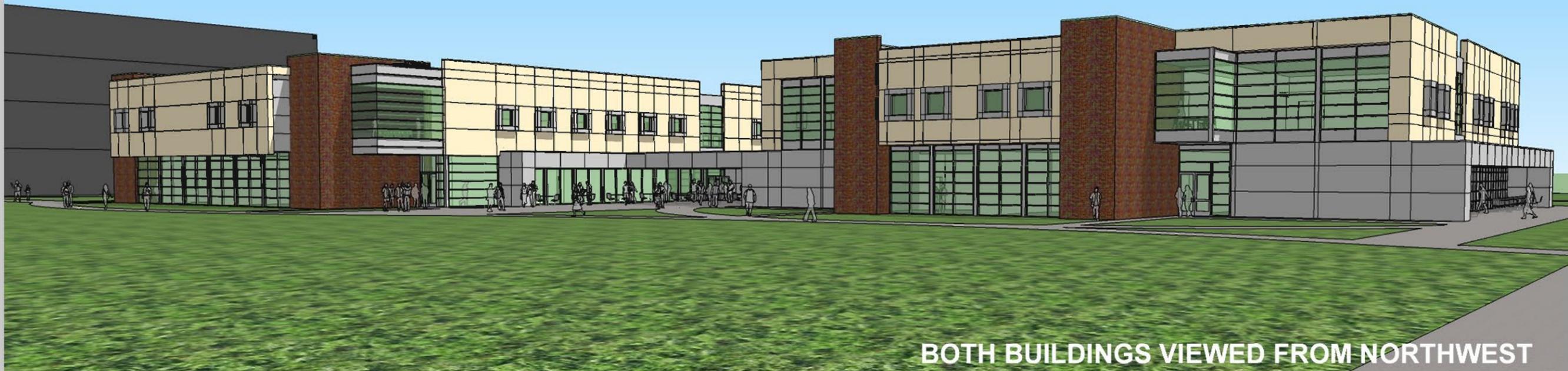
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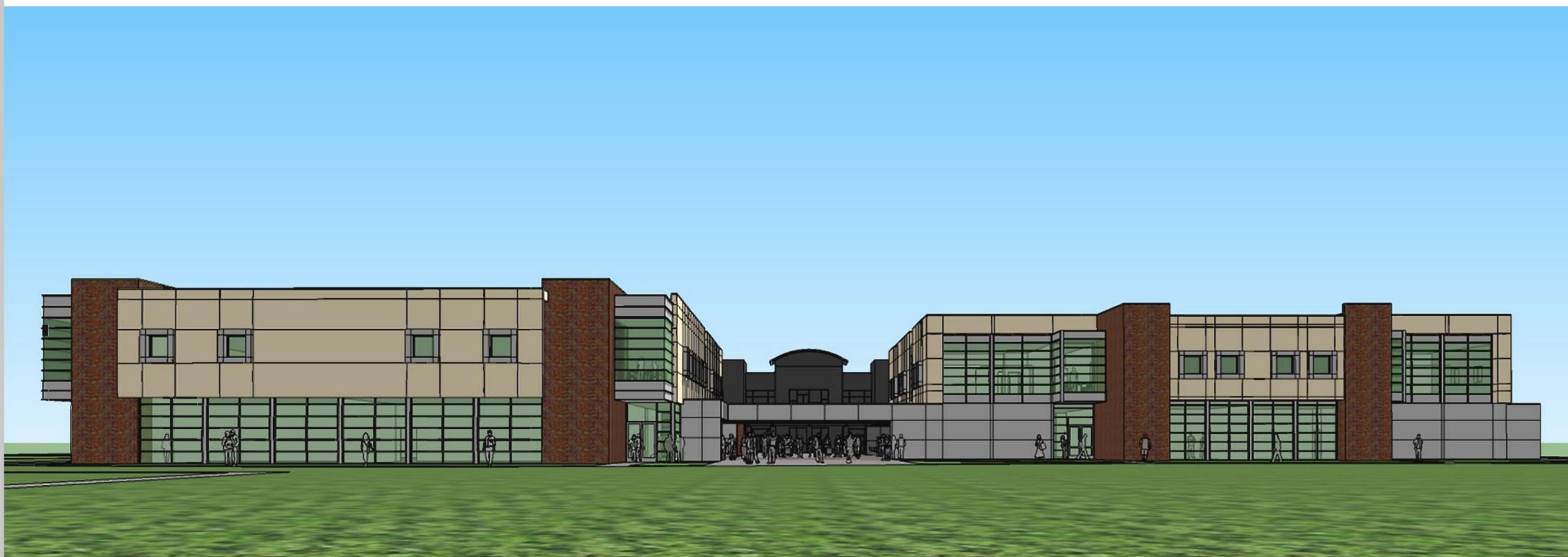


SOUTH TEXAS
COLLEGE

OCTOBER 6TH, 2015



BOTH BUILDINGS VIEWED FROM NORTHWEST



BOTH BUILDINGS VIEWED FROM PECAN BOULEVARD



SOUTH

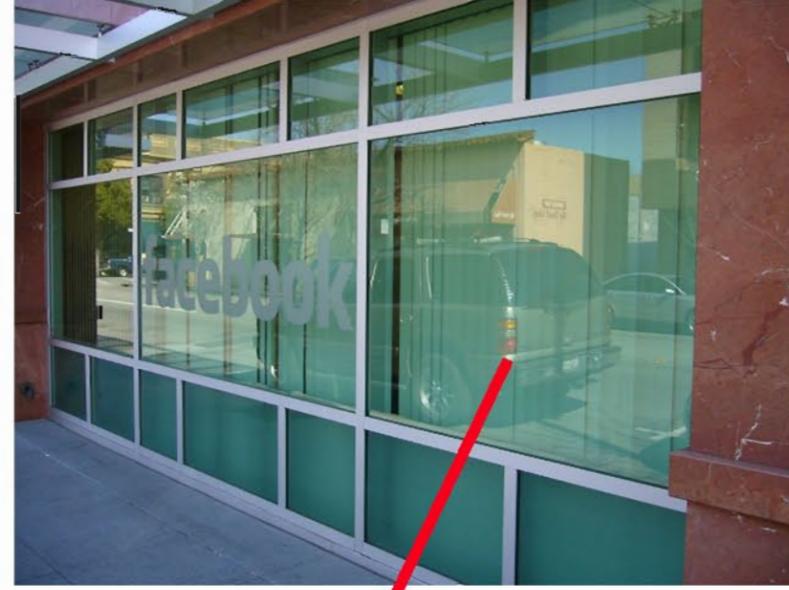
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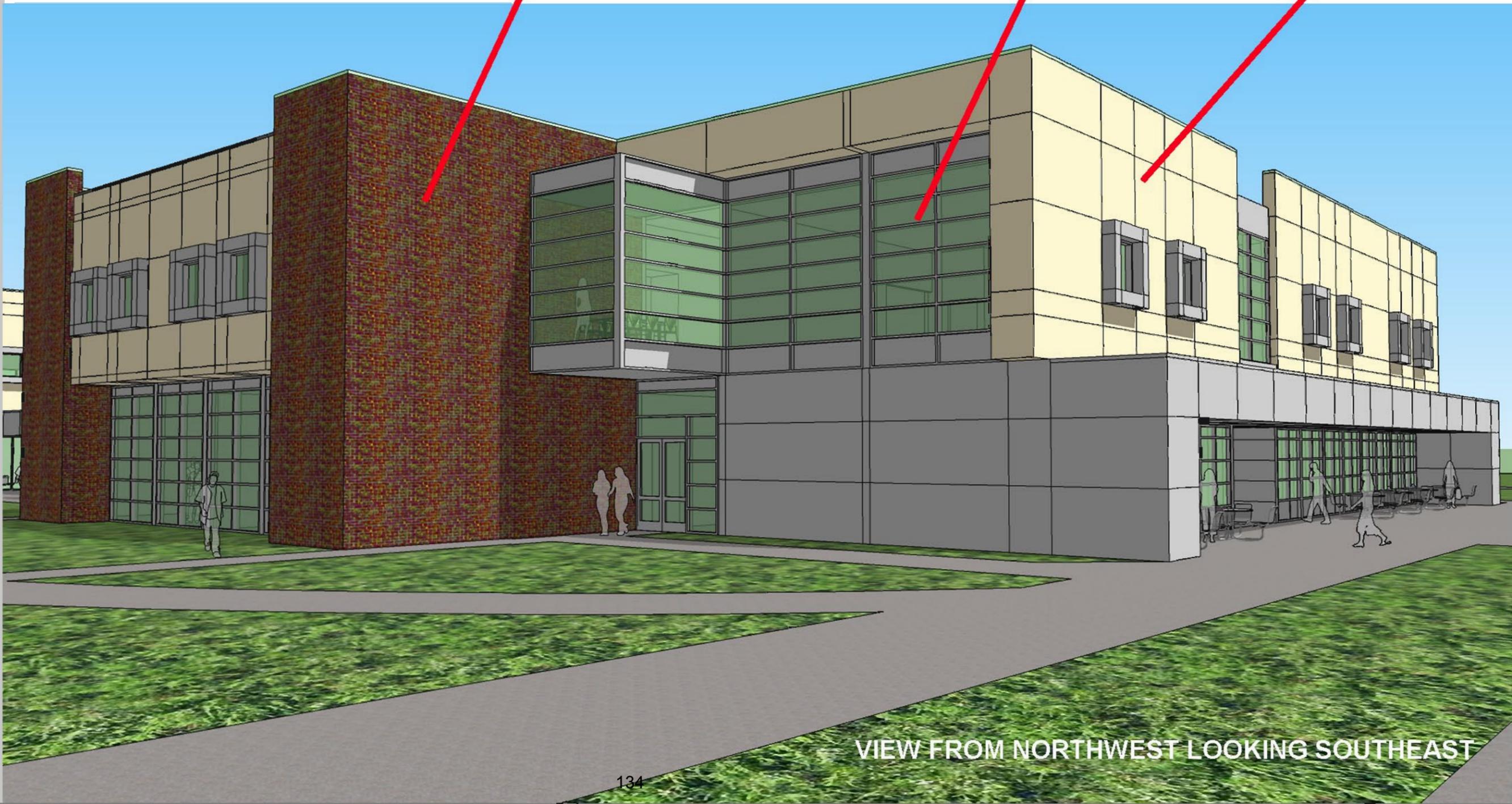


SOUTH TEXAS
COLLEGE

OCTOBER 6TH, 2015



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VIEW FROM NORTHWEST LOOKING SOUTHEAST



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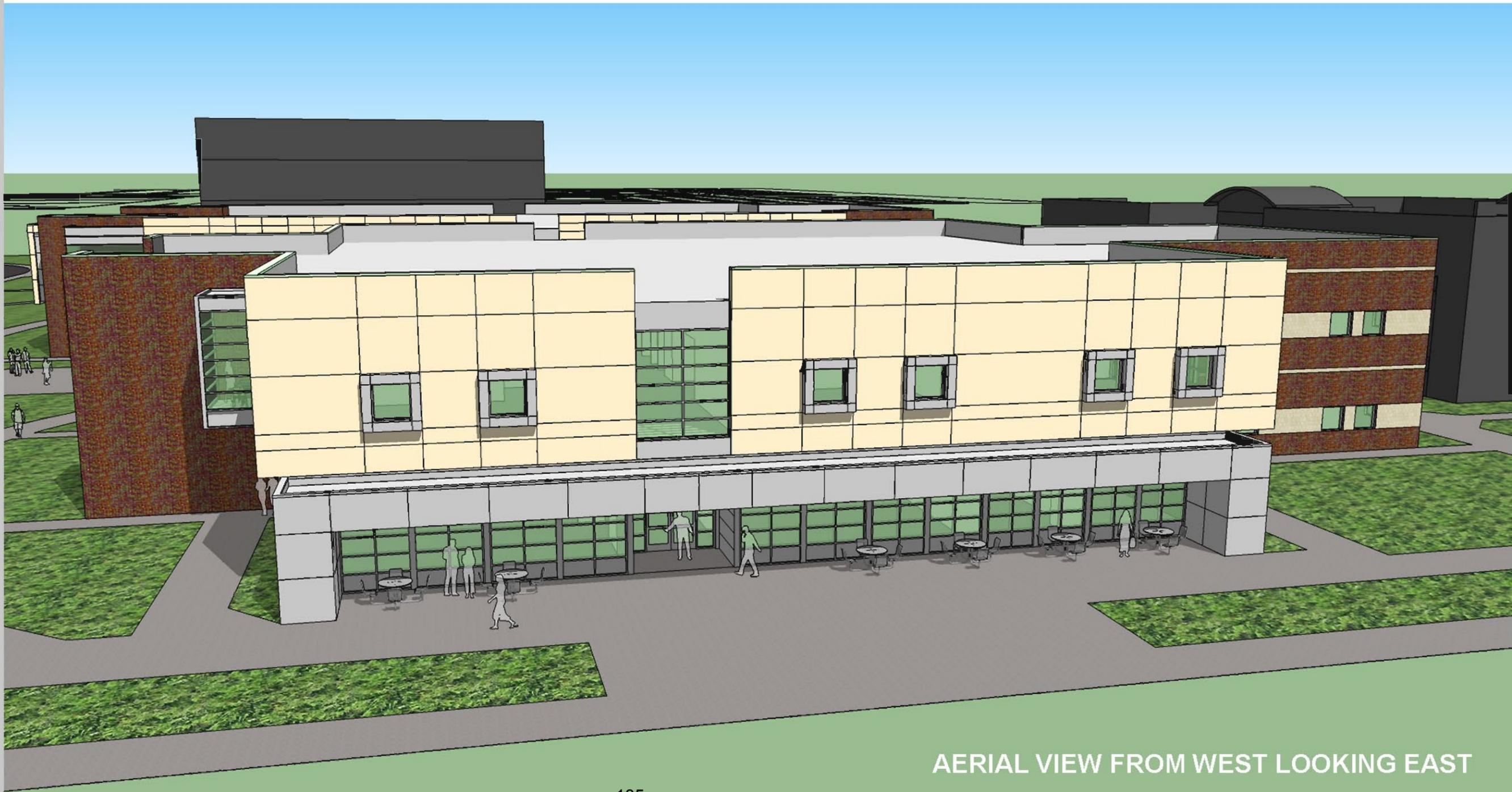
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SOUTH TEXAS
COLLEGE

OCTOBER 6TH, 2015



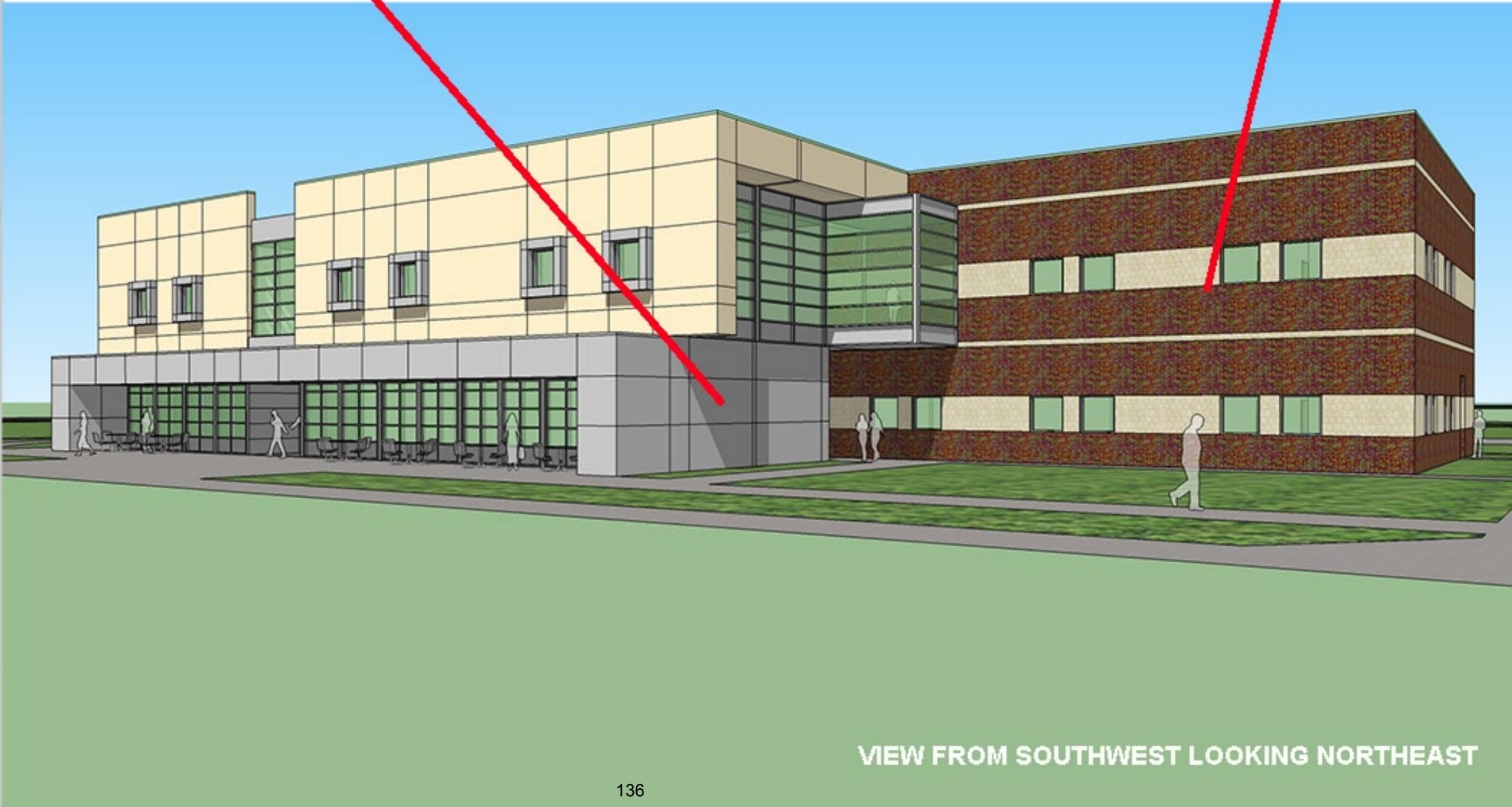
AERIAL VIEW FROM WEST LOOKING EAST



SOUTH

ACADEMIC

BUILDING



SOUTH TEXAS
COLLEGE

OCTOBER 6TH, 2015

VIEW FROM SOUTHWEST LOOKING NORTHEAST



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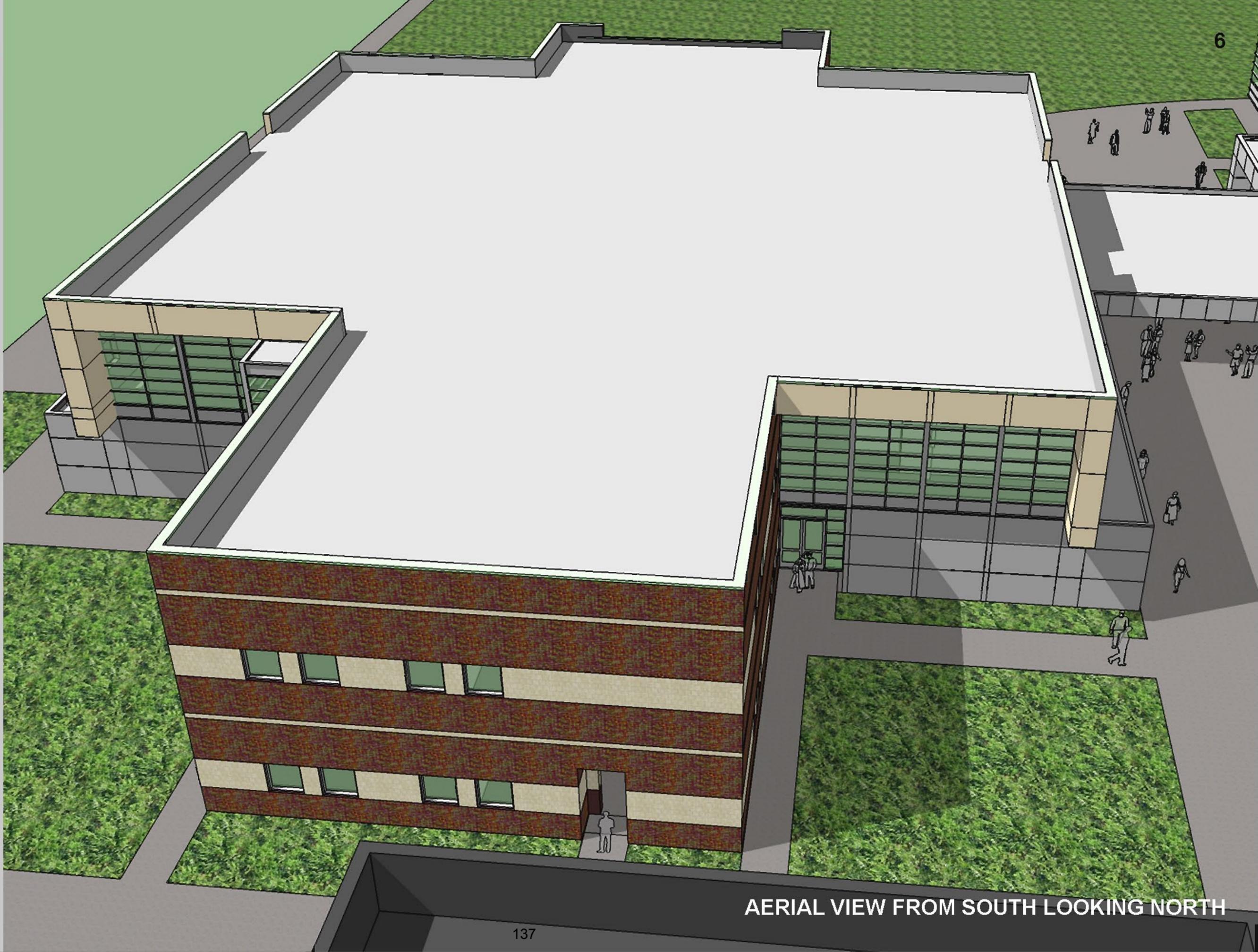
A
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SOUTH TEXAS
COLLEGE

OCTOBER 6TH, 2015



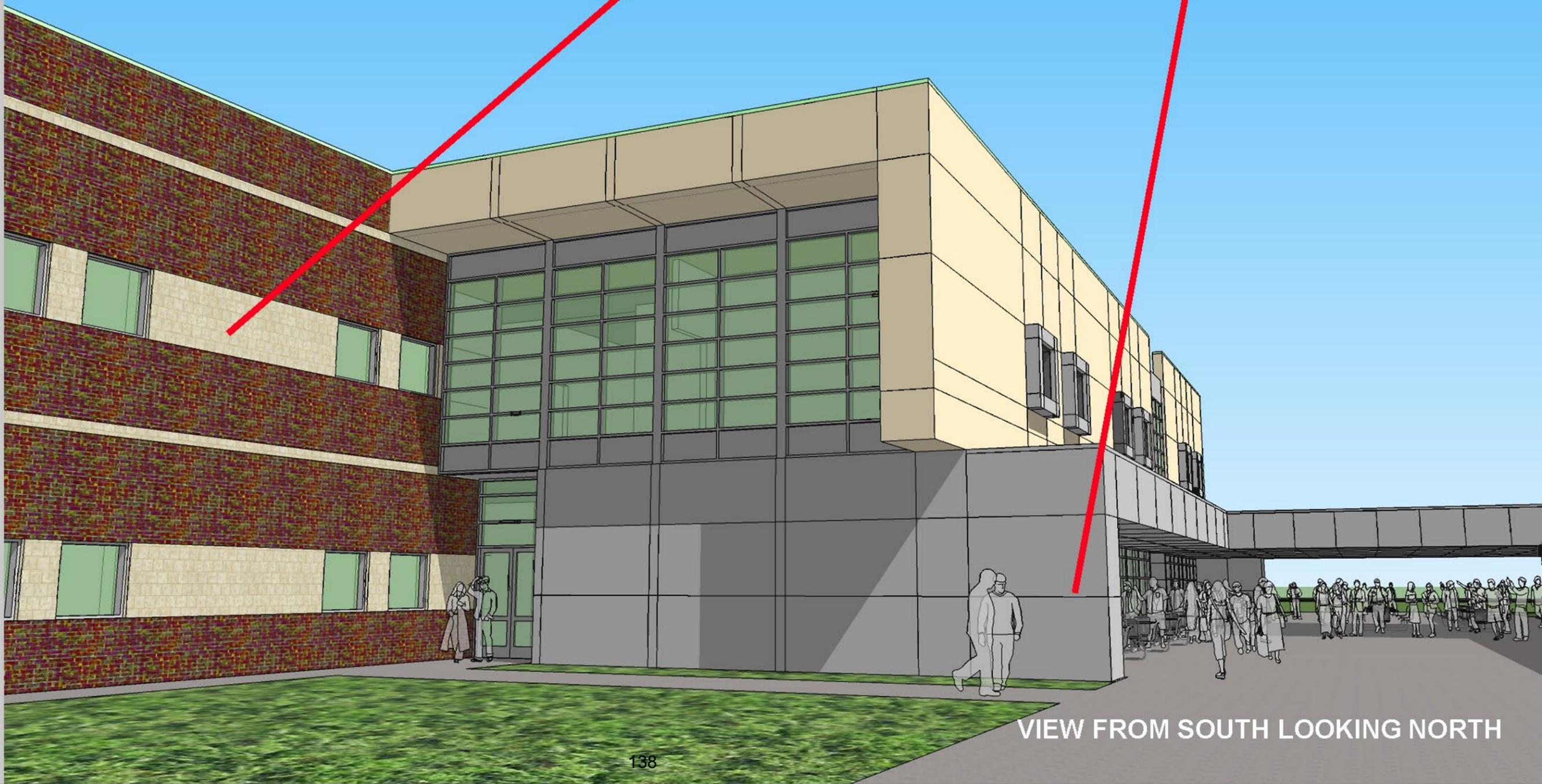
AERIAL VIEW FROM SOUTH LOOKING NORTH



SOUTH

ACADEMIC

BUILDING



SOUTH TEXAS
COLLEGE

OCTOBER 6TH, 2015

VIEW FROM SOUTH LOOKING NORTH

Boultinghouse
Simpson
Gates
ARCHITECTS

S
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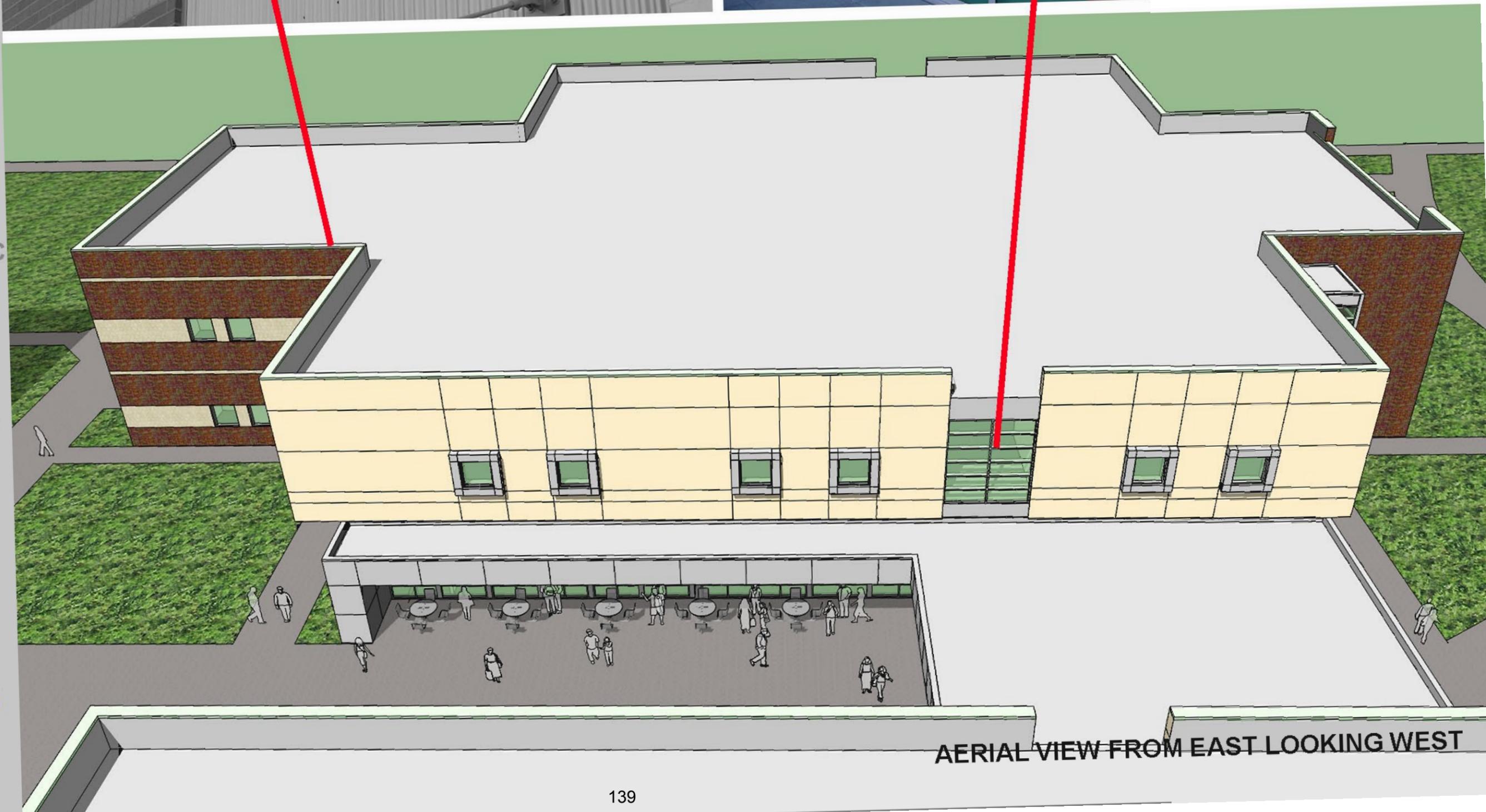
A
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SOUTH TEXAS
COLLEGE

OCTOBER 6TH, 2015



AERIAL VIEW FROM EAST LOOKING WEST



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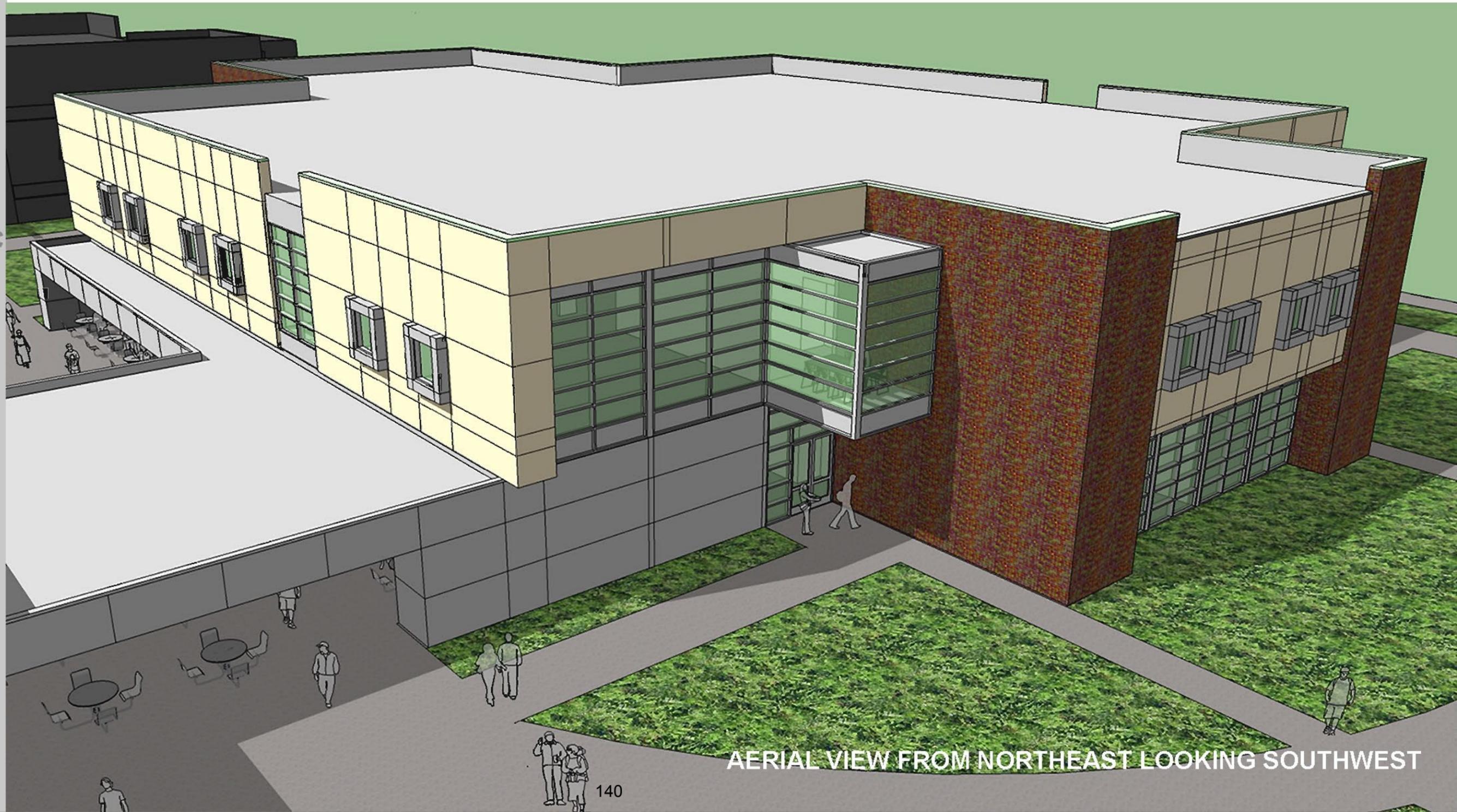
ACADEMIC

BUILDING



SOUTH TEXAS
COLLEGE

OCTOBER 6TH, 2015



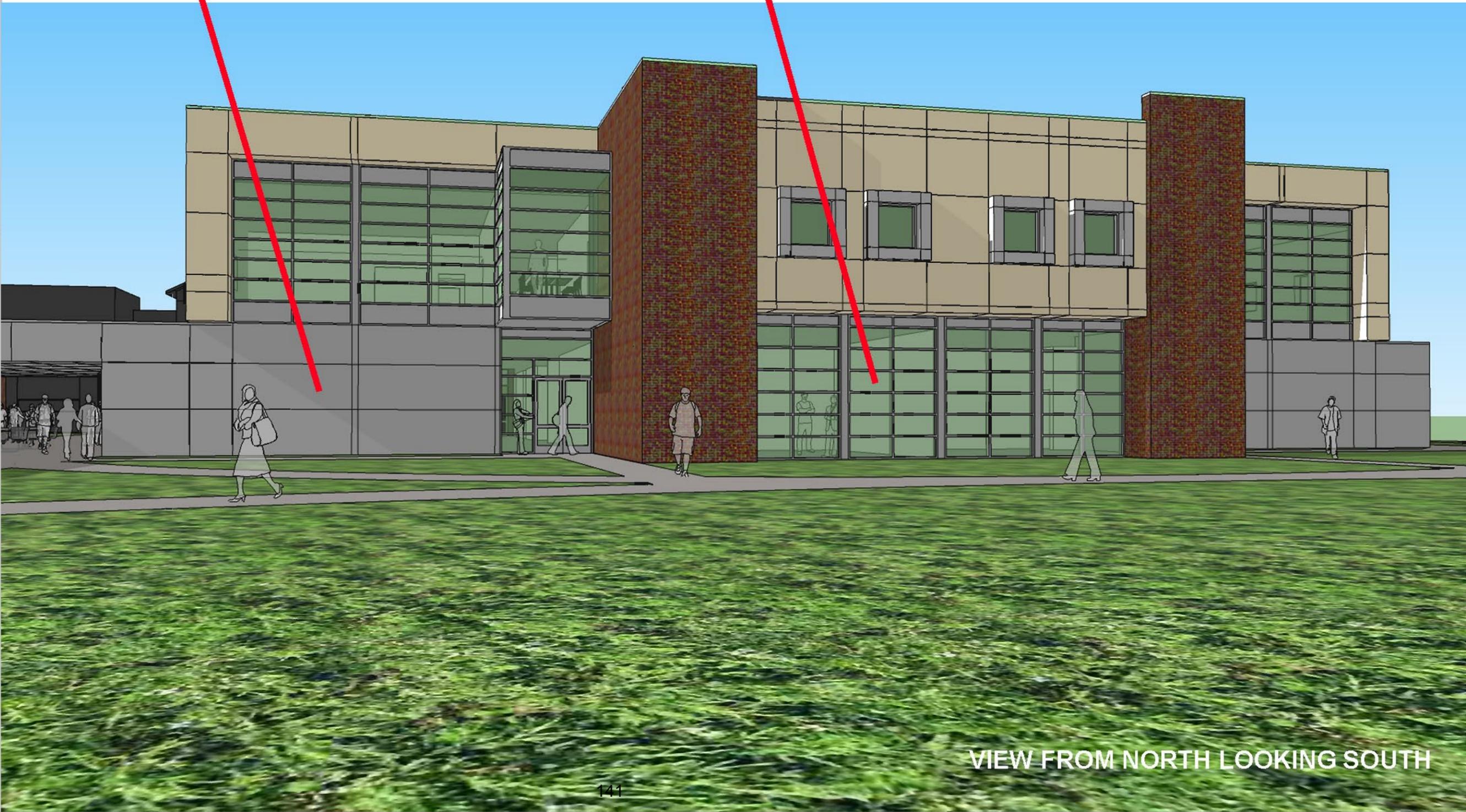
AERIAL VIEW FROM NORTHEAST LOOKING SOUTHWEST



SOUTH

ACADEMIC

BUILDING



SOUTH TEXAS
COLLEGE

OCTOBER 6TH, 2015

VIEW FROM NORTH LOOKING SOUTH

Review and Action as Necessary on Update for Schematic Design of the 2013 Bond Construction Program Exterior Elevations of the Pecan Campus STEM Building

At the August 25, 2015 Board meeting, the Board of Trustees approved schematic design floor plans and asked Boultinghouse Simpson Gates Architects to present revised exterior elevations of the Pecan Campus STEM Building to the Facilities Committee for Board approval.

The Board is asked to approve the revised exterior elevations of the Pecan Campus STEM Building project as presented.

Presenters

Boultinghouse Simpson Gates Architects has developed a revised presentation of the exterior elevations. Representatives from Broaddus & Associates and Boultinghouse Simpson Gates Architects will be present at the Facilities Committee meeting to present the proposed revised elevations.

The Facilities Committee recommended Board approval of the revised exterior elevations of the 2013 Bond Construction Program Pecan Campus STEM Building project as presented.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize the revised exterior elevations of the 2013 Bond Construction Program Pecan Campus STEM Building project as presented.

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

The Board of Trustees of South Texas College approves and authorizes the revised exterior elevations of the 2013 Bond Construction Program Pecan Campus STEM Building project as presented.

Approval Recommended:

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

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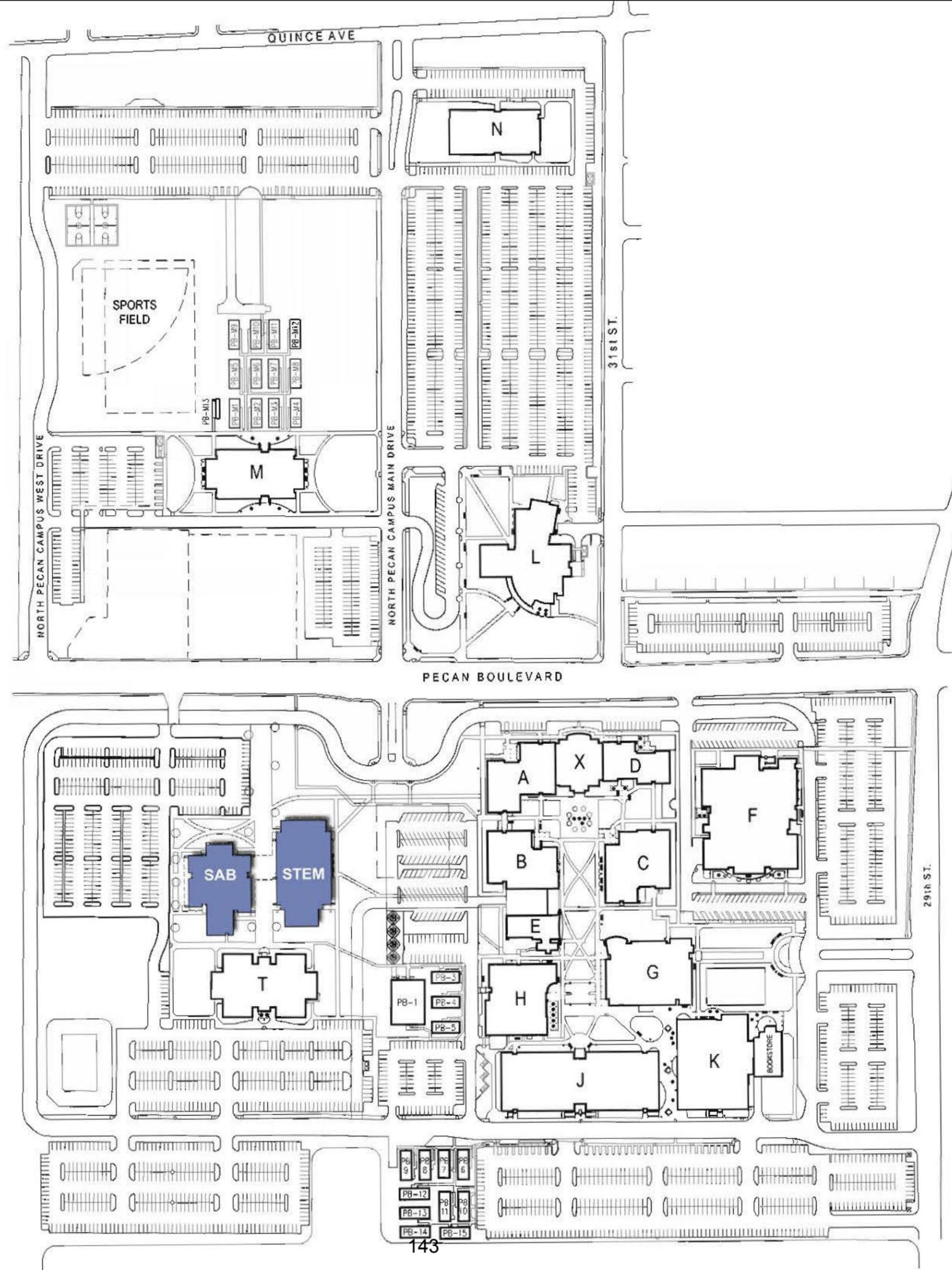
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SOUTH TEXAS
COLLEGE

OCTOBER 6TH 2015



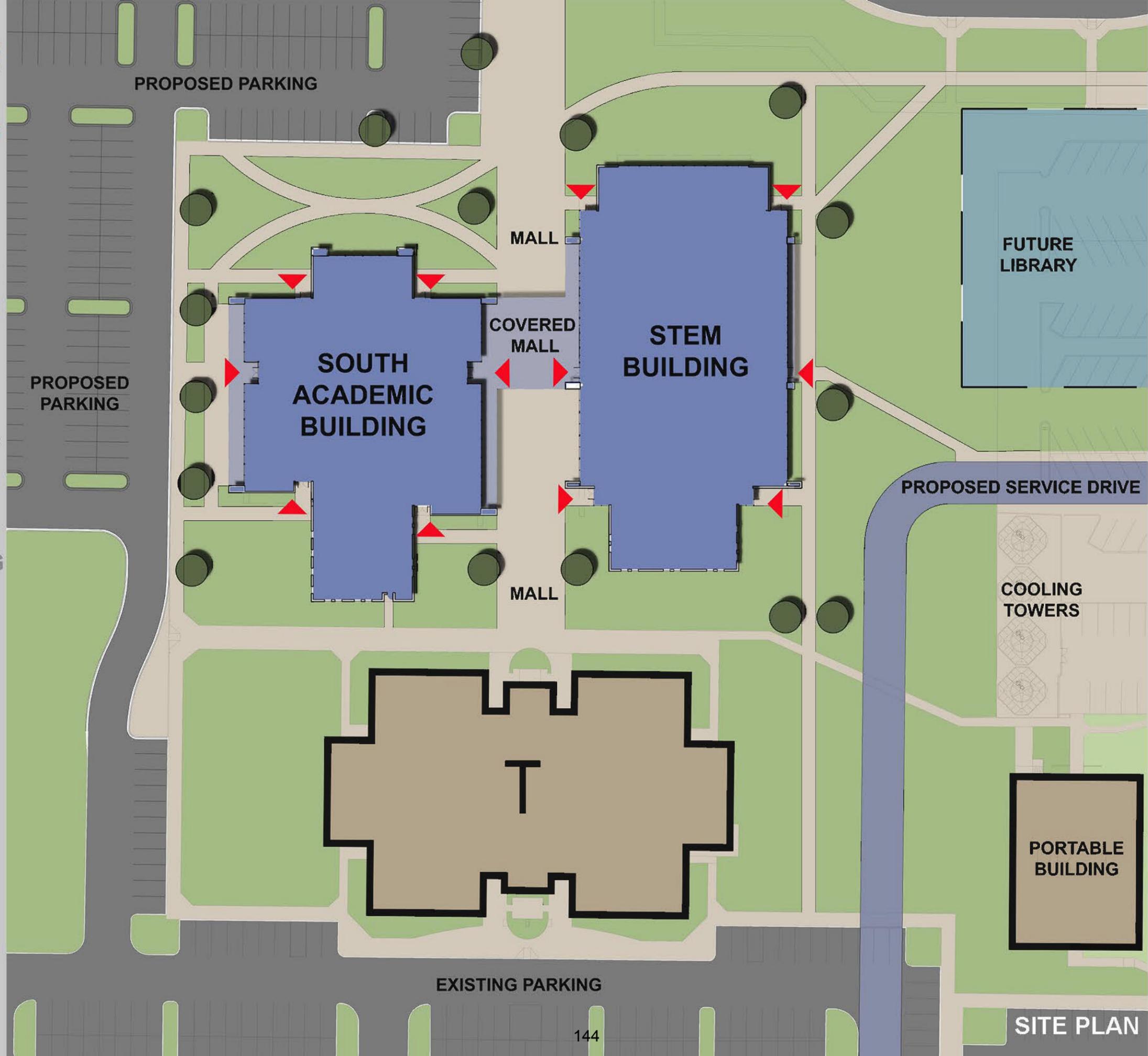


SCIENCE
TECHNOLOGY
ENGINEERING
MATH



SOUTH TEXAS COLLEGE

OCTOBER 6TH 2015





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BOTH BUILDINGS VIEWED FROM NORTHWEST



BOTH BUILDINGS VIEWED FROM PECAN BOULEVARD



SOUTH TEXAS
COLLEGE

OCTOBER 6TH 2015



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SOUTH TEXAS
COLLEGE

OCTOBER 6TH 2015



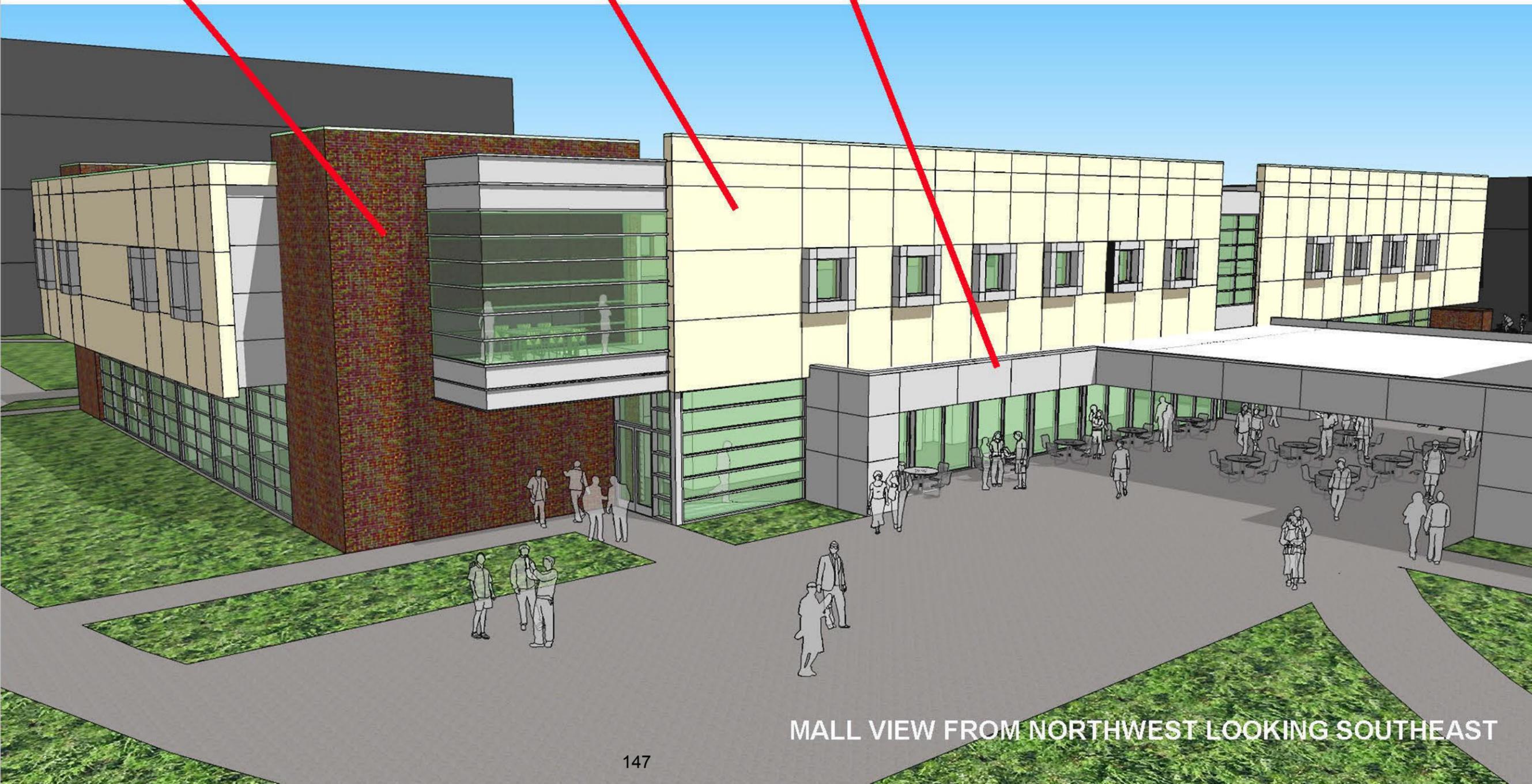
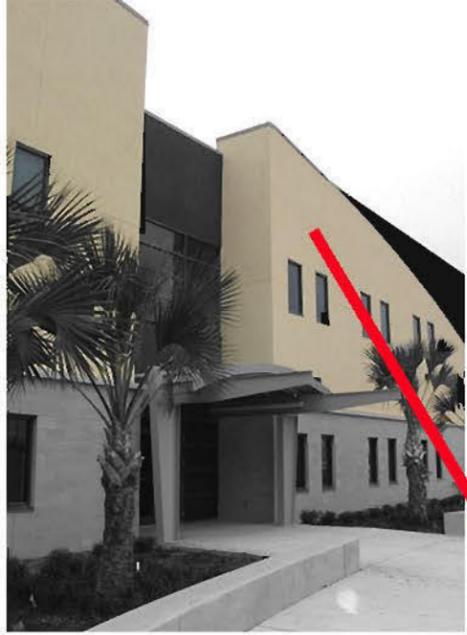
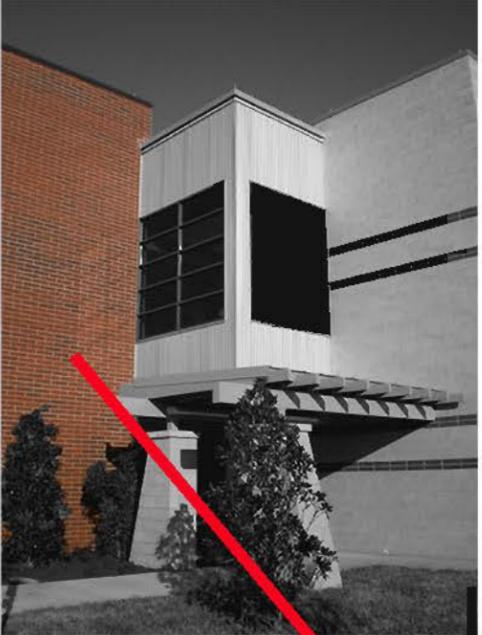
VIEW FROM NORTH LOOKING SOUTH

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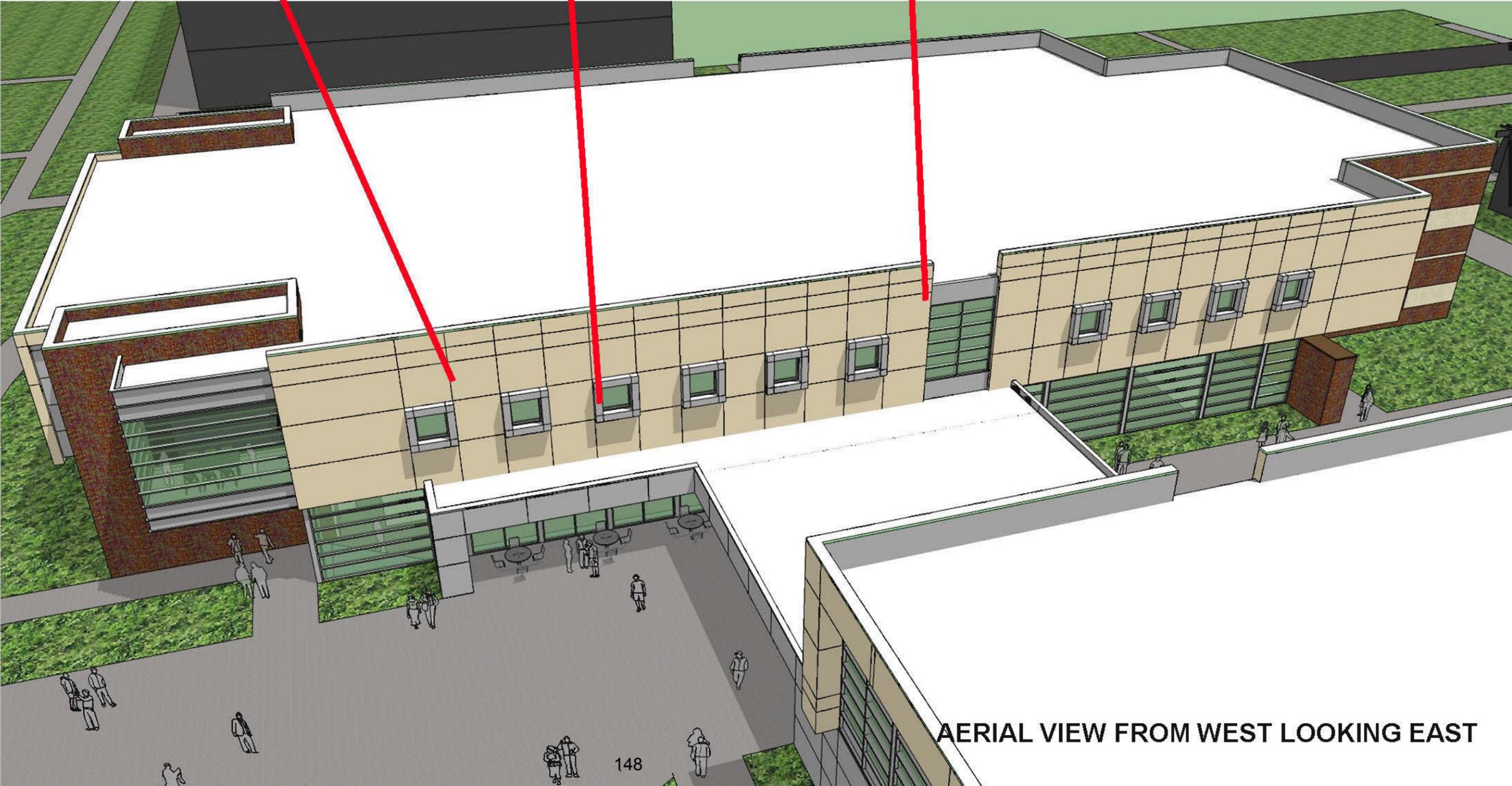


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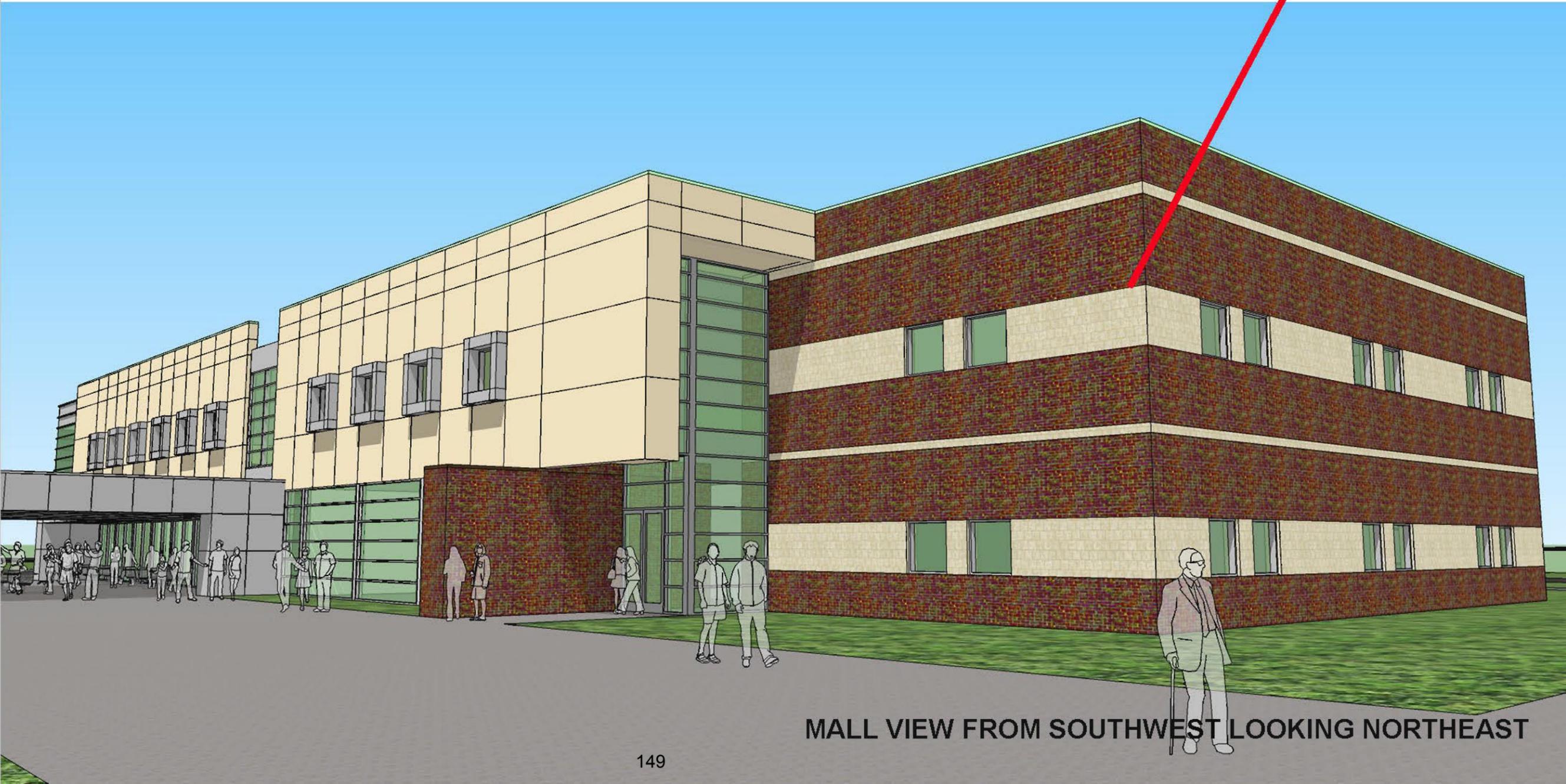


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SOUTH TEXAS
COLLEGE

OCTOBER 6TH 2015

MALL VIEW FROM SOUTHWEST LOOKING NORTHEAST



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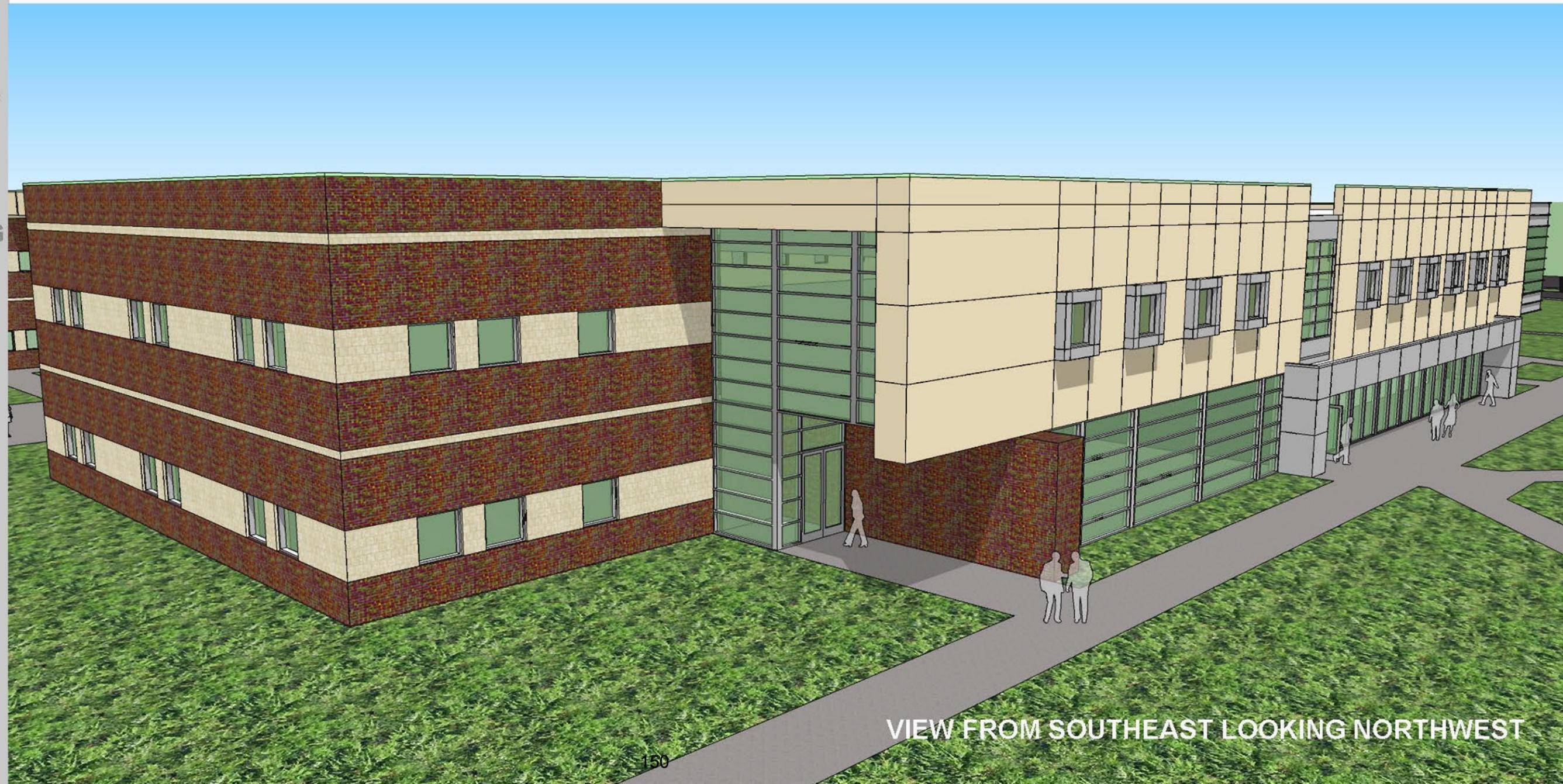
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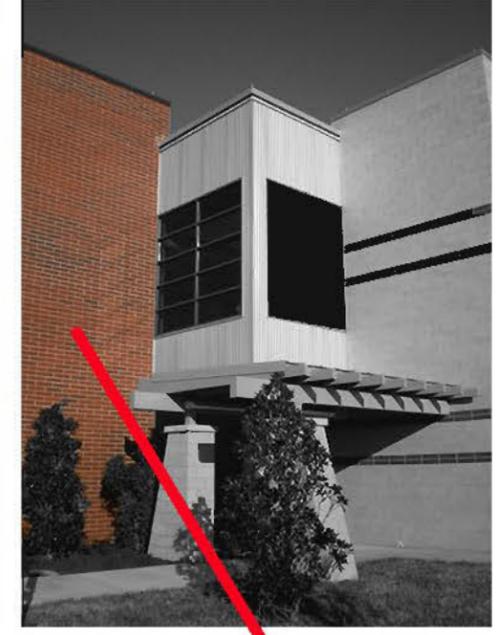
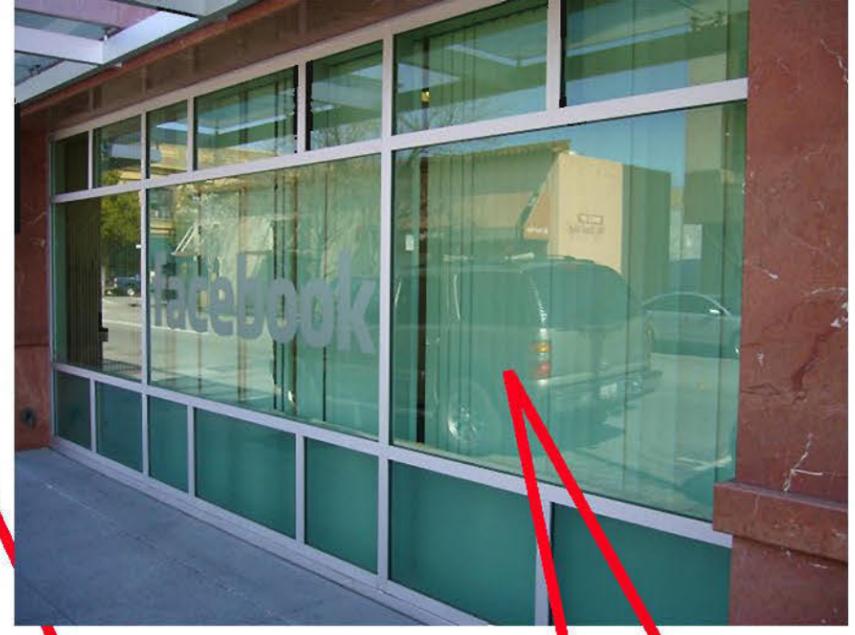


SOUTH TEXAS
COLLEGE

OCTOBER 6TH 2015



VIEW FROM SOUTHEAST LOOKING NORTHWEST

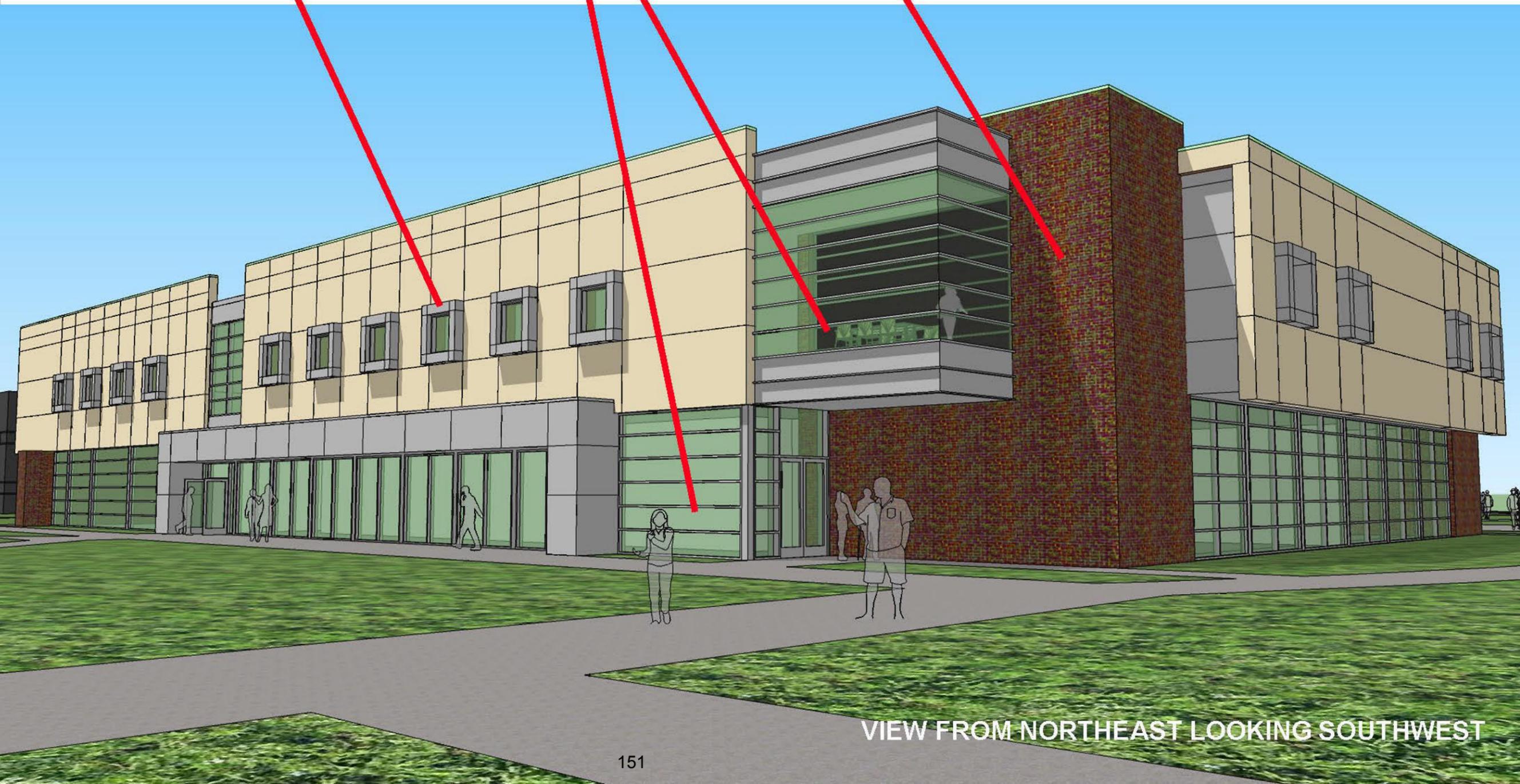


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SOUTH TEXAS
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OCTOBER 6TH 2015

VIEW FROM NORTHEAST LOOKING SOUTHWEST



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SOUTH TEXAS
COLLEGE

OCTOBER 6TH 2015

AERIAL VIEW FROM NORTHWEST LOOKING SOUTHEAST

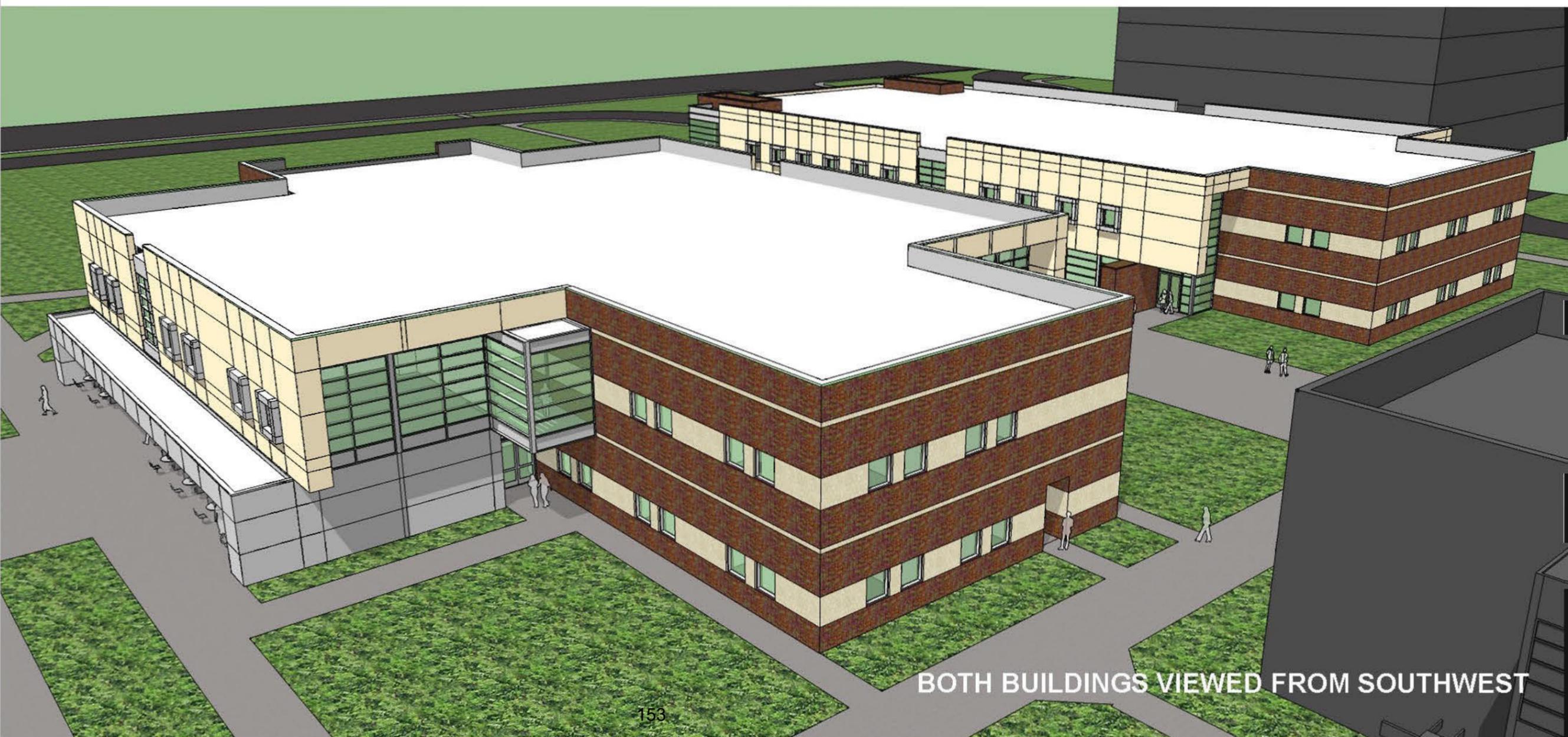


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OCTOBER 6TH 2015

BOTH BUILDINGS VIEWED FROM SOUTHWEST



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COLLEGE

OCTOBER 6TH 2015

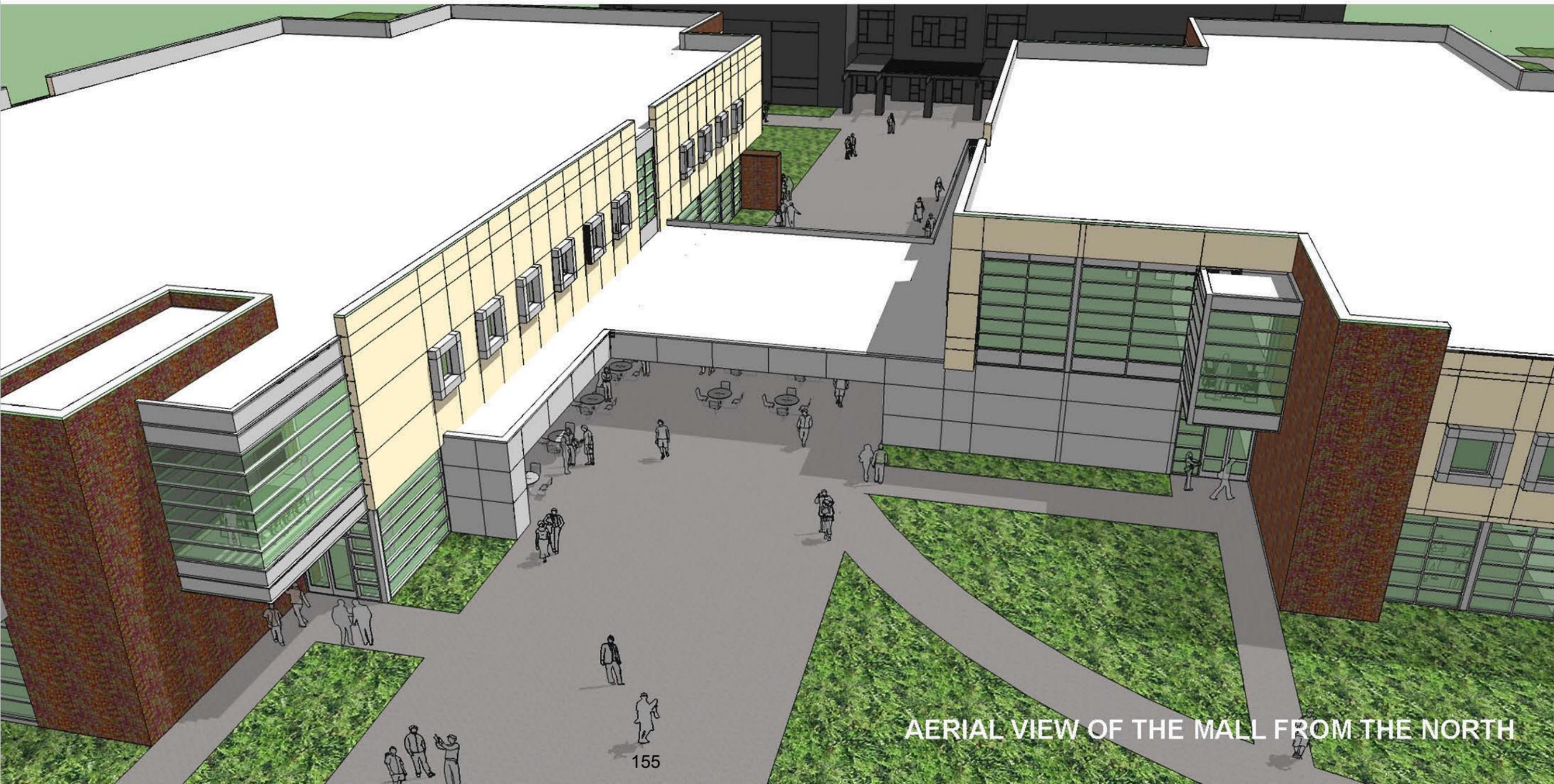
BOTH BUILDINGS VIEWED FROM SOUTH

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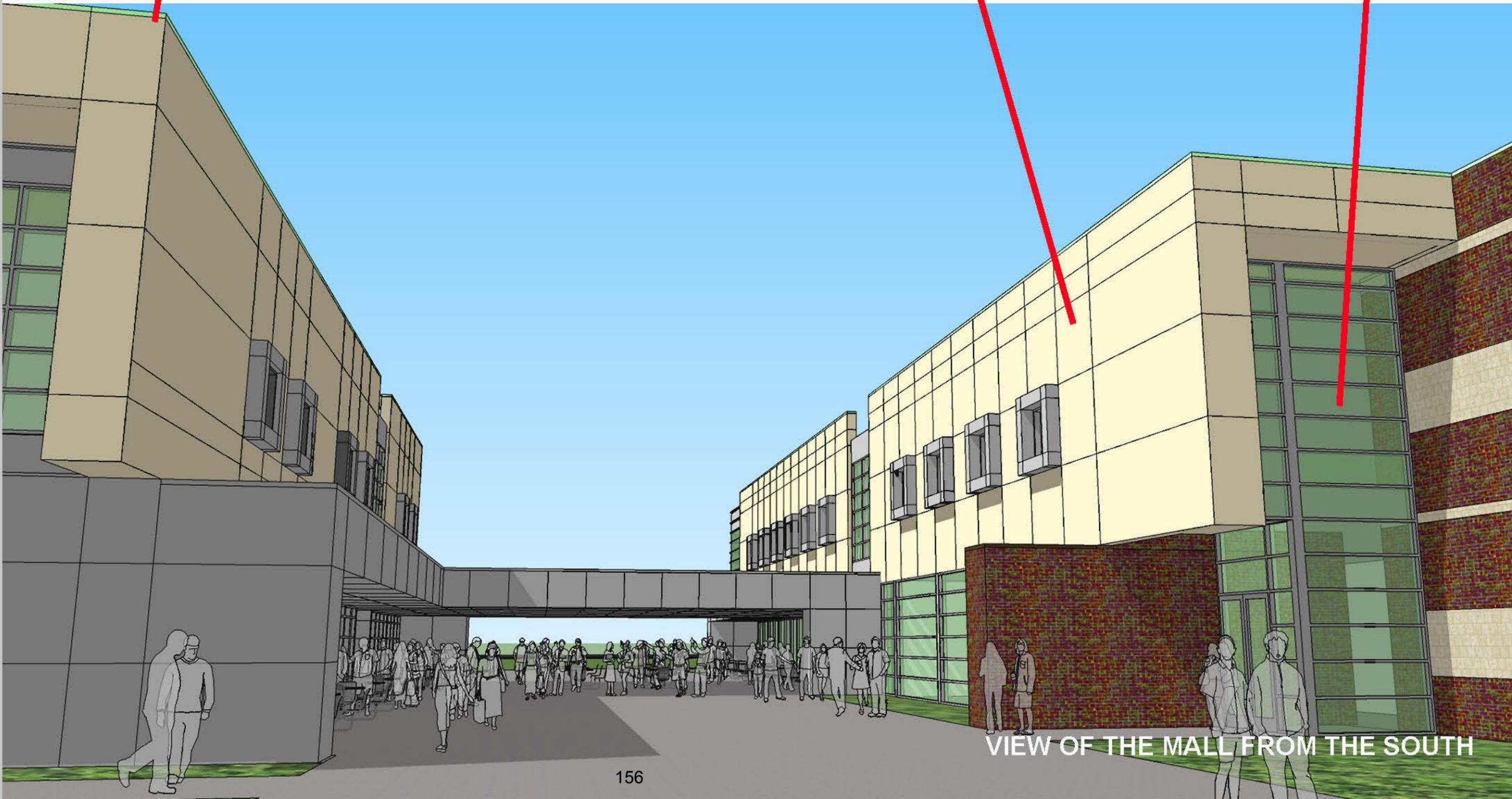
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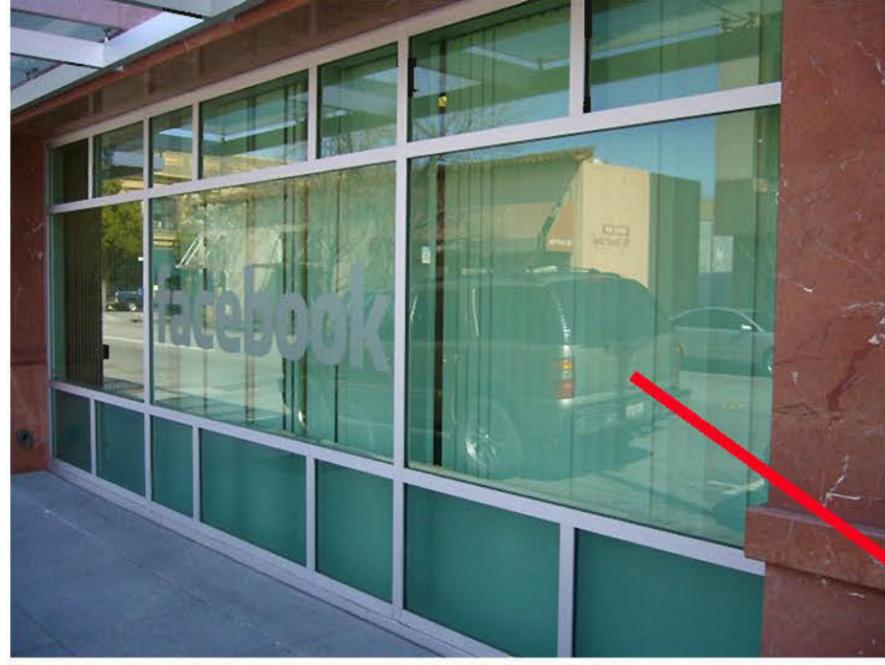


SOUTH TEXAS
COLLEGE

OCTOBER 6TH 2015



VIEW OF THE MALL FROM THE SOUTH

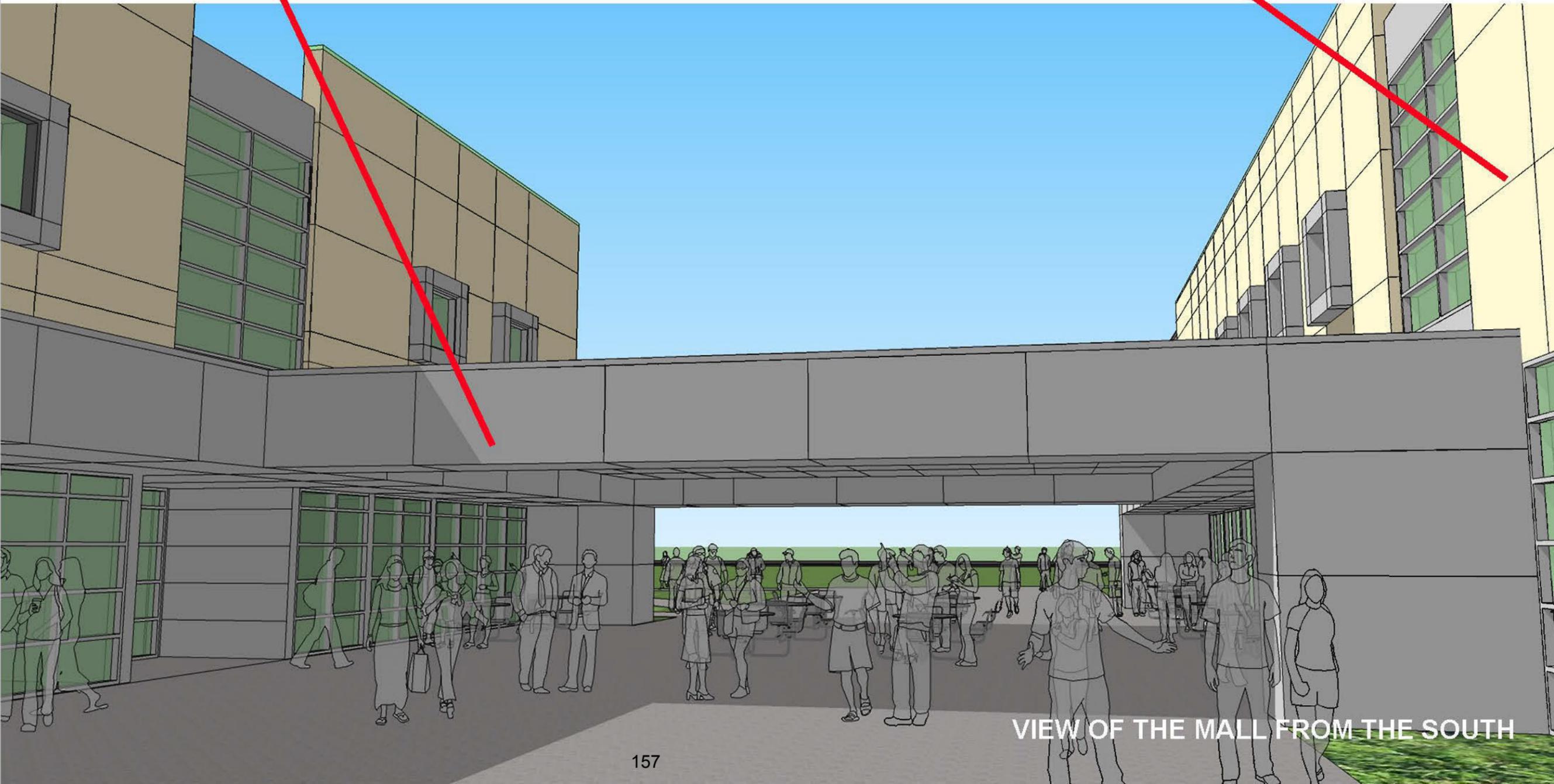


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SOUTH TEXAS
COLLEGE

OCTOBER 6TH, 2015

VIEW OF THE MALL FROM THE SOUTH

Review and Action as Necessary on Contracting Civil Engineering Services for the Non-Bond Pecan Plaza Parking Area for Police Vehicles

Approval to contract civil engineering design services for the Non-Bond Pecan Plaza Parking Area for Police Vehicles is requested.

Purpose

The procurement of a civil engineer will provide for design services necessary for the non-bond Pecan Plaza Parking Area for Police Vehicles project.

Justification

The procurement of a civil engineer will allow for the engineer to work with staff 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. Construction documents will then be issued for solicitation of construction proposals. Once received, construction proposals will be evaluated and submitted to the Facilities Committee for a recommendation of Board approval to award a construction contract

Background

The police department currently has police vehicles that need to be parked and stored in a secured area. STC staff has proposed an area adjacent to the existing police department that could be used for this purpose. The attached site plan shows the proposed location.

In order to proceed with the design of the parking area, staff recommends contracting civil engineering services for preparation of plans and specifications.

Four civil engineering firms listed below were previously approved by the Board at the March 31, 2015 Board meeting for one year to provide professional services as needed for projects under \$500,000.

1. Halff Associates, Inc.
2. Melden & Hunt
3. Perez Consulting Engineering
4. R. Gutierrez Engineering

Based on the following criteria, R. Gutierrez Engineers is recommended to provide civil engineering services for this project.

Criteria:

- Previous experience with facilities at Pecan Plaza
- Experience with similar projects
- Familiarity with the college's standards

Funding Source

Funds are available in the FY 2015 – 2016 construction budget for design and construction of these improvements, with the final engineering fees to be negotiated.

Project Budget		
Budget Components	Amount Budgeted	Actual Cost
Design	\$25,000	Actual design fees are estimated and will be finalized during contract negotiations.
Construction	\$250,000	Actual cost will be determined after the solicitation of construction proposals.

Enclosed Documents

The packet included a site plan indicating the location of the proposed parking area.

The Facilities Committee expressed reservations about the proposed budget for the project. The Committee made it clear that they would recommend Board approval to contract R. Gutierrez Engineers to develop the schematic and documentation necessary to publish a Request for Proposals, but wished to retain the right to terminate the project if the costs were prohibitive.

Staff and legal counsel agreed that the standard AIA contract allowed the owner to terminate a project at any phase of the design as directed by the Board of Trustees, with payments to the engineer based on services rendered.

The proposed scope of the parking lot is as follows:

- The parking lot square feet is 12,200 s.f.
- The proposed parking lot allows for 24 parking spaces
- 6'-8" high perimeter CMU block walls to be constructed at north and south sides
- 24' solid rolling gate entrance
- Two storage areas within the parking lot
- Area for the future generator and tank

The Facilities Committee recommended Board approval to contract civil engineering services with R. Gutierrez Engineers for the Non-Bond Pecan Plaza Parking Area for Police Vehicles project as presented and with the explicit stipulation that the Committee might recommend Board termination of the project upon review of any proposals and costs received.

Recommendation:

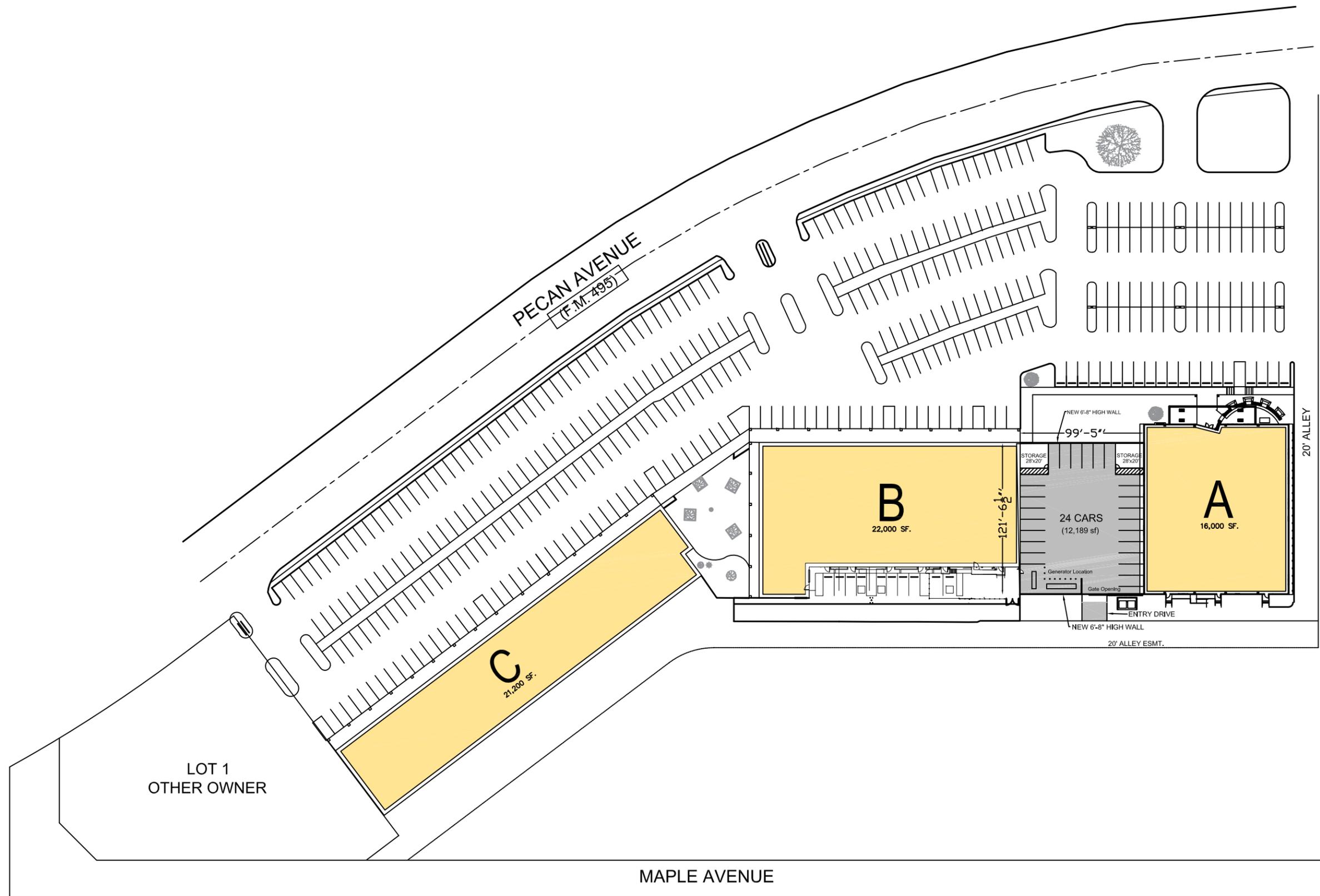
It is recommended that the Board of Trustees of South Texas College approve and authorize contracting civil engineering services with R. Gutierrez Engineers for the Non-Bond Pecan Plaza Parking Area for Police Vehicles project as presented and with the explicit stipulation that the Board may recommend termination of the project upon review of any bids received.

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

The Board of Trustees of South Texas College approves and authorizes contracting civil engineering services with R. Gutierrez Engineers for the Non-Bond Pecan Plaza Parking Area for Police Vehicles project as presented and with the explicit stipulation that the Board may recommend termination of the project upon review of any bids received.

Approval Recommended:

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



Police Department Parking 

Engineer's Estimate of Probable Cost

To: Ramiro Gutierrez , PE
 R. Gutierrez Engineering Corporation
 130 East Park
 Pharr, TX 78577

Date: 10-14-2015

From: José Antonio Nicanor, PE, LEED AP
 701 S. 15th Street
 McAllen, Texas 78501

Project: STC Pecan Plaza Police Parking Lot and CCTV

Subject: Estimate of Probable Cost

All items include material and labor with the following markups:
 a. Thirteen (13) Percent General /Overhead and Profit

ELECTRICAL					
ITEM NO.	DESCRIPTION	QTY.	UNIT	UNIT COST	TOTAL COST
1	LIGHT FIXTURES	4	EA	\$ 600.00	\$ 2,400
2	#10 AWG BRANCH CONDUCTORS	442	LF	\$ 4.57	\$ 2,022
3	3/4 INCH EMT CONDUIT	198	LF	\$ 0.48	\$ 95
4	3/4 INCH PVC CONDUIT	244	LF	\$ 0.95	\$ 233
5	LIGHTING CONTACTOR/TC/PHOTOCELL	1	LS	\$ 600	\$ 600
6	70AMP/8 CKT LOAD CENTER	1	LS	\$ 800	\$ 800
CCTV					
ITEM NO.	DESCRIPTION	QTY.	UNIT	UNIT COST	TOTAL COST
8	NETWORK VIDEO RECORDER	1	EA	\$ 4,000	\$ 4,000
9	IP CAMERAS, MOUNTING HARDWARE, ACCESSORIES	2	EA	\$ 1,200	\$ 2,400
10	CATERGORY 6A (INDOOR/OUTDOOR RATED)	2	LS	\$ 300	\$ 600
11	INDOOR CAT6A POE LIGHTING PROTECTOR L-COM#HLGN	2	EA	\$ 151	\$ 301
12	48" CAMERA RACK	1	EA	\$ 438	\$ 438
13	BRANCH CIRCUIT FOR CAMERA	1	LS	\$ 250	\$ 250
14	2500 WATT APC SMART UPS	1	EA	\$ 2,700	\$ 2,700
15	LIFTMASTER MEGAARM BARRIER GATE OPENER CAMPGROUND GATE ACCESS 15 FT. SINGLE ARM KIT	1	EA	\$ 8,400	\$ 8,400
				TOTAL IMPROVEMENTS	\$ 25,238
				GENERAL CONDITIONS (5%)	\$ 1,262
				OH/PROFIT (8%)	\$ 2,019
					\$ 28,519

R. Gutierrez Engineering Corporation

Statement of Probable Cost

Description: STC Pecan Plaza - Police Parking Lot

Project No.:

By: HL

Date: 10/14/2015

ITEM NO.	DESCRIPTION	UNIT	UNIT COST	ESTIMATED QUANTITY	TOTAL COST
I. PAVING AND DRAINAGE					
1	18" RCP	LF	\$38.00	350	\$13,300.00
2	Type "C" Inlet	EA	\$2,800.00	2	\$5,600.00
3	Concrete Riprap	CY	\$350.00	5	\$1,750.00
4	Cut and Restore Pavement	SY	\$65.00	110	\$7,150.00
5	Subgrade Preparation (6")	SY	\$7.00	1,390	\$9,730.00
6	Concrete Pavement (7")	SY	\$65.00	1,390	\$90,350.00
7	Striping	LS	\$1,500.00	1	\$1,500.00
PAVING AND DRAINAGE SUB-TOTAL :					\$129,380.00
II. ELECTRICAL					
8	See Attached	LS	\$ 28,519.00	1	\$28,519.00
ELECTRICAL SUB-TOTAL :					\$28,519.00
III. MISCELLANEOUS					
11	CMU Fence w/ Concrete Footing (7')	LF	\$ 115.00	185	\$21,275.00
12	Chain Link Fence	LF	\$ 35.00	90	\$3,150.00
13	Rolling Gate	LS	\$ 10,000.00	1	\$10,000.00
14	Erosion and Sediment Control	LS	\$ 1,500.00	1	\$1,500.00
MISCELLANEOUS SUB-TOTAL :					\$35,925.00
CONSTRUCTION PROBABLE COST SUB-TOTAL :					\$193,824.00
10% CONTINGENCY :					\$19,382.40
TOTAL PROBABLE CONSTRUCTION COST :					\$213,206.40

Note:

- 1) Estimate does not include surveying and/or professional engineering services
- 2) Estimate does not include contractors bid & performance bonds, permit fees, irrigation district fees, legal fees, land cost, water rights fees, perimeter fencing, landscaping, sidewalks, etc.
- 3) Engineer's opinions of probable Construction Cost are made on the basis of Engineer's experience and qualification and represent Engineer's best judgement as an experienced and qualified professional generally familiar with the construction industry. However, since Engineer has no control over the cost of labor, materials, equipment, or services furnished by others, or over contractor's methods of determining prices, or over competitive bidding or market conditions, Engineer cannot and does not guarantee that proposals, bids, or actual Construction Cost will not vary from opinions of probable Construction Cost prepared by Engineer. If Owner wishes greater assurance as to probable Construction Cost, Owner shall employ an independent cost estimator.

Review and Action as Necessary on Schematic Design of the Non-Bond Pecan Campus Student Support Services Building K Student Enrollment Center

Approval of schematic design by Boultinghouse Simpson Gates Architects for the Non-Bond Pecan Campus Student Support Services Building K Student Enrollment Center is requested.

Purpose

Schematic design is the first phase of basic design services provided by the project design team. In this phase, the design team prepares schematic drawings based on the Owner's project program and design meetings with staff. The approval of this phase is necessary to establish the basis on which the project design team is given authorization to proceed with design development and construction document phases.

Justification

Once schematic design is approved, Boultinghouse Simpson Gates Architects will proceed to prepare all necessary design development drawings and specifications in preparation for the construction documents phase using STC design standards as well as all applicable codes and ordinances. Construction documents will then be issued for solicitation of construction proposals. Once received, construction proposals will be evaluated and submitted to the Board of Trustees with a recommendation to award a construction contract.

Background

Due to the growth in enrollment, the college has experienced large increases in student traffic in Pecan Campus Student Support Services Building (K) particularly during peak registration periods. The redesign will maximize space in order to provide excellent and efficient customer service to each student and ensure all complete the enrollment process. In addition, students will be able to complete the entire enrollment process with staff assistance in one location without moving around between different offices or other computer labs on campus. Services will be open and transparent providing a warm, welcoming and service-oriented environment and students will be able to remain in the same location with full access to staff for assistance at all times.

At the October 28th, 2014 Board meeting, the Board selected Boultinghouse Simpson Gates Architects from the college's approved list of architectural firms for on-call services. The list of architects for on-call services was approved by the Board on June 26, 2014. At that time, firms were selected in alphabetical order and Boultinghouse Simpson Gates Architects was selected for this project.

Boultinghouse Simpson Gates Architects began working with Facilities Planning & Construction and STC staff to develop plans and interior elevations. The proposed Pecan Campus Student Support Services Building Improvements project includes the following scope:

- **Student Admissions**
 - Admissions
 - Welcome Center
 - Information

Funding Source

As part of the FY 2015-2016 non-bond construction budget, funds in the amount of \$400,000 were budgeted for this project. The design team met with staff to review the project scope and developed a schematic design. The architect had originally prepared a preliminary construction cost estimate of \$450,000 based on the schematic design and verifying the existing building conditions. The architect has since then revisited the scope and reduced the construction cost estimate to approximately \$400,000. The total project cost including design and soft costs is \$701,825.

Reviewers

The proposed schematic design has been reviewed by staff from Facilities Planning & Construction, Student Affairs and Enrollment, Operations and Maintenance, Instructional Technologies, and Technology Resources departments, and Coordinated Operations Council.

Enclosed Documents

Boultinghouse Simpson Gates Architects has developed a schematic presentation describing the proposed design. Enclosed are drawings of the site plan, floor plan, and interior views.

Presenters

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

The Facilities Committee recommended Board approval of the proposed schematic design of the Pecan Campus Student Support Services Building K Student Enrollment Center project as presented.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize the proposed schematic design of the Pecan Campus Student Support Services Building K Student Enrollment Center 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 proposed schematic design of the Pecan Campus Student Support Services Building K Student Enrollment Center project as presented.

Approval Recommended:

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



SOUTH TEXAS COLLEGE

BUILDING 'K' STUDENT ENROLLMENT CENTER

October 6, 2015

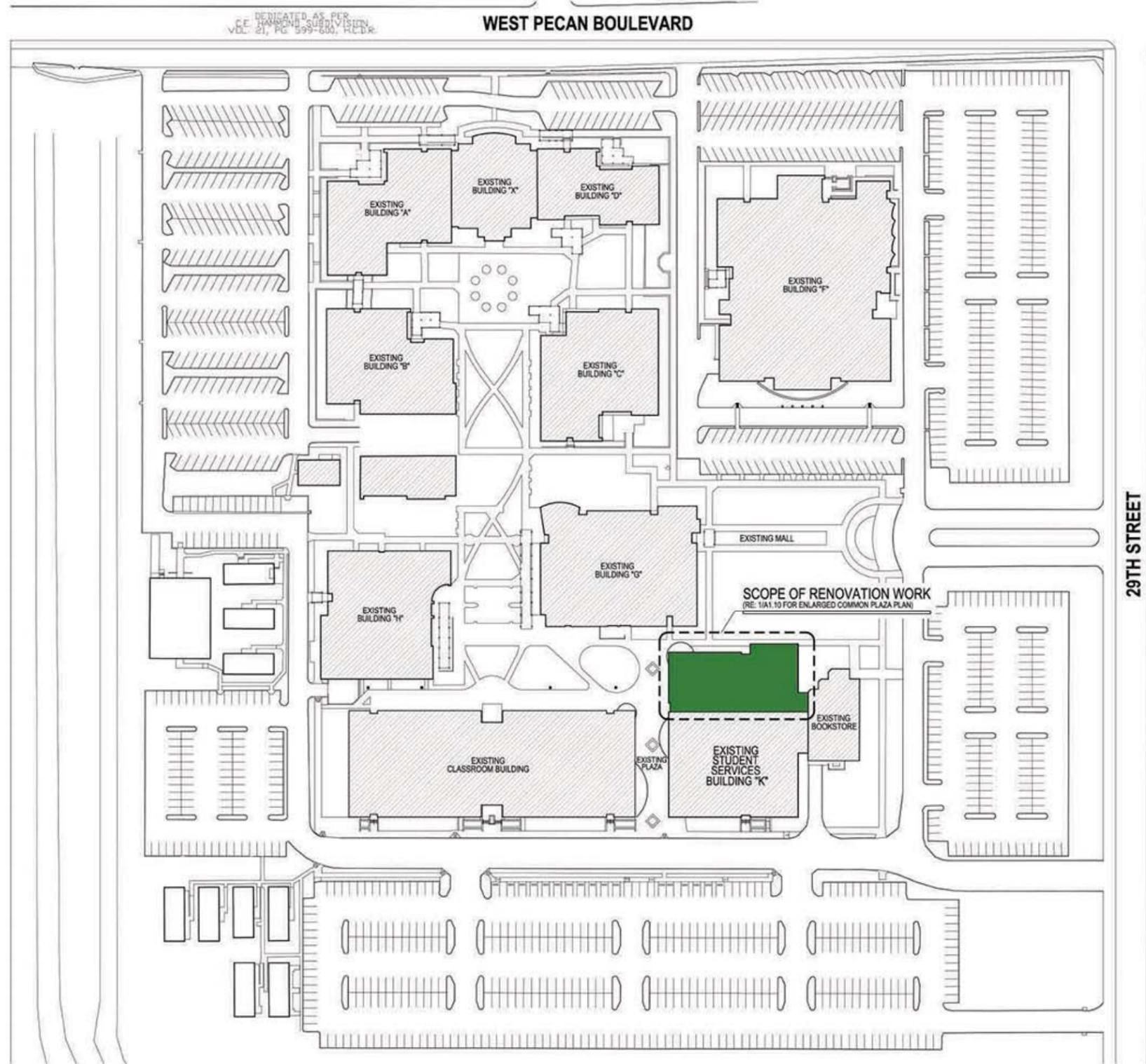


BUILDING K ENROLLMENT CENTER

October 6, 2015



SOUTH TEXAS
COLLEGE



BUILDING 'K' - STUDENT ENROLLMENT CENTER

CAMPUS SITE PLAN

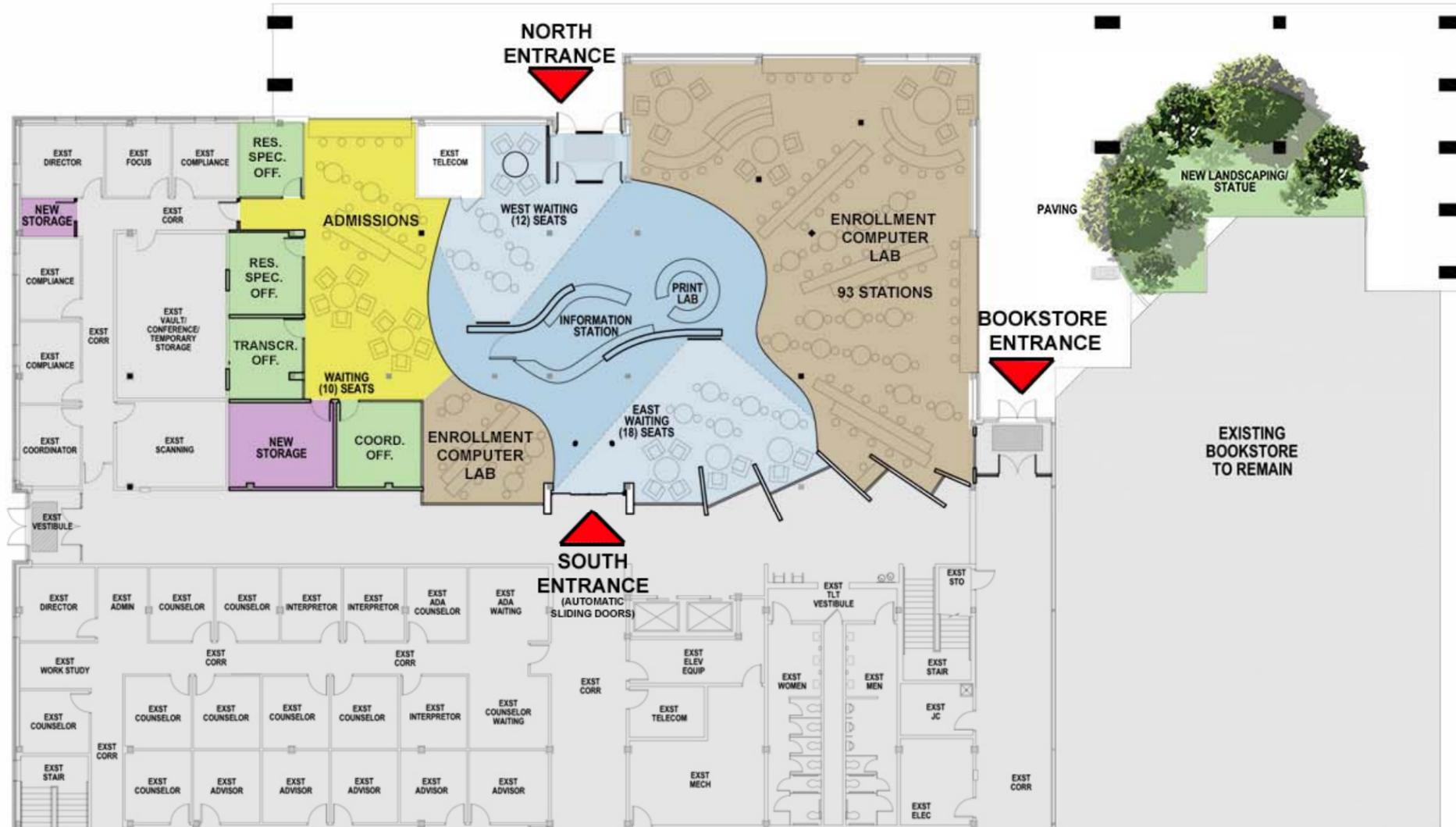
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**BUILDING
K
ENROLLMENT
CENTER**

October 6, 2015



**SOUTH TEXAS
COLLEGE**



FLOOR PLAN



**BUILDING
K
ENROLLMENT
CENTER**

October 6, 2015



**SOUTH TEXAS
COLLEGE**



AERIAL PERSPECTIVE OF ENROLLMENT CENTER

**BUILDING
K
ENROLLMENT
CENTER**

October 6, 2015



**SOUTH TEXAS
COLLEGE**



INTERIOR PERSPECTIVE FROM ENROLLMENT CENTER TOWARDS THE INFORMATION STATION

Enrollment Center Photos – Building “K”

East view toward Admissions



View from entry at Welcome Center



Enrollment Center Photos – Building “K”

West view at corridor to Admissions



Information Center



Review and Action as Necessary on Approval of Change Order for the Non-Bond Pecan Campus Portable Buildings Infrastructure

Approval of proposed Change Order No. 2 with Celso Construction for the Pecan Campus Portable Buildings Infrastructure project is requested.

On April 28, 2015, the Board approved the construction proposal from Celso Construction which included the infrastructure for ten (10) portable buildings. On July 28th 2015, the Board approved the revised plan for relocation of two additional portable buildings for a grand total of twelve (12) portable buildings on the Pecan Campus to allow for the construction of the Bond projects. The two additional portable buildings were required to provide additional classrooms space.

Change Order No. 2 is needed to provide infrastructure for the two additional portable buildings as approved in the revised plan for the relocation of portable buildings.

This proposed change order item has been reviewed and confirmed by the project design team at Melden & Hunt and STC staff.

Pecan Campus Portable Buildings Infrastructure			
Change Order No.	Item Description and Justification	Cost/ Days	Funding Source
2	<ul style="list-style-type: none"> • Description: Infrastructure for electrical, fire alarm, data, mechanical, and concrete sidewalks. 	\$40,754.63	Non-Bond Construction
Total Change Order No. 2		\$40,754.63 0 days	Non-Bond Construction

A representative from Melden & Hunt and STC staff will attend the October 6, 2015 Facilities Committee meeting to respond to questions from the Facilities Committee members.

The Facilities Committee recommended Board approval of proposed Change Order No. 2 in the amount of \$40,754.63 with Celso Construction for the Pecan Campus Portable Buildings Infrastructure project as presented.

Recommendation:

It is recommended that the Board of Trustees of South Texas College approve and authorize proposed Change Order No. 2 in the amount of \$40,754.63 with Celso Construction for the Pecan Campus Portable Buildings Infrastructure 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 proposed Change Order No. 2 in the amount of \$40,754.63 with Celso Construction for the Pecan Campus Portable Buildings Infrastructure project as presented.

Approval Recommended:

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

Review and Action as Necessary on Substantial or Final Completion for the Following Non-Bond Construction Projects
a. Nursing and Allied Health Campus Irrigation System Upgrade
b. Pecan Campus AECHS Service Drive and Sidewalk

Approval of substantial completion for the following projects is requested.

	Projects	Substantial Completion	Final Completion	Documents Attached
1.	Nursing & Allied Health Campus Irrigation System Upgrade Engineer: SSP Design Contractor: Southern Landscapes	Recommended	Expected November 2015	Substantial Completion Certificate
2.	Pecan Campus AECHS Service Drive and Sidewalk Engineer: R. Gutierrez Engineering Contractor: Roth Excavating	Approved September 2015	Recommended	Certificate of Construction Completion

1. Nursing & Allied Health Campus Irrigation System Upgrade

It is recommended that substantial completion for this project with Southern Landscapes be approved.

SSP Design 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 September 23, 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 Southern Landscapes 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 November 2015 Board meeting.

2. Pecan Campus AECHS Service Drive and Sidewalk

It is recommended that final completion and release of final payment for this project with Roth Excavating be approved.

Final Completion including punch list items were accomplished as required in the Owner/Contractor agreement for this project. It is recommended that final completion and release of final payment for this project with Roth Excavating be approved. The original cost approved for this project was in the amount of \$49,472.

The following chart summarizes the above information:

Construction Budget	Approved Proposal Amount	Net Total Change Orders	Final Project Cost	Previous Amount Paid	Remaining Balance
\$60,000	\$49,472	\$0	\$49,472	\$46,998.40	\$2,473.60

On August 27, 2015, STC Planning & Construction Department staff along with R. Gutierrez Engineering inspected the site to confirm that all punch list items were completed. Attached is a certificate of construction completion from R. Gutierrez Engineering acknowledging all work is complete and recommending release of final payment.

It is recommended that the Facilities Committee recommend for Board approval at the October 27, 2015 Board meeting, the substantial or final completion of the projects as presented.

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

Recommendation:

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

Approval Recommended:

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



September 23, 2015

Mr. Jon Klement
President
Valley Garden Center, Inc. DBA Southern Landscapes
821 E. Beech Ave.
McAllen, TX 78501

RE: Substantial Completion
STC Nursing and Allied Health Campus Irrigation Improvements
RFP: 14-15-1080

Dear Mr. Klement:

Please accept this letter as your notice of substantial completion on September 23, 2015 per our walkthrough that day at 4:30. Please note your warranty period on the irrigation ends on September 23, 2016.

This warranty includes the irrigation components installed, backflow, controllers, valves, etc. (Repairs and replacements shall be completed within two weeks of notification from owner).

Two pending items remain first please submit close out documents, warranty letters, laminated colored zoning diagrams, operational manuals and as-built drawings for review. Second the Plug in Relays are a warranty items that require to be addressed.

Please call if you have any questions.

Sincerely,

A handwritten signature in blue ink, appearing to read "S. Scott Pajeski".

S. Scott Pajeski, Director
SSP Design, LLC

CERTIFICATE OF CONSTRUCTION COMPLETION

THIS IS TO CERTIFY THAT ON 27th DAY OF August 2015, A FINAL INSPECTION was made of the project herein described:

CONTRACT

CONTRACT DATE: August 27, 2015

OWNER: South Texas College

CONSTRUCTION CONTRACTOR: Roth Excavating, Inc.

OF THE CITY OF PHARR, STATE OF TEXAS

PROJECT DESCRIPTION

CONSTRUCTION OF: STC Achieve Early College High School Service Drive and Sidewalk

STC CONTRACT NO.: Project No. 14-15-1063

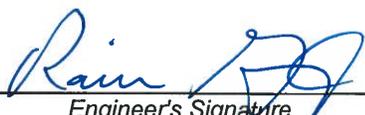
LOCATED IN OR NEAR THE CITY OF: McAllen, Texas

THIS IS TO CERTIFY:

1. That the work has been completed in accordance with the plans and specifications and all addenda, change orders, supplemental agreements thereto, and with the following exceptions:
None
2. That the sum of zero dollars and 00 /100 dollars (\$ 0.00), be deducted from the final payment of the Contractor for liquidated damages.
3. That the contractor has presented a "Certificate of Release" stating under oath, that all claims arising out of the performance of work have been fulfilled, and the OWNER is released from all claims arising under or by virtue of said contract.
4. That the CONTRACTOR has presented in behalf of itself and its sureties, satisfactory evidence that it is bound to repair, replace, and make good any faulty workmanship and/or materials discovered in the work within a period of one year from this date, as provided in said contract.

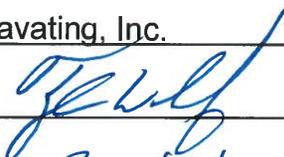
5.	Amount of Original Contract	\$	49,472.00
	Present Amount of Contract	\$	49,472.00
	Total Amount of earned to date	\$	49,472.00
	Less: previous payments	\$	46,998.40
	Balance	\$	2,473.60
	Authorized deductions	\$	0.00
	AMOUNT OF FINAL PAYMENT	\$	2,473.60

6. That the final payment in the amount of \$ Two Thousand Four Hundred Seventy-Three Dollars and Sixty Cents (\$2,473.60) is now due and payable.



 Engineer's Signature
 Ramiro Gutierrez, PE

CONCURRED BY:

Roth Excavating, Inc. _____
 BY:  _____
 TITLE: President _____

CONCURRED BY:

South Texas College _____
 BY: _____
 TITLE: _____

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.

CONSTRUCTION PROJECTS PROGRESS REPORT - October, 2015

Project number	PROJECT DESCRIPTION	Project Development				Design Phase				Construction Phase				Project Manager	Architect/Engineer	Contractor						
		Project Development	Board approval of A/E	Contract Negotiations	Concept Development	Schematic Approval	30%	60%	95%	100%	Solicit of Proposals	Approve Contractor	Construction Start				30%	50%	75%	95% Substantial Comp	100%	Final Completion
Pecan Campus and Pecan Plaza																						
15-1-002a	Pecan - Covered Area for Ceramic Arts Kilns														Robert	EGV Architects	Holchemont Ltd.					
15-1-002b	Pecan - Interior Renovation for Ceramic Arts													Robert	EGV Architects	Herron						
15-1-006	Pecan - Library Study Rooms Additions													Robert	Boullinghouse Simpson Gates Architects	TBD						
15-1-007	Pecan - Student Activities Sports Field Lighting													John	DBR Engineering	Zitro Electric						
15-1-012	Pecan - Infrastructure for Relocation of Portable Buildings													John	Melden & Hunt	Celso Construction						
15-1-013	Pecan - Relocation of Electrical Power Lines													Robert	Sigma Engineering	Metro Electric						
15-1-017	Pecan - Building K Enrollment Center													Rick	Boullinghouse Simpson Gates Architects	TBD						
15-1-020	Pecan - AECHS Service Drive and Sidewalk													John	R. Gutierrez Engineering	Roh Excavation						
16-1-041	Pecan - Removal of Existing Trees	N/A	N/A											John	TBD	TBD						
16-1-001	Pecan - Building A Sign Replacement (RR)																					
15-1-003	Pecan Plaza - Emergency Generator and Wiring													Rick	TBD	TBD						
15-1-004	Pecan Plaza - Resurfacing Back Side of Building B (RR)													Victor	Half Associates	5 Star Construction						
16-1-016	Pecan Plaza - Parking Area for Police Vehicles													Victor	TBD	TBD						
Mid Valley Campus																						
16-2-007	MV - Childcare Center Play Ground Flooring (RR)	N/A	N/A											Victor	N/A	TBD						
Technology Campus																						
15-3-004	TC - Building B Doors and Frame Replacement													Robert	ROFA	TBD						
15-3-014	TC - Workforce Building Conference Room													Robert	ROFA	TBD						
13-3-R002	TC - West Academic Building Re-Roofing (RR)													Robert	Amtech Building Sciences	Rio Roofing						
14-3-R004	TC - Cooling Tower Replacement (RR)													Rick	Half Associates	Pro-Tech						
Nursing and Allied Health Campus																						
14-4-R004	NAH - Irrigation System Upgrade (RR)	N/A	N/A											John	SSP Design	???						
16-4-004	NAH - Thermal Plant																					
Starr County Campus																						
15-5-005	Starr - Building E & J Crisis Mgt Center Generator																					
District Wide Improvements																						
14-6-010	DW - Building to Building ADA Compliance Ph II													Robert	Dannenbaum Engineering	TBD						
14-6-R012	DW - Lighting Upgrades for Parking Lots (RR)													Robert	DBR Engineering	Metro Electric						
15-6-001	DW - Outdoor Furniture	N/A	N/A											Rick	N/A	TBD						
15-6-002	DW - Directional Signage	N/A	N/A											Rick	N/A	TBD						

For FY 2015-2016, 24 non-bond projects are currently in progress, 1 has been completed and 47 pending start up - 72 Total

Status of Non-Bond Construction Projects in Progress October 2015

Project	% Complete	Date to Complete	Current Activity	Budget	Contract Amount	Amount Paid	Balance
Pecan Campus							
Covered Area for Ceramic Arts Kilns	5%	October 2015	1. Construction Phase 2. Construction in progress	\$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	\$103,748.55	\$5,460.45
Library Additional Study Rooms	15%	June 2015	1. Design phase 2. Design on hold	\$54,000	TBD	\$0	TBD
Sports Fields Lighting	30%	December 2015	1. Construction phase 2. Construction in progress	\$200,000	\$228,000	\$0	\$228,000
Infrastructure for Relocation of Portable Buildings	50%	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	30%	December 2015	1. Construction Phase 2. Construction in progress	\$220,000	\$210,478	\$0	\$210,478
Student Services Building K Enrollment Center	95%	October 2015	3. Design Phase 3. Design in progress	\$30,000	\$23,125	\$4,990	\$18,135
AECHS Service Drive and Sidewalk Relocation	100%	August 2015	1. Construction phase 2. Final Completion	\$60,000	\$49,472	\$46,998.40	\$2,473.60
Removal of Trees for Bond Construction	95%	January 2016	1. Design Phase 2. Bids in progress	\$21,000	TBD	\$0	TBD
Building A Sign Replacement	0%	February 2016	1. Project Development 2. Design in progress	\$10,000	TBD	\$0	TBD

Project	% Complete	Date to Complete	Current Activity	Budget	Contract Amount	Amount Paid	Balance
Pecan Plaza Police Department Emergency Generator	0%	May 2016	1. Project Development 2. Work in progress	\$400,000	TBD	\$0	TBD
Pecan Plaza Asphalt Resurfacing on Alley Side	75%	November 2015	1. Construction Phase 2. Construction in progress	\$30,000	\$58,000	\$0	\$58,000
Pecan Plaza Parking Area for Police Vehicles	0%	May 2016	1. Project Development 2. Work in progress	\$250,000	TBD	\$0	TBD
Mid Valley Campus							
Childcare Center Play Ground Flooring	95%	December 2015	1. Design Phase 2. Bidding in progress	\$31,000	TBD	\$0	TBD
Technology Campus							
West Academic Building Re-roofing	75%	December 2015	1. Construction Phase 2. Construction in progress	\$1,698,900	\$1,296,000	\$845,737.50	\$450,262.50
HVAC Cooling Tower Replacement	95%	October 2015	1. Construction Phase 2. Construction in progress	\$415,000	\$396,000	\$361,000	\$35,000
Building B Main Door and Frame Replacement	10%	March 2016	1. Design Phase 2. Design in progress	\$7,500	\$3,750	\$0	\$3,750
Building C Conference Room Addition	10%	March 2016	1. Design Phase 2. Design in progress	\$9,600	\$4,500	\$0	\$4,500
Nursing and Allied Health Campus							

Project	% Complete	Date to Complete	Current Activity	Budget	Contract Amount	Amount Paid	Balance
Irrigation System upgrades	95%	October 2015	1. Construction Phase 2. Substantial Completion	\$30,000	\$37,767	\$26,412.36	\$11,354.64
Thermal Plant	0%	March 2016	1. Project Development 2. Solicitation of consultant	\$2,650,000	TBD	\$0	TBD
Starr County Campus							
Bldg E & J Crisis Management Center with Generator	0%	March 2016	1. Project Development 2. Work in progress	\$400,000	TBD	\$0	\$400,000
District Wide							
Building to Building ADA Accessibility Improvements Phase II	95%	October 2015	1. Design Phase 2. Solicitation of proposals	\$60,000	\$83,389.03	\$68,232.81	\$15,156.22
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	10%	December 2015	1. Project development 2. Work in progress	\$50,000	TBD	\$0	TBD
Outdoor Furniture	95%	November 2015	1. Design phase 2. Solicitation of proposals	\$25,000	TBD	\$0	TBD
For FY 2014-2015, 24 non-bond projects are currently in progress, 1 has been completed and 47 pending startup - 72 Total							

Consideration and Approval of Checks and Financial Reports

Board action is requested to approve the checks for release and the financial reports for the month of 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



The College's **Fall College Fair** and the *Start Here; Go Anywhere* campaign began on October 12th at the Pecan, Starr County and Mid Valley Campuses, with the participation of numerous schools including: Our Lady of the Lake University, Texas State University, The University of Texas at San Antonio, Grand Canyon University, Texas A&M University Health Science Center, and Texas A&M University-Corpus Christi, Stephen F. Austin University, National American University, Texas A&M International University, TAMU School of Nursing, UTRGV, and TAMUK Engineering. University Relations, Transfer and Articulation Center on the Pecan Campus.

FALL COLLEGE FAIR

Start Here; Go Anywhere

Meet face-to-face with representatives from several universities!

OCTOBER 12
Pecan Campus, Rm. H216

OCTOBER 13
Starr County Campus, Cafeteria

OCTOBER 14
Mid-Valley Campus, Bldg. F

All locations 10 am - 2 pm

The traditional South Texas College **Fall Festivals** began October 22nd with the Starr County Campus. The festivals are designed for student and family fun. All events are open to the public and are free of charge.

FALL FESTIVAL 2015

STARR COUNTY
THURSDAY, OCTOBER 22ND
6PM-9PM

MID-VALLEY
TUESDAY, OCTOBER 27TH
6PM-9PM

TECHNOLOGY CAMPUS
WEDNESDAY, OCTOBER 28TH
6PM-9PM

PECAN CAMPUS
THURSDAY, OCTOBER 29TH
6PM-9PM

New Scholarship Opportunity is available for students. The Jack Kent Cooke Foundation *Undergraduate Transfer Scholarship* provides up to \$40,000 annually to community college students and recent alumni who pursue a baccalaureate degree a four-year institution. The application process has begun and will close in early December.

JACK KENT COOKE Foundation

PROVIDING THE LARGEST SCHOLARSHIPS IN THE NATION TO HIGH-PERFORMING STUDENTS WITH FINANCIAL NEED.

UNDERGRADUATE TRANSFER SCHOLARSHIP

APPLICATION PERIOD OPEN
OCTOBER – DECEMBER



The Mid Valley Campus' Child Development Center Staff held a STEP Up for Down Syndrome Awareness Walk on Saturday, October 17th at the Edinburg Municipal Park. All donations will benefit the Rio Grande Valley Down Syndrome Association.

Charlotte's Royal Entourage Down Syndrome Awareness Walk

Join STC - Mid-Valley Campus Child Development Center Staff in the STEP UP for Down Syndrome Awareness Walk at 8:30 AM Saturday, October 17, 2015 @ Edinburg Municipal Park.

Be part of Charlotte's Royal Entourage team

Steps on how to register on-line:

- Log on to www.stepsfor.org (2015 Down Syndrome Association)
- Click on "Find an event" then click on "STEP UP"
- Click "Register" then "Charlotte's Royal Entourage" on search
- Click on "Join Team"

Steps on how to register Facebook:

- You need to log through Facebook, Google, or create a new account
- Fill in your information
- Select a sign
- Select "Join Event" then "Charlotte's Royal Entourage"
- Fill in your information and American amount (\$10 donation)
- Finalize registration

Thanks for your support!

STEP UP for Down Syndrome Awareness Walk

If you do not get the opportunity to join us here, you can do so the day of the event, here at the park.

South Texas College's annual Hispanic Heritage Month festivities took place during the month of September thru October. Activities included movies, film maker, John Valadez, Artists Rigoberto Gonzalez and Philip Field, Historians Felipe Hinojosa and Antonia Castañeda, Cartoonist Lalo Alcaraz, the Hispanic Heritage Food Festival, Hispanic Heritage Day at all campuses where students, faculty and staff enjoyed foods from various countries, music, and an enjoyable time.

THE CENTER FOR MEXICAN AMERICAN STUDIES AND SOUTH TEXAS COLLEGE LIBRARY PRESENTS

HISPANIC HERITAGE

M O N T H
2 0 1 5

TUESDAY, SEPT. 22, 6:00 P.M.
PECAN RAINBOW ROOM



FILM MAKER
John Valadez
PBS Film: "The Head of Joaquin Murrieta"

MOVIE SHOWING

Sept. 28, 11:00 AM
Technology Library
Sept. 28, 12:00 PM
Starr County Library
Sept. 29, 1:00 PM
Pecan Library Rm F-102
Sept. 30, 12:00 PM
Mid-Valley Library

MONDAY, OCT. 5, 10:00 A.M.
MID-VALLEY LIBRARY

MONDAY, OCT. 5, 6:00 P.M.
PECAN RAINBOW ROOM



HISTORIAN
Antonia Castañeda
Writing Chicanas Into History

THURSDAY, SEPT. 24, 5:00 P.M.
PECAN RAINBOW ROOM



ARTISTS
Rigoberto Gonzalez and Philip Field
Border Lineage: An Exhibition in Two Parts

Disney
McFARLAND USA

MONDAY, OCT. 19, 11:30 A.M.
MID-VALLEY AUDITORIUM

MONDAY, OCT. 19, 6:00 P.M.
PECAN RAINBOW ROOM

TUESDAY, OCT. 20, 11:00 A.M.
STARR CAMPUS AUDITORIUM

WEDNESDAY, SEPT. 30, 6:00 P.M.
PECAN RAINBOW ROOM



HISTORIAN
Felipe Hinojosa
Latino Mennonites: Civil Rights, Faith, and Evangelical Culture

America Paredes Book Award

Pecan:
3201 W. Pecan Blvd., Mcallen
Mid-Valley:
400 N. Border, Weslaco
Starr:
142 FM 3167. Rio Grande City



CARTOONIST
Lalo Alcaraz
Bordertown Screening and Q&A

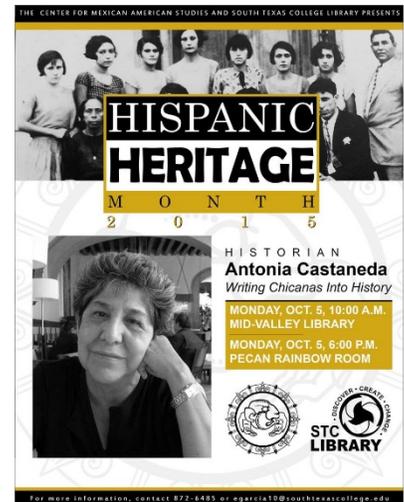


<http://library.southtexascollege.edu/libraryevents>
For more information, contact 872-6485 or egarcia10@southtexascollege.edu



On Monday Oct. 5, historian, scholar, and author Dr. Antonia Castañeda gave her presentation “Writing Chicanas Into History,” at the Mid-Valley campus library in Weslaco, and the Pecan campus library in McAllen.

Antonia Castañeda received her Ph.D. in U.S. History at Stanford University. Now retired, she taught in Chicana/o and Women’s Studies at UC Santa Barbara, and in the Departments of History at UT Austin and St. Mary’s University in San Antonio. Her research and teaching interests focus on gender, sexuality, and women of color in California and the Borderlands from the 16th century to the present.



The English Department and Library Arts Society at the Mid-Valley Campus held a Speaker Series -- **ISSUES: Life in the RGV**. Guest speakers included Astrid Dominguez, Advocacy Coordinator for the American Civil Liberties Union, topic: *Campaigning for Fairness and Justice for All*, Mayra Cantu, Nurse Practitioner, Joslin Diabetes Center Affiliate, Renaissance Hospital, topic: *Diabetes Prevention and Treatment*, Scott Nicol, Artist and Co-Chair of the Sierra Club’s Lower Rio Grande Valley Group, topic: *Protecting Our Environment and Our Communities*. The events took place throughout October.



Month (NCSAM). This is this 12th year that NCSAM has been front and center and is designed to engage and educate public and private sector partners through events and initiatives. The goal is to raise awareness about cyber security. This united effort is necessary to maintain a cyberspace that is safer, more resilient and remains a source of tremendous opportunity and growth for years to come. The following is a list of events hosted by the Information Security Office.

The College’s Information Security Office held several events as part of **National Cyber Security Awareness**

Week 1 (October 1-2): Five Years of STOP.THINK.CONNECT. – Best Practices for All Digital Citizens

Week 2 (October 5-9): Creating a Culture of Cybersecurity at Work

Week 3 (October 12-16): Connected Communities and Families: Staying Protected While We Are Always Connected

Week 4 (October 19-23): Your Evolving Digital Life

Week 5 (October 26-30): Building the Next Generation of Cyber Professionals



The Office of Human Resources made available two informational events for faculty and staff:



- October 16, 2015 **TRS Presentation** – to learn more about retirement with TRS
- October 23, 2015 **Social Security Presentation** – Social Security Administration representatives were on campus to answer retirement questions, and to provide information on retirement eligibility, disability benefits, survivor benefits, and important deadlines for retirement.

WILD (Writers in Literary Discussion) at South Texas College presented original short films created by **WILD**. The event was held on the Pecan Campus in the Student Lounge, Building H.

Other **WILD** activities included:

- Pure Poetry Reading at the Pecan Campus Auditorium. The event was open to the public and admission was free.
- International Animation Festival, a screening of cartoons from all over the world.



CPR/First-Aid Training was provided on October 16th by the South Texas College Police Department at Pecan Plaza, in McAllen. Seats were limited and on a first come, first served basis.



South Texas College's Office of Human Resources is once again coordinating the efforts for the annual State Employee Charitable Campaign (SECC). The SECC provides a wonderful opportunity for full-time

state employees to make donations to their favorite charitable organizations. As employees of South Texas College, one-time donations or gifts can be made through monthly payroll deductions.



The South Texas College Pecan Campus Library Art Gallery presented “Border Lineage: An Exhibition in Two Parts” in collaboration with Library Services’ annual Hispanic Heritage Month. The exhibit will be on view from September 8th until December 7th, 2015. On Thursday, September 24th an art talk was held at 1 p.m. and an exhibit reception was held from 5-7 p.m. The artists discussed their work, inspiration, and process.

“Border Lineage: An Exhibition in Two Parts” encompasses both floors of the library and comprises large-scale figure paintings by Rigoberto A. Gonzalez and Philip S. Field.

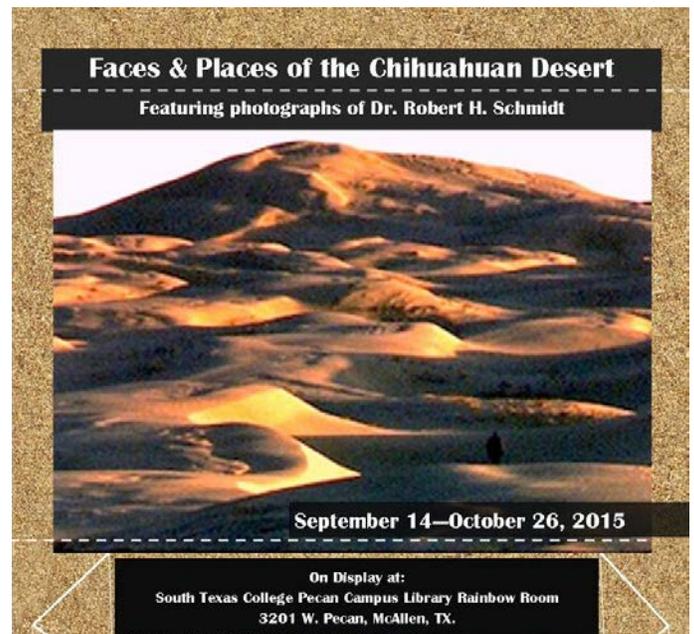
Rigoberto A. Gonzalez holds his M.F.A. in Painting, from the New York Academy of Art. Rich in realism, his current body of work, comprised mostly of large-scale paintings, parallels the turmoil explored by the 16th Century Baroque painters which he applies to contemporary border issues affecting Mexico and the United States.

Philip Sidney Field received his M.F.A. at the Rhode Island School of Design in 1965 and has been a member of the University of Texas- Rio Grande Valley Painting

Faculty for over 40 years. Among his vast accomplishments, he has exhibited in Japan, Vienna, NYC, and Houston and has been instrumental in cultivating a generation of successful figure painters in the Rio Grande Valley.

The South Texas College Pecan Campus Library Art Gallery, presented “Faces and Places of the Chihuahuan Desert,” an exhibition organized by Humanities Texas, the state affiliate of the National Endowment for the Humanities. “Faces and Places of the Chihuahuan Desert” is composed of thirty-one photographs from the work of University of Texas at El Paso professor emeritus Dr. Robert H. Schmidt. Dr. Schmidt’s background is in natural resources and physical geography.

The exhibit is presented as a means to promote ongoing dialogue about the significance of natural landscapes and the effect of human actions upon them.





MEG DAY MANUFACTURING DAY
OCTOBER 2, 2015
9:00am - 2:30pm **free**

Location: STC Technology Campus
West 3700 Military HWY
COME AND WITNESS WHAT MANUFACTURING IS ALL ABOUT!

Manufacturing Day Tours

Contact person: Edgar A. Turribiates 872-6163 or
 Esmeralda Adame 872-6107
 eturribi@southtexascollege.edu
 eadame@southtexascollege.edu

SOUTH TEXAS COLLEGE **edu FACTOR**
Mastercam

The Precision Manufacturing Technology Program hosted **Manufacturing Day** on October 2nd at the Technology Campus in McAllen.



2015 CHILDCARE & EARLY CHILDHOOD CONFERENCE

Infant & Toddler Care

South Texas College

Saturday, October 17, 2015
8:00 a.m. - 4:00 p.m.

Join early childhood professionals from across the Valley for a time of learning, sharing, fun, and professional growth!

The South Texas College Child Development Department cordially invited everyone to the 6th Annual Child Care and Early Childhood Conference. This year their focus was on Infant & Toddler Care.

ADA Awareness Day was held on Wednesday, October 7th at the Pecan Campus Student Lounge. It was a day to celebrate ADA Awareness Month with games, prizes and challenges for all participants.



South Texas College JAGUARS

ADA AWARENESS & COMMUNITY SOCIAL SERVICE DAY!
Pecan Campus

- ✓ Date: Wednesday, October 7, 2015
- ✓ Time: 11:00 a.m. - 1:00 p.m.
- ✓ Location: Pecan Campus - Bldg. H (Student Lounge)

For additional information, contact:
 Ms. Graciela Sanchez, ADA Coordinator
 Phone: (956) 872-2165
 Email: graces@southtexascollege.edu

Come and join the fun!!

- Information Tables
- Free Popcorn!
- Meet with Local Agencies
- Games & Prizes
- Music!!

Statement of Equal Opportunity
 No person shall be excluded from participation in, denied the benefits of, or be subject to discrimination under any program or activity sponsored or conducted by South Texas College on the basis of race, color, national origin, religion, sex, age, veteran status, or disability.



5th Starr County Mental Health Awareness Conference

Presenter:



Resiliency:
coping with adversity and bouncing back

October 14, 2015
11:30 AM - 12:30 PM
STC Starr County Campus Auditorium

Joel Villarreal, LPC
 Personal Issues Counselor at
 RGCCISD Grulla High School

Students, under the direction of advisors, are responsible for producing and publishing this document. students bear the primary responsibility for this production and its contents do not necessarily reflect the opinions and beliefs of the South Texas College faculty, staff, administration and Board of Trustees.

The Starr County Campus Psychology Club held its 5th Mental Health Awareness Conference featuring Joel Villarreal, LPC, Personal Issues Counselor with the Rio Grande City CISD, on October 14th at the Starr County Campus Auditorium



**KINESIOLOGY DEPARTMENT
HEALTH & WELLNESS CENTER**

Fall 2015 - Group Fitness Classes - Pecan Plaza

MONDAY	TUESDAY	WEDNESDAY	THURSDAY
Spinning 5:30 p.m. – 6:15 p.m.	Kickboxing 5 p.m. – 5:45 p.m.	Spinning 5:30 p.m. – 6:15 p.m.	Kickboxing 5 p.m. – 5:45 p.m.
500 Abs 6:15 p.m. – 6:45 p.m.	Dance Fitness 6 p.m. – 6:45 p.m.	500 Abs 6:15 p.m. – 6:45 p.m.	Dance Fitness 6 p.m. – 6:45 p.m.

Class Description:

- 500 Abs – Work your way to a stronger core with a variety of different abdominal exercises.
- Dance Fitness – A combination of Latin dance and low-intensity strength training.
- Kickboxing – Conditioning through repetitive punching, kicks and other self-defense moves.
- Spinning @ – Classes are held on stationary bikes. Spinning@ is an overall body workout with an emphasis on cardiovascular training.

For more information contact Janice Lee Perez, Coordinator of Health and Wellness Centers, at (956)872-3839 or jperez@southtexascollege.edu.
Visit us online at www.southtexascollege.edu/health-wellness
2515 Pecan Blvd., McAllen, Texas 78501 Front Desk (956) 872-3839

The Kinesiology Department Health & Wellness Center announced Group Fitness Classes for students, faculty and staff.

The Student Activities and Wellness Department held Student Government Association (SGA) Officer Elections college-wide from September 30th through October 1, 2015. Students were encouraged to stop by the election poll sites.

SGA ... vote for your leaders
ELECTION POLL SITES

STUDENT ID CARD REQUIRED TO VOTE

SEPTEMBER 29
NURSING & ALLIED HEALTH CAMPUS
West Wing Reception Area - Table
9:00 a.m. – 6:00 p.m.

SEPTEMBER 30 - OCTOBER 1
PECAN CAMPUS
Student Activities Center - Bldg H
Courtroom - Table & West Academic - Bldg T
Lobby - Table
9:00 a.m. – 7:00 p.m.

TECHNOLOGY CAMPUS
West Building
Bldg B - Atrium - Table
9:00 a.m. – 6:00 p.m.

STARR ED CAMPUS
South Academic
Bldg E - Lobby - Table
9:00 a.m. – 6:00 p.m.

MID-VALLEY CAMPUS
North Academic
Bldg O - Atrium - Table
9:00 a.m. – 6:00 p.m.

SEPT-29 - OCT 1, 2015

For more information contact (956) 872-3530
STC Student Activities and Wellness

Student Activities and Wellness held a Breast Cancer Awareness event and Student Health Fairs at all College Campuses.

... knowing it exists IS NOT ENOUGH!
BREAST CANCER AWARENESS DAY
WEAR PINK!

OCTOBER 5
NURSING & ALLIED HEALTH CAMPUS
East Wing Atrium
11:00 a.m. – 1:00 p.m.

OCTOBER 6
PECAN CAMPUS
Student Activities Center - Bldg H
Student Lounge
11:00 a.m. – 1:00 p.m.

TECHNOLOGY CAMPUS
West Building
Bldg B - Atrium
11:00 a.m. – 1:00 p.m.

STARR ED CAMPUS
South Academic
Bldg E - Lobby
11:00 a.m. – 1:00 p.m.

MID-VALLEY CAMPUS
Student Services
Bldg I - Lobby
11:00 a.m. – 1:00 p.m.

OCTOBER 5-6, 2015

For more information contact (956) 872-3530
STC Student Activities and Wellness

... get your health ON THE RIGHT TRACK
STUDENT HEALTH FAIRS

OCTOBER 6
PECAN CAMPUS
Student Activities Center - Bldg H
Student Lounge
11:00 a.m. – 1:00 p.m.

TECHNOLOGY CAMPUS
West Building
Bldg B - Atrium
11:00 a.m. – 1:00 p.m.

OCTOBER 14
MID-VALLEY CAMPUS
North Academic
Bldg G - Lecture Hall G-191
11:00 a.m. – 1:00 p.m.

OCTOBER 15
STARR ED CAMPUS
Student Activities Center
Bldg H - Cafeteria
11:00 a.m. – 1:00 p.m.

OCTOBER 22
NURSING & ALLIED HEALTH CAMPUS
East Wing - Atrium
11:00 a.m. – 1:00 p.m.

OCTOBER 6, 14, 15, & 20 2015

For more information contact (956) 872-3530
STC Student Activities and Wellness

Another Student Activities event was the Favorite Jersey Day, held October 1st. Students were all smiles wearing their favorite team jersey.

FAVORITE JERSEY DAY
... wear your colors, SUPPORT YOUR FAVORITE TEAM!
FAVORITE JERSEY DAY

PECAN CAMPUS
Student Activities Center
Bldg H - Courtyard
11:30 a.m. – 1:00 p.m.

Join us at 12:55 p.m. for a group photo in the courtyard. Students, faculty & staff will have the opportunity to wear their favorite team jersey. Snacks, games & music will be provided!

STARR ED CAMPUS
Student Activities Center
Bldg H - Student Lounge
7:30 p.m. – 10:30 p.m.

Join us for CBS Thursday Night Football!

OCTOBER 1, 2015

For more information contact (956) 872-3534
STC Student Activities and Wellness

Met with Dr. Daniel King, Superintendent, and Dr. Narciso Garcia, Assistant Superintendent, PSJA ISD to review and discuss their upcoming event; College for All Conference, taking place November 5th and 6th at the McAllen Convention Center. South Texas College will collaborate with the school district on this major effort.



- Provided a welcome and remarks at the 3rd Annual Binational Innovation Conference, a bi-national collaborative effort between South Texas College and the Instituto Internacional de Estudios Superiores in Reynosa, Mexico. The purpose for this conference was to provide our entrepreneurs and business community with information about the exciting new cross-border economic opportunities that are before us.
- The event and the information provided focused on Transportation Innovation and what is being developed in our region to improve the quality of life for our communities, and how these improvements in our water ports, airports, and highways will enhance the movement of goods and services. Speakers addressed three of the five primary modes of transportation
 - **Road** (Pilar Rodriguez – Executive Director Hidalgo County Regional Mobility Authority);
 - **Maritime** (Eduardo Campirano – Port Director & CEO, Port of Brownsville); and
 - **Aviation** (Elizabeth Suarez – Director of Aviation, McAllen International Airport)
- Attended a meeting for Texas community college presidents in Austin, at the TACC offices. Agenda topics included:
 - Report on TACC CEO Search Timeline and Process
 - a. Timeline
 - b. Process
 - c. Action item for selection process
 - Legislative Committee Update
 - General Legislative discussion
 - THECB discussion
 - a. Preliminary legislative recommendations
 - b. Engineering Field of Study
 - c. Formula Advisory and dual credit
 - d. Dinner with THECB on October 21, 2015





- Attended a breakfast with Dr. Diane Melby, the new president of Our Lady of the Lake University (OLLU). Following the breakfast, key South Texas College staff and I attended a groundbreaking ceremony for OLLU's Rio Grande Valley Campus in La Feria, Texas.
- I have been invited to speak at an Oklahoma Dual Credit Summit on November 3. To prepare for my participation, I attended a teleconference with the conference organizers:
 - Adam I. Lowe, Executive Director, National Alliance of Concurrent Enrollment Partnerships (NACEP)
Ranee Charney, Research Associate at the Charles and Lynn Schusterman Family Foundation, and
 - Cathy Burden, Consultant to the Foundation and retired Superintendent of Union Public Schools

They are very interested in having a college president, champion of dual credit from out of state, to serve as a role model for the Oklahoma institutions in attendance. The organizers were very impressed by South Texas College's accomplishments and thought I would be a valuable contributor to the dialogue in Oklahoma.

Oklahoma policy environment limits access to dual credit primarily to high achieving students who are already likely to succeed in college, and has limited the overall availability of courses by prohibiting high school instructors from teaching dual credit courses. As a result, a much lower percentage of students in Oklahoma are participating than the national average or peer states. There have been some early successes with pilot initiatives in the state, and the organizers hope South Texas College's work, including the Summit, will help expand quality dual credit opportunities throughout the State of Oklahoma.

- Together with Mary Elizondo, Vice President for Finance and Administrative Services, met with the College's External Auditors to discuss any concerns or insights into the FY 2014 Financial Audit.
- Attended a press conference on October 8th at Pharr City Hall. The City of Pharr announced they are taking the lead in applying for a **Promise Zone** designation by the U.S. Department of Housing and Urban Development (HUD). Dr. King, Superintendent and I worked on the application for the City. The benefits of having the Promise Zone designation include partnering the Federal government with local leaders who are addressing multiple community revitalization challenges in a collaborative way and who have demonstrated a commitment to results. Promise Zone Designees will receive:
 - An opportunity to engage five AmeriCorps VISTA members in the Promise Zone's work
 - A federal liaison assigned to help designees navigate federal programs
 - Preferences for certain competitive federal grant programs and technical assistance from participating federal agencies
 - Promise Zone tax incentives, if enacted by Congress



- Provided welcoming remarks, words of appreciation to all who support the Valley Scholars Program, and had the pleasure of recognizing this year's honorees at the **10th Annual A Night With the Stars** fundraiser for the College's Valley Scholars Program. This year we recognized **American Electric Power (AEP Texas)** and the **La Joya ISD** as the 2015 Star Supporters of Education, for their continued support. This year's event included musical performances by the College's Music Department, performances by the Center for Mexican American Studies' Ballet Folklórico, and delighted in the desserts prepared by the College's Culinary Arts Department. Overall, it was a wonderful evening.



- Together with Mario Reyna, Dean of Business and Technology, and Carlos Margo, Interim Associate Dean, The Office of Industry Training and Economic Development, and their key staff, met with representatives from The Instituto Internacional de Estudios Superiores (IIES) to review and discuss a possible partnership for advanced skills training. South Texas College is proposing to partner with The Instituto Internacional de Estudios Superiores (IIES) in Reynosa in an effort to provide customized industrial training to Reynosa-based maquiladoras. As a result of increased global competition, more manufacturing companies worldwide are integrating advanced technologies into their processes. These changes are requiring companies to demand a higher level of skills in their workforce. As representatives of an international manufacturing hub that has over 100,000 manufacturing employees, Reynosa maquiladoras are no exception. South Texas College proposes to meet this growing demand for advanced skills training and the training shall be provided by South Texas College's Institute for Advanced Manufacturing (IAM).
- Dean Mario Reyna, and I attended an event at UTRGV "***The Future is Today, Develop Your Possibilities***," a collaboration by Congressman Ruben Hinojosa for colleges, universities and school districts, featuring Secretary Julian Castro, U.S. Department of Housing and Urban Development. On Saturday, October 10th, Dean Reyna, Carlos Margo, and I attended another event coordinated by Congressman Hinojosa, and held at the UT-RGV, ITT Building, International Room, Edinburg Campus. This event was also for business leaders from the oil and energy sector, colleges, universities and school districts. It was an opportunity for an open dialogue with large oil and energy companies from the State of Texas who are eager to create relationships with schools from South Texas.
- Together with key College staff, I attended the presentation of a resolution by the Hidalgo County Commissioners Court. A reading of a resolution was in recognition of the South Texas College's ***Bright Spots in Education*** recognition by the White House Initiative on Hispanic Education.



- Met with Kevin O'Malley, Esquire, Butzel Long, P.C. from the State of Michigan. Mr. O'Malley will be relocating to the McAllen area and recently participated in the McAllen Chamber's **Lunch & Learn Series** with a lecture on *Obtaining and Increasing a Business Line of Credit*. Our meeting was introductory in nature.
- Traveled to Tyler, Texas to attend meetings and activities at Tyler Junior College with the College leadership, members of the 84th Legislature, Commissioner of Higher Education Dr. Raymund Paredes, representatives from the Governor's office, Lt. Governor's office, Legislative Budget Board, local elected officials, community college presidents, and business leaders. I also had an opportunity to speak with Dr. Paredes and provided him with the College's proposal to pilot offering an ADN-RN Progressive Pathway to BSN Program.
- Together with Board Secretary Paul Rodriguez, and Board Member, Mrs. Graciela Farias, met with Alex Meade and Richard Perez, Mission Center for Education & Economic Development. The purpose for the meeting was to review and discuss the College's MEDA Scholarship award and the opportunity for the College to transfer funds to help the renovation of the former K-Mart Building in Mission.
- Provided welcoming remarks and words of encouragement at the College's launch of the Constituent Relationship Management (CRM) initiative, which is part of the new Integrated Planning and Advising for Student Success in Higher Education (iPASS) grant, through Achieving the Dream and Educause, and funded by the Bill & Melinda Gates Foundation and the Helmsley Charitable Trust. The CRM manages the student lifecycle from initial inquiry to enrollment completion. All student interactions and data will be in one record.
- Attended the Texas Association of Community Colleges (TACC) Quarterly meeting, the Texas Community Colleges Education Initiative meeting, as well as a dinner hosted by the TACC with Commissioner Paredes and Board members from the Texas Higher Education Coordinating Board, in Austin.
- Coordinated a meeting with the Search Committee for the Director of Grant Development, Management and Compliance position. We reviewed the credentials of the 24 applicants and selected the top candidates who will be invited for on campus interviews with the Search Committee.
- Met with Juan Carlos Aguirre, Associate Dean, Continuing, Professional and Workforce Education for an update on his department's activities.
- Coordinated the agendas and back-up materials for the October 7th Facilities Committee, and Finance & Human Resources Committee, as well as the October 27th 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 September 23, 2015 through October 27, 2015 included:
 - Critique and Feedback on Professional Development Day
 - Discussion of Participation in Texas Completes Pathways to Progress Summit
 - Continued Discussion of Dual Enrollment Cost Analysis Study
 - Discussion of Enrollment Projections to 2020
 - Discussion of South Texas College Representation to RGV Focus for TSI Prep, Assessment and Interventions
 - Review and Discussion of Proposed New Policies
 - 3310: *Grading System: Credit Programs*
 - 4112: *Self Reporting of Criminal Conduct*
 - 4317: *Military Leave*
 - 4321: *Rights of Nursing Mothers to Express Breast Milk in the Workplace*
 - Discussion of Proposed Policy Review on Travel Limitations for South Texas College Student Organizations
 - Review and Discussion of Purpose of Planning and Development Council
 - Update on 25 Mile Travel Restriction for Students
 - Discussion of ETS Success Navigator and Potential Use for Advising and Placement in Developmental Education
 - Continued Discussion of Spring 2016 College-Wide Professional and Organizational Development Day
 - Continued Discussion of Need for Title IX Training
 - Discussion of Concerns with CB Task Force Recommendations on Engineering Field of Study
 - Continued Discussion and Review of Dual Enrollment Cost Analysis
 - Discussion of Call Center Services with Black Board and the Focus of Outbound Call Services
 - Discussion of Perceptions Toward Dual Enrollment Cost Analysis and Scenarios for Implementing a Tuition Schedule
 - Discussion on Dual Enrollment Matriculation Research Plan
 - Discussion of Formal Response to Engineering Field of Study



- Discussion of Need for Responses to Student Follow-up Information for CB Placement Data Survey
- Discussion of Enrollment Data – South Texas College Fall Census as Compared to CB001 Enrollment Report
- Discussion of:
 - Student Tuition and Fee Schedule for FY 2016-2017
 - Employees Fees for FY 2016-2017
 - Other (Non-Student/Non-Employee) Fees for FY 2016-2017
- Discussion of MEDA Scholarship Awards
- Discussion of TSI Test Results and Developmental Education Update
- Review and Discussion of Senate Interim Charges
- Continued Discussion of Comprehensive Operational Plan: FY 2015-2016 to FY 2019-2020
- Announcement on the 10th Annual “A Night with the Stars” Fund Raising Event
- Discussion of Higher Education Strategic Market Study
- Discussion and Review of Dual Enrollment Cost Study
- Review and Discussion of 2015-2016 Comprehensive Technology Plan
- Review and Discussion of Proposed New Policy:
 - 4322: Donation of Sick Leave
- Presentation on Rape, Abuse & Incest National Network (RAINN)
- Discussion of Results and Analysis of Student Services and Long Lines Right Before the Start of a New Semester
- Discussion of Off Track Notifications and Need for Policy Procedure Adjustments
- Discussion of 2015 Update on Information Security
- Discussion and Review of Dual Enrollment Cost Study
- Presentation on Fall 2014 to Fall 2015 Academic Probation, Continued Academic Probation, and Academic Suspension
- Presentation on Rape, Abuse and Incest National Network (RAINN)
- Discussion of Community College Survey of Student Engagement (CCSE) Report on Key Findings for South Texas College
- Discussion of Policy Revisions:
 - Policy #4216: Discrimination, Harassment, Retaliation, and Sexual Misconduct
 - Policy #4112: Self-Reporting of Criminal Conduct
- Review of Budget Timeline Schedule
- Continued Discussion of Title IX

*Facilities Committee
Minutes
October 6th, 2015*

**South Texas College
Board of Trustees
Facilities Committee
Ann Richards Administration Building, Board Room
Pecan Campus
Tuesday, October 6, 2015
@ 3:00 PM
McAllen, Texas**

MINUTES

The Facilities Committee Meeting was held on Tuesday, October 6, 2015 in the Ann Richards Administration Building Board Room at the Pecan Campus in McAllen, Texas. The meeting commenced at 3:15 p.m. with Mr. Paul R. Rodriguez presiding.

Members present: Mr. Paul R. Rodriguez

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

Also present: Dr. Shirley A. Reed, Mrs. Mary Elizondo, Mr. Ricardo de la Garza, Mr. Trey Murray, Mr. Mario Reyna, and Mr. Andrew Fish

Note Attendance:

Mr. Paul R. Rodriguez called on Dr. Reed to note the attendance. Only Mr. Rodriguez was in attendance, and no other Committee members were present.

Recess

Mr. Rodriguez recessed the meeting at 3:16 p.m. and announced that it would resume the following day, October 7th, at 3:00 p.m.

I certify that the foregoing are the true and correct minutes of the October 6, 2015 Facilities Committee Meeting of the South Texas College Board of Trustees.

Mr. Gary Gurwitz, Chair

*Finance & Human
Resources Committee
Minutes
October 6th, 2015*

**South Texas College
Board of Trustees
Finance and Human Resources Committee
Ann Richards Administration Building Board Room
Pecan Campus
Tuesday, October 6, 2015
@ 5:30 p.m.
McAllen, Texas**

Minutes

The Finance and Human Resources Committee Meeting was held on Tuesday, October 6, 2015 in the Ann Richards Administration Building Board Room at the Pecan Campus in McAllen, Texas. The meeting commenced at 5:37 p.m. with Dr. Alejo Salinas, Jr. presiding.

Members present: Mr. Paul R. Rodriguez

Members absent: Dr. Alejo Salinas, Jr., Mr. Roy de León, and Ms. Rose Benavidez

Also present: Mr. Andrew Fish

Note Attendance:

Mr. Paul R. Rodriguez called on Andrew Fish to note the attendance. Only Mr. Rodriguez was in attendance, and no other Committee members were present.

Recess

Mr. Rodriguez recessed the meeting at 5:38 p.m. and announced that it would resume the following day, October 7th, at 5:30 p.m.

I certify that the foregoing are the true and correct Minutes of the October 6, 2015 Finance and Human Resources Committee Meeting of the South Texas College Board of Trustees.

Dr. Alejo Salinas, Jr.
Presiding

*Facilities Committee
Minutes
October 7th, 2015*

**South Texas College
Board of Trustees
Facilities Committee
Ann Richards Administration Building, Board Room
Pecan Campus
Wednesday, October 7, 2015
@ 3:00 PM
McAllen, Texas**

MINUTES

The Facilities Committee Meeting was opened on Tuesday, October 6, 2015 in the Ann Richards Administration Building Board Room at the Pecan Campus in McAllen, Texas. That meeting went into recess at 3:16 p.m.

The Facilities Committee came out of recess on Wednesday, October 7, 2015 in the Ann Richards Administration Building Board Room at the Pecan Campus in McAllen, Texas. The meeting commenced at 3:13 p.m. with Mr. Gary Gurwitz presiding.

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

Members absent: Mr. Roy de León, Mrs. Graciela Farias, and Mr. Jesse Villarreal

Also present: Dr. Shirley A. Reed, Mr. Chuy Ramirez, Mrs. Mary Elizondo, Dr. David Plummer, Mrs. Wanda Garza, Mr. Ricardo de la Garza, Mr. Matthew Hebbard, Mr. Cody Gregg, Mrs. Becky Cavazos, Mr. Fernando Llamas, Mr. Gilbert Gallegos, Ms. Diana Bravos Gonzalez, Mr. Rolando Garza, Mr. Trey Murray, Mr. Mario Reyna, and Mr. Andrew Fish

Approval of September 10, 2015 Facilities Committee Meeting Minutes

Upon a motion by Mr. Paul R. Rodriguez and a second by Mr. Gary Gurwitz, the Minutes for the Facilities Committee meeting of September 10, 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 October 7, 2015 Board Facilities Committee meeting to provide the update.

Review and Recommend Action on Contracting Civil Engineering Services for the Non-Bond Pecan Plaza Parking Area for Police Vehicles

Approval to contract civil engineering design services for the Non-Bond Pecan Plaza Parking Area for Police Vehicles will be requested at the October 27, 2015 Board meeting.

Purpose

The procurement of a civil engineer would provide for design services necessary for the non-bond Pecan Plaza Parking Area for Police Vehicles project.

Justification

The procurement of a civil engineer would allow for the engineer to work with staff 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. Construction documents would then be issued for solicitation of construction proposals. Once received, construction proposals would be evaluated and submitted to the Facilities Committee for a recommendation of Board approval to award a construction contract.

Background

The police department currently has police vehicles that need to be parked and stored in a secured area. STC staff proposed an area adjacent to the existing police department that could be used for this purpose. An attached site plan showed the proposed location.

In order to proceed with the design of the parking area, staff recommended contracting civil engineering services for preparation of plans and specifications.

Four civil engineering firms listed below were previously approved by the Board at the March 31, 2015 Board meeting for one year to provide professional services as needed for projects under \$500,000.

1. Halff Associates, Inc.
2. Melden & Hunt
3. Perez Consulting Engineering
4. R. Gutierrez Engineering

Based on the following criteria, R. Gutierrez Engineers was recommended to provide civil engineering services for this project.

Criteria:

- Previous experience with facilities at Pecan Plaza
- Experience with similar projects
- Familiarity with the college's standards

Funding Source

Funds were available in the FY 2015 – 2016 construction budget for design and construction of these improvements, with the final engineering fees to be negotiated.

Project Budget		
Budget Components	Amount Budgeted	Actual Cost
Design	\$25,000	Actual design fees were estimated and would be finalized during contract negotiations.
Construction	\$250,000	Actual cost would be determined after the solicitation of construction proposals.

Enclosed Documents

The packet included a site plan indicating the location of the proposed parking area.

The Facilities Committee expressed reservations about the proposed budget for the project. The Committee made it clear that they would recommend Board approval to contract R. Gutierrez Engineers to develop the schematic and documentation necessary to publish a Request for Proposals, but wished to retain the right to terminate the project at that point if the costs were prohibitive.

Staff and legal counsel agreed that the standard engineering contract allowed the owner to terminate a project at this stage, and only pay design fees up through the completed work.

Upon a motion by Mr. Gary Gurwitz and a second by Mr. Paul R. Rodriguez, the Facilities Committee recommended Board approval to contract civil engineering services with R. Gutierrez Engineers for the Non-Bond Pecan Plaza Parking Area for Police Vehicles project as presented and with the explicit stipulation that the Committee might recommend Board termination of the project upon review of any proposals and costs received. The motion carried.

Review and Recommend Action on Approval of Change Order for the Non-Bond Pecan Campus Portable Buildings Infrastructure

Approval of proposed Change Order No. 2 with Celso Construction for the Pecan Campus Portable Buildings Infrastructure project will be requested at the October 27, 2015 Board meeting.

On April 28, 2015, the Board approved the construction proposal from Celso Construction which included the infrastructure for ten (10) portable buildings. On July 28th 2015, the Board approved the revised plan for relocation of two additional portable buildings for a grand total of twelve (12) portable buildings on the Pecan Campus to allow for the construction of the Bond projects. The two additional portable buildings were required to provide additional classrooms space.

Change Order No. 2 was needed to provide infrastructure for the two additional portable buildings as approved in the revised plan for the relocation of portable buildings.

This proposed change order item was reviewed and confirmed by the project design team at Melden & Hunt and STC staff.

Pecan Campus Portable Buildings Infrastructure			
Change Order No.	Item Description and Justification	Cost/ Days	Funding Source
2	<ul style="list-style-type: none"> Description: Infrastructure for electrical, fire alarm, data, mechanical, and concrete sidewalks. 	\$40,754.63	Non-Bond Construction
Total Change Order No. 2		\$40,754.63 0 days	Non-Bond Construction

A representative from Melden & Hunt and STC staff attended the October 6, 2015 Facilities Committee meeting to respond to questions from the Facilities Committee members.

Upon a motion by Mr. Paul R. Rodriguez and a second by Ms. Rose Benavidez, the Facilities Committee recommended Board approval of proposed Change Order No. 2 in the amount of \$40,754.63 with Celso Construction for the Pecan Campus Portable Buildings Infrastructure project as presented. The motion carried.

Review and Recommend Action on Substantial or Final Completion for the Following Non-Bond Construction Projects

Approval of substantial completion for the following projects will be requested at the October 27, 2015 Board meeting:

	Projects	Substantial Completion	Final Completion	Documents Attached
1.	Nursing & Allied Health Campus Irrigation System Upgrade Engineer: SSP Design Contractor: Southern Landscapes	Recommended	Expected November 2015	Substantial Completion Certificate
2.	Pecan Campus AECHS Service Drive and Sidewalk Engineer: R. Gutierrez Engineering Contractor: Roth Excavating	Approved September 2015	Recommended	Certificate of Construction Completion

1. Nursing & Allied Health Campus Irrigation System Upgrade

It was recommended that substantial completion for this project with Southern Landscapes be approved.

SSP Design 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 September 23, 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 Southern Landscapes 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 November 2015 Board meeting.

2. Pecan Campus AECHS Service Drive and Sidewalk

It was recommended that final completion and release of final payment for this project with Roth Excavating be approved.

Final Completion including punch list items were accomplished as required in the Owner/Contractor agreement for this project. It was recommended that final completion and release of final payment for this project with Roth Excavating be approved. The original cost approved for this project was in the amount of \$49,472.

The following chart summarizes the above information:

Construction Budget	Approved Proposal Amount	Net Total Change Orders	Final Project Cost	Previous Amount Paid	Remaining Balance
\$60,000	\$49,472	\$0	\$49,472	\$46,998.40	\$2,473.60

On August 27, 2015, STC Planning & Construction Department staff along with R. Gutierrez Engineering inspected the site to confirm that all punch list items were completed. The packet included the certificate of construction completion from R. Gutierrez Engineering acknowledging all work was complete and recommending release of final payment.

Upon a motion by Mr. Paul R. Rodriguez and a second by Ms. Rose Benavidez, the Facilities Committee recommended Board approval of the substantial or final completion of the projects as presented. The motion carried.

Review and Recommend Action on Vendor Reference Process for Request for Construction Proposals and Request for Qualifications

Review and action on the process to evaluate vendor references for Requests for Construction Proposals and Requests for Qualifications for architects and engineers will be requested at the October 27, 2015 Board meeting.

Purpose

To review the current vendor reference process and to propose an updated vendor reference process for Requests for Construction Proposals and Requests for Qualifications for architects and engineers.

The non-bond construction evaluation committee would consist of members from the following departments: Facilities Planning and Construction, Facilities Maintenance and Operations, Purchasing, and Project Architect or Engineer. The Bond construction evaluation committee would include the above members and representatives from the Construction Program Manager for the bond program, Broaddus and Associates.

The current process for the evaluation of construction vendor references was:

#	Vendor Reference Process	Department
1	The request for proposal or qualification requires a minimum of five (5) reference to be submitted	RFP/RFQ
2	The Purchasing Department contacts the references with a phone call and/or via email	Purchasing
3	The references complete each question with a rating and are provided a comments section	Purchasing
4	All responses are returned by the reference via fax or email	Purchasing
5	Reference ratings are averaged from all references received for each firm to arrive at the reference score.	Purchasing
6	The reference score is used as one of the evaluation criteria	Committee

The current process was designed to have each reference indicate to South Texas College how well the company performed for them by providing a numerical score to that performance. This made the factor more objective by removing the wide disparity in the interpretation of comments by each evaluator.

Other community colleges were surveyed and it was found that the following methods are utilized to evaluate references: numerical score and comments, comments only, or references were requested but were not contacted.

The proposed evaluation process for vendor references was as follows:

#	Vendor Reference Process	Department
1	Request 5 minimum to 10 maximum references per construction proposal or request for qualifications	RFP/RFQ
2	Develop the vendor reference questions project specific (proposal or qualifications)	Purchasing Department/Planning and Construction
3	Purchasing Department will contact the references and document responses	Purchasing Department
4	A minimum of four (4) responses will be collected from the vendor references.	Purchasing Department
5	All comments received from all references will be shared with the proposal or qualification evaluation committee for evaluation purposes.	Purchasing Department and Evaluation Committee
6	The evaluation committee members will review the comments provided by each reference and each evaluator will interpret the comments according to his/her own discretion and evaluate accordingly.	Evaluation Committee

Justification and Benefit

This proposed process would allow each evaluator to review and interpret the comments to provide points for this part of the evaluation criteria.

Upon a motion by Mr. Paul R. Rodriguez and a second by Ms. Rose Benavidez, the Facilities Committee recommended Board approval of the process to evaluate vendor references for Request for Construction Proposals and Requests for Qualifications for architects and engineers as presented. The motion carried.

Review and Recommend Action on Solicitation of Request for Proposals (RFP) for Owner Procurement of Thermal Energy Plant Chillers for 2013 Bond Construction Projects

Approval to solicit for Request for Proposals (RFP) for Owner Procurement of Thermal Energy Plant Chillers for the 2013 Bond Construction program will be requested at the October 27, 2015 Board meeting.

Purpose

The design process was proceeding on all the Thermal Energy Plants for each respective campus with the exception of Nursing and Allied Health Campus which would commence once the Mechanical Electrical Plumbing (MEP) Engineering firm was selected as Engineer of Record. As part of design process, it was the intent of South Texas College Facilities Operations & Maintenance Department to standardize manufactured equipment which would allow for consistent operations and maintenance procedures.

Justification

In addition to the standardization of having one chiller manufacturer, the consolidation of all required chillers would provide South Texas College considerable savings as part of volume procurement. This procurement would allow the College to identify the best value respondent based on criteria established within the Request for Proposals. The selection would be based on: 1.) Cost, 2.) Energy Efficiency, 3.) Service Commitment, 4.) Delivery Capability, 5.) Warranty, 6.) Refrigerant Life Cycle, and 7.) References.

The selection committee would consist of STC staff, Broaddus & Associates representatives, and the three MEP Engineering firms assigned to each respective campus for the thermal energy plant designs.

Background

As previously authorized by the Board of Trustees, three MEP Engineers were executing the design for Thermal Energy Plants for Pecan, Mid Valley, and Starr County Campuses. The intent was to standardize equipment for maintenance and at the same time provide value for procurement of this equipment. These procurement funds were part of the 2013 Bond Construction Program.

Enclosed Documents

A schedule of water cooled chillers for various campuses was included in the packet for the committee's review.

Presenters

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

Upon a motion by and a second by Ms. Rose Benavidez, the Facilities Committee recommended Board approval to solicit Request for Proposals (RFP) for Owner Procurement of Thermal Energy Plant Chillers for the 2013 Bond Construction program as presented. The motion carried.

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 will be requested at the October 27, 2015 Board meeting.

Purpose

Mechanical, Electrical, Plumbing (MEP) professional engineering services were necessary for design and construction administration services for the thermal energy plant project. The engineering scope of work included, but was not limited to, design, analysis, preparation of plans and specifications, permit applications, construction administration, and inspection for the thermal plant.

Justification

This thermal energy plant project would provide heating, ventilation, and air conditioning (HVAC) systems for the existing facilities located on the South Texas College Nursing & Allied Health Campus as well as for the new 2013 Bond Construction Program Nursing & Allied Health Campus expansion project.

The current HVAC systems in the existing buildings were air cooled chiller systems and were near their “end of useful life” periods and scheduled to be replaced. The proposed thermal plant would be designed as a water cooled chiller system servicing all three buildings.

The 2013 Bond Nursing & Allied Health Campus Expansion project budget would include:

- HVAC system within the building
- Chilled water piping extending to the new proposed thermal plant

The proposed Nursing & Allied Health Thermal Plant project budget would include:

- New thermal plant facility
- New water cooled chillers
- New cooling towers
- New piping to the existing buildings
- Retrofitting of the existing system to accept the new thermal plant system
- Removal and salvaging of existing air cooled chillers

Background

On August 3, 2015, STC began soliciting MEP engineering qualifications for the purpose of selecting a firm to prepare the necessary plans for the thermal plant. A total of eight (8) firms received a copy of the RFQ and a total of five (5) firms submitted their responses on August 19, 2015.

On September 10th, 2015, the Facilities Committee recommended a vendor reference process which staff has followed and completed. The evaluation committee has evaluated a minimum of four references as directed by the Facilities Committee. The comments received from each reference were provided to the evaluation committee and evaluated by each member of the evaluation committee.

Funding Source

Funds for these expenditures were budgeted in the non-bond construction budget for FY 2015-2016.

Enclosed Documents

A site plan indicating the location of the proposed thermal plant was included in the packet. STC staff members completed evaluations for the firms and provided a scoring and ranking summary. A blank evaluation form and a blank vendor reference form were also enclosed for the committee’s review.

Upon a motion by Mr. Paul R. Rodriguez and a second by Ms. Rose Benavidez, the Facilities Committee recommended Board approval to contract mechanical, engineering, and plumbing (MEP) engineering services with Halff Associates for preparation of plans for the Nursing & Allied Health Campus Thermal Plant project 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 Program Mid Valley Campus Library Expansion Project

Approval to incorporate the redesign and renovation of the existing library building with the 2013 Bond Construction Program Mid Valley Campus Library Expansion project, will be requested at the October 27, 2015 Board meeting.

Purpose

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

Justification

Incorporating the redesign and renovation of the existing library space with the design and construction of the 2013 Bond Construction Program Mid Valley Campus Library Expansion project will provide a comprehensive and functional design to meet present and future student needs. 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 2013 Bond Construction Program Mid Valley Campus Library project was an expansion of the existing library facility. The planning process to incorporate both the renovation and the expansion projects began in 2012.

The existing library facility consists of 24,000 square feet and the proposed 2013 Bond Construction Program Library Expansion space consists of approximately 10,000 additional square feet. Please refer to Exhibit A – Existing Library Plan

Staff has gathered information regarding the integration of the two spaces to function as a cohesive whole, as stated below:

Library functions – Please refer to Exhibit B – Library Flow Diagram

- Changes in library functions and spaces
- Proliferation of mobile technology
- Changes in pedagogy
- Anticipated future enrollment growth

Space adjacencies – Please refer to Exhibit C – Space Adjacency Plan

- Preliminary discussion and development of adjacencies began in 2012
- Library staff gathered data reflecting the level of satisfaction with current library facilities from 2008 to present.
- This data is being utilized by the design team to plan and integrate the existing and proposed library spaces
- 720 Design (library design consultant) was authorized by the STC Board on May 26, 2015 to develop the program and integrate an interior library design concept plan for the new library expansion, as well as, for the existing library building

Preliminary Anticipated Costs – Please refer to Exhibit D – Cost Summary

- Entire renovation project – \$2,200,000
- Phased renovation project – The overall cost will increase by an additional amount of \$63,210 for a total cost of \$2,263,210.
- To be funded through bond funds contingent upon Board approval of increase to the scope of the 2013 Bond Construction Program to include this related renovation project.

Budget Options – Possible options for consideration are:

- Non-bond construction budget
- Possible bond construction project savings

Library Service Continuity – Please refer to Exhibit E – Plan for Continuity for Library Services at Mid Valley Campus

- Anticipated limitation of library services for 6-8 months
- Plan has been developed including the relocation of the Library services to the Center for Learning Excellence Building and the distribution of Library books to other campuses

Current Architect

- 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 Program Mid Valley Campus Library Expansion. On May 26, 2015, the Board approved additional services to Mata Garcia Architect's contract, to allow 720 Design, Inc. to provide an interior library design concept plan for the new library expansion as well as for the existing library building.

Current Construction Manager-at-Risk

- At the April 28, 2015 Board meeting, the Board awarded the Construction Manager-at-Risk contract to Skanska Building USA to provide construction services for the 2013 Bond Construction Program Mid Valley Campus projects.

Anticipated Fees

- Architect fees: approximately 8.25% of construction cost, not to exceed \$120,000 (negotiable)
- Program Manager fees: None anticipated due to costs being under the 5% threshold allowed in the contract
- Library consultant fees: Fees are included as part of previously approved additional services with Mata Garcia Architects
- Construction Manager-at-Risk: 3.6% of construction cost, not to exceed \$52,200

Enclosed Documents

Exhibit A – Existing Library Plan, Exhibit B - Library Flow Diagram, Exhibit C – Space Adjacency Plan, Exhibit D – Cost Summary, Exhibit E – Plan for Continuity for Library Services at Mid Valley Campus

Presenters

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

Upon a motion by Mr. Paul R. Rodriguez and a second by Ms. Rose Benavidez, the Facilities Committee recommended Board approval to incorporate the redesign and renovation of the existing library building with the 2013 Bond Construction Program Mid Valley Campus Library Expansion project at the October 27, 2015, Board meeting. The motion carried.

Review and Recommend Action on Increased Design Services for Mata Garcia Architects to Incorporate the Redesign of the Existing Library Building with the 2013 Bond Construction Program Mid Valley Campus Library Expansion Project

Approval to increase design services with Mata Garcia Architects to incorporate the redesign of the existing library building with the 2013 Bond Construction Program Mid Valley Campus Library Expansion project, will be requested at the October 27, 2015 Board meeting.

Purpose

Authorization was requested to increase design services for Mata Garcia Architects to incorporate the redesign of the existing library building with the 2013 Bond Construction Program Mid Valley Campus Library Expansion project.

Justification

Incorporating the redesign of the existing library space with the design of the 2013 Bond Construction Program Mid Valley Campus Library Expansion project would provide a comprehensive and functional design to meet student present and future needs. The schematic 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. The current architect authorized to design the 2013 Bond

Construction Program Mid Valley Library Expansion was familiar with the conditions of the existing library and how the library should function with the design of the expansion.

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 the schematic design for the 2013 Bond Construction Program Mid Valley Campus Library Expansion. On May 26, 2015, the Board approved additional services to Mata Garcia Architect's contract, to allow 720 Design, Inc. to provide an interior library design concept plan for the new library expansion as well as for the existing library building.

Based on the current adjacency designs being developed by 720 Design, Inc., Broaddus & Associates, Facilities Planning & Construction, and STC library staff recognized the efficient value in incorporating the architectural services of the existing library space with the proposed expansion of the library by using the same architectural design team.

The proposed fees for Mata Garcia Architects to provide the increased design services were estimated to be approximately \$120,000. This fee would be adjusted based upon the estimated construction cost and negotiated percentage fee to perform the design services. Broaddus & Associates and STC staff would work with the architects to define the project scope and negotiate a percentage fee for the architectural services.

Presenters

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

Upon a motion by Ms. Rose Benavidez and a second by Mr. Paul R. Rodriguez, the Facilities Committee recommended Board approval to increase design services with Mata Garcia Architects to incorporate the redesign of the existing library building with the 2013 Bond Construction Program Mid Valley Campus Library Expansion project at the October 27, 2015, Board meeting. The motion carried.

Review and Recommend Action on Schematic Design of the 2013 Bond Construction Program Mid Valley Campus Parking and Site Improvements

Approval of schematic design by Halff Associates for the 2013 Bond Construction Program Mid Valley Campus Parking and Site Improvements project will be requested at the October 27, 2015 Board meeting.

Purpose

Schematic design is the first phase of basic design services provided by the project design team. In this phase, the design team prepares schematic drawings based on the Owner's project program and design meetings with staff. The approval of this phase is necessary

to establish the basis on which the project design team is given authorization to proceed with design development and construction document phases.

Justification

Once schematic design is approved, Halff Associates 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 will be presented to the Facilities Committee for review at a future date.

Background

As previously authorized by the Board of Trustees, Halff Associates began working with Broaddus & Associates, Facilities Planning & Construction, and STC staff to develop parking and site plans. The proposed Mid Valley Campus Parking and Site Improvements project was part of the 2013 Bond Construction Program and included the following scope:

- **Engineer**
 - Halff Associates

- **Construction Manager-at-Risk**
 - Skanska USA Building

- **Construction Cost Limitation (CCL)**
 - \$2,000,000

- **Program Scope**
 - 154 Parking Spaces
 - Drives and Sidewalks
 - Infrastructure Improvements
 - Landscaping and Irrigation
 - Grading

Funding Source

The current Construction Cost Limitation (CCL) was \$2,000,000 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 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, Technology Resources departments, and Campus Coordinator.

Enclosed Documents

Halff Associates developed a schematic presentation describing the proposed design. The packet included drawings of the site plans.

Presenters

Halff Associates developed a schematic presentation describing the proposed design. Representatives from Broaddus & Associates and Halff Associates attended the Facilities Committee meeting to present the schematic design of the proposed parking and site improvements.

Upon a motion by Mr. Paul R. Rodriguez and a second by Ms. Rose Benavidez, the Facilities Committee recommended Board approval of the proposed schematic design by Halff Associates for the 2013 Bond Construction Program Mid Valley Campus Parking and Site Improvements project as presented. The motion carried.

Review and Recommend Action on Schematic Design of the 2013 Bond Construction Program Technology Campus Parking and Site Improvements

Approval of schematic design by Hinojosa Engineering for the 2013 Bond Construction Program Technology Campus Parking and Site Improvements project will be requested at the October 27, 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 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, Hinojosa Engineering 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 will be presented to the Facilities Committee for review at a future date.

Background

As previously authorized by the Board of Trustees, Hinojosa Engineering began working with Broaddus & Associates, Facilities Planning & Construction, and STC staff to develop parking and site plans. The proposed Technology Campus Parking and Site Improvements project was part of the 2013 Bond Construction Program and included the following scope:

- **Engineer**
 - Hinojosa Engineering

- **Construction Manager-at-Risk**
 - E-Con Construction, Inc.

- **Construction Cost Limitation (CCL)**
 - \$650,000

- **Program Scope**
 - 164 Parking Spaces
 - Drives and Sidewalks
 - Infrastructure Improvements
 - Truck Driving Pad
 - Landscaping and Irrigation
 - Grading

Funding Source

The current Construction Cost Limitation (CCL) was \$650,000 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, Technology Resources departments, and Campus Coordinator.

Enclosed Documents

Hinojosa Engineering developed a schematic presentation describing the proposed design. The packet included drawings of the site plans.

Presenters

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

the Facilities Committee meeting to present the schematic design of the proposed parking and site improvements.

Upon a motion by Mr. Paul R. Rodriguez and a second by Ms. Rose Benavidez, the Facilities Committee recommended Board approval of the proposed schematic design by Hinojosa Engineering for the 2013 Bond Construction Program Technology Campus Parking and Site Improvements project as presented. The motion carried.

Review and Recommend Action on Schematic Design of the 2013 Bond Construction Program Nursing & Allied Health Campus Parking and Site Improvements

Approval of schematic design by R. Gutierrez Engineering for the 2013 Bond Construction Program Nursing & Allied Health Campus Parking and Site Improvements project was scheduled to be requested at the October 27, 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 prepared 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 would be given authorization to proceed with design development and construction document phases.

Justification

Once schematic design was approved, R. Gutierrez Engineering 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 will be presented to the Facilities Committee for review at a future date.

Background

As previously authorized by the Board of Trustees, R. Gutierrez Engineering began working with Broaddus & Associates, Facilities Planning & Construction, and STC staff to develop parking and site plans. The proposed Nursing & Allied Health Campus Parking and Site Improvements project is part of the 2013 Bond Construction Program and includes the following scope:

- **Engineer**
 - R. Gutierrez Engineering

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

- **Construction Cost Limitation (CCL)**
 - \$1,100,000

- **Program Scope**
 - 179 Parking Spaces
 - Drives ,Sidewalks, Student Drop Off Area
 - Infrastructure Improvements
 - Landscaping and Irrigation
 - Grading

Funding Source

The current Construction Cost Limitation (CCL) was \$1,100,000 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, Technology Resources departments, and Campus Coordinator.

Enclosed Documents

R. Gutierrez Engineering developed a schematic presentation describing the proposed design. The packet included drawings of the site plans.

Presenters

R. Gutierrez Engineering developed a schematic presentation describing the proposed design. Representatives from Broaddus & Associates and R. Gutierrez Engineering attended the Facilities Committee meeting to present the schematic design of the proposed parking and site improvements.

The Facilities Committee was concerned about campus access for large vehicles including school busses and delivery vehicles. They asked the design team to coordinate with the City of McAllen to discuss possible access to adjacent alleyways and to redesign the parking lot and traffic flow based on any accommodations reached with the City.

No action was taken.

Review and Recommend Action on Schematic Design of the Non-Bond Pecan Campus Student Support Services Building K Student Enrollment Center

Approval of schematic design by Boultinghouse Simpson Gates Architects for the Non-Bond Pecan Campus Student Support Services Building K Student Enrollment Center will be requested at the October 27, 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 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 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. Construction documents would then be issued for solicitation of construction proposals. Once received, construction proposals would be evaluated and submitted to the Board of Trustees with a recommendation to award a construction contract.

Background

Due to the growth in enrollment, the college experienced large increases in student traffic in Pecan Campus Student Support Services Building (K) particularly during peak registration periods. The redesign would maximize space in order to provide excellent and efficient customer service to each student and ensure all complete the enrollment process. In addition, students would be able to complete the entire enrollment process with staff assistance in one location without moving around between different offices or other computer labs on campus. Services would be open and transparent providing a warm, welcoming and service-oriented environment and students would be able to remain in the same location with full access to staff for assistance at all times.

At the October 28th, 2014 Board meeting, the Board selected Boultinghouse Simpson Gates Architects from the college's approved list of architectural firms for on-call services. The list of architects for on-call services was approved by the Board on June 26, 2014. At that time, firms were selected in alphabetical order and Boultinghouse Simpson Gates Architects was selected for this project.

Boultinghouse Simpson Gates Architects began working with Facilities Planning & Construction and STC staff to develop plans and interior elevations. The proposed Pecan Campus Student Support Services Building Improvements project includes the following scope:

➤ **Student Admissions**

- Admissions
- Welcome Center
- Information

Funding Source

As part of the FY 2015-2016 non-bond construction budget, funds in the amount of \$400,000 were budgeted for this project. The design team met with staff to review the project scope and developed a schematic design. The architect had originally prepared a preliminary construction cost estimate of \$450,000 based on the schematic design and verifying the existing building conditions. The architect had since then revisited the scope and reduced the construction cost estimate to approximately \$400,000. The total project cost including design and soft costs was \$701,825.

Reviewers

The proposed schematic design was reviewed by staff from Facilities Planning & Construction, Student Affairs and Enrollment, Operations and Maintenance, Instructional Technologies, and Technology Resources departments, and Coordinated Operations Council.

Enclosed Documents

Boultinghouse Simpson Gates Architects developed a schematic presentation describing the proposed design. The packet included drawings of the site plan, floor plan, and interior views.

Presenters

Boultinghouse Simpson Gates Architects developed a schematic presentation describing the proposed design. Representatives from Boultinghouse Simpson Gates Architects attended the Facilities Committee meeting to present the schematic design of the proposed improvement project.

Upon a motion by Mr. Paul R. Rodriguez and a second by Dr. Alejo Salinas, Jr., the Facilities Committee recommended Board approval of the proposed schematic design of the Pecan Campus Student Support Services Building K Student Enrollment Center project as presented.

The following two items were considered together:

- 1. Review and Recommend Action on Update for Schematic Design of the 2013 Bond Construction Program Exterior Elevations of the Pecan Campus South Academic Building**

At the August 25, 2015 Board meeting, the Board of Trustees approved schematic design floor plans and asked Boultinghouse Simpson Gates Architects to present

revised exterior elevations of the Pecan Campus South Academic Building to the Facilities Committee for Board approval.

Presenters

Boultinghouse Simpson Gates Architects developed a presentation on the revised exterior elevations. Representatives from Broaddus & Associates and Boultinghouse Simpson Gates Architects attended the Facilities Committee meeting to present the proposed revised elevations.

2. Review and Recommend Action on Update for Schematic Design of the 2013 Bond Construction Program Exterior Elevations of the Pecan Campus STEM Building

At the August 25, 2015 Board meeting, the Board of Trustees approved schematic design floor plans and asked Boultinghouse Simpson Gates Architects to present revised exterior elevations of the Pecan Campus STEM Building to the Facilities Committee for Board approval.

Presenters

Boultinghouse Simpson Gates Architects developed a revised presentation of the exterior elevations. Representatives from Broaddus & Associates and Boultinghouse Simpson Gates Architects attended the Facilities Committee meeting to present the proposed revised elevations. Pecan Campus South Academic Building project as presented.

Upon a motion by Mr. Paul R. Rodriguez and a second by Dr. Alejo Salinas, Jr., the Facilities Committee recommended Board approval of the revised exterior elevations of the 2013 Bond Construction Program Pecan Campus STEM Building project and South Academic Building project as presented. The motion carried.

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. No questions or concerns were voiced.

At the September 22, 2015 board meeting, staff was authorized to negotiate the final completion and close out of the Technology Campus Cooling Tower Replacement with Pro Tech Mechanical. A delay in the completion of this project may result in possible liquidated damages being incurred. The contractor has been working on completing all pending items needed to close out the project but there is one item that has yet to be addressed. This item could also affect the liquidated damages provision in the contract.

Therefore, a recommendation as not being provided at this time but an appropriate recommendation would be provided at a subsequent Facilities Committee meeting.

Adjournment

There being no further business to discuss, the Facilities Committee Meeting of the South Texas College Board of Trustees adjourned at 5:35 p.m.

I certify that the foregoing are the true and correct minutes of the October 7, 2015 Facilities Committee Meeting of the South Texas College Board of Trustees.

Mr. Gary Gurwitz, Chair

*Finance & Human
Resources Committee
Minutes
October 7th, 2015*

**South Texas College
Board of Trustees
Finance and Human Resources Committee
Ann Richards Administration Building Board Room
Pecan Campus
Wednesday, October 7, 2015
@ 5:30 p.m.
McAllen, Texas**

Minutes

The Finance and Human Resources Committee Meeting was opened on Tuesday, October 6, 2015 in the Ann Richards Administration Building Board Room at the Pecan Campus in McAllen, Texas. That meeting went into recess at 5:37 p.m.

The Finance and Human Resources Committee came out of recess on Wednesday, October 7, 2015 in the Ann Richards Administration Building Board Room at the Pecan Campus in McAllen, Texas. The meeting commenced at 5:44 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: Mr. Gary Gurwitz

Members absent: Mr. Roy de León

Also present: Dr. Shirley A. Reed, Mr. Jesus Ramirez, Mrs. Mary Elizondo, Dr. David Plummer, Mrs. Wanda Garza, Mrs. Becky Cavazos, Mr. Matthew Hebbard, Mrs. Brenda Balderaz, Mr. Bryan Dycos, and Mr. Andrew Fish

Approval of September 10, 2015 Finance and Human Resources Committee Minutes

Upon a motion by Ms. Rose Benavidez and a second by Mr. Paul R. Rodriguez, the Minutes for the Finance and Human Resources Committee Meeting of September 10, 2015 were approved as written. The motion carried.

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

Approval of the Hidalgo County Tax Resale Properties and the Resolution Authorizing the Tax Resale will be requested at the October 27, 2015, Board meeting.

Purpose – The law office of Linebarger Goggan Blair & Sampson, LLP requested consideration and possible action on the tax resale of nine (9) properties.

The College was subsequently notified that another taxing entity did not approve the proposed tax resale, and Linebarger Goggan Blair & Sampson, LLP withdrew the request for action by College.

The Finance and Human Resources Committee took no action on this item.

Review and Discussion of Results for Blackboard Outbound Call Center Services

Mr. Brian Dycus, Director for Blackboard Student Services, reviewed the results for Blackboard Outbound Call Center Services.

Blackboard Inc. provided outbound enrollment services to 3,500 prospective Fall 2015 students to encourage them to complete the enrollment process. The two Outbound Engagement Campaigns provided the following:

- assisted applicants that failed to complete the application process
- assisted prospective students enrolled who had not completed the financial aid process.

The PowerPoint presentation was included in the packet for the Committee's information and review.

The Call Center Services were to be presented for action later in the Agenda, as item number 10 in the Award of Purchases section.

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

Review and Recommend Action on Award of Proposals, Purchases, Renewals, and License Agreement

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

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

A. Awards

- 1) Business Skills Training Services (Award):** award the proposal for business skills training services to **World Class Training** (Brownsville, TX), for the period beginning October 28, 2015 through October 27, 2016 with two one-year options to renew, at a commission of \$18.00 per instructional hour. Since instructional costs will be covered by World Class Training, students will be registered by South Texas College at zero (0) tuition for Workforce Education Course Material (WECM) courses;

- 2) **Catering Services (Award):** award the proposal for catering services for the period beginning November 21, 2015 through November 20, 2016 with two one-year options to renew, at an estimated cost of \$65,000.00 based on prior year expenditures. The vendors are as follows:
- **Blimpie** (McAllen, TX)
 - **CB Cafes McAllen I, LLC. (Corner Bakery Café)** (McAllen, TX) (New)
 - **Cornerstone Catering** (Mission, TX)
 - **Delgar Foods/dba Delia's** (McAllen, TX)
 - **Domine Catering, LLC.** (McAllen, TX)
 - **El Reno Investments, LLC./dba Subway 41178** (Mission, TX)
 - **Esperanza on Fifth/dba Blimpie Weslaco** (Weslaco, TX)
 - **H&B Southern Investments/dba Don Pepe's Mexican Restaurant** (McAllen, TX)
 - **Jason's Deli** (Corpus Christi, TX)
 - **Pizza Properties, Inc./dba Peter Piper Pizza** (El Paso, TX)
 - **RGV Pizza Hut, LLC.** (McAllen, TX)
- 3) **Lease of Warehouse (Reject):** reject the proposal for lease of warehouse for the Facilities Planning and Construction Department due to the one proposal received being over the available budget;
- 4) **Travel Package for TexPrep Program (Reject):** reject the proposal for travel package for TexPrep program due to the one proposal received being over the allowable grant budget;

B. Advertising or Memberships

- 5) **Advertisement Agreement – Continuing Education (Purchase):** purchase advertisement agreement – Continuing Education from **ACM Valley Multimedia Network/dba Valley Town Crier** (McAllen, TX), a sole source vendor, for the period beginning September 16, 2015 through August 31, 2016, at a total cost of \$17,139.20;
- 6) **Institutional Membership – AACC (Renewal):** renew the institutional membership with **American Association of Community Colleges (AACC)** (Washington, DC.), a sole source vendor, for the period beginning January 1, 2016 through December 31, 2016, at a total cost of \$15,490.00;
- 7) **Institutional Membership – TACC (Renewal):** renew the institutional membership with **Texas Association of Community Colleges (TACC)** (Austin, TX), a sole source vendor, for the period beginning September 1, 2015 through August 31, 2016, at a total cost of \$98,701.62;

C. Instructional Items

- 8) **Instructional Training Equipment (Purchase):** purchase instructional training equipment from **CPAT Distribution, Inc.** (Wildomar, CA) (New), a sole source vendor, at a total cost of \$12,141.76;
- 9) **Science Instructional Supplies and Equipment (Purchase):** purchase science instructional supplies and equipment from **Fisher Science Education** (Hanover Park, IL), a U. S. Communities and Texas Association of School Boards (TASB) - Buyboard (Purchasing Cooperatives) approved vendor, for the period beginning September 1, 2015 through August 31, 2016, at an estimated amount of \$22,000.00 based on prior year expenditures;

D. Non – Instructional Items

10)Call Center Services (Purchase): purchase call center services from **Blackboard, Inc.** (Washington, DC), for period beginning October 1, 2015 through September 30, 2016, at a total cost of \$150,000.00;

11)Furniture (Purchase): purchase furniture from the State of Texas Multiple Award Schedule (TXMAS) approved vendors, at a total amount of \$31,114.79.

#	Vendor	Amount
A	Allsteel, Inc./Gateway Printing and Office Supply, Inc. (Edinburg, TX)	\$1,196.24
B	Exemplis Corporation/ Gateway Printing and Office Supply, Inc. (Edinburg, TX)	\$367.24
C	The Hon Company/ Gateway Printing and Office Supply, Inc. (Edinburg, TX)	\$3,586.03
D	Krueger International Inc./ Gateway Printing and Office Supply, Inc. (Edinburg, TX)	\$9,138.28
E	Southwest Solutions Group, LLC. (Lewisville, TX)	\$16,827.00
	Total	\$31,114.79

12)Lumber and Materials (Purchase): purchase lumber and materials from **Lowe’s Home Centers, LLC.** (Chicago, IL/Pharr, TX), a Texas Cooperative Purchasing Network (TCPN) approved vendor, for the period beginning September 1, 2015 through August 31, 2016, at an estimated amount of \$35,000.00. based on prior year expenditures;

13)Overnight Delivery Services (Purchase): purchase overnight deliver services from **FedEx Government Services** (Memphis, TN/Pharr, TX), a Texas Procurement and Support Services (TPASS) term contract approved vendor, for the period beginning September 1, 2015 through August 31, 2016, at an estimated cost of \$11,000.00 based on prior year expenditures

14)Playground Flooring (Purchase): purchase playground flooring from **Park Place Recreation Designs, Inc.** (San Antonio, TX), a Texas Association of School Boards – Buyboard (TASB) approved vendor, at a total cost of \$29,690.00;

15)Student Information Distribution Services (Purchase): purchase student information distribution services for the period beginning November 1, 2015 through August 31, 2016, at a total cost of \$42,781.00 with the following sole source vendors:

#	Vendor	Amount
1	La Feria News (La Feria, TX)	\$900.00
2	AIM Media Texas/Mid-Valley Town Crier (McAllen, TX)	\$5,566.00
3	Starr County Town Crier, LLC. (Rio Grande City, TX)	\$4,950.00
4	AIM Media Texas/Valley Morning Star (McAllen, TX)	\$2,270.00
5	Valley Newspaper Holdings, LLP./Valley Town Crier (McAllen, TX)	\$29,095.00

16)Mobile Storage Services (Renewal): renew the contracts for mobile storage services for the period beginning December 18, 2015 through December 17, 2016, at an estimated cost of \$10,000.00. The vendors are as follows:

- **Mobile Mini I, Inc.** (Tempe, AZ/Pharr, TX)
- **PODS of the Rio Grande Valley** (Edinburg, TX)

17)Online Defensive Driving Training (Renewal): renew the contract for online defensive driving training with **I Drive Safely, LLC.** (Carlsbad, CA), for the period beginning November 1, 2015 through October 31, 2016. The College will receive \$8.75 commission payment per student, which is 35% of the total tuition of \$25.00;

E. Technology Items

18)Computers, Laptops, and Tablets (Purchase): purchase of computers, laptops, and tablets from the State of Texas Department of Information Resources (DIR) approved vendors **Dell Marketing, LP.** (Dallas, TX) and **Apple, Inc.** (Dallas, TX), and from the National Joint Powers Alliance approved vendor **CDW Government** (Vernon Hills, IL), in the total amount of \$27,430.99;

19)Accreditation Compliance and Institutional Effectiveness Management License (Renewal): renew the accreditation compliance and institutional effectiveness management license with **Concord USA, Inc.** (Atlanta, GA), a sole source vendor, for the period beginning October 1, 2015 through September 30, 2016, at a total cost of \$22,605.00;

20)Microsoft Campus License Agreement (Renewal): renew the Microsoft campus license agreement with **Software House International Government** (Austin, TX), a State of Texas Department of Information Resources (DIR) approved vendor, for the period beginning November 1, 2015 through October 31, 2016, at a total cost of \$109,005.08;

21)Online Admission Application Service (Renewal): renew the online admission application service with **Texas Higher Education Coordinating Board** (Austin, TX), a sole source vendor, for the period beginning September 1, 2015 through August 31, 2016, at a total cost of \$10,839.00;

22)Online Course Evaluation License Agreement (Renewal): renew the online course evaluation license agreement with **Gap Technologies, Inc.** (Cheektowaga, NY), a sole source vendor, for the period beginning January 1, 2016 through December 31, 2016, at a total cost of \$21, 999.00;

F. Facility Usage Agreement

23)Graduation Facility (License Agreement): lease the graduation facility from the **City of Hidalgo – Texas Municipal Facilities Corporation** (State Farm Arena) (Hidalgo, TX), an interlocal license agreement for May 12, 2016 beginning at 8:00 a.m. through May 15, 2016 at midnight, at an estimated cost of \$23,500.00.

SUMMARY TOTAL:

The total for all proposal awards, purchases, renewals, and a license agreement is \$755,437.44.

Upon a motion by Mr. Paul R. Rodriguez and a second by Dr. Alejo Salinas, Jr., the Finance and Human Resources Committee recommend Board of the proposal awards, purchases, renewals, and a license agreement as presented. The motion carried.

Review and Recommend Action to Revise Policy #2200: Legal Counsel

Approval to revise Policy #2200: Legal Counsel will be requested at the October 27, 2015 Board meeting.

Purpose – The proposed policy revisions would update the current policy, which had not been revised by the Board since 1995.

Justification – The revisions included requiring a written contract/letter of engagement between the Board and the attorney(s) to include compensation, and the manner by which requests for legal advice will be channeled.

Background – Policy #2200: Legal Counsel was approved by the Board of Trustees on November 9, 1995.

The College President surveyed peer institutions and found that there was no established “standard” for such a policy. Some institutions employed in-house counsel, some had policies that were more or less prescriptive than South Texas College. Some institutions did not have a parallel policy at all.

The College learned from the Texas Association of School Boards (TASB) that there was no legislative mandate for Community Colleges in Texas to adopt a “legal counsel” policy; however, in reviewing peer institutions’ policies, the President recommended a revision to Policy #2200: Legal Counsel.

The Board had latitude in the engagement of legal counsel and the acquisition of the services of an attorney through a competitive procurement method was not required by either Section 44.031 of the Education Code or Chapter 2254 of the Government Code.

Reviewers - The revised policy was reviewed by staff, the President’s Cabinet, and by South Texas College’s legal counsel.

- The requirement that services to be performed and reasonable compensation shall be set forth in a written contract / letter of engagement between the Board and the attorney(s).
- Communication between the Board and legal counsel shall be channeled through the President, as appropriate, when counsel is sought.
- Staff requests for legal advice shall be submitted through the President or designee.

The proposed revisions would require a more specific letter of agreement with the College’s legal counsel that enumerated legal services and compensation. This would help provide a clear framework for the College’s interactions with its various legal counsels.

The proposed revisions would also codify that communication from the Board or staff with legal counsel would be channeled through the Board’s designee, the College President, and staff as designated by the President.

Enclosed Documents - The revised policy was included in the packet for the Committee's review and information.

The additions to the policy were highlighted in yellow and the deletions were designated with a red strikeout.

The Finance and Human Resources Committee Chair Dr. Alejo Salinas, Jr. independently reviewed policies established at peer institutions. He reported that some institutions' policies included a requirement for periodic reporting of legal services provided to the College. Dr. Salinas asked for periodic reporting on legal services to be provided to the Committee or Board. The Committee agreed that a report by legal counsel was appropriate.

The Committee also recommended a change to improve the language of the policy clarifying the retainage of General Counsel.

Upon a motion by Mr. Paul R. Rodriguez and a second by Ms. Rose Benavidez, the Finance and Human Resources Committee recommended Board approval of the proposed revisions to Policy #2200: *Legal Counsel* and which supersedes any previously adopted Board policy. They amended the motion to recommend approval of the policy contingent upon the inclusion of the language as suggested by Dr. Salinas. The amended motion carried.

Review and Recommend Action as Necessary on Legal Services

The Board will be asked to approve and authorize Letters of Agreement as necessary to retain legal counsel with *The J. Ramirez Law Firm* and with *Guerrero Law Firm*.

The Board Chair received correspondence from the College's Legal Counsel, *The J. Ramirez Law Firm*. The Board Chair and the Chair of the Finance and Human Resources Committee requested this item be placed on the agenda for discussion and action as necessary.

Purpose – The College required legal counsel and representation for various issues related to its normal operations, as well as legal matters and questions that arise.

Justification – Under Board Policy #2200: *Legal Counsel*, the Board was able to designate legal counsel as necessary to protect the College and provide advice and representation in legal matters. South Texas College continued to grow and expand and in doing so needed to maintain adequate legal coverage in today's rapidly changing environment. Legal services allowed the College to manage legal risk, identify legal issues, and develop plans and programs to manage and address legal problems that may arise. The scope and volume of legal work increased alongside the College's growth and increased accountability from state and federal agencies. Legal services included:

- Attending Board meetings

- Providing legal counsel and guidance to Board of Trustees and administrative staff on such matters as:
 - ⇒ Employment law (Title IX federal regulations, review of practices regarding federal laws on discrimination, retaliation, equal opportunity, veterans employment preference, human resources development)
 - ⇒ Personnel matters (Development, review and recommendation for updates of personnel policies)
 - ⇒ Procurement procedures and contracts (interpretation of procurement law and review of certain contracts, development of a standardized contract form for most services the College solicits to be included as part of the RFP or RFQ document) and contract compliance
 - ⇒ Elections
 - ⇒ Texas Open Meetings Act
 - ⇒ Texas Public Information Act
 - ⇒ Construction contracts
 - ⇒ Litigation representation
 - ⇒ Other such as Tax Abatement Agreements and IRS examinations
 - ⇒ Policy Drafting and Advising
 - ⇒ Legal Counsel Advising
 - ⇒ Public Information Response
- Other work as authorized by the Board

Background – The College retained legal counsel through *The J. Ramirez Law Firm* based upon prior Board designation of *Ramirez & Guerrero, L.L.P.* as legal counsel, and previously designated as *Montalvo and Ramirez*.

At the January 18, 2001 Board Meeting, the Board approved the appointment of The Law Firm of Montalvo & Ramirez for an hourly rate of \$125. Furthermore at the February 21, 2008 Board Meeting, the Board approved contracting with the law firm of Ramirez & Guerrero, L.L.P. for legal services at an hourly rate of \$150.00. In October 2013, Mr. Jesus Ramirez and Mr. Jose Guerrero notified the College that the Ramirez & Guerrero partnership had been dissolved. Each of the attorneys is now operating a separate law firm. Since that time, the College has primarily received legal services from Mr. Jesus Ramirez.

The annual cost for legal services had been as follows:

Fiscal Year	FY 2010	FY 2011	FY 2012	FY 2013	FY 2014	FY 2015	Average
Total Annual Cost	\$59,462	\$60,017	\$104,092	73,518	\$78,338	\$97,067	\$78,749

Following is a breakdown of legal services and associated costs for FY 2014-2015:

Legal Service Category	Number of Invoices	Sum of Invoices
Bank Depository	3	\$8,697.69
Bond	10	6,176.25
Construction	8	6,215.13
Contracts	16	2,070.00
Employee Issues	36	19,757.28
Hailstorm Damage	4	23,204.51
LRGVDC - Metro	1	1,523.95
Meetings	19	7,750.50
Miscellaneous and Initial Inquiries	45	5,368.98
Open Records	1	1,237.50
Patent Review	2	112.50
Policies	8	1,137.00
Property - Real Estate	10	1,917.36
Rollback Elections	25	5,197.50
Student Issues	1	37.50
Tax Abatement	3	6,663.14
TOTAL	192	\$97,066.79

Administration, upon request from the President, researched the legal services representation of twelve (12) other community colleges in Texas; including the other nine (9) largest community colleges.

Colleges	In House	Outsourced	Legal Counsel
Alamo Colleges	2 Attorneys 1 Paralegal		Various
Austin Community College		Firm	Bickerstaff, Health, Delgado, Acosta, LLC
Collin College		Firm	Abernathy, Roeder, Boyd & Joplin, A Professional Corp.
Dallas County Community College District	1 Attorney 2 Paralegals 1 Admin		
El Paso Community College		Firm	Dunbar Armendariz & Hegeman
Houston Community College System	3 Attorneys 3 Paralegals 1 Admin		
Lone Star College System	4 Attorneys 3 Paralegals 1 Admin		

San Jacinto College		Firm	Danny Snooks / Thompson & Horton
South Texas College		Firm	
Tarrant County College	1 Attorney		
Del Mar College		Firms	6 External Firms
Kilgore College		Firms	3 External Firms
Navarro College		Firms	3 External Firms

South Texas College's need for legal services continued to grow and the College needed to ensure that adequate legal coverage as maintained going forward.

A contract with the Board approved legal counsel(s) was necessary in accordance with the College's Purchasing Department vendor setup procedures, which indicated that a contract must be on file in the same name as the vendor and that payment was made in the name of the company mentioned on the contract.

Funding Source – Expenditures were budgeted in the Legal Services budget for FY 2015-2016.

Reviewers - Dr. Shirley A. Reed, College President, and Mrs. Mary Elizondo, Vice President for Finance and Administrative Services, reviewed the documentation with staff and asked the Finance and Human Resources Committee to recommend approval of Letters of Agreement with both firms as presented.

The Committee was asked to recommend Board approval to retain legal counsel with both *The J. Ramirez Law Firm* and *Guerrero Law Firm*. Each firm would be authorized to represent the College on specific matters as designated by the Board or President. *The J. Ramirez Law Firm* would serve as general counsel, and the *Guerrero Law Firm* would offer counsel and representation specifically related to personnel matters.

The proposed hourly rates were as follows:

The J. Ramirez Law Firm (new hourly rate)	\$200
Guerrero Law Firm	\$175

Upon a motion by Mr. Paul R. Rodriguez and a second by Ms. Rose Benavidez, the Finance and Human Resources Committee recommended Board approval to enter into a new letter of agreement for legal counsel with The J. Ramirez Law Firm and with Guerrero Law Firm, as presented.

Dr. Salinas inquired whether the Board should consider appointing a committee to review legal counsel services. Dr. Salinas expressed that this would be consistent with a previous method implemented by the Board.

Mr. Rodriguez expressed concern that such a process could be unnecessarily time consuming and suggested that the current process by the Finance and Human Resources Committee was sufficient. Staff had confirmed that state procurement code and College policy did not require a formal process. Mr. Rodriguez called the question on the motion, and the motion carried.

Review and Discussion on Governmental Accounting Standards Board (GASB) 68 Pronouncement

Review of implementation of new Governmental Accounting Standards Board (GASB) 68 pronouncement in financial statements for the fiscal year ending August 31, 2015.

Purpose – To comply with new financial statement pronouncement regarding reporting of Pension Liability at the employer level and employer proportionate share.

Justification – South Texas College must comply with GASB 68 as an employer offering pension benefits through Texas Retirement Services (TRS) and must recognize the potential liability related to the potential pension expense for retiring employees.

Background – In June 2012, The GASB approved Statement No. 68, *Accounting and Financial Reporting for Pensions*. The guidance contained in this Statement changes how governments calculate and report the costs and obligations associated with pensions. It is designed to improve the decision-usefulness of reported pension information and to increase the transparency, consistency, and comparability of pension information across governments. It is effective for fiscal years beginning on or after June 15, 2014. For the College, this pronouncement is effective in fiscal year 2014-2015.

GASB is the authoritative, standard setting body which establishes governmental Generally Accepted Accounting Principles (GAAP) for state and local governments. As such, they establish financial reporting guidelines for pensions held with TRS.

GASB Statement 68 required reporting entities to recognize their proportionate share of the net pension liability and operating statement activity related to the changes in the collective pension liability. Consequently, reporting entities that contributed to the TRS pension plan should now report a noncurrent liability on their financial statements for their proportionate share of the net pension liability. In addition to the net pension liability, other pension amounts to be recognized by the employers included deferred outflows of resources, deferred inflow of resources and pension expense.

More extensive note disclosures were required, which included description of benefits, contribution requirements, assumptions used, discount rate of +/- 1 percentage point (provided by TRS), employer's proportion and proportionate share of the collective net pension liability and deferred outflows/inflows recognized for the current year. Employer's contributions to the pension plan were not recognized as pension expense. The contributions were recorded as a reduction to the net pension liability.

TRS provided audited Schedules and Notes related to this Statement to all affected entities in the state of Texas. The total impact on Net Position for all Community and Junior Colleges in Texas was a restatement as of August 31, 2014 in the amount of \$671,746,854 and cumulative restatement of the Net Position as of August 31, 2015 is \$726,549,055.

The impact of GASB 68 on South Texas College as of August 31, 2015 was a reduction in Fund Balance of \$25,610,445 and an increase in Net Liabilities of \$25,610,445.

It was anticipated that the Fund Balance at August 31, 2015, would be sufficient to cover the total Board approved designations and more than four (4) months of Fiscal Year 2016 budgeted expenditures, in accordance with the requirement of Policy # 5350, Unrestricted Fund Balance.

Reviewers – Requirements were reviewed by the Vice President for Finance and Administrative Services and the Comptroller.

Dr. Shirley A. Reed, President, and Mary Elizondo, Vice President for Finance and Administrative Services, attended the October 6, 2015 Finance and Human Resources Committee meeting to address any questions by the committee.

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

Review and Recommend Action to Revise Policy #5120: Investment Policy and Investment Strategy Statement

Approval to revise Policy #5120: Investment Policy and Investment Strategy Statement will be requested at the October 27, 2015 Board meeting.

Purpose – The Public Funds Investment Act (PFIA), Chapter 2256.005 (e) and the College's Policy required the governing body of an investing entity to review its Investment Policy and Investment Strategy Statement not less than annually. The governing body must adopt a written instrument by rule, order, ordinance, or resolution stating that it has reviewed the Investment Policy and Investment Strategy Statement and that the written instrument so adopted shall record any changes made to either the Investment Policy or Investment Strategy Statement.

Justification – Revisions to Policy #5120: Investment Policy and Investment Strategy Statement were approved and authorized on October 28, 2014. The administration brought the Investment Policy and Investment Strategy Statement to the Board of Trustees annually, as required.

Background – The College's Investment Policy and Investment Strategy Statement was submitted and reviewed by the Government Treasurers' Organization of Texas (GTOT). Our Policy reflects several revisions recommended by GTOT. The College was awarded the Certificate of Distinction by the Government Treasurers' Organization of Texas (GTOT) for the Investment Policy. This Certificate was for a two-year period ending August 31, 2016.

Reviewers – The Investment Policy and the Investment Strategy Statement were reviewed by South Texas College’s legal counsel, Valley View Consulting, LLC (Investment Advisor) and Long Chilton, LLP (external auditors).

The revisions recommended were necessary to strengthen and enhance understanding of the Investment Policy and Investment Strategy Statement. The revisions included numerous minor changes to wording in an effort to align with the investment strategy of the College, align with the Public Funds Investment Act statement, included additional sources for monitoring investment market prices, correct Act title, correct grammar, and provide clarification.

The minor revisions included:

Investment Policy:

	Section	From	To
1	On page 1, Preface -to provide clarification as recommended by legal counsel	deleted “Resolution”	added “Tax Exempt” and “Issue”
2	On page 2, Section I A -to change wording as recommended by legal counsel	“authorized”	“adopted”
3	On page 2, Section I A -to change wording as recommended by the external auditor		deleted “to”
4	On page 2, Section I B -to provide clarification as recommended by legal counsel		added “Designation of Investment Officers and Investment Committee to”, “Authorized investments”, and “and oversight”
5	On page 2, Section I B -to provide clarification as recommended by legal counsel		deleted “who can”, “how South Texas College funds will be invested”, “when and how a periodic”, and “will be made”

	Section	From	To
6	On page 3, Section II A On page 4, Section III A On page 6, Section III E 1 On page 9, Section III E 6 -to include all deposits as recommended by Investment Advisor	“certificates of deposit”	“financial institution deposits” and “those transactions with financial institution deposits”
7	On page 3, Section II A -to provide clarification	“operating funds”	“all fund types, except for Unexpended Plant Funds and Funds for Retirement of Indebtedness,”
8	On pages 4, Section III A -to provide clarification and recommended by legal counsel	“securities”	“as”
9	On pages 4, Section III A -to provide clarification as recommended by the Investment Advisor	“1-5 above”	“the Public Funds Collateral Act (Chapter 2257, Texas Government Code),”
10	On pages 5, Section III A -to provide clarification as recommended by the Investment Advisor		added “The College will maintain”, “to address”, and “that fall below the required rating”
11	On pages 4-5, Section III A -to provide clarification as recommended by the Investment Advisor		deleted “certificates” and “such”

	Section	From	To
12	On page 5-6, Section III C -to align with the PFIA statement as recommended by the Investment Advisor	“South Texas College expressly prohibits any direct investment in asset or mortgage backed securities. South Texas College expressly prohibits the acceptance for collateralized deposits in interest-only and principal-only mortgage backed securities and collateralized mortgage obligations.”	“In accordance with Texas state law, the following are not authorized investments: 1) Obligations whose payment represents the coupon payments on the outstanding principal balance of the underlying mortgage-backed security collateral and pays no principal; 2) Obligations whose payment represents the principal stream of cash flow from the underlying mortgage-backed security collateral and bears no interest; 3) Collateralized mortgage obligations that have a stated final maturity date of greater than 10 years; and 4) Collateralized mortgage obligations the interest rate of which is determined by an index that adjusts opposite to the changes in a market index.”
13	On page 6, Section III E 1 -to correct word as recommended by the Investment Advisor	“investments”	“securities”
14	On page 6, Section III E 1 -to correct word as recommended by the Investment Advisor	“investments”	“security”
15	On page 7, Section III E 3 -to provide clarification		deleted “anticipating cash flow requirements, by” and “investing in”
16	On page 7, Section III E 3 -to provide clarification	“local government”	“eligible”
17	On page 7, Section III E 3 -to include additional investment type		added “maintaining minimum balances in financial institution deposits,”

	Section	From	To
18	On page 8, Section III E 3 -to provide clarification	“otherwise to”	“to otherwise”
19	On page 8, Section III E 4 -to correct Act title as recommended by the Investment Advisor		added “Reform,” “and”, and “of 1989”
20	On page 8, Section III E 4 -to correct Act title as recommended by the Investment Advisor		deleted “Resource” and “and”
21	On page 9, Section III E 6 -to provide clarification	“local government”	“eligible”
22	On pages 10, Section III F -to provide clarification		deleted “specific” and “designated”
23	On page 11, Section III G 1 -to provide clarification as recommended by the Investment Advisor		deleted “Acting as a committee,”
24	On page 11, Section III G 1 -to provide clarification as recommended by the Investment Advisor		added “financial institution deposits”
25	On page 11, Section III G 2 -to provide clarification		deleted “designated”
26	On page 12, Section III G 3 -to correct word as recommended by the Investment Advisor	“investor”	“person”
27	On page 12, Section III G 4 -to provide clarification		deleted “designated”
28	On page 13, Section III G 7 -to include additional sources as recommended by the Investment Advisor		added “including safekeeping agent,” and “Bloomberg,”

	Section	From	To
29	On page 13, Section III G 8 -to include all deposits and provide clarification as recommended by the Investment Advisor		added "financial institution deposits" and "funds"

Investment Strategy Statement:

	Section	Added	Deleted
1	On page 2 of the Investment Strategy Statement -to provide clarification		"the"

In addition, several more significant revisions are being recommended to clarify methods to be used for portfolio rate of return, remove authorized investments with a high risk, indicate credit rating review process, clarify process for certain investment selection criteria, include additional reporting requirement, and remove terms from the Policy that will be integrated within procedures. A majority of the significant revisions are being recommended by Valley View Consulting, LLC (Investment Advisor).

The more significant revisions include:

Investment Policy:

	Section	Added/Deleted
1	On page 4, Section II C -to clarify method to be used as recommended by the Investment Advisor	added "Weighted Average Yield to Maturity shall be the standard for calculating portfolio rate of return."

	Section	Added/Deleted
2	<p>On pages 4-5, Section III A -to remove high risk authorized investments as recommended by the Investment Advisor</p>	<p>deleted “Collateralized mortgage obligations directly issued by a federal agency or instrumentality of the United States, the underlying security for which is guaranteed by an agency or instrumentality of the United States.” and “No-load mutual funds must be registered with the Securities and Exchange Commission (SEC), have an average weighted maturity of less than two years, be invested exclusively in obligations approved in this section, be is continuously rated as to investment quality by at least one nationally recognized investment rating firm of not less than AAA or its equivalent, and conforms to the requirements set forth in Sections 2256.016(b) and (c) of the Act relating to the eligibility of investment pools to receive and invest funds of investing entities. South Texas College may not invest funds under its control in an amount that exceeds 15% of its monthly average fund balance, excluding bond proceeds and reserves and other funds held for debt service in no-load mutual funds. The College may not invest any portion of bond proceeds, reserves and funds held for debt service, in no-load mutual funds or invest its funds or funds under its control, including bond proceeds and reserves and other funds held for debt service, in any one mutual fund in an amount that exceeds 10 percent of the total assets of the mutual fund.”</p>
3	<p>On pages 4, Section III A -to provide clarification and recommended by the Investment Advisor</p>	<p>added “102% of”, “plus accrued interest”, and “deposit less the applicable level of FDIC insurance”</p>
4	<p>On pages 4, Section III A -to provide clarification as recommended by the Investment Advisor</p>	<p>added “Issued in a manner consistent with the Act that distributes the deposit among multiple financial institutions to effectively provide FDIC insurance for the entire deposit.”</p>
5	<p>On pages 6, Section III D -to strengthen rating monitoring and recommended by the Investment Advisor</p>	<p>added “Credit Rating Review and” and “The College will seek to control the risk of loss due to failure of an investment issuer by monitoring the ratings of portfolio positions to ensure compliance with the rating requirements imposed by the Public Funds Investment Act. Not less than quarterly, the Investment Officers will obtain, from a reliable source, the current credit rating for each held investment that has a PFIA-required minimum rating. Any authorized investment that requires a minimum rating does not qualify during the period the investment does not have the minimum rating.”</p>

	Section	Added/Deleted
6	On page 9, Section III E 6 -to provide clarification	added "Rather than relying solely on yield, investments in financial institution deposits, money market mutual funds, and eligible investment pools shall be based on criteria determined by the Investment Officers."
7	On page 13, Section III G 6 -to comply with procedures as required by the PFIA as recommended by the Investment Advisor	added "provide the credit rating for each separately invested asset that has a required minimum rating, and"
8	Glossary of Common Treasury Terminology -as recommended by the Investment Advisor	delete the entire glossary of common treasury terminology

In addition, minor grammatical changes were made throughout the documents.

Enclosed Documents – The revised Policy was provided in the packet for the Committee’s information and review. The additions to the Policy were in italics and highlighted in yellow and the deletions were designated with a red strikeout.

Dr. Shirley A. Reed, President, and Mary Elizondo, Vice President for Finance and Administrative Services, attended the October 6, 2015 Finance and Human Resources Committee meeting to address any questions by the committee.

Upon a motion by Mr. Paul R. Rodriguez and a second by Ms. Rose Benavidez, that the Finance and Human Resources Committee recommended Board approval of the revisions to Policy #5120: *Investment Policy* and the Investment Strategy Statement as presented and which supersedes any previously adopted Board Policy. The motion carried.

Review and Discussion of Request for Proposal for Higher Education Strategic Market Assessment

Dr. David Plummer, Interim Vice President for Information Services, Planning & Strategic Initiatives reviewed the Request for Proposal for Higher Education Strategic Market Assessment.

Purpose -- The Division of Information Services, Planning & Strategic Initiatives sought a solicitation for proposals by qualified professional individuals and organizations for a higher education strategic market assessment. The service would assist in planning for the time period of FY 2016 - FY 2020.

Justification -- The intent of the service was to provide a strategic market assessment component to South Texas College’s FY 2013 – FY 2018 Strategic Plan and the FY 2016 - FY 2020 Comprehensive Operational Plan. The Higher Education Strategic Market Study will assist South Texas College by collecting, assessing and analyzing district data and

would assist the college in developing a long term strategy. The benefit of the service would be to assist STC in strategically planning for its growth and to create or improve systems to meet the future educational and future labor force needs.

Background -- There were numerous future and ongoing regional development initiatives that would impact both academic and workforce programs that the college provided to its district constituents. Economic development such as Space X, Liquefied Natural Gas, Wind Energy, and the deregulation of numerous industries in Mexico; and educational initiatives such as from The University of Texas Rio Grande Valley and associated Medical School, Texas A&M College Station expansion to McAllen, Doctors Hospital at Renaissance, and other public/private higher education institutions all had the potential to change the current and future degree and program offerings within the college district.

A strategic market assessment partner along with key stakeholders in the College's region would gather, assess, analyze, and quantify the potential impact these future and ongoing economic and educational initiatives may have on our South Texas College district. As a result, the College would use this information to proactively plan, prepare, and implement changes that may be needed to meet the changing educational needs of the College's Hidalgo and Starr county service area.

Administration recommended advertising during the month of October and presenting for the Board committee to recommend approval in the November's Board meeting.

Funding Source – Expenditures were budgeted in the Strategic Initiatives budget for FY 2015 – FY 2016.

Enclosed Documents - The Request for Proposal was included in the packet for the Committee's review and information.

No action was required from the Committee. This item was presented for information and feedback to staff. The Committee's feedback was favorable for the proposed RFP and presentation of proposals for subsequent Committee and Board action.

Review and Discussion of Position Vacancy Report for FY 2015-2016

The Staffing Plan Position Vacancy Report for FY 2015-2016 was provided in the packet for the Committee's information and review. Information was current as of October 1, 2015.

Dr. Shirley A. Reed and Mrs. Mary Elizondo attended the meeting to respond to questions from 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 seventy-two (72) new Board approved positions. Of these new positions, 55 were fully funded and 17 were partially funded. Approximately 91% or 50 of the 55 available positions were currently advertised or have a requisition in progress.

- **Vacant Full Time Regular Positions – Continuing – CONTINUED from FY 2014-2015:**

⇒ A list of eighty-six (86) vacant positions due to employee resignations, terminations, and retirement was included and designated as Continuing. These positions were advertised until filled. Approximately 97% or 83 of these positions were currently advertised or in progress for final approval. 18% or fifteen (15) of the 83 advertised positions had recommendations currently in progress.

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.

Review and Action as Necessary on Disposal of Surplus Property

Approval to dispose of surplus property valued at \$1,000 and over through a live auction will be requested at the October 27, 2015 Board meeting.

Purpose – The Fixed Assets Department requested the disposal through a live auction of surplus property valued at \$1,000 and over.

Justification – It was necessary to dispose of obsolete, damaged, and non-functioning property for safety purposes and due to the lack of storage area for surplus property.

Background – The surplus property went through an evaluation process by the departments to determine if the items were damaged beyond repair and unable to be utilized district wide. After this evaluation process, the departments submitted a request to have the property removed from the department and relocated to the Shipping and Receiving Warehouse for auction.

The auction items were located at the South Texas College Receiving Department, 3700 W. Military Hwy., McAllen, TX. The auction would be scheduled for the month of November.

The items valued over under \$1,000 were not included in the College's inventory but were recorded in a database. The items valued over \$1,000 were included in the College's inventory through the Banner system.

Enclosed Documents - The listing of the items to be auctioned were included in the packet for the Committee's review and information.

Upon a motion by Ms. Rose Benavidez and a second by Ms. Rose Benavidez, the Finance and Human Resources Committee recommended Board approval to dispose of surplus property valued at \$1,000 and over through a live auction as presented. The motion carried.

Review and Recommend Action on Revision of Policy and New Policies

Approval of revision of policy and new policies will be requested at the October 27, 2015 Board meeting.

These updates were proposed in an effort to comply with federal and state laws.

a. Revise Policy #4317: Military Leave

Request for the revision to the policy was necessary for the following reasons:

- To incorporate the provisions of Texas Government Code, section 437.202 amended by the 84th Legislature, H.B. 445.
- To incorporate a requirement that the College provide notice of the availability of paid leave, by the end of the fiscal year, of the number of workdays the eligible employee is entitled to, the net balance of unused accumulated leave available, and the requirement to retain the records of available short term military leave in the employee's personnel file.

b. Adopt New Policy #4321: Right to Express Breast Milk in the Workplace

Request for the new policy was necessary for the following reason:

- To comply with House Bill 786, 84th Legislature, effective September 1, 2015 relating to the regulations that a public employer, including an institution of higher education, develop a written policy on the right of employees to express breast milk in the workplace.

c. Adopt New Policy #4322: Donation of Sick Leave

Request for the new policy was necessary for the following reason:

- To comply with House Bill 1771, 84th Legislature, effective September 1, 2015 relating to the regulations that employees may voluntarily donate sick leave hours to another employee.

The revised policy and the new policies were provided in the packet for the Committee's information and review. The additions to the policy were highlighted in yellow and the deletions were designated with a red strikethrough.

The revised policy and new policies were reviewed by staff, the President's Cabinet, President's Administrative Staff, and by Legal Counsel.

Upon a motion by Mr. Paul R. Rodriguez and a second by Ms. Rose Benavidez, the Finance and Human Resources Committee recommended Board approval of the revised policy and the proposed new policies as presented and which supersedes any previously adopted Board policy. The motion carried.

Adjournment

There being no further business to discuss, the Finance and Human Resources Committee Meeting of the South Texas College Board of Trustees adjourned at 6:58 p.m.

I certify that the foregoing are the true and correct Minutes of the October 7, 2015 Finance and Human Resources Committee Meeting of the South Texas College Board of Trustees.

Dr. Alejo Salinas, Jr.
Presiding

Announcements

A. Next Meetings:

- Tuesday, November 10, 2015
 - 3:00 p.m. – Education and Workforce Development Committee
 - 4:30 p.m. – Facilities Committee
 - 5:30 p.m. – Finance & HR Committee meeting

- Tuesday, November 24, 2015
 - 5:30 p.m. – Regular Meeting of the Board of Trustees

B. Other Announcements:

- The College will be closed November 26 – 29th in observance of the Thanksgiving Holiday.